

CITY OF SAND POINT COUNCIL MEETING



Monday, November 27, 2023

Workshop : 2:00 pm

Meeting: 7:00 pm

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

CITY OF SAND POINT

(Packet will be available on website November 22, 2023) www.sandpointak.com



MAYOR

Mayor James Smith - Office Exp. 2026

COUNCIL MEMBERS

Austin Roof	Seat A - Exp. 2025
Jani Gundersen	Seat B - Exp. 2026
Amy Eubank	Seat C - Exp. 2025
Jack Foster Jr.	Seat D - Exp. 2026
Marita Gundersen	Seat E - Exp. 2024
Arlene Gundersen	Seat F - Exp. 2024

SAND POINT CITY COUNCIL MEETING AGENDA CITY CHAMBERS

Regular Meeting

November 27, 2023 7:00 pm

There will be a workshop at 2:00 pm.

CALL TO ORDER

ROLL CALL

APPROVAL OF AGENDA

OATH OF OFFICE

PUBLIC COMMENTS ON AGENDA ITEMS

CONSENT AGENDA:

1. Minutes: Regular Meeting of October 10, 2023

REPORTS:

1. Finance Officer
2. Administrator
3. Police Chief
4. EMS Director
5. Fire Chief
6. Public Works Director
7. Water / Sewer Supervisor
8. Harbor Master
9. Student Representative

HEARINGS, ORDINANCES AND RESOLUTIONS: None

OLD BUSINESS: None

NEW BUSINESS:

1. 2024 Lease Renewals
2. Contract Proposal for Accounting Assistance-Irina Morozova
3. 2024 Hickey & Associates Contract
4. ICE Services-Helpdesk Service Agreement
5. Donation Request: Qagan Tayagungin Tribe Annual Christmas Potluck
6. Donation Request: Qagan Tayagungin Tribe Environmental Youth & Teen Group
7. Donation Request: Pauloff Harbor Tribe Silver Bell Rock

PUBLIC COMMENTS

POSTED:11/22/23

**COUNCIL COMMENTS
ADJOURNMENT**

To participate telephonically, please call 1-800-315-6338 and use the passcode 26961 followed by the # key.

CONSENT AGENDA

CALL TO ORDER:

The regular meeting of the Sand Point City Council was held Tuesday, October 10, 2023 in the City Chambers and by Zoom Audio Conference. Mayor James Smith called the meeting to order at 7:00 p.m.

ROLL CALL:

James Smith	Mayor	Present
Austin Roof	Seat A	Present- Joined at 7:06 pm.
Allan Starnes	Seat B	Present-Telephonically
Amy Eubank	Seat C	Present
Jack Foster Jr.	Seat D	Absent/Excused
Marita Gundersen	Seat E	Present
Arlene Gundersen	Seat F	Present

A quorum was established.

Staff in attendance:

- Debi Schmit, Administrator
- Kurtis Gundersen, Finance Officer –Telephonically
- Jade Gundersen, City Clerk
- Richard Lowery, Police Department-Captain –Telephonically
- Julius Karlsen, Public Works Director
- Dylan Jacobsen, Water & Sewer Supervisor

APPROVAL OF AGENDA:

Mayor James Smith requested a motion to approve the agenda.

MOTION: Council Member Marita Gundersen made a motion to approve the agenda.

SECOND: Council Member Arlene Gundersen seconded the motion.

VOTE: Motion passed unanimously.

CERTIFICATION OF ELECTION

City Clerk Jade Gundersen reported the results of the 2023 City of Sand Point General Election Results held on October 3, 2023, with James Smith for Mayor, Jani Gundersen for City Council Seat B, and Jack Foster Jr. for City Council Seat D.

MOTION: Council Member Arlene Gundersen made a motion to certify the results of the 2023 General Election.

SECOND: Council Member Marita Gundersen seconded the motion.

VOTE: Motion passed unanimously.

Allan Starnes congratulated everyone and stated he was honored to serve Sand Point.

Council Member Arlene Gundersen thanked Allan Starnes for his service.

OATH OF OFFICE

James Smith swore in for his position as Mayor.

Jani Gundersen swore in for her position as City Council Seat B.

Council Member Austin Roof was added to the meeting at 7:06 pm.

PUBLIC COMMENTS ON AGENDA ITEMS: None

CONSENT AGENDA:

MOTION: Council Member Marita Gundersen made a motion to approve the Regular Meeting Minutes of September 12, 2023.

SECOND: Council Member Austin Roof seconded the motion.

VOTE: Motion passed unanimously.

REPORTS:

Finance Officer – Kurtis Gundersen

Finance Officer Kurtis Gundersen reported that for the month of August, the City received \$37,886.59 in Raw Fish Tax and \$116,018.19 in Sales Tax.

Administrator – Debi Schmit

Administrator Debi Schmit read her report included in the packet. She added that she wants to get in depth on the budget and work on strategic planning in the future after the holidays.

Police Chief – Jeff Thompson

Captain Richard Lowery read the report included in the packet. He added that a new Officer, Rob Stumph, was hired and recruited from Alaska, and Edith Meija was hired as the Office Manager. In addition, he added that the Task Force Officer Position and team seized 75 pounds of illegal narcotics for the month of September.

EMS Director

EMS Director Denise Mobeck's report was included in the packet. Mayor James Smith stated Denise Mobeck was the Temporary EMS Director and that we are accepting applications and hoping to fill the position soon.

Council Member Marita Gundersen asked the status of certified crew for the ambulance while we are working on hiring for the director position since we have only one EMT-1. Or whether EATs can be worked with us until we have a permanent person. Mayor James Smith stated that the clinic staff was notified of the shortage. Council Member Jani Gundersen suggested talking to the EATs CEO.

Fire Chief- Jason Bjornstad

Fire Chief Jason Bjornstad's report was included in the packet.

Public Works Director – Julius Karlsen

Public Works Director Julius Karlsen read his report included in the packet.

Water/Sewer Director- Dylan Jacobsen

Water/Sewer Director Dylan Jacobsen read his report included in the packet.

Harbor Master – Allen Kuchenoff Jr.

Harbor Master Allen Kuchenoff Jr.'s report was included in the packet.

HEARINGS, ORDINANCES, AND RESOLUTIONS:

OLD BUSINESS: None

NEW BUSINESS:

- 1. AML Annual Conference & Pacific Marine Expo

Council Members Amy Eubank and Arlene Gundersen expressed interest in attending the AML Annual Conference.

Mayor James Smith recommended the City attending the Pacific Marine Expo with the possibility of bringing the Harbor Master.

PUBLIC COMMENTS: None

EXECUTIVE SESSION

MOTION: Council Member Marita Gundersen made a motion to move into Executive Session at 7:31 pm.

SECOND: Council Member Arlene Gundersen seconded the motion.

MOTION: Council Member Marita Gundersen made a motion to move out of Executive Session at 7:55 pm.

SECOND: Council Member Amy Eubank seconded the motion.

COUNCIL COMMENTS:

Council Member Austin Roof welcomed Jani Gundersen as the new council member and thanked Allan Starnes for serving Sand Point. He thanked Dylan Jacobsen and Public Works for all of their hard work.

Council Member Arlene Gundersen welcomed Jani Gundersen to City Council and thanked Allan Starnes for serving on the council. She also congratulated Mayor James Smith and Council Member Jack Foster Jr. for their re-election.

Mayor James Smith thanked Allan Starnes, welcomed back Jack Foster Jr., and welcomed Jani Gundersen to City Council. He recommended the next meeting to be held Monday, November 27, 2023, and not having a regular December meeting. The council discussed the idea of trying 6:30 pm as a meeting time.

ADJOURNMENT:

MOTION: Council Member Arlene Gundersen made a motion to adjourn.

SECOND: Council Member Marita Gundersen seconded the motion.

The meeting adjourned at 8:07 pm.

James Smith Sr., Mayor

ATTEST:

Jade Gundersen, City Clerk

REPORTS

FINANCE OFFICER

**City of Sand Point
Raw Fish Tax Revenue**

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
July	83,040.24	81,992.40	51,221.78	113,532.23	75,441.44	67,267.52
August	48,290.30	88,100.71	27,115.98	138,608.76	28,751.91	37,886.59
September	49,496.61	65,893.27	24,635.83	50,718.35	32,212.43	25,915.43
October	46,261.99	51,476.42	18,438.92	54,051.75	38,400.61	-
November	4,963.48	3,495.99	1,111.79	1,794.82	-	-
December	74.67			480.71	2,762.41	-
January	12,558.77		2,616.57	19,887.44	19,465.94	-
February	24,948.95		37,744.95	0.38	28,231.08	-
March	82,916.26	13,306.96	38,681.59	524.88	1,887.34	-
April	13,561.22	13,500.37	30,237.38	51,631.27	-	-
May	8,025.95	8,261.04	15,943.63	23,111.00	10,590.34	-
June	89,711.60	16,659.69	121,562.18	72,778.80	36,093.24	-
Total	463,850.04	342,686.85	369,310.60	527,120.39	273,836.74	131,069.54

Sales Tax Revenue

	<u>FY19</u>	<u>FY20</u>	<u>FY21</u>	<u>FY22</u>	<u>FY23</u>	<u>FY24</u>
July	92,628.52	88,102.92	61,022.60	70,786.04	89,695.85	83,882.57
August	65,979.46	102,628.84	62,489.92	74,541.89	95,714.41	116,589.59
September	71,697.10	86,603.67	65,441.59	102,222.37	73,512.92	116,657.57
October	58,219.29	75,277.68	50,576.22	71,318.24	106,675.97	-
November	46,835.09	42,723.86	35,912.73	51,328.38	36,554.18	-
December	39,642.29	50,112.63	44,715.17	83,784.18	79,385.83	-
January	44,528.74	34,118.45	39,231.36	47,846.93	59,987.67	-
February	41,619.24	35,316.83	49,311.31	50,102.23	54,955.61	-
March	75,803.84	48,712.31	67,978.55	65,376.73	81,865.34	-
April	49,639.45	33,711.29	47,933.84	45,696.71	36,090.81	-
May	61,719.51	47,729.27	47,260.30	52,776.83	35,672.95	-
June	93,332.26	71,991.16	82,115.58	102,952.69	137,542.76	-
Total	741,644.79	717,028.91	653,989.17	818,733.22	887,654.30	317,129.73

City of Sand Point
Bank Balance

Date

	Balance	
Bank	End of September	Date
Key Bank	2,878,156.78	2,903,037.59
Wells Fargo - General	252,572.52	505,577.17
Wells Fargo - Bingo Fund	155,082.62	165,721.67
Wells Fargo - Silver Salmon Fund	40,149.31	39,739.49
Wells Fargo - PD Federal Forfeiture	593.67	593.67
Wells Fargo - PD State Forfeiture	6,666.61	6,666.61
Charles Schwab	602,626.01	618,201.42

CITY OF SAND POINT
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Current Period: SEPTEMBER 23-24

		23-24	23-24	SEPTEMBER	23-24	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
GENERAL FUND						
Active	R 01-002 GENERAL FUND/WELLS F	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-200 CAPITAL GAIN / LOSS	\$0.00	-\$20,483.27	(\$21,378.15)	\$20,483.27	0.00%
Active	R 01-201 INTEREST INCOME	\$25,000.00	\$41,270.05	\$13,552.97	-\$16,270.05	165.08%
Active	R 01-202 FINES AND PENALTIES	\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
Active	R 01-203 OTHER REVENUE	\$5,500.00	\$130.00	\$0.00	\$5,370.00	2.36%
Active	R 01-205 4% SALES TAX	\$850,000.00	\$344,838.02	\$117,044.79	\$505,161.98	40.57%
Active	R 01-208 CARES INTEREST	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-213 RAW FISH TAX	\$350,000.00	\$141,247.35	\$37,886.59	\$208,752.65	40.36%
Active	R 01-214 FINE-LATE SALES TAX	\$550.00	\$826.72	\$0.00	-\$276.72	150.31%
Active	R 01-217 7% B & B Tax	\$9,500.00	\$5,492.24	\$2,172.43	\$4,007.76	57.81%
Active	R 01-225 PAYMENT IN LIEU OF TAX	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-230 DONATIONS	\$61,000.00	\$210,000.00	\$10,000.00	-\$149,000.00	344.26%
Active	R 01-232 FIRE MISC REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-233 BUSINESS LIC. FEE	\$2,000.00	\$275.00	\$50.00	\$1,725.00	13.75%
Active	R 01-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-238 ANCHORAGE OFFICE	\$40,000.00	\$0.00	\$0.00	\$40,000.00	0.00%
Active	R 01-250 STATE REVENUE SHARIN	\$85,000.00	\$0.00	\$0.00	\$85,000.00	0.00%
Active	R 01-256 REVENUE--STATE OF ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-257 REVENUE--FEDERAL GOV	\$256,841.00	\$0.00	\$0.00	\$256,841.00	0.00%
Active	R 01-258 REVENUE--ALEUTIANS EA	\$100,000.00	\$0.00	\$0.00	\$100,000.00	0.00%
Active	R 01-260 STATE LIQUOR SHARE TA	\$2,500.00	\$0.00	\$0.00	\$2,500.00	0.00%
Active	R 01-265 SOA DOCCEDED SHARED FI	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 01-266 SOA DOR FISH BUS SHAR	\$165,000.00	\$0.00	\$0.00	\$165,000.00	0.00%
Active	R 01-285 EQUIPMENT RENTAL	\$10,000.00	\$8,446.39	\$1,929.63	\$1,553.61	84.46%
Active	R 01-290 AK HIDTA PROGRAM	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Active	R 01-291 BUILDING RENTALS	\$115,000.00	\$34,292.44	\$15,731.51	\$80,707.56	29.82%
Active	R 01-293 LIBRARY GRANT	\$7,000.00	\$0.00	\$0.00	\$7,000.00	0.00%
Active	R 01-296 PD FORFEITURES	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 01-297 POLICE MISC REVENUE	\$90,000.00	\$150.00	\$150.00	\$89,850.00	0.17%
Active	R 01-298 EMS MISC REVENUE	\$61,000.00	\$0.00	\$0.00	\$61,000.00	0.00%
	Total	<u>\$2,287,391.00</u>	<u>\$766,484.94</u>	<u>\$177,139.77</u>	<u>\$1,520,906.06</u>	<u>33.51%</u>
	Total GENERAL FUND	\$2,287,391.00	\$766,484.94	\$177,139.77	\$1,520,906.06	33.51%
BINGO FUND						
Active	R 02-294 BINGO REVENUE	\$15,000.00	\$3,885.00	\$760.00	\$11,115.00	25.90%
Active	R 02-295 PULL TAB REVENUE	<u>\$220,000.00</u>	<u>\$194,288.50</u>	<u>\$48,355.50</u>	<u>\$25,711.50</u>	<u>88.31%</u>
	Total	<u>\$235,000.00</u>	<u>\$198,173.50</u>	<u>\$49,115.50</u>	<u>\$36,826.50</u>	<u>84.33%</u>
	Total BINGO FUND	\$235,000.00	\$198,173.50	\$49,115.50	\$36,826.50	84.33%
SILVER SALMON DERBY						
Active	R 03-230 DONATIONS	\$0.00	\$2,250.00	\$2,250.00	-\$2,250.00	0.00%
Active	R 03-292 SILVER SALMON DERBY	<u>\$40,075.00</u>	<u>\$42,036.00</u>	<u>\$42,036.00</u>	<u>-\$1,961.00</u>	<u>104.89%</u>
	Total	<u>\$40,075.00</u>	<u>\$44,286.00</u>	<u>\$44,286.00</u>	<u>-\$4,211.00</u>	<u>110.51%</u>
	Total SILVER SALMON DERBY	\$40,075.00	\$44,286.00	\$44,286.00	-\$4,211.00	110.51%
ARPA LOCAL GOVT LOST REV						
Active	R 09-130 DEFERRED REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 09-256 REVENUE--STATE OF ALA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 09-257 REVENUE--FEDERAL GOV	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF SAND POINT
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Current Period: SEPTEMBER 23-24

		23-24	23-24	SEPTEMBER	23-24	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Total		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ARPA LOCAL GOVT LOST REV		\$0.00	\$0.00	\$0.00	\$0.00	0.00%
CLINIC OPERATIONS/MAINTENANCE						
Active	R 10-257 REVENUE--FEDERAL GOV	\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
Active	R 10-291 BUILDING RENTALS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
Total CLINIC OPERATIONS/MAINTENANCE		\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
WATER/SEWER OPERATIONS						
Active	R 61-202 FINES AND PENALTIES	\$1,200.00	\$760.06	\$722.15	\$439.94	63.34%
Active	R 61-203 OTHER REVENUE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-206 WATER/SEWER REVENU	\$236,250.00	\$62,361.03	\$29,829.87	\$173,888.97	26.40%
Active	R 61-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 61-235 TRANSFER IN	\$30,500.00	\$0.00	\$0.00	\$30,500.00	0.00%
Active	R 61-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$267,950.00	\$63,121.09	\$30,552.02	\$204,828.91	23.56%
Total WATER/SEWER OPERATIONS		\$267,950.00	\$63,121.09	\$30,552.02	\$204,828.91	23.56%
HARBOR/PORT OPERATIONS						
Active	R 62-201 INTEREST INCOME	\$6,000.00	\$2,701.60	\$324.54	\$3,298.40	45.03%
Active	R 62-203 OTHER REVENUE	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Active	R 62-210 HARBOR/MOORAGE	\$325,000.00	\$137,257.14	\$97,465.71	\$187,742.86	42.23%
Active	R 62-211 HARBOR/TRAVELLIFT	\$165,000.00	\$30,243.91	\$16,321.88	\$134,756.09	18.33%
Active	R 62-212 BOAT HARBOR/RENTS	\$138,268.00	\$38,519.50	\$8,763.12	\$99,748.50	27.86%
Active	R 62-215 HARBOR/WHARFAGE	\$30,000.00	\$3,468.89	\$2,007.20	\$26,531.11	11.56%
Active	R 62-219 HARBOR ELEC SERVICE	\$10,000.00	\$1,563.02	\$725.59	\$8,436.98	15.63%
Active	R 62-220 HARBOR/ELEC DEPOSIT	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
Active	R 62-221 HARBOR/VAN STORAGE	\$20,000.00	\$5,548.76	\$4,430.64	\$14,451.24	27.74%
Active	R 62-222 HARBOR/STALL ELECTRI	\$60,000.00	\$8,701.41	\$5,874.94	\$51,298.59	14.50%
Active	R 62-223 HARBOR/ELECTRICITY	\$4,000.00	\$587.40	\$64.85	\$3,412.60	14.69%
Active	R 62-224 GEARSHED LOCKER REN	\$15,000.00	\$600.00	\$300.00	\$14,400.00	4.00%
Active	R 62-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-237 HARBOR STORAGE	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
Active	R 62-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 62-285 EQUIPMENT RENTAL	\$20,000.00	\$4,020.59	\$2,048.62	\$15,979.41	20.10%
Active	R 62-299 GAIN/LOSS DISPOSITION	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$800,768.00	\$233,212.22	\$138,327.09	\$567,555.78	29.12%
Total HARBOR/PORT OPERATIONS		\$800,768.00	\$233,212.22	\$138,327.09	\$567,555.78	29.12%
SOA DOCK						
Active	R 63-215 HARBOR/WHARFAGE	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Active	R 63-245 CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total		\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Total SOA DOCK		\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
REFUSE COLLECTION						
Active	R 65-202 FINES AND PENALTIES	\$1,000.00	\$255.46	\$215.19	\$744.54	25.55%
Active	R 65-204 REFUSE COLLECTION	\$153,000.00	\$49,993.07	\$22,301.23	\$103,006.93	32.68%
Active	R 65-234 SB 46 PERS RELIEF	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Active	R 65-235 TRANSFER IN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

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Current Period: SEPTEMBER 23-24

		23-24	23-24	SEPTEMBER	23-24	% of
		YTD Budget	YTD Amt	MTD Amt	YTD Balance	YTD
Active	R 65-270 ON BEHALF REVENUE PE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
	Total	\$154,000.00	\$50,248.53	\$22,516.42	\$103,751.47	32.63%
	Total REFUSE COLLECTION	\$154,000.00	\$50,248.53	\$22,516.42	\$103,751.47	32.63%
	Report Total	\$4,127,594.00	\$1,355,526.28	\$461,936.80	\$2,772,067.72	32.84%

CITY OF SAND POINT

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*Fund Summary -
Budget to Actual©

SEPTEMBER 23-24

	23-24	SEPTEMBER	23-24	23-24	23-24
	YTD Budget	MTD Amount	YTD Amount	YTD Balance	% YTD Budget
FUND 01 GENERAL FUND					
Revenue	\$2,287,391.00	\$177,139.77	\$766,484.94	\$1,520,906.06	33.51%
Expenditure	\$2,708,738.00	\$171,084.41	\$751,963.49	\$1,956,774.51	27.76%
		\$6,055.36	\$14,521.45		
FUND 02 BINGO FUND					
Revenue	\$235,000.00	\$49,115.50	\$198,173.50	\$36,826.50	84.33%
Expenditure	\$259,950.00	\$45,621.07	\$176,570.97	\$83,379.03	67.92%
		\$3,494.43	\$21,602.53		
FUND 03 SILVER SALMON DERBY					
Revenue	\$40,075.00	\$44,286.00	\$44,286.00	-\$4,211.00	110.51%
Expenditure	\$27,274.00	\$6,996.78	\$23,364.05	\$3,909.95	85.66%
		\$37,289.22	\$20,921.95		
FUND 09 ARPA LOCAL GOVT LOST REV					
Revenue	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 10 CLINIC OPERATIONS/MAINTENANCE					
Revenue	\$307,410.00	\$0.00	\$0.00	\$307,410.00	0.00%
Expenditure	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
		\$0.00	\$0.00		
FUND 61 WATER/SEWER OPERATIONS					
Revenue	\$267,950.00	\$30,552.02	\$63,121.09	\$204,828.91	23.56%
Expenditure	\$268,000.00	\$16,807.15	\$44,866.64	\$223,133.36	16.74%
		\$13,744.87	\$18,254.45		
FUND 62 HARBOR/PORT OPERATIONS					
Revenue	\$800,768.00	\$138,327.09	\$233,212.22	\$567,555.78	29.12%
Expenditure	\$505,600.00	\$55,991.69	\$153,907.54	\$351,692.46	30.44%
		\$82,335.40	\$79,304.68		
FUND 63 SOA DOCK					
Revenue	\$35,000.00	\$0.00	\$0.00	\$35,000.00	0.00%
Expenditure	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		\$0.00	\$0.00		
FUND 65 REFUSE COLLECTION					
Revenue	\$154,000.00	\$22,516.42	\$50,248.53	\$103,751.47	32.63%
Expenditure	\$153,150.00	\$55,721.15	\$364,761.57	-\$211,611.57	238.17%
		-\$33,204.73	-\$314,513.04		
Report Total		\$109,714.55	-\$159,907.98		

CITY OF SAND POINT
***Expenditure Guideline-No Enc Sum©**

11/17/23 2:40 PM

Page 1

Current Period: SEPTEMBER 23-24

	23-24 YTD Budget	23-24 YTD Amt	SEPTEMBER MTD Amt	23-24 YTD Balance	% of YTD
GENERAL FUND					
LEGISLATIVE	\$98,100.00	\$20,130.72	\$6,140.37	\$77,969.28	20.52%
ADMINISTRATION	\$1,044,625.00	\$351,151.43	\$40,247.93	\$693,473.57	33.62%
PARKS AND RECREATION	\$13,000.00	\$7,503.99	\$2,022.66	\$5,496.01	57.72%
PUBLIC SAFETY	\$749,690.00	\$180,521.72	\$59,076.35	\$569,168.28	24.08%
PUBLIC WORKS	\$513,500.00	\$130,806.08	\$42,348.82	\$382,693.92	25.47%
FACILITIES	\$289,823.00	\$61,849.55	\$21,248.28	\$227,973.45	21.34%
Total GENERAL FUND	<u>\$2,708,738.00</u>	<u>\$751,963.49</u>	<u>\$171,084.41</u>	<u>\$1,956,774.51</u>	<u>27.76%</u>
BINGO FUND					
ADMINISTRATION	\$259,950.00	\$176,570.97	\$45,621.07	\$83,379.03	67.92%
Total BINGO FUND	<u>\$259,950.00</u>	<u>\$176,570.97</u>	<u>\$45,621.07</u>	<u>\$83,379.03</u>	<u>67.92%</u>
SILVER SALMON DERBY					
FIRE	\$27,274.00	\$23,364.05	\$6,996.78	\$3,909.95	85.66%
Total SILVER SALMON DERBY	<u>\$27,274.00</u>	<u>\$23,364.05</u>	<u>\$6,996.78</u>	<u>\$3,909.95</u>	<u>85.66%</u>
CLINIC OPERATIONS/MAINTENANCE					
ADMINISTRATION	\$62,412.00	\$0.00	\$0.00	\$62,412.00	0.00%
Total CLINIC OPERATIONS/MAINTENANCE	<u>\$62,412.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$62,412.00</u>	<u>0.00%</u>
ROCK CRUSHER ENTERPRISE FUND					
PUBLIC WORKS	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total ROCK CRUSHER ENTERPRISE FUND	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
WATER/SEWER OPERATIONS					
WATER/SEWER	\$268,000.00	\$44,866.64	\$16,807.15	\$223,133.36	16.74%
Total WATER/SEWER OPERATIONS	<u>\$268,000.00</u>	<u>\$44,866.64</u>	<u>\$16,807.15</u>	<u>\$223,133.36</u>	<u>16.74%</u>
HARBOR/PORT OPERATIONS					
HARBOR	\$505,600.00	\$153,907.54	\$55,991.69	\$351,692.46	30.44%
Total HARBOR/PORT OPERATIONS	<u>\$505,600.00</u>	<u>\$153,907.54</u>	<u>\$55,991.69</u>	<u>\$351,692.46</u>	<u>30.44%</u>
SOA DOCK					
HARBOR	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Total SOA DOCK	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>0.00%</u>
REFUSE COLLECTION					
PUBLIC WORKS	\$153,150.00	\$364,761.57	\$55,721.15	-\$211,611.57	238.17%
Total REFUSE COLLECTION	<u>\$153,150.00</u>	<u>\$364,761.57</u>	<u>\$55,721.15</u>	<u>-\$211,611.57</u>	<u>238.17%</u>
Report Total	<u>\$3,985,124.00</u>	<u>\$1,515,434.26</u>	<u>\$352,222.25</u>	<u>\$2,469,689.74</u>	<u>38.03%</u>

ADMINISTRATOR



City of Sand Point

TO: Mayor Smith
City Council Members

FROM: Debi Schmit
City Administrator

DATE: November 17, 2023

SUBJECT: Monthly Report for November 2023

Here is a summary of items since our last meeting:

- The harbor bridge project is still under consideration. Our lobbyist, Mark Hickey, is looking into it – we may need to start looking for other funding sources. Mark has helped (and continues to help) me understand the Department of Transportation funding, etc.
- I worked on reports from funding agencies and operational reporting. They continue to pop up unexpectedly. Thank you, City Clerk and Finance Officer, for helping me complete these. Once I am through a one-year cycle, there shouldn't be any problems.
- We have requested GCI services, which may be live by the time we meet. You will see an Information & Communications Technology (ICE) contract in the packet. We need tech support to set us up, serve as a help desk, and keep our files safe.
- The FY22 audit is in draft form. BDO will present it at our next meeting. BDO assured me that the draft is solid and ready to be finalized, and they don't expect any changes to the document. BDO will present it at the next Council meeting. I will also have auditor bids for you to review at the next meeting.
- Mayor Smith and I met with Trident Seafoods at the Seattle Fish Expo. The main topics that we discussed were water services, tax boundaries, and future operations. We agreed to meet quarterly.
- We continue to work on processes for human resources and past-due accounts. I have explored the processes and fees of other communities. In the near future, we may bring an ordinance amendment to streamline our processes.

- Unga Tribal Council wrote a new garbage truck in a grant. We are exchanging the equipment for an excavator with a trailer and a skid steer. Also, Mark Hickey and I are asking the State of Alaska about purchasing equipment they have and replacing it here in Sand Point.
- Alaska Native Tribal Health Consortium (ANTHC) sent the summary of findings from an environmental health and safety survey of the Sand Point solid waste disposal site conducted on October 26th, 2023. The survey is a non-regulatory report and a service ANTHC provides to help us prepare for next year's State of Alaska inspection. ANTHC reported that "Sand Point's landfill, solid waste, and recycling center staff are doing an excellent job of maintaining the site, and should be commended for their efforts. It's apparent that they are dedicated to the betterment of the community's solid waste management."
- I continue to look for grant opportunities and build my network. Our lobbyist has been very helpful. I am on several lists for funding notifications and looking every day for project funding.
- Like other governments in our region, Mayor Smith and I have been discussing the City budget. We will be bringing this forward within the next few months.

POLICE CHIEF

SAND POINT

POLICE DEPARTMENT

MEMORANDUM

To: Honorable Jim Smith, Mayor, City of Sand Point
Ms. Debi Schmit, City Administrator, City of Sand Point
Mr. Austin Roof, City Councilperson, City of Sand Point
Ms. Jani Gundersen, City Councilperson, City of Sand Point
Ms. Amy Eubank, City Councilperson, City of Sand Point
Mr. Jack Foster Jr, City Councilperson, City of Sand Point
Ms. Marita Gundersen, City Councilperson, City of Sand Point
Ms. Arlene Gundersen, City Councilperson, City of Sand Point

From: Chief Jeff Thompson

Date: November 7th, 2023

Re, [Police Department's Monthly Report for October 2023](#)

Police Department

- Jeff Thompson, Chief of Police #101
- Captain Richard Lowery #102
- Office Manager Edith Mejia #103
- Officer Benjamin Allen #104
- Officer Rob Stumph #105
- Alfred 'Jesse' Pesterkoff, 911 Dispatcher

Police Activity October 2023

5 people were arrested and lodged in the City Jail.

- 1 Terroristic threat.
- 2 DV/Assault 4 cases.
- 2 Drug traffic suspects transported to Anchorage.

60 calls to 911

- 6- 911 hangups
- 3- nonemergency calls
- 3- 911/misdial /pocket dials
- 13- MOC (medical on call)
- 5- suspicious activities
- 7 - Disturbance calls (5 for same complaint)
- 6 - Noise complaints
- 1- vehicle accident
- 3- disorderly conduct
- 2- REDDI reports
- 1- Courtesy ride
- 4- violence reports
- 2- welfare checks
- 1- medivac
- 2- trespasses
- 1-EMS assist

Officer Self-Initiated Activity

- 103 business checks
- 3 officer assists
- 2 welfare checks
- 8 courtesy transports
- 1 traffic stop
- 2 suspicious persons/ vehicles
- 1 agency assist
- 15 residence checks
- 1 motorist assist

Activity/Calls for service not on 911- line

- 1 ambulance needed.
- 1 REDDI Report
- 3 MOC (medical on call)
- 1 animal complaint
- 2 welfare checks
- 1 suspicious activity
- 2 trespasses
- 1 hit and run accident.

Month of October 2023 Activity Summary

- 689 miles patrolled.
- 2 civil papers served.
- 103 Business checks
- 5 Persons Lodged in City Jail
- 2 Suspects Transported to Anchorage
- 1 agency assist.
- 15 residence checks

TASK FORCE OFFICER ACTIVITY
 Captain Richard Lowery
 From 10/01/2023 To 11/17/2023 Anchorage Team

<u>TYPE OF DRUG</u>	<u>APPROXIMATE GRAMS</u>	<u>APPROXIMATE LBS</u>	<u>APPROXIMATE MLS</u>	<u>UNITS</u>	<u>TYPE OF UNITS</u>	<u>NUMBER OF INCIDENTS</u>	<u>AVG LBS</u>
Heroin	54.60	0.12				1	0.12
Marijuana	9796.44	21.59				12	1.80
Methamphetamines	102.60	0.23				3	0.8
Mushrooms	421.20	0.93				1	0.93
Cocaine	6,800.00	14.99				1	14.99
Other Controlled Substances	160.00	0.35			Tramadol	1	0.35
Synthetic Opioid (Fentanyl and Other Derivates)	7,152.18	15.76				7	2.25
Grand Totals	24,487.02	38.98				25	

<u>Seizures/Arrests</u>	<u>Amount</u>	<u>Number of Seizures</u>
Cash Seizures	\$79,319.00	2
Total Arrests**		4

EMS DIRECTOR



Sand Point EMS
sptems@arctic.net
(907) 383-2696



Brady Gatlin
Director

P.O. Box 249
Sand Point, AK

James Smith
Mayor

Nov. 2023

Sand Point EMS/Fire

I am currently working on getting training for those whose certifications have expired, getting my own EMT certification, as well as, renewing the application for Ground EMS Certification through the State. I have recently been given Sand Point EMS Operation and Protocol Manuals that are from April of 2018. I have been working with Eastern Aleutian Tribes and have acquired Medical Oversight in order to be in compliance with the state.

Logan S. Thompson

Director
sptems@arctic.net

FIRE CHIEF

PUBLIC WORKS
DIRECTOR

City of Sand Point Public Works Department

Monthly Report October 2023

- Grade roads
- Ditched side roads
- Repaired broken hydraulic hose on 792 excavator
- Work on old trash truck
- Cleared pad and placed new incinerator at landfill
- Fueled shop tanks
- Cleaned shop
- Fixed tire and wheel studs on Mack dump truck
- Loaded sand truck and installed tire chains
- Hauled rock to trident
- Changed oil in Police department Tahoe
- Changed oil in Water Plant Ford truck
- Repaired broken hydraulic hose on landfill skid steer
- Hauled rock for UTI
- Rebuilt shop heater
- Sweep roads
- Cleared some room for graveyard fence
- Fueled city buildings
- Installed new water pump in water plant pickup
- Fixed tire chains for sand truck and grader
- Oil change on Cat grader
- Inspect and order brake parts for shop trucks
- Finished boat haul off

Water/Sewer City Council Report

October/November 2023

Dylan Jacobsen

- Monthly reports/monthly sample done, a couple yearly water samples were done
- Brandon and Tim pumped out grease at Russian town sewer plant.
- Was out of town from the 16th-27th of October for medical and for the Alaska Rural Water Association conference.
- Winterized the school pump house vault and the PRV vault.
- Turned off some water in the harbor for the winter.
- Pumped out/cleaned one of the manholes in Russian town that had grease build up.
- Used the jetter in the trailer court.
- ANTHC came to the water plant and landfill while I was gone.
- Changed the desiccant cartridges in our new turbidity meters.
- December 5th ANTHC is going to be out here to provide operator training on the new lift stations as part of ending that project.
- Turned off the water for some people leaving for the winter.
- Turned on the water for the recycling center.
- Backwashed as needed.
- Researching through our records/prints for any information regarding service lines/size/material for DEC's lead service line project.

HARBOR MASTER

Robert E. Galovin
Small Boat Harbor Report
October 2023

- Delivered a list of known streetlights that have no power to TDX
- Worked on a couple bilge blocks
- One guy transferred to public works
- Hauled and stored a couple boats
- Winterized and locked up the public bathroom

HEARINGS, ORDINANCES AND RESOLUTIONS

OLD BUSINESS

NEW BUSINESS

2024 City of Sand Point Proposed Leases						
	Property	Sq. Ft.	Price/sq. ft.	Total	Frequency	Notes
Airport Leases						
Paul Gundersen III	Airport Warehouse			\$ 440.00	Monthly	
City Building Office Leases						
Alaska Court System-State of Alaska	Room 2 & Courtroom	644		\$ 1,027.37	Monthly	
Aleutian Pribilof Island Association	Room 9	270	\$1.65	\$ 445.50	Monthly	
KSDP	Radio Station	693	\$0.41	\$ 286.00	Monthly	
Pauloff Harbor Tribe	Room 7 & 8	1,035.50	\$1.65	\$ 1,708.56	Monthly	
Qagan Tayagungin Tribe	Room 3 & 4	1,023.50	\$1.65	\$ 1,688.76	Monthly	
Pauloff Harbor Tribe	Room 1B	88	\$1.65	\$ 145.20	Monthly	
Pauloff Harbor Tribe	Room 1A	80	\$1.65	\$ 132.00	Monthly	
Old Clinic Leases						
The Shop		579	\$1.65	\$ 955.35	Monthly	
Agate Pull Tabs (QTT)		170	\$2.26	\$ 385.00	Monthly	
Aleutia, Inc.				\$ 440.00	Monthly	
Harbor Lot Leases						
Fleetwelding Service	Existing Shop Lot	5,907	\$0.10	\$ 590.70	Monthly	
Sand Point Marine LLC	Part of Lot #3	4,480	\$0.10	\$ 448.00	Monthly	
Small Craft Café	Existing Café Lot	2,516	\$0.10	\$ 251.60	Monthly	
Silver Bay Seafoods- New Harbor	Lot #2	41,694	\$0.11	\$ 4,586.34	Monthly	
Trident Seafoods-New Harbor	Lot #4 & #5	60,850	\$0.11	\$ 6,693.50	Monthly	
	Location	Sq. Ft	Price	Payment	Frequency	
Other						
General Dynamics	Behind Public Works	1800	\$450.00	\$5,400	Anually	Exp. 12/31/27
Teen Center			\$1.00	\$ 1.00	Annually	
Residential Leases						
Eastern Aleutian Tribes	4 plex #1 & #3			\$1,870.00	Monthly	
Sadie Newton	4 plex #4			\$880.00	Monthly	

City of Sand Point, Alaska

Proposal to Provide Accounting Assistance

For the Fiscal Year Ending
June 30, 2023

Irina Morozova, CPA

7353 W Sun Ridge Circle,
Wasilla, AK 99623
(720) 357-4147

August 29, 2023

City of Sand Point, Alaska

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August 29, 2023

Ms. Debi Schmit
City Administrator
City of Sand Point
3380 C Street, Suite 205
Anchorage, Alaska 99503

RE: Accounting Assistance and Audit Prep for 2023 Audit

Dear Debi:

I want to thank you for giving me the opportunity to submit a proposal to perform the following professional services for the City of Sand Point.

- Audit preparation assistance for the year ending June 30, 2023.
- Assistance and support for the City of Sand Point's accounting personnel during the 2023 audit.
- Training of the City of Sand Point's accounting personnel on best practices and accounting close-out.
- Assistance with gaming reports, reconciliations and compliance with the State of Alaska gaming statutes and regulations.
- Assistance with payroll reports and reconciliations, including quarterly IRS Form 941, Employer's Quarterly Federal Tax.
- Assistance with preparing the Alaska Quarterly Contribution Report.
- Assistance with the Form W-3, Transmittal of Wage and Tax Statements, and Form W-2, Wage and Tax Statement, for the City's employees for the year 2023.
- Assistance with the IRS Form 1099-NEC, Nonemployee Compensation, for the City's independent contractors for the year 2023.

City of Sand Point
August 29, 2023

- Telephone conferences on an as-needed basis to discuss accounting and business matters of the City of Sand Point.
- Unlimited phone and email support for the City of Sand Point's personnel regarding accounting assistance, general questions, and other matters that do not require changes to the scope of this engagement.

If you would like me to include assistance with calculations and journal entries related to GASB Statement 87 and GASB Statement 96 which are not included in the scope of this engagement, or any other services not outlined in this proposal, it can be provided at additional price.

Professional services will begin on October 1, 2023 and will continue for a period of nine months until June 30, 2024.

The price for the above professional services will be \$26,325.00 payable on the last day of each month in equal installments of \$2,925.00. The price does not include any out-of-pocket expenses, such as travel, postage, courier services, etc.

Because my proposal provides ongoing access to the accounting advice you need on a fixed-price basis, you will not be concerned about escalating costs. My service is built around fixed pricing, as opposed to hourly rates, and offers you access to the accumulated intellectual capital of my firm.

I take great pride in the level of experience, competence, and professionalism I can offer. I understand the importance of meeting deadlines and the effect it has on the annual audit of a government entity.

I look forward to your favorable consideration of my proposal and welcome the opportunity to discuss it with you in person. Please feel free to call if you have any questions about the contents of my proposal. I would be happy to discuss it with you in detail.

Very truly yours,



Irina V. Morozova, CPA

WORK PLAN

It is my understanding that the upcoming tasks facing the City of Sand Point is the preparation of accounting records for the 2023 audit, training of the City's accounting personnel, and assistance with various quarterly and annual reports to the Finance Officer. Accordingly, I have outlined a work plan. Other accounting services will be performed when requested at additional price.

- Assist the City's accounting personnel with on-going questions and various quarterly and annual reports such as IRS Form 941, Employer's Quarterly Federal Tax, the Alaska Quarterly Contribution Report, IRS Form W-3, Transmittal of Wage and Tax Statements, IRS Form W-2, Wage and Tax Statement, and gaming reports for the State of Alaska – October 1, 2023 – June 30, 2024.
- Obtain reports and records from the City's accounting personnel, reconcile beginning balances and set up new 2023 work papers for the audit prep – October 2023.
- Complete audit prep work for 2023 – the date to be agreed on with the auditors.
- Deliver accounting records to the auditors with sufficient time to begin and complete the 2023 audit – the date to be agreed on with the auditors.
- Support the City's accounting personnel during the 2023 audit – until the audit is completed.
- Answer auditors' questions and provide additional information as requested by the auditors – until the financial statements are issued.
- Assist the Finance Officer and the City Administrator with reviewing audited financial statements – upon the 2023 audit completion.
- Assure that June 30, 2023 balances per general ledger agree to the auditors' records – upon the 2023 audit completion.

I appreciate the opportunity to submit this proposal and am available to discuss any items or questions you may have regarding it. If this proposal is acceptable to you, please sign where indicated below and return it to our office.

Very truly yours,

A handwritten signature in cursive script that reads "Irina Morozova".

Irina V. Morozova, CPA

ACCEPTED:

City of Sand Point

Title:

Date:

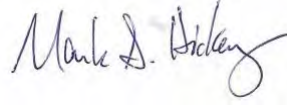
**CONTRACT AGREEMENT #SP-018
BETWEEN CITY OF SAND POINT
AND HICKEY & ASSOCIATES**

This is a contract for professional lobbying services between Hickey & Associates, hereinafter "Contractor", and the City of Sand Point, hereinafter "Client".

Terms and Conditions

1. The Contractor will provide general lobbying services as requested for the Client. One of the principal tasks is to help secure funding for transportation and infrastructure projects in Sand Point. The Contractor will perform other lobbying services as directed by the Client's contact person. Ms. Debi Schmit, City Administrator, or her designee, will serve as the Client's contact person.
2. The Contractor will provide a written monthly status report during session. Other written reports will be provided as needed.
3. The Contractor will be paid a fixed fee of \$8,000 for these services. Monthly payments of \$2,000 each will be provided on or about the first day of each of the first four months during calendar year 2024.
4. The term of this contract commences on January 1, 2024, and terminates on December 31, 2024. The contract is subject to renewal by agreement of both parties.
5. The Contractor will cover all normal office overhead expenses. The Client will reimburse the Contractor for the 2024 \$250 APOC registration fee. The Contractor will be reimbursed for any extraordinary out-of-pocket expenses through the duration of this contract. Extraordinary out-of-pocket expenses are defined as all direct travel, hotel, and meal expenses for any requested trip. All extraordinary expenses must have the prior approval of the Client's contact person.

This agreement constitutes the full agreement between the parties.



City of Sand Point

Hickey & Associates

Date

November 3, 2023
Date



2606 C Street, Anchorage, AK 99503
Phone: 907.433.6050

HELPDESK SERVICES AGREEMENT

This Helpdesk Services Agreement is between the following:

ICE: ICE Services, Inc., an Alaska corporation with its principal place of business at 2606 C Street, Anchorage, Alaska 99503. Representative: Jake Hanson, direct: 907.433.6050, email: jhanson@iceservices.net.

Client:

Name: City of Sand Point

Address: 3380 C St, Suite 205 | Anchorage, AK 99503

Representative Name: Debi Schmit, City Administrator

Email and Phone: E:dschmit@sandpointak.org P:907.274.7561 | C:503.679.8105

Cost:

Base price for the first year is \$2,490.00/mo. for 12 month; plus travel costs of two annual visits to Sand Point which estimates to be \$2,040.00 each. **Total: \$33,960.00.**

Onboarding:

One time onboarding fee of \$1,620.70 plus travel costs of airfare and two nights of lodging which estimates to be \$2,040.00.

Technical Contact:

Do you want to filter all Helpdesk and Service request through a technical contact? Yes No

If you have a technical contact please provide the following:

Technical Contact Name: _____

Email and Phone: _____

Term (choose one):

Start date: 10/1/2023 End date: 9/30/2024

Month-to-month

Block of hours: _____

Helpdesk Contact Information and Hours of Operation:

Phone: 1-907-433-6050

Email: helpdesk@iceservices.net

Hours of Operation: Prudhoe: 7 days a week, 6am—6pm

Anchorage: Monday through Friday, 8am—5pm

State & federal holidays are subject to change with notification

ICE desires to provide Helpdesk services and Client desires to retain these services. The parties therefore agree as follows:

1. Services

- 1.1. *Scope:* ICE shall provide Helpdesk services to Client during the term of this agreement including those services listed in Attachment A; software and hardware support; and, limited support for proprietary equipment and software, depending on the availability of technical resources. ICE reserves the right to change the scope of the Services at any time by sending a notice of the change to the Client's Representative. ICE may not change the Services in a way that (a) reduces the level of effort ICE provides, (b) materially impacts ICE's obligation to deliver the Services, or (c) materially impacts the Client's rights under this agreement.
- 1.2. *Support Procedures.* A Support Incident is a specific, discrete problem whose origin can be isolated to a single cause. ICE, in its sole discretion, will determine what constitutes a Support Incident. A Support Incident begins when the Client contacts ICE via email or phone with a helpdesk request. The request should include a clear description of the Service needed or the problem such as a URL, error message, screen shot, and a description of how the error can be replicated. ICE then documents the request, opens a ticket in its Helpdesk system, and assigns the ticket to the appropriate support specialist (ICE may also provide limited troubleshooting during the initial contact). The support specialist then contacts the Client to help resolve the Support Incident and records all actions taken to resolve the Support Incident in the Helpdesk log.
- 1.3. *Remote Access Support Services.* ICE may provide the Services via Internet remote access, whereby it will access, and if permitted by Client, control and gather information on Client's computer through the installation and use of remote access software. Installation and use of the remote access software by Client indicates its permission for ICE to provide the Services in this way. All or portions of the remote access software files may remain on Client's computer after the Service session is finished. The title to the remote access software and all intellectual property rights included therein remains with ICE or its licensors. While remote access Services are provided, ICE will only access, control and gather information on Client's computer that it reasonably believes is necessary to analyze and provide assistance for the Support Incident. ICE recommends that Client close all files and applications that are not pertinent to the Support Incident. The remote access software or the features of Client's computer will allow Client to terminate the remote access Support Service session at any time.
- 1.4. *Closing the Support Incident.* ICE will make reasonable efforts to resolve a Support Incident but does not guarantee that Support Incidents will be resolved. ICE, in its sole discretion, will determine if the Support Incident is resolved. Generally, a Support Incident is resolved when Client receives one of the following: (a) information that resolves the problem; (b) information on how to obtain a software solution that will resolve the problem; (c) installation of that software solution if Client requests the installation; (d) notice that the problem is caused by a known, unresolved issue or an incompatibility issue with hardware; (e) installation or purchase of new hardware if the Client requests it; (f) information that identifies the problem as being resolved by upgrading to a newer release of the software or hardware; (g) notice that the problem has been identified as a hardware equipment issue; or (h) if necessary installation of the hardware equipment. ICE closes the ticket when the Support Incident is resolved.

- 1.5. *Response Times.* ICE will make reasonable efforts to respond to a Service request according to the response time schedule in Attachment B during its hours of operation or a reasonable amount of time if there is no applicable schedule. ICE uses this schedule as a guideline to prioritize requests. The response time begins when ICE receives the request. The actual time to respond to a Support Incident may be shorter or longer depending on the priority of the outstanding requests. ICE does not guarantee that its response will be provided within a specific time period.
- 1.6. *Reports.* ICE will provide monthly reports to the Client containing information on actual performance achieved in comparison to service levels agreed on. Information will be provided on both open and closed requests.
- 1.7. *Technical Contacts.* If the Client requires ICE to filter requests through a Technical Contact, then the Technical Contact is the sole liaison between Client and ICE for technical support. Client may change the Technical Contact with up to five days written notice of the change to ICE's representative.
- 1.8. *Client Responsibilities.* Client is responsible for all fees in establishing and maintaining email and telephone communications with ICE. Client is responsible for restoration or reconstruction of lost or altered files, data, or programs. Client will maintain and implement a complete data backup and disaster recovery plan. Client is solely responsible for security of its confidential, proprietary or classified information. Client will not disclose to ICE confidential, proprietary or any information that is subject to intellectual property rights that may expose ICE to liability. Client will have a reasonable understanding of the products served and the computer system that it is operating on. Client may not transfer the Services to a third party. ICE provides the Services for the internal use of Client only, and any unauthorized distribution of the Services will be grounds for immediate termination of this agreement. Client will take reasonable measures to prevent the unauthorized distribution and use of the Services. Client will not abuse its receipt or use of the Services.
- 1.9. *Exclusions.* The Services do not include problems related to: (a) the use of a supported product as a server-based application; (b) issues that could be resolved by upgrading a supported product unless that upgrade is requested and ICE agrees with the upgrade; (c) the use or modification of a supported product in a manner for which the supported product is not intended to be used or modified; (d) third-party products or technologies and their effects on or interactions with a supported product; (e) damage to the media on which a supported product is provided, or to the computer on which a supported product is installed; (f) use of a computer system that is incompatible with a supported product; (g) discouraged or prohibited applications; (h) personal and non-business related applications, and; (i) issues relating to Internet, email, file management, network configuration, scripting, FX scripting, programming, compiling, debugging, infrastructure design, content creation, content customization, multimedia project planning/design, resource management, budgeting, training, onsite diagnosis, or other issues not within the scope of the Services. ICE helps users perform their job functions using computer technology but does not perform those functions. ICE will not install any software without proof of purchase or a copy of a license agreement.
- 1.10. *Additional Services or Software.* Any additional services that are provided but not specified in this agreement will be governed by these Terms and Conditions. In the event that Services are provided at the Client's location, Client will ensure that ICE is granted access to the location at the arranged

time and will secure a safe working environment sufficient for ICE to perform the Services. In the event that software is provided as part of the Service, such software is the copyrighted works of its licensors. If the software is subject to the terms of a separate license agreement, the terms of the separate license agreement will govern the use of the software. Any software that is made available to the United States Government under these Terms and Conditions is classified as “restricted computer software” as defined in clause 52.227-19 of the FAR. The United States Government’s rights to the software are as provided in clause 52.227-19 of the FAR.

1.11. *Data Protection.* Client agrees and understands that it is necessary for ICE to collect, process and use Client data in order to perform the Services. This may include transferring Client data to affiliated companies or service providers in accordance with applicable privacy policies in place. ICE may record part or all of the calls between Client and ICE for training, quality assurance and reference purposes.

1.12. *Inspection and Modification – Reimbursement for Unacceptable Deliverables.* ICE is responsible for completion of all work in the contract. All work is subject to inspection, evaluation, and approval by the Administrator and the Administrator may instruct ICE to make corrections or modification if needed in order to accomplish the Contract’s intent. ICE will not unreasonably withhold such changes.

Substantial failure of ICE to perform the contract or to meet the deadlines for completion to Client as required may cause Client to terminate the contract. In this event, Client may require ICE to reimburse monies paid (based on the identified portion of unacceptable work received).

2. Fees

2.1. Client shall pay the fees per the fee scheduled on Attachment C and other costs related to the Services. Invoices will be sent on the 1st of the month and are due on the 30th day of each month. A late fee of \$50.00 plus interest annually at 10.5% will be charged to the account for late payments. Client shall pay all attorney’s fees and costs incurred in collecting the amounts owed. Client will not be liable for interest charges or the payment of local, state, or federal taxes.

3. Term & Termination

3.1. This agreement begins on the start date and ends on the end date or when a block of time has been used. If the parties continue this agreement following the end date, the agreement continues from month-to-month until either party gives written notice of termination of the agreement. The termination of this agreement shall not release either party from any obligation that has accrued as of the date of termination.

ICE may terminate the Services at any time (a) if after providing Client no less than 15 days prior written notice, Client fails to pay fees due for the Services, (b) if after providing Client no less than 30 days prior written notice, Client fails to cure a breach of this agreement, or (c) if Client breaches a term of any software license agreement governing the use of software provided under the Services. ICE may also terminate this agreement at any time for convenience with no less than 30 days written notice of cancellation.

When it is in Client’s best interest, Client may unilaterally cancel this Agreement at any time whether or not ICE is in default of any of its obligations hereunder. With any such cancellation, ICE agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However,

Client agrees that ICE shall be paid for items and/or services already accepted by Client, but in no event, shall Client be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this contract at any time for the failure of the other party to comply with any of its material terms and conditions.

ICE understands Client is a government entity and that payment obligation is subject to yearly appropriation by Client's governing body and that if funds are not appropriated, this Agreement will terminate without penalty to either party.

4. Miscellaneous

- 4.1. *Entire Agreement.* This agreement contains the entire agreement among the parties.
- 4.2. *Amendments.* The parties may amend this agreement in a writing signed by all parties. Client will provide ICE with a written description of the additional work requiring a contract amendment and request ICE submit a time schedule and price for the additional work. If any additional is requested, the hourly rate offered in the cost proposal must be used to calculate the cost of the amendment. ICE will not commence additional work without a written contract amendment signed by both parties.
- 4.3. *Assignments.* Client may not assign its rights or obligations. Any unauthorized assignment will be void.
- 4.4. *Delays and Omissions.* No delay or omission in the exercise of any right, power or remedy accruing to the party as a result of any breach or default by another party under this agreement impairs any such right, power or remedy and may not be construed as a waiver of or acquiescence by the party in any such breach or default or any similar breach or default occurring later.
- 4.5. *Waivers.* No waiver by a party of any single breach or default under this agreement is construed as a waiver by the party of any other breach or default occurring before or after that waiver.
- 4.6. *Severability.* If any provision of this agreement is invalid, illegal or unenforceable, then the remaining provisions remain in full force.
- 4.7. *Interpretation.* This agreement was negotiated in the spirit of mutual cooperation whereby no clause should be necessarily construed against anyone party based upon the finding that that party provided all or most of the contractual language contained within that clause.
- 4.8. *Disputes.* The parties will attempt in good faith to resolve any dispute or claim arising out of or in relation to this Agreement through negotiations between a representative of each of party with authority to settle the relevant dispute. If the dispute cannot be settled amicably within fourteen (14) days from the date on which either party has given written notice to the other of the dispute, then the parties shall resolve the dispute by arbitration.

Alaska's Revised Uniform Arbitration Act (AS §09.43.300 to .595) and all subsequent arbitration statutes govern the arbitration proceedings. The arbitration proceedings are to take place in Anchorage, Alaska and are governed by Alaska law.

A party shall initiate arbitration by sending a notice to the other party describing the controversy and remedy sought and providing a list of five arbitrators listed in the Alternative Dispute Resolution section of the most recent edition of the Alaska Directory of Attorneys published by Todd

Communications or its successor. The initiating party shall serve this notice with the list of arbitrators under the notice provision in this agreement.

The party receiving the notice shall give notice of its selection of an arbitrator from the list of arbitrators within 10 days of receiving the notice. If the receiving party fails to select an arbitrator within that timeframe, then the initiating party shall choose the arbitrator from the list. The party who does not prevail in the arbitration shall pay all of the prevailing party's actual attorney's fees and costs related to the arbitration.

- 4.9. *Notices.* The parties shall give all notices required in this agreement to the addresses specified above as follows (deemed received as specified in parentheses): by hand (upon delivery to representative stated in this agreement), via overnight FedEx or UPS (24 hours after deposit), by email (with email confirmation from representative stated in this agreement), or by first class certified or registered mail, return receipt requested, postage prepaid (48 hours after deposit in the mail).
- 4.10. *Disclaimer of Warranty.* Although ICE cannot guarantee that a support incident will be resolved, ICE will make reasonable efforts to perform support services in a professional manner. To the extent permitted by law, the express warranty and remedies set forth herein are exclusive and in lieu of all other warranties, remedies and conditions, whether oral or written, statutory, express or implied. As permitted by applicable law, ICE and its licensors specifically disclaims any and all statutory or implied warranties, related to or arising in any way out of these terms and conditions, including any implied warranty or merchantability or fitness for a particular purpose.
- 4.11. *Limitation of Liability.* To the extent permitted by law, ICE's and its licensor's liability under these terms and conditions is limited to the amounts paid by Client for the Services that Client procures under this agreement. In no event shall ICE and its licensor have any liability for any indirect, special, incidental or consequential damages, including but not limited to damages for lost profits, loss of data, loss of use or equipment or facilities, or interruption of business, arising in any way out of these terms and conditions under any theory of liability, whether or not ICE and its licensors have been advised of the possibility of such damage. ICE will not be liable for performance delays or for non-performance, due to causes beyond its reasonable control. Client shall defend, indemnify, and hold harmless ICE, its affiliates, and its subcontractors, from and against any and all third-party claims, demands, causes of action, damages, liabilities, losses, and expenses related to the Services to the extent caused by the fault of Client or its agents or employees. ICE shall defend, indemnify, and hold harmless Client, its affiliates, and its subcontractors, from and against any and all third-party claims, demands, causes of action, damages, liabilities, losses, and expenses related to the Services to the extent caused by the fault of ICE or its agents or employees.

To the fullest extent permitted by law, ICE shall defend, indemnify and hold harmless Client, its officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of ICE hereunder, whether the same arises before or after completion of ICE's operations or expiration of this Agreement, except for damage, loss, or injury resulting from Client's gross negligence or willful misconduct.

4.12. *Insurance.* ICE recommends that Client carry 1st and 3rd party Cyber Liability insurance with limits of not less than \$1,000,000 for each occurrence and an annual aggregate of \$3,000,000 covering claims involving privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of private information, alteration of electronic information, extortion and network security, breach of information, and a breach caused by service provider.

ICE must furnish a certificate of insurance within ten (10) days of receipt of the signed Agreement and must endorse policies to provide for thirty (30) day prior notice to Client of cancellation, non-renewal, or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy is a material breach of the contract and grounds for termination of this Agreement. Each policy shall be endorsed with a waiver of subrogation in favor of Client. All other insurance policies required of ICE shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by Client will be excess only and will not contribute with the insurance required by this Agreement. All other insurance policies required of ICE and subcontractors shall be endorsed to name Client as additional insured. All insurance shall be on an occurrence form acceptable to Client and have an A.M. Best rating of “A” or better.

- i. Workers’ Compensation and Employers’ Liability Insurance as required by any applicable law or regulation. Employers’ liability insurance shall be in the amount not less than \$500,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for employee for bodily injury by disease. ICE shall be responsible for Workers’ Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work. If there is an exposure of injury to ICE’s employees under the U.S. Longshoremen’s Harbor Workers’ Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employees, coverage shall be included for such injuries or claims.
- ii. Commercial General Liability Insurance: ICE is required to provide Commercial General Liability insurance with limits not less than \$5,000,000 for any contract over \$1,000,000 and not less than \$1,000,000 for contracts under \$1,000,000 combined single limit per occurrence and \$5,000,000 for any contract over \$1,000,000 and not less than \$1,000,000 for contracts under \$1,000,000, in the aggregate not excluding premises operations, independent Contractors, products, and completed operations, broad form property damage, blanket contractual, explosion, collapse, and underground hazards. Limits may be a combination of primary and excess (umbrella) policy forms.

4.13. *Confidentiality.* The parties will keep each other’s information confidential except to the extent necessary to complete the work or as required by law. The parties shall hold as confidential and will use reasonable care (including both physical and electronic security) to prevent unauthorized access by, storage, disclosure, publication, dissemination to and/or use by third parties, of the confidential information. “Reasonable care” means compliance by ICE with all applicable federal and state laws, including the Social Security Act and HIPAA. ICE must promptly notify Client in writing if it becomes aware of any storage, disclosure, loss, unauthorized access to or use of the confidential information.

4.14 *Company Personnel.* Client reserves the right to request alternate ICE staff be assigned in the event of a staff member's failure to perform, inability to communicate effectively, or for other work product, at no additional cost or fee. If Client requests alternate ICE staff under these circumstances, the request must be honored by ICE.

SIGNATURES AND DATES: This agreement will become effective when both parties have signed it.

Name: _____

ICE Services, Inc.

By: _____

By: _____

Print Name: _____

Jake Hanson, Director of Information Technology

Title: _____

Date: _____

Date: _____

Attachment A

Helpdesk Services

- **Tier 1 Support:** First-line support, level 1 support, front-end support, support line 1, and various other headings denoting functions for basic level technical support.
- **Tiers 2 and 3 Support:** Level 3 support, back-end support, support line 3, high-end support, and various other headings that denote expert level troubleshooting and analysis methods.
- **Helpdesk Technician:** Responsible for remote & on-site support for end users, workstations, printers, peripherals, etc.
- **Systems & Network Administrator:** Responsible for advanced support for server applications, systems, and network.
- **Systems & Network Engineer:** Responsible for systems and network design and implementation.

Attachment B

High Priority SLA

Priority Level	Description of the Problem or Request	Response Time (hours)
Urgent	Issues that have significant repercussions and render the whole system unusable. An example is an application error that affects all or a large percentage of users. Urgent priority tickets are established for issues that render a system unusable, such as an error preventing access to shared drives, issues preventing access to the application by users, and security exposure.	2
High	Issues that have significant repercussions but do not render the whole system unusable. An example is an application error that is only triggered under rare circumstances or affects only a small percentage of all users.	6
Normal	Issues that affect one piece of functionality. An example is the category filter or report not working. This type of problem is a self-contained issue and does not affect the overall functionality of the software. Another example is a question about how to do something in a particular application.	12
Low	Issues that don't inhibit the functionality or main purpose of the hardware or software in its ability to support a project.	24

Standard SLA

Priority Level	Description of the Problem or Request	Response Time (hours)
Urgent	Issues that have significant repercussions and render the whole system unusable. An example is an application error that affects all or a large percentage of users. Urgent priority tickets are established for issues that render a system unusable, such as an error preventing access to shared drives, issues preventing access to the application by users, and security exposure.	4
High	Issues that have significant repercussions but do not render the whole system unusable. An example is an application error that is only triggered under rare circumstances or affects only a small percentage of all users.	12
Normal	Issues that affect one piece of functionality. An example is the category filter or report not working. This type of problem is a self-contained issue and does not affect the overall functionality of the software. Another example is a question about how to do something in a particular application.	24
Low	Issues that don't inhibit the functionality or main purpose of the hardware or software in its ability to support a project	48

Attachment C

Fee Schedule

T&M HSA: Technician Billing Rate Table

Position	Description	Standard Hourly Rate	Overtime Hourly Rate
Helpdesk Technician (Remote Support)	Remote Support for end users, computers, printers, peripherals, etc.	\$100	\$150
Helpdesk Technician (On-Site Support)	On-Site Support for end users, computers, printers, peripherals, etc.	\$115	\$170
Systems & Network Administrator	Advanced support for server applications, systems, and network.	\$135	\$200
Systems & Network Engineer	Systems and Network design and implementation.	\$150	\$225

Out-Of-Contract: Technician Billing Rate Table

Position	Description	Standard Hourly Rate	Overtime Hourly Rate
Helpdesk Technician (Remote Support)	Remote Support for end users, computers, printers, peripherals, etc.	\$115	\$170
Helpdesk Technician (On-Site Support)	On-Site Support for end users, computers, printers, peripherals, etc.	\$125	\$185
Systems & Network Administrator	Advanced support for server applications, systems, and network.	\$150	\$225
Systems & Network Engineer	Systems and Network design and implementation.	\$175	\$250

Labor rates do not include airfare or per diem rates. On-site support is billed in 15 minute increments with a minimum of 1 hour. Remote Support is billed in 15 minutes increments with no minimum.



QAGAN TAYAGUNGIN TRIBE
P.O. BOX 447
SAND POINT, ALASKA 99661
PHONE (907) 383-5616

October 9th, 2023

Dear City of Sand Point

Each year the Qagan Tayagungin Tribe hosts the Annual Christmas Potluck. It is a time when the entire community can come together and enjoy good company and great food. Community and Tribal members have a chance to win prizes and money, and children of all ages receive their first Christmas gift of the season.

The Tribe is inviting you to be involved in this year's festivities by making a donation for food, money tree, etc. Fun, food and friends are always an excellent way to start off the holiday season. Please help us keep this traditional event possible.

Any and all donations will be greatly appreciated.

Thank you,

A handwritten signature in black ink that reads "Glen Gardner JR." with a stylized flourish at the end.

Glen Gardner JR.
President



Expense Breakdown

- \$1700 = Kids Gifts (Newborn – 12th grade)
- \$1200 = Meat (Turkey, Ham, and Roasts)
- \$2500 = Money tree
- \$1002.00 = Supplies (New xmas Tree, utensils, table covers etc...)
- \$300 = Adult Gifts

Thanks,

Jane Marcus
Finance Director

QAGAN TAYAGUNGIN TRIBE
P.O. BOX 447
SAND POINT, ALASKA 99661
P: (907) 383 5616
E: qttfinance@arctic.net



QAGAN TAYAGUNGIN TRIBE
P.O. BOX 447
SAND POINT, ALASKA 99661
PHONE (907) 383-5616
FAX (907) 383-5814

City of Sand Point
P.O. Box 249
Sand Point, AK 99661

October 19, 2023

Dear Mayor Jim Smith & Council Members,

I am writing on behalf of Qagan Tayagungin Tribe Environmental Department, and we would like to ask if you would provide a \$1,200.00 donation for both Environmental Youth Group & Environmental Teen Group. We are looking for donations to purchase a unique variety of craft supplies and other items as necessary. (ei tissue paper, gardening supplies, science kits, fabric, feathers, charms, popsicle sticks, picture frame magnet craft kits and other DIY craft kits.)

The EYG will start meeting regularly again at the Qagan Tayagungin Tribe Recreation Center during Boys and Girls Club & at the Teen Center for ETG. The QTT's Environmental Coordinator, Clarissa Devine, will hold EYG on Wednesday's at 3 PM & ETG at the Teen Center one day a week in the evenings. EYG & ETG is accommodated by QTT to provide the youth of Sand Point with the opportunity to participate in environmentally friendly activities to gain knowledge they can share with their peers and parents.

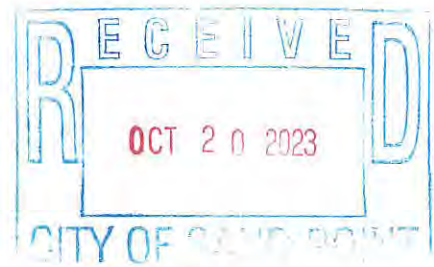
Several transpiring activities include in/outdoor scavenger hunts, coloring/painting activities, trash for cash, recycling contests, sand art, making slime, composting, gardening and much more. Having recycling events will help encourage environmental awareness and actions/behavior alterations. Following the recycling contests, QTT Environmental Department will applaud them for taking environmental action with a pizza party or ice-cream party.

For students to participate in these activities, a release must be signed by their parent. Children are our future and doing such activities will help our community better understand ways to live a more sustainable life and support a clean, healthy, prosperous environment. Thank you for your time and consideration of this donation request.

Sincerely,

Clarissa Devine

Clarissa Devine
Qagan Tayagungin Tribe
Environmental Coordinator



CHECKOUT

1 **Subscription Info**
 Who are the lucky customers?

Your Email Address

Parent's Full Name

Child's First Name

2 **Shipping Information**
 Where are we sending this?

Street Address

Apartment, suite, etc. (optional)

City State Zip

Choose Your Shipping Method:
 Please enter your address to see shipping options.

3 **Secure Payment**
 We accept credit and debit cards.

Card number MM / YY CVC

How did you hear about us?

I understand that this is a 12-month prepaid subscription. I can manage my subscription at any time on the manage account page or by contacting Generation Genius by phone or email.

PAY NOW

Order Summary

	Science Kit Subscription 12-Month Prepaid Plan	\$39.95/mo
	Science Kit Subscription 12-Month Prepaid Plan	\$39.95/mo
	Science Kit Subscription 12-Month Prepaid Plan	\$39.95/mo
	Science Kit Subscription 12-Month Prepaid Plan	\$39.95/mo
	Science Kit Subscription 12-Month Prepaid Plan	\$39.95/mo

1 Kit |
 2 Kits |
 5 Kits

* 5 identical sets delivered. Perfect for 5 kids.

Subtotal:	\$2397.00
3 Months Free Discount (x5)	-\$599.25
Shipping	Choose a method
Sales Tax (CA Only)	\$0.00

Total Due Today \$1797.75

Add K-8 Science Videos & Lessons \$9.95/mo
Includes unlimited monthly access to all our science videos, lessons, and games, and more!

Add To Cart

Please note, our science kits are shipped in 3-packs which saves money and is better for the environment.

WEST EDUCATION

MEET OUR FOUNDERS

A New Tool For Teaching Science.

Generation Online is the only science resource to be through full production and delivery with WestEd, America's leading research and impact for science and educational leadership and the National Science Teaching Association and signed in partnership with PBS.

So Much More Than Videos.

- 30 Lesson Plans
- 100 Activities
- 100 Videos
- 100 Activities
- 100 Videos
- 100 Activities
- 100 Videos
- 100 Activities
- 100 Videos
- 100 Activities
- 100 Videos

All lessons feature hands-on activities.

Research: 92% of kids say it helps them learn.

RESEARCH STUDY

Our videos were evaluated by 1000+ students from 100+ schools in 10 states. 92% of students said they learned more from our videos. 88% of students said they were more engaged when watching our videos. 4 of 5 students said they would recommend our videos to their classmates.

WestEd www.wested.org

Meet the Founder: Dr. Jeff Vinokur

Who is Dr. Jeff?

Dr. Jeff Vinokur is a real scientist with a PhD in Biochemistry!

Dr. Jeff Vinokur is a real scientist with a PhD in Biochemistry. He is the founder of Generation Online, a science resource for elementary schools. He has a PhD in Biochemistry from the University of California, San Diego. He has worked at the National Science Foundation, the National Science Teaching Association, and the National Science Foundation. He has also worked at the National Science Foundation, the National Science Teaching Association, and the National Science Foundation.

Dr. Jeff Vinokur is a real scientist with a PhD in Biochemistry. He is the founder of Generation Online, a science resource for elementary schools. He has a PhD in Biochemistry from the University of California, San Diego. He has worked at the National Science Foundation, the National Science Teaching Association, and the National Science Foundation. He has also worked at the National Science Foundation, the National Science Teaching Association, and the National Science Foundation.

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Watch the Fun Dr. Jeff Show!

Discovery Channel, TODAY, ABC, PBS, and more.

Meet the Co-Founder

Eric S. Bulman

Eric S. Bulman is a co-founder of Generation Online. He is a former teacher and has worked at the National Science Foundation, the National Science Teaching Association, and the National Science Foundation. He has also worked at the National Science Foundation, the National Science Teaching Association, and the National Science Foundation.

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Meet the Cast

Meet the cast members of Generation Online, including Kyla Anderson, Olivia & Megan, and Sarah & Matt.

Behind the Scenes

See behind the scenes of the Generation Online videos, showing the production process and the team working together.

Pauloff Harbor Tribe

P.O. Box 97
Sand Point, AK 99661

Phone: (907)383-6075
Fax: (907)383-6094

November 3, 2023

Mayor James Smith
City of Sand Point
P.O. Box 249
Sand Point, AK 99661

Donation Request: Silver Bell Rock

Mayor James Smith:

The Pauloff Harbor Tribe is planning the Silver Bell Rock event for this winter. We are requesting a donation from the City of Sand Point for the prize again this year. We are requesting \$250 as we have requested donations from two other entities. All donations received will be put toward the Silver Bell Rock prize.

Thank you for your consideration, this event is always fun for the whole community.

Sincerely,



Arlene Gundersen
Tribal Administrator



PUBLIC COMMENTS

COUNCIL COMMENTS

ADJOURNMENT

FYI



Department of Community Environment and Health
Anchorage Service Unit Environmental Health Program
4500 Diplomacy Drive, Suite 420
Anchorage, Alaska 99508
Telephone: (907) 729-3640

November 11th, 2023

Ms. Debi Schmit, City Administrator
City of Sand Point
P.O. Box 249
Sand Point, AK 99661

RE: Environmental Health & Safety Survey for the City of Sand Point

Dear Ms. Schmit,

The attached document contains a summary of findings from an environmental health and safety survey of the Sand Point solid waste disposal site conducted on October 26th, 2023, with assistance from Mr. Brandon Gunderson and Mr. Julius Karlsen. This is a non-regulatory, consultative service provided by the Alaska Native Tribal Health Consortium (ANTHC).

The landfill, solid waste, and recycling center staff are doing an excellent job of maintaining the site, and should be commended for their efforts. It's apparent that they are dedicated to the betterment of the community's solid waste management.

If you have any questions or concerns, please feel free to contact me at the information provided below.

Sincerely,

A handwritten signature in black ink, appearing to read "Sierra Wylde".

Sierra Wylde
Environmental Health Consultant I
Ph: 1-907-729-1460
Email: sewylde@anthc.org

cc: Brandon Gunderson, Landfill Operator, City of Sand Point
Jim Smith, Mayor, City of Sand Point
Christy McDonald, ASU Environmental Health Program Manager, ANTHC
Jim Amundsen, Engineering Project Manager, ANTHC
Julius Karlsen, Public Works Department Director, City of Sand Point

Sand Point Solid Waste Disposal Site

Contact: Brandon Gunderson

Environmental Health & Safety Survey Representatives: Sierra Wylde

No.	Location	Finding	Priority	Recommendation
1.	Community Solid Waste Disposal Site	Burning of prohibited items: Prohibited items, such as aluminum cans and plastics were being burned in the burn cage (photo 1). Burning these items reduces the efficiency of the burning process and is hazardous to health and the environment. R	Moderate	Prohibited items (rubber, plastic, and aluminum) should not be burned. Utilizing a recycling program would help reduce the amount of waste that needs to be burned. Many communities utilize the Tribal IGAP program to coordinate and/or expand community-recycling programs.
2.	Community Solid Waste Disposal Site	Incinerator doors in disrepair: The doors at the bottom of the incinerator are broken and cracked. This allows for garbage to fall out onto the ground surrounding the incinerator, and can expose burning material to anyone standing around the incinerator (photo 1). There is a new incinerator onsite, but both are still being used. R	Moderate	If the old incinerator will still be used, the doors should be repaired to maintain safe and clean burning practices, while minimizing waste disorganization around the incinerator.
3.	Community Solid Waste Disposal Site	Working face space availability: The area in which burned garbage can be disposed and covered is starting to get full, which may require that a new working face be layered on top of the already-covered space (photo 2). If the working face is layered, it will be nearly level with the top of the fence surrounding the site, which can lead to issues with wild blown litter around the landfill. R	Moderate	Consider excavating exploratory holes in areas currently covered to determine whether there is a possibility to avoid layering and expand the working face at ground level. The removal of the scrap piles will also create a substantial amount of space availability. Expanding at ground level rather than layering will greatly reduce the risk of increased windblown litter around the landfill.
4.	Community Solid Waste Disposal Site	Scrapped materials: There are considerable sized piles of well separated, non-burnable items, such as vehicles, tires, and scrap metal at the site (photos 3 & 4). These items are taking up a lot of valuable space at the landfill, which is well over its expected lifetime and just about at maximum capacity. R	Moderate	A sustainable backhaul program would help remove some of the non-burnable materials and ultimately prolong the life of the landfill. It was reported that there were recent backhauls, but additional backhauls are still needed. Additional backhauls would help clear out more of the scrap piles and clear up some valuable space. The impressive manner in which the scrap piles are organized will make the removal process much quicker than it would be without separation.

¹ Each finding should be reviewed and appropriately addressed. Follow-up may include but is not limited to a work order, policy or a process change. All follow-up should be documented and a copy of supporting documents should be available if asked for by appropriate program reviewers. **R denotes repeat finding. C denotes corrected during survey.**

² Priority levels should direct the order in which findings are addressed. *High* priority levels should be addressed immediately followed by *Moderate* and *Low* priorities in respective order.



Photo Log



Photo 1: Damaged incinerator doors and evidence of burning of prohibited items.



Photo 2: High working face.

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Photo Log



Photo 3: Large scrap piles.



Photo 4: Large scrap piles.

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² Priority levels should direct the order in which findings are addressed. *High* priority levels should be addressed immediately followed by *Moderate* and *Low* priorities in respective order.



November 21st, 2023

Ms. Debi Schmit,
City of Sand Point
P.O. Box 249
Sand Point, AK 99661

RE: Environmental Health & Safety Survey for the City of Sand Point

Dear Ms. Schmit,

The following attached document contains a summary of findings from an environmental health and safety survey of the Sand Point Community Water and Sewer Systems conducted on October 26th, 2023, with assistance from Brandon Gunderson and Julius Karlsen. This survey is a non-regulatory, consultative service provided by the Alaska Native Tribal Health Consortium (ANTHC).

The findings of this report are grouped by location and prioritized by importance, and should be addressed accordingly. Implementing the recommendations in this report will further improve the health, safety, efficiency, and regulatory compliance of Sand Point's water & waste water systems.

The operators do an outstanding job operating and maintaining the drinking water and sewer systems. The attention to detail and efforts put into ensuring safe & reliable operations is very impressive; all parties involved should be praised for their work.

If you have any questions, concerns, or need assistance with implementing the recommendations provided within this report, please contact me at the information provided below.

Sincerely,



Sierra Wylde
Environmental Health Consultant I
Ph: (907)729-1460
Email: sewylde@anthc.org

cc: Brandon Gunderson, Public Works, City of Sand Point
Julius Karlsen, Public Works Director, City of Sand Point
Dylan Jacobsen, Water Operator, City of Sand Point
Jim Smith, Mayor, City of Sand Point
Matthew Russell, Remote Maintenance Worker, State of Alaska
James Amundsen, Engineering Project Manager, ANTHC
Christy McDonald, ASU Environmental Health Program Manager, ANTHC

Sand Point Community Water and Wastewater Systems

Contact: Julius Karlsen & Dylan Jacobsen

Environmental Health & Safety Survey Representatives: Sierra Wyld

No.	Location	Finding	Priority	Recommendation
1.	Water Treatment Plant	Corrosion at chlorine injection point: There is significant corrosion on the main water line at the chlorine injection site (photo 1). Corrosion of pipes will decrease their useful life and can lead to serious water service disruptions in the event of a major failure.	Moderate	It is recommended that this pipe and all of its fittings be carefully monitored until it can be replaced. Any leaks should be addressed immediately to minimize additional corrosion.
2.	Water Treatment Plant	Issues with process control panel: The Allen-Bradley PanelView Plus 1000 is not functioning optimally. The operator is currently waiting on internet for a software update. A functional process control panel would increase ease, dependability and safety of operations.	Moderate	When possible, the issues with the process control panel should be addressed. If needed, contact your Remote Maintenance Worker, Matthew Russell, at (907) 269-3067 or by email at matthew.russell@alaska.gov , or ANTHC Project Manager James Amundsen at 907-301-5701 or jeamundsen@anthc.org for assistance. A brief description of operations/maintenance of the system can also be found on pages 165-170 in the ANTHC Sand Point O&M Manual.
3.	Water Treatment Plant	Pressure reducing valves: The operator reported that four pressure reducing valves in the treatment plant and one at the water intake need to be rebuilt. Inadequate pressure reduction can increase wear on components and affect treatment effectiveness.	Moderate	If the pressure reducing valves still need servicing, they should be inspected and rebuilt to ensure adequate pressure within the system. This will prolong the life of components, improve flow control, and maintain treatment effectiveness.
4.	Water Treatment Plant	HVAC system: The HVAC system installed in the facility has never been operational. The lack of proper ventilation can shorten the life of treatment components, especially parts affected by moisture exposure.	Moderate	The HVAC system should be repaired, which will promote improved indoor air quality, uniform heat distribution, and prolonged life of components. Consider funding a city staff member to attend HVAC maintenance training, or hiring a HVAC specialist, so that the system can receive regular inspection and required maintenance.
5.	Water Treatment Plant	Inadequate filtration: The operator reported that the filter currently contains the incorrect type of filter media. Filters are important protect public health through the control of microbial contaminants, particularly viruses, Giardia, and Cryptosporidium.	Moderate	The current filter media should be switched out for the correct type as soon as possible. Please reach out to ANTHC or your RMW with questions on what type of filter media is needed and if help is needed in ordering or installing the new media.



6.	Water Treatment Plant	SeaMetrics incorrect reading: It was reported that the SeaMetrics influent/effluent flow meter is providing inconsistent values (photo 2).	Low	The meters should be recalibrated and replaced if need be. Staff should consult the manual and recalibrate the device to ensure accurate readings. ANTHC can aid in procuring the necessary manual if the plant does not have one. For additional troubleshooting, contact your RMW, Matthew Russell, at (907) 269-3067 or email at matthew.russell@alaska.gov
7.	Water Treatment Plant	Backwash pressure adjustment: The media filter backwash was designed to have a flow rate of 1200 GPM. At 1200 GPM, backwashing was discharging media. This can hinder proper treatment and create premature need for media replacement. For this reason, the operators do not exceed 900 GPM during backwashing.	Low	This is an ongoing issue. In a 2013 trip report by ANTHC Engineer, John Warren, it was recommended that the filter underdrain assembly be replaced. In the meantime, the operators should continue to perform backwashes at 900 GPM and monitor finished water turbidity.
8.	Water Operator Certification	Backup operator certification: There is currently no certified backup operator on the city's payroll. A certified backup operator would ensure regulatory compliance in the event that the primary operator is not available.	Moderate	Backup operators should be trained and become certified to the level of the facility (level 2). ANTHC can assist in the training of operators through virtual training or by supporting in person training courses for exam preparations. The training calendar link is provided below for your convenience: https://dec.alaska.gov/water/operator-certification/training-calendar/
9.	Water Storage Tank	Leaking water storage tank: The 100,000 gallon wooden storage tank appears to be leaking, which reduces the efficiency of the entire system. Additionally, the straps holding the tank together are beginning to split horizontally (photo 3). If the straps break, the tank could disassemble, creating an emergency situation.	High	The leaks should be monitored. Consider creating a schedule for decommissioning the tank, as the stripping straps will eventually become a major safety concern.
10.	Water Storage Tank	Inaccessible and unsafe ladder: The ladder to the 500,000-gallon bolted-steel water storage tank is incomplete and unsafe as it's missing the safety cage (photo 4). Staff reported that the portion of the ladder that is installed was installed upside down. A functioning and safe ladder is necessary to access the hatch, inspect the tank, to keep air vents free of debris, and to make roofing repairs.	High	The operators should make the appropriate repairs to the ladder as soon as possible to allow for easy and safe access to the roof and air vents. All repairs should be made to at least the same performance capability as the original structure and should not reduce the ladder's structural capability (OSHA 1917.118).
11.	Water Storage Tank	Broken fencing: The fence on the rear side of the water storage tanks near the school are in disrepair.	Low	The fence surrounding the water storage tank should be repaired to limit access by unauthorized personnel. Additional gravel could also be added to the site to reinforce the fence posts.



12.	School Pump House	<p>Inadequate power supply for booster pump: The booster pump meant to pump water to fire hydrants and the school sprinkler system is not functional due to inadequate voltage supply and transistor capacity (photo 5). This creates a fire safety hazard in the school and homes in the vicinity of the school pump house.</p>	<i>High</i>	<p>The necessary transistor should be provided to ensure adequate power to the pump, so that enough water can be provided to the fire hydrants and sprinkler system.</p>
13.	School Pump House	<p>Check valves: The operator reported that the check valves in the pump house frequently wear out and become stuck open due to the school regularly draining and refilling the pool. They also reported that this also causes the pumps to run non-stop causing excess wear and tear.</p>	<i>Moderate.</i>	<p>Issues with school's pool should be addressed to limit the need to regularly drain and refill the pool. In the meantime, the operator should continue to monitor and replace the check valves as needed.</p>
14.	Wastewater System	<p>Fence surrounding sludge drying bed and Kelly Ave. septic tanks in disrepair: The fences around the sludge drying bed and septic tanks at the Kelly Avenue site are in disrepair and the gate doesn't work. The broken fence and nonfunctional gate allows for unrestricted access by people or wildlife, which can promote the spread of disease-causing bacteria.</p>	<i>Moderate</i>	<p>The city reported to have the necessary materials for repairing the fence. It should be repaired as soon as possible.</p>
15.	Wastewater System	<p>No designated disposal site for dried sludge: Currently, the final resting place for sewage sludge is at the Kelly Ave. sludge drying bed. Dried sewage sludge should be disposed of in an approved manner.</p>	<i>Moderate</i>	<p>Dried or partially dried sludge should be removed from the drying bed and disposed of in a fenced septage disposal pit or disposed of in another manner approved by ADEC. The community may wish to create a septage disposal area at the landfill where septage can be buried and capped per ADEC solid waste regulations.</p>



Photo Appendix



Photo 1: Corroded chlorine injection.



Photo 2: SeaMetrics raw flowmeter.

Photo Appendix



Photo 3. Splitting water tank strap



Photo 4. Broken water tank ladder

Photo Appendix



Photo 6. Nonfunctional booster pump at school pump house