

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

**GENERAL MANAGER'S ACTIVITIES:**

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- Attended meetings with the Board, staff, concerned residents, and community organizations, including the informal Community Clubhouse committee and the pickleball community.
- Worked with Fire Chief Nick Pape to enhance the audio/ visual technology for District Board meetings. Also worked with Access Humboldt to archive the meeting recordings online.
- Attended numerous online training webinars through the CSDA website.
- Continued working with staff and the Board on updating District policies.
- Met with staff and a contractor to assess the Community Clubhouse building, mainly the South wall and window. Will need to create a future budget for much deferred maintenance and building rehabilitation.
- Toured the Lindley Loop West emergency culvert repair project by the County and GR Sundberg. The project is now complete. (See photo).
- Attended online meetings with Electrical Superintendent Jon Aronson and JTI engineers to go over solar net-energy-metering for the Cove.
- Met with Nick and representatives from the Trees Foundation to discuss the upcoming grant-funded Wildfire Defense Project within the Cove.
- More research and coordination with the Weist Law Firm group to discuss the District's CalPERS Unfunded Accrued Liability (UAL) debt.
- Met online with BLM, Cal Poly and Eel River Wailaki representatives regarding an upcoming archaeological study at Mal Coombs Park.



- Interviewed four applicants with Sue and Jon for the Apprentice Lineman position. Presented a conditional offer of employment to one of the applicants who will start in mid-April.
- Interviewed one applicant with Sue and Frank for the Water/Wastewater Operator position.
- Toured the work that contractor Miksis Services, Inc. conducted mostly in the Spring Rd area, repairing defects in the sanitary sewer collection system.
- Began work on the draft FY 2024-2025 budget.

#### **ADMINISTRATION DEPARTMENT:**

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- Attended various meetings, including with the Board and supervisors.
- Updated the District website.
- Posted two job vacancies.
- Completed payroll and billing.
- Collaborated with the GM and the Board on updating District policies.
- Assisted in the interview process for the Apprentice Journeyman and Water/Wastewater Operator positions.
- Completed and submitted materials reporting to Humboldt County Environmental Health.
- Attended IIPP training.
- Met with the General Manager to discuss the District's CalPERS Unfunded Accrued Liability (UAL) debt, along with other financial-related topics.
- Worked with Board Members to submit Form 700 Conflict of Interest to Humboldt County Elections.
- Met on site with Sports Courts stakeholders to give a status report and receive input.
- Attended a coordination meeting with the Trees Foundation regarding the Project Coordination of the Wildfire Resiliency and Community Defense Project (6.2M grant).
- Worked on the draft 2024/25 budget.

### **WATER TREATMENT DEPARTMENT:**

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- Insulate chlorine injectors on higher elevation wells.
- Called and left message with Oneka desalinization.
- Changing battery in and out at Omar site. Waiting for solar charger to replace.
- Looked for leaks on Jerry tank system. 2 found and repaired. Approximately 605 Kgal lost.
- Bleed air out of Hemlock PRV after leak repairs.
- Leak at 134 Ridgeview Circle on our side of the meter. Tightened meter connection.
- Completed Annual Water Report with assistance from Office Staff.
- Interviewed applicant for the Water/Wastewater Operator position.

### **WASTEWATER TREATMENT DEPARTMENT:**

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- New sludge transfer pump installed in the disc press.
- Chlorine contact chamber cleaned.
- Lift station 2, pump 2, weir plate changed to new stainless steel.
- Lift station 2, pump 2, suction gaskets changed, pump gasket changed, and clearances set.
- Lab Hach TL2300 turbidimeter calibrated.
- Gearbox arrived for south clarifier, will work it into later schedule for install.
- Miksis here repairing multiple water intrusions in the Spring Road area.
- Annual Volumetric Report submitted to the State.

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

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- Performed tree trimming.
- Two outages on the Tie-line.
- Called in for power outage. A tree had fallen on the tie-line.
- Coordinated Net Energy Metering study with JTI Environmental.
- Established weekly meetings to discuss issues with NEM study.
- Electric hookup on Upper Pacific Drive.

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- Interviewed candidates for the apprentice lineman position.
- Responded to water leak on Toth and Hemlock
- Yearly meeting with PG&E representatives.

**PARKS AND RECREATION AND MISCELLANEOUS:**

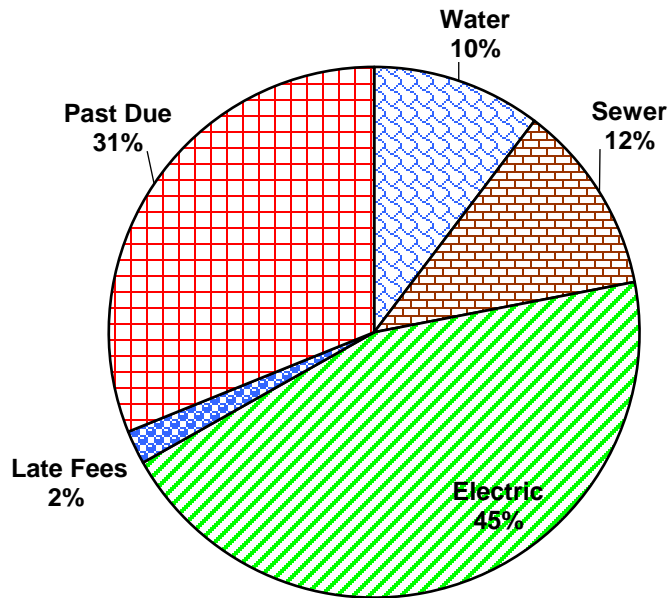
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- Started construction on golf course tee box frames.
- GM and WTP/WWTP Superintendent met with board member Tesia Beauchene.
- Marked tree on Telegraph Creek Road, our guys made sure it's not going to pull water line out of road if it falls.
- Ordered new signs for the fitness trail.
- Picked up 2 used monitors for some of the SCADA computers.
- Sierra Controls going through the SCADA computers.
- Restart mowing of the golf course. The vegetation finally had a chance to dry out.
- Investigated Clubhouse ice machine issues.

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

**ADMINISTRATION**

**UTILITY**  
**BILLING:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$24,511	\$2,221	\$26,732	\$24,965
Sewer	\$26,950	\$3,165	\$30,115	\$27,214
Electric	\$91,831	\$24,295	\$116,126	\$109,142
Adjustments	\$4,564	\$753	\$5,317	\$3,233
Past Due	\$70,715	\$9,826	\$80,541	\$59,834
<b>Total</b>	<b>\$218,570</b>	<b>\$40,260</b>	<b>\$258,830</b>	<b>\$224,299</b>
	84.4%	15.6%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	158,956	27,816	5,363	192,135	183,257
	82.7%	14.5%	2.8%		
Elec (KwH)	215,433	59,814	43,905	319,152	356,515
	67.5%	18.7%	13.8%		

**PARKS AND RECREATION**

**GOLF LINKS:**

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$8,784	\$175.00	\$8,959.00	\$12,000.00
<b>Total Revenue to Date</b>			\$8,959.00	

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

**Shelter Cove Golf Links Honorable Golfers March 2024**

Greens Fees	Amount	March 2024 Amount
Kiosk Cash	\$0.00	\$0.00
Kiosk CC	\$175.00	\$175.00
Annual Greens fees Purchasers		
<b>TOTAL</b>		\$175.00

**FIRE DEPARTMENT**

**RESPONSES:**

<u>Date:</u>	<u>Inc No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
3/1/2024	1852	Medical Aid	1	2 F/Fs
3/1/2024	1862	Public Assist (tree-down)	1	7 F/Fs
3/1/2024	1874	Public Assist RID (tree)	1	2 F/Fs
3/2/2024	No #	Public Assist (power pole)	1	1 F/Fs
3/3/2024	1963	Public Assist (traffic hazard)	1	5 F/Fs
3/3/2024	1984	Public Assist (traffic hazard)	1	1 F/Fs
3/3/2024	1986	P.A. (baby seal help)	1	1 F/Fs
3/5/2024	2038	Medical Aid (1144)	1	10 F/Fs
3/5/2024	2045	Medical Aid (1144)	1	7 F/Fs
3/5/2024	2052	Public Assist (landslide)	1	2 F/Fs

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3/6/2024	2087	Public Assist (propane leak)	1	1 F/Fs
3/8/2024	2149	PA Med Plane Crash	1	14 F/Fs
3/11/2024	2206	Medical Aid (Back pain)	1	3 F/Fs
3/11/2024	2215	Medical Aid (Walk in)	1	4 F/Fs
3/12/2024	2236	P.A. (Disabled auto)	1	6 F/Fs
3/13/2024	2295	Public Assist (Smoke check)	1	2 F/Fs
3/14/2024	2301	P.A. (Cat in tree)	1	3 F/Fs
3/15/2024	2325	Medical Aid (Walk in)	1	3 F/Fs
3/16/2024	2366	Public Assist (Traffic hazard)	1	5 F/Fs
3/21/2024	2572	Public Assist (Traffic hazard)	1	1 F/Fs
3/21/2024	2584	Public Assist (Traffic hazard)	1	3 F/Fs
3/23/2024	2629	Medical Aid	1	5 F/Fs
3/23/2024	2632	Med Rescue-King Range	1	9 F/Fs
3/25/2024	2693	Medical Aid	1	6 F/Fs
3/25/2024	2698	Medical Aid	1	8 F/Fs

**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 Drill:	3/6/2024	AAR Storm Events	20 F/Fs
Med Drill	3/13/2024	ALOC Ambulance Familiarity-Rowen	20 F/Fs
Fire Drill:	3/20/2024	Structure Fire Porch Drill	18 F/Fs
Fire Drill:	3/27/2024	AAR	15 f/Fs
Med Drill:	3/30/2024	Ocean Rescue Training	14 F/Fs

**ELECTRICAL UTILITY**

<u>ELECTRICAL SERVICE CONNECTIONS:</u>		<u>Location:</u>
Services Requested:	0	
Services Connected:	1	Upper Pacific Drive
Previous Connections:	<u>3</u>	
F/Y Connections to Date:	<b>4</b>	

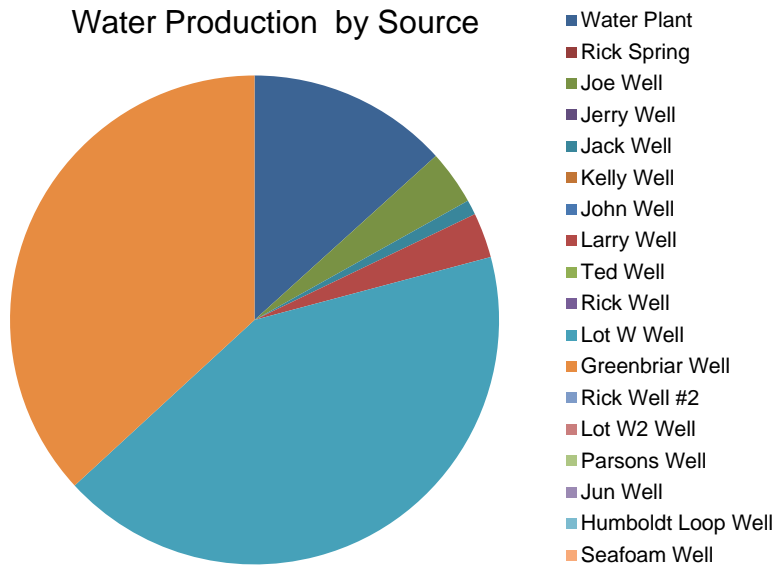
<u>POWER OUTAGES:</u>		<u>Location:</u>
Scheduled Outages:	0	
Unscheduled Outages:	<u>2</u>	Tie-line
Total # of Outages:	<b>2</b>	

**WATER UTILITY**

<b>Total Gallons Finished Water Produced:</b>	<b>2,880,258 gallons</b>
Water Plant (Telegraph Creek):	383,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	103,523 gallons
Jerry Well (Willow Glen Rd):	0 gallons
Jack Well (Willow Glen Rd):	28,349 gallons
Kelly Well (Kelly Rd):	0 gallons
John Well (King's Peak Rd):	0 gallons
Larry Well (Wood Ct):	85,841 gallons
Ted Well (Shaller Ct):	0 gallons
Rick Well (Toth Rd):	0 gallons
Lot W Well (Willow Glen Rd):	1,218,447 gallons
Greenbriar Well (Toth Rd):	1,061,098 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: 41.2 hours
- Monthly Rainfall Total: 18.61 inches
- Previous WY Rainfall Total: 80.04 inches
- Current WY Rainfall Total: 98.65 inches

**WATER SERVICE CONNECTIONS:**

**Location:**

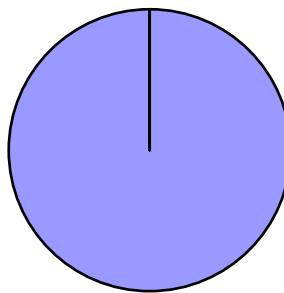
- Services Requested: 0
- Services Connected: 0
- Previous connections: 3
- F/Y Connections to date: **3**

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	369,069 gals/day
Low:	80,612 gals/day
Monthly Total:	4,743,894 gallons

**Wastewater Treatment Plant Effluent**



- Ocean
- Irrigation

**SEWER SERVICE CONNECTIONS:**

**Location:**

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

**CAPITAL CONSTRUCTION PROJECTS**

Construction Work and Cal Fire Crews

**INTRADEPARTMENTAL SAFETY MEETINGS**

Date:	Items Discussed
3/31/2024	Online Target Solutions

**ON CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
3/1/24	Tie line/Whitethorn Shelter Cove Rd	Outage-Tree on Tie Line
4:27pm		
Personnel Responding: Dylan Brown, Frank Wilson, Bud Lair, Jon Aronson, Joe Mendes		

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Date/Time	Location	Description of Incident
3/2/24	End of Spur Ct	Trees on Phone Line
5:44pm		
Personnel Responding: Dylan Brown, Jon Aronson, Frank Wilson		
Date/Time	Location	Description of Incident
3/2/24	381 Seafoam Rd	Sewer Backed Up
11:37am		
Personnel Responding: Dylan Brown, Frank Wilson		
Date/Time	Location	Description of Incident
3/3/24	Generator Plant	Power Outage- Close Recloser
9:37 am		
Personnel Responding: Dylan Brown, Frank Wilson		
Date/Time	Location	Description of Incident
3/19/24	Ridge Road	No Power- Reset GFI Breaker
Personnel Responding: Bud Lair		
Date/Time	Location	Description of Incident
3/21/24	Kennedy & Jerry Tanks	Tanks offline. Reset SCADA
Personnel Responding: Frank Wilson		
Date/Time	Location	Description of Incident
3/23/24	Telegraph Creek Rd.	Called out for slide on road- Checked and put cones out
Personnel Responding: Joe Mendes		

**END OF REPORT**