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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 November, 2014:

- Completed company’s monthly safety requirements.
- Working on asset data collection for new maintenance tracking program.
- Hired Charles Sharpe as new field tech.
- Assisting city with transition of billing department.
- Working bugs out of system with new meters.
- Xochitl finished SOP manuals and training of billing department.
- Working on final year end closeouts.
OPERATIONS AND MAINTENANCE ACTIVITIES

- Completed monthly compliance sampling.
- Working with billing to fix issues found during meter change out process.
- Working on liftstation maintenance and grease removal.
- Training city personnel to take over billing office.
- Pulled burned out liftstation pump and wired in backup liftstation pump.
- Responded to late night bridge damage.
- Repaired leak on Country Trails.
- Performing laptop tests for billing office. Laptop testing frequency is starting to come back toward a more normal frequency.

Pulling meter at residence.

Investigating report of abnormal usage.
1.1. MISCELLANEOUS JOB ORDER COMPLETIONS

- 34 wastewater lift station checks.
- 5 lift station repairs and maintenance items completed.
- 60 water line and hydrant repairs, and maintenance items.
- 2340 monthly meter readings.
- 47 locates
- 139 work orders.
- 6 Call outs from answering service.
- 1 call outs from system SCADA and Autodialers.

**Meter related activities**

- 26 services turned on
- 19 disconnects
- 6 new installations

1.2. WATER SYSTEM FLOW INFORMATION

<table>
<thead>
<tr>
<th>Month</th>
<th>Water Treatment Plant Flow, MGD</th>
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<tbody>
<tr>
<td></td>
<td>Monthly Total</td>
</tr>
<tr>
<td>September 2014</td>
<td>10.124</td>
</tr>
<tr>
<td>October 2014</td>
<td>10.994</td>
</tr>
<tr>
<td>November 2014</td>
<td>11.145</td>
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PLANNED DECEMBER MONTHLY ACTIVITIES

- Work on integration of wastewater system into new data collection software.
- Rehab Cardinal Hill WWTF onsite sprayfield.
- Continue working on new maintenance tracking program.
- Continue working on end of year paper work.
- Start to prepare for upcoming new year.

Bridge damage!

Water leak repair at the end of water line. Very little critters.