

AGENDA

Resort Improvement District No. 1 and Shelter Cove Sewer and Other Facilities Maintenance District No. 1 REGULAR BOARD MEETING

Location: Shelter Cove Fire Hall Meeting Room
9126 Shelter Cove Road, Shelter Cove, California
Date: August 16, 2018
Time: 9:00 a.m.
Posted: August 13, 2018

We welcome you to this meeting. Members of the Public may be heard on any business item on this Agenda before or during the Board's consideration of the item. The public may also directly address the Board on any item of interest to the public that is not on the Agenda during the public comment time; however, the Board generally cannot take action on an item not on the Agenda. The meeting room is wheelchair accessible. Accommodations and access to District board meetings for people with other handicaps must be requested of District staff at 707-986-7447 five (5) working days in advance of the meeting.

A person addressing the Board will be limited to five (5) minutes (Board Policy 5030) unless the Chairperson of the Board grants a longer period of time. While not required, we would appreciate it if you would identify yourself with your name and address when addressing the Board.

I. CALL TO ORDER

II. ROLL CALL

Susan Fox, President
 Jack Hargrave, Vice President
 Nanette Corley, Director
 David Sommer, Director
 Michael Schad, Director

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Any member of the public may directly address the Board of Directors on a matter of public interest not on the Agenda, but which is within the jurisdiction of the Board; however, the Board generally cannot take action on an item not on the Agenda. A person addressing the Board will be limited to five (5) minutes (Board Policy 5030) unless the chairperson of the Board grants a longer period of time.

V. CONSENT CALENDAR

All matters listed under the Consent Calendar are to be considered routine and without opposition. The Consent Calendar may be enacted by one motion. There will be no separate discussion of these items unless a Board member or the General Manager/designee requests that a specific item(s) be removed from the Consent Calendar for separate action. Any items so removed will be considered after the motion to approve the Consent Calendar. If a member of the public wants further discussion on any of these items, we would appreciate it if you make your request prior to the meeting.

1. Approve the Minutes of the July 19, 2018 Regular Board Meeting.
2. Approve Bills for Month of July, 2018: Reports regarding payment of monthly operating bills for the District which are approved expenditures in the current budget.

VI. CORRESPONDENCE / DISCUSSION ITEMS

Items in this category may be discussed, and/or reports presented, but no action may be taken.

1. IRS 8300 Requirements for Reporting Cash Transactions Over \$10,000.
2. Jerry Tank (Willow Glen) Relocation.
3. Update on County Road FEMA Repairs on Shelter Cove Road, Telegraph Creek Road and Puma Drive.
4. Pole Yard Use Update.
5. Board Member/Fire Department Conflict of Interest.
6. Water Tank Replacement Progress Report.
7. New Community Center Ad Hoc Committee Report.
8. NCAQMD Wood Stove Replacement Program.
9. Herbicide/Pesticide Use Policy.
10. HBHRCDC Proposal to the RID for Subleasing, Assignment or Purchase of Mario's Marina.

VII BOARD MEMBER/STAFF REPORTS

The indicated individuals will report to the Board about various matters involving District departments. There will be no Board discussion except to ask questions or refer matters to staff. No action will be taken unless listed on subsequent agenda.

1. Directors' Reports/Comments.

2. Operational Status Report Re: Golf Course, Airport, Recreation, Water, Sewer, Electrical, Fire Department.

VIII. UNFINISHED BUSINESS

IX. ACTION ITEMS

All Agenda Action Items for discussion and possible action by the Board of Directors.

1. Amendment of Article 4 of RID/IBEW MOU “Voluntary Service Fee”
2. Consider Customer Request for RID to Pay for Electrical Panel Inspection.
3. Consider Amendments to the 2018/19 Budget: Removing Capital Line Items 90990 Maintenance Building Construction Pole Yard and 90960 New Maintenance Building, Creating a New \$50,000 Capital Line Item for RID Road Patch Repairs and Increasing Employee Wages by up to \$10,000.
4. Consider Modification to Board Policy 4050: Director/Staff Communication. (First reading)
5. Consider Slurry Seal Design/Construction Management Cost Increase.
6. SB 1028 Wildfire Mitigation Plan/Electrical Risk.
7. Consider Approval of Volunteer Firefighters Association Grant Agreement and Adoption of Resolution 18-09: A Resolution Approving the Shelter Cove Resort Improvement District No 1 to Contract with State of California, Department of Forestry and Fire Protection for the Volunteer Fire Assistance Program.
8. Review and Approve 2017/18 Fourth Quarter Financial Report.

X. OVERLOOKED ISSUES

No actions can be taken.

XI. ADJOURNMENT OF MEETING

This notice is posted in compliance with Government Code § 54954.2. The next Regular Meeting of the Resort Improvement District No.1 Board of Directors will be held on Thursday, September 20th, 2018, in the Fire Hall Meeting Room at 9:00 AM.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: August 16, 2018 Agenda Item No.: IX. 1

Agenda Item Title: Amendment of Article 4 of RID/IBEW MOU “Voluntary Service Fee”

Presented by: Justin R. Robbins, General Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The recent Janus court decision impacts the way the RID and IBEW Union handle employee/union communications and union memberships. See attached documentation and draft Side Letter amending the current MOU between the District and the IBEW.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to approve the Side Letter regarding amended union rights and authorize the General Manager to sign the document.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: August 16, 2018

Agenda Item No.: IX. 2

Agenda Item Title: Consider Customer Request for RID to Pay for Electrical Panel Inspection.

Presented by: Justin R. Robbins, General Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

A customer is requesting the RID pay for his meter panel county inspection costs. See attached customer letter and electrical staff report of events leading up to the customer's request.

FINANCIAL IMPACT:

The County fee for a meter panel inspection is approximately \$136.00.

RECOMMENDATION:

To be determined by the Board

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: August 16, 2018

Agenda Item No.: IX. 4

Agenda Item Title: Consider Modification to Board Policy 4050: Director/Staff Communication. (First reading).

Presented by: Susan Fox, Board President.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Modifications are needed to Board Policy 4050 to improve staff and Board communications, while limiting the workload impact on staff. See attached draft Policy 4050.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

After board consideration, place the proposed new policy on the September board meeting agenda for review and final approval.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: August 16, 2018 Agenda Item No.: IX. 6

Agenda Item Title: SB 1028 Wildfire Mitigation Plan/Electrical Risk.

Presented by: Justin R. Robbins, General Manager.

Type of Item: Action Discussion Information
Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The California Public Utilities Commission’s (CPUC) Safety and Enforcement Division have informed the District of the requirement to adhere to SB 1028 which states we have to construct, maintain and operate our overhead electrical system in a manner to minimize the risk from catastrophic wildfire and prepare and submit an annual Wildfire Mitigation Plan to the CPUC for their review. Using criteria outlined in CPUC section 8387, the Board will determine whether there is significant risk of our overhead powerlines and equipment causing a catastrophic wildfire. See attached documents.

FINANCIAL IMPACT:

The cost of inspection and preparing an annual Wildfire Mitigation Plan and if determined necessary, the cost of mitigating the risk of catastrophic wildfire posed by our overhead electrical system which could be significant. Costs are not eligible for reimbursement from the state so costs will have to be borne by electrical fees and assessments.

RECOMMENDATION:

To be determined by the Board.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: August 16, 2018 Agenda Item No.: IX. 7

Agenda Item Title: Consider Approval of Volunteer Firefighters Association Grant Agreement and Adoption of Resolution 18-09: A Resolution Approving the Shelter Cove Resort Improvement District No 1 to Contract with State of California, Department of Forestry and Fire Protection for the Volunteer Fire Assistance Program.

Presented by: Justin R. Robbins Young, General Manager.

Type of Item: Action Discussion Information
Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The Shelter Cove Fire Department wishes to enter into an agreement with the State of California Department of Forestry and Fire Protection under the Volunteer Fire Assistance Program of the Cooperative Forestry Assistance Act of 1978 and needs the Board to pass the attached Resolution 18-09 to approve the agreement and authorize the General Manager to sign and execute the contract on behalf of the District.

FINANCIAL IMPACT:

A reimbursement of up to \$1,807.00 on a 50/50 matching funds basis will be applied for along with the agreement.

RECOMMENDATION:

Motion to adopt Resolution 18-09: A Resolution Approving the Resort Improvement District No 1 to Contract with State of California, Department of Forestry and Fire Protection for the Volunteer Fire Assistance Program and Authorizing the General Manager to Execute the Agreement and authorizing budget augmentation.

**RESORT IMPROVEMENT DISTRICT NO. 1
AND
SHELTER COVE SEWER AND OTHER
FACILITIES MAINTENANCE DISTRICT NO. 1**

Meeting Date: August 16, 2018 Agenda Item No.: IX. 8

Agenda Item Title: Review and Approve 2017/18 Fourth Quarter Financial Report.

Presented by: Justin R. Robbins, General Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The 2017/18 Fourth Quarter Financial Report is attached for Board review. This report is preliminary as routine auditor adjustments still have to be made. See attached draft Fourth Quarter Financial Report.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

After Board review motion to approve the 2017/18 Fourth Quarter Financial Report as presented.