

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

GENERAL MANAGER'S ACTIVITIES:

- Worked on the Project Completion Report for the grant-funded Lot W well site improvements project and submitted it to the County grant administrator for review.
- Attended a Teams meeting with a technical assistance organization to begin the process to seek potential grant funding to replace the water treatment plant and four, steel water storage tanks.
- Worked on the Parks & Recreation Department strategic plan.
- Attended online training courses for water certification renewal contact hours.
- Met with board and staff members.
- Surveyed storm damage with the crew.
 - High winds and heavy rainfall late in the month resulted in four areas with impacted power lines. (See photo).



ADMINISTRATION DEPARTMENT:

- An extensive amount of time was spent researching information requested by the CPA for our FY 21-22 through FY 23-24 close-outs. We also had a couple of online meetings to answer questions.
- Reached out to our auditor to put them on notice that we may be getting close to having the audit completed and requested a list of what they would like from us.
- Attended the Board of Supervisors meeting via Zoom to see who would be appointed to our Board of Directors.
- Renewed our annual Encroachment Permit and distributed to appropriate staff.
- Researched and reached out to FAA and DOT contacts about any qualifying airport funding opportunities.
- Put together informational packets for our newest board members.
- Reported verbally last month, but for the record: Reorganized the Community Center kitchen in conjunction with a deep clean provided pro bono by Mermaid Coastal Cleaning.
- **Regular activities:** utility billing, bill payments & payroll, website updates, replies to customer and potential customer questions, monthly newsletter and community calendar production, board meeting packets, attended various meetings, etc.

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WATER TREATMENT DEPARTMENT:

- Spheres pulled from sedimentation pond in preparation for upcoming draining and cleaning. Cal-Fire crew assisted.
- Rebuilt chlorine water lines in chlorine room.
- Started Hexavalent Chromium water tests for the State.
- Raised the secondary diversion pipework from Telegraph Creek before winter rains.
- Flushed lines on Toth and Blueridge, down to Gale Point.

WASTEWATER TREATMENT DEPARTMENT:

- South clarifier gearbox and shaft repairs completed.
- Opened south clarifier for upcoming winter rains.
- Ocean plan sampling completed.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Scheduled Outage on Whale Point to change pole.
- Set new switch pole at generator plant.
- Service disconnection for panel change.
- Outage on tieline. Tree fell on power line.
- Outage on tieline. PGE side. 589 gallons of fuel used for both.
- Tree fell on power line on Fir Ct. due to storm.
- Broken pole on Parsons due to storm.
- Outage in Zoo due to bad transformer.

PARKS AND RECREATION AND MISCELLANEOUS:

- Travis Thompson went to Sacramento for Cross Connection Control Class and to Eureka to take the AWWA online test for the class. He passed the test! 😊
- Frank Wilson went to McKinleyville for a CWEA electrical class.
- Pre-positioned generators and equipment for an incoming rain event.

BILLS PAID PRIOR TO BOARD APPROVAL		
ALLPAID	Reversal Of ALLPAID Pymt-GUB02A	245.73
BUTLER TRAILER MFG WEST INC	Vehicle Maintenance	196.90
CA DEPT OF TAX & FEE ADMIN	Annual Water Rights Fee	899.08
CITY OF FORTUNA	Lab Tests	155.00
DARIN THOMSEN CONSTRUCTION	FD Apparatus Building	27,665.00
DRUG FREE USA	Employee Drug Testing	209.00
ELEXIS AREVALO	Reimburse FD Expense	157.15
FASTRAK	Bridge Toll	14.00
FRONTIER	Phone	672.29
FRONTIER	Phone	85.17
FRONTIER	Phone	54.74
HUMBOLDT BAY FIRE	Training	880.00
KEITH CHITTENDEN	Reimburse Expense	391.75
PG&E	Distribution Fee	9,192.00
THOMPSON GAS	Building Maintenance	196.11
TRAVIS THOMPSON	Reimburse Travel Expense	271.39
TRAVIS THOMPSON	Reimburse Travel Expense	559.00
UMPQUA VISA	Misc	1,867.95
TREES FOUNDATION	USDA CWDG Wildfire Grant	10,255.13
US CELLULAR	Phone	445.14
WESTERN AREA POWER ADMIN	Electric Purchase (October)	31,560.68
WESTERN AREA POWER ADMIN	Restoration Fee	610.88
COMPANY PAID PAYROLL EXPENSE (NOV)		161,669.15
TOTAL ADJUSTED EXPENSES		316,695.36

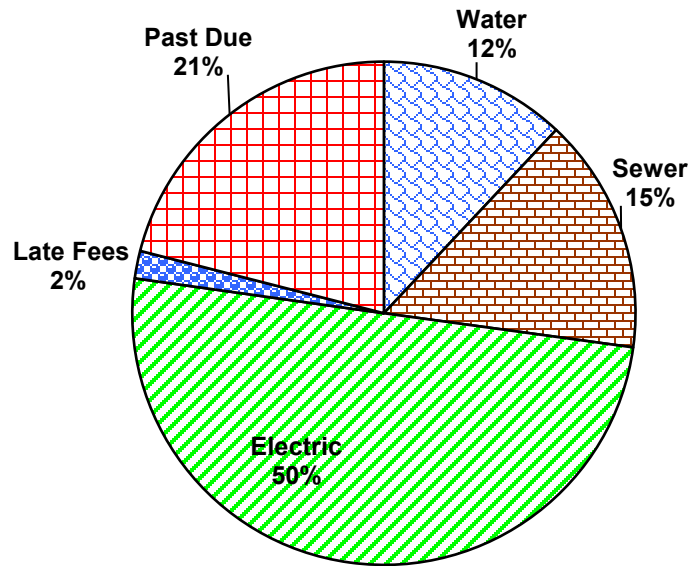
END OF GENERAL DISCUSSION
Provided by: RID Staff Members

OPERATIONAL DATA FOLLOWS:

APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF NOVEMBER 2024

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$24,401	\$1,874	\$26,275	\$26,597
Sewer	\$29,700	\$3,482	\$33,182	\$30,003
Electric	\$85,244	\$24,295	\$109,539	\$121,933
Adjustments	\$2,810	\$1,063	\$3,873	\$3,522
Past Due	\$35,579	\$10,406	\$45,985	\$66,012
Total	\$177,734	\$41,120	\$218,853	\$248,066
	81.2%	18.8%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	149,779	22,332	5,805	177,916	228,129
	84.2%	12.6%	3.3%		
Elec (KwH)	193,740	57,858	36,178	287,776	334,925
	67.3%	20.1%	12.6%		

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$5,313.09	\$410.00	\$5,723.09	\$12,000.00
Total Revenue to Date			\$5,723.09	

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

Shelter Cove Golf Links Honorable Golfers November 2024

Greens Fees	Amount	November 2024 Amount
Kiosk Cash	\$120.00	\$120.00
Kiosk CC	\$290.00	\$290.00
Annual Greens fees Purchasers	\$0.00	\$0.00
TOTAL		\$410.00

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 Whale Pt.

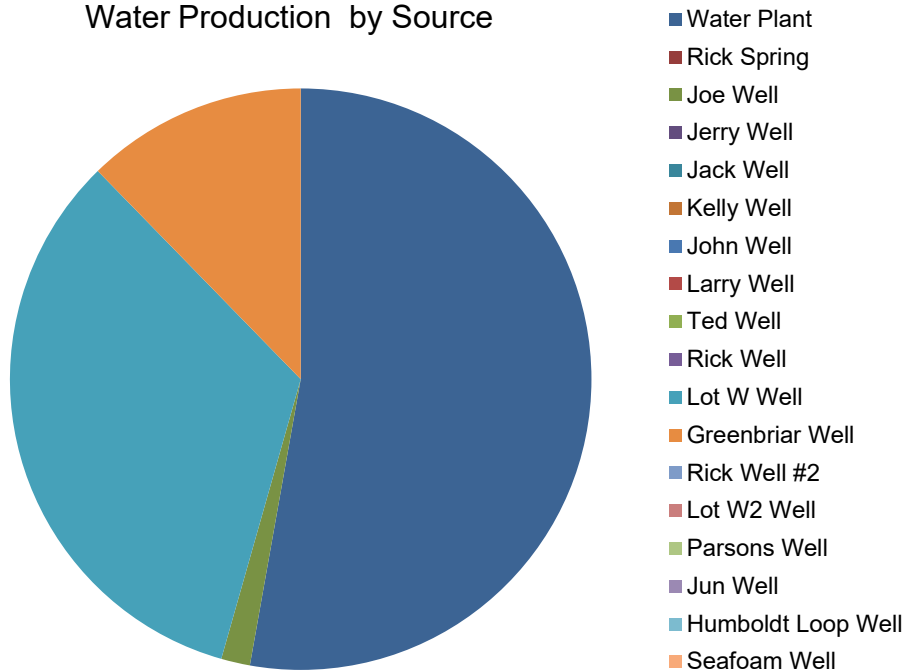
Unscheduled Outages: 4 Tie-line, Fir Ct.,Parsons,
The Zoo

Total # of Outages: 5

WATER UTILITY

Total Gallons Finished Water Produced:	2,198,843 gallons
Water Plant (Telegraph Creek):	1,161,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	35,306 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):	732.150 gallons
Greenbriar Well (Toth Rd):	270,387 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



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Water Treatment Plant Hours of Operation:	124.8 hours
Monthly Rainfall Total:	20.81 inches
Previous WY Rainfall Total:	103.13 inches
Current WY Rainfall Total:	24.73 inches

WATER SERVICE CONNECTIONS:

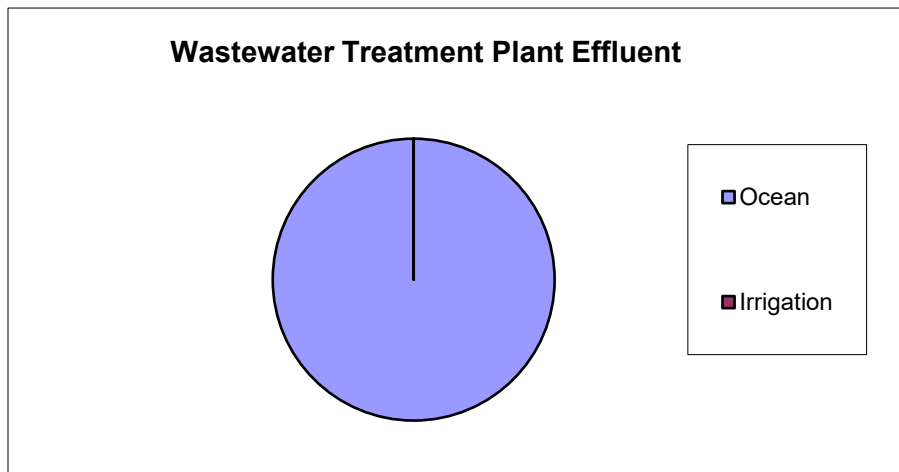
Location:

Services Requested:	1	Rawhide Ct.
Services Connected:	0	
Previous connections:	<u>0</u>	
F/Y Connections to date:	0	

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	346,996 gals/day
Low:	23,265 gals/day
Monthly Total:	2,674,101 gallons



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
11/31/2024	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
11/3/2024	Community Clubhouse	Propane smell. Pilot blew out on wall heater. Relit after airing out.
10:00 AM		
Personnel Responding: Dylan Brown		

Date/Time	Location	Description of Incident
11/21/2024	Power outage. RID side.	Tree fell on power lines. Shelter Cove Road by Paradise Ridge Road.
10:50 PM		
Personnel Responding: Dylan Brown, Jon Aronson		

Date/Time	Location	Description of Incident
11/22/2024	Possible water main leak.	Customer heard what they thought was big water main leak. Pipes making noise in house. Turned out to be upstairs toilet in residence,
3:05 AM		
Personnel Responding: Dylan Brown, Joe Mendes, Frank Wilson		

Date/Time	Location	Description of Incident
11/26/2024	Alarm at WWTP went off.	Advanced Security called. Ended up being that door didn't shut fully when someone came in earlier.
6:19 AM		
Personnel Responding: Dylan Brown		

END OF REPORT