



City of Bethel, Alaska

Public Works Committee Agenda

Wednesday, February 17, 2016 Regular Meeting 6:30PM City Hall Council Chambers

MEMBERS

Byron Maczynski
Council Rep.
Term Expires
10/2016

Frank Neitz
Chair
Term Expires
12/2016

Scott Guinn
Vice-Chair
Term Expires
12/2017

Robert Champagne
Committee Member
Term Expires
12/2017

Jennifer Dobson
Committee Member
Term Expires
12/2017

Donna Lindsey
Committee Member
Term Expires
12/2015

Delbert Egoak
Committee Member
Term Expires
12/2015

Joseph Klejka
Alternate Member
Term Expires
12/2017

Muzaffar Lakhani
Ex-Officio Member

Secretary/Recorder
Pauline Boratko

- 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 meeting – January 20, 2016 (there was a meeting).
- VI. SPECIAL ORDER OF BUSINESS
- VII. UNFINISHED BUSINESS
 - A. Institutional Corridor Piped Water Supply : Project, alternate routing of the pipe alignment – The negative impact on revenue if Hospital does not tie into the city water supply system. Hospital is curious about the quality of the city supplied water. Frank Neitz
 - B. Sewer Lagoon, – PER (Preliminary Engineering Report) & ER (Environmental Report) for Truck Dump Site and other options. - Frank Neitz.
 - C. Installing the slip lining inside the old metallic water pipes in the Bethel Heights subdivision and possible avenues to find funding for this- Byron Maczynski.
 - D Hiring of Employees social media---Scott Guinn.
 - E Discuss ways to make job positions more attractive and retention of employees. --Byron Maczynski.
- VIII. NEW BUSINESS :
 - A Funding Strategies for Sewer Lagoon---Byron Maczynski
 - B Ridgecrest Drive Project: Options and Costs associated with the options. ----- Byron Maczynski
- IX. Director’s Report
- X. MEMBER COMMENTS
- XI. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

January 20, 2016

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Public Works Committee Meeting was held on January 20, 2016 at the council chambers of the City Hall, Bethel, Alaska. The meeting was called to order at 6:45pm by chair, Frank Neitz.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present: Frank Neitz, Scott Guinn, Delbert Egoak, and Joseph Klejka.

Excused absence(s): Robert Champagne, Byron Maczynski, Jennifer Dobson, Donna Lindsey.

Also Present: Public Works Director, Muzaffar Lakhani.

II. PEOPLE TO BE HEARD: none

IV. APPROVAL OF AGENDA:

MOVED BY	Scott Guinn	Motion to approve the agenda.
SECONDED BY:	Joseph Klejka	

VOTE ON MOTION	Motion carried by unanimous vote.	
MOVED BY	Scott Guinn	Motion to amend agenda moving New Business item "A" to the first discussion
SECONDED BY:	Joseph Klejka	

VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Joseph Klejka	Motion to approve minutes of December 16, 2015 regular meeting.
SECONDED BY:	Delbert Egoak	

VOTE ON MOTION	Motion carried by unanimous vote.	
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VI. SPECIAL ORDER OF BUSINESS: none

VII. UNFINISHED BUSINESS

Item A-Water and Sewer Master Plan/Institutional Corridor Piped Water Supply Project:

Dowl Engineers are working with the Yukon Kuskokwim Health Corporation (YKHC) for Hospital to connect to the piped water supply project and the easement acquisition for this project with different landowners. Engineers have completed the 90% plan and June 16, 2016 is the expected date to start construction. The 90% plans and the construction permit application have been submitted to the ADEC (Alaska Department of Environmental Conservation) and ADOT (Alaska Department of Transportation).

Item B-Sewer Lagoon Request for Proposal (RFP) for Preliminary Engineering Report (PER) and Engineering Report (ER) for Truck Dump Site:

The (PER) Preliminary Engineering Report for this project has been submitted to the State, the (ER) Engineering report will be submitted next, after the scoping period of 30 days is over.

Item D-Installing slip lining pipe inside old metallic water pipes in the Bethel Heights subdivision- No new information presented, but suggested to keep moving forward on this project.

VIII. NEW BUSINESS:

- A. Joint Committee Meeting with Parks and Pool Committee was held:** to discuss boardwalk removal/repair between hospital and college:
Hospital has indicated that they would prefer not to dismantle this boardwalk, rather would like to see it repaired. Different sources of funding was discussed.
- B. Hiring Employees on social media:** Committee discussed to gain more attention to City's job openings via Social Media/Face book.
- C. Discuss ways to make city jobs more attractive:** Discussion was made to make job benefits and salaries more attractive and advertise via newspaper ads not just local but global.
- D. Discuss recommending to the city council purchase of new water and sewer trucks for the Public Works Department:** City council has approved the purchase of one new water truck which is currently in ordering process.

IX. DIRECTOR'S REPORT:

Public Works Director, Muzaffar Lakhani reports that he will be on leave from April 29, 2016 through June 8, 2016. The sewer Truck dump site project (PER) Preliminary Engineering Report and the (ER) Engineering report are moving forward. Also there was a shipment of anthracite that has been received, and the water quality has improved a lot by the addition of Anthracite to the filters of the City Sub WTP.

X. MEMBER COMMENTS:

Scott Guinn: no comment.

Joseph Klejka: no comment.

Delbert Egoak: no comment.

Frank Neitz -: Thank you all.

XI. ADJOURNMENT:

MOVED BY:	Delbert Egoak	Motion to adjourn
SECONDED BY:	Scott Guinn	

VOTE ON MOTION	Motion Carried by unanimous vote
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With no further business, meeting adjourned at 7:40pm

APPROVED THIS _____ DAY OF _____, 2016.

Pauline Boratko
Recorder of Minutes

Frank Neitz
Chair

DRAFT

MEMORANDUM

DATE: 02/01/2016
TO: Ann Capela, City Manager
FROM: Muzaffar Lakhani, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Utility Maintenance:

This month we have had a few frozen sewer lines at Bethel Heights. We met with Alaska Housing about their sewer line issues in Bethel Heights. Sarah from ARWA has made a site visit at our request to take a look at our chemical dosage; she also helped us with our updated information for DEC. After adding the anthracite to the filter at CSWTP the quality of the water has improved a lot, and the efficiency of the filters in 90% to 92% range.

Hauled Utilities: For December and January. I was on vacation for the second half of December, and the first half of January. When I returned, there was a loss of a truck, and driver, due to an accident/ rollover on Dec 23rd 2015. And the loss, of at least one senior driver who resigned, and also a mechanic resigned. I believe we will have all of it under control by Monday the first of February.

In December the water driver delivered 3.3 million gallons of water, the sewer dept hauled 2.6 million gallons of sewage, and the garbage truck hauled approximately 3300 cubic yards of trash to the dump.

For January, the water drivers have hauled 3,500,000 gallons of water, the sewer drivers have hauled nearly the same in an attempt to catch up for the shortage of trucks and manpower over the past 4-5 weeks. And the garbage truck has hauled over 3000 cubic yards of trash to the dump.

We hired one Water/Sewer Driver position during the last couple of weeks and are anticipating the hiring of at least 2 new drivers, possibly three next week. This will complete all the open Drivers positions in the Hauled Water/Sewer Division.

This new p-card system seems to be problematic at best. It has increased my work load, and allegedly lessened the workload for the finance dept. but it doesn't reflect this on the budget. If I have to do the bulk of my finance work, and the ordering, purchasing, and banking, my budget, should be adjusted accordingly. Not to mention, my pay should be also increased.

On another note, I had a great time while on vacation. I got to attend a Miami dolphin football game, where Miami knocked the socks off of New England. And spent a couple days in the Florida everglades, as well as a couple of days knocking

golf balls into the Atlantic Ocean, off the beach in Emerald Isle North Carolina. And had a great visit with my family. Thanks.

Property Maintenance:

We are on our routine winter maintenance schedule on all our buildings and facilities. We check for heat, plumbing, electrical issues and repair/replace what is necessary. We take care of snow removal if any and spread sand and de-icer as needed to minimize slips and falls on decks/stairs and landing areas. Some days brings us some unexpected problems when we do our checks.

We have been ordering and replacing outdated light fixtures and lamps with L.E.D. upgrades. This should help reduce our electrical costs in the short term as well as cut down on the maintenance and replacements in the long term. We had a break-in at the Log Cabin mostly vandalism repairs have been made. I have been putting some thoughts and projects together as I am thinking about the budget when we start. One of these items is we need to have a plan for what to do with the deteriorating shop walls here at Public Works. A plan of action needs to be developed for replacement. We really need to begin discussing this on the next level on where we go from here with this. This is way beyond any normal maintenance repairs. Thank you.

Parks and Recreation: We have been working on setting up a July 4th committee but are meeting a lot of resistance, we continue to work on it. We are ordering supplies for the coming season. Three Log Cabin rentals this month. Log cabin was broken into, nothing was taken. There was some damage to the door but all repairs have been made. I'm currently working on my Certified Playground Safety Inspector's certification.

Road Maintenance:

Streets and Roads hauled out the Cat 324E excavator to the city sand pit so that we can dig into the pile we push up this fall with the D8 dozer. Being the sand pile is dry the permafrost is only a little over 1 foot thick, so digging it is easy. So we will keep hauling to the land fill pile as we have time, this helps out by keeping the working faces cover, and also to have a pile to be used next spring to cover the land fill.

Streets and Roads, has been helping the public out, by using the 420 Cat backhoe

to dig graves at the new cemetery, civilian and/or military side. The power company would drill it first through the permafrost with the earth auger and then we would use the backhoe to dig it out.

Streets and Roads during the Kuskokwim 300 dog race used the grader to scarify the ice on River Front Street, and also the places where the public park, to watch the dog races or the K300 fireworks show. After scarifying we sanded those areas along with the approaches of the Kuskokwim River.

Streets and Roads have spent a lot of time this month scarifying and sanding the roads to keep it from being slippery. The crew started their shifts earlier in the morning to get this done before the general traffic runs and the school buses start their routs.

Vehicles and Equipment: For the V&E dept, with the loss of one mechanic the rest of the crew has had a difficult time keeping up with all the breakdowns. I believe they should be able to catch up sometime in February. We have several trucks which are waiting on parts, and a truck which is waiting on an out of town mechanic, to be rebuilt. We also have several pieces of heavy equipment that need attention which should also be caught up with hopefully by the end of February.

Transit System: The month of January has been a slow month in regards to ridership. The warm weather, people are walking, and following the holiday season money is tight. Hopefully the ridership will pick up in the month of February. Every morning, 6:40am, we are picking up 7-12 homeless passengers at Uivuq Subdivision who are staying at the Salvation Army night shelter and they are dropped off at the hospital. Currently this is a community service and there is no charge. Our elder ridership is steady and account for about 30 to 35 percent of our ridership.

John Sargent, City Grant Manager, is still working on the RFPs for the new buses and Bus Stop Shelters. I'm very concerned that we might lose the grants if the RFPs aren't finished and out on the street soon. I hope John will be able to get them out and back by the end of February as it'll take the bus company **4-6 months** to assemble the buses and get them on this summer barge. The new bus (#439), we got in October of 2014 already has over 40,000 miles on it and it will start needing replacement parts soon. Bus 438 has over 100,000 miles on it and is starting to use a quart of oil every couple of weeks. Our other two diesel buses, 436 and 437, are used for stand by only. Bus 436 in the City Shop waiting for parts to replace the gears in the rear axle.

We are currently recruiting for a Part-Time and an On-Call driver but there are few applicants. Our current part-time driver will be leaving the mid part of March. We

haven't had an On-Call driver and I've been filling in when necessary. Bethel Transit System goal for the FY 2017 will be to show a 15-20 percent increase in ridership / revenue. I think we can do this by providing **better and more dependable / reliable service** for our passengers.

Landfill:

This last month a couple of guys from Streets and Roads have hauled a lot of cover sand to our cover pile at the Landfill, plus they have brought more so we can begin to cover the dumpster trash, so that we can make and maintain a smaller cell of trash that is exposed. This cuts down on windblown trash that finds its way to the tundra. Starting in the spring this trash will be covered once a week, so that we can be in accordance to our landfill permit requirements.

Staffing Issues/Concerns/Training:



The City of Bethel currently has vacancies on the following Committees & Commissions.

Marijuana Advisory Committee

2 Alternate Vacancies

Port Commission

2 Commission Vacancies

2 Alternate Vacancies

Energy Committee

2 Committee Vacancies

2 Alternate Vacancies

Finance Committee

1 Alternate Vacancy

Planning Commission

2 Alternate Vacancies

Public Safety and Transportation Commission

2 Alternate Vacancies

The City of Bethel is committed to citizen involvement in local government to develop programs and services, which provide efficient and positive benefits for residents, workers and visitors.

The City has established committees which are advisory in nature and commissions which are quasi-judicial. Qualifications to serve vary with the committees and commissions, but the most important qualifications are interest and a willingness to serve your community.

If you are interested in offering your services to Bethel's community, by volunteering a few hours of your time each month, please pick up an application at the City Clerk's office or contact the City Clerk at 543-1384 or at lstrickler@cityofbethel.net for more information.