



Water & Wastewater Monthly Report

Triunfo Sanitation District

For the month of: March 2016

The billing period for this invoice is 02/21 through 03/19/2016 for labor and equipment. This report is arranged in the order of the invoice: Collection System, General Administration, Potable Water System, Reclaimed/Recycled Water System, and Wastewater Operations.

BELL CANYON

TSD-BCN01 (221207) – WASTEWATER – BELL CYN – MAIN – COLLECTION SYSTEM

- Staff worked on Will Serve work orders in Bell Canyon.
- Staff looked up 247 Bell Canyon and 19 Stirrup Lane for sewer connection - 247 Bell Canyon is connected to sewer - 19 Stirrup is on septic tank. Resident is going to contact Finance department regarding connection procedures and fees.

TSD-BCN02 (221302) – WASTEWATER – BELL CYN – OPERATIONS

- Staff checked the Bell Canyon lift station multiple times.
- Staff collected the fire extinguishers for yearly checks/maintenance.

TSD-BCN05 (221303) – WASTEWATER – BELL CYN – OPERATIONS – ADMINISTRATION

- Staff prepared and submitted the monthly flow data to the City of Los Angeles.

COLLECTION SYSTEM

TSD-COL01 (221201) – WASTEWATER – COLLECTION SYSTEM MAINTENANCE

A variety of activities were performed throughout the collection system this period, including:

- Completed USA Dig Alert markings in Lake Sherwood, Bell Canyon, Oak Park and Thousand Oaks/Westlake Village and North Ranch areas.
- Hot Spot line cleaning in all TSD areas (set up traffic control as needed).
- Staff used the CCTV in TSD areas.
- Staff inspected manholes.
- Staff investigated sinking street (Pathfinder Ct) using the CCTV.
- Staff created work orders.
- Staff met with Guitar Center to look at a lateral connection (not ours).
- TSD easement checks.
- Staff worked on two new binders for hot spot cleaning.
- Staff created and closed lateral connection work orders.
- Staff repaired the CCTV camera.

TSD-COL02 (221400) – WW – ENGINEERING

- Staff attended a pre-con meeting at the Civic Arts Center.
- Staff used the CCTV in a new easement line in back of Sherwood.
- Staff met with contractor at the Carlisle Pump Station about completing the punch list.
- Staff inspected all of the manholes in the Carlisle Development for I&I (none found).
- Staff met with contractor about a signed proposal for coating manholes.
- CIP meeting with General Manager.

TSD-COL03 (221202) – WWW – N. SHORE TANK MAINTENANCE

- Staff installed a new alarm box and float switch at 890 Lake Sherwood Dr.
- Staff assembled new alarm boxes and ordered new components.

TSD-COL04 (221203) – WWW – MAINTENANCE – MANHOLE REHAB

- Staff worked on manhole rehab work orders in all of TSD areas and set up traffic control as needed.

TSD-COL06 (221501) – WASTEWATER - EPG – SOURCE CONTROL

- Staff worked on FOG database.
- Staff performed fixture counts and audits.
- Staff created fixture count work orders.
- Pretreatment inspection audit at Las Virgenes WWTP.
- Staff reviewed checklist terms.
- Staff reviewed detail/requirements for program modifications and annual reporting (SNC).
- Staff created a submittal letter to LVMWD.
- Staff worked on Nano Film permit revisions.
- PCI at Tapia.
- Staff revised the annual RWQCB report and forwarded/e-distributed all.
- Initial review of Nano Film water data received from Dale B.
- Checked and responded to Josie Z (LVMWD) regarding the final version of publication version (Nano Film SNC).

TSD-COL09 (221206) – WW – MAINTENANCE SCADA

- Staff worked on PLC programming.
- Staff worked on evaluating panel view programs to upgrade to Automation Direct C-more applications.
- Staff worked on a control strategy of the PLC master for TSD.

TSD-COL11 (221700) – WW – FIXTURE UNIT AUDIT

- Time was miscoded should have been coded to 221400, staff will make the change.

GENERAL ADMINISTRATION

TSD-GEN01 (121100) – CENTRAL ADMINISTRATION

- The Finance Department staff provides general accounting services including processing of accounts payables, accounts receivables, bank reconciliation, fixed asset management and depreciation calculation, purchasing processing, deposit preparation, cash receipts, and daily cash management of the District's funds.

TSD-GEN04 (121101) – CENTRAL ADMINISTRATION – WW ADMINISTRATION

- Questions about costs billed to this project should be directed to Vickie Dragan, Director of Finance.

POTABLE WATER SYSTEM

TSD-POT01 (222300) – POTABLE WATER – OPERATIONS

- 97 samples were analyzed for the chlorine residuals at the sample stations and tank sites.
- Water samples from the distribution system were analyzed for coliform bacteria. In addition samples were analyzed from the reservoirs for Nitrite and Monochloramines. Nitrite-N and HPC samples were also taken at the reservoir sites and sent off to a lab to be analyzed. UCMR samples were taken from the entry point from Calleguas and from the designated sample point in the Kilburn Zone.
- Routine facility rounds were conducted on Monday and Friday of each week at all the pump stations and tank sites. This includes maintenance at all the sites. Fire extinguisher inspections were also done.
- USA Dig Alerts; marking our lines for utility digging.
- Monthly generator checks/runs.
- Meter box maintenance (replaced broken covers and lids).
- Set up the library for the TSD board meeting.
- Worked on the TSD monthly report.
- Staff made changes on SCADA, tank levels etc.
- Staff cleaned and organized trucks.
- Staff worked adjusting tank levels to improve water quality.
- Staff worked on sample point flushing and checked residuals.
- Staff worked on calling customers that need to have their backflows tested.
- Staff worked on SEMS work orders.
- Staff organized maps / blueprints- sent as-builts to Bailard to be scanned.
- Staff met with Oak Park Apartments manager regarding several 2" meters that are showing continuous usage. Staff showed manager the meter locations as manager was unable to locate on his own.
- Staff investigated a pump failure at Savoy Pump Station.
- Staff responded to a 2" main break at the Oak Park Apartments (North) met with the plumber, turned on and off our valve as needed for repair.
- Staff met with General Manager.
- Staff renamed tags on SCADA.
- Staff had a leak detection meeting with FCS and Utilitiuse at Bailard.

Potable Water Use:

Falling Star Turn out

37,263,116 Gallons = Monthly Flow Total

*All water coming into the distribution system is now being metered through the Falling Star turnout.

Emergency Generator Use:

Lindero Generator Run Hours – Routine Maintenance: 0.4 hrs

Lindero Generator Run Hours – Emergency Use: 0.0 hrs

Deerhill Generator Run Hours – Routine Maintenance: 0.4 hrs

Deerhill Generator Run Hours – Emergency Use: 0.0 hrs

TSD-POT03 (222400) – POTABLE WATER – ENGINEERING PROJECTS

- Staff met with General Manager (CIP meeting).

TSD-POT04 (222301) – POTABLE WATER DISTRIBUTION SYSTEM REPAIR AND MAINTENANCE

- Staff investigated water coming up from the street, determined it to be a service line leak at 6628 Buttonwood. Staff used leak detection equipment to confirm which service line was leaking.
- Staff located the service line, delineated the work area, called in a dig alert and set up the repair with contractor. Staff met with Crimson Pipeline and the gas company who were onsite during the job due to a 15 high pressure gas main and a 10 oil line crossing our job.
- Staff replaced two ¾” service lines, backfilled and paved. Staff recharged the main line and flushed all affected services.
- Staff exercised valves in the Kilburn and Conifer Zones.
- Staff replaced broken angle meter stops.
- Staff investigated water coming up out of a valve stack on Via Novella, delineated work area, called in a dig alert and set up the repair, notified all affected customers of a possible disruption of service.

TSD-POT05 (222501) – WATER CONSERVATION PROGRAM

Water Watch was performed four - five times per week, for one hour each day, in all zones.

- 13 Violations were posted this period:
 - 11 for watering on a prohibited day
 - 1 for watering at the wrong time
 - 1 for excessive run off and watering on a prohibited day
 - 3 resident notification this period
- Staff prepared, scanned and mailed violation letters.
- Staff performed 11 water audits at multiple customer's homes.
- Staff met with a Medea Creek Middle School class to discuss ways to conserve water and to answer questions they had.
- Staff reviewed and signed violation letters.
- Staff met with customers that had meters in leak mode (showing continuous usage) and helped them locate leaks.
- Staff worked on SEMS work orders.
- Staff answered water conservation and violation phone calls.
- Staff patrolled the Oak Park area for water violations. Staff took pictures (date and time stamped) and posted violation notices on the customers' doors.

- Staff uploaded violation pictures and sent up corresponding excel sheets of all violating addresses.

TSD-POT06 (222500) – POTABLE WATER – ENVIRONMENTAL PROGRAMS

- Staff entered, scanned and saved the lab results into the server and database.
- Staff worked on the monthly DDW report.
- Staff continued to work on the 2015 annual report.
- Staff completed / submittal of the emergency drought report / forward acknowledgement.

TSD-POT07 (122100) – CUSTOMER SERVICE – ADMINISTRATION

- Administrative staff assists Oak Park Water Service customers by mail or by telephone; processes payments and generates monthly water billings, and performs payment follow-up for non-paying accounts.

TSD-POT08 (222302) – CUSTOMER SERVICE – FIELD

- A total of 47 service calls were completed this month. These consisted of move in and move outs. High bill calls, off notices, verified reads, shut offs for residents not applying for service and services being reconnected for new residents that have moved in.
- 128 Delinquent notices were posted for residents that were past due in paying their bill. Notices were sorted in posting order. Pictures were taken of all posted door hangers. Notices were posted on 03/03/2016.
- 6 services were shut off for nonpayment on 03/07/2106.
- Multiple high bill/check for leak investigations were conducted.
- Assisted customers with isolating/finding leaks.
- Assisted customers with pressure related questions.
- Shut off angle stops for plumbers that needed to make repairs on customer's home.
- Verified reads for the office.
- Staff prepared water audit work order forms.
- Staff answered questions and assisted with customer connect log.
- Staff created and dispatched work orders.
- Notified customers affected by a water service interruption / leak repair on Buttonwood Lane and Via Novella.

TSD-POT09 (222303) – POTABLE WATER-OPS-FIRE HYDRANT

- Staff worked on hydrant maintenance in the Kilburn Zone.
- Staff responded to a hydrant that was hit by a truck. There was a small drip at the flange, staff replaced one bolt and tightened up the others to stop the leak.

TSD-POT10 (222305) – POTABLE WATER-OPS-METER REPLACEMENT

- Staff worked on a list of meters that were not communicating and cleared alarms using a hand held computer, replaced meters, mxu's, cords to resolve the communication issues.
- Staff updated the meter change out list.

TSD-POT12 (222200) – PW – MAINTENANCE

- Lockhart staffing was used to fill sand bags in preparation for El Niño.

TSD-POT14 (122501) – PW – ADMIN – OP WATER CONSERVATION

- Questions about costs billed to this project should be directed to Vickie Dragan, Director of Finance.

TSD-POT18 (222302E) – PW-CUST SVC EMERG CALL-OUTS

- 02/26/16 - Staff restored service to 6269 Deerbrook (customer paid).
- 03/01/16 - Staff restored service to 646 Trousdale.
- 03/05/16 - Staff restored service to 664 Trousdale. Customer called and reported she had no water. A neighbor's gardener had shut off the wrong service to do an irrigation line repair and never turned it back on.
- 03/10/16 - Staff responded to a broken irrigation valve at 727 Oak Point, the customer was unable to isolate the leak.
- 03/12/16 - Staff was called out to water shooting over a customer's wall at 934 Deerhill Rd. – This was a broken HOA sprinkler. Landscaping company was notified.
- 03/17/16 - Staff restored service to an apartment building that was shut off for a slab leak repair.
- 03/19/2016 - Staff responded to water coming out of a meter box at 6724 Singletree Lane service line leak.

TSD-POT19 (222301E) – PW-OPER SYS RPR EMER CALL-OUT

- 02/28/16 – Staff responded to a service line leak at 6628 Buttonwood.
- 03/01/16 – Staff assisted with flushing customer lines and clearing alarms.

TSD-POT21 (222307) – POTABLE WATER – OPERATIONS – METER READINGS

- Staff verified reads in the field for meters that were not communicating.

TSD-POT22 (222202) – POTABLE WATER – MAINTENANCE – SCADA

- Communication PLC programming.
- Staff investigated low flow issues at the Falling Star turnout.
- Staff worked on radio issues.
- Reprogrammed Deerhill and Kanan plc for Communication
- Staff worked on heartbeat logic and discussed strategies on how and what should be done.
- Staff had a SCADA meeting for network issues, control issues and HMI upgrades to TSD.

TSD-POT23 (222201) – PW – MAINTENANCE PREVENTATIVE

- Site checks, inspected, cleaned and made small repairs.
- Staff repaired a leaking flange and repaired a check valve at Smoketree booster station.
- Staff replaced a UPS device at Deerhill and prepped electrical for a breaker change out.
- Staff troubleshot electrical at the Oak Canyon Reservoir MOV vault and sealed the manhole lids to prevent water intrusion.
- Staff troubleshot motor # 1 and pm'd pump #3 at Savoy Pump Station.
- Staff removed and replaced a broken fan at Lindero Pump Station.
- Staff repaired electrical at Lambourne Booster Station.

TSD-POT26 (122101) – POWS – E-BILL IMPLEMENTATION

- Questions about costs billed to this project should be directed to Vickie Dragan, Director of Finance.

RECLAIMED/RECYCLED WATER SYSTEM

TSD-RCL01 (223300) – RECLAIMED WATER - OPERATIONS

Staff performed reclaimed water meter reads on 02/23/16 for Oak Park and Lake Sherwood. Staff submitted the reclaimed water meter reads to Finance for billing. Rounds at the Reclaimed Booster Station were performed three times a week.

Other (non-routine) activities included:

- Staff met with Rancho Simi Park District to restore service at Indian Springs Park.
- Installed a 3” meter at Indian Springs Park, new mxu and activated the meter.
- Reclaimed meter reads in Lake Sherwood and the Reclaimed Booster Station.
- Delineated our reclaimed lines for dig alerts.
- Investigated a leak on Hawthorne and Cremona, notified landscaping company.
- Met with landscaping company / they have a leak on a 2” line under Kanan Rd. and had some questions.
- Met with landscapers to open a frozen (hard to open) valve.

TOTAL RECLAIMED WATER USE:

Oak Park System: 8,647,089 Gallons

Lake Sherwood usage: 7,120,960 Gallons

TSD-RCL03 (123100) – RW – ADMIN – CUSTOMER SERVICE

- Administrative staff assists the users of the reclaimed water system by mail or by telephone; processes payments and generates monthly billings, and other reporting duties.

TSD-RCL04 (223300E) – RW- OPER EMERGENCY CALL OUT

- 02/25/16 - Staff responded to a broken line on Conifer (school side).

WASTEWATER SYSTEM

TSD-WWW01 (221301) – WASTEWATER OPERATIONS

Bell Canyon Pump Station and flow meter

The lift station and flow meter were checked each week. The generator was tested under load. Weed abatement was performed in and around the station. A safety inspection was conducted, and the level probe was cleaned.

Carlisle Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station and the station’s fire extinguishers were checked. The generator was tested under load.

Lake Sherwood Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station’s fire extinguishers were checked. The generator was tested under load.

Lake Sherwood Polo Field Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station's fire extinguishers were checked. The generator was tested under load. The wet well was cleaned.

North Ranch Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station, the level transducer was cleaned, and the station's fire extinguishers were checked. The generator was tested under load.

Westlake Pump Station

The lift station was checked each week. Weed abatement was performed in and around the station.

Monthly

TSD Lift Stations – Flow Calculator

Month of: March 2016

Total Gallons	
Lake Station	7,345,456
Polo Fields	3,010,960
Carlisle	652,450
Bell Cyn/TSD	3,505,737
Bell Cyn L/S	348,550

- Staff checked TSD lift stations multiple times per week.
- Staff met with Dial Security at Carlisle Lift Station to install a new cell radio to replace the phone lines.

TSD-WWW02 (221200) – WASTEWATER – MAINTENANCE

- Staff removed and replaced two 90's at the Polo Field Lift Station.
- Staff delivered the gantry to the North Ranch lift station.
- Staff cleaned out the wet well at the Polo lift station.
- Staff created work orders for the above work.

TSD – WWW04 (221300) – OPERATIONS – ADMINISTRATION FIELD

- Chemsearch Ecoflow Drain Maintenance for odor control.
- WWW Superintendent and General Manager Meeting.

If you have other questions or concerns, please contact me at (805) 658-4648.



RICHARD JONES – W&WW OPERATIONS SUPERINTENDENT