

MEMORANDUM



TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: November 8, 2011

RE: October 2011 Utility Operations Summary

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**Executive Summary**

The following points are presented as an overall summary of water and wastewater utility department activities and events that occurred during the month of September, 2011:

- Achieved all water and wastewater sampling and monitoring standards.
- FDEP inspected both wastewater facilities for compliance and permitting.
- Continuing work with GAI on all current projects.

**Operations and Maintenance Activities**

- Completed monthly compliance sampling; had two positive results during routine sampling. All repeat samples checked out with no problems.
- Continuing to repair and paint items and equipment as time permits.
- Doug Dufresne of PG Consulting is continuing work on the relocation of the WWTP monitoring wells.
- Had several small service line leaks reported this month; however no main breaks, and no boil water notices where required this month.
- Began major rehabilitation effort on the Mt. Olive WWTP sprayfield.
- Joe worked with Kathy Delp to complete storm water sewer system repair with assistance of prisoners; to minimize city's costs.
- Working with GAI on new lift station upgrade designs.
- Built a set of stairs for the Cardinal hill wastewater plant.
- Worked on air relief valves on sewer main on lift station #1 to get system functioning properly again.
- Cleared out two other storm water sewer lines for city.
- Had fleet truck #2 repaired by ford dealer.



- Installed new safety shower and eye wash station at Cardinal Hill WWTP, and repaired eyewash station at Ruth Rd. WWTP.
- Installed two new site glasses on the hydro tanks at the Jacob's WTP
- Increased flushing efforts on water system
- Have begun a more intensive cleaning effort on lift stations in preparation for seasonal population influx.
- Begun training new part time helper on meter reading.



Water line repair at Hinsdale Heights in Fountain Park.



Howard reading meters.



New part time employee learning to read meters.

- Miscellaneous job order completions included:
  - 142 wastewater lift station checks;
  - 29 lift station repairs and maintenance items completed;
  - 21 sewer line repairs; and maintenance items completed;
  - 15 water line and hydrant repairs, and maintenance items;
  - 2200 monthly meter readings;
  - 22 locates;
  - 3 total door tags posted for customers convenience.
  - 70 work orders completed.

### **November Activities**

- Continue replacing “bad meter registers” to reduce the number of re-reads.
- Continue to remedy safety issues at various locations throughout city.
- Continue with rehabilitation and repair of city’s facilities.
- Continue repairing equipment that is outdated or in disrepair.
- Get repaired spray field pump installed at cardinal hill wwtp.
- Install new pressure control system at the Commonwealth WTP.
- Finish rehab of Mt. Olive WWTP spray field for new permit modification.
- Continue to work with GAI on new upgrades of city’s facilities.
- Continue training new part time employee.