

MEMORANDUM

TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: April 7, 2012

RE: March 2012 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 March, 2012:

- Achieved all water and wastewater sampling and monitoring standards.
- Working with city's departments to assist with planning and inspections of all current construction projects in the city that impact the city's utilities.
- Continuing work with GAI on all current projects.

**Operations and Maintenance Activities**

- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Received annual inspection report from Health Department for water treatment plants. Working on completing items listed as needing attention; over all the systems were in very good shape.
- Attended preconstruction meetings for both water and sewer projects.
- Worked with GAI on assisting contractors that will be bidding on the upcoming projects.
- Received finalized new operating and construction permit for the Cardinal Hill WWTF.
- Working with FDEP on a minor revision to the new Cardinal Hill operating permit.
- Received final approval from corporate safety on a new fall prevention system to be utilized by field operators. This new system designed by Troy Kepley will reduce implementation costs significantly over the previously approved methods.
- Corporate O&M management attended a meet and greet with city personnel
- Completed Annual Public Supply report for SWFWMD.
- Cleaned out tanks at the Mt. Olive WWTF to improve plants performance.
- Remodeled Matt Williams WTP chlorine room to improve safety and look of plant.



Water Leak over the weekend.



New riser pipe installation at Golden Gate Liftstation.



Dropping liftstation pump back into station after servicing.

Miscellaneous job order completions included:

- 142 wastewater lift station checks;
- 48 lift station repairs and maintenance items completed;
- 8 sewer line repairs; and maintenance items completed;
- 40 water line and hydrant repairs, and maintenance items;
- 2200 monthly meter readings;
- 25 locates;
- 140 work orders completed.

**April Activities:**

- Start identifying capital projects for the upcoming fiscal year.
- Solicit quotes and create a plan to have the WTP Hydropneumatic tanks cleaned and resurfaced.
- Begin work on preparing the City's CCR for distribution.
- Finish cleaning out storage lagoon at Cardinal Hill WWTF.