

# 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:** December 15, 2016  
**Time:** 9:00 a.m.  
**Posted:** December 12, 2016

*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

### IV. ACTION ITEMS

1. Election of Officers for a One-Year Term Beginning December 15th, 2016.
  - 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 17, 2016 Regular Board Meeting.
2. Approve Bills for Month of November 2016: 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. Shelter Cove Property Owner's Association Membership Meeting Report.

## 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. ACTION ITEMS

*All Agenda Action Items for discussion and possible action by the Board of Directors.*

1. Clubhouse Rental Requests:
  1. Consider 2017 Annual Community Clubhouse Recreation Events.
  2. Request to Serve Beer and Wine at Robert Smith Memorial on January 14, 2017.
  3. Request from Pioneers to host a New Year's Eve Party and serve Beer and Wine.

2. Consider Correspondence Regarding Greenbelt Trees Adjacent to Private Property.
3. Consider Gyppo Ale Mill Hookup Fee Installment Request.
4. Adoption of Resolution 16-16: A Resolution Authorizing the District to Extend the Full Load Service Contract 06-SNR-00926 with Western Area Power Administration and Authorizing the General Manager to Sign All Applicable Documents.
5. Shelter Cove Micro-grid Project Update – Report on Schatz Energy Research Center Visit.
6. Strategic Plan Review.

## 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, January 19th, 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: December 15, 2016 Agenda Item No.: IV. 1.

Agenda Item Title: Election of Officers for a One-Year Term Beginning December 15, 2016 (and ending with the December 2017 Board Meeting).

Presented by: Susan Fox, President

Type of Item:    Action                    Discussion                    Information

Action Required:  No Action                    Voice Vote                    Roll Call Vote

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**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 15, 2016, Board Meeting (and ending with the December 2017 Board Meeting).
- B. Nomination of \_\_\_\_\_ as Vice President of the Board of Directors for a one-year term beginning with the December 15, 2016, Board Meeting (and ending with the December 2017 Board Meeting).

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

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Meeting Date: December 15, 2016

Agenda Item No.: IX. 1

Agenda Item Title: Clubhouse Rental Requests:

3. Consider 2017 Annual Community Clubhouse Recreation Events.
4. Request to Serve Beer and Wine at Robert Smith Memorial on January 14, 2017.
3. Request from Pioneers to host a New Year's Eve Party and serve Beer and Wine.

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:**

1. Attached please find the draft 2017 Community Clubhouse annual schedule of District sponsored, fee exempted, fee reduced and other annual events for board consideration.
2. Nicole Parker is requesting permission to serve beer and wine at Robert Smith's memorial.
3. Pioneer's is requesting permission to serve beer and wine at a New Year's Eve Party.

**FINANCIAL IMPACT:**

Loss of potential rental revenue.

**RECOMMENDATION:**

1. Motion to approve the Community Clubhouse annual events schedule for 2017 as determined by the Board.
2. Motion to authorize Nicole Parker to serve beer and wine at Robert Smith's memorial.
3. Motion to authorize the Pioneers to serve beer and wine at the New Year's Eve Party.

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

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Meeting Date: December 15, 2016 Agenda Item No.: IX. 2

Agenda Item Title: Consider Correspondence Regarding Greenbelt Trees Adjacent to Private Property.

Presented by: Lea Ann Barnick.

Type of Item:     Action                       Discussion                       Information

Action Required:     No Action                       Voice Vote                       Roll Call Vote

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**BACKGROUND:**

See attached letter and photographs.

**FINANCIAL IMPACT:**

Cost of tree removal.

**RECOMMENDATION:**

To be determined by the Board.

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

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Meeting Date: December 15, 2016 Agenda Item No.: IX. 3

Agenda Item Title: Consider Gyppo Ale Mill Hookup Fee Installment Request.

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:**

This item was tabled from last month's meeting. The commercial Gyppo Ale Mill project located at the corner of Upper Pacific Drive and Machi Road has obtained their building permit from Humboldt Building Department and because the utility connection fees are projected to be over \$120,000 project owners are requesting they be allowed to make a small deposit to get services turned on then make regular installment payments on their connection fees until the balance is paid off. They are also asking for some relief on the sewer line extension costs. The General Manager is referring the request to the Board for consideration. See attached documents.

**FINANCIAL IMPACT:**

Connection fees are projected to be over \$120,000. See attached documents for draft connection fee cost calculations.

**RECOMMENDATION:**

To be determined by the Board.

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

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Meeting Date: December 15, 2016 Action Item No.: IX. 4

Agenda Item Title: Adoption of Resolution 16-16: A Resolution Authorizing the District to Extend the Full Load Service Contract 06-SNR-00926 with Western Area Power Administration and Authorizing the General Manager to Sign All Applicable Documents.

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 and Western Area Power Administration (Western) are parties to Full Load Service (FLS) Contract No. 06-SNR-00926 which provides for Western to furnish Power and Portfolio Services to Shelter Cove. This contract is scheduled to terminate on September 30, 2020.

Western is preparing to purchase Supplemental Power for periods extending beyond the FLS contract termination date. Western must have a commitment from all its customers in order to purchase long-term Supplemental Power. Amendments are needed to the FLS contract to extend the term to December 31, 2024 and to reflect updated procedures Western will follow as the District's Portfolio Manager. Customers must execute the Amendment by the end of December, 2016. See draft resolution 16-16 attached.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Motion to adopt Resolution 16-16: A Resolution Extending the Full Load Service Contract with Western Area Power Administration to December 31, 2024.

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

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Meeting Date: December 15, 2016 Action Item No.: IX. 5

Agenda Item Title: Shelter Cove Micro-grid Project Update – Report on Schatz Energy Research Center (SERC) Visit.

Presented by: David Sommer, Nanette Corley, Philip Young

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

The District is moving forward with its strategic objective of developing alternative energy sources to best secure the District’s electrical utility and ensure the cost effectiveness of the electrical supply system. District representatives David Sommer, Nanette Corley, Philip Young made a site visit to Humboldt State University on November 16, 2016 to meet with SERC representatives to obtain more information regarding the feasibility and scope of a solar energy system for Shelter Cove and to determine approximate cost of such a system. The report presented today will outline the District’s options to secure a solar system for Shelter Cove.

**FINANCIAL IMPACT:**

TBD.

**RECOMMENDATION:**

TBD

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

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Meeting Date: December 15, 2016 Action Item No.: IX. 6

Agenda Item Title: Strategic Plan Review.

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's Strategic Plan was developed last year and it includes specific goals, objectives and tasks that help define the District's direction and the allocation of District resources needed to pursue its strategy. See attached Strategic Plan. The Plan is a living document and annual modifications to the plan may be necessary to reflect changes in District current and future needs.

Recommendations from the Board will be incorporated into the plan to be approved and adopted at a future regular board meeting.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

TBD