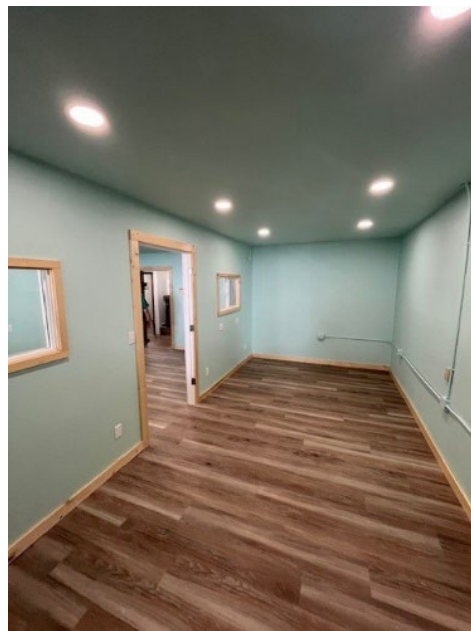


RESORT IMPROVEMENT DISTRICT No. 1
GENERAL MANAGER'S REPORT
SEPTEMBER 2024

GENERAL MANAGER'S ACTIVITIES:

- Worked on the hiring process for the Distribution and Repair Foreman and General Laborer positions.
- Worked on the strategic plan.
- Corresponded with the property owner of 495 Sea Ct to finalize the electrical easement encroachment agreement.
- Provided a brief tour of District facilities to the newest Board member, Jeff Hildreth.
- Coordinated with the library to install an internet-access research computer there.
- Worked on updating District policies.
- Corresponded with the District insurance provider's, GSRMA's, legal support over the Burns Ct electrical incident.
- Coordinated with staff to make the first deposit into the CalPERS CEPPT pension investment account.
- Advanced Security updated the security and alarm system for the Firehall/ Administration building.
- Staff and contractors completed the front office remodel project! (See photos).



RESORT IMPROVEMENT DISTRICT No.1

GENERAL MANAGER'S REPORT

SEPTEMBER 2024

Page 2 of 9

ADMINISTRATION DEPARTMENT:

- Administrative Superintendent completed Brown Act and Succession Planning webinar trainings.
- Interviewed applicants for General Laborer and Distribution and Repair Foreman positions.
- Coordinated pre-employment physical and drug testing for new employee (Congratulations, Anthony Garrett!) and for employee obtaining a Class A Commercial Driver License, who passed the test. (Congratulations, Joe Mendes!).
- A representative from the State Coastal Conservancy visited to see the results of the roadside clearing project grant we received that funded the purchase of a mini excavator, chipper bin and equipment trailer.
- Updated state and county rosters to reflect addition of new board member Jeff Hildreth.
- Set up new board member with a laptop, ready with access to his email and membership to CSDA for trainings.
- Worked with the Humboldt County Office of Elections regarding our recommendation for the last board seat due to lack of candidates for the election. The Office of Elections received our recommendation to defer to the Humboldt County Board of Supervisors (BoS) for that selection. They will prepare an agenda item for the BoS sometime after the Presidential Election and in time to seat all our new Board Members in December.
- The FBI approved our application to obtain an ORI (Originating Agency Identifier), which is needed when a background check with live scan is required. The District is now setup with a login to receive background check results.
- We are required to review our Conflict-of-Interest Policy every two years. At the July 18, 2024, meeting, the RID Board approved changes to our policy and forwarded them to the Humboldt County Office of Elections, who then presented them to the Humboldt County Board of Supervisors for approval. We received notification from the Office of Elections that the Board of Supervisors approved our changes to our Policy 1020 Conflict of Interest, so the new policy officially took effect as of October 1, 2024.
- Initiated the opening of the new bank account for the Fire Department.

RESORT IMPROVEMENT DISTRICT No.1

GENERAL MANAGER'S REPORT

SEPTEMBER 2024

Page 3 of 9

- Began exploring options/ways for customers to be able to pay their bill online with no fees. We should be able to provide this option with new software for Utility billing, which we also are looking into as part of the administrative strategic plan.
- Completed required Quarterly CHP Basic Inspection of Terminals and Trucks (BIT)
- AND.....moved back into the office after the remodel!!!

Regular activities: utility billing, pay bills & payroll, website updates, reply to customer and potential customer questions, produce monthly newsletter and community calendar, board meeting packets, attend various meetings.

WATER TREATMENT DEPARTMENT:

- Faulty water meter replaced on Lower Pacific Drive.
- Security cameras installed at the Water Plant.

WASTEWATER TREATMENT DEPARTMENT:

- Broken north R.A.S. pump V.F.D. replaced.
- Had to drain north clarifier into empty south clarifier, due to failed R.A.S. pump.
- Annual chronic toxicity sampling completed.
- Influent flowmeter reinstalled after being sent in to recalibrate.
- Disc press gearbox breaks. New one ordered.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Completed a line extension on Rawhide Ct.
- Tree fell and broke line on Burns Ct.
- Called in for customer running over secondary pedestal.
- Outage on tie line from tree on Burns Ct. Used 60 gallons of fuel.
- Replaced batteries on doors at generator plant.
- Replaced and pulled in new wires for intake pump at water plant.
- Outage on tie line. Used 103 gallons of fuel.
- Outage on Cove Courts area to change a rotten pole.

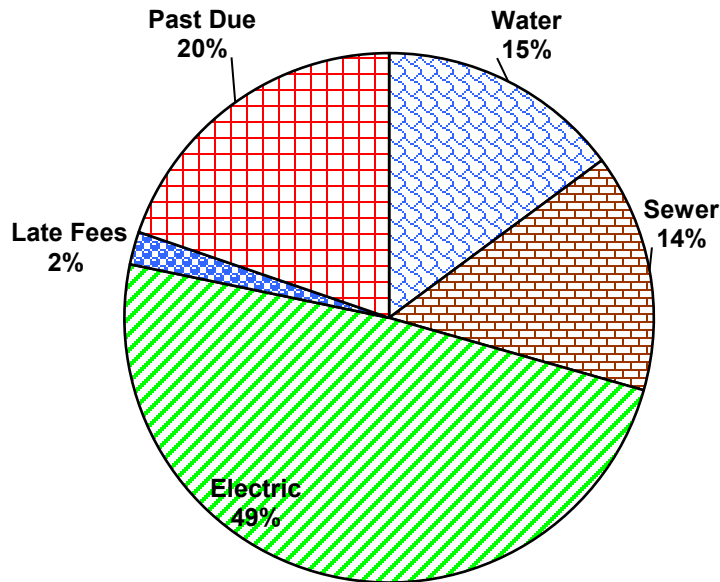
PARKS AND RECREATION AND MISCELLANEOUS:

- Front office remodel completed.
- 1 employee completes Class A trucking school.
- Emerald Tech sets up new meter-reading tablets.
- Airport pampas grass removal and spray with vinegar solution.
- Security cameras installed at Line Truck Building.

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

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$30,965	\$2,973	\$33,937	\$33,242
Sewer	\$29,762	\$3,482	\$33,243	\$30,170
Electric	\$84,154	\$27,384	\$111,538	\$107,660
Adjustments	\$3,923	\$666	\$4,589	\$4,404
Past Due	\$38,625	\$6,478	\$45,103	\$74,009
Total	\$187,428 82.1%	\$40,983 17.9%	\$228,411	\$249,485

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	268,303 83.6%	40,959 12.8%	11,807 3.7%	321,069	330,813
Elec (KwH)	182,640 64.3%	66,202 23.3%	35,128 12.4%	283,970	286,472

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$2,015.09	\$1,137.00	\$3,152.09	\$12,000.00
Total Revenue to Date			\$3,152.09	

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

Shelter Cove Golf Links Honorable Golfers September 2024

Greens Fees	Amount	September 2024 Amount
Kiosk Cash	\$297.00	\$297.00
Kiosk CC	\$840.00	\$840.00
Annual Greens fees Purchasers		
TOTAL		\$1,137.00

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 Cove Ct. area

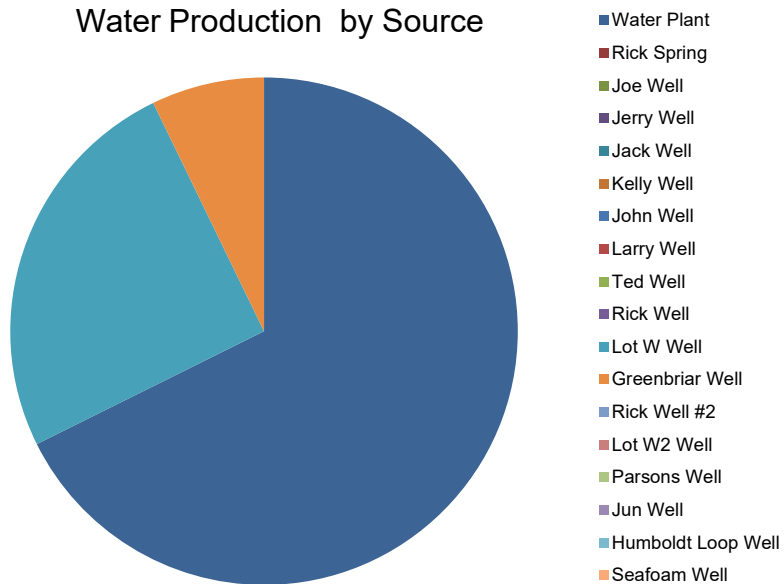
Unscheduled Outages: 2 Tie Line, Burns Ct.

Total # of Outages: 3

WATER UTILITY

Total Gallons Finished Water Produced:	3,094,831 gallons
Water Plant (Telegraph Creek):	2,094,000 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):	0 gallons
Ted Well (Shaller Ct):	0 gallons
Rick Well (Toth Rd):	0 gallons
Lot W Well (Willow Glen Rd):	778,152 gallons
Greenbriar Well (Toth Rd):	222,680 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



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

Page 8 of 9

Water Treatment Plant Hours of Operation:	335.6 hours
Monthly Rainfall Total:	0 inches
Previous WY Rainfall Total:	107.53 inches
Current WY Rainfall Total:	107.53 inches

WATER SERVICE CONNECTIONS:

Location:

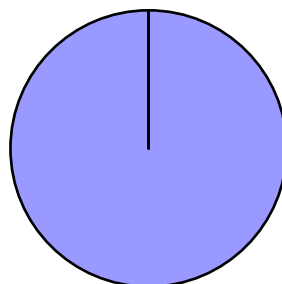
Services Requested:	0
Services Connected:	0
Previous connections:	<u>0</u>
F/Y Connections to date:	0

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	59,257 gals/day
Low:	24,585 gals/day
Monthly Total:	957,367 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
9/31/2024	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
9/10/2024	Burns Court Area	Tree fell across power lines.
4:10 PM		
Personnel Responding: Dylan Brown, Jon Aronson		

Date/Time	Location	Description of Incident
9/10/2024	215 Burns Court	Electrical issues from earlier outage.
10:37 PM		
Personnel Responding: Dylan Brown, Jon Aronson		

END OF REPORT

September 2024 Fire Chiefs Report.



Monthly Summary

September has been a very active month for the Shelter Cove Fire Department (SCFD), as we remain in our busy wildfire season. October's unseasonably hot weather has continued to keep us alert, with high fire danger across the region. Operationally, we are proud to report that SCFD is effectively managing both emergency responses and ongoing projects, while supporting critical mutual aid efforts across California.

Our department is currently overseeing three major grants totaling over \$9 million. These grants, which have been in the works for a decade, will provide essential improvements for Shelter Cove and the surrounding areas. The projects will ensure defensible space around all homes and greenbelts, improve evacuation routes from Redway to Whale Gulch, and provide 13 new fire engines for mutual aid departments. These upgrades will enhance our ability to prevent and contain fires within our district, as well as bolster the capacity of neighboring departments to assist in mutual aid efforts.

Significant progress was made on our new auxiliary rescue unit garage. This new 40x50



garage will add much needed storage space and allow the department to get its equipment out of the elements reducing corrosion and increasing our equipment's in-service time. We expect to have the building up by the end of October 2024. Further finishing touches such as lights, aprons, and asphalt will still be needed as funding and time allows.

Incidents

In September, SCFD was deployed to the Airport Fire in Orange and Riverside County as part of an OES taskforce. This deployment marks the longest mutual aid assignment for SCFD, with our firefighters gaining invaluable experience in large-scale wildland firefighting. This mutual aid effort echoes the assistance Southern California fire departments provided to us during the 2008 Paradise Fire and the 2015 Horse Fire. Through these deployments, our personnel gain practical skills and knowledge they bring back to the district, helping us maintain readiness for future fire seasons.

Additionally, we are fully reimbursed by OES for both equipment uses and personnel time, ensuring that our district is compensated for its resource. These funds help keep our firefighters' bills paid and covers the cost of maintenance and small repairs to the engines used. Unlike grant funds, the funds received from OES assignments can be used for any needs the department has. Another significant incident occurred in September when a medical helicopter ordered to medivac an ill resident impacted a bird over Sheter Cove initiating an emergency landing at the airport. Luckily this was a glancing blow, and the only damage was to an unfortunate seagull. This incident reminded the department why we take our landing zone crash rescue policy seriously, and the importance of the airport to our emergency operations.



RESPONSES: 15

9-05-24	# 8306	Public Assist	Pt. at R V area	1 FF 1 hr
9-06-24	# 8329	Medical Aid--walk-in		2 FF 1 hr
9-15-24	# 8566	P A	Campfire on beach	1 FF 1 hr
9-16-24	# 8602	Medical Aid		3 FF 1 hr
9-20-24	# 8717	Medical Aid		4 FF 2 hr
9-22-24	# 8797	Medical Aid	with Medivac (Reach)	3 FF 1 hr
9-22-24	# 8801	P A	Bird vs helicopter- check	3 FF 1 hr
9-24-24	# 8860	Medical Aid -	walk -in	2 FF 1 hr
9-24-24	# 8879	Medical Aid	Traveling---Bee Sting	7 FF 1 hr
9-25-24	# 8924	Smoke	Check	3 FF 1 hr
9-26-24	# 8939	P A --	Alarm sounding at F D	1 FF 1 hr
9-26-24	# 8948	P A ---	non-injury lift assist	2 FF 1 hr
9-26-24	# 8951	Medical Aid--	Fall	1 FF 1 hr
9-29-24	# 9068	Medical Aid-	eye injury	8 FF 1 hr
9-30-24	# 9077	P A --	Tree in roadway	1 FF 1 hr

TRAINING:

9-04-24	D O	Meeting		8 FF 1 hr
9-04-24	Drill	AAR, unit check-outs		17 FF 3 hr

9-11-24	Medical Drill- Respiratory Emergencies	18 FF 3 hr.
9-18-24	Drill- Use of drip torches	13 FF 3 hr
9-25-24	Drill -AAR, Ropes	14 FF 3 hr
9-28-24	Ocean Rescue Training (In dense fog)	15 FF 4 hr

Projects

The department's focus on grant management has been significant, with three large grants underway:

1. **USDA Defensible Space and Greenbelt Enhancement Projects:** This project is funded by a \$6.4 million grant obtained in 2023 and will ensure that all homes in Shelter Cove have the opportunity for free defensible space and that greenbelts are maintained to prevent the spread of wildfires from District owned properties.
2. **Cal Fire Evacuation Route Improvements:** This project is funded by a \$980,000 Cal Fire Grant and is for upgrading and improving critical evacuation routes from Redway through Shelter Cove and extending to Whale Gulch and Whitethorn, enhancing community safety during emergency situations.
3. **Senator McGuire and OES Fire Engine Acquisition:** SCFD is assisting Senator McGuire's office with project coordination on a \$2 million to acquire thirteen new fire engines that will be distributed to our mutual aid departments in Southern Humboldt and Northern Mendocino. These engines will allow neighboring districts to better contain fires within their boundaries and provide us with crucial assistance when needed.

Fleet

The majority of our fleet of 14 apparatuses remains in operational condition, bolstered by ongoing maintenance and the forthcoming addition of new fire apparatuses from grant funding. Quad 2 a reserve 2003 quad is currently out of service due to engine failure and will need to be replaced as funds become available. Quad 1 and our SXS cover the operational need, however if one of those goes down, we will not have a backup. The mutual aid deployment during the Airport Fire involved our older Type 1 engine 5116, which performed excellently throughout the assignment, however it did sustain



some minor damage to one of the side steps and ground lights. We anticipate reimbursement for the use of this engine in a few months, helping to offset operational and repair costs. Additionally, the arrival of new engines as part of the grant-funded project will further strengthen both our fleet and those of neighboring departments.

Staff/Members

SCFD continues to maintain its staffing goal, with 28 active members out of our target of 30. Additionally, our emergency auxiliary force, consisting of 40 CERT (Community Emergency Response Team) members, remains on standby to support operations when needed. The Department is excited to bring Jac Hargrave on as our Chief Duty Officer/ Battalion Chief (BC). BC Hargrave's new position is well earned and will benefit the department both an increase of admin and command and control functions of the department as it grows with the community. Firefighters continue to gain invaluable experience during recent OES deployments, enhancing the skill sets within the department. Moving forward, we will continue to prioritize recruitment, training, and retention efforts to keep our staffing levels robust.



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