



## February 26, 2019 – Superintendent’s Report

### ADMIN UPDATE:

The Utility is seeking approval for Task Order #1 with Wessler Engineering for \$10,000.00. This is for on-call engineering services for items of a relatively minor nature, involving minimal time and effort, that may require a timely response and generally are not covered by or warrant a separate, specific Task Order, or allow sufficient time for prior Owner approval (i.e. emergencies requiring engineering opinion/input).

The Utility is seeking approval of Task Order 2 with American Structurepoint for \$20,000.00 for Sanitary Master Planning which includes the items listed on the proposed Task Order.

The Utility is seeking approval of DRF #63 for Glenroy Construction in the amount of \$398,838.00 for Pay Application #5 of the Wellfield Improvements Project.

The Utility is seeking approval of DRF #64 for Graves Plumbing in the amount of \$144,429.00 for pay Application #17 of the Richardt WTP Project.

The Utility is seeking approval to begin issuing a one-time \$5.00 credit to be applied to the utility bills of those customers who have signed up for paperless billing via the new e-Suite feature of our billing system. Credits will be applied retroactively for those customers who have already signed up, and for those who will sign up, the credit will be applied on the next billing after the Utility Business Office received verification of enrollment from the Controller’s Office. The Controller’s Office will provide a monthly report to the Business Office Manager with the number of customers who have signed up for paperless billing.

### Operational Data:

#### SANITARY SEWER SYSTEM

- Performing routine maintenance and upkeep on lift stations and grinder pump stations.
- Assisting Street Department with snow removal.

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

- Performing routine line locates, inspections, emergency shut outs for repairs, and checking hydrants to make sure they are operational due to the weather.
- Assisting Street Department with snow removal

#### WATER DISTRIBUTION

- Performing routine water main repairs, service line repairs, vehicle repairs and maintaining street and sidewalk cuts until final restorations can be made.
- Assisting Street Department with snow removal

#### WATER PLANT/WELL ACTIVITY

- Performing routine maintenance and daily routines to make sure water treatment plants are operating properly.
- Assisting Street Department with snow removal

#### BUSINESS OFFICE/SERVICE DEPARTMENT

##### January Totals

- 14808 Active accounts.
- 1074 Work orders completed.
- Assisting Street Department with snow removal

**BILLING ADJUSTMENTS:**

5406 Dellwood Dr. Customer is requesting an adjustment in the sewer portion of the bill in the amount \$339.34 due to a service line leak. We Recommend Approval