



MEMORANDUM

TO: Mr. Matt Brock; Polk City Commissioners
FROM: Charles Nichols, Jr. and Mike Cherniak
DATE: August 3, 2011
RE: July 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.
- Woodard & Curran staff continues to work with Finance Director Pam Lawson on current and projected budgeting issues for the Utilities department.

Operations and Maintenance Activities

- Completed monthly compliance sampling; all samples in compliance.
- Repaired the chlorine injection point at Commonwealth WTP temporarily.
- Working on repairing and replacing aeration diffusers for the Mt. Olive WWTP
- Continuing to repair and paint items and equipment as time permits.
- Repainted numbered and locked monitoring well sites.
- Had crane truck serviced and two new tires installed
- Had one water main break which required a boil water notice to be delivered to approximately 18 customers in a two block area. Due to this being the second repair in this same location in two consecutive months; further preventative measures were taken to prevent future breaks in this same area.
- Doug Dufresne of PG Consulting is continuing work on the relocation of the WWTP monitoring wells.
- Four loads of waste activated sludge were hauled from the Mt. Olive WWTP plant in June.
- Replaced bad float controllers in the Cardinal Hill spray field pump station.



- Miscellaneous job order completions included:
 - 140 wastewater lift station checks;
 - 30 lift station repairs and maintenance items completed;
 - 0 sewer line repairs; and maintenance items completed;
 - 6 water line and hydrant repairs, and maintenance items;
 - 2200 monthly meter readings;
 - 15 locates;
 - 50 total door tags posted for customers convenience.



Jacob WTP chlorine room door



New door installed for chlorine room at Jacob WTP



Cleaning tank at Mt. Olive WWTP



Check valve cleaning and maintenance at Golden Gate lift station



New meter installations.

August Activities

- 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.
- Continue to remedy safety issues at various locations throughout city.
- Continue with rehabilitation and repair of city’s facilities.
- Finish Aerator replacement at the Mt. Olive WWTP.
- Charles Nichols will be out of town August 8th thru the 12th; Troy will be here to cover any deficiencies this may cause.
- Finish repairs to the Matt Williams WTP.