



## City of Bethel, Alaska

### Public Works Committee- Amended Agenda

Wednesday, August 16, 2017 Regular Meeting 6:30PM City Hall Council Chambers

#### **MEMBERS**

Joseph Klejka  
*Committee Chair*  
Term Expires  
12/2017

Jennifer Dobson  
*Committee V. Chair*  
Term Expires  
12/2017

Scott Guinn  
*Committee Member*  
Term Expires  
12/2017

Robert Champagne  
*Committee Member*  
Term Expires  
12/2017

Mike Shantz  
*Council Rep.*  
Term Expires

Bill Arnold  
*Ex-Officio Member*

Pauline Boratko  
*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. –June 21,2017 Regular Meeting
  - B. –July 19, 2017- no meeting
- VI. SPECIAL ORDER OF BUSINESS:**
- 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/Funding strategies for sewer lagoon
  - C. Leveling of the Bethel Heights Water Treatment Plant Building:----  
Scott Guinn
  - D. Clarification of BMC sections on ownership of water/sewer facilities
  - E. Ridgcrest Drive Road Update
  - F. Snow Removal From Neighborhoods:---- Scott Guinn
  - G. Landfill closure study and new landfill site:
- VIII. NEW BUSINESS:**
- IX. DIRECTORS REPORT:**
- X. MEMBER COMMENTS:**
- XI. ADJOURNMENT:**

# City of Bethel, Alaska

## Public Works Committee Minutes

June 21, 2017

Regular Meeting

Bethel, Alaska

### I. CALL TO ORDER:

A regular Public Works Committee Meeting was held on June 21, 2017 at the council chambers of the City Hall, Bethel, Alaska. Joseph Klejka called the meeting to order at 6:34 pm.

### II. ROLL CALL:

Comprising a quorum of the committee, the following were present: Joseph Klejka, Jennifer Dobson, Robert Champagne, and Naim Shabani.

Excused Absents: Public Works Director, Bill Arnold and Scott Guinn

Also Present:

Committee Recorder, Pauline Boratko

### III. PEOPLE TO BE HEARD: none

### IV. APPROVAL OF AGENDA:

<b>MOVED BY:</b>	Jennifer Dobson	Motion to approve the agenda.
<b>SECONDED BY:</b>	Robert Champagne	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

### V. APPROVAL OF MINUTES:

<b>MOVED BY:</b>	Jennifer Dobson	Motion to approve minutes for April 19, 2017 meeting.
<b>SECONDED BY:</b>	Robert Champagne	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

<b>MOVED BY:</b>	Robert Champagne	Motion to approve minutes for May 17, 2017 meeting.
<b>SECONDED BY:</b>	Naim Shabani	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote.	

### VI. SPECIAL ORDER OF BUSINESS:

### VII. UNFINISHED BUSINESS:

- A. Institutional Corridor Piped Water Supply Project: no new updates this month
- B. Sewer Lagoon- PER (Preliminary Engineering Report) and ER (Environmental Report) for Truck Dump site and other options: No new updates this month

- C. Leveling of the Bethel Heights Water Treatment Plant Building: The building is off by 14 inches. The plan is to measure it again at the end of the summer to determine what step needs to be taken.
- D. Clarification of BMC Codes: no new updates this month
- E. Ridgecrest Drive Road Update: The plan is to have the road project completed in August of 2018.
- F. Snow Removal from neighborhoods: no new updates this month
- G. Landfill closure and new landfill site: no new updates this month

**VIII. NEW BUSINESS:**

**IX. DIRECTOR'S REPORT:** Director of Public Works, Bill Arnold was unavailable to give report.

**X. MEMBER COMMENTS:**

- Robert Champagne-** no comment
- Jennifer Dobson-** Thank you AVGP for hosting a disposal of electronics drive.
- Joseph Klejka-** Thank you
- Naim Shabani-** Thank you for your time you put into the committee.

**XI. ADJOURNMENT:**

<b>MOVED BY:</b>	Jennifer Dobson	Motion to adjourn.
<b>SECONDED BY:</b>	Niam Shabani	
<b>VOTE ON MOTION</b>	Motion carried by unanimous vote	

With no further business, meeting adjourned at 7:01 pm

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Pauline R. Boratko  
Recorder of Minutes

\_\_\_\_\_  
Joseph Klejka  
Chair

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# City of Bethel, Alaska

## Public Works Committee Minutes

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July 19, 2017

Regular Meeting

Bethel, Alaska

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### **I. CALL TO ORDER:**

Due to the lack of quorum there was no regular meeting held on July 19, 2017

### **II. ROLL CALL:**

The following were present: Robert Champagne, Scott Guinn, and Niem Shabani

Excused absence(s): Joseph Klejka and Jennifer Dobson

Also Present:

Committee Recorder, Pauline Boratko

Meeting adjourned at 6:45 pm due to lack of quorum.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.

\_\_\_\_\_  
Pauline R. Boratko  
Recorder of Minutes

\_\_\_\_\_  
Robert Champagne  
Member

## MEMORANDUM

**DATE:** 08.01.2017  
**TO:** Peter Williams, City Manager  
**FROM:** Bill Arnold, Public Works Director  
**SUBJECT:** Manager's Report –

### Programs/Divisions

#### **Public Works Director:**

Recently the Property Maintenance crew took on the responsibility of maintaining the pool. And have had the state boiler inspector come out and found violation there we are working on resolving the problems. Also there is a humidity issue causing condensation problems we are working with Long Building Technologies at this time.

#### **Hauled Utilities:**

For July, we expect to pump 3,000,000 gallons of water with an average of 31 stops per driver per day, and 2,500,000 gallons of sewage to either the lagoon or the highway lift station with an average of 37 stops per driver per day. For the week of July 17, I am attending an O.S.H.A. 30 hour class in anchorage. The 4th of July celebration seemed to go off with little problem. I did work a traffic control point, and saw many of our community out having a very pleasant day.

#### **Utility Maintenance:**

For the month of July, we had to change out a few lift station pumps in city sub, were still clearing brush from around our pipes in bethel heights and also around the street signs and road ways. The upper cell for the lagoon remains high in hopes of starting the dredging before winter. We had a car hit the sewer line on the highway it caused the pipe to come off its pads, but we got that fixed, 1 of the pumps for the main lift station is being rebuilt and will be installed as soon as we get it.

#### **Property Maintenance:**

Senior Center has been vandalized again, broken windows, broken fencing and trash thrown all around the building. We boarded up windows, also cut down willows around the building and parking lot. We have also left some interior lights on to cut down the kid traffic at nighttime.

Few power outages have added to our duties. V & E has serviced the generator at city hall central, and now it starts up nicely with no hiccups.

We have a boiler that is off line at the transit center. A transfer pump for the day tank has failed, we have the part on order. As soon as the pump comes in, it

will be installed.

The Fire Station garage door has been repaired and a combo lock for the garage man door has been repaired.

Eric Middlebrook was called and he inspected our AC unit at city hall as per Bo. At the same time he looked at our AC unit for the court house main frame, he found a defective fan motor and has since ordered a replacement. He will install the part as soon as it arrives.

And lastly the state boiler inspector payed us a surprise visit and inspected 4 of our boilers, and checked a leak on public works boiler #2.

### **Parks and Recreation:**

Boardwalks, are continually being worked on due to damage to handrail and deck boards.

### **Road Maintenance:**

Streets and Roads has hauled the \$144,000 on d-1 gravel that was budget for this year to the maintenance pile on the south side of the city shop from Knik. This is the D-1 gravel, that, we use on the bethel roads to help keep the roads smoother for traffic to drive, on.

Streets and Roads is, now done, with the digging part on enlarging the cemetery at the airport with the D-8. The next thing will be to come in with a smaller dozer to do the finishes work like shoulder work, flatting the berms and smoothing out the new section of the cemetery.

Streets and Roads has also help landfill in starting to build a holding area at the landfill for when the sewer lagoon is to be dredge out, they will have a place to put it. We hauled in cover from the city sand pit with dump trucks to build a dike to hold the slugs from the lagoon.

Streets and Roads also been pushing up road sand, landfill cover, and pile roads salt sand with the D-8 at the city sand pit, before we have to shut it down to have mechanic work done to it. It looks like it will be down for a month during this time. By building a pile of salt sand, it will give it dry out before we mixes it for this winter for our road sanding trucks.

### **Vehicles and Equipment:**

Good Month we for the most part fixed what was broke and tried to prevent future breakage. Still trying to cater to all departments however with our short staffing that will never happen the way it should be. Either way we will continue to move forward. Should see new garbage truck middle of August and a new potable water and vac truck end of September.

**Transit System:**

As you are aware, the Red Line and Saturday schedules were suspended from June 19 through July 31. It looks like we will need to extend these dates until we are able to recruit another full time driver. We have several applicants and hopefully more will apply. I appreciate the Human Resource Department, Laura Cloward, and help.

Because of the suspension of the Saturday and the Red Line schedules, during the summer, our ridership is down considerable. We are only averaging about 60-70 riders per day. Dependability and reliability of service plays a key role in the ridership. Passengers are not willing, I cannot blame them, and to stand at the bus stop waiting for a bus that is 5-10 minutes late or never shows up. This month, August, I will be working on the State Department of Transportation's FY 17 Compliance and Performance recommendations and deficiencies. I hope that to have them completed and turned by the end of the month. Bethel Transit System goal for the FY 18 will be to show a 20-25 percent increase in ridership / revenue. I think we can do this by providing **better and more dependable / reliable service** for our passengers.

**Landfill / Recycle Center:**

The biggest two events at the landfill this month was the building of a corral Dike to store the material coming out of the lagoon. Samuel and Gary M. built that. My part was doing an edit on the landfill permit application that has to be completed every five years and it was really critical to get everything done and signed off on immediately because we needed to apply for another permit to do the lagoon project.

**Staffing Issues/Concerns/Training:**

The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms of the problem and determining the scope of the problem. Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes of the problem.

Once the causes of the problem have been identified, the next step is to develop a plan of action. This involves identifying the steps that need to be taken to address the problem and determining the resources that will be needed to implement the plan. Once a plan of action has been developed, the next step is to implement the plan. This involves carrying out the steps of the plan and monitoring the progress of the plan.

Finally, the last step in the process of identifying a problem is to evaluate the results of the plan. This involves determining whether the plan has been successful in addressing the problem and identifying any lessons learned from the process. This step is important because it allows you to learn from your experience and make improvements for the future.

Identifying the Problem

The first step in the process of identifying a problem is to define the problem clearly. This involves identifying the symptoms of the problem and determining the scope of the problem. Once the problem has been defined, the next step is to identify the causes of the problem. This involves identifying the factors that are contributing to the problem and determining the underlying causes of the problem.

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Identifying the Problem