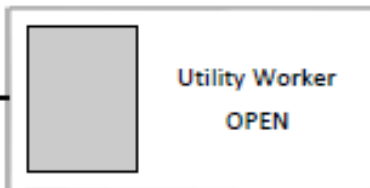
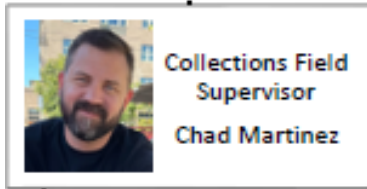




Wastewater Collection Field Staff Work

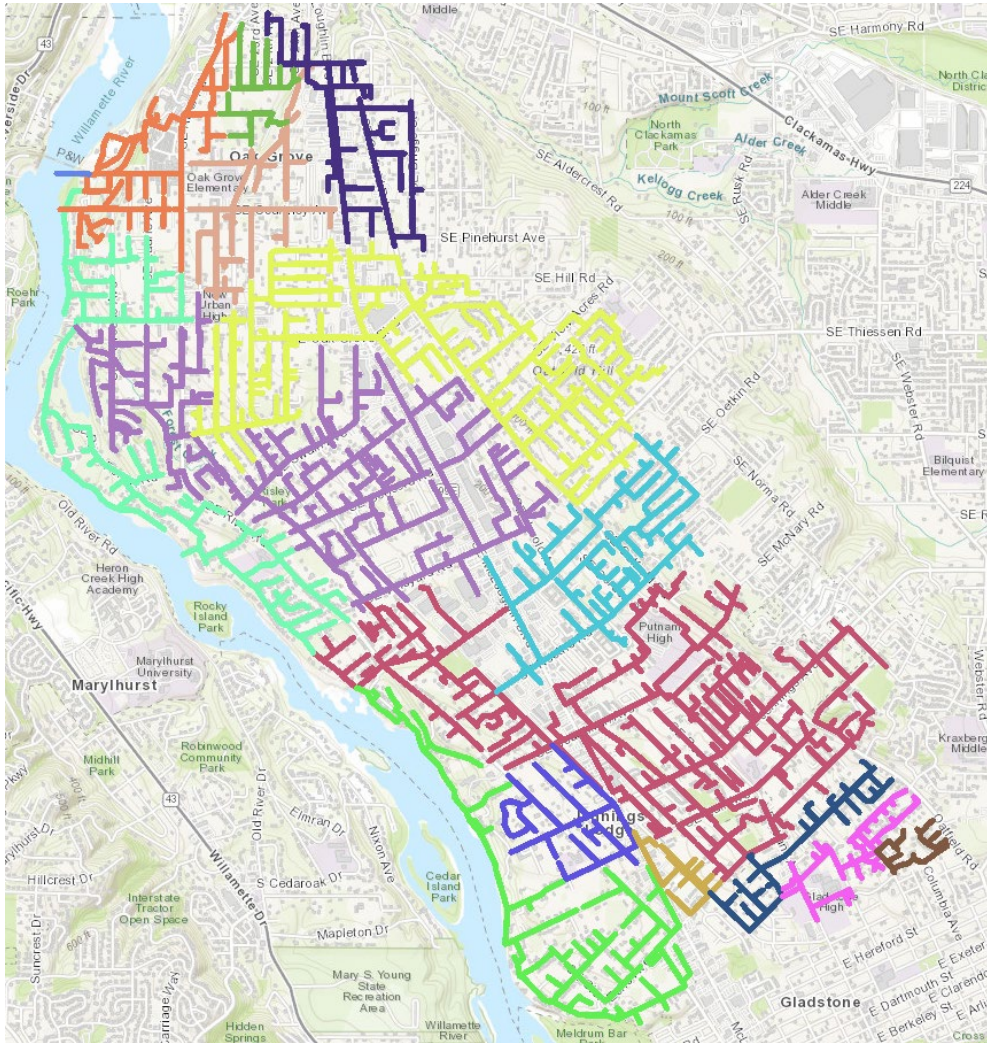
August 16, 2022





Collection Team & Areas of Responsibility

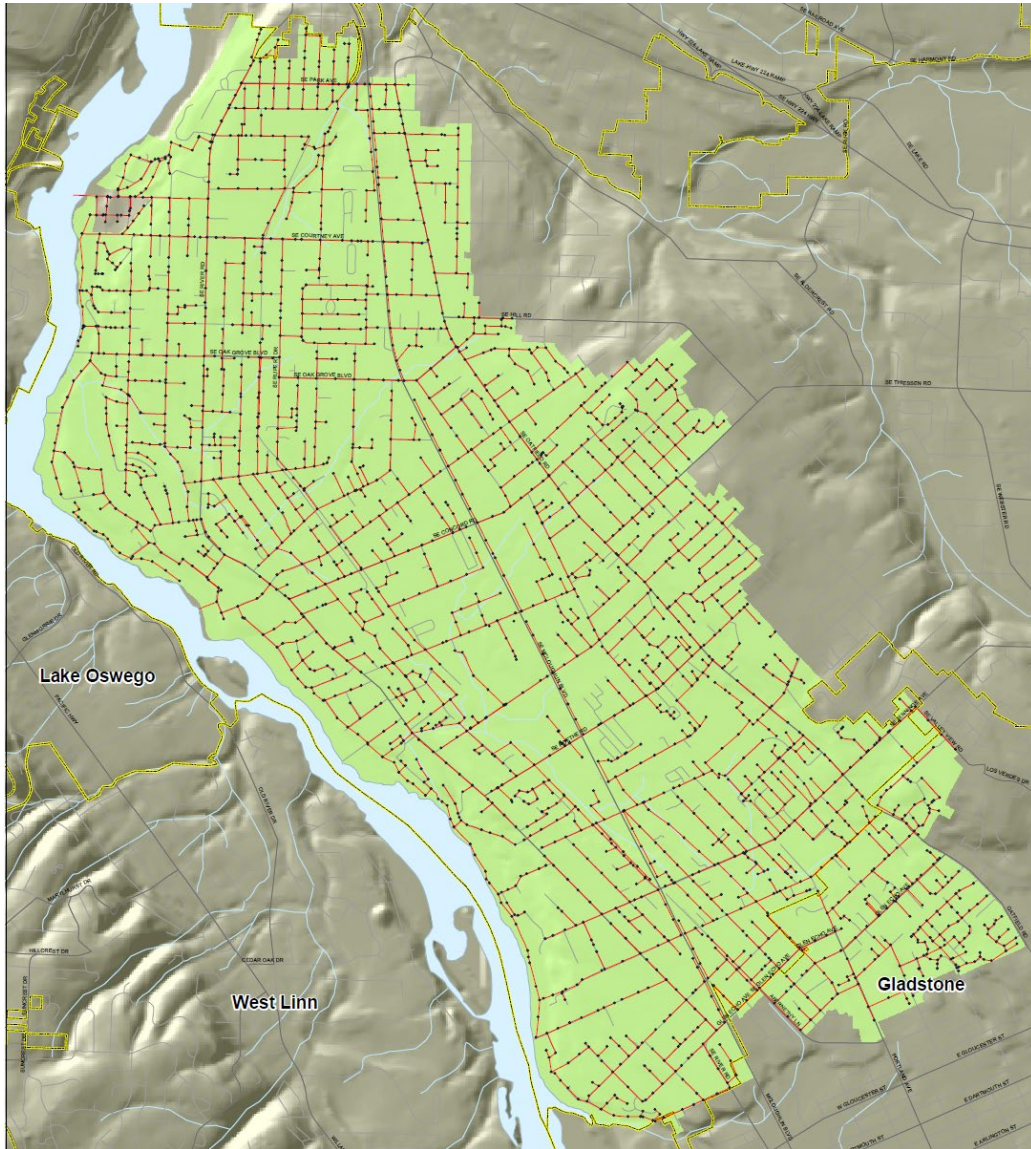
- The Collection Team consists of one field supervisor and four staff members. There is one staff member (Utility Worker) position unfilled right now.
- The Collection Team performs work in two key areas:
 1. The wastewater collection system.
 2. The stormwater system.
- The wastewater collection system comprises 100 miles of conveyance piping, five lift stations, and 846 manholes.
- The stormwater system comprises 52 miles of conveyance piping and culverts, ditches and swales, 3,123 catch basins, and 115 pollution control manholes.



Wastewater Collection System Core Work

- ✓ Clean entire system every 5 years.
- ✓ Conduct televising inspections of entire system every 5 years.
- ✓ Keep up with hotspot cleanings.
- ✓ Provide customer assistance.
- ✓ Ensure accurate work reporting and data input into the asset management program (Lucity).
- ✓ Respond to emergencies.

OLWS collection system colored by the individual basins



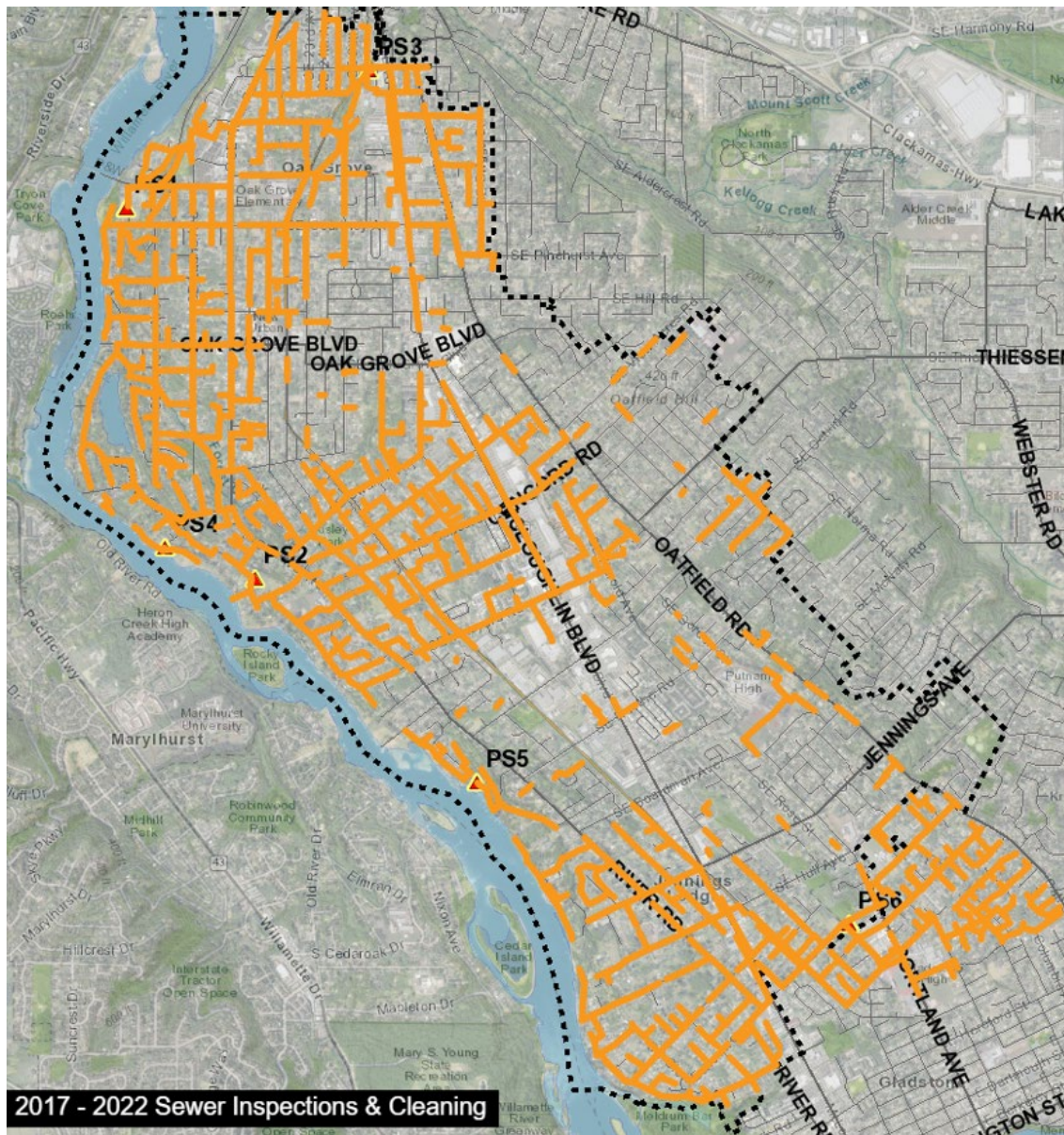
OLWS collection System

Wastewater Collection System Ancillary Work

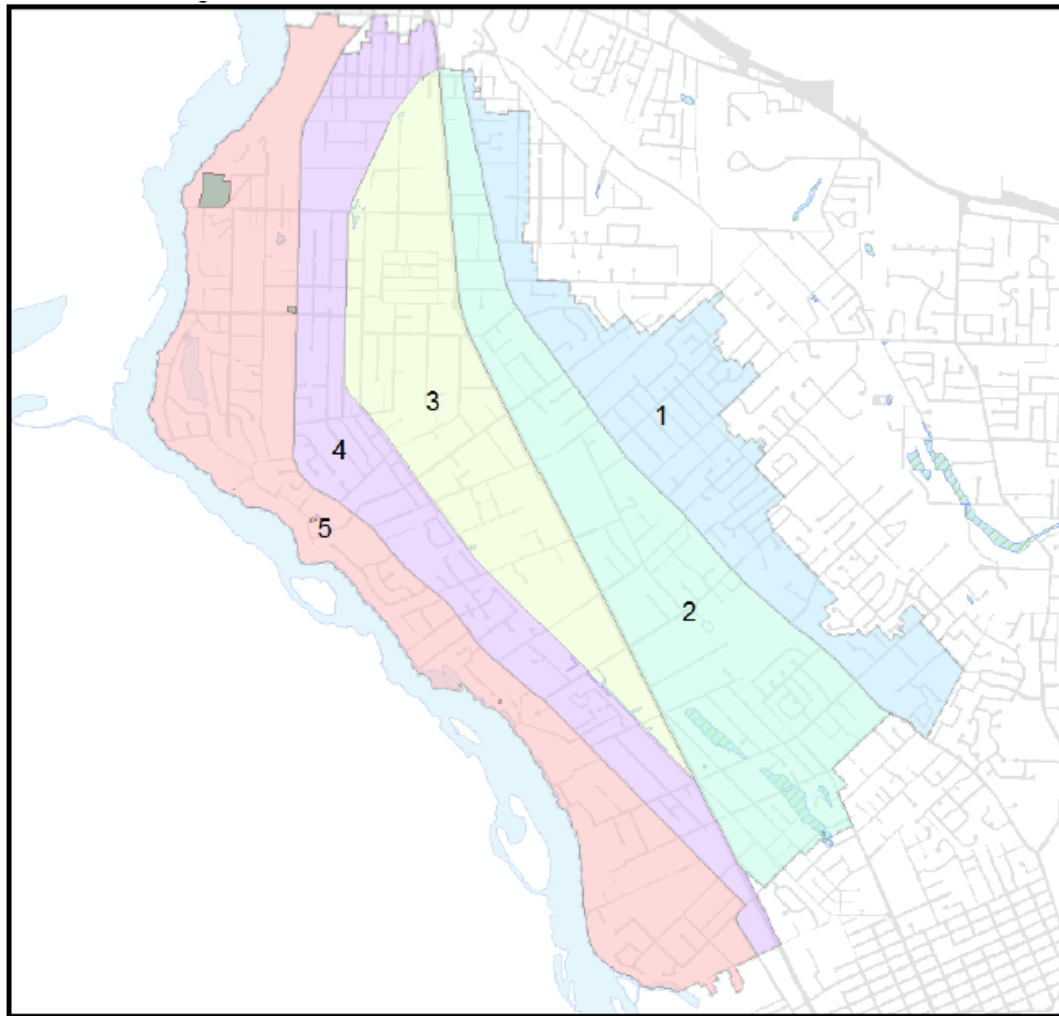
- ✓ Perform underground utility locates.
- ✓ Conduct inspection work of new laterals.
- ✓ Assist other departments when needed.
- ✓ Make light repairs to infrastructure.
- ✓ Investigate and create field reports related to insurance claims.

OLWS and Poll of Other Wastewater Systems Serving Populations of 20K – 40K

Organization	No. of field staff	Miles of piping	No. of lift stations	Cleaning cycle goal (yrs)	Goal being achieved?	TV cycle goal (yrs)	Goal being achieved?	Miles per field staff	Hotspot cleaning	Other tasks/comments
OLWS	4	100	5	5	N	5	N	25	4,000ft/mo avg	Usual items associated with collections, stormwater system maintenance
Gladstone	2	35	3	4	TBD	8	TBD	18	No response	Usual items associated with collections, new goals set, no stormwater
Grants Pass	5	180	5	5	Y	7	Y	36	200 lines/6mo	Usual items associated with collections, no stormwater
Klamath Falls	7	150	12	1	Y	5	N	21	Monthly	Usual items associated with collections, no stormwater
Lake Oswego	5	200	12	5	N	5	N	40	700 lines/yr	Under current conditions will take 10-years for full cycle, inadequate staffing requires external help for workload
McMinnville	5	157	14	3	N	3	N	31	4,700ft/4mo	Usual items associated with collections, some stormwater system maintenance
Newberg	2	87	7	5	Y	5	Y	44	No response	Usual items associated with collections, no stormwater
Oregon City	4	122	13	4	Y	4	Y	31	No response	OC has a total staff of 9 for waste and stormwater systems
Roseburg	4	160	13	3	Y	6	Y	40	No response	Usual items associated with collections, aid with upkeep of natural treatment system 1mo/yr, P/S maintenance done by others, no stormwater
Wilsonville	3	88	9	5	Y	5	N	29	No response	Usual items associated with collections, no stormwater



Map of all collection system piping cleaned and televised from fiscal year 2017 through fiscal year 2022

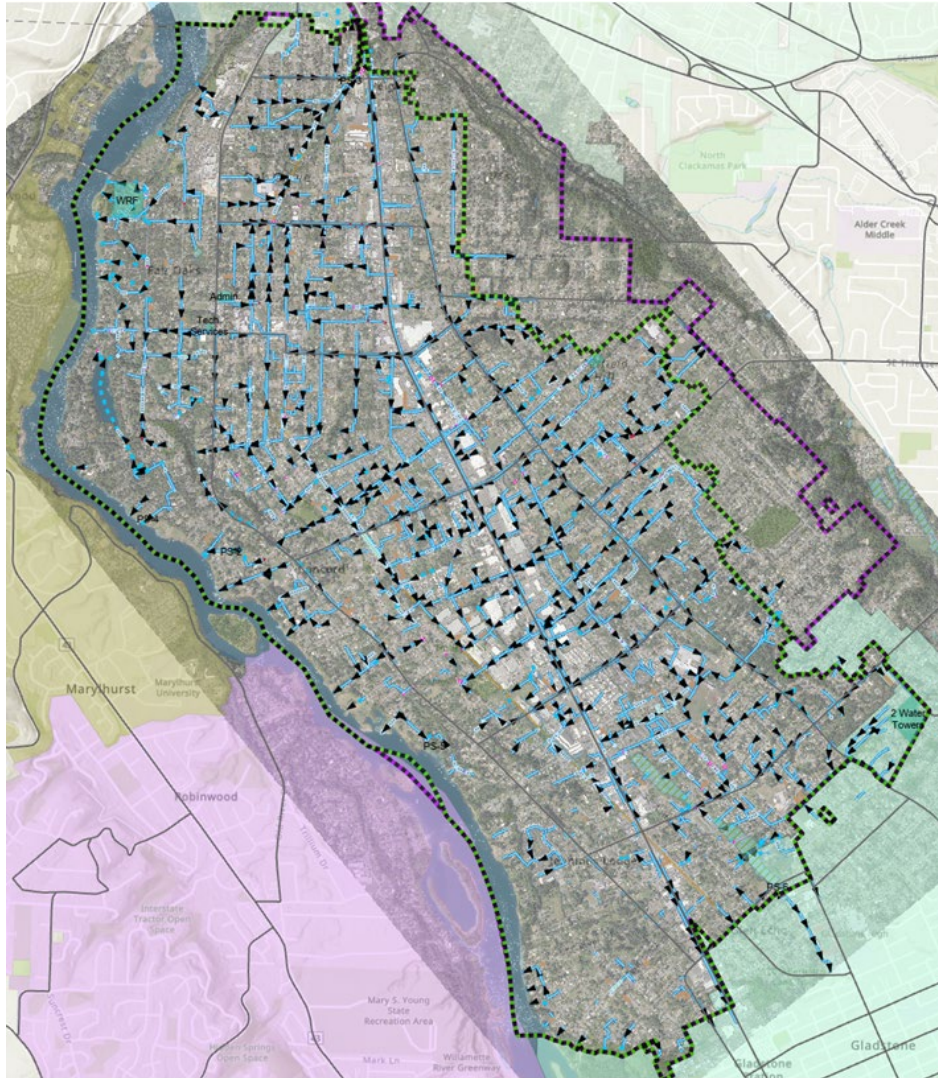


Zone 1: Oatfield Drive east to District Boundary
Zone 2: Highway 99E to Oatfield Drive
Zone 3: Arista/ Trolley Trail to Highway 99E
Zone 4: River Road to Arista/ Trolley Trail
Zone 5: Willamette River to River Road

Map of stormwater system maintenance zones

Stormwater System Core Work

- ✓ Inspect all catch basins every 5 years; clean those needing attention.
- ✓ Inspect all piping and culverts every 5 years.
- ✓ Inspect ditches and swales and hotspot areas.
- ✓ Provide customer assistance.
- ✓ Ensure accurate work reporting and data input into Lucity.
- ✓ Respond to emergencies.



Stormwater System located within OLWS Service Area

Stormwater System Work Ancillary Work

- ✓ Beaver dam monitoring and removal.
- ✓ Work to reduce flooding and collect information on newly identified hotspot areas.
- ✓ Investigate and create field reports related to insurance claims.
- ✓ Respond to spills to mitigate flows into catch basins and aid in cleanup if feasible.

Conclusion

- When all positions are filled, our current staffing level appears adequate to complete wastewater collection system work and meet goals in this area.
- Staff has been successful to complete the required stormwater work related to catch basins, hotspots, culverts, ditches and swales, and pollution manholes.
- Management recognizes the need for increased planning to better balance collection system work with stormwater work and maximize team effort.
- Ongoing collection and analyses of data will be used to find the best mix of resources needed to successfully complete all work in the two areas.



Moving Forward on Collection System Work

Short-term actions for collection system work:

- Operations Director and Field Collection Supervisor to continue focus on gaining efficiencies with current resources to maximize team effort.
- Achieve full staffing (underway).
- Prioritize work at 60% collection system, 30% stormwater, and 10% other items. A review will be conducted in one year to evaluate the effectiveness of this mix.
- Review hotspot areas to potentially reduce the frequency of cleanings which will potentially free up time for elsewhere in the system.
- Set standards for typical work tasks.
- Consider available alternatives to shifting collection staff members to other departments when help is requested.





Moving Forward on Collection System Work Continued

Longer term actions for collection system work:

- Continue to systematically eliminate hotspot areas through the CIP over time
- Use data to refine work priorities.
- Identify innovative methods and technologies through staff training and education to increase productivity and save time, and then plan for these expenditures. Trainings are more available now that many of the Covid restrictions have been lifted.

Moving Forward on Stormwater System Work

Short-term actions for stormwater system work:

- Gather data this year to determine the resources needed to inspect the stormwater system conveyance piping in its entirety.
- Work closely with our Water Quality Coordinator to plan out the anticipated work required with the County IGA and continued compliance with MS4 permit specifications.
- Develop performance metrics which will be reported on each month, even though not all the storm work performed by the Collection team is required every month.
- Work to ensure that all tasks and staff time is recorded in Lucity. Develop alternate ways of tracking time spent working for each department through timekeeping.
- Review hotspot areas to potentially reduce the frequency of work to free up time for elsewhere in the system.



Moving Forward on Stormwater System Work Continued

Longer term actions for stormwater system work:

- Continue gathering data on the required work we need to complete and evaluate what additional resources might be needed.
- Develop an intern program for conducting catch basin inspections and other work. This could also generate prospects for future full-time employment with OLWS.



Questions?



Follow us @OakLodgeWater

(503) 654-7765

info@olwsd.org

oaklodgewaterservices.org

OAK  **LODGE**
WATER SERVICES

