



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - November 2019

Meeting Date: December 10, 2019

Executive Summary:

TRANSPORTATION SERVICES

Road Maintenance:

- Sign fixing/replacement; ongoing.
- Lane maintenance; ongoing.
- Potholes patching; ongoing.
 - Daily inspections as per the online pothole reporting application.
- Assisted contractors and other departments as required.
- Snow Removal and Winter Road Maintenance; ongoing as per the policy.

Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
 - Mechanics - completed 38 work orders for various departments.
 - Operators - completed 6 work orders for various departments.
 - Contracted Services - 27 work orders were contracted out for various departments.
 - Outstanding - 72 work orders are outstanding for various departments.
- Fuel Consumption:
 - 7,018 liters of gas was dispensed into fleet vehicles for the various departments over 87 transactions.
 - 20,474 liters of diesel was dispensed into fleet vehicles for the various departments over 149 transactions.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- Runway drainage issues; ongoing.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 90% complete.
 - Engineering awarded to CIMA Canada Inc.
 - Construction Tender was awarded to E Construction.



Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Ad sales; ongoing.
- Monitoring accelerated Saturday schedule; ongoing.
- Adjusting routes due to construction and special events; ongoing.

Facility Maintenance:

- Responded to 33 work orders for building maintenance services for various departments.
- Facility Maintenance Contracts:
 - LD Septic - septic tank cleaning at the Airport Transfer Station and Imperial Park; monthly.
 - Harvey's Glass - servicing all automatic doors; ongoing.
 - Value Master Homes - Kids Time Out/Daycare Facility Improvements project; ongoing – awaiting final walkthrough.
 - Lakeland Fire and Safety - annual kitchen suppression inspection and certification; ongoing – awaiting on City Hall alarm install.
 - Lakeland Fire and Safety – annual fire extinguisher, fire alarm and sprinkler system inspections; complete.
 - Value Master Builders Ltd. – Public Works Facility renovation; ongoing.
 - Museum mouse/gopher control; ongoing.

ENVIRONMENTAL SERVICES

Waste Management:

- Curb side collection for regular waste, recycling and organics continues as per the 2018-2019 Waste Collection Schedule.
- Transfer Station and Landfill winter hours from 8:00 am to 5:00 pm Tuesday to Saturday (November 1, 2019 to March 31, 2019).
- Contract with Urlacher Construction Ltd. for the Class III Landfill Operations; ongoing.
- Distribution and repair of automated waste carts; ongoing as required.
- Metal recycling; ongoing.
- Materials Recycling Facility (MRF) was awarded to NOVA Construction and Mechanical; building was commissioned and operational as of Oct 1, 2019 some electrical and minor deficiencies remain.
 - Sorting and bailing materials collected at the new MRF; ongoing.
- Collection of recycled material from the new Recycling Drop-off Stations; ongoing.



Water Distribution and Wastewater Collection (Utilities):

- Meter reading; ongoing.
- Addressing trouble meter reads; ongoing.
- Completed water and sewer locates for contractors and homeowners.
- Timely response to emergency call outs for sewer backups, flooding and leaking meters, etc.; ongoing.
- Valve exerciser program; ongoing.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.

Water and Wastewater Treatment:

- Daily building and reservoir inspections, meter readings, laboratory testing and pump hour records are ongoing as per the Standard Operating Procedures.
- Weekly and monthly water and wastewater samples are collected and the results submitted to Alberta Environment and Environment Canada as per the license approval. All monthly log sheets are submitted online to the respective authorities.
- Repairs were made to facilities as required.
- Repairs to membranes; ongoing.
- Toxicity Reduction Evaluation Plan (TRE); ongoing.
- Lagoon maintenance; ongoing.
- WTP Expansion work; ongoing.
- MBBR Pilot Project equipment has arrived onsite at the Lagoon.

ENGINEERING SERVICES

Capital Projects - See attached Capital Project Summary

Geographical Information System (GIS):

- Continued sorting GIS data and related files; ongoing.
- Created maps, queries and large-format printouts as requested by City Staff; ongoing.
- Provided data to subcontractors as requested; ongoing.
- Assisted staff with ArcReader maps; ongoing.
- Updated City Address dataset; ongoing.
- Pothole web application; ongoing.
- Cityworks maintenance and troubleshooting; ongoing.
- Worked on updating GIS data with the new annexation assets and 2018 capital projects for 2019 MDW reports.



COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on November 25, 2019 at 6pm in City Hall Council Chambers.

Agenda items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Update
- 2020 Operating and Capital Budget
- Waste Water Treatment Plant Moving Bed Bioreactor (MBBR) Pilot Project Update

New Business:

- M.D. of Bonnyville Water and Sewer Servicing Discussion

Correspondence:

- Letter form the Town of Bonnyville dated Oct. 28, 2019 RE Liaison (Prevost)

Next meeting is scheduled for January 27, 2020 at 6pm in City Hall Council Chambers.

Alternatives:

Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer