

~~12-02-2016 @ 12-PM~~

MEETING 1/4/2017 @ 12PM

TOP 5 Items in order of Priority

- #1 Vacuum Pits and Buffer Tank Annuals** C Line remains to be done
- #2 Yoman – impeller is ON need to put base on (2 gaskets), wire it up and bump it to check rotation.** Broken Impeller sent to AIRVAC for machining. Follow up closely to insure that the repair and shipping back goes quickly and smoothly. Jon Hartsock
- #3 CONEX – make sure that the lists we keep on the computer match the actual inventory.** Need to order a Goulds 480VAC, 3Φ pump to back up mud well & backwash, Pines&Palms.
- Bayshore Manor Pump- cord/pot/pecker head being sent from Val at Hydro Pump to KWRU.
- Barnes Pump on order for Plants (Surge Tank)
- #4 Order parts for both division valves (self storage, El Mar, 5th and 5th).** Rich NOTE that the division valves are different sizes. All are the same series (Mueller) valve so you do NOT need to dig up more than one. Rich pricing out complete vs parts purchased separately.
self storage 5th = 10"
EL Mar F-Line = 8"
5th and 5th = 6" Need to Verify size on as-builts
- #5 VFD to replace Soft Start Vacuum Panel** Greg to get answer from Jon Hartsock then need to place order to have backup on the shelf

US Jetter – set up maintenance visit

Controller Rebuild - Training - 15 Return YES/NO Greg working with Becky Murphy at AIRVAC

Manhole Repairs for B.R.I.A.N. the list is on the board in office ADD to this list as other FM system/gravity system problems are discovered. Need to get with BRIAN and then schedule work

~~HOA switches were ordered~~ -Received Floats ~~8 were found in inventory~~ Good

~~Order Ring and Cutter~~ we have spares on the shelf for Meyers and Keen

Bio Blocks These have been installed where needed and there are some bio blocks in inventory

ADD Check Miriam manholes to Friday checklist this is being done by the crew to Rich's standard

Vac Collection System

Need to fix the 3 vacuum division valves

Airvac EAAV – Hartsock to show us on-site when in Key West in January

Vac Stn

Englo Compressor in vacuum building needs service

Clean Conical Filters Monthly as steel is corroding

Vacuum Station Maintenance Log is now in the file cabinet under the fan

Add quarterly probe cleaning to maint list

~~Vacuum Pump oil change Done Dec 16~~

KWRU 017194

Rich is checking shelf life of Chevron oil. Has the supplier will order as needed. Still have approx. 3 gals of Busch oil in case we need to top off any vacuum pump oil levels.

Dispose of spent oil EMC

WWTP

Surge Pump (Barnes 3 HP) Order 2 Barnes Pumps Greg to check—~~received 2 new Barnes, one was installed 12/1/2016 in the West Plant, and one is on standby in inventory.~~ The pump that was on standby in inventory has now been installed on East WWTP surge on December 29th. Another spare Barnes for inventory has been ordered on Wed Jan 4th.

Collection System

~~Keen slicer on order has not been received it is due to arrive the week of 12-5-2016~~—Received

Lift station cleaning done

Grease Traps Jami Golf Course Main, Laundry mat

Inspections

Greg Rich ~~A28 new unit scheduled DEMO Dec 8th~~ A28 now empty lot, awaiting new modular. Oceanside and SIMV ongoing.

Private vacuum system division valves need to be exercised.

Exercise all valves in lift station valve vaults. Make assessment for any maintenance in the valve vaults.

Backyard Survey

~~helter skelter no organization, not complete, need to reassess~~ Will do the hit list (Greg has) plus C16 and will reassess in Jan/Feb C16 drain in yard (give pics to Jami and send Letter to owner)

Will be conducted in Q1 will involve Greg training the crews on the TV reports. Greg and Rich to review if previous field notes are of any value to the field crew, if yes they will be used. This effort will require the crew to work in an organized fashion, keeping good records, getting records to Rich and Jami. Making sure that no properties are missed. At end of the project there should be a binder created to be used next year. The binder should have field notes, the list of vandalized cleanouts, other properties that require special monitoring for any other reason.

Rich to get the list of properties that knowingly damaged cleanouts (Greg has list). Rich is to have someone verify the properties are okay. Make note, have the guys look for brand new caps as well. If someone knows you are coming (i.e. they see the yard survey tag posted) they may put a new one on last minute. Also have the employee flip the cleanout and install with the special tool.

General Issues and Administrative

Rich Safety Officer—next meeting scheduled for Friday Jan 6th

~~Maintain Maint Log—make daily entries~~ Being done in the Red Daily Diary

General Management Goals:

Set standards for the crew, clearly communicate to all employees the expectations, spot check their work (give them feedback positive/negative, instill discipline, stop the wandering, make the employees responsible for having their tools on trucks, everyone should have ALL the regular tools at all times. Keep trucks clean inside and out, these are company trucks not personal trucks. Noon is lunch time but this is not holy, lunch can be shifted to accommodate work. Same with 3:30 no reason to quit working a half hour early.

Reorganize the crew and the crew structure to be team oriented and the crew assignment should be by the Maint Super not by the crew.

Establish a 10 minute list (here are a few ideas)

KWRU 017195

Pick up yard litter, Put away tools, supplies, materials, etc, Clean out the back of trucks, Spray down trucks to get salt off (undercarriage), spray down equipment as needed, Kill weeds, chop down bushes, limbs, branches, etc. Clean skim box, take trash down off of plant, clean skimmer box. Wipe down vacuum pumps and equipment to keep it clean

Paperwork – everyone bring binders to meeting every morning, keep sheets updated, receipts in there, notes, ideas, etc. Rule for paperwork fill it out NOW not LATER.

Employee Responsibility paperwork

- Receipts, Call Outs, Job Invoices, Inspection Reports

Making use of morning meetings to inform and educate

Make sure guys have plastic boxes to take notes and to turn things in

- Safety equipment (write down) Truck problems (write down)
- Tool issues (write down) Supplies (write down)
- Basic Training (i.e. Chatter box, how to read a camera inspection report, etc.)
- Telephone numbers programmed? Private system list and property access codes

Managing Employees **Rich to formulate individual plans going forward**

Pierre, Jojo, David, Juan

Completed

Train on panel – Hartsock

Jet Rodding system **sched for next week** Project Complete

Bio Blocks **done as of two weeks ago**

Quarterlies – Lift Stations **half way to completion** DONE

L2A Meyers pump is installed **Meyers coming back, L2A, FM, Boyds - Meyers was received**

Gear Drive Back up motor and drive

Shop Goulds back under warranty **in service** West EQ basin

CCC cleaning better pump to move heavier liquid **order \$922 electric pump** Received and should be wired in and operational 12 02 2016

Oceanside valve **abandoned**, Tortuga West was recently turned when doing Oceanside it is functional, SPCA valve – Greg located it is not buried

– Ask about wiping down pan to get all shavings, grit, etc. out. Matt came back from Airvac and said no we don't need to. Chris and Greg heard from the Top Dog this is not the case. Please come back with this information for us.

Annuals F Line complete began E –Line in process

Purge Cycle when we have problems - You can switch off an on as you see fit, but if things are working should always keep it in Purge mode

Oil Change Bart Always wipe pan every single time

Matt to check on Keen pump that was returned (Eric??) **Greg to Call Eric Warranty Rebuild Keen has been received**

- **Oil change Busch pumps was comp by 1-4-17 meeting**
- **Lift Station Cleaning (B.R.I.A.N) while doing this assess Bio-Blocks at Lift Stations was comp by 1-4-17 meeting**
- **Organize CONEX –also tag pumps, make sure each and every model of pump has a backup in inventory. was comp by 1-4-17 meeting**
- **Division Valve (Self Storage) on 5th Street. Dig up to get model number and Record in Maintenance Log. was comp by 1-4-17 meeting**
- **Golf Cart – being serviced at KWGC was comp by 1-4-17 meeting**
Safety Meeting we must do this religiously no excuses. **Rich is new Safety Officer to begin ASAP doing every other week. Greg to show where binders are in office. First meeting scheduled for Friday Dec 9 2016.**

Exercise division valves - North Stock Island too Force main system and vacuum system. **Done for Q4 was comp by 1-4-17 meeting**

Tighten down all electrical connections, vacuum panel, per Jon Hartsock **was comp by 1-4-17 meeting**

Vacuum Pump oil change **Was done December 2016 next oil change is scheduled for 500 hours per AIRVAC recommended maintenance was comp by 1-4-17**

Lift station cleaning ~~BRIAN needs to set up at KWGC also need to clean MCDC~~ Golf Course Main and L4 are the scheduled first and Pines and Palms will be last We are cleaning all lift stations. **was comp by 1-4-17**

- Exercise HALF of ALL valves within collection systems and treatment facilities
- Check or verify the influent and effluent flow meters for accuracy.
- Check the perimeter fencing and repair any holes in the fence. All wastewater facilities are required to be fenced per FAC 62-600
- Inspections of all tanks within the facility for any structural deficiencies
- Test eye wash and emergency shower
- Inspect fire extinguishers

