

Claresholm
Utility Services Manager

Brad Burns

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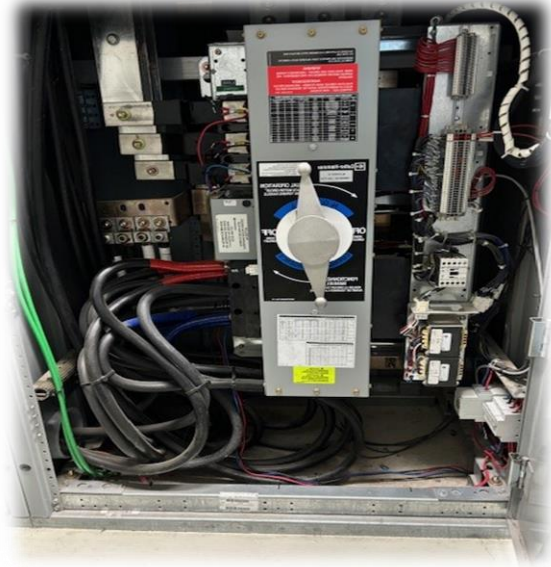
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Regional Water Treatment Plant

Maintenance

- Calibrate lab testing equipment monthly.
- Inspect pumps, VFD's, piping, valves, and gauges daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Check chemical rooms and DAF area equipment and process daily.
- Clean distribution chlorine analyzer and change solutions monthly.
- Test onsite backup generator monthly.
- Cut and weed whip grass at all utility locations.
- EFM both racks.
- Rinse CIP tanks.
- Low lift pump issue shutting down after electrical storm (MPE to investigate).
- Confirm SCADA computer HMI and modem upgrade.
- Transfer switch power supply source connector inspected by EATON technician, requires future service.
- Christian Electric annual service inspection of PAC room crane.
- DMT Mechanical on-site reviewing BMS hydronic heating system repairs.

Transfer Switch Changes Power Source from Main to Backup Generator During Power Outage



Alberta Parks and Environment Requirements

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.
- Distribution samples for free chlorine residual throughout town continue to be compliant

approval in accordance with schedule 2&3.

- Distribution samples for free chlorine residual throughout town continue to be compliant.
- Bacteriological samples within the distribution system showing no Total Coliforms or E coli.
- Schedule 4 biannual samples, THM's, HAA5 and cyanobacteria testing sent to Element Labs.

Training and Continuing Education Credits

- In house staff training.
- E-Scribe training.

Meetings

- Bi-weekly management meetings.
- Monthly onsite safety meetings.
- M.D of Willow Creek Service Agreement Meetings as requested.

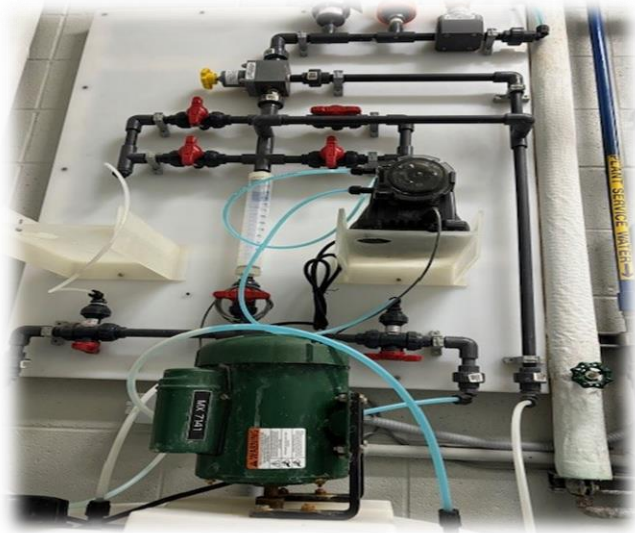
Safety

- Check SCBA monthly.
- Check fire extinguishers monthly.
- Monthly onsite safety meetings.
- Check eyewash and shower stations monthly.
- Test chlorine alarm detector monthly.
- Check Co2 detector.
- Check emergency lighting monthly.
- Complete required hazard assessments.
- Tool box meetings for weekly jobs to be done.
- CINTAS check first aid kit for OHS compliance.

Chemical

- Transfer chemicals to day tanks as required.
- Change gas chlorine bottles as required.
- Order and delivery of chemicals as required.
- Bulk load of poly-aluminum chloride (CPAC180) coagulant.

The Addition of POLYDEX Algaecide Prevents Algae's Blooms in The On-site Raw Water Reservoir



Treated Water Pumping Stations, Reservoirs and Distribution

Highway Pump Station

- **Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.**
- **Distribution free chlorine test taken daily.**
- **Inspect pumps, VFD's, piping, valves, and gauges daily.**
- **Check SCADA links, electrical components and telemetry equipment daily.**
- **Clean chlorine analyzer and change solutions monthly.**
- **Test onsite backup generator monthly.**
- **Cut and Whip Grass.**
- **EATON technician check pump VFD and determined faulty.**

East Side Reservoir (UFA)

- **Check SCADA links, electrical components and telemetry equipment weekly.**
- **Check sump pump and onsite manholes.**
- **Check reservoir overflow ditch.**
- **Cut and Whip Grass.**

Water Distribution

- **Check distribution operating pressures.**

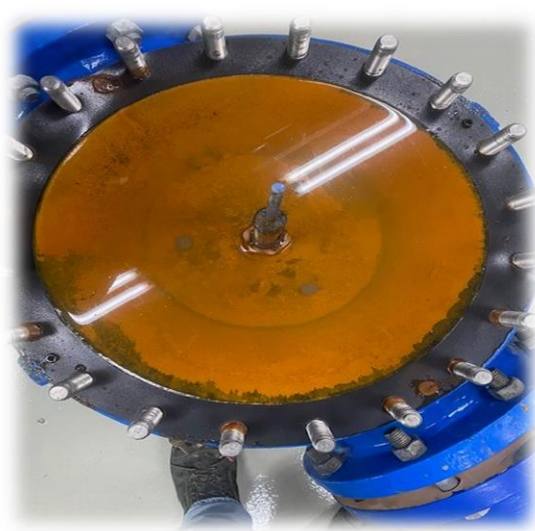
Universal Metering

- **Meter readings as requested by the office.**
- **Replace/check ERT's and inspected meters as requested by office.**
- **Ongoing ERT replacements after monthly meter readings.**

PRV Meter Vaults

- **Check acreage PRV vault bi-weekly.**

Pressure Reducing Valve Service Prevent Pressure Issues in the Distribution System



Distribution Lines

- Bacteriological samples sent to Provincial Health Lab for testing once per week.
- Distribution free chlorine test taken weekly.

Government Compliance

- Schedule 3 treated water quality limits daily monitoring, measuring and reporting frequency as per approval.

Wastewater Collection and Lagoon

Harvest Square Lift Station

- Check lift station daily.
- Check SCADA pack, electrical components and telemetry equipment weekly.
- Test onsite backup generator monthly.

Lagoon

- Check lift station daily.
- Check SCADA, electrical components and telemetry equipment daily.
- Test onsite backup generator monthly.
- Inspect piping, valves and gauges daily.
- Record main lift station daily flows to holdings cells.
- Cut and Whip grass.
- Christian Electric annual service inspection of pump room crane.

Government Compliance

- Code of practice for wastewater systems using a wastewater lagoon daily monitoring requirement.

Raw Water Lines and Reservoirs

Pine Coulee Reservoir

- Chain Lakes Reservoir 99.87 % level 1297.12 geodetic meters, 14394.02 (dam³).
- Willow Creek at OXLY Ranch flow 1.12 m³/s
- Pine Coulee Diversion Head Pond above Head Gates 1051.03 m.
- Pine Coulee Diversion Canal below head gates 7.27 m.
- Water from Diversion Canal below head gates flowing into Pine Coulee Reservoir @ 0.00 (m³/s).
- Pine Coulee Reservoir level 65.72% 1048.63 geodetic meters, 33256.27 (dam³).

Pine Coulee Supply Line

- Visually check supply line valve, hydrants air release valves, vaults weekly.

Raw Water Storage Reservoir

- Schedule 2 raw water daily monitoring, measuring and reporting frequency as per approval.
- Check claw compressors daily.
- Filling on-site raw water reservoir at 30.0 l/s level 6523 mm.

Golf Course

- Backwash water from process continues through the neutralization system to the golf course holding ponds.

Government Compliance

- Daily monitoring, measuring and reporting frequency as per approval (WURS).
- Record and report water usage and follow WSRP as per EPA.



Willow Creek West Waterworks System

M.D Chlorine Booster Station

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System Consisting Solely

of a Water Distribution System.

- Check building daily and record as per AEP code of practice.
- Clean chlorine line, injection quill and replace line or pump tube as required.
- High flow alarm adjusted as requested

M.D Industrial Airport Distribution System

- Provide help with the Airport water and wastewater system as per service agreement.

PRV Meter Vault

- Check PRV meter vault operating pressure.

West Water CO-OP

- Distribution free chlorine and required test taken as per Code of Practice for a Waterworks System.
- Consisting Solely of a Water Distribution System.
- Check PRV and double check valves biweekly.

Chemical

- Transfer chemicals to day tanks as required.

- **Change chlorine pump setpoint as required.**
- **Order and delivery of chemicals as required.**

Hamlet of Granum

- **Check water supply meter vault, electrical and telemetry equipment.**

Alberta Parks and Environment Requirements

- **Code of Practice treated water quality limits daily monitoring.**
- **Bacteriological samples sent to Provincial Health Lab for testing once per month.**
- **Distribution samples for free chlorine residual throughout M.D Airport and West Water Co-op compliant.**
- **THM samples sent to Element Labs.**