

Operations Status Report



Month of November 2022

Charter: To ensure the community is well maintained and operations runs smoothly by overseeing day to day activities, expenses and priorities of both work orders and maintenance.

Co-chairs: Paul McDaniels - paulm@bigelkmeadows.org & Paul Cyphers paulc@bigelkmeadows.org

Written and Submitted By: Paul McDaniels & Paul Cyphers Date: November 18, 2022

Committee Members: Ken Battaglini, David Evertson, Curt Loomis, Pat Sorenson, Dan Wray

Status Code Legend: (WO)Workorder (P)Project

- On Track: Project is on schedule
- High Risk: At risk, with a high risk of going off track
- At Risk: Milestones missed but date intact
- Off Track: Date will be missed if action not taken

<p>Current Tasks</p> <p>The project is Status the week of Start Date - End Date, due to the following:</p>	<ul style="list-style-type: none"> ● Lower Flume (P) (Paul C/Committee) – Defining Scope and Quotes (Ex =12K, Cement 25K)– BOD DEC ● Hickory Drive – Upper – (P) Need a grading and culvert plan - Pat S ● Pool Heater Replacement (P) (Curt Loomis/Committee) Update Heater Quotes - Board Decision 12/3 Order Heater and Scheduling Additional Projects (Installation/Leak Detection Completed-12/22) ● Balsam Drive/Andrews Property (WO/P) (Paul C/Committee) – Drainage and Rock Wall ● Security Cameras (WO) Workorder for Temporary Cameras
<p>Issues:</p>	<ul style="list-style-type: none"> ● Updates to Work Order Book (Office take over Tracking) ● Trespassing Signs (Needs workorders and specifics) (Paul M) ● BEMA – Car ID Stickers ● Security Cameras (P) Project for Long Term Solution - Ryan provided plan ● Water Treatment Plant - Repairs/Maintenance Paul F (01/22) ● Backhoe Repair – 12/22 Paul F ● Entrance Gate Replacement - (Needs workorders and legal specifics) (Bobby C/Paul C) ● Culvert Flushing (Need Workorders) - as necessary and will resume in Spring
<p>Milestones accomplished the week of Start Date - End Date:</p>	<p>Water Meter Reads 11/10 – Rereads 11/15 (Paul F)</p> <p>Hydrant Riser Installed (WO) L4 – Completed 11/4 (Paul F)</p> <p>Water Rights Support to meet Obligations 10/31 (Paul F)</p> <p>Locks Changed (WO) - 11/9 (Glenn C/Paul F) – Water Treatment Plant</p> <p>South Aspen (WO) - 11/8 -Culvert Installed and Road Base to rehab road</p> <p>Upper Pasture Road – (WO) Asphalt and Road Base – 11/14</p>
<p>Milestones planned this period but not achieved for specified reason</p>	<ul style="list-style-type: none"> ● Hickory Drive –Lower –(P) Needs road base to redirect drainage on Private drive – Pat/Paul F (Tabled) ● West Side of Hickory Hill (WO) – Culvert and Road Base 11/21 (postponed)

Milestones planned for future and completion date	<ul style="list-style-type: none"> ● Mirror Lake Trees on South Shoreline (Winter Work) – Tabled until freeze Ken B ● Maintenance Expense/PM Review/Hours Tracking – 01/23 Paul M/Roy M ● Employee Year End Reviews - (HR Committee with Supervisors) 12/31
Follow-up Items to be worked on: (Person Responsible and Due Date)	<ul style="list-style-type: none"> ● CR47 Maintenance Contract (Paul C) meeting scheduled 12/5/22 ● 2021 Plow Truck Maintenance/Yearly (Paul F) ● Water Rights Procedures/Lake Management (Pat/Paul M) 03/01 ● Dam Management - Paul M 03/01 ● Sand Shed Painting – Paul M w/ Glenn C (Fire Board) ● Special Projects for Dec, Jan and Feb (Paul M/Staff) ● Water Meter Replacement (01/01 Plan) ● Asset Inventory (12/15) – Combined with Finance Committee
Reports Submitted	<ul style="list-style-type: none"> ● Need Steel Tank Report
Areas/questions for discussion:	<p>Tennis Courts (Curt/ Ken B) – Need additional concrete quotes (Pat/Paul)</p> <p>Concrete Tank Liner – Need new quotes (Pat)</p> <p>CR 47 Celebration – No Update (Meredith)</p> <p>Future Capital Items – OPS Committee Review with Reserve Study -03/01 (Curt)</p> <p>Operations Budget for 2023 Committee Review with Annual Budget -03/01 (Paul C/Paul M)</p>
Last period's issues forwarded to this period:	<p>List/summarize issues here.</p>

Contact Information

If you want to add any important info about the contacts that follow, you can do that here. If not, just select this placeholder and press Delete to remove it.

Client Project Manager

Office: Office Phone

Mobile: Cell Phone

Email: Email

Client Project Champion

Office: Office Phone

Mobile: Cell Phone

Email: Email

Project Abstract

Add a brief project summary here.