



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, November 17, 2021, 9:00 a.m.

Inverness Firehouse

1. Call to Order; Attendance Report

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

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

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations (departed at 9:45 am), Wade Holland (departed at 9:30)

2. Public Expression

Jerry Meral reported that the application for Inverness to become a FIREWise Community was successful.

3. Approval of Minutes: Regular Meeting of October 27, 2021

Director Donohue asked about follow-up on arranging CPR classes for the community. Administrator Redding responded that there are classes that can be arranged and she is looking into the possibility of scheduling in-person classes. Director Donohue also asked about potential Grant opportunities and Administrator Redding reported that she would provide information later in the meeting.

M/S Whitney/Press to approve the minutes of the Regular Meeting of October 27, 2021, as submitted. AYES 5, NOES 0

4. WATER RATES: Public Hearing pursuant to Prop. 218 on Proposed Changes in Water Rates and Charges; Adoption of Ordinance 104-2021 Amending Water System Regulation 301, "Rates and Charges"

a. **Public Hearing on Proposal to Change Water System Rates and Charges as of January 1, 2022:** President Emanuels opened the public hearing at 9:10 a.m. for comments on the proposed changes in water rates to become effective January 1, 2022. Jerry Meral urged the Board to "Go for it." There being no one else expressing a desire to be heard, President Emanuels closed the public hearing at 9:13 a.m.

b. **Determination of Number of Protests Received to Proposed Increase in Water System Rates and Charges:** Administrator Redding reported that one (1) written protest has been received. Director Emanuels expressed appreciation to the staff for their preparation for the public hearing and noted that the proposed drought surcharge will be in effect for only 18 months and that minimal cost-of-living rate increases are scheduled over the next 5 years. Director Emanuels declared that the number of protests received does not constitute a majority of the customers.

c. **Adoption of Ordinance 104-2021, Amending Water System Regulation 301, "Rates and Charges":** Director Emanuels called for a motion.

M/S Johnson/Whitney to adopt Ordinance 104-2021 Amending Water System Regulation 301 ("Water Rates"), as proposed. AYES 5, NOES 0.

Customer Services Manager Holland departed. President Emanuels agreed to a request from Chief of

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

Operations Fox that the Water System and Fire Department reports be heard next to accommodate his need to attend a scheduled meeting at the worksite of the Tenney Tanks Replacement Project.

5. **Water System Report, October 2021:** Superintendent Fox reported on the current water system operations and the ongoing water shortage emergency. He noted that the October rains have increased streamflows, presumably resulting in good saturation in the watershed, but continued rainfall will be essential in order to avoid drought conditions in 2022. He said that continued conservation and maintenance of the restrictions on outdoor watering need to remain in effect until we see how the winter's precipitation develops.

Superintendent Fox also reported on the progress of the Tenney Tanks Replacement Project and distributed a picture of the first tank, which has been erected and is scheduled next for piping, filling, and sampling. It can then be filled and put into service, at which point the existing 60,000-gallon tank will be taken out of service and dismantled in preparation for its replacement. He also offered to take Board Members to the site for a tour. There followed a discussion about the project timeline and environmental impacts.

6. **Fire Department Report, October 2021**

Chief Fox reported on the Fire Department's activities. He reported that the Inverness Disaster Council conducted a successful drill with the neighborhood liaisons. The Directors noted the remarkable job Sally Fairfax and Connie Morse have done in organizing the Disaster Council and expressed an interest in recognizing their efforts.

Chief of Operations Fox departed.

7. **Management Report**

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

Audit Update: Administrator Redding reported that the audit is almost complete, pending some final analysis reviews.

Capital Projects Accounting, October 2021: Administrator Redding presented the Capital Projects report for October 2021.

10-year Capital Projects Planning Document: Administrator Redding presented an updated document for review and suggestions. Director Johnson suggested that the amount to be set aside for distribution system pipeline replacement should probably be increased, because those types of projects tend to be expensive. Administrator Redding said that she will consult with Chief of Operations Fox.

Tenney Tanks Replacement Project Update: In addition to the progress reported already provided by Chief of Operations Fox, Administrator Redding noted that the first reimbursement request to Water Boards was approved and we should be receiving the reimbursement check soon. Because of delays with the tank manufacturing, we may have to ask for an extension of the project completion date beyond April 30, 2022.

MWPA Update: Director Donohue asked to defer a report until next meeting. She did note that the MWPA has its annual report posted on the MWPA website and encouraged everyone to review it.

MERA Update: Administrator Redding noted that tower leases and construction continue. More information will be available after a MERA Board meeting later today.

State of the Water Shortage Emergency: Administrator Redding noted the previous discussion and had nothing further to add.

8. **Expenditures: October 2021**

Administrator Redding presented the monthly expenditures report for October and the October credit card statements for review and approval.

M/S Whitney/Donohue to approve the October 2021 expenditures as presented and the October Cal Card statements for S. Redding and J. Fox as presented. AYES 5, NOES 0

9. Approve Board Meeting Calendar for 2022

Administrator Redding presented the proposed Board Meeting Calendar for 2022, noting that the meetings in November and December are scheduled a week earlier to accommodate holidays.

M/S Whitney/Johnson to approve the 2022 Board Meeting Calendar as presented. AYES 5, NOES 0

10. Volunteer Appreciation

Administrator Redding submitted a request to provide gift cards in lieu of an annual party to the Fire Department's volunteers. A suggestion was made to purchase gift cards from the Palace Market.

M/S Whitney/Press to approve the purchase up to \$1,500 in gift cards to be presented to the Fire Department volunteers in lieu of the annual Holiday party. AYES 5, NOES 0

11. Committee Meetings/Reports

There were no reports.

12. Announcements, Next Meeting, Adjournment

Administrator Redding announced that the next Board Meeting is scheduled one week early because of the Christmas holiday.

President Emanuels adjourned the meeting at 10:30 a.m. The next Board meeting is scheduled for December 15, 2021, at the Firehouse.

These minutes were approved by the Board of Directors at the regular meeting on January 26, 2022.

Attest: /s/

Date: 1/26/2022

Shelley Redding, Clerk of the Board