

MEMORANDUM

TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: February 8, 2012

RE: January 2012 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 January 2012:

- 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.
- 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. Have heard nothing new concerning this item in some time.
- Worked with Garner Complete Site Inc. to replace old leaking hydrant on Lakeshore Dr.
- 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.
- Cleaning offline contact chamber at Cardinal Hill WWTP.
- Working with GAI to finalize plans for new water line project.
- Working with GAI on new Cardinal Hill WWTP upgrade.
- Attended training course for Public Annual Supply Report
- Began working on cleaning out reject pond at the Cardinal Hill WWTP.
- Cleaned, organized, and inventoried parts shed so that parts order could be placed.
- Replaced seals in lift station pump on Two Ponds Rd.



- Miscellaneous job order completions included:
  - 131 wastewater lift station checks;
  - 34 lift station repairs and maintenance items completed;
  - 3 sewer line repairs; and maintenance items completed;
  - 15 water line and hydrant repairs, and maintenance items;
  - 2400 monthly meter readings;
  - 19 locates;
  - 68 work orders completed.



Removing vegetation from Cardinal Hill WWTP reject pond.



Water main leak on Berkley Rd.



Repaired pump at Two Ponds Rd.

**February Activities:**

- Begin to prepare for upcoming annual inspections later in the year.
- Continue to work on completion of upcoming construction project designs.
- Work with the City and the School on the new SRTS program.
- Intensify Howard's training and assistance with Xochitl to facilitate coverage and quicker smoother service for customers.
- Begin work on upcoming annual reports for SWFWMD.