

# 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:** May 16, 2019  
**Time:** 9:00 a.m.  
**Posted:** May 13, 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 April 18, 2019 Regular Board Meeting and the April 29, 2019 Special Meeting.
2. Approve Bills for Month of April 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. Rate Study/5-Year CIP Summary of Public/Staff Comments.
3. Review Third Quarter Financial Report.
4. Draft 2019/20 Draft Budget Presentation and Review.
5. Solar Photo Voltaic (PV) Interconnection.

## 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. Approve Change to Policy 2398: Power Generation Superintendent Position Description or Create Electrical Foreman Position Description.

2. Renewal of General Manager's Employment Contract and Consider Changes to the Terms and Compensation of Contract.
3. Review and Approve the 2019/22 MOU between IBEW Local 1245 AFL-CIO and the Resort Improvement District and Authorize the General Manager to Sign MOU.
4. Review and Adopt Changes to Policy 2010 – Pertaining to Confidential Employees – and Other Non-management Employees Not Included in the Bargaining Unit (Compensation, Vacation, Holiday, Sick Leave Benefits, and Other Regulations Concerning Employment).

## 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, June 20th, 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: May 16, 2019 Agenda Item No.: IX. 1

Agenda Item Title: Approve Change to Policy 2398: Power Generation Superintendent  
Position Description or Create Electrical Foreman Position Description.

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:**

In April 2019 the District’s electrical department lost their Power Generation Superintendent. An internal promotion is not possible as the position requires five years of District experience which none the current electrical department employees have. In order to fill the vacancy, the Board will have to eliminate this requirement or create a new position description of Electrical Foreman that takes on the Superintendent’s responsibilities but without the required five years of District experience.

**FINANCIAL IMPACT:**

Unknown.

**RECOMMENDATION:**

TBD.



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

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Meeting Date: May 16, 2019 Agenda Item No.: IX. 3

Agenda Item Title: Review and Approve the 2019/22 MOU between IBEW Local 1245 AFL-CIO and the Resort Improvement District and Authorize the General Manager to Sign MOU.

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 Board met in previous Closed Sessions to negotiate employee wages and benefits with IBEW Local 1245 AFL-CIO and the Board will now consider approving the negotiated changes. A copy of the draft MOU will be made available prior to the board meeting.

**FINANCIAL IMPACT:**

As stated in changes to contract.

**RECOMMENDATION:**

Motion to approve IBEW Local 1245, AFL-CIO contract regarding the MOU wages and benefits for July 1, 2019 to June 30, 2022 and authorize the General Manager to sign.

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

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Meeting Date: May 16, 2019

Agenda Item No.: IX. 4

Agenda Item Title: Review and Adopt Changes to Policy 2010 – Pertaining to Confidential Employees – and Other Non-management Employees Not Included in the Bargaining Unit (Compensation, Vacation, Holiday, Sick Leave Benefits, and Other Regulations Concerning Employment).

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:**

Amendments need to be made to the current Policy 2010 to reflect the IBEW Local 1245, AFL-CIO negotiated contract regarding the MOU wages and benefits. A draft Policy 2010 with amendments will be made available prior to the board meeting.

**FINANCIAL IMPACT:**

To be determined in the amended Policy 2010.

**RECOMMENDATION:**

Motion to adopt the amendments to Policy 2010: Pertaining to Confidential Employees – and Other Non-management Employees Not Included in the Bargaining Unit (Compensation, Vacation, Holiday, Sick Leave Benefits, and Other Regulations Concerning Employment).