



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, June 29, 2022, 9:00 a.m.

Inverness Firehouse

1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:04 a.m.

Directors Present: Ken Emanuels, David Press, Kathryn Donohue, Brent Johnson,

Directors Absent: Dakota Whitney

Staff Present: Shelley Redding, Clerk and General Manager; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager; Ken Fox, Senior Water Operator

2. Public Expression

Tom Baty requested that streamflow's be reported at each meeting. Tom Gaman inquired about footbridge repairs and whether IPUD was responsible for maintenance. Chief Fox noted that repairs are on County Property and County Public Works should be contacted about repairs.

3. Parcel Tax Initiative Measure on November 8 Ballot: Determine Whether to Take a Position on the Ballot Measure

Staff summarized background on item. Director Emanuels described process and options presented to the Board on the provided staff report. There was general discussion among the Board Members about the options presented. The public attending was given the opportunity to pose questions to the Board and Staff. Director Emanuels stated he would support taking no action on the item during the meeting, and work with Staff and the public to try to arrange public meetings to address questions of how the District would facilitate the requirements of the measure. Board members Emanuels and Donohue volunteered to participate along with General Manager Redding. Public members Woody Elliott and Jerry Meral offered to assist with organizing meetings.

Staff member Wade Holland departed the meeting at 10:07 a.m.

4. Approval of Minutes

Regular Meeting of March 27, 2022: Staff noted that a correction was needed in item 3, from the word Mat to May. *M/S Donohue/Press to approve the minutes of the Regular Meeting of May 25, 2022, as submitted with the noted correction. AYES 4, NOES 0*

5. Management Report

Financial Reports: General Manager (GM) Redding presented the financial reports for May 2022.

Capital Projects Accounting, May 2022: GM Redding presented the Capital Projects report for May 2022 including the Tenney Tank project accounting.

Capital Projects Plan Draft (5 year): Staff presented a draft of Capital Projects for the next 5 years, with potential areas of funding provided. Additional items to consider were identified by Board Member Jonson and will be incorporated into the plan.

BOARD OF DIRECTORS: **KENNETH J. EMANUELS**, PRESIDENT • **DAKOTA WHITNEY**, VICE PRESIDENT
KATHRYN DONOHUE, TREASURER • **BRENT JOHNSON** • **DAVID PRESS**



SHELLEY REDDING, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

MWPA Update: Director Donohue presented a summary of the Annual MWPA Budget and Work Plan, highlighting the West Marin projects. Discussion regarding current funding, planned projects of defensible space inspections and evacuation route clearing along with the regional plans that are still waiting for the environmental compliance process to be completed.

MERA Update: GM Redding noted that construction activities continue, while supply chain issues for radios may delay the project further.

State of the Water Shortage Emergency: Staff reported that while the late rains have provided increased streamflow, continued conservation is needed to maintain adequate supply as warmer days can reduce the streamflow. Director Emanuels noted the historical streamflow report provided by Holland. He noted his appreciation for the information and felt it would serve the District to maintain this data monthly.

6. Water System Report

Senior Water Operator Ken Fox presented the May Water Report. Director Emanuels requested clarification about the comparative streamflow by diversion.

7. Fire Department Report

Chief Fox presented the May 2022 Fire Department report. Discussion regarding types of response calls and trainings. Discussion about the previous month's issue concerning cell phone service on weekends and the potential public safety issue. Staff reported that inquiries were being made by the Pt. Reyes Light and may be able to provide some feedback. Chief Fox noted that staff can follow up with Supervisor Rodoni regarding the issue and if there is awareness of the issue.

8. Approve and Adopt Fiscal Year 2022/23 Budget

GM Redding presented the drafted Budget for next fiscal year, noting increased costs for Insurance, supplies, fuel and wages, which reflect a proposed COLA.

M/S Press/Donohue to approve and adopt Fiscal Year 2022/23 Budget as presented AYES 4, NOES 0

9. Employee Pay Rates for FY 2022/23

GM Redding presented the proposed pay rates for 2022-2023 that reflect a 6% increase, which is 1.55% below the Department of Labor CPI for the Bay Area of 7.55%. Director Johnson asked if a salary survey was conducted to ensure rates comparative of other Districts with similar demographics and services. Staff will conduct a current survey and provide information to Personnel Committee.

M/S Donohue/Johnson to approve the pay rates as presented. AYES 4, NOES 0

10. Approve and Adopt Revised Sick Leave Policy with additions got COVID-Related Leave and updates to both FMLA and CFRA with Catastrophic Leave Policy

GM Redding presented the drafted policies that were updated with the assistance of consultant CPS-HR. Director Press asked to not act until the Personnel Committee can review the revisions and revisit item at next Board Meeting. No action was taken.

11. West Marin Community Services: Adopt and Approve Proposed Memorandum of Understanding for Disaster Council Participation with the West Marin Community Response Team:

Staff presented the draft of the MOU that provides \$2,500 in stipend funds from a Marin County grant for the Inverness Disaster Council Coordinator to participate in outreach programs with West Marin Community Response Team.

M/S Johnson/ Press to approve and adopt the West Marin Community Services MOU as presented AYES 4, NOES 0

12. Approve Expenditures and Credit Card Charges

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

13. Committee Meetings/Reports:

There were no committee reports.

14. Announcements, Next Meeting, Adjournment

Administrator Redding announced that the next regular Board Meeting is being rescheduled from July 27 2022 and will be held at the Firehouse in the engine bay to provide for social distancing.

President Emanueks adjourned the meeting at 11:29 a.m.

These minutes were approved by the Board of Directors at the regular meeting on July 27, 2022.

Attest: /s/

Date: 7/27/2022

Shelley Redding, Clerk of the Board