

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

GENERAL MANAGER'S ACTIVITIES:

- Attended staff meetings.
- Corresponded with community members, public agencies, and community organizations.
- Attended IBEW Union negotiations.
- Worked with PG&E on interconnection agreement.
- Worked on Fire Building permitting.

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.
- Update billing with new rates. Posted to website.
- Renewal of System Administration Management for grants.
- Assisted with notice of exemption for Fire Building.
- Oversaw Emerald Tech troubleshooting visit. Wifi and computer issues.
- Sent off reports for last 5 years to Cal Osha.
- Updated Ordinances and Policies.
- Submitted updated Small Community Plan to WAPA.
- Organized Fire Extinguisher Inspection.
- Administered General Manager applications.
- Composed and sent correspondence to property owners regarding tree obstructions near air strip.
- Worked on audit preparation.

WATER TREATMENT DEPARTMENT:

- Hach turbidimeters calibrated: 3-1720E, 2100N, 2100P.
- Drain sedimentation pond, clean and place back into service.
- Consumer Confidence Report (CCR) completed.

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- GeoSCADA issues, multiple resets.
- Lateral leak on Highview Court.
- Wes and Lar tank, Cal-Fire Eel River general landscaping.
- Harper Associates Engineering here to tank dive Wes, Dick, John and Omar tanks. Report to follow for Sanitary Survey completion.

WASTEWATER TREATMENT DEPARTMENT:

- Lab Hach 2100N turbidimeter calibrated.
- New 2 1/2 inch backflow preventer installed and tested in lower WWTP.
- Replaced south-side chlorine vacuum regulator w/rebuilt unit.
- Replaced chlorine vent tubing.
- Sludge bags and used poly-pipe hauled to Fortuna for disposal.
- New V-Notch Weir installed on south clarifier.
- New computer placed into service, Senior Operator.
- Oxidation ditch rotors, clarifiers, front gate lubed.
- Chlorine contact chamber cleaned.
- Sewer plugged by grease berg on Redwood Road, cleared.
- Operator in training paperwork sent in for Dylan Brown.
- Annual Chronic Toxicity lab testing.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- New Big Chipper.
- Tree work.
- Called out for pole fire on Spruce Road.
- 2 poles replaced.
- Planned outage on tie line.
- Picked up new truck, final build.
- Tools and material transferred to new truck.
- 2 unplanned outages on tie line

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- Generator 3 garage door repaired.
- Service call on Redwood Rd.
- Maintenance louvers on generator load bank.
- Run generator load test to confirm emergency operation.
- 2 customer disconnects for panel changes.
- Service tech up to have generator 1 not parallel issue diagnosed, voltage regulator failing.

PARKS AND RECREATION AND MISCELLANEOUS:

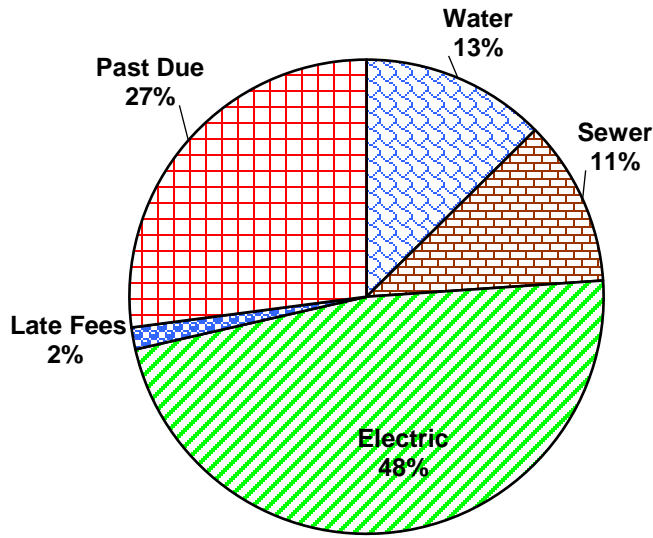
- Mowed the golf course, roadsides, and fields.
- Construction truck to Fortuna for new tires.
- Battery charger installed at Community Clubhouse siren.

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

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

ADMINISTRATION

**Utility
 Billing:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$27,245	\$3,021	\$30,265	\$37,565
Sewer	\$24,394	\$2,832	\$27,226	\$22,408
Electric	\$90,234	\$24,020	\$114,255	\$118,227
Late Fees	\$3,302	\$293	\$3,595	\$7,097
Past Due	\$60,501	\$4,591	\$65,092	\$65,652
Total	\$205,675	\$34,758	\$240,432	\$250,999
	85.5%	14.5%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	\$256,517	\$42,315	\$15,938	\$314,770	\$531,931
	81.5	13.4%	5.1%		
Elec (KwH)	\$215,735	\$61,059	\$41,485	\$318,279	\$395,309
	67.8%	19.2%	13.0%		

PARKS AND RECREATION

Golf Links:

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fees	\$10,172	\$1,425.00	\$11,597.00	\$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 June 2023

Greens Fees		Amount		JUNE 2023
				Amount
Kiosk Cash		\$255.00		\$255.00
Kiosk CC		\$1,170.00		\$1,170.00
Annual Greens Fees Purchasers				\$0.00
TOTAL				\$1,425.00

FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
6/1/2023	# 5514	Unattended bur pile	1	1 F/Fs
6/3/2023	# 5579	Medical Aid-Dog bite	1	7 F/Fs
6/4/2023	# 5584	Medical Aid	1	4 F/Fs
6/6/2023	# 5644	Pole Fire/explosion	1	6 F/Fs
6/6/2023	# 5672	Vehicle OTB	1	6 F/Fs
6/9/2023	# 5738	PA Lockout	1	1 F/Fs
6/10/2023	# 5805	Med Rescue: Wave Drive	1	15 F/Fs
6/14/2023	# 5938	PA Lockout	1	2 F/Fs
6/15/2023	# 5972	Medical Aid-Hemorrhage	1	8 F/Fs
6/15/2023	# 5980	MA Assist SO Mental	1	4 F/Fs
6/17/2023	# 6052	PA Oxygen tank-outage	1	1 F/Fs
6/17/2023	# 6056	PA Alarms with outage	1	1 F/Fs
6/21/2023	# 6201	Medical Aid	1	7 F/Fs
6/22/2023	# 6231	MA- Motorcycle down	1	7 F/Fs

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6/22/2023	# 6238	Medical Aid	1	4 F/Fs
6/26/2023	# 6394	Lockout in WT	1	3 F/Fs
6/27/2023	#6424	Wildlnd Fire- Asst T Ridge	1	4 F/Fs
6/27/2023	# 6431	Smoldering Fire- Wildlnd	1	8 F/Fs

EQUIPMENT STATUS:

ID #

Command/ Ocean Rescue	5100	In Service
Brush Engine	5111	In Reserve
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	Ski #1	In Service
Yamaha Jet Ski	Ski #2	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:	6/5/2023	Company Officers Meetng	7 F/Fs
Fire Drill	6/7/2023	DO Meetng	6 F/Fs
Fire Drill:	6/7/2023	Truck Check Out	18 F/Fs
Fire Drill:	6/11/2023	Rte 130 Community Park	18 F/Fs
Fire Drill:	6/14/2023	Drill	17 F/Fs
Fire Drill:	6/20/2023	DO/Officer training Briceland	2 F/Fs
Med Drill	6/21/2023	Ropes-OTB w Stokes rescue	17 F/Fs
Med Drill	6/24/2023	Ocean Rescue Training	11 F/Fs
Fire Drill	6/28/2023	CERTS w Radios, Cascade Uniform ms	23 F/Fs

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

		<u>Locations</u>
Services Requested:	1	Cook Rd
Services Connected:	0	
Previous Connections:	<u>0</u>	
F/Y Connections to Date:	<u>0</u>	

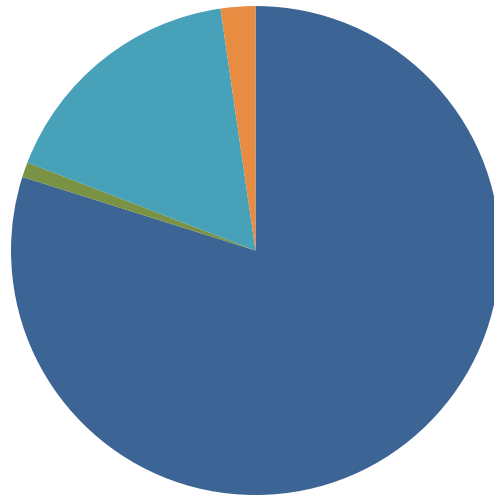
POWER OUTAGES:

Scheduled Outages:	1	Tie line
Unscheduled Outages:	<u>2</u>	Tie line Spruce rd
Total # of Outages:	<u>3</u>	

WATER UTILITY

● Total Gallons Finished Water Produced:	3,591,077	gallons
Water Plant (Telegraph Creek):	2,868,000	gallons
Rick Spring (Toth Rd):	0	gallons
Joe Well (Cougar Rd):	35,680	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):	0	gallons
Ted Well (Shaller Ct):	0	gallons
Rick Well (Toth Rd):	0	gallons
Lot W Well (Willow Glen Rd):	605,169	gallons
Greenbriar Well (Toth Rd):	82,228	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 Plant
- Rick Spring
- Joe Well
- Jerry Well
- Jack Well
- Kelly Well
- John Well
- Larry Well
- Ted Well
- Rick Well
- Lot W Well
- Greenbriar Well
- Rick Well #2
- Lot W2 Well
- Parsons Well
- Jun Well
- Humboldt Loop Well
- Seafoam Well

- Water Treatment Plant Hours of Operation: 308.4 hours
- Monthly Rainfall Total: 0 inches
- Previous WY Rainfall Total: 78.25 inches
- Current WY Rainfall Total: 78.25 inches

WATER SERVICE CONNECTIONS:

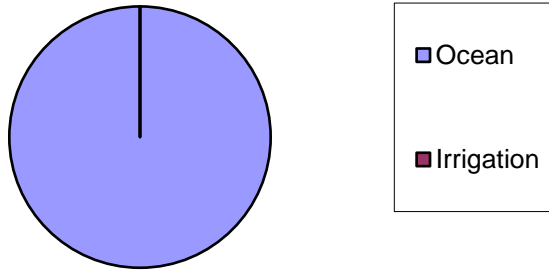
	<u>Locations</u>
● Services Requested: 1	Cook Rd
● Services Connected: 0	
● Previous Connections	
● F/Y Connections to date: <u>0</u>	

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	<u>59,450</u> gals/day
Low:	<u>40,358</u> gals/day
Monthly Total:	<u>1,380,432</u> gallons

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

- Services Requested: 0
- Services Connected: 0
 - Previous Connections: 0
 - F/Y Connections to date: 0

Locations

CAPITAL CONSTRUCTION PROJECTS

Construction work & Cal-Fire crews.

INTRA DEPARTMENTAL SAFETY MEETINGS

Date	Items Discussed
6/30/2023	Online, Target Solutions.

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ON-CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
6/3/2023	Redwood Road at Short Street	Liquid seeping out manhole. Manhole south plugged with fat berg. Broke loose and drained system.
11:35 AM		
Personnel Responding: Bud Lair, Joe Mendes, Frank Wilson		

Date/Time	Location	Description of Incident
6/5/2023	52 Spruce Road	No power at residence. Customer states transformer on fire. Isolate customers for night. Fix in AM
12:17 AM		
Personnel Responding: Jon Aronson, Frank Wilson, SCFD		

Date/Time	Location	Description of Incident
6/11/2023	Tern Road	Water leak. Dug it up. Lateral leaking. Turned it off.
9:00 AM		
Personnel Responding: Bud Lair, Joe Mendes		

Date/Time	Location	Description of Incident
6/27/2023	Cove Wide PG&E outage	Generators don't start. Pull portables and pump lift stations until PG&E comes back on.
2:24 PM		
Responding: Jon Aronson, Dylan Brown, Dylan Kawelmaker, Bud Lair, Joe Mendes, Frank Wilson		

END OF REPORT