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**Board of Directors**

**Minutes, Regular Meeting**

 **Wednesday, November 20, 2019, 9:00 a.m.**

1. **Call to Order**

President Emanuels called the meeting to order at the Inverness Firehouse at 9:07 a.m.

**Attendance Report**

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

Directors Absent: David Press, Kathryn Donohue

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Ken Fox, Senior Water Operator (arrived 9:30 a.m.)

1. **Public Expression**

No one from the public responded to the opportunity to address the Board.

1. **Approval of Minutes: Regular Meeting of October 23, 2019**

*M/S Whitney/Johnson to approve the minutes of the regular meeting of October 23, 2019, as submitted.* **AYES 3, NOES 0**

1. **Management Report**

Administrator Redding, and Jim Fox reported on the following items:

* **Water Operator Applicants:** Discussion regarding number of applicants, status of interviews and expectation about hire dates.
* **2018-2019 Audit update:** Administrator Redding reported that the final test revenue and expense items and the analytical review were sent to the Auditor in lieu of a site visit. High confidence audit will be complete before year end.
* **Financial Report October 2019:** Financial reports were presented for review. Director Emanuels requested clarification on balance sheet items related to OPEB and requested a report for the next Board meeting.
* **MERA update:** Chief Fox reported that the Final EIR was released.
* **PSPS Event:** Chief Fox reported on the IPUD response to the Public Safety Power Shutoff event.
1. **Water System Report (October 2019)**

Senior Water Operator Ken Fox reported on the water system. The board requested some comparable data from previous years and a summary of the overall health of the system.

1. **Fire Department Report (October 2019)**

A written report was submitted by Chief Jim Fox. Volunteer staff made themselves available during the PSPS event and the station was available during the day for electronic device charging while the generator was running.

1. **Approval of Expenditures and Credit Card Charges**

*M/S Whitney/Johnson to approve the listed expenditures for October 2019 ($65,355.62) and credit card charges invoiced on September 22, 2019 ($1,369.09).* **AYES 3, NOES 0.**

1. **Committee Meetings/Reports**

There were no committee reports and no committee meetings are scheduled.

1. **Convene in Closed Session:** Closed session convened at 10:15 a.m. for employee performance review (Administrator), pursuant to Government Code Section 54957.
2. **Reconvene in Open Session**: Open session reconvened at 10:35 a.m. President Emanuels reported that no actions were taken during the closed session.
3. **Announcements, Next Meeting, Adjournment**

The next regular meeting of the Board of Directors is scheduled for December 18, 2019, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:50 a.m.

These minutes were approved by the Board of Directors at the regular meeting on December 18, 2019.

Attest:/s/ Shelley Redding\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_12/18/2019\_\_\_\_\_\_\_\_\_\_\_\_

 Shelley Redding, Clerk of the Board