



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors

Minutes, Regular Meeting

Tuesday, September 16 2025, 12:00 p.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

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

Vice President Kenneth Emanuels called the meeting to order at 12.04 p.m.

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

Directors Absent: Kathryn Donohue

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

2. **Public Expression:** There was no public comment.

3. **Consent Calendar**

A. Approval of Minutes: August 19, 2025, Regular Meeting Minutes

B. Approval of Expenditures

1. **Accounts Payable:** August 2025
2. **Credit Card Purchases:** August 2025
3. **Payroll Expenses:** August 2025

GM Redding noted that the payroll expenditures report was not included in the meeting packet by accident, and it would be provided at the next board meeting.

M/S Johnson/Press to approve the Consent Calendar as presented. AYES 4, NOES 0.

GM Redding requested that item #4, “Reports” be moved to after item #5, “Business of the District” to accommodate Director Press’ schedule and ensure participation for each item discussion and action.

5) Business of the District

A. Proposal for Amendments to Water System Regulation 301, “Rates and Charges”: Consider and approve Water System rates and charges to become effective January 1, 2026, and direct staff to prepare Prop. 218 notice to be mailed to all Water System customers/property owners no later than October 3 for the Prop. 218 public hearing on November 18.

GM Redding presented the Staff Report and associated documentation compiled by Water Services Manager Holland and GM Redding. GM Redding asked Water Services Manager Holland to highlight the process of analyzing data over the previous 5 years related to revenue and expenses for the Water System and the future costs related to inflationary trends, which resulted in a proposed increase of 20.2%. General discussion concerning staffing needs, water system reserve funds, and anticipated expenses related to staff expenses.

Director Emanuels requested staff to provide customers and property owners with an outline of the infrastructure improvements done over the past 5 years, the future work being planned now, and the Department of Water Resources Grant awarded to the District that is providing the funding for the Colby & Seahaven Tank Replacement Project. He

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

noted the importance of demonstrating the work being done to maintain the system and the efforts to pursue funding opportunities that benefit the customer. Director Whitney asked about monthly billing instead of bi-monthly. Discussion about the cost effectiveness of bi-monthly vs. monthly for the current system meter reading process, but it may be considered in the future.

M/S Press/Whitney to approve the proposed Water System rates and charges as presented to become effective January 1, 2026, and direct staff to prepare the Prop. 218 notice to be mailed to all Water System customers/property owners no later than October 3 for the Prop. 218 public hearing on November 18, 2025. AYES 4, NOES 0

B. Resolution 294-2025: Authorize 180-day Wait Period Exception for Post Retirement Employment for James K Fox, Chief of Operations.

GM Redding reported that James K Fox was scheduled to retire effective October 1, 2025. A staff report was presented with a draft of the resolution, requesting approval to authorize the wait period exception of the required 180-day separation for CalPERS retirees for Chief of Operations Jim Fox. The request is being made to maintain the supervision of the Colby & Seahaven Tank Replacement Project that is underway. The resolution grants the District to contract Jim Fox as a retired annuitant for the special project supervision.

M/S Whitney/Press to authorize the 180-day wait period exception for post-retirement employment for James K. Fox as presented. AYES 4, NOES 0

C. Approval of Extra-Help Work Contract with Annuitant James K Fox as Colby & Seahaven Tank Site Replacement Project Supervisor: Pursuant to the Public Employees' Pension Reform Act of 2013, a work contract is required for one annuitant who will assist with the Colby & Seahaven Tank Site Replacement Project after his scheduled date of retirement on October 1, 2025.

GM Redding presented the draft of the Extra-Help Work Contract with annuitant James K. Fox for review and approval with an effective date of October 2, 2025.

M/S Whitney/Press to authorize the execution of the Extra-Help Work Contract with James K. Fox as the Colby & Seahaven Tank Replacement Project Supervisor, effective October 2, 2025. AYES 4, NOES 0.

D. Consider and Approve Capital Project for Purchase of Seven (7) Volunteer Firefighter Turnouts.

GM Redding presented a staff report along with quotes from two vendors, L.N. Curtis and Globe, for approval of a Capital Project Purchase of firefighter personal protective Equipment (PPE). It was announced that the Fire Department was awarded a grant for \$25,000 from the California Fire Foundation for the purchase of the seven complete turnout sets (PPE) for fire department volunteers and staff.

M/S Johnson/Whitney authorizing the Capital Project purchase of seven firefighter turnouts from L.N. Curtis using the grant award funding of \$25,000. AYES 4, NOES 0.

Director Press departed the meeting at 12:42 pm.

E. Consider and Approve Capital Project for Purchase of Vehicles for the Fire Department (1) and the Water Department (1) for no more than \$100,000.

GM Redding presented a staff report with a request for approval of a Capital Project for no more than \$100,000 for the purchase of two vehicles, one for the water district and one for the fire department. GM Redding noted that the difficulty of finding the correct vehicles needed for both departments required the ability to act quickly with a purchase when the ideal vehicle was located. The water department is interested in a small utility van that will be used in place of the fire department's Jeep. The fire department is interested in a small truck to be used by the Fire Duty Officer. The small truck will replace the 1998 Jeep that was used by both water and fire. That vehicle will be retired due to a non-functioning door and significant repair costs that are not sustainable for safe use. The water system vehicle will be purchased using reserve funds and operating funds. The fire department vehicle will be purchased using TOT funds.

M/S Johnson/Whitney to authorize the Capital Project for the purchase of vehicles for the fire department (1) and the water department (1) for no more than \$100,000 total. AYES 3, NOES 0

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

- **General Manager's Report**

- **Colby/Seahaven Tank Project Update**

- a. **Bid Protest Response:** GM Redding noted that a letter was sent in response to the protest with guidance by Legal Counsel.
- b. **Budget Amendment Request Submitted to DWR:** GM Redding reported that a budget amendment request was submitted to DWR for an increase in grant funding due to the increased costs associated with the tank project. A report will be made to the board when a decision is made.
- c. **Notice to Proceed Issued and Contract Signed:** GM Redding and Chief of Operations Fox reported that the Tank Project Construction Contract was signed and Notice to Proceed was issued to the contract awardee, Piazza Construction.
- d. **Pre-Construction Meeting:** Chief of Operations Fox and GM Redding attended a pre-construction meeting with the Project Engineer, Project Manager, and field representative at Brelje & Race Engineers, and the representatives from the construction company.
- e. **Contractor Site Visit:** A date was set for the construction company owner, James Piazza, to come to Inverness and walk through the Colby and Seahaven Tank sites with Chief of Operations Fox and the field representative for Brelje & Race Engineers to discuss strategies for equipment, materials, and work site timelines.

2. **Grants and Projects Update:** GM Redding presented a staff report and provided some material concerning a potential grant opportunity from California CORE for pursuing funding for a mini excavator and a portable power bank to be used by the water system. The 2024 FEMA grant application announcements are expected within the next month, and staff received notification that our application was receiving favorable consideration. Other grants have been submitted for the purchase of high-band radios and more PPE.

3. **5-Year Capital Projects Planning:** GM Redding provided updated Capital Project Reports and Planning documents for review.

- **Operations Reports**

1. Water System Report August 2025: Water reports were presented for August.
2. Fire Department Report August 2025
3. Marin Wildfire Prevention Authority (MWPA) Report August 2025

6) **Committee Meetings/Reports**

A. **Personnel Committee Report**

7) **Adjournment**

GM Redding noted that the next meetings will be held at 11:30 am instead of 12:00 noon to accommodate schedules for Board Directors.

The meeting was adjourned at 1:12 p.m. The next regular meeting of the Board is scheduled for October 21, 2025, at 11:30 pm.

Attest: /s/

Date: September 16, 2025
Shelley Redding, Clerk of the
Board