



## Memorandum

**DATE:** March 10, 2020

**TO:** Ronald Wastewater District (RWD) Board of Commissioners

**FROM:** Jesse Peterson, Wastewater Manager

**RE:** Maintenance Report – February 2020

**CC:** Lance Newkirk, Utility and Operations Manager

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### Summary

This report provides a recap of the maintenance, operations and permitting activities for February 2020.

### Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (FEB)	YTD
CCTV Inspections	Linear feet	7,500	90,000	8,349	22,908
Pipeline Cleaning	Linear feet	23,500	282,000	24,418	54,305
FOG Inspection	Each	31	372	48	83
Generator Operations	Each	8	96	8	16
Grinder Pump Inspection	Each	Triannual	63	21	21
Wet Well Cleaning	Each	Triannual	45	0	15
Lift Station Inspection	Each	65	780	65	130
Manhole Condition Assessment	Each	100	1,200	111	224
Permits Issued	Each	15	180	22	49
Utility Locates	Each	175	2,100	309	548

Additional detail describing the maintenance and operational activities is provided below.

#### CCTV Inspection

- 8,349 linear feet in grid areas F4 and F3

Pipeline Cleaning

- Main –24,418 linear feet in grid areas A5 and B6 was started

FOG

- 48 inspections were completed - see Attachment A (FOG report) for additional detail

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- Grinder pumps received the 1<sup>st</sup> inspection of the calendar year

Manholes

- 111 manholes inspected in grid areas B5 and C6 was started

Lift Stations and Grinder Pumps

- Lift Station #4 drywell blower motor was replaced
- Lift Station #6 retention vault sump pump was replaced

Permits Issued

**Planning and Permitting**

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (FEB)</i>	<i>YTD</i>
New Connection	3	1	1	5	17
Repair	16			16	38
Cap Off	2			2	3
Coring					
Discharge					
Dry Line					1
Developer Extension					
Total:				23	59

Final Inspections	19	1	2	22	49
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Utility locates

- 309 locates accomplished this month

## Other

### Administration

- Prepared a February Pump Run Time and Flow Report – see Attachment B
- DE status update - see Attachment D

### Facilities/Fleet/Equipment

- The Vactor truck radiator and transmission cooler line were replaced

### Emergencies/Call-outs

- 1 standby staff call-out – see Attachment C
- 1 after hours emergency locate was completed for PSE

### Customer Service

- No reportable work activity this period

### Personnel

- No reportable work activity this period

## Maintenance and Operations

<i>Category</i>	<i>Month (FEB)</i>	<i>YTD</i>
Administrative	28.5	87.5
CCTV Inspection	84	328.5
Facility/Equipment/Fleet Mgt.	16	87.5
Fats, Oil and Grease (FOG)	32.5	63
Manholes	79.5	143.5
Pipeline (Main)	90.5	218.5
Pipeline (Side Sewer)	16	42.5
LS/Grinder Pumps	136	273.5
Utility Locates	48	213
Standby	585	1449
Callback	9	18
Overtime	0	0
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	141	210.5
Total Hours:	1266	3135

## PLANNING AND PERMITTING

<i>Category</i>	<i>Month (FEB)</i>	<i>YTD</i>
Pre-application	4	10
Wastewater Development Review	26	82
Field Checks	6	23.5
Developer Extensions	19	38
GIS/Mapping	29.5	62.5
Customer Service	31.5	90
Administration	28	73.5
Inspections	72	132.5
Overtime	0	0
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	8	48
Total Hours:	224	560

### Look Ahead

- Continue to refine monthly Maintenance Report

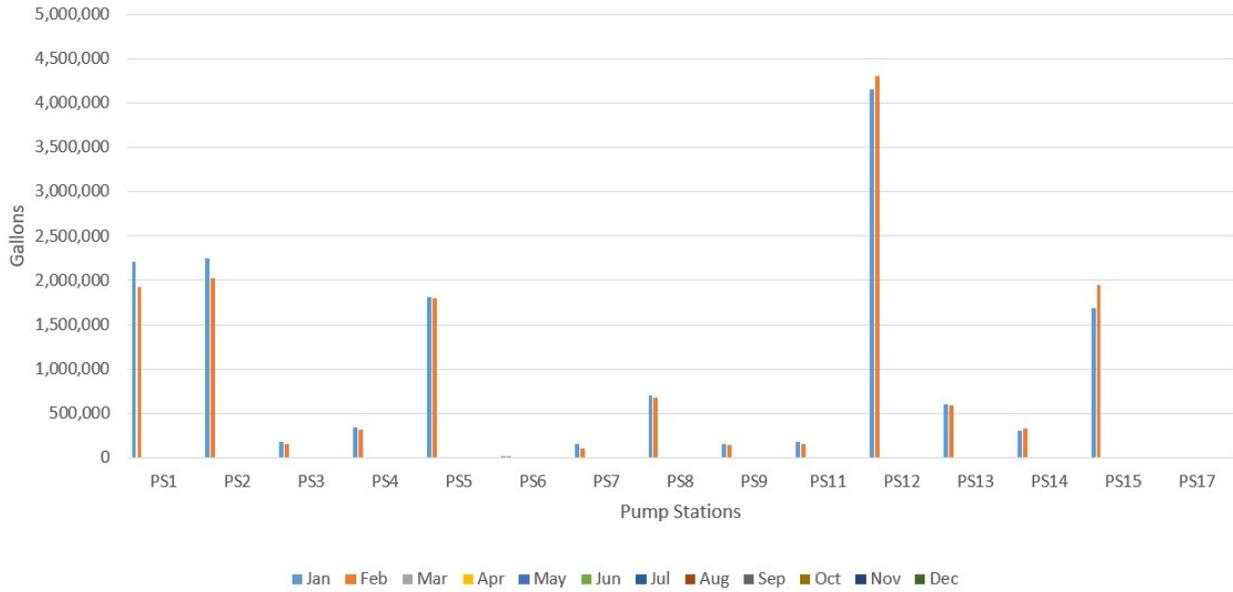
# ATTACHMENT A

## City of Shoreline Fog Program Report Feb-20

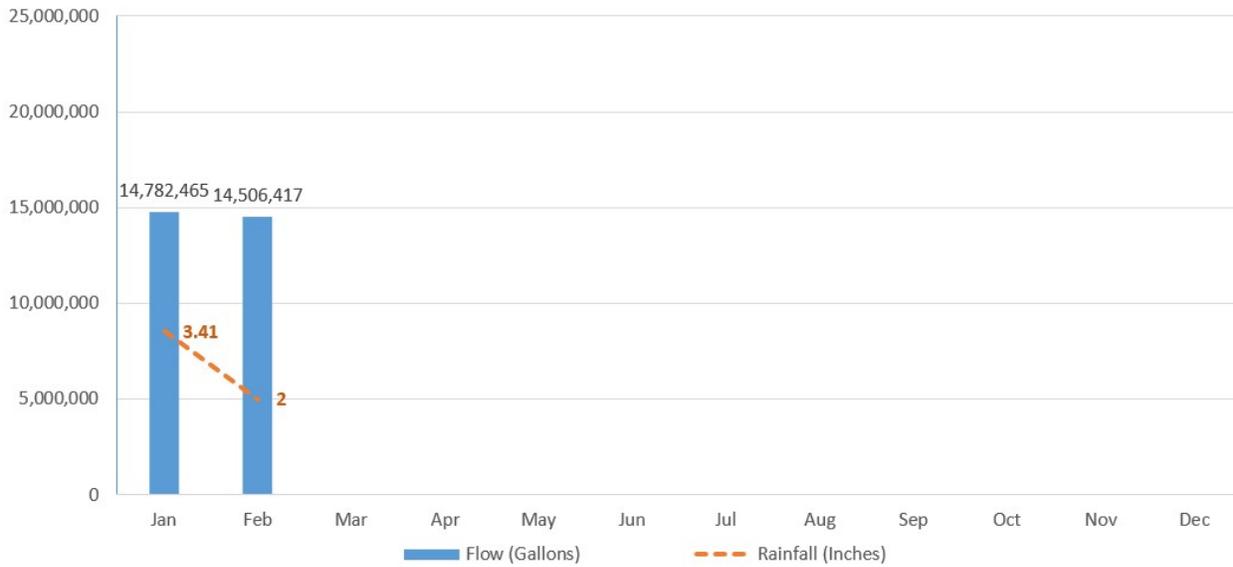
Day	Inspections	New Account	Notice of Defect (Install Req'd)	1st Violation	2nd Violation (\$250.00)	3rd Violation (\$500.00)	In Compliance
1							
2							
3							
4							
5							
6							
7	2			1			1
8							
9							
10	1						1
11	1						1
12							
13							
14							
15							
16							
17							
18	10	1					10
19	9			1			8
20	10						10
21	3						3
22							
23							
24	4			1			3
25							
26							
27							
28	8						8
29							
<b>TOTAL</b>	<b>48</b>	<b>1</b>		<b>3</b>			<b>45</b>

# ATTACHMENT B

## Monthly Pump Station Flow (Single)



## 2020 Monthly Pump Station Flow and Rainfall Data



## ATTACHMENT C

	<h3 style="margin: 0;">WORK ORDER</h3>	City of Shoreline, WA 17500 Midvale Ave N Shoreline, WA 98133
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**General:**

- WO No: <b>34763</b>	-WO CATEGORY: REACTIVE	-WO PRIORITY: Medium	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: SHARPE, JASON			-STATUS: CLOSED	
-WO DESCRIPTION: SCADA ALARM				

**Location:**

-GENERAL LOCATION: LS15
-ADDRESS:

**Information and Status:**

-WO REQUESTED BY:	-SUPERVISOR: PETERSON, JESSE
-PROJECTED START DATE: 2/17/2020 10:02:00 AM	-PROJECTED FINISH DATE: 3/17/2020 12:00:00 AM
-ACTUAL START DATE:	-ACTUAL FINISH DATE: 2/17/2020 12:00:00 AM
-WO INSTRUCTIONS: SCADA alarm, visited site reset alarms (float mode)	
-WO COMMENTS:	

**Completion:**

-WO CLOSED BY: PETERSON, JESSE	-WORK COMPLETED BY: SHARPE, JASON
-DATE WO CLOSED: 2/20/2020 7:36:42 AM	

## ATTACHMENT D

PROJECT	CONST. COMPLETE	WARRANTY INSP	CLOSEOUT DOCUMENTATION SENT TO DISTRICT ADMINISTRATOR	CLOSEOUT DOCUMENTATION RECEIVED BY DISTRICT ADMINISTRATOR	REMAINING ACTIONS NEEDED
NORTH CITY FAMILY APTS	11/26/2013	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/4/20 <i>* RESENT CLOSEOUT DOCS WITH ADDRESS CHANGE TO DOUGLAS ON 2/20/20</i>		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE (SHOULD BE COMPLETED PRIOR TO REFUND)
BALLINGER APARTMENTS	2/23/2018	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/7/20		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
ARDEN VIEW	5/9/2017	COMPLETE	WAITING FOR EASEMENT FROM DEVELOPER/HOMEOWNER HOLDOUT		1) DEVELOPER TRYING TO GET LAST EASEMENT FROM PROPERTY OWNER 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE
MICRO APARTMENTS	5/9/2017	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
SUNRISE 11	5/9/2017	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 1/31/20		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
BELWICK	10/19/2017	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20 <i>* RECONCILIATION NOTICE TO MARK GREGG ON 2/11/20</i>	CLOSEOUT FORMS RECEIVED	1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
SEELEY LANE	9/27/2018	COMPLETE	WAITING FOR EASEMENT FROM DEVELOPER		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
SHORELINE 172	12/7/2018	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20 <i>* RESENT CLOSEOUT DOCS WITH ADDRESS CHANGE TO DOUGLAS ON 2/20/20</i>		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
AVANLEA RIDGE	4/1/2019	DUE 3/1/2020	WAITING FOR SIDE SEWER EASEMENT FROM DEVELOPER. NO CONVEYANCE REQUIRED		1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE
SPS EARLY LEARNING CTR	12/7/2018	DUE 11/7/2019?	WAITING FOR AS-BUILTS FROM SCHOOL DISTRICT/CHS		1) CLOSOUT DOCS TO SCHOOL DISTRICT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE