

APPENDIX K

**Letter from City of Henderson, Utility Services Department summarizing
Staffing of Maintenance Activities**



November 13, 2002

Adam Johnston
ENVIRON Corporation
4350 North Fairfax Drive, Suite 300
Arlington, VA 22203

Subject: Staffing for Maintenance Activities

Dear Mr. Johnston:

As we discussed during our telephone conversation, this letter summarizes the staffing approach used by the City of Henderson Water Reclamation Facility (WRF) for individuals who will be involved in maintenance activities at the proposed WRF expansion.

The WRF staff, which is responsible for operation of the current WRF and the proposed WRF expansion and oversees operations at other water reclamation facilities within the City of Henderson, employs a rotational schedule for its employees involved in maintenance activities. Each individual remains within a given activity for a period of six months. These activities, which are located at the current WRF, the proposed WRF expansion, and at other off-site locations, generally include the following:

WRF Process Control – This activity involves sampling and running analytical tests, and changing oil and greasing bearings in all equipment in the assigned area, along with general maintenance of same. I estimate that an individual involved in this activity at the WRF expansion would be outdoors most of the day (e.g., 7 hours per day).

Solids Control - This activity involves sampling and running analytical tests, and changing oil and greasing bearings in all equipment in the assigned area, along with general maintenance of same. I estimate that an individual involved in this activity at the WRF expansion would be outdoors for only a portion of the day (e.g., 2 hours per day).

Water Sampling – This activity is conducted throughout the wastewater treatment facilities at multiple locations in the City of Henderson. After the WRF expansion is completed, I estimate that approximately one-quarter of the sampling will be performed outdoors at the WRF expansion (e.g., 2 hours per day).

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Lift Station/Pumping Station Maintenance – This type of maintenance is performed at remote locations, off the WRF property. Thus, no outdoor work at the WRF expansion site would be associated with this activity.

Department-wide Maintenance - This activity is conducted throughout the wastewater treatment system at multiple locations. I estimate that approximately one-quarter of the maintenance crew's time will be performed outdoors at the WRF expansion.

Although the WRF's rotation policy has not been formalized in written fashion, it has been in effect during the entire 8-year period that I have been employed at the WRF. Further, I understand that this type of rotational policy was followed prior to my employment as well. At that time, the period of time that an employee was assigned to a given activity was shorter, but the job descriptions were generally the same.

If you should have any further questions regarding our maintenance practices at the WRF, please feel free to contact me.

Sincerely,



Timothy L. Smith

Wastewater Operations Manager

TLS:lmw

cc: Kurt R. Segler, P.E., Director of Utility Services
Dennis B. Porter, P.E., Assistant Director of Utility Services
Michael A. Neher, Environmental Services Manager
John Rinaldi, City Surveyor, Property Manager
Brenda Pohlmann, Environmental Program Manager