

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Regular Meeting

Tuesday, April 15, 2025

12:00 p.m.

Inverness Firehouse, 50 Inverness Way

- 1) **Call to Order:** Attendance Report
- 2) **Election of Officers for 2025:** (President, Vice President, Treasurer; ex officio officers)
- 3) **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "*may briefly respond to statements made or questions posed*" during Public Expression, but "*no action or discussion shall be undertaken on any item not appearing on the posted agenda*" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.
- 4) **Consent Calendar**

*All items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors, staff, or public requests that a specific item be removed for separate discussion and action.*

  - A. **Approval of Minutes:** January 21, 2025, Regular Meeting Minutes
  - B. **Approval of Expenditures**
    1. **Accounts Payable:** January, February & March 2025
    2. **Credit Card Purchases:** January, February & March 2025
    3. **Payroll Expenses:** January, February & March 2025
- 5) **Reports:** Receive Reports On Administrative and Operational Activities For January, February and March 2025
  - A. **General Manager's Report**
    1. 2<sup>nd</sup> Qtr Financial Reports & January Financial Reports and Statements
    2. 5-Year Capitalization Planning
    3. Grants and Projects Report
    4. Colby/Seahaven Tank Project Update
    5. Marin County Sea Level Rise Adaptation Project
    6. Water System and Fire Department Newsletters
    7. New Service Connection Fee for 2025
  - B. **Operations Reports**
    1. Water System Report January, February & March 2025
    2. Fire Department Report January, February & March 2025
    3. Marin Wildfire Prevention Authority (MWPA) Reports
      - A. MWPA Spring 2025 Project Planning for 2025-2026
      - B. MWPA January, February & March 2025 Activity Reports
- 6) **Business of the District**
  - A. **Consider and Approve the SCADA/IT Capitalization Project:** Review and Approve the proposed project to reconfigure the water system SCADA and upgrade District IT components over the next 12 months for an estimated cost of \$198,700 over the next 2 fiscal years.

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Material provided in the meeting packet is available on the District's website, [www.invernesspubd.org](http://www.invernesspubd.org), or by contacting the District office. Items may not be taken up in the order shown on this Agenda.

For assistance in participating in this event due to a disability as defined under the ADA, please call in advance to (415) 669-1414.

**THE PUBLIC IS CORDIALLY INVITED TO ATTEND AND TO COMMENT ON AGENDA ITEMS**

**BOARD OF DIRECTORS:** KATHRYN DONOHUE, PRESIDENT • KENNETH J. EMANUELS, VICE PRESIDENT  
DAVID PRESS, TREASURER • BRENT JOHNSON • DAKOTA WHITNEY



SHELLEY REDDING, GENERAL MANAGER/CLERK OF THE BOARD  
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)

**B. Consider and Approve the Capitalization Purchase of a Woodchipper:** Review the 2 quotes provided and approve the purchase of a woodchipper with approved MWPA funds at a cost of \$30,000.00.

**C. Review and Approve Revised UTV Capitalization Purchase Amount from \$47,860 to \$52,989:** Review purchase detailed expenses and approve additional \$5,098 paid for the sales tax, delivery fee and DMV documentation fees. Adjusts the amount paid by the District to \$17,959 after the \$35,000 MWPA CORE fund reimbursement.

**7) Committee Meetings/Reports**

**A. Personnel Committee:** Report on Water System Staffing and Administration Staffing

1. Administration Staff – Patricia Grinnell hired as Bookkeeper/Admin Assistant
2. Water System Staff – Rich Perez hired as Water Superintendent

**8) Adjournment**

*Posted: 4/10/2025*