

SHOREWOOD PARK SANIATRY DISTRICT WASTEWATER OPERATORS DUTIES

December 2022

OVERVIEW

1. Shorewood Park Sanitary District

i *The Sanitary District is the recognized government body that oversees and maintains the private wastewater system throughout the community of Shorewood Park. The wastewater system is a gravity fed infrastructure of 8" PVC lines, manhole structures, pumping stations and collection ponds. The wastewater system is regulated and monitored by the Minnesota Pollution Control Agency. The SPSD complies with a MPCA permit to operate the wastewater system. The SPSD must employ an Operator with a minimum of a Minnesota class D Operators licenses to maintain and operate the complete system.*

2. Operators Duties

i *Work with the SPSD Board of Directors to maintain the wastewater system. Provide monthly operations reports to the Board. The Operator is responsible to meet all requirements of the wastewater permit through the MPCA and keep that permit up to date. The Operator must complete all monthly "DMR" reports. Perform all required water sampling and testing quarterly and during transferring of the ponds and discharging of the ponds [Bi-annually]. Work with the third-party testing agency and verify all tests are complete and recorded as per their requirements. Perform all tasks required during transfer and discharge of ponds, physical and visual. Perform inspection for any updates to the system by outside contractors. The operator must keep their licenses up to date as required by the state of Minnesota.*

3. High-Level Requirements

Monthly DMR Reports to the MPCA

- **Record daily flows from Sensiphone Monitoring site. Note total flows from Pump-1 and Pump-2 same time daily. If monitoring system is down, daily flows must be done manually at the pump stations.**
- **Visit pounds [2] times a month for visual inspections. Note depths of both pounds until frozen. Note general conditions of total site. Work with SPSD to correct any and all adverse conditions.**
- **Complete all DMR paperwork with MPCA on the MPCA website to meet all permit requirements.**
- **Report all Totals from the monthly DMR reports at the monthly District board meetings.**
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Quarterly Influent Testing 4-hour Composite Grab test at main Pump House

- Quarterly Test should be completed the 1st week of the quarter months...March, June, September, December.
- Contact Minnesota Valley Testing Laboratories, [MVTL] to Order out the testing cooler package for influent test.
- Complete influent test at the main pump house manhole.
- 4-hour composite test as per MVTL requirements.
- Call MTVL to pick up cooler for testing. Influent test must be completed in 48 hours to meet standards, plan accordingly.
- Document and record results as per permit and MPCA.
- Update the SPSD board at monthly meetings.
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Spring Pond Transfer, Primary Pond to Secondary Pond..... [April – May pending thaw]

- Contact MVTL to order out testing cooler for transfer testing.
- Perform grab sample testing week before transfer of ponds as per MTVL testing instructions
- Send cooler off for testing, test must be completed in 24 hours of grab, plan accordingly.
- Document and record all test results to meet permit and MPCA
- Proceed with transfer of wastewater from Primary Pond to Secondary Pond pending all testing numbers fall in line.
- Install chute gates in the manhole between the ponds to control a flow of 6 inches of wastewater per day until a desired depth of 30 to 35 inches of water is left in the primary pond. Estimated duration of this procedure is 5 to 7 days to reach desired depths.
- Let the ponds settle for 1 to 2 weeks.
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Spring Pond Discharge

- Contact MVTL to order out testing cooler for Secondary Pond Discharge.
- Complete sample testing of the secondary pond Grab sample test as per the instructions and MPCA permit requirements.
- Plan accordingly for testing, samples must be picked up complete within 24 hours.
- Document and record all test results as per the MPCA and reports to the Board at the monthly meeting.
- If all numbers fall with in the permit proceed with discharging the Secondary Pond.
- Make a visual inspection of last manhole and ditch discharge location to verify no unforeseen obstructions have developed.
- Proceed with the discharge, install chute gates to control the discharge of the wastewater at a flow of 6" depth per day.
- Monitor the discharge process daily. Remove gates as needed to control the flow. Visual inspect depths and note any backup at the ditch and last manhole.
- Continue with discharge until secondary pond reaches a summer depth of 30 to 35 inches.
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Fall Pond Transfer, Primary Pond to Secondary Pond.....Late September-October

- Follow same procedures as Spring Pond Transfer!

Fall Pond Discharge

- Follow same procedures as Spring Pond discharge

Fall Pond Close Up

- Verify depths of both ponds are stable and good for freeze up.
- Make all visual inspection of pond site.
- Remove the summer grates at the manholes and install the solid manhole covers for the winter months

Winter Pond Inspections

- Make monthly visual inspections of the pond site.
- Keep pond road plowed and cleared as needed.
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4. Deliverables

i Operator is responsible to provide all recorded test results to the Board.

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5. Affected Parties

i Shorewood Park Sanitary District

MPCA

HR Green Engineering

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APPROVAL AND AUTHORITY TO PROCEED

Name	Title	Date

Approved By
Date
Approved By
Date