



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, September 23, 2020, 9:00 a.m.

Teleconference

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:05 a.m. President Emanuels announced that Director Press would be joining the meeting at 10:00 am to report on the Personnel Committee item #14, and then will have to leave after that for another meeting he is scheduled to attend. Administrator Redding requested that item #7 be moved ahead of item #3 to accommodate the public interest item.

Attendance Report

Directors Present: Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson, David Press (attended at 10:15, departed at 10:34), Dakota Whitney

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager

Public Present: Woody Elliott, Ann Elliott, Julianne Havel

2. Public Expression

Woody Elliott reported on efforts among Seahaven residents to address the “daylighting” issues of Marin Wildfire Prevention Authority projects. He reported that there will be an online meeting on October 9 at 7 p.m. on the topic of mitigating the wildland fire threat in Seahaven. Mr. Elliott also reported on communications with Christie Neill, Marin County Fire Department Battalion Chief, about the shaded fuel break project in Seahaven. He also asked about the funds allocated for work on evacuation routes. Chief Fox responded that he would report on the item during the Management Report.

7. Customer Request for Adjustment of Usage Charge (Havel 732-000-11)

President Emanuels introduced the item and asked for input or questions from the rest of the Board. Director Donohue asked if granting a request for an adjustment of the usage charge for a leak occurring on the customer side of the water meter is normal practice. Customer Services Manager Holland provided a historical perspective on the District’s policy, noting that such adjustments are typically granted in accordance with a formula included in Water System Regulation 115.

M/S Donohue/Whitney to approve the request for a reduction of \$1,742.00 on the August

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

26 bill for Chris and Julianne Havel. **Roll Call Taken AYES 4 NOES 0**

3. Approval of Minutes: Regular Meeting of August 26, 2020

*M/S Donohue/Whitney to approve the minutes of the Regular Meeting of August 26, 2020, as submitted. **Roll Call Taken AYES 4 NOES 0***

4. Management Report

August 2020 Financial Reports: Administrator Redding reported that due to issues with the QuickBooks Software and report printing, she is able to produce only the August Profit & Loss statement. She said she should be able to produce complete reports for the first quarter of the fiscal year in time for the October Board meeting. President Emanuels asked about the gap between chipper day expenses and income. Redding reported that the majority of the chipper day customer payments were not deposited until September.

5-year Capital Projects Plan: Administrator Redding presented a summary of capital projects for the next five years. Director Donohue asked how the listed projects were reflected on the capital projects budget. Redding said that this is a “wish list,” not a budget document. Chief Fox noted that the Seahaven and Colby amounts were switched on the report. Director Donohue asked about the PPE item. Chief Fox said that there are six new volunteers and the cost of each full set of turnout gear is approximately \$2,500.00. Director Donohue questioned the estimated cost for reroofing the firehouse. Director Johnson requested that fire resiliency be considered when replacing the firehouse roof. Director Donohue asked about the fuel type for the generator for F3; Chief Fox noted that this will be a trailer-mounted generator that can be moved to other sites if necessary (especially during an emergency), so it has to be diesel-powered. Director Johnson suggested moving the Colby Wood Tank Replacement project to within 3 years and suggested that the priorities be assigned based on operational need, not on fiscal impact.

2019/2020 Audit Update: Administrator Redding reported that the final batch of material required for the 2019/20 audit is scheduled to be submitted to the auditor next week. Staff member Holland noted that this indicates that this year’s audit is well on track for timely completion and that Administrator Redding is doing a good job preparing for the audit.

Tenney Tanks Replacement Project Update: Administrator Redding reported that Brelje & Race Engineers has been requested to initiate the bid process. It was also reported that we are coordinating with the SWRCB project manager and our engineering firm regarding reporting requirements; the first progress report is due by October 1. Superintendent Fox reported on discussions with our engineers and said that he has forwarded additional information they need to ensure the drawings are up to date and appropriate for the bid process.

MWPA Update: Chief Fox reported that he has an Operations Committee meeting this Thursday to discuss the status of “shovel ready” projects and the plans for those projects. Director Donohue, who serves on the MWPA Board of Directors, reported that the MWPA Board has hired Mark Brown to be the MWPA Executive Director. She noted that he served previously as the Deputy Chief of the Marin County Fire and the Ross Valley Fire Departments. He has served in incident management roles for both CalFIRE and Federal incidents. He has expressed interest in meeting with all agencies and will be invited to attend a future IPUD Board meeting to introduce himself.

Chief Fox also reported on the residential fire safety inspections conducted in Inverness over the past few weeks. Overall feedback has been positive, and the inspections provided the Woodward Fire incident management team with useful information for planning contingency scenarios for the communities bordering the active fire. Woody Elliott invited Chief Fox to attend the Inverness Association video meeting scheduled for Wednesday evening; Chief Fox said he would be happy to attend.

ERAF Funding Update: Administrator Redding reported that the calculation for ERAF revenue used in the approved budget was based on information provided by the Marin County Finance Department, which is anticipating a \$6 million reduction in ERAF allocations this year. By reducing the County's total FY 1920/21 amount by \$6 million, and then calculating the percentage allocated to special districts and within that figure the percentage allocated to IPUD, the result is that the District is expected to receive approximately \$10,000 less this year than it did last year, which means our total ERAF revenue for the year is estimated at \$100,000.

5. **Water System Report**

Superintendent Fox provided the water system report for August. He noted that the report now provides information on distribution by zone (tank site). Superintendent Fox reports that signage is being posted emphasizing the importance of maintain conservation efforts and asking customer to cut back on landscape watering. President Emanuels asked about the problems with the PLC system that are noted on the report and asked if the system is worthwhile. Superintendent Fox said that it is, and he noted that reporting requirements are becoming increasingly complex and require the types of measurements and data that the system provides.

6. **Report on Restrictions on Purchase of Water from North Marin Water District**

Staff member Holland submitted a report and background information on the history of the initiative ordinance that established the District's policy of self-sufficiency, which requires that any agreement to purchase water from outside the District requires approval by the voters. The intertie with NMWD was originally installed after the catastrophic flooding event of January 1982. Use of the intertie is restricted to natural and man-made disasters, and its use for drought relief is excluded. Superintendent Fox noted the current issue of high salinity levels in North Marin's water. President Emanuels expressed interest in revisiting this issue in the future and Director Johnson agreed. The availability of Well 5 in Third Valley as an additional source of water was discussed. Superintendent Fox reported that the bureaucratic process of getting the well permitted would take so long that use of this very small amount of water was no longer being considered.

8. **Fire Department Reports: August 2020**

Chief Fox reported on the Fire Department's participation in the Woodward fire incident. Chief Jason Weber of Marin County Fire requested that an engine be made available on two separate days for contingency standby purposes. Administrator Redding reported that the expenses related to the deployment have been submitted for reimbursement.

Chief Fox reported that six new members have joined the department and are now beginning their training; one is an EMT and two are currently taking EMT classes.

Chief Fox addressed the issue of maintaining non-county-maintained roads for evacuation purposes. He acknowledged that with MWPA funds, the routes could be maintained on a more consistent basis using contractors. Woody Elliott asked if there was an analysis of the cost per 100 feet. Chief Fox said that he is not aware of that at this time, but he did note that the last time a contractor worked on Via de la Vista, the cost was \$15,000. Chief Fox also noted that he has worked with Marin County Fire Department personnel to assess accessibility on non-county-maintained roads. Mr. Elliott asked if there are maps and lists that show all projects identified. President Emanuels expressed his awareness of community concerns related to fire hazards. Director Donohue asked if the District could get a comprehensive report from the inspections for review. Chief Fox noted that he had received as a result of the inspections some 4 or 5 referrals for follow-up for especially dangerous property conditions.

14. Personnel Committee

Director Press joined the meeting at 10:15 and presented the staff report prepared by Administrator Redding at the request of the Personnel Committee. Director Press reported that the two areas of note related to the recommendations presented, Option A and Option B, and the impact they would have on personnel costs. Option A describes the current benefits and the current staffing. Option B assumes that employees pay a portion of their retirement contributions and their dependent health benefits. Option B also includes optional dental and vision benefits for employees. Both scenarios also propose the addition of an administrative clerical position and anticipate the fire chief's retirement. The Directors discussed especially the benefits to the District versus the benefits to the employees. Director Donohue stated that she was not in favor of changing employee benefits. Director Whitney expressed concerns about the effects on employee net take-home pay and the impacts on cost of living in West Marin. Director Whitney also asked about revisiting the issues of OPEB and of using funds set aside for OPEB to pay current annuitant healthcare premiums. Administrator Redding was asked to prepare additional items for Board consideration at the next Board meeting.

Director Press signed out from the meeting at 10:34 a.m.

9. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the August 2020 expenditures list and the August 2020 Cal Card statements for S. Redding and J. Fox.

M/S Donohue/Whitney to approve the listed expenditures for August 2020 and credit card charges invoiced in August 2020. Roll Call Taken AYES 4, NOES 0

10. District Policy Updates and Additions

Administrator Redding presented for approval three policies to replace the current policy titled "District Management and Communications Policy."

- a. Management Communications Policy**
- b. Social Media Policy**
- c. Purchasing Policy**

M/S Donohue/Whitney to approve the three policies as drafted. Roll Call Taken AYES

4, NOES 0**11. Annual Review of Investments Policy**

M/S Whitney/Donohue to approve the Investments Policy as currently written. Roll Call Taken AYES 4, NOES 0

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

Administrator Redding reported that staff has consulted the Marin County Nuclear Weapons Contractors List and has researched options for investment of District funds at a financial institution that makes no investments in Nuclear Weapons Makers. Staff recommends that no changes be made to the financial institutions used for deposit of District funds in order to maintain consistency with state law and prudent management.

M/S Johnson/Donohue to make no changes in the financial institutions used for deposit of District funds. Roll Call Taken AYES 4, NOES 0

13. Cast District's Ballot on Proposed Changes to Election Rules for Representation of Independent Special Districts on Marin County Local Agency Formation Commission (LAFCo):

Administrator Redding described the change to the election procedure for representation of special districts on LAFCo as proposed by the Marin County Special District Association (MCSDA).

M/S Whitney/Donohue to vote YES on changing the rules for the Marin County Independent Special District Selection Committee. Roll Call Taken AYES 4, NOES 0

15. Closed Session: Public Employee Performance Review (Title: Administrator), pursuant to Gov. Code §54957(b)(1)

The Board went into closed session at 11:03 a.m.

16. Reconvene in open session.

The Board reconvened in open session at 11:15 a.m. President Emanuels reported that no actions were taken in the closed session.

17. Announcements, Next Meeting, Adjournment: The next regular meeting is scheduled for October 28, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 11:16 a.m.

These minutes were approved by the Board of Directors at the regular meeting on October 28, 2020.

Attest: Date: 10/28/2020

Shelley Redding, Clerk of the Board