

# 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:** July 19, 2018  
**Time:** 9:00 a.m.  
**Posted:** July 16, 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 June 21st, 2018 Regular Board Meeting.
2. Approve Bills for Month of June, 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. Redwood Community Action Agency – Invasive Species Eradication Project.
2. Utility Rate Study RFP Consultant Selection Process.
3. Presentation of Findings of Legal Notification Process Requirements Regarding Changes in Electrical Rate Schedules and Summary of The History of RID Electrical Rate Changes.
4. General Manager Conference Reports.
5. Water Tank Replacement Progress Report.
6. New Community Center Ad Hoc Committee Report.
7. Code Enforcement Success on Beach Road.
8. Board Member/Fire Department Conflict of Interest.
9. Update on Capital Projects.
10. Fire Department Second Quarter and Semi-annual Reports.

## 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. Airport Land Use and Compatibility Plan (ALUCP) Update.
2. Consider 2018 Biennial Changes to Board Policy 1020: Conflict of Interest Code. (First reading)
3. Consider New Board Policy 3045: Debt Policy. (First reading)
4. Adoption of Resolution 18-07: Authorizing Opening an Umpqua Bank Line of Credit for the Water Tank Replacement Project.
5. Consider RID Legal Counsel Rate Increase Proposal.
6. Consider Temporary High Tier Electric Rate Reduction.

## 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, August 16th, 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: July 19, 2018 Agenda Item No.: IX. 1

Agenda Item Title: Airport Land Use and Compatibility Plan (ALUCP) Update.

Presented by: Justin J. Robbins, General Manager

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

See attached letter and draft agreement from Humboldt County Public Works regarding the Shelter Cove Airport's inclusion in the ALUCP Update.

**FINANCIAL IMPACT:**

The direct cost to the District will be \$5,209.

**RECOMMENDATION:**

Motion to authorize \$5,209 unbudgeted expense for the Shelter Cove Airport to be included in the ALUCP update.

**RESORT IMPROVEMENT DISTRICT NO. 1  
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FACILITIES MAINTENANCE DISTRICT NO. 1**

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Meeting Date: July 19, 2018 Agenda Item No.: IX. 2

Agenda Item Title: Consider Changes to Board Policy 1020: Conflict of Interest Code (First Reading).

Presented by: Susan Fox, Board President

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

It has been almost two years since Board Policy 1020: Conflict of Interest Code was last modified. To ensure conflict of interest codes remain current and accurate, revisions may be needed to the code's language and the list of designated persons should be considered by the Board. See attached notification from the Humboldt County Office of Elections and Voter Registration.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Review and make necessary changes and bring back next month for final review and approval.

**RESORT IMPROVEMENT DISTRICT NO. 1  
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FACILITIES MAINTENANCE DISTRICT NO. 1**

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Meeting Date: July 19, 2018 Agenda Item No.: IX. 3  
Agenda Item Title: Consider New Board Policy 3045: Debt Policy. (First reading)  
Presented by: Justin J. Robbins, General Manager  
Type of Item:  Action  Discussion  Information  
Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

Part of the requirements for opening a \$2,000,000 line of credit with Umpqua Bank for the Water Tank Replacement Construction Project is to have in place a debt policy. Please find attached a draft policy for Board review. This is the first reading of this policy but due to time constraints on having this in place for accessing the line of credit the Board may waive the requirement for a second reading of this policy before adoption.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Review and make necessary changes and adopt Policy 3045: Debt Policy.

**RESORT IMPROVEMENT DISTRICT NO. 1  
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FACILITIES MAINTENANCE DISTRICT NO. 1**

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Meeting Date: July 19, 2018 Agenda Item No.: IX. 4

Agenda Item Title: Adoption of Resolution 18-07: Authorizing Opening an Umpqua Bank Line of Credit for the Water Tank Replacement Project.

Presented by: Justin J. Robbins, General Manager

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

See attached Draft Resolution authorizing the District to borrow up to \$2,000,000 using a line of credit from Umpqua Bank for the Water Tank Replacement Construction Project.

**FINANCIAL IMPACT:**

Total line of credit arrangement and documentation expenses will be in the range of \$20,000. The interest rate is based on the WSJ Prime Rate which is currently at 5%.

**RECOMMENDATION:**

Motion to adopt Resolution 18-07: Authorizing Opening an Umpqua Bank Line of Credit for the Water Tank Replacement Project.

**RESORT IMPROVEMENT DISTRICT NO. 1  
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Meeting Date: July 19, 2018 Agenda Item No.: IX. 5

Agenda Item Title: Consider RID Legal Counsel Rate Increase Proposal.

Presented by: Justin J. Robbins, General Manager

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

The District's legal counsel Jason Eads is proposing to increase his hourly rate for legal services. See attached proposal.

**FINANCIAL IMPACT:**

The attorney's current discount rate is \$130 per hour and he is proposing to increase his fee to \$250.

**RECOMMENDATION:**

Motion to approve the entering into the agreement and authorize the General Manager to sign.



**RESORT IMPROVEMENT DISTRICT NO. 1  
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FACILITIES MAINTENANCE DISTRICT NO. 1**

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Meeting Date: July 19, 2018 Agenda Item No.: IX. 6

Agenda Item Title: Consider Temporary High Tier Electric Rate Reduction.

Presented by: Susan Fox, Board President

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

In response to public requests made at the June 2018 Board Meeting to consider a reduction for the high tier electrical rate, the board engaged in public discussion and staff gave no recommendation for immediate electric rate reduction and cited legal and process requirements that needed to be determined. The Board directed staff to look into the legal steps to lower electrical rates.

Findings: Per Gov Code Title 4., Div. 3., Part 2., Chapter 2., Article 2. 36934 the Electrical Rate Ordinance 71 is required to have two readings at regular board meetings, so an immediate reduction is not possible.

**FINANCIAL IMPACT:**

TBD.

**RECOMMENDATION:**

TBD.