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Manager
Cynthia Rogers



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MEMORANDUM

Date: December 31, 2020
To: Cynthia Rogers, City Manager
From: Luke Moody, Public Works Director (DPW)
Subject: Monthly Staff Report - December

Mrs. Rogers,

Public Works has been extremely busy with winter weather. While getting the mission done, we have found many ways to improve from last year and it should be evident. Prior planning this year has set us up for success. Public Works is fully staffed and operating a high level of efficiency. Most notably, we have a great crew that is getting better every day. During 2020, Public Works underwent a lot of changes that are starting to be noticed now and that will be further evident in 2021.

Safety and training continue to be an emphasis for the leadership at Public Works. Much of the training conducted throughout the year has proven to be productive. In this month's report, I tried to illustrate the current work load as well as insight into the direction moving forward. While we continue refining our current operation, we are also taking a broader view into how we operate as a whole to provide the best service to the city. With that mindset, more changes for the better are expected to come in the months to follow with little or no impact to the public.

Safety

All employees within the Public Works Department receive a safety class at the beginning of their work week. A further emphasis on safety has been that everyone has the authority to stop movement or operations if they see a concern. On special projects, a tailgate meeting is done outlining our project plans, identifying risk, and identifying methods to reduce identified risk.

Another topic has been on working with the public and situational awareness of what is going on in the community on any given day. In doing so, our operators continue to make the roads safer to drive and continue to work safely around the community traffic.

Employee of the Month

John VanDeventer

Since John has begun his tenure with the City of Dillingham, Public Works has seen a noticeable difference in the maintenance of city owned assets. John's emphasis on preventive maintenance has paid dividends going into the cold of winter. Notably, record keeping has vastly improved and John has utilized the software Asset Essentials alongside traditional methods to incorporate an effective approach to monitoring the maintenance of city owned assets. John undoubtedly sets a standard among the best and is a vital part of the Public Work's mission.

Administrative

- Position filled by candidate with considerable knowledge of city operations, particularly finance, and will be complimenting the Landfill operation well in 2021.
- Training has included requisitions, purchase orders, payables, messaging, budget, landfill compliancy and reconciliation forms.
- Attendance tracking.
- Shipping advantages.
- Processing work orders.
- New hire orientation.
- Timesheets
- Repaired printer/scanner.
- Product research to allow others to continue working.
- Safety class records.
- Utilization of RDP.
- Attending various meetings with DH for situational awareness.
- Accessing old files.
- Extensive training on DEC requirements for water, waste water, and the landfill.
- Anticipation of mid-year budget review.

Building and Grounds

- Both positions are full.
- Buildings and Grounds Foreman has done an excellent job in preparing for the cold season and building team morale.
- Transfer cans to the landfill from the Senior Center, as needed.
- Preventive maintenance on boilers throughout city, all working.
- Monitoring Siemens system for climate control.
- Providing pick-up and delivery for EOC shipments and distribution of PPE.
- Corrective actions of the OSHA safety checklist continue to move forward.
- Monthly Safety Committee meetings and weekly Safety Committee task.
- Completing work orders as they are received.
- Documentation of floor plans and excavation routes of city owned buildings.
- Snow removal

Landfill

- All positions are full.
- The incinerator is fully operational, utilized, and monitored for fuel efficiency.
- Cross training of Landfill operations with other city employees has taken place.
- Landfill Monitoring Plan was submitted timely to DEC.
- Annual inspection was completed virtually with DEC. Awaiting score results, optimistic about reaching our goal of a 10% score increase in just one year.
- All heavy equipment is fully operational except Bobcat, awaiting tilt actuator part.
- Ground water monitoring continues as scheduled and compliant
- With methane testing being quarterly, methane tester rental has been scheduled for 2021
- The training and consistency of the charges at the landfill, based off of the fee schedule, has proven to increase sorting resulting in less metal in the incinerator
- In January 2021, a city owned dumpster will be placed in town for disposal of all waste generated from City of Dillingham official business. This effort will provide a substantial yearly cost savings and support the sorting initiative require for an effective Landfill operation.
- FOL made a decision to forego December's meeting until January.
- The metal yard was the focus for one week of December, pushing back and compacting inert waste and to continue efforts to utilize a 2 acre section not previously utilized.
- Intend on further conversations on fee schedule, while prices appear to be relevant there is an issue with pricing unconventional loads of garbage that are not listed, also see a need for increased prices on unsorted garbage ONLY to further the efficiency of the incinerator and to support diversion of waste to the cell – No update since last month and the need still exist
- Continuing efforts to set a higher standard of appearance, efficiency, and expectations
- Intend on changing Landfill hours in January 2021 after proper approval and public notice. The proposed change would be from the current hours of Friday-Tuesday 10 a.m. – 6 p.m. employee hours / 12 p.m.-6 p.m. public hours to Tuesday –Saturday 9 a.m.-5 p.m. employee hours / 10 a.m.-4:45 p.m. public hours. Briefly, some reasons for the proposed change are the following:
 1. Accessibility: More total available time for public access.
 2. City Employees: Gives employees Sundays off. Allows 15 minutes at the end of the day to check the property for people, check burn pit, turn on electric fences, secure revenue, and lock gates.
 3. Comparable: Alignment with schedules commonly used other communities: The following provides a summary of landfill schedules for similarly sized and located communities in the state:
 - Bethel: Monday through Saturday; 8:00 AM to 4:30 PM
 - Bristol Bay Borough – Naknek: Tuesday through Saturday; 10:00 AM to 6:00 PM
 - Unalaska: Tuesday through Saturday; 9:00 AM to 6:00 PM
 - Nome: Monday, Wednesday, Friday; 9:00 AM to 3:00 PM
 - Ketchikan: Monday through Saturday; 8:00 AM to 4:00 PM

Valdez: Monday through Saturday; 9:00 to 5:00 PM

Kotzebue: By appointment; receptacles in community

4. Compliments efforts to make the Landfill a more conventional operation.
5. Recent landfill improvements: Significant operational and physical improvements have been made at the landfill in the last year and this has anecdotally resulted in positive community response. The office was relocated for better customer contact; the transfer station was cleaned up, brushed inside and around the perimeter, and gravel was added to add to the usable space; the roadsides have begun to be cleared of encroaching vegetation, the formerly active cell has received the first layer of material toward capping and closing out; the new cell has been put into use with fencing to successfully keep bears out which will improve compliance with our permit and ADF&G requirements, as well as result in fewer bears in the community in the future; the aluminum can crusher has been relocated to the incinerator building; the area around the old cell has been largely cleaned of trash that had blown out and pulled out by bears; the fish location and system were changed to provide a better experience for the public and to reduce the staff time required to manage this element; effort has been made to better and more uniformly align collections with what was approved by the council. These improvements in sum have resulted in improved public support for landfill operations and a schedule change would likely be supported by the community as well.

Water/Waste Water

- Both positions are full.
- All water supply testing has resulted as within range.
- Personnel have been involved in water projects and street improvement projects.
- Submitted our Discharge Monitoring Report to DEC on time.
- Conducted our Bi-Weekly Bac-T Testing for submittal to BBAHC.
- Conducted our weekly D.O. Testing at the Lagoon.
- All samples were submitted timely with regards to holiday schedule requirements change.
- Conducted our monthly meter reads for the accounting department.
- Assisted in other areas of Public Works including snow removal.
- Check all seven lift stations and log pump hours/monitor faults
- Inspect lift station for any potential blockage requiring removal.
- Inspect lagoon/Fill out daily lagoon log.
- Maintain lagoon blowers/log hours of operation/rotate blowers.
- Log daily Influent and Effluent numbers for permit.
- Log daily PH levels for permit.
- Log Daily water production and transferal numbers.
- Monitor CL2 Tank levels.
- Mix and Transfer CL2 to the LMI Pump Tanks.
- Log Well pump hours.

Water Treatment Monthly Averages:

Average Daily Water Production-	106,225 Gallons
Average Daily Water Transferred-	92,165 Gallons
Average CL2 mg/l	.10

Wastewater Monthly Averages:

Average Daily Influent-	88,632 Gallons
Average Daily Effluent-	89,254 Gallons
Average PH Level for Effluent-	6.7
Average Temperature for Effluent-	10.2 Degrees Celsius
Dissolved Oxygen for Effluent-	11.08

Streets

- One position full, one position open waiting for right candidate, on call operators list in effect.
- Streets and Shop Foreman has provided great leadership and accountability during recent weather.
- Exercising further caution with children out of school.
- Very busy with snow removal and sanding roads.
- Bike path was sealed prior to freeze.
- Snow removal is going as planned, unfortunately got hit with a large volume in the beginning, overall snow removal has been a success, occasionally called out to remove berms that have been created or snow piles in inconvenient areas.
- Operators are assisting mechanics in operator level maintenance and chains.

City Garage

- Both positions full.
- Replacing engine on police car, near completion, seeking additional help.
- Completing work orders as received.
- Continually servicing equipment at predetermined intervals, to include fluids change, technical inspection (TI), and cleaning before return to customer.
- Installing block heaters on vehicles not equipped as they are rotated through for service.
- Ordered new tires for police cars.
- Keeping snow removal equipment operational.
- Utilizing Asset Essentials Software.
- Assisting with snow removal when necessary.