



Public Works Committee Agenda
Regular Meeting Wednesday, June 17, 2015 – 6:30PM
City Hall, Council Chambers

MEMBERS

Byron Maczynski
Council Rep.
Term Expires
10/2016

Frank Neitz
Chair
Term Expires
12/2016

Scott Guinn
Vice-Chair
Term Expires
12/2017

Robert Champagne
Committee Member
Term Expires
12/2017

Jennifer Dobson
Committee Member
Term Expires
12/2017

Donna Lindsey
Committee Member
Term Expires
12/2015

Delbert Egoak
Committee Member
Term Expires
12/2015

Wade Ferdig
Alternate Member
Term Expires
12/2017

Joseph Klejka
Alternate Member
Term Expires
12/2017

Muzaffar Lakhani
Ex-Officio Member

Rachelle Byrd
Secretary/Recorder

AGENDA

- I. CALL TO ORDER
- II. ROLL CALL
- III. PEOPLE TO BE HEARD – (5 Minute Limit)
- IV. APPROVAL OF AGENDA
- V. APPROVAL OF MINUTES
 - A. Minutes from the previous regular meeting -
- May 20, 2015 (there was a meeting)
- VI. SPECIAL ORDER OF BUSINESS
- VII.
- VIII. UNFINISHED BUSINESS
 - A. Water & Sewer Master Plan/Institutional Corridor Location of 4th Well for CSWTP – Frank Neitz
 - B. Sewer Lagoon – Frank Neitz
 - C. Ridgecrest Dr. Rehabilitation Project at the School / Traffic Light System at/near the Schools on Ridgecrest – Frank Neitz
 - D. Landfill Rates – Jennifer Dobson
 - E. Proposed Blue Sky Estates (Hoffman Subdivision) – Frank Neitz
 - F. RFP for Truck Dump Site (lagoon) – Frank Neitz
 - G. Ridgecrest Road- cost of project and local match – Frank Neitz
 - H. New Soccer Field and Road in Pinky’s Park- approximately 1300 loads of sand and grading, and gravel road; work to be performed by Public Works Department as local match for grant – Frank Neitz
 - I. Additional Sand and Grading for Community Garden- work to be performed by Public Works Dept – Frank Neitz
 - J. Park Maintenance, Boardwalks and Playgrounds – Frank Neitz
 - K. Spring Clean-Up Green-Up – Frank Neitz
 - L. Water Treatment Plant Operator Staff Certification and Filter Media – Jennifer Dobson
 - M. Wind Turbine/Pool Cost Analysis – Frank Neitz
 - N. Bus Shelters Grant- put together by Public Works – Frank Neitz
 - O. Plan for Public Works Organizational Structure (how to fit in with City requests, etc) – Frank Neitz
- VIII. NEW BUSINESS
 - A. Acceptance of Wade Ferdig’s Resignation from Public Works Committee
 - B. Operational Evaluation of WTPs in Collaboration with Alaska Rural Water Association (ARWA) – Jennifer Dobson
- IX. DIRECTOR’S REPORT
- X. MEMBER COMMENTS
- XI. ADJOURNMENT

City of Bethel, Alaska

Public Works Committee Minutes

May 20, 2015

Regular Meeting

Bethel, Alaska

I. CALL TO ORDER

A regular meeting of the Public Works Committee was held on May 20, 2015 at 6:30pm in the council chambers of City Hall, Bethel, Alaska. The meeting was called to order by Committee Chair, Frank Neitz, at 6:35pm.

II. ROLL CALL

Present: Frank Neitz, Robert Champagne, Jennifer Dobson, Delbert Egoak, Wade Ferdig, Joseph Klejka (arrived at 7:30pm)

Excused: Scott Guinn, Muzaffar Lakhani

Unexcused: Byron Maczynski, Donna Lindsey

Additional Attendees: Clair Grifka of Public Works, Rachele Byrd as Secretary/Recorder, Ann Capela (joined at 7:00pm)

III. PEOPLE TO BE HEARD

None.

IV. APPROVAL OF AGENDA

MOVED BY:	Jennifer Dobson	Motion to approve the agenda
SECONDED BY:	Wade Ferdig	
VOTE ON MOTION	Motion carried by unanimous vote	

V. APPROVAL OF MINUTES

MOVED BY:	Jennifer Dobson	Motion to approve minutes from April 15, 2015 regular meeting
SECONDED BY:	Robert Champagne	
VOTE ON MOTION	Motion carried by unanimous vote	

VI. SPECIAL ORDER OF BUSINESS

None.

VII. UNFINISHED BUSINESS

Item A – Water & Sewer Master Plan

Frank Neitz – Has not moved except for Institutional Corridor stuff, and nothing new to talk about.

Item B – Institutional Corridor Location of 4th Well for City Sub WTP

Frank Neitz – The RFP went out for the well portion. There are 2 issues with easements, but they're working on them.

Item C – Sewer Lagoon

Frank Neitz – Leave item on agenda as this is the "City's number one project." The RFP went out last week for repair of truck dump site/platform.

Item D – Donut Hole options for a shorter route to Tundra Ridge

Frank Neitz – City's last recommendation was to write a letter. Nothing has happened.

Item E – Ridgcrest Dr. Rehabilitation Project at the school / Traffic Light System at/near the schools on Ridgcrest

Frank Neitz – Held up because the City spent their share of the money years ago, and we can't find any information about what was done. Another problem is the school isn't stepping up.

Ann Capela – This was not budgeted for. It came out of special funding, and the State is expecting too much from the City. If the school does nothing for the traffic circulation, you'll just have a great road with congestion. It's essential we talk to the school officials and press them on helping out on school grounds.

Joseph Klejka – The school won't respond. We need the City to sit down with them and push them.

Ann Capela – It's in the new budget and the State is ready. But the price for paving is outrageous.

Wade Ferdig – Agrees about cost of paving. Twelve million dollars per mile for something that will last a few years is crazy.

Item F – Landfill Rates

Jennifer Dobson – Can leave landfill information/attachments out of next meeting packet as it's been in the last few. Public Works and the City Clerk are working on changing the rates. Commercial Landfill Use Permits have not been updated since the 80s (\$10/cubic yard). It has also been discussed that the commercial yearly use permits all businesses are required to have (based on Bethel Municipal Code- BMC) hasn't had a mechanism for enforcing or collecting on these permits. The Public Works Director is working with the City Clerk to update and adjust the BMC. New rates should be easy, but the mechanism for enforcing is more difficult because it ties in with Finance.

Frank Neitz – This will be an action on our part when ready to update.

Wade Ferdig – We should include it in the cost of annual business licensing fees.

Frank Neitz – I don't think we can do anything until the Public Works Director comes back and gives us numbers. Then we can give a recommendation.

Item G – Proposed Blue Sky Estates (Hoffman Subdivision)

Frank Neitz – Not sure what the holdup is. Haven't talked to anybody. Will ask Planning Dept.

Ann Capela – The position of the developer is that there will be no impact on the City. My position is that there will be an impact, so we need to come to an agreement.

VIII. NEW BUSINESS

Item A – RFP for Truck Dump Site (Lagoon)

Clair Grifka – Should have gone out last week per Bill Arnold (foreman).

Item B – Ridgcrest Road- Cost of project and local match

Frank Neitz – Problems with local match.

Item C – New Soccer Field and Road in Pinky's Park- approximately 1300 loads of sand and grading; work to be done by Public Works Dept as local match for grant

Frank Neitz – Project would include a road to the community garden. I see major issues with parking and lack of space for any lot there, and the tiny road leading out to it. Talked with Zef and it would take 95% of Public Works resources to do this and it would take all summer. That means nothing else would be able to be done by the department. The field would be up by the bowling alley and new pool, and is specific for this grant. "I think that anything pro-development we gotta push. We're the Public Works Department- we gotta push it, but we gotta push it in the right direction." John Sargent orchestrated the grant. Maybe we need to apply for a different grant and knock the 1300 loads of sand we're expected to contribute into a do-able figure for the City.

Clair Grifka – Public Works currently has 1 dump truck working. We're working to get more trucks online.

Wade Ferdig – Who asked for the grant? Concerned the City is hoping for a turn-out for soccer rather than knowing there's a want for it. Is there somewhere else this field can be built that's already flat and smaller? The City's obligation is extreme, especially if we don't know how turn-out will be. May be possible if we had a couple of leagues and people paid a fee. We can't just throw this much money out there and hope someone uses the soccer field. Keep this in new business until we see a plan.

Jennifer Dobson – Ronda Sargent applied for and received this grant. I didn't know the City was on the line for this kind of contribution. This amount of sand is insane.

Ann Capela – This isn't really a soccer field grant. There has been a desire for a natural resource grant and that required a matching grant/funds from the City. It was a desire to have some sort of greenhouse/tunnel built and out of that grew some other projects. The City applied for a grant and promised to have an incline match. The State accepted with 1300 loads of sand. Nobody really did the math and figured out what that meant for the Public Works Dept. Council heard it and approved it without really thinking it through or doing the math. Now we have committed ourselves to a grant which includes 1300 truckloads of sand, which could be day and night for 5 months. We probably can't do this all in one season and will have to get an extension on the grant.

Item D – Additional Sand and Grading for Community Garden; work to be performed by Public Works Dept

Ann Capela – There is a big desire for a wind tunnel/greenhouse. There are big concerns over the amount of sand Public Works is committed to. After that, then what? You can't play soccer on sand. Are we planting grass? I haven't seen a plan.

Jennifer Dobson – I never heard about that part of the grant.

Frank Neitz – Is there anything we can do to get this number down to accomplish the project? Can we contract out the work with someone for help?

Item E – Parks, Boardwalks, and Playgrounds Maintenance

Ann Capela – University of Alaska will now concentrate on the youth side of Parks and Rec and anything having to do with the kids. The City will concentrate on parks, playgrounds, paths, and boardwalks. Staff will be separate now. We need staff to have a presence around Pinky's Park. They will report to and fall under Public Works Maintenance. This is a better structure that allows us to work on and maintain boardwalks and other parts of the town. The University is more equipped and trained to deal with the children and their programs. They are very excited about this change. There is money in the budget for fixing the boardwalks. Public Works should utilize the shop and its tools at the old Senior

Center, and work with the high school's kids who are in need of community service hours. They can paint, mark boards, or do other tasks to help. There are concerns about the boardwalk between KUC and YKHC. It's not easy since the project doesn't just involve replacing boards. We need to fix it and it needs to be done well. Someone has to sign off that it's safe. I don't think there are any immediate solutions.

Joseph Klejka – We need to put in braces to keep it from going side-to-side.

Wade Ferdig – I think we need to take it down until we decide what to do because I see people on it.

Item F – Spring Clean-Up Green-Up

Ann Capela – The bags are free for the City- we just pay shipping. City staff is asked to pick up curbside bags if they see them. We have budgeted for 6 new neighborhood dumpsters. I want to do something about the bad corner in Kasayulie.

Item G – Water Treatment Plant Operator Staff Certification Requirements; Level II Operator

Ann Capela – It's very important we get those certifications and it's not easy. There needs to be a plan of succession in case people leave. The City is very supportive of this training and aware of the problems we're facing with lack of certification.

Clair Grifka – Everyone is getting certified, and Bill Arnold just received his. The guys have been working every day of the week since March.

Jennifer Dobson – Since Tim Oosterman left we only have one Level-II operator and two Level-II plants. We need to have a plan in place to make sure guys get enough hours and training to move up in levels. It's important because of project funding opportunities.

IX. DIRECTOR'S REPORT

Public Works Monthly Report attached.

Joseph Klejka – We need to enforce the problem with restaurants dumping large items and cardboard as noted in the report. Who is in charge? Who can write tickets? If Public Works employees are witnessing this, they should say something. Take pictures, get video, something. Don't cause a confrontation, though.

Response by Ann Capela – The City is looking to hire a code enforcement officer who can respond to calls and write tickets for Municipal Code violations.

Pool water numbers are very high. I have witnessed many times that kids leave the showers on. They just walk away and leave them running.

Response by Wade Ferdig – They're not on a timer? That should be standard.

X. COMMITTEE MEMBER COMMENTS

Delbert Egoak - No comments

Robert Champagne – No comments

Joseph Keljka – New exit at the pool is wonderful, but the stop signs on the one-way street need to be taken down.

Frank Neitz – Will be in to Public Works tomorrow to work on minutes with Rachelle. Add job descriptions and policies to next agenda.

Wade Ferdig – We need to work on job descriptions and policies. Also have concerns over City website and public's inability to get information that should be there.

Ann Capela – Will be meeting with DOWL when Zef is back from leave. Wind Turbine falls under Public Works Dept., which many people don't realize, so add to next agenda. It was installed to generate energy for the pool, but needs very specialized maintenance. An RFP was put out in December or January and nobody was interested in doing the work. The maintenance necessary for keeping the warranty valid is causing a lot of problems. Also, bus shelters fall under Public Works. New ones will be coming this summer in boxes and Public Works will be putting them together and installing them. I have big concerns over the 4th of July parade I very recently found out about. I'm worried about time constraints on Public Works, so we need volunteers to do things like put up barricades, act as security, and clean up after. Talk to groups like BSAR, volunteer firefighters, etc. Clair and crew in the maintenance department have done great work at City Hall cleaning up. The Planning Department may be moving to the Courthouse where the Department of Corrections has vacated.

Clair Grifka – The lagoon is getting really full. Bill Arnold is going to work on thawing it. Bill has asked about timers on the showers at the pool- he thinks this may be causing some of the problems with the lagoon getting so full.

Jennifer Dobson – Left meeting early.

XI. ADJOURNMENT

TIME: 8:30pm

MOVED BY:	Robert Champagne	Motion to adjourn
SECONDED BY:	Delbert Egoak	
VOTE ON MOTION	Motion carried by unanimous vote	

APPROVED THIS _____ DAY OF _____, 2015

Frank Neitz, Chair

Rachelle Byrd,
Recorder of Minutes

=====

Wind Turbine Benefit at the Pool

Amount of Energy produced since inception August 26, 2014 =

	2014			2015							Total	%
	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May			
kWH-AVEC	32,403	33,045	41,598	29,586	31,991	20,299	37,485	32,820	32,403	226,824	59%	
kWH-Turbine	17,512	17,512	17,512	17,512	17,512	17,512	17,512	17,512	17,512	157,604	41%	
KWH-related charges	\$11,922.39	\$13,191.57	\$15,565.97	\$11,071.08	\$11,971.04	\$7,092.48	\$13,097.26	\$11,467.31	\$11,922.39	\$107,301.48		
Multiplier	0.3734	\$0.3992	\$0.3742	0.3742	0.3742	0.3494	0.3494	0.3935	0.3734			
Fixed (all)	\$2,844.38	\$2,905.67	\$3,137.86	\$2,769.62	\$3,061.91	\$2,689.64	\$2,672.99	\$2,672.99	\$2,844.38	25,599		
Total Charges	\$12,626.91	\$16,097.64	\$18,703.83	-\$1,138.74	\$15,032.95	\$9,782.12	\$15,770.25	\$14,140.30	\$12,626.91	113,642		
Wind Turbine Benefit	\$6,539.57	\$6,990.61	\$6,552.82	\$6,552.82	\$6,552.82	\$6,118.54	\$6,118.54	\$6,890.80	\$6,539.57	\$58,856.09		

Assumptions

Demand charge relatively fixed, so considered as such. Wind turbine actually helps to reduce demand charge by lowering the amount of KWH demanded from AVEC during each 15-min. window used to figure the demand charge.

Wind Turbine Benefit figured by dividing total wind-generated KWH produced from Sep through May by 9 (months) and then using the month block charges as multipliers. This allows each month's block charge rates to play a role in total benefit.

Grid-powered electricity was connected October 1, 2014. No September bill. Since the wind turbine was on and producing electricity during September, to figure the wind turbine benefit, an average of charges over next 7 months was used and is shown in blue.

No May bill out as of June 4, 2015, so 7-month average used for May also, since wind data was provided through May 2015.

Facts

Northern Power began monitoring wind turbine on August 26, 2014.

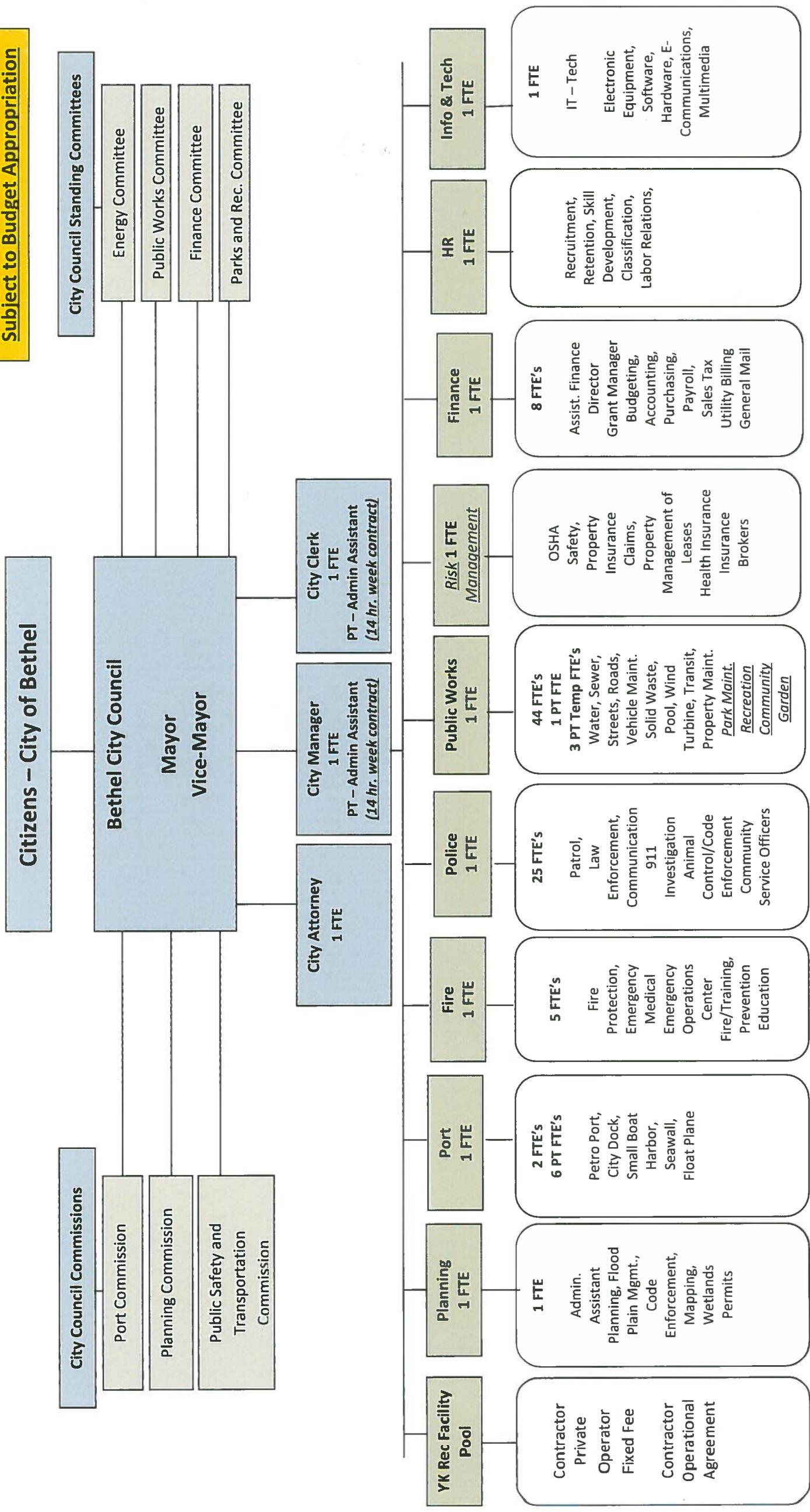
Total KWH produced (157,604) is during period Aug 26, 2014 - Jun 3, 2015.

Percent of time system has been online: 99.7%

Run time thus far: 6,744 hours.

Expected life of wind turbine: 20 years at 8.3 meters/sec. or 19 mph.

Average turbine wind speed experienced in Bethel: 6.5 mps or 14.54 mph.



Citizens - City of Bethel

Bethel City Council
Mayor
Vice-Mayor

City Council Commissions

- Port Commission
- Planning Commission
- Public Safety and Transportation Commission

City Council Standing Committees

- Energy Committee
- Public Works Committee
- Finance Committee
- Parks and Rec. Committee

City Attorney
1 FTE

City Manager
1 FTE
PT - Admin Assistant
(14 hr. week contract)

City Clerk
1 FTE
PT - Admin Assistant
(14 hr. week contract)

YK Rec Facility Pool

- Contractor Private Operator Fixed Fee
- Contractor Operational Agreement

Planning
1 FTE

- Admin. Assistant Planning, Flood Plain Mgmt., Code Enforcement, Mapping, Wetlands Permits

Port
1 FTE

- 2 FTE's
6 PT FTE's
Petro Port, City Dock, Small Boat Harbor, Seawall, Float Plane

Fire
1 FTE

- 5 FTE's
Fire Protection, Emergency Medical, Emergency Operations Center, Fire/Training, Prevention, Education

Police
1 FTE

- 25 FTE's
Patrol, Law Enforcement, Communication, 911, Investigation, Animal Control/Code Enforcement, Community Service Officers

Public Works
1 FTE

- 44 FTE's
1 PT FTE
3 PT Temp FTE's
Water, Sewer, Streets, Roads, Vehicle Maint. Solid Waste, Pool, Wind Turbine, Transit, Property Maint. Park Maint. Recreation Community Garden

Risk
1 FTE
Management

- OSHA Safety, Property Insurance Claims, Property Management of Leases, Health Insurance Brokers

Finance
1 FTE

- 8 FTE's
Assist. Finance Director
Grant Manager, Budgeting, Accounting, Purchasing, Payroll, Sales Tax, Utility Billing, General Mail

HR
1 FTE

- Recruitment, Retention, Skill Development, Classification, Labor Relations

Info & Tech
1 FTE

- 1 FTE
IT - Tech Electronic Equipment, Software, Hardware, E-Communications, Multimedia

MEMORANDUM

DATE: 06/01/2015

TO: Ann Capela, City Manager

FROM: Clair Grifka, Acting Public Works Director

SUBJECT: Manager's Report

Programs/Divisions

Public Works Director:

Mr. Lakhani has been on annual leave and the Department has been moving along with the daily demands. Projects are being monitored and kept on track in his absence.

Utility Maintenance:

For the month of May we switched all Sewer and Water Operations to summer mode. Our discharge line at the sewage lagoon had to be dug up to thaw in order to start discharging. We continue to level water and sewer lines on the Bethel Heights Systems and rebuild residential sewer pumps when needed.

Hauled Utilities:

For the month of May the Department delivered approximately 2,500,000 gallons of water, with a daily average of 45 stops per driver per day. The sewer trucks evac'ed 2,225,000 gallons of sewage, with a daily average of 27 stops, and the dumpster truck has hauled nearly 3000 cubic yards of trash to the landfill, with an average of 50 stops. The back loader has been out doing Clean-Up Green-Up and has hauled nearly 500 cubic yards of clean up green up items to the landfill, as well as cleaning up around the public dumpster areas at least one day a week since the beginning of March.

There may be another driver leaving in June. The Department is operating well below the normal number of drivers, which have been 23 up till about three years ago. It is a challenge to provide greater amount of services with less staff without running into overtime hours notwithstanding the truck situation with breakdowns and major repairs needed to keep trucks on the road.

All that being said, the Department is "fighting the good fight", with the hope of staffing and vehicle needs being addressed and improved in the future.

Property Maintenance:

The Department has been focusing on our summer maintenance/repairs and preparing for Fourth of July. Boilers have been dialed down and heat has been shut off where not needed.

Some repairs have been done to this equipment because of an opportune time. We have nearly completed the installation of L.E.D. lighting at the Court House. Assistance has been given to other Departments as they request when we can.

Road Maintenance:

Streets and Roads built a second driveway coming out of the swimming pool parking lot by hauling in sand and capping it off with gravel. This driveway is one lane, for exit only. This should help keep the traffic running a little smoother in and out of the swimming pool parking lot.

Streets and Roads has also been working on building the road around the old sewer lagoon so that it will have time to settle and be ready when it is needed for dredging. Doing it now gives it time to settle so that we can go back over it in the areas that sink later. This will make it easy on the heavy equipment when they do start dredging it out, hopefully keeping the equipment from getting stuck.

Streets and Roads also pulled out the water tank at the community garden, and hauled in some sand for the front to level out the tank area. When that was done we reset the water tank level so it could be refilled with water. As it was, the tank was leaning too far to the right to fill with water.

Streets and Roads drove the D8N in to the city shop from H-Marker Lake to get some work done to it. The Department was able to negotiate with the owners (Polk family) by hauling a few loads of sand and grading their road so that we could drive the D8N over their road to get it to the city shop. Going the other way would have taken a few weeks longer since we would have to get a trailer big enough to haul it, and there would also be a weight restriction problem on the highway. This way we save the cost by not hiring someone to have it hauled to the city shop.

Streets and Roads also had been helping out Utility Maintenance by digging up the discharge line from the lower sewer lagoon in order to thaw it out so they could start pumping it out. Maintenance staff has been using the Cat 324E Excavator to dig the sand away from the lagoon to expose it to the warm air in order for it to thaw out.

Streets and Roads also hauled in cover from the city sand pit to the landfill to cover up an area in the dump that the Landfill compacted and was ready for cover. We took care of this last week so that it would be ready for the landfill inspection in June.

Vehicles and Equipment:

For the V&E department, we have lost 2 mechanics in the last month, and have hopes of having these positions refilled by the end of June. The remaining mechanics have been very busy, with some major repairs on water and sewer trucks, and some tire work and mechanical issues for the P.D. and the transit system. There was a time when at PW that the Department employed 5 mechanics and a working foreman and their own tools. Since that time the fleet has grown, the workforce has shrunk.

Transit System -

The FY 15 Transit budget revision was approved by the State and the City has ordered a bumper jack (lift) to start changing the oil. It will also assist in changing flat tires. The City has ordered new studded tires and regular tires for both Bus 438 and 437/436. The older small gas bus (438) is starting to use oil, about a quart every two weeks. It has 91,000+ miles and may

need a tune up if we keep using it.

Transit ridership is up for the months of April and May. Transit is averaging close to 90-100 riders per day. The elders continue to make up about 30-35% of the ridership. OCS just called and purchased 20 \$5 Day Passes as they plan to use the City Bus more.

Transit is in need of hiring an On-Call Driver for when the full time and part time drivers are on leave. Transit is adjusting and fills in where possible. From time to time Transit has to cancel one route if two employees are absent at the same time. When a route is cancelled the route is usually the Red Line and the Transit Manager drives the Green Line. Bethel Transit System goal for the FY 2015 will be to show a 20-25 percent increase in ridership / revenue. Transit can do this by providing **better and more dependable / reliable service** for all passengers. If you have questions and concerns please feel free to contact me anytime, 543-3039, or stop by the Transit office.

Landfill / Recycle Center:

Spring clean up is going well- it has been really busy. Road maintenance has been hauling fill for cover and bringing in abandoned vehicles for Green-Up Clean-Up.