

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

**GENERAL MANAGER'S ACTIVITIES:**

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- Assisted Emerald Technologies with setting up new Board laptop computers.
- Worked with GSRMA on ongoing personnel matters.
- Investigated staff healthcare options due to rising costs.
- Corresponded with community members regarding roads and stormwater concerns.
- Met with various community organizations, including SCARF and Shelter Cove golfers.
- Attended an online meeting on CalPERS pension management, mainly regarding unfunded liability payments.
- Assisted with annual financial audits and researched potential new CPA consultants.
- Attended meetings, including with the Board, staff, and with engineering firms regarding ongoing and upcoming District projects.
- Researched and investigated an ongoing DWR drought relief grant, administered by the County.
- Signed checks and various documents.
- Organized files and rearranged the workspace in the GM office.

**ADMINISTRATION DEPARTMENT:**

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- Assessed Clerk applications and resumes for interview recommendations.
- Scheduled and assisted the GM with job interviews.
- Posted job vacancies.
- Worked with State Department of Finance who are performing an audit of the Prop 1 Water Tank Replacement Project Grant.
- Secretary of State filing to report new Board president.
- Closed out FEMA Covid19 grant.
- Organized fire extinguisher/stove range inspections.
- Ordered 2024 labor law posters.
- Attended Supervisors meetings.

- Completed audit work for 2021.
- Set up signers for district bank accounts.
- Amended job descriptions.
- Payroll and billing.
- Monthly newsletter, activity calendar and board packet preparation.

#### **WASTEWATER TREATMENT DEPARTMENT:**

- Installed security camera.
- Installed new float in disc tank.
- Weed abatement.

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

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- Polymer steaming current controller probe and piston cleaned.
- Reached out to companies to fix the SCADA system.

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

- Performed tree trimming.
- Called in for car accident. Vehicle hit a power pole on corner of Shelter Cove Road and Redwood Road.
- Took line truck to Dixon for hydraulic pump replacement.
- Worked with union on updating job descriptions.
- Took truck to town for service.
- Picked up new trailer from State Coastal Conservancy Grant.
- Peterson Generator came out to Shelter Cove to meet new Tech from Fortuna to check out recommendations that were previously suggested by other Techs who came out.

## **PARKS AND RECREATION AND MISCELLANEOUS**

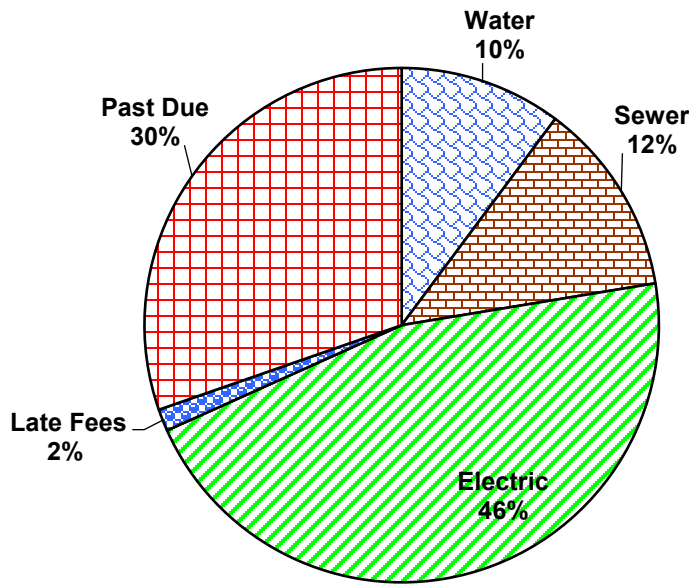
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- Coordinated golf course CC machine repair.
- Tee's reimaged, relocated and boxes mowed.
- Link areas mowed, expanded, and resurfaced.
- Greens mowed and edged.
- Holes changed.
- Gopher management performed.
- Maintenance and repairs on golf mowing equipment.
- 2020 F-150 truck taken to Eureka for oil change and recall work.
- New flatbed/tilt trailer picked up.
- Painted roof of backhoe.
- Digger Derrek line truck dropped off in Dixon for repairs.

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

**ADMINISTRATION**

**UTILITY  
 BILLING:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$23,163	\$1,857	\$25,020	\$25,742
Sewer	\$26,888	\$3,115	\$30,003	\$24,745
Electric	\$90,181	\$22,558	\$112,739	\$100,586
Late Fees	\$2,830	\$561	\$3,391	\$5,286
Past Due	\$67,104	\$7,414	\$74,518	\$75,984
<b>Total</b>	<b>\$210,166</b>	<b>\$35,506</b>	<b>\$245,671</b>	<b>\$232,343</b>
	85.5%	14.5%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	\$142,602	\$22,937	\$8,893	\$174,432	\$251,495
	81.8%	13.1%	5.1%		
Elec (KwH)	\$210,697	\$54,982	\$38,810	\$304,489	\$345,681
	69.2%	18.1%	12.7%		

**PARKS AND RECREATION**

**GOLF LINKS:**

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$7,449	\$425	\$7,874.00	\$12,000.00
<b>Total Revenue to Date</b>			\$7,874.00	

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

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

Greens Fees	Amount	December 2023 Amount
Kiosk Cash	\$245.00	\$245.00
Kiosk CC	\$180.00	\$180.00
Annual Greens fees Purchasers		
<b>TOTAL</b>		\$425.00

**FIRE DEPARTMENT**

**RESPONSES:**

<u>Date:</u>	<u>Inc. No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
12-2-23		Santa Express: Lighthouse	1	2 F/F
12-5-23	12116	Public Assist-Tree on House	1	3 F/F
12-6-23	12146	Unknown Fire-Beach Rd	1	4 F/F
12-8-23	12204	MVA-Power Off	1	5 F/F
12-10-23	12276	Medical Aid	1	4 F/F
12-15-23	12452	Medical Aid w/ Air Lift	1	8 F/F
12-17-23		Santa Express- Clubhouse	1	4 F/F
12-26-23	12754	Medical Aid-Unconscious	1	7 F/F

**EQUIPMENT STATUS:**

	<b><u>ID#</u></b>	
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:**

<b><u>Drills:</u></b>	<b><u>Date:</u></b>	<b><u>Description:</u></b>	<b><u>F/F Turnout:</u></b>
Fire	12-6-23	Drill- Find Tools on Truck	15 F/F
Med	12-9-23	ORT Jet Ski Shakedown	5 F/F
Fire	12-13-23	D.O. Meeting	7 F/F
Med	12-13-23	Use of KED	18 F/F
Fire	12-20-23	Porch Drills	22 F/F
Med	12-27-23	Vehicle Extraction	18 F/F
Med	12-30-23	ORT- back side of jetty-rough seas With 2 State Lifeguards from Trinidad	9 F/F

**ELECTRICAL UTILITY**

**ELECTRICAL SERVICE CONNECTIONS:**

**Location:**

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

**POWER OUTAGES:**

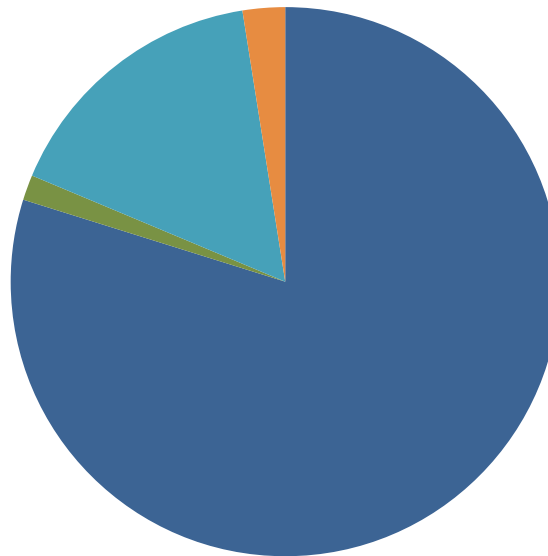
**Location:**

Scheduled Outages:	0	
Unscheduled Outages:	<u>2</u>	Car vs. Pole-SC Rd/ Redwood Rd Ridge Road
Total # of Outages:	<b>2</b>	

**WATER UTILITY**

<b>Total Gallons Finished Water Produced:</b>	<b>2,334,961 gallons</b>
Water Plant (Telegraph Creek):	1,072,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	55,427 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):	636,526 gallons
Greenbriar Well (Toth Rd):	571,008 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: 116.0 hours
- Monthly Rainfall Total: 19.50 inches
- Previous WY Rainfall Total: 14.51 inches
- Current WY Rainfall Total: 34.01 inches

**WATER SERVICE CONNECTIONS:**

**Location:**

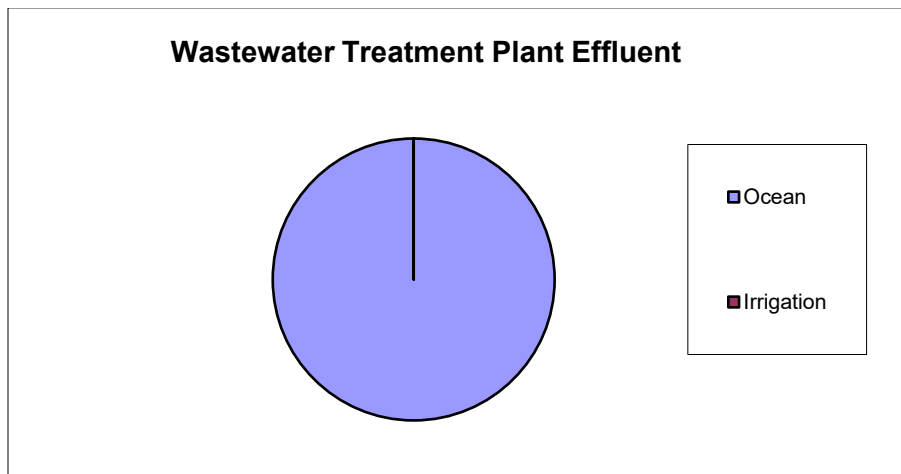
- Services Requested: 0
- Services Connected: 0
- Previous connections: 3
- F/Y Connections to date: **3**



**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	235,300 gals/day
Low:	32,750 gals/day
Monthly Total:	3,165,768 gallons



**SEWER SERVICE CONNECTIONS:**

**Location:**

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

<b>CAPITAL CONSTRUCTION PROJECTS</b>	
<b>Construction Work and Cal Fire Crews</b>	
<b>INTRADEPARTMENTAL SAFETY MEETINGS</b>	
Date:	Items Discussed
12/31/2023	Online Target Solutions

**ON CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
Date/Time	Location	Description of Incident
12/8/2023	Shelter Cove Road at Redwood Road	Vehicle vs Power Pole.
11:00 PM		
Personnel Responding: Dylan Brown, Fire Dept., Jon Aronson		
Date/Time	Location	Description of Incident
12/16/2023	WWTP	Advanced Security called, front door alarm.
4:13 AM		
Personnel Responding: Frank Wilson		
Date/Time	Location	Description of Incident
12/17/2023	WWTP	Customer called. Front gate wide open. Checked and it was closed.
5:03 PM		
Personnel Responding: Frank Wilson		
Date/Time	Location	Description of Incident
12/26/2023	1390 Upper Pacific Drive	Sewer lateral at main plugged. Got snake and unplugged.
Personnel Responding: Bud Lair		

**END OF REPORT**