



MEMORANDUM

TO: Mr. Matt Brock; Polk City Commissioners
FROM: Charles Nichols, Jr. and Mike Cherniak
DATE: July 7, 2011
RE: May 2011 Water Utility Operations Summary

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 May, 2011:

- Achieved all water and wastewater sampling and monitoring standards;
- No regulatory inspections or complaint responses were noted.
- The internal system safety audit conducted by H&S Manager Shannon Eyster had recommended 55 corrective actions ranging from hanging signs to installing fall protection for lift stations. We implemented 18 items already.
- Woodard & Curran staff continue to work with Finance Director Pam Lawson on current and projected budgeting issues for the Utilities department.
- We are currently working on proposals and costs for repairing the motor and motor controls for the Matt Williams WTP. We anticipate that this necessary project will cost between 7,500 and 10,000 dollars.

Operations and Maintenance Activities

- Completed monthly compliance sampling; all samples in compliance.
- Received results for 2nd quarter SOC samples on Mt. Olive water system; all results were within acceptable limits.
- Field staff attended an arc flash training course on June 9th mandated by safety regulations for electrical system access.
- Installed new chlorine injection points at two water treatment plants.
- Had three water main line repairs: one of which required a boil water notice to be delivered to approximately 18 customers in a two block area.
- Two new meter/service connections were installed in May.
- Finalized and mailed to consumers, copies of the 2010 Consumer Confidence Report (CCR), The report was prepared by Blount Environmental Services.



- Doug Dufresne of PG Consulting is moving forward with the relocation of the WWTP monitoring wells.
- Three loads of waste activated sludge were hauled from the Mt. Olive WWTP plant in June.
- Miscellaneous job order completions included:
 - 135 wastewater lift station checks;
 - 36 lift station repairs and maintenance items completed;
 - 10 sewer line repairs; and maintenance items completed;
 - 34 water line and hydrant repairs, and maintenance items;
 - 2200 monthly meter readings;
 - 17 locates;
 - 36 total door tags posted for customers convenience.



Hwy 33 Spray Field pumping station rehabilitation



Main line blowout on 1st street on Polk City system.



1st water leak location after water was shut down.



1st area leak after repair was completed and water was restored.



Lift station pump being pulled for routine maintenance



Typical clog on a lift station pump.

July Activities

- Prepare and submit a request to DEP to modify the operating permit of the Mt. Olive WWTP. A process modification request, if approved, will allow staff to reduce their daily on-site attendance hours from “3 hours per day, 5 days per week, and two weekend visits” to “.5 hours per day, 5 days per week, and one weekend visit.” This will greatly improve operations and increase the staff’s ability to get more work done in other areas of the water and wastewater system. **A permit application fee of \$1900 has been quoted by FDEP and will be required at the time of application.**
- Continue to cross-train Howard Coggin in tasks associated with running the billing services window, as back-up to Ms. Xochi Munoz.
- Continue replacing “bad meter registers” to reduce the number of re-reads.
- Re-pipe chlorine system at Mt. Olive Wastewater Treatment Plant.
- Remodel chlorine feed room at the Matt Williams Water Treatment Facility.
- Continue to remedy safety issues at various locations throughout city.
- Finalize recommendation for Matt Williams WTP re-pair; then see project through to completion.
- Continue with rehabilitation and repair of city’s facilities.