



# 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, March 23, 2022, 9:00 a.m.

Video/Teleconference

#### 1. Call to Order; Attendance Report

Vice President Whitney called the meeting to order at 9:00 a.m.

Directors Present: Dakota Whitney, David Press, Kathryn Donohue, Brent Johnson,

Directors Absent: Kenneth J. Emanuels (joined meeting at 9:28 a.m.)

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations (joined meeting at 9:12 a.m.)

**Board accepted staff request that agenda items 7 – 11 be addressed after item 3 to ensure that Director Press is available to participate before he departs the meeting for another engagement at 10:00 a.m.**

#### 2. Public Expression

Woody Elliott referred to the February Board Meeting's minutes and asked the Board and Staff to provide an assessment of the proposed parcel tax initiative measure and how the District would be able to achieve the goals that are described in the proposed ordinance. Administrator Redding responded that until the initiative is placed on the ballot, the staff and Board of Directors would not provide any assessment of the ordinance. Administrator Redding also noted that at the February meeting she reported that staff is pursuing a FEMA grant to develop a Local Hazard Mitigation Plan that would identify community vulnerabilities in order to develop long-term plans for mitigation, whether the initiative passes or not.

#### 3. Approval of Minutes: Regular Meeting of February 23, 2022

*M/S Donohue/Press to approve the minutes of the Regular Meeting of February 23, 2022 as submitted. AYES 4, NOES 0*

#### 7. Affirm Intent To Keep Water Shortage Emergency Restrictions In Effect

Administrator Redding referred to the Staff Report prepared by Customer Services Manager Wade Holland asking that the Board adopt a motion to "Affirm that all Stage 1 and Stage 2 water usage restrictions adopted pursuant to the Water Shortage Emergency declared on July 22, 2020, remain in effect at this time." Administrator Redding noted that staff felt this was necessary to provide the Water System customers with a reminder about the restrictions due to the mild winter and low rainfall received to date. Staff noted that they plan to send an email to all customers to communicate the Board's affirmation (with current data as of the end of March).

*M/S Johnson/Press to affirm that all Stage 1 and Stage 2 water usage restrictions adopted pursuant to the Water Shortage Emergency declared on July 22, 2020, remain in effect at this time. AYES 4, NOES 0*

**Staff member Ken Fox joined the meeting at 9:12 a.m.**

#### 8. Approve Expenditures and Credit Card Charges

*M/S Press/Johnson to approve the February 2022 expenditures as presented and the February 2022 Cal Card statements for S. Redding and J. Fox as presented. AYES 4, NOES 0*

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

#### 9. Accept and Approve Audit Services Proposal from Nigro & Nigro, CPAs

Administrator Redding presented a staff report with a cost proposal attachment from Nigro & Nigro, CPAs for Audit Services for the Fiscal Year 2021-2022 (with the option for 2 additional years). Staff recommends accepting and approving the Audit Services Proposal as presented.

*M/S Donohue/Johnson to accept and approve the fiscal year 2021-2022 Audit Services Proposal (with the option for 2 additional years) as presented by Nigro & Nigro CPAs. AYES 4, NOES 0*

#### 10. Accept and Approve Actuarial Services, Inc. Agreement for GASB 68 Reporting Services

Administrator Redding presented a staff report with a recommendation to accept and approve the Actuarial Services, Inc. Agreement for GASB 68 Reporting for the 2021-2022 annual audit.

*M/S Johnson/Donohue to accept and approve the Actuarial Services Inc. agreement for GASB 68 reporting for the 2021-2022 annual audit. AYES 4, NOES 0*

#### 11. Approve Resolution 265-2022 Appointing Administrator to Position of General Manager

Vice President Whitney and Director Press introduced Resolution 265-2022 appointing Administrator Redding to the position of General Manager and eliminating the position of Administrator. Vice President Whitney noted that the resolution designates the current salary defined in Ordinance 103-2021 to apply to the position of General Manager and that Administrator Redding has elected to defer any salary adjustment until the new fiscal year for budgetary and planning purposes. Directors Donahue, Johnson, Press, and Whitney congratulated Administrator Redding on the promotion and expressed their appreciation for her work with the District.

*M/S Donohue/Press to approve Resolution 265-2022 making an appointment to the position of General Manager and eliminating the position of Administrator. AYES 4, NOES 0*

**President Emanuels joined the meeting by phone at 9:28 a.m.**

#### 4. Management Report

**Financial Reports:** Administrator Redding presented the financial reports for February 2022. She noted the balance sheet report that reflects the LAIF account balance with the assigned fund balances. Director Johnson asked about the budget-to-actuals report, specifically noting the personnel expenses. Administrator Redding responded that she will be asking the Finance Committee to meet for a budget workshop in preparation of recommending budget adjustments.

**Capital Projects Accounting, February 2022:** Administrator Redding presented the Capital Projects report for February 2022. Director Donohue asked if the balance sheet total for the Tenney Project reflects the loan amount. Administrator Redding noted that since the project started before the State Water Resources Control Board approved the funding agreement, the loan amount will only reflect expenses incurred after the approval.

**Tenney Tanks Replacement Project Update:** Chief of Operations Jim Fox reported that the second tank is installed and the next steps are to finish the piping connections, tank testing, and then filling. The final actions will be site cleanup and road repair. Administrator Redding noted that the project deadline per the terms of the loan is April 30 and there are no indications that the deadline will not be met.

**MWPA Update:** Administrator Redding presented meeting notes from a recent Operations Committee meeting she attended with Chief Fox. The meeting was primarily addressing the environmental compliance issues the MWPA is facing for some of the core projects, which is delaying progress, especially for West Marin core projects. Chief Fox noted that he has continued work on our local projects for clearing evacuation routes. Director Donohue asked if the Highland to Perth evacuation route work was impacted by the environmental issues. Chief Fox said it was not as it was part of his local work, not the core work. Director Press asked if he could participate in a meeting with MWPA staff to better understand the environmental compliance issues.

**MERA Update:** Chief Jim Fox referred to the handout provided by MERA and reported on the progress of constructing communication towers. He noted that the project's completion data has been pushed back again this time to 2024.

**Community Outreach:** Administrator Redding presented the most recent E-blast sent out by the District and highlighted the high rate of engagement by the recipients. Administrator Redding noted the most recent outreach that was developed by staff member Holland highlighted the District's efforts that resulted in a reduction in the County's list of potential new residences within the IPUD from 186 units to 27. Some responses to the outreach were provided to the Board for their information.

**Grant Opportunities:** Administrator Redding reported on pre-grant applications that she is submitting, including the Fire Risk Reduction Community List Application by the Board of Forestry and Fire Protection, which is due by April 1, and the FEMA grant for Local Hazard Mitigation Planning, which is due by April 8. She also noted that staff has identified a need to replace a Water System utility vehicle and is considering an electric vehicle. Staff is also exploring installation of vehicle charging stations at the Firehouse and at the main filter plant on Perth Way. Director Johnson offered to aid with the projects.

## 5. Water System Report

Senior Water Operator Ken Fox presented the February Water Report, noting he made a small error on the rainfall report for February. It should have been noted at .90. The cumulative amount reported is correct.

## 6. Fire Department Report

Chief Fox reported that there had not been many dispatches in January or February. He reported that transmission of dispatch reports from the County's Woodacre dispatch center to us no longer occurs automatically, so not all applicable dispatch reports have been received yet. He also noted that he is still not holding in-person trainings. Director Whitney asked if the pause in training drills might affect skills for fire responses? Chief Fox noted that some training sessions at the Bolinas Fire Department are being attended by some of our volunteers, but agreed that with the weather improving, he will resume outdoor drills.

## 12. Committee Meetings/Reports:

There were no committee reports.

## 13. Announcements, Next Meeting, Adjournment

Administrator Redding announced that the next Board Meeting is scheduled for April 27, 2022 and will be held at the Firehouse in the engine bay to provide for social distancing.

Vice President Whitney adjourned the meeting at 9:54 a.m.

These minutes were approved by the Board of Directors at the regular meeting on May 25, 2022.

Attest: /s/

Date: 5/25/2022

Shelley Redding, Clerk of the Board