

RESORT IMPROVEMENT DISTRICT No. 1
GENERAL MANAGER'S REPORT
NOVEMBER 2023

GENERAL MANAGER'S ACTIVITIES:

- New GM Christopher Christianson began work on 11/27/23.
- Attended meetings, including with the Board, staff, risk management, insurance agencies, and with engineering firms regarding ongoing and upcoming district projects.
- Corresponded with community members, public agencies, and community organizations.
- Signed checks and various documents.

• **ADMINISTRATION DEPARTMENT:**

- Completed DMV paperwork for vehicle purchases.
- Posted job vacancies.
- Worked with State Department of Finance who are performing an audit of the Prop 1 Water Tank Replacement Project Grant
- Fixed broken food waste disposal in the Fire Hall kitchen and leaking toilet.
- Completed the five-year Municipal Services Report with LAFCO.
- Completed annual Humboldt County encroachment permit.
- Completed Firewise certification renewal.
- Completed hazardous materials reporting to Humboldt County Environmental Health.
- Performed budget amendment prep.
- Amended job descriptions.
- Performed new GM orientation and onboarding.
- Performed website updates.
- Internal control interviews with State Department of Finance regarding Prop 1 Grant Audit.
- Payroll and billing.
- Monthly newsletter, activity calendar and board packet preparation.

WASTEWATER TREATMENT DEPARTMENT:

- South clarifier rake adjusted, and clarifier placed into service.
- Chlorine contact chamber cleaned.
- New float installed in disc press sludge hold tank.
- Oil changed on clarifier drives.
- Oxidation ditches lubed.
- Front gate troubleshot; gate repaired.
- Wiring pulled to sludge drying room for disc press 30-amp service.
- Emergency eyewash/showers tested.
- 30-amp service for disc press completely installed.
- Xylem/Flygt here for annual service on scum pumps and Lift Station 3.
- Impeller and volute changed on east pump, lift station 3.
- Cameras installed at the wastewater plant.
- Sludge bags hauled to Fortuna for disposal.
- Annual Table 3 Ocean Plan samples taken.

WATER TREATMENT DEPARTMENT:

- Valves vacuumed out.
- Work done on GeoSCADA system.
- Ordered polymer for water plant.
- Gathered sprinkler data on 253 Seaview Road.
- Gathered sprinkler data on 634 Blue Ridge Road.
- Water line repaired at county bridge site on Telegraph Creek Road.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Removed hazardous dead trees on Eileen Road.
- Attended Water Board General Order meeting.
- Took truck to town for repairs.
- Picked up tree truck.
- Performed tree work.
- Power outage on tie line.
- Altec came out to replace hydraulic pump on line truck, needs to go to shop to install modifications.
- Made an appointment for Line truck to go to the shop for repairs in Dixon on December 18th.
- Picked up back-up Derrick while Line truck is out of commission.
- Changed PT on John tank.
- Finished replacing exterior lighting on June pump house.

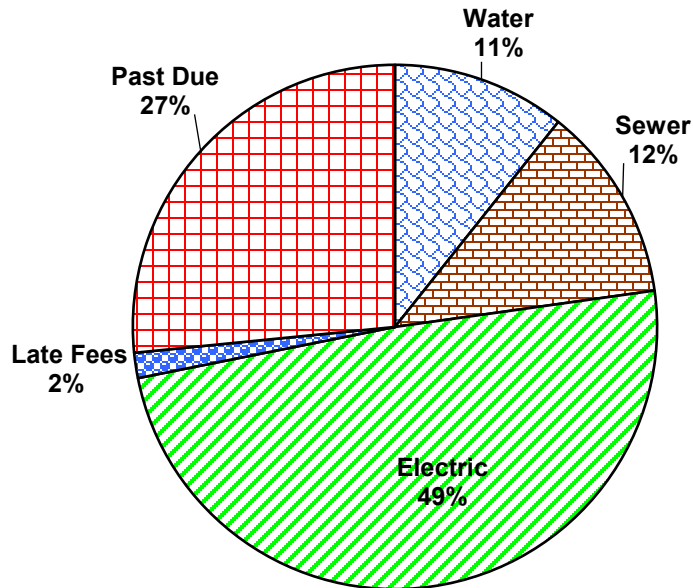
PARKS AND RECREATION AND MISCELLANEOUS

- Chased up IT support to fix the broken golf course credit card machine.
- Tires replaced on portable generators.
- Toyota serviced in Eureka.
- F250 from Electrical Dept Serviced in Eureka.
- DMV paperwork done for various equipment.
- LAFCO Zoom meeting.

**END OF GENERAL DISCUSSION
Provided by: RID Staff Members
OPERATIONAL DATA FOLLOWS
APPENDIX OF OPERATIONAL DATA FOR THE
MONTH OF NOVEMBER 2023**

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$23,982	\$2,614	\$26,597	\$26,048
Sewer	\$26,888	\$3,115	\$30,003	\$27,111
Electric	\$97,071	\$24,861	\$121,933	\$107,051
Late Fees	\$3,245	\$622	\$3,868	\$4,318
Past Due	\$57,040	\$8,972	\$66,012	\$57,392
Total	\$208,227	\$40,185	\$248,412	\$221,883
	83.8%	16.2%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Usage
Water (cuft)	\$179,122	\$35,482	\$13,525	228,129	257,587
	78.5%	15.6%	5.9%		
Elec (KwH)	\$232,122	\$61,433	\$41,370	334,925	363,374
	69.3%	18.3%	12.4%		

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$6,888.00	\$561.00	\$7,449.00	\$12,000.00
Total Revenue to Date			\$7,449.00	

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

Greens Fees	Amount	November 2023 Amount
Kiosk Cash	\$561.00	\$561.00
Kiosk CC		
Annual Greens fees Purchasers		
TOTAL		\$561.00

FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc. No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
11-2-23	10828	Medical Aid	1	7 F/F
11-3-23	10863	Public Assist- Vehicle	1	1 F/F
11-5-23	10956	Medical Aid	1	8 F/F
11-5-23	10975	Medical Aid	1	7 F/F
11-7-23	11042	Debris Fire	1	1 F/F
11-8-23	11077	PA-Lockout	1	1 F/F
11-17-23	11442	Med Aid W/-Violence	1	6 F/F
11-18-23	11475	PA-Tree Down	1	2 F/F
11-19-23	11516	Medical Aid	1	6 F/F
11-20-23	11437	PA-Vehicle	1	1 F/F
11-20-23	11539	PA- Gravel Spill	1	1 F/F
11-27-23	11734	PA- Lift Assist	1	4 F/F
11-27-23	11751	PA-Battery, Lockout	1	1 F/F

EQUIPMENT STATUS:

	<u>ID#</u>	
Command/Ocean Rescue	5100	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	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	11-1-23	DO Meeting	7 F/F
Fire	11-1-23	Unit Check outs, winter gear	10 F/F
Med	11-8-23	Medical Drill- hypothermia	18 F/F
Fire	11-14-23	S211 Training @ Briceland Fire	2 F/F
Fire	11-15-23	4x4 Training	12 F/F
Fire	11-22-23	Basic Structure Fire/ Live Drill	8 F/F
Med	11-25-23	Ocean Rescue Training	10 F/F
Med	11-29-23	AAR, ORT, Extrication	19 F/F

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

Location:

Services Requested:	0
Services Connected:	0
Previous Connections:	<u>3</u>
F/Y Connections to Date:	3

POWER OUTAGES:

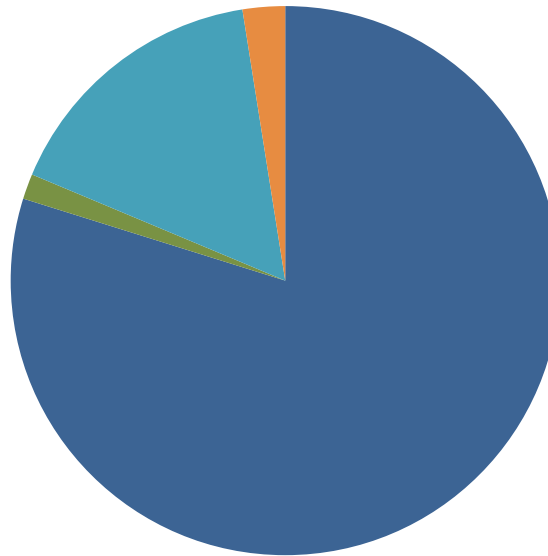
Location:

Scheduled Outages:	0	
Unscheduled Outages:	<u>3</u>	Tie Line
Total # of Outages:	3	Telegraph Creek Rd Whole Cove/P&G&E

WATER UTILITY

Total Gallons Finished Water Produced:	2,356,347 gallons
Water Plant (Telegraph Creek):	1,881,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	35,081 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):	381,473 gallons
Greenbriar Well (Toth Rd):	58,793 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 gallon

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: 203.6 hours
- Monthly Rainfall Total: 6.05 inches
- Previous WY Rainfall Total: 8.46 inches
- Current WY Rainfall Total: 14.51 inches

WATER SERVICE CONNECTIONS:

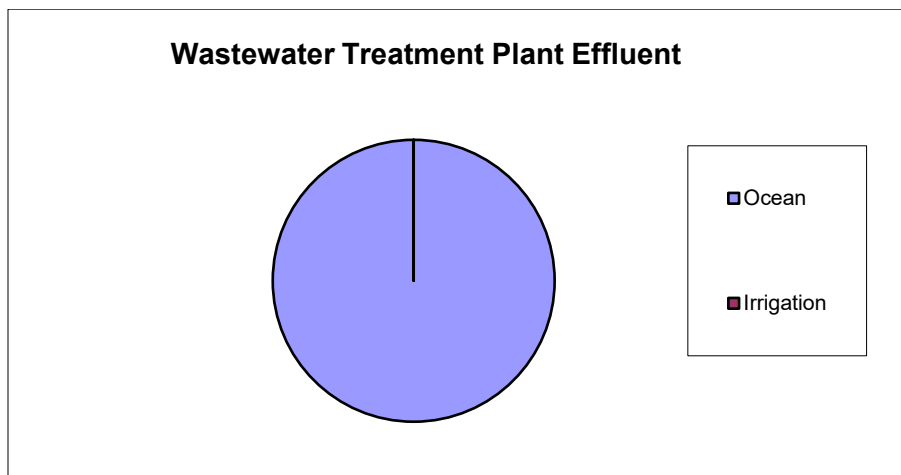
Location:

- Services Requested: 0
- Services Connected: 0
- Previous connections: 3
- F/Y Connections to date: **3**



FLOWS INTO PLANT:

High:	66,948 gals/day
Low:	9,353 gals/day
Monthly Total:	1,245,178 gallons



SEWER SERVICE CONNECTIONS:

Location:

- Services Requested: 0
- Services Connected: 0
- Previous Connections: 1
- F/Y Connections to Date: 1

CAPITAL CONSTRUCTION PROJECTS	
Construction Work and Cal Fire Crews	
INTRADEPARTMENTAL SAFETY MEETINGS	
Date:	Items Discussed
11/31/2023	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
11/3/23	Huckleberry Hill/ Tie Line	Dump Truck hit power pole
5:00 PM		
Personnel Responding: Bud Lair		
Date/Time	Location	Description of Incident
11/18/23	Telegraph Creek/ Zoo area	Outage/ tree on line
Personnel Responding: Jon Aronson, Travis Thompson		
Date/Time	Location	Description of Incident
11/28/23	Tie Line	Close Recloser after PG&E outage
Personnel Responding: Jon Aronson		

END OF REPORT