

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

**GENERAL MANAGER'S ACTIVITIES:**

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- Attended Board meetings and staff meetings.
- Corresponded with community members, public agencies, and community organizations.
- Worked on Fire Building permitting.
- Worked on updating RID authorized banking signatures.

**ADMINISTRATION DEPARTMENT:**

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- Attended various Board meetings and staff meetings.
- Monthly billing and payroll.
- Updated website.
- Prepared reports and board packets.
- Completed board member vacancy posting/roster updates.
- Made adjustments to the annual tax roll assessment lists.
- Completed annual WAPA Small Communities Plan reporting.
- Attended Cal OSHA inspections for all departments.
- Obtained air compressor tank permits.
- Reported annual GSRMA Payroll True-up data.
- Posted revised General Manager vacancy and job description.
- Assisted auditor regarding the 2020/2021 financial reports.
- Q-4 Draft audit preparation.
- Worked on Fire Building permitting.

**WATER TREATMENT DEPARTMENT:**

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- Hach turbidimeters 1720E X 3, 2100N, 2100P calibrated.
- New chlorine gas detector installed.
- Assist Redway CSD with locating a water leak.
- Water main break on upper Toth Road at hydrant. Approx 98,500 gallons.
- New railing installed at Telegraph Creek Dam for fall protection. OSHA

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- Sanitary survey tank reports arrive, from Harper Associates Engineering.
- Paint stair transitions on water plant gang way. OSHA
- Attach throw ropes to life preservers. OSHA

**WASTEWATER TREATMENT DEPARTMENT:**

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- Complete draining of south clarifier.
- New digital screen installed on headworks flowmeter.
- South clarifier motor replaced.
- Chlorine contact chamber cleaned.
- Send back sludge bins to get worked on, waterproof doors weren't installed. On the bin company dime.
- Chlorine contact chamber walkway built over center weir per OSHA.
- Email local and state agencies about upcoming effluent dye study.

**POWER GENERATION & DISTRIBUTION DEPARTMENT:**

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- Picked up new WW/W truck from Corning.
- Pole clearing.
- Checked on generator repairs.
- Installed bed boxes and radio in new ww/w truck.
- Coordinated equipment drop off for auction.
- 3 outages on tie line.
- CAL OSHA inspection.
- Fix CAL OSHA issues at the Generator plant and Line Truck building.
- Ordered materials for 2 pending issues at Generator plant.
- Removed blow down trees from top of nature trail.
- JTI up to do Schwitzer upgrade.
- Meeting with BLM staff for tie line ROW access.
- Fixed corrosion issues on panel at Lift Station 9.

- Service call for customer with half power in their house.

**PARKS AND RECREATION AND MISCELLANEOUS:**

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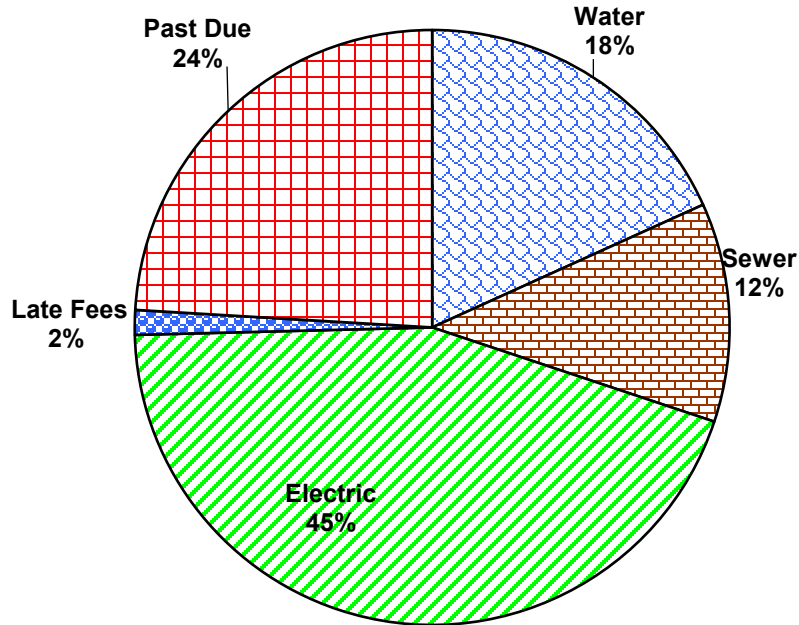
- New truck arrives, senior water/wastewater operator receives.
- -OSHA here for consultation of all facilities.
- -GeoSCADA issues and resetting of computer.
- -Trying to work on GeoSCADA, but locked out without passwords.
- -Seth from 101 Netlink here dealing with issues at SCADA office.
- -Working on gaining entry into the Meraki/Cisco firewall system no one has passwords for.
- -Left messages with Schneider Electric tech support to try and get onto our SCADA system.
- -Call and leave messages with Thompson Gas to move tanks around per OSHA
- -Waiting for permission to drop off SCADA laptop to Emerald Tech to get password protection wiped.

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

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

**ADMINISTRATION**

**Utility  
 Billing:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$42,875	\$3,357	\$46,231	\$38,572
Sewer	\$27,000	\$3,171	\$30,170	\$29,998
Electric	\$87,713	\$25,047	\$112,761	\$117,204
Late Fees	\$3,329	\$71	\$3,400	\$3,273
Past Due	\$56,112	\$4,897	\$61,009	\$61,131
<b>Total</b>	<b>\$217,029</b>	<b>\$36,543</b>	<b>\$253,572</b>	<b>\$250,177</b>

85.6%                      14.4%

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	349,447	46,696	21,131	417,274	433,064
	83.7%	11.2%	5.1%		
Elec (KwH)	204,627	61,757	43,455	309,839	322,969

66.0%                      19.9%                      14.0%

**PARKS AND RECREATION**

**Golf Links:**

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fees	\$2,690.00	\$1,728.00.	\$4,418.00	\$12,000
<b>Total Revenue to Date</b>				\$4,418

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

**Shelter Cove Golf Links Honorable Golfers August 2023**

Greens Fees		Total		Totals
Kiosk Cash		\$350.00		\$350.00
Kiosk CC		\$920.00		\$920.00
Annual Greens Fee Purchasers				
Arlin Reid		\$458.00		\$458.00
<b>TOTAL</b>				\$1,718.00

**FIRE DEPARTMENT**

**RESPONSES:**

<u>Date:</u>	<u>Inc No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
8/1/2023	# 7610	PA-Disabled Vehicle	1	2 F/Fs
8/2/2023	# 7651	TC w/children, horse	1	14 F/Fs
8/15/2023	# 8087	PA Traffic haz. Disabled vehicle	1	7 F/Fs
8/18/2023	# 8181	Med Aid Propane tank explosion	1	7 F/Fs
8/19/2023	# 8218	Wildland fire Miller Ranch	1	4 F/Fs
8/24/2023	# 8410	Med Aid Allergic reaction	1	6 F/Fs
8/25/2023	# 8429	PA Lockout	1	2 F/Fs
8/31/2023	# 8602	Search & Rescue BSB w/ USCG	1	7 F/Fs
8/31/2023	# 78610	PA Lockout	1	1 F/F

**EQUIPMENT STATUS:**

	<u>ID #</u>	
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

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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:	8/2/2023	DO Meeting	6 F/Fs
Fire Drill	8/2/2023	Unit Checkouts	15 F/Fs
Fire Drill:	8/9/2023	Company Officers training	5 F/Fs
Med Drill:	8/9/2023	Behavioral Emergencies	18 F/Fs
Fire Drill:	8/16/2023	Use of drip torch. Portable pumps	11 F/Fs
Fire Drill:	8/23/2023	Wildland FF tactics	14 F/Fs
ORT Drill	8/26/2023	On dry land – All units reviewed	8 F/Fs
Med Drill	8/30/2023	AAR, Use of Epi-pens	11 F/Fs

**ELECTRICAL UTILITY**

**ELECTRICAL SERVICE CONNECTIONS:**

		<u>Locations</u>
Services Requested:	1	1020 Upper Pacific Dr
Services Connected:	0	
Previous Connections:	<u>1</u>	
F/Y Connections to Date:	<u>1</u>	

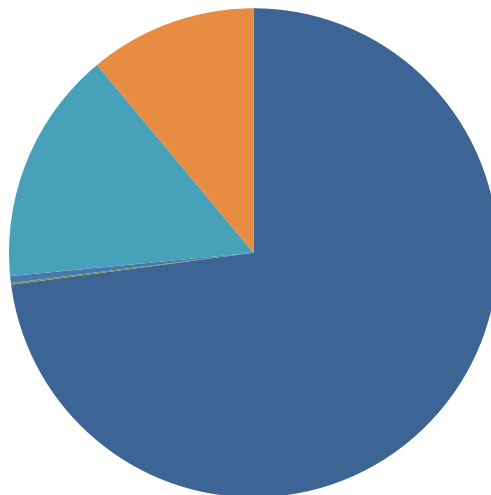
**POWER OUTAGES:**

Scheduled Outages:	0	
Unscheduled Outages:	3	Tie Line PG&E
Total # of Outages:	<u>3</u>	

**WATER UTILITY**

● <b>Total Gallons Finished Water Produced:</b>	4,185,796	gallons
Water Plant (Telegraph Creek):	3,052,000	gallons
Rick Spring (Toth Rd):	0	gallons
Joe Well (Cougar Rd):	4,712	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):	18,924	gallons
Ted Well (Shaller Ct):	0	gallons
Rick Well (Toth Rd):	0	gallons
Lot W Well (Willow Glen Rd):	647,401	gallons
Greenbriar Well (Toth Rd):	462,758	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:	471.0	hours
● Monthly Rainfall Total:	0	inches
● Previous WY Rainfall Total:	0	inches
● Current WY Rainfall Total:	0	inches

**WATER SERVICE CONNECTIONS:**

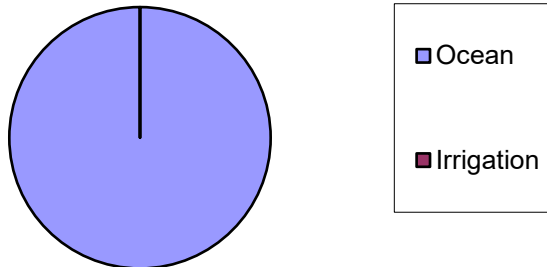
- Services Requested: 1 Locations  
1020 Upper Pacific Dr
- Services Connected: 0
- Previous Connections: 2
- F/Y Connections to date: 2

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	<u>54,043</u> gals/day
Low:	<u>27,287</u> gals/day
Monthly Total:	<u>1,209,690</u> gallons

**Wastewater Treatment Plant Effluent**



**SEWER SERVICE CONNECTIONS:**

- Services Requested: 1 Locations  
1020 Upper Pacific Drive
- Services Connected: 1 234 Spring Road
- Previous Connections: 0
- F/Y Connections to date: 1

**CAPITAL CONSTRUCTION PROJECTS**

Construction work & Cal-Fire crews.

**INTRA DEPARTMENTAL SAFETY MEETINGS**



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Date	Items Discussed
8/31/2023	Online, Target Solutions.

**ON-CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
8/05/2023	Cove-wide outage	PG&E outage.
5:00 PM		
Personnel Responding: Joe Mendes		

Date/Time	Location	Description of Incident
8/06/2023	Telegraph Creek Road	Report of someone stealing water from hydrant. Looked but didn't see anything.
8:00 PM		
Personnel Responding: Joe Mendes		

**END OF REPORT**