

# 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 16, 2017  
**Time:** 9:00 a.m.  
**Posted:** November 13, 2017

*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  
 David Sommer, Vice President  
 Michael Caldwell, Director  
 Nanette Corley, Director  
 Jac Hargrave, Director

### III. PLEDGE OF ALLEGIANCE

### VI. 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 19, 2017 Regular Board Meeting and Public Hearing.
2. Approve Bills for Month of October, 2017: 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 Department Third Quarter Report.
2. First Quarter 2017/18 Budget Report.
3. Contribution From SCOPA and SCARF Towards the Basketball Courts.

## 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. Review of the Initial Study and Environmental Checklist for Shelter Cove Community Center Project.

2. Consider Modification to Board Policy 4020: Duties of Board Officers/Directors. (Second Reading)
3. Consider Policy 3200: Record Retention. (Second Reading)
4. CSDA: Certificate for Liability Coverage.
5. Director Michael Caldwell Recognition.

**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, December 21st, 2017, 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: November 16, 2017 Agenda Item No.: IX. 1

Agenda Item Title: Review of the Initial Study and Environmental Checklist for the Shelter Cove Community Center Project.

Presented by: Philip Young, General Manager

Type of Item:     Action                       Discussion                       Information

Action Required:     No Action                       Voice Vote                       Roll Call Vote

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**BACKGROUND:**

The District has prepared a California Environmental Quality Act (CEQA) Initial Study (IS) for the Shelter Cove Community Center Project (Project). The purpose of the IS is to provide a basis for determining whether to prepare an Environmental Impact Report or a Negative Declaration for the Project as required by CEQA. The RID intends to adopt a Mitigated Negative Declaration due to the project's proposed minimal mitigated impacts and in accordance with State CEQA Guidelines has posted notice with a 30-day window for public comment. The proposed Mitigated Negative Declaration and IS are available for review in the District office. Attached is the IS project summary, description and outline of environmental effects and determination.

**FINANCIAL IMPACT:**

To be determined.

**RECOMMENDATION:**

The Board review and familiarize themselves with the Initial Study.

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

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Meeting Date: November 16, 2017 Agenda Item No.: IX. 2

Agenda Item Title: Consider Modification to Board Policy 4020: Duties of Board Officers/Directors. (Second 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:**

The Board need training on the Incident Command System by taking the online course IS-100B, Introduction to the Incident Command System found on the FEMA website or other equivalent training. Modifications are needed to Board Policy 4020 to reflect this change in operations. See attached draft Board Policy 4020. This is the second reading of the draft policy.

**FINANCIAL IMPACT:**

To be determined.

**RECOMMENDATION:**

After board final review, motion to approve Board Policy 4020 as modified.

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

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Meeting Date: November 16, 2017 Agenda Item No.: IX. 3

Agenda Item Title: Consider Policy 3200: Record Retention. (Second 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:**

California Government Code 60201 authorizes the District to adopt and comply with a Records Retention Policy that classifies all of the District's records by category and establishes a standard protocol for destruction or disposition of records. The attached draft Policy 3200, once adopted, is the first step in creating a comprehensive plan to manage the storage and disposal of the District's records. An itemized Records Retention Schedule will be created which will be periodically reviewed and updated. The schedule will aid in identifying records and will result in an effective and more efficient management of records. See attached draft Board Policy 3200. This is the second reading of the draft policy.

**FINANCIAL IMPACT:**

None

**RECOMMENDATION:**

After board consideration, review and modification, motion to adopt Policy 3200: Record Retention as modified.

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

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Meeting Date: November 16, 2017 Agenda Item No.: IX. 4

Agenda Item Title: California Special Districts Association (CSDA): Certificate for Liability Coverage.

Presented by: Philip Young, General Manager

Type of Item:    Action                    Discussion                    Information

Action Required:  No Action                    Voice Vote                    Roll Call Vote

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**BACKGROUND:**

CSDA is forming a Humboldt County Chapter and part of the process for District employees and Board members to attend meetings and activities is to have the Board authorize participation including insurance coverage for participants. Attached is the draft Certificate for Liability Coverage.

**FINANCIAL IMPACT:**

Unknown

**RECOMMENDATION:**

Motion to authorize the General Manager to sign the Certificate for Liability Coverage as presented.

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

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Meeting Date: November 16, 2017 Agenda Item No.: IX. 5

Agenda Item Title: Consider Director Michael Caldwell Recognition.

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:**

Director Michael Caldwell served on the Resort Improvement District No. 1 Board of Directors for twelve years during the period from 2005 to 2017 in which he was instrumental in achieving goals outlined in the District's Strategic Plan for the future growth of Shelter Cove. Projects championed by Michael included construction of new water wells, the creation of the Children's Playground and recreational trails, and upgrades to the golf course. Michael served as President of the Board from December, 2007 to December, 2013, served as Vice President from December, 2013 to December, 2015 and served on a multitude of advisory and ad hoc committees. Michael waived all entitled stipends for the time devoted to District business and he dedicated many hours working to make Shelter Cove a better place to live.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Motion to commend Michael Caldwell for his dedicated service to the Resort Improvement District No. 1 and to the community of Shelter Cove and present him with a token of the District's appreciation.