

Maintenance Monthly Activity Report for February 2024

Overall

We would like to welcome Mark Cable to our maintenance team as the new MIS Coordinator. Mark has several years of experience in the IT Field and will be a great asset to The District! Mark will train with Vincent to learn our current equipment, software, and procedures.

The motor control center replacement for the 054 Building was ordered after approval at the last board meeting. The motor control center has a lead time of approximately 35 weeks. The purchase order was supplied to the vendor 1/26/2024. We have not received final review drawings for this project yet. We are working with our representative to try and expedite the process.

This month we received two Ford Transit Cargo Vans, one Ford Maverick, and one Chevrolet Equinox. All vehicles are in the process of being lettered and having GPS units installed prior to being put into service. We have our Ford F550 Service Truck and the Ford F750 Dump Truck on order with expected delivery for both units this summer.

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 administrative 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) sent over a few forms this week that need to be completed to allow them to process final payment.

During attendance at the WWETT show in Indianapolis, we met a vendor that specializes in safety training and procedures for sewer cleaning / jetting crews. I am working with the vendor to set up on-site training for our staff. This training will cover entries, proper use / application of jetter heads, proper use / maintenance of inflatable line plugs, and other safety procedures. I plan to get the training scheduled in early May 2024.

We hosted a site visit for the 2024-2026 Janitorial Services Bid 3/7/2024 at 1PM and will host a second site visit 3/21/2024 at 1PM. The bids will be opened 3/26/2024 at 10:30AM

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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 completed.
 - PM's
 - Setting up training for the I&C employees for the new PH, ORP, and TSS meters that will be installed as part of the Frac Tank project.
 - Setting up training on HACH PH, ORP, and Suspended Solids Meters
 - Setting up training for all I&C shop employees on ethernet communications for PLC networks:
 - Kyle will be attending Ethernet Network Training the last week of March in Rockford

Mechanical Maintenance Monthly Activity

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

- Preventive Maintenance Work Orders
- Digester Heat Exchanger PMs and Repairs
- Heat Exchanger #3 – All work has been completed and the unit is back in service.
- Work w/ Engineering and Ovivo on linear motion mixer #3 gearbox foaming issues. A representative from Municipal Equipment (our local Ovivo Rep) was on site 3/7/2024 and installed an oil expansion tank and hardware. We immediately put the mixer back in service and it has operated without issue. We continue to see excessive foaming in the oil, but it is no longer foaming out onto the roof and gearbox. Video was sent to Ovivo to confirm if the amount of foaming that we are seeing in the oil is normal. They are reviewing the video and will provide feedback.
- Maintenance staff coordinated with operations to complete the isolation test of the 259 building in preparation for installation of the replacement main isolation valve. During the isolation test, our hydraulic pumper developed multiple leaks in the hydraulic lines / system. Maintenance staff is repairing the unit in preparation for the valve installation.

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- The outside maintenance crew has completed all of the easement maintenance that requires the forestry mulcher for the 2024 season. They will continue to coordinate and work with the groundskeeping crew to perform easement maintenance and cleaning as required.
- Coe Equipment was on site 3/12 and 3/13/2024 to provide Vactor Operator Training for our staff. This training covered safety procedures, proper utilization of the Vactor truck, maintenance procedures, and hands on training with proper use and utilization of jetter heads. The picture below is the demonstration tube that is used to show how different jetter heads perform in pipes.



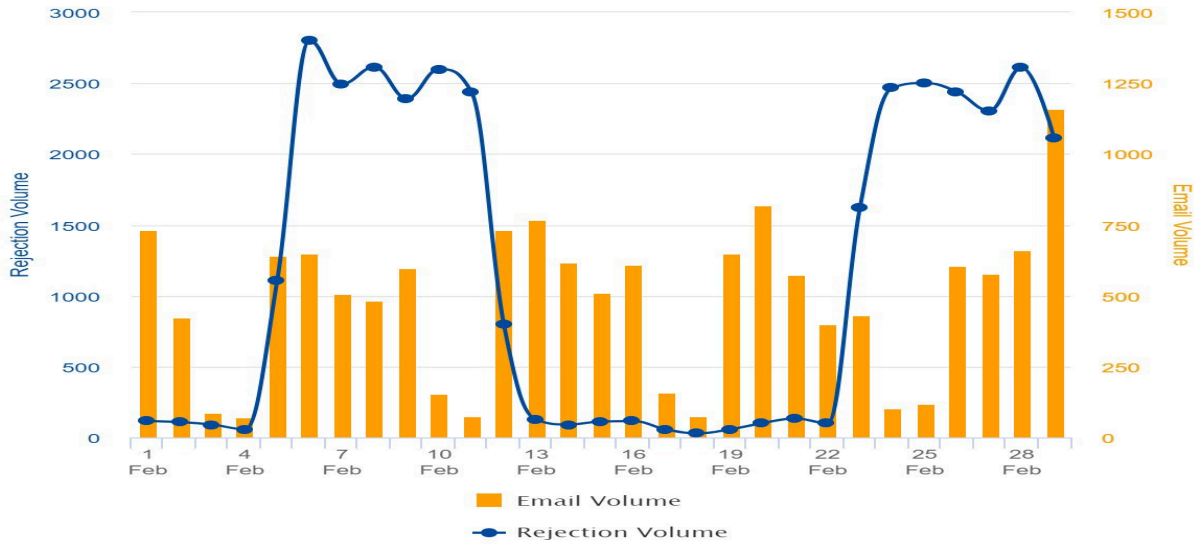
M.I.S. Department Monthly Update

- 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

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Email Volume Vs Rejected Mail

From 1 Feb 2024 To 29 Feb 2024
Total Email Count : 13997 Total Rejection Count : 34586



Email Statistics Report

From Mar - 2023 To Feb - 2024

Month-Year	Total Inbound email	Rejections (includes viruses & spam)	Legit Inbound Email	% Rejections	Total Outbound email	Total Internal email
Mar - 2023	7,011	3,209	3,802	45.77 %	994	5,295
Apr - 2023	7,803	3,116	4,687	39.93 %	1,181	6,268
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
Total	415,464	356,572	58,892		15,766	80,494
Mean	34,622.00	29,714.33	4,907.67	66.09 %	1,313.83	6,707.83

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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