

Staff Report - 2
Public Works Field Supervisor Report
December 2, 2010
Since August, 2010

CAPITAL PROJECTS:

- ❖ Light guard crossing at 3rd Street and High Avenue
 - Completed in September, 2010
 - Activated the crossing system on September 23, 2010
 - Council accepted the project on September 23, 2010
 - Continued to work with Donna Murphy and Laura Koenig to close out the project with Community Development Block Grant staff to meet all funding agencies requirements.

- ❖ Hypochlorite Conversion at the Water Treatment Plant
 - Completed August, 2010.
 - Completed the purchase orders for council approval.
 - Followed up on all additional work that needed to be accomplished in order to complete the conversion that Jon Stack, previous city engineer started in 2009:
 - Liquid Hypo-Chlorite delivery at the Water Treatment Plant
 - Monitoring of the project budget– stayed within budget.
 - Bill Ferry worked with Technical Systems, Inc (TSI) to program the auto dialer purchased in 2008 to connect the new alarms into the dialer.

WATER:

- ❖ Coordinated RH2 and city staff to accomplish the fire flow testing throughout the water system:
 - This was needed for the Water System Plan currently being written.
 - Purchased flow testing gauges and equipment for \$804.27, the city contacted Snohomish County PUD for a cost estimate it would have been about \$1,500, for the equipment and one person to operate the gauges.
 - Tested 18 locations within the different pressure zones of the water system.

PARKS:

- ❖ Working with the Park Volunteers, managing projects to maintain the park trails, and open space within the City Park System.
- ❖ Help with review and commented on the Parks Recreation and Open Space (PROS) Plan.

WASTEWATER TREATMENT:

- ❖ NPDES Permit Application completed and submitted to Department of Ecology on November 22, 2010.
 - Worked with Carl Jones, Dept. of Ecology to review the application I had completed. Carl said "Kudos to Connie Dunn for completing the application,

saving the city approximately \$5,500 (Estimated Engineering cost to fill out the application, this is from small cities he has worked with)."

- ❖ **Short-Term Improvements – I have gathered up bid information and previous documents for Wastewater Treatment Plant improvements for the UV Disinfection System and the Archimedes Screw Pump, including sample bid documents so Mick Matheson can write the documents necessary to bid the improvements in 2011.**

STORMWATER:

- ❖ **Completed coordination with Snohomish County to vector the remaining catch basins, culverts, outlets and storm water manholes (SWMH) through the entire City system using the Dept. of Ecology grant and inter local agreement with Snohomish County, Cities of Lake Stevens, Granite Falls, Snohomish, and Sultan.**

STREETS:

- ❖ **Projects completed in 2010**
 - **Paving of 140th Street SE by Snohomish County Road Maintenance. Deborah Knight did the administrative and I inspected the project and worked closely with Snohomish County Road Maintenance Crew to complete this project.**
 - **Emergency Evacuation Trail: Worked with the school district, fire, police and city staff to repair the trail providing a safer area for the school evacuation drill on October 19, 2010.**
 - **East Main road improvements: Deborah Knight and Jeff Cofer organized meetings with East Main Property owners to discuss street improvements and interim solutions to slow traffic down and improve safety at the Wagley Creek Culvert crossing. Mick and I worked to recommend interim safety measures of installing two stop signs at the culvert crossing and post speed limit signs on East Main.**
- ❖ **Second Street-Birch to Date Avenue: Writing the draft Statement of Qualifications (SOQ) for design and survey consultants.**

BUDGET:

- ❖ **2010 - Continued management, working with the Finance Department to stay within the current budget, and complete 2010 budget amendments to ensure a balanced budget in the enterprise, capital, streets, and general funds.**
- ❖ **2011 - Completed a balanced 2011 budget so Public Works Director, Mick Matheson, could present to the City Council for approval. The Sewer Operating Fund was the most difficult fund because of the Debt Service payment that needed to be paid. Worked with public works staff to cut and manage the entire budget to accomplish the task of a balanced budget, present to city council on November 18, 2010.**

- ❖ Completed the 2011 budget narrative for Mick Matheson review and presentation.

PERSONNEL:

- ❖ Continued to manage and develop staff and promoting opportunities for staff to receive training in the water, storm and sewer divisions of public works. Currently Jeremy Link and Cliff Reilly are receiving extra training at the Water Treatment Plant and will continue into the Water System when Mike Williams returns to work.
- ❖ Mike Williams is out on and L & I Claim, returning to light duty December 2, 1010.

Employee	Start Date	Starting Position	Years of Service	Current Position
James Barns	April 20, 1998	Utility Worker	12	Utility Work
Mike Williams	April 20, 1998	Utility Worker	12	Water System Manager
John Harris	May 20, 2002	L&I Trainee	8	WWTP Supervisor
Bill Ferry	April 14, 2003	Utility Worker	7	WTP Operator
Todd Strom	April 3, 2006	Utility Worker	4	WWTP Operator
Jeremy Link	March 23, 2009	Utility Worker	1	In-House Training at WTP
Cliff Reilly	November 23, 2010	Utility Worker	1	In-House Training at WTP

NATURAL HAZARD MITIGATION PLAN (NHMP):

- ❖ I worked with Chief Brand, Chief Halverson, Snohomish County Dept. of Emergency (DEM), and Tetra Tech to complete the City of Sultan's Chapter of the County wide plan. It was approved by Resolution 10-16 at the City Council on September 26, 2010. The NHMP then was approved by Washington State DEM and FEMA Office in October 2010.

ENERGY SAVING:

- ❖ For the 2011 budget I worked with Snohomish PUD, Toni Reading, and DiJulio Lights to replace the Christmas lights on the Post Office, Visitor Information Center, and City Hall. Since it is a 2011 budget item we can complete the project during better weather when it would be safer for the employees doing the work.

Prepared by
 Connie Dunn 
 Public Works Field Supervisor

