

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: January 16, 2020
Time: 9:00 a.m.
Posted: January 13, 2020

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

Michael Schad, President
 Susan Fox, Vice President
 Nanette Corley, Director
 David Sommer, Director
 Jack Hargrave, 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 December 19, 2019 Regular Meeting and December 20, 2019 Special Meeting.
2. Approve Bills for Month of December 2019: 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. Sheriff's Office Report.
2. Annual Board Member Assignments.
3. Fire Department 2019 Fourth Quarter Report and Annual Stats.

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 Annual Adoption of Resolution Establishing Water and Sewer Standby Charges (Resolution 20-01)
2. Consider Annual Adoption of Resolution Establishing Fire Protection Tax (Resolution 20-02).

3. Consider Clubhouse Rental Request.
4. Consider Adjusting Utility Connection Fees and the Future Procedures and Timeline for Connection Fee Changes.
5. Consider IBEW Temporary Job Position Upgrade Compensation.
6. Consider Policy 2230: Lactation Accommodation Policy.
7. Approve Mandated CalPERS Unbudgeted Expense.
8. Approve of Resolution 20-03: Authorizing the Purchase of Property Located at 35 Beach Road and Authorizing the General Manager to Sign all Applicable Documents.
9. Consider Western Area Power Administration Scheduling Coordinator Services Amendment No. 3.

X. OVERLOOKED ISSUES

No actions can be taken.

XI. ADJOURNMENT TO CLOSED SESSION

XII. CLOSED SESSION

1. Public Employee Performance Evaluation.
Pursuant to Government Code § 54957, the Board will meet in Closed Session regarding the General Manager's Interim Performance Evaluation.

XIII. CLOSED SESSION REPORT

XIV. 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 20th, 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: January 16, 2020 Agenda Item No.: IX. 1

Agenda Item Title: Annual Adoption of Resolution Establishing Water and Sewer Standby Charges (Resolution 20-01).

Presented by: Justin Robbins, 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 20-01: Establishing Water and Sewer Standby Charges.

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: January 16, 2020 Agenda Item No.: IX. 2
Agenda Item Title: Annual Adoption of Resolution Establishing Fire Protection Tax. (20-02).
Presented by: Justin Robbins, General Manager
Type of Item: Action Discussion Information
Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Humboldt County requires the RID Board of Directors on an annual basis to adopt a resolution establishing the District's Fire Protection Tax. The following table outlines the charge per parcel for fire protection services in Shelter Cove:

<u>Parcel Use</u>	<u>2020/21 Tax</u>
Residential Dwelling:	\$125 per fiscal year.
Commercial Residential Building:	\$250 per fiscal year.
Commercial Building:	\$250 per fiscal year.
Vacant Residential/Commercial	\$99 per fiscal year.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to adopt Resolution 20-02: Establishing the Fire Protection Tax.

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: January 16, 2020 Agenda Item No.: IX. 3

Agenda Item Title: Consider Clubhouse Rental Request

Presented by: Cynthia Eden, Shelter Cove Librarian

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

1. Cynthia Eden is requesting permission to serve beer and wine at an Author Meet and Greet to be held on February 2nd, 2020.

FINANCIAL IMPACT:

Loss of potential rental revenue.

RECOMMENDATION:

1. Motion to approve Cynthia Eden's request for permission to serve beer and wine at the Author Meet and Greet Event to be held on February 2nd, 2020.

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: January 16, 2020 Agenda Item No.: IX. 4

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 June, 2019 IG Services presented a recommended Five-Year Capital Improvement Plan (CIP) to the Board that included 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. The 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.

Since the economic slump starting in 2007, building startups in Shelter Cove and elsewhere have been slow. In an effort to stimulate growth, the Board discussed reducing connection fees in 2013 and into 2014. Property owners who were ready to build and pay connection fees delayed payment until the Board finally reduced hookup rates in July 2014. Between July and October 2019 we saw an uptick in connections but since the Board have been discussing connection fee reductions there have been no more connection fee payments made.

An Impact Fee Report, prepared by the General Manager, is being presented today for Board consideration. The report outlines any state mandates the District must follow regarding utility connection fee charges. See attached table and correspondence.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

To be 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: January 16, 2020 Agenda Item No.: IX. 5

Agenda Item Title: Consider IBEW Temporary Job Position Upgrade Compensation.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

See attached draft Side Letter Agreement from IBEW Union amending the current MOU between the District and the IBEW.

FINANCIAL IMPACT:

TBD.

RECOMMENDATION:

Motion to approve the Side Letter regarding amended union rights and authorize the General Manager to sign the document.

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: January 16, 2020 Agenda Item No.: IX. 6

Agenda Item Title: Consider Policy 2230: Lactation Accommodation Policy.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

SB 142 was effective on January 1st, 2020 SB 142 requires an employer to have a policy on "lactation accommodation." The policy must be distributed to all new employees at the time of hire and also when an employee enquires about or requests parental leave. The policy must provide:

- A statement about an employee's right to request lactation accommodation
- The process by which the employee makes the request
- An employer's obligation to respond to the request

See attached draft Board Policy 2230.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

After revision, motion to bring back policy next month for a second reading.

Move:

Second:

Schad:

Hargrave:

Fox:

Corley:

Sommer:

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

Meeting Date: January 16, 2020 Agenda Item No.: IX. 7

Agenda Item Title: Approve Mandated CalPERS Unbudgeted Expense.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

District employees who work over 1000 hours per year are required to be enrolled in the CalPERS program. The District has part-time employees who worked over 1000 hours but were not enrolled in CalPERS or credited with contributions. They are now enrolled, and the District has received an invoice from CalPERS for the accrued contribution.

FINANCIAL IMPACT:

Invoice amount \$31,944.92.

RECOMMENDATION:

Motion to approve CalPERS unbudgeted expense in the amount of \$31,944.92.

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: January 16, 2020 Agenda Item No.: IX. 8

Agenda Item Title: Approval of Resolution 20-03: Authorizing the Purchase of Property Located at 35 Beach Road and Authorizing the General Manager to Sign all Applicable Documents.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

See attached draft resolution.

FINANCIAL IMPACT:

The property owners are gifting the property to the District. The District will be responsible for paying the estimated \$1,566.81 negotiated purchase price, which is the closing costs and property taxes.

RECOMMENDATION:

Motion to approve unbudgeted expense up to \$2,500 and adopt Resolution 20-03: Authorizing the purchase of property located at 35 Beach Road, APN: 109-301-039-000 and authorizing the General Manager to sign all applicable documents.

Move:

Second:

Schad:

Hargrave:

Fox:

Corley:

Sommer:

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

Meeting Date: January 16, 2020 Agenda Item No.: IX. 9

Agenda Item Title: Consider Western Area Power Administration Scheduling Coordinator Services Amendment No. 3

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

See attached draft contract agreement and cover letter from WAPA dated October 16, 2019 explaining the need for the amendment. The term of the Contract 06-SNR-00927 ends September 30, 2020. The amendment will extend the term of the contract through December 31, 2024, which is the same date the Base Resources Contract terminates.

FINANCIAL IMPACT:

There will be no increase in service charges for the term of the agreement.

RECOMMENDATION:

Motion to authorize the General Manager to sign the amendment to the WAPA Contract 06-SNR-00927.

Move:

Second:

Schad Fox _Corley Hargrave Sommer