

MEMORANDUM



TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: August 8, 2012

RE: July 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.
- Hired Kathryn McKinney as Xochitl's new billing office assistant.

Operations and Maintenance Activities

- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Joseph Vince has returned to work, and appears to be doing fine.
- Adjusting wastewater facilities to accommodate lower summer flows and loadings.
- Commonwealth WTP well pump is still offline. Pump is currently being repaired, and will be reinstalled as soon as possible.
- 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 MotorCoach Dr. Water line was repaired and clearance samples came back without any problems.
- Working with the city on readiness to serve charges.
- Repaired a broken storm water drain for the city.
- Repaired 3" mud pump for utility use
- Repaired leaking 6" water line coming into City Hall



- Refurbished City's antique fire hydrant that was replaced last year.
- Have begun replacing bad curb stops as identified.
- Conducted monthly safety meetings for employees.
- Have worked with Empower Construction on the CDBG water line replacement project to minimize impact to customers.
- Working on SR 33 sprayfield



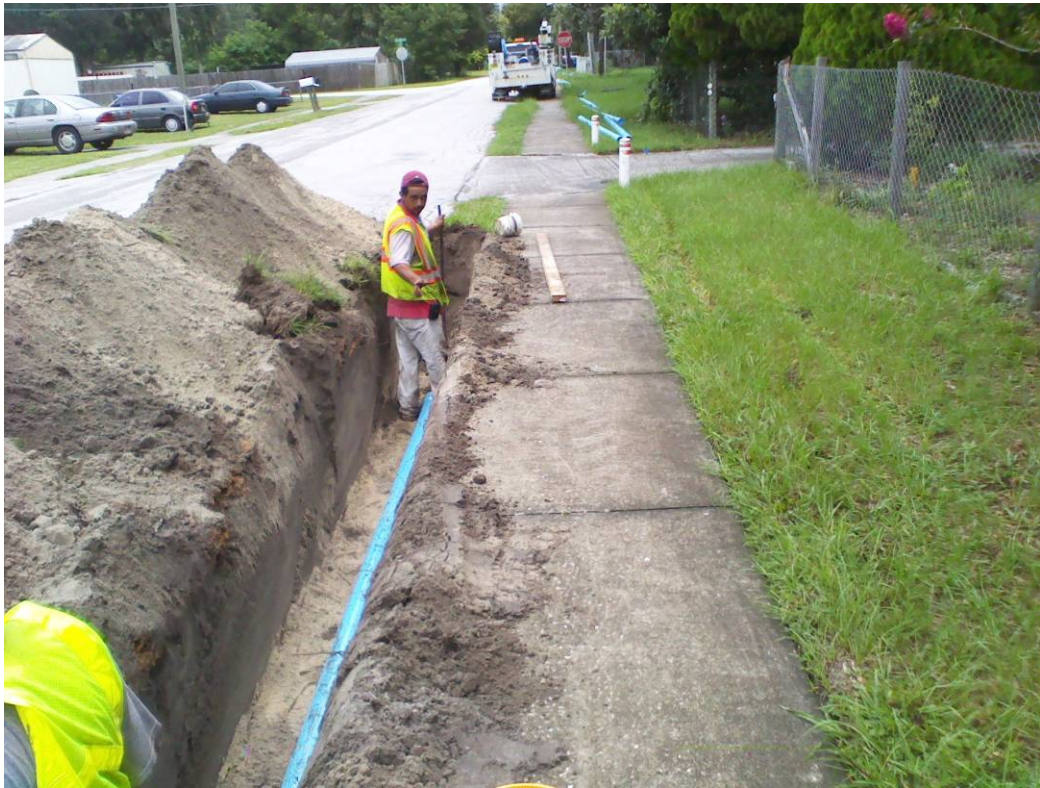
Refurbished antique fire hydrant on display in city hall.



Leaking water line going into city hall.



Before and after pictures of the storm drain repair for the city.



The new water mains going in the Railroad Heights area of the city.



The residents of the Cardinal Hill facility that are causing all the damage.

Miscellaneous job order completions included:

- 128 wastewater lift station checks;
- 28 lift station repairs and maintenance items completed;
- 1 sewer line repairs; and maintenance items completed;
- 80 water line and hydrant repairs, and maintenance items;
- 2200 monthly meter readings;
- 36 locates;
- 134 work orders completed.

August Activities:

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