

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

**GENERAL MANAGER'S ACTIVITIES:**

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- Worked on the FY 24-25 budget.
- Attended multiple online training webinars through the CSDA website.
- CPR/ First Aid training with all District staff, taught by Fire Chief Nick Pape.
- Attended meetings with the Board, staff, residents, and community organizations, including a Sports Court Committee.
- Attended online meetings with Electrical Superintendent Jon Aronson and JTI electrical engineers to further review the District's solar interconnection capabilities.
- Assisted Water/ Wastewater Superintendent Frank Wilson with completing the first quarter 2024 wastewater report to the State.
- Worked with the District's healthcare insurance provider (SDRMA) to set up an alternative, more inexpensive healthcare plan option for staff. Also enrolled the District in an additional ancillary Employee Assistance Program (EAP) coverage for full-time staff.
- Completed the state-mandated Workplace Violence Prevention Plan document.
- Coordinated with staff and contractors on the removal of large, hazardous trees on Bill Pass Rd. (See photo).
- Worked on the one-time Additional Discretionary Payment (ADP) for the CalPERS UAL debt. Updated the LAIF account contacts and filled out paperwork.
- Created a new Operator-in-Training job description for the water/ wastewater department.
- Worked on permitting and other paperwork for the proposed Lot W well grant project.



- Attended a work party at Coral Point organized by the Eel River Wailaki to remove invasive vegetation and purple sea urchins. They will plan more work parties in the future that will allow community volunteers.
- Corresponded with CASO/ the Pantry about their ability to seek liability insurance or propose an alternative. CASO ceased operations in late April and have until the end of May to find a resolution.

### **ADMINISTRATION DEPARTMENT:**

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- New Administrative Superintendent started April 1<sup>st</sup> performing:
  - On job training with Sue Sack on all monthly and yearly duties and reporting,
  - Learning office operations, and
  - Understanding board policies, current ordinances, and district structure.
- Attended various meetings, including with the Board and supervisors.
- Attended WAPA Full Load Service Customer Meeting to learn more about district's electricity source and structure.
- Updated the District website.
- Coordinated pre-employment testing, HR onboarding, and DOT driver establishment of new Apprentice Journeyman.
- Completed payroll and billing.
- Worked with GM and superintendents on FY 2024/25 draft budget.
- Met with GM, Fire Chief, and Sue to open bids for CAL FIRE Prevention Grant.
- Completed and submitted Annual Electric Power Report to U.S. Energy Information Administration.
- Completed all driver random drug screenings.
- Attended CPR and First Aid training with all district staff.
- Ordered and received new copier for office, connected all office workstations, and staff received training from sales rep.

- Met with Sports Court Committee with GM and Sue to discuss updates and receive input.
- Invoiced Frontier for annual pole attachment lease.
- Completed annual reporting of compliance to Payment Card Industry Data Security Standard.
- Established new past due payment plans.
- Completed State Controller's Office Compensation Report

### **WATER TREATMENT DEPARTMENT:**

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- Changed battery out at Omar tank off and on. Had issues with charging system.
- Air in Bud tank pump site. Cleared air from volute.
- Had pressure transducer issues at Jack tank. Cleaned PT.
- PSI checked on Burns Court for possible new customer.
- New solar charger installed at Omar tank site.
- Leaking meter at 200 Spring Street. Replaced meter gaskets.
- Worked with Sierra Controls to get SCADA system fixed.
- Employee to Santa Rosa to take Distribution 2 test.

### **WASTEWATER TREATMENT DEPARTMENT:**

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- Swallows came back, April 9<sup>th</sup>.
- New clear diesel gallon fuel counter installed.
- Chlorine contact chamber cleaned.
- Lift station 2 pumping issues.

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

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- Performed service upgrade on Wave Drive.
- Continued meetings with JTI Environmental regarding solar study.
- Remove trees on Lower Pacific Drive for Airport.

- Performed training of new apprentice lineman.
- Called in for power outage on Beach Road.
- Outage on Bill Pass Road to repair top pin insulator.
- Two power outages on Tie line.
- Performed tree work.
- Outage to remove trees on Bill Pass Road.

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

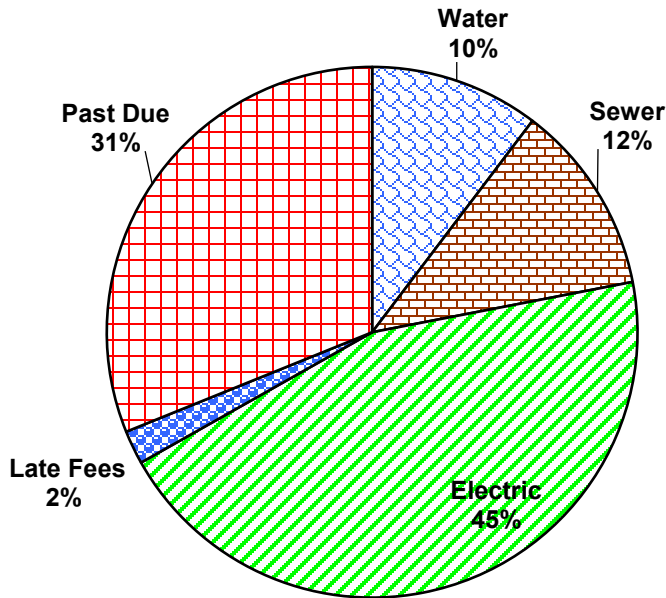
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- Employee sent up for DMV physical.
- Switch out fluorescent lights for L.E.D. lights in GM office.
- 1<sup>st</sup> Aid / CPR training for all employees.

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

**ADMINISTRATION**

**UTILITY BILLING:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$24,265	\$2,535	\$26,799	\$24,782
Sewer	\$27,061	\$3,165	\$30,226	\$27,378
Electric	\$90,981	\$25,240	\$116,221	\$92,337
Adjustments	\$4,349	\$601	\$4,951	\$3,900
Past Due	\$72,071	\$8,389	\$80,460	\$65,577
<b>Total</b>	<b>\$218,727</b>	<b>\$39,930</b>	<b>\$258,657</b>	<b>\$213,975</b>
	84.6%	15.4%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	172,809	34,014	12,199	219,022	197,170
	78.9%	15.5%	5.6%		
Elec (KwH)	215,771	62,441	38,730	316,942	312,650
	68.1%	19.7%	12.2%		

**PARKS AND RECREATION**

**GOLF LINKS:**

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$8,959	\$770.00	\$9,729.00	\$12,000.00
<b>Total Revenue to Date</b>			\$9,729.00	

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

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

Greens Fees	Amount	APRIL 2024 Amount
Kiosk Cash	\$320.00	\$320.00
Kiosk CC	\$450.00	\$450.00
Annual Greens fees Purchasers		
<b>TOTAL</b>		\$770.00

**FIRE DEPARTMENT**

**RESPONSES:**

<u>Date:</u>	<u>Inc No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
4/1/2024	2900	Medical Aid	1	4 F/Fs
4/1/2024	2925	Medical Aid	1	5 F/Fs
4/4/2024	3009	PA (Vehicle in Snow)	1	8 F/Fs
4/7/2024	3132	Wildfire Smoke Check	1	2 F/Fs
4/8/2024	3161	PA (Disabled vehicle)	1	2 F/Fs
4/9/2024	3185	PA (Disabled vehicle-flat)	1	2 F/Fs
4/13/2024	3331	PA (Lock out)	1	1 F/Fs
4/15/2024	3376	Utility Pole Fire w/ RID	1	3 F/Fs
4/15/2024	3384	Medical Aid	1	3 F/Fs
4/15/2024	3384	Public Assist (Traffic hazard)	1	3 F/Fs
4/17/2024	3449	Medical Aid	1	1 F/Fs
4/18/2024	3498	P.A. (Lock out)	1	1 F/Fs
4/18/2024	3515	Agency Assist (Rabid fox)	1	2 F/Fs

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4/23/2024	3706	PA (Lift assist)	1	3 F/Fs
4/25/2024	3794	PA (Lift assist)	1	5 F/Fs
4/26/2024	3816	PA (Propane smell)	1	1 F/Fs
4/27/2024	3839	PA (Airplane fuel leak)	1	2 F/Fs
4/30/2024	3982	Medical Aid	1	4 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:	4/3/2024	D.O. Meeting	8 F/Fs
Fire Drill	4/3/2024	Unit check outs	17 F/Fs
Fire Drill:	4/7/2024	Porch Drill by Ramsey	10 F/Fs
Med Drill:	4/10/2024	Narcan Use, CPR, ODs	13 f/Fs
Fire Drill:	4/17/2024	AAR, structure fires	12 F/Fs
Med Drill:	4/21/2024	SCBA training by Hargrave	7 F/Fs
Med Drill:	4/24/2024	Playground Drill	13 F/Fs
Med Drill:	4/27/2024	Ocean Rescue Training	10 F/Fs

Engine 5116 spent two days at Cal Poly Humboldt with OES teams and four of our firefighters during the recent protests.

**ELECTRICAL SERVICE CONNECTIONS**

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

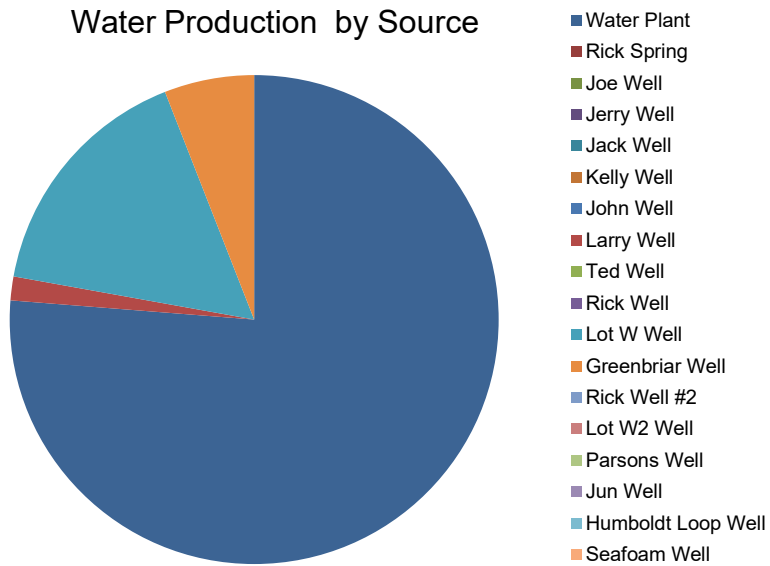
<u>POWER OUTAGES:</u>		<u>Location:</u>
Scheduled Outages:	2	Bill Pass Rd
Unscheduled Outages:	<u>3</u>	Tie-line Beach Rd
Total # of Outages:	<b>5</b>	

**WATER UTILITY**

<b>Total Gallons Finished Water Produced:</b>	<b>1,555,362 gallons</b>
Water Plant (Telegraph Creek):	1,186,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	0 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):	24,497 gallons
Ted Well (Shaller Ct):	0 gallons
Rick Well (Toth Rd):	0 gallons
Lot W Well (Willow Glen Rd):	252,428 gallons
Greenbriar Well (Toth Rd):	92,438 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: 200.6 hours
- Monthly Rainfall Total: 3.56 inches
- Previous WY Rainfall Total: 98.65 inches
- Current WY Rainfall Total: 102.21 inches

**WATER SERVICE CONNECTIONS:**

**Location:**

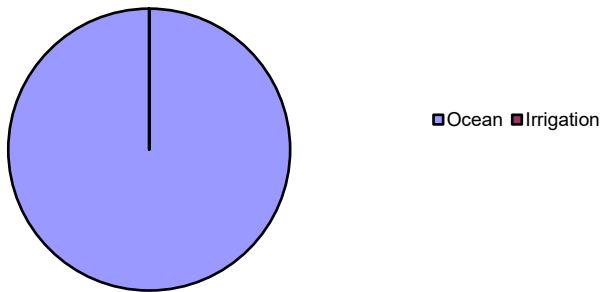
- Services Requested: 0
- Services Connected: 0
- Previous connections: 3
- F/Y Connections to date: 3

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	107,065 gals/day
Low:	14,395 gals/day
Monthly Total:	2,161,915 gallons

**Wastewater Treatment Plant Effluent**



**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
4/31/2024	Online Target Solutions

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**ON CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
4/12/2024	400 Seafoam Road	Customer breaks water. Shutoff and turned back on after customer self-repair.
6:36 PM		
Personnel Responding: Dylan Brown, Joe Mendes		

Date/Time	Location	Description of Incident
4/27/2024	South Airport plane parking.	Plane leaking fuel, EPA called. Turned over to Fire Dept.
8:30 AM		
Personnel Responding: Bud Lair, Fire Dept.		

**END OF REPORT**