

# RESORT IMPROVEMENT DISTRICT #1

## GENERAL MANAGER'S REPORT

December 2017

### Report for Board on Interim General Manager Activities

- Organized office and became familiar with locations of important documents.
- “She who keeps me out of trouble” briefs me on pending projects and priorities. Meeting with other RID Staff to stay abreast of daily work assignments, learn processes and procedures and help improve lines of communication.
- Taking notes and trying to keep things organized to make transition to and training of new General Manager go as smoothly as possible.

#### **WATER TREATMENT DEPARTMENT:**

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- Conducted conference calls with Water Tank Engineer to obtain current project status.
- Polymer streaming current controller probe and piston cleaned.
- -Siemens Depolox 5 pH/chlorine analyzer: new electrolyte; membranes; sand; pH probe installed.
- -New chlorine gas sensor installed on gas detector.
- -New pH probe installed on portable test meter.
- -Sedimentation pond drained, cleaned, placed back into service.
- -Backflow prevention testing.
- -Northern Upper Pacific Drive at Lower Pacific Drive leak starts back up. Repaired.
- -2 Employees get their water distribution licenses.
- Humboldt Creek Reservoir Concept
  - No new updates

#### **WASTEWATER TREATMENT DEPARTMENT:**

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- Obtained status of Lift Station Upgrades via email.
- New pH probe and dissolved oxygen probe installed on portable test meter.
- Vacuum regulator rebuilt and placed into service on one of two sulfur dioxide tanks.

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- Chlorine contact chamber drained, cleaned, placed back into service.
- Grounds sprayed for weed abatement.
- New weir gate gearbox installed on west oxidation ditch.
- Oxidation ditches, clarifiers, and front gate lubed.
- Emergency eyewash/showers tested.

**POWER GENERATION & DISTRIBUTION DEPARTMENT:**

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- Installed secondary service wire to Gyppo Ale, tested voltage, installed meters, and did a walk through with their electrician.
- Installed bollards and traffic barricades around transformer at Gyppo.
- Trenched in 420' of 3" and 4" conduit to tie in upgrades phase #2 and #5. Will pull in cable when NHVS returns to finish phase #2 (minimizing outages)
- Replace all ignition coil packs and spark plugs on truck #8.
- Clean up and disposal of poles and hardware at pole yard from last year's pole change outs.

**PARKS AND RECREATION:**

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- **Golf Course**
  - No news
- **Clubhouse**
  - Rains revealed leaks are not yet fully sealed.
- **New Community Center Development**
  - Conducted conference call with Community Center Architect to obtain current project status. Architect to visit in the near future.
  - USDA-RD – Still working with State Rep on providing required information for loan pre-application.
- **Airport**
  - Obtained status of Airport Slurry Project via e-mail. Slurry-coat grant remains in holding pattern until engineer responds to comments on Plans, Specifications, and Estimate. 95% completed on corrections to PSE.
- **Greenbelt Management**
  - More progress made along Shelter Cove Road (Willow Glen to General Store) and along Kings Peak Road.
- **Miscellaneous**
  - FEMA grant for underground repair in final stages for refund from with FEMA.

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- Working with Fire Department and RID Staff to select Tsunami Siren locations and obtain permits.
- Weather station temperature/humidity sensor replaced.
- Employee sent for second round of shots at health department.
- Fire extinguisher guy here.
- 2 Employees to Eureka for chlorine training

**FIRE DEPARTMENT:**

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**FIRE DEPARTMENT**

**RESPONSES:**

			<u>Date</u>	<u>Amount</u>	<u>F/F Turn-out</u>
Medical Aid:	# 10615		12/1	1	1 F/F
Vehicle Fire:	# 10617		12/1	1	5 F/Fs
Medical Aid: Walk-in	# 10637		12/2	1	2 F/Fs
Medical Aid: Walk-in	# 10670		12/3	1	2 F/Fs
Medical Aid: Walk-in	# 10692		12/4	1	2 F/Fs
Medical Aid:	# 10759		12/6	1	5 F/Fs
Medical Aid: Motorcycle down	# 10806		12/9	1	2 F/Fs
Ten illegal debris fires	# 10878		12/11	1	6 F/Fs
Public Assist: Welfare check	# 10962		12/15	1	3 F/Fs
Public Service: Santa Express	No number		12/16	1	3 F/Fs
Medical Aid: Assault	# 11125		12/21	1	2 F/Fs
Smoke Check: Big Flat	# 11155		12/22	1	4 F/Fs
Public Assist: Lockout- dog	# 11163		12/22	1	4 F/Fs
Cliff Rescue: Dog	# 11210		12/24	1	4 F/Fs
Medical Aid:	# 11266		12/27	1	4 F/Fs
Medical Aid: Assault	# 11314		12/29	1	4 F/Fs
Medical Aid:	# 11340		12/30	1	4 F/Fs

**EQUIPMENT STATUS:**

	ID	
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	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:	12/6	Ropes -indoor knot tying and review	12 F/Fs
	12/14	Annual Christmas Party	
Fire Drill:	12/20	SCBA practice	12 F/Fs

**OTHER:**

<u>Date</u>	<u>Description</u>	<u>F/F Turn-out</u>
12/7	OES/OA Meeting - Courthouse Eureka	1 F/F
12/21	Disaster Planning Meeting	2 F/Fs
12/22	debriefing	1 F/F

**END OF GENERAL DISCUSSION**

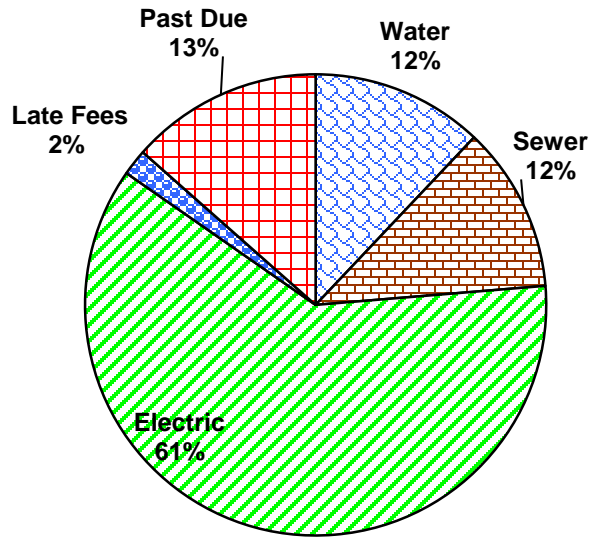
*Provided by: Philip Young – General Manager*

**APPENDIX OF OPERATIONAL DATA (below)**

APPENDIX OF OPERATIONAL DATA FOR THE  
 MONTH OF DECEMBER, 2017

**ADMINISTRATION**

**Utility  
 Billing:**



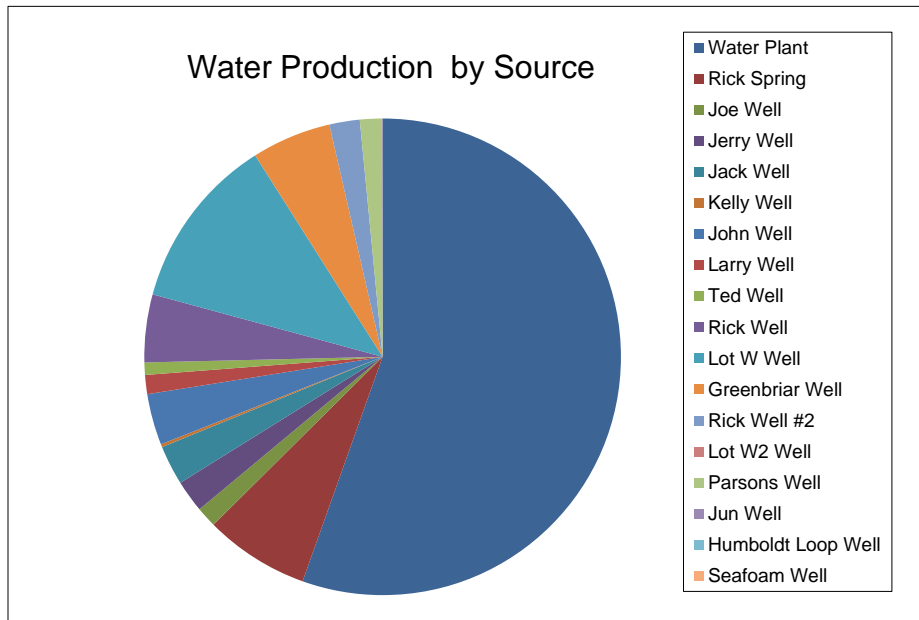
Utility	Residential Utilities	Residential Capital Fac	Commercial Utilities	Commercial Capital Fac	Total Billing	Last Years Billing Total
Water	\$19,744	\$0	\$2,074	\$0	\$21,818	\$20,967
Sewer	\$18,766		\$2,276		\$21,043	\$19,319
Electric	\$87,080	\$5,657	\$17,214	\$447	\$110,398	\$122,938
Late Fees	\$2,971		\$345		\$3,316	\$4,440
Past Due	\$21,605		\$2,795		\$24,401	\$31,345
<b>Total</b>	\$150,167	\$5,657	\$24,705	\$447	\$180,975	\$199,010
	83.0%	3.1%	13.7%	0.2%		

Utility	Residential Usage	Commercial Usage	RID Usage	Total Metered Usage	Total Metered Usage
Water (cuft)	170,056	26,630	69,462	266,148	289,511
	63.9%	10.0%	26.1%		
Elec (KwH)	275,901	53,357	42,122	371,380	457,673
	74.3%	14.4%	11.3%		



**WATER UTILITY**

- Total Gallons Finished Water Produced: 2,975,606 gallons
- Water Plant (Telegraph Creek): 1,650,000 gallons
- Rick Spring (Toth Rd): 211,550 gallons
- Joe Well (Cougar Rd): 41,364 gallons
- Jerry Well (Willow Glen): 65,001 gallons
- Jack Well (Willow Glen): 79,737 gallons
- Kelly Well (Kelly Rd): 6,059 gallons
- John Well (King's Peak): 103,299 gallons
- Larry Well (Wood Ct): 38,567 gallons
- Ted Well (Shaller Ct): 24,908 gallons
- Rick Well (Toth Rd): 136,906 gallons
- Lot W Well (Willow Glen): 351,029 gallons
- Greenbriar Well (Toth): 160,326 gallons
- Rick Well #2 (Toth Rd): 61,291 gallons
- Lot W2 Well (Willow Glen Rd): 0 gallons
- Parsons Well 44,169 gallons
- Jun Well 1,399 gallons
- Humboldt Loop Well 0 gallons
- Seafoam Well 0 gallons



- Water Treatment Plant Hours of Operation: 143.7 hours
- Monthly Rainfall Total: 0.96 inches
- Previous 17/18 Annual Rainfall Total to date: 12.6 inches
- Current 17/18 Annual Rainfall Total: 13.56 inches

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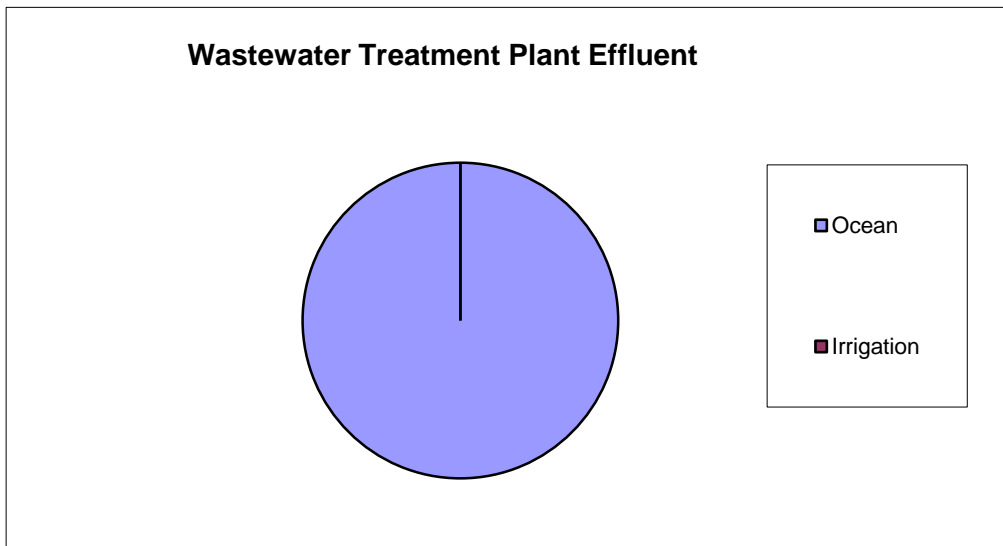
**WATER SERVICE CONNECTIONS:**

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

**WASTEWATER UTILITY**

**FLOWS INTO PLANT:**

High:	90,000 gals/day
Low:	35,000 gals/day
Monthly Total:	1,663,000



**SEWER SERVICE CONNECTIONS:**

		<u>Locations</u>
• Services Requested:	0	
• Services Connected:	0	
Previous Connections	2	
• F/Y Connections to date:	<b>2</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
12/1/2017	Hand tools
12/15/2017	Hard hats
12/22/2017	Arc flash (Marking requirements)
12/29/2017	Confined spaces

**ON-CALL INCIDENT REPORT**

Date/Time	Location	Description of Incident
12/27/2017	17 Pine ct.	Power out at the house, main breaker had tripped.
6:30 PM		
Personnel Responding: Bud Lair		

Date/Time	Location	Description of Incident
12/29/2017	Lift station #6	AC power failure alarm. Issue with the AC supply to local SCADA system.
4:30 PM		
Personnel Responding: Curtis McCauley, David Clark		

Date/Time	Location	Description of Incident
12/30/2017	Lift station #6	AC power failure alarm. Issue with the AC supply to local SCADA system. Replaced faulty SCADA.
9:00 AM		
Personnel Responding: Curtis McCauley		

Date/Time	Location	Description of Incident
12/30/2017	Clubhouse	Broken sink strainer, leaking on floor.
11:22 AM		
Personnel Responding: Curtis McCauley		

**END OF REPORT**