



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

OFFICE: 12781 SIR FRANCIS DRAKE BLVD., SUITE 5, INVERNESS, CA

415-669-1414 📞 WWW.INVERNESSPUD.ORG 📧 ADMIN@INVERNESSPUD.ORG

**Board of Directors  
Minutes, Regular Meeting  
Wednesday, July 26, 2023, 9:00 a.m.  
Inverness Firehouse, 50 Inverness Way, Inverness CA**

## 1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:02 a.m.

Directors Present: Ken Emanuels, Kathryn Donohue, David Press

Directors Absent: Dakota Whitney, Brent Johnson

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Fire Services Assistant; Ken Fox, Sr. Water Operator, Wade Holland, Customer Services Manager, Jenna Nicolas, Grants and Projects Coordinator (via video)

2. **Public Expression:** There were no comments or public expression.

3. **Board Officer Elections:** Director Emanuels proposed to elect a new Board President. Because of the absence of two Directors, it was decided to table the item to the August meeting.

## 4. Approval of Minutes:

- Regular Meeting of May 24, 2023

*M/S Donohue/Press to approve the minutes of the Regular Meeting of May 24, 2023, as submitted.*

**AYES 3, NOES 0**

- Special Meeting of June 2, 2023

*M/S Donohue/Press to approve the minutes of the Special Meeting of June 2, 2023, as submitted. AYES*

**3, NOES 0**

*GM Redding requested that items 8 and 10 be moved forward on the agenda to accommodate Staff schedule.*

8. **Adoption of Ordinance 112-2023:** Amending Water System Regulation 115, “Adjustment of Usage Charge for Unintentional or Inadvertent Usage”

Customer Services Manager Holland made a presentation about the Water System’s usage adjustment program, noting that it has always been intended to cover both the District’s costs associated with customers’ inadvertent or unintentional high water usage and the District’s costs in processing applications for usage adjustment. He described the current process for granting adjustments in the usage charge and how the proposed amendments to Regulation 115 address a perceived inequity in how the adjusted charge is determined. Currently, high-volume water users pay none of the District’s processing costs, while low-volume users pay all of those costs. Directors asked if the proposed processing charge will remain adequate in the future or if an amendment to the regulation might be needed at some point. Staff agreed that an evaluation would be needed in the future to ensure that the processing charge remains sufficient to cover the District’s costs.

*M/S Donohue/Press to adopt Ordinance 112-2023 as presented, with a request that the amount of the processing charge be re-evaluated in the future. AYES 3, NOES 0*

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



**SHELLEY REDDING**, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

## 10. Response to 2022/2023 Grand Jury Recommendation

Customer Services Manager Holland summarized the Marin County Civil Grand Jury report. “Build more ADUs – An Rx for Increasing Marin’s Housing Supply,” and the proposed mandatory response from the District to Finding F7 and Recommendation R4. He noted that the District’s fire protection function does not impose any impact or connection fees for residential development of any size, so no implementation by the District of Recommendation R4 is warranted.

*M/S Press/Donohue to approve the response to the 2022-2023 Civil Grand Jury Report as proposed. AYES 3, NOES 0*

## 5. Management Report

### Grants and Projects

- **District Capital Projects Funding Strategy Report – Update:** GM Redding noted the documents provided in the Board packet and asked staff member Jenna Nicolas to provide context for the Board. Ms. Nicolas discussed the status of Hazard Mitigation Planning and a meeting held at the end of May with Steven Torrence, Director of the Marin County Office of Emergency Services. She reported that Mr. Torrence had some valuable insights to guide the District’s development of a Hazard Mitigation Plan, and he proposed that instead of pursuing a single-jurisdiction plan, the District could be included within the County’s plan. Staff submitted a list of “common concern” areas to be added to the current plan, as feasible. Ms. Nicolas then described a new effort to collaborate with other Marin coastal agencies to pursue funding by NOAA for a regional assessment. There was also discussion about holding a community meeting with area stakeholders to update residents about the various projects and plans currently active or being planned.
- **IPUD 75<sup>th</sup> Year Anniversary Update:** Staff has been working with Dewey Livingstone about the exhibit at the Jack Mason Museum. Plans are in place for an Open House event at the Firehouse on Friday, August 11, 2023 from 3:00 – 6:00 pm, and Art Rogers has been engaged to take a picture of all in attendance at the open house towards the end of the event.
- **District Office Space Update:** Staff reports that the new office is mostly set up and functioning. The space provides more work area for additional staff, as needed, and is functional and comfortable.

## 6. Water System Reports: May and June 2023

Senior Water Operator Ken Fox presented the Water System reports for May and June. He noted that streamflows continue to decline, which is typical for this time of year, but the system is not using all sources at this time and does not foresee the need to use any of the low intakes this year. Director Emanuels asked about the benefits of the increased storage from the Tenney Tanks Replacement Project; staff noted that the increase of 26,400 gallons is helpful but not notably significant in terms of the system’s overall storage capacity.

## 7. Fire Department Reports: May and June 2023

Assistant Chief Briggs presented the monthly reports of fire department activities. He reported that 30 people have signed up for a Lifesaving Skills class that is scheduled for August 7. He also reported on a live-fire drill at Hicks Valley with Marin County Fire and other agencies. Eight volunteers from Inverness attended.

**Marin Wildfire Prevention Authority (MWPA) Local and CORE Projects Update:** Staff reported that defensible space inspections are currently underway in the District. Chief Fox noted that he had a conversation with the defensible space coordinator about the inspection reports and the concerns raised by residents as to the severity of some of the findings and corrective actions that are reported. Directors underscored their desire to receive regular monthly reports on MWPA activities, especially with regard to projects that involve Inverness. Director Donohue inquired about an email from San Jose State University regarding insurance coverage, but Chief Fox did not recall having received it. There was also discussion about new laws going into effect in 2024 regarding vegetation clearance around structures.

**Marin Emergency Radio Authority (MERA) Update:** GM Redding noted that the contribution amounts for all member agencies have increased, and she provided a statement showing the amount being assessed to each

agency for FY2023-2024. Chief Fox had nothing new to report on recent construction activity related to the next-generation MERA project.

**9. Adoption of Overhead Rates for FY 2023/2024**

GM Redding presented the calculations for the overhead rates to be in effect for the Fiscal Year 2023/2024, which reflect the approved budget. *M/S Donohue/Press to adopt Overhead Rates for FY 2023/2024 as presented. AYES 3, NOES 0*

**11. Adoption of Resolution 282-2023:** Authorizing the Grant Application, Acceptance and Execution for the Drought Relief Program Tank Replacement Project.

Staff presented the resolution, as required, to officially be awarded the \$1.2 million grant from the State Department of Water Resources for the Drought Relief Program Tank Replacement Project.

*M/S Donohue/Press to adopt Resolution 282-2023 Authorizing the Grant Application, Acceptance and Execution for the Drought Relief Program Tank Replacement Project. AYES 3, NOES 0*

**12. Approve Expenditures and Credit Card Charges:** May and June 2023

General Manager Redding presented the May and June 2023 expenditures and credit card ledgers for approval. GM Redding noted the various payments made for FY 2023/2024 for Insurance, Unfunded Accrued Liability, and MERA contribution.

*M/S Donohue/Press to approve the May 2023 expenditures and credit card purchases and the June 2023 expenditures and credit card purchases as presented. AYES 3, NOES 0*

**13. Committee Meetings/Reports**

Nothing was reported.

**14. Adjournment:** President Emanuels adjourned the meeting at 10:33 a.m. The next regular meeting is scheduled for August 23, 2023.

Attest: /s/

Date: 7/26/2023

Shelley Redding, Clerk of the Board