

# 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:** November 15, 2018  
**Time:** 9:00 a.m.  
**Posted:** November 9, 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 October 18, 2018 Regular Board Meeting.
2. Approve Bills for Month of October, 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. Humboldt State University Fishing Community Sustainability Plan Presentation.
2. Dark Skies – BLM Presentation.
3. Board Member Assignment of RID Focus Areas.
4. Customer Correspondence Regarding High Water Usage.
5. First Quarter Financial Report of the 2018/19 Budget.
6. Painting Murals on the New Water Storage Tanks.

## 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. Customer Request for Relief on Water Bill.
2. Consider Herbicide Policy. (First Reading)
3. Consider Modification to Board Policy 4050: Director/Staff Communication. (First Reading).
4. Consider Approval of Shelter Cove Emergency Operations Plan and Establishment of an Emergency Operations Standing Committee.
5. Consider Approval of Letter Responding to Congressman Jared Huffman After His Shelter Cove Visit.

## X. OVERLOOKED ISSUES

*No actions can be taken.*

1. Board Signatures on Chief Sal Gurreri's Leaving Letter.

## 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, December 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: November 15, 2018 Agenda Item No.: IX. 1

Agenda Item Title: Consider Customer Request for Relief on Water Bill.

Presented by: Fran Basso or Representative

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

---

**BACKGROUND:**

Staff received a customer request for special board consideration for relief of high water use charges, the cause of which is unknown to the customer. The high water meter read was flagged by staff on Thursday, August 29<sup>th</sup>, and it was rechecked on Friday, August 30<sup>th</sup>. The read was correct, and the meter was not spinning, which means there was not a water leak at that time. At the beginning of September staff called the customer to inform them of the high water read and the customer was not surprised to hear the news as there had been a leaky toilet that had been recently repaired and at that time the customer did not pay for the bill. We did not have the billing totals as it was before bills were produced. The customer called back in mid-October when she received her bill for September's usage, which also documented August's unpaid balance and she stated she did not receive August's bill and that the leaky toilet was at her other home and not at this house and requested relief on the high water use bill. The customer was told she could appeal the high water bill to the Board of Directors. We received the letter to the Board requesting relief on 10/22/18 and received payment in full on 10/23/18. See attached documents.

**FINANCIAL IMPACT:**

The customer's August water use charge was in the amount of \$499.75 for 6,363 cf. The previous months water use charge was \$46.83.

**STAFF RECOMMENDATION:**

Motion to deny request based on current water ordinance requirements which says the owner of the property shall be held responsible for water used on their premises and to remain consistent with past practice.

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

---

Meeting Date: November 15, 2018 Agenda Item No.: IX. 2

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 20<sup>th</sup>, 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: November 15, 2018

Agenda Item No.: IX. 3

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

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: November 15, 2018 Agenda Item No.: IX. 4

Agenda Item Title: Consider Approval of Shelter Cove Emergency Operations Plan and Establishment of an Emergency Operations Standing Committee.

Presented by: Evan Piercey, Shelter Cove CERT

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

---

**BACKGROUND:**

CERT member Evan Piercy volunteered to create a comprehensive Shelter Cove Emergency Operations Plan that can be utilized by Shelter Cove emergency teams and other emergency response agencies. Today, Evan will be making a public presentation describing the plan and what its purpose is. This is the first draft of the plan and once finalized it will be revised on an annual basis.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

After board consideration and possible modification, place the proposed new policy on a future board meeting agenda for review and final approval. In the interests of safety, any sections of the plan that are considered sensitive may be redacted from the public’s copy. The plan is considered to be a living document and the establishment of a standing committee is needed to annually review and update the plan.

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

---

Meeting Date: November 15, 2018

Agenda Item No.: IX. 5

Agenda Item Title: Consider Approval of Letter Responding to Congressman Jared Huffman After His Shelter Cove Visit.

Presented by: Justin Robbins, General Manager.

Type of Item:      Action                    Discussion            Information

Action Required:    No Action            Voice Vote            Roll Call Vote

---

**BACKGROUND:**

US Congressman Jared Huffman made a site visit to Shelter Cove on October 1<sup>st</sup> and toured various sites throughout the day in the company of Board members Michael Schad, Jack Hargrave, Nanette Corley and David Sommer, the General Manager, Harbor District Commissioner Greg Dale, Greg Wolfgang and Molly Brown of BLM, and Frank Wilson and Cheryl Antony from the Shelter Cove Fire Department, among others. At last month's meeting the Board directed the General Manager to craft a letter to Congressman Huffman thanking him for his visit and listing of issues he could assist with, such as Fishery issues, road conditions, offshore oil/wind energy projects and asking him to return for a townhall meeting. See attached draft letter.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Motion to approve the letter as presented.