



Public Works Committee Agenda
 Regular Meeting Wednesday, November 19, 2014 – 6:30PM
 City Shop Conference Room

MEMBERS

Byron Maczynski
 Council Rep.
 Term Expires
 10/2015

Frank Neitz
 Chair
 Term Expires
 12/2016

Scott Guinn
 Vice-Chair
 Term Expires
 12/2014

Robert Champagne
 Committee Member
 Term Expires
 12/2017

Jennifer Dobson
 Committee Member
 Term Expires
 12/2014

Donna Lindsey
 Committee Member
 Term Expires
 12/2015

Delbert Egoak
 Committee Member
 Term Expires
 12/2015

Wade Ferdig
 Alternate Member
 Term Expires
 12/2017

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 Alternate Member
 Term Expires
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Muzaffar Lakhani
 Ex-Officio Member

Cheryl Roberts
 Secretary/Recorder

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (5 Minute Limit)
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. Minutes from the previous regular meetings -
 - September 17, 2014 (there was a meeting)
 - October 15, 2014 (no quorum)
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
 - A. Water & Sewer Master Plan - Frank Neitz
 - B. Institutional Corridor Location of 4th Well for City Sub WTP - Frank Neitz
 - C. Sewer Lagoon - Frank Neitz
 - D. Donut Hole options for a shorter route to Tundra Ridge - Frank Neitz
 - E. Ridgecrest Dr. Rehabilitation Project for 5 Million at the school
 - Frank Neitz
 - F. Decrease Landfill Intake - Frank Neitz
- NEW BUSINESS
 - A. Some kind of Traffic Light System at/near the Schools on Ridgecrest
 - Joe Klejka
 - B. The City received (3) three responses for the RFP for the Institutional Corridor Piped Water Supply System - Muzaffar Lakhani
- IX. DIRECTOR’S REPORT
- VIII. MEMBER COMMENTS
- IX. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

September 17, 2014

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on September 17, 2014 at 6:30 p.m. in the City Shop Conference Room, Bethel, Alaska was called to order by Committee Member Chair, Frank Neitz at 6:34 pm.

II. ROLL CALL

Present: Joe Klejka, Frank Neitz, Robert Champagne, Jennifer Dobson, Donna Lindsey

Excused absence(s): Scott Guinn, Delbert Egoak

Unexcused absence(s):

Also in attendance were the following:

Muzaffar Lakhani, Public Works Director

Cheryl Roberts, Recorder of Minutes

III. PEOPLE TO BE HEARD

John Conway with ProDev - John updated the committee on the progress of the YK Regional Aquatic Health & Training Center. The company, MSI, is the HVAC Contractors for the Pool.

IV. APPROVAL OF AGENDA

MOVED BY:	J. Dobson	Motioned carried to approve the agenda.
SECONDED BY:	J. Klejka	

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

MOVED BY:	J. Klejka	To approve the minutes of the regular meeting of (last meeting date).
SECONDED BY:	D. Lindsey	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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VI. SPECIAL ORDER OF BUSINESS

VII. UNFINISHED BUSINESS

Item A - Water & Sewer Master Plan

Item B - Institutional Corridor - Feasibility Study & Funding

Item C - Funding source for Sewer Lagoon & the Dredge

Item D - Unstable Sewer Lagoon Platform

Item E - Establishing a plan of action for a traffic plan for the new Swansons Store

Item F - Donut Hole options for a shorter route to Tundra Ridge

Item G - Water/Sewer Rate Hike

Item H - RUBA Assessment - When will this possibly be implemented

Item I - AVEC - The Interconnect Agreement for the Pool Wind Mill

VIII. NEW BUSINESS

Item A - Some kind of Traffic Light System at/near the Schools on Ridgecrest - Joe Klejka

Item B - Sandpit & Gun Range Property Lines - Frank Neitz

IX. DIRECTOR’S REPORT

– See Public Works Monthly Manager’s Report

X. MEMBER COMMENTS

Joe - I love the agenda; I love it that we’re able to talk about everything. So super happy that we finally got the Rate increase & now we can start fixing things. And I hope to be back on the committee if there’s an opening when I go off council, we’ll see. I might take a month break.

Jennifer - No Comments from me.

Donna - I don’t have anything.

Robert - I just want to say thanks for having me, I’m glad to be here & I hope I can contribute in some way. It’s going to be a real interesting experience for me, so, thanks.

Frank - Welcome, I want to thank you for coming. Any ideas that you guys have, problems, ideas, that you might want to bring up, just email / text, me or Cheryl, something you want to talk about we’ll put it on here & talk about it, Especially if it’s beneficial to the City.

XI. ADJOURNMENT

MOVED BY:	J. Klejka	Motion to adjourn the meeting.
SECONDED BY:	J. Dobson	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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With no further business before the Committee, the meeting adjourned at 7:40 p.m.

APPROVED THIS 19th NOVEMBER
15th DAY OF OCTOBER, 2014.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

City of Bethel, Alaska

Public Works Committee Minutes

October 15, 2014

Regular Meeting

Bethel, Alaska

CALL TO ORDER

Committee Member Vice-Chair, Scott Guinn, called the regular Public Works Committee Meeting of October 15, 2014 to order.

ROLL CALL

Present: Scott Guinn, Robert Champagne, Delbert Egoak

Excused absence(s): Frank Neitz, Jennifer Dobson, Donna Lindsey

Unexcused absence(s):

Also in attendance were the following:

~~Muzaffer Lakhani, Public Works Director~~

Cheryl Roberts, Recorder of Minutes

October 15, 2014 meeting adjourned due to a lack of a quorum.

APPROVED THIS 19TH DAY OF NOVEMBER 2014.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

MEMORANDUM

DATE: 11/01/2014
TO: Pete Williams, Interim City Manager
FROM: Muzaffar Lakhani, Public Works Director
SUBJECT: Manager's Report

Programs/Divisions

Public Works Director:

There was no Public Works Committee Meeting this month due to lack of quorum. WE have been working to winterize the vehicles & equipments in different divisions. Cleaned up two hydraulic oil spills, due to hose failure on the water/sewer trucks. V&E division is extremely busy and is hardly catching up with the work load. Community service workers have been helping our crews. The court house carpet replacement was completed. The Department has started holding monthly staff safety meetings. The Department sent out the RFP for the Design services of the Institutional Corridor piped water services and in response to that RFP four engineering firms' representatives visited the site and have demonstrated the interest in the project. We received three proposals on the due date of 10/31/2014 in response to this above RFP.

One CDL Driver came back to work after being on FMLA for about 5 ½ months. We were able to fill out three CDL positions in Utilities division this month. Continue to perform daily building checks of the city owned buildings.

Responded to the fire event at PATC building on 10/27/2014 with eight water trucks and man power.

Utility Maintenance:

We finished up with the fall discharge at the lagoon we pumped a total of 24 days and 120,000,000 gallons, had two different water pipes brake at the BHWTP, we have been repairing water leaks on the pipe system in Bethel Heights also working on the sewer lines to put the right grade back to the lines, also had four frozen sewer lines this month

Hauled Utilities:

Due to my absence for most of the month of October and the lack of drivers, and broken trucks, nobody has been keeping up with the figures for water, sewer and garbage. However, the norm would be nearly 3,000,000 million gallons of water, 2.6 m gallons of sewer, and around 3000-4000 cubic yards of garbage. We have hired a couple new drivers and have had a couple of drivers return from either

medical or rehired. We should be pretty set for drivers for a while. We will also be implementing a 10 hour 4 day schedule.

Property Maintenance:

The Eddie Hoffman Senior Center was turned over to us and we changed locks and we are now maintaining an additional building. We are still finishing our summer projects. One being Court House roof drains, we finished up in up due to additional job tasks and unforeseen problems. To be continued next week...

Road Maintenance:

Streets and Roads, is done with the salt sand mixing for the road sand pile on the north side of the city shop to used in the road sander trucks. This is what we been using on the roads when the roads are slippery.

Streets and Roads, has been chaining up heavy equipment that we use this winter for plowing or sanding roads. The road sander truck, loader, and grader, we chain up, and on the grader, we also change the strait blades to serrated blades to use for scarifying the roads.

Streets and Roads, also added a stop sign at the new swimming pool parking lot where it meets the road, and also we change the yield sign on Akiachak Ave. to a two way stop at the intersession of Akiak Dr., and Akiachak St... This should help with the additional vehicles that will be traveling, to and from the swimming pool parking lot.

Streets and Roads put cones and road close sign up on both ends of, H-Marker Lake, to keep vehicles, from driving across the lake while still the ice is not thick enough. Last year we had vehicles drive across by driving around or running over the signs. We will remove the signs when the ice is two feet thick, and plow the road over the lake with the grader.

Vehicles and Equipment:

This department is still extremely behind with the number of breakdowns, due to the age of the fleet, and shortage of skilled mechanics. They have been working feverishly to keep the trucks on the road and operating. It has certainly been a challenge. We need some new equipment, as most of this fleet is at least 10 years old and well used.

Transit System:

The week of Oct. 13, 2014 was challenging to say the least. The part-time driver was on holiday leave and PTO for three days. The full time driver was on sick leave Monday and Tuesday and was just barely able to come back to work on Wednesday. I drove the Green Line on Monday and Tuesday, 6:30am to 6:30pm and did the paper work from 4:40am to 6:30am. It made for long days but we were able to keep the Green Line running. Wednesday, 10-15-2014, we were back to “normal” until the Green Line Bus backed into a utility pole and we had to go through the accident process.....there was no damage to the utility pole but bent the rear bumper on the new bus. We had to shut down the Red Line so the Part-Time Driver could fill in, for the Green Line, while the full-time driver and I went through the accident reporting process.

For the month of October we continued to offer incentives to the passenger in hopes of increasing the ridership. The drivers handed out raffle tickets each time a passenger got on the bus and then on Friday we had a drawing for two “FREE WEEKLY PASS”. And then on Election Day, October 7th, those riders that display or show “I voted today” stickers rode free. We will do this again on Election Day in November.

I ordered 6 new snow /studded tires and wheels for the new bus. The six tires are about \$1200 and the wheels another \$950.00 for a total of about \$2200 plus freight. We’ll need to order an extension, flip down, for the driver’s visor, the driver seat is too low, maybe the drivers are too short, but when the sun is low on the horizon it’s blinding and hard for the drivers to see. Otherwise the new bus is great and the passengers have made comments that it’s easier to get in and out of, not so high off the ground.

The FY 15 Grant has funding for a new bus and I think we’ll just duplicate this one; add snow tires and a couple other items. We need to get this order ASAP as the EK Sales, where we bought the last new bus, said that the State of Washington Contract, for bidding, ends the last of November and the price may go up. We also additional funds under the “Ladder of Opportunity Grant”, \$85,000(+/-), for the purchase of Bus Stop Shelters and we’ll need to order them so they will arrive on the first barge next summer.

Bethel Transit System goal for the FY 2015 will be to show a 20-25 percent increase in ridership / revenue. I think we can do this by providing **better and more dependable / reliable 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 has been hard at work improving the landfill to make more room. Streets and roads continue to bring cover sand so that in the spring we will have lots of cover before we have our inspection.

We were unable to do our water sampling outside of the landfill at the first of October according to our landfill permit due to everything frozen. I spoke with Doug Huntman from DEC and he understood and we decided next fall we will do it earlier so this won't happen again.

Staffing Issues/Concerns/Training:**Budget/Financial:**

See each Department.

Driving in Winter

*Safety Meeting Tuesday
Oct 28, 2014*

Vehicle Checks

Make sure your vehicle is ready before driving in winter weather. You should make a regular pre-trip inspection, paying extra attention to the following items.

1. **Coolant Level and Antifreeze Amount.** Make sure the cooling system is full and there is enough antifreeze in the system to protect against freezing. This can be checked with a special coolant tester.
2. **Defrosting and Heating Equipment.** Make sure the defrosters work. They are needed for safe driving. Make sure the heater is working, and that you know how to operate it. If you use other heaters and expect to need them (e.g., mirror heaters, battery box heaters, fuel tank heaters), check their operation.
3. **Wipers and Washers.** Make sure the windshield wiper blades are in good condition. Make sure the wiper blades press against the window hard enough to wipe the windshield clean, otherwise they may not sweep off snow properly. Make sure the windshield washer works and there is washing fluid in the washer reservoir.
4. **Use windshield washer antifreeze** to prevent freezing of the washer liquid. If you can't see well enough while driving (for example, if your wipers fail), stop safely and fix the problem.
5. **Tires.** Make sure you have enough tread on your tires. The drive tires must provide traction to push the rig over wet pavement and through snow. The steering tires must have traction to steer the vehicle. Enough tread is especially important in winter conditions. You must have at least 4/32 inch tread depth in every major groove on front tires and at least 2/32 inch on other tires. More would be better. Use a gauge to determine if you have enough tread for safe driving.
6. **Tire Chains.** You may find yourself in conditions where you can't drive without chains, even to get to a place of safety. Carry the right number of chains and extra cross-links. Make sure they will fit your drive tires. Check the chains for broken hooks, worn or broken cross-links, and bent or broken side chains. Learn how to put the chains on before you need to do it in snow and ice.
7. **Lights and Reflectors.** Make sure the lights and reflectors are clean. Lights and reflectors are especially important during bad weather. Check from time to time during bad weather to make sure they are clean and working properly.
8. **Windows and Mirrors.** Remove any ice, snow, etc., from the windshield, windows, and mirrors before starting. Use a windshield scraper, snow brush, and windshield defroster as necessary.
9. **Hand Holds, Steps, and Deck Plates.** Remove all ice and snow from hand holds, steps, and deck plates. This will reduce the danger of slipping.
10. **Radiator Shutters and Winterfront.** Remove ice from the radiator shutters. Make sure the winterfront is not closed too tightly. If the shutters freeze shut or the winterfront is closed too much, the engine may overheat and stop.
11. **Exhaust System.** Exhaust system leaks are especially dangerous when cab ventilation may be poor (windows rolled up, etc.). Loose connections could permit poisonous carbon monoxide to leak into your vehicle. Carbon monoxide gas will cause you to be sleepy. In large enough amounts it can

kill you. Check the exhaust system for loose parts and for sounds and signs of leaks.

Driving

12. Slippery Surfaces. Drive slowly and smoothly on slippery roads. If it is very slippery, you shouldn't drive at all. Stop at the first safe place. Start Gently and Slowly. When first starting, get the feel of the road. Don't hurry.

13. Check for Ice. Check for ice on the road, especially bridges and overpasses. A lack of spray from other vehicles indicates ice has formed on the road. Also, check your mirrors and wiper blades for ice. If they have ice, the road most likely will be icy as well.

13. Adjust Turning and Braking to Conditions. Make turns as gently as possible. Don't brake any harder than necessary, and don't use the engine brake or speed retarder. (They can cause the driving wheels to skid on slippery surfaces.)

14. Adjust Space to Conditions. Don't drive alongside other vehicles. Keep a longer following distance. When you see a traffic jam ahead, slow down or stop to wait for it to clear. Try hard to anticipate stops early and slow down gradually. Watch for snowplows, as well as salt and sand trucks, and give them plenty of room.

15. Wet Brakes. When driving in heavy rain or deep standing water, your brakes will get wet. Water in the brakes can cause the brakes to be weak, to apply unevenly, or to grab. This can cause lack of braking power, wheel lockups, pulling to one side or the other, and jackknife if you pull a trailer. Avoid driving through deep puddles or flowing water if possible. If not, you should:

1. Slow down and place transmission in a low gear.
2. Gently put on the brakes. This presses linings against brake drums or discs and keeps mud, silt, sand, and water from getting in.
3. Increase engine rpm and cross the water while keeping light pressure on the brakes.
4. When out of the water, maintain light pressure on the brakes for a short distance to heat them up and dry them out.
5. Make a test stop when safe to do so. Check behind to make sure no one is following, then apply the brakes to be sure they work well. If not, dry them out further as described above.

(CAUTION: Do not apply too much brake pressure and accelerator at the same time, or you can overheat brake drums and linings.)