

# **SANITARY SEWER MAINTENANCE POLICY**

## **INTRODUCTION**

In 1975 the Cities of Clear Lake and Clearwater entered into an agreement and created the Clear Lake/Clearwater Sewer Authority (herein after referred to as the “Sewer Authority”) to establish a waste water disposal facility. This agreement has been amended over time, but continues to be enforce for the purpose of providing a safe, efficient and cost-effective means for jointly acquiring, maintaining and operating wastewater disposal facilities, and to do so in a manner that is fair and equitable to the citizens of each respective City, while adhering to all applicable local, state and federal regulations.

## **PURPOSE**

The intent of this policy is for the Sewer Authority and Cities of Clear Lake and Clearwater to provide effective and efficient maintenance to their sanitary sewer systems to prevent sewer backups. These procedures, when implemented, may also extend the life of various components of the sanitary sewer system.

The systems under this policy include a treatment system consisting of two municipal wastewater collection systems, five lift stations, approximately 10,437 feet of force main, an aerated pond system, stilling pond, traveling bridge sand filters, disinfection by chlorination and de-chlorination, and a Membrane Bio Reactor (MBR) system. This is a Class A facility.

This policy was developed and implemented to take into consideration public safety, budgets, personnel, environmental concerns, and the cost of implementation versus the benefit achieved. The Sewer Authority and the Cities will use their employees, equipment and/or private contractors to provide this service.

While the Sewer Authority and Cities fully intend to meet the guidelines established in this policy, there may be times when this is not feasible. Issues including, but not limited to, budget constraints, critical equipment failure, or weather and other emergencies may prevent them from meeting the guidelines established herein. Deviations from the goals established in this policy will be documented.

## **ROUTINE MAINTENANCE AND INSPECTION GOALS**

### **Sanitary Sewer Mains**

Scope of Responsibility – To maintain the components of the public sanitary sewer system. This includes sanitary sewer mains, manholes, lift stations and other components. Private property owners are responsible for the maintenance of sanitary sewer components from their property up to and including the connection to the public sanitary sewer system. The “connection to the public sewer system” is defined as the place where the private property owner’s sanitary sewer lateral intersects and enters the Public sewer main.

Schedule – It is the goal to inspect and maintain the components of its sanitary sewer system. The areas of the sewers to be maintained each year will be determined by the respective City Councils. However, for the integrity of the entire system at least one-third of each collection system shall be inspected annually.

Equipment – The equipment used to perform maintenance will depend upon the equipment available and the effectiveness as determined by qualified staff.

Television inspection – Sewer mains will be inspected by television camera once every ten (10) years as recommended by the League of Minnesota Cities. Factors that may change this timeline include, but are not limited to, variations in funds, time, and claims. Recorded sanitary sewer inspection tapes / DVD's and reports will be kept for reference until the next televising of the sanitary sewer is completed.

Any sanitary sewer mains located on a street where a street maintenance project is planned will be inspected before and after such a project. Sanitary sewer mains in a new development must be televised before said mains are turned over to the governing body. Television inspection may also be used to inspect the sanitary sewer system where there are possible problems. Problems include, but are not limited to, sanitary sewer back ups, blockages, root intrusion, and inflow & infiltration. The respective governing body may require any sanitary sewer main near a construction area to be televised before and after the construction. Visual recordings of sanitary sewer main televising will be required of any vendor performing this service. A written report summarizing and interpreting the findings will also be required.

Maintenance – It is the goal of each respective governing body to jet/vacuum clean a different quarter of the sanitary sewer system each year. When determining which quadrant to clean funding, problem areas and previously cleaned City sewer mains can be taken into consideration.

### **Problem Areas**

Based on periodic assessments, maintenance on certain areas of the system may require more frequent maintenance, while other areas will require less frequent maintenance. Maintenance frequency will be determined by each respective governing body, based on recommendations from qualified staff. Any sewer maintenance completed will be documented.

### **Sanitary Sewer Lift Stations**

Lift stations shall be maintained using specific maintenance that is reasonable and recommended. Visual inspections of the lift station are to be conducted regularly. General records and maintenance of operation logs are to be recorded; including electric and pump meter readings. Annual inspections of the pumps, alarm systems, and electrical components will be conducted.

## **INFLOW AND INFILTRATION**

Inflow and infiltration occur when clear water enters the sanitary sewer system. This may occur through cracks and leaks in the sewer pipes and manholes or through sump pumps incorrectly connected to the sanitary sewer system. Inflow and infiltration can lead to backups, overflows and unnecessary and expensive treatment of clear water.

Steps will be taken including sewer main lining and a city wide sump pump inspection programs to lower the inflow and infiltration problems. Periodic inspections of manholes will be conducted to identify if there are any contributing to this problem.

## **PERSONNEL RESPONSIBILITIES AND REQUIREMENTS**

### **Exercise of Professional Judgment**

It is expected that all employees, in accordance with their job duties and responsibilities, will exercise their professional judgment in the implementation of this policy. Further, it is expected that in emergency situations employees will be required to exercise their discretion and weigh political, social, and economic considerations including, but not limited to, public and employee safety, the potential for damage to private property, the sanitary sewer systems and environmental concerns.

### **Training and Education**

Training will be provided to employees responsible for maintenance of and emergency response to issues with the sanitary sewer system. Training will include education necessary to earn and maintain appropriate operator certifications. Training will also address standard operating procedures, proper use of equipment, confined space entry, safety, emergency response and other topics required by state and federal agencies.

### **Work Schedule**

Full time employees will be expected to work their prescribed work schedule. In emergencies, employees may be required to work hours in excess of their scheduled hours. Budget and safety concerns may limit the length of time an employee is permitted to work.

### **Weather Conditions**

Regular sewer maintenance operations will be conducted only when weather conditions do not endanger employees and equipment. Factors that may delay sewer maintenance operations include, but are not limited to: severe cold, severe heat, flooding, rain, snow and other severe weather events.

## **DOCUMENTATION**

Each respective governing body will document all of its inspection and maintenance activities and emergency responses of its sanitary sewer system. These records will be kept in accordance with the City's record retention schedule.

## **PUBLIC EDUCATION**

Periodically, residents shall be informed of their responsibilities related to the sanitary sewer service. Each City will also ensure that other policies and/or ordinances are available for public inspection.

Adopted this 18<sup>th</sup> day of June, 2012 by the Clearwater City Council

Adopted this 2<sup>nd</sup> day of July, 2012 by the Clear Lake City Council

Adopted this 24<sup>th</sup> day of July, 2012 by the Clear Lake / Clearwater Sewer Authority