



**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 24, 2021, 9:00 a.m.**  
**Teleconference**

**1. Call to Order**

President Emanuels called the meeting to order on Teleconference at 9:06 a.m.

**Attendance Report**

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

Directors Absent: Dakota Whitney

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

Guests Present: Lisa Wolford, Nelson Staffing

Public Present: Ann Elliott, Woody Elliott

**2. Public Expression:** None

**3. Approval of Minutes:** Regular Meeting of February 24, 2021.

*M/S Donohue/Press to approve the minutes of the Regular Meeting of February 24, 2021 as submitted. Roll Call Taken: AYES 4, NOES 0*

**12. Committee Meetings/Reports** (*Item moved to accommodate Guest Lisa Wolfson of Nelson Staffing*)

**Recruitment Update-Fire Chief Position:** Administrator Redding introduced Lisa Wolford who summarized the recruitment effort and highlighted her involvement with the search for the MWPA Executive Director. She briefly described the recruitment process and where the position announcements have been posted, including her efforts to contact previous applicants for the MWPA Executive Director position. She has posted the position on local Craigslist sites, Indeed, Nelson's Job Board, and through the Daily Dispatch, which is a specific fire career job board online. Most of the responses have been through Indeed and the job posting is up on Daily Dispatch until April 5<sup>th</sup>. There have been 20 applicants, with half of them from out of state. She has chosen in general to not engage with out of state applicants because of significant hurdles involved. She has engaged with nine applicants and identified two promising applicants who are local and appear to be interested. The general questions from applicants were regarding salary and housing.

Director Donohue asked about other agencies or organizations where the job opening could be posted. Ms. Wolford said she was not aware of any others that have the reach. General discussion followed concerning the District's needs for the position, the comparatively low salary, and the housing challenges. Chief Fox stated that the position should be considered for coverage to maximize the interaction with the community, training schedules with volunteers, and maintenance of good relationships with other agencies.

*M/S Donohue/Press to move forward with scheduling interviews with the two applicants as recommended. Roll Call Taken: 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

**Housing options for new employees:** Chief Fox suggested that finding a rental would be the best solution. President Emanuels asked if it was essential that the Fire Chief live within the District. Chief Fox responded that he did not believe it was, and he noted that he has discussed coverage for emergency responses with Marin County Fire Chief Jason Weber. County is aware of the coverage issues and plans are in the works to increase staffing in Point Reyes Station to improve coverage throughout the West Marin region.

#### 4. **Management Report**

**Financial Reports:** Administrator Redding presented the financial reports for February 2021.

**Measure C (TOT) Annual Audit:** Administrator Redding provided a copy of the report submitted to Marin County for the first audit of the Measure C funding, which will be provided to the Measure C oversight committee. The report documents the fund revenue that has been allocated to IPUD and details how the funds were used and that the District's spending complies with the measure's requirements.

**2019/2020 Audit Update:** Administrator Redding reported that the auditor has submitted a request for some additional data. It is now anticipated that the completed audit will be submitted for the District's review by the end of April.

**Capital Projects Accounting, February 2021:** Administrator Redding presented updated capital projects reports to the Board.

**Community Outreach and E-Blasts:** Administrator Redding reported on the outreach to customers related to the ongoing water shortage, the status of the IA/IF parcel tax proposal, and the plans for future outreach. President Emanuels commended the E-blasts for their clear message and important information.

**Disaster Council Update:** Chief Fox and Coordinator Sally Fairfax reported on the progress made to engage more volunteers, to update reference materials, and to schedule training and exercises. \

**Tenney Tanks Project Update:** The project is still on track, and the notice of award will be issued to the contractor at the end of March. A quarterly report will also be submitted as required by March 31, 2021.

#### 5. **Water System Report: February 2021**

Senior Water Operator Ken Fox submitted a written report for February showing previous year comparisons. Rainfall continues to be behind the average and the State has recently issued a notice regarding drought conditions for the State. There has been no evidence that the pandemic has affected timely payment of customers' water bills.

The community should expect a need for continued conservation and possibly rationing. Customer Services Manager Holland reported that the District's current rationing ordinance does not include clear language on how to implement, monitor, and enforce rationing. Staff is working on a new ordinance that is intended to provide a series of optional rationing parameters so that the Board will have flexibility at any time rationing is needed to select a rationing program that will work best under the circumstances in effect at that time. Staff is also working on making clarifications to Regulation 117 on declaring a water shortage emergency and instituting a water conservation program. A general discussion will be scheduled for the Board's April meeting, at which time the Board will be asked to provide direction to staff for finalizing a replacement water rationing ordinance and revisions to Regulation 117.

#### 6. **Fire Department Report: February 2021**

Chief Fox submitted a written report for February. He reported that drills and training may be able to start again as COVID-19 restrictions for outdoor activities are being eased. He also reported that Disaster Coordinator Lynn Axelrod sent a notice about a virtual seminar promoted by FIRESafe Marin. President Emanuels suggested that the District should promote the event; he also asked about evacuation route clearing on Sir Francis Drake Boulevard. Chief Fox said that the brush clearing performed by the County Department of Public Works is an annual process for maintaining vegetation. He also noted that with the

local funds received from the MWPA, he has started doing evacuation route clearing with the District. He also reported that he had attended several Zoom meetings for MWPA, MERA, and the County Fire Chiefs Association.

#### **7. MWPA Core Projects Meetings**

Chief Fox reported on a meeting he participated in concerning core projects for the MWPA's West Marin Region. This committee will review compliance issues for projects and is addressing the environmental review (CEQA) process by engaging consultants. He is also exploring the possibility of using core funds to purchase a Type 6 wildland fire truck that he believes would benefit the entire West Marin Region. Fuel break activities are being conducted by private property owners in Seahaven outside of the scope of the MWPA projects.

Woody Elliott expressed his concerns about the lack of projects being reported to the communities by the MWPA and appreciates the ongoing discussion. Director Donohue noted that a project wish list for the community is warranted. The Inverness Association (IA) is holding a meeting later today at which some possible projects that have been identified by the IA will be discussed. The IA is also working towards Inverness becoming a FIREwise Community. President Emanuels stated that the District faces the prospect of being invisible and does not meet the challenge of advocating for MWPA core funds to address areas of concern in Inverness. Director Press expressed his concern that this is more an issue of transparency and communication and he is not sure asking IPUD to take the lead on these issues is the right way to go. He noted that the MWPA is the lead agency, and it would be the appropriate agency to address issues that concern the National Park and the State Parks.

#### **8. Approval of Expenditures and Credit Card Charges**

Administrator Redding presented the February 2021 expenditures and the February 2021 Cal Card statements for S. Redding and J. Fox.

*M/S Donohue/Johnson to approve the expenditures for February 2021 and credit card charges invoiced in February 2021. Roll Call Taken: AYES 5, NOES 0*

#### **9. Proposal for Service Contract with Personnel Consulting Firm**

Administrator Redding presented information from two personnel consulting firms and suggested having the District engage one of them to provide assistance with interpreting labor laws and revising the Employee Handbook. Administrator Redding noted that the cost is considerably less than engaging our legal counsel. She recommended engaging CPS HR, which has arranged a special offer through the CSDA.

*M/S Press/Johnson to approve engaging CPS HR for personnel consulting services. Roll Call Taken: AYES 5, NOES 0*

#### **10. Fiscal Year 2020-2021 Budget Revision**

Administrator Redding presented a revised budget for approval. The revisions reflect actual expenditures through February and make changes to some specific revenue sources that were better represented independently.

*M/S Johnson/Donohue to approve the revised budget for the fiscal year 2020-2021 as presented. Roll Call Taken: AYES 5, NOES 0*

#### **11. 10-Year District Projects List**

Administrator Redding and Chief Fox presented a comprehensive 10-Year Draft Projects List for the Water System and the Fire Department. The report shows the anticipated timing for each project and helps to identify areas for needed funding. The report was for informational purposes only and will be updated regularly.

**Director Johnson left the meeting at 10:59 am.**

**13. Announcements, Next Meeting, Adjournment**

The next regular meeting is scheduled for April 28, 2021, at 9 a.m. at the Firehouse if conditions and County guidance allow.

President Emanuels adjourned the meeting at 11:10 a.m.

These minutes were approved by the Board of Directors at the regular meeting on April 28, 2021.

Attest: /s/

Date: 4/28/2021

Shelley Redding, Clerk of the Board