

RECEIVED

2024 Local Agency Biennial Notice

AUG 05 2024

HUMBOLDT COUNTY
ELECTIONS

Name of Agency: Resort Improvement District No. 1

Mailing Address: 9126 Shelter Cove Road Whitethorn, CA 95589

Contact Person: Christopher Christianson Phone No. (707) 986-7015

Email: gm@sheltercove-ca.gov Alternate Email: _____

Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.

This agency has reviewed its conflict of interest code and has determined that (*check one BOX*):

An amendment is required. The following amendments are necessary:

(*Check all that apply.*)

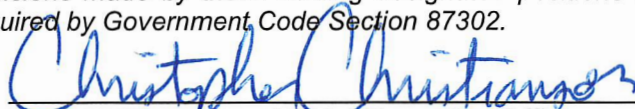
- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (*describe*) _____

The code is currently under review by the code reviewing body.

No amendment is required. (If your code is over five years old, amendments may be necessary.)

Verification (to be completed if no amendment is required)

This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.


Signature of Chief Executive Officer

8/2/24
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **August 5, 2024** to:

Humboldt County Office of Elections
Attn: Wojciech Czyz
2426 6th Street, Eureka, CA 95501

PLEASE DO NOT RETURN THIS FORM TO THE FPPC.

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: **Conflict of Interest Code**

POLICY NUMBER: **1020**

1020.10 The Political Reform Act (Government Code 81000, et. seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California. Code of Regulations. Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code.- After public notice and hearing, the standard code may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. -Therefore, the terms of 2 California. Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached appendices, designating positions and establishing disclosure categories shall constitute the conflict of interest code of the **RESORT IMPROVEMENT DISTRICT No 1 and Shelter Cove Sewer and Other Facilities Maintenance District No. 1 (District).**

1020.20 Individuals holding designated positions shall file statements of economic interests with the District, which will make statements available for public inspection and reproduction (Gov. Code Sec. 81008). Upon receipt of the statements the **District** shall make and retain copies and forward the originals to the **Elections Office of the County of Humboldt.** All other statements will be retained by the **District.**

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RESORT IMPROVEMENT DISTRICT NO. 1

Adopted: March 30, 1994
Revised: ~~August 18, 2016~~ July 18, 2024

Shelter Cove Sewer and Other Facilities Maintenance District No. 1

**APPENDIX A
Designated Positions**

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Members of the Board of Directors	1, 2, 3
General Manager	1, 2, 3
<u>Superintendents</u>	<u>1, 2, 3</u>
Consultants	1, 2, 3

Adopted: March 30, 1994
Revised: ~~August 18, 2016~~ July 18, 2024

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

APPENDIX B
Disclosure Categories

Category 1: All interests in real property located in or within 2 miles of the **District**.

Category 2: Investments in business entities and sources of income of the type which engage in land development. Construction or the acquisition or sale of real property.

Category 3: Investments in business entities and sources of income of the type which in the past two years have contracted with the **District** to provide services, supplies, materials, machinery or equipment.

Adopted: March 30, 1994
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21. Maintain the District's FCC accounts used to renew or modify the District's radio station licenses.
22. Perform hazardous materials reporting as needed.
23. Prepare annual Possessory Interest reports for the Humboldt County Tax Assessor.
24. Maintain National Firewise recognition.
25. Enhance leadership and other professional skills through continuing education and training.

Secondary Functions

1. Make travel arrangements.
2. Order office supplies.
3. Provide training for clerical personnel.
4. Make timely bank deposits, as required.

Required Knowledge, Skills, and Abilities

1. Knowledge of modern office practices and procedures including business correspondence, filing and office equipment operation.
2. Possess receptionist and telephone techniques.
3. Knowledge of record keeping methods.
4. Correct use of English grammar, spelling and punctuation.
5. Capable of writing letters and reports.
6. Capable of maintaining a cooperative relationship with those contacted in the course of work.
7. Capable of maintaining the documentation of District ordinances, resolutions and laws affecting the operation of the General Manager's office including, but not limited to, the Brown Act.
8. Must be proficient in use of general office software, including excel formulas.
9. Must have strong time-management skills.

Training and Experience

1. Possess six (6) years of increasingly responsible clerical and secretarial experience. (Equivalent job related education in secretarial/clerical courses may be substituted for maximum of two (2) years' experience.)
2. Knowledge of the basic functions and organization of Special Districts is desirable.

Special Requirements

1. Must be able to work with and manage a team in order to provide beneficial results for the district.
2. Must be able to multi-task.
3. Must have the ability to handle difficult customers and know how to resolve difficult situations calmly and effectively.

Licenses and Certificates

1. Must possess a valid California Driver's License.

Essential Physical Abilities

1. Ability to lift and/or move up to twenty-five (25) pounds. Specific abilities required by this job include close vision, depth perception and distance vision.

Compensation and Benefits

1. See Policy 2010 for pay scale information and benefits.

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: **Job Description: Power Generation Superintendent**

POLICY NUMBER: **2398**

Description: Under supervision of the General Manager, the Power Generation Superintendent is responsible for the operation and maintenance of the above ground and underground electrical system power lines and electrical distribution systems, and performs related duties.

Essential Functions and Duties

1. Plan the repair and maintenance of all plant equipment and the electrical distribution and transmission system.
2. Plan the construction of new electrical services; providing input and recommendations to the improvement and/or modernization of the electrical utility system.
3. Conduct generation plant operations; developing methods and procedures of system operations and training subordinate personnel; preparing routine operating records and reports.
4. Direct the preparation of reports, correspondence, plant log entries, and other such duties as may be directed.
5. Make regular inspections of the generation plant equipment, and other vital system infrastructure, such as key transformers and switching gear.
6. Maintain, evaluate and utilize testing equipment, develop plant operation reports and plant cost reports.
7. Make decisions regarding the need for and nature of adjustments and changes in plant operation to gain improvement in efficiency and economy.
8. Order necessary equipment, parts, and supplies for the electrical plant with approval of the General Manager.
9. Assist in the preparation of the District operating and maintenance (O&M) budget, including but not limited to, electrical plant operations, buildings O&M, electrical transmission and distribution system.
10. Provide daily supervision, guidance, and direction to subordinate members of the electrical utility department and actively participates in maintenance, installation and repair projects.
11. Perform yearly job performance evaluations of the electrical personnel. All results will be presented to the General Manager for discussion.
12. Set and emplace guy poles and install cross arms and brackets and string lines.
13. Install line equipment such as transformers, switches, cut-outs, disconnects, lightning arrestors, insulators, circuit breakers, street light fixtures, and other line apparatus.
14. Install, hook up, and maintain transformers.
15. Install, remove and repair conductors.

16. Remove old poles and fixtures, and replace same if required.
17. Transfer energized primary lines.
18. Make emergency repairs on primary and secondary wires and transformers.
19. Test pole lines and other facilities.
20. Trim trees to clear lines, and/or provide supervision to CDF crews and contracted arborists to do the line clearing.
21. Perform underground electrical cable work.
22. Trouble-shoot system and electrical problems.
23. Assist the General Manager in the preparation of reports, correspondence, daily log entries, planning and other such duties as may be directed.
24. Establish and maintain cooperative relationships with those contacted in the course of work.
25. Perform duties of Wastewater Plant and Water Plant Operator and General Laborer when necessary.
26. Read and interpret construction plans and written instructions.
27. Maintain, evaluate and utilize technical and administrative reports.
28. Supervise others, work with and instruct subordinates in safety and other areas as necessary.

Secondary Functions (or ability to learn)

1. Approved by the General Manager and the Water/Wastewater Superintendent a training program that would qualify the electrical personnel for on-call duties pertaining to RID certified Water/Wastewater Operator classification.
2. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
3. Under the direction of the General Manager the electrical personnel may be directed from time-to-time in assisting the Water/Wastewater Superintendent in special projects and emergency situations.
4. Perform other duties as assigned.

Required Knowledge, Skills, and Abilities

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction, and maintain cooperative and professional relations with the public at all times.
4. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.
5. Be able to assume responsibility for carrying out and explaining electrical operations, methods and procedures to subordinate personnel.
6. Use and care for tools and equipment.
7. Knowledge of SCADA (Supervisory Control and Acquisition System) and electrical usage data recording and storing equipment.

Training and Experience

1. Must have completed an apprenticeship program or recognized journeyman status or certified electrical worker classification approved by the District's General Manager.
2. Operate trucks, tractors, backhoes, and various types of construction equipment.
3. At least five (5) years of District experience in the Electric Department is desirable.

Special Requirements

1. May work odd shifts, weekends or holidays and perform standby duties as assigned. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
2. Must live within one hour of Shelter Cove / District boundaries.

Licenses and Certificates

1. Must possess the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards is a condition of continuing employment.
2. Should possess a valid and appropriate Class A California Driver's License with airbrake endorsement.
3. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment.

Essential Physical Abilities

1. Pass a pre-employment medical examination and drug screening.
2. Lift and carry fifty (50) pounds.
3. Perform strenuous manual labor, often in inclement weather.
4. Work in confined areas such as manholes for an extended period of time.
5. Climb poles and work at various heights above the ground installing and replacing primary and secondary voltage lines and line equipment while distribution primaries are energized.

Compensation and Benefits

1. Full time position.
2. Six month probationary period.
3. Fringe benefits package outlined in the RID/ IBEW Union MOU. See Exhibit "B-1", Hourly Wage Schedule.

RESORT IMPROVEMENT DISTRICT NO. 1
Shelter Cove Sewer and Other Facilities Maintenance District No. 1

POLICY TITLE: Job Description: Water/Wastewater Superintendent

POLICY NUMBER: 2399

Description: Under the supervision of the General Manager, the Water/Wastewater Superintendent is responsible for the operation of the water and wastewater system and treatment plants, personally participates in operation activities, supervises and participates in laboratory testing, and performs related duties.

Essential Functions and Duties

1. Responsible for water and wastewater plant operations; develop plant operations methods and procedures for use by subordinate personnel.
2. Prepare required reports, records, correspondence, plant log entries, planning in accordance with regulating agency requirements.
3. Make regular inspections of the plant equipment; develop and manage the maintenance requirement for critical plant equipment.
4. Maintain Supervisory Control and Data Acquisition (SCADA) system, store system data, and provide necessary system upgrades.
5. Maintain, evaluate and utilize laboratory testing reports, plant operation reports and plant cost reports.
6. Make decisions regarding need for and nature of adjustments and changes in plant operations to gain improvement in efficiency and economy.
7. Responsible for plant safety operations including the safe handling, storage, and in-process use of chlorine gas and sulfur dioxide gas.
8. Order necessary equipment, parts, chemicals and supplies for treatment plants with approval of the General Manager.
9. Assist in the preparation of the District operating and maintenance budget including, but not limited to, treatment plant, operations buildings, wastewater collection system and water distribution.

Secondary Functions (or ability to learn)

1. Approved by the General Manager and Power Generation Superintendent, attend training that would qualify all personnel for on-call duties pertaining to the water/wastewater and electrical departments.
2. Under the direction of the General Manager, the water/wastewater personnel may be directed from time to time in assisting the Power Generation Superintendent in special projects and emergency situations.
3. Work overtime and take standby and emergency responsibilities on a rotational basis with other field personnel.
4. Perform other job duties as assigned.

Required Knowledge, Skills, and Abilities

1. Must have completed high school or its equivalent.
2. Must be computer and network/internet literate.
3. Should have the ability to understand and carry out oral and written direction as well as maintain cooperative and professional relations with the public at all times.
4. Should be organized and accurate with a solid understanding of basic English, simple bookkeeping practices and math at a level required for successful job performance.
5. Knowledge of methods, material and equipment used in treatment plants; principles of waste water treatment and water treatment process; and necessary methods for evaluating treatment results.
6. Able to maintain, evaluate and utilize technical and administrative reports.
7. Able to supervise others and work with and instruct subordinates in safety and other areas as necessary.
8. Able to read and interpret construction plans and written instructions.
9. Able to use and care for tools and equipment.
10. Able to operate trucks, tractors, backhoes, and various types of construction equipment.
11. Able to apply first aid and artificial respiration.

Training and Experience

1. Four (4) years experience in the operation and maintenance of waste water treatment and water treatment plants including a minimum of one (1) years experience as a supervisor.
2. At least two (2) years experience in working with Supervisory Control and Data Acquisition (SCADA) systems.

Special Requirements

1. May work odd shifts, weekends or holidays and perform standby duties as assigned.
2. Must be available to respond to emergencies which affect the District such as earthquakes, power outages, pipeline breaks, high water events and chlorine breaks.
3. Must live within one hour of Shelter Cove/District boundaries.

Licenses and Certificates

1. Must possess the category of California Driver's License required by the State Department of Motor Vehicles to perform the essential duties of the position. Job incumbents must maintain a driving record acceptable to the District and its insurance carrier. Compliance with these requirements and established District vehicle operation standards is a condition of continuing employment.

2. A California State Grade III license is mandatory in waste water treatment; this requirement could change as the treatment process changes.
3. A California State Grade II license is mandatory in fresh water treatment. Grade III will be required within one (1) year following completion of a Grade III classified treatment plant.
4. Must acquire basic American Red Cross First Aid/CPR/AED certificates during the initial year of employment

Essential Physical Abilities

1. Must successfully pass a pre-employment medical examination and drug screening.
2. Must be able to lift and carry fifty (50) pounds.
3. Must be able to perform strenuous manual labor, often in inclement weather.
4. Must be able to work in confined areas such as manholes for extended periods of time.

Compensation and Benefits

1. Full-time position.
2. Six-month probationary period.
3. Fringe benefits package outlined in the RID/IBEW Union MOU; see Exhibit "B-1," Hourly Wage Schedule.

DECLARATION OF BOARD PRESIDENT
Conflict of Interest Code for
Resort Improvement District No. 1

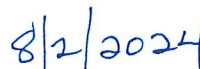
The proposed conflict of interest code specifically includes each agency position that involves the making of decisions which may foreseeably have a material financial effect on an economic interest. Positions that do not make or participate in decisions are not included.

The disclosure categories are written to address the agency's current programs and require disclosure of only foreseeable interests that may create a conflict of interest.

The District has satisfied all of the requirements of Government Code Sections 87302, 87302.6, 87303, 87306, 87306.5, 87307, 87309, 97310, 87311, and 87314 preliminary approval of the proposed code.



Janet Evans, Board President



Date

MINUTES

RESORT IMPROVEMENT DISTRICT NO. 1 BOARD OF DIRECTORS REGULAR BOARD MEETING

July 18th, 2024

I. CALL TO ORDER

President, Janet Evans called the meeting to order at 9:00 a.m.

II. ROLL CALL

Janet Evans, Board President	Present
Jack Hargrave, Vice President	Present
David Sommer, Director	Present
Mike Soluri, Director	Present
Tesia Beauchene, Director	Present

III. PLEDGE OF ALLEGIANCE

IV. PUBLIC COMMENT

Public comment taken.

V. CONSENT CALENDAR

1. Approve the Minutes of the June 20th, 2024 Regular Board Meeting and of the July 11th, 2024 Special Board Meeting.
- 2.
3. Approve Bills for Month of June, 2024: Reports regarding payment of monthly operating bills for the District which are approved expenditures in the current budget.

Motion to Approve the Consent Calendar with June 20th Regular Board Meeting and July 11th Special Meeting Minutes and Bills as presented.

**Move/Soluri, Second/Beauchene. Roll Call Vote:
Ayes: Evans, Sommer, Soluri, Beauchene, Hargrave.**

Motion passed.

VI. CORRESPONDENCE/ DISCUSSION ITEMS

1. Humbolt County Correspondence.
No report.

2. District Strategic Planning.
3. Consider creating a new District Policy for the Organizational Chart.

VII. BOARD MEMBER/STAFF REPORTS

1. Directors' Reports/Comments.
2. General Manager's Operational Status Report Re: Golf Course, Airport, Water, Sewer, Electrical, Fire Department.

VIII. ACTION ITEMS

1. Consider CalPERS CEPPT Account.

Motion to authorize the opening of a CalPERS CEPPT account under Strategy 1, and to evaluate investment opportunities when discretionary funds become available for investing.

**Move/Soluri, Second/Beauchene. Roll Call Vote:
Ayes: Evans, Hargrave, Sommer, Soluri, Beauchene.**

Motion Passed.

2. Consider Customer Request for Variance of Encroachment on Electrical Utility Easement.

Bring back next month.

3. Consider Means to Address Past Due Accounts.

Tabled till next month.

4. Consider Modifications to Board Policy 1020: Conflict of Interest Code. (Second Reading)

Motion to approve Board Policy 1020: Conflict of Interest Code as presented.

**Move/Soluri, Second/Beauchene. Roll Call Vote:
Ayes: Evans, Hargrave, Soluri, Sommer, Beauchene.**

Motion Passed.

5. Consider Modifying Policy 2010: Pertaining to Confidential Employees and Other Non-Union Employees Not Included in the Bargaining Unit (Compensation, vacation, holiday, sick leave benefits, and other regulations concerning employment) (Second Reading)

Motion to approve Policy 2010: Pertaining to Confidential Employees and Other Non-Union Employees Not Included in the Bargaining Unit (Compensation,

vacation, holiday, sick leave benefits, and other regulations concerning employment) as presented

**Move/Soluri, Second/Hargrave. Roll Call Vote:
Ayes: Evans, Hargrave, Beauchene, Sommer, Soluri.**

Motion Passed.

6. Consider Choosing Option for Sports Court Layout and Authorizing Agent to Sign Application.
Motion to authorize staff to submit one page pre-application for original site plan and site plan number four to the County to see what further steps they may require or if they would approve either one for the sports court.

**Move/Hargrave, Second/Soluri. Roll Call Vote:
Ayes: Evans, Hargrave, Sommer, Soluri, Beauchene.**

Motion Passed.

IX. UNFINISHED BUSINESS

X. ADJOURNMENT OF MEETING

President Evans adjourned the Meeting at 12:52 p.m.

Respectfully submitted,

Signature on File

Christopher Christianson
Board Secretary
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