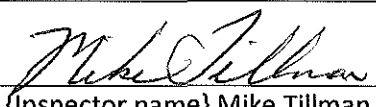
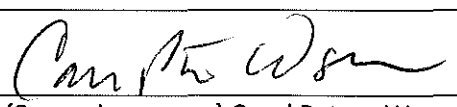


**Region 6 Compliance Assurance and Enforcement Division
INSPECTION REPORT**

Inspection Date(s):	05/18/2017		
Media:	Water		
Regulatory Program(s)	NPDES – Clean Water Act		
Company Name:	Northlake, Town of – Trinity River Authority (TRA) Member City		
Facility Name:	Northlake Wastewater Collection System		
Facility Physical Location:	1400 FM 407		
(city, state, zip code)	Northlake, Texas 76247		
Mailing address:	1400 FM 407		
(city, state, zip code)	Northlake, Texas 76247		
County/Parish:	Denton County		
Facility Contact:	Eric Tamayo	Public Works Director	
	etamayo@town.northlake.tx.us		
FRS Number:	110069996784		
Identification/Permit Number:	TXU011193 [and served by TRA Denton Creek Regional WWS (TX0104957)]		
Media Number:	N/A		
NAICS:	22132		
SIC:	4952		
Personnel participating in inspection:			
Eric Tamayo	Town of Northlake	Public Works Director	940-242-5704
Mike Tillman	EPA Region 6 (6EN-WM)	Environmental Scientist	214-665-7531
Mitty Mohon	EPA Region 6 (6EN-WM)	Environmental Scientist	214-665-6497
EPA Lead Inspector Signature/Date	 {Inspector name} Mike Tillman		9/8/17 Date
Supervisor Signature/Date	 {Supervisor name} Carol Peters-Wagnon		9/8/17 Date

Section I – INTRODUCTION

PURPOSE OF THE INSPECTION

The purpose of the inspection is to examine the Town of Northlake's (or Town) sanitary sewer collection system as an element of the EPA's National Sanitary Sewer Overflow (SSO) Initiative to prevent raw sewage from entering streets, rivers, reservoirs, front yards, etc. For further SSO initiative information you may reference the web link: <https://www.epa.gov/enforcement/water-enforcement>. The scope of the inspection is to generally evaluate the municipalities that receive Trinity River Authority (TRA) wastewater treatment services in order to assist in stopping or mitigating unauthorized and unpermitted discharges or SSOs.

EPA Region 6 inspectors arrived at the Town of Northlake's Public Works Office at 8:50 am on May 18, 2017 for an announced Compliance Evaluation Inspection (CEI). We met with the Town's Public Works Director listed on the cover sheet above and illustrated by the inspection sign-in sheet (Appendix 2.) We presented our credentials and the purpose of the inspection was broadly explained as a collection system compliance evaluation of areas such as capacity, management, operations, and maintenance (CMOM) and associated SSO mitigation activities; as well as comprehensive SSO reporting according to Texas law. For further CMOM program guidance you may reference the web link: https://www3.epa.gov/npdes/pubs/cmom_guide_for_collection_systems.pdf.

The inspection was conducted in accordance with the Clean Water Act (CWA). The Town's collection system is regulated under the:

- Texas Water Code (TWC)
- Texas Administrative Code (TAC)
- Texas Health and Safety Code
- Clean Water Act (CWA)
- Code of Federal Regulations (CFR)
- Associated Central Regional Wastewater System (CRWWS) National Pollutant Discharge Elimination System (NPDES) General Permit Conditions

Before leaving the facility, an exit briefing was conducted that explained observations, suggestions and areas of concern. This inspection report is based on information supplied by the Town's representatives, observations made by the U.S. EPA inspectors, records and reports maintained by the Town of Northlake, the State of Texas, and the U.S. EPA. TCEQ was notified of the inspection, but did not to participate.

FACILITY DESCRIPTION

The Town of Northlake's collection system is described as being fairly new with the oldest section being approximately 17 years old. The Public Works Department is located at the Town Hall, 1400 FM 407, Northlake, Texas 76247. The wastewater utility is comprised of a Director and a crew of five (5) licensed collection system operators. The Utility serves about 2,000 residents and approximately 15 commercial connections. The system covers roughly 17 square miles (Appendix 3) with operations in place 24 hours a day, seven days a week. The collection system consists of 10 miles of gravity flow lines and is

comprised of 100% polyvinyl chloride (PVC.) Northlake has no wastewater supervisory control and data acquisition (SCADA) system in place at this time, there are no force mains or lift stations within the collection system. Sanitary sewage is routed through the Town's wastewater collection system to multiple TRA trunk lines and metering stations for transportation to the TRA Denton Creek Regional Wastewater Treatment System (TX0104957) for contractual wastewater treatment services. The community currently has approximately 200 active septic systems within its jurisdiction. Septic systems that fail are required to correct any issues within 10-15 days of failure or if wastewater collection systems are available, failed systems are required to tie into the Town's wastewater collection system.

Section II - OBSERVATIONS

- A) Based on the inspection discussions, data analysis, and observations at the time of the inspection:
- Sewer calls that come in during business hours are routed to the Utility Billing Office (Appendix 1; photo #2.) The call is then routed to the WW Crew Leader in the field, who checks out the problem. Additional staff is notified as required. Utility Billing fills out a work order for the call and the Public Works Director finalizes the work order once the call has been resolved, enters the information into the Town's automated work order system, and files appropriate reports.
 - Northlake instituted an automated work order system in 2013.
 - Sewer calls that come in after hours are routed to an after-hours number linked to the Public Works Director's cell phone. The Director dispatches the on-call crew to handle the sewer issue. The Director finalizes work orders and files appropriate reports using procedures established for normal business hours.
 - During the inspection, it was determined that the Public Works Department is in need of additional administrative staff to assist with payroll, completion of work orders, spreadsheets, paperwork for backflow reporting and on-site sewage treatment systems, and other reporting requirements.
 - Wastewater crews handle all sewer issues that occur in the Town's right of way. Any issues that occur from the residence to the right of way is considered to be on the private side and the responsibility of the home owner.
 - The Town of Northlake has not experienced any SSOs in the last five (5) years, but should an overflow occur, the Texas Commission on Environmental Quality (TCEQ) will be notified within 24 hours as required by Texas law.
 - Should an SSO occur, a response would include clean up with removal of solids followed by flushing with dechlorinated potable water and disinfection with lime if necessary.
 - The Town's collection system remained relatively small until new development began to move into the area about three years ago.
 - The Town has an engineering design manual with specifications for developers to follow when installing new collection system lines and manholes. All new infrastructure is inspected by staff and contractors are required to use closed circuit television (CCTV) before final acceptance.
 - The Town had an inflow and infiltration (I/I) study performed by RPS group in 2015. The study identified wet weather issues within the study area. Recommendations from the study include the establishment of a Pipeline Condition Assessment Program (PACP) and a smoke

testing program in the affected area.

- Wet weather issues have been identified near the intersection of I-35W and areas north and south of SH-114. Monthly reports indicate I/I with rain events. Systematic smoke testing with utilization of flow meters are being implemented to identify problems (Appendix 1; photo #5.) No specific problems have been identified to date.
- Northlake received funding in FY16-17 to acquire new equipment for line cleaning and flow monitoring to better identify I/I affected areas. The Town was able to purchase a new Jet-Vac truck in January of 2017 (Appendix 1; photo #3.)
- The Department is seeking funding to initiate a CCTV program to better inspect sewer lines and establish a PACP. Presently CCTV services are handled on a contractual basis or with limited assistance from the City of Roanoke.
- Once equipment purchases have been completed, Northlake's goal is to clean the entire collection system once a year. Visual inspections will be made throughout the year.
- Wastewater crews perform routine inspections of manholes and staff has been updating the Geographic Information System (GIS) as necessary when new residential or commercial developments are completed.
- It was determined during the inspection that the Town of Northlake does not have a sewer use ordinance, liquid waste hauler ordinance, and grease and oil program in place. Such authority is necessary to protect critical wastewater infrastructure as the community continues its growth and development.
- A third party health inspector (under contract) handles all restaurant inspections. Reports are sent to the Development Director.
- Hot spots are identified through routine maintenance and sewer calls. These locations are serviced on a monthly basis.
- The TRA metering station on Raceway Drive, is one such hot spot (Appendix 1; photos #6 & 7.) Management indicated concern with the costs being passed along to the Town for TRA to treat its wastewater. Treatment costs will continue to rise along with increasing wastewater flows (Appendices 5 & 6.)
- The Town of Northlake has not had any significant issues with its collection system to date and does not participate in the TCEQ's Sanitary Sewer Overflow Initiative (SSOI) at the present time.
- It was noted that the Town received several 'historic' rain events (i.e. roughly greater than a 50-year flood event) in the months of June and July in 2015, but they did not have a significant impact on the collection system.
- All collection system workers are licensed by the State and are expected to complete annual recurrency training to maintain their licenses. The Town of Northlake performs some training in-house, but lacks expertise for training in some specialized areas. Additional funding is needed to keep up with safety and recurrency training, more specifically confined space entry, lock out and tag out, and manhole inspections.
- The Town of Northlake's current Capital Improvement Program (CIP) is primarily for roads and water distribution system. Wastewater is not a line item and has relied on existing revenue streams for funding.
- Currently Northlake has an annual operating budget of \$5,000.00 for its wastewater operations (Appendix 4.) A line item is being added to the CIP to help fund coating and rehabilitation of leaking manholes that may be identified by the I/I study.
- Northlake does not have written standard operating procedures (SOPs) for critical components of its wastewater operations. Such operations include dispatch, preventive

maintenance of lines and manholes, manhole inspection and SSO response clean up and disinfection to name a few.

- The Town of Northlake does not own or operate a wastewater treatment system. Wastewater treatment services are handled by the TRA Denton Creek WWTP. During the inspection, it was noted that a package wastewater treatment plant is in the works to support a new residential sub-division called Pecan Square. Hillwood Group (under Perot ownership) is the developer. The package plant is projected to be on-line by the end of 2018.
- The new Hillwood development on the south side of Town may require construction of a lift station. Should that lift station become a reality, the Town will pull wastewater collections into the SCADA system.

B) Capacity Management, Operations, and Maintenance Program (CMOM)

- Northlake does not have a formal CMOM program in place. However, the Department is considering developing one and is presently reviewing one from the City of San Antonio, Texas.

C) Relevant regulatory information:

- Failure to prevent unauthorized / unpermitted discharges or Sanitary Sewer Overflows is stipulated in TAC § 305.125(9); TWC § 26.121(a); Section 301 of the CWA; and 40 CFR § 122.1(b) corresponding to the "NPDES Permit" General Conditions.
- Failure to implement proper O&M of the collection system is stipulated in Title 30 of the TAC § 305.125(5) & 40 CFR § 122.41(e) corresponding to the "NPDES Permit" General Conditions.

Section III – AREAS OF CONCERN

- Adequate staffing and funding to support and maintain a rapidly growing and developing wastewater collection system.

Section IV – RECOMMENDATIONS

EPA generally recommends that the Town of Northlake:

1. Regularly review staffing, equipment, and funding levels to ensure wastewater utilities has adequate resources to properly implement an SSO prevention and mitigation program.
2. Provide funding for additional administrative staff to assist with payroll, completion of work orders, spreadsheets, paperwork for backflow reporting and on-site sewage treatment systems, and other reporting requirements.
3. Provide funding to acquire a CCTV truck manned with trained staff and initiate a CCTV program to better inspect sewer lines and establish a PACP.
4. Continue with GIS mapping efforts incorporating all identified assets and hot spots into the system and map all assets and hot spots on a physical map.
5. Develop and adopt a sewer use ordinance, liquid wastehauler ordinance, and grease and oil program to be prepared for future growth and better protect critical wastewater infrastructure.

EPA has a model sewer use ordinance on the web at:

http://pprc.org/wp-content/uploads/2014/06/model_suo.pdf

6. Develop a communication policy to work with the Development Director in order to provide the Public Works Department with copies of the 3rd party Health Inspector reports of local restaurants. Grease trap servicing and inspections should be an important part of any restaurant inspection. Restaurants can be a major source for grease and oil and can cause major issues with the collection system.
7. TRA treatment costs will continue to rise. It is recommended that Northlake work with TRA in obtaining duplicate or split surcharge samples for analysis and to get copies of TRA analytical results to compare data used in calculating surcharge fees.
8. Provide funding as needed to keep up with safety and recurrency training, more specifically confined space entry, lock out and tag out, and manhole inspections.
9. Consider including wastewater operations as a line item in the Town's CIP. Projected growth is going to require a steady capital stream to support, maintain, and handle emergency repairs in a developing wastewater collection system.
10. The Town of Northlake should revisit the current wastewater rate structure to determine if user revenues are adequate to support the projected needs of a rapidly growing community.
11. Develop written SOPs for the Call Center and all other critical components of wastewater operations, including all O&M procedures.
12. Develop and adopt an automated asset management program.

Section V – FOLLOW UP

The following information was received by EPA after exiting the Facility on 5/18/17:

1. Mr. Eric Tamayo, Public Works Director, Town of Northlake, transmitted the following via email:
 - June 1, 2017 – FY2016 metered wastewater flows to TRA Denton Creek WWTP; and
 - June 8, 2017 - Updated collection system basin and sanitary sewer system map.

Section VI – LIST OF APPENDICES

Appendix 1 - Photo log / 7 photos taken 5/18/17

Appendix 2 - Opening conference sign-in sheet

Appendix 3 - Town of Northlake collection system basin and sanitary sewer system map

Appendix 4 - Northlake wastewater budget expenditures Jan 2015 - May 2016

Appendix 5 - TRA wastewater metering station flow summary Jan 2017

Appendix 6 - Northlake FY2018 projected wastewater flows to TRA Denton Creek WWTP

Appendix 7 - Town of Northlake SSO inspection checklist

Appendix 1

Photograph Log

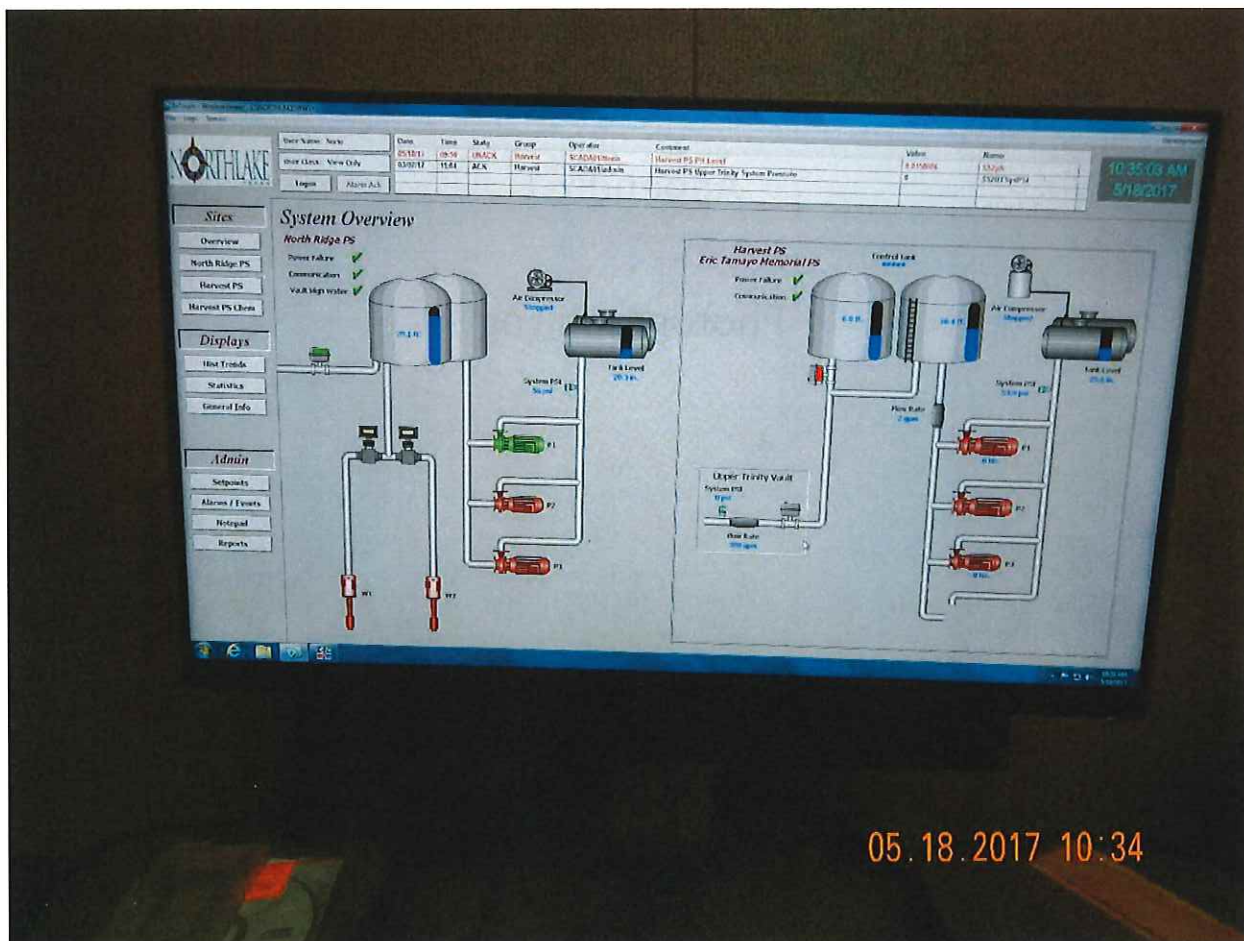


UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 1

Location: Town of Northlake Public Works Department, 1400 FM 407, Northlake, TX 76247		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 05/18/2017	Time: 10:34 AM	
Comments: Public Water Supply SCADA System. Northlake does not have a SCADA system for wastewater infrastructure at this time. Northlake does not have any lift stations or pressure mains.		





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 2

Location: Town of Northlake Public Works Department, 1400 FM 407, Northlake, TX 76247		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 05/18/2017	Time: 11:10 AM	
Comments: Customer Call Center in the Utility Billing Office.		





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 3

Location: Farmer Brothers Coffee, 1912 Farmers Brothers Drive, Northlake, Texas 76262		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 5/18/2017	Time: 12:27 PM	
Comments: Recently acquired JET/VAC Truck behind Farmers Brothers Coffee.		





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 4

Location: Farmer Brothers Coffee, 1912 Farmers Brothers Drive, Northlake, Texas 76262		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 5/18/2017	Time: 12:29 PM	
Comments: Manhole behind Farmers Brothers Coffee. In good condition, no unusual odor or color detected in flow. No oil or grease buildup.		





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 5

Location: Smoke Testing, Intersection of SH114 and Cleveland-Gibbs Rd., Northlake, Texas 76262		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 5/18/2017	Time: 12:44 PM	
Comments: Active smoke testing as part of Northlake's Inflow and Infiltration (I&I) survey activities. Manhole located at northeast corner of SH114 and Cleveland Gibbs Rd.		





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 6

Location: Trinity River Authority (TRA) Metering Station, Raceway Drive, Northlake, Texas 76262		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 5/18/2017	Time: 1:06 PM	
Comments: Pictured is one of the TRA metering stations where the Town of Northlake's collection system ties into the TRA wastewater interceptor. TRA's line transports the Town's wastewater to the Denton Creek WWTP for treatment. Visible in this photo are the metering station electrical panel, telemetry tower, and chemical dosing tank for odor control which is surrounded with security fencing.		





UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

Photograph Log

Photo No. 7

Location: Trinity River Authority (TRA) Metering Station, Raceway Drive, Northlake, Texas 76262		
City: Town of Northlake	County/Parish: Denton	State: Texas
Date: 5/18/2017	Time: 1:02 PM	
Comments: Photo is of the manhole at the TRA metering station on Raceway Drive. <u>This manhole is considered one of the Hot Spots in the collection system</u> and is located south of and immediately adjacent to the chemical dosing tank. Collection system crews routinely check this location for problems. At this point, the Town of Northlake's wastewater flows into the TRA collection system.		



Appendix 2

Opening conference sign-in sheet

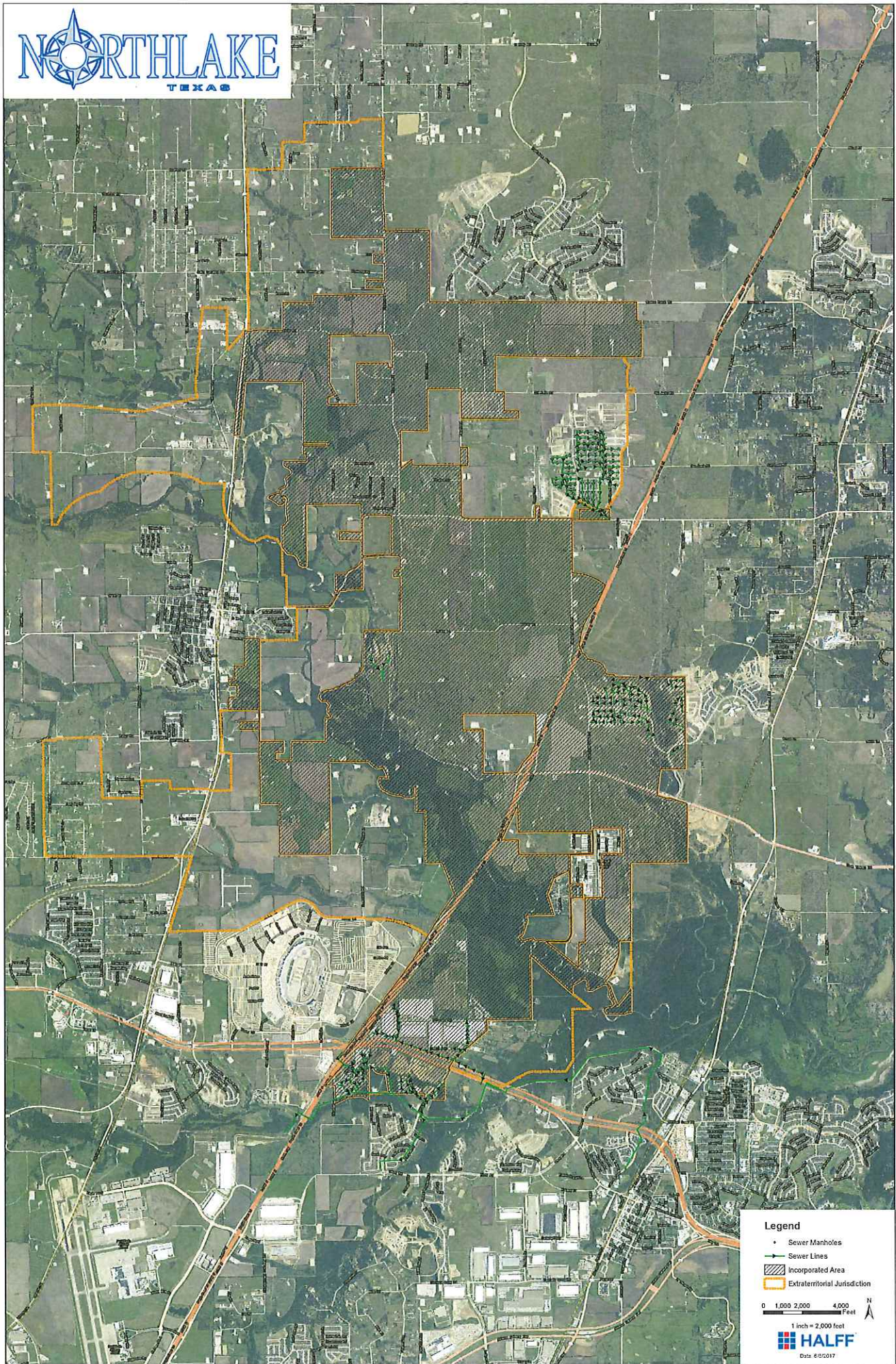
U.S. EPA - Town of Northlake
SSO Inspection

5/18/17

<u>Name</u>	<u>Agency</u>	<u>Phone</u>	<u>Email</u>
1) Mike Tillman	US EPA	214-665-7531	tillman.michael@epa.gov
2) Mitty Mohan	USEPA	214-665-6497	Mohan, Mitty @ epa.gov
3) Eric J. Tamayo	Abtinku	940-242-5704	etamayo@town.northlake.tx.us
4)			
5)			
6)			

Appendix 3

Town of Northlake collection system basin and
sanitary sewer system map



Legend

- Sewer Manholes
- Sewer Lines
- ▨ Incorporated Area
- Extraterritorial Jurisdiction

0 1,000 2,000 4,000 Feet
1 inch = 2,000 feet

Appendix 4

Northlake wastewater budget expenditures January 2015 - May 2016

Detailed Budget Expenditures

Selected Date Range for Actual Completion Date: 01/01/2016 - 05/18/2017 23:59:59

Budget 200-52550-70-00

Wastewater

Town of Northlake

Trns Dte	WOLD	Trns Type	Description	SupplierName	Request	Requested Completion Date	Target Completion Date	Request Date	Completion Date	Quantity	Unit Cost	Sales Tax	Total Cost
Invoice/Reference													
Requester													
7/17/2016	2649	Labor	Mark Toler										
			Check sewer at Valero.					7/17/2016					
								7/17/2016		2.00	\$15.95	\$0.00	\$31.90
Materials Ford													
Ford 1 Ton Crew Cab-\$20.00 Per H													
			Check sewer at Valero.					7/17/2016					
								7/17/2016		.50	\$20.00	\$0.00	\$10.00
											Total Costs for Work Order 2649		
											\$41.90		
7/16/2016	2650	Labor	Mark Toler										
			Sewer back up at Valero.					7/16/2016					
								7/16/2016		12.50	\$15.95	\$0.00	\$199.38
Labor Clayton James													
			Sewer back up at Valero.					7/16/2016					
								7/16/2016		2.00	\$18.00	\$0.00	\$36.00
Materials Ford													
Ford 1 Ton Crew Cab-\$20.00 Per H													
			Sewer back up at Valero.					7/16/2016					
								7/16/2016		12.50	\$20.00	\$0.00	\$250.00
											Total Costs for Work Order 2650		
											\$485.38		

Detailed Budget Expenditures

Town of Northlake

Selected Date Range for Actual Completion Date: 01/01/2016 - 05/18/2017 23:59:59

10/5/2016	3024	Labor	Mark Toler																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																	</
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Town of Northlake

10/18/2016	3078	Materials 2 5/8' Manhole Riser-\$212.75 Manhole repair	riser	10/13/2016 10/13/2016	1.00	\$212.75	\$0.00	\$212.75
10/18/2016	3078	Materials Ram Nek-\$110.35 Manhole repair	ram nek	10/13/2016 10/13/2016	1.00	\$110.35	\$0.00	\$110.35
					Total Costs for Work Order 3078		\$712.51	
10/21/2016	3142	Labor Clean manhole and lines at home 2 suites	Brandon Doughty	10/21/2016 10/21/2016	5.00	\$19.79	\$0.00	\$98.95
10/21/2016	3142	Labor Clean manhole and lines at home 2 suites	Clayton James	10/21/2016 10/21/2016	5.00	\$18.00	\$0.00	\$90.00
10/21/2016	3142	Materials 1 ton ford truck Clean manhole and lines at home 2 suites	Ford	10/21/2016 10/21/2016	5.00	\$20.00	\$0.00	\$100.00
11/28/2016	3142	Materials Sewer Line Cleaning-\$1942.50 Clean manhole and lines at home 2 suites	Sewer line cleaning	10/21/2016 10/21/2016	1.00	\$1,942.50	\$0.00	\$1,942.50
					Total Costs for Work Order 3142		\$2,231.45	
10/20/2016	3145	Labor Inspect connection to sewer.	Mark Toler	10/20/2016 10/20/2016	1.00	\$15.95	\$0.00	\$15.95

Town of Northlake

	\$0.00	\$14.00
1145		\$29.95
	\$0.00	\$3.50
	\$0.00	\$9.00
	\$0.00	\$8.30
	\$0.00	\$62.00
1188	\$0.00	\$154.50
		\$237.37
	\$0.00	\$16.50

Town of Northlake

Materials Tahoe
Chevy 3/4 Ton-\$14.00 Per Hour
Meet with contractor holiday inn.

Thursday, May 18, 2017

Town of Northlake

Labor **Kyle B**

Thursday, May 18, 2017

Town of Northlake

Labor Clayton James

Total Costs for Work Order 3786

Town of Northlake

	\$0.00	\$500.00
889		\$664.45
	\$0.00	\$48.11
	\$0.00	\$34.11
	\$0.00	\$33.61
	\$0.00	\$50.00
893	\$0.00	\$250.00
		\$415.90
	\$0.00	\$134.61

Detailed Budget Expenditures

Selected Date Range for Actual Completion Date: 01/01/2016 - 05/18/2017 23:59:59

Town of Northlake

3/13/2017	4003	Labor	Clean sewer lines	3/13/2017	3/13/2017 2:41:47 PM	7.00	\$13.65	\$0.00	\$95.55
Materials Jet truck									
Jet Truck-\$100.00 Per Hour									
3/13/2017	4003	Labor	Clean sewer lines	3/13/2017	3/13/2017 2:41:47 PM	7.00	\$100.00	\$0.00	\$700.00
Total Costs for Work Order 4003									
\$930.23									
4/4/2017	4135	Labor	Meet with RKM in canyon falls about street rep	4/4/2017	4/4/2017	1.00	\$17.42	\$0.00	\$17.42
Materials Tahoe									
Chevy 3/4 Ton-\$14.00 Per Hour									
4/4/2017	4135	Labor	Meet with RKM in canyon falls about street rep	4/4/2017	4/4/2017	1.00	\$14.00	\$0.00	\$14.00
Total Costs for Work Order 4135									
\$31.42									
4/14/2017	4197	Labor	Unclog sewer line	4/14/2017	4/14/2017	2.00	\$20.58	\$0.00	\$41.16
Materials Jet truck									
Jet Truck-\$100.00 Per Hour									
4/19/2017	4197	Labor	Unclog sewer line	4/14/2017	4/14/2017	2.00	\$100.00	\$0.00	\$200.00
Total Costs for Work Order 4197									
\$241.16									
4/19/2017	4205	Labor	Cleaning sewer lines.	4/19/2017	4/19/2017	6.00	\$13.65	\$0.00	\$81.90

Thursday, May 18, 2017

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Detailed Budget Expenditures

Selected Date Range for Actual Completion Date: 01/01/2016 - 05/18/2017 23:59:59

Town of Northlake

4/19/2017	4205	Labor	Cleaning sewer lines.	4/19/2017	6.00	\$13.47	\$0.00	\$80.82
Tyler Maxson								
Kyle B								
4/19/2017	4205	Materials	Jet truck	4/19/2017	6.00	\$100.00	\$0.00	\$600.00
Jet Truck-\$100.00 Per Hour								
4/19/2017	4205	Labor	Cleaning sewer lines.	4/19/2017	6.00	\$100.00	\$0.00	\$600.00
Kyle B								
Total Costs for Work Order 4205								
\$762.72								
5/11/2017	4328	Labor	clean out manholes on south side of town	5/11/2017	4.00	\$19.24	\$0.00	\$76.96
Randol Parsons								
5/11/2017	4328	Labor	clean out manholes on south side of town	5/11/2017	4.00	\$13.65	\$0.00	\$54.60
Kyle B								
5/11/2017	4328	Materials	jet truck	5/11/2017	4.00	\$100.00	\$0.00	\$400.00
Jet Truck-\$100.00 Per Hour								
5/11/2017	4328	Labor	clean out manholes on south side of town	5/11/2017	4.00	\$100.00	\$0.00	\$400.00
Total Costs for Work Order 4328								
\$531.56								
5/11/2017	4335	Labor	Ossf at 2434 Glenn more	5/11/2017	1.00	\$19.24	\$0.00	\$19.24
Randol Parsons								
5/11/2017	4335	Labor	Ossf at 2434 Glenn more	5/11/2017	1.00	\$13.65	\$0.00	\$13.65
Kyle B								

Appendix 5

TRA wastewater metering station flow summary January 2017



Trinity River Authority of Texas
Denton Creek Regional Wastewater System
Fiscal Year 2017

Northlake
Metering Station Summary
for
January 2017

Meter ID	Monthly Average Flow (MGD)	Total Gallons (X 1000)
ADDED Flows		
MS10_OGB	0.0000	0
MS2_OGB	0.1812	5,618
MS8_OHC	0.0087	270
MS8_5HC	0.0168	522
MS9_OGB	0.0931	2,886
MS9_OHC	0.0841	2,606
Subtotals	0.3839	11,902
DEDUCTED Flows		
MS3_OGB	0.0000	0
MS4_OGB	0.0000	0
MS5_OGB	0.1812	5,618
Subtotals	0.1812	5,618
Grand Totals	0.2027	6,284

Appendix 6

Northlake FY2018 projected wastewater flows to TRA Denton Creek WWTP

Denton Creek Regional Wastewater System

PROJECTED FLOW FOR FY 2018 BUDGET PREPARATION

FISCAL YEAR 2018

DECEMBER 1, 2017 – NOVEMBER 30, 2018

CONTRACTING PARTY: NORTHLAKE

AVERAGE DAILY FLOW (MGD) FOR LAST FIVE FISCAL YEARS:

FY 2012	FY 2013	FY 2014	FY 2015	FY 2016
.107	.093	.085	0.149	.216

FIVE YEAR AVERAGE (MGD): .130

ESTIMATED AVERAGE DAILY FLOW IN
MILLION GALLONS PER DAY (MGD) FOR FY 2018: .261

(CONTRACTING PARTY – FILL IN)

NOTE: IF FY 2018 ESTIMATED FLOWS DIFFER FROM FIVE YEAR AVERAGE BY MORE
THAN 5%, PLEASE PROVIDE REASON. _____

CONTINUED RESIDENTIAL AND COMMERCIAL DEVELOPMENT PROJECTIONS

INDICATE AN 18% INCREASE FROM THE 2017 PROJECTION OF .220.

INFORMATION SUBMITTED BY: _____

Drew Corn

SIGNATURE: _____

[Signature]

PLEASE RETURN TO:

KIM C. PROBASCO
Operations Financial Administrator
Trinity River Authority of Texas
P.O. Box 240
Arlington, Texas 76004-0240
(817) 493-5144

Email PDF (signed form) to probascok@trinityra.org

Appendix 7

Town of Northlake SSO inspection checklist

EPA
SSO Inspection Checklist

Name of Municipality Town of Northlake

Collection System Description

1. Describe the collection system. Northlake's collection system is fairly new. We do have a small area that was installed about 17 yrs ago. The system is growing daily with new sub divisions being built. Staff is aware that the system needs a PM program to maintain existing and new infrastructure. Funding for new equipment is allocated for FY 16-17. We have not had an SSO in 5 yrs since I have been employed with the town.
2. What is the population of the service area:
 - Number of residents 2000
 - Commercial connections 15
 - Any septic systems? Yes If yes, how many? Approximately 200.
3. How many miles of sanitary sewer mains are in the collection system? Approximately 10
4. What is the age of collection system? 17 yrs

%VC ≈

%DI ≈

%PVC ≈ 100%

%Other ≈

5. Does the collection system experience problems during dry weather? No
Describe or provide documentation: _____

6. Does the collection system experience problems during wet weather?
Describe or provide documentation: The south end of town experiences some I/I issues during wet weather. We will be installing flow meters in FY 16-17 to document flows.

7. What is your sanitary sewer overflow (SSO) notification procedure? We use RG-395 from TCEQ.

What is reported? Every UD or SSO would be reported.

8. Are all SSOs reported, regardless of size? Yes. If no, why not? _____

EPA
SSO Inspection Checklist

Lift/Pump Stations

1. How many lift stations are in the system? We do not have any lift stations.
 - How many have backup power sources? _____
 - Describe: _____
2. Describe how pump/lift stations are inspected and monitored? NA
3. Is a SCADA system used? NA If so, what parameters are monitored? _____
4. What provisions have been made for emergencies? NA
 - Emergency Power? _____
 - Critical Processes? _____
 - SCADA? _____
 - Other? _____
5. Describe any automated emergency notification/response process. NA

Satellite Systems

1. Does the collection system receive flow from satellite systems? No
If yes, continue with questions 2-4
2. Is flow from satellite systems monitored? NA
If yes, how? _____
3. Describe any known problems with the satellite collection system (hydraulic flow, wastewater concentration, ordinances, etc.)? NA
4. Who is responsible for satellite systems, enforcement, and response? NA
 - Enforcement? _____
 - Response? _____

Performance Indicators

EPA
SSO Inspection Checklist

7. Describe any Asset Management process in place for the collection system. Visual inspections take place to identify problem areas. All new infrastructure is inspected by staff and we require contractors to use CCTV before final acceptance.

8. Describe the funding status. Funding is based on annual budgets for items listed below.

- Emergency Repairs: _____
- Operation & Maintenance: _____
- Rehabilitation: _____
- Rates: _____
- Other? _____

9. Describe any formal approach to target areas for Capital Improvement Projects. The town is looking at CIP funding.

10. Please provide any other relevant information.

CERTIFICATION

I certify under penalty of law that I have examined and am familiar with the information provided and in any enclosed documents, including all attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are, to the best of my knowledge and belief, true, accurate, and complete.

8/17/16

Date

Eric J. Tamayo

Signature

Eric J. Tamayo

Print name and Title