

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

## Board of Directors Minutes - Regular Meeting

Tuesday, May 19, 2026 | 11:30 a.m. | Inverness Firehouse, 50 Inverness Way

1) **Call to Order:** Meeting called to order at 11:31 am.

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

Directors Absent: Kathryn Donohue

Staff Present: Shelley Redding, General Manager & David Briggs, Fire Chief

Guests/Public Present: None

Quorum: Yes

2) **Public Expression:** Summary of public comments No public comments were received.

3) **Consent Calendar**

Motion: D. Whitney, Second: B. Johnson

Vote: AYES 4, NOES 0

**Action Taken:** Approval of the Consent Calendar with the Board minutes from March 17, 2026 Regular Board Meeting and Approval of Accounts Payable, Credit Card Statement and Payroll expenses for March 2026 and April 2026 as presented.

**A. Approval of Minutes:** March 17, 2026, Regular Meeting Minutes

Action/Notes: None

**B. Approval of Expenditures**

Action/Notes: None

(1) Accounts Payable: March & April 2026 - Notes: None

(2) Credit Card Purchases: March & April 2026 - Notes: None

(3) Payroll Expenses: March & April 2026 - Notes: None

4) **Business of the District**

**A. Property Owner Request for Fence Replacement Cost Share Reimbursement at Colby Tank Site**

Discussion: Staff presented a report for the Board to consider and provide staff with direction concerning a request from two (2) property owners adjacent to the Colby Tank site for reimbursement of costs associated with the construction of new fencing to block or obscure the view of the tank from their respective properties. Three options for reimbursement were provided, and information was provided showing the estimated cost the District would spend to replace the fencing that exists with a similar style of fence. Brief discussion concerning requests and the option that was found to be most equitable was a reimbursement amount equal to the cost for the replacement of the existing cyclone fence (Option #1 in the Staff Report).

**Motion:** D. Whitney, **Second:** D. Press

**Vote:** AYES 4, NOES 0 **Action:** Staff were directed to reimburse both property owners amounts listed as option 1 of the Staff Report: **Cyclone fence replacement equivalent:**

1. Suttons: \$5,775

2. McEneanys: \$2,547

**B. Resolution 299-2026:** Calling an Election on November 3, 2026, to Adjust the Appropriations Limit for Fiscal Years 2026/2027 through 2029/30

**Discussion:** Staff presented a staff report noting that this Resolution follows the guidelines for a renewal of this measure every 4 years as required.

**Motion:** D. Press, **Second:** B. Johnson

**Vote:** **AYES 4, NOES 0 Action:** Approval of Resolution 299-2026 calling an election on November 3, 2026 to adjust the Appropriations Limit for Fiscal Years 2026/2027 through 2029/2030.

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Material provided in the meeting packet is available on the District's website, [www.invernesspubd.org](http://www.invernesspubd.org), or by contacting the District office. Items may not be taken up in the order shown on this Agenda.

For assistance in participating in this event due to a disability as defined under the ADA, please call in advance to (415) 669-1414.

**THE PUBLIC IS CORDIALLY INVITED TO ATTEND AND TO COMMENT ON AGENDA ITEMS**

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



SHELLEY REDDING, GENERAL MANAGER/CLERK OF THE BOARD  
DAVID BRIGGS, FIRE CHIEF • RICHARD PEREZ, WATER SYSTEM SUPERINTENDENT

**C. Resolution 300-2026:** Calling an Election on November 3, 2026, for Members of the Board of Directors

**Discussion:** Staff presented a staff report noting that two (2) seats are open for election for a 4-year term starting January 1, 2026.

**Motion:** D. Press, **Second:** B. Johnson

**Vote: AYES 4, NOES 0 Action:** Approval of Resolution 300-2026 calling an Election on November 3, 2026 for Members of the Board of Directors, requesting elections services from the County Office of Elections and Consolidation of the Election.

**D. Resolution 301-2026:** Conflict of Interest Code Update 2026

**Discussion:** Staff presented a report and a draft of an updated Conflict of Interest Code for the District, which is required every two (2) years to list the positions required to file Fair Political Practices Commission Form 700. The update removes Jim Fox from the list and adds Water Superintendent Rich Perez as required filers.

**Motion:** D. Whitney, **Second:** D. Press

**Vote: AYES 4, NOES 0 Action:** Approval of Resolution 301-2026 updating the District's Conflict of Interest Code.

**E. Resolution 302-2026:** CalPERS 457 Plan Agency Enrollment for Employee Deferred Compensation Program

**Discussion:** Staff presented a report and documents from CalPERS for enrolling the District as a participant of the Deferred Compensation Program for employees thru pre-tax contributions to a 457(b) Fund. The District would not provide any matching funds and is voluntary for employees who wish to enroll.

**Motion:** B. Johnson, **Second:** D. Whitney

**Vote: AYES 4, NOES 0 Action:** Approval of Resolution 302-2026 to enroll the District in the CalPERS 457(B) Deferred Compensation Program for employee participation.

**F. Ordinance 120-2026:** Amending Water System Regulation 301 to Set Water Rates Effective July 1, 2026 (CPI Adjustment)

**Discussion:** A Staff report was provided detailing the criteria and analysis to determine the CPI adjustment to the water rates as allowed in Regulation 301, with a draft of the changes to Regulation 301. Discussion concerning frequency of rate increases along with regulatory and economic pressures that affect the water system operations.

**Motion:** B. Johnson, **Second:** D. Press

**Vote: AYES 4, NOES 0 Action:** Approval of Ordinance 120-2026, Amending Regulation 301 to set the water rates effective July 1, 2026 (CPI Adjustment) as presented.

**G. Resolution 303-2026:** Amending the District Capitalization Policy to Increase the Capitalization Threshold from \$7,000 to \$10,000

**Discussion:** Staff presented a report recommending an increase in the District Capitalization Policy from a threshold of \$5,000 to \$7,000 due to inflationary costs of goods and services.

**Motion:** D. Press, **Second:** D. Whitney

**Vote: AYES 4, NOES 0 Action:** Approval of Resolution 303-2026 increasing the District Capitalization Policy to \$7,000 as recommended.

**H. Fiscal Year 2025-2026 Auditor Engagement:** Nigro & Nigro, CPAs Proposal

**Discussion:** Staff presented a proposal for Independent Audit Services by Nigro & Nigro, CPAs of the District financial records for the Fiscal Year 2025-2026 at a cost of \$10,500 for approval.

**Motion:** D. Whitney, **Second:** B. Johnson

**Vote: AYES 4, NOES 0 Action:** Approval of accepting the proposal for independent audit services from Nigro & Nigro CPAs as presented for the cost of \$10,500.

**I. Fiscal Year 2025-2026 Budget Amendment Approval**

**Discussion:** Staff presented a report and draft of Fiscal Year 2025-2026 Budget Amendment for review and approval. Discussion concerning the addition of the Tank Project grant revenue and the Water Rates approval effective in January, along with increased expenses related to Vacation payouts, elevated costs for repair and maintenance of water system facilities.

**Motion:** B. Johnson, **Second:** D. Whitney

**Vote: AYES 4, NOES 0 Action:** Approval of the Fiscal Year 2025-2026 Budget Amendment as presented.

**J. Proposal from Diversified Technology Corporation for Software Upgrade to Current Billing System**

**Discussion:** Staff presented a proposal provided by the District current water system billing software provider, Diversified Technologies Inc. for a software update at a cost of \$10,200. Discussion concerning the current billing system in use since 1999, and the benefits of the upgrade for added services relating to work orders, historical documentation by service address and customer access to online bill review and payment options. The proposal has a discount provided in consideration of our loyalty as a customer and our cooperation for the provider to utilize the District's billing data for analysis (raw numbers only, no customer information).

**Motion:** D. Whitney, **Second:** B. Johnson

**Vote: AYES 4, NOES 0 Action:** Approval to accept the proposal of the software update from Diversified Technologies, Inc for \$10,200 and direct the General Manager to execute the acceptance of the proposal as presented.

**5) Special Project Report - Colby and Seahaven Tank Replacement Project**

**A. Project Completion Report - Notes:** The Final Project Completion Report that was submitted to the Department of Water Resources (DWR) was provided to the Board to fulfill the final requirement for the grant funding agreement.

**B. General Manager's Administrative Report**

Notes: Reports were provided to the Board concerning the items listed below.

1. Capital Projects Report Fiscal Year-To-Date - Notes: Update provided through April 2026.
2. Marin County Operational Area Alert & Warning Program MOU - Notes: A copy of the MOU was provided to the Board which allows the District to utilize the Countywide alerting system for emergency notifications if needed.
3. Potential CLAM Project - The Cottages - Notes: Staff reported on meetings with project coordinators and engineers concerning the conversion of the Cottage property from vacation lodging to a multi-family property.
4. National Weather Service El Nino Prediction Update - Notes: Staff provided the latest ENSO prediction report. Discussion concerning staff planning for potential runoff erosion and potential mitigation projects on access roads in watershed.
5. Marin Emergency Radio Authority (MERA) Citizen Oversight Committee - Notes: An appeal was made on behalf of MERA for anyone interested in serving on the MERA oversight committee.
6. Upper Via de la Vista Road Paving & Maintenance Project - Notes: Staff reported on the District's commitment to pay for road repair and maintenance as scheduled through their road association, once formed.
7. Volunteer Fire Department Non-Profit Foundation - Notes: Staff discussed the possibility of forming a non-profit foundation for supporting the fire department.

**C. Operations Reports**

- 1) Water System Report March and April 2026 - Notes: Reports for both March and April were presented to the Board. Discussion concerning recycling of extra materials and cleanup at Treatment Plant.
- 2) Fire Department Report March & April 2026 - Notes: Chief Briggs presented the Fire Department report noting plans for volunteers to attend training in Bolinas. Discussion about fire station cleanup and recycling of old turnouts. He also reported that the 911 phone at the station had become non-operational and has since been repaired.
- 3) MWPA Report March & April 2026 - Notes: Chief Briggs reported on ongoing meetings for the Work Plan for Seahaven that is supposed to be approved next week. He reported the MWPA is working to secure another \$200k for Coastal Agency projects. He also reported the Marin County Fire Foundry crews are being deployed to different districts for vegetation projects.

**6) Committee Meetings/Reports**

Notes: There were no committee reports

**7) Adjournment:** The meeting adjourned at 12:42 pm.

Attest: /s/

Date: May 19, 2026  
Shelley Redding, Clerk of the  
Board