

RESORT IMPROVEMENT DISTRICT No. 1
GENERAL MANAGER'S REPORT
JANUARY 2024

GENERAL MANAGER'S ACTIVITIES:

- Attended meetings, including with the Board, staff, the labor union, J2Environmental, and County Roads.
- Met with community organizations, including CASO, First 5 Humboldt, and the library.
- Accepted the resignation of Industrial Electrician, Michael Briggs.
- Worked with well-drillers to quote a new well at the District's Lot W site. This project will be funded in part by a DWR drought relief grant, administered by the County.
- Began a discussion with community members and organizations on a potential future mountain bike race to be held on District roads and greenbelt property.
- Worked collaboratively with staff and the Board on updating District policies.
- Began coordinating with Humboldt County Roads on the use of Eel River Conservation camp crews to conduct roads-related work in the Cove.
- Reviewed the applications for the Administrative Superintendent position.
- Gathered contacts for an informal Community Clubhouse committee.
- Assisted with the completion and submission of the 4th quarter 2023 wastewater report to the state.
- Responded to the findings of an audit on the District's prior Prop 1 grant to replace water tanks.
- Submitted a damage report to the County Office of Emergency Services related to January storms. A culvert failed at the end of Lindley Loop West, causing a water main break and drastic road erosion. (See photo).
- Ordered RID logo hats for the crew.



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ADMINISTRATION DEPARTMENT:

- Attended meetings, including with the Board and supervisors.
- Updated the District website.
- Completed annual OSHA reporting.
- Worked with the Fire Chief Nick to complete an annual Smoke Management Plan with AQMD.
- Collaborated with the GM and the Board on updating District policies.
- Reviewed the applications for the Administrative Superintendent position.
- Assisted with the response to the findings of an audit on the District's prior Prop 1 grant to replace water tanks.
- Assisted with an initial damage report to the County Office of Emergency Services related to January storms.
- Completed the quarterly CHP Basic Inspection of Terminals and Trucks (BIT).
- Posted job vacancies.
- Payroll and billing.
- Monthly newsletter, activity calendar and board packet preparation.

WATER TREATMENT DEPARTMENT:

- Joe PRV structure rebuild started.
- Leak on McMains and Thistle. Approx 62 Kgal water loss.
- 30+ Kgal drained from Lar tank, due to County drain failing and taking Lindley Loop West Road and utilities out.
- Work on PRVs damaged from above tank drain.
- Well drillers here for quotes to drill new well for County grant.

WASTEWATER TREATMENT DEPARTMENT:

- Chlorine contact chamber cleaned.
- Lift 5, pump 1. 4-inch check valve replaced.
- New battery backup installed on Superintendent computer.
- Generator prep for incoming rainstorms.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Tree trimming
- 2 outages tie line
- Outage on ocean view- bad transformer
- Trip to Dixon to get line truck, pick up new fire truck, drop off old truck at auction.
- Let down valve at Lar tank.
- Service call to Whale Point, bad connection.
- Called in for central lift VFD error.
- Received new Enercon panel screen.

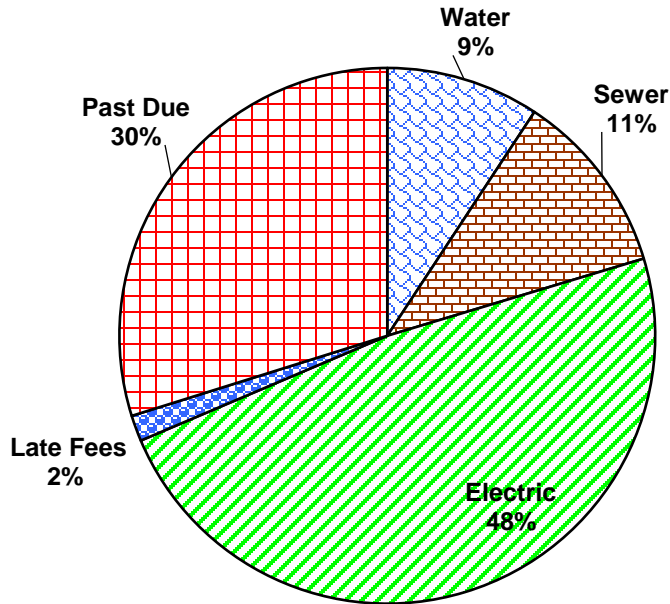
PARKS AND RECREATION AND MISCELLANEOUS:

- Golf Course maintenance at the beginning of January.
- Performed recreation equipment maintenance.
- Rain, rain, rain (and wind).
- Dump truck dropped off at Peterson for service.
- CDL driver proficiency signing off for RIDs three holders.
- Asbestos awareness safety training.
- 2007 F250 dropped off at auction yard.
- Contact Sierra Controls, sign contract to work on our SCADA system.
- Emerald Tech assisting with computer issues.

END OF GENERAL DISCUSSION
Provided by: RID Staff Members
OPERATIONAL DATA FOLLOWS
APPENDIX OF OPERATIONAL DATA FOR THE
MONTH OF JANUARY 2024

ADMINISTRATION

**UTILITY
 BILLING:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$23,576	\$1,996	\$25,572	\$25,374
Sewer	\$26,944	\$3,695	\$30,639	\$27,213
Electric	\$107,162	\$26,139	\$133,301	\$106,000
Late Fees	\$3,680	\$642	\$4,323	\$4,698
Past Due	\$66,171	\$16,243	\$82,414	\$70,156
Total	\$227,533 82.4%	\$48,716 17.6%	\$276,249	\$233,441

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	\$163,842 83.6%	\$24,038 12.3%	\$8,011 4.1%	\$195,891	\$201,443
Elec (KwH)	\$256,877 69.8%	\$64,525 17.5%	\$46,540 12.6%	\$367,942	\$357,885

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$7,874.00	\$545.00	\$8,419.00	\$12,000.00
Total Revenue to Date			\$8,419.00	

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

Shelter Cove Golf Links Honorable Golfers December 2023

Greens Fees	Amount	January 2024 Amount
Kiosk Cash	\$180.00	\$180.00
Kiosk CC	\$365.00	\$365.00
Annual Greens fees Purchasers		
TOTAL		\$545.00

FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc. No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
1-6-24	#171	Public Assist- Lockout	1	1 F/Fs
1-10-24	#300	Medical Aid-Whale Gulch	1	11 F/Fs
1-12-24	#344	PA-Lockout- Lightning Trailhead	1	1 F/Fs
1-12-24	#369	Medical Aid	1	7 F/Fs
1-14-24	#431	PA-Unoccupied Vehicle Off Roadway	1	4 F/Fs
1-21-24	#642	Medical Aid-Whale Gulch	1	4 F/Fs

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

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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>
Med	1-3-24	AAR Ocean Rescue	23 F/Fs
Fire	1-10-24	DO Meeting-Plans for the Year	9 F/Fs
Fire	1-10-24	Harassment in the Workplace	25 F/Fs
Fire	1-17-24	Jeopardy (Teams)	21 F/Fs
Med	1-24-24	Ocean Rescue Awareness	19 F/Fs
Med	1-27-24	Ocean Rescue Training	12 F/Fs
Fire	1-31-24	Structure Fire Jeopardy	18 F/Fs

ELECTRICAL UTILITY

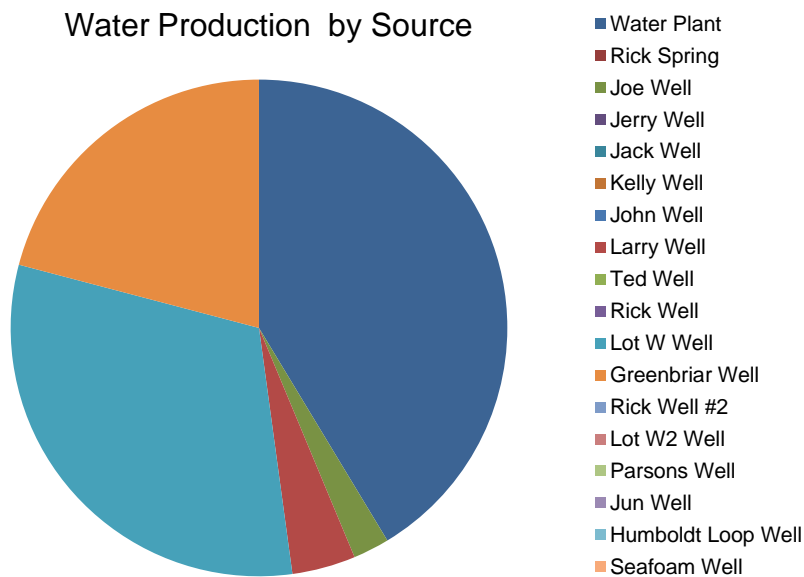
<u>ELECTRICAL SERVICE CONNECTIONS:</u>	<u>Location:</u>
Services Requested: 0	
Services Connected: 0	
Previous Connections: <u>3</u>	
F/Y Connections to Date: 3	

<u>POWER OUTAGES:</u>	<u>Location:</u>
Scheduled Outages: 2	PG&E Whole Cove
Unscheduled Outages: <u>1</u>	Bambi Dr./Ocean View
Total # of Outages: 3	

WATER UTILITY

Total Gallons Finished Water Produced:	2,389,303 gallons
Water Plant (Telegraph Creek):	988,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	56,400 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):	98,833.28 gallons
Ted Well (Shaller Ct):	0 gallons
Rick Well (Toth Rd):	0 gallons
Lot W Well (Willow Glen Rd):	746,646 gallons
Greenbriar Well (Toth Rd):	499,425 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: 98.3 hours
- Monthly Rainfall Total: 26.20 inches
- Previous WY Rainfall Total: 34.01 inches
- Current WY Rainfall Total: 60.21 inches

WATER SERVICE CONNECTIONS:

Location:

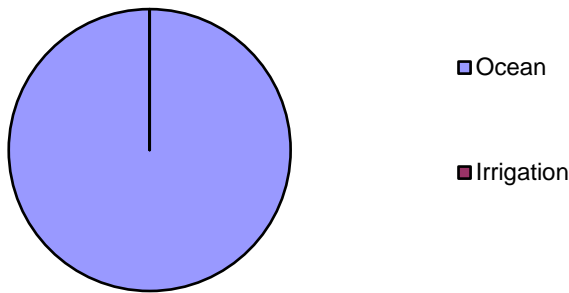
- Services Requested: 0
- Services Connected: 0
- Previous connections: 3
- F/Y Connections to date: 3

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	612,678 gals/day
Low:	84,025 gals/day
Monthly Total:	6,687,297 gallons

Wastewater Treatment Plant Effluent



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
1/31/2024	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
1/31/2024	Central Lift Station	VFD and SCADA issues.
4:00 AM		
Personnel Responding: Frank Wilson, Jon Aronson		

END OF REPORT