



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, December 16, 2020, 9:00 a.m.

Teleconference

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:06 a.m.

Attendance Report

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

Directors Absent: None

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

Public Present: Ann Elliott, Woody Elliott

2. Public Expression

Woody Elliott expressed interest in MWPA updates including evacuation route maintenance, the plan for submitting project applications for next fiscal year, and grants for projects. He also expressed an ongoing concern about the fuel load in Tomales Bay State Park.

3. Approval of Minutes: Regular Meeting of November 18, 2020

M/S Whitney/Donohue to approve the minutes of the Regular Meeting of November 18, 2020.
Roll Call Taken: AYES 5, NOES 0

4. Management Report

Financial Reports: Administrator Redding presented the financial reports for November. Director Emanuels asked why Personnel and Administrative expenses are running under budget for the personnel expenses and the Administrative expenses. Administrator Redding noted that for the Personnel expenses, there are prior year allocations that are awaiting auditor adjustments. The Administrative expenses may be over budgeted since the budget was created based on prior year activity and a budget review will be conducted in January. She also noted that the Balance Sheet will be re-organized and simplified for better understanding of the District's financial position.

2019/2020 Audit Update: Administrator Redding reported that the auditor is preparing the report for the State Controller office that is due in January. The Auditor anticipates the audit will be completed in February.

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

Capital Projects Accounting, November 2020: Administrator Redding presented a corrected report accounting for active capital projects. Director Donohue asked about the Capital Projects planning document that was presented at the previous meeting. Administrator Redding reported that the report is being reviewed by the Chief of Operations and will be presented at a future meeting.

Tenney Tanks Replacement Project Update: Administrator Redding presented the detailed accounting report for the project that shows the expenses since the beginning of the project. Also presented was a document that shows the timeline of activity used for reference purposes to create the quarterly project reports for the State Water Resources Control Board. Director Donohue noted the Technical Specifications had been returned for final review and approval; she asked when the review will be completed and the final packet will be prepared for the call for bids. Chief Fox noted that it should be complete by the end of the current week.

MWPA Update: Administrator Redding presented a report from the MWPA that outlines the shaded fuel break restoration project between Seahaven and Tomales Bay State Park. Director Press asked if there was a map of the project area; Chief Fox affirmed that maps are available. Chief Fox reported that he met with Christie Neill of Marin County Fire to survey the area and meet with homeowners about access for the project. Former Fire Chief Mike Meszaros attended to provide information about the previous mitigation project. After the meeting, Capt. Neill met with the contractors for a walk-through of the project area for their bid submissions. Chief Fox reported that the focus of vegetation management by the MWPA is “home-out”: from the residential structures outwards. They will concentrate efforts and grants where homeowners have been active in implementing mitigation efforts on their property. Chief Fox noted that both the MWPA Board of Directors and the MWPA Operations Committee determine the priority of projects, and that State Parks is responsible for the vegetation management plan within their property. President Emanuels asked staff to draft letters to State legislative representatives advocating for funding for State Parks for this purpose. Director Donohue noted that she has a scheduled MWPA Board meeting on Thursday and will ask about the process for project planning and the grant process.

MERA Update: Administrator Redding did not receive the MERA update document to present and asked to table the MERA Update until next meeting.

Disaster Council Update: Chief Fox reported that the interim Disaster Council Co-Coordinators Connie Morse and Sally Fairfax held a meeting with area coordinators, provided them with new reference books, and are currently reviewing maps. President Emanuels asked if they have been contacting neighborhood liaisons because he had not heard from anyone. Chief Fox stated he would follow up to make sure that they have his contact information.

5. Water System Report: November 2020

Superintendent Fox submitted a written Water System Report for November. The water conservation efforts by the community have been successful with 18% decrease in usage from October. President Emanuels asked about communicating with the public about water supply issues during a power outage. Chief Fox noted that during power outages the generator at F1 cannot provide sufficient power to keep the entire plant in operation, which reduces the amount of finished water that can be produced. The F3 plant does not have a generator at all, so providing a generator at F3 is a higher priority at this time than upgrading the generator at F1. During a storm, the treatment plants are usually shut down until the creeks become clear of storm-caused debris. Director Johnson suggested that the District develop a broader resiliency plan that includes expanded water sourcing and adequate backup power. He suggested accessing resources that may be available from the CSDA. President Emanuels asked how communication with the public is handled. Staff noted that the Disaster Council's communications network can be

activated, signs can be posted along roadways, and emails can be sent to customers.

6. Fire Department Report: November 2020

Chief Fox submitted a written Fire Department Report for November. He reported that drills and trainings have been suspended until the County lifts the current stay-at-home order. He has been sending online training videos and references to informative YouTube videos to volunteers. He also reported that Engine 381 passed its smog test.

7. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the November 2020 expenditures list and the November 2020 Cal Card statements for S. Redding and J. Fox. Director Emanuels noted on the expenditures report a payment to Kaaren Gann, former General Manager/Accountant. Administrator Redding reported that Gann was asked to assist with Property Tax Reconciliation and audit preparation items. Administrator Redding also noted the eBay purchase on the Cal Card Statement was for 10 sets of turnout gear that will replace older gear for the volunteers.

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

8. Ordinance 98-2020: Amendment to Regulation 117, Water Shortage Emergency

Staff presented for review and approval an ordinance that amends the current water shortage emergency Regulation 117 to clarify the restrictions on installing new landscaping during a declared water shortage emergency.

M/S Whitney/Donohue to adopt Ordinance 98-2020 as submitted. Roll Call Taken: AYES 5, NOES 0

9. Resolution 256-2020: Temporary Water Rate Relief for Customers Impacted Economically by the COVID-19 Pandemic

President Emanuels asked why customers who may need rate relief are not enrolled in the Lifeline program. Staff member Holland stated that Lifeline program enrollment is open once a year and in effect on a fiscal-year basis each year; also, it reflects the applicant's prior-year income. The proposed program is expected to be temporary and to be focused on current financial issues caused by the coronavirus pandemic.

M/S Whitney/Johnson to adopt Resolution 256-2020 as submitted. Roll Call Taken: AYES 5, NOES 0

10. Volunteer Limited Compensation & Employee Stipend Policy: Approve Update to Policy

Administrator Redding presented the amendment to the policy which adds a training stipend of \$10.00 per event, increases the on-call duty pay from \$50.00 to \$75.00, and clarifies the reimbursement to volunteers for purchases of personal gear.

M/S Whitney/Johnson to approve the updated Volunteer Limited Compensation Policy as submitted. Roll Call Taken: AYES 5, NOES 0

11. Volunteer Appreciation: Approve Volunteer Recognition in Lieu of Holiday Party

Staff presented a plan to purchase gift cards from local businesses to recognize and thank the volunteers of the District for their service to the community. Director Whitney expressed an interest to make the range between \$50 and \$75 per gift.

M/S Johnson/Donohue to approve the Volunteer Recognition plan with gift cards from local businesses within a range of \$50 to \$75 per volunteer. Roll Call Taken: AYES 5, NOES 0

12. Replacement of Firehouse Heating System: Approve Firehouse Heating System Replacement

Staff recommended the option of replacing the existing wall heaters in the meeting room and the office with newer models. Director Johnson restated his concern for hot weather and smoke days from potential future fire seasons that make the air unsafe in the office. Having a heating and cooling system would benefit staff. The component of the backup power option for the system is a concern and should be included in a resiliency plan.

M/S Donohue/Whitney to approve the proposed heating system replacement as submitted. Roll Call Taken: AYES 5, NOES 0

13. Committee Meetings/Reports**Recruitment Plan Update for Fire Chief Position**

Administrator Redding reported that she has been communicating with the Personnel Committee about the recent updates to the recruitment plan. There had been a meeting scheduled with Marin County Fire Chief Jason Weber, but it was cancelled after the County ordered a pandemic lockdown the same day. Chief Weber is planning to schedule the meeting via Zoom before the Christmas holidays. Additionally, Nelson Staffing was contacted about possible recruitment services and staff was provided a sample hiring brochure and agreement that outlines their policies. President Emanuels expressed his interest in making sure we move forward on recruitment as soon as possible.

14. Announcements, Next Meeting, Adjournment

The next regular meeting is scheduled for January 27, 2021, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 10:25 a.m.

These minutes were approved by the Board of Directors at the regular meeting on February 24, 2021.

Attest: /s/

Date: 2/24/2021

Shelley Redding, Clerk of the Board