



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors Minutes, Regular Meeting (rescheduled) Tuesday, December 12, 2023, 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

Directors Absent: Brent Johnson, Dakota Whitney

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 October 25, 2023

Referring to the item in the Management Report about staff attendance at meetings at the County Office of Emergency Management, President Donohue asked that in the future a written report be provided to the Board concerning the items presented and discussed during these monthly meetings. Staff agreed to provide written reports on such meetings, but noted that it was not clear if the OEM's new Executive Director will continue to convene meetings on a regular monthly basis.

*M/S Press/Emanuel*s to approve the minutes of the Regular Meeting of October 25, 2023, as submitted. **AYES 3, NOES 0**

4. Management Report

Quarterly Financial Reports

GM Redding presented an updated quarterly budget report for the 1st quarter of fiscal year 2023-2024 that showed the fund budgets v. actuals and the combined budget v. actual, as requested by the Board in October. She noted that there were some areas that will require adjustments for expenditures for which up-to-date information was not available at the time the budget was developed in May 2023. She noted that personnel expenditures are on target, while expenditures for supplies and for maintenance and repair work appear to be over the projections. Director Press asked if there will be another analysis done at mid-year; GM Redding affirmed that she plans to bring the report back in January for mid-year budget discussions. Director Emanuels asked if staff still anticipates a net carryover of \$106,168 to reserves at year end. Staff did not believe that would be the case considering the increased costs for supplies, health care, and other expenditure categories.

Quarterly Marin County Water Managers Meeting

GM Redding reported on the quarterly water managers meeting with Supervisor Rodoni. She reported on two items of interest: 1) the County is working on assisting Muir Beach Community Services District to conduct a feasibility study on installing an intertie between Muir Beach and Marin Municipal Water District; 2) the County Department of Public works is close to finalizing the Scope of Work and selection of a consultant to create a countywide drought plan, as required by SB 552. The consultant will be responsible for contacting all the water systems in the County for an assessment of each system's operations, drought plans, existing regulations, and resiliency in anticipation of future droughts. Director Emanuels asked if the Board would be

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 with the questions asked by the consultant and what the District responses would be. GM Redding affirmed that she would provide the Board with regular updates.

Grants and Projects

GM Redding noted the document in the Board packet provided by staff member Jenna Nicolas that outlines the 2024 funding plans for the District, the Water System, and the Fire Department. She noted that this is a dynamic document that will be updated regularly as new information, grants, and opportunities present themselves.

- DWR Tank Replacement Project: The Final Grant Funding Agreement was returned to the Department of Water Resources (DWR) with the budget adjusted based on the rough estimate from project engineers Brelje & Race. We are now waiting for a review to be completed by the DWR's legal counsel. Once that is complete, the documents will be sent to the District for signature.
- Cal Fire grant collaboration with Conservation Corp North Bay (CCNB): Staff reported that they were contacted by the CCNB to discuss a multi-year grant opportunity through Cal Fire that would provide funding for CCNB staff to provide vegetation management work for defensible space efforts in areas of Inverness.
- The possibility of the grant being awarded is enhanced because the District is listed as a Community at Risk by the Department of Forestry. The grant application must be submitted by January 10. Staff noted that the Seahaven Fuel Break was identified as an ideal project for the CCNB personnel.

Directors inquired about the CCNB organization, how the work crews are supervised, and how a grant would interface with the plans for MWPA CORE projects. Staff noted that it is possible that the grant could augment planned MWPA CORE projects for 2024, but staff will contact MWPA and confirm that there would be no conflict with IPUD applying for the grant. Staff will also meet again with the CCNB to narrow down what items are still needed for the application, and CCNB will need to provide a cost proposal to incorporate into the grant application.

5. Water System Reports: October and November 2023

Senior Water Operator Ken Fox presented the Water System reports for October and November. Staff also presented the bimonthly water accounts receivable report and the updated water usage graph. President Donohue asked that Board members review the reports prior to the meetings and then ask questions if needed. President Donohue asked if any Board members had any questions or comments, and there were none.

Staff presented an informational report on problems with software maintenance for the Water System's SCADA system and the challenges of dealing with outdated software for which no maintenance support is available. Chief of Operations Fox described what the SCADA system does and the programming problems we have been having with it for the past two years. Staff and the District's IT consultants have concluded that the only solution is to replace technical components and switch to an updated software program for which support is available. The next step is to have our IT consultants complete a technical schematic of the system so that an RFP for a replacement SCADA system can be issued. A request for a capital project budget item will be presented for Board approval.

6. Fire Department Reports: October and November 2023

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

President Donohue asked the Directors to review the reports prior to the meetings and then ask questions if needed. President Donohue asked if any of the Board members had any questions or comments. Director Emanuels noted that David Briggs was present on every call in both reports and acknowledged his service. There were no further comments or questions.

TOT Funds Report FY 2022-2023: GM Redding presented a staff report summarizing the Measure W purpose and how the District uses the funds to support Fire Department operational expenses. Additionally, she provided a copy of the annual report submitted to Marin County Fire that documents how the District used its allocated TOT funds. It was noted that last year the Fire Department received over \$130,000 in TOT funds.

Mike Durrie asked to address the Board. He made a brief statement about how the TOT tax provides the Measure W funds, and he noted a conversation he had with Supervisor Rodoni about a concern that TOT

funding could be impacted adversely if there is a reduction in tax revenue because of proposed restrictions on the number of permitted short-term rentals. GM Redding said that she has been monitoring the County's proposed rules for short-term rentals and how the Fire Department's budget might be affected. Director Emanuels asked to re-visit this subject at the time of budget consideration for FY 2024-2025.

Marin Wildfire Prevention Authority (MWPA) Report: Chief Fox reported on the ongoing weekly meetings in October and November with the West Marin CORE Group, which have included MWPA staff, Panorama Environmental Consultants and Marin County Fire staff. There has been additional work to identify areas that will be included in the Public Works Project Environmental Study for work starting in July 2024. Final plans are expected to be drafted by the end of December.

7. Approval of Expenditures and Credit Card Charges: October and November 2023

General Manager Redding presented the October and November 2023 expenditures and credit card ledgers for approval. Director Press asked about the payments to Todd Plummer for \$908.00 and to Nigro & Nigro for \$5,250.00. Staff noted the payment to Todd Plummer was for a one-time rate relief application he submitted for a leak that has been repaired, and the payment to Nigro & Nigro was for the 2022-2023 audit services.

M/S Press/Emanuels to approve the October and November 2023 expenditures and credit card purchases as presented. AYES 3, NOES 0

8. Resolution 283-2023 Designating the Time and Place for Holding Regular Meetings

M/S Emanuels/Press to approve Resolution 283-2023 as drafted designating the regular meetings of the District for the third Tuesday of each month at 4:00 pm. AYES 3, NOES 0

9. Approval of 2024 Board Meeting Schedule

The proposed schedule of monthly dates for the regular meetings in 2024 was presented for approval.

M/S Emanuels/Press to approve the 2024 Board Meeting Schedule as drafted. AYES 3, NOES 0

10. Volunteer Appreciation

Staff requested that in lieu of a holiday party, the Board allocate up to \$1700 for issuance of gift certificates to the Fire Department volunteers.

M/S Emanuels/Press to approve the proposal to allocate up to \$1,700 for gift certificates for Fire Department volunteers. AYES 3, NOES 0

11. Committee Meetings/Reports

GM Redding reported that staff conducted two video interviews for the position of Water Superintendent and has an in-person interview with one applicant scheduled for Sunday, December 17. Two more resumes have been received and will be reviewed within the next week.

12. Adjournment: President Donohue adjourned the meeting at 5:16 p.m. The next regular meeting is scheduled for January 16, 2024, at 4:00 pm.

Attest: /s/

Date: 12/12/2023

Shelley Redding, Clerk of the Board