



Memorandum

DATE: September 8, 2020

TO: Ronald Wastewater District (RWD) Board of Commissioners

FROM: Jesse Peterson, Wastewater Manager

RE: Maintenance Report – August 2020

CC: Lance Newkirk, Utility and Operations Manager

Summary

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

Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (AUG)	YTD
CCTV Inspections	Linear feet	7,500	90,000	7,218	82,431
Pipeline Cleaning	Linear feet	23,500	282,000	28,027	168,794
FOG Inspection	Each	31	372	43	186
Generator Operations	Each	8	96	8	64
Grinder Pump Inspection	Each	Triannual	63	0	42
Wet Well Cleaning	Each	Triannual	45	0	30
Lift Station Inspection	Each	65	780	65	520
Manhole Condition Assessment	Each	100	1,200	48	474
Permits Issued	Each	15	180	23	173
Utility Locates	Each	175	2,100	351	3,422

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

CCTV Inspection

- 7,218 linear feet in grid areas F2 and F1

Pipeline Cleaning

- Main –28,027 in grid areas B3, C6 and F1

FOG

- 43 inspections were completed – see Attachment A

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- A preconstruction meeting was held for the grinder pump replacement program on Apple Tree Lane

Manholes

- 48 manholes inspected in grid areas C6 and C5

Lift Stations and Grinder Pumps

- No reportable work activity this period

Permits Issued

Planning and Permitting

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (AUG)</i>	<i>YTD</i>
New Connection				4	63
Repair	11			11	75
Cap Off	5			5	22
Coring		1		1	10
Discharge	1		1	2	2
Dry Line					1
Developer Extension					
Total:				23	173

Final Inspections	14		3	17	115
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Utility locates

- 351 locates accomplished this month

Other

Administration

- Prepared an August Pump Run Time and Flow Report – see Attachment B

Facilities/Fleet/Equipment

- No reportable work activity this period

Emergencies/Call-out

- No reportable staff call-outs

Customer Service

- No reportable work activity this period

Personnel

- No reportable work activity this period

Maintenance and Operations

<i>Category</i>	<i>Month (AUG)</i>	<i>YTD</i>
Administrative	49	611.5
CCTV Inspection	147.5	1259.75
Facility/Equipment/Fleet Mgt.	33	300
Fats, Oil and Grease (FOG)	16	105.5
Manholes	28	339.5
Pipeline (Main)	142	816
Pipeline (Side Sewer)	2	122.5
LS/Grinder Pumps	49	910.5
Utility Locates	114.75	1061.25
Standby	615	6281
Callback		95
Overtime		
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	138.25	2321.75
Total Hours:	1334.5	14224.25

PLANNING AND PERMITTING

<i>Category</i>	<i>Month (AUG)</i>	<i>YTD</i>
Pre-application	8	47
Wastewater Development Review	33	392.5
Field Checks	7	116.5
Developer Extensions	14	175
GIS/Mapping	16	252.5
Customer Service	30	386.5
Administration	30	284
Inspections	62	479
Overtime		
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	40	507
Total Hours:	240	2640

Developer Extensions

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

Look Ahead

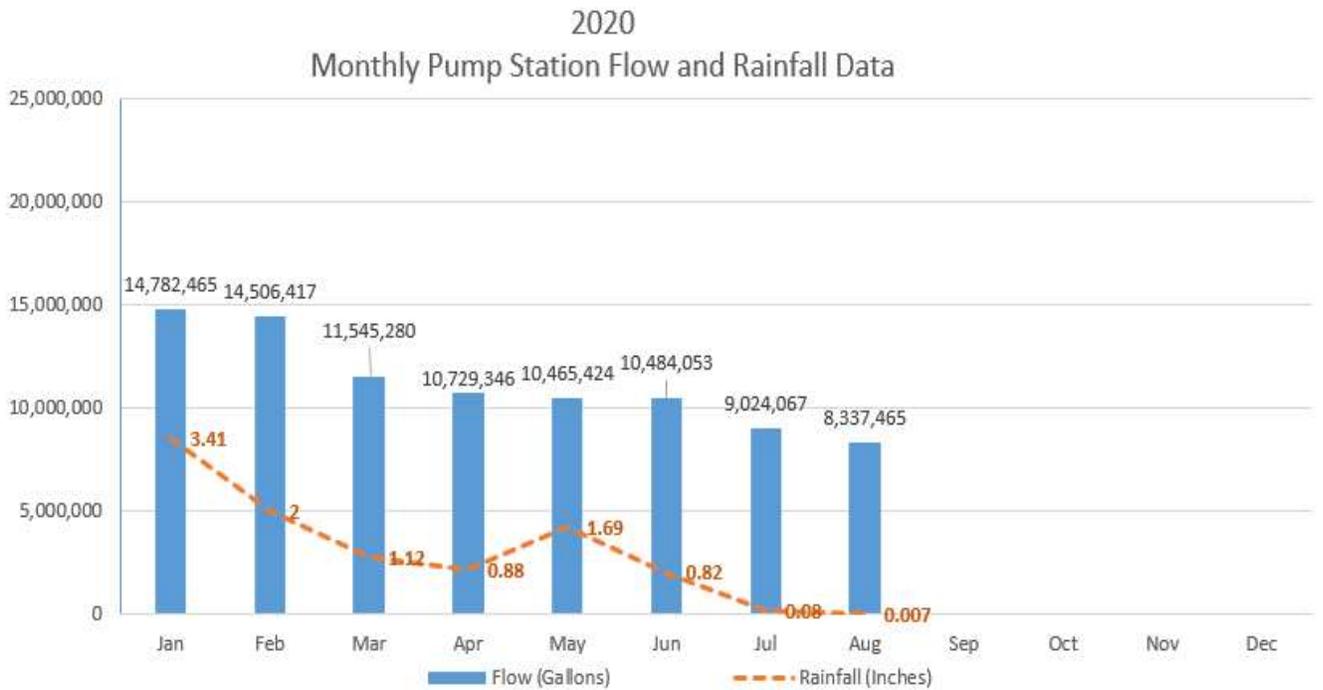
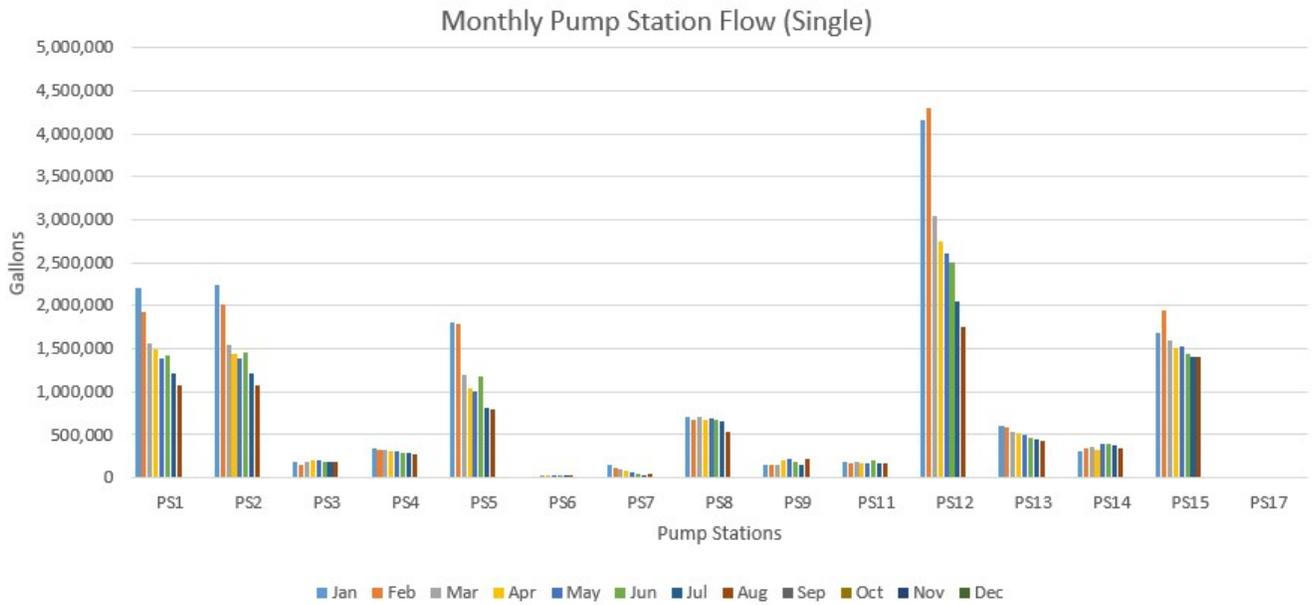
- Continue to refine monthly Maintenance Report

ATTACHMENT A

City of Shoreline Fog Program Report Aug-20

Day	Inspections	New Account	Notice of Defect (Install Req'd)	1st Violation	2nd Violation (\$250.00)	In Compliance
1						
2						
3						
4	1					1
5	7			1		6
6						
7	9			1		8
8						
9						
10						
11						
12	2					2
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24	7			2		5
25	7			1		6
26	9			1		8
27						
28	1					1
29						
30						
31						
TOTAL	43	0	0	6	0	37

ATTACHMENT B



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 TH 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 TH 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 TH DE	CONSTRUCTION STARTED 10/28/2019		CONSTRUCTION PHASE		
26	QUINN BALLINGER APARTMENTS			DESIGN APPROVED, WAITING FOR PRE-CON		

24	SHORELINE ASSEMBLAGE 8 TH 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