



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors
Minutes, Re-Convened Regular Meeting of May 21, 2024
Thursday, May 30, 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 4:00 p.m.

Directors Present: Kathryn Donohue, Ken Emanuels, Dakota Whitney, David Press

Directors Absent: Brent Johnson

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager, 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 April 16, 2024

*M/S Johnson/Emanuel*s to approve the minutes of the Regular Meeting of April 16, 2024, as presented. **AYES 4, NOES 0.**

4. Wilson/Heron Request for Reduction of High-Water Usage Charge

Customer Services Manager Wade Holland presented the staff report and summarized the issues concerning leaks in the service line from the meter to the house at the service address. He described the unusual circumstances of the same service experiencing two separate major water leak events during successive billing periods, noting that it is a long service line from the meter to the house. The previous leak (granted administratively by staff) was caused by a break at a coupling and was repaired. The current leak was in the buried service line and was caused by large tree roots damaging the line. He referenced the photos in the staff report that show the tree roots.

4:10 - Director Emanuels stepped out of the meeting room during the presentation.

Director Donohue asked why the water leak was not noticed by staff. Holland noted the large number of customers served by the main directly from the Tenney tanks and the fact that total customer usage did not appear to be abnormally high for the March/April period; the fact that overall customer usage was unusually low during the billing period did not become apparent until meters were read in late April.

The applicants noted that they were shocked by the bill and immediately found and repaired the leaking section of pipe; they have also installed a Flume device. They expressed gratitude for the assistance of the water system employees and the opportunity to request an adjustment in the usage charge.

M/S Whitney/Press to approve the staff recommendation for usage adjustment by applying the standard procedure in Regulation 115. **AYES 3 (Donohue, Press, Whitney), NOES 0, ABSTAINING 1 (Emanuel**s)

5. Management Report

- Cash On Hand Report for April 2024: GM Redding presented the Cash on Hand Report for the end of April 2024. She noted that the deposit into LAIF from the main checking account was made to take advantage of interest rates in the LAIF fund.
- Capital Projects Plan and Reserve Accounts: GM Redding reported on the updated Capital Projects Report

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

and noted that the reserved and committed funds reflected on the Cash on Hand Report are also noted on this report and show areas where additional funding may be needed. Discussion followed about the cost of Fire Department turnouts and need for replacements.

- 2024 New Service Connection Fee: GM Redding reported that the New Service Connection Fee (NSC) was calculated per District policy and the result is that the NSC fee will remain unchanged from the previous year at \$9,600.00.
- Water System Rates Discussion: GM Redding reported that a preliminary review was done by Customer Service Manager Holland and Bookkeeper Gann, and both agreed that a rate increase is not currently warranted, but a re-evaluation will be done in the fall.

6. Water System Report: April 2024

Activity Report: Senior Water Operator Ken Fox presented the Water System Report for April 2024. There were no questions.

Colby/Seahaven Tanks Replacement Project Update: Superintendent Jim Fox reported that there was one additional environmental survey conducted in April, and we are now waiting for the final environmental reports and the CEQA documentation. Staff met with the DWR project manager and provided him with an update on the project's progress. Staff has submitted the first reimbursement request along with the first quarterly report, which was approved.

Water System SCADA Project Update: Staff is waiting for the engineers to provide revised schematics after receiving input from Senior Operator Ken Fox.

7. Fire Department Report: April 2024

Activity Report: Chief Fox presented the monthly report of the Fire Department's activities.

Marin Wildfire Prevention Authority (MWPA) Report: A monthly activity report was presented to the Board. Director Donohue requested details for the May activities be reflected for the next meeting that include the budgets approved. She also requested that information regarding MWPA committee activities that are reported on the MWPA website be reflected in the reports to IPUD Directors.

Marin Emergency Radio Authority (MERA) Update: Chief Fox reported that the primary project manager for the new MERA system passed away unexpectedly and the Executive Director has had to fill in. Discussions are underway with MERA staff about the best pagers for volunteers and how they will work with the new MERA system. He also noted that fire dispatch has relocated from Woodacre to the public safety complex on Los Gamos Drive in San Rafael where it is collocated with the County Office of Emergency Management.

8. Approval of Expenditures and Credit Card Charges: April 2024

General Manager Redding presented the April 2024 expenditures and credit card ledgers for approval.

M/S Whitney/Press to approve the April 2024 expenditures and credit card purchases as presented. AYES 4, NOES 0.

9. Accept and Approve FY 2023-2024 Budget Amendment

GM Redding presented a staff report with analysis to amend the fiscal year 2023-2024 budget based on actual expenditures between July 2023 and April 2024. Staff recommended a budget amendment that would decrease the net revenue by \$5,179 and decrease net expenses by \$113,770.

M/S Emanuels/Press to approve the fiscal year 2023-2024 budget amendment as recommended. AYES 4, NOES 0.

- 10. Extension of 2023/24 Operating Budget into FY 2024/25:** GM Redding presented a staff report requesting approval to authorize continued funding of district operations at the same level as under the current (2023/24) year's budget for up to 60 days of FY 2024/25.

M/S Press/Whitney to authorize continued district operations under the fiscal year 2023-2024 budget for 60 days as requested. AYES 4, NOES 0.

- 11. Ordinance 113-2024:** Amending Water System Regulation 301 to Set Water Rates Effective July 1, 2024 (CPI Adjustment).

Customer Services Manager Wade Holland presented a staff report and draft of Ordinance 113-2024, amending Water System Regulation 301, setting water rates effective July 1, 2024, to reflect the CPI adjustment of 3.67% during calendar year 2023 (as provided for in Ordinance 104-2021).

M/S Emanuels/Whitney to authorize amendments to the water rates in Water System Regulation 301 effective July 1, 2024, by adopting Ordinance 113-2024. AYES 4, NOES 0.

- 12. Resolution 284-2024:** Calling an Election on November 5, 2024, for Members of the Board of Directors
GM Redding presented the resolution requesting the County of Marin to provide elections services on November 5, 2024, for three (3) Board of Director positions set to expire in December 2024.

M/S Whitney/Press to approve Resolution 284-2024 calling for an election on November 5, 2024, and requesting election services from the County of Marin. AYES 4, NOES 0.

- 13. Acceptance of Extra-Help Work Agreements with Annuitants for Fiscal Year 2024-2025:** Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2024-2025.

GM Redding presented extra-help work agreements for Wade B. Holland and Kaaren S. Gann for the fiscal year 2024-2025. Directors Emanuels, Whitney, Press and Donohue all expressed their continued appreciation for the benefit of having both Holland and Gann still engaged with the District.

M/S Whitney/Press to authorize and accept the extra-help work agreements with Wade B. Holland and Kaaren S. Gann for the fiscal year 2024-2025 as proposed. AYES 4, NOES 0.

- 14. Consider and Approve Letter to California State Senator Scott Weiner, Chair, Senate Budget Committee, Opposing the Governor's Budget Proposal Regarding Charter Schools Eligibility for ERAF**

GM Redding presented the draft of a letter to be sent to the State Budget Committee. It was noted during a brief discussion on ERAF funding and the potential impact on the District posed by the Governor's budget proposal that the letter follows several that have been submitted by other special districts in Marin County, as well as by the County Administrator's office.

M/S Emanuels/Press to authorize the proposed letter be signed by the Board President and sent to the State Budget Committee as drafted. AYES 4, NOES 0.

- 15. Employee Pay Rates for FY 2024/25:** Approve the proposed pay rates for FY 2024/25, which reflect the 3.67% annual change in the San Francisco Bay Area Consumer Price Index for All Urban Consumers (CPI-U).

GM Redding presented the proposed pay rates that reflect a CPI rate increase of 3.67% for the fiscal year 2024-2025 effective July 1, 2024.

M/S Whitney/Press to approve the pay rates for FY 2024/25 as presented. AYES 4, NOES 0.

- 16. Consider and Approve Employment Placement Agreements with Occupational Technical Services:** Approve the execution of two agreements for Direct Hire and Contract-to-Hire for the Water Supervisor position.

GM Redding presented a staff report and drafts of two different agreements, Direct Hire and Temporary Placement (Temp to Hire), with Occupational Technical Services (OTS) for recruitment and placement services for the position of Water System Superintendent and possible future water operator positions. She noted that five references for OTS services were provided and she has contacted all of them for feedback about working with OTS. She has received one response so far, which was highly complimentary. She noted that previous efforts to fill the position have not resulted in satisfactory applicants and utilizing OTS and their expertise in the water and wastewater industry may provide a successful applicant.

*M/S Whitney/Press to authorize execution of the Direct Hire agreement and the Temporary (Temp to Hire) Agreement with OTS for recruitment services. **AYES 4, NOES 0.***

17. Committee Meetings/Reports

- **Personnel Committee Report.** The Personnel Committee noted that it had conducted the annual employee evaluation for the General Manager.

18. Closed Session: Public Employee Performance Evaluation (General Manager) pursuant to Gov. Code Sec. 54957
The Closed session began at 5:07 pm.

19. Re-Convene in Open Session: Report on Action Taken in Closed Session

President Donohue reconvened the Board meeting at 5:28 pm and reported that no actions were taken during the closed session. The Personnel Committee reported on its favorable evaluation of the General Manager and recommended a larger pay rate increase than what was proposed for the CPI increase. The committee recommended a pay rate increase of approximately 8%. A revised salary ordinance will be prepared for submission at the next Regular Meeting. The Personnel committee also requested staff research a pay rate increase policy based on merit for outstanding employee conduct and performance.

20. Ordinance 114-2024: Setting General Manager Compensation for Fiscal Year 2024-2025

This item will be re-introduced with the amended compensation amount based on the Personnel Committee recommendation.

21. Adjournment

The next regular Board meeting is scheduled for July 16, 2024. The regularly scheduled June Board meeting has been cancelled. Meeting adjourned at 5:46 pm.

Attest: /s/

Date: 05/30/2024

Shelley Redding, Clerk of the Board