

## M E M O

TO: District Manager

FROM: Director of Operations

SUBJECT: Operations Department Project Status Report  
Week Ending December 28, 2007

DATE: December 27, 2007

### **RECOMMENDATION:**

It is recommended that the District Manager review and file the Operations Department Project Status Report for the week ending December 28, 2007.

### **BACKGROUND:**

#### INTAKE MAINTENANCE

During the reporting period staff cleaned and maintenance all surface water intakes. The intakes were taken off line for cleaning and placed back in service. In addition to cleaning of the intakes all surface water transmission line were purged and cleaned.

#### METER READING REORGANIZATION

Staff continued with preparation and planning for reorganization of the District's water meter reading procedures. Currently two staff members are utilized for meter reading. With the installation of touch read and radio reader's reorganization from two meter readers to one is warranted. It is anticipated the change will take place over the next two weeks.

#### NON-REVENUE WATER

Staff is continuing with an on-going aggressive non-revenue water audit of the District's facilities. Currently staff is auditing all facilities for leakage/operational uses of water that is non-metered. Staff will be conducting a full water audit in January 2008 for calendar year 2007.

#### METER CHANGE OVER PROGRAM

During the reporting period staff spent time performing water meter change-outs in the Brookdale area. The meter change out program is behind schedule and it is intended to be on schedule by end of this fiscal year. Meters are changed out every fifteen years to ensure accuracy as water meter accuracy decreases with age.

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Rick Rogers  
Director of Operations

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