

# GENERAL MANAGER REPORT

NOVEMBER 2024

## FIELD OPERATIONS & MAINTENANCE:

- The monthly water sample results came back empty of contamination. No water service lines were installed or replaced.
- Logging the district facilities Tuesday-Thursday. Daily logging and Chlorine residual testing will be addressed in the near future.
- General weed abatement around all district facilities, Dig Alert tickets marking the water district underground infrastructure completed.
- Sanitary Survey was performed with a list of deficiencies that will need to be corrected.

Staff Comments: \_\_\_\_\_  
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## ADMINISTRATIVE OFFICE SUMMARY

- Cleaning and Organizing the District office in anticipation of printing out documents to place in file folders, customer files, record keeping.
- Customer files will be scanned and saved electronically
- New billing software training all last week.
- Monthly Drought Reporting Completed and filed online at the SAFER System

Staff Comments: \_\_\_\_\_  
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## MISC TOPICS

**Master List of the District Inventory including** repair parts and supplies, hand-tools, Fuel and Electrical equipment with the locations and quantities of each item and labeled

**Master List of the District Equipment tool** **Including:** Dog Tags attached to all mobile equipment, Power-tools and components. The location of storage, Original purchase price and date, expected lifespan of items.

Staff Comments: \_\_\_\_\_  
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