

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 (Revised)

Regular Meeting

Wednesday, April 28, 2021

9:00 a.m.

Inverness Firehouse

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 March 24, 2021

The State of the District

4. Management Report: Shelley Redding, Jim Fox, Wade Holland

- FY2021 Financials
 - Financial Reports
 - Capital Projects Accounting to March 2021
 - New Service Connection Fee for 2021
- Tenney Tank Project Update
- MWPA Update
- MERA Update
- MCSDA Update

5. Water System Report, March 2021: Superintendent Jim Fox & Senior Water Operator Ken Fox

6. Fire Department Report, March 2021: Chief Jim Fox

The Business of the District

7. Preparing for Water Rationing: Drafts of Revised Water System Regulation 117 ("Water Shortage Emergency") and Ordinance 100-2021 ("Mandatory Water Rationing"): Discuss and provide guidance for preparation of final versions of the two documents for action at May 26 meeting

8. Request for Fire Department to Participate in FireWise Inverness as a Partner Agency

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

10. MERA Proposal to Establish Replacement Fund: Provide direction to District's MERA representative

11. Approve Expenditures and Credit Card Charges: March 2021

12. Committee Meetings/Reports

- Recruitment Update - Fire Chief Position

Closing

13. Announcements, Next Meeting, Adjournment

Posted: April 24, 2021

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 ATTEND AND 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)**



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 1

Call to Order;

Attendance Report



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 2

Public Expression

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

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

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

From: [Kathleen Hartzell](#)
To: [Shelley Redding](#)
Subject: Water Conservation
Date: Friday, April 16, 2021 3:08:58 PM

Dear IPUD Board and Staff,

I would like to mention a few things about water conservation - and, I'm writing as a customer, not representing the IA.

Water circulation to obtain hot:

I am a big fan of systems that circulate water so when you want hot water, it's instantly there. As initially our home was for weekend use, we installed one that you activate at time of need. You wait less than 1 minute and have hot water. This seems to be very useful for those of us with on-demand hot water heaters, too. They require a certain volume to flow through before they kick on.

NOT one drop is wasted and I appreciate that it also doesn't put extra water in the septic. There are some that are programmed to do it on their own, but we've never seemed to find our system a problem.

* I propose that you pass an ordinance that would require these for any building/plumbing permits that involve water in the home or better yet, that it be required for any permit/project costing, say, over \$1000.

Evidence of water leak/valve malfunction:

I recently started to research the devices that tell you if water is running - there are many on the market now. Even when you are away from home, you can be alerted if water is running when it should not be. And, depending upon the system, you can activate a shut off remotely. I think this could be especially important for people who automatically irrigate or for part timers and vacation rental owners.

*It's the sort of thing that your IPUD people might know more about and could share with your customers as a way for them to help the District cope with the extreme water circumstance we are facing.

Last - water wasters

I believe your customers would be more inclined to do their part to save water if they knew that vacation home owners, properties with lawns, massive irrigation systems, etc. were doing their part. In the last BIG draught, people let their lawns go. DEAD. We've never had a lawn, so that didn't apply, but we watered veggies and the few landscape plants we had in

Larkspur with water saved in the shower and laundry. However, Inverness has a lot of seniors, and we have no business hauling water!

*I propose that irrigation of lawns be suspended until draught status is over.

I've heard that there are a few properties that account for very substantial water use. Does the District do outreach to curtail their excess? If so, can you share that you do this outreach? Are there homeowners who you feel need assistance managing their landscaping water due to the age of the system or the owner? Marin Master Gardeners will send a volunteer master gardener out to audit the garden/irrigation and give the homeowner advice. We have people in the community who would do that, too.

*I urge you to ask for assistance from your community organizations. Rotarians would go out and help change out faucet aerators or shower heads, for example. IA people would do the same, I'm sure. Lions, ditto. We will all feel better if we bear the impact equitably, and feel that we're not the only one taking extreme measures to save water. The County has a registration for most vacation rentals so you can work with them to reach out, I'm sure.

Thank you for reading my letter.

Kathy Hartzell,
representing her own household



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 3

Regular Meeting March 24, 2021

Minutes Approval



Inverness Public Utility District

Fire Department ~ Water System

50 Inverness Way No., P.O. Box 469, Inverness CA 94937 ~ (415) 669-1414

Board of Directors

Minutes, Regular Meeting

Wednesday, March 24, 2021, 9:00 a.m.

Teleconference

1. Call to Order

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

Attendance Report

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

Directors Absent: Dakota Whitney

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

Guests Present: Lisa Wolford, Nelson Staffing

Public Present: Ann Elliott, Woody Elliott

2. Public Expression: None

3. Approval of Minutes: Regular Meeting of February 24, 2021.

M/S Donohue/Press to approve the minutes of the Regular Meeting of February 24, 2021 as submitted. Roll Call Taken: AYES 4, NOES 0

12. Committee Meetings/Reports *(Item moved to accommodate Guest Lisa Wolfson of Nelson Staffing)*

Recruitment Update-Fire Chief Position: Administrator Redding introduced Lisa Wolford who summarized the recruitment effort and highlighted her involvement with the search for the MWPA Executive Director. She briefly described the recruitment process and where the position announcements have been posted, including her efforts to contact previous applicants for the MWPA Executive Director position. She has posted the position on local Craigslist sites, Indeed, Nelson's Job Board, and through the Daily Dispatch, which is a specific fire career job board online. Most of the responses have been through Indeed and the job posting is up on Daily Dispatch until April 5th. There have been 20 applicants, with half of them from out of state. She has chosen in general to not engage with out of state applicants because of significant hurdles involved. She has engaged with nine applicants and identified two promising applicants who are local and appear to be interested. The general questions from applicants were regarding salary and housing.

Director Donohue asked about other agencies or organizations where the job opening could be posted. Ms. Wolford said she was not aware of any others that have the reach. General discussion followed concerning the District's needs for the position, the comparatively low salary, and the housing challenges. Chief Fox stated that the position should be considered for coverage to maximize the interaction with the community, training schedules with volunteers, and maintenance of good relationships with other agencies.

M/S Donohue/Press to move forward with scheduling interviews with the two applicants as recommended. Roll Call Taken: AYES 4, NOES 0

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

Housing options for new employees: Chief Fox suggested that finding a rental would be the best solution. President Emanuels asked if it was essential that the Fire Chief live within the District. Chief Fox responded that he did not believe it was, and he noted that he has discussed coverage for emergency responses with Marin County Fire Chief Jason Weber. County is aware of the coverage issues and plans are in the works to increase staffing in Point Reyes Station to improve coverage throughout the West Marin region.

4. **Management Report**

Financial Reports: Administrator Redding presented the financial reports for February 2021.

Measure C (TOT) Annual Audit: Administrator Redding provided a copy of the report submitted to Marin County for the first audit of the Measure C funding, which will be provided to the Measure C oversight committee. The report documents the fund revenue that has been allocated to IPUD and details how the funds were used and that the District's spending complies with the measure's requirements.

2019/2020 Audit Update: Administrator Redding reported that the auditor has submitted a request for some additional data. It is now anticipated that the completed audit will be submitted for the District's review by the end of April.

Capital Projects Accounting, February 2021: Administrator Redding presented updated capital projects reports to the Board.

Community Outreach and E-Blasts: Administrator Redding reported on the outreach to customers related to the ongoing water shortage, the status of the IA/IF parcel tax proposal, and the plans for future outreach. President Emanuels commended the E-blasts for their clear message and important information.

Disaster Council Update: Chief Fox and Coordinator Sally Fairfax reported on the progress made to engage more volunteers, to update reference materials, and to schedule training and exercises. \

Tenney Tanks Project Update: The project is still on track, and the notice of award will be issued to the contractor at the end of March. A quarterly report will also be submitted as required by March 31, 2021.

5. **Water System Report: February 2021**

Senior Water Operator Ken Fox submitted a written report for February showing previous year comparisons. Rainfall continues to be behind the average and the State has recently issued a notice regarding drought conditions for the State. There has been no evidence that the pandemic has affected timely payment of customers' water bills.

The community should expect a need for continued conservation and possibly rationing. Customer Services Manager Holland reported that the District's current rationing ordinance does not include clear language on how to implement, monitor, and enforce rationing. Staff is working on a new ordinance that is intended to provide a series of optional rationing parameters so that the Board will have flexibility at any time rationing is needed to select a rationing program that will work best under the circumstances in effect at that time. Staff is also working on making clarifications to Regulation 117 on declaring a water shortage emergency and instituting a water conservation program. A general discussion will be scheduled for the Board's April meeting, at which time the Board will be asked to provide direction to staff for finalizing a replacement water rationing ordinance and revisions to Regulation 117.

6. **Fire Department Report: February 2021**

Chief Fox submitted a written report for February. He reported that drills and training may be able to start again as COVID-19 restrictions for outdoor activities are being eased. He also reported that Disaster Coordinator Lynn Axelrod sent a notice about a virtual seminar promoted by FIRESafe Marin. President Emanuels suggested that the District should promote the event; he also asked about evacuation route clearing on Sir Francis Drake Boulevard. Chief Fox said that the brush clearing performed by the County Department of Public Works is an annual process for maintaining vegetation. He also noted that with the

local funds received from the MWPA, he has started doing evacuation route clearing with the District. He also reported that he had attended several Zoom meetings for MWPA, MERA, and the County Fire Chiefs Association.

7. MWPA Core Projects Meetings

Chief Fox reported on a meeting he participated in concerning core projects for the MWPA's West Marin Region. This committee will review compliance issues for projects and is addressing the environmental review (CEQA) process by engaging consultants. He is also exploring the possibility of using core funds to purchase a Type 6 wildland fire truck that he believes would benefit the entire West Marin Region. Fuel break activities are being conducted by private property owners in Seahaven outside of the scope of the MWPA projects.

Woody Elliott expressed his concerns about the lack of projects being reported to the communities by the MWPA and appreciates the ongoing discussion. Director Donohue noted that a project wish list for the community is warranted. The Inverness Association (IA) is holding a meeting later today at which some possible projects that have been identified by the IA will be discussed. The IA is also working towards Inverness becoming a FIREwise Community. President Emanuels stated that the District faces the prospect of being invisible and does not meet the challenge of advocating for MWPA core funds to address areas of concern in Inverness. Director Press expressed his concern that this is more an issue of transparency and communication and he is not sure asking IPUD to take the lead on these issues is the right way to go. He noted that the MWPA is the lead agency, and it would be the appropriate agency to address issues that concern the National Park and the State Parks.

8. Approval of Expenditures and Credit Card Charges

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

M/S Donohue/Johnson to approve the expenditures for February 2021 and credit card charges invoiced in February 2021. Roll Call Taken: AYES 5, NOES 0

9. Proposal for Service Contract with Personnel Consulting Firm

Administrator Redding presented information from two personnel consulting firms and suggested having the District engage one of them to provide assistance with interpreting labor laws and revising the Employee Handbook. Administrator Redding noted that the cost is considerably less than engaging our legal counsel. She recommended engaging CPS HR, which has arranged a special offer through the CSDA.

M/S Press/Johnson to approve engaging CPS HR for personnel consulting services. Roll Call Taken: AYES 5, NOES 0

10. Fiscal Year 2020-2021 Budget Revision

Administrator Redding presented a revised budget for approval. The revisions reflect actual expenditures through February and make changes to some specific revenue sources that were better represented independently.

M/S Johnson/Donohue to approve the revised budget for the fiscal year 2020-2021 as presented. Roll Call Taken: AYES 5, NOES 0

11. 10-Year District Projects List

Administrator Redding and Chief Fox presented a comprehensive 10-Year Draft Projects List for the Water System and the Fire Department. The report shows the anticipated timing for each project and helps to identify areas for needed funding. The report was for informational purposes only and will be updated regularly.

Director Johnson left the meeting at 10:59 am.

13. Announcements, Next Meeting, Adjournment

The next regular meeting is scheduled for April 28, 2021, at 9 a.m. at the Firehouse if conditions and County guidance allow.

President Emanuels adjourned the meeting at 11:10 a.m.

These minutes were approved by the Board of Directors at the regular meeting on April 28, 2021.

Attest: /s/

Date: 4/28/2021

Shelley Redding, Clerk of the Board

DRAFT



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 4

Management Report

Clerk S. Redding, J. Fox & W. Holland

- FY 2021 Financials
 - Financial Reports
 - Capital Projects Accounting March 2021
 - New Service Connection Fee 2021
- Tenney Tank Project Update
- MWPA Update
- MERA Update
- MCSDA Update

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

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	266,726	0	0	266,726
600-02 · Special Fire Tax Assessment	41,186	0	0	41,186
600-04 · MWPA Defensible Space Program	0	11,184	0	11,184
600-05 · MWPA Local Specific Prevention	0	11,184	0	11,184
600-06 · Excess ERAF	67,293	0	0	67,293
Total N 600 · Property Tax Income	375,206	22,369	0	397,574
N 700 · Water Charges				
700-01 · Basic Charges	0	0	299,884	299,884
700-02 · Usage Charges	0	0	66,209	66,209
700-03 · Cross Connection Fees	0	0	864	864
700-04 · Miscellaneous Charges	0	0	765	765
Total N 700 · Water Charges	0	0	367,722	367,722
N 710 · Misc. Income				
710-02 · Other Income	1,511	800	0	2,311
710-05 · Chipper Day Income	0	3,560	0	3,560
710-06 · New Service Connection Fee	0	0	15,400	15,400
710-07 · Interest Income	3,922	0	0	3,922
Total N 710 · Misc. Income	5,433	4,360	15,400	25,193
Total Income	380,639	26,729	383,122	790,490
Gross Profit	380,639	26,729	383,122	790,490
Expense				
N 810 · Personnel Expenses				
810-01 · Management	67,336	37,567	37,567	142,469
810-02 · Operations Personnel	0	31,581	153,990	185,570
810-03 · Administrative Personnel	9,767	0	21,383	31,150
810-04 · Employer Payroll Taxes	6,373	5,613	15,361	27,346
810-05 · Fire Wages - Staff	0	56	0	56
810-06 · Duty Officer	0	850	1,500	2,350
810-07 · Health Insurance Premiums	33,617	27,315	54,595	115,528
810-08 · Retirement Premiums	8,481	14,156	25,927	48,565
810-09 · Unfunded Accrued Liability	164	10,116	16,333	26,612
810-10 · Accrued Vacation	0	2,697	4,562	7,259
810-11 · Workers Comp Insurance	515	7,620	11,069	19,204
810-12 · EDD Unemployment	0	3,811	0	3,811
Total N 810 · Personnel Expenses	126,254	141,381	342,286	609,921
N 830 · Dispatch & Communications				
830-01 · Radio/Pager Repair	0	428	0	428
830-02 · Commo Supplies	0	6,239	0	6,239
830-03 · MERA Operations	0	10,431	0	10,431
830-04 · MERA Bonds	0	11,978	0	11,978
830-05 · MERA New Financing	0	1,121	0	1,121
Total N 830 · Dispatch & Communications	0	30,197	0	30,197
N 833 · Collection & Treatment				
833-01 · Chemicals	0	0	3,897	3,897
Total N 833 · Collection & Treatment	0	0	3,897	3,897
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0	0	3,049	3,049
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	6,712	6,712

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

	DISTRICT	FIRE	WATER	TOTAL
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0	983	902	1,884
840-02 · Building Maintenance	0	2,842	672	3,515
840-03 · Grounds Maintenance	0	452	0	452
840-04 · Tank Maintenance	0	0	268	268
840-05 · Collection & Treatment Maint.	0	0	7,067	7,067
840-06 · Distribution System Maintenance	0	0	3,946	3,946
840-07 · Collection-Treatment Utilities	0	0	31,233	31,233
840-08 · Distribution System Utilities	0	0	722	722
840-09 · Firehouse Utilities	0	4,622	0	4,622
840-10 · SCADA Maintenance	0	0	3,714	3,714
Total N 840 · Maintenance & Utilities	0	8,899	48,523	57,423
N 843 · Fire Prevention				
843-02 · Chipper Day Expenses	0	6,583	0	6,583
Total N 843 · Fire Prevention	0	6,583	0	6,583
N 844 · Storage & Distribution				
844-01 · Telemetry	0	0	1,501	1,501
844-03 · Miscellaneous	0	0	2,040	2,040
Total N 844 · Storage & Distribution	0	0	3,541	3,541
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	0	2,644	3,945	6,589
845-02 · Personal Protective Equipment	0	9,611	60	9,671
845-03 · Resale Merchandise	0	-15	0	-15
N 845 · Supplies & Inventory - Other	0	0	342	342
Total N 845 · Supplies & Inventory	0	12,241	4,346	16,587
N 850 · Training				
850-01 · Volunteer Training	0	1,590	0	1,590
850-02 · Certification & Courses	0	143	60	203
850-03 · Volunteer Appreciation	0	1,650	0	1,650
850-04 · Volunteer Stipends	0	1,650	0	1,650
Total N 850 · Training	0	5,033	60	5,093
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0	3,355	3,299	6,654
860-02 · Repairs & Service	0	947	4,238	5,186
Total N 860 · Vehicle Operations	0	4,302	7,538	11,840
N 870 · Administration				
870-01 · Telephone, Internet, Cable	1,988	1,430	0	3,418
870-02 · Dues & Publications	4,421	836	1,854	7,111
870-03 · Insurance	0	15,000	17,704	32,704
870-04 · Financial Reporting/Audit	7,996	2,922	2,922	13,840
870-05 · Office Supplies, Postage, Fees	4,890	60	138	5,089
870-06 · Bank & Payroll Charges	7,461	0	0	7,461
870-07 · Legal Expenses and Attorneys	10,800	0	0	10,800
870-08 · Board & Election Expenses	400	0	0	400
870-09 · Travel & Meetings	425	0	0	425
870-10 · Public Relations & Outreach	2,255	0	2,224	4,478
870-11 · Office IT Support	1,425	0	0	1,425
870-12 · Billing & Collections	0	0	4,766	4,766
870-13 · Disaster Council	0	2,038	0	2,038

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

	DISTRICT	FIRE	WATER	TOTAL
870-14 · Miscellaneous	-0	0	6	6
870-15 · Other Agency Assessments	608	0	3,406	4,013
Total N 870 · Administration	42,669	22,286	33,020	97,975
Total Expense	168,923	230,922	449,923	849,768
Net Ordinary Income	211,715	-204,193	-66,801	-59,279
Net Income	211,715	-204,193	-66,801	-59,279

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

	<u>Jul '20 - Mar 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
N 600 · Property Tax Income	307,912.51	299,727.35	8,185.16
N 700 · Water Charges	367,722.40	372,204.00	-4,481.60
N 710 · Misc. Income	25,192.79	30,365.00	-5,172.21
Total Income	<u>700,827.70</u>	<u>702,296.35</u>	<u>-1,468.65</u>
Gross Profit	700,827.70	702,296.35	-1,468.65
Expense			
N 810 · Personnel Expenses	606,110.18	577,334.69	28,775.49
N 830 · Dispatch & Communications	30,197.22	30,450.00	-252.78
N 833 · Collection & Treatment	3,896.51	4,850.00	-953.49
N 835 · Lab & Monitoring	6,711.90	8,675.00	-1,963.10
N 840 · Maintenance & Utilities	57,422.56	60,533.00	-3,110.44
N 843 · Fire Prevention	6,582.50	6,957.00	-374.50
N 844 · Storage & Distribution	3,541.01	5,624.00	-2,082.99
N 845 · Supplies & Inventory	16,586.89	17,124.00	-537.11
N 850 · Training	5,093.39	11,295.00	-6,201.61
N 860 · Vehicle Operations	11,839.87	13,473.00	-1,633.13
N 870 · Administration	97,975.19	106,933.03	-8,957.84
Total Expense	<u>845,957.22</u>	<u>843,248.72</u>	<u>2,708.50</u>
Net Ordinary Income	<u>-145,129.52</u>	<u>-140,952.37</u>	<u>-4,177.15</u>
Net Income	<u>-145,129.52</u>	<u>-140,952.37</u>	<u>-4,177.15</u>

Inverness PUD
Summary Balance Sheet
As of March 31, 2020

	<u>Mar 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	288,659.40
Accounts Receivable	15,775.44
Other Current Assets	1,047,584.97
Total Current Assets	<u>1,352,019.81</u>
Fixed Assets	1,547,338.72
Other Assets	554,932.46
TOTAL ASSETS	<u><u>3,454,290.99</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	9,811.88
Credit Cards	-3,834.70
Other Current Liabilities	1,016,452.13
Total Current Liabilities	<u>1,022,429.31</u>
Long Term Liabilities	116,081.00
Total Liabilities	<u>1,138,510.31</u>
Equity	<u>2,315,780.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,454,290.99</u></u>

Inverness Public Utility District

NEW SERVICE CONNECTION FEE

Effective January 1, 2021 – December 31, 2021

Regulation 101 of the Regulations of the Inverness P.U.D. Water System, as amended by Ordinance 32-93 (March 15, 1993), provides the method of setting the New Service Connection Fee that is charged for a new service connection.

Subparagraph (4) of paragraph (r) of Regulation 101 provides that the New Service Connection Fee that shall be in effect during the calendar year shall be set to equal the

"Total value of the Fixed Assets of the Water System, excluding construction in progress and with deduction for accumulated depreciation, as of June 30 of the year preceding the year during which the New Service Connection Fee will be in effect, as reported in the General Purpose Financial Statements of the District prepared by the District's independent auditors."

divided by the

"Total number of customer connections (active and inactive) of the Water System, excluding connections owned by the District itself or by any District-owned entity, and excluding customer accounts for public owned fire hydrants, on June 30 of the year preceding the year during with the New Service Connection Fee will be in effect."

the resulting amount to be

"rounded up to the next even One Hundred Dollars (\$100.00)."

The following documents the amount of the New Service Connection fee to be in effect during the calendar year 2021 (January 1, 2021 through December 31, 2021):

<i>Total value of Fixed Assets, June 30, 2020</i>	<i>\$4,163,623</i>
<i>Less Construction in Progress</i>	<i><u>\$ 149,649</u></i>

<i>Net value of Fixed Assets, June 30, 2020</i>	<i>\$4,013,974</i>
--	---------------------------

<i>Total number of customer connections, June 30, 2020</i>	<i>517</i>
---	-------------------

$$\mathbf{\$4,013,974 \div 517 = \$7,763 = \$7,800 (rounded up)}$$

I hereby certify that the foregoing data and calculations are correct to the best of my knowledge, and that the amount of the New Service Connection Fee for the period of January 1, 2021, through and including December 31, 2021, is correctly set and shall be *Seven Thousand Eight Hundred Dollars (\$7,800.00)*.

Attest:



Shelley Redding, Administrator

April 23, 2021



TENNEY TANK PROJECT QUARTERLY PROGRESS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
3/30/2021	Inverness PUD SWRCB0000000000D1902046 / 2110001-001C	Shelley Redding, District Administrator

STATUS SUMMARY

Project Engineering Firm Brelje and Race Consulting Engineers posted a Notice of invitation for bids with various industry organizations and the Inverness Public Utility District posted a Notice in the area newspaper, The Point Reyes Light. The mandatory Pre-Bid walkthrough of the construction site was conducted on 2/2/2021, (a day earlier than previously reported as that was the date advertised) and there were 8 contractors who attended. The walkthrough was managed with COVID-19 restrictions with half of group escorted to Tenney Tank site with Superintendent Fox, the other half with Administrator Redding to Conner Tank for site inspections where tank remnants would be stored. Re-Assembled at Firehouse and then groups escorted again to other sites and then allowed time for questions regarding the location, material, and schedules. On 2/17/2021 the bids were opened at Brelje & Race Engineers and the Project Engineer performed the bid tabulations. On 2/22/2021, the notice of the bid results was provided to the District along with a letter of recommendation from the Project Engineer for Piazza Construction. The bid documents were included in the Board Meeting packet for the Regular Board meeting on February 24, 2021. Item #2 of the Board Meeting Agenda asked the Board to consider the recommendation and approve and accept the recommended bid from Piazza Construction. The motion was passed and approved.

The Final Budget Approval document and all pertinent attachments were uploaded into FFAST on 3/1/2021. Subsequently, the document was amended and re-submitted with reference numbers for each attachment noted on the FBA document. The document review commenced on 3/10/2021 and 2 items were requested to be added to the packet, a missing DBE form and a change order for the wage determination document. The Project Engineer at Brelje and Race provided both items and they were uploaded along with emails notifying the SWRCB personnel that they were available. The District is awaiting final approval of the FBA, which is pending the signatures on the DBE form and the change order. The District issued the Notice of Award on March 31, 2021. Upon Notice of Award, the contractor will complete the required forms and signatures on the Contract and return the packet to the District. After reviewing the requirements and completeness, a Notice to Proceed will be issued. The contractor will contact the tank manufacturing company to initiate the order. Upon approval of the manufacturing drawings, the estimated tank construction time is between 8 – 12 weeks. The Site work is currently scheduled to begin in early May after a pre-construction conference with the District, Geologist, and the Project Engineer. The environmental review will be scheduled within one week prior to the initiation of the site work.

Proposed timeline

- 3/31/2021: Notice of Award issued to Piazza Construction.
- 4/15/2021: Anticipated return of signed contract and required documents.
- 4/22/2021: Notice to Proceed issued. Tank manufacturing order placed.
- 4/29/2021: Pre-Construction Conference with Geologist, Project Engineer and District. Approved tank drawings reviewed.
- 4/29/2021: Environmental Review scheduled within 1 week of Site work start date.
- 5/06/2021: Site work start date.

PROJECT OVERVIEW

TASK	%	DUE DATE	NOTES
Construction Completion	0%	April 30, 2022	Finance Agreement
Bid Process	100%	February 17, 2021	Plans were reviewed by Bauer Associates and provided a plan review letter. Final design review was performed by both Water Superintendent and Engineer for Bid Packet. The General Specifications were reviewed by Water Superintendent and Administrator for Bid Packet. Plans being prepared for printing and distribution for bids.
Final Budget Approval	95%	TBD	FBA pending approval at SWRCB
Contractor Invoiced	0%	N/A	N/A
Schedule Elapsed	0.36%	April 30, 2022	Measured from 8/17/2020

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	EST. BUDGET	NOTES
Construction	0.00	0%	\$539,000	No invoices as of 9/29/2020
Contingency	0.00	0%	\$107,880	
Construction Management	0.00	0%	\$35,000	
Administration	0.00	0%	\$117,720	

ENVIRONMENTAL REQUIREMENTS COMPLIANCE

ENVIRONMENTAL REQUIREMENT	STATUS	DATE(S)
Spotted Owl Breeding Season	Inside of Season	Feb 1 - Aug 31

ENVIRONMENTAL REQUIREMENTS COMPLIANCE DESCRIPTIONS

The project is currently outside of the Spotted Owl breeding season. There is no change to the special conditions at this time. We have reviewed the measures required to address the special conditions. If possible, construction will be completed outside of the bird breeding season. If construction will occur during the breeding season, we will conduct a pre-construction survey for nesting birds within the project footprint by a qualified biologist no more than one week before ground disturbing activities. Depending on the outcome of the survey, we will implement the appropriate measures as outlined in **Exhibit D – Special Conditions**. Additionally, if there is a discovery of any archeological significance, we will notify the Project Manager at the State Water Board immediately.

CHANGE ORDERS

DESCRIPTION OF WORK	AMOUNT	CHANGE IN CONTRACT AMOUNT	SCHEDULE	NOTES
Wage Determination Document	0.00	0.00		Updated document from original bid document

PROBLEMS/RESOLUTIONS

Problems encountered: N/A

Proposed Resolution: N/A

Schedule for Resolution: N/A

Status of Previous Problem Resolution: N/A

**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	\$29,780	\$94,600	\$770,400			\$0
	Totals	\$865,000	\$4,000	\$49,316	\$7,381	\$4,122		\$94,600	\$770,400	\$0	\$0	\$0
	Grand Totals	\$865,000						\$94,600	\$770,400	\$0	\$0	\$0

Date	Description	Expense Amount	5% Retention	Invoiced Receiveable	Balance	FY Total						
	Beginning Balance	0.00			0.00							
6/30/2017	End of year balance					4,000.00	FY1617					
6/30/2019	End of year balance					49,316.32	FY1718					
6/30/2019	End of year balance					7,381.38	FY1819					
6/30/2020	End of year balance					4,121.60	FY1920					
8/18/2020	Riley F. Hurd III - Legal Review Financ	1,000.00			-65,819.30							
9/8/2020	Riley F. Hurd III - Legal Review Financ	22.88			-65,842.18							
9/29/2020	Signs.Com - Project Sign	72.77			-65,914.95							
10/15/2020	Brelje & Race Engineers - Sept 2020	10,934.75			-76,849.70							
11/15/2020	Brelje & Race Engineers - Oct 2020	11,752.50			-88,602.20							
11/24/2020	Bauer & Associates - Geotech	1,988.00			-90,590.20							
12/15/2020	Brelje & Race Engineers - Nov 2020	1,817.50			-92,407.70							
1/12/2021	Pt.Reyes Light	475.50			-92,883.20							
1/15/2021	Brelje & Race Engineers - Dec 2020	1,680.00			-94,563.20							
2/2/2021	Inverness Park Market	36.55			-94,599.75							
3/31/2021	Current year balance					29,780.45	FY2021 to date					

Inverness Public Utility District
 MWPA Member Agency Funding

Date	Name	Type	Defensible Space Inspections	Local Discretionary Projects
1/25/2020	MWPA	Disbursement #1 (55%)	11,184.32	11,184.33
2/28/2021	JM	Payroll - Evac Route Clearing		(721.63)
2/28/2021	JL	Payroll - Evac Route Clearing		(721.63)
3/15/2021	JM	Payroll - Evac Route Clearing		(668.94)
3/15/2021	JL	Payroll - Evac Route Clearing		(431.21)
Remaining Balance	3/31/2021		11,184.32	8,640.92



SHARED SERVICES WORKSHOP

A three hour, interactive workshop introducing successful shared services models in Marin County and how to implement them.

Thursday, April 29, 2021 | 9:00 a.m. - 12:00 p.m.

Zoom I.D.: 856 4653 1266 | Password: 800087

Registration is free, but RSVP is appreciated.

Intros begin at 9AM, there will be a break in between panels and time for questions throughout each panel and at the end of the workshop.

PANEL 1: EXPLORING SUCCESSFUL SHARED SERVICES IN MARIN

Moderated by LAFCo Chair

Sashi McEntee.

Panelists:

Bob McCaskill,
*former Belvedere
Councilmember*

Michael Frank,
MGSA Executive Director

Todd Cusimano,
Town Manager of Corte Madera

PANEL 2: HOW TO IMPLEMENT A SHARED SERVICES MODEL.

Moderated by LAFCo Executive Officer

Jason Fried.

Panelists:

Cathryn Hilliard,
*Southern Marin Fire Department
Board Member*

Betsy Swenerton,
*County Staff and former MPSMD Staff
Chief*
Michael Norton,
Central Marin Police Authority Chief

To register, email staff@marinlafco.org. Questions for the panel may be submitted early with your RSVP/resigstration

For more information and a link to Zoom, go to marinlafco.org/

BROUGHT TO YOU BY



Marin County Special
Districts Association



Marin Local Agency Formation Commission
Regional Service Planning | Subdivision of the State of California

MCCMC

Marin County Council of Mayors & Councilmembers



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 5

Water System Report

- **March 2021 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

MARCH 2021 – WATER SYSTEM REPORT –

End of March Stream-Flows

End of March Statistics	March 2021	Mar 2020	DIVERSION	Mar 2021 GPM	Mar 2021 GPD	Mar 2020 GPM
RAINFALL	Recorded at F1	(@ F1)	D1	8½	12,240	30
Monthly total (in inches)	2.31"	2.21"	D2	13	17,280	33
Year 7/1/2020 -> end of March	+15.21"	19.24"	D3	11½	16,560	32
Avg. yearly since 1925 (inches)	37.57"	37.72"	D4	12½	23,040	25
*Comparative EOM Streamflow	Jan 2021	Feb 2021	D5	22	31,680	35
*Compare to (approx. gpd) ->	223,300	158,400	D6	18	27,360	35
Streamflow trend: Jul, Aug, Sep, Oct, Nov, Dec=> 84; 64; 54; 119.5; 72;112	155 gpm	110 gpm	D7	14	18,720	34
MONTHLY PRODUCTION:	Mar 2021	Feb 2021	D8	3	4,320	14
(March close to Feb gpd)	1,921,300 gal	1,897,700	TOTALS--	102½ gpm	147,600	238 gpm
Average gallons per day ->	61,977 gal	62,200 gal	MARCH SYSTEM			
Average gallons per minute ->	43.0 gpm	43.1 gpm	DISTRIBUTION PATTERNS			
SOURCES USED	(Mar 2021)	(Mar 2020)	USE BY	ZONE	2021	2020
1 st Valley High Intakes (3) (all)	48 %	47 %	Colby		37.6%	36.8 %
2 nd Valley High Intakes (D5,6)	36 %	28 %	Tenney		43.0%	33.8%
3 rd Valley High Intakes (2) (D7)	16 %	25 %	Conner		2.5%	4.0 %
1 st Valley lower intake	0 %	0 %	Stockstill		10.7%	11.7 %
2 nd Valley lower (L2)	0 %	0 %	Sea Haven		6.2%	13.7 %
Wells (W1, W3)	nil %	nil %	TOTAL		100.0 %	100.0 %
TOTAL	100 %	100 %				

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

Water Quality

All sources Ultra and Nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water are being collected once a month for lab analysis of coliform content. Average CL₂ dose at F1→ 0.7 parts per million (ppm); F3→ > 0.75ppm

Major Activities

- Monthly reports sent to CA RWQCB
- Total Organic Carbon (TOC) grab samples from all three source valleys taken and analyzed for State DHS
- Watershed roads tree-clearing, chipping, and water-bar maintenance ongoing
- Again, not much rain although slightly more than last year in March
- Customer small leak found during month. Also replaced a leak on IPUD poly-butylene service in Upper Sea Haven
- Colby yard: SOD tree removed, reduced some leaks on wood tanks.
- Filter Plants:
 - F1: Performed CIP cleanings on both Ultra units A & B and Nano B. Addressed an air compressor issue
 - F3: Ultra unit CIP performed. Low plant influent psi determined to be leak on raw line, along with low streamflows
- Flushed second valley raw-water gathering line (V2) at Blow-off low points on. Repaired faulty in-line valve on V2 line
- Wright's slide V2 trail bridges improved with railings and wider planks
- Conner Tank solar system: Intermittent but brief communication failures recurring.
- Began clearing V2 trail near F1 filter plant

Kenneth J. Fox



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 6

Fire Department Report

- **March 2021**

FIRE DEPARTMENT REPORT

March 2021

INCIDENTS:

#	Date	
#21-034	03-07	Vehicle Accident @ 9811 SFD Blvd. No merit. Truck working off the side of road.
#21-035	03-09	Vehicle Accident @ 12784 SFD. Vehicle over embankment. Non-injury.
#21-036	03-10	EMS @ Glen way for a fall victim. No transport.
#21-037	03-12	EMS @ Perth Way for a fall victim. Helicopter transport to SRM.
#21-038	03-20	Vehicle Accident @ 12301 SFD. Non injury. Assist with traffic control.
#21-039	03-25	Public Assist @ 12765 SFD for tree blocking driveway.
#21-040	03-31	EMS @ Indian Beach trail. No merit. All units cancelled.

Thankfully, a low number of incidents!

TRAININGS:

03-31 New volunteer training.
03-31 Drill- Review of the 90 Blackberry Structure fire

ACTIVITIES AND MAINTENANCE:

1. Meetings with Inverness Disaster coordinators Connie Morse and Sally Fairfax.
2. Disaster radios distributed.
3. Meeting with Connie & Sally & Roy Pitts to inventory disaster containers at St. Columba's Church.
4. MERA operations committee zoom meeting.
5. OES zoom COVID meetings every Wednesday.
6. MERA zoom board meeting.
7. West Marin MWPA meeting in Bolinas
8. MWPA operations committee zoom meeting.
9. Assist MCFD with interview panel for MCFD Asst. Chief.

PERSONNEL:

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

Jim Fox, Chief



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 7

Preparing for Water Rationing

**Drafts of Revised of Water System Regulation 117
(Water Shortage Emergency) Ordinance 100-2021
(Mandatory Water Rationing):**

**Discuss and provide guidance for preparation of final versions of the
two documents for action at the May 26 meeting.**

Memorandum Memorandum

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

MEMO DATE: April 13, 2021
TO: Board of Directors
FROM: Wade Holland, Customer Services Manager
SUBJECT: Revising the District's Protocols Leading Up to Water Rationing

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

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

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

Types of Rationing

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

We have identified three principal approaches to water rationing:

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

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

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

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

- 1. Rationing by meter.** The water allocation is applied to each water meter; all residential services receive the same allocation (such as a maximum number of gallons per day per

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

meter). This is the quickest type of rationing to put into place, and it is the simplest and easiest to administer and enforce. On the negative side, it does not consider household size, so that a meter serving a family of seven, for example, would be entitled to the same amount of water as a meter serving a weekender residence at which there are no fulltime residents. (Bolinás is planning to use a by-meter rationing scheme in the event they have to institute rationing during the current drought.)

2. **Rationing by resident.** A water allocation is assigned to each resident (each fulltime occupant). The daily allocation for each meter is the number of gallons assigned per person times the number of people living fulltime on the property. This approach is more complicated to implement and administer, but it resolves the problem with the by-meter method of not taking family size into account. However, it may result in a very small household (only one or two residents) having to scrimp, while providing more water than might be reasonably necessary for a very large household. Implementation requires that a census be conducted in advance to determine the number of people residing at each property, and it also requires some means of providing an allocation to weekender houses at which there are no fulltime residents. (This is the approach Marin Municipal used when they rationed water in the 1975-77 drought.)
3. **Rationing by ratio (percentage).** Each residential service is limited to a percentage of the average amount of water used over the preceding year. Typically, the percentage is the same for all residential customers (or classes of residential customers, if applicable). This approach can get complicated to administer, especially when you have many properties at which the usage pattern is variable (used as a weekend house part of the year, but occupied fulltime during the summer months, for example). The principal drawback is that it penalizes households that have already been conscientious about conserving water, while it rewards customers who have not been making much of an attempt to cut back. In fact, basing rationing on past usage patterns can easily result in some households receiving an unrealistically small allotment, while others (who have a history of high usage) will be able to get along quite comfortably. (This is the approach North Marin Water District has set up for its West Marin service area in the event they have to institute rationing during the current drought.)
4. **Rationing by resident with indexing for household size.** A water allocation is assigned to each resident (each fulltime occupant), but the number of gallons allotted per person depends on the size of the household – i.e., the larger the household, the smaller the allocation per person. For example, a one-person household might be allocated 75 gallons per day, a 2-person household might be allocated 65 gallons per person per day (135 gallons total per day), a 3-person household might be allocated 55 gallons per person per day (165 gallons total per day), etc. This method resolves the problem with the simple by-resident approach in which very small households may be stressed to keep within their allocation while large households might receive a more-than-adequate total allocation. As with simple by-resident rationing, this option requires a census of the number of fulltime residents at each residential property and a decision on providing an allocation to weekender properties.
5. **Rationing by a combination of by-meter and by-resident.** A fixed amount of water is allocated to each residential service, plus each service is allocated a fixed amount of water for each fulltime resident. As an example, the per-meter allocation might be 50 gallons per day and the per-person allocation might be 40 gallons per day, thus a one-person household would be entitled to 90 gallons per day (50 + 40), a two-person household would receive 130 gallons per day (50 + 40 + 40), a five-person household would receive 250 gallons per day (50 + (5 x 40)). This approach appears to come closest to resolving

the various equity shortcomings of the other types of rationing. It also solves the problem of determining an allocation for weekender houses: they would receive only the per-meter allocation (for instance, continuing with the example of a per-meter daily allocation of 50 gallons, the weekend visitors would have seven days' worth of per-meter allocation available for their use on a weekend visit, or a total of 350 gallons).

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

Outline of the Process

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

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

1. **Resolution Declaring a Water Shortage Emergency (WSE).** The General Manager prepares a resolution that explains the circumstances that necessitate a declaration of a Water Shortage Emergency. The Board holds a public hearing and decides whether to adopt the resolution. In addition to stating the case for a WSE, this resolution activates a Water Conservation Program. In our case, the Water Conservation Program is embedded in Regulation 117 of the Regulations of the IPUD Water System.
2. **Regulation 117: Water Conservation Program.** The resolution declaring a WSE places Regulation 117 and its "Water Conservation Program" into effect. The two most significant provisions of Regulation 117 are to prohibit installation of New Service Connections during the WSE and to provide for a three-stage Water Conservation Program that can be put into effect as necessary. The first stage focuses on common-sense actions to conserve water, the second stage enables a series of restrictions on outdoor watering that can be placed into effect, and the third stage triggers the process to activate water rationing.
3. **Resolution Activating Water Rationing.** The General Manger prepares a resolution that states the case for rationing and specifies options and parameters for the proposed rationing program. The Board holds a public hearing and decides whether to adopt the resolution and place the District's Ordinance 100-2021 into effect.
4. **Ordinance 100-2021: Mandatory Water Rationing Program.** The resolution activating water rationing places Ordinance 100-2021 into effect as of a date stated in the resolution. Various options and rationing parameters are provided in Ordinance 100-2021; the rationing activation resolution must state which of the applicable options and parameters are going to be used (for example, which one of the listed types of water rationing is to be used and the number of gallons of water to be allocated to each class of users).

At any time there arises a need to declare a Water Shortage Emergency, Regulation 117 and Ordinance 100-2021 will already be in existence legally but not actually in effect. The purpose of the two resolutions is to place these two documents' programs into effect: the resolution declaring a Water Shortage Emergency places into effect Regulation 117 and its Water Conservation Program, and the rationing activation resolution places into effect Ordinance 100-2021 and its Mandatory Water Rationing Program. These resolutions must be written at the time they are

needed so that they can be tailored to the specific situation at that time. What we are doing here at this time (Spring 2021) is to rewrite Regulation 117 and to write a new water rationing ordinance so that (we hope) they will have sufficient generality and flexibility to enable them to be usable in a wide variety of different water shortage situations.

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

Uncertainties

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

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

- Determine the daily usage allocation to be assigned to each individual service connection (when any rationing track other than by-meter is adopted).
- Conduct a census to determine the number of fulltime occupants at each residential service property (if a by-resident rationing track is adopted).
- Determine each individual service connection's average daily water usage over the preceding year (for all non-residential service connections and for residential connections when the by-ratio track is adopted).
- Notify each customer of the daily allocation assigned to that customer's service. Except when the by-meter track is used, this will have to be done individually for each customer (if it takes 5 minutes of staff time per customer, that equates to roughly one employee working fulltime for a week).
- Read meters on a frequent basis. It seems that to make rationing workable, we should read every customer meter probably every two weeks. In fact, we do not see how, with our current staff, we could manage to read every meter every other week on a sustained basis; probably, once in three weeks is the best we could hope for. For our normal bi-monthly meter readings for billing purposes, we set aside three days for the operations staff to visit all 517 customer properties and read their meters (they have other normal system operations tasks to tend to each day, so typically no one ever reads meters exclusively for an 8-hour day). It would appear that some additional staffing is going to be required in order for a rationing program to be functional, especially if rationing goes on for a long period of time (an ominous possibility if the current drought extends into next winter).
- Process the meter reading results. How will we handle the data from these special meter readings (it's questionable that these readings can be processed through the service bureau's billing system)? How do we match the meter reading data against each individual customer's usage allocation to identify customers who are exceeding their allocation? How do we notify every customer on a frequent basis (every two or three weeks) about how they are doing – and do it quickly enough so that the customer has time to act on the information before the next time we show up to check their meter?

- Handle customer inquiries. We expect, especially at the beginning, to be deluged with inquiries from customers about the rationing program, how it applies to them specifically, whether their usage is complying, etc. We worry that we don't have the depth of staffing to handle the expected number of phone and email inquiries in particular, especially at the same time we expect to be stressed to keep up with the workload noted in the preceding item.
- Handle appeals. We can expect some customers to appeal for a larger rationing allocation, and there will doubtless be some appeals filed of fines that are assessed for noncompliance. These can become sources of unhappiness and contention, so it will be important that they be handled carefully and sensitively, all of which is a further draw on staff time and effort.
- Keep the District going. At the same time, staff has all its normal tasks to keep up with.

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

A possible approach. If we have the software for this, one possibility might be to take on a temporary-hire person who would be responsible for the entire rationing endeavor, with the goal of having this person read all the meters every two weeks (and not burdening our existing operations staff with the rationing effort). Each two-week interval would constitute one cycle, and each cycle would consist of three units of three workdays each (with the 10th workday at the end of each two-week cycle as an extra day to be used for whatever). On Day 1 in each cycle, the person would read one-third of the meters, then on Day 2 the person would process those readings and get status notices out to that set of users, then on Day 3 the person would tend to the many other demands that will be placed on this position (dealing with violations, responding to customer inquiries and problems, doing the record keeping that will be critical for monitoring whether the rationing parameters are set appropriately, etc.). The second third of the meters would then be handled in the same way on Days 4, 5, and 6, and finally the last third of the meters would be handled similarly on Days 7, 8, and 9 (followed by Day 10 as the "extra" day). This two-week cycle which would start over again the next week. The key to this (in addition to finding and funding this employee) will be having software available that can handle the processing and notification tasks.

Next steps

The upcoming April 28 meeting will include an agenda item for the Board to receive public comment on and discuss the draft rewrite of Regulation 117 and the draft Ordinance 100-2021. Based on direction from the Board at the April 28 meeting, staff will bring both of these items back to the Board at the May meeting (scheduled for May 26) for action. If they are adopted in May, both will go into effect 30 days later, which will provide the District before the end of June with the legal underpinnings needed to put a mandatory water rationing program into effect at any time such becomes necessary.

Attachments and other documents that are available

The following are being sent to you together with this memo:

- Draft rewrite of Water System Regulation 117 (“Water Shortage Emergency (Water Conservation Program)”)
- Draft of proposed Ordinance 100-2021 (“Mandatory Water Rationing Program”)
- Copy of Resolution 255-2020 that declared the current Water Shortage Emergency (adopted by the Board on July 22, 2020)

Also, please let me know if you would also like to be sent any of the following:

- Current Water System Regulation 117
- Current Water System Regulation 117 with underlining and strikeout type showing all the changes that were made to produce the rewritten version
- Ordinance 78-2009, the current water rationing ordinance (proposed to be replaced by Ordinance 100-2021)

Regulation 117

WATER SHORTAGE EMERGENCY (Water Conservation Program)

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

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

(b) **Purpose**

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

(c) **Implementation**

This Regulation and its provisions shall be in effect and shall be binding on the customers of the District’s Water System and users of District-provided water with the full force and effect of law immediately upon adoption by the Board of Directors of the Inverness Public Utility District of a Resolution declaring that a Water Shortage Emergency condition prevails within the area served by the District’s Water System, unless said Resolution provides otherwise, and shall remain in full force and effect until the Board of Directors of the Inverness Public Utility District declares by Resolution an end to the Water Shortage Emergency. In its Resolution declaring a Water Shortage Emergency, the Board of Directors may provide for regulations and restrictions on the 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 not be effective or applicable when no duly declared Water Shortage Emergency is in effect in the District.

(e) **New Service Connections**

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

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

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

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

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

- a. Any use of water in conjunction with installation of new landscaping or in support of replacement of more than 25 square feet within a 180-day period of existing landscaping, except as necessary for erosion control or for dust control at construction sites.
- b. Use of water through any service when the customer, the user, or the owner of the premises is aware of, or should have cause to be aware of, any broken or defective plumbing, sprinkler, watering or irrigation system, and the customer or owner has failed to effect necessary repairs within ten (10) days.
- c. Use of water which results in flooding or runoff into a gutter, street, roadway, or elsewhere of similar nature, including any runoff of any nature off the property intended to be served by the meter.
- d. Use of water through a hose not equipped with a positive 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 whose capacity exceeds one hundred (100) gallons unless said tank is directly online in and an integral part of the customer's water service connection.

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

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

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

- c. Prohibition of use at any time of timer-activated automatic outdoor watering or irrigation systems.
- d. Prohibition of use of the public water supply to fill swimming pools, outdoor spas, or ornamental ponds whose capacity exceeds one hundred (100) gallons.
- e. Prohibition of outdoor watering on specified days of the week or month or during specified times of the day.
- f. Permitting outdoor watering only at specified times or on specified days or on a specified schedule, such as permitting outdoor watering on a schedule based on whether a property has an even-numbered or an odd-numbered street address.
- g. Requiring that any use of water outdoors be by handheld hose equipped with a positive shutoff mechanism or by watering can or container not exceeding five (5) gallons capacity.

(3) Stage 3: Water Rationing

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

(g) Authorization to Implement Stages

- (1) The General Manager shall have authority to place Stage 1 in effect.
- (2) The General Manager shall have authority to place Stage 2 in effect, provided that within five (5) days of placing Stage 2 in effect the General Manager shall notify in writing each member of the Board of Directors of the circumstances which, in the General Manager's judgment, make it necessary to place Stage 2 in effect, which notification to the Directors shall also be made available to the public. The Directors may, at a subsequent regular meeting or a duly called special meeting, rescind the General Manager's action placing Stage 2 in effect.
- (3) Only the Board of Directors shall have authority to place Stage 3 (mandatory water rationing) in effect, as provided in subparagraph (f)(3) of this Regulation.
- (4) Upon adoption by the Board of Directors of a Resolution declaring a Water Shortage Emergency to be in effect, the General Manager shall devise and implement a program to inform the public of the applicable provisions of this Regulation.
- (5) 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) While Stage 1 or Stage 2 is in effect, the following penalties shall be applied in the event of a use of water that is in violation of a provision of this Regulation. Violations are cumulative only during the same duly declared Water Shortage Emergency.
 - a. First violation at a customer's service: An oral warning shall be issued upon detection of the violation, and a letter explaining the violation shall be mailed to the customer within seven (7) working days.

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

(i) **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 at its next duly noticed meeting that is no fewer than seven (7) days subsequent to the date the appeal is received in the District office. Economic hardship shall not be considered to constitute grounds for an exemption from any requirement of this Regulation. Nothing in this Regulation shall limit or restrict any public agency engaged in providing emergency services from making any reasonable use of the water supply for purposes associated with the provision of emergency services. Nothing in this Regulation shall limit or restrict the Water System itself from using water in any manner or fashion or for any use it deems necessary in order to operate the Water System and maintain the public water supply.

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.

December 16, 2020: Subsection (f)(1)a rewritten; reference in subsection (f)(4) to "Ordinance 82-1" updated to "Ordinance 78-2009." (Ordinance 98-2020)

ORDINANCE 100-2021
MANDATORY WATER RATIONING PROGRAM

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

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

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

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

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

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

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

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

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

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

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

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

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

(a) TRACK 1: Uniform allocation

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

(b) TRACK 2: Per-person allocation

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

(c) TRACK 3: Ratio-based allocation

The Board of Directors shall determine and specify in the rationing activation resolution the ratio (percentage) of preceding-year average daily usage to be allocated uniformly to each service. As necessary, the General Manager may utilize any appropriately applicable period other than the preceding year to determine a service's average daily usage. The Board of Directors may establish a schedule of varying ratios together with triggers for implementing the various ratio levels. At any time, the General Manager may reduce temporarily the allocation that is currently in effect by up to 25% on an emergency basis if the General

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

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

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

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

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

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

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

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

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

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

SECTION 9. ENFORCEMENT. At the conclusion of each bimonthly billing period, the General Manager shall determine the customers whose service location used an amount of water during the billing period that exceeded the total allocation that had been established for the service for the billing period.

- (a) Excess usage not in excess of 10% of allocation. The General Manager shall issue a written warning to each customer that had excess usage but whose excess usage did not exceed ten percent (10%) of the allocation that had been established for the service for the billing period.

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

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

SECTION 11. APPLICABILITY. The provisions of this ordinance shall be in effect and applicable only while a duly declared mandatory water rationing program is in effect during a duly declared water shortage emergency. No provisions of this ordinance shall have any effect or applicability once a resolution cancelling water rationing or a resolution declaring an end to a declared water shortage emergency has been adopted by the Board of Directors or at any other time during which no duly activated mandatory water rationing program or duly declared water shortage emergency is in effect.

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

SECTION 13. This Ordinance shall be and hereby is declared to be in full force and effect as of thirty (30) days from and after the date of its adoption. The Clerk of the Board shall cause this Ordinance to be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty (30) days and shall also cause copies of 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 26th day of May, 2021, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

.....

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

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

By _____ Date _____

DRAFT



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 8

**Request for Fire Department to Participate
in FireWise Inverness as a Partner Agency**

From: [Kathleen Hartzell](#)
To: [Shelley Redding](#)
Subject: Inverness Foundation Fire Wise Board
Date: Friday, April 16, 2021 3:32:31 PM

Dear IPUD Board and Staff,

When we met on April 7th, I asked if someone from IPUD would be willing to be on the Fire Wise Board with the IF Board members who comprise the core board. While there was some mention by Jerry that the FireWise people don't want this neighborhood kind of endeavor to have agency leadership....I think being a participant with about ten others from the community would be a great thing for the program.

It could be a voting liaison role unless someone from up the FireWise ladder says no to that concept.

I'd very much like you to consider this at your upcoming meeting. We would like to have you represented at the (virtual) table.

Typically, we meet most months, not all, on the 4th Wednesday at 7pm.

We'd make a time specific for this topic on our agenda, so it would be efficient for a participant who wouldn't necessarily want to sit through some other IF topic. Some months, if the agenda is going to be light, we send out the items to ponder by email, and I tally response, to save everyone time.

Thank you on behalf of the IF Board

Kathy Hartzell



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 9

Proposal for Creation of
Committee to Study Possible
Parcel Tax Measure

From: [Gerald Meral](#)
To: [Ken Emanuels](#)
Cc: [info](#); [Jim Fox](#); [Wade Holland](#)
Subject: proposed IPUD agenda item
Date: Monday, April 19, 2021 5:58:54 PM
Attachments: [IPUD IA advisory committee proposal.docx](#)

Hi Ken

Would you be willing to place this item on the IPUD Board agenda for discussion at the meeting next week? Thanks.

best regards

Jerry

--

Jerry Meral

jerrymeral@gmail.com
415-717-8412

President Emanuels suggested that IPUD and the Inverness Foundation form a study group to recommend a possible ballot measure for fire and water purposes. This is a suggestion as to how such a group could form and function.

The work of the committee could be accomplished in 6 two-hour meetings. Once the committee is appointed, they would review and modify these questions.

State parks, Point Reyes National Seashore

1. Will State Parks have sufficient funding in the foreseeable future to pay to implement the restoration recommended in Tom Gaman's report? While the State Parks consultant report will specify an exact amount, what is the current ballpark estimate? Does this include Tomales Bay State Park lands to the west of Inverness?
2. Does Point Reyes National Seashore see the need for shaded fuel breaks near the IPUD border? Is there a need for habitat restoration? Is there a need for fuel reduction?

Marin Fire Department, CalFire, MWPA

1. What is the level of risk for wildlife inside the IPUD boundaries?
2. What is the fire-fighting value of consumer rainwater water storage in the range of 5,000-20,000 gallons fitted with fire department hose outlets?
3. Will MWPA provide funds to pay for Park restoration outside of the shaded fuel break? State Parks is unlikely to call this project fuel reduction. To them, it is habitat restoration.
4. Do other jurisdictions in Marin or elsewhere cost share the removal of dead trees on private property? Should the cost share come with a requirement for maintenance of defensible space, based on Marin Fire biennial inspection? Would MWPA help pay for this program?
5. Would Marin Fire carry out a fuel reduction program on public land paid for by IPUD? Would they implement the dead tree removal program inside IPUD on private property?
6. Should IPUD install lines to serve hydrants along Highland and Vision Road, including emergency generators and pumps if needed, to fight fires in those areas not currently served by IPUD water service?

North Marin Water District. NMWD would meet with IPUD staff in advance to obtain data necessary to answer these questions.

1. Does IPUD need to implement a more aggressive program of finding leaks in the distribution system?
2. What consumer water conservation and leak detection programs does North Marin Water District in their service area? Examples include replacement of inefficient fixtures and appliances, irrigation system replacement, leak detection and other conservation measures? Are these programs cost effective? Do they save much water?

3. Should IPUD institute a more steeply inclined ascending rate structure for large water users? Should IPUD institute higher rates for those at higher elevation when pumping is required?
4. Should IPUD replace meters with those that can be read remotely by IPUD and the consumers and detect leaks? Is this the practice in other Marin County water districts?
5. Would consumer use of stored rainwater or graywater for irrigation reduce demand on IPUDs supply during periods when rationing is not imposed, but supplies are low? Would it be cost effective for IPUD to cost share such storage if the consumer agreed to use the storage during such periods?
6. Is it practical for a district the size of IPUD to carry out the requirements of the Urban Water Management Act and other water conservation legislation which exempts IPUD due to the size of the district?

IPUD engineering consultants.

1. How much additional storage of treated water does IPUD need? What would it cost? What benefits would come from each increment of one hundred thousand gallons? Where would it best be placed? Are sites available?
2. What are IPUD's minimum capital outlay needs by project or program over the next 10 years for the water system? What are the optimal needs?

California Insurance Commissioner representative

Would insurance companies be more likely to renew policies if the fuel reduction and water storage concepts were implemented inside IPUD boundaries?

Question to the committee

What would be an appropriate level of parcel tax to pay for committee recommended programs? Should it decline over 10 years, and then stabilize for maintenance?

Should IPUD run a line for hydrant service up Highland and Vision? How should property owners be treated who do not have water service, in light of the legal opinion recently received?



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 10

MERA Proposal to Establish Replacement Fund

Provide direction to District's MERA Representative

From: [Jim Fox](#)
To: [info](#)
Subject: FW: MERA Proposal Inquiry
Date: Wednesday, April 21, 2021 2:07:26 PM
Attachments: [Copy of MERA Operating and Service Payments.pdf](#)
[Copy of MERA Scenerio B.pdf](#)
[Copy of MERA Debt Payment Sheet REVISED.pdf](#)

From: Don Wick <dwick@marinwater.org>
Sent: Wednesday, April 21, 2021 9:52 AM
To: Amy Van Doren <avandoren@marintransit.org>; Ben Horenstein <bhorenstein@marinwater.org>; Eric Dreikosen (edreikosen@marinwood.org) <edreikosen@marinwood.org>; Jeff Marozick (jmarozick@marin.edu) <jmarozick@marin.edu>; Jim Fox <jim.fox@invernesspud.org>
Cc: 'tcusimano@tcmail.org' <tcusimano@tcmail.org>
Subject: MERA Proposal Inquiry

*Greetings MERA Special District members,
I'm reaching out to you regarding a proposal the Finance Committee preliminarily presented at a recent General Board meeting.*

When MERA was created in 1988 and formed a Joint Powers Agreement, a bond was taken to fund the organization. In 2022 the debt service on that bond will be paid off. This will result in an annual savings to its members.

The Finance Committee is exploring a proposal where members continue to pay a portion (25%) of the debt service savings towards an equipment replacement fund. This fund would accumulate interest and grow annually. The intent of this proposal is to establish a replacement fund now, rather than waiting until the New Generation system's equipment needs replacement down the road.

Establishing a replacement fund now shows fiscal responsibility and builds public trust in MERA governance. Having to go to the public in the future with a ballot measure to ask for this funding may be a challenge and there is no guarantee the measure would pass. This would help us avoid being placed in such a financial position.

I've attached 3 spreadsheets, including the draft proposal (Scenario B) for your review. I am asking our group to review the material and come to a consensus of the Special Districts that I can relay to the Finance Committee before they make a formal proposal and ask for a vote.

After you look at the material, please decide how your agency would like to respond. If you would to hold a Zoom meeting for us to discuss the proposal, I'll set it up and ask a member of the Governing Board with more knowledge of the numbers and proposal to join us. Let me know.

Don

Don Wick
Chief Ranger



Watershed Protection Manager

Marin Municipal Water District

220 Nellen Avenue

Corte Madera, CA 94925

(415) 945-1187 desk

(415) 747-1021 cell

dwick@marinwater.org

MARIN EMERGENCY RADIO AUTHORITY
SCHEDULE OF MEMBER OPERATING AND SERVICE PAYMENTS WITH PROPOSED REPLACEMENT FUND

Agency	% of Total	(A) 2020 Member Operating Payments	(B) 2020 Note	(C) 2020 Bonds	TOTAL 2020 Total	(A) 2021 Member Operating Payments	(B) 2021 Note	(C) New (2021) Replacement Fund	TOTAL 2021 Total	Savings (\$)
City of Belvedere	1.0%	\$20,136	\$2,164	\$16,410	\$38,710	\$23,002	\$2,164	\$6,753	\$31,919	(\$6,791)
Bolinas Fire Protection District	0.6%	\$12,320	1,324	12,775	26,419	14,074	1,324	4,131	19,529	(\$6,889)
Central Marin Police Authority	6.4%	\$134,008	14,402	80,369	228,779	153,079	14,402	44,941	212,422	(\$16,358)
Town of Corte Madera	1.4%	\$29,822	3,205	33,478	66,505	34,066	3,205	10,001	47,272	(\$19,233)
Town of Fairfax	2.0%	\$41,918	4,505	42,725	89,148	47,879	4,505	14,058	66,442	(\$22,707)
Inverness Public Utility District	0.5%	\$10,431	1,121	12,010	23,562	11,916	1,121	3,498	16,535	(\$7,027)
Kentfield Fire Protection District	0.8%	\$16,991	1,826	14,433	33,250	19,413	1,826	5,698	26,937	(\$6,313)
City of Larkspur	1.7%	\$35,610	3,827	39,812	79,249	40,677	3,827	11,942	56,446	(\$22,803)
County of Marin	34.9%	\$730,161	78,471	747,170	1,555,802	834,054	78,471	244,865	1,157,390	(\$398,412)
Marin County Transit District	1.0%	\$20,871	2,243	25,082	48,196	23,840	2,243	6,999	33,083	(\$15,113)
Marin Community College District*	0.4%	\$7,565	813		8,378	8,641	813	2,537	11,991	\$3,613
Marinwood Community Services District	0.9%	\$18,563	1,995	18,195	38,753	21,205	1,995	6,225	29,425	(\$9,328)
City of Mill Valley	4.5%	\$95,179	10,229	90,784	196,192	108,722	10,229	31,919	150,871	(\$45,322)
Marin Municipal Water District	0.4%	\$8,737	939	20,342	30,018	9,980	939	2,930	13,850	(\$16,169)
Novato Fire Protection District	5.4%	\$112,040	12,041	104,027	228,108	127,982	12,041	37,573	177,596	(\$50,511)
City of Novato	11.3%	\$236,455	25,412	221,743	483,610	270,100	25,412	79,297	374,809	(\$108,801)
Town of Ross	0.9%	\$19,819	2,130	17,281	39,230	22,639	2,130	6,647	31,416	(\$7,814)
Ross Valley Fire Department	1.8%	\$37,043	3,981	34,307	75,331	42,313	3,981	12,423	58,717	(\$16,614)
Town of San Anselmo	0.5%	\$10,859	1,167	64,257	76,283	12,404	1,167	3,642	17,212	(\$59,070)
City of San Rafael	14.9%	\$311,257	33,451	359,503	704,211	355,545	33,451	104,382	493,379	(\$210,832)
City of Sausalito	2.0%	\$42,393	4,556	60,133	107,082	48,425	4,556	14,217	67,198	(\$39,884)
Skywalker Ranch*	0.4%	\$7,602	817		8,419	8,684	817	2,549	12,050	\$3,631
Southern Marin Fire Protection District	2.4%	\$50,525	5,430	35,221	91,176	57,715	5,430	16,944	80,089	(\$11,088)
Stinson Beach Fire Projection District	0.5%	\$11,110	1,194	13,072	25,376	12,691	1,194	3,726	17,611	(\$7,765)
Tiburon Fire Protection District	1.2%	\$24,946	2,681	23,169	50,796	28,496	2,681	8,366	39,543	(\$11,253)
Town of Tiburon	2.3%	\$47,231	5,076	39,302	91,609	53,952	5,076	15,839	74,867	(\$16,742)
		\$2,093,592	\$225,000	\$2,125,600	\$4,444,192	\$2,391,490	\$225,000	\$702,102	\$3,318,597	(\$1,125,595)

*Not required to pay service payments or already paid.

\$2,350,600

\$2,391,495

\$702,102

-25%

Marin Emergency Radio Authority
Member Agency Contributions
FUND 70030 OPERATING FUND
2021/2022

Jurisdiction	Board Agreed Formula	5% Entry	95% Formula	Jurisdiction Total					(A)	(B)	(C)	2021/22 TOTAL	Variance
					2020/21 Operations	2020/21 Debt Service	2020/21 Note	2020/21 Total	2021/22 Operations	2021/22 Note	NEW 2021/22 Replacement Fund		
Belvedere PD	0.570%	4,599	12,950	17,549	20,136	16,379	2,164	38,679	23,002	2,164	6,753	31,918	(6,761)
Belvedere PW	0.240%		5,453	5,453				-			-	-	
Bolinas FPD	0.417%	4,599	9,475	14,074	12,321	12,751	1,324	26,396	14,074	1,324	4,132	19,530	(6,866)
Central Marin Police Authority	6.333%	9,198	143,881	153,079	134,011	113,633	14,402	262,046	153,079	14,402	44,942	212,423	(49,623)
Corte Madera FD	0.852%	4,599	19,357	23,956	29,823		3,205	33,028	34,066	3,205	10,001	47,272	14,244
Corte Madera PW	0.445%		10,110	10,110				-			-	-	
Fairfax PD	1.509%	4,599	34,283	38,882	41,915	42,644	4,505	89,064	47,879	4,505	14,056	66,440	(22,624)
Fairfax PW	0.396%		8,997	8,997				-			-	-	
Inverness PUD	0.322%	4,599	7,317	11,916	10,431	11,987	1,121	23,539	11,916	1,121	3,498	16,535	(7,004)
Kentfield FPD	0.652%	4,599	14,814	19,413	16,995	14,406	1,826	33,227	19,413	1,826	5,699	26,938	(6,289)
Larkspur FD	1.060%	4,599	24,082	28,681	35,609	39,738	3,827	79,174	40,677	3,827	11,942	56,446	(22,728)
Larkspur PW	0.528%		11,996	11,996				-			-	-	
Marin Community College District	0.178%	4,599	4,044	8,643	7,566		813	8,379	8,643	813	2,537	11,993	3,614
Marin County FD	7.134%		162,079	162,079	730,160	745,765	78,471	1,554,396	834,055	78,471	244,864	1,157,390	(397,006)
Marin County PW	4.321%		98,170	98,170				-			-	-	
Marin County SO	25.054%	4,599	569,206	573,805				-			-	-	
Marin Transit	0.847%	4,599	19,243	23,842	20,872	25,034	2,243	48,149	23,842	2,243	7,000	33,085	(15,064)
Marinwood CSD (Fire)	0.539%	4,599	12,246	16,845	18,565	18,161	1,995	38,721	21,207	1,995	6,226	29,428	(9,293)
Marinwood CSD (LM)	0.192%		4,362	4,362				-			-	-	
Mill Valley FD	1.243%	4,599	28,240	32,839	95,177	90,614	10,229	196,020	108,721	10,229	31,919	150,869	(45,151)
Mill Valley PD	2.739%		62,228	62,228				-			-	-	
Mill Valley PW	0.601%		13,654	13,654				-			-	-	
MMWD	0.237%	4,599	5,384	9,983	8,740	20,304	939	29,983	9,983	939	2,931	13,853	(16,130)
Novato FPD	5.431%	4,599	123,387	127,986	112,043	103,831	12,041	227,915	127,986	12,041	37,574	177,601	(50,314)
Novato PD	9.892%	4,599	224,737	229,336	236,449	221,325	25,412	483,186	270,094	25,412	79,295	374,801	(108,385)
Novato PW	1.794%		40,758	40,758				-			-	-	
Ross PD	0.397%	4,599	9,020	13,619	11,922	17,249	2,130	31,301	13,619	2,130	3,998	19,747	(11,554)
Ross Valley Fire	2.057%	4,599	46,733	51,332	44,938	34,243	3,981	83,162	51,332	3,981	15,070	70,384	(12,778)
San Anselmo PW	0.546%		12,405	12,405	10,859	64,135	1,167	76,161	12,405	1,167	3,642	17,213	(58,948)
San Rafael FD	4.102%		93,194	93,194	311,254	358,826	33,451	703,531	355,542	33,451	104,381	493,374	(210,157)
San Rafael PD	9.600%	4,599	218,104	222,703				-			-	-	
San Rafael PW	1.745%		39,645	39,645				-			-	-	
Sausalito PD	1.529%	4,599	34,738	39,337	42,392	60,020	4,556	106,968	48,424	4,556	14,217	67,197	(39,771)
Sausalito PW	0.400%		9,088	9,088				-			-	-	
Skywalker Ranch	0.180%	4,599	4,089	8,688	7,606		817	8,423	8,688	817	2,551	12,056	3,633
Southern Marin FPD	2.338%	4,599	53,117	57,716	50,527	35,154	5,430	91,111	57,716	5,430	16,945	80,091	(11,020)
Stinson Beach FPD	0.356%	4,599	8,088	12,687	11,107	13,048	1,194	25,349	12,687	1,194	3,725	17,606	(7,743)
Tiburon FPD	1.052%	4,599	23,901	28,500	24,949	23,125	2,681	50,755	28,500	2,681	8,367	39,548	(11,207)
Tiburon PD	1.738%	4,599	39,486	44,085	47,225	39,228	5,076	91,529	53,945	5,076	15,837	74,858	(16,671)
Tiburon PW	0.434%		9,860	9,860				-			-	-	
Total	100.000%	119,575	2,271,920	2,391,494	2,093,592	2,121,600	225,000	4,440,192	2,391,494	225,000	702,102	3,318,596	(1,121,596)

-25%

Scenario B

DRAFT

\$1.1M Savings and flat budget for approximately 7 years
 25% savings in FY 2021-22

	Operating cola	5%		Interest rate	2%			
	FY 20-21	F22	FY23	FY24	FY25	FY26	FY26	FY27
(A) Operating budget	\$2,093,592	\$2,391,490	\$2,511,065	\$2,636,618	\$2,768,449	\$2,906,871	\$3,052,215	\$3,204,825
(B) Debt service	\$2,345,000	\$225,000	\$0	\$0	\$0	\$0	\$0	\$0
(C) Annual replacement fund contribution	\$0	\$702,102	\$807,528	\$681,974	\$550,143	\$411,721	\$266,377	\$113,767
Total MERA Members budget	\$4,438,592	\$3,318,592	\$3,318,592	\$3,318,592	\$3,318,592	\$3,318,592	\$3,318,592	\$3,318,592
		-25%						
Interest on reserve		\$14,042	\$30,473	\$44,722	\$56,620	\$65,987	\$72,634	\$76,362
Accumulating Replacement Fund Balance		\$716,144	\$1,554,145	\$2,280,842	\$2,887,605	\$3,365,312	\$3,704,323	\$3,894,452
		2,120,000						

Purpose of Recommendation of a Replacement Fund

- Stable budget for member agencies
- Partial funding of system replacement
- Provide funding for system extension/replacement



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 11

Expenditures

March 2021 Expenditures and Credit Card Charges

1:54 PM

04/14/21

Accrual Basis

Inverness PUD
Monthly Expense Ledger Report
March 2021

Date	Num	Name	Memo	Amount
Mar 21				
03/01/2021	EFT	PG&E	Paid online 3/1/2021	-2,209.58
03/02/2021	EFT	AT&T U-verse	139584573 January 2021	-69.55
03/02/2021	EFT	Paychex	Payroll Processing Fees	-40.00
03/08/2021	14052	Amazon Business	Account A10CPJEJGNVN6Y - Toner	-554.89
03/08/2021	14053	Brelje and Race Laboratories, Inc.	February 2021 sampling	-302.40
03/08/2021	14054	Good & Clean, Inc.	Janitorial Services - February	-220.00
03/08/2021	14055	Harrington Industrial Plastics	042985	-620.52
03/08/2021	14056	Horizon Cable TV Inc.	005-003907	-90.79
03/08/2021	14057	Marin County Tax Collector	Customer # 21543	-919.72
03/08/2021	14058	Quill Corporation	Account # 645751	-49.43
03/08/2021	14059	R.J. Ricciardi, Inc., CPAs	Audit FY 2019-2020 Billing through February...	-4,290.00
03/08/2021	14060	U. S. Postmaster	VOID: PO Box Fee Annual Renewal 469	0.00
03/08/2021	14061	John's Dairy Equipment & Supply, Inc.	Water Treatment Supplies	-103.97
03/08/2021	14062	Point Reyes Light Publishing Co., LC	Disaster Council Classified Ad	-30.40
03/08/2021	EFT	CalPERS Health	March 2021 Health	-11,815.71
03/10/2021	Auto	Diversified Technology	Billing Service	-684.00
03/11/2021	14063	Riley F. Hurd III	Legal Fees Tenney Tank	-10,800.00
03/11/2021	14064	U. S. Bank Corporate Payment Systems	Cal Card Payment	-1,262.27
03/11/2021	14065	Employment Development Department	UI Benefit Charge 925-0219-4	-2,963.98
03/11/2021	14066	Marin County Registrar of Voters	Nov 3 2020 Pres. Election	-250.00
03/11/2021	14067	Verizon Wireless	Account 942336110-00001	-163.17
03/15/2021	PR 1		Payroll Tax Payment	-6,465.19
03/15/2021	PR 1		Payroll Direct Deposit	-15,773.97
03/15/2021	EFT	Paychex	Payroll Processing Fee	-189.60
03/15/2021	EFT	Bank of America	February 2021 Analysis Charge	-112.44
03/15/2021	EFT	BB & T- CPS Operations	2/01-2/28/2021 AR Box	-0.91
03/22/2021	14068	Building Supply Center	Supplies	-352.00
03/22/2021	14069	Cheda's Garage	1976 Ford Maintenance & Repairs	-1,332.40
03/22/2021	14070	CORE	February 2021 services	-300.00
03/22/2021	14071	DeCarli's	Account # 2-45217	-684.76
03/22/2021	14072	Emergency Medical Products, Inc.	Account # 104	-47.07
03/22/2021	14073	Grainger	Supplies	-106.52
03/22/2021	14074	L. N. Curtis & Sons	Tools	-292.47
03/22/2021	14075	Quill Corporation	Account # 645751	-182.17
03/22/2021	14076	UPS	Shipping Fees for PPE	-37.63
03/25/2021	14077	Leyva, Jacob - Reimbursement	Reimbursement - Class B License Renewal	-143.00
03/26/2021	EFT	CalPERS - Retirement	February 2021 Retirement	-5,608.77
03/30/2021	EFT	AT&T U-verse	139584573 January 2021	-69.55
03/30/2021	EFT	PG&E	Paid online 3/30/2021	-2,041.29
03/31/2021	PR 2		Payroll Tax Payment	-7,218.17
03/31/2021	PR 2		Payroll Direct Deposit	-17,569.59
03/31/2021	EFT	Paychex	Payroll Processing Fee	-189.60
03/31/2021	PR 2		Balance Adjustment	-0.01
Mar 21				-96,157.49

11:42 AM

04/07/21

Inverness PUD
Reconciliation Summary
XX-9383 · Cal Card - Jim Fox, Period Ending 03/24/2021

	<u>Mar 24, 21</u>
Beginning Balance	284.06
Cleared Transactions	
Charges and Cash Advances - 5 items	-484.79
Payments and Credits - 1 item	284.06
Total Cleared Transactions	<u>-200.73</u>
Cleared Balance	<u>484.79</u>
Register Balance as of 03/24/2021	484.79
Ending Balance	484.79

11:43 AM

04/07/21

Inverness PUD Reconciliation Detail

XX-9383 · Cal Card - Jim Fox, Period Ending 03/24/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								284.06
Cleared Transactions								
Charges and Cash Advances - 5 items								
Credit Card Charge	03/12/2021	35508...	Ebay	Oil Pump Bar Guide - Husq. Chainsaw	X	840-01 · Equipment Maintenance	-13.93	-13.93
Credit Card Charge	03/13/2021	8202	Amazon	Etching Engraver	X	845-01 · Supplies and Inventory	-27.03	-40.96
Credit Card Charge	03/13/2021	13673...	Adobe	1 month Adobe Pro for J Fox	X	870-05 · Office Supplies, Postag...	-24.99	-65.95
Credit Card Charge	03/16/2021	91027	Vallejo Fire Extingu...	Hydro Static Test and Maint. SCBAs	X	840-01 · Equipment Maintenance	-298.94	-364.89
Credit Card Charge	03/20/2021	10870	Wolfe Communicati...	Radio Equipment	X	830-02 · Commo Supplies	-119.90	-484.79
Total Charges and Cash Advances							-484.79	-484.79
Payments and Credits - 1 item								
Bill	02/13/2021		U. S. Bank Corpora...	XX-6591	X	20000 · Accounts Payable	284.06	284.06
Total Cleared Transactions							-200.73	-200.73
Cleared Balance							200.73	484.79
Register Balance as of 03/24/2021							200.73	484.79
Ending Balance							200.73	484.79

2:32 PM

04/05/21

Inverness PUD Reconciliation Summary

XX-7642 · Cal Card - Redding, Period Ending 03/22/2021

	<u>Mar 22, 21</u>
Beginning Balance	978.21
Cleared Transactions	
Charges and Cash Advances - 4 items	-623.34
Payments and Credits - 1 item	978.21
Total Cleared Transactions	<u>354.87</u>
Cleared Balance	<u>623.34</u>
Register Balance as of 03/22/2021	623.34
Ending Balance	623.34

2:33 PM

04/05/21

Inverness PUD Reconciliation Detail

XX-7642 · Cal Card - Redding, Period Ending 03/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								978.21
Cleared Transactions								
Charges and Cash Advances - 4 items								
Credit Card Charge	02/24/2021	56491...	Zoom	1 year subscription Video Conferencing	X	870-08 · Board & Election Expenses	-149.90	-149.90
Credit Card Charge	02/25/2021	51419...	Ebay	Oil Kit	X	845-01 · Supplies and Inventory	-18.09	-167.99
Credit Card Charge	03/10/2021	25430...	Canva	Software Subscription	X	870-05 · Office Supplies, Postage, Fees	-12.95	-180.94
Credit Card Charge	03/17/2021	41557...	FedEx Office	IDC Binder Documents (45 Sets)	X	870-13 · Disaster Council	-442.40	-623.34
Total Charges and Cash Advances							-623.34	-623.34
Payments and Credits - 1 item								
Bill	02/20/2021	XX-9139	U. S. Bank Corporate...	S Redding Cal Card XX-9139	X	20000 · Accounts Payable	978.21	978.21
Total Cleared Transactions							354.87	354.87
Cleared Balance							-354.87	623.34
Register Balance as of 03/22/2021							-354.87	623.34
Ending Balance							-354.87	623.34



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 12

Committee Reports

Personnel Committee

- **Recruitment Update - Fire Chief Position**



Inverness Public Utility District
Board Meeting April 28, 2021

Agenda Item No. 13

Announcements,

Next Meeting,

Adjournment