



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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**Board of Directors
Minutes, Regular Meeting
Wednesday, October 25, 2023, 9:00 a.m.
Inverness Firehouse, 50 Inverness Way, Inverness CA**

1. Call to Order; Attendance Report

Director Whitney called the meeting to order at 9:02 a.m.

Directors Present: Dakota Whitney, David Press, Brent Johnson

Directors Absent: Kenneth J. Emanuels, Kathryn Donohue

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

2. **Public Expression:** Michael McEneaney presented a draft of a requested MOU with IPUD from himself and neighbors Tom McCoy and Mark Sutton pertaining to the future tank replacement project at the Colby tank site. Director Whitney noted that the District has proven to be mindful of construction impacts on neighboring properties. GM Redding stated that the project is in early stages and staff is awaiting the draft engineering report, which is the first step.

3. **Approval of Minutes:** Regular Meeting of September 27, 2023

M/S Press/Johnson to approve the minutes of the Regular Meeting of September 27, 2023, as submitted. AYES 3, NOES 0

4. Management Report

Grants and Projects

- **District Capital Projects Funding Strategy Report – Update**

General Manager Redding reported on the updated document provided to the Board in the meeting packet drafted by staff member Jenna Nicolas.

- DWR Tank Replacement Project: Our request for an amendment to include in the project replacement of the 15,000-gallon wood tank at the Seahaven site has been approved and will be included in the final Financing Agreement once all the paperwork is completed.
- FEMA AFG Grant: Staff provided information that is being compiled for the grant application, which will open in January 2024. Assistant Fire Chief Briggs reported that he and Jenna met with a representative from FEMA to learn more about the grant application process. He noted that applications for funding to replace older vehicles are assigned a higher priority.
- Coastal Zone Collaboration Project: GM Redding reported that the Letter of Interest for applying for a NOAA grant that was submitted on behalf of IPUD, Bolinas, Muir Beach, and Stinson Beach was rejected. She noted that while we did not get approval to apply for the grant, it will not change the desire by the District to engage with our Coastal Zone communities and look for other funding opportunities to support our shared goals.
- County Office of Emergency Management: GM Redding reported that the County OEM is now holding monthly meetings to encourage regional collaboration and provide a forum for shared interests for emergency response, hazard mitigation, and disaster response planning. Staff

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

member Nicolas attended the September meeting, and Chief Fox and Assistant Chief Briggs attended the October meeting.

- **Quarterly Financial Reports**

- GM Redding presented the quarterly balance sheet and the 1st quarter income statements for the three funds (District, Fire, and Water). She noted that some balance sheet figures will likely be updated once the June 30, 2023, audit is completed and adjusting entries for the 2022/23 fiscal year are entered. A suggestion was made for the quarterly reports to show the funds in separate columns, for easier assessment by the Board.
- Audit update: Staff reported that preparation of the June 30, 2023, audit is in the final phases and its completion in November is anticipated.
- LAIF quarterly earnings: GM Redding presented the FY 2023/24 1st quarterly earnings statement from LAIF of \$13,089.59. The interest rate was reported at 3.59% and the PMIA daily effective yield rate has generally hovered around 3.50%.
- CLASS (California Cooperative Liquid Assets Securities System) Investment Options: GM Redding presented a staff report outlining the two options for the District's investments. Discussion focused on the benefits of the CLASS fund's higher rate of return and the ability to access cash easily. Staff noted that while CLASS is an attractive option, there are questions about who is currently investing with CLASS and about its investment strategy, especially with respect to the IPUD Investment Policy. Staff noted that currently the District has funds totaling \$250,000 in a second Bank of America checking account that is not earning any interest. Staff would like to contact CLASS to find out more about the fund and its management and investment policies before making a recommendation to the Board to change investment funds. Directors Johnson, Press, and Whitney noted that the prospect of a higher rate of return is attractive but that they understand the need for more information about CLASS.

5. **Water System Report:** September 2023

Senior Water Operator Ken Fox presented the Water System report for September. He noted that streamflows are dropping but usage has also dropped. The annual inspection and certification of double-check valves in the cross-connection control program was completed in one day on a contract basis by Kenny Stevens.

6. **Fire Department Report:** September 2023

Activity Report: Assistant Chief David Briggs presented the monthly report of Fire Department activities and reported on training drills, which have focused on becoming familiar with and using the new SCBAs. He noted that the newer iPhones are generating more false vehicle accident reports that result when phones are left on top of a car. So far, only one such call proved to be legitimate. He also reported that a Narcan box has been installed in the lobby at the Inverness Post Office with approval from the Post Office staff.

Marin Wildfire Prevention Authority (MWPA) Report: Chief Fox presented the monthly report on MWPA activities.

- Chief Fox reported that several residents participated in the chipping event arranged by Fire Safe Marin and manned by the Fire Foundry Staff of Marin County Fire. It was held at the Firehouse.
- He also noted work is continuing on the CEQA requirements for developing emergency evacuation routes.
- GM Redding reported on the ongoing weekly meetings with the West Marin CORE Group to continue working on the areas that will be included in the Public Works Project Environmental Study for work starting in July 2024. IPUD has also had specific meetings about the Inverness region with MWPA staff and Marin County Fire Staff to continue the identification of areas in and around Inverness specifically. The meetings are scheduled to continue through the end of October with final plans to be drafted in November. Woody Elliott asked if there was still a broad plan for a fuel break extending from Limantour Beach to Hearts Desire Beach, which he said Mark Brown had mentioned at one point. Staff responded that this is not something that is necessary or feasible and that the District is not aware that any such specific project is under consideration.

7. Approve Expenditures and Credit Card Charges: September 2023

General Manager Redding presented the September 2023 expenditures and credit card ledgers for approval. Director Press asked about the payment to Stinson Beach Fire Protection District. Staff reported that the expenditure was our share of the co-pay for the FEMA grant for the new SCBA units that Stinson Beach Fire had managed.

M/S Johnson/Press to approve the September 2023 expenditures and credit card purchases as presented. AYES 3, NOES 0

8. Committee Meetings/Reports

Change in Board Meeting Date and Time: GM Redding reported that the results of the poll sent out to Directors and staff resulted in support for changing the day and time of the Board's regular meetings to the third Tuesday of the month at 4 p.m. However, due to the Thanksgiving and Christmas holidays, this year's November and December meetings would be moved up one week, to November 14 and December 12, respectively, both at 4:00 p.m., to which the Board agreed by consensus. A resolution setting the 2024 meeting schedule for 4 p.m. on the third Tuesday of each month will be provided for adoption at the November meeting.

GM Redding reported that the job opening for Water System Superintendent has been posted on several job sites, with plans to publish an ad in the Point Reyes Light and to send out a mailer to area agencies.

9. Adjournment: Director Whitney adjourned the meeting at 9:52 a.m. The next regular meeting is re-scheduled for November 14, 2023 at 4:00 pm.

Attest: /s/

Date: 10/25/2023

Shelley Redding, Clerk of the Board