



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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**Board of Directors
Minutes, Re-Scheduled Regular Meeting
Tuesday, March 19, 2024, 4:00 p.m.
Inverness Firehouse, 50 Inverness Way, Inverness CA**

1. Call to Order; Attendance Report

President Donohue called the meeting to order at 4:01 p.m.

Directors Present: Kathryn Donohue, David Press, Brent Johnson

Directors Absent: Ken Emanuels, Dakota Whitney

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Assistant Fire Chief; Ken Fox, Sr. Water Operator

2. Public Expression: No one responded to the invitation to address the Board.

3. Approval of Minutes: Regular Meeting of February 27, 2024

M/S Press/Johnson to approve the minutes of the Regular Meeting of February 27, 2024, as submitted. AYES 3, NOES 0

4. Management Report

2022-2023 Audit Update

General Manager Redding reported that the draft of the June 30, 2023 audit was received today and is being reviewed by staff. The audit will be presented at the April meeting for the Board's consideration and approval. It was noted that Director Emanuels had asked if the auditor could attend the Board Meeting in April via video to report on the audit; GM Redding said she would contact the auditor regarding the request.

District 5-Year Capital Projects Plan

GM Redding presented the draft of the current District's 5-Year Capital Projects Plan. Director Johnson asked staff to provide a report on the District's reserve funds at the next meeting together with the Capital Projects Plan, to better assess the District's ability to fund the proposed capital projects that would be funded from reserve funds.

Marin LAFCo and NMWD

GM Redding briefly reviewed the request from LAFCo and North Marin Water District concerning the overlap of NMWD's boundaries and IPUD's boundaries. GM Redding extended the invitation from LAFCo to IPUD Board Members to discuss the process with LAFCo's Executive Director prior to their scheduled public meeting. GM Redding noted that she also extended the invitation to the Inverness Association President William Barrett, who accepted the invitation.

Emergency Intertie Agreement with NMWD Update *(Item added at request of President Donohue)*

GM Redding reported that the legal review had been conducted by District's counsel and the agreement amendments requested by our counsel been forwarded to North Marin Water District for their counsel's review. GM Redding noted that the item had not originally been added to the Agenda since it was unclear when the document would be available for Board review and approval. It is planned for action at the April Meeting.

Hazard Mitigation Planning and Preparations with County of Marin

Director Emanuels requested a follow-up at the last Board meeting concerning the District's plans for a Hazard Mitigation Plan and being included with the County plan in the future. GM Redding reported that she was

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



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

contacted by the County Office of Emergency Management (OEM) the previous week, about an opportunity for the OEM to apply for an extension to the current 5-year Local Hazard Mitigation Plan (LHMP) that was recently approved by FEMA and adopted by the County Board of Supervisors. The extension application Notice of Interest (NOI) was approved by FEMA to give schools and special districts the opportunity to be included in the current County LHMP. GM Redding noted that agenda item number 8 is related to this opportunity. She also reported that the County OEM website has the approved 2023 5-year Hazard Mitigation Plan posted, including the local jurisdictional proposed projects for the next 5 years. The website has a helpful interactive GIS mapping program that shows the regions of the County with layers for risk levels. She noted that the Inverness area shows 6 of 8 identified hazard categories. She encouraged the Board and meeting attendees to explore the website.

5. Water System Report: February 2024

Senior Water Operator Ken Fox presented the Water System report for February 2024 with a new format. He highlighted some of the data presented.

Chief of Operations Jim Fox reported that after determining piping locations requested by the engineers working on plans for replacing the remaining wooden tanks at the Colby and Seahaven sites, he was awaiting drafts of the site and tank plan proposals for review. Discussion followed about the project timeline and completion date.

Senior Water Operator Ken Fox reported on the SCADA replacement project, noting that he and Chief of Operations Jim Fox were reviewing the initial schematics provided by CORE Utilities to provide a response to them soon.

6. Fire Department Report: February 2024

Activity Report: Assistant Chief David Briggs presented the monthly report of the Fire Department's activities. Discussion followed about the number of calls related to wires down early in the beginning of the month due to the weather.

Marin Wildfire Prevention Authority (MWWA) Report: A monthly activity report was presented to the Board. It was also reported that some members of the Operations Committee had noted that the JPA is taking more funds for JPA wide activities, including a traffic/evacuation study, from the agencies and thereby reducing the available funds to agencies for CORE projects. It was noted that the District has submitted its Local and Defensible Space plans for 2024-2025 and has submitted a request for the purchase of a utility task vehicle (UTV) to use for mitigation activities and emergency response on fire roads.

Marin Emergency Radio Authority (MERA) Update: Staff provided the February update and reported that a training was held on the new radios and paging systems, noting that there will be protocol changes once dispatch moves to its new location in San Rafael, with the new system still planned to come online at the end of 2024.

7. Approval of Expenditures and Credit Card Charges: February 2024

General Manager Redding presented the February 2024 expenditures and credit card ledgers for approval. There were no questions or comments.

M/S Johnson/Press to approve the February 2024 expenditures and credit card purchases as presented. AYES 3, NOES 0

8. Approve Letter of Interest to Marin County Office of Emergency Management to Add IPUD to the County 2023 Hazard Mitigation Plan Extension Grant Application

GM Redding presented an informational staff report with a copy of the drafted Letter of Interest to accept the County OEM invitation to participate in the pursuit of the extension grant application. Further discussion followed about the benefits for the District in being included in the County LHMP. Director Johnson asked if the approval could be reflected in the letter and GM Redding noted she would add that language to the Letter of Interest.

M/S Johnson/Press to approve Letter of Interest to be sent to the County Office of Emergency Management as drafted with the added language of Board approval being added to the letter. AYES 3, NOES 0

9. Committee Meetings/Reports

GM Redding reported that she had conducted interviews for the Administrative Assistant position and will be inviting finalists for another interview the last week of March. The search for a Water Superintendent is ongoing, and recently staff has decided to re-work the job posting to define specifics of the job more clearly, including hands-on management in the field.

10. Adjournment

President Donohue adjourned the meeting at 4:45 p.m. The next regular meeting is scheduled for April 16, 2024, at 4:00 pm.

Attest: /s/

Date: 03/19/2024

Shelley Redding, Clerk of the Board