

# 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:** June 21, 2018  
**Time:** 9:00 a.m.  
**Posted:** June 18, 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 May 17, 2018 Regular Board Meeting.
2. Approve Bills for Month of May 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. Non-motorized Trail Development.
2. Humboldt Creek Dam Project Denial Letter from CA State Water Resources Control Board.

## 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. Consider Arts Alive Event in Shelter Cove.
2. Consider Conducting a Utility Rate Study.
3. Fire Department Internal Advance of Tax Funds.

4. Adoption of the Resort Improvement District No. 1 and Shelter Cove Sewer and Other Facilities Maintenance District No 1 and Shelter Cove Fire Department Fiscal Year 2018/19 Budgets.
5. Adoption of Resolution 18-06: Establishing the Appropriations Limit for Fiscal Year July 1, 2018, to June 30, 2019.
6. Consider New Job Description: Part-Time Rotating Duty Medic.

## X. ADJOURNMENT TO CLOSED SESSION

## XI. CLOSED SESSION

1. Public Employee Performance Evaluation.

Pursuant to Government Code § 54957, the Board will meet in Closed Session regarding the General Manager's Annual Performance Evaluation.

2. Pursuant to Government Code §54961 – Liability Claims:  
Powell vs. RID.

## XII. CLOSED SESSION REPORT

## XIII. OVERLOOKED ISSUES

*No actions can be taken.*

## XIV. 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, July 19th, 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**

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Meeting Date: June 21, 2018 Agenda Item No.: IX. 1

Agenda Item Title: Consider Arts Alive Event in Shelter Cove.

Presented by: Laura Lasseter, Southern Humboldt Chamber of Commerce.

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

A presentation and possible proposal about a future Art's Alive event to be held in Shelter Cove will be given by Laura Lassiter.

**FINANCIAL IMPACT:**

Unknown.

**RECOMMENDATION:**

TBD.

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

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Meeting Date: June 21, 2018 Agenda Item No.: IX. 2

Agenda Item Title: Consider Conducting a Utility Rate Study.

Presented by: Justin Robbins, General Manager

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

Over the past year there have been requests from electrical customers for the District to re-evaluate the electrical rate structure, with a specific emphasis on the highest tier rate. In response, an in-house preliminary electrical rate and usage study was performed by Director Sommer to analyze electrical rate/fee structures. The findings from the study were presented at the April 19th, 2018 board meeting and demonstrate that revenues and usage were on a declining trend. The GM and staff recommends the District fund an independent, more comprehensive all utilities rate study. Such a study would evaluate current and future District utility demand, the expected cost of services and provide rate and fee schedules based off of a revised (5-year) capital improvement plan. More time is needed for staff to research study providers.

**FINANCIAL IMPACT:**

The cost of obtaining a utility rate study will be approximately \$40,000 to \$50,000. Cost are dependent on the complexity of the utility.

**RECOMMENDATION:**

Motion to approve up to \$50,000 for funding a utility rate study.

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

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Meeting Date: June 21, 2018 Agenda Item No.: IX. 3

Agenda Item Title: Fire Department Internal Advance of Tax Funds.

Presented by: Justin Robbins, Fire Dept

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

With the successful passage of Measure B in November 2017, the Fire Department will see a significant increase in assessment tax revenue starting in November 2018. Annual revenues are estimated to be approximately \$415,000. In the meantime, two critical fire trucks are in need of replacement immediately and the Fire Department need help with funding these purchases. See attached Fire Department New Truck Proposal. The Fire Department is requesting an immediate advance of these guaranteed assessment tax revenues from the District's General Fund to be repaid over two years.

**FINANCIAL IMPACT:**

The Fire Department is requesting a \$250,000 advance which will be paid back at \$125,000 per year for two years with no interest being accrued.

**RECOMMENDATION:**

Motion to approve the internal advance of \$250,000 from the District's General Fund to the Fire Department Fund to be paid back over two years, at \$125,000 per year.

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

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Meeting Date: June 21, 2018 Agenda Item No.: IX. 4.

Agenda Item Title: Adoption of the Resort Improvement District No. 1 and Shelter Cove Sewer and Other Facilities Maintenance District No 1 and Shelter Cove Fire Department Fiscal Year 2018/19 Budgets.

Presented by: Justin Robbins, General Manager

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

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**BACKGROUND:**

At the May 17, 2018 regular board meeting the Board reviewed the preliminary budget. Revisions have been incorporated into the budget being presented for approval at this meeting.

**FINANCIAL IMPACT:**

Financial impact as stated in proposed budget. Budget establishes monetary goals for the next fiscal year.

**RECOMMENDATION:**

Motion to approve Resort Improvement District No 1 and Shelter Cove Sewer and Other Facilities Maintenance District No 1 and Shelter Cove Fire Department Fiscal Year 2018/2019 Budgets as presented.

Move/  
Second/  
Fox                   \_\_\_\_\_

Hargrave           \_\_\_\_\_

Sommer            \_\_\_\_\_

Corley             \_\_\_\_\_

Schad              \_\_\_\_\_

Motion carries      YES       NO

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

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Meeting Date: June 21, 2018 Agenda Item No.: IX. 5

Agenda Item Title: Adoption of Resolution 18-06: Establishing the Appropriations Limit for Fiscal Year July 1, 2018, to June 30, 2019.

Presented by: Justin Robbins, General Manager

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

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**BACKGROUND:**

Appropriations of property taxes made by the District have a ceiling limit and this limit changes annually by a factor comprised of the change in population with the change in California per capita personal income. Shelter Cove’s price and population information for this calculation is obtained from the California Dept. of Finance. A Board resolution to adopt the appropriations limit is required each year.

Resolution 18-06 and supporting documents attached.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Motion to adopt Resolution 18-06: A Resolution Establishing the Appropriations Limit For Fiscal Year July 1st, 2018 to June 30th, 2019.

Move/ \_\_\_\_\_  
Second/ \_\_\_\_\_  
Fox \_\_\_\_\_  
Hargrave \_\_\_\_\_  
Sommer \_\_\_\_\_  
Corley \_\_\_\_\_  
Schad \_\_\_\_\_  
Motion carries    YES        NO



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

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Meeting Date: June 21, 2018 Agenda Item No.: IX. 6  
Agenda Item Title: Consider New Job Description: Part-Time Rotating Duty Medic.  
Presented by: Sal Gurreri, Fire Chief.  
Type of Item:  Action  Discussion  Information  
Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

A new job description is needed for the new Rotating Medic Program that the Fire department wishes to implement. See attached draft description.

**FINANCIAL IMPACT:**

Unknown.

**RECOMMENDATION:**

TBD.