

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

GENERAL MANAGER'S ACTIVITIES:

- Attended Board meetings and staff meetings.
- Corresponded with community members, public agencies, and community organizations.
- Signed checks and various documents.
- Arranged payment plans with customers.

ADMINISTRATION DEPARTMENT:

- Radio license renewal.
- Internal control interviews with State Department of Finance regarding Prop 1 Grant Audit.
- Worked on Prop 1 Grant Audit.
- New employee pre-employment physical and testing.
- Annual employee reimbursement report.
- Payroll and billing.
- Paid quarterly electric tax.
- Monthly newsletter, activity calendar and board packet preparation.
- Ordered and maintained office supplies.
- DMV paperwork for jet ski.
- Registered new board director with CSDA.
- Responded to public records request.
- Maintained website.

WASTEWATER TREATMENT DEPARTMENT:

- Emergency backup generator, annual maintenance.
- Installed new drive motor in south clarifier.
- Sludge bags hauled to Fortuna for disposal, Eel River Recology.
- New chlorine gas feed lines installed.
- Rebuilt vacuum regulator installed on north chlorine cylinder.
- Rebuilt the $\frac{3}{4}$ -inch chlorine gas injector.

- Emailed OSHA on the completion of emergency generator belt guard completion.
- Advanced Security to troubleshoot and fix faulty parts.
- Float sticking in disc press tank, ordered one.
- New address sign installed at 156 Lower Pacific Drive, WWTP.
- Emailed OSHA about completing fit testing.

WATER TREATMENT DEPARTMENT:

- Took flatbed to town for front end service.
- Dropped SCADA computer off at Emerald Tech., after GM permission.
- Working with State to update their files, so we can complete data entry on their system.
- Called Port 53, which is involved with set up of SCADA firewall, for assistance to get into our firewall.
- Picked up computer from Emerald Tech.
- Online meeting with State to go over their webpage and correct it.
- Online meeting with Aqua Sierra Controls, to go over current SCADA issues. They will look over and will get back to us with a date to come out.
- Alder trees fall on fence behind building and cleaned up.
- Fire flow rate completed for customer at 37 Red Crest Court.
- Low pressure water issues at customer's residence, let them know it's the pressure reducing valve (PRV).
- Emailed OSHA about completing fit testing.
- Jun well PRV building rebuild work.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Mowing with mini excavator.
- Peterson came out to service generators.
- Attended Water Board general order meeting for utility compliance.

- AQMD annual inspections.
- Ordered Poles.
- Customer call for half power bad meter Jaw.
- Training with PG&E SIPT.
- 2 poles replaced.
- Called in for structure fire, deenergize service.
- Took portable generator in for repairs.
- Called in for outage on Bambi Drive.
- 3 fuses upgrades.
- Helped replace roof on June pump house.
- 2 Outages on tie line.
- Called in for outage on Bambi, changed transformer.
- Deenergize 2 services for panel replacement.
- Bucket truck to shop for repairs.
- Altec out to look at line truck, hydraulic pump is bad.
- Pick up portable generator from shop, drop second one off for service and repairs.

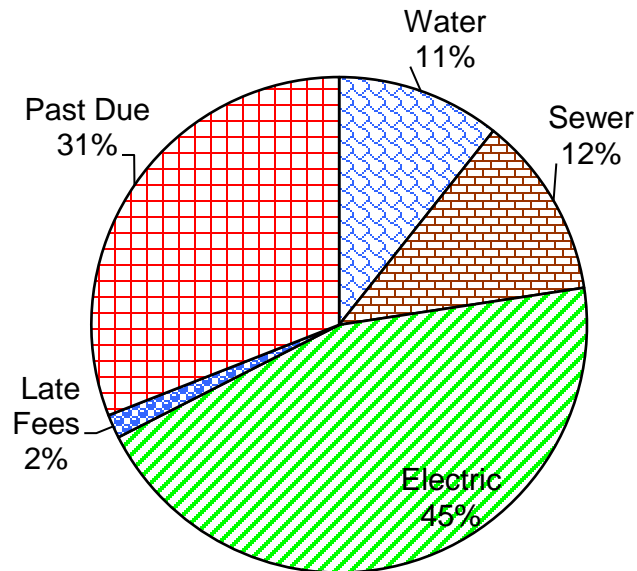
PARKS AND RECREATION AND MISCELLANEOUS

- AQMD here to look over generator paperwork.
- Community Center main sink drain issues, use drain cleaner and flush, no issues.

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

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$24,649	\$2,363	\$27,012	\$26,048
Sewer	\$27,000	\$3,115	\$30,115	\$27,111
Electric	\$89,311	\$24,137	\$113,447	\$107,051
Late Fes	\$3,592	\$321	\$3,912	\$4,318
Past Due	\$71,331	\$6,876	\$78,207	\$57,392
Total	\$215,882 85.4%	\$36,812 14.6%	\$252,694	\$221,883

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage
Water (cuft)	181,912	31,154	15,364	228,430
	79.6%	13.6%	6.7%	
Elec (KwH)	203,048	59,157	36,683	298,888
	67.9%	19.8%	12.3%	

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$5,148.00	\$1,740.00	\$6,888.00	\$12,000.00
Total Revenue to Date			\$6,888.00	

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

Greens Fees	Amount	October 2023 Amount
Kiosk Cash	\$195.00	\$195.00
Kiosk CC	\$ 670.00	\$670.00
Annual Greens fees Purchasers	\$875.00	\$875.00
TOTAL		\$1,740.00

FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc. No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
10-5-23	9685	Medical Aid	1	4 F/F
10-5-23	9689	Public Assist- Lockout	1	4 F/F
10-5-23	9690	Public Assist-Animal Welfare/ Sea Lion	1	2 F/F
10-5-23	9700	Public Assist- Oxygen Help	1	1 F/F
10-6-23	9726	Public Assist -Stuck Ring Removal	1	4 F/F
10-7-23	9769	Medical Aid	1	3 F/F

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10-8-23	9791	Structure Fire	1	12 F/F
10-9-23	9834	Medical Aid- 1144	1	9 F/F
10-9-23	9843	Public Assist- Lift Assist	1	3 F/F
10-9-23	9844	Medical Aid	1	7 F/F
10-10-23	9871	Vehicle-Boat Fire	1	4 F/F
10-13-23	9961	Medical Aid	1	4 F/F
10-15-20	10044	Public Assist-Lockout	1	1 F/F
10-18-23	10150	Medical Aid	1	5 F/F
10-18-23	10162	Medical Aid	1	7 F/F
10-20-23	10234	Debris Fire	1	3 F/F
10-27/23	10554	Medical Aid	1	4 F/F
10-30-23		Lift Assist-110 lb Tortoise	1	1 F/F
10-31-23		Public Service- Trunk or Treat	1	7 F/F

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	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	10-4-23	AAR, Discuss Board of Supervisors Award	18 F/F
Med	10-11-23	Medical Drill- Pediatric Jeopardy	15 F/F
Fire	10-18-23	AAR, Plans for the future, Ladders	9 F/F
Fire	10-25-23	AAR, Planning	9 F/F
Med	10-28-23	Ocean Rescue	7 F/F

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

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

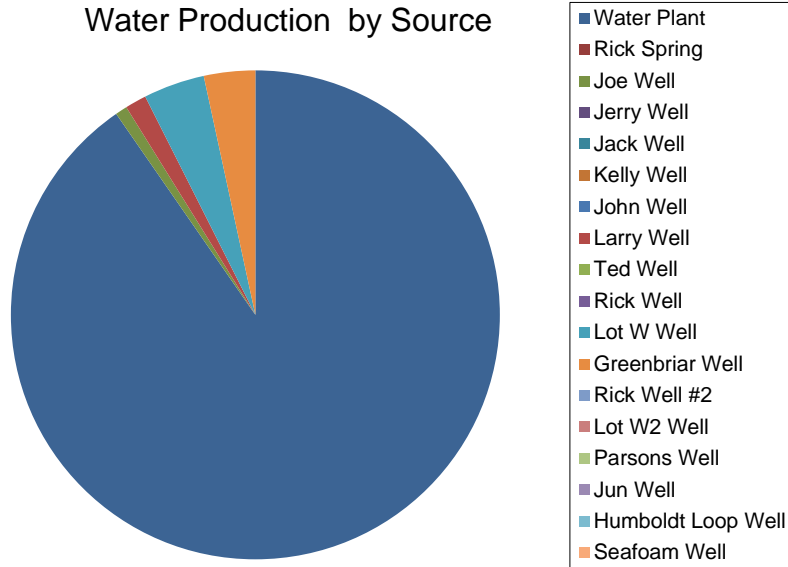
POWER OUTAGES:

Scheduled Outages:	1	Spruce Rd.
Unscheduled Outages:	<u>4</u>	Tie Line Ocean View/Bambi
Total # of Outages:	5	

WATER UTILITY

Total Gallons Finished Water Produced:	2,741,268 gallons
Water Plant (Telegraph Creek):	2,477,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	21,617 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):	38,776 gallons
Ted Well (Shaller Ct):	0 gallons
Rick Well (Toth Rd):	0 gallons
Lot W Well (Willow Glen Rd):	110,906 gallons
Greenbriar Well (Toth Rd):	92,969 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: 301.3 hours
- Monthly Rainfall Total: 3.97 inches
- Previous WY Rainfall Total: 4.49 inches
- Current WY Rainfall Total: 8.46 inches

WATER SERVICE CONNECTIONS:

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

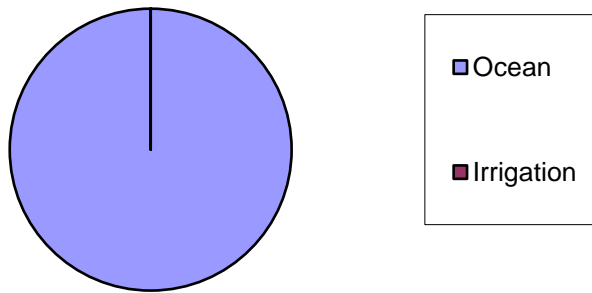
Locations:

Wastewater Utility

FLOWS INTO PLANT:

High:	58,032 gals/day
Low:	26,138 gals/day
Monthly Total:	1,073,010 gallons

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

- Services Requested: 0
- Services Connected: 0
- Previous Connections: 2
- F/Y Connections to Date: 2

Locations:

CAPITAL CONSTRUCTION PROJECTS	
Construction Work and Cal Fire Crews	
INTRADEPARTMENTAL SAFETY MEETINGS	
Date:	Items Discussed
10/31/2023	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
10/8/23	Puma Drive	House Fire. Called in to De-energize.
1:00 PM		
Personnel Responding: Jon Aronson		
Date/Time	Location	Description of Incident
10/9/23	Tie Line	Outage on Tie line. Check WWTP Close recloser when PG&E back on.
Personnel Responding: Jon Aronson		
Date/Time	Location	Description of Incident
10/22/23	292 Bambi Drive,	Isolated Power Outage on Ocean View and Bambi Dr.
3:06 AM		
Personnel Responding: Dylan Brown, Jon Aronson, Dylan Kawelmacher		
Date/Time	Location	Description of Incident
10/22/23	Lift Station 1	Red light on VFD tripped during PG&E outage earlier. Reset VFD, 2 nd one was fine.
7:18 PM		
Personnel Responding: Dylan Brown, Frank Wilson		
Date/Time	Location	Description of Incident
10/23/23	Cove View Drive	Replaced Transformer.
Personnel Responding: Dylan Kawelmacher, Dylan Brown		

END OF REPORT