



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, October 27, 2021, 9:00 a.m.

Inverness Firehouse

1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:05 a.m.

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

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Ken Fox, Senior Water Operator (arrived at 9:45am)

2. Public Expression

No one responded to the invitation to address the Board.

3. Approval of Minutes: Regular Meeting of September 22, 2021

M/S Press/Whitney to approve the minutes of the Regular Meeting of September 22, 2021, as submitted.

AYES 5, NOES 0

4. Management Report

Financial Reports: Administrator Redding presented the financial reports for September 2021 and for the first quarter of the fiscal year. It was noted that the budgeted revenue from the property tax collection and the water billing will offset the deficits showing on the profit and loss in December.

Audit Update: Administrator Redding reported that the final trial balance for June 30, 2021, has been submitted to the Auditor for the final audit processes.

Capital Projects Accounting, September 2021: Administrator Redding presented the Capital Projects report for September 2021. Staff was asked if the Flume Program was still active. Staff confirmed it was still active and there may be another appeal for participation soon.

Tenney Tanks Replacement Project Update: Administrator Redding presented the quarterly report submitted to the State Project Manager as well as copies of the first invoice submitted to the State for reimbursement. Superintendent Fox reported that after the rains, the site was inspected for potential issues and that despite the heavy rain there was minimal cleanup and no negative impact on the foundation excavation. The concrete pour for the first tank's foundation is scheduled for October 24. The concrete trucks will not be accessing the site from Trossach, but rather from Perth with a concrete pumper line along a pipeline easement. Residents along the affected roadways have been notified of the scheduled traffic and noise impacts.

MWPA Update: Chief Fox reported that there has not been any activity, while awaiting the environmental compliance studies to be completed. Director Donohue was asked if there were plans for evacuation drills like in Mill Valley. Chief Fox responded that those drills require coordination with Marin County Fire and

BOARD OF DIRECTORS: **KENNETH J. EMANUELS**, PRESIDENT • **DAKOTA WHITNEY**, VICE PRESIDENT
KATHRYN DONOHUE, TREASURER • **BRENT JOHNSON** • **DAVID PRESS**



SHELLEY REDDING, ADMINISTRATOR • **JAMES K. FOX**, CHIEF OF OPERATIONS

the Sheriff's office. Woody Elliott expressed concern about another disaster like recent wildfire events and issues with evacuations. Chief Fox noted that he has worked with MWPA to ensure the accuracy of the Zonehaven mapping and has had discussions with the Sheriff's office to identify areas of traffic control if there was an evacuation. It was noted that Carolyn Longstreth is actively recruiting for a replacement on the MWPA oversight committee. Director Donohue, who participates on the MWPA Board of Directors, reported that she was asked to serve on the MWPA Finance Committee, and she has agreed to do so.

MERA Update: Chief Fox reported that a meeting scheduled later this same day will consider several change orders requests and that the impacts on the project budget are unclear. He also reported that meetings are still being held by Zoom, which is preferable to having to meet in Corte Madera.

State of the Water Shortage Emergency: Superintendent Fox reported that the community continues to do an amazing job of conservation, which has staved off the need to impose rationing. The recent storm was welcome, but the water shortage emergency will continue until we can determine if the entire rainfall season will produce enough rain to enable us to relax the water shortage restrictions. Concerns were expressed about possible confusion with the sign that has been installed downtown showing the 7-day average tank level. Staff reported that the next email communication to our customers will provide some clarification about the sign, how storms affect production and available water in storage, and the continued drought. It was also noted that previous communications have been sent out, and that daily water data, including tank levels, is available on the District's website.

5. **Water System Report, September 2021**

Senior Water Operator Ken Fox presented the monthly report. He noted that rainfall so far this month totals 11.58 inches, and the year-to-date number is 12.29 inches. The recent storm did not impact the system significantly. He also reported that he updated and submitted the Monthly Sampling Schedule to the State and it was approved. Director Donahue asked about the citation issued to a water customer. Administrator Redding confirmed the citation was issued after a warning of a violation of current water use regulations declared during the water shortage emergency. Superintendent Fox also noted that the current meter readings showed that our customers reduced their water usage during the period of August 21 to October 21 by 46% from what we would normally expect at this time of year.

6. **Fire Department Report, September 2021**

Chief Jim Fox submitted the Fire Department report. He reported the Inverness Disaster Council interim coordinators Connie Morse and Sally Fairfax continue their organizing efforts and have scheduled a training for the neighborhood liaisons on November 6. He also noted that there are regular radio training exercises and a radio check is conducted daily. President Emanuels asked if IPUD could provide CPR trainings for the community. Chief Fox and Administrator Redding offered to research possible training providers.

7. **Expenditures: September 2021**

Administrator Redding presented the monthly expenditures report for September and the September credit card statements for review and approval.

M/S Whitney/Johnson to approve the September 2021 expenditures as presented and the September Cal Card statements for S. Redding and J. Fox as presented. AYES 5, NOES 0

8. **Annual Investment Policy Review**

Administrator Redding presented the current Investment Policy that was adopted on September 26, 2012 and recommended that no modifications are needed at this time.

M/S Whitney/Donohue to approve the current Investment Policy as presented without modification. AYES 5, NOES 0

9. Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance)

Administrator Redding presented the District's Nuclear Free Zone Ordinance 24-90 together with current investment information provided by the County of Marin and the State Treasurer's Local Agency Investment Fund (LAIF). She explained that Ordinance 24-90, an initiative ordinance enacted by the District's voters, obligates the Board to meet annually as a committee of the whole to review investment options for the District, the purpose of which is to determine if the transfer of District funds to a financial institution that makes no investments in Nuclear Weapons Makers ("Nuclear Free Fund") is consistent with state law and prudent management. She recommended that based on the data provided, the Committee of the Whole determine that there is no current opportunity to prudently change the District's current investment institutions.

M/S Press/Johnson to approve the current investment options in accordance with the District Nuclear Free Zone Ordinance, as recommended. AYES 5, NOES 0

10. Workshop on Budgeting and Funding for the Water System

Administrator Redding presented information about the approved budget, the operational needs, the infrastructure goals, and the long-term financial outlook for the Water System. The Board's discussion focused on current and future projects for tank replacements, tank maintenance, and ensuring the necessary cash flow to achieve those goals and set aside funds for reserves. Staff discussed opportunities for grants, possible engagement of a grant writer, and the 10-year Capital Projects report. President Emanuels asked if the Water System had ever been self-sustaining. Administrator Redding noted that while that is the goal, it has not always been self-sustaining. The Water System has always self-funded projects until the Tenney Tank Project, which is being financed with a loan from the State Water Resources Control Board. The District had to cover the cumulative losses of the Water System two years ago, before the last rate increase, that totaled nearly \$650,000. For the Water System to be able to maintain operational costs, including necessary personnel, set aside funds for tank replacement and long-term maintenance goals, and to provide reserves for other infrastructure needs, the rates should reflect the annual increase in costs. Director Johnson asked about the long-term capital projects for the District and the Water System specifically. Administrator Redding noted that the 10-year plan, which is a living document, serves as a guide to what the District is planning and specifically what the Water System's needs are over the next 10 years. She said she will provide the document to the Board of Directors and post it on the District website.

11. Committee Meetings/Reports

There were no reports.

12. Announcements, Next Meeting, Adjournment

Administrator Redding announced that the next Board Meeting was scheduled one week early because of the Thanksgiving holiday. At that meeting, staff will present the Board's meeting schedule for 2022 and Board committee assignments for 2022 will be made during that meeting. President Emanuels adjourned the meeting at 10:55 a.m. The next Board meeting is scheduled for November 17, 2021, at the Firehouse.

These minutes were approved by the Board of Directors at the regular meeting on November 17, 2021.

Attest: /s/

Date: 11/17/2021

Shelley Redding, Clerk of the Board