



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 (rescheduled)
Wednesday, December 14, 2022, 9:00 a.m.
Inverness Firehouse**

1. Call to Order; Attendance Report

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

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

Directors Absent: None

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs; Ken Fox

2. Oath of Office:

General Manager Redding administered the oath of office to Director Ken Emanuels and Director David Press for their four-year terms commencing December 2022.

3. Public Expression:

There were no public comments.

4. Approval of Minutes:

Regular Meeting of October 26, 2022

M/S Donohue/Whitney to approve the minutes of the Regular Meeting of October 26, 2022, as submitted.

AYES 5, NOES 0

5. Local Hazard Mitigation Plan:

Staff will continue to work towards an outline of how to accomplish the assessment using existing mitigation plans from the County to identify the areas of responsibility for the District. Carolyn Longstreth requested the District pursue further involvement with MWPA. Director Donohue noted discussions of the Executive Committee of the MWPA about funding allocations from high population areas to rural areas. Encourage more activity with Defensible Space outreach and assistance for residents to obtain grants through the MWPA for approved home hardening projects. Staff was encouraged to pursue an RFP that can quantify risks to District, consider current County Mitigation plans and avoid duplication of efforts.

6. Management Report

Financial Reports: General Manager Redding presented the financial reports through November 2022. She noted that work has begun on a budget revision for mid-year, and she will have a draft available at the January meeting.

Audit Update: Auditor is working through the provided material and gathering information from previous Auditor, as well as contracted actuarial.

Director Press departed at 9:53 am.

Grant Funding Report: General Manager Redding reported research being done to find grants that can help with Tank Replacement. Staff met to discuss priorities for District.

7. Water System Reports

Senior Water Operator Ken Fox presented the October 2022 and November 2022 Water System Reports.

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

State of the Water Shortage Emergency: Staff is anticipating some rain in the long-range forecast but at this time, Stage 2 restrictions are recommended to continue.

8. Fire Department Reports

Fire Services Officer (FSO) Briggs presented the October 2022 and November 2022 Fire Department reports. Director Emanuels asked about trainings and volunteer attendance.

MWPA: Director Donohue reported on the MWPA newsletter and the website that has a large amount of information.

MWPA Local Projects Update: Chief Fox reported on the ongoing Local Project work being completed.

MWPA CORE Projects Update: Chief Fox reported that he has attended several meetings with MWPA pre-work assessment related to the CORE Project Evacuation Routes.

Chief Fox departed at 10:00 am

Marin Emergency Radio Authority (MERA) Update: General Manager Redding reported that Current activity is mostly construction of the towers and 2024 remains the target year for project completion.

FEMA Grant for SCBAs for West Marin Fire Departments: FSO Briggs reported that staff is waiting on the final quotes for the equipment being obtained. It was noted that Chief Fox preferred 30-minute units for volunteers. The Inverness portion of the total award is estimated at 16.52% of \$478,882. The estimated 5% match amount is \$8,558.00. This amount includes the SCBA, 2 tanks, mask and VA. There will be an additional cost for one RIP pack, amount to be determined. The final amounts may be available in January 2023.

9. Approval of Expenditures and Credit Card Charges

General Manager Redding presented the October 2022 and November 2022 expenditures and credit card charges.

M/S Johnson/Donohue to accept and approve the October 2022 and November 2022 expenditures and credit card charges as presented. AYES 4, NOES 0

10. Review and Approve IPUD Membership in the California Water/Wastewater Agency Response Network (CalWARN), per Senate Bill 552

General Manager Redding presented the Articles of Agreement and the Membership Application for review and approval.

M/S Johnson/Whitney to accept and approve the CalWARN Articles of Agreement and the Membership Application as presented. AYES 4, NOES 0

11. Volunteer Appreciation

General Manager Redding presented a request to provide Volunteer Recognition gifts to the District volunteers in lieu of the annual Holiday Party.

M/S Whitney/Johnson to approve Volunteer Recognition gifts as presented. AYES 4, NOES 0

12. Committee Meetings/Reports:

Director Emanuels requested that a date be set for the Personnel Committee's annual performance review of the General Manager, a review of the staff evaluations, and future strategic planning for staffing.

13. Adjournment

President Emanuels adjourned the meeting at 10:48 a.m. The next regular meeting is scheduled for January 26, 2023.

Attest: /s/

Date: February 27, 2023

Shelley Redding, Clerk of the Board