



Inverness Public Utility District

Fire Department ☞ Water System
50 Inverness Way North, P.O. Box 469, Inverness CA 94937 • (415) 669-1414

Board of Directors Minutes, Regular Meeting Wednesday, May 27, 2020, 9:00 a.m. Teleconference

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:01 a.m.

Attendance Report

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

Directors Absent: None

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

2. Public Expression

None.

3. Approval of Minutes

- **Regular Meeting of April 22, 2020:** *M/S Donohue/Press to approve the minutes of the Regular Meeting of April 22, 2020, as submitted. Roll Call Taken AYES 5 NOES 0*

4. Management Report

- **April 2020 Financial Reports:** Administrator Redding presented the financial reports for April, noting anticipated funding from the TOT taxes for the period July thru December 2019 had been received in May and will be reported next month. Director Emanuels noted the amount charged for Bank Charges and the amount expensed to Supplies. Administrator Redding noted that there have been more than expected charges to supplies, but also there may be a misunderstanding as to what is charged to supplies instead of maintenance.
- **Tenney Tank Project Update:** A status report on the Tenney Tank project was summarized by Administrator Redding. The Deputy Zoning Administrator hearing was held May 14th for the Coastal Permit extension request submitted to the County of Marin. The extension was granted for 4 years. The Financing Agreement is being finalized by the State Waterboards and it is anticipated that we will receive the final financing agreement in June. Administrator Redding also reported that a meeting is scheduled **later today** with Tom & Sherry Baty to address their concerns relating to the Tenney Tank Project and repair and maintenance of the Trossach roadway.

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

5. **Water System Reports:** Superintendent Fox reported on the recent rainfall and recent activities on the water system. Discussion about the Ghilotti temporary water use for the construction project on Sir Francis Drake Blvd. and monitoring of the amount of water Ghilotti uses. Manager Holland reported on the Water Revenue for the most recent billing.
6. **Fire Department Reports:** Chief Fox briefly summarized the Fire Department reports for April. He noted that the department responded to a fire at the Foresters Hall in Point Reyes Station. He also noted that a training was held on May 26th on the grass area maintaining social distancing. The volunteers went over PPE and assessed their needs for replacements. Director Donohue summarized the Marin Wildfire Prevention Authority (MWPA) Teleconference Board Meeting held earlier in the month. Items discussed included public comments from stakeholder representatives, the officer elections, hiring of an Administrator and general structure of the JPA. Chief Fox also summarized MWPA operations committee discussion of shovel ready plans.
7. **Accept and Approve the 2018-2019 Audit:** *M/S Whitney/Johnson to accept and approve the 2018-2019 audit submitted by R. J. Ricciardi, Inc., of San Rafael. Roll Call Taken AYES 5, Noes 0*
8. **Accept and Approve the 2018-2019 Management Report Recommendations and Response Submitted by R. J. Ricciardi, Inc.:** Director Donohue suggested amending the response letter to note our policy of requiring two signatures on all checks. *M/S Donohue/Press to accept the management report and authorize the response letter as corrected. Roll Call Taken AYES 5, NOES 0*
9. **Approve Auditor Engagement for 6/30/2020:** *M/S Whitney/Johnson to approve the auditor engagement for 6/30/2020 with R. J. Ricciardi, Inc. Roll Call Taken AYES 5, NOES 0*
10. **Adopt Ordinance 94-2020: Revise Water System Regulation 104 (“Temporary Water Service”):** Manager Holland briefly reviewed the need for the ordinance to revise Reg. 104. *M/S Donohue/Press to Adopt Ordinance 94-2020. Roll Call Taken AYES 5, NOES 0*
11. **Adopt Ordinance 95-2020: Adding Regulation 305 (“Service Default, Suspension, and Abandonment”) to the Water System Regulations:** Manager Holland reviewed the state statutes that pertain to service suspension and the need for the District to have a regulation that addresses abandonment of a service connection. *M/S Whitney/Donohue to adopt Ordinance 95-2020. Roll Call Taken AYES 5, NOES 0*
12. **Amendment to 2019-2020 Retired Annuitant Work Agreement and Accept and Approve 2020-2021 Retired Annuitant Work Agreement, W. Holland:**
 - The existing contract for Customer Services Manager Holland, a retired annuitant, needs to be amended for the current fiscal year from up to 832 hours to up to 960 hours. *M/S Press/Emanuel to accept the amendment to the 2019-2020 Retired Annuitant contract with Wade Holland. Roll Call Taken AYES 5, NOES 0*
 - A contract for Customer Services Manager Holland, a retired annuitant, for the fiscal year 2020-2021 for up to 960 hours was submitted. *M/S Donohue/Johnson to*

approve the 2020-2021 Retired Annuitant Contract with Wade Holland for up to 960 hours. Roll Call Taken AYES 5, NOES 0

13. **Adopt Resolution 248–2020 for November Director Elections:** The resolution proposes an election be held in the District’s jurisdiction and requests the Board of Supervisors to consolidate the election with other elections to be held on November 3, 2020, and requests election services by the Registrar of Voters. *M/S Donohue/Whitney to adopt Resolution 248-2020. Roll Call Taken AYES 5, NOES 0*
14. **Accept and Approve Grand Jury Report Response:** The Marin County Civil Grand Jury released a report pertaining to website transparency. Based on recommendation 7 (R7), staff has reviewed the District’s website and confirmed that it is compliant with recommendations R1 – R6. *M/S Press/Donohue to approve the response letter to the Grand Jury. Roll Call Taken AYES 5, NOES 0*
15. **Approval of Expenditures and Credit Card Charges:** Administrator Redding presented the expenditures ledger and the credit card statements from April 2020. *M/S Donohue/Press to approve the listed expenditures for April 2020 and credit card charges invoiced in April 2020. Roll Call Taken AYES 5, NOES 0*

Meeting adjourned at 9:48 a.m. until 7:00 p.m.

Meeting reconvened at 7:01 p.m. by President Emanuels.

16. **Public Hearing on Proposal to Increase Water System Rates and Charges as of July 1, 2020:** Director Emanuels opened the public hearing at 7:02 p.m. for comments regarding the proposed rate increase for the Water System effective 7/1/2020. No one from the public expressed a desire to be heard. President Emanuels closed the public hearing at 7:03 p.m.
17. **Determination of Number of Protests Received to Proposed Increase in Water System Rates and Charges:** Administrator Redding reported that no protests have been received. Director Emanuels expressed thanks to staff for the confidence the community has in the District, demonstrated by acceptance of the proposed rate increase.
18. **Adopt Ordinance 93-2020: Amending Regulation 301, “Water Rates,” and Regulation 108, “Cross-Connection and Backflow Prevention”:** Director Emanuels called for a motion. *M/S Donohue/Press to adopt Ordinance 93-2020 Amending Water System Regulations 301 (“Water Rates”) and 108 (“Cross Connection and Backflow Prevention.” Roll Call Taken AYES 5, NOES 0*
19. **Committee Meetings/Reports:** None.
20. **Announcements, Next Meeting, Adjournment:** The next regular meeting is scheduled for June 24, 2020 at 9 a.m. It is to be determined whether the meeting will be held in person or via Teleconference/Video.

President Emanuels adjourned the meeting at 7:10 p.m.

These minutes were approved by the Board of Directors at the regular meeting on June 24, 2020.

Attest: /s/ _____ Date: 6/24/2020

Shelley Redding, Clerk of the Board