

AGENDA

Resort Improvement District No. 1 and Shelter Cove Sewer and Other Facilities Maintenance District No. 1 REGULAR BOARD MEETING

Location: Shelter Cove Fire Station Meeting Hall
9126 Shelter Cove Road, Shelter Cove, California
Date: December 19, 2019
Time: 9:00 a.m.
Posted: December 16, 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. ACTION ITEMS

1. Election of Officers for a One-Year Term Beginning December 21st, 2019.
 - 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 21, 2019 Regular Board Meeting.
2. Approve Bills for Month of November 2019: 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. Sheriff's Office Report.
2. Thankyou Letter to California State Parks and the Humboldt County Board of Supervisors Regarding the Briceland Thorn Road Repair.
3. IBEW Temporary Job Position Upgrade Compensation.

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. Consider Pioneers Clubhouse Rental Request and Approval of the 2020 Annual Community Clubhouse Recreation Events.
2. Consider Adoption of Amendments to Ordinance No. 71: Administrative Rate Schedule for Electrical Usage. (Second Reading).
3. Consider Impact Fee Report and Preliminary Adjustments to the Utility Connection Fees and the Future Procedures and Timeline for Connection Fee Changes.
4. Consider Final Approval of the Wildfire Mitigation Plan.

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 16th, 2020, 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 19, 2019 Agenda Item No.: IV. 1.

Agenda Item Title: Election of Officers for a One-Year Term Beginning December 19, 2019
(and ending with the December 2020 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 19, 2019, Board Meeting (and ending with the December 2020 Board Meeting).

Move: Second:
Schad: Hargrave: Fox: Corley: Sommer:

- B. Nomination of _____ as Vice President of the Board of Directors for a one-year term beginning with the December 19, 2019, Board Meeting (and ending with the December 2020 Board Meeting).

Move: Second:
Schad: Hargrave: Fox: Corley: Sommer:

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

Meeting Date: December 19, 2019 Agenda Item No.: X. 1

Agenda Item Title: Clubhouse Rental Requests:

Consider Pioneers Clubhouse Rental Request and Approval of the 2020 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. The Pioneers is requesting a fee exemption and permission to sell beer and wine at the Children's Christmas Party and Bingo Musical Event to be held on Saturday, December 21st, 2019.
2. Attached please find the draft 2020 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 Pioneers request for a fee exemption and permission to sell beer and wine at their Children's Christmas Party and Bingo Musical Event.
2. Motion to approve the Community Clubhouse annual events schedule for 2020 as determined by the Board.

Move:

Second:

Schad: Hargrave: Fox: Corley: Sommer:

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

Meeting Date: December 19, 2019 Agenda Item No.: IX. 3

Agenda Item Title: Consider Impact Fee Report and Preliminary Adjustments to the Utility Connection Fees and the Future Procedures and Timeline for Connection Fee Changes.

Presented by: Justin Robbins, General Manager

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

BACKGROUND:

In late 2013 and in subsequent meetings the Board discussed reducing connection fees to encourage more growth in Shelter Cove. A number of property owners who were ready to pay connection fees in late 2013 delayed paying for hookups until the Board reduced hookup rates in July 2014. In conclusion, the number of hookups expected in 2013/14 were paid for in 2014/15 and we did not experience a large increase in development by reducing connection fees.

In June, 2019 IG Services presented a recommended Five-Year Capital Improvement Plan (CIP) to the Board that includes projects that will provide additional utility system capacity and reliability. The CIP proposed spending a total of \$658,000 on electrical projects, \$522,000 on sewer projects and \$1,999,000 on water projects over the next five years. Primarily due to an economic slump that starting in 2007, building startups have been slow over the last twelve years, but the first five months of this fiscal year has seen an early uptick in building and connection fee revenue. IG Services Rate Study calculations made the assumption that connection fee rates would remain the same for the next five years and made no recommendations to adjust utility connection fees. An Impact Fee Report is being prepared by staff to be considered by the Board that outlines any state mandates the District must follow regarding utility connection fee charges. The report will be made available prior to the meeting. See attached rate and revenue tables.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

To be determined by the board:

Move: Second:

Schad: Hargrave: Fox: Corley: Sommer:

HISTORY OF CONNECTION FEES

Residential Rates Standard Hookups:

<u>Effective Dates</u>	<u>Water</u>			<u>Sewer</u>			<u>Electric</u>			<u>Grand Totals</u>
	Cap	Install	Total	Cap	Install	Total	Cap	Install	Total	
8/85			350			350			300	\$1,000
7/88 Ord. 35			495			440	Underground	440		\$1,375
							Overhead	385		\$1,320
11/90 Ord. 36			495			440	Underground	440		\$1,375
							Overhead	385		\$1,320
1/1/91 Reso 90-13 Ord 37			625			440	Underground	575		\$1,640
							Overhead	480		\$1,545
9/92 Ord. 41	975	650	1,625	1775	445	2,220	1,175	650	1,825	\$5,670
9/93 Ord. 45	1,460	650	2,110	2,665	445	3,110	1,760	650	2,410	\$7,630
1/94 Ord 45 incorp into Ord. 53	1,950	650	2,600	3,555	445	4,000	2,350	650	3,000	\$9,600
9/01/02 Ord. 68	1,950	1,700	3,650	3,555	1,075	4,630	2,350	1,650	4,000	\$12,280
9/14/04 Ord. 69	1,950	1,700	3,650	3,555	1,075	4,630	2,350	1,650	4,000	\$12,280
7/1/07 Ord 72	15,000	2,500	17,500	5,000	2,200	7,200	10,000	2,700	12,700	\$37,400
7/1/14 Ord 72	9,000	2,350	11,350	9,000	2,050	11,050	9,000	2,550	11,550	\$33,950
	Water reduced by \$6,150			Sewer increased by \$3,850			Electric reduced by \$1,150			
	Sewered area			Reduction =-\$3,450			Total fees			\$33,950
	Septic area			Reduction=-\$7,300			Total fees			\$22,900

Total Connection Fee Revenue received for all three utilities		
7	2007/2008	\$258,100
7	2008/2009	\$242,500
4	2009/2010	\$85,200
5	2010/2011	\$140,200
3	2011/2012	\$155,400
3	2012/2013	\$101,700
2	2013/2014	\$77,200
10	2014/2015	\$159,700
6	2015/2016	\$113,300
5	2016/2017	\$129,500
6	2017/2018	\$198,496
2	2018/2019	\$64,000
4	2019/2020 (5 months)	\$79,750
	Total	\$1,805,046

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

Meeting Date: December 19, 2019 Agenda Item No.: IX. 4

Agenda Item Title: Consider Final Approval of the Wildfire Mitigation Plan.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

On August 31, 2018, the California Legislature passed Senate Bill (“SB”) 901, which addresses a number of wildfire-related items relating to public utilities. Governor Brown signed the Bill into law on September 21, 2018. SB901 requires local electric utilities to prepare a wildfire mitigation plan by January 1, 2020, and annually thereafter, which will include wildfire mitigation measures if the utilities’ overhead electrical lines and equipment are located in an area that has significant risk of wildfire resulting from those electrical lines and equipment. The bill would require the District to contract with a qualified independent evaluator to review and assess the comprehensiveness of its plan.

SB 901, will help residents get funding and services through our fire department to help improve defensible space and make other fire safety improvements on their property. In addition, owners of non-industrial timberlands will gain access to services through a new CAL FIRE program that will help them plan and implement improvements that reduce fuel load, implement fuel breaks, and increase overall forest health on their land. SB 901 allocates \$200 million per year for five years from the state’s Greenhouse Gas Reduction Fund in order to provide funding to CalFire for forest health and fire prevention and prescribed burns and other fuel reduction activities. SB 901 also makes comprehensive changes to forestry management and fuel reduction under the Forest Practice Act in order to mitigate the risk of wildfires across the state. This will be the second reading of the plan. See attached draft Wildfire Mitigation Plan.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to approve the Wildfire Mitigation Plan as presented.

Move:

Second:

Schad:

Hargrave:

Fox:

Corley:

Sommer: