

Maintenance Monthly Activity Report for March 2024

Overall

The motor control center replacement for the 054 Building was ordered after approval at the January board meeting. The motor control center had a quoted lead time of 35 weeks. Our Kirby Risk rep notified us this month that the motor control center will ship the week of 4/29/2024. A request for quote for installation is being prepared for work to be scheduled to begin in May 2024. This is five (5) months earlier than expected.

The vehicle lettering and logo installation on the Equinox, Maverick, and two Transit Vans was completed on 4/15/2024. These vehicles will be put into service immediately. The declaration of surplus property for the vehicles being replaced is part of the consent agenda this month. We will work with a local auctioneer to set up an auction of vehicles and other surplus property.

All FEMA paperwork has been completed for the cost recovery for the Derecho storm response costs. Paperwork was submitted for two separate claims. The first claim was for the response (overtime labor, generators, and fuel) and the second claim is for the administration costs for submitting all the required information to FEMA. We should receive \$27,705.68 for our initial claim and \$1847.05 to cover the administrative costs associated with gathering all the data, writing the response narrative, attending meetings, and phone calls. Our project has now been fully approved, and payment has been authorized. The Illinois Emergency Management Association (IEMA) has sent additional forms that President Smallwood needs to sign and are required for payment to be issued.

During attendance at the WWETT show in Indianapolis, we met a vendor that specializes in safety training and procedures for sewer cleaning crews. The vendor is being scheduled to set up on-site training for our staff in May or June of 2024. This training will cover entries, proper use/application of jetter heads, proper use/maintenance of inflatable line plugs, and other safety procedures.

We opened bids for providing janitorial services to The District for 2024-2026 on 3/26/2024 at 10:30 AM. We received bids from four of the five vendors that had expressed interest in providing a bid for the work. The bids came in substantially higher than expected. We are evaluating all options, and I will discuss the proposed direction at the April 2024 board meeting.

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Systems Integrator and I&C Monthly Activity

- Creating monthly spreadsheets for Black and Veatch Power BI with SCADA and Lab data
- Working with I&C on the installation and configuration of Digital Paperless Chart recorders at the Major pump stations around town
- Upgraded SCADA, Redundant SCADA, Win 911 2024, Historian, and added Webspaces for remote access
- Work on the 217 Classifier upgrade and PLC upgrades
 - 217 Classifier plc wiring, startup, and verification completed.
 - PM's
 - Performing the necessary maintenance on the PH, ORP, and TSS meters that are part of the Frac Tank project.
 - Setting up training for all I&C shop employees on ethernet communications for PLC networks:
 - Kyle Stewart attended Ethernet Network Training in the last week of March in Rockford.
 - Disinfection preparation will be completed in the coming weeks. I&C staff will calibrate the chemical pumps, tank levels, and analyzers.

Mechanical Maintenance Monthly Activity

The mechanical maintenance group has completed or is working on the following:

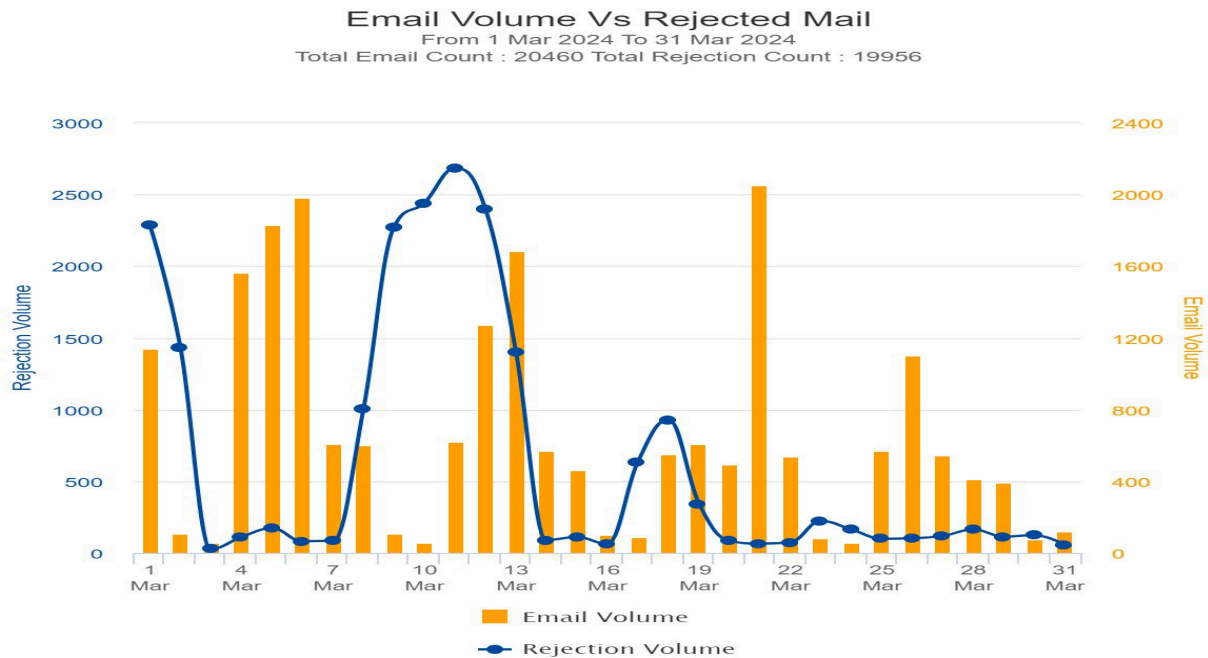
- Preventive Maintenance Work Orders
- Preparation for disinfection season is underway. Inside maintenance staff completed the cleaning of the chlorine contact tank and Parshall Flume last week. All hoses have been replaced on the chemical pumps and piping repairs have been completed. The chemical tanks will be partially filled with water to allow staff to check all piping for leaks before filling the tanks with chemicals. Sample pumps will be installed for the chlorine analyzers and flow will be established.
- The sewer cleaning crew has begun the annual cleaning of all pump station wet wells. They will work through all stations as time and weather allows.
- Outside maintenance staff are completing repairs to issues that were found during easement clearing and the annual inspections.
- Linear motion mixer #3 continues to operate with no issues. The oil foaming when observed in the sight glass during operation and we are awaiting a response from Ovivo to see if this is normal. The expansion tank has contained the oil and allowed us to leave the unit in service.

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- Maintenance staff coordinated with operations to complete the isolation test of the 259 building in preparation for the installation of the replacement main isolation valve. During the isolation test, our hydraulic pumper developed multiple leaks in the hydraulic lines. Zach Drum completed the necessary repairs and J. D. Malone will coordinate the valve installation with Burdick.
- Maintenance staff pulled the failed isolation gate for final clarifier #8. We will use a steel plate to isolate the clarifier for maintenance purposes. J.D. Malone is sourcing a replacement gate and actuator.

M.I.S. Department Monthly Update

- Network Administration, Helpdesk, Troubleshooting and Repair
 - Ongoing network administration.
 - Tablet Tech Support and Updates for Beehive CMMS
 - Working with Jamey on SCADA and Win911 Mobile Upgrades
 - Testing different tablet types to help make the SCADA system easier to use on mobile devices while maintaining a high level of security.
 - Mark Cable is training with Vincent McCauley on our current equipment and software.



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Email Statistics Report

From Apr - 2023 To Mar - 2024

Month-Year	Total Inbound email	Rejections (includes viruses & spam)	Legit Inbound Email	% Rejections	Total Outbound email	Total Internal email
Apr - 2023	5,889	2,365	3,524	40.16 %	898	4,712
May - 2023	55,625	50,888	4,737	91.48 %	1,269	6,932
June - 2023	47,612	42,780	4,832	89.85 %	1,149	7,685
July - 2023	11,445	6,632	4,813	57.95 %	1,203	6,541
Aug - 2023	48,703	43,358	5,345	89.03 %	1,430	8,183
Sep - 2023	148,905	143,856	5,049	96.61 %	1,132	5,935
Oct - 2023	23,509	18,137	5,372	77.15 %	1,368	6,676
Nov - 2023	8,239	3,283	4,956	39.85 %	1,439	6,005
Dec - 2023	7,651	2,816	4,835	36.81 %	1,245	6,183
Jan - 2024	9,548	3,911	5,637	40.96 %	1,718	7,259
Feb - 2024	39,413	34,586	4,827	87.75 %	1,638	7,532
Mar - 2024	24,332	19,956	4,376	82.02 %	1,385	14,699
Total	430,871	372,568	58,303		15,874	88,342
Mean	35,905.92	31,047.33	4,858.58	69.13 %	1,322.83	7,361.83

If you have any questions or would like additional information about the maintenance department and our activities, feel free to contact me.

Thank you,

James Malone, CPMM

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