



Memorandum

DATE: June 9, 2020

TO: Ronald Wastewater District (RWD) Board of Commissioners

FROM: Jesse Peterson, Wastewater Manager

RE: Maintenance Report – May 2020

CC: Lance Newkirk, Utility and Operations Manager

Summary

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

Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (MAY)	YTD
CCTV Inspections	Linear feet	7,500	90,000	8,611	59,462
Pipeline Cleaning	Linear feet	23,500	282,000	11,230	97,272
FOG Inspection	Each	31	372	0	84
Generator Operations	Each	8	96	8	40
Grinder Pump Inspection	Each	Triannual	63	0	21
Wet Well Cleaning	Each	Triannual	45	0	15
Lift Station Inspection	Each	65	780	65	325
Manhole Condition Assessment	Each	100	1,200	0	366
Permits Issued	Each	15	180	5	87
Utility Locates	Each	175	2,100	355	2,274

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

CCTV Inspection

- 8,611 linear feet in grid area F2

Pipeline Cleaning

- Main –11,230 linear feet of problematic grease lines

FOG

- 0 inspections completed

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- No reportable work activity this period

Manholes

- 0 manholes inspected

Lift Stations and Grinder Pumps

- The transducer was replaced at Lift Station 1

Permits Issued

Planning and Permitting

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (MAY)</i>	<i>YTD</i>
New Connection			1	1	22
Repair	2			2	53
Cap Off	2			2	7
Coring					4
Discharge					
Dry Line					1
Developer Extension					
Total:				5	87

Final Inspections	7			7	71
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Utility locates

- 355 locates accomplished this month

Other

Administration

- Prepared a May Pump Run Time and Flow Report – see Attachment B

Facilities/Fleet/Equipment

- No reportable work activity this period

Emergencies/Call-out

- 3 standby staff call-outs – see Attachment C
- 2 after hours emergency locates completed

Customer Service

- No reportable work activity this period

Personnel

- No reportable work activity this period

Maintenance and Operations

<i>Category</i>	<i>Month (MAY)</i>	<i>YTD</i>
Administrative	10.5	266
CCTV Inspection	18.75	569.25
Facility/Equipment/Fleet Mgt.		127
Fats, Oil and Grease (FOG)		75
Manholes		184.5
Pipeline (Main)	4.5	373
Pipeline (Side Sewer)		49.5
LS/Grinder Pumps		368
Utility Locates		381
Standby	805.5	3990.5
Callback	40	77
Overtime	1	1
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	960	2732
Total Hours:	1840.25	9193.75

**Hours worked table now includes comp time hours.*

PLANNING AND PERMITTING

<i>Category</i>	<i>Month (MAY)</i>	<i>YTD</i>
Pre-application		13
Wastewater Development Review		139.5
Field Checks		43.5
Developer Extensions		55
GIS/Mapping		97.5
Customer Service		131
Administration		102
Inspections		217.75
Overtime		
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	320	888
Total Hours:	320	1687.25

**Hours worked table now includes comp time hours.*

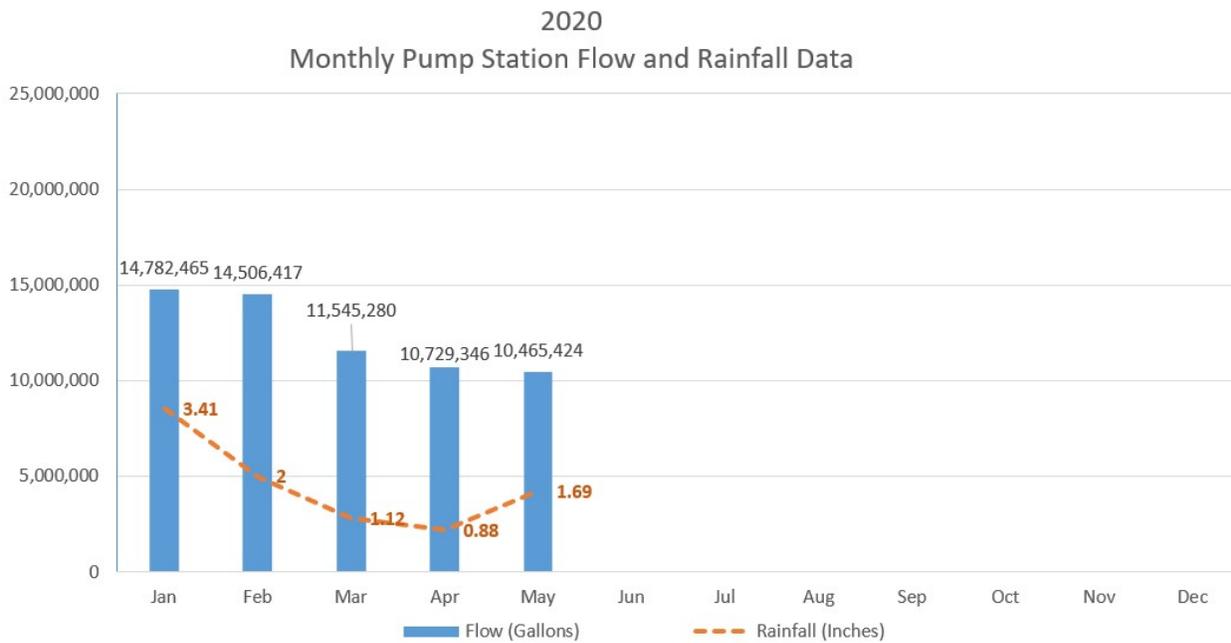
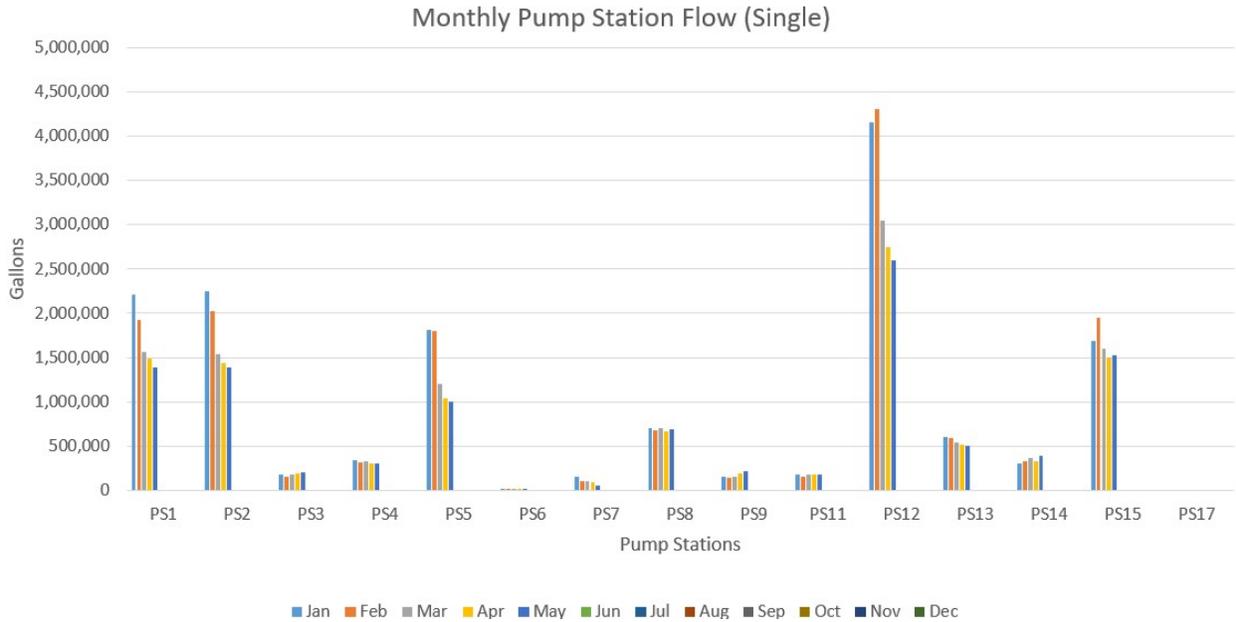
Developer Extensions

- Developer Extension Project Close-out Status Report – Attachment D.

Look Ahead

- Continue to refine monthly Maintenance Report

ATTACHMENT B



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: 37486	-WO CATEGORY: REACTIVE	-WO PRIORITY: Medium	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: BROOKS, CHARLES			-STATUS: CLOSED	
-WO DESCRIPTION: SCADA ALARM				

Location:

-GENERAL LOCATION:
-ADDRESS: Lift Station #1

Information and Status:

-WO REQUESTED BY:	-SUPERVISOR: PETERSON, JESSE
-PROJECTED START DATE: 5/14/2020 11:00:00 PM	-PROJECTED FINISH DATE: 5/15/2020 12:00:00 AM
-ACTUAL START DATE:	-ACTUAL FINISH DATE: 5/15/2020 12:00:00 AM
-WO INSTRUCTIONS: Low water SCADA alarm	
-WO COMMENTS:	

Completion:

-WO CLOSED BY: PETERSON, JESSE	-WORK COMPLETED BY:
-DATE WO CLOSED: 5/18/2020 12:12:54 PM	

	<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: 37489	-WO CATEGORY: REACTIVE	-WO PRIORITY: Medium	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: BROOKS, CHARLES			-STATUS: CLOSED	
-WO DESCRIPTION: SCADA ALARM				

Location:

-GENERAL LOCATION: Lift Station #1
-ADDRESS: Lift Station #1

Information and Status:

-WO REQUESTED BY:	-SUPERVISOR: PETERSON, JESSE
-PROJECTED START DATE: 5/17/2020 4:00:00 PM	-PROJECTED FINISH DATE: 5/17/2020 8:00:00 PM
-ACTUAL START DATE:	-ACTUAL FINISH DATE: 5/17/2020 8:00:00 PM
-WO INSTRUCTIONS: Low water alarm, transducer was replaced	
-WO COMMENTS:	

Completion:

-WO CLOSED BY: PETERSON, JESSE	-WORK COMPLETED BY: BROOKS, CHARLES
-DATE WO CLOSED: 5/18/2020 12:52:34 PM	

	WORK ORDER	City of Shoreline, WA 17500 Midvale Ave N Shoreline, WA 98133
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General:

- WO No: 37492	-WO CATEGORY: REACTIVE	-WO PRIORITY: Medium	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: BROOKS, CHARLES			-STATUS: CLOSED	
-WO DESCRIPTION: CLEAN				

Location:

-GENERAL LOCATION:
-ADDRESS: 2151 N 176th ST

Information and Status:

-WO REQUESTED BY:	-SUPERVISOR:
-PROJECTED START DATE: 5/16/2020 3:00:00 PM	-PROJECTED FINISH DATE: 5/16/2020 9:00:00 PM
-ACTUAL START DATE:	-ACTUAL FINISH DATE: 5/16/2020 9:00:00 PM
-WO INSTRUCTIONS: After hours side sewer backup, see incident report for details	
-WO COMMENTS: By PETERSON, JESSE : 5/18/2020 1:14:18 PM After hours side sewer backup, see incident report for details	

Completion:

-WO CLOSED BY: PETERSON, JESSE	-WORK COMPLETED BY: BROOKS, CHARLES
-DATE WO CLOSED: 5/18/2020 1:14:42 PM	

Custom Fields:

-CUSTOM FIELD NAME:	-CUSTOM FIELD VALUE:
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ATTACHMENT D

City Developer Extension Project Closeout Status Report

DE No.	PROJECT	CONST. COMPLETE	WARRANTY INSP	CLOSEOUT DOCUMENTATION SENT TO DISTRICT ADMINISTRATOR	CLOSEOUT DOCUMENTATION RECEIVED BY DISTRICT ADMINISTRATOR	REMAINING ACTIONS NEEDED
1	NORTH CITY FAMILY APTS	11/26/2013	COMPLETE	<p>CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/4/20</p> <p>RESENT CLOSEOUT DOCS WITH ADDRESS CHANGE TO DOUGLAS ON 2/20/20</p> <p>NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20</p>		<p>1) TO JOE BENNETT FOR CLOSEOUT</p> <p>2) DE ACCEPTANCE THROUGH BOARD RESOLUTION</p> <p>3) RELEASE OF ENCUMBRANCE BY BOARD</p>
2	BALLINGER APARTMENTS	2/23/2018	COMPLETE	<p>CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/7/20</p> <p>NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20</p>		<p>1) TO JOE BENNETT FOR CLOSEOUT</p> <p>2) DE ACCEPTANCE THROUGH BOARD RESOLUTION</p> <p>3) RELEASE OF ENCUMBRANCE BY BOARD</p>
4	ARDEN VIEW	5/9/2017	COMPLETE	<p>WAITING FOR EASEMENT FROM DEVELOPER/HOMEOWNER HOLDOUT</p> <p>NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20</p> <p>LETTER FORWARDED TO DEVELOPER BY JOE BENNETT REQUIRING EASEMENT BE OBTAINED BY 5/31/20 OR DISTRICT WILL BEGIN LEGAL ACTION. 5/19/20</p>		<p>1) TO JOE BENNETT FOR LEGAL ACTION OR EASEMENT OBTAINED</p> <p>2) DE ACCEPTANCE THROUGH BOARD RESOLUTION</p> <p>3) RELEASE OF ENCUMBRANCE BY BOARD</p>
5	MICRO APARTMENTS	5/9/2017	COMPLETE	<p>CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20</p>		<p>1) TO JOE BENNETT FOR CLOSEOUT</p>

				NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20		2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
6	SUNRISE 11	5/9/2017	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 1/31/20 RECONCILIATION NOTICE TO MARK GREGG ON 5/7/2020	CLOSEOUT FORMS RECEIVED 5/5/20 RECONCILIATION TO MARK GREGG 5/7/20	1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE BY BOARD
7	BELWICK	10/19/2017	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20 RECONCILIATION NOTICE TO MARK GREGG ON 2/11/20	CLOSEOUT FORMS RECEIVED RECONCILIATION TO MARK GREGG 2/11/20	1) DE ACCEPTANCE THROUGH BOARD RESOLUTION 2) RELEASE OF ENCUMBRANCE BY BOARD
8	SHORELINE 172	12/7/2018	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20 RESENT CLOSEOUT DOCS WITH ADDRESS CHANGE TO DOUGLAS ON 2/20/20 NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
9	SEELEY LANE	9/27/2018	COMPLETE	WAITING FOR EASEMENT FROM DEVELOPER DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION

						3) RELEASE OF ENCUMBRANCE BY BOARD
11	AVANLEA RIDGE	4/1/2019	DUE 3/1/2020	WAITING FOR SIDE SEWER EASEMENT FROM DEVELOPER. NO CONVEYANCE REQUIRED DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
12	SPS EARLY LEARNING CTR	12/7/2018	DUE 11/7/2019?	WAITING FOR AS-BUILTS FROM SCHOOL DISTRICT/CHS ENGINEERS		1) CLOSOUT DOCS TO SCHOOL DISTRICT 2) RECONCILIATION NOTICE 3) DE ACCEPTANCE THROUGH BOARD RESOLUTION 4) RELEASE OF ENCUMBRANCE BY BOARD

Date of Report: 6/1/2020