

MEMORANDUM



TO: Mrs. Patricia Jackson; Polk City Commissioners

FROM: Charles E. Nichols Jr. and Mike Cherniak

DATE: September 5, 2012

RE: August 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 finalizing upcoming budget.
- Attended mandatory management training in Portland.
- August has involved juggling several large projects at the same time working with multiple different agencies.

Operations and Maintenance Activities

- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Adjusting wastewater facilities to accommodate lower summer flows and loadings.
- Commonwealth WTP well pump has been re-installed and is currently being flushed and prepped for the necessary clearance samples for the well to be placed back into service.
- Had a pump short out and electrical problems with lift station #1 on Brooks Ln. Currently have diesel bypass pump set-up as lift station back up. Currently waiting on more information from engineers before I can proceed with repair.
- Worked with contractors to repair sewer main break on Steven Rd.
- Worked with the city during the computer swap out.
- Delivered notice of start of construction to affected residents on Steven Rd.
- Have made additional adjustments to Matt Williams WTP to offset the Commonwealth well not being in service as a back-up.



- Had two water line repairs that required boil water notices to be delivered to affected customers. Water lines were 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.
- Have worked with Empower Construction on the CDBG water line replacement project to minimize impact to customers.
- Continue working on SR 33 sprayfield to repair irrigation spray heads.



Old lift station set to be replaced as part of new project.



Water line repair coupling being installed.



Lift Station #1 (Brooks Ln.) with diesel back up pump.



Foundation site for new treatment tank.



Miscellaneous job order completions included:

- 130 wastewater lift station checks;
- 32 lift station repairs and maintenance items completed;
- 7 sewer line repairs; and maintenance items completed;
- 104 water line and hydrant repairs, and maintenance items;
- 2200 monthly meter readings;
- 43 locates;
- 132 work orders completed.

September Activities:

- Complete repair process of Lift Station #1
- Finalize quote process to have the WTP Hydropneumatic tanks cleaned and resurfaced.
- Continue work on CDBG water project with Empower Construction and Odom Contracting.
- Continue working with Brandes Design on wastewater system upgrades.
- Have the Commonwealth well pump cleared and put back in service.
- Complete quarterly water quality sampling.