



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors

Minutes, Regular Meeting

Tuesday, January 20, 2026, 11:30 a.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order: Attendance Report

President Kathryn Donohue called the meeting to order at 11:37 a.m.

Directors Present: Kathryn Donohue, Kenneth J Emanuels, Dakota Whitney,

Directors Absent: David Press, Brent Johnson

Staff Present: Shelley Redding, General Manager; Rich Perez, Water Superintendent, Jim Fox, Fire Chief, David Briggs, Assistant Fire Chief

2. Election of Officers for 2026: (President, Vice President, Treasurer; ex officio officers)

Director Donohue requested that this item be deferred until the next meeting due to absence of two directors at the current meeting.

3. Public Expression: Michael McEneaney expressed his appreciation of the Board of Directors, Staff and the Colby & Seahaven Contractors, Piazza Construction, on their efforts during the construction project at the Colby Tank site next to his property.

4. Consent Calendar

A. Approval of Minutes: November 18, 2025, Regular Meeting Minutes

B. Approval of Expenditures

1. **Accounts Payable:** November & December 2025
2. **Credit Card Purchases:** November & December 2025
3. **Payroll Expenses:** November & December 2025

M/S Whitney/Donohue to approve the Consent Calendar as presented. AYES 3, NOES 0.

5) Business of the District

A. Tomales Bay Foundation Temporary Service Request for Chicken Ranch Beach Restoration Project.

General Manager Redding presented a request from the Tomales Bay Foundation, represented by Tom Gaman and Ed Knute, requesting access to temporary water service for the Chicken Ranch Beach Restoration Project with the large number of vegetation plantings planned. The project is expected to require support for the next 2 years, until the plants are established. General discussion concerning best way to accommodate the request, with the Board in full support of this request. Superintendent Perez committed to meeting with Tom Gaman at the site to discuss options and will work with them to provide the water they need for the project and establish the process for determining the costs associated with the service.

M/S Whitney/Emanuel to authorize temporary water service to the Chicken Ranch Beach Restoration Project and directs staff to determine the costs associated with the service. AYES 3, NOES 0

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

B. Policy 3081: Equipment Management Policy – Federal Grants

General Manager Redding presented an Equipment Management Policy for review and approval. This policy specifies how equipment is managed, documented and stored as part of a requirement for Federal Grant funding.

M/S Whitney/Donohue to approve Policy 3081: Equipment Management Policy as presented. AYES 3, NOES 0

6) Reports: Receive Reports On Administrative and Operational Activities for November and December 2025.**A. Special Project Report – Colby & Seahaven Tank replacement Project Update**

District project manager Fox provided pictures of the progress on the tank construction projects, describing the most recent activities involving the foundations and the upcoming tank installation schedules. The project continues to be on track for completion by the end of February.

B. General Manager's Report

1. **Colby/Seahaven Tank Project Update:** GM Redding provided administrative updates for the tank project, noting that the Department of Water Resources (DWR) has been sent a request for an increase in grant funding to cover more of the project costs. The DWR cannot commit to a specific amount of increased funding but has indicated that they are working to identify other projects that may have excess available to allocate to the Drought Resiliency Fund.
2. **2024-2025 Audit Update:** The Final Audit for FY 2024-2025 is in progress and should be available for presentation at the March Board Meeting.
3. **Mid-Year Financial Reports – Budget V Actual:** Financial report was provided showing the revenue and expenditures up thru the end of December. GM Redding noted that there she will propose a budget adjustment closer to the end of the fiscal year. She noted that the expenditures for supplies has increased because of equipment replacement and updated maintenance schedules and the associated price increase
4. **5-Year Capital Projects Planning:** GM Redding presented an updated 5-year Capital Project Planning document for review. She noted that this is a living document that will be updated and provided quarterly.
5. **CLAM request for information concerning potential affordable housing development:** GM Redding provided a Staff Report to the Board concerning the potential purchase of the Cottages property by CLAM and information sent to the project development consultant to answer initial questions relating to water service for the property.
6. **Seahaven Via de la Vista Road Improvement Project:** GM Redding provided a staff report concerning an effort by residents on Via de la Vista Road to form a road association to repave the road.
7. **West Marin Community Services CRT MOU for FY25-26:** GM Redding provided a copy of the MOU with MWCS – CRT to provide outreach and community resources with the Inverness Disaster Council.
8. **SB 827 Fiscal and Financial Training Requirement:** Information was provided concerning a new State Bill that requires financial training for Board Members and Managers, Staff will provide the resources available to the Board and staff for training opportunities that will comply with the requirements through our membership with the California Special District Association (CSDA).

C. Operations Reports

1. Water System Report November & December 2025 – Rich Perez

Superintendent Perez provided the monthly water system reports for November and December 2025. He also provided updates on the completion and approval of the Lead Service Line Inventory and the approval of the initial Cross Connection Control Policy Plan by the State Water Resources Control Board (SWRCB). He also reported a site visit by the SWRCB District 25 Engineer and follow-up work for an update to the Water System Sanitary Survey.

2. Fire Department Report November & December 2025 – David Briggs

Assistant Fire Chief Briggs provided the Fire Department reports for November and December 2025. Discussion concerning the Zone Zero effort for property defensible space. A copy of the new Fire Safe Certificate that was issued for Fire Wise Inverness. Fire Safe Marin also provided an informational item for homeowners insurance protection from Mercury Insurance.

3. Marin Wildfire Prevention Authority (MWPA) Report November & December 2025 – David Briggs

Assistant Chief Briggs provided the MWPA reports for November and December 2025. He reported that most of the MWPA activity has been focused on the Seahaven Shaded Fuel Break Project, noting that it had exhausted its budget of \$170,000 in removing dense vegetation along the original fuel break area as a result of high wind damage to dead trees. The project will be re-started as funds are allocated by the MWPA. Director Donohue, who serves on the MWPA board, reported on the Field Trip arranged by MWPA to tour the Seahaven Project. She was encouraged by the efforts of the community, IPUD staff and MWPA staff in working to undertake this project.

7) **Committee Meetings/Reports**

A. Personnel Committee Report

There was nothing to report.

8) **Adjournment**

The meeting was adjourned at 12:25 p.m. The next regular meeting of the Board is scheduled for February 17, 2026, at 11:30 am.

Attest: /s/

Date: January 20, 2026

Shelley Redding, Clerk of the
Board