

# 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:** February 21, 2019  
**Time:** 9:00 a.m.  
**Posted:** February 15, 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. 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 January 17, 2019 Regular Board Meeting.
2. Approve Bills for Month of January 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. Children's Octagon Garden.
3. General Manager's Appointment to The Measure Z Citizen's Advisory Committee as an Alternate and Announcement of Funding Application Due Date of February 25<sup>th</sup>.
4. Fire Department 2018 Annual Report and Second Half Report.
5. Community Wildfire Meeting Update.
6. February 19<sup>th</sup> South and Central Siren Run-up Test Report.
7. Second Quarter Budget Review.
8. Review Draft Shelter Cove Firewise Community Wildfire Protection Plan.

## 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 Unbudgeted Expenses for the Purchase and Installation of Five Water Tank Project Variable Speed Drives, Tree Climbing Equipment, 12 New Power Poles, Kennedy Tank Coupling Upgrade, and Additional Funds Needed for Siren Purchase.
2. Consider Mutual Aid Agreement with Whale Gulch Fire Department.

## 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, March 21st, 2019, 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: February 21, 2019 Agenda Item No.: IX. 1

Agenda Item Title: Consider Unbudgeted Expenses for the Purchase and Installation of Five Water Tank Project Variable Frequency Drives (VFDs), Tree Climbing Equipment and Saws, Twelve Power Poles, Kennedy Tank Coupling Upgrade, and Additional Funds Needed for Siren Purchase.

Presented by: Justin R. Robbins, General Manager

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

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**BACKGROUND:**

District staff wish to install VFD's for five pumps at Jerry, Lar, Jeff, Bud, and 2 at Kennedy Booster Pump Stations as part of the Water Tank Replacement Project. The benefits include a soft start on the power system, reducing power surges and water hammer. The cost to install the VFD's after the Water Replacement Project is complete would be significantly higher.

The purchase of tree climbing equipment and saws are necessary to support the District's efforts to perform fuels clearing.

The purchase of twelve power poles are necessary for the pole replacement program.

The Kennedy Tank flexible coupling upgrade has been recommended by staff to mitigate earthquake damage.

The board has previously authorized \$40,000 for the purchase of three I-Force sirens based on an old quote from 2018 that did not include sales tax. An up-to-date quote has been obtained and additional funds are needed for the purchase.

**FINANCIAL IMPACT:**

The cost of the VFD's would be approximately \$27,000.

The tree climbing equipment and saws expense would be approximately \$5,700.

The twelve power poles will cost approximately \$12,000.

The Kennedy Tank coupling upgrade will cost \$2,000.

The purchase of three sirens will cost an additional \$16,000.

**RECOMMENDATION:**

Motion to authorize the unbudgeted expenses in the amount of \$60,700 for the purchase of items as presented.

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

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Meeting Date: February 21, 2019 Agenda Item No.: IX. 2

Agenda Item Title: Consider Mutual Aid Agreement with Whale Gulch Fire Department.

Presented by: Justin R. Robbins, General Manager

Type of Item:  Action  Discussion  Information

Action Required:  No Action  Voice Vote  Roll Call Vote

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**BACKGROUND:**

The fire department has a mutual aid agreement with Whale Gulch Fire Department that hasn't been updated for many years. Attached is an updated agreement for board consideration.

**FINANCIAL IMPACT:**

None.

**RECOMMENDATION:**

Motion to approve the mutual aid agreement with Whale Gulch Fire Department as presented.