



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, September 27, 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: Kenneth J. Emanuels, Dakota Whitney, Kathryn Donohue, David Press, Brent Johnson

Directors Absent: None

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Assistant Fire Chief; Ken Fox, Sr. Water Operator; Jenna Nicolas, Grants and Projects Coordinator

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

3. **Board Officer Elections:** President Emanuels presented a request to step down as Board President and asked the Directors to elect a new Board President. Discussion by each Board Member of availability for the position. Director Whitney and Director Johnson both declined, citing work and personal commitments that would constrain their ability to assume responsibility; both cited a desire to resign from the Board at the earliest practical opportunity. Director Press also cited work constraints that would not allow him to serve as Board President, but said he wished to continue serving on the Board. Director Donohue reported that she was willing to serve as Board President but wanted assurances that the current members will remain on the Board for a year to support her in her new role. Directors Whitney and Johnson both agreed that they would commit to a year, or until a potential successor could be identified. Director Press said he would be willing to be Board Treasurer but would like to be removed from the Personnel Committee. A general discussion followed about the difficulty of committing to committee work; President Emanuels proposed that when the need arises, an ad hoc committee could be appointed for the specific task at hand, based on Board members' availability. Director Press asked if the Board meetings could be moved to a different day and changed to the afternoon rather than in the morning. Director Johnson noted that an afternoon meeting on either a Tuesday or a Thursday would be preferred. Director Press stated that a time after 4:00 pm would be preferable. Director Press requested a survey to determine if either Tuesday or Thursday would be preferred for Board meetings at 4:00 pm. GM Redding stated that she would send out a survey to the Board and Staff to determine the best day.

M/S Whitney/Johnson to elect Kathryn Donohue as Board President, Ken Emanuels as Vice President, and David Press as Treasurer; and to have a survey conducted to determine a day and time change for future Board meetings. AYES 5, NOES 0

9:20 am President Emanuels passed the gavel to Director Donohue.

4. Approval of Minutes: Regular Meeting of August 23, 2023

M/S Press/Donohue to approve the minutes of the Regular Meeting of August 23, 2023, as submitted. AYES 5, 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**, CHIEF OF OPERATIONS

5. Management Report

Grants and Projects

District Capital Projects Funding Strategy Report – Update

- Staff member Jenna Nicolas provided an overview of the past year's grant and project activities, highlighting the areas of focus for capital projects to date.
- General Manager Redding reported that a no-cost amendment has been submitted for the DWR Tank Replacement Grant project to include replacement of the redwood tank at the Seahaven tank site, the last wooden tank in the water system. The amendment, if approved, will be reflected in the Scope of Work on the Financing Agreement.
- Staff member Nicolas reported that a Letter of Interest was submitted to NOAA on August 28, 2023, for the Coastal Zone Resiliency collaboration between the water system agencies in Inverness, Stinson Beach, Bolinas, and Muir Beach. If invited to submit a grant application, the grant could fund a 4-year comprehensive assessment for areas of mutual concern, workforce resiliency, climate change adaptations and resiliency measures.
- Staff member Nicolas noted that regular meetings have been occurring with the county's Office of Emergency Services staff; participation in these monthly meetings provides the opportunity for Inverness to be included in the County's Hazard Mitigation Planning projects.

6. Water System Report: August 2023

Senior Water Operator Ken Fox presented the Water System report for August. He noted that streamflows are stronger than they were at this time last year. He also noted that the ENSO report continues to maintain that the likelihood of an El Nino this winter is 95%.

7. Fire Department Report: August 2023

Activity Report: Assistant Chief David Briggs presented the monthly report of Fire Department activities and reported on training exercises. A discussion followed about how for some months the Fire Department has made Narcan available to the public on a 24/7 basis (it is accessible in the emergency phone box on the west side of the Firehouse building). Assistant Chief Briggs reported that the Department is planning to provide a Narcan dispenser in the lobby at the Post Office and is awaiting permission from the Postmaster. Directors discussed the benefit to the community from making facemasks and COVID testing kits easily available to the public in the Post Office lobby. It was suggested that a notice of the availability of Narcan be mentioned in the District's next quarterly newsletter.

Marin Wildfire Prevention Authority (MWWPA) Report: Assistant Chief Briggs presented the monthly report on MWWPA activities.

- Chief Fox reported that property owners are continuing to have issues with the defensible space inspections and the feasibility of some of the recommendations. He has contacted the coordinator for the inspection activities to discuss some areas for improvement in how the inspectors communicate with homeowners about their recommendations and about the practicalities of instituting some of the types of recommendations that are being made.
- Chief Fox also reported on the ongoing weekly meetings with the West Marin CORE Group to identify the areas that will be included in the Public Works Project Environmental Study for work projects starting in July 2024. IPUD has initially designated specific areas within the District that are considered a priority and is providing feedback on areas bordering the District that are part of the State Responsibility Area that is managed by Marin County Fire. The discussions also include plans for the areas between Inverness, Olema, and Point Reyes Station along with the communities of Point Reyes

Station, Marshall, Muir Beach, Stinson Beach, and Bolinas. The weekly meetings are scheduled to continue through the end of October.

8. Approve Expenditures and Credit Card Charges: August 2023

General Manager Redding presented the August 2023 expenditures and credit card ledgers for approval.

M/S Press/Johnson to approve the August 2023 expenditures and credit card purchases as presented. AYES 5, NOES 0

9. Annual Investment Policy Review: Review the Investment Policy dated September 26, 2012, and adopted September 26, 2012, and determine whether modifications are needed at this time.

After discussion, M/S Whitney/Emanuel to approve the existing investment policy adopted September 26, 2012, without any modifications at this time. AYES 5, NOES 0

10. Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance): Review and approve IPUD's investments as they relate to the Nuclear Free Zone Ordinance.

Directors discussed the current policy of using the State Treasurer's Local Agency Investment Fund for funds that are not needed on an immediate cash basis. Director Johnson asked about the interest return the District is receiving from LAIF. GM Redding stated that she would have a quarterly statement available at the next meeting that will provide the interest rate and interest amount earned in the current quarter. GM Redding also noted that the Auditor, Paul Kaymark, has suggested the District consider CLASS, a new investment fund being provided by the California Special Districts Association. Directors Johnson and Press asked that information on this fund be provided at the next Board meeting.

M/S Emanuel/Whitney to make no changes to the IPUD's investments policy as it relates to the Nuclear Free Zone Ordinance. AYES 5, NOES 0

11. Capital Project: Portable Vent Fan: Review and approve a capital project for the purchase of a portable vent fan for use by the Fire Department (estimated at \$5,000.00).

GM Redding presented the specifications and quotes from two vendors for a vent fan to be purchased for the fire department. Staff recommended that the vent fan be acquired from Kenco Fire Equipment, the provider of the lowest bid.

M/S Johnson/Press to approve a capital project in the amount of \$5,000 for purchase of a vent fan from the lowest bidder. AYES 5, NOES 0.

12. Personnel Policy Revision: Consider and approve changes to personnel policies for sick and bereavement leave according to changes in State law; update the list of paid holidays.

GM Redding presented the revised sick leave and bereavement leave policies based on updates to state laws. She also presented a request to add "Juneteenth" to the District's list of paid holidays for consistency with the list of Federal holidays, bringing to eleven the total number of paid holidays.

M/S Whitney/Johnson to approve the updates to the sick leave and bereavement leave policies as presented and to add the "Juneteenth" federal holiday to the list of District approved paid holidays. AYES 5, NOES 0

13. Support Assembly Constitutional Amendment 13: Majority Vote Protection Act: Approve letter of support for Assembly Constitutional Amendment 13 and direct the President to sign and transmit the letter.

GM Redding presented the staff report prepared by Wade Holland, which recommends approval of a proposed letter supporting Assembly Constitutional Amendment 13 as drafted.

M/S Johnson/Whitney to approve the letter supporting Assembly Constitutional Amendment 13 and direct President Donohue to sign and transmit the letter as proposed. AYES 5, NOES 0.

14. Committee Meetings/Reports

Personnel Committee: A draft of the Water Superintendent Job Opening was distributed to the Personnel Committee by GM Redding prior to today's Board meeting. General editing suggestions were provided, and GM Redding noted that she plans to post the job announcement for the position of Water Superintendent in

October in anticipation of Jim Fox's planned retirement at the end of December. She noted the platforms for the job posting include Indeed, the CSDA job board, and the Marin IJ. It was suggested it should also be posted on LinkedIn and the California Rural Water Association job board.

15. Adjournment: President Donohue adjourned the meeting at 10:14 a.m. The next regular meeting is scheduled for October 25, 2023 at 9:00 am.

Attest: /s/

Date: 9/27/2023

Shelley Redding, Clerk of the Board