

INTEROFFICE MEMORANDUM

Heber Public Utility District
Office of the General Manager

Date: June 18, 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

Newsletter

Our newsletter went out on June 1st. The next newsletter will go out in August.

Consumer Confidence Report

We have developed our Consumer Confidence Report which will be mailed to all customers in June.

IID Local Entity Grant

I am writing a quarterly report on our progress and will submit it to the IID this week.

Disadvantaged Community Grant

This is a \$206,000 grant that the HPUD has secured through the County of Imperial's application through the Regional Water Management Plan application with the State. The County took the lead this year and applied for four local jurisdictions for project funds. HPUD applied for two projects. One is for a water and sewer master plan, and the other is for a water distribution system analysis. I have been working with Ms. Esperanza Warren to complete the project description, budget and schedule.

HPUD PROJECTS

Lift Station and Manhole Rehabilitation Project

The lift station and manhole rehab project is moving forward. The bonds and insurance documents have been reviewed and approved by our attorney, who also signed the certificate of owner's attorney. I signed the Agreement and the Notice to Proceed. Next, the contractor will apply for an encroachment permit with the County Public Works Department, which should take about a month. Once they have the permit, the construction should be ready to move forward. There are some parts that have a long lead time, and the contractor will order as soon as possible.

Littlefield Recreation Facility – IID Local Entity Grant

I am 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. I should have the RFP authorization at the July Board meeting.