

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

Report for Board on Interim General Manager Activities

- Flu Season is still upon us with employees falling sick.
- Attended New Community Center Committee meeting and obtained status report of the New Community Center plans.
- Sheriff Department Update.
- Attended Emergency Planning committee meeting.
- Interviewed and hired Patrick Minihan as General Laborer.
- Attended field staff coordination meetings.
- Obtained status report regarding Airport Slurry Seal Project.

ADMINISTRATION DEPARTMENT:

- Attended Water Tank Replacement Contractor Pre-bid meeting and project site walks.
- Coordinated bidders for Water Tank Replacement Project.
- Prepared and obtained an AQMD Smoke Management Plan for the SRA project.
- Follow-up environmental and insurance paperwork sent to FEMA and Cal OES regarding disaster funding for Electrical Underground and Lift Station 9 culvert repairs.
- Mailed off auditor follow-up paperwork.
- Completed update and recertification of the District's Hazardous Materials Business Plan to Humboldt County Environmental Health.
- Completed SDRMA annual insurance questionnaire.
- Prepared various documents and notifications reflecting change of personnel in GM position.
- Attended various committee meetings.
- Worked with Board members on budget and utility study assignments.

WATER TREATMENT DEPARTMENT:

- Polymer tank filled.
- All flowmeters calibrated by Telstar.
- Polymer streaming current controller probe and piston cleaned.
- Lab Hach 2100N turbidimeter calibrated. Portable 2100P turbidimeter calibrated. Filters and final effluent 1720E turbidimeters calibrated.
- 2 employees to Ukiah for leak detection principles and water loss accountability.

WASTEWATER TREATMENT DEPARTMENT:

- All flowmeters calibrated by Telstar.
- New leveler controller installed on lift station 5 and 6.
- New radio antenna installed at lift station 6.
- Wire pulled from central lift station to control room at WWTP.
- Clarifiers, oxidation ditch and front gate lubed.
- Emergency eyewash/showers tested and found operational.
- Both chlorine analyzers cleaned. New gold ring cell on one. Tubing replaced on both.
- Lab Hach 2100N turbidimeter calibrated.

MISCELLANEOUS:

- Board member Michael Schad taken on tour of tank sites, WWTP, and WTP.
- Board member David Sommer take on tour of WWTP and WTP.
- Tried to host upcoming trainings here in Shelter Cove, until companies found out where we're located.
- New employee Patrick Minihan started on February 27.

POWER GENERATION & DISTRIBUTION DEPARTMENT:

- Work included-
 - Complete splicing High Voltage loadbreak elbows on UG upgrade Phase 2s.
 - Completed and filed all Generator run times for AQMD yearly requirements.
 - Continued cove wide and tie-line pole inspection and testing for integrity of poles and electrical system.

PARKS AND RECREATION:

- **Golf Course**
 - No news
- **Clubhouse**
 - No news.
- **New Community Center Development**
 - Conducted committee meeting regarding plan corrections and budget discussion.
 - USDA-RD – Temporarily suspended loan pre-application with state.
- **Airport**
 - Airport Slurry Seal Project PSE corrections came back from Cal Trans engineers for a third time. Manhard Consultants closed their Eureka office and have suspended all planning work on the project until all invoices have been paid. They are over budget. District Counsel has been contacted for a resolution.
- **Greenbelt Management**
 - Hired Commercial chipper crew and applied for an AQMD Smoke Management Plan to burn on no-burn days.
- **Miscellaneous**
 - FEMA grant for underground repair in final stages for refund with from FEMA/OES.
 - Working with vendor to finalize the first of three tsunami siren installation details.

END OF GENERAL DISCUSSION

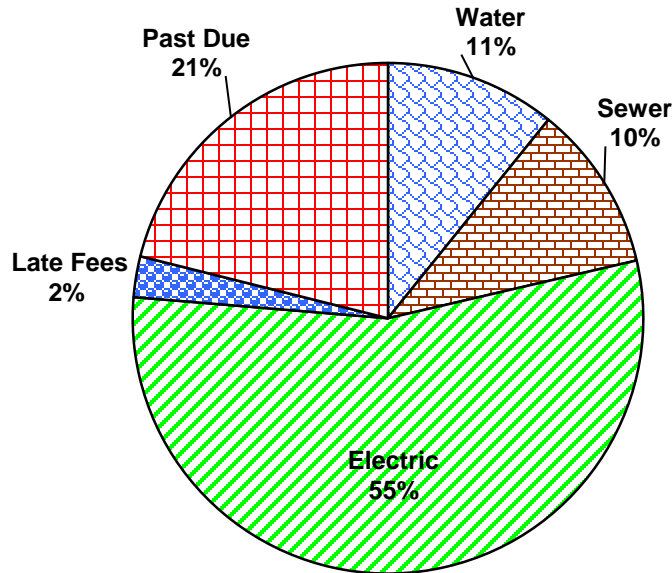
Provided by: Susan Fox – General Manager

APPENDIX OF OPERATIONAL DATA (below)

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

ADMINISTRATION

**Utility
 Billing:**



Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Total
Water	\$19,654	\$0	\$1,954	\$0	\$21,608	\$20,021
Sewer	\$18,881		\$2,201		\$21,082	\$19,245
Electric	\$85,342	\$5,676	\$18,362	\$427	\$109,808	\$127,110
Late Fees	\$4,820		\$342		\$5,162	\$2,468
Past Due	\$38,152		\$3,999		\$42,151	\$20,365

Total	\$166,848	\$5,676	\$26,859	\$427	\$199,811	\$189,210
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Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Total Metered Usage
Water (cuft)	163,176	24,935	59,477	247,588	257,978
	65.9%	10.1%	24.0%		
Elec (KwH)	268,066	57,245	44,867	370,178	441,968
	72.4%	15.5%	12.1%		

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PARKS AND RECREATION

GOLF LINKS:

Revenue Source	Previous Balance	Monthly Total	F/Y to Date	Budget
Greens Fee Total	\$7,763.00	\$415.00	\$8,178.00	
Total Revenue to Date			\$8,178.00	\$13,085.00

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

Honorable Golfers February 2018

Greens Fees Golfer's Name			Greens Fees	February 2018 Total
Kiosk Cash				
Kiosk CC			\$415.00	\$415.00
Annual Green's Fee Purchasers				
February Total				\$415.00

FIRE DEPARTMENT

RESPONSES:

	<u>Number</u>	<u>Date</u>	<u>Amount</u>	<u>F/F Turn-out</u>
Medical Aid:	1010	2/5	1	3 F/Fs
Medical Aid: Dog bite	1030	2/6	1	3 F/Fs
Public Assist: Lockout	1162	2/11	1	2 F/Fs
MVA into tree - noninjury	1175	2/12	1	1 F/F
Smoke Check: Spanish Flat	1202	2/12	1	3 F/Fs
Medical Aid:	1292	2/15	1	4 F/Fs
Public Assist: Dead battery	1399	2/19	1	2 F/Fs
Wildland fire: Escaped burn	1405	2/19	1	5 F/Fs
Public Assist: Lockout	1567	2/24	1	1 F/F

EQUIPMENT STATUS:

	ID	
Command Vehicle	5146	In Service
Brush Engine	5111	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 Unit	5100	In Service
I-Zone Rescue/Pumper	5116	In Service
Polaris Ranger ATV	5175	In Service

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TRAINING ACTIVITIES:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
Fire Drill:	2/7	Inventory	12 F/Fs
Med. Drill:	2/14	Cardiac Emergencies	11 F/Fs
Fire Drill:	2/21	Videos - Structure fire attacks	11 F/Fs
Fire Drill:	2/28	Duty Officer's meeting	6 F/Fs
Fire Drill:	2/28	Video, discussion - Fire behavior	11 F/Fs

OTHER:

	<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
	2/1	OA Meeting - Courthouse, Eureka	1 F/F
	2/9	Interview re: Preparedness (KMUD) Plus one CERT rep	1 F/F
	2/17	Eureka class - Fire attack training	2 F/Fs
	2/21	ISO Inspector assistance	5 F/Fs
	2/22	Disaster Planning Meeting	2 F/Fs
	2/26	SHFCA meeting - Cal Fire Garberville	2 F/Fs

ELECTRICAL UTILITY

ELECTRICAL SERVICE CONNECTIONS:

		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	<u>3</u>	
• F/Y Connections to date:	<u>3</u>	

POWER OUTAGES:

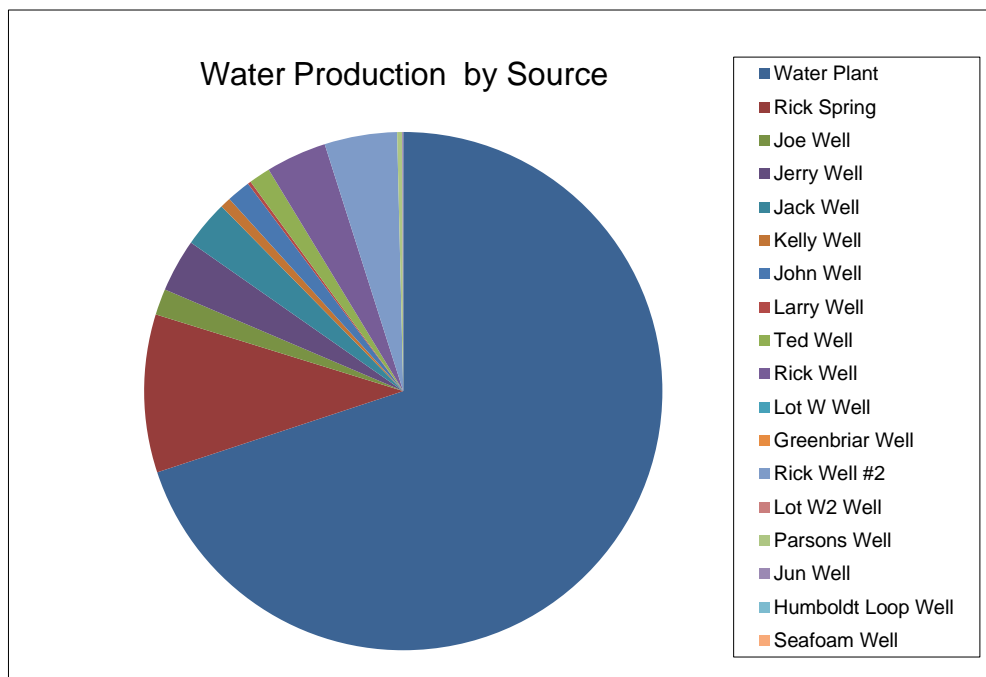
• Scheduled Outages:	0	
• Unscheduled Outages:	1	Willow Glen Road
• Total # of Outages:	<u>1</u>	

WATER UTILITY

• Total Gallons Finished Water Produced:	2,591,394	gallons
Water Plant (Telegraph Creek):	1,812,000	gallons
Rick Spring (Toth Rd):	255,480	gallons
Joe Well (Cougar Rd):	42,262	gallons
Jerry Well (Willow Glen)	85,571	gallons
Jack Well (Willow Glen):	75,473	gallons

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Kelly Well (Kelly Rd):	17,279	gallons
John Well (King's Peak):	38,223	gallons
Larry Well (Wood Ct):	5,191	gallons
Ted Well (Shaller Ct):	34,707	gallons
Rick Well (Toth Rd):	98,123	gallons
Lot W Well (Willow Glen):	0	gallons
Greenbriar Well (Toth):	0	gallons
Rick Well #2 (Toth Rd):	117,294	gallons
Lot W2 Well (Willow Glen Rd):	0	gallons
Parsons Well	7,921	gallons
Jun Well	1,870	gallons
Humboldt Loop Well	0	gallons
Seafoam Well	0	gallons



- Water Treatment Plant Hours of Operation: 148.8 hours
- Monthly Rainfall Total: 1.96 inches
- Previous 17/18 Annual Rainfall Total: 24.83 inches
- Current 17/18 Annual Rainfall Total: 26.79 inches

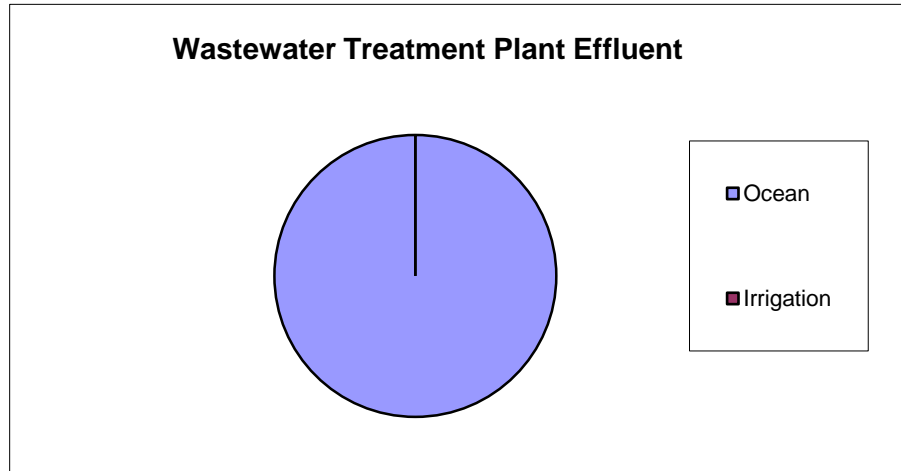
WATER SERVICE CONNECTIONS:

		<u>Locations</u>
• Services Requested:	1	700 Hillside Drive
• Services Connected:	0	
Previous Connections	4	
• F/Y Connections to date:	<u>4</u>	

WASTEWATER UTILITY

FLOWS INTO PLANT:

High:	153,300	gals/day
Low:	43,400	gals/day
Monthly Total:	2,009,300	



SEWER SERVICE CONNECTIONS:

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

Locations

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
2/16/2018	Dump Trucks.
2/23/2018	Underground Utilities.

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ON-CALL INCIDENT REPORT

Date/Time	Location	Description of Incident
2/10/2018	Kelly Road tower site.	Gate unlocked and open.
2:15 PM		
Personnel Responding:		Bud Lair

Date/Time	Location	Description of Incident
2/13/2018	Willow Glen Rd. area.	Power outage caused by mylar balloon.
3:30 PM		
Personnel Responding:		Todd Nuse

END OF REPORT