



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, April 26, 2023, 9:00 a.m.
Inverness Firehouse**

1. Call to Order; Attendance Report

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

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

Directors Absent: Kenneth Emanuels

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

2. **Public Expression:** Woody Elliott asked the Board to support an application submitted to the County by Steve Doughty for an AT&T cell phone tower installation on the east side of Tomales Bay north of Point Reyes Station because such a tower would enhance cell phone reception in Inverness. Staff member David Briggs noted that there is also a possibility of another tower being installed at Sacred Heart Church in Olema. Mr. Elliott also requested an update on the approved RFP for the Hazard Mitigation Plan that was approved at the previous Board Meeting. GM Redding responded that the RFP had been published and is available on the District's website. She noted that three responses have been received, and staff is in the process of responding to questions and setting up initial meetings.

Michael McEneaney asked about the property at 85 Douglass that is in a state of disrepair and posed the possibility of the District approaching the owners about a possible purchase for staff housing. He asked if the District could research the ownership status, feasibility, and financial impact, as well as whether CLAM could be involved in assessing a benefit for District staff. GM Redding responded that the District is currently engaging with CLAM about the issue of housing for employees and how the District can provide outreach opportunities in Inverness.

3. **Approval of Minutes:** Regular Meeting of March 22, 2023

M/S Press/Donohue to approve the minutes of the Regular Meeting of March 22, 2023, as submitted.
AYES 4, NOES 0

4. **Public Hearing, Resolution 278-2023:** Declaring customer account for 140 Camino del Mar as abandoned

The public hearing commenced at 9:07 a.m. Customer Services Manager Wade Holland presented the item with a summary of Water System Regulation 305 that outlines the process for removing a service connection from the water system. CSM Holland also provided a brief history of the property's ownership and issues with collection of water system charges since 2011 when the current customer, Ms. Sharon Morgan Blakley, assumed ownership of the property. Director Whitney asked about the advantage of removing the connection rather than leaving the meter in place and letting past-due charges accumulate. CSM Holland reported that the water meter has been turned off since 2019, and

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

leaving the meter in place at what appears to be an abandoned property creates a liability for the District as well as for the property owner and the neighbors. He noted that this is a unique situation that has never occurred before in the District, and he summarized the extensive history of unsuccessful attempts to establish contact with the property owner. Director Johnson asked how the District would recoup the outstanding fees owed. Mr. Holland explained that whenever the property changes ownership and a new owner desires municipal water service, the new owner will be obligated to pay the New Service Connection Fee that is in effect at that time. Director Whitney invited members of the public to comment, but no one responded. Staff noted that no comments had been received prior to the meeting. The public hearing was closed at 9:12 a.m.

M/S Donohue/Press to adopt Resolution 278-2023, to find and declare that the customer water service for 140 Camino del Mar has been abandoned, and to direct staff to disconnect the property from the Water System's distribution facilities. AYES 4, NOES 0

Agenda item Nos. 8-13 were moved forward to accommodate Board member and staff availability.

8. Resolution 277-2023: Ending Water Shortage Emergency

Customer Services Manager Wade Holland presented Resolution 277-2023 to end the Water Shortage Emergency declared and adopted in July 2020 by Resolution 255-2020. He summarized the analysis of rainfall, streamflows, and customer demand used to determine staff's recommendation that the Water Shortage Emergency no longer applies and that sufficient resources are available to provide for human consumption, sanitation, and fire protection for the coming year. CSM Holland also noted that a prior Water Shortage Emergency declared in 2014 does not appear to have ever been formally ended, so language has been included in Resolution 277-2023 declaring an end to any previous Water Shortage Emergency declared by the District. The Board discussed the resolution and the public notification that will be sent to the customers within the following week.

M/S Johnson/Donohue to adopt Resolution 277-2023, declaring the Water Shortage Emergency declared by Resolution 255-2020 is ended; and any previously declared Water Shortage Emergencies that may still be in effect are also ended. AYES 4, NOES 0

Customer Services Manager Wade Holland departed the meeting at 9:20 am.

9. Resolution 279-2023: Expressing appreciation for Sally Fairfax and Connie Morse

General Manager Redding presented Resolution 279-2023 to express appreciation for the service of Sally Fairfax and Connie Morse to the community and the Inverness Disaster Council while they served as temporary co-coordinators of the Inverness Disaster Council. GM Redding presented a gift to Connie Morse (Sally Fairfax was not in attendance and will be presented the gift at a later date).

M/S Press/Johnson to adopt Resolution 279-2023 expressing appreciation for the volunteer services of Sally Fairfax and Connie Morse as temporary co-coordinators of the Inverness Disaster Council. AYES 4, NOES 0

10. Resolution 280-2023: Expressing appreciation for Michael Meszaros

General Manager Redding presented Resolution 280-2023 to express appreciation for the service Michael Meszaros has given to the Community and the Inverness Public Utility District as both a volunteer firefighter and the Volunteer Department's Fire Chief for over 55 years. He recently retired as a volunteer firefighter. GM Redding noted that there will be an acknowledgement of his service with a dedication ceremony during the District's 75th anniversary celebration in August 2023.

M/S to adopt Resolution 280-2023 expressing appreciation for the service of Michael Meszaros. AYES 4, NOES 0

11. Ordinance 107-2023: Setting the General Manager's Compensation for Fiscal Year 2022-2023

General Manager Redding presented the ordinance reflecting the approved wage for the General Manager that was adopted by the Board in July 2022.

M/S Press/Donohue to adopt Ordinance 107-2023 as presented setting the compensation for the General Manager for the 2022-2023 Fiscal Year. AYES 4, NOES 0

12. Approve Expenditures and Credit Card Charges: March 2023

General Manager Redding presented the March 2023 expenditures and credit card ledgers for approval. Director Press asked about a charge for \$2,700. It was reported that the bill was for repair and maintenance of the emergency power generators at the firehouse and the First Valley treatment plant.

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

13. Administrative Office Space Lease (12781 S.F. Drake Blvd.): Approve 1-year lease with option to renew

General Manager Redding reported that office space in downtown Inverness has become available. Staff has been contemplating for some time the need to acquire more administrative office space than is available at the firehouse, and that this need will become more acute with the addition of administrative staff and new operational management planned to occur during the coming year. The opportunity to rent office space in Inverness is quite rare, and staff recommends that the District take advantage of the opportunity while it is available. Relocating the administrative functions would allow the Fire Department to more fully utilize the firehouse space for its intended purposes and provide the administrative and Water System staffs with much needed additional work and storage space. The Board discussed the benefits and the cost of the move and the \$1,200 monthly rent expenditure. The initial term is for one year starting June 1, 2023, with an option to renew at a rent increase of 3%. If approved, staff will review the lease agreement to be sure it is acceptable.

M/S Donohue/Johnson to approve a one-year lease of space #5 at 12781 Sir Francis Drake Blvd., with an option to renew as described in the staff report and to authorize the President or Vice President to execute the lease agreement. AYES 4, NOES 0

5. Management Report

Quarterly Financial Reports: General Manager Redding presented the 3rd quarter financial reports with budget comparisons. She noted that the 2nd installment of the annual property tax revenues is received in April and will be reflected in next month's report. She noted that both the property tax revenue item and the excess ERAF revenue item are expected to exceed the budget estimates. Director Press asked about the drought surcharge and water charges for the next fiscal year. It was confirmed that the drought surcharge, per the water rates approved in 2021, will sunset at the end of the current fiscal year on June 30. The water rates effective July 1 will be increased by around 5% to reflect the COLA change for calendar year 2022. With the increasing costs of supplies and services, as well as an anticipated 15-20% increase in insurance costs, the Water System will most likely have to consider another rate increase during the coming fiscal year.

New Service Connection Fee: After acceptance by the Board of the final audit report for June 30, 2022, the New Service Connection Fee has been updated to \$9,600.00.

District Capital Projects Funding Strategy Report – Update: An updated funding document was presented with information about current opportunities for grant funding and how the grants could be used by the District.

IPUD 75th Year Anniversary Update: Staff have been in touch with the Jack Mason Museum and plans are in place for an exhibition of IPUD history in August and September. Art Rogers has been contacted about a photo shoot, and there are plans for an open house celebration on the evening before the Inverness Faire August 11, 2023.

6. Water System Report: March 2023

Senior Water Operator Ken Fox presented the water system report for March. He noted that while the streamflows have reduced somewhat since the significant precipitation events in March, they are steady and there have not been any significant erosion issues from the rains.

7. Fire Department Report: March 2023

Fire Chief Jim Fox presented the Fire Department report for March.

Marin Wildfire Prevention Authority (MWPA) Local Projects and CORE Update: Chief Fox and GM Redding reported on the project activity submissions for the next fiscal year, 2023-2024, and provided copies of the work projects to the Board for review. GM Redding noted that she will provide an accounting of local work done by IPUD staff during the current fiscal year for Board review at the next meeting. Chief Fox reported on meetings he has attended relating to the ongoing CORE project of evacuation route maintenance and reported that the current year project activity will get underway in May, with the biological reviews completed for the project areas in Inverness. Notices have been sent out to residents in the area and signs will be posted.

Director Donohue reported on the provided MWPA Executive Committee update and noted the large project planned for the Novato shaded fuel break that will be a multi-year endeavor. She also noted the MWPA's Ember Stomp event that will be held at the Marin County Fairgrounds on May 20 and encouraged residents to attend as it will provide resources and educational opportunities for Marin County.

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

Inverness Disaster Council: GM Redding reported that Disaster Council Coordinator Ann Elliott held a well-attended annual meeting to distribute new resource material to the area coordinators and neighborhood liaisons, and to and thank Sally Fairfax and Connie Morse for their service to the IDC.

14. Committee Meetings/Reports

Nothing was reported.

15. Adjournment: Vice President Whitney adjourned the meeting at 10:00 a.m. The next regular meeting is scheduled for May 24, 2023.

Attest: /s/

Date: 4/26/2023

Shelley Redding, Clerk of the Board