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**Board of Directors**

**Minutes, Regular Meeting**

**Wednesday, January 22, 2020, 9:00 a.m.**

1. **Call to Order**

President Emanuels called the meeting to order at the Inverness Firehouse at 9:03 a.m.

**Attendance Report**

Directors Present: Kenneth J. Emanuels, Dakota Whitney, Brent Johnson, Kathryn Donohue

Directors Absent: David Press

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

1. **Officer Elections**

*M/S Whitney/Johnson to have current officers retain their positions for the year 2020: President Ken Emanuels, Vice President Dakota Whitney, Treasurer Kathryn Donohue.* **AYES 4, NOES 0**

1. **Public Expression**

Resident Tom Baty addressed the Board regarding concerns pertaining to the potential damage in relation to a new construction project in the final review stages with the County of Marin Planning Department, and the potential Tenney Tank Construction Project nearing a start. He submitted a request for consideration of an escrow account be established to set aside funds from both parties to be used to repair damages to the road and return it to the condition it was in prior. Director Emanuels acknowledged the request and asked that it be added to the Agenda for the February Board meeting.

1. **Approval of Minutes: Regular Meeting of December 18, 2019**

*M/S Whitney/Donohue to approve the minutes of the regular meeting of December 18, 2019, as submitted.* **AYES 4, NOES 0**

1. **Management Report**

Administrator/Clerk Redding, and Jim Fox reported on the following items:

* **Financial Reports December 2019:**  Financial reports were presented for review. Questions regarding revenue recorded and TOT revenue not received as of December, expenses related to Dues and Subscriptions and Bank Charges.
* **Tenney Tank Loan Update:** Administrator/Clerk Redding reported on the most recent correspondence from Water Boards pertaining to our application for a Drinking Water State Revolving Fund loan. The interest rate was reduced effective January 1, 2020 to 1.4%, the terms will require the Water System to demonstrate operating income equal 1.2 times its operating expenses (including debt service), and loan funding will be based on reimbursement of submitted expenses. Administrator/Clerk Redding requested an ad hoc committee be designated to review the submitted application package, updated financial projections, reserved funds and current water rates. Director Emanuels directed Director Johnson and Treasurer Donohue to set a meeting with staff before the next Board meeting to prepare a recommendation for consideration for the Tenney Project.
* **Marin County Local CSDA Special Districts Chapter Meeting:** Administrator/Clerk Redding advised the Board she will be attending a meeting on 1/28/2020 in Mill Valley.
* **Verizon Wireless Government Contract:** Administrator/Clerk Redding has researched a cell phone contract for use by on-call staff for the purpose of a dedicated phone number for after-hours calls for both the Water System and emergency response. Director Emanuels acknowledged the request and asked Administrator/Clerk Redding to submit a contract for consideration and approval at the next Board meeting.

1. **Water System Report (December 2019)**

Superintendent J. Fox presented the report prepared by Senior Water Operator K. Fox. The Board requested a comparison report showing current year, prior year, and average amounts be presented in the future. Director Emanuels asked about the progress with the new employees. Superintendent Fox reported on the trainings and the positive results so far.

1. **Fire Department Report (December 2019)**

A written report was submitted by Chief Jim Fox. Nothing of significance was reported.

1. **Approval of Expenditures and Credit Card Charges**

*M/S Donohue/Johnson to approve the listed expenditures for December 2019 ($78,823.52) and credit card charges invoiced on December 22, 2019 ($1,904.75 J. Fox, $1,296.55 S. Redding).* **AYES 4, NOES 0.**

1. **Resolution 247-2020: Tank Replacement Fund**

After discussion, Director Whitney requested that the Resolution be held over and brought back at the February meeting for reconsideration in the context of the recommendations of the ad hoc committee on the Tenney Tank project loan.

1. **Resolution 249-2020: Appreciation for Kaaren Gann’s Service**

*M/S Donohue/Johnson to approve Resolution 249-2020, acknowledging appreciation for Kaaren Gann’s service to the District.* **AYES 4, NOES 0.**

1. **Letter of Support for CLAM to Develop the Coast Guard Property in Point Reyes Station**

After discussion, the Board asked that this item be held over for further consideration at the Board’s February meeting.

1. **Committee Meetings/Reports**

Administrator/Clerk Redding presented Board Members with the minutes from the Personnel Committee meeting held on January 15, 2020. The committee recommendations were summarized and Director Emanuels requested that the items recommended for amendment be formally summarized for action at the next Board Meeting.

**Announcements, Next Meeting, Adjournment**

The next regular meeting of the Board of Directors is scheduled for February 26, 2020, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:53 a.m.

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

Attest:\_/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_2/26/2020\_\_\_\_\_\_\_\_\_\_\_\_

Shelley Redding, Clerk of the Board