

**RESORT IMPROVEMENT DISTRICT #1**  
**GENERAL MANAGER'S REPORT**  
**SEPTEMBER 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.

**ADMINISTRATION DEPARTMENT:**

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- Worked with Frank Gloeggler on Audit preparation.
- Assisted in new employee hiring and orientation.
- Sent off 2018 Volunteer Fire Assistance Grant application to the Cal Fire.
- Attended various Board and Committee meetings.
- Attended bi-weekly Water Tank Replacement Project Construction Meetings.
- Advertised job vacancy for the Journeyman Lineman.
- Assisted with Bidding process for the Airport Slurry Seal Project.

**WATER TREATMENT DEPARTMENT:**

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- Siemens Depolox 5 analyzer- sand, electrolyte changed, then calibrated.
- -Polymer streaming current controller probe and piston cleaned.
- -Motor starter at Joe PRV fails, repaired.
- -Set up 2 employees for backflow prevention training in November.

**WASTEWATER TREATMENT DEPARTMENT:**

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- Chlorine contact chamber cleaned.

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- Filters chlorine injector rebuilt.
- Filters air compressor- oil filter, air separator, air filter, and belt changed.
- Air release valves lubed at all lift stations.
- Lift station 2 electrical work.
- North RAS pump stops pumping, had to take apart, filled with mop head like debris.
- -New clarifier overflow weirs ordered.

**POWER GENERATION & DISTRIBUTION DEPARTMENT:**

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- Information will be available in next month's report.

**PARKS AND RECREATION:**

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- **New Community Center Development**
  - Community Center Planning Committee members working on a revised set of plans.
- **Airport**
  - Airport Slurry Seal Project – Bids were opened on September 6<sup>th</sup> and award was delayed until October 18<sup>th</sup> due to crack treatment concerns.
- **Misc.**
  - -Fire at end of Gale Point.
  - -Aaron Black and Mike Briggs start employment.
  - -Tacoma to radio shop for install.

**END OF GENERAL DISCUSSION**

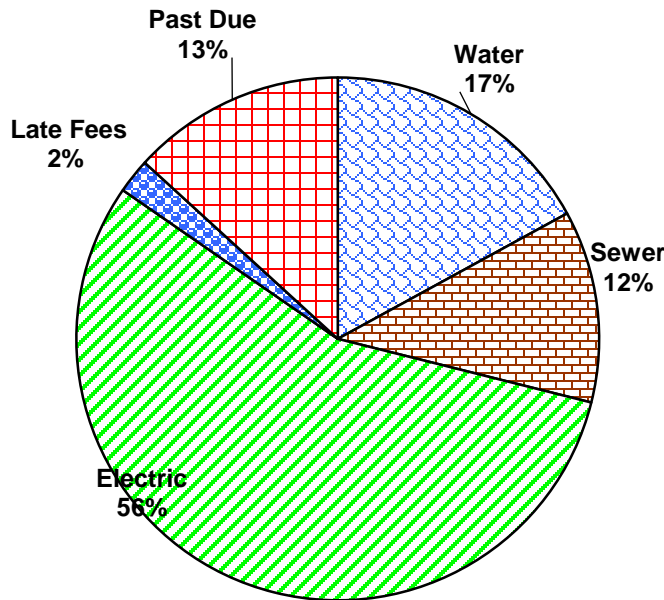
Provided by: Justin R. Robbins, General Manager and Susan Sack, Administration Assistant

**OPERATIONAL DATA FOLLOWS**

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

**ADMINISTRATION**

Utility Billing:



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	2017 Billing Total
Water	\$27,582	\$0	\$3,264	\$0	\$30,846	\$36,369
Sewer	\$19,162		\$2,349		\$21,512	\$21,003
Electric	\$74,993	\$5,805	\$19,640	\$460	\$100,897	\$116,662
Late Fees	\$3,689		\$187		\$3,876	\$3,007
Past Due	\$21,920		\$2,028		\$23,947	\$17,998

Total	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	2017 Billing Total
\$147,347	\$147,347	\$5,805	\$27,467	\$460	\$181,078	\$195,039
	81.4%	3.2%	15.2%	0.3%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	
Water (cuft)	308,544	40,003	67,994	416,541	515,126
	74.1%	9.6%	16.3%		
Elec (KwH)	225,912	60,285	40,591	326,788	393,495
	69.1%	18.4%	12.4%		

**PARKS AND RECREATION**

**GOLF LINKS:**

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fee Total	<b>\$3,678.00</b>	<b>\$1,270.00</b>	\$4,948.00	
<b>Total Revenue to Date</b>			<b>\$4,948.00</b>	<b>\$13,000.00</b>

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

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

Green Fees Name		Greens Fee Amount		SEPT 2018
				Total Amount
Kiosk Cash		\$750		<b>\$750</b>
Kiosk CC		\$520		<b>\$520</b>
Annual Green's Fee Purchasers		\$0.00		<b>\$0.00</b>
<b>TOTAL</b>				<b>\$1,270</b>

**FIRE DEPARTMENT**

**RESPONSES:**

	Number	Date	Amount	F/F Turn-out
MVA Over the Bank - Non-injury	# 7473	9/2	1	4 F/Fs
Medical Aid: Call w/ air ambulance	# 7494	9/3	1	4 F/Fs
MVA motorcycle down - Evacuation	# 7590	9/6	1	6 F/Fs
Public Assist: Med evaluation	# 7628	9/7	1	1 F/F
Wildland Fire	# 7660	9/8	1	5 F/Fs
Smoke Check: Debris fire	# 7743	9/12	1	1 F/F
Public Assist: Abandoned vehicle	# 7930	9/18	1	1 F/F
Medical Aid:	# 7934	9/18	1	4 F/Fs
Public Assist: Pole into tree	# 7944	9/18	1	7 F/Fs
Medical Aid: Chemise Mt Rd	# 8045	9/21	1	3 F/Fs
Medical Aid:	# 8254	9/23	1	4 F/Fs
Medical Aid: Walk-in med. eval.	# 8257	9/28	1	3 F/Fs
Public Assist: Tarp roof	# 8285	9/29	1	6 F/Fs
Public Assist: Alarm sounding	# 8309	9/29	1	2 F/Fs

**EQUIPMENT STATUS:**

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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:	9/5	Radio use, pumping engines	8 F/Fs
Fire Drill:	9/12	Review last responses, planning	8 F/Fs
Fire Drill:	9/19	Roll hoses, wash boards, stack wood	9 F/Fs
Fire Drill:	9/26	Radio use, video and discussion	9 F/Fs
OR Drill:	9/29	Ocean Rescue Training	6 F/Fs

**OUTSIDE TRAINING:**

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
	9/5	EMT Class #5 at CR	3 F/Fs
	9/10	EMT Class #6 at CR	3 F/Fs
	9/12	EMT Class #7 at CR	3 F/Fs
	9/17	EMT Class #8 at CR	2 F/Fs
	9/19	EMT Class #9 at CR	2 F/Fs
	9/24	EMT Class #10 at CR	2 F/Fs
	9/24	SHFCA Meeting, Cal Fire, Garberville	2 F/Fs
	9/26	EMT Class #11 at CR	2 F/Fs

**ELECTRICAL UTILITY**

**ELECTRICAL SERVICE CONNECTIONS:**

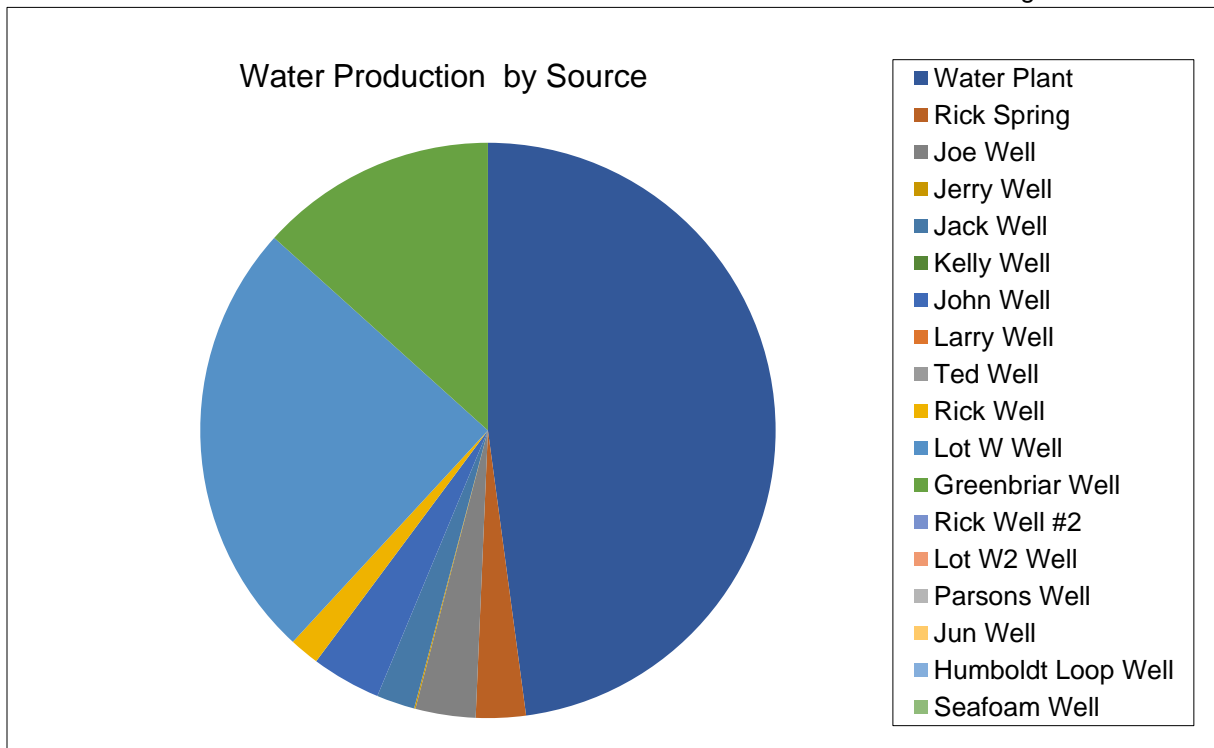
		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	<u>0</u>	
• F/Y Connections to date:	<u><b>0</b></u>	

**POWER OUTAGES:**

• Scheduled Outages:	1	Lower Pacific & Humboldt Loop Rd area
• Unscheduled Outages:	<u>1</u>	Paradise Ridge Whole Cove
• Total # of Outages:	<u><b>2</b></u>	

**WATER UTILITY**

- Total Gallons Finished Water Produced: 4,057,937 gallons
  - Water Plant (Telegraph Creek): 1,943,000 gallons
  - Rick Spring (Toth Rd): 113,580 gallons
  - Joe Well (Cougar Rd): 137,108 gallons
  - Jerry Well (Willow Glen Rd): 2,992 gallons
  - Jack Well (Willow Glen Rd): 87,142 gallons
  - Kelly Well (Kelly Rd): 0 gallons
  - John Well (King's Peak Rd): 158,352 gallons
  - Larry Well (Wood Ct): 0 gallons
  - Ted Well (Shaller Ct): 0 gallons
  - Rick Well (Toth Rd): 68,068 gallons
  - Lot W Well (Willow Glen Rd): 1,006,943 gallons
  - Greenbriar Well (Toth Rd): 540,752 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 Treatment Hours of Operation: 310.9 hours
- Monthly Rainfall Total: 1.65 inches
- Previous 18/19 Annual Rainfall Total to date: 0.23 inches
- Current 18/19 Annual Rainfall Total: 1.88 inches

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**WATER SERVICE CONNECTIONS:**

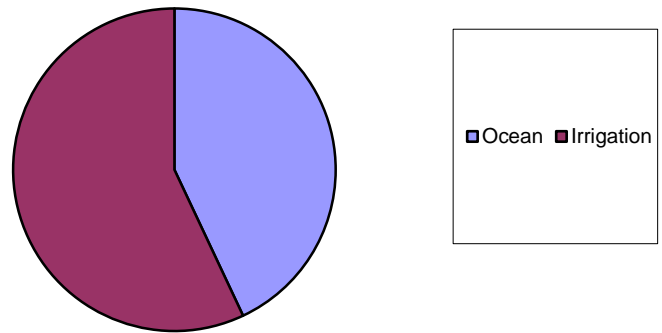
		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	0	
• F/Y Connections to date:	<b>0</b>	

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	67,774 gals/day
Low:	35,148 gals/day
Monthly Total:	1,495,022

**Wastewater Treatment Plant Effluent**



**SEWER SERVICE CONNECTIONS:**

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

**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
9/7/2018	Bridge Style Cranes.
9/21/2018	Heat Illness Prevention.
9/19/2018	Lineman (Body Belts, Safety Straps, Lanyards).

**ON-CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
9/9/2018 1:15 PM	Auto-dialer call out to Lift Station 3.	Communication failure.
Personnel Responding: Frank Wilson		

Date/Time	Location	Description of Incident
9/24/2018 5:30 PM	48 Buckhorn.	No water pressure. Customers PRV needs replacement.
Personnel Responding: Todd Nuse, Bud Lair		

Date/Time	Location	Description of Incident
9/25/2018 5:00 PM	Auto-dialer call out to Lift Station 3.	Communication failure.
Personnel Responding: Frank Wilson, Dave Clark		

Date/Time	Location	Description of Incident
9/25/2018 6:00 PM	Jerry Tank.	Neighbor called, lights flashing on contractors backhoe. Neighbor turned off. No one responded.
Personnel Responding: Todd Nuse, on call		

Date/Time	Location	Description of Incident
9/29/2018 4:10 PM	Pole 24 on Paradise Ridge.	Vehicle vs. Power Pole.
Personnel Responding: Frank Wilson, Jon Aronson, Bud Lair		

**END OF REPORT**