



Public Works Committee Agenda

Regular Meeting Wednesday July 18, 2012 – 6:30PM
City Shop Conference Room

MEMBERS

Frank Neitz
Chair
Term Expires
12/2013

Jennifer Dobson
Vice-Chair
Term Expires
12/2014

Joseph A Klejka
Council Rep.
Term Expires
11/2012

Bill Schreiner
Committee Member
Term Expires
12/2013

Jeff Sanders
Committee Member
Term Expires
12/2013

Scott Guinn
Committee Member
Term Expires
12/2014

VACANT
Committee Member
Term Expires

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)
Brian Lefferts Chairman for Public Safety & Transportation Committee -
Roads Ordinance Recommendation.
- IV. APPROVAL OF MINUTES
A. Minutes from the previous regular meetings - May 16, 2012 & June 20, 2012.
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT
- VII. UNFINISHED BUSINESS
A. Update - Closeout of 2 Outstanding Grants
B. Update - Sewer Lagoon
C. Update - 5 Year Plan
D. Update - Recycle Center
E. Neptune - Update Rate Study - Meter Housing
F. Institutional Corridor
G. Dust Control - Jeff Sanders
H. Proposed Resolution for Council Consideration - City Council
I. RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities -
City Council
J. RFP - Water & Sewer Master Plan Update
- VIII. NEW BUSINESS
A. City Engineer/Project Manager for a multi-use Engineer for the Pool

MEMBER COMMENTS

IX. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

May 16, 2012

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on May 16, 2012 at 6:35p.m. in the City Shop Conference Room, Bethel, Alaska was called to order by Committee Member Chair, Frank Neitz.

ROLL CALL

Present: Frank Neitz, Jennifer Dobson, Joseph Klejka, Bill Schreiner, Jeff Sanders, Scott Guinn, Bill Arnold, John Sargent, Lee Foley

Excused absence(s): None

Unexcused absence(s): None

Also in attendance were the following:

Chuck Willert, Public Works Director

Cheryl Roberts, Public Works Admin, Recorder of Minutes

PEOPLE TO BE HEARD

None.

APPROVAL OF MINUTES

MOVED BY:	J. Klejka	To approve the minutes of the regular meeting of (last meeting date) April 18, 2012.
SECONDED BY:	J. Sanders	

VOTE ON MOTION	Motion carried by unanimous voice vote.
-----------------------	---

APPROVAL OF AGENDA

MOVED BY:	J. Klejka	Motioned carried.
SECONDED BY:	S. Guinn	

VOTE ON MOTION	Carried as amended.
-----------------------	---------------------

To Move Lee Foley

MOVED BY:	J. Klejka	To move Lee Foley to the top of the list
SECONDED BY:	S. Guinn	

VOTE ON MOTION	Carried as amended.
-----------------------	---------------------

UNFINISHED BUSINESS

Item A - Update - Closeout of 2 Outstanding Grants

Larson Construction committed to a closeout date of September 30, 2012, and there is about \$140,000 left in the grant. The City needs the Easements before we close out the two grants.

Item B - Update - Sewer Lagoon

The city needs prove that there is a "dyer need" to get the Sewer Lagoon Project to the USDA, and needs to show, based on "design and capacity" for a "dyer sanitation need". The Lagoon P.E.R.E.R. is the piece that is unfinished.

Item C - Update - 5 Year Plan

This needs to be updated before we can move forward.

Item D - Update - Armory

The out buildings and the lots they sit on will be ready to come back to the city around the end of June to July, The buildings are also contaminated with Asbestos and it would take around half a million dollars to abate it. We are also getting the land back on Chief Eddie Hoffman Highway.

Item E - Update - Recycle Center

Eddie Collins withdrew his proposal for this. Put in a recommendation for a 2nd RFP in a way for someone to make a profit. A discussion ensued on recycling cans, plastic and taking cars for the yearly Clean Up, Green Up.

Item F - Neptune - Update Rate Study - Meter Housing

There was a discussion on a cost analysis of the water and sewer service, number of connections for ASHA Housing, break down of gallons, and per mile to the different subdivisions, to figure out the total cost and prorate it for everyone. To also include a study on the Institutional Corridor.

Item G - Institutional Corridor

Has a closeout date of September 30, 2012 from Larson Construction. The reasoning for putting this in was to gauge what the entire 14.5 million dollars project would benefit for the city.

Item H - Log Cabin

The Log Cabin is up and running with no problems.

NEW BUSINESS**Item A – Road Maintenance & Snow Removal Policy for Winter Conditions**

A discussion ensued about burms being too high and too many which caused cars to park on the road. And to which subdivisions have the most problems with this issue.

Item B – Proposed Resolution for Council Consideration

There was a discussion on the flat rate of \$135.00 per month and is this for water only or water and sewer service together.

Item C – Ordinance #09-12 – Polystyrene Foam Disposable Food Service Ware

A discussion ensued on plastic bags verses paper bags and whether or not polystyrene or bamboo containers should be used, and was this Ordinance put into place to control the litter problem or have the vendors switch to biodegradable products.

Item D – RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities

Discussions ensued about having the rate study included in the cost analysis and break it all down for the cost per gallon and mile/distance.

Item E – RFP – Water & Sewer Master Plan Update

We had one (1) company put a bid in, Larson Consulting Group, Inc, who came in at over \$12,000 more than what the city had expected. Everyone at the meeting agreed to setting up, in the near future, a public meeting and conference call with Larson Consulting, Tasha with D.E.C., Public Works Committee, City Council, Lee Foley, John Sargent.

Item F – Dust Control

Lee Foley is in the process of writing up a formal policy on this for the city.

MEMBER COMMENTS

Jennifer – No comment.

Bill – No comment.

Scott - No comment.

Jeff – Likes reading the Knome Nugget. He talked about gas and electrical prices.

Frank – Thanks everyone for coming.

Joseph – Great meeting. Sorry for being a few minutes late. Talked about how the city is doing everything they can and then went to A.V.E.C. about the prices and they would love to get on board with the city as well as the Bethel City Council. T.D.X. also has a contract in place to buy B.U.C.

ADJOURNMENT

MOVED BY:	F. Neitz	To adjourn the meeting.
SECONDED BY:	J. Klejka	

VOTE ON MOTION	Motion carried by unanimous voice vote.
-----------------------	---

With no further business before the Committee, the meeting adjourned at 8:43 p.m.

APPROVED THIS _____ DAY OF JUNE, 2011.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

City of Bethel, Alaska

Public Works Committee Minutes

June 20, 2012

Regular Meeting

Bethel, Alaska

CALL TO ORDER

Committee Member Chair Frank Neitz called the regular Public Works Committee Meeting of June 20, 2012 to order.

ROLL CALL

Present:

Excused absence(s):

Unexcused absence(s):

Also in attendance were the following:

Chuck Willert, Public Works Director

June 20, 2012 meeting adjourned due to lack of quorum.

APPROVED THIS _____ DAY OF JULY 2012.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

MEMORANDUM

DATE: 6/1/20012

TO: Lee Foley, City Manager

FROM: Chuck Willert, Public Works Director

SUBJECT: Manager's Report

Programs/Divisions

Public Works Director:

We are in full swing for Green-Up Clean-Up for this month and the next two weeks of June. We kept the landfill open for the last two weekends of May for the public's convenience and to allow Sunday access.

We are trying to get everything done and money spent on the projects before the close of the fiscal year. We have to get our service or product and have the invoices in before June 30th in order for the money to come out of the FY/12 budget.

92% of the fiscal year has elapsed with 79.6% expended

Utility Maintenance:

This month we responded to six after hour callouts. We are also leveling sewer lines in ASHA. We continue to monitor our lift stations on a daily basis also rebuilding sewer pumps when needed. Our water treatment plants have been operating on a daily basis. We also do meter readings and water shut off list for the Billing department.

Piped Water: 92% of the year has elapsed with 89.3% expended

BHWTP: 92% of the year has elapsed with 87.3% expended

CSWTP: 92% of the year has elapsed with 73.4% expended

Piped Sewer: 92% of the year has elapsed with 96% expended

Sewer Lagoon: 92% of the year has elapsed with 80.8% expended

Hauled Utilities:

Well...Routes are getting done. Been short drivers because of illness and or injuries, but the work is getting done. Clean up green up is under way

and we have a driver picking up Tundra Center guys to help with picking up the piles stacked up along the roads. So we're doing the best we can with what we have. AVCP had their Cleanup Green up event here at the shop for the second year in a row and that went pretty smooth. The area around the land fill and between the schools has been cleaned and looks really good.

Hauled Refuse: 92% of the year has elapsed with 84.5% expended

Landfill Operations: 92% of the year has elapsed with 74% expended

Recycling Operations: 92% of the year has elapsed with 79.7% expended

Hauled Water: 92% of the year has elapsed with 81.8% expended

Hauled Sewer: 92% of the year has elapsed with 74.3% expended

Property Maintenance:

We are resetting the boiler temperatures from winter to summer settings when it gets warm and back again to please everyone on room temperatures. This is a constant battle with the fluctuating outside temperatures. We have been servicing the ventilation throughout the offices; filters/belts have been changed, adjusted, and motors lubed. HRV units have had some problems that we are dealing with. Heat trace has also been turned off everywhere. Finishing up winter type projects and getting ready to tackle outside repairs.

Frontier Fire Protection was here and checked our sprinklers systems and updated all our fire extinguishers. Reports have been sent on to the Finance Office to be forwarded to our Insurance Company. Recent break-ins and vandalism has been costly and keeping us pretty busy with repairs at the Log Cabin and Youth Facility. Pioneer Door was out here and we installed a new operator and all the equipment that went with it for door #2. Some new equipment was installed on door #1 that was worn out. Thank you.

92% of the fiscal year has elapsed with 80.4% expended

Road Maintenance:

Streets and Road have been laying down Calcium Chloride on the roads to help in cutting down on the dust on the roads, caused by the vehicles on the roads. We would start by watering the roads and then we will take off the top 3 inches of the roads with the grader and put it to the side. Then we come in with the sander truck loaded with Calcium and spread it on the road and then come in with the grader and then bring in the 2 inches of material that we set aside and graded it back over the calcium. When it is all graded we come in with one more pass with the calcium, by doing this

we will get the most out of the calcium and it will last the longest. Streets and Roads, has also started on building up the roads in Larson Sub., with sand, and when that is done, we will haul in gravel to finish it. This will keep it from turning to mud in the spring like it does every year and also keep the dust down in the summer.

Streets and Roads helped Dave at the landfill by moving the old landfill shack out and then we helped move a trailer in for the new landfill office, this will make it a lot nicer for them in the landfill. The old office was leaking water in from under the floor and it was falling apart.

Streets and Roads have been keeping a water truck out watering the roads when it is dry out, and also we would have to water the roads before we can grade them, by doing this we hope to keep the dust down as much as possible on the roads.

92% of the fiscal year has elapsed with 82% expended

Vehicles and Equipment:

Servicing and basic maintenance on vehicles as they become available, Working on transit buses putting in new transmission in bus 437.

92% of the fiscal year has elapsed with 78.7% expended

Transit System:

For the month of April, the Bethel Transit System transported a total of 1,952 passengers, 64 of those riders had a disability and approximately 300 them were Elders. The cash fares totaled \$3,036.00 while the passed used totaled \$1941.00.

Our passenger numbers are down quite a bit from last year. We've had a few problems this last month causing the Red Line to be offline for couple weeks. In April Bus 437 went down due to a bad transmission, but Bus 438 was put into service to cover that route. Then in the middle of May, Bus 438 went down due to a suspension problem. Both sets of parts have been ordered and we are hoping to have one of them back up next week.

I had expected our numbers to be down because of the raise in fares, but now I have no way of knowing how the new fares affected ridership. The one thing I am sure of is our Monthly pass sales are up a bit. The raise in fares on May 1st coincided with starting our Green Line 30 minutes earlier and leaving from the City Shop instead of ONC. We have picked up

several new riders that live in Tundra Ridge that have to be at work at YKHC by 7am. Overall, the response to that route adjustment has been a positive one.

I have already started the process of reworking the routes for the reduced service that will start on July 1st. As a result of reduced routes, we will also have a reduction of drivers. One part-time driver volunteered to be laid off, and our senior full-time driver Marie Lekander decided to retire. We will miss her and her passengers will also.

83% of the fiscal year has elapsed with 72.4% expended.

Staffing Issues/Concerns/Training:

None at this time.

Budget/Financial:

See each department

MEMORANDUM

DATE: 7-1-2012

TO: Lee Foley, City Manager

FROM: Chuck Willert, Public Works Director

SUBJECT: Manager's Report

Programs/Divisions

Public Works Director:

We are wrapping up the green-up clean-up campaign this month. There are still areas that need addressing as well as some more vehicles to be picked up to clean up the release forms. We have been busy for the last month and a half with green-up clean-up.

I have talked Eric Hoffman at ASHA about the old office and maintenance building being transferred to the City as soon as they are in the new building. They are willing to give us the building and land if they can keep an old ASHA house for storage. If this happens I will let Bill Arnold move into this building for their new office and shop.

Utility Maintenance:

This month we responded to three after hour callouts. We also started our lagoon discharge. We are monitoring our lagoon as we discharge. We also assist billing in blue tagging and meter reading. Our water plants continue to operate on a daily basis. We also do our daily duties of monitoring lift stations and rebuilding sewer pumps. We also did a service connect at the Yuuit education center.

Hauled Utilities:

With the barge season going on and Swansons needing water for their fire tank, things have picked up a little bit. Clean-up/Green-up has slowed down. Mostly it's all good. Have the new dumpster truck and are ready to get it going but we are waiting for a couple of details to use it. We are now getting ready for the 4th of July. With a little hiccup here and there attendance is way better than it's been. Business as usual.

Property Maintenance:

June has been a busy month. We have been making repairs/replacing doors at the Parks and Recs facilities. Doors and hardware are not cheap plus the time to install. Lots of vandalism everywhere including the outside bathrooms where we had to replace toilets and sinks. We have been installing windows and doors to the building that was set in at the land fill. We have had some plumbing problems and making repairs to them as they come up. Ventilation units at the Court House are being serviced regularly.

Industrial Boiler and Controls was out here and installed new Webster Burner Controls to the boilers at the Water Treatment Plant in City Subdivision and one to the second boiler at Public Works. This will improve fuel efficiency and upgrade outdated equipment. We have started our summer projects and hope to get them all done this year. Thank-you.

Road Maintenance:

Streets and Road has used up the Calcium Chloride on the roads, that we had for this spring and we have some more on order. We have just three little 1000 lb. bags left to use in City Sub around Pinky's Park before the 4TH of July to help keep the dust down on the 4TH. I have one van of Calcium Chloride, and two van of Sodium Chloride coming in on North Land. This will take care of us for Calcium Chloride for the rest of this summer, and the salt for the salt sand pile, for this, winters, road sand. I will need to order one more van of Calcium Chloride to have shipped in on the last barge, for next spring.

Streets and Roads, is now done with building up the roads in Larson Sub., with sand, and now just finishing up with 6" of gravel on top. We should be done with the gravel in the next few days. This will keep the roads a lot smoother, and also the dust down.

Streets and Roads, has been hauling vehicles, large items, and heavy items to the landfill for clean up, green up. With one loader down, it has been taking a little longer to get the vehicles, and other items hauled to the landfill. We use the loader as it becomes available. We will have a few more days before we are done hauling to the landfill.

Streets and Roads has been helping Parks and Recreation in fencing the kids play ground in Tundra Ridge Subdivision with the fencing, that we can come up with in the shop yard. With what we have, we should be able to do the back and some of the sides of the play ground.

Vehicles and Equipment:

Basic upkeep and maintenance on city vehicles as they come in. Getting new garbage truck ready for 7/2/2012.

Transit System:

For the month of June, the Bethel Transit System transported a total of 1,766 passengers, 63 of those riders had a disability and approximately 294 were Elders. The cash fares totaled \$2,549.00 while the passes used totaled \$1,524.00.

I had hoped I would have a complete month's totals to see what impact the fare increase had on our ridership however, due to mechanical problems there was only the Green Line in operation for the first two weeks of June. I feel our ridership was down but since the buses were on the road sporadically, I can't say for sure.

I was able to get the signs up at most of the bus stop signs that shows what time each bus gets to that stop. Thank you to Building Maintenance for making the sign holders and getting them attached to the signs for me!! These will hopefully lessen the confusion to our riders since the routes we will run starting July 1, 2012, are very abbreviated and staggered.

The Green Line runs from 6:30am – 9:30am then starts again at 3:30pm until 6:00pm. The Red Line starts at 7:00am – 9:00am then starts again at 1:00pm – 4:00pm. The schedule resulted from keeping track of when the community uses the buses, where they are going and peak times over the period of 4-5 months. With the reduced grant money, we needed to figure out how to reduce the schedule but still get people to and from work, medical appointments and shopping when they need to go, but still stay within the smaller budget. The reason for the two buses and two lines is because that way we are still able to have service to City Subdivision for the Adult Basic Education students (Red Line's schedule) and service to TWC (Green Line's schedule). We can't combine those stops into one route unless we cut stops somewhere else as it takes more than an hour to run a "combined" schedule.

I will have the ending FY 2012 numbers in the next Manager's Report.

Staffing Issues/Concerns/Training:

None at this time.

Budget/Financial:

We are at the end of the fiscal year and we look good.

CITY OF BETHEL, ALASKA

Proposed Resolution for Council Consideration

A RESOLUTION BY THE BETHEL CITY COUNCIL DIRECTING THE CITY OF BETHEL ADMINISTRATION TO ISSUE A REQUEST FOR PROPOSAL TO CONDUCT A COST OF SERVICE SURVEY ON WATER USAGE AND RATES AND TO ESTABLISH A FLAT RATE FOR RESIDENTIAL PIPED WATER UNTIL THE COST OF SERVICE SURVEY IS FINALIZED

WHEREAS, the City of Bethel operates a service utility to maintain a mixed system of both piped and hauled water services at rates that are affordable to residents, while still being able to cover the costs of service;

WHEREAS, the Bethel City Council has directed the City Manager to develop and issue a Request for Proposal to conduct a City wide Cost of Service Study to determine the appropriate rates and financing structure for water delivery;

WHEREAS, the City has installed meters in one subdivision to encourage conservation of water and assess charges at a fair rate and to allow for accuracy in billing residents for usage;

WHEREAS, residents on City piped water delivery systems have experienced some problems with the piped water system including pump failures, freezeup, leaks, meter problems, and water discoloration;

WHEREAS, the City Manager upon approval of the City Council may enter into contractual arrangements with any person for the provisions of any of the services described in Bethel City Ordinance Chapter 13 at rates or terms different from those set out in Chapter 13. (13.16.090 Contractual Agreements);

WHEREAS, residents on piped water service will be charged a Flat Rate of \$ 135.00 per month until such time the Cost of Service Study is finalized and approved by the Bethel City Council;

NOW, THEREFORE, BE IT RESOLVED The Bethel City Council shall cause to initiate a Cost of Service Study is to be conducted City wide to determine the most equitable and fiscally responsible water rate structure, and to provide a clear explanation of the results with the general public.