



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors Minutes, Regular Meeting Tuesday, January 16, 2024, 4:00 p.m. Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order; Attendance Report

President Donohue called the meeting to order at 4:00 p.m.

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

Directors Absent: None

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 December 12, 2023

Directors Donohue and Emanuels asked for confirmation that the reports on MWPA activities referenced in the meeting minutes would be updated during today's meeting. It was confirmed that such a report is being provided.

M/S Emanuels/Press to approve the minutes of the Regular Meeting of December 12, 2023, as submitted. AYES 5, NOES 0

4. Management Report

2023-2024 Mid-Year Budget Review

GM Redding presented a staff report with a mid-year summary of budget vs. actual for the 1st half of the fiscal year. The Board discussed the outlook projected by the approved budget and the unknowns that might affect revenues and expenditures. GM Redding noted that the December financial reports would be submitted for the February meeting, because some December expenditures were not yet available when the analysis provided today was being prepared; it is not believed that these items will have a significant impact on the budget review. The Treasurer and the GM will schedule a meeting to review the financials and discuss the audit.

Grant Funding Report

DWR Grant: GM Redding noted that the Grant Financing Agreement with the Department of Water Resources for the Colby and Seahaven tank replacements has been signed and finalized. The grant amount is \$1.2 million. She also noted that an engineering and project management agreement with Brelje & Race engineers for both the tank replacement projects has been signed. The next step is a meeting with the engineers to develop timelines for the next steps, which involve geological, archaeological, and environmental surveys that must be conducted prior to submitting applications for permits.

CalFire Grant Collaboration with Conservation Corps North Bay – Update: GM Redding reported that a CCNB representative toured the Seahaven shaded fuel break project and met with residents and fire department staff. Because the application deadline for the 2023 grant was January 10, 2024, it was determined that there was not enough time to complete the grant application. Both parties agreed it would be better to take the time needed to gather all the necessary submission documents and to apply before January 2025 for a 2024 year grant. Chief Fox also reported that CalFire had indicated that they had

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

provided a good portion of their 2023 funding to a number of agencies in Marin County and waiting a year would be a better choice.

5. Water System Report: December 2023

Senior Water Operator Ken Fox presented the Water System report for December. Director Donohue asked for clarification on the data presented. She noted that the layout was confusing. K. Fox described the data and explained the use of comparisons. Director Press assisted with an explanation but also noted that the formatting could be better for a clearer understanding of the report. Staff were asked for an update regarding the SCADA project; it was reported that an on-site visit by the IT consultants is being scheduled in order to begin the process of drawing schematics of the entire system. Once this is done, the consultants will be able to provide the necessary information for the District to prepare an RFP for the project.

Staff also provided the November/December 2023 AR report and the updated water usage chart. Director Emanuels thanked the staff for the recent work done on the Edgemont trail, making it safer for use. President Donohue asked if any of the Board members had any other questions or comments, and there were none.

6. Fire Department Report: December 2023

Activity Report: Assistant Chief David Briggs presented the monthly report of Fire Department activities.

President Donohue asked if any of the Board members had any questions or comments. Director Press asked about dispatches to the area of Sir Francis Drake Blvd. just south of the town center where a recent vehicle accident had occurred, noting that the roadway seems to be deteriorating. Chief Fox said that he had not heard any updates but he noted that the issue has been discussed with Marin County Fire Captain Ben Ghisletta and he expects that it will be brought up with the county's Public Works Department. There were no further comments or questions.

Marin Wildfire Prevention Authority (MWPA) Report: A monthly activity report was presented to the Board. President Donohue asked if the activity report could provide more context for each activity, to give the Board a better sense of what is being planned and discussed. Chief Fox noted that most activity reports can be accessed on the MWPA website but agreed to provide additional descriptions of activity associated with the meetings. It was also reported that most of the work related to the CORE projects is covered in weekly meetings with the MWPA staff, Marin County Fire and Inverness to identify the areas of concern and ensure correct and thorough data for the environmental package submission.

Marin Emergency Radio Authority (MERA) Update: Staff provided the November and December updates of the progress made in the construction of the towers and installation of equipment at various sites. It was noted that our staff has raised the issue of being able to participate in MERA's monthly meetings via Zoom instead of in-person. The matter will be on the agenda for the MERA Board at its next meeting.

7. Approval of Expenditures and Credit Card Charges: December 2023

General Manager Redding presented the December 2023 expenditures and credit card ledgers for approval. Director Press noted the expenditures to Cheda's Garage seemed to be frequent and asked if there was any thought to replacing some of the older vehicles. GM Redding responded that she has some ideas for replacements that she will be bringing to the Board in the near future.

M/S Emanuels/Whitney to approve the December 2023 expenditures and credit card purchases as presented.
AYES 5, NOES 0

8. Closed Session: Conference with legal counsel regarding Significant Exposure to Litigation pursuant to California Government Code Section 54956.39(d)(2). Number of potential case(s): One.

Closed session convened at 4:40 pm with Legal Counsel Peter Spoerl in attendance via video link.

9. Reconvene in Open Session: The meeting was reconvened in open session at 4:50 pm. There was no action taken and nothing to report.

10. Committee Meetings/Reports

Personnel Committee: GM Redding presented a memorandum with updates concerning staffing. She reported that she would be driving to El Dorado County the following weekend for a second interview with an applicant for the Water Superintendent position. Director Emanuels noted the Board's interest in meeting the candidate.

GM Redding also reported that she would be working with staff member Wade Holland to draft a job announcement for the position of Administrative Assistant. It was anticipated that the position would be part-time initially and that the desired candidates would have bookkeeping experience to provide support to the water system. She noted that she anticipated posting the job by the end of the following week.

- 11. February Meeting Date:** It was noted at the previous Board meeting that the date of the February Board meeting coincides with the mid-winter break for the schools and that four Directors will not be available. The Board determined that the February meeting should be rescheduled from February 20 to February 27.

M/S Press/Johnson to re-schedule the February Board meeting from Tuesday, February 20 to Tuesday, February 27. AYES 5, NOES 0

- 12. Adjournment:** President Donohue adjourned the meeting at 5:14 p.m. The next regular meeting is scheduled for February 27, 2024, at 4:00 pm.

Attest: /s/

Date: 01/16/2024

Shelley Redding, Clerk of the Board