



Polk City Commissioners

NOVEMBER 2014 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 November, 2014:

- Completed company's monthly safety requirements.
- Working on asset data collection for new maintenance tracking program.
- Hired Charles Sharpe as new field tech.
- Assisting city with transition of billing department.
- Working bugs out of system with new meters.
- Xochitl finished SOP manuals and training of billing department.
- Working on final year end closeouts.

OPERATIONS AND MAINTENANCE ACTIVITIES

- Completed monthly compliance sampling.
- Working with billing to fix issues found during meter change out process.
- Working on liftstation maintenance and grease removal.
- Training city personnel to take over billing office.
- Pulled burned out liftstation pump and wired in backup liftstation pump.
- Responded to late night bridge damage.
- Repaired leak on Country Trails.
- Performing laptop tests for billing office. Laptop testing frequency is starting to come back toward a more normal frequency.



Pulling meter at residence.



Investigating report of abnormal usage.



1.1. MISCELLANEOUS JOB ORDER COMPLETIONS

- 34 wastewater lift station checks.
- 5 lift station repairs and maintenance items completed.
- 60 water line and hydrant repairs, and maintenance items.
- 2340 monthly meter readings.
- 47 locates
- 139 work orders.
- 6 Call outs from answering service.
- 1 call outs from system SCADA and Autodialers.

Meter related activities

- 26 services turned on
- 19 disconnects
- 6 new installations

1.2. WATER SYSTEM FLOW INFORMATION

Month	Water Treatment Plant Flow, MGD		
	Monthly Total	Daily Max	Daily Ave
September 2014	10.124	0.444	0.337
October 2014	10.994	0.488	0.355
November 2014	11.145	0.511	0.372

PLANNED DECEMBER MONTHLY ACTIVITIES

- Work on integration of wastewater system into new data collection software.
- Rehab Cardinal Hill WWTF onsite sprayfield.
- Continue working on new maintenance tracking program.
- Continue working on end of year paper work.
- Start to prepare for upcoming new year.



Bridge damage!



Water leak repair at the end of water line.



Very little critters.