

CITY OF SAINT PETER, MINNESOTA

WASTEWATER MAINTENANCE POLICY

February 27, 2012

Purpose

The City of Saint Peter is responsible for compliance with all applicable State and Federal regulatory requirements and is committed to providing effective and efficient maintenance of its wastewater system in a fair and non-discriminatory way while considering overall economic conditions and social goals established by the City Council.

Procedures identified in this policy are intended to maintain the wastewater system, to prevent wastewater backups and to extend the life of the wastewater system. The wastewater system contains 16 zones that are divided according to gravity flow patterns. The City will divide these zones into four quadrants and maintain one quadrant annually. There are approximately 250,000 linear feet (47 miles) of wastewater mains ranging in size from 4" to 33"; 1,035 manholes; and four lift/pump stations within the wastewater system. This maintenance policy 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 utilize its employees, equipment and/or private contractors to provide this service.

There may be times when the City is unable to follow the guidelines due to budget constraints, critical equipment failure, weather and/or other emergencies. In those instances the Public Works Director may override provisions established within this policy. Reasons for overriding the policy will be documented.

This policy also applies to wastewater maintenance activities that are provided by a contractor or a party other than the City.

Routine Maintenance and Inspection Goals

Wastewater Mains - The City will maintain the components of the public wastewater system which includes wastewater mains, manholes, lift stations, connections to the mains, wastewater treatment plants, and other components.

Wastewater Services - Wastewater services that are multiple services,(one service serving more than one building) are the responsibility of the private property owner(s). Maintenance of the wastewater components from the private property owner's building up to and including the connection to the public system are at the private property owner's cost. If deemed necessary by City staff, the City is responsible for repair or replacement of the service line that is located in the right-of-way if the individual wastewater service has been installed to City specifications after January 6, 1984. The homeowner is responsible for routine maintenance from the house to the main.

Wastewater services within the right of way that meet City specifications will be owned and maintained by the City. Those that do not meet City specifications are the responsibility of the property owner.

Schedule – The City's goal is to inspect and maintain one fourth of the wastewater system on an annual basis.

Cleaning Equipment – The equipment used to perform maintenance will depend upon the equipment available and its effectiveness as determined by qualified staff. Generally this equipment will include a high pressure jet and vacuum.

Wastewater Main Television Inspection – The City's wastewater mains will be inspected by television camera within 30-days of the scheduled cleaning. Wastewater mains located on a street where a street reconstruction project is planned will be inspected before and after the project. Wastewater mains in a new development must be televised and approved by staff before the City will accept ownership of the mains. Television inspection may also be used to inspect the system where there are possible problems. 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.)

A visual recording of wastewater main televising will be required of any vendor performing this service. A written report summarizing and interpreting the findings of the televising will also be required. The records will be kept on file according to the City's records retention schedule.

Private Wastewater Service Line Television Inspection – The City will provide an inspection of the wastewater service lines for verification of service line problems or prior to a sale of the property. The City will provide one free inspection over a 30-day window on any service line where an exterior cleanout has been installed to City specifications. For homes with interior clean outs, the City will provide one free inspection over a 30-day window if the wastewater line has been installed to City specifications, the homeowner makes the cleanout available, and the homeowner acknowledges that the City is not liable for damage to property in the house as a result of the televising. If a problem in the wastewater line is identified, the owner will have 30-days to make the correction. If the correction is not completed within the 30-days, the property owner will be billed for the labor and materials used during the televising.

Underground contractors will follow the rules of the Gopher State One Call (GSOC) system when working near a wastewater service. Verification of locations and inspections for damage will be billed to companies doing work near known private service lines.

A visual recording of wastewater service 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. Information on known private laterals will be kept in the "master file" address mapping system to be located on the City's computer system at Public Works.

Problems Areas - The Wastewater Foreman will determine whether a wastewater main or facility will be maintained more often than once every four years. Based on the Foreman's assessment and judgment, the maintenance schedule will be adjusted.

Wastewater Lift Stations - The City maintains lift stations using procedures that are reasonable and recommended. The number of lift stations, locations, date of installation, and capacity of each lift station shall be kept on record. Maintenance for each lift station is reflected within the following components:

- Easy availability of original manuals with manufacture's recommended maintenance schedules
- Operating procedures for manipulating operation (manually or automatically) during wet weather to increase in-line storage of wet weather flows
- Setting wet well operating levels to limit pump start/stop
- Cleaning wet well

- Calibrating flow meters or conducting draw down tests
- Regular rotation of lead, lag, and back up pumps
- Regular inspections of lift station, alarm systems and electrical components
- Maintenance of operation logs and general records for all activities, including inspections
- Clean force mains
- Identify problem areas/components
- Routine maintenance will be recorded in the City's computerized maintenance program

Inflow and Infiltration - It is the City's goal to remove known sources of inflow and infiltration. Inflow and infiltration occurs when clear water or ground water gets into the wastewater system through cracks or leaks in the wastewater pipes, manholes and through sump pumps illegally connected to the wastewater system. Inflow and infiltration can lead to backups, overflows, and unnecessary and expensive treatment of clear water.

City employees will inspect manholes once every four years to identify any issues that may contribute to inflow or infiltration. These records will be documented in the City's computerized maintenance program.

Personnel Responsibilities and Requirements

City employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. In emergency situations City staff will be required to use their best judgment based on public and employee safety, the potential for damage to private property and the City wastewater system, and environmental concerns.

- Training and Education - Training will be provided to all employees responsible for maintenance and emergency response for issues with the wastewater system. Training of employees will include education necessary to earn and maintain appropriate Operator's certifications as administered by the Minnesota Pollution Control Agency. Training will also address standard operating procedures, proper use of equipment, emergency response and other topics required by State and Federal agencies. Employees will follow the City safety program to ensure their personal safety and all training will be documented.
- Work Schedule - Full-time City employees in the Public Works Wastewater Utility generally work a 40-hour week. In emergencies, employees may be required to work in excess of their regular schedule. Budget and safety concerns may limit the length of time an employee is permitted to work.
- Weather Conditions - Regular and routine wastewater maintenance operations will be conducted when weather conditions do not endanger City employees and equipment. Severe cold, severe heat, flooding, rain, snow, are example of conditions that may delay maintenance operations.

Documentation

The City will document all of its inspections, maintenance activities and emergency responses for its wastewater system. The City will also document circumstances that limit its ability to comply with this policy. An annual report will be prepared by the Wastewater Foreman that evaluates maintenance activities and for determining goals for the future. These records will be kept at Public Works in accordance with the City's records retention schedule.

Public Information

City staff will provide annual information to the City Council and the residents about activities related to wastewater services from the City of Saint Peter. This information may be provided at a public meeting, through articles published on the City's website or by direct mailing.

Other Wastewater System Policies

The City has a number of other policies and/or regulations that are important to the operation of the City's wastewater system. The following document/references are available on City's website, the internet, or at the Public Works Department.

- Saint Peter City Code (User Requirements)
- Minnesota Pollution Control Agency (NPDES Permit)

Adopted by the City Council on February 27, 2012