



**City of Saxman
City Council Special Meeting
October 29, 2025
5:15 PM**

AGENDA

Call to Order

Prayer/Land Acknowledgment

Roll Call/Quorum

Public Comments

Staff Reports

1. Tribal Administrator Report

Background: Council to review and approve the City Administrator Report.

2. Water Operator Report

Background: Council to review and approve the Water Operator Report

Consent Agenda

3. Tour Permit Rates

Background: Recommendation from the Totem and Tourism Committee Meeting,

Move to make a recommendation to move the head count fees from \$5.00 to \$8.00

M/S/C William "Billy Joe" Thomas, Rick Makua, Motion Passed to refer to the City Council Regular Council Meeting

New Business

4. Resolution #2025.10.10

Background: Establishing the City of Saxman's authorized signature and establishing an effective date.

Discussion

5. FY 25 Audit

Background: Council to discuss FY 25 Audit

Council/Mayor Comments

Adjournment

City of Saxman Administrator Report

This month has been busy and productive, with progress made across multiple city projects and community initiatives.

The SCD machine shipment presented several challenges, as most vendors were unfamiliar with shipping to the island. However, through teamwork and persistence, we successfully tracked and completed the delivery.

Water System:

Sara Ramey visited our community and worked closely with City Clerk Ginger McCormick, Organized Village of Saxman's Rick Makua, and community members Flo and Bubba. Using electronic leak detection equipment, the team located multiple leaks, which Sara confirmed—most residential, some commercial. All identified leaks are being addressed. We remain on **water conservation**, and I recommend we continue the conservation notice until all leaks are resolved.

Housing:

The recent housing opening was a success, with a positive feature in the local newspaper (attached). The housing units are nearing completion—only awaiting a cabinet for the Xoots Naa Hit unit. Once installed, all four units will be officially signed over to the City.

City Projects and Partnerships:

- Met with **North Creative Design** to advance city branding and business card design. Council members should expect their new contact cards by the next meeting.
- Held discussions with **U.S. Forest Service** regarding 30-year strategic planning and the **Roadless Rule**. I refrained from making comments on the Roadless Rule, pending council direction. All city council members are encouraged to attend the Q4 meeting to share their input.
- Assisted **Cape Fox Tours** in the installation of parking lot lighting—now fully operational.
- The **city boiler inspection** by the State was successfully completed, passing with flying colors with a few maintenance recommendations.
- The **Southeast Conference** conducted a building inspection focusing on pellet heating and energy opportunities.

Community & Engagement:

- The City signed the **Indigenous Peoples Day Proclamation** and celebrated alongside ANB Camp 15. The event saw a strong turnout and great feedback, with all three mayors in attendance until the end.
- Continued collaboration with the **Alaska Children's Trust** to explore future youth programs and opportunities for the Saxman community.
- The **community playground** is due for its lifetime inspection report, required every five years. The report is scheduled for submission by the end of this month.

- Attended a **homelessness discussion** hosted by the Organized Village of Saxman, joined by representatives from state offices and the U.S. Government Accountability Office, including Senior Analyst Julianna, GAO representative Lisa, and Lisa from Love and Action.

This past month has been very productive in finding and eliminating leaks in the water system. Sara Ramey (ARWA) was in Saxman for a week helping us find leaks with her correlators by connecting them directly to the water system at a hydrant or any spot that bare pipe is exposed and set them up to collect data at a certain time for approximately 15 minutes then collect them all and download the data to the laptop so it can analyze and check for leaks and it will give us approximate distance from where correlator was connected to the actual leak detected by the machine then we can measure the distance and verify with the Sub surface leak detector also so we can listen for leak and mark for repairs. We will have to dig for verification. Sara Ramey worked with us on these leaks all the way climbing under houses and verifying valve shutoff locations. She also left us a list of places we should check on, and we have already started working on the list and have verified 2 places on Killer Whale that we need to find the shutoff so we can test the water pressure at the house when we turn off water for a second does it loose pressure. I will include a copy of the list that Sara Ramey has made with the data she collected with the correlators. This is the list we are currently working on. We have also been checking all the hydrants, making sure the valves work and that they are draining properly. We have a couple of hydrants at 3 bears that we are checking to make sure they drain after we flush them so we can put them back in service.

We also had a problem with the drains at the city hall downstairs bathrooms they were flooding the bathrooms we got the water to go down. Richard from Cape Fox maintenance overheard our problem and helped us clear the drains with a big auger and big clumps got washed out. We could not have done this without their help and their top of the line pipe cleaners. After the augers were done we flushed pipes with a fire hose. Sara Ramey helped us with this also she let us know that she has a lot of experience with sewer lines and was happy to help.

We are also working on TIE sheets for all the valves in saxman whether it's a shutoff valve in the street or a shutoff valve at a Residence for each address we create a TIE sheet for that address and exact measurements from either corners of the house or building or a telephone pole to the valve location and getting a picture of the valve location to put with each file also. This is also a work in progress as we are still missing a few but this has proven helpful in finding shutoff valves at residences and buildings. On some residences we verified they have a leak on their side of the shutoff valve, and we are hoping to work with Tlingit & Haida to get the help some residents need in getting their water pipes repaired or replaced.

Objectives for Monday 10/6/25

1. Shut off Captain Joes water at the curbsto^p and listen with the ears to hear if the leak is the entire line or just inside the residence. Turn the water back on before we leave so the resident can maintain water service.
2. On the first hydrant uphill of Beaver Street on Killer Wale listen downhill towards Totem Park 64' to 89'. Is it the PRV? Open the PRV building and look inside.
3. Hydrant in the yard on Killer Wale with the ornamental trees in it. Listen with ears 9.6' to 14'. Is it the hydrant valve. IF so shut off the hydrant with the pressure gauge on it and see if it goes to zero. Listen with ears again. Noise? Then listen 24' to 64' downhill towards Totem Park. Do we have a curb stop either side of the road? Can we find the curbsto^p? IF so shut it off while taking a pressure reading on the house spiggot. IF it goes to zero we got a leaker. IF no curb stop take pressure reading at the homes around this location on the outdoor spiggots and record the data.
4. From the hydrant at Harvey Shields house downhill 73'-76' medium to large leak heard. Where does this put us? Near a curbsto^p we can find? IF so hook up pressure gauge shut off the curb stop and note the reading. Listen again once the curbsto^p is off. If we cannot find the curbsto^p, check the house pressures at the outdoor spiggots in this area and record the data.
5. Listen with the ears from the hydrant at Harvey Shields house downhill on Killer Wale to the next hydrant.
6. Start at the Hydrant at Harvey Shields house and move uphill with the ears 74'. Medium sized leak heard. Curbstop filter on my equipment indicated the same distance. Is there a curbsto^p that we can find? If so hook up a pressure gauge and shut the curb stop to see if it goes to zero pressure. Listen again with the ears to see if there is also a leak on the city side. If we cannot find a curbsto^p suspect. Take pressure reading around this location at outdoor spiggots and record the data.
7. Hydrant at the very end of Killer Wale by VPSO house. Go downhill on Killer Wale 52'. Big leak identified by my equipment. When I used the curb stop filter, I got the same reading. Can we find a curbsto^p in this area? If so, attach the pressure gauge to the outdoor spiggot and shut the curbstop off. Does it go to zero? Listen again with the ears to see if the leak is on the city side. If no curbsto^p take pressure reading on the outdoor spiggots around the area and record the data.
8. Hydrant on the end of Raven at the end of the road. 3.5' from this hydrant I hear a leak. Shut the hydrant valve with the pressure gauge on it. Does it goto zero? Do the same thing for the hydrant one down from this hydrant toward Beaver Street.

I am not saying there are definite leaks at all these locations. I did verify the sounds 2x since Friday. This is just a list to work off to eliminate suspected leaks. Our final outcome would

be to get closer to a water plant production of 49 gpm, like back in the old days of 2015. I want to thank everyone for all their hard work. This crew has put up with me asking them to do the same thing over and over again and I never heard one complaint. I also want to thank Cape Fox for helping us clean out the sewer line at the City Hall. That line was coked solid. We flushed the line on 10/5/25 of whatever they broke loose. I saw with my eyes and chopped up some material out of that sewer line that was 2' long. Had we not flushed it out to the manhole with fire hydrant water it would have plugged again within a few months. I would suggest cleaning the City Hall sewer lines every quarter to ensure this plug does not happen in the future. You can ask the Cape Fox guys. They were about to give up after working on the gym line for almost 3 hours. Those guys were the true heroes. I would also suggest televising this sewer line. If the line has a dip in it, plugs will be a constant battle for this facility unless it is cleaned regularly. ARWA has a push camera you could use but the Borough probably does too.

CITY OF SAXMAN

RESOLUTION 2025-10-10

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAXMAN, ALASKA
ESTABLISHING THE CITY OF SAXMAN'S AUTHORIZED SIGNATURES
AND ESTABLISHING AN EFFECTIVE DATE**

Section 1. The City Council of Saxman authorizes any two (2) council members to sign City of Saxman checks, time certificates of deposits, or transfer of funds and other documents drawn on behalf of the City of Saxman's funds deposited with Alaska Pacific Bank or with any other bank or Savings and Loan association doing business with the City of Saxman.

It is also recognized that Cheryl Capps, Finance Officer, will be the Alaska Pacific Bank Powernet Online Banking Account Administrator. The Finance Officer is responsible for all Business/ACH services involving City of Saxman's enrolled accounts.

Section 2. Copies of this resolution shall be filed with the signature cards at the banks and Savings and Loan associates that do business with the City of Saxman.

Section 3. This resolution is effective upon adoption.

Frank H. Seludo, Mayor

William "Billy Joe" Thomas, Vice-Mayor

Gabriella Blair, Councilman

Woodrow Watson, Councilman

Denny Blair Jr., Councilman

Norman Natkong Sr., Councilman

Richard Makua, Councilman

Margaret Brew, Finance Officer

Adopted this 29th day of October 2025

Frank H. Seludo, Mayor

ATTEST:

Ginger R. McCormick, City Clerk