

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: January 17, 2019
Time: 9:00 a.m.
Posted: January 14, 2019

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
 Michael Schad, Vice President
 Nanette Corley, Director
 David Sommer, Director
 Jack Hargrave, 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 December 20, 2018 Regular Board Meeting.
2. Approve Bills for Month of December 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. Dan Bergman, I G Service Introduction and Discussion Regarding Five-year CIP and Rate Study.
2. Fire Department Annual Fourth Quarter Report.
3. Community Wildfire Meeting Update.
4. Airport Safety.

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. Annual Adoption of Resolution Establishing Water and Sewer Standby Charges (Resolution 19-01)

2. Annual Adoption of Resolution Establishing Fire Protection Tax (Resolution 19-02).
3. Consider Delegation of Board Member Assignments/Focus.
4. Establishment of an Emergency Disaster Preparedness Standing Committee.
5. Consider Unbudgeted Expense for the Purchase and Installation of up to Three Sirens.
6. Consider Modification to Board Policy 4050: Director/Staff Communication. (Second Reading).
7. Consider Approval of Dark Skies Letter.

X. OVERLOOKED ISSUES

No actions can be taken.

XI. ADJOURNMENT TO CLOSED SESSION

XII. CLOSED SESSION

1. Conference with Legal Counsel - Anticipated Litigation
Significant exposure to litigation pursuant to subdivision (b) of Section 54956.9: 1 potential case.
2. Public Employee Performance Evaluation.
Pursuant to Government Code § 54957, the Board will meet in Closed Session regarding the General Manager's Interim Performance Evaluation.

XIII. CLOSED SESSION REPORT

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, February 21st, 2019, 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: January 17, 2019 Agenda Item No.: IX. 1

Agenda Item Title: Annual Adoption of Resolution Establishing Water and Sewer Standby Charges (Resolution 19-01).

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Each year the Board is required to establish the standby water and sewer charges (\$8.00 each) to be applied to undeveloped parcels. The County of Humboldt includes these charges on the property tax bill to property owners. In July of each year the District advises the County of each parcel that is connected to RID utilities, and the County removes any standby charge from the property tax bill.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to adopt Resolution 19-01: Establishing Water and Sewer Standby Charges.

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

Meeting Date: January 17, 2019 Agenda Item No.: IX. 2

Agenda Item Title: Annual Adoption of Resolution Establishing Fire Protection Tax. (19-02).

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Humboldt County requires the RID Board of Directors on an annual basis to adopt a resolution establishing the District’s Fire Protection Tax.

<u>Parcel Use</u>	<u>2019/20 Total Tax</u>
Residential Dwelling:	\$125 per fiscal year.
Commercial Residential Building:	\$250 per fiscal year.
Commercial Building:	\$250 per fiscal year.
Vacant Residential/Commercial	\$99 per fiscal year.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to adopt Resolution 19-02: Establishing the Fire Protection Tax.

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

Meeting Date: January 17, 2019 Agenda Item No.: IX. 3

Agenda Item Title: Consider Delegation of Board Member Assignments/Focus.

Presented by: Justin Robbins, General Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Current Board Member assignments include:

Michael Schad: Golf, Capital Improvement/Rate Study Plan, Budget, Harbor District/RID ad hoc Committee.

Jack Hargrave: Community Center Design Committee.

Susan Fox: Emergency/Disaster Planning, CERT, Policy Review.

Nanette Corley: Harbor District/RID ad hoc Committee, Fire Department, Herbicide Policy.

David Sommer: Communication Policy, Emergency/Disaster Planning.

New assignments may include:

IT/Computer/Software/Hardware, Union Negotiations.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Delegation of assignments as modified.

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

Meeting Date: January 17, 2019 Agenda Item No.: IX. 4

Agenda Item Title: Selection of Emergency Disaster Preparedness (Emergency Operations Planning) Standing Committee Members.

Presented by: Justin Robbins, General Manager.

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

BACKGROUND:

At the November Board meeting the Board established an Emergency Operations Planning Standing Committee. Moving forward a more encompassing title for this committee would be an Emergency Disaster Preparedness Standing Committee. Members of the committee will be selected today and will be made up of a Board member, a person at large, the General Manager, a CERT member and a Fire Department member.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to change the name of the standing committee to the Emergency Disaster Preparedness Standing Committee and designate the committee members.

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

Meeting Date: January 17, 2019 Agenda Item No.: IX. 5

Agenda Item Title: Consider Unbudgeted Expense for the Purchase and Installation of up to Three Sirens.

Presented by: Justin Robbins, General Manager.

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

BACKGROUND:

The fire Department is requesting additional dollars for the purchase of up to three sirens to complement the Tsunami sirens purchased in the last budget year. These sirens will be located in the upper elevations of the Cove and will be the primary notification system in the case of a fire threat to Shelter Cove.

FINANCIAL IMPACT:

The Fire department has already budgeted \$10,000 for additional sirens but may need an additional \$25,000.

RECOMMENDATION:

Motion to authorize a supplemental budget of up to \$25,000 for the purchase and installation of additional sirens.

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

Meeting Date: January 17, 2019 Agenda Item No.: IX. 6

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

Presented by: David Sommer, Director.

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:

Motion to approve Board Policy 4050: Director/Staff Communication.

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

Meeting Date: January 17, 2019 Agenda Item No.: IX. 7

Agenda Item Title: Consider Approval of Dark Skies Letter of Support.

Presented by: Greg Wolfgang, BLM King Range National Conservation Area Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

BLM is interested in the Kings Range National Conservation Area, which includes the Shelter Cove community, being included in the Dark Sky Sanctuary Program. The program involves regulating light spillage onto neighboring properties. At last month's board meeting King Range National Conservation Area Manager, Greg Wolfgang, presented a draft Dark Skies Sanctuary proposal for Board consideration. An RID letter of support is being presented today for Board approval.

FINANCIAL IMPACT:

Unknown.

RECOMMENDATION:

Motion to approve the letter of support as presented.