MEMORANDUM

TO: Mrs. Patricia Jackson; Polk City Commissioners
FROM: Charles E. Nichols Jr. and Mike Cherniak
DATE: February 8, 2012
RE: January 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 January 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.

Operations and Maintenance Activities

- Completed monthly compliance sampling.
- Continuing to repair and paint items and equipment as time permits.
- Doug Dufresne of PG Consulting is continuing work on the relocation of the WWTP monitoring wells. Have heard nothing new concerning this item in some time.
- Worked with Garner Complete Site Inc. to replace old leaking hydrant on Lakeshore Dr.
- Worked with Kathy Delp to facilitate site inspections of new utility connections due to new construction.
- Working with GAI on new lift station upgrade designs.
- Cleaning offline contact chamber at Cardinal Hill WWTP.
- Working with GAI to finalize plans for new water line project.
- Working with GAI on new Cardinal Hill WWTP upgrade.
- Attended training course for Public Annual Supply Report
- Began working on cleaning out reject pond at the Cardinal Hill WWTP.
- Cleaned, organized, and inventoried parts shed so that parts order could be placed.
- Replaced seals in lift station pump on Two Ponds Rd.
- Miscellaneous job order completions included:
  - 131 wastewater lift station checks;
  - 34 lift station repairs and maintenance items completed;
  - 3 sewer line repairs; and maintenance items completed;
  - 15 water line and hydrant repairs, and maintenance items;
  - 2400 monthly meter readings;
  - 19 locates;
  - 68 work orders completed.

Removing vegetation from Cardinal Hill WWTP reject pond.

Water main leak on Berkley Rd.
Repairs at Two Ponds Rd.

February Activities:

- Begin to prepare for upcoming annual inspections later in the year.
- Continue to work on completion of upcoming construction project designs.
- Work with the City and the School on the new SRTS program.
- Intensify Howard’s training and assistance with Xochitl to facilitate coverage and quicker smoother service for customers.
- Begin work on upcoming annual reports for SWFWMD.