

MEMORANDUM



TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: June 8, 2012

RE: May 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 March, 2012:

- Achieved all water and wastewater sampling and monitoring standards.
- Continuing work with GAI on all current projects.
- Working with the city on upcoming budget.
- Working with corporate office to complete a new city CCR template for reporting purposes.
- Working on plan to find help for Xochitl in the billing office.

**Operations and Maintenance Activities**

- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Working with Joseph Vince on his needs during his time of absence.
- Troy is helping to fill void left by Joe's absence.
- Adjusting wastewater facilities to accommodate lower summer flows and loadings.
- Commonwealth WTP well pump went down. Began quote process to have pump pulled and diagnosed.
- Adjusted Matt Williams WTP to offset the Commonwealth well not being in service as a back-up.
- Repaired several service line water leaks.
- Replaced broken sewer clean out caps in the MOSN area.
- Working with the city on readiness too serve charges.
- Have begun replacing bad curb stops as identified.



- Conducted monthly safety meetings for employees.
- Assisted city with permit modification application for Cardinal Hill WWTF.



Water leak being repaired.



CommonWealth well pump out of service.



George Harper field tech and meter reader.

Miscellaneous job order completions included:

- 100 wastewater lift station checks;
- 32 lift station repairs and maintenance items completed;
- 5 sewer line repairs; and maintenance items completed;
- 56 water line and hydrant repairs, and maintenance items;
- 2200 monthly meter readings;
- 27 locates;
- 162 work orders completed.

**June Activities:**

- Working to finalize upcoming budget.
- Finalize quote process to have the WTP Hydropneumatic tanks cleaned and resurfaced.
- Finalize the City's CCR for distribution.
- Starting work on CDBG water project June 20<sup>th</sup>.
- Have the Commonwealth well pump repaired and back in service.