

INTEROFFICE MEMORANDUM

Heber Public Utility District
Office of the General Manager

Date: July 16, 2018
 To: Heber Public Utility Board of Directors
 From: Laura Fischer, General Manager
 Subject: General Manager Report to Board of Directors

HPUD EVENTS

Jul-18							Jul-18	
Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Date	Event Name
1	2	3	4	5	6	7	4-Jul	Holiday - Office Closed
8	9	10	11	12	13	14	5-Jul	Commodity Distribution
15	16	17	18	19	20	21	19-Jul	HPUD Board Meeting
22	23	24	25	26	27	28		
29	30	31						
August 2018							Aug-18	
Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Date	Event Name
			1	2	3	4	2-Aug	Commodity Distribution
5	6	7	8	9	10	11	17-Aug	Summer Splash / Movie Night
12	13	14	15	16	17	18	16-Aug	HPUD Board Meeting
19	20	21	22	23	24	25		
26	27	28	29	30	31			

HPUD OPERATIONS AND ADMINISTRATION

Donation Request Received

I received a donation request, and a request to be placed on the agenda from Mr. Jose Salcido. He is trying to raise money so he can go to and play in a 9 and under baseball tournament in Viera Florida on August 4th. I prepared a letter to Mr. Salcido letting him know that his request did not meet our Contribution Policy, but I wished him well on behalf of the Board of Directors.

Newsletter

The next newsletter will go out in August. We will be announcing the Summer Splash/Movie Night on August 17th, the Heber Fall Fiesta (see the information below), the Clean-Up Day in October and some summer activities at the Heber library.

IID Local Entity Grant

I submitted a quarterly report on our progress submitted it to the IID.

IID Water Safety Grant (Dippy Duck)

HPUD received a check from IID in the amount of \$2,000, which we use to pay for the water slide rental during our summer splash and movie event.

SDRMA Safety Audit

Representative from SDRMA performed a safety audit at our facilities. This is a courtesy safety inspection to help staff determine what policies, procedures or training may be needed to ensure our employees are safe and that our insurance carrier provides us with an appropriate low rate.

Special Districts Joining LAFCo

IID staff presented the alternative cost proposal, authorized by the Special Districts attending a meeting to determine the feasibility of joining LAFCO, to the IID Board. The IID Board voted to cast their vote to not join LAFCO, but if a majority of the other Special Districts vote to join, then IID would join and would request a guaranteed seat on the LAFCO Board. They authorized the cost to join in an amount not to exceed \$120,000 per year. This amount is subject to change during the annual LAFCO budget approval process.

The next step in our efforts to secure Special Districts a seat on LAFCO Board is to attend the City County Managers meeting, which is held monthly. I will attend along with a representative from IID to encourage City/County Managers to talk with their Boards about the alternative cost proposal should Special Districts vote to join LAFCO. I will keep you posted, but the next meet will most likely be in September.

Little League

The District 22 Little League is using our field for regional all-star games this week. The games start at 7:30pm. They were very pleased with the field and services provided by HPUD. We are working with them to ensure the District works to start Little League next year in Heber.

Harassment Prevention Training Requirement

You are all signed up to take the free online Harassment Prevention Training provided by CSDA through our insurance carriers SDRMA. If you have any trouble accessing the training or getting your certificate, please let me know. Once you get the certificate, please forward it to me or Raquel for our files.

Assemblyman Garcia's Office

I have been in contact with Assemblyman Garcia's office regarding a location to have a mobile office once a month in our area. I offered our conference room as a public accessible meeting location and also offered to help them coordinate with the County community center if that better suits their needs.

Financial Auditor Visit

The auditors will be in our office performing their field review next week, July 23rd. This is part of our annual audit process.

CSDA Special District Leadership Foundation

District Transparency Certificate of Excellence application will be submitted by the end of July. We hope to have our certificate ready and presented at the Annual Conference in September in Indian Wells.

HPUD PROJECTS

Lift Station and Manhole Rehabilitation Project.

I have attached the latest weekly report from our engineers for your consideration. The project is running smoothly and is on time and within budget.

Littlefield Recreation Facility – IID Local Entity Grant

I am still working on getting a good list project description together so we can bid to have the building pre-fabricated and delivered. I am also working on an RFP to have a contractor hired to install the grading and improvements needed other than the building such as electrical, A/C, parking lot, foundation and other needed improvements. Additionally, I have asked The Holt Group to start working on a design of the project to ensure that the building we order will fit in the property and meet the planning setback requirements, parking requirements and other development criteria that may apply.



**The
Holt
Group**

1601 N. Imperial Avenue, El Centro, CA 92243

(760) 337-3883 • fax (760) 337-5997

- Engineering
 - Construction Management
 - Planning
 - Surveying
 -
-

**Heber Public Utility District
Sixth Street and Parkyns Avenue Sanitary Sewer Pump Station and Manhole
Rehabilitation Project
THG Project No. 744.073E**

Date: Week of Monday, July 9, 2018 through Friday, July 13, 2018

Construction Activities Log

Originator: Juny Marmolejo, P.E., Project Manager

Distribution: Heber Public Utility District
Laura Fischer, General Manager
Francisco Rodriguez, Chief Operator
Lucas Agatep, Wastewater Lead Operator

National Coating & Lining Co.
Jim Pleasants, Project Manager
Todd Haraldson, General Superintendent

The Holt Group, Inc.
James G. "Jack" Holt, P.E., Principal Engineer
David Barron, Assistant Resident Engineer
Todd Richardson, E.I.T., Resident Engineer
Crystal Ransdell, Labor Compliance Officer, LCCSC

MONDAY, JULY 9, 2018

- No Construction Activities were conducted this current workday.

TUESDAY, JULY 10, 2018

Present at the site:

- National Coating & Lining Co.: Crew of two (2) Work Hours:
Rafael Williams (Foreman): 5:00 AM –10:00 AM
Cameron Hurtado (Laborer): 5:00 AM –10:00 AM
- The Holt Group, Inc.:
Todd Richardson (Assistant Resident Engineer): 5:00 AM –10:00 AM

Equipment at site: (Tuesday, July 10, 2018 continued)

- National Coating & Lining Co.
 - One (1) Foreman/Service Work Truck with Tools
 - One (1) Enclosed Service Work Truck with Equipment and Tools

Construction activities:

- National Coating & Lining Company (National) used a handheld circular saw to cut the termination line under the manhole frame within the manhole for Manholes No. 5, 6, and No. 7.
- National used a roller to apply the primer coat (Raven 175) to the walls within Manholes No. 5, 6, and No. 7. National pressure washed the walls prior to applying the primer coat.
- National maintained traffic control in accordance with the approved encroachment permit at all times.

Pictures:

- Pictures of the work performed at the project site today are attached to this Construction Activity Log.

Materials delivered:

- RapidSet structural repair mortar mix

Other Events:

- National conducted a tailgate safety meeting prior to commencing today's construction activities. No safety issues were identified the current work day.

WEDNESDAY, JULY 11, 2018

Present at the site:

- National Coating & Lining Co.: Crew of two (2) Work Hours:
Rafael Williams (Foreman): 5:00 AM –11:00 AM; 11:30 AM – 1:30 PM
Cameron Hurtado (Laborer): 5:00 AM –11:00 AM; 11:30 AM – 1:30 PM
- The Holt Group, Inc.:
David Barron (Assistant Resident Engineer): 5:00 AM –11:00 AM; 11:30 AM – 1:30 PM

Equipment at site:

- National Coating & Lining Co.
 - One (1) Foreman/Service Work Truck with Tools
 - One (1) Enclosed Service Work Truck with Equipment and Tools

Construction activities:

- National used a Plural Component Sprayer to apply the polyurethane coating (Raven 505) to the walls within Manhole No. 5, No. 6, and No. 7. National spark tested the final coating within the manholes to verify no Holidays were present. All manholes passed the Holiday Test.
- National maintained traffic control in accordance with the approved encroachment permit at all times.

Pictures:

- Pictures of the work performed at the project site today are attached to this Construction Activity Log.

Materials delivered:

- None.

Other Events:

- National conducted a tailgate safety meeting prior to commencing today's construction activities. No safety issues were identified the current work day.

THURSDAY, JULY 12, 2018

Present at the site:

- National Coating & Lining Co.: Crew of two (2) Work Hours:
Rafael Williams (Foreman): 6:00 AM – 11:00 AM; 11:30 AM – 4:00 PM
Cameron Hurtado (Laborer): 6:00 AM – 11:00 AM; 11:30 AM – 4:00 PM
- A&R Construction.: Crew of four (4) Work Hours:
Rob Yates (Foreman): 6:00 AM – 7:00 AM
Marcos Reyes (Laborer): 6:00 AM – 7:00 AM
Beau Carson (Laborer): 6:00 AM – 7:00 AM
Mario Reyes (Laborer): 6:00 AM – 7:00 AM
- The Holt Group, Inc.:
David Barron (Assistant Resident Engineer): 6:00 AM – 11:00 AM; 11:30 AM – 4:00 PM

Equipment at site:

- National Coating & Lining Co.
 - One (1) Foreman/Service Work Trucks with Tools
 - One (1) Enclosed Service Work Truck with Equipment and Tools
- A&R Construction
 - One (1) Foreman/Service Work Truck with Tools
 - One (1) Service Work Truck with Equipment and Tools

Construction activities:

- A&R Construction plugged the existing 6" sanitary sewer line from the upstream manhole to the Sixth Street Sewer Lift Station wet well within the wet well in order to bypass the upstream manhole to the overflow manhole.
- HPUD temporarily removed and stored the pump float switches within the Sixth Street Sewer Lift Station wet well which are to be placed back upon completion of wet well rehabilitation.
- HPUD removed the wastewater within the Sixth Street Sewer Lift Station wet well using a Vactor Vacuum Truck and pressure washed the interior surface of the wet well.
- National Coating & Lining Company (National) commenced rehabilitation of the Sixth Street Sewer Lift Station Wet Well. National removed the existing liner from the walls of the wet well using a grinder and electric chisel. National installed a tripod hoist connected to the harness of the worker within the wet well. The worker wore protective gear including a respirator. National used a blower to ensure proper ventilation within the wet well.
- National used a pressure washer to hydroblast the walls within the wet well of the Sixth Street Sewer Lift Station.
- National maintained traffic control in accordance with the approved encroachment permit at all times.

Pictures:

- Pictures of the work performed at the project site today are attached to this Construction Activity Log.

Materials delivered:

- None.

Other Events: (Thursday, July 12, 2018 continued)

- National conducted a tailgate safety meeting prior to commencing today's construction activities.
- John Chambers (Safety Director) with National visited the project site. No safety issues were identified the current work day.

FRIDAY, JULY 13, 2018**Present at the site:**

- National Coating & Lining Co.: Crew of three (3) Work Hours:
Rafael Williams (Foreman): 6:00 AM – 8:00 AM
Cameron Hurtado (Laborer): 6:00 AM – 8:00 AM
Ryan Hurtado (Laborer): 6:00 AM – 8:00 AM
- A&R Construction.: Crew of four (4) Work Hours:
Rob Yates (Foreman): 6:00 AM – 7:00 AM
Marcos Reyes (Laborer): 6:00 AM – 7:00 AM
Beau Carson (Laborer): 6:00 AM – 7:00 AM
Mario Reyes (Laborer): 6:00 AM – 7:00 AM
- The Holt Group, Inc.:
David Barron (Assistant Resident Engineer): 6:00 AM – 8:00 AM

Equipment at site:

- National Coating & Lining Co.
 - One (1) Foreman/Service Work Trucks with Tools
 - Two (2) Enclosed Service Work Truck with Equipment and Tools
- A&R Construction
 - One (1) Foreman/Service Work Truck with Tools
 - One (1) Service Work Truck with Equipment and Tools

Construction activities:

- National Coating & Lining Company (National) was not able to continue coating of the Sixth Street Sewer Lift Station wet well due to the plug failing. See Other Events.
- A&R Construction installed two plugs back to back in the existing 6" sanitary sewer line from the upstream manhole to the Sixth Street Sewer Lift Station wet well within the wet well in order to bypass the upstream manhole to the overflow manhole.
- HPUD removed the wastewater within the Sixth Street Sewer Lift Station wet well using a Vactor Vacuum Truck and pressure washed the interior surface of the wet well.
- National maintained traffic control in accordance with the approved encroachment permit at all times.
- National is to commence coating of the Sixth Street Sewer Station wet well next Monday, July 16, 2018.

Pictures: (Friday, July 13, 2018 continued)

- Pictures of the work performed at the project site today are attached to this Construction Activity Log.

Materials delivered:

- None.

Other Events:

- National conducted a tailgate safety meeting prior to commencing today's construction activities. No safety issues were identified the current work day.
- The plug within the Sixth Street Sewer Lift Station wet well lost pressure overnight and failed to bypass the wastewater from the upstream manhole. A&R installed two plugs in the 6" sanitary sewer line to ensure the upstream manhole bypasses the wet well.













