

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

GENERAL MANAGER'S ACTIVITIES:

- Worked on the Project Completion Report for the grant-funded Lot W well (W3) project. (See photo of the new well below).
 - Fisch Drilling installed the pump and motor and then completed a drawdown pump test.
 - The result of the test displayed a consistent 80+ gpm flowrate.
 - District staff sampled the well for numerous, state-required constituents.
- Attended CSDA webinars on Organizational Development and Ethics training.
- Attended online demos on accounting, billing portal and public alert software by Ampstun and Black Mountain Software companies.
- Worked on customer payment plans.
- Continued to correspond with the District's current online payment software company, Allpaid, to allow an E-check option for customers to pay their bills.
 - This will entail a lower transaction fee.
- Attended the retirement party for Distribution & Repair Foreman Bud Lair (See photo on right).
- Worked on the Parks & Recreation Department strategic plan.
- Corresponded with community members regarding the sports court grant project.
- Corresponded with the District's risk management insurance provider, GSRMA, over the electrical incident at Burns Ct. in September.



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- Corresponded with a community member regarding a public complaint against a District employee.
- Attended online trainings for water treatment certification contact hours.
- Worked with staff and 101 Netlink to add phones to the SHFRC playgroup room and the library at the Community Clubhouse.
- Met with Board and community members on various topics.

ADMINISTRATION DEPARTMENT:

In addition to all regular activities in the Administrative Department, administrative staff also:

- Administrative Superintendent completed AB1234 Ethics webinar training.
- Notified GSRMA that our board would like to be a candidate for their Board of Directors.
- Participated in several software demos primarily for customers alerts and billing.
- In efforts to learn more about my job and RID history, I have been systematically going through the file cabinets in the library examining every file and thinning down old, redundant, and/or unnecessary files and seeing what can be digitally archived.
- Started created “how to” guides for various responsibilities of the Administrative Superintendent. So far guides have been completed for how to do everything to get prepared for a board meeting, general guide on airport management, onboarding new employees, and onboarding new board members.
- Completed our renewal for the Motor Carrier DOT number which enables us to transport the “sludge”.
- Onboarding of the new General Laborer. This includes all payroll forms, distribution of keys, explaining and handout of policy binder, Work Comp handout and explanation, etc.
- Compiled information for our Firewise renewal, including in-house hours and expenses and volunteer hours by members of the community. These hours include things like homeowners clearing vegetative materials around their houses and any expenses in making improvements to their houses that are “firewise”, like having fiber cement siding.
- Compiled and sent off all policies related to personnel to Eyres Law Group for review. Eyres Law Group is affiliated with GSRMA (Golden State Risk Management Authority).

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GSRMA is our primary insurance provider. As a member of GSRMA it gives us free consultation with Eyres Law Group for HR policies.

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, etc.

WATER TREATMENT DEPARTMENT:

- Polymer streaming current controller probe and piston cleaned.
- Water main repair on Lower Beach Road.

WASTEWATER TREATMENT DEPARTMENT:

- Gearbox assembly changed out on the disc press.
- Chlorine contact chamber cleaned.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Scheduled outage on Hemlock to change rotten power pole.
- Took bucket truck to the shop for repairs.
- Finished Bud tank fuse upgrade. The Zoo is now complete.
- Attended safety meetings.
- Went to Medford to get light on truck repaired and pick up new pole trailer.
- Picked up the bucket truck and new front tires on the way home.
- Went over final build of new line truck with Altec.
- PG&E outage. 3.9 hours and 167 gallons of fuel used.

PARKS AND RECREATION AND MISCELLANEOUS:

- Two employees went to Santa Rosa for Thatcher chlorine training class.
- One employee went to CWEA electrical training, McKinleyville.
- New employee, Anthony Garrett started work for the District.

END OF GENERAL DISCUSSION

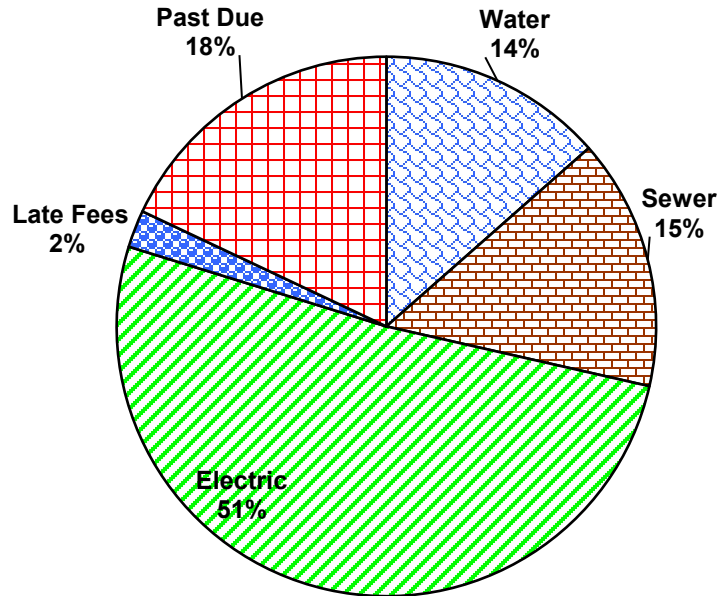
Provided by: RID Staff Members

OPERATIONAL DATA FOLLOWS:

APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF OCTOBER 2024

ADMINISTRATION

UTILITY BILLING:



Utility	Residential Utilities	Commercial Utilities	Total Billing	Last Year's Total
Water	\$27,070	\$2,762	\$29,832	\$26,765
Sewer	\$29,762	\$3,482	\$33,243	\$30,115
Electric	\$85,146	\$27,987	\$113,133	\$113,653
Adjustments	\$2,317	\$2,618	\$4,934	-\$5,341
Past Due	\$33,942	\$5,787	\$39,728	\$78,207
Total	\$178,236 80.7%	\$42,634 19.3%	\$220,870	\$243,400

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Last Year's Total
Water (cuft)	220,138 81.8%	36,995 13.8%	11,865 4.4%	268,998	226,099
Elec (KwH)	188,593 65.0%	67,830 23.4%	33,614 11.6%	290,037	299,416

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y To Date	Budget
Greens Fees	\$3,152.09	\$2,161.00	\$5,313.09	\$12,000.00
Total Revenue to Date				

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

Shelter Cove Golf Links Honorable Golfers October 2024

Greens Fees	Amount	October 2024 Amount
Kiosk Cash	\$370.00	\$370.00
Kiosk CC	\$665.00	\$665.00
Annual Greens fees Purchasers	\$1,126.00	\$1,126.00
TOTAL		\$2,161.00

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 Hemlock Rd.

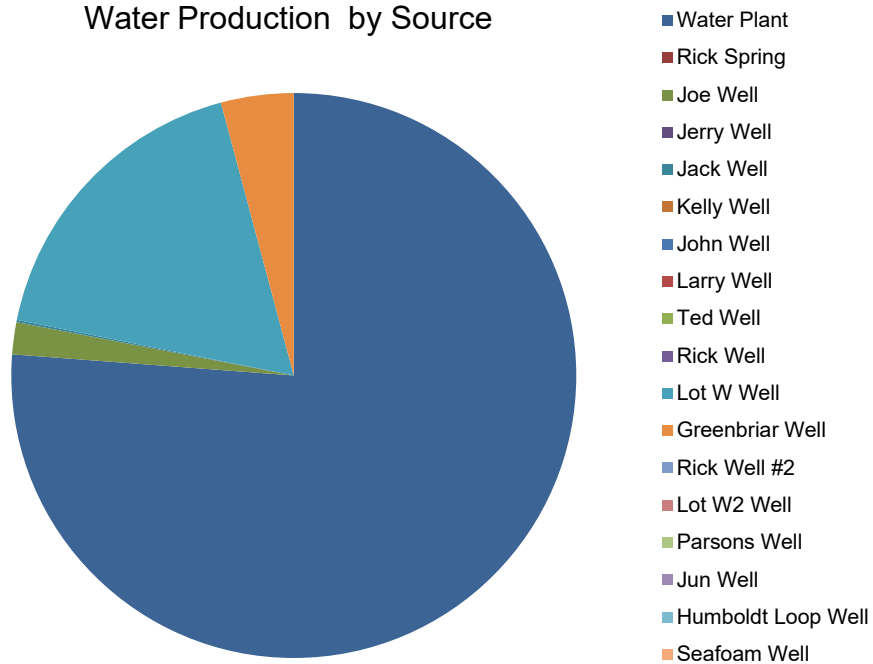
Unscheduled Outages: 1 Whole Cove

Total # of Outages: 2

WATER UTILITY

Total Gallons Finished Water Produced:	2,676,072 gallons
Water Plant (Telegraph Creek):	2,039,000 gallons
Rick Spring (Toth Rd):	0 gallons
Joe Well (Cougar Rd):	49,069 gallons
Jerry Well (Willow Glen Rd):	0 gallons
Jack Well (Willow Glen Rd):	3,516 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):	473,267 gallons
Greenbriar Well (Toth Rd):	111,220 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:	259.4 hours
Monthly Rainfall Total:	3.92 inches
Previous WY Rainfall Total:	103.13 inches
Current WY Rainfall Total:	3.92 inches

WATER SERVICE CONNECTIONS:

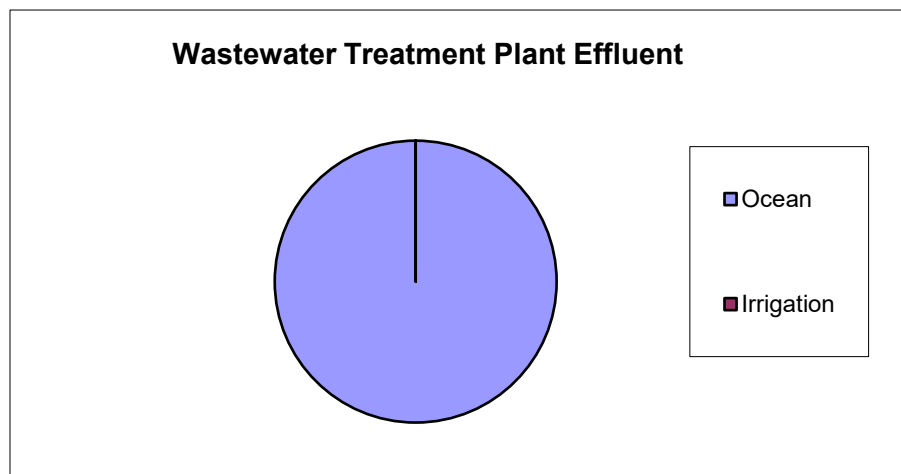
Location:

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

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	46,625 gals/day
Low:	24,722 gals/day
Monthly Total:	1,070,775 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
10/31/2024	Online Target Solutions

ON CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
10/7/2024	905 Lower Pacific Drive.	Resident reports water leaking at residence across street. Found hose on and additional faucet leaking. Turned off.
5:00 PM		
Personnel Responding: Dylan Brown		

Date/Time	Location	Description of Incident
10/12/2024	Cove wide outage.	PG&E outage. Checked WWTP, lift stations.
11:00 AM		
Personnel Responding: Dylan Brown		

Date/Time	Location	Description of Incident
10/12/2024	Generator plant.	Reclose power back from PG&E.
2:27 PM		
Personnel Responding: Dylan Brown, Joe Mendes		

Date/Time	Location	Description of Incident
10/17/2024	329 Seaview Road.	Resident reports neighbor's water is coming out of their "standpipe." Pipe was rusted, turned water off.
5:29 PM		
Personnel Responding: Dylan Brown		

Date/Time	Location	Description of Incident
10/30/2024	30 Spur Court.	Low water pressure. Due to previous water leak. Assisted customer to get pressure back.
5:53 PM		
Personnel Responding: Dylan Brown, Frank Wilson		

END OF REPORT