

RESORT IMPROVEMENT DISTRICT #1
GENERAL MANAGER'S REPORT
OCTOBER 2018

GENERAL MANAGER'S ACTIVITIES:

- Attended field staff coordination 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 various Board and Committee meetings.

ADMINISTRATION DEPARTMENT:

- Worked again this month with Frank Gloeggler on Audit preparation.
- Assisted in new employee hiring and orientation.
- Sent off Claim #4 reimbursement paperwork in the amount of \$234,255 to the SWRCB for the Water Tank Replacement Project.
- Attended various Board and Committee meetings.
- Attended bi-weekly Water Tank Replacement Project Construction Meetings.
- Assisted with Humboldt County Hazard Mitigation Shelter Cove Annex Reporting.

WATER TREATMENT DEPARTMENT:

- Polymer streaming current controller probe and piston cleaned.
- -Rebuilt vacuum regulator installed on cylinder 2.
- -New Lar tank filled, not in service.
- -Both ¾" chlorine injectors rebuilt.
- -Pole-Yard well permanently taken off line.
- -New Jerry tank filled, not in service.
- -Cal-Fire at water plant for general landscaping.

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- -New electrical pole installed at Lar tank.

WASTEWATER TREATMENT DEPARTMENT:

- Hauled sludge bags to Fortuna for disposal.
- -Chlorine side, analyzer pump replaced.
- -Chlorine contact chamber cleaned.
- -Bellows replaced on filters Iwaki sampler pump.
- -Emergency eyewash/shower stations tested.
- -Reclaimed water filters shut down.
- -Operator in training paperwork sent out for 1 employee to the state.
- -Lift station one, 3 phase wire pulled and transformer installed for upgrades.
- -New electrical pedestal installed on Lift Station #1.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

September

- Planned outage on underground high voltage to convert Lift Station #2 from single phase to three phase for more efficiency and install larger pumps. Outage 8am-2pm.
- Outage on Dolphin Rd to change/upgrade 3 phase feed- throughs in HV sectionalizing cabinet. Outage 8am-12pm.
- Outage on Wave Dr to finish cut-over of phase 2 HV upgrade. Outage 1-2pm.
- HV underground upgrade phase 6 completed in mid-September.
- Electrical department responded with SCVFD to a small fire started by a home owner cutting a tree that fell onto the powerlines.
- Saturday the 29th a car collided with a power pole on the tie line, breaking the pole approx. 6pm. Pole replaced next day.

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October

- Wright Tree Co completed 5 weeks of power line tree clearance in Cove and, Tie-line.
- PGE outage Wed the 10th. Cove on generators 1.8 hours.
- Planned outage on Lower Pacific to upgrade Lift Station #1 from single phase to three phase power. Outage 830am-330pm.
- Saturday the 13th October an SUV collided with a power pole, breaking pole putting the Cove on generators at approx. 8pm. Pole replaced next day.
- Monday the 22nd October was the first week of 3 for changing out rotten/bird hole ridden poles.

PARKS AND RECREATION:

- **New Community Center Development**
 - Community Center Planning Committee members working on a revised set of plans.
- **Airport**
 - Airport Slurry Seal Project – Bids was awarded to G. R. Sundberg.
- **Misc.**
 - Golf course greens are aerated, seeded, and sanded. David Gilcrest, Arlin Reid, and Joe Christianson volunteer.
 - -Community Center inside sliding doors repaired.
 - -New bucket truck to Fortuna for radio install.
 - -Community Center emergency exit lighting fails, new ones ordered.
 - -Clear diesel pump gallon counter taken apart, not working properly. Ordered parts.

END OF GENERAL DISCUSSION

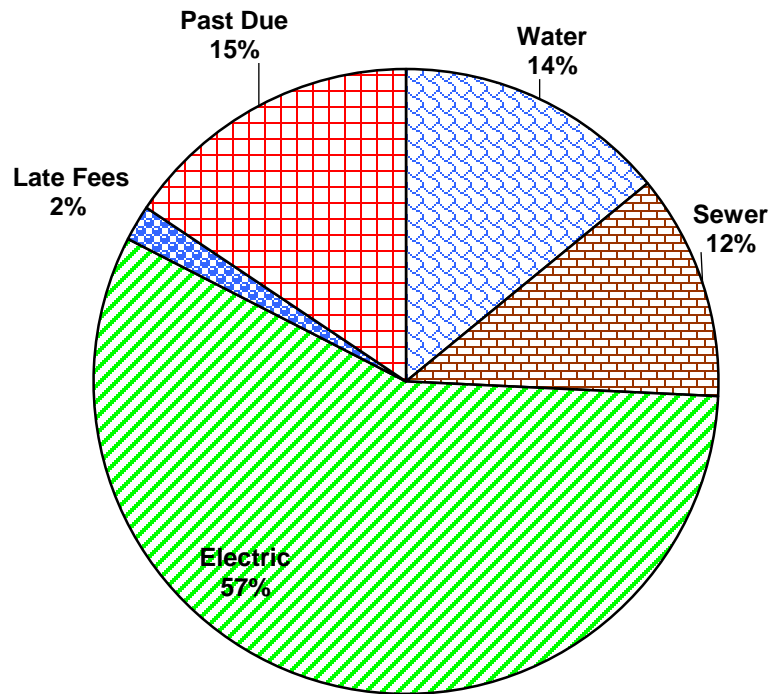
Provided by: Justin R. Robbins, General Manager and Susan Sack, Administration Assistant

OPERATIONAL DATA FOLLOWS

APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF
OCTOBER, 2018

ADMINISTRATION

**Utility
 Billing:**



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	2017 Billing Total
Water	\$23,215	\$0	\$2,685	\$0	\$25,900	\$36,369
Sewer	\$19,203		\$2,308		\$21,512	\$21,003
Electric	\$77,141	\$5,815	\$21,143	\$450	\$104,548	\$116,426
Late Fees	\$3,260		\$144		\$3,405	\$3,141
Past Due	\$25,388		\$3,353		\$28,741	\$17,998

Total	\$148,207	\$5,815	\$29,634	\$450	\$184,105	\$194,937
	80.5%	3.2%	16.1%	0.2%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	
Water (cuft)	231,976	33,032	69,348	334,356	515,126
	69.4%	9.9%	20.7%		
Elec (KwH)	257,897	65,172	45,299	368,368	392,495
	70.0%	17.7%	12.3%		

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FIRE DEPARTMENT

RESPONSES:

		<u>Date</u>	<u>Amount</u>	<u>F/F Turn-out</u>
Medical Aid: Motorcycle vs deer	# 8349	10/1	1	6 F/Fs
Medical Aid: Walk-in	# 8465	10/4	1	6 F/Fs
Smoke check: Illegal fire	# 8484	10/5	1	2 F/Fs
Medical Aid:	# 8520	10/6	1	6 F/Fs
Public Assist: Lockout	# 8528	10/6	1	3 F/Fs
Illegal Fire:	# 8552	10/6	1	6 F/Fs
Medical Aid: Golf cart fall	# 8709	10/12	1	3 F/Fs
Public Service:	No #	10/13	1	2 F/Fs
Public Assist: MVA	# 8750	10/13	1	6 F/Fs
Possible Structure Fire:	# 8925	10/20	1	7 F/Fs
Assist with control burn	# 8929	10/20	1	4 F/Fs
Public Assist: Lockout w/ dog	# 8963	10/21	1	3 F/Fs
MVA - unable to locate	# 8994	10/22	1	8 F/Fs
Illegal burn pile	# 9019	10/23	1	1 F/F
Public Assist: flat	# 9089	10/25	1	1 F/F
Public Assist: wrist injury	# 9130	10/26	1	3 F/Fs
Public Assist: Lift assist	# 9178	10/27	1	4 F/Fs
Medical Aid: GSW Whale Gulch	# 9185	10/27	1	4 F/Fs
Medical Aid: CO Poisoning Wh Gulch	# 9231	10/29	1	5 F/Fs
Public Service: Halloween	No #	10/31	1	3 F/Fs

EQUIPMENT STATUS:

	ID	
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
Duty Officer Vehicle	5100	New vehicle purchased
Polaris Ranger ATV	5175	In Service

TRAINING ACTIVITIES:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	10/3	Radio reporting - video and practice	12 F/Fs
Medical Drill:	10/10	CPR & use of AED - videos & practice	9 F/Fs
Fire Drill:	10/17	Vehicle fire training	9 F/Fs
Fire Drill:	10/24	SCBA video, discussion, timing	10 F/Fs

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OUTSIDE TRAINING:

10/1	EMT class # 12 at CR	2 F/Fs
10/3	EMT class # 13 at CR	2 F/Fs
10/4	O A Meeting, Courthouse, Eureka	1 F/F
10/8	EMT class # 14 at CR	2 F/Fs
10/10	EMT class # 15 at CR	2 F/Fs
10/11	Ambulance ride-along	2 F/Fs
10/15	EMT class # 16 at CR	2 F/Fs
10/17	EMT class # 17 at CR	2 F/Fs
10/21	EMT class # 18 at CR	2 F/Fs
10/22	CPR Class for CERTS	4 F/Fs
10/22	EMT class # 19 at CR	2 F/Fs
10/24	EMT class # 20 at CR	2 F/Fs
10/29	EMT class # 21 at CR	2 F/Fs
10/31	EMT class # 22 at CR	2 F/Fs

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fee Total	\$4,948.00	\$755.00	\$5,703.00	
Total Revenue to Date			\$5,703.00	\$13,000.00

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

Shelter Cove Golf Links Honorable Golfers October 2018

Income Source	Date	Amount	OCT 2018 Amount
Kiosk Purchases			
Credit Card Charges	10/31/18	\$240.00	\$240.00
Cash Purchases	10/31/18	\$515.00	515.00
Annual Green's Fee Purchasers			
Total			\$755.00

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

Locations

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

POWER OUTAGES:

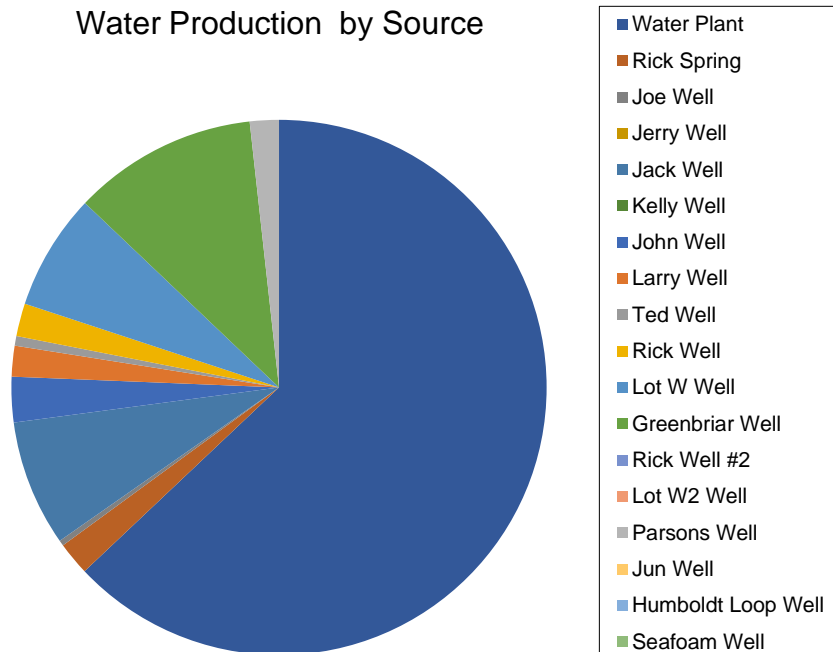
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- Scheduled Outages: 3 Zoo, Toth and Beach Road
- Unscheduled Outages: 2 Whole Cove - PGE and MVA Paradise Ridge
- Total # of Outages: 5

WATER UTILITY

• Total Gallons Finished Water Produced:	3,850,799	gallons
Water Plant (Telegraph Creek):	2,424,000	gallons
Rick Spring (Toth Rd):	77,280	gallons
Joe Well (Cougar Rd):	12,716	gallons
Jerry Well (Willow Glen Rd):	0	gallons
Jack Well (Willow Glen Rd):	293,291	gallons
Kelly Well (Kelly Rd):	0	gallons
John Well (King's Peak Rd):	105,543	gallons
Larry Well (Wood Ct):	71,464	gallons
Ted Well (Shaller Ct):	22,440	gallons
Rick Well (Toth Rd):	76,438	gallons
Lot W Well (Willow Glen Rd):	270,739	gallons
Greenbriar Well (Toth Rd):	429,442	gallons
Rick Well #2 (Toth Rd):	0	gallons
Lot W2 Well (Willow Glen Rd):	0	gallons
Parsons Well (Parsons Road):	67,447	gallons
Jun Well	0	gallons
Humboldt Loop Well	0	gallons

Water Production by Source



- Water Treatment Hours of Operation: 305.8 hours
- Monthly Rainfall Total: 0.61 inches
- Previous 18/19 Annual Rainfall Total: 1.88 inches

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- Current 18/19 Annual Rainfall Total: 2.49 inches

WATER SERVICE CONNECTIONS:

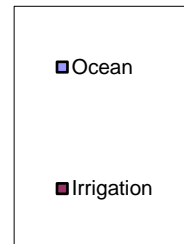
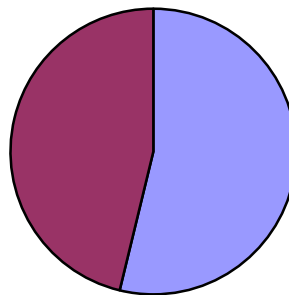
		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	<u>0</u>	
• F/Y Connections to date:	<u>0</u>	

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	67,259 gals/day
Low:	25,280 gals/day
Monthly Total:	1,209,262

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

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

CAPITAL CONSTRUCTION PROJECTS

New well site pump-testing and construction work. Assistance with the electrical department, & Cal-Fire crews.

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INTRA DEPARTMENTAL SAFETY MEETINGS

Date	Items Discussed
10/4/2018	Mowing & Brush Cutting Equipment.
10/9/2018	Overhead Lines.
10/15/2018	Pinch Points.
10/29/2018	Portable Generator Safety.

ON-CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
10/3/2018	WWTP	Auto-dialer call. Clarifier 2 fail alarm. Checked and reset alarm.
1:57 AM		
Personnel Responding:		Frank Wilson

Date/Time	Location	Description of Incident
10/5/2018	Generator Plant.	Power outage. Reclose the recloser.
10:00 PM		
Personnel Responding:		Brian Speelman, Bud Lair

END OF REPORT