

Mayor
Alice Ruby

Acting Manager
Kim Johnson



Dillingham City Council

Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: July 27, 2023
To: Kim Johnson, Acting City Manager
From: Anita Fuller, Finance Director
Subject: Monthly Report – June-July 2023

Acknowledgements and Recognitions:

June Statistics: As of date of report.

Cash Receipts: \$1,042,188.83

All Payments: \$1,005,243.76 (includes \$374,397.89 for 3 payrolls)

July Statistics: As of date of report.

Cash Receipts: \$1,243,113.49 (includes \$522, 976.35 SOA PILT payment)

All Payments: \$250,181.92 (includes \$126,510.64 for 1 payroll) one payroll in process and one more payable run scheduled

Department Accomplishment and Opportunities:

Accomplishments

- 3 properties have been redeemed by Libby and Kroener. Certificate of redemptions have been filed.
- Annual state property tax report submitted by 07/01/2023 deadline.
- Records moved from territorial school building to City Hall. 240 boxes destroyed per records management requirements. Abigail Flynn's work over the last year made this move extremely successful.
- Payroll implemented the new salary schedule for all employees. Anthony Reynolds stepped up to the challenge and everything was completed on time.

Staffing changes

- Assistant Finance Director – AFD, Revenue Cycle Manager position has been offered to a candidate with a possible start date of 08/14/2023.
- Ryan Johnson has moved to Account Tech II, Payroll & Payables. Sherina Tilden has been hired as the Account Tech II Receivables on 07/10/2023.

Grant Reporting

- FY23 NTS grant reporting is in progress. FY24 NTS Grant has been awarded.

- ARPA reporting in progress.
- Quarterly grant reports have been created and are pending final review.
- Jail contract in process.

Budget

- FY23 Budget revision adopted.
- FY24 Budget adopted.

Projects – Progress and Public Impacts:

Audit

- FY22 Audit final work postponed to November 27, 2023.

Projects

- APEI insurance has been finalized.
- Setup of personal property tax in MARS has been started.
- Qwestica training has been started for budgeting software.

Purchases completed

- 2,000 yards pit run for the landfill
- Skid Pro attachment for clearing brush along landfill roads
- Purchase and equip two new police vehicles
- Purchased container of Sodium Chloride for street drain and de-icing
- Purchased spreader for sanding/salting of roadways
- Purchase chains and grader blades for streets equipment

Upcoming Calendar Items:

- 15th of each month utility payments due; last day of month utility bills sent.
- 11/01/2023 first half of property taxes are due.

Public Feedback:

- Are ambulance fees paid at City Hall? City of Dillingham works with a company called Systems Design who manages ambulance billing. When an ambulance bill is received payment is to be made to the address shown on that invoice. Any questions on that billing are to be addressed by them as well.

Revenue and Expense Report:

- Next report will be ready after August F&B meeting.

Mayor
Alice Ruby

Acting City Manager
Kimberly Johnson



Dillingham City Council

Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall

MEMORANDUM

Date: July 26, 2023
To: Kimberly Johnson, Acting City Manager
From: Patty Buholm, Planning Director
Subject: Monthly Report – June/July 2023

Acknowledgements and Recognitions: The Planning Department would like to thank all the City Staff that has taken on additional responsibilities during this time of significant staff shortages. Many have helped me in with various items regarding planning for the City. Thank you Hugh Reynolds, for his role as the Planning Department Intern for the summer. Hugh played an intricate role in scanning many of the Landfill resource binders into the electronic library that the Planning Department has started. Also, a thanks to the Kyle Gregory, Maintenance Department Supervisor at the Bristol Bay Area Health Cooperation for lending their tripod and harness to the Planning Department to clear debris from one of the manholes located in downtown Dillingham. Thanks to Statewide Machinery Inc. for their willingness to take on a few assessments for the Landfill Equipment and get some equipment planning in place for correction. A special thanks to Dagen Nelson who helped evaluate the broken shut off valve that leads from the water main into the Territorial Building and returned to assist the Planning Department replace the sump pump at City Hall while we had staff shortages. Dagen has worked off and on at the City of Dillingham for many years and carries a large amount of knowledge of the current building issues, projects that have been completed, and known issues that have been listed on previous Capital Improvement Projects. I am grateful and appreciative that he is willing to share his knowledge and assist with troubleshooting issues. Cy Two Elk, ANTHC Project Manager for this region was able to stop by the City Hall today 7/27/2023 and assess the broken water line/shut off valve and was able to relay some emergency funding for this type of issue, which we are grateful for his and his interns' efforts to quickly do an assessment of the situation. He will be emailing later today any potential action that we should be doing to preserve the clean water delivery as well as a potential shut off possibility. Thank you to OBI Seafoods for their contribution of cleaning up the downtown cemetery.

Department Accomplishment and Opportunities: The Planning Department assisted the Green Star Program on their return evaluation of the Landfill on June 16, 2023. Three (3) representatives from Delta Backhaul and a representative from Central Recycling Services were able to complete an assessment of the landfill. During the assessment, all beaches and the City Dock were visited as potential loading areas for a larger barge when a backhaul can be funded. Due to Patty's varied background with construction, she was able to assist with recommendations for the drainage issues that have occurred on many gravel roads. Due to this issue of drainage and high traffic areas, the Planning Department has assisted with basic communication of following the State of Alaska Road weight restrictions and have since been advertised on the City

City of Dillingham

Page 1 of 3

Our Vision. To have an infrastructure and city workforce that supports a sustainable, diversified and growing economy. We will partner with others to achieve economic development and other common goals that assure a high quality of living, and excellence in education.

of Dillingham Facebook Page and the Public Works Department webpage. This should become a common practice for the Public Works Department to advertise that the City of Dillingham does follow the road restrictions set for by the State of Alaska DOT Department. Patty was able to complete the Cities of Opportunity Summer session with Alaska Municipal League

Projects – Progress and Public Impacts:

The Aerated Lagoon Facility Improvements project bid closed on June 13, 2023, at 2:00pm. The City of Dillingham did receive one (1) hand delivered bid for this project.

The Planning Department is waiting for the completion of plans for a concrete pad from CRW Engineering. These structurally engineered plans will be used as part of a Request for Proposal (RFP) to pour a concrete pad this late summer/fall in preparation for placing the back up generated that was purchased last year for the Sewer Lagoon. The backup generator that was purchased from NC Machinery in Anchorage is not completely built as all parts had to be built in different locations then sent to Anchorage for assembly. Unfortunately, due to the worldwide shortage of parts and supplies, the many scheduling delays, it may not be assembled until after the last barge sails for Dillingham this fall. I still hope to have the RFP put out this fall in hopes of having everything ready for the first barge next year.

The Planning Department participated in the removal of items from the Territorial School Building due to the water leak. Also, there was debris was blocking a discharge pipe that led to the Dock Lift Station and needed to be removed to assess a potential sewer line blockage. Since Patty had taken confined space rescue and was qualified to wear a SCBA/Filtered Air, she was able to assist by repelling into the manhole and remove the blockage and other debris that was holding discharge for the Eastern Sewer pipe.

Patty Continues to work with the DEC, Bristol Environmental, and the Green Star program for a potential metal backhaul. The congressional directed funding request for 4.7 million for this project made it to the second round, and is passed onto the 3rd round.

In June, Bristol Environmental did come to Dillingham and took samples from the Ground Water Monitoring Wells at the Landfill, during this visit it was discovered that one of well pipes had been hit (due to the location was most likely a snowmachine) and has broken the pipe partway down the well and will have to be replaced. Another well pipe was found to be bent over, however the pipe was not broken and it was righted easily by staff on site. I am currently working with a local well contractor and both Bristol Environmental and the DEC to correct this by having a new well installed.

The Green Star program did complete their second sight visit in June and have provided an updated site report, it is attached. It was discovered that a structural engineer assessment had completed an assessment on the burnt Landfill shop building, and I am working with the Acting City Manger with alternative building options. Some questions were raised for the structural engineers' report that I am waiting for a response on.

I was able to work with SMI to assess the Swap/Hook truck and complete an assessments of Landfill equipment. SMI was able to get the D-5 dozer working, and I am currently waiting for a full assessment and cost total to complete a "switch" of the equipment to a separate semi-truck that will hopefully be used as the new semi for the trailer portion to be able to open the Transfer Station at the landfill. Due to SMI's commitment to assistance the City of Dillingham, our equipment and landfill operations are back in motion to correcting the issues at the Landfill. The compactor is currently being worked on by SMI as well, with hopes to be operational within a few weeks as parts had to be shipped off to be rebuilt.

The Nerka Road Improvements Project is in full swing. The excavated material was not dropped at the back lot that was provided by the City of Dillingham for the job, and all material this far was relocated to private lots. Upon discovering this, I had all people who did receive any materials complete a Land Use Permit (LUP), pay the fee, and have asked JJC Enterprises records how many loads of material have been delivered to each disposal site. This information will be recorded on the LUP and given to the Assessors so they can evaluate if this has improved their

property significantly that may cause a tax hike for the property owners that did receive fill. I continue to process the LUP's for the Nerka project, however, will need to check in with JJC to see if they will continue to place the material at the sites that have already been issued a LUP. The back lot closest to Waskey Road has not been cleared or utilized at this time. The front lot has been partially cleared and some material is being staged there to be sloped back into the landscaping and promote proper drainage. The smoothing and contouring back into the landscaping may be delayed as the crew is working very diligently to excavate and refill the roadway correctly so the residents of Nerka can continue to access their property and have proper egress. JJC's team has been excellent with posting to Facebook and emailing any roadway alterations or closures; these emails go directly to Fire, EMS, Police Chief, and dispatch so all are aware. It should be noted that JJC staff will always keep access open to emergency vehicles and responders by keeping staff on hand to reopen the roadway if fire or EMS needs to access a closed portion of the Subdivision.

OBI Seafoods has volunteered to clean up the downtown cemetery. Their staff has completed a significant clean-up effort of that area. They do hope to repaint the fence and arbor, time and weather permitting. A public notice was hand delivered to neighboring property owners to inform them of the activity. Public notice was sent out and advertised for community understanding and how to protest if a family members cross was not to be touched during this improvement. No objections were noted to the clean up to the area or the potential painting of crosses, fences, or the Arbor.

The Planning Department is now working with BBAHC staff for a fully funded new fence around the Downtown Playground area. Due to the lateness of receiving this information I am just now working with them for the project kick off which will close the playground area for up to one week. This is no cost to the City of Dillingham and is completely funded by BBAHC for healthy communities and families.

The Planning Department has been working with the State of Alaska NFIP program, the companies within the Floodplain, and the City of Dillingham staff for operations that are in the floodplain and how to prepare for potential hazards within the floodplain. This has not been an easy task, but most understand that I am only trying to complete my job as the Floodplain Administrator for the City of Dillingham. On June 28, 2023 I did receive notice from the State of Alaska FEMA Region 10 NFIP Program Coordinator that Dillingham is compliant with the work that is still and has been completed.

Upcoming Calendar Items:

DEC will be returning to complete a landfill assessment in late fall. Currently I am working with the DEC representative, the Landfill Supervisor, and the Acting City Manager to ensure that we are moving forward in a positive fashion and that will prevent further NOV's or fines to the City of Dillingham. The DEC is currently looking for an acceptable alternate cover so the be temporary metal pile can remain "unearthed" but will be acceptable by DEC standards.

Public Feedback:

The Planning Department has received thanks from community members for helping with private roads that need to be named for address issues, assisting with direction for filing documents with the recorder's office, and gratitude from people who need to complete LUP's, and site visits have been completed. Many people had positive words for the Downtown Cemetery site clean-up.

List of Attachments:

Green Star Landfill Summer Assessment
Dillingham NFIP Compliance letter
Ekuk Scrap Vehicles agreement
Public Notice for Downtown Cemetery Work by OBI Seafoods



DELTA BACKHAUL
COMPANY

JUNE 16, 2023



SCRAP METAL & EQUIPMENT ASSESSMENT

SCRAP METAL & EQUIPMENT ASSESSMENT

DOUG HUNTMAN
DELTA BACKHAUL COMPANY
16016 Bridgeview Dr.

vehicles, loose scrap furniture, drums, demolition debris and tin roofing material. The “new” scrap metal area has more contamination from non-metal material. The “old” scrap pile has burned several times and is at least partially responsible for some of the contamination found in the nearby landfill monitoring wells. The site has grown over the years to approximately 6.5 acres. It is estimated to contain around 700 tons of material. This “new” site has an estimated 200 tons of material, with much of the material burnable waste, or other non-metallic items. Freon was not taken out of the appliances in the “new” metals pile. There were several vehicles in the pile and it was not known if fluids and batteries were removed. A lot of sorting would be required for this pile to be segregated.

Corrective Action: DBC recommends a full clean-up of the area to include: segregating, consolidating and staging material for backhaul. Burial of this material can take up valuable landfill space and contaminants in the metal can potentially pollute ground water. Heavy equipment will be required to sort and consolidate material. A large metals baler along with a smaller appliance baler would be required to consolidate the loose metal into smaller, more easily shippable cubes. Larger bulk fuel tanks and derelict heavy equipment will require a torch cutting set-up to ensure material can be loaded onto the barge. Several large pieces of equipment, including a loader and excavator will be required to pick through the pile and load the trucks. At least two semi-trucks with scrap metal trailers will be used to move material from the landfill to the port in Dillingham. Another excavator and loader on the barge will be required to stage material on the barge for transport. This process is expected to take several months and require a crew of 5-6. The barge will transport material to Seattle for recycling.



Next Steps

Scrap metal backhaul – The scrap metal pile covers the entirety of a 6.5-acre site. Funding should be considered to process the metal, stage for removal, and then backhaul to Seattle for recycling. This process will take at minimum 2-3 months and may take longer depending on the volume and type of material. A car crusher, excavator with a scrap magnet, a wheeled loader with solid wheels, cutting torches and a metal sheer will be required to manage the material for backhaul. Delta Backhaul Company is planning to travel to Dillingham to reevaluate the site once the snow has cleared in June. A better estimate for backhaul can be generated at that time. The current estimate for scrap metal backhaul project is \$4.5 – \$5 million.

Landfill equipment – Swap Loader/truck repairs can be completed this summer with available funding. The truck/trailer combo is vital in returning the landfill to proper operations. The seasonal barges should be taken advantage of for this project. The truck should be put back into service before the winter season approaches. The longer the landfill is without this equipment, the further behind it will be in landfill operations scores.





THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Commerce,
Community, and Economic
Development**

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS
Anchorage Office

550 West Seventh Avenue, Suite 1640
Anchorage, Alaska 99501
Main: 907.269.4581
Fax: 907.269.453

June 28, 2023

Mayor Alice Ruby
City of Dillingham
Box 889
Dillingham, AK 99576

Re: National Flood Insurance Program (NFIP) Community Assistance Visit (CAV)

I accepted the invitation to meet with city officials on November 16-18, 2022, to discuss the City of Dillingham's participation in the National Flood Insurance Program (NFIP). This meeting is called a Community Assistance Visit (CAV) and conducted with Patty Buholm, City Planning Director.

The primary purpose of this CAV was to offer technical advice and training to comply with the NFIP as the city did not have a Certified Floodplain Manger, CFM, on staff and a new Planning Director managing their floodplain program. The focus was training with the permit process within the regulated floodplain. The enforcement of floodplain development regulations qualifies the community to apply for federal grants or federal backed loans for development within flood hazard areas, and provides businesses, renters, and homeowners the ability to purchase flood insurance for protection against much of the devastating financial loss resulting from flood disasters.

- The City of Dillingham updated their permits application and streamlined the permit process.
- Due to having minimal staffing, the City of Dillingham staff can use pictures provided by applicant of before and after the project to show the work is completed and that the project complied with permit requirements (building elevated, flood vents were added, fuel tanks anchored, etc.).

In summary, the City of Dillingham is compliant with the agreement made with FEMA to participate in the NFIP and continues to try to improve the program by participating in training and staying in contact with State NFIP Coordinator to assist with general technical advice. The City of Dillingham's staff continues to seek out continued education and information to ensure that the program is being implemented within the community to stay in compliance with the NFIP ensuring the community qualifies for grant funds after storm events and grants that may be available to protect the community from erosion and flood damages.

I am committed to working with the City of Dillingham to ensure its continued participation in the NFIP and helping your continued efforts. If you have any questions, please feel free to contact me at (907) 269-7904, harmony.curtis@alaska.gov.

Sincerely,



Harmony J. Curtis, CFM
Local Government Specialist 4,
State of Alaska NFIP Coordinator

cc: Kimberly Johnson, City Manager, City of Dillingham
Patty Buholm, Planning Director, City of Dillingham
Nichole Tham, Division Operations Manager, State of AK, DCCED, DCRA
John Graves, Floodplain Management and Insurance Branch Chief, FEMA Region 10



JULY 10, 2023

DELTA BACKHAUL
COMPANY



EKUK SCRAP VEHICLES

DOUG HUNTMAN
DELTA BACKHAUL COMPANY
16016 Bridgeview Dr.



PUBLIC NOTICE

Downtown Cemetery Work EFFECTIVE June 27, 2023



Area of work-120 West 1st Ave 1

OBI Seafoods has generously volunteered to clean up the Downtown Cemetery. This will include cutting brush, mowing, and trash removal.

OBI Seafoods would like to paint and correct the crosses (time permitting) this season, however with respect to the family members of those buried within the cemetery, please notify the Planning Department if you do not want their staff to touch up family members crosses or fences in the Downtown Cemetery by July 7, 2023.

City of Dillingham Planning Department:

Office Phone: (907) 842-3785 or email to planner@dillinghamak.us



MEMORANDUM

DATE: 07/26/23
TO: City Manager
FROM: 06/20/22 to 07/25/23
SUBJECT: Police Department Report

STAFF REPORT

The Dillingham Police Department:

Patrol Department:

Currently has 5 officers which includes:

- 2 resident officers, Acting Chief Craig Maines, and Officer Aquila Kapotak.
- 3 rotating officers which include, Officer Adam Krahn, Officer Douglas Johnson, and Officer Tracy O'Malley.
- Officer Judson Hack Resigned 07/20/23 and failed to work his last rotation

At the current man power for the Patrol Dept., there is only 2 to 3 officers available in Dillingham at a given time. Which means there is only one officer on each shift. These are not ideal working conditions. This causes officers to work longer hours and work alone. This is an officer safety issue.

-Advertising for Police Officers needs to be re-done since previous Administrator Manger/HR personal closed their accounts on the advertising sites before leaving the City.

Between 06/20/23 to 07/25/23 the Police Department have received 332 calls for service which included animal calls, medical calls, Traffic calls, Disturbances, Security Checks, Welfare Checks, and Criminal Investigations.

- 20 individuals placed in T-47 custody
- 16 individuals arrested for criminal investigations.
- 17 criminal investigations

Corrections Dept.:

Currently has 4 Corrections Officers which includes the Corrections Supervisor.

1 Open Corrections Position

-The Jail has been open and running smoothly.

Stats:

-125 Man-Days Served in the Dillingham Jail

-30 inmates have been housed

-20 T-47 holds

Dispatch Dept.:

Currently has 5 Dispatchers, which includes the Supervisor.

-Chelsea Wassily, continues part-time to provide work coverage when needed.

Dates 06/20/23 to 07/25/23 Dispatch has handled over 1,812 non-emergency telephone calls. Dispatch also handled 120 Emergency/911 telephone calls. Total calls handled 1,932 of which officers were dispatched to 332 of the calls for investigation.

Animal Control:

From June 20th, 2023, to July 25th, 2023, Animal Control Officer Dan Boyd had a total of 29 calls for animal related issues by ACO cell phone, Animal Shelter landline or calls to dispatch, a breakdown of those calls is as follows:

- 03 Citations written.
- 15 Combination Bear, Fox and Beaver calls
- 10 Impounds. 07 Dogs, 03 Feral cats
- 06 Dogs Returned to Owners
- 02 Puppies sent to Alaska Dog and Puppy Rescue
- 01 Male Shih Tzu sent to Carol Hon Dog and Cat Rescue
- 04 Compassionate Euthanasia's all Dogs
- 03 Shelter Euthanasia's all Cats
- 31 Rabies Shots Given

Supplemental:

In the month of June Animal Control was able to trap 3 feral cats from under the Peter Pan Kitchen facilities and dispose of them.

In the months of June and July Animal Control with the help of Dan Dunaway and Alaska Fish and Game we were able to mitigate a Beaver problem on Widgeon Lane where Squaw Creek crosses under the road.

In June, Animal Control with the help of Kanakanak Hospital Emergency Room staff, were Able to remove a Porcupine quill from the eye of a small Shih Tzu type dog successfully.

Animal Control Officer
Dan Boyd

DMV:

For the period of June 20, 2023 to July 25, 2023

Division of Motor Vehicle

- 02 – Commercial D/L
- 56 – Driver License
- 27 – Identification Cards
- 01 – HC Permits (No Fee)
- 06 – Miscellaneous Fees
- 67 – Vehicle Registration
- 48 – Title / Lien
- 50 – Boat Registration
- 08 – Road Test

Customer Assist:

- 02 – License Services
- 21 – AK Written Test

- Due to the large flux of people coming into Dillingham the Dillingham DMV hours changed for the months of June & July which are Monday thru Friday from 10am to 3pm.
- On Monday, July 31st the Dillingham DMV will return to the normal hours of Monday thru Friday from 10am to 2pm.
- Got BBEDC approval for intern for the position of DMV/Amin assistant. But no applicants.

Below is the ideal growth plan for the Police Department. Please review and consider for the future.

Dillingham Police Department Growth Plan:

This would be an ideal Starting point to focus on for the Police Forces Growth

PATROL DEPARTMENT

RESIDENT POSITIONS:

Chief of Police:

Oversee all Public Safety
(Patrol, Correction, Dispatch, Animal Control, DMV, & Admin)
Attend Meetings
Fulltime Resident Officer
Starting Salary: 130,000 – 160,000 (DOE)

Lieutenant

Starting Pay: 45.00 – 50.00 (DOE)
Resident Position
Lead Investigator
Training/Instructor/FTO
Oversea Patrol Division
Attend Meetings
Make Patrol Schedules

Sergeant:

Starting Pay: 42.00 – 45.00 (DOE)

Resident Sergeant #1:

Supervisor Day Shift/Night Shift
Review Cases
Lead Investigator
Training/Instructor/FTO
Attend Meetings

Resident Sergeant #2:

Supervisor Day Shift/Night Shift
Review Cases
Lead Investigator
Training/Instructor/FTO
Attend Meetings

Police Officer:

Starting Pay: 38.00 – 41.00 hr (DOE)

Resident Patrol Officer #1:

School Resource Officer
DARE Officer
Shift Coverage: Day/ Mid
Training/Instructor/FTO

Resident Patrol Officer #2:

WAANT Officer
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Resident Patrol Officer #3:

Airport Officer Duties

Resident Patrol Officer #4:

Airport Officer Duties

Harbor Officer Duties
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

Harbor Officer Duties
Shift Coverage: Day/ Mid/ Night
Training/Instructor/FTO

ROTATIONAL POSITION:

2 Weeks On/ 2 Weeks Off

168 work hours

Starting Pay: 33.00 – 36.00 hr (DOE)

Rotation Patrol Officer #1:
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #2:
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #3
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #4
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #5
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

Rotation Patrol Officer #6
Shift Coverage: Day/ Mid/ Night
14 days, 12 hour shifts
Standard Patrol Officer

ANIMAL CONTROL DEPARTMENT

Animal Cont. Supervisor

Starting Pay: 32.00 – 34.00 (DOE)

Supervise Animal Cont. Officers

Make ACO schedules

Training/Instructor/FTO

Review/Handle Animal Calls

Animal Cont. Officer #1
Starting Pay: 28.00 – 30.00 (DOE)
Handle Animal Calls
Issue Citations

Animal Cont. Officer #2
Starting Pay: 28.00 – 30.00 (DOE)
Handle Animal Calls
Issue Citations

DISPATCH DEPARTMENT

Dispatch Supervisor

Starting Pay: 32.00 – 34.00 (DOE)

Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Dispatch Officer #1

Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #2

Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #3

Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #4

Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

Dispatch Officer #5

Starting Pay: 28.00 – 30.00 (DOE)
Handle Calls
Monitor Radio Traffic
Dispatch Officers to calls

CORRECTIONS DEPARTMENT

Corrections Supervisor
Starting Pay: 32.50 – 34.50 (DOE)
Make Dispatch Schedule
Training/Instructor/FTO
Review/Handle Dispatch Calls

Corrections Officer #1

Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #2

Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #3

Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #4

Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

Corrections Officer #5
Starting Pay: 28.00 – 30.00 (DOE)
Monitor Inmates in Jail
Filling Court papers
Maintaining the Jail

OTHER POSITIONS

Admin Assistant/Grant Writer:
Find and Write Grants for Police Funding
Supply Ordering and Filing
Cross trained in Corrections and Dispatch
40 hour weeks
Starting pay: 28.00 hr

DMV/Admin Assistant
Handle DMV
Supply Ordering and Filing
40 hour weeks
Starting pay: 28.00 hr

POSSIBLE SOURCES OF FUNDING:

APSC (Alaska Police Standards Council) offers Funding

Alaska TSA/DOT

Dillingham City School District

Curyung Tribal

GRANT FUNDING (will require a fulltime grant writer for the police department)

AST WAANT grant funding

Other.....

EOR

Acting Chief

Craig L. Maines

Dillingham Dept. of Public Safety

Memo

To: Acting Police Chief Craig Maines

From: Animal Control Officer Dan Boyd

Date: 07/26/2023

Re: June and July 2023 Monthly Report

From June 20th, 2023, to July 25th, 2023, Animal Control Officer Dan Boyd had a total of 29 calls for animal related issues by ACO cell phone, Animal Shelter landline or calls to dispatch, a breakdown of those calls is as follows:

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Animal Control Officer
Dan Boyd

DLG City Manager

From: Dillingham City Dock
Sent: Monday, July 24, 2023 11:27 AM
To: DLG City Manager
Cc: Kimberly Johnson
Subject: City Dock status

We have had a very busy summer, partially due to the late end of winter. We have had several barge deliveries from mid-May to mid-June.

Fishing started a little later than the last several years, but the fish containers were coming into the yard at a quick pace. To date, we have had 416 full freezers delivered to the yard.

Things have been going fairly smoothly, despite having only one Hyster forklift operating. Fortunately, AML brought in 2 of their Taylor 800 forklifts and have allowed us to use them when we needed.

Unfortunately, on Thursday, July 20th, the Dock's equipment operator had an accident with the 800 Hyster forklift while he was moving a loaded 40' freezer container of salmon roe.

He was not seriously injured but the 800 Hyster is inoperable. We still have use of the AML Taylor forklifts but, we can only handle AML freight with them.

Dean Heyano

Dock Supervisor

(907) 842-5516 office
(907) 843-1264 cell



Mayor
Alice Ruby

Manager



Dillingham City Council
Michael Bennett
Aksel Buholm
Curt Armstrong
Kaleb Westfall
Perry Abrams

MEMORANDUM

Date:

To: Kim Johnson, Acting City Manager

From: Daniel Miller, Harbor Master

Subject: Monthly Report

Acknowledgements and Recognitions:

- June 5: Hired Hailey Carty Through BBEDC as the Youth intern for the summer and Ataneq Noden as an Assistant Harbormaster.

Department Accomplishment and Opportunities:

- Performed routine maintenance on launch ramps
- Set out channel navigation buoys
- With assistance from Public Works and Dredge Crew, successfully set out both East and South side docks for summer use
- Put out lifejackets for public use at harbor and Wood River locations
- Actively working with Curyung Tribe to recycle used web and raingear
- Harbor dredging completed
- 2 float-arm floats repaired by SMI and holding up very well
- New signage installed to open up the path for large trucks to launch/haul out vessels
- Worked with former Public Works Foreman to improve/develop "food court area"
- Sold 235 Fishing Vessel Harbor stickers so far (more than last season: 228)
- Sold 175 Skiff stickers so far (more than last season: 156)
- Continuing to pump floats one of which needs to be done daily
- Ran hoses to docks to provide fresh water for fishermen
- Maintained the grounds and buildings within the harbor
- Became enrolled in the Alaska Association of Harbormasters and Port Administrators (AAHPA)
- Worked with Public Works to make any adjustments and repairs to docks as needed
- Had Aluminum Fabricators fabricate more connector pins for floats
- Ran old hoses to ramps to provide fresh water for fishermen

Short-term Projects:

- Start RFP process for repair of two float-arm floats and East side dock floats
- Remove East side docks before August 3
- Work on sending bills to individuals that used the harbor, but have not paid harbor fees
- Remove South side docks sometime in September after moose season
- Remove Bulkhead ladders in September

- Work with Buildings and Grounds to winterize Bath House
- Service Harbor Skiff, Bobcat, and Harbor truck and store for winter

Long-term Projects:

- Work with Public Works to repair/fabricate ladders for bulkhead
- Work with Kim Johnson to change/update Port Terminal Tariff
- Work with Public Works to develop upper parking lot to make it usable next season
- Revitalize Safety and Port Advisory Committees
- Work with Kim Johnson to secure \$5 million from state for harbor improvements
- Attend AAHPA conference
- Enroll in classes and trainings to improve management and supervisory abilities
- Attend conferences and meetings with FEMA, NOAA, DEC, ect.
- Take grant writing class
- Update and maintain Port webpage

Upcoming Calendar Items

- First Fall city council meeting
- Youth Intern, Hailey Carty Last day is August 1
- Harbor Master will leave August 2

Public Feedback:

- New/better hoses for fresh water
- Repair bulkhead crane
- Repair/replace ice machine
- Repair/replace docks/floats
- Provide more access to electricity
- Develop more parking



MEMORANDUM

DATE: 07/26/23
TO: Kim Johnson
FROM: Scott Runzo FDC
SUBJECT: Fire Department update

STAFF REPORT

Rescue and fire calls

- Summer EMS calls 75 – offshore EMS calls, 8 (coming in on boat/plane or going out)
- 6 fire related calls

Fire/EMS activity:

The DVFD is in summer mode with 3 local EMTs and 3 out of town EMTs. EMS calls have been significant, and the types of calls have varied. We have had 3 full burning house fires. This has been a challenge because a higher percentage of volunteers have been out of town or fishing this season. One of the greatest concerns going into the summer was the opioid crisis that started in the Spring with some laced drugs made it into the community. Due to this activity, Laticia handed out over 400 Narcan kits and harm reduction kits. She also made visits to boats, processing plants, neighborhoods, and walked the harbor. We have seen a marked drop in Opioid related calls. The transition from summer to Fall is preparing for new EMT and ETT classes to begin and setting up monthly training and special training events for volunteers. Currently, we have 6 community members enrolled in Advance EMT class that will finish in December. We are also preparing for a round of equipment certification and inspections. The biggest challenge still lies with the level of participation with volunteers and keeping an acceptable level of service for the city. Listed below is current and projected activity:

- On-going training and oversight for summer employees
- 6 individuals taking class for AEMT (advanced EMT certification)
- Fire Hydrant evaluation completed. We have hydrants out of service for several distinct reasons from broken gate valves to broken stems. A report will follow on suggestions to solve these issues.
- Prevention has been involved in community events, handing out prevention material and presenting.
- We had an increased number of offshore EMS calls from lodges and fishing boats.
- Prevention activities have taken place at the Childrens fair and job fairs.
- The Fall will bring increased prevention efforts at the school and with other partnering agencies.
- State and federal reporting requirements have increased this year and it is taking time to get the information needed and submitted.
- Fire is working with Chris Laddic on obtaining funding for a new fire station.
- A working group from the fire department will be working on bidding out a new fire pumper

Monthly Report

To: City Manager
From: Christopher Maines, Water Wastewater Operator II
cc: Dillingham City Council
Date: 7/25/23
Re: June/July Update

Over the course of conducting regular business and maintaining daily operations I have a few issues I want the City of Dillingham to be aware of moving forward.

WATER UTILITIES

The current City of Dillingham water treatment facility and water towers were designed to serve the Dillingham service area that stretches from Snag Point Subdivision to the Dillingham Boat Harbor. The towers are provided water from three wells. CD2 Park Well, CD5 Courthouse Well, and CD3 Highschool Well. Internally there are two small pumps used to transfer between tanks for daily use, and two larger pumps in case of times of high uses, i.e., fire emergencies. On average the water treatment facility produces 102,000 gallons of treated water a day. However, over the past three summers we have encountered issues.

OBI Seafoods has been taking upwards of 65,000 gallons of water daily from the water treatment facilities hydrant. This has caused the water treatment plant to lose pressure and suction which hampers the cities distribution system. This issue causes alarms and internal failsafe to trip within the building's controls. The three wells are also put under added stress, as the pumps are not allowed to rest. Each wells controls are also exposed to the outdoors and are not enclosed, so heat generated from the wells and ambient temperatures over 65 degrees Fahrenheit, the well pump shuts down with a thermal overload fault.

When any of these issues occur, water pumping and treatment halts. The alarms have to be reset and the system has to be manually corrected. But once the system falls behind it has taken days to get back to capacity as OBI Seafoods continue taking water faster than the system can keep up.

Currently the City of Dillingham charges \$1.74 per 100 gallons of treated water. I believe this cost should be increased to make this financially beneficial.

I have a few suggestions to remedy this issue.

1. Dig an additional well. The newest well was dug in 2017. CD4 Highschool well is tuned down to only pump 100 gallons per minute because of the heavy sand content in the well itself. This is 2/5 the amount CD2 Park Well and CD5 Courthouse Well produce per minute. Even with all three wells running simultaneously, it cannot keep up with the current summer demand. An additional well will aid production greatly,
2. Create a small treatment facility on Wood River to accommodate OBI Seafoods with potential services to other residents on the road system.
3. Enclose the current well controls within buildings that offer a cooler ambient temperature and protect the sensitive electronics.

WASTEWATER UTILITIES

The City of Dillingham has been allowing direct dumping into the sewage lagoon for the past 5 years. This has caused erosion in the corner of Cell 1. The untreated septic sewage also contains debris and trash that continually collects in that corner causing the lagoon to short circuit, hampering the treatment process. I have been combatting this issue the last four years through various means of continuous hands-on maintenance. However, three years ago the septic tank at OBI Seafoods Plant cracked.

So, in tandem with the use of treated water from the water plant, their septic tank is being pumped and being directly dumped into our lagoon. Both occur upwards of 16 hours daily. The introduction of this septic waste overloads the lagoon and pushes the untreated wastewater into our river system faster than it should, possibly harming our river system. The system was originally designed to allow for 30 days of treatment before being dispensed, but current holding times during summer operations have been cut 20 days.

Additionally, after conducting a septic sample last year with the aid of an ANTHC representative, the amount of ammonia being released into our lagoon with each trip, has been upsetting the natural biome and slowly causing our system to become septic. If the lagoon ever reaches this point, it will have to be shut down. At this time, I have been doing all I can with vitamins and sludge removal aids to prevent this from occurring but it has been an uphill endeavor.

I have a few suggestions to remedy this issue.

1. DEC suggested during a surprise inspection in October 2022 that we could dig a dumping area at the landfill like other municipalities and DEC would approve that process. This would save the lagoon, and we would have better monitoring of the dumping.
2. Reach out to OBI Seafoods to have a new Septic Tank installed to decrease the number of trips to our facility.
3. Enforce current city codes on the owner of the pumper truck, and require pretreatment as required by our current municipal codes.

TOPICS OF NOTE

I will be meeting with an engineer from DEC the last week of July. This will be to address the Small Water Tanks overflow pipe design. This design was mentioned in the Sanitary Survey conducted in 2017 for our water treatment and distribution system.

Once this is addressed and remedied this August, all deficiencies found in our water facilities will be corrected. It has taken a few years to fix them all, but I am pleased that this is now nearing its completion.



MEMORANDUM:

TO: Stephen Price, DEC

FROM: Kimberly Johnson, Acting City Manager

DATE: July 24, 2023

RE: Dillingham Landfill

A handwritten signature in blue ink, appearing to read "Kimberly Johnson", is written over the "FROM" line of the memorandum.

It was good to talk briefly with you this morning. As of July 14, 2023, Max Bennett resigned from the City of Dillingham as the Landfill Supervisor. I hired Pete Kapotak, who previously worked as a Landfill Operator from August to November 2022. On July 15th, Pete assumed the duties as the Landfill Supervisor. We hired Ralph Evalt, III who is an operator and Kade Samuelson as a Laborer. Bill Wiley continues to work at the Landfill as the employee who greets everyone at the gate and directs them into the Landfill.

In review of your drone photos, things got worse since your visit because of equipment breakdown. The dozer and the compactor were down. The dozer got repaired on July 15, 2023. This allowed garbage to get moved back to the cell. The burn pile had burnable material up to the front of the entrance.

Burn Pile July 16th:



Burn Pile July 24th:

