

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: December 20, 2018
Time: 9:00 a.m.
Posted: December 17, 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. ACTION ITEMS

1. Seating of Newly Elected Board Members.
2. Election of Officers for a One-Year Term Beginning December 20th, 2018.
 - A. President
 - B. Vice President

V. 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.

VI. 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 November 15, 2018 Regular Board Meeting and the Minutes of the December 14, 2018 Special Board Meeting.
2. Approve Bills for Month of November, 2018: Reports regarding payment of monthly operating bills for the District which are approved expenditures in the current budget.

VII. CORRESPONDENCE / DISCUSSION ITEMS

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

1. Wildfire Town Hall Meeting Update.
2. Consider Correspondence to Humboldt County Regarding Installation of Public 911 Call Boxes in Areas with No Cell Phone Reception on Shelter Cove Road.
3. Board Member Assignments.
4. Review SB 901 and SB 1028.

VIII. 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.

IX. UNFINISHED BUSINESS

X. ACTION ITEMS

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

1. Clubhouse Rental Requests:
 - Consider 2018 Annual Community Clubhouse Recreation Events.
2. Rate Study/Capital Improvement Plan Contract Award.
3. Dark Skies Designation.
4. Consider Herbicide Policy. (First Reading)
5. Consider Modification to Board Policy 4050: Director/Staff Communication. (Second Reading).

XI. OVERLOOKED ISSUES

No actions can be taken.

XII. 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, January 17th, 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: December 20, 2018 Agenda Item No.: IV. 2.

Agenda Item Title: Election of Officers for a One-Year Term Beginning December 20, 2018
(and ending with the December 2018 Board Meeting).

Presented by: Susan Fox, President

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

BACKGROUND:

Officers for the Resort Improvement District No. 1 Board of Directors are elected for a one- year term beginning with the December Board Meeting.

- A. President
- B. Vice President

FINANCIAL IMPACT:

None.

RECOMMENDATION:

- A. Nomination of _____ as President of the Board of Directors for a one-year term beginning with the December 20, 2018, Board Meeting (and ending with the December 2019 Board Meeting).
- B. Nomination of _____ as Vice President of the Board of Directors for a one-year term beginning with the December 20, 2018, Board Meeting (and ending with the December 2019 Board Meeting).

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

Meeting Date: December 20, 2018 Agenda Item No.: X. 1

Agenda Item Title: Clubhouse Rental Requests:
Consider 2019 Annual Community Clubhouse Recreation Events.

Presented by: Justin R. Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

1. Attached please find the draft 2019 Community Clubhouse annual schedule of District sponsored, fee exempted, fee reduced and other annual events for board consideration.

FINANCIAL IMPACT:

Loss of potential rental revenue.

RECOMMENDATION:

1. Motion to approve the Community Clubhouse annual events schedule for 2019 as determined by the Board.

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

Meeting Date: December 20, 2018 Agenda Item No.: X. 2

Agenda Item Title: Rate Study/Capital Improvement Plan Contract Award.

Presented by: Justin R. Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

In November the General Manager advertised a Request For Proposals for the preparation of a five-year Capital Improvement Plan and a Rate Study and we received two qualified bids by the November 30th deadline. Attached please find the two bids one from Oscar Larson and Associates and the other from IGService.

FINANCIAL IMPACT:

Both bids potentially came in under the budgeted amount of \$ 50,000.

IGService proposed budget came in at \$36,600 with a contingency of \$12,050, costs not to exceed \$48,650

Oscar Larson and Associates proposed budget came in at \$46,100 with no contingency.

RECOMMENDATION:

Motion to award the Rate Study/Capital Improvement Plan Contract Award to _____
_____.

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

Meeting Date: December 20, 2018 Agenda Item No.: X. 3

Agenda Item Title: Dark Skies Designation.

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, gave a presentation on the program and today will be presenting a Dark Skies Sanctuary proposal for Board Consideration.

FINANCIAL IMPACT:

Unknown.

RECOMMENDATION:

TBD

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

Meeting Date: December 20, 2018 Agenda Item No.: X. 4

Agenda Item Title: Consider Herbicide Policy. (First Reading).

Presented by: David Sommer, Director

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

After public discussion at the September 20th, 2018 the Board of Directors announced their intent to develop and adopt a Herbicide Policy to set strict guidelines in herbicide use on District property. See attached draft policy.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

After board consideration and possible modification, place the proposed new policy on the December 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: December 20, 2018 Agenda Item No.: X. 5

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.