

**RESORT IMPROVEMENT DISTRICT #1
GENERAL MANAGER'S REPORT
APRIL 2023**

GENERAL MANAGER'S ACTIVITIES:

- Attended staff meetings.
- Corresponded with community members, public agencies, and community organizations.
- Worked with PG&E, California Energy Commission, California Public Utilities Commission and other entities regarding Net Energy Metering and renewable energy generation.
- Attended IBEW Union negotiations.
- General Manager, Justin Robbins released from contract: 4-21-23
- Board President Jack Hargrave stepped in as Interim General Manager: 4-24-23

ADMINISTRATION DEPARTMENT:

- Attended various Board meetings and staff meetings.
- Worked on annual budget for fiscal year July 2023 to June 2024.
- Monthly billing and payroll.
- Quarterly payroll reports.
- Performed budget update for RID supervisors.
- Administered various grants.
- Bi-monthly playground safety inspection.
- Produced updated rate increase tables.
- Drug and alcohol screen.
- Updated Ordinances and Policies.
- Prepared documents for 2020/2021 Audit for CPA.

WATER TREATMENT DEPARTMENT:

- Stairs rebuilt from filters to sedimentation pond.

WASTEWATER TREATMENT DEPARTMENT:

- HQ40D multimeter.
- South Clarifier drained.
- Start adding bio-health supplement to wastewater treatment to boost microbes.
- Sludge bags hauled to Fortuna for disposal.

Resort Improvement District #1

General Manager's Report

April 2023

Page 2 of 8

- Chlorine contact chamber cleaned.
- Greased oxidation ditch rotors, clarifiers, front gate.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Installed new sign at main office.
- Performed tree work.
- Attended union negotiations.
- Outage on tie-line.
- Replace corroded test blocks on LS 2 and 5
- Worked on estimates for GRIP grant.
- Checked on ordered equipment.

PARKS AND RECREATION AND MISCELLANEOUS:

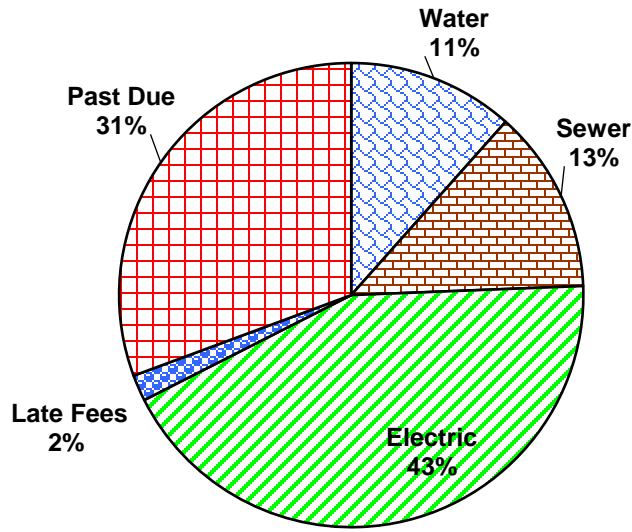
- Mowed the golf course, roadsides, and fields. A lot.
- Cleaned out/ organized clubhouse storage.
- Installed RV box and water hook up at clubhouse parking lot.
- Installed backup generator.

**END OF GENERAL DISCUSSION
Provided by: RID Staff Member
OPERATIONAL DATA FOLLOWS**

**APPENDIX OF OPERATIONAL DATA FOR THE
 MONTH OF APRIL 2023**

ADMINISTRATION

Utility
Billing:



| Utility | Residential Utilities | Commercial Utilities | Total Billing | Last Year's Total |
|--------------|-----------------------|----------------------|------------------|-------------------|
| Water | \$22,992 | \$1,790 | \$24,782 | \$25,875 |
| Sewer | \$24,546 | \$2,832 | \$27,378 | \$24,745 |
| Electric | \$72,823 | \$19,514 | \$92,337 | \$97,288 |
| Late Fees | \$3,573 | \$327 | \$3,900 | \$4,297 |
| Past Due | \$60,390 | \$5,186 | \$65,577 | \$66,812 |
| Total | \$184,325 | \$29,650 | \$213,975 | \$219,018 |
| | 86.1% | 13.9% | | |

| Utility | Residential Usage | Commercial Usage | RID Usage | Total Metered Usage | Last Year's Total |
|--------------|-------------------|------------------|-----------|---------------------|-------------------|
| Water (cuft) | \$162,578 | \$22,024 | \$12,568 | \$197,170 | \$372,626 |
| | 82.5% | 11.2% | 6.4% | | |
| Elec (KwH) | \$219,091 | \$51,386 | \$42,173 | \$312,650 | \$398,777 |
| | 70.1% | 16.4% | 13.5% | | |

PARKS AND RECREATION

Golf Links:

| Revenue Source | Previous Balance | Monthly Total | F/Y to Date | Budget |
|------------------------------|------------------|---------------|-------------|----------|
| Greens Fees | \$8,317 | \$985 | \$9,302 | \$15,000 |
| Total Revenue to Date | | | | |

GOLF LINKS GREENS FEE HONOR SYSTEM SUMMARY
 THANK YOU FOR SUPPORTING CONTINUED OPERATION

Shelter Cove Golf Links Honorable Golfers April 2023

| Greens Fees | | Amount | | APRIL 2023 |
|-------------------------------|--|----------|--|-----------------|
| | | | | Amount |
| Kiosk Cash | | \$305.00 | | \$305.00 |
| Kiosk CC | | \$680.00 | | \$680.00 |
| Annual Greens Fees Purchasers | | | | \$0.00 |
| | | | | |
| TOTAL | | | | \$985.00 |

FIRE DEPARTMENT

RESPONSES:

| <u>Date:</u> | <u>Inc No.:</u> | <u>Description:</u> | <u>Amount:</u> | <u>F/Fs</u> |
|--------------|-----------------|----------------------------|----------------|-------------|
| 4/1/2023 | # 3206 | Public Assist: Lockout | 1 | 3 F/Fs |
| 4/4/2023 | # 3353 | Public Assist: Lift Assist | 1 | 5 F/Fs |
| 4/6/2023 | # 3460 | Medical Aid | 1 | 5 F/Fs |
| 4/6/2023 | # 3461 | Medical Rescue: BSB | 1 | 10 F/Fs |
| 4/9/2023 | # 3522 | Medical Aid: Fall | 1 | 9 F/Fs |
| 4/13/2023 | # 3712 | Public Assist: Lockout | 1 | 2 F/Fs |
| 4/22/2023 | # 4016 | Medical Aid: Fall | 1 | 6 F/Fs |
| 4/28/2023 | # 4273 | Medical Aid | 1 | 6 F/Fs |
| 4/29/2023 | #4314 | Public Assist: Lockout | 1 | 1 F/F |
| 4/30/2023 | # 4366 | Public Assist: | 1 | 1 F/F |

Resort Improvement District #1
General Manager's Report
April 2023
Page 5 of 8

EQUIPMENT STATUS:

| | ID # | |
|--------------------------------|-------------|------------|
| Command/ Ocean Rescue | 5100 | In Service |
| Brush Engine | 5111 | In Service |
| WUI Type 1 Engine | 5116 | In Service |
| Command Type 6 Wildland Engine | 5146 | In Service |
| Rescue/ Engine Type 6 | 5147 | In Service |
| Rescue/ Ambulance | 5171 | In Service |
| RIB 17 ft Boat | 5172 | In Service |
| Yamaha Jet Ski | 5173 | In Service |
| Honda ATV | Fire | In Service |
| Honda Side-by-side | Fire | In Service |
| Type 2 Engine | 5166 | In Service |

TRAINING

ACTIVITIES:

| <u>Drills:</u> | <u>Date:</u> | <u>Description:</u> | <u>F/F Turnout:</u> |
|----------------|--------------|---------------------------------------|---------------------|
| Fire Drill: | 4/5/2023 | Unit Inspection/ Inventory/ Fit Tests | 17 F/Fs |
| Med Drill | 4/12/2023 | BP's, Pulse, Ox Review | 22 F/Fs |
| Fire Drill: | Apr-23 | Interviews of new FFs by Dos | |
| Fire Drill: | 4/19/2023 | Pumping 5116, 5166 at Airport | 15 F/Fs |
| Fire Drill: | 4/26/2023 | Structure Fire Training | 14 F/fs |

OUTSIDE TRAINING:

| <u>Date:</u> | <u>Description</u> | <u>F/F Turnout:</u> |
|--------------|---|---------------------|
| 4/5/2023 | Duty Officer's Meeting | 6 F/Fs |
| 4/10/2023 | Company Officer's Training-"Reading Smoke"- Common terminology | 6 F/Fs |
| 4/15/2023 | Company Officer's Orientation to 5116- Nozzles and pumping | 6 F/Fs |
| 4/22/2023 | Wildfire Evacuation drill w/ Sirens- Working with CERT Team | 8 F/Fs |
| 4/29/2023 | Ocean Rescue Training-Introducing 2 New Team Members to our Equipment | 10 F/Fs |

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

Locations

| | |
|-----------------------------|----------|
| Services Requested: | 0 |
| Services Connected: | 0 |
| Previous Connections: | <u>0</u> |
| F/Y Connections to Date: | <u>0</u> |

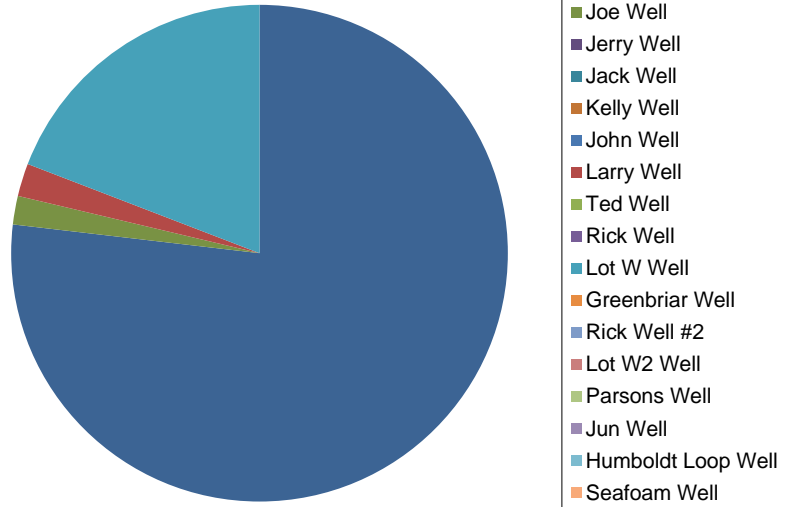
POWER OUTAGES:

| | |
|----------------------|----------|
| Scheduled Outages: | 0 |
| Unscheduled Outages: | 0 |
| Total # of Outages: | <u>0</u> |

WATER UTILITY

| | | |
|---|-----------|---------|
| ● Total Gallons Finished Water Produced: | 2,549,164 | gallons |
| Water Plant (Telegraph Creek): | 1959000 | gallons |
| Rick Spring (Toth Rd): | 0 | gallons |
| Joe Well (Cougar Rd): | 47348 | gallons |
| Jerry Well (Willow Glen Rd): | 0 | gallons |
| Jack Well (Willow Glen Rd): | 0 | gallons |
| Kelly Well (Kelly Rd): | 0 | gallons |
| John Well (King's Peak Rd): | 0 | gallons |
| Larry Well (Wood Ct): | 54522 | gallons |
| Ted Well (Shaller Ct): | 0 | gallons |
| Rick Well (Toth Rd): | 0 | gallons |
| Lot W Well (Willow Glen Rd): | 488294 | gallons |
| Greenbriar Well (Toth Rd): | 0 | gallons |
| Rick Well #2 (Toth Rd): | 0 | gallons |
| Lot W2 Well (Willow Glen Rd): | 0 | gallons |
| Parsons Well | 0 | gallons |
| Jun Well | 0 | gallons |
| Humboldt Loop Well | 0 | gallons |
| Seafoam Well | 0 | gallons |

Water Production by Source



- Water Treatment Plant Hours of Operation: 210.6 hours
- Monthly Rainfall Total: 4.55 inches
- Previous WY Rainfall Total: 71.91 inches
- Current WY Rainfall Total: 76.46 inches

WATER SERVICE CONNECTIONS:

Locations

- Services Requested:

- Services Connected: 0

 - Previous Connections

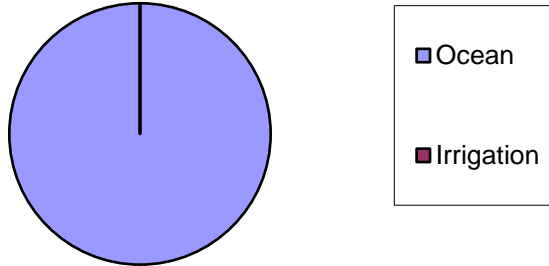
- F/Y Connections to date: 0

WASTEWATER UTILITY

FLOWS INTO PLANT:

| | |
|----------------|--------------------------|
| High: | <u>139,785</u> gals/day |
| Low: | <u>60,557</u> gals/day |
| Monthly Total: | <u>2,643,476</u> gallons |

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

Locations

- Services Requested: 0
- Services Connected: 0

Previous Connections _____
 • F/Y Connections to date: **0**

CAPITAL CONSTRUCTION PROJECTS

Construction work & Cal-Fire crews

INTRA DEPARTMENTAL SAFETY MEETINGS

| Date | Items Discussed |
|------|---------------------------|
| | Online, Target Solutions. |

ON-CALL INCIDENT REPORT

| Date/Time | Location | Description of Incident |
|-----------|---------------|-------------------------|
| | None Reported | |

Personnel Responding:

END OF REPORT