



STAFF REPORT

Title: Report to Chief Administrative Officer - Infrastructure Services - July 2020

Meeting Date: August 11, 2020

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.
- Adjusting manholes; ongoing.
- Street sweeping; ongoing.
- Lane Maintenance; ongoing.
- Crack Sealing; 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 45 work orders for various departments.
 - Operators - completed 1 work orders for various departments.
 - Contracted Services - 24 work orders were contracted out for various departments.
 - Outstanding - 51 work orders are outstanding for various departments.
- Fuel Consumption:



- 8,701 liters of gas was dispensed into fleet vehicles for the various departments over 114 transactions.
- 23,204 liters of diesel was dispensed into fleet vehicles for the various departments over 177 transactions.
- Procurement:
 - Received 2020 Chevy Silverado for the Engineering Services Department as per the 2019 Capital Budget.

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 replacement; ongoing.
- Transit Advertising Contest; in progress with Communications.
- Bus Shelter Positive Message project; in progress with Communications.
- Transit Services Request For Proposal closed on July 28 at 2pm; only 1 bid was received; under review.
- 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. New fogger machine purchased for faster and more thorough disinfecting;
 - Hand sanitizer installed for passengers;
 - Access to front door and driver space restricted, back door access only:
 - Driver barriers have been ordered and scheduled for install on August 2. Once installed – front door boarding can resume;
 - Riders are encouraged to practice physical distancing or wear a mask.



- Physical distancing signs have been placed on the busses and in shelters.
- Masks provided the Government of Alberta are being distributed to riders.
- Infotainment monitors updated with Covid-19 notifications.

Facility Maintenance:

- Responded to 22 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; City Hall alarm install; ongoing.
 - Value Master Builders Ltd. - Public Works Facility renovation; complete
 - MT Sinc - maintenance on HVACs and furnaces in City facilities; ongoing.
 - Ansell Refrigeration – awarded the City Hall HVAC and Furnace Replacement Project; ongoing
 - 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.
 - 327 tonnes of waste was collected at the curb in July.
 - 33 tonnes of recyclables was collected at the curb in July.
 - 74 tonnes of organics was collected at the curb in July.
- 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.
 - 292 tonnes of C&D material was disposed of in the Class III Landfill in July.
- 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.
 - 140 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) was received at the MRF in July.



- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
 - 17 tonnes of recyclables was collected from the Recycle Drop-off's in July.
- 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; started testing delivered files.
- Collected field data on infrastructure assets - street lights.
- Completed GIS updates based on the Meadows Storm Trunk as-builts.
- Designed topology and updated the water isolation app with production data.
- Created the road closure feature dataset and populated with required feature classes.
- Configured the road closure app as per our requirement.
- Developed public map for road closure with Arcade expressions.
- Performed testing of hydrants and Cityworks python script.

COLD LAKE REGIONAL UTILITY SERVICES COMMISSION

The last meeting was held on July 27, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Old Business

- Cold Lake Regional Water Supply Expansion Update
- Wastewater Treatment Plant (MBBR) Pilot Project Update
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
 - AMWWP Funding Announcement
- Building 9 Force Main – Phase 4 Borrowing Bylaw No. 017-FN-20

New Business

- Wastewater Treatment Facility Mechanical Upgrade
 - AMWWP Funding Announcement

In Camera

- Agreement - Bonnyville Regional Water Services Commission (Negotiations)
- Land - TC Energy Saddle Lake Loop

Next meeting August 24, 2020

Alternatives:



Recommended Action:

Type the recommendation here

Budget Implications (Yes or No):

No

Submitted by:

Kevin Nagoya, Chief Administrative Officer