

# 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:** September 20, 2018  
**Time:** 9:00 a.m.  
**Posted:** September 14, 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 August 16, 2018 Regular Board Meeting.
2. Approve Bills for Month of August, 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. Fire Chief Sal Gurreri Departure Letter.
2. ISO Rating Classification Improvement.
3. Hazard Mitigation Plan Update.
4. Greenbelt Prescribed Burn Above the Zoo Area.
5. Pampas Grass Rebate Program Review.
6. Western Area Power Administration Correspondence Regarding the Carr Fire's Impact to Its Electrical Full Load Service Customers.
7. Board Member/Fire Department Member Conflict of Interest Update.
8. Herbicide/Pesticide Policy Update.
9. Clarification of Conflict of Interest Code Policy 1020 Regarding Designated Positions.

## 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. Water Leak Detection Report.
3. **New Community Center Ad Hoc Committee Report and Consider Advertising the Vacancies of Two Committee Member Positions.**
4. **Consider Appointment of Two Individuals to the Harbor District/RID Ad Hoc Committee.**
5. Consider Appointment of Interim Fire Chief and Board Requests the Fire Department Submit a Recommendation for the Position.
6. Rate Study and Capital Improvement Plan Request for Proposals Update.
7. Consider Award of the Shelter Cove Airport Slurry Seal Project.
8. Employee Bonus Awards.

## 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, October 18th, 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: September 20, 2018 Agenda Item No.: IX. 1

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

Presented by: Chet Edeline or Representative

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

Staff received a customer request for special board consideration for relief of water use charges, the cause of which is unknown to the customer. Staff offered to test the water meter to see if it had malfunctioned, waiving the meter testing fee of \$75, and that offer still stands. Staff also offered a three-month installment payment plan with relief of the 10% late fee which the customer agreed to but is still seeking relief of a portion of the water charges. See attached letter to the Board.

**FINANCIAL IMPACT:**

The customer's July water use charge was in the amount of \$747.14 for 9,060 cf. The payment over three months would be \$249.05 per month.

**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**

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Meeting Date: September 20, 2018 Agenda Item No.: IX. 2

Agenda Item Title: Water Leak Detection Report.

Presented by: Justin R. Robbins, General Manager

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

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**BACKGROUND:**

In April, 2018 the District received a full grant from California Rural Water Association to perform a water leak detection study over a large portion of Cove. The study revealed nine water leaks which were all located on the customers side of the meter with the meter not registering the leak. See attached excerpts from the July report. Information from the study will be used for updating the District’s five-year capital improvement plan.

**FINANCIAL IMPACT:**

Water leaks cost the District revenue because of operational costs for running pumps and treating the water.

**STAFF RECOMMENDATION:**

Motion to direct staff to replace malfunctioning meters and research grants to fund a large-scale water meter replacement program.

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

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Meeting Date: September 20, 2018 Agenda Item No.: IX. 3

Agenda Item Title: **New Community Center Ad Hoc Committee Report and Consider Advertising the Vacancies of Two Committee Member Positions.**

Presented by: Justin R. Robbins, General Manager

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

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**BACKGROUND:**

The Community Center Ad Hoc Committee met on September 14<sup>th</sup> to consider modifying the Community Center plans to include accommodations for a Community Emergency Shelter using FEMA guidelines and today recommendations will be presented for Board consideration.

**FINANCIAL IMPACT:**

Unknown at this time.

**STAFF RECOMMENDATION:**

TBD.

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

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Meeting Date: September 20, 2018 Agenda Item No.: IX. 4

Agenda Item Title: **Consider Appointment of Two Individuals to the Harbor District/RID Ad Hoc Committee.**

Presented by: Justin R. Robbins, General Manager

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

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**BACKGROUND:**

The Humboldt Bay Harbor District held a public meeting on August 15<sup>th</sup> to discuss Marina operations. The Harbor District board decided to form an ad hoc committee made up of two Harbor District members and two other members to come up with viable alternatives for the continued operation of the fish cleaning station and boat launch service.

**FINANCIAL IMPACT:**

Unknown.

**STAFF RECOMMENDATION:**

Motion to appoint \_\_\_\_\_ and \_\_\_\_\_ to the Harbor District/RID ad hoc committee

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

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Meeting Date: September 20, 2018 Agenda Item No.: IX. 5

Agenda Item Title: Consider Appointment of Interim Fire Chief and Board Requests the Fire Department Submit a Recommendation for the Position.

Presented by: Justin R. Robbins, General Manager

Type of Item:    Action                    Discussion                    Information

Action Required:  No Action                    Voice Vote                    Roll Call Vote

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**BACKGROUND:**

The retirement of Chief Sal Gurreri in August opened up a vacancy on the Fire Department. Presently the Fire Department is filling the responsibilities of the Chief with Fire Department volunteers. The Board will appoint an interim Fire Chief at this meeting and requests the Fire Department submit a recommendation for the permanent position.

**FINANCIAL IMPACT:**

Unknown.

**STAFF RECOMMENDATION:**

Motion to appoint \_\_\_\_\_ as interim Fire Chief and direct the Fire Department to submit a recommendation for the permanent position to the Board.



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

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Meeting Date: September 20, 2018 Agenda Item No.: IX. 6

Agenda Item Title: Rate Study and Capital Improvement Plan Request for Proposals Update.

Presented by: Justin R. Robbins, General Manager

Type of Item:     Action                       Discussion                       Information

Action Required:  No Action                       Voice Vote                       Roll Call Vote

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**BACKGROUND:**

In June the Board approved a budget of up to \$50,000 to fund a utility rate study and move forward with a five-year capital improvement plan. An Request For Proposals (RFP) has been prepared and is being presented today. See attached RFP.

**FINANCIAL IMPACT:**

Up to \$50,000 for the utility rate study.

**STAFF RECOMMENDATION:**

Motion to approve the RFP and direct the GM to advertise the proposal.



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

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Meeting Date: September 20, 2018 Agenda Item No.: IX. 8

Agenda Item Title: Employee Bonus Awards.

Presented by: Justin R. Robbins, General Manager

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

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**BACKGROUND:**

Last month the Board authorized a budget of up to \$10,000 to be used for employee annual bonus or merit awards.

**FINANCIAL IMPACT:**

Up to \$10,000.

**STAFF RECOMMENDATION:**

TBD.