



## **October 13, 2020 – Superintendent’s Report**

### **ADMIN UPDATE:**

As you may recall, at the last meeting we sought approval for DRF 93, which would close out our SRF loan. Unfortunately, I neglected to include the accrued interest in the total amount to be reimbursed. Thus we are seeking approval of DRF 93 once more, which has a revised amount of \$620,497.

The Utility is seeking approval of Change Order #1 for the Elmhurst Basin Sewer Rehab Project. Because of our building some contingency funds into the project from the outset, this CO does not affect the contract price at all. As is the case in our construction projects, there are always items discovered during the course of the work that were not known or anticipated during design. That is just the nature of construction projects. We recommend approval of CO #1. We are also working on a separate batch of issues found in the field during construction that will use up the remainder of our contingency funds plus an additional amount. We plan on having that CO ready for the October 27 meeting, and that CO will also likely add some time to the contract too, which is reasonable given the additional work that must be done to correct the defects our contractor has noted and which we and our engineer have reviewed. I might also note that Pay App #1 for this project is on the claims list for tonight’s meeting as well.

We have also found another defect with a sewer main, but this time it was found during work on the Brookhaven Water Main project. Apparently, some time ago, a storm sewer was laid across the top of the sanitary sewer main extending from 46<sup>th</sup> Street north on Kitley Avenue. The weight of the storm sewer has caused a breach in the sanitary sewer to the point where the sewer main will have to be replaced. The storm sewer will also have to be removed and replaced too in order to get to the sanitary sewer. We are working with our project engineer and our city engineer on the most effective and expeditious repair of this defect.

The Utility is seeking approval for a Release of Covenant for 10356 Colville Lane. Further review with the builder indicates that the covenant is not needed because the structure meets elevation requirements. We recommend approval.

The Utility is seeking approval of Resolution No. 5, 2020, which adds amends a previous resolution dealing with various Business Office policies. These changes document our being able to perform a blanket waiver of certain reconnect and late charge fees in extenuating circumstances, such as natural disasters and pandemics, and which may cause difficulty for customers with respect to making timely payments. It also adjusts language with respect to Payment Extensions, which are now able to be done over the phone so as to not require a customer to be physically present at the Business Office to execute an Extension Agreement.

The Utility is working with the Controller’s Office in order to get our new payment kiosks up and running. The unit inside the lobby of the City Building is already working and we have only to finish the outside installation to have both units up and running. These payment machines will take cash, credit card and checks, which are scanned during the payment process. Cash is retrieved daily by the

Controller's office staff. These units will be of great benefit to the Utility as we move forward with a permanent closing of our walk-in payment lobby. In order to protect staff and customers, we have determined to close the walk-in lobby effective December 1, 2020. This will eliminate employees and customers handling cash and other documents, making for a safer work environment as well as meeting internal control goals established by the Controller's Office, which include eliminating as much as possible, city employees handling cash payments. Essentially, we are moving towards having our main payment options being the kiosks, eSuite credit card or echeck payments, and IVR (payment over the phone). This will make reconciling and other back-end financial processes easier and more efficient and free up time for business office staff to address customer issues electronically and over the phone.

#### **Claims Explanations:**

Pay App 1 – Miller Pipeline/Elmhurst LS Basin Sewer Rehab: \$401,250.96

Pay App 5 – SC Case Const/Brookhaven Water Mains: \$146,663.66

#### **Operational Data: September Totals**

##### **SANITARY SEWER SYSTEM**

- 13 Sanitary sewer lift station work orders completed.
- 4 Sanitary sewer grinder pump station work orders completed.
- 4 Sanitary sewer manholes raised to grade.
- 4 Sanitary sewer manholes inspected.
- 14,147 LF of sanitary sewer main cleaned.
- 1 Sanitary sewer force main break repair.
- Cutting and trimming grass at sanitary sewer lift stations as needed.

##### **LOCATES/LEAK LOCATING/VALVE TURNING/HYDRANT MAINTENANCE/INSPECTIONS**

- 124 Fire hydrants inspected
- 11 Water main valves exercised.
- 5 Water main shut outs performed for main repairs.
- 7 Water main leak investigations performed.
- 13 Project inspections performed.

##### **WATER DISTRIBUTION**

- 5 Water main breaks repaired.
- 2 Water service line meter pits installed.
- 1 Water service line repaired.
- 16 Yard restorations performed due to repair work.

##### **WATER PLANT/WELL ACTIVITY**

###### **FHWTP**

- Replaced filters on deionizing equipment.
- Cutting and trimming grass as needed.

###### **ILWTP**

- Replaced the pre chlorine pump head.
- Replaced the transducer for the basin level.
- Began installing new Post Chlorine line.
- Investigated an electrical issue on Well 14.
- Replaced (4) four exhaust fans on VFD door panel on Well 15
- Cutting and trimming grass as needed.

RWTP

- Cleaned chemical injection quill and repaired leak on check valve.
- Installed meter for the Phosphate Day Tank.
- Replaced GFI receptacle in effluent meter pit.
- Replaced the pH probe on the CL200 Analyzing equipment.
- Cutting and trimming grass as needed.

Oaklandon Tower

- Cutting and trimming grass as needed.

Winding Ridge Booster Station

- Cutting and trimming grass as needed.

52<sup>nd</sup> Street Tower

- Cutting and trimming grass as needed.

Misc.

- 52 Water distribution samples were collected and taken to an independent lab for testing.

**BUSINESS OFFICE/SERVICE DEPARTMENT**

**Totals to be provided on October 27, 2020 Report**

- Active accounts.
- Work orders completed.

**Account Adjustments: None**