

Mayor  
David Allison

Council Members  
Tom Bailer  
Cathy Sherman  
Kasey Kinsman  
Wendy Ranney  
Anne Schaefer  
Kristin Carpenter  
Ken Jones

City Manager  
Helen Howarth

City Clerk  
Susan Bourgeois

Deputy Clerk  
Tina Hammer

# Regular City Council Meeting October 25, 2023 @ 7:00 pm Cordova Center Community Rooms Agenda



## A. Call to order

## B. Invocation, pledge of allegiance

I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one Nation under God, indivisible with liberty and justice for all.

## C. Roll call

Mayor David Allison, Council members Tom Bailer, Cathy Sherman, Kasey Kinsman, Wendy Ranney, Anne Schaefer, Kristin Carpenter, and Ken Jones

## D. Approval of Regular Agenda..... (voice vote)

## E. Disclosures of Conflicts of Interest and Ex Parte Communications

- conflicts as defined in Cordova Municipal Code 3.10.010 should be declared, then Mayor rules on whether member should be recused, Council can appeal the Mayor's ruling
- ex parte should be declared here, the content of the ex parte should be explained when the item comes before Council, ex parte does not recuse a member, it is required that ex parte is declared and explained

## F. Communications by and Petitions from Visitors

1. Guest Speakers – none
2. Audience comments regarding agenda items..... (3 minutes per speaker)
3. Chairpersons and Representatives of Boards and Commissions (**CCMCA BoD, School Board, etal**)
  - a. Highlights from the September 2023 PWSRCAC Board of Directors Meeting..... (page 1)  
submitted by City of Cordova representative, **David Janka**
  - b. Planning and Zoning Commission Resolution 23-03 recommending a CIP List..... (page 5)  
to the City Council – approved 10-10-23
4. Student Council Report..... (page 7)

## G. Approval of Consent Calendar..... (roll call vote)

5. Minutes:
  - a. 10-04-23 City Council Regular Meeting Minutes..... (page 8)
6. Resolution 10-23-31..... (page 11)  
A resolution of the Council of the City of Cordova, Alaska supporting full funding (\$7,644,677) for the State of Alaska Municipal Harbor Facility Grant Program in the FY 2024 State Capital Budget
7. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member **Anne Schaefer** from the September 20, 2023 Regular Meeting
8. Per Charter Section 2-8 and Cordova Municipal Code 3.12.022, recordation of excused absence of Council member **Tom Bailer** and unexcused absence of Council member **Anne Schaefer** from the October 4, 2023 Regular Meeting

## H. Approval of Minutes – in consent calendar

## I. Consideration of Bids/Proposals/Contracts

9. Council direction to Manager to Negotiate a Contract with Corvus Design..... (voice vote)(page 14)  
Inc for Phase 1 of Parks and Recreation Master Planning Services

## J. Reports of Officers

10. Mayor's Report
11. City Manager's Report
12. City Clerk's Report
13. Staff Quarterly Reports:
  - a. CVFD, 3Q 2023, **Robert Mattson** CVFD Fire Chief..... (page 17)
  - b. Cordova Historical Museum 3Q, Museum Director, **Ashley Bivin**..... (page 21)
  - c. Cordova Chamber of Commerce 3Q, Executive Director, **Cathy Renfeldt**..... (page 27)
  - d. Parks & Rec Department 3Q, Parks & Rec Director, **Duncan Chisholm**..... (page 31)
  - e. Cordova Center 3Q, Cordova Center Coordinator **Megan Anderson**..... (page 39)
  - f. Information Technology 3Q, IT Manager, **Jason Ellingson**..... (page 42)

## K. Correspondence..... (see primer for description page 43)

14. 09-28-23 Letter from State Assessor-2023 Cordova Full Value Determination..... (page 44)
15. 10-05--10-09-23 Council correspondence from Camtu's AK Wild Seafoods..... (page 45)  
including follow-up emails
16. 10-09-23 Public and Agency Notice for Aquatic Farmsite Lease amendment..... (page 51)  
for Sean Den Adel dba Noble Ocean Farms, LLC, ADL 233612
17. 10-10-23 Agency Notice for Aquatic Farmsite Lease amendment for Amber Morris..... (page 54)  
dba Wild Blue Mariculture, ADL 233817
18. 10-11-23 Email from M. Bishop concerning Audubon comments at 06-07-23..... (page 66)  
Council meeting
19. 10-18-23 Email from S. DenAdel re Mariculture Processing RFP..... (page 67)

## L. Ordinances and Resolutions - none

## M. Unfinished Business - none

## N. New & Miscellaneous Business

20. Council action on disposal for a Portion of Lot 1, Block 7A Tidewater..... (voice vote)(page 75)  
Development Park
21. Council appointment of **Samantha Greenwood** as Acting City Manager
22. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists..... (page 82)

## O. Audience Participation

## P. Council Comments

Regular Meetings of the Cordova City Council are live streamed on the City's YouTube  
or are available there for viewing or audio-only by the next business day

## Q. Executive Session

23. Recommendations from City Manager regarding Collective Bargaining Agreement negotiations,  
a subject which is a matter the immediate knowledge of which would clearly have an adverse  
effect upon the finances of the government

City Council is permitted to enter an executive session if an explicit motion is made to do so calling out the subject to be discussed and if that subject falls into one of the 4 categories noted below. Therefore, even if specific agenda items are not listed under the Executive Session header on the agenda, any item on the agenda may trigger discussion on that item that is appropriate for or legally requires an executive session. In the event executive session is appropriate or required, Council may make a motion to enter executive session right during debate on that agenda item or could move to do so later in the meeting.

## R. Adjournment

### Executive Sessions per Cordova Municipal Code 3.14.030

- **subjects which may be considered are:** (1) matters the immediate knowledge of which would clearly have an adverse effect upon the finances of the government; (2) subjects that tend to prejudice the reputation and character of any person; provided that the person may request a public discussion; (3) matters which by law, municipal charter or code are required to be confidential; (4) matters involving consideration of governmental records that by law are not subject to public disclosure.
- **subjects may not be considered in the executive session except those mentioned in the motion calling for the executive session, unless they are auxiliary to the main question**
- **action may not be taken in an executive session except to give direction to an attorney or labor negotiator regarding the handling of a specific legal matter or pending labor negotiations**

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full City Council agendas and packets available online at [www.cityofcordova.net](http://www.cityofcordova.net)

# Highlights from the September 2023 Board of Directors meeting

The Prince William Sound Regional Citizens' Advisory Council held a meeting on September 21 and 22, 2023, in Homer. The following is a synopsis of actions and discussions that took place at that two-day meeting. This report is not all inclusive.



## Report from Alyeska

On Thursday morning, Andres Morales, Alyeska's Emergency Preparedness and Response Director, reported on the company's operations related to the safe transportation of oil. Highlights included statistics on the amount of oil moved and the status of two new oil spill response barges. These barges are replacing two older barges, one of which has been in service for more than 60 years. One barge is already working in Prince William Sound, and a second barge is expected to join the fleet soon. Morales' presentation slides can be found on the Council's website:

[www.tinyurl.com/AlyeskaPresentationSept2023](http://www.tinyurl.com/AlyeskaPresentationSept2023)

### Upcoming contingency plan reviews

Morales also provided details on future updates to oil spill contingency plans.

An amendment to the Oil Discharge Prevention and Contingency Plan for the Prince William Sound shippers, commonly referred to as the "Tanker Plan," was recently submitted to the Alaska Department of Environmental Conservation (ADEC). The public comment period is now open, and comments are due by October 20: [www.tinyurl.com/PublicReview2023](http://www.tinyurl.com/PublicReview2023)

Morales also noted that the Oil Discharge Prevention and Contingency Plan for the Valdez Marine Terminal, commonly called the "VMT Plan," expires in 2024, and that Alyeska will be proposing updates to that plan as part of the upcoming renewal process.

### Update on safety concerns

Klint VanWingerden, Alyeska's Operations Director, provided an update on how the company is addressing issues raised by the Council's report "Assessment of Risks and Safety Culture at Alyeska's Valdez Marine Terminal" by Billie Pirner Garde: [www.tinyurl.com/ReportSafetyGarde](http://www.tinyurl.com/ReportSafetyGarde)

VanWingerden noted that Alyeska has developed a Management Action Plan and is working with contractors and several teams of employees to address concerns related to:

1. safety management systems
2. process safety management
3. deferred maintenance and backlogs
4. open work environment programs
5. audits
6. training

VanWingerden noted that this is a large effort for Alyeska, and they are resolved to address any improvements needed. He summarized their efforts to date to 1) evaluate and understand the specific issues within each of the areas listed above, 2) prioritize any issues found, and 3) develop a plan for improvements. Their goal is to capture and understand the issues and ensure they are addressed.

## Fire incident at the terminal

VanWingerden also answered members' questions around a fire near one of the large crude oil storage tanks at the terminal which occurred on August 30, 2023. He noted the investigation is still ongoing, but the fire appears to be due to a malfunction of equipment used to process oily sediment removed from a crude oil storage tank during cleaning. It appears the malfunction allowed oxygen to enter a dryer that contained residual hydrocarbons at a high temperature, which caused the fire. VanWingerden noted that the investigation should identify the root cause such that corrective action can be taken to make sure the issue does not recur. He also clarified some confusion around the alarm systems installed to alert employees at the terminal of dangers, such as a fire or hydrocarbon vapor release.

## Update on Council's efforts to address Garde report recommendations

Joe Lally, the Council's Director of Programs, provided an update on the Council's efforts to ensure concerns from the report "Assessment of Risks and Safety Culture at Alyeska's Valdez Marine Terminal" are addressed. He noted that there were several recommendations, some of which were discussed during the report from Alyeska (see page 1 "Update on safety concerns").

Lally reported on the remaining recommendations from that report:

1. **Request federal officials initiate a GAO Audit.** The Council has approached Alaska's elected officials in Washington, D.C., who are considering the recommendation to request a Government Accountability Office (GAO) audit to determine the adequacy of present regulatory oversight of Alyeska's VMT operations by federal and state agencies.
2. **Request the federal OSHA to conduct a review of Alyeska safety systems.** OSHA advised that AKOSH (Alaska OSHA) has primacy to conduct such a review. However, OSHA is currently evaluating the effectiveness of the Alaska state plan related to the issues raised in the report.
3. **Protocol for addressing issues reported to PWSRCAC by Alyeska employees /establishment of Human Factors Advisory Committee.** The Board approved a budget modification to extend the work with contractor Billie Pirner Garde to 1) help the Council develop a protocol for addressing concerns reported to the Council by employees of Alyeska and 2) establish a Human Factors Advisory Committee to advise the Council on the status of the risks to operations and maintenance at the VMT.

## Vetting foreign tankers that enter Prince William Sound

Representatives from ConocoPhillips - Chris Hiatt, Manager of Marine Assurance, and Jon Novak, Marine Assurance Advisor - provided a summary of the company's process for ensuring that any foreign tankers chartered by the company to ship oil from the VMT can operate safely.

Each vessel is screened for its age, compliance with sanctions, record of casualties, experience level of the crew, the vessel's capabilities, and previous inspection records, among other details. In-house resources are used for advisement and oversight during planning and operations.

Additional details are available in the presentation on our website:

[www.tinyurl.com/PolarTankersPresentation](http://www.tinyurl.com/PolarTankersPresentation)



## **Resolution passed: Support for sentinel-class cutter in Valdez**

The Board approved a resolution urging the U.S. Coast Guard to replace the Island Class Cutter the Coast Guard currently has stationed in Port Valdez with a Sentinel Class Cutter. The current cutter will remain at its post in Valdez for now, but upon its decommissioning it is not currently planned to be replaced. The Council's Oil Spill Prevention and Response, and Port Operations and Vessel Traffic System committees both supported this resolution.

Additional details are available in Resolution 23-01: [www.tinyurl.com/Resolution2301](http://www.tinyurl.com/Resolution2301)

## **Report accepted: Analysis of data from weather buoys**

The Board accepted a report titled "Port Valdez Weather Buoy Data Analysis 2019-2022" by Dr. Robert Campbell of the Prince William Sound Science Center.

Dr. Campbell has been analyzing data from two weather buoys in Port Valdez; one in the vicinity of the Valdez Marine Terminal and the other near the Valdez Duck Flats. This is the third of five annual reports analyzing potential weather trends, from the data collected on currents, winds, waves, barometric pressure, and more. This work will support environmental monitoring, oil spill contingency and response planning, trajectory modeling, and the safe transportation of oil in Port Valdez.

This report is available on our website: [www.tinyurl.com/BuoyData2023](http://www.tinyurl.com/BuoyData2023)

## **Report accepted: Oxygenated hydrocarbons from terminal operations**

The Board accepted a report titled "Examining the Effectiveness of Ballast Water Treatment Processes: Insights into Hydrocarbon Oxidation Product Formation and Environmental Implications" by Maxwell Harsha and David Podgorski from the University of New Orleans.

This study investigated the VMT's process of removing crude oil residue from tanker ballast water, specifically regarding oxygenated hydrocarbons and heavy metals.

Oxygenated hydrocarbons are currently not monitored or regulated because they cannot be detected with the same process as other components of crude oil, such as BTEX.

Researchers sampled water at four different points in the ballast water treatment process. They found that one of the steps in the treatment, which uses dissolved air to remove small particles of hydrocarbons from the water, may lead to the formation of oxygenated hydrocarbons that are then released in the effluent to Port Valdez. The report highlights the need for comprehensive monitoring of ballast water treatment processes. This report is available on our website:

[www.tinyurl.com/OxygenatedHydrocarbons](http://www.tinyurl.com/OxygenatedHydrocarbons)

## Report accepted: Winter survey of marine birds and mammals

The Board accepted a report titled “Marine Bird Winter Surveys in Prince William Sound” by Anne Schaefer and Dr. Mary Anne Bishop of the Prince William Sound Science Center. This was the third consecutive year of surveys sponsored by the Council. The project is intended to identify areas where marine birds tend to congregate in the non-breeding season, so that protective measures can be taken in the event of a spill in Prince William Sound.

The results of the surveys will be made publicly available through the Alaska Ocean Observing System and NOAA's Environmental Response Management Application.

This report is available on our website: [www.tinyurl.com/WinterBirdsPWS2023](http://www.tinyurl.com/WinterBirdsPWS2023)

## Report accepted: Update to manual for peer listening

The Council accepted an update to the “Peer Listening Manual” (Appendix F of the “Coping with Technological Disasters – A User-Friendly Guidebook”).

The fields of peer-to-peer support and mental health have evolved substantially since the manual was created shortly after the spill occurred and last updated several years ago. The Council worked with contractor Agnew::Beck to update the manual incorporating modern techniques for active listening, informal support, and self-care. The manual is a resource for communities to build resilience before a disaster by building trust and mutual support networks.

The new version is available on our website at [www.tinyurl.com/PeerListening2023](http://www.tinyurl.com/PeerListening2023)

A subsequent phase to develop a plan for promotion and distribution will be considered during long range planning.

## Long Range and strategic planning

The Board of Directors held a strategic planning workshop on Wednesday, September 20, as part of an ongoing effort to review and consider updates to its one-page strategic plan and Long Range Planning process. Recommendations from the workshop to update the current strategic plan will be presented to the Board for consideration in the coming months.

## Project updates

Updates on all current projects: [www.tinyurl.com/AllProjects2023](http://www.tinyurl.com/AllProjects2023)

### Questions? More information? Contact us:

Any questions or requests for further information can be directed to:

Amanda Johnson: [amanda.johnson@pwsrccac.org](mailto:amanda.johnson@pwsrccac.org) or Jennifer Fleming: [fleming@pwsrccac.org](mailto:fleming@pwsrccac.org)

Board meeting are routinely recorded. Excerpts of the audio and/or video of agenda items can be made available upon request.

**CITY OF CORDOVA, ALASKA  
PLANNING COMMISSION  
RESOLUTION 23-03**

**A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF CORDOVA, ALASKA,  
RECOMMENDING A CAPITAL IMPROVEMENT PROJECTS LIST TO THE CITY COUNCIL**

**WHEREAS**, the City of Cordova's Planning Commission is directed by Cordova Municipal Code 3.40.080(E) to *Submit annually to the City Council, not less than ninety days prior to the beginning of the budget year, a list of recommended capital improvements which in the opinion of the commission are necessary or desirable to be constructed during the forthcoming three-year period. Such list shall be arranged in order of preference, with recommendations as to which projects shall be constructed in which year;* and

**WHEREAS**, the City of Cordova's Planning Commission has identified and prioritized a Capital Improvement List that will benefit the citizens of Cordova; and

**WHEREAS**, the City of Cordova's Planning Commission has identified the following Capital Improvement List as being critical to the future wellbeing and economy of Cordova and the surrounding area:

- 1. E-911 Addressing Implementation Phase II**
  - Acquire and integrate new hardware to fully utilize the new E-911 addressing that is currently under development.
- 2. Chase Ave – Copper River Hwy intersection to Lefevre Street Intersection**
  - Project would include paving street, ADA sidewalks, drainage improvements and utility upgrades.
- 3. Wastewater Treatment Plant – Additional Treatment Capability and General Upgrades**
  - The existing treatment plant needs additional treatment capability for high flow and general upgrades. Last upgrades done in 1999-2000
- 4. Preliminary Engineering 7<sup>th</sup> Street – Lake Ave Intersection to Adams Ave Intersection**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
  - This area needs major upgrades to better control stormwater runoff and pedestrian facilities are needed due to the dense population from the USCG housing and townhomes, as well as the proximity to the elementary school.
- 5. Cordova North Harbor Efficiency and Resiliency Project**
  - construct a protective bulkhead along Breakwater Ave to allow for the creation of usable uplands for laydown and truck staging, multimodal pathway connecting the north and south harbors, and increase parking. The project would also include the creation of a floating fuel dock in the harbor
  - Preliminary design completed as part of the PIDP grant application.
  - This “shovel ready” project should remain on the CIP list until grant funding is awarded.
- 6. Design and Construction of a new Public Safety Building**
  - Create shovel-ready project providing public safety, additional parking, and ADA accessible sidewalks to be used in grant/loan applications
- 7. Railroad Avenue – Nicholoff Intersection to Council Intersection**
  - Includes paving street, ADA sidewalks, and drainage improvements
- 8. Preliminary Engineering Council Avenue – Railroad Intersection to Third Street Intersection**
  - Design shovel-ready project to include paving street, ADA sidewalks, and drainage improvements
- 9. Update Code Titles 17 and 18**
  - Updates needed to both the subdivision and zoning code to help encourage the development of residential and commercial properties.


**NOW, THEREFORE BE IT RESOLVED THAT** the Planning Commission of the City of Cordova, Alaska hereby recommends a capital improvement list to the City Council.

**PASSED AND APPROVED THIS 10<sup>TH</sup> DAY OF OCTOBER, 2023**



Tania Harrison, Chair

ATTEST:



Kevin Johnson, City Planner

## Cordova High School Student Council Report:

October 18, 2023:

The Alaska Association of Student Government Fall Conference in Fairbanks over the October 12-16 weekend was a huge success! Students were impacted immediately by the professional and educational tone of the event which brought high school students from all corners of the state together to deliberate on the causes most important to them. Never have a group of 7 students been so comfortable with resolutions, motions, amendments and whereas statements as these CHS students were by the end of the weekend. Because the students Cordova sent were so engaged, astute, attentive, and analytical we truly made the most of every moment. One senior, Kyi Gasmen, was awarded the Delegate of the Conference Award for Region 2 for their outstanding participation. We are looking forward to making the AASG Fall Conference an annual trip and have several underclassmen interested in pursuing state executive board positions in the future. It is our hope that continued active participation in these types of events will inspire students to become more involved at the community level as well.



**Regular City Council Meeting**  
**October 4, 2023 @ 7:00 pm**  
**Cordova Center Community Rooms A & B**  
**Minutes**

**A. Call to order** – **Acting Vice Mayor Cathy Sherman** called the Regular City Council Meeting to order at 7:00 pm on October 4, 2023, in the Cordova Center Community Rooms.

**B. Invocation and pledge of allegiance** – **Acting Vice Mayor Sherman** led the audience in the Pledge of Allegiance.

**C. Roll call** - Present for roll call were Council members **Cathy Sherman, Kasey Kinsman, Wendy Ranney, Kristin Carpenter** and **Ken Jones**. **Mayor David Allison** was present via zoom videoconference. Council members **Tom Bailer** and **Anne Schaefer** were absent. Also present were City Manager **Helen Howarth** and City Clerk **Susan Bourgeois**.

**D. Approval of Regular Agenda**

Hearing no objection to approval of the regular agenda, **Acting Vice Mayor Sherman** declared it approved as submitted.

**E. Disclosures of Conflicts of Interest and ex parte communications** - none

**F. Communications by and Petitions from Visitors**

1. Guest speakers - none

2. Audience comments regarding agenda items - none

3. Chairpersons and Representatives of Boards and Commissions

**David Janka**, City representative to the PWSRCAC Board of Directors reported on the fall meeting that was held on September 21 and 22 in Homer. He submitted a written summary of the meeting to the City Clerk and it will appear in the next Regular Council Meeting packet.

4. Student Council Report - none

**G. Approval of Consent Calendar**

5. Minutes:

a. 09-06-23 City Council Public Hearing Minutes, b. 09-06-23 City Council Regular Meeting Minutes

Vote on the Consent Calendar: 5 yeas, 0 nays, 2 absent. Ranney-yes; Bailer-absent; Sherman-yes; Kinsman-yes; Schaefer-absent; Jones-yes; and Carpenter-yes. Consent Calendar was approved.

**H. Approval of Minutes** - in consent calendar

**I. Consideration of Bids/Proposals/Contracts** - none

**J. Reports of Officers**

6. Mayor's Report – **Mayor Allison** had no report.

7. City Manager's Report – **Howarth** introduced **Jim Newhouse**, principal of the firm to present the audit. The full audit is available online.

a. City of Cordova 2022 Audit Presentation, **Newhouse & Vogler, CPA**

**Jim Newhouse** presented 10 slides, a synopsis of the audit, significantly, they have issued unmodified opinions of the financial statements, the schedule of federal awards, and of major program State awards. He reported that both Sewer and Water Enterprise funds saw net losses but when depreciation is added back in both were in the black. No findings, significant matters or issues were determined or found during the audit which would have required the issuance of a comment to the council. **Newhouse** then summarized the letter to the governing body and the management letter.

**Howarth** continued and reported: 1) last of the sticky wicket permits for Harbor project has been approved, we are on track, vessels are moving. Council questions: **Jones** asked about the status of the travel lift. **Howarth** said it is operational, the one part that failed has been replaced, we will change out other parts later when they are available, currently no risk and functioning fine.

b. City Financials as of 08-31-23

8. City Clerk's Report – no report

#### **K. Correspondence**

**L. Ordinances and Resolutions** - none

**M. Unfinished Business** – none

#### **N. New & Miscellaneous Business**

10. Council Action concerning Alaska Commercial Company lease

**M/Carpenter S/Ranney** to approve the requested five-year extension of the existing lease (portion of Lot 5, Block 1 South Fill) moving the lease expiration date from March 31, 2024 to March 31, 2029.

**Planner Johnson** said that typically these lease extensions are administrative in nature, however, this particular lease has language in it that requires Council to approve the extensions. **Carpenter** said this is a long-standing member of our business community, she would like to hear what others have to say. **Jones** said he will support this motion.

Vote on the motion: 5 yeas, 0 nays, 2 absent (Bailer, Schaefer). Motion was approved.

**M/Carpenter S/Ranney** to approve the request to amend the existing lease (portion of Lot 5, Block 1 South Fill) to add three additional five-year extensions.

**Carpenter** expressed that she made the motion to put it on the table for discussion. **Ranney** said it looks like an administrative clean-up, she doesn't have a problem with it. **Sherman** asked the Planner if this is just timing their leases to coincide with each other. **Johnson** explained, we lease 4 lots to them, on 2 separate leases, Lots 4 & 9 (where the building is situated) and Lot 8 (parking lot) are one lease and Lot 5 (rest of the parking lot) is one lease. They requested 3 five-year extensions on this lease to line up with their other lease, correct. **Kinsman** said he is in support. **Jones** said he will not support; he thinks it was intentionally approved this way by a previous Council so that Lot 5 could eventually be used for a higher purpose for the community as it is a relatively unused portion of the parking lot. He doesn't believe we should tie up prime real estate for 15 years. **Sherman** said she is in support.

Vote on the motion: 4 yeas, 1 nay, 2 absent. Schaefer-absent; Bailer-absent; Carpenter-yes; Sherman-yes; Kinsman-yes; Jones-no; and Ranney-yes. Motion was approved.

**Johnson** said Council approval is required at each extension – he wanted to clarify that. **Jones** asked for clarification then on Land Disposal – he thought leased property is “not available” and he fears that letters of interest are not submitted when a property is in a lease. **Johnson** said on the last Land Disposal Map update we made a change to where leased lots are “available” when they are in the last year of their lease term. He said maybe for next update we will amend the maps again by placing the lease term right on the maps for leased lots. Council all concurred that seemed a great idea.

11. Pending Agenda, CIP List, Calendar, Elected & Appointed Officials lists

Council decided that the October 18 regular meeting, since falling on a holiday, would be moved to October 25, which seemed amenable to the majority of those in attendance. Also, they opted for the next work session with City Attorneys about taxes that same day again from 5-7 before the regular meeting.

**O. Audience Participation** - none

#### **P. Council Comments**

**Ranney** said she enjoyed the work session, said it is important to break those exemptions apart and have the discussion on each one. She thanked **Dave Janka** – enjoyed his report, she likes the summary he provided.

**Carpenter** appreciates the time we dedicated to the sales tax code – important for us to really understand the affects on those paying taxes and those collecting it. She mentioned that all local mail is going to Anchorage and coming back – if people want to comment, there is a URL on bottom of USPS receipts. She said as it gets darker, she encouraged people to walk facing traffic and to wear reflective clothing.

**Kinsman** said the work session on taxes was a good use of time, he appreciates some of the history behind the exemptions. He read some correspondence from **Milo** recently about the bear problem at the landfill, he thought we should be proactive about fencing out there. He encouraged anyone who is listening, he'd like to hear from the public for budget they will be working on.

**Sherman** praised the service at DMV, she had a very good experience there recently – she loves the appointment scheduler. Thanks to **Dave Janka**. She thanked **Planner Kevin Johnson** for his help on agenda items tonight. She thought the work session was helpful.

#### **Q. Executive Session**

**12.** Recommendations from City Manager regarding Collective Bargaining Agreement negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

**M/Carpenter S/Ranney** to enter executive session to discuss recommendations from City Manager regarding Collective Bargaining Agreement negotiations, a subject which is a matter the immediate knowledge of which would clearly have an adverse effect upon the finances of the government

Hearing no objection **Acting Vice Mayor Sherman** said the motion was approved.

At 8:03 **Sherman** called for a short recess to clear the room.

Council entered the executive session at 8:16 pm and was back in open session at 8:40 pm.

**Sherman** stated that Council discussed the CBA with the Manager and no decisions were made.

#### **R. Adjournment**

**M/Carpenter S/Jones** to adjourn the meeting

Hearing no objection **Sherman** adjourned the meeting at 8:42 pm.

Approved: October 25, 2023

Attest: \_\_\_\_\_

Susan Bourgeois, City Clerk

## Susan Bourgeois

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**From:** Tony Schinella  
**Sent:** Monday, October 16, 2023 1:20 PM  
**To:** Susan Bourgeois  
**Subject:** AAHPA Resolution 2024  
**Attachments:** AAHPA Resolution 2024.docx

Afternoon Susan,

Attached is the annual resolution for funding of the Teir 1 harbor matching grant. Could we please have this on the next council meeting?

Thank you

Tony Schinella  
Harbormaster  
Cordova Port & Harbor  
PO Box 1210, 114 Nicholoff Way  
Cordova, Alaska 99574  
Phone: 907-424-6400  
Fax: 907-424-6446  
Email: [harbor@cityofcordova.net](mailto:harbor@cityofcordova.net)

**CITY OF CORDOVA, ALASKA  
RESOLUTION 10-23-31**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA SUPPORTING  
FULL FUNDING (\$7,644,677) FOR THE STATE OF ALASKA MUNICIPAL HARBOR  
FACILITY GRANT PROGRAM IN THE FY 2024 STATE CAPITAL BUDGET.**

**WHEREAS**, the majority of the public boat harbors in Alaska were constructed by the State during the 1960s and 1970s; and

**WHEREAS**, these harbor facilities represent critical transportation links and are the transportation hubs for waterfront commerce and economic development in Alaskan coastal communities; and

**WHEREAS**, the harbor facilities in Alaska are ports of refuge for ocean going vessels, and serve as essential transportation hubs to coastal Alaskan communities for supplies, trade in goods and services and connections to the world market for our exports and imports; and

**WHEREAS**, the State of Alaska over the past nearly 30 years has transferred ownership of most of these State-owned harbors, many of which were at or near the end of their service life at the time of transfer, to local municipalities; and

**WHEREAS**, the municipalities took over this important responsibility even though they knew that these same harbor facilities were in poor condition at the time of transfer due to the state's failure to keep up with deferred maintenance; and

**WHEREAS**, consequently, when local municipal harbormasters formulated their annual harbor facility budgets, they inherited a major financial burden that their local municipal governments could not afford; and

**WHEREAS**, in response to this financial burden, the Governor and the Alaska Legislature passed legislation in 2006, supported by the Alaska Association of Harbormasters and Port Administrators, to create the Municipal Harbor Facility Grant program (AS 29.60.800); and

**WHEREAS**, the Department of Transportation and Public Facilities utilizes a beneficial administrative process to review, score and rank applicants to the Municipal Harbor Facility Grant Program, since state funds may be limited; and

**WHEREAS**, for each harbor facility grant application, these municipalities have committed to invest 100% of the design and permitting costs and 50% of the construction cost; and

**WHEREAS**, the municipalities of the Sitka and Juneau have committed to contribute half of their project cost in local match funding for FY2025 towards harbor projects of significant importance locally as required in the Harbor Facility Grant Program; and

**WHEREAS**, completion of these harbor facility projects is dependent on the 50% match from the State of Alaska's Municipal Harbor Facility Grant Program; and

**WHEREAS**, during the last fifteen years the Municipal Harbor Facility Grant Program has only been fully funded twice; and



**WHEREAS**, a survey done by the Alaska Municipal League of Alaska's ports and harbors found that from the respondents, the backlog of projects necessary to repair and replace former State-owned harbors has increased to at least \$500,000,000; and

**WHEREAS**, given that Alaska is a maritime state and that our harbors are foundational to both our way of life and the economy of this great State it is in the public's best interest to maintain this critical infrastructure by using State, Local and Federal funds to recapitalize the crucial harbor moorage infrastructure statewide.

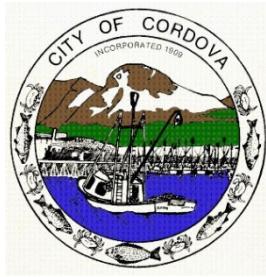
**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Cordova, Alaska urges full funding in the amount of \$7,644,677 by the Governor and the Alaska Legislature for the State of Alaska's Municipal Harbor Facility Grant Program in the FY 2025 State Capital Budget in order to ensure enhanced safety and economic prosperity among Alaskan coastal communities.

**PASSED AND APPROVED THIS 25<sup>th</sup> DAY OF OCTOBER 2023**

\_\_\_\_\_  
David Allison, Mayor

Attest:

\_\_\_\_\_  
Susan Bourgeois, CMC City Clerk



**AGENDA ITEM 9**  
**City Council Meeting Date: 10/25/2023**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Duncan Chisholm, Parks and Recreation Director  
**DATE:** 10/18/23  
**ITEM:** Award of contract for Phase 1 of Parks and Recreation Master Planning services to Corvus Design, Inc. for a fee not exceeding \$35,000  
**ACTION:** Council authorizes the City Manager to negotiate the contract for Phase 1 of the Parks and Recreation Master Plan with Corvus Design Inc.

---

☐ ORDINANCE  
☒ MOTION

☐ RESOLUTION  
☐ INFORMATION

---

**I. REQUEST:** This constitutes the memo required per Code 5.12.040 setting forth the following:

**A. Identity of Contractor:** *Corvus Design Inc.*

**B. Contract Price:** *The contract price for Phase 1 of the Parks and Recreation Master Plan is not to exceed \$35,000.*

**C. Nature and quantity of the work that the City shall receive under the contract:**

Phase 1 includes the following tasks:

*Task 1: Needs Assessment*

- *Research City and other agency recreation planning documents for consistency*
- *Inventory existing recreation assets*
- *Work with staff and the community to understand needs, priorities, and shortfalls.*
- *Comparative recreation analysis of communities of similar sizes using national standards.*
- *Identify Strengths, Weaknesses, Opportunities, and Threats (SWOT) of facilities and needs identification.*
- *Evaluate current management and operations.*

*Task 2: Community Engagement and Outreach*

- *Community-wide survey and Summary of Findings*
- *Meetings with City staff, stakeholders, managers and operators, Advisory Committees*
- *Public Meetings (in-person and virtual)*
- *Support for community events such as pop-up meetings*
- *Garner community support and consensus for the project and final recommendations within the master plan*

**D. Time for performance under the contract:** *The contract for Phase 1 will begin Nov 1, 2023 and conclude by Mar 31, 2024.*

**II. RECOMMENDED ACTION / NEXT STEP:** Council approves a motion to direct the City Manager to negotiate a contract with Corvus Design Inc. for Phase 1 of the Parks & Recreation Master Plan.

**III. FISCAL IMPACTS:** The City has allocated \$35,000 in fiscal year 2023 to begin work on the Master Plan. Staff anticipates an additional \$35,000 is required to complete the Master Plan in fiscal year 2024.

Alternatively, the Council may consider a budget amendment of \$35,000 to complete the project under one contract for a fee of \$70,000. Tasks 3 to 5 listed below would be completed with the additional funding.

**IV. BACKGROUND INFORMATION:** The City's existing Parks and Recreation Master plan is outdated. A new plan with updated public priorities and an implementation plan is essential for staff to be competitive for grants and have a vision forward. A good plan requires planning and public involvement. There have been countless advancements in tools, analysis, and alternative avenues to draw the public into discussions. These include social media, electronic surveys, and virtual meetings. Having a Master Plan that is current and was developed with these tools is crucial to a successful plan.

Staff has determined the tasks below must be completed to provide a comprehensive Master Plan. The plan will provide long-term visions, and goals, a document that can be updated over time, and an implementation plan that identifies projects and upgrades. This includes:

- Task 1 - Needs Assessment
- Task 2 - Community Engagement
- Task 3 - 20-year Master Plan Development
- Task 4 - Implementation Plan
- Task 5 - Final Master Plan

**V. LEGAL ISSUES:** The contract shall be negotiated and awarded per Code sections 5.12.040.

**VI. SUMMARY AND ALTERNATIVES:** The Council can approve or may not approve this motion to negotiate a contract.

#### **5.12.040 - Council approval of contracts.**

No contract for supplies, services or construction which obligates the city to pay more than twenty-five thousand dollars may be executed unless the council has approved a memorandum setting forth the following essential terms of the contract:

- A. The identity of the contractor;
- B. The contract price;
- C. The nature and quantity of the performance that the city shall receive under the contract; and
- D. The time for performance under the contract.

(Ord. 1019 § 1, 2008: Ord. 874, 2000: Ord. 809 (part), 1998).

(Ord. No. 1093, § 1, 1-4-2012)

**To: Mayor and City Council**  
**From: Robert Mattson, Fire Chief**  
**Date: October 5th, 2023**

**CORDOVA VOLUNTEER FIRE DEPARTMENT**  
**Quarterly Report**

In this third quarter of 2023. The Cordova Volunteer Fire Department responded to 62 Emergency Calls for service for a total of 295 member hours (YTD 155/729). Including emergency calls, the department participated in the regular Thursday night meetings, public education, and other activities for a total of 846 member hours (YTD 3490).

Not included in the total Member Hours are the On-Call Status for EMS and Officer on Duty of 8320 hours (YTD 24,960).

Synopsis of notable training during the first quarter; Safety Lifting, Hypothermia-Code training, Airway Management - Respiratory Distress, Stop the Bleed training, Diver Training, Alaska State Fire Conference, EMS Instructor Course in Fairbanks, Fire Conference in Valdez, Along with community events to include Salmon Jam, CFRC Camp.

Please see detailed monthly activity sheets attached for more information on fire department activities.



July 2023 ACTIVITIES		Attendance	Hours	Total People Hours
<b>Date</b>	<b>Thursday Meetings</b>			
7/14	Business Meeting	9	1	9
7/21	Heavy Lifting	8	1	8
				17
<b>Date</b>	<b>Public Education Taught</b>			
7/20	CFRC camp	1	2	2
				2
<b>Date</b>	<b>Other Activities</b>			
7/4	4th of July	5	5	25
7/16	Salmon Jam marathon	2	9	18
7/16	Salmon Jam- Small Fry	2	2	4
7/20	Fire Pre Plan- RFSP	2	1	2
7/20	Wildlife assist	1	1	1
7/20	Fire Pre Plan- RFSP	2	1	1
7/28	Wildlife assist	1	1	1
				52
<b>Date</b>	<b>Fire Runs</b>			
7/17	22-020 - Fuel leak	1	1	1
7/23	22-021- Propane leak	1	2	2
7/27	22-022 - Oil Fire	7	2	14
				17
<b>Date</b>	<b>Ambulance Runs</b>			
7/1	22-079 - Fall Injury	3	1	3
7/4	22-080 - Passed out person	3	2	6
7/4	22-081 - Weakness	2	3	6
7/7	22-082 - Fall/Confused	3	1	3
7/10	22-083 - Biker hit by bear	6	2	12
7/12	22-084 - Unable to walk	5	1	5
7/16	22-085 - Lift assist	1	1	1
7/17	22-086 - Medical Transport	3	2	6
7/19	22-087 - General Weakness	2	1	2
7/19	22-088 - Low BP	3	1	3
7/19	22-089 - Medical Transport	3	1	3
7/21	22-090 - Medical Transport	4	2	8
7/21	22-091 - Prisoner in jail	2	1	2
7/23	22-092 - Medical Transport (cancelled)	2	1	2
7/25	22-093 - Unconscious	3	2	6
7/26	22-094 - Medical Transport (no trans.)	2	1	2
7/26	22-095 - Medical Transport	2	2	4
7/27	22-096 - Medical Transport	2	2	4
7/28	22-097 - Grand Mal Seizure	2	1	2
7/29	22-098 - Fainting	2	1	2
7/30	22-099 - Transport	2	2	4
7/31	22-100 - Deceased patient	4	2	8
				94
<b>Total hours for the month of July</b>				<b>182</b>

August 2023 ACTIVITIES		Attendance	Hours	Total People Hours
<b>Thursday Meetings</b>				
8/4	Training- Inventory	10	2	20
8/11	Business Meeting	13	2	26
8/18	Training - Hypothermia-Code	10	1	10
8/25	Training - Air management	13	3	39
<b>Total</b>				<b>95</b>
<b>Date</b>	<b>Public Education Taught</b>			
<b>Total</b>				<b>0</b>
<b>Date</b>	<b>Other Activities</b>			
8/28	Dive Training	2	5	10
8/29	Dive Training	2	5	10
8/30	Dive Training	2	5	10
8/31	Dive Training	2	5	10
<b>Total</b>				<b>40</b>
<b>Date</b>	<b>Fire Runs</b>			
8/2	Bidarki Fire Alarm	1	1	1
8/4	Vehicle Rollover	8	3	24
8/5	Fuel Spill	1	1	1
<b>Total</b>				<b>26</b>
<b>Date</b>	<b>Ambulance Runs</b>			
8/1	Medical Transport	2	2	4
8/1	Intoxicated Individual	2	1	2
8/3	Medical Transport	2	2	4
8/4	Vehicle Rollover- EMS Transport	3	2	6
8/5	Medical Transport	2	4	8
8/6	Lost Consciousness	2	2	4
8/8	Seizures	2	2	4
8/9	Medical Transport	3	2	6
8/10	Medical Transport	2	2	4
8/15	Asthmatic episode	6	2	12
8/16	Medical Transport	2	3	6
8/21	Medical Transport	2	2	4
8/22	Possible Overdose	3	1	3
8/22	Medical Transport	2	2	4
8/24	Unknown- Ferry Terminal	2	2	4
8/26	Medical Transport	2	2	4
8/26	Medical Transport	4	2	8
8/29	Medical Transport	2	2	4
8/30	Medical Transport	2	2	4
8/30	Medical Transport	2	2	4
<b>Total</b>				<b>99</b>
<b>Total hours for the month of August</b>				<b>260</b>



September 2023 ACTIVITIES		Attendance	Hours	Total People Hours
<b>Date</b>	<b>Thursday Meetings</b>			
9/1	EMS Inventory	9	2	18
9/8	Business Meeting(Cancelled)	11	1	11
9/15	Business Meeting	10	1	10
9/22	Skills Night	11	2	22
9/22	Run Reviews	6	1	6
9/29	Respiratory Distress	14	2	28
	<b>Total</b>			<b>95</b>
<b>Date</b>	<b>Public Education Taught</b>			
9/9	Stop the bleed at Mt. Eccles	3	1	3
9/22	Stop the bleed	1	2	2
	<b>Total</b>			<b>5</b>
<b>Date</b>	<b>Other Activities</b>			
9/1	Dive Training	2	5	10
9/2	Dive Training	2	5	10
9/3	Dive Training	2	5	10
9/4	Dive Training	2	5	10
9/5	Dive Training	2	5	10
9/8	Vehicle Maintenance	1	1	1
9/12-9/16	EMS Instructor course- Fairbanks	1	40	40
9/19	Fit like a firefighter	2	1	2
9/26	Ambulance Inventory	1	2	2
9/26-9/30	ASFA Fire Conference	4	40	160
	<b>Total</b>			<b>245</b>
<b>Date</b>	<b>Fire Runs</b>			
9/2	Fire Alarm	1	1	1
9/9	Fuel Spill	1	1	1
9/10	Fire Alarm	1	1	1
9/20	Vehicle Oil Leak	1	1	1
	<b>Total</b>			<b>4</b>
<b>Date</b>	<b>Ambulance Runs</b>			
9/1	Fainting	2	2	4
9/4	Unable to move	4	2	8
9/6	Head wound bleeding	4	2	8
9/8	Unable to move, tingling in extremities	4	2	8
9/9	Possible diabetic emergency	3	1	3
9/11	Elderly man in a lot of pain	2	1	2
9/16	Full Code	6	1	6
9/23	Difficulty breathing	3	2	8
9/25	40 y/o M with sweats	4	1	4
9/28	Possible diabetic emergency	2	2	4
	<b>Total</b>			<b>55</b>
<b>Total hours for the month of September</b>				<b>404</b>

**Visitation: 2310**

- Visitors were from:
  - **Alaska:** Cordova, Juneau, Anchorage, Eagle River, Fairbanks, Seward, Wasilla, Kenai, Palmer, Kasilof, Kodiak, Melchima, Homer, Soldova, Chugiak, Willow, Kodiak, Talkeetna, Glennallen, Copper Center
  - **United States:** CA, IA, WA, PA, NC, CO, MA, WI, TX, NY, NM, AZ, MD, VA, IL, FL, MI, OR, NJ, NH, NV, MO, HI, UT, KS, NV, MT, ID, VT, SC, WY, AR, MO, OK
  - **International:** Germany, Canada, Poland, Hungary, Belgium, Mexico, Qatar, New Zealand, Austria, Venezuela, Australia

**Copper River Gallery Events:**

**July: Rachel Hoover Blackwelder's "TrustFall"**





August: the Catch gallery edition

# THIS SUMMER

## The Catch Gallery Edition

featuring a selection of works from the publication's contributing artists & writers



**ALL AGES // ALL MEDIUMS // ALWAYS**

**OPENS FRIDAY, AUGUST 4TH**

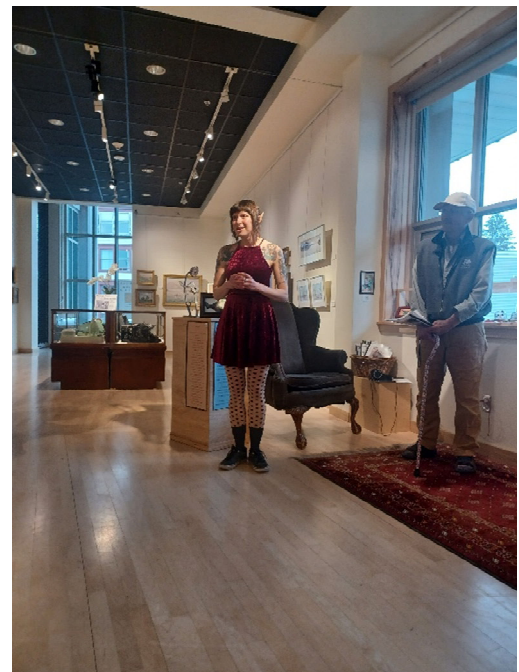
*There will be live poetry and light snacks at the opening. Please join us in celebration.*

## Copper River Gallery

*The Catch* is Cordova's literary & arts quarterly publication. The upcoming Summer 2023 issue, *Through a Porthole*, will mark its second complete year in production. If you are a contributor to any issue of *The Catch*, including the upcoming summer edition, consider showing your art and writing at the Copper River Gallery. *Submissions are due by Saturday, July 29<sup>th</sup> at 5PM.*

Contact Jillian Gold for more information: [jillian.cordovapubliclibrary@gmail.com](mailto:jillian.cordovapubliclibrary@gmail.com) // 907-424-6667

OR STOP BY THE LIBRARY





Sept: The Amazing Mushroom Show

**Call for Artists of All Ages!**



**AMAZING  
MUSHROOMS!**

Drop off your mushroomy art to the Cordova  
Museum by September 2nd at 5:00 pm.



On view September 8– 30  
Opening reception  
September 8, 5-7 pm





### Museum Accomplishments:

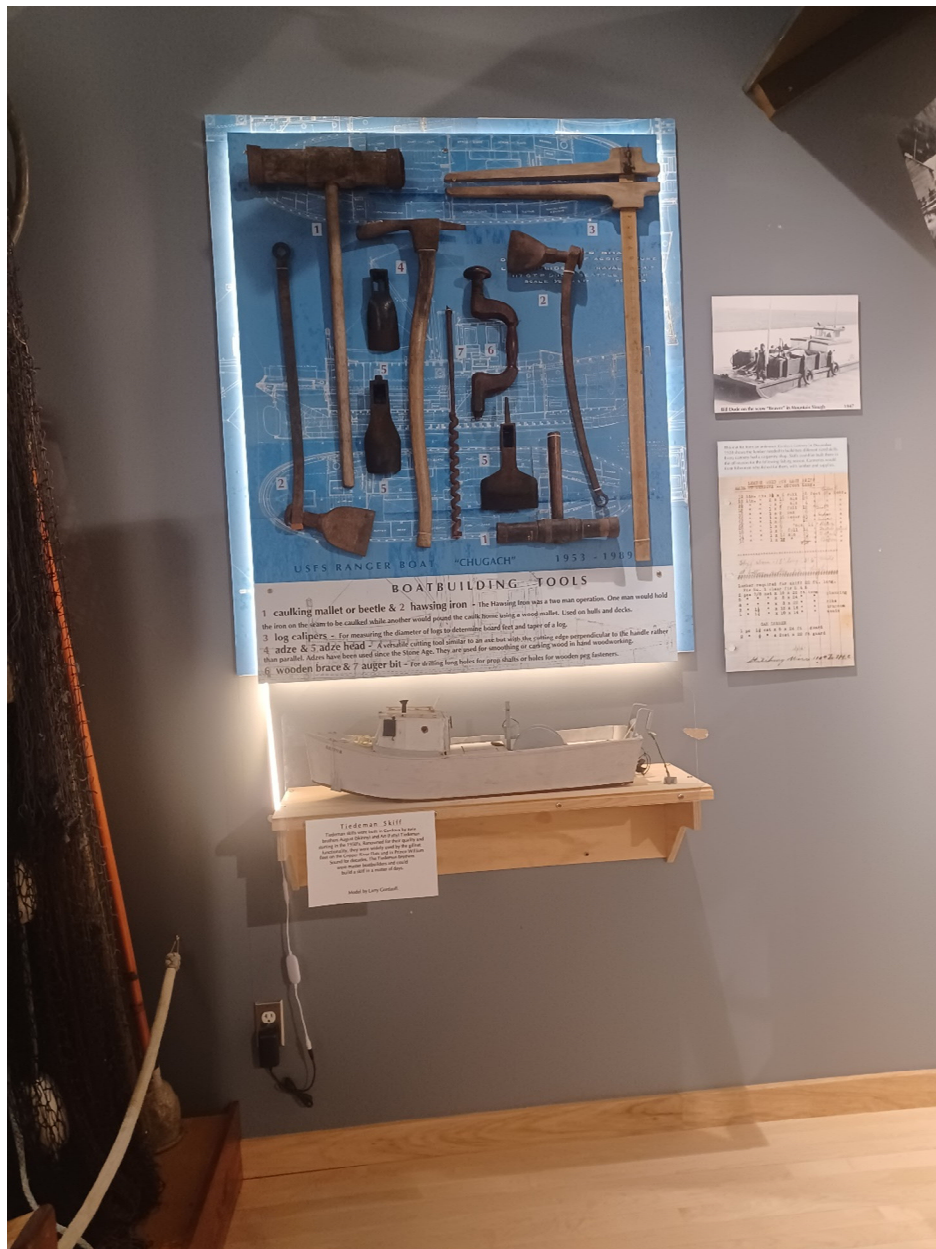
- 218 Cordova Historical Society members, 92 of whom are life members.
- School Groups:
  - School is back in session.
  - 2 class visit the museum on Sept 6<sup>th</sup>
  - classes visited the museum on Sept 8<sup>th</sup>
- Completed research projects for individuals and government agencies.
- Started to add additional information to the Past Perfect system to have the historic news papers online.



## EXHIBITS

- Installation of cabinet and contents in Kennecott exhibit
- Continued design of Katalla exhibit in consultation with CHS board committee.
- Started designing and installing a new boat tool exhibit.

The Museum is open Tuesday thru Friday 10am-5pm and Saturday 12noon-5pm. Each new traveling/temporary exhibit opening on the First Friday of the month from 5-7pm with refreshments. The Museum encourages City Council and Staff to walk through Cordova History.





Third Quarter 2023 Gallery Exhibits:

October: Interactive Touch Exhibit

November: Graffiti Quilts, gallery opening Nov 3<sup>rd</sup> 5-7pm

December: Holiday Show, gallery opening Dec 1<sup>st</sup> 5-7pm

Respectfully submitted by Ashley Bivin, Director



## Susan Bourgeois

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**From:** Cathy Renfeldt <executivedirector@cordovachamber.com>  
**Sent:** Wednesday, October 18, 2023 11:53 AM  
**To:** Susan Bourgeois  
**Cc:** David Allison  
**Subject:** For inclusion in 10/25 Council packet  
**Attachments:** Chamber Impact Report 2023 (1).pdf

Hello Susan, Helen, Mayor Allison, and City Council Members.

I've attached an Impact Report for inclusion in the October 25, 2023 City Council packet along with this letter. Your support is integral to our efforts and we are happy to report that it has been a BIG YEAR of growth and success at the Cordova Chamber.

- We are honored to share that we were recently awarded the [Local Chamber of the Year Award](#) at Alaska Chamber's statewide Premier Business Awards.
- We are also looking forward to our inaugural [Cordova Business Gala](#) on November 18 at the Cordova Center. Some of our statewide partners like Alaska Airlines and Rep. Stutes plan to attend, and I hope to see you all and many local businesses there!
- Meeting group outreach is going well. It will take time to fully realize these efforts, and I've enjoyed working with Megan and local businesses and organizations on this process.
- In addition to Hurtigruten and Hapag-Lloyd, we are expecting several visits from a new expedition cruise company in 2024. Lindblad National Geographic (96 passengers) plans to visit Cordova nine times, utilizing Cordova airport to fly their guests in and out. Uncruise (36 passengers) is also hoping to come into Cordova several times this summer, but cannot confirm until some land access issues in PWS are firmed up (hence the range listed on the attached report). We plan to partner with an expert from Hawaii to offer an Impact Studio this winter to provide direct support to local businesses and organizations in developing existing and new tour offerings for this audience as well as the independent traveler market.
- I've been conducting outreach to several coastal Alaska communities similar to Cordova to gain insight into standard practices for municipal cruise head tax. I hope to be able to share this information with Council soon, to advise any changes you'd like to make in this area.
- Lastly, the Community Sentiment on Tourism survey, which we partnered with Oregon State University to provide, will have preliminary results to share with Cordova soon.

An increase to \$130,000 in funding for the Chamber would support our growing Business Empowerment and small business support programs as well as our workforce development, regenerative tourism, and blue economy projects. Some of these are garnering [statewide attention](#), and we're excited to grow opportunities for Cordova through this work. While some City revenues like raw fish tax may be unclear at this time, business support and economic diversification efforts like ours can only support the health and resilience of Cordova's economy. We hope the City will continue to invest in the Chamber and trust us to keep moving the needle forward for Cordova. I regret that I will be unable to attend the Council meeting on October 25, as I will be attending the statewide Alaska Travel Industry Association annual convention in Fairbanks. Chamber board president, Osa Schultz, plans to attend on our behalf. But please feel free to reach out to me directly between now and then if any of you have any questions.

Thank you again for your pivotal support!

***Cathy Renfeldt (she/her)***

Executive Director

Cordova Chamber of Commerce

907.424.7260 | [cordovachamber.com](http://cordovachamber.com)

*I live and work on the land of d'AXunhyuu, the Eyak People.*



THE WORLD'S RICHEST WATERS

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# 2023 Impact Report

## Champion

to retain vital services and launch initiatives that build up existing industries and drive economic diversification

## Convener

of local and statewide business and community leaders to meet shared goals and build on common ground

## Catalyst

to vital efforts enhancing the economic, ecological, and cultural resilience of Cordova

All made possible through your generous *support.*

## Propelling Cordova into a thriving future

Representing over 150 businesses and organizations, Cordova Chamber is dedicated to serving Cordova's business community while spurring sustainable economic growth and enhancing quality of life in Cordova.

### 2023 IMPACT SNAPSHOT

23

Business classes & networking events offered

315

Local and statewide businesses & orgs engaged in our events & programs

\$240K+

in direct economic impact estimated from 2023 Shorebird & Fungus Festivals alone

### LOOKING AHEAD

2500-3200

Expedition cruise visitors expected in 2024 (up from 1,000 in 2023)

7

Conferences & meetings Chamber is recruiting and supporting

\$1.5 Million

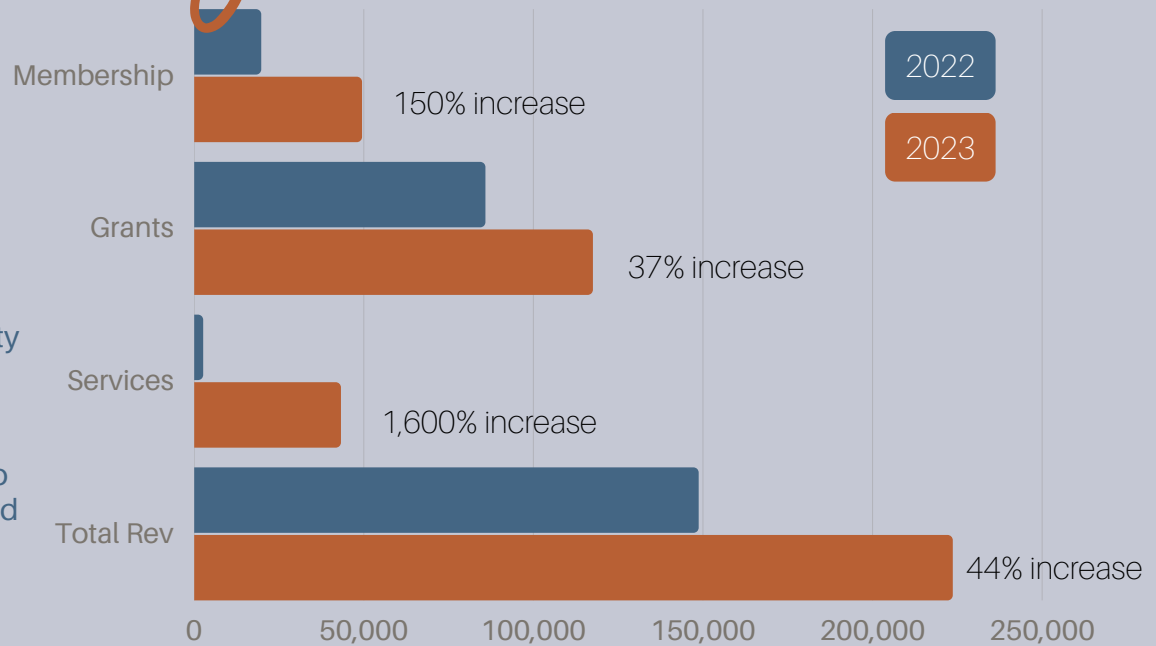
Projected economic impact of expedition cruise, conference, and festival groups supported by Chamber

## LEVERAGING CITY SUPPORT

# Every City \$1 Doubled

With total Chamber revenue over \$220k in 2023, we are turning every \$1 from the City into \$2 through:

- + Impactful events that grow community vitality
- + Meaningful support to local businesses
- + Innovative programs to propel Cordova forward
- + A reputation of excellence positioning Cordova for growth



### Business Empowerment

#### WHAT IT IS

Tailored opportunities for local businesses & orgs to grow connections while accessing realistic resources and receiving actionable advice

#### WHAT IT IS NOT

Recycled webinars and social gatherings just for chamber members

### Regenerative Tourism

Holistically monitoring aspects of tourism to minimize negative impacts and increase positive impacts that strengthen the local economy, environment & culture while protecting what makes Cordova unique and special

Promoting only new or only specific types of tourism offerings

### Blue Economy

Encouraging new ideas while connecting existing businesses, agencies, and knowledge to ensure viable and sustainable economies.

A movement to replace or exclude existing businesses or industries



"The resources available through the Chamber have been great for connecting my business with others in Cordova, as well as educating me about opportunities and tips for managing and operating my business."

- Chamber Member Business

"The Cordova Chamber is amazing, we loved working with them to hold our meeting in Cordova!"

- Meeting Planner of Cordova Center conference

## HONORS & ACCOLADES



**2023 Local Alaska Chamber of the Year, Alaska Chamber Premier Business Awards**



**Forty Under 40 Emerging Leader Shaping the Chamber Industry, International Assoc of Chamber of Commerce Executives**

## **Parks and Recreation**

### **Performance Summary: Quarter 3, 2023**

#### **Statement of service performance.**

The Department of Parks and Recreation has a key role in providing spaces and services for our community to come together, connect, learn, recreate, and have fun.

The Bidarki Recreation Center and Bob Korn Memorial Swimming Pool are important public assets and are often at the heart of the community. These facilities also run recreation programs and events year-round.

Parks and open spaces help make our city an attractive place to live and provide places for recreation and gatherings. Participation in sport and recreation plays a key role in improving the physical and mental wellbeing of individuals and builds social capital by bringing the community together and creating a sense of pride and belonging.

We provide, develop, maintain, and protect a park and open space network that contributes to a healthy natural environment. We manage parks, open spaces, memorials, and trails.

#### **Our plan**

##### Renewing our assets

Maintenance of, and targeted investment in, our existing parks and community facilities to keep them fit for service.




##### Looking at new ways to deliver community services.

Investigating new ways to meet the needs of our community through greater use of partnerships, and multi-purpose facilities.

## Key performance indicators.

😊 = on target    😐 = in progress    😞 = not on target

Activity Area	Performance measure	First Quarter	Second Quarter	Third Quarter	Year End 23	Target 2023	Indicator	Comment
Bidarki Recreation Center and Bob Korn Memorial Swimming Pool	<b>We provide our community with access to leisure and recreational opportunities</b>							
	Number of visits to Bidarki Recreation Center	4,236	5,074	5,598 <sup>1</sup>		15,000	😊	Visits are ahead of target.
	Number of visits to Bob Korn Memorial Swimming Pool	3,238	1,540	2,675		5,000	😊	Visits are ahead of target.
	Water testing results are always within the safe parameters according to the ANSI/APSP/ICC-11 2019 American National Standard for Water Quality in Public Pools and Spas	100%	100%	100%		100%	😊	Pool water testing is on target
	Percentage of users who are satisfied with recreation facilities.	N/A				>80%	😐	To be measured via annual survey. This will be incorporated in Parks & Recreation Master

						Plan survey to be done in Q4.
	New Recreation Programming. Increase the number of recreation opportunities offered.	2	NEW			2 new programs delivered in Q3
Parks and Open Spaces	<b>We provide leisure and recreational opportunities in our community</b>					
	Percentage of residents who are satisfied with parks and open spaces	N/A			>80%	 To be measured via annual survey. This will be incorporated in Parks & Recreation Master Plan survey to be done in Q4.
	Provision of an adequate network of playgrounds which provide safe and stimulating play. Resident satisfaction with playgrounds.	NEW			>80%	 To be measured via annual survey. This will be incorporated in Parks & Recreation Master Plan survey to be done in Q4.

**Notes**

<sup>1</sup>: 4948 member visits & 650 Daily admissions.

<sup>3</sup>. Respondents are satisfied or very satisfied.

## Financial Summary – Department (General Fund only)

	YTD 9/30	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Revenue	(140,857)	(132,400)	Revenue is currently 106% of target
Expenditure	854,588	1,398,845	
<b>Net Operating Expenditure</b>	<b>713,731</b>	<b>1,266,445</b>	

The cost recovery rate YTD for the Department is 16.5%

### Bidarki Recreation Center

	YTD 9/30	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Revenue	(108,287)	(80,150)	Revenue is currently 135% of target
Expenditure	108,702	237,326	
<b>Net Operating Expenditure</b>	<b>(-415)</b>	<b>157,176</b>	

The cost recovery rate YTD for Bidarki Recreation Center is 99%.

### Bob Korn Memorial Swimming Pool

	YTD 9/30	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Revenue	(32,570)	(52,250)	Revenue is at 62% of target.
Expenditure	340,967	477,982	
<b>Net Operating Expenditure</b>	<b>308,397</b>	<b>425,732</b>	

The cost recovery rate YTD for Bob Korn Memorial Swimming Pool is 9.3%.

### Parks Maintenance

	YTD 9/30	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Expenditure	158,054	420,982	37.5% of budget spent.
<b>Net Operating Expenditure</b>	<b>158,054</b>	<b>420,982</b>	

### Parks & Recreation Administration

	YTD 9/30	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Expenditure	246,865	262,555	95% of budget spent
<b>Net Operating Expenditure</b>	<b>246,865</b>	<b>262,555</b>	

## Odiak Camper Park

	YTD 6/30	Year End	
<b>Net Operating Expenditure</b>	<b>Actual</b>	<b>Budget 2023</b>	<b>Comment</b>
Revenue	(32,515)	(51,000)	Revenue is 64% of target
Expenditure	21,699	65,060	
<b>Net Operating Expenditure</b>	<b>-10,816</b>	<b>14,060</b>	

The cost recovery rate YTD for Odiak Camper Park is 150%.



# Quarter 3 Highlights

## Recreation Programming Update

- The Department, with support from the Cordova Family Resource Center began delivery of an after-school program for Grades 1 – 6 at Bidarki Recreation Center. The program runs three days a week – Mon, Wed & Friday. Due to limited staffing the program is capped at 20 children per day. Both the department and CFRC will review the program at the end of October.
- A youth soccer league took place at Orca Inlet Recreation Area between July 5 and August 12 and had 31 registrations. Participants received shin guards, socks and a t-shirt as part of their registration fee. The department expresses its thanks for parent volunteers with special mention to Charlotte Westing for helping to coordinate the league.
- A 15-mile swim challenge took place at Bob Korn Memorial Swimming Pool during the month of September. Twenty-one participants signed up for the challenge with the 3 first finishers – Elliott Deins, Lynn Hopkins and Andy Morse receiving special prizes. Feedback on the program has been positive and staff are considering introducing other challenges to drive participation over the winter months.

## Bidarki Recreation Center

- Staff secured a grant from the Rasmusson Foundation to support the purchase of two new treadmills and an upgrade to the Volleyball Court equipment. The Director is currently assessing options for the equipment.

## Bob Korn Memorial Swimming Pool

- NORTECH was commissioned to provide professional services to perform an Occupational Exposure Risk Assessment during operational tasks and to distinguish if procedural changes and engineering controls reduced worker exposure to Respirable Crystalline Silica (RCS).

Results were received in early October and indicated that operations did not result in exposure to silica in dust. Additional process changes are recommended to minimize handling of filter media bags.

- Coffman Engineers and Quality Controls Inc were commissioned in August to undertake a study into the pool's 1983 HVAC system. The intent of the project was to identify operational deficiencies related to the HVAC system, and recommend changes to improve comfort, reliability and efficiency. to understand if it is operating as expected.

A number of recommendations are proposed, and budgetary requests will be considered as part of the FY24 budget process.

- A lifeguarding course is being planned for early November. Samantha Hagerthy-Scheider will also be attending an American Red Cross Water Safety Instructor course in October.

## **Parks Operations**

- An RFP is being developed in conjunction with Public Works to construct a sewer service line and sewer manhole from the Parks Maintenance Shop to the main sewer on Orca Inlet Road. Proposals are due late October.

## **Capital Projects Update.**

- Two proposals for the electrical pedestal upgrade at Odiak Camper Park. Staff decided to reject all bids due to them being significantly above the allocated budget.

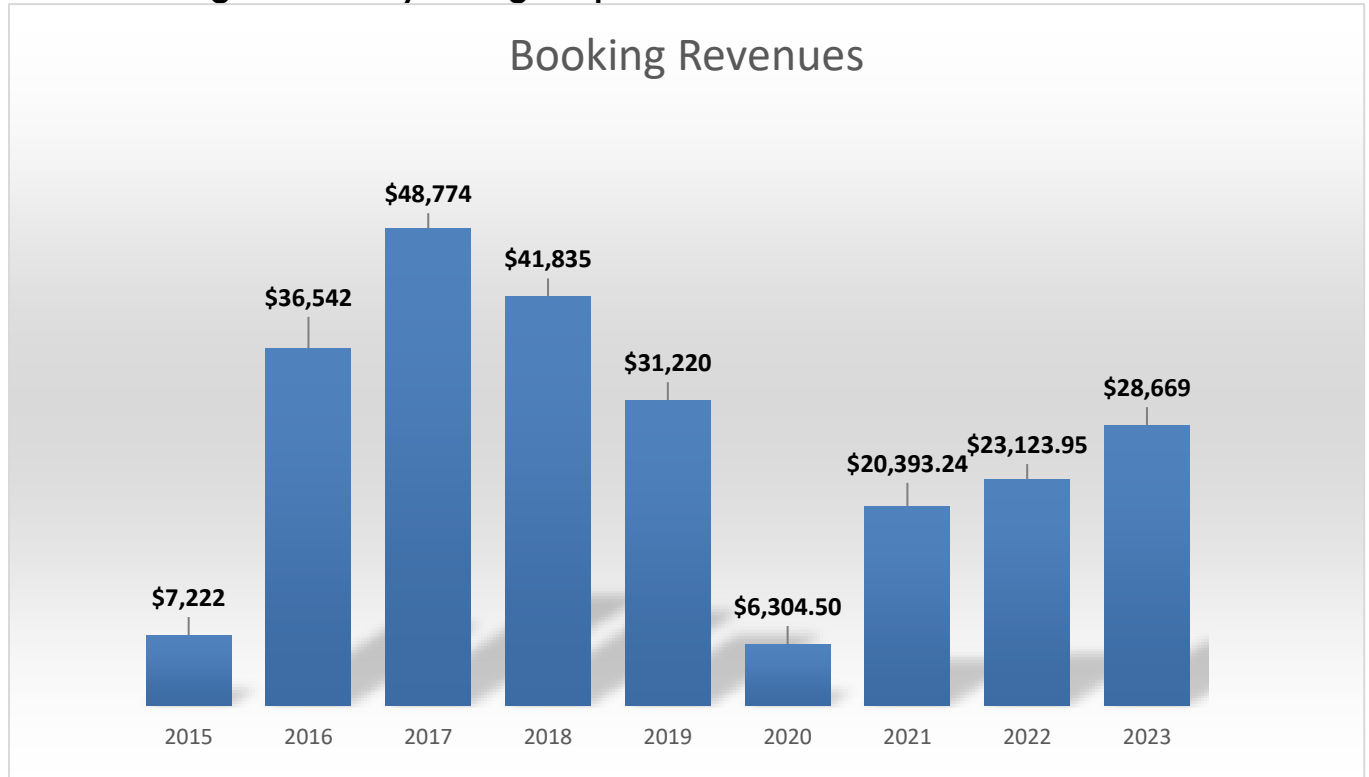
Staff redefined the project and issued a new RFP for Design Services for Phase 1 of the project including site investigation and preliminary design. Two proposals were received and evaluated by staff. Corvus Design Inc were awarded the contract for a sum of \$23,254.00. Final contract negotiations are underway.

- Two proposals were also received for the Parks and Recreation Master Plan. Both bids exceeded the available funds for FY23. Staff evaluated the proposals and intend to recommend the award Corvus Design Inc a Phase 1 contract for \$35,000 subject to Council approval. Staff plan to seek an additional \$35,000 in FY24 Capital budget to complete the project.
- Two proposals were also received for the replacement of the Bob Korn Memorial Swimming Pool liner. Staff are currently evaluating the proposals.

## Cordova Center 3rd Quarter 2023

The Cordova Center Events Management Team consists of Megan Anderson, Malvin Fajardo, Paula Payne, Caleb Horney, Dana James, and Toni Bocci. With assistance from Ashely Bivin and Jason Ellingson.

- **Bookings: \* January through September 2023 \***



- **In-Kind Non-Rev: \$7,107.00**
  - City of Cordova Department Meetings
  - Monthly Boards & Commissions
  - Council Teleconferences
  - Library Outreach Programs
    - Movies: *Manta Rays*, *Super Mario Bros.*, *My Alaska Journey*, *Spiderman: Across the Spider-verse*
    - Krambambuli Puppet Show
- **Revenue: \$9,447.00**
  - Monthly Board Meetings
    - CEC – Cordova Electric Cooperative
    - CTC – Cordova Telecom Cooperative
    - CR-PWS Marketing
    - CCF – Cordova Community Foundation
  - Banquet Events
    - Native Village of Eyak – Sheppard's Point 7.14.23
    - Chugach Corporation – Shareholder Informational 7.15.23

## Cordova Center 3rd Quarter 2023

- Eyak Corporation – Board/Informational Conference 7.22.23
- Landaluce - Wedding 7.29.23
- CRWP - 25<sup>th</sup> Anniversary 9.2.23
- North Star Theater Events:
  - Bowman Festival – Evening of the Wanders 8.31.23
  - Current Rhythms – Dance and Theater Practice 9.2023
- Community Events:
  - PWSEDD – Alaska Mariculture Cluster 8.21.23
  - SERVS - Training 9.9-15.23
  - CCMC – Health and Family Wellness Fair 9.16.23
  - CCF – Fiscal Sponsorship Luncheon 9.20.23
  - Eye Guys Clinic 9.22-24.23
  - Copper River Highway Masterplan 9.27.23
  - PWSEDD – Vulnerability of Fishing Economy 9.27.23
- Event attendees #1,874
- **Donations:**
- **Grants:**
- **Landscaping: Toni Bocci**
  - Cleaning left over sand from the winter
  - Tends to the beds under the flag poles, library, museum, and back by the Post Office
  - Pick up trash and cigarette butts – most time consuming
  - Receive donations of leftover plants
  - Weed, Water, Feed, and Tend to the perennials
    - **Goal** – Complete Perennial Garden
    - **Purpose** – Create a garden in which plants return each year without too much attention

“I have to give a huge credit to Malvin who is an awesome help when asked to move planters and watering apparatus, he always does it with a smile. The task of weeding could be daily if I wanted to do that, however, I'd like to make a suggestion. Offer a weeding break to the CC employees who could get outside for 15 or 30 minutes and weed. It clears the minds, gives exercise, and feeds the soul

Respectfully! But with dirt under my fingernails.

Thank you

T

“

## Cordova Center 3rd Quarter 2023

### Looking Forward

- Marketing:
  - Cordova Center Staff will begin to re-organize the Cordova Center page on the city's website.
    - **Goal** - Make information clear and accessible
  - **Next Step:** Evaluate the old Cordova Center Facility Guide
    - **Goal** – Update Facility Guide Brochure with accurate and up-to-date pictures and information
- Fourth Quarter Events:
  - October
    - Cordova Telecom, Cordova Electric, and CR-PWS Marketing Board Meetings
    - Salmon Harvest Task Force – CDFU
    - Fall Board Meeting – PSWAC
    - Birthday Parties
    - Feeding Alaska – Lifeline Outreach
    - Teas Auction – Cordova Northwind Quilting Guild
  - November
    - F/V Drill Conductor - AMESA
    - Sobriety Weekend Movie Night – NVE
    - Culture Camp – Eyak Corporation
    - Application and Interview Process – TSA
    - Chamber Gala – Chamber of Commerce
  - December
    - Staff Appreciation Dinner – NVE
    - End of the Year Gathering – CCF
- Revision Proposals
  - Cordova Center Operating Policy
  - 2024 Reservation Contract
  - 2024 Rental Rates Sheet

The Cordova Center; the heart of our community.

I would like to Thank Mimi Briggs for all her hard work and dedication to the City of Cordova and the Cordova Center Events Team. I began this July in the role as the Cordova Center Coordinator and am excited to be apart of its growth here in this special community.

Respectfully submitted:  
M. Anderson

## MEMORANDUM

TO: CITY COUNCIL  
FROM: Jason Ellingson, Information Services Director  
DATE: October 20, 2023  
SUBJECT: Q3 2023 Department Report

This memo summarizes activities and accomplishments of the Information Services Department (Information Technology) during the third quarter of 2023.

### Web Sites

- [www.cityofcordova.net](http://www.cityofcordova.net) Online
- [www.thecordovacenter.com](http://www.thecordovacenter.com) Online
- [www.cordovalibrary.org](http://www.cordovalibrary.org) Online
- [www.cordovamuseum.org](http://www.cordovamuseum.org) Online

### YouTube

- Council YouTube are back to streaming after a 6 month hiatus with the addition of OWL Labs software

### IT (Network, Systems, Policies, Misc.)

- Upgraded connectivity from DSL to Fiber optics with incurring zero additional costs.
- Brought the museum up to date with the idea of implementing the use of QR codes.
- Implemented and installed new conferencing software OWL and resumed streaming council meetings.
- Renewed 3-year service agreement with Arctic IT with upgrades to network infrastructure, Backups, security.
- Implementing asset management policies and database for all IT assets including devices and software licenses on existing technologies (dudesolutions)
- Completed a FEMA cybersecurity course for physical and critical infrastructure
- Instituting a comprehensive IT policy with HR for incoming employees to strengthen controls and compliance, addressing historical leniencies.

## **Council Packet Correspondence Primer:** **Communicating with Your Elected Cordova Officials**

This primer provides an overview of City of Cordova policies regarding the submission of correspondence to the City Clerk's office for distribution to City Council. These policies are general in nature and do not preempt the application of relevant laws to correspondence distribution. To the extent you have questions regarding the distribution of specific correspondence, please contact the City Clerk's office.

### **What gets published in Council packets as Correspondence?**

- Letters, emails, cards, or other written or electronic mail addressed to City Council, any individual member of City Council or the Mayor, regardless of whether or not the sender has requested inclusion of the correspondence in a City Council packet.
- Letters, emails, cards, or other written or electronic mail written by the Mayor, individual City Council members in their capacity as elected officials, or the Council as a body
- Letters, emails, cards, or other written or electronic mail by agencies/entities that are pertinent to Council and the citizens of Cordova (e.g. population determination, full value determination, open comment periods for projects/leases in and around Cordova, etc.)
- Only correspondence received by the Clerk's Office on or before noon on the Wednesday before a regular Council meeting is eligible for inclusion in the packet for that meeting. Correspondence eligible for inclusion received after that date and time will be included in the next regularly scheduled Council meeting packet. (See CMC 3.12.035).

### **What does not get published in Council packets as Correspondence?**

- Letters, emails, cards, or other written or electronic mail that are disparaging to individuals or entities
- Letters, emails, cards, or other written or electronic mail that have been sent anonymously
- Letters, emails, cards, or other written or electronic mail that contain confidential information or information that would warrant a constitutional violation of privacy or could potentially violate an individual's or an entity's constitutional rights.

### **More information about items not subject to publication:**

- Correspondence that is not subject to publication in a Council packet will, however, be forwarded to the Mayor and City Council members with notification that the communication will not be included in the Council packet and the reasons for the exclusion.
- The City will attempt to contact the writer of the correspondence to inform them that the City has determined not to publish what they have sent. Notifications will be sent to the return address on the communication if one has been provided. (the best way to ensure the City is able to reach the writer is if the correspondence has been emailed through the City Clerk [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net))
- A person who submits a communication that is not subject to publication in a Council packet, may still attend a meeting and read the communication during audience comments (if it is about an agenda item) or during audience participation, if it is not about an agenda item. Oral comments during a Council meeting will not be monitored or limited for content unless the comments made incite or promote violence against a person or entity. The City is not responsible or liable for the comments, thoughts, and/or opinions expressed by individuals during the public comment period at a Council meeting.

### **Suggestions concerning correspondence:**

- Correspondence intended for all Council members should be emailed to the City Clerk at [cityclerk@cityofcordova.net](mailto:cityclerk@cityofcordova.net), hand-delivered or sent via U.S. mail to the Clerk's office. Correspondence should be clearly addressed to "Cordova City Council." Unless clearly stated otherwise, the City Clerk will presume that all correspondence addressed to City Council is intended for inclusion in the packet.



THE STATE  
of **ALASKA**  
GOVERNOR MICHAEL J. DUNLEAVY

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

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

550 West Seventh Avenue, Suite 1640  
Anchorage, AK 99501  
Main: 907.269.4501 / 907.269.4581  
Programs fax: 907.269.4539

September 28, 2023

City of Cordova  
Office of the Mayor  
PO Box 1210  
Cordova, AK 99574

Re: 2023 Full Value Determination

Dear Sir or Madam,

As required by AS 14.17.510 (Public Schools Foundation Program), the Department of Commerce, Community, and Economic Development has determined that, as of January 1st of the current year, the full and true value of taxable real and personal property within your municipality is as follows:

Real Property:	\$332,747,121
Personal Property:	\$100,538,065
State Assessed Property (AS 43.56):	\$13,187,460
Total:	<hr/> \$446,472,647

This full value determination is a final determination of the Department of Commerce, Community, and Economic Development. Pursuant to AS 14.17.510(a) and Alaska Rule of Appellate Procedure 602(a)(2), you have thirty days to appeal this determination to superior court. If you have any questions concerning this full value determination, please contact our office at (907) 269-4565.

Sincerely,

A handwritten signature in dark ink, appearing to read "Joseph Caissie".

Joseph Caissie,  
State Assessor



Timeline for the following correspondence:

- 1) Oct. 4, 2023 meeting between Camtu's AK Wild Seafoods and Kristin Carpenter, etal
- 2) Oct. 5, 2023 letter written by Camtu Ho and put in USPS mail to City of Cordova – addressed to City Council, envelope included – the letter included an attached email (addressed to Kristin and Mary Ann, but emailed to Kristin, Collin, Helen, cc'd to Camtu's AK Wild Seafood team, including John Harvill)
- 3) Oct. 6, 2023 10:00 am email response to Oct. 5 email (2 above) from City Manager Helen Howarth
- 4) Oct. 6, 2023 11:42 am email response to Oct. 5 email (2 above) from Kristin Carpenter
- 5) Oct. 8, 2023 1:23 pm email response to Oct. 6 email (3 above) from John Harvill, including new cc to all of City Council and Mayor
- 6) Oct. 9, 2023 8:53 am email response to Oct. 8 email (5 above) from Kristin Carpenter

Per the correspondence primer that is published in every Regular City Council Meeting packet, all letters and emails addressed to the entire City Council shall be included in a Council packet. Of the 6 entries as listed in the timeline above, only 1, 2, 5 and 6, were addressed to the entire City Council (these are the ones highlighted in gray). For context and clarity, I included the emails numbered 3 and 4 above.

Camtu's Alaska Wild Seafood  
PO BOX 1502  
Cordova, AK 99574



City of Cordova Councilmen  
PO BOX 1210  
Cordova, AK 99574

**RECEIVED**

OCT 09 2023

City of Cordova



October 5, 2023

City of Cordova Councilmen  
P.O. Box 1210  
Cordova, AK 99574

Dear Councilmen,

On Oct. 4<sup>th</sup> Kristen Smith and Mary Ann Bishop asked to have a meeting and during the meeting we reviewed several options for our new Dock. It was our impression this was an effort to address John Harvill, and our commitment to work with the environmental community represented by Kristen Smith for an agreeable compromise that the City Manager Helen Howarth fully supported and would have Kristen City Council vote of support.

The City approved the dock and lease this past winter that we are currently pressuring that effort with a couple construction companies. Note attached email to Kristen. The environmental community is in total disagreement with the approved lease. We have even received threats of legal action if we proceeded. We are in total agreement with any effort that will get environmental approval, avoid future community division, and produce a dock for us that will allow us to increase fish prices, production, and fish tax revenue.

During the meeting Kristen told us the land fill at the end of Breakwater Ave was available and we could purchase it for a fixed price without a bid. Our problem, we are in full gear to be in construction this spring per the lease agreement and need a firm commitment in writing from the City to change our current efforts, which we are more than willing to do.

Based on our understanding we would like to submit an offer to purchase the proposed site with a commitment to build a dock so we will be able to increase fish prices to the fishermen. This is an offer, and we will proceed with all the formal City legal requirements to get it all done properly once the City Manager agrees with the process. This offer is expandable to include the old PWSCC building.

Thank you for your vote of approval last year. We appreciate your help for a dock location that does not divide the local community and will benefit the fishermen and community.

Sincerely,

Camtu Ho  
President & CEO  
Camtu's Alaska Wild Seafoods

## Tu Trinh Dillon

---

**From:** camtu@alaskawildseafood.com  
**Sent:** Thursday, October 5, 2023 5:27 PM  
**To:** executivedirector@pwsedd.org; 'Collin Bronson'; citymanager@cityofcordova.net  
**Cc:** Tu Trinh Dillon; Tyler Dillon; John Harvill  
**Subject:** Camtu Dock

Hello Kristin and MaryAnn,

Thank you for stopping by to talk with us and get a better understanding of our operations and why we need a dock. It was very nice speaking with everyone at our meeting to discuss the best interests of all. We have copied the City Manager and Director of Special Projects, since we assume this is a City effort to reach the compromise John Harvill wanted to work out with Kristen during the City lease approval.

During our conversation, you both discussed alternative options for us and suggested the breakwater lot on the northwest side of the harbor. As you know, John is spearheading this dock project and very familiar with the options since he has been working on it for some time now. This would be a perfect option for us, and we will be willing to proceed with City approval for construction this coming season.

Our problem is, John has had surveyors in town and has one of the contractors that bid in town this weekend to lay plans for starting this spring. We have 100% support from our fishermen with the proposed 5-15% fish price increase, we have city approval, and the Corp is supportive of our proceeding. It is hard to switch gears but if the Breakwater Landfill Lot near the entrance of the harbor is something that we can compromise on, we would be very interested in pursuing this option. We need a formal letter from the City within 30 days or as soon as you can to confirm its availability and to authorize a dock construction in order to stop our current efforts.

Again, thank you very much for stopping in and helping us get a dock that will increase fishermen's income, City Fish Tax and has full City support.

Thank you,

*Camtu*

**Camtu Ho | President & CEO**

**Camtu's Alaska Wild Seafoods**

129 Harbor Loop Road | PO BOX 1502 | Cordova, AK 99574

Tel: (907) 424 - 3124 | Fax: (907) 424 - 3193 | Cell: (907) 429 - 6888

[www.alaskawildseafood.com](http://www.alaskawildseafood.com)

**From:** Helen Howarth

**Sent:** Friday, October 6, 2023 10:00 AM

**To:** [camtu@alaskawildseafood.com](mailto:camtu@alaskawildseafood.com); [executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org); Collin Bronson <[cbronson@cityofcordova.net](mailto:cbronson@cityofcordova.net)>

**Cc:** [tutrinh@alaskawildseafood.com](mailto:tutrinh@alaskawildseafood.com); Tyler Dillon <[tyler@alaskawildseafood.com](mailto:tyler@alaskawildseafood.com)>; John Harvill <[jiharvill@gmail.com](mailto:jiharvill@gmail.com)>

**Subject:** Re: Camtu Dock

I am glad to be included in this conversation. It is City's understanding that plans are underway for the South Harbor dock project and City has given support and approval when requested. I want to be clear that the Breakwater Fill lot is not currently listed as available and will need to go through the Planning Commission process before it could be publicly available. I believe there are many questions about uses that could potentially bottleneck access to the harbor. The timeline you propose would be difficult given the public process involved.

Please reach out to Kevin Johnson, City Planner, if you want to discuss further.

Helen Howarth

City Manager, (907)424-6224

**From:** Kristin Carpenter <[kristinwithak73@gmail.com](mailto:kristinwithak73@gmail.com)>

**Date:** Fri, Oct 6, 2023 at 11:42 AM

**Subject:** Fwd: Camtu Dock

**To:** Camtu Ho <[camtu@alaskawildseafood.com](mailto:camtu@alaskawildseafood.com)>, TUTRINH <[tutrinh@alaskawildseafood.com](mailto:tutrinh@alaskawildseafood.com)>, John Harvill <[jiharvill@gmail.com](mailto:jiharvill@gmail.com)>, [tyler@alaskawildseafood.com](mailto:tyler@alaskawildseafood.com) <[tyler@alaskawildseafood.com](mailto:tyler@alaskawildseafood.com)>

**Cc:** <[citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net)>, <[cityplanner@cityofcordova.net](mailto:cityplanner@cityofcordova.net)>, <[cbronson@cityofcordova.net](mailto:cbronson@cityofcordova.net)>

Hi folks,

I'm responding to this message from my personal e-mail account since that's the capacity in which I asked for a meeting with Alaska Wild Seafoods folks earlier this week.

I apologize for the confusion this appears to have caused, but I did not and am not asking for this dialogue in any capacity that represents the City. I asked about having a conversation about Alaska Wild Seafoods' interest in a dock facility so that I could learn more about your company's needs and try to help identify solutions that could be explored. But again, these actions are taken as an individual, not as a representative of the City of Cordova.

My apology for the confusion,

Kristin

**From:** John Harvill <[jiharvill@gmail.com](mailto:jiharvill@gmail.com)> **Sent:** Sunday, October 8, 2023 1:23 PM

**To:** Helen Howarth <[citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net)> **Cc:** [camtu@alaskawildseafood.com](mailto:camtu@alaskawildseafood.com) <[camtu@alaskawildseafood.com](mailto:camtu@alaskawildseafood.com)>; [executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org) <[executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org)>; Collin Bronson <[cbronson@cityofcordova.net](mailto:cbronson@cityofcordova.net)>; [tutrinh@alaskawildseafood.com](mailto:tutrinh@alaskawildseafood.com) <[tutrinh@alaskawildseafood.com](mailto:tutrinh@alaskawildseafood.com)>; Tyler Dillon <[tyler@alaskawildseafood.com](mailto:tyler@alaskawildseafood.com)>; Camtu & Thai <[thai@alaskawildseafood.com](mailto:thai@alaskawildseafood.com)>; David Allison <[mayor@cityofcordova.net](mailto:mayor@cityofcordova.net)>; Tom Bailer <[CouncilSeatA@cityofcordova.net](mailto:CouncilSeatA@cityofcordova.net)>; Cathy Sherman <[councilseatb@cityofcordova.net](mailto:councilseatb@cityofcordova.net)>; Kasey Kinsman <[councilseatc@cityofcordova.net](mailto:councilseatc@cityofcordova.net)>; Wendy Ranney <[councilseatd@cityofcordova.net](mailto:councilseatd@cityofcordova.net)>; Anne Schaefer <[councilseate@cityofcordova.net](mailto:councilseate@cityofcordova.net)>; Kristin Carpenter <[councilseatf@cityofcordova.net](mailto:councilseatf@cityofcordova.net)>; Ken Jones <[councilseatg@cityofcordova.net](mailto:councilseatg@cityofcordova.net)>

**Subject:** Re: Camtu Dock

Helen,

Camtu is in receipt of your email and concerned about the change of tone and asked me to help them to determine how to proceed. During the meeting with Kristin, they felt confident about the city and your committed support for a new dock. In your June email you mentioned "Fresh Air". During the Lease approval meeting you indicated a desire to avoid dividing the community with an acceptable compromise. Everyone wanted to have a dock this past season which would allow them to give the fishermen an addition price for their fish, BUT how to avoid the community division. I have tried to have a meeting with the city, but nothing could be put together. When Kristin asked Camtu to meet, and they assumed it was the City's effort to live up to your commitments during that meeting to work on a solution that did not divide the local community and supported fishermen pricing.

After the encouraging meeting Oct 5<sup>th</sup> with Kristin, Camtu sent a formal offer to the City by mail dated Oct. 5 to avoid any delays. The attachment below is a copy of that Oct 5 offer for the fill parcel at the end of Breakwater. Kristin assured them they could get that option with a non-bid approval on a sale based on their increase in fish pricing.

Camtu has the low bid contractor on the Lease option in town this weekend for a review. After the Kristin meeting, they asked him to review the Breakwater Site as well to determine cost and time. He has assured them; he could have them processing fish with a dock on the Breakwater site this coming season while the lease option would be longer. We would appreciate you putting Camtu's Oct 5 offer on the city agenda, so they can proceed with their dock this season. Thank you and have a great week.

John



**From:** Kristin Carpenter <[councilseatf@cityofcordova.net](mailto:councilseatf@cityofcordova.net)> **Sent:** Monday, October 9, 2023 8:53 AM **To:** John Harvill <[jharvill@gmail.com](mailto:jharvill@gmail.com)>; Helen Howarth <[citymanager@cityofcordova.net](mailto:citymanager@cityofcordova.net)> **Cc:** [camtu@alaskawildseafood.com](mailto:camtu@alaskawildseafood.com) <[camtu@alaskawildseafood.com](mailto:camtu@alaskawildseafood.com)>; [executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org) <[executivedirector@pwsedd.org](mailto:executivedirector@pwsedd.org)>; Collin Bronson <[cbronson@cityofcordova.net](mailto:cbronson@cityofcordova.net)>; [tutrinh@alaskawildseafood.com](mailto:tutrinh@alaskawildseafood.com) <[tutrinh@alaskawildseafood.com](mailto:tutrinh@alaskawildseafood.com)>; Tyler Dillon <[tyler@alaskawildseafood.com](mailto:tyler@alaskawildseafood.com)>; Camtu & Thai <[thai@alaskawildseafood.com](mailto:thai@alaskawildseafood.com)>; David Allison <[mayor@cityofcordova.net](mailto:mayor@cityofcordova.net)>; Tom Bailer <[CouncilSeatA@cityofcordova.net](mailto:CouncilSeatA@cityofcordova.net)>; Cathy Sherman <[councilseatb@cityofcordova.net](mailto:councilseatb@cityofcordova.net)>; Kasey Kinsman <[councilseatc@cityofcordova.net](mailto:councilseatc@cityofcordova.net)>; Wendy Ranney <[councilseatd@cityofcordova.net](mailto:councilseatd@cityofcordova.net)>; Anne Schaefer <[councilseate@cityofcordova.net](mailto:councilseate@cityofcordova.net)>; Ken Jones <[councilseatg@cityofcordova.net](mailto:councilseatg@cityofcordova.net)>  
**Subject:** Re: Camtu Dock

Hi John,

since you're elevating this conversation to the level of full Council, Mayor and City Manager correspondence, I'll respond in kind. I asked to meet with Tu Trinh, Cam Tu and Tyler (and Thai Vu was invited also) because I wanted to learn more about Alaska Wild Seafoods' needs for a dock facility, and I thought that might help in thinking about exploring options. When you and I talked about it last spring and the fall before, we knew we had a disagreement about the location of a dock facility -- we know that because I've tried to identify other solutions such as pumping fish along the breakwater, and we talked about how some processors pump fish quite a ways in Naknek. That idea was discarded because the handling in a pump would degrade the quality of fish too much, I certainly understand that.

I should have made clear when I asked to meet with Alaska Wild Seafoods that I was not representing the City, that was indeed my error.

At the meeting, I had a copy of the City's Port & Infrastructure Development (PIDP) grant application, I used an image in the application to show the AWS folks what improvements would be made in the North Harbor IF funding is awarded (we probably won't know about that for another month). When looking at that image, it occurred to me that POSSIBLY some of the breakwater fill could be used for a shoreside loading and unloading facility by AWS. One of the needs I heard expressed when we met on 10/5 is that AWS has to move and remove all of its totes and whatever else it uses at the dock, and how much extra work that creates. I know too that the crane at the dock it currently uses is old and slow, not sure if the PIDP grant includes a new crane at the same location they currently use.

The City has a pretty established process for acquiring or leasing property, and I told the group I would check with the City Planner to learn about the status of the breakwater fill lot -- there were questions raised about how much of that lot would be used in association with the planned floating fuel dock, and what else had been talked about for uses on that lot.

So I feel confident in asserting that at no time did I assure the group that the City would approve a non-bid process -- I said that that process was an option, and that I thought this was a compatible use with the adjacent parts of the waterfront that are already developed for fish processing use.

I do have a better appreciation for the role AWS plays in our seafood processing community and I'm thankful for the time the family took to meet with us, and I look forward to exploring options that can work for expanding AWS's processing capacity.

See you at Council meetings,

Kristin

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## A memo from Susan Bourgeois, CMC, City Clerk

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DATE: October 17, 2023

TO: Mayor and City Council, public

SUBJECT: Agency and Public review period for preliminary decision regarding amendment to an existing Aquatic Farmsite lease near Cordova ADL 233612

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Steps in this process:

1. A business or citizen requests a lease or an amendment to an existing lease from State of Alaska Department of Natural Resources, specifically, Division of Mining Land and Water.
2. Agencies are made aware of the full project scope or amendment and a 20-day agency review period begins
3. The Division makes a preliminary ruling on the request and then a 30-day agency and public review period ensues.

The City Clerk receives notice first when the agency review period opens – the full project or amendment application is put into a council packet for Council review and Council can direct staff to comment.

After the Division of Mining, Land and Water makes a preliminary decision on the lease or amendment request, the Clerk receives notice again and puts the public notice into a Council packet under correspondence. The notice has a link to the website where the text of the preliminary decision can be read as well as the full project packet can be reviewed.

This public notice also gives the public direction and timelines for making comments.

This aquatic farmsite lease amendment was before Council on April 4, 2023 when the Agency review period was open and now this is in correspondence for tonight's meeting because the 30-day *agency and public comment period* is open – deadline for comments November 8, 2023.

DNR has a website explaining this process:

<https://dnr.alaska.gov/mlw/aquatic/application/>

## Susan Bourgeois

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**From:** Dufault, Kate Q (DNR) <Kate.Dufault@alaska.gov>  
**Sent:** Monday, October 9, 2023 8:00 AM  
**To:** Dufault, Kate Q (DNR)  
**Cc:** Miller, Andrew J (DNR); Cougan, Karen A (DNR); Reynolds, Brent C (DNR)  
**Subject:** Public and Agency Notice of Proposed Aquatic Farmsite Lease Amendment, ADL 233612, near Cordova, Southcentral Alaska  
**Attachments:** ADL 233612 Noble Ocean Farms, LLC Public and Agency Notice.pdf

Good morning,

Please see the attached Public and Agency Notice of the DNR Preliminary Decision (PD) regarding proposed aquatic farmsite lease amendment to ADL 233612, for the relocation of their parcel containing a total of 22.0 acres, more or less. The proposed new project location is located approximately 8 miles northwest of Cordova, Alaska, within Simpson Bay for Noble Ocean Farms, LLC. The Public and Agency Notice comment period is from October 9, 2023, through November 8, 2023. The PD can be accessed starting on Monday, October 9, 2023, via the DNR website cited within the attached Notice.

Please contact me if you have any questions.

Thank you,

### Kate Dufault

Natural Resource Specialist  
Department of Natural Resources  
Division of Mining, Land & Water  
Aquatic Farm Leasing Program  
550 W. 7th Ave, Suite 900C, Anchorage, AK 99501  
**Phone:** 907-269-8618 | **Email:** [kate.dufault@alaska.gov](mailto:kate.dufault@alaska.gov)  
Southcentral Regional Office Front Desk: 907-269-8503

Website: <https://dnr.alaska.gov/mlw/aquatic/>

State of Alaska  
Department of Natural Resources  
Division of Mining, Land & Water  
Southcentral Regional Land Office  
550 W. 7<sup>th</sup> Ave., Suite 900C  
Anchorage, AK 99501-3577

**ADL 233612**  
**Aquatic Farmsite Lease Amendment**  
**Sean Den Adel dba Noble Ocean Farms, LLC**  
**Simpson Bay, Prince William Sound (USGS Quad Map Cordova C-6)**

**Public and Agency Notice**  
Pursuant to AS 38.05.945

Subject to AS 38.05.083, the Southcentral Regional Land Office (SCRO) has made a Preliminary Decision to offer a 10-year lease amendment to Sean Den Adel dba Noble Ocean Farms, LLC for the purpose of relocating their parcel containing a total of 22.0 acres, more or less. Noble Ocean Farms, LLC currently has an aquatic farmsite lease for the purpose of cultivating sugar kelp, ribbon kelp, and bull kelp, and are requesting to add red ribbon, stiff red ribbon, as well as natural set split kelp, dragon kelp, five-ribbed kelp, laver/nori, popweed, and sea lettuce. The proposed lease amendment is located within Simpson Bay, on the east side of Prince William Sound. The location of the currently authorized project area is within Section 11, Township 14 South, Range 4 West, Copper River Meridian, Alaska. The new proposed project area is further described as being within SE1/4 of Section 21 and NE1/4 of Section 28, Township 14 South, Range 4 West, Copper River Meridian, Alaska.

The public and agencies are invited to review and comment on this proposed project. A copy of the decision can be found at <https://aws.state.ak.us/OnlinePublicNotices/default.aspx> or is available in hardcopy upon request. Questions concerning how to comment should be directed to Kate Dufault at (907) 269-8618 or by e-mail at [kate.dufault@alaska.gov](mailto:kate.dufault@alaska.gov) or by fax to (907) 269-8913. **All comments must be received in writing at the above listed mailing address or e-mail on or before midnight on November 8, 2023.** To be eligible to appeal DNR's Final Decision, under AS 38.05.035(i)-(m), a person must have submitted written comments during this comment period.

The State of Alaska, Department of Natural Resources, complies with Title II of the American with Disabilities Act of 1990. Individuals with audio impairments that have questions concerning this PD may call Relay Alaska at 711 or 1-800-770-8973 for assistance at no cost.

DNR reserves the right to waive technical defects in this publication.

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## A memo from Susan Bourgeois, CMC, City Clerk

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DATE: October 17, 2023

TO: Mayor and City Council, public

SUBJECT: Agency review period for preliminary decision regarding amendment to an existing Aquatic Farmsite lease near Cordova ADL 233817

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Steps in this process:

1. A business or citizen requests a lease or an amendment to an existing lease from State of Alaska Department of Natural Resources, specifically, Division of Mining Land and Water.
2. Agencies are made aware of the full project scope or amendment and a 20-day agency review period begins
3. The Division makes a preliminary ruling on the request and then a 30-day agency and public review period ensues.

The City Clerk receives notice first when the agency review period opens – the full project or amendment application is put into a council packet for Council review and Council can direct staff to comment.

After the Division of Mining, Land and Water makes a preliminary decision on the lease or amendment request, the Clerk receives notice again and puts the public notice into a Council packet under correspondence. The notice has a link to the website where the text of the preliminary decision can be read as well as the full project packet can be reviewed.

This public notice also gives the public direction and timelines for making comments.

This aquatic farmsite lease amendment is before Council for the 20-day Agency review period– deadline for comments October 31, 2023.

DNR has a website explaining this process:

<https://dnr.alaska.gov/mlw/aquatic/application/>



## Susan Bourgeois

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**From:** Reynolds, Brent C (DNR) <brent.reynolds@alaska.gov>  
**Sent:** Tuesday, October 10, 2023 1:19 PM  
**To:** Reynolds, Brent C (DNR)  
**Cc:** Morris, Michelle I (DFG); Dufault, Kate Q (DNR); Cougan, Karen A (DNR)  
**Subject:** Agency Review Notice - ADL 233817: Wild Blue Mariculture Lease Amendment  
**Attachments:** ADL 233817 - Wild Blue Mariculture Amendment 1 Agency Review Notice.pdf; ADL 233817 - Amendment Project Description, Maps, Diagrams.pdf

Good Afternoon,

Please see the attached Agency Review Notice and Project Description, Maps, and Diagrams for Amber Morris dba Wild Blue Mariculture's application for an aquatic farm lease amendment for ADL 233817 authorizing the extension of time gear is in the water. ADL 233817 is an authorized aquatic farm consisting of 22.03 acres, more or less, of state-owned tide and submerged lands located within Simpson Bay approximately 15.5 nautical miles by boat northwest of Cordova, Alaska. The purpose of this amendment is to leave gear in the water year-round. You are being asked to look at this information as part of a 20-day agency review. If you have any questions, please let me know.

If you wish to submit formal comments, please see attached notice for instructions.

Sincerely,

**Brent Reynolds**

Natural Resource Specialist III

Aquatic Farm Program

550 West 7<sup>th</sup> Avenue, Suite 900C

Anchorage, AK 99501

Phone: (907) 269-8567

Fax: (907) 269-8913



STATE OF ALASKA DEPARTMENT OF NATURAL RESOURCES  
DIVISION OF MINING, LAND AND WATER  
SOUTHCENTRAL REGIONAL LAND OFFICE

## AGENCY REVIEW

This is notification that the Southcentral Regional Land Office (SCRO), Leasing Unit, received an application to amend a 10-year aquatic farmsite lease in accordance with AS 38.05.083, authorizing the extension of time gear is in the water on their existing authorization of 22.03 acres, more or less, of state tide and submerged lands located within Simpson Bay, approximately 15.5 nautical miles northwest of Cordova, Alaska. The purpose of this notice is to gather input before a decision is made on this activity.

<u>Case #</u>	<u>Location</u>	<u>Area Plan</u>
<b>ADL 233817</b>  <b>Amber Morris</b> <b>dba Wild Blue Mariculture</b>	S1/2 of Section 14, Township 14 South, Range 4 West, Copper River Meridian  Approximate area: 22.03 acres	Prince William Sound Area Plan Map: Management Unit 23 Unit: 23 – Fidalgo, Subunit: 23I – Sheep and Simpson Bay Designation: Forestry, Habitat & Harvest, and Public Recreation Classification: Settlement Land, Wildlife Habitat Land, Public Recreation Land

Amber Morris dba Wild Blue Mariculture has requested a lease amendment in order to leave gear in the water year-round. The authorized lease is for a submerged longline culture system using seeded line produced by a permitted hatchery for the commercial growth and harvest of two species of kelp: sugar kelp (*Laminaria saccharina*), ribbon kelp (*Alaria marginata*). The authorized lease is located within Simpson Bay, approximately 15.5 nautical miles by boat northwest of Cordova, Alaska.

After review and adjudication, SCRO may issue an authorization with stipulations for the activity. The activity may be modified during the review and adjudication process. SCRO reserves the right to determine the term and size of the lease.

You are invited to review the enclosed application materials and comment. Please direct written comments to Brent Reynolds at 550 W 7<sup>th</sup> Ave, Suite 900C, Anchorage, Alaska 99501, or send via email to [brent.reynolds@alaska.gov](mailto:brent.reynolds@alaska.gov), or by fax to (907) 269-8913, no later than **October 31, 2023**. If you have any questions, please call me at (907) 269-8567.

You need not respond if you do not have any recommendations. The purpose of this notice is to gather input before a Preliminary Decision is made to ensure that issuance of the proposed lease will be in the best interests of the State of Alaska.

Sincerely,

Brent Reynolds  
Natural Resource Specialist 3

☐ Add or significantly<sup>1</sup> modify support facility

☐ Section E (If floating facility)

☐ Sections E & F (If upland facility)

☐ Section D-3 c (Site Plan Map with facility)

☐ Section D-3 d (Cross Sectional Diagram of facility)

☐ Section D-3 e (Detailed Drawing of facility)

☒ Other<sup>2</sup> gear request  
to be able to leave

Dependent on amendment request

anchors + arrays in water year around

<sup>1</sup>Significant modifications include changes that increase obstructions to navigation or to other public uses.

<sup>2</sup>Other includes production changes or species added if associated with changes to farm site boundary/location.

### C. Amendment Description

In the space provided below, please provide a general description of your proposed changes to your aquatic farm site and operations. This should be a narrative of your amendment request that includes changes to your project location or size, new overall size including any hardening areas, all species you intend to culture, type of farm gear, equipment, support facilities, and associated housing to be used including size, number, and construction materials. Your narrative should match the rest of the application information you provide. If a section does not apply to your proposed amendment, please state so. If additional space is necessary, **please attach a separate document labeled "AMENDMENT DESCRIPTION"**. Example information for project narrative can be found in Attachment I.

Company Name (if being changed)

### Site Location Modifications

New Site Dimensions, Acres for Each Parcel (New Dimensions and calculated area in acres for each parcel being amended and total area in acres of farm after amendment)

**New Support Facilities** *(List any new support facilities, i.e. caretaker, storage, processing facilities, work rafts, etc.)*

**Construction Materials of New Support Facilities and Equipment** *(Note: All floating raft structures should use non-treated wood supported by closed cell expanded polystyrene or equivalent material)*

**Species You Intend to Farm (for New Parcels or Changes to Species)** *(Include scientific and common species name)*

**For New Parcels or Changes to Culture Methods** *(Describe operation activities to be done onsite such as outplanting of seedstock, husbandry techniques to be used (culling, sorting, washing, etc.), maintenance and monitoring activities, management of fouling organisms and incidental species, predator control measures, and schedule of activities such as timing of outplanting seeded lines or adding seedstock into trays, etc. Describe what methods you plan to use based on the definition in § AAC 41.400(6). "Culture" means to use or the use of methods to manipulate the biology and the physical habitat of a desired species to optimize survival, density, growth rates, uniformity of size, and use of the available habitat, and to efficiently produce a product suitable for a commercial market.)*

For New Parcels or Changes to Culture Gear and Equipment (Type, Size, Number, Configuration, Material, and Anchoring System) [If more than one parcel, indicate what parcel specific gear will be located on. If more than one species, indicate gear to be used for each. Gear includes any structure that holds or protects the organism like trays, tiers of lantern nets, Vexar bags, OysterGro system, grow-out submerged longlines, predator netting, longlines, buoys, depth control systems, etc. Include approximate installation schedule, or if and what gear will remain installed year-round etc.]

Other (Anything else that may change from the original project due to the amendment request proposal)

Wild Blue Mariculture is requesting to be able to leave anchors + arrays in the water year around.



## Wild Blue Mariculture Project Description

Farm site located in Simpson Bay, South Central Alaska, 15.5 Nautical miles from Cordova, state tidal.

22 acres  
1600x600 FT

Kelp species  
Sugar- *laminaria saccharina*  
Ribbon- *alaria marginata*

Outplanting in October/ November (weather depending)  
Check on the farm site weekly for fouled gear and monitor water salinity (weather depending)  
More frequently after a large weather system-storm

1st year 2 modules consisting of 25 300FT growlines, 12 anchors, 50-80 FT chain, 21 buoys

2nd-10 year- 6 modules with the same gear mentioned above. Anchors 500-700LB steel depending on necessity and location on site.

We will start out slow and put more gear in the water with the growing demand of kelp and market developments. We will leave gear, array, buoys and anchors in the water year around. We will leave gear in the water year around to be able to optimize the kelp, not limited to a single harvest.

Seed Acquisition  
We will collect wild seed if needed on behalf of the hatchery.  
Broodstock acquisition will be done by the under their permit for the creation of seed lines/ growlines.

Equipment  
Longlines, Buoys, anchors

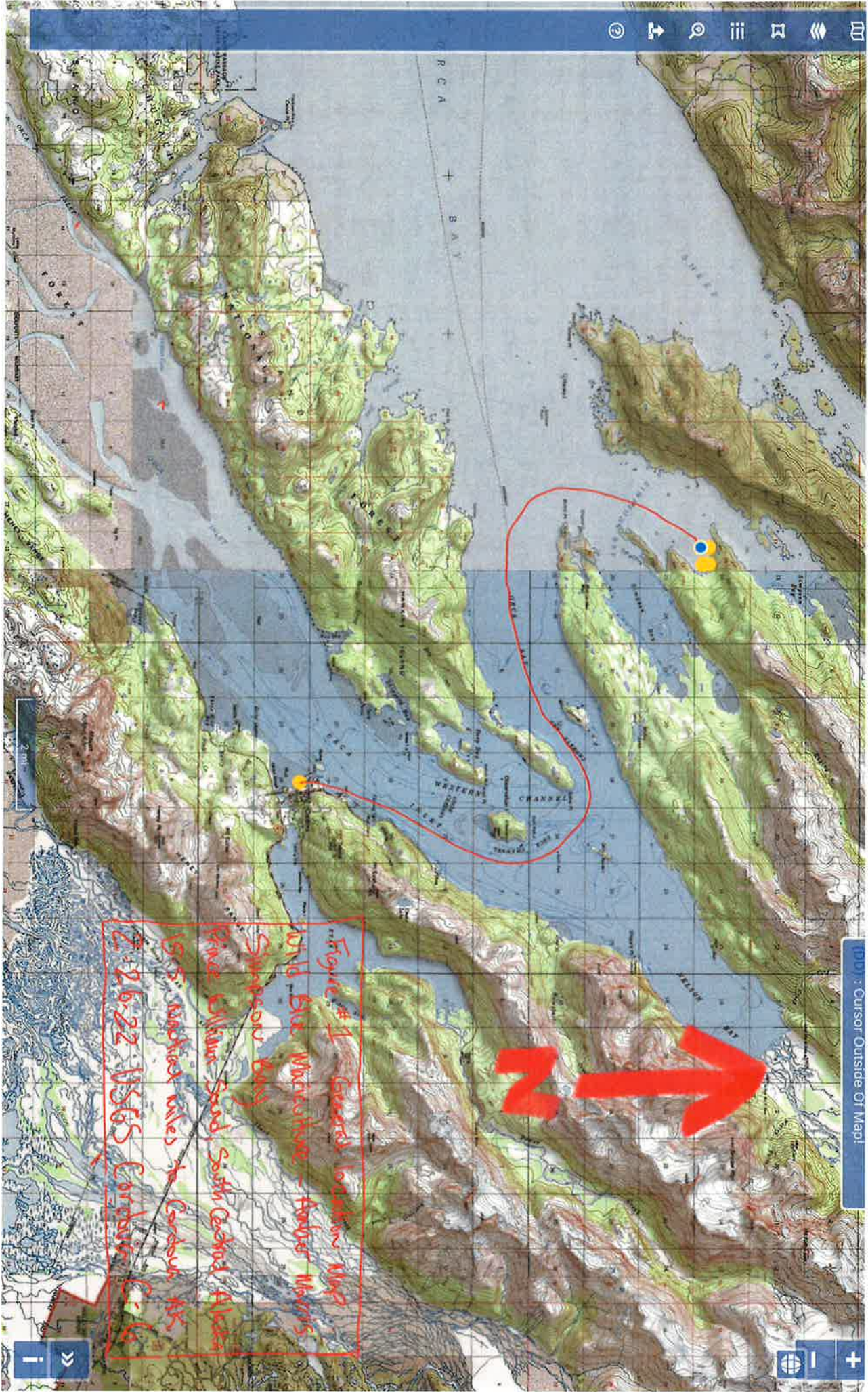
Harvest Equipment and method  
Harvest equipment will include F/V Crystal Fall/ jet single engine bowpicker. F/V Cape Elrington/ seiner -20FT skiff  
All species to be harvested using hydros from the bowpicker/seiner to pull growline onboard to remove the kelp. We will store the kelp in blue totes and brailer bags until delivery to the tender or dock.

Support Facilities  
No on water support Facilities

Access to and from Site  
Cordova Alaska, F/V Crystal Falls, single engine jet bowpicker  
We will monitor the site weekly to check for fouled gear and water salinity (weather depending)  
More frequently if needed in such case of a large storm

Storage Location and Equipment  
Rented storage unit- Cordova Alaska





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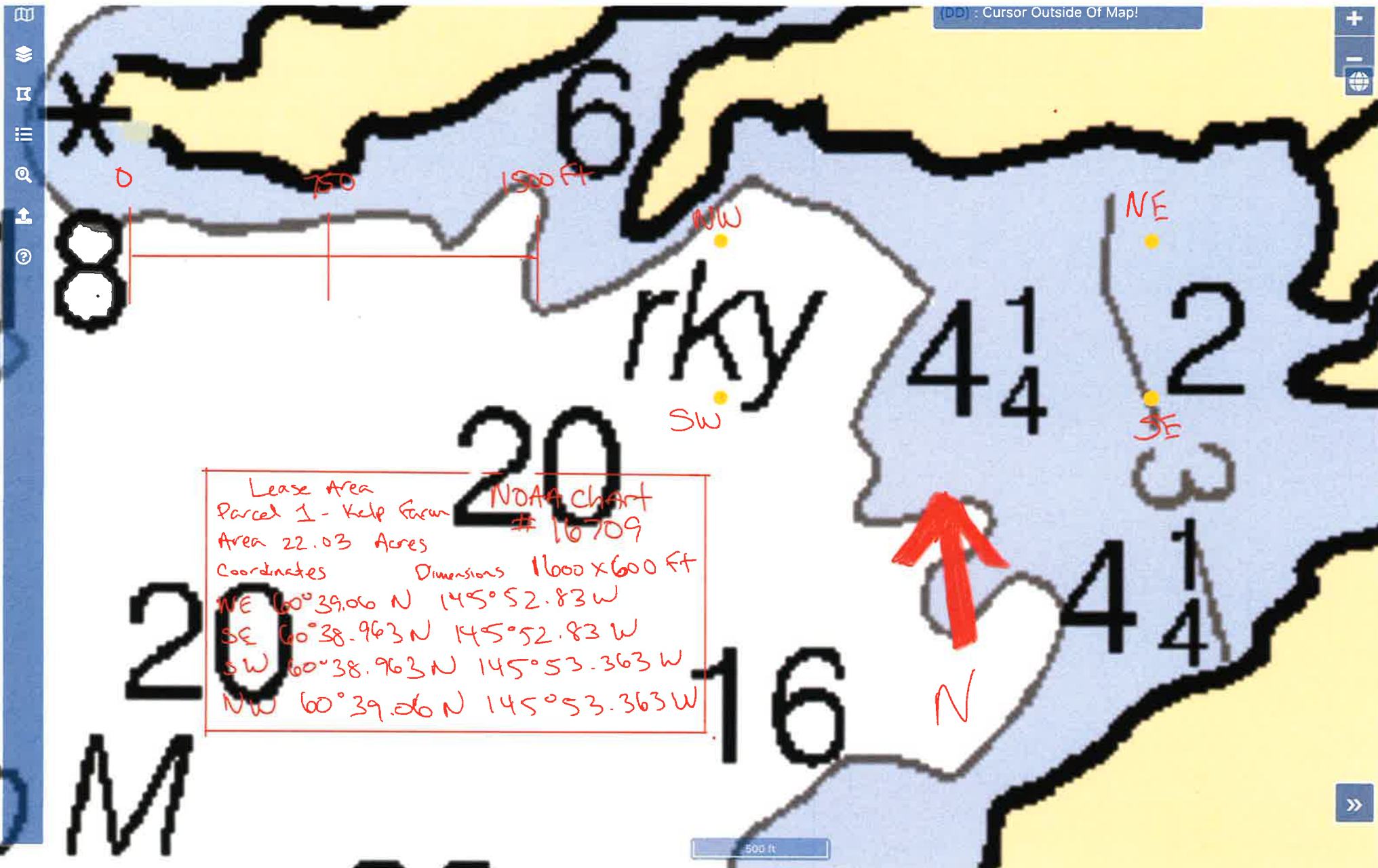


Figure 3- Aquatic Farm Site, Kelp

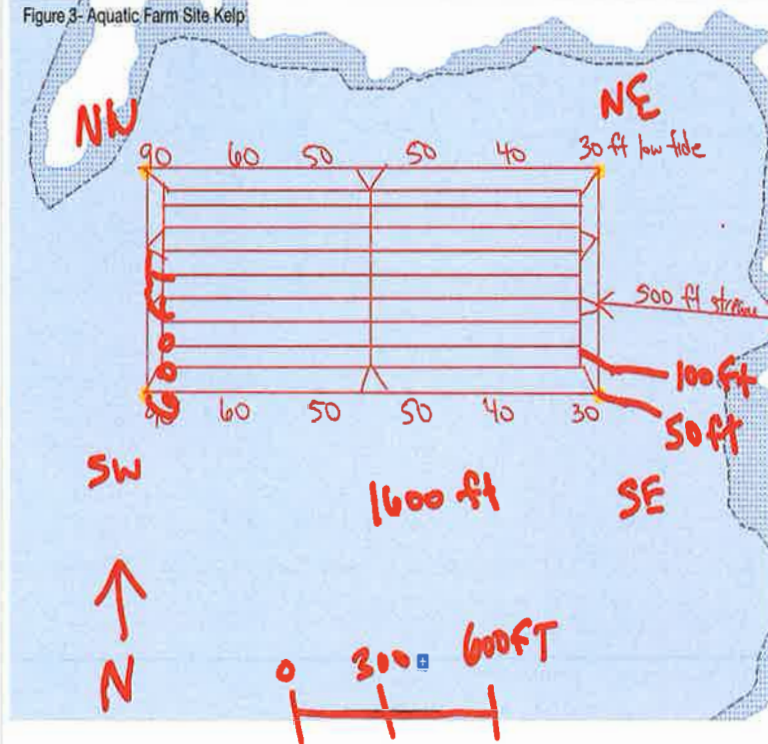


Figure 3- Aquatic  
Farm site  
Amber Morris  
Wild Blue Mariculture  
PWS, SouthCentral  
Alaska  
03-03-22

Project Area  
Parcel 1- Kelp Farm  
Area 22.03 acres  
Dimensions: 1600x600 ft  
Coordinates  
NE 60° 39.06N 145° 52.83W  
SE 60° 38.963W 145° 52.83W  
SW 60° 38.963N 145° 53.363W  
NW 60° 39.06N 145° 53.363W

Small text at the bottom left of the page.

Figure 4- Aquatic Farm site

Parcel 1- Kelp Farm  
 Area 22.03 acres  
 Dimensions: 1600x600FT  
 Coordinates  
 NE 60' 39.06N  
 145' 52.83W  
 SE 60' 38.963N  
 145' 52.83W  
 SW 60'38.963N  
 145'53.363W  
 NW 60' 39.06N  
 145'53.363W

Anchors-500 pound concrete blocks

Figure 4- Aquatic Farm site  
 Amber Morris  
 WildBlue Mariculture  
 Simpson Bay  
 Prince William Sound,  
 Southcentral, Alaska  
 02-14-22

## Amber's Farm

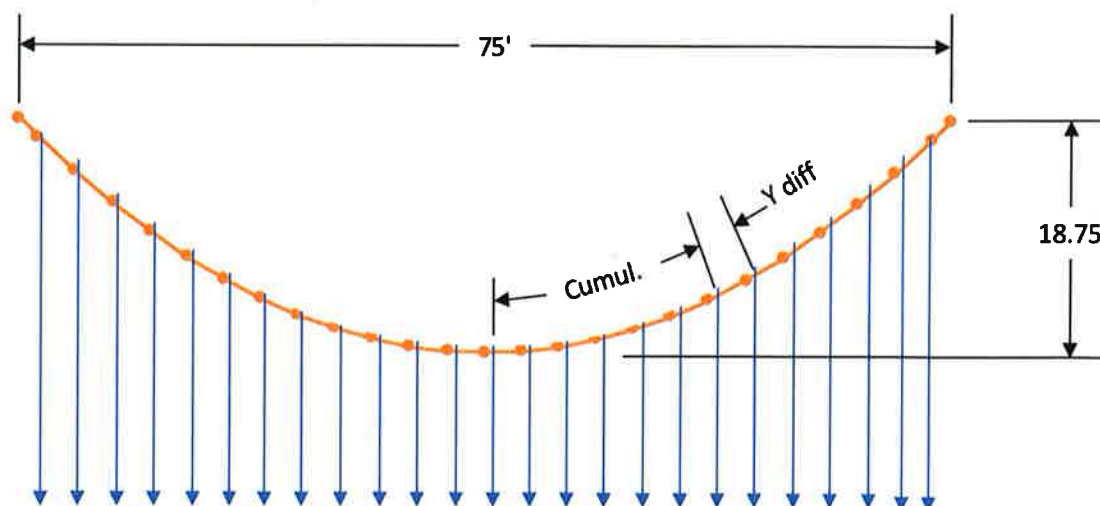
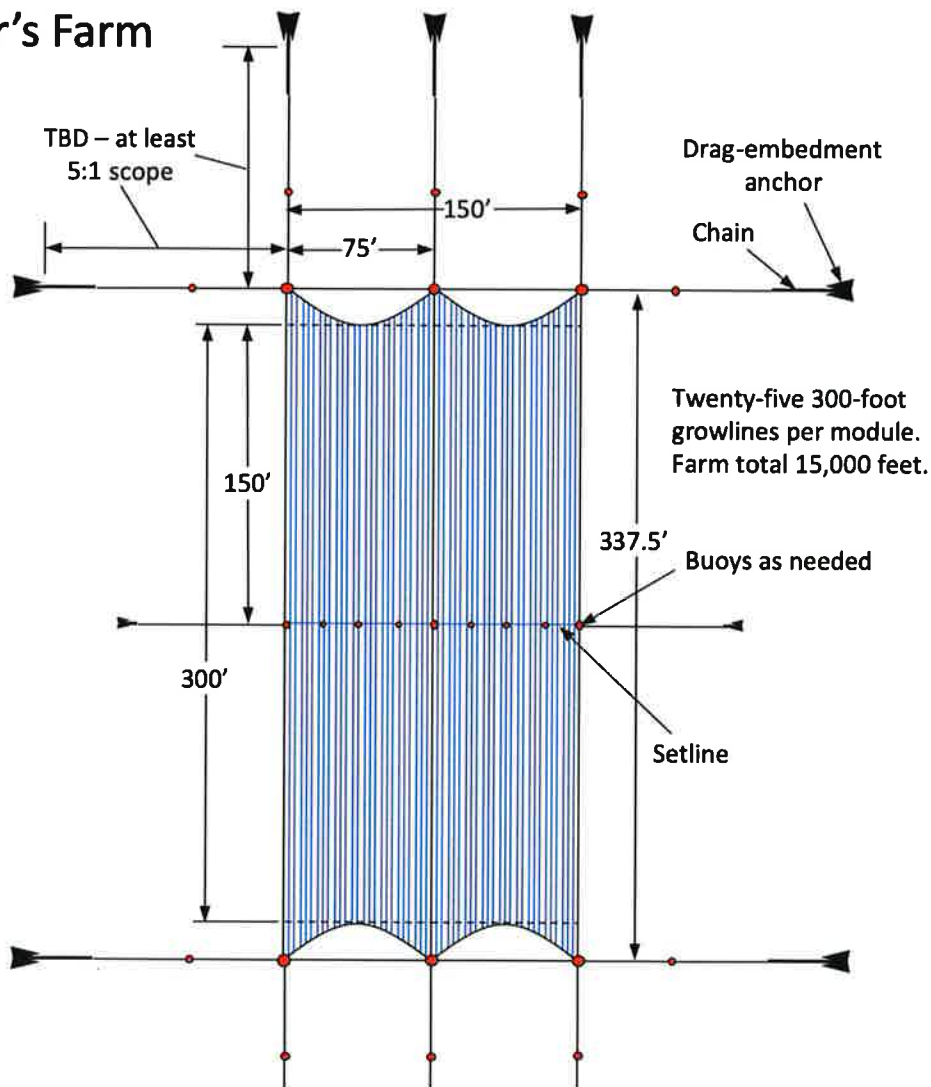
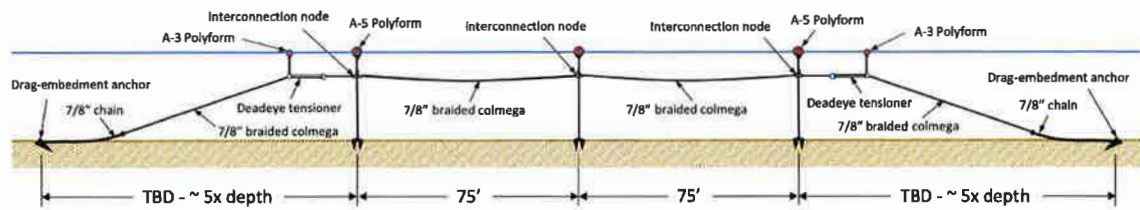
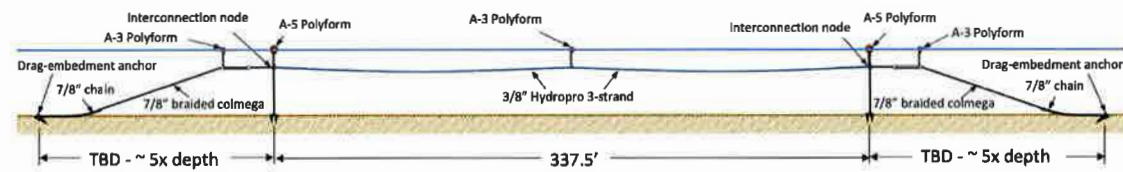


Figure 5- Aquatic Farm Cross-Sectional

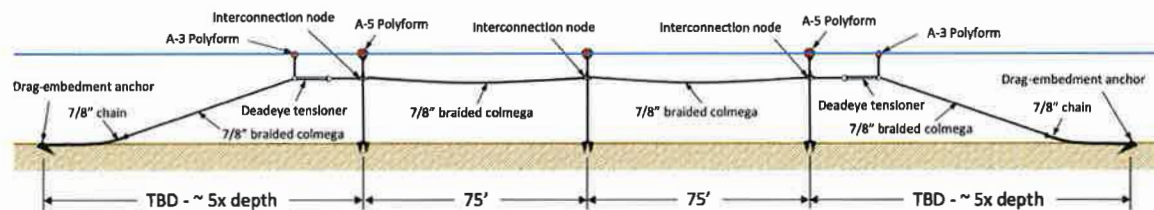
**Transverse Cross-section**



**Longitudinal Cross-section**



**Transverse Cross-section**



**Mooring detail**

Lengths to be determined

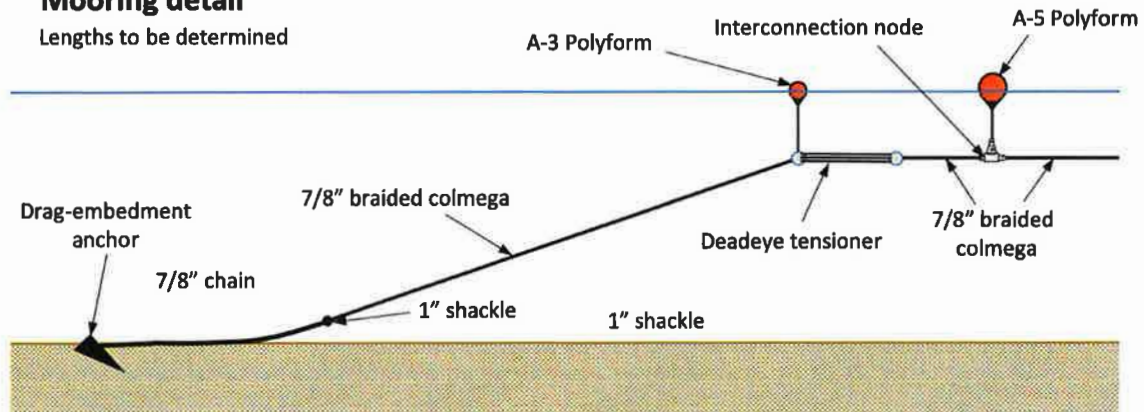


Figure 5- Aquatic Farm Cross Sectional  
Amber Morris/ WildBlue Mariculture  
Simpson Bay  
Prince William Sound, South Central, Alaska  
11-16-21



## Susan Bourgeois

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**From:** mary bishop <bishopmary@yahoo.com>  
**Sent:** Wednesday, October 11, 2023 5:43 AM  
**To:** Susan Bourgeois  
**Cc:** Helen Howarth; David Allison; jiharvill@gmail.com; camtu@alaskawildseafood.com  
**Subject:** letter to City Council

To Cordova City Clerk- please include in the next City Council meeting packet (October 18, 2023).

Dear Cordova City Council,  
I would like to bring to your attention the email from John Harvill to City Council dated October 8, 2023.

Referring to the June 7, 2023 Council meeting, Mr. Harvill falsely accused me in his email to Council of the following: "Mary Anne Bishop even threatened to sue Camtu during the meeting if she continued". Please note that in Harvill's email the word "sue" was misspelled as "sew".

I am setting the record straight in this email to Council. Representing the Prince William Sound Audubon Society, at the June 7, 2023 City Council meeting I read a written statement and gave copies of that statement to Council. Our statement urged Council to vote against a proposed resolution in favor of dredging a channel in Odiak Slough and in that statement outlined the reasons for our concerns.

After Council's vote that approved the resolution Mrs. Camtu Ho approached me outside council chambers where we spoke briefly and amicably. We agreed to try and work together in the future to best resolve Audubon's concerns.

I strongly object to Mr. Harvill's libelous statement about me to City Council. Mr. Harvill needs to reread Council's minutes and watch the video of that meeting. I clearly made no such remark at the meeting as the minutes show, nor did I make any such remark to Mrs. Camtu Ho afterwards.

Mr. Harvill owes me an apology for his false accusation.

Mary Anne Bishop, President  
Prince William Sound Audubon Society  
P.O. Box 2396  
Cordova

## Susan Bourgeois

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**From:** Sean Den Adel <sean@alutiiqprideak.org>  
**Sent:** Wednesday, October 18, 2023 12:00 PM  
**To:** Helen Howarth; Susan Bourgeois; Kevin Johnson  
**Cc:** Kristin Carpenter  
**Subject:** Mariculture Processing Feasibility Studies - Request For Proposals  
**Attachments:** Feasibility-Studies-RFP-updated.pdf

Good afternoon, Helen, Susan, and Kevin,

Could you please share this announcement with Cordova - City Council?

Southeast Conference is soliciting proposals from qualified teams to conduct feasibility studies that further the Alaska Mariculture Cluster's goal of increasing regional processing capacity for mariculture products in Alaska. Feasibility studies can address a variety of topics, including supply/demand assessment, assessment of existing and or underutilized infrastructure, architectural/engineering services to support capital and operations cost estimation, financial feasibility studies, and/or operations planning.

Projects must be working toward the operation, construction, and/or renovation/expansion of mariculture processing, handling, and/or storage facilities in Alaska. Proposals should support multiple users and address regional needs in a coordinated fashion and must be coordinated with Alaska Native or Tribal entities.

The application period for proposals closes November 24th, 2023 at 5PM

Please feel free to reach out if you have any questions related to this opportunity or would like assistance with any other mariculture related projects or proposals.

Thank you,  
Sean Den Adel (*he/him*)  
Mariculture Liaison - Prince William Sound  
Alutiiq Pride Marine Institute  
Chugach Regional Resources Commission  
Phone: (425) 772-5428  
Email: [sean@alutiiqprideak.org](mailto:sean@alutiiqprideak.org)



*I am a guest in the ancestral traditional lands of the dAXunyhuu, the Eyak People.*



9360 Glacier Hwy, Ste 201

Juneau, AK 99802

Phone (907) 586-4360

[www.seconference.org](http://www.seconference.org)

Email [info@seconference.org](mailto:info@seconference.org)

SOUTHEAST ALASKA REGIONAL DEVELOPMENT ORGANIZATION

## **Alaska Mariculture Cluster**

### **Mariculture Processing Feasibility Studies RFP**

REQUEST FOR PROPOSALS

RFP #2023-04

EDA Project Number 07-79-0794

Date of Issue: 10/06/2023

Proposals Due: ~~11/17/2023~~ extended to 11/24/2023

#### **Summary:**

Southeast Conference is soliciting proposals from qualified teams to conduct feasibility studies that further the Alaska Mariculture Cluster's goal of increasing regional processing capacity for mariculture products in Alaska. Feasibility studies can address a variety of topics, including supply/demand assessment, assessment of existing or underutilized infrastructure, architectural/engineering services to support capital and operations cost estimation, financial feasibility studies, and/or operations planning. Projects must be working toward the operation, construction, or renovation/expansion of mariculture processing, handling, and/or storage facilities in Alaska. Proposals should support multiple users and address regional needs in a coordinated fashion, and must be coordinated with Alaska Native or Tribal entities.

#### **Background:**

Southeast Conference – the state and federally recognized economic development organization for Southeast Alaska – is the lead institution administering a federal grant from the United States Economic Development Administration (EDA) to grow Alaska's mariculture industry through the Build Back Better Regional Challenge (BBBRC) program. The Alaska Mariculture Cluster (AMC) grant coalition includes a diverse group of stakeholders including Alaska state regulatory agencies, Alaska's university system, Economic Development Districts, trade organizations and more. A Governance Body,

composed of AMC coalition leads as well as Tribal representatives from each of the project regions, guides the work and equity metrics of the overall grant. The Alaska Mariculture Cluster has an overall equity goal that applies to all projects. Specifically, 25% of AMC program impacts and investments are targeted to rural underserved communities and 25% to Alaska Native entities and individuals.

The AMC grant is composed of seven component projects (listed below), which have been purposely designed to be complementary to address barriers to growth and break out of the “chicken or egg” cycle of industry development:

- Revolving Loan Fund
- Governance, Coordination and Outreach
- Workforce Development
- Research and Development
- Market Development
- Green Energy
- **Equipment and Technology**

The Equipment and Technology component – of which this feasibility study RFP is a part – includes other projects that also support increasing mariculture processing capacity in Alaska. Most notably, the grant includes roughly \$7 million in funding for mariculture processing or hatchery/nursery equipment purchases by EDA-eligible entities. Proposals for equipment purchases will be procured under a separate RFP to be released in October 2023 (with roughly half of the funds available at that time and half held for another round later in the 4-year grant program).

The full project period for the AMC BBBRC project is October 1, 2022 – September 30<sup>th</sup>, 2026. More information on the Alaska Mariculture Cluster (AMC) is available at [www.alaskamariculturecluster.org](http://www.alaskamariculturecluster.org), including the Overarching Narrative, which explains how the seven components work together to grow the mariculture industry in an equitable and environmentally responsible manner.

### Eligible Entities:

Entities submitting proposals under this RFP must be EDA-eligible entities or be working in partnership with an EDA-eligible entity (non-profit organizations, EDA-designated economic development districts,

Tribes and Alaska Native corporations, local and state governments and their subdivisions, tribal cooperatives, and institutions of higher education).

### Scope of Work:

Southeast Conference is soliciting proposals from qualified teams to conduct feasibility studies that further the Alaska Mariculture Cluster's goal of increasing regional processing capacity for mariculture products in Alaska.

Feasibility studies can address a variety of topics, including supply/demand assessment, assessment of existing or underutilized infrastructure, architectural/engineering services to support capital and operations cost estimation, financial feasibility studies, and/or operations planning. Projects must be working toward the operation, construction, or renovation/expansion of mariculture processing, handling, and/or storage facilities in Alaska.

Projects should support multiple users and address regional needs in a coordinated fashion. Proposals must also demonstrate collaboration with and support from local or regional Tribal entities and/or Alaska Native corporations, businesses, and individuals.

### Funding Available:

Funding is secured through the Equipment & Technology component of the AMC grant. Selected proposals will be funded for a timeline of up to 12 months. Start dates must be between December 1, 2023 and January 31, 2024. The number of projects funded and award amounts will depend on the quantity and quality of proposals received. Proposals may only request funding up to \$150,000.

### General Requirements:

**Single Point of Contact.** The consultant will designate one person as the project manager and point of contact with SEC. In the case of multiple investigators, one shall be designated as the lead to serve as the project manager and point of contact.

**Progress Reports.** Updates will be submitted to SEC monthly, detailing progress to date, any difficulties encountered in accomplishing the work, and next steps planned.

**Disbarment.** Applicants must have or acquire a UEI through SAM.gov prior to award finalization. Applicants, including any subcontractors, must not be disbarred from receiving federal funds.

**Public Information.** All products produced under this RFP will become publicly available on completion.

### Proposal Contents:

Proposals are expected to be no more than 8-10 pages in length, excluding resumes or letters of support which may be attached. Letters of support should generally be one page or less in length.

Proposals should include the following components:

- **Project Context and Impact.** Include a discussion of project context and importance, any related work completed to date, and how the project addresses a regional need. Letters of support from local and regional stakeholders are encouraged.
  - All proposals must demonstrate collaboration with and support from local or regional Tribal entities and/or Alaska Native corporations, businesses, and individuals.
- **Project Overview.** Describe the proposed feasibility study including deliverables, timelines, and methodology. Proposers should compile the team needed to complete the work, including any subcontractors.
- **Experience and Qualifications.** Describe relevant experience of the firm and key team members, including any subcontractors if part of your team. Relevant experience includes projects with related content as well as project experience working with rural, coastal, and/or indigenous stakeholders.
- **Management Plan.** Briefly describe how the work will be managed including the role of each key individual/subcontractor expected to be involved in the work and their availability to complete the work.
- **Costs.** Provide a list of the key individuals/subcontractors expected to work on this project, the fully loaded rates charged per individual, any estimated travel costs or other expenses, and total cost for each deliverable.



## Proposal Submission Process:

**Deadline.** Submit proposals in pdf format by ~~11/17/2023~~ extended to 11/24/2023 by 5pm AST via email to procurement officer Alan Sorum at alan@seconference.org and project manager Juliana Leggitt at juliana@seconference.org.

- Proposers are encouraged to verify with the procurement officer that the proposal has been received prior to the deadline.
- Proposals received after the deadline may be considered but only if they can be accommodated by SEC's review process. Additional information provided after the deadline may also be considered but only if such information can be accommodated by the review process.

**Public Information:** Proposals and work plans may be distributed throughout the organization for review and comment. Proprietary information should not be submitted in any proposal. SEC will not knowingly reveal the contents of a proposal that is not subsequently accepted for contract; however, SEC accepts no liability should such contents inadvertently be revealed to third parties.

**Changes.** Any changes or addendum will be posted on the Alaska Mariculture Cluster website and sent directly to respondents who have specifically requested notification.

**Preparation Costs.** SEC is not liable for any costs incurred by the proposer during the proposal preparation.

**Questions.** Inquiries regarding this request for qualifications shall be directed to procurement officer Alan Sorum at alan@seconference.org and project manager Juliana Leggitt at juliana@seconference.org.

## Evaluation Criteria and Award Process:

All proposals must demonstrate collaboration with and support from local or regional Tribal entities and/or Alaska Native corporations, businesses, and individuals. Consideration will be given to ensure a

spread of projects between the four regions identified in the AMC grant (Southeast Alaska, Prince William Sound, Kenai Peninsula, and Kodiak/Aleutians).

Criteria for evaluating proposals is as follows:

- Project viability and likelihood of eventual success adding mariculture processing capacity in Alaska (20%)
- Demonstration of regional impact and broad support from entities such as local government, Tribe or Alaska Native organizations, and local industry participants (20%)
- Past experience on relevant or similar projects (20%)
- Methods are appropriate and there is a demonstrated ability to complete deliverables successfully and within a reasonable timeline (20%)
- Costs are reasonable and fall within available funding levels (20%).

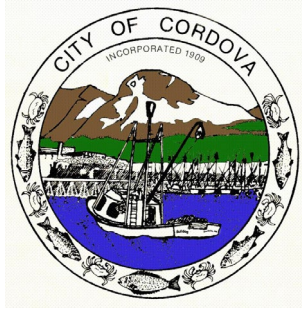
Scoring of each proposal against the criteria listed above will be conducted by an RFP review committee. SEC reserves the right to reject any and all of the proposals received. If necessary, SEC may select the proposals that, in its sole view, most nearly conform to its needs as outlined in this RFP and then negotiate directly with that proposer to refine the proposal to achieve a contract that fully satisfies SEC needs.

A notice of intent to award is expected to be announced by December 5th, 2023.

### About Southeast Conference:

As the state and federally designated regional economic development organization for Southeast Alaska, Southeast Conference serves as the collective voice for advancing the region's economy. Southeast Conference has over 200 member organizations representing 1,200 people from 32 regional communities and 19 Tribes. The mission of Southeast Conference is to undertake and support activities that promote strong economies, healthy communities, and a quality environment in Southeast Alaska. Southeast Conference formed in 1958 with a group of people supporting the establishment of a regional transportation system in Southeast Alaska, which led to the formation of the Alaska Marine Highway System. After that success Southeast Conference stayed together through more than a half-

century to focus on concerns unique to the region, including transportation, maritime, tourism, seafood, natural resources, health care, government, and overall quality of life.



**AGENDA ITEM # 20**  
**City Council Meeting Date: 10/25/23**  
**CITY COUNCIL COMMUNICATION FORM**

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**FROM:** Kevin Johnson, City Planner

**DATE:** 10/25/23

**ITEM:** Letter of Interest from Stephanie Rusinski, for a portion of Lot 1, Block 7A, Tidewater Development Park

**NEXT STEP:** City Council Decision on Lease Request

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☐ ORDINANCE  
☐ RESOLUTION

☐ INFORMATION  
☒ MOTION

---

**I. REQUEST OR ISSUE:**

Requested Actions: Make Decision on Request for Long Term Lease (3-5 yrs.)  
Applicant: Stephanie Rusinski / "The Jump"  
Legal Description: A Portion of Lot 1, Block 7A, Tidewater Development Park  
Area: About 1,000 Square Feet  
Zoning: Unzoned  
Attachments: Location Map  
Letter of Interest  
Applicant Response to Additional Questions

**II. RECOMMENDED ACTION / NEXT STEP:** Staff has provided the following motion for the City Council to consider opening the agenda item for discussion:

"I move to approve the disposal of a portion of the Lot 1, Block 7A, Tidewater Development Park as outlined in Cordova Municipal Code 5.22.060 B by \*"

Choose one of the following to insert for the asterisk:

1. Negotiating an agreement with "The Jump" to lease the property.
2. Requesting sealed proposals to lease or purchase the property.
3. Inviting sealed bids to lease or purchase the property.
4. Offering the property for lease or purchase at public auction."

**III. FISCAL IMPACTS:** The city would increase lease revenue by collecting 12 months of rent vs the 6 months that The Jump currently operates.

**IV. BACKGROUND INFORMATION:** Since 2017 a portion of the Breakwater Fill Lot has been leased for part of the year by Stephanie Rusinski to operate “The Jump” during fishing season. This has typically been from April through September. At the end of each season she has been required to remove The Jump from the lot.

Stephanie has now requested to lease the space on a continuous basis so that The Jump can be operated year-round, and to avoid causing damage to the structure from moving it on and off the lot each year. She is requesting a lease term of five years.

The reason that this is going through the land disposal process is due to the fact that she is now requesting a long term and year-round lease. She has previously entered into short term leases which are administratively approved when they are less than one year.

Public Works has been consulted and the streets crew believes that there should not be a conflict with their use of the lot as a snow dump when needed. She will be responsible for obtaining her own snow removal services to keep her business operational. Also, as a part of the lease she will be required to coordinate with the streets department to determine how her snow should be plowed and stored to avoid conflict with city snow removal needs.

The Harbor Commission reviewed the letter of interest at their 9/13/23 meeting. At that meeting they voted unanimously to recommend to the council that a year-round long-term lease be granted to “The Jump”. Some questions that they did raise were related to fresh water and grey water removal during freezing temperatures as well as the structures ability to handle the winter north winds. Staff said they would follow up with the applicant regarding those items. Stephanie’s responses to the questions are attached to this memo.

The Planning Commission reviewed the letter of interest at their 10/10/23 meeting. At that meeting they voted unanimously to recommend that the council approve a multi-year lease with The Jump. The Planning Commission did express that they do not want a multiyear lease to cause issues with harbor improvements or if someone proposes a more economically productive use for the property. Staff said that terms could be included in a lease to allow for the city to terminate the lease at our discretion similar to that of the Forest Service lease.

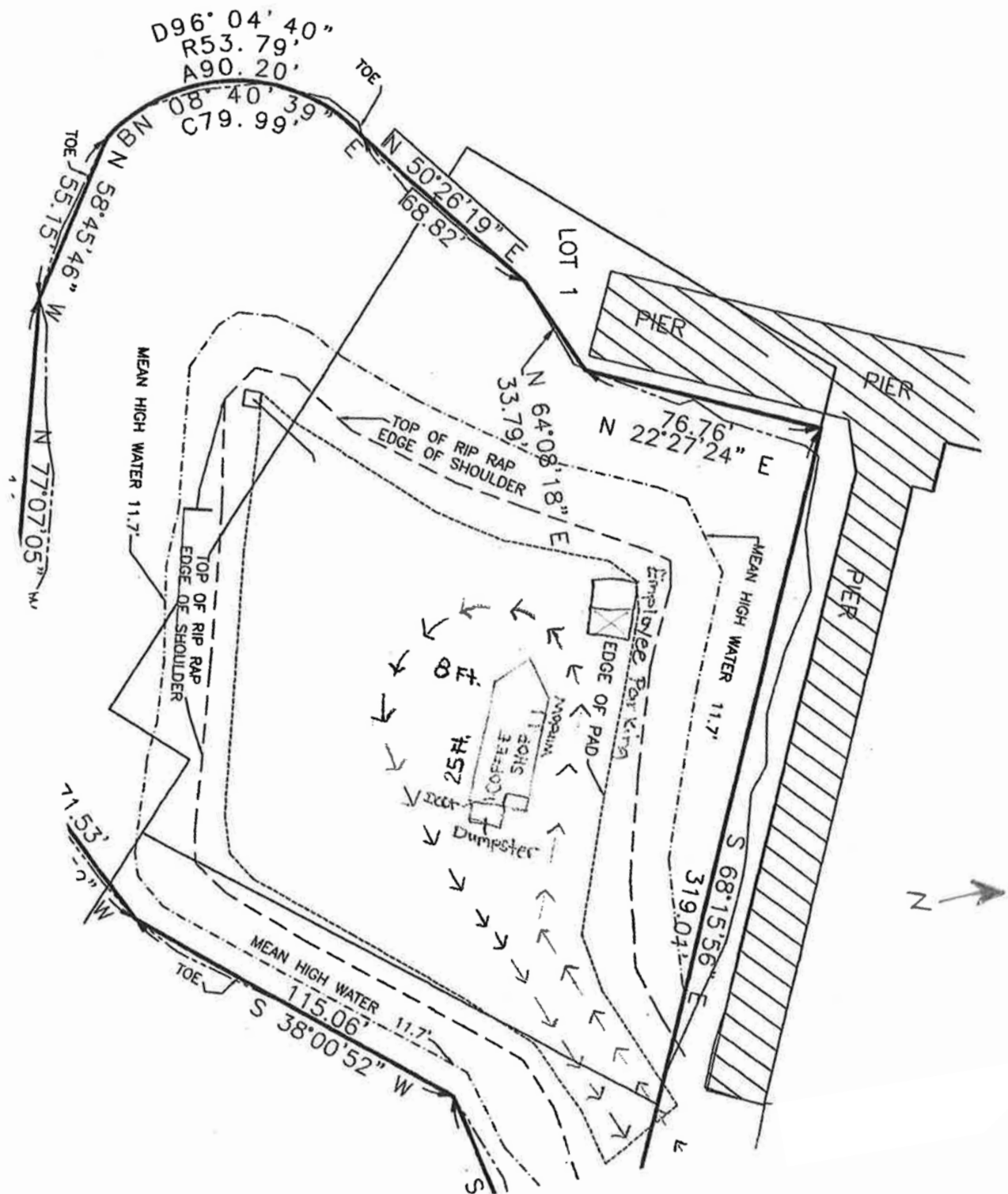
One item that was brought up by some members of the Harbor and Planning Commission was that the Council should consider a requirement on being open a minimum number of months a year so that the lot does not just become a storage lot in the winter.

**V. LEGAL ISSUES:** Legal review of a lease would be required prior to the council acting on the lease.

**VI. SUMMARY AND ALTERNATIVES:** City Council could choose to dispose of the land or not.







Dear City of Cordova,

My name is Stephanie Rusinski, owner/operator of The Jump Espresso & More. I have the privilege of operating my seasonal coffee shop on the breakwater city lot, 6 months out of the year. I'm writing a proposal in regards of renting the city lot for a long term lease. Along with being able to operate in the winter seasons as well. We just finished up our 7th season of operation. Each year we have the building moved off the city lot. Moving the building twice each year, I am concerned about the damage its causing the structure. It's also hard on the equipment we use to generate revenue. We would like to keep the building on the lot through the winter and be a business in Cordova that operates year round. Bringing in year round tax revenue along with the joy it would bring many people of Cordova, please consider.

Thank you for your time

Best regards ~

Stephanie Rusinski

On Tue, Oct 3, 2023 at 1:55 PM Kevin Johnson <[planning@cityofcordova.net](mailto:planning@cityofcordova.net)> wrote:

Hey Stephanie,

I have a couple follow up questions about your plans for The Jump to be ran year-round.

1. With your business not being connected to the water / sewer system you have exterior tanks for your fresh and grey water, how will you handle these systems once the temperature drops below freezing?
2. As I am sure you know, there are extreme north winds that rip through that area and other businesses have had structural failures due to these winds. What do you plan to do to make your structure more permanent since it will be there year-round? How will you protect the building from moving or blowing away/over due to the north winds?

Please get your responses back to me ASAP as I will need this information at the Planning Commission next Tuesday.

Thanks,

Kevin Johnson

City Planner

City of Cordova

907-424-6220



**From:** stephanie rusinski <[thejump76@gmail.com](mailto:thejump76@gmail.com)>

**Sent:** Tuesday, October 3, 2023 1:23 PM

**To:** Kevin Johnson <[planning@cityofcordova.net](mailto:planning@cityofcordova.net)>

**Subject:** Re: Long Term Lease for Breakwater Lot

Good questions.

That little shack is jammed packed with heavy equipment. We have been through many wind storms, once a 100 mph wind storm that sent a tied up boat out of the harbor and flipped it on to spike island.

Our shack remained in perfect condition. I strongly believe it will be safe. We also carry full covered insurance.

As far as freezing temperatures.

I've been observing the winters for the last 7 years. Those temperatures are always questionable but don't really seem to be in effect all of the time, usually only fluctuating through December, January or February.

But also rains a lot.

As of now we plan to operate when it's not freezing and will visit that issue when it approaches. Figuring out how to insulate our fresh water tank we use in the back of our truck.

The grey water I'm not worried about. It's inside our insulated shop that will have a heater along with the hot oven and coffee machine that produce very hot temperatures. If we can't empty our tank we will just wait for the days everything thaws and not be open. We have money saved for the months of rent owed to the city even if we are not up and running you will still be paid the expenses owed. But that's worse case scenario.

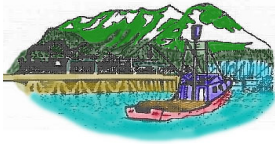
I strongly believe we will figure out a way.

Looking back at all the winters I have seen mostly a great opportunity to be an operating business.

Definitely not letting the freezing temperatures or wind storms stopping us.

Let me know if there are any other concerns.

Thank you for your time!



# City Council of the City of Cordova, Alaska

## Pending Agenda

### October 25, 2023 Regular Council Meeting

A. Future agenda items - topics put on PA with no specific date for inclusion on an agenda	initially put on or revisited
1) City addressing - ongoing project 2023	11/4/2020
2) Public Safety Resources - discussion	1/20/2021
3) Ordinance change ( <b>Title 4</b> ) to ensure Council has a role in CBA approval process	9/6/2023
4) Council discussion about incentives for investment in Cordova	11/3/2021
5) Revenues/financial planning/sales tax cap discussion	12/1/2021
6) Res to legislature supporting adoption of stricter punishment for drug sales that cause overdose deaths	6/15/2022
7) Alaska Mariculture Alliance - city rep appointment after bylaw changes - update from Mayor	9/21/2022
8) Facility condition assessments part 2 work session (did P&R on 4-19-23) - <b>Oct '23</b>	9/6/2023
9) City Code re: procurement, Manager spending limit trigger in a code provision	4/19/2023
10) In person attendance requirements for Council members - follow up <b>fall '23</b>	5/3/2023
11) Discuss/create a policy for established timeframes for review of City ongoing contracts	9/6/2023
12) Explore methods to capture tourism dollars by requiring arriving RVs to use paid facilities	9/6/2023

B. Resolutions, Ordinances, other items that have been referred to staff	date referred
1) <b>Disposal of PWSSC Bldg</b> - referred until more of a plan for north harbor so the term of RFP would be known	1/19/2022
2) Disposal of <b>ASLS 79-258</b> - motion to put out for proposals was referred to staff after an e.s.	9/16/2020
3) <b>Res 12-18-36</b> re E-911, will be back when a plan has been made	12/19/2018

C. Upcoming Meetings, agenda items and/or events: with specific dates
1) Capital Priorities List, <u>Resolution 02-23-03</u> , is in each packet - if 2 council members want to revisit the resolution they should mention that at Pending Agenda and it can be included in the next packet for action
2) Staff quarterly reports will be in the following packets:
<div>10/25/2023</div> <div>1/17/2024</div> <div>4/17/2024</div> <div>7/17/2024</div>
3) Joint City Council and School Board Meetings - twice per year, May & October
<div>6pm before Council mtg <b>5/1/2024</b></div> <div>6pm @ CHS before Sch Bd mtg <b>Oct. or Nov. 2023</b></div>
4) Clerk's evaluation - each year in <b>Feb</b> (before Council changeover after Mar election) - next <b>Feb '24</b>
5) Manager's evaluation - each year in <b>Jan</b> - next one Jan '24
6) In <b>May</b> each year City will provide public outreach regarding beginning of bear season
7) Code rewrite Titles 5 & 7 - Work Sessions with City attorneys ongoing <b>fall/winter '23</b>
8) Each year in <b>June</b> Council will approve by Resolution, the School's budget and City's contribution

photo by Wendy Ranney



8/3/2022

D.	Council adds items to Pending Agenda in this way:		
	item for action	tasking which staff: Manager/Clerk?	proposed date
	1) ...		
	2) ...		
	3) ...		

Mayor Allison or the City Manager can either agree to such an item and that will automatically place it on an agenda, or a second Council member can concur with the sponsoring Council member.



**City Council of the City of Cordova, Alaska**  
**Pending Agenda**  
**October 25, 2023 Regular Council Meeting**

**E. Membership of existing advisory committees of Council formed by resolution:**

- |   |  |   |
|---|--|---|
| <b>1) Fisheries Advisory Committee:</b><br>re-auth res 01-20-04 approved Jan 15, 2020<br>auth res 04-03-45 approved Apr 16, 2003          | 1-John Williams (fisheries educ/Mar Adv Prgm)<br>3-vacant (processor rep)<br>5-Chelsea Haisman (fish union/CDFU) | 2-Jeremy Botz (ADF&G)<br>4-Jim Holley (marine transportation/AML)<br>6-Tommy Sheridan (aquaculture) |
| <b>2) Cordova Trails Committee:</b><br>re-auth res 11-18-29 app 11/7/18<br>auth res 11-09-65 app 12/2/09                                  | 1-Elizabeth Senear<br>3-Dave Zastrow<br>5-Stormy Haught  | 2-Toni Godes<br>4-Ryan Schuetze<br>6-Michelle Hahn  |
| <b>3) Fisheries Development Committee:</b><br>authorizing resolution 12-16-43<br>reauthotrization via Res 11-19-51<br>approved 11/20/2019 | 1-Warren Chappell<br>4-Gus Linville<br>7- Ron Blake  | 2-Andy Craig<br>5-vacant<br>8- John Whissel<br>3-Bobby Linville<br>6-Bob Smith                      |

**F. City of Cordova appointed reps to various non-City Boards/Councils/Committees:**

- |  |
|--|
| <b>1) Prince William Sound Regional Citizens Advisory Council</b><br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <b>David Janka</b> </div> <div>             appointed January 2023           </div> <div>             2 year term until May 2024           </div> </div>   |
| <b>2) Prince William Sound Aquaculture Corporation Board of Directors</b><br><div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div> <b>Tom Bailer</b> </div> <div>             re-appointed October 2021<br/>             re-appointed October 2018<br/>             appointed February 2017-filled a vacancy           </div> <div>             3 year term until Sept 2024           </div> </div> |



**CITY OF CORDOVA, ALASKA  
RESOLUTION 02-23-03**

**A RESOLUTION OF THE COUNCIL OF THE CITY OF CORDOVA, ALASKA,  
DESIGNATING CAPITAL IMPROVEMENT PROJECTS**

**WHEREAS**, the Cordova City Council has identified several Capital Improvement projects that will benefit the citizens of Cordova, and in several cases the entirety of Prince William Sound; and

**WHEREAS**, the Council of the City of Cordova has identified the following Capital Improvement projects as being critical to the future well-being and economy of Cordova and the surrounding area:

**Port and Harbor**

- South Harbor Replacement
- North Harbor Efficiency and Safety
  - Stabilize Breakwater Ave through sheet piling to create usable uplands for industrial, commercial, Harbor and associated uses.
  - Improve pedestrian safety by creating a sidewalk and boardwalk system to navigate between the north and south harbors.
  - Provide additional cranes, laydown areas, and in-harbor fuel services.
- Rebuild 3-Stage Dock
- Waste Oil/Maintenance Building
- Shipyard Expansion
- Harbor Basin Expansion

**Water Upgrades**

- Improve water delivery during peak water usage.
- Booster station at Murchison tank to improve water delivery during peak flow.
- Permanent siphon at Crater Lake to improve water delivery during peak flow.
- Upgrade Pipe Infrastructure.
- Upgrade pump stations and equipment.

**Sewer Upgrades**

- Replacement/upgrade of Wastewater plant and Scada.
- Replacement/Upgrades of Lift Stations.
- Replacement of Force main in Odiak Slough.
- Upgrade Pipe Infrastructure.

**Streets Infrastructure and Equipment**

- 6th and 7th Streets Upgrades
- Chase Avenue Upgrades
- Replace/Upgrade pedestrian walkways (4th and Adams) (Council Street), and (2nd Street to Main)
- Wheeled Loader
- Road Grader

**Water Services and Fire Protection (hydrants) to Outlying Areas – Feasibility Study**

**Public Safety**

- Mile 4 Substation Foundation Repair
- E-911 Implementation
- Acquire and integrate new hardware to fully utilize the new E-911 addressing.
- Replace Failing RMS
- Replace Dispatch Console
- Replace Radio Structure on Ski Hill
- Engineering and Preliminary Design of Public Safety Building

## Recreational Safety and Development

### Pool Infrastructure

- Replacement of 60mm PVC Pool liner
- Door and Siding Replacements and CMU Joint Repairs
- Pool Cover Replacement
- Pool Roof Replacement
- Ventilations Remodel/Replacement
- Electrical Distribution System Replacement
- ADA Compliance and Parking Area re-grade.

### Bidarki Recreation Center

- Structural Repair
- Code and Ada Compliance
- Facility Improvements

### Eyak Lake Skater's Cabin

- Demolish and replace.

### Playground Renovations

- Replacement of swing set at Noel Pallas Children's Memorial Playground

### Parks Restrooms/Buildings/Structures

- Ballfield/Cordova Municipal Park Restroom/Concession Stand – Code and ADA Compliance
- Fleming Spit Restroom Replacement
- Odiak Pond Boardwalk and Gazebo – Code and ADA Compliance
- Odiak Camper Park Restrooms/Facility Improvements – Code and ADA Compliance.
- Parks Maintenance Shop Facility Improvements – Code Compliance

### Ski Hill Improvements

## Land Development

- Housing
- Cold Storage
- Harbor Basin Expansion

and;

**WHEREAS**, some or all of these projects will be submitted to State or Federal legislators and/or agencies as Capital Improvement projects for the City of Cordova, Alaska.

**NOW, THEREFORE, BE IT RESOLVED THAT** the Council of the City of Cordova, Alaska, hereby designates and prioritizes the above listed projects as Capital Improvement projects.

**PASSED AND APPROVED THIS 15<sup>th</sup> DAY OF FEBRUARY 2023**








ATTEST:

David Allison, Mayor

Susan Bourgeois, CMC, City Clerk

# October 2023

CALENDAR MONTH **OCTOBER**  
CALENDAR YEAR **2023**  
1ST DAY OF WEEK **SUNDAY**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7   State HS Cross Country Championships Palmer HS
			7:00 Council reg mtg CCAB			
8	9	10	11	12	13	14
	Indigenous Peoples Day CSD Holiday	6:30 P&Z CCAB	6:00 Harbor Cms CCAB 7:00 Sch Bd HSL			
15	16	17	18  Alaska Day Holiday City Offices closed	19	20 	21 CHS Volleyball HOME games 10/21-22
		5:30 CTC Board Meeting CCER			CSD End 1st Quarter	
22	23	24	25 6:00 CEC Board Meeting	26	27	28
			5-7 Council work session 7:00 Council reg mtg CCAB	6:00 CCMCAB HCR		
29	30	31 	1	2	3	4
		6:00 P&R CCM				
5	6	Notes				

Legend:  
CCAB-Community Rms A&B  
HSL-High School Library  
CCA-Community Rm A

CCB-Community Rm B  
CCM-Mayor's Conf Rm  
CCER-Education Room


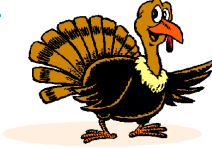
LN-Library Fireplace Nook  
CRG-Copper River Gallery  
HCR-CCMC Conference Room

Cnd - 1st & 3rd Wed  
P&Z - 2nd Tues  
SchBd, Hrb Cms - 2nd Wed  
CTC - 3rd Tues

P&R - last Tues  
CEC - 4th Wed  
CCMCA Bd - last Thurs

# November 2023

CALENDAR MONTH	NOVEMBER
CALENDAR YEAR	2023
1ST DAY OF WEEK	SUNDAY

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
			7:00 Council reg mtg CCAB			
5 	6	7	8	9	10	11
			6:00 Harbor Cms CCAB 7:00 Sch Bd HSL		Veteran's Day Holiday City Offices closed	
12	13	14	15	16	17	18
		6:30 P&Z CCAB	7:00 Council reg mtg CCAB			
19	20	21	22	23	24	25
		5:30 CTC Board Meeting CCER	6:00 CEC Board Meeting		Thanksgiving Holiday City Offices closed 11/24 & 11/25	
26	27	28	29	30	1	2
		6:00 P&R CCM		6:00 CCMCAB HCR		
3	4	Notes				

Legend:  
CCAB-Community Rms A&B  
HSL-High School Library  
CCA-Community Rm A

CCB-Community Rm B  
CCM-Mayor's Conf Rm  
CCER-Education Room

LN-Library Fireplace Nook  
CRG-Copper River Gallery  
HCR-CCMC Conference Room

Cncl - 1st & 3rd Wed  
P&Z - 2nd Tues  
SchBd, Hrb Cms - 2nd Wed  
CTC - 3rd Tues

P&R - last Tues  
CEC - 4th Wed  
CCMCA Bd - last Thurs

# City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

## Mayor and City Council - Elected

seat/length of term	email	Date Elected	Term Expires
<b>Mayor:</b> 3 years	<b>David Allison</b> <a href="mailto:Mayor@cityofcordova.net">Mayor@cityofcordova.net</a>	March 1, 2022	March-25
Council members:			
Seat A: 3 years	<b>Tom Bailer</b> <a href="mailto:CouncilSeatA@cityofcordova.net">CouncilSeatA@cityofcordova.net</a>	March 1, 2022 March 5, 2019	March-25
Seat B: 3 years	<b>Cathy Sherman</b> <a href="mailto:CouncilSeatB@cityofcordova.net">CouncilSeatB@cityofcordova.net</a>	March 7, 2023 March 3, 2020	March-26
Seat C: 3 years	<b>Kasey Kinsman</b> <a href="mailto:CouncilSeatC@cityofcordova.net">CouncilSeatC@cityofcordova.net</a>	March 7, 2023	March-26
Seat D: 3 years	<b>Wendy Ranney</b> <a href="mailto:CouncilSeatD@cityofcordova.net">CouncilSeatD@cityofcordova.net</a>	July 5, 2023 elected by cncl	March-24
Seat E: 3 years	<b>Anne Schaefer, Vice Mayor</b> <a href="mailto:CouncilSeatE@cityofcordova.net">CouncilSeatE@cityofcordova.net</a>	March 2, 2021 March 6, 2018 December 6, 2017 elected by cncl	March-24
Seat F: 3 years	<b>Kristin Carpenter</b> <a href="mailto:CouncilSeatF@cityofcordova.net">CouncilSeatF@cityofcordova.net</a>	March 1, 2022	March-25
Seat G: 3 years	<b>Ken Jones</b> <a href="mailto:CouncilSeatG@cityofcordova.net">CouncilSeatG@cityofcordova.net</a>	March 1, 2022	March-25

## Cordova School District School Board of Education - Elected

length of term		Date Elected	Term Expires
3 years	<b>Barb Jewell, president</b> <a href="mailto:bjewell@cordovasd.org">bjewell@cordovasd.org</a>	Mar 1, 2022, Mar 5, 2019, Mar 1, 2016, Mar 5, 2013	March-25
3 years	<b>Henk Kruithof</b> <a href="mailto:hkruithof@cordovasd.org">hkruithof@cordovasd.org</a>	March 2, 2021	March-24
3 years	<b>Terri Stavig</b> <a href="mailto:tstavig@cordovasd.org">tstavig@cordovasd.org</a>	March 1, 2022	March-25
3 years	<b>Peter Hoepfner</b> <a href="mailto:phoepfner@cordovasd.org">phoepfner@cordovasd.org</a>	Mar 2, 2021, Mar 6, 2018, Mar 3, 2015, Mar 6, 2012, Mar 3, 2009, Mar 7, 2006	March-24
3 years	<b>David Glasen</b>	March 7, 2023	March-26

seat up for re-election in Mar '24	<b>vacant</b>
board/commission chair	
seat up for re-appt in Nov '23	

# City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

## CCMC Authority - Board of Directors - Elected

length of term		Date Elected	Term Expires
3 years	<b>Linnea Ronnegard, Chair</b> <a href="mailto:CCMCBoardSeatC@cdvcmc.com">CCMCBoardSeatC@cdvcmc.com</a>	Mar 2, 2021 Mar 6, 2018	March-24
3 years	<b>Ann Linville</b> <a href="mailto:CCMCBoardSeatA@cdvcmc.com">CCMCBoardSeatA@cdvcmc.com</a>	March 1, 2022	March-25
3 years	<b>Chris Iannazzone</b> <a href="mailto:CCMCBoardSeatB@cdvcmc.com">CCMCBoardSeatB@cdvcmc.com</a>	March 7, 2023 March 24, 2022	March-25
		elected by board	
3 years	<b>Liz Senear</b> <a href="mailto:CCMCBoardSeatD@cdvcmc.com">CCMCBoardSeatD@cdvcmc.com</a>	March 2, 2021	March-24
3 years	<b>Kelsey Appleton Hayden</b> <a href="mailto:CCMCBoardSeatE@cdvcmc.com">CCMCBoardSeatE@cdvcmc.com</a>	March 7, 2023 March 3, 2020	March-26

## Library Board - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Mary Anne Bishop, Chair</b>	Nov '06, '10, '13, '16, '19, Dec '22	November-25
3 years	<b>Debra Adams</b>	Dec '21	November-24
3 years	<b>Sherman Powell</b>	June '18, Feb '20, Jan '23	November-25
3 years	<b>Arisa Pearson</b>	December-20	November-23
3 years	<b>Krysta Williams</b>	Feb '18, Dec '20	November-23

## Planning Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	<b>Kris Ranney</b>	Dec '22	November-25
3 years	<b>Mark Hall, Vice Chair</b>	Nov '19, Dec '22	November-25
3 years	<b>Sarah Trumblee</b>	Dec '20	November-23
3 years	<b>Tania Harrison, Chair</b>	Mar '22	November-24
3 years	<b>Tom McGann</b>	Feb '21	November-23
3 years	<b>Chris Bolin</b>	Sep '17, Nov '18 Dec '21	November-24
3 years	<b>Trae Lohse</b>	Nov '18, Dec '20	November-23

seat up for re-election in Mar '24

**vacant**

board/commission chair

seat up for re-appt in Nov '23

# City of Cordova, Alaska Elected Officials & Appointed Members of City Boards and Commissions

## Harbor Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Mike Babic	Nov '17, Dec '20	November-23
3 years	Andy Craig, Chair	Nov '16, '19 & Dec '22	November-25
3 years	Max Wiese	Mar '11, Jan '14, Nov '17, Dec '20	November-23
3 years	Ken Jones	Feb '13, Nov '16, Nov '19, Dec '22	November-25
3 years	Christa Hoover	Dec '21	November-24
3 years	<i>vacant</i>		November-24
3 years	Tommy Sheridan	Sept '22	November-24

## Parks and Recreation Commission - Appointed

length of term		Date Appointed	Term Expires
3 years	Sami Magallanes	Sept '23	November-24
3 years	Henk Kruithof	Nov '19, Dec '22	November-25
3 years	Aaron Hansen, Chair	Dec '21	November-24
3 years	Kirsti Jurica	Nov '18, Dec '21	November-23
3 years	Marvin VanDenBroek	Feb '14, Nov '16, Nov '19, Dec '22	November-25
3 years	Jason Ellingson	Mar '23	November-25
3 years	Dave Zastrow	Sept '14, Feb '15, Nov '17, Dec '20	November-23

## Historic Preservation Commission - Appointed

length of term		Date Appointed		Term Expires
3 years	Kris Ranney, PC member	Mar '23	appt'd by PC	November-25
3 years	Heather Hall, professional member	Aug '16, Feb '20, Mar '23		November-25
3 years	Sylvia Lange, NVE member	Nov '22, Nov '19	appt'd by NVE	November-25
3 years	Christy Mog, professional member	Apr '22		November-23
3 years	<i>vacant, historical society member</i>			November-24
3 years	Nancy Bird, professional member	Nov '17, Nov '18 Dec '21		November-24
3 years	Jim Casement, public member	Nov '17, Dec '20		November-23

seat up for re-election in Mar '24

*vacant*

board/commission chair

seat up for re-appt in Nov '23