

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

**GENERAL MANAGER'S ACTIVITIES:**

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- 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.
- Prepared RFP for the Rate Study and Capital Improvement Plan.

**ADMINISTRATION DEPARTMENT:**

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- Assisted in new employee hiring and orientation.
- Sent off Claim #5 and #6 reimbursement paperwork in the amount of \$870,020 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 RFP advertising for rate study/capital improvement plan.
- Humboldt County Hazard Mitigation Shelter Cove Annex Reporting.

**WATER TREATMENT DEPARTMENT:**

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- Polymer streaming current controller probe and piston cleaned.
- All turbidimeters calibrated.
- Siemens Depolox analyzer cleaned and calibrated.
- New Lar tank on Hillside Road commissioned/placed into service.
- New Jerry tank on Willow Glen Road.

**WASTEWATER TREATMENT DEPARTMENT:**

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- Sludge hauled to Fortuna for disposal.
- Headworks separator is damaged. Repaired and placed back into service.
- Clear diesel counter repaired.
- Chlorine contact chamber cleaned.
- Flushed filters turbidimeters and shut off for season.
- Install new motors and electrical panel at lift station 1 and 2, upgrades.
- Vactor truck here for pump upgrade, pumping all lift station wet wells.
- South clarifier placed back into service and R.A.S. pump started.
- North R.A.S. pump, 4-inch check valve pulled and cleaned due to blockage.
- New thermostat installed at the WWTP control building.
- Lab turbidimeters calibrated.
- Effluent flow meter stops working.
- SSO at manhole by taxiway.
- -Sinkhole found on Salmon Ct. Caused by collapsing pipe, repaired afterward.

**POWER GENERATION & DISTRIBUTION DEPARTMENT:**

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- The month of November consisted mainly of changing rotten/bird damaged poles.
- Hauling new poles and materials to the sites, some were cross country with no vehicle access. 20 poles have been changed thus far.
- PGE out Nov 15th approx. 11:00 am. Cove on generators until approx. 8:30 that evening.
- Installed new electrical underground service to the new Jerry Tank.
- Installed new electrical service and service pole to the new Lar tank.
- Assist District's Industrial electricians with final work at LS's #1 and #2 converting to larger 3 phase motors.

**PARKS AND RECREATION:**

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- **New Community Center Development**
  - Community Center Planning Committee members working on a revised set of plans.
- **Airport**
  - Required tree trimming completed at Mario's Marina.
- **Misc.**
  - Flagger safety class held for employees.
  - Employee to Santa Rosa for backflow prevention class.
  - Community Center decking repaired.

**END OF GENERAL DISCUSSION**

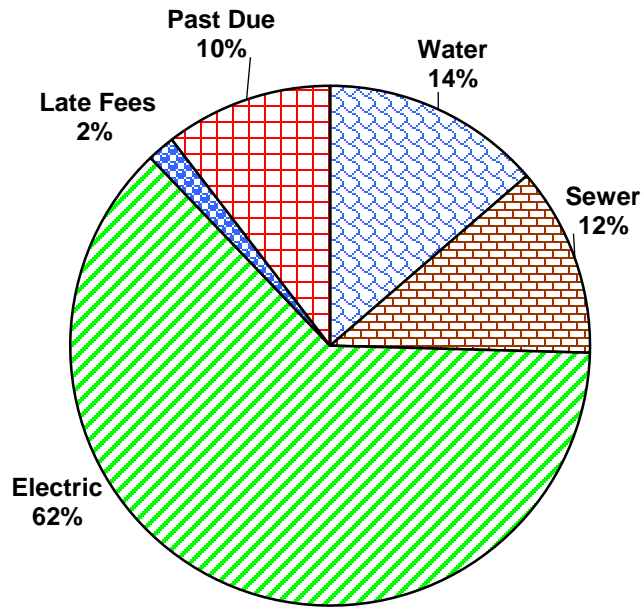
Provided by: Justin R. Robbins, General Manager and Susan Sack, Administration Assistant

**OPERATIONAL DATA FOLLOWS**

**APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF  
 NOVEMBER, 2018**

**ADMINISTRATION**

**Utility  
 Billing:**



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Totals
Water	\$22,130	\$0	\$2,767	\$0	\$24,898	\$27,645
Sewer	\$19,162		\$2,308		\$21,471	\$20,924
Electric	\$86,415	\$5,785	\$21,140	\$458	\$113,798	\$104,530
Late Fees	\$3,017		\$122		\$3,139	\$3,758
Past Due	\$16,791		\$2,212		\$19,003	\$29,644

<b>Total</b>	\$147,517	\$5,785	\$28,550	\$458	\$182,309	\$186,501
	80.9%	3.2%	15.7%	0.3%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	
Water (cuft)	216,986	33,365	66,452	316,803	363,885
	68.5%	10.5%	21.0%		
Elec (KwH)	264,850	65,171	40,072	370,093	357,372
	71.6%	17.6%	10.8%		

**PARKS AND RECREATION**

**GOLF LINKS:**

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fees	<b>\$5,703.00</b>	<b>\$765.00</b>	\$6,468.00	
<b>Total Revenue to Date</b>			<b>\$6,468.00</b>	<b>\$13,000.00</b>

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

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

Greens Fees	Amount	NOV 2018 Total
Kiosk Cash	\$510.00	\$510.00
Kiosk CC	\$255.00	\$255.00
Annual Green's Fee Purchasers	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$765.00</b>	<b>\$765.00</b>

**FIRE DEPARTMENT**

**RESPONSES:**

Public Assist: Veh Disabled Traffic control	# 9443	11/3	4 F/Fs
Debris fire: UTL	# 9591	11/7	4 F/Fs
Medical Aid: Cancelled	# 9603	11/7	4 F/Fs
Public Assist: Suture removal	# 10052	11/20	1 F/F
Public Assist: Vehicle OTB	# 10103	11/21	3 F/Fs
Public Assist: Smoke alarm help	# 10108	11/21	1 F/F
Public Assist: Tree across road - storm	# 10196	11/23	5 F/Fs
Illegal fire	# 10248	11/25	4 F/Fs
Public Assist: Power lines down	# 10417	11/29	6 F/Fs

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**EQUIPMENT STATUS:**

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:**

Drills:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	11/7	Practice w/ ropes, engine repair	8 F/Fs
Med Drill:	11/14	Hypothermia plus 2 Whitethorn FFs	9 F/Fs
Fire Drill:	11/21	Planning, discuss future clearing, equip	7 F/Fs
Fire Drill:	11/28	Extrication - video and discussion	9 F/Fs

Outside Training:

<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
11/5	EMT Class #23 at CR	2 F/Fs
11/7	EMT Class #24 at CR	1 F/F
11/8	Disaster Planning Meeting	1 F/F
11/8	Clinical observation -St Joes EMT Class	1 F/F
11/14	EMT Class #25 at CR	2 F/Fs
11/17	CERT Class - Units 1 and 6	1 F/F
11/18	EMT Class #26 at CR	2 F/Fs
11/26	EMT Class #27 at CR	2 F/Fs
11/26	SHFCA Cal Fire, Garberville	2 F/Fs
11/28	EMT Class #28 at CR	2 F/Fs
11/30	First Responder Class - Redway	2 F/Fs

**ELECTRICAL UTILITY**

**ELECTRICAL SERVICE CONNECTIONS:**

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

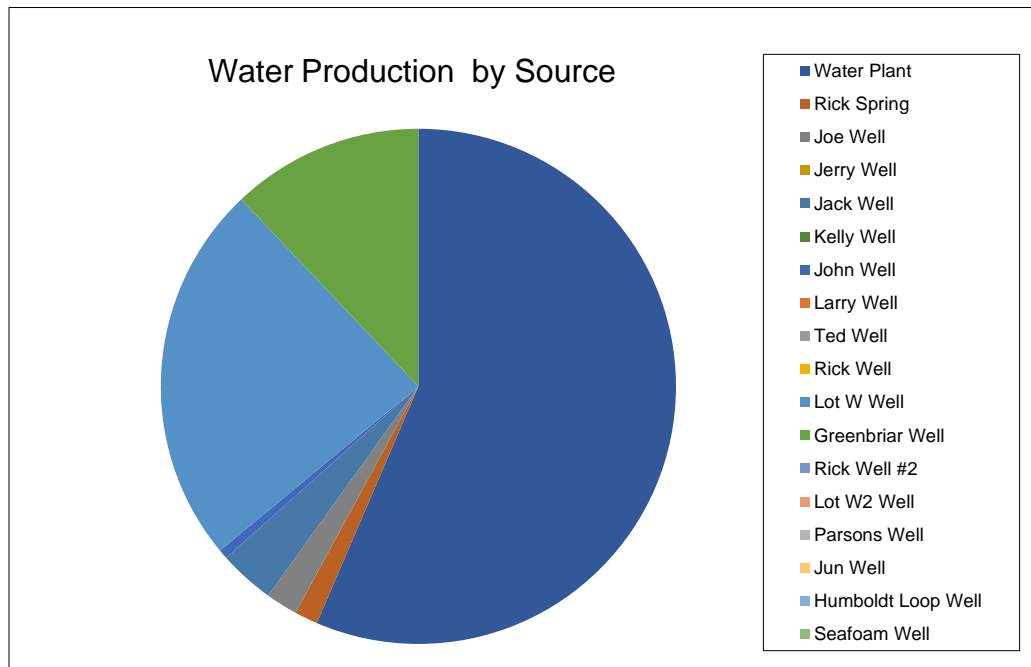
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**POWER OUTAGES:**

• Scheduled Outages:	4	Whole Cove, Toth, Zoo, General Store area.
• Unscheduled Outages:	1	Otter Lane
• Total # of Outages:	<b>5</b>	

**WATER UTILITY**

• Total Gallons Finished Water Produced:	3,007,648	gallons
Water Plant (Telegraph Creek):	1,698,000	gallons
Rick Spring (Toth Rd):	43,830	gallons
Joe Well (Cougar Rd):	59,990	gallons
Jerry Well (Willow Glen Rd):	0	gallons
Jack Well (Willow Glen Rd):	105,169	gallons
Kelly Well (Kelly Rd):	0	gallons
John Well (King's Peak Rd):	17,802	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):	719,748	gallons
Greenbriar Well (Toth Rd):	363,109	gallons
Rick Well #2 (Toth Rd):	0	gallons
Lot W2 Well (Willow Glen Rd):	0	gallons
Parsons Well (Parsons Road):	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: 250.6 hours
- Monthly Rainfall Total: 8.49 inches
- Previous 18/19 Annual Rainfall Total to date: 2.49 inches
- Current 18/19 Annual Rainfall Total: 10.98 inches

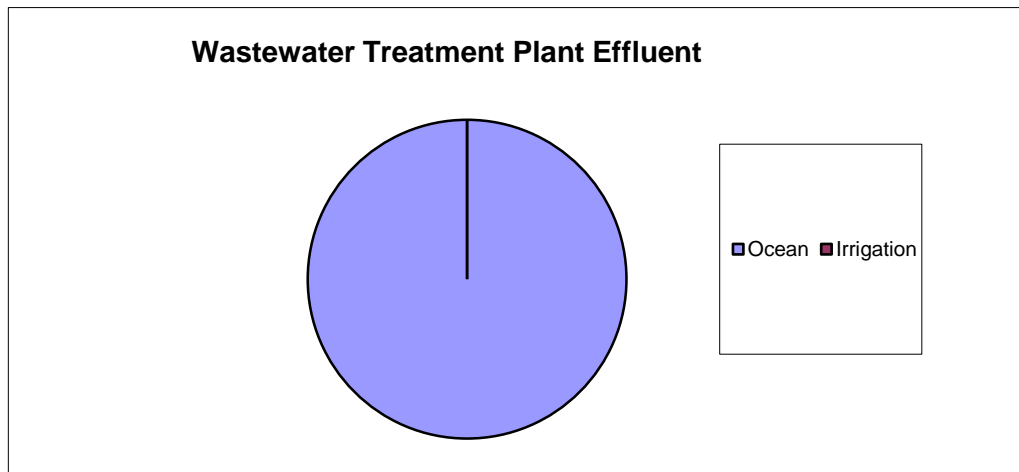
**WATER SERVICE CONNECTIONS:**

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

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	149,945 gals/day
Low:	26,128 gals/day
Monthly Total:	1,467,435



**SEWER SERVICE CONNECTIONS:**

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



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**CAPITAL CONSTRUCTION PROJECTS**

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

**INTRA DEPARTMENTAL SAFETY MEETINGS**

Date	Items Discussed
11/10/2018	Power Lines & Equipment (B Safe Work Practices).
11/21/2018	Portable Generator Safety.

**ON-CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
11/4/2018	Lower Pacific Drive	No power to house. Asked them to check breaker, and headed that way. Called back ten minutes later stating power back on.
1:30 PM		
Personnel Responding:		Todd Nuse

Date/Time	Location	Description of Incident
11/8/2018	Parsons Road	Shut water off for customer that hit water line with post hole digger.
5:00 PM		
Personnel Responding:		Bud Lair

Date/Time	Location	Description of Incident
11/29/2018	Otter Lane	Power outage due to tree fall.
7:00 PM		
Personnel Responding:		Brian Speelman, Mike Briggs

**END OF REPORT**