SANITATION DISTRICT NO. 1

December 28, 2007

Acting Director of the Division of Enforcement
Department for Environmental Protection
300 Fair Oaks Lane
Frankfort, KY 40601

Chief, Environmental Enforcement Section
Environmental and Natural Resources Division
U.S. Department of Justice
601 D street NW
Washington, DC 20005
DOJ Case No. 90-5-1-1-08591

Chief, Water Program Enforcement Branch
Water Management Division
U.S. Environmental Protection Agency, Region 4
Atlanta Federal Center
61 Forsyth Street, S.W.
Atlanta, Georgia 30303

Re: Consent Decree Case No. 2:05-cv-00199-WOB

Dear Gentlemen:

Pursuant to the above-referenced Consent Decree, Sanitation District No. 1 (District) is required to submit annual reports on its implementation of the Capacity, Management, Operations, and Maintenance (CMOM) programs. These reports are due no later than December 31 each year.

The Consent Decree was entered on April 18, 2007 and required the District to submit three initial CMOM components within six months of entry – the Grease Control Program, the Sewer Overflow Response Plan (SORP), and the CMOM Self-assessment. The Grease Control Program was submitted on September 18, 2007; the SORP was submitted on October 9, 2007; and the CMOM Self-assessment was submitted on October 17, 2007. In addition, the District also submitted a fourth CMOM component – the Pump Station Operation Plan for Backup Power – well ahead of schedule on December 14, 2007. Upon receipt of each submittal, the Cabinet and EPA have 90 days to review and provide comments. Given this review schedule, the above-referenced CMOM submittals are currently under review, and the District is awaiting receipt of formal comments. Because of this, the first CMOM Annual Report is an

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abbreviated summary of progress that has been made since submitting the four initial CMOM components. The first true, comprehensive CMOM Annual Report will be submitted by December 31, 2008 and will contain updates for the 2008 fiscal year (July 1, 2007 – June 30, 2008).

Copies of the correspondence between the District and the parities addressed in this letter confirming the content required for this first CMOM Annual Report can be found in Appendix A of the enclosed submittal. A certification as required by the Consent Decree is also enclosed (Consent Decree paragraph 38).

I am confident in the integrity of the enclosed document, and I am certain that its content not only satisfies regulatory requirements, but also helps further the mission and vision of the District by establishing aggressive, proactive, achievable measures to protect water resources and enhance the quality of life in Northern Kentucky.

I look forward to receiving your comments in the near future. If you have any questions or concerns, do not hesitate to contact me at 859-578-7465 or by e-mail at jeger@sd1.org.

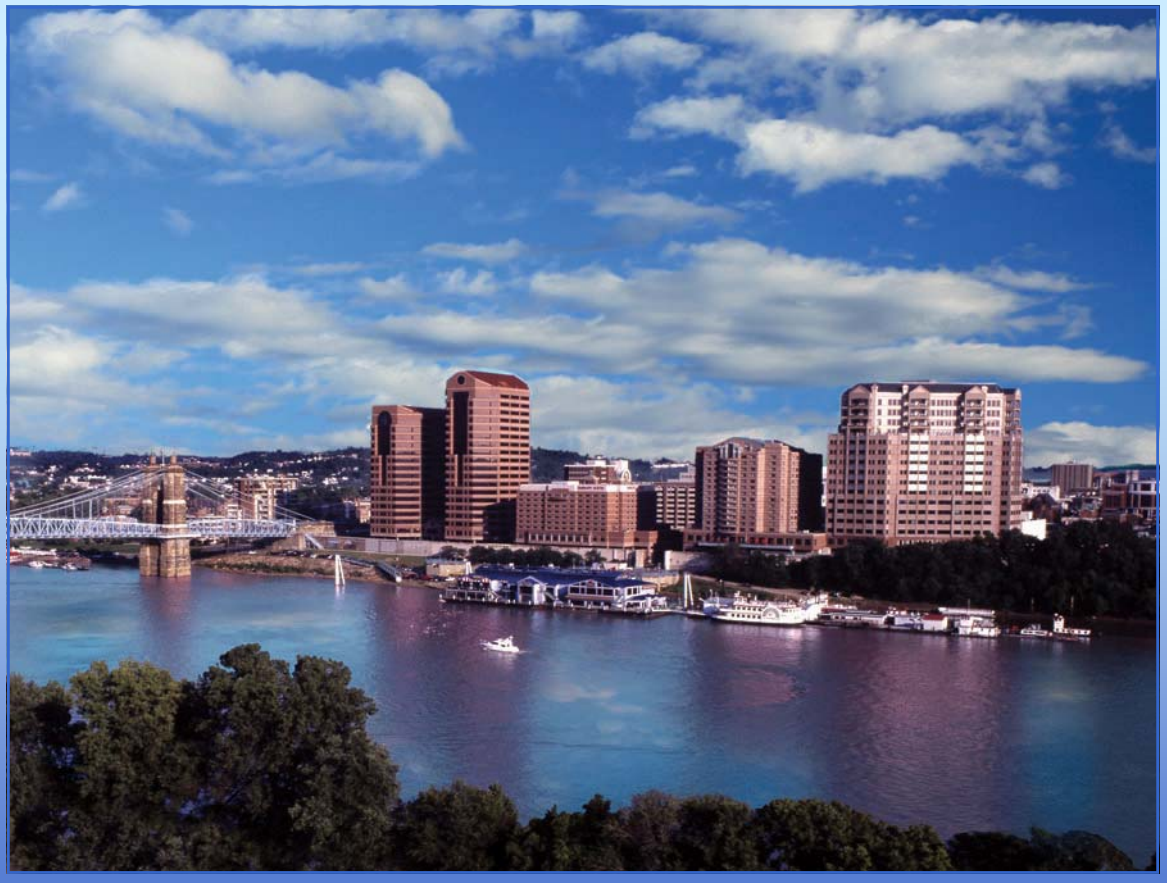
Best regards,

Jeffery A. Eger
General Manager

JAE/mm
Enclosures

Capacity, Management, Operations, & Maintenance (CMOM) Annual Report

Sanitation District No. 1
December 28, 2007



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CERTIFICATION

Capacity, Management, Operations, & Maintenance (CMOM)
2007 Annual Report

Consent Decree Case No. 2:05-cv-00199-WOB

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering such information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Jeffery A. Eger
General Manager

12/28/07
Date

COMMONWEALTH OF KENTUCKY

)ss.

COUNTY OF Kenton

The foregoing instrument was acknowledged before me this 28 day of December, 2007 by Jeffery A. Eger, General Manager of Sanitation District. No. 1.

Linda Hamberg
NOTARY PUBLIC

State-at-Large County, Kentucky

My commission expires: May 9, 2010

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CAPACITY, MANAGEMENT, OPERATIONS, AND MAINTENANCE ANNUAL REPORT

December 28, 2007

Sanitation District No. 1
1045 Eaton Drive
Ft. Wright, KY 41017

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Figure 5.1 Structure of Continuous Sewer Assessment O&M Programs

LIST OF ACRONYMS AND ABBREVIATIONS

CCTV	Closed Circuit Television
CMOM	Capacity, Management, Operations, and Maintenance
CSAP	Continuous Sewer Assessment Program
CSO	Combined Sewer Overflow
CSS	Combined Sewer System
District	Sanitation District No. 1
FOG	Fats, Oils, and Grease
FSE	Food Service Establishment
FY	Fiscal Year
gbaMS	GBA Master Series (information tracking system)
GIS	Geographic Information System
GPS	Global Positioning System
O&M	Operations & Maintenance
PM	Preventive Maintenance
SCADA	Supervisory Control and Data Acquisition
SOP	Standard Operating Procedures
SORP	Sewer Overflow Response Plan
SSO	Sanitary Sewer Overflow
SSS	Sanitary Sewer System
WWTP	Wastewater Treatment Plant

SECTION 1: INTRODUCTION

1.1 Overview & Regulatory Requirements

On April 18, 2007, Sanitation District No. 1 (District) entered into a Consent Decree with the U.S. Environmental Protection Agency, the U.S. Department of Justice, and the Kentucky Environmental and Public Protection Cabinet to address sanitary sewer overflows (SSOs) in the District's sanitary sewer system (SSS) and combined sewer overflows (CSOs) in the combined sewer system (CSS) in an effort to improve water quality throughout the District's service area. A significant component of the Consent Decree that will aid in achieving these goals is the development of formal Capacity, Management, Operations, and Maintenance (CMOM) programs. The District's CMOM programs are designed to manage the collection systems' assets and operations in a manner that maximizes efficiency and reduces the potential for overflow occurrences. Proper planning and management of CMOM programs can result in a reduction of the number, frequency, and volume of SSOs and CSOs.

Pursuant to the Consent Decree, the District is required to submit annual reports on its implementation of the CMOM programs**.** This is the District's first CMOM Annual Report and contains an abbreviated summary of progress that has been made since submitting the first four CMOM components – the Grease Control Program (submitted 9/18/2007), the Sewer Overflow Response Plan (submitted 10/9/2007), the CMOM Self-assessment (submitted 10/17/2007), and the Pump Station Operation Plan for Backup Power (submitted 12/14/2007). Given that the above-referenced CMOM submissions are currently under review and have not yet received formal approval, the first true, comprehensive CMOM Annual Report will not be submitted until December 31, 2008 and will contain updates on all CMOM components for the 2008 fiscal year (7/1/2007 – 6/30/2008). Copies of the correspondence between the District and its regulatory authorities confirming the content required for this first CMOM Annual Report can be found in Appendix A.

1.2 CMOM Program Structure

The District has been performing informal CMOM activities for several years; however, these activities were structured into formal CMOM programs during the self-assessment in 2007. During the self-assessment process, a written purpose, goals, and recommended improvements were established for each program. The District currently has 34 CMOM programs, which are identified in Table 1.1.

Table 1.1 CMOM Program Activities

Section 4.1	Management Programs
	• Organizational Structure • Communication & Customer Service • Legal Authority • Acquisition Considerations • Information Management System (IMS) • Training • System Mapping • SSO Reporting & Notification
Section 4.2	Operations Programs
	• Emergency Preparedness & Response • Safety • Budgeting • Engineering • Call Before You Dig • Water Quality Monitoring • Compliance • Mobile Waste Haulers • Pump Station Operations • Pump Station Emergencies • Pump Station Force Mains PM • Odor & Corrosion Control • Continuous Sewer Assessment • Smoke & Dye Testing • Flow Monitoring • CCTV Inspection • Manhole Inspections
Section 4.3	Maintenance Programs
	• Manhole Repairs • Rehabilitation & Replacement • Mainline Sewer Repairs • Sewer Cleaning • Equipment & Tools Maintenance • Pump Station Maintenance • Maintenance of Rights-of-way
Section 4.4	Capacity Programs
	• Capacity Assessment & Assurance • New Connection Tap-In

1.3 CMOM Program Resources

The District currently employs 227 full-time staff members, seven part-time staff members, and a number of interns, co-ops, and temporary personnel. There are eight main areas of operation: Administration, Dry Creek Operations & Maintenance (O&M), Eastern Regional Water Reclamation Facility, Field Technical Services, Collection Systems, Human Resources & Administration, Engineering, and Water Resource Management. The District's organizational charts can be found in Appendix B. Each department is involved in the implementation of at least one of the 34 programs.

Although each department plays a role in program implementation, Collection Systems, Engineering, and Field Technical Services are the most heavily involved. The Collection Systems Department is divided into two subgroups – customer service and construction. The customer service group is responsible for dispatch duties, trouble call investigations, sewer overflow response, catch basin cleaning, and sewer assessment activities. There are currently 35 employees in the customer service group, with plans to hire between six and eight additional personnel by March 2008. The construction group is responsible for managing inventory; performing light maintenance work on equipment; assisting customer service crews as needed during sewer overflow responses; repairing, raising, and replacing manholes; conducting immediate and/or short-term line repair work; and stocking, delivering, and refueling equipment. Internal construction crews have historically assisted with larger, long-term projects; however, it has recently been decided to utilize sub-contracted labor for these projects so that District personnel can more rapidly and effectively respond to overflow situations throughout the system. There are currently 36 employees in the construction group of the Collection Systems Department.

The Engineering Department consists of approximately 45 full-time employees working in areas such as water resource management, strategic planning, plan review, regulatory compliance, flow monitoring, inspections, and capital improvement. This department is led by the Assistant General Manager and Director of Engineering, who is a registered Professional Engineer. The Field Technical Services Department is composed of 12 full-time employees, seven of whom are responsible for pump station operations, and five are responsible for pump station maintenance. This department is led by the Director of Regulatory Compliance and Plant Operations.

SECTION 2: COLLECTION SYSTEMS

2.1 Overview & Major Components

The District's sewer system covers approximately 200 square miles and serves approximately 97,000 customer accounts. The District's collection and treatment systems are composed of approximately:

- 47,000 manholes
- 3,600 catch basins in the CSS

- 1,600 miles of sewer lines
- 129 pump stations
- 15 flood pump stations
- 4 small wastewater treatment plants (WWTP)
- 2 regional WWTPs

The District's sewer system conveys wastewater from private laterals connected to homes, businesses, and industries through a series of gravity lines, pumped systems, and interceptors to a WWTP. The service area consists of both combined and separate systems. The combined sewers are located primarily in the river cities. A map of the service area and major components can be found in Appendix C.

2.2 Operations & Maintenance

The District's Collection Systems Department has continued to effectively utilize its computerized maintenance management system, GBA Master Series (gbaMS), to schedule and track its O&M activities. This program is used to manage and track fieldwork, schedule preventive maintenance (PM) activities, log customer complaints and the resulting repair work, and maintain detailed data and history on repairs of the District's assets. It is also used to inventory equipment and supplies. The following summarizes some of the major activities performed during fiscal year (FY) 2007, which ran from July 1, 2006 through June 30, 2007.

- 44 Sewer Line Replacements (manhole to manhole)
- 177 Sewer Line Point Repairs
- 52 Catch Basins Rebuilt
- 122 Catch Basin Repairs
- 1,643 Catch Basins Cleaned
- 243 Manhole Repairs
- 4 Back Water Valves Installed
- 108 Restoration Projects
- 553,500 Feet of Sewer Lines Televised
- 359,500 Feet of Main Line Sewers Cleaned Twice a Year for Preventive Maintenance
- 1,285 Crew Visits Resulting from Trouble Calls

Out of the 1,285 trouble call responses made during FY 2007, approximately 27% of the issues were the District's responsibility to address, 30% were due to homeowner lateral blockages, and 57% were turned over to various local cities and utilities. In November 2006, the District's Board of Directors adopted an amendment to the Sewer Lateral Repair Policy to expand the District's funding for repairs to sections of private laterals located beneath the public roadway. The previous policy stated:

> "The owner of the premises, served by a sewer shall be responsible for all maintenance, operation, cleaning, repair and reconstruction of the building sewer from the building to the point of connection with the public sewer.

> However, if a property owner conclusively demonstrates, in accordance with the guidelines set out in the Sewer Lateral Repair Policy, that the private sewer lateral is not functioning as a result of a structural problem occurring at a section of the lateral located beneath the public roadway, the Sanitation District will reimburse the property owner the lesser of 50% of the costs associated with this work or $1,500."

The amended policy states:

> "The owner of the premises, served by a sewer shall be responsible for all maintenance, operation, cleaning, repair and reconstruction of the building sewer from the building to the point of connection with the public sewer**.** *However, if a property owner conclusively demonstrates, in accordance with the guidelines set out in the Sewer Lateral Repair Policy, that the private sewer lateral is not functioning as a result of a structural problem occurring at a section of the private lateral located beneath the public roadway, the Sanitation District will repair the structural problem of the private lateral from the public sewer to the edge of the public roadway at no cost to the property owner."*

The District will continue to assess its role in addressing and funding private source issues and make future amendments and/or implement new policies and programs as deemed necessary.

SECTION 3: SEWER OVERFLOW RESPONSE PLAN

The District submitted the Sewer Overflow Response Plan (SORP) required under the Consent Decree to state and federal regulators in October 2007. This plan is an operational document that emphasizes emergency response activities to contain, mitigate, and clean residuals from overflows. It also addresses preventive measures taken as part of the routine maintenance procedures conducted by the District. The long-range objective of the SORP is to provide a framework whereby proper documentation of each event will help the District establish permanent overflow abatement programs to be incorporated into watershed planning documents.

Although the SORP is currently under review and awaiting formal approval from regulatory agencies, the District has made significant progress in moving forward with informing employees of the newly revised program and procedures contained within the plan. A comprehensive training program has been developed, and every employee at the District will participate in some portion of the training between November 2007 and January 2008. The training program consists of the following eight modules:

- Module 1: SORP Overview
- Module 2: How Sanitation District No. 1 Becomes Aware of an Overflow
- Module 3: SORP Response and Resources
- Module 4: Notification

- Module 5: Initial Response
- Module 6: Mitigation of Condition
- Module 7: Field Documentation
- Module 8: Review of Clean-up, Containment, and Field Documentation

While developing the SORP training program, it was determined that the majority of District employees would only need basic training, while others involved in the execution of the SORP require more extensive training. To meet the various learning needs of District employees, two levels of training were established – the Awareness Level and the Operations Level. Employees involved in SORP at the Awareness Level, which includes approximately 80% of the workforce, will be informed of the purpose, objectives, and scope of the SORP. This information will be shared via an organization-wide email distributed to all District employees that includes Module 1 and Module 2 of the training program as an attachment.

Employees involved in SORP at the Operations Level are required to attend approximately seven hours of in-house classroom training covering all eight modules included in the training program. Operations Level trainees will also receive continuous hands-on training in the field during actual overflow response events. There are approximately 45 District employees involved in SORP at the Operations Level. Upon completion of the training sessions, each Operations Level trainee is required to confirm their knowledge through a written test.

As a result of the development of the new training program, overflow documentation procedures were enhanced. A gbaMS Field Overflow Report form was developed to provide better documentation of the overflow event from the response crew in the field. This new form will be filled out on-site during overflow events beginning in January 2008. In addition, written protocols and checklists have been developed to assure overflows are documented consistently and to assure pertinent information is accurately inputted into gbaMS for recordkeeping purposes. A thorough SORP Training Manual was developed as part of the new SORP training program, which includes the aforementioned materials and detailed procedural instructions.

SECTION 4: GREASE CONTROL PROGRAM

4.1 Preventive Maintenance

District field crews respond to all trouble calls resulting from collection system blockages or obstructions. The field crew typically uses a high pressure, hydraulic cleaning system called “jetting” to alleviate the problem. Through observations during the jetting process and line inspections using a sewer inspection video camera, the field crew determines if the problem is caused by a buildup of fats, oils, and grease (FOG). If FOG is found to be a contributor to the blockage or obstruction, the line is placed on the District’s PM list. Once on the PM list, the line is jetted every six months in order to ensure that blockages do not continue to occur that could potentially cause an SSO. If

FOG buildup is caused by a structural defect in the line, the defect is fixed and the line is removed from the PM list.

There are currently 359,500 feet of mainline sewers on a regular PM schedule, of which approximately 82,000 are due to grease. The District's current PM program will change once the formal Continuous Sewer Assessment Program (CSAP) is implemented, which is slated for early 2008. Refer to Section 5 of this report for additional information regarding the CSAP.

4.2 Inspections

If a line segment is determined to be on a routine PM schedule due to the buildup of FOG, the District's Industrial Monitoring Department is notified and all surrounding Food Service Establishments (FSE) that may be contributing to the problem are inspected. During this inspection, the FSE is required to fill out a Restaurant/Food Service Grease Handling Questionnaire and submit it to the District. The questionnaire is used to help gain insight into the potential of FOG to enter the collection system through that particular FSE. If the potential is established, the FSE is issued a Food Service Discharge Permit. Random inspections are conducted to ensure compliance with the permit and with the District's Rules and Regulations.

The District currently has 29 permitted FSEs throughout the service area, 20 of which were added during FY 2007. Each permitted FSE was inspected by an Industrial Monitoring representative during FY 2007. Fourteen of these inspections were initial inspections, and 15 were follow-up inspections after a permit had already been issued. As a result of these inspections, the District issued 12 Notices of Violation in response to non-compliance with the Food Service Discharge Permit to the following FSEs:

- Longhorn Steakhouse (Cold Spring, KY)
- Chan's Asian Wok (Cold Spring, KY)
- Burger King (Richwood, KY)
- Waffle House (Richwood, KY)
- Arby's (Richwood, KY)
- Snappy Tomato Pizza (Richwood, KY)
- Wendy's (Richwood, KY)
- Penn Station (Richwood, KY)
- Raymond's Hong Kong Café (Richwood, KY)
- McDonald's (Richwood, KY)
- Skyline Chili (Richwood, KY)
- White Castle (Richwood, KY)

Each Richwood location listed above was a newly permitted FSE during FY 2007, and the two Cold Spring locations were permitted prior to the current reporting period. The two main areas of FSE non-compliance during FY 2007 were: (1) not properly maintaining the required FOG folder, and (2) not cleaning grease traps as often as the

permit requires. The FOG folder maintained on-site at the permitted FSE must include the following:

- Food Service Discharge Permit
- Cleaning logs for under-sink and interior floor grease traps
- Copies of all receipts for grease hauled off site
- Copy of the FSE's contract with a grease hauler
- Specifications of all grease traps used at the facility
- Past Notices of Violation and correspondence with the District

4.3 Grease Trap Waste Disposal

One of the purposes of the District's Mobile Waste Haulers CMOM Program is to provide a regulated process for properly disposing and treating FOG from grease traps to prevent blockages in the District's collection and conveyance system. All individuals or companies that haul waste to the Dry Creek WWTP must apply for and obtain a Domestic Holding Tank Waste Hauler Discharge Permit. Permits are issued on an annual basis and provisions of the permit must be adhered to at all times. Any mobile waste hauler disposing grease trap waste at the plant is required to submit a Domestic Holding Tank Waste Hauler Manifest, which provides a detailed description of each load on their truck. During FY 2007, there were 507,300 gallons of grease hauled to and disposed of at the Dry Creek WWTP.

4.4 Grease Control Program: Proposed Phased Implementation Plan

The District submitted its Grease Control Program: Proposed Phased Implementation Plan to state and federal regulators in September 2007. This newly revised program will commence once it has been formally approved, and a more detailed update on program implementation will be included in the 2008 CMOM Annual Report. Once the Proposed Implementation Plan is complete, the newly revised Grease Control Program will include components such as ordinances, design standards, and expanded permitting, inspection and enforcement protocols. The enhancements made to the Grease Control Program will aid in maximizing sewer capacity and reducing sewer overflows within the collection system.

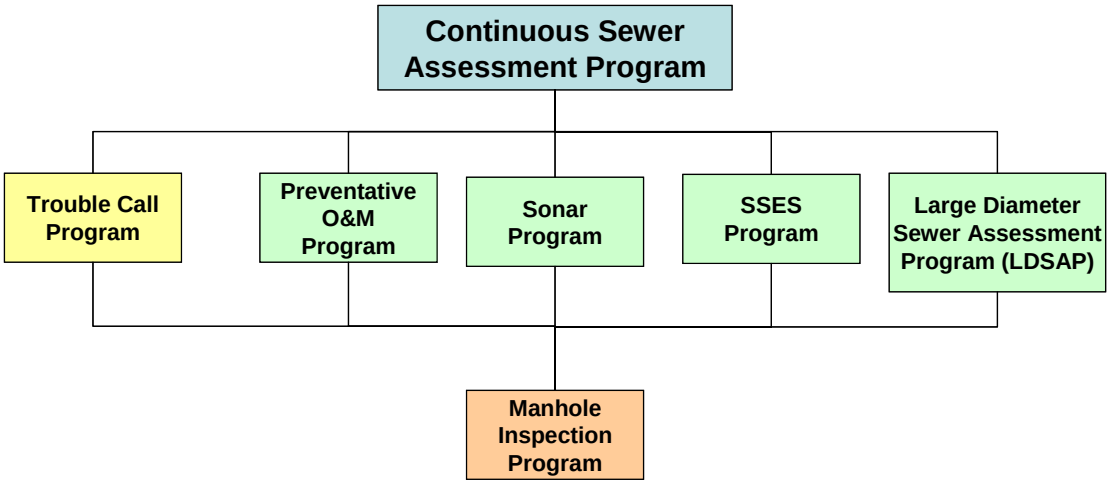
SECTION 5: CONTINUOUS SEWER ASSESSMENT PROGRAM

Over the past several months, the District has been working diligently to develop a formal CSAP. The purpose of this program is to utilize a proactive and coordinated asset management-based approach to assessing the condition and life cycle of the District's infrastructure and managing rehabilitation/replacement of the system. Through implementation of this program, the District will be able to more effectively and proactively prioritize and implement system inspection, cleaning, and rehabilitation/replacement needs in order to identify and address wet weather inflow and

infiltration sources, assure sufficient capacity in both dry and wet weather, and eliminate SSOs.

The District has identified six O&M programs that are incorporated into the larger-scale CSAP. Each of these programs includes an assessment phase followed by an action phase, which includes activities such as cleaning and rehabilitation/replacement. Figure 5.1 represents the overall structure of the O&M programs.

Figure 5.1 Structure of Continuous Sewer Assessment O&M Programs



One key feature of this program is that sewers and associated manholes are prioritized for inspection, causing critical sewers to be cleaned more frequently than others. This structure results in a proactive O&M program that inspects and cleans a total equivalent inspection footage (approximately 15 million linear feet) over the first 10 years that greatly exceeds the total sewer length in the District's collection system (approx 7.9 million linear feet). Using this approach, the District will inspect and clean the highest priority sewers first. A more detailed description of the CSAP was included in the CMOM Self-assessment Report, which was submitted to state and federal regulators in October 2007.

The District is currently building up the resources needed to implement the program. This includes hiring additional field personnel, bringing in an outside firm to assist with the program's data integration and automation, and training staff on new procedures and software programs. The program is scheduled to launch in January 2008, and comprehensive program information will be included in the 2008 CMOM Annual Report.

SECTION 6: SELF-ASSESSMENT PROGRAM UPDATES

The District performed an extensive self-assessment of each CMOM program in mid-2007, involving approximately 75 employees in a series of interviews and team planning workshops. During this process, District employees identified improvements to

collection system activities that would aid in more effectively achieving regulatory compliance and eliminating SSOs throughout the service area. A comprehensive listing of the recommended improvements identified during the self-assessment can be found in Appendix D. This appendix contains specific tasks and associated deadlines for each CMOM program, as well as the names of the District's CMOM Program Leaders and the personnel responsible for completing each task.

This section of the report includes program updates on progress that has been made toward meeting these recommended improvements, which were also included as Appendix H in the October 2007 CMOM Self-assessment Report. Employees assigned to each task are required to inform the Consent Decree Reporting Manager of progress made toward accomplishing each improvement by submitting a CMOM Program Update Form each report cycle. In order to receive periodic updates on progress made throughout the fiscal year, there will be approximately six to eight report cycles during each annual reporting period.

Given that the Self-assessment Report was just recently submitted in October 2007, there has only been one report cycle to date. The remaining content of this report contains a summary of the progress submitted during the first report cycle, which ended on November 14, 2007. Appendix E contains the completed CMOM Program Update Forms turned in during this first report cycle. In addition, Appendix F is a description of the supporting documents submitted during the report cycle, which includes items such as emails, meetings appointments, and meeting minutes. All supporting documentation turned in with the update forms is kept on file at the District.

Updates on 40 of the tasks included in Appendix D were submitted during the first report cycle and are summarized below. Progress made after November 14, 2007 will be included in the 2008 CMOM Annual Report.

CMOM Program: Organizational Structure
I.D.: OS-2
Task: Post job descriptions for Collection Systems crews on the Intranet.
Milestone Date: February 29, 2008

- The Employee Benefits & Development Manager sent all job descriptions for Collection Systems personnel to the Director of Collection Systems for review. The Director was asked to review the job descriptions, note updates and/or revisions, and return to Human Resources with comments.
- The District's Employee Benefits & Development Manager met with the Director of Collection Systems on 10/19/07 to review two job descriptions that have recently been revised.

CMOM Program: Organizational Structure
I.D.: OS-3
Task: Evaluate the Society of Human Resource Managers' Senior Professional Human Resource Certification process to determine if it would be beneficial for the Assistant

General Manager and the Employee Benefits & Development Manager to obtain this certification.
Milestone Date: April 30, 2008

- This certification program was deemed beneficial, and the determination was made to move forward with obtaining the certification.
- The Assistant General Manager of Human Resources and the Employee Benefits & Development Manager have asked local members of the Kentucky Public Human Resource Association to form a study group to help prepare for the test. A study guide will be purchased for this group, and they will begin meeting for study sessions in early 2008.
- **TASK COMPLETE**

CMOM Program: Organizational Structure
I.D.: OS-4
Task: Solicit external candidates for open job positions.
Milestone Date: Ongoing

- Some open positions have recently been posted to the District's website in efforts to develop a larger pool of applicants.

CMOM Program: Communication & Customer Service
I.D.: CCS-5
Task: Create an internal online survey to measure the success of the District's internal communication efforts.
Milestone Date: April 30, 2008

- The Safety Manager and Employee Development Coordinator met to discuss the possibility of combining the surveys for CMOM tasks CCS-5 and SA-3. The decision was made to combine both topics into one survey.

CMOM Program: Communication & Customer Service
I.D.: CCS-6
Task: Develop written standard operating procedures (SOPs) for customer complaints and customer notification procedures (for smoke & dye testing, closed circuit television (CCTV) inspection, and construction/maintenance activities).
Milestone Date: June 30, 2008

- Draft SOPs were developed for bucket machine, rod machine, catch basin (STET) truck, CCTV truck, and jet truck (Vactor) operation.
- A draft SOP was developed for customer notification and operational procedures for smoke testing, dye testing, and CCTV lateral inspections.
- Draft SOPs will continue to be reviewed and revised as necessary throughout the remainder of FY 2008.

CMOM Program: Acquisition Considerations
I.D.: AC-1
Task: Begin to develop a New Development Inflow/Infiltration Prevention Program for new sewers.
Milestone Date: Ongoing

- A meeting was held on 11/13/07 between the CMOM Program Leader and the District employee assigned to this task to discuss and review current one-year punch list procedures and additional programs that may be necessary to accomplish this task. A meeting will be scheduled to continue these discussions with a larger group of employees.

CMOM Program: Information Management Systems (IMS)
I.D.: IMS-1
Task: Assess the data management needs, IMS practices, and training needs of all operating departments via an employee meeting scheduled for October 31, 2007.
Milestone Date: October 31, 2007

- A meeting was held on 11/14/07 to develop an agenda for this meeting.
- Due to conflicting schedules, the data management meeting was pushed back and held on 11/19/07. Approximately 34 employees attended the meeting. Topics on the agenda included Importance of Effective Data Management, Major Data Stores, Organization-Wide IMS Assessment, and Training Needs.
- **TASK COMPLETE**

CMOM Program: Information Management Systems (IMS)
I.D.: IMS-2
Task: Prepare and issue a Scope of Work to recruit an outside firm to conduct a comprehensive, organization-wide assessment of all IMS activities and programs.
Milestone Date: December 31, 2007

- A draft scope of work has been developed and is under review.
- One possible task included in this assessment will be the ability to link scanned drawings and plats to gbaMS in order to interface with ArcGIS. The District is already moving forward with this item by adding a document pathname to the sewer pipe and/or structure inventory record in the Access database of the scanned drawings. This document pathname will be imported to a table in gbaMS and will establish a link to the scanned drawings on the server.

CMOM Program: Information Management Systems (IMS)
I.D.: IMS-4
Task: Assess best practices for moving forward with mobile data entry and implement a broadband pilot study with one trouble call crew.
Milestone Date: December 31, 2007

- A meeting was held on 10/26/07 to discuss proposed changes to the mobile CCTV inspection process.
- A meeting was held on 11/2/07 to discuss mobile data entry for SSO inspections. The determination was made that inspection data for all structure inspections inputted through gbaMS Mobile Master will need to be consolidated.
- Information Technologies personnel are currently working with infrastructure characterization consultants, field crew leaders, CCTV crews, and the flow monitoring crew to develop a consistent process for inputting inspection data using gbaMS Mobile Master.

CMOM Program: Information Management Systems (IMS)
I.D.: IMS-5
Task: Develop a more extensive IMS training program that includes instruction for computer basics, gbaMS, and Geographic Information System (GIS).
Milestone Date: December 31, 2007

- A meeting was held on 10/31/07 to schedule dates for GIS and Computer Basics training courses.
- During Geography Awareness Week (11/12/07 – 11/16/07), the District offered organization-wide training courses on General Computer Skills, GIS Viewer, ArcPad, and ArcReader.

CMOM Program: Information Management Systems (IMS)
I.D.: IMS-6
Task: Assess the use of the Inspection module in gbaMS for new construction inspections. Begin utilizing the Pump Station Inspection module in gbaMS for pump station inspections. Input smoke & dye testing results into gbaMS. Link CCTV video to gbaMS. Promote more extensive use of the Facility module in gbaMS.
Milestone Date: June 30, 2008

- A meeting was held on 10/16/07 to discuss a plan to directly capture digital video. Employees decided to run a pilot test with two CCTV trucks. A plan was also developed to have a part-time co-op convert existing DVD digital files to .mpg and link to CCTV inspection for the three remaining trucks.
- A follow-up meeting was held on 10/26/07 to brainstorm ideas on moving forward with the transition from DVDs to digital files for CCTV inspections, which would enable the District to link CCTV video to gbaMS. It was determined at this meeting that CCTV truck 1095 and 1122 would be prepped for a pilot run with software and hardware capabilities for digital file recordings.
- Truck 1122 is complete with software and hardware prep and awaiting gbaMS setup, along with employee training on how to use the software.
- Information Technologies personnel are currently working with Truck 1095 to enable its software to read the incoming video feed.
- A meeting was held on 11/19/07 with the Information Technologies and Pump Station personnel to begin discussions of how to utilize gbaMS for pump station inspection data.

CMOM Program: Training
I.D.: TR-1
Task: Produce and distribute a 2008 safety training calendar that identifies class offerings, instructors, times, and dates of classes.
Milestone Date: January 7, 2008

- Meetings were held on 9/18/07, 10/2/07, 10/16/07, and 10/30/07 with the Safety Committee and Emergency Response Team to discuss and produce a comprehensive 2008 Safety Training Calendar. The calendar is near completion and will soon be distributed District-wide.

CMOM Program: Training
I.D.: TR-4
Task: Explore and identify the most efficient and comprehensive software to track all District training efforts. This assessment will include the current tool - Training Tracker.
Milestone Date: December 31, 2007

- After consideration of training software products, the determination was made to continue to use Training Tracker for the District's training recordkeeping needs.
- It was decided that this program needs to be utilized in a few areas that are not currently being used. Discussions have taken place with the Safety Manager to assess the need to begin inputting "re-train" dates into the program to inform the administrator of which classes are "mandatory" and/or "annual" requirements.
- **TASK COMPLETE**

CMOM Program: System Mapping
I.D.: SM-1
Task: Initiate the Global Positioning System (GPS) pilot program with one CCTV crew.
Milestone Date: December 31, 2007

- A meeting was held on 7/15/07 to discuss training needs for utilizing GPS units in the field. Dates and attendees for the training were determined.
- Training took place in the field with CCTV Truck 03 and its crew. A number of structures and new attributes were collected and inputted with the GPS unit. Crew members took turns using the GPS unit and inputting the data. After the data had been collected in the field, the information was uploaded at the office, and the GIS system was updated with the new locations and data attributes for pipes and structures.
- A short follow-up training will be scheduled with this crew to discuss technical issues when using the GPS unit. A GPS "how-to" guide will be developed and distributed at this time.

CMOM Program: System Mapping
I.D.: SM-2
Task: Develop a SOP to be submitted to developers and contractors for obtaining proposed digital files for new construction and capital improvement projects and updated as-builts once construction is complete.
Milestone Date: March 31, 2008

- A draft SOP is under development and is approximately 50% complete. This SOP will contain comprehensive procedures for all submittals to GIS for updating purposes.

CMOM Program: System Mapping
I.D.: SM-3
Task: Begin updating maps to identify the separate and combined sewer systems, location of flow monitors, and creek names.
Milestone Date: Ongoing

- The District's infrastructure characterization consultants have submitted a GIS shapefile of the flow monitor locations. This shapefile has been copied to the GIS shared drive and is available to GIS users.

CMOM Program: System Mapping
I.D.: SM-4
Task: Promote use of the GIS Work Order Form throughout all departments.
Milestone Date: Ongoing

- An email was sent to all inspectors and flow monitoring crew members to request that the GIS Work Order Form be used when there is a discrepancy found between the map and the field. A reminder was also verbally shared during a monthly Engineering team meeting.

CMOM Program: SSO Reporting & Notification
I.D.: SRN-1
Task: Revise current internal documentation and data entry procedures and create a step-by-step procedural flow diagram outlining the revised plan in an effort to improve efficiency and consistency of SSO data entered into the gbaMS system.
Milestone Date: June 30, 2008

- A meeting was held on 11/2/07 to discuss notification and call-out procedures for SSO event containment and cleanup operations. As a result of this meeting, responsibilities for key individuals were determined and a few corrections to the current procedures were made.
- The "System Release" email list was expanded to 39 employees throughout the District. Notification emails are now sent to everyone on this list after each release and include information such as cause, start/stop times, location, and the tracking number.

- The new and improved SORP training discussed in Section 3 of this report will assist the District in accomplishing the recommended improvements for this CMOM program.

CMOM Program: SSO Reporting & Notification
I.D.: SRN-2
Task: Evaluate initial data collection and documentation at SSO overflow sites to determine if data is being compromised due to the response crew's focus on overflow containment.
Milestone Date: June 30, 2008

- The new and improved SORP training discussed in Section 3 of this report will assist the District in accomplishing the recommended improvements for this CMOM program. A new gbaMS Field Overflow Report form was developed as part of the training to provide better documentation of the overflow event from the response crew in the field.

CMOM Program: Safety
I.D.: SA-1
Task: Begin requiring crew team members to sign a form verifying they have been informed of updates and revisions to safety policies and procedures. Create the verification forms and maintain records of the forms to serve as documentation that appropriate personnel have been notified of the changes.
Milestone Date: January 1, 2008

- A meeting was held on 11/12/07 to begin designing the format of this form suitable for organization-wide distribution.

CMOM Program: Safety
I.D.: SA-2
Task: Identify and purchase proper equipment for nighttime traffic control.
Milestone Date: March 31, 2008

- A meeting was held on 11/9/07 to discuss what type of equipment is needed.
- A vendor was contacted and supplied the District with samples of nighttime flagger/traffic control equipment. The equipment is currently being evaluated for possible purchase in the near future.

CMOM Program: Budgeting
I.D.: BU-3
Task: Provide additional budgeting codes to allow for more detailed expense descriptions for tracking purposes.
Milestone Date: Ongoing

- Additional O&M codes have been established to allow for better information for reporting and analysis for specific accounts that have been determined to be in

need of improvement. Codes will continue to be added and revised as the District more clearly identifies its needs and desired results.

CMOM Program: Pump Station Operations
I.D.: PSO-1
Task: Compile a list of stressed pump stations and assign either an internal or external engineer to perform a critical assessment of the situation.
Milestone Date: March 31, 2008

- A meeting was held on 11/14/07 with Engineering and Pump Station personnel to develop a list of stressed pump stations. A draft list of stressed stations was developed and will soon be reviewed and finalized. Once finalized, an engineer will be assigned to perform an assessment of the problems at each pump station.

CMOM Program: Pump Station Operations
I.D.: PSO-4
Task: Begin using the pump station inspection module in gbaMS to record and track pump station inspections.
Milestone Date: June 30, 2008

- A meeting was held on 11/19/07 with the Information Technologies and Pump Station personnel to begin discussions of how to utilize gbaMS for pump station inspection data.

CMOM Program: Pump Station Emergencies
I.D.: PSE-1
Task: Identify an appropriate solution for improving the Supervisory Control and Data Acquisition (SCADA) system, which is becoming over-burdened and does not have adequate bandwidth to transmit data across the system.
Milestone Date: April 30, 2008

- Updated chips have been installed to cut down on the amount of air time each station has. There are approximately 20 out of 144 flood and pump stations with chips remaining to be upgraded. The Electrical Department has come up with a cost saving solution to switch to backup power for SCADA upon a power failure at a station. This will allow the radio to transmit frequently enough to get the wet well signal and the power status of the station back to Dry Creek WWTP. Once generators are installed at all the pump stations, this problem will be fixed permanently.
- **TASK COMPLETE**

CMOM Program: Pump Station Force Mains Preventive Maintenance
I.D.: PSF-1
Task: Begin to develop a formal Pump Station Force Mains Preventive Maintenance Program by collecting and documenting inventory of all force mains and air relief valves in the gbaMS system and completing a condition assessment.

Milestone Date: Ongoing

- A meeting was held on 11/14/07 with Engineering and Pump Station personnel to begin discussing the development of a Pump Station Force Main and Air Relief Valve PM Program. During this meeting, a scope of work was developed for this program, which was included in a Request for Proposals and issued on December 11, 2007. Proposals are due on January 17, 2008, and the District plans to award the work at the February 19, 2008 Board meeting.
- A meeting was held on 11/19/07 between GIS and Pump Station personnel to discuss mapping force mains and air relief valves in GIS.

CMOM Program: Odor & Corrosion Control
I.D.: OCC-1
Task: Request that Siemens Water Technologies begin mapping odor complaints and feed points in GIS so they can interface with the District's mapping system.
Milestone Date: Dependent upon consultant's ability to purchase GIS software.

- This topic was discussed at the November 2007 monthly meeting with Siemens Water Technologies.

CMOM Program: Smoke & Dye Testing
I.D.: SDT-1
Task: Develop written SOPs for operational, public notification, and data management procedures related to the Smoke & Dye Testing Program.
Milestone Date: June 30, 2008

- A draft SOP was developed for customer notification and operational procedures for smoke testing, dye testing, and CCTV lateral inspections.
- Draft SOPs will continue to be reviewed and revised as necessary throughout the remainder of FY 2008.

CMOM Program: Flow Monitoring
I.D.: FM-1
Task: Develop written SOPs for internal flow monitoring activities.
Milestone Date: June 30, 2008

- A meeting was held on 11/8/07 with the Flow Monitoring crew to brainstorm an outline and content for the SOP.
- A draft SOP has been developed.

CMOM Program: Sewer Cleaning
I.D.: SC-1 & SC-2
Task: Begin to more comprehensively track in gbaMS the specific cause of why sewer lines are put on PM (e.g., roots, grease, debris). Update sewer lines already in gbaMS to track the specific cause as to why the lines were put on PM.
Milestone Date: January 7, 2008

- To gear up for the onset of the CSAP, the District is collecting CCTV video on all sewer lines currently on a PM schedule. This will help confirm the specific cause of why each line is on PM, and information will be updated in gbaMS. This process is expected to be complete by February 4, 2008.

CMOM Program: Equipment & Tools Maintenance
I.D.: ETM-4
Task: Continue to make progress toward purchasing additional property near the District's main office for storage purposes.
Milestone Date: Ongoing

- The property has been located and the current owner has been contacted. The District is currently waiting on the seller to move out, which should occur within the next 18-24 months.

CMOM Program: Pump Station Maintenance
I.D.: PSM-1
Task: Develop a more aggressive schedule for pump station PM work, and identify all necessary resources for implementation.
Milestone Date: February 29, 2008

- The resource needs have been identified.

CMOM Program: Pump Station Maintenance
I.D.: PSM-2
Task: Identify prospective classes for pump station maintenance personnel at Gateway Community College, and assess the feasibility of attendance at these classes with Human Resources.
Milestone Date: Ongoing

- A meeting was held on 8/20/07 with Human Resources and Maintenance personnel to discuss potential training classes that would be beneficial to add to the Gateway WINS Training Grant.
- A training class list was developed by all appropriate managers and discussed with Gateway. All requested classes were able to be added to the grant for training.

CMOM Program: Pump Station Maintenance
I.D.: PSM-3
Task: Recruit and interview for two open positions in the Pump Station Maintenance crew.
Milestone Date: Ongoing

- The FY 2008 budget allows for one additional member for the Pump Station Maintenance crew. This is a replacement position for an employee who left the

District. A meeting was held on 11/5/07 to review applications for this position. Through the applications review and interview process, a qualified candidate was found for this position and started with the District on December 17, 2007.

- The work requirements for this group will be evaluated and a determination will be made as to what an appropriate staffing level is for the workload. Additional staff may be included in the FY 2009 budget.

CMOM Program: Maintenance of Rights-of-Way
I.D.: MRW-1
Task: Begin to develop a formal Maintenance of Rights-of-Way program by conducting a study of comparable utilities to identify best practices.
Milestone Date: Ongoing

- A meeting was held on 11/14/07 between the CMOM Program Leader and the District employee assigned to this task to discuss the scope of responsibility and ideas for researching comparable utilities. Preliminary research has been conducted.

CMOM Program: New Connection Tap-In
I.D.: NCT-1
Task: Notify internal personnel of any changes to the Certified Tapper Program via email, bulletin boards, field crew meetings, etc.
Milestone Date: Ongoing

- Revised Tapper Manuals were distributed to field crews during the week of 11/19/07.
- Inspection personnel and field crews will attend Certified Tapper training in January and February 2008.

CMOM Program: New Connection Tap-In
I.D.: NCT-2
Task: Determine the most effective means for providing better documentation of the new connection inspection process.
Milestone Date: March 31, 2008

- A meeting was held on 12/13/07 to discuss this task.

CMOM Program: New Connection Tap-In
I.D.: NCT-3
Task: Send the first regularly scheduled annual letter to all cities informing them of the Abandonment Permit.
Milestone Date: June 30, 2008

- The first letter is scheduled for distribution on 4/7/08.

CMOM Program: New Connection Tap-In
I.D.: NCT-4
Task: Complete the internal switch from FoxPro to Access.
Milestone Date: June 30, 2008

- A meeting was held on 11/9/07 with Information Technologies personnel to discuss the Tap-In database. Determinations were made as to which fields to add or delete, and a follow-up meeting will be scheduled in the near future.

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APPENDIX A:

Regulatory Correspondence Regarding 2007 Annual Report

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SANITATION DISTRICT NO. 1

September 14, 2007

Acting Director of the Division of Enforcement
Department for Environmental Protection
300 Fair Oaks Lane
Frankfort, KY 40601

Chief, Environmental Enforcement Section
Environmental and Natural Resources Division
U.S. Department of Justice
PO Box 7611
Washington, DC 20044-7611
DOJ Case No. 90-5-1-1-08591

Chief, Water Program Enforcement Branch
Water Management Division
U.S. Environmental Protection Agency, Region 4
Atlanta Federal Center
61 Forsyth Street, S.W.
Atlanta, GA 30303

Re: Consent Decree Case No. 2:05-cv-00199-WOB

Dear Gentlemen:

Pursuant to the above-referenced Consent Decree, Sanitation District No. 1 (the "District") is required to submit annual reports on its implementation of the Capacity, Management, Operation and Maintenance ("CMOM") programs:

> **43. Annual Reports.** The District shall submit to the Cabinet/EPA an annual report for the previous fiscal year, with the first report due December 31, 2006, and each year thereafter by December 31, with a summary of the CMOM Program's implementation pursuant to this Consent Decree, including a comparison of actual performance with any performance measures that have been established.

1045 EATON DRIVE • FT. WRIGHT, KENTUCKY 41017-9681 • PH: (859) 578-7450 • FAX: (859) 331-2436

The Consent Decree was entered on April 18, 2007. The first CMOM Program elements – the CMOM Self-Assessment, the Grease Control Program, and the Sewer Overflow Response Plan - are due on October 18, 2007, six months from entry of the decree (Consent Decree paragraph 36). The Cabinet and EPA have 90 days from receipt to review the submittals unless they provide notification to the District that review will take longer (Consent Decree paragraph 44). The above-referenced CMOM program submittals will still be undergoing review or will just have received approval when the 2007 calendar year ends. Furthermore, implementation of the programs will not have changed pending review and approval by the Cabinet and EPA. Thus, if a true annual report on CMOM implementation must be submitted on December 31, the report will merely be a resubmission of the deliverables previously submitted to comply with the October 18 deadline.

In an effort to conserve time and resources and avoid redundant submittals, the District hereby requests that it be permitted to submit an abbreviated summary of the above-referenced CMOM submittals to satisfy the annual reporting requirement for the 2007 calendar year and the first true CMOM annual report be due on December 31, 2008. If additional CMOM implementation information is available after submission of the October 18 CMOM deliverables, the District will of course include the updated information in the annual report.

Please notify me in writing if this is acceptable. If you have any questions or concerns, do not hesitate to contact me at 859-547-1318 or by e-mail at awaters@sd1.org.

Sincerely,

Amanda Waters
Legal Counsel

ERNIE FLETCHER
GOVERNOR

ENVIRONMENTAL AND PUBLIC PROTECTION CABINET
DEPARTMENT FOR ENVIRONMENTAL PROTECTION
DIVISION OF ENFORCEMENT
14 REILLY ROAD
FRANKFORT, KENTUCKY 40601-1190
www.kentucky.gov

TERESA J. HILL
SECRETARY

NOV 15 2007

Sanitation District No 1
NOV 19 2007
Received

CERTIFIED MAIL 7006 0810 0004 1129 5462
RETURNED RECEIPT REQUESTED

Jeffery A. Eger
General Manager
Sanitation District No. 1
1045 Eaton Drive
Fort Wright, Kentucky 41017-9681

Re: Capacity, Management, Operation and Maintenance Annual Report
Civil Act File No.: 2:05-CV-199-WOB

Dear Mr. Eger:

The Kentucky Department for Environmental Protection (KDEP) and the United States Environmental Protection Agency (EPA) have reviewed the September 14, 2007, letter from Sanitation District No. 1 (SD#1) concerning the content of the first Capacity, Management, Operation and Maintenance (CMOM) Annual Report. KDEP/EPA agree that for the first Annual Report due December 31, 2007, that it will be sufficient for SD#1 to only include a brief summary of the CMOM Self-assessment, the Grease Control Program and the Sewer Overflow Response Plan and any CMOM implementation information available at that time.

If there are any questions, you may contact Mr. Doug Mundrick of EPA at (404) 562-9328 or Mr. Jeff Cummins of KDEP at (502) 564-2150.

Sincerely,

Jeff Cummins, Acting Director
Division of Enforcement
KY Department for Environmental Protection

Douglas F. Mundrick, P.E., Chief
Water Programs Enforcement Branch
Water Management Division
EPA Region 4

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APPENDIX B:

Organizational Charts

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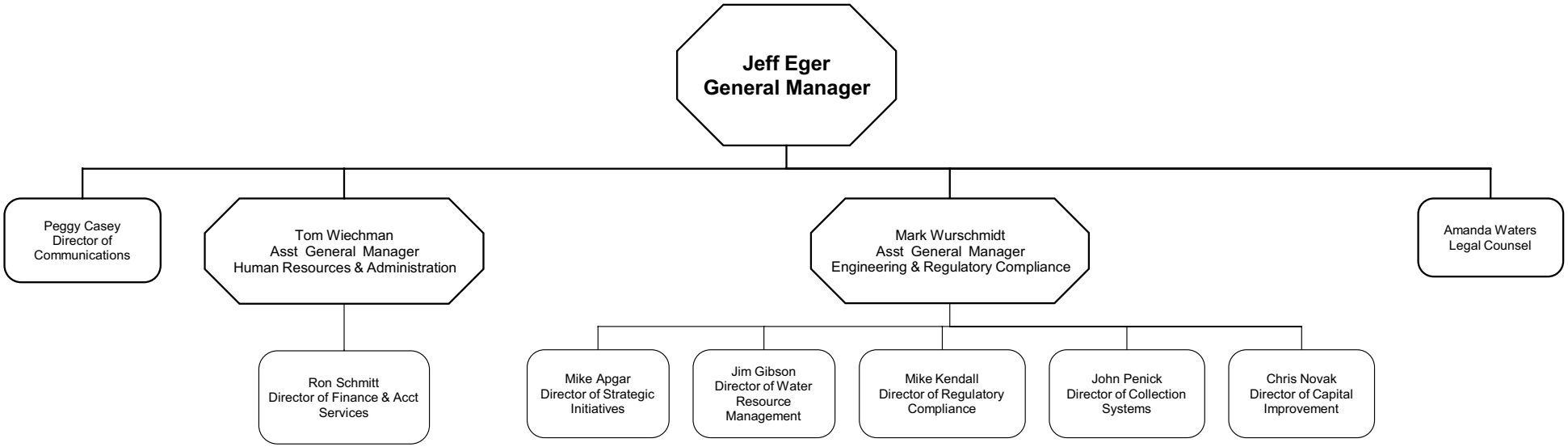
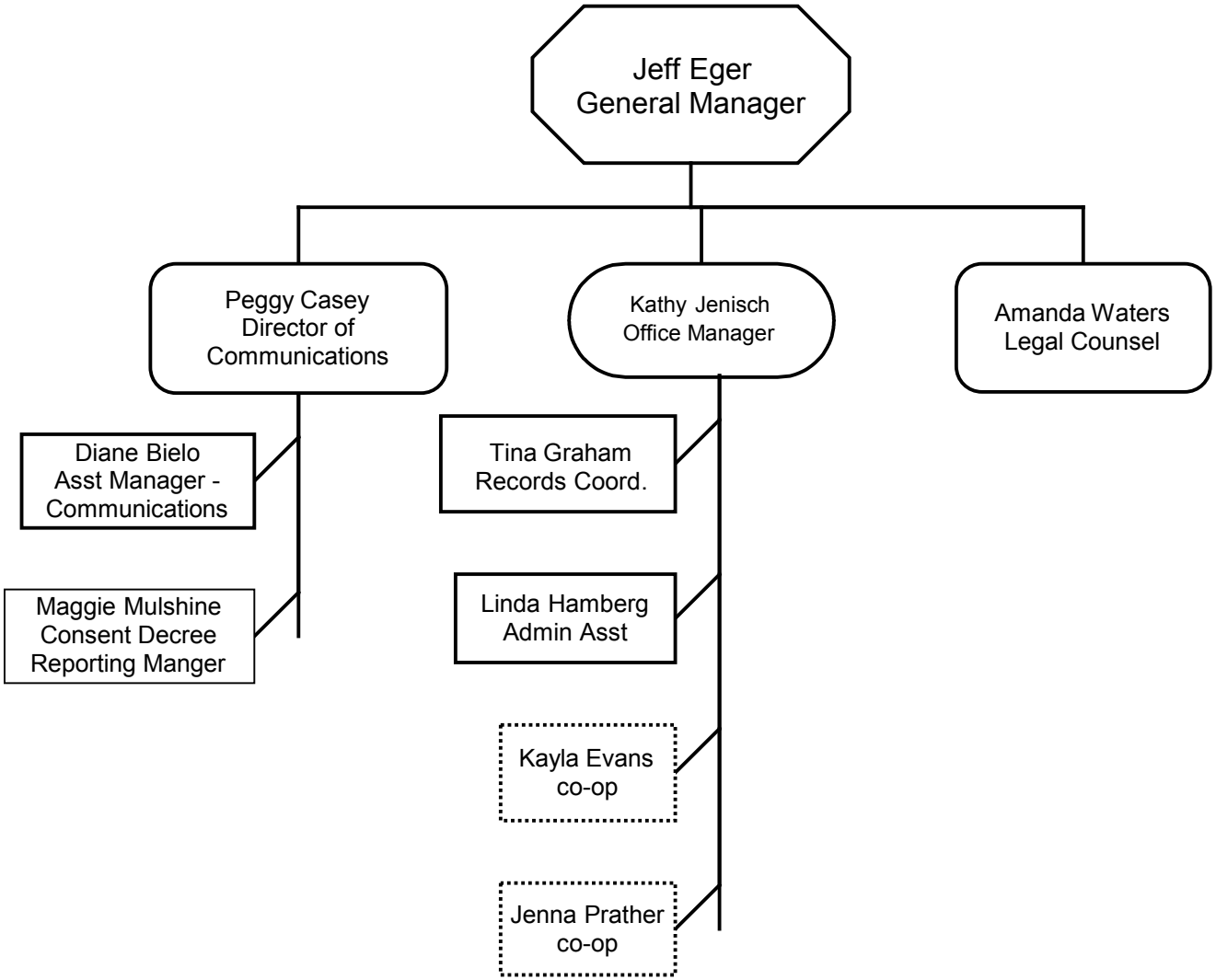
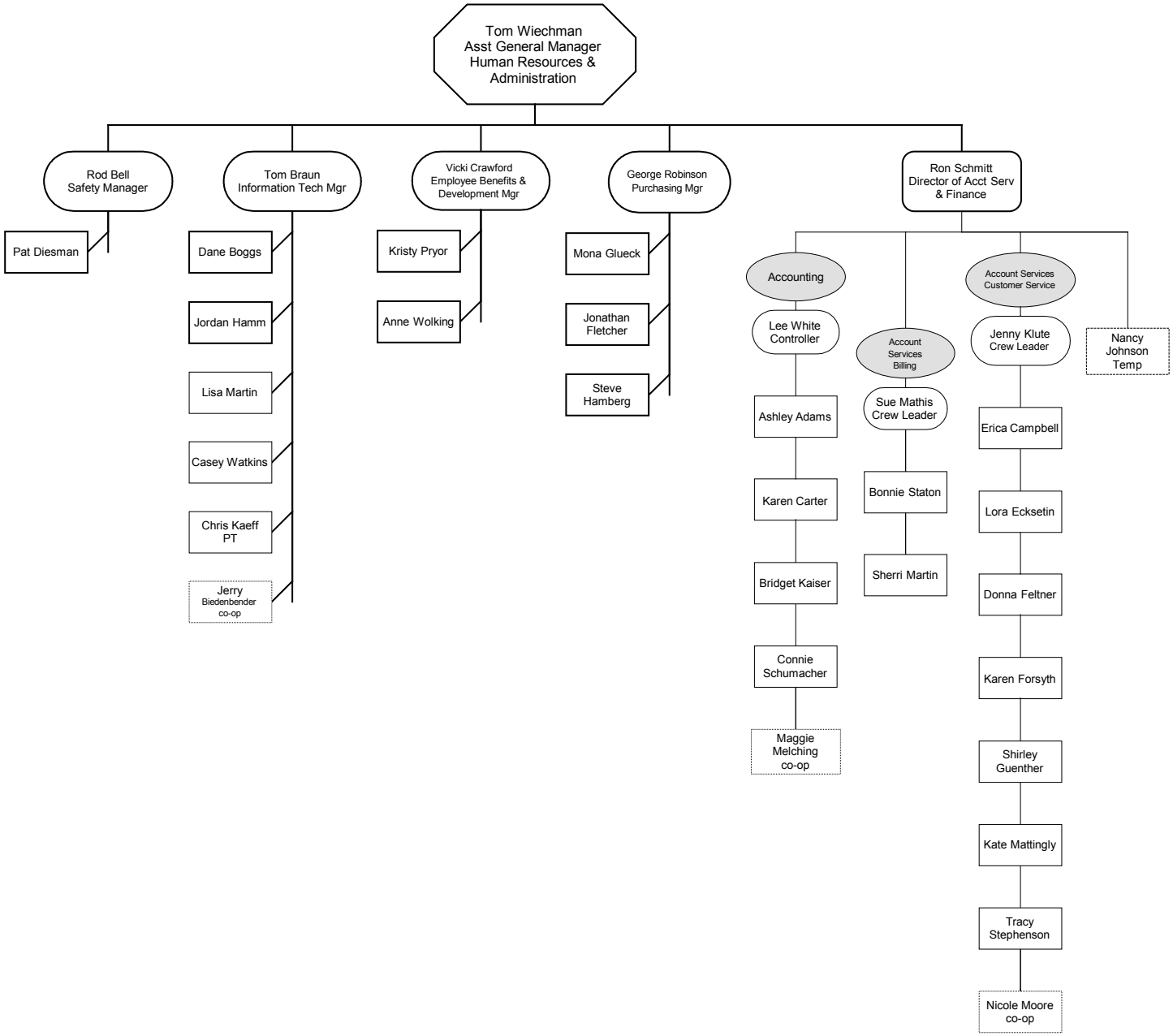
Sanitation District No. 1
General Management



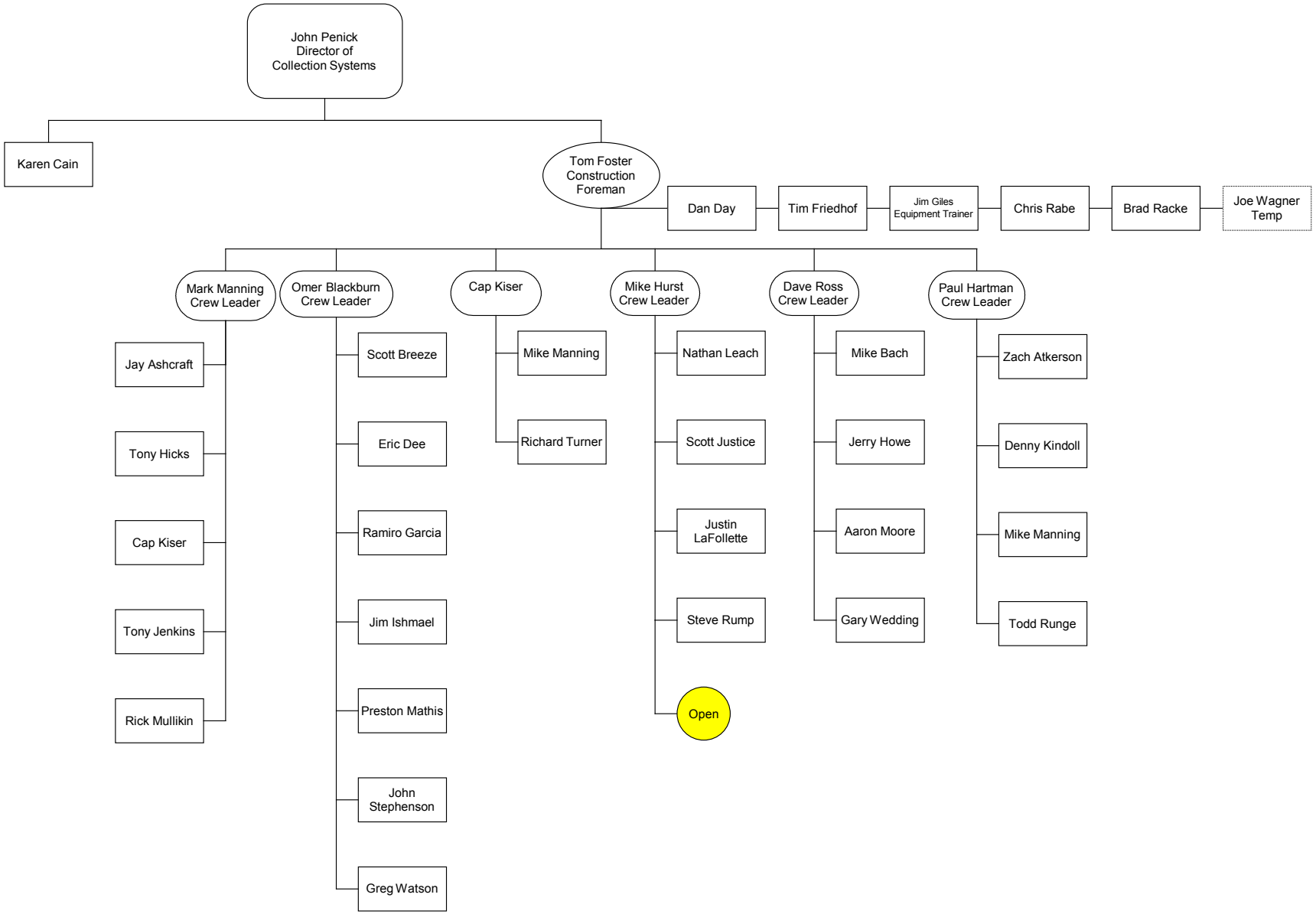
Sanitation District No. 1
Administration



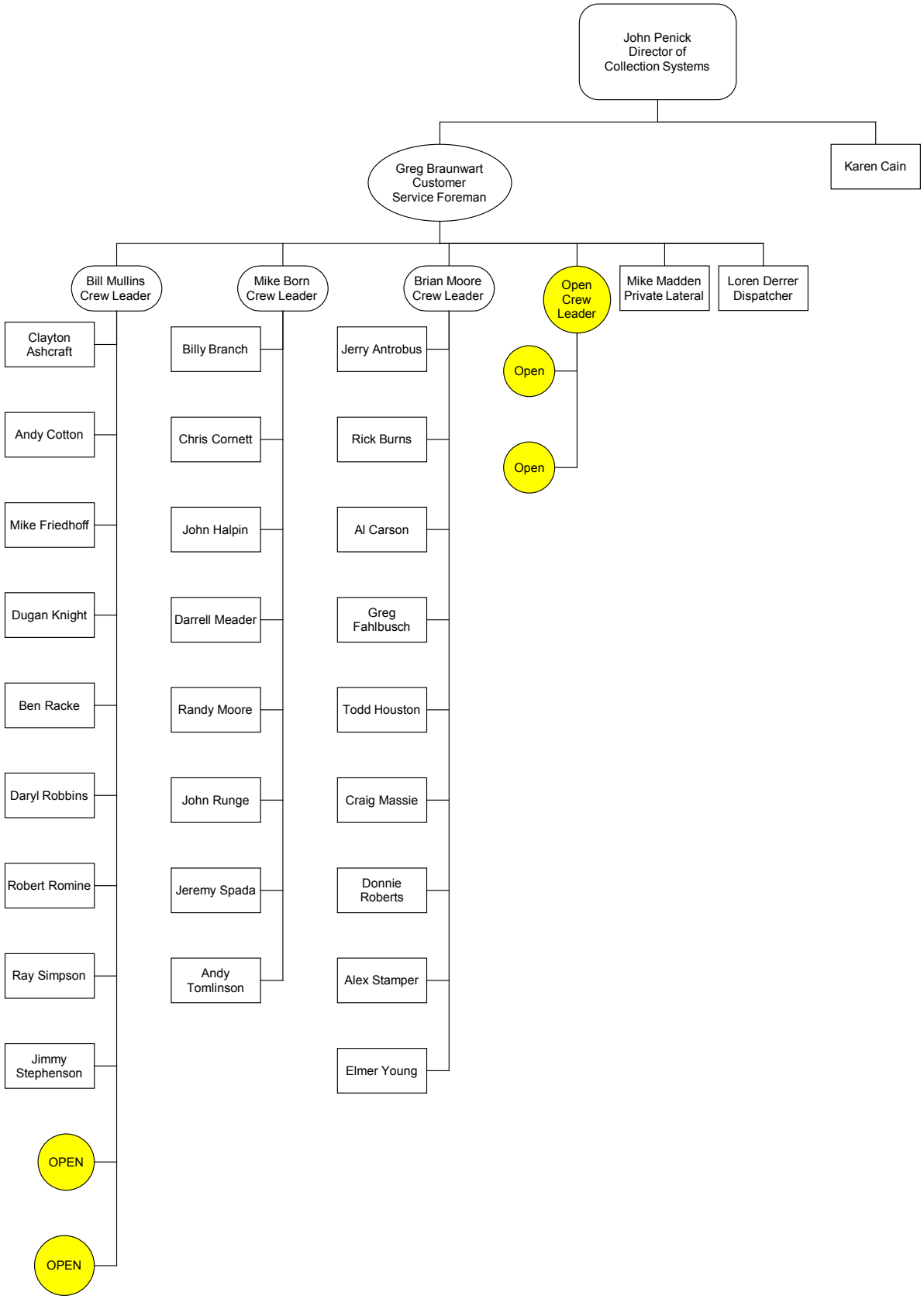
Sanitation District No. 1
Human Resources & Administration



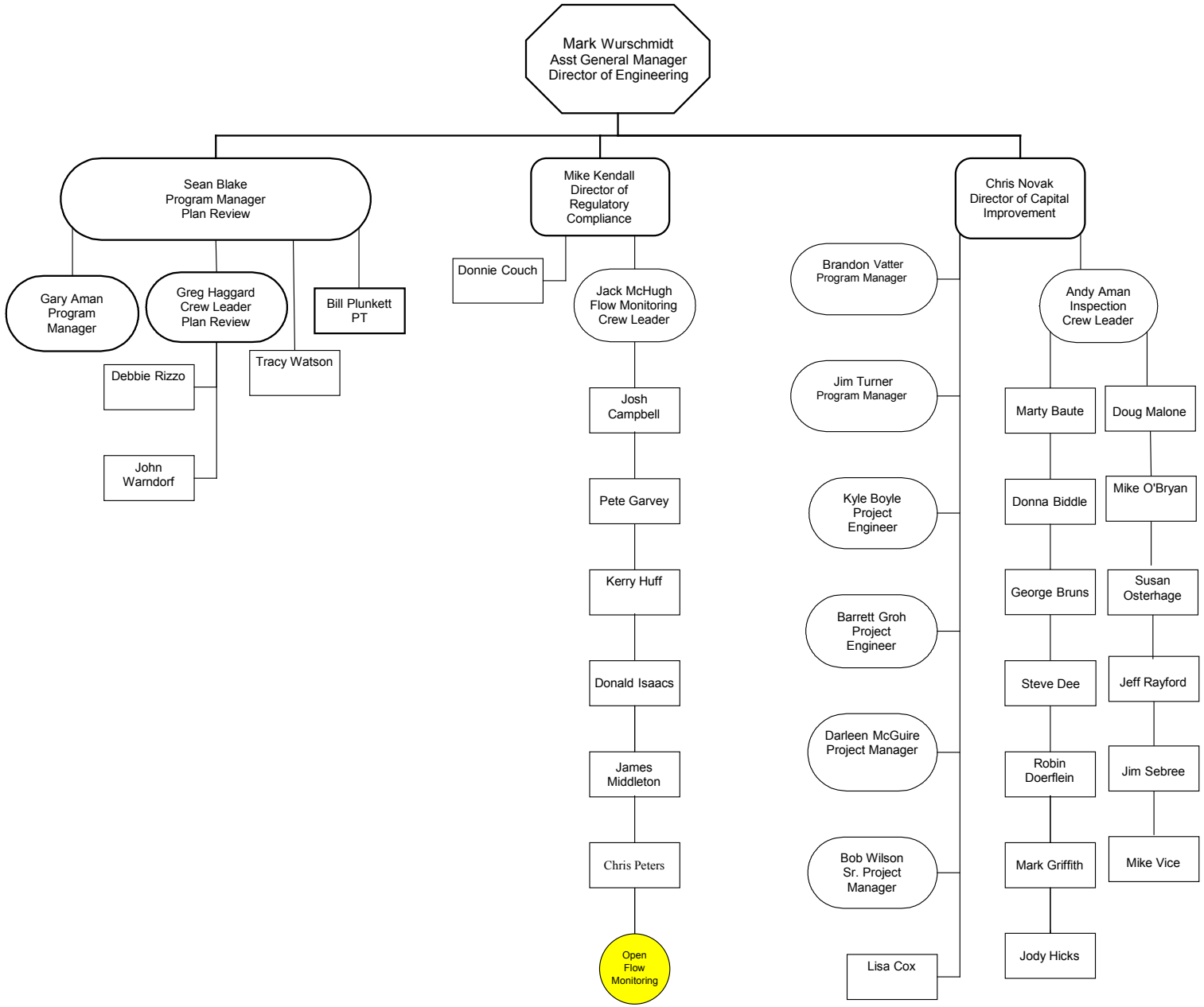
Sanitation District No. 1
Collection Systems



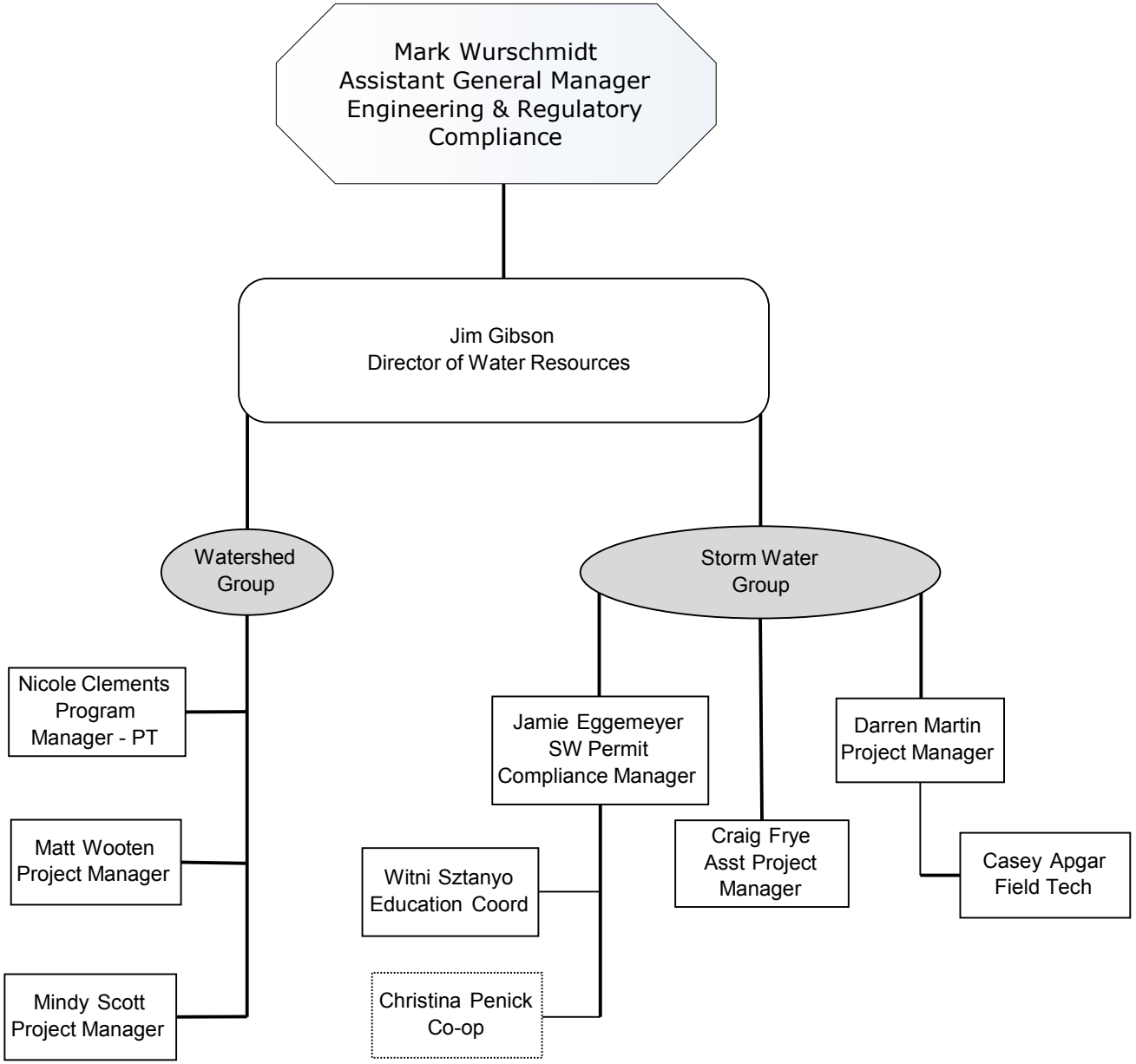
Sanitation District No. 1
Collection Systems



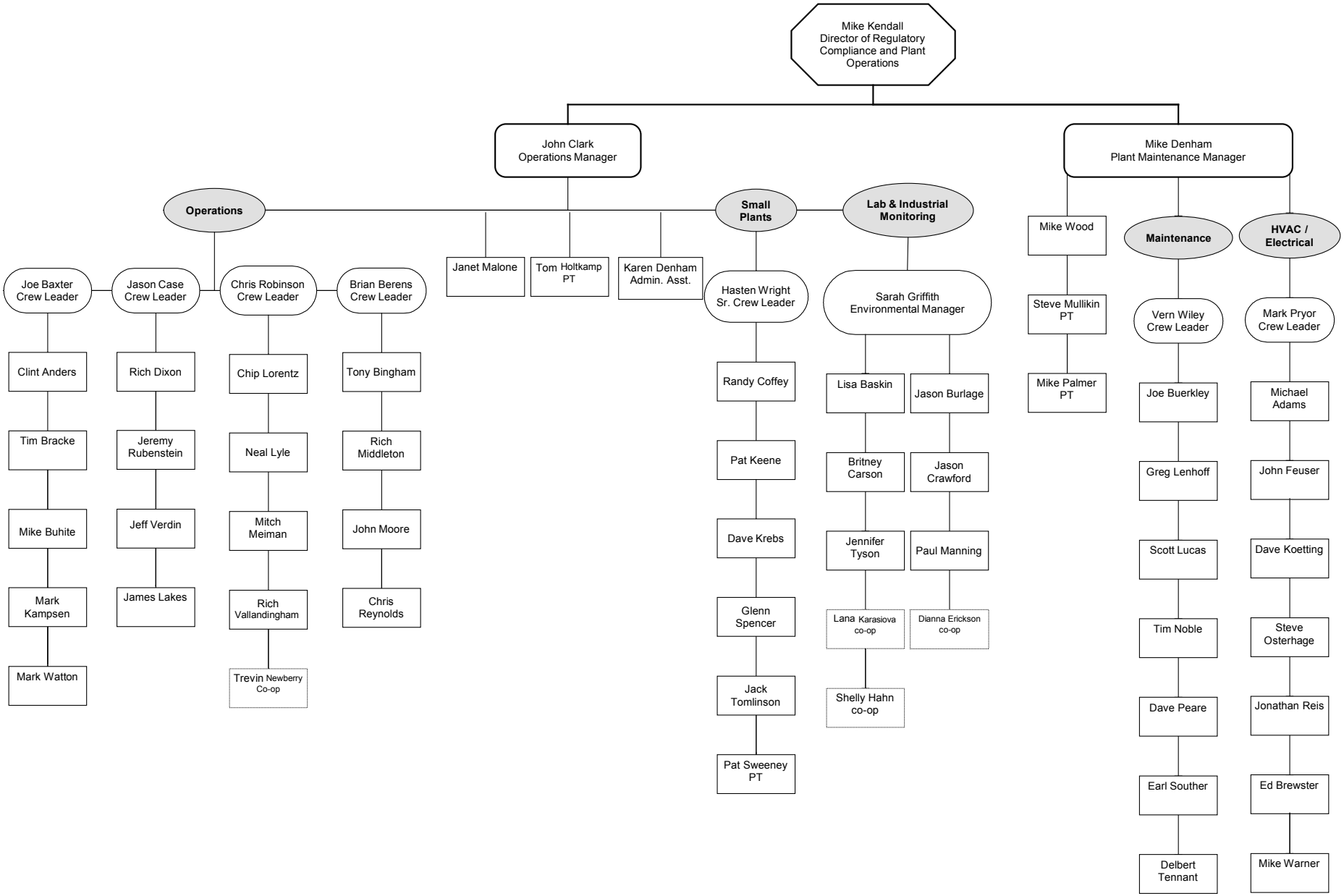
Sanitation District No. 1
Engineering



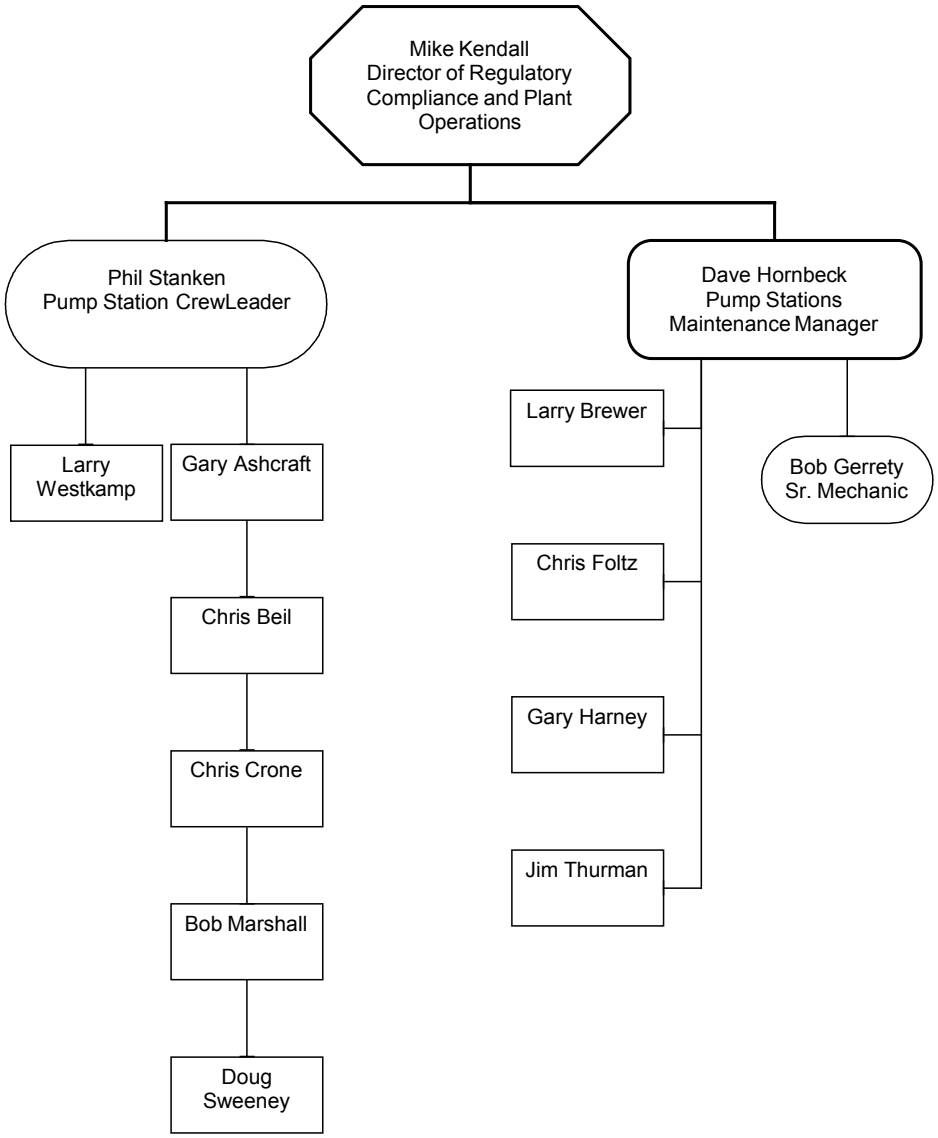
Water Resource Management



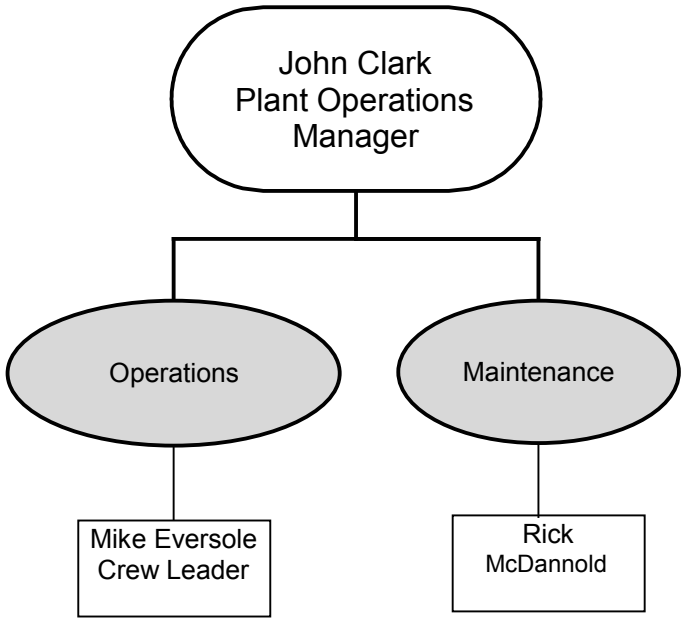
Sanitation District No. 1
Dry Creek Operations & Maintenance



Sanitation District No. 1
Field Technical Services



Sanitation District No. 1
Eastern Regional Treatment Plant



APPENDIX C:

Map of Service Area

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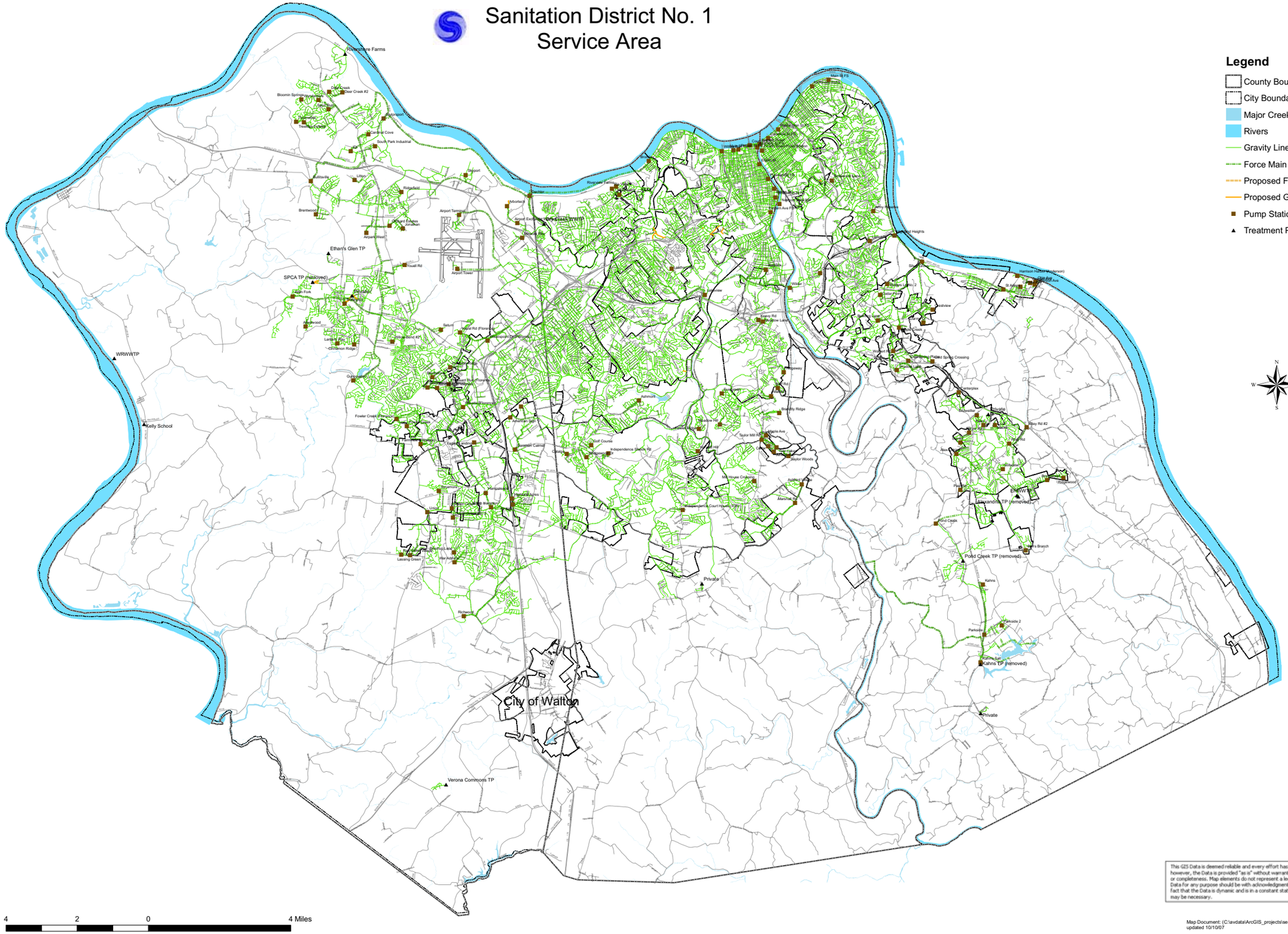
Sanitation District No. 1
Service Area



This GIS Data is deemed reliable and every effort has been made to ensure accuracy; however, the Data is provided "as is" without warranty of accuracy, timeliness, reliability or completeness. Map elements do not represent a legal survey of the land. Use of this Data for any purpose should be with acknowledgment of its limitations, including the fact that the Data is dynamic and is in a constant state of maintenance. Field investigation may be necessary.

Map Document: (C:\avdata\ArcGIS_projects\service_map_updates10_07.mxd)
updated 10/10/07

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APPENDIX D:

CMOM Program Self-Assessment Recommended Improvements & Implementation Schedule

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Sanitation District No. 1 CMOM Program Self-Assessment Recommended Improvements & Implementation Schedule

Management Programs

CMOM Program	Program Leader	Recommendation Summary	Deliverable	Milestone Date	I.D.	Assigned Personnel
Organizational Structure	Tom Wiechman	Evaluate the Dry Creek WWTP's "Crew Leader In Training" program to determine if it would be beneficial to implement a similar program in the Collection Systems Department.	Evaluation meetings will be held and documented, and a determination will be made.	31-Dec-07	OS-1	John Penick, Tom Foster, & Greg Braunwart
		Post job descriptions for Collection Systems crews on the Intranet	Job descriptions for Collection Systems crews will be made available to staff via the Intranet.	29-Feb-08	OS-2	Vicki Crawford
		Evaluate the Society of Human Resource Managers' Senior Professional Human Resource Certification process to determine if it would be beneficial for the Assistant General Manager and the Employee Benefits & Development Manager to obtain this certification	Evaluation meetings will be held and documented, and a determination will be made.	30-Apr-08	OS-3	Tom Wiechman & Vicki Crawford
		Solicit external candidates for open job positions	External candidates will be solicited for open positions.	Ongoing	OS-4	Tom Wiechman & Vicki Crawford
Communication & Customer Service	Peggy Casey	Track all trouble calls by logging them into the gbaMS database system	See Information Management System (IMS). This will be addressed as part of the organization-wide IMS assessment.	See IMS	CCS-1	See IMS
		Continue to assess the need for a centralized call center	Evaluation meetings will be held and documented, and a determination will be made.	Ongoing (long-term goal)	CCS-2	Ron Schmitt
		Develop a structured system for communicating daily construction activities to Account Services, Public Relations, Collection Systems and Dry Creek WWTP personnel	System for communicating daily construction activities will be developed.	29-Feb-08	CCS-3	Tom Foster
		Develop a template for project-specific customer evaluations to measure the success of the District's customer service efforts	Template will be developed and distributed to appropriate personnel for use.	31-Mar-08	CCS-4	Diane Bielo
		Create an internal online survey to measure the success of the District's internal communication efforts	Internal online survey will be developed, and a schedule for launch of survey will be determined.	30-Apr-08	CCS-5	Anne Wolking
		Develop written standard operating procedures (SOPs) for customer complaints and customer notification procedures (for smoke & dye testing, CCTV inspection, and construction/maintenance activities)	Written SOPs will be in place, and appropriate personnel will be trained.	30-Jun-08	CCS-6	Greg Braunwart
		Evaluate the District's current basement back-up policy to identify areas where adjustments should be made	Evaluation meetings will be held and documented, and areas of adjustment identified.	30-Jun-08	CCS-7	Amanda Waters
		Develop educational campaigns directed toward customers throughout the service area on the following topics - I/I, service lateral maintenance, and basement back-up cleaning procedures. The campaigns will include tactical items such as on-hold messages, website content, bill inserts, or newsletter content.	Written campaign plans and a schedule for implementation will be developed.	Ongoing	CCS-8	Diane Bielo
Legal Authority	Amanda Waters	Use an outside web development firm to create a Consent Decree Repository on the District's website for all U.S. EPA-approved reports	Repository will be made available to the public via the website and kept up to date.	Pending U.S. EPA approval of reports	LA-1	Diane Bielo
Acquisition Considerations	Gary Aman & Chris Novak	Begin to develop a New Development I/I Prevention Program for new sewers	New Development I/I Prevention Program for new sewers will be under development.	Ongoing	AC-1	Darleen McGuire & Chris Novak
		Begin to develop a written policy and guidelines for assuming ownership of pre-existing infrastructure	Written policy and guidelines will be under development.	Ongoing	AC-2	Sean Blake
		Assess the use of gbaMS for inputting new construction inspection reports and applicable photos	See IMS-2. This will be addressed as part of the organization-wide IMS assessment.	See IMS-2	n/a	See IMS-2

CMOM Program	Program Leader	Recommendation Summary	Deliverable	Milestone Date	I.D.	Assigned Personnel
IMS	Tom Braun	Assess the data managements needs, IMS practices, and training needs of all operating departments via an employee meeting scheduled for October 31, 2007	Evaluation meeting will be held and documented, and determinations will be made.	31-Oct-07	IMS-1	Tom Braun
		Prepare and issue a Scope of Work to recruit an outside firm to conduct a comprehensive, organization-wide assessment of all IMS activities and programs	Scope of Work will be developed and issued.	31-Dec-07	IMS-2	Tom Braun
		Determine the most effective method for tracking labor hours spent on O&M activities	Evaluation meetings will be held and documented, and a determination made as to the most effective method.	31-Mar-08	IMS-3	Tom Braun
		Assess best practices for moving forward with mobile data entry and implement a broadband pilot study with one trouble call crew	"Lessons Learned" debrief meeting will be held to discuss catch basin project, and a determination will be made as to the best practices, and a second broadband study will commence.	31-Dec-07	IMS-4	Tom Braun
		Develop a more extensive IMS training program that includes instruction for computer basics, gbaMS, and GIS	A training plan and schedule will be developed.	31-Dec-07	IMS-5	Tom Braun
		Assess the use of the Inspection module in gbaMS for new construction inspections. Begin utilizing the Pump Station Inspection module in gbaMS for pump station inspections. Input smoke & dye testing results into gbaMS. Link CCTV footage to gbaMS. Promote more extensive use of the Facility module in gbaMS.	gbaMS use will be assesed for new construction inspections, and utilized for pump station inspections, smoke & dye testing results, CCTV footage, and to track facility improvements.	30-Jun-08	IMS-6	Lisa Martin & Casey Watkins
Training	Tom Wiechman & Rod Bell	Produce and distribute a 2008 safety training calendar that identifies class offerings, instructors, times, and dates of classes	Training calendar will be produced and distributed to District staff.	7-Jan-08	TR-1	Rod Bell
		Generate monthly reports from Training Tracker throughout 2008 for Collection Systems foremen and crew leaders to track training requirements for employees	Monthly Training Tracker reports will be generated and made available to District staff.	Ongoing	TR-2	Kristy Pryor & Anne Wolking
		Create a Certification Pilot Program for Field Technical Services crews to provide more structure for on-the-job training procedures for new employees. New employees would have to pass a proficiency test to obtain certification. The pilot program would be tested and evaluated for future use by other District departments.	Pilot program will be developed and ready to launch.	30-Jun-08	TR-3	Dave Hornbeck
		Explore and identify the most efficient and comprehensive software to track all District training efforts. This assessment will include the current tool - Training Tracker.	Evaluation meetings will be held and documented, and a determination made as to the most effective method.	31-Dec-07	TR-4	Vicki Crawford & Pat Diesman
		Provide training throughout the remainder of FY 2008 for key administrators of the Training Tracker software to ensure optimal use of the tool	Training course for Training Tracker will be developed and implemented.	30-Jun-08	TR-5	Vicki Crawford
		Communicate with other District departments about how to best use the Training Tracker software and how much information needs to be kept on file. Develop District-wide training tracking procedures and a standardized form for entry. Develop a way to ensure that procedures are being followed.	Evaluation meetings will be held and documented, and a determination made as to how to most effectively use the Training Tracker software. Procedures and forms will then be developed, along with a method of ensuring procedures are followed.	30-Jun-08	TR-6	Vicki Crawford

CMOM Program	Program Leader	Recommendation Summary	Deliverable	Milestone Date	I.D.	Assigned Personnel
System Mapping	Lisa Martin	Initiate the GPS pilot program with one CCTV crew	GPS pilot program will be launched.	31-Dec-07	SM-1	Casey Watkins
		Develop an SOP to be submitted to developers and contractors for obtaining proposed digital files for new construction and capital improvement projects and updated as-builts once construction is complete	SOP will be written and submitted to developers and contractors.	31-Mar-08	SM-2	Lisa Martin
		Begin updating maps to identify the separate and combined sewer systems, location of flow monitors, and creek names	Updated maps will be available.	Ongoing	SM-3	Lisa Martin
		Promote use of the GIS Work Order Form throughout all departments	System will be in place to promote the use of GIS Work Order Forms.	Ongoing	SM-4	Lisa Martin
		Assess the feasibility of linking scanned drawings and plats to gbaMS in order to interface with ArcGIS	See IMS-2. This will be addressed as part of the organization-wide IMS assessment.	See IMS-2	n/a	See IMS-2
SSO Reporting & Notification	Mike Kendall	Revise current internal documentation and data entry procedures and create a step-by-step procedural flow diagram outlining the revised plan in an effort to improve efficiency and consistency of SSO data entered into the gbaMS system	Revised written internal procedures and a step-by-step flow diagram will be created.	30-Jun-08	SRN-1	Mike Kendall
		Evaluate initial data collection and documentation at SSO overflow sites to determine if data is being compromised due to the response crew's focus on overflow containment	An internal meeting(s) to assess this issue will be held, and the outcome will be summarized in the District's 2008 Consent Decree Annual Report.	30-Jun-08	SRN-2	Mike Kendall
Operations Programs						
Emergency Preparedness & Response	Greg Braunwart & Donnie Couch	Add a Significant Industrial Users (SIU) layer to GIS so staff can easily identify whether there is an SIU upstream of an overflow	An SIU layer will be added to GIS.	30-Jun-08	EPR-1	Lisa Martin
		Benchmark other utilities' call-in procedures to identify best practices. Modify our current call-in procedures as appropriate.	Evaluation meetings will be held and documented, and a determination will be made. Call-in procedures will be modified if necessary.	30-Jun-08	EPR-2	John Penick
Safety	Rod Bell	Begin requiring crew team members to sign a form verifying they have been informed of updates and revisions to safety policies and procedures. Create the verification forms and maintain records of the forms to serve as documentation that appropriate personnel have been notified of the changes.	Crew team members will begin signing verification forms for safety policies and procedures. The forms will be created, and records of signed forms will be maintained.	1-Jan-08	SA-1	Rod Bell
		Identify and purchase proper equipment for nighttime traffic control	Proper equipment for nighttime traffic control will be identified and purchased.	31-Mar-08	SA-2	Rod Bell
		Distribute an organization-wide safety survey to obtain employee feedback on the District's Safety Program	An organization-wide safety survey will be distributed to obtain employee feedback.	30-Jun-08	SA-3	Pat Diesman
		Evaluate the Safety Buck Program on a more consistent basis to determine if it is meeting its goals. Modify the program as appropriate.	Evaluation meetings will be held and documented, and a determination will be made. The Safety Buck Program will be modified if necessary.	Ongoing	SA-4	Rod Bell & Jason Crawford
Budgeting	Ron Schmitt	Conduct internal workshops for directors and supervisors involved in the budgeting process	Internal workshops for directors and supervisors will be conducted.	31-Jan-08	BU-1	Ron Schmitt
		Begin to develop a more effective process to track the life cycle of new and replaced infrastructure from this point forward	A process for tracking the life cycle of new and replaced infrastructure will be under development.	30-Jun-08	BU-2	Lee White
		Provide additional budgeting codes to allow for more detailed expense descriptions for tracking purposes	Additional budgeting codes will be developed.	Ongoing	BU-3	Lee White

CMOM Program	Program Leader	Recommendation Summary	Deliverable	Milestone Date	I.D.	Assigned Personnel
Engineering	Mark Wurschmidt	Develop an approach to addressing the extent of the District's involvement in private source I/I investigations and improvement projects	An approach will be developed and documented.	30-Jun-08	EN-1	Jim Turner
		Upload technical specifications to the District's website	Technical specifications will be uploaded to the District's website.	30-Jun-08	EN-2	Diane Bielo
Water Quality Monitoring	Jim Gibson, Brandon Vatter, & John Clark	There are currently no recommended improvements to the District's Water Quality Monitoring Program.	n/a	n/a	n/a	n/a
Call Before You Dig	John Warndorf & Mark Griffith	Assess the benefit of tracking all line marking requests that are received, not just those that generate work orders. If it is deemed beneficial, define the most effective procedures for tracking every call received by the Engineering Technician.	Evaluation meetings will be held and documented, and determinations will be made.	31-Mar-08	CBD-1	John Warndorf
		Develop an SOP that contains both administrative tasks and physical inspection tasks associated with the program	An SOP will be developed, and appropriate personnel trained.	30-Jun-08	CBD-2	John Warndorf
		Work with the Public Relations group to determine additional communication channels that can be used to advertise the program	Additional communication channels will be discussed and utilized if deemed appropriate.	Ongoing	CBD-3	Diane Bielo
Compliance	John Clark	Develop a more structured and effective method for identifying new industries discharging to the collection systems	A structured and effective method for identifying new industries discharging to the collection system will be developed.	Ongoing	CO-1	Sarah Griffith
Mobile Waste Haulers	John Clark	There are currently no recommended improvements to the District's Mobile Waste Haulers Program.	n/a	n/a	n/a	n/a
Pump Station Operations	Phil Stanken	Compile a list of stressed pump stations and assign either an internal or external engineer to perform a critical assessment of the situation	A list of stressed pump stations will be compiled, and an internal or external engineer will be identified to perform a critical assessment.	31-Mar-08	PSO-1	Brandon Vatter
		Hold a coordination meeting with Engineering Plan Review personnel and Engineering inspectors to begin developing an SOP for involving specialized pump station staff members in the review of new pump station plans and drawings and performing inspections during construction of new pump stations	A coordination meeting will be held.	30-Apr-08	PS0-2	Andy Aman
		Address staffing issues during the FY 2009 budget process	Staffing issues will be addressed during the FY 2009 budget process.	Spring 2008	PSO-3	Tom Wiechman
		Begin using the pump station inspection module in gbaMS to record and track pump station inspections	The pump station inspection module in gbaMS will be used to record and track pump station inspections.	30-Jun-08	PSO-4	Larry Westkamp & Phil Stanken
		Begin using Intellution SCADA software to remotely monitor the District's pump stations	The District will use Intellution SCADA software to remotely monitor its pump stations.	Ongoing	PSO-5	Mike Warner
Pump Station Emergencies	Dave Hornbeck	Identify an appropriate solution for improving the SCADA system, which is becoming over-burdened and does not have adequate bandwidth to transmit data across the system	An appropriate solution will be developed to improve transmission errors in the SCADA system.	30-Apr-08	PSE-1	Mike Warner
		Begin using Intellution SCADA software to remotely monitor the District's pump stations	See PSO-5	See PSO-5	n/a	See PSO-5
		Develop a plan to provide more formal training for implementation of the Pump Station Emergencies Program	A plan to provide more formal training for implementation of the Pump Station Emergencies Program will be developed.	30-Jun-08	PSE-2	Dave Hornbeck
Pump Station Force Mains Preventive Maintenance	Phil Stanken	Begin to develop a formal Pump Station Force Mains Preventive Maintenance Program by collecting and documenting inventory of all force mains and air relief valves (ARVs) in the gbaMS system and completing a condition assessment	A formal Pump Station Force Mains Preventive Maintenance Program will be under development.	Ongoing	PSF-1	Larry Westkamp & Phil Stanken
Odor & Corrosion Control	Phil Stanken	Request that Siemens Water Technologies begin mapping odor complaints and feed points in GIS so they can interface with the District's mapping system	Odor complaints will be mapped in GIS.	Dependent upon consultant's ability to purchase GIS software	OCC-1	Phil Stanken & Joost Goossens (Siemens)

CMOM Program	Program Leader	Recommendation Summary	Deliverable	Milestone Date	I.D.	Assigned Personnel
Smoke & Dye Testing	Greg Braunwart	Develop written SOPs for operational, public notification, and data management procedures related to the Smoke & Dye Testing Program	Written SOPs will be developed, and appropriate personnel trained.	30-Jun-08	SDT-1	Greg Braunwart
		Assess the capability of entering inspection form data, sketches, and project photos into gbaMS	See IMS-6	See IMS-6	n/a	See IMS-6
Flow Monitoring	Jack McHugh	Develop written SOPs for internal flow monitoring activities	Written SOPs will be developed, and appropriate personnel trained.	30-Jun-08	FM-1	Donald Isaacs
		Assess data analysis training opportunities for the District's Flow Monitoring crews	Evaluation meetings will be held and documented, and a determination made.	30-Jun-08	FM-2	Jack McHugh
CCTV Inspection	Greg Braunwart	Develop a formalized and prioritized plan for CCTV work throughout the collection systems, in conjunction with the Continuous Sewer Assessment Program	A plan for CCTV work throughout the collection systems will be developed.	31-Dec-07	CC-1	Greg Braunwart
		Identify and begin to acquire the resources necessary to implement the CCTV inspection schedules outlined in the Continuous Sewer Assessment Program	The resources necessary to implement the CCTV inspection schedules will be identified and will begin to be acquired.	31-Dec-07	CC-2	Greg Braunwart & John Penick
		Train all applicable staff on how to use the SCREAM™ defect coding system	All applicable staff will be trained on the SCREAM™ defect coding system.	31-Dec-07	CC-3	Brandon Vatter
Manhole Inspections	Greg Braunwart	Develop written SOPs for the combined manhole inspection/CCTV procedures	Written SOPs will be developed, and appropriate personnel trained.	30-Jun-08	MI-1	Greg Braunwart
		Promote more consistent use of the Manhole Inspection Form by all District personnel responsible for conducting inspections, including new construction inspectors, special projects crews, CCTV crews, flow monitoring crews, and trouble call crews	System will be in place to promote the use of Manhole Inspection Forms.	30-Jun-08	MI-2	Greg Braunwart
		Develop a formalized and prioritized plan for manhole inspections in conjunction with CCTV inspection schedules identified in the Continuous Sewer Assessment Program	A plan for manhole inspections will be developed.	31-Dec-07	MI-3	Greg Braunwart
		Train all applicable staff on how to use the SCREAM™ defect coding system	All applicable staff will be trained on the SCREAM™ defect coding system.	31-Dec-07	MI-4	See CC-3
		Develop a standardized method for entering manhole inspection data into gbaMS using SCREAM™	Written SOPs will be developed, and appropriate personnel trained.	31-Dec-07	MI-5	Brandon Vatter
Maintenance Programs						
Manhole Repairs	Tom Foster	Fill out a Manhole Inspection Form when performing inspections in the field and enter data into gbaMS at the office	Manhole Inspection Forms will be completed during manhole repairs and entered into gbaMS.	7-Jan-08	MR-1	Tom Foster
		Create a more standardized process for selecting the type of repair implemented, which may take the form of written standard operating guidelines (SOGs). Create a more standardized system for I/I removal at frame and casting.	Written SOGs will be developed, and appropriate personnel trained.	30-Mar-08	MR-2	Tom Foster
		Improve coordination between the Home Builders Association, cities, counties, and the state on manhole repairs	See MRW-2	See MRW-2	n/a	See MRW-2
Rehabilitation & Replacement	Jim Turner & Brandon Vatter	Formalize the Rehabilitation & Replacement thought process associated with the Continuous Sewer Assessment Program	The Rehabilitation & Replacement thought process will be formalized.	31-Dec-07	RR-1	Brandon Vatter
		Visually map (by flow chart) the work orders for the Construction Foreman, and assess the amount of time currently spent on each category of work orders	The flow chart and assessment of time spent on on each category of work orders will be completed.	30-Jun-08	RR-2	Jim Turner
		Assign one in-house staff member to filter all work orders and serve as the liaison between the Collection Systems and Engineering Departments	Identify the in-house staff member and assign him or her to this role.	30-Jun-08	RR-3	Kyle Boyle

CMOM Program	Program Leader	Recommendation Summary	Deliverable	Milestone Date	I.D.	Assigned Personnel
Mainline Sewer Repairs	John Penick	Develop written SOGs to help determine the type of repair technology used and that specify the parties responsible for making the decision	Written SOGs will be developed, and appropriate personnel trained.	30-Jun-08	MSR-1	Jim Turner
		Develop written SOPs for the actual physical repairs performed in house	Written SOPs will be developed, and appropriate personnel trained.	30-Jun-08	MSR-2	John Penick
Sewer Cleaning	John Penick	Begin to more comprehensively track in gbaMS the specific cause of why sewer lines are put on PM (e.g., roots, grease, debris)	gbaMS will be used to comprehensively track the specific cause of why newly added sewer lines are put on PM.	7-Jan-08	SC-1	Greg Braunwart
		Update sewer lines already in gbaMS to track the specific cause as to why the lines were put on PM (e.g., roots, grease, debris)	gbaMS will be used to track the specific cause of why sewer lines already in the system were put on PM.	31-Dec-07 through 31-Dec-08	SC-2	Greg Braunwart
		Develop written SOPs for sewer cleaning activities	Written SOPs will be developed, and appropriate personnel trained.	30-Jun-08	SC-3	John Penick
		Hold a meeting between Collection Systems and Industrial Monitoring managers to determine the best method for improving communication regarding grease investigations	Evaluation meetings will be held and documented, and a determination made.	30-Jun-08	SC-4	John Penick
Equipment & Tools Maintenance	John Penick	Assess pump station inventory, evaluate stock that is currently maintained, and adjust the capital budget to adequately stock necessary spare parts. Begin managing equipment & tools inventory in gbaMS.	Necessary spare parts will be adequately stocked, and equipment & tools inventory will be managed in gbaMS.	31-Mar-08	ETM-1	Larry Westkamp
		Assess the use of a bar code scanning system to automatically update inventory and reduce inefficiencies of manual logging procedures	Evaluation meetings will be held and documented, and a determination made.	30-Jun-08	ETM-2	Chris Rabe
		Complete cost analysis research regarding performing equipment maintenance in house, as opposed to using subcontractors for maintenance needs	Cost analysis research will be completed in regard to internal versus external equipment maintenance activities.	30-Jun-08	ETM-3	John Penick
		Continue to make progress toward purchasing additional property near the District's main office for storage purposes	The District will purchase additional property near the main office for storage purposes.	Ongoing	ETM-4	George Robinson
Pump Station Maintenance	Dave Hornbeck	Develop a more aggressive schedule for pump station PM work, and identify all necessary resources for implementation	A more aggressive schedule for pump station PM work will be developed, and all necessary resources for implementation will be identified.	29-Feb-08	PSM-1	Dave Hornbeck & Larry Westkamp
		Identify prospective classes for pump station maintenance personnel at Gateway Community College, and assess the feasibility of attendance at these classes with HR	Gateway Community College courses for pump station maintenance will be identified, and HR will determine if it is feasible for staff to attend.	Ongoing	PSM-2	Vicki Crawford
		Recruit and interview for two open positions in the pump station maintenance crew	Two new crew members for the pump station maintenance crew will be hired.	Ongoing	PSM-3	Tom Wiechman
Maintenance of Rights-of-Way	Chris Novak	Begin to develop a formal Maintenance of Rights-of-Way program by conducting a study of comparable utilities to identify best practices	A formal Maintenance of Rights-of-Way program will begin to be developed.	Ongoing	MRW-1	Barrett Groh & Chris Novak
		Build stronger channels of communication with the Home Builders Association, cities, counties, and the state in regard to coordination of street repairs and paving projects	The District will begin to improve coordination with the Home Builders Association, etc. regarding street repairs and paving projects.	Ongoing	MRW-2	Barrett Groh & Chris Novak
Capacity Programs						
Capacity Assessment & Assurance	Jim Turner & Brandon Vatter	Develop an SOP for inputting submitted plans for new development into a hydraulic model and GIS to determine how it will affect our system	An SOP will be developed for submitted plans to be inputted into a hydraulic model and GIS.	30-Apr-08	CAA-1	Brandon Vatter
		Complete the data collection needed to fully calibrate the five hydraulic models	The five hydraulic models will be fully calibrated, dependent on sufficient rainfall.	30-Jun-08	CAA-2	Brandon Vatter
		Develop a job description for a position to oversee the modeling program and assist with other CIP initiatives, and begin interviewing qualified applicants for this job	A job description will be developed and interviewing will begin.	30-Jun-08	CAA-3	Brandon Vatter
New Connection Tap-In	Gary Aman	Notify internal personnel of any changes to the Certified Tapper Program via email, bulletin boards, field crew meetings, etc.	Internal personnel will be notified of any changes to the Certified Tapper Program.	Ongoing	NCT-1	Tracy Watson
		Determine the most effective means for providing better documentation of the new connection inspection process	Evaluation meetings will be held and documented, and a determination made.	31-Mar-08	NCT-2	Tracy Watson
		Send the first regularly scheduled annual letter to all cities informing them of the Abandonment Permit	The first annual letter will be sent.	30-Jun-08	NCT-3	Tracy Watson
		Complete the internal switch from FoxPro to Access	The switch from FoxPro to Access will be completed.	30-Jun-08	NCT-4	Tracy Watson

APPENDIX E:

Completed Update Forms for 2007 Annual Report

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CMOM Program Updates

FY 2008

Name: Vicki Crawford

Date Submitted to Reporting Manager: 10/25/2006

CMOM Program: Organizational Structure

Recommended Improvement I.D.: OS-2

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☒ 81-99% ☐ 100%

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10/19/2007	Vicki Crawford John Penick	Review of Mike Madden and Dan Day job description	I explained to John that we need to go by their duties not their title or how they are "viewed".

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

10/19/07

Vicki Crawford sent the entire Collection System Department job descriptions to John Penick for review via interoffice mail. It was asked that John review their duties along with the other requirements for the position, note any updates and/or revisions and return back to me as soon as possible.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Vicki Crawford

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Organizational Structure

Recommended Improvement I.D.: OS-3

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☒ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Tom Wiechman and I have asked the local group of the KY Public Human Resource Association for feedback from anyone wanting to form a study group for the SPHR certification. We have heard back from 2 people and are now preparing to purchase 1 of the study guides and will look to begin preparing for the test in early 2008.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Tom Wiechman

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: Organizational Structure

Recommended Improvement I.D.: OS-4

Percent Complete: ☐ 0-20% ☒ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10/25/07	John Penick Tom Foster	Construction crew organizational structure	Will realign to smaller crews and focus on immediate system repairs, rather than taking on long term replacement jobs. Current staffing level is deemed sufficient.
11/7/07	John Penick	Customer Service crew organizational structure and the need for additional staffing	Reviewed and agreed to a new organizational structure for the Cust Serv crews. This will allow directed focus on illicit detection, cleaning and Overflow response. Will add staff by 12/31/07
11/9/07	Jeff Eger	Review staffing needs for re-organized customer service crews	Agreed to hire 3-4 additional staff over next 2 months and then 3-4 more by 3/1/08

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

The C-MOM program: Organizational Structure, ID: OS-4, recommendation was to solicit external candidates for open positions. Prior to moving to this step, meetings were held to discuss and review changes to the crew organizational structure for both divisions of the Collection Systems group: Customer Service and Construction. The new organizational structure for the Construction crews will allow for more direct focus on line repair work of an immediate or short term nature. We will move away from having our crews involve themselves in multi-month projects. This shift will allow for smaller crews, able to respond quicker and more effectively to overflow situations throughout the system. The long term projects will be handled by sub-contracted labor. This shift can be accomplished and have no additions to staff through FY 2008.

The revised organizational structure for the Customer Service will allow for crews to be directly assigned to large diameter sewer assessment work, customer call response, catch basin cleaning and illicit discharge investigation. Each area of focus will have a crew leader and a crew staff level designed to meet the department's obligations in all areas.

Through planning meetings a new structure was designed that allowed for 42 crew members in the Customer service crew. Staffing as of 11/13/07 is 35. The FY 2008 budget allows for 44 with 5 of these positions being contingent SW crew members. This would indicate that the new staffing needs of 42 would be 3 over the current budget allowance. The decision has been made to move forward with adding 3-4 new staff by 12/31/07, then an additional 3-4 staff by 3/1/08. This would move the crew to the required 42 members to complete its scope of work.

Interviews will begin the week of 11/19/07 to add up to 4 more staff by 12/31/07.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Vicki Crawford

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Organizational Structure

Recommended Improvement I.D.: OS-4

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☒ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

We've listed some positions on our web site recently in order to develop a larger pool of applicants.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: Anne Wolking

Date Submitted to Reporting Manager: 11/132007

CMOM Program: Communication and Customer Service

Recommended Improvement I.D.: CCS-5

Percent Complete: ☑ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
n/a			
n/a			
n/a			

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Rod Bell and I discussed the possibility of combining the Communication and Customer Service survey (CCS-5) with the Safety survey (SA-3). To keep things efficient—SA-3 and CCS-5 will be combined to form one (1) survey that would be distributed to all employees through an online survey service.

I will be heading the survey, with Rod Bell and Pat Diesman assisting me in developing safety questions for the survey.

The survey will be complete and ready for distribution by 30 Apr 2007.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: Greg Braunwart

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: Communication + Customer Service

Recommended Improvement I.D.: CCS-6

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☑ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11-13-07	Mike Born Greg Braunwart		

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Darleen McGuire

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: Acquistion Considerations

Recommended Improvement I.D.: ~~One Year Punch List~~ AC-1

Percent Complete: ☑ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/13/07	Darleen McGuire, Chris Novak	Acquistion Considerations	Review of One Year Punch List and Additional Programs required. Will set up meeting to review OYPL

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Tom Braun

Date Submitted to Reporting Manager: 11/14/2007

CMOM Program: IMS

Recommended Improvement I.D.: IMS-1

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/14/2007	Braun, Kendall, L Martin & Mulshine	Set agenda for Data Management needs meeting.	
11/19/2007	A Aman, G Aman, M Apgar, Blake, Boggs, Braun, Braunwart, Cain, Casey, Clark, Couch K Denham, Foster, Gibson, S Griffith, Hornbeck Kendall, D Martin, L Martin, McHugh, Mulshine, Novak, Penick, M Pryor, G Robinson, Schmitt, Stanken, Turner, Vatter, Watkins, Westkamp, White, Wiechman & Wurschmidt	Employee meeting to evaluate the current state of data management at the District and to determine future needs, practices and training requirements.	

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

The evaluation meeting original scheduled for 10/31/2007 had to be rescheduled due to conflicts in various attendees' calendars. It has been rescheduled for 11/19/07.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: Link scanned drawings to gbaMS

Recommended Improvement I.D.: IMS-2

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10/11/07	Lisa Martin Jenna Prather	gbaMS document database	Jenna will add a document pathname to the sewer pipe and/or structure inventory record in the Access database of the scanned drawings.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

This document pathname will be imported to the swdocs table in gbaMS and will establish a link to the scanned drawings on the server.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: gbaMS mobile data entry

Recommended Improvement I.D.:IMS-4

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/2/07	Lisa Martin Sean FitzGerald Gunilla Goulding Eric Onderak Dimitry Lebedev Jack McHugh Donald Isaacs Chris Peters James Middleton Kerry Huff Josh Campbell	SSO Inspections	Need to consolidate inspection data for all structure inspections that will be input through gbaMS mobile master.
10/26/07	Lisa Martin Casey Watkins Jordan Hamm Chris Kaeff Jerry Biedenbender Greg Braunwart Brian Moore Bill Mullins TV crew members	GBA TV Inspections	Discussed proposed changes to the mobile TV inspection process.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Working with Infrastructure Characterization consultants, Field crew leaders, TV crews, and Flow Monitor crews to develop a consistent process for inputting inspection data when using gbaMS Mobile Master.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Tom Braun

Date Submitted to Reporting Manager: 11/14/2007

CMOM Program: IMS

Recommended Improvement I.D.: IMS-5

Percent Complete: ☐ 0-20% ☒ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10/31/2007	Biedenbender, Boggs, Braun, Hamm, Kaeff, L Martin & Watkins	Set dates for first sessions of GIS and Computer Basics training.	Schedule set for 'Geography Week' 11/12/07 – 11/16/07.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Training classes in GIS and Computer Basics have begun (the first two days are completed). A debriefing meeting will take place in early December to refine the course outlines as presented during the week of 11/12 – 11/14, 2007. A PDF document is included which contains the class registration lists, course outlines, promotional materials and class handouts (if applicable) and email correspondence.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: **William Casey Watkins**

Date Submitted to Reporting Manager: **11-06-07**

CMOM Program: **IMS**

Recommended Improvement I.D.: **IMS - 6**

Percent Complete: ☐ 0-20% ☒ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10-26-07	GIS Department, TV Truck Crews and Crew Leaders, and Greg Bruanwart	TV Inspections and Ideas on moving forward with the transition from DVD's to Digital files.	Prep truck 1095 and 1122 for pilot run with software and hardware capabilities for digital file recordings.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

TV truck #1122 is complete with software and hardware prep and awaiting GBA setup, along with training on how to use new software.

TV truck #1095 is having problems reading the incoming video feed but can be worked around.

Next we will be training the crews on how to use the software and doing a few test runs.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: CCTV video linked to gbaMS inspection

Recommended Improvement I.D.:IMS-6

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10/16/07	Casey Watkins Greg Braunwart	CCTV video linked to gbaMS	Develop plan to test and research possibilities to directly capture digital video.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

A procedure has been established to evaluate software and/or procedures to capture digital video directly to the desktop or laptop in the TV trucks. We will use two of the trucks to do a pilot test. A plan was established to have a part-time co-op convert existing DVD digital files to .mpg and link to TV inspection for the three remaining trucks.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: Pump Station Inspection Module

Recommended Improvement I.D.:IMS-6

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/19/07	Bob Gerrety Brandon Vatter Dave Hornbeck Jim Turner Lisa Martin Mike Kendall Phil Stanken Larry Westkamp	Utilize gbaMS pump station inspection module	Meeting to take place next week.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

One topic of discussion is utilizing gbaMS to input pump station inspections.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: Rodney D. Bell ITOM Wischmann

Date Submitted to Reporting Manager: 11.13.07

CMOM Program: TRAINING

Recommended Improvement I.D.: TR-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☑ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
9.19.07	Safety Committee Emergency Response Team members.	Produce a safety training calendar for 2008 - Initial training - Update training - Refresher training	W.I.P: Work in progress
10.2.07	" " " " "	" " " " " "	Work in progress
10.16.07	" " " " " "	" " " " " "	WIP

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: RODNEY D. BELL

Date Submitted to Reporting Manager: 11.13.07

CMOM Program: TRAINING

Recommended Improvement I.D.: TR-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☑ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
10.30.07	SAFETY COMMITTEE EMERGENCY RESPONSE TEAM	PRODUCE A SAFETY TRAINING CALENDAR FOR 2008: - INITIAL TRAINING - UPDATE TRAINING - REFRESHER TRAINING	WORK IN PROGRESS (WIP)

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

SEE ATTACHMENT FOR SPECIFIC DETAILS

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Vicki Crawford

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Training

Recommended Improvement I.D.: TR-4

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☒ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Pat Diesman and I feel that Training Tracker is the proper software to use. However, it needs to be utilized in a few more areas that is currently not being used. Discussions have been made with Rod Bell that we need to begin getting "re-train" dates to enter to allow the administrator to know which classes are "mandatory or annually" required.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: **William Casey Watkins**

Date Submitted to Reporting Manager: **11-06-07**

CMOM Program: **System Mapping**

Recommended Improvement I.D.: **SM - 1**

Percent Complete: ☐ 0-20% ☒ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
7-15-07	Casey Watkins, Jeremy Spada, Andy Tomlinson, John Runge	Training for using the GPS unit in the field	Training will be held on 7-25-07 for 4 hours in the field with Truck 03, which has the crew of Jeremy Spada, Andy Tomlinson, and John Runge.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Training took place in the field with TV Truck 03 and it's crew, all were present. We collected a number of structures with the GPS unit that needed to be located and then gave entered the new attributes. Each crew member took a number of turns using the GPS unit and inputting the data.

Once I returned to the office, I uploaded the new locations of the structures that we had GPS'd in the field. After evaluation between old information and new information I updated our GIS system with new locations and data attributes for pipes and structures.

We will be scheduling another short training session with this crew to discuss technical issues when using the GPS unit and creating a GPS "how to" sheet for the crew to follow when in the field.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: SOP proposed and as-built digital files

Recommended Improvement I.D.:SM-2

Percent Complete: ☐ 0-20% ☒ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

The draft procedure has been documented and is approximately 50% complete. This is a complete procedure for all submittals to GIS for updating. An appendix, not complete, will reference the SOP that will be submitted to developers and contractors for obtaining proposed and as-built digital files.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: separate and combined sewer systems, flow monitors, and creek names
Recommended Improvement I.D.:SM-3

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

The Infrastructure Characterization team has submitted a GIS shapefile of the flow monitor locations. This shapefile has been copied to the GIS share drive (j drive) and is available to GIS users.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Lisa Martin

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: GIS Work Orders

Recommended Improvement I.D.:SM-4

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

An email was sent to all inspectors and flow monitoring crew to request that the GIS update work order form be used when there is a discrepancy found between the map and the field.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Micheal E. Kendall

Date Submitted to Reporting Manager: November 13, 2007

CMOM Program: SSO Reporting and Notification Program

Recommended Improvement I.D.: SRN 1, SRN 2

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/2/2007	Micheal Kendall Donnie Couch Hasten Wright John Clark Joe Baxter	Notification procedures and call out procedures for SSO event containment and clean up operations. Two hour discussion.	Identified key individuals responsibilities, discussed mistakes made in the past. Made corrections. Made corrections on the list of personnel notified by E-Mail of SSO events. Put this process into operation following week.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

"We are just getting started"

In addition to the meeting indicated above, Donnie Couch has scheduled the first SORP training session for the following employees:

Al Carson, Alex Stamper, Andy Cotton, Bill Mullins, Greg Braunwart, Jimmy Stephenson, John Penick, Mike Manning, Paul Hartman, Ray Simpson, Richard Turner, Robert Knight, Robert Romine, Tom Foster, Donnie Couch and Mike Kendall.

The major intent of this training is to help implement the recommended improvements from our self assessment. Improvements in data collection and documentation is key to the success of this program. This new and improved training program will assist us in accomplishing the goals in this portion of our CMOM program. Additional classes will be scheduled the entire month of December 2007 in order to properly train all personnel involved in handling SSO events from start to finish. We will be able to utilize prior experiences to adjust our procedures during this training period. Things that work and things that did not work will come out during these training sessions. Adjustments to the program will be made for future events.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: RODNEY D. BELL

Date Submitted to Reporting Manager: 11-13-07

CMOM Program: SAFETY

Recommended Improvement I.D.: SA-1

Percent Complete: ☑ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11-12 07	BELL/DIESMAN	~~BEGIN TO DESIGN FORMAT~~ BEGINNING TO DESIGN FORMAT FOR DISTRIBUTION THROUGHOUT ORGANIZATION	WORK IN PROGRESS

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Rodney D. Bell

Date Submitted to Reporting Manager: 11.13.07

CMOM Program: Safety

Recommended Improvement I.D.: SA-2

Percent Complete: ☑ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11.9.07	Chris Rade Rod Bell Pat Diesman Greg Brandhart Tom Foster Tim Frichoff Greg Watson	Traffic control Flagger specific equipment - Flagger wand - Stripes for equipment	Work in progress

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

CHRIS RADE CONTACTED A VENDOR WHO SUPPLIED US SOME EXAMPLES FOR NIGHTTIME FLAGGER/TRAFFIC CONTROL CONTINUING TO EVALUATE FOR POSSIBLE PURCHASE OF EQUIPMENT IN THE NEAR FUTURE. WILL DEVELOPE A METHOD TO DISTRIBUTE SUPPLIES AS NEEDED.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Lee White

Date Submitted to Reporting Manager: 11/28/07

CMOM Program: Budgeting

Recommended Improvement I.D.:BU-3

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% X Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
Various to Current	SD1 Directors, Karen Denham, John Clark, Mike Denham, Rod Bell, George Robinson, Tom Braun	Establish/revise cost-center codes to help track certain costs for certain processes in greater detail for better reporting and analysis. Operation & Maintenance codes only.	Various codes have been established to allow for better information for reporting and analysis for some accounts. Codes will continue to be added and revised and SD1 more clearly identifies its needs and desired results. See attached for established codes to date.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: Brandon Vatter

Date Submitted to Reporting Manager: 11/29/07

CMOM Program: Pump Station Operations

Recommended Improvement I.D.: PSO-1 Compile a list of stressed pump stations and assign either an internal or external engineer to perform a critical assessment of the situation (pump station).

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☒ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/14/07	Mark Wurschmidt Mike Kendall Chris Novak Phil Stanken Bob Gerrety Brandon Vatter	PS Force Mains & Air Release Valves (ARVs) Preventative Maintenance Program Develop list of stressed/problem PSs	• Developed scope of work for the PS FMs & ARVs preventative maintenance program to be included in an RFP and sent out to Consultants for selecting a Consultant to begin helping us with this program. • Also developed a list of stressed/problem PSs.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Developed scope of work for the PS FMs & ARVs preventative maintenance program to be included in a Request for Proposals (RFP) and sent out to Consultants for selecting a Consultant to begin helping us with this program. A draft RFP has been compiled and will be sent out to Consultants by December 10, 2007. Plan to award the scope of work at the January 15, 2008 Board meeting.

Developed a draft list of stressed/problem PSs (list and associated information is attached). This list will be reviewed with the PS O&M folks and will then be finalized. We will then assign an Engineer to addressing the problems at each PS.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name:Phil Stanken

Date Submitted to Reporting Manager: 11/20/2007

CMOM Program: Pump Station Operations

Recommended Improvement I.D.: PSO-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☒ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/14/2007	Bob Gerrety Mike Kendall Chris Novak Phil Stanken Brandon Vatter Mark Wurschmidt	Stressed Pump Stations	See page #2

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

We compiled a list of stressed pump stations and we will have an external engineer perform a critcal assessment on them.

Silver grove
Sunset
Ripple Creek
Highlands
Kentucky Airs
Crestview
South Hampton
Richwood

More stations may be added to list durning the inspections.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Phil Stanken / Larry Westkamp

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Pump Station Operations

Recommended Improvement I.D.: PSO-4

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☒ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11-19-07	Lisa Martin Larry Westkamp Phil Stanken	GBA Pump Station Data	We will be meeting with Lisa Martin to discuss utilizing the GBA for Pump Station inspections.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Phil Stanken

Date Submitted to Reporting Manager: II/20/2007

CMOM Program: Pump Station Operations

Recommended Improvement I.D.: PSO-4

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/19/2007	Dave Hornbeck Mike Kendall Lisa Martin Phil Stanken Brandon Vatter Larry Westkamp	Field inspections in GBA. ICT inspection data to be linked to GBA.	See page #2

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

GBA Pump Station Data
CMOM IMS-6 and PSO-4
November 19, 2007
Minutes

Attendance:

Mike Kendall	Engineering
Larry Westkamp	Field Technical Services
Dave Hornbeck	Field Technical Services
Phil Stanken	Field Technical Services
Lisa Martin	IT/GIS
Brandon Vatter	CIP

Move to have field inspectors log inspections in gbaMS Equipment Inspection module. Lisa will use G:\DATA\Field\Field Technical Data\Master Pump Station spreadsheets as a reference. This may require 5 additional laptops.

Lisa will research and document (flow chart) how sewer pump station and equipment data is linked.

ICT inspection data to import in module/fields to be determined. Inspection form will be linked to inventory record of module TBD.

- Electric service type
- Transformer location
- Transformer size
- Configuration poles
- Primary voltage
- Secondary voltage
- Meter number
- Service size (amp)
- Receptacle for generator (y/n)
- Electrical service provider
- Is site easily accessible for fuel delivery (y/n)
- Control devices
- Station type
- Rated flow, gpm
- Head at rated flow feet
- Motor HP
- Voltage
- Phase
- Service factor
- Full load (amps)
- Breaker size (amps)

Distributed GIS update work order forms to be completed for any change to GIS sewer layer.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Mike Warner

Date Submitted to Reporting Manager: Maggie Mulshine

CMOM Program: Pump Station emergencies

Recommended Improvement I.D.: PSE-1

Percent Complete: ☐ 0-20% ☒ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
NONE			

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

We have been installing updated chips to cut down on the amount of air time each station has. We only have about 20 out of 145 stations left to upgrade this chip. The Electrical Department has come up with a cost saving idea to switch to back up power for our scada upon a power failure at a station. This will allow the radio to transmit enough times to get the wet well signal and the power status of the station back to Dry Creek. Then when we get generators installed at all the stations this problem should be fixed permanatly.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Phil Stanken / Larry Westkamp

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Pump Station Force Mains P/M

Recommended Improvement I.D.: PSF-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☒ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/19/07	Lisa Martin Larry Westkamp Phil Stanken	Force Mains & Air Release Valves	We will be meeting to discuss mapping force mains & ARV in GIS.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Phil Stanken

Date Submitted to Reporting Manager: 11/20/2007

CMOM Program: Pump Stations Force Mains

Recommended Improvement I.D.: PSF-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☒ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/14/2007	Bob Gerrety Mike Kendall Chris Novak Phil Stanken Brandon Vatter Mark Wurschmidt	Force Main / ARV Inspections & P/M	See Page #2

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

We discussed the need for a two man crew to stant walking and inspecting all of our force mains and starting a ARV P/M progam on all air relief valves.

We will have a consultant come on-board and help us map out all of our force mains and ARV so we can get them in our GIS maping.

We all so compiled a list of stressed Pump Station Force Mains for our consultant to inspect that may need to be upgraded or replaced.

Bullitsville
Burlington
Ashmont
Meadow Hill
Gammon
Wolpert
Wilder
Richwood
Crestview

More may be added to the list during the inspections.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Brandon Vatter

Date Submitted to Reporting Manager: 11/29/07

CMOM Program: Pump Station Force Mains Preventative Maintenance

Recommended Improvement I.D.: PSF-1 Begin to develop a formal PS FM & ARV preventative maintenance program by collecting & documenting inventory of all FMs and ARVs and completing a condition assessment.

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/14/07	Mark Wurschmidt Mike Kendall Chris Novak Phil Stanken Bob Gerrety Brandon Vatter	PS Force Mains & Air Release Valves (ARVs) Preventative Maintenance Program Develop list of stressed/problem PSs	• Developed scope of work for the PS FMs & ARVs preventative maintenance program to be included in an RFP and sent out to Consultants for selecting a Consultant to begin helping us with this program. • Also developed a list of stressed/problem PSs.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Developed scope of work for the PS FMs & ARVs preventative maintenance program to be included in a Request for Proposals (RFP) and sent out to Consultants for selecting a Consultant to begin helping us with this program. A draft RFP has been compiled and will be sent out to Consultants by December 10, 2007. Plan to award the scope of work at the January 15, 2008 Board meeting. Expect this scope of work to begin in January 2008 and last 12 to 18 months. (Will send along RFP when it is finalized)

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Phil Stanken

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Oder & Corrosion Control

Recommended Improvement I.D.: OCC-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☒ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
Nov. 2007	Joost Goossens	GIS Mapping	I will meeting with Joost Goossens of Siemens Water Technologies this month.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: Greg Braunwart

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: Smoke & Dye Testing

Recommended Improvement I.D.: SDT-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☑ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11-13-07	Mike Born Greg Braunwart	Refer to CCS-6	

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Donald Isaacs

Date Submitted to Reporting Manager: 11/9/07

CMOM Program: Flow Monitoring

Recommended Improvement I.D.:FM-1

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/8/07	Chris Peters Donald Isaacs James Middleton Josh Campbell Jack McHugh Kerry Huff Pete Garvey	S.O.P for Flow Monitoring	We brain stormed some ideal's to put in our SOP. We made an outline of our discussion on the steps for recon, installation, programming meters.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Greg Braunwart

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: Sewer Cleaning

Recommended Improvement I.D.: SC-1, SC-2

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

- Beginning in late October / early November, we started the process of collecting CCTV video on all lines currently on [redacted] PM. We expect to complete this process by February.
- The next step is to enter data related to the CCTV inspections into gbaMS and determine if it needs to be re-TV'd, cleaned in 6 months, does it need rehab, is it in a priority area, etc. It needs to be routed through the CSA flow chart.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: George Robinson

Date Submitted to Reporting Manager: 1/6/07

CMOM Program: Equipment + Tools Maintenance

Recommended Improvement I.D.: ETM-4

Percent Complete: ☑ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100%

☑ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Located Property To Buy. Contacted Current owner and we are currently waiting on the seller to move out. We hope this will happen within 18-24 months.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Dave Hornbeck

Date Submitted to Reporting Manager: Nov. 12, 2007

CMOM Program: Pump Station Maintenance

Recommended Improvement I.D.: PSM-1

Percent Complete: ■ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

The resources needed have been identified.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Vicki Crawford

Date Submitted to Reporting Manager: 11/13/2007

CMOM Program: Pump Station Maintenance

Recommended Improvement I.D.: PSM-2

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☒ 100% ☒ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
Aug 20, 2007	Dave Hornbeck Phil Stanken John Clark Mike Denham Anne Wolking	Agenda was to discuss potential training classes that would be beneficial to add to the Gateway WINS Training Grant	A list of classes was developed and Vicki was going to prepare the grant and classes with Sam at Gateway

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

A training class list was developed by all the appropriate Managers and discussed with Gateway. All the requested classes were able to be added to the grant for training.

This CMOM improvement is currently 100% complete, however, I've also listed it as "on-going" because once the initial training class (Maintaining Equipment) is complete we will begin enrolling others in to the next round of training.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Tom Wiechman

Date Submitted to Reporting Manager: 11/13/07

CMOM Program: Pump Station Maintenance

Recommended Improvement I.D.: PSM-3

Percent Complete: ☐ 0-20% ☐ 21-40% ☒ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/5/07	Dave Hornbeck	Review applications for an opening in the PS Maintenance crew	We reviewed several applications that had been gathered for the open maintenance position. We determined that 2 applicants had strong qualifications and would be interviewed
11/13/07	Dave Hornbeck	Applicant Interview	We interviewed an applicant for the open maintenance position. One other applicant to interview. Our target for making an offer is 11/21/07.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

The FY 2008 budget allows for one additional member for the Pump Station Maintenance crew. This is a replacement position for an employee who left the District. Currently we are engaged in interviewing applicants to fill this position and will have a decision by 11/21/07. Once the new employee starts we will begin an evaluation of the work requirements for the group and determine what would be an appropriate staffing level. Additional staff may be included in the FY 2009 budget.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates

FY 2008

Name: Barrett Groh

Date Submitted to Reporting Manager:

CMOM Program: Maintenance of Rights-of-Way

Recommended Improvement I.D.: MRW-1

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/14/07	Barrett Groh Chris Novak	-Scope of Responsibility - Research of Programs	-Preliminary Research of implemented ROW Maintenance Programs.

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Tracy Watson

Date Submitted to Reporting Manager: 1/4-07

CMOM Program: ~~MCT-1~~ Capacity Programs

Recommended Improvement I.D.: MCT-1

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☑ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Week of Nov. 19 Revised Tapper Manuals will be distributed to the field Crews.

In December the Inspection group will go through the Certified Tapper Presentation & training on completing an inspection

In Jan & Feb of '08 the Field Crews will go through ~~it~~ the Certified Tapper Presentation

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates
FY 2008

Name: TRACY Watson

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: Capacity Programs

Recommended Improvement I.D.: NCT 2

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Meeting scheduled w/ Mark Griffith week of 11-26-07

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates
FY 2008

Name: Riley Watson

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: Capacity Program

Recommended Improvement I.D.: NCT 3

Percent Complete: ☒ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
Scheduled 4/7/08		Notification to cities regarding abandonment Permit.	

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

On April 7, 2008 - letters will sent to all cities with an updated Certified Tapper List notifing them of the Abandonment Procedure.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

CMOM Program Updates
FY 2008

Name: Tracy Watson

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: Capacity Programs

Recommended Improvement I.D.: NCT-4

Percent Complete: ☑ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☐ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/9/07	Tom Braun Tracy Watson	Tappin Database	- Setup next meeting - Decide which fields to Add or delete - Look at linking Tappen DBase w/ Tappin DBase

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by Wednesday, November 14.

CMOM Program Updates

FY 2008

Name: Donnie Couch

Date Submitted to Reporting Manager: 11-14-07

CMOM Program: SORP

Recommended Improvement I.D.: N/A

Percent Complete: ☐ 0-20% ☐ 21-40% ☐ 41-60% ☐ 61-80% ☒ 81-99% ☐ 100% ☐ Ongoing

☐ I have no progress to submit for this reporting cycle.

PROGRESS MEETINGS HELD AND/OR SCHEDULED			
Date	**Participants**	**Topic Description**	**Outcome Summary**
11/12/07	Donnie Couch Mike Kendall	Look over training guide for the SORP class.	Wording changes.
11/13/07	Donnie Couch Lisa Martin	Meet about Overflow documentation in GBA.	Added pick list to GBA

UPDATE SUMMARY

Please provide a written description of the progress that has been made in meeting the recommended CMOM improvement identified on Page 1.

-SORP training guide is 90% done.
-GBA Field overflow report has been developed for better documentation of overflows in the field.
- An overflow review check list has been developed to help document work that is being done to prevent re-occurring overflows.
- A written protocol has been developed to assure that overflows are documented consistently.
- The internal notification process is being reviewed so that the appropriate personnel are notified of overflows.

Please submit this completed form, along with all applicable documentation, to Maggie Mulshine by <u>Wednesday, November 14</u>.

APPENDIX F:

Report Cycle 1 Documentation

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CMOM Report Cycle 1 Documentation			
Program	**I.D.**	**Assigned Personnel**	**Description of Documentation**
Communication & Customer Service	CCS-6; SDT-1;	Greg Braunwart	Draft SOP for Customer Notification Procedures for Smoke Testing, Dye Testing, and CCTV Lateral Inspections
IMS	IMS-2	Lisa Martin	10/11/07 Meeting Appointment "GBA Document Database"
IMS	IMS-4	Lisa Martin	11/2/07 Meeting Appointment "SSO Inspections - Entering Data into GBA"
			10/26/07 Email "GBA TV Inspections"
IMS	IMS-5	Tom Braun	GIS Training Flyer
			"Geography Awareness Week" Article in Collectively Speaking
			10/31/07 Meeting Appointment "Prepare for GIS Training"
			11/1/07 Email "ArcMap Upgrade"
			11/1/07 Email "GBA GIS Viewer Training"
			11/9/07 Email "ArcMap Class on Monday"
			GIS Week Training Schedule & Class Participants
			Agenda for Basic Computer Skills Class and List of Shortcuts (Training Hand-Out)
			Guide for ArcReader Laptop Updates Using FTP (Training Hand-Out)
			Guide to ArcReader 9.2 (Training Hand-Out)
			GIS Viewer Instructions (Training Hand-Out)
			GBA GIS Viewer Instructions (Training Hand-Out)
IMS	IMS-6	Lisa Martin	10/16/07 Meeting Appointment "Discuss TV Trucks"
			10/16/07 Email "TV Inspection Video"
			10/17/07 Email "Re: TV Inspection Video"
			11/19/07 Meeting Appointment "GBA Pump Station Data"
Training	TR-1	Rod Bell	9/14/06 Email "Meeting Invitation"
			9/18/07 Safety Committee Meeting Notes
			9/19/07 Email "2008 Training Calendar"
			10/2/07 Meeting Appointment "ERT & Safety Committee 2008 Training Calendar"
			Safety Training Meeting Agenda for 10/2/07 Meeting
			10/12/07 Email "Meeting Reminder"
			10/16/07 Safety Committee Meeting Notes
			10/30/07 Safety Committee Meeting Notes
			OSHA Training Requirements
			2008 Safety Training Calendar
System Mapping	SM-2	Lisa Martin	Draft SOP "GIS Procedure for New Development and CIP Projects"
			Draft Appendix to SOP - Spreadsheet of Data We Want From Developers
System Mapping	SM-4	Lisa Martin	11/9/07 Email "GIS Update Work Order Form"
			11/9/07 Email Attachment "GIS Update Work Order"
Safety	SA-1	Rod Bell	List of Safety Policies and Programs Per Department
Budgeting	BU-3	Lee White	District O&M Account Codes as of 11/28/07
Pump Station Operations	PSO-1	Brandon Vatter	List of Stressed Pump Stations
Flow Monitoring	FM-1	Donald Isaacs	Draft Flow Monitoring SOP
Manhole Inspections	MI-1	Greg Braunwart	Draft SOP for CCTV Truck
New Connection Tap-In	NCT-1	Tracy Watson	11/6/07 Email "Certified Tapper Program"
			11/5/07 Email "Re: Certified Tapper Program"
			11/2/07 Email "Re: Certified Tapper Program"
SORP	n/a	Donnie Couch	Overflow Review Checklist
			GBA Overflow Report Guide
			Sanitary Sewer Overflow Response Training Manual
n/a (SOPs for Collection Systems activities not specifically identified in the self-assessment.)	n/a	Greg Braunwart	Draft SOP for Bucket Machines
			Draft SOP for Vactor Truck
			Draft SOP for Sewer Rod Machine
			Draft SOP for Catch Basin (STET) Truck