



## Memorandum

**DATE:** November 10, 2020

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

**FROM:** Jesse Peterson, Wastewater Manager

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

### Maintenance and Operations

Task	Unit of Measure	Monthly Target	Annual Target	Month (OCT)	YTD
CCTV Inspections	Linear feet	7,500	90,000	10,650	106,678
Pipeline Cleaning	Linear feet	23,500	282,000	18,124	194,054
FOG Inspection	Each	31	372	35	242
Generator Operations	Each	8	96	8	80
Grinder Pump Inspection	Each	Triannual	63	0	42
Wet Well Cleaning	Each	Triannual	45	0	30
Lift Station Inspection	Each	65	780	65	650
Manhole Condition Assessment	Each	100	1,200	76	618
Permits Issued	Each	15	180	30	231
Utility Locates	Each	175	2,100	357	4,222

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

#### CCTV Inspection

- 10,650 linear feet in grid area G5

Pipeline Cleaning

- Main –18,124 in the problematic root line areas

FOG

- 35 inspections were completed – see Attachment A

Generators

- 8 stationary generators exercised under load

Grinder Pump/Wet Well

- No reportable work activity this period

Manholes

- 76 manholes inspected in grid area C4 and C3

Lift Stations and Grinder Pumps

- Lift Station 8 pump #1 check valve was replaced

Permits Issued

**Planning and Permitting**

<i>Type</i>	<i>Single Family</i>	<i>Multi-Family</i>	<i>Commercial</i>	<i>Month (OCT)</i>	<i>YTD</i>
New Connection	8			8	77
Repair	16			16	104
Cap Off	3			3	31
Coring	3			3	16
Discharge					2
Dry Line					1
Developer Extension					
Total:				30	231

Final Inspections	32			32	165
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Utility locates

- 357 locates accomplished this month

## Other

### Administration

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

### Facilities/Fleet/Equipment

- No reportable work activity this period

### 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 (OCT)</i>	<i>YTD</i>
Administrative	122	810
CCTV Inspection	117	1659.25
Facility/Equipment/Fleet Mgt.	33	404
Fats, Oil and Grease (FOG)	29	175.5
Manholes	41	422
Pipeline (Main)	69	1104.75
Pipeline (Side Sewer)		122.5
LS/Grinder Pumps	40	1101.5
Utility Locates	74	1309.25
Standby	474.5	7774.5
Callback	3	123
Overtime		1.75
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other	51	2558.5
Total Hours:	1053.5	17566.5

## PLANNING AND PERMITTING

<i>Category</i>	<i>Month (OCT)</i>	<i>YTD</i>
Pre-application	1	59.5
Wastewater Development Review	32	490.5
Field Checks	13	134.5
Developer Extensions	8	207
GIS/Mapping	8	305.5
Customer Service	26	463
Administration	22	319
Inspections	82	683
Overtime		
Holiday\ Vacation\ Sick\Bereavement\ Personal\Other		539
Total Hours:	192	3201

### Developer Extensions

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

### Look Ahead

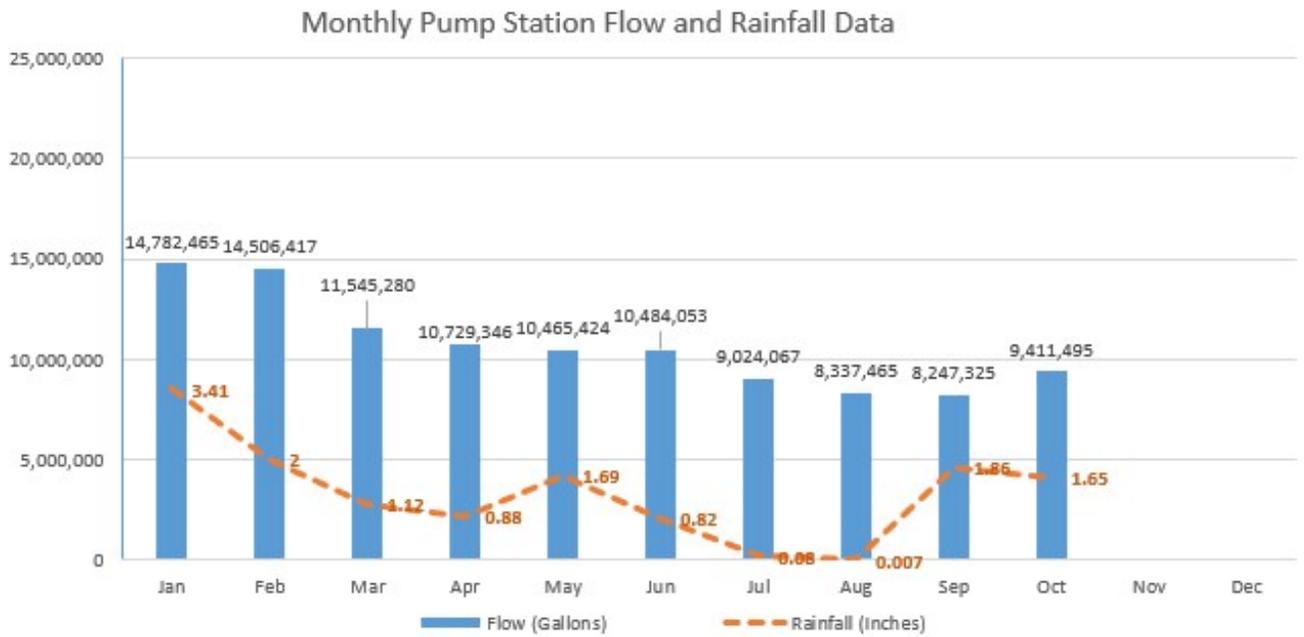
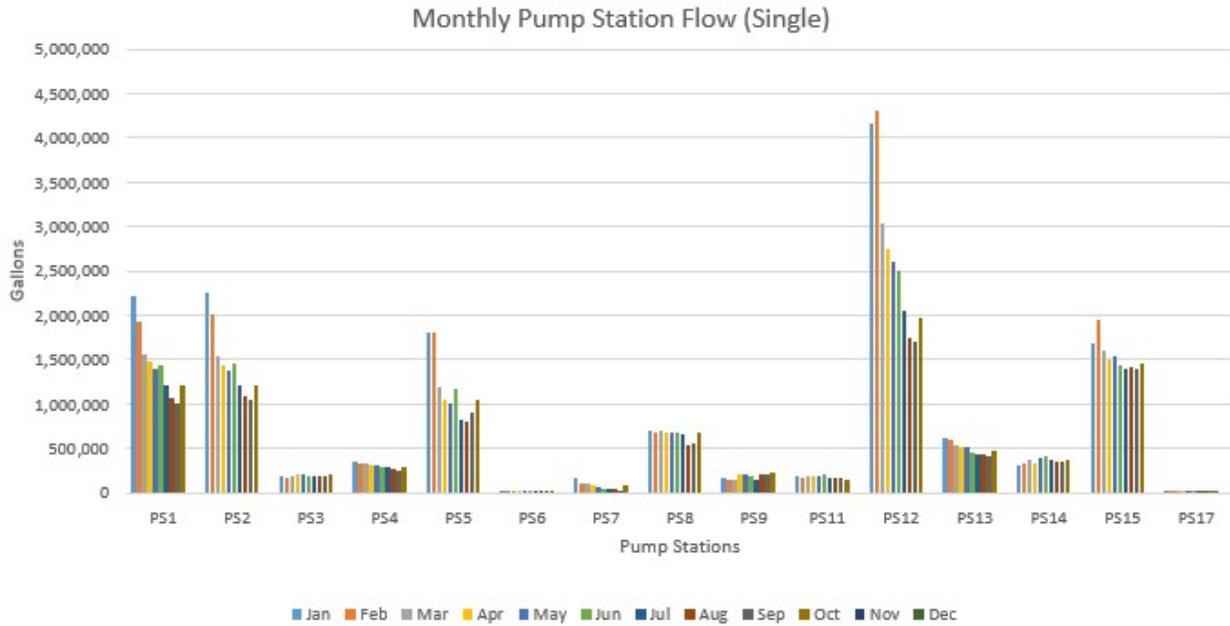
- Continue to refine monthly Maintenance Report

# ATTACHMENT A

## City of Shoreline Fog Program Report Oct-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	10						10
6	10			1			9
7	6						6
8	9			2			7
9							
10							
11							
12							
13							
14							
15	3						3
16							
17							
18							
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25							
26							
27							
28							
29							
30							
31							
<b>TOTAL</b>	<b>38</b>			<b>3</b>			<b>35</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:	-WO CATEGORY:	-WO PRIORITY:	-SR No.:	-SR DESCRIPTION:
40926	PREVENTIVE	High		
-SUBMITTED TO: ROGERS, TAYLOR			-STATUS: CLOSED	
-WO DESCRIPTION: INSPECT - PM				

**Location:**

-GENERAL LOCATION:
-ADDRESS:

**Information and Status:**

-WO REQUESTED BY:	-SUPERVISOR:
-PROJECTED START DATE: 10/10/2020 1:00:00 PM	-PROJECTED FINISH DATE: 10/10/2020 2:00:00 PM
-ACTUAL START DATE: 10/10/2020 1:00:00 PM	-ACTUAL FINISH DATE: 10/10/2020 2:00:00 PM
-WO INSTRUCTIONS: Shoreline Fire called Taylor reporting a sanitary sewer back-up, Staff dispatched to address but before arrival they got a call back from Shoreline Fire stating the issue was fixed by CRT and it ended up being a surface water issue.	
-WO COMMENTS:	

**Completion:**

-WO CLOSED BY: PETERSON, JESSE	-WORK COMPLETED BY: ROGERS, TAYLOR
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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 NO RESPONSE FROM DEVELOPER, DOUGLAS TO ATTEMPT FINAL CONTACT AND FORWARD PROJECT TO JOE BENNETT FOR CLOSEOUT 5/8/20</p> <p><b>NO CHANGE REPORTED 10/7/2020</b></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><b>DEMAND LETTERS FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020</b></p> <p><b>CONVEYANCE AND CERTIFICATION RECEIVED, WAITING FOR EASEMENT. 9/8/2020, CITY STAFF FORWARDED REQUEST FOR EASEMENT</b></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</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>

				ATTORNEY STARTED. 8/3/2020  <b>DEMAND LETTERS FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020</b>		
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  <b>NO CHANGE REPORTED. 10/7/2020</b>		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  <b>PROJECT CLOSED. 8/3/2020</b>	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  <b>PROJECT CLOSED. 8/3/2020</b>	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  <b>NO CHANGE REPORTED 10/7/2020</b>		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  <b>DEMAND LETTERS</b>		1) TO JOE BENNETT FOR CLOSEOUT 2) DE ACCEPTANCE THROUGH BOARD RESOLUTION 3) RELEASE OF ENCUMBRANCE BY BOARD

				<b>FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020</b>	
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><b>DEMAND LETTERS FORWARDED TO DEVELOPER BY JOE BENNETT 8/24/2020, FINAL RESPOND BY DATE 9/14/2020</b></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><b>CITY STAFF FORWARDED DOCUMENT REQUEST TO SCHOOL DISTRICT 9/16/2020</b></p>	<p>1) CLOSOUT DOCS TO SCHOOL DISTRICT  2) RECONCILIATION NOTICE  3) DE ACCEPTANCE THROUGH BOARD RESOLUTION  4) RELEASE OF ENCUMBRANCE BY BOARD</p>