

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

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

**Board of Directors**  
**Wednesday, August 25, 2021**

**AGENDA**  
**9:00 a.m.**

**Regular Meeting**  
**Teleconference**

## Coronavirus (COVID-19) Advisory Notice

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

### **To participate by phone:**

- **Dial: 669 900 6833**
- **Meeting ID: 999 5584 6673**
- **Passcode: 488124**
- **Keep your phone on "mute" except when you have been recognized as a speaker**

**To participate by video:** <https://zoom.us/j/99955846673?pwd=QlZiV0ljalhDOHdFd2g1cjdPUjVkJkZz09>

**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 July 28, 2021
4. **Resolution 259-2021:** Public Hearing on Water Rationing and Adoption of Resolution 259-2021 Declaring Activation of Water Rationing.

### **The State of the District**

5. **Management Report:** Shelley Redding, Jim Fox
  - **Financial Reports**
    - **FY 2020/2021**
    - **FY 2021/2022**
    - **Audit Update**
    - **Special Fire Tax Revenue for 2021-2022**
  - **Capital Projects Accounting to June 2021 (Revised) and July 2021**

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

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

**THE PUBLIC IS CORDIALLY INVITED TO PARTICIPATE IN THIS MEETING**

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



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

- **Tenney Tank Project Update**
- **MWPA Update**
- **MERA Update**
- **State of the Water Shortage Emergency**

6. **Water System Report, July 2021:** Senior Water Operator Ken Fox, Chief of Operations Jim Fox

7. **Fire Department Report, July 2021:** Chief Jim Fox

*The Business of the District*

8. **Ordinance 103-2021:** Providing for the Compensation of the Administrator of the Inverness Public Utility District

9. **Approve Board Letter to Marin Municipal Water District Regarding Purchase of Supplemental Water**

10. **Expenditures:** Review and approve July 2021 Expenditures and Credit Card Purchases

11. **Committee Meetings/Reports**

- **Parcel Tax Committee**
- **Personnel Committee**

*Closing*

12. **Announcements, Next Meeting, Adjournment**

**Posted: August 20, 2021**



Inverness Public Utility District  
Board Meeting August 25, 2021

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Agenda Item No. 1

**Call to Order;**

**Attendance Report**



Inverness Public Utility District  
Board Meeting August 25, 2021

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## 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 August 25, 2021

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## Agenda Item No. 3

- **Regular Meeting July 28, 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, July 28, 2021, 9:00 a.m.

### Teleconference

#### 1. Call to Order; Attendance Report

President Emanuels called the meeting to order on Teleconference at 9:10 a.m.

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 Holland, Customer Services Manager

Public Present: Nicole Bartolini, Joshua Garcia, Skip Shapiro, Jerry Meral

#### 2. Public Expression

No member of the public asked to address the Board.

#### 3. Approval of Minutes: Regular Meeting of June 23, 2021

Director Donohue requested a correction to the vote on Item #9 (Ordinance 101-2021: Replacing Water System Regulation 117) to record that she voted No. *M/S Donohue/Press to approve the minutes of the Regular Meeting of June 23, 2021, as corrected.* **AYES 4, NOES 0**

#### 4. Management Report

**Financial Reports:** Administrator Redding presented the financial reports for June 2021, noting that staff is still in process of closing out the fiscal year in preparation for the audit and would present final reports for June 2021 in August. President Emanuels noted that the budget to actual report shows personnel costs over budget by \$100,000 and water revenue below budget. Staff explained that these were due to increased staffing costs because the Chief of Operations has delayed his retirement and remained on full-time status and of additional staffing needs; water customer revenue is down because of drought conservation.

**Capital Projects Accounting, June 2021:** Administrator Redding presented the current capital projects report.

**Tenney Tank Project Update:** Superintendent Fox reported that the project has been delayed due to supply chain issues and noted that changes to the engineering for the tank pads had to be performed because of recent changes in the AWWA Standards. He also noted that the drought will impact our ability to fill each new tank for approval for use so we may need to get creative on sourcing water for that purpose. Director Johnson asked if the tank project will be completed during the dry season, and Superintendent Fox responded that he couldn't speculate on that at this time.

**MWPA Update:** Director Donohue stated that there is nothing new to report from the MWPA Board but noted that outreach has increased in local publications, on the FIRESafe Marin website, and on social media to get the word out about programs and activities. Chief Fox reported that the MWPA will start Defensible Space Inspections during the coming week. He also reported discussions with MWPA about

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

clearing of evacuation routes and identifying CEQA requirements. He also reported a discussion with State Park employees about clearing evacuation routes and the efforts that MWPA is taking with the environmental consultant to facilitate clearing of access to Mt. Vision Road. Director Press also noted that for areas adjacent to the Seashore, National Park Service staff may be able to bring in equipment.

**State of the Water Shortage Emergency:** Customer Services Manager Holland noted the documents in the packet that show current year data compared to previous years for production vs. streamflow. It was noted that streams are starting to dry up. He said that surveys will be sent out to customers in August in preparation for the possibility for rationing. He said that staff is recommending that a public hearing be scheduled during the August Board meeting on putting water rationing in effect. President Emanuels asked what would trigger rationing. Holland responded that it would be based on prolonged inability to keep the tank storage system adequately filled or if there is a major event, such as a serious treatment system breakdown or a major leak. Staff anticipates first implementing Stage 2 with severe restrictions on outdoor watering. Discussion followed about staff process for monitoring usage, pinpointing issues, and responding to repairs, advice, and encouragement of conservation. President Emanuels asked about penalties. Director Donohue asked about outreach and communication, and about maintaining a safe reserve for fire protection. Staff responded that penalties are included in the regulations governing rationing and discussed the plans for continued communication with customers and how fire response would be managed.

**Parcel Tax Committee:** Administrator Redding and Jerry Meral reported that they had met and discussed the funding needs of the Water System and the Fire Department. After the meeting, Mr. Meral revised his initial draft of a proposed tax measure to allow more flexibility to the District. Mr. Meral noted that there is a general interest in the community to have the District increase its service resources. He recommends that the District consider moving forward to put a parcel tax measure on the ballot. President Emanuels noted that it may be more urgent to look at a rate increase for the Water System since it is currently operating at a deficit. Mr. Meral urged the Board to not underestimate the concern of the community. President Emanuels asked if Board members would be available to meet and discuss the parcel tax. Director Johnson and Director Donohue both agreed to meet with Mr. Meral and Administrator Redding.

## 5. Water System Report, June 2021

Senior Water Operator Ken Fox submitted the Water System report for June showing previous year comparisons. Superintendent Jim Fox also noted that because of the drought, fire hydrants are not being flushed this year but that staff is exercising the hydrant valves to be sure they are in good operational order. An increase in morning fog is helping somewhat, but as noted earlier, water availability in the watershed is very low. He reported that participation in the new Flume program is going well, and the devices will help customers to become aware of their individual usage patterns. However, some customers are finding that they cannot use the devices because they do not have Wi-Fi. Director Emanuels asked if there are any other water sources available. Superintendent Fox commented on the unsuccessful 1983 effort to locate ground water (wells) and explained that the agreement governing purchase of water from North Marin Water District via the intertie applies only to emergencies, of which shortage due to drought conditions is explicitly excluded. The District's strategy historically has been to focus on customer conservation.

## 6. Fire Department Report, June 2021

Chief Fox reported on a recent vegetation fire in Seahaven, possibly caused by downed power lines. PG&E was unable to respond for 45 minutes because they no longer maintain staffing at the Olema substation. However, they do now have enhanced capability to shut off power remotely, which is what they did in this case. Chief Fox also reported that several volunteers attended a live-fire training exercise and more such trainings will become available. Chief Fox also noted the launch of an app called Zonehaven, which provides real-time management of and information on emergency evacuations.

**7. Resolution 258-2021: Enabling the Deferred Landscaping Exception**

President Emanuels introduced the item and asked the Staff and Board for comments. Director Press asked for clarifications on the Resolution. Staff noted that the revised Regulation 117 was adopted at the previous Board Meeting and Resolution 258-2021 enacts the deferred landscaping exception that is provided for in Regulation 117 by which a new service connection can be installed during a water shortage emergency if the applicant agrees to not use System-provided water for landscaping while the water shortage emergency is in effect. Director Emanuels clarified that the exception can be removed by the Board at a future meeting. Director Donohue noted her concern that passing this resolution will set a precedent. Director Emanuels noted his support of the resolution and feels that the applicants Josh Garcia and Nicole Bartolini are far along in the permit process.

*M/S Press/Johnson to approve and adopt Resolution 258-2021 enabling the Deferred Landscaping Exception in Regulation 117. AYES 4, NOES 0*

**8. Approve Flume Capital Project for \$21,000**

Administrator Redding and Customer Services Manager Holland introduced the Flume Program Capital Project proposal, outlined the enrollment process and the partnership with both Flume and our customers. The allocated amount represents the District's subsidy to the program's participants; the expenditures will be amortized over five years.

*M/S Johnson/Donohue to approve the Flume Capital Project in the amount of \$21,0000 as submitted. AYES 4, NOES 0*

Staff member Holland left the meeting at 10:01 am

**9. Approved Integrated Accounting Software Capital Project for \$28,235**

Administrator Redding presented a report on the search for an integrated accounting software program that can address the needs of the District now and in the future by providing modules for Fund Accounting, Payroll, and Utility Billing. Administrator Redding recommended that the software that appears to best fit the District's needs is Black Mountain Software. She reported that the modules will be installed in phases to allow for data transfer, training, and implementation.

*M/S Donohue/Johnson to approve the Integrated Accounting Software Capital Project by Black Mountain Software in the amount of \$28,235 as submitted. AYES 4, NOES 0*

**10. Adopt and Approve Fiscal Year 2021/2022 Operating Budget**

Administrator Redding presented the proposed Operating Budget for the fiscal year 2021/2022. President Emanuels noted that the budget indicates that an increase in water rates is needed for the Water System. Director Donohue suggested a proposal on a water rates increase be prepared for the next Board meeting and that it include provision for automatic annual cost-of-living adjustments.

*M/S Donohue/Press to approve the 2021/2022 Operating Budget as presented. AYES 4, NOES 0*

**11. Actuarial Services Agreement**

Administrator Redding presented two service agreements for actuarial services for both the GASB 68 (retirement obligations) and the GASB 75 (OPEB obligations) reporting requirements associated with the annual audit. Administrator Redding noted that this service is provided at a discount through the District's membership in the California Special Districts Association.

*M/S Johnson/Press to approve the engagement of Actuarial Retirement Services, Inc., to provide GASB actuarial services. AYES 4, NOES 0*

**12. Approve Expenditures and Credit Card Charges: June 2021**

President Emanuels asked about a credit card expenditure on J Fox's Cal Card to June Curtis. Administrator Redding surmised that it is an error for Fire Department equipment purchased from L.N. Curtis and would be corrected.



*M/S Donohue/Press to approve the June 2021 expenditures as presented and the June Cal Card statements for S. Redding and for J. Fox as corrected. **AYES 4, NOES 0***

**13. Committee Meetings/Reports**

Administrator Redding noted that notwithstanding significant recruitment efforts for a new Fire Chief, the need to fill the position has been suspended because Chief Fox has decided to delay his retirement date until after the Tenney Tank project has been complete. She also stated that staff would like to meet with the Personnel Committee to discuss options.

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

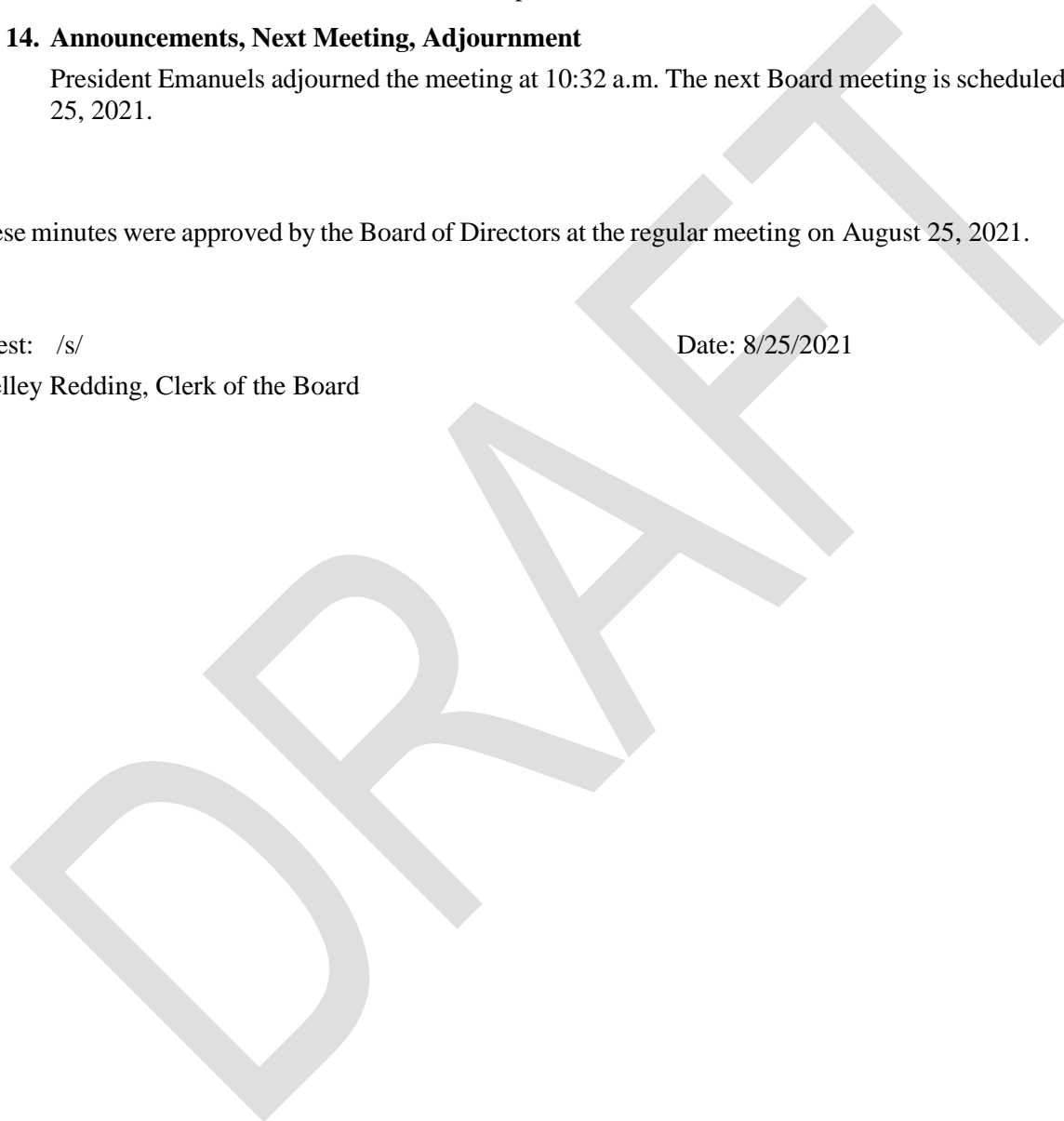
President Emanuels adjourned the meeting at 10:32 a.m. The next Board meeting is scheduled for August 25, 2021.

These minutes were approved by the Board of Directors at the regular meeting on August 25, 2021.

Attest: /s/

Date: 8/25/2021

Shelley Redding, Clerk of the Board





Inverness Public Utility District  
Board Meeting August 25, 2021

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## Agenda Item No. 4

# Public Hearing

### **Resolution 259-2021:**

Hearing on Implementing Water Rationing

Adoption of Resolution 259-2021 Declaring  
Activation of Water Rationing



## Board Agenda Item Staff Report

Subject: Public Hearing on Water Rationing and Adoption of Resolution 259-2021 Declaring Activation of Water Rationing  
Meeting Date: August 25, 2021  
Date Prepared: August 20, 2021  
Prepared by: Wade B. Holland, Customer Services Manager  
Attachments: Resolution 259-2021 (draft); Ordinance 100-2021 (enacted); informational documents

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**Recommended Action: Conduct a public hearing on recommendation to implement water rationing; Consider staff's advice on need for water rationing; Adopt Resolution 259-2021 with Option 3 designated as the text for the Resolution's Section 8.**

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Pursuant to Section 2 of IPUD Ordinance 100-2021 (attached), enacted by your Board on June 23, 2021, staff is advising you that in our judgment there is a clear and present danger that the water supply for the IPUD's customers may soon become inadequate to service the existing demands and requirements of the System's customers without endangering maintenance of adequate reserves for human consumption, sanitation, fire protection, and preservation of the ecological health of the community and of the District's watershed. Accordingly, staff recommends that you declare activation of mandatory rationing in the service area of the District's Water System by adopting Resolution 259-2021.

This recommendation is based on the most recently available data for source availability and for demand:

Streamflows	57,600 gals/day
Demand	<u>64,100</u> gals/day
Surface sources deficit	6,500 gals/day
Wells	<u>5,800</u> gals/day
Net shortfall	700 gals/day

For the moment, this shortfall of 700 gallons per day appears to be temporarily manageable, in part because children are back in school (and some number of weekender families with school-age children who have been sheltering in place in Inverness since mid-2020 have now returned to their permanent residences, so those houses are no longer occupied fulltime). Historical experience tells us that we can also expect to see a reduction in demand once we get past Labor Day weekend. Another mitigating factor is the ban on use of irrigation systems is taking hold increasingly.

On the other hand, the availability of water from our surface water sources continues to drop from day to day, and we are estimating that by the end of September (at the latest) it will be necessary that average daily demand not exceed 60,000 gallons.

We are also working to get the never-used Well #5 in Third Valley operational (pursuant to overcoming some technical challenges and obtaining emergency permitting from State Water Boards), and we are in the process of contracting with tank divers to possibly locate and repair the leak in the 60,000-gal tank at Tenney. These two programs together could add something in the range of 10,000 gallons of additional water per day, which just might be sufficient to get us through until the winter (and the assumed arrival of at least some rain).

Thus, the urgency of instituting water rationing is not completely clear. On the one hand, we may be able to squeak by until winter without having to ration at all. On the other hand, any number of factors could send us into an emergency downward spiral at any moment with little or no warning -- such as arrival of a scorcher heatwave, a breakdown at the main treatment plant, inability to fix the leak in the Tenney tank, a glitch in being able to get Well #5 into operation, a major leak somewhere in the system, a large fire, etc.

Adopting the rationing resolution with a trigger for implementing rationing appears to be the preferable way forward. This approach would provide the District with flexibility to react quickly if necessary without “jumping the gun,” so to speak, by instituting rationing before it is absolutely necessary to do so. Simply deferring action on adoption of Resolution 259 is not recommended because the public noticing requirements would make it very difficult to move quickly if it suddenly becomes necessary to go to rationing and we do not already have a rationing resolution in place.

For these reasons, the draft of Resolution 259-2021 provides three options for the timing for activating rationing:

- Immediately (upon adoption of Resolution 259-2021, pursuant to Sec. 376 of the State Water Code)
- On September 1 (in one week’s time); or, on any other specific date the Board chooses
- Pursuant to a trigger based on the District Administrator’s determination that water consumption has resulted in an inability to maintain the storage system at 50% or more of capacity for seven consecutive days

Staff recommends the third option (“OPTION 3” in the Resolution).

### RECOMMENDED RATIONING ALLOTMENTS

Staff recommends that the following initial usage allotments be set in Resolution 259-2021:

Residential customers (see the chart below)	
Gallons per day per residential service (per meter)	50
Gallons per day per full-time occupant	25
Non-residential customers	
Base-year (July through June)	2018/2019
Allowable percentage of base-year usage	TBD

**Proposed daily usage allotments for residential customers.** Residential customer accounts are being grouped on the basis of number of full-time occupants.<sup>1</sup> This enables each residential-service customer to consult a chart posted on our website (or distributed by email) to determine how many gallons per day are permitted for services in that group (compliance will be based on each service’s average daily usage over each two-month billing cycle). Assuming the values above as the rationing allocation figures when rationing first comes into effect, the following would be the daily allotments for residential customers depending on each customer’s rationing group:

Group	Description	Daily allotment (gallons)	Units per billing period (approx.)
R0	Inactive service	0	0 (none)
RB	No full-time occupants	50	4 (or 3,000 gals)
R1	1 full-time occupant	75	6 (or 4,500 gals)
R2	2 full-time occupants	100	8 (or 6,000 gals)
R3	3 full-time occupants	125	10 (or 7,500 gals)
R4	4 full-time occupants	150	12 (or 9,000 gals)
R5	5 full-time occupants	175	14 (or 10,500 gals)
R6	6 full-time occupants	200	16 (or 12,000 gals)
R7	7 full-time occupants	225	18 (or 13,500 gals)
R8	8 full-time occupants	250	20 (or 15,000 gals)

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<sup>1</sup> As we process the Water Rationing Survey forms that have been returned to us, we will be sending each customer a postcard that tells them the group to which their service is being assigned.

**Rationing protocol for non-residential customers.** Staff has concluded that it is not realistic to come up with a single reduction percentage to be applied uniformly to all 18 of the District’s non-residential customers; please see the attached list of the 18 non-residential customers. The wording in Section 4 of the rationing ordinance (Ordinance 100-2021) provides flexibility to establish a percentage that is appropriate for each non-residential customer’s type of business or activity. As can be seen on the list, these 18 accounts include both some of the Water System’s smallest water users as well as all of the System’s largest water users.

For the three non-residential customers who typically use no more than 50 gallons per day, we propose to set their usage allocation to match the base allocation for residential customers (Group RB) -- i.e., each would be allotted initially an allocation of 50 gallons per day.

For the 15 non-residential customers who typically use more than 50 gallons per day, we propose that we consult with each of them to determine a mutually agreeable daily usage allocation (percentage of their 2018/19 usage) that we and they can both accept as equitable, in terms of enabling them to maintain their business, on the one hand, and ensuring that they are bearing their share of the burden of protecting the town’s water supply, on the other hand. These allocations would then be brought back to the Board for its concurrence. The ultimate decision on each such customer’s allocation would be up to the Board.

**RESOLUTION 259-2021 [DRAFT]**

**A RESOLUTION DECLARING ACTIVATION OF MANDATORY WATER RATIONING IN THE SERVICE AREA OF THE INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM**

**WHEREAS**, on July 22, 2020, the Board of Directors of the Inverness Public Utility District adopted Resolution 255-2020 declaring a Water Shortage Emergency to be in effect within the area served by the District's Water System, pursuant to Division 1, Chapter 3 of the Water Code of the State of California; and

**WHEREAS**, adoption of said Resolution 255-2020 placed Water System Regulation 117 in effect with the full force of law until said Water Shortage Emergency is declared ended by the Board of Directors; and

**WHEREAS**, said Water Shortage Emergency remains in effect as of the date of adoption of this Resolution 259-2021; and

**WHEREAS**, said Water System Regulation 117 establishes the Water Conservation Program that is in effect during a declared Water Shortage Emergency; and

**WHEREAS**, said Water Conservation Program establishes three stages of the District's water conservation effort, which are "Stage 1: General Conservation and Prohibition of Nonessential Uses of Water," "Stage 2: Prohibitions on Outdoor Uses of Water and/or Restrictions on When Outdoor Watering Is Permitted," and "Stage 3: Water Rationing"; and

**WHEREAS**, Stage 1 was declared in effect on July 22, 2020; and

**WHEREAS**, Stage 2 was declared in effect on August 2, 2021, with prohibitions on the use of potable System-provided water for outdoor irrigation except for spot watering by watering can or hand-held hose, for washing vehicles, and for filling swimming pools, outdoor spas, or ornamental ponds, in addition to the restrictions declared by Stage 1; and

**WHEREAS**, the Board of Directors has been advised by the District's Administrator and the District's Chief of Operations that there is an imminent need to conserve an even greater portion of the public water supply than is being achieved by implementing the said Stage 1 and Stage 2 restrictions, and that there is a clear and present danger that the water supply may soon become inadequate to service the existing demands and requirements of the System's customers without endangering maintenance of adequate reserves for human consumption, sanitation, fire protection, and preservation of the ecological health of the community and the District's watershed; and

**WHEREAS**, the District's Ordinance 100-2021 defines the procedures for implementing and enforcing the District's Water Rationing Program in the event that water rationing is activated in the service area of the District's Water System,

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

**SECTION 1.** This Resolution of the Board of Directors of the Inverness Public Utility District constitutes a rationing activation resolution adopted in support of the Water Shortage Emergency declared on July 22, 2020, and shall be known as the "rationing activation resolution."

**SECTION 2.** The residential service water allotments to be applied to water rationing under this Resolution shall be based on Track 5, “Uniform allocation plus per-occupant allocation,” as defined in Section 4(e) of the District’s Ordinance 100-2021.

**SECTION 3.** Pursuant to the provisions for Track 5 in Section 3(e) of Ordinance 100-2021, the number of gallons that shall constitute the base number of gallons per day to be allocated uniformly to every residential service shall be set at **50 gallons**.

**SECTION 4.** Pursuant to the provisions for Track 5 in Section 3(e) of Ordinance 100-2021, the number of gallons per day to be allocated for each reported full-time occupant of a residential service shall be set at **25 gallons**.

**SECTION 5.** The Board of Directors affirms that, pursuant to the provisions of Section 3(e) of Ordinance 100-2021, the District’s Administrator may reduce temporarily the allocations specified in Sections 3 and 4 of this Resolution by up to 25% on an emergency basis if the Administrator 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, and that 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 further affirms that it 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 6.** Pursuant to Section 4 of the District’s Ordinance 100-2021, the base year for determining water rationing allotments for non-residential services shall be the Water System’s six bimonthly billing periods of July/August 2018 through May/June 2019, and that the percentage of each non-residential customer’s per-billing-period usage during the base year that is to be used to determine the customer’s maximum allowable usage during each comparable billing period while this Resolution is in effect shall be set as follows:

- (a) For any non-residential service whose average daily usage does not typically exceed 50 gallons, the daily usage allocation during rationing shall be set initially at **50 gallons**.
- (b) For each other non-residential service, the initial percentage of base-year usage shall be set as determined mutually by District staff and the customer, subject to approval or modification by the Board of Directors by adoption of a motion.

**SECTION 7.** The Board of Directors affirms that, pursuant to the provisions of Section 4 of Ordinance 100-2021, the District’s Administrator may utilize any appropriately applicable period other than the base year set in Section 6 of this Resolution to determine a service’s base usage. The Board of Directors further affirms that it may establish a schedule of varying ratios together with triggers for implementing the various ratio levels. At any time, the Administrator may reduce temporarily the allocation that is in effect by up to 25% on an emergency basis if the Administrator 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 the base year’s usage to be allocated uniformly to each non-residential service in each bimonthly billing period.

**SECTION 8 {OPTION 1}.** Water rationing pursuant to the provisions of this Resolution and Ordinance 100-2021 shall be in full force and effect immediately upon adoption of this Resolution.

**SECTION 8 {OPTION 2}.** Water rationing pursuant to the provisions of this Resolution and Ordinance 100-2021 shall be in full force and effect as of September 1, 2021.

**SECTION 8 {OPTION 3}.** Water rationing pursuant to the provisions of this Resolution and Ordinance 100-2021 shall take effect and be in full force when the Administrator determines that overall

water consumption in the Water System’s service area has resulted in the overall volume of water stored in the System’s tanks has been less than 50% of capacity for seven consecutive days.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 25th day of August, 2021, by the following vote, to wit:

**AYES: Directors**

**NOES:**

**ABSTAINING:**

**ABSENT:**

\_\_\_\_\_  
Kenneth J. Emanuels, President

ATTEST:

\_\_\_\_\_  
Shelley Redding, Clerk of the Board

.....  
*I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 259-2021 on record in this office and that subsequent to its adoption no declaration contained in Resolution 259-2021 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 \_\_\_\_\_



**ORDINANCE 100-2021**

**MANDATORY WATER RATIONING PROGRAM**

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

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

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

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

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

**SECTION 2. EFFECTIVENESS.** Implementation of a mandatory water rationing program pursuant to the provisions of this ordinance shall become effective immediately upon the adoption of a resolution by the Board of Directors of the Inverness Public Utility District, 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 occupant on the premises.

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

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

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

(a) TRACK 1: Uniform allocation

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

(b) TRACK 2: Per-occupant allocation

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

(c) TRACK 3: Ratio-based allocation

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

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

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

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

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

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

**SECTION 4. NON-RESIDENTIAL SERVICE WATER ALLOTMENT.** The Board of Directors shall determine and specify in the "rationing activation resolution" the ratio (percentage) of the base year's usage to be allocated uniformly to each non-residential service in each bimonthly billing period. A service's designation as a non-residential service shall be determined by the rate schedule applicable to the service. As necessary, the General Manager may utilize any appropriately applicable period other than the base year to determine a service's base 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 the base year's usage to be allocated uniformly to each non-residential service in each bimonthly billing period.

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

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

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

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

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

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

allocation that had been established for the service for the billing period and shall inform the customer that an administrative fine is being applied to the customer's water account.

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

SECTION 10. TAMPERING. It shall be unlawful for anyone to draw, or permit to be drawn, any water through a service meter to which service has been discontinued pursuant to Section 9(e) of this

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

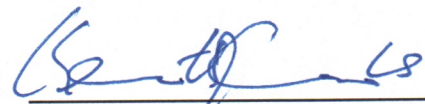
SECTION 11. APPLICABILITY. The provisions of this ordinance shall be in effect and applicable only while a duly declared mandatory water rationing program is in effect during a duly declared water shortage emergency. Except as provided for in subparagraph (f) of paragraph (9) of this ordinance with respect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

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

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

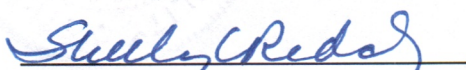
**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 23rd day of June, 2021, by the following vote, to wit:

**AYES:** Directors Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson, David Press  
**NOES:** None  
**ABSTAINING:** None  
**ABSENT:** Director Dakota Whitney



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 \_\_\_\_\_

## List of Commercial and Non-Residential Accounts

Column	Customer	Acct. No.	Non-Residential	Commercial	Overnight accommodations	Visitor serving	Average high-season gals/day*	Current (August 2021) gals/day
B	Inverness Properties LLC (P.O. Bldg)	105-015-39	X	X		X	746	
D	Inverness Store	106-015-11	X	X		X	96	
F	Dixon Marine Services Inc	107-015-10	X	X			101	
H	Vladimir's Restaurant	108-005-19	X	X		X	400	
J	Tom Williams (Shaker Shops Bldg)	109-005-17	X	X		X	17	
L	Rachel Hamilton (Dancing Coyote)	203-015-10	X	X	X	X	586	489
N	Global Oneness Project (Inv. Inn Bldg)	206-035-10	X	X			34	12
P	10 Inverness Way LLC	208-045-10	X	X	X	X	412	199
R	Inverness Foundation (Library, Museum)	209-005-15	X				157	75
T	Shoreline USD (Inverness School)	307-005-50	X				893	
V	St. Columba's Church	332-005-47	X		X	X	468	
X	Inverness Lodge (Manka's)	349-005-35	X	X	X	X	613	664
Z	Inverness Yacht Club	628-005-18	X				466	
AB	Inverness Lodge (Boatworks)	630-015-10	X	X	X	X	277	581
AD	AT&T Services, Inc.	635-005-13	X	X			44	
AF	Tomales Bay Resort	719-006-48	X	X	X	X	4,890	3,409
AH	Tomales Bay Resort (Blue Waters Kayaks)	720-015-10	X	X		X	74	147
AJ	Cottages at Point Reyes Seashore	802-026-40	X	X	X	X	1,783	1,933
		Counts	18	14	7	12		
		Number of residential accounts	499					
		Total number of customer accounts	517					

\* Over five years, 2015-2019 (2020 excluded because of Covid shutdown).

Notes: Current as of Aug. 19, 2021.

Status of 10 Inverness Way is unclear at this time.

Should we reclassify Osprey Peak B&B (801-800-32) from residential to non-residential (commercial, overnighting, visitor-serving)?





# Inverness Public Utility District Board Meeting August 25, 2021

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## Agenda Item No. 5

### Management Report

**Clerk S. Redding & J. Fox**

**Financial Reports**

- **FY 2020/2021**
- **FY 2021/2022**
- **Audit Update**
- **Special Fire Tax Revenue for 2021-2022**

**Capital Projects Accounting to June 2021(Revised) and July 2021**

**Tenney Tank Project Update**

**MWPA Update**

**MERA Update**

**State of the Water Shortage Emergency**

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

	<u>Jul '20 - Jun 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
N 600 · Property Tax Income	553,654.63	551,000.00	2,654.63
N 650 · Other Agency Income	26,656.95	26,657.00	-0.05
N 700 · Water Charges	538,415.26	543,173.00	-4,757.74
N 710 · Misc. Income	53,753.03	51,825.00	1,928.03
<b>Total Income</b>	<u>1,172,479.87</u>	<u>1,172,655.00</u>	<u>-175.13</u>
<b>Gross Profit</b>	1,172,479.87	1,172,655.00	-175.13
<b>Expense</b>			
N 810 · Personnel Expenses	779,198.78	786,824.00	-7,625.22
N 830 · Dispatch & Communications	31,382.52	31,030.00	352.52
N 833 · Collection & Treatment	4,941.36	5,000.00	-58.64
N 835 · Lab & Monitoring	7,919.10	8,055.00	-135.90
N 840 · Maintenance & Utilities	77,557.33	74,800.00	2,757.33
N 843 · Fire Prevention	7,105.14	7,083.00	22.14
N 844 · Storage & Distribution	4,106.87	6,140.00	-2,033.13
N 845 · Supplies & Inventory	18,835.96	19,890.00	-1,054.04
N 850 · Training	6,298.64	10,897.00	-4,598.36
N 860 · Vehicle Operations	15,515.90	16,500.00	-984.10
N 870 · Administration	119,624.15	138,204.00	-18,579.85
<b>Total Expense</b>	<u>1,072,485.75</u>	<u>1,104,423.00</u>	<u>-31,937.25</u>
<b>Net Ordinary Income</b>	<u>99,994.12</u>	<u>68,232.00</u>	<u>31,762.12</u>
<b>Net Income</b>	<u><b>99,994.12</b></u>	<u><b>68,232.00</b></u>	<u><b>31,762.12</b></u>

**Inverness PUD**  
**Profit & Loss by Fund**  
 July 2020 through June 2021

	<u>DISTRICT</u>	<u>FIRE</u>	<u>WATER</u>	<u>TOTAL</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>N 600 · Property Tax Income</b>	595,342	72,925	0	668,267
<b>N 650 · Other Agency Income</b>	0	65,263	0	65,263
<b>N 700 · Water Charges</b>	0	0	538,415	538,415
<b>N 710 · Misc. Income</b>	6,707	6,946	40,100	53,753
<b>Total Income</b>	<u>602,049</u>	<u>145,133</u>	<u>578,515</u>	<u>1,325,698</u>
<b>Gross Profit</b>	602,049	145,133	578,515	1,325,698
<b>Expense</b>				
<b>N 810 · Personnel Expenses</b>	178,341	169,710	436,652	784,703
<b>N 830 · Dispatch &amp; Communications</b>	0	30,582	800	31,383
<b>N 833 · Collection &amp; Treatment</b>	0	0	4,941	4,941
<b>N 835 · Lab &amp; Monitoring</b>	0	0	7,919	7,919
<b>N 840 · Maintenance &amp; Utilities</b>	0	10,625	66,932	77,557
<b>N 843 · Fire Prevention</b>	0	6,583	523	7,105
<b>N 844 · Storage &amp; Distribution</b>	0	0	4,107	4,107
<b>N 845 · Supplies &amp; Inventory</b>	0	12,110	6,726	18,836
<b>N 850 · Training</b>	0	5,989	310	6,299
<b>N 860 · Vehicle Operations</b>	0	5,086	10,429	15,516
<b>N 870 · Administration</b>	66,944	24,361	36,186	127,490
<b>Total Expense</b>	<u>245,285</u>	<u>265,046</u>	<u>575,525</u>	<u>1,085,856</u>
<b>Net Ordinary Income</b>	<u>356,764</u>	<u>-119,913</u>	<u>2,990</u>	<u>239,841</u>
<b>Net Income</b>	<u><u>356,764</u></u>	<u><u>-119,913</u></u>	<u><u>2,990</u></u>	<u><u>239,841</u></u>

**Inverness PUD**  
**Profit & Loss by Fund**  
**June 2021**

	DISTRICT	FIRE	WATER	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>N 600 · Property Tax Income</b>				
600-01 · Ad Valorem Property Taxes	19,931	0	0	19,931
600-02 · Special Fire Tax Assessment	3,224	0	0	3,224
600-03 · Excess ERAF	-11	0	0	-11
<b>Total N 600 · Property Tax Income</b>	<b>23,145</b>	<b>0</b>	<b>0</b>	<b>23,145</b>
<b>N 700 · Water Charges</b>				
700-01 · Basic Charges	0	0	74,935	74,935
700-02 · Usage Charges	0	0	10,661	10,661
700-03 · Cross Connection Fees	0	0	216	216
700-04 · Miscellaneous Charges	0	0	175	175
<b>Total N 700 · Water Charges</b>	<b>0</b>	<b>0</b>	<b>85,987</b>	<b>85,987</b>
<b>N 710 · Misc. Income</b>				
710-02 · Other Income	430	0	0	430
710-04 · Merchandise Sales	0	20	0	20
<b>N 710 · Misc. Income - Other</b>	<b>0</b>	<b>2,451</b>	<b>0</b>	<b>2,451</b>
<b>Total N 710 · Misc. Income</b>	<b>430</b>	<b>2,471</b>	<b>0</b>	<b>2,901</b>
<b>Total Income</b>	<b>23,574</b>	<b>2,471</b>	<b>85,987</b>	<b>112,032</b>
<b>Gross Profit</b>	<b>23,574</b>	<b>2,471</b>	<b>85,987</b>	<b>112,032</b>
<b>Expense</b>				
<b>N 810 · Personnel Expenses</b>				
810-01 · Management	7,918	4,783	-3,300	9,401
810-02 · Operations Personnel	0	0	12,903	12,903
810-03 · Administrative Personnel	990	0	2,704	3,694
810-04 · Employer Payroll Taxes	862	366	2,094	3,322
810-05 · Fire Wages - Staff	0	200	200	400
810-07 · Health Insurance Premiums	3,082	1,138	4,313	8,533
810-08 · Retirement Premiums	3,070	1,216	4,205	8,492
810-10 · Accrued Vacation	2,039	0	0	2,039
<b>Total N 810 · Personnel Expenses</b>	<b>17,962</b>	<b>7,703</b>	<b>23,119</b>	<b>48,784</b>
<b>N 833 · Collection &amp; Treatment</b>				
833-01 · Chemicals	0	0	49	49
<b>Total N 833 · Collection &amp; Treatment</b>	<b>0</b>	<b>0</b>	<b>49</b>	<b>49</b>
<b>N 835 · Lab &amp; Monitoring</b>				
835-01 · BacT & Raw Samples	0	0	605	605
<b>Total N 835 · Lab &amp; Monitoring</b>	<b>0</b>	<b>0</b>	<b>605</b>	<b>605</b>
<b>N 840 · Maintenance &amp; Utilities</b>				
840-02 · Building Maintenance	0	220	1,466	1,686
840-03 · Grounds Maintenance	0	422	0	422
840-05 · Collection & Treatment Maint.	0	0	56	56
840-06 · Distribution System Maintenance	0	0	676	676
840-07 · Collection-Treatment Utilities	0	0	3,305	3,305
840-08 · Distribution System Utilities	0	0	89	89
840-09 · Firehouse Utilities	0	269	0	269
840-10 · SCADA Maintenance	0	0	60	60
<b>Total N 840 · Maintenance &amp; Utilities</b>	<b>0</b>	<b>911</b>	<b>5,652</b>	<b>6,563</b>
<b>N 844 · Storage &amp; Distribution</b>				
844-01 · Telemetry	0	0	189	189
<b>Total N 844 · Storage &amp; Distribution</b>	<b>0</b>	<b>0</b>	<b>189</b>	<b>189</b>

**Inverness PUD**  
**Profit & Loss by Fund**  
**June 2021**

	DISTRICT	FIRE	WATER	TOTAL
<b>N 845 · Supplies &amp; Inventory</b>				
845-01 · Supplies and Inventory	0	1,307	946	2,253
845-02 · Personal Protective Equipment	0	683	0	683
<b>Total N 845 · Supplies &amp; Inventory</b>	0	1,990	946	2,936
<b>N 850 · Training</b>				
850-01 · Volunteer Training	0	171	0	171
<b>Total N 850 · Training</b>	0	171	0	171
<b>N 860 · Vehicle Operations</b>				
860-01 · Gas & Oil	0	331	649	980
860-02 · Repairs & Service	0	0	15	15
<b>Total N 860 · Vehicle Operations</b>	0	331	664	995
<b>N 870 · Administration</b>				
870-01 · Telephone, Internet, Cable	237	41	41	319
870-02 · Dues & Publications	25	0	0	25
870-05 · Office Supplies, Postage, Fees	1,761	0	97	1,857
870-06 · Bank & Payroll Charges	1,282	348	0	1,630
870-10 · Public Relations & Outreach	365	0	0	365
870-11 · Office IT Support	240	0	0	240
870-12 · Billing & Collections	0	0	695	695
870-13 · Disaster Council	2,495	1,048	0	3,543
870-14 · Miscellaneous	-150	0	0	-150
<b>Total N 870 · Administration</b>	6,255	1,437	833	8,524
<b>Total Expense</b>	24,217	12,542	32,057	68,816
<b>Net Ordinary Income</b>	-642	-10,071	53,930	43,216
<b>Net Income</b>	<b>-642</b>	<b>-10,071</b>	<b>53,930</b>	<b>43,216</b>

**Inverness PUD**  
**Summary Balance Sheet**  
As of July 31, 2020

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	<u>Jul 31, 20</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	330,442.12
Accounts Receivable	39,176.60
Other Current Assets	1,055,595.24
<b>Total Current Assets</b>	<u>1,425,213.96</u>
<b>Fixed Assets</b>	1,505,979.40
<b>Other Assets</b>	694,051.04
<b>TOTAL ASSETS</b>	<u><u><b>3,625,244.40</b></u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	16,967.59
Credit Cards	-2,185.59
Other Current Liabilities	1,529,022.07
<b>Total Current Liabilities</b>	<u>1,543,804.07</u>
<b>Long Term Liabilities</b>	116,081.00
<b>Total Liabilities</b>	<u>1,659,885.07</u>
<b>Equity</b>	<u>1,965,359.33</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u><b>3,625,244.40</b></u></u>

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08/23/21

Accrual Basis

**Inverness PUD**  
**Summary Balance Sheet**  
As of July 31, 2021

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	<u>Jul 31, 21</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	466,360.25
Accounts Receivable	10,929.43
Other Current Assets	1,108,895.33
<b>Total Current Assets</b>	<u>1,586,185.01</u>
<b>Fixed Assets</b>	1,598,902.70
<b>Other Assets</b>	787,096.07
<b>TOTAL ASSETS</b>	<u><u>3,972,183.78</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	35,010.29
Credit Cards	-2,968.58
Other Current Liabilities	1,528,172.07
<b>Total Current Liabilities</b>	<u>1,560,213.78</u>
<b>Long Term Liabilities</b>	116,081.00
<b>Total Liabilities</b>	<u>1,676,294.78</u>
<b>Equity</b>	<u>2,295,889.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,972,183.78</u></u>

**Inverness PUD**  
**Profit & Loss Budget vs. Actual**  
**July 2021 through June 2022**

	<u>Jul '21 - Jun 22</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
N 600 · Property Tax Income	3,262.53	570,502.00	-567,239.47
N 650 · Other Agency Income	0.00	75,000.00	-75,000.00
N 700 · Water Charges	178.50	523,526.00	-523,347.50
N 710 · Misc. Income	300.00	17,000.00	-16,700.00
<b>Total Income</b>	<u>3,741.03</u>	<u>1,186,028.00</u>	<u>-1,182,286.97</u>
<b>Gross Profit</b>	3,741.03	1,186,028.00	-1,182,286.97
<b>Expense</b>			
N 810 · Personnel Expenses	120,080.49	1,054,161.00	-934,080.51
N 830 · Dispatch & Communications	13,088.78	31,030.00	-17,941.22
N 833 · Collection & Treatment	562.92	5,000.00	-4,437.08
N 835 · Lab & Monitoring	1,226.00	9,500.00	-8,274.00
N 840 · Maintenance & Utilities	5,607.91	80,900.00	-75,292.09
N 843 · Fire Prevention	0.00	500.00	-500.00
N 844 · Storage & Distribution	188.62	7,100.00	-6,911.38
N 845 · Supplies & Inventory	3,222.42	26,790.00	-23,567.58
N 850 · Training	107.99	16,123.00	-16,015.01
N 860 · Vehicle Operations	1,646.99	16,000.00	-14,353.01
N 870 · Administration	11,154.37	115,236.00	-104,081.63
<b>Total Expense</b>	<u>156,886.49</u>	<u>1,362,340.00</u>	<u>-1,205,453.51</u>
<b>Net Ordinary Income</b>	<u>-153,145.46</u>	<u>-176,312.00</u>	<u>23,166.54</u>
<b>Net Income</b>	<u><b>-153,145.46</b></u>	<u><b>-176,312.00</b></u>	<u><b>23,166.54</b></u>



**Inverness PUD**  
**Profit & Loss by Fund**  
**July 2021**

	DISTRICT	FIRE	WATER	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>N 600 · Property Tax Income</b>				
600-01 · Ad Valorem Property Taxes	2,648	0	0	2,648
600-02 · Special Fire Tax Assessment	614	0	0	614
<b>Total N 600 · Property Tax Income</b>	3,263	0	0	3,263
<b>N 650 · Other Agency Income</b>				
650-02 · MWPA Defensible Space Program	0	854	0	854
650-03 · MWPA Local Specific Prevention	0	854	0	854
<b>Total N 650 · Other Agency Income</b>	0	1,708	0	1,708
<b>N 700 · Water Charges</b>				
700-04 · Miscellaneous Charges	0	0	179	179
<b>Total N 700 · Water Charges</b>	0	0	179	179
<b>N 710 · Misc. Income</b>				
710-02 · Other Income	0	250	0	250
710-04 · Merchandise Sales	0	50	0	50
<b>Total N 710 · Misc. Income</b>	0	300	0	300
<b>Total Income</b>	3,263	2,008	179	5,449
<b>Gross Profit</b>	3,263	2,008	179	5,449
<b>Expense</b>				
<b>N 810 · Personnel Expenses</b>				
810-01 · Management	10,208	4,793	4,793	19,795
810-02 · Operations Personnel	0	0	15,225	15,225
810-03 · Administrative Personnel	3,426	0	990	4,416
810-04 · Employer Payroll Taxes	1,141	367	1,843	3,350
810-07 · Health Insurance Premiums	3,956	1,138	4,313	9,407
810-08 · Retirement Premiums	1,722	1,787	5,144	8,653
810-09 · Unfunded Accrued Liability	52	1,696	1,036	2,784
810-10 · Accrued Vacation	0	0	3,478	3,478
810-11 · Workers Comp Insurance	-524	0	0	-524
<b>Total N 810 · Personnel Expenses</b>	19,981	9,781	36,821	66,583
<b>N 830 · Dispatch &amp; Communications</b>				
830-02 · Commo Supplies	0	53	0	53
830-03 · MERA Operations	0	11,915	0	11,915
830-05 · MERA New Financing	0	1,121	0	1,121
<b>Total N 830 · Dispatch &amp; Communications</b>	0	13,089	0	13,089
<b>N 833 · Collection &amp; Treatment</b>				
833-01 · Chemicals	0	0	563	563
<b>Total N 833 · Collection &amp; Treatment</b>	0	0	563	563
<b>N 835 · Lab &amp; Monitoring</b>				
835-01 · BacT & Raw Samples	0	0	378	378
835-02 · Periodic Samples	0	0	470	470
<b>Total N 835 · Lab &amp; Monitoring</b>	0	0	848	848
<b>N 840 · Maintenance &amp; Utilities</b>				
840-03 · Grounds Maintenance	0	0	360	360
840-07 · Collection-Treatment Utilities	0	0	4,535	4,535
840-08 · Distribution System Utilities	0	0	91	91
840-09 · Firehouse Utilities	0	292	0	292
<b>Total N 840 · Maintenance &amp; Utilities</b>	0	292	4,986	5,278

**Inverness PUD**  
**Profit & Loss by Fund**  
**July 2021**

	DISTRICT	FIRE	WATER	TOTAL
<b>N 844 · Storage &amp; Distribution</b>				
844-01 · Telemetry	0	0	189	189
<b>Total N 844 · Storage &amp; Distribution</b>	0	0	189	189
<b>N 845 · Supplies &amp; Inventory</b>				
845-01 · Supplies and Inventory	0	279	475	755
845-02 · Personal Protective Equipment	0	107	0	107
845-03 · Resale Merchandise	0	2,361	0	2,361
<b>Total N 845 · Supplies &amp; Inventory</b>	0	2,747	475	3,222
<b>N 850 · Training</b>				
850-01 · Volunteer Training	0	108	0	108
<b>Total N 850 · Training</b>	0	108	0	108
<b>N 860 · Vehicle Operations</b>				
860-01 · Gas & Oil	0	263	503	766
860-02 · Repairs & Service	0	500	381	881
<b>Total N 860 · Vehicle Operations</b>	0	763	884	1,647
<b>N 870 · Administration</b>				
870-01 · Telephone, Internet, Cable	205	0	0	205
870-02 · Dues & Publications	26	499	150	675
870-04 · Financial Reporting/Audit	3,695	0	0	3,695
870-05 · Office Supplies, Postage, Fees	343	83	0	426
870-06 · Bank & Payroll Charges	1,224	0	0	1,224
870-07 · Legal Expenses and Attorneys	0	0	200	200
870-08 · Board & Election Expenses	-339	0	0	-339
870-10 · Public Relations & Outreach	260	0	558	818
870-11 · Office IT Support	120	0	0	120
870-12 · Billing & Collections	0	0	687	687
870-13 · Disaster Council	0	706	0	706
870-15 · Other Agency Assessments	667	0	0	667
<b>Total N 870 · Administration</b>	6,200	1,288	1,595	9,083
<b>Total Expense</b>	26,181	28,068	46,361	100,610
<b>Net Ordinary Income</b>	-22,919	-26,060	-46,182	-95,161
<b>Net Income</b>	<b>-22,919</b>	<b>-26,060</b>	<b>-46,182</b>	<b>-95,161</b>

## Overview of Special Fire Tax, FY 2021/22

Gross revenue from tax, FY 2021/22	76,763.06
County fee withheld (@\$2.00/parcel x 689 taxable parcels)	1,378.00
Net proceeds to District	75,385.06
Net proceeds in previous year (FY 2019/20)	75,385.06
Dollar increase year-to-year	0.00
Percentage increase year-to-year	0.00%
Total number of assessor's parcels in District	745
Untaxable parcels	56
Taxable parcels	689
Taxable developed parcels (taxed at 6¢ per sq ft of structures)	535
Taxable undeveloped parcels (taxed at \$5.00 per parcel)	154
Residentially-zoned taxable parcels <sup>1</sup>	521

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<sup>1</sup> The Water System serves 499 residential customer services (plus 18 commercial/institutional customer services, for a total of 517 customer connections). Of the 499 residential customer services, nine are inactive on undeveloped lots, leaving a total of 490 parcels served by an active residential water meter. There are also 22 developed residential parcels within the District but outside the Water System's service area (1 on Kehoe Way, 13 on Highland Way, and 8 on Vision Road). This produces a total of 512 developed residences within the District.



**Inverness Public Utility District**  
**CAPITAL PROJECTS REPORT FY2122**  
**July 2021**

<i>All projects active at any time during the current year are listed.</i>		Active Projects				Completed Projects		Capitalized 2020-21
No.	Project Name	Total Budget	Total Am't Spent	Amount Retention	Amount Remaining	Total Spent	Total Unspent	
<b>Water</b>								
1-371-22	Tenney Tank Replacement Project	\$865,000	-\$222,017	-\$4,840	\$638,143			
1-371-28	D4 Access Road	\$30,000				\$30,000	\$0	\$30,000
1-371-29	2015 Chevy Utility Truck	\$40,000				\$38,187	\$1,813	\$38,187
1-371-30	Flume Program	\$21,000	-\$6,376		\$14,624			
	<b>Subtotals for Water</b>	<b>\$956,000</b>	<b>-\$228,393</b>	<b>-\$4,840</b>	<b>\$652,767</b>	<b>\$68,187</b>	<b>\$1,813</b>	<b>\$68,187</b>
<b>Fire</b>								
2-371-35	Firehouse Wall Heaters	\$10,000				\$4,350	\$5,650	\$4,350
	<b>Subtotals for Fire</b>	<b>\$10,000</b>	<b>\$0</b>		<b>\$0</b>	<b>\$4,350</b>	<b>\$5,650</b>	<b>\$4,350</b>
<b>District</b>								
3-371-02	Integrated Accounting Software	\$28,235			\$28,235			
	<b>Subtotals for Fire</b>	<b>\$28,235</b>	<b>\$0</b>		<b>\$28,235</b>			
	<b>Grand Totals</b>	<b>\$994,235</b>	<b>-\$228,393</b>		<b>\$681,002</b>	<b>\$72,537</b>	<b>\$7,463</b>	<b>\$72,537</b>

**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
<b>Water</b>											
1-371-22	Tenney Tank Replacement Project	\$865,000	-\$4,000	-\$49,316	-\$5,745	-\$5,758	-\$157,198	-\$222,017	\$642,983		\$0
<b>Totals</b>		<b>\$865,000</b>	<b>-\$4,000</b>	<b>-\$49,316</b>	<b>-\$5,745</b>	<b>-\$5,758</b>	<b>-\$222,017</b>	<b>\$642,983</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Totals</b>		<b>\$865,000</b>					<b>-\$222,017</b>	<b>\$642,983</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Date	Description	Expense Amount	5% Retention	Invoiced Receiveable	Balance	FY Total					
	<b>Beginning Balance</b>	<b>0.00</b>			<b>0.00</b>						
6/30/2017	<i>Fiscal Year Expenses</i>	<b>4,000.00</b>									
6/30/2017	<i>End of year balance</i>					<b>(4,000.00)</b>	FY1617				
6/30/2018	<i>Fiscal Year Expenses</i>	<b>49,316.32</b>									
6/30/2018	<i>End of year balance</i>					<b>(53,316.32)</b>	FY1718				
6/30/2019	<i>Fiscal Year Expenses</i>	<b>5,745.38</b>									
6/30/2019	<i>End of year balance</i>					<b>(59,061.70)</b>	FY1819				
6/30/2020	<i>Fiscal Year Expenses</i>	<b>5,757.60</b>									
6/30/2020	<i>End of year balance</i>					<b>(64,819.30)</b>	FY1920				
8/18/2020	<i>Riley F. Hurd III - Legal Review Financ</i>	1,000.00			(65,819.30)						
9/8/2020	<i>Riley F. Hurd III - Legal Review Financ</i>	22.88			(65,842.18)						
9/29/2020	<i>Signs.Com - Project Sign</i>	72.77			(65,914.95)						
10/15/2020	<i>Brelje &amp; Race Engineers - Sept 2020</i>	10,934.75			(76,849.70)						
11/15/2020	<i>Brelje &amp; Race Engineers - Oct 2020</i>	11,752.50			(88,602.20)						
11/24/2020	<i>Bauer &amp; Associates - Geotech</i>	1,988.00			(90,590.20)						
12/15/2020	<i>Brelje &amp; Race Engineers - Nov 2020</i>	1,817.50			(92,407.70)						
1/12/2021	<i>Pt.Reyes Light</i>	475.50			(92,883.20)						
1/15/2021	<i>Brelje &amp; Race Engineers - Dec 2020</i>	1,680.00			(94,563.20)						
2/2/2021	<i>Inverness Park Market</i>	36.55			(94,599.75)						
2/5/2021	<i>Bauer &amp; Associates - Geotech</i>	1,757.00			(96,356.75)						
4/1/2021	<i>Bauer &amp; Associates - Geotech</i>	850.00			(97,206.75)						
4/14/2021	<i>Signs.Com - Project Signs</i>	85.67			(97,292.42)						
4/15/2021	<i>Brelje &amp; Race Engineers</i>	1,712.50			(99,004.92)						
5/17/2021	<i>Brelje &amp; Race Engineers</i>	1,758.75			(100,763.67)						
5/25/2021	<i>Inverness Store</i>	11.46			(100,775.13)						
5/25/2021	<i>Inverness Park Market</i>	60.61			(100,835.74)						
5/25/2021	<i>Piazza Construction</i>	34,038.44	(1,701.92)	32,336.52	(133,172.26)						
6/3/2021	<i>Inverness Store</i>	16.96			(133,189.22)						
6/15/2021	<i>Brelje &amp; Race Engineers</i>	9,398.75			(142,587.97)						
6/30/2021	<i>Staff Costs to June 30 2021</i>	9,303.18			(151,891.15)						
6/30/2021	<i>Piazza Construction</i>	62,764.15	(3,138.21)	59,625.94	(211,517.09)						
6/30/2021	<i>Year end corrections fr FY 1617</i>	6,000.00			(217,517.09)						
6/30/2021	<i>Year end corrections fr FY 1617</i>	4,500.00			(222,017.09)						
6/30/2021	<b>Fiscal Year Expenses</b>	<b>154,159.17</b>									
6/30/2021	<b>End of year balance</b>	<b>154,159.17</b>	<b>(4,840.13)</b>	<b>91,962.46</b>		<b>(222,017.09)</b>	FY2021				

**Inverness Public Utility District  
MWPA Revenues and Expenditures  
July 2020 to June 2021**

	Defensible Space (MWPA)	Local Specific Prevention (MWPA)	Total
<b>Income</b>			
Revenues			
Special Assessments			
MWPA Property Tax Measure C	20,156.89	20,156.89	40,313.78
Total Special Assessments	<u>20,156.89</u>	<u>20,156.89</u>	<u>40,313.78</u>
Total Revenues	<u>20,156.89</u>	<u>20,156.89</u>	<u>40,313.78</u>
Total Income	<u>20,156.89</u>	<u>20,156.89</u>	<u>40,313.78</u>
<b>Expense</b>			
Expenses			
Salaries and Employee Benefits			
Salaries	-	1,789.32	1,789.32
Health Insurance	-	358.08	358.08
Medicare-Employer	-	136.88	136.88
Retirement-Employer	-	259.13	259.13
Total Salaries & Employee Benefits	<u>-</u>	<u>2,543.41</u>	<u>2,543.41</u>
Services and Supplies			
Office Supplies	-	-	-
Professional Fees	-	-	-
Vegetation Management Projects	-	3,800.00	3,800.00
Environmental Compliance Costs	-	-	-
Workers Comp Insurance	-	97.70	97.70
Total Services & Supplies	<u>-</u>	<u>3,897.70</u>	<u>3,897.70</u>
Total Expenses	<u>-</u>	<u>6,441.11</u>	<u>6,441.11</u>
Total Expense	<u>-</u>	<u>6,441.11</u>	<u>6,441.11</u>
Net Restricted Income (Carryover)	<u><b>20,156.89</b></u>	<u><b>13,715.78</b></u>	<u><b>33,872.67</b></u>



## **NEXT GENERATION PROJECT**

### **July 2021 Governing Board UPDATE:**

- **MERA Site Construction**

MERA site construction is underway. Fidato has begun working at the three site locations covered under Bid Package 1, including Mt. Barnabe, Civic Center, and EOF, as scheduled. Additional construction with Fidato for Bid Package 1A will begin in August 2021 for the MERA sites located at Mt. Tiburon, Stewarts Point, and Dollar Hill, with an estimated completion of November 2021. This will conclude the construction phase of the project for six out of the total 18 MERA sites by the end of the year. We are looking at releasing Bid Package 2 in the next few weeks. The full construction schedule is currently being revised and will be released once MERA has received the finalized recommendations from Arcadis and Motorola.

- **Assistance to Firefighters Grant**

MERA began the installation process for fire agencies covered under the Assistance to Firefighters Grant in April 2021. As of July 19, 2021, we have passed the halfway point of mobile radio installations and portable radio issues. Currently, four of MERA's seven fire districts have been fully completed with the distribution of 284 portable radios and 100 mobile radio installations. Of note, a priority was placed on the Type III engines in order to have the installations of these wildland engines completed prior to local fires or mutual aid requests. Those Type III engines are now completed. A new feature to note, the Wi-Fi reprogramming component, which makes updates easily available at the installation site, has already proven to be a significant time-saver.

- **Nokia Staging**

The initial effort to complete System Staging with Nokia had to be rescheduled. System staging with Nokia is scheduled to begin again the week of July 27<sup>th</sup>, 2021. Nokia has provided the MERA team with updated system and testing documentation, which is currently being reviewed.

This follows our very successful Motorola System Staging in Elgin, IL. Motorola is scheduled to begin installation of the Motorola and Nokia equipment later this Fall.

**Our MERA team relies on the input and participation of all our 25 member agencies! Please be sure to share the above Project update with others at your agency.**

Questions? Contact Deputy Executive Officer for the Next Gen System David Jeffries at [dave@jeffriespsc.com](mailto:dave@jeffriespsc.com).

#### **MARIN EMERGENCY RADIO AUTHORITY**

c/o Town of Corte Madera  
300 Tamalpais Drive  
Corte Madera, CA 94925  
Phone: 415.927.5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)



**From:** [Inverness Public Utility District](#)  
**To:** [Shelley Redding](#)  
**Subject:** Outdoor Watering Restricted Effective Monday, August 2nd  
**Date:** Thursday, July 29, 2021 12:47:08 PM

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## **Outdoor Watering Restricted Effective Monday, August 2nd**

**Beginning Monday, August 2, 2021 you may not use System-provided potable water outdoors, except for spot watering by watering can or by handheld hose equipped with a positive-action nozzle.**

Rapidly decreasing streamflows in the Inverness watershed necessitate activation of Stage 2 of the District's Water Conservation Program.

Effective Monday, August 2, **ANY USE OF POTABLE WATER OUTDOORS IS PROHIBITED** except for spot watering by hand (using a handheld hose equipped with a positive-action nozzle or using a watering can).

Use of any of the following methods for outdoor watering will become a violation of Water System Regulation 117:

- Outdoor sprinklers
- Drip systems
- Irrigation systems
- Automated watering devices
- Timer-controlled watering systems

Use of water for washing vehicles is also prohibited.

These restrictions will remain in effect until further notice.

***Per State Water Code Sec. 377, a violation of a restriction may be prosecutable as a misdemeanor with punishment of up to 30 days in the county jail and/or a fine of up to \$1,000. A violator may also be held civilly liable for up to \$10,000 plus \$500 for each additional day the violation continues.***

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

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Powered by [Streamline](#).

**From:** [Inverness Public Utility District](#)  
**To:** [Shelley Redding](#)  
**Subject:** WE'RE STUNNED!  
**Date:** Wednesday, August 4, 2021 4:20:27 PM

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Today, Wednesday, August 4, is the third day outdoor watering has been restricted in Inverness – AND THE WATER LEVEL IN OUR TANKS IS PLUMMETING EVEN FASTER THAN IT WAS A WEEK AGO!

What gives?

We know that most of our customers understand how dire the situation is and are cooperating to the fullest. But obviously there are some folks who aren't paying attention or don't believe the water shortage is real or just don't care (are these the ones who are removing our water conservation signs?)!

The last thing we want to do is become the "water cops." But we're being pushed to take decisive action to ensure that the limited water we have is shared equitably among all our customers and not grabbed off by a few to everyone else's detriment.

To repeat the core message: **Only spot watering using a hand-held hose or a watering can is permitted outdoors at this time. The following devices MAY NOT BE USED and MUST BE TURNED OFF:**

- Outdoor sprinklers
- Drip systems
- Irrigation systems
- Automated watering devices
- Timer-controlled watering systems

Use of water for washing vehicles is also prohibited.

Violations of our water conservation rules can be prosecuted as misdemeanors.

### **Water Rationing**

Water System staff will recommend at the next meeting of the IPUD Board of Directors, on Wednesday, August 25, 2021, that water rationing be put into effect. You can read the notice, see the details, and learn how you can participate by [clicking here](#).

### **Water Rationing Survey**

If rationing is declared, we anticipate that each residential meter will be allocated a basic daily allotment of water plus an additional daily allotment for each full-time occupant. To do that, we need to know how many people are in residence full-time

at each service property. A survey to obtain that information has been mailed to every customer of record. You should read the accompanying instructions and complete and return the survey as soon as possible. We even provided a postage-paid return envelope.

If you missed the survey, or if you need to update a survey you already submitted, you can find it on our website by clicking [here](#).

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**From:** [Inverness Public Utility District](#)  
**To:** [Shelley Redding](#)  
**Subject:** WE'RE RELIEVED!  
**Date:** Friday, August 13, 2021 5:15:26 PM

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## **WE'RE RELIEVED!**

It is with great relief and appreciation that we report to you that a 16% reduction in demand for water in recent days has enabled us to get our tanks in much better shape than they were last week. We're not getting full up, but we are managing to keep the tank levels at close to 75%.

**This is good news for the moment, but remember that the streamflows continue to drop a bit each day as the weather warms up and we get further into the dry season. Customer demand that we can handle today won't be manageable just a few days from now. We ask you to keep looking for ways you can economize on your water usage. We also remind you that outdoor watering using anything other than a watering can or a hand-held hose is now prohibited (let us know if you see someone who doesn't seem to have gotten this message).**

## **REMINDERS**

***WATER RATIONING SURVEY.*** If you haven't done so, please complete and return the Water Rationing Survey right away (you can download it from our website, [invernesspud.org](http://invernesspud.org)). **WARNING:** If rationing is activated and you have not returned the Survey, you will be assigned the default basic water allocation, which assumes that the water meter serves no full-time residents.

***PUBLIC HEARING ON WATER RATIONING.*** On Wednesday, August 25, 9 a.m., the IPUD Board of Directors will hold a public hearing on activating water rationing. This meeting will be by teleconferencing. Instructions on how to participate by Zoom or by telephone will be provided on the meeting Agenda, which will be posted on our website ([invernesspud.org](http://invernesspud.org)) on Friday, August 20. Details of the rationing proposal will also be made available on the website on August 20. The Board solicits public comment on this important matter.

***FLUME PROGRAM.*** The Flume real-time water monitoring and leak detection units are going fast. Over half the units reserved for our customers at the special low price of \$85 have already been claimed (the normal price is \$199). Don't get left out; order yours today. Select the tab "New! Flume Program" on our [invernesspud.org](http://invernesspud.org) website.

8/13/2021

**From:** [Inverness Public Utility District](#)  
**To:** [Shelley Redding](#)  
**Subject:** August 21, 2021 Water System Update  
**Date:** Saturday, August 21, 2021 7:10:35 PM

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## **PUBLIC HEARING ON WATER RATIONING**

The District's Board of Directors will hold a public hearing by teleconferencing at 9 a.m. this coming Wednesday, August 25, 2021, to consider activating water rationing. The District's staff is recommending that the Directors set a trigger, according to which rationing would be activated when (and if) the System is unable to keep its storage tanks at least 50% full for 7 consecutive days. Details of the rationing proposal that will be considered by the Board are available on the District's website ([invernesspubd.org](http://invernesspubd.org)). To see the public notice for next Wednesday's public hearing, please click [here](#).

To see the agenda for the August 25 meeting, including instructions for attending/participating via Zoom or telephone, please click [here](#).

## **PRIVATE WATER TANKS AND WATER HAULING**

Many of our customers have inquired about installing their own private water storage tanks. Please be advised that filling such tanks with our water is not permitted under the restrictions currently in place. Also, we have not been able to locate any water hauler who will deliver water at this time to anyone who is not already their customer.

## **WATER SYSTEM'S STATUS**

We're holding our own at this time, helped by the foggy overcast and a bit of a dip in usage, which might be the result of local kids being back in school and summer families having returned home.

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Inverness Public Utility District  
Board Meeting August 25, 2021

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# Agenda Item No. 6

## **Water System Report**

- **July 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

JULY 2021 - WATER SYSTEM REPORT -

**End of July Stream-Flows**

End of July Statistics	July 2021	July 2020	DIVERSION	JULY GPM	2021 GPD	July 2020 GPM
<b>RAINFALL</b>	Recorded at F1	(@ F1)	D1	1½	2,160	5½
Monthly total (in inches)	0.02"	0.01"	D2	7½	10,800	16
For Year 7/1//2021 -> thru June 2022	.02"	23.10"	D3	6½	9,360	12
Avg. yearly since 1925 (inches)	37.32"	37.56"	D4	5	67,200	10
<b>*Comparative EoM Streamflow</b>	<b>May 2021</b>	<b>June 2021</b>	D5	6½	9,360	12½
*Compare to (approx. gpd) ->	77,040	79,200	D6	6½	9,360	15
Streamflows: 7/2020-> 4/21> 84; 64; 54; 119½; 72; 112; 155,110,102½,68	53½ gpm	55 gpm	D7	5½	7,920	10
<b>MONTHLY PRODUCTION:</b>	<b>May 2021</b>	<b>June 2021</b>	D8	1	1,440	3
(June daily use up from May )	2,217,700 gal	2,272,000	<b>TOTALS--</b>	<b>40</b>	<b>57,600</b>	<b>84 gpm</b>
Average gallons per day ->	71,539 gal	75,700gal	<b>JULY PRODUCTION &amp; DISTRIBUTION SYSTEM PATTERNS</b>			
Average gallons per minute ->	49.7 gpm	52.6 gpm	<b>USE BY</b>	<b>ZONE</b>	<b>2021</b>	<b>2020</b>
<b>SOURCES USED</b>	(July 2021)	(July 2020)	Colby -	883,500-	41 %	37 %
1 <sup>st</sup> Valley High Intakes (D 1,2,3)	23 %	29.7 %	Tenney +	891,000+	41 %	39%
2 <sup>nd</sup> Valley High Intakes (D 4,5,6)	25 %	19.8 %	Conner +	67,800+	3 %	2 %
3 <sup>rd</sup> Valley Intakes (2) (D 7,8)	10 %	14.5 %	Stockstill -	222,100-	10 %	13 %
1 <sup>st</sup> Valley lower intake	18 %	15.5 %	Sea Haven	113,000-	5 %	9 %
2 <sup>nd</sup> Valley lower (L2 )	15 %	15.5 %	TOTAL Prod	2,177,400+	100.0 %	100.0 %
Wells (W1, W3,W4)	9 %	5.0 %				
TOTAL	100 %	100.0 %				

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

Total shown above is July Prod: =>70.2gpd= 48.8gpm

Note: Tenney and Conner use was higher, decrease in others, with 2-fold decrease in lower Sea Haven

**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 CL<sub>2</sub> dose at F1→ 0.57 parts per million (ppm); F3→ > 0.58ppm

**Major Activities** (Ken Fox and Jacob Levya each took much needed 1-week time off)

- Monthly reports sent to CA RWQCB
- Filter Plants: F1: Compressor operating ok now. Performed CIP cleaning on Nano B unit and NF A unit.
- The few foggy days in July have added 0.02" precipitation at F1
- Leak repaired on Woodhaven (leak was on lateral to wharf hydrant)
- Tenney tank construction delayed due to changes in design standards
- Leak checks throughout town. Advising customers to reduce automatic watering system use
- Shut a service at request of owner (auto water system malfunction)
- Major leak discovered on customer's water line, upper Perth. Repair by plumber
- Clearing around fire hydrants, and exercising valves continued)
- Flume program well received: we have been replacing non-compatible meters with new ones where needed.
- L1 and L2 available water low, taking less than maximum allowed from both sources, with the 3 wells also operating
- Posting water conservation signs around town again.
- New MERA radio installed in squad 333



Inverness Public Utility District  
Board Meeting August 25, 2021

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# Agenda Item No. 7

## **Fire Department Report**

- **July 2021**



# FIRE DEPARTMENT REPORT

## July 2021

### INCIDENTS:

#	Date	
#21-072	07-03	<b>Public Assist @</b> 14100 SFD for tree blocking lane.
#21-073	07-08	<b>Structure Fire @</b> 12030 Shoreline Hwy. Inverness cancelled enroute.
#21-074	07-09	<b>Vehicle Accident @</b> Olema & SFD. Cancelled enroute.
#21-075	07-10	<b>Vehicle Accident @</b> Shoreline/Pt.Reyes. Cancelled enroute.
#21-076	07-15	<b>EMS @</b> Callender for sick person. No transport.
#21-077	07-19	<b>EMS @</b> Via de la Vista for fall victim. No transport.
#21-078	07-21	<b>Smoke Alarm @</b> Escondido. No merit.
#21-079	07-21	<b>EMS @</b> Via de la Vista for fall victim. No transport.
#21-080	07-23	<b>Vehicle Accident @</b> 14910 Shoreline. Cancelled enroute.
#21-081	07-23	<b>Broken Propane Line @</b> 12732 SFD.
#21-082	07-24	<b>EMS @</b> Pierce Point Rd. for difficulty breathing. M-94 transport.
#21-083	07-25	<b>Arching Power Lines @</b> 570 Via de la Vista. Extinguished fires after lines de-energized.
#21-084	07-25	<b>Number given to Inverness in error.</b> (They assigned us to the Dixie Fire)
#21-085	07-25	<b>EMS @</b> SFD for fall victim. No transport.
#21-086	07-25	<b>EMS @</b> Via de la Vista for sick person. M-94 transport.
#21-087	07-26	<b>Possible Water Rescue.</b> No merit.
#21-088	07-28	<b>Fall Victim @</b> Dream Farm Rd. No transport.
#21-089	07-29	<b>Public Assist @</b> McCarthy Ct. for broken fire hydrant.
#21-090	07-30	<b>EMS @</b> Balmoral for rapid heart rate. M-94 Transport.

### TRAININGS:

07-11 Drill: Operation of new MERA radios; Set up and drafting from portable tank.

07-27 Drill: Rope Rescue.

New volunteer trainings every Tuesday afternoon.

### ACTIVITIES AND MAINTENANCE:

1. MERA operations committee meeting.
2. MERA board meeting.
3. All fire vehicles to San Rafael for new MERA radio installations. One per day. Full week!
4. Rannoch neighborhood meeting.
5. Disaster radio drill. Good participation.

### PERSONNEL:

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

**Jim Fox, Chief**



Inverness Public Utility District  
Board Meeting August 25, 2021

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## Agenda Item No. 8

### **Ordinance 103-2021**

Providing for the Compensation of the Administrator  
of the Inverness Public Utility District

Inverness Public Utility District

ORDINANCE 103-2021

AN ORDINANCE PROVIDING FOR THE COMPENSATION OF THE ADMINISTRATOR OF THE INVERNESS PUBLIC UTILITY DISTRICT

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

SECTION 1. The salary of the Administrator of the Inverness Public Utility District shall be Eight Thousand Two Hundred Ninety Nine and 20/100s Dollars (\$8,299.20) per month, effective September 1, 2021.

SECTION 2. The Administrator shall be classified as an exempt employee.

SECTION 3. The Administrator’s salary shall be allocated each month by the following method:
a. Time attributable to work on capital projects and reimbursable projects shall be allocated to each applicable project at the Administrator’s calculated hourly rate, which shall be the monthly salary divided by 173.333 (or \$47.88 per hour), times the number of hours attributable to the project.
b. What remains shall be allocated to District General Fund expenses.

SECTION 4. 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 25th day of August 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 97-2020 on record in this office, and that subsequent to its adoption no provision of Ordinance 97-2020 has been amended, modified, or revoked by the governing body.

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

By \_\_\_\_\_ Date \_\_\_\_\_



Inverness Public Utility District  
Board Meeting August 25, 2021

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## Agenda Item No. 9

**Board Letter to Marin Municipal Water  
District**



## **Board Agenda Item Staff Report**

Subject: Letter to Marin Water About Participating in Purchase of Supplemental Water  
Meeting Date: August 25, 2021  
Date Prepared: August 18, 2021  
Prepared by: Wade B. Holland, Customer Services Manager  
Attachments: Draft of letter to MMWD Board of Directors (with attachment)

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**Recommended Action: Approve letter to Board of Directors of Marin Municipal Water District and Authorize President to sign and send it**

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Jerry Meral proposed to us recently the idea of participating with Marin Water (Marin Municipal Water District) in their proposed purchase of 15,000 acre-feet of water from agriculture rights holders in the Sacramento Delta. It seemed worth exploring, so we agreed to let Mr. Meral arrange a Zoom meeting with Marin Water's General Manager Ben Horenstein.

The meeting (on August 3) went very well. Participating were Mr. Horenstein and Marin Water's Operations Supervisor Paul Sellier, and for IPUD Shelley Redding, Jim Fox, and Wade Holland (a scheduling conflict prevented President Emanuels from participating).

Mr. Horenstein was keenly receptive to our proposal for purchasing up to 40 acre-feet (a miniscule amount from their perspective) and encouraged us to recommend that your Board write directly to Marin Water's Board of Directors. The letter we are proposing that the IPUD Board send is attached (together with an attachment that is intended to provide their Directors with some context about our system).

Administrator Redding has been in touch with North Marin Water District's General Manager Drew McIntyre about the proposal, because NMWD would have to be involved in wheeling the water from Marin Water's Kent Lake via Lagunitas Creek to our system. Mr. McIntyre has the proposal under consideration and is discussing it with his staff (we recognize that there may be legal issues with respect to water rights in Lagunitas Creek that would have to be resolved).

This is not a proposal for obtaining water immediately, because the infrastructure (principally a pipeline on the Richmond-San Rafael Bridge) is at least a year away from being operational. But it could provide us with a fallback source for supplemental water in future drought years.

This is all very prospective, but both our staff and Marin Water's management staff believe that putting the idea before Marin Water's Board of Directors is a prudent first step to take at this time.

Board of Directors  
Cynthia L. Koehler, President  
Marin Municipal Water District  
220 Nellen Avenue  
Corte Madera, CA 94925

Dear Colleagues:

As both our Districts face the unprecedented challenges of severe drought in an era of accelerating climate change and global warming, we would like to open a dialog with your Marin Water Board and Staff on opportunities for a collaborative approach to addressing common problems from a regional perspective.

While our community water system with 517 customer connections serving some 1,100 residents operates on quite a different scale from yours with its base of 69,000 connections and a population of some 191,000, the core issues we face are quite similar.

The water system in Inverness has served our historic town for more than 130 years, dating back to the 1880s. The waterworks were privately owned until our District acquired a very neglected and decidedly decrepit system in 1980 and invested heavily in rehabilitating the entire infrastructure. All our water comes from the daily flows in the springs, seeps, and streamlets in our own watershed on the eastern flank of the Inverness Ridge, just above the town's developed neighborhoods. With no reservoir storage and only 440,000 gallons of finished water in tank storage, we are dependent on these daily streamflows for our day-to-day supply.

The attached overview of our District's stewardship of the Inverness Water System attests to the long-standing commitment by our customers and constituents to maintaining the system and keeping it in excellent operational shape.

Notwithstanding the dedication of the townsfolk and of the very many of our citizens who have served on our Board of Directors over the years to keep the system's operations and its improvement programs adequately funded, we find ourselves today at the limits of what we, as a very small agency, can do independently in the face of the current drought.

Since we have fully exploited our own local water supply, have had a drought-level water conservation program in effect for over a year, and are now on the cusp of declaring water rationing, we would like to open a discussion with you on the possibility that our need for a very small amount of additional water in times of severe shortage and future uncertainty could be included in the large volume of water your agency may import by means of a transfer line on the Richmond-San Rafael Bridge. There are of course complexities, not the least of which being that there is no direct connection between our two systems.

If we participate with you in a water purchase from the Sacramento Valley, you could bring that water to your system with the new pipeline. You could use the water we purchase, and in exchange transfer water to us by a small increase in your releases from Kent Lake into Lagunitas Creek, from which the water earmarked for Inverness would be withdrawn by North Marin Water District at their treatment facilities in Point Reyes Station, from where it could be wheeled by NMWD to us through an existing intertie between the NMWD and IPUD systems.

The volume of water we are contemplating would be in the neighborhood of only 40 acre-feet, which is on the low end of half of our system's average annual production over the past 30 years of 86 acre-feet (the range has been 65-103 acre-feet).

While such an amount of water surely looks insignificant to you, it could be a lifeline for our town and our customers in the event of a very severe shortage. We have today activated a stringent water rationing protocol for our customers, which should enable us to get through the current dry season. But looking ahead towards the possibility of another dry winter, it is prudent for us to be exploring a backup plan along the lines of what we are suggesting to you at this time.

This proposal offers some advantages to Marin Water. One is the goodwill of responding to another local agency's need (especially when that need is so small that the amount we are asking you to make available to us would come to just 3¼ cups per second). Another is that it may be to Marin Water's advantage to be able to demonstrate "regionalism" in pursuing outside funding, grants in particular. This benefit would be enhanced if other small West Marin water districts might also be interested in participating on behalf of their communities. Another consideration is that the transfer to us from Kent Lake would put a bit more water into Lagunitas Creek almost all the way to the point of tidal influence, improving streamflow for fish and wildlife.

We recognize and appreciate the water conservation efforts of Marin Water. Those efforts will reduce the amount of water that will need to be purchased in a drought. We are implementing similar measures, which will reduce our need for water during drought times.

We very much appreciate your kind consideration of our request, and we look forward to hearing back from you at your earliest convenience and to opening a discussion.

On behalf of the Board of Directors,

/s/

Kenneth J. Emanuels, President  
Inverness Public Utility District

# How Well Has IPUD Maintained the Inverness Water System's Infrastructure?

February 19, 2021  
Revised August 9, 2021

## OVERVIEW (IPUD capital improvements since 1980)

Here is an overview of how much of the Inverness Water System's current infrastructure has been built or updated by the Inverness Public Utility District since 1980 when the IPUD bought the approximately 100-year-old Inverness Water Co. from Citizens Utilities of California.

### COLLECTION SYSTEM

**COLLECTION POINTS BUILT BY IPUD: 100%**

### TREATMENT SYSTEM

**TREATMENT CAPACITY BUILT BY IPUD: 100%**

### STORAGE SYSTEM

**STORAGE CAPACITY IN TANKS BUILT OR REFURBISHED BY IPUD: 98%**

Built by IPUD: 75%

Refurbished by IPUD: 23%

### DISTRIBUTION SYSTEM

**WATER MAINS WELL WITHIN MINIMUM LIFE EXPECTANCY: 98.9%**

Mains built by IPUD (since 1981): 68.3% (exclusively PVC or equivalent)

Mains built by Citizens Utilities (during 1970s): 30.6% (exclusively Transite)

Mains that predate 1970s: 1.1% (exclusively galvanized iron)

At no time during the 41 years the IPUD has owned the Water System has the District not been actively involved in capital projects for improving and upgrading the system's infrastructure. The most intensive period of this work was the early 1980s, when the decrepit system acquired by IPUD was largely rebuilt. The District spent some \$2.5 million on capital improvements during the 1980s. Of this, \$290,000 was borrowed money (from the 1979 bond issue, which was paid off in 2011); all of the remainder (more than \$2.2 million) was from grants and from Federal and State disaster recovery and mitigation funds (from flooding events in 1982, 1983, and 1986).

All subsequent District capital projects have been paid for entirely out of customer revenue (for the Water System) and property tax proceeds (for the Fire Department). The \$800,000 loan for the TenneyTanks Replacement Project that is currently underway is the first time the District has borrowed money (for any purpose) since the voter-approved 1979 bond issue that financed the purchase and rehabilitation of the Water System.

## DETAILS

### COLLECTION SYSTEM (100% built by IPUD)

The Water System's entire collection system in the watershed on the easterly slope of the Inverness Ridge was obliterated by landslides, mudflows, and flooding in the early morning hours of January 4, 1982. The current network of eight collection points within the watershed was built subsequently, each consisting of a small concrete catchment basin anchored in bedrock. This is where most of our water comes from today (we have historic prescriptive rights to this water). Two similar catchment points further downslope above First and Second Valleys were developed to provide additional water



when needed (summer and fall); we have State permits for limited withdrawals of water from these facilities. Finally, an intensive program undertaken in the mid-1980s to locate ground water (deep wells) was largely unsuccessful; however, three very small wells were developed, and they can be called upon to provide enough water for about 10 households during particularly dry periods.

One collection point in the watershed was rebuilt in 2020 after it was damaged by a landslide the previous year.

Maintenance of the collection system and of our watershed lands is ongoing every year; otherwise, **the District does not project any collection system capital project needs for the foreseeable future.**

### **TREATMENT SYSTEM (100% built by IPUD)**

When the District bought the Water System in 1980, there was barely any treatment system at all. The water was chlorinated and strained, but only some it was even minimally filtered. The District built three up-to-date treatment plants in 1981, using a sand filter technology recommended by the State's Department of Health Services. The main one of these plants (west of the end of Laurel Way in First Valley) was destroyed in the 1982 flood and was subsequently rebuilt at its current location on high ground on Perth Way at the west end of the Mesa.<sup>1</sup>

In the early 1990s, the sand filters technology had to be entirely replaced because of new standards adopted by U.S. EPA. The District installed state-of-the-art microfilament membrane units. By themid-2010s, these microfilament units were approaching their life expectancy, and the U.S. EPA regulations for treatment standards were once more becoming more stringent. Again, the District had to completely replace its treatment system, this time installing up-to-date Ultra and Nano filtration.

Thus, the District has had to replace its entire treatment system three times between 1981 and 2016at great expense. The District managed both the latter two changeouts with reserved funds from customer revenue instead of having to borrow money.

**The only known treatment system capital project needs at this time are for upgrades to the emergency power supply systems at the District's two treatment plants and continued development of the SCADA (supervisory control and data acquisition) system.**

### **STORAGE SYSTEM (98% built or refurbished by IPUD)**

The District has 10 potable water storage tanks distributed across five sites. Four of the 10 are steel tanks that contain 74% of the District's total storage capacity of 440,000 gallons. Three of the four steel tanks were built since the IPUD acquired the Water System (Seahaven 70,000-gal tank, built in 1990; Conner 100,000-gal tank, built in 2008; and Stockstill 55,000-gal tank, built in 2016). The fourthsteel tank is the Colby 100,000-gal tank built in 1969; this tank was refurbished by IPUD in 1983. **Current projections include major projects to refurbish the Seahaven 70,000-gallon tank and the large 100,000-gallon Colby tank (for the second time).**

Six older wooden tanks have a combined total capacity of 115,000 gallons, which is 26% of the District's total storage capacity. The most important of these are the two tanks (70,000 gallons total) at the Tenney site (one at 60,000 gallons built by IPUD in 1983; one at 10,000 gallons built in 1969); theseare the tanks that are currently being replaced by two steel tanks with a combined capacity of 96,400 gallons.

**Three 10,000-gallon wood tanks at the Colby site (built in 1980 by IPUD) are next in line for replacement. Finally, a 15,000-gallon wood tank built by IPUD in 1982 at the Seahaven site needs to be replaced.** All new tanks will be steel (or possibly concrete), not wood.

### **DISTRIBUTION SYSTEM (98.9% built by IPUD and Citizens Utilities since 1970s)**

The distribution system today consists of 10.1 miles of water mains, the largest of which are 6-inch lines (and which support 76 fire hydrants). At the time Citizens Utilities bought the Inverness Water Co. (and its sister Seahaven Water Co.) in 1960, virtually all the water mains were galvanized iron (GI).During the 1970s, Citizens replaced about one-third of these mains (the oldest ones) with a type of cement-and-fiber Transite pipes. Most of the remaining runs of GI line were replaced by IPUD during the major rebuild after the District bought the System in 1980. Subsequently, additional stretches of GI line have been replaced, so that today only a total of 600 feet of GI pipes remains, consisting of one150-foot run that is not in use and is valved off, and a 450-foot spur line in Seahaven that serves

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<sup>1</sup> After this plant was built, it became redundant to also operate the plant that had been built on Madrone Ave. in Second Valley, so the Madrone plant was repurposed as a pump station.

only three customers (because the latter is a low-usage dead-end line, the District flushes it approximately every two weeks so that there is no buildup of stale water).

As noted, 98.9% of the mains are Transite or PVC pipes. Transite pipe has a rated life expectancy of 70-100 years, and PVC has a rating of 100-300 years. Thus, our Transite lines (installed in the 1970s) have another 15-25 years to go before they reach even their minimum life expectancy, while for the PVC lines (installed beginning in the early 1980s) minimum life expectancy is at least 60 years off.

Transite and PVC pipes are not particularly susceptible to developing leaks (which is a major problem with iron lines). When Transite and PVC lines fail, it is typically catastrophic, such as because they are snapped in two by a violent outside force, such as a landslide or earthquake (or tree roots!).

The District does not regard its distribution system as being a source of leaks, because of the type of pipe that is in use, how recently virtually all of it was installed, and its long-life expectancy.

**There are no major main replacement projects on the District's current list of infrastructure needs.**

#### **LEAKS IN THE STORAGE AND DISTRIBUTION SYSTEMS**

As noted, the District does not regard its distribution system as "leaky." The storage system, on the other hand, is definitely "leaky." The six wooden tanks are observably leaking, because all six are past their useful life and leaking is a characteristic of aged wooden tanks. Two of these tanks (the two in the worst shape) are the ones at the Tenney tank site that are currently in the process of being replaced; the remaining four wooden tanks (three at Colby, one at Seahaven) will be replaced whenever funds to do so are available.

The District carefully tracks its "unsold water," which is the difference between the volume of water that passes through the production meters at the treatment plants and the lesser amount of "delivered" water that gets billed to the customers on the basis of the bimonthly customer meter readings. This difference consists of such elements as the water that is leaking from the wooden storage tanks, water that is used by the system itself (for a variety of purposes, such as flushing mains), water used by the Fire Department, the "delivered" water that is undercounted because customer water meters "slow down" as they age and undermeasure the flow through them, and water that feeds significant leaks on the customer side of water meters but is not charged for because of the District's liberal policy of reducing the bill when a customer is faced with paying for a large leak.

August 9, 2021



Inverness Public Utility District  
Board Meeting August 25, 2021

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## Agenda Item No. 10

### **Review and Approve Expenditures**

- **July 2021 Expenditures**
- **July 2021 Credit Card Charges**

6:46 PM

08/21/21

Accrual Basis

**Inverness PUD**  
**Monthly Expense Ledger Report**  
 July 2021

Date	Num	Name	Memo	Amount
<b>Jul 21</b>				
07/01/2021	EFT	PG&E	Utilities	-3,503.37
07/02/2021	EFT	AT&T U-verse	Internet	-69.55
07/02/2021	14185	Amazon Business	Account A10CPJEJGNVN6Y	-27.26
07/02/2021	14186	Building Supply Center	Inverness PUD Account 155	-1,465.62
07/02/2021	14187	Streamline	July 2021 Website w/Engage	-260.00
07/02/2021	EFT	CalPERS Health	July 2021 Health	-8,553.34
07/09/2021	14188	Alpha Analytical Laboratories, Inc.	Project 2110001 2nd Qtr TOC	-300.00
07/09/2021	14189	Amazon Business	Account A10CPJEJGNVN6Y	-247.55
07/09/2021	14190	Brelje and Race Laboratories, Inc.	June 2021 Sampling	-378.00
07/09/2021	14191	Good & Clean, Inc.	Janitorial Services - June	-220.00
07/09/2021	14192	Horizon Cable TV Inc.	005-003907	-90.79
07/09/2021	14193	Piazza Construction	Contract No. 2630.05	-59,625.94
07/09/2021	14194	Point Reyes Light Publishing Co., LC	July 1, 2021 Ordinances	-2,495.00
07/09/2021	14195	Spotlight Promotions	IVFD Shirts	-2,360.52
07/09/2021	14196	U. S. Bank Corporate Payment Systems	Cal Card	-2,337.38
07/09/2021	EFT	Diversified Technology	Billing Service	-684.00
07/15/2021	EFT	BB & T- CPS Operations	AR Box Fee	-2.99
07/15/2021	PR 1		7/15/21 Payroll	-5,874.32
07/15/2021	PR 1		7/15/21 Payroll	-17,545.39
07/15/2021	EFT	Paychex	Payroll Processing Fee	-230.80
07/16/2021	14197	AT&T CalNet	Telemetry and Phone	-463.51
07/16/2021	14198	Connie Morse	Inverness Park Market	-264.84
07/16/2021	14199	CORE	June services	-120.00
07/16/2021	14200	Pace Supply Corp.	Customer# 09035-00	-90.17
07/16/2021	14201	Quill Corporation	Account # 645751	-81.67
07/16/2021	14202	Recology	Acct 1812095651 7/1/21 - 9/30/21	-130.41
07/16/2021	EFT	CalPERS - Retirement	June 2021	-4,368.41
07/16/2021	EFT	Paychex	S125 Monthly Fee	-40.00
07/19/2021	EFT	CalPERS	Unfunded Accrued Liability	-2,784.25
07/20/2021	14217	U. S. Bank Corporate Payment Systems	Cal Card	-2,675.86
07/23/2021	14203	Brelje & Race Engineers	Professional Services Tenney Tank	-2,621.25
07/23/2021	14204	Hach Company	Water Treatment Supplies	-473.80
07/23/2021	14205	Marin County Tax Collector	Customer # 21543	-702.38
07/23/2021	14207	Underground Services Alert	Customer # 148979 Annual Membership F...	-150.00
07/23/2021	14208	Marin County Tax Collector	Customer # 21595	-666.54
07/23/2021	14206	Void		0.00
07/23/2021	14209	Riley F. Hurd III	Legal - Flume Program	-200.00
07/28/2021	EFT	Inverness Public Utility District	Return item chargeback	-150.00
07/30/2021	EFT	PG&E	Account 9408018479-2	-4,487.51
07/30/2021	14210	Harrington Industrial Plastics	042985	-676.28
07/30/2021	14211	Marin County Tax Collector	Customer # 21543 June Fuel	-979.93
07/30/2021	14212	Life-Assist	Cust # 94937FD	-107.38
07/30/2021	14213	Marin County Fire Chief's Association	MCFCA 2021-22 Dues J. Fox	-499.00
07/30/2021	14214	Petaluma Minuteman, Inc.	IDC Survey/Water Rationing Survey	-927.81
07/30/2021	14215	Sally Fairfax	Reimbursement - Disaster Council Expenses	-336.33
07/30/2021	EFT	CalPERS - Retirement	July 2021 Retirement	-4,284.26
07/30/2021	PR 2		7/30/2021 Payroll	-7,294.90
07/30/2021	PR 2		7/30/2021 Payroll	-16,422.68
07/30/2021	EFT	Paychex	Payroll Processing Fee	-194.40
07/31/2021	EFT	AT&T U-verse	139584573 July 2021	-69.55
07/31/2021	EFT	Bank of America	July 2021 analysis charge	-758.63
<b>Jul 21</b>				<b>-159,293.57</b>

10:42 AM

08/04/21

# Inverness PUD Reconciliation Summary

XX-6591 · Fox, Jim - Cal Card, Period Ending 07/22/2021

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	<u>Jul 22, 21</u>
Beginning Balance	875.66
Cleared Transactions	
Charges and Cash Advances - 11 items	-594.77
Payments and Credits - 1 item	875.66
Total Cleared Transactions	<u>280.89</u>
Cleared Balance	<u><b>594.77</b></u>
Register Balance as of 07/22/2021	594.77
Ending Balance	594.77

## Inverness PUD Reconciliation Detail

XX-6591 · Fox, Jim - Cal Card, Period Ending 07/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Beginning Balance</b>								875.66
<b>Cleared Transactions</b>								
<b>Charges and Cash Advances - 11 items</b>								
Credit Card Charge	06/29/2021	6188232	Amazon	Supplies	X	845-01 · Supplies and Inventory	-86.57	-86.57
Credit Card Charge	06/29/2021	June 29	Inverness Store	Supplies	X	850-01 · Volunteer Training	-52.09	-138.66
Credit Card Charge	06/29/2021	6544230	Amazon	Treatment Supplies	X	833-01 · Chemicals	-48.70	-187.36
Credit Card Charge	07/02/2021	65501	Ebay	Jeep Lightbar - Whelan SL6 6 Strobe Power Supply	X	845-01 · Supplies and Inventory	-108.24	-295.60
Credit Card Charge	07/07/2021	0183400	Amazon	Supplies	X	845-01 · Supplies and Inventory	-40.04	-335.64
Credit Card Charge	07/07/2021	0301807	Amazon	Supplies	X	845-01 · Supplies and Inventory	-19.47	-355.11
Credit Card Charge	07/11/2021	044551	Palace Market	Drill Supplies	X	850-01 · Volunteer Training	-83.39	-438.50
Credit Card Charge	07/11/2021	July 11	Bovine Bakery	Volunteer Training/Drills	X	850-01 · Volunteer Training	-24.60	-463.10
Credit Card Charge	07/13/2021	2033/2034	Gateway Gas One	Fuel for 381 after radio install	X	860-01 · Gas & Oil	-63.39	-526.49
Credit Card Charge	07/13/2021	1444944737	Adobe	Adobe Software Subscription - 1 month	X	870-02 · Dues & Publications	-24.99	-551.48
Credit Card Charge	07/20/2021	7645860	Amazon	Supplies	X	845-01 · Supplies and Inventory	-43.29	-594.77
Total Charges and Cash Advances							-594.77	-594.77
<b>Payments and Credits - 1 item</b>								
Bill	06/01/2021		U. S. Bank Corporat...	Managing Account XX-0662	X	20000 · Accounts Payable	875.66	875.66
Total Cleared Transactions							280.89	280.89
Cleared Balance							-280.89	594.77
Register Balance as of 07/22/2021							-280.89	594.77
<b>Ending Balance</b>							<b>-280.89</b>	<b>594.77</b>

1:47 PM

08/02/21

# Inverness PUD Reconciliation Summary

XX-7757 · Redding, Shelley - Cal Card, Period Ending 07/22/2021

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	<u>Jul 22, 21</u>
Beginning Balance	1,461.72
Cleared Transactions	
Charges and Cash Advances - 7 items	-2,081.09
Payments and Credits - 1 item	1,461.72
Total Cleared Transactions	<u>-619.37</u>
Cleared Balance	<u><b>2,081.09</b></u>
Register Balance as of 07/22/2021	2,081.09
Ending Balance	2,081.09

10:47 AM

08/04/21

## Inverness PUD Reconciliation Detail

XX-7757 · Redding, Shelley - Cal Card, Period Ending 07/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Beginning Balance</b>								1,461.72
<b>Cleared Transactions</b>								
<b>Charges and Cash Advances - 7 items</b>								
Credit Card Charge	05/28/2021	E0200EK3IT	Microsoft	Microsoft 365 Business Standard 5/13/2021 - 5/12/2022	X	-SPLIT-	-600.00	-600.00
Credit Card Charge	05/28/2021	E0200EK2WV	Microsoft	Microsoft 365 Business Standard 5/13/2021 - 5/12/2022	X	-SPLIT-	-240.00	-840.00
Credit Card Charge	06/30/2021		U. S. Postmaster	Franked envelopes	X	870-05 · Office Supplies, Postage, Fees	-778.20	-1,618.20
Credit Card Charge	06/30/2021		U. S. Postmaster	Franked envelopes	X	-SPLIT-	-447.75	-2,065.95
Credit Card Charge	07/07/2021		U. S. Postmaster	Postage for CalOES Reimbursement	X	870-05 · Office Supplies, Postage, Fees	-1.20	-2,067.15
Credit Card Charge	07/08/2021	5558790	Marin Independent Journal	3 month Digital Subscription	X	870-02 · Dues & Publications	-0.99	-2,068.14
Credit Card Charge	07/10/2021	20385837	Canva	Monthly Subscription	X	870-05 · Office Supplies, Postage, Fees	-12.95	-2,081.09
Total Charges and Cash Advances							-2,081.09	-2,081.09
<b>Payments and Credits - 1 item</b>								
Bill	06/01/2021		U. S. Bank Corporate Payme...	Managing Account XX-0662	X	20000 · Accounts Payable	1,461.72	1,461.72
Total Cleared Transactions							-619.37	-619.37
Cleared Balance							619.37	2,081.09
<b>Uncleared Transactions</b>								
<b>Payments and Credits - 1 item</b>								
Bill	07/10/2021	XX-7757	U. S. Bank Corporate Payme...	XX-7757		20000 · Accounts Payable	2,081.09	2,081.09
Total Uncleared Transactions							2,081.09	2,081.09
Register Balance as of 07/22/2021							-1,461.72	0.00
<b>Ending Balance</b>							<b>-1,461.72</b>	<b>0.00</b>





Inverness Public Utility District  
Board Meeting August 25, 2021

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# Agenda Item No. 11

## **Committee Meetings/Reports**

- **Parcel Tax Committee**
- **Personnel Committee**



## Board Agenda Item Staff Report

Subject: Recommendations for Personnel Committee  
Meeting Date: August 25, 2021  
Date Prepared: August 16, 2021  
Prepared by: Shelley Redding, Administrator  
Attachments: Premium Analysis CalPERS vs SDRMA

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**Recommended Action:** Accept and present the proposed recommendations to the Board of Directors

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**Overview:** Staff members Shelley Redding and Jim Fox met with the Personnel Committee (Press and Whitney) to discuss several personnel related items including recruitment options for Fire Chief and Water Superintendent, additional administrative staff needs, changes to the CalPERS PPO Plans (that take effect January 1, 2022) and potential changes to contribution amounts, dependent coverage and vesting requirements for retirement and other pension employment benefits. Also discussed was extending the probationary period from 3 months to 6 months or 1 year.

**Discussion:**

*Staffing:* Fire Chief recruitment will be suspended as staff assesses options and Jim Fox has temporarily delayed his retirement plans. The position of the Water Superintendent is a higher priority. Jim Fox has committed to staying with the District until the Tenney Tank Project is completed and current staff can achieve the required certifications needed for the operator positions. Discussion about the water operation needs for an additional employee to assist with drought related activities including meter readings. The position could be part-time, temporary. The office wants to begin recruitment for an office assistant to begin training with Wade Holland for water billing. The budget will be impacted with less staffing costs for the current fiscal year.

*Health Benefits:* The District pays 100% of health benefits for both active employee and their dependents and retirees and their dependents, after a vesting period of 5 years. The current policy, adopted under resolution 177-2009 states that the coverage paid by the district would be up to the "PERS Basic" premium amount. However, the District currently pays up to the "PERS Choice" premium amount. CalPERS is now changing their PPO offering to be named "Pers Gold"(80/20) or "PERS Platinum" (90/10). The current "PERS Choice" would convert to the "PERS Platinum" and with that conversion, the premium is increasing 23.22%.

Staff was asked to research what other similar agencies offer for health benefits and vesting requirements and then research health benefits premiums from current and potential providers to determine the best option for both the district and employees. After contacting Kaiser directly, discussing their offerings (and the complications for us) and comparing the premiums offered by SDRMA (Special District Resource Management Agency) with CalPERS the following has been determined:

**Other Agency Comparison Analysis:**

- **North Marin Water** Employees shall receive \$137 plus 85% of the current year Kaiser Basic Medical Plan annual 2-party premium amount less \$3,830 proportionate to the employee's FTE status. This is the same for employee, employee plus one dependent etc.. They offer additional benefits for dental and vision. Retirees are covered for health benefits upon retirement after 12 years and at least 55 years old up to 65 years and cover 85% of the Kaiser basic premium for both employee and dependent(s). Probationary period is 1 year with option to extend an additional 6 months.
- **Stinson Beach Water:** Employees are covered 100% of Kaiser premium through CalPERS and 80% of dependents. They also provide Dental and Vision coverage. Retirees do not appear to have benefits. Probationary period is 6 months.

#### **Health Coverage Provider Analysis:**

- Kaiser cannot provide us with a stand-alone policy as we are a government agency and would need to have our policy sponsored by an agent, and, with the retiree coverage of health care, that further complicates things. They recommended we research each person obtaining their own insurance and we would reimburse them for the premium.
- SDRMA Health benefits coverage is comprehensive, and they offer other benefits such as dental and vision and employee resources, but their premium amounts are higher than CalPERS.
- CalPERS is already our contracted provider, and we would be able to amend our health contract to set the minimum premium amount at the PERS Gold amount (for both active and retiree) and change our vesting requirement. See the fiscal impact below for comparisons.
- The current policy for vesting of 5 years is uncommon in most public agencies. The impact is seen in our GASB 75 report that anticipates the future costs to the district increased in 2 years (2018-2020) by over \$300,000 in projected obligations. By extending the vesting to 15 years, we can control the obligation increase and ensure the district achieves a return on investment with a career placement.

#### **Fiscal Impact:** (assuming enrollments remain as they exist now):

- 1) Setting the maximum premium amount coverage for both employee and dependents at the CalPERS Gold rate would save the district \$2,283.55 per month or \$27,402.60 per year by sharing the cost of premium above the maximum amount with the employee/retiree.
- 2) Set the maximum premium at PERS Gold for Employee plus 1 dependent would save the district \$2,039.07 per month or \$24,468.84 per year.
- 3) Setting the maximum premium amount at the Kaiser premium rate would save the district \$254.55 per month or \$3,054.60 per year by sharing the cost of premium above the maximum amount with the employee/retiree.
- 4) Cost Sharing the premium with the employee / retiree at 85% coverage would save the district \$714.49 per month or \$8,573.88 per year.
- 5) Covering the employee/retiree 100% and cost sharing dependent coverage 80% would save the district \$990.59 per month or 11,887.08 per year.

#### **Recommendation:**

- 1) Remain with CalPERS for Health Benefits.
- 2) Amend the vesting age for post-employment retirement benefits to 15 years from 5 years.
- 3) Amend coverage setting the maximum premium rate at the CalPERS Gold PPO rate.
- 4) Pursue optional dental and vision group policies for employees and dependents that is cost shared with district.
- 5) Amend policy for probationary period from 3 months to 1 year.

These changes would improve our financial obligations year over year but will also reduce our future OPEB liabilities. It will also add enhanced benefits for future employees. Extending the probationary period will allow the district to better assess a new employee through high and low seasons of activity.



Inverness Public Utility District  
Board Meeting August 25, 2021

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## Agenda Item No.12

**Announcements,  
Next Meeting,  
Adjournment**