****

**Board of Directors**

 **Minutes, Regular Meeting**

 **Wednesday, December 18, 2019, 9:00 a.m.**

1. **Call to Order**

President Emanuels called the meeting to order at the Inverness Firehouse at 9:00 a.m.

**Attendance Report**

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

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Kaaren Gann, Controller, Wade Holland, Customer Services Manager; Ken Fox, Senior Water Operator (arrived 9:13 a.m.)

1. **Public Expression**

No one from the public responded to the opportunity to address the Board.

1. **Approval of Minutes: Regular Meeting of November 20, 2019**

*M/S Whitney/Press to approve the minutes of the regular meeting of November 20, 2019, as submitted.* **AYES 5, NOES 0**

1. **Management Report**

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

* **Water Operator Applicants:** Discussion regarding hiring of 3 applicants for water system.
* **Financial Reports November 2019:**  Financial reports were presented for review. Director Johnson requested a year-to-date comparison for Profit and Loss reports.
* **Streamline Website:** Administrator Redding reported that IPUD will have a new website effective in January that will meet all state regulations for special district website requirements for accessibility and transparency as well as compliance with Brown Act requirements for notices.
* **MWPA Mailer:** Chief Fox reported on the informational mailer sent out for the upcoming election regarding the Marin Wildfire Prevention Authority (MWPA) JPA ballot measure and the shared cost for the district of $215.00
* **Office Schedule December:** Administrator Redding reported the offices will be closed on December 25th and January 1st, but otherwise office operations will be normal during the Holidays. Staff has been scheduled to cover on the Holidays.
1. **Water System Report (November 2019)**

Senior Water Operator Ken Fox reported on the water system. Discussion about current streamflow, rainfall and overall system status.

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

A written report was submitted by Chief Jim Fox. Director Johnson asked about the status of fire equipment and requested a schedule for replacements. Discussion about EMT vs medical training for new volunteers.

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

*M/S Johnson/Press to approve the listed expenditures for November 2019 ($76,588.86) and credit card charges invoiced on November 22, 2019 ($482.43 J. Fox, $1,141.43 S. Redding).* **AYES 5, NOES 0.**

1. **Ordinance 91-2019:** *M/S Whitney/Donohue to approve Ordinance 91-2019, adopting the 2019 Marin County Fire Code.* **AYES 5, NOES 0.**
2. **Ordinance 92-2019:** *M/S Press/Donohue to approve Ordinance 92-2019, adding regulations 303 and 304 on discontinuation of water service to the Regulations of the IPUD Water System.* **AYES 5, NOES 0.**
3. **Board Meeting Calendar for 2020:** *M/S Donohue/Johnson to adopt the board’s meeting calendar for 2020 as proposed.* **AYES 5, NOES 0.**
4. **Committee Meetings/Reports**

President Emanuels appointed Directors Whitney and Press to constitute the Board’s Personnel Committee. He asked the committee to meet with the Administrator to discuss proposed changes to personnel policies and to review the impacts of the revisions on the current budget. The committee will meet with Administrator Redding on January 15 at 9:00 am at the Firehouse.

1. **Announcements, Next Meeting, Adjournment**

Administrator Redding announced that Controller Gann has submitted her letter of resignation effective 12/31/19. The next regular meeting of the Board of Directors is scheduled for January 22, 2020, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:05 a.m.

These minutes were approved by the Board of Directors at the regular meeting on \_\_\_\_\_\_\_January 22\_, 2020.

Attest:\_\_\_\_\_\_/s/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_1/22/2020\_\_\_\_\_\_\_\_

 Shelley Redding, Clerk of the Board