

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

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

Board of Directors

AGENDA

Regular Meeting

Wednesday, November 17, 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 October 27, 2021
- 4. WATER RATES: Public Hearing Pursuant to Prop. 218 on Proposed Changes in Water Rates and Charges; Adoption of Ordinance 104-2021 Amending Water System Regulation 301, "Rates and Charges"**

The State of the District

- 5. Management Report:** Shelley Redding, Jim Fox
 - Financial Reports
 - FY 2021/2022 Finance Reports
 - FY 2020/2021 Audit Update
 - Capital Projects Accounting - October 2021
 - 10-year Capital Projects Planning Document
 - Tenney Tanks Replacement Project Update
 - Marin Wildfire Prevention Authority (MWPA) Update
 - Marin Emergency Radio Authority (MERA) Update
 - State of the Water Shortage Emergency
- 6. Water System Report, October 2021:** Superintendent Fox
- 7. Fire Department Report October 2021:** Chief J. Fox

The Business of the District

- 8. Approve Expenditures and Credit Card Charges:** October 2021
- 9. Approve Board Meeting Calendar for 2022**
- 10. Volunteer Appreciation:** Approve Volunteer Recognition in lieu of Annual Holiday Party
- 11. Committee Meetings/Reports**

Closing

- 12. Announcements, Next Meeting, Adjournment**

Posted: November 12, 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 THIS MEETING AND COMMENT ON AGENDA ITEMS

**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 November 17, 2021

Agenda Item No. 1

Call to Order;

Attendance Report



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 2

Public Expression

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

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

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



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 3

Approval of Meeting Minutes

- **Regular Meeting October 27, 2021**



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, October 27, 2021, 9:00 a.m.

Inverness Firehouse

1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:05 a.m.

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

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Ken Fox, Senior Water Operator (arrived at 9:45am)

2. Public Expression

No one responded to the invitation to address the Board.

3. Approval of Minutes: Regular Meeting of September 22, 2021

M/S Press/Whitney to approve the minutes of the Regular Meeting of September 22, 2021, as submitted.

AYES 5, NOES 0

4. Management Report

Financial Reports: Administrator Redding presented the financial reports for September 2021 and for the first quarter of the fiscal year. It was noted that the budgeted revenue from the property tax collection and the water billing will offset the deficits showing on the profit and loss in December.

Audit Update: Administrator Redding reported that the final trial balance for June 30, 2021, has been submitted to the Auditor for the final audit processes.

Capital Projects Accounting, September 2021: Administrator Redding presented the Capital Projects report for September 2021. Staff was asked if the Flume Program was still active. Staff confirmed it was still active and there may be another appeal for participation soon.

Tenney Tanks Replacement Project Update: Administrator Redding presented the quarterly report submitted to the State Project Manager as well as copies of the first invoice submitted to the State for reimbursement. Superintendent Fox reported that after the rains, the site was inspected for potential issues and that despite the heavy rain there was minimal cleanup and no negative impact on the foundation excavation. The concrete pour for the first tank's foundation is scheduled for October 24. The concrete trucks will not be accessing the site from Trossach, but rather from Perth with a concrete pumper line along a pipeline easement. Residents along the affected roadways have been notified of the scheduled traffic and noise impacts.

MWPA Update: Chief Fox reported that there has not been any activity, while awaiting the environmental compliance studies to be completed. Director Donohue was asked if there were plans for evacuation drills like in Mill Valley. Chief Fox responded that those drills require coordination with Marin County Fire and

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SHELLEY REDDING, ADMINISTRATOR • **JAMES K. FOX**, CHIEF OF OPERATIONS

the Sheriff's office. Woody Elliott expressed concern about another disaster like recent wildfire events and issues with evacuations. Chief Fox noted that he has worked with MWPA to ensure the accuracy of the Zonehaven mapping and has had discussions with the Sheriff's office to identify areas of traffic control if there was an evacuation. It was noted that Carolyn Longstreth is actively recruiting for a replacement on the MWPA oversight committee. Director Donohue, who participates on the MWPA Board of Directors, reported that she was asked to serve on the MWPA Finance Committee, and she has agreed to do so.

MERA Update: Chief Fox reported that a meeting scheduled later this same day will consider several change orders requests and that the impacts on the project budget are unclear. He also reported that meetings are still being held by Zoom, which is preferable to having to meet in Corte Madera.

State of the Water Shortage Emergency: Superintendent Fox reported that the community continues to do an amazing job of conservation, which has staved off the need to impose rationing. The recent storm was welcome, but the water shortage emergency will continue until we can determine if the entire rainfall season will produce enough rain to enable us to relax the water shortage restrictions. Concerns were expressed about possible confusion with the sign that has been installed downtown showing the 7-day average tank level. Staff reported that the next email communication to our customers will provide some clarification about the sign, how storms affect production and available water in storage, and the continued drought. It was also noted that previous communications have been sent out, and that daily water data, including tank levels, is available on the District's website.

5. Water System Report, September 2021

Senior Water Operator Ken Fox presented the monthly report. He noted that rainfall so far this month totals 11.58 inches, and the year-to-date number is 12.29 inches. The recent storm did not impact the system significantly. He also reported that he updated and submitted the Monthly Sampling Schedule to the State and it was approved. Director Donahue asked about the citation issued to a water customer. Administrator Redding confirmed the citation was issued after a warning of a violation of current water use regulations declared during the water shortage emergency. Superintendent Fox also noted that the current meter readings showed that our customers reduced their water usage during the period of August 21 to October 21 by 46% from what we would normally expect at this time of year.

6. Fire Department Report, September 2021

Chief Jim Fox submitted the Fire Department report. He reported the Inverness Disaster Council interim coordinators Connie Morse and Sally Fairfax continue their organizing efforts and have scheduled a training for the neighborhood liaisons on November 6. He also noted that there are regular radio training exercises and a radio check is conducted daily. President Emanuels asked if IPUD could provide CPR trainings for the community. Chief Fox and Administrator Redding offered to research possible training providers.

7. Expenditures: September 2021

Administrator Redding presented the monthly expenditures report for September and the September credit card statements for review and approval.

M/S Whitney/Johnson to approve the September 2021 expenditures as presented and the September Cal Card statements for S. Redding and J. Fox as presented. AYES 5, NOES 0

8. Annual Investment Policy Review

Administrator Redding presented the current Investment Policy that was adopted on September 26, 2012 and recommended that no modifications are needed at this time.

M/S Whitney/Donohue to approve the current Investment Policy as presented without modification. AYES 5, NOES 0

9. Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance)

Administrator Redding presented the District's Nuclear Free Zone Ordinance 24-90 together with current investment information provided by the County of Marin and the State Treasurer's Local Agency Investment Fund (LAIF). She explained that Ordinance 24-90, an initiative ordinance enacted by the District's voters, obligates the Board to meet annually as a committee of the whole to review investment options for the District, the purpose of which is to determine if the transfer of District funds to a financial institution that makes no investments in Nuclear Weapons Makers ("Nuclear Free Fund") is consistent with state law and prudent management. She recommended that based on the data provided, the Committee of the Whole determine that there is no current opportunity to prudently change the District's current investment institutions.

M/S Press/Johnson to approve the current investment options in accordance with the District Nuclear Free Zone Ordinance, as recommended. AYES 5, NOES 0

10. Workshop on Budgeting and Funding for the Water System

Administrator Redding presented information about the approved budget, the operational needs, the infrastructure goals, and the long-term financial outlook for the Water System. The Board's discussion focused on current and future projects for tank replacements, tank maintenance, and ensuring the necessary cash flow to achieve those goals and set aside funds for reserves. Staff discussed opportunities for grants, possible engagement of a grant writer, and the 10-year Capital Projects report. President Emanuels asked if the Water System had ever been self-sustaining. Administrator Redding noted that while that is the goal, it has not always been self-sustaining. The Water System has always self-funded projects until the Tenney Tank Project, which is being financed with a loan from the State Water Resources Control Board. The District had to cover the cumulative losses of the Water System two years ago, before the last rate increase, that totaled nearly \$650,000. For the Water System to be able to maintain operational costs, including necessary personnel, set aside funds for tank replacement and long-term maintenance goals, and to provide reserves for other infrastructure needs, the rates should reflect the annual increase in costs. Director Johnson asked about the long-term capital projects for the District and the Water System specifically. Administrator Redding noted that the 10-year plan, which is a living document, serves as a guide to what the District is planning and specifically what the Water System's needs are over the next 10 years. She said she will provide the document to the Board of Directors and post it on the District website.

11. Committee Meetings/Reports

There were no reports.

12. Announcements, Next Meeting, Adjournment

Administrator Redding announced that the next Board Meeting was scheduled one week early because of the Thanksgiving holiday. At that meeting, staff will present the Board's meeting schedule for 2022 and Board committee assignments for 2022 will be made during that meeting. President Emanuels adjourned the meeting at 10:55 a.m. The next Board meeting is scheduled for November 17, 2021, at the Firehouse.

These minutes were approved by the Board of Directors at the regular meeting on November 17, 2021.

Attest: /s/

Date: 11/17/2021

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 4

**Public Hearing pursuant to Prop. 218
on Proposed Changes in Water Rates
and Charges; Adoption of Ordinance
104-2021 Amending Water
Regulation 301, “Rates and Charges”
as of January 1, 2022**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: PUBLIC HEARING: Ordinance 104-2021 Amending Regulation 301, "Rates and Charges," of the Water System's Regulations

Meeting Date: November 17, 2021

Date Prepared: October 19, 2021

Prepared by: Wade Holland, Customer Services Manager

Attachments: 1) Proposed Ordinance 104-2021
2) Markup copy of Regulation 301 showing the proposed revisions to the regulation with strikeouts and underscores

Recommended Action: Conduct public hearing; Adopt Ordinance 104-2021

The Board may consider adoption of Ordinance 104-2021 after:

1. Conducting a public hearing on the proposed changes to the Water System's rates and charges, and
2. Determining that the number of written protests that have been received does not meet the threshold that requires that the proposal to change the rates and charges be withdrawn.

If qualifying written protests are received from more than half of the customers who would be affected by the proposed changes, the Board may not proceed to adoption of Ordinance 104-2021 (the proposal to change the rates and charges would have to be withdrawn).

Please be aware that no substantive changes may be made to the text of Ordinance 104-2021 (or Regulation 301) without requiring re-initiation of the process for changing rates and charges, as set forth in Section 6 of Article XIII D of the Constitution of the State of California (Prop. 218). In other words, if you want to make any substantive changes at this stage in the process, the District would have to start the rates-change process over from scratch, which would delay placing revised rates into effect until April 1, 2022, at the earliest.

If the number of qualifying written protests received does not meet the threshold requiring withdrawal of the proposal, staff recommends that Ordinance 104-2021 be adopted without any substantive changes so that the new rates can go into effect on January 1, 2022.

In such a case, the bills the Water System is scheduled to send out on December 23 will include for the January/February billing period the proposed 2.7% increase in the bimonthly Basic Charge rate.

These bills will also include the proposed new Drought Surcharge (\$30 per customer) for the January/February bimonthly period. The proposal includes a provision to sunset the Drought Surcharge after the May/June 2023 billing period.

The proposed introduction of automatic adjustment of rates and charges to reflect the change in the Consumer Price Index will go into effect for the first time for the 2023/24 fiscal year and continue in effect for the 2024/25, 2025/26, and 2026/27 fiscal years (and would have to be renewed by a new Prop. 218 process during 2026/27 to continue after June 30, 2027).

No changes are being proposed to the existing usage charge rates.



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ❖ WATER SYSTEM

POST OFFICE BOX 469
50 INVERNESS WAY NORTH
INVERNESS, CA 94937

(415) 669-1414 ❖ FAX (415) 669-1010 ❖ ADMIN@INVERNESSPUD.ORG ❖ INVERNESSPUD.ORG

PUBLIC HEARING ON CHANGES IN WATER RATES AND CHARGES

- PURPOSE:** Receive public comment on and consider (act on) adopting changes in water rates and charges to be in effect for the period of 2022 to 2026
- WHEN:** Wednesday, November 17, 2021, 9:00 a.m.
- WHERE:** Inverness Firehouse, 50 Inverness Way North, Inverness, CA 94937

The Board of Directors of the Inverness Public Utility District is proposing changes to the Water System's rates and charges in order to adjust the Water System's revenues during the period 2022 through 2026 by the rate of inflation and to increase the Water System's revenues during a maximum of nine bimonthly billing periods beginning in January 2022 by instituting a "drought surcharge."

REASONS FOR THE PROPOSED INCREASE IN REVENUE

Over the past 12 years, the Water System's rates have been increased only twice for the purpose of providing additional revenue for ordinary operating expenses. These increases occurred in July 2009 and July 2020 (a two-stage increase in water rates that went into effect in January 2018 and July 2019 generated revenue that was dedicated primarily to infrastructure needs, such as replacement of aging storage tanks and a water main in Seahaven). The Board of Directors has determined that a more effective approach to funding cost-of-living increases in operating expenses is to provide for smaller, periodic adjustments that are tied to the rate of inflation. The Board is proposing to institute a one-time 2.7% increase in the Basic Charge only, to become effective beginning with the January/February 2022 billing period. Thereafter, beginning on July 1, 2023 (18 months later), all Water System rates and charges, including both the Basic Charge and the Usage Rates, would be adjusted annually to reflect the change in the Consumer Price Index for the preceding calendar year (using the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose Area (1982-1984=100) as published by the U.S. Department of Labor, Bureau of Labor Statistics). Such annual CPI-U adjustments would occur thereafter on July 1, 2024, July 1, 2025, and July 1, 2026. No increase in water rates attributable to the change in the CPI-U will exceed 5% in any calendar year. The purpose of these adjustments would be to provide the revenue needed to fund normal increases in the Water System's day-to-day operating expenses.

The Board of Directors has also analyzed the fiscal impacts of the drought that has gripped our area for the past 2½ years. These impacts have included both reductions in income from customer revenues and increases in operating costs related to coping with the drought. Thus, the District's current budget (fiscal year 2021/22) projects a monthly operating deficit of \$8,058.25. Projected out to June 30, 2023, this would create a total deficit of \$193,398. An interfund allocation to the Water System from the District to cover the July-December 2021 portion of the deficit would defray \$48,350, and the increase in the Basic Charge of \$2.00 per month beginning in January 2022 (noted above) would raise an additional \$18,540. These items would trim the June 30, 2023, deficit to \$126,508. The Board is proposing to close the remaining gap by adopting a temporary drought surcharge of \$15 per month per customer for 18 months (January 2022 through June 2023). This would result in a narrow surplus of \$12,542 on June 30, 2023, at which time the surcharge is being set explicitly to go out of existence automatically.

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SHELLEY REDDING, ADMINISTRATOR • **JAMES K. FOX**, CHIEF OF OPERATIONS

Please be advised that, pursuant to Sec. 6 of Article XIII D of the Constitution of the State of California, notice is hereby given that the parcels upon which the proposed increases in water rates and charges are to be imposed are all parcels in Marin County served by a customer connection to the Inverness Public Utility District Water System. The amounts of the charges shall be determined on the basis of the Basic Charge and the volume of water used by each served parcel in each bimonthly billing period using the schedule of rates and charges shown on Page 4 of this notice.

HOW WILL THE AVERAGE BILL BE AFFECTED?

The proposed changes would add \$17.00 per month (\$34.00 per bimonthly bill) to the cost of water service for each full-paying (non-Lifeline) customer account, beginning in January 2022 and continuing through June 2023. Thereafter, for each full-paying customer account the proposed changes will result in a reduction in the cost of water service of \$15.00 per month, adjusted by the amount of the change in the CPI-U for the preceding calendar year (not to exceed an increase of 5%).

The typical single-family residential customer uses 9 units of water (approximately 6,700 gallons) per billing period. Compared to the current rates, that typical residential customer's cost for water will increase by 21.1% during the 18-month period of January 2022 through June 2023. Beginning in July 2023, assuming no intervening changes in rates and charges, that typical residential customer's cost of water will drop by at least 11.2%, which means that the increase in July 2023 from today's (2021) rates will be a maximum of 7.6% (depending on the amount of the July 2023 inflation adjustment).

NOTEWORTHY DETAILS OF THE PROPOSED CHANGES

- The 2.7% increase in the Basic Charge (from \$146 bimonthly to \$150 bimonthly) will apply to all full-paying customers effective on January 1, 2022 (and proportionately to Lifeline customers).
- The temporary drought surcharge of \$30 bimonthly will expire automatically after 18 months (at the end of June 2023). You can expect to see a decrease in your water bill at that time.
- The annual increase in water rates (beginning in July 2023) attributable to the change in the cost of living will be capped at 5% (even if the increase in the CPI is greater than 5%).
- Each customer will continue to receive up to 400 cubic feet (4 units) of water (approximately 50 gallons per day) at no charge during each two-month billing period; this base allotment of water is included in the Basic Charge.
- The bimonthly "Cross Connection Charge" (which is not being changed at this time) applies only to customers who have a water storage tank or other source of water (such as a well) on their property.

PUBLIC HEARING

A public hearing will be held at the Inverness Firehouse at 9:00 a.m. on Wednesday, November 17, 2021, to consider enactment of the proposed changes. You are cordially invited to participate and testify at the hearing or to mail your comments in advance to P.O. Box 469, Inverness, CA 94937-0469. For more information, visit the District's website (invernesspubd.org) or phone the District office at (415) 669-1414.

If you wish to protest against the proposed changes in fees and charges, you must submit your protest in writing prior to the close of the public hearing portion of the November 17, 2021, meeting. A written protest must legibly identify and be signed by the owner of (or the Water System customer of record for) the affected property, and must include a description of the property (Assessor's Parcel Number or Water System account number). Protests may be mailed, faxed, emailed (if appropriately signed), or

delivered to the applicable address shown at the top of Page 1 of this notice. Protests must be received prior to the close of the public hearing portion of the November 17, 2021, meeting. Only one protest will be accepted per customer service connection. If written protests are submitted by a majority of the affected property owners or customers, the proposed changes will not be imposed (you must submit your protest in writing even if you testify at the public hearing).

If the number of protests received does not meet the threshold that requires withdrawal of the proposal to change the rates and charges, the Board of Directors may immediately adopt an ordinance enacting the proposed changes in rates and charges to go into effect no earlier than January 1, 2022.

Calculations for Determining Amount of Drought Surcharge

Projected District deficit at 6/30/2023 (@ \$8,058.25/month from July 2021)	193,398
Interfund allocation to offset Jun – Dec 2021 portion of deficit	-48,350
Revenue from \$4 increase in Basic Charge beginning in January 2022	<u>-18,540</u>
Adjusted projected deficit at 6/30/2023	126,508
Revenue from \$30 bimonthly drought surcharge (Jan 2022 – Jun 2023)*	<u>-139,050</u>
Projected surplus at 6/30/2023	12,542
Amount of surplus per customer per billing period	\$2.71

* Based on 515 customers X \$30 per customer X 9 bimonthly billing periods (Jan/Feb 2022 - May/ Jun 2023).

SCHEDULE OF CURRENT RATES AND PROPOSED NEW RATES

CURRENT RATES (bimonthly) (as of 7/1/2020)	PROPOSED RATES (bimonthly) (to be in effect January 2022 - June 2023)
<u>Basic Charge (bimonthly)</u>	<u>Basic Charge + Surcharge (bimonthly)</u>
Regular 146.00	Regular 180.00
Lifeline: Very low income 73.00	Lifeline: Very low income 90.00
Lifeline: Extremely low income 36.50	Lifeline: Extremely low income 45.00
<u>Usage Rates (per ccf)</u>	<u>Usage Rates (per ccf)</u>
1-4 ccf ---	1-4 ccf ---
5-12 ccf 3.00	5-12 ccf 3.00
13-24 ccf 5.00	13-24 ccf 5.00
25-36 ccf 6.00	25-36 ccf 6.00
37-48 ccf 10.00	37-48 ccf 10.00
49-60 ccf 12.00	49-60 ccf 12.00
61 & up* 28.00	61 & up* 28.00
1 ccf = 748 gallons	1 ccf = 748 gallons
<u>Cross Connection Charge (bimonthly)</u>	<u>Cross Connection Charge (bimonthly)</u>
Each cross connection 12.00	Each cross connection 12.00

* This tier is not applicable to non-residential customer accounts, for which the top tier is 49 & up.

PROPOSED RATES (bimonthly) beginning in July 2023

Beginning in July 2023, the changes being proposed at this time would result in the Basic Charge for full-paying customer accounts being reduced from \$180 to \$150 bimonthly (to \$75 for very low income Lifeline, and to \$37.50 for extremely low income Lifeline), plus a cost-of-living adjustment based on calendar year 2022 (not to exceed an increase of 5%). The Usage Charge rates would also be modified in July 2023 by the same cost-of-living (CPI) adjustment.

Note: The Cross Connection Charge applies to customers who have a water storage tank or other source of water (such as a well) on their property.

ORDINANCE 104-2021

**AN ORDINANCE AMENDING REGULATION 301, "RATES AND CHARGES,"
OF THE REGULATIONS OF THE
INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM**

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

SECTION 1. Paragraph (b), "Amount of Basic Charge," of Regulation 301, "Rates and Charges," of the Regulations of the Inverness Public Utility District Water System shall be and hereby is amended in its entirety to read as follows, thereby withdrawing, cancelling, and replacing prior amendments to the subject rates and charges:

"(b) Amount of Basic Charge

Effective January 1, 2022, the amount of the bimonthly Basic Charge shall be One Hundred Fifty and No/100s Dollars (\$150.00), except as the amount of the Basic Charge is modified for qualifying customers pursuant to the applicable provisions of Regulation 302, "Lifeline Program."

SECTION 2. The following shall be and hereby is added to Regulation 301, "Rates and Charges," of the Regulations of the Inverness Public Utility District Water System as Paragraph (l), "Automatic Annual Adjustment of Rates and Charges to Reflect the Change in the Consumer Price Index":

"(l) Automatic Annual Adjustment of Rates and Charges to Reflect the Change in the Consumer Price Index

The customer rates and charges specified below shall be adjusted in the years 2023, 2024, 2025, and 2026 effective with each year's bimonthly billing for the period of July/August to reflect the ratio of change during the preceding calendar year in the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose area (1982-1984=100) as published by the U.S. Department of Labor, Bureau of Statistics, except that no annual change in the rates and charges shall exceed an increase of five percent (5%). This annual adjustment shall apply to the Basic Charge rates, the Cross-Connection and Backflow Prevention rates, the rates for Private Water Service from Publicly Owned Fire Hydrants, and the Metered Usage Charge rates (effective for any metered usage charge based on a customer water meter reading conducted on or after July 1 of the subject year)."

SECTION 3. The following shall be and hereby is added to Regulation 301, "Rates and Charges," of the Regulations of the Inverness Public Utility District Water System as Paragraph (m), "Drought Surcharge":

"(m) Drought Surcharge

A "Drought Surcharge" of Thirty Dollars (\$30.00) per bimonthly billing period shall be applied to each service connection, whether the service is actually or constructively installed. The Drought Surcharge shall be levied for each bimonthly billing period beginning with the billing period of January/February 2022 through and including the billing period of May/June 2023, after which billing period the Drought Surcharge shall expire and shall no longer be levied. The Drought Surcharge shall be billed in advance to each service connection customer concurrently with the billing for the immediately preceding period's metered usage charges. In the event of a change in the customer for a service connection during a stated bimonthly period, the Drought Surcharge for that period shall be prorated between the old and new customers on the basis of the number of days each customer was the customer of record. An applicant who qualifies under section (b) of Water System Regulation 302 to participate in the Lifeline Program shall be considered eligible for whichever of the following reductions in the amount of the Drought Surcharge is applicable:

- For a qualified applicant whose entire household income is less than HUD’s Very Low Income Limit, the Drought Surcharge shall be Fifteen Dollars (\$15.00) per bimonthly billing period.
- For a qualified applicant whose entire household income income is less than HUD’s Extremely Low Income Limit, the Drought Surcharge shall be Seven and 50/100s Dollars (\$7.50) per bimonthly billing period.

This Paragraph (m) shall become null and void on and after July 1, 2023.”

SECTION 4. The following shall be and hereby is added to Regulation 301, “Rates and Charges,” of the Regulations of the Inverness Public Utility District Water System as Paragraph (n), “Fixed Charges”:

“(n) Fixed Charges

The aggregate of a customer’s Basic Charge, Drought Surcharge, and Cross-Connection and Backflow Prevention Charge, as applicable, constitutes the customer’s “fixed charges.” The components constituting the fixed charges need not be itemized separately on the customer water bills, but may be aggregated as the Fixed Charges.”

SECTION 5. 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 17th day of November, 2021, by the following vote, to wit:

AYES:

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 104-2021 on record in this office, and that subsequent to its adoption no provision of Ordinance 104-2021 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 _____

Regulation 301

RATES AND CHARGES

(a) **Basic Charge**

A Basic Charge shall be applied to each service connection, whether the service is actually or constructively installed. The Basic Charge shall be applied bimonthly for the periods of January-February, March-April, May-June, July-August, September-October, and November-December, and shall be billed in advance to each service connection customer concurrently with the billing for the immediately preceding period's metered usage charges. In the event of a change in the customer for a service connection during a stated bimonthly period, the Basic Charge for that period shall be prorated between the old and new customers on the basis of the number of days each customer was the customer of record.

(b) **Amount of Basic Charge**

Effective January 1, 2022, the amount of the bimonthly Basic Charge shall be One Hundred Forty Six and No/100s Dollars (\$146.00), effective July 1, 2020 except as the amount of the Basic Charge is modified for qualifying customers pursuant to the applicable provisions of Regulation 302, "Lifeline Program."

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(c) **Metered Usage Charge**

Each metered customer connection shall be charged bimonthly for the amount of water drawn through the customer meter, as determined by reading the customer's meter. Such metered usage charge shall be based on the metered usage rates provided for in paragraph (d) of this Regulation. The bimonthly period for purposes of determining the metered usage charge shall be such that no bimonthly period consists of fewer than 45 days nor more than 75 days, and shall be as close to 60 days as is operationally practical. The ending date of each bimonthly period shall be such that statements are rendered to customers as close as is practical to the last day of the month that precedes a bimonthly period for purposes of the Basic Charge provided for in paragraph (a) of this Regulation. Usage by a customer for less than a full bimonthly period shall be billed as if it represented the total usage for the bimonthly period.

(d) **Metered Usage Charge Rates**

The metered usage charge for all customers, unless provided for otherwise in this Regulation, for water usage measured in units of 100 cubic feet (ccf) or fraction thereof shall be calculated in accordance with the schedule shown below, this schedule of usage charge rates to become effective for any metered usage charge based on a customer water meter reading conducted on or after January 1, 2020:

Usage (ccf)	Residential service rate (per ccf)	Non-residential service rate (per ccf)
1 – 4	\$0.00	0.00
5 – 12	\$3.00	\$3.00
13 – 24	\$5.00	\$5.00
25 – 36	\$6.00	\$6.00
37 – 48	\$10.00	\$10.00
49 – 60	\$12.00	\$12.00
61 & up	\$28.00	\$12.00

A service's categorization as "Residential service" or "Non-residential service" shall be based on the prevailing use of the property served by a water service connection, as determined by the General Manager, whose determination may be appealed in writing to the Board of Directors; the determination by the Board of Directors shall be final and binding. In the case of a connection serving undeveloped property, the cate-

gorization as “Residential service” or “Non-residential service” shall be based on the intended usage of the property, based on the principal use of the property as determined by Marin County zoning.

(e) **Rates for Public Water Service from Publicly Owned Fire Hydrants**

No charge shall be made for water drawn from a publicly owned fire hydrant, standpipe, or similar device when such draw is for public, firefighting, emergency, or water system purposes and is by, under the direction of, or pursuant to authorization by firefighting or other emergency officials, or by, under the direction of, or pursuant to authorization by officials or employees of the Inverness P.U.D. Water System.

(f) **Rates for Private Water Service from Publicly Owned Fire Hydrants**

The rate for water drawn for private use from a publicly owned fire hydrant, standpipe, or similar device pursuant to a permit issued by the System shall be equal to the highest metered usage rate shown in Paragraph (d) of this Regulation. In the event such usage is not metered, usage shall be estimated by the System. The System may, at its sole discretion, require that a deposit be posted with the System in advance of any draw of water for private use from a publicly owned fire hydrant, standpipe, or similar device in an amount equal to the estimated total cost of the water anticipated to be drawn.

If a temporary line connection is made to a publicly owned fire hydrant, standpipe, or similar device pursuant to a permit issued by the System in order to convey water from the hydrant, standpipe, or similar device to the location of the private use, a Connection/Disconnection Charge of One Hundred Dollars (\$100.00) shall be payable in advance of installation of said connection. In addition to the charge for water drawn through such a temporary line connection, a connection device rental charge and water availability charge of Ten Dollars (\$10.00) per calendar day shall be assessed. The usage and rental/availability charges may be billed to the customer on a weekly, biweekly, monthly, or bimonthly basis, at the discretion of the system, and any such invoice shall be payable within 15 days of the invoice being rendered to the customer. The System shall provide only the connection at the hydrant, standpipe, or similar device; provision and installation of the temporary conveyance line shall be the obligation of the user, and such conveyance line must be approved by the System as adequate and in sufficiently good repair to accommodate the volume and pressure of the water to be conveyed.

(g) **Returned Check Charge**

A charge shall be applied to the customer’s account in each instance when the customer’s check for payment of any charges is returned by the customer’s bank as unpaid for any reason. The charge shall be Twenty-Five Dollars (\$25.00) as a handling and processing charge plus whatever, if any, is charged by the System’s bank to the System for the bank’s processing and handling of the returned check.

(h) **Late Payment Charge**

A Late Payment Charge shall be applied to the account of any customer on whose account any invoiced charge has not been paid after sixty (60) days from the date of the invoice showing the charge. The Late Payment Charge shall be applied at such time that the System sends to the customer a Ten-Day Service Shutoff Notice. The amount of the Late Payment charge when the Ten-Day Service Notice is issued shall be Thirty-Five Dollars (\$35.00). In the event the customer who received the Ten-Day Service Notice does not respond, a Forty-Eight-Hour Service Notice shall be issued and posted on the property and an additional Sixty-Five Dollars (\$65.00) shall be charged.

(i) **Special Meter Reading Charge**

A charge of Thirty Dollars (\$30.00) shall be applied to the account of a customer at such time that the meter serving the customer’s service is read by System personnel at a time not regularly scheduled for a reading of the meter and pursuant to a request from the customer that the meter be read, except that this charge shall not be applied if the request that the meter be read is in conjunction with a change in the customer for the service connection, or if the request that the meter be read is in conjunction with the filing of a formal request for a testing of the accuracy of the meter as provided for in Regulation 52, or if the request that the

meter be read is in conjunction with the filing by the customer of a request for investigation of a disputed bill.

(j) **Account Setup Charge**

A charge of Fifty Dollars (\$50.00) shall be applied to the account of a new customer as a processing and setup charge to cover costs of changing the account from the previous customer to the new customer. Any customer-initiated change in customer information that necessitates assignment of a new account number shall be construed as constituting a change in the customer for purposes of application of this charge. This charge shall also be applied as a processing fee in order to place into effect an Authorization to Forward Statements. However, this charge shall not be applied to set up the account of the first customer for a newly installed service connection.

(k) **Cross-Connection and Backflow Prevention Rates**

In the case of a customer connection for which a “cross-connection condition” exists, as defined pursuant to Regulation 108, “Cross-Connection and Backflow Prevention,” of the Regulations of the Inverness Public Utility District Water System, the bimonthly charge provided for in Paragraph (o) of said Regulation 108 shall be as stipulated by the schedule shown below, effective July 1, 2020:

Inspection Frequency	Charge (bimonthly)
Annual	\$12.00
Semiannual	\$24.00
Quarterly	\$48.00
Monthly	\$144.00

(l) Automatic Annual Adjustment of Rates and Charges to Reflect the Change in the Consumer Price Index

The customer rates and charges specified below shall be adjusted in the years 2023, 2024, 2025, and 2026 effective with each year’s bimonthly billing for the period of July/August to reflect the ratio of change during the preceding calendar year in the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-San Jose area (1982-1984=100) as published by the U.S. Department of Labor, Bureau of Statistics, except that no annual change in the rates and charges shall exceed an increase of five percent (5%). This annual adjustment shall apply to the Basic Charge rates, the Cross-Connection and Backflow Prevention rates, the rates for Private Water Service from Publicly Owned Fire Hydrants, and the Metered Usage Charge rates (effective for any metered usage charge based on a customer water meter reading conducted on or after July 1 of the subject year).

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(m) Drought Surcharge

A “Drought Surcharge” of Thirty Dollars (\$30.00) per bimonthly billing period shall be applied to each service connection, whether the service is actually or constructively installed. The Drought Surcharge shall be levied for each bimonthly billing period beginning with the billing period of January/February 2022 through and including the billing period of May/June 2023, after which billing period the Drought Surcharge shall expire and shall no longer be levied. The Drought Surcharge shall be billed in advance to each service connection customer concurrently with the billing for the immediately preceding period’s metered usage charges. In the event of a change in the customer for a service connection during a stated bimonthly period, the Drought Surcharge for that period shall be prorated between the old and new customers on the basis of the number of days each customer was the customer of record. An applicant who qualifies under section (b) of Water System Regulation 302 to participate in the Lifeline Program shall be considered eligible for whichever of the following reductions in the amount of the Drought Surcharge is applicable:

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- For a qualified applicant whose entire household income is less than HUD’s Very Low Income Limit, the Drought Surcharge shall be Fifteen Dollars (\$15.00) per bimonthly billing period.

- For a qualified applicant whose entire household income is less than HUD's Extremely Low Income Limit, the Drought Surcharge shall be Seven and 50/100s Dollars (\$7.50) per bi-monthly billing period.

This Paragraph (m) shall become null and void on and after July 1, 2023.

(n) Fixed Charges

The aggregate of a customer's Basic Charge, Drought Surcharge, and Cross-Connection and Backflow Prevention Charge, as applicable, constitutes the customer's "fixed charges." The components constituting the fixed charges need not be itemized separately on the customer water bills, but may be aggregated as the Fixed Charges.

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As Regulation 54: *Adopted, May 21, 1986 (Ordinance 5-86)*
Amended, March 21, 1988 (Ordinance 12-88)
Amended, July 11, 1988 (Ordinance 17-88)
Amended in its entirety, November 21, 1988 (Ordinance 18-88)
Fixed charges in Paragraph a amended, May 22, 1989 (Ordinance 21-89)
Fixed charges in Paragraph a amended, June 18, 1990 (Ordinance 25-90)
Fixed charges in Paragraph a, metered usage charges in Paragraph c, and rate for fire hydrants system in Paragraph e amended, May 20, 1991 (Ordinance 27-91)
Fixed charges in Paragraph a and rate for fire hydrants system in Paragraph e amended (effective 7/1/92), May 18, 1992 (Ordinance 31-92)
Fixed charges in Paragraph a amended (effective 9/1/92), May 18, 1992 (Ordinance 31-92)
Fixed charges in Paragraph a amended and Paragraph e rewritten, May 17, 1993 (Ordinance 34-93)
Fixed charges in Paragraph a amended, July 19, 1993 (Ordinance 36-93)
 Replaced in its entirety by Regulation 301, May 27, 1997 (Ordinance 44-1997)

As Regulation 301: *Adopted, May 27, 1997, amending and replacing Regulation 54 (Ordinance 44-1997) [Conforms water rates to Proposition 218]*
Basic Charge in Paragraph (b) and Usage Charge Rates in Paragraph (d) amended, Sept. 29, 1997 (amended Paragraph (b) to become effective January 1, 1998; amended Paragraph (d) to become effective November 1, 1997) (Ordinance 46-1997) [Reverts to pre-Prop. 218 tiered water rates]
Basic Charge in Paragraph (b) amended, June 15, 1998, to become effective Sept. 1, 1998 (Ordinance 49-1998)
Usage Charge Rates in Paragraph (d) amended (effective 7/1/2001), distinction between residential and non-residential usage rates introduced, and Account Setup Charge in Paragraph (j) increased from \$5.00 to \$10.00, July 2, 2001 (Ordinance 57-2001)
Usage Charge Rates in Paragraph (d) amended effective 7/1/2005.
Basic Charge in Paragraph (b), Metered Usage Charge Rates in Paragraph (d), Returned Check Charge in Paragraph (g), Special Meter Reading Charge in Paragraph (i), and Account Setup Charge in Paragraph (j) amended effective July 1, 2008.
Basic Charge in Paragraph (b), Metered Usage Charge Rates in Paragraph (d), Late Payment Charge in Paragraph (h) amended (effective July 1, 2009) (Ordinance 76-2009)
Basic Charge in Paragraph (b) and Metered Usage Charge Rates in Paragraph (d) amended effective January 1, 2018 (Ordinance 87-2017).
Basic Charge in Paragraph (b), Metered Usage Charge Rates in Paragraph (d), and paragraph in Paragraph (d) on "A service's categorization..." amended effective July 1, 2019 (Ordinance 90-2019).
Basic Charge in Paragraph (b) amended, Metered Usage Charge Rates in Paragraph (d) amended, and Paragraph (k) on "Rates and Charges for Temporary Service" added, effective July 1, 2020 (Ordinance 93-2020).
Paragraph (b), "Amount of Basic Charge," amended and Paragraphs (l), "Automatic Annual Adjustment of Rates and Charges to Reflect the Change in the Consumer Price Index," (m),

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"Drought Surcharge," and (n) "Fixed Charges" added, effective January 1, 2022 (Ordinance 104-2021).

NOTE: Whenever a change in water rates occurs, be sure to update the file "IPUD Water Rates History.docx" at S:\2Water\Water Rates-Rate Change\IPUD Water Rates History.docx.

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Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 5

Management Report

Clerk S. Redding & J. Fox

Financial Reports

- **FY 2021/2022 Finance Reports**
- **FY 2020/2021 Audit Update**
- **Capital Projects Accounting - October 2021**

10-year Capital Projects Planning Document

Tenney Tanks Replacement Project Update

Marin Wildfire Prevention Authority (MWPA) Update

Marin Emergency Radio Authority (MERA) Update

State of the Water Shortage Emergency

Inverness PUD
2-Profit & Loss- Month
October 2021

	Oct 21
Ordinary Income/Expense	
Income	
N 600 · Property Tax Income	
600-01 · Ad Valorem Property Taxes	8,161.41
Total N 600 · Property Tax Income	8,161.41
N 700 · Water Charges	
700-01 · Basic Charges	74,934.50
700-02 · Usage Charges	9,165.00
700-03 · Cross Connection Fees	216.00
700-04 · Miscellaneous Charges	175.00
Total N 700 · Water Charges	84,490.50
Total Income	92,651.91
Gross Profit	92,651.91
Expense	
Void Check	0.00
N 810 · Personnel Expenses	
810-01 · Management	17,440.37
810-02 · Operations Personnel	20,077.50
810-03 · Administrative Personnel	2,994.59
810-04 · Employer Payroll Taxes	3,032.54
810-07 · Health Insurance Premiums	8,334.54
810-08 · Retirement Premiums	4,456.88
810-11 · Workers Comp Insurance	-117.86
Total N 810 · Personnel Expenses	56,218.56
N 833 · Collection & Treatment	
833-01 · Chemicals	700.31
Total N 833 · Collection & Treatment	700.31
N 835 · Lab & Monitoring	
835-01 · BacT & Raw Samples	378.00
835-02 · Periodic Samples	515.00
835-03 · Lead & Copper	160.00
Total N 835 · Lab & Monitoring	1,053.00
N 840 · Maintenance & Utilities	
840-02 · Building Maintenance	-2,885.18
840-03 · Grounds Maintenance	276.00
840-07 · Collection-Treatment Utilities	945.34
840-08 · Distribution System Utilities	68.44
840-09 · Firehouse Utilities	90.34
Total N 840 · Maintenance & Utilities	-1,505.06
N 844 · Storage & Distribution	
844-01 · Telemetry	188.62
Total N 844 · Storage & Distribution	188.62
N 845 · Supplies & Inventory	
845-01 · Supplies and Inventory	2,397.62
845-02 · Personal Protective Equipment	596.67
845-04 · Uniforms	325.85
Total N 845 · Supplies & Inventory	3,320.14
N 850 · Training	
850-01 · Volunteer Training	102.67
Total N 850 · Training	102.67

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Accrual Basis

Inverness PUD
2-Profit & Loss- Month
October 2021

	<u>Oct 21</u>
N 860 · Vehicle Operations	
860-01 · Gas & Oil	1,024.36
Total N 860 · Vehicle Operations	1,024.36
N 870 · Administration	
870-01 · Telephone, Internet, Cable	415.72
870-02 · Dues & Publications	4,072.00
870-05 · Office Supplies, Postage, Fees	1,062.41
870-06 · Bank & Payroll Charges	1,374.99
870-08 · Board & Election Expenses	-449.82
870-10 · Public Relations & Outreach	260.00
870-11 · Office IT Support	270.00
870-12 · Billing & Collections	694.66
870-13 · Disaster Council	67.56
870-14 · Miscellaneous	104.98
Total N 870 · Administration	7,872.50
Total Expense	68,975.10
Net Ordinary Income	23,676.81
Net Income	<u>23,676.81</u>

Inverness PUD
2-Profit & Loss- Month
 July through October 2021

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	8,662.66	0.00	0.00	8,662.66
600-02 · Special Fire Tax Assessment	-614.11	614.11	0.00	0.00
600-03 · Excess ERAF	0.00	0.00	0.00	0.00
600-04 · Prior Year Taxes	19,707.26	0.00	0.00	19,707.26
Total N 600 · Property Tax Income	27,755.81	614.11	0.00	28,369.92
N 650 · Other Agency Income				
650-02 · MWPA Defensible Space Program	0.00	983.00	0.00	983.00
650-03 · MWPA Local Specific Prevention	0.00	982.99	0.00	982.99
Total N 650 · Other Agency Income	0.00	1,965.99	0.00	1,965.99
N 700 · Water Charges				
700-01 · Basic Charges	0.00	0.00	149,869.00	149,869.00
700-02 · Usage Charges	0.00	0.00	25,613.00	25,613.00
700-03 · Cross Connection Fees	0.00	0.00	432.00	432.00
700-04 · Miscellaneous Charges	0.00	0.00	553.50	553.50
Total N 700 · Water Charges	0.00	0.00	176,467.50	176,467.50
N 710 · Misc. Income				
710-02 · Other Income	100.00	400.00	0.00	500.00
710-04 · Merchandise Sales	0.00	65.00	0.00	65.00
710-07 · Interest Income	35.40	0.00	0.00	35.40
710-08 · CERBT OPEB Reimbursement	39,983.88	0.00	0.00	39,983.88
Total N 710 · Misc. Income	40,119.28	465.00	0.00	40,584.28
Total Income	67,875.09	3,045.10	176,467.50	247,387.69
Gross Profit	67,875.09	3,045.10	176,467.50	247,387.69
Expense				
N 810 · Personnel Expenses				
810-01 · Management	40,057.34	19,184.44	17,025.79	76,267.57
810-02 · Operations Personnel	0.00	0.00	73,896.12	73,896.12
810-03 · Administrative Personnel	13,362.14	0.00	3,960.00	17,322.14
810-04 · Employer Payroll Taxes	4,206.27	1,467.64	7,546.10	13,220.01
810-07 · Health Insurance Premiums	10,994.44	3,414.36	12,739.48	27,148.28
810-08 · Retirement Premiums	3,790.74	3,651.47	10,895.90	18,338.11
810-09 · Unfunded Accrued Liability	30,679.08	1,695.75	1,036.17	33,411.00
810-10 · Accrued Vacation	287.28	0.00	4,160.19	4,447.47
810-11 · Workers Comp Insurance	-3,380.73	5,619.84	7,756.26	9,995.37
Total N 810 · Personnel Expenses	99,996.56	35,033.50	139,016.01	274,046.07
N 830 · Dispatch & Communications				
830-02 · Commo Supplies	0.00	261.10	0.00	261.10
830-03 · MERA Operations	0.00	11,915.00	0.00	11,915.00
830-05 · MERA New Financing	0.00	1,121.00	0.00	1,121.00
Total N 830 · Dispatch & Communications	0.00	13,297.10	0.00	13,297.10
N 833 · Collection & Treatment				
833-01 · Chemicals	0.00	0.00	1,343.33	1,343.33
Total N 833 · Collection & Treatment	0.00	0.00	1,343.33	1,343.33
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0.00	0.00	1,512.00	1,512.00
835-02 · Periodic Samples	0.00	0.00	3,744.00	3,744.00
835-03 · Lead & Copper	0.00	0.00	590.00	590.00
Total N 835 · Lab & Monitoring	0.00	0.00	5,846.00	5,846.00

Inverness PUD
2-Profit & Loss- Month
July through October 2021

	DISTRICT	FIRE	WATER	TOTAL
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0.00	0.00	439.48	439.48
840-02 · Building Maintenance	0.00	-2,115.18	0.00	-2,115.18
840-03 · Grounds Maintenance	0.00	276.00	360.04	636.04
840-04 · Tank Maintenance	0.00	0.00	3,400.00	3,400.00
840-05 · Collection & Treatment Maint.	0.00	0.00	293.18	293.18
840-06 · Distribution System Maintenance	0.00	0.00	2,130.83	2,130.83
840-07 · Collection-Treatment Utilities	0.00	0.00	13,091.50	13,091.50
840-08 · Distribution System Utilities	0.00	0.00	336.88	336.88
840-09 · Firehouse Utilities	0.00	1,495.34	0.00	1,495.34
840-10 · SCADA Maintenance	0.00	0.00	1,530.00	1,530.00
Total N 840 · Maintenance & Utilities	0.00	-343.84	21,581.91	21,238.07
N 843 · Fire Prevention				
843-01 · Public Education and Awareness	0.00	181.19	0.00	181.19
Total N 843 · Fire Prevention	0.00	181.19	0.00	181.19
N 844 · Storage & Distribution				
844-01 · Telemetry	0.00	0.00	754.48	754.48
844-03 · Miscellaneous	0.00	0.00	12.94	12.94
Total N 844 · Storage & Distribution	0.00	0.00	767.42	767.42
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	0.00	2,916.05	3,829.74	6,745.79
845-02 · Personal Protective Equipment	0.00	846.06	0.00	846.06
845-03 · Resale Merchandise	0.00	2,360.52	0.00	2,360.52
845-04 · Uniforms	0.00	0.00	325.85	325.85
Total N 845 · Supplies & Inventory	0.00	6,122.63	4,155.59	10,278.22
N 850 · Training				
850-01 · Volunteer Training	0.00	666.12	0.00	666.12
Total N 850 · Training	0.00	666.12	0.00	666.12
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0.00	1,289.93	2,559.37	3,849.30
860-02 · Repairs & Service	0.00	1,936.40	1,393.33	3,329.73
Total N 860 · Vehicle Operations	0.00	3,226.33	3,952.70	7,179.03
N 870 · Administration				
870-01 · Telephone, Internet, Cable	1,098.20	196.18	384.18	1,678.56
870-02 · Dues & Publications	5,026.75	499.00	892.25	6,418.00
870-03 · Insurance	0.00	12,651.62	15,463.08	28,114.70
870-04 · Financial Reporting/Audit	12,210.50	0.00	0.00	12,210.50
870-05 · Office Supplies, Postage, Fees	1,336.29	82.87	548.02	1,967.18
870-06 · Bank & Payroll Charges	3,587.36	0.00	0.00	3,587.36
870-07 · Legal Expenses and Attorneys	2,067.00	0.00	400.00	2,467.00
870-08 · Board & Election Expenses	-789.19	0.00	0.00	-789.19
870-09 · Travel & Meetings	0.00	0.00	0.00	0.00
870-10 · Public Relations & Outreach	1,746.45	0.00	3,850.40	5,596.85
870-11 · Office IT Support	690.00	0.00	0.00	690.00
870-12 · Billing & Collections	0.00	0.00	3,426.09	3,426.09
870-13 · Disaster Council	0.00	773.46	0.00	773.46
870-14 · Miscellaneous	939.74	4,001.14	350.00	5,290.88
870-15 · Other Agency Assessments	666.54	0.00	0.00	666.54
Total N 870 · Administration	28,579.64	18,204.27	25,314.02	72,097.93
Total Expense	128,576.20	76,387.30	201,976.98	406,940.48
Net Ordinary Income	-60,701.11	-73,342.20	-25,509.48	-159,552.79
Net Income	-60,701.11	-73,342.20	-25,509.48	-159,552.79

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

	<u>Jul - Oct 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
Ordinary Income/Expense			
Income			
Miscellaneous Income	0.00	0.00	0.00
Water Revenue	0.00	0.00	0.00
N 600 · Property Tax Income	28,369.92	0.00	28,369.92
N 650 · Other Agency Income	1,965.99	0.00	1,965.99
N 700 · Water Charges	176,467.50	174,508.00	1,959.50
N 710 · Misc. Income	40,584.28	17,746.00	22,838.28
Total Income	<u>247,387.69</u>	<u>192,254.00</u>	<u>55,133.69</u>
Gross Profit	247,387.69	192,254.00	55,133.69
Expense			
N 810 · Personnel Expenses	274,046.07	397,433.96	-123,387.89
N 830 · Dispatch & Communications	13,297.10	26,030.00	-12,732.90
N 833 · Collection & Treatment	1,343.33	1,666.68	-323.35
N 835 · Lab & Monitoring	5,846.00	5,500.00	346.00
N 840 · Maintenance & Utilities	21,238.07	26,966.60	-5,728.53
N 843 · Fire Prevention	181.19	10,166.68	-9,985.49
N 844 · Storage & Distribution	767.42	1,966.68	-1,199.26
N 845 · Supplies & Inventory	10,278.22	11,430.00	-1,151.78
N 850 · Training	666.12	4,874.32	-4,208.20
N 860 · Vehicle Operations	7,179.03	5,333.36	1,845.67
N 870 · Administration	72,097.93	62,746.56	9,351.37
Total Expense	<u>406,940.48</u>	<u>554,114.84</u>	<u>-147,174.36</u>
Net Ordinary Income	<u>-159,552.79</u>	<u>-361,860.84</u>	<u>202,308.05</u>
Net Income	<u>-159,552.79</u>	<u>-361,860.84</u>	<u>202,308.05</u>

1:21 PM

11/08/21

Accrual Basis

Inverness PUD
Summary Balance Sheet
As of October 31, 2020

	<u>Oct 31, 20</u>
ASSETS	
Current Assets	
Checking/Savings	195,536.68
Accounts Receivable	128,644.16
Other Current Assets	1,057,701.69
Total Current Assets	<u>1,381,882.53</u>
Fixed Assets	1,505,979.40
Other Assets	713,458.71
TOTAL ASSETS	<u><u>3,601,320.64</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	10,007.72
Credit Cards	-832.86
Other Current Liabilities	1,528,172.07
Total Current Liabilities	<u>1,537,346.93</u>
Long Term Liabilities	116,081.00
Total Liabilities	<u>1,653,427.93</u>
Equity	<u>1,947,892.71</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,601,320.64</u></u>

IPUD Capital Projects
FY 2020-2030

IPUD Capital Projects - Active and DRAFT Proposal

Water System											
Project Description	Proposed Priority	Program Year									
		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Water Tanks											
Tenney Tanks - Active Starting March 2021	1	800,000									
Seahaven-Recoat interior of 70K tank	3		50,000								
Seahaven-Cathodic protection 70K tank	4		5,000								
Ultra and Nano Replacement (Pure Aqua)	5		10,000	5,500	6,000						
Colby Steel Roof Repair	5								20,000		
Colby Wood Tank Replacement	6						600,000				
Colby Steel Interior Recoat	7								70,000		
Replace Seahaven 15K wood tank	8					30,000					
Distribution and Conservation											
Distribution Leak Detection System - Active July 2021	2	20,000									
Backup Power											
Generator 10kw - F3 Backup	1		25,000								
Vehicles											
Jeep Replacement-small pickup	1			30,000							
Utility crane for truck	2		4,000								
Total Costs Water System		800,000	114,000	35,500	6,000	30,000	600,000	-	90,000	-	-

Fire Department											
Project Description	Proposed Priority	Program Year									
		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
Firehouse											
Office Heating Replacement - Completed	1	5,000									
Firehouse Roof Replacement	2				25,000						
Equipment											
SCBA Bottle Replacement	1			5,000	5,000	5,000	5,000				
Vehicles											
Type V or VI Wildland-replace Engine 381?	2			250,000							
Replace Engine 380-Type VI	3									300,000	
Replace 333 - Make it Emergency Vehicle	1		40,000								
Replace Chief's Vehicle	4										50,000
Total Costs Fire Department		-	40,000	250,000	-	-	-	-	-	-	300,000

District											
Project Description	Proposed Priority	Program Year									
		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30
District Operations											
Accounting Software	1		33,000								
Total District Operations Costs		-	33,000	-	-	-	-	-	-	-	-

Total Projected Costs	800,000	187,000	285,500	6,000	30,000	600,000	-	90,000	300,000	50,000
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Updated 10/7/2021

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

			FY1617	FY1718	FY1819	FY1920	FY2021	FY2122	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	-\$5,745	-\$5,758	-\$157,198	-\$70,706	-\$292,723	\$572,277			\$0
Totals		\$865,000	-\$4,000	-\$49,316	-\$5,745	-\$5,758	-\$157,198	-\$70,706	-\$292,723	\$572,277	\$0	\$0	\$0
Grand Totals		\$865,000							-\$292,723	\$572,277	\$0	\$0	\$0

Date	Description	Expense Amount	5% Retention	Invoiced Receiveable	Balance	FY Total							
	Beginning Balance	0.00			0.00								
6/30/2017	<i>Fiscal Year Expenses</i>	4,000.00											
6/30/2017	<i>End of year balance</i>					(4,000.00)	FY 16/17						
6/30/2018	<i>Fiscal Year Expenses</i>	49,316.32											
6/30/2018	<i>End of year balance</i>					(53,316.32)	FY 17/18						
6/30/2019	<i>Fiscal Year Expenses</i>	5,745.38											
6/30/2019	<i>End of year balance</i>					(59,061.70)	FY 18/19						
6/30/2020	<i>Fiscal Year Expenses</i>	5,757.60											
6/30/2020	<i>End of year balance</i>					(64,819.30)	FY 19/20						
6/30/2021	<i>Fiscal Year Expenses</i>	154,159.17											
6/30/2021	<i>End of year balance</i>	154,159.17	(4,840.13)	91,962.46		(222,017.09)	FY 20/21						
7/16/2021	<i>Brelje & Race Engineers</i>	2,621.25			(224,638.34)								
8/6/2021	<i>Bauer & Associates - Geotech</i>	3,378.00			(228,016.34)								
8/16/2021	<i>Brelje & Race Engineers</i>	860.00			(228,876.34)								
9/16/2021	<i>Brelje & Race Engineers</i>	3,051.25			(231,927.59)								
10/4/2021	<i>Piazza Construction</i>	59,505.20			(291,432.79)								
10/15/2021	<i>Brelje & Race Engineers</i>	1,290.00			(292,722.79)	(292,722.79)	FY 21/22						



Inverness Public Utility District
Board Meeting November 17, 2021

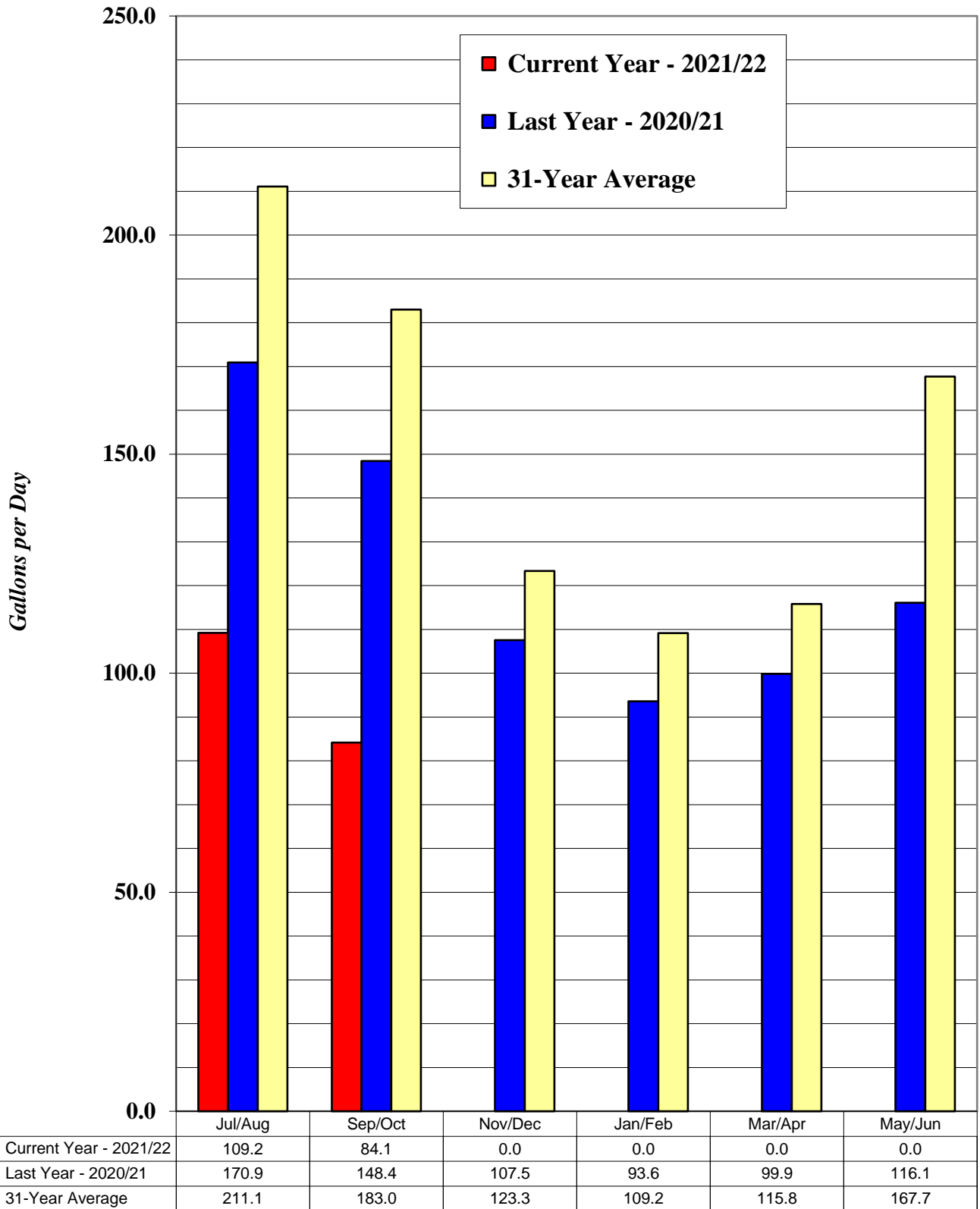
Agenda Item No. 6

Water System Report

October 2021 Water System Report

Inverness Public Utility District Water System

Average Daily Water Usage per Active Customer



Water Customer Accounts Receivable Totals, September/October 2021

- The Accounts Receivable balance on Sept. 1, 2021, consisted of:

Current balances (from bills sent out on August 26)	91,944.50	
Past-due balances (2.4%)	<u>2,244.08</u>	
Total Accounts Receivable balance on Sept. 1, 2021:		<u>94,188.58</u>
- During Sept/Oct, we received the following **payments** from our customers:

Electronic payments:	62,468.37	(68.8%)	
Payments by check:	<u>28,393.13</u>	(31.2%)	
Total payments received:			- 90,861.50
- During Sept/Oct, we posted the following **charges** to our customers' accounts:

Write-offs:	--		
Adjustments:	--		
Basic charges (future):	75,007.50	(517 Basic charges billed 10/27 for Nov/Dec*)	
X-C charges (future):	216.00	(18 Cross-Connection charges billed 10/27 for Nov/Dec)	
Usage charges:	9,165.00	(Usage charges billed 10/27 for 8/21/21 to 10/21/21†)	
Misc. charges:	175.00		
Refused payments:	--		
Refunds:	105.13	(3 closed account credit balance refunds)	
Total charges posted:			+ 84,668.63
- Thus, the Accounts Receivable balance on October 31 (the end of the period) was: **87,995.71**
(of which 2.4%, or \$2,116.21, is past due)

* Bimonthly Basic Charges (for Nov/Dec): 513 customers @ \$146.00; 3 Lifeline customers at \$36.50; 1 suspended customer @ \$0.00

† Total billed usage was \$10,656.00, less two credits for \$1,491.00 (for prior-period leak adjustments).

Reconciliation with BofA checking account:

There were no deposits in transit on 10/31/2021. Thus, the A/R balance on the District's books as of 10/31 should also be \$87,995.71.

Scheduled ACH receipts: \$41,952.00 on November 17, 2021 (from 271 customers, which is 52.4% of the total of 517 customers).

[A temporary security debit to IPUD's checking account in the amount of \\$41,952.00 will be made on or about September 15, 2021 \(subject to adjustments\).](#)

Report on Number of Discontinuations of Residential Service (pursuant to paragraph (g) of IPUD Water System Regulation 303 and in compliance with Chapter 6, "Discontinuation of Residential Water Service," of Part 12, Division 104, of the Health and Safety Code (HSC) of the State of California)

Period covered: Sep/Oct 2021

Number of residential services discontinued for inability to pay during the covered period: 0

Number of residential services discontinued for inability to pay during a previous period and still on discontinued status at the close of the covered period: 1



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 7

Fire Department Report

October 2021



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 8

Review and Approve Expenditures

- **October 2021 Expenditures**
- **October 2021 Credit Card Charges**

Inverness PUD
Monthly Expense Ledger Report
October 2021

Date	Num	Name	Memo	Amount
Oct 21				
10/01/2021	14288	Alpha Analytical Laboratories, Inc.	Periodic Testing	-430.00
10/01/2021	14289	Brelje & Race Engineers	Project # 02630.05	-3,051.25
10/01/2021	14290	Good & Clean, Inc.	Janitorial Services - September	-220.00
10/01/2021	14291	Quill Corporation	Account # 645751	-40.04
10/01/2021	14292	Void		
10/01/2021	EFT	BB & T- CPS Operations	9/1/21 - 9/30/21 AR Box	-10.66
10/05/2021	EFT	Paychex	Payroll Fees	-40.00
10/07/2021	EFT	Bank of America	Service charges	-777.79
10/09/2021	14293	Building Supply Center	Inverness PUD Account 155	-569.30
10/09/2021	14294	Fire Safety Supply Co.	1 Extinguisher	-374.70
10/09/2021	14295	Horizon Cable TV Inc.	005-003907	-90.79
10/09/2021	14296	Mello School Calendar Co.	Tomales High School Winter Sports Poster	-105.00
10/09/2021	14297	Petaluma Minuteman, Inc.	Prop 218 Notice Mailer	-778.38
10/09/2021	14298	Quill Corporation	Account # 645751	-94.36
10/09/2021	14299	R.J. Ricciardi, Inc., CPAs	Audit Charges	-2,895.50
10/09/2021	14300	Streamline	October 2021 Website w/Engage	-260.00
10/10/2021	Auto	Diversified Technology	Billing Service	-684.00
10/13/2021	EFT	CalPERS - Retirement	September 2021	-4,797.73
10/13/2021	14319	William L. Hart	Closed account refund	-48.42
10/14/2021	EFT	Intuit	Checks Order # 24203241	-265.18
10/15/2021	EFT	CalPERS Health	Health Insurance October 2021	-8,554.20
10/15/2021	14301	Cassidy, Russell,	Payroll 9/26 - 10/10/2021	-812.91
10/15/2021	14302	Piazza Construction	Contract No. 2630.05	-59,505.20
10/15/2021	14303	Kroner, Pamela-reimbursement	IPUD Gradening Supplies - reimbursement	-6.00
10/15/2021	14304	Kroner, Pamela	Gardening Services June 15 - October 11 2021	-270.00
10/15/2021	PR 01		Tax Payment Payroll 10/15/2021	-6,591.19
10/15/2021	PR 01		Direct Deposit Payroll 10/15/2021	-15,121.12
10/15/2021	14305	Alpha Analytical Laboratories, Inc.	TOC, VOC and periodic testing	-675.00
10/15/2021	14306	AT&T CalNet	Telephone, Telemetry	-461.08
10/15/2021	14307	Brelje and Race Laboratories, Inc.	Monthly Bacteriological Testing	-378.00
10/15/2021	14308	Cheda's Garage	Truck 300 Maintenance	-526.44
10/15/2021	14309	CORE	September services	-270.00
10/15/2021	14310	CORRPRO	Customer # 4259650 Contract No. 81612 3/1/21 - 2/28/22	-650.00
10/15/2021	14311	Emergency Medical Products, Inc.	Account # 104	-200.22
10/15/2021	14312	Hach Company	Customer # 108425	-495.62
10/15/2021	14313	Harrington Industrial Plastics	042985	-525.44
10/15/2021	14314	Life-Assist	Cust # 94937FD	-467.64
10/15/2021	14315	Marin County Tax Collector	Customer # 21595	-968.45
10/15/2021	14316	Recology	Acct 1812095651 10/1/21 - 122/31/21	-130.41
10/15/2021	14317	Verizon Wireless	Account 942336110-00001 Cell Phones	-211.25
10/15/2021	14318	Amazon Business	Account A10CPJEJGNV6Y	-43.89
10/15/2021	EFT	Paychex	Payroll Fees	-199.60
10/22/2021	14321	Amazon Business	Account A10CPJEJGNV6Y	-192.04
10/22/2021	14322	Brelje & Race Engineers	Project # 02630.05	-1,290.00
10/22/2021	14323	California Special Districts Association	ID# 124 RMS Regular Member	-4,054.00
10/22/2021	14324	Cascade Fire Equipment	1151	-733.82
10/22/2021	14320	Void		0.00
10/22/2021	14325	Tom Peters	Closed Account - Refund	-40.03
10/29/2021	PR 2		Tax Payment Payroll 10/29/2021	-6,524.34
10/29/2021	PR 2		Tax Payment Payroll 10/29/2021	-369.28
10/29/2021	PR 2		Direct Deposit	-1,035.26
10/29/2021	PR 2		Direct Deposit	-13,840.84
10/29/2021	PR 2		Garnishment	-402.00
10/29/2021	14326	Cassidy, Russell,	Payroll 10/11 - 10/26/2021	-1,171.83
10/29/2021	14327	Good & Clean, Inc.	Janitorial Services - October	-220.00
10/29/2021	14328	Marin County Tax Collector	Customer # 21595	-1,024.36
10/29/2021	14329	Petaluma Minuteman, Inc.	Reflective Vehicle Decals, IDC Damage Assessment Forms	-353.57
10/29/2021	EFT	Paychex	Payroll Fees	-194.40
10/29/2021	EFT	Paychex	Payroll Fees	-163.20
10/30/2021	EFT	AT&T U-verse	Internet September 2021	-69.55
				-144,275.28

Oct 21

Inverness PUD Reconciliation Detail

XX-6591 · Fox, Jim - Cal Card, Period Ending 10/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								646.53
Cleared Transactions								
Charges and Cash Advances - 7 items								
Credit Card Charge	09/23/2021	1953048	Amazon	Jeep - Drivers Side Replacement Mirror Glass	X	860-02 · Repairs & Service	-16.87	-16.87
Credit Card Charge	09/28/2021	3101001	Palace Market	Drill Supplies	X	850-01 · Volunteer Training	-60.98	-77.85
Credit Card Charge	10/04/2021	3363401	Amazon	Sticky non-glass mirror tiles	X	845-01 · Supplies and Inventory	-18.39	-96.24
Credit Card Charge	10/12/2021	101221	Palace Market	Volunteer Training / Drill	X	850-01 · Volunteer Training	-78.20	-174.44
Credit Card Charge	10/14/2021	6674647	Amazon	Batteries for LIFEPAK 500 AED	X	845-01 · Supplies and Inventory	-257.64	-432.08
Credit Card Charge	10/14/2021	101421	Adobe	1 month Adobe Online J Fox	X	870-05 · Office Supplies, Postage, Fees	-24.99	-457.07
Credit Card Charge	10/14/2021	101421	Inverness Store	Supplies	X	850-01 · Volunteer Training	-24.47	-481.54
Total Charges and Cash Advances							-481.54	-481.54
Payments and Credits - 1 item								
Bill	09/22/2021	XX-6591	U. S. Bank Corporate...	Managing Account XX-0662	X	20000 · Accounts Payable	646.53	646.53
Total Cleared Transactions							164.99	164.99
Cleared Balance							-164.99	481.54
Register Balance as of 10/22/2021							-164.99	481.54
Ending Balance							-164.99	481.54

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11/02/21

Inverness PUD Reconciliation Detail

XX-7757 · Redding, Shelley - Cal Card, Period Ending 10/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								1,723.43
Cleared Transactions								
Charges and Cash Advances - 6 items								
Credit Card Charge	09/27/2021	0723422	Amazon	Amazon Prime Business Membership	X	870-02 · Dues & Publications	-193.77	-193.77
Credit Card Charge	10/04/2021	0202591061	Carhartt	Water Employees PPE / Uniform	X	845-04 · Uniforms	-325.85	-519.62
Credit Card Charge	10/05/2021	100521	Inverness Park Market	Staff Meeting Supplies	X	870-05 · Office Supplies, Postage, Fees	-22.50	-542.12
Credit Card Charge	10/07/2021	52144221	Custom Ink	Water Employees Uniforms (T-Shirts)	X	870-05 · Office Supplies, Postage, Fees	-548.02	-1,090.14
Credit Card Charge	10/10/2021	24900842	Canva	Monthly Subscription	X	870-05 · Office Supplies, Postage, Fees	-12.95	-1,103.09
Credit Card Charge	10/13/2021	10132021	Marin Independent Journal	1 month Digital Subscription	X	870-02 · Dues & Publications	-18.00	-1,121.09
Total Charges and Cash Advances							-1,121.09	-1,121.09
Payments and Credits - 2 items								
Bill	09/22/2021	XX-7757	U. S. Bank Corporate Payment Systems	Managing Account XX-0662	X	20000 · Accounts Payable	1,723.43	1,723.43
Credit Card Credit	09/23/2021	56590	California Special Districts Association	Cancelation of Registration Board Secty Conf.	X	870-09 · Travel & Meetings	525.00	2,248.43
Total Cleared Transactions							1,127.34	1,127.34
Cleared Balance							-1,127.34	596.09
Register Balance as of 10/22/2021							-1,127.34	596.09
Ending Balance							-1,127.34	596.09



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 9

Approve Board Meeting Calendar for 2022



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT & WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937-0469

50 INVERNESS WAY NO. & (415) 669-1414 & FAX (415) 669-1010 & ADMIN@INVERNESSPUD.ORG

NOTICE OF 2022 MEETING SCHEDULE

Notice is hereby given that the Regular Meetings of the Board of Directors of the Inverness Public Utility District for the year 2022 are scheduled for the following dates:

January 26

February 23

March 23

April 27

May 25

June 22

July 27

August 24

September 28

October 26

November 16 (*moved up one week for Thanksgiving*)

December 21 (*moved up one week for Christmas*)

Note: All meetings are scheduled for the fourth Wednesday of the month, except for November and December. Meetings are held at the Inverness Firehouse, 50 Inverness Way North, Inverness, at 9:00 a.m. Any changes from this schedule will be duly noticed.

ATTEST:

Shelley L Redding, Clerk of the Board

Date: _____

Distribution:

Directors (5)

Staff (5)

Press (1)

Copies posted locally (3)

Copies available to the public (on request)

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



SHELLEY REDDING, ADMINISTRATOR

JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 10

Volunteer Appreciation:

Approve Volunteer Recognition in lieu of Annual
Holiday Party



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Volunteer Appreciation
Meeting Date: November 17, 2021
Date Prepared: November 4, 2021
Prepared by: Shelley Redding, Administrator
Attachments: None

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

Traditionally, each year, IPUD hosts a volunteer appreciation Holiday event to thank the volunteers for their contributions to the District. With the ongoing concerns of the pandemic, staff does not think it is safe to hold an event this winter.

Staff proposes that again, in lieu of the annual Holiday Party, IPUD present a gift certificate from local businesses for each volunteer of the Inverness Public Utility District.

Staff recommends a budget of up to \$1,500.00



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No. 11

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting November 17, 2021

Agenda Item No.12

Announcements,

Next Meeting,

Adjournment