

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: November 21, 2019
Time: 9:00 a.m.
Posted: November 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 October 17, 2019 Regular Meeting.
2. Approve Bills for Month of October 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. First Quarter Financial Report of the 2019/20 Budget

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 Amendments to Ordinance No. 71: Administrative Rate Schedule For Electrical Usage. (First Reading).
2. Consider Adjusting Utility Connection Fees and the Future Procedures and Timeline for Connection Fee Changes.

3. Consider Adoption of Policy 2390: Fire Chief Job Description. (Second Reading).
4. Adoption of Resolution 19-10: Designation of Officer and Approving Application for California Climate Investment Cal Fire Grant for Fuels Reduction
5. Dissolving the existing Community Center Planning Committee.
6. RID Dept of Public Works Mutual Aid Letter for FEMA Telegraph Road Repairs.
7. Consider Authorizing Unbudgeted Expense for Power Pole Line Relocation from Shelter Cove Road to Hillside Drive.
8. Consider First Draft of the Wildfire Mitigation Plan.

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, December 19th, 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: November 21, 2019 Agenda Item No.: IX. 1

Agenda Item Title: Consider Amendments to Ordinance No. 71: Administrative Rate Schedule For Electrical Usage. (First Reading).

Presented by: Justin Robbins, General Manager

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

BACKGROUND:

At last month's meeting the Board approved preliminary adjustments to the monthly electric utility rates and directed staff to notify the public of proposed changes in the District's monthly Newsletter and present Ordinance No. 71: Administrative Rate Schedule For Electrical Usage at today's meeting for a first reading.

See attached draft Ordinance No. 71, administrative rate schedule and tables.

FINANCIAL IMPACT:

The District needs to adjust the electric utility monthly rates to reflect the actual current and future cost of delivering utility services.

RECOMMENDATION:

The Board review and approve changes to be incorporated into the Electric Utility Rate Ordinance #71 and schedule a second reading on December 19th, 2019 for its adoption.

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

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

Agenda Item Title: Consider Adjusting 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 includes 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. Primarily due to the economic slump starting in 2007, building startups have been slow over the last ten years, but the first four months of this fiscal year has seen an early uptick in building and connection fee revenue. IG Services Rate Study calculations make the assumption that connection fees would remain the same. The study made no recommendations to adjust utility connection fees. See attached tables.

FINANCIAL IMPACT:

To be determined.

RECOMMENDATION:

If changes to the connection fees are recommended by the board:
Motion to authorize staff to notify the public of the proposed preliminary connection fee adjustments in the District Newsletter and include a proposed schedule for changing the connection fees as outlined by the Board and per legal requirements.

HISTORY OF CONNECTION FEES

Residential Rates Standard Hookups:

<u>Effective Dates</u>	<u>Water</u>			<u>Sewer</u>			<u>Electric</u>			<u>Grand Totals</u>
	Cap	Install	Total	Cap	Install	Total	Cap	Install	Total	
8/85			350			350			300	\$1,000
7/88 Ord. 35			495			440		Underground Overhead	440 385	\$1,375 \$1,320
11/90 Ord. 36			495			440		Underground Overhead	440 385	\$1,375 \$1,320
1/1/91 Reso 90-13 Ord 37			625			440		Underground Overhead	575 480	\$1,640 \$1,545
9/92 Ord. 41	975	650	1,625	1775	445	2,220	1,175	650	1,825	\$5,670
9/93 Ord. 45	1,460	650	2,110	2,665	445	3,110	1,760	650	2,410	\$7,630
1/94 Ord 45 incorp into Ord. 53	1,950	650	2,600	3,555	445	4,000	2,350	650	3,000	\$9,600
9/01/02 Ord. 68	1,950	1,700	3,650	3,555	1,075	4,630	2,350	1,650	4,000	\$12,280
9/14/04 Ord. 69	1,950	1,700	3,650	3,555	1,075	4,630	2,350	1,650	4,000	\$12,280
7/1/07 Ord 72	15,000	2,500	17,500	5,000	2,200	7,200	10,000	2,700	12,700	\$37,400
7/1/14 Ord 72	9,000	2,350	11,350	9,000	2,050	11,050	9,000	2,550	11,550	\$33,950
	Water reduced by \$6,150			Sewer increased by \$3,850			Electric reduced by \$1,150			
	Sewered area			Reduction =-\$3,450			Total fees			\$33,950
	Septic area			Reduction=-\$7,300			Total fees			\$22,900

Total Connection Fee Revenue received for all three utilities	
2007/2008	\$258,100
2008/2009	\$242,500
2009/2010	\$85,200
2010/2011	\$140,200
2011/2012	\$155,400
2012/2013	\$101,700
2013/2014	\$77,200
2014/2015	\$159,700
2015/2016	\$113,300
2016/2017	\$129,500
2017/2018	\$198,496
2018/2019	\$64,000
2019/2020 (4 months)	\$79,750
Total	\$1,805,046

RESORT IMPROVEMENT DISTRICT NO. 1

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

Meeting Date: November 21, 2019 Agenda Item No.: IX. 3

Agenda Item Title: Consider Adoption of Policy 2390: Fire Chief Job Description. (Second Reading).

Presented by: Susan Fox, Board President

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

See attached draft job description.

FINANCIAL IMPACT:

TBD.

RECOMMENDATION:

Motion to adopt Policy 2390: Fire Chief Job Description as presented.

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

Meeting Date: November 21, 2019 Agenda Item No.: IX. 4

Agenda Item Title: Adoption of Resolution 19-10: Designation of Officer and Approving Application for Climate Investment Cal Fire Grant for Fuels Reduction.

Presented by: Justin R. Robbins, General Manager.

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

BACKGROUND:

The Resort Improvement District No. 1 wishes to enter into an agreement with the State of California Department of Forestry and Fire Protection (Cal Fire) under the Climate Investment Fire Prevention Fund Grant Program and needs the Board to pass the attached Resolution 19-10 to approve the designation of officer and approve the application and authorize the General Manager to sign and execute the agreement on behalf of the District.

FINANCIAL IMPACT:

Unknown.

RECOMMENDATION:

Motion to adopt Resolution 19-10: Designation of Officer and Approving Application for Climate Investment Cal Fire Grant.

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

Meeting Date: November 21, 2019 Agenda Item No.: IX. 5

Agenda Item Title: Dissolving the existing Community Center Planning Committee.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

At the Community Center Committee Meeting held on Friday, October 25th, 2019 the committee members discussed the need to dissolve the Community Center Planning Committee which was formed by the RID Board of Directors.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Motion to dissolve the Community Center Planning Committee.

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

Meeting Date: November 21, 2019 Agenda Item No.: IX. 6

Agenda Item Title: RID-Dept of Public Works Mutual Aid Letter for FEMA Telegraph Creek Road Repairs.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

During the next construction season, Humboldt County Dept. of Public Works and RID will be making FEMA funded repairs to three areas of storm damaged road and water infrastructure located on Telegraph Creek Road and Puma Drive. The attached letter describes the construction work to be performed by each party and it is being presented today for Board approval. See attached letter.

FINANCIAL IMPACT:

The total project cost is approximately \$57,000.
FEMA will reimburse 75% of the costs of the repairs - \$42,700 and OES will reimburse up to - \$10,654.
Cost to the District will be in the vicinity of \$3,552.

RECOMMENDATION:

Motion to approve the Mutual Aid Letter as presented.

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

Meeting Date: November 21, 2019 Agenda Item No.: IX. 7

Agenda Item Title: Consider Authorizing Unbudgeted Expense for Power Pole Line Relocation from Shelter Cove Road to Hillside Drive.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

In preparation for Humboldt County Public Works making repairs to the slip out on Shelter Cove Road, just below the General Store, the District must relocate a section of high-voltage power line from the slide impacted area on Shelter Cove Road to Hillside Drive. Relocation of the power line involves upgrades to existing poles and placement of additional poles and lines on the lower section of Hillside Drive. Relocation will permanently resolve future power line impacts from erosion on this stretch of road and vacant property owners along Hillside Drive will be able to utilize the new lines for future home development.

There are three options to achieve relocating of the power line:

1. Alternative 1 will need 12 new or upgraded power poles and will cause 6 power outages (3 total days). This option will electric service to more vacant parcels than Alternative 3.
2. Alternative 2 will need 7 new poles and 300 feet of underground line and will cause 2 power outages for less than 2 days. Permission from 2 property owners will be needed for a new Public Utility Easement. There will be a reduction in overhead power line threats. This option will electric service to more vacant parcels than Alternative 3.
3. Alternative 3 Upgrade 2 existing poles with 55' poles. 1 day of outage. Temporary solution due to potential for slide.

See attached maps.

FINANCIAL IMPACT:

Alternative 1 - \$41,444

Alternative 2 - \$30,000 to \$35,000 plus additional time to get property owners permission

Alternative 3 - \$10,000

To underground the entire line will cost approximately \$250,000

RECOMMENDATION:

Motion to approve the unbudgeted expense of up to \$50,000 to relocate the high voltage power lines from Shelter Cove Road to Hillside Drive.

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

Meeting Date: November 21, 2019 Agenda Item No.: IX. 8

Agenda Item Title: Consider First Draft of the Wildfire Mitigation Plan.

Presented by: Justin Robbins, General Manager

Type of Item: Action Discussion Information

Action Required: No Action Voice Vote Roll Call Vote

BACKGROUND:

On August 31, 2018, the California Legislature passed Senate Bill (“SB”) 901, which addresses a number of wildfire-related items relating to public utilities. Governor Brown signed the Bill into law on September 21, 2018. SB901 requires local electric utilities to prepare a wildfire mitigation plan by January 1, 2020, and annually thereafter, which will include wildfire mitigation measures if the utilities’ overhead electrical lines and equipment are located in an area that has significant risk of wildfire resulting from those electrical lines and equipment. The bill would require the District to contract with a qualified independent evaluator to review and assess the comprehensiveness of its plan.

SB 901, will help residents get funding and services through their local fire safe council or local government to help improve defensible space and make other fire safety improvements on their property. In addition, owners of nonindustrial timberlands will gain access to services through a new CAL FIRE program that will help them plan and implement improvements that reduce fuel load, implement fuel breaks, and increase overall forest health on their land. SB 901 allocates \$200 million per year for five years from the state’s Greenhouse Gas Reduction Fund in order to provide funding to CalFire for forest health and fire prevention and prescribed burns and other fuel reduction activities. SB 901 also makes comprehensive changes to forestry management and fuel reduction under the Forest Practice Act in order to mitigate the risk of wildfires across the state. See attached draft Wildfire Mitigation Plan.

FINANCIAL IMPACT:

Unknown.

RECOMMENDATION:

Motion to approve preliminary draft Wildfire Mitigation Plan as modified and bring back next month for adoption.