



City of Saxman
City Council Regular Meeting
December 18, 2024
6:00 PM

AGENDA

Call to Order

Land Acknowledgement

1. Land Acknowledgment

Background: Acknowledge T'eesh Kwaan Xagu (Tanning Frame Tribe's Sand Beach), honoring the historical connection to the territory and acknowledging the original stewardship of the land.

Roll Call/Quorum

Public Comments

Workshop

Consideration of the Agenda

Consent Agenda: *Matters listed under the consent agenda are routine and will be enacted by one motion and one vote. There will be no separate discussion on these items. If the Mayor or council member requests discussion, that item will be removed from the consent calendar and will be considered under "Unfinished Business".*

Old Business

New Business

2. Resolution #12.2024.11 Certifying Annual Certified Financial Statement of Revenues & Authorized Expenditures or Audit for FY23

Background: The Department of Commerce, Community, and Economic Development requires a resolution to be submitted with the Certified Financial Statement of Revenues and Authorized Expenditures or Audit each fiscal year. The FY23 Audit from Elgee Rehfeld has already been reviewed and accepted by the City Council. The resolution now needs to be signed and submitted.

3. Saxman Thanksgiving Food Distribution Donation

Background: Finance Report for monetary donations to Cape Fox Corporation

Public Hearings: *After the reading of each draft Ordinance the Mayor will ask for comments from the public. After public comments are closed by the Mayor motions may be made.*

Unfinished Business

Staff Reports

4. Mayor's Report

Background: Mayor will present a verbal report for review and discussion

5. City Administrator's Report

Background: City Administrator's Report presented to council for review and discussion

6. Water Operator's Report

Background: Water Operator Report presented to council for review and discussion

Executive Session

Next Meeting Dates:

City Council Meeting:

Building and Ordinance Meeting:

Seaport Meeting:

Public Safety Planning Meeting:

Finance Meeting:

Tourism Master Planning Meeting:

Totem and Tourism Meeting:

Additional Meetings:

Council/Mayor Comments

Adjournment

CITY OF
Saxman



Land ACKNOWLEDGEMENT

“WE ACKNOWLEDGE THE LAND AND THE LABOR OF THE SAANYAA KWAAN PEOPLE, WHOSE CONNECTION TO THIS LAND WE REMEMBER, AND WHOSE PRESENCE-PAST, PRESENT, AND FUTURE-WE RESPECT. AS PART OF SAXMAN MISSION OF SUPPORTING AND FOSTERING LEARNING THROUGH THE GENERATION AND DISSEMINATION OF KNOWLEDGE, WE ACKNOWLEDGE THAT THE LAND WE ARE MEETING ON TODAY IS THE ORIGINAL HOMELAND OF NEIXADI, KIKSADI, AND TEIKWEIDI PEOPLE.



CITY OF SAXMAN

RESOLUTION # 12.2024.12

A **RESOLUTION** of the Council of the City of Saxman, Alaska Certifying the Annual Certified Financial Statement of Revenues and Authorized Expenditures or Audit for the Fiscal Year Ending June 30, 2023.

WHEREAS, the City of Saxman, is a recognized second-class city; and

WHEREAS, second class cities are required by AS 29.20.640(a)(2) to submit a Certified Financial Statement of revenues and authorized expenditures or audit for the fiscal year ending June 30, 2023, to the Department of Commerce, Community, and Economic Development;

THEREFORE, BE IT RESOLVED that the Saxman City Council determined that the attached Certified Financial Statement or audit of the City of Saxman for the Fiscal Year ending June 30, 2023, and prepared by Elgee Rehfeld Certified Public Accountants, is true and complete to the best of our knowledge.

Effective Date: This Resolution is effective upon adoption.

PASSED and **APPROVED** by the Saxman City Council this ____ day of December 2024.

Frank H. Seludo, Mayor

ATTEST:

Ginger McCormick, City Clerk

City of Saxman
 Rt 2 Box 1 - Saxman
 Ketchikan, AK 99901

E-607³_{ms}

Bill

Item 3.

Date	Ref. No.
12/10/2024	Auth 032316

Vendor
Three Bears

Bill Due	12/20/2024
Terms	
Memo	Saxman thanksgiving food distribution donation

PAID

Items

Item	Description	Qty	Cost	Amount	Customer:Job	Class
5530 · Supplies	Saxman thanksgiving food distribution donation	1	1,575.85	1,575.85		00 - General

Item Total : 1,575.85

Bill Total : \$1,575.85

Marissa Medford

City Administrator Report

November/December 2024

City of Saxman Council:

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

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

Accounting meetings to discuss:


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

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

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

The Eagle Beaver Totem contract is fully executed.

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



Marissa Medford

City Administrator

December 18, 2024

Saxman Water Report
November 2024

This month has gone very well for the water plant our daily average in the 802 tank this month was 12.4 ft although we did reach the point of overflow on 11/25 the bad weather with all the rain made the plant hard to get back online after backwashing because of the problem we were having with the SCD machine and the polymer injection, so the 802 tank was not as full as we would have liked when we started the rebuild on the water filters because of our inability to make water because of the NTU's being so high in the raw water source. The water operators from the borough and the fire chief came by the water plant to help us out and they let us know they were experiencing the same problem with high NTU's in their raw water source also and they could barely keep their water plant online even with their polymer and SCD working correctly. The problems we are having with our SCD machine, and the polymer injection are being fixed by the people from TUS and ANTHC while we are rebuilding the media in the water filters along with other problems, we were having with readings on the Panel View and Honeywell. They also did some calibrations on our transducers in the 125 tank and the 802 tank so we have exact readings at the water plant panels of how full our tanks are. The guys from TUS set up a new monitoring system on all our pumps and other readings that we can check on a website that we log into remotely and check on how things are going at the water plant or if the plant is offline or if they see any problems on there they will contact us also . This is a big step forward for the water plant. We can check on it anytime from our phones, this will eliminate downtime for the water plant. The faster we know something is wrong the faster we can fix it, and the faster we can get the water plant back online making water.

The rebuild on the filters went good we got the old media out and the new media in and were able to backwash them for the first time now we are getting the SCD machine calibrated, and the polymer formula dialed in. I am confident that we will get most of our problems solved if not all or at least addressed so we can fix later if we are unable to at this time for any reason. They are doing an excellent job helping us to fix the problems we bring up and are very resourceful and knowledgeable. We are very thankful for their help, and I know we all learned a lot during the process.

Water Operator, Robert Sero 12-05-24