



Kenai Peninsula Borough

144 North Binkley Street
Soldotna, AK 99669

Meeting Agenda Policies and Procedures Committee

Lane Chesley, Chair
Mike Tupper, Vice Chair
Bill Elam, Member

Tuesday, October 10, 2023

4:30 PM

Betty J. Glick Assembly Chambers
Meeting ID: 884 7373 9641 Passcode: 671108
[https://us06web.zoom.us/j/88473739641?](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)
[pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09](https://us06web.zoom.us/j/88473739641?pwd=dW1sY2RYV0F4dURjV25yVW9WUGw3QT09)

Meeting ID: 884 7373 9641 Passcode: 671108

MAYOR'S REPORT

Mayor's Report Cover Memo

[KPB-5541](#) Mayor's Report to the Assembly

Attachments: [Mayor's Report to the Assembly](#)

1. Assembly Requests/Responses- None.

2. Agreements and Contracts

- a. [KPB-5542](#) Authorization to Award a Contract for ITB23-016 Brushing Vegetation Control – North Region, Units 1, 2, 3, 4 & 5

Attachments: [ITB23-016 Brushing Vegetation Control - North Region, Units 1, 2, 3, 4 & 5](#)

- b. [KPB-5543](#) Authorization to Award a Contract for ITB23-017 Brushing Vegetation Control – South Region, Units 3, 4 & 5

Attachments: [ITB23-017 Brushing Vegetation Control - South Region, Units 3, 4 & 5](#)

- c. [KPB-5544](#) Authorization to Award a Contract for ITB23-017 Brushing Vegetation Control – South Region, Units 7 & 8

Attachments: [ITB23-017 Brushing Vegetation Control - South Region, Units 7 & 8](#)

- d. [KPB-5545](#) Authorization to Award a Contract for ITB23-018 Brushing Vegetation Control – East Region, Unit 3

Attachments: [ITB23-018 Brushing Vegetation Control - East Region, Unit 3](#)

- e. [KPB-5546](#) Authorization to Award a Contract for ITB24-019 Brushing Vegetation Control – West Region, Units 2, 6 & 7
Attachments: [ITB24-019 Brushing Vegetation Control - West Region, Units 2, 6 & 7](#)
- f. [KPB-5547](#) Authorization to Award a Contract for ITB24-019 Brushing Vegetation Control – West Region, Units 3, 4 & 5
Attachments: [ITB24-019 Brushing Vegetation Control - West Region, Units 3, 4 & 5](#)
- g. [KPB-5548](#) Authorization to Award a Contract for ITB24-020 Brushing Vegetation Control – Central Region, Units 1, 2 & 10
Attachments: [ITB24-020 Brushing Vegetation Control - Central Region, Units 1, 2 & 10](#)
- h. [KPB-5549](#) Authorization to Award a Contract for ITB24-020 Brushing Vegetation Control – Central Region, Units 4 & 5
Attachments: [ITB24-020 Brushing Vegetation Control - Central Region, Units 4 & 5](#)
- i. [KPB-5550](#) Authorization to Award a Contract for ITB24-021 Summer & Winter Road Maintenance - East Region, Unit 4
Attachments: [ITB24-021 Summer & Winter Road Maintenance - East Region, Unit 4](#)
3. Other
- a. [KPB-5551](#) Budget Revisions - August 2023
Attachments: [Budget Revisions - August 2023](#)
- b. [KPB-5552](#) Revenue-Expenditure Report - August 2023
Attachments: [Revenue-Expenditure Report - August 2023](#)

PUBLIC HEARINGS ON ORDINANCES

6. [2023-20](#) An Ordinance Amending Borough Code KPB 19.30.070 to Update the Definition for Economic Development (Ecklund)
Attachments: [Ordinance 2023-20](#)
[Memo](#)
7. [2023-21](#) An Ordinance Amending Borough Code KPB 5.08.025 Regarding Loans from the Borough's General Fund to Borough Service Areas (Cox)
Attachments: [Ordinance 2023-21](#)
[Memo](#)

NEW BUSINESS

1. Resolutions

- *c. [2023-064](#) LAYDOWN A Resolution Certifying the Results of the October 3, 2023 Regular Election(Johnson at the Request of the Borough Clerk)

3. Other

- *b. [KPB-5528](#) Confirming an Appointment to the Planning Commission – City of Seward Seat (Mayor)

Troy Staggs, City of Seward, Term Expires: July 31, 2026

Attachments: [Appointment to Planning Commission Memo](#)

- *c. [KPB-5556](#) Confirming an Appointment to the Resilience and Security Advisory Commission (Mayor)

Michael Horton, At-Large Seat, Term Expires 09/20/2026

Attachments: [Appointment to Resilience and Security Advisory Commission](#)

Kenai Peninsula Borough

Office of the Borough Mayor

MAYOR'S REPORT TO THE ASSEMBLY

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

FROM: Peter A. Micciche, Kenai Peninsula Borough Mayor

DATE: October 10, 2023



Assembly Request / Response

None

Agreements and Contracts

- a. Authorization to Award a Contract for ITB23-016 Brushing Vegetation Control – North Region, Units 1, 2, 3, 4 & 5
- b. Authorization to Award a Contract for ITB23-017 Brushing Vegetation Control – South Region, Units 3, 4 & 5
- c. Authorization to Award a Contract for ITB23-017 Brushing Vegetation Control – South Region, Units 7 & 8
- d. Authorization to Award a Contract for ITB23-018 Brushing Vegetation Control – East Region, Unit 3
- e. Authorization to Award a Contract for ITB24-019 Brushing Vegetation Control – West Region, Units 2, 6 & 7
- f. Authorization to Award a Contract for ITB24-019 Brushing Vegetation Control – West Region, Units 3, 4 & 5
- g. Authorization to Award a Contract for ITB24-020 Brushing Vegetation Control – Central Region, Units 1, 2 & 10
- h. Authorization to Award a Contract for ITB24-020 Brushing Vegetation Control – Central Region, Units 4 & 5
- i. Authorization to Award a Contract for ITB24-021 Summer & Winter Road Maintenance – East Region, Unit 4

Other

- a. Budget Revisions – August 2023
- b. Revenue-Expenditure Report – August 2023

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023


RE: Authorization to Award a Contract for ITB23-016 Brushing Vegetation Control – North Region, Units 1, 2, 3, 4 & 5

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-016 Brushing Vegetation Control – North Region, Units 1, 2, 3, 4 & 5. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the North Region, Units 1, 2, 3, 4 & 5.

On the due date of September 20, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$33,955.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$33,955.00
By: <i>CG BH</i>	Date: 9/27/2023

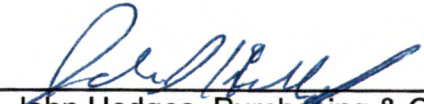
NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-016 BRUSHING VEGETATION CONTROL - North Region, Units 1, 2, 3, 4 & 5

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$33,955.00
Todaly Unlimited Inc.	Soldotna, Alaska	\$34,812.00
Chumley's Inc.	Nikiski, Alaska	Non-Responsive

DUE DATE: September 20, 2023

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023

RE: Authorization to Award a Contract for ITB23-017 Brushing Vegetation Control – South Region, Units 3, 4 & 5

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-017 Brushing Vegetation Control – South Region, Units 3, 4 & 5. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the South Region, Units 3, 4 & 5.

On the due date of September 20, 2023, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$18,705.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$18,705.00
By: <i>CJ BH</i>	Date: 9/27/2023

NOTES: NA

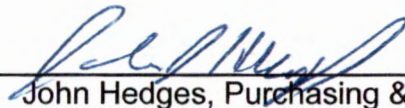
**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-017 BRUSHING VEGETATION CONTROL - South Region, Units 3, 4 & 5

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$18,705.00
Todaly Unlimited Inc.	Soldotna, Alaska	\$54,684.00

DUE DATE: September 20, 2023

KPB OFFICIAL:



John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023


RE: Authorization to Award a Contract for ITB23-017 Brushing Vegetation Control – South Region, Units 7 & 8

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-017 Brushing Vegetation Control – South Region, Units 7 & 8. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the South Region, Units 7 & 8.

On the due date of September 20, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$20,240.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	<u>236.33950.00000.43952</u>
Amount	<u>\$20,240.00</u>
By: <i>CG BH</i>	Date: <u>9/27/2023</u>

NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-017 BRUSHING VEGETATION CONTROL - South Region, Units 7 & 8

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$20,240.00
East Road Services, Inc.	Homer, Alaska	\$30,185.00
Todaly Unlimited, Inc.	Soldotna, Alaska	\$35,280.00

DUE DATE: September 20, 2023

KPB OFFICIAL:



John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023

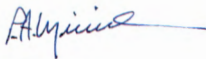
RE: Authorization to Award a Contract for ITB23-018 Brushing Vegetation Control – East Region, Unit 3

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-018 Brushing Vegetation Control – East Region, Unit 3. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the East Region, Unit 3.

On the due date of September 20, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$9,195.00 was submitted by Todaly Unlimited, Inc., Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$9,195.00
By <i>CS</i> <i>BA</i>	Date 9/27/2023

NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-018 BRUSHING VEGETATION CONTROL - East Region, Unit 3

CONTRACTOR	LOCATION	BASE BID
Todaly Unlimited Inc.	Soldotna, Alaska	\$9,195.00
Metco Alaska LLC	Seward, Alaska	\$12,050.00
River City Construction, LLC	Soldotna, Alaska	\$13,215.00

DUE DATE: September 20, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023

RE: Authorization to Award a Contract for ITB24-019 Brushing Vegetation Control – West Region, Units 2, 6 & 7

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-019 Brushing Vegetation Control – West Region, Units 2, 6 & 7. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the West Region, Units 2, 6 & 7.

On the due date of September 20, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$17,415.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

NOTES : NA

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$17,415.00
By: <i>CG BH</i>	Date: 9/27/2023


**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-019 BRUSHING VEGETATION CONTROL - West Region, Units 2, 6 & 7

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$17,415.00
Todaly Unlimited Inc.	Soldotna, Alaska	\$20,181.00
Chumley's Inc.	Nikiski, Alaska	NON-RESPONSIVE

DUE DATE: September 20, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023

RE: Authorization to Award a Contract for ITB24-019 Brushing Vegetation Control – West Region, Units 3, 4 & 5

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-019 Brushing Vegetation Control – West Region, Units 3, 4 & 5. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the West Region, Units 3, 4 & 5.

On the due date of September 20, 2023, four (4) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$23,130.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.

Almicciche

Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$23,130.00
By: <i>CS</i> <i>JH</i>	Date: 9/27/2023

NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-019 BRUSHING VEGETATION CONTROL - West Region, Units 3, 4 & 5

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$23,130.00
Mountain Vista Estates Inc., dba Captain Cook Construction	Clam Gulch, Alaska	\$27,678.00
Todaly Unlimited, Inc.	Soldotna, Alaska	\$28,468.00
Chumley's Inc.	Nikiski, Alaska	NON-RESPONSIVE

DUE DATE: September 20, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

THRU: John Hedges, Purchasing & Contracting Director JH

FROM: Scott Griebel, Roads Director SG

DATE: September 27, 2023

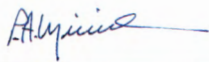
RE: Authorization to Award a Contract for ITB24-020 Brushing Vegetation Control – Central Region, Units 1, 2 & 10

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-020 Brushing Vegetation Control – Central Region, Units 1, 2 & 10. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the Central Region, Units 1, 2 & 10.

On the due date of September 20, 2023, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$22,195.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

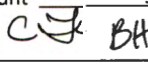
Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$22,195.00
By: 	Date: 9/27/2023


NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-020 BRUSHING VEGETATION CONTROL - Central Region, Units 1, 2 & 10

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$22,195.00
Todaly Unlimited, Inc.	Soldotna, Alaska	\$23,119.00

DUE DATE: September 20, 2023

KPB OFFICIAL: 
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 27, 2023

RE: Authorization to Award a Contract for ITB24-020 Brushing Vegetation Control – Central Region, Units 4 & 5

The Purchasing and Contracting Office formally solicited and received bids for the ITB23-020 Brushing Vegetation Control – Central Region, Units 4 & 5. Bid packets were released on August 30, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion on August 30, 2023, Homer News on August 31, 2023 and Seward Journal on August 30, 2023.

The project consists of the contractor providing all labor and materials to perform vegetation control services in the Central Region, Units 4 & 5.

On the due date of September 20, 2023, two (2) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$12,570.00 was submitted by River City Construction, LLC, Soldotna, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236.33950.00000.43952.



Peter A. Micciche, Mayor

9/28/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236.33950.00000.43952
Amount	\$12,570.00
By: <i>CG BH</i>	Date: 9/27/2023

NOTES: NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-020 BRUSHING VEGETATION CONTROL - Central Region, Units 4 & 5

CONTRACTOR	LOCATION	BASE BID
River City Construction, LLC	Soldotna, Alaska	\$12,570.00
Todaly Unlimited, Inc.	Soldotna, Alaska	\$13,488.00

DUE DATE: September 20, 2023

KPB OFFICIAL:


John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Purchasing & Contracting

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor

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

FROM: Scott Griebel, Roads Director *SG*

DATE: September 18, 2023

RE: Authorization to Award a Contract for ITB24-021 Summer & Winter Road Maintenance – East Region, Unit 4

The Purchasing and Contracting Office formally solicited and received bids for the ITB24-021 Summer & Winter Road Maintenance – East Region, Unit 4. Bid packets were released August 23, 2023 and the Invitation to Bid was advertised in the Peninsula Clarion and Seward Journal on August 23, 2023 and Seward Journal on August 23, 2023.

The project consists of furnishing all labor, materials and equipment to perform summer and winter road maintenance in the East Region, Unit 4.

On the due date of September 7, 2023, three (3) bids were received and reviewed to ensure that all the specifications and delivery schedules were met. The low bid of \$75,000.00 was submitted by AG + Building Supply, Hope, Alaska.

Your approval for this bid award is hereby requested. Funding for this project is in account number 236-33950-00000-43952.



Peter A. Micciche, Borough Mayor

9/19/2023

Date

FINANCE DEPARTMENT FUNDS VERIFIED	
Acct. No.	236-33950-00000-43952
Amount	\$75,000.00
By: <i>CG BH</i>	Date: 9/18/2023


NOTES : NA

**KENAI PENINSULA BOROUGH
PURCHASING & CONTRACTING**

BID TAB FOR: ITB24-021 Summer / Winter Maintenance - East Region, Unit 4

CONTRACTOR	LOCATION	BASE BID
AG & BLD Supply	Hope, Alaska	\$75,000.00
Peninsula Excavating	Moose Pass, Alaska	\$75,600.00
River City Construction, LLC	Soldotna, Alaska	\$84,600.00

DUE DATE: September 7, 2023

KPB OFFICIAL:  FOR J.H.
John Hedges, Purchasing & Contracting Director

Kenai Peninsula Borough

Finance Department

MEMORANDUM

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

THRU: Peter A. Micciche, Borough Mayor *PAM*

THRU: Brandi Harbaugh, Finance Director *BH*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: September 19, 2023

RE: Budget Revisions – August 2023

Attached is a budget revision listing for August 2023. The attached list contains budget revisions between major expenditure categories (i.e., maintenance & operations and capital outlay). Other minor transfers were processed between object codes within major expenditure categories.

FINANCE - PROPERTY TAX & CASH MANAGEMENT

To cover a planned for copier, the quotes were higher than expected.

100-11440-00000-40110 (Regular Wages)		\$4,858.00
100-11440-00000-48120 (Office Machines)	\$4,858.00	

KACHEMAK EMERGENCY SERVICES CAPITAL PROJECTS

Transfer partial budget from completed project, per code 5.04.100.

446-51810-17482-43011 (Contract Services)		\$245.03
446-51810-23481-49999 (Contingency)	\$93.44	
446-51810-23481-61990 (Admin Service Fee)	\$151.59	

NIKISKI FIRE SERVICE AREA

To purchase a Hydroflow for Station 3. This was originally budgeted in the wrong category.

206-51110-00000-43780 (Building & Grounds Maintenance)		\$15,569.08
206-51110-00000-48630 (Improvements Other Than Buildings)	\$15,569.08	

PLANNING - RIVER CENTER

To replace an AED, the old one is unusable and unrepairable.

100-21135-00000-43210 (Transportation & Subsistence)		\$1,244.00
100-21135-00000-43140 (Postage & Freight)		\$1,200.00
100-21135-00000-42210 (Operating Supplies)	\$2,444.00	

ROAD SERVICE AREA

To purchase a Spectra Precision dual grade laser level.

236-33950-00000-43011 (Contract Services)		\$2,400.00
236-33950-00000-48740 (Minor Machines & Equipment)	\$2,400.00	

SOLID WASTE - MISC LANDFILLS/HAULING/WASTE

Moving funds to support the rural refrigerant recovery program.

290-32570-00000-42210 (Operating Supplies)		\$847.49
290-32570-00000-48740 (Minor Machines & Equipment)	\$847.49	

Kenai Peninsula Borough

Finance Department

MEMORANDUM

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

THRU: Peter A. Micciche, Borough Mayor *PA*

THRU: Brandi Harbaugh, Finance Director *BA*

FROM: Sarah Hostetter, Payroll Accountant *SH*

DATE: September 19, 2023

RE: Revenue-Expenditure Report – August 2023

Attached is the Revenue-Expenditure Report of the General Fund for the month of August 2023. Please note that 16.67% of the year has elapsed, 19.81% of budgeted revenues have been collected, and 15.19% of budgeted expenditures have been made.

KENAI PENINSULA BOROUGH
Revenue Report
For the Period
August 1 through August 31, 2023

ACCOUNT NUMBER	DESCRIPTION	ESTIMATED REVENUE	YEAR TO DATE RECEIPTS	MONTH TO DATE RECEIPTS	VARIANCE	% COLLECTED
31100	Real Property Tax	\$ 33,145,884	\$ 8,048,528	\$ 4,392,210	\$ (25,097,356)	24.28%
31200	Personal Property Tax	1,979,420	429,075	292,138	(1,550,345)	21.68%
31300	Oil Tax	6,752,054	6,725,861	30,643	(26,193)	99.61%
31400	Motor Vehicle Tax	642,580	-	-	(642,580)	0.00%
31510	Property Tax Penalty & Interest	740,288	20,245	7,721	(720,043)	2.73%
31610	Sales Tax	47,000,000	3,993,433	3,974,672	(43,006,567)	8.50%
33110	In Lieu Property Tax	3,100,000	-	-	(3,100,000)	0.00%
33117	Other Federal Revenue	207,870	43,350	43,350	(164,520)	20.85%
33220	Forestry Receipts	500,000	-	-	(500,000)	0.00%
34110	School Debt Reimbursement	1,796,919	-	-	(1,796,919)	0.00%
34221	Electricity & Phone Revenue	155,000	-	-	(155,000)	0.00%
34222	Fish Tax Revenue Sharing	500,000	-	-	(500,000)	0.00%
34210	Revenue Sharing	850,000	-	-	(850,000)	0.00%
37350	Interest on Investments	802,522	330,039	199,854	(472,483)	41.13%
39000	Other Local Revenue	286,715	51,750	13,344	(234,965)	18.05%
290	Solid Waste	1,027,000	61,656	4,006	(965,344)	6.00%
Total Revenues		\$ 99,486,252	\$ 19,703,938	\$ 8,957,939	\$ (79,782,314)	19.81%

KENAI PENINSULA BOROUGH
Expenditure Report
For the Period
August 1 through August 31, 2023

DESCRIPTION	REVISED BUDGET	YEAR TO DATE EXPENDED	MONTH TO DATE EXPENDED	AMOUNT ENCUMBERED	AVAILABLE BALANCE	% EXPENDED
Assembly:						
Administration	\$ 612,409	\$ 112,390	\$ 58,150	\$ 185,375	\$ 314,644	18.35%
Clerk	657,438	62,384	36,493	24,258	570,796	9.49%
Elections	194,788	24,866	24,638	69,540	100,382	12.77%
Records Management	527,184	54,055	34,826	41,985	431,144	10.25%
Mayor Administration	1,110,214	58,848	35,261	300	1,051,066	5.30%
Purch/Contracting/Cap Proj	779,658	82,657	43,394	17,740	679,261	10.60%
Human Resources:						
Administration	964,813	106,362	60,592	70,692	787,759	11.02%
Print/Mail	213,278	50,669	36,640	37,024	125,585	23.76%
Custodial Maintenance	133,652	16,522	10,803	70	117,060	12.36%
Information Technology	2,613,358	345,669	177,673	31,189	2,236,500	13.23%
Emergency Management	1,075,964	146,072	95,055	14,551	915,342	13.58%
Legal Administration	1,269,731	147,837	110,400	111,166	1,010,728	11.64%
Finance:						
Administration	622,704	85,928	49,599	282	536,495	13.80%
Services	1,369,001	239,632	145,685	43,419	1,085,950	17.50%
Property Tax	1,249,010	216,652	52,163	41,637	990,721	17.35%
Sales Tax	1,212,600	254,805	151,780	570	957,225	21.01%
Assessing:						
Administration	1,678,947	275,012	99,080	54,570	1,349,365	16.38%
Appraisal	1,934,563	181,887	119,252	67,431	1,685,246	9.40%
Resource Planning:						
Administration	1,913,617	167,183	120,102	135,370	1,611,064	8.74%
GIS	697,848	238,355	108,625	78,651	380,842	34.16%
River Center	872,246	90,976	61,103	45,290	735,980	10.43%
Senior Citizens Grant Program	843,878	-	-	824,349	19,529	0.00%
School District	63,702,766	9,563,135	1,000	-	54,139,632	15.01%
Solid Waste Operations	13,882,023	1,874,053	599,660	4,393,859	7,614,110	13.50%
Economic Development	652,679	8,000	8,000	58,835	585,844	1.23%
Non-Departmental	2,302,777	1,256,218	62,450	27,878	1,018,682	54.55%
Total Expenditures	\$ 103,087,146	\$ 15,660,164	\$ 2,302,425	\$ 6,376,030	\$ 81,050,952	15.19%

Introduced by:	Ecklund
Date:	09/05/23
Hearing:	10/10/23
Action:	
Vote:	

**KENAI PENINSULA BOROUGH
ORDINANCE 2023-20**

**AN ORDINANCE AMENDING BOROUGH CODE KPB 19.30.070 TO UPDATE THE
DEFINITION FOR ECONOMIC DEVELOPMENT**

WHEREAS, in 2022, the Alaska Legislature enacted House Bill 411 (HB 411) relating to municipal economic development;

WHEREAS, this ordinance updates Borough Code and uses the exact definition that HB 411 added to AS 29.71.800;

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

SECTION 1. That KPB 19.30.070 is hereby amended to read as follows:

19.30.070. Definitions.

For purposes of this chapter, the following terms shall have the following meanings.

Adds to long-term tax base means an increase in the assessed valuation of taxable property in the borough.

Bank-ready business plan means a business plan typically required by banks for loan applicants containing, at a minimum:

- 1) a detailed description of the company and proposed project;
- 2) a detailed description of the product or service to be rendered;
- 3) a feasibility study including market opportunity, competition, trends, research and promotional strategies, management strategies including job creation, job descriptions, key personnel, and long- and short-term employment projections, detailed financial projections for the next five years;
- 4) resumes of all managerial and significant technical personnel;

- 5) financial statements of the company, including the current year and up to five previous years for any such years the company has been in business; and
- 6) an analysis of how this project qualifies for direct borough support under this chapter, and a detailed description of the requested borough support.

Economic development means an action intended to result in an outcome that causes an increase in, or avoids a decrease of, economic activity, gross domestic product, or the tax base. [PRIVATE SECTOR EXPANSION THAT CREATES PERMANENT JOBS, ADDS TO THE BOROUGH'S LONG-TERM TAX BASE, AND RESULTS IN ENHANCED ECONOMIC ACTIVITY AND QUALITY OF LIFE FOR BOROUGH RESIDENTS.]

[ENHANCED ECONOMIC ACTIVITY MEANS AN ACTIVITY WHICH INCREASES JOB OPPORTUNITIES AND OTHERWISE ENCOURAGES THE ECONOMIC GROWTH OF THE BOROUGH INCLUDING THE DEVELOPMENT OF ITS NATURAL RESOURCES THROUGH THE ESTABLISHMENT AND EXPANSION OF MANUFACTURING, INDUSTRIAL, EXPORT, SMALL BUSINESS, AND BUSINESS ENTERPRISES AND OTHER FACILITIES.

ENHANCED QUALITY OF LIFE MEANS AN IMPROVEMENT OF COMMUNITY CHARACTERISTICS AFFECTING LIFESTYLES WITHIN THE BOROUGH, BASED UPON COMMUNITY STANDARDS AS DETERMINED BY THE BOROUGH ASSEMBLY WITH INPUT FROM THE COMMUNITY AT LARGE.]

Permanent jobs means full-time equivalent jobs for five continuous years excluding construction jobs which are tied directly to the economic development project.

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

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2023.

Brent Johnson, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Cindy Ecklund, Assembly Member *CE*

DATE: August 24, 2023

RE: Ordinance 2023-20, Amending Borough Code KPB 19.30.070 to Update the Definition for Economic Development (Ecklund)

House Bill 411, enacted in 2022 and signed into law, added a definition for “economic development” to Title 29 of the Alaska Statutes.

Per AS 29.71.800(9): “‘economic development’ means an action intended to result in an outcome that causes an increase in, or avoids a decrease of, economic activity, gross domestic product, or the tax base;”

This Ordinance will amend Borough Code to align with State Statutes by using the exact same definition that is found in AS 29.71.800.

Your consideration is appreciated.

Introduced by: Cox
Date: 09/05/23
Hearing: 10/10/23
Action:
Vote:

**KENAI PENINSULA BOROUGH
ORDINANCE 2023-21**

**AN ORDINANCE AMENDING BOROUGH CODE KP.B 5.08.025 REGARDING LOANS
FROM THE BOROUGH’S GENERAL FUND TO BOROUGH SERVICE AREAS**

- WHEREAS,** current KP.B 5.08.025 provides that loans from the general fund to service areas must be in accordance with specific loan terms and conditions “unless otherwise approved by ordinance”;
- WHEREAS,** since enacting KP.B 5.08.025 none of the loans approved by the assembly have matched the specific terms and conditions set out in KP.B 5.08.025; and
- WHEREAS,** this ordinance repeals the specific terms and conditions and replaces them with loan requirements that will be adhered to when setting the terms and conditions for the specific loan and set of circumstances being considered;

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

SECTION 1. That KP.B 5.08.025 is hereby amended to read as follows:

5.08.025. Authorization and standards for lending money to service areas [FOR LAND AND CAPITAL IMPROVEMENTS]from the borough general fund.

Service areas may borrow money from the general fund [ONLY] in accordance with the [FOLLOWING] loan terms and conditions [UNLESS OTHERWISE] approved by ordinance. The following requirements will be specifically addressed within the ordinance:

1. Loans shall only be for the purpose of financing [THE] start-up costs, acquisitions [OF LAND] or [CAPITAL] improvements that the Assembly finds are in the best interest of the borough and service area after consideration of the service area board’s recommendation;
2. The term[S] of the loan [SHALL BE FOR NO MORE THAN FIVE YEARS] must be approved for a fixed period of time of not more than five years and allow early payoff;

3. The fixed or variable rate of interest [SHALL BE THE PRIME RATE IN EFFECT ON THE DATE OF ORDINANCE APPROVAL PLUS 2 PERCENT] must be established pursuant to a published indexed rate. The rate may not be less than the expected rate of return to be earned by existing borough general fund investment accounts over the same period of time as the loan;
4. The total amount borrowed by a service area pursuant to this section [MAY NOT EXCEED \$150,000 AT ANY TIME] must be stated in the title of the ordinance and fixed by the terms of the ordinance. This amount may be amended by ordinance;
5. [PAYMENTS SHALL BE PAID IN EQUAL ANNUAL INSTALLMENTS UPON ADOPTION OF EACH YEAR'S ANNUAL BUDGET UNTIL THE LOAN IS PAID IN FULL] The ordinance must provide the frequency and amount of installment payments, and whether the installments include required lump sum balloon payments; and
6. [ALL SUCH LOANS MUST BE APPROVED BY THE ASSEMBLY BY ORDINANCE, AND THE ASSEMBLY MAY ADD SUCH ADDITIONAL TERMS AND CONDITIONS AS IT FINDS IN THE BEST INTERESTS OF THE BOROUGH] The ordinance will state whether or not an increase in the service area mill levy will be needed for loan repayment. If the assembly determines that the loan will require an increase in the service area mill levy for repayment purposes, the loan must first be approved by the voters of the service area at a regular or special election before any funds can be distributed.

SECTION 2. That this ordinance shall be effective immediately.

ENACTED BY THE ASSEMBLY OF THE KENAI PENINSULA BOROUGH THIS * DAY OF * 2023.

Brent Johnson, Assembly President

ATTEST:

Michele Turner, CMC, Borough Clerk

Yes:

No:

Absent:

Kenai Peninsula Borough Assembly

MEMORANDUM

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

FROM: Tyson Cox, Assembly Vice-President *TRC*

DATE: August 24, 2023

RE: Ordinance 2023-21, Amending Borough Code KPB 5.08.025 Regarding Loans from the Borough's General Fund to Borough Service Areas (Cox),

Current KPB 5.08.025 code provides that loans from the general fund to service areas must be in accordance with specific loan terms and conditions "unless otherwise approved by ordinance".

Since enacting KPB 5.08.025 none of the loans approved by the assembly have matched the specific terms and conditions set out in KPB 5.08.025.

This ordinance repeals the specific terms and conditions and replaces them with loan requirements that will be adhered to when setting the terms and conditions for the specific loan and set of circumstances being considered.


These changes will therefore provide necessary flexibility while also setting requirements to follow when the general fund is loaning money to a service area.

Your consideration is appreciated.

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

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

FROM: Peter A. Micciche, Borough Mayor 

DATE: October 10, 2023

RE: Planning Commission Application for Appointment

Per KPB 2.40.015(C), appointments to single member districts of the Borough Planning Commission are recommended by the Borough Mayor, subject to confirmation by the Assembly. According to KPB 2.40.030(A), the applicant listed below has been verified as a qualified voter of the Borough and resident within the district to which he has applied.

I hereby submit to the Assembly my recommendation for confirmation of the following appointment to the Kenai Peninsula Borough Planning Commission:

Troy Staggs

City of Seward

Term Expires 07/31/2026

Thank you.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor
THRU: Robert Ruffner, Planning Director
FROM: Michele Turner, Borough Clerk
DATE: September 26, 2023
RE: Planning Commission Applications for Appointment

Pursuant to KPB 2.40.05(E), the annual vacancies on the Planning Commission were noticed for 30-days. The vacancy notice was posted on the Borough's website, Facebook page and in the borough administration building. The application period closed on September 6, 2023.

The applicant has been verified as a resident within the city and is a qualified voter of the borough. Recommendations from the city council is as follows:

City of Seward Seat

Troy Staggs

Thank you for your consideration.

CITY OF SEWARD
P.O. BOX 167
SEWARD, ALASKA 99664-0167



- Main Office (907) 224-4050
- Police (907) 224-3338
- Harbor (907) 224-3138
- Fire (907) 224-3445
- City Clerk (907) 224-4046
- Community Development (907) 224-4049
- Utilities (907) 224-4050
- Fax (907) 224-4038

September 13, 2023

Kenai Peninsula Borough
Office of the Borough Mayor
144 N Binkley
Soldotna, Alaska 99669

Dear Mayor Micciche,

The City Council of Seward, Alaska would like to recommend applicant Troy Staggs to be the city's representative on the Kenai Peninsula Borough Planning Commission. Mr. Staggs is a qualified voter of the Borough who resides with the City of Seward. Mr. Staggs is a former member of the city's Planning & Zoning Commission.

We understand this appointment is for a three-year term that expires on July 31, 2026. Please submit our recommendation to the Borough Assembly for confirmation at your earliest convenience.

Sincerely,

A handwritten signature in black ink that reads 'Sue McClure'.

Sue McClure
Mayor
City of Seward

Kenai Peninsula Borough

Planning Department

Seward City Seat (Term Expires 07/31/2026) PC Application Submitted 2023-08-15 17:47:29

Name: Troy Staggs

Mailing Address:

PO Box 718
Seward , AK 99664

My Residence Address is DIFFERENT from my Mailing Address

Residence Address

2507 Cedar St.
Seward , AK 99664

Email: sgtstaggs@yahoo.com

Home Phone: 8123439944

Mobile Phone: 8123439944

What knowledge, experience, or expertise will you bring to the Planning Commission?

As a general contractor in Indiana I worked with the building and zoning department frequently to get the needed permits and inspections. Since moving up to Alaska a couple years ago I'm learning the new codes here. Spending my last year on the Commission I have learned so much and am looking forward to many more years of service if I'm brought back on.

Voter #

SSN

[REDACTED]

Date of Birth

[REDACTED]

Kenai Peninsula Borough
Office of the Borough Mayor

MEMORANDUM

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

FROM: Peter A. Micciche, Borough Mayor *PAM*

DATE: October 2, 2023

RE: Appointment to Resilience and Security Advisory Commission

Pursuant to Ordinance 2022-25, commissioners shall be appointed by the Mayor and confirmed by the Assembly.

I hereby submit my recommendation for confirmation.

**RESILIENCE AND SECURITY ADVISORY COMMISSION
AT-LARGE SEAT**




Michael Horton

Term Expires 09/20/2026

Thank you for your consideration.

Kenai Peninsula Borough
Office of the Borough Clerk

MEMORANDUM

TO: Peter A. Micciche, Borough Mayor 
THRU: Robert Ruffner, Planning Director 
FROM: Michele Turner, Borough Clerk 
DATE: September 29, 2023
RE: Verification of Resilience and Security Advisory Commission Applicants

The annual notice of vacancy for the Resilience and Security Advisory Commission was posted in the Borough Administration Building, KPB's Facebook page and KPB's website on 08/17/23. The filing period closed on 09/17/23.

Per Ordinance 2020-25, appointed members shall have experience in at least one of the ten areas defining the scope of the commission. Commissioners shall submit a resume with their application to be appointed by the mayor and approved by the assembly.

One application was received and is submitted herewith for your consideration.

AT-LARGE SEAT

Michael Horton

Thank you for your consideration.

cc: Land Management

Kenai Peninsula Borough

Planning Department

Resilience & Security Advisory Commission Application Submitted 2023-08-23 16:26:42

At-Large
Seat: ~~Southcentral~~ Borough Seat - Term Expires 09/20/2026

Name:
Michael Horton
Mailing Address:
39548 Grouse Drive Soldotna, AK 99669
Residential Address (if different from mailing address):
,
Email:
mhorton16@gmail.com
Mobile:
9072527367
{Work:caption}
{Work:value}
Home Phone:
9072629624
{Occupation:caption}
{Occupation:value}
How long have you lived in the area served by this Resilience & Security Advisory Commission?
31 years, 2 months
In which of the 10 areas defining the scope of the commission do you have experience?
I have experience mainly in two of the areas encompassing the purpose of the commission: environmental from my certifications in storm water pollution prevention and erosion control as well as my quality control certification with the US Army Corps of Engineers and the knowledge of the requirements to adhere to Best Management Practices in industry settings as well as infrastructure project development.
{Expertise:caption}
{Expertise:value}

{CurrentlyServe:caption}

{CurrentlyServe:value}

{Available:caption}

{Available:value}

Comments (areas of interest, additional experience or qualifications, etc.):

My experience that is pertinent to this position is as follows:

- > 7 years as a constructions surveyor for various DOT projects in all regions of Alaska
 - > 4 years as an assistant superintendent for a construction company specializing in roads and bridges working on State and Federal DOT projects in all regions of the state
 - > 2.5 years of engineering school at the University of Alaska Anchorage in the Civil and Mechanical disciplines
 - >1.25 years as a Kenai Peninsula Borough Planning and Zoning Commissioner until the commission was downsized due to funding
- I also have various certifications such as: US Army Corps of Engineers Quality Control Manager Certification, AK-CESCL Storm Water Pollution Prevention Certification, Carlson Survey GIS certification, and AutoCAD/CAD certification. Also of note is that I have been a resident of the Kenai Peninsula and of Soldotna for my entire life and find this community to be one of the most beauty, ingenuity, industry, and steadfastness. My family homesteaded on the Kenai Peninsula in 1907 and my grandfather was a surveyor of the southern region of the peninsula in the 1960s through the early 2000s; so the Kenai Peninsula is very near to my heart and a place that I wish to contribute to, preserve, and improve where it is needed.

MICHAEL HORTON
39548 Grouse Drive Soldotna, AK 99669

Cell: (907) 252-7367

Email: mhorton16@gmail.com
mhorton@hilcorp.com

SUMMARY

Current experience in production, waterflood, and utility operations in the Cook Inlet Oil Field. Extensive experience in horizontal civil construction projects that includes working as a liaison with the Alaska Department of Transportation, developing demolition and assembly plans utilizing CAD programs, managing Storm Water Pollution Prevention Plans, developing and administering traffic control plans, conducting construction surveying and grade-checking utilizing basic surveyor equipment and advanced GPS systems, basic estimating for project bidding, expediting various supplies, and general administration of projects. Continuing experience with AutoCAD drafting of isometric, standard, and P&ID drawings. Excellent oral and written communication skills within the workforce.

EDUCATION

University of Alaska Anchorage, College of Engineering, Anchorage, AK GPA: 3.0 Expected December 2022
Bachelor of Science, Mechanical Engineering
Minor(s): Mathematics
Cook Inlet Academy, Soldotna, AK June 2011
Awards: Valedictorian of Graduating Class, President of Class, National Honor Society, Alaska Performance Scholarship Award

SPECIALIZED SKILLS

Programming Languages: MATLAB, Simulink

Programs: SolidWorks (novice), Autodesk (advanced), AutoCAD (advanced), AutoCAD 3D Modeling (advanced), AutoCAD Civil 3D (intermediate), Carlson SurvCE (advanced), Carlson Civil Suite (intermediate), Adobe Creative Suite (advanced), Microsoft PowerPoint (advanced), Microsoft Excel (intermediate), Microsoft Word (advanced), Microsoft Projects (intermediate), U.S. Army Corps of Engineers Quality Control System (novice)

Operating Systems: Windows 10, Windows XP, Windows 7, Mac OS 9

Fabrication Skills: Operation of commercial band saws and cutting torches. Experience with arc welding, drills, sawing, wiring, soldering, and welding (novice level).

EXPERIENCE

Hilcorp Energy Company January 2022 – Present

- King Salmon Platform and Grayling Platform:
 - Production Operator – ESP, Separators, Scrubbers, Shipping Systems
 - Waterflood Operator – Water Injection System
 - Utilities Operator – Chemical Systems, Potable & Drill Water, Sewage
 - Expeditor
 - Emergency Trauma Technician
 - Visible Emissions Technician
 - Liason Between Inspections Department and Welders
 - Rigger-Signalman
 - Helicopter Landing Officer
 - P&ID, Isometric, & Standard AutoCAD Drafter

CCI Industrial Services, LLC August 2018 – January 2022

- King Salmon Platform: Production Operations

D & L Construction Co. Inc., Soldotna, AK June 2013 – August 2018

- Laborer
- Storm Water Pollution Prevention Plan Foreman & Manager:
- Traffic Control Supervisor:
- Construction Surveyor (not licensed)/Grade-Checker:
- Office Manager/Engineer:
- Quality Control Technician & Manager:

D & D Equipment & Fabrication, Sterling, AK, Welder's Helper & Apprentice Fitter May-Aug. 2012

- Welders' Helper

Chumley's Inc., Soldotna, AK, Laborer May – Aug. 2010, May – Aug. 2011

- Roust-About

ADDITIONAL EXPERIENCE

The Study, Soldotna, AK, Tutor

2015 – 2017

- Tutoring Junior High School and High School Students in the following: -Algebra

Kenai Peninsula Borough Planning & Zoning Commission, Soldotna, AK, Planning & Zoning Commissioner

- Studying, reviewing, understanding, and applying KPB Code to individual cases and applications of residents in a fair and just manner
- Review of submitted plats to ensure within KPB Code.
- Use of prudence concerning legislative matters and coordination with other KPB Commissioners during meetings.

REFERENCES

Shawn Taplin, Hilcorp Alaska, PB East Ops – Mechanic, Cell: 1(907) 394-9344, Email: Shawn.Taplin@hilcorp.com

Justin Ruffridge, Alaska State House Representative District 7, Cell: 1(509) 338-5891; Email: ruffridgeak@gmail.com

CERTIFICATIONS

Alaska Certified Erosion & Sediment Control Lead

(SWPPP/AK-CESCL): Expires: 12/14/2020

- Certificate #: AGC-17-0551

AutoCAD:

AutoCAD 2014 & AutoCAD Civil 3D 2015 by Autodesk

Date: Fall 2013, Spring 2014, Present Use

Draftsight 2020 CAD Programs

Present Use

IMSA Temporary Traffic Control Technician

Expires: 6/24/2021

Certificate #: ZZ-111749

Carlson Civil Suite 2016

Carlson Survey Software

- Courses: Carlson Civil Suite, Carlson SurvCE

U.S. Army Corps of Engineers Construction Quality Management for Contractors

Certificate #: POA-14-17-53547

Expires: 2/3/2022

Emergency Trauma Technician:

Expires: 10/2021

Instructor: Mark Hall

Registered in Alaska Medical System

Visible Emissions Technician:

Certified through October 2020

Coldwater Survival Egress Training:

Completed: 3/8/2019

Certified Rigger-Signaler:

Completed: 2/26/2020

Expires: 2/26/2023