



# Inverness Public Utility District

Fire Department ✧ Water System

50 Inverness Way No., P.O. Box 469, Inverness CA 94937 ✧ (415) 669-1414

**Board of Directors**  
**Minutes, Regular Meeting**  
**Wednesday, May 25, 2022, 9:00 a.m.**  
**Inverness Firehouse**

## 1. Call to Order; Attendance Report

Vice President Whitney called the meeting to order at 9:05 a.m.

Directors Present: Dakota Whitney, David Press, Kathryn Donohue, Brent Johnson,

Directors Absent: Kenneth J. Emanuels

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Ken Fox, Senior Water Operator (joined meeting at 9:20 a.m.)

## 2. Public Expression

There was no public expression.

## 3. Approval of Minutes

**Regular Meeting of March 27, 2022:** *M/S Johnson/Press to approve the minutes of the Regular Meeting of March 27, 2022, as submitted. AYES 4, NOES 0*

**Special Meeting of April 14, 2022:** *M/S Johnson/Press to approve the minutes of the special meeting of April 14, 2022, as submitted. AYES 4, NOES 0*

## 4. Management Report

**Financial Reports:** General Manager (GM) Redding presented the financial reports for March and April 2022. She highlighted the receipt of the second ad valorem tax disbursements from the County as well as the excess ERAF funding and the Special Fire Tax funding. General discussion about increased costs for supplies and the effect on the district's finances.

**Capital Projects Accounting, April 2022:** GM Redding presented the Capital Projects report for April 2022. She noted that the only activity on current Capital Projects was the Tenney Tank Project and that final expenses are being accounted in May and will be provided at the June Board meeting.

**Tenney Tanks Replacement Project Update:** GM Redding reported that the Tenney Tank Construction Project is complete and provided the Final Report. She noted that pictures have been submitted to the State as well as a video for documenting the project. Chief of Operations Jim Fox reported that there will be work needed on Trossach Road the access for the site. He is working with Tom Baty to ensure the area is restored and the roadway is repaired to pre-construction conditions.

**MWPA Update:** GM Redding reported that she attended an Operations Committee meeting with Chief Fox to review proposed projects and then prepared draft documents for the next year's proposed activities. The drafts were presented for review and the MWPA Board will be reviewing the projects as part of the annual budget process.

**MERA Update:** GM Redding referred to the two handouts provided by MERA and reported on the progress of constructing communication towers.

**LAFCo Proposed Budget:** GM Redding presented the proposed budget document from LAFCo and noted

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



**SHELLEY REDDING**, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

their summary of work done on Municipal Service Reviews (MSR) in 2021/22. IPUD participated in the MSR for the District and had previously provided the Board with a draft of the MSR for review. Final adoption of the MSR will be in June.

**State of the Water Shortage Emergency:** This item was not discussed in anticipation of the March and April Water Reports.

**SWRCB Letter:** GM Redding reported that Customer Services Manager Wade Holland received a press inquiry asking for a reaction to the letter sent from the SWRCB to North Marin Water District that offered financial incentives to larger water operators to consider consolidation with small, disadvantaged water systems. It was reported that the District, at the time of the inquiry, was not aware of the letter, but subsequently contacted SWRCB and was then sent a letter summarizing the program. There has not been, to staff's knowledge, any consideration by NMWD in regard to IPUD.

**Memorandum regarding short-term rentals:** GM Redding presented a copy of a memo drafted at the request of Supervisor Rodoni to the County Planning Department on the impact short-term rentals have on the District, if any. The Board discussed short-term rentals and permitting procedures. Director Johnson asked if the District could request that new permits issued require a low-flow device requirement? GM Redding noted that she would ask at the next quarterly water managers' meeting.

## 5. Water System Report

Senior Water Operator Ken Fox presented the March and April Water Reports. The board discussed the cumulative rainfall total and impact of the recent rains. Staff warned that the limited amount of rain that fell in early May was not sufficient to ensure that streamflows will not drop significantly in the high-use summer months. Director Press asked if there was an average of streamflow data over time to review which could be provided at the next Board meeting to assist the Board in reviewing the current restrictions on water usage and to determine if any changes to the restrictions should be considered.

## 6. Fire Department Report

Chief Fox reported that in-person volunteer training and drills have resumed. He noted that there will be an upcoming training with Marin County Fire that several volunteers will be attending. He also reported on the department's response to the fully-involved house fire in Olema. It was also reported that David Briggs is assisting with entering incident reports to the National Fire Incident Reporting System (NFIRS), checking and restocking equipment inventories, and researching a Type 6 vehicle for possible acquisition. Director Whitney asked about the problem of cell phone service disruptions and outages on weekends. She believed that most cell phone traffic is affected and often calls cannot be placed or received. Chief Fox said he was not aware of the issue; Director Whitney asked if inquiries could be made with respect to the public safety implications. GM Redding noted that she would send an inquiry to Supervisor Rodoni to explore how this issue could be addressed.

*Director Press left the meeting (temporarily) at 9:47.*

## 7. Resolution 269-2022: Calling an Election on November 8, 2022, for Members of the Board of Directors.

The District's Board has two positions up for election on November 8, 2022. The terms of Directors Emanuels and Press end in December 2022. *M/S Johnson/Donohue to adopt Resolution 269-2022 as presented AYES 3, NOES 0*

*Director Press returned to the meeting at 9:50 am.*

## 8. Resolution 270-2022: Public Hearing on and Adoption of Appropriations Limit for FY 2022-2023

Vice President Whitney opened the Public Hearing at 9:51. GM Redding reported on the amount calculated for the Appropriations Limit for 2022/23, and noted the formula in the attached report with adjustment factors. No one from the public asked to speak. Vice President Whitney closed the public hearing at 9:55 am.

*M/S Donohue/Press to adopt Resolution 270-2022 as presented. AYES 4, NOES 0*

**9. Resolution 271-2022: Calling an Election on November 8, 2022, to Adjust the Appropriations Limit for Fiscal Years 2022/23 through 2025/26**

Tom Baty asked for clarification about the Resolution. GM Redding briefly described the Resolution for consideration by the Board, noting that the District must place the Appropriations Limit adjustment process on the ballot every four years and this resolution also asks that the item be consolidated with the General Election on November 8, 2022.

*M/S /Press/Johnson to approve Resolution 271-2022 as presented AYES 4, NOES 0*

**10. Resolution 272-2022: Calling an Election on November 8, 2022, to Approve an Initiative Ordinance to Levy a Special Parcel Tax for Increased Fire Prevention and Control and Water Supply**

Woody Elliott requested that the Board and Staff provide a report about the tax initiative that describes the feasibility of the measure, explains how the measure would be implemented, and identifies if there is a duplication of effort with the existing MWPA funding. The Board responded that a discussion item will be included on the Agenda for the Board's June meeting.

*M/S /Press/Johnson to approve Resolution 272-2022 as presented AYES 4, NOES 0*

**11. Approve and Adopt Fiscal Year 2021/22 Budget Amendments**

*M/S Donohue/Johnson to approve the Fiscal Year 2021/22 budget amendments as presented AYES 4, NOES 0*

**12. Acceptance of Extra-Help Work Agreements with Annuitants:** Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2022-2023.

*M/S Press/Donohue to approve the Extra-Help Work Agreements with annuitants Wade B. Holland and Kaaren S. Gann as presented, and to direct the President to execute the agreements. AYES 4, NOES 0*

**13. Approve Expenditures and Credit Card Charges**

*M/S Press/Johnson to approve the March and April 2022 expenditures, as presented, and the March and April 2022 Cal Card statements for S. Redding and J. Fox, as presented. AYES 4, NOES 0*

**14. Committee Meetings/Reports:**

There were no committee reports.

**15. Announcements, Next Meeting, Adjournment**

Administrator Redding announced that the next regular Board Meeting is being rescheduled from June 22 to June 29, 2022 and will be held at the Firehouse in the engine bay to provide for social distancing.

Vice President Whitney adjourned the meeting at 10:18 a.m.

These minutes were approved by the Board of Directors at the regular meeting on June 29, 2022.

Attest: /s/

Date: 6/29/2022

Shelley Redding, Clerk of the Board