

RESORT IMPROVEMENT DISTRICT #1

GENERAL MANAGER'S REPORT

June 2017

WATER TREATMENT DEPARTMENT:

- Maintenance on motor control center (MCC) for pump motors and controllers.
- Installed all new LED fixtures in WTP control building.
- Dick tank, relocated and replaced conduit to pole from ladder for safety.
- Replaced R5 at Ted and Kelly well due to low voltage.
- WTP is painted.
- Water main leak on Humboldt Loop Rd. at Seaview Ct. repaired.
- Found tampering in water meter box at Horseshoe Ct (meter had previously been removed, pipe inserted to provide water to property).
- SCADA work at water well sites.
- Water service hook up on Forest Rd.
- Flush hydrants on Nob Hill Rd. (Customer complaints of dirty water).
- Humboldt Creek Reservoir Concept:
 - No new updates.

WASTEWATER TREATMENT DEPARTMENT:

- Isolated load bank on WWTP emergency generator due to deterioration of porcelain insulators on load bank.
- Perform instrument and electrical maintenance in and around WWTP.
- Remove ballast lighting and install LEDs in filter and sludge building.
- Troubleshoot alarm at L.S. #1 and resolved suction issue.
- Replace antenna at L.S. #2 to rectify communication trouble at L.S. 5 & 6.
- Replace 5 wall mounted HPS (high pressure sodium) fixtures with LED units, and repaired 2 pole-mounted HPS fixtures.
- New polymer pump installed on Waste Activated Sludge machine.
- Chlorine contact chamber cleaned.
- Filters' vacuum regulator is rebuilt and placed back online.
- WWTP painted, and generator intake and exhaust vents sandblasted, painted, reinstalled.
- Start up golf course irrigation from WWTP to pond.
- South clarifier drained, left out of service for maintenance.
- East oxidation ditch drained, left out of service for maintenance.
- Vactor pump truck here for lift station maintenance.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Completed 3 pole line extension and new electrical service connection on Cook Rd.
- For the month, the Electrical Dept. worked closely with National HV Services upgrading failing underground HV lines – Phase 5.
- A+ Brush clearing completed state required clearing around subject poles and, underground HV equipment.
- Replaced 4 fixtures in the generator plant storage building.
- June 6th, PGE out, generators ran 1 hour.
- 3 complaint calls from customers with low voltage: all were the result of corrosion in customers' panels.

PARKS AND RECREATION:

- **Golf Course**
 - Soil is almost gone, but some was used for spreading around tee boxes and greens.
 - New golf course maintenance person started June 5th, Atlee Gillette, lives in Shelter Cove and brings energy and other talents to the RID!
 - Fairway boundaries being reclaimed, and extensive catch-up on course in early June.
- **Clubhouse**
 - Internet WiFi service installed at Clubhouse (no router yet).
 - 2 exterior light fixtures replaced.
- **New Community Center Development**
 - Building permit submission to be done in July.
 - Construction plans completed.
 - Funding options to be presented to Board in August.
- **Airport**
 - Awaiting Manhard Engineering to finish the required Plans, Specifications, and Estimate (PSE) for the project. Bid will go out once PSE is approved by CalTrans.
- **Greenbelt Management**
 - Coral Point Sunset Park development permit submitted, and filling of trenches and vehicle divots began.
- **Miscellaneous**
 - Abandoned vehicle near lift station 9 (Humboldt Loop and UPD) finally removed!
 - Roads: Parts of Shelter Cove road paved! (on the other side!)
 - Clearing area for basketball court, and tennis court area will start after that is completed.
 - 4 more security cameras installed on FD building, and annual generator maintenance completed on FD emergency generator.

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FIRE DEPARTMENT:

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RESPONSES

	<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>F/F Turn-out</u>
Public Assist: Alarm sounding:	4701	6/1	1	3 F/F
Public Assist: Alarm sounding	4726	6/2	1	3 F/F
Public Assist: Trailer overturn	4753	6/2	1	6 F/F
Smoke Check: Illegal fire	4816	6/4	1	4 F/F
Public Assist: Lift Assist	4832	6/5	1	6 F/F
Medical Aid:	4861	6/6	1	5 F/F
Smoke Check:	4916	6/7	1	1 F/F
Medical Aid:	4995	6/9	1	6 F/F
MVA - Traffic control	5006	6/9	1	8 F/F
Walk-in medical:	5117	6/13	1	2 F/F
Walk-in medical:	5157	6/14	1	4 F/F
Medical evaluation:	No #	6/16	1	3 F/F
Walk-in: Medical evaluation	5263	6/17	1	3 F/F
Fire investigation:	5282	6/17	1	3 F/F
Public Assist: Agency assist	5304	6/18	1	4 F/F
Medical Aid:	5497	6/24	1	2 F/F

EQUIPMENT STATUS:

	<u>ID</u>	
Command Vehicle	5146	In Service
Brush Engine	5111	In Service
I-Zone Engine	5116	In Service
Rescue/Pumper	5131	In Service
Ambulance	5171	In Service
ATV	5172	In Service
Jet Ski	5173	In Service
Ocean Rescue Boat	5174	In Service
Duty Officer Vehicle	5100	In Service
Polaris Ranger ATV	5175	In Service

TRAINING ACTIVITIES:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	6/7	Motorcycle down drill	14 F/F
Fire Drill:	6/14	Appreciation dinner	13 F/F
Med Drill:	6/17	Drill with Cal Fire helicopter	11 F/F
Fire Drill:	6/21	Fire Shelters with timing	13 F/F

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OUTSIDE TRAINING:

<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
6/10	Engineering, Driver OP--Fortuna	2 F/F
6/12	Disaster planning	2 F/F
6/20	Engineering, driving cont. - Fortuna	2 F/F
6/26	SHFCA - Cal Fire, Garberville	2 F/F
6/27	Meet with CERT team, plan the 4th	2 F/F

END OF GENERAL DISCUSSION

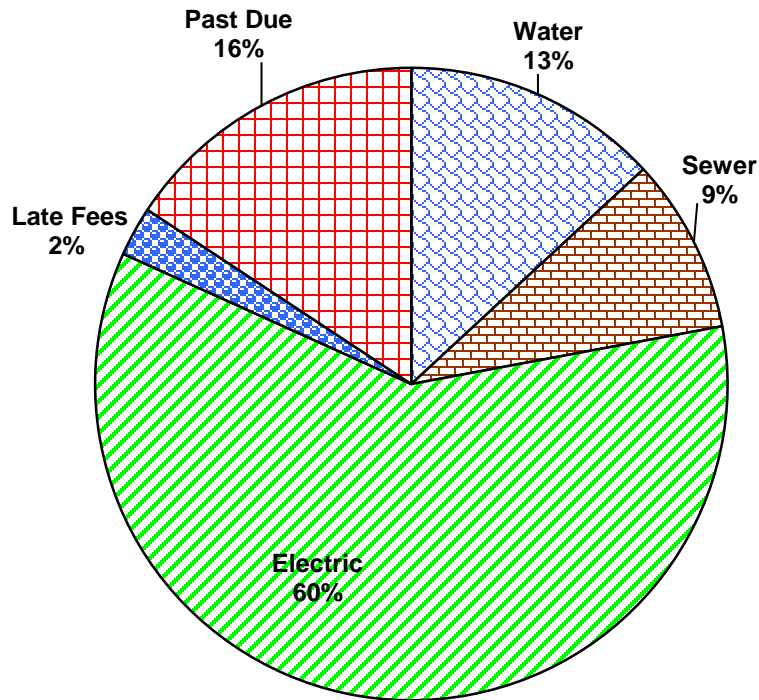
Provided by: Philip Young – General Manager

APPENDIX OF OPERATIONAL DATA (below)

APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF JUNE 2017

ADMINISTRATION

Utility
Biling:



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Total
Water	\$24,915	\$0	\$3,415	\$0	\$28,330	\$29,975
Sewer	\$17,432		\$1,925		\$19,356	\$18,089
Electric	\$106,028	\$5,256	\$17,239	\$409	\$128,932	\$148,615
Late Fees	\$5,255		\$220		\$5,475	\$4,832
Past Due	\$31,919		\$2,020		\$33,940	\$38,169

Total	\$185,549	\$5,256	\$24,818	\$409	\$216,033	\$239,680
	85.9%	2.4%	11.5%	0.2%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Years Total Metered Usage
Water (cuft)	301,859	46,163	68,698	416,720	468,911
	72.4%	11.1%	16.5%		
Elec (KwH)	321,539	58,045	64,614	444,198	481,567
	72.4%	13.1%	14.5%		

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fee Total	\$11,456.00		\$11,456.00	
Total Revenue to Date			\$11,456.00	\$18,000.00

**GOLF LINKS GREEN FEE HONOR SYSTEM SUMMARY
 THANKYOU FOR SUPPORTING CONTINUED OPERATION**

Honorable Golfers June 2017

Name	Greens Fees			JUNE 2016 Total Amount
	Contribution			
Kiosk Cash	\$695.00			\$695.00
Kiosk CC				
Kiosk List of Contributors				
TOTAL				\$695.00

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

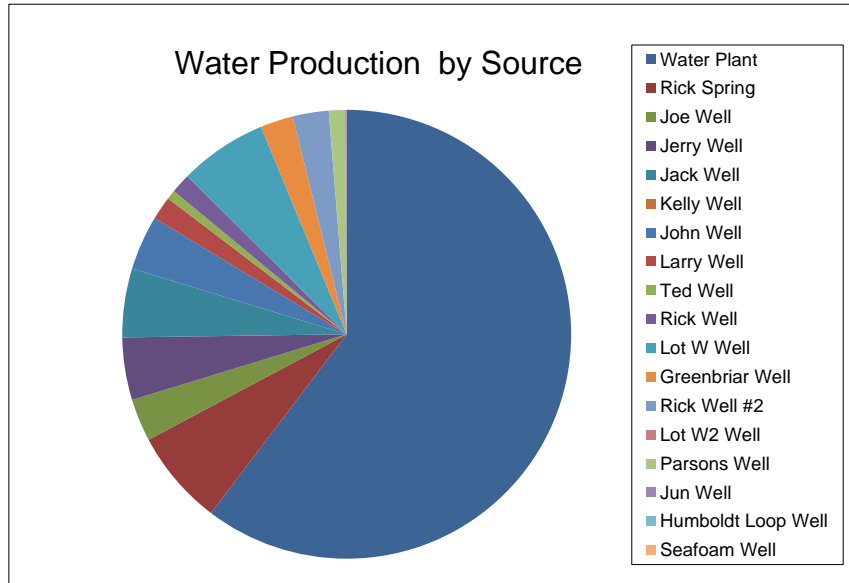
		<u>Locations</u>
• Services Requested:	1	2861 Toth Road
• Services Connected:	0	
Previous Connections	<u>4</u>	
• F/Y Connections to date:	<u>4</u>	

POWER OUTAGES:

• Scheduled Outages:	0	
• Unscheduled Outages:	1	PGE outage Whole Cove
• Total # of Outages:	<u>1</u>	

WATER UTILITY

- Total Gallons Finished Water Produced: 3,991,096 gallons
- Water Plant (Telegraph Creek): 2,408,000 gallons
- Rick Spring (Toth Rd): 274,620 gallons
- Joe Well (Cougar Rd): 122,148 gallons
- Jerry Well (Willow Glen Rd): 179,595 gallons
- Jack Well (Willow Glen Rd): 197,771 gallons
- Kelly Well (Kelly Rd): 0 gallons
- John Well (King's Peak Rd): 156,482 gallons
- Larry Well (Wood Ct): 67,627 gallons
- Ted Well (Shaller Ct): 26,554 gallons
- Rick Well (Toth Rd): 56,489 gallons
- Lot W Well (Willow Glen Rd): 252,876 gallons
- Greenbriar Well (Toth Rd): 94,495 gallons
- Rick Well #2 (Toth Rd): 103,269 gallons
- Lot W2 Well (Willow Glen Rd): 0 gallons
- Parsons Well: 46,959 gallons
- Jun Well: 4,211 gallons
- Humboldt Loop Well: 0 gallons
- Seafoam Well: 0 gallons



- Water Treatment Hours of Operation: 182.0 hours
- Monthly Rainfall Total: 1.10 inches
- Previous 16/17 Annual Rainfall Total: 85.15 inches
- Current 16/17 Annual Rainfall Total: 86.25 inches

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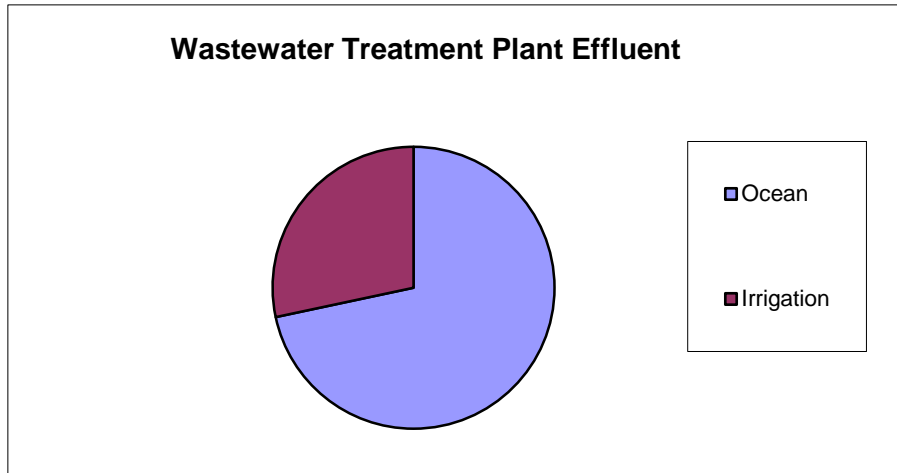
		<u>Locations</u>
• Services Requested:	3	58 Shasta Ct, 2861 Toth Rd, 266 Dolphin Dr
• Services Connected:	1	58 Shasta Ct

Previous Connections	<u>2</u>
• F/Y Connections to date:	<u>3</u>

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	152,600 gals/day
Low:	47,100 gals/day
Monthly Total:	2,444,600



SEWER SERVICE CONNECTIONS:

		<u>Locations</u>
• Services Requested:	1	266 Dolphin Drive
• Services Connected:	0	
Previous Connections	<u>2</u>	
• F/Y Connections to date:	<u>2</u>	

CAPITAL CONSTRUCTION PROJECTS

New well site pump-testing and construction work. Assistance with the electrical department, & Cal-Fire crews.

INTRA DEPARTMENTAL SAFETY MEETINGS

Date	Items Discussed
6/2/2017	Temporary Traffic Control (Shoulder Work).
6/9/2017	Lawn Aerators (Walk Behind).
6/23/2017	Sectional Ladders.
6/30/2017	Screw Gun (Electric Screwdrivers).

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ON-CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
6/14/2017	Redwood Road	Customer called about equipment left on side of road. Picked up and returned to underground contractors.
5:30 PM		
Personnel Responding:		Bud Lair

Date/Time	Location	Description of Incident
6/22/2017	90 Machi Road	Turned water off. Customer pipe break.
4:15 PM		
Personnel Responding:		Jon Aronson, Bud Lair

Date/Time	Location	Description of Incident
6/22/2017	520 Redwood Road	Turned water off. Customer water leak.
4:20 PM		
Personnel Responding:		Jon Aronson, Bud Lair

Date/Time	Location	Description of Incident
6/25/2017	105 Hickory Road	Water leak. Showed resident how to shut off.
11:30 AM		
Personnel Responding:		Bud Lair

END OF REPORT