

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

GENERAL MANAGER'S ACTIVITIES:

- Worked on Board meeting agenda items.
- Administrative Superintendent Zoe Wilcox resigned, and new Administrative Superintendent Jessica DeKolver began work for the District.
- Worked on the Strategic Plan.
- Processed the annual CalPERS Unfunded Accrued Liability (UAL) payment and began the investment strategy for funding future payments.
- Attended a Coast guard memorial service at Mal Coombs Park for the crash of a helicopter and the loss of four crew members in Shelter Cove 30 years ago. (See photo).
- Attended meetings and planned on the grant funded Sports Court project.
- Worked on the grant funded Well Sites Improvement project, including filing Progress Reports to the County grant administrator and planning on associated infrastructure integration into our distribution system.
- Worked on job postings.
- Worked on strategies for collecting closed, past due accounts.
- Assisted with planning and organizing in the Community Clubhouse.



ADMINISTRATION DEPARTMENT:

- Onboarded new administrative superintendent.
- Sent all requested accounting information to the CPA Fechter & Company.
- Completed CalPERS paperwork to initiate account opening.
- Met with playgroup leader and library volunteer coordinator to facilitate community center lower area usage and set up.
- Coordinated with Pioneers to move shelving into storage area.

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- Attended Sports court informal committee meeting.
- Prepared reports and board packets.
- Attended various meetings, including with the Board and superintendents.
- Updated the District website.
- Completed payroll and billing.
- Updated new annual utility rates to billing and posted to the web.
- Posted 2 positions for employment on website, newspaper and newsletter.
- Researching and complying with the CA Division of Drinking Water Lead and Copper Rule Revision (LCRR) and Lead Service Line (LSL) survey.
- Announced Board Vacancy through website, newsletter and local postings, notified Humboldt County Office of Elections and Board of Supervisors to get appointment on their agenda.
- Updated State and County Rosters to reflect board vacancy.
- Ordered wood chips for the playground.
- Conducted historical easement research.
- Completed annual tax rolls by evaluating changes to parcels within district and providing county with Direct Charges for Property taxes for each parcel.
- Completed payroll, paid bills, billed customers.
- Created employee reimbursement report for 2023-24.
- Digitally archived Board Packets from 1995-2014.
- Updated "Pay Your Bills" link on website to a more direct location for payment.
- Updated staff contacts with GSRMA.
- Worked through computer/technical issues with Emerald Technologies.

WATER TREATMENT DEPARTMENT:

- Repaired broken water main on Vance Road.
- PFAS sampling started through CSU program.
- Repaired broken water main on Wolverine Road, above Marten Way.

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- Replaced solenoid on the polymer streaming current controller.
- Topped off polymer tote.
- Tarped rest of the dam boards.

WASTEWATER TREATMENT DEPARTMENT:

- Chlorine contact chamber cleaned.
- New pump and motor protector installed in disc press effluent tank.
- Drained south clarifier for inspection and future gearbox assembly changeout.
- Covered north side of chlorine contact chamber to reduce the sunlight coming in.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- 5 power poles were replaced.
- 2 planned outages tie line.
- 5 unplanned outages on tie line.
- Took truck to town to get repairs.
- Planned outages on Ridge Road and Hemlock Road.
- Repaired old line splices.
- Went to Corning to pick up new truck and Bronco.
- Installed radio in new truck.
- Met with contractor for Sea Court site plan.

PARKS AND RECREATION AND MISCELLANEOUS:

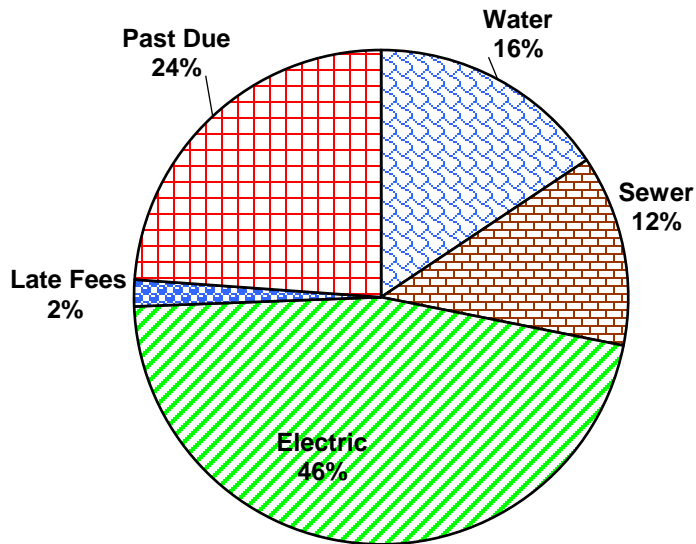
- Worked on road repair patches.
- Picked up new truck and SUV.
- Community Center cleanup.
- Performed traffic control for the electrical crew.

**END OF GENERAL DISCUSSION
Provided by: RID Staff Members
OPERATIONAL DATA FOLLOWS**

APPENDIX OF OPERATIONAL DATA FOR THE
 MONTH OF JULY 2024

ADMINISTRATION

**UTILITY
 BILLING:**



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$37,223	\$4,503	\$41,726	\$31,693
Sewer	\$29,885	\$3,482	\$33,366	\$27,236
Electric	\$90,845	\$32,619	\$123,464	\$93,932
Adjustments	\$3,900	\$727	\$4,627	\$3,420
Past Due	\$54,035	\$9,659	\$63,694	\$63,696
Total	\$215,888	\$50,990	\$266,878	\$219,976
	80.9%	19.1%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	385,086	65,368	16,562	467,016	367,614
	82.5%	14.0%	3.5%		
Elec (KwH)	212,169	80,240	45,754	338,163	309,909
	62.7%	23.7%	13.5%		

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$0	\$975.09	\$975.09	\$12,000.00
Total Revenue to Date			\$975.09	

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

Shelter Cove Golf Links Honorable Golfers JULY 2024

Greens Fees	Amount	JULY 2024 Amount
Kiosk Cash	\$331.00	\$331.00
Kiosk CC	\$144.09	\$144.09
Annual Greens fees Purchasers	\$500.00	\$500.00
TOTAL		\$975.09

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FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
7/1/2024	6112	Public Assist- Lift Assist	1	2 F/Fs
7/2/2024	6154	Public Assist- Lock Out	1	1 F/Fs
7/4/2024	6214	Public Assist- Lift Assist	1	5 F/Fs
7/4/2024	6221	Medical Aid- Seizure	1	5 F/Fs
7/4/2024	6224	Medical Aid- Stroke-Aerovac	1	11 F/Fs
7/4/2024		Parade	1	13 F/Fs
7/4/2024	6240	Medical Aid-Hand mortar burns 2pts	1	3 F/Fs
7/4/2024	6253	Wildland Fire- Boat Ramp	1	12 F/Fs
7/5/2024	6259	Medical Aid-Leg Injury	1	3 F/Fs
7/5/2024	6290	PA-BSB- People in Water (danger)	1	4 F/Fs
7/5/2024	6297	Medical Aid- Food Allergy	1	6 F/Fs
7/8/2024	6378	Medical Aid	1	4 F/Fs
7/10/2024	6455	Medical Aid-UTL	1	3 F/Fs
7/10/2024	6457	Medical Aid-at FD	1	3 F/Fs
7/10/2024	6469	Medical Aid-Injury	1	3 F/Fs
7/15/2024	6616	Medical Aid	1	3 F/Fs
7/16/2024	6656	Medical Aid	1	4 F/Fs
7/16/2024	6658	Medical Aid	1	3 F/Fs
7/19/2024	6752	Smoke Check	1	6 F/Fs
7/20/2024	6792	Medical Aid	1	6 F/Fs
7/20/2024	6796	Public Assist-Lift Assist	1	6 F/fs
7/23/2024	6872	Medical Aid	1	2 F/Fs
7/27/2024	7000	Public Assist-Lock Out	1	2 F/Fs
7/28/2024	7015	Medical Aid- Beach Rescue	1	6 F/Fs
TOTAL			24	

TRAINING ACTIVITIES:

<u>Drills:</u>	<u>Date:</u>	<u>Description:</u>	<u>F/F Turnout:</u>
Fire Drill:	7/3/2024	Duty Officer's meeting	8 F/Fs
Fire/Med Drill:	7/3/2024	Inventory	18 F/Fs
Med Drill:	7/10/2024	AAR Use of Narcan, BPck, Seizures	9 F/Fs
Med Drill:	7/17/2024	Jaws and Heavy Equipment	15 F/Fs
Fire Drill:	7/24/2024	AAR	13 F/Fs
Med Drill:	7/27/2024	Ocean Rescue Training	6 F/Fs
Fire Drill:	7/31/2024	AAR	8 F/Fs

ELECTRIC UTILITY

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ELECTRICAL SERVICE CONNECTIONS:

Location:

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

POWER OUTAGES:

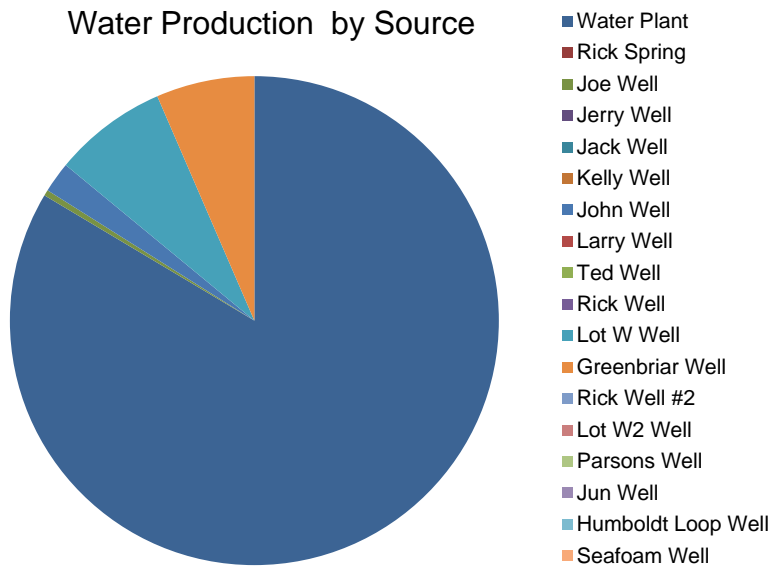
Location:

Scheduled Outages:	4	Ridge Rd, Hemlock Rd.
Unscheduled Outages:	<u>5</u>	Tie line
Total # of Outages:	9	Tie Line

WATER UTILITY

Total Gallons Finished Water Produced:	3,823,469 gallons
Water Plant (Telegraph Creek):	3,195,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	14,810 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):	77,418 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):	287,763 gallons
Greenbriar Well (Toth Rd):	248,478 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: 367.2 hours
- Monthly Rainfall Total: 0 inches
- Previous WY Rainfall Total: 0 inches
- Current WY Rainfall Total: 0 inches

WATER SERVICE CONNECTIONS:

Location:

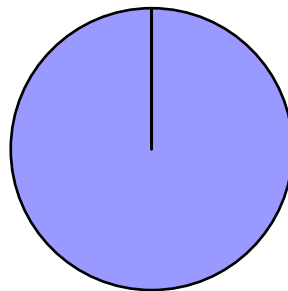
- Services Requested: 0
- Services Connected: 0
- Previous connections: 0
- F/Y Connections to date: **0**

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	73,924 gals/day
Low:	33.622 gals/day
Monthly Total:	1,539,235 gallons

Wastewater Treatment Plant Effluent



■ Ocean

■ Irrigation

SEWER SERVICE CONNECTIONS:

Location:

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

CAPITAL CONSTRUCTION PROJECTS

Distribution/Construction work & Cal-Fire crews.

INTRADEPARTMENTAL SAFETY MEETINGS

Date:	Items Discussed
7/31/2024	Online Target Solutions

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ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
7/4/2024	Cove Wide	PG&E Outage.
12:16 PM		
Personnel Responding: Dylan Brown, Jon Aronson		

Date/Time	Location	Description of Incident
7/4/2024	Generator Plant	Reclose PG&E power back in.
3:23 PM		
Personnel Responding: Dylan Brown, Jon Aronson		

Date/Time	Location	Description of Incident
7/5/2024	Vance Road	Water main break.
7:44 PM		
Personnel Responding: Dylan Brown, Bud Lair, Frank Wilson		

Date/Time	Location	Description of Incident
7/6/2024	Cove Wide	PG&E Outage.
11:24 PM		
Personnel Responding: Dylan Brown, Jon Aronson		

Date/Time	Location	Description of Incident
7/7/2024	Generator Plant	Reclose PG&E power back in.
1:35 AM		
Personnel Responding: Dylan Brown, Jon Aronson		

Date/Time	Location	Description of Incident
7/11/2024	Generator Plant	Reclose PG&E power back in.
4:51 PM		
Personnel Responding: Frank Wilson, Keith Chittenden		

Date/Time	Location	Description of Incident
7/11/2024	51 High Court	Customer hose bib breaks. Turn off water.
5:46 PM		
Personnel Responding: Frank Wilson, Keith Chittenden		

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Date/Time	Location	Description of Incident
7/14/2024	238 Machi Road	Customer calls. Transformer sparking. Happens in the moist air.
11:20 PM		
Personnel Responding: Frank Wilson		

Date/Time	Location	Description of Incident
7/15/2024	868 Willow Glen Road	Customer breaks water line. Shut water off.
5:16 PM		
Personnel Responding: Frank Wilson, Travis Thompson		

Date/Time	Location	Description of Incident
7/18/2024	Central Lift Station	One of the pumps kicks out. Freed it up and restart it.
4:30 PM		
Personnel Responding: Joe Mendes, Bud Lair		

END OF REPORT