



# 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, November 18, 2020, 9:00 a.m.

### Teleconference

#### 1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:04 a.m.

#### Attendance Report

Directors Present: Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson, Dakota Whitney

Directors Absent: David Press

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager

Public Present: Ann Elliott

#### 2. Public Expression

None.

#### 3. Administration of Oath of Office

Administrator Redding announced that she will schedule individual, socially distanced meetings with Kathryn Donohue, Dakota Whitney, and Brent Johnson to administer their Oath of Office. Each Director will serve a four (4) year term starting in December, 2020.

#### 4. Approval of Minutes: Regular Meeting of October 28, 2020

Director Emanuels asked for amendments under the Management Report: The Seahaven Tank be clarified to report it will be of highest priority and to also clarify what the project is. Under the Tenney Tank update: He asked if the term "Water Boards" is correct; it was affirmed that it is, but the Clerk will amend the reference to the full title of State Water Resources Control Board. Director Emanuels also noted under the Fire Department Report that he would like added that he thought he was a neighborhood coordinator but has not heard anything for six months and that he has reached out to the Disaster Council Coordinator and not heard back from her. These notations will be added to the minutes.

*M/S Whitney/Johnson to approve the minutes of the Regular Meeting of October 28, 2020, as corrected. Roll Call Taken: AYES 4, NOES 0*

#### 5. Management Report

**Financial Reports:** Administrator Redding presented the financial reports. Director Emanuels asked why Personnel costs are running under budget. Administrator Redding said that it is due

BOARD OF DIRECTORS: **KENNETH J. EMANUELS**, PRESIDENT • **DAKOTA WHITNEY**, VICE PRESIDENT  
**KATHRYN DONOHUE**, TREASURER • **BRENT JOHNSON** • **DAVID PRESS**



**SHELLEY REDDING**, ADMINISTRATOR • **JAMES K. FOX**, CHIEF OF OPERATIONS

to the Director of Operations cutting his hours back from 40 to 32 per week and that staff overtime has been kept to a minimum. She also noted that when a new Fire Chief is hired, it is anticipated that we will be paying both the Chief of Operations and the new Fire Chief for some number of months, so the savings now can cover the higher payroll costs later on.

**2019/2020 Audit Update:** Administrator Redding reported that the depreciation schedule had some errors that need to be resolved but that the auditor is engaged and to date there has not been anything more requested by the auditor. She reported that she would be following up with the auditor within the next week to get an update.

**Capital Projects Accounting October 2020:** Administrator Redding presented the current accounting for active capital projects and noted that the D4 project is now complete. Director Emanuels asked for a brief description of the project; Superintendent Fox reported on the location, the storm damage that occurred, and the recovery and repair work that was performed.

Administrator Redding presented a draft of the Capital Projects 5-Year Plan. The Seahaven Tank re-coating project was discussed; Superintendent Fox will refine and list the various tasks associated with rehabilitating the Seahaven tank to identify the different work phases and the appropriate priorities. Director Donohue asked about the generator for the F3 treatment plant; Superintendent Fox described the need for backup power at the site. It was also noted that the pagers listed for the Fire Department should be removed because they should be booked as expendables and not as capitalized items. Administrator Redding also noted the recent purchase of used fire gear that is under the limit for being booked as capital items.

**Tenney Tanks Replacement Project Update:** Administrator Redding reported that the engineers at Brelje & Race have completed a draft of the general conditions which we are now reviewing. After that, the only remaining item before going out to bid will be a final review of the technical specifications documents. Director Johnson encouraged starting the bid process in January, after the holidays. Superintendent Fox will discuss the timeline with the engineers for the project at the State Water Resources Control Board. Administrator Redding also reported that she has been in touch with the project coordinator at the State Water Resources Control Board about the progress and was informed that if the need arises to extend the completion date currently specified in the financing agreement, such an amendment could be requested. Director Emanuels asked if there is a process for requesting additional funds if the project bids come in higher than anticipated; Administrator Redding stated that there is such a process.

**MERA Update:** Chief Fox reported on MERA's recent update to the projected timeline, which anticipates project completion in March 2024.

## **6. Water System Report: October 2020**

Superintendent Fox submitted a written Water System Report for October and responded to questions about streamflows. The water conservation efforts by the community have been successful enough that the restrictions to outdoor watering have been lifted, with the caveat that we are still urging conservation.

## **7. Fire Department Report: October 2020**

Chief Fox submitted a written Fire Department Report for October. He reported that he has been working with Connie Morse and Sally Fairfax who have volunteered to step in as the Inverness Disaster Council coordinators until a permanent coordinator can be found. They have been reviewing the neighborhood liaison information, updating information, and reviewing evacuation route maps.

## 8. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the October 2020 expenditures list and the October 2020 Cal Card statements for S. Redding and J. Fox. Director Emanuels noted on the expenditures report the payment to the Vision Road Committee. Superintendent Fox stated that the payment was the Water System's share of the costs of a recent repaving of the road, which is not a County maintained road. Our share of the one-time cost was based on a formula that factored in each property owner's location along the roadway and intensity of use of the roadway (we use the road to access the Conner Tank).

*M/S Whitney/Donohue to approve the listed expenditures for October 2020 and credit card charges invoiced in October 2020. Roll Call Taken: AYES 4, NOES 0*

## 9. Ordinance 97-2020: Compensation of the Administrator of the Inverness Public Utility District.

Staff presented for review and approval an ordinance setting the Administrator position to salaried exempt.

*M/S Whitney/Johnson to approve Ordinance 97-2020 as submitted. Roll Call Taken: AYES 4, NOES 0*

## 10. Replacement of Firehouse Heating System

Administrator Redding presented a revised Staff Report with two bids from Aaero Heating along with the previously received bids from Ongaro & Sons for replacement of the heating systems in both the office space and the meeting room. Both bidders submitted bids for replacing the two existing wall heaters with newer, similar wall heaters. Ongaro also submitted a bid to replace the wall heater in the meeting room with a newer, similar wall heater and to change to a heat pump system for the office space. Aaero's second bid is to replace both wall heaters with a heat pump. In both cases, the heat pump option would necessitate additional costs for electrical work in order to switch from propane to electricity. Director Johnson asked if there were any incentives mentioned or if incentives are available, such as from Marin Clean Energy. Administrator Redding noted that the contact with Aaero was specifically asked about operating a heat pump while the grid is down and the Firehouse is on generator power; he advised against a heat pump in conjunction with generator backup because of the impact on the heat pump of load fluctuations associated with a generator. Chief Fox noted his concern about dependence on electricity in an area such as Inverness that is prone to power outages. Staff was asked to request information about incentives and to look into the scope of the electrical work that would be needed to install heat pumps.

## 11. Board Meeting Calendar for 2021

*M/S Whitney/Donohue to approve the proposed Board Meeting Calendar for 2021. Roll Call Taken: AYES 4, NOES 0*

## 12. Committee Meetings/Reports

### Personnel Committee Assignment

Director Emanuels asked Dakota Whitney and David Press to continue their roles on the Personnel Committee.

(Cont.)

### **Recruitment Plan for Fire Chief Position**

Administrator Redding presented the recruitment plan that has been presented to the Personnel Committee. She also submitted a draft of a proposed job posting. Both items were for discussion purposes. Director Emanuels had three questions about the position: 1) Is it to be a full-time position? 2) Is there an in-district residency requirement? 3) How do we address the housing issue? Discussion about the recruitment process included suggestions to use an agency for the initial recruitment and to initiate word-of-mouth contact within the Marin County fire community.

Chief Fox expressed that it is essential that the Chief live within the District. Suggestions were made for outreach strategies to homeowners in the District who are not here on a regular basis for possible leasing options guaranteed by the District, reaching out to the Community Land Trust Association of West Marin (CLAM), and sending out an appeal mailer to property owners.

Director Donohue concurred with Administrator Redding about the increase in inter-agency partnerships and the increased awareness of fire risk by community members, the role of the Fire Chief being a full-time position, and that there is an essential administrative component to the position. Chief Fox noted the Chief's roles as incident commander, coordinating responses to medical assistance calls, volunteer management, and community engagement. The Marin County Fire Department has taken over the role of Fire Marshall for reviewing building plans and performing safety inspections. He also sees fire inspections and mitigation efforts being coordinated more by the MWPA. Administrator Redding noted that she has a phone meeting scheduled with County Fire Chief Jason Weber to discuss the upcoming retirement of Chief Fox and to gather his thoughts on identifying a solution that would be sustainable for the Inverness Fire Department.

- 13. Announcements, Next Meeting, Adjournment:** The next regular meeting is scheduled for December 16, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 10:34 a.m.

These minutes were approved by the Board of Directors at the regular meeting on December 16, 2020.

Attest: /s/

Date: 12/16/2020

Shelley Redding, Clerk of the Board