



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors Minutes, Re-Scheduled Regular Meeting Tuesday, February 27, 2024, 4:00 p.m. Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order; Attendance Report

Vice-President Emanuels called the meeting to order at 4:00 p.m.

Directors Present: Kenneth J. Emanuels, David Press, Dakota Whitney

Directors Absent: Kathryn Donohue, Brent Johnson

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

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

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

M/S Press/Whitney to approve the minutes of the Regular Meeting of January 16, 2024, as submitted. AYES 3, NOES 0

4. Management Report

2022-2023 Audit Update

General Manager Redding reported that the Annual Audit was nearly complete after the Auditor experienced issues related to the Accounting Software used by the District. It was predicted that the Audit report should be available by the March meeting. Director Emanuels asked if the Auditor would be able to attend the meeting and GM Redding noted that she would query the Auditor about a virtual attendance, since their offices are located outside of the Bay Area,

Grant Funding Report

GM Redding noted that there was nothing new to report on grants at this time, with the exception of a County grant being pursued to purchase 25 NOAA weather radios for distribution to Disaster Council volunteers as needed for residents without internet access, and an AED to be available for public access at a location to be determined.

FEMA AFG (Assistance for Firefighters Grant)

GM Redding reported that the grant that both Jenna and David worked on was submitted to FEMA for the 2024 cycle. The grant proposal submitted was for the purchase of a new Type 6 fire vehicle, new turnouts and new firehoses. Grant amount being requested is nearly \$500,000.

Marin LAFCo and NMWD

GM Redding reported that she was contacted by the Executive Director of LAFCo, Jason Fried, concerning the Municipal Service Review (MSR) they were working on for North Marin Water District (NMWD). They are now addressing the issue of the NMWD boundary overlap with the IPUD boundary and are going to start the process to establish clear boundary lines that do not overlap. GM Redding has met with both parties and will await further communications about the process and IPUD's role.

Quarterly Water Managers Meeting

GM Redding presented staff report with a summary of the meeting.

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 Report: January 2024**

Senior Water Operator Ken Fox presented the Water System report for January 2024. He noted that the report format was drafted by GM Redding and due to timing issues, he was not able to review it prior to the distribution of the packet to the Board. He did provide a handout to the Board of his version and noted that the new format will work with some minor adjustments. Discussion about rainfall to date, stream flow rates and overall system performance. Chief of Operations reported the discovery of a fence that had been installed by a property owner in the middle easement IPUD has for access in 2nd valley. Pictures were taken by staff upon discovery. Staff will be contacting property owner to discuss access issue soon.

Chief of Operations Jim Fox reported on the most recent activity for the Colby/Seahaven Tank Replacement project. Activities have included a kick-off meeting with Engineers from Brelje & Race, site surveys conducted which produced topographical maps and preliminary site plans for new tanks at the existing locations. COP Fox reported he was in the process of confirming piping locations before next drafts of site drawings.

GM Redding presented an informational staff report concerning the SCADA system. The District's IT consultant contractor, Core Utilities, Inc., did a site visit at the F1 and F3 treatments plants to start the process of reviewing the existing SCADA system and how the HMI and PLC configurations work. They then provided a preliminary schematic of their assessment and asked for review and corrections from staff. Director Press asked if there was an estimate yet for the cost of the project and it was noted that once the schematics are reviewed, an estimate would be provided.

6. **Fire Department Report: January 2024**

Activity Report: Assistant Chief David Briggs presented the monthly report of Fire Department activities. Director Emanuels thanked the staff for their initial response to downed trees. COP Fox reported that tree removal is done if it is manageable by staff, and if it presents no hazard to staff or public, otherwise County Public Works is contacted. There were no other questions or comments.

Marin Wildfire Prevention Authority (MWWA) Report: A monthly activity report was presented to the Board. It was also reported that the CORE project environmental study has been finalized and is being prepared for submission to the Coastal Commission. Discussion about hazard mitigation planning and how the Districts hazards are being assessed and addressed. Director Emanuels requested that this item be added to the Agenda for the March meeting.

Marin Emergency Radio Authority (MERA) Update: Staff provided the January update as well as a comprehensive site report provided by MERA. The project is now in the final stages with completion marked for January 2025. Trainings have begun for agencies.

7. **Approval of Expenditures and Credit Card Charges: January 2024**

General Manager Redding presented the January 2024 expenditures and credit card ledgers for approval. There were no questions or comments.

M/S Press/Whitney to approve the January 2024 expenditures and credit card purchases as presented. AYES 3, NOES 0

8. **Consider and Approve Legal Review of Emergency Intertie Agreement with NMWD for 10-year Renewal.**

General Manager Redding presented an informational staff report with a copy of the current agreement with North Marin Water District, which is set to expire June 30, 2024. Requested approval to send an updated agreement to Legal Counsel for review for another 10-year term.

M/S Whitney/Press to approve legal review of Emergency Intertie Agreement with North Marin Water District as recommended. AYES 3, NOES 0

9. Consider and Approve Workplace Violence Prevention Program Policy

GM Redding presented a staff report and a draft of a new Workplace Violence and Prevention Policy for the District.

M/S Whitney/Press to approve the District's Workplace Violence and Prevention Policy as presented. AYES 3, NOES 0

10. Consider and Approve Letter to California Public Utilities Commission Opposing AT&T Application to Withdraw Landline Services in West Marin Region.

GM Redding presented a draft letter to be submitted to the California Public Utilities Commission opposing the application by telephone service provider AT&T to discontinue landline service in rural areas.

M/S Whitney/Press to approve the California Public Utilities Commission as presented. AYES 3, NOES 0

11. Committee Meetings/Reports

Director Emanuels asked for an update on applicants for the open positions of Water Superintendent and Administrative Assistant. GM Redding reported that the one applicant for Water Superintendent that had potential did not work out because the applicant did not want to relocate to the area from his home in El Dorado County. Staff noted that they will continue with a search for a qualified candidate, GM Redding reported that the District had received several applications for Administrative Assistant and had held 3 interviews the day before and had a few more the following week.

12. Adjournment: Vice President Emanuels adjourned the meeting at 4:52 p.m. The next regular meeting is scheduled for March 19, 2024, at 4:00 pm.

Attest: /s/

Date: 02/27/2024

Shelley Redding, Clerk of the Board