

**RESORT IMPROVEMENT DISTRICT #1**  
**GENERAL MANAGER'S REPORT**  
**DECEMBER 2018**

**GENERAL MANAGER'S ACTIVITIES:**

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- Attended field staff meetings.
- Project coordination with RID staff, project managers and contractors for water tank replacement and airport slurry projects.
- Meetings with many individual community members, public agencies and community organizations.
- Attended bi-weekly Water Tank Replacement Project Construction Meetings.
- Attended Water Tank Replacement Project field visit with Deisy Rios from the SWRCB Division of Finance.
- Attended various Board and Committee meetings.

**ADMINISTRATION DEPARTMENT:**

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- Sent off Claim #7 reimbursement paperwork in the amount of \$74,961.47 to the SWRCB for the Water Tank Replacement Project.
- Attended various Board and Committee meetings.
- Attended bi-weekly Water Tank Replacement Project Construction Meetings.
- Attended Water Tank Replacement Project field visit made by Deisy Rios from the SWRCB Division of Finance.
- Applied for a California Climate Investment Cal Fire Grant, project amount \$692,073, for the creation of several shaded fuel breaks located on District greenbelt.
- Humboldt County Hazard Mitigation Shelter Cove Annex Reporting.
- Updated web page design with archive minutes and agenda page.
- Met with the District's CPA for 2017/18 Audit prep.

**WATER TREATMENT DEPARTMENT:**

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- One of two chlorine vacuum regulators replaced with newly rebuilt regulator.
- Polymer tote refilled.
- Polymer feeder Streaming Current Controller probe and piston cleaned.

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- Repaired chlorine pre-feed hose line, due to pin hole leak spraying water.
- Fill new Jim Tank. VOC testing.
- Grant funding for RCAC to complete flow modeling of our Kennedy water system and meeting.

**WASTEWATER TREATMENT DEPARTMENT:**

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- Effluent flow meter stops working, new one is ordered.
- New clarifier overflow weirs are delivered. To be installed after rain season.
- Clarifier drives and oxidation ditch rotors lubricated.
- Sludge bags hauled to Fortuna for disposal.
- New pH probe and dissolved oxygen I-button installed on Hach HQ40d pH/DO meter.
- Chlorine contact chamber cleaned.
- Lift station 1 and 2 electrical cabinets, motors and VFD drives finished. SCADA work & communications to follow.

**POWER GENERATION & DISTRIBUTION DEPARTMENT:**

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- Completed changing last of the cross-country, aged/bird hole ridden three-phase poles. Changing of the single-phase poles will continue through the year. The three-phase poles take priority because they serve all of the RID's infrastructure.
- Replaced single-phase riser cable that failed in conduit. This cable fed the entire Campground and Deli.
- Completed survey of RID's entire power grid concerning power line/tree clearance, erosion issues in proximity to underground equipment, and scope of future improvements.
- Electrical Department's Jon Aronson and JJ Logan have been, and are currently inspecting, rewiring RID's electrical systems three-phase transformer banks for integrity, and to also stop sympathetic blowing of fuses when the system experiences a fault, or a single-phase condition.
- Scheduled power outages will continue through the winter months for upgrades and maintenance.

**PARKS AND RECREATION:**

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- **New Community Center Development**
  - Community Center Planning Committee members working on a revised set of plans.
  
- **Misc.**
  - Dave Clark, Industrial Electrician, retires.
  - -Mike Briggs, Industrial Electrician, starts full-time employment.
  - -Employee in for DMV physical.
  - -Truck in for tires.
  - -Start work on Tsunami siren for lower south side of Shelter Cove.

**END OF GENERAL DISCUSSION**

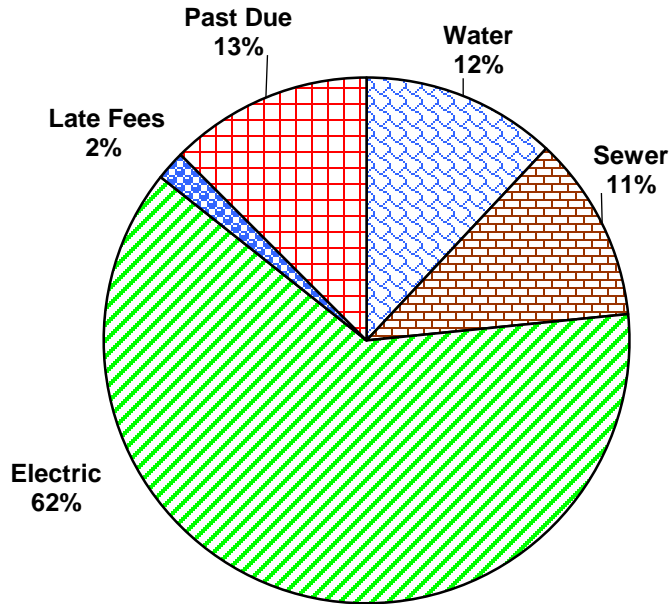
Provided by: Justin R. Robbins, General Manager and Susan Sack, Administration Assistant

**OPERATIONAL DATA FOLLOWS**

APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF DECEMBER, 2018

**ADMINISTRATION**

**Utility Billing:**



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Total
Water	\$20,904	\$0	\$1,701	\$0	\$22,605	\$21,818
Sewer	\$19,244		\$2,308		\$21,552	\$21,043
Electric	\$92,030	\$5,825	\$19,200	\$450	\$117,505	\$110,398
Late Fees	\$3,252		\$176		\$3,428	\$3,316
Past Due	\$21,099		\$2,505		\$23,604	\$24,401

<b>Total</b>	\$156,529	\$5,825	\$25,891	\$450	\$188,695	\$180,975
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83.0%                      3.1%                      13.7%                      0.2%

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Total Metered Usage
Water (cuft)	170,020	20,590	60,127	250,737	266,148

67.8%                      8.2%                      24.0%

Elec (KwH)	269,122	58,929	51,476	379,527	371,380
	70.9%	15.5%	13.6%		

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**PARKS AND RECREATION**

**GOLF LINKS:**

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fees	<b>\$6,468.00</b>	<b>\$440.00</b>	\$6,908.00	
<b>Total Revenue to Date</b>			<b>\$6,908.00</b>	<b>\$13,000.00</b>

**GOLF LINKS GREEN FEE HONOR SYSTEM SUMMARY  
 THANKYOU FOR SUPPORTING CONTINUED OPERATION**

**Shelter Cove Golf Links Honorable Golfers December 2018**

Greens Fees Name	Amount	Amount	Dec 2018 Total Amount
Kiosk Cash	\$180.00		\$180.00
Kiosk CC		\$260.00	\$260.00
Annual Green's Fees			
	\$180.00	\$260.00	<b>\$440.00</b>

**FIRE DEPARTMENT**

**RESPONSES:**

			<u>Date</u>	<u>Amount</u>	<u>F/F Turn-out</u>
Public Assist:	Traffic control	# 10469	12/1	1	6 F/Fs
Public Assist:	Smoke alarm chk	# 10550	12/3	1	4 F/Fs
Medical Aid:	Fall head injury	# 10565	12/4	1	4 F/Fs
Public Assist:	Smoke alarm	# 10652	12/6	1	4 F/Fs
MVA	OTB non-injury	# 10947	12/14	1	6 F/Fs
Wildland Fire:	False alarm	# 10960	12/14	1	4 F/Fs
Public Assist:	Warning hikers	# 11022	12/16	1	1 F/F
Public Assist:	Lockout	# 11029	12/16	1	4 F/Fs
Medical Aid:	Palm laceration	# 11034	12/18	1	7 F/Fs
Public Service:	Comm. alarm	# 11077	12/18	1	2 F/Fs
Medical Aid:	False alarm	# 11135	12/20	1	6 F/Fs
Santa Express:	Inn of Lost Coast	No number	12/22	1	2 F/Fs
				Plus one RID employee	
Medical Aid:	Fall	# 11254	12/24	1	8 F/Fs

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**EQUIPMENT STATUS:**

	ID	
Duty Officer Vehicle	5100	In Service
Command Vehicle	5146	In Service
Brush Engine	5111	In Service
I-Zone Engine	5116	In Service
Rescue/Pumper	5131	In Service
Ambulance	5171	In Service
ATV	5172	In Service
Jet Ski	5173	In Service
Ocean Rescue Boat	5174	In Service
Polaris Ranger ATV	5175	In Service

**TRAINING ACTIVITIES:**

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	12/5	Inventory, Planning	9 F/Fs
OR Drill:	12/8	Ocean Rescue Training	8 F/Fs
Med Drill:	12/12	Trauma, MVA	11 F/Fs
		Plus two Whitethorn FFs	
	12/19	Christmas Party -review year	10 F/Fs

**OTHER:**

<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
12/1	CERT training Units 7 and 8	1 F/F
12/1	1st Responder Class #2 - Redway	2 F/Fs
12/2	1st Responder Class #3 - Redway	2 F/Fs
12/3	EMT Class - # 29 at CR	2 F/Fs
12/5	EMT Class - # 30 at CR	2 F/Fs
12/5	O A Meeting - Courthouse Eureka	1 F/F
12/7	EMT Study Group	5 F/Fs
12/10	EMT Class - # 31 at CR	2 F/Fs
12/12	EMT Class - # 32 at CR	2 F/Fs
12/17	NR EMT Test - Ukiah	1 F/F

**ELECTRICAL UTILITY**

**ELECTRICAL SERVICE CONNECTIONS:**

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

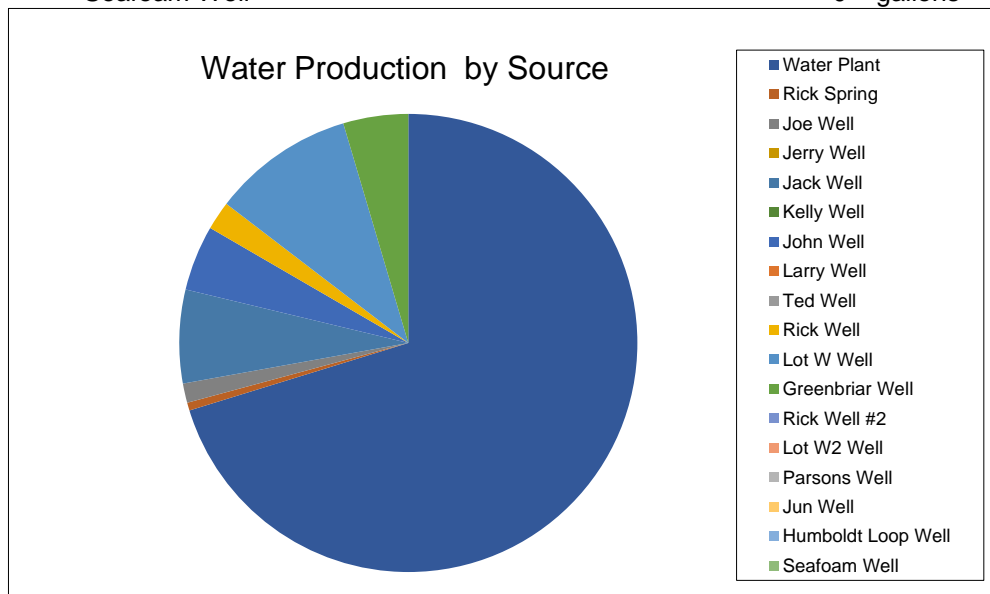
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**POWER OUTAGES:**

- Scheduled Outages: 2 Upper Cove and PGE whole Cove
- Unscheduled Outages: 1 Deli and Bambi area
- Total # of Outages: 3

**WATER UTILITY**

- Total Gallons Finished Water Produced: 3,629,018 gallons
- Water Plant (Telegraph Creek): 2,549,000 gallons
- Rick Spring (Toth Rd): 20,220 gallons
- Joe Well (Cougar Rd): 49,518 gallons
- Jerry Well (Willow Glen Rd): 0 gallons
- Jack Well (Willow Glen Rd): 239,285 gallons
- Kelly Well (Kelly Rd): 0 gallons
- John Well (King's Peak Rd): 167,477 gallons
- Larry Well (Wood Ct): 0 gallons
- Ted Well (Shaller Ct): 0 gallons
- Rick Well (Toth Rd): 73,463 gallons
- Lot W Well (Willow Glen Rd): 363,730 gallons
- Greenbriar Well (Toth Rd): 166,325 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



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- Water Treatment Plant Hours of Operation: 202.3 hours
- Monthly Rainfall Total: 5.21 inches
- Previous 18/19 Annual Rainfall Total to date: 10.98 inches
- Current 18/19 Annual Rainfall Total: 16.19 inches

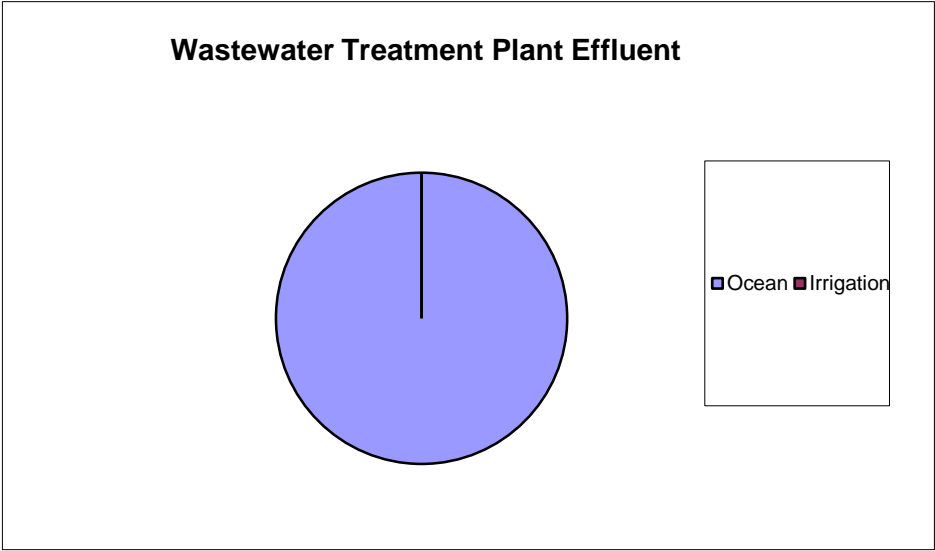
**WATER SERVICE CONNECTIONS:**

	<u>Locations</u>
• Services Requested:	0
• Services Connected:	0
Previous Connections	<u>0</u>
• F/Y Connections to date:	<u><b>0</b></u>

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	220,302 gals/day
Low:	45,336 gals/day
Monthly Total:	3,138,905



**SEWER SERVICE CONNECTIONS:**

	<u>Locations</u>
• Services Requested:	0
• Services Connected:	0
Previous Connections	<u>0</u>
• F/Y Connections to date:	<u><b>0</b></u>



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**CAPITAL CONSTRUCTION PROJECTS**

Construction work. Assistance with the electrical department, & Cal-Fire crews. Tank replacement.

**INTRA DEPARTMENTAL SAFETY MEETINGS**

Date	Items Discussed
12/5/2018	Power Lines & Equipment.
12/21/2018	Power Tools.
12/28/2018	PPE for the Back.

**ON-CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
12/23/2018	South end of airport.	Someone doing donuts. No one there. Asked caller to make report with Sheriff Dept.
11:43 PM		
Personnel Responding: Frank Wilson		

**END OF REPORT**