



Public Works Committee Agenda
Regular Meeting Wednesday September 18, 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

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 -
July 17, 2013 & August 21, 2013 which there was no Quorum.
- V. APPROVAL OF AGENDA
- VI. DIRECTOR'S REPORT - May & June
- VII. UNFINISHED BUSINESS
A. Update - Yukon Kuskokwim Regional Aquatic Training & Safety Center -
(Swimming Pool) - Mike Nevenzel with ProDev
B. Update - 5 Year Plan/ RFP - Water & Sewer Master Plan - Bill A.
C. Update - Institutional Corridor - Feasibility Study
D. Update - RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities
E. Update - Baseball Field - Grant Money
- VIII. NEW BUSINESS
A. Landfill Operations /Clean Up Green Up-Junk Cars / DEC /
Salvage of Materials
B. Dumpsters - Why are they not being fixed?
C. New Committee Member - Delbert Egoak
D. Lagoon Issues - Bill Arnold
E. Old Police Station
F. Boardwalk - Pinky's Park
- Public Works
- Parks & Recreation
- Soccer Field
- IX. MEMBER COMMENTS
- X. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

July 17, 2013

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on July 17, 2013 at 6:40 p.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, Scott Guinn, Donna Lindsey
Excused absence(s): Joseph Klejka, Bill Schreiner, Chuck Willert
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

Mike Nevenzel with ProDev - Pool Update

APPROVAL OF MINUTES

MOVED BY:	S. Guinn	To approve the minutes of the regular meeting of May 15, 2013 & June 19, 2013(No Quorum).
SECONDED BY:	J. Dobson	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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APPROVAL OF AGENDA

MOVED BY:	J. Dobson	Motion to move the Aquatic Center to when Mike is able to join us.
SECONDED BY:	D. Lindsey	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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DIRECTOR'S REPORT

Transit is getting a New 14 passenger bus. The shop floor is almost done. Why are Dumpsters being put in the Landfill and not being fixed?

UNFINISHED BUSINESS

Item A - 5 Year Plan/ RFP - Water & Sewer Master Plan

Waiting on Report from LCG that is overdue since January 2013.

Item B - Recycle Center

We have filled the position with a person who already worked for the City.

Item C - Institutional Corridor - Feasibility Study

The follow up was for Bill Arnold to get quotes for a second well.

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

Sewer rates will be going up.

Item E - New BNC/Swansons Complex Road Access

The State owns the road and they will not be doing anything about it.

Item F - Recommendation to Council in regards to Sewage Lagoon Rehabilitation Project

No comments.

Item G - Dredge for Sale by the ANTHC

Bill Arnold had an idea on another Dredge for the city.

Item H - Yukon Kuskokwim Regional Aquatic Training & Safety Center - (Swimming Pool) - Mike Nevenzel with ProDev

Mike gave us an update on the project, and everything is on schedule so far. By schedule, the Project end date is October of 2014.

NEW BUSINESS

Item A - Landfill

The committee & the public were wondering why the hours were changed.

Motion to Change Landfill Hours

MOVED BY:	S. Guinn	Motion to change the Landfill hours back to their normal hours of 8am-6pm Monday-Saturday due to all the Construction/Projects in town.
SECONDED BY:	J. Dobson	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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Item B - Baseball Field - Grant Money

Scott Guinn says that a lot of work has been done. Frank will get an update on the Soccer Field.

Item C - Junk Cars @ the Landfill - Are they still being picked up by Alaska Logistics?

The committee is unsure if Alaska Logistics is still doing this.

MEMBER COMMENTS

Frank - Citizens have been complaining to me about people parking their personal cars, all the time, on the streets in front of their houses.

Donna - No comments.

Scott - He hopes that Bill Schreiner's foot gets better & see you at the next meeting.

Jennifer - Appreciates all the contributions from the Public Works Dept. regarding the softball field; I've been using it & it certainly has improved.

ADJOURNMENT

MOVED BY:	S. Guinn	Motion to adjourn the meeting.
SECONDED BY:	D. Lindsey	

VOTE ON MOTION

Motion carried by unanimous voice vote.

With no further business before the Committee, the meeting adjourned at 7:38 p.m.

APPROVED THIS _____ DAY OF AUGUST, 2013.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

City of Bethel, Alaska

Public Works Committee Minutes

August 21, 2013

Regular Meeting

Bethel, Alaska

CALL TO ORDER

Committee Member Chair Frank Neitz called the regular Public Works Committee Meeting of August 21, 2013 to order.

ROLL CALL

Present: Frank Neitz, Jennifer Dobson, Scott Guinn
Excused absence(s): Joseph Klejka, Bill Schreiner, Donna Lindsey
Unexcused absence(s): none

Also in attendance were the following:

~~Chuck Willert, Public Works Director~~
Cheryl Roberts, Public Works Admin, Recorder of Minutes

August 21, 2013 meeting adjourned due to lack of quorum.

APPROVED THIS ____ DAY OF September 2013.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

MEMORANDUM

DATE: 8/1/2013

TO: Lee Foley, City Manager

FROM: Chuck Willert, Public Works Director

SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

The south side of the shop floor is all done as well as a section of the north side past the center door. The north ramp area has been reconstructed and looks really good. I'm quite pleased with the job that Salzbrun Services and Drilling Inc. have done for the City; they were very easy to work with from the start of the project to the finish of the job.

I will be working until the end of December 2013 and retiring on January 1st, 2014. Everybody including me was wondering when the date of retirement was and PERS let me know last Friday so I could pass the information on to the City.

We have taken over the out buildings over at the National Guard Armory and I've let Bill Ferguson have the Maintenance Shop Building for his Transit building for the buses. This will free up a lot of room in the Public Works Shop this winter and save on the electrical bill here at the shop and allow the buses to leave a warm shop.

Utility Maintenance:

This month we began discharging our sewer lagoons. We also serviced our lagoon pump for our fall discharge. We also helped out with a water line at Public Works Shop and leveling piling under the boardwalk. We also disconnected water and sewer services to old Police Dept. and salvaged most of our sewer system. We also replaced a bad pump at our Kilbuck liftstation. We continue to level and flush utility lines in ASHA housing. We also continue to monitor our liftstations daily. Our water plants also operate daily. We had a broken pipe at BHWTP that we repaired [plastic] seems to be a common problem.

Hauled Utilities:

Heard landfill is getting the Nissan we use. If that's the case, we will need a vehicle to replace that. Both are used and have their purpose in this dept. We've been short trucks (water) because of breakdowns and waiting for parts. A good number of the water trucks have been pumping way slower than what we need. Adjusting them gets to be a pain for V&E and the water drivers. So I've been thinking that pumps need to be replaced with bigger pumps so the strain on pumps won't be so bad. The drivers have been awesome at working late making sure routes and extra's get done. But they are getting tired of it. We do have a couple of openings, but going through the applications, only one person was hireable at this time. I will be on vacation for a couple of weeks in August and Mike Mendenhall will be filling in while I am gone.

Property Maintenance:

We monitor our buildings summer and winter for heat on these cold, damp mornings. We check the thermostats, they don't seem to get turned down and we get calls "it's too hot". Windows and doors are still problematic, needing adjusting or some attention. Repairs are taking place on our facilities and structures. Boardwalks have been taking up a lot of our time lately. Some of these have reached past their useful life span and we should start exploring the possibility of raised trails and paths. A wood structure is always a target for vandalism and labor intensive to repair or replace.

We assisted in preparing the Park for Fourth of July, and helped other departments with problems and issues. I was working with John Sargent getting numbers ready. The old Police Station was being cleared of useful items before it is torn down. Thank you.

Road Maintenance:

Streets and Road hauled in some sand and top soil to the park in Tundra Ridge before we could set up the fence in the back of the park. We had to fill in the wash out and then we put top soil on the shoulders of the pad to help keep it from washing out the slopes on the east side of the Park. The east side of the park is all the fence we had on hand.

Streets and Roads now have two new workers, Jonathan Phillips who replaces Nate Hoffman as driver/operator and a new grader operator David Chaney to replace Rocky who retired. Now that we are up to full force now this will help in getting some of the jobs that we need to get done.

Streets and Roads is now working at getting the new police station

parking lot done so that we can start working on Salmonberry Street in Blueberry Sub. We will raise the road up with sand and then we will cover the road with 6" of gravel so that the new police station will have a good road to drive into it and out of it.

Streets & Roads had Knik ground up 250 ft of asphalt on Calista Drive, the road that goes by the right side of the post office. We had them grind up the two areas that have been sinking. After that was done we hauled in gravel and graded it so that the road will be smoother for the public drive on and also it will not be so hard on the utility trucks frame.

I ordered two freezer vans of salt and a freezer van of calcium chloride to have sent out on Northlands last barge of the year. We will mix the two vans of salt this fall in our road sand so that we will have sand to use in our sanders this winter. The calcium chloride we will use next year in the spring before the first barge when the roads are dusty.

Vehicles and Equipment:

Construction on North Side of Shop Floor and ramp completed. Significant difference is noticed on the surface floor by the staff. We received our Four Post Vehicle lift for the shop, with minor damage from shipping. That situation is being addressed with Northland Services. We were Short Staffed a few weeks during this month, due to staff on vacation and one vacant position. Continue to repair vehicles, and work on getting equipment back in place that was moved out due to construction. With the FY14 budget now upon us, we are working on our barge orders for the upcoming fiscal year.

Transit System:

Starting the first of July the green line increased the number of hours it would operate. It now runs from 6:30am to 10:30am and from 11:30am to 6:00pm. The red line starts at 9:00am to 12:00n and from 1:00 -3:00pm. Now there is a bus serving the community from 6:30am to 6:00pm. We've started the Airport Route on July 15. It runs from 9am to 3pm. I'm driving the bus. The word is slowly getting out about the new Airport Route and I'm in hopes the ridership will increase in the next couple of weeks. We'll continue to run the Airport route through September and then decide whether or not to continue with it. If it is successful then we'll need to increase the number of drivers we have. We finally got the new bus logos ordered and installed on the buses. The month of July, 2013, has been very slow. With these change and the other incentives I'm in hopes this will increase our ridership.

I'm extremely happy with the use of the old National Guard Armory maintenance building. It'll make a great bus barn. The buses will be able to be parked inside and kept warm during the winter months and should save considerable amount of money, for the city, on them being plugged in 12-16 hours per day. This will give us the opportunity to better maintain our buses and have them ready to serve the public.

We will have our next Transit Committee meeting on August 15. As soon as I get the agenda finalized I'll email you a copy. Hopefully by then we'll an increase in our ridership.

If you have any questions and or concerns please let me know.

Staffing Issues/Concerns/Training:

Vince has two open positions in the Hauled Utilities Department.

Budget/Financial:

Will include a budget report in next month's report as we are still early into the budget year

MEMORANDUM

DATE: 9/1/2013
TO: Lee Foley, City Manager
FROM: Chuck Willert, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

The Public Works Dept has been working on the New Road at the Sand Pit for the Track Meet. Other than that, things are running smooth, and everyone is preparing for winter by gathering what is needed.

Utility Maintenance:

This month our lagoon discharge went accordingly. We also responded to six after hour call outs. We also Blue Tagged shut off list for Piped Water and Sewer. Shut off list seems to be getting smaller? We also began flushing and leveling lines in ASHA preparing for another winter. We also had a few house moves in City Sub requiring new hook ups. We also helped out at landfill with fences and gates. Our Water Plants are running accordingly.

Hauled Utilities:

Short some driver's. On the 27th we had an interview and I decided to hire him. Water is being delivered, sewer is being taken. There was a problem with a shortage of water and sewer trucks, with breakdowns and all. Maintenance getting caught up. Hate waiting for part's, but that's Bethel. The amount of actual water delivered has dropped sharply because there was no service requested from the fisheries this year. We're going to be using one of the old flatbed sander's for our work truck, Freight hauler, stuff mover because the vehicle we used was given to the Landfill. I will be watching out for more potential drivers.

Property Maintenance:

It was a busy month for projects. Salvaged what we could out of the old Police Station. John Sargent had asked for ideas that were Grant eligible for the Alaska Village Energy Efficiency Program. We provided him with items and numbers; hopefully we will qualify for some of the upgrades. We acquired a few buildings from the National Guard and we are in the process of making them work to fit our needs. The State Boiler Inspector was in town and we brought him around to look over any of our systems that were on his list. There was another section staked out at the cemetery by the airport on the Veterans side. We finished setting up the

handi-cap ramp at the log cabin. We are trying to be more pro-active on our maintenance needs before winter instead of reactive, but it takes time. We have rebuilt a pump or two and continue to service our heating equipment before the snow starts in on us. Doors and windows always need adjusting or repairing as well as bulb and ballast replacing. Thank you.

Road Maintenance:

Streets and Roads is now done with the buildup with Salmonberry Street in Blueberry Sub. We hauled in sand and built Salmonberry up to level, and then we added 5 to 6 inches of gravel. It was graded and compacted with the compacter so it should set up. So there should be a good road that should stay smother going to the new police station.

Streets and Roads hauled in sand and gravel to the old police station parking lot. We dug out the mud down to the permit frost, before back filling it in with sand, and graveling it; this is so it will not be too soft. We also added 26 feet of guard rail off the courthouse building parking lot, to keep parking organized, and to prevent the new power pole from getting hit.

Streets and Roads, hauled in gravel to the new Bethel Transit Bus Building to keep it from getting muddy when they park the buses, and to make it easier to drive in and out of the shop.

Streets & Roads has been grading the roads when needed, and our new grader operator, Dave, has been doing a good job at keeping them up. With him doing the grading, we are able to get other things done.

Streets and Roads now have hauled all the gravel that we will get this year, from Knik. We used some of it to gravel the new police parking lot, the old police parking lot by the city offices, and for Salmonberry Street. The rest we stock pile on the south side of the city shop for maintaining the roads for the rest of this year into next summer.

Vehicles and Equipment:

Going through reorganization in the office, please be patient as we are working out the “quirks”. We are short-handed one mechanic and are advertising the position. We are trying to streamline the work orders coming in. An email was sent out to all department heads with an attached work order, requesting that their assigned **employee complete and sign off the request prior** to submitting to our department. This is important, as we are trying to avoid duplicate requests for the same problem. Please advise your staff to either fax (543-1755) or drop off at designated box at V&E. Once vehicle is completed, work-order will be emailed to the department, and contacted for pickup. Again, be patient.

Transit System:

The first 12 days of August, 2013, we had approximately 770 riders and a year ago, the same time period (12 days); we had 552, an increase of 218 riders. I compared the time of day the buses were running, last year, July 2012, to this year, July 2013, and we adjusted this year's bus schedule to target last year's ridership. Starting the first of July the **green line** operated from 6:30am to 10:30am and then from 11:30am to 6:00pm. The **red line** starts at 9:00am to 12:00n and from 1:00 - 3:00pm. With this change there is a bus serving the community from 6:30am to 6:00pm. In addition to the changes of the **Green** and **Red** Lines we are also running an Airport Route from 9:00am to 3:00pm. The Airport Route is slowly developing and hopefully when the "word" gets out the ridership will increase.

John Sargent, City Grant Manager, has done a great job and has submitted the grant for a new bus. However it has not been approved as of August 21, 2013, and it doesn't look as if we'll receive it in time to get the new bus on the last barge this year. We've requested 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. When we get the new bus it will take the place of Bus #436 which has about 111,000 miles on it and we'll use it as back-up. By next summer Bus #437 will have over 100,000 miles and we'll apply for another new bus then. Good job John!

With the transfer of the old National Guard Armory and Maintenance building the Transit System is fortunate enough to have access to the Maintenance Shop and will be using it for a Bus Barn. This will make the world of difference this coming winter. In the past the buses were parked outside, most of the time, and had to be plugged in so they would start, but were still extremely cold inside. Having a bus barn should solve both problems. The bus staff should be able to do minor maintenance, change oil/grease/ and wash them down and etc., freeing up the City Shop Maintenance Crew and making more space for the water/sewer trucks, graders and etc.

I'm very concerned about the Transit System budget for 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, continue with the airport route and run one bus part time on Saturday so people can come and go to the post office (9:30-2:30), Saturday Market, and etc. All of this would cost additional money....which the transit system doesn'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 service for our passengers.

If you have questions and concerns please feel free to contact me anytime. Stop by the office and we can share a cup of coffee.

Bill Ferguson, BTS Manager.

Landfill / Recycle Center

The landfill is in the process of putting up some more fencing to keep bags and garbage from blowing beyond the dump. We are working closely with DEC to bring the landfill into accordance with our permit to operate. This means to do more cover of various sites within the dump boundaries.

Someone needs to wake up to the fact that we are fast running out of space because of the amount of steel and cars in the landfill. The only thing to do at this point is to start covering the steel piles with garbage and then cover with sand.

The Recycle Center has got a good start on doing the job it has set out to do and that is of course recycle; paper, cardboard, plastic and aluminum. A couple of containers will go out on the last barge filled with aluminum and then Larry Epperly will start doing paper and cardboard bales.

Staffing Issues/Concerns/Training:

Vince has two open positions in the Hauled Utilities Department.

Budget/Financial:

See each department.