



City of Bethel, Alaska

Public Works Committee Agenda

Wednesday, March 16, 2016 Regular Meeting 6:30PM City Hall Council Chambers

MEMBERS

Byron Maczynski
Council Rep.
Term Expires
10/2016

Vacant

Scott Guinn
Vice-Chair
Term Expires
12/2017

Robert Champagne
Committee Member
Term Expires
12/2017

Jennifer Dobson
Committee Member
Term Expires
12/2017

Vacant

Delbert Egoak
Committee Member
Term Expires
12/2018

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 – February 17, 2016 (there was a meeting).
- VI. SPECIAL ORDER OF BUSINESS:
 - A. Election of Chair and Vice Chair
- VII. UNFINISHED BUSINESS:
 - A. Institutional Corridor Piped Water Supply Project:
 - B. Sewer Lagoon, – PER (Preliminary Engineering Report) & ER (Environmental Report) for Truck Dump Site and other options.
 - 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 and Retention of the Employees:----Scott Guinn.
 - E. Funding Strategies for Sewer Lagoon:----Byron Maczynski.
- VIII. NEW BUSINESS:
 - A. Approving the Resignation of Franks Neitz.
- IX. DIRECTORS REPORT:
- X. MEMBER COMMENTS:
- XI. ADJOURNMENT:

City of Bethel, Alaska

Public Works Committee Minutes

February 17, 2016

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER:

A regular Public Works Committee Meeting was held on February 17, 2016 at the council chambers of the City Hall, Bethel, Alaska. The meeting was called to order at 6:35pm by chair, Frank Neitz.

II. ROLL CALL:

Comprising a quorum of the committee, the following were present: Frank Neitz, Scott Guinn, Byron Maczynski, Robert Champagne, and Delbert Egoak

Excused absence(s): Joseph Klejka, Jennifer Dobson

Also Present: Public Works Director, Muzaffar Lakhani
City Manager, Ann Capela
Committee Recorder, Pauline Boratko

III. PEOPLE TO BE HEARD: none

IV. APPROVAL OF AGENDA:

MOVED BY:	Delbert Egoak	Motion to approve the agenda
SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote.	

V. APPROVAL OF MINUTES:

MOVED BY:	Scott Guinn	Motion to approve minutes of January 20, 2016 regular meeting.
SECONDED BY:	Delbert Egoak	
VOTE ON MOTION	Motion carried by unanimous vote.	

VI. SPECIAL ORDER OF BUSINESS:

Frank Neitz reports that he attended the Pool Committee Meeting to discuss the boardwalk, and they are currently looking for owners of the Native allotments to get moving forward with the project.

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 water supply system: Bethel Native Corporations Ana Cooke-Hoffman is working with the City of Bethel for the acquisition of the easements requested by the city of Bethel.

- B. Sewer Lagoon- PER (Preliminary Engineering Report) and ER (Environmental Report) for Truck Dump site and other options: PER has been submitted to ADEC and thirty day scoping period for the ER has begun.
- C. Installing slip lining in old metallic water pipes in the Bethel Heights subdivision, and possible avenues to find funding for this: Byron Maczynski is currently looking for funds and grants for this project.
- D. Hiring of Employees social media—Scott Guinn is trying to gain attention to have long time Bethel residents work for the City of Bethel.
- E. Discuss ways to make job positions more attractive: Bryon Maczynski has suggested higher starting pay for drivers and other employees because people usually look at the money even though the City offers additional benefits.

VIII. NEW BUSINESS:

- A. Funding Strategies for Sewer Lagoon: Gaining support from the local businesses would benefit with this project
- B. Ridgecrest Drive Project- options, and costs associated with the options: Committee supported the Safety Improvement options as presented by DOT&PF

IX. DIRECTOR’S REPORT:

Public Works Director, Muzaffar Lakhani reports that there is a leak in the pipe at the main lift station. Staff with the help of the contractor is trying to fix it.

X. MEMBER COMMENTS:

Scott Guinn: no comment.

Delbert Egoak: no comment.

Frank Neitz: Thank you for giving Ridgecrest information.

Byron Maczynski- no comment.

Robert Champagne- no comment

XI. ADJOURNMENT:

MOVED BY:	Scott Guinn	Motion to adjourn
SECONDED BY:	Byron Maczynski	
VOTE ON MOTION	Motion carried by unanimous vote	

With no further business, meeting adjourned at 8:00 pm

APPROVED THIS _____ DAY OF _____, 2016.

Pauline Boratko
Recorder of Minutes

Chair person PW Committee
Chair

MEMORANDUM

DATE: 03/01/2016
TO: Ann Capela, City Manager
FROM: Muzaffar Lakhani, Public Works Director
SUBJECT: Manager's Report –

Programs/Divisions

Public Works Director:

Utility Maintenance:

Tec Pro was in town they were at the main lift station and wired up the new pump, at that time we have found one of the other pumps was going into a high temp alarm so we pulled it and crated it and shipping to AK Pump for repairs. They also went to BHWTP to repair one of the truck fills. We are also working on getting quotes for lift station panel upgrades due to the age of them it is getting hard to find replacement parts. At the beginning of the month the pool was using an excessive amount of water we went over there and could not find the problem. Later we found out that they had a stuck backwash valve.

Hauled Utilities: for February the water crew has hauled approximately 2.75 million gallons of water with an average of 38 stops per truck per day. the sewer crew has hauled 2.2 million gallons of sewage with an average of 36 stops. The dumpster trucks have hauled 3800 cubic yards of trash, and we have cleaned up, around the dumpster sites in town, weather permitting, 4 days for a total clean up of around 100 cubic yards.

We have had a rough time this past couple months, we were down to only 3 running sewer trucks for several weeks and were playing catch up on a daily basis. It was not quite as bad in the water trucks, however we did have a stretch this month where we down to only 4 running trucks and had several drivers either on vacation, or out on injuries for an extended time.

And as far as I am concerned, this finance situation with me having to do the finance part of this job is a little out of sync.

I feel this should be looked at a little closer. And finally, getting close to being done with the o.s.h.a. stuff, mostly all that's left is contractual electrical work. Which is being submitted for approval?

Property Maintenance:

Heating issues have been keeping us busy with the changing weather. It's either too hot or too cold in some offices in our buildings. Pumps, valves and motors have to be adjusted or replaced. We have had some plumbing problems as well, wore out flush valves, faucets and some lines have been repaired or replaced. Other repairs were made to our pressure washers and over head doors and other operating equipment. There are always numerous small repairs and adjustments to be made on all these buildings.

We are still correcting some OSHA items from their last visit. There have been lots of burials lately. I meet with families and appoint plots once they meet with the City Clerk. Discussion with the families educates them to what they need to do and who to talk to for the preparation for the burials. AVEC provides assistance with the drilling of the holes to be able to begin to break up the frozen ground, and then the Road Maintenance Dept. will do their part if they are able to. There is just less and less willingness and participation of some of these families to do anything. We still are upgrading our lighting everywhere following the recommendations of the Energy Audit we had done some years back. We are budgeting time and money to all our buildings and facilities for the changes to the lighting as we can. Thank you.

Parks and Recreation:

This month we continue to prep and plan for upcoming season. We had one Log Cabin Rental this month. We are preparing for Clean up Green Up. Cory and I continue to work with Clair, on the OSHA items. We are close to being complete; the Pool had a few issues which Raunicka has under control. There was some vandalism at Tundra Ridge park a swing was broke and the purple dinosaur was ripped out of the ground. We addressed the issue and will make the repairs in the spring.

Road Maintenance:

Streets and Roads has been using the Cat 324E excavator at the city sand pit to keep a pile of sand pile up so that we can keep hauling to the land fill. We have been hauling in sand and coving the trash on the north, north east side of the land fill with the D3 dozer.

Streets and Roads this month dug out 4 graves, using the 420 Cat backhoe at the new cemetery on civilian and military side. The permafrost there is now 3 feet deep, so with the power company drilling through the permafrost with the earth auger, so that we are able to dig it out with the backhoe.

Streets and Roads also hauled into the land fill 6 vehicles that were left by the land

fill gate after hours and 5 vehicles that were left along side of Ridgecrest Drive by the AVEC wind tower. It looks like the vehicles that were left there came from the auto shop on 6th Avenue across from Tundra Women's Coalition building.

Streets and Roads Div. in the month of February scarified and sanded the roads around the town. We also scarified the intersection as much as we can, in order to help out in smoothing them.

Vehicles and Equipment: The V&E dept. has had a tough time keeping up with repairs. As usual they too have been short handed, up till recently. We will have a couple large projects coming this spring. For instance the d-8 dozer needs some major work. As well as a couple of the transit busses need some major repairs, with that being said, the number of broken, utility trucks that have been in the shop, has prevented them from working on the larger projects.

Transit System:

John Sargent, City Grant Manager, is working on the RFPs for the new buses. The State Department of Transportation is working on a RFP partnership with the State of Washington and we will be able to piggy back on that RFP. My concern is that RFP may not be out and back until the end of March which might be too late to get the two (2) buses ordered and on this summer barge. The new bus #439, we got in October of 2014, has over 45,000 miles on it and it will start needing replacement parts soon. It's currently in the shop waiting for the brake calipers/etc to come in. Bus 438 has over 110,000 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 is in the City Shop waiting for parts to replace the gears in the rear axle.

John just completed the RFP for the Bus Stop Shelters. The City's Attorney and DOT went over the RFP and approved it. The City Attorney gave John a list of vendors to notify about the RFP which might speed up the process. Hopefully we'll be able to get some responses back by the closing date.

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.

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.

Landfill / Recycle Center:

The Streets and Roads crew has delivered an amazing amount of cover sand and road sand to the Landfill this month. Together we are covering a lot of trash and in so doing making the dump sites smaller and cutting down on the amount of trash blowing about. Also the guys have been building a good stock pile of cover material so that next spring we can cover both trash sites to be in compliance with our landfill permit which says we are to cover the trash once a week. That has not been a big issue in the past, but now we are going to have a new inspector because Doug Huntman, who understood our situation has moved on to another job.

BETHEL MUNICIPAL CODE

2.52.070 Vacancies.

A. The head of the department clearly associated with the body or the department head's delegate shall keep attendance records and notify the city clerk when a vacancy has been declared. Attendance shall be taken and recorded even in the absence of a quorum. A vacancy shall be declared by the body when a member:

1. Is absent from the city for more than ninety (90) days without first (1st) being excused by the body;
2. Fails to attend three (3) regularly scheduled meetings within any calendar year without being excused by the body;
3. Fails to attend three (3) special meetings within any calendar year without being excused by the body;
4. Fails to attend a minimum of sixty-five (65) percent of regular meetings held within any calendar year whether excused or unexcused;
5. Fails to attend a minimum of sixty-five (65) percent of special meetings held within any calendar year whether excused or unexcused;
6. Submits a written resignation which is accepted by the body or the mayor;
7. Dies;
8. Fails to qualify and give the oath of office within thirty (30) days after city council confirmation of the appointment;
9. Ceases to be a resident of the city;
10. Is convicted of a felony or an offense involving a violation of the oath of office for the body; or
11. Becomes disqualified from holding the seat under other provisions of this code.

B. A member may be removed by the council at any time with or without a stated reason; provided, before or promptly after the removal the person shall first (1st) be given an opportunity to address the council in a public meeting.

C. A member that is appointed or nominated by a private or governmental organization or officer as a representative of that organization on the body may be removed at any time as provided for removal of members appointed by the mayor.

D. An ex officio member may not be removed by the council if the person's membership is based solely upon an office or position occupied by that person within a different organization and is not based in part or in whole upon a nomination or recommendation by the person's organization.