

# Operations Status Report



Month of February 2023 – 02/13/23

**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](mailto:paulc@bigelkmeadows.org) (Acting)

**Written and Submitted By:** Paul McDaniels & Paul Cyphers Date: January 20, 2023

**Committee Members:** Ken Battaglini, David Evertson, Curt Loomis, Pat Sorenson, Meredith Campie, Glenn Christensen, Paul Flanagan

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

<b>Current Tasks</b> The project is <b>Status</b> the week of Start Date - End Date, due to the following:	<ul style="list-style-type: none"><li>● Pool Heater Replacement (P) (Curt Loomis/Committee) Ordering Heater and Scheduling Additional Projects (Leak Repair - 03/06, Heater Installation – 04/10)</li><li>● Water Treatment Plant – Memcore Filters – Working on design and specifications (03/15/23)</li><li>● Maintenance Expense/PM Review/Hours Tracking – 02/23 Paul M/Roy M</li><li>● Observation Cameras (P) Project for Long Term Solution - Ryan will order cameras (02/23)</li><li>● Trespassing Signs (Taking Inventory and Ordering New Signs for all gates) (04/01 - Paul M)</li><li>● CR47 Maintenance Contract (Paul C) Awaiting New Contract, Monthly meeting with Reps</li><li>● Asset Inventory (03/23) – Combined with Finance and Committee</li><li>● Tennis Courts (Curt/ Ken B) – Signed Contracts (01/23) (Meeting with Mountain Concrete – 03/01, Transferring to OPS 03/23, Rotomilling – 03/12)</li></ul>
<b>Issues:</b>	

<b>Milestones accomplished the week of Start/ End Date:</b>	<ul style="list-style-type: none"> <li>● Contracts Files - Put online and available 2 /13</li> <li>● Backhoe Quote and Repair – Completed 2/10 Paul F</li> <li>● Water Treatment Plant - Repairs/Maintenance, Valve Replacement Plan Paul F Completed 02/2</li> </ul>
<b>Milestones planned this period but not achieved for specified reason</b>	<ul style="list-style-type: none"> <li>● West Side of Hickory Hill (WO) – Culvert and Road Base (postponed until spring)</li> <li>● Balsam Drive/Andrews Property (WO/P) (Paul C/Committee) – Drainage and Rock Wall</li> </ul>
<b>Milestones planned for future and completion date</b>	<ul style="list-style-type: none"> <li>● Lower Flume (P) (Paul C/Committee) – Footers completed (12/31) Backfill in March when ground thaws – Contacting Hatrock Excavating to schedule date</li> <li>● Hickory Drive – Upper – (P) Getting quotes for work - Pat S Late Spring/Early Summer</li> <li>● Culvert Flushing (Need Workorders) - as necessary and will resume in Spring</li> <li>● CR 47 Celebration – Glenn gave update (Meredith) Moved to Spring</li> <li>● Sand Shed Painting – Paul M w/ Glenn C (Fire Board)</li> </ul>
<b>Follow-up Items to be worked on:</b> (Person Responsible and Due Date)	<ul style="list-style-type: none"> <li>● 2021 Plow Truck Maintenance/Yearly (Paul F)</li> <li>● Water Rights Procedures/Lake Management (<b>Pat</b>/Paul M) 03/23</li> <li>● Dam Management - Paul M 03/23</li> <li>● Special Projects for Jan and Feb (Paul M/Staff)</li> <li>● Water Meter Replacement (01/23 Plan, 03/23 execute)</li> <li>● Entrance Gate Replacement - (Needs workorders and legal specifics) (Bobby C/Paul C)\</li> <li>● Cooperative Agreement with Pinewood Springs</li> </ul>
<b>Reports Submitted</b>	<ul style="list-style-type: none"> <li>● MOR Submitted (01/31)</li> <li>● Need Steel Tank Report received 2/10/23</li> </ul>
<b>Areas/questions for discussion:</b>	<p>Concrete Tank Liner – Need new quotes</p> <p>Future Capital Items – OPS Committee Review with Reserve Study -03/23(Curt)</p> <p>Operations Budget for 2023 Committee Review with Annual Budget -02/23 (Paul C/Paul M)</p>
<b>Last period's issues forwarded to this period:</b>	

## Contact Information

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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

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Add a brief project summary here.