

RESORT IMPROVEMENT DISTRICT #1
GENERAL MANAGER'S REPORT
NOVEMBER 2021

GENERAL MANAGER'S ACTIVITIES:

- Attended field staff meetings.
- Corresponded with community members, public agencies, and community organizations.
- Attended various board, staff, and safety meetings.
- Aided the auditor in the 2019-20 annual audit.
- Collaborated with the HBHRCD, SHFPI regarding the future of the Marina property.
- Advertised and bid out the sale of two surplus trucks.
- Performed job interviews for filling the General Laborer job position.

ADMINISTRATION DEPARTMENT:

- Attended various board meetings and staff meetings.
- Updated and made adjustments to RID web page for .gov compliance.
- Aided the auditor in the 2019-20 annual audit.
- Completed and submitted the 2021 Firewise Recognition application and obtained Certificate of Recognition.
- Completed and submitted the Progress and Expenditure of Funds Report for the \$295,490 Cal OES PSPS Community Power Resiliency Allocation to Special Districts Program grant used to upgrade emergency and telemetry communications equipment.
- Completed CPR and first aid training.

WATER TREATMENT DEPARTMENT:

- Changed time on equipment for DST.
- Changed the Rugid master control board and ribbon cable.
- Hach lab 2100N, 3-1720E, and portable 2100P turbidimeters calibrated.
- General landscaping completed by Cal-Fire.

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- Spheres pulled from sedimentation pond by Cal-Fire, for upcoming pond cleaning.
- New heater installed in chlorine room.
- Hydrant lateral breaks, across from the sedimentation pond.

WASTEWATER TREATMENT DEPARTMENT:

- Changed time on equipment for DST.
- Changed tubing on sampler, in filter room.
- Hach lab 2100N and portable 2100P turbidimeters calibrated.
- South chlorine contact chamber cleaned.
- Performed annual Table B/Ocean Plan sampling.
- NPDES draft work completed.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Made a trip to Dixon to pick up tree bucket truck.
- Started annual tree trimming.
- Responded to two houses on Redwood Road with half power.
- Responded to a house without power on Cook Road.

PARKS AND RECREATION AND MISCELLANEOUS:

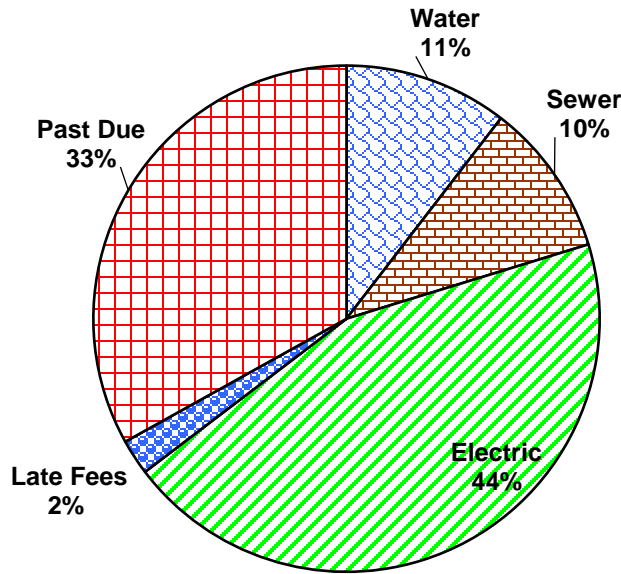
- First aid and CPR class given to employees by Fire Department staff.
- -New radios installed in work trucks and offices.

END OF GENERAL DISCUSSION
Provided by: RID Staff Members
OPERATIONAL DATA FOLLOWS

APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF NOVEMBER, 2021

ADMINISTRATION

Utility Billing:



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Totals
Water	\$23,831	\$0	\$2,539	\$0	\$26,369	\$27,740
Sewer	\$22,171		\$2,575		\$24,745	\$22,281
Electric	\$88,751	\$0	\$23,268	\$0	\$112,018	\$132,899
Late Fees	\$5,230		\$500		\$5,729	\$3,984
Past Due	\$72,830		\$10,622		\$83,452	\$43,858

Total	\$212,811	\$0	\$39,502	\$0	\$252,314	\$230,762
	84.3%	0.0%	15.7%	0.0%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	
Water (cuft)	213,155	35,273	55,859	304,287	342,891
	70.1%	11.6%	18.4%		
Elec (KwH)	271,610	64,144	45,240	380,994	420,721
	71.3%	16.8%	11.9%		

PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fees	\$6,198.00	\$1,035.00	\$7,233.00	
Total Revenue to Date			\$7,233.00	\$15,000.00

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

Shelter Cove Golf Links Honorable Golfers November 2021

Kiosk Cash		\$460.00		\$460.00
Kiosk CC		\$575.00		\$575.00
TOTAL		\$1,035.00		\$1,035.00

FIRE DEPARTMENT

RESPONSES:

Public Assist: TC SC Rd at TC Rd	# 10772	11/1	2 F/Fs
Smoke Check - Debris fire	# 10948	11/4	5 F/Fs
Public Assist: TC backhoe, traffic control	# 10950	11/4	8 F/Fs
After hours burn Seal Ct	# 11033	11/6	2 F/Fs
Public Assist: Propane leak	# 11458	11/16	1 F/F
After hours illegal burn Heather Ct	# 11466	11/16	1 F/F
After hours burn Heather Ct	# 11520	11/17	2 F/Fs
Public Assist: Lockout	# 11561	11/18	2 F/Fs
Public Assist: MV over the bank NAR	# 11636	11/20	5 F/Fs

EQUIPMENT STATUS:

	ID	
Command/Ocean Rescue	5100	In Service
Brush Engine	5111	In Service
WUI Type 1 Engine	5116	In Service
Command Type 6 Wildland Engine	5146	In Service
Rescue/Engine Type 6	5147	In Service
Rescue/Ambulance	5171	In Service
RIB 17ft Boat	5172	In Service
Yamaha Jet Ski	5173	In Service
4 x 4 Quad	5174	In Service
Polaris Ranger 6 x 6 ATV	5175	In Service

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TRAINING ACTIVITIES:

Drills:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	11/3	Inventory of units	11 F/Fs
Med Drill:	11/3	CPR First aid RID Employees	3 F/Fs
Med Drill:	11/10	Med Rescue 3hypothermic pts BSB	15 F/Fs
Fire Drill:	11/17	SCBAs and Zoom to HCFCA	19 F/Fs
Fire Drill:	11/17	Engine driving Use of ladders	2 F/Fs
Fire Drill:	11/24	Live burn exercise	10 F/Fs

Outside Training:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
	11/22	SHFCA Meeting at Redway Fire	2 F/Fs
Continued FF Academy training at CR every Friday, Saturday, Sunday			4 F/Fs

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	<u>1</u>	
• F/Y Connections to date:	<u>1</u>	

POWER OUTAGES:

• Scheduled Outages:	0	
• Unscheduled Outages:	<u>2</u>	Cook Rd, Redwood Rd
• Total # of Outages:	<u>2</u>	

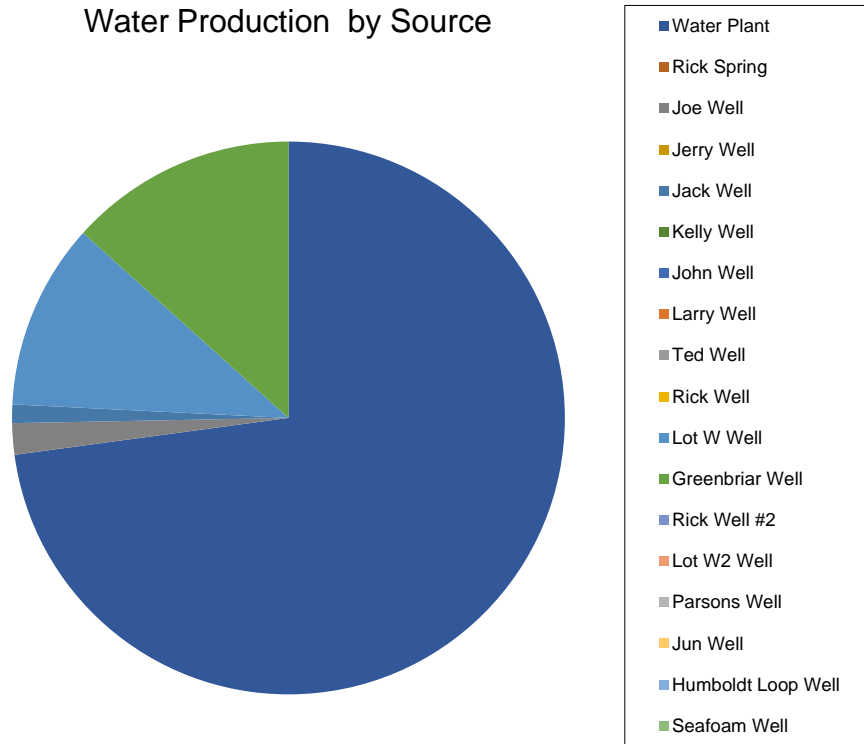
WATER UTILITY

• Total Gallons Finished Water Produced:	3,049,343	gallons
Water Plant (Telegraph Creek):	2,222,000	gallons
Rick Spring (Toth Rd):	190	gallons
Joe Well (Cougar Rd):	55,651	gallons
Jerry Well (Willow Glen Rd):	0	gallons
Jack Well (Willow Glen Rd):	33,062	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):	332,142	gallons

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Greenbriar Well (Toth Rd):	406,299	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

Water Production by Source



- Water Treatment Plant Hours of Operation: 176.3 hours
- Monthly Rainfall Total: 6.15 inches
- Previous 21/22 Annual Rainfall Total to date: 16.71 inches
- Current 21/22 Annual Rainfall Total: 22.86 inches

WATER SERVICE CONNECTIONS:

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

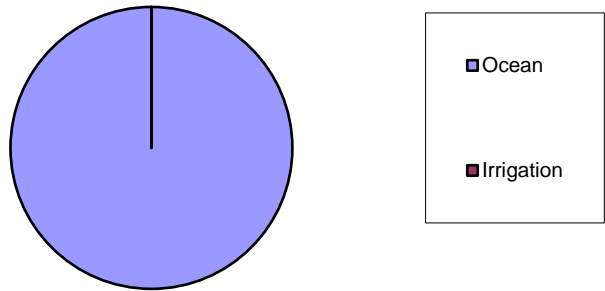
Locations

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	138,776 gals/day
Low:	51,968 gals/day
Monthly Total:	2,777,898

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

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

Locations

CAPITAL CONSTRUCTION PROJECTS

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

INTRA DEPARTMENTAL SAFETY MEETINGS

Date	Items Discussed
11/30/2021	Various on-line Target Solutions courses

ON-CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
11/6/2021	141 Redwood Road & 427 Nob Hill Ct	Customers reporting half power. Leg burned out.
7:00 AM		
Personnel Responding:		Jon Aronson, Frank Wilson

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Date/Time	Location	Description of Incident
11/7/2021	Central Lift Station	Auto-dialer call out, high water. VFD thermal overload fault.
11:58 AM		
Personnel Responding:		Jon Arinson, Travis Thompson, Frank Wilson

Date/Time	Location	Description of Incident
11/28/2021	WWTP	Alarm not working, Advanced Security Calls.
7:00 AM		
Personnel Responding:		Bud Lair

Date/Time	Location	Description of Incident
11/27/2021	31 Antler Court	No power in house. Reset breaker.
11:00 AM		
Personnel Responding:		Bud Lair

END OF REPORT