



# 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, August 26, 2020, 9:00 a.m.  
Teleconference**

## 1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:00 a.m. Administrator Redding announced that the agenda items would be prioritized to enable Director Johnson to depart from the meeting in time for another meeting he was scheduled to attend at 9:50 a.m.

### Attendance Report

Directors Present: Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson (departed meeting at 9:53 a.m.), David Press, Dakota Whitney

Directors Absent: None

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

Public Present: Woody Elliott

## 2. Public Expression

None.

## 3. Approval of Minutes

**Regular Meeting of July 22, 2020:** Director Emanuels asked about the Marin Wildfire Prevention Authority and requested an update about the business of the JPA and the fire prevention projects that are planned for Inverness. Director Donohue reported that the JPA's Board of Directors has been meeting weekly with legal counsel and to evaluate the applicants for the position of Executive Director. The selection has been narrowed down to two well qualified candidates. The initial vote on the applicants resulted in a tie. Another meeting will be held to assess the candidates' responses to a questionnaire and then the Board will make its selection.

Woody Elliot requested clarification on the funding for the shaded fuel break project for Seahaven. Chief Fox said that the project is being handled by Marin County Fire; Administrator Redding offered to send Mr. Elliott the contact info.

Director Emanuels asked that two items be placed on the agenda for the Board's September meeting: a) Update on ERAF funding and the potential impact on IPUD

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

revenue; b) Background on the prohibition on the District from purchasing water from North Marin Water District.

*M/S Donohue/Johnson to approve the minutes of the Regular Meeting of July 22, 2020, as submitted. Roll Call Taken AYES 5 NOES 0*

## **6. Request from Customer for Modification of Water Rates Structure**

Customer Services Manager Holland presented a request from Water System customer Scott McNulty to consider allocating the 4 units of water included with the Basic Charge from his vacant lot at 115 Kehoe Way to his primary account at 125 Kehoe Way. Director Johnson asked about the financial impact the 4 units of water represented to the vacant lot; Holland said it was up to \$12.00 per bill. Holland described the process that would have to be undertaken to accommodate the request, which would require initiating a Prop. 218 process, including analyzing the fiscal impacts on all customers from changing the current rate structure, sending out a notice to all customers, conducting a public hearing, and enacting a new rates ordinance.

*M/S Whitney/Johnson to decline the request from the customer for a modification to the Water Rates structure. Roll Call Taken AYES 5 NOES 0*

## **8. Approve FY 2020/21 Operating Budget**

Administrator Redding presented a proposed Operating Budget for FY 2020/21. Director Emanuels asked about any significant adjustments to the budget from the previous year. Administrator Redding pointed out adjustments to supplies for maintenance and repairs and to personnel expenses. The increase in personnel costs is conservative based on recommendations she has submitted to the Personnel Committee. She also noted that Water Operators that were hired during the 2019/20 fiscal year were employed for only six months of that year but will be on the books for the full year in 2020/21. She also noted the recommendation currently under consideration for employees to pay some portion of their health and retirement premium costs. It was emphasized that the budget will likely need to be amended depending on the outcome of the pending proposals under consideration by the Personnel Committee.

*M/S Donohue/Johnson to approve the proposed operating budget for FY 2020/21 as submitted. Roll Call Taken AYES 5 NOES 0*

Tenney Tanks Replacement Project: The final executed Financing Agreement and additional pertinent material were presented to the Board, together with a summary of the expenditures for the project since FY 2016/17, which total \$64,819.00. Staff is requesting approval of an \$865,000 budget for the project, which includes the prior expenditures and the \$800,000 anticipated to be covered under the financing agreement. Director Johnson noted that the cost of steel has decreased, but labor costs and availability may be a challenge at this time. Staff also requests that the Board direct staff to instruct Brelje & Race, the project engineers, to initiate the bid process.

*M/S Johnson/Whitney to approve a capital project budget of \$865,000 for the Tenney Tanks Replacement Project and to direct staff to instruct the Brelje & Race project engineers to initiate the bid process. Roll Call Taken AYES 5 NOES 0*

## 9. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the July 2020 expenditures list and the July 2020 Cal Card statements for S. Redding and J. Fox. Administrator Redding noted that J. Fox purchased PPE equipment at the end of June, most of which is on the July statement.

*M/S Donohue/Whitney to approve the listed expenditures for July 2020 and credit card charges invoiced in July 2020. Roll Call Taken AYES 5, NOES 0*

## 10. Committee Meetings/Reports

Recommendations have been submitted to the Personnel Committee, but the committee's consideration of the recommendations is still in progress and the committee is not prepared to provide a report at this time.

## 11. Closed Session: Public Employee Performance Review (Title: Administrator), pursuant to Gov. Code §54957(b)(1)

The Board went into closed session at 9:33 a.m.

## 12. Reconvene in open session.

The Board reconvened in open session at 9:52 a.m. President Emanuels reported that no actions were taken in the closed session.

Director Johnson signed out from the meeting at 9:53 a.m.

## 4. Management Report

- **FY1920 Financials**

- **2019-2020 Financial Reports Update:** Administrator Redding reported updates to the previous year's financials but noted that additional revenues received from the County on August 25 will need to be included in the FY 2019/20 accounting.
- **2019-2020 Capital Projects Report:** Administrator Redding presented a summary of capital projects for the previous fiscal year.

- **FY2021 Financials**

- **July 2020 Profit & Loss:** Administrator Redding presented the profit and loss statement for July.
- **5-year Capital Projects Plan:** Administrator Redding presented a list of capital projects since 2009. The list will be used as a benchmark for helping the Administrator identify projects that have been completed, projects that were abandoned, and projects that should remain. Administrator Redding also identified new projects to be added to the list. Administrator Redding will meet with Chief Fox and Senior Water Operator Ken Fox to discuss capital projects and identify priorities. The plan will also be used to identify available grant funding for certain projects.

## 5. Water System Report

Administrator Redding noted that the June and July reports have been provided in a format that reverts back to a format that was used several years ago and which shows current data as well previous-year data for purposes of comparison. Senior Water Operator Ken Fox presented the July report and answered questions about storage and leaks. Director Whitney asked about the impact of known large leaks on the recent dramatic drop in water availability. K. Fox acknowledged that the combination of leaks and increased demand over the 4<sup>th</sup> of July holiday as a result of increased occupancy in homes over the holiday weekend were to blame. He noted that intense staff effort was devoted to locating and dealing quickly with leaks.

## 6. Fire Department Reports: June and July 2020

Chief Fox reported on current activities related to the Woodward Fire. While the IVFD provided personnel and equipment on the first day of the fire, the Department has not been directly involved since that time, and that it is our preference to keep our personnel and equipment in the district and readily available in the event of any sudden need within our territorial jurisdiction. The evacuation warning remains in effect for all of Inverness although it seems unlikely that it will go beyond that level. The National Park Service has a Federal Type 1 Incident Command Team in place to manage the fire operations. Chief Fox pointed out that evacuation decisions are made by the command team and the Sheriff's Office, and that while he was advised of the evacuation warning for Inverness, he was not notified in advance of the evacuation order for Silver Hills Rd., Fox Dr., and Noren Way. Director Press noted that the criteria used by the National Park Service involve consideration of trigger points based on both weather and geographic factors. Chief Fox commented that the IVFD is on heightened alert and readiness to respond for structure protection assignment if the fire should move into residential areas.

Director Emanuels asked about the recent fire incident on Marsden Ln. Chief Fox confirmed that it was construction debris that is believed to have ignited spontaneously. He said that a County fire unit from Pt. Reyes Station was first on the scene and Inverness Fire provided support. Accessing the fire was difficult because of the narrowness of the roadway and the fact that there is a large oak tree that creates an access bottleneck. He reported that the tree is scheduled to be removed.

- 13. Announcements, Next Meeting, Adjournment:** The next regular meeting is scheduled for September 23, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 10:23 a.m.

These minutes were approved by the Board of Directors at the regular meeting on September 23, 2020.

Attest: /s/ \_\_\_\_\_ Date: 9/23/2020

Shelley Redding, Clerk of the Board