

# INTEROFFICE MEMORANDUM

Heber Public Utility District  
Office of the General Manager

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Date: January 10, 2019  
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**

### **Christmas Tree**

The Christmas tree was taken down and stored on January 8<sup>th</sup>. The tree was not damaged, but some of the decorations were broken either by weather or vandals. We will be working with the IID to take down our decorations along Highway 86.

## **HPUD OPERATIONS AND ADMINISTRATION**

### **Roadway Improvements**

The County of Imperial Roadway Improvement project has been pushed back to mid-February. I am waiting to get the schedule from the County to include in our utility billing for the month. As soon as I get the information and schedule, I will forward it to you.

### **Newsletter**

I am planning to put out a newsletter along with the utility bills mailed in February. Included will be information about the roadway improvements, and a notice to our customers who may not be receiving a paycheck due to the government shut down. The HPUD Board policy includes a provision to assist our customers who may be experiencing financial concerns. It reads as follows:

### **POLICY TITLE: Customer Payment Arrangements**

#### **POLICY NUMBER: 3037**

3037.1 Upon request, the General Manager may grant approval of special arrangements to be made for payment of the following fees when an extreme hardship exists:

3037.1.1 Regular Water, Sewer and Trash Service.

3037.1.2 Reasonable payment schedule following receipt of delinquency "shut-off" notice.

3037.1.3 Connection Fee, Late Fee and Reconnection Fees.

3037.2 Monthly payments not to exceed 6 payments. When payments are to be made at the close of escrow and property is not sold, arrangements must be made for payments to continue on a regular basis.

### **Operator Position Vacancy**

I received a resignation notice from our newest water/wastewater operator. He will be joining the City of Calexico. I'm working to determine if we need to recruit or if we can use the candidate list from previous recruitment. Either way, I will be working toward filing the position as soon as possible.

## **HPUD PROJECTS**

### **Jiggs Johnson Solar Light Project**

HPUD has received the pole base and will start to install in the first of January, we are still waiting on a building permit from the County, but expect it soon. The bases are all underground support. The light poles have been received. Staff will be starting this project soon.

### **4 Main Street Concrete Replacement**

The contract has been issued and we expect this project to be completed in a few weeks. This project removed and replaced sidewalk that was damaged due to a water break. HPUD Board approved a contract with RP General to make the necessary repairs to the sidewalk at 4 Main Street at to install a base to a street light that was damaged on the west side of Dogwood School on the east side of Dogwood Road and just north of Correll Road.