



# 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, March 22, 2023, 9:00 a.m.  
Inverness Firehouse**

## 1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:01 a.m.

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

Directors Absent: None

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

## 2. Public Expression: There were no comments for public expression.

## 3. Approval of Minutes: Regular Meeting of February 27, 2022 (Rescheduled)

*M/S Whitney/Press to approve the minutes of the Rescheduled Regular Meeting of February 27, 2023, as submitted. AYES 3, NOES 0, ABSTAINS 2 (Donohue, Johnson)*

## 4. Management Report

**District Capital Projects Funding Strategy Report:** General Manager Redding outlined the main goals for staff to develop a funding strategy for the District's capital projects. Administrative Assistant Nicolas provided a summary of active funding applications and work that has been done to explore future options and outreach to other agencies for input on successful applications, especially for grants. Staff will provide an updated report and draft of the developed funding strategy for the Board at the April Board meeting. The Board expressed an interest in understanding the timeline for grant application processes.

**IPUD 75-Year Anniversary:** General Manager Redding noted that in August 2023, the District will have been in existence for 75 years. She outlined plans for an exhibit at the Jack Mason Museum as well as an open house event at the Firehouse the evening before the Inverness Faire. Other plans include a group photograph by Art Rogers that includes as many current and former directors, staff members, and volunteers as are available to participate and a proclamation issued by the Marin County Board of Supervisor recognizing the District's anniversary.

*9:35: Agenda item No. 8 was moved forward to accommodate staff and attendee availability. Customer Services Manager Wade Holland joined the meeting.*

## 8. Water Billing Appeal

Tom Malarkey is requesting a reduction in the \$2,436.00 usage charge on the water bill, dated June 27, 2022, for his property at 109 Rannoch.

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

Staff member Holland summarized the sequence of events beginning with the discovery of a possible leak during the bimonthly meter reading in June 2022 and the subsequent process to confirm the reading and the initial attempts to contact the property owner in order to notify him of the high usage and the high amount of the charge due to the presumed leak. He also described a series of unsuccessful attempts over the following months to communicate with the property owner. He noted that no leak was showing at the time of the June meter reading nor at the time of any subsequent meter reading. Staff denied Mr. Malarkey's request for an adjustment in the usage charge (after contact was established with him in December 2022, following issuance of a 48-hour shutoff notice), because the Water System's regulations require that such a request be filed within 60 days of the statement date (he noted that there had also been no response to a 60-day extension that had been offered). President Emanuels asked if this was a first request for usage adjustment by Mr. Malarkey and Mr. Holland acknowledged it was. Director Johnson asked if the source of the leak was ever determined; Mr. Holland said that staff does not know what the source of the leak was, but assumed it had been resolved before the June 2022 meter reading. Mr. Malarkey clarified that the leak had been reported to a Water System employee who had shut off the service so that a local property manager could arrange for a plumber to repair the problem. Mr. Malarkey told the Board that he had relied on the local property manager to take care of such matters, especially because the issue of the leak had arisen at a time of family-matter distractions. He offered an apology to the District and expressed his appreciation for the manner in which the District's staff had handled the matter. During discussion by the Board members, a consensus arose to "meet Mr. Malarkey halfway," provided that appropriate evidence be provided to District staff that appropriate repairs have been made.

*M/S Whitney/Press to direct staff to accept a fifty percent reduction in Mr. Malarkey's June 2022 usage charge of \$2,436.00, contingent on timely submission of documentation showing the source and satisfactory resolution of the leak. AYES 5, NOES 0*

## 5. Water System Reports

Senior Water Operator Ken Fox presented the February 2023 Water System Report as well as a corrected January 2023 Water System Report. Staff noted that the amount of rain received as of the previous evening now surpasses the full-year annual average.

**State of the Water Shortage Emergency:** General Manager Redding reported that after reviewing the February rainfall and streamflows data, as well as the amount of rain received so far in March, staff will be drafting a resolution for the Board's consideration at the April meeting declaring an end to the water shortage emergency that has been in effect since July 22, 2020. General Manager Redding added that it will be advisable to remind customers of the need to continue water conservation practices. President Emanuels asked that we also express gratitude to the community for their outstanding response to the emergency.

## 6. Fire Department Reports

Chief Fox presented the February 2023 Fire Department report. Director Emanuels noted that Fire Services Assistant Briggs had responded to most of the month's dispatches. In response to a question, Chief Fox explained that "M94" refers to a County Fire Department ambulance.

**MWPA Local and CORE Projects Update:** Chief Fox reported that work has resumed on clearing of evacuation routes, which had been suspended because of spotted owl nesting season, and that appropriate accommodations for spotted owl nests are in place. Woody Elliott asked what vendor is doing the work; Chief Fox reported it is Valley Tree. He also noted that he is happy with the job they are doing. He pointed out that county-maintained roads are not included in the CORE project work, because the county's Department of Public Works has responsibility for maintenance of those roads.

Mr. Elliott asked how the County is notified if there is a need for such work on their roads. Chief Fox responded that he contacts DPW directly and submits the appropriate request. Director Press suggested that the west end of Perth might need some vegetation management attention.

Director Donohue presented the Marin Wildfire Prevention Authority's Executive Director's report. She noted that an MWPA consulting firm is preparing an evacuation routes study that includes Inverness as one of five communities being analyzed. Chief Fox reported that the District is aware of this study, but the MWPA has asked the affected agencies to not issue public reports about the study while it is underway. Director Emanuels noted a CalFire Grant for a shaded fuel break project in the Novato area and asked if Inverness or West Marin was considering any projects of that type. The Directors discussed strategies for grants to augment MWPA work in the West Marin area and Inverness specifically. Director Emanuels requested regular updates.

Director Donohue asked a general question about plans for emergency shelter locations in the community and how residents would learn of the locations of such shelters in the event of an emergency. Discussion followed about the role of the Disaster Council and the scenarios that would determine the need to open a shelter, as well as how that information would be communicated to the public.

**Marin Emergency Radio Authority (MERA) Update:** The most recent MERA update was provided to the Board in the packet for review. Nothing new to note.

**Inverness Disaster Council:** General Manager Redding noted the work being done for the transition to the new Disaster Council Coordinator, Ann Elliott. Ms. Elliott has been working with David Briggs on updating the resource brochure and the Volunteer Handbook; both of these items are at the printers in preparation for a meeting on March 31 at which the official handover from Sally Fairfax and Connie Morse to Ann Elliott will occur. Chief Fox noted his appreciation for Ann's work in preparation for taking on the role.

## 7. Acceptance of FY 2021-2022 Audit

General Manager Redding presented the Report to the Board and the Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2022, as submitted by the District's auditor firm, Nigro & Nigro. She noted that there were no management recommendations reported and no issues with any processes examined during the audit. General Manager Redding also reported that the adjustment items noted are attributed to the Tenney Tank Project.

*M/S Whitney/Johnson to accept and approve the Report to the Board and the Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2022, as submitted by Nigro & Nigro. AYES 5, NOES 0*

## 9. Local Hazard Mitigation Plan RFP Draft for Approval

General Manager Redding presented a draft of a Local Hazard Mitigation Plan (LHMP) RFP for review and requested feedback for content and suggestions for changes, additions, and deletions. Director Press noted that this draft was greatly reduced and suggested adding language to ensure that the contractor has a tour of the District, its boundaries, and shared, responsibility areas as well as of the water system. He would also like to have meetings scheduled between the Board members and the contractor to guide the planning process and to keep the Board informed. Director Johnson noted that the timeline seemed accelerated and suggested adding the word "preliminary" to the timeline schedule. President Emanuels asked about the timeline for the FEMA grant the District is hoping to have available to fund the study. He suggested that if grant funding does not become available, the Board should consider paying for the study out of District funds. Staff will provide a funding timeline at the April board meeting.

*M/S Press/Johnson to approve the Local Hazard Mitigation RFP for publication with inclusion of specific dates to replace the "TBD" notations, language specifying activities related to District facilities and community area tours, provision of Board interviews, and addition of the word "preliminary" to the suggested timeline schedule. AYES 5, NOES 0*

**10. Approve Expenditures and Credit Card Charges: February 2023**

The February 2023 Expenditures Report and Credit Card Charges were presented to the Board for approval.

*M/S Press/Whitney to approve the February 2023 Expenditures and Credit Card charges as presented. AYES 5, NOES 0*

**11. Recognition of Service for Michael Meszaros**

General Manager Redding reported that retired Fire Chief Michael Meszaros has announced his retirement as a Volunteer Firefighter, and staff requests a resolution of appreciation from the Board. President Emanuels directed staff to draft a resolution of appreciation for Chief Meszaros's service to the District and the community for adoption at the April Board meeting.

**12. Recognition of Service for Sally Fairfax and Connie Morse**

General Manager Redding reported that Sally Fairfax and Connie Morse will formally hand over the Inverness Disaster Council's Coordinator duties to Ann Elliott on March 31, 2023. Staff requests a resolution of appreciation from the Board to acknowledge their efforts over the past two years as IDC co-coordinators. President Emanuels directed staff to draft a resolution of appreciation for Sally Fairfax and Connie Morse for their service to the community for adoption at the April Board meeting.

**13. Committee Meetings/Reports**

The Personnel Committee will provide a report in the closed session.

**14. Closed Session: Public Employee Performance Evaluation (General Manager), pursuant to Gov. Code Sec. 54957.**

The Board went into closed session at 10:30 a.m. and resumed in open session at 10:53 a.m. President Emanuels reported that no actions were taken during the closed session. President Emanuels directed that a closed session be placed on the agenda for the Board's April meeting to continue the public employee performance evaluation for the General Manager.

**15. Adjournment:** President Emanuels adjourned the meeting at 10:54 a.m. The next regular meeting is scheduled for April 26, 2023.

Attest: /s/

Date: 4/26/2023

Shelley Redding, Clerk of the Board