



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

OFFICE: 12781 SIR FRANCIS DRAKE BLVD., SUITE 5, INVERNESS, CA

415-669-1414 🌐 WWW.INVERNESSPUD.ORG 🌐 ADMIN@INVERNESSPUD.ORG

**Board of Directors**

**Minutes, Regular Meeting**

**Tuesday, November 18, 2025, 11:30 a.m.**

**Inverness Firehouse, 50 Inverness Way, Inverness CA**

## 1. **Call to Order: Attendance Report**

Vice President Kenneth Emanuels called the meeting to order at 11:32 a.m.

Directors Present: Kathryn Donohue, Kenneth J Emanuels, Dakota Whitney, David Press, Brent Johnson (arrived at 11:43 a.m.)

Directors Absent: None

Staff Present: Shelley Redding, General Manager; Rich Perez, Water Superintendent, Jim Fox, Fire Chief, David Briggs, Assistant Fire Chief; Wade Holland, Customer Services Manager

2. **Public Expression:** Tom Gaman wished to present an issue concerning the Chicken Ranch Beach Wetlands Restoration Project on behalf of the Tomales Bay Foundation. He is requesting help with a temporary water connection for 7,500 plants that are scheduled for planting. Brief discussion concerning possibilities and the Board directed staff to follow-up with Mr. Gaman to explore the request and provide Mr. Gaman with some options, which could be brought back to the Board as an Agenda item for the next Board meeting.

## 3. **Consent Calendar**

A. **Approval of Minutes:** September 16, 2025, Regular Meeting Minutes

B. **Approval of Expenditures**

1. **Accounts Payable:** September & October 2025
2. **Credit Card Purchases:** September & October 2025
3. **Payroll Expenses:** August, September and October 2025

*M/S Emanuels/Whitney to approve the Consent Calendar as presented. AYES 4, NOES 0.*

**Board President Donohue announced that the items on the Agenda listed under “Business of the District, #5 “ will be moved before Agenda Item #4 to ensure ample time for each item’s presentation, discussion and action.**

## 5) **Business of the District**

### A. **Public Hearing on Proposal to Raise Water System Rates and Charges Starting January 1, 2026**

President Donohue opened the Public Hearing at 11:39 a.m. and asked for public comment. Members of the public Felix Chamberlain and Tom Gaman both made comments in support of the water rate increase and general support of the District. There were no further public comments. President Donohue asked for comments from members of the Board of Directors. Director Emanuels asked how long this proposed rate structure would remain in effect before it is reviewed again? Staff member Wade Holland estimated the rate structure would be in effect for three (3) years before it would need to be reviewed again. General discussion concerning increasing costs associated with insurance rates, operational costs and regulatory requirements would need to be considered annually to determine the viability of the rates. Staff member Holland noted the gains that have been made with recent staffing changes and the impact of water and fire personnel. The Public hearing was closed at 11:48 a.m.

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**, FIRE CHIEF • **RICHARD J. PEREZ**, WATER SUPERINTENDENT

**B. Determination of the Number of Protest Letters Received Regarding Proposed Water System Rate and Charge Increases.**

President Donohue requested a report from staff on the number of protest letters received by staff. General Manager Redding reported that one (1) protest letter was received.

**C. Adopt Ordinance 117-2025: Amending Regulation 301 (“Rates & Charges”) and Regulation 115, “Adjustment of Usage Charge for Unintentional or Inadvertent Usage” of the Water System’s Regulations.**

A draft of the proposed changes to regulations 301 and 115 were provided to the board in red-line format with the proposed rate increases. Staff requested that the Board adopt the proposed rate increases as are presented in the drafted regulation and as was provided in the publication mailed to the service customers of the District Water System pursuant to Proposition 218 process requirements.

*M/S Emanuels/Johnson to accept and approve the adoption of Ordinance 117-2025: Amending Regulation 301 (“Rates & Charges”) and Regulation 115 “Adjustment of Usage Charge for Unintentional or Inadvertent Usage”) of the Water System’s Regulations as presented. AYES 5, NOES 0*

**D. Annual Investment Policy Review:** Review the Investment Policy dated September 26, 2012, and adopted September 26, 2012, and determine whether modifications are needed at this time.

GM Redding provided a staff report and a copy of the Investment Policy dated 9/26/2012 with no recommendation for any changes.

*M/S Press/Johnson to maintain the current policy as adopted 9/12/2012 with no changes. AYES 5, NOES 0*

**E. Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance):** Review and approve IPUD’s investments as they relate to the Nuclear Free Zone Ordinance.

GM Redding provided a staff report with the current investment information for institutions that the District has funds on deposit. The recommendation was to maintain our investments as they relate to the Nuclear Free Zone Ordinance with the institutions as they are currently held.

*M/S Whitney/Emanuels to approve IPUD’s investments as they relate to the Nuclear Free Zone Ordinance. AYES 5, NOES 0*

**F. Approve and Adopt Ordinance 118-2025:** 2025 Marin County Fire Code (MCFC) and **Ordinance 119-2025:** 2025 California Wildland Urban Interface Code (CWUIC).

Staff provided the Board with drafts of both Ordinances for review and are updates of previous Fire Codes that have been adopted by the District. Both Ordinances, once adopted, will be presented with all countywide fire agency Ordinances to the County Board of Supervisors for adoption of both the Marin County Fire Code and the California Wildland Urban Interface Code.

*M/S Whitney/Johnson to accept and approve both Ordinance 118-2025 (the 2025 MCFC) and Ordinance 119-2025 (the 2025 CWUIC) as presented. AYES 5, NOES 0.*

**G. Resolution 295-2025: Approving Volunteer Fire Capacity Agreement with California Department of Forestry (CALFire) for 50/50 Grant Award.**

A staff report was presented concerning Resolution 295-2025 which asks the Board to approve the grant agreement for funds awarded by the California Department of Forestry (CalFIRE) for a 50/50 Grant Award not to exceed \$19,971.50.

*M/S Emanuels/Whitney to approve the Volunteer Fire Capacity Agreement with California Department of Forestry as presented in Resolution 295-2025. AYES 5, NOES 0.*

**H. Capital Project Approval - Fire Department High Band Radio Purchase of \$18,071 with California Department of Forestry – CalFIRE Grant Award.**

Staff is requesting approval of a Capital Project to purchase nine (9) High-Band Radios for the amount of \$18,071 using the 50/50 grant awarded by the California Board of Forestry (CALFire).

*M/S Johnson/Press to approve the Capital Project for the purchase of nine (9) high band radios for the cost of \$18,071 with grant funds from the CalFire grant. AYES 5, NOES 0.*

**I. Capital Project Approval – Fire Department Turnouts Purchase of Firefighter Turnouts of \$68,463 with FEMA Grant award.**

Staff is requesting approval of a Capital Project to purchase new PFAS free firefighter gear (turnouts) to replace the aging equipment currently used by the Volunteers with the funds awarded by the AFG-FEMA grant. The cost of the full sets of turnouts is \$68,463.

*M/S Johnson/Press to approve the Capital Project to purchase turnout gear for the volunteer fire department for \$68,463. AYES 5, NOES 0.*

**J. Board Meeting Schedule 2026**

GM Redding presented the schedule for the 2026 Board meeting schedule to be held on the 3<sup>rd</sup> Tuesday of every month from January to December.

*M/S Emanuels/Press to approve the Board Meeting Calendar for 2026 as presented. AYES 5, NOES 0*

**4. Reports: Receive Reports On Administrative and Operational Activities for August 2025**

• **General Manager's Report**

**1. Colby/Seahaven Tank Project Update**

GM Redding reported that a formal Bid Protest Response Letter was sent to the Contractor. GM Redding noted that a request was submitted to DWR requesting an increase of the award amount for the project budget from \$1.2 million to \$1.757 million and provided a copy of the letter for the Board. GM Redding also provided a copy of the Quarterly Project Report that was submitted for the period from July – September 2025 project activity. Staff project manager Jim Fox gave a verbal report on the progress of the project with the focus currently on the Colby site and the activity to ensure excavation and footing installation before substantial rain arrives. He also reported that the Seahaven site has had some minor pre-construction activity with the installation of the new pumphouse and the wiring for the new electric service that will need PG&E to switch the service from the old pump house to the new pumphouse. Staff is awaiting the scheduled date for that activity. The contractor will be determining additional work that can be done at the site that does not require removal of old pumphouse to keep the project moving.

**2. Grants and Projects Update**

GM Redding reported on the three (3) grants that have been awarded for Fire Department equipment replacement. One was from the California Fire Foundation for \$25,000 to replace some of the volunteer turnout gear. One was from the California Department of Forestry (CalFIRE) for the replacement of the District's high band radios (9) with a 50/50 grant totaling \$11,925. The final awarded grant was from the FEMA Assistance to Firefighters Grant (AFG) for a total budget of \$68,463 which includes a 5% agency cost share of \$3,260. This grant will be used to replace the remaining volunteer turnout gear. The turnout gear includes helmets, jackets, pants, gloves and gear bags.

**3. 5-Year Capital Projects Planning:**

GM Redding presented a summary document for the Board showing the planned projects totals for informational purposes. The Board will receive an expanded list at the January meeting showing the planned projects for Water, Fire and District.

**4. Critical Infrastructure Staff Housing Support Letter to CLAM**

GM Redding reported that there has been a recent agreement made between North Marin Water District (NMWD) and CLAM to sell the home they own in Point Reyes Station. This agreement was made with a request that CLAM consider essential workers for housing opportunities. A Board member of NMWD has asked IPUD to also submit a letter to CLAM in support of this request.

- **Operations Reports**

1. **Water System Report September & October 2025:** Water Superintendent Rich Perez provided the monthly reports for the water system operations. He described updated procedures for data collection and documentation, plans for inventory activities and the assignment of standard operating procedures assigned daily to staff. Director Emanuels asked about the reported difference between production and consumption (water loss) and R Perez noted that the loss is mostly due to leaks, sampling, routine cleaning process for the filters, the main flushing activities in Seahaven and, when there is significant rain, more flushing is done. He also reported on progress made towards the State requirement for a Cross Connection Control Policy plan that is due by the end of the year. Director Donohue requested that an update on the plan be presented at the Board meeting in January.
2. **Fire Department Report September & October 2025:** Assistant Fire Chief David Briggs provided the monthly activity reports for the fire department including service calls, emergency response, trainings and drills. He reported that there had been some new volunteers join and some that have resigned, leaving the roster at 18.
3. **Marin Wildfire Prevention Authority (MWPA) Report September & October 2025:** Assistant Fire Chief David Briggs provided a brief report on MWPA meetings for future project planning. He also provided an update concerning the Seahaven Shaded Fuel Break project that had started. The work started with the MWPA environmental consultant meeting with IPUD staff and Board representatives, community members, Marin County Fire officials and MWPA staff. The project started with preparation of the sites with flagging for sensitive plant identifications for the ground crews. The vegetation mitigation work will start at the Calhoun property bordering the Tomales Bay State Park and move towards the Helmer and Barnett properties. They will cover as much as the current budget allows. He described a densely packed area of fallen and damaged trees and heavy growth of underbrush.

6) **Committee Meetings/Reports**

**A. Personnel Committee Report**

There was nothing to report.

7) **Adjournment**

The meeting was adjourned at 12:43 p.m. The next regular meeting of the Board is scheduled for December 16, 2025, at 11:30 am.

Attest: /s/

Date: November 18, 2025  
Shelley Redding, Clerk of the  
Board