



# 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, April 28, 2021, 9:00 a.m.

### Inverness Firehouse

#### 1. Call to Order

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

#### Attendance Report

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

Directors Absent: Brent Johnson

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager, Ken Fox, Senior Water Operator (Joined at 10:25 am).

Public Present: Kathy Hartzell, Ann Elliott, Woody Elliott, Mike Durrie, Bridger Mitchell

#### 2. Public Expression: None

#### 7. Preparing for Water Rationing: Drafts of Revised Water System Regulation 117 (“Water Shortage Emergency”) and Ordinance 100-2021 (“Mandatory Water Rationing”): *(Item moved to accommodate Director Emanuels departure at 9:15 am):*

Wade Holland gave a brief summary on request for the Board of Directors to give staff direction on the revision of Regulation 117 and the draft of Ordinance 100-2021. He described the range of options represented to give the Board flexibility in enacting water rationing with options to meet the need. Director Press clarified that rationing could be applied at a future time. Director Donohue asked what the trigger was for declaring a rationing for IPUD system. Holland stated that there is not a set parameter at this time for declaring rationing, that it is a judgement call by the Board with staff recommendations. Holland did note there is a new State Law coming for specific criteria to be met for declaring water rationing by water agencies. Chief Fox noted that there was a recent briefing with the National Weather Service about the models showing a return to a neutral La Nina phase, which means a better chance to normal rainfall and weather patterns next year. Director Emanuels noted that all the alternatives are good, and all but one would be difficult to enact for the District. Some of the options would require hiring more staff and could mean that the District would need to go thru a Prop 219 process to add a surcharge onto bills for Drought related expenses such as staffing. Holland noted that Bolinas has enacted a per meter allotment of 125 gallons for meter per day. He also reported that staff has been looking for any software applications that could help track usage to simplify some of the options but has not had success yet.

Holland did note that for the recent billing process, the water use has not increased compared to the previous year, even though the population has increased. General discussion about options for funding, water bill information and possible resources to be provided to the customers to gauge their usage reported on their bill to understand their household usage. Director Whitney also noted that the source of

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 water supply is surface water, and the goal is to not dry the creeks up, even though it was noted that with historical water rights, the District could divert all the water from the streams but does not want to make that impact.

Director Emanuels asked if there were any recommended changes to either the Revised regulations or the Drafted Ordinance. None were noted and staff was directed to bring both documents as drafted back for Board Action at the May meeting.

*Director Emanuels departed the meeting at 9:20 am and directed Director Whitney to chair the meeting.*

**3. Approval of Minutes:** Regular Meeting of March 24, 2021.

*M/S Donohue/Press to approve the minutes of the Regular Meeting of March 24,2021 as submitted. Roll Call Taken: AYES 3, NOES 0*

**4. Management Report**

**Financial Reports:** Administrator Redding presented the financial reports for March 2021, noting the budget to actual report reflected the revised budget approved at the March meeting.

**Capital Projects Accounting, March 2021:** Administrator Redding presented updated capital projects reports to the Board, noting there were no changes in March.

**New Service Connection Fee:** The Certificate documenting the new fee for 2021 was presented. The staff fielded questions about new meter installation during the drought and staff noted that the Regulation passed last summer had a rule that no new meters would be connected during the declared water emergency.

**Tenney Tanks Project Update:** Administrator Redding announced that the State Water Resources Control Board had approved the Final Budget Approval and that the Determination was faster than expected. The next steps are to issue a formal Notice to Proceed, arrange a pre-construction meeting and coordinate with environmental review and geotechnical review. The project is expected to begin in early May.

**MWPA Update:** Chief Fox reported that the West Marin Region submitted a CORE project application to the Operational Committee as a first step to identify projects for the region. The CORE projects proposed are evacuation route clearing for non-county-maintained roads and defensible space clearing for areas of concern. This will help the committee, upon hiring of the Environmental Consulting Firm to locate and advise on locations for the projects. He also reported that an application was submitted for the local projects planned.

**MERA Update:** Chief Fox reported that the Board is moving through tower lease agreements, construction agreements and working to stay on track for a project end date of 2023. It was also announced that the current MERA Executive Officer, Maureen Cassingham, has announced her retirement and a recruitment will begin to replace her.

**5. Water System Report: March 2021**

Senior Water Operator Ken Fox submitted a written report for March showing previous year comparisons. Streamflow's are significantly lower than last year. Operator Fox also noted that Employee Kai Heimpel resigned to pursue a Medical Profession in Germany and he will be missed.

**6. Fire Department Report: March 2021**

Chief Fox submitted a written report for March. He reported that drills and training resumed in person activities. He also reported that the month of March did not have much activity for response calls.

**8. Request for Fire Department to Participate in FireWise Inverness as a Partner Agency:**

Kathy Hartzell representing the IA/IF and the community application for becoming a Firewise Community asked if anyone from the Board or Staff would be interested in participating on the Committee. Director Donohue volunteered to participate.

**9. Proposal for Creation of Committee to Study Possible Parcel Tax Measure**

This item was requested by Jerry Meral, but he was unable to attend the meeting. This item will be carried over to the May meeting for discussion.

**10. MERA Proposal to Establish Replacement Fund:**

The MERA Finance committee sent a request to County Agencies with a summary of the funding that has been paid by the agencies for the 20-year bond which expires in 2022. Inverness will pay \$11,916 for the Fiscal Year 2021-2022. They are asking for a contribution to fund equipment replacement. When the Bond is expired, the agency would then only have the equipment replacement fund.

**11. Approval of Expenditures and Credit Card Charges**

Administrator Redding presented the March 2021 expenditures and the March 2021 Cal Card statements for S. Redding and J. Fox.

*M/S Donohue/Press to approve the expenditures for March 2021 and credit card charges invoiced in March 2021. Roll Call Taken: AYES 3, NOES 0*

**12. Recruitment Update-Fire Chief Position: Administrator Redding**

Administrator Redding reported that one interview was held, and another was scheduled for tomorrow. Once the interviews are complete, the next steps are to have the personnel committee meet to discuss the candidates and bring a recommendation to the Board at the next meeting.

**13. Announcements, Next Meeting, Adjournment**

The next regular meeting is scheduled for May 26, 2021, at 9 a.m. at the Firehouse if conditions and County guidance allow.

Director Whitney adjourned the meeting at 11:15 a.m.

These minutes were approved by the Board of Directors at the regular meeting on May 26, 2021.

Attest: /s/

Date: 5/26/2021

Shelley Redding, Clerk of the Board