



**Public Works Committee Agenda**  
Regular Meeting Wednesday July 17, 2013 – 6:30PM  
City Shop Conference Room

**MEMBERS**

Joseph A Klejka  
Council Rep.  
Term Expires  
11/2012

Frank Neitz  
Chair  
Term Expires  
12/2013

Jennifer Dobson  
Vice-Chair  
Term Expires  
12/2014

Bill Schreiner  
Committee Member  
Term Expires  
12/2013

Scott Guinn  
Committee Member  
Term Expires  
12/2014

Donna Lindsey  
Committee Member  
Term Expires  
12/2015

VACANT  
Committee Member  
Term Expires  
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Chuck Willert  
Ex-Officio Member

Cheryl Roberts  
Secretary/Recorder

**AGENDA**

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (15 Minute Limit)  
Mike Nevenzel with ProDev - Pool Update
- IV. APPROVAL OF MINUTES  
A. Minutes from the previous meeting of -  
May 15, 2013 & June 19, 2013 which there was no Quorum
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT - May & June
- VII. UNFINISHED BUSINESS  
A. Update - 5 Year Plan/ RFP - Water & Sewer Master Plan - Bill A.  
B. Update - Recycle Center  
C. Update - Institutional Corridor - Feasibility Study  
D. Update - RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities  
E. Update - New BNC/Swansons Complex Road Access  
F. Update - Recommendation to Council in regards to Sewage Lagoon  
Rehabilitation Project  
G. Update - Dredge for Sale by the ANTHC - Bill Arnold  
H. Update - Yukon Kuskokwim Regional Aquatic Training & Safety Center -  
(Swimming Pool) - Mike Nevenzel with ProDev
- VIII. NEW BUSINESS  
A. Landfill  
B. Baseball Field - Grant Money  
C. Junk Cars @ the Landfill - Are they still being picked up by  
Alaska Logistics? - Update
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

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# City of Bethel, Alaska

## Public Works Committee Minutes

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May 15, 2013

Regular Meeting

Bethel, Alaska

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### CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on May 15, 2013 at 6:37 p.m. in the City Shop Conference Room, Bethel, Alaska was called to order by Committee Member Chair Frank Neitz.

### ROLL CALL

Present: Joseph Klejka, Frank Neitz, Jennifer Dobson, Bill Schreiner, Scott Guinn

Excused absence(s): Donna Lindsey

Unexcused absence(s): None

Also in attendance were the following:

Bill Arnold, in place of Chuck Willert, Public Works Director

Cheryl Roberts, Public Works Admin, Recorder of Minutes

### PEOPLE TO BE HEARD

None

### APPROVAL OF MINUTES

<b>MOVED BY:</b>	J. Klejka	To approve the minutes of the regular meeting of April 17, 2013.
<b>SECONDED BY:</b>	S. Guinn	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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### APPROVAL OF AGENDA

<b>MOVED BY:</b>	J. Klejka	Motioned carried to approve the agenda.
<b>SECONDED BY:</b>	J. Dobson	

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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### DIRECTOR'S REPORT

Streets & Roads have been steaming culverts for the last month or so. Salzbrun Services is done with the Demolition of the shop floor & just waiting on the barge to get here with the supplies. Robert (Rocky) Wright, with Streets & Roads, is retiring at the end of May.

### UNFINISHED BUSINESS

#### Item A - Update - Closeout of 2 Outstanding Grants/ABC Loop - Letter from Tasha Deardorff

The Rural Development will consider May 31, 2013 as the official closeout date.

#### Item B - Update - 5 Year Plan/ RFP - Water & Sewer Master Plan

They were at 45% complete in March.

#### Item C - Update - Recycle Center

Dave Stovner will be over-seeing it & then hire someone else to run it. The committee had a discussion on this topic.

**Item D - Update - Institutional Corridor - Feasibility Study**

The committee had a discussion on the topic.

**Item E - Update - RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities**

The committee was given a copy of the newest draft for this.

**Item F - Update - New BNC/Swansons Complex Road Access (Maps)**

The committee had a discussion on different options for traffic control and routes.

**Item G - Update - Recommendation to Council in regards to Sewage Lagoon Rehabilitation Project**

We need to look for funding from somewhere other than USDA & USDA says we need to have a Non-Compliance Violation before they will consider funding it.

**Item H - Update - Water and Sewer Utilities Development Priorities**

**Item I - Update - Dredge for Sale by the ANTHC**

This is not the type of Dredge the City is looking for, but Bill Arnold will look into other options.

**NEW BUSINESS**

**Item A - Yukon Kuskokwim Regional Aquatic Training & Safety Center - (Swimming Pool)**

The committee discussed several issues on this item, the first was, How are they going to Drain the pool ? Electrical outlets, will there be enough?

**MEMBER COMMENTS**

**Scott** - No Comment

**Bill** - Excited about using his computer at the pool & short swims.

**Jennifer** - No Comment

**Joe** - Very happy with this committee & thank you everybody for coming & we are very slowly getting traction in Bethel.

**Frank** - On next months' Agenda; Clean Up/Green Up, the Landfill, Pool Updates from Mike with ProDev.

**ADJOURNMENT**

<b>MOVED BY:</b>	J. Klejka	Motion to adjourn the meeting.
<b>SECONDED BY:</b>		

<b>VOTE ON MOTION</b>	Motion carried by unanimous voice vote.
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With no further business before the Committee, the meeting adjourned at 7:45 p.m.

APPROVED THIS \_\_\_\_\_ DAY OF JUNE, 2013.

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Frank Neitz, Chair

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Cheryl Roberts  
Recorder of Minutes

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# City of Bethel, Alaska

## Public Works Committee Minutes

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June 19, 2013

Regular Meeting

Bethel, Alaska

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### CALL TO ORDER

Committee Member Vice-Chair Jennifer Dobson called the regular Public Works Committee Meeting of June 19, 2013 to order.

### ROLL CALL

Present: Jennifer Dobson, Scott Guinn

Excused absence(s): Frank Neitz, Bill Schreiner

Unexcused absence(s): Joseph Klejka, Donna Lindsay

Also in attendance were the following:

Chuck Willert, Public Works Director

Cheryl Roberts, Public Works Admin, Recorder of Minutes

Mike Nevenzel with ProDev

June 19, 2013 meeting adjourned due to lack of quorum.

APPROVED THIS \_\_\_\_ DAY OF \_\_\_\_\_ 2013.

\_\_\_\_\_  
Frank Neitz, Chair

\_\_\_\_\_  
Cheryl Roberts  
Recorder of Minutes

## **MEMORANDUM**

**DATE:** 6/1/2013

**TO:** Lee Foley, City Manager

**FROM:** Chuck Willert, Public Works Director

**SUBJECT:** Manager's Report –

### **Programs/Divisions**

#### **Public Works Director:**

CCI is out here this month to evaluate our Water Treatment Plants as most of the hardware in both Treatment Plants is becoming out dated and parts are becoming harder to get. The CCI guy will be here all week, 6-3-13 thru 6-7-13, and after he develops his assessment of both Plants and turns in his report of his findings we will then make determinations as to upgrading the Plants as needed.

We were lucky for the cold spring weather slowing up the river break-up process so there wasn't any critical flooding that took place in our Bethel area. We are grateful for the water levels not reaching critical stages and washing out several roads near the slough areas costing the City for rebuilding washed out roads.

Salzbrun Services and Drilling Inc. have the bad flooring areas removed and are waiting for the materials to be delivered by Barge which should be shortly after all the ice is out of the lower river and bay area.

83% of the year has elapsed with 87.3% expended

#### **Utility Maintenance:**

This month we responded to twelve after hour callouts. We also thawed a few frozen sewer lines in ASHA. We had also replaced the well at city sub water treatment plant. We also helped out with the floor drain at the City Shop. We also helped with the fire system at New Police Station. We continue to operate our water plants seven days a week. We also continue to monitor our liftstations seven days a week and rebuild sewer pumps when needed.

Piped Water: 83% of the year has elapsed with 80.4% expended  
Piped Sewer: 83% of the year has elapsed with 82.9% expended  
Sewer Lagoon: 83% of the year has elapsed with 78.7% expended  
BHWTP: 83% of the year has elapsed with 95.1% expended  
CSWTP: 83% of the year has elapsed with 74.7% expended

### **Hauled Utilities:**

We've been getting a lot of stuff done. Attendance is a lot better. I have, Jonathan Phillip, in the office training. He will be my substitute when I am on time off. The guys have been busy changing tires on the trucks, taking studs off and putting on the unstudded. The end loader garbage truck is about ready for clean up/green up. Routes are getting done, all good.

Hauled Water: 83% of the year has elapsed with 81.5% expended  
Hauled Sewer: 83% of the year has elapsed with 71% expended  
Hauled Refuse: 83% of the year has elapsed with 74.5% expended  
Landfill Operations: 83% of the year has elapsed with 103% expended

### **Property Maintenance:**

We are keeping up with everyone's needs for repairs in most all the Departments. We have been doing repairs to the boardwalks as we get time also. There have been some issues with the heat and ventilation at the Court House, shorts in the electrical system that had affected thermostats, it's all taken care of now. We are going to have a contractor in here next month to look over the whole system. Nothing has really been done to bring all of this up to date.

All our boilers are being serviced to be ready for this winter. We are going to be busy all summer on projects and now is a good time to do a complete service. Frontier Fire Protection took care of our fire extinguishers, fire panels and sprinkler systems. We have some more work to do here at Public Works but they are pretty much done. Thank you.

83% of the year has elapsed with 79.1% expended

### **Road Maintenance:**

Streets and Road is done with steaming culverts with acceptance of a few culverts that show up later as being frozen and present a problem. In all we

come out good this year with no major wash outs this year. Also during breakup this year we did have some sink holes that formed on some of the roads that got flooded. The sink holes that we filled in are at the boat harbor road and at the end of 4<sup>th</sup> Avenue.

Streets and Roads has moved the D8 Cat dozer out at the city sand pit by BIA road. We are now pushing up a pile of sand for spring emergencies, and for our use this summer. We will need this stockpile for road rebuilding this summer, for the Ports use, for road material and parking around the Pool project and also for the landfill use.

Streets and Roads have now started laying calcium chloride on the roads to help keep the dust down. As of now we have done Ridgecrest Dr., Akakeek St., BIA Road, and Ptarmigan St. As long as the roads are dusty and with the culvert steaming done we will work on putting calcium the remaining roads as needed. When we do we will use the road watering truck to water the roads, the sander truck to put a layer of calcium on the roads, and with the grader we will grade the layer of calcium into the roads. This will last longer and also the roads will set up and make it smoother for a longer period of time to drive on.

83% of the year has elapsed with 78.9% expended

### **Vehicles and Equipment:**

We are still in a floor space transition period. More floor construction in the shop has made finding room to work a little more difficult, but we have been adapting very well. We have pretty much finished with the summer/winter tire swapping and have been able to get back to routine services and minor maintenance on vehicles again. Josh has received the new engine for transit bus 436 and has been working at getting that bus back in service soon.

83% of the year has elapsed with 74.3% expended

### **Transit System:**

The first week of May (6-10) 2013 we had approximately 300 riders and a year ago, the same time period, we had over 500. I've compared the time of day the buses were running and we will be adjusting the current bus schedule to target last year's ridership. Starting the first of July the green line will run from 6:30am to 10:00am and then from 11:30am to 6:00pm.

The red line will start at 9:00am to 12:00n and then from 1:00 -3:00pm. There will be a bus serving the community from 6:30am to 6:00pm. With this change and the other incentives we're offering hopefully we'll see an increase in the ridership.

On April 30 we handed out "free" passes. Each paid rider was given a free pass of equal value. The drivers handed out 78 free passes: 12 - \$1.00, 18-\$2.00 and 48 - \$3.00, so far the riders have only used 38. Some may have been lost and some may be saved for a rainy day. On Tuesday, May 14, the drivers handed out 59 "free" Saturday passes. We don't normally operate on Saturday but May 18 was Saturday Market Day and several passengers suggested that the bus should run on those days. Bus #437 will run from 10:00am to 2:30pm and I'll be driving. I drove the bus on May 26 for the Vintage Airplane Show, 9:30-2:30, we had over 90 riders, coming and going. June 3 was our first day to use the "\$5 Day Pass" and I hope this will help increase the ridership.

The new motor for Bus #436 is being installed. It's no easy task! They have to remove the entire front of the bus to get at the motor. The maintenance staff is doing a great job. I'm not sure how they can keep on top of everything.

I will be taking leave from June 21 to July 12 and when I get back we'll be starting the airport route. The first week it operates I'd like to give each of the airlines, which serve the villages, 5 free passes /day to give to their incoming "village" passengers. It'd be an introduction to the Airport Route System. I have been in contact with YKHC, and AVCP and they are "thinking" about providing some support to the Airport Route. Basically the Airport Route will be serving mostly the incoming villagers, from the surrounding 45-55 villages, and YKHC and AVCP support those villages. Bobby Sutton, City Finance Director, is checking out whether or not we'd be able to use Medicaid Vouchers. Hopefully we'll be able to and that would make a big difference in over revenue for the system.

John Sargent, City Grant Manager, has done a great job and has submitted the grant for a new bus. Hopefully it'll be approved and make it on this summer's barge. We're requesting a 14 passenger bus, with a wheel chair lift, and gas operated. Gas is cheaper than diesel and they're easier to start in the winter. If we get the new bus, this year, it will take the place of Bus #436 which has in excess of 110,000 miles on it and we'll use it as back-up. Next year Bus #437 will have over 100,000 miles and we'll apply for another new one then. Good job John!

I'm very concerned about the Transit System budget, both this year (FY 2013) and next (FY2014). To make the Transit System more reliable and

serve the people better we need to increase the number of trips per day, both routes, and may be run one bus part time on Saturday. All of this would cost additional money....which we don't have.

Bethel Transit System goal for the FY 2014 will be to show a 20-25 percent increase in ridership / revenue. I think we can do this by providing better serve for our passengers.

83% of the year has elapsed with 67% expended

**Staffing Issues/Concerns/Training:**

Robert Wright has retired as of Friday May 31<sup>st</sup>, 2013 therefore a position for a grader operator is open in Streets and Roads.

**Budget/Financial:**

See each department.

## **MEMORANDUM**

**DATE:** 7/1/2013

**TO:** Lee Foley, City Manager

**FROM:** Chuck Willert, Public Works Director

**SUBJECT:** Manager's Report –

### **Programs/Divisions**

#### **Public Works Director:**

The shop floor is 80% complete all of the metal is down and half of the welding is done it looks like they should be finishing up on the south side around the 15 July.

#### **Utility Maintenance:**

This month we are back in summer mode in the water plants and our liftstations. We also responded to seven after hour calls. We also continue to help out with welding at the city port. We are also preparing to discharge our sewer lagoons. We also continue to monitor our liftstations on a daily basis. Our water plants continue to operate seven days a week. We also began flushing water lines in ASHA and AVCP housing.

#### **Hauled Utilities:**

The service for boats is slowly picking up. We are getting a little attitude from one of the barge captains about doing water extra's the right way. Trying to control the over time, but attendance and vehicle break down problems makes it hard to do. Darrell (dumpster driver) talked to me a couple of weeks ago and he told me that we are going to have a problem because we are going to be short dumpsters. Even if we hired someone to do repairs we still won't have enough. Routes are getting done. Sure could use some help here in the office.

#### **Property Maintenance:**

Annual service on our boilers is ongoing; it has been a while since they have all been completely gone through. A new Clean Burn used oil burner was purchased to replace one of ours in the shop that has about reached its useful life span. A canopy was ordered to cover an area containing

contaminated soil. We have several cells we need to remediate that are from soils that have been drenched from broken hydraulic lines and oil spills. We have been making a lot of repairs in Pinky's Park preparing for the 4<sup>th</sup> of July and assisting all other departments with their projects. The Shop floor renovation has been keeping us busy with tasks associated with the move/change. Day to day operations need to be able to keep moving forward without any problems due to construction. Thank you.

### **Road Maintenance:**

Streets and Road is now done with hauling sand to Pinky's Park, and also we moved the concession stand that was in the play ground on the east side to the south side of the play ground, alongside Akiachak Avenue. We hauled sand, to the parking lot by the Bowling Alley, and inside the fence at the play grounds. Also we hauled sand to the ball field for parks & recreation to use on the ball field, and to the ball field parking lot where it has been sinking. We hauled two concession stands that were in the parking lot by the bowling alley out of there. The stands were not used anymore, and also the stands were too old to be used. This should make it a lot better for the 4<sup>th</sup> of July this year.

We have also has been spending more time pushing sand at the city sand pit with the D8 Cat, when Bethel Services started hauling sand out of there to the swimming pool. They are using two end dump trucks, and two side dump trucks. So with them hauling, and when we are hauling for our projects, along with the port, out of the city sand pit, we use a lot of sand in a day.

Streets and Roads have been grading roads as needed, & with the roads that have Calcium Chloride, it will last longer between grading. The Calcium Chloride keeps the roads smother longer, and being shorthanded this helps.

With Robert Wright, retired from the city, we are now looking for a grader operator to fill his spot. With that position open, we have been short handed, with that being said we can only do one project at a time. Hopefully we can get this position filled in the next few weeks, so the we can do more than one project at a time.

### **Vehicles and Equipment:**

We are still in the process of working around the floors being redone. With the floor space we have to work with we are able to service and maintain city vehicles. Josh has finished changing out the engine for transit bus 436 and it is now in service. The last weekend of this month we will be

changing out transit bus decals for new ones.

**Transit System:**

For June 2013, The Bethel Transit System transported a total of 760 passengers, 88 of those riders had a disability and 115 were elders. The cash fares totaled \$1416.00, while the passes used a total of \$295.00 and monthly passes totaled \$234.00. There are three drivers; Bill Ferguson, Transit Manager; Brenda George who is a full time driver; Jang Kim, who is the Part time; and Christina David is on-call driver. These figures are from June1 thru the 26<sup>th</sup> 2013. While Bill Ferguson is on vacation, Brenda George is acting manager until July 12, 2013.

**Staffing Issues/Concerns/Training:**

Streets & Roads & Vehicles & Equipment both have 1 position open.

**Budget/Financial:**

See each department.

# CITY OF BETHEL

Post Office Box 1388  
Bethel, Alaska 99559  
Voice: 907-543-1373  
Fax: 907-543-1394



## MEMORANDUM

June 19, 2013

From: Lee M. Foley, City Manager

To: Public Works Committee

Subj: Updates

I had the pleasure of talking with your Chair and Vice Chair earlier this week and I provided them with an update on most of the items on your current agenda. This memorandum confirms those verbal updates and puts them in writing for all members.

### Unfinished Business:

- **Update – Recycle Center:** The Administration is putting the finishing touches on the advertisement to hire a full-time operator and hope to promulgate that shortly. Hiring is anticipated to take place by mid-July (position is funded from July 1 onward). The Administration would welcome suggestions from Committee members on how we can make the Recycle Center operate more efficiently than it has in the past.
  - **Update – Institutional Corridor – Feasibility Study:** The \$7M approved by the Governor for this project has not been presented to the City yet. It will come in the form of a Legislative Grant with a request for a proposed Statement of Work (SOW) on how we expect to expend this initial funding. At least \$7M more will be required to bring the system fully online. One item that will be addressed in the SOW will be the need to drill a second well for the City Sub Water Treatment Plant. I've asked Bill Arnold to obtain quotes on approximate costs for drilling. The City only has one (1) copy of the actual study so anyone wishing to peruse its contents is welcome to do so in the Public Works Building.
  - **Update – New BNC/Swanson's Complex Road Access:** Kilson Associates are nearing completion of a Traffic Study for this project and will provide us a copy when it is promulgated. I have already notified Council and Department Heads of this development via email.
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- **Update – Dredge for Sale by the ANTHC:** While the City appreciates the offer to purchase this piece of equipment, it just won't work for either Public Works or the Port. One of the main reasons that the Administration was seeking to purchase a dredge was that it could be multi-faceted by serving Public Works and the Port. Bill Arnold physically observed this dredge in operation, and the Port Director thoroughly inspected it when it came off the barge. Unfortunately, it will not work for our purposes and it would fit the definition of a "pig in a poke" if we moved forward to obtain it. We are looking at other types of dredges that are more in keeping with our needs and we'll furnish information on those to the Committee as we can.
- **Update – Yukon Kuskokwim Regional Aquatic Health & Training Center:** The gentleman who will be giving you an update is Mike Nevenzel, ProDev's "boots on the ground guy." Additionally, the Delta Discovery is kind enough to publish monthly updates as part of my City Manager's Forum column.

**New Business:**

- **Green Up/Clean Up:** Got off to a slow, but steady start and is now picking up speed as we get into the process. Great cooperation by community members has been a tremendous help.
- **Landfill (Dump) –** The Administration has asked for, and received, a draft white paper on how to extend the life of the Landfill. When that document has been thoroughly vetted, a copy will be given to Council members and to members of the Public Works Committee.
- **Baseball Field –** A joint effort by Public Works and Parks & Rec folks is bringing the field back up to acceptable usage. When I walked it yesterday, it was obvious that lots of work had been put in. We expect it to open up as soon as rehab is completed.

Updates for other agenda items will be presented by other SME (Subject Matter Experts).

Thanks.