



## **STAFF REPORT**

**Title:** Report to Chief Administrative Officer - Infrastructure Services - June 2020

**Meeting Date:** July 14, 2020

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### **Executive Summary:**

#### **TRANSPORTATION SERVICES**

##### Road Maintenance:

- Sign fixing/replacement; ongoing.
- Pothole patching; ongoing.
  - Pothole Registry is active, with automatic Service Request generation.
- Assisted contractors and other departments as required.
  - Assisted Utilities with dig site repacks in preparation for asphalt patching and concrete repairs.
- Street sweeping; ongoing.
- 2020 Road Maintenance Contracts:
  - Pavement Markings – Awarded to Line West Ltd.
    - Highway Line Painting; complete.
    - Residential Crosswalks and Stop Bars; ongoing.
  - Asphalt Patching – Awarded to Laredo Trucking Inc. o/a Laredo Paving; ongoing.
  - Sidewalk/Concrete Repairs – contract renewed with Superior Industries Inc.; ongoing.
  - Micro-Surfacing – Contract renewed with West-Can Seal Coating Inc.
  - Dust Control – Awarded to Tiger Calcium Services Inc.; complete.

##### Fleet Maintenance and Procurement:

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 51 work orders for various departments.
  - Operators - completed 4 work orders for various departments.
  - Contracted Services - 24 work orders were contracted out for various departments.
  - Outstanding - 60 work orders are outstanding for various departments.
- Fuel Consumption:
  - 7,861 liters of gas was dispensed into fleet vehicles for the various departments over 109 transactions.



- 17,109 liters of diesel was dispensed into fleet vehicles for the various departments over 134 transactions.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- GPS publishing; ongoing.
- The Cold Lake Regional Airport Taxiway and Apron Enhancements Project; 98% complete.
  - Engineering awarded to CIMA Canada Inc.
  - Construction Tender was awarded to E Construction; CCC issued.

Transit:

- Bus stop and bus shelter maintenance is being provided through a contract with Achieving Eden Ltd.
- Monitoring and adjusting routes as required (construction, special events, etc.); ongoing.
- Lost and Found policy development; in progress.
- Shelter solar panel review; in progress.
- Monthly Transit Reports; ongoing.
- Shelter “No Smoking” tape scheduled for replacement in July.
- Effective June 29 normal hours of hours of operation resumed:
  - Monday to Friday, from 7:00 a.m. to 9:00 p.m.
  - Saturday 9:00am to 9:00pm (accelerated schedule)
- Covid-19 response; ongoing.
  - CUTA weekly webinars RE Covid-19 updates to Transit;
  - weekly disinfecting of entire bus along with daily wipe downs of high touch areas;
  - Hand sanitizer installed for passengers;
  - Access to front door and driver space restricted, back door access only:
    - Driver barriers have been ordered. Once installed – front door boarding can resume;
  - Restricted seating to allow for social distancing. Partner seating is available for those traveling together; and
  - Infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 24 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.
- Lakeland Fire and Safety; awaiting City Hall alarm install.
- Lakeland Fire and Safety - Kitchen suppression inspection and certification at the marina and beach concessions.
- Value Master Builders Ltd. - Public Works Facility renovation; ongoing.
- MT Sinc- spring maintenance on HVACs and furnaces in City facilities; ongoing.
- Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
- Hydro Blast – hood vent cleaning at the marina and beach concessions; complete.
- Dunrite Roofing – awarded City Hall roof replacement; scheduled for completion in September 2020.

## **ENVIRONMENTAL SERVICES**

### Waste Management:

- Curb side collection for regular waste, recycling and organics was conducted as per the 2020-2021 Waste Collection Schedule.
  - 294 tonnes of waste was collected at the curb in June.
  - 34 tonnes of recyclables was collected at the curb in June.
  - 103 tonnes of organics was collected at the curb in June.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020) and Sundays (May 3, 2020 to August 30, 2020) 2:00 pm to 6:00 pm.
  - 261 tonnes of C&D material was disposed of in the Class III Landfill in June.
- 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):
  - Sorting and bailing materials collected at the new MRF; ongoing.
  - 160 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) was received at the MRF in June (most since opening in October 2019).
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
  - 17 tonnes of recyclables was collected from the Recycle Drop-off's in June.
- Covid -19 response; ongoing.
  - Sanitizing scale house credit/debit card machines after every customer.



- Use of additional PPE for manual pickup – N95 masks and frequent sanitation of gloves and the driver's cabin.

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.
- Advanced Metering Infrastructure (AMI) has been awarded to KTI Limited; ongoing.
- Covid-19 response; ongoing.
  - Avoid entering homes for meter reading/repairs, water and sanitary line repairs/maintenance, other work as per service levels - only being responded to if an emergency.
  - PPE requirements exceeded in emergency situations where staff have to enter a home.
  - Sanitizing key pads at Building 5 Fill Station daily.

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.
- Lagoon maintenance; ongoing.
- Covid-19 response; ongoing.
  - Keeping WTP staff separate from the rest of the PW staff.
  - Sanitizing key pad at the lagoon (Muffin Monster) daily.

**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.
- Followed up on Digital Orthophotography Aerial Imagery contract; reviewed the first draft data.
- Collected field data on culverts, omitted previously.
- Prepared maps and staked-out key points for Data Cable conduits.
- Started GIS updates based on the Meadows Storm Trunk as-builts.
- Designed topology to correct the geometry of water utility data.
- Developed webmap and webapp for utility isolation tracing.
- Resolved the queries of the Foreman and made modification in the tree data collection app.
- Configured, tested and modified the network trace as well as the reporting widget.

### **COLD LAKE REGIONAL UTILITY SERVICES COMMISSION**

The last meeting was held on June 1, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Delegation:

- Faber LLP, Chartered Professional Accountants

Old Business

- Cold Lake Regional Water Supply Expansion Update
- Waste Water Treatment Plant (MBBR) Pilot Project Update

New Business

- 2019 Financial Statements
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
- Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20

Correspondence

- Letter From CLFN Re Member Appointment (Dell)

In Camera

- Water Rate Study

Next meeting July 27, 2020

**Alternatives:**



**Recommended Action:**

Type the recommendation here

**Budget Implications (Yes or No):**

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer