



Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick GA 31520
Thursday, January 7, 2021 at 2:00 pm
Commission Meeting Room

COMMISSION MEETING AGENDA

Call to Order

Invocation

Pledge

PUBLIC COMMENT PERIOD

Public Comments will be limited to 3 minutes per speaker. Comments are to be limited to relevant information regarding your position and should avoid being repetitious. Individuals should sign in stating your name, address and the subject matter on which you wish to speak. Your cooperation in this process will be greatly appreciated.

COMMISSIONER'S SWEARING-IN CEREMONY – The Honorable Debra Godwin Duncan
Chad Strickland, Commissioner 2021-2024 (Elected – Post 1)
Charles Cook, Commissioner 2021-2024 (Grand Jury Appointed)

ELECTION OF OFFICERS

EMPLOYEE RECOGNITION

Richard Ellis Zettler, Wastewater Collection Systems Operator

APPROVAL

- 1. Minutes from December 17, 2020 Regular Meeting (*subject to any necessary changes*)**
- 2. Project 703 – PS4003 Upgrade Change Order #1 – A. Burroughs**
- 3. Pump Station SCADA Replacements - Contract Award – A. Burroughs**

DISCUSSION

- 1. Asset Management Update – E. Zettler**

EXECUTIVE DIRECTOR'S UPDATE

CHAIRMAN'S UPDATE

EXECUTIVE SESSION

MEETING ADJOURNED

*All citizens are invited to attend.
There is a possibility of a quorum of City or County Commissioners being present.*



**Brunswick-Glynn County Joint Water and Sewer Commission
1703 Gloucester Street, Brunswick, GA 31520
Thursday, January 7, 2021 at 2:00 PM**

COMMISSION MINUTES

PRESENT:

**G. Ben Turnipseed, Chairman
Bob Duncan, Vice-Chairman
Charles Cook, Commissioner
Cornell L. Harvey, Commissioner
Wayne Neal, Commissioner
Tripp Stephens, Commissioner
Chad Strickland, Commissioner**

ALSO PRESENT:

**Andrew Burroughs, Executive Director
Charlie Dorminy, HBS Legal Counsel
LaDonnah Roberts, Deputy Exec. Director
Todd Kline, Director of Engineering
Jay Sellers, Director of Administration
Frances Wilson, Senior Accountant
Ellis Zettler, Asset Management Manager
Janice Meridith, Exec. Commission Administrator**

MEDIA PRESENT:

Taylor Cooper, The Brunswick News

Chairman Turnipseed called the meeting to order at 2:00 PM.

Chairman Turnipseed provided the invocation and Commissioner Cook led the Pledge of Allegiance.

PUBLIC COMMENT PERIOD

Chairman Turnipseed opened the public comment period.

There being no citizens for public comment, Chairman Turnipseed closed the public comment period.

**COMMISSIONERS' SWEARING-IN CEREMONY – The Honorable Debra Godwin Duncan
Chadwick J. Strickland, Commissioner 2021-2024 (Elected – Post 1)**

The Honorable Judge Debra Godwin Duncan presented and read the Official Oath of Commissioner of the Brunswick-Glynn County Joint Water and Sewer Commission to incoming Commissioner Chad Strickland who was elected to serve for Post 1. Commissioner Strickland repeated his Commissioner's oath swearing to support and defend the Local Act enabling the BGJWSC as well as the Constitutions of the United States and of the State of Georgia. After swearing him into his new public office position, Judge Duncan congratulated Commissioner Strickland and wished him success.

COMMISSIONERS' SWEARING-IN CEREMONY– The Honorable Debra Godwin Duncan (cont.)

Charles Cook, Commissioner 2021-2024 (Grand Jury Appointed)

Commissioner Charles Cook took his official oath of Commissioner of the Brunswick-Glynn County Joint Water and Sewer Commission. Judge Debra Godwin Duncan read the oath as Commissioner Cook repeated it swearing and affirming to faithfully discharge his duties of Commissioner of the BGJWSC in all matters which require his official action. Commissioner Cook was appointed by the Grand Jury to serve as Commissioner for a four year term ending December 31, 2024. Judge Duncan congratulated Commissioner Cook and wished him the best.

ELECTION OF OFFICERS

Commissioner Stephens nominated Chairman Turnipseed to serve as Chairman for the calendar year 2021. The nomination was seconded by Commissioner Duncan. No additional nominations were received. The nomination carried 7-0-0.

Commissioner Harvey nominated Commissioner Duncan to serve as Vice-Chairman for the calendar year 2021. The nomination was seconded by Commissioner Stephens. No additional nominations were received. The nomination carried 7-0-0.

EMPLOYEE RECOGNITION

Richard Ellis Zettler, Wastewater Collection Systems Operator

Commissioner Harvey congratulated Richard Ellis Zettler for being a part of the JWSC staff, and also advised that his best was always expected from him as a part of the organization. Commissioner Harvey then read the statement on the certificate as presented to Mr. Zettler. Executive Director Andrew Burroughs joined Commissioner Harvey in congratulating Mr. Zettler on his accomplishment.

APPROVAL

1. Minutes from the December 17, 2020 Regular Commission Meeting

Commissioner Duncan made a motion seconded by Commissioner Neal to approve the minutes from the December 17, 2020 Regular Commission Meeting. Motion carried 7-0-0.

2. Minutes from the December 17, 2020 Executive Session

Commissioner Duncan made a motion seconded by Commissioner Stephens to move to approve the minutes from the December 17, 2020 Executive Session. Motion carried 7-0-0.

3. Project 703 – PS4003 Upgrade Change Order #1 – A. Burroughs

Mr. Burroughs advised that this is a SPLOST project for the City of Brunswick on “K” Street. The project includes a pump station overhaul, a new wet-well, all new internals and electric systems, as well as an overhaul of the building and some gravity improvements coming into PS4003. He added that the contractor Petticoat Schmidt has been working diligently on the project. This change order does two things. First is a slight cost reduction on the project due to cost reductions with a cast in place wet-well versus a pour in place wet-well, and second is a 30 day extension on the contract.

Commissioner Neal made a motion seconded by Commissioner Duncan to move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the above described Change Order #1. Motion carried 7-0-0.

4. Pump Station SCADA Replacements – Contract Award – A. Burroughs

Mr. Burroughs stated that this project was released for RFP on November 6, 2020. The requested improvements include 136 pump station sites to be added to JWSC’s SCADA system. Mr. Burroughs explained that SCADA is a monitoring system that does remote monitoring of JWSC’s assets. This

project involves a total of four tasks which he described: existing system audit, SCADA RTU production, VTScada application, and installation and integration of RTUs at pump station sites. This is a 300 day contract. Two firms submitted proposals. After reviewing the proposals, staff recommended moving forward with an award to Electric Machine Control in the amount of \$2,628,979.90 which was higher than the original staff estimates of \$2,000,000. The additional costs are mainly due to costs to install new mounting hardware. Approval of this project requires allocating \$630,000 in additional funding to the project budget from the R&R reserve.

Commissioner Duncan made a motion seconded by Commissioner Stephens to move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the contract award for Pump Station SCADA Replacements to Electric Machine Control, Inc. in the amount of \$2,628,979.90. Motion carried 7-0-0.

DISCUSSION

1. Asset Management Update – E. Zettler

Mr. Zettler Provided copies of the Asset Year End Report for year 2020-2021 to the Commissioners for their review. He named the goals of Asset Management which are: restructure vertical hierarchy, implement mobile application, decrease in reactive work and increase in planned and PM work orders, digitize paper form inspections, train personnel to use the system and its new changes, increase the number of personnel using CityWorks, and push to have every major asset inventoried and listed in CityWorks. Mr. Zettler commented that the organization made large strides during this past year concerning Asset Management, and he listed the various areas and items that will be worked on throughout the coming year. In addition to the report pages, Mr. Zettler included charts and graphs indicating monthly work order totals for comparing what planned and unplanned work was done in 2019 with the percentages completed during the year of 2020. Preventive maintenance work orders, reactive work orders, and inspections were reviewed and discussed. Mr. Zettler provided a preview of the goals and plans for this year of 2021.

EXECUTIVE DIRECTOR'S UPDATE

Mr. Burroughs congratulated Commissioner Strickland for joining the JWSC Board, and Commissioner Cook for rejoining the Board for another four years. The North Mainland SPLOST bids for the force main reroute down Harry Driggers Blvd. and the two pump station upgrades are due on this coming Tuesday at 12:00 noon. The Ridgewood Water Production Facility went online this morning. Academy Creek construction will begin next week. The Altama Avenue CIPP project is scheduled to be completed during the next week. The Prince Street Water Tank Project mobilization of crews will begin next week as well.

CHAIRMAN'S UPDATE

The Chairman stated that he wanted to reiterate what Mr. Burroughs said and welcome Commissioner Strickland to the Commission, and added that he will be a great addition to the Board. Chairman Turnipseed also thanked Commissioner Cook for serving another four years and noted that we all look forward to that. There is a work session/retreat on Wednesday, January 20th at the offices of Hall Booth Smith P.C. to begin planning for the upcoming year and discuss the Commissioners shared ideas. Chairman Turnipseed closed by thanking the Commission for allowing him to be the Chairman for another year, and thanked Mayor Harvey and Commissioner Neal for remaining for another term.

EXECUTIVE SESSION – Personnel

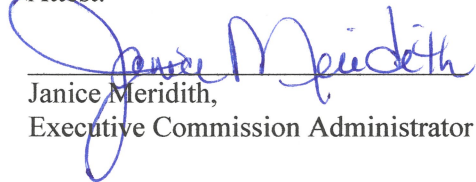
Commissioner Cook made a motion seconded by Commissioner Duncan to move to enter into Executive Session to discuss Litigation and Property with no vote to be taken. Motion carried 7-0-0.

Return to Regular Session

Commissioner Duncan made a motion seconded by Commissioner Neal to move to return to Regular Session. Motion carried 6-0-1. (Commissioner Stephens was not in the room for the vote.)

There being no additional business to bring before the Commission, Chairman Turnipseed adjourned the meeting at 3:09 p.m.

Attest:


Janice Meredith,
Executive Commission Administrator



G. Ben Turnipseed,
Commission Chairman



Brunswick-Glynn County

Joint Water and Sewer Commission

Memo

To: Brunswick-Glynn Joint Water & Sewer Commission
From: Todd Kline, P.E., Director of Engineering
Date: 07 January 2020
Re: Capital Project #703 – SPLOST 2016 Lift Station 4003 Upgrade; C.O. #1

Overview

- **Who:** Petticoat-Schmitt Civil Contractors, LLC (Contractor)
Hussey, Gay, Bell & DeYoung Consulting Engineers (EOR)
- **What:** Credit and time extension Change Order:
 - Notice to Proceed:
 - 01 July 2020
 - Final completion 17 March 2021 (240 days).
 - 30 Day time extension requested by Contractor:
 - Proposed, adjusted final completion **April 16th, 2021.**
 - Cast-in Place wet well contract reduction/credit: **(\$4,673.72)**
- **Why:** Delay associated with change in construction method (cast-in place vs. pre-cast). Credit for wet well materials. Cost to add pipe supports and by-pass tee (see attached submittal).
- **Contract Amount:** \$1,998,690.00 (SPLOST 2016 Funding)

Staff Report

On December 09th, JWSC staff received a documentation from Petticoat-Schmitt Civil Contractors, Inc. (PSCC) which included an all inclusive project time extension request in the amount of 30 days. PSCC cited constructability issues due to the close proximity to the existing building, depth of excavation, cure time of a cast-in place wet well and dewatering. The project Engineer of Record reviewed the proposed change in installation and together with the contractor and JWSC approved the precast structure based on ACI 350 for design and crack control, exterior of structure to be coated with Conseal CS-55 acrylic coating, interior to be coated with at least (2) coats of calcium aluminate aggregate mortar and provide to JWSC a contract reduction/credit for wet well and expansion joints and include installation of turnbuckle supports and by-pass tee in the amount of **(\$4,673.72)**.

The project is expected to complete within budget. The work completed by the Contractor, to date, has been satisfactory and per contract requirements.

Recommended Action

Staff has reviewed the request from Petticoat-Schmitt Civil Contractors, Inc. and recommends approval of a Change Order #1 request with an adjusted final contract amount of \$1,994,016.28 and a contract time extension of 30 days.

Recommended Motion

I move that the Brunswick-Glynn County Joint Water & Sewer Commission forward the above described Change Order #1, to full Commission for approval.

Attachments:

- 1) Request for Information (dated 10/07/20).
- 2) Change Order Request (12/09/2020).



MEMORANDUM

TO: Harry Patel, BGJWSC
FROM: Chris Burke, P.E.
RE: LS 4003 Change Order No. 1 (Credit)
DATE: 12-22-20
CC : Jennifer Oetgen, P.E.

Hussey Gay Bell has reviewed the attached Change Order No. 1. We recommend acceptance of Change Order No. 1 for a credit to the Contract for \$4,673.72 with a time extension of 30 days.

CHANGE ORDER REQUEST

COR# 06.2
DATE 12/9/2020

JOB # 20146

TO: Chris Burke
329 Commercial Drive
Savannah, GA 31406

Project : Lift Station 4003 Upgrade

Reference: Wet Well
RFP# _____

Unless otherwise clarified, this proposal expires 30 calendar days after the date above.

Description:

Credit for switching from Cast-in place Wet well to Pre-Cast wet well, as well as credit for removal of expansion joints. Adders include spools to replace expansion joints, for additional turnbuckle supports and replacement of tee under bypass connection. The 30 days in all inclusive of all time extensions as of 12/1/2020.

We propose an **ADD TO** our contract of: **(\$4,673.72)** Upon acceptance of this proposal.

Extension of contract time with this extra **30** Calander days

Petticoat-Schmitt Civil Contractors, Inc. Date

Owner Approval Date

X	1	This proposal does not include any \$ for extension or acceleration but the right to ask for these costs at a later date is expressly reserved.
N/A	2	Extension cost is included in this proposal.
N/A	3	Acceleration cost to maintain project schedule is included in this proposal.

1. MATERIALS:

<u>ITEM</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>PER UNIT</u>	<u>TOTAL</u>
10" FxF Spool w/ Shipping	2.00	EA	\$354.36	\$708.72
Credit for expansion joints	-2.00	EA	\$1,283.00	-\$2,566.00
New tee and gasket kits	1.00	EA	\$2,320.83	\$2,320.83
Turnbuckle Pipe Supports (2) Vertical	1.00	LS	\$1,165.23	\$1,165.23
Turnbuckle Pipe Supports (2) Horizontal	1.00	LS	\$836.74	\$836.74
Anchor bolts, grout and neoprene for supports	4.00	EA	\$30.00	\$120.00
	0.00			\$0.00
			Extension sheet attached	
			Subtotal	\$2,585.52
	Consumables	4%	of Sub-total (1)	\$103.42
			SUBTOTAL 1	\$2,688.94

2. SUBCONTRACTS:

<u>ITEM</u>	<u>QUANTITY</u>	<u>U/M</u>	<u>PER UNIT</u>	<u>TOTAL</u>
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			SUBTOTAL 2	\$0.00

3. CONSTRUCTION EQUIPMENT:

<u>ITEM</u>	<u>HR/DAY/WK</u>	<u>U/M</u>	<u>RATE</u>	<u>TOTAL</u>
250 Excavator	1.00	HR	\$70.00	\$70.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
				\$0.00
			SUBTOTAL 3	\$70.00

#

4. FIELD LABOR

Description	RATE	INDIRECTS	HOURS	TOTAL
Superintendent (working)	50.33	55%	12	\$936.14
Laborer	22.06	55%	12	\$410.32
Laborer	22.06	55%	4	\$136.77
Operator	25.8	55%	1	\$39.99
				\$0.00
				\$0.00
				\$0.00

Total labor \$1,523.22Hand Tools / Safety 5.00% \$76.16SUBTOTAL 4 \$1,599.38**DIRECT COST SUBTOTAL \$4,358.32****5. GENERAL CONDITIONS:** 5.00% (1+4) \$214.11**6. MISCELLANEOUS:**Insurance: 1.00% of Direct Cost \$43.58Taxes: (State & Local Sales) 6.00% of 1 & 3 \$165.54Total (6) \$209.12**7. CONTRACT EXTENSION COST** Working Days Extended X Daily Rate Total (7) \$0.00**8. MARKUP:** 10.00% On Subcontractor \$0.0010.00% On Self-Perform \$478.15**10. BOND:** 1.25% Total (10) \$66.58TOTAL **\$5,326.28**

CREDIT for Wet well \$ (10,000.00)

FINAL TOTAL -\$4,673.72

Petticoat-Schmitt Civil Contractors, Inc.

6380 Philips Highway
Jacksonville, FL 32216
(904) 751-0888 Phone
(904) 751-0988 Fax

REQUEST FOR INFORMATION

To:	<u>GAI</u>	Location:	<u>Jacksonville, FL</u>
From:	<u>PSCC</u>		

RFI No.	<u>02</u>		
Project	<u>Lift Station 4003</u>	Date:	<u>10/07/20</u>
Contract No.:	<u>20146</u>	Bid No.	<u>20-014</u>
Area Involved	<u>Wet Well Installation</u>		
Drawing No.	<u>04</u>		

Information Requested:

PSCC has discovered two issues with safely casting in place the designed wet well. The first is with dewatering and the second with shoring installation. For more details please see the associated memorandum, dated 10/7/20.

PSCC's proposes to utilize a precast wetwell as the best solution.

The installation of the wetwell is on the critical path and thus a quick response is of utmost importance. Please let us know if the utilization of a precast wet well is acceptable. If not we will require more direction as to how it was anticipated that this structure is to be installed.

Submitted By: Lauren Bedford

Date Answer Requested By: 10/12/20

Reply:

The use of a precast wetwell is acceptable based on the following conditions:

1. The precast structure shall be designed and submitted for approval based on ACI 350 for design and crack control.
2. The exterior of the structure is coated with Conseal CS-55 acrylic coating, a Conseal CS-102 butyl rubber sealant is used at the joints and the joints are wrapped with Conseal CS-212 exterior butyl wrap.
3. The interior shall be coated with at least two (2) coats of calcium aluminate aggregate mortar of at least 0.5" thickness each.
4. Provide \$10,000.00 credit as originally proposed.

Reply By: JCB

Date: 10-22-20



Brunswick-Glynn County

Joint Water and Sewer Commission

Memorandum

To: Brunswick-Glynn County Joint Water and Sewer Commission
From: Andrew Burroughs, P.E., Executive Director
Date: Thursday, January 7, 2021
Re: APPROVAL – Contract Award for Pump Station SCADA Replacements

Background

JWSC released Request for Proposal No. 21-011 Professional Services for Pump Station SCADA Replacements on Friday, November 6, 2020. Improvements are requested for 136 pump station sites that are not currently on VTScada. Some of these sites have no version of SCADA currently. With completion of this project, all JWSC pump stations will be on VTScada. The following tasks were designated for this project:

- Task 1: Existing System Audit
- Task 2: SCADA RTU Production
- Task 3: VTScada Application
- Task 4: Installation and Integration of RTUs at Pump Station Sites

The tasks are to be completed within three hundred (300) days of receiving a signed Notice to Proceed. A mandatory pre-proposal teleconference call was held on Tuesday, December 1, 2020, and was attended by twenty-one (21) integrators and equipment suppliers.

Staff Report

Two (2) firms responded to the RFP with proposals on Tuesday, December 22, 2020. The responding firms are below:

- Electric Machine Control, Inc. (EMC)
- ProPump & Controls, Inc.

After reviewing the proposals, staff recommends moving forward with an award to Electric Machine Control in the amount of \$2,628,979.90. The amount is above staff estimates, mainly due to costs to install new mounting hardware. Originally, staff had proposed to install mounting hardware internally, which was deemed infeasible to meet the contractor's schedule. With 136 sites, the cost for complete installation and integration is \$19,330.73 per location. The contract time will require completion of the project prior to the end of calendar year 2021.

Funding Source

This project was approved as part of the 2020 Capital Projects Plan. It is Project 2011 with an approved funding amount of \$2,000,000. Approval of this project would require allocating \$630,000 in additional funding to the project budget from the R&R reserve.

Recommended Action

Staff recommends moving forward with an award to Electric Machine Control in the amount of \$2,628,979.90 for Pump Station SCADA Replacements.

Recommended Motion

"I move that the Brunswick-Glynn County Joint Water and Sewer Commission approve the contract award for Pump Station SCADA Replacements to Electric Machine Control, Inc. in the amount of \$2,628,979.90."

Enclosures

Evaluation Matrix

RFP NO. 21-011 PUMP STATION SCADA IMPROVEMENTS PROJECT NO. 2011		Electric Machine Controls, Inc (EMC)			ProPump & Controls, Inc.		
Evauluator #3							
Evaluation Criteria	Possible Points						
<i>Experience & Qualifications -- General Team</i>	5			5			5
<i>Experience & Qualifications -- Specified Products</i>	15			12			5
<i>Experience & Qualifications -- VTScada</i>	15			15			15
<i>Understanding of Project Objectives & Scope</i>	25			25			20
<i>Proposed Project Schedule</i>	15			15			12
<i>Pricing</i>	25			17			13
COMBINED SCORE		0			0		
AVERAGE SCORE		0			0		

89

70

December 29, 2020

Summary:

Over the course of the year 2020-2021, the Office of the Director and Asset Management set out to accomplish a list of goals to update, reorganize, and proliferate the utilities management program as well as our CMMS program CityWorks.

- Restructure vertical hierarchy of the three wastewater treatment plants
- Implement the Mobile application for field use
- Decrease over all reactive work while increasing planned and preventative maintenance tasks
- Digitize all current paper inspection
- Train/Retrain recommended personnel on the use of CityWorks desktop and mobile applications
- Increase number of personnel using CityWorks
- Finish Inventory of major assets
- Establish Cost and Probability of Failure for all major assets

We are happy to announce that despite inconveniences such as the pandemic we were able to work with our consultants to develop our asset management program. We were also able to conduct training for all recommended personnel within guidelines set by the CDC during the pandemic. The work completed this year put the organization on a strong foundation to continue the upward momentum and “moving up the curve” analyzed in the GAP analysis. In the coming year we will also have the benefit of an analysis for our Master Plan refresh to better tune the program to the organizations goals.

Goals:

- Restructure Vertical hierarchy
 - Considering the amount of work going on at the treatment plants on a daily basis it was important to know where the work was being executed, how much it cost, and how frequent the visits were. This process has allowed us to analyze the work, and which assets attributed to the highest workload. As we move forward and continue to collect data our decisions on how and where to focus attention will become more easily apparent.
- Implement mobile application
 - Initial goals were set to have the mobile application rolled out by March 2020. Unfortunately, due to extenuating circumstances the roll out was put on hold. While work from home orders were issued, we used the time to get out IT infrastructure in order for a smoother transition. The extra time made bringing the mobile app online much easier. Since November, all field crews that have devices available can now enter work order information in the field at the time of execution. This will ultimately lead to higher numbers of work orders, higher accuracy, and a decrease in redundant data entry.
- Decrease in reactive work. Increase in Planned and PM work orders
 - While this particular goal is highly subjective, the overall goal was to flip the trend that was currently present: More reactive work than planned. The work put in to correcting programing issues, training with emphasis on preventative maintenance, and regular contact with Superintendents and supervisors on improving rates have shown positive improvements in all categories.

- Preventative Maintenance increased by 13%
 - Reactive work Decreased by the same 13%
 - Planned work increased by roughly 23%
 - Inspections comprised largely the same amount increasing by over 100 inspections
- Most of these improvements were seen after the roll out of several new policies, and next year should have even higher desirable results.
- Digitize Paper form inspections
 - Routine inspections have been copied from paper and remade in the Asset management program. They have been in heavy use in System pumping and maintenance, and now in use by water distribution. Inspections for Treatment plants operator rounds have been added over the last quarter, and are going in to circulation. As a result, we have recorded over 3,000 inspections by years end.
- Personnel have been trained throughout to use the system and its new changes. Three training sessions were carried out over the course of the year. Two in November, and one in November
 - Training One was for Superintendents, supervisors, and crew leads which also provided the opportunity for input from operations on how to improve the system.
 - Training Two was for administrative personnel to gain a deeper understanding of the system. As we move forward this group of personnel will be responsible for QA/QC.
 - Training Three was executed over the course of a week to bring in all operations personnel for training on the new mobile application.
- Increasing the number of personnel using CityWorks
 - Along with the increased percentage of work activity type there has been an increase of 50% concerning personnel using CityWorks. Our goal next year will be to have no less than 85% of Operations personnel putting in work orders
- Starting October 2019 and into the second quarter of 2020, we made a push to have every major asset inventoried and listed in CityWorks. Along with that process, all major assets Consequence and Probabilities of failure have been recorded and will be integrated into the GIS system for Planning and Construction purposes.

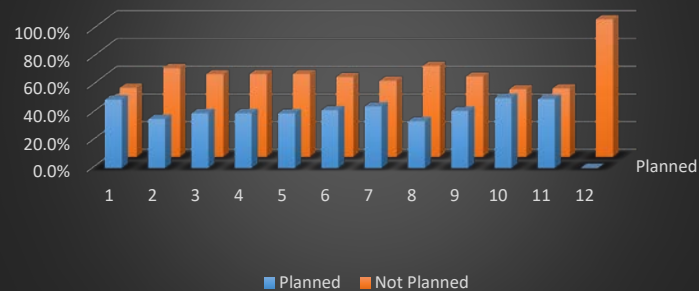
Outlook:

The organization made large strides this year concerning Asset Management. There is still a lot of room for improvement, and we plan to address as many as we can in the following year. Next year we should expect in excess of 65% preventative work and higher in planned work. To break these thresholds we will be working on the following in the coming year:

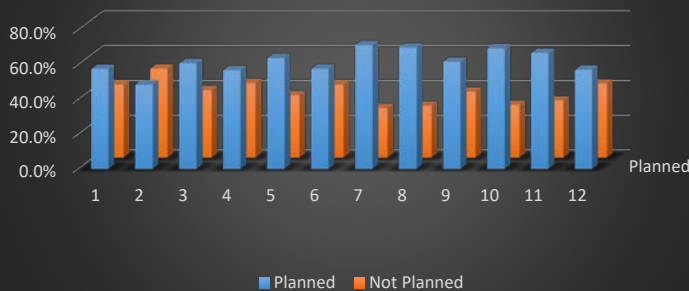
- Developing and Planning and Scheduling program for each department
- Using work planning software to increase productivities
- Choose personnel who would excel in a dedicated planning role
- Administrative assistants to QA/QC 10% of work orders to reduce redundant data entry
- Get more mobile devices out in the field
- Train more personnel, and new personnel as the come on board
- Integrate Planning & Construction department into Asset Management
- Continue to support and place onus of the work order process on each department

2019 Work Orders YTD						2020 Work Orders YTD					
	Planned		TOTAL	Planned	Not Planned		Planned	Not Planned	TOTAL	Planned	Not Planned
Jan	231	233	464	49.8%	50.2%	Jan	295	216	511	57.7%	42.3%
Feb	151	273	424	35.6%	64.4%	Feb	256	271	527	48.6%	51.4%
Mar	202	304	506	39.9%	60.1%	Mar	351	224	575	61.0%	39.0%
Apr	188	283	471	39.9%	60.1%	Apr	263	198	461	57.0%	43.0%
May	262	396	658	39.8%	60.2%	May	400	226	626	63.9%	36.1%
Jun	214	295	509	42.0%	58.0%	Jun	317	231	548	57.8%	42.2%
Jul	219	270	489	44.8%	55.2%	Jul	479	191	670	71.5%	28.5%
Aug	175	340	515	34.0%	66.0%	Aug	411	176	587	70.0%	30.0%
Sept	214	300	514	41.6%	58.4%	Sept	318	195	513	62.0%	38.0%
Oct	311	301	612	50.8%	49.2%	Oct	331	146	477	69.4%	30.6%
Nov	232	231	463	50.1%	49.9%	Nov	294	145	439	67.0%	33.0%
Dec	1	247	248	0.4%	99.6%	Dec	205	153	358	57.3%	42.7%
TOTALS	2400	3473	5873	40.9%	59.1%		3920	2372	6292	62.3%	37.7%

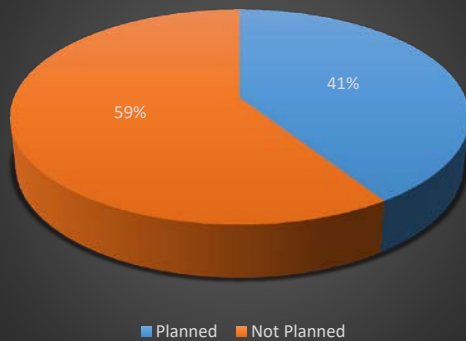
2019



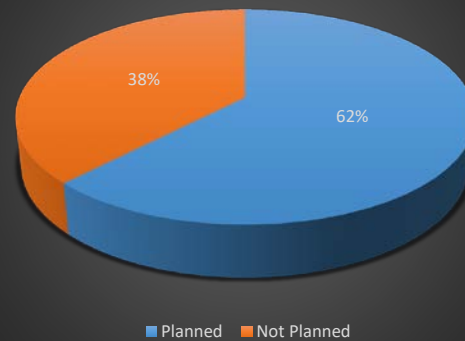
2020



2019 Total

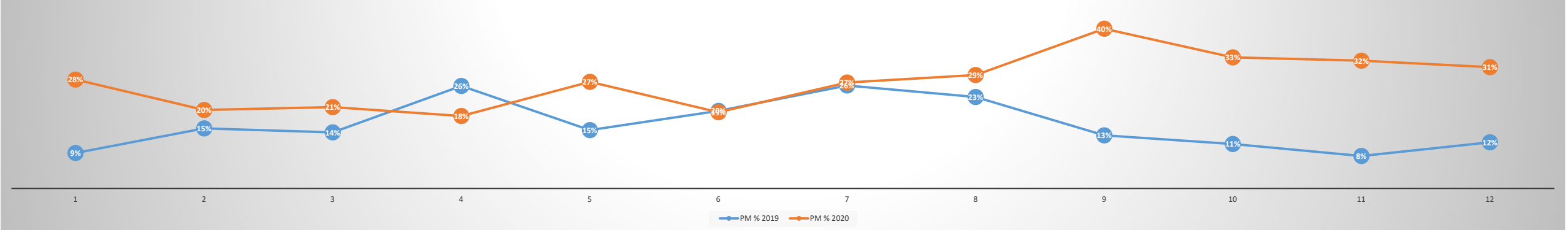


2020 Total

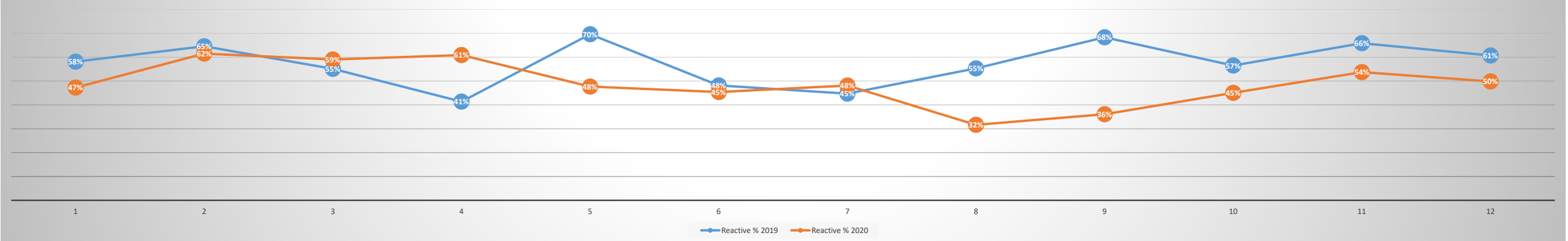


2019	PM	Reactive	Inspections	Total	PM % 2019	Reactive % 2019	Inspection % 2019	2020	PM	Reactive	Inspections	Total	PM % 2020	Reactive % 2020	Inspection % 2020
Jan	60	390	221	671	9%	58%	33%	Jan	217	373	199	789	28%	47%	25%
Feb	101	430	135	666	15%	65%	20%	Feb	209	649	197	1055	20%	62%	19%
Mar	95	370	206	671	14%	55%	31%	Mar	190	546	189	925	21%	59%	20%
Apr	174	278	220	672	26%	41%	33%	Apr	124	413	141	678	18%	61%	21%
May	409	1932	434	2775	15%	70%	16%	May	214	379	202	795	27%	48%	25%
Jun	194	477	319	990	20%	48%	32%	Jun	229	540	420	1189	19%	45%	35%
Jul	221	380	249	850	26%	45%	29%	Jul	311	559	292	1162	27%	48%	25%
Aug	182	436	170	788	23%	55%	22%	Aug	450	497	624	1571	29%	32%	40%
Sept	142	724	193	1059	13%	68%	18%	Sept	433	387	253	1073	40%	36%	24%
Oct	131	659	376	1166	11%	57%	32%	Oct	313	426	206	945	33%	45%	22%
Nov	70	563	222	855	8%	66%	26%	Nov	317	528	137	982	32%	54%	14%
Dec	88	459	209	756	12%	61%	28%	Dec	206	335	131	672	31%	50%	19%
TOTALS	1867	7098	2954	11919	16%	60%	25%	TOTALS	3213	5632	2991	11836	27%	48%	25%
					PM		1867							PM	3213
					Inspections		2954							Inspections	2991
					Reactive		7098							Reactive	5632
					Total		11919							Total	11836
					PM & Insp %		40%							PM & Insp %	52%
					Reactive %		60%							Reactive %	48%

PM Work Orders



Reactive Work Orders



Inspections

