

MEMORANDUM



TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: December 8, 2011

RE: November 2011 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 September, 2011:

- 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. Including the last of the non routine drinking water samples on the Mt. Olive system.
- 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.
- Responding to water leak on Thanksgiving Day, and once it was determined that leak was beyond our ability to safely handle; we then began the process of finding and working with a local contractor to get the problem resolved as quickly as possible.
- Completed major rehabilitation effort on the Mt. Olive WWTP sprayfield as directed by FDEP.
- Worked with Kathy Delp to facilitate site inspections of new utility connections due to new construction.
- Working with GAI on new lift station upgrade designs.
- Installed new sampling pump for the Cardinal Hill WWTP.
- Re-installed repaired effluent spray field pump at the Cardinal Hill WWTP.
- Repaired compressor system on crane truck in house instead of sending to mechanic.
- Replaced bad belts on blower #1 at the Mt. Olive WWTP.



- Had all Plant flow meters calibrated; as well as all plant and lift station backflow prevention devices tested.
- Snaked out clarifier inlet pipe on the north train of the Mt. Olive WWTP.
- Repaired city's gator and returned it to working condition.
- Increased flushing efforts on water system.
- Have begun a more intensive cleaning effort on lift stations in preparation for seasonal population influx.
- Continuing to train George Harper on new tasks.
- Miscellaneous job order completions included:
 - 107 wastewater lift station checks;
 - 43 lift station repairs and maintenance items completed;
 - 8 sewer line repairs; and maintenance items completed;
 - 12 water line and hydrant repairs, and maintenance items;
 - 2200 monthly meter readings;
 - 30 locates;
 - 60 total door tags posted for customers convenience.



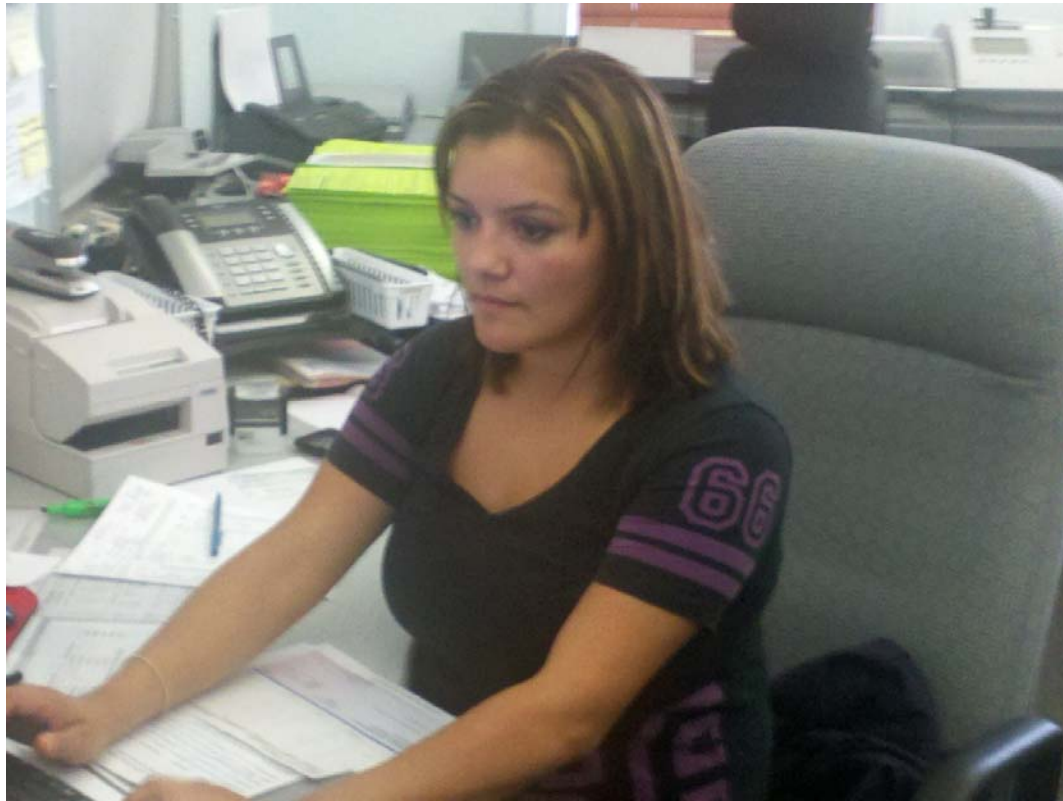
Directional bore of new fire water main for new Dollar General Market Place



New fire hydrant water meter purchased for use by contractors



Typical failure of sprayfield piping due to sunlight and weather



Our office manager diligently helping our customers

December Activities

- 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.
- Continue repairing equipment that is outdated or in disrepair.
- Get repaired spray field pump installed at cardinal hill wwtp.
- Install new pressure control system at the Commonwealth WTP.
- Have rehabilitated spray field re-inspected by FDEP.
- Continue to work with GAI on new upgrades of city’s facilities.
- Continue training new part time employee.
- Begin to prioritize new projects for the coming year that needs to be addressed.