

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

**GENERAL MANAGER'S ACTIVITIES:**

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- Attended Board meetings and staff meetings.
- Corresponded with community members, public agencies, and community organizations.
- Ordered new computers for board members.
- Worked with attorney regarding HR issues.
- Administered oath of office to new board director.

**ADMINISTRATION DEPARTMENT:**

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- Attended various Board meetings and staff meetings.
- Monthly billing and payroll.
- Annual employee reimbursement report.
- Prepared reports and board packets.
- CAL/OSHA reporting and extensions.
- Updated Board Rosters.
- Onboarded new board director.
- Sent IBEW employee information.
- Fourth quarter financial report.
- Renewed Radio licenses with FCC.

**WASTEWATER TREATMENT DEPARTMENT:**

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- Completing gas detector installation.
- Chlorine contact chamber cleaned.
- Effluent discharge study conducted with J2 Environmental.
- New propane tank installed at WWTP (CAL/OSHA).
- Pulled pallets off of chlorine contact chamber.
- Miksis here jetting part of our sewer system.
- Bollards installed in front of propane tank (CAL/OSHA).

#### **WATER TREATMENT DEPARTMENT:**

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- New hub assembly installed in one of the chart recorders.
- New lamp assembly installed on the Hach 2100N lab turbidimeter.
- Geo SCADA issues, lots of resetting.
- Hydrant data for 228 Seaview Road and 53 Cook Road.
- Lead and Copper sampling completed.
- Dam railing completed (CAL/OSHA).
- 1020 Upper Pacific Drive water hook up.
- Jun PRV rebuilding exterior pumphouse start.
- Reheat water main from Mink Road to Woodchuck Court for future utility customer.

#### **POWER GENERATION & DISTRIBUTION DEPARTMENT:**

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- Customer disconnect to change meter jaws.
- New hook up on Cook Rd.
- Repair dump truck body latch system on dump truck.
- Altec out for annual inspection and PMs.
- 1 power pole replaced.
- Mowing with mini excavator.
- Peterson up to replace and upgrade all 3 generator voltage regulators.
- 1 outage on tie line.

#### **PARKS AND RECREATION AND MISCELLANEOUS:**

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- New sprinklers- Golf course, hole 5 tee off.
- New bollards installed at Fire House propane tank (CAL/OSHA).
- Build stairway to fuel tank at generator plant.
- Cal-Fire: general greenbelt, water main, Willow Glen- future solar field, power line clearing.

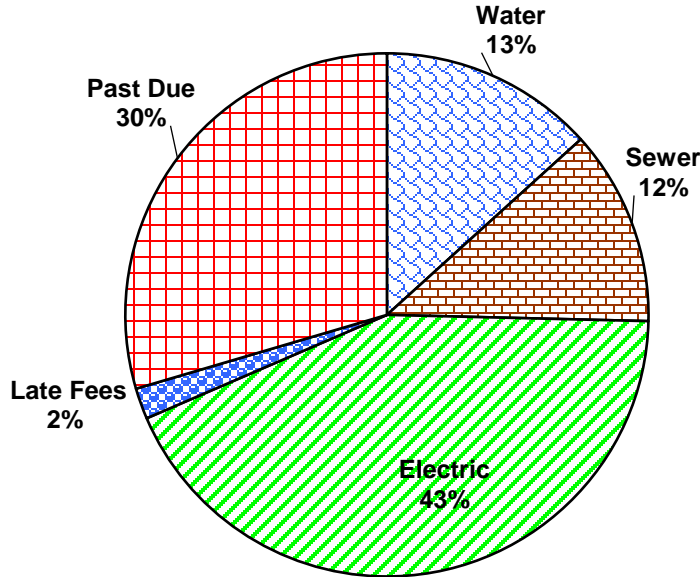
**END OF GENERAL DISCUSSION**  
**Provided by: RID Staff Members**  
**OPERATIONAL DATA FOLLOWS**

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

**ADMINISTRATION**

**Utility**

**Billing:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$42,875	\$3,357	\$46,231	\$35,358
Sewer	\$27,000	\$3,171	\$30,170	\$27,556
Electric	\$87,713	\$25,047	\$112,761	\$105,444
Late Fees	\$3,329	\$71	\$3,400	\$3,715
Past Due	\$56,112	\$4,897	\$61,009	\$61,315
<b>Total</b>	<b>\$217,029</b>	<b>\$36,543</b>	<b>\$253,572</b>	<b>\$240,773</b>
	85.6%	14.4%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
<b>Water (cuft)</b>	\$349,447	\$46,696	\$21,131	\$417,274	\$522,344
	83.7%	11.2%	5.1%		
<b>Elec (KwH)</b>	\$204,627	\$61,757	\$43,455	\$309,839	\$367,731
	66.0%	19.9%	14.0%		

**PARKS AND RECREATION**

**Golf Links:**

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fees	\$4,418.00	\$730.00	\$5,148.00	\$12,000.00
<b>Total Revenue to Date</b>			\$5,148.00	

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

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

Greens Fees		Amount		SEPTEMBER 2023
				Amount
Kiosk Cash		\$190.00		\$190.00
Kiosk CC		\$540.00		\$540.00
Annual Greens Fees Purchasers				
<b>TOTAL</b>				\$730.00

**FIRE DEPARTMENT**

**RESPONSES:**

<u>Date:</u>	<u>Inc. No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs:</u>
9/2/2023		Public Service-5171 Standby- Hospice	1	2 F/Fs
9/3/2023	# 8699	Medical Aid	1	7/F/Fs
9/3/2023	# 8709	Public Assist-Overdue plane	1	3 F/Fs
9/4/2023	# 8737	Public Assist- Smoke detector	1	2 F/Fs
9/5/2023	# 8779	Lockout- Home -Ladder needed	1	5 F/Fs
9/7/2023	# 8845	Medical Aid	1	8 F/Fs
9/8/2023	# 8874	Medical Aid- Animal bite	1	4 F/Fs
9/12/2023	# 8965	Medical Aid	1	1 F/F
9/12/2023	# 8997	Medical Aid- Fall	1	6 F/Fs
9/13/2023	# 9001	Medical Aid- Fall	1	4 F/Fs
9/14/2023	# 9034	Medical Aid- Dog attack	1	6 F/Fs
9/22/2023	# 9330	Debris Fire	1	5 F/Fs
9/24/2023	# 9377	Medical Aid- Eye injury	1	6 F/Fs

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9/24/2023	# 9401	Public Assist- Water heater spilling	1	4 F/Fs
9/25/2023	# 9434	Vehicle Fire	1	8 F/Fs

**EQUIPMENT STATUS:**

	<b>ID #</b>	
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:	9/6/2023	Drill unit checks, tools sharpened	11 F/Fs
Fire Drill	9/13/2023	Duty Officer's meeting	7 F/Fs
Med Drill:	9/13/2023	Rx of Respiratory distress	16 F/Fs
Fire Drill:	9/20/2023	Connecting to hydrants	14 F/Fs
Fire Drill:	9/27/2023	Connecting to hydrants/structure gear	14 F/Fs
Fire Drill:	9/30/2023	Wildland FF Tactics	11 F/Fs

**ELECTRICAL UTILITY**

**ELECTRICAL SERVICE CONNECTIONS:**

		<u>Locations</u>
Services Requested:	0	
Services Connected:	2	127 Cook Rd 234 Spring
Previous Connections:	<u>1</u>	
F/Y Connections to Date:	<u>3</u>	

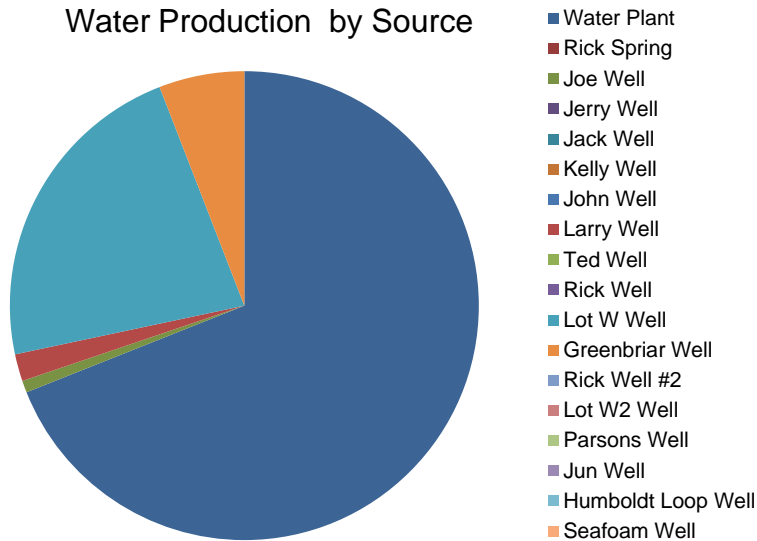
**POWER OUTAGES:**

Scheduled Outages:	1	Spruce Rd
Unscheduled Outages:	1	Tie Line
Total # of Outages:	<u>2</u>	

**WATER UTILITY**

● <b>Total Gallons Finished Water Produced:</b>	3,263,500	gallons
Water Plant (Telegraph Creek):	2,251,000	gallons
Rick Spring (Toth Rd):	0	gallons
Joe Well (Cougar Rd):	26,778	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):	61,044.28	gallons
Ted Well (Shaller Ct):	0	gallons
Rick Well (Toth Rd):	0	gallons
Lot W Well (Willow Glen Rd):	732,509	gallons
Greenbriar Well (Toth Rd):	192,169	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: 338 hours
- Monthly Rainfall Total: 4.49 inches
- Previous WY Rainfall Total: 0 inches
- Current WY Rainfall Total: 4.49 inches

**WATER SERVICE CONNECTIONS:**

		<u>Locations</u>
● Services Requested:	0	
● Services Connected:	1	1020 Upper Pacific
● Previous Connections	2	
● F/Y Connections to date:	<u>3</u>	

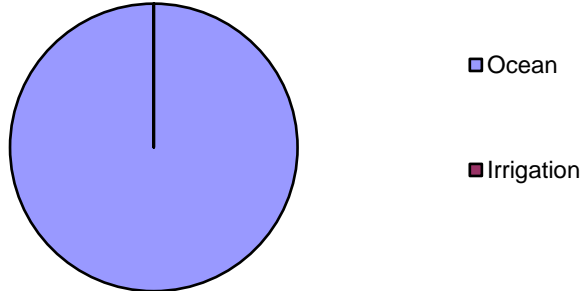
**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	<u>98,920</u> gals/day
Low:	<u>41,530</u> gals/day
Monthly Total:	<u>1,679,820</u> gallons



**Wastewater Treatment Plant Effluent**



**SEWER SERVICE CONNECTIONS:**

	<u>Locations</u>
• Services Requested:	0
• Services Connected:	0
Previous Connections:	<u>2</u>
• F/Y Connections to date:	<u>2</u>

<b>CAPITAL CONSTRUCTION PROJECTS</b>
Construction Work and Cal fire Crews

**INTRADEPARTMENTAL SAFETY MEETINGS**

Date	Items Discussed
9/31/2023	Online Target Solutions

**ON CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
9/11/2023  12:59 PM	Lift Station 1.	Power loss. Checked, reset everything.
Personnel Responding: Dylan Brown		

**END OF REPORT**