



## Memorandum

**DATE:** July 14, 2020

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

**FROM:** Jesse Peterson, Wastewater Manager

**RE:** Maintenance Report – June 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 June 2020.

### Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (JUN)	YTD
CCTV Inspections	Linear feet	7,500	90,000	9,493	68,955
Pipeline Cleaning	Linear feet	23,500	282,000	19,124	116,396
FOG Inspection	Each	31	372	51	135
Generator Operations	Each	8	96	8	48
Grinder Pump Inspection	Each	Triannual	63	0	21
Wet Well Cleaning	Each	Triannual	45	15	30
Lift Station Inspection	Each	65	780	65	390
Manhole Condition Assessment	Each	100	1,200	38	404
Permits Issued	Each	15	180	34	121
Utility Locates	Each	175	2,100	380	2,654

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

#### CCTV Inspection

- 9,493 linear feet in grid areas G4, F1, F2 and F3

Pipeline Cleaning

- Main –19,124 in grid areas G4, B5 and B4

FOG

- 51 inspections were completed – see Attachment A

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- Wet wells received the quarterly cleaning

Manholes

- 38 manholes inspected in grid areas B3 and C6

Lift Stations and Grinder Pumps

- Pump #2 at Lift Station 9 was pulled and sent out for a rebuild

Permits Issued

**Planning and Permitting**

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (JUN)</i>	<i>YTD</i>
New Connection	24			24	46
Repair	4			4	57
Cap Off	5			5	12
Coring	1			1	5
Discharge					
Dry Line					1
Developer Extension					
Total:	34			34	121

Final Inspections	9	1		10	81
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Utility locates

- 380 locates accomplished this month

## Other

### Administration

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

### Facilities/Fleet/Equipment

- The new CCTV van was delivered the morning of 6/30

### Emergencies/Call-out

- 1 standby staff call-out – see Attachment C

### Customer Service

- No reportable work activity this period

### Personnel

- No reportable work activity this period

## Maintenance and Operations

<i>Category</i>	<i>Month (JUN)</i>	<i>YTD</i>
Administrative	65.5	375
CCTV Inspection	167	941
Facility/Equipment/Fleet Mgt.	58	212
Fats, Oil and Grease (FOG)	2	80.5
Manholes	8	256.5
Pipeline (Main)	66	535
Pipeline (Side Sewer)	40	104.5
LS/Grinder Pumps	208.5	757.5
Utility Locates	151	784.5
Standby	710	4742.5
Callback	6	89
Overtime	.75	1.75
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	289.25	2001.5
Total Hours:	1772	10881.25

## PLANNING AND PERMITTING

<i>Category</i>	<i>Month (JUN)</i>	<i>YTD</i>
Pre-application	9	27
Wastewater Development Review	59	297.5
Field Checks	21	89.5
Developer Extensions	33	152
GIS/Mapping	40	190.5
Customer Service	54	294.5
Administration	38	208
Inspections	66	322
Overtime		
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	32	435
Total Hours:	352	2016

### Developer Extensions

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

### Look Ahead

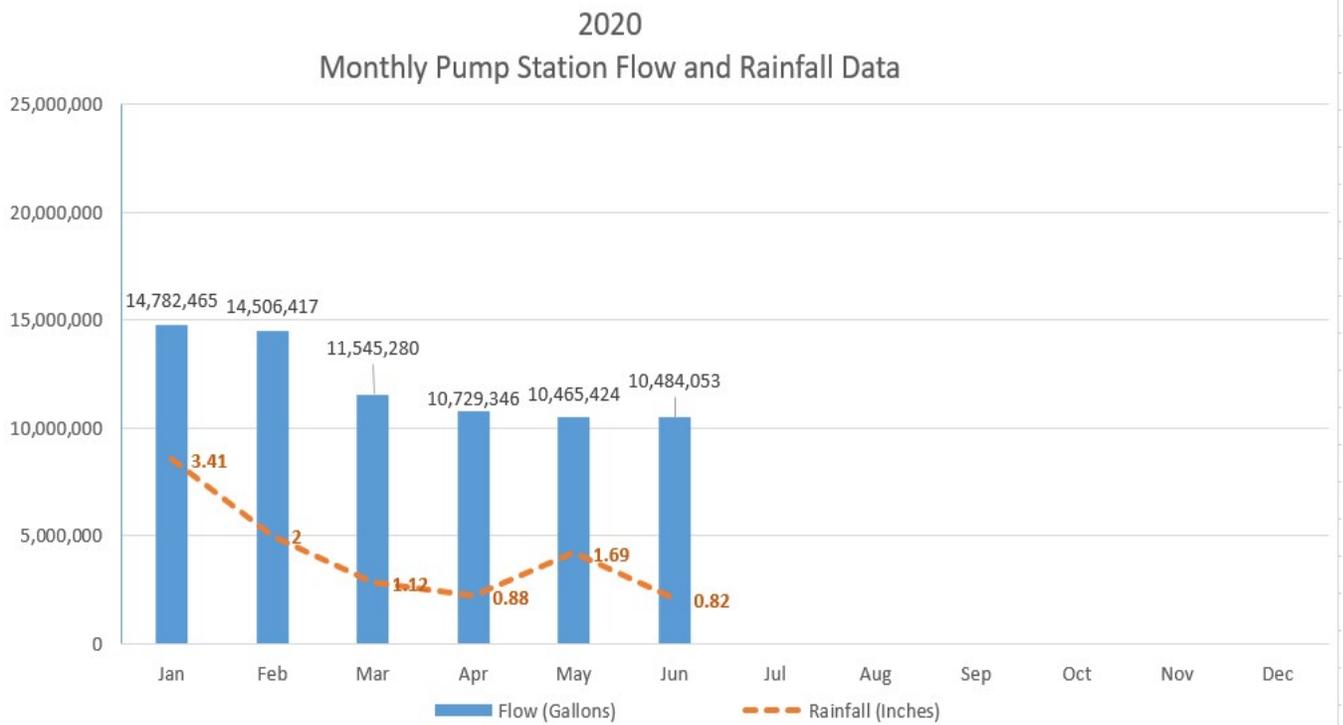
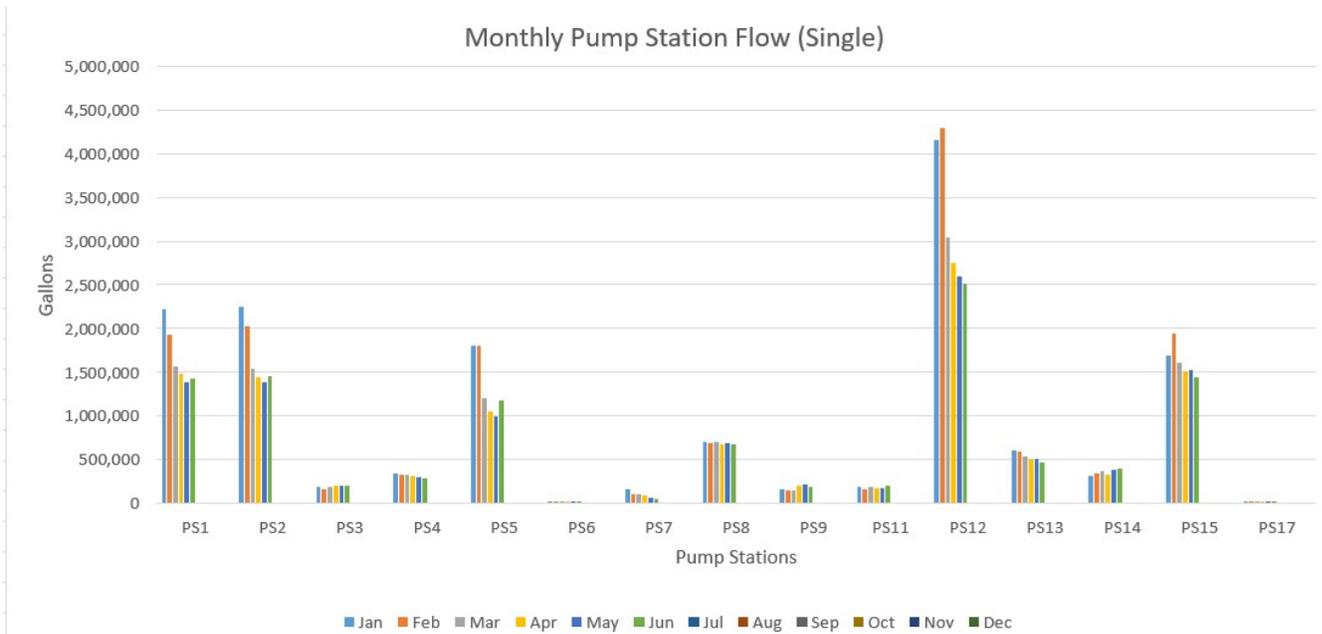
- Continue to refine monthly Maintenance Report

# ATTACHMENT A

## City of Shoreline FOG Program Report Jun-20

Day	Inspections	New Account	Notice of Defect (Install Req'd)	1st Violation	2nd Violation (\$250.00)	3rd Violation (\$500.00)	In Compliance
1	8	1	1	3			5
2	7			1			6
3	10			4			6
4	10			1			9
5	9						9
6							
7							
8							
9							
10							
11							
12							
13							
14							
15	2						2
16							
17							
18							
19	5						5
20							
21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
<b>TOTAL</b>	<b>51</b>	<b>1</b>	<b>1</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>42</b>

# 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: <b>38451</b>	-WO CATEGORY: REACTIVE	-WO PRIORITY: High	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: UNGER, AL			-STATUS: CLOSED	
-WO DESCRIPTION: REPAIR				

**Location:**

-GENERAL LOCATION: LS14
-ADDRESS:

**Information and Status:**

-WO REQUESTED BY: UNGER, AL	-SUPERVISOR: PETERSON, JESSE
-PROJECTED START DATE: 6/29/2020 9:32:58 AM	-PROJECTED FINISH DATE: 7/9/2020 9:32:58 AM
-ACTUAL START DATE: 6/27/2020 9:00:00 AM	-ACTUAL FINISH DATE: 6/27/2020 10:30:00 AM
-WO INSTRUCTIONS: Low water alarm call out	

## 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>

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