



## **STAFF REPORT**

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

**Meeting Date:** September 8, 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.
- Adjusting manholes; ongoing.
- Street sweeping; ongoing.
- Lane Maintenance; ongoing.
- Crack Sealing; complete.
- 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.; scheduled for September 15-20.

##### **Fleet Maintenance and Procurement:**

- Work Orders for Fleet Maintenance:
  - Mechanics - completed 21 work orders for various departments.
  - Operators - completed 18 work orders for various departments.
  - Contracted Services - 21 work orders were contracted out for various departments.
  - Outstanding - 73 work orders are outstanding for various departments.
- Fuel Consumption:
  - 8,448 liters of gas was dispensed into fleet vehicles for the various departments over 106 transactions.



- 20,151 liters of diesel was dispensed into fleet vehicles for the various departments over 155 transactions.

Cold Lake Regional Aerodrome:

- Daily inspections and reporting; ongoing.
- 13 lots are available for lease.
- GPS publishing; Complete.
- 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. FAC inspection scheduled for Sept 15, 2020.

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; awaiting approval.
- Shelter solar panel review; ongoing.
- Monthly Transit Reports; ongoing.
- Shelter “No Smoking” tape replacement; complete.
- Transit Advertising Contest; ongoing until Sept 18, 2020.
- Bus Shelter Positive Message project; awaiting approval for the first bench message.
- Transit Services Request For Proposal closed on July 28 at 2pm; only 1 bid was received; Southland to continue services.
- Covid-19 response; ongoing.
  - Weekly fogging/disinfecting of entire bus along with daily wipe downs of high touch areas;
  - Hand sanitizer installed for passengers;
  - Driver barriers have been installed; front door boarding has resumed;
  - 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 25 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.
    - Annual fire alarm/fire extinguisher inspections; ongoing.
  - 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.
  - 261 tonnes of waste was collected at the curb in August.
  - 25 tonnes of recyclables was collected at the curb in August.
  - 50 tonnes of organics was collected at the curb in August.
- Transfer Station and Landfill summer hours from 9:00am to 6:00pm Tuesday to Saturday (April 1, 2020 to October 31, 2020)
  - 270 tonnes of C&D material was disposed of in the Class III Landfill in August.
- 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.
  - 132 tonnes of recyclables (curbside, drop-off locations, self-hauled residential and commercial) was received at the MRF in August.
- Collection of recycled material from the Recycling Drop-off Stations; ongoing.
  - 19 tonnes of recyclables was collected from the Recycle Drop-off's in August.
- 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.



- Took part in surveying of the newly built Fiber Optic Line and prepared respective map.
- Took part in surveying of selected storm structures and prepared respective map.
- Completed GIS updates based on the Airport Taxiways as-builts.
- Configured the garbage collection zone layer for the garbage collection app requirement.
- Modified the garbage collection app to fit the City's needs.
- Designed a JavaScript fun quiz on waste sorting to integrate it in the garbage collection app.
- Modified the symbology of the road closure app based on the feedback.

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

The last meeting was held on August 24, 2020 at 6pm in City Hall Council Chambers.

Agenda Items included:

Old Business:

- Cold Lake Regional Water Supply Expansion Update
- Building 4 Condition Assessment and Feasibility Study
- Building 9 Force Main – Phase 4
- Wastewater Treatment Facility MBBR Upgrade

In Camera:

- Agreement - Bonnyville Regional Water Services Commission

Next meeting September 28, 2020

**Alternatives:**

**Recommended Action:**

Type the recommendation here

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

No

**Submitted by:**

Kevin Nagoya, Chief Administrative Officer