



MEMORANDUM

TO: Mrs. Patricia Jackson; Polk City Commissioners
FROM: Charles Nichols, Jr. and Mike Cherniak
DATE: September 11, 2011
RE: August 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.
- Continuing to work with GAI on all current projects

Operations and Maintenance Activities

- Completed monthly compliance sampling; one sample had a hit for total coliform bacteria. Completed proper resampling procedures. Repeat samples came back with no issues.
- Completed repair of chlorine injection point at Commonwealth WTP.
- Completed repairing and replacing aeration diffusers for the Mt. Olive WWTP
- 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.
- Repaired radio read hand held meter reader.
- Completed quote process for vote on repair for the repair of the Matt Williams WTP.
- Three water main repairs this month; no boil water notices where needed.
- One new meter installation.
- Encountered a system malfunction with lift station #4; determined primary cause of problem and put system back to working order.
- Installed new flow meter, chlorine analyzer, and auto dialer at the Jacob's WTP, due to lightening strike damage.



- Had chlorine system rehabilitated and pumps rebuilt at Mt. Olive WWTP.
- Had two new tires installed on f-350 work truck. (Howard's Truck)
- Adjusted float controllers for the Mt. Olive spray field pumps.
- Installed new float controllers for the Cardinal Hill WWTP spray field.
- One Polk City apartments lift station pump was rebuilt.
- Replaced one of the schools meters with a new 2 inch meter.
- Cross trained Parker from Inverness Project for emergency operations coverage.
- Installation of safety chains on Cardinal Hill WWTP spray field pump skid.



- Miscellaneous job order completions included:
 - 150 wastewater lift station checks;
 - 45 lift station repairs and maintenance items completed;
 - 2 sewer line repairs; and maintenance items completed;
 - 40 water line and hydrant repairs, and maintenance items;
 - 2200 monthly meter readings;
 - 20 locates;
 - 11 total door tags posted for customers convenience.



September 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 repairs to the Matt Williams WTP and get system back online; with new controls configuration.
- Identify best solution and complete emergency repair of failing manhole at the Mt. Olive WWTP.