

# INTEROFFICE MEMORANDUM

Heber Public Utility District  
Office of the General Manager

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Date: November 16, 2017  
To: Heber Public Utility Board of Directors  
From: Laura Fischer, General Manager  
Subject: General Manager Report to Board of Directors

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## **HPUD EVENTS**

### **Heber Movie Night**

Our next event is the Heber Fall Fiesta will be held on November 17, 2017. We will be showing the Emoji Movie! 😊

### **Heberland Walk**

The Heberland Walk is schedule for December 5<sup>th</sup> at 4:30 pm at Tito Huerta Park. The event is being organized by Ms. Marie Arballo, a teacher at Dogwood School. HPUD will purchase glow sticks for the kids to wear, and a candy cane for Santa to give the kids. In years past, the NAF El Centro Public Works Department has provided us their float that they entered in the NAF Christmas parade. They will not be preparing a float this year for the NAF parade. HPUD will put together a trailer to hold the sound system and make it festive.

## **HPUD OPERATIONS AND ADMINISTRATION**

### **Service Area Plan Update**

The Service Area Plan (SAP) will be ready for staff to review next week. We will spend some time going over the draft SAP, making comments and edits, and will have it before the HPUD Board at your meeting in December. We want to have it before LAFCo for approval in January 2018.

### **FY 18-18 Audit**

The auditors were at HPUD in October. We expect to have the draft audit next week. Staff will review and prepare the management letter. We will have it ready for your review and consideration at the December meeting. The audit must be submitted by December 31, 2017 to meet our bond covenants.

### **Heber Meadows Retention Basin**

We received payment according to the recently signed agreement with ICW regarding work completed at the Heber Meadows retention basin.

## **CAPITAL PROJECT UPDATE**

### **Wastewater Influent Pump Station Repair**

This project is complete. It was completed by our contractor, Pacific Hydrotech, on time and within budget.

### **Tito Park Athletic Field Light Projects**

The light poles and fixtures are installed. Currently the electricians are working to energize the poles and program the light system. There are more details in the agenda report.