

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

50 INVERNESS WAY NORTH • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors
Wednesday, June 23, 2021

AGENDA
9:00 a.m.

Regular Meeting
Teleconference

Coronavirus (COVID-19) Advisory Notice

Video and Teleconference Meetings During COVID-19 Emergency: The health and safety of community members, public officials, and employees is a top priority for the IPUD. In compliance with local and state shelter-in-place orders, and as allowed by the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 (March 17, 2020), the IPUD will not offer an in-person meeting location for the public to attend this meeting. The meeting is limited to essential district business items and will be conducted by the IPUD Board and staff via teleconference (see below). Members of the public are encouraged to participate remotely from a safe location as described below. On June 11th, 2021, the Governor responded to a coalition of local government entities in a letter confirming that the provisions of N-29-20 will remain in effect until further notice. The Governor has not set a new expiration date for N-29-20; however, the Governor committed to provide advance notice of rescission of the order to provide the agencies the time necessary to meet statutory and logistical requirements.

To participate by phone:

- **Dial: 669 900 9128**
- **Meeting ID: 973 2908 4576**
- **Passcode: 963788**
- **Keep your phone on "mute" except when you have been recognized as a speaker**

To participate by video: <https://zoom.us/j/97329084576?pwd=dDRuRGJlNVdXSwtON3h6NEptQWR5QT09>

Opening 9:00 a.m.

1. **Call to Order; Attendance Report**
2. **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "**may briefly respond to statements made or questions posed**" during Public Expression, but "**no action or discussion shall be undertaken on any item not appearing on the posted agenda**" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.
3. **Approval of Minutes:**
 - Regular meeting of May 26, 2021
 - Special meeting of June 3, 2021

The State of the District

4. **Management Report:** Shelley Redding, Jim Fox, Wade Holland
 - Financial Reports
 - Capital Projects Accounting to May 2021
 - Tenney Tank Project Update
 - MWPA Update
5. **Water System Report, May 2021:** Chief of Operations Jim Fox, Senior Water Operator Ken Fox

Material provided in the meeting packet is available on the District's website, www.invernesspubd.org, or by contacting the District office.
Items may not be taken up in the order shown on this Agenda.

For assistance in participating in this event due to a disability as defined under the ADA, please call in advance to (415) 669-1414.

THE PUBLIC IS CORDIALLY INVITED TO PARTICIPATE IN THIS MEETING

BOARD OF DIRECTORS: KENNETH J. EMANUELS, PRESIDENT • DAKOTA WHITNEY, VICE PRESIDENT
KATHRYN DONOHUE, TREASURER • BRENT JOHNSON • DAVID PRESS



SHELLEY REDDING, ADMINISTRATOR/CLERK OF THE BOARD
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)

6. Fire Department Report, April 2021 & May 2021: Chief Jim Fox

The Business of the District

- 7. Resolution 257-2021: Public Hearing on and Adoption of Appropriations Limit for FY 2021/22**
- 8. Adopt Ordinance 100-2021: Mandatory Water Rationing**
- 9. Adopt Ordinance 101-2021: Replacing Water System Regulation 117 (Water Shortage Emergency (Water Conservation Program))**
- 10. Adopt Ordinance 102-2021: Withdrawing Ordinance 82-1 (Prohibition of Water Wastage, Prohibition of Nonessential Water Usage, Mandatory Rationing of Water Usage) and Ordinance 78-2009 (Mandatory Water Rationing)**
- 11. Decision on Proceeding with Development of a Program to Sponsor Installation of Usage Monitoring and Leak Detection Devices at Customer Services**
- 12. Decision on Rationing Track to Be Used in the Imminent Event of Water Rationing**
- 13. Acceptance of Extra-Help Work Agreements with Annuitants: Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2021/22**
- 14. Employee Pay Rates for FY 2021/22: Approve the proposed pay rates for FY 2021/22, which reflect a 2% reduction of the 5.28% annual change in the San Francisco Bay Area Consumer Price Index for All Urban Consumers (CPI-U).**
- 15. Approve CalPERS CERBT Fund OPEB Reimbursement for Fiscal Year 2020-2021.**
- 16. Adopt and Approve Amended Fiscal Year 2020-2021 Budget**
- 17. Adopt and Approve Fiscal Year 2021-2022 Budget**
- 18. Approve Expenditures and Credit Card Charges: May 2021**
- 19. Committee Meetings/Reports**
 - **Closed Session – Public Employee Appointment (Fire Chief Position) pursuant to Gov. Code Section 54957**
- 20. Reconvene in Open Session**

Closing

- 21. Announcements, Next Meeting, Adjournment**

Posted: June 18, 2021



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 1

Call to Order;

Attendance Report



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 2

Public Expression

Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda.

Directors or staff “*may briefly respond to statements made or questions posed*” during Public Expression, but “*no action or discussion shall be undertaken on any item not appearing on the posted agenda*” (Gov. Code §54954.2(a)(3)).

Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 3

- **Regular Meeting May 26, 2021**

Minutes Approval

- **Special Meeting June 3, 2021**

Minutes Approval



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, May 26, 2021, 10:00 a.m.

Inverness Firehouse / Zoom Teleconference

1. Call to Order

President Emanuels called the meeting to order at 10:05 a.m.

Attendance Report

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

Directors Absent: Kathryn Donohue

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

Legal Counsel: Peter Spoerl, Ragghianti Freitas LLP

Public Present: Nicole Bartolini, Josh Garcia, Carlos Porrata, Jerry Meral, Kathy Hartzell, Ann Elliott, Woody Elliott, Tom Baty, Bridger Mitchell

2. **Public Expression:** Tom Baty expressed his appreciation to the staff and Board for the smooth execution of the Tenney Tank Project. He reported that the contractor's personnel were easy to work with. After waiting almost 32 years for this project to begin, he is relieved that it is underway.

3. **Approval of Minutes:** Regular Meeting of April 28, 2021

M/S Press/Johnson to approve the minutes of the Regular Meeting of April 28, 2021, as submitted. AYES 4, NOES 0.

4. **Bartolini/Garcia Appeal (Public Hearing on request for exception to Water Shortage Emergency moratorium on installation of new service connections):**

Director Whitney announced her recusal at 10:10 a.m. due to her close acquaintance with the appellants.

President Emanuels opened the Public Hearing at 10:10 a.m. and asked for a staff report.

Customer Services Manager Holland introduced Peter Spoerl (legal counsel), then provided an overview of the appeal, as stated in the Staff Report. He noted that the Staff Report that had been prepared for the Special Meeting scheduled for May 14 (which meeting was cancelled for lack of a quorum) was no longer applicable, because at that time the current appellants were asking only that the District amend Water System Regulation 117. Subsequently, they filed an appeal under paragraph (i) of Regulation 117 asking for an exception to the moratorium on installing new service connections with respect to their plans to develop their property at 88 Vision Road. The purpose of today's hearing is to grant or deny their request for the exception.

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

Holland noted that the appellants' appeal must be acted on by the Board within 30 days of its receipt by the District on May 13, that the Board should provide some findings on which it bases its decision to grant or deny the appeal, and that Section 16072 of the Public Utilities Code states that no action of the Board "shall be passed or become effective without the affirmative votes of at least a majority of the board," which means, he concluded, that with Director Whitney's recusal and Director Donohue's absence, all three remaining Directors must vote in the affirmative to take any action today.

Acknowledging that the current Regulation 117 provides little guidance on handling appeals, he outlined four generally accepted standard grounds that are typically considered in evaluating appeals: Was the appeal ripe and timely filed?; Was there any assertion of invalidity of the rules and regulations the District applied?; Were the rules applied in a discriminatory manner?; Did the District act in an arbitrary and capricious manner? He also urged the Board to be aware of the "arbitrary and capricious" standard in how it makes its decision.

President Emanuels asked for questions from the Board. Director Press asked Counsel if he had any comments. Counsel Spoerl said he concurred with and had nothing to add to Holland's summary of the grounds for evaluating appeals. He urged the Board to consider the appellants' letter through the lens of the current regulations.

Director Press asked if there had been any additional requests for water meters that have been denied. Holland explained that no applications have been denied. All applications received after the Water Shortage Emergency was declared were handled in the same manner as the Bartolini/Garcia application, which was to approve the request and allocate a meter subject to delaying installation of connection facilities until the Water Shortage Emergency has been ended. He said there are three such other meters also on hold for this reason, in addition to one application received before the Water Shortage Emergency was declared, which is being processed according to the normal pre-Water Shortage Emergency procedures.

Director Press then asked about the effect on today's appellants if their current appeal is denied and how revising Regulation 117 would affect their application. Counsel Spoerl responded that they could not appeal again on the same grounds as today, but they could base a new appeal on an issue incorporated into the revised Regulation 117 that was not part of the current Regulation 117. Holland added that if the deferred landscaping exception is included in a revised Regulation 117 and is activated by means of a Board resolution, the exception would be granted by staff ministerially without the necessity for Board action.

President Emanuels asked if all three applications that are on hold are in the same position? It was confirmed by Holland that this is the case.

Director Johnson asked for clarification about the revision proposed for Regulation 117 allowing new service connections with the restriction on using water for landscaping. Counsel Spoerl responded that if the revisions to Regulation 117 are approved by the Board as currently proposed at the meeting scheduled for the end of June, the adoption ordinance would be subject to a public review process for 30 days before the revised regulation takes effect. After that, there would be no restriction on the appellants submitting a request for a service connection under the proposed exception (if it is adopted).

President Emanuels invited the appellants to make their presentation:

Nicole Bartolini read her response to the Staff Report and reiterated the request for an exception to be made for their new service connection. Josh Garcia also discussed their unique position and their

request for the exception to be granted. He noted their strong ties to the community, their willingness to defer installation of landscaping, and that they would bring water in from outside sources for use during construction. Both stated that the moratorium on new service connections was not well known by the community and they stated that the District did not properly notify the community about the moratorium. They also asked what the actual harm would be to the community if new service connections are allowed?

President Emanuels asked the appellants how they distinguish themselves from the other applicants. They responded that none of the other applicants are in the County planning process. They have applied to amend an existing Coastal Permit, so they are further along in the process than the other property owners.

President Emanuels then invited members of the public to comment:

Members of the public spoke in support of the appellants, citing the appellants' community ties and a lack of public notice about the moratorium on new service connections.

Counsel Spoerl advised that the Directors need to identify the basis for their action. The decision will not influence additional requests and is not precedential.

M/S Johnson/Emanuels to deny the Bartolini/Garcia appeal for an exception to the moratorium on new water service connections because the Board finds that the appellants' situation is not unique among the other existing applications that are also on hold. AYES 2 (Emanuels, Johnson), NOES 1 (Press). Motion failed.

Director Press acknowledged that Staff did their due diligence but feels that gaps exist and the public process may need to be enhanced, some of which is being addressed in the proposed revisions to Regulation 117. He said he favored approval of the appeal or that the appellants withdraw their appeal and wait for the amended Regulation 117 to come into effect.

M/S Press/Emanuels to continue the public hearing and the Bartolini/Garcia appeal to a special meeting on a date uncertain on or before May 12, 2021. AYES 3, NOES 0.

Director Whitney returned to the meeting at 11:45 a.m.

5. Management Report

Financial Reports: Administrator Redding presented the financial reports for April 2021. She noted that revisions to the current year's budget will be presented at the next regular meeting and a budget for the next fiscal year will also be presented at that time.

Capital Projects Accounting, April 2021: Administrator Redding presented updated capital projects reports and noted that construction billing for the Tenney Tanks Replacement Project will begin next month.

New Service Connection Fee: The certificate setting the New Service Connection Fee for 2021 at \$7,800 was presented. The staff answered questions about installation of new meters during the drought and noted that the Water Shortage Emergency resolution passed last July activated a moratorium on installation of new connections during the declared water shortage emergency.

Tenney Tanks Project Update: Administrator Redding noted that a project schedule provided by Piazza Construction has been provided to the Board.

MWPA Update: Nothing to report.

MERA Update: Nothing to report.

6. Water System Report: April 2021

Senior Water Operator Ken Fox submitted a written report for April showing previous year comparisons. Streamflows continue to be significantly lower than last year.

7. Fire Department Report: April 2021

Chief Fox reported that there were only seven dispatches in April, none of significance except for one necessitating activation of the landing zone for a medical evacuation.

8. Provide Direction on Proposed Revised Water System Regulation 117, “Water Shortage Emergency (Water Conservation Program)”: Proposed for adoption at meeting on June 23

There being no further discussion, President Emanuels directed staff to submit the proposed Regulation 117 as drafted for legal review and schedule it for adoption if possible at the special meeting to be held before June 13, 2021.

9. Provide Direction on Proposed Ordinance 100-2021, “Mandatory Water Rationing”: Proposed for adoption at meeting on June 23

There being no further discussion, President Emanuels directed staff to submit the proposed Ordinance 100-2021 as drafted for legal review and schedule it for adoption if possible at the special meeting to be held before June 13, 2021.

10. Accept and Approve the Audit for Fiscal Year 2019/20

M/S Johnson/Press to accept and approve the Fiscal Year 2019/20 Audit as presented. AYES 4, NOES 0

11. Accept and Approve Responses to 2019/20 Management Report Recommendations

Director Emanuels noted that the auditor had made no new recommendations in this year’s Management Report.

M/S Press/Johnson to approve the responses to the Management Report’s recommendations as drafted. AYES 4, NOES 0.

12. Approve Auditor Engagement for 6/30/2021:

Administrator Redding presented the proposed audit engagement letter from R.J. Ricciardi, CPAs, for the current 2020/21 fiscal year (year ending June 30, 2021) at an estimated fee of \$10,200 plus \$1,000 for preparation of the State Controller’s Report.

M/S Johnson/Press to accept the auditor engagement for the year ending June 30, 2021, as proposed. AYES 4, NOES 0.

13. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the April 2021 expenditures and the April 2021 Cal Card statements for S. Redding and J. Fox.

M/S Press/Johnson to approve the expenditures for April 2021 and credit card charges invoiced in April 2021. AYES 4, NOES 0

14. Proposal for Creation of Committee to Study Possible Parcel Tax Measure

Jerry Meral introduced a proposal to form an advisory committee to address needs within the district related to water supply and storage and wildfire prevention. Staff member Redding and Director Johnson volunteered to participate on behalf of the District.

15. Update on Recruitment for Fire Chief Position

The closed session on appointment of a new Fire Chief was moved to the next regular Board Meeting.

16. Announcements, Next Meeting, Adjournment

The next regular meeting is scheduled for June 23, 2021, at 9 a.m., either at the Firehouse if conditions and County guidance allow or by Zoom Video/Teleconference.

President Emanuels adjourned the meeting at 12:00 noon.

These minutes were approved by the Board of Directors at the regular meeting on June 23, 2021.

Attest: /s/

Date: 6/23/2021

Shelley Redding, Clerk of the Board

DRAFT



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, Special Meeting
Thursday, June 3, 2021, 9:00 a.m.
Teleconference**

1. Call to Order; Attendance Report

President Emanuels called the meeting to order on Teleconference at 9:02 a.m.

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: Nicole Bartolini, Joshua Garcia, Ann Elliott, Woody Elliott, Braden Cartwright

2. Public Expression:

No member of the public asked to address the Board.

3. Adopt Ordinance 100-2021: Mandatory Water Rationing Program

4. Adopt Ordinance 101-2021: Replacing Regulation 117, "Water Shortage Emergency (Water Conservation Program)"

5. Adopt Ordinance 102-2021: Withdrawing Ordinances 82-1 (Prohibition of Water Wastage, Prohibition of Non-essential Water Usage, Mandatory Rationing of Water Usage) and 78-2009 (Mandatory Water Rationing)

Customer Services Manager Holland reported that legal review by counsel of Ordinances 100-2021, 101-2021, and 102-2021 has not been completed due to the brief interval since the May 26 meeting. He advised that the Board continue these three items to the June 23 regular meeting.

Directors requested clarification about the process and timing for adoption of the ordinances and when the ordinances would become effective. Holland stated that if the ordinances are adopted at the June 23 regular meeting, they would become effective 30 days later, unless during that 30-day period someone initiates the process for a referendum on any or all of the ordinances, which would delay the effectiveness of the subject ordinance(s) indefinitely. Assuming the ordinances become effective 30 days after their adoption, a resolution could be prepared for Board action at the July 28, 2021, regular meeting to activate the "deferred landscaping exception" for installation of new service connections.

M/S Johnson/Donohue to continue adoption of Ordinances 100-2021, 101-2021, and 102-2021 to the meeting of June 23, 2021. AYES 5, NOES 0.

BOARD OF DIRECTORS: **KENNETH J. EMANUELS**, PRESIDENT • **DAKOTA WHITNEY**, VICE PRESIDENT
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SHELLEY REDDING, ADMINISTRATOR • **JAMES K. FOX**, CHIEF OF OPERATIONS

6. Bartolini/Garcia Appeal: Continuance from May 26 of Public Hearing on request for exception to Water Shortage Emergency moratorium on new service connections

Director Whitney announced her recusal at 9:20 a.m. due to her close acquaintance with the appellants.

Director Press noted that nothing has changed since the last meeting and asked that the appeal be granted on the basis of the “deferred landscaping exception.” Director Johnson asked if the appeal can be granted at this time with the specified restriction. President Emanuels stated that the appellants’ request for an exception does not meet the standards for an exception and that there is no provision in the current version of Regulation 117 that would allow the landscaping exception.

M/S Emanuels/Donohue to deny the appeal based on the failure to demonstrate a provision in the current Regulation 117 that would allow the requested exception. AYES 3 (Emanuels, Donohue, Johnson), NOES 1 (Press). The motion to deny the appeal was approved.

7. Announcements, Next Meeting, Adjournment

President Emanuels adjourned the meeting at 9:26 a.m.

These minutes were approved by the Board of Directors at the regular meeting on June 23, 2021.

Attest: /s/

Date: 6/23/2021

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 4

Management Report

Clerk S. Redding & J. Fox

- Financial Reports
- Capital Projects Accounting May 2021
- Tenney Tank Project Update
- MWPA Update

Inverness PUD
Profit & Loss by Fund
 July 2020 through May 2021

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	457,574	0	0	457,574
600-02 · Special Fire Tax Assessment	0	72,925	0	72,925
600-03 · Excess ERAF	114,623	0	0	114,623
Total N 600 · Property Tax Income	572,197	72,925	0	645,122
N 650 · Other Agency Income				
650-01 · TOT Revenue (Meas W) - Restrict	0	26,657	0	26,657
650-02 · MWPA Defensible Space Program	0	19,303	0	19,303
650-03 · MWPA Local Specific Prevention	0	19,303	0	19,303
Total N 650 · Other Agency Income	0	65,263	0	65,263
N 700 · Water Charges				
700-01 · Basic Charges	0	0	374,673	374,673
700-02 · Usage Charges	0	0	76,126	76,126
700-03 · Cross Connection Fees	0	0	1,080	1,080
700-04 · Miscellaneous Charges	0	0	550	550
Total N 700 · Water Charges	0	0	452,429	452,429
N 710 · Misc. Income				
710-02 · Other Income	2,316	915	140	3,371
710-03 · WMES (Burton Funds)	0	7,490	0	7,490
710-05 · Chipper Day Income	0	3,560	0	3,560
710-06 · New Service Connection Fee	0	0	38,800	38,800
710-07 · Interest Income	3,961	0	1,160	5,121
Total N 710 · Misc. Income	6,277	11,965	40,100	58,342
Total Income	578,475	150,152	492,529	1,221,156
Gross Profit	578,475	150,152	492,529	1,221,156
Expense				
N 810 · Personnel Expenses				
810-01 · Management	82,292	46,275	46,275	174,842
810-02 · Operations Personnel	0	35,933	186,322	222,254
810-03 · Administrative Personnel	11,747	0	29,325	41,072
810-04 · Employer Payroll Taxes	7,908	5,980	19,284	33,171
810-05 · Fire Wages - Staff	0	483	0	483
810-06 · Duty Officer	0	850	1,500	2,350
810-07 · Health Insurance Premiums	40,655	32,032	64,034	136,722
810-08 · Retirement Premiums	10,481	16,855	31,407	58,744
810-09 · Unfunded Accrued Liability	164	10,116	16,333	26,612
810-10 · Accrued Vacation	1,112	5,863	7,985	14,961

Inverness PUD
Profit & Loss by Fund
 July 2020 through May 2021

	DISTRICT	FIRE	WATER	TOTAL
810-11 · Workers Comp Insurance	515	7,620	11,069	19,204
810-12 · EDD Unemployment	5,504	0	0	5,504
Total N 810 · Personnel Expenses	160,379	162,007	413,533	735,919
N 830 · Dispatch & Communications				
830-01 · Radio/Pager Repair	0	428	0	428
830-02 · Commo Supplies	0	6,625	800	7,425
830-03 · MERA Operations	0	10,431	0	10,431
830-04 · MERA Bonds	0	11,978	0	11,978
830-05 · MERA New Financing	0	1,121	0	1,121
Total N 830 · Dispatch & Communications	0	30,582	800	31,383
N 833 · Collection & Treatment				
833-01 · Chemicals	0	0	4,893	4,893
Total N 833 · Collection & Treatment	0	0	4,893	4,893
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0	0	3,351	3,351
835-02 · Periodic Samples	0	0	3,108	3,108
835-03 · Lead & Copper	0	0	855	855
Total N 835 · Lab & Monitoring	0	0	7,314	7,314
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0	1,104	1,023	2,127
840-02 · Building Maintenance	0	3,062	672	3,735
840-03 · Grounds Maintenance	0	452	1,300	1,752
840-04 · Tank Maintenance	0	0	268	268
840-05 · Collection & Treatment Maint.	0	0	7,542	7,542
840-06 · Distribution System Maintenance	0	0	6,680	6,680
840-07 · Collection-Treatment Utilities	0	0	35,974	35,974
840-08 · Distribution System Utilities	0	0	880	880
840-09 · Firehouse Utilities	0	4,935	0	4,935
840-10 · SCADA Maintenance	0	0	4,252	4,252
Total N 840 · Maintenance & Utilities	0	9,554	58,592	68,146
N 843 · Fire Prevention				
843-02 · Chipper Day Expenses	0	6,583	0	6,583
Total N 843 · Fire Prevention	0	6,583	0	6,583
N 844 · Storage & Distribution				
844-01 · Telemetry	0	0	1,878	1,878
844-03 · Miscellaneous	0	0	2,040	2,040
Total N 844 · Storage & Distribution	0	0	3,918	3,918

Inverness PUD
Profit & Loss by Fund
 July 2020 through May 2021

	DISTRICT	FIRE	WATER	TOTAL
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	0	2,685	5,378	8,063
845-02 · Personal Protective Equipment	0	7,436	60	7,495
N 845 · Supplies & Inventory - Other	0	0	342	342
Total N 845 · Supplies & Inventory	0	10,121	5,780	15,900
N 850 · Training				
850-01 · Volunteer Training	0	1,875	0	1,875
850-02 · Certification & Courses	0	143	310	453
850-03 · Volunteer Appreciation	0	1,650	0	1,650
850-04 · Volunteer Stipends	0	2,150	0	2,150
Total N 850 · Training	0	5,818	310	6,128
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0	3,808	4,446	8,255
860-02 · Repairs & Service	0	947	5,319	6,266
Total N 860 · Vehicle Operations	0	4,756	9,765	14,521
N 870 · Administration				
870-01 · Telephone, Internet, Cable	2,459	1,657	82	4,198
870-02 · Dues & Publications	4,501	836	1,959	7,296
870-03 · Insurance	0	15,000	17,704	32,704
870-04 · Financial Reporting/Audit	9,456	2,922	2,922	15,300
870-05 · Office Supplies, Postage, Fees	5,251	60	198	5,510
870-06 · Bank & Payroll Charges	9,122	0	0	9,122
870-07 · Legal Expenses and Attorneys	16,040	0	0	16,040
870-08 · Board & Election Expenses	423	0	0	423
870-09 · Travel & Meetings	425	0	0	425
870-10 · Public Relations & Outreach	2,775	0	2,224	4,998
870-11 · Office IT Support	1,635	0	0	1,635
870-12 · Billing & Collections	0	0	6,831	6,831
870-13 · Disaster Council	0	2,448	0	2,448
870-14 · Miscellaneous	11	0	6	18
870-15 · Other Agency Assessments	608	0	3,406	4,013
870-16 · Property Tax Admin. Fees	7,866	0	0	7,866
Total N 870 · Administration	60,572	22,924	35,332	118,827
Total Expense	220,951	252,344	540,237	1,013,532
Net Ordinary Income	357,524	-102,192	-47,708	207,624
Net Income	357,524	-102,192	-47,708	207,624

Inverness PUD
Profit & Loss Budget vs. Actual
July 2020 through May 2021

	<u>Jul '20 - May 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
N 600 · Property Tax Income	530,499.23	508,495.00	22,004.23
N 650 · Other Agency Income	26,656.95	12,500.00	14,156.95
N 700 · Water Charges	452,428.60	466,006.00	-13,577.40
N 710 · Misc. Income	58,342.40	30,965.00	27,377.40
Total Income	<u>1,067,927.18</u>	<u>1,017,966.00</u>	<u>49,961.18</u>
Gross Profit	1,067,927.18	1,017,966.00	49,961.18
Expense			
N 810 · Personnel Expenses	730,414.39	636,411.43	94,002.96
N 830 · Dispatch & Communications	31,382.52	31,170.00	212.52
N 833 · Collection & Treatment	4,892.66	5,950.00	-1,057.34
N 835 · Lab & Monitoring	7,314.30	9,425.00	-2,110.70
N 840 · Maintenance & Utilities	68,146.38	73,275.00	-5,128.62
N 843 · Fire Prevention	6,582.50	7,041.00	-458.50
N 844 · Storage & Distribution	3,918.25	6,608.00	-2,689.75
N 845 · Supplies & Inventory	15,900.19	19,908.00	-4,007.81
N 850 · Training	6,127.93	12,461.00	-6,333.07
N 860 · Vehicle Operations	14,520.86	16,491.00	-1,970.14
N 870 · Administration	110,961.44	128,143.01	-17,181.57
Total Expense	<u>1,000,161.42</u>	<u>946,883.44</u>	<u>53,277.98</u>
Net Ordinary Income	<u>67,765.76</u>	<u>71,082.56</u>	<u>-3,316.80</u>
Net Income	<u>67,765.76</u>	<u>71,082.56</u>	<u>-3,316.80</u>

Inverness PUD
Balance Sheet
As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	
1-103 · Checking B of A (W)	596,343.31
Total Checking/Savings	596,343.31
Accounts Receivable	
1-130 · Water Customers (W)	9,952.15
1-138 · Other A/R (W)	236.39
2-136 · Property Taxes (F)	9,604.43
2-138 · Other A/R (F)	34,146.95
3-138 · Other A/R (D)	0.40
Total Accounts Receivable	53,940.32
Other Current Assets	
Prepaid Expenses	
1-141 · Worker Comp Insurance (W)	13,984.40
1-146 · Other Prepays (W)	742.25
3-146 · Other Pre-Paid Expenses	706.45
Total Prepaid Expenses	15,433.10
1-110 · LAIF - Uncommitted (W)	30,057.80
1-116 · LAIF-Capital Projects (W)	-12,241.65
1-117 · LAIF-Customer Deposits (W)	6,818.43
1-118 · LAIF-Accrued Vacation (W)	27,275.74
1-120 · LAIF- Main Replacement (W)	27,275.73
1-121 · LAIF-Tank Replacement (W)	47,733.03
1-123 · LAIF-Vehicle Replacement (W)	27,275.73
1-124 · LAIF-Emergency Reserves (W)	222,757.35
1-126 · LAIF Assigned Funds (W)	-1,700,519.00
1-150 · Interfund (W)	281,313.00
2-118 · LAIF-Accrued Vacation (F)	27,275.74
2-122 · LAIF-Equipment Replacement (F)	81,827.20
2-123 · LAIF-Vehicle Replacement (F)	27,275.73
2-124 · LAIF-Emergency Reserves (F)	272,757.35
2-126 · LAIF Assigned Funds (F)	1,604,904.00
2-150 · Interfund (F)	455,611.00
3-125 · LAIF-CalPERS Liability	272,757.35
3-126 · LAIF - Assigned Funds	95,615.00
3-150 · Interfund (D)	-736,924.00
4-391 · Deferred Outflows	3,231.00
Total Other Current Assets	1,077,509.63
Total Current Assets	1,727,793.26
Fixed Assets	
1-160 · Collection System (W)	375,590.24
1-170 · Distribution System (W)	1,083,068.78
1-180 · Tanks (W)	1,062,275.72
1-190 · Treatment Plants (W)	1,371,898.43
1-195 · Wells (W)	71,498.98
1-200 · Accumulated Depreciation	-2,575,940.68
1-250 · Vehicles (W)	71,993.05
1-251 · Field Equipment (W)	22,583.61
1-260 · Office Equipment (W)	4,507.72
1-261 · Land (W)	66,319.95
1-262 · Startup Costs	33,887.00
1-300 · Accumulated Depreciation (W)	-98,532.47
2-175 · Buildings (F)	179,065.76
2-180 · Tanks (F)	16,000.00
2-250 · Vehicles (F)	365,810.95
2-251 · Equipment (F)	162,013.30
2-252 · Communications Equipment (F)	69,950.09
2-253 · Personal Gear (F)	26,283.52
2-255 · Furnishings (F)	11,758.95

Inverness PUD
Balance Sheet
As of May 31, 2021

	May 31, 21
2-260 · Office Equipment (F)	24,446.03
2-280 · Other Fixed Assets (F)	58,449.10
2-300 · Accum. Depreciation-GF WIP	-896,948.63
Total Fixed Assets	1,505,979.40
Other Assets	
Construction in Progress	
1-371 · Water Work in Progress	
1371-22 · Tenney Tank Replacement	131,341.44
1371-23 · Colby Tank Replacement	3,633.75
1371-25 · Control & Monitoring Program	81,196.30
1371-28 · D4	7,377.00
1371-29 · 2015 Chev Utility Vehicle	0.08
Total 1-371 · Water Work in Progress	223,548.57
2-371 · Fire Work in Progress	
2371-35 · Firehouse Wall Heater	4,350.00
Total 2-371 · Fire Work in Progress	4,350.00
Total Construction in Progress	227,898.57
1-299 · OPEB Prefunding (W)	94,495.88
391 · Deferred Outflows (pension)	37,267.00
4-100 · Unknown	108,170.00
4-101 · Amount to be provided	304,864.00
5-100 · OPEB Trust Cash and Investments	478,034.00
5-500 · Fund Balance	-453,690.00
5-600 · Investment Income	-24,739.00
Total Other Assets	772,300.45
TOTAL ASSETS	4,006,073.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	10,668.34
Total Accounts Payable	10,668.34
Credit Cards	
2670 · US Bank Cal Card	
XX-6477 · Cal Card - Eichastaedt	150.83
XX-6591 · Fox, Jim - Cal Card	296.55
XX-7757 · Redding, Shelley - Cal Card	732.02
2670 · US Bank Cal Card - Other	-2,968.58
Total 2670 · US Bank Cal Card	-1,789.18
Total Credit Cards	-1,789.18
Other Current Liabilities	
1-405 · Accounts Payable (W)	-107.37
1-410 · Payroll Tax Payable (W)	68.01
1-415 · Accrued Vacation (W)	18,913.35
1-416 · Deferred Inflows Pension	32,655.00
1-417 · OPEB Liability (W)	738,095.00
1-418 · Net Pension Liability (W)	287,492.00
1-420 · Retirement Payable (W)	1,649.46
1-430 · Customer Deposits (W)	9,025.15
1-435 · Deferred Revenue - Water	1,653.20
1-440 · Unearned Income (W)	75,478.75
2-410 · Payroll Tax Payable (F)	68.01
2-415 · Accrued Vacation (F)	18,720.77
2-420 · Retirement Payable (F)	2,927.74
3-415 · Compensated Absences	4,082.00
4-425 · Net Pension Liability (4)	7,130.00

7:41 AM

06/20/21

Accrual Basis

Inverness PUD
Balance Sheet
As of May 31, 2021

	May 31, 21
4-426 · Deferred Inflows (4)	-204.00
4-427 · OPEB Liability	316,326.00
426 · Deferred Inflows (pension)	14,199.00
Total Other Current Liabilities	1,528,172.07
Total Current Liabilities	1,537,051.23
Long Term Liabilities	
425 · Net Pension Liability	116,081.00
Total Long Term Liabilities	116,081.00
Total Liabilities	1,653,132.23
Equity	
1-520 · Invest Fixed Assets (W)	1,914,721.05
1-543 · Unrestricted	325,521.96
1-552 · Retained Earnings (W)	-1,834,709.01
2-520 · Invest Fixed Assets (F)	16,828.88
2-541 · General Fund Bal (F)	2,013,300.00
3-3900 · Retained Earnings (D)	325,435.00
3900 · Retained Earnings	-611,980.73
Net Income	203,823.73
Total Equity	2,352,940.88
TOTAL LIABILITIES & EQUITY	4,006,073.11

**Inverness Public Utility District
TENNEY TANK CAPITAL PROJECT REPORT**

		FY1617	FY1718	FY1819	FY1920	FY2021	Active Projects	Completed Projects	Capitalized		
No.	Project Name	Total Budget					Total Am't Spent	Amount Remaining	Total Spent	Total Unspent	Total
Water											
1-371-22	Tenney Tank Replacement Project	\$865,000	\$4,000	\$49,316	\$7,381	\$4,122	\$66,522	\$131,341	\$733,659		\$0
Totals		\$865,000	\$4,000	\$49,316	\$7,381	\$4,122		\$131,341	\$733,659	\$0	\$0
Grand Totals		\$865,000						\$131,341	\$733,659	\$0	\$0
Date	Description	Expense Amount	5% Retention	Invoiced Receiveable	Balance	FY Total					
	Beginning Balance	0.00			0.00						
6/30/2017	<i>End of year balance</i>					4,000.00	FY1617				
6/30/2019	<i>End of year balance</i>					49,316.32	FY1718				
6/30/2019	<i>End of year balance</i>					7,381.38	FY1819				
6/30/2020	<i>End of year balance</i>					4,121.60	FY1920				
8/18/2020	Riley F. Hurd III - Legal Review Financ	1,000.00			(65,819.30)						
9/8/2020	Riley F. Hurd III - Legal Review Financ	22.88			(65,842.18)						
9/29/2020	Signs.Com - Project Sign	72.77			(65,914.95)						
10/15/2020	Brelje & Race Engineers - Sept 2020	10,934.75			(76,849.70)						
11/15/2020	Brelje & Race Engineers - Oct 2020	11,752.50			(88,602.20)						
11/24/2020	Bauer & Associates - Geotech	1,988.00			(90,590.20)						
12/15/2020	Brelje & Race Engineers - Nov 2020	1,817.50			(92,407.70)						
1/12/2021	Pt.Reyes Light	475.50			(92,883.20)						
1/15/2021	Brelje & Race Engineers - Dec 2020	1,680.00			(94,563.20)						
2/2/2021	Inverness Park Market	36.55			(94,599.75)						
2/5/2021	Bauer & Associates - Geotech	1,757.00			(96,356.75)						
4/1/2021	Bauer & Associates - Geotech	850.00			(97,206.75)						
4/14/2021	Signs.Com - Project Signs	85.67			(97,292.42)						
4/15/2021	Brelje & Race Engineers	1,712.50			(99,004.92)						
5/25/2021	Piazza Construction	34,038.44	1,701.92	32,336.52	(133,043.36)						
5/31/2021	Current year balance					66,522.14	FY2021 to date				



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 5

Water System Report

- **May 2021 Water Production and System Reports**
- **Historical Water Usage Graph**



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

(415) 669-1414 • FAX (415) 669-1010 • INFO@INVERNESSPUD.ORG

MAY 2021 - WATER SYSTEM REPORT -

End of May Stream-Flows

End of May Statistics	May 2021	May 2020	DIVERSION	MAY GPM	2021 GPD	May 2020 GPM
RAINFALL	Recorded at F1	(@ F1)	D1	2+	2,880	8
Monthly total (in inches)	0.02"	2.19"	D2	10	14,400	20
Year 7/1/2020 -> end May, 21	+15.34"	23.09"	D3	8½	12,240	15
Avg. yearly since 1925 (inches)	37.57"	37.72"	D4	5½	7,920	14
*Comparative EoM Streamflow	March 2021	Apr 2021	D5	9½	13,680	21
*Compare to (approx. gpd) ->	147,600	97,920	D6	8	11,520	23
Streamflow trend: Jul 20 thru Feb 21 > 84; 64; 54; 119½; 72; 112; 155,110	102½ gpm	68 gpm	D7	8½	12,240	16
MONTHLY PRODUCTION:	May 2021	Apr 2021	D8	1½	2,160	6
(daily use down slightly)	2,217,700gal	2,215,200	TOTALS--	53½ gpm	77,040	123 gpm
Average gallons per day ->	71,539gal	73,840 gal	MAY DISTRIBUTION			
Average gallons per minute ->	49.7 gpm	51.3 gpm	SYSTEM PATTERNS			
SOURCES USED	(May 2021)	(May 2020)	USE BY	ZONE	2021	2020
1 st Valley High Intakes (D 1,2,3)	28 %	40 %	Colby		38%	36 %
2 nd Valley High Intakes (D 4,5,6)	33 %	23 %	Tenney		40%	39%
3 rd Valley Intakes (2) (D 7,8)	14 %	22. %	Conner		2%	2 %
1st Valley lower intake	23 %	12 %	Stockstill		14%	14 %
2 nd Valley lower (L2)	0 %	0 %	Sea Haven		6%	6 %
Wells (W1, W3)	2 %	3 %	TOTAL		100.0 %	100.0 %
TOTAL	100 %	100 %				

(* gpd = gallons per day; gpm = gallons per minute; ppm=parts per million) |

Water Quality

All sources Ultra and Nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water are being collected once a month for lab analysis of coliform content. Average CL₂ dose at F1→ 0.6 parts per million (ppm); F3→ > 0.7ppm

Major Activities

- Monthly reports sent to CA RWQCB
- Watershed roads tree-clearing, chipping, and water-bar maintenance ongoing
- Virtually no rain, streamflows dropping, foggy days help stream flows from dropping, windy clear days
- Filter Plants: F1: Performed CIP cleaning on Ultra B unit and Ultra A unit. Changed out Nano B prefilters
F3: Ultra unit CIP performed. Ultra flowmeter malfunctioned, but processing unaffected
- Backflow prevention: Installed double check valve upper Sea Haven residence
- Posted signs on Informal trail at first valley lower intake dam. Intake screen disturbed (human activity suspected)
- Tenney Tank replacement project commenced, with Piazza construction moved-in. Main filter plant (F1) off briefly during draw-down of 60,000gal redwood tank (is currently main tank), which was drained and interior cleaned during in conjunction of cutting in new valve assembly installation. New clean-out and bung installed in bottom of tank. Tenney distribution back-fed from Conner Tank during process. Bacterial samples grabbed and analyzed (ok) after installation. Old #1 (10 k) tank is out of service and readied to demolish and prep for construction of new #1 bolted steel tank.
- System Filter Plant turbidimeters recalibrated

Kenneth J. Fox



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 6

Fire Department Report

- **April 2021**
- **May 2021**

FIRE DEPARTMENT REPORT

April 2021

INCIDENTS:

#	Date	
#21-041	04-02	EMS @ Dream Farm & SFD for person down @ roadside.
#21-042	04-06	EMS @ Balmoral for blood pressure problem. M-94 code 3 transport
#21-043	04-16	EMS @ Via de la Vista for a fall victim. No transport.
#21-044	04-16	Vehicle Accident @ Laurel St. in Inverness Park. Non injury.
#21-045	04-17	EMS Assist @ Pt Reyes for LZ. Helicopter cancelled.
#21-046	04-17	Vehicle Accident @ Shoreline Hwy & Mesa. Cancelled enroute by MCFD.
#21-047	04-24	EMS @ Mesa Rd. Pt. Reyes for possible coroner's case. Cancelled by MCFD.

Thankfully, a low number of incidents!

TRAININGS:

04-11 Drill: Structure fire response. Initial attack procedures and engine operations.
04-27 Drill: Progressive hose lay for wildland fires. Video & practical evolutions.

New volunteer trainings every Tuesday afternoon.

ACTIVITIES AND MAINTENANCE:

1. Meetings with Inverness Disaster coordinators Connie Morse and Sally Fairfax..
2. MERA operations committee zoom meeting.
3. OES zoom COVID meetings every Wednesday.
4. MWPA operations zoom meeting.
5. West Marin Disaster Council
6. Interviews for Fire Chief's position.

PERSONNEL:

Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth,
Tim Olson, Dennis Holton, Brett Miller, Roy Pitts, David Briggs, John Roche, David Wright,
Kai Heimpel, Tim Olson, Sabrina Meyerson, Nikki Spencer, Michael Duncan, Ian Duncan,
Greg Eastman, Celine Bennett, Jay Borodic (New volunteer from Olema)

Jim Fox, Chief

FIRE DEPARTMENT REPORT

May 2021

INCIDENTS:

<i>#</i>	<i>Date</i>	
#21-048	05-09	EMS @ Aberdeen for medical alarm. Lift assist only.
#21-049	05-11	Smoke check @ South of Inverness. No merit, fog only.
#21-050	05-11	Vehicle Accident @ 12680 SFD. M-94 code 2 transport.
#21-051	05-15	EMS @ Miwok for cardiac arrest. Helicopter transport.
#21-052	05-17	Fire alarm @ Pt Reyes 600 A St. Cancelled, no merit..
#21-053	05-20	Wires Down @ 16 Pinehill. Standby for PG&E.
#21-054	05-21	Fire alarm @ Inverness School. Cancelled at scene. False alarm.
#21-055	05-22	EMS @ Cameron for ALOC. No merit.

Thankfully, a low number of incidents!

TRAININGS:

05-08 Drill: Progressive wildland hose lay training. Practice, practice, practice!
04-27 Drill: No May 25 drill due to Tenney Tank project needs.

New volunteer trainings every Tuesday afternoon. **One new female volunteer!**

ACTIVITIES AND MAINTENANCE:

1. MERA operations committee zoom meeting.
2. OES zoom COVID meetings every Wednesday.
3. MWPA operations zoom meeting.
4. MCFC meeting.
5. MERA board meeting.

PERSONNEL:

Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth,
Tim Olson, Dennis Holton, Brett Miller, Roy Pitts, David Briggs, John Roche, David Wright,
Kai Heimpel, Tim Olson, Sabrina Meyerson, Nikki Spencer, Michael Duncan, Ian Duncan,
Greg Eastman, Celine Bennett, Jay Borodic, Fiona Pettigrew

Jim Fox, Chief



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 7

Resolution 257-2021:
Public Hearing on and Adoption of
Appropriations Limit for FY 2021/22

RESOLUTION 257-2021

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
ESTABLISHING THE TAX PROCEEDS
APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2021/2022**

BE IT RESOLVED by the Board of Directors of the Inverness Public Utility District, County of Marin, State of California, that the calculated maximum limit applicable to the appropriations of tax proceeds by the Inverness Public Utility District for the fiscal year 2021/2022 is **\$520,612.17**, in accordance with Article XIII B of the Constitution of the State of California and Sections 7900 through 7913 of Title 1, Division 9 of the Government Code, except that, pursuant to Measure A passed by the District’s voters at the Special Election on May 7, 2019, if this amount does not include the combined total of all applicable revenue sources, then the appropriations limit for the fiscal year 2021/2022 shall be set to be equal to the combined total of all applicable revenue sources.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 23rd day of June, 2021, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 257-2021 on record in this office, and that subsequent to its adoption no provision of Resolution 257-2021 has been amended, modified, or revoked by the governing body.

_____, Clerk of the Board, Inverness Public Utility District, County of Marin, State of California.

By _____ Date _____



Inverness Public Utility District

Fire Department • Water System

Post Office Box 469

Inverness, CA 94937-0469

50 Inverness Way No. • (415) 669-1414 • Fax (415) 669-1010 • info@invernesspud.org

NOTICE OF INTENTION TO ESTABLISH APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021/2022

NOTICE IS HEREBY GIVEN that it is the intention of the Board of Directors of the Inverness Public Utility District at a regular meeting to be held:

Wednesday, June 23, 2021, 9:00 a.m.

at the Inverness Firehouse, 50 Inverness Way North, Inverness, CA, (or by teleconferencing if the COVID-19 shutdown is still in effect*) to consider adoption of the District's appropriations limit for the fiscal year 2021/2022, pursuant to Article XIII B of the Constitution of the State of California, and to Title 1, Division 9 of the Government Code of the State of California, comprising Sections 7900 through 7913 of said Code.

NOTICE IS HEREBY FURTHER GIVEN that any person desiring to be heard may, at or before said meeting, submit a written statement to the District or may appear at said meeting and be heard.

DOCUMENTATION used in determining the appropriations limit is available for inspection and copies at the District office at 50 Inverness Way No., Inverness, CA, or by contacting the District office by telephone at 415-669-1414 or by email at admin@invernesspud.org.

Attest:

Shelley Redding
Clerk of the Board
Posted: May 28, 2021

*For details about meetings conducted by teleconferencing, go to www.invernesspud.org.

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 (Fire Chief, Water System Superintendent)

**SUPPORTING DOCUMENTATION FOR RESOLUTION 257-2021
ESTABLISHING CALCULATED MAXIMUM LIMIT
APPLICABLE TO APPROPRIATIONS OF TAX PROCEEDS
FOR FISCAL YEAR 2021/2022**

1. INTRODUCTION

In November 1979, California voters passed Proposition 4, which added Article XIII B to the State Constitution. Article XIII B restricts government spending by establishing limits on annual appropriations by local agencies of tax proceeds. Article XIII B became effective on July 1, 1980.

At the 1979/80 Regular Session of the State Legislature, legislation implementing Article XIII B was adopted. Chapter 1205, Paragraph 7910 of the Government Code pertains to the resolution by which a local jurisdiction establishes its tax proceeds appropriations limit for each fiscal year.

Pursuant to Paragraph 7910, such resolution shall be adopted at a regularly scheduled or a noticed special meeting of the entity's governing body. Fifteen days prior to such meeting, documentation used in determining the proposed appropriations limit shall be available to the public. Any judicial action or proceeding to attack, review, set aside, void, or annul the action of the governing body taken pursuant to Paragraph 7910 shall be commenced within 45 days of the effective date of the governing body's resolution.

2. ARTICLE XIII B

Section 1 of Article XIII B states that "the total annual appropriations subject to limitation of the state or each local government shall not exceed the appropriations limit of such entity of government for the prior year adjusted for changes in the cost of living and population."

Section 8, subsection (b) of Article XIII B states that "appropriations subject to limitation of an entity of local government shall mean any authorization to expend during a fiscal year the proceeds of taxes levied by or for that entity and the proceeds of state subventions to that entity."

3. BASE YEAR

It is further provided that for establishing the appropriations subject to limit, the base year shall be the 1978/79 year. Adjustments for changes in the cost of living and population shall be based on a factor provided by the Department of Finance, State of California, no later than May 1 of each year.

In June 1990, California voters passed Proposition 111, which amended Article XIII B of the State Constitution by changing the cost of living factors to be used (in conjunction with the population factor) to adjust the prior year's appropriations limit. The amendment provides that the change in cost of living shall be determined by either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to local nonresidential construction; each jurisdiction shall select the cost of living factor to be used by the jurisdiction. On October 15, 1990, the Board of Directors of the Inverness Public Utility District adopted Resolution 53-90, by which it selected the percentage change in California per capita personal income as the cost of living factor to be used by the District.

The 1990 amendment to Article XIII B also provides that each local jurisdiction's 1990/91 appropriations limit shall be the jurisdiction's 1986/87 appropriations limit readjusted from that year forward by the new cost of living factor. On October 15, 1990, the Board of Directors of the Inverness Public

Utility District adopted Resolution 54-90, by which it revised the District's 1990/91 appropriations limit using the new cost of living factor from 1986/87 forward, pursuant to data provided on September 18, 1990, by the California State Department of Finance.

At the Special Election on May 7, 2019, the voters in the Inverness Public Utility District approved Measure A by 234 Yes votes to 4 No votes, which measure asked the question, "Shall the appropriations limit established for the Inverness Public Utility District pursuant to Article XIII B of the California Constitution be adjusted to include the combined total of all applicable revenue sources for the fiscal years 2018/2019 through 2021/2022 in order to ensure an adequate funding base for the Inverness Public Utility District?" In the event the District's calculated appropriations limit for any applicable year does not include the combined total of all applicable revenue sources, then the appropriations limit for that fiscal year shall be set to be equal to the combined total of all applicable revenue sources.

4. RATIO OF CHANGE APPLICABLE TO FISCAL YEAR 2021/2022

- a. Adjustment factor to be used for the 2021/2022 fiscal year, as provided by the Department of Finance, State of California:
- Change in cost of living: 5.73% **1.0573**
 - Change in population (Marin County total): -0.43% **0.9957**
 - Combined factor (cost of living x population): **1.0528**
- b. Adjustment factor converted to a percentage: **5.28%**
- c. The calculated tax proceeds of the Inverness Public Utility District subject to appropriations limit for the 2020/2021 fiscal year (the preceding fiscal year): **\$494,502.45.**

5. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021/2022

The tax proceeds of the Inverness Public Utility District subject to appropriations limitation for the 2021/2022 fiscal year shall be **\$520,612.17**, which is **1.0528** times the calculated tax proceeds appropriations limit for the 2020/2021 fiscal year (the preceding fiscal year), as noted in 4-c above:

$$1.0528 \times \$494,502.45 = \$520,612.17$$

except that if this amount does not include the combined total of all applicable revenue sources, then the appropriations limit for the 2021/2022 fiscal year shall be set to be equal to the combined total of all applicable revenue sources.

6. AVAILABILITY TO THE PUBLIC

These documentation data were made available to the public on May 29, 2021, at the offices of the Inverness Public Utility District, 50 Inverness Way, Inverness, CA, for public inspection and copies during normal office hours. Availability was duly noticed by posting in three public places in the District.

ATTEST:

Shelley Redding, Clerk of the Board
May 29, 2021



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 8

Adopt Ordinance 100-2021: Mandatory Water Rationing



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Adoption of Ordinances 100-2021, 101-2021, and 102-2021 (Water Rationing and Revision of Water System Regulation 117 (Water Shortage Emergency))

Meeting Date: June 23, 2021

Date Prepared: June 17, 2021

Prepared by: Wade B. Holland

Attachments: Draft Ordinances 100-2021, 101-2021, and 102-2021; Water Rationing Memo of April 16, 2021, updated June 3, 2021

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Recommended Action: Adopt each of the three ordinances (separately).

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These topics of these three ordinances have been under consideration by the Board since the April meeting, and staff believes the ordinances are now ready for adoption.

For details, please see the attached June 3 update of the April 16 memo entitled “Revising the District’s Protocols Leading Up to Water Rationing.”

The memo describes five proposed water rationing “tracks.” Subsequently during this meeting, the Board will be asked to express a preference for one of these water rationing “tracks” in the event it becomes necessary to implement rationing in the near future during the current Water Shortage Emergency.

Please note that the revised version of Water System Regulation 117 that will go into effect if Ordinance 101-2021 is adopted as currently drafted includes the Board’s requested “deferred landscaping exception” to the moratorium on installation of new service connections.

Ordinance 102-2021 simply gets off the books two outdated water rationing ordinances (that are being replaced by Ordinance 100-2021).

The following statement is from an email received on June 17 from Counsel Peter Spoerl:

I’ve reviewed the three ordinances (the two updated drafts attached to this message, as well as 102-2021 as attached in your email from June 4th). I don’t have any substantial concerns as to either form or substance. I did suggest a couple of minor clarifications (as to the immediate effect upon adoption of a rationing activation resolution, reflected in the attached redline). But otherwise, I have no additional edits. The Ordinances are approvable as to form.

Memorandum Memorandum

INVERNESS PUBLIC UTILITY DISTRICT
(415) 669-1414
admin@invernesspub.org
Post Office Box 469
Inverness, California 94937

MEMO DATE: April 16, 2021 (Updated June 3, 2021)
TO: Board of Directors
FROM: Wade Holland, Customer Services Manager
SUBJECT: Revising the District's Protocols Leading Up to Water Rationing

UPDATE (June 3, 2021): The proposed water rationing ordinance (Ordinance 100-2021) and the new version of Regulation 117 (Water Shortage Emergency) will be on the agenda for adoption by the Board of Directors at their regular meeting on June 23 at 9 a.m. You can access these documents on the District's website (invernesspub.org). By June 18, the website will also provide details on how the meeting will be conducted and how to participate. Communications sent to admin@invernesspub.org will be provided to the Directors and will become part of the public record.

We reported during the Board meeting on March 24, 2021, that we are laying the groundwork for the possibility that water rationing will become necessary at some point during the coming months. This effort has included taking a critical look at our current Water System regulation on water shortage emergencies (Regulation 117) and the District's current ordinance on mandatory water rationing (Ordinance 78-2009).

Regulation 117 was adopted in July 2001 (with minor amendments in 2009 and 2020). Ordinance 78-2009 was enacted in July 2009. Both seem out of date and in need of major revision before we attempt to activate a rationing program.

In preparing new versions of Regulation 117 and a water rationing ordinance,¹ we have paid particular attention to incorporating flexibility, so that the current and future Boards can activate a rationing program that best responds to the current situation and the circumstances under which a particular water shortage emergency has been declared.

Types of Rationing

We have examined other local water districts' rationing programs (either used in the past or recently placed on the books in anticipation of being used during the current drought).

We have identified three principal approaches to water rationing:

- By meter
- By resident
- By ratio (percentage)

We also discovered two variations that seemed reasonable to also consider:

¹ Note that we are proposing an entirely new water rationing ordinance (Ordinance 100-2021), rather than attempting to amend the existing Ordinance 78-2009 (which we are proposing that you withdraw and cancel).

- By resident with indexing for household size
- By combining rationing by meter and rationing by resident

The following is a brief overview of each of these five approaches to rationing, **as applied to residential water connections** (in all cases, it appears that non-residential users are rationed by ratio (percentage)).

- 1. Rationing by meter.** The water allocation is applied to each water meter; all residential services receive the same allocation (such as a maximum number of gallons per day per meter). This is the quickest type of rationing to put into place, and it is the simplest and easiest to administer and enforce. On the negative side, it does not consider household size, so that a meter serving a family of seven, for example, would be entitled to the same amount of water as a meter serving a weekender residence at which there are no fulltime residents. (Bolinis is planning to use a by-meter rationing scheme in the event they have to institute rationing during the current drought.)
- 2. Rationing by resident.** A water allocation is assigned to each resident (each fulltime occupant). The daily allocation for each meter is the number of gallons assigned per person times the number of people living fulltime on the property. This approach is more complicated to implement and administer, but it resolves the problem with the by-meter method of not taking family size into account. However, it may result in a very small household (only one or two residents) having to scrimp, while providing more water than might be reasonably necessary for a very large household. Implementation requires that a census be conducted in advance to determine the number of people residing at each property, and it also requires some means of providing an allocation to weekender houses at which there are no fulltime residents and a decision on how to treat properties being used as short-term rentals (STRs). (Rationing by resident was used by Marin Municipal when it rationed water in the 1975-77 drought.)
- 3. Rationing by ratio (percentage).** Each residential service is limited to a percentage of the amount of water used by that household during a base year. Typically, the percentage is the same for all residential customers (or classes of residential customers, if applicable). This approach can get complicated to administer, especially when you have many properties at which the usage pattern is variable (used as a weekend house part of the year, but occupied fulltime during the summer months, for example). The principal drawback is that it penalizes households that have already been conscientious about conserving water, while it rewards customers who have not been making much of an effort to cut back. In fact, basing rationing on past usage may result in some households receiving an unrealistically small allotment, while others (who have a history of high usage) will be able to get along quite comfortably. (This is the approach North Marin Water District has set up for its West Marin service area in the event it has to institute rationing during the current drought.²)
- 4. Rationing by resident with indexing for household size.** A water allocation is assigned to each resident (each fulltime occupant), but the number of gallons allotted per person depends on the size of the household – i.e., the larger the household, the smaller the allocation per person. For example, a one-person household might be allocated 75 gallons per day, a 2-person household might be allocated 65 gallons per person per day (135 gallons total per day), a 3-person household might be allocated 55 gallons per person per day (165 gallons total per day), etc. This method resolves the problem with the simple by-

² North Marin’s customers in its West Marin service area are currently under a mandatory 25% reduction in their water usage. The base year usage on which the 25% is determined is 2013, which was determined to be the most recent “normal” usage year.

resident approach in which very small households may be stressed to keep within their allocation while large households might receive a more-than-adequate total allocation. As with simple by-resident rationing, this option requires a census of the number of fulltime residents at each residential property and decisions on providing allocations to weekender and STR properties.

- 5. Rationing by a combination of by-meter and by-resident.** A fixed amount of water is allocated to each residential service, plus each service is allocated a fixed amount of water for each fulltime resident. As an example, the per-meter allocation might be 50 gallons per day and the per-person allocation might be 40 gallons per day, thus a one-person household would be entitled to 90 gallons per day (50 + 40), a two-person household would receive 130 gallons per day (50 + 40 + 40), a five-person household would receive 250 gallons per day (50 + (5 x 40)). This approach appears to come closest to resolving the various equity shortcomings of the other types of rationing. It also solves the problem of determining an allocation for weekender and STR houses: they would receive only the per-meter allocation (for instance, continuing with the example of a per-meter daily allocation of 50 gallons, a weekend property's visitors would have seven days' worth of per-meter allocation available for their use over a weekend visit, or a total of 350 gallons).

Our intention was to present these five approaches to rationing and ask the Board to select the one you want us to write into a new rationing ordinance. On reflection, and to support flexibility, it seems preferable to include all five in the ordinance as options (called "tracks"), enabling any particular Board to select the one that it feels will work best at that particular time.

Outline of the Process

The authority to declare a water shortage emergency is found in the California Water Code beginning with Sec. 350. The process begins with the Board adopting a resolution declaring a "Water Shortage Emergency" and placing a "Water Conservation Program" into effect. When the situation becomes most dire, the Board may adopt a Resolution that activates a mandatory water rationing program.

Here is an outline of the steps for our water system.

- 1. Resolution Declaring a Water Shortage Emergency (WSE).** The General Manager prepares a resolution that explains the circumstances that necessitate a declaration of a Water Shortage Emergency. The Board holds a public hearing and decides whether to adopt the resolution. In addition to stating the case for a WSE, this resolution activates a Water Conservation Program. In our case, the Water Conservation Program is embedded in Regulation 117 of the Regulations of the IPUD Water System.
- 2. Regulation 117: Water Conservation Program.** The resolution declaring a WSE places Regulation 117 and its "Water Conservation Program" into effect. The two most significant provisions of Regulation 117 are to prohibit installation of New Service Connections during the WSE and to provide for a three-stage Water Conservation Program whose stages can be put into effect progressively as necessary. The first stage focuses on common-sense actions to conserve water, the second stage enables a series of increasingly more restrictive limitations on outdoor watering to be placed into effect, and the third stage triggers the process to activate water rationing.
- 3. Resolution Activating Water Rationing.** The General Manger prepares a resolution that states the case for rationing and specifies options and parameters for the proposed rationing program. The Board holds a public hearing and decides whether to adopt the resolution and place the District's Ordinance 100-2021 into effect.

4. **Ordinance 100-2021: Mandatory Water Rationing Program.** The resolution activating water rationing places Ordinance 100-2021 into effect as of a date stated in the resolution. Various options and rationing parameters are provided in Ordinance 100-2021; the rationing activation resolution must state which of the applicable options and parameters are going to be used (for example, which one of the listed types of water rationing is to be used and the number of gallons of water to be allocated to each class of users).

At any time there arises a need to declare a Water Shortage Emergency, Regulation 117 and Ordinance 100-2021 will already be in existence legally but not actually in effect. The purpose of the two resolutions is to place these two documents' programs into effect: the resolution declaring a Water Shortage Emergency places into effect Regulation 117 and its Water Conservation Program, and the rationing activation resolution places into effect Ordinance 100-2021 and its Mandatory Water Rationing Program. These resolutions must be written at the time they are needed so that they can be tailored to the specific situation at that time. What we are doing here at this time (Spring 2021) is to rewrite Regulation 117 and to write a new water rationing ordinance so that (we hope) they will have sufficient generality and flexibility to enable them to be usable in a wide variety of different water shortage situations.

Once water rationing is no longer needed, the Board adopts a resolution cancelling water rationing. If possible, it can terminate the water shortage emergency at the same time (in the same or a separate resolution). In some cases, it may be advisable to only cancel water rationing but not to terminate the water shortage emergency. In such a case, the District would revert to the water conservation program in Regulation 117 (that is, step back to either Stage 2 or Stage 1 of the water shortage emergency's water conservation program).

Uncertainties

There are many challenges to implementing a water rationing program, and we are not sure exactly how we will accomplish some of the things we will have to do. This discussion lays out some of our uncertainties.

The staffing dilemma. Our most significant uncertainties concern whether we have sufficient staff to take on a rationing program and make it work effectively, efficiently, and in a timely manner. Here are some of the extra-work tasks we will have to be able to cover:

- Determine the daily usage allocation to be assigned to each individual service connection (when any rationing track other than by-meter is adopted).
- Conduct a census to determine the number of fulltime occupants at each residential service property (if a by-resident rationing track is adopted).
- Determine each individual service connection's average daily water usage over the preceding year (for all non-residential service connections and for residential connections when the by-ratio track is adopted).
- Notify each customer of the daily allocation assigned to that customer's service. Except when the by-meter track is used, this will have to be done individually for each customer (if it takes 5 minutes of staff time per customer, that equates to roughly one employee working fulltime for a week).
- Read meters on a frequent basis. It seems that to make rationing workable, we should read every customer meter probably every two weeks. In fact, we do not see how, with our current staff, we could manage to read every meter every other week on a sustained basis; probably, once in three weeks is the best we could hope for. For our normal bi-monthly meter readings for billing purposes, we set aside three days for the operations

staff to visit all 517 customer properties and read their meters (these employees have other normal system operations tasks to tend to each day, so typically no one ever reads meters exclusively for an 8-hour day). It would appear that some additional staffing is going to be required in order for a rationing program to be functional, especially if rationing goes on for a long period of time (an ominous possibility if the current drought extends into next winter).

- Process the meter reading results. How will we handle the data from these special meter readings (it's questionable that these readings can be processed through our service bureau's billing system)? How do we match the meter reading data against each individual customer's usage allocation to identify customers who are exceeding their allocation? How do we notify every customer on a frequent basis (every two or three weeks) about how they are doing – and do it quickly enough so that the customer has time to act on the information before the next time we show up to check their meter?
- Handle customer inquiries. We expect, especially at the beginning, to be deluged with inquiries from customers about the rationing program, how it applies to them specifically, whether their usage is complying, etc. We worry that we don't have the depth of staffing to handle the expected number of phone and email inquiries in particular, especially at the same time we expect to be stressed to keep up with the workload noted in the preceding item.
- Handle appeals. We can expect some customers to appeal for a larger rationing allocation, and there will doubtless be some appeals filed of fines that are assessed for noncompliance. These can become sources of unhappiness and contention, so it will be important that they be handled carefully and sensitively, all of which is a further draw on staff time and effort.
- Keep the District going. At the same time, staff has all its normal tasks to keep up with.

The IT dilemma. We face an initial problem of having the means to inform each customer in a timely manner about what their allocation is going to be. Then, on an ongoing basis, there is the big problem of the turnaround time from reading a customer's meter to producing a status notice and getting it to the customer. We do not at this time know how we will do this; one possibility might be to find some way to interface our existing customer database (which is maintained by our service bureau, Diversified Technology Corporation in Bloomsburg, PA) with each customer's rationing allowance (which may or may not be constant) and current meter reading results, and produce a usage and compliance report that can be emailed to the customer (with capability to use USPS mail for the approximately 10% of customers for whom we do not have an email address). Ideally, each day's meter reads would be processed and distributed the next day (at the latest) so that the customers learn very quickly after their meters have been read whether they are complying with their rationing requirement.

A possible approach. If we have the appropriate software, one possibility might be to take on a temporary-hire person who would be responsible for the entire rationing endeavor, with the goal of having this person read all the meters every two weeks (and not burdening our existing operations staff with the rationing effort). Each two-week interval would constitute one cycle, and each cycle would consist of three units of three workdays each (with the 10th workday at the end of each two-week cycle as an extra day to be used for whatever). On Day 1 in each cycle, the person would read one-third of the meters, then on Day 2 the person would process those readings and get status notices out to that set of users, then on Day 3 the person would tend to the many other demands that will be placed on this position (dealing with violations, responding to customer inquiries and problems, doing the record keeping that will be critical for monitoring whether the rationing parameters are set appropriately, etc.). The second third of the meters

would then be handled in the same way on Days 4, 5, and 6, and finally the last third of the meters would be handled similarly on Days 7, 8, and 9 (followed by Day 10 as the "extra" day). This two-week cycle which would start over again the next week. The key to this (in addition to finding and funding this employee) will be having software available that can handle the processing and notification tasks.

ORDINANCE 100-2021

MANDATORY WATER RATIONING PROGRAM

WHEREAS, Regulation 117 of the Rules and Regulations of the Inverness Public Utility District Water System sets forth guidelines and procedures for declaration of a Water Shortage Emergency and for conservation of the water supply during a duly declared Water Shortage Emergency; and

WHEREAS, paragraph (f)(3) of Regulation 117 provides for implementation of mandatory water rationing at such time during a duly declared Water Shortage Emergency that the Board of Directors of the Inverness Public Utility District determines that it is necessary to conserve a greater portion of the public water supply than is achieved by implementing water conservation Stage 2 of Regulation 117; and

WHEREAS, the Board of Directors of the Inverness Public Utility District desires to define procedures for implementing and enforcing a program of mandatory water rationing,

NOW, THEREFORE, BE IT ENACTED by the Board of Directors of the Inverness Public Utility District that the following shall constitute the District's Mandatory Water Rationing Program.

SECTION 1. PURPOSE OF THIS ORDINANCE AND OF A MANDATORY WATER RATIONING PROGRAM. The purpose of this ordinance is to conserve the District's water supply for the greatest public benefit, with particular regard to public health and sanitation, fire protection, domestic use, and preservation of the ecological health of the community and the District's watershed, by reducing wasteful uses of water and allocating the available water supply fairly and equitably. This ordinance is adopted pursuant to California Water Code Sections 350 through 358 and Sections 375 through 378.

SECTION 2. EFFECTIVENESS. Implementation of a mandatory water rationing program pursuant to the provisions of this ordinance shall become effective [immediately upon the adoption of a resolution on any date set therefore](#) by the Board of Directors of the Inverness Public Utility District ~~in a resolution~~, called the "rationing activation resolution," adopted by said Board of Directors during a duly declared Water Shortage Emergency, which resolution finds it necessary to implement water conservation Stage 3 of Water System Regulation 117 within the service area of the Inverness Public Utility District Water System. The applicable provisions of water conservation Stage 2 shall remain in effect until Stage 3 is duly cancelled by action of the Board of Directors. During a duly declared Water Shortage Emergency, the Board of Directors shall consider adoption of a rationing activation resolution to implement water conservation Stage 3 when advised by the District's General Manager that the water supply, water production, or capability to treat, store, or distribute water can no longer be maintained at a level adequate to service the existing demands and requirements of the System's customers without endangering maintenance of adequate reserves for fire protection, sanitary use, and preservation of the ecological health of the community and the District's watershed. A rationing activation resolution shall specify the optional provisions of this Ordinance's mandatory water rationing program that shall be placed in effect. The mandatory water rationing program that is placed in effect shall be legally binding on all customers of the Inverness Public Utility District Water System and of all users of System-provided water. It shall be unlawful for any customer or user to use, or cause or permit to be used, System-provided water in excess of the water allotment assigned to the service at which the excess usage occurs.

SECTION 3. RESIDENTIAL SERVICE WATER ALLOTMENT. The Board of Directors shall determine and specify in the "rationing activation resolution" the water allotment "track" that is to be placed in

effect for residential services. A service's designation as a residential service shall be determined by the rate schedule applicable to the service.

Under Track 1, each residential service's usage allotment shall be set at a specified number of gallons per day (the allotment will be the same for all residential service connections).

Under Track 2, each residential service's usage allotment shall be set at a specified number of gallons per day per full-time ~~resident-occupant~~ on the premises.

Under Track 3, each residential service's usage allotment shall be set at a specified ratio of the average amount of water used at the service ~~over the preceding~~ during a base year.

Under Track 4, each residential service's usage allotment shall be set at a specified number of gallons per day per full-time ~~resident-occupant~~ on the premises, such number of gallons to be determined in accordance with an occupancy schedule.

Under Track 5 (a combination of Track 1 and Track 2), each residential service's usage allotment shall be set at a specified number of gallons per day (this base allotment will be the same for all residential service connections) plus a specified number of gallons per day per full-time ~~resident-occupant~~ on the premises.

(a) TRACK 1: Uniform allocation

The Board of Directors shall determine and specify in the rationing activation resolution the number of gallons per day to be allocated to each residential service. At any time, the General Manager may reduce this allocation temporarily by up to 25% on an emergency basis if the General Manager determines that such reduction is necessary to protect the public health, safety, and welfare or to spread more equitably the availability of water among the classes of users; any such temporary reduction must be approved by the Board of Directors at its next duly noticed meeting in order to remain in effect. The Board of Directors may, at any time, adjust or modify by Resolution the number of gallons per day to be allocated to each residential service.

(b) TRACK 2: Per-~~person-occupant~~ allocation

The Board of Directors shall determine and specify in the rationing activation resolution the number of gallons per day to be allocated for each reported full-time occupant of a residential service, as well as a default per-connection allocation for residential services for which no full-time occupants have been reported. At any time, the General Manager may reduce temporarily these allocations by up to 25% on an emergency basis if the General Manager determines that such reductions are necessary to protect the public health, safety, and welfare or to spread more equitably the availability of water among the classes of users; any such temporary reductions must be approved by the Board of Directors at its next duly noticed meeting in order to remain in effect. The Board of Directors may, at any time, adjust or modify by Resolution the number of gallons per day to be allocated for each reported full-time occupant of a residential service, as well as a default per-connection allocation for residential services for which no full-time occupants have been reported.

(c) TRACK 3: Ratio-based allocation

The Board of Directors shall determine and specify in the rationing activation resolution the base year to be used and the ratio (percentage) of ~~preceding year~~ the base year's average daily usage to be allocated uniformly to each service. As necessary, the General Manager may utilize any appropriately applicable period other than the ~~preceding base~~ year to determine a service's average daily usage. The Board of Directors may establish a schedule of varying ratios together with triggers for implementing the various ratio levels. At any time, the General Manager may reduce temporarily the allocation that is currently in effect

by up to 25% on an emergency basis if the General Manager determines that such a reduction is necessary to protect the public health, safety, and welfare; any such temporary reduction must be approved by the Board of Directors at its next duly noticed meeting in order to remain in effect. The Board of Directors may, at any time, adjust or modify by Resolution the ratio (percentage) of ~~preceding-year~~the base year's average daily usage to be allocated uniformly to each service or the schedule of varying ratios and the triggers for implementing the various ratio levels.

(d) TRACK 4: Occupancy-adjusted per-~~person-occupant~~ allocation

The Board of Directors shall determine and specify in the rationing activation resolution a schedule of full-time residential occupancy levels and for each occupancy level the number of gallons per day to be allocated for each full-time occupant, as well as a default daily allocation for each residential service for which no full-time occupants have been reported. At any time, the General Manager may reduce these allocations temporarily by up to 25% on an emergency basis if the General Manager determines that such reductions are necessary to protect the public health, safety, and welfare or to spread more equitably the availability of water among the classes of users; any such temporary reductions must be approved by the Board of Directors at its next duly noticed meeting in order to remain in effect. The Board of Directors may, at any time, adjust or modify by Resolution the schedule of full-time residential occupancy levels and for each occupancy level the number of gallons per day to be allocated for each full-time occupant, as well as the default daily allocation for each residential service for which no full-time occupants have been reported.

(e) TRACK 5: Uniform allocation plus per-~~person-occupant~~ allocation

The Board of Directors shall determine and specify in the rationing activation resolution the number of gallons that will constitute the base number of gallons per day to be allocated uniformly to every residential service plus the number of gallons per day to be allocated for each reported full-time occupant of a residential service. At any time, the General Manager may reduce these allocations temporarily by up to 25% on an emergency basis if the General Manager determines that such reductions are necessary to protect the public health, safety, and welfare or to spread more equitably the availability of water among the classes of users; any such temporary reductions must be approved by the Board of Directors at its next duly noticed meeting in order to remain in effect. The Board of Directors may, at any time, adjust or modify by Resolution the number of gallons that constitute the base number of gallons per day allocated uniformly to every residential service and the number of gallons per day allocated for each reported full-time occupant of a residential service.

SECTION 4. NON-RESIDENTIAL SERVICE WATER ALLOTMENT. The Board of Directors shall determine and specify in the "rationing activation resolution" the ratio (percentage) of ~~preceding-year~~the base year's average-daily usage to be allocated uniformly to each non-residential service in each bimonthly billing period. A service's designation as a non-residential service shall be determined by the rate schedule applicable to the service. As necessary, the General Manager may utilize any appropriately applicable period other than the ~~preceding-base~~ year to determine a service's average-daily usage. The Board of Directors may establish a schedule of varying ratios together with triggers for implementing the various ratio levels. At any time, the General Manager may reduce temporarily the allocation that is in effect by up to 25% on an emergency basis if the General Manager determines that such a reduction is necessary to protect the public health, safety, and welfare; any such temporary reduction must be approved by the Board of Directors at its next duly noticed meeting in order to remain in effect. The Board of Directors may, at any time, adjust or modify by Resolution the ratio (percentage) of ~~preceding-year~~the

base year's average daily usage to be allocated uniformly to each non-residential service in each bimonthly billing period.

SECTION 5. DETERMINATION OF INDIVIDUAL CUSTOMER WATER ALLOTMENTS. The General Manager shall, as necessary, take appropriate measures to determine each service's maximum daily water allotment and shall communicate in timely manner to the customer of record for each service connection that service's maximum daily allotment. In the event a track is used that bases daily water allotments on a per-person-occupant basis, the General Manager shall devise and implement a program to conduct a census-survey of the occupancy of each residential property. If a customer of record for a residential service fails to respond to a-census-inquiry-an occupancy survey, that customer's served residence shall be presumed to have no full-time residentsoccupants.

SECTION 6. DETERMINATION OF A FULL-TIME RESIDENTOCCUPANT. For purposes of implementing any provisions of this ordinance, a full-time resident-occupant is a human being who is domiciled overnight on the property for more than 30 consecutive nights or more than 30 nights within a 60-day period; residency-occupancy can be demonstrated by the address listed on a driver license, voter registration card, property tax bill with homeowner property tax exemption, lease agreement, income tax return, utility bill, local school enrollment, parental, custodial, or caregiver relationship to an adult who demonstrates full-time residencyoccupancy, or other means satisfactory to the General Manager.

SECTION 7. ALLOTMENT PERIOD, ALLOTMENT BANKING, ALLOTMENT TRANSFER, USAGE NOTIFICATION. For purposes of enforcement of this ordinance, each customer's total allotment and total usage shall be computed for each of the System's bimonthly billing periods (as defined in paragraph (c) of Water System Regulation 301). Each customer's total allotment for a billing period shall be determined by multiplying the service's applicable maximum daily allotment by the number of days in the billing period. No unused portion of a customer's allotment in a billing period may be applied to a subsequent billing period (carryover shall not be allowed; any unused allotment shall expire at the time the meter is read for the applicable billing period), nor may any portion of a service connection's allotment be transferred to any other service connection. ~~The General Manager shall devise and implement a program to notify each customer of record of the average daily water usage at the served property at regular intervals during each billing period during which water rationing is in effect.~~

SECTION 8. HARDSHIP. On request, the General Manager may increase a service connection's maximum daily water ~~allocation-allotment~~ upon making a finding that enforcement of the service's existing allocation-allotment would (a) cause or result in a severe hardship to the customer or to any of the service location's full-time residents-occupants (excluding economic hardship); (b) be detrimental to the public interest; or (c) cause or result in an emergency condition affecting the health, sanitation, fire protection, or safety of the customer, the residentsoccupants, or the public. In the event an application for an increase in a service connection's maximum daily water allocation-allotment is denied by the General Manager or is not acted upon by the General Manager within ten (10) working days, the applicant may within ten (10) working days file in writing an appeal to the Board of Directors, which body shall conduct a hearing on the appeal at its next duly noticed meeting that is no fewer than seven (7) days subsequent to the date the appeal is received in the District office; the decision on an appeal by the Board of Directors shall be final and binding.

SECTION 9. ENFORCEMENT. At the conclusion of each bimonthly billing period, the General Manager shall determine the customers-of-record whose service location used an amount of water during

the billing period that exceeded the total allocation that had been established for the service for the billing period.

- (a) Excess usage not in excess of 10% of allocation. The General Manager shall issue a written warning to each customer that had excess usage but whose excess usage did not exceed ten percent (10%) of the allocation that had been established for the service for the billing period.
- (b) Excess usage in excess of 10% of allocation. The General Manager shall notify in writing each customer that had excess usage and whose excess usage exceeded ten percent (10%) of the allocation that had been established for the service for the billing period and shall inform the customer that an administrative fine is being applied to the customer's water account.
- (c) Administrative Fine. The administrative fine that is assessed shall be fifty dollars (\$50.00) for each unit of one hundred (100) cubic feet (ccf), or fraction thereof, of the customer's usage during the billing period that was in excess of the allocation that had been established for the service for the billing period.
- (d) Repetition of Excess Usage. The second time during the same Water Shortage Emergency that a customer's usage during a billing period exceeds by more than ten percent (10%) the allocation that had been established for the service for the billing period, the administrative fine that is assessed shall be one-hundred dollars (\$100.00) per unit of one hundred (100) cubic feet (ccf), or fraction thereof, of the customer's usage during the billing period that was in excess of the allocation that had been established for the service for the billing period. The third time during the same Water Shortage Emergency that a customer's usage during a billing period exceeds by more than ten percent (10%) the allocation that had been established for the service for the billing period, the administrative fine that is assessed shall be two-hundred dollars (\$200.00) per unit of one hundred (100) cubic feet (ccf), or fraction thereof, of the customer's usage during the billing period that was in excess of the allocation that had been established for the service for the billing period.
- (e) Appeal of an Administrative Fine. Within ten (10) working days of being notified that an administrative fine has been assessed, the customer of record for the service account to which the administrative fine has been posted may file in writing an appeal to the Board of Directors of the assessment of the administrative fine. The Board of Directors shall conduct a hearing on the appeal at its next duly noticed meeting that is no fewer than seven (7) days subsequent to the date the appeal is received in the District office; the decision on an appeal by the Board of Directors shall be final and binding.
- (f) Chronic Excess Usage. The fourth time during the same Water Shortage Emergency that a customer's usage during a billing period exceeds by more than ten percent (10%) the allocation that had been established for the service for the billing period, the General Manager shall notify the Board of Directors and shall place on the agenda for the next duly noticed meeting of the Board of Directors for which an agenda has not yet been posted a public hearing to consider restricting or discontinuing water service to the property at which the chronic excess usage has occurred, and shall notify the customer of record for said property of the impending hearing at which the Board of Directors may take action to restrict or discontinue water service to the customer's property. The Board of Directors at such public hearing may, in its sole discretion, based on testimony received and findings of fact, place such restrictions on water service to the affected property as it deems in its sole discretion to be necessary to protect the public water supply, including but not limited to directing Water System staff to place a flow restricting device on the service's water meter or to discontinue water service to the property, pursuant to Section 356 of the Water Code of the State of California. The Board may set a period of time during which a flow restriction

device will be in place or a period of time during which service will be discontinued, but no such restriction or service discontinuance shall remain in effect past the date on which the declared Water Shortage Emergency is declared ended by the Board of Directors, except that any service restriction or discontinuance that is in effect shall remain in effect as long as any currently unpaid rates, charges, or fines assessed to the water service account remain unpaid.

SECTION 10. TAMPERING. It shall be unlawful for anyone to draw, or permit to be drawn, any water through a service meter to which service has been discontinued pursuant to Section 9(e) of this ordinance. It shall be unlawful for anyone to engage in an attempt to remove, adjust, modify, bypass, or otherwise tamper with a flow restriction device installed on a meter pursuant to Section 9(e) of this ordinance. Pursuant to Section 356 of the Water Code of the State of California, a violation of this section shall constitute grounds for the District to initiate proceedings to remove the subject water meter, cap the service lateral from the District's water main, and officially declare the subject property as not served by the Inverness Public Utility District Water System.

SECTION 11. APPLICABILITY. The provisions of this ordinance shall be in effect and applicable only while a duly declared mandatory water rationing program is in effect during a duly declared water shortage emergency. Except as provided for in subparagraph (f) of paragraph (9) of this ordinance with respect to unpaid rates, charges, or fines, ~~no~~ provisions of this ordinance shall have any effect or applicability once a resolution cancelling water rationing or a resolution declaring an end to a declared water shortage emergency has been adopted by the Board of Directors or at any other time during which no duly activated mandatory water rationing program or duly declared water shortage emergency is in effect.

SECTION 12. SEVERABILITY. If any section, subsection, paragraph, sentence, clause, phrase, or provision of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Directors hereby declares that it would have adopted the ordinance and each section, subsection, paragraph, sentence, clause, phrase, and provision thereof, irrespective of the fact that any one or more sections, subsections, paragraphs, sentences, clauses, phrases, or provisions be declared invalid.

SECTION 13. This Ordinance shall be and hereby is declared to be in full force and effect as of thirty (30) days from and after the date of its adoption. The Clerk of the Board shall cause this Ordinance to be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty (30) days and shall also cause copies of a summary of this Ordinance to be posted in at least three (3) public places in the District for the said thirty (30) days, and said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 23rd day of June, 2021, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

.....

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 100-2021 on record in this office, and that subsequent to its adoption no provision of Ordinance 100-2021 has been amended, modified, or revoked by the governing body.

Clerk of the Board, Inverness Public Utility District, County of Marin, State of California.

By _____ Date _____

From: gbatmuirb@aol.com
To: [Wade Holland](#)
Cc: [Shelley Redding](#)
Subject: Re: Water Use and Rationing Guide
Date: Saturday, June 5, 2021 6:35:43 PM

Wade and Shelly: Please distribute this email to the IPUD Board.

I just wrote an opinion piece for the PRL that touches on the same NMWD drought rationing issue that IPUD is dealing with. I appreciate IPUD's thoughtful effort to be as fair as possible (my preference among suggested options would be fo #5). In regards to additional options, my PRL piece offers yet another suggestion (below).

I also suggest that IPUD might consider adding a webpage that that allows meter readings by residents to help them conserve. Current IPUD bills come every two months, which is too late to remedy over-use. A website that translates meter reading into gallons per day per person might helpful: i.e. enter your last meter reading and date, enter your new meter reading and date; enter the number of people in your household during this period; push button to get gallons used per person per day.

Relevant excerpt from my PRL piece:

N.M.W.D.'s drought cutbacks are unfair and its 6/22 proposed rates encourage excessive landscape use. As Supervisor Dennis Rodoni correctly notes, "we have plenty of water for health and safety of our families." The problem is landscape use, which represents as much as 50 percent of summer water use. Cutting landscape use in half would get us to the 25 percent summer drought reduction without inconveniencing family health and safety whatsoever.

But N.M.W.D.'s plan for a 25 percent reduction per household misses the target and unfairly discriminates against those already conserving. Instead, the district could utilize winter use as a proxy for family health and safety (i.e. non-landscape) use, which would then focus the drought reduction where it belongs (on landscape use). By splitting tier 1 into three parts—low, medium and high winter use—those already conserving would not be penalized and water for family health and safety would not be compromised. Then, tier 2 could consist of landscape use divided equally among households so that those with the most extravagant landscapes would be incentivized to conserve the most.

Instead, the June 22 proposed rate increase keeps the one-size-fits-all tier 1 that discriminates against conservation users and encourages excessive landscape use that has increased salt intrusion and forced a draconian 25 percent reduction in family health and safety water. N.M.W.D.'s proposed tier 1 allows 250 gallons per 2.06-person household—an astonishing 121 gallons per person per day. That compares to average Central Coast use of only 68 gallons per person per day and the state goal of 55 gallons per person per day.

Gordon Bennett

-----Original Message-----

From: Inverness Public Utility District <invernesspud@specialdistrict.org>
To: gbatmuirb@aol.com
Sent: Sat, Jun 5, 2021 1:10 pm
Subject: Water Use and Rationing Guide

HOW MUCH WATER SHOULD YOU BE USING?

The left side of your Inverness water bill shows your average daily water usage during the billing period.

- Many people ask how their usage compares to other's of similar household size.
- Customers also ask what their goal for water conservation should be.

Here's a chart for gauging your household's daily usage as compared to a standard usage benchmark. It also lets you check how you might fare should stricter conservation measures be mandated.

Number of Residents	Benchmark for Current Usage	Strict Conservation Goal
(Household Size)	(Average gallons per day)	(Average Gallons per Day)
1	56 gals.	37 gals.
2	97 gals.	65 gals.
3	138 gals.	92 gals.
4	179 gals.	119 gals.
5	220 gals.	147 gals.
6	261 gals.	174 gals.
7	302 gals.	201 gals.
8	343 gals.	229 gals.

The gallons shown are recommended maximums for the entire household (not for each resident).

These are not rationing allocations – not yet anyway! But you can judge what may be in store if strict rationing becomes necessary. Most households can reduce usage by cutting back – or eliminating – outdoor watering. Also, run dishwashers on short cycle and only when full; take shorter showers; flush toilets

less frequently; avoid running water to waste (waiting for hot water, brushing teeth, etc.).

Not sure how much water you are using?

You'll see your average daily usage during the current May/June period on the water bill that will be distributed on June 25. Or, call us at 415-669-1414 and we'll check your April bill for your average usage during the March/April period.

IS RATIONING LIKELY?

The IPUD's Board of Directors will make the decision on rationing and how to implement it. You can [click here](#) to read the options for rationing that have been presented to the Board. The Directors will also be deciding on how to allocate water to properties being used for short-term rentals (such as Airbnb, VRBO, HomeAway), as well as to weekender and vacation homes. You are invited to express your thoughts on these important matters by emailing to admin@invernesspud.org.

As of this writing, soon after the Bay Area's sizzling Memorial Day weekend, voluntary conservation is working well – and we thank you! But streamflows continue to drop and summertime is already upon us. ***Voluntary conservation is keeping us going at this moment but be aware that we will have to keep cutting back steadily all the way until we see some rainfall.***

[Overview Memorandum - Water Rationing](#)

[Read more](#)

Inverness Public Utility District
PO Box 469, Inverness, CA, 94937

We know your time is valuable and we only want to send information you are interested in. If you decide you no longer want to receive emails from us, you can [unsubscribe](#).

Powered by [Streamline](#).

From: [Wade Holland](#)
To: [Shelley Redding](#)
Subject: FW: Water usage
Date: Monday, June 7, 2021 1:36:08 PM

Shelley, for Board's 6/23 packet (rationing ordinance).

Wade B. Holland
Customer Services Manager
Inverness Public Utility District
P.O. Box 469
50 Inverness Way North
Inverness CA 94937-0469
(415) 669-1414

-----Original Message-----

From: Judy Prokupek <hjude1429@aol.com>
Sent: Monday, June 7, 2021 1:13 PM
To: Wade Holland <wade.holland@invernesspub.org>
Subject: Re: Water usage

Thank you for your note, Wade.

I very much appreciated the information in the water use guide emailed a few days ago. After review, I would support options 4 and 5, with 5 being preferable.

All the best, Judy

Sent from my iPad

> On Jun 7, 2021, at 10:23 AM, Wade Holland <wade.holland@invernesspub.org> wrote:

>

> Hi, Judy:

> Your water usage during the period of Feb. 17 - April 23 averaged only 34 gallons per day; this is a very small amount, so you are not one of the people we are targeting to make substantial cutbacks in their usage.

>

> --Wade

>

> *****

> Wade B. Holland

> Customer Services Manager

> Inverness Public Utility District

> P.O. Box 469

> 50 Inverness Way North

> Inverness CA 94937-0469

> (415) 669-1414

> *****

>

> -----Original Message-----

> From: Judy Prokupek <hjude1429@aol.com>

> Sent: Saturday, June 5, 2021 2:59 PM

> To: info <info@invernesspud.org>

> Subject: Water usage

>

>

>

> Sent from my iPad

From: [Wade Holland](#)
To: [Shelley Redding](#)
Subject: FW: Wart Saving Options
Date: Sunday, June 6, 2021 11:26:45 AM

Shelley, pls. include this from Jeff Wilson in June Board packet.

Wade B. Holland
Customer Services Manager
Inverness Public Utility District
P.O. Box 469
50 Inverness Way North
Inverness CA 94937-0469
(415) 669-1414

From: Jeff Wilson <jwilson@horizoncable.com>
Sent: Saturday, June 5, 2021 3:15 PM
To: Wade Holland <wade.holland@invernesspud.org>
Subject: RE: Wart Saving Options

Thanks Wade.

As the document states, water rationing can become complex, but complex is not always the right answer. Depending on the allocation method chosen you will always have those users that are happy and others that are not. I also believe it is best to start out simple and only go to a complex rationing formula if simple is not working over a pre-set amount of time.

The most straight forward approach is to simply cut usage based on some historical user data. It can be several months, a year, etc.. Not everyone will be happy but the calculations to set this target per household is straight forward and somewhat easy to calculate. It is also something everyone should understand.

As for staffing, why not look into hiring some local junior high or high school students to read meters and help somewhat with the paperwork. I remember having summer jobs and they can be helpful to the student by earning money and getting experience.

Something else to consider is to put owners of weekend rentals on notice that they must be forceful in managing water use at those properties.

Jeff

From: Wade Holland [<mailto:wade.holland@invernesspud.org>]
Sent: Friday, June 04, 2021 7:42 AM
To: 'Jeff Wilson'

Subject: RE: Wart Saving Options

Jeff, the attached is what the Directors are taking under consideration.

Wade B. Holland
Customer Services Manager
Inverness Public Utility District
P.O. Box 469
50 Inverness Way North
Inverness CA 94937-0469
(415) 669-1414

From: Jeff Wilson <jwilson@horizoncable.com>
Sent: Friday, June 4, 2021 7:11 AM
To: Wade Holland <wade.holland@invernesspud.org>
Subject: Wart Saving Options

Will you pls share this with the appropriate people at IPUD.

When it is necessary to implement more stringent water saving rules I recommend you develop a program that is based on reducing usage using current/historic household usage records. It would be the fairest approach and cause the least hardship, especially to full-time residents.

Some may say this further penalizes those that have been doing their part by already implementing ways to save. That is somewhat true but the other alternatives to water rationing would be a bigger hardship. In our case, we already use greywater for watering a portion of the garden, have collected rainwater and have upgraded interior plumbing appliances that use less water.

Another option that may be under consideration is rationing based on the number of household members as the guide. This is not an equitable plan. How do you deal with full-time vs. part-time residents as well as those houses being used as weekend rentals. On our portion of Perth Way (Douglas to Kenneth) we have three full-time households, one weekend rental and five part-time. So does that mean that our neighbors with a family of five but only use the house infrequently will have over twice as much water to use than we do with two full-time residents?

Jeff Wilson
73 Perth Way



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 9

Adopt Ordinance 101-2021:

Replacing Water System Regulation 117
(Water Shortage Emergency (Water
Conservation Program))

ORDINANCE 101-2021 (D - R - A - F - T)

**AN ORDINANCE AMENDING IN ITS ENTIRETY REGULATION 117,
“WATER SHORTAGE EMERGENCY,” IN THE REGULATIONS
OF THE INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM**

WHEREAS, it is the desire of the Board of Directors of the Inverness Public Utility District to revise in their entirety the existing provisions of Regulation 117, “Water Shortage Emergency,” of the Regulations of the Inverness Public Utility District Water System, and to replace said Regulation 117 with Regulation 117, “Water Shortage Emergency (Water Conservation Program),”

NOW, THEREFORE, BE IT ENACTED by the Board of Directors of the Inverness Public Utility District that the following shall be and hereby is incorporated into the Regulations of the Inverness Public Utility District Water System as Regulation 117, “Water Shortage Emergency (Water Conservation Program),” thereby rescinding and replacing the version of Regulation 117 adopted by Ordinance 58-2001 (July 2, 2001) and amended by Ordinance 82-1 (July 22, 2009), and Ordinance 98-2020 (December 16, 2020):

Regulation 117

**WATER SHORTAGE EMERGENCY
(Water Conservation Program)**

(a) Declaration of a Water Shortage Emergency

A Water Shortage Emergency may be declared by Resolution of the Board of Directors of the Inverness Public Utility District under the conditions cited in, and pursuant to the provisions of, Sections 350 through 358 of the Water Code of the State of California. Except in the event of a wildfire or a breakage or failure of a dam, pump, pipeline, or conduit causing an immediate emergency, adoption of a Resolution declaring a Water Shortage Emergency shall be made only after a public hearing at which consumers of the water supply shall have an opportunity to be heard to protest against the declaration and to present their respective needs to the governing board. Notice of the time and place of the hearing shall be published pursuant to Section 6061 of the Government Code at least seven (7) days prior to the date of the hearing in a newspaper printed, published, and circulated within the area in which the water supply is distributed, or if there is no such newspaper, in any newspaper printed, published, and circulated in the county in which the area is located.

(b) Purpose

The purpose of this Regulation is to provide during a Water Shortage Emergency a “Water Conservation Program” consisting of regulations and restrictions on the demand for water, the delivery of water, and the consumption of water supplied for public use as will, in the sound discretion of the District’s Board of Directors, conserve the District’s water supply for the greatest public benefit, with particular regard to public health and sanitation, fire protection, domestic use, and preservation of the ecological health of the community and the District’s watershed by reducing wasteful uses of water and allocating the available water supply fairly and equitably among the customers and users. This Regulation is intended to be operative pursuant to a declaration by the Board of Directors that a Water Shortage Emergency condition prevails within the area served by the District’s Water System.

(c) Implementation

This Regulation and its provisions shall be in effect and shall be binding on the customers of the District's Water System and users of District-provided water with the full force and effect of law immediately upon adoption by the Board of Directors of the Inverness Public Utility District of a Resolution declaring that a Water Shortage Emergency condition prevails within the area served by the District's Water System, unless said Resolution provides otherwise, and shall remain in full force and effect until the Board of Directors of the Inverness Public Utility District declares by Resolution an end to the Water Shortage Emergency. In its Resolution declaring a Water Shortage Emergency, the Board of Directors may provide for regulations and restrictions on the demand for, delivery of, and consumption of water other than as provided for in this Regulation, or in addition to the regulations and restrictions provided for in this Regulation; it may also exempt enumerated provisions of this Regulation from being placed in effect during a declared Water Shortage Emergency.

(d) **Effectiveness**

This Regulation and all its provisions individually and collectively shall be effective, applicable, and enforceable while, but only while, a duly declared Water Shortage Emergency is in effect in the District.

(e) **New Service Connections**

- (1) At any time a Water Shortage Emergency is in effect, there shall be a moratorium on connecting to the District's Water System and providing a meter for any new service the application for which is submitted to the District while the duly declared Water Shortage Emergency is in effect.
- (2) The District's Water System shall continue to receive applications for New Service Connections while a Water Shortage Emergency is in effect (called the "moratorium period"). Applications that are received during a moratorium period, accompanied by the applicable New Service Connection fee, and deemed complete, shall become eligible to be accepted and processed for allocation of a New Service Connection only when the Water Shortage Emergency is cancelled by action of the Board of Directors.
- (3) Any application for a New Service Connection that is submitted and received during a moratorium period shall not be deemed complete unless and until the applicant acknowledges in writing that acceptance and processing by the District shall be at the risk and expense of the applicant and that receipt by the District shall confer no right upon the applicant or anyone else during the moratorium period and until the Water Shortage Emergency has been cancelled, and that the applicant releases the District for all claims of damages arising out of or in any manner connected with the moratorium on connections.
- (4) An exception, called the "deferred landscaping exception," to the moratorium in subparagraph (e)(1) may be enabled by the Board of Directors either in the resolution declaring the Water Shortage Emergency or in a subsequent resolution adopted while the Water Shortage Emergency is in effect, by which exception a New Service Connection shall be eligible for ~~approval for installation at~~ a property for which the application for the New Service Connection is deemed complete, the applicable New Service Connection fee has been paid, and the applicant agrees to defer landscape installation until after the Water Shortage Emergency has been cancelled. An applicant for a deferred landscaping exception must acknowledge and accept in writing as follows: the terms of the deferred landscaping exception; a notice that the District does not in any way represent, suggest, or warrant that the deferred landscaping exception will be recognized or accepted by any other agency or will insure that permits by other agencies will be granted; and that willful violation of the terms of the deferred landscaping exception after reasonable notice may result in forfeiture of connection to the District's Water System. At any time this exception is enabled, its effectiveness and applicability to subsequent applicants may be withdrawn and cancelled by action by resolution of the Board of Directors.
- (5) For purposes of this paragraph (e), an application for a New Service Connection for which an extension of Water System facilities is required cannot be deemed complete until all applicable and necessary agreements for provision of the required extension facilities have been executed by the applicant.

(f) **Three-Stage Water Conservation Program**

The District's program to conserve the public water supply during a Water Shortage Emergency shall consist of the three stages detailed in subparagraphs (1), (2), and (3) below. These stages shall be implemented as provided for in paragraph (g) below.

(1) **Stage 1: General Conservation and Prohibition of Nonessential Uses of Water**

While Stage 1 is in effect, the Water System shall implement a program to encourage its customers and users to conserve water and informing them of the need to reduce water usage. In addition, the following nonessential uses of water shall be prohibited during Stage 1:

- a. Any use of water in conjunction with installation of new landscaping or in support of replacement within a 180-day period of more than 25 square feet of existing landscaping, except as necessary for erosion control or for dust control at construction sites.
- b. Use of water through any service when the customer, the user, or the owner of the premises is aware of, or should have cause to be aware of, any broken or defective plumbing, sprinkler, watering or irrigation system, and the customer or owner has failed to effect necessary repairs within ten (10) days.
- c. Use of water which results in flooding or runoff into a gutter, street, roadway, or elsewhere of similar nature, including any runoff of any nature off the property intended to be served by the meter.
- d. Use of water through a hose not equipped with a positive activation mechanism for washing cars, busses, boats, trailers, or any other types of vehicles.
- e. Use of water through a hose for washing the exteriors of buildings or structures, or for washing sidewalks, driveways, patios, parking lots, athletic or game courts (such as tennis courts), or other hard-surfaced outdoor areas.
- f. Use of water for filling any new swimming pool or for refilling any existing swimming pool, except for reasonable "topping off" or reasonable backwashing-to-waste of existing swimming pools at intervals of not less than fourteen (14) days.
- g. Use of water to clean, fill, or maintain levels in decorative fountains, pools, or ponds exceeding one hundred (100) gallons capacity, except as minimally necessary to maintain existing piscine life.
- h. Use of water for construction purposes, such as consolidating backfill, unless no other source of water or method is reasonably available to be used and a permit for said use has been issued by the General Manager of the Inverness Public Utility District.
- i. Service of water to a customer by any restaurant or food-service establishment except when requested by the customer.
- j. Use of water without a permit issued by the General Manager to fill any privately-owned water storage tank whose capacity exceeds one hundred (100) gallons unless said tank is directly online in and an integral part of the customer's water service connection.

(2) **Stage 2: Prohibitions on Outdoor Uses of Water and/or Restrictions on When Outdoor Watering Is Permitted**

In addition to the provisions of Stage 1, which shall remain in effect during Stage 2, Stage 2 shall consist of such restrictions on outdoor uses of water as in the judgment of the General Manager are necessary to conserve the District's water supply. Any or all of the following restrictions on water usage may be placed in effect in any order or in any combination by the General Manager during Stage 2:

- a. Prohibition of use of water for washing vehicles (cars, vans, trucks, busses, trailers, boats, etc.).
- b. Prohibition of use at any time of sprinkler devices for outdoor watering.

- c. Prohibition of use at any time of timer-activated automatic outdoor watering or irrigation systems.
- d. Prohibition of use of the public water supply to fill swimming pools, outdoor spas, or ornamental ponds whose capacity exceeds one hundred (100) gallons.
- e. Prohibition of outdoor watering on specified days of the week or month or during specified times of the day.
- f. Permitting outdoor watering only at specified times or on specified days or on a specified schedule, such as permitting outdoor watering on a schedule based on whether a property has an even-numbered or an odd-numbered street address.
- g. Requiring that any use of water outdoors be by handheld hose equipped with a positive activation and automatic shutoff mechanism or by watering can or container not exceeding five (5) gallons capacity.
- h. Prohibition of the use of the public water supply for any type of outdoor watering at any time, except that under unusual circumstances of unavoidable necessity and for the protection of public health and welfare, the General Manager may grant on a case-by-case basis permits for specified uses of water outdoors while a general prohibition on use of the public water supply outdoors is in effect.

(3) **Stage 3: Water Rationing**

In the event the Board of Directors receives from the General Manager a recommendation that it is necessary to conserve an even greater portion of the public water supply than is achieved by implementation of Stage 2 restriction(s), the Board of Directors may impose mandatory water rationing throughout the service area of the Inverness Public Utility District Water System by adopting a Resolution activating mandatory rationing, as provided for in the District's most recently enacted Mandatory Water Rationing Ordinance. Said Resolution shall be adopted only after a public hearing at which consumers of the water supply shall have an opportunity to be heard to protest against the rationing proposal and to present their respective needs to the governing board. Notice of the time and place of the hearing shall be published pursuant to Section 6061 of the Government Code at least seven (7) days prior to the date of the hearing in a newspaper printed, published, and circulated within the area in which the water supply is distributed, or if there is no such newspaper, in any newspaper printed, published, and circulated in the county in which the area is located.

(g) **Authorization to Implement Stages**

- (1) The General Manager shall have authority to place Stage 1 in effect.
- (2) The General Manager shall have authority to place any or all of the restrictions of Stage 2 in effect, provided that within five (5) days of placing any Stage 2 restriction in effect the General Manager shall notify in writing each member of the Board of Directors of the circumstances which, in the General Manager's judgment, make it necessary to place said Stage 2 restriction or restrictions in effect, which notification to the Directors shall also be made available to the public. The Directors may, at a subsequent regular meeting or a duly called special meeting, rescind the General Manager's action placing any Stage 2 restriction(s) in effect.
- (3) Only the Board of Directors shall have authority to place Stage 3 (mandatory water rationing) in effect, as provided in subparagraph (f)(3) of this Regulation.
- (4) Upon adoption by the Board of Directors of a Resolution declaring a Water Shortage Emergency to be in effect, the General Manager shall devise and implement a program to inform the public of the applicable provisions of this Regulation, including the applicability of the restriction on new service connections in paragraph (e) above and whether or not the "deferred landscaping exception" in subparagraph (e)(4) above is in effect.

- (5) The General Manager shall devise and implement means of informing the public whenever a stage or restriction is placed in effect, whenever a change occurs in the applicability of the “deferred landscaping exception” in subparagraph (e)(4), and whenever a declared Water Shortage Emergency is ended. As appropriate, these outreach efforts shall include informing other governmental agencies, local Realtors, and others the General Manager has reasonable reason to believe have an interest in the District’s Water Conservation Program.

(h) **Enforcement**

- (1) While Stage 1 or any Stage 2 restriction is in effect, the following penalties shall be applied in the event of a use of water that is in violation of a provision of this Regulation. Violations are cumulative only during the same duly declared Water Shortage Emergency.
 - a. First violation at a customer’s service: An oral warning shall be issued upon detection of the violation, and a letter explaining the violation shall be mailed to the customer within seven (7) working days.
 - b. Second violation at the same customer’s service: An administrative fine of one hundred dollars (\$100.00) shall be added to the customer’s service account, and a letter explaining the violation and the fine penalty shall be mailed to the customer within seven (7) working days.
 - c. Third violation at the same customer’s service: An administrative fine of two hundred dollars (\$200.00) shall be added to the customer’s service account, and a letter explaining the violation and the fine penalty shall be mailed to the customer within seven (7) working days.
 - d. Fourth violation at the same customer’s service: The General Manager shall notify the Board of Directors and shall place on the agenda for the next duly noticed meeting of the Board of Directors for which an agenda has not yet been posted a public hearing to consider restricting or discontinuing water service to the property at which the violation occurred, and shall notify the customer of record for said property of the impending hearing at which the Board of Directors may take action to restrict or discontinue water service to the customer’s property. The Board of Directors at such public hearing may, in its sole discretion, based on testimony received and findings of fact, place such restrictions on water service to the affected property as it deems in its sole discretion to be necessary to protect the public water supply, including but not limited to directing Water System staff to place a flow restricting device at the service’s water meter or to discontinue water service to the property, pursuant to Section 356 of the Water Code of the State of California. The Board may set a period of time during which a flow restriction device will be in place or a period of time during which service will be discontinued, but no such restriction shall remain in effect past the date on which the declared Water Shortage Emergency is declared ended by the Board of Directors, except that any service restriction or discontinuance that is in effect shall remain in effect as long as any currently unpaid rates and charges assessed to the property for water service remain unpaid.
 - e. If at the time a violation is detected there is no responsible adult present on the premises, the customer’s service connection shall be turned off and service shall be restored only upon payment of a service restoration charge of fifty dollars (\$50).
 - f. If at the time a violation is detected there occurs a refusal by the person or persons engaged in the violation to immediately cease the usage of water that is in violation of this Regulation, the customer’s service connection shall be turned off and service shall be restored only upon payment of a service restoration charge of fifty dollars (\$50).
- (2) A customer charged with a violation of this Regulation may submit an appeal in writing to the Board of Directors within fourteen (14) days of notification of the violation. The Board shall conduct a hearing on the appeal at its next duly noticed meeting that is no fewer than ten (10) days subsequent to the date the appeal is received in the District office. An appeal must be accompanied by a deposit in the amount of the administrative fine in the case of an appeal of a second or third violation. If the Board sustains an

appeal of a violation for which a service restoration charge was paid by the appellant, the service restoration charge shall be refunded to the customer. The decision of the Board of Directors on an appeal shall be final and binding.

(i) **Appeals**

Appeals of enforcement of provisions of this Regulation, other than as provided for elsewhere in this Regulation, may be submitted in writing to the Board of Directors, which Board shall conduct a public hearing on the appeal at its next duly noticed meeting that is no fewer than ten (10) days subsequent to the date the appeal is received in the District office. The Board shall grant, or partially grant, such an appeal only upon making findings that granting the appeal would resolve an inequity of enforcement, or is necessary to protect the general health and welfare of individuals or of the community, or is necessary to protect property and public safety; economic hardship shall not be considered to constitute grounds for granting an appeal from any requirement or provision of this Regulation. The Board of Directors shall not grant an appeal of any provision of paragraph (e) of this Regulation (“New Service Connections”) when doing so would weaken or diminish the comprehensiveness of the moratorium on installation of new service connections in subparagraph (e)(1) (other than as provided for in subparagraph (e)(4)) or would expand the applicability of the exception in subparagraph (e)(4).

(j) **Exclusions**

Nothing in this Regulation shall limit or restrict any public agency engaged in providing emergency services from making any reasonable use of the water supply for purposes associated with the provision of emergency services. Nothing in this Regulation shall limit or restrict the Water System itself from using water in any manner or fashion or for any use it deems necessary in order to operate the Water System and maintain the public water supply.

THIS ORDINANCE shall be and hereby is declared to be in full force and effect as of thirty (30) days from and after the date of its adoption. The Clerk of the Board shall cause this Ordinance to be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty (30) days, and shall also cause copies of a summary this Ordinance to be posted in at least three (3) public places in the District for the said thirty (30) days, and said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 23rd day of June, 2021, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 101-2021 on record in this office, and that subsequent to its adoption no provision of Ordinance 101-2021 has been amended, modified, or revoked by the governing body.

_____, Clerk of the Board, Inverness Public Utility District,
County of Marin, State of California.

By _____ Date _____

DRAFT



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 10

Adopt Ordinance 102-2021:

Withdrawing Ordinance 82-1 (Prohibition of Water Wastage, Prohibition of Nonessential Water Usage, Mandatory Rationing of Water Usage) and Ordinance 78-2009 (Mandatory Water Rationing)

Inverness Public Utility District

ORDINANCE 102-2021

**AN ORDINANCE OF THE INVERNESS PUBLIC UTILITY DISTRICT
WITHDRAWING AND DECLARING NULL AND VOID INVERNESS PUBLIC
UTILITY DISTRICT ORDINANCES 82-1 AND 78-2009**

WHEREAS, it is the desire of the Board of Directors of the Inverness Public Utility District to revise and replace in their entirety the existing provisions of ordinances and Water System regulations on water shortage emergencies and the District's water conservation program, and

WHEREAS, the Board of Directors has adopted and enacted Ordinance 100-2021 (Mandatory Water Rationing Program) and Ordinance 101-2021 (Replacing Water System Regulation 117 (Water Shortage Emergency (Water Conservation Program))), which ordinances are intended to replace ordinances 82-1 and 78-2009,

NOW, THEREFORE, BE IT ENACTED by the Board of Directors of the Inverness Public Utility District that Inverness Public Utility District Ordinance 82-1, "Prohibition of Water Wastage, Prohibition of Nonessential Water Usage, Mandatory Rationing of Water Usage," enacted on the 17th day of March, 1982, and Inverness Public Utility District Ordinance 78-2009, "Mandatory Water Rationing," enacted on the 22nd day of July, 2009, shall be and hereby are withdrawn, cancelled, and declared null and void and no longer operative in the Inverness Public Utility District.

THIS ORDINANCE shall be and hereby is declared to be in full force and effect as of thirty (30) days from and after the date of its adoption. The Clerk of the Board shall cause this Ordinance to be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty (30) days, and shall also cause copies of this Ordinance to be posted in at least three (3) public places in the District for the said thirty (30) days, and said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 23rd day of June, 2021, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 102-2021 on record in this office, and that subsequent to its adoption no provision of Ordinance 102-2021 has been amended, modified, or withdrawn by the governing body.

_____, Clerk of the Board, Inverness Public Utility District,
County of Marin, State of California.

By _____ Date _____



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 11

**Decision on Proceeding with Development
of a Program to Sponsor Installation of
Usage Monitoring and Leak Detection
Devices at Customer Services**



Board Agenda Item Staff Report

Subject: Development of a Program for Installing Usage Monitoring and Leak Detection at Customer Services
Meeting Date: June 23, 2021
Date Prepared: June 19, 2021
Prepared by: Wade B. Holland, Customer Services Manager
Attachments:

Recommended Action: Provide direction to staff on proceeding to develop a program in conjunction with Flume Water.

Two problems, one solution

Two drought-related problems have been concerning us for some time now.

One has to do with the likely imminence of water rationing: specifically, how are we going to manage the presumed obligation to read our customers' water meters on a frequent basis (say, every two weeks) so that we can let each customer know quickly whether their usage is complying with their assigned water allotment.

The other problem is that right now every drop of water we produce must be used beneficially with none of it sacrificed to preventable wastage. The principal issue here is the volume of water we lose to large leaks on the customer side of water meters. We classify as "large" any leak that wastes more than 15,700 gallons (equal to about 9,800 flushes of a standard low-flow toilet). Over the past 18 months, which coincides with both the drought and the pandemic, our customers have experienced 17 large leaks (approximately one a month). The total amount of water that ran to waste was 1,206,500 gallons,¹ and under our generous usage adjustment program we forgave \$19,804 in revenue.

What is most alarming about this data is that 14 of the 17 leaks (82%) were at weekender and vacation homes. Because these houses do not have anyone in full-time residence, their leaks typically go on for an extended period before they are discovered, such as until days or weeks later when someone arrives to stay at the house or we discover the abnormally high usage the next time we read all the meters. In the most serious of such leaks, we can tell quickly there is a problem somewhere in the system because the water level in one of our system tanks starts dropping precipitously. We then send our staff out to walk house-to-house checking the meters until we find the one where the meter dial is spinning. Leaks at occupied homes, by contrast, most often get noticed and corrected quickly, usually before enough water has been lost to constitute a "large" leak.

In looking into leak detection systems that might be of help, we've discovered the increasing sophistication of a relatively recent class of simple water usage sensors that are attached either to the water meter or to the household's plumbing and that use radio frequency identification (RFID) to transmit the customer's water usage data to a Wi-Fi connected device that is in communication with an app on the customer's smart phone. This enables water usage to be monitored by the homeowner in near real-time. Customers can see on their smart phone screens their usage by the minute, hour, day, week, month, etc., as well as how they are doing against a water usage budget they set up and program into the app. Importantly, these systems quickly sense leak-caused abnormalities in a house's water usage and send warnings and alerts to the customer's phone.

¹ For perspective, this equates to 3.7 acre-feet of water, enough to supply the entire system for about half a month.

These devices offer the potential to be used directly by our customers to detect their leaks themselves whether they are in residence or not, and also to monitor their water usage for compliance with our water rationing requirements.

The District can no longer afford the luxury of allowing customers' leaks to go undetected for prolonged periods of time, and then provide generous forgiveness for both the lost water and the billed charges. Most of our customers' leaks are the result of failures in underground piping, and we understand that these leaks are not reasonably preventable. What is preventable, however, is that these large leaks linger undetected while tens of thousands of gallons of water are being wasted. Fortunately, we have a solution so that leaks can be alerted to a customer's smart phone almost as soon as they occur.

Outlines of a program for the District

We are aware of three systems currently on the market that are based on the technology summarized above.² Our study of these three systems indicates that they differ principally in how their water usage sensor attaches to the household plumbing. We concluded that the Flume 2 device is the easiest to mount,³ is the most universally usable, and provides a robust dashboard for both the user and (potentially) the water utility. Accordingly, we have been in contact with Flume (which is located in San Luis Obispo). Marin Municipal Water District has recently launched a major program that offers generously discounted Flume devices to their customers, and North Marin Water System is testing the use of 30 or so Flume devices in household in their West Marin service area. Muir Beach CSD has also expressed an interest in the Flume system.

Flume is very flexible in the types of programs they will set up with water utilities, and we have evaluated some of the programs they have in effect with water utilities across the country. What initially makes the most sense to us is a model in which the District buys a bunch of flume units (at a discount from the retail price of \$199.00, plus tax and shipping) and offers them to our customers at approximately a 50/50 shared cost. The customer would pay, say, \$100 and the District would pay the rest. The District would also provide assistance as necessary in installing and activating the devices.⁴

A major advantage to offering our own program, rather than simply suggesting to our customers that they buy Flume devices directly from the company's website or elsewhere online, is that

² The three systems are the Phyn Smart Water Assistant (www.phyn.com), the Flume 2 Smart Home Wi-Fi Water Monitor and Leak Detector (flumewater.com), and the StreamLabs Smart Home Water Monitor (www.streamlabs-water.com).

³ The Flume sensor is strapped to the riser on the water meter, so no plumbing work is required to install it. Also, Flume's sensor comes with a battery pack with a two-year life (estimated; upgradable to a 4-year pack), so no power outlet is required for the sensor (unlike the other two companies' sensors, which have to be plugged into a nearby power outlet).

⁴ We still have a number of very old meters in our system that will not work with Flume. Our idea is to check for this whenever a customer asks to participate in the program. If their water meter will not work with Flume, our intent is to replace the meter (we have been working for a number of years to replace all these older meters anyway, so this is a good opportunity to accelerate this meter upgrade program).

units obtained under our program will work only if installed within our service area. This would enable Flume to set up a dashboard for us from which we would be able to monitor our participating customers' water usage information; importantly, we would also receive their leak alerts, so we would know about a leak at a household just as soon as the householder learns of it (if it is at an unoccupied house, we could go deal with it immediately, rather than having to wait for an owner who lives elsewhere to figure out what to do about it).

We are blue-skying about the possibility that we could attract a substantial majority of our customers to participate in such a usage monitoring and leak detection program. In the event of rationing, this could relieve us of the need to read the meters any more often than we normally do, because customers would have the capability themselves of monitoring their usage and their compliance with their rationing limitations.

Even after rationing and the Water Shortage Emergency are over, the installed devices will continue to provide the valuable functions of monitoring for leaks, encouraging conservation, and reducing customers' water costs by fostering smarter use of water. With enough customers participating, lots of useful water usage data would become available to us from the dashboard. Pending upgrades to the Flume 2 are expected to include a machine-learning algorithm that will enhance the sensor's capability to pinpoint exactly where within a household's plumbing system water is being used or where a leak is occurring (the owner of a short-term rental might want to know if a washing machine is being used excessively, or if an outdoor faucet has been turned on, for example).

Because of the fragility of our water supply situation in this era of climate change, we can even foresee requiring customers at houses where there is no full-time occupant to have such a system installed, especially at houses used for short-term rentals. We would also expect to re-visit our usage adjustment program, which has been for 33 years probably just about the most generous and forgiving such a program in the entire industry – but one that perhaps we can no longer justify, as noted in the box on the previous page.

Staff is excited about the potential of a Flume program for our customers. Indeed, we are averaging about one phone call a day from customers asking about Flume in particular; we are also aware of several customers who have already bought and installed a Flume 2 (and one non-customer resident who has installed a Phyn unit).

We would like to be able to roll out a program in conjunction with Flume at the earliest possible time – preferably in advance of, or at least in conjunction with, any announcement of water rationing being placed in effect. Given the amount of “buzz” we are already hearing in the community about Flume, we think a District program would be very well received and would reflect very positively on the District.



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 12

**Decision on Rationing Track to Be Used in
the Imminent Event of Water Rationing**



Board Agenda Item Staff Report

Subject: Rationing Track to Be Used in Event of Water Rationing
Meeting Date: June 23, 2021
Date Prepared: June 14, 2021
Prepared by: Wade B. Holland, Customer Services Manager
Attachments: See the attachments for Agenda Item No. 8, "Adopt Ordinance 100-2021"

Recommended Action: Provide direction to staff on the preferred rationing track to be used if rationing becomes necessary during the current year's dry season

With only days left in the 2020/21 rainfall year and very little likelihood of any appreciable rainfall before next winter, the possibility is fading that we can get through the coming months without having to resort to water rationing. Paragraph (f)(3) of the revised Regulation 117 (scheduled for adoption on today's agenda as Item No. 9) outlines the procedure (dictated by State Water Code Sections 350-358) for placing rationing into effect. We must prepare a resolution, schedule a public hearing at a Board meeting (regular or special meeting), and provide public notice in a newspaper of general circulation in the District at least seven days prior to the meeting.

Depending on the type of rationing to be used, various advance preparations will be required. Staff feels strongly that it will be too late to start from scratch getting ready for rationing if we wait until the moment the need for rationing is upon us. Instead, we request that the Board designate at this time one of the five rationing "tracks" that we can expect will become the basis for any rationing that is instituted this year. Doing so will enable us to proceed immediately with getting set up for introducing rationing rationally and thoughtfully whenever rationing is declared by the Board. We need to already have the necessary procedures in place, documents prepared, notifications written, etc.

Shown below are descriptions of the five types of rationing that have been under consideration, taken from our April 16, 2021, memo to the Board. This memo had been posted on the District's website and a link to it was provided in the most recent email that was sent to all our customers (including by USPS mail to the handful of customers for whom we do not have an email address). The feedback we have received, both by email replies and in person, has expressed a unanimous preference for Track 5 (the by-meter and by-occupant combination approach).

We have assumed that non-residential users will be rationed in terms of a percentage of their average usage during a base year. We recommend for the base the year from July 2018 to June 2019; rainfall during that year was quite a bit above normal, at 53.16 inches.

The Five Rationing Tracks

- 1. Rationing by meter.** The water allocation is applied to each water meter; all residential services receive the same allocation (such as a maximum number of gallons per day per meter). This is the quickest type of rationing to put into place, and it is the simplest and easiest to administer and enforce. On the negative side, it does not consider household size, so that a meter serving a family of seven, for example, would be entitled to the same amount of water as a meter serving a weekender residence at which there are no fulltime residents. (Bolin is planning to use a by-meter rationing scheme in the event they have to institute rationing during the current drought.)
- 2. Rationing by occupant.** A water allocation is assigned to each occupant (each full-time occupant). The daily allocation for each meter is the number of gallons assigned per full-time occupant times the number of qualifying people living full-time on the property. This approach is more complicated to implement and administer, but it resolves the problem

with the by-meter method of not taking family size into account. However, it may result in a very small household (only one or two residents) having to scrimp, while providing more water than might be reasonably necessary for a very large household. Implementation requires that a census be conducted in advance to determine the number of people residing at each property, and it also requires some means of providing an allocation to weekender houses at which there are no full-time residents and a decision on how to treat properties being used as short-term rentals (STRs). (Rationing by occupant was used by Marin Municipal when it rationed water in the 1975-77 drought.)

3. **Rationing by ratio (percentage).** Each residential service is limited to a percentage of the amount of water used by that household during a base year. Typically, the percentage is the same for all residential customers (or classes of residential customers, if applicable). This approach can get complicated to administer, especially when you have many properties at which the usage pattern is variable (used as a weekend house part of the year, but occupied full-time during the summer months, for example). The principal drawback is that it penalizes households that have already been conscientious about conserving water, while it rewards customers who have not been making much of an effort to cut back. In fact, basing rationing on past usage may result in some households receiving an unrealistically small allotment, while others (who have a history of high usage) will be able to get along quite comfortably. (This is the approach North Marin Water District has set up for its West Marin service area in the event it has to institute rationing during the current drought.¹)
4. **Rationing by occupant with indexing for household size.** A water allocation is assigned to each occupant (each person in full-time residency), but the number of gallons allotted per person depends on the size of the household – i.e., the larger the household, the smaller the allocation per person. For example, a one-person household might be allocated 75 gallons per day, a 2-person household might be allocated 65 gallons per person per day (135 gallons total per day), a 3-person household might be allocated 55 gallons per person per day (165 gallons total per day), etc. This method resolves the problem with the simple by-occupant approach in which very small households may be stressed to keep within their allocation while large households might receive a more-than-adequate total allocation. As with simple by-occupant rationing, this option requires a census of the number of full-time residents at each residential property and decisions on providing allocations to weekender and STR properties.
5. **Rationing by a combination of by-meter and by-occupant.** A fixed amount of water is allocated to each residential service, plus each service is allocated a fixed amount of water for each full-time occupant. As an example, the per-meter allocation might be 50 gallons per day and the per-occupant allocation might be 40 gallons per day, thus a one-person household would be entitled to 90 gallons per day (50 + 40), a two-person household would receive 130 gallons per day (50 + 40 + 40), a five-person household would receive 250 gallons per day (50 + (5 x 40)). This approach appears to come closest to resolving the various equity shortcomings of the other types of rationing. It also solves the problem of determining an allocation for weekender and STR houses: they would receive only the per-meter allocation (for instance, continuing with the example of a per-meter daily allocation of 50 gallons, a weekend property's visitors would have seven days' worth of per-meter allocation available for their use over a weekend visit, or a total of 350 gallons).

¹ North Marin's customers in its West Marin service area are currently under a mandatory 25% reduction in their water usage. The base year usage on which the 25% is determined is 2013, which was determined to be the most recent "normal" usage year.

Staff Recommendation

Staff recommends that the Board designate Track 5 (Rationing by a combination of by-meter and by-occupant) on the basis of which the staff is directed to make preparations for the possibility of rationing.



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 13

Acceptance of Extra-Help Work Agreements with Annuitants:

Agreements with Wade B. Holland and
Kaaren S. Gann for extra-help employment
during FY 2021/22



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Retiree work agreements for 2021/22 for Wade B. Holland and Kaaren S. Gann
Meeting Date: June 23, 2021
Date Prepared: June 9, 2021
Prepared by: Shelley Redding, Administrator
Attachments: 2 Extra-Help Position Work Agreements with Retired Annuitants

Recommended Action: (1) Accept the Extra-Help Work Agreement with Wade B. Holland and direct the President to execute it; (2) Accept the Extra-Help Work Agreement with Kaaren S. Gann and direct the President to execute it.

The District cannot employ PERS retirees in regular employment positions. However, the Public Employees' Pension Reform Act of 2013 does provide procedures for and limitations on appointment of retirees ("annuitants") to limited-duration extra-help positions.

We are asking you to approve the agreement for Wade B. Holland for the next Fiscal year. Mr. Holland's expertise continues to be needed in the Water System accounts receivable function as well as his expertise of the administrative functions for the Water Shortage Emergency, the imminent water rationing declaration and the subsequent monitoring of water use.

We are asking you to approve the agreement for Kaaren S. Gann for the next fiscal year. Ms. Gann's expertise is needed in the District financial functions assisting the District Administrator for day-to-day bookkeeping, Audit preparation, and record keeping one day per week.

The proposed agreements will enable the District to continue to utilize their specialized services into the new 2021/2022 fiscal year. Both agreements provide for a limitation on the number of hours to be worked, in addition to the statutory limit of 960 hours per fiscal year per PERS annuitant.

Inverness Public Utility District

Extra-Help Position Work Agreement with Retired Annuitant

This Agreement is made on June 23, 2021, by and between the Board of Directors of the Inverness Public Utility District ("District") and Wade B. Holland ("Retiree") and shall become effective on July 1, 2021, provided said Agreement has been executed by both parties, as noted by the Acceptances below.

1. Retiree is a retired annuitant who has been receiving a service retirement pension benefit from California Public Employees' Retirement System ("CalPERS") since 2001. District contracts with California Public Employees' Retirement System for pension benefits for its employees (as a "CalPERS employer").
2. District desires to appoint the Retiree to a limited-duration extra-help position in the Inverness Water System's Accounts Receivable function and to provide training and on-the-job oversight to the District Administrator.
3. District finds that Retiree, as a former General Manager of the District, has specialized skills needed to perform the work.
4. Retiree's work for District and any other employer in the same retirement system shall under no circumstances exceed 960 hours in a fiscal year.
5. Retiree is not subject to the 180-day waiting period since retirement before returning to work for an employer in the same retirement system because Retiree retired in 2001.
6. Retiree will not be employed in a permanent full-time or part-time or regular staff position because the position of Customer Services Manager is not shown on the District's organization chart.
7. Retiree was not under the applicable normal retirement age when he retired.
8. District and Retiree hereby certify that Retiree did not receive a "golden handshake" or any other employer incentive to retire.
9. Retiree shall not be entitled to, nor shall Retiree receive, any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.
10. The Retiree's hourly pay rate shall be based on the monthly base salary paid to the position currently performing comparable duties, divided by 173.333. District affirms that said monthly base salary is that of the District's Administrator.
11. By accepting this Agreement, Retiree certifies to District that he has not within the preceding 12-month period received unemployment insurance compensation for prior retired annuitant employment with any public employer and is in compliance with the requirement of G.C. 7522.56(e)(1).
12. District and Retiree agree that Retiree's employment as provided for by this Agreement is not as an independent contractor, consultant, or contract employee.
13. District declares that this Agreement constitutes an "appointment by the appointing power" of the District because the Retiree "has skills needed to perform work of limited duration," pursuant to G.C. 7522.56(c).
14. District acknowledges its obligation to report in my|CalPERS all the hours worked by Retiree.
15. During the term of employment, Retiree shall ensure smooth, timely, and efficient functioning of the Inverness Water System's Accounts Receivable function.

16. This Agreement shall be in effect from July 1, 2021, for a period of up to 12 consecutive calendar months. Retiree agrees that the maximum number of hours worked by Retiree during said period of effectiveness shall not exceed 960.
17. This Agreement shall not extend beyond June 30, 2022, unless extended in advance of said date by an action of the Board of Directors.
18. This Agreement may be amended only by mutual agreement of the parties.

ACCEPTANCES:

Inverness Public Utility District

Retiree

Kenneth J. Emanuels, President
Board of Directors

Wade B. Holland

Date: _____

Date: _____

Inverness Public Utility District

Extra-Help Position Work Agreement with Retired Annuitant

This Agreement is made on June 23, 2021, by and between the Board of Directors of the Inverness Public Utility District ("District") and Kaaren S. Gann ("Retiree") and shall be effective on July 1, 2021, provided said Agreement has been executed by both parties, as noted by the Acceptances below.

1. Retiree is a retired annuitant who has been receiving a service retirement pension benefit from California Public Employees' Retirement System ("CalPERS") since 2010. District contracts with California Public Employees' Retirement System for pension benefits for its employees (as a "CalPERS employer").
2. District desires to appoint the Retiree to a limited-duration extra-help position in the bookkeeper function and to provide support to the Administrator.
3. District finds that Retiree, as a former General Manager of the District, has specialized skills needed to perform the work.
4. Retiree's work for District and any other employer in the same retirement system shall under no circumstances exceed 960 hours in a fiscal year.
5. Retiree is not subject to the 180-day waiting period since retirement before returning to work for an employer in the same retirement system because Retiree retired in 2010.
6. Retiree will not be employed in a permanent full-time or part-time or regular staff position because the position the Retiree is being hired for does not currently exist.
7. Retiree was not under the applicable normal retirement age when she retired.
8. District and Retiree hereby certify that Retiree did not receive a "golden handshake" or any other employer incentive to retire.
9. Retiree shall not be entitled to, nor shall Retiree receive, any benefit, incentive, compensation in lieu of benefits, or other form of compensation in addition to the hourly pay rate.
10. The Retiree's hourly pay rate shall be based on the monthly base salary paid to the position currently performing comparable duties, divided by 173.333. District affirms that said monthly base salary is \$8034.00.
11. By accepting this Agreement, Retiree certifies to District that she has not within the preceding 12-month period received unemployment insurance compensation for prior retired annuitant employment with any public employer and is in compliance with the requirement of G.C. 7522.56(e)(1).
12. District and Retiree agree that Retiree's employment as provided for by this Agreement is not as an independent contractor, consultant, or contract employee.
13. District declares that this Agreement constitutes an "appointment by the appointing power" of the District because the Retiree "has skills needed to perform work of limited duration," pursuant to G.C. 7522.56(c).
14. District acknowledges its obligation to report in my|CalPERS all the hours worked by Retiree.
15. During the term of employment, Retiree shall ensure smooth, timely, and efficient functioning of the District's finances, bookkeeping, and accounting.
16. This Agreement shall be in effect from July 1, 2021, for a period of up to 12 consecutive calendar months. Retiree agrees that the maximum number of hours worked by Retiree during said period of effectiveness shall not exceed 440.00 unless any hours in excess of 440.00 are authorized by an action of the Board of Directors.

17. This Agreement shall not extend beyond June 30, 202, unless extended in advance of said date by an action of the Board of Directors.
18. This Agreement may be amended only by mutual agreement of the parties.

ACCEPTANCES:

Inverness Public Utility District

Retiree

Kenneth J. Emanuels, President
Board of Directors

Kaaren S. Gann

Date: _____

Date: _____



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 14

Employee Pay Rates for FY 2021/2022

Approve the proposed pay rates for FY 2021/22, which reflect a 2% reduction of the 5.28% annual change in the San Francisco Bay Area Consumer Price Index for All Urban Consumers (CPI-U).

**PROPOSED
PAY RATES FOR FY 2021/2022
3.3% CPI Increase, Effective 7/1/2021**

<i>Position (2020/21)</i>	<i>Employee</i>	<i>2020/2021 Rate</i>	<i>2021/2022 Proposed</i>
Administrator	Shelley L. Redding	\$8034.00/mo., 40 hours	\$8,299.20/mo., 40 hrs.
Chief of Operations	James K. Fox	\$8,572.72/mo., 40 hrs.	\$8,855.60/mo., 40 hrs.
Sr. Water Operator	Kenneth J. Fox	\$7,158.67/mo., 40 hrs.	\$7394.40/mo., 40 hrs
Accounts Receivable	Wade B. Holland*	\$46.35/hr., 16 hrs./wk.	\$47.88/hr., 16 hrs./wk
Bookkeeper	Kaaren S. Gann*		\$47.88/hr., 8 hrs./wk
Water Op. Trainee	Jeff McBeth	\$28.84/hr., 32 hrs./wk.	\$29.79/hr., 40 hrs wk
Water Treatment Op.	Jacob Leyva	\$28.84/hr., 32 hrs./wk	\$29.79/hr., 40 hrs wk

All employees are non-exempt hourly wage earners, except for Shelley Redding, James Fox & Ken Fox who are exempt salaried employee.

Retirement

Retirement contribution is offered after a 90-day probationary period on a pro-rata basis for PERS-eligible employees. District pays both employer and employee retirement costs.

Health Benefits

Employees who work 32 hours and over per week (or more than 1,000 hours in a fiscal year), the District pays 100% of Healthcare Benefits for Employee and their Dependents, up to the cost of CalPERS Choice for Healthcare (\$935.84 Employee, \$1871.68 Employee & 1 Dependent, \$2433.18, Employee & 2+ Dependents). If an employee chooses coverage above the cost of CalPERS Choice, the employee pays the difference in the premium cost by payroll deduction.

If an employee opts-out of health coverage and can annually demonstrate they have coverage through their spouse, or by other means, they are paid a taxable amount monthly through a Cafeteria Section 125 plan equal to 50% of the Subscriber Premium Average offered through CalPERS.

Ancillary Benefits:

- Paid sick leave accrued on a pro rata basis depending upon the number of hours worked (24 hours per calendar year is pre-loaded at the beginning of each calendar year;
- Paid vacation (0-3 months: no accrual), 3 months through 5 years: 10 days per year or 80 hours); 6 years and thereafter: 15 days per year or 120 hours); accrued on a pro rata basis depending upon the number of hours worked; can be carried over into the next calendar year; up to a maximum of 240 hours.
- 10 paid holidays.

* As retired annuitant, cannot work more than 960 hours in a fiscal year. The hours and wages are reported to CalPERS, and cannot be paid for holidays, sick time, vacation, or bonus compensation. The pay rate must be the same as that of the Administrator.



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 15

**Approve CalPERS CERBT Fund OPEB
Reimbursement for Fiscal Year 2020-2021.**



Board Agenda Item Staff Report

Subject: Retired Annuitant Health Insurance Premium Investment Strategy and Reimbursement from CERBT Fund

Meeting Date: June 23, 2021

Date Prepared: June 10, 2021

Prepared by: Shelley Redding, Administrator

Attachments: March 31, 2021 CERBT Market Value Summary; CERBT (California Employer's Retiree Benefit Trust) Investment Reimbursement Request Form

Recommended Action: Approve Reimbursement for OPEB Expenditures from CERBT Fund

The California Employer's Retiree Benefit Trust (CERBT) Fund for the Inverness Public Utility District was established in January 2012 to address the long-term liabilities associated with the District's obligation to cover Health Care expenses for retirees of the District (OPEB).

Since 2012, the district has invested \$306,000 into the fund from 2012-2013. The fund has accrued interest since fiscal year 2012-2013 (less administrative fees) through March 2021 of \$233,192.63. At the end of March 2021, the fund balance was reported as \$539,192.63. The Inverness Public Utility District had a liability valuation at June 2020 of \$1,054,421 for OPEB, which means that the district is currently at a 51% funded status for the liability. The current fiscal year (through March 2021) shows interest accrued of \$61,501.51 (less administrative fees).

Staff recommends approval to submit a request for reimbursement from the fund to offset the expenses for retiree benefits paid during the current fiscal year of \$39,983.88. Below is the summary of the expenses:

FY20/21 Retiree Health Insurance thru CalPERS

	2019			2020			Totals	
	District	Fire	Water	District	Fire	Water		
Holland	2,036.58			1,946.88			3,983.46	Kaiser Medicare Part B
Meszaros		2,036.58			1,946.88		3,983.46	Kaiser Medicare Part B
Gann	2,036.58			1,946.88			3,983.46	Kaiser Medicare Part B
McMorrow	13,434.42			14,599.08			28,033.50	PERS Choice + 3
Subtotal	17,507.58	2,036.58	-	18,492.84	1,946.88	-	39,983.88	

It should also be noted that this analysis is subject to change due to interest rates and additional participation from future retirements. It is recommended that this be reviewed annually for adjustments.



California Public Employees' Retirement System
 CERBT / OPEB
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

California Employer's Retiree Benefit Trust Disbursement Request

To request a disbursement from your California Employers' Retiree Benefit Trust (CERBT) employer account, please complete this form (see page 3 for instructions).

Employer Information	
Employer Name	Inverness Public Utility District
CERBT Account Number	SKB7-1929220653
Street Address 1	50 Inverness Way
Street Address 2	
City/State/Zip Code	Inverness, CA 94937

Disbursement Request Information		
OPEB Provider	OPEB Cost Paid	Payment Period
Kaiser	11,950.38	7/1/2020 - 6/30/2021
CalPERS Pers Choice	28,033.50	7/1/2020 - 6/30/2021
Total CERBT Disbursement Requested	\$ 39,983.88	XXXXXXXXXXXXXXXXXXXX

Employer understands disbursements from the Prefunding Plan are governed by the terms of the *Agreement and Election to Prefund Other Post-Employment Benefits (Agreement)*. Authority to request disbursements has been delegated by the governing board of the agency to the undersigned.

The undersigned is/are authorized to request disbursements, under the terms of the *Agreement* from the CERBT. The undersigned certifies the payment information provided above is accurate, and reimbursement requested is for other post-employment benefit costs paid by the employer. **For amounts of then thousand dollars (\$10,000) or more, signatures of two authorized employer representatives are required.** Reimbursement for expenses related to periods prior to July 1 can only be made if a properly executed disbursement request is received by CalPERS on or before July 31. After July 31, reimbursements can only be made for current fiscal year expenses (incurred on or after July 1) regardless of the employer's fiscal year end date.

Authorized Employer Representative Printed Name: Kenneth J. Emanuels

Signature: _____ Title: President, Board of Directors Date: _____

Telephone Number: (415) 669-1414 Email Address: admin@invernesspud.org

Authorized Employer Representative Printed Name: Kathryn Donoue

Signature: _____ Title: Treasurer, Board of Directors Date: _____

Telephone Number: (415) 669-1414 Email Address: admin@invernesspud.org

Mail Completed CERBT Disbursement Request to the following address:

CalPERS
 CERBT/OPEB
 PO Box 1494
 Sacramento, CA 95812-1494

In addition, please email an electronic copy of this form to CERBT4U@calpers.ca.gov to ensure timely processing of your disbursement.

For CERBT Use Only	
Received by CERBT	CERBT Contract Effective Date
Confirmed Authorized Employer Representative	OPEB Retiree Cost Amounts Reviewed
CalPERS Approved By	Approval Date
For FINO Use Only	
FINO Approved By	FINO Approval Date
Claim Schedule Number	Claim Schedule Date

Instructions

1. Enter the name of the employer and its business address.
2. Report the name of the payee (service provider or other) to which payments for other post-employment benefits (OPEB) were made by the employer. Record the total OPEB payments made to the OPEB Provider (see example below). Trust disbursements can be made only for OPEB costs in accordance with the terms of the *Agreement and Election to Pre-Fund Other Post-Employment Benefits Through CalPERS* (Agreement). The payment period cannot pre-date the effective date of the Agreement.

Disbursement Request Information		
OPEB Provider	OPEB Cost Paid	Payment Period
Blue Shield	\$151,368	July 2011 – June 2012
Delta Dental	\$27,842	Jan 2012 – June 2012
Total CERBT Disbursement Requested	\$179,210	XXXXXXXXXXXXXXXXXXXX

3. The form must be signed by incumbents of positions authorized to request CERBT disbursements. These positions are named in the *Delegation to Request Disbursements* on file with CalPERS. For amounts of ten thousand (\$10,000) or more, two signatures are required.
4. Disbursements will be made payable to the employer and sent to the employer’s business address on record with CalPERS, attention of an authorized employer representative who signed this Disbursement Request. Disbursement requests that satisfy the Agreement and are received on or after the 1st of the month will be processed the following month.
5. Disbursements related to the prior fiscal year (July through June) must be presented to CalPERS by July 31 of each year and will be accrued if the disbursement request is received before July 31. After July 31, no reimbursements can be made for periods before July of the current fiscal year.
6. Disbursements for Implicit Subsidy amounts must be supported by an actuarial valuation (or AMM report) or addendum certified by your actuary showing the calculated implied subsidy amount for the period.



Market Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Balance	\$538,855.90	\$478,034.69
Contribution	0.00	0.00
Disbursement	0.00	0.00
Transfer In	0.00	0.00
Transfer Out	0.00	0.00
Investment Earnings	463.94	61,501.51
Administrative Expenses	(65.41)	(190.38)
Investment Expense	(61.80)	(153.19)
Other	0.00	0.00
Ending Balance	\$539,192.63	\$539,192.63
FY End Contrib per GASB 74 Para 22	0.00	0.00
FY End Disbursement Accrual	0.00	0.00
Grand Total	\$539,192.63	\$539,192.63

Unit Value Summary:

	QTD Current Period	Fiscal Year to Date
Beginning Units	26,388.653	26,388.653
Unit Purchases from Contributions	0.000	0.000
Unit Sales for Withdrawals	0.000	0.000
Unit Transfer In	0.000	0.000
Unit Transfer Out	0.000	0.000
Ending Units	26,388.653	26,388.653
Period Beginning Unit Value	20.419969	18.115145
Period Ending Unit Value	20.432728	20.432728

Please note the Grand Total is your actual fund account balance at the end of the period, including all contributions per GASB 74 paragraph 22 and accrued disbursements. Please review your statement promptly. All information contained in your statement will be considered true and accurate unless you contact us within 30 days of receipt of this statement. If you have questions about the validity of this information, please contact CERBT4U@calpers.ca.gov.

Statement of Transaction Detail for the Quarter Ending 03/31/2021

Inverness Public Utility District

Entity #: SKB7-1929220653



Date	Description	Amount	Unit Value	Units	Check/Wire	Notes
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Client Contact:
CERBT4U@CalPERS.ca.gov



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 16

Adopt and Approve Amended Fiscal Year 2020-2021 Budget



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Fiscal Year 2020-2021 Budget Amendment
Meeting Date: June 23, 2021
Date Prepared: June 19, 2021
Prepared by Shelley Redding, Administrator
Attachments: FY 20/21 Amended Budget

Recommended Action: Approve Budget Amendments for current fiscal Year

The current fiscal year has had many changes to the budget. A budget revision was presented and approved by your Board in March 2021, however there were significant changes to both revenue and expenses that prompted another budget revision for the current fiscal year.

Of special note were the increased number of applications received for new service connections to the water system, when the typical budget would only represent one connection. Additionally, the Excess ERAF budget amount, which was advised by the Marin County Finance Department, was above the budgeted amount. Additionally, the actual Measure W TOT Income anticipated in the budget was less and there is a reduction of water usage revenue because of the effective response by water system customers to the District's request for conservation.

The adjustments to the expenditures are mostly to align with actual expenses. There were increases in costs for utilities, vehicle repairs, Health Insurance Enrollment changes and increased staff costs for the water system operations and administrative costs associated with the water shortage emergency, the Tenney Tank project, added bookkeeping and reporting associated with State Agencies, County Agencies, annual audit reporting, and community engagement.

	Approved Revised FY 20/21 Budget 3.24.2021					Budget Revision 6/23/2021					Adjustment Notes
	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	
Income						Income					
600 Taxes Income						600 Taxes Income					
600-01 Ad Valorem Property Taxes	441,110	441,110				600-01 Ad Valorem Property Taxes	475,000	475,000			Increased from 441k to projected actuals
600-02 Special Fire Assessment (Restricted)	75,385		75,385			600-02 Special Fire Assessment (Restricted)	76,000		76,000		Increased from 75k to projected actuals
600-03 TOT Taxes (Meas. W) Restricted	35,000		35,000			600-03 Excess ERAF	114,623	114,623			Increased from 100k to actuals
600-04 MWPA Defensible Space Program	20,334		20,000			Total Taxes Income	665,623	589,623	76,000	-	
600-05 MWPA Local Specific Prevention Pr	20,334		20,000								
600-06 Excess ERAF	100,000	100,000				650 Other Agency Income					
Total Taxes Income	692,163	541,110	150,385	0		650-01 TOT (Measue W) Rev. (Restricted)	26,657		26,657		Reduced from 35k to actuals for June '20 to Dec '20
						650-02 MWPA Defensible Space Program	20,000		20,000		
						650-03 MWPA Local Specific Prevention	20,000		20,000		
						Total Other Agency Income	66,657	-	66,657		
700 Water Charges						700 - Water Charges					
700-01 Basic Charge	452,100		452,100			700-01 Basic Charge	452,100		452,100		
700-02 Usage Charges	108,400		108,400			700-02 Usage Charges	88,773		88,773		Reduced to reflect water conservation impact
700-03 Cross Connection Fees	1,300		1,300			700-03 Cross Connection Fees	1,300		1,300		
700-04 Misc Charges	1,000		1,000			700-04 Misc Charges	1,000		1,000		
700-05 Uncollectibles	-1,400		-1,400			700-05 Uncollectibles	0		0		removed negative figure
Total Water Revenue	561,400	0	0	561,400		Total Water Revenue	543,173		543,173		
710 Miscellaneous Income						710 Miscellaneous Income					
710-01 Customer Work Overhead	500		500			710-01 Customer Work Overhead	500		500		
710-02 Other Income	3,100	1,800	800	500		710-02 Other Income	2,650	1,800	800	50	Reduced
710-03 WMES (Burton Funds) (Restricted)	7,490		7,490			710-03 WMES (Burton Funds) (Restricted)	7,490		7,490		
710-04 Merchandise Sales	15		15			710-04 Merchandise Sales	15		15		
710-05 Chipper Day Income	3,560		3,560			710-05 Chipper Day Income	3,560		3,560		
710-06 New Service Connection Fee	7,700		7,700			710-06 New Service Connection Fee	38,800		38,800		Increased from 7700 to actuals
710-07 Interest Income	12,000	12,000				710-07 Interest Income	6,300	4,500	1,800		Increased both to estimated actuals
Total Miscellaneous Income	34,365	13,800	11,865	8,700		Total Miscellaneous Income	59,315	6,300	11,865	41,150	
Total Income	1,287,928	554,910	162,250	570,100	0	Total Income	1,334,768	595,923	154,522	584,323	Increased Total Income Approx 65K

Approved Revised FY 20/21 Budget 3.24.2021

Budget Revision 6/23/2021

District (General Fund) Fire Water (Enterprise Fund) Reserves

Combined District (General Fund) Fire Water (Enterprise Fund) Reserves

Adjustment Notes

Expense

Approved Revised FY 20/21 Budget 3.24.2021					Budget Revision 6/23/2021							
District (General Fund) Fire Water (Enterprise Fund) Reserves					Combined District (General Fund) Fire Water (Enterprise Fund) Reserves							
					Adjustment Notes							
810 Personnel Costs					810 Personnel Costs							
810-01	Management	211,204	96,408	57,398	57,398	810-01	Management	211,204	96,408	57,398	57,398	
810-02	Operations Personnel	155,461		33,872	121,589	810-02	Operations Personnel	238,322		36,000	202,322	Increased Staff Hours for water/actuals for fire to 4/30/21
810-03	Administrative Personnel	25,740		0	25,740	810-03	Administrative Personnel	42,500	12,500	0	30,000	Increased Staff Hours for Administrative
810-04	Employer Payroll Taxes	37,423	8,297	6,829	22,297	810-04	Employer Payroll Taxes	37,423	8,297	6,829	22,297	
810-05	Staff Volunteer Wages	1,000		1,000		810-05	Staff Volunteer Wages	500		500		Decreased
810-06	Duty Officer	3,000		3,000		810-06	Duty Officer	2,500		2,500		Decreased
810-07	Health Insurance Premiums	121,351	41,222	15,983	64,146	810-07	Health Insurance Premiums	128,500	38,000	30,000	60,500	Decreased/Increased to Actuals based on enrollments
810-08	Retirement Premiums	73,469	13,962	19,256	40,251	810-08	Retirement Premiums	65,256	11,000	19,256	35,000	Decreased
810-09	Unfunded Accrued Liability	26,613	164	10,116	16,333	810-09	Unfunded Accrued Liability	26,613	164	10,116	16,333	
810-10	Accrued Vacation	15,550	3,600	7,499	4,452	810-10	Accrued Vacation	15,550	3,600	7,499	4,452	
810-11	Workers Comp Insurance	20,244	597	5,035	14,612	810-11	Workers Comp Insurance	19,204	515	7,620	11,069	Decreased to Actuals
Total Personnel Costs		691,055	164,250	159,988	366,818	Total Personnel Costs		787,572	170,484	177,718	439,371	
830 Dispatch & Communications					830 Dispatch & Communications							
830-01	Radio/Pager Repair	1,000		1,000		830-01	Radio/Pager Repair	500		500		Decreased
830-02	Commo Supplies	7,000		7,000		830-02	Commo Supplies	7,000		7,000		
830-03	MERA Operations	10,431		10,431		830-03	MERA Operations	10,431		10,431		
830-04	MERA Bonds	11,978		11,978		830-04	MERA Bonds	11,978		11,978		
830-05	MERA New Financing	1,121		1,121		830-05	MERA New Financing	1,121		1,121		
Total Dispatch & Communications		31,530	0	31,530	0	Total Dispatch & Communications		31,030	0	31,030	0	
833 Collection & Treatment					833 Collection & Treatment							
833-01	Chemicals	6,500			6,500	833-01	Chemicals	5,000			5,000	Decreased due to credit on account
Total Collection & Treatment		6,500	0	0	6,500	Total Collection & Treatment		5,000	0	0	5,000	
835 Lab & Monitoring					835 Lab & Monitoring							
835-01	BacT & Raw Samples	4,500			4,500	835-01	BacT & Raw Samples	4,000			4,000	Decreased
835-02	Periodic Samples	5,300			5,300	835-02	Periodic Samples	3,200			3,200	Decreased
835-03	Lead & Copper	1,000			1,000	835-03	Lead & Copper	855			855	Decreased to actual
Total Lab & Monitoring		10,800	0	0	10,800	Total Lab & Monitoring		8,055	0	0	8,055	
840 Maintenance & Utilities					840 Maintenance & Utilities							
840-01	Equipment Maint	3,600	500	2,000	1,100	840-01	Equipment Maint	3,000	500	1,500	1,000	Decreased
840-02	Building Maint	7,100		6,000	1,100	840-02	Building Maint	4,200		3,500	700	Decreased
840-03	Grounds Maint	1,000		1,000		840-03	Grounds Maint	2,600		1,300	1,300	Decreased Fire/Increased Water
840-04	Tank Maintenance	1,000			1,000	840-04	Tank Maintenance	300			300	Decreased
840-05	Collection & Treatment Maintenance	9,300			9,300	840-05	Collection & Treatment Maintenance	8,000			8,000	Decreased
840-06	Distribution System Maintenance	10,700			10,700	840-06	Distribution System Maintenance	7,000			7,000	Decreased
840-07	Collection & Treatment Utilities	35,000			35,000	840-07	Collection & Treatment Utilities	38,000			38,000	Increased
840-08	Distribution System Utilities	1,500			1,500	840-08	Distribution System Utilities	1,500			1,500	
840-09	Firehouse Utilities	5,200		5,200		840-09	Firehouse Utilities	5,200		5,200		
84-0-10	SCADA Maintenance	5,000			5,000	84-0-10	SCADA Maintenance	5,000			5,000	
Total Maintenance & Utilities		79,400	500	14,200	64,700	Total Maintenance & Utilities		74,800	500	11,500	62,800	

Approved Revised FY 20/21 Budget 3.24.2021					Budget Revision 6/23/2021							
	District (General Fund)		Water (Enterprise Fund)		Reserves		Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Adjustment Notes
	Combined	Fund	Fire	Reserves								
843 Fire Prevention												
843-01 Public Education and Awareness	500	0	500	0			843-01 Public Education and Awareness	500	0	500	0	
843-02 Chipper Day Expenses	6,583	0	6,583				843-02 Chipper Day Expenses	6,583	0	6,583		
Total Fire Prevention	7,083	-	7,083	-			843-03 MWPA Defensible Space	3,800		3,800		Added amounts for current Fiscal year
							843-04 MWPA Local Projects	1,000		1,000		Added amounts for current Fiscal year
							Total Fire Prevention	11,883	-	11,883	-	
844 Storage & Distribution												
844-01 Telemetry	2,900			2,900			844-01 Telemetry	2,900		2,900		
844-02 Cross Connect Maintenance	1,200			1,200			844-02 Cross Connect Maintenance	1,200		1,200		
844-03 Miscellaneous	3,000			3,000			844-03 Miscellaneous	2,040		2,040		Decreased
Total Storage & Distribution	7,100	0	0	7,100			Total Storage & Distribution	6,140	0	6,140	0	
845 Supplies and Inventory												
845-01 Supplies and Inventory	10,500	1,500	3,000	6,000			845-01 Supplies and Inventory	9,500	1,500	3,000	5,000	Decreased
845-02 Personal Protective Equipment	10,800	300	10,000	500			845-02 Personal Protective Equipment	7,990		7,490	500	Decreased
845-03 Resale Merchandise			0				845-03 Resale Merchandise	2,400		2,400		Added an amount for this year
Total Supplies and Inventory	21,300	1,800	13,000	6,500			Total Supplies and Inventory	19,890	1,500	12,890	5,500	
850 Training												
850-01 Volunteer Training	2,000		2,000				850-01 Volunteer Training	2,000		2,000		
850-02 Certification and Courses	2,000		1,000	1,000			850-02 Certification and Courses	453		143	310	Decreased to actuals
850-03 Volunteer Appreciation	1,650		1,650				850-03 Volunteer Appreciation	1,650		1,650		
840-04 Volunteer Wages	3,000		3,000				840-04 Volunteer Stipends	2,150		2,150		Decreased to actuals
840-05 Volunteer Insurance	4,644		4,644				840-05 Volunteer Insurance	4,644		4,644		
Total Training	13,294	0	12,294	1,000			Total Training	10,897	0	10,587	310	
860 Vehicle Operations												
860-01 Gas & Oil	10,000	0	5,000	5,000			860-01 Gas & Oil	10,000	0	5,000	5,000	
860-02 Repairs and Service	8,000	0	6,000	2,000			860-02 Repairs and Service	6,500	0	1,000	5,500	Decreased Fire/Increased Water
Total Vehicle Operations	18,000	0	11,000	7,000			Total Vehicle Operations	16,500	0	6,000	10,500	
870 Administration												
870-01 Telephone, Internet, Cable	4,700	3,000	1,700				870-01 Telephone, Internet, Cable	4,500	2,600	1,700	200	Moved expenses to water for cell phones
870-02 Dues & Publications	7,336	4,500	836	2,000			870-02 Dues & Publications	7,336	4,500	836	2,000	
870-03 Insurance	32,704		15,000	17,704			870-03 Insurance	32,704		15,000	17,704	
870-04 Financial Reporting/Audit	14,000	7,300	3,400	3,300			870-04 Financial Reporting/Audit	15,344	9,500	2,922	2,922	Increased/Decreased to actuals (Inc. Accounting Consult)
870-05 Office Supplies, Postage	5,800	5,500	100	200			870-05 Office Supplies, Postage	5,800	5,500	100	200	
870-06 Banking Charges	10,000		10,000				870-06 Banking Charges	10,000	10,000			
870-07 Legal and Attorneys	20,000	20,000					870-07 Legal and Attorneys	20,000	20,000			Estimated for year with increased Legal Reviews
870-08 Board & Election Expenses	250	250					870-08 Board & Election Expenses	425	425			Increased
870-09 Travel, Meetings, Training	425		425				870-09 Travel, Meetings, Training	425		425		
870-10 Public Relations & Outreach	4,500	2,000		2,500			870-10 Public Relations & Outreach	6,000	3,500	1,000	1,500	Increased for signs, decreased water to estimated actuals
870-11 IT Support	3,000	3,000					870-11 IT Support	2,000	2,000			Decreased to actuals
870-12 Billing & Collections	8,000	0	0	8,000			870-12 Billing & Collections	8,000	0	0	8,000	
870-13 Disaster Council	2,400		2,400				870-13 Disaster Council	2,800		2,800		Increased for added expenses to be reimbursed
870-14 Miscellaneous	1,500	500	500	500			870-14 Miscellaneous	100	50	0	50	Decreased
870-15 Other Agency Assessments	7,014	608		6,406			870-15 Other Agency Assessments	4,014	608		3,406	Decreased
Total Administration	121,629	57,083	23,936	40,610			870-16 Property Tax Admin Fees	7,866	7,866			New Account Added
							Total Administration	127,314	66,974	24,358	35,982	
Total Expenses	1,007,691	223,633	273,031	511,028			Total Expenses	1,099,081	239,458	285,966	573,658	-
Ordinary Net Income/Loss	280,237	331,277	-110,781	59,072	0		Ordinary Net Income/Loss	235,687	356,465	(131,444)	10,665	-



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 17

**Adopt and Approve Fiscal Year 2021-2022
Budget**

			21/22 Budget Draft				Budget Notes
			Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves
Income							
600 Taxes Income							
	600-01	Ad Valorem Property Taxes	494,502	494,502			Based on Approp Limit
	600-02	Special Fire Assessment (Restricted)	76,000		76,000		Based on 20/21 Amount
	600-06	Excess ERAF	100,000	100,000			Conservative with unclear impacts
	Total Taxes Income		670,502	594,502	76,000	0	
650 Restricted Revenue							
	650-01	TOT Taxes (Meas. W) Restricted	75,000		75,000		Estimate for Jan - June 2021, Jul-Dec 2021
	600-02	MWPA	20,000		20,000		Estimate for 2021/2022 Disbursement
	600-03	MWPA	20,000		20,000		Estimate for 2021/2022 Disbursement
	Total Restricted Revenue		115,000	0	115,000	0	
700 - Water Charges							
	700-01	Basic Charge	452,100			452,100	Rate remains the same
	700-02	Usage Charges	68,126			68,126	20% decrease for conservation
	700-03	Cross Connection Fees	1,300			1,300	Rate remains the same
	700-04	Misc Charges	1,000			1,000	
	700-05	Uncollectibles					
	Total Water Revenue		522,526	0	0	522,526	0
710 Miscellaneous Income							
	710-01	Customer Work Overhead	500			500	
	710-02	Other Income	3,200	2,000	700	500	
	710-03	WMES (Burton Funds) (Restricted)	7,490		7,490		Annual amount unchanged
	710-04	Merchandise Sales	500		500		After distribution of T-shirts to volunteers
	710-05	Chipper Day Income	0		0		Covered under MWPA Expenses
	710-06	New Service Connection Fee	7,800			7,800	
	710-07	Interest Income	6,000	6,000			Increased for potential Interest rate inc.
	710-08	CERBT OPEB Reimbursement	41,026	41,026			To be booked as an A/R at year end
	Total Miscellaneous Income		66,516	49,026	8,690	8,800	
	Total Income		1,374,544	643,528	199,690	531,326	
Expense							
810 Personnel Costs							
	810-01	Management	205,858	99,590	53,134	53,134	Keeping J Fox as Chief of Ops 40 hrs/wk
	810-02	Operations Personnel	218,884			218,884	Ops. Projections as of year end 20/21
	810-03	Administrative Personnel	39,836	33,612	0	6,224	Added Bookkeeping 8 hrs/wk
	810-04	Employer Payroll Taxes	35,064	10,190	4,065	20,809	
	810-05	Staff Volunteer Wages	1,000		1,000		
	810-06	Duty Officer	5,000		5,000		Expanding role to Volunteers
	810-07	Health Insurance Premiums	63,381	5,508	11,455	46,418	Estimated with 4.5% increase Jan - June
	810-08	Retirement Premiums	46,384	14,423	0	31,961	Estimated based on payroll
	810-09	Unfunded Accrued Liability	33,411	628	12,434	20,349	Actuals
	810-10	Accrued Vacation	15,550	3,600	7,499	4,452	Estimated
	810-11	Workers Comp Insurance	10,603	472	2,551	7,579	Actuals for 21/22 (not incl Volunteers)
	810-12	Retiree Health Benefits	41,026	41,026			To be reimbursed from CERBT
	Total Personnel Costs		715,996	209,049	97,137	409,810	
830 Dispatch & Communications							
	830-01	Radio/Pager Repair	500		500		
	830-02	Commo Supplies	7,000		7,000		
	830-03	MERA Operations	10,431		10,431		Actuals
	830-04	MERA Bonds	11,978		11,978		Actuals
	830-05	MERA New Financing	1,121		1,121		Actuals
	Total Dispatch & Communications		31,030	0	31,030	0	
833 Collection & Treatment							
	833-01	Chemicals	5,000			5,000	
	Total Collection & Treatment		5,000	0	0	5,000	
835 Lab & Monitoring							
	835-01	BacT & Raw Samples	4,500			4,500	Estimated with increased costs
	835-02	Periodic Samples	4,000			4,000	Estimated with increased costs/schedule
	835-03	Lead & Copper	1,000			1,000	Estimated with increased costs
	Total Lab & Monitoring		9,500	0	0	9,500	

			Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	
840 Maintenance & Utilities								
	840-01	Equipment Maint	2,500	1,000	1,000	500		
	840-02	Building Maint	4,000	500	3,000	500		Firehouse Maintenance/Storage Bldgs
	840-03	Grounds Maint	800		800			Gardening
	840-04	Tank Maintenance	5,700			5,700		Incl Seahaven Cathodic Protection \$5k
	840-05	Collection & Treatment Maintenance	8,000			8,000		
	840-06	Distribution System Maintenance	7,000			7,000		
	840-07	Collection & Treatment Utilities	36,000			36,000		
	840-08	Distribution System Utilities	1,500			1,500		
	840-09	Firehouse Utilities	5,200		5,200			
	84-0-10	SCADA Maintenance	2,000			2,000		
	Total Maintenance & Utilities		72,700	1,500	10,000	61,200		
843 Fire Prevention								
	843-01	Public Education and Awareness	500	0	500			For Emergency preparedness
	843-02	Chipper Day Expenses	0	0	0			To be expenses under MWPA Projects
	843-03	MWPA Defensible Space	20,000		20,000			MWPA Inspections by Co. Fire?
	843-04	MWPA Local Projects	16,200		16,200			For evacuation route clearing, signage
	Total Fire Prevention		36,700	-	36,700	-		
844 Storage & Distribution								
	844-01	Telemetry	2,900			2,900		Increased for cell phone notifications
	844-02	Cross Connect Maintenance	1,200			1,200		
	844-03	Miscellaneous	2,000			2,000		
	Total Storage & Distribution		6,100	0	0	6,100		
845 Supplies and Inventory								
	845-01	Supplies and Inventory	14,500	1,500	3,000	10,000		Incl Utility crane for Water Vehicle
	845-02	Personal Protective Equipment	8,290	300	7,490	500		
	845-03	Resale Merchandise	1,000		500	500		
	845-04	Uniforms	1,000		500	500		For Staff uniforms
	Total Supplies and Inventory		24,790	1,800	11,490	11,500		
850 Training								
	850-01	Volunteer Training	2,500		2,500			Increased with resuming in person trngs
	850-02	Certification and Courses	4,000		3,000	1,000		Continue with courses for staff certification
	850-03	Volunteer Appreciation	2,000		2,000			
	840-04	Volunteer Stipends	3,000		3,000			for training, drills and fire response
	840-05	Volunteer Insurance	4,623		4,623			Actual charge for Workers Comp Ins.
	Total Training		11,500		10,500	1,000		
860 Vehicle Operations								
	860-01	Gas & Oil	10,500		5,000	5,500		Increased gas prices
	860-02	Repairs and Service	6,000		3,000	3,000		Estimates
	Total Vehicle Operations		16,500		8,000	8,500		
870 Administration								
	870-01	Telephone, Internet, Cable	4,800	3,100	1,100	600		Cell Phones for Ops Staff
	870-02	Dues & Publications	5,800	4,000	500	1,300		Mememrships
	870-03	Insurance	28,327		15,580	12,747		Prop.&Liability for 21/22
	870-04	Financial Reporting/Audit	10,400	6,400	2,000	2,000		Contracted amount
	870-05	Office Supplies, Postage	5,800	5000	500	300		Postage increase
	870-06	Banking/Payroll Charges	11,000	11,000				Anticipated increases in fees
	870-07	Legal and Attorneys	14,000	14,000				Prop 218, rationing, ongoing legal review
	870-08	Board & Election Expenses	800	800				
	870-09	Travel, Meetings, Training	2,500	1,000	1,000	500		
	870-10	Public Relations & Outreach	5,000	5,000				Website/Email outreach,
	870-11	IT Support	2,200	2,200				
	870-12	Billing & Collections	9,000	0	0	9,000		Anticipate increase in fees
	870-13	Disaster Council	3,600		3,600			Expanded role of IDC Coordinator?
	870-14	Miscellaneous	125	75	25	25		
	870-15	Other Agency Assessments	6,784		378	6,406		SWRCB, MC Fire Chiefs
	870-16	County Tax Admin Fees	8,000		1,000	7,000		Cost charged for admin by County
	Total Administration		118,136	52,575	25,683	39,878		
Debt Service								
	Interest					33,000		Estimate for 1st payment Tenney Tank

Inverness PUD
Proposed 2020/2021
Budget

					Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	
				Principal						
				Total Debt Service	-	-	-	33,000		
				Total Expenses	1,047,952	264,924	230,540	585,488		
				Ordinary Net Income/Loss	326,592	378,604	-30,850	-54,162		
				Interfund Allocation						
			997-01	Allocation from District to Water		-54,162		54,162		
			997-02	Allocation from Water to District						
			997-03	Allocation from District to Fire		-30,850	30,850			
			997-04	Allocation from Fire to District						
			998-01	From Water to Reserves						
			998-02	From Fire to Reserves						
			998-03	From District to Reserves		-293,592			293,592	
			Net			0	0	0	293,592	



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 18

Review and Approve Expenditures

- **May 2021 Expenditures**
- **May 2021 Credit Card Charges**

Inverness PUD
Monthly Expense Ledger Report
May 2021

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
May 21					
	05/04/2021	ACH	Paychex	Payroll Processing Fee	-40.00
	05/05/2021	14108	Amazon Business	Account A10CPJEJGNVN6Y Toner/Supplies	-207.17
	05/05/2021	14109	Building Supply Center	Supplies	-919.69
	05/05/2021	14110	Employment Development Department	UI Benefit Charge 925-0219-4	-1,693.50
	05/05/2021	14111	Good & Clean, Inc.	Janitorial Services - April	-220.00
	05/05/2021	14112	Grainger	Account # 836141895	-60.20
	05/05/2021	14113	Hach Company	Water Treatment Supplies	-146.90
	05/05/2021	14114	Horizon Cable TV Inc.	005-003907	-90.79
	05/05/2021	14115	Inverness Gardening Service	Colby Tank Tree Removal - Hazard	-2,600.00
	05/05/2021	14116	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-67.08
	05/05/2021	14117	L. N. Curtis & Sons	Tools	-197.59
	05/05/2021	14118	Pace Supply Corp.	Customer# 09035-00	-379.42
	05/05/2021	14119	Quill Corporation	Account # 645751	-43.19
	05/05/2021	14120	Streamline	May 2021 Website w/Engage	-260.00
	05/05/2021	14121	U. S. Bank Corporate Payment Systems	Managing Account 4246 0445 5577 0662	-1,054.65
	05/05/2021	EFT	CalPERS Health	May 2021 Health	-11,815.71
	05/05/2021	ACH	Bank of America	April 2021 Analysis Charge	-111.03
	05/06/2021	14122	Piazza Construction	Inverness Way Mole Service	-1,152.00
	05/10/2021	Auto	Diversified Technology	Billing Service	-684.00
	05/13/2021	ACH	PG&E	Account 9408018479-2	-2,637.11
	05/14/2021	AJE#13		Payroll Taxes 4/26/21 - 5/10/21	-6,288.35
	05/14/2021	AJE#13		Direct Deposit 4/26/21 - 5/10/21	-14,492.90
	05/14/2021	EFT	Paychex	Payroll Processing Fee	-179.70
	05/14/2021	EFT	CPS DES	AR BOX	-1.04
	05/19/2021	Credit	H2O Customers	Autopay refused payment	-155.00
	05/21/2021	14124	AT&T CalNet	VOID: Office Facsimilie Line	0.00
	05/21/2021	14125	Ben Moseley	Reimbursement - Supplies	-31.46
	05/21/2021	14126	Brelje and Race Laboratories, Inc.	VOID: Invoice error - reissued 6/2/2021	0.00
	05/21/2021	14127	Cheda's Garage	2000 Chevy	-961.86
	05/21/2021	14128	CORE	April 2021 services	-210.00
	05/21/2021	14129	Hach Company	Water Treatment Supplies	-228.27
	05/21/2021	14130	Harrington Industrial Plastics	042985	-662.49
	05/21/2021	14131	Inverness Gardening Service	Colby Tank Tree Removal - Hazard	-2,500.00
	05/21/2021	14132	Marin County Tax Collector	Customer # 21543	-686.67
	05/21/2021	14133	Quill Corporation	Account # 645751	-60.60
	05/21/2021	14134	R.J. Ricciardi, Inc., CPAs	Audit FY 2019-2020 Billing through April 2021	-1,460.00
	05/21/2021	14135	Riley F. Hurd III	General district matters	-680.00
	05/21/2021	14136	Special District Risk Management Authorit	Mbr# 6853 FY 2021 Workers Comp	-13,984.40
	05/21/2021	14137	Streamline	March 2021 Website w/Engage	-260.00
	05/21/2021	14138	Verizon Wireless	Account 942336110-00001	-163.38
	05/21/2021	14123	Void		0.00
	05/24/2021	EFT	CalPERS - Retirement	April 2021 Retirement premium	-5,051.94
	05/28/2021	14140	Eubank {DO}, Burton	Payroll	-69.26
	05/28/2021	14141	David Briggs	90 Blackberry structure fire	-100.00
	05/28/2021	14142	Fox, Thomas	90 Blackberry structure fire	-100.00
	05/28/2021	14143	Grainger	Account # 836141895	-390.74
	05/28/2021	14144	Meszaros, Michael	90 Blackberry structure fire	-100.00
	05/28/2021	14145	Piazza Construction	Tenney Tank Progress Billing No. 1	-32,336.52

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06/10/21

Accrual Basis

Inverness PUD
Monthly Expense Ledger Report
May 2021

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
05/28/2021	14146	Pitts, Roy	90 Blackberry structure fire	-100.00
05/28/2021	EFT	AT&T U-verse	139584573 May 2021	-69.55
05/28/2021	EFT	Paychex	Payroll Processing Fee	-184.65
05/28/2021	14147	AT&T CalNet	Telephone, Telemetry	-464.74
05/28/2021	14148	Marin County Tax Collector	Customer # 21543	-913.64
05/28/2021	14139	Eubank, Burton	90 Blackberry Volunteer Stipend 2/22/2021	-100.00
05/28/2021	AJE#14	Eubank, Burton	Manual Check	-69.26
05/28/2021	AJE#14	Eubank, Burton	Payroll Taxes 5/11/21 - 5/25/21	-6,936.19
05/28/2021	AJE#14	Eubank, Burton	Direct Deposit 5/11/21 - 5/25/21	-15,516.43
05/31/2021	AJE#15R		Reverse of GJE AJE#15 -- To match auditor's ...	737.00
May 21				-129,152.07

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06/07/21

Inverness PUD Reconciliation Summary

XX-6591 · Fox, Jim - Cal Card, Period Ending 05/22/2021

	<u>May 22, 21</u>
Beginning Balance	812.23
Cleared Transactions	
Charges and Cash Advances - 6 items	-296.55
Payments and Credits - 1 item	812.23
Total Cleared Transactions	<u>515.68</u>
Cleared Balance	<u>296.55</u>
Register Balance as of 05/22/2021	296.55
New Transactions	
Payments and Credits - 1 item	296.55
Total New Transactions	<u>296.55</u>
Ending Balance	<u>0.00</u>

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06/07/21

Inverness PUD
Reconciliation Detail
XX-6591 · Fox, Jim - Cal Card, Period Ending 05/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								812.23
Cleared Transactions								
Charges and Cash Advances - 6 items								
Credit Card Charge	04/29/2021		Palace Market	Drill & supplies	X	850-01 · Volunteer Training	-101.12	-101.12
Credit Card Charge	04/29/2021		Olema Campground	Propane for F3	X	840-07 · Collection-Treatment Util...	-61.65	-162.77
Credit Card Charge	05/05/2021		Amazon	Supplies	X	870-05 · Office Supplies, Postage...	-31.13	-193.90
Credit Card Charge	05/10/2021		Palace Market	Drill & supplies	X	850-01 · Volunteer Training	-57.66	-251.56
Credit Card Charge	05/10/2021		Inverness Park Market	Supplies	X	850-01 · Volunteer Training	-20.00	-271.56
Credit Card Charge	05/17/2021		Adobe	Adobe Acrobat Pro Softwar...	X	870-05 · Office Supplies, Postage...	-24.99	-296.55
Total Charges and Cash Advances							-296.55	-296.55
Payments and Credits - 1 item								
Bill	04/22/2021	XX-65...	U. S. Bank Corporate Pay...	XX-6591	X	20000 · Accounts Payable	812.23	812.23
Total Cleared Transactions							515.68	515.68
Cleared Balance							-515.68	296.55
Register Balance as of 05/22/2021							-515.68	296.55
New Transactions								
Payments and Credits - 1 item								
Bill	06/04/2021		U. S. Bank Corporate Pay...	XX-6591		20000 · Accounts Payable	296.55	296.55
Total New Transactions							296.55	296.55
Ending Balance							-812.23	0.00

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06/07/21

Inverness PUD Reconciliation Summary

XX-7757 · Redding, Shelley - Cal Card, Period Ending 05/22/2021

	<u>May 22, 21</u>
Beginning Balance	242.42
Cleared Transactions	
Charges and Cash Advances - 5 items	-732.02
Payments and Credits - 1 item	242.42
Total Cleared Transactions	<u>-489.60</u>
Cleared Balance	<u>732.02</u>
Register Balance as of 05/22/2021	732.02
New Transactions	
Payments and Credits - 1 item	732.02
Total New Transactions	<u>732.02</u>
Ending Balance	<u>0.00</u>

Inverness PUD Reconciliation Detail

XX-7757 · Redding, Shelley - Cal Card, Period Ending 05/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								242.42
Cleared Transactions								
Charges and Cash Advances - 5 items								
Credit Card Charge	04/28/2021	89009	U. S. Postmaster	Form 700 Mailing to County	X	870-08 · Board & Election Expenses	-1.40	-1.40
Credit Card Charge	04/29/2021	21081	Brickmaiden Breads	Board Meeting Supplies	X	870-08 · Board & Election Expenses	-21.28	-22.68
Credit Card Charge	05/03/2021	00029...	Multitech	Multitech Cellular Modem	X	840-10 · SCADA Maintenance	-448.34	-471.02
Credit Card Charge	05/03/2021	00178	American Water Wor...	Jacob Leyva Water Treatment Cours...	X	-SPLIT-	-250.00	-721.02
Credit Card Charge	05/03/2021	65682	U. S. Postmaster	Postage	X	870-05 · Office Supplies, Postage, Fees	-11.00	-732.02
Total Charges and Cash Advances							-732.02	-732.02
Payments and Credits - 1 item								
Bill	04/22/2021	XX-7757	U. S. Bank Corporate ...	XX-7757	X	20000 · Accounts Payable	242.42	242.42
Total Cleared Transactions							-489.60	-489.60
Cleared Balance							489.60	732.02
Register Balance as of 05/22/2021							489.60	732.02
New Transactions								
Payments and Credits - 1 item								
Bill	06/04/2021		U. S. Bank Corporate ...	XX-7757		20000 · Accounts Payable	732.02	732.02
Total New Transactions							732.02	732.02
Ending Balance							-242.42	0.00



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 19

Committee Meetings/Reports

- **Personnel Committee**

Closed Session

Public Employee Appointment

(Fire Chief Position) pursuant to Gov. Code Section 54957



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No. 20
Reconvene in Open Session



Inverness Public Utility District
Board Meeting June 23, 2021

Agenda Item No.17

Announcements,

Next Meeting,

Adjournment