



## Memorandum

**DATE:** August 11, 2020

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

**FROM:** Jesse Peterson, Wastewater Manager

**RE:** Maintenance Report – July 2020

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

### Summary

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

### Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (JUL)	YTD
CCTV Inspections	Linear feet	7,500	90,000	6,258	75,213
Pipeline Cleaning	Linear feet	23,500	282,000	24,371	140,767
FOG Inspection	Each	31	372	8	143
Generator Operations	Each	8	96	8	56
Grinder Pump Inspection	Each	Triannual	63	21	42
Wet Well Cleaning	Each	Triannual	45	0	30
Lift Station Inspection	Each	65	780	65	455
Manhole Condition Assessment	Each	100	1,200	22	426
Permits Issued	Each	15	180	34	121
Utility Locates	Each	175	2,100	417	3,071

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

#### CCTV Inspection

- 6,258 linear feet in grid areas F2 and F1

Pipeline Cleaning

- Main –24,371 in grid areas B4 and B3

FOG

- 8 inspections were completed – see Attachment A

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- The grinder pumps received the quarterly inspection

Manholes

- 22 manholes inspected in grid area C6 with an emphasis on easement/X-lines

Lift Stations and Grinder Pumps

- The dry well at Lift Station #9 was painted after the pump #2 was replaced

Permits Issued

**Planning and Permitting**

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (JUL)</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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\*Information in above table will be updated when available

Utility locates

- 417 locates accomplished this month

## Other

### Administration

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

### Facilities/Fleet/Equipment

- No reportable work activity this period

### Emergencies/Call-out

- 2 standby staff call-outs – see Attachment C

### Customer Service

- No reportable work activity this period

### Personnel

- Staff attended a 3-day training on the new CCTV van

## Maintenance and Operations

<i>Category</i>	<i>Month (JUL)</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

\*Information in above table will be updated when available

**PLANNING AND PERMITTING**

<i>Category</i>	<i>Month (JUL)</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

\*Information in above table will be updated when available

**Developer Extensions**

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

**Look Ahead**

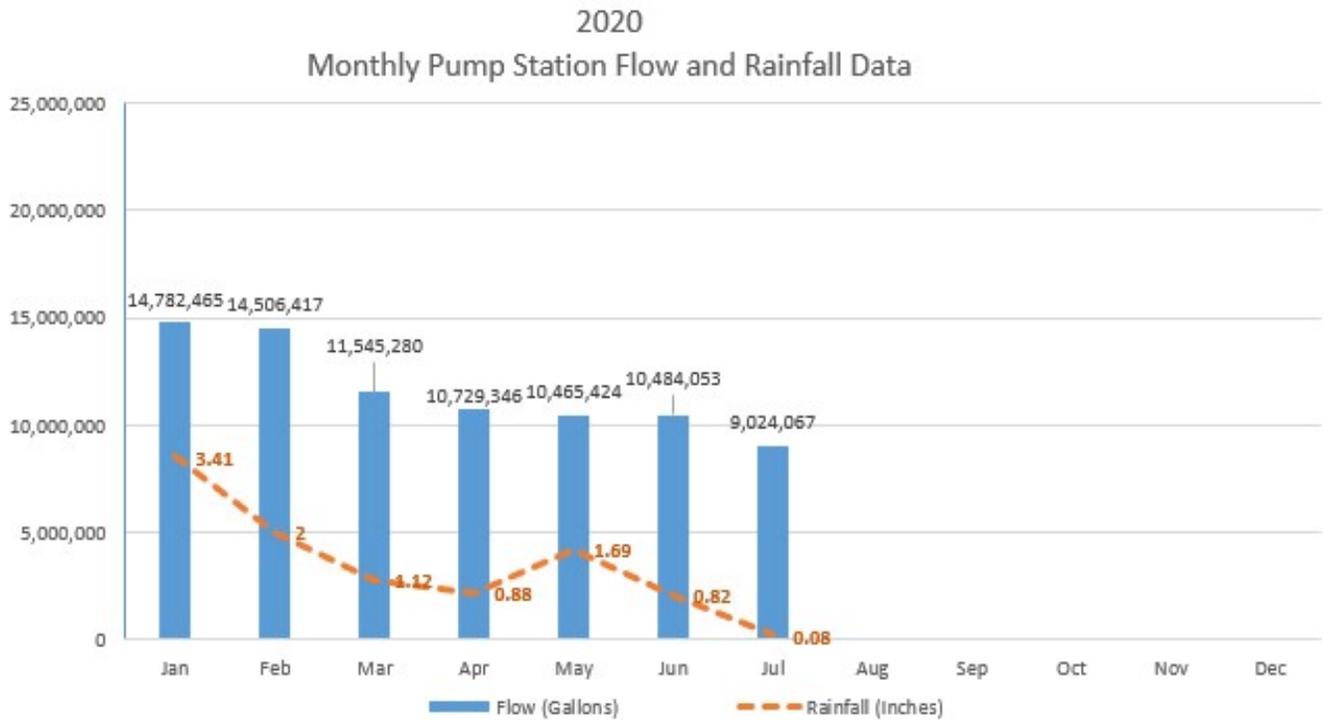
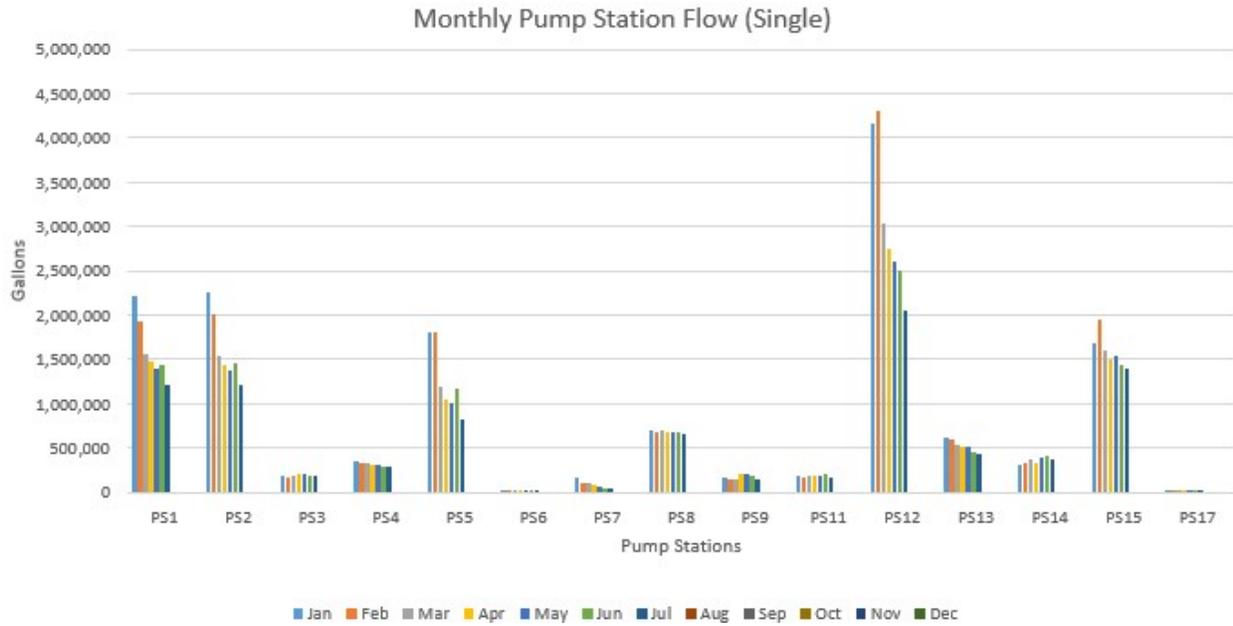
- Continue to refine monthly Maintenance Report

# ATTACHMENT A

## City of Shoreline Fog Program Report Jul-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							
8							
9							
10							
11							
12							
13							
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17							
18							
19							
20							
21							
22							
23							
24							
25							
26							
27							
28							
29	5	1					5
30	1			1			
31	2						2
<b>TOTAL</b>	<b>8</b>	<b>1</b>		<b>1</b>			<b>7</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>38737</b>	-WO CATEGORY: PREVENTIVE	-WO PRIORITY: High	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: TBD, TBD			-STATUS: CLOSED	
-WO DESCRIPTION: INSPECT - PM				

**Location:**

-GENERAL LOCATION:
-ADDRESS:

**Information and Status:**

-WO REQUESTED BY:	-SUPERVISOR:
-PROJECTED START DATE: 7/12/2020 1:00:00 PM	-PROJECTED FINISH DATE: 7/12/2020 2:00:00 PM
-ACTUAL START DATE:	-ACTUAL FINISH DATE: 7/12/2020 2:00:00 PM
-WO INSTRUCTIONS: Inspected manhole and mainline conditions	
-WO COMMENTS:	

**Completion:**

-WO CLOSED BY: PETERSON, JESSE	-WORK COMPLETED BY: MAYO, ULRIDGE
-DATE WO CLOSED: 7/14/2020 11:38:54 AM	

	<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>38720</b>	-WO CATEGORY: PREVENTIVE	-WO PRIORITY: High	-SR No.:	-SR DESCRIPTION:
-SUBMITTED TO: SHARPE, JASON			-STATUS: WORK COMPLETE (READY FOR QA)	
-WO DESCRIPTION: CLEAN				

**Location:**

-GENERAL LOCATION: F5079
-ADDRESS:

**Information and Status:**

-WO REQUESTED BY:	-SUPERVISOR: PETERSON, JESSE
-PROJECTED START DATE: 7/13/2020 10:02:47 AM	-PROJECTED FINISH DATE: 7/23/2020 10:02:47 AM
-ACTUAL START DATE:	-ACTUAL FINISH DATE:
-WO INSTRUCTIONS: Clean mainline from weekend side sewer issue	
-WO COMMENTS:	

## 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	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/4/20 NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20  NO CHANGE 8/3/20		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
2	BALLINGER APARTMENTS	2/23/2018	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/7/20  NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20  NO CHANGE 8/3/20		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
4	ARDEN VIEW	5/9/2017	COMPLETE	WAITING FOR EASEMENT FROM DEVELOPER/HOMEOWNER HOLDOUT  LETTER FORWARDED TO DEVELOPER BY JOE BENNETT REQUIRING EASEMENT BE OBTAINED BY 5/31/20 OR DISTRICT WILL BEGIN LEGAL ACTION. 5/19/20  LEGAL ACTION BY DISTRICT ATTORNEY STARTED. 8/3/2020		1) TO JOE BENNETT FOR LEGAL ACTION OR EASEMENT OBTAINED 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
5	MICRO APARTMENTS	5/9/2017	COMPLETE	CONVEYANCE, CERTIFICATION AND CLOSEOUT LETTER TO DOUGLAS 2/6/20  NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20  NO CHANGE. 8/3/2020		1) TO JOE BENNETT FOR CLOSEOUT 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

				PROJECT CLOSED. 8/3/2020		
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  PROJECT CLOSED. 8/3/2020	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  NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20  NO CHANGE. 8/3/2020		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD
9	SEELEY LANE	12/17/2018	COMPLETE	WAITING FOR EASEMENT FROM DEVELOPER  DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20  NO CHANGE. 8/3/2020		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  NO CHANGE. 8/3/2020		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	COMPLETE	WAITING FOR AS-BUILTS AND EASEMENT FROM SCHOOL DISTRICT/CHS ENGINEERS  NO CHANGE. 8/3/2020		1) CLOSOUT DOCS TO SCHOOL DISTRICT 2) RECONCILIATION NOTICE 3) DE ACCEPTANCE THROUGH BOARD RESOLUTION 4) RELEASE OF ENCUMBRANCE BY BOARD

13	SHORELINE COMMUNITY COLLEGE	9/24/2019	WARRANTY INSPECTION DUE 8/24/2020	NO EASEMENT REQUIRED		1) WARRANTY INSPECTION. 2) PROJECT CLOSEOUT BY BOARD
14	145 <sup>TH</sup> ST APARTMENTS	2/19/2020	WARRANTY INSPECTION DUE 1/19/2021	CLOSEOUT PAPERWORK COMPLETED.		1) WARRANTY INSPECTION. 2) PROJECT CLOSEOUT BY BOARD
15	SHORELINE APARTMENTS	12/19/2019	WARRANTY INSPECTION DUE 11/19/2020	CLOSEOUT PAPERWORK COMPLETED.		1) WARRANTY INSPECTION. 2) PROJECT CLOSEOUT BY BOARD
16	NORTH CITY TOWNHOMES	12/30/2019	WARRANTY INSPECTION DUE 11/30/2020	CLOSEOUT PAPERWORK COMPLETED.		1) WARRANTY INSPECTION. 2) PROJECT CLOSEOUT BY BOARD
17	TP HOMES ROWHOUSES	3/13/2020	WARRANTY INSPECTION DUE 2/13/2021	CLOSEOUT PAPERWORK INCOMPLETE		1) WARRANTY INSPECTION. CLOSEOUT 2) PAPERWORK NEEDED. 3) PROJECT CLOSEOUT BY BOARD.
18	15 <sup>TH</sup> AVE APARTMENTS	CONSTRUCTIONS TARTED 5/13/2019		CONSTRUCTION PHASE		
19	ARABELLA II APARTMENTS	11/12/2019	WARRANTY INSPECTION DUE 10/12/2020	CLOSEOUT PAPERWORK INCOMPLETE. EASEMENT REQUIRED		INSPECTION. CLOSEOUT 2) PAPERWORK NEEDED. 3) PROJECT CLOSEOUT BY BOARD.
20	ALEXAN APARTMENTS	CONSTRUCTION STARTED 3/5/2019		CONSTRUCTION PHASE		
21	EINSTEIN MIDDLE SCHOOL	CONSTRUCTION STARTED 8/24/20119		CONSTRUCTION PHASE		
22	KELLOGG MIDDLE SCHOOL	CONSTRUCTION STARTED 6/24/2019		CONSTRUCTION PHASE		
23	MGP XII DE	CONSTRUCTION STARTED 2/20/2020		CONSTRUCTION PHASE		
24	CRUX AURORA DE	DESIGN REVIEW		WAITING FOR PRE-CON AND CONSTRUCTION		
25	SHORELINE 145 <sup>TH</sup> DE	CONSTRUCTION STARTED 10/28/2019		CONSTRUCTION PHASE		
26	QUINN BALLINGER APARTMENTS			DESIGN APPROVED, WAITING FOR PRE-CON		

24	SHORELINE ASSEMBLAGE 8 <sup>TH</sup> AVE	DESIGN REVIEW				
25	SHEA PROPERTIES	DESIGN REVIEW				
26	CENTERPOINT VAIL APARTMENTS	6/19/2020	WARRANTY INSPECTION DUE 5/19/2021	PROJECT IN ROW. NO CONVEYANCE, COST, OR EASEMENT REQUIRED.		1) WARRANTY INSPECTION. 2) PROJECT CLOSEOUT BY BOARD