

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

GENERAL MANAGER'S ACTIVITIES:

- Met with staff and Fisch Drilling at the Lot W site on Willow Glen Rd to discuss future progress on the grant-funded well site improvements project.
- Completed numerous CSDA training webinars.
- Attended a "Business Mixer" at Mario's Marina Bar sponsored by the Visit Shelter Cove group and made a small speech in support of local businesses and their staff.
- Worked with legal support on drafting an easement encroachment agreement.
- Worked on the District's strategic plan.
- Researched public alert software companies and systems.
- Reviewed job applications for the Distribution & Repair Foreman and General Laborer positions.
- Signed the contract with Collection Bureau of America and began the process of sending them closed, delinquent accounts.
- Created an RID Facebook page for public notifications.
- Met with representatives of the library and the playgroup to discuss potential changes in the Community Clubhouse, including the possible relocation of the Children's Nook and the possible introduction of an internet-access computer in the library.
- The front office remodel project begins. (See photo).



ADMINISTRATION DEPARTMENT:

- Met with the CPA Fechter & Company on a Teams meeting to answer questions they had while working on the year end audit prep.
- Reviewed applicants for open positions
- Attended the Humboldt County Board of Supervisors meeting via Zoom for the appointment of Jeff Hildreth to the District's Board
- Copied and updated policy manuals for new board members and employees

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- Updated State and County Rosters to reflect board appointment.
- Completed multiple questionnaires from the auditor. This is a prerequisite to complete our overdue 2022 and 2023 audit.
- Completed the Actual Payroll report for GSRMA. Each year we provide an estimated payroll report for GSRMA as part of the insurance renewal process
- Completed annual update to sam.gov This is necessary to apply for grants, as sam.gov is the federal government's system for award management.
- Updated Driver Proficiency test forms, which a required annual test for our commercial drivers.
- Set up of office in temporary location of the fire hall
- Facilitated getting our Purple Air device back online. Purple Air is a device that monitors air quality and provides real time data available online to the public on the Purple Air website.
- Attended swearing in of new board member, Jeff Hildreth, by Supervisor Michelle Bushnell

WATER TREATMENT DEPARTMENT:

- Conducted annual maintenance on the chlorine gas feed equipment at the water treatment plant
- Troubleshoot malfunctioning equipment on the flocculation tank at the water treatment plant that was causing the plant to shut down
- Met with Dave Fisch from Fisch Drilling to go over their scope of work on the grant-funded well site improvements project on Willow Glen Rd
- Repaired a small water leak between Willow Glen Rd and Burns Ct on a 6" cross country main
- A CSU representative completes EPA-mandated and funded PFAS sampling on the remainder of our groundwater sources

WASTEWATER TREATMENT DEPARTMENT:

- Repaired a vacuum leak on the sludge-wasting disc press unit

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- Removed and shipped out the influent flow meter for recalibration. This is an annual requirement by the State Water Board
- An electrical component for one of the two clarifiers at the wastewater treatment plant failed due to age, wear and tear. Staff was able to remove this clarifier from service and operate off the other one until replacement

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Replaced two, old, rotten cedar power poles on Cougar Rd and Fawn Dr.
- There were six unplanned outages on the tie line from PG&E. The generators ran 28 hours for a total of 1,204 gallons of fuel consumed.
- Upgraded old fuses and arresters to new, fire safe fuses and arresters throughout the zoo all the way down to Telegraph Creek Rd.
- Began upgrading fuses by John tank and Ted well.
- Conducted tree trimming line clearance work on Hillside Dr and Redwood Rd.

PARKS AND RECREATION AND MISCELLANEOUS:

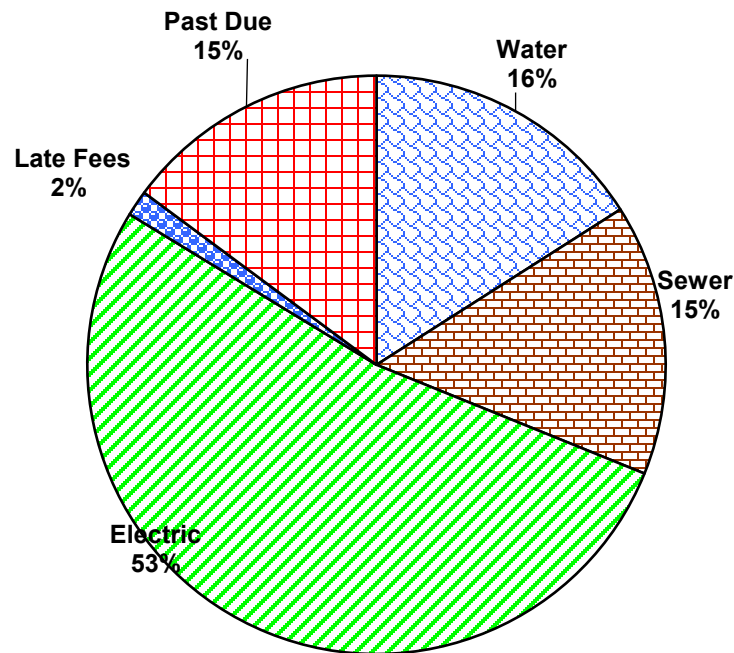
- Work with CERT to clean the emergency storage area at the Clubhouse Community Center
- Dealt with much maintenance on several District vehicles
- Contacted County Roads to fill in a sinkhole on S.C. Road at upper Toth
- Worked on the Front Office remodel project
- Conducted airport weed abatement with a vinegar spray solution on the runway and taxiway

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

**APPENDIX OF OPERATIONAL DATA FOR THE
MONTH OF AUGUST 2024**

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$31,428	\$3,651	\$35,079	\$46,231
Sewer	\$29,823	\$3,482	\$33,305	\$27,556
Electric	\$87,095	\$28,383	\$115,478	\$105,444
Adjustments	\$2,762	\$390	\$3,152	\$3,715
Past Due	\$29,046	\$3,569	\$32,615	\$61,315
Total	\$180,154	\$39,475	\$219,629	\$240,773
	82.0%	18.0%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	291,883 81.9%	51,311 14.4%	13,369 3.7%	356,563	522,344
Elec (KwH)	187,991 61.2%	68,900 22.4%	50,468 16.4%	307,359	367,731

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$975.09	\$1,040.00	\$2,015.09	\$12,000.00
Total Revenue to Date			\$2,015.09	

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

Shelter Cove Golf Links Honorable Golfers JULY 2024

Greens Fees	Amount	AUGUST 2024 Amount
Kiosk Cash	\$250.00	\$250.00
Kiosk CC	\$790.00	\$790.00
Annual Greens fees Purchasers		
TOTAL		\$1,040.00

FIRE DEPARTMENT

RESPONSES:

<u>Date:</u>	<u>Inc No.:</u>	<u>Description:</u>	<u>Amount:</u>	<u>F/Fs</u>
8/1/2024	7146	Medical Aid at FD -ladder fall	1	3 F/Fs
8/1/2024	7148	Medical Aid at FD- laceration	1	4 F/Fs
8/1/2024	7149	Medical Aid	1	4 F/Fs
8/2/2024	7185	Medical Aid with Medivac	1	5 F/Fs
8/3/2024	7233	Public Assist- fall	1	2 F/Fs

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8/4/2024	7255	Medical Rescue- fall on trail	1	7 F/Fs
8/5/2024	7294	MVA w extrication w Whale Gulch	1	4 F/Fs
8/7/2024	7350	Medical Aid	1	6 F/Fs
8/11/2024	7486	MVA- minor injuries	1	2 F/Fs
8/12/2024	7520	Public Assist- swimmers in ocean	1	1 F/Fs
8/14/2024	7585	Public Assist- lift assist	1	2 F/Fs
8/20/2024	7751	Public Assist-lockout	1	1 F/Fs
8/20/2024	7754	Public Assist-carbon monoxide alarm	1	2 F/Fs
8/20/2024	7760	Medical Aid-fall from horse	1	5 F/Fs
8/21/2024	7783	Medical Aid	1	9 F/Fs
8/23/2024	7839	PA-Big Flat-injured animal w hikers	1	9 F/Fs
8/25/2024	7925	PA-dog stuck at whale's tail	1	3 F/Fs
8/27/2024	7982	Medical Aid- fall, hip injury	1	3 F/Fs
8/29/2024	8075	PA-vehicle roll over-traffic control	1	6 F/Fs
8/31/2024	No #	Public Service- Hospice event standby	1	5 F/Fs
TOTAL			20	

TRAINING:

<u>Date:</u>	<u>Description:</u>	<u>F/Fs</u>
8/7/2024	Fire Drill-AAR, trees project inventory	8 F/Fs
8/14/2024	Fire Drill- AAR	10 F/Fs
8/21/2024	Fire Drill- Ropes	15 F/Fs
8/28/2024	Fire Drill- Ropes continued	14 F/Fs
8/31/2024	Med Drill- Ocean Rescue Training	16 F/Fs

ELECTRIC UTILITY

ELECTRICAL SERVICE CONNECTIONS:

Location:

Services Requested: 0

Services Connected: 0

Previous Connections: 0

F/Y Connections to Date: **0**

POWER OUTAGES:

Location:

Scheduled Outages: 1

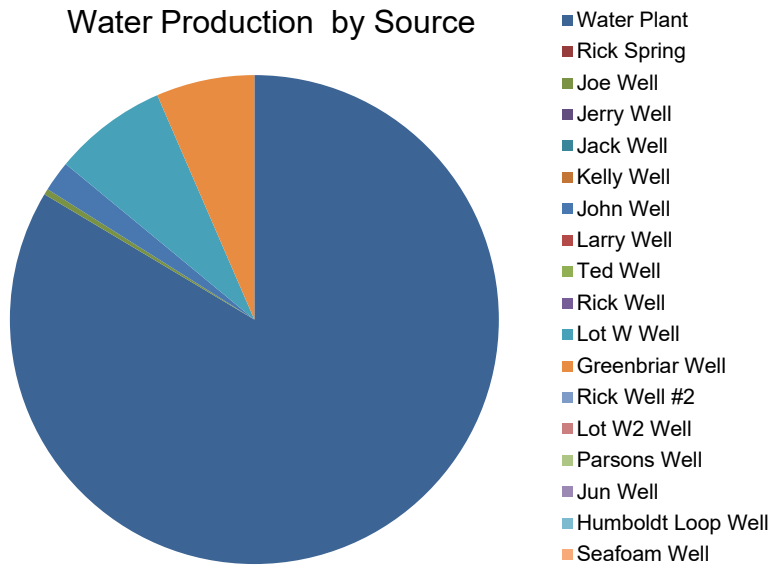
Ridge Rd,
Hemlock Rd.

		Tie line
Unscheduled Outages:	<u>3</u>	Tie Line
Total # of Outages:	4	

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: 364.1 hours
- Monthly Rainfall Total: 2.29 inches
- Previous WY Rainfall Total: 105.24 inches
- Current WY Rainfall Total: 107.53 inches

WATER SERVICE CONNECTIONS:

Location:

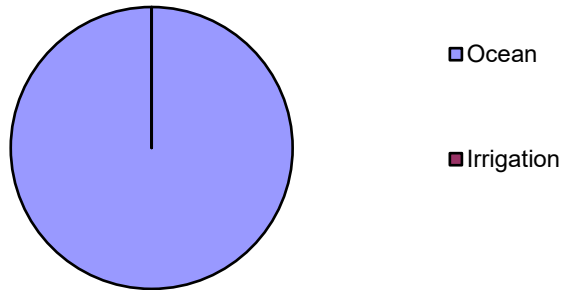
- Services Requested: 0
- Services Connected: 0
- Previous connections: 0
- F/Y Connections to date: 0

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	71,662 gals/day
Low:	20,684 gals/day
Monthly Total:	1,334,399 gallons

Wastewater Treatment Plant Effluent



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
8/31/2024	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
8/16/2024	Generator Plant	Reclose power back in. Restart water plant. Check WWTP
10:44 PM		
Personnel Responding: Frank Wilson, Travis Thompson		

Date/Time	Location	Description of Incident
8/18/2024	Willow Glen to Burns Court water main.	Customer calls about water spraying out of pipe. Turn off for the night.
5:54 PM		
Personnel Responding: Frank Wilson, Bud Lair		

END OF REPORT