



City of Bethel  
Public Works Committee  
Regular Meeting - Wednesday, August 21, 2019 5:30 pm City  
Hall Council Chambers, 300 Chief Eddie Hoffman Highway

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Courtney Trammell  
Committee Chair  
Term Expires 12/2020

Alyssa Gustafson  
Committee Vice-Chair  
Term Expires 12/2019

Carol Jung-Jordan  
Council Representative  
Term Expires 10/2020

Jeff Sanders  
Committee Member  
Term Expires 12/2020

Ryan Butte  
Committee Member  
Term Expires 12/2020

Juan Delgado  
Committee Member  
Term Expires 12/2021

Bill Arnold  
Ex- Officio Member

Charlie Dan  
Committee Recorder

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **PEOPLE TO BE HEARD – 5 minute limit**
- IV. **APPROVAL OF AGENDA**
- V. **APPROVAL OF MINUTES**
  - a) 07-17-2019 Regular Meeting
- VI. **UNFINISHED BUSINESS**
  - a) Review Memorandum of Understanding (MOU) between City of Bethel and Lower Kuskokwim School District draft
  - b) Recommendation for a City of Bethel Code Enforcer
  - c) Adopt-A-Dumpster Proposal
- VII. **NEW BUSINESS:**
  - a) Bethel Lead and Copper Sampling Results
  - b) Bethel Best Practices Score-Spring 2019
  - c) Solid Waste/Dumpster Improvements Follow-up
  - d) Language for Dumpster Rules Sign
- VIII. **DIRECTOR'S REPORT**
- IX. **COMMITTEE MEMBER COMMENTS**
- X. **ADJOURNMENT**

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Posted August 15, 2019 at City Hall, AC Co., Swanson's, and the Post Office.

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Charlie Dan, Public Works Assistant

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# City of Bethel, Alaska

## Public Works Committee Meeting Minutes

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July 17, 2019

Regular Meeting

Bethel, Alaska

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**I. CALL TO ORDER:**

A regular Public Works Committee meeting was held on July 17, 2019 in the City Hall council chambers in Bethel, Alaska. Courtney Trammell called the meeting to order at 5:37 pm.

**II. ROLL CALL:**

Present: Courtney Trammell, Carole Jung-Jordan, Jeff Sanders, Ryan Butte, Juan Delgado and Alyssa Gustafson-over the phone.

Also Present: Charlie Dan

Excused Absence: Bill Arnold

**III. PEOPLE TO BE HEARD:-5 Minute Limit**

A. Nile Aguchak Sr-arrived at 5:45 PM, had already passed agenda item but asked if he could listen in

B. Cynthia Allen-arrived at 5:45PM, had already passed agenda item but asked if she could listen in

**IV. APPROVAL OF AGENDA:**

<b>MOVED BY:</b>	Carole Jung-Jordan	Motion to approve the agenda.
<b>SECONDED BY:</b>	Ryan Butte	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**V. APPROVAL OF THE MINUTES:**

<b>MOVED BY:</b>	Carole Jung-Jordan	Motion to approve meeting minutes for 06-19-2019.
<b>SECONDED BY:</b>	Ryan Butte	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**VI. SPECIAL ORDER OF BUSINESS:**

**VII. UNFINISHED BUSINESS:**

A. Review Memorandum of Understanding (MOU) between City of Bethel and Lower Kuskokwim School District

<b>MOVED BY:</b>	Ryan Butte	Motion to table Agenda item until details are finalized.
<b>SECONDED BY:</b>	Carole Jung-Jordan	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**VIII. NEW BUSINESS:**

A. Recommendation for a City of Bethel Code Enforcer:

<b>MOVED BY:</b>	Ryan Butte	Motion to table Agenda item to review Job Description for City of Bethel Code Enforcer.
<b>SECONDED BY:</b>	Alyssa Gustafson	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**B. Review of Bethel Dumpster Survey**

<b>MOVED BY:</b>	Ryan Butte	Motion to request Public Works Department draft language that will be on the signs.
<b>SECONDED BY:</b>	Alyssa Gustafson	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**C. Adopt-A-Dumpster Proposal**

<b>MOVED BY:</b>	Ryan Butte	Motion to table Agenda item.
<b>SECONDED BY:</b>	Alyssa Gustafson	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

**IX. DIRECTORS REPORT:**

**X. COMMITTEE MEMBER'S COMMENTS:**

**C.Trammell-** Thank you for your participation and for coming today.

**A.Gustafson-** Thank you all for coming.

**C.Jung-Jordan-** Thank you for coming.

**R.Butte-** Thank you for coming.

**J.Delgado-** I appreciate the time and effort that went into the dumpster survey and thank you for coming.

**XI. ADJOURNMENT**

<b>MOVED BY:</b>	Ryan Butte	Motion to Adjourn.
<b>SECONDED BY:</b>	Alyssa Gustafson	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

With no further business, meeting adjourned at 6:39 PM.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2019.

\_\_\_\_\_  
Charlie Dan  
Recorder of Minutes

\_\_\_\_\_  
Courtney Trammell  
Committee Chair

# City Planner

**Department:**

Planning Department

**Compensation:**

\$85,000 - \$102,363

**Hours:**

Full time, Mon-Fri 0800-5pm

**Deadline:**

Open until filled

**Position Objectives:**

Under the direction of the City Manager, responsible for overall management of the planning, zoning, land use and economic development needs in accordance with the Bethel Municipal Code, the City's Comprehensive Plan and in coordination with City Departments to ensure the coordination of operations related to development within the City. Position also serves as the City Code Enforcement Officer.

**Duties and Responsibilities:****Essential Functions:**

- Develops planning studies and reports in support of new and updated plans, programs and regulations;
- Reviews or assists in the review of moderately difficult development proposals and site plans for conformance with codes, plans, and regulations
- Develops Requests for Proposals (RFP) and Requests for Bids as needed;
- Prepares and presents detailed reports on development proposals to City commissions, committees, and other groups as needed;
- Collects a variety of statistical data and prepare reports and maps on topics such as census information, land use, and occupancy rates;
- Administers City permitting processes in accordance with City code and state and federal laws;
- Assigns addresses and maintains updated city maps, zoning, and enforcement resources;
- Drafts and evaluates ordinances and regulations relating to planning and development;
- Evaluates site plans, special use permits, variances re-zonings, and other proposals;
- Prepares the Planning Department budget; tracks expenditures and recommends budget adjustments as needed;

- Acts as liaison between community groups, government agencies, developers and elected officials in developing community plans;
- Coordinates community review of public and private development projects;
- Provides information to the public regarding development regulations;
- Assists in resolving citizen and customer issues;
- Supervises assigned personnel;
- Oversees the work of consultants and City staff supporting development projects;
- Conducts field evaluations and assessments as needed;
- Drafts policies and procedures to ensure planning activities remain in compliance with local, state, and federal requirements;
- Trains and supports management and employees regarding planning-related activities and the required coordination between/among Departments and Divisions;
- Follows and enforces all City and Department policies and operating procedures and applicable federal and state laws.

**Other Responsibilities:**

- Maintains and updates the City's geographic information system (GIS maps);
- Maintains relationships with third party consultants, developers, contractors, or other third-party entities directly involved in development efforts, either proposed or in progress;
- Attends council, staff, and commission meetings as needed.

**Minimum Requirements:**

- Bachelor's degree in urban planning, environmental design, public policy, public administration or other related area of study; Masters degree preferred;
- 1 year planning experience preferred; masters-level education may substitute for experience depending on courses/degree concentration.
- Experience with GIS required.

**Desirable Training and Experience:**

- Working knowledge, or the ability to comprehend and apply, the principles and practices of planning;
- Demonstrated knowledge of principles and practices of research and data collection;
- Knowledge of effective writing techniques and ability to vary writing style to meet needs;
- Knowledge of computer hardware and software programs, including Microsoft Office, Internet applications, and GIS;

- Oral communication and interpersonal skills to explain rules and procedures clearly to the public
- Creative problem-solving skills to gather relevant information to solve vaguely defined practical problems
- Ability to review plans and apply provisions of the ordinances and codes to determine compliance with such regulations and to apply regulations to field conditions
- Ability to create graphic designs, development strategies, and render site plans via sketches and/or computer graphics highly desirable.
- Ability to work on several projects or issues simultaneously
- Ability to work independently or in a team environment as needed
- Ability to attend to details while keeping big-picture goals in mind
- Demonstrated ability to establish and maintain effective working relationships with co-workers and the general public;
- Ability to communicate clearly and concisely, orally and in writing;

**Benefits:**

City of Bethel employee benefits include:

- Group Health Insurance
- Group Life and Long-Term Disability Insurance
- Retirement Benefits (Public Employees Retirement System)
- Voluntary Deferred Compensation
- Water & Utility Benefits
- Paid Time Off and Holidays

Additional Required Information

At time of application, applicant *must* attach the following items. (If unable to attach, please fax or e-mail the items to the contact listed below *prior to the closing date* of this recruitment).

*NOTE: Omission of any required documentation listed below will result in an incomplete application and you will not receive further consideration.*

1. Most current performance evaluation, if available or a letter from previous supervisor attesting to your abilities
2. Valid College transcripts depicting degree conferred
3. List of three (3) professional references with current daytime phone numbers

**NOTE: Attaching a resume is not an alternative to filling out the application in its entirety.** Noting "see resume" or any similar response on any portion of your application may lead to a determination your application is incomplete and removal from consideration for this job posting.

Reasonable Accommodations: To perform this job successfully, an individual must be able to perform each essential duty and meet physical demands satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: The employee must be able to continuously remain in a stationary position; continuously operate a computer and other office equipment, such as ten-key machine, copier, and printer; frequently move throughout the office to access files, office equipment, etc; frequently communicate both in person and on the telephone; occasionally travel to various locations off-site, and occasionally move about outdoors on surfaces of varying height and materials.

Work Environment: Work is generally performed in an office setting open to the public on weekdays from 8am until 5pm. Work occasionally requires attendance at evening meetings. The employee is occasionally exposed to outside weather conditions.

**More Information:**

# LEAD in Drinking Water

## HEALTH EFFECTS OF LEAD

Lead is found throughout the environment in lead-based paint, air, soil, household dust, food, certain types of pottery porcelain and pewter, and water. Lead can pose a significant risk to your health if too much of it enters your body.

Lead builds up in the body over many years and can cause damage to the brain, red blood cells and kidneys. The greatest risk is to young children and pregnant women. Amounts of lead that won't hurt adults can slow down normal mental and physical development of growing bodies. In addition, a child at play often comes into contact with sources of lead contamination - like dirt and dust - that rarely affect an adult. It is important to wash children's hands and toys often, and to try to make sure they only put food in their mouths.



## LEAD IN DRINKING WATER

Lead in drinking water, although rarely the sole cause of lead poisoning, can significantly increase a person's total lead exposure, particularly the exposure of infants who drink baby formulas and concentrated juices that are mixed with water. EPA estimates that drinking water can make up 20 percent or more of a person's total exposure to lead.

## THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (EPA) and (a)

are concerned about lead in your drinking water. Some drinking water samples taken from this facility have lead levels above the EPA action level of 15 parts per billion (ppb), or 0.015 milligrams of lead per liter of water (mg/L). Under Federal law we are required to have a program in place to minimize lead in your drinking water by (b)

This program includes:

- 1) Corrosion control treatment (treating the water to make it less likely that lead will dissolve into the water);
- 2) Source water treatment (removing any lead that is in the water at the time it leaves our treatment facility); and
- 3) A public education program.

If you have any questions about how we are carrying out the requirements of the lead regulation please call us at (c)

This poster also explains the simple steps you can take to protect yourself by reducing your exposure to lead in drinking water.

## HOW LEAD ENTERS OUR WATER

Lead is unusual among drinking water contaminants in that it seldom occurs naturally in water supplies like rivers and lakes. Lead enters drinking water primarily as a result of the corrosion, or wearing away, of materials containing lead in the water distribution system and household plumbing. These materials include lead-based solder used to join

copper pipe, brass and chrome-plated brass faucets, and in some cases, pipes made of lead that connect houses and buildings to water mains (service lines). In 1986, Congress banned the use of lead solder containing greater than 0.2% lead, and restricted the lead content of faucets, pipes and other plumbing materials to 8.0%.

When water stands in lead pipes or plumbing systems containing lead for several hours or more, the lead may dissolve into your drinking water. This means the first water drawn

from the tap in the morning, or later in the afternoon if the water has not been used all day, can contain fairly high levels of lead.

## STEPS YOU CAN TAKE to Reduce Exposure to Lead in Drinking Water

1. **FLUSH YOUR SYSTEM.** Let the water run from the tap before using it for drinking or cooking any time the water in a faucet has gone unused for more than six hours. The longer water resides in plumbing the more lead it may contain. Flushing the tap means running the cold water faucet for about 15-30 seconds. Although toilet flushing or showering flushes water through a portion of the plumbing system, you still need to flush the water in each faucet before using it for drinking or cooking. Flushing tap water is a simple and inexpensive measure you can take to protect your health. It usually uses less than one to two gallons of water.

2. **USE ONLY COLD WATER FOR COOKING AND DRINKING.** Do not cook with, or drink water from the hot water tap. Hot water can dissolve more lead more quickly than cold water. If you need hot water, draw water from the cold tap and then heat it.

3. **USE BOTTLED WATER.** The steps described above will reduce the lead concentrations in your drinking water. However, if you are still concerned, you may wish to use bottled water for drinking and cooking.



## FOR MORE INFORMATION

YOU CAN CONSULT a variety of sources for additional information:

Your family doctor or pediatrician can perform a blood test for lead and provide you with information about the health effects of lead. State and local government agencies that can be contacted include:

- (d) at (e) can
  - (f) at (g) or the
  - (h) at (i) can
- provide you with information about the health effects of lead.

If grounding wires from the electrical system are attached to your pipes, corrosion may be greater. Check with a licensed electrician or your local electrical code to determine if your wiring can be grounded elsewhere. DO NOT attempt to change the wiring yourself because improper grounding can cause electrical shock and fire hazards.

#### IF LEAD LEVEL PERSISTS

The steps described above will reduce the lead concentrations in your drinking water. However, if a water test indicates that the drinking water coming from your tap contains lead concentrations in excess of 15 ppb after flushing, or after we have completed our actions to minimize lead levels, then you may want to take the following additional measures:

#### 6. PURCHASE OR LEASE A HOME TREATMENT DEVICE.

Home treatment devices are limited in that each unit treats only the water that flows from the faucet to which it is connected, and all of the devices require periodic maintenance and replacement. Devices such as reverse osmosis systems or distillers can effectively remove lead from your drinking water. Some activated carbon filters may reduce lead levels at the tap. However, all lead reduction claims should be investigated. Be sure to check the actual performance of a specific treatment device before and after installing the unit.



#### 7. PURCHASE BOTTLED WATER FOR DRINKING AND COOKING.

You can consult a variety of sources for additional information:

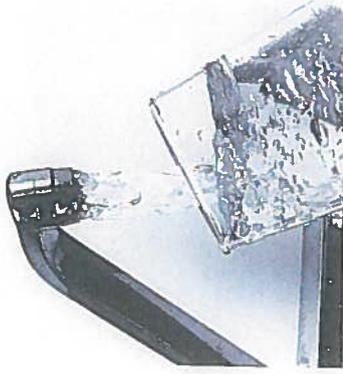
Your family doctor or pediatrician can perform a blood test for lead and provide you with information about the health effects of lead.

State and local government agencies that can be contacted include:

[insert the name of city or county department of public utilities] at [insert phone number] can provide you with information about your community's water supply, and a list of local laboratories that have been certified by EPA for testing water quality, and [insert the name of the State Department of Public Health] at [insert phone number] or the [insert the name of the city or county health department] at [insert phone number] can provide you with information about the health effects of lead and how you can have your child's blood tested.

The following is a list of some State approved laboratories in your area that you can call to have your water tested for lead. [insert names and phone numbers of at least two laboratories]

# Lead in Drinking Water



FOR MORE INFORMATION

## HEALTH EFFECTS OF LEAD

Lead is a common metal found throughout the environment in lead-based paint, air, soil, household dust, food, certain types of pottery porcelain and pewter, and water. Lead can pose a significant risk to your health if too much of it enters your body.

Lead builds up in the body over many years and can cause damage to the brain, red blood cells and kidneys. The greatest risk is to young children and pregnant women. Amounts of lead that won't hurt adults can slow down normal mental and physical development of growing bodies. In addition, a child at play often comes into contact with sources of lead contamination - like dirt and dust - that rarely affect an adult. It is important to wash children's hands and toys often, and to try to make sure they only put food in their mouths.

## LEAD IN DRINKING WATER

Lead in drinking water, although rarely the sole cause of lead poisoning, can significantly increase a person's total lead exposure, particularly the exposure of infants who drink baby formulas and concentrated juices that are mixed with water. EPA estimates that drinking water can make up 20% or more of a person's total exposure to lead.

## HOW LEAD ENTERS OUR WATER

Unlike most drinking water contaminants, lead is unusual in that it seldom occurs naturally in water supplies like rivers and lakes. Lead enters drinking water primarily as a result of the corrosion, or wearing away, of materials containing lead in the water distribution system and household plumbing. These materials include lead-based solder used to join copper pipe, brass and chrome-plated brass faucets, and in some cases, pipes made of lead that connect your house to the water main (service lines). In 1986, Congress banned the use of lead solder containing greater than 0.2% lead, and restricted the lead content of faucets, pipes and other plumbing materials to 8.0%.

When water stands in lead pipes or plumbing systems containing lead for several hours or more, the

lead may dissolve into your drinking water. This means the first water drawn from the tap in the morning, or later in the afternoon after returning from work or school, can contain fairly high levels of lead.

## STEPS TO REDUCE EXPOSURE TO LEAD IN DRINKING WATER

Despite our best efforts mentioned earlier to control water corrosivity and remove lead from the water supply, lead levels in some homes or buildings can be high. To find out whether you need to take action in your own home, have your drinking water tested to determine if it contains excessive concentrations of lead. Testing the water is essential because you cannot see, taste, or smell lead in drinking water. Some local laboratories that can provide this service are listed at the bottom of this brochure. For more information on having your water tested, please call [insert phone number of water system].

If a water test indicates that the drinking water drawn from a tap in your home contains lead above 15 ppb, then you should take the following precautions:

### 1. FLUSH YOUR SYSTEM.

Flushing tap water is a simple and inexpensive measure you can take to protect your family's health. Flushing usually uses less than one or two gallons of water and costs less than [insert a cost estimate based on flushing two times a day for 30 days] per month.

To flush, let the water run from the tap before using it for drinking or cooking any time the water in a faucet has gone unused for more than six hours. The longer water resides in your home's plumbing, the more lead it may contain. Flushing the tap means running the cold water faucet until the water gets noticeably colder, usually about 15-30 seconds. If your house has a lead service line to the water main, you may have to flush the water for a longer time, perhaps one minute, before drinking. Although toilet flushing or showering flushes water through a portion of your home's plumbing system, you still need to flush the water in each faucet before using it for drinking or cooking.

To conserve water, fill a couple of bottles for drinking water after flushing the tap, and whenever possible use the first flush water to wash dishes or water plants.

If you live in a high-rise building, letting the water flow before using it may lessen your risk from lead. This is because high rise plumbing systems have more, and sometimes larger pipes than smaller buildings. Ask your landlord for help in locating the source of the lead and for advice on reducing the lead level.

### 2. USE ONLY COLD WATER FOR COOKING AND DRINKING.

Try not to cook with, or drink water from the hot water tap. Hot water can dissolve more lead more quickly than cold water. If you need hot water, draw water from the cold tap and heat it on the stove.



### 3. REMOVE LOOSE SOLDER AND DEBRIS FROM PLUMBING MATERIALS.

Remove loose solder and debris from the plumbing materials installed in newly constructed homes, or homes in which the plumbing has recently been replaced. To do this, remove the faucet strainers from all taps and run the water from 3-5 minutes. Thereafter, periodically remove the strainers and flush out any debris that has accumulated over time.

### 4. IDENTIFY AND REPLACE LEAD SOLDER.

If your copper pipes are joined with lead solder that has been installed illegally since it was banned in 1986, notify the plumber who did the work and request that he or she replace the lead solder with lead-free solder. Lead solder looks dull gray, and when scratched with a key looks shiny. In addition, notify your State [insert name of department responsible for enforcing the Safe Drinking Water Act in your State] about the violation.

### 5. HAVE AN ELECTRICIAN CHECK YOUR WIRING.



## NOTICE TO THE PUBLIC

### ***IMPORTANT INFORMATION ABOUT LEAD IN YOUR DRINKING WATER***

**This brochure explains the health effects of lead and simple steps you can take to protect yourself by reducing your exposure to lead in drinking water.**

**Some homes in City Subdivision exceeded the Lead Action Level for drinking water.**

The United States Protection Agency (EPA) and Alaska Dept. of Env. Conservation are concerned about lead in your drinking water. Routine testing found elevated levels of lead in drinking water in some homes/buildings. Lead can cause serious health problems, especially for pregnant women and young children. Please read this information closely to see what you can do to reduce lead in your drinking water.

#### ***HEALTH EFFECTS OF LEAD***

Lead can cause serious health problems if too much enters your body from drinking water or other sources. It can cause damage to the brain and kidneys, and can interfere with the production of red blood cells that carry oxygen to all parts of your body. The greatest risk of lead exposure is to infants, young children and pregnant women. Scientists have linked the effects of lead on the brain with lowered IQ in children. Adults with kidney problems and high blood pressure can be affected by low levels of lead more than healthy adults. Lead is stored in the bones and it can be released later in life. During pregnancy, the child receives lead from the mother's bones, which may affect brain development.

#### ***SOURCES OF LEAD***

Lead is a common metal found throughout the environment in lead-based paint, air, soil, household dust, food, certain types of pottery porcelain and pewter. Drinking water is also a possible source of lead exposure. Most sources of drinking water have no lead or very low levels of lead. Most lead gets into drinking water after the water leaves the local well or treatment plant and comes into contact with plumbing materials containing lead. These include lead pipes, lead solder, as well as faucets, valves, and other components made of brass.

#### ***HOW LEAD ENTERS OUR WATER***

Unlike most drinking water contaminants, lead is unusual in that it seldom occurs naturally in water supplies like rivers and lakes. Lead enters drinking water primarily as a result of the corrosion, or wearing away, of materials containing lead in the water distribution system and household plumbing. These materials include lead-based solder used to join copper pipe, brass and chrome-plated brass faucets, and in some cases, pipes made of lead that connect your house to the water main (service lines). In 1986, Congress banned the use of lead solder containing greater than 0.2% lead, and restricted the lead content of faucets, pipes and other plumbing materials to 8.0%. When water stands in lead pipes or plumbing systems containing lead for several hours or more, the lead may dissolve into your drinking water. This means the first water drawn from the tap in the morning, or later in the afternoon after returning from work or school, may contain higher levels of lead. Flushing tap water is a simple and inexpensive measure you can take to reduce your exposure.

## WHAT WE ARE DOING

Although some locations have low levels of lead in their drinking water, some taps within the distribution system have lead levels above the EPA action level of 0.015 mg/L for Pb based on 90th percentile level of tap water samples. An action level exceedance **is not a violation** but can trigger other requirements that include water quality parameter (WQP) monitoring, corrosion control treatment (CCT), source water monitoring/treatment, public education, and lead service line replacement (LSLR) if applicable. Under Federal law we are required to have a program in place to minimize lead in your drinking water. This program includes:

The City of Bethel is working with an engineer firm and the Alaska Department of Environmental Conservation to develop potential solutions to bring the lead and copper levels below the Federal Action Levels.

## STEPS TO REDUCE EXPOSURE TO LEAD IN DRINKING WATER

Lead in drinking water is primarily from materials and components associated with service lines and home plumbing.

The City of Bethel is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. Therefore, when your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking.

Lead levels in some homes or buildings can be higher than others. Testing the water is essential because you cannot see, taste, or smell lead in drinking water. If you are concerned about lead in your drinking water, you may want to have your water tested. For more information on getting your water tested for lead, please call your public water system representative, Bill Arnold at 545-0111.

If a water test indicates that the drinking water drawn from a tap in your home contains lead above 0.015 mg/L or if you suspect that your plumbing system components may contain lead, then you should take the following precautions:

### 1. FLUSH YOUR SYSTEM.

Flushing tap water is a simple and inexpensive measure you can take to protect your family's health. The longer water resides in your home's plumbing, the more lead it may contain. Flushing usually uses less than one or two gallons of water. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking.

Although toilet flushing or showering flushes water through a portion of your home's plumbing system, you still need to flush the water in each faucet before using it for drinking or cooking. To conserve water, fill a couple of bottles for drinking water after flushing the tap, and whenever possible use the first flush water to wash dishes or water plants.

### 2. USE ONLY COLD WATER FOR COOKING AND DRINKING.

Try not to cook with, or drink water from the hot water tap. Hot water can dissolve more lead more quickly than cold water. If you need hot water, draw water from the cold tap and heat it on the stove.

### 3. REMOVE LOOSE SOLDER AND DEBRIS FROM PLUMBING MATERIALS.

Remove loose solder and debris from the plumbing materials installed in newly constructed homes, or homes in which the plumbing has recently been replaced. To do this, remove the faucet strainers from all taps and run the water for 3-5 minutes. Thereafter, periodically remove the strainers and flush out any debris that has accumulated over time.

### 4. IDENTIFY AND REPLACE LEAD SOLDER.

If your copper pipes are joined with lead solder replace the lead solder with lead-free solder. Lead solder looks dull gray, and when scratched with a key looks shiny.

**5. HAVE AN ELECTRICIAN CHECK YOUR WIRING.**

If grounding wires from the electrical system are attached to your pipes, corrosion may be greater. Check with a licensed electrician or your local electrical code to determine if your wiring can be grounded elsewhere. DO NOT attempt to change the wiring yourself because improper grounding can cause electrical shock and fire hazards

**IF LEAD LEVEL PERSISTS**

*The steps described above will reduce the lead concentrations in your drinking water. However, if a water test indicates that the drinking water coming from your tap contains lead concentrations in excess of 0.015 mg/L after flushing, then you may want to take the following additional measures:*

**6. PURCHASE OR LEASE A HOME TREATMENT DEVICE.**

Home treatment devices are limited in that each unit treats only the water that flows from the faucet to which it is connected, and all of the devices require periodic maintenance and replacement. Devices such as reverse osmosis systems or distillers can effectively remove lead from your drinking water. Some activated carbon filters may reduce lead levels at the tap. However, all lead reduction claims should be investigated. Be sure to check the actual performance of a specific treatment device before and after installing the unit.

**7. PURCHASE BOTTLED WATER FOR DRINKING AND COOKING.**

**FOR MORE INFORMATION**

You can consult a variety of sources for additional information: Your family doctor or pediatrician can provide you with information about the health effects of lead and how to get your child's blood tested. DEC Drinking Water 1-800-770-2137 can provide you with information about your water supply, and a list of local laboratories certified by the State for testing water quality. For more information on lead call National Lead Information Center at 1-800-424-LEAD or the EPA Safe Drinking Water Hotline at 1(800) 426-4791; or visit the EPA website on lead at [www.epa.gov/lead](http://www.epa.gov/lead).

System Name City Subdivision	Representative Name Bill Arnold	System Address (Street) 235 Akiak Street
Phone Number 907-545-0111	System PWSID# AK 2271999	System Address (City, State, Zip) Bethel, AK 99559

Results received from lab on: September 25, 2018 Date Notice Distributed: July 26, 2019

Method or Methods of Distribution: Mailed to Bethel Water and Sewer Utility Customers

<b>Public Education Certification:</b>		
The public water system named above hereby affirms that public education has been provided to its consumers in accordance with all delivery, content, format, and deadline requirements specified in 40 CFR 141.85. Verification of delivery must be submitted via mail or fax to your <b>DEC Drinking Water Program Office</b> within 10 days.		
Owner/Operator: <u>[Signature]</u> (Signature)	<u>WILLIAM ARNOLD</u> (Print Name)	<u>7-25-19</u> (Date)

- Non-Transient Non-Community Water Systems: must conduct Public Education within 60 days after the end of the monitoring period in which the lead exceedance occurred and repeated once every 12 months. System may discontinue delivery of PE materials if the system has met the lead action level during the most recent six month monitoring period.
- Community Water Systems: must conduct Public Education within 60 days after the end of the monitoring period in which the lead exceedance occurred repeat once every 12 months; provide water bill inserts - quarterly; press releases – two times annually, and web posting -continuously.



**City of Bethel  
Community Meeting  
Regarding Lead and Copper in Bethel Drinking Water**

**Date: Tuesday, August 20, 2019**

**Time: 5:30 pm – 7:00 pm**

**Location: City Hall Council Chambers, 300 State Highway, Bethel, AK**

**Agenda**

1. Overview and Description of the Issue (5:30 p – 5:45 p)

Chase Nelson, P.E., DOWL Engineer firm

2. Regulations and Compliance (5:45 p – 5:55 p)

Heather Newman, Environmental Program Manager I, Alaska Department of Environmental Conservation (by teleconference)

Cindy Christian, Environmental Program Manager II, Alaska Department of Environmental Conservation

3. Quality of Health (5:55 p – 6:05 p)

Jonathan Bressler, Public Health Specialist II, Alaska Department of Health and Social Services

4. City Actions (6:05 p – 6:10 p)

Bill Howell, Acting City Manager, City of Bethel

5. Questions and Answers (6:00 p – 7:00 p)

# Solid Waste/Dumpster Improvements

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We need to determine what is causing the problem. What is causing trash to go onto the ground around the dumpsters? – kids, overflowing dumpsters, wind, ravens, garbage truck dropping stuff while emptying, etc.

## IDEAS:

1. Post signage at each dumpster location and at the entrance of the landfill
  - a. Prohibited items
    - i. Large furniture
    - ii. Hazardous waste
    - iii. Etc.
    - iv. LOOSE TRASH – all items must be bagged
  - b. Landfill hours
  - c. Info about city pickups – when, how to arrange?
2. Improve fencing around dumpsters or consider enclosures for “trouble areas” (Kasayulie, Larson, Alder, Tundra Ridge, BFC, Hanger Lake Rd.)
3. “Adopt-a-Dumpster” program – Similar to “Adopt-a-Highway” – Groups/companies can sponsor a dumpster and be in charge of keeping it tidy.
4. Install game-cams at “trouble areas” to determine the cause.



# Dumpster Regulations:

Please keep this area clean

Dumpsters are for household trash, meaning, anything that will fit in a trash can

Please do not overfill the dumpsters and make sure that the garbage is placed inside

Please do not place any bulky items that cannot fit including:

Appliances, household furniture such as couch, mattress or washer/dryer, automobile parts or other bulky items

If you would like to schedule a bulky item pick up or notice this dumpster is not serviced enough, please call Utility Billing at 543-3150

Landfill Hours: Monday - Saturday 8AM - 6PM  
Landfill 543-7711 or Public Works 543-3110



CITY OF BETHEL  
Managers Office

William F. Howell III  
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*Celebrating 50 Years of Service*

DATE: August 6, 2019  
TO: Fred Watson, Mayor  
FROM: Bill Howell, Acting City Manager  
SUBJECT: Manager's Report – July 16 through August 6, 2019

**Current Events**

- On July 17, 2019, I participated in interviews for the City Planner position. We hired a new planner. We welcome back Ted Meyer to the City fold. Ted will start work on August 7<sup>th</sup>.
- Community assistance payment data for FY 19 is attached to this report. The City expects to receive \$161,880.08 from this program.
- On July 17, I conducted a review with the Planning Dept. of the Alaska Grown C.U.P.
- On July 18, a meeting was held with FNBA to discuss the interim loan (bond) for the Avenues Water and Sewer Improvements project.
- On July 18, it was brought to the attention of Administration that three homes in City Subdivision had tested positive for lead and copper in the water. Administration is working with the City's engineer firm and ADEC to address concerns. The recent public notices and public education pieces sent out bring the City into compliance with the DEC. This matter is being reviewed and tended to daily by the Administration and Public Works Director.

A public meeting has been scheduled to address any citizen concerns regarding lead and copper in the water. The meeting will be held in Chambers on August 20, 2019 from 5:30-7:00 P.M. Chase Nelson with

DOWL and DEC representatives will be at the meeting to present information and answer questions.

- A list of missing street signs was sent to the DOT&PF and Road Maintenance Division for replacement. The City portion of these missing signs is in review and KYUK was hired for interpreting services to verify all Yup'ik spellings on the new signs prior to production.
- Bethel Search and Rescue requested slip space be donated for two boats at the Small Boat Harbor. This request is an effort to reduce search response times for incidents on the river. The request letter is attached to this report.
- Administration, Fire, and Finance Depts. attended a webinar for the GEMT cost reporting required to allow the City of Bethel to receive supplemental reimbursements from Medicaid for ambulance transports. Cost reports are due at the end of August.
- On July 24, a post-award public meeting for the Ridgecrest Drive and Chief Eddie Hoffman Highway was held in Chambers from 5:30 P.M. to 7:00 P.M. I received a briefing on a number of projects in the City by attending DOT staff. DOT Meeting agenda is attached.
- July 24, DOWL has been hired to produce a structural condition report for the South floor (garage entry area) of the Public Works building. The floor has significant rot of the wood support members. A local contractor quoted the city \$100,000 for the repairs. A proposal for repair will be brought to the Council in the next few meetings. In the meantime, water and sewer trucks are being parked outside.
- On July 28, I attended the Yuut Elitnaurviat board meeting. The meeting agenda and minutes are attached.
- I received 23 contacts/requests for assistance from citizens and businesses during the period July 16, through August 6, 2019.

### **Ongoing Business**

- At the request of the City Attorney, a letter requesting review of several joint purchasing contracts was sent to Attorney Michael Gatti. We hope to have his comments by the end of the week.
- We are waiting for a draft of the Long Range Transportation Plan (LRTP) from DOWL.

- A preliminary meeting was held with the Public Works Director to begin the planning and RFB process for the City Hall roof project.
- Police Dispatch Center project and installation of three repeaters for emergency responder communications will occur August 5-11, 2019. ProComm "engineer" Richard Johnson is coming to Bethel. Equipment being flown out ahead of his arrival. ProComm in contact with Bo Foley, Russ McDonald (GCI), and Amy Davis for their installs.

Funding for Dispatch Center consoles comes from State of Alaska Legislative Grant and City contribution. Funding for repeaters comes from Homeland Security grant.

- We are working with FNBA on interim financing of the Avenues Water and Sewer Improvements Project. Documents are included in the August 13 packet for Council review and approval.
- We have not received any news, requests or plans for disposal of Kilbuck School debris.
- A Department Head meeting was held on August 1, 2019. The next Department Head meeting is scheduled for August 9, at 10 A.M.
- A meeting with Union leaders was held on August 6, 2019. Topics discussed: funeral leave and upcoming COBEA negotiation schedule.

### **Response to Council Questions**

- At the July 23 Council meeting, Vice Mayor Williams wanted to know the amount of the 2012/2020 insurance premium paid to APEI. The attached invoices detail the amount paid. The FY2020 payment total was \$875,111.28. In contrast, the FY19 premium payment totaled \$629,243.73. The City paid \$245,867.55 more this year than it did for the prior fiscal year.
- At the July 23, 2019 Bethel City Council meeting, Vice Mayor Williams requested an update on the undesignated fund balance impact through the FY 20 Budget and subsequent modifications. Budget Ordinance #19-11(a) approved an additional \$44,201 from this fund to cover additional salary for the Planner and other planned expenditures.

Budget Ordinance #19-11 (c) would authorize an additional 156,200 to pay for Pinky's Park lighting. These two total \$200,401 and represent the only two modifications brought forward in FY 20.

The finance report is attached detailing fund balances. Capital expenditures in the FY 20 Budget that are funded from the General Fund are as follows:

Information Technology Dept.

- o \$28,875 IT Technology Services Firewall (10-55-690)

Fire Dept.

- o \$71,218 Ladder Truck Lease Payment
- o \$165,000 Ambulance remount (fleet replacement fund)
- o \$38,000 Power Cot and Loader

Police Dept.

- o \$110,000 Ford Explorers (2)

Streets and Roads Division

- o \$33,500 Sander Truck Box
- o \$57,880 Culvert Steamer
- o \$500,000 STIP Match or Gravel for Roads
- o \$27,139 Walk-behind compactor

Property Maintenance Division

- o \$435,000 Paving City Parking lots
- o \$1,500,000 City Hall Roof Replacement
- o \$18,138 Scissors Lift

Total \$2,984,750

# **Memorandum**

**Date:** August 1, 2019

**To:** Bill Howell, Acting City Manager

**From:** Bo Foley, IT Director

**Subject:** IT Director's Report



## **July 2019 Current Events**

- **Scan Server Failure:**

Toward the start of the month, I noticed a trend with users complaining of issues regarding their scans drive (the folder on the network where their scanned files end up). This issue escalated to the main hard drive within the scan server dying. This particular server was a legacy piece of equipment with a locking faceplate that I was not given keys to when I took over the position and so I would not be able to replace this hard drive. So to get around this I had to first recover any lost data using our nightly backup, migrate the entire operation to a different server, and finally point all scanners at the new location and hope that everything would work out. It wasn't without its difficulties, but eventually I ironed out all the problems and scanning was restored for users.

- **ID Card Computer Online:**

A few months back, the quality in the ID (employee and senior) cards we were producing was plummeting. No amount of maintenance and cleaning I could perform on the printer seemed to help and so we resolved that we would need a new printer. Unfortunately, the model of printer we were using had been retired and the new machine they sent out was incompatible with our software. This caused a month or so of delays. Eventually, I managed to get the proper software needed, migrate the templates, and finally test/confirm the quality of the printed cards. Both the printer and computer are now back online as of July.

- **ITB Postings:**

Recently the City posted three invitations to bid: for a culvert road steamer purchase, for a bulk glycol purchase, and for a new sander box purchase. One of these items will be wrapping up in July while the remaining will wrap up in early August.

- **ITB Endings:**

The ITB for a culvert road steamer will wrap up towards the latter half of July. Obtaining Council approval for the final purchase will probably happen in early August.

- **Internet Connectivity Redundancy:**

For several months now, I have been trying to find new companies to approach regarding an Internet connection separate from GCI's infrastructure to serve as the City's redundancy for a data link to the outside world. Originally, I had felt Microcom could provide that, but when I attempted to test it, the connection fell short of what I needed it to do. Since then I have tried other providers including Alaska Communications out of Anchorage. In July, I met with an individual who would become the City's dedicated account manager and we discussed what could

## **Memorandum**

**Date:** August 1, 2019

**To:** Bill Howell, Acting City Manager

**From:** Bo Foley, IT Director

**Subject:** IT Director's Report



be obtained. It seemed like they could definitely provide something that would work, but the costs of such not only rivalled but exceeded GCI's already astronomical prices. While GCI's service does go down here and there, it doesn't go down enough to warrant paying for a redundancy we will only use a handful of times through the year. I will continue the search for a lower-cost alternative.

- **E911 Phase II:**

Phase 2 of the E911 project will finally be happening during the first couple weeks of August. In July, however, I have been coordinating with ProComm and West Services to test certain pieces of equipment in lieu of the Go-Live dates next month. So far, the testing hasn't shown favorable results and so ProComm will likely be coming out a day or so earlier than expected to fix the issues we ran into before we implement Phase 2. To refresh memories, Phase 2 involves making it so dispatchers at the Police Dept will see physically triangulated locations of 911 callers that call from cellular phones in addition to the phone number and address information that was implemented in Phase 1.

- **Hardware Purchases:**

Following the approval of the final FY20 budget, I have set into motion purchases for new computers and a new copier for the City. The paperwork has gone to legal in order to come to a mutual agreement on the deal with HP, however this has spawned complications which have led to delays. Now, we are working with the State to help us work through the issues as we are trying to use a State of Alaska contract for the procurement and I hope to resolve the paperwork delays before the end of the month.

- **Business-As-Usual:**

Beyond the above-mentioned items, the month has been spent fixing or helping with run-of-the-mill trouble tickets such as email issues, printing/scanning, Caselle access, cellphone replacement, missing network drives, login problems, etc.

### **Future Plans**

- **Firewall Swap:**

Hardware for the City's firewall swap project has arrived during the month of July and so my immediate future plans will be to try and schedule time for Arctic IT to come out and assist in implementing the change. I may delay this until my new computers arrive so they can be onsite to assist me in deploying those as well.

**TO: Bill Howell**  
**FROM: Christine Blake, Finance Director**  
**SUBJECT: July 2019 Managers Report**

1. Status of the FY18 Audit- Auditors will call in to the Council meeting August 13, 2019 to discuss the audit report.
2. Journal entries and reconciliations for FY19 are being worked on. We are still on track for the auditors to arrive in November.
3. I've been meeting with Sales Tax staff weekly to discuss questions, processes, and code interpretation. Sales Tax meetings are being increased to twice weekly so we can develop written procedures.
4. Training new front desk and new utility clerk, updated system with new utility rates.
5. Started working with collection agency on outstanding balances



CITY OF BETHEL  
Fire Department

*Daron Solesbee, Acting Fire Chief*

*P.O. Box 1388, Bethel, Alaska 99559*

*Phone: (907)-543-2131*

*Fax: (907)-543-2702*

*dsolesbee@cityofbethel.net*

Celebrating 50 Years of Service

DATE: July 30, 2019  
TO: Bill Howell, Acting City Manager  
FROM: Daron Solesbee, Acting Fire Chief  
SUBJECT: Management Report, July 2019

### **Current Events**

- Multiple joint purchasing contracts were submitted to the Acting City Manager and sent to Attorney Michael Gatti for review. Once selected, Medic-5 will be barged down to Washington (state) for remount at Braun Northwest in Chehalis, WA.
- Firefighters conducted a verification walk-through of the YKHC PJCP building that fire protection features were in place on the 1<sup>st</sup> and 3<sup>rd</sup> floors. Additionally, firefighters ensured that access was restricted to YKHC construction personnel on the 2<sup>nd</sup> floor. Acting Chief Solesbee prepared and submitted a letter of verification to the State of Alaska Division of Fire and Life Safety.
- We are working with representatives of the Lower Kuskokwim School District to upgrade fire protection systems including a new water storage tank, address signage, hydrant plans, and fire access roads.
- An auction list has been compiled for the sale of the Department's obsolete fire apparatus and equipment. The items will be listed on the public surplus sale spreadsheet by July 31, 2019.
- The State of Alaska DHSS has issued new guidelines and scope of practice for EMS services. EMS Instructors will receive training on these changes, as will all EMS providers.
- A PSA has been posted in the community advising residents of anticipated temporary increases in the amount of sediment in their piped water due to upcoming annual hydrant flow testing that will be conducted from 7/29 – 8/2.

## **Community Planning/Preparedness**

- The Department is working with the Administration to update the City of Bethel Emergency Operations Plan.
- The Department is assisting administration with the cleanup and disposal of a release of Muriatic Acid inside a storage container at the pool. The storage container was secured by BFD personnel with a Knox padlock until City personnel can perform clean-up operations under the oversight of EMI-Alaska. Captain Solesbee is formulating a plan and quote with EMI-Alaska.
- Bethel Fire Department has been selected as a test site for the new Medicaid supplemental reimbursement program (SEMT). Being part of this pilot will allow Bethel to shape the program to meet Bethel's needs. SEMT legislation (HB 176) was signed into law in June of last year. This law allows municipal ambulance services to receive reimbursement of 50% or more of the uncompensated cost (UCC) of providing ambulance service. City personnel are required to complete cost report spreadsheets based on FY18 and FY19 budget figures. These spreadsheets are due by August 31, 2019.

## **Training**

- On 07/02/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders conducted several CPR and trauma drills.
- On 07/11/19 at 7:00 p.m., a Fire Meeting was held at the fire station. Responders practiced several water supply drills, with a focus on drafting operations.
- On 07/16/19 at 7:00 p.m., an EMT Meeting was held at the fire station. Responders reviewed and conducted several seated and supine spinal immobilization drills.
- On 07/25/19 at 7:00 p.m., the Fire Meeting was held at the fire station. Responders conducted a pre-incident survey of the YKHC Paul John Clinic building and a guided tour of the facility by YKHC personnel.
- All five Firefighter-I candidates have completed the course and passed the State of Alaska written and practical exams. There will be a pinning ceremony next month.
- The Firefighter-II course has been postponed.
- The department conducted an EMT-2 course from May 26 – June 1. All but two students passed their initial exams. Both students re-tested and passed their practical exams this month, but one failed the written exam. This student will have one more attempt to pass, before having to retake the course.
- On 07/24/19 from 9:00 a.m. to 5:00 p.m. the APEA conducted training for new Union Representatives at the fire station. Training included federal labor laws, structure, and several scenarios.

## **Responses**

- Between 07/01/19 and 07/26/19, the Bethel Fire Department responded to 104 EMS and 14 Fire incidents. There were 63 (60.5%) ETOH-related incidents during this period.
- On 07/07/19 at 4:30 p.m., Firefighters responded to Pinky's Park Boardwalk for the report of a small fire. The fire was extinguished prior to arrival. Firefighters returned to station.
- On 07/08/19 at 3:20 p.m. firefighters and medics responded to the airport for the report of a small aircraft crash on the runway. Three out of five total passengers were transported to YKHDRH with non-life threatening injuries. Firefighters assisted DOT ARFF personnel with combatting a grass fire that spread from the burning aircraft.
- On 07/11/19 at 7:30 p.m. medics responded to the Crowley Boat Ramp for the report of multiple juveniles who were stung by bees and were having difficulty breathing. All patients were assessed and transported to the hospital.
- On 07/12/19 at 9:06 p.m. medics responded to the Bethel sea wall for the report of a person who fell in the water. Medics, along with BSAR members, searched from land and water. BSAR recovered the victim's body at a later date.
- On 07/22/19 at 8:28 p.m. firefighters responded to Hoffman Subdivision for the report of a boat on fire. The fire was extinguished prior to arrival. Firefighters investigated the fire and cleared the scene.

## **Budget/Financial**

- The department is operating within budget.

## **Grants**

- The Department was awarded funding through the Volunteer Fire Assistance program for \$7,470, for three sets of firefighting turnouts. Due to Federal budget cuts to the VFA program, this award was cut in half. Only one set of structural firefighter turnout gear will be purchased with these funds.
- The Department applied for and passed the first round of approval for the Phase 18 Code Blue Grant for \$45,000 for the remount of Medic-5 to a new chassis. Funds have been awarded and will be reimbursed once expenditures are made.
- The Department was awarded \$7,500 in Code Blue grant funding for a new power stretcher for Medic-6. The YKHC EMS Department administers this grant and BVESA has committed matching funds. The stretcher is in service in the

new ambulance. Invoices were submitted to BVESA and the grant will be closed out soon.

### **Staffing/Recruitment**

- The Department has one open Firefighter/EMT position, which is being advertised on the State of Alaska ALEXSys website and nation-wide on the IAFC's Daily Dispatch website. Five applications have been received to this date.
- The Department hired Shanna Mendenhall as our new Summer Firefighter Intern. So far, she has completed CPR, Medic First Aid, and some firefighter training. She is currently assisting staff members with completing summer projects.
- Firefighter/EMT John Ahrens has resigned from the department. He has accepted a job at the Everett (WA) Fire Department. We wish him the best in his future endeavors.
- One employee evaluation is currently due and will be completed soon.

### **Vehicles & Equipment**

- The new ladder truck is receiving warranty repair for a problem with the nozzle nesting feature and repairs to the Compressed Air Foam System (CAFS) compressor. We are outfitting the new ladder truck with firefighting and rescue equipment.
- We have received the parts for the Class A Foam system for Engine-4 and firefighters will install them soon.

<b>FIRE DEPARTMENT VEHICLE STATUS</b>			
<b>Vehicle</b>	<b>Type</b>	<b>Year</b>	<b>Status</b>
Medic 4	Ambulance	1999	<i>(Backup ambulance) In service, Airbags repaired.</i>
Medic 5	Ambulance	2003	In service. Electrical issues troubleshot and repaired. Airbag suspension needs to be repaired. Will be sent to Braun Northwest soon for remount onto a new Dodge Ram 4500 4x4 gasoline chassis.
Medic 6	Ambulance	2017	<i>(Frontline Ambulance) In service.</i>
Engine 4	Pumper	2013	<i>(Frontline pumper) In service, Seat belt sensor silenced but still needing repair by V&amp;E. DEF tank heater malfunction parts on order.</i>
Engine 3	Pumper	1986	<i>Being outfitted as a tender and water supply unit. 3000 feet of LDH. (Poor overall condition needs replacement) Generator mounting parts have been received and is ready for installation.</i>

Truck 1	Ladder Truck	2017	Outfitting, in service.
Com 1	Pickup	2014	In service
Com 2	Pickup	2004	In service.
Tanker 1	Tanker (1500 gallon)	1980	Out of Service
Truck 1	Ladder Truck	1980	Out of Service

## MEMORANDUM

DATE: August 5, 2019

TO: William F. Howell, III, Acting City Manager

FROM: John Sargent, Grant Manager

SUBJECT: Grant Manager's Report – August 13, 2019 Bethel City Council Meeting



### **Federal Indirect Rate**

I am doing research on how the City can apply for a federal indirect rate, per the Acting City Manager. The Code of Federal Regulations Part 200 mentions the use of a 10% de minimis rate for entities that have never received a negotiated indirect rate. The City of Bethel may be able to use this 10% rate until such time as a federal indirect rate is established.

### **Grant Projects**

#### Lift Station Controls Improvement Project

The City is advocating with Village Safe Water to secure and attach additional funding to the lift station project. The City intends to add the creation and installation of electric panels for the lift station at City Hall and the Public Works building, if possible.

#### Sludge Use as Landfill Cover

The Alaska Department of Environmental Conservation's landfill regulatory division approved the City to use sludge taken from the sewage lagoon as "intermediate, final, and cover supplement" material to cover landfill trash. Test results of eight samples showed metals and PCBs were well below regulatory levels and fecal coliform was not detected. The test sample results help assure that the "material will not present a health hazard for landfill workers or the public."

#### Additional Dredging Project Funds

The City is working to put \$194,000 to work as part of the sewer lagoon dredging project. The Village Safe Water Program added additional funds to one of the City's grants as a way to make up for money removed last year and given to another community. The City is asking to use the funds to purchase a new lagoon pump and a new lagoon skiff.

#### Pinky's Park Boardwalk Lighting Project

I have been participating in meetings between City Administration and ONC regarding the Pinky's Park Boardwalk Lighting Project. City Administration intends to have an MOU for City Council to review at the August 13, 2019 meeting. The proposal with ONC has the City managing the project and ONC reimbursing the City for expenses up to \$89,000.

**Administrative Duties**

At the direction of Acting City Manager Howell, I have been assigned to complete a myriad of tasks: prepare, edit, and finalize contract with KNIK for paving project, develop standard invoice form, work with several in City Hall to develop a standard budget modification template, research how the City can obtain a federal indirect cost rate, and review proposed changes to the City’s Procurement Code.

**Purchasing**

I am working on two request for bid/proposal documents: dumpsters and professional audit firm.

State Contracting Officer Linda Polk is coming to Bethel to provide State of Alaska Procurement Level 1, 2, and 3 training to department heads, foreman, and other employees who make purchases. The training will be held in City Hall on August 28-30, 2019.

<b>City of Bethel Grant Summary Fiscal Year 2020</b>					
<b>Preparing</b>					
<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts. (Partners)</b>	<b>Date</b>	<b>\$ Grant \$ City Match</b>
Rasmuson Foundation	Tier 1 Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$25,000 0
Bethel Community Services Foundation	Community Grant	Feasibility Study to construct a gym to YK Fitness Center	Public Works	July 2020	\$15,000 0
AK Dept. of Transportation & Public Facilities	STIP – Statewide Transportation Improvement Program	Transportation improvements in Bethel (e.g., roads/trails)	Public Works	9/15/19	\$1,075,021 \$175,004
United States Dept. of Agriculture-Rural Development	Water and wastewater grant/loan program	Piped water and sewer system in The Avenues subdivision	Public Works	Target 1/31/19	\$13,321,000 \$306,000
<b>Submitted in Fiscal Year 2020</b>					
					Most recent first
<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts.</b>	<b>Date</b>	<b>\$ Grant \$ Match</b>
None to date					

<b>Approved in Fiscal Year 2020</b>					Most recent first
<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts.</b>	<b>Date</b>	<b>\$ Grant</b>
Alaska Division of Homeland Security and Emerg. Mgmt.	State Homeland Security Program Grant	Funded projects have not been revealed until federal funding approved.	Fire	8/19	\$49,141 0
<b>Not Approved in Fiscal Year 2019</b>					Most recent first
<b>Sponsor</b>	<b>Name</b>	<b>Products/Services</b>	<b>City Depts.</b>	<b>Date</b>	<b>\$ Grant</b>



# CITY OF BETHEL

Post Office Box  
 1388 Bethel,  
 Alaska 99559  
 Phone: 907-543-2047

TO: City Manager  
 FROM: Human Resources  
 SUBJECT: July Managers Report

DATE: 1 August 2019

Position	Number of Vacancies	Number of New Applications	Number Hired During Period	Number of Vacancies Remaining	Applicants in Review
City Manager	1	0	0	1	0
Driver Hauled	4	0	0	4	0
Bldg Maint Wkr	1	0	0	1	0
Landfill Tech	1	0	0	1	0
Water Fac Coord	1	1	0	1	0
Water Foreman	1	0	0	1	0
Mech-II	1	0	0	1	0
<b>TOTALS</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>10</b>	<b>0</b>

## Applications and Hiring:

**Council approved action to proceed with hiring procedures to announce the vacant City Manager position. Recruitment agency will conduct a site visit 8-9 July 2019**

HR received a total of 7 Applications in July

From those 7 Applicants:

1 V&E Foreman was hired.

*“Deep Sea and Transportation Center of the Kuskokwim”*

August 1, 2019

- 1 Dispatcher was hired
- 1 Fire Fighter was hired
- 1 Heavy Equip Operations was hired
- 1 City Planner was hired

We currently have 7 job positions with a total of 10 openings, with 0 applications under review

**BEACON Programs:**

- 1 Post-Accident BEACON test was conducted.

**Reports of Injury:**

There was one report of injury

**Administrative Actions:**

An allegation of hostile work environment within the workplace was investigated during the period 19-29 July 2019. The allegation was unsubstantiated.

Beginning suspense tracking on August/September performance evaluations.

Multiple routine PAR actions were executed.

Multiple yearly performance evaluations were submitted and processed.

**Employee related announcements:**

Union due increase from \$57.90 to \$58.20

**Training, Conferences and Seminars:**

None currently scheduled

James P. Harris  
Human Resources Manager

*“Deep Sea and Transportation Center of the Kuskokwim”*

# PLANNING DEPARTMENT



Monthly Manager's Report July 2019

To: Acting City Manager Bill Howell  
From: Acting Planning Director, Pauline Boratko

The Planning Department is inching toward the end of the summer development season. We have approved 44 site plan permits this year, and a total of 11 for the month of July. The approved 11 site plan permits consisted of infill, the construction of single family dwellings, and the construction of a storage shed, paving the City Hall, Fire Station, Court House, and Bethel Heights Water Treatment Plant front/parking lots, and relocating a house on existing property, and adding single family dwelling to a garage.

I am still working closely with the Acting City Manager, Bill Howell and getting assistance from City Lawyer, Patty Burley. This month I had a meeting with Patty Burley and we have come to conclusion that with the absence of a Planning Director we will contract the Site Plan Permit Applications and the Minor Re-plat Applications to the DOWL engineers.

There was no Planning Commission meeting held on July 11, 2019 due to the lack of quorum. The next meeting is scheduled for August 8, 2019.

I am pleased to welcome back Ted Meyer our newly hired Planning Director. I am looking forward for this department to be back to running at its normal pace. It has been a learning experience and yet challenging at times, but thankful for the opportunity to get a little bit of experience of what it is like being a director.



## July, 2019 Monthly Report

### Personnel:

We have one recruit at the Department of Public Safety Academy in Sitka, Alaska. According to the Lieutenant at the academy our recruit is doing a fantastic job. We currently have two CSP's on field training right now and both are doing a great job. We hired a dispatcher who will start her field training on August 3<sup>rd</sup>. We currently have three in house applicants for our two investigator positions. Interviews for the investigator position will begin on Sunday August 4<sup>th</sup>, so we should have both of our investigator positions filled by the beginning of August. We have one applicant for patrol who is currently going through the hiring process. We currently have one patrol position open and two investigator position open.

All administrative, CSO, CSP, and dispatch positions are fully staffed.

### Operations:

There were approximately 1,536 calls for service the month of July, a rise of approximately 37 cases from June and up approximately 265 cases from the same period in 2018. The number of calls requiring investigative reports was at 129, down 16 from June and up 46 from 2018. There were 367 intoxicated pedestrian calls compared to 226 for the same period last year. The number of domestic violence arrests was 39 this month compared to 23 for the same period in 2018 and 52 in June. There were 7 DUI arrests compared to 3 for the same period last year and 15 arrest in June. There were 2 death investigations in June, compared to 1 for the same period last year.

**Animal Control:**

There were 35 animal control calls for service for the month with 1 reported dog bites.

# PORT OF BETHEL

Post Office Box 1388  
Bethel, Alaska 99559  
Voice: 907-543-2310  
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TO: Bill Howell, Acting City Manager  
FROM: Allen Wold, Port Director  
SUBJECT: July 2019 Managers Report

- **Small Boat Harbor**
  - Cleaning around the Harbor using Loader
  - Selling permits.
  - Bilging out boats.
  - Pulling out sunken boats.
- **City Dock/Beach 1/Petro Port**
  - Customers are in and out of the Dock.
  - All tugs and barges are out of storage on Beach 1.
  - 1 mainline barges (AK logistics and AML) 1,185,397 total LBS
  - 2 Fuel barges (1 million gallons)
- **Port Office**
  - Property Maintenance checking on building daily.
  - Selling permits.
  - Setting up cameras ordered a new antenna to read our other cameras in the SBH.
  - MXAK set up antennas and a weather station to help keep track of vessels.
- **Admin**
  - Monthly Storage billing for customers,
  - Hired a full time employee and a Temp City Dock Attendant.
  - Getting together with departments for a surplus sale.
  - Getting quotes on a Flail mower for our Mini Excavator.
- **Seawall**
  - Consistent clean up.
  - Put more Life rings up and made rescue poles for the seawall.
  - Port Attendants checking on lower access daily to make sure life rings and rescue poles are still in place (Safety Checks)
  - Put up 1,100' of 4' fence along Lower Access Road below Mission.
  - Ordered (4) 15' Seawall Ladders
  - Filling in washouts along Seawall.
- **Misc./Vehicles**
  - Safety Meetings.
  - V&E working on our trucks.
  - Talked with Search and Rescue about float spots.



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## **MEMORANDUM**

**DATE: 07.31.2019**  
**TO: Bill Howell, Acting City Manager**  
**FROM: Bill Arnold, Public Works Director**  
**SUBJECT: Manager's Report – Public Works Department**

### **Programs/Divisions**

#### **Hauled Utilities:**

The Hauled Utility Dept. has had a wonderful month of July 2019. The new sewer trucks are a great help to the department with a few less maintenance for the vehicles.

The water trucks are working a lot more than they have in the past but still getting the job done as required for the daily services in the community.

We haven't had any serious issues in the department besides a few maintenance issues with the water trucks. All the drivers are doing a great job as well as helping each other to complete each tasks for the daily services in the community.

#### **Utility Maintenance:**

- 12 alarms on residential lift stations were responded to. Multiple issues with grinder pumps, heat trace, and float systems.
- Monthly meter reading and service connections were completed
- Main Lift Station pump – Pump #1 has arrived and has been installed, the Lift Station is running on all 3 pumps
- VanGo Enterprise was in Bethel on 7/19, had them fix 17 heat trace problems at the residential lift station in City Subdivision
- Clean up and organization of shops.
- 12 residential lift station repairs
- Cutting in new clean out on sewer line to help with line flushing
- Line flushing and leveling activities on low-flow and plugged sewer lines. Non-compliance reports were filled out per DEC requirements.
- Daily safety meetings.
- All 3 Utility Maint. Trucks are having issues that require repairs. Several of these are major safety issues. Continue to work with V&E to repair them, but some issues are arising due to 2 of the vehicles are more than 10 years old.

#### **Property Maintenance:**

- PW Building
  - New Boilers #1 and #2 installed but not operational yet. Temporary use circulation pumps installed and awaiting controls to be wired in. Final use pumps on order

- New Hot water system using indirect heating from boiler system has been installed. Hot water circulation pumps installed. System go live is awaiting boiler fire up and testing period. PW building will not have hot water until the boiler project is complete.
- Fire sprinkling system back in operation. Dry line system has been charged with water. Essentially dry system is flooded and acting as a wet system until decisions can be made about what will be done to the PW building system in entirety. Constant Fire watch in place. Frontier Fire Protect will be making visit to Bethel 3<sup>rd</sup> week of August to provide quotation for sprinkler repairs needed. Corrosion found on fire sprinkler mains in second floor. Continuous leak.
- South Bay roll up door entrance closed. No use. Serious problems exist within the flooring. As mentioned in manager report several months back, PW building floor and foundation are experiencing issues. During an inspection, building maintenance discovered broken joists, brackets, support flooring and gusset beams and substantial wood rot. Engineering firm has been notified and plans are being put in place to evaluate damage and repair.
- City Hall
  - Project to replace front handicap ramp and rear entry stairs in progress. Materials bid sent out. Received all quotes. Materials have been ordered from SBS and will arrive by barge this summer.
  - AirCon in conference room area repaired temporarily.
  - Aircon in IT director's office needs repair.
  - Both Aircon in chambers space are repaired and in full working order.
  - Contacted local HVAC business to have the Aircon troubleshot.
  - Window closures on most windows throughout the building are non-operational and will need to be replaced
- Court House
  - **Dry Sprinkler System:**
    - Dry system is back in NORMAL operation, minus ONE isolated sprinkler head located on the outside of the building to the left of the front main entrance. Contractor is coming to Bethel the 3<sup>rd</sup> week of August to evaluate. Contractor is in communication with City Building Maintenance and scheduling a time for the work to be completed.
    - The dry system has a small leak in the system piping just above court room 4. Leak is temporarily fixed and holding. Static air pressure is remaining constant with additional help from the fire system air compressor. A plan is being developed to have the dry system evaluated for replacement and repair Spring/Summer 2019 by a contracted service. Pressures checked daily.
  - **Holding Cell Area Door:**
    - Door is complete and ready for install. Door removal and replacement will be coordinated with Alaska State Court System. The area where the door is, is a sensitive area as inmates are transferred through this area.

- Log Cabin
  - Water service has been isolated and building closed for use by the public.
  - Instructions to dismantle the newer portion of the building from the old are on standby.
  - Outhouses have been returned to dormant status after the July 4<sup>th</sup> event.
  
- YKFC - Pool
  - Fuel Pumps failed due to ground settling and breaking the power connections. Temporary fix restored power and operation. This will continue to be a problem as the ground continues to move
  - Air mover near water slide replaced and back in operation.
  - Air mover on other side of the pool has now failed. Plans in action to replace.
  - Roof leaking during rain and wind. This is a recurring issue and needs to be address by city leadership and the original installers/constructors. Stacey Reardon has videos to show the problem. IT IS NOT CONDENSATION DRIPPING FROM THE CEILING.
  
- Police Department
  - Periodic low fuel level alarm activation for the emergency power generator. The issue has been isolated to a set of terminals outside the building that get wet and short causing a false alarm. The alarm will short and activate when the weather is rainy and windy.
    - This has been addressed multiple times including with the original installer but continues to occur.
  - Aircon reported as NOT operational in dispatch areas. Aircon has been inspected and is producing cool air but it is not as cold as other units in the same building.
  - Aircon in server room continues to leak water regardless of Maintenance Department attempts to remedy.
  
- Fire Department
  - 70% of Materials for BFD handicap entrance have been received. Remaining materials will arrive on barge.
  
- Billy's Water plant
  - Electricians identified the discrepancy with water level indication system. Expect quotation to identify repair options.
  - Hot water heat circuit continues to trip. Large amount of corrosion found as cause. Electricians will be needed to create a replacement circuit.
  - Main water pressure pumps will trip breakers when all pumps are running.
  
- Sean's Water Plant
  - Boiler shut down to fix a leaking glycol union.
  
- Teen Center
  - 2 Toilet issues reported, toilet issue repaired.
  - Bathroom door latching issues, repaired

- Ronda has requested all Push-bar exits to be replaced.

## **Parks and Recreation:**

- Parks and Rec in General
  - No employees for Parks and Rec. All employees have quit, been terminated or have transferred.
  - When possible, rounds of the parks.
    - Identified problems and needs for repairs will be prioritized accordingly and done if possible.
  - Same as above for boardwalks.
    - Identified areas for level and board replacement are being prioritized.
- Projects so far, more to be considered.
  - All play parks
    - General maintenance and grounds upkeep
    - Trashcan repair/replacement
    - Ground cover/chips upkeep
    - Equipment repair and maintenance
  - Pinky's Park
    - Potential Softball field refurbish/re-sod/re-seed in discussion
    - Potential dugout repairs, repaint
    - Bleacher maintenance
  - Soccer Sports Field
    - Completed - Temporary fencing to prevent field traffic
    - Completed - Hydro Seed and ground aerating completed
    - Completed – Bleachers On site
    - Completed – Paint concrete blocks separating field from parking
    - Completed – Portable bathrooms on site
    - Completed – Bike rack ready to be moved to location and installed
    - TBD - Maintenance contract options for field with Codman Services
    - TBD - Build and place information bulletin stand at location
    - TBD – Funding for permanent fencing
    - TBD – Paint/Chalk field play surface
  - Airport Cemetery
    - Requested quotation for additional fencing
    - RFP initiated for hydro seeding proposals
    - TBD - Installing additional fencing
    - TBD - Hydro seeding expanded sections
  - Boardwalks
    - Completed - Trial Lighting pole ordered
    - Completed – Trial Solar Lighting fixture received
    - TBD – Install the trial solar lighting
    - General maintenance and upkeep

- Vegetation trim back
- Way finding signage
- Location marking signage project.
- Leveling boardwalk
- Board replacement as needed
- Trash can replacement as needed
- Benches and sitting areas repairs

### **Road Maintenance:**

Streets and Roads hauled the \$375,000 of D-1 gravel from Knik yard to the gravel pile located on the south-side of the City Shop. This is for the maintenance of Bethel roads through to next spring.

Streets and Roads built up Thimble Berry Road with road sand from City Sand pit and capped it off with D-1 gravel. The road was sinking bad and would not hold up to grading.

Streets and Roads has been hauling gravel to fill in potholes and raise up other area of roads that have been sinking. The roads that we have worked on so far are City Sub., Akakeek Rd, Ptarmigan St., Tundra Ridge, Avenues, Kasayuli Sub., BIA Road, and Blue Berry Sub...

Streets and Roads removed and replaced two culverts, 9101 was old and damaged, the other 9436, needed to be moved so it will drain out the water in Tundra Ridge properly. This will help when it comes to thawing the culverts out in the spring.

Streets and Roads has been pushing up sand at the City Sandpit with the D-8 so it will dry out, considering the dry weather, now is the time to do it. Later when we get enough stocked up to last the rest of the year, we will bring the D-8 Cat dozer back to the City Shop to have it serviced/maintenance.

### **Vehicles and Equipment:**

Just transitioned from Temporary Operator in Streets & Roads to Vehicles & Equipment Foreman and hope to keep things rolling.

### **Transit System:**

The month of July has been a busy month. The weather has caused the roads to be filled with potholes and lots of mud. This has a direct impact on the life of the buses, as I'm sure it does on other vehicles. Our new bus, purchase in October of 2014 has 155,290 miles on it and is developing a lot of rattles and the amount of maintenance on it is continuously growing. It has been in and out of the shop twice this month, bad brakes, broken rear main springs, front-end ball joints replaced, new shocks, rusted out exhaust pipes and the blower motor for the AC /heater is out. The other bus, Bus 438, was purchased in 2007 and has 128,000 miles. It has been in and out of the shop with bad brakes and shocks. It is used as stand-by for when Bus 439 is down. Bus 437 and 436 are both down. Bus 437 has a bad motor and the shop recommends not fixing it. Bus 436, the passenger door was damaged and the frame bent, the shop is recommends not fixing it. The FY19 Transit Grant has funding for a new bus and I hope we will get it in on the last barge this summer. The last bus we purchased has a "Goshen Coach" body and isn't holding up as well as the older buses that have the "ElDorado" body. The new bus we ordered has the "ElDorado Body even though it is a little more expensive.

For the month of July ONC purchased 57 senior and 23 Caregiver monthly passes, increasing our revenue by \$2830. These monthly passes also help to increase our ridership. Ridership was 2580.

The Bethel Transit System currently has one full time driver, a part-time driver and a Transit Manager. We run one route, Green Line, from 6:30am to 10:30am and 11:30am to 6:15pm, Monday through Friday. Saturday it runs from 9:30am to 11:30am and 12:30 to 2:30. **If** the ridership continues to stay between 2500 and 2800 per month, we are considering adding an “Inner City Bus Route”. It would not go to Tundra Ridge area and or Blue Berry Subdivision. It depends on whether or not our new bus is arriving on the last summer barge. If it is, we would start the Inner City Route the first part of October, run it until December 31, and see if it is liable.

### **Landfill / Recycle Center:**

The landfill has been busy as usual. I was able to take the Freon out of 76 refrigerators, until running out of room in our storage container. Waited two weeks until we could get more containers. The crew took over and drained another 166, for a total of 242.

We received a whole lot of cover material from Knik’s roadside projects. We got the C&D pile covered and opened a new cell, which is filling up fast. We have been covering the dumpster trash on a daily basis and or as much as we can.

Streets and Roads crew and my guys are starting to extend the new road further around the landfill inside the dike. The gravel on the new road made all the difference in the world this spring. Nobody got stuck and everyone could get to where they needed to go. We even used some of the broken asphalt that was taken off Ptarmigan to build pads in front of dumping sites.

The temp guys picked up a lot of trash at the entrance of the landfill, around dumpsters and bulk item pickup’s for the public.

I want to take this opportunity to thank the Council, Thor Williams, Bill Arnold, Bill Howell and Pete Williams for listening and acting on the need for some new equipment at the landfill. Thank you, thank you people.

### **Water Plant Operations:**

For the month for June BHWTP is in Summer Mode, We will continue to keep daily chlorine and fluoride records to compile monitoring logs reported monthly to ADEC for BHWTP & CSWTP. We filed our DMR report for the sewage lagoon discharges and monthly coliform sampling and report. We will continue our monthly routine sampling and lube log reporting to OEH for BHWTP & CSWTP. We will continue a daily safety meeting.

### **Institutional Corridor Update:**

- No new information to report
- Line construction has been completed.
- DEC has issued a letter (11/20/18) with Interim Approval to Operate the line. This is valid until February 22, 2019. Request for final approval must be submitted prior to expiration.
- U.S. Fish & Wildlife was the first customer to apply for and receive services following the receipt of approval to operate.

- To date (2/28/19) only 5 service connections have been turned on. U.S. Fish & Wildlife, Bethel Youth Facility, Correctional Facility and YKHC (hospital and housing units).
- Still waiting on other customers to complete work and apply for services soon.
- Issues with circulation pumps, high demand pump alarms and tripping has been resolved. Valve was left partially closed during commissioning
- Fire hydrant static and flow testing was performed to accommodate requests from multiple customers working on sprinkler designs in their buildings.

**Staffing Issues/Concerns/Training:**

Chart information updated: 07/31/2019

