

MEMORANDUM

TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: July 5, 2012

RE: June 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.
- Continuing work with GAI on all current projects.
- Working with the city on upcoming budget.
- Completed new City CCR working template. Finished modifications for the 2011 CCR. Delivered 2011 CCR to customers by mail; will also place copies in the lobby of city hall as well as the library.
- Finalized plan to hire Xochitl an assistant for the billing office.

Operations and Maintenance Activities

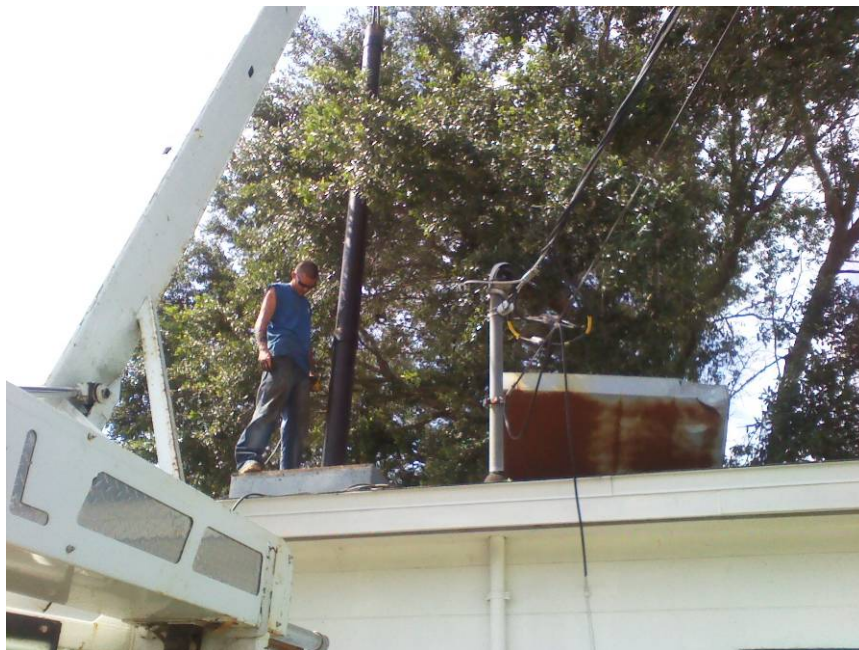
- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Joseph Vince is scheduled to come back to work in July.
- Troy is helping to fill void left by Joe's absence.
- Adjusting wastewater facilities to accommodate lower summer flows and loadings.
- Monitored wastewater plants during Tropical Storm Debbie for problems. Plants handled the flows fairly well, and still meet there monitoring requirements so far.
- Commonwealth WTP well pump is still offline. Pump has been inspected by Polk Pump, and we have received a quote for the repairs needed to bring the pump back to working condition.
- Have made additional adjustments to Matt Williams WTP to offset the Commonwealth well not being in service as a back-up.



- Had one water line repair that required shutting water down to a small portion of customers on Waterview Dr. Water line was repaired and clearance samples came back without any problems.
- Working with the city on readiness to serve charges.
- Have begun replacing bad curb stops as identified.
- Conducted monthly safety meetings for employees.
- Received permit modification for Cardinal Hill WWTF.



Howard working on water leak just off Berkley Rd.



Polk Pump pulling CommonWealth well pump.



Broken shaft coupling that caused the Commonwealth well to fail.
Side note there were three other couplings cracked along the shaft as well.



Broken strainer on the bottom of the well column.



Pump bowls at base of Commonwealth well pump.

Miscellaneous job order completions included:

- 80 wastewater lift station checks;
- 15 lift station repairs and maintenance items completed;
- 4 sewer line repairs; and maintenance items completed;
- 60 water line and hydrant repairs, and maintenance items;
- 2200 monthly meter readings;
- 30 locates;
- 117 work orders completed.

June Activities:

- finalize budget for 2013.
- Finalize quote process to have the WTP Hydropneumatic tanks cleaned and resurfaced.
- Starting work on CDBG water project
- Have the Commonwealth well pump repaired and back in service.
- Begin wastewater, reuse, and water project with Brandes Design.