



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

OFFICE: 12781 SIR FRANCIS DRAKE BLVD., SUITE 5, INVERNESS, CA

415-669-1414 🌐 WWW.INVERNESSPUD.ORG 🌐 ADMIN@INVERNESSPUD.ORG

Board of Directors

Minutes, Re-Scheduled Regular Meeting

Tuesday, November 19, 2024, 12:00 p.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order; Attendance Report

President Donohue called the meeting to order at 12:00 p.m.

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

Directors Absent: Kenneth Emanuels

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

2. Approval of Agenda: Director Donohue asked if there were any comments on the agenda.

M/S Whitney/Johnson to approve the Agenda as presented. AYES 4, NOES 0.

3. Public Expression: No one responded to the invitation to address the Board.

4. Consent Calendar

A) Approval of Minutes: Regular Meeting of October 24, 2024.

B) Approval of Expenditures: October 2024

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

5. Reports: Receive Reports On Administrative and Operational Activities for October 2024

A. General Manager's Report

- 1. FY 2024-2025 1st Quarter Cash and Investments Report:** GM Redding presented the 1st quarter Cash on Hand and Investment Reports for review. She noted that she would be bringing a recommendation on defining each fund and the reserves held in the LAIF account.
- 2. Measure W (TOT) FY 2023-2024 Final Fiscal Report:** GM Redding presented the final report sent to Marin County Fire for review and documentation showing the income and expenditures from the previous fiscal year and the rollover balance available for restricted expenses according to the measure.
- 3. Grant and Projects Report:** A report was provided by Jenna Nicolas concerning recent activity for grants and funding projects. Director Whitney asked if the messaging for the planned Holiday Craft Fair merchandise sales for the Fire Department could be more about community outreach and less about fundraising. Similar sentiments were expressed by some staff. General sentiment was a concern about over-burdening current volunteers with non-fire activities that may dissuade them from participating with the fire department. A consensus that the outreach should be more about community engagement and goodwill.
- 4. 4. Colby/Seahaven Tank Project:** GM Redding presented the Board with the Environmental Reports and the Site Plans for both locations. In the staff report, it was

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

noted that 2 Coastal Live Oak Heritage trees were recommended for removal. These tree removals will be included in the permit applications. General discussion about the project and next steps for submitting the permit applications. GM Redding noted that she will be requesting an extension for the project from the DWR Project Manager since the drafting of the site plans took longer than expected. Director Press asked if other tank sites have a maintenance schedule for ensuring that vegetation growth and establishment is maintained to prohibit interference with the operations at all tank sites. Chief of Operations Fox confirmed that they work to maintain the vegetation year-round.

5. **Marin Water Managers Meeting:** GM Redding reported she attended the Quarterly Marin Water Manager's meeting chaired by Supervisor Rodoni. She noted that there was a discussion about mutual assistance projects to potentially develop workforce training and recruitment. She also reported that most water agencies were preparing for winter, and all systems have been working on resiliency projects.
6. **CSDA Roundtable Meeting with Congressman Jared Huffman's Staff:** GM Redding reported that she was invited by the CSDA regional representative to participate in a discussion with other Special Districts in Marin, Sonoma, Mendocino and Humboldt Counties about challenges and success in the Districts. She reported that it gave her an opportunity to highlight the recent grant award and the work towards drought resiliency as well as the challenges of affordable housing and workforce development.
7. **California Department of Insurance – Public Meeting Update:** GM Redding reported that she has not had any follow-up concerning the planning for a public meeting but will keep asking for updates so she can report back to the Board again.

B. Operational Reports:

1. Operations Reports:

The October Water System report and the Fire Department reports were presented. The October 2024 MWPA report was presented and general discussion about the roadside evacuation route vegetation removal project has started in Inverness Park and will progress over the next few weeks into Inverness.

6. Business of The District

- A) **Resolution 291-2024:** Designating the Time and Place For Holding Regular Meetings. This resolution was presented to designate the day and time of regular meetings to be held on the 3rd Tuesday of each month at 12:00 pm. This will take effect in January 2025.
M/S Whitney/Johnson to approve the designation of the regular meeting day and time as presented in the Resolution. AYES 4, NOES 0
- B) **Approval of the 2025 Board Meeting Schedule:** GM Redding presented the 2025 Regular Board Meeting Schedule for 2025 to be held on the 3rd Tuesday of each month at 12:00 pm.
M/S Whitney/Johnson to approve the 2025 Board Meeting schedule for 2025 as presented. AYES 4, NOES 0
- C) **Consider and Approve Establishing Funding Goals for Long-Term Unfunded Liabilities of Pension and Other Post Employment Benefits (OPEB) and Consider and Approve Proposal To Establish a Section 115 Pension Prefunding Trust Account with CalPERS (CEPPT):** GM Redding presented a staff report with a proposal to establish a policy that designates funding percentage goals for both Pension and Other Post Employment Benefits

(OPEB). The proposal also includes establishing and funding a Pension Trust Account with CalPERS (CEPPT). This District already has an OPEB Trust Account with CalPERS (CERBT) which has a funding percentage of 42%. The District currently pays the Unfunded Accrued Liabilities (UAL) annually from the District operating budget and based on the most current GASB 75 Actuarial Report, the district has a pension funding percentage of 72% with CalPERS. Discussion about benefits for establishing the Trust, the liquidity of the funds and the benefit of a policy that will be in accordance with the District Investment Policy. Staff would bring both the drafted policy and the appropriate Resolutions to the Board for approval to move forward with the recommendations as stated in the Staff Report.

M/S Whitney/Johnson to approve staff develop a policy for funding both liabilities and setting appropriate funding goals for both OPEB and Pensions; staff to contact CalPERS and begin the process of setting up a Pension Trust (CEPPT), as presented in the Staff Report. AYES 4, NOES 0

7. Committee Meetings/Reports

GM Redding reported that she has hired a temporary consultant as an employee to explore the individual's potential to be the Water System Superintendent. She also has the resume of another qualified individual for a Water Operator position that she will be contacting.

8. Adjournment

The meeting adjourned at 12:48. The next regular meeting of the Board is scheduled for December 17, 2024, at 12:00 pm.

Attest: /s/

Date: November 19, 2024

Shelley Redding, Clerk of
the Board