



Marissa Medford

City Administrator Report

November/December 2024

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City of Saxman Council:

Having weekly OAC (Owner, Architect, Contractor) meetings with Dawson Construction, Welsh Whiteley Architects, and Ketchikan Gateway Borough staff regarding the Alaska Housing Finance Corporation (AHFC) Last Frontier Housing Initiative (LFHI) Housing Development Project.

- Dawson has mobilized all equipment. Building materials are being staged in the Carving Center parking lot. Construction crews will be off for the Christmas holiday through New Year's Day—returning to work on January 2<sup>nd</sup>, 2025. There will be a Dawson representative periodically checking on the sites, however, if anything of concern arises, we have been instructed to contact Andrew directly.
- Compiling grant expenditures to file for reimbursement through Alaska Housing Finance Corporation and Ketchikan Gateway Borough. AHFC will not be paying vendors directly anymore. We will need to submit pay apps on behalf of the vendor, AHFC will disburse funds to COS, and COS will pay the vendor once we have had funds disbursed by AHFC.
- Denali Commission funds will be utilized to cover utility costs.

Accounting meetings to discuss:

- Teuscher Walpole's scope of work, amending the engagement letter, and new personnel—will continue to evolve as we clearly define roles and responsibilities and train staff.
- Engaging Elgee Rehfeld for FY24 audit.
- Budget Mod for FY25.
- Process and procedure improvements.

ANTHC Tribal Utility Support (TUS) and Sarah from Alaska Rural Water Association (ARWA) assisted our Public Works Department and Water Operators in rebuilding/replacing the media in the water filters. Ran into issues with the water level in the main 802 tank being too low for the Water Operators to successfully complete the necessary backwashes and filter to waste cycles to bring the water plant back online. We utilized both Ketchikan Water Delivery and Ketchikan H2O to deliver water, unfortunately we weren't able to gain in the tank with the rate of water consumption. We needed to initiate a precautionary boil water notice on Friday, December 6<sup>th</sup> at 6pm in the event that we needed to transfer water from our 125 tank before it met the necessary contact time for treatment. Thankfully, no water was transferred from the 125 tank to the main 802 tank without meeting the necessary contact time—no untreated water had to be sent to the main 802 tank. Three total coliform samples were taken on Monday, December 16<sup>th</sup> and sent for testing. All samples came back free from any Coliform or



E.coli and we were to officially end the boil water notice on Tuesday, December 17<sup>th</sup>. Water plant operations continue to improve with the media has been replaced in the filters.

The Eagle Beaver Totem contract is fully executed.

Meeting with OVS Tribal Administrator regarding dates for the possible strategic planning session between both councils. The week that was determined to be the best is February 24<sup>th</sup> through February 28<sup>th</sup>. If approved, Council will need to complete and submit their travel packets for timely review. The lease agreement was signed for the Old School House and we will be issuing the 2025 lease to be signed before the new year.

A handwritten signature in blue ink, reading "M. Medford", written over a horizontal line.

Marissa Medford

City Administrator

December 18, 2024