

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

AGENDA

Regular Meeting

Wednesday, December 16, 2020

9:00 a.m.

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.

To participate by phone:

- **Dial: 669 900 9128**
- **Enter pin: 949 8758 4238**
- **Passcode: 116989**
- **Keep your phone on "mute" except when you have been recognized as a speaker**

To participate by video: <https://zoom.us/j/94987584238?pwd=d0lvL2hwL3NybEpweVlWbDZCN1VrZz09>

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 November 18, 2020

The State of the District

4. **Management Report:** Shelley Redding, Jim Fox
 - FY2021 Financials
 - Financial Reports
 - 2019/20 Audit Update
 - Capital Projects Accounting November 2020
 - Tenney Tanks Replacement Project Update
 - MWPA Update
 - Inverness Disaster Council (IDC) Update
 - MERA Update

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)**

5. **Water System Report, November 2020:** Superintendent Fox

6. **Fire Department Report November 2020:** Chief J. Fox

The Business of the District

7. **Approve Expenditures and Credit Card Charges:** November 2020

8. **Ordinance 98-2020:** Approve Amendment to Water System Regulation 117, “Water Shortage Emergency”

9. **Resolution 256-2020:** Approve Temporary Emergency Lifeline Rates for Water Customers Affected Economically by the COVID-19 Pandemic

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

11. **Volunteer Appreciation:** Approve Volunteer Recognition in lieu of Annual Holiday Party

12. **Firehouse Heating System Replacement Proposals:** Approve Proposed Heating System Replacement

13. **Committee Meetings/Reports**

- **Recruitment Update - Fire Chief Position**

Closing

14. **Announcements, Next Meeting, Adjournment**

Posted: December 11, 2020



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 1

Call to Order;
Attendance Report



Inverness Public Utility District
Board Meeting December 16, 2020

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 December 16, 2020

Agenda Item No. 3

Regular Meeting November 18, 2020

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, November 18, 2020, 9:00 a.m.

Teleconference

1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:04 a.m.

Attendance Report

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

Directors Absent: David Press

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

Public Present: Ann Elliott

2. Public Expression

None.

3. Administration of Oath of Office

Administrator Redding announced that she will schedule individual, socially distanced meetings with Kathryn Donohue, Dakota Whitney, and Brent Johnson to administer their Oath of Office. Each Director will serve a four (4) year term starting in December, 2020.

4. Approval of Minutes: Regular Meeting of October 28, 2020

Director Emanuels asked for amendments under the Management Report: The Seahaven Tank be clarified to report it will be of highest priority and to also clarify what the project is. Under the Tenney Tank update: He asked if the term "Water Boards" is correct; it was affirmed that it is, but the Clerk will amend the reference to the full title of State Water Resources Control Board. Director Emanuels also noted under the Fire Department Report that he would like added that he thought he was a neighborhood coordinator but has not heard anything for six months and that he has reached out to the Disaster Council Coordinator and not heard back from her. These notations will be added to the minutes.

M/S Whitney/Johnson to approve the minutes of the Regular Meeting of October 28, 2020, as corrected. Roll Call Taken: AYES 4, NOES 0

5. Management Report

Financial Reports: Administrator Redding presented the financial reports. Director Emanuels asked why Personnel costs are running under budget. Administrator Redding said that it is due

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

to the Director of Operations cutting his hours back from 40 to 32 per week and that staff overtime has been kept to a minimum. She also noted that when a new Fire Chief is hired, it is anticipated that we will be paying both the Chief of Operations and the new Fire Chief for some number of months, so the savings now can cover the higher payroll costs later on.

2019/2020 Audit Update: Administrator Redding reported that the depreciation schedule had some errors that need to be resolved but that the auditor is engaged and to date there has not been anything more requested by the auditor. She reported that she would be following up with the auditor within the next week to get an update.

Capital Projects Accounting October 2020: Administrator Redding presented the current accounting for active capital projects and noted that the D4 project is now complete. Director Emanuels asked for a brief description of the project; Superintendent Fox reported on the location, the storm damage that occurred, and the recovery and repair work that was performed.

Administrator Redding presented a draft of the Capital Projects 5-Year Plan. The Seahaven Tank re-coating project was discussed; Superintendent Fox will refine and list the various tasks associated with rehabilitating the Seahaven tank to identify the different work phases and the appropriate priorities. Director Donohue asked about the generator for the F3 treatment plant; Superintendent Fox described the need for backup power at the site. It was also noted that the pagers listed for the Fire Department should be removed because they should be booked as expendables and not as capitalized items. Administrator Redding also noted the recent purchase of used fire gear that is under the limit for being booked as capital items.

Tenney Tanks Replacement Project Update: Administrator Redding reported that the engineers at Brelje & Race have completed a draft of the general conditions which we are now reviewing. After that, the only remaining item before going out to bid will be a final review of the technical specifications documents. Director Johnson encouraged starting the bid process in January, after the holidays. Superintendent Fox will discuss the timeline with the engineers for the project at the State Water Resources Control Board. Administrator Redding also reported that she has been in touch with the project coordinator at the State Water Resources Control Board about the progress and was informed that if the need arises to extend the completion date currently specified in the financing agreement, such an amendment could be requested. Director Emanuels asked if there is a process for requesting additional funds if the project bids come in higher than anticipated; Administrator Redding stated that there is such a process.

MERA Update: Chief Fox reported on MERA's recent update to the projected timeline, which anticipates project completion in March 2024.

6. Water System Report: October 2020

Superintendent Fox submitted a written Water System Report for October and responded to questions about streamflows. The water conservation efforts by the community have been successful enough that the restrictions to outdoor watering have been lifted, with the caveat that we are still urging conservation.

7. Fire Department Report: October 2020

Chief Fox submitted a written Fire Department Report for October. He reported that he has been working with Connie Morse and Sally Fairfax who have volunteered to step in as the Inverness Disaster Council coordinators until a permanent coordinator can be found. They have been reviewing the neighborhood liaison information, updating information, and reviewing evacuation route maps.

8. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the October 2020 expenditures list and the October 2020 Cal Card statements for S. Redding and J. Fox. Director Emanuels noted on the expenditures report the payment to the Vision Road Committee. Superintendent Fox stated that the payment was the Water System's share of the costs of a recent repaving of the road, which is not a County maintained road. Our share of the one-time cost was based on a formula that factored in each property owner's location along the roadway and intensity of use of the roadway (we use the road to access the Conner Tank).

M/S Whitney/Donohue to approve the listed expenditures for October 2020 and credit card charges invoiced in October 2020. Roll Call Taken: AYES 4, NOES 0

9. Ordinance 97-2020: Compensation of the Administrator of the Inverness Public Utility District.

Staff presented for review and approval an ordinance setting the Administrator position to salaried exempt.

M/S Whitney/Johnson to approve Ordinance 97-2020 as submitted. Roll Call Taken: AYES 4, NOES 0

10. Replacement of Firehouse Heating System

Administrator Redding presented a revised Staff Report with two bids from Aaero Heating along with the previously received bids from Ongaro & Sons for replacement of the heating systems in both the office space and the meeting room. Both bidders submitted bids for replacing the two existing wall heaters with newer, similar wall heaters. Ongaro also submitted a bid to replace the wall heater in the meeting room with a newer, similar wall heater and to change to a heat pump system for the office space. Aaero's second bid is to replace both wall heaters with a heat pump. In both cases, the heat pump option would necessitate additional costs for electrical work in order to switch from propane to electricity. Director Johnson asked if there were any incentives mentioned or if incentives are available, such as from Marin Clean Energy. Administrator Redding noted that the contact with Aaero was specifically asked about operating a heat pump while the grid is down and the Firehouse is on generator power; he advised against a heat pump in conjunction with generator backup because of the impact on the heat pump of load fluctuations associated with a generator. Chief Fox noted his concern about dependence on electricity in an area such as Inverness that is prone to power outages. Staff was asked to request information about incentives and to look into the scope of the electrical work that would be needed to install heat pumps.

11. Board Meeting Calendar for 2021

M/S Whitney/Donohue to approve the proposed Board Meeting Calendar for 2021. Roll Call Taken: AYES 4, NOES 0

12. Committee Meetings/Reports

Personnel Committee Assignment

Director Emanuels asked Dakota Whitney and David Press to continue their roles on the Personnel Committee.

Recruitment Plan for Fire Chief Position

Administrator Redding presented the recruitment plan that has been presented to the Personnel Committee. She also submitted a draft of a proposed job posting. Both items were for discussion purposes. Director Emanuels had three questions about the position: 1) Is it to be a full-time

position? 2) Is there an in-district residency requirement? 3) How do we address the housing issue? Discussion about the recruitment process included suggestions to use an agency for the initial recruitment and to initiate word-of-mouth contact within the Marin County fire community.

Chief Fox expressed that it is essential that the Chief live within the District. Suggestions were made for outreach strategies to homeowners in the District who are not here on a regular basis for possible leasing options guaranteed by the District, reaching out to the Community Land Trust Association of West Marin (CLAM), and sending out an appeal mailer to property owners.

Director Donohue concurred with Administrator Redding about the increase in inter-agency partnerships and the increased awareness of fire risk by community members, the role of the Fire Chief being a full-time position, and that there is an essential administrative component to the position. Chief Fox noted the Chief's roles as incident commander, coordinating responses to medical assistance calls, volunteer management, and community engagement. The Marin County Fire Department has taken over the role of Fire Marshall for reviewing building plans and performing safety inspections. He also sees fire inspections and mitigation efforts being coordinated more by the MWPA. Administrator Redding noted that she has a phone meeting scheduled with County Fire Chief Jason Weber to discuss the upcoming retirement of Chief Fox and to gather his thoughts on identifying a solution that would be sustainable for the Inverness Fire Department.

- 13. Announcements, Next Meeting, Adjournment:** The next regular meeting is scheduled for December 16, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 10:34 a.m.

These minutes were approved by the Board of Directors at the regular meeting on December 16, 2020.

Attest: /s/

Date: 12/16/2020

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 4

Management Report

Clerk S. Redding and J. Fox

- FY 2021 Financials
 - Financial Reports
 - 2019/20 Audit Update
 - Capital Projects Accounting November 2020
- Tenney Tanks Replacement Project Update
- MWPA Update
- Inverness Disaster Council (IDC) Update
- MERA Update

Inverness PUD
Profit & Loss by Fund
November 2020

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	529	0	0	529
Total N 600 · Property Tax Income	529	0	0	529
N 710 · Misc. Income				
710-02 · Other Income	0	800	0	800
Total N 710 · Misc. Income	0	800	0	800
Total Income	529	800	0	1,329
Gross Profit	529	800	0	1,329
Expense				
N 810 · Personnel Expenses				
810-01 · Management	9,372	3,827	3,827	17,025
810-02 · Operations Personnel	0	4,096	18,947	23,043
810-03 · Administrative Personnel	990	0	2,695	3,685
810-04 · Employer Payroll Taxes	795	606	1,955	3,356
810-07 · Health Insurance Premiums	6,243	5,290	10,000	21,532
810-08 · Retirement Premiums	808	1,286	2,947	5,042
Total N 810 · Personnel Expenses	18,208	15,105	40,370	73,683
N 830 · Dispatch & Communications				
830-02 · Commo Supplies	0	745	0	745
Total N 830 · Dispatch & Communications	0	745	0	745
N 833 · Collection & Treatment				
833-01 · Chemicals	0	0	80	80
Total N 833 · Collection & Treatment	0	0	80	80
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0	0	368	368
835-02 · Periodic Samples	0	0	2,310	2,310
Total N 835 · Lab & Monitoring	0	0	2,678	2,678
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0	0	287	287
840-02 · Building Maintenance	0	359	0	359
840-05 · Collection & Treatment Maint.	0	0	88	88
840-06 · Distribution System Maintenance	0	0	457	457
840-07 · Collection-Treatment Utilities	0	0	3,261	3,261
840-08 · Distribution System Utilities	0	0	86	86
840-09 · Firehouse Utilities	0	1,060	0	1,060
840-10 · SCADA Maintenance	0	0	630	630
Total N 840 · Maintenance & Utilities	0	1,419	4,809	6,228
N 844 · Storage & Distribution				
844-01 · Telemetry	0	0	187	187
Total N 844 · Storage & Distribution	0	0	187	187
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	0	0	75	75
845-02 · Personal Protective Equipment	0	4,553	0	4,553
Total N 845 · Supplies & Inventory	0	4,553	75	4,627
N 850 · Training				
850-01 · Volunteer Training	0	64	0	64
Total N 850 · Training	0	64	0	64

Inverness PUD
Profit & Loss by Fund
November 2020

	<u>DISTRICT</u>	<u>FIRE</u>	<u>WATER</u>	<u>TOTAL</u>
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0	0	20	20
Total N 860 · Vehicle Operations	0	0	20	20
N 870 · Administration				
870-01 · Telephone, Internet, Cable	198	46	0	244
870-02 · Dues & Publications	244	0	322	566
870-05 · Office Supplies, Postage, Fees	681	0	0	681
870-06 · Bank & Payroll Charges	540	0	0	540
870-11 · Office IT Support	330	0	0	330
870-12 · Billing & Collections	0	0	2	2
870-13 · Disaster Council	0	600	0	600
870-14 · Miscellaneous	-0	0	0	-0
Total N 870 · Administration	1,993	646	323	2,962
Total Expense	20,201	22,531	48,542	91,275
Net Ordinary Income	-19,672	-21,731	-48,542	-89,945
Net Income	-19,672	-21,731	-48,542	-89,945

Inverness PUD
Profit & Loss by Fund
 July through November 2020

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	8,854	0	0	8,854
Total N 600 · Property Tax Income	8,854	0	0	8,854
N 700 · Water Charges				
700-01 · Basic Charges	0	0	150,015	150,015
700-02 · Usage Charges	0	0	48,583	48,583
700-03 · Cross Connection Fees	0	0	432	432
700-04 · Miscellaneous Charges	0	0	90	90
Total N 700 · Water Charges	0	0	199,120	199,120
N 710 · Misc. Income				
710-02 · Other Income	236	800	500	1,536
710-05 · Chipper Day Income	0	3,560	0	3,560
710-06 · New Service Connection Fee	0	0	7,700	7,700
710-07 · Interest Income	40	0	0	40
Total N 710 · Misc. Income	276	4,360	8,200	12,836
Total Income	9,130	4,360	207,320	220,810
Gross Profit	9,130	4,360	207,320	220,810
Expense				
N 810 · Personnel Expenses				
810-01 · Management	36,755	18,900	18,900	74,555
810-02 · Operations Personnel	0	19,037	81,697	100,733
810-03 · Administrative Personnel	4,950	0	11,762	16,712
810-04 · Employer Payroll Taxes	3,398	3,133	7,393	13,925
810-05 · Fire Wages - Staff	0	56	0	56
810-06 · Duty Officer	0	850	0	850
810-07 · Health Insurance Premiums	19,571	16,254	30,429	66,253
810-08 · Retirement Premiums	4,618	6,202	11,760	22,579
810-09 · Unfunded Accrued Liability	26,612	0	0	26,612
810-10 · Accrued Vacation	0	1,500	1,821	3,321
Total N 810 · Personnel Expenses	95,904	65,932	163,762	325,597
N 830 · Dispatch & Communications				
830-01 · Radio/Pager Repair	0	397	0	397
830-02 · Commo Supplies	0	5,846	0	5,846
830-05 · MERA New Financing	0	11,978	0	11,978
Total N 830 · Dispatch & Communications	0	18,221	0	18,221
N 833 · Collection & Treatment				
833-01 · Chemicals	0	0	2,250	2,250
Total N 833 · Collection & Treatment	0	0	2,250	2,250
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0	0	1,764	1,764
835-02 · Periodic Samples	0	0	2,808	2,808
835-03 · Lead & Copper	0	0	855	855
Total N 835 · Lab & Monitoring	0	0	5,427	5,427

Inverness PUD
Profit & Loss by Fund
July through November 2020

	DISTRICT	FIRE	WATER	TOTAL
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0	365	666	1,031
840-02 · Building Maintenance	0	1,852	672	2,525
840-03 · Grounds Maintenance	0	213	0	213
840-04 · Tank Maintenance	0	0	268	268
840-05 · Collection & Treatment Maint.	0	0	4,046	4,046
840-06 · Distribution System Maintenance	0	0	1,914	1,914
840-07 · Collection-Treatment Utilities	0	0	20,371	20,371
840-08 · Distribution System Utilities	0	0	365	365
840-09 · Firehouse Utilities	0	2,280	0	2,280
840-10 · SCADA Maintenance	0	0	2,274	2,274
Total N 840 · Maintenance & Utilities	0	4,710	30,576	35,286
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	748	748
844-03 · Miscellaneous	0	0	2,040	2,040
Total N 844 · Storage & Distribution	0	0	2,788	2,788
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	0	1,470	1,791	3,260
845-02 · Personal Protective Equipment	0	8,319	60	8,379
Total N 845 · Supplies & Inventory	0	9,789	1,850	11,639
N 850 · Training				
850-01 · Volunteer Training	0	1,538	0	1,538
850-02 · Certification & Courses	0	0	60	60
850-04 · Volunteer Stipends	0	1,650	0	1,650
Total N 850 · Training	0	3,188	60	3,248
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0	1,382	1,389	2,771
860-02 · Repairs & Service	0	271	1,702	1,973
Total N 860 · Vehicle Operations	0	1,653	3,091	4,744
N 870 · Administration				
870-01 · Telephone, Internet, Cable	1,009	586	0	1,595
870-02 · Dues & Publications	244	836	1,102	2,182
870-03 · Insurance	0	0	1,451	1,451
870-04 · Financial Reporting/Audit	2,700	0	0	2,700
870-05 · Office Supplies, Postage, Fees	3,528	23	138	3,689
870-06 · Bank & Payroll Charges	3,999	0	0	3,999
870-09 · Travel & Meetings	425	0	0	425
870-10 · Public Relations & Outreach	1,188	0	2,224	3,412
870-11 · Office IT Support	930	0	0	930
870-12 · Billing & Collections	1	0	2,687	2,688
870-13 · Disaster Council	0	1,000	0	1,000
870-14 · Miscellaneous	-0	847	0	847
870-15 · Other Agency Assessments	608	0	0	608
Total N 870 · Administration	14,632	3,292	7,601	25,525
Total Expense	110,536	113,367	217,404	441,307
Net Ordinary Income	-101,407	-109,007	-10,083	-220,497
Net Income	-101,407	-109,007	-10,083	-220,497

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

	<u>Jul - Nov 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
N 600 · Property Tax Income	8,853.93	0.00	8,853.93
N 700 · Water Charges	199,120.40	192,604.00	6,516.40
N 710 · Misc. Income	12,835.73	17,050.00	-4,214.27
Total Income	<u>220,810.06</u>	<u>209,654.00</u>	<u>11,156.06</u>
Gross Profit	220,810.06	209,654.00	11,156.06
Expense			
N 810 · Personnel Expenses	325,597.00	348,158.05	-22,561.05
N 830 · Dispatch & Communications	18,220.54	24,750.00	-6,529.46
N 833 · Collection & Treatment	2,249.50	2,500.00	-250.50
N 835 · Lab & Monitoring	5,426.70	4,375.00	1,051.70
N 840 · Maintenance & Utilities	35,286.18	34,690.00	596.18
N 843 · Fire Prevention	6,582.50	4,210.00	2,372.50
N 844 · Storage & Distribution	2,787.94	1,545.00	1,242.94
N 845 · Supplies & Inventory	11,639.39	11,251.00	388.39
N 850 · Training	3,248.09	9,844.00	-6,595.91
N 860 · Vehicle Operations	4,744.24	7,520.00	-2,775.76
N 870 · Administration	25,524.94	66,666.75	-41,141.81
Total Expense	<u>441,307.02</u>	<u>515,509.80</u>	<u>-74,202.78</u>
Net Ordinary Income	<u>-220,496.96</u>	<u>-305,855.80</u>	<u>85,358.84</u>
Net Income	<u>-220,496.96</u>	<u>-305,855.80</u>	<u>85,358.84</u>

Inverness PUD
Summary Balance Sheet
As of November 30, 2020

	<u>Nov 30, 20</u>
ASSETS	
Current Assets	
Checking/Savings	219,726.00
Accounts Receivable	-53,680.55
Other Current Assets	1,144,138.40
	<hr/>
Total Current Assets	1,310,183.85
Fixed Assets	1,542,269.40
Other Assets	632,128.29
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TOTAL ASSETS	<u><u>3,484,581.54</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	38,021.75
Credit Cards	-2,817.75
Other Current Liabilities	949,570.57
	<hr/>
Total Current Liabilities	984,774.57
Long Term Liabilities	116,081.00
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Total Liabilities	1,100,855.57
Equity	2,383,725.97
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TOTAL LIABILITIES & EQUITY	<u><u>3,484,581.54</u></u>

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	\$25,771	\$90,590	\$774,410			\$0
Totals		\$865,000	\$4,000	\$49,316	\$7,381	\$4,122		\$90,590	\$774,410	\$0	\$0	\$0
Grand Totals		\$865,000						\$90,590	\$774,410	\$0	\$0	\$0

Date	Description	Amount	Balance	FY Total	
	Beginning Balance	0.00	0.00		
10/24/2016	Brelje & Race Engineers	4,000.00	-4,000.00	4,000.00	FY1617
10/16/2017	Brelje & Race Engineers	2,388.75	-6,388.75		
10/31/2017	Cal Card - TMS Cable	3,624.19	-10,012.94		
11/15/2017	Brelje & Race Engineers	1,155.00	-11,167.94		
11/22/2017	Marin County - Permit App Fee	50.00	-11,217.94		
12/15/2017	Brelje & Race Engineers	8,542.50	-19,760.44		
1/16/2018	Brelje & Race Engineers	1,976.25	-21,736.69		
2/15/2018	Brelje & Race Engineers	2,071.25	-23,807.94		
2/15/2018	Digitech Reprographics	31.52	-23,839.46		
2/28/2018	Building Supply	39.88	-23,879.34		
2/28/2018	Building Supply	29.38	-23,908.72		
2/28/2018	Building Supply	21.77	-23,930.49		
2/28/2018	Building Supply	4.36	-23,934.85		
2/28/2018	Building Supply	48.19	-23,983.04		
2/28/2018	Building Supply	6.10	-23,989.14		
2/28/2018	Building Supply	18.96	-24,008.10		
2/28/2018	Building Supply	21.76	-24,029.86		
2/28/2018	Building Supply	10.35	-24,040.21		
2/28/2018	Building Supply	21.20	-24,061.41		
2/28/2018	Building Supply	10.80	-24,072.21		
2/28/2018	Building Supply	4.57	-24,076.78		
2/28/2018	Brelje & Race Engineers	1,543.75	-25,620.53		
3/2/2018	Peter Pyle - Bird Survey	100.00	-25,720.53		
3/26/2018	Geoffrey Hornek - Consulting	400.00	-26,120.53		
3/30/2018	Digitech Reprographics	74.41	-26,194.94		
3/31/2018	Alta Archeological Consuting	2,417.89	-28,612.83		
4/6/2018	Digitech Reprographics	206.62	-28,819.45		
4/11/2018	Marin County - Coastal Permit	5,786.55	-34,606.00		
4/11/2018	K Eichstaedt - Reimb DPW Review	1,343.45	-35,949.45		
4/16/2018	Brelje & Race Engineers	11,957.50	-47,906.95		
4/26/2018	Marin County - Legal Review	440.00	-48,346.95		
5/1/2018	Digitech Reprographics	45.62	-48,392.57		
5/11/2018	Inverness Gardening Service	3,200.00	-51,592.57		
5/15/2018	Brelje & Race Engineers	1,723.75	-53,316.32	49,316.32	FY1718
7/3/2018	Jason Green - Consulting	175.00	-53,491.32		
7/5/2018	Marin County - Refund	-3,546.70	-49,944.62		
11/20/2018	Michael Durrie-Reimb Landscaping	2,447.08	-52,391.70		
1/7/2019	Leonard Charles & Assoc. LCA Work	6,670.00	-59,061.70		
2/24/2019	Marin County - CDA Permit Extension	1,636.00	-60,697.70	7,381.38	FY1819
2/26/2020	U.S. Postmaster - Extension Mailer	1.60	-60,699.30		
3/6/2020	Riley F. Hurd III - Legal Review Financ	3,040.00	-63,739.30		
4/8/2020	Riley F. Hurd III - Legal Review Financ	990.00	-64,729.30		
6/10/2020	Riley F. Hurd III - Legal Review Financ	90.00	-64,819.30	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	10,934.75	-76,849.70		
11/15/2020	Brelje & Race Engineers	11,752.50	-88,602.20		
11/24/2020	Bauer & Associates - Geotech	1,988.00	-90,590.20	25,770.90	FY2021 to date

Tenney Tank Project

Activities Log

8/26/20: Email sent to Brent at Brelje & Race Engineers to inform on completion of Loan documentation and project approval from Board of Directors.

9/2/2020: Spoke with Brent by phone and discussed Loan Document and specific criteria around project relating to requirements for DBE reporting. Provided copy of Loan document via email.

9/9/2020: J Fox spoke with Brent about Project and provided confirmations of site information.

9/9/2020: Sent Brent SWRCB Project Manager contact name and information.

9/17/2020: Correspondence with Joh Paul Blanco, Project Manager with questions regarding Construction Start Date. Received response with answer, received Final Budget Approval Form and reminder about progress report due October 1, 2020.

9/21/2020: Forwarded response from Project Manager to Brelje & Race contact and sent Final Budget Approval Form. Requested status update for Board meeting and for progress report form. Received status update from BRE. BRE Engineer requested an update letter from Bauer Associates for seismic requirements.

9/21/2020: Set up a progress report form for submitting to SWRCB.

9/21/2020: Requested Logos for required signage from SWRCB.

9/22/2020: Ordered sign for display at office from Signs.com

9/30/2020: Received sign

9/30/2020: Submitted Quarterly report to John Paul Blanco at SWRCB via FFAST

10/1 – 11/17/2020: Technical Specifications Final Review by Engineer and J. Fox

10/21/2020: Administrator requested General Specifications Document be drafted by Engineering firm to ensure compliance with various requirements of the SWRCB.

11/17/2020: Received General Specifications DRAFT for review and discussed areas of note pertaining to retention, potential increase costs associated with steel prices. Advised J Fox of same

11/17/2020: Uploaded Draft of General Conditions to FFAST and emailed JP Blanco to advise

12/2/2020: S Redding finished review of General Spec Document and emailed Brent Beazor to proceed with document.

11/17 – 12/5/2020: J Fox reviewed minor adjustments and submitted feedback to B Beazor

12/8/2020: B Beazor sent final tech specs document back to J Fox for approval.

Tomales Bay State Park

Seahaven Fuel Management Zone Maintenance



The Seahaven Fuel Management Zone was originally established to create defensible space around residences in the Seahaven community adjacent to Tomales Bay State Park. The Seahaven Fuel Management Zone is a 100-foot wide zone of reduced fuels at the interface of private property and Tomales Bay State Park. It is approximately 1 mile long and extends west from the Shell Beach parking area along the northern edge of the Seahaven parcels towards Sir Francis Drake Boulevard. The zone includes both private property and approximately 4 acres within Tomales Bay State Park.

Marin County Fire, along with California State Parks and the Inverness Public Utilities District, are working collaboratively to conduct fuel management within Tomales Bay State Park over the next several months to re-establish sections of the original Seahaven Fuel Management Zone on state land. This phase of fuel management is funded by the Marin Wildfire Prevent Authority through the Marin County Fire Department. Funding for this phase will limit work to a portion of the 4 acre zone in the park.

- Fuel management is planned to commence in late December 2020 and continue through January 2021.
- Fuel management work will begin around the Shell Beach parking lot and will progress westerly along the State Park boundary and will focus on extending the defensible space zone on State Park lands nearest to inhabited structures.
- Marin County Fire-contracted vegetation management services will be hired to limb, prune, and chip live and dead vegetation to reduce fuel ladders and fell select hazardous dead trees as needed.
- Sensitive areas will be avoided and flagged by State Park Environmental Scientists.
- Due to environmental requirements, all work will end by February 1, 2021.





Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 5

Water System Report

- **November 2020 Water Production and System Reports**



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

NOVEMBER 2020 – WATER SYSTEM REPORT –

End of November Stream-Flows

End of November Statistics	2020	2019	DIVERSION	2020 est. GPM	GPD	2019 GPM
RAINFALL	(@ F1)	(@ F1)	D1	4	5,760	10
Monthly total (in inches)	2.02"	2.53	D2	12	17,280	28
Year 7/1//2020 -> to end Nov	2.41"	2.77	D3	10	14,400	20
Avg. yearly since 1925 (inches)	37.57"	37.72"	D4	5	7,200	12
*end of Month Streamflows	NOV 2020	NOV 2019	D5	12	17,280	20
*Compare to (approx. gpd)	74,880	207,360	D6	12	17,280	22
Jul, Aug, Sep trend: 84 >64 >54 > gpm	52	144	D7	12	17,280	22
PRODUCTION: (18% decrease)	2,140,000 gal	2,460,800	D8	5	7,200	10
Average gallons per day ->	71,333	82,027	TOTALS--	72 gpm	103,680	144 gpm
Average gallons per minute ->	49.5	57.0	DISTRIBUTION SYSTEM PATTERNS			
SOURCES USED	Nov 2020	2019 Nov	USE BY	ZONE	2020	2019
1 st Valley High Intakes (3) (all)	27 %	47.7%	Colby		753,600	35.2%
2 nd Valley High Intakes (3) (all)	21 %	24.9%	Tenney		809,700	37.8%
3 rd Valley High Intakes (2) (all)	13 %	20.7%	Conner		91,900	4.4%
1 st Valley lower intake	16 %	6.5%	Stockstill		309,100	14.4%
2 nd Valley lower (L2)	18 %	0 %	Sea Haven		175,700	8.2%
Wells (W1, W3, & W4)	5 %	0.2%				100 %
TOTAL	100%	100.0%				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→ >0.45 ppm

Major Activities

- Pacific Standard Time commences/ Pacific Daylight Time ends
- Monthly reports sent to CA RWQCB
- D4 pipe, pipeline trail and streambed restoration work continued
- Watershed roads clearing and water-bar maintenance
- Several power outages reduced Filter plant output (need to educate customers re: during outages)
- Streamflows have recovered after first significant rains, but now dropping to near previous lows
- **Water conservation: investigated leaks, assisted customers: 18% reduction from October Production!**
- Glitch in F1 break tank-level control, new tank float switch back ordered. Still waiting on PLC update
- Leak on L1 transfer line to F1: (After repair found floor drain at F1 clogged by 10-ft "root snake" =>fixed)
- 15 Inverness Way service replaced w more permanent copper: Leak reported on Elgin Way at service to #50: cracked Tee on 2" thin-wall main / Repair in progress as well as repair to wharf hydrant.
- F3 NANO filter cleaned (CIP). F3 Break-Tank cover-seal dislodged: recovered & disinfected tank
- Colby Wood tank staves leaking after being drawn down so long: tightened bands & reduced leaks
- Conner & Tenney solar systems holding now, may need more panels during dark winter months in future.

Kenneth J. Fox



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 6

Fire Department Report

- **November 2020**

FIRE DEPARTMENT REPORT

November 2020

INCIDENTS:

#	Date	
#20-140	11-03	EMS @ Via de la Vista for fall victim. Private transport.
#20-141	11-04	Vehicle vs Pole @ SFD & N.Dream Farm. Non-injury. Pole and wires blocking SFD. Power out till next morning.
#20-142	11-04	Medical Alarm @ Aberdeen. Accidental, no merit.
#20-143	11-04	EMS for AIOC @ Via de la Vista. M-94 code 2 transport to KTL.
#20-144	11-07	EMS Assist @ Inverness Store for LZ. Helicopter transport to SRM.
#20-145	11-07	EMS Assist@. Inverness Store for LZ. Helicopter cancelled.
#20-146	11-11	Vegetation Fire @ 19145 Shoreline Hwy. Small fire, cancelled by MCFD.
#20-147	11-14	Smoke Alarm @ 12856 Sir Francis Drake. Malfunctioning alarm.
#20-148	11-18	Tree and wires @ Sir Francis Drake & SFD blocking Road again! Power out till AM.
#20-149	11-21	EMS @ Miwok for possible stroke. M-94 code 2 transport MGH
#20-150	11-22	EMS @ Keith for ankle injury. Private transport.
#20-151	11-23	Tree blocking street @ 10 Inverness Way. DPW to handle.
#20-152	11-23	Vehicle rollover @ 12301 SFD blocking lane. Non-injury
#20-153	11-25	EMS @ Stirling for ALOC. M-94 code 2 transport to KTL.
#20-154	11-25	EMS Assist @ B Street in Pt.Reyes for LZ. Helo cancelled. M-94 code 3 to MGH.

TRAININGS:

11-08 Drill: Rope Rescue. Training for low angle rescue with litter.

11-24 Drill: Review of incidents and structure fire size up.

Every Tuesday afternoon 2-hour trainings with John Roche for new volunteers.

ACTIVITIES AND MAINTENANCE:

1. Meeting with new Inverness Disaster coordinators Connie Morse and Sally Fairfax.
2. MERA Ops meeting.
3. MWPA Ops meeting
4. Seahaven Fuel break conference call with State Park and MCFD.
5. Inverness Disaster Council area coordinators meeting.
6. Engine 381 due for bi- annual smog check next month. All equipment operational.

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, Alex Frankel, Davis Allen, Nikki Spencer, Michael Duncan, Ian Duncan, Greg Eastman.

Jim Fox, Chief

Cause of power outage when construction equipment was not secured to transport





Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 7

November 2020 Expenditures and Credit Card Charges

3:07 PM

12/07/20

Accrual Basis

Inverness PUD
Monthly Expense Ledger Report
November 2020

Date	Num	Name	Memo	Amount
Nov 20				
11/02/2020	EFT	Amazon	Office Supplies	-122.63
11/07/2020	13948	AT&T CalNet	Telemetry & Phone Lines	-457.01
11/09/2020	13939	CORE	October 2020 services	-960.00
11/09/2020	13940	Employment Development Department	UI Benefit Charge 925-0219-4	-846.96
11/09/2020	13941	Horizon Cable TV Inc.	005-003907	-90.79
11/09/2020	13942	Marin County Central Collections	August 2020 Fuel Charges	-898.67
11/09/2020	13943	Quill Corporation	VOID:	0.00
11/09/2020	13943	Streamline	November 2020 Website	-260.00
11/09/2020	13943	Quill Corporation	VOID:	0.00
11/09/2020	13944	Quill Corporation	Office Supplies	-190.16
11/09/2020	13945	U. S. Bank Corporate Payment Systems	Cal Card	-2,725.40
11/09/2020	13946	Brelje and Race Laboratories, Inc.	October 2020 sampling	-367.50
11/09/2020	13947	Point Reyes Light Publishing Co., LC	Legal Notice Nov 5 2020	-133.20
11/10/2020	Auto	Diversified Technology	Billing Service	-665.00
11/10/2020	EFT	CalPERS Health	November 2020 Health	-10,384.01
11/13/2020	PR 1		Tax Payment	-6,810.39
11/13/2020	PR 1		Direct Deposit	-16,574.58
11/13/2020	PR 1		Check Handwrite	-696.98
11/13/2020	EFT	Paychex	S125 Fee	-40.00
11/13/2020	13956	Gann, Kaaren S.	Payroll	-696.98
11/13/2020		Paychex	Payroll Fee	-194.55
11/15/2020		BB & T- CPS Operations	10/01-10/31/2020 AR Box	-1.82
11/16/2020	EFT	Bank of America	Oct 2020 Statement Analysis Fees	-115.68
11/16/2020	ACH ...		Rosencranz Insuff Funds	-167.00
11/16/2020	ACH ...		Barnett, J Acct Closed	-179.00
11/16/2020	ACH ...		Kahn, M Acct Closed	-146.00
11/16/2020	ACH ...		Leithold, M Acct Suspended	-215.00
11/19/2020	13949	Alpha Analytical Laboratories, Inc.	Periodic Testing	-2,310.00
11/19/2020	13950	Building Supply Center	Supplies	-288.39
11/19/2020	13951	Grainger	Bateeries and Supplies	-81.84
11/19/2020	13952	Hach Company	Water Treatment Supplies	-593.47
11/19/2020	13953	Marin County Central Collections	September 2020 Fuel Charges	-664.57
11/19/2020	13954	Pure Aqua, Inc.	P.O. Number 100	-200.37
11/25/2020	EFT	CalPERS - Retirement	October 2020 Retirement	-5,041.79
11/25/2020	EFT	PG&E	Paid online 11/25/2020	-3,376.03
11/30/2020	PR 02		Tax Payment	-6,598.76
11/30/2020	PR 02		Direct Deposit	-16,545.37
11/30/2020	EFT	Paychex	Payroll Processing Fee	-189.60
Nov 20				-79,829.50

Inverness PUD
Reconciliation Detail
XX-9383 · Cal Card - Jim Fox, Period Ending 11/24/2020

Type	Date	Num	Name	Clr	Split	Amount	Balance
Beginning Balance							1,821.57
Cleared Transactions							
Charges and Cash Advances - 10 items							
Credit Card Charge	10/23/2020	24890	Genuine Motors LLC	X	1371-29 · 2015 Chev Utility Vehicle	-967.80	-967.80
Credit Card Charge	10/26/2020	8428201	Amazon	X	845-01 · Supplies and Inventory	-17.18	-984.98
Credit Card Charge	10/27/2020	0691121	Palace Market	X	850-01 · Volunteer Training	-52.45	-1,037.43
Credit Card Charge	10/29/2020	2937808	Amazon	X	870-05 · Office Supplies, Postage, Fees	-29.66	-1,067.09
Credit Card Charge	10/30/2020	5197827	Amazon	X	845-01 · Supplies and Inventory	-103.73	-1,170.82
Credit Card Charge	10/30/2020	0127426	Amazon	X	-SPLIT-	-29.12	-1,199.94
Credit Card Charge	11/02/2020	0833050	Amazon	X	-SPLIT-	-46.68	-1,246.62
Credit Card Charge	11/08/2020		Palace Market	X	850-01 · Volunteer Training	-41.85	-1,288.47
Credit Card Charge	11/08/2020		Bovine Bakery	X	850-01 · Volunteer Training	-22.40	-1,310.87
Credit Card Charge	11/20/2020	5110634	Amazon	X	840-05 · Collection & Treatment Maint.	-88.39	-1,399.26
Total Charges and Cash Advances						-1,399.26	-1,399.26
Payments and Credits - 1 item							
Bill	10/14/2020	XX-6591	U. S. Bank Corporat...	X	20000 · Accounts Payable	1,821.57	1,821.57
Total Cleared Transactions						422.31	422.31
Cleared Balance						-422.31	1,399.26
Uncleared Transactions							
Payments and Credits - 1 item							
Bill	11/20/2020	XX-6591	U. S. Bank Corporat...		20000 · Accounts Payable	1,399.26	1,399.26
Total Uncleared Transactions						1,399.26	1,399.26
Register Balance as of 11/24/2020						-1,821.57	0.00
Ending Balance						-1,821.57	0.00

**Inverness PUD
Reconciliation Detail
XX-7642 · Cal Card - Redding, Period Ending 11/24/2020**

Type	Date	Num	Name	Clr	Split	Amount	Balance
Beginning Balance							903.83
Cleared Transactions							
Charges and Cash Advances - 7 items							
Credit Card Charge	10/23/2020	11766...	Network Solutions	X	-SPLIT-	-784.95	-784.95
Credit Card Charge	11/10/2020	00237...	Intuit	X	870-05 · Office Supplies, Postage, Fees	-173.17	-958.12
Credit Card Charge	11/10/2020	5590609	Amazon	X	870-05 · Office Supplies, Postage, Fees	-166.16	-1,124.28
Credit Card Charge	11/10/2020	7894620	Amazon	X	870-05 · Office Supplies, Postage, Fees	-135.31	-1,259.59
Credit Card Charge	11/12/2020	20-06...	Ebay	X	845-02 · Personal Protective Equipment	-4,363.56	-5,623.15
Credit Card Charge	11/12/2020		John Scheepers	X	840-02 · Building Maintenance	-138.86	-5,762.01
Credit Card Charge	11/19/2020	2501061	Amazon	X	870-05 · Office Supplies, Postage, Fees	-33.70	-5,795.71
Total Charges and Cash Advances						-5,795.71	-5,795.71
Payments and Credits - 1 item							
Bill	10/14/2020	XX-9139	U. S. Bank Corporat...	X	20000 · Accounts Payable	903.83	903.83
Total Cleared Transactions						-4,891.88	-4,891.88
Cleared Balance						4,891.88	5,795.71
Uncleared Transactions							
Payments and Credits - 1 item							
Bill	11/12/2020	XX-9139	U. S. Bank Corporat...		20000 · Accounts Payable	5,795.71	5,795.71
Total Uncleared Transactions						5,795.71	5,795.71
Register Balance as of 11/24/2020						-903.83	0.00
Ending Balance						-903.83	0.00



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 8

Ordinance 98-2020:

**Amendment to Regulation 117
(Emergency Water Shortage)**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Ordinance 98-2020 Amending Water System Regulation 117, “Water Shortage Emergency”
Meeting Date: December 16, 2020
Date Prepared: December 8, 2020
Prepared by: Wade Holland, Customer Services Manager
Attachments: (1) Draft Ordinance 98-2020
(2) Water System Regulation 117 (Water Shortage Emergency) with proposed changes in strikeouts and underlining

Recommended Action: Adopt Ordinance 98-2020

We were contacted recently by a citizen who reported observing a truck delivering a large load of rolls of grass lawn to a residential property served by the IPUD Water System. Our reaction was to contact the property owner to point out that use of System water in support of installation of new landscaping was not permitted under the Water Shortage Emergency currently in effect.

However, when we consulted the exact language in Water System Regulation 117, “Water Shortage Emergency,” we discovered that the restriction applicable to new landscaping applied only in the case of “new or substantial remodeling construction.” There was no new or remodeling work underway at the site.

Staff recommends amending Regulation 117 to provide a general prohibition on use of water to support new or substantial replacement of landscaping while Water Shortage Emergency restrictions are in effect.

The attached copy of Regulation 117 shows with strikeouts and underlining the proposed changes to the regulation.

ORDINANCE 98-2020

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

BE IT ENACTED by the Board of Directors of the Inverness Public Utility District as follows:

SECTION 1. Paragraph a of subsection (1) of section (f) of Regulation 117, “Water Shortage Emergency,” of the Regulations of the Inverness Public Utility District Water System shall be and hereby is amended in its entirety to read as follows:

“a. Any use of water in conjunction with installation of new landscaping or in support of replacement of more than 25 square feet within a 90-day period of replacement landscaping, except as necessary for erosion control or for dust control at construction sites.”

SECTION 2. The reference to “Ordinance 82-1” in subsection (4) of section (f) of Regulation 117, “Water Shortage Emergency,” of the Regulations of the Inverness Public Utility District Water System shall be and hereby is amended to read “Ordinance 78-2009.”

SECTION 3. 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 16th day of December, 2020, 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 98-2020 on record in this office, and that subsequent to its adoption no provision of Ordinance 90-2020 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 _____

Regulation 117

WATER SHORTAGE EMERGENCY

(a) **Declaration of a Water Shortage Emergency**

A Water Shortage Emergency may be declared by the Board of Directors under the conditions cited in, and pursuant to the provisions of, Sections 350 through 358 of the Water Code of the State of California.

(b) **Purpose**

The purpose of this Regulation is to provide such regulations and restrictions on 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 domestic use, sanitation, and fire protection. 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.

(c) **Implementation**

This Regulation and its provisions shall be in effect and shall be binding on the customers of the District's Water System with the full force of law immediately upon the 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 an end to the water shortage emergency. In its declaration of a water shortage emergency, the Board of Directors may provide for regulations and restrictions on the delivery 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) **Limited Effectiveness**

The provisions of this Regulation shall be not be effective or applicable when no duly declared water shortage emergency in is effect in the District.

(e) **New Service Connections**

At any time a water shortage emergency is in effect, the Water System may continue to receive, accept, and process applications for New Service Connections. However, the Water System shall not provide the physical connection to a system main nor install the meter for a New Service Connection the application for which was received while a declared water shortage emergency was in effect. Such connection and meter installation shall be provided only after the water shortage emergency has been duly declared ended.

(f) **Four-Stage Program**

The District's program to conserve the public water supply during a water shortage emergency shall consist of the four stages detailed in subparagraphs (1), (2), (3), and (4) 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**

When Stage 1 is in effect, the Water System shall implement a program of encouraging customers to conserve water and informing them of the need to reduce water usage. In addition, the following non-essential 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 of more than 25 square feet within a 90-day period of replacement landscaping, except as necessary for erosion control or for dust control at construction sites. ~~Any use of water in con-~~

~~junction with installation of landscaping at any site of new or substantial remodeling construction, except as necessary for erosion control and dust control.~~

- b. Use of water through any service when the customer 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.
- d. Use of water through a hose not equipped with a positive shutoff 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 exceeding one hundred (100) gallons capacity 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 for essential uses. 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, 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 exceeding one hundred (100) gallons capacity.
- 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 address.

- g. Permitting outdoor watering only by handheld hose or by watering can or container not exceeding five (5) gallons capacity.

(3) Stage 3: Prohibition of Outdoor Watering at All Times

In addition to the applicable prohibitions of nonessential uses of the public water supply in Stages 1 and 2, which shall remain in effect during Stage 3, all uses of the public water supply for any type of outdoor watering shall be prohibited at all times while Stage 3 is in effect. Under unusual circumstances of unavoidable necessity and for the protection of the general public welfare, the General Manager may grant on a case-by-case basis permits for specified uses of water outdoors while Stage 3 is in effect.

(4) Stage 4: Water Rationing

In the event it is necessary to conserve an even greater portion of the public water supply than is achieved by implementation of Stage 3, the Board of Directors may impose mandatory rationing, either as provided for in Inverness Public Utility District Ordinance ~~82-178-2009~~ or as provided for by other legal means.

(g) Authorization to Implement Stages

- (1) The General Manager shall have full authority to place Stage 1 in effect.
- (2) The General Manager shall have authority to place Stage 2 and Stage 3 in effect, provided that within five (5) days of placing Stage 2 or Stage 3 in effect the General Manager shall notify in writing each of the Directors of the circumstances which, in the General Manager's opinion, made it advisable to place the stage in effect, which notification to the Directors shall also be made available to the public; however, this requirement shall not apply when the stage placed in effect is lower than the stage it replaces. The Directors may, at a subsequent regular meeting or a duly called special meeting, rescind the General Manager's action in placing the stage in effect and may direct that a lower stage be placed in effect.
- (3) Upon adoption by the Board of Directors of a water shortage emergency declaration, the General Manager shall devise and implement a program to inform the public of the applicable provisions of this Regulation.
- (4) The General Manager shall devise and implement means of informing the public whenever a stage is placed in effect or a declared water shortage emergency is ended.

(h) Enforcement

- (1) The following penalties shall be applied in the event of a use of water that is in violation of this Regulation or in violation of a restriction on water usage that is in effect pursuant to implementation of this Regulation while a declared water shortage emergency is in effect.
 - 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 fourteen (14) days.
 - b. Second violation at the same customer's service: A surcharge of one hundred dollars (\$100.00) for the water used in violation of this Regulation shall be added to the customer's service account.
 - c. Third violation at the same customer's service: A surcharge of two hundred dollars (\$200.00) for the water used in violation of this Regulation shall be added to the customer's service account and a flow restrictor permitting a flow rate of approximately one-quarter (1/4) gallon per minute shall be placed on the customer's service connection for a period of seven (7) days.
 - d. Fourth violation at the same customer's service: A surcharge of three hundred dollars (\$300.00) for the water used in violation of this Regulation shall be added to the customer's service account and a flow restrictor permitting a flow rate of approximately one-quarter (1/4)

gallon per minute shall be placed on the customer's service connection for the duration of the water shortage emergency.

- e. In addition to the applicable penalties above, the customer's service connection shall be turned off and service shall be restored only upon payment of a fifty dollar (\$50.00) service restoration charge if at the time the violation is detected there is no responsible adult present on the premises.
- f. In addition to the applicable penalties above, the customer's service connection shall be turned off and service shall be restored only upon payment of a fifty dollar (\$50.00) service restoration charge if at the time the violation is detected the person or persons engaged in the violation refuse to immediately cease the usage of water that is in violation of this Regulation.

- (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 within thirty (30) days of receipt of the appeal. An appeal must be accompanied by a deposit in the amount of the surcharge in the case of an appeal of a second, third, or fourth violation. No flow restrictor shall be maintained on the service connection while an appeal is pending. 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) **Exceptions and Exemptions**

Applications for exceptions to and exemptions from provisions of this Regulation, other than as provided for elsewhere in this Regulation, may be submitted in writing to the Board of Directors. The Board shall conduct a hearing on the application within thirty (30) days of receipt of the application, and shall render a final and binding decision on the application within seven (7) days of concluding the hearing. Nothing in this Regulation shall limit or restrict any public agency engaged in providing emergency services from making any use whatsoever 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.

Regulation 117: *Adopted, July 2, 2001 (Ordinance 58-2001)*

July 22, 2009: The reference in paragraph (f)(4) to Ordinance 82-1 as providing the mechanisms for imposing water rationing was superseded by Ordinance 78-2009, which provides mechanisms for water rationing that are to be enforced in the event of implementation of Stage 4.

Subsection (f)(1) rewritten; reference in subsection (f)(4) to "Ordinance 82-1" updated to "Ordinance 78-2009." (Ordinance 98-2020)

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Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 9

Resolution 256-2020:

**Temporary Emergency Lifeline Rates
for Customers affected economically
by COVID-19 Pandemic**



Board Agenda Item Staff Report

Subject: Resolution 256-2020: Emergency Lifeline Rates for Customers Affected Economically by COVID-19 Pandemic

Meeting Date: December 16, 2020

Date Prepared: December 4, 2020

Prepared by: Wade Holland, Customer Services Manager

Attachments: (1) Draft Resolution 256-2020 (Authorizing on an Emergency and Temporary Basis an Expansion of Eligibility for Lifeline Rates to Include Customers of the IPUD Water System Who Are Suffering Significant Income Loss as a Result of the COVID-19 Coronavirus Pandemic)

(2) Water System Regulation 302 (Lifeline Program)

Recommended Action: Adopt Resolution 256-2020

Overall, the Water System does not appear at this time to have been impacted economically by the COVID-19 coronavirus pandemic. So far, we are seeing no increase in our accounts receivable from Water System customers, nor has there been any increase in the number of customers to whom we have to send a late-payment reminder notice (such notices are mailed five weeks after each bimonthly billing to all customers who have a balance due of at least \$20; typically, 6-8% of customers receive such a notice).

Nonetheless, staff has been in touch with a small number of customers (less than 1%) who have not paid their water bill since the onset of the pandemic last spring. These individuals have indicated that loss of income, specifically from loss of employment, has been the driving factor in their inability to keep their water account up to date.

Staff is proposing a temporary expansion of our existing Lifeline program to make such customers eligible for Lifeline Rates on an emergency and temporary basis, retroactively as necessary back to the April 27 water bills. The emergency program would expire automatically at the end of June 2021 (unless your Board elects to continue it).

Because of this initial short duration for the emergency program, we have built into the proposal a high degree of flexibility for staff to implement it without requiring a level of application and processing detail that would prove burdensome for both applicants and staff.

D – R – A – F – T

RESOLUTION 256-2020

D – R – A – F – T

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INVERNESS PUBLIC UTILITY DISTRICT AUTHORIZING ON AN EMERGENCY AND TEMPORARY BASIS AN EXPANSION OF ELIGIBILITY FOR LIFELINE RATES TO INCLUDE CUSTOMERS OF THE INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM WHO ARE SUFFERING SIGNIFICANT INCOME LOSS AS A RESULT OF THE COVID-19 CORONAVIRUS PANDEMIC

WHEREAS, the COVID-19 coronavirus outbreak has achieved the designation of a pandemic on a worldwide basis for an extended period of most of 2020; and

WHEREAS, experts, organizations, and entities with competence in assessing these matters are warning of the likelihood that the COVID-19 pandemic will continue into the foreseeable future; and

WHEREAS, federal, state, and local governments have issued both recommended and mandatory protocols for slowing and reversing the spread of the COVID-10 coronavirus, which actions have resulted in significant disruption of the economy to the extent that many citizens have been highly impacted negatively, especially in terms of loss of employment or reductions in level of employment; and

WHEREAS, direct government aid to individuals has not kept pace with the need by some substantial number of citizens for assistance in paying for ordinary and essential day-to-day living expenses; and

WHEREAS, as set forth in IPUD Water System Regulation 302, it is the policy of the Inverness Public Utility District to provide for reduced rates for water service for customers who lack the financial resources to both make timely payment of their water bills and maintain adequate funding for other critical expenses; and

WHEREAS, the District’s staff has reported that they are aware of households served by the IPUD Water System that have been individually and directly impacted by the consequences of the aforementioned pandemic-related economic factors to the extent that they are not able to maintain timely payment of their water bills and do not foresee a capability to do so in the coming months,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Inverness Public Utility District as follows,

SECTION 1. Staff is hereby authorized to apply on an emergency basis Lifeline rates, as designated by IPUD Water System Regulation 302, to customers of residential services who demonstrate either pursuant to the documentation requirements of Regulation 302 or by the filing of an appropriate sworn affidavit that they are unable to make payment of their water bills as a direct result of loss of income due to factors associated with the COVID-19 coronavirus pandemic.

SECTION 2. An emergency Lifeline rate may be applied only to a one-occupancy residential property at which the applicant is in full-time residence.

SECTION 3. An emergency Lifeline rate may be applied retroactively to rates and charges billed on and after April 27, 2020.

SECTION 4. Such emergency Lifeline rates shall not be applied to any customer service for rates and charges billed after June 30, 2021, unless authorization to extend the period of applicability of said emergency Lifeline rates is adopted by the Board of Directors.

SECTION 5. Any determination by Water System staff to deny an emergency Lifeline rate to an applicant may be appealed to the Board of Directors by the applicant within 30 days of notification of the staff decision. The Board of Directors shall hold a hearing on an appeal within 65 days of receipt of the written letter of

appeal, and within 35 days after the conclusion of the hearing the Board of Directors shall issue a written decision on the appeal, which decision shall be final and binding.

SECTION 6. Nothing in this resolution shall preclude the right of a customer-of-record to make application for and to qualify for participation in the District’s Lifeline Program pursuant to the requirements of IPUD Water System Regulation 302.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 16th day of December, 2020, 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 256-2020 on record in this office and that subsequent to its adoption no declaration contained in Resolution 256-2020 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 _____

Regulation 302

Lifeline Program

(a) **Policy**

The Board of Directors for the Inverness Public Utility District (District) recognizes that there may be customers of the District's water system who lack the financial resources to make timely payments of their water bills and maintain adequate funding for other critical expenses. It is the intent of the Board of Directors to establish a Lifeline Program that provides a mechanism for customers of a certain financial standing to qualify for a reduced rate for water service.

(b) **Lifeline Program Customer Qualifications**

A Lifeline rate may be applied to a water system customer account for a one-occupancy residential property whose Customer of Record qualifies for participation in the Lifeline Program, pursuant to the terms and conditions of this Regulation, as follows:

- Application must be made annually for participation in the Lifeline Program. Initial application may be filed at any time, and, if participation is approved, shall be for the period ending on the following June 30. An application for renewal (continuation in the Lifeline Program) must be filed between April 15 and May 31 for uninterrupted participation during the following year beginning on July 1.
- Applicant must be both the Customer of Record for the water service account at the situs for which a Lifeline rate is being requested and in full-time residence at the situs address for which a Lifeline rate is being requested.
- Applicant must provide a copy of the most recently filed IRS Form(s) 1040 or equivalent IRS Income Tax filing document(s), including all schedules and attachments, for all persons living at the service account situs for which a Lifeline rate is being requested. Said tax filing documents must be for the most recently preceding IRS tax filing year.
- Annual combined income from all sources of all persons living at applicant's service account situs for the tax year immediately prior to the period of Lifeline Program participation must be less than the most current published income threshold limits established by the U.S. Department of Housing and Urban Development (HUD) for either HUD Very Low Income Limit for Marin County or HUD Extremely Low Income Limit for Marin County.
- District may require applicant to provide documentation of the number of individuals in residence at the service account address.
- Upon initial application or renewal application for participation in the Lifeline Program, applicant must provide proof that applicant's water service situs is applicant's primary residence. Said proof shall consist of documentation from the County of Marin showing that the Assessor's Parcel for the water service situs listed as the applicant's residence address is the applicant's property and that it received a Homeowner Exemption in applicant's name for property taxation for the current (or most recent) secured property tax year.
- For a property that is held in a Trust, the IPUD water system Customer of Record shall be the person(s) holding the present beneficial interest in the Trust.
- Participation in the Lifeline Program shall be conditioned on applicant's written agreement to notify District at any time during participation in the Lifeline Program that applicant's entire household's combined annual income has increased above the set HUD Income Limit for the applicant's income tier. A participant in the Lifeline Program may not continue to participate in the Lifeline Program at an Income Level tier for which the applicant is no longer eligible due to a change in applicant's entire household's combined annual income or due to a disqualifying change in any other condition of participation.

- An applicant whose application for participation in the Lifeline Program is denied may appeal the denial to the Board of Directors within sixty (60) days of the date of the denial. All decisions of the Board on appeals are final.

(c) **Lifeline Program Rate Reductions**

An applicant who qualifies under section (b) to participate in the Lifeline Program shall be considered eligible for whichever of the following rate reductions is applicable:

- A qualified applicant whose entire household income is less than HUD's Very Low Income Limit shall be granted a fifty percent (50%) reduction in the normal per-billing-period basic rate charge.
- A qualified applicant whose entire household income is less than HUD's Extremely Low Income Limit shall be granted a seventy-five percent (75%) reduction in the normal per-billing-period basic rate charge.

(d) **Applicability of Regulations**

Except as provided for in this Regulation, all Regulations of the Inverness Public Utility District Water System shall apply to any service or request for service at a parcel that participates in the Lifeline Program.

* * * * *

Regulation 302: Adopted, July 22, 2015 (Ordinance 84-2015) (Note: Ordinance 82-2015 adopting an earlier version of Regulation 302 was subsequently canceled.)



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 10

**Approval of Updated Volunteer
Limited Compensation & Employee
Stipend Policy**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Fire Department Volunteer Limited Compensation Policy
Meeting Date: December 16, 2020
Date Prepared: December 10, 2020
Prepared by: Shelley Redding, Administrator
Attachments: Approved Policy Dated 8/28/2013; Draft of revised Volunteer Program Compensation Policy

Recommended Action: Review draft policy and approve updates

The District Policy titled “Limited Compensation For Volunteer Firefighters; Rescue Boat Use Compensation” was approved August 28, 2013. The policy addresses limited compensation to volunteer firefighters but also addresses District Employee compensation for fire response.

Staff proposes revising and expanding the policy to acknowledge the value of the volunteer program. The District's Volunteers are a necessary and valuable component of the District's service delivery system. Without Volunteers, the District would not be capable of providing the staffing necessary to manage its emergency responses in support of Marin County Fire. The goal of the Inverness Public Utility District Volunteer Program is to support and enhance the delivery of service to the community.

The current policy revision addresses specific items of limited compensation for both Volunteers and District Employees who may attend trainings, who may be assigned for on call shift coverage, who may participate in emergency response and who may provide water rescue resources in accordance with the Fair Labor Standards Act (FLSA).

It is requested that your Board review and provide instruction to staff regarding the drafted policy.

INVERNESS PUBLIC UTILITY DISTRICT

**LIMITED COMPENSATION FOR VOLUNTEER FIREFIGHTERS;
RESCUE BOAT USE COMPENSATION**

Effective August 28, 2013, compensation for Inverness Fire Department Volunteer Firefighters shall be paid:

1. At the rate of \$20.00 per hour.
2. For public assistance, medical, fire, investigation, and mutual aid responses.
3. For each hour after the first hour on a response, and for a second and each additional response within 12 hours of the first response.
4. To all fire personnel with the exception of the Fire Chief and Duty Officer

If the volunteer is also an employee, and he/she is working when a response is required, he/she will be paid their regular wage during their regularly scheduled working hours.

Each Volunteer who has an Emergency Medical Technician certificate and who attend the biannual EMT review course shall be paid \$240.00 if they complete the course. Mileage shall be reimbursed at the then applicable Internal Revenue Service rate.

Rescue Boat Use Compensation. When a boat rescue is necessary, the Fire Department usually commandeers Tom Fox's boat. The reimbursement rate for Tom shall be \$150.00 per response.

Approved by the Board on 8/28/13

INVERNESS PUBLIC UTILITY DISTRICT

**LIMITED COMPENSATION FOR VOLUNTEER FIREFIGHTERS;
RESCUE BOAT USE COMPENSATION**

Volunteers:

1. Training Stipend of \$10.00 per drill session, paid in December as
2. Fire Duty Regular Shift Coverage (On Call) \$75.00 per 12-hour shift

Employee Volunteers:

1. Training Stipend of \$10.00 per drill session
2. Fire Duty Regular Shift Coverage (On Call) \$75.00 per 12-hour shift
3. Emergency Response: If he/she is working when a response is required, he/she will be paid their regular wage during their regularly scheduled working hours up to 8 hours and then compensated \$25.00 an hour for the remainder of the response.

EMT Certification:

Each Volunteer who has an Emergency Medical Technician will be compensated for the cost of their EMT re-certification. Mileage shall be reimbursed at applicable Internal Revenue Service rate.

Rescue Boat Use Compensation:

When a boat rescue is necessary, the Fire Department may commandeer a boat. The reimbursement rate for use shall be \$150.00 per response.

Reimbursements:

Reimbursement for out of pocket expenses related to performing Volunteer Service or duties may be considered for reimbursement. Training expense reimbursement will be based on need, effectiveness, and budget availability. Proof of completion and receipts will be required for reimbursement.

Required PPE equipment purchased by the Volunteer may be reimbursed with prior approval and depending upon amount.



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 11

Volunteer Appreciation in lieu of Holiday Party



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Volunteer Appreciation
Meeting Date: December 16, 2020
Date Prepared: December 10, 2020
Prepared by: Shelley Redding, Administrator
Attachments: None

Recommended Action: Approval of Volunteer Appreciation in lieu of Annual Party

Traditionally each year, IPUD have a volunteer appreciation Holiday event to thank the volunteers for their contributions to the District. With the recent conditions due to the COVID-19 pandemic the event was cancelled.

Staff proposes that in lieu of the annual Holiday Party, provide gift certificates from local businesses for each volunteer of the Inverness Public Utility District. The gift certificates will be commensurate with volunteer service participation ranging from \$25.00 to \$75.00.

Staff recommends a budget of up to \$2,000.00



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 12

Firehouse Heating System Replacement Proposals (Action)



Board Agenda Item Staff Report

Subject: Firehouse Heating Replacement Proposals
Meeting Date: December 16, 2020
Date Prepared: November 12, 202, updated December 12, 2020
Prepared by: Shelley Redding, Administrator
Attachments: Bids (2) prepared by Heating and Cooling Contractor Ongaro and Sons
Bids (2) prepared by Aaero Heating & Air Conditioning

Recommended Action: Accept and approve the Aaero Heating Bid

During the previous Board Meeting, Staff was asked to get clarification on the possibility of incentives for the heating system replacement from the County and to determine if the generator could be connected to the heat pump without issues being caused by energy fluctuations.

Staff contacted Marin Clean Energy and inquired about possible incentives for Business locations and was told that currently there are not any incentives available for heating system replacements. After considering the options and the frequency of power outages in the area, Staff recommends replacing the current system with the same system of wall heaters currently installed. Staff contacted Aaero to request an estimate for the extension of the upstairs flue to ensure it meets safety requirements.

The two heating units utilized at the Firehouse, one in the ground floor space, and one in the second-floor space were originally installed in 1995. This past winter, the heater on the second floor required hand lighting and would pop loudly when it reached the set temperature. Knowing that over time, older heating units can become less effective, less efficient and at times can pose hazards.

I contacted Ongaro and Sons to request an estimate for replacing both wall heaters with similar units, that require little modifications to the current duct work and fuel piping. I also requested an estimate to replace the upstairs unit with a heat pump unit for comparative purposes.

The technician inspected both units and noted that both needed replacing and lacked the newer safety features. He also noted that the flue for the upstairs unit would need to be extended to meet current safety standards specifications. The quotes include the required permits and installation, except for the electrical work needed for the heat pump unit, if it were chosen for the upstairs heating.

At the request of the Board, I contacted a second HVAC vendor to obtain another quote for replacement of both wall furnaces with similar models, and another to replace the wall heaters with a heat pump system for both the meeting room and the office space.

In discussion with the owner of Aaero Heating and Colling, he suggested switching to the heat pump system because of the efficiency of the systems. When I asked about the impact on the generator, he told me they generally do not set up heat pumps with a connection to a generator because of the fluctuation of power from generators. The quote furnished by Aaero includes the cost for the electrical work needed to install the new system.



Aaero Heating & Sheet Metal, Inc.

860 Sweetser Avenue Novato, CA 94945 (415)897-4187 FAX: (415) 898-2381 License: 278370

PRIME BUILDING CONTRACT

THIS AGREEMENT IS BETWEEN:

RE PROJECT: 2020440

Aaero Heating & Sheet Metal, Inc. and
(Contractor's Name)

Inverness Public Works
(Owner's Name)

278370
(Contractor's License Number)

50 Inverness Way
(Owner's Home Address)

860 Sweetser Avenue
(Contractor's Address)

Inverness, CA 94937
(City, State & Zip)

Novato, CA
(City, State & Zip)

50 Inverness Way
(Project Address)

415 897-4187 - 415 898-2381
(Telephone - Fax)

Inverness, CA 94937
(City, State & Zip)

CONSTRUCTION LENDER, Name and address of construction fund holder is:

DESCRIPTION OF PROJECT - See next page

Work will commence approximately on or about

TIME FOR COMPLETION: The work to be performed by Contractor pursuant to this Agreement shall be substantially completed within (to be determined) days.

PAYMENT: Owner agrees to pay Contractor a total cash price of: To Be Determined

Down Payment to be made as follows: \$1,000 (One Thousand Dollars) or 10% (Ten Percent) of the contract, whichever is less, shall be paid before commencement of the work. The balance shall be paid upon completion

INTEREST: Overdue payments will bear interest at the rate of 1½% per month.

Contractors are required by law to be licensed and regulated by the Contractors' State License Board which has jurisdiction to investigate complaints against contractors if a complaint regarding a patent act or omission is filed within four years of the date of the alleged violation. A complaint regarding a latent act or omission pertaining to any structural defects must be filed within 10 years of the date of the alleged violation. Any questions concerning a contractor may be referred to the Registrar, Contractors' State License Board, P.O. Box 26000, Sacramento, California 95826, 1-800-321-2752.

You, the buyer, have the right to require the contractor to have a payment and performance bond. However, the contractor can require you to pay for that bond.

NOTICE TO OWNER: If you agree to arbitration, review the "Arbitration of disputes" section on last page (provision 13) and place your initials on each copy of this contract

Owner: _____
(Owner Sign Here) _____
(Date)

Firm Name: Aaero Heating & Sheet Metal, Inc.
(Contractor's Firm Name)

Owner: _____
(If More Than One Owner, Sign Here) _____
(Date)

Contractor of Agent: _____
Contractor or Agent Sign Here Date

TERMS AND CONDITIONS: The terms and conditions of all pages are expressly incorporated into this Agreement

DESCRIPTION OF PROJECT (according to the plans and specifications, including materials to be used or installed): Contractor shall furnish all labor, materials and equipment to perform in a workmanlike manner: (Describe Labor, Materials, and Equipment to be Furnished)

Remove existing wall furnaces (2), haul away and recycle. Provide and install Williams 25,000 BTU propane single wall furnaces complete with; gas, flue connections, wall thermostats. \$4,350.00

Alternate: Provide and install Daikin High Wall Heat Pump System: Two indoor fan coils (one for each area), one outdoor condenser. Complete with; refrigerant line sets (with covers), 220 electrical connections with outdoor water proof disconnect, equipment pad, control wiring, all final connections and miscellaneous materials. \$10,545.00

*This price is dependent on a circuit being available to add existing service panel.

*Excludes: Permit Fees, Refrigerant Testing. ~ Aero warranties passage.

*Please Note: If you wish to pay by Visa or Mastercard please add 4% to contract price. Thank you.

TERMS AND CONDITIONS

1. Asbestos and Hazardous Materials. Asbestos or other hazardous materials disturbance, removal or abatement is not provided for by the terms of this subcontract and in the event that asbestos or other hazardous material is encountered or disturbed in order to complete this project, it will be treated as extra work under Paragraph 11 of this Agreement. Subcontractor may stop work upon discovering asbestos or other hazardous material until the terms of the extra are negotiated. Subcontractor, at Subcontractor's sole option can require Owner or Contractor to be responsible for the removal or abatement of asbestos or any other hazardous materials found on the job site.

2. Arbitration, Validity and Damages. Any controversy or claim arising out of or related to this contract, or the breach thereof, shall be settled by arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, and judgement upon the award rendered by the Arbitrator(s) may be entered in any court having jurisdiction thereof. Claims within the monetary limit of the Small Claims Court shall be litigated in such court at the request of either party. Any claim filed in Small Claims Court shall not be deemed to be a waiver of the right to arbitrate, and if a counterclaim in excess of the jurisdiction of the Small Claims Court is filed in the Municipal or Superior Court, then the party filing in the Small Claims Court may demand arbitration pursuant to this paragraph.

In case one or more of the provisions of this Agreement or any application thereof shall be invalid, unenforceable or illegal, the validity, enforceability and legality of the remaining provisions and any other application shall not in any way be impaired thereby.

ANY DAMAGES FOR WHICH SUBCONTRACTOR MAY BE LIABLE TO OWNER OR CONTRACTOR SHALL NOT, IN ANY EVENT EXCEED THE CASH PRICE OF THIS AGREEMENT.

3. Reservation of Rights of Dispute. In the event that the Subcontractor is required to, or deems it appropriate, to proceed with and complete any work which is the subject of a dispute between the Contractor and the Subcontractor as to whether such work should be classified as a "change" or as an "extra," Subcontractor may, if it deems it appropriate, but is not required to, proceed with such work, and thereafter or contemporaneously, file for arbitration in accordance with the Construction Industry Arbitration Rules of the American Arbitration Association, to determine whether such work is in fact a "change" or an "extra" without waiving any said rights, as well as determining the effect of the extra.

4. Attorneys Fees. In the event legal action or arbitration is instituted for the enforcement of any term or condition of this subcontract, the prevailing party shall be entitled to an award of reasonable attorney's fees in said action or arbitration, in addition to costs and reasonable expenses incurred in the prosecution or defense of said action or arbitration.

5. Removal of Debris. Upon completion of the work, the Subcontractor agrees to remove all of his own debris and surplus materials from Owner's property and leave said property in a neat and broom-clean condition. Subcontractor will not accept any charges for any prorated proportion of general clean-up of the premises, nor will he be responsible for the disposal of central scrap piles.

6. Failure to Make Payments. If Contractor fails to make the scheduled progress payments as defined in "Schedule of Payments," then Subcontractor has the absolute option to cease the performance of any further work until such time said payment is made. If said payment is more than 10 working days late, Subcontractor may, at his option, treat said lateness as a material breach of this Subcontract Agreement and justifiably refuse to complete the balance of this subcontract. Subcontractor may then institute arbitration proceeding as described herein for any and all damages incurred including but not limited to lost profits.

7. Retention. Contractor is authorized to withhold retention from Subcontractor only to the extent that Owner withholds funds from Contractor for the work performed by Subcontractor. In no event shall Contractor withhold more than ten (10) percent of payments due Subcontractor. All retentions must be paid to Subcontractor within thirty-five (35) days of the date the Subcontractor substantially completes all of his work.

8. Items not Responsibility of Subcontractor. Unless specifically included in the Agreement, Subcontractor shall not be held responsible for any existing violations of applicable building regulations or ordinances, whether cited by the appropriate authority or not. Subcontractor is not responsible for any abnormal or unusual preexisting conditions. Correction of any such violations or abnormal conditions by a Subcontractor shall be considered additional work and shall be dealt with as herein provided under Paragraph 11 for extra work.

9. Excusable Delays. If the Subcontractor is delayed in the performance of the work by conditions that could not be reasonably foreseen by Subcontractor or out of the reasonable control of Subcontractor, which include but are not limited to actions taken by Owner, acts of God, fire, explosions or other casualty losses, strikes, boycotts or other labor disputes, lockouts, hazardous material disturbance, abatement, or removal, and acts of government body, then Contractor shall grant Subcontractor a reasonable extension of time. If additional work or cost is required of, or incurred by, Subcontractor as a result of the delay, then Subcontractor shall be entitled to compensation as called for in Paragraph 11.

10. Contractor's Responsibilities and OSHA Requirements. Water, sewer, gas and electric utilities from the serving agency to the point of entry at Owner's property line or the metering devices are required and are the responsibility of the Contractor.

In compliance with Federal and State law, Contractor agrees to make drinking water and toilet facilities available to all workers or compensate Subcontractor for cost of rental units.

Contractor agrees to provide electricity at the job site to effect the work herein.

Contractor shall provide adequate job site storage and work areas as required for the convenience and use of Subcontractor for his work under this Agreement.

Contractor agrees to comply with all local, state and national laws, including without limitation the provisions of the Accident and Safety Health Act of 1970 and the construction Safety Act 1969, and Subcontractor is not responsible for any liability caused by the Contractor's noncompliance.

11. Extra Work. Subcontractor shall provide in a good and workmanlike manner only that labor and materials specified therein. Additional work not specified in this subcontract will be provided only upon written authorization of Contractor. However, in the event that the parties cannot agree on the sum necessary to compensate Subcontractor for the extra work, then Subcontractor shall be paid his actual costs for the additional labor and material as well as his normal overhead and profit.

For any extra work performed, Contractor shall be compensated in an amount to be determined before the extra work is performed and such amount, including Contractor's usual fee for overhead and profit shall be made as the extra work progresses, concurrently with payments made under payments scheduled. However, in the event that the parties cannot agree on the sum necessary to compensate Subcontractor for the extra work, then Subcontractor shall be paid his actual costs for the additional labor and material as well as his normal overhead and profit.

However, in the event that an emergency exists, then Subcontractor may proceed upon the verbal authorization of the Contractor or the Contractor's job superintendent and request written confirmation of the verbal authorization within seventy-two (72) hours.

12. Assignment and Subcontracting. Subcontractor shall be allowed to assign any work under this subcontract or subcontract any portion of it without the written consent of the Contractor.

13. Protection of Work. To the extent noted herein, Subcontractor will protect its own work until completion and acceptance of his work. To allow Subcontractor to protect his own work, Contractor shall provide to Subcontractor adequate storage space and security on the construction site. Once Subcontractor's work is completed, then Contractor shall be responsible for the protection of the work as well as the entire project.

If Subcontractor's work is damaged or destroyed during the course of Subcontractor's work and said damage or destruction is a result of the negligence of Subcontractor, then Subcontractor shall agree to repair or replace said damaged work. If the work is damaged or destroyed as a result of actions beyond the reasonable control of the Subcontractor or through the negligence of persons other than Subcontractor, then Subcontractor shall repair or replace said damaged or destroyed work but will do so only upon being compensated for same. Compensation shall be treated as extra work and the compensation shall be determined as provided in Paragraph 11.

14. Concealed Conditions. In the event that Subcontractor encounters rock, ground water, underground structures, utilities or other conditions unknown to Subcontractor and not reasonably foreseeable by Subcontractor, then Subcontractor shall immediately stop work and call Contractor's attention to such concealed conditions in writing. The subcontract time and price will be equitably adjusted in writing.

15. Insurance. Contractor will procure at his own expense and before commencement of any work under this contract fire insurance with course of construction, vandalism and malicious mischief clauses attached. The insurance is to name Contractor and his Subcontractors as additional insureds, and to protect Owner, Contractor and his Subcontractors, and construction lender as their interests may appear. Should Contractor fail to do so, Subcontractor may procure such insurance as agent for and at the expense of Contractor, but is not required to do so. If the project is destroyed or damaged by any accident, disaster, or calamity, such as fire, storm, flood, landslide, subsidence, or earthquake, or by theft or vandalism, any work done by Subcontractor in rebuilding or restoring the projects shall be paid for by the Contractor as an extra and shall be dealt with under the provisions of Paragraph 11 above. If, however, the estimated cost of replacement of work already accomplished by Subcontractor exceeds twenty (20) percent of the contract price, Contractor shall have the option to cancel this contract and, in that event, shall pay Subcontractor's usual overhead and a net profit to Subcontractor in the amount of _____ percent, of all work performed by Subcontractor before cancellation.

Subcontractor will carry Worker's Compensation Insurance to protect Subcontractor's employees during the progress of the work. Contractor shall obtain and pay for insurance against injury to his own employees and persons not under the control of Subcontractor.

16. Indemnification. Contractor shall indemnify and hold harmless Subcontractor from and against any and all claims arising from Contractor's use of the job site, or from the conduct of Contractor's business or from any activity, work or things done, permitted or suffered by Contractor or others in or about the job site or elsewhere, and shall further indemnify and hold harmless Subcontractor from and against any and all claims arising from any breach or default in the performance of any obligation on the Contractor's part to be performed under the terms of this subcontract agreement, or arising from any negligence of the Contractor or any of Contractor's agents, Contractors, Subcontractors, or employees and from and against all costs, attorney's fees, expenses and liabilities incurred in the defense of any such claims or any action or proceeding brought thereon, and in case any action or proceeding be brought against Subcontractor by reason of any such claim, Contractor, upon notice from Subcontractor shall defend same at Contractor's expense by counsel satisfactory to Subcontractor.



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 13

Committee Reports

Personnel Committee

- **Recruitment Update - Fire Chief Position**



Inverness Public Utility District
Board Meeting December 16, 2020

Agenda Item No. 14

Announcements,

Next Meeting,

Adjournment