



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, October 28, 2020, 9:00 a.m.

Teleconference

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:00 a.m.

Attendance Report

Directors Present: Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson, David Press, Dakota Whitney (departed at 10:20 a.m.)

Directors Absent: None

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

Public Present: Ed Nute, Bob Johnston, Mike Durrie, Richard James, Rod Griffin, Tom Gaman, Jerry Meral, Woody Elliott, Ann Elliott

2. Public Expression

Jerry Meral expressed interest in what the funding needs of the District are to meet the challenges of climate change, water supply and fire prevention. He is exploring a possible parcel tax measure through the initiative process that would benefit the District.

3. Mark Brown, Executive Officer, Marin Wildfire Prevention Authority (MWPA)

Director Donohue introduced Mark Brown and asked him to speak about the MWPA. Mr. Brown discussed the purpose of the MWPA and how the MWPA hopes to leverage cooperation with agencies. He summarized the goals of the MWPA including prevention, mitigation, and preparedness. He described the role of the MWPA Operations Committee and how projects are identified and assigned. He encouraged residential awareness and preparedness. He noted the priorities for future mitigation to include prescribed burning, evacuation studies that include contraflows and shaded fuel breaks. All need environmental consideration and ongoing maintenance. Discussion between the public, staff, Directors and Mr. Brown covered the topics of shaded fuel breaks and evacuation routes and how attention to these activities with MWPA will help to maintain a safer environment. Jerry Meral noted that there is interest in creating a FireWise community in Inverness, which was encouraged by Mr. Brown as a worthwhile effort. Bob Johnston offered suggestions for the MWPA website and the mapping application. The ongoing plan for MWPA projects is maintenance of projects completed. President Emanuels noted that in Inverness there is an occupancy issue with some of the homes and identifying the need for mitigation and maintenance to include homes that are not regularly occupied. Mr. Brown suggested that the local agency may need to have a plan for outreach and education for those property owners to engage them in participation.

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

Director Press noted that the National Park Service had recently de-energized the power lines to park-owned residences at the top of Vision Rd. until it rains. The long-term goal is to remove the park service residences from the power grid entirely.

President Emanuels thanked Mr. Brown for his attendance and presentation. Mark Brown departed the meeting at 9:40am.

4. Approval of Minutes: Regular Meeting of September 23, 2020

M/S Whitney/Johnson to approve the minutes of the Regular Meeting of September 23, 2020, as submitted. Roll Call Taken: AYES 5, NOES 0

5. Management Report

1st Quarter Financial Reports: Administrator Redding presented the quarterly financial reports.

5-Year Capital Projects Plan: Administrator Redding presented a corrected draft of the list of proposed capital projects for the next five years. The Seahaven Tank re-coating project will be of highest priority.

2019/2020 Audit Update: Administrator Redding reported that all financial data has been submitted to the auditor. President Emanuels asked if a date has been set for the auditor's site visit. Administrator Redding responded that due to COVID, the auditor will not be performing a site visit but will request documents to be sent for review via a secure file sharing service.

Tenney Tanks Replacement Project Update: Administrator Redding presented the required quarterly report that was submitted to the State Water Resources Control Board. Specific areas to note include the environmental requirements and the need for a spotted owl survey to be conducted within one week of planned construction during the nesting season. Director Press stated that he can assist with coordinating a study and report for the reporting purpose. Administrator Redding also noted that the technical specifications were in final review with the District's project engineers and upon completion will be submitted to the geology consultant for a final letter.

Water Shortage Emergency and Conservation: Administrator Redding and Customer Services Manager Holland presented a report about the current water shortage emergency and responded to questions about the next steps. Tom Gaman asked about conservation and public education, how to read the bills and the definitions used for measurement. Staff member Holland described the meter reading process to identify large volume users. It was noted that the final stage would be to ration customers' usage, but that in the meantime further restrictions on outdoor watering could be introduced. The rationing step is not desired, and staff is hopeful that customers will respond to the current restrictions which will help to avoid rationing. Administrator Redding offered to provide information on the District website to assist customers with conservation and awareness.

Staff member Holland reported that the recent billing identified that the top 10% of residential users are consuming over 40% of the water at residential services. The highest-volume customers have been contacted in person or by phone and were generally cooperative. A letter was mailed to all 50 customers constituting the top 10% to reinforce the need for them to reduce their usage. Superintendent Fox noted that the excessive use is believed to be almost exclusively from automatic watering systems that are leaking or programmed to use too much water. Mike Durrie asked is there has been a reduction in consumption; Staff reported that overall there has not been, but this is believed to be largely attributable to a notable increase in the population in the District inasmuch as many vacation homeowners (and/or their families) are now in Inverness

fulltime during the pandemic. Director Johnson asked about revenue ratio between the Basic Charge and the usage charges. Staff stated that it is about 78%/22%.

Water System Leak Detection: Administrator Redding presented a Staff Report on leak detection systems and the practices of other agencies.

Wildfire Preparedness: Administrator Redding presented a Staff Report about wildfire preparedness and outlined community groups and resources available for preparation and mitigation.

MERA Update: Chief Fox reported on the recent MERA update and the next phase of the project.

MWPA Update: Director Donohue and Chief Fox both reported on their committee activities.

6. Water System Report: September 2020

Superintendent Fox discussed highlights of the written Water System Report for September that has been submitted.

7. Fire Department Report: September 2020

Chief Fox commented on the written Fire Department Report for September that has been submitted. President Emanuels asked if the Disaster Council was still active noting that he thought he was a neighborhood coordinator but has not heard anything for over 6 months. He has reached out to Jairemarie Pomo but never heard back from her. Chief Fox reported that it is but noted that the current coordinator will be moving out of district soon. Director Donahue asked if outreach to residents has been dormant in recent months and wondered if neighborhood liaisons were being encouraged to contact residents in their neighborhoods. Mike Durrie said that a radio drill is scheduled for next Sunday; he also noted that there are 34 neighborhoods but only 16 have a designated liaison. Chief Fox reported that Chipper Day next year may be conducted with Firesafe Marin and MWPA funds.

8. Approval of Expenditures and Credit Card Charges

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

M/S Johnson/Emanuels to approve the listed expenditures for September 2020 and credit card charges invoiced in September 2020. Roll Call Taken: AYES 4, NOES 0

9. Ordinance 96-2020: Compensation of the Administrator of the Inverness Public Utility District.

Staff presented the ordinance for review and approval. President Emanuels asked if the Administrator was an exempt employee. Administrator Redding said that at the previous Board meeting it had not been determined whether the Administrator is to be reclassified from hourly nonexempt to salaried exempt. The ordinance sets the rate of pay as hourly. President Emanuels requested that another ordinance be drafted for the next meeting setting the Administrator position to salaried exempt.

M/S Johnson/Donohue to approve Ordinance 96-2020 as drafted. Roll Call Taken: AYES 4, NOES 0

10. Approval of Staff Pay Rates to Include COLA Adjustments

M/S Johnson/Donohue to approve the staff payrates to include the COLA adjustment as presented. Roll Call Taken: AYES 4, NOES 0

11. Streamline Website Agreement Amendment

Administrator Redding presented an amendment to the current agreement with Streamline, the District's website vendor, to add an email component for purposes of efficient outreach and communications with customers and staff/volunteers. The proposed amendment would increase the monthly fee by \$60.00 to \$260.00.

M/S Johnson/Donohue to approve the amendment to the agreement with Streamline. Roll Call Taken: AYES 4, NOES 0

12. Replacement of Firehouse Heating System

Administrator Redding presented a Staff Report and a proposal from Ongaro and Sons to replace the heating in both the office space and the meeting room. One bid is to replace both the existing wall heaters with newer, similar wall heaters. The other bid is to replace the wall heater in the meeting room with a newer, similar wall heater and to change to a heat pump for the office space. Director Johnson expressed interest in pursuing the heat pump option for both spaces in order to add air conditioning on both floors. President Emanuels asked that another bid be obtained. Chief Fox noted his concern about adding an electrical heat pump system and the impact it would have on the backup generator. Directors Donohue and Johnson support the addition of air conditioning.

Staff agreed to obtain another bid and bring back this item at the next meeting.

13. Committee Meetings/Reports: Nothing to report

14. Announcements, Next Meeting, Adjournment: The next regular meeting is scheduled for November 18, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 11:00 a.m.

These minutes were amended and approved by the Board of Directors at the regular meeting on November 18, 2020.

Attest: /s/

Date: 11/18/2020

Shelley Redding, Clerk of the Board