

Department of Public Works/Water

2017 End of Year Report

To: Rose Licht, Township Manager

From: Ruthann Evans, DPW-Water Superintendent

Date: **January 12, 2018**

Staffing Level

1. 4 Full time employees

- a. Department Head
 - Ruthann Evans: S-2
- b. DPW/Water Operators
 - Jarrett Taylor: S-3
 - Matt Tagget
 - Passed his S-3 Water Certification
- c. DPW / Water / Equipment Pool/Cemetery
 - Chris Cramer
 - Scott Barnes

2. 1 Part time employee

- a. Water Account Clerk
 - Denise Brush

3. 3 Seasonal employees

- a. Cemetery
 - Samantha Hasso
- b. DPW
 - Vic Hoggard
- c. Water department
 - Nathan Bernthal

DPW

1. Sidewalk Inspections

- a. 195 Properties inspected
 - Dixie Highway from 5500 to the railroad tracks
 - SunValley
 - King Rd 3070 - 3900
 - Mack
 - Clutier
 - Towerline
 - Jimm Drive
 - Northridge
 - Snowberry
 - Tulip
 - Triwood
- b. 61 Accounts to taxes - \$23,175.30

2. Tall Grass Inspections/Complaints

- a. 142 Inspections
- b. 7 Repeat Offenders
- c. 55 Accounts Cut and Invoiced
- d. \$3500.00 to taxes

Water Department

1. Reports submitted to DEQ

- Pumpage/Usage Report was submitted on January 12
 - 254,908,000 gallons of water purchased in 2017 from the City of Saginaw.
- Cross Connection Report for 2017 submitted on January 12
 - We have 108 customers with a total of 145 backflow prevention devices. The devices are required to be tested on an annual or bi-annual schedule. Of the 145 devices, 107 were tested.
- CCR (Consumer Confidence Report) was submitted on June 30, a copy can be viewed on the Townships web page.
- Asset Management Plan was submitted on December 12.

2. Water Sampling required for 2017: (results available on request)

- Stage 2 disinfection byproducts (DBP), this test is conducted quarterly (January, April, July and October). We use DEQ laboratory for this test, the results get forwarded directly to our District Engineer, Bob London. We have been testing for Stage 2 since October of 2012.

3. Water main Projects:

- New water main was installed on Tatham (between Dixie Hwy and the railroad tracks), Snowy, Hidden, Summer, Lionshead, Wayward and Northport (north of Tatham).

4. Service Repairs: The repairs include but are not limited to – service/main leaks, hit hydrants, broken curb boxes and valves.

- 86 repair orders

5. **Miss Dig – Staking – 1,172**
 - January – 56
 - February – 43
 - March – 94
 - April – 120
 - May – 112
 - June – 134
 - July – 166
 - August – 119
 - September – 115
 - October – 73
 - November – 96
 - December - 44
6. **Work Orders: 2,054 work orders.**
 - January – 183
 - February – 141
 - March – 314
 - April – 170
 - May – 227
 - June – 166
 - July – 160
 - August – 181
 - September – 119
 - October – 130
 - November – 131
 - December – 122
7. **Delinquent Calls**
 - 820 Courtesy calls
8. **Delinquent Utility Bills to Taxes**
 - 36 Accounts
 - \$13,112.58
9. **Reprint Water Bills – Customers that come in without their water bill**
 - 3,446

Cemetery

1. **Burials of Remains – 8**
2. **Burial of Cremains – 6**
3. **Foundations – 7**
4. **Burial Rights Sold – 5**
5. **Burial Rights Transferred - 8**

Equipment Pool

1. **Repair/Preventative Maintenance Work Orders – 55**