



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors

Minutes, Regular Meeting

Tuesday, August 20, 2024, 4:00 p.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order; Attendance Report

President Donohue called the meeting to order at 4:00 p.m.

Directors Present: Kathryn Donohue, Kenneth J. Emanuels, Brent Johnson

Directors Absent: Dakota Whitney, David Press (arrived at 4:05 p.m.)

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Assistant Fire Chief.

2. Public Expression: No one responded to the invitation to address the Board.

Director Press arrived at the meeting at 4:05 pm

3. Approval of Minutes: Regular Meeting of July 16, 2024

M/S Emanuels/Donohue to approve the minutes of the Regular Meeting of July 16, 2024, as presented. AYES 3, NOES 0, ABSTAIN 1 (Johnson).

4. Management Report

- FY 2024-2025 Capital Projects 5-year List: GM Redding presented the updated Capital Projects 5-year List for fiscal year 2024-2025 thru 2028-2029. She also presented the current Reserve Funds that are held in the Local Agency Investment Fund (LAIF) that is managed by the State Controller Office. She noted that based on the unaudited figures, she would be presenting a resolution at the next Board meeting to allocate funds to more clearly align with the Capital Projects List. Director Donohue requested that the priority notes on the list be updated, and Director Johnson asked for a more clarification on what is being funded and what needs funding.
- Grants and Projects Update: GM Redding reported that staff continue to wait for a decision from FEMA on the application for the Assistance to Firefighters Grant (AFG); the decision is expected by the end of September. GM Redding also reported that the Grants and Program Manager is researching other grants and funding opportunities as more programs are being announced that may align with the District's capital project goals.
- Marin County Quarterly Managers Meeting: GM Redding reported on the meeting, noting that the Assistant County Administrator presented information concerning the Sea-Level Rise project the County is undertaking in coordination with the Countywide Hazard Mitigation Plan. She also noted that there was a report concerning the County's Drought Resilience Plan and the continuing work in compliance with SB 552.
- LAFCo Community Meeting scheduled for October 8th: GM Redding reported that the Marin County LAFCo was facilitating the effort for North Marin Water District (NMWD) to remove IPUD from its boundary (as well as an area of Marshall). IPUD has not raised any objection to this effort, has participated in the discussions and offered to host the public meeting at the firehouse on October 8th at 6:00 pm.

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. Water System Reports: July 2024

Activity Report: Water Superintendent Jim Fox presented the Water System Report for July 2024. He noted the rainfall average has increased based on the last 2 years of precipitation. Director Johnson asked about the note concerning L2 access and it was reported that the access issue has been resolved. Superintendent Fox also reported that there have been several line breaks in the past 6 months and there was also a service line replaced based on the County requiring a larger service line at an existing property. He also reported his interview on KWMR the previous week to discuss the water availability for Inverness.

Colby/Seahaven Tanks Replacement Project Update: GM Redding reported that the Notice of CEQA Exemption was completed and filed with the State and noted the supporting memo in the Board packet for the CEQA Exemption. She also reported that 2 Coastal Zone Permit Applications are ready for submittal, but she is awaiting a call from the County Planning Department to verify the packets contain the required documentation. She noted that the application for the Colby Tank site also has a permit request for the removal of 2 Heritage Trees. Property owner Michael McEneaney asked if there could be a compromise on the plans for the tree removal by only removing the tree furthest from his house? Staff commented that the plan is based on the engineering and design for the site, the requirements and the new tank. There was further discussion with staff also noting that the packets are only permit applications and when they get a response to that, there will be a time for public review.

6. Fire Department Reports: July 2024

Activity Report: Assistant Chief Briggs presented the monthly report of the Fire Department's activities and noted that volunteers attended structure fire protection training with Marin County Fire in Point Reyes over several weekends.

Marin Wildfire Prevention Authority (MWWA) Report: The monthly activity report was presented to the Board. He reported that the final Environmental Plan will be submitted for approval by the County Supervisors. Discussion about evacuation route work and roads that will be part of the work plan; how residents will be notified. Asst. Chief Briggs also reported that the defensible space inspections had finished for the year. He noted the sample letter in the packet for a new process by the department to contact property owners who have had their property identified as "poorly maintained". GM Redding noted this is an effort to engage with these property owners and raise awareness about the report, the areas of concern and educate about the resources available from MWWA and Fire Safe Marin. She also noted that this new approach will help to reinforce the importance of property maintenance not only for the property owner but for the community.

Marin Emergency Radio Authority (MERA) Update: Chief Fox reported that the MERA project is still on track and in July the new communication system was installed. The next step is programming and he continues to work with Marin County Fire and MERA to ensure that the paging system for volunteer agencies will function with the new dispatch system.

7. Approval of Expenditures and Credit Card Charges: July 2024

General Manager Redding presented the July 2024 expenditures and credit card ledgers for approval.

M/S Press/Johnson to approve the July 2024 expenditures and credit card purchases as presented. AYES 4, NOES 0.

8. Consider and Approve Grant Easements From IPUD to Two Properties Adjacent to the Colby Tank Site:

GM Redding presented a staff report and the associated documents to grant easements to the McEneaney 2021 Trust and the McCoy Trust, whose properties are adjacent to the Colby Tank site. Both properties have an informal agreement with the District and with the new work planned for the Colby site, it was desired to codify the easements formally.

M/S Emanuels/Johnson to approve the grant easements for both the McEneaney 2021 Trust and the McCoy Trust properties that are adjacent to the Colby Tank site, as presented. AYES 4, NOES 0.

9. CalPERS Health Benefit Change: GM Redding presented the proposal for a change to the CalPERS Health Benefits Contract based on changes made by CalPERS for 2025. Discussion into options presented and potential costs to both employees and the District. Director Donohue asked if the Finance Committee could meet with GM Redding to further discuss the options and make a recommendation to the Board at the next regular meeting. GM Redding noted that the next meeting will require a Resolution to be passed for CalPERS to make the contract changes in time for open enrollment options for the staff and processing by CalPERS. Director Donohue asked if Treasurer Press and Vice President Emanuels would arrange to meet with GM Redding and finalize a recommendation for the next board meeting in September. They both agreed to schedule a meeting with GM Redding in the next few weeks. No Action Taken.

10. SDRMA Ancillary Benefits Offerings: GM Redding also presented her proposal to contract with the Special District Risk Management Authority (SDRMA) to provide additional employee benefits of Dental and Vision Insurance for both active employees and their dependents. She also noted that the provider also has an Employee Assistance Program and optional Life Insurance, Short-Term and Long-Term Disability Insurance available. As with the Health Insurance, Director Donohue also asked the Finance Committee to consider this proposal and make a recommendation for this proposal for the next regular meeting in September. No Action Taken.

11. Capital Project Approval for Utility Terrain Vehicle (UTV):

GM Redding presented the Staff Report outlining the opportunity to purchase a UTV for use by the fire department for vegetation management in the watershed, with \$35,000 of the cost being paid from MWPA CORE funds. Discussion about the options available and the quotes from 3 vendors with 2 being gas-powered and one being electric. The staff recommendation was for the purchase of the electric UTV for \$47,226 as it aligns with District Policy to pursue alternate fuel vehicles when possible. The remaining balance for the vehicle can be covered by Fire Department reserve funds. Director Johnson was going to research possible funding opportunities outside of the MWPA funds. Director Emanuels asked about how the use of this vehicle differs from standard truck use? Chief Fox noted that the UTV can access areas the trucks cannot. It has a lighter footprint and does not require the storage of fuel.

M/S Press/Johnson to approve the purchase of the electric UTV as recommended for the price of \$47,226. AYES 4, NOES 0.

12. Consider and Approve Amended FY 2024-2025 Proposed Budget

GM Redding presented the Amended proposed budget for FY 2024-2025. She noted the summary budget document shows an overall surplus. She noted that a comprehensive review of the budgeted expenditure categories was conducted with staff, as requested by Director Press, and the new amendments reflect that analysis. It was noted that the current water regulations show that the next period to consider for a revision of the rate structure is not until after the final CPI increase in July, 2026.

M/S Emanuels/Johnson to approve the proposed amended budget as presented. AYES 4, NOES 0

13. Committee Meetings/Reports

Personnel Committee: GM Redding noted that an in-person, on-site interview was conducted with a candidate, and an offer was made through the recruitment firm. but that candidate ended up accepting another job offer. Staff will continue working on recruiting more applicants.

14. Adjournment

The meeting was adjourned at 5:30 p.m. The next regular meeting of the Board is scheduled for September 17, 2024.

Attest: /s/

Date: 08/20/2024

Shelley Redding, Clerk of the Board