



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

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Board of Directors

Minutes, Regular Meeting

Tuesday, March 17, 2026, 11:30 a.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order: Attendance Report

President Kathryn Donohue called the meeting to order at 11:31 a.m.

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

Directors Absent: Dakota Whitney

Staff Present: Shelley Redding, General Manager; Rich Perez, Water Superintendent, David Briggs, Fire Chief

Other Attendees: Paul Kaymark, CPA of Nigro & Nigro, LLC (attended by video)

Phillip Chavira, Chavira Consulting (attended by Video)

- 2. Public Expression:** Michael McEneany expressed his happiness that the tank replacement project was completed but wanted to highlight some items on the site that needed attention concerning the drainage on the site which he felt could cause some runoff issues and negatively impact his property frontage.

3. Presentation of the District's Fiscal Year 2024-2025 Independent Financial Audit by Video Conference:

District Auditor Paul Kaymark, CPA of Nigro & Nigro, Inc. attended the Board Meeting by video to present the District Independent Financial Audit for fiscal year 2024-2025. He provided a presentation summarizing the financial activity for the prior fiscal year by highlighting the material activities related to the Enterprise and Governmental funds, the current Pension and Other Post Employment Benefit (OPEB) liabilities, the grant income received from the California Department of Water Resources (DWR) and the Loan issued by the State Water Resources Control Board (SWRCB).

Director Emanuels asked if there were any adverse findings during the audit. Mr. Kaymark reported that there were no material findings and given the size of the District Administrative Staff, the practices on place satisfied the separation of duties desirable for financial management. General Manager Redding introduced the Board to Phillip Chavira, whom the District had recently contracted with as a third-party financial consultant to provide support to staff with financial processes relating to bank reconciliations, credit card statement reconciliations, financial analysis and policy review.

4. Action Item - Fiscal Year 2024-2025 Independent Audit:

M/S Emanuels/Johnson to accept and approve the FY 2024-2025 Financial Audit as presented. AYES 4, NOES 0.

5. Election of Officers for 2026: (President, Vice President, Treasurer; ex officio officers)

Director Donohue noted this item was deferred from the January meeting. GM Redding noted that the Officer positions were open for renewal. Director Donohue volunteered to remain as Board President, Director Emanuels and Director Press also acknowledged that they would maintain their positions as Vice President and Treasurer respectively, Officers were reappointed by consensus. No election was held.

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, FIRE CHIEF • **RICHARD J. PEREZ**, WATER SUPERINTENDENT

6. Consent Calendar

A. Approval of Minutes: January 20, 2026, Regular Meeting Minutes

B. Approval of Expenditures

1. **Accounts Payable:** January & February 2026
2. **Credit Card Purchases:** January & February 2026
3. **Payroll Expenses:** January & February 2026

M/S Emanuels/Press to approve the Consent Calendar as presented. AYES 4, NOES 0.

7. Business of the District

A. Resolution 296-2026 Amending Resolution 75-94 Establishing a Checking Account with the Bank of America (designating new signatories).

GM Redding reported that since the retirement of the Chief of Operations, Jim Fox, the District needs to amend the banking resolution 75-94 to remove him as a signatory and, add the Fire Chief, David Briggs and the Water Superintendent, Richard Perez as signatories. The resolution also maintains the signatories of the current Directors and the General Manager.

M/S Johnson/Press to authorize Resolution 296-2026 as presented by amending resolution 75-94, removing Jim Fox as a signatory, adding David Briggs and Rich Perez as new signatories and maintain the signatories of the current Directors and General Manager. AYES 4, NOES 0

B. Resolution 297-2026: Amending Resolution 245-19 Establishing the Authorized Officers to Deposit or Withdraw Monies of the Local Agency Investment Fund (LAIF).

General Manager Redding presented Resolution 297-2026 to amend resolution 245-19 to remove Jim Fox as an authorized Officer to Deposit or Withdraw monies of the Local Agency Investment Fund (LAIF) held by the District. The resolution maintains the current Board of Directors and the current General Manager.

M/S Johnson/Press to authorize Resolution 297-2026 as presented by amending resolution 245-19, removing Jim Fox as an authorized officer to Deposit or withdraw monies from the Local Agency Investment Fund (LAIF) held by the District and maintain the current Directors and General Manager as authorized officers. AYES 4, NOES 0

C. Resolution 298-2026: Designating David Briggs as the District's representative of the Board of Directors of the Marin Emergency Radio Authority (MERA) and Shelley Redding as the designated alternate representative of the Board of Directors of the Marin Emergency Radio Authority.

GM Redding presented a staff report that provided the background on the District participation of the Marin Emergency Radio Authority (MERA) JPA and the appointment of a new MERA representative to the Board of Directors is necessary after the retirement of Jim Fox, who held the position. The resolution names David Briggs as the Board Representative and maintains General Manager Shelley Redding as the alternate representative to the Board of Directors.

M/S Johnson/Press to authorize and approve resolution 298-2026 as presented designating Fire Chief David Briggs as the District representative to the MERA Board of Directors and maintaining General Manager Shelley Redding as the alternate representative. AYES 4, NOES 0.

D. Capitalization Project Approval of \$11,000 - Valve Replacement for F1 and F3.

GM Redding presented a staff report with the background and current condition of both valves that require replacement. Based on the two quotes received the Board was asked to authorize and approve the capital project purchase of two (2) Modulating Electric Actuator Valves for \$10,397.90 from ValTorc International.

Director Johnson asked if the District should increase the District Capitalization Threshold policy considering the increased costs of goods. GM Redding responded that staff would research current trends and make a recommendation to update the District Policy.

M/S Johnson/Press to authorize the purchase of two (2) modulating electric actuator valves from ValTorc International for a cost up to \$11,000.

8) **Reports:** Receive Reports On Administrative and Operational Activities for January and February 2026.

A. **Special Project Report - Colby and Seahaven Tank Replacement Project**

1. Project Completion Report: GM Redding provided a draft of the Final Quarterly Report that was submitted. The final project report and the required attestations will be submitted prior to the project reporting deadline of April 15, 2026, to receive the retention payment per the finance agreement.

2. Special Requests for Colby Tank Site from Michael and Trish McEneaney: GM Redding provided a staff report outlining special requests from property owners Michael and Trish McEneaney after a site visit to their home that is adjacent to the Colby tank property. Discussion concerning the requests, the limitations of funding and the feasibility. GM Redding addressed the public comments made by Mr. McEneaney concerning the drainage designs at the tank site. Staff recommended a review of requests after the final financial accounting of the project is complete and suggested making recommendations to the Board based on water system priorities and other ongoing projects.

B. **General Manager's Report**

1. Capital Projects Report Fiscal Year-To-Date: An updated accounting summary was provided to the Board through the end of February.

2. New Service Connection Fee 2026: GM Redding provided the Board the certificate for the Water System New Service Connection Fee for 2026, which remained unchanged from the previous Fiscal Year, at \$9,700.

3. Policies and Procedures Review: GM Redding reported that staff are planning a District-Wide Policy review to ensure the District is compliant with Local, County, State and Federal policies. The review will begin with the financial policies and procedures.

4. District Wide Equipment Inventory Review: GM Redding reported that both Fire Department and Water Department will be doing a comprehensive inventory of equipment and compare to the District Asset schedules. The goal is to have these inventories completed by the end of the fiscal year, June 30, 2026 in preparation of the next annual audit.

C. **Operations Reports**

1. Water System Report January & February 2026 – Rich Perez:

Superintendent Perez provided the monthly water system reports for January and February 2026. He reported on regular safety training, diversion maintenance and staff support of the tank project and SCADA project as needed.

2. Fire Department Report January & February 2026 – David Briggs:

Fire Chief Briggs provided the Fire Department reports for January & February 2026. He reported on the plan to use the decommissioned Department owned Jeep to train volunteers on vehicle extrications. He reported on more training scheduled with Marin County Fire, and the orders for the FEMA grant funded replacement PPE's will be catalogued and dispensed once all the orders have been received. Fire Duty coverage has been expanded since the retirement of Chief Fox to ensure department coverage.

3. Marin Wildfire Prevention Authority (MWPA) Report January & February 2026 – David Briggs:

Assistant Chief Briggs provided the MWPA reports for January & February 2026. He reported that planning meetings continued for Western Zone CORE projects with discussions about funding. He also reported that some of the vegetation left after work on the Seahaven Shaded Fuel Break Project had been cleared out. General discussion about other vegetation removal projects in the community by other agencies.

7) Committee Meetings/Reports

A. Personnel Committee Report

There was nothing to report.

8) Adjournment

The meeting was adjourned at 12:53 p.m. The next regular meeting of the Board is scheduled for April 21, 2026, at 11:30 am.

Attest: /s/

Date: March 17, 2026

Shelley Redding, Clerk of the
Board