

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: September 19, 2019
Time: 9:00 a.m.
Posted: September 16, 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 August 7, 2019 Special Board Meeting and the August 15, 2019 Regular Meeting.
2. Approve Bills for Month of August 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. Humboldt County Dept. of Public Works Shelter Cove Road Repair Update.
3. Request for Variance for Sewer Line Relocation n Fawn Drive.

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. Clubhouse Rental Request.
Abalone Hall Fee Waiver and Permission to Serve Beer and Wine at the Art is Alive Event to Be Held on October 5th, 2019.

2. Consider Revisions to the Monthly Water and Sewer Rates and the Future Procedures for All Utility Rate and Connection Fee Changes.
3. Consider Amended Memorandum of Understanding for the RID's Small Group Health Benefits Program and Adoption of Resolution 19-09: A Resolution Approving the Form and the Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program.
4. Consider Purchase of a New F150 Ford Truck.
5. Review and Approve 2018/19 Fourth Quarter Financial Report.
6. Consider Adoption of Resolution 19-08: Approval of the 2018 Power Source Disclosure Annual Report and Power Content Label.

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, October 17th, 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**

Meeting Date: September 19, 2019 Agenda Item No.: IX. 1

Agenda Item Title: Clubhouse Rental Request.
Abalone Hall Fee Waiver and Permission to Serve Beer and Wine at the
Art is Alive Event to Be Held on October 5th, 2019.

Presented by: Laura Lasseter, Director of Operations and Funding Southern Humboldt
Business and Visitors Bureau.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Staff received the following request for renting Abalone Hall and kitchen requiring Board consideration. See attached document:

- a. Laura Lasseter, Director of Operations and Funding of SHBVB, is requesting a rental fee waiver and permission to serve beer and wine at the Art is Alive Event to be held on October 5th, 2019.

FINANCIAL IMPACT:

Potential loss of rental revenue. Insurance will be covered by the event holder.

RECOMMENDATION:

Motion to waive fees for the Art is Alive Event to be held on October 5th, 2019 and give Laura Lasseter permission to serve beer and wine at the event.

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

Meeting Date: September 19, 2019 Agenda Item No.: IX. 2

Agenda Item Title: Consider Revisions to the Monthly Water and Sewer Rates and the Future Procedures for All Utility Rate and 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:

Changes to the monthly utility rate structure are needed due to all three utility departments operating at a deficit. The standard operating procedure for dealing with such deficits over the years has been to cover the shortfall with an allocation of property tax revenues but the ongoing reduction of property taxes and assessments due to the home value re-evaluations and lot mergers has limited the amount that can be used to supplement the utility departments.

At last month's board meeting the board tabled this item until this month to allow more time for discussion.

See attached monthly water and sewer rate sheets.

FINANCIAL IMPACT:

The proposed increases to the water and sewer utility rate structure will be phased in gradually over a five-year period. Water and sewer enterprises are traditionally supplemented by property tax assessments, but the percentage of the subsidy is open to change by the board.

RECOMMENDATION:

Motion to authorize staff to notify the public of the proposed water and sewer utility rate fee adjustments in the next District Newsletter and include a proposed schedule for changing all utility rates and connection fees as outlined by the Board and per legal requirements.

RID #1 Utility Rate Schedules (Proposed as of 6/7/19)									
Category of Service	Present Rates	Proposed 10/1/19			10/1/2020	10/1/2021	10/1/2022	10/1/2023	
ELECTRICITY									
Residential Existing		Residential Proposed			Change:	3.0%	3.0%	3.0%	3.0%
Service Charge (\$/Mo)	\$14.43	Service Charge	\$25.10	2.5%	\$25.85	\$26.63	\$27.43	\$28.25	
Capital Facility Charge (\$/Mo)	\$10.06								
Tier 1: 1 - 1,000 kWh (\$/kWh)	\$0.2200	Tier 1: 1 - 750 kWh	\$0.2200	Tiers and Rates	\$0.2266	\$0.2334	\$0.2404	\$0.2476	
Tier 2: 1,001 - 2,000 kWh (\$/kWh)	\$0.2700	Tier 2: 751 - 1,250 kWh	\$0.2700		\$0.2781	\$0.2864	\$0.2950	\$0.3039	
Tier 3: Over 2,000 kWh (\$/kWh)	\$1.2600	Tier 3: Over 1,250 kWh	\$0.5200		\$0.5356	\$0.5517	\$0.5682	\$0.5853	
Commercial Existing		Commercial Proposed							
Energy Cost (\$/kWh)	\$0.3100	Energy Cost	\$0.3177	2.5%	\$0.3272	\$0.3370	\$0.3472	\$0.3576	
Capital Facility Charge (\$/Mo)	\$10.06	Service Charge	\$10.92	8.5%	\$11.25	\$11.59	\$11.94	\$12.30	
10 kVA Transformer (\$/Mo)	\$13.83	10 kVA Transformer	\$14.18	2.5%	\$14.61	\$15.05	\$15.50	\$15.97	
15 kVA Transformer (\$/Mo)	\$20.76	15 kVA Transformer	\$21.27	2.5%	\$21.91	\$22.57	\$23.25	\$23.95	
25 kVA Transformer (\$/Mo)	\$22.86	25 kVA Transformer	\$35.45	55.1%	\$36.51	\$37.61	\$38.74	\$39.90	
37 kVA Transformer (\$/Mo)	\$51.69	37 kVA Transformer	\$52.47	1.5%	\$54.04	\$55.66	\$57.33	\$59.05	
50 kVA Transformer (\$/Mo)	\$69.17	50 kVA Transformer	\$70.90	2.5%	\$73.03	\$75.22	\$77.48	\$79.80	
75 kVA Transformer (\$/Mo)	\$103.76	75 kVA Transformer	\$106.35	2.5%	\$109.54	\$112.83	\$116.21	\$119.70	
100 kVA Transformer (\$/Mo)	\$138.33	100 kVA Transformer	\$141.80	2.5%	\$146.05	\$150.43	\$154.94	\$159.59	
150 kVA Transformer (\$/Mo)	\$207.50	150 kVA Transformer	\$212.70	2.5%	\$219.08	\$225.65	\$232.42	\$239.39	
225 kVA Transformer (\$/Mo)	\$311.29	225 kVA Transformer	\$319.05	2.5%	\$328.62	\$338.48	\$348.63	\$359.09	
WATER									
Residential Existing		Residential Proposed			Change:	3.0%	3.0%	3.0%	3.0%
Service Charge (\$/Mo)	\$21.01	Service Charge (\$/Mo)	\$25.00	Tiers and Rates	\$25.75	\$26.52	\$27.32	\$28.14	
Up to 500 cf (\$/Mo)	\$10.98	Up to 250 cf (\$/Mo)			\$3.09	\$3.18	\$3.28	\$3.38	
Tier 1: 501 - 2,000 cf (\$/ccf)	\$6.27	Tier 1: 251 - 500 cf (\$/ccf)	\$3.00		\$4.12	\$4.24	\$4.37	\$4.50	
Tier 2: Over 2,000 cf (\$/ccf)	\$9.40	Tier 2: 501 - 1,000 cf (\$/ccf)	\$4.00		\$9.27	\$9.55	\$9.84	\$10.14	
Tier 3: None		Tier 3: Over 1,000 cf (\$/ccf)	\$9.00						
Commercial Existing		Commercial Proposed							
Service Charge (\$/Mo)	\$21.01	Service Charge (\$/Mo)	\$25.00	Tiers and Rates	\$25.75	\$26.52	\$26.52	\$26.52	
Up to 500 cf (\$/Mo)	\$10.98	Up to 250 cf (\$/Mo)			\$5.46	\$5.62	\$5.79	\$5.97	
Tier 1: 501 - 2,000 cf (\$/ccf)	\$6.27	Over 250 cf (\$/ccf)	\$5.30						
Tier 2: Over 2,000 cf (\$/ccf)	\$9.40								
SEWER									
Residential Existing		Residential Proposed			Change:	10.0%	10.0%	10.0%	10.0%
Single-Family (per home)	\$40.79	Single-Family (per home)	\$44.87	10.0%	\$49.36	\$54.30	\$59.73	\$65.70	
Multi-Family (per unit)	\$40.79	Multi-Family (per unit)	\$44.87	10.0%	\$49.36	\$54.30	\$59.73	\$65.70	
Residential Unit Equivalent (RUE)	\$18.20	RUE	\$20.02	10.0%	\$22.02	\$24.22	\$26.64	\$29.30	
Commercial Existing		Commercial Proposed							
Commercial "A" and "B"	\$40.79	All Commercial	\$44.87	10.0%	\$49.36	\$54.30	\$59.73	\$65.70	
Residential Unit Equivalent (RUE)	\$18.20	RUE	\$20.02	10.0%	\$22.02	\$24.22	\$26.64	\$29.30	

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

Meeting Date: September 19, 2019 Agenda Item No.: IX. 3

Agenda Item Title: Consider Adoption of Resolution 19-08: A Resolution Approving the Form and the Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

Amendments to the Health Benefits Program Memorandum of Understanding between the RID and SDRMA are required due to new IRS guidelines, the Affordable Care Act and pool guidelines. See attached draft Resolution 19-08 and MOU. Without execution of the attached MOU and resolution by November 1, 2019, the Health Benefits program will be cancelled effective January 1, 2020.

FINANCIAL IMPACT:

Unknown.

RECOMMENDATION:

Motion to adopt Resolution 19-08: A Resolution Approving the Form and the Authorizing Participation in the Special District Risk Management Authority's Health Benefits Program.

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

Meeting Date: September 19, 2019 Agenda Item No.: IX. 4

Agenda Item Title: Consider Purchase of a New F150 Ford Truck.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The water/wastewater department is in need of replacing two pickup trucks that have become unsafe to drive. One new pickup truck is being considered at this time and three quotes are attached for board consideration. This capital purchase was included in this year's budget under number 90971

FINANCIAL IMPACT:

TBD – Quotes range between \$28,886 to \$38,585.

RECOMMENDATION:

Motion to approve purchase of the new pickup truck from _____.

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

Meeting Date: September 19, 2019 Agenda Item No.: IX. 5

Agenda Item Title: Review and Approve 2018/19 Fourth Quarter Financial Report.

Presented by: Justin R. Robbins, General Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The 2018/19 Fourth Quarter Financial Report is attached for Board review. These actual end of year revenue and expense figures will be used to create next year's budget.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

After Board review motion to approve the 2018/19 Fourth Quarter Financial Report as presented.

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

Meeting Date: September 19, 2019 Agenda Item No.: IX. 6

Agenda Item Title: Consider Adoption of Resolution 19-08: Approval of the 2018 Power Source Disclosure Annual Report and Power Content Label.

Presented by: Justin R. Robbins, General Manager.

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

The California energy Commission requires all retail suppliers of electricity to annually report all power procurements and retail sales and produce a Power Content Label which discloses the power mix (MWh) of the purchases and sales. The Power Content Label is required to be posted to the District's website. See attached draft resolution.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

After Board review motion to adopt Resolution 19-08: Approval of the 2018 Power Source Disclosure Annual Report and Power Content Label.

2018 POWER CONTENT LABEL		
Resort Improvement District No. 1		
www.sheltercove-ca.gov		
ENERGY RESOURCES	Power Mix	2018 CA Power Mix**
Eligible Renewable	0%	31%
Biomass & Biowaste	0%	2%
Geothermal	0%	5%
Eligible Hydroelectric	0%	2%
Solar	0%	11%
Wind	0%	11%
Coal	0%	3%
Large Hydroelectric	47%	11%
Natural Gas	0%	35%
Nuclear	0%	9%
Other	0%	<1%
Unspecified sources of power*	53%	11%
TOTAL	100%	100%
<p>* "Unspecified sources of power" means electricity from transactions that are not traceable to specific generation sources.</p> <p>** Percentages are estimated annually by the California Energy Commission based on the electricity generated in California and net imports as reported to the Quarterly Fuel and Energy Report database and the Power Source Disclosure program.</p>		
For specific information about this electricity product, contact:	Resort Improvement District No. 1 707-986-7447	
For general information about the Power Content Label, please visit:	http://www.energy.ca.gov/pcl/	
For additional questions, please contact the California Energy Commission at:	Toll-free in California: 844-454-2906 Outside California: 916-653-0237	