

MEMORANDUM

TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: May 7, 2012

RE: April 2012 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 March, 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.
- Begin working on capital improvement planning for utilities.

Operations and Maintenance Activities

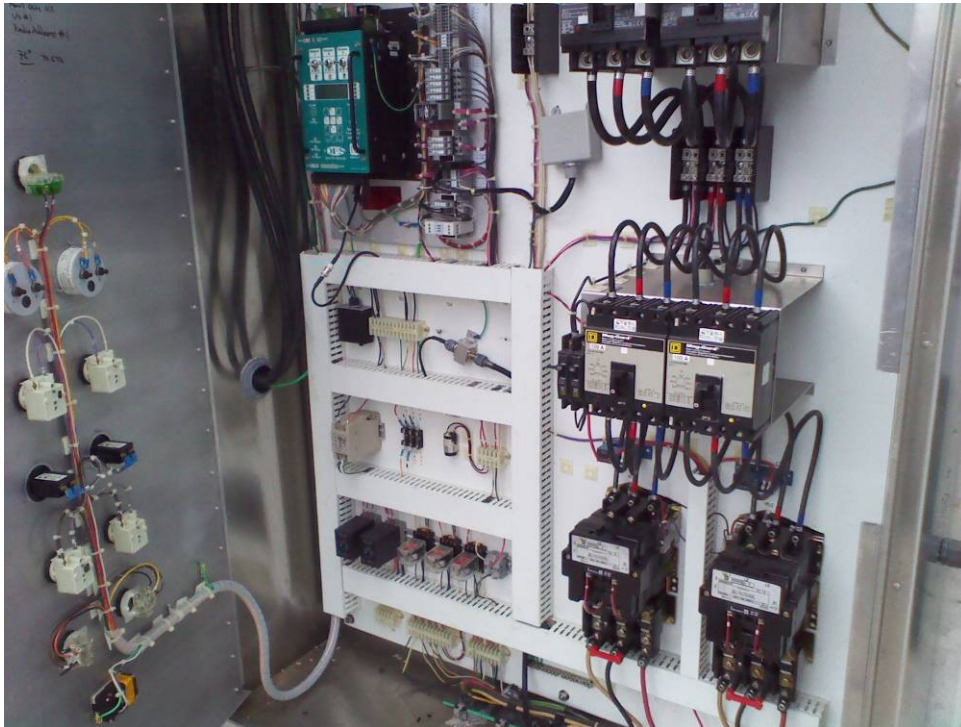
- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Working on training Joseph Vince for wastewater operations.
- Cleaned Mt. Olive WWTF.
- Worked with contractors that were bidding on wastewater project.
- Repaired electrical panel and controls for liftstation #8.
- Had crane truck serviced and had emergency brake repaired.
- Replaced electrical panel cooling fan at liftstation #11.
- Repiped air diffuser at Mt. Olive WWTF.
- Repaired skimmer lines at Mt. Olive WWTF.
- Repaired blower #1 at Mt. Olive WWTF.
- Adjusted performance curve on Blower #1 to stop tripping issue.
- Conducted monthly safety meetings for employees.



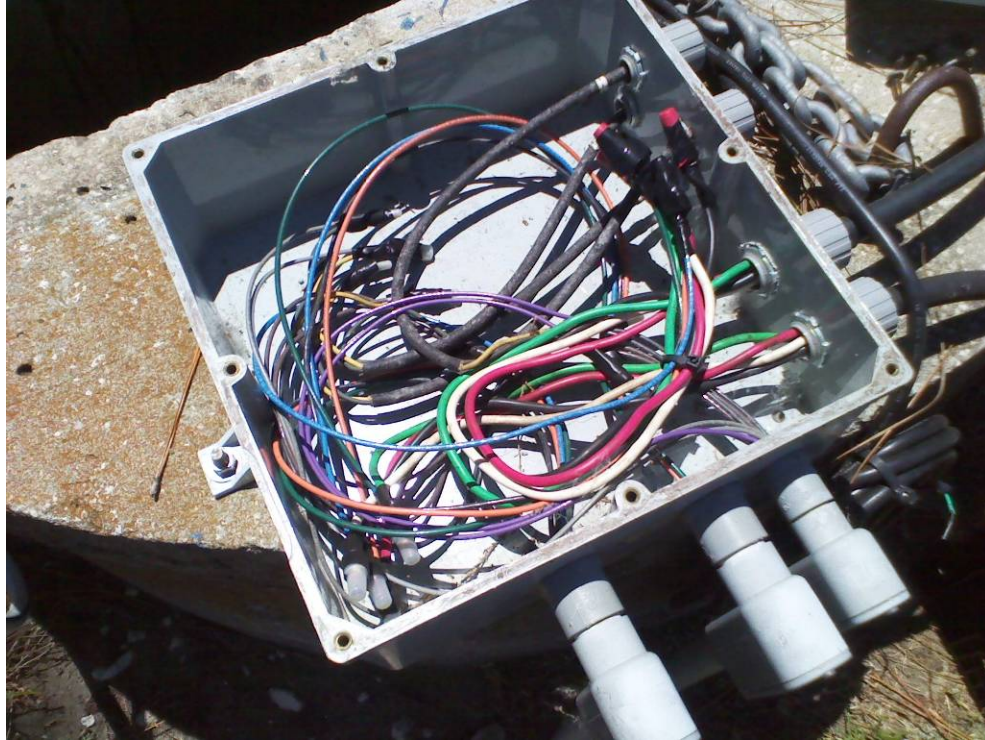
- Finished cleaning storage lagoon at Cardinal Hill WWTF per FDEP's instructions.
- Assisted city with permit modification application for Cardinal Hill WWTF.



Mt. Olive WWTF after pressure cleaning.



Lift Station electrical panel.



Wiring new floats into Golden Gate wiring junction box.

Miscellaneous job order completions included:

- 119 wastewater lift station checks;
- 42 lift station repairs and maintenance items completed;
- 8 sewer line repairs; and maintenance items completed;
- 50 water line and hydrant repairs, and maintenance items;
- 2200 monthly meter readings;
- 25 locates;
- 150 work orders completed.

May Activities:

- Start identifying capital projects for the upcoming fiscal year.
- Solicit quotes and create a plan to have the WTP Hydropneumatic tanks cleaned and resurfaced.
- Begin work on preparing the City's CCR for distribution.
- Begin working with GAI and contractors on construction projects.