



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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**Board of Directors  
Minutes, Re-Scheduled Regular Meeting  
Tuesday, April 16, 2024, 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 4:02 p.m.

Directors Present: Kathryn Donohue, Ken Emanuels, Dakota Whitney, Brent Johnson

Directors Delayed: David Press

Directors Absent: None

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 March 19, 2024

GM/Clerk Redding noted that the sentence in item 4, sub-section Marin LAFCo and NMWD stating “*Director Emanuels volunteered to discuss the issue if no other Board Member were available*” did not occur during the meeting but was conveyed via an email communication. She would remove it from the meeting minutes.

*M/S Johnson/Emanuels to approve the minutes of the Regular Meeting of March 19, 2024, but with the correction of the sentence being removed from the minutes as noted by GM/Clerk Redding. AYES 4, NOES 0*

**Director Press arrived at 4:08 pm.**

## 4. Management Report

### FY 2023-2024 3<sup>rd</sup> Quarter Financial Reports

**Budget V. Actual Report:** General Manager Redding presented the 3<sup>rd</sup> Quarter Financial Reports with a year-to-date budget analysis. She noted that there will need to be some decreased revenue adjustments to both the TOT budget and the Water Usage budget. She did note however that the budget amount from interest earnings would be increased. She also noted increased costs associated with Operational and Administrative Services, including utilities, supplies, and fuel. Additionally, she noted that the budget projections for staff costs were overestimated and will reflect a decrease in costs. She also stated that she plans to bring an amended budget for FY 2023-2024 to the Board for approval at the next meeting in May.

**Cash Report/Reserve Funds:** GM Redding noted the Cash Report which also shows a summary of the Reserve Accounts held in LAIF listed by Fund. She also noted that the 3<sup>rd</sup> quarter interest for the deposits in LAIF was received in April and amounted to over \$15,000. She also noted that the District received most of the 2<sup>nd</sup> County disbursement of Ad Valorem Revenue in April. She noted that after discussion with Bookkeeper Kaaren Gann, she initiated a transfer of funds from both checking accounts into LAIF which totaled \$784,000. This transfer will be able to benefit from increased interest rate revenue for the 4<sup>th</sup> quarter of FY 2023-2024.

### District 5-Year Capital Project Plan:

GM Redding presented the draft of the current District’s 5-Year Capital Projects Plan. She noted that with the Cash Report showing the Reserve Funds, the request from Director Johnson at the previous meeting prompted

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

Staff to work on a better report that will demonstrate the District's ability to achieve the Capital Project plans as scheduled. She noted that the new report will be provided at the next Board meeting in May.

#### **Hazard Mitigation Planning and Preparations with County of Marin-Update**

GM Redding provided a report after the submission of a Letter of Interest to the Marin County OEM for IPUD to be added to the Extension Grant Application for the current FEMA Approved 5-year plan for the County. She also provided screenshots of the County OEM website with interactive mapping that show the areas and the scale of vulnerability to specific hazards. Discussion as to source of data for website, accuracy, and benefits the District and Community would achieve by being added to the County plan. Discussion about future activity with IPUD staff, County staff and a potential for a community meeting in the future to outline the effort.

#### **5. Water System Report:**

**March 2024:** Senior Water Operator Ken Fox presented the Water System report for March 2024. He highlighted some of the data presented and noted that the rainfall recorded through April 15, 2024 was now over 40". He also noted that the report shows previous year's comparisons.

**Colby/Seahaven Tank Replacement Project Update:** Chief of Operations Jim Fox reported that there have been additional survey activities, and he was awaiting the finalization of the reports as well as the draft drawings for the two sites for review. GM Redding provided a copy of the DWR Quarterly Project Report she submitted. Director Emanuels asked about the timeline and if there was any concern about the project completion. COP Fox stated he too has posed this question to the Engineer and there did not seem to be any concern.

**Water System SCADA Project Update:** Senior Water Operator Ken Fox reported on the SCADA project, noting that he redrew the schematics and provided notes to the IT Contractor CORE. He also summarized the project that the project is to update the general SCADA operations and replace the PLC's and have them programmed to all run independently. COP Fox noted that the next step is another site visit from CORE to finalize the schematics and then draw up the plan for the process. He also reported that due to the increased rainfall, it is a good time to tackle this project because the water availability is higher and the demand is low on the system, allowing for components to be taken offline without a big impact to water delivery.

#### **6. Fire Department Report: March 2024**

**Activity Report:** Chief Fox presented the monthly report of the Fire Department's activities. He reported on a joint training attended by several volunteers at the Coast Guard site, with Marin County Fire. He also noted Assistant Chief Briggs is facilitating a donation of the old, barely used SCBA's to an organization that provides equipment to underserved areas around the world. The new SCBA's purchased with the FEMA grant in collaboration with other West Marin Fire Agencies were put into service due to new regulations.

**Marin Wildfire Prevention Authority (MWPA) Report:** A monthly activity report was presented to the Board. Chief Fox noted that there was a meeting with the Environmental Consultant Panorama to go over the drafted packet for the public Works plan being submitted to the Coastal Commission for the West Marin CORE plan. Discussion about activity windows for MWPA work. It was noted that the District has submitted its Local and Defensible Space plans for 2024-2025 and has submitted a request for the purchase of a utility task vehicle (UTV) along with a chipper to use for mitigation activities and emergency response on fire roads.

**Marin Emergency Radio Authority (MERA) Update:** Chief Fox noted that the only activity is discussions with staff for determining the best pagers for Volunteers and how they will work with the new MERA system.

#### **7. Approval of Expenditures and Credit Card Charges: March 2024**

General Manager Redding presented the March 2024 expenditures and credit card ledgers for approval. GM Redding noted that the payments being made to Brelje & Race Engineers are being made from a separate bank account to maintain operations cash flow. The invoices paid will be reimbursed with the grant from DWR. Director Emanuels asked about the payment to Riley Hurd. GM Redding noted that was a billing pertaining to the North Marin Water District Intertie Agreement renewal.

*M/S Whitney/Emanuels to approve the March 2024 expenditures and credit card purchases as presented. AYES 5, NOES 0*

## 8. Accept and Approve FY 2022-2023 Financial Audit Report

GM Redding presented an informational staff report summarizing the results of the Audit by Auditor Nigro & Nigro, PC. The documents provided to the Board included a) 2022-2023 Board Presentation Document, b) Audited Financial Statements, and c) Independent Auditor Governance Letter. It was noted that the District financial result is favorable as it has shown improvement in its financial position, with increased net position and revenues. The District has a positive fund balance, manageable long-term debt, and participates in various programs for pension, joint venture, and risk management. These factors indicate a stable financial position for the District. Director Emanuels asked if there were any Management recommendations, and it was reported that there were no findings. The Board conveyed their congratulations to staff.

*M/S Emanuels/Press to approve the FY 2022-2023 Financial Audit Report as presented AYES 5, NOES 0*

## 9. Accept and Approve 10-year Renewal of Emergency Intertie Agreement with North Marin Water District

GM Redding presented a staff report and a final draft of the Emergency Intertie Agreement with North Marin Water District, that was reviewed by Legal Counsel for both parties. The renewal is for another 10-year period and expires in June 2034.

*M/S Whitney/Johnson to approve the renewal of the Emergency Intertie Agreement with North Marin Water District for a term of 10 years, expiring in June 2034.*

## 10. Committee Meetings/Reports

GM Redding reported that she has hired a candidate for the Administrative Assistant position. Her start date is May 1<sup>st</sup> and initially will be working with Wade Holland to learn the customer-based tasks for the water system, then will work with staff to learn some of the administrative tasks for the District and will also work with Kaaren to learn about the bookkeeping. Staff has re-worked the job posting of the Water Superintendent to be changed to an Operations Manager to better reflect the needs of the position and the requirement for, including hands-on management in the field.

GM Redding also reported that she has conducted staff evaluations and noted that her evaluation needed to be scheduled prior to the May meeting. Director Emanuels will chair the Personnel committee to conduct the evaluation. GM Redding stated that she would send him her self-evaluation and provide the form for the committee evaluation.

## 11. June Regular Board Meeting

GM Redding reported that she will not be present for the June Board Meeting and asked for consideration to reschedule the meeting to a date before the June meeting or to cancel the Board meeting. She noted that if they chose to cancel the June meeting, the May meeting will have several items of business to be considered including the current fiscal year budget amendment, the Proposed FY 2024-2025, setting the Appropriations Limit, and adjusting the water rates for the annual CPI increase. She also noted that 3 Directors had terms ending in December and the District will have a resolution to call for an election on November 5<sup>th</sup> with the general election. Director Emanuels asked when the resolution would need to be submitted to the County Elections Office and GM Redding reported it was May 31<sup>st</sup>. The Board determined that if they could conduct all business at the May meeting, they would make the decision to cancel the June meeting in May.

## 12. Adjournment

President Donohue adjourned the meeting at 5:07 p.m. The next regular meeting is scheduled for May 21, 2024, at 4:00 pm.

Attest: /s/

Date: 04/16/2024

Shelley Redding, Clerk of the Board