



## MEMORANDUM

**DATE:** February 23, 2021  
**TO:** Gregg Brelsford, City Manager  
**FROM:** Luke Moody, Director  
**SUBJECT:** Public Works Department Report

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### STAFF REPORT

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### Snow Removal

Lots of snow! All Public Works employees have been contributing to snow removal throughout the city. We caught a moment of no snow that allowed us to get caught up with intersections and hauling off excess snow. Operators have been clearing roads and parking lots, Buildings and Grounds have been clearing manually, Water and Waste Water have been clearing their infrastructure as well as bike paths, and the mechanics have been busy keeping everything operational. Administratively, we have been busy finding the parts needed and getting them expedited to Dillingham.

### 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. The following are the topics throughout the last month:

1. Winter Storm Preparation
2. Perimeter Safety
3. Stress in the Workplace
4. First Aid for head injuries

Another continual topic has been Covid and impact on Public Work operations. The Water and Waste Water personnel have been segregated from the department to ensure the health and safety. We have done this in the past with the idea that this particular personnel is irreplaceable and ultimately to ensure safe drinking water for the community as basic life support. This is in full effect now as a precautionary measure.

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## **Employee of the Month**

Mark Schwantes

Mark came on board as we had a vacant operator position. Mark is a temporary full time employee that has surpassed all expectations. His problem solving skills were evident from the beginning and he has caught on quick with the operations he was not familiar with. Mark made himself available on weekends to help with snow removal and toughed out undesirable conditions. Mark stepped up in a big way this past month and he will be missed when he moves on. We hope Mark finds his way back to Public Works in the future.

### **Administrative**

- Recently hired administrative assistant has been instrumental in tracking movements and accountability
- Completed Discrimination training, thank you HR
- Covering down on Landfill as needed
- Effectively tracking all requisitions and payables
- Implemented more detailed accounting measures

### **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
- Corrective actions of the OSHA safety checklist continue to move forward
- Completing work orders as they are received
- Snow removal
- Installing can crusher in incinerator building
- Freight pick up for City operations
- Built diesel pump cover
- Sanding/salting and keeping emergency exits open
- Specific OSHA Training course

### **Landfill**

- All positions are full
- Incinerator is not being utilized, sole reason Bobcat loader was lost in fire
- Cross training of Landfill operations with other city employees has taken place
- Favorable annual inspection
- 100% compliant with ADEC
- Rented truck locally because truck was lost in fire
- Ground water monitoring continues as scheduled and compliant
- Methane test complete
- Monitoring well samples taken on February 18<sup>th</sup> by Bristol Engineering

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- FOL Meeting on February 26<sup>th</sup>
  - Continuing efforts to set a higher standard of appearance, efficiency, and expectations.
  - Intend on changing Landfill hours after proper approval and public notice.  
The proposed change would be from the current hours of Friday-Tuesday 12 p.m.- 6 p.m. public hours to Tuesday – Saturday 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. 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 increase 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 further refine operations.

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## Water/Waste Water

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### Water Treatment Weekly Averages:

Average Daily Water Production-	115,265 Gallons
Average Daily Water Transferred-	101,623 Gallons
Average CL2 mg/l	.18

### Wastewater Weekly Averages:

Average Daily Influent-	100,115 Gallons
Average Daily Effluent-	100,890 Gallons
Average PH Level for Effluent-	6.49
Average Temperature for Effluent-	.4 Degrees Celsius
Dissolved Oxygen for Effluent-	8.98

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### **Daily Duties Completed:**

- 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.
- Both positions are full.
- Assisting with snow removal.

### Streets

- One position full, one position open waiting for qualified 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.
- Operators are assisting mechanics in operator level maintenance and chains.

### City Garage

- Both positions full.
- Temporary mechanic has made some progress on problematic police car.
- Completing work orders as received.
- Continually servicing equipment at predetermined intervals, to include fluids change, technical inspection (TI), and cleaning before return to customer.
- Keeping snow removal equipment operational.
- Utilizing Asset Essentials Software.
- Assisting with snow removal when necessary.