

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: January 18, 2018
Time: 9:00 a.m.
Posted: January 12, 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.

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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 December 21, 2017 Regular Board Meeting and the December 23, 2017 Special Board Meeting.
2. Approve Bills for Month of December 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 Fourth Quarter Report.
2. Shelter Cove Road Repair Status Report from Humboldt County.
3. Top Tier Electric Charge Evaluation.
4. Budget Preparation Volunteer.
5. Board Support of Property Rights.

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. Consider Hiring New General Manager.
2. Annual Adoption of Resolution Establishing Water and Sewer Standby Charges (Resolution 18-01).
3. Annual Adoption of Resolution Establishing Fire Protection Tax (Resolution 18-02).
4. Consider a Side Letter of Agreement Regarding Employee Compensation Guidelines for Court Issued Subpoenas Contained in the Memorandum of Understanding with IBEW.
5. Consider Amending Board Policy 2010 Employee Compensation Guidelines Regarding Court Issued Subpoenas. (First Reading).

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, February 15th, 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: January 18, 2018 Agenda Item No.: IX. 1

Agenda Item Title: Consider Hiring New General Manager.

Presented by: Susan Fox, General Manager

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

BACKGROUND:

The District's General Manager, Philip Young, abruptly resigned from his position on December 22nd, 2017.

The Board need to establish hiring criteria to fill the vacancy, such as salary range and other compensation and to determine where and how the position of General Manager will be advertised. Attached please find the initial General Manager contract used in the hiring the previous General Manager and the Board Policy 2300: General Manager's job description.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Review the General Managers job description, contract, and compensation and initiate the hiring process.

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

Meeting Date: January 18, 2018 Agenda Item No.: IX. 2

Agenda Item Title: Annual Adoption of Resolution Establishing Water and Sewer Standby Charges (Resolution 18-01).

Presented by: Susan Fox, General Manager

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

BACKGROUND:

Each year the Board is required to establish the standby water and sewer charges (\$8.00 each) to be applied to undeveloped parcels. The County of Humboldt includes these charges on the property tax bill to property owners. In July of each year the District advises the County of each parcel that is connected to RID utilities, and the County removes any standby charge from the property tax bill.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to adopt Resolution 18-01: Establishing Water and Sewer Standby Charges.

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

Meeting Date: January 18, 2018 Agenda Item No.: IX. 3

Agenda Item Title: Annual Adoption of Resolution Establishing Fire Protection Tax. (18-02).

Presented by: Susan Fox, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Humboldt County requires the Board on an annual basis to adopt a resolution establishing the District's Fire Protection Tax.

<u>Parcel Use</u>	<u>2018/19 Total Tax</u>
A. Residential Dwelling:	\$125 per fiscal year.
B. Commercial Residential:	\$250 per fiscal year.
C. Commercial Building:	\$250 per fiscal year.
D. Vacant Residential:	\$99 per fiscal year.
E. Vacant Commercial:	\$99 per fiscal year.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to adopt Resolution 18-02: Establishing the Fire Protection Tax.

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

Meeting Date: January 18, 2018 Agenda Item No.: IX. 4

Agenda Item Title: Consider a Side Letter of Agreement Regarding Employee Compensation Guidelines for Court Issued Subpoenas Contained in the Memorandum of Understanding with IBEW.

Presented by: Susan Fox, General Manager

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

BACKGROUND:

The RID/IBEW Union MOU states that employees who are subpoenaed to testify in any judicial or administrative proceeding as a witness in which the District has no interest and is not a party, shall be considered in an unpaid status, unless the employee requests to use his/her accrued vacation leave for the period of time he/she will be a witness.

Staff is requesting a waiver of this provision, granting any employee paid-status when responding to a court issued subpoena and not having him use vacation time to do so.

FINANCIAL IMPACT:

Employee wages for the period of time spent in court.

RECOMMENDATION:

Motion to approve the Side Letter regarding employee compensation guidelines for court issued subpoenas contained in the Memorandum of Understanding with IBEW.

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

Meeting Date: January 18, 2018 Agenda Item No.: IX. 5

Agenda Item Title: Consider Amending Board Policy 2010 Employee Compensation Guidelines Regarding Court Issued Subpoenas. (First Reading)

Presented by: Susan Fox, General Manager

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

BACKGROUND:

Board Policy 2010 and the RID/IBEW Union MOU both state that: Employees who are subpoenaed to testify in any judicial or administrative proceeding as a witness in which the District has no interest and is not a party, shall be considered in an unpaid status, unless the employee requests to use his/her accrued vacation leave for the period of time he/she will be a witness.

Staff is requesting a waiver of this provision, granting any employee paid-status when responding to a court issued subpoena and not having him use vacation time to do so.

FINANCIAL IMPACT:

Employee wages for the period of time spent in court.

RECOMMENDATION:

After board consideration, place the proposed policy amendment on the February board meeting agenda for approval.