



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, July 22, 2020, 9:00 a.m.
Teleconference**

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:04 a.m.

Attendance Report

Directors Present: Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson, David Press

Directors Absent: Dakota Whitney

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager

Public Present: Woody Elliott, Scott McMorrow, Skip Shapiro, Dewey Livingston

2. Public Expression

Woody Elliott expressed interest in the MWPA plan for the shaded fuel break at Seahaven and offered his assistance with the planning. Jim Fox noted that Marin County Fire Battalion Chief Christie Neill will be holding another meeting regarding this project and that Woody's participation would be welcome. Dewey Livingston asked about outdoor watering during a drought and if there was a way to pinpoint high water users. Jim Fox and Wade Holland summarized the District's process of identifying high water users and the process of notification. Wade reported that overall usage has not risen significantly compared to historical usage for the same period. Scott McMorrow expressed his appreciation to staff and Directors for their hard work.

3. Approval of Minutes

Regular Meeting of June 24, 2020: Director Emanuels asked about the status of the mutual aid agreement among West Marin water districts that was noted in the meeting minutes. Jim Fox summarized that the matter is on hold due to the COVID-19 pandemic. Once it is safe to meet, meetings will be held, systems will be toured, and cross-training of personnel among the Inverness, Bolinas, and Stinson Beach water systems can begin. Jim will also contact North Marin Water District to ask how they are managing work schedules with the COVID restrictions. *M/S Donohue/Press to approve the minutes of the Regular Meeting of June 24, 2020, as submitted. Roll Call Taken AYES 4 NOES 0*

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



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

4. Management Report

- **June 2020 Financial Reports:** Administrator Redding presented the financial reports for June, noting that although they are reporting at fiscal year-end, there are some payables for June that still need to be entered due to late submissions by vendors. President Emanuels noted the deficit in the property tax revenue; Administrator Redding said that based on a report that has just been received from the County, there is an outstanding receivable from the county for TOT taxes of approximately \$24,000 that is not included on the report in the meeting packet. President Emanuels also noted the increase in water revenue, which it was confirmed is due to the rate increase. President Emanuels also asked about the lack of expenditures from the West Marin Emergency Services fund; staff noted that firefighter protective equipment was ordered as planned before the end of the fiscal year and that the expenses will show up on next month's credit card statements.
- **FY 2020-21 Budget Update:** Administrator Redding advised that the budget will be ready for presentation at the August Board meeting.
- **Tenney Tank Project Update:** A status report on the Tenney Tank project was provided by Administrator Redding and Superintendent Fox. State Water Board has approved the \$800,000 loan, and the final financing agreement has been signed by Administrator Redding on behalf of the District and was submitted to the District's counsel for enclosure with the required legal opinion letter and reimbursement resolution that was adopted by the Board in January 2020. All the final documents were submitted by our counsel via overnight mail to the State Water Board for final review and signature. Once the State signs the financing agreement, the next step will be for the Board to authorize staff to direct our engineers, Brelje & Race, to put the project out to bid. President Emanuels asked that Staff call a special meeting of the Board if doing so will accelerate the process. Director Johnson asked about the Disadvantaged Business Enterprise requirements and was advised that Brelje & Race is responsible for ensuring that the project complies with all the requirements of the financing agreement. Director Press advised that the National Park Service can provide a memo pertaining to the Spotted Owl requirement. Scott McMorrow also noted his experience with projects in Marin County that resulted in higher than expected materials costs and the earlier the project is put out to bid, the better.
- **Marin Emergency Radio Authority (MERA) Update:** Administrator Redding reported that along with the flier provided by MERA for the Board, the items up for discussion at the previous month's MERA meeting pertained to higher-than-expected cell tower lease costs and costs at some existing sites of replacing equipment that has passed its useful life.
- **MWPA / Chipper Days:** Chief Fox attended the virtual meeting of the Marin Wildfire Prevention Authority's Board of Directors in place of Director Donahue. He reported the meeting was devoted principally to selection of officers and an executive director. Chief Fox reported that due to concerns over environmental impacts raised by citizens, the Operations Committee is working to revise some of the projects. Chief Fox reported that applications for this year's Chipper Days are coming in and the date for the event will be determined once participation of the chipping companies has been confirmed.
- **Marin County Special District Association (MCSDA):** Administrator Redding reported that the county association is now chartered under the California Special Districts Association. A matter of current interest to special districts is the legislative action pertaining

to ERAF funding and its fiscal ramifications for local districts. It is not clear yet how severely Marin County districts will be impacted.

5. **Water System Report, June 2020:** Superintendent Fox reported on the District's response to the burgeoning water shortage in this drought year. He described how staff has been reading meters and troubleshooting to identify the sources of high usage and possible water losses. This effort has resulted in some small leaks being identified, as well as one major leak that was reported by the property owner. After appeals to the public through mailings and signage, the tanks are nearly back to full capacity but the low streamflows that can be expected for the rest of the year are of concern. Scott McMorrow asked how the steps for rationing would be implemented. Wade Holland described the process as outlined in Regulation 117. He also noted that the District cannot purchase supplemental water from North Marin Water District because of a voter initiative ordinance that requires the Board to first place a measure on the ballot seeking voter authorization before negotiating for outside water. Skip Shapiro asked about storage capacity. Superintendent Fox described the system and the challenges with storage and treatment. It was noted that development of a reservoir is not feasible due to topography, cost, and the lack of an appropriate site.
6. **Fire Department Reports, May & June 2020:** Chief Fox presented the May report and noted that the June report was completed after the deadline for inclusion in the Board packet, so it will be presented at the August meeting. Chief Fox did report on the recent wildfire on Pierce Point and the department's participation in the response. Marin County Fire ferried equipment and crews across the bay from Nick's Cove boat launch, while the Inverness volunteers accessed the scene from the difficult off-road landward side. The fire was believed to have originate with boaters coming ashore on the beach. Chief Fox also reported that the fire season in general will be challenging for all fire agencies as the COVID pandemic has impacted resources and response. Marin County Fire is maintaining social distancing and setting up staging areas for medical responses. He also noted that there is reduced availability this year of State prisoner fire crews for deployment to wildfires.
7. **Trossach Road Committed Fund for Road Repairs from Tenney Tank Project Damage:** Administrator Redding presented a recommendation to the Board to establish a committed fund for the purpose of road damage repair attributable to the Tenney Tank Project. *M/S Donohue/Press to a establish a committed fund in the amount of \$40,000 for repair and rehabilitation of Trossach Road in the event of damage attributable to the Tenney Tank Project.* **Roll Call Taken AYES 4, Noes 0**
8. **CERBT FUND:** Administrator Redding explained that the District can make a withdrawal once a year (in July) from its California Employers' Retiree Benefit Trust (CERBT) Fund account and use the withdrawn funds to reimburse premiums paid for Other Post-Employment Benefits (OPEB) for retirees (which amounted to \$38,885 in FY 2019/20). The District has contributed \$306,000 to the Fund and has netted \$147,569 in growth, for a balance on June 30 of \$453,569 (close to half of its prefunding goal of \$992,000). She noted that the District has not made any contributions to the fund for several years. She asked the Board for guidance on how to proceed, outlining three options: (a) Submit a reimbursement request for the amount of the FY 2019/20 OPEB premiums; (b) Resume making contributions to the fund at the suggested rate of \$2,500 per month,

with a goal of reaching a 75% funded level in five years; (c) Do both (submit for reimbursement and resume making contributions to the fund). After discussion, the consensus was to take no action at this time, but to bring the matter back next spring further in advance of the July 31 deadline for making a reimbursement decision.

9. **Approval of Expenditures and Credit Card Charges:** Administrator Redding presented the expenditures ledger and the credit card statements from June 2020. President Emanuels noted the expenditures to CORE for IT charges. Administrator Redding explained that the district had to purchase all new Microsoft Office licenses because the provenance of the existing licenses could not be determined and as a result our Office programs could no longer be updated. There were also significant costs associated with transferring email folders from the old licenses to the new licenses. *M/S Donohue/Press to approve the listed expenditures for June 2020 and credit card charges invoiced in June 2020. Roll Call Taken AYES 4, NOES 0*
10. **Public Hearing on Declaration of Water Shortage Emergency:** Director Emanuels opened the Public Hearing at 10:25 a.m. for comments on the proposal to declare a Water Shortage Emergency effective immediately. No one from the public expressed a desire to be heard. President Emanuels closed the public hearing at 10:27 a.m.
11. **Adopt Resolution 255-2020:** *M/S Donohue/Press to adopt Resolution 255-2020 declaring a Water Shortage Emergency. Roll Call Taken AYES 4, Noes 0.* Administrator Redding stated that she would declare Stage 1 mandatory water conservation measures to become effective at 12 noon today and that a notice to all customers would be placed in the mail later today.
12. **Committee Meetings/Reports:** Director Press confirmed that the Personnel Committee will have a report for the August Board meeting.
13. **Announcements, Next Meeting, Adjournment:** The next regular meeting is scheduled for August 26, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 10:29 a.m.

These minutes were approved by the Board of Directors at the regular meeting on August 26, 2020.

Attest: /s/ _____ Date: 8/26/2020

Shelley Redding, Clerk of the Board