



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
Wednesday, May 24, 2023, 9:00 a.m.
Inverness Firehouse**

1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:00 a.m.

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

Directors Absent: David Press

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Fire Services Assistant; Ken Fox, Sr. Water Operator

2. Public Expression: There were no comments or public expression.

3. Approval of Minutes: Regular Meeting of April 26, 2023

M/S Donohue/Whitney to approve the minutes of the Regular Meeting of April 26, 2023, as submitted.

AYES 4, NOES 0

4. Management Report

District Capital Projects Funding Strategy Report – Update: A summary document was provided to the Board describing the recent activities related to grants submitted and grants being pursued. General Manager Redding summarized the result of the Local Hazard Mitigation Plan (LHMP) RFP submission received (2) and that staff met with a 3rd contractor who would be submitting a proposal by the end of next week. Staff member Jenna Nicolas described in detail the status of applications and the preferred process to maintain the correct approach for the District in the Assessment phase and the importance of community engagement. She noted a recent meeting staff conducted with community members of the Seahaven neighborhood and the self-funded shaded fuel break project and the meeting on Thursday, May 25th with Steven Torrence who is the new Director of the County OES. She emphasized the importance of engagement to ensure the assessment is done to align with already existing hazard mitigation projects and avoid redundancy. Director Donohue also expressed a concern about making sure that the work done for the District does not duplicate work already being done by the MWPA. Additional discussion about the Colby tank site and the grant application to fund replacement of the redwood tanks, the need for a new engineering report and the initial indication that the project is favored for funding.

IPUD 75th Year Anniversary Update: Staff continues to plan for the 75th anniversary, with an exhibit to be coordinated with Dewey Livingston at the Jack Mason Museum. There are still plans for an open house celebration on the evening before the Inverness Faire August 11, 2023.

District Office Space Update: The District has a June 1st move-in date for the new offices located at 12781 Sir Francis Drake Blvd., behind the restaurant. New flooring has been installed and it has been updated with fresh paint and a new mini-kitchen area. Utilities have been ordered for the new space to commence on or after June 1st. Staff have been assessing where desks and cabinets will fit in the space and anticipate that moving into the new office will take a couple of weeks.

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

5. Water System Report: April 2023

Senior Water Operator Ken Fox presented the water system report for April. He noted that water use has increased but streams continue to flow nicely, and rainfall amount is near 50 inches so far for the year. It was noted by staff that the El Nino Southern Oscillation (ENSO) prediction has increased from 63% to 90% for this coming fall and winter, indicating more rain this fall and winter.

6. Fire Department Report: April 2023

Fire Chief Jim Fox presented the Fire Department report for April. It was noted by Director Emanuels that David Briggs attended every call in April.

Marin Wildfire Prevention Authority (MWPA) Local Projects and CORE Update: Chief Fox reported on the Technical Advisory Committee and Operations Committee meetings he has attended in the past month. He noted that the budget for all submitted work projects has been approved project activity submissions for the next fiscal year, 2023-2024. Woody Elliot noted that he attended a presentation by MWPA Executive Director Mark Brown to the Inverness Ridge Association. During the presentation, he discussed a plan for a shaded/non shaded fuel break work project along the western side of the West Marin region. Discussion about IPUD involvement, process for the project environmental studies and determination of areas for the project work. He raised his concern about how the District will represent the community interests and how the public will be updated about the project. Staff noted that Chief Fox serves on the Technical Advisory Committee and the Operations Committee and that both committees are actively engaged with the MWPA on any projects considered by the MWPA. Additionally, it was noted by Director Donohue, who also serves on the MWPA Board of Directors, that she was not aware of the meeting and asked Mark Brown to communicate when he is presenting to a West Marin community on projects that are within IPUD's area of interest.

Director Donohue requested a monthly report from staff on MWPA activities that can summarize the most recent activities of committees and provide a summary of project progress that involve Inverness.

Marin Emergency Radio Authority (MERA) Update: Chief Fox reported on recent activity related to the next-generation MERA project.

7. Ordinance 109-2023: Amending Water System Regulation 101, "New Service Connection".

The Ordinance was presented for amendment of the regulations regarding the new service connection fee calculation which is being amended to clarify the calculation process.

M/S Johnson/Whitney to adopt Ordinance 109-2023 amending the Water System Regulation 101, "New Service Connection" as presented. AYES 4, NOES 0

8. Ordinance 110-2023: Amending Water System Regulation 301 to Set Water Rates Effective July 1, 2023 (CPI Adjustment)

The ordinance was presented for amendment of Water System Regulation 301 to set the new water rates to become effective July 1, 2023, to reflect the CPI adjustment for calendar year 2022, as outlined in the regulation.

M/S Donohue/Johnson to adopt Ordinance 110-2023 amending Water System Regulation 301 setting the new water rates effective July 1, 2023, as presented. AYES 4, NOES 0

9. Resolution 281-2023: Setting the District's Appropriation Limit for FY 2023/24

GM Redding provided the staff report that outlined the amount calculated for the Appropriations Limit for 2023/24 with an attached report with adjustment factors.

President Emanuels opened a public hearing on the proposed appropriations limit for FY 2023/24. No one asked to be heard and staff reported that no written communications have been received. President Emanuels closed the public hearing.

M/S Donohue/Johnson to adopt Resolution 281-2023 setting the District Appropriation Limit for FY 2023/24 as presented. AYES 4, NOES 0

10. Approve Fiscal Year 2022-2023 Budget Amendment

General Manager Redding presented the documentation supporting an amendment to the Fiscal Year 2022-2023 Budget.

M/S Johnson/Whitney to adopt Fiscal Year 2022-2023 Budget Amendment as presented. AYES 4, NOES 0

11. Acceptance of Extra-Help Work Agreements with Annuitants: Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2023-2024.

GM Redding presented the work agreements for approval as required by CalPERS for retired annuitants.

M/S Donohue/Johnson to accept and approve work agreements with Wade B. Holland and Kaaren S. Gann as presented for FY 2023-2024. AYES 4, NOES 0

12. Approve Expenditures and Credit Card Charges: April 2023

General Manager Redding presented the April 2023 expenditures and credit card ledgers for approval. Director Johnson asked about the payment to State Waterboards. GM Redding noted that was the annual payment towards the Tenney Tank project loan.

M/S Whitney/Johnson to approve the April 2023 expenditures and credit card purchases as presented. AYES 4, NOES 0

13. Closed Session: Public Employee Performance Evaluation (General Manager) pursuant to Gov. Code Sec. 54957

Director Whitney announced that Director Press was not in attendance and asked to reschedule the evaluation to the next Board meeting.

14. Committee Meetings/Reports

Nothing was reported.

15. Adjournment: President Emanuels adjourned the meeting at 10:00 a.m. The next regular meeting scheduled for June 28, 2023, will be cancelled and a Special Meeting will be scheduled as needed.

Attest: /s/

Date: 5/24/2023

Shelley Redding, Clerk of the Board