

RESORT IMPROVEMENT DISTRICT #1
GENERAL MANAGER'S REPORT
JANUARY 2020

GENERAL MANAGER'S ACTIVITIES:

- Attended field staff meetings.
- Attended meetings with many individual community members, public agencies and community organizations.
- Attended various Board and Committee meetings.
- Conference with CalPERS to discuss CalPERS membership agreement.
- Attended Public Law Conference in San Francisco.

ADMINISTRATION DEPARTMENT:

- Attended various Board and Committee meetings.
- Supplied Water Replacement Project update report to Liberty Mutual.
- Completed Federal System for Award Management Update.
- Made adjustments to RID web page for .gov compliance.
- Met with the District's CPA for 2018/19 Audit preparation.
- Completed annual OSHA reporting requirements.
- Completed possessory interest documentation for the Humboldt County Tax Assessor.
- Help remodel administration office.

WATER TREATMENT DEPARTMENT:

- All turbidimeter sampling lines replaced.
- Recharged battery at Omar tank site, due to no sun for solar.

WASTEWATER TREATMENT DEPARTMENT:

- Chlorine contact chamber cleaned.
- Emergency eyewash/showers tested.
- Changed out filter building eyewash nozzles.

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- Clarifiers, oxidation ditches, and front gate lubricated.
- Lift station 8, main breaker replaced.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Cleaned up brush from tree trimming on the tie line
- Continued work on the Hillside Drive reroute project
- Set poles for weather stations to aid with PSPS.
- Service reconnect on Cougar Road, tree knocked it down.
- Started training new employees in meter reading.

PARKS AND RECREATION AND MISCELLANEOUS:

- Sent set of golf course greens mower blades, with Burke Adrian to drop off in Stockton for rebuild and sharpening.
- Culvert on North end of airport broken at coupler, take pictures to send to County.
- Make 1 safety cabinet for everyone to use.
- 2 employees sent to chlorine training in Santa Rosa.
- New desks built and installed at main office.

END OF GENERAL DISCUSSION

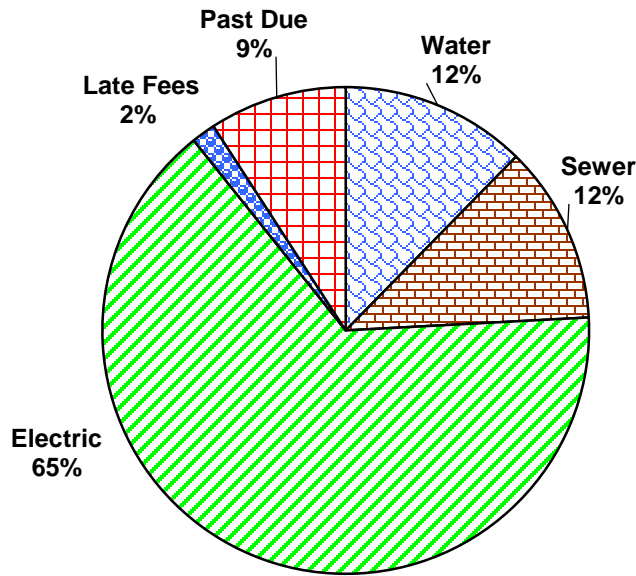
Provided by: Justin R. Robbins, General Manager and Susan Sack, Administration Assistant

OPERATIONAL DATA FOLLOWS

**APPENDIX OF OPERATIONAL DATA FOR THE MONTH OF
 JANUARY, 2020**

ADMINISTRATION

**Utility
 Billing:**



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Total
Water	\$20,819	\$0	\$2,498	\$0	\$23,317	\$25,395
Sewer	\$19,883		\$2,420		\$22,302	\$21,512
Electric	\$94,951	\$6,019	\$21,557	\$473	\$123,000	\$127,599
Late Fees	\$2,767		\$238		\$3,005	\$3,044
Past Due	\$14,146		\$3,134		\$17,280	\$21,966

Total	\$152,565	\$6,019	\$29,847	\$473	\$188,904	\$199,516
	80.8%	3.2%	15.8%	0.3%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Total Metered Usage
Water (cuft)	168,851	29,687	49,306	247,844	289,127
	68.1%	12.0%	19.9%		
Elec (KwH)	306,762	64,317	43,137	414,216	404,388
	74.1%	15.5%	10.4%		

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PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fee Total	\$5,904.00	\$340.00		
Total Revenue to Date			\$6,244.00	\$10,000.00

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

Honorable Golfers January 2020

Greens Fees Name	Amount	Amount	Amount	Jan 2019 Total Amount
Kiosk Cash		\$220.00		\$220.00
Kiosk CC			\$120.00	\$120.00
Annual Green's Fees	N/A			
				\$340.00

FIRE DEPARTMENT

RESPONSES:

	<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>F/F Turn-out</u>
Public Assist: Medical Standby	# 21	1/1	1	7 F/Fs
Medical Aid:	# 141	1/5	1	3 F/Fs
Structure Fire: - cancelled	# 173	1/6	1	4 F/Fs
Lift Assist:	# 228	1/8	1	5 F/Fs
Public Assist: Smoke alarm	# 236	1/8	1	1 F/F
Public Assist:	# 281	1/9	1	1 F/F
Public Assist: Storm damage	# 463	1/16	1	7 F/Fs
MVA:	# 685	1/22	1	4 F/Fs
Medical Mutual Aid: W. Gulch	# 756	1/25	1	9 F/Fs
Debris Fire:	# 883	1/30	1	4 F/Fs
Unattended debris fire:	# 895	1/31	1	1 F/F

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

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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

ACTIVITIES:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	1/2	Inventory, cleaning	11 F/Fs
ORT:	1/4	Ocean rescue training	7 F/Fs
Fire Drill:	1/8	Duty Officers meeting	7 F/Fs
Med Drill:	1/8	Plus 1 CERT	7 F/Fs
Fire Drill:	1/15	Miniature structure fire	13 F/Fs
Fire Drill:	1/22	Blitz line	13 F/Fs
Fire Drill:	1/29	Intro to Target Solutions and 5147 Plus 1 CERT	15 F/Fs

OUTSIDE TRAINING:

1/3-5/2020	Firefighter Academy - CR	2 F/Fs
1/5	5116 Work party	5 F/Fs
1/6	5116 and 5100 to Modesto	2 F/Fs
1/10-12/2020	Firefighter Academy - CR	2 F/Fs
1/11	EMT meeting	7 F/Fs
1/18	CPR Class 12 graduates	5 F/Fs
1/17-19/2020	Firefighter Academy - CR	2 F/Fs
1/19	Firefighter Academy graduation	2 F/Fs
1/22	HCFCFA meeting at Samoa Fire	2 F/Fs
1/26	Incident Debriefing w/Whale Gulch	13 F/Fs
1/27	SHFCA meeting at Redway Fire	2 F/Fs
1/30	Psychological First Aid class Eureka	1 F/F

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	<u>2</u>	
• F/Y Connections to date:	<u>2</u>	

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- Water Treatment Plant Hours of Operation: 118.9 hours
- Monthly Rainfall Total: 18.12 inches
- Previous 19/20 Annual Rainfall Total: 20.56 inches
- Current 19/20 Annual Rainfall Total: 38.68 inches

WATER SERVICE CONNECTIONS:

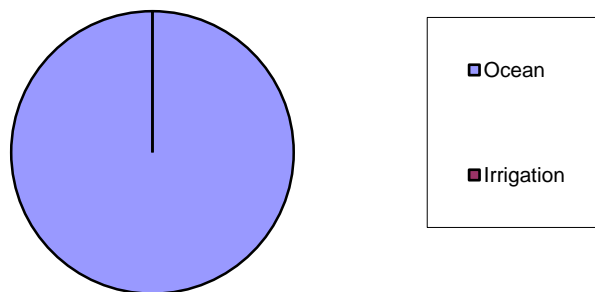
	<u>Locations</u>
• Services Requested:	0
• Services Connected:	0
Previous Connections	4
• F/Y Connections to date:	4

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	368,384 gals/day
Low:	54,029 gals/day
Monthly Total:	4,372,518

Wastewater Treatment Plant Effluent



SEWER SERVICE CONNECTIONS:

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

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CAPITAL CONSTRUCTION PROJECTS

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

INTRA DEPARTMENTAL SAFETY MEETINGS

Completed various Target Solutions webinars

ON-CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
1/4/2020	647 Beach Road	Customer call twice about having no power. Responded, power good. Internet down so customer thought no power.
2:00 PM		
Personnel Responding:		Mike Briggs

Date/Time	Location	Description of Incident
1/16/2020	PG&E Cove wide outage.	Auto-dialers call. Check WWTP, Lift Stations, WTP. Tree across road. Called fire department as County overloaded.
4:23 AM		
Personnel Responding:		Frank Wilson, Shelter Cove Fire Department

Date/Time	Location	Description of Incident
1/25/2020	141 Cove Point West	Power outage. Blown fuse on transformer, refused in. Power restored.
2:00 PM		
Personnel Responding:		Jon Aronson, Bud Lair

Date/Time	Location	Description of Incident
1/26/2020	1208 Lower Pacific Drive	Customer calls about water running down the road. Just infiltration from rain finally soaking in.
2:26 PM		
Personnel Responding:		Jon Aronson, Frank Wilson

END OF REPORT