



Memorandum

DATE: October 13, 2020

TO: Ronald Wastewater District (RWD) Board of Commissioners

FROM: Jesse Peterson, Wastewater Manager

RE: Maintenance Report – September 2020

CC: Lance Newkirk, Utility and Operations Manager

Summary

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

Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (SEP)	YTD
CCTV Inspections	Linear feet	7,500	90,000	13,597	96,028
Pipeline Cleaning	Linear feet	23,500	282,000	7,136	175,930
FOG Inspection	Each	31	372	21	207
Generator Operations	Each	8	96	8	72
Grinder Pump Inspection	Each	Triannual	63	0	42
Wet Well Cleaning	Each	Triannual	45	0	30
Lift Station Inspection	Each	65	780	65	585
Manhole Condition Assessment	Each	100	1,200	68	542
Permits Issued	Each	15	180	28	201
Utility Locates	Each	175	2,100	443	3,865

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

CCTV Inspection

- 13,597 linear feet in grid areas F1, G6 and G5

Pipeline Cleaning

- Main –7,136 in grid area F1 and started the problematic root line list

FOG

- 21 inspections were completed – see Attachment A

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- No reportable work activity this period

Manholes

- 68 manholes inspected in grid area C5 and C4

Lift Stations and Grinder Pumps

- Lift Station 6 received an updated SCADA module

Permits Issued

Planning and Permitting

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (SEP)</i>	<i>YTD</i>
New Connection	6			6	69
Repair	13			13	88
Cap Off	5		1	6	28
Coring	3			3	13
Discharge					2
Dry Line					1
Developer Extension					
Total:	27		1	28	201

Final Inspections	17		1	18	133
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Utility locates

- 443 locates accomplished this month

Other

Administration

- Prepared a September 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
- 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 (SEP)</i>	<i>YTD</i>
Administrative	55.5	679
CCTV Inspection	151.25	1450.25
Facility/Equipment/Fleet Mgt.	56	359
Fats, Oil and Grease (FOG)	19.5	146.5
Manholes	11.5	353
Pipeline (Main)	49	928.75
Pipeline (Side Sewer)		122.5
LS/Grinder Pumps	68	1014.5
Utility Locates	75.5	1173.75
Standby	530	7036.5
Callback	6	116
Overtime		1.75
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	185.75	2507.5
Total Hours:	1208	15889

PLANNING AND PERMITTING

<i>Category</i>	<i>Month (SEP)</i>	<i>YTD</i>
Pre-application	4.5	54.5
Wastewater Development Review	34	444.5
Field Checks	2	118.5
Developer Extensions	14	196
GIS/Mapping	23	290.5
Customer Service	23.5	420
Administration	32	322
Inspections	59	567
Overtime		
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	32	539
Total Hours:	224	2952

Developer Extensions

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

Look Ahead

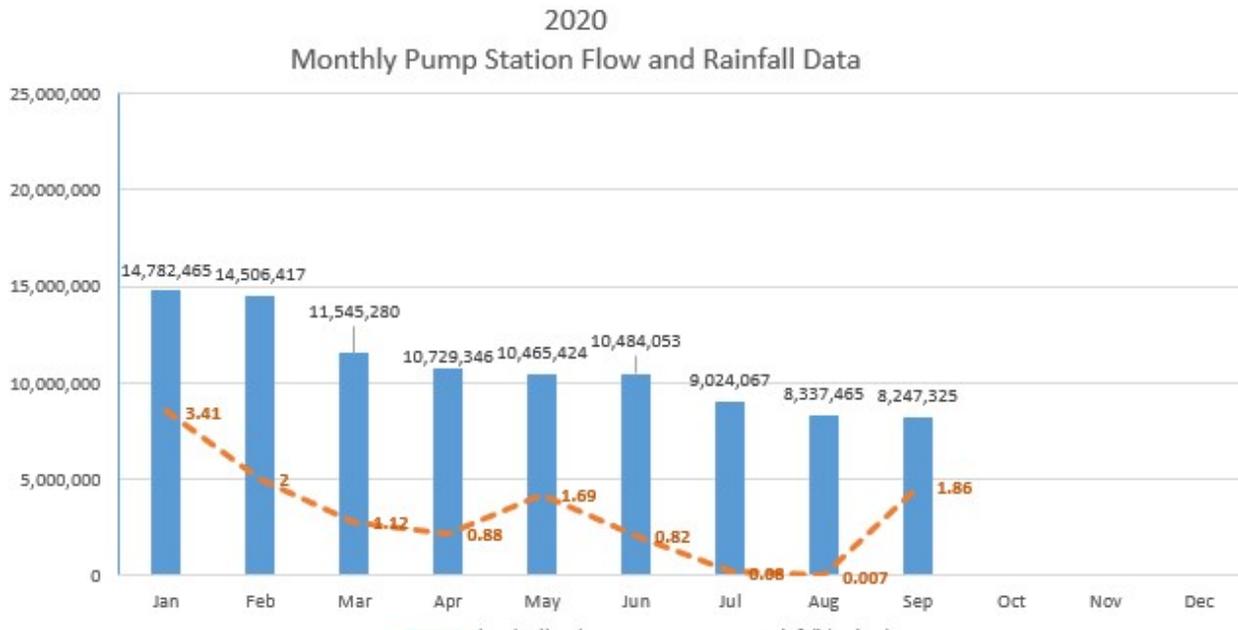
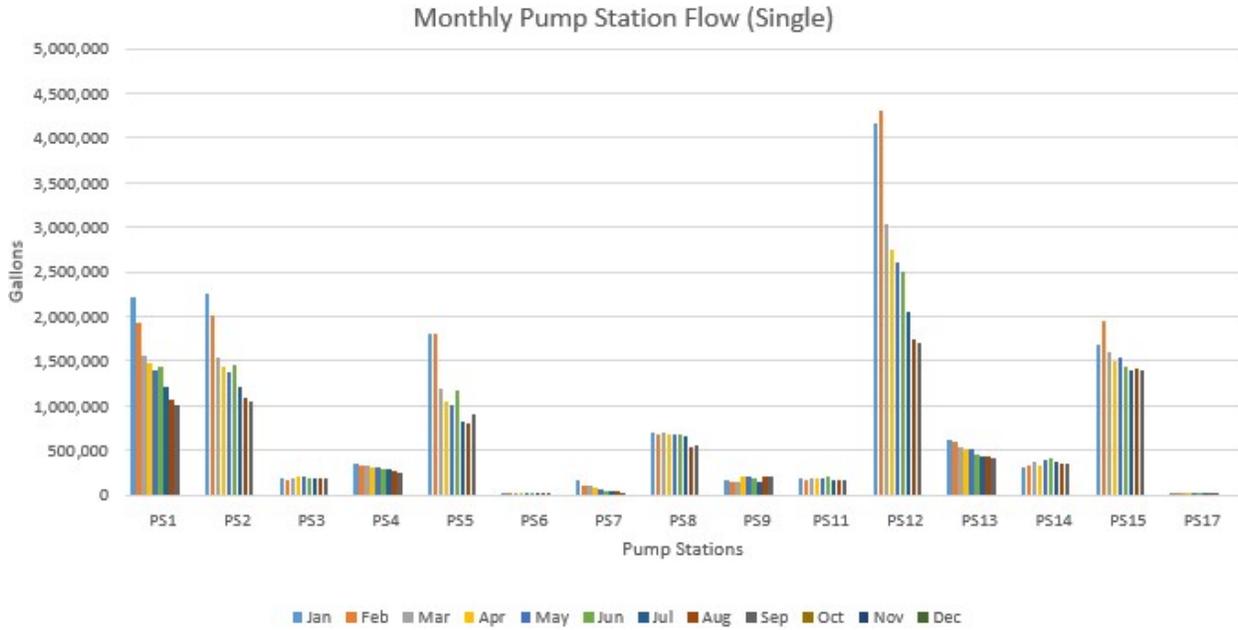
- Continue to refine monthly Maintenance Report

ATTACHMENT A

City of Shoreline Fog Program Report Sep-20

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

ATTACHMENT B



ATTACHMENT C

	<h3 style="margin: 0;">SERVICE REQUEST</h3>	City of Shoreline, WA 17500 Midvale Ave N Shoreline, WA 98133
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Priority: Urgent	Status: Closed	Proj Complete: 9/28/2020 9:30:00 PM
Initiated By: JOHNSON, DAN		Date/Time Initiated: 9/26/2020 8:39:05 AM
Submitted To: PETERSON, JESSE		Date/Time Assigned: 9/25/2020 2:00:00 PM
Dispatched To: MAYO, ULRIDGE		Date/Time Dispatched: 9/30/2020 3:41:00 PM
Details: Lift Station 15 intermittently running on Generator. Electrician Emergency Call Out		

Comments:

By PETERSON, JESSE : 9/30/2020 3:41:14 PM
 Rain event, station had water intrusion into ATS cabinet through hatch due to plugged catch basin

Caller Contact Information:

Call No.	Date/Time	Name	Address	City	Home Phone	Work Phone	Cell Phone
31820	9/26/2020 8:37:23 AM	UNKNOWN,					

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

SR No.: 31983	Description: Backup Issue	Neighborhood:
Problem Code: BLOCKAGE	Incident Address: 2116 N 190th ST	
Priority: Urgent	Status: Closed	Proj Complete: 9/26/2020 3:55:00 PM
Initiated By: PETERSON, JESSE		Date/Time Initiated: 9/30/2020 3:54:24 PM
Submitted To: PETERSON, JESSE		Date/Time Assigned: 9/26/2020 2:55:00 PM
Dispatched To: MAYO, ULRIDGE		Date/Time Dispatched: 9/26/2020 3:55:00 PM
Details:		

Comments:

By PETERSON, JESSE : 9/30/2020 3:58:45 PM
 Side Sewer Backup (Customer Side Responsibility), Ulridge checked surrounding manholes for blockages

Caller Contact Information:

Call No.	Date/Time	Name	Address	City	Home Phone	Work Phone	Cell Phone
31965	9/30/2020 3:54:11 PM	UNKNOWN,					

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 NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20</p> <p>NO CHANGE REPORTED 10/7/2020</p>		<p>1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 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>DEMAND LETTERS FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020</p> <p>CONVEYANCE AND CERTIFICATION RECEIVED, WAITING FOR EASEMENT. 9/8/2020, CITY STAFF FORWARDED REQUEST FOR EASEMENT</p>		<p>1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD</p>
4	ARDEN VIEW	5/9/2017	COMPLETE	<p>WAITING FOR EASEMENT FROM DEVELOPER/HOME OWNER HOLDOUT</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>LEGAL ACTION BY DISTRICT ATTORNEY STARTED. 8/3/2020</p>		<p>1) TO JOE BENNETT FOR LEGAL ACTION OR EASEMENT OBTAINED 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD</p>

				DEMAND LETTERS FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020		
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 REPORTED. 10/7/2020		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 PROJECT CLOSED. 8/3/2020	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 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 REPORTED 10/7/2020		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 DEMAND LETTERS FORWARDED TO DEVELOPER BY		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD

				JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020	
11	AVANLEA RIDGE	4/1/2019	DUE 3/1/2020	<p>WAITING FOR SIDE SEWER EASEMENT FROM DEVELOPER. NO CONVEYANCE REQUIRED</p> <p>DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20</p> <p>DEMAND LETTERS FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020</p>	<p>1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD</p>
12	SPS EARLY LEARNING CTR	12/7/2018	COMPLETE	<p>WAITING FOR AS-BUILTS AND EASEMENT FROM SCHOOL DISTRICT/CHS ENGINEERS</p> <p>CITY STAFF FORWARDED DOCUMENT REQUEST TO SCHOOL DISTRICT 9/16/2020</p>	<p>1) CLOSOUT DOCS TO SCHOOL DISTRICT 2) RECONCILIATION NOTICE 3) DE ACCEPTANCE THROUGH BOARD RESOLUTION 4) RELEASE OF ENCUMBRANCE BY BOARD</p>