



Operations Committee Report
October 19, 2019
Scott Johnstone, Committee Chairman
scottj@bigelkmeadows.org

Charter: To insure the community is well maintained and Operations runs smoothly by overseeing day to day operations, expenses and priorities of both work orders and maintenance.

Committee Members: Scott Johnstone as Chairman, Members as Paul Flanagan, Dustin Enny and Victoria J. Darling-Orth

Work Orders

- Water Treatment
 - One work order completed: 1.) Replace GAC at Water Treatment Plant. 8.00 man hours. Cost: \$1,340.50 in Granulated Activated Carbon (GAC).
- Equipment
 - Three work orders completed: 1.) John Deere Gator - Replace drive belt, clean clutch and reassemble. 4.00 man hours. Cost: \$90.00. 2.) 1991 GMC – Replace tires. 4.00 man hours, Cost: \$600.00. 3.) Down Easter sander – Replace keys and shear pins. 1.00 man hours, materials on hand.
- General
 - Three work orders completed: 1.) Excavate trench from WTP to Mirror Lake for aeration lines. W.O. to refill trench when lines are installed. 3.00 man hours. 2.) Backfill around sand shed apron. 5.00 man hours. 3.) Pump standing water out of dam outlets. 3.00 man hours.
- Road Maintenance
 - Two work orders completed: 1.) Grading the main road and interior (Hickory) completed at a total of 6.50 man hours. 2.) Level Maintenance Building grounds for placement of donated shed. 2.00 man hours.

General

Trenching for aeration lines from the Water Treatment Plant to Mirror Lake have been completed. Prep work for the shed donated to BEMA by the Forsberg's is completed with the shed now placed near the Maintenance building. Plow trucks and sanders have been prepped for winter. During the snow storm on October 11th one of the sanders needed a repair mid-storm which is complete. Work has begun on site for relocation of the compactor/installation of the recycle compactor, however it was determined the area will need to be blasted for completion of prep work. Kitchen Excavation has been contacted for a quote.

Administration

Victoria continues work on general administrative duties, water accounting, completing minutes in a timely manner and assisting members and tenants as needed. Assisting the Board of Directors with Member Communications and mailings and work with Bookkeeper on membership accounts. Administrative support pertaining to State required documentation for water production and other documentation as needed. Additional support to staff, Committee Chairs and Directors as needed.

Water Treatment

Monthly Water tests performed with Good results. The Granulated Activated Carbon (GAC) system was changed-out on October 8th and is now on six month cycle. Bi-annual change out will help with compliance for our Disinfection Byproduct testing. P. Flanagan's Class S Water Treatment Operator License has been renewed. BEMA's Discharge Monitoring Report (DMR) was completed on October 1st and successfully submitted to EPA/DMX – DMR website.

Three companies have been consulted for recommendations on repair/replacement of the failed coating/lining in the 35,000 gallon cement water tank. At present the Committee is looking at a form fitting tank liner which would be placed in the tank over the existing coating. Quotes are in process. The wells are successfully keeping up with demand and are on a regular rotation.

Road Maintenance

Due to dry weather conditions, roads have received minimal grading this month. Staff will grade as conditions allow.