

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

GENERAL MANAGER'S ACTIVITIES:

- Major winter storm response in early February. Fire department and the District crew work long hours, dealing with more than 30 downed trees, seven into power lines, plus a broken cross-country water main. Localized power outages lasted less than a day. Staff contracted Wahlund Construction with power restoration efforts. District staff repaired the water main.
- Attended meetings with the Board, staff, concerned residents, and community organizations, including the informal Community Clubhouse Committee.
- Met with BLM representatives, including an archaeologist, at Mal Coombs Park regarding their plans to conduct ground-penetrating radar (GPR) research there later this year.
- Staff and I met online with the Weist Law Firm group to discuss the District's CalPERS Unfunded Accrued Liability (UAL) debt, along with other financial-related topics.
- Continued working with staff and the Board on updating District policies.
- Green-lighted a \$65K reserve expenditure to repair 17 sewer system pipe leaks and 12 manhole point repairs that contractors found this month.
- Corresponded with Humboldt County Roads on setting up a Memorandum of Agreement over the use of their roadside mowers within District boundaries.
- Corresponded with the Humboldt County Code Enforcement Unit regarding a large, Con-Ex storage container encroaching onto Spring Rd.
- Attended annual anti-harassment training with the crew, plus other, online job-related training.
- Worked on a state-mandated Workplace Violence Prevention Plan.
- Awarded the DWR drought relief grant-funded project to Fisch Drilling to drill a new well at the Lot W site on Willow Glen Rd. Also worked on completing various paperwork for the County grant administrator.
- Conducted interview for the Administrative Superintendent position. Awarded it to Zoe Wilcox.

- Assisted with the completion and submission of the 2023 Annual Wastewater Report to the state.
- Received the RID logo hats! (See photo).



ADMINISTRATION DEPARTMENT:

- Attended meetings, including with the Board and Superintendents.
- Updated the District website.
- Posted three job vacancies.
- Collaborated with the GM and the Board on updating District policies.
- Assisted in the interview process for the Administrative Superintendent position.
- Completed Possessory Interest reporting to the Humboldt County Assessor.
- Submitted annual hazardous materials reporting to Humboldt County Environmental Health.
- Completed GSRMA annual insurance questionnaire and Risk Management Accredited Program application to be considered to receive up to 7% off our annual liability insurance premium.
- Attended anti-harassment training.
- Met online with the Weist Law Firm group to discuss the District's CalPERS Unfunded Accrued Liability (UAL) debt, along with other financial-related topics.
- Coordinated with the Department of Justice regarding application for Live Scan background checks.
- Completed payroll and billing.
- Monthly newsletter, activity calendar and board packet preparation.
- Worked on State Controller's Report.

WATER TREATMENT DEPARTMENT:

- Calibrated 1720E, 2100N, and 2100P turbidimeters.
- The water plant only ran for 3 days due to all the slide activity.
- Battery problem at Omar tank, Solar issues due to no sun.
- Hemlock pressure reducing valve covered prior to cold weather and snow.

WASTEWATER TREATMENT DEPARTMENT:

- Miksis Services Inc. in Shelter Cove to video sewer mains for leaks. They located 2 leaks in the Spring Road and Wells Rd areas.
- Disc press sludge pump broke. Ordered new one.
- Lift station 7, phase monitor failed. New one installed.
- Central Lift Station V.F.D. stopped working. Reset SCADA pack to make it work.
- Sludge bags hauled to Willits for disposal.
- Eureka Overhead Door came to look into replacement of roll up door.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Performed tree trimming.
- Called in during the storm.
- Trees fell on power lines on Shelter Cove Road, Machi Road, Upper Pacific Drive, Parsons Road and Cove Point West.
- There were 2 isolated outages from the storm on Machi Road and Cinch Court.
- Sewer Hookup on Upper Pacific Drive.
- Power outage on Tie-line.
- Performed service call to Ridgeview Circle for flickering lights.
- Service call to Spring Road for half power.
- Called in for Lift Station 7 power issue.

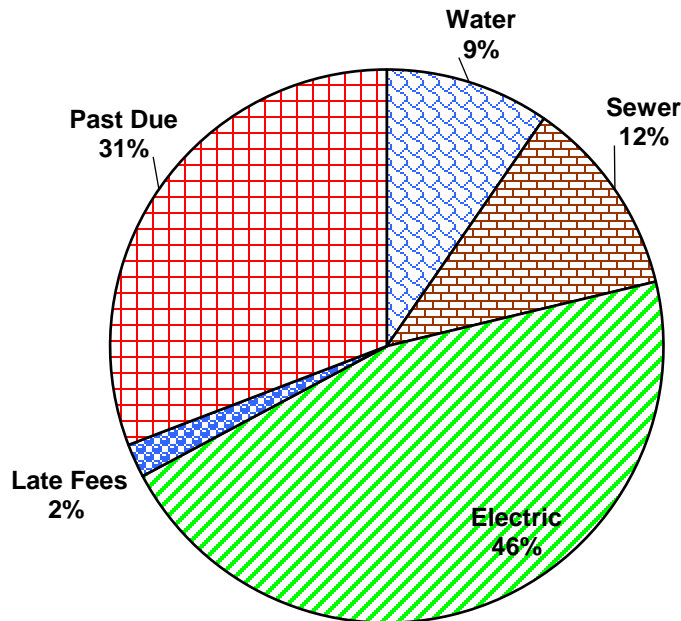
PARKS AND RECREATION AND MISCELLANEOUS:

- Encountered SCADA issues, a lot of resetting during the month.
- Took 2020 Ford F-150 to Harper Ford for recall issue, burning oil.
- Maintenance of the Golf Marsh continues to be challenging due to significant rainfall.
- Grass is coming out of hibernation and beginning to grow.
- Gophers are starting to mound up to terrorize the golf course once again.
- We continue to maintain the course as weather and surface water allows.
- Please be patient with weather related mowing delays.

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

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$23,408	\$1,574	\$24,981	\$24,013
Sewer	\$27,061	\$3,165	\$30,226	\$27,213
Electric	\$96,290	\$23,111	\$119,401	\$107,736
Fees	\$4,733	\$392	\$5,125	\$135
Past Due	\$74,218	\$5,829	\$80,047	\$83,041
Total	\$225,710	\$34,071	\$259,781	\$242,137
	86.9%	13.1%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	147,005	17,560	4,595	169,160	185,622
	86.9%	10.4%	2.7%		
Elec (KwH)	223,611	56,520	41,495	321,626	358,619
	69.5%	17.6%	12.9%		

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$8,419.00	\$365.00	\$8,784.00	\$12,000.00
Total Revenue to Date			\$8,784.00	

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

Shelter Cove Golf Links Honorable Golfers February 2024

Greens Fees	Amount	February 2024 Amount
Kiosk Cash	\$115.00	\$115.00
Kiosk CC	\$250.00	\$250.00
Annual Greens fees Purchasers		
TOTAL		\$365.00

FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc. No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
2-4-24	1066	Public Assist-(tree into power line)	1	10 F/Fs
2/4/24	1074	P.A. (Tree across road)	1	4 F/Fs
2/4/24	1075	P.A. (Traffic hazard)	1	8 F/Fs
2/4/24	1078	P.A. (Tree into power line)	1	5 F/Fs
2/4/24	1087	P.A. (Electric lines-traffic)	1	10 F/Fs
2/5/24	1094	P.A. (Beach Rd)	1	6 F/Fs
2/5/24	1104	P.A. (Tree into road)	1	7 F/Fs
2/5/24	1107	P.A. (Tree into road)	1	7 F/Fs
2/12/24	1340	Medical Aid (Shasta)	1	6 F/Fs
2/16/24	1444	P.A. (Water leak)	1	5 F/Fs
2/27/24	1773	P.A. (Lock out)	1	2 F/Fs

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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	2/7/24	Duty Officer's meeting	6 F/Fs
Fire	2/7/24	Drill	15 F/Fs
Fire	2/14/24	Drill	22 F/Fs
Fire	2/21/24	Drill	20 F/Fs
Med	2/24/24	Ocean Rescue training	18 F/Fs
Fire	2/28/24	Drill	28 F/Fs

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:

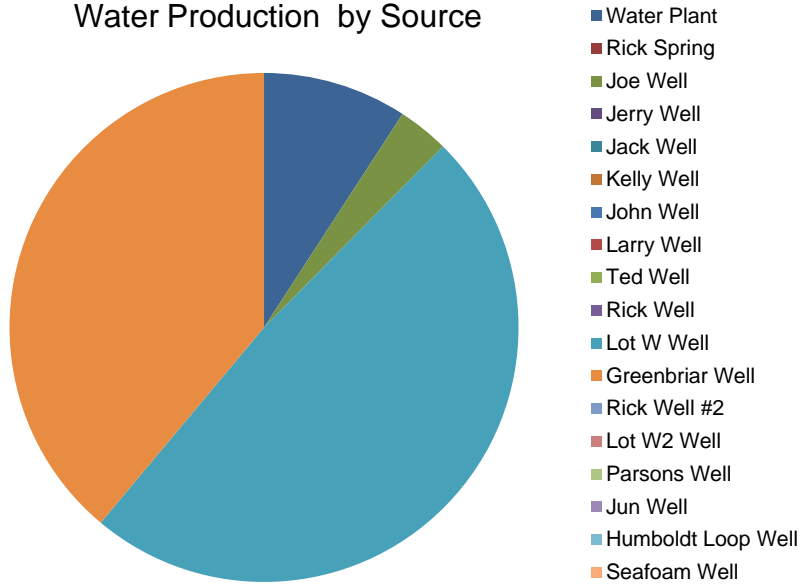
Location:

Scheduled Outages:	0	
Unscheduled Outages:	<u>3</u>	Tie-line, SC Road
Total # of Outages:	3	Machi Road, Cove Point Point West, Upper Pacific Dr.

WATER UTILITY

Total Gallons Finished Water Produced:	2,346,224 gallons
Water Plant (Telegraph Creek):	215,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	76,146 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):	1,142,121 gallons
Greenbriar Well (Toth Rd):	912,956 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: 17.9 hours
- Monthly Rainfall Total: 19.83 inches
- Previous WY Rainfall Total: 60.21 inches
- Current WY Rainfall Total: 80.40 inches

WATER SERVICE CONNECTIONS:

Location:

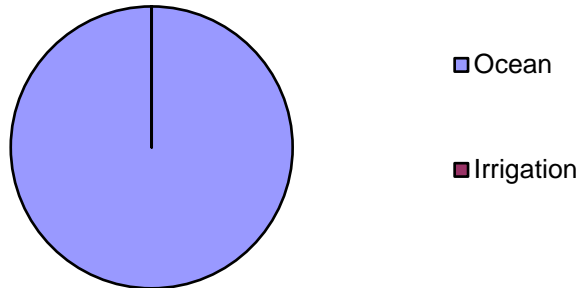
- Services Requested: 0
- Services Connected: 0
- Previous connections: 3
- F/Y Connections to date: 3

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	546,280 gals/day
Low:	96,108 gals/day
Monthly Total:	6,420,369 gallons

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

- Services Requested 0
- Services Connected: 1
- Previous Connections: 1
- F/Y Connections to Date: 2

Location:

Upper Pacific Drive

CAPITAL CONSTRUCTION PROJECTS	
Construction Work and Cal Fire Crews	
INTRADEPARTMENTAL SAFETY MEETINGS	
Date:	Items Discussed
2/29/2024	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
2/3/24	Redwood & Seafoam Rds	Cross-country water main break
Personnel Responding: Bud Lair, Joe Mendes		
Date/Time	Location	Description of Incident
2/3/24	Community Clubhouse-Chili Cook Off	Ice machine issue
4:30 pm		

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Personnel Responding: Jon Aronson, Dylan Brown		
Date/Time	Location	Description of Incident
2/4/24	Machi Rd, Cove Point West, Upper Pacific Dr	Trees on Power Lines-Storm outages
Personnel Responding: Bud Lair		
Date/Time	Location	Description of Incident
2/5/24	Cove Point West	Power Outage Repair
5:15 pm		
Personnel Responding: Jon Aronson, Joe Mendes		
Date/Time	Location	Description of Incident
2/5/24	Shelter Cove Rd above Kennedy Tank	Slide/ Power outage
Personnel Responding: Jon Aronson, Dylan Brown, Joe Mendes		
Date/Time	Location	Description of Incident
2/6/24	Ocean View Rd	Repair Pole & re-energize
Personnel Responding: Jon Aronson, Bud Lair, Joe Mendes		
Date/Time	Location	Description of Incident
2/7/24	Machi/ Ocean View Rds	Repair service pole
Personnel Responding: Jon Aronson, Bud Lair, Joe Mendes		
Date/Time	Location	Description of Incident
2/10/24	Spring Rd	1/2 Power at house
Personnel Responding: Jon Aronson, Joe Mendes		
Date/Time	Location	Description of Incident
2/19/24	Tie line	Troubleshoot outage, Close recloser
Personnel Responding: Jon Aronson, Travis Thompson		

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Date/Time	Location	Description of Incident
2/24/24	Lift Station 7	Power fail-pump issue
1:30 pm		
Personnel Responding: Jon Aronson, Dylan Brown, Frank Wilson		

END OF REPORT