



City of Waconia

Sanitary Sewer
Maintenance Policy
July 2011

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City of Waconia Sanitary Sewer Maintenance Policy

Adopted July 2011





I. WACONIA SANITARY SEWER MAINTENANCE POLICY

A. Introduction/ Purpose

It is the policy of the City of Waconia to comply with all applicable state and federal regulatory requirements.

The City intends to provide effective and efficient maintenance to its sanitary sewer system by evaluating political, social, safety, and economic concerns, among others. Procedures identified in this policy are intended to maintain the sanitary sewer system to prevent sewer backups. These procedures, when implemented, may also extend the service life of various components of the sanitary sewer system. The City has 274,560 feet or 52 miles of public sewer mains, 1,398 manholes and 11 lift/pump stations within its sanitary sewer system.

Procedures identified in this policy are intended to maintain the City's sanitary sewer system to prevent sewer backups and to extend the life of the system. The City has developed and implemented this policy that takes into consideration public safety, the City's budget and personnel, environmental concerns, and the cost of implementation versus the benefit to be achieved. The City will use its employees, equipment and/or private contractors to provide this service.

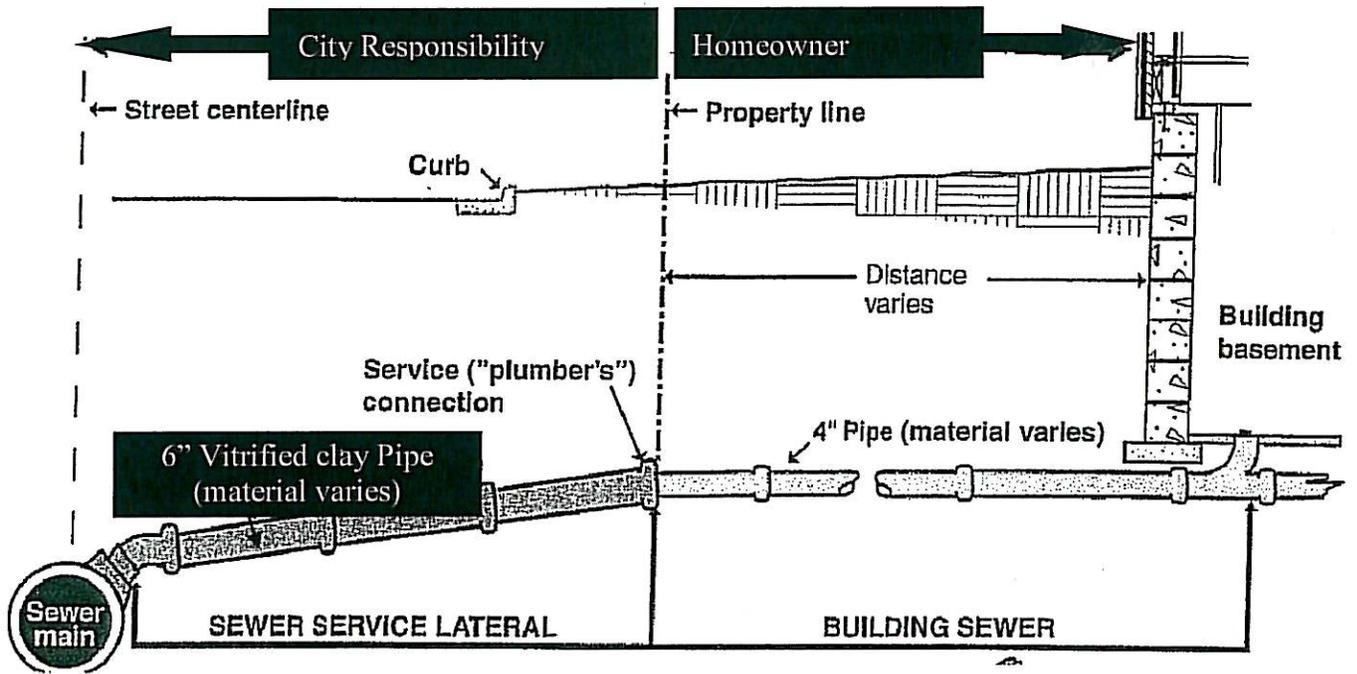
While the City fully intends to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent the City from meeting the guidelines established herein. The Public Utility Maintenance Supervisor may override provisions established within this policy. Deviations from the goals established in this policy will be documented.

The City will use this policy to guide any sanitary sewer maintenance activities to be provided by a contractor or a party other than the City.

B. Routine Maintenance and Inspection Goals

Sanitary Sewer Mains

Scope of City's Responsibility - The City will maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations, and other components. Private property owners are responsible for the maintenance of sanitary sewer service components from their property up to and including the connection to the public system. Examples of these components are as follows:



- The entire service line from the house to the road right away.
- Clean out access points over areas of 100' of service line.
- Venting stack cleared of debris to eliminate bubbling or surging of water from toilet or laboratory fixtures.

Schedule – The City's goal is to inspect and maintain the components of its sanitary sewer system. The sanitary sewer mains identified on the district map will be maintained according to the order put forth on the map starting with district 1, district 2, district 3, district 4 in a yearly rotation.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff. Such equipment may include vector/jetter, easement cleaning machine and other construction equipment to maintain access and repair of sanitary related structures.

Television Inspection-The City's sanitary sewer mains will be inspected by television camera. Any sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project.

Sanitary sewer mains in a new development must be televised before said mains are turned over to the City. Television inspection may also be used to inspect the system where there are possible problems. In addition, the City may require any main near a construction site to be televised before and after the construction (i.e., near blasting, digging, other activities that might disrupt the main, etc.)

Visual recordings of sewer main televising will be required of any vendor performing this service for the City. A written report summarizing and interpreting the findings of the televising will also be required. All visual and written reports must include pipe segmenting. Prior contact with the Public Services Departments must be completed for coordination of pipe numbering segments. Contact Information (952) 442-2615. These records will be kept by the City for a minimum of 12 years.

The Public Utility Maintenance Supervisor may determine whether a main or facility is receiving routine sewer maintenance, receiving more frequent maintenance or receiving less frequent maintenance. Based on periodic assessment, maintenance will be adjusted and a sewer main may be moved from one category to another.

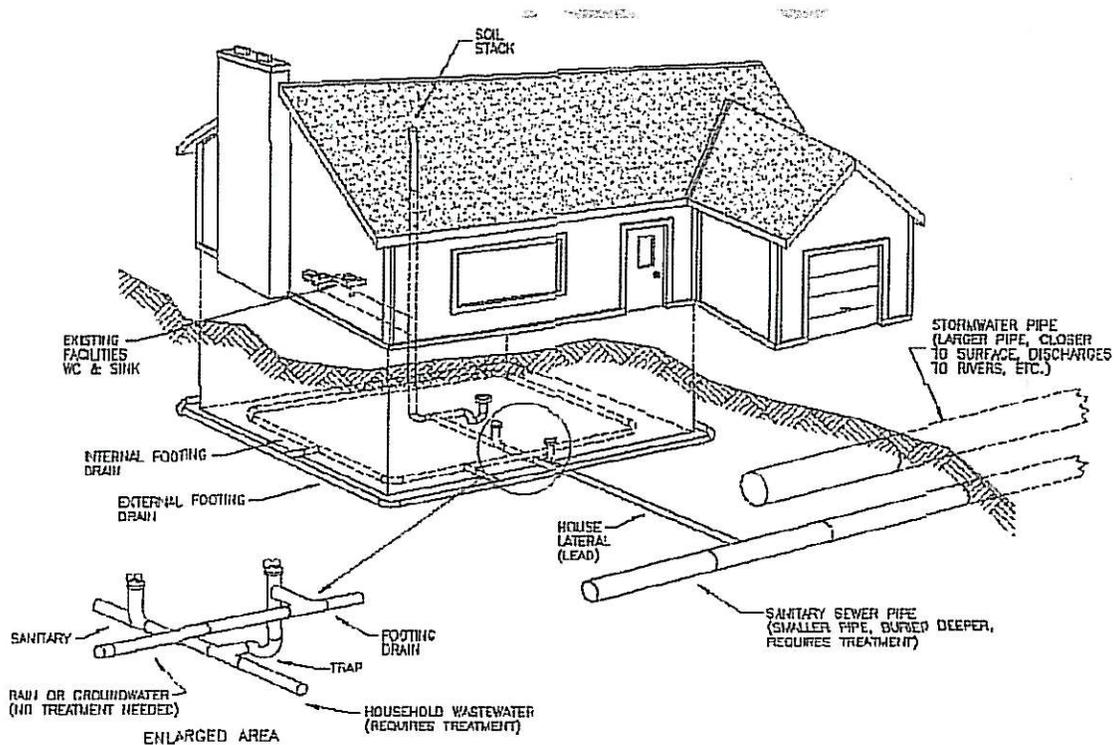
Sanitary Sewer Lift Stations

The City maintains lift stations using specific maintenance that is reasonable and recommended. The number of lift stations, location, date of installation, and capacity of each lift station is kept on record. Maintenance for each lift station is reflected in the Standard Operating Procedures (SOP)

C. Inflow and Infiltration

Inflow and infiltration occur when clear water gets into the sanitary sewer system. This may occur through cracks or leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

City employees will periodically inspect manholes to identify any that contribute to this problem. Sanitary sewer mains will be maintained and inspected pursuant to the City's Sanitary Sewer Maintenance Policy.



D. Personnel Responsibilities and Requirements

a) Exercise of Professional Judgment

It is expected that City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations City employees will be required to exercise their discretion and weigh political, social, and economic considerations including but not limited to public and employee safety, the potential for damage to private property and the City sanitary sewer system, and environmental concerns.

b) Training and Education

The City will provide training to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training of employees will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by state and federal regulatory agencies.

c) Work Schedule

Full-time City employees in the Utilities department will be expected to work eight-hour shifts. In emergencies, employees may be required to work in excess of eight hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

d) Weather Conditions

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger the City employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

E. Documentation

The City will document all of its inspection and maintenance activities and emergency responses for its sanitary sewer system. The City will also document circumstances that limit its ability to comply with this policy. A report should be prepared periodically for the purpose of evaluating maintenance activities and for determining goals for the future. These records will be kept in accordance with the City's records retention schedule.

F. Public Education

Periodically, the City will inform residents of their responsibilities related to sanitary sewer service from the City of Waconia. Examples will include the City website (www.Waconia.org) , The Waconia Patriot.

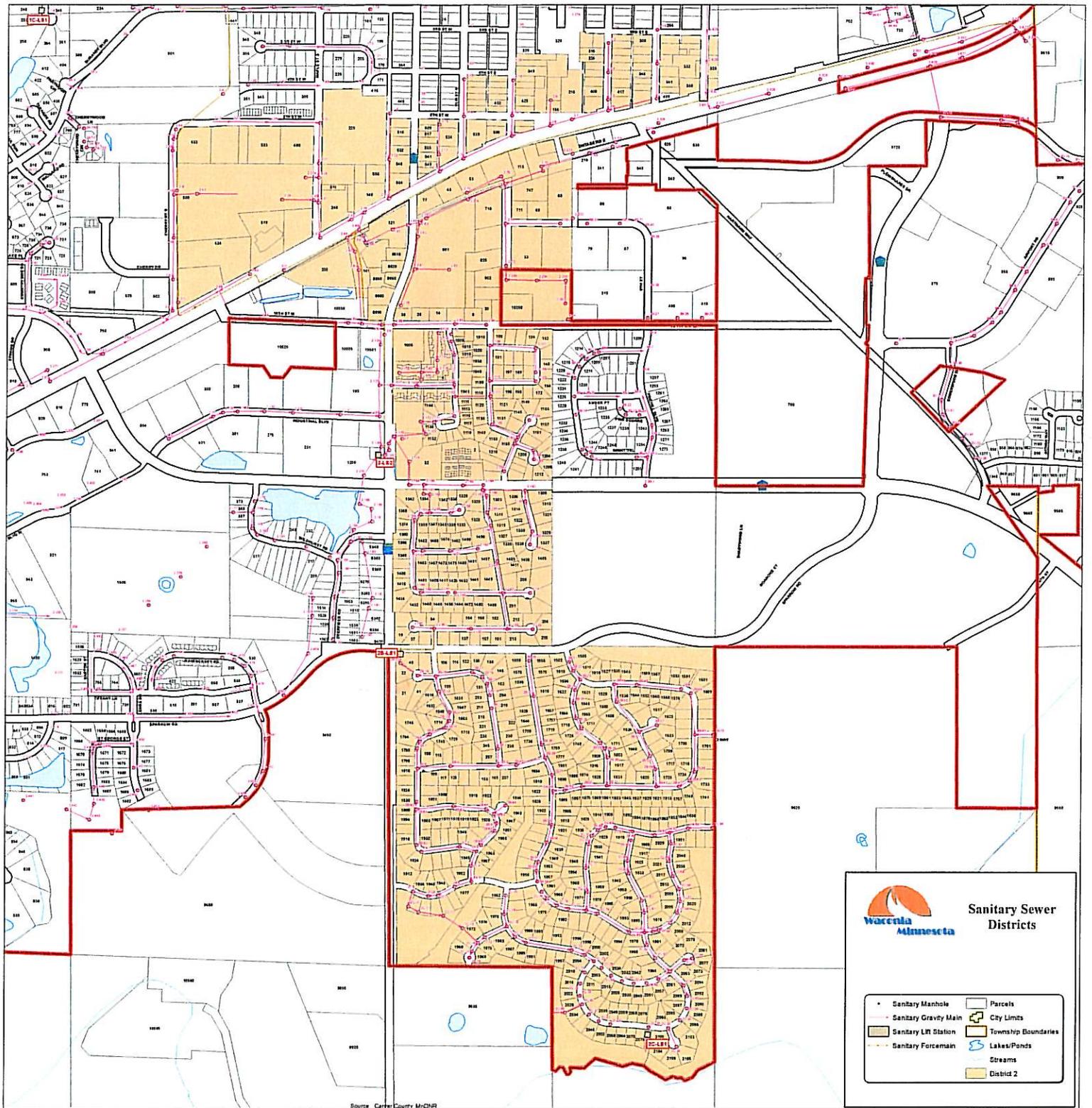
G. Other Sanitary Sewer System Policies

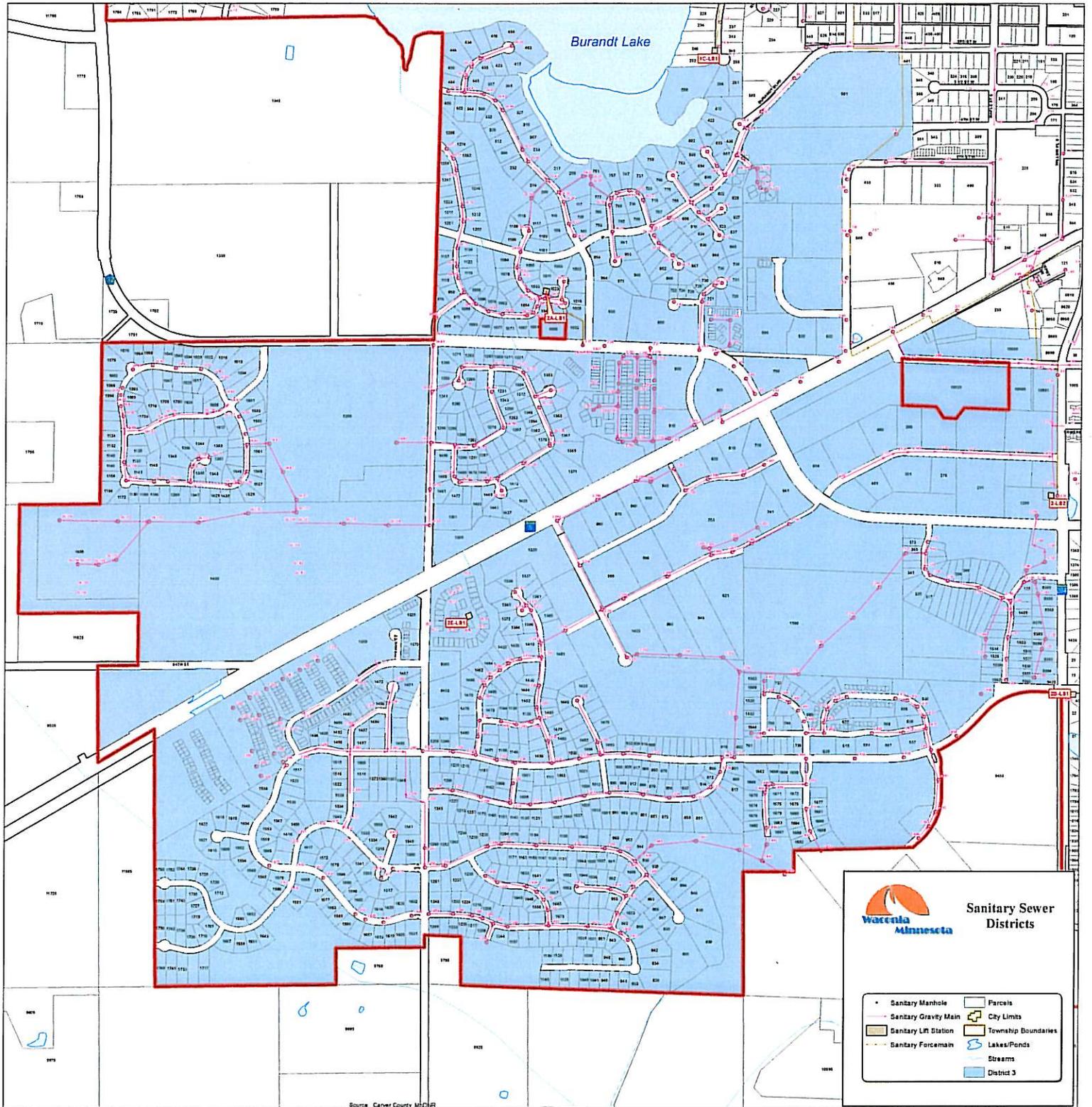
The City has a number of other policies and/or ordinances that are important to the ongoing operation of the City's sanitary sewer system. The following documents are available on the City's web site and in the public services department.

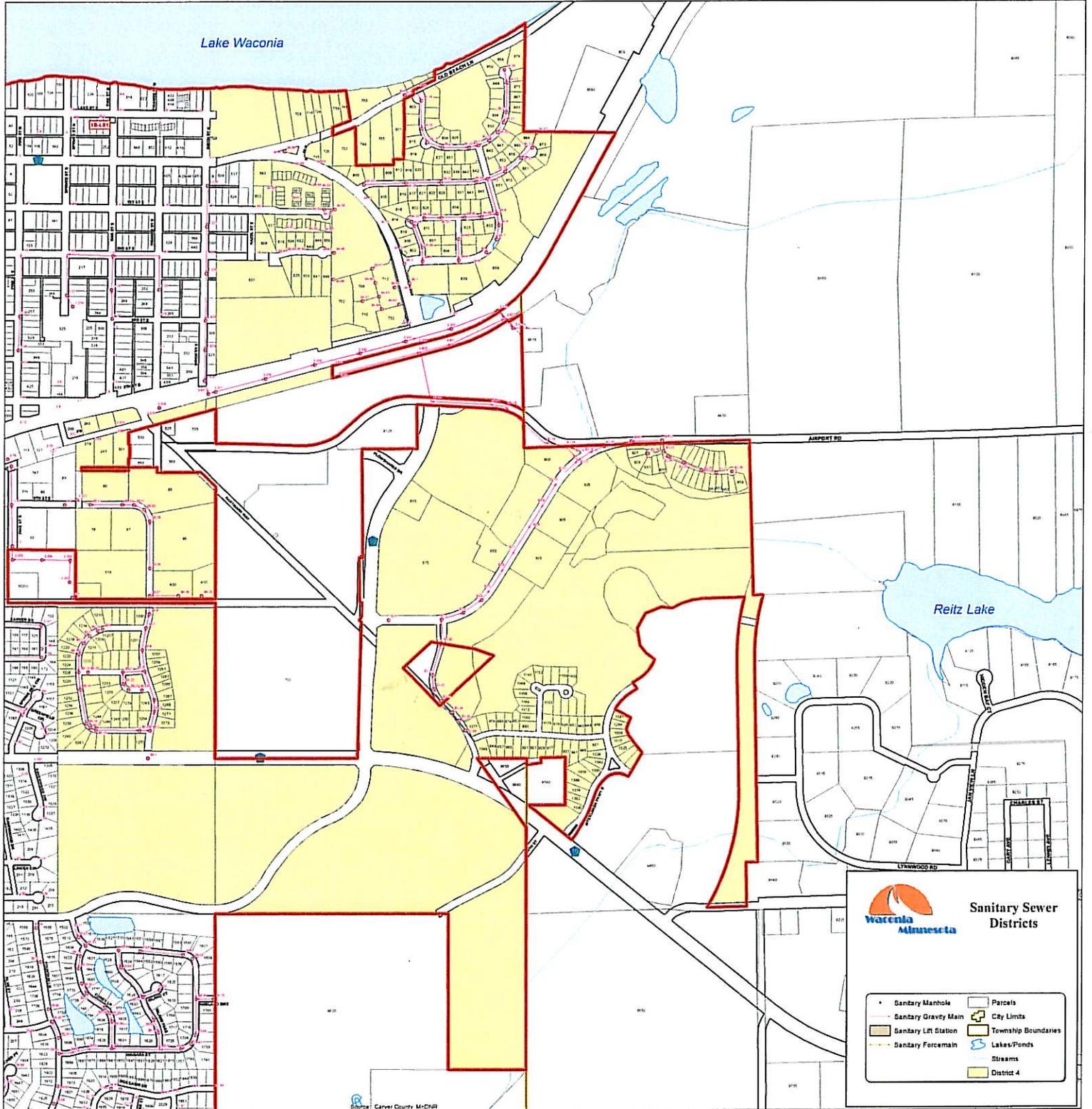
- Emergency Response Policy
- Public Sanitary Sewer Use Ordinance
- Capital Improvement Program Policy

EXHIBITS A
SEWER JETTING RECORD
AND
DISTRICT MAPS
ONE THROUGH FOUR









EXHIBITS B

LIFT STATION INFORMATION,
MAINTENANCE LOGS AND
STANDARD OPERATION PROCEDURES

City Lift Station Log

Month: June-09				Pheasant Ridge							
Date	Time	Precipitation	Pump No. 1		Pump No. 2		P1 & P2		Total Hr.	Meter	Hours
			Meter	Hours	Meter	Hours	Meter	Hours			
1-Jun	3:00 PM	1	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2-Jun				0.00		0.00			0.00		0.00
3-Jun				0.00		0.00			0.00		0.00
4-Jun				0.00		0.00			0.00		0.00
5-Jun				0.00		0.00			0.00		0.00
6-Jun				0.00		0.00			0.00		0.00
7-Jun				0.00		0.00			0.00		0.00
8-Jun				0.00		0.00			0.00		0.00
9-Jun				0.00		0.00			0.00		0.00
10-Jun				0.00		0.00			0.00		0.00
11-Jun				0.00		0.00			0.00		0.00
12-Jun				0.00		0.00			0.00		0.00
13-Jun				0.00		0.00			0.00		0.00
14-Jun				0.00		0.00			0.00		0.00
15-Jun				0.00		0.00			0.00		0.00
16-Jun				0.00		0.00			0.00		0.00
17-Jun				0.00		0.00			0.00		0.00
18-Jun				0.00		0.00			0.00		0.00
19-Jun				0.00		0.00			0.00		0.00
20-Jun				0.00		0.00			0.00		0.00
21-Jun				0.00		0.00			0.00		0.00
22-Jun				0.00		0.00			0.00		0.00
23-Jun				0.00		0.00			0.00		0.00
24-Jun				0.00		0.00			0.00		0.00
25-Jun				0.00		0.00			0.00		0.00
26-Jun				0.00		0.00			0.00		0.00
27-Jun				0.00		0.00			0.00		0.00
28-Jun				0.00		0.00			0.00		0.00
29-Jun				0.00		0.00			0.00		0.00
30-Jun				0.00		0.00			0.00		0.00
TOTALS:				0.00		0.00			0.00		0.00

LIFT STATION REPORT

DATE: _____ REGULAR: _____ OVERTIME: _____

OPERATORS: _____ TIME: _____ A.M. _____ P.M.

LIFT STATION ADDRESSES:

- | | |
|------------------------------------|------------------------------------|
| <input type="checkbox"/> #1 _____ | <input type="checkbox"/> #16 _____ |
| <input type="checkbox"/> #2 _____ | <input type="checkbox"/> #17 _____ |
| <input type="checkbox"/> #3 _____ | <input type="checkbox"/> #18 _____ |
| <input type="checkbox"/> #4 _____ | <input type="checkbox"/> #19 _____ |
| <input type="checkbox"/> #5 _____ | <input type="checkbox"/> #20 _____ |
| <input type="checkbox"/> #6 _____ | <input type="checkbox"/> #21 _____ |
| <input type="checkbox"/> #7 _____ | <input type="checkbox"/> #22 _____ |
| <input type="checkbox"/> #8 _____ | <input type="checkbox"/> #23 _____ |
| <input type="checkbox"/> #9 _____ | <input type="checkbox"/> #24 _____ |
| <input type="checkbox"/> #10 _____ | <input type="checkbox"/> #25 _____ |
| <input type="checkbox"/> #11 _____ | <input type="checkbox"/> #26 _____ |
| <input type="checkbox"/> #12 _____ | <input type="checkbox"/> #27 _____ |
| <input type="checkbox"/> #13 _____ | <input type="checkbox"/> #28 _____ |
| <input type="checkbox"/> #14 _____ | <input type="checkbox"/> #29 _____ |
| <input type="checkbox"/> #15 _____ | <input type="checkbox"/> #30 _____ |

TYPE OF WORK DONE

- | | |
|---|--|
| <input type="checkbox"/> Lift Station Call | <input type="checkbox"/> Lift Station Painting |
| <input type="checkbox"/> Lift Station Maintenance | <input type="checkbox"/> Snow Removal |
| <input type="checkbox"/> Lift Station Checks | <input type="checkbox"/> Flushing Lift Station |

Operator's Remarks: _____

Materials Used: _____

Operating Procedures for Lift Stations

Daily Activities:

1. All stations should be checked on a daily basis during morning rounds.
2. Auto Dialers should be checked on a weekly basis.
3. All stations should be operated in automatic mode at all times unless some sort of problem or maintenance is required.
4. Stand-by generators to be exercised and inspected on a weekly basis.
5. All Maintenance activities must be documented by date, time, and definition of issue.

Problems that could be encountered with any of the stations:

1. **Power failure:** (Auto dialer will notify on-call staff us of this)
Remedy: Contact Xcel Energy or Minnesota Valley Electric and utilize standby generation when needed.

Xcel Energy, Phone: 800-895-4999

Lift Station	Service Address	Lift Station	Service Address
284	1150 Highway 284	Lake Street	41 Oak Street
Sunset	266 Sunset Blvd.	Willowbrook	1680 Dunsmore Dr.
Pheasant Ridge	1021 Stein Dr.	Green Meadow	1400 Oriole Pl.
L52	56 Lakeview Terrace	Sierra	2076 Silver St.
Fountain Park	242 West 2 nd St.		

Minnesota Valley Electric Coop: 952-492-2313

Lift Station	Service Address	Lift Station	Service Address
Sterling Hills	1733 Park Point Rd.	South East	9555 County Rd. 10 E.

2. **Pump Failure:** If either pump has failed you will notice an uncommonly low run time on the station hour meter, or a high level alarm will send an alarm to the auto dialer to call out. If a pump has failed and a breaker has tripped it may mean the pump is clogged or a motor problem. Reset the breaker. If the breaker has kicked out a second time, contact a supervisor or the Electrician. (A-1 Electric service).

In the occurrence that a pump must be left off there is an alternator switch available in all of the stations. The alternator switch is usually in the automatic mode. When a pump needs to be put in the single lead mode, place the toggle switch in the appropriate pump designation, depending on which side has failed in the station.

3. **Seal Failure:** All stations have seal fail warning lights installed in the panel. If one of these lights is on the pump should be treated as a failed pump. The pump should be pulled for service.

4. **Overtemp** : All the stations are equipped with overtemp warning lights if overtemp occurs try to reset with overtemp reset button. If the pump continually overtemps the pump should be treated as a failed pump and pulled for service.
5. **Float problems/Transducer problems**: If it seems you are obtaining a false level, or high operation times are noticed it could be possible a float is hung up or the transducer isn't working. Check both and service if necessary.
6. **Pumps found in the off position**: Maintenance staff will have provided an applied "Out of Service" tag on the inner panel adjacent to the HOA switch. This tag should correspond with a locked out breaker switch cover, which should be checked. Consult Supervisor, or other staff member who has tagged out the switch for reasons.
7. **Burned out light bulbs**: If problems are occurring in a station and no warning lights are on when troubleshooting make sure to check warning light bulbs to make sure they are functioning. A test light switch should be provided in all panels.

And as always if there are any questions or areas of concern contact the Utility Supervisor, or lift station pump representative for assistance.

EXHIBITS C
SANITARY MANHOLE
INFLOW AND INFILTRATION
TRACKING DOCUMENT

SANITARY SEWER MANHOLE INFLOW/INFILTRATION

As-Built Page Number: _____

Inspected By: _____

Date: _____

Manhole No: _____

Manhole Construction: Concrete Block ___ Clay Brick ___ Precast Concrete ___
Concrete Block Bottom/Precast Concrete ___

Number of Rings _____

Is Manhole Located In low point of street or near Ditch? Yes ___ No ___

Is Manhole located where water would cover it during heavy rains Yes ___ No ___

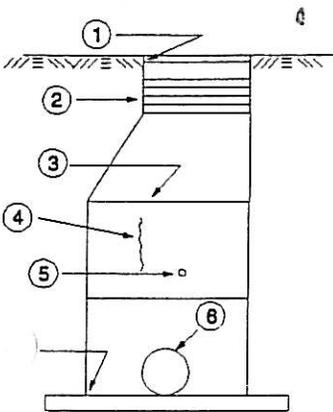
Manhole No: _____

Manhole Construction: Concrete Block ___ Clay Brick ___ Precast Concrete ___
Concrete Block Bottom/Precast Concrete ___

Number of Rings _____

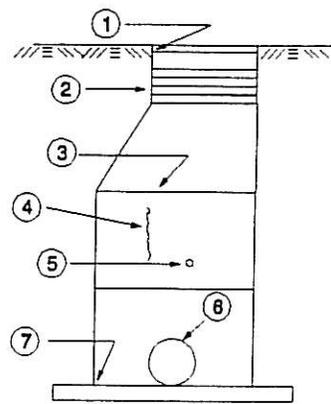
Is Manhole Located In low point of street or near Ditch? Yes ___ No ___

Is Manhole located where water would cover it during heavy rains Yes ___ No ___



Answer the following with numbers 0 - 5, where 0 is no visible inflow/infiltration and 5 is heavy I/I flow.

	Currently Flowing	Evidence of flow
1) Around Casting	___	___
2) Around Adjusting Rings	___	___
3) Around Barrel Joints	___	___
4) Around Cracks In Barrel	___	___
5) Through Holes In Barrel	___	___
6) Around Sanitary Pipe	___	___
7) Around Barrel and Base Joint	___	___



Answer the following with numbers 0 - 5, where 0 is no visible inflow/infiltration and 5 is heavy I/I flow.

	Currently Flowing	Evidence of flow
1) Around Casting	___	___
2) Around Adjusting Rings	___	___
3) Around Barrel Joints	___	___
4) Around Cracks In Barrel	___	___
5) Through Holes In Barrel	___	___
6) Around Sanitary Pipe	___	___
7) Around Barrel and Base Joint	___	___

Additional Comments on this manhole: _____

Additional Comments on this manhole: _____

Manhole No: _____

Manhole Construction: Concrete Block ___ Clay Brick ___ Precast Concrete ___
Concrete Block Bottom/Precast Concrete ___

Number of Rings _____

Is Manhole Located In low point of street or near Ditch? Yes ___ No ___

Is Manhole located where water would cover it during heavy rains Yes ___ No ___

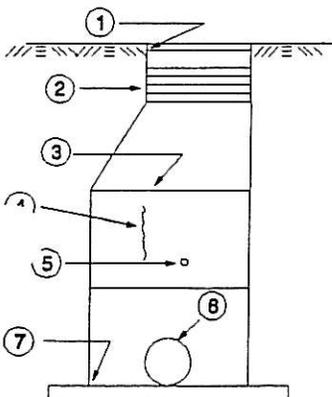
Manhole No: _____

Manhole Construction: Concrete Block ___ Clay Brick ___ Precast Concrete ___
Concrete Block Bottom/Precast Concrete ___

Number of Rings _____

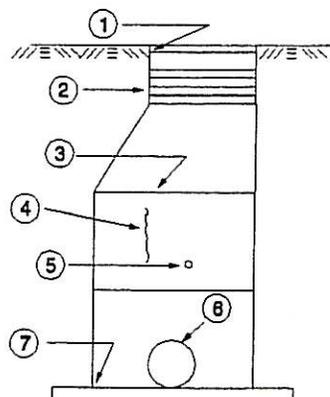
Is Manhole Located In low point of street or near Ditch? Yes ___ No ___

Is Manhole located where water would cover it during heavy rains Yes ___ No ___



Answer the following with numbers 0 - 5, where 0 is no visible inflow/infiltration and 5 is heavy I/I flow.

	Currently Flowing	Evidence of flow
1) Around Casting	___	___
2) Around Adjusting Rings	___	___
3) Around Barrel Joints	___	___
4) Around Cracks In Barrel	___	___
5) Through Holes In Barrel	___	___
6) Around Sanitary Pipe	___	___
7) Around Barrel and Base Joint	___	___



Answer the following with numbers 0 - 5, where 0 is no visible inflow/infiltration and 5 is heavy I/I flow.

	Currently Flowing	Evidence of flow
1) Around Casting	___	___
2) Around Adjusting Rings	___	___
3) Around Barrel Joints	___	___
4) Around Cracks In Barrel	___	___
5) Through Holes In Barrel	___	___
6) Around Sanitary Pipe	___	___
7) Around Barrel and Base Joint	___	___

Additional Comments on this manhole: _____

Additional Comments on this manhole: _____

EXHIBITS D
RESIDENT SERVICE REPORT
AND SEWER BACKUP
INFORMATION BROCHURE

SERVICE REPORT

DATE: _____ TIME: _____ A.M. _____ P.M.

OPERATORS: _____ REGULAR: _____ OVERTIME: _____

ADDRESS OF CALL: _____

- | | | |
|---|--|--|
| <input type="checkbox"/> Sewer Call | <input type="checkbox"/> Grease build up | <input type="checkbox"/> T.V. |
| <input type="checkbox"/> Routine Flushing | | <input type="checkbox"/> Dying Sewers |
| <input type="checkbox"/> Proofing Sewers | <input type="checkbox"/> Manhole Repairs | <input type="checkbox"/> Checking Sewers |
| <input type="checkbox"/> Maintenance on Jet | <input type="checkbox"/> Sewer Repairs | <input type="checkbox"/> Other |

Was our line: Plugged or Okay

City sewer flowing normal when you left location? Yes No

Amount and type of material removed: _____

No. of Set Ups: _____ Jet

Type of Sewer: _____

Size of Sewer: _____ Buckets Steamer

Length of Run: _____

Gals. of Water: _____ Utility Dept. Vactor Other

Operator's Remarks or Problems: _____

Materials Used: _____

Was homeowner contacted? Yes No

Name: _____ Homeowner's Remarks: _____

Address: _____

Phone: _____

Cost: _____

WET FURNITURE

Once insurance has approved:

- ◆ Discard upholstered furniture if it has been exposed to water or contaminated material.
- ◆ Clean, rinse and disinfect wood furniture.
- ◆ Wood furniture may be placed outside in a shady area to dry— weather permitting.

WET APPLIANCES

- ◆ If your hot water heater became wet due to flooding, it should be discarded. The installation typically can't be replaced and the burner or heating element might be damaged and cause an explosion or fire if used. If in doubt, consult a service professional.
- ◆ If the furnace was flooded, have it inspected and serviced by a professional furnace service before using.

RECORD KEEPING

- ◆ Take pictures of damages for your records.
- ◆ Inventory items to be disposed of.
- ◆ Keep receipts for **all** work done.
- ◆ Write a description of the extent of damage done.

- ◆ Record date and time of occurrence and which sewer areas overflowed— floor drain, lower level toilet, laundry tub and the like.

EDUCATION TIPS

The storm sewer and sanitary sewer systems are totally *separate*. City ordinance prohibits:

- ◆ Sump pump discharges into the sanitary sewer.
- ◆ Draining of flooded area into the sanitary sewer.

Consequences

- ◆ Increased costs to treat wastewater means higher rates. Potentially millions of \$'s for excess flow into sanitary sewer.
- ◆ Flooding of homes due to limited capacity of sanitary lines.

CITY SANITARY SEWER MAINTENANCE

The City of Waconia has approximately 52 miles of sanitary sewer lines to maintain. These lines range in size from 4 to 36 inches and are made of clay , HOBAS, and pvc.

Preventative Work

- Utility Department crews clean about one-third of the sanitary sewer lines each year. Lines are cleaned with a *high pressure jetter truck.
**Keep the lid down on toilets during routine City sewer cleaning in your area.*
- Where roots have grown into the sanitary line, a root saw may be used to clear the line.
- Clay lines and sections of sanitary line that have re-occurring build-up of grease or other debris are cleaned more frequently.
- Sanitary sewer lines are televised to indentify areas needing repair.

NEED MORE INFORMATION?

Visit the Minnesota Department of Health's website at www.health.state.mn.us

or

Contact the Public Services Utilities Department at 952-442-2615

or

visit the City's website at www.waconia.org

City of Waconia

Public Utilities

310 East 10th Street

Waconia, MN 55387

Phone: 952-442-2615

Fax: 952-442-4963

E-mail: publicservices@waconia.org

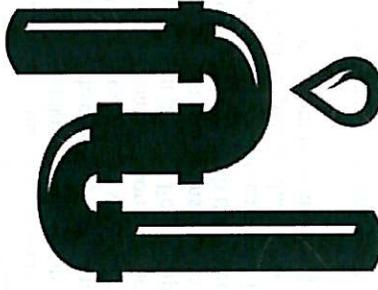


www.waconia.org

Sewer Problems?

CITY OF WACONIA

Out of Water...Comes Life!



Things
to
Know

Sewer Backups

If you have experienced a backup of sanitary sewage into your home, you may have some questions about what to do next. The following information is provided as a starting point.

Prior to contacting a plumber or sewer contractor, you can request the City check the flow in the sanitary main your sanitary sewer service line connects with to verify the blockage is in the service line.

INSURANCE

Sometimes, your homeowner's insurance will pay for sewer backups. Not all policies have this coverage, so check with your agent. The city is not generally responsible when a sewer backup. There are many reasons for backups, which the City cannot control. For example, people dumping inappropriate items such as grease, paper towels or diapers into the system can create a blockage. Tree roots can grow into and obstruct the lines. Typically, the City is responsible only if it was negligent in maintaining the sewer line.

If you feel the damage occurred as a direct result of the City's negligence, you can file an insurance claim by contacting the City Administrator at 952-442-2184.

CLEAN UP

To remove a blockage in the sanitary line you may want to call a plumbing or sewer contractor. For large cleanup, you may wish to contact a cleaning service. Your insurance carrier may have suggestions on which service to use or you can look in the Yellow Pages under "House Cleaning" or "Water Damage Restoration". To clean smaller areas yourself, use two tablespoons of chlorine bleach in one gallon of water. Reduce health hazards by thoroughly cleaning the affected areas as soon as possible.

The Minnesota Department of Health suggests:

- ◆ Wash hands thoroughly and often!
- ◆ Use outside air to dry your home.
- ◆ Open windows and doors and use an exhaust fan to remove moist air from the house.
- ◆ Wear a mask to prevent inhaling contaminated dust, especially if you have allergies. Consult your physician if you have questions.
- ◆ Open, clean, decontaminate and thoroughly dry cavities in walls, floors and ceilings.
- ◆ Allow walls to dry from the inside out.
- ◆ Remove moisture and debris from all surfaces and dry surface materials with in 24-48 hours.
- ◆ Release any water or mud that has been trapped in walls, ceilings or floor cavities.
- ◆ Remove all interior wall finishing materials and insulation.
- ◆ Throw out most plaster, wallboard, paneling and any wet insulation.
- ◆ Throw out mattresses and pillows.
- ◆ Throw out any opened or packaged foods that are not waterproof. Commercially canned foods can be salvaged if the labels are removed, the cans are thoroughly washed, disinfected by wiping the entire surface with a bleach and water mixture, and rinsed with clear water. Home-canned foods require another step-- the food must be boiled for 10 minutes prior to using.
- ◆ When in doubt, **THROW IT OUT!!**

FLOODED BASEMENT

If your basement is completely flooded, begin pumping the water in stages-about one-third per day. Use generator or gas powered pump. Make sure that the level of floodwaters is below the level of the basement floor. If so, do not pump the basement all at once because the saturated soil could cause the basement walls to collapse.

If you think you might have materials containing asbestos in your home, call the Minnesota Department of Health at 651-215-0900

If any materials are still wet or moist after 24 to 48 hours, you should assume they have mold growing on them.

SOILED CLOTHING OR BLANKETS

- ◆ Line dry all articles before attempting to clean or treat them.
- ◆ After drying, brush off loose dirt and debris.
- ◆ Send "Dry Clean Only" items to a professional cleaner.
- ◆ Wash clothes several times in cold water. Add up to a cup of bleach per load of wash if it will not harm the clothing.
- ◆ Rinse and dry all items as soon as possible.

WET FLOORS OR HARDWOOD

- ◆ Remove any moisture or debris.
- ◆ Scrub floors and woodwork within 48 hours using a stiff brush, water, detergent and disinfectant.
- ◆ Allow all wood to dry thoroughly.

EXHIBIT E
WATER & SEWER
LATERAL INSPECTION FORM

City of Waconia Water & Sanitary Sewer Inspection



Waconia Public Works
310 10th Street East
Waconia, MN
USA
55387
Phone: 952-442-2615
Fax: 952-442-4963
www.waconia.org

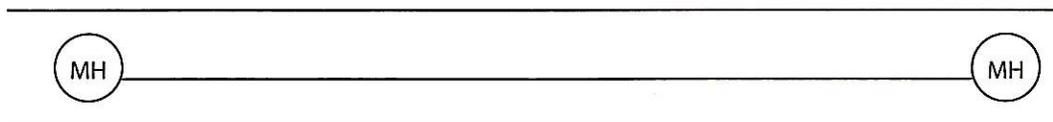
PID#:	
Address:	
Development Name:	
Builder:	
Subcontractor:	
Inspected By:	
Date:	
Time:	

Sewer:	Size of Pipe: <input type="text"/>	Type of Pipe: <input type="text"/>
Joints:	<input type="checkbox"/> Glued <input type="checkbox"/> Gasketed	
	Air Tested at: <input type="text"/> psi for: <input type="text"/> Minutes	
	Bends: <input type="checkbox"/> 22 <input type="checkbox"/> 45 <input type="checkbox"/> Sweeping 90	
Water:	Size of Pipe: <input type="text"/>	Type of Pipe: <input type="text"/>
	<input type="checkbox"/> Air Tested at 150 Psi	Location of Splice: <input type="text"/>
	Splices: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Water On: <input type="checkbox"/> Yes <input type="checkbox"/> No	Inspection Card Signed? <input type="text"/>

Draw sanitary line.

Where does the sanitary leave the house? Measure and draw an arrow from the corner that you took the measurement.

_____ ft.
 Measure from sanitary to the curb box. Left Right _____ ft.
 Measure the sanitary lateral connection to the main from a manhole. _____ ft.
 from manhole #
 Depth of the sanitary line at the water curb box. _____ ft.



Label Street or Avenue:

Comments:



REQUEST FOR CITY COUNCIL ACTION

Meeting Date:	July 18, 2011				
Item Name:	Approval of City of Waconia Sanitary Sewer Maintenance Policy				
Originating Department:	Public Services				
Presented by:	Craig Eldred, Public Services Director				
Previous Council Action (if any):	None				
Item Type (X only one):	Consent		Regular Session	<input checked="" type="checkbox"/>	Discussion Session

RECOMMENDATIONS/COUNCIL ACTION/MOTION REQUESTED *(Include motion in proper format.)*

Adopt Resolution 2011-132. Approving City of Waconia Sanitary Sewer Maintenance Policy

EXPLANATION OF AGENDA ITEM *(Include a description of background, benefits, and recommendations.)*

As part of our obligation in meeting the standards set for the Sanitary Sewer Assessment process by the League of Minnesota Cities, Public Service staff worked through the process of creating a "Sanitary Sewer Maintenance Policy" directed solely towards the community's sanitary sewer system.

The following areas are covered in the policy:

- **Introduction and Purpose of the policy;** This particular area provides an overview of the system, how the maintenance will be reviewed on political, social, safety and economic issues, how deviations from the plan may occur due to extenuating circumstances, and how service may be provided by both internal and external services.
- **Routine Maintenance and Inspection Goals;** This particular area provides an overview of the responsibilities that coincide with the main lines and lateral service lines, how they will be maintained, the schedule of such services, equipment utilized, frequency of services, televising of sanitary system, lift station operations, and record retention of said services.
- **Inflow and Infiltration;** Included one will find a definition of Inflow and Infiltration, the issues that may arise from its effects, how Public Service staff conduct inspections related to this issue.
- **Personal Responsibilities and Requirements;** A code of conduct when providing service to the resident, how staff will be trained to respond within all social and economic considerations while meeting all state and federal requirements, work schedules of employees and their relationship to weather impacted services.
- **Documentation;** Explains that the City will maintain records of inspection, maintenance and emergencies towards the sanitary system and that these particular records will be retained within the City's written schedule.
- **Public Education;** Expresses which services will be utilized to provide public education on sanitary sewer issues, or maintenance services.
- **Other Sanitary Sewer System Policies;** Provides the location of other related policies, or information on ordinances related to the maintenance of the City's sanitary sewer system, and where they may be obtained.
- **Exhibits A-E;** The exhibits provided in the policy provide pertinent document tracking forms, maps of sewer districts, maintenance logs of the sewer system and lift stations and standard operation procedures, and a sewer backup information brochure that residents may utilize if they are effected by a sanitary sewer backup.

The main purpose of this particular policy is to provide guidance to both the residents and City staff while maintaining, conducting services, and certain liabilities required by the league in relationship to the sanitary sewer system. The document will be provided to utility staff and placed on the City of Waconia's website for reference.

We do expect this document to grow and change as we continue through the assessment process. More emphasis

will be placed on electronic record keeping of maintenance services, standard **pro**cedures, and ordinance improvements related to the assessment.

Even with the expected growth of the policy, We recommend approval of the **current** sanitary sewer maintenance policy to assist with education and guidance of the sewer maintenance activities conducted on a daily or yearly basis.

FINANCIAL IMPLICATIONS:

Funding Sources & Uses: Sewer Operating Budget

Budget Information:

Budgeted

Non Budgeted

Amendment Required

ADVISORY BOARD RECOMMENDATIONS:

Planning Commission

Parks and Recreation

Board

Safari Island Advisory

Board

Other

Approved

Denied

Tabled

Other

Resolution

2011-132

Ordinance

No.

No.

**CITY OF WACONIA
RESOLUTION NO. 2011-132**

**RESOLUTION AUTHORIZING APPROVAL OF CITY OF WACONIA SANITARY SEWER
MAINTENANCE POLICY**

WHEREAS, one of the City's Key Outcomes is to "Comply with League of MN Cities Insurance Trust Requirements"; and

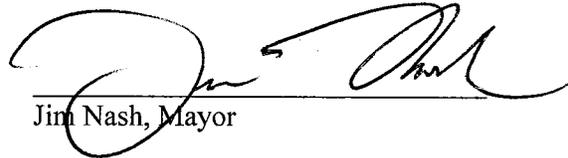
WHEREAS, through efforts of working with league staff on the assessment process a combination of information has been garnered; and

WHEREAS, Public Service staff have utilized information gathered to prepare a "Sanitary Sewer Maintenance Policy"; and

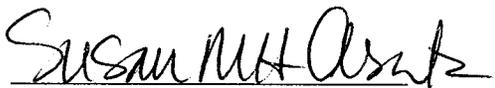
WHEREAS, Upon approval of the policy it will be placed for public viewing on the City's website and utilized for training of Public Service Utility staff.

NOW, THEREFORE, BE IT RESOLVED That the City Council of the City of Waconia hereby authorizes approval of the "Sanitary Sewer Maintenance Policy" dated July of 2011.

Adopted by the City Council of the City of Waconia this 18th day of July, 2011.



Jim Nash, Mayor

Attest: 

Susan MH Arntz, City Administrator

M/	<u>Bloudek</u>	Bloudek	<u>Aye</u>
		Millender	<u>Aye</u>
S/	<u>Millender</u>	Sanborn	<u>Aye</u>
		Carrier	<u>Aye</u>
		Nash	<u>Aye</u>