



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, April 22, 2020, 9:00 a.m.
Teleconference

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:02 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 February 26, 2020:** M/S Donohue/Press to approve the minutes of the Regular Meeting of February 26, 2020, as submitted. **Roll Call Taken AYES 5 NOES 0**
- **Regular Meeting of March 25, 2020:** M/S Whitney/Johnson to approve the minutes of the Regular Meeting of March 25, 2020, as submitted. **Roll Call Taken AYES 5, Noes 0**

4. Management Report:

- **February & March 2020 Financial Reports:** Administrator Redding presented the financial reports for February and March and noted the budget to actual at the end of May. Personnel costs are below budget at this time, but the anticipation is that the year-end will be in line with the budget. Redding also noted that due to the SIP order, revenues from the TOT taxes will most likely decline in the 4th quarter of this fiscal year and will impact the budget.
- **Tenney Tank Project Update:** A status report on the Tenney Tank project was summarized by Administrator Redding. The Deputy Zoning Administrator hearing is set for May 14th for the Coastal Permit extension request submitted to the County of Marin. It is not clear if the hearing will be online or in person. The Financing Agreement is being finalized by the State Waterboards and is estimated to be completed in June or July. Administrator Redding noted that she has reinforced the District's desire to start the project as soon as possible. Director Johnson asked if there were any indications as to supply issues or price changes, and he recommended that the District advise vendors in advance of the project timeline. Chief Fox will be in touch with the Brelje & Race Engineers and will advise them of our anticipated dates to prepare for the bid process, which can only start upon execution of the financing agreement.

- **West Marin Mutual Aid Network:** Chief Fox discussed a conference call with Bolinas Community PUD and Stinson CWD about forming a semi-formal mutual aid network for West Marin about establishing cross-training for staff to become familiar with each District's water treatment system and assisting each other with material needs etc., in the event of an emergency. Chief Fox will contact the Director of Operations for North Marin Water to ask about their interest in participating as well. Director Emanuels supported the idea and stated the importance for a plan that supports the technical needs of the District.
5. **Water System Reports:** Administrator Redding presented the Water System Reports for February and March 2020 and also presented 3-year comparison charts showing one for rainfall by quarter and another showing, production, stream flows and usage by quarter. Director Emanuels asked about rainfall total for the year in comparison to past years. Manager Holland clarified that while our total rainfall to date is roughly 53% of normal, the concerning factor is that most of the rain fell before January, and there was no recorded precipitation at all in February.
 6. **Fire Department Reports:** Chief Fox briefly summarized the Fire Department reports for January, February, and March. He noted that in March, calls were reduced due to the pandemic and the shelter-in-place order. Chief Fox also noted recent changes in MERA project management with the recent retirement of the County DPW employee who was the MERA next-generation project manager and a subsequent letter sent to MERA by the County Administrator resigning as the project manager effective June 30, 2020. The MERA executive committee is actively pursuing a third-party project manager to take over the project.
 7. **Temporary Water Service Policy and Application:** Manager Holland presented a staff report that addresses inconsistencies between Reg. 301 "Rates and Charges" and Reg. 104 "Temporary Service" pertaining to the rate(s) and charges associated with temporary water service (such as from a hydrant for construction projects). He presented examples from other agencies that have various rate structures. The Board was presented with three recommendations to consider as part of the policy:
 - Water Quantity Charge at 125% of the highest tiered rate for non-residential customer:
 - M/S Whitney/Press to accept. **Roll Call Taken AYES 5, Noes 0**
 - Fixed Monthly Access Rate equivalent to Basic Charge which will replace the currently designated connection device rental charge:
 - M/S Johnson/Press to accept. **Roll Call Taken AYES 5, NOES 0**
 - Temporary Service fee for connection and disconnection of the temporary water meter of \$100.00 and a \$850.00 refundable security deposit:
 - M/S Whitney/Johnson to accept. **Roll Call Taken AYES 5, NOES 0**
 8. **Trossach Way Road Repair:** This item was pulled from the Agenda at the request of Tom Baty for consideration at a future meeting.
 9. **2018/2019 Financial Audit Report:** Administrator Redding provided the management report and the financial reports for the Fiscal Year 2018-2019. The documents were provided for review only and will be presented for approval at the May 27 Board meeting.

10. **Approval of Expenditures and Credit Card Charges:** Administrator Redding presented the expenditures ledger and the credit card statements from February and March 2020. *M/S Donohue/Press to approve the listed expenditures for February and March 2020 and credit card charges invoiced in February and March 2020. **Roll Call Taken AYES 5, NOES 0***
11. **Committee Meetings/Reports:** There were no reports from standing committees and no meetings of standing committees are currently scheduled.
12. **Announcements, Next Meeting, Adjournment:** The next regularly scheduled meeting is scheduled for May 27, 2020, including a public hearing at 7:00 p.m. for the proposed water rates increase. It is to be determined whether the meeting will be held in person or via teleconference.

President Emanuels adjourned the meeting at 9:56 a.m.

These minutes were approved by the Board of Directors at the regular meeting on May 27, 2020.

Attest: /s/ _____ Date: 5/27/2020

Shelley Redding, Clerk of the Board