



Public Works Committee Agenda

Special Meeting

Wednesday November 28, 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)
 - IV. APPROVAL OF MINUTES
 - A. Minutes from the previous regular meetings - October 17, 2012.
 - V. APPROVAL OF AGENDA
 - VI. DIRECTOR'S REPORT
 - VII. UNFINISHED BUSINESS
 - A. Update - Closeout of 2 Outstanding Grants/ ABC Loop - Update
 - B. Update - Sewer Lagoon
 - C. Update - 5 Year Plan/ RFP - Water & Sewer Master Plan - Update
 - D. Update - Recycle Center
 - E. Neptune - Update Rate Study - Meter Housing - Bill Arnold
 - F. Institutional Corridor
 - G. RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities
 - H. Complete Streets Ordinance
 - I. Parks & Recreation - Softball Field - Update
 - J. City Shop Floor - Chuck Willert
 - K. New BNC/Swansons Complex Road Access
 - L. Wind Generation 100kw per Public Building
 - VIII. NEW BUSINESS
 - A.
- MEMBER COMMENTS
- IX. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

October 17, 2012

Regular Meeting

Bethel, Alaska

CALL TO ORDER

A regular meeting of the Public Works Committee Meeting was held on __ October 17__, 2012 at 6:40p.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, Jeff Sanders, Scott Guinn

Excused absence(s): None

Unexcused absence(s): Joseph Klejka, Bill Schreiner

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:	S. Guinn	To approve the minutes of the regular meeting of September 19, 2012.
SECONDED BY:	J. Dobson	

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

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

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

Public Works has a New Backhoe. We also Inherited the Old AFHC Office @ 122 Atsaq for the City's Utility Maintenance crew. Building Maintenance fixed helped with some plumbing issues at the Fire Dept. The road by the New Police Station was graded.

UNFINISHED BUSINESS

Item A - Closeout of 2 Outstanding Grants

The Construction Grant is closed. For the Planning Grant, we feel we gave Larson Construction adequate information to close it out & are stilling looking into the funding of the ABC Loops.

Item B - Update - Sewer Lagoon

This is about 3 feet deep now, which is good.

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

Chuck met with John Mosley. The City is looking at getting a West Satellite System for Kasayuli, Larson, the Airport area and as far as Blueberry Subdivision. Jeff Sanders would like a copy of the "Revised 5 Year Plan"; Chuck said he can get a copy to everyone.

Item D - Update - Recycle Center

Chuck mentioned that Lee Foley is looking at funding it and opening it back up, but to what degree is unknown. Jennifer's questions from the last meeting are still unanswered and was hoping that John Sargent would be here, she has no new comments at this time.

Item E - Neptune - Update Rate Study - Meter Housing

We are still using the meters and the meter reader is working.

Item F - Institutional Corridor

Frank wants to do a Recommendation to City Council to get as many people as possible it on it. For the city to get a person or committee to draft a form letter that they can change, give it to all Entities that are doing it to get them to put some political heat on the Governor to get it on the Governors' Capitol Budget to fund the Institutional Corridor.

To Fund the Institutional Corridor on the Governors' Capitol Budget

MOVED BY:	J. Dobson	To get a person or committee to draft a form letter to fund the Institutional Corridor on the Governors' Capitol Budget.
SECONDED BY:	J. Sanders	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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Item G - RFP - Cost Analysis of the City of Bethel's Water & Sewer Utilities

Chuck had a meeting in Lee Foley's office with Tom Wolfe, and other Engineers with CH2MHILL. Their goal is to come up with a cost to at least break even. The deadline has been extended to January 2013.

Item H - Alaska Logistics - Vehicle Removal

We are making progress, we've moved 100 cars so far and it's looking good.

Item I - Complete Streets Ordinance

Jennifer re-wrote the Ordinance due to a misunderstanding from City Council. She would like to get some comments then re-submit to Council. The Ordinance has been shortened extensively. Jennifer would like a draft by our next meeting and then submit it Council.

To make the Complete Streets an Ordinance

MOVED BY:	J. Sanders	Move to recognize the new direction of this and the changes and reiterate our recommendation to council and to create and make this an Ordinance.
SECONDED BY:	S. Guinn	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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Item J - Parks & Recreation - Softball Field - Update

Scott Guinn tried to go to their last meeting and had found out it had come and gone. The next meeting for Parks & Recreation is on Nov.6th, and Scott will be out of town that day. Chuck would like to know where the Softball Team wants to put their Concession Stand that was built for them.

Item K - City Shop Floor

Chuck, we're getting closer to getting an RFP out for it. He's thinking just the middle part of the floor needs replaced.

NEW BUSINESS

Item A - New BNC/Swansons Complex Road Access

Is there a way everyone can use the back access (BNC) ground? Also, possibly open up 1st Ave/Standard Oil Road.

Planning for Road Access on the New BNC/Swansons Complex

MOVED BY:	J. Dobson	To open up more roads to access the BNC/Swansons Complex for safety issues, alternate access & mitigate congestion.
SECONDED BY:	S. Guinn	

VOTE ON MOTION	Motion carried by unanimous voice vote.
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Item B - Wind Generation 100kw per Public Building

It's an agreement between BUC and is on a first come first serve basis. Chuck would like to get one on our two Pump Houses and one for Public Works Building. Jeff was wondering why it's limited to a 100kw unit? Could a 200kw or 300kw be put up? Chuck referred Jeff's questions to Lenny.

MEMBER COMMENTS

Frank - He thanks everyone for coming. Still no luck on getting new members.

Scott - He will be out of town from Nov. 1st - Nov. 13th, 2012.

Jennifer - No comments.

Jeff - Talked about the house that had sewage back splashed into their house. The tenant is concerned about the timeframe that it's taking to get the repairs done.

ADJOURNMENT

MOVED BY:	J. Sanders	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 8:15 p.m.

APPROVED THIS _____ DAY OF November, 2012.

Frank Neitz, Chair

Cheryl Roberts
Recorder of Minutes

MEMORANDUM

DATE: 11/1/2012

TO: Lee Foley, City Manager

FROM: Chuck Willert, Public Works Director

SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Public Works has been working on getting the rest of the piling for the Aquatic Training and Health Center transported to Bethel. We are looking to have Lynden Air Cargo haul the piling on charters with their Herc as they can haul the oversized load.

Public Works have been talking to Kendall Ford about getting our new trucks out here through Lynden Air Cargo as soon as they are ready to ship. There were two pick-ups ready two weeks ago and the other five should be close to being ready to ship.

Big news in Public Works is we found the glycol leak in the City Subdivision water and sewer system. There was a fitting that was never fused together therefore blowing the fitting apart. This had been an ongoing problem for the last two years and finally it has been identified and fixed. Good job Utility Maintenance Crew!!!!

34% of the fiscal year has elapsed with 28.7% expended

Utility Maintenance:

This month we finished discharging our sewer lagoons. We also replaced our heater for our chemical storage and stocked our winter supplies for water plants. We also located a leak in city sub glycol heating system for our sewers, so the system is up and heated. We also continue to insulate and button up sewer and water lines in ASHA and city sub. We also assisted in hooking up main water at new police station. We also continue to assist our billing dept. with meter reading and blue tags. We also put our water plants on winter mode.

Piped water: 34% of the fiscal year has elapsed with 21.6% expended
Piped sewer: 34% of the fiscal year has elapsed with 21.1% expended
CSWTP: 34% of the fiscal year has elapsed with 21% expended
BHWTP: 34% of the fiscal year has elapsed with 19.9% expended
Sewer Lagoon: 34% of the fiscal year has elapsed with 20.4% expended

Hauled Utilities:

This month has been a challenging one, we've been short handed most of the month. A driver quit and we had some problems with driver licenses and the like. All the drivers have been awesome about making sure all the routes get done, they've been working late and on their days off. Talked with John Jordan and when things start to normalize personnel wise we are going to need a few more trucks. I know that's not an easy request but hopefully things will work out. Well, the show must go on.

Hauled Refuse: 34% of the fiscal year has elapsed with 21.2% expended
Landfill Operations: 34% of the fiscal year has elapsed with 27.6% expended
Haul Water: 34% of the year has elapsed with 20.9% expended
Haul Sewer: 34% of the year has elapsed with 19.4% expended

Property Maintenance:

We have been busy preparing buildings for winter. Servicing the heat equipment, replacing zone valves where needed and unit heater motors that have seized up along with other items that have reached their normal life span. Circulating pumps, heat loops and trace has been turned on that the cold is here to stay. Ventilation units are being serviced at the Court House too.

Our other duties keep us busy with light bulb and fixture replacement, problem doors and windows and plumbing issues. We adjusted one of the stairs and a landing at the Court House also.

We have been assisting other departments as well. We set up and moved a building near the ball field. We had to rebuild and set a sign up that a driver knocked down. The Fire Station had issues with the plumbing from the contractor. Heat and drains were corrected so as not to be problematic for this winter. I hope it has been all resolved. There will be other things that will need to be changed in time I suspect. Thank you.

34% of the year has elapsed with 22.9% expended

Road Maintenance:

Streets and Road has most all roads in Bethel graded before it froze up this winter. I'm hoping that it will stay frozen so the roads will hold up for the snow this winter. If it does, the roads will be a lot smother this winter to drive on.

Streets and Roads has been hauling sand to the land fill for cover, and also to stock pile, sand for cover this winter. We will haul until; we cannot haul, any more, when it freezes up. When Sonny needs it this winter for cover, we will lose the stock pile with the backhoe as needed.

Streets and Roads, helped park & recreation in moving the concession stand from the log cabin parking log to the ball field in Pinky Park. We helped Building Maintenance in setting it up at the ball field. Then we hauled in sand, and topped, it with gavel on the log cabin parking lot, and on the south side of the log cabin, where the rain was washing the parking lot out.

Streets and Roads, has also been hauling sand, and gravel, as needed, on the washout that was cause by the rain, on the roads, and city parking lots. With it being frozen, now, it should hold up until next spring. We do have the sander chain up, and ready for use, when the roads are ices.

34% of the year has elapsed with 19.5% expended

Vehicles and Equipment:

We are in the process of finishing up putting on winter tires and we should be done sometime this week. We are doing regular maintenance and services on city vehicles. We are still one mechanic short and it is starting to be challenging for us.

34% of the fiscal year has elapsed with 23.8% expended

Transit System:

The Bethel Transit System transported a total of 677 passengers, 30 of those riders had a disability and 110 were elders.

The cash fares totaled \$1056.00 while the passes used totaled \$398.00

and monthly passes were \$276.00. These numbers are from Oct -1 thru Oct-26 2012. The numbers are low due to Rita and Brenda being out sick. There are two drivers, Brenda George, who is a full time driver and also is the Acting Manager. And Rita Crook is our part time driver. I am trying to get an On-Call driver.

34% of the fiscal year has elapsed with 24.8% expended

Staffing Issues/Concerns/Training:

V & E is looking for a mechanic and we have interviewed two people for Hauled Utilities as they are two positions down yet.

Budget/Financial:

See each department.