

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

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

**Board of Directors**

**AGENDA**

**Regular Meeting**

**Wednesday, March 24, 2021**

**9:00 a.m.**

**Teleconference**

## Coronavirus (COVID-19) Advisory Notice

*Video and Teleconference Meetings During COVID-19 Emergency: The health and safety of community members, public officials, and employees is a top priority for the IPUD. In compliance with local and state shelter-in-place orders, and as allowed by the Brown Act as currently in effect under the State Emergency Services Act, the Governor's Emergency Declaration related to COVID-19, and the Governor's Executive Order N-29-20 (March 17, 2020), the IPUD will not offer an in-person meeting location for the public to attend this meeting. The meeting is limited to essential district business items and will be conducted by the IPUD Board and staff via teleconference (see below). Members of the public are encouraged to participate remotely from a safe location as described below.*

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

- **Dial: 669 900 9128**
- **Meeting ID: 93793824032**
- **Passcode: 483688**
- **Keep your phone on "mute" except when you have been recognized as a speaker**

**To participate by video:** <https://zoom.us/j/93793824032?pwd=eDEzZmxRdXh1b3VtSWZucXZiWUIOUT09>

### **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 February 24, 2021

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

4. **Management Report:** Shelley Redding, Jim Fox, Wade Holland
  - FY2021 Financials
    - Financial Reports
      - TOT Annual Audit
    - 2019/20 Audit Update
    - Capital Projects Accounting to February 2021
  - Community Outreach and E-Blasts
  - Inverness Disaster Council (IDC) Update

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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
5. **Water System Report, February 2021:** Superintendent Jim Fox & Senior Water Operator Ken Fox
    - Provide staff with direction on contingency planning for water rationing.
  6. **Fire Department Report, February 2021:** Chief Jim Fox
  7. **MWPA CORE Projects Meeting:** Chief Jim Fox

*The Business of the District*

8. **Approve Expenditures and Credit Card Charges:** February 2021
9. **Proposal for Service Contract with Personnel Consulting Firm:** Review Service Proposals from two consulting firms to provide support to Administration for Personnel Policy Review and compliance with labor laws.
10. **Fiscal year 2020-2021 Budget Revision:** Review and Approve budget revisions.
11. **10-year District Project List:** Review Operational and Capital Projects for Water and Fire to identify areas for future funding.
12. **Committee Meetings/Reports**
  - **Recruitment Update - Fire Chief Position:** Administrator Redding and Lisa Wolford, Nelson Staffing
  - **Housing Options for new employees:** Potential options for housing

*Closing*

13. **Announcements, Next Meeting, Adjournment**

**Posted: March 19, 2021**



Inverness Public Utility District  
Board Meeting March 24, 2021

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Agenda Item No. 1

**Call to Order;**

**Attendance Report**



Inverness Public Utility District  
Board Meeting March 24, 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.**

March 17, 2021

IPUD

Water usage policy

On our February billing from the District and a more recent email notice from the District, there was a note suggesting that outdoor watering might be banned later this year.

We understand the severe nature of the low rainfall and the grim prospects for our water supply as we go into this next summer and fall. We really appreciate the District's capacities to deliver high quality local water through the years, particularly given the challenges of the seemingly increasing drought conditions.

We hope the District can recognize the importance of our gardens. We are asking the District to reconsider a complete ban on outdoor watering and pivot to a simple cap on gallons per day (or per billing cycle). The cap would be an equitable way for the District to allocate the limited water supply, yet allow customers to prioritize their allocations. Not saying that our lettuce starts are more important than your 12 minute shower----it would just be extremely helpful to be able to decide how to best use our shares of a limited water supply.

We are extremely careful in our water consumption. All of our own outdoor watering is for our vegetables and to a lesser degree to young fruit trees. During the most recent billing cycle we used an average of 57 gallons per day. Our peak last summer was a billing cycle with an average use of around 181 gallons. We know we can significantly tighten down off that peak and are planning/planting a limited garden this year. We would like the choice and chance to keep a smaller vegetable garden alive this year.

On a second note:

As the District considers the merits of proceeding with a parcel tax we hope that there is a clear priority given to our water supply. Very little in our lives is as essential as our domestic water supply. While fire preparedness and prevention should not be ignored, there really should be a prioritization of adequate water when considering the fire/water equation. Securing our water supplies and perhaps increasing storage capacity will help both sides of this equation.

Thanks for any consideration of these two subjects.

Tom & Sherry Baty

**From:** [Francine Allen](#)  
**To:** [Shelley Redding](#)  
**Subject:** Re: Parcel Tax, Tank Replacement Project Update  
**Date:** Thursday, March 4, 2021 12:32:07 PM

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Thanks for sending this informative update, Shelley.

I do not think that the IF questionnaire that included false information and pie-in-the-sky possibilities in return for tax dollars deserves to be used as an indicator of community wide support for specific ideas.

The legitimate takeaway is yes, the community is concerned with drought, water shortages and wildfire danger and is willing to support efforts to mitigate these conditions.

The problems in IF's specified targets for tax dollars became evident in the highly informative IPUD Board meeting held last Wednesday. That discussion brought out where the key issues lie and clear constraints to actualizing the IF's suggested initiatives.

I personally believe education of the community is a first step to understanding and living within Inverness's water shortages and wildfire threats. Money is not a silver bullet.

A workshop explaining the water availability cycle of our system, the geological constraints of setting up water storage and the distribution of water use within the community would be a good place to start. Another workshop specific to gardeners and landscapers would also be useful. It could address rainwater catchment systems and gray water systems, two components of IF's proposal.

An informational hike to show residents where our water comes from as well as its catchment and treatment sites would also be a powerful, immediate source of deep understanding. I imagine this rather like the historical walks in PRS set up in conjunction with the Farmers Market arranged by the Jack Mason Museum — an informative, fun, family outing. Volunteers from the community could lead these. It would be a great way to "welcome" new home buyers. Such a hike would perhaps help curtail the heavy use by B&B's and other commercial users. A hiking map and guide to the IPUD system and watershed could be produced to educate short-term and new residents.

One of Jerry Meral's remarks during the IPUD meeting haunts me — that people in Inverness are tired of living within the constraints of IPUD's water system and want access to more water. The community needs to understand they live within the constraints of our watershed, the amount of water available and its seasonal cycle.

I'd be happy to meet with IPUD and others to discuss these ideas.

Francine Allen

On Mar 4, 2021, at 10:59 AM, Inverness Public Utility District <[invernesspud@specialdistrict.org](mailto:invernesspud@specialdistrict.org)> wrote:



#### **A new direction on parcel tax proposal**

The Inverness Foundation has withdrawn its proposal for a voter initiative to levy a parcel tax within the IPUD to fund a variety of water conservation and wildland fire protection programs. At the meeting of IPUD's Board of Directors on February 24, the IF proposed instead to work collaboratively with the IPUD board and staff on a joint proposal that could be submitted to the District's voters. A survey of voters conducted by the IF indicated strong support for such a tax, particularly for providing funds for significant fire protection programs. But concerns also surfaced about using the initiative approach, which largely precluded IPUD from participating in drawing up the proposed tax ordinance. Instead, a community approach that includes IPUD, the IF, and other interested stakeholders was suggested. IPUD is eager to pursue this offer and expects to begin meeting with IF and other community members in the coming days.

#### **Good news on bids for new storage tanks**

Construction bids for replacement of the two tanks at the Tenney Site on the upper Mesa were opened on February 17. Five contractors submitted proposals, with the low bid from Piazza Construction coming in at \$539,488, nicely below the engineer's estimate of \$565,000. We are pleased to be working again with Piazza; they were the contractor on our recent project that upgraded an old iron water main on Camino del Mar with a PVC line. There are some additional hoops to jump through with the State for the low-interest (1.4%) construction loan for the Tenney project, which will replace 70,000 gallons in leaky wooden tanks with 96,400 gallons in steel tanks. Once we get the State go-ahead, site preparation can get underway while the steel tank components are being fabricated. We expect to see work starting before summer.

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

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

Powered by [Streamline](#).

**From:** [Wade Holland](#)  
**To:** [Shelley Redding](#)  
**Subject:** FW: PRNS Wells  
**Date:** Friday, March 19, 2021 2:11:43 PM

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fyi

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

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**From:** Jeff Wilson <jwilson@horizoncable.com>  
**Sent:** Friday, March 19, 2021 10:31 AM  
**To:** Wade Holland <wade.holland@invernesspud.org>  
**Subject:** PRNS Wells

Hi Wade,  
Have you considered getting access to water from the numerous PRNS wells in the park?  
Jeff

**From:** [Wade Holland](#)  
**To:** "Mark Crocker"  
**Cc:** [Shelley Redding](#); [Jim Fox](#)  
**Subject:** Your email about "yearly increased demand"  
**Date:** Friday, March 19, 2021 1:29:59 PM

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Mark, I'm wondering where you picked up the idea that there is "a yearly increased demand for water" in the IPUD service area.

In fact, demand has been falling consistently over the past 30 years.

During the 1990s, our average annual production was 3.06 million gallons.

From 2001 through 2010, that annual average had dropped to 2.91 million gallons.

During the past 10 years (2011-2020), it fell again, to 2.75 million gallons.

In 1991, we had 483 customers; today we have 517 customers.

So, over the 30 years, number of customers increased by 7%, while the total amount of water needed decreased by 10%.

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

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**From:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>  
**Sent:** Friday, March 19, 2021 8:57 AM  
**To:** Jim Fox <[jim.fox@invernesspud.org](mailto:jim.fox@invernesspud.org)>; Wade Holland <[wade.holland@invernesspud.org](mailto:wade.holland@invernesspud.org)>  
**Subject:** Fwd: Water shortage threat intensifies

FYI in response to the E-Blast

Shelley Redding  
Administrator  
Inverness Public Utility District  
[Invernesspud.org](http://Invernesspud.org)

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**From:** Mark C <[1markcrocker@gmail.com](mailto:1markcrocker@gmail.com)>  
**Sent:** Thursday, March 18, 2021 5:23:04 PM  
**To:** Shelley Redding <[shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org)>  
**Subject:** Re: Water shortage threat intensifies

I appreciate your periodic updates. I'm troubled by the statement that "going forward...we have no way to increase the supply..".

There is a yearly increased demand for water and you have no plans to increase supply?



It's not uncommon to have 2 or more years of low rainfall, and restrictions and rationing is how we're all supposed to deal with that?

If you can't plan and implement some expansion ideas maybe you need to consider a consultant that specializes in this area.



Inverness Public Utility District  
Board Meeting March 24, 2021

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## Agenda Item No. 3

**Regular Meeting February 24, 2021**

**Minutes Approval**



# Inverness Public Utility District

Fire Department ~ Water System

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

## Board of Directors

### Minutes, Regular Meeting

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

### Teleconference

#### 1. Call to Order

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

#### Attendance Report

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

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager; Ken Fox, Senior Water Operator (joined at 9:45 am)

Legal Counsel Present: Peter Spoerl

Public Present: Jerry Meral, Kathy Hartzell, George and Cassandra Zigounakis, Ann Elliott, Woody Elliott, Murray Suid, Scott McMorrow, Mike Durrie, Michael McEneaney, Skip Shapiro

#### 2. Award Contract for Tenney Tanks Replacement Project to Lowest Qualifying Bidder

Superintendent Fox provided a brief overview of the history of the Tenney Tanks Replacement Project. Administrator Redding reported that the next step after the Board awards the contract will be for a final budget approval request to be submitted to the SWRCB together with documentation about the winning bid. A preliminary notice-to-proceed date will be issued by the Water Board's assigned project engineer. Administrator Redding presented a letter from Brelje & Race Consulting Engineers reporting on the opening of the bids for the project and recommending that the contract be awarded to the low bidder, Piazza Construction.

*M/S Emanuels/Donohue to approve the following: (1) to award the construction contract for the Tenney Tanks Replacement Project to Piazza Construction for the bid price of \$539,488, including cathodic protection, as recommended by Brelje & Race Consulting Engineers, (2) to authorize and direct the President of the Board of Directors to execute the contract documents, and (3) to accept Brelje & Race's Construction Management Assistance Amendment Proposal, dated February 19, 2021, at a budget estimate of \$35,000.*

**Roll Call Taken: AYES 5, NOES 0**

#### 3. Inverness Foundation Survey on Proposed Parcel Tax Initiative Ordinance

- *Presentation by Jerry Meral and Kathy Hartzell of the Inverness Foundation*

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



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

Kathy Hartzell described the survey sent to registered voters within the District to identify interest in a proposed parcel tax initiative that could provide funds to enhance fire protection. She said that the survey had been successful in raising awareness of the needs for enhanced water conservation and fire protection. She reported that at its meeting on February 23, 2021, the Board of Directors of the Inverness Foundation voted unanimously to defer to the District instead of pursuing their own initiative proposal. Jerry Meral reported that 540 surveys had been mailed and 195 responses have been received. The survey asked whether voters would support a tax on structure space at 20¢ per square foot and at 30¢ per square foot to support both fire and water projects; 79% of the responses were supportive at the 20¢ rate, while 53% supported the 30¢ rate. He summarized the results of asking whether respondents were interested in participating in various fire protection and water conservation programs if cost rebates were made available, including rainwater collection systems, gray water systems, private water storage tanks, leak detection programs, irrigation system inspections, dead tree removal, and wildfire mitigation efforts. Mr. Meral expressed his support and offered his assistance to the District to explore the possibility of a tax initiative to address the community concerns expressed in the survey results.

- **Staff report on its analysis of the proposed ordinance:** Chief of Operations Fox thanked Kathy Hartzell, Jerry Meral, and the Inverness Foundation for focusing on these important issues. He said that staff's reading of the proposed initiative ordinance had identified three principal areas about which there may be legal issues that staff feels need to be clarified:
  - Whether there could be problems relating to gifts of public funds at the level of rebates to property owners that was proposed,
  - Whether some of the required programs may not be within the District's jurisdiction as a structure fire protection agency,
  - Whether the proposed ordinance would have enabled the District to utilize revenue from the proposed tax to defray its overhead costs in administering and implementing the specified programs.

He said that staff would welcome funding for expanded leak detection programs, but staff does not believe that devoting large expenditures to building additional tank storage would be an effective method of addressing drought shortages. Only a reservoir could be effective as mitigation for water shortages caused by droughts. However, given the topography of the District and socio-economic factors, a reservoir is not deemed as being realistic. He noted that in the past each tank replacement project has added additional storage capacity, and more will be added as part of future programs (after the Tenney project currently underway) that will replace the four remaining wooden tanks (at the Colby and Seahaven sites). He assured the Board that the distribution system is not a source of system leaks because of the types of pipe that are in use, how recently virtually all of the mains were replaced, and their long life expectancy. He explained how staff uses the Water System's SCADA system to monitor the treatment, storage, and distribution systems, which has enabled the staff to identify that the leading sources for where water is being lost are the remaining wooden storage tanks and leaks in customer plumbing and irrigation systems.

He also commented on challenges and legal uncertainties related to taking on fuel control and vegetation management projects in Tomales Bay State Park and Point Reyes National Seashore, including especially with respect to environmental compliance and interagency coordination. He said that staff would like to be able to expand removal of dead trees, especially on non-county maintained roads used for evacuation routes, but there may be legal issues with funding removal of fire-hazard trees on private property.

He noted that installation of private water storage tanks may be a good idea in some circumstances, but as much as possible the fire services prefer to use fire hydrants and regard private tanks as a resource of last resort. He noted that there may be significant permitting considerations with the

County and the Coastal Commission in installing private storage tanks. In addition, there are public health issues that would almost certainly preclude connecting private tanks to the public water supply.

- **Public comments:** Director Emanuels invited comments from the public. George and Cassandra Zigounakis expressed support for the District to explore practical water conservation efforts and encouraged more public education for visitors and owners of vacation properties. They also asked if the proposed tax would apply only to residential properties. Skip Shapiro asked about responsibility for wildfire mitigation and how structure square footage would be determined. Gordon Bennett asked about the District's ISO rating.

Wade Holland and Jim Fox responded to questions:

- 1) The tax would apply to all structures on taxable parcels within the District.
- 2) Structure square footage data is provided by the County Assessor's office and would be reviewed by the District annually; a procedure for appealing a parcel's tax base would be provided.
- 3) ISO is the Insurance Services Office, a service bureau that rates communities on their level of fire protection based on water system and fire department criteria. It assigns a rating from 1 to 9 (the lower being the better). Inverness properties within the Water System's service area currently have a rating of 5, which is a significant improvement from the rating of 8 that was in place before IPUD acquired the Water System. He noted, however, that use by insurance companies of the ISO ratings is voluntary, and increasingly it appears that insurance companies are not paying much attention to the ratings.

- Jerry Meral commented that the IPUD report distributed last week by email to the Water System's customers was comprehensive, but he reiterated his concern about climate change. Fire protection is a big concern, he said, and the District's position that it is responsible only for structure fire protection seems inadequate.
- **Questions/comments by the Directors:** Director Emanuels noted that the Inverness Foundation raised some important issues, and he expressed his pleasure at the prospect of working with the community on a possible parcel tax that could be submitted to the voters.

#### 4. **Approval of Minutes:** Regular Meeting of December 16, 2020

*M/S Johnson/Press to approve the minutes of the Regular Meeting of December 16, 2020, as submitted.*

**Roll Call Taken: AYES 5, NOES 0**

#### 5. **Management Report**

**Financial Reports:** Administrator Redding presented the financial reports for December and January.

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

**Capital Projects Accounting, December 2020 and January 2021:** Administrator Redding presented updated capital projects reports to the Board.

**Tenney Tanks Replacement Project Update:** Nothing further to add from item #2.

**MWPA Update:** Director Donohue reported that the MWPA Board met for a retreat with communication as the focus. The primary concern is to ensure the public has current information for preparation, planning, and resources such as grab-and-go bags, alert systems, evacuation routes. Chief Fox acknowledged the importance of these topics. He said that further discussion about the content and frequency of information dissemination will be addressed within the next month. Administrator Redding reported that a disbursement of \$22,369 for local-discretion projects and defensible space inspections has been received from MWPA;

this amounts to approximately 55% of the District's allocation for the current year for local-discretion projects and defensible space work. Our local-discretion projects this year are going towards clearing and maintaining evacuation routes. Director Donohue inquired about how the District keeps track of how the funds are expended. Administrator Redding reported that tracking has been established and will be able to be reported at future meetings as projects are administered. President Emanuels asked how the defensible space inspection program is administered in the unincorporated areas outside of the District and if we were paying County Fire Department to do in our District what they do on their own within areas under their jurisdiction. Chief Fox explained that the unincorporated areas outside of any local jurisdiction are covered by County Fire which also has a separate MWPA allocation for that purpose. Chief Fox is in discussion with Chief Webber about scheduling defensible-space inspections within IPUD and how the District will pay for the inspections. Chief Fox also discussed the partnership MWPA has with FIRESafe Marin to conduct this year's chipping program. He said that Inverness will be utilizing the FIRESafe curbside chipping program this year rather than continuing our own Chipper Day. In response to a question from Director Johnson, Chief Fox said he expects there will be two Chipper Days offered in Inverness by FIRESafe Marin this year, and that FIRESafe Marin is able to sponsor the County-wide program with greater efficiency and at lower cost than is the case were we to continue doing it ourself.

**Disaster Council Update:** Sally Fairfax reported on the activities of the Disaster Council. She and Connie Morse, acting as interim coordinators, are very encouraged with their progress. They have filled nearly all the vacant neighborhood liaison positions, helped by a recent article in the Point Reyes Light. They are also starting a new feature in the paper to provide disaster preparedness tips for the community. Also in the works is an outreach effort to owners of vacation properties to raise their awareness of the local emergency resources.

**MERA Update:** Chief Fox reported that the most recent MERA activities include land leases for communication towers, receipt of grant revenue for fire radios, and awarding of bids for construction projects. The current projected completion date for the next-generation MERA system is November 2023.

**LAFCo Update:** Administrator Redding reported that LAFCo has provided a flyer that summarizes ways to help local agencies and LAFCo will be conducting a workshop in April to assess ways that small agencies can collaborate with resources.

#### **6. Water System Reports: December 2020 and January 2021**

Senior Water Operator Fox submitted written reports for December and January showing previous year comparisons. It was noted that there was higher customer water use in January this year than in the previous year, believed to be because of the increased population as a result of sheltering in place due to COVID. It was also noted that rainfall so far this year is only 45% of the normal average for this time of year. Superintendent Fox reported that the water shortage emergency will remain in effect unless significant rainfall occurs within the next few months. Customers will be notified within the next month of the water system status and the expected need for continued conservation.

#### **7. Fire Department Reports: December 2020 and January 2021**

Chief Fox submitted written reports for December and January. He reported that December was fairly quiet, and January had more calls, mostly due to downed trees and blocked roadways. Fire Department drills and training are still suspended pending the County lifting the current stay-at-home orders. He also reported attending several Zoom meetings for MWPA, MERA, and the County Fire Chiefs Association.

#### **8. Approval of Expenditures and Credit Card Charges**

Administrator Redding presented the December 2020 and January 2021 expenditures lists and the December 2020 and January 2021 Cal Card statements for S. Redding and J. Fox. It was noted that the expenditures reports were difficult to review because they did not reproduce correctly in the packets.

Administrator Redding apologized for the error and said she would bring the reports back to the March meeting in the proper format.

*M/S Press/Johnson to approve the expenditures for December 2020 and January 2021 (with the expectation that the reports will be provided in March), and credit card charges invoiced in December 2020 and January 2021. Roll Call Taken: AYES 5, NOES 0*

#### 9. Election of Officers and Committee Assignments for 2021

President Emanuels asked if any Directors wished to change their appointments or committee assignments: President, Ken Emanuels; Vice President, Dakota Whitney; Treasurer, Kathryn Donohue; Personnel Committee, David Press and Dakota Whitney. The consensus was to make no changes.

*M/S Donohue/Whitney to continue the officer positions as currently in effect and the committee appointments as previously assigned. Roll Call Taken: AYES 5, NOES 0*

#### 10. Committee Meetings/Reports

**Recruitment Update - Fire Chief Position:** Administrator Redding presented for Board consideration a service agreement from Nelson Staffing. Administrator Redding and Director Donohue reported Nelson staffing was used by the MWPA for the recruitment of MWPA's Executive Officer and is highly recommended. Nelson's fee is based on 25% of the annual salary upon placement of a successful candidate. They conduct the recruitment through industry contacts, perform pre-screening based on eligibility, check references, and provide support for administration with recommendations. Chief Fox noted that in his discussions with Chief Webber, Marin County Fire is increasing staffing at its station in Point Reyes Station to assure operational availability 24 hours a day for responses. Director Emanuels expressed concern about housing for a new chief. He requested a plan for community outreach for the next meeting.

**Recruitment Update – Water Superintendent Position:** Administrator Redding reported that she has been working on updating the job description and will be asking Superintendent Fox to review the draft document. It will then be presented to the Personnel Committee for review and then sent to the Board for adoption.

#### 11. Public Expression

No one asked to address the Board.

#### 12. Announcements, Next Meeting, Adjournment

Director Emanuels requested notes from Staff so he can prepare a plan for communicating with the public in response to the Inverness Foundation's recommendations. The next regular meeting is scheduled for March 24, 2021, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 11:33 a.m.

These minutes were approved by the Board of Directors at the regular meeting on March 24, 2021.

Attest: /s/

Date: 3/24/2021

Shelley Redding, Clerk of the Board



Inverness Public Utility District  
Board Meeting March 24, 2021

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# Agenda Item No. 4

## Management Report

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

- FY 2021 Financials
  - Financial Reports
    - TOT Annual Audit
  - 2019/20 Audit Update
  - Capital Projects Accounting February 2021
- Community Outreach and E-Blasts
- Inverness Disaster Council (IDC) Update
- Tenney Tank Project Update



7:30 AM

03/05/21

Accrual Basis

**Inverness PUD**  
**Monthly Expense Ledger Report**  
**December 2020**

Date	Num	Name	Memo	Amount
<b>Dec 20</b>				
12/01/2020	EFT	AT&T U-verse	Acct 139584573	-69.55
12/01/2020	EFT	Paychex	S125 Fee	-40.00
12/02/2020	13957	Barcomm Communications	1 TK3312 radio	-700.00
12/02/2020	13958	Bauer Associates	Tenney Tank - Supplemental Geotech ...	-1,988.00
12/02/2020	13959	Brelje & Race Engineers	Professional Services Tenney Tank	-11,752.50
12/02/2020	13960	Brelje and Race Laboratories, I...	November 2020 sampling	-340.20
12/02/2020	13961	California Rural Water Associat...	Membership Dues 01/21 - 01/22	-643.00
12/02/2020	13962	DeCarli's	Account # 2-45217	-845.01
12/02/2020	13963	Good & Clean, Inc.	Janitorial Services - November	-220.00
12/02/2020	13964	Horizon Cable TV Inc.	005-003907	-90.79
12/02/2020	13965	Jairemarie Pomo	Sept., Oct., Nov. Disaster Council Coor...	-600.00
12/02/2020	13966	Jeff McBeth	Reimb Firefighter boots	-189.08
12/02/2020	13967	Pace Supply Corp.	Customer# 09035-00	-286.86
12/02/2020	13968	Point Reyes Light Publishing C...	Legal Notice Nov 25 2020	-111.00
12/02/2020	13969	Streamline	December 2020 Website w/Engage	-260.00
12/02/2020	13970	U. S. Bank Corporate Payment...	Cal Card Payments	-7,194.97
12/02/2020	13971	Connie Morse-c	Reimbursement - Disaster Council	-122.23
12/03/2020	EFT	Bank of America	Nov 2020 Statement Analysis Fees	-739.03
12/07/2020	EFT	CalPERS Health	December 2020 Health	-10,384.01
12/07/2020	13972	California Special Districts Ass...	ID# 124 RMS Regular Member	-3,004.00
12/07/2020	13973	Wolfe Communications	11 Unication G1 Low Band Pagers	-3,731.57
12/07/2020	13974	Building Supply Center	Supplies	-579.14
12/07/2020	13975	Frey's Automotive, Inc.	1976 Ford Smog	-66.00
12/07/2020	13976	John's Dairy Equipment & Sup...	Liquid Chlorine	-80.10
12/07/2020	13977	Petaluma Auto Parts	Acct# 3450 Inverness Public Utility	-488.53
12/10/2020	Auto	Diversified Technology	Billing Service	-684.00
12/15/2020	PR 01		Tax Payment	-5,962.80
12/15/2020	PR 01		Direct Deposit	-15,343.44
12/15/2020	EFT	BB & T- CPS Operations	11/01-11/30/2020 AR Box	-10.92
12/15/2020	EFT	Paychex	Payroll Processing Fees	-189.60
12/21/2020	13978	CORE	November 2020 services	-90.00
12/21/2020	13979	E and M, Inc.	Inverness TOP VIEW	-345.00
12/21/2020	13980	Empire Automotive, Inc.	Smog Repair 381	-241.12
12/21/2020	13981	Grainger	Account # 836141895	-51.15
12/21/2020	13982	Marin County Tax Collector	Customer # 21543	-680.35
12/21/2020	13983	Verizon Wireless	VOID: Account 942336110-00001	0.00
12/21/2020	13984	Pace Supply Corp.	VOID: Customer# 09035-00	0.00
12/21/2020	13985	Pace Supply Corp.	Customer# 09035-00	-690.90
12/21/2020	13986	Harold Nathan-c	Closed Account - Credit Balance Refund	-70.00
12/23/2020	EFT	Verizon Wireless	Nov., Dec., 2020	-326.14
12/23/2020	13988	Good & Clean, Inc.	Janitorial Services - December	-220.00
12/25/2020	EFT	PG&E	Paid online 12/25/2020	-2,923.23
12/28/2020	EFT	CalPERS - Retirement	November 2020 Retirement	-5,437.28
12/31/2020	PR 2		Tax Payment	-7,125.46
12/31/2020	PR 2		Direct Deposit	-17,571.64
12/31/2020	13989	Brelje & Race Engineers	Professional Services Tenney Tank	-1,817.50
12/31/2020	13990	Harrington Industrial Plastics	042985	-697.31
12/31/2020	13991	Kroner, Pamela	Gardening Services July - December ...	-218.75
12/31/2020	13992	Point Reyes Light Publishing C...	Legal Notice Dec 24 2020	-120.00
12/31/2020	13993	SWRCB Accounting Office	2020-21 Water System Connection Fe...	-3,405.60
12/31/2020	13994	USABluebook	70259	-66.15
12/31/2020	13995	Kroner, Pamela-reimbursement	IPUD Gradenng Suppies - reimbursem...	-21.00
12/31/2020	13996	AT&T CalNet	Telemetry, Phone lines	-458.24
12/31/2020	13997	Building Supply Center	Supplies	-304.14
12/31/2020	13998	Quill Corporation	Account # 645751	-77.92
12/31/2020	13999	U. S. Bank Corporate Payment...	Managing Account 4246044555770662	-1,901.86
12/31/2020	EFT	Paychex	Payroll Processing Fees	-194.55
<b>Dec 20</b>				<b>-111,771.62</b>

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

Date	Num	Name	Memo	Amount
<b>Jan 21</b>				
01/01/2021	EFT	AT&T U-verse	Acct 139584573	-69.55
01/04/2021	EFT	CalPERS Health	January 2021 Health	-11,815.71
01/10/2021	Auto	Diversified Technology	Billing Service	-684.00
01/14/2021	PR 3R	Paychex	Reverse of GJE PR 3 -- For CHK 1400...	189.60
01/14/2021	PR 4R	Diversified Technology	Reverse of GJE PR 4 -- For CHK Auto ...	665.00
01/15/2021	EFT	BB & T- CPS Operations	12/01-12/31/2020 AR Box	-3.77
01/15/2021	14000	Station House Cafe	Volunteer Appreciation	-1,650.00
01/15/2021	EFT	Bank of America	December 2020 Analysis Charge	-121.96
01/15/2021	PR 1		Tax Payment	-6,541.42
01/15/2021	PR 1		Direct Deposit	-16,166.37
01/15/2021	EFT	Paychex	Payroll Processing Fees & W-2 Proces...	-377.10
01/15/2021	EFT	Paychex	Payroll Processing Fees	-40.00
01/21/2021	14001	AT&T CalNet	VOID:	0.00
01/21/2021	14002	Cheda's Garage	Chevy 2000 repairs	-504.83
01/21/2021	14003	E and M, Inc.	Step 7 Basic TIA Portal	-90.00
01/21/2021	14004	Frey's Automotive, Inc.	79 Ford C800	-81.75
01/21/2021	14005	Horizon Cable TV Inc.	005-003907	-90.79
01/21/2021	14006	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-67.08
01/21/2021	14007	Marin County Tax Collector	Customer # 21543	-588.20
01/21/2021	14008	Pace Supply Corp.	Customer# 09035-00	-6.40
01/21/2021	14009	Streamline	January 2021 Website w/Engage	-260.00
01/21/2021	14010	U. S. Postmaster	VOID: PO Box Fee/ 469	0.00
01/21/2021	14011	Brelje & Race Engineers	Professional Services Tenney Tank	-1,680.00
01/21/2021	14012	CORE	December 2020 services	-150.00
01/21/2021	14013	DeCarli's	Account # 2-45217	-824.48
01/21/2021	14014	Emergency Medical Products, Inc.	Account # 104	-121.75
01/21/2021	14015	Frey's Automotive, Inc.	2000 Chev Pickup K3500	-51.75
01/21/2021	14016	Grainger	Account # 836141895	-128.31
01/21/2021	14017	McPhail Fuel Co.	Account INVPUD 143814	-762.00
01/21/2021	14018	Point Reyes Light Publishing Co., LC	Legal Notice - Tenny Tank Bid	-475.50
01/21/2021	14019	Recology	Refuse Disposal 01/1/21 - 3/31/21	-125.97
01/21/2021	14020	U. S. Postmaster	VOID: PO Box Fee/ 469	0.00
01/21/2021	14021	Leyva, Jacob - Reimbursement	Reimbursement - Supplies	-252.97
01/21/2021	14022	AT&T CalNet	Telemetry and Phone	-461.05
01/25/2021	EFT	CalPERS - Retirement	December 2020 Retirement	-5,196.84
01/25/2021	EFT	PG&E	Paid online 12/25/2020	-3,156.09
01/29/2021	PR 2		Tax Payment	-6,773.74
01/29/2021	PR 2		Direct Deposit	-16,505.23
01/29/2021	EFT	Paychex	Payroll Processing Fees	-167.10
01/31/2021	EFT	AT&T U-verse	139584573 January 2021	-69.55
<b>Jan 21</b>				<b>-75,206.66</b>

**Inverness PUD**  
**Profit & Loss by Fund**  
 July 2020 through February 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	266,066	0	0	266,066
600-02 · Special Fire Tax Assessment	41,186	0	0	41,186
600-04 · MWPA Defensible Space Program	0	11,184	0	11,184
600-05 · MWPA Local Specific Prevention	0	11,184	0	11,184
600-06 · Excess ERAF	67,293	0	0	67,293
<b>Total N 600 · Property Tax Income</b>	<b>374,545</b>	<b>22,369</b>	<b>0</b>	<b>396,914</b>
<b>N 700 · Water Charges</b>				
700-01 · Basic Charges	0	0	299,884	299,884
700-02 · Usage Charges	0	0	56,204	56,204
700-03 · Cross Connection Fees	0	0	864	864
700-04 · Miscellaneous Charges	0	0	765	765
<b>Total N 700 · Water Charges</b>	<b>0</b>	<b>0</b>	<b>357,717</b>	<b>357,717</b>
<b>N 710 · Misc. Income</b>				
710-02 · Other Income	1,347	800	0	2,147
710-05 · Chipper Day Income	0	3,560	0	3,560
710-06 · New Service Connection Fee	0	0	7,700	7,700
710-07 · Interest Income	3,922	0	0	3,922
<b>Total N 710 · Misc. Income</b>	<b>5,269</b>	<b>4,360</b>	<b>7,700</b>	<b>17,329</b>
<b>Total Income</b>	<b>379,814</b>	<b>26,729</b>	<b>365,417</b>	<b>771,960</b>
<b>Gross Profit</b>	<b>379,814</b>	<b>26,729</b>	<b>365,417</b>	<b>771,960</b>
<b>Expense</b>				
<b>N 810 · Personnel Expenses</b>				
810-01 · Management	59,302	33,212	33,212	125,727
810-02 · Operations Personnel	0	29,277	138,329	167,605
810-03 · Administrative Personnel	8,777	0	18,595	27,373
810-04 · Employer Payroll Taxes	5,623	5,012	13,369	24,004
810-05 · Fire Wages - Staff	0	56	0	56
810-06 · Duty Officer	0	850	675	1,525
810-07 · Health Insurance Premiums	30,098	24,550	48,655	103,303
810-08 · Retirement Premiums	7,478	12,585	22,894	42,956
810-09 · Unfunded Accrued Liability	164	10,116	16,333	26,612
810-10 · Accrued Vacation	0	1,500	1,821	3,321
810-11 · Workers Comp Insurance	515	7,620	11,069	19,204
810-12 · EDD Unemployment	0	847	0	847
<b>Total N 810 · Personnel Expenses</b>	<b>111,957</b>	<b>125,624</b>	<b>304,953</b>	<b>542,534</b>
<b>N 830 · Dispatch &amp; Communications</b>				
830-01 · Radio/Pager Repair	0	428	0	428
830-02 · Commo Supplies	0	6,053	0	6,053
830-03 · MERA Operations	0	10,431	0	10,431
830-04 · MERA Bonds	0	11,978	0	11,978
830-05 · MERA New Financing	0	1,121	0	1,121
<b>Total N 830 · Dispatch &amp; Communications</b>	<b>0</b>	<b>30,011</b>	<b>0</b>	<b>30,011</b>
<b>N 833 · Collection &amp; Treatment</b>				
833-01 · Chemicals	0	0	3,343	3,343
<b>Total N 833 · Collection &amp; Treatment</b>	<b>0</b>	<b>0</b>	<b>3,343</b>	<b>3,343</b>
<b>N 835 · Lab &amp; Monitoring</b>				
835-01 · BacT & Raw Samples	0	0	2,747	2,747
835-02 · Periodic Samples	0	0	2,808	2,808
835-03 · Lead & Copper	0	0	855	855
<b>Total N 835 · Lab &amp; Monitoring</b>	<b>0</b>	<b>0</b>	<b>6,410</b>	<b>6,410</b>

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

	DISTRICT	FIRE	WATER	TOTAL
<b>N 840 · Maintenance &amp; Utilities</b>				
840-01 · Equipment Maintenance	0	426	673	1,099
840-02 · Building Maintenance	0	2,622	672	3,295
840-03 · Grounds Maintenance	0	452	0	452
840-04 · Tank Maintenance	0	0	268	268
840-05 · Collection & Treatment Maint.	0	0	6,725	6,725
840-06 · Distribution System Maintenance	0	0	3,906	3,906
840-07 · Collection-Treatment Utilities	0	0	27,191	27,191
840-08 · Distribution System Utilities	0	0	617	617
840-09 · Firehouse Utilities	0	3,577	0	3,577
840-10 · SCADA Maintenance	0	0	3,714	3,714
<b>Total N 840 · Maintenance &amp; Utilities</b>	<b>0</b>	<b>7,078</b>	<b>43,766</b>	<b>50,844</b>
<b>N 843 · Fire Prevention</b>				
843-02 · Chipper Day Expenses	0	6,583	0	6,583
<b>Total N 843 · Fire Prevention</b>	<b>0</b>	<b>6,583</b>	<b>0</b>	<b>6,583</b>
<b>N 844 · Storage &amp; Distribution</b>				
844-01 · Telemetry	0	0	1,312	1,312
844-03 · Miscellaneous	0	0	2,040	2,040
<b>Total N 844 · Storage &amp; Distribution</b>	<b>0</b>	<b>0</b>	<b>3,352</b>	<b>3,352</b>
<b>N 845 · Supplies &amp; Inventory</b>				
845-01 · Supplies and Inventory	0	1,809	3,916	5,725
845-02 · Personal Protective Equipment	0	9,611	60	9,671
845-03 · Resale Merchandise	0	-15	0	-15
<b>Total N 845 · Supplies &amp; Inventory</b>	<b>0</b>	<b>11,405</b>	<b>3,976</b>	<b>15,381</b>
<b>N 850 · Training</b>				
850-01 · Volunteer Training	0	1,590	0	1,590
850-02 · Certification & Courses	0	0	60	60
850-03 · Volunteer Appreciation	0	1,650	0	1,650
850-04 · Volunteer Stipends	0	1,650	0	1,650
<b>Total N 850 · Training</b>	<b>0</b>	<b>4,890</b>	<b>60</b>	<b>4,950</b>
<b>N 860 · Vehicle Operations</b>				
860-01 · Gas & Oil	0	2,577	2,646	5,223
860-02 · Repairs & Service	0	896	2,906	3,802
<b>Total N 860 · Vehicle Operations</b>	<b>0</b>	<b>3,473</b>	<b>5,552</b>	<b>9,025</b>
<b>N 870 · Administration</b>				
870-01 · Telephone, Internet, Cable	1,742	1,253	0	2,995
870-02 · Dues & Publications	4,421	836	1,815	7,073
870-03 · Insurance	0	15,000	17,704	32,704
870-04 · Financial Reporting/Audit	6,732	1,974	1,974	10,680
870-05 · Office Supplies, Postage, Fees	4,525	23	138	4,686
870-06 · Bank & Payroll Charges	6,930	0	0	6,930
870-09 · Travel & Meetings	425	0	0	425
870-10 · Public Relations & Outreach	1,995	0	2,224	4,218
870-11 · Office IT Support	1,125	0	0	1,125
870-12 · Billing & Collections	0	0	4,766	4,766
870-13 · Disaster Council	0	1,595	0	1,595
870-14 · Miscellaneous	-0	0	6	6
870-15 · Other Agency Assessments	608	0	3,406	4,013
<b>Total N 870 · Administration</b>	<b>28,503</b>	<b>20,681</b>	<b>32,033</b>	<b>81,217</b>
<b>Total Expense</b>	<b>140,460</b>	<b>209,745</b>	<b>403,444</b>	<b>753,649</b>
<b>Net Ordinary Income</b>	<b>239,354</b>	<b>-183,016</b>	<b>-38,027</b>	<b>18,311</b>
<b>Net Income</b>	<b>239,354</b>	<b>-183,016</b>	<b>-38,027</b>	<b>18,311</b>

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

	<u>Jul '20 - Feb 21</u>	<u>Budget</u>	<u>\$ Over Budget</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>N 600 · Property Tax Income</b>	307,252.02	351,495.00	-44,242.98
<b>N 700 · Water Charges</b>	357,717.40	372,204.00	-14,486.60
<b>N 710 · Misc. Income</b>	17,328.63	28,840.00	-11,511.37
<b>Total Income</b>	<u>682,298.05</u>	<u>752,539.00</u>	<u>-70,240.95</u>
<b>Gross Profit</b>	682,298.05	752,539.00	-70,240.95
<b>Expense</b>			
<b>N 810 · Personnel Expenses</b>	541,687.02	516,237.86	25,449.16
<b>N 830 · Dispatch &amp; Communications</b>	30,010.78	25,478.00	4,532.78
<b>N 833 · Collection &amp; Treatment</b>	3,342.61	4,000.00	-657.39
<b>N 835 · Lab &amp; Monitoring</b>	6,409.50	6,900.00	-490.50
<b>N 840 · Maintenance &amp; Utilities</b>	50,843.86	54,198.00	-3,354.14
<b>N 843 · Fire Prevention</b>	6,582.50	4,332.00	2,250.50
<b>N 844 · Storage &amp; Distribution</b>	3,352.39	3,664.00	-311.61
<b>N 845 · Supplies &amp; Inventory</b>	15,381.06	17,996.00	-2,614.94
<b>N 850 · Training</b>	4,950.39	11,444.00	-6,493.61
<b>N 860 · Vehicle Operations</b>	9,025.25	11,964.00	-2,938.75
<b>N 870 · Administration</b>	81,216.53	87,407.40	-6,190.87
<b>Total Expense</b>	<u>752,801.89</u>	<u>743,621.26</u>	<u>9,180.63</u>
<b>Net Ordinary Income</b>	<u>-70,503.84</u>	<u>8,917.74</u>	<u>-79,421.58</u>
<b>Net Income</b>	<u><b>-70,503.84</b></u>	<u><b>8,917.74</b></u>	<u><b>-79,421.58</b></u>



## INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM

POST OFFICE BOX 469  
50 INVERNESS WAY NORTH  
INVERNESS, CA 94937-0469

(415) 669-1414 [INVERNESSPUD.ORG](http://INVERNESSPUD.ORG) [ADMIN@INVERNESSPUD.ORG](mailto:ADMIN@INVERNESSPUD.ORG)

March 18, 2021

Lauren Houde  
Administrative Services Manager  
Marin County Fire Department

Re: West Marin Transient Occupancy Tax (TOT) Documentation

Dear Lauren,

Enclosed with this letter is the required documentation showing how the TOT Funds received by the Inverness Public Utility District have been used to augment Fire Services in Inverness.

The documentation includes the Job Description for the Fire Services Officer, which was a new position created for the District, the payroll ledgers, and the detailed expense documentation related to the position for the periods from Jan 2019 – June 2019 (6 months of FY 2018/2019) and July 2019 – June 2020 (FY 2019/2020).


The remaining balance shown on the documentation is being applied to the next period, July 2020 – June 2021 to support the same position as we anticipate reduced funds for the position due to the COVID-19 pandemic and the affect it has had on revenues.

If you require more information, please don't hesitate to contact me.

Thank you,

Shelley Redding  
District Administrator

SR:sr  
Enc.

**BOARD OF DIRECTORS: KENNETH J. EMANUELS, PRESIDENT • DAKOTA WHITNEY, VICE PRESIDENT**  
**KATHRYN DONOHUE, TREASURER • BRENT JOHNSON • DAVID PRESS**  
  
**SHELLEY REDDING, ADMINISTRATOR**  
**JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)**



*Inverness Public Utility District*

## **JOB DESCRIPTION: FIRE SERVICES OFFICER**

### **Definition**

- The Fire Services Officer is responsible for the Volunteer training program and maintenance of equipment and facilities for the Inverness Volunteer Fire Department.

### **Lines of Authority**

- The Fire Services Officer reports to and is responsible to the Chief of Operations.
- The Fire Services Officer takes direction from the Chief of Operations

### **Performance Reviews**

- Reviewed and evaluated by the Chief of Operations with the Administrator.
- Assists Chief with reviews and evaluations of volunteer firefighters.

### **Principal Responsibilities**

Assists Chief with the following duties:

#### **Command**

- Responds to dispatches/details including fire emergencies and mutual aid assistance with Marin County Fire.
- Serves as Department's Training and Services officer.
- Assists Chief when necessary on an incident scene or training exercise with whatever is needed at the Command Post (such as record keeping or recording tactical processes).

#### **Administration**

- Maintenance log of dispatches and details.
- Preparation of monthly Fire Department activity report for Board of Directors.
- Preparation of written reports on all emergency events involving more than minor property loss or in which human injury or death occurred.
- Services inspections of Fire Department facilities including:
  - a. Periodic inspection of personal services equipment.
  - b. Periodic inspection of department facilities.
  - c. Identification and analysis of safety and health hazards and develop prevention plan for these hazards.

#### **Preparedness**

- Conducts and oversees training drills.
- Preparation of training schedule.

#### **Prevention**

- Preparation, review, and updates of emergency response preplans and run maps.
- Checks Planning Department referrals for compliance with Department regulations and requirements.

- Services and code-compliance inspections of commercial establishments.
- 4290/4291 inspections as required by County (new construction).
- Assists Chief with 4291 inspections for individuals and neighborhoods in high fire hazard areas.
- Participates in West Marin Community Emergency Response Team (CERT) trainings.

### **Maintenance**

- Maintain all fire Services equipment, including:
  - Extinguishers
  - fire suppression equipment
  - identifying components requiring repair or replacement.
- Prepares long-range maintenance plan for the Fire Department.

### **Caveat**

The duties of this position may require exposure to conditions that are physically demanding, hazardous, or unpleasant.

### **Qualifications**

- Received fire Services training.
- Possess fire prevention, education, or inspection experience.
- Demonstrate fire alarm testing and maintenance experience.
- Knowledge of relevant codes and regulations

### **Level and Benefits**

- The Fire Services Officer is a part-time, at will position at 24 hours per week.
- Medical Benefits: 100% paid by District.
- CalPERS Retirement: 100% Employer and Employee contributions paid by District.
- Vacation accrual equal to 2 weeks (48 hours) after 3-month probationary period.



**2019-2020****Inverness PUD Measure W TOT Fund Documentation**

TOT Income	Jan - June 2019	\$	25,429
TOT Income	Jul - Dec 2019	\$	57,109
TOT Income	Jan - June 2020	\$	23,354
		\$	<b>105,892</b>

**Expenses****Fire Services Officer****1/1/19-6/30/19**

Wages	\$	18,230	
PR Tax	\$	1,395	
Work Comp	\$	979	
Benefits	\$	4,614	Health Benefits (100% paid by District)
Retirement	\$	3,684	*20.22% for Safety (100% paid by District)
Accrued Wages	\$	564	
<b>Total Cost</b>	<b>\$</b>	<b>29,466</b>	

**Fire Services Officer****7/1/19-6/30/20**

Wages	\$	40,756	*Less non-fire project work for District
PR Tax	\$	3,118	
Work Comp	\$	2,335	
Benefits	\$	13,836	Health Benefits (100% paid by District)
Retirement	\$	8,237	*20.22% for Safety (100% paid by District)
Accrued Wages	\$	1,304	
<b>Total Cost</b>	<b>\$</b>	<b>69,586</b>	

**Total of Wages** \$ **99,052**

**Total Expenses** \$ **99,052**

**Remaining Balance** \$ **6,840**

**EMPLOYEE EARNINGS RECORD**

(Requested Check Dates 01/01/19 - 06/30/19)

CHECK DATE	DESCRIPTION	HOURS, EARNINGS, AND REIMBURSEMENTS & OTHER PAYMENTS						WITHHOLDINGS		DEDUCTIONS		NET
		REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	TOTAL EARNINGS	REIMB & OTHER PAYMENTS					PAY
This Period Total	Hourly Fire Duty Holiday Volunteer Comp.	550.75 1.00 8.00 15.00		17624.00 50.00 256.00 300.00		18230.00		Social Security Medicare Fed Income Tax CA Income Tax CA Disability	1130.26 264.34 1838.44 508.39 182.30			
This Period Total						18230.00			3923.73			14306.27
			<b>HOLIDAY</b>	<b>SEVERANCE</b>	<b>SICK</b>	<b>SICK QUAL</b>	<b>VACATION</b>	<b>CASH TIPS</b>	<b>CHARGE TIPS</b>	<b>INDIRECT TIPS</b>		
		YTD HOURS PAID YTD EARNINGS PAID	8.00 256.00									

(R) = Resident / Residency; (N) = Non-resident; (E) = Employment

**EMPLOYEE EARNINGS RECORD**

(Requested Check Dates 07/01/19 - 06/30/20)

CHECK DATE	DESCRIPTION	HOURS, EARNINGS, AND REIMBURSEMENTS & OTHER PAYMENTS					REIMB & OTHER PAYMENTS	WITHHOLDINGS		DEDUCTIONS		NET
		REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	TOTAL EARNINGS						PAY
This Period	Hourly	1286.00		41152.00		44852.00		Social Security	2780.83			
	Overtime		16.00		768.00			Medicare	650.35			
Total	Fire Duty	4.00		350.00				Fed Income Tax	5134.92			
	Holiday	40.00		1408.00				CA Income Tax	1263.34			
	PTO-COVID-19	32.00		1024.00				CA Disability	448.52			
	Volunteer Comp.	6.00		150.00								
This Period Total						44852.00			10277.96			34574.04
			<b>HOLIDAY</b>	<b>SEVERANCE</b>	<b>SICK</b>	<b>SICK QUAL</b>	<b>VACATION</b>	<b>CASH TIPS</b>	<b>CHARGE TIPS</b>	<b>INDIRECT TIPS</b>		
	YTD HOURS PAID		40.00									
	YTD EARNINGS PAID		1408.00									

(R) = Resident / Residency; (N) = Non-resident; (E) = Employment

**From:** [Inverness Public Utility District](#)  
**To:** [Shelley Redding](#)  
**Subject:** Water shortage threat intensifies  
**Date:** Wednesday, March 17, 2021 6:38:39 AM

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## **Water shortage threat intensifies**

We've reached the middle of March, which means time is running out for significant late-season rain to bail us out from what is measuring up to become the second consecutive year of a record-setting drought.

As of March 15, rainfall in Inverness since July 1 has amounted to only 14.6 inches, which is just 47% of the norm of 31.1 inches for this point in the rainfall year.

We are holding our own at this moment, but streamflows will continue to decline until a lot of rain comes along to recharge our Inverness Ridge watershed. What's more, the normal pattern is for customer demand to start surging around this time of year as seasonal gardens are planted, landscaping dries out, and weekender and tourism visitation increases.

The simple equation under normal circumstances is that the amount of available water decreases as the demand for water increases. Going forward during this extraordinarily dry year, we have no way to increase the supply, so the only way we're going to cope will be to keep reducing demand so that we always maintain a margin for firefighting and public health. Additionally, we must not draft so much water out of the watershed that the streambeds dry up.

Now is the time to develop the habit of using less water, just in case we have to ration everyone's allotment later in the year. We also urge you to rethink any plans you may have for planting a garden this year. When crunch time comes, the first step will be to restrict outdoor water usage – even, if necessary, going so far as to impose a total ban on use of water outdoors.

We very much appreciate the total cooperation we've received from the community so far, but it's only fair to warn everyone that the outlook is likely get worse as warmer weather arrives. Please be prepared!

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

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

Powered by [Streamline](#).

**From:** [Inverness Public Utility District](#)  
**To:** [Shelley Redding](#)  
**Subject:** Parcel Tax, Tank Replacement Project Update  
**Date:** Thursday, March 4, 2021 10:58:50 AM

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### **A new direction on parcel tax proposal**

The Inverness Foundation has withdrawn its proposal for a voter initiative to levy a parcel tax within the IPUD to fund a variety of water conservation and wildland fire protection programs. At the meeting of IPUD's Board of Directors on February 24, the IF proposed instead to work collaboratively with the IPUD board and staff on a joint proposal that could be submitted to the District's voters. A survey of voters conducted by the IF indicated strong support for such a tax, particularly for providing funds for significant fire protection programs. But concerns also surfaced about using the initiative approach, which largely precluded IPUD from participating in drawing up the proposed tax ordinance. Instead, a community approach that includes IPUD, the IF, and other interested stakeholders was suggested. IPUD is eager to pursue this offer and expects to begin meeting with IF and other community members in the coming days.

### **Good news on bids for new storage tanks**

Construction bids for replacement of the two tanks at the Tenney Site on the upper Mesa were opened on February 17. Five contractors submitted proposals, with the low bid from Piazza Construction coming in at \$539,488, nicely below the engineer's estimate of \$565,000. We are pleased to be working again with Piazza; they were the contractor on our recent project that upgraded an old iron water main on Camino del Mar with a PVC line. There are some additional hoops to jump through with the State for the low-interest (1.4%) construction loan for the Tenney project, which will replace 70,000 gallons in leaky wooden tanks with 96,400 gallons in steel tanks. Once we get the State go-ahead, site preparation can get underway while the steel tank components are being fabricated. We expect to see work starting before summer.

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

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**From:** [Jason Fried](#)  
**To:** [manager@almontesd.org](#); [manager@altosanitarydistrict.org](#); [ncamargo@bmkcsd.us](#); [jblackman@bcpud.org](#); [gkrakauer@bolinasfire.org](#); [manager@homesteadvalleyd.org](#); [Shelley Redding](#); [mpomi@kentfieldfire.org](#); [mprinz@lgvsd.org](#); [dlancaster@marincitycsd.com](#); [info@marinhealthcare.org](#); [bhorenstein@marinwater.org](#); [nancy@marinrcd.org](#); [edreikosen@marinwood.org](#); [mary@muirbeachcsd.com](#); [dmcintyre@nmwd.com](#); [btyler@novatofire.org](#); [sandeepk@novatosan.com](#); [RBSDTG@aol.com](#); [smoore@rvsd.org](#); [Jeffrey@smcsd.net](#); [tfinn@well.com](#); [ctubbs@smfd.org](#); [info@stinsonbeachfire.org](#); [ed@stinson-beach-cwd.dst.ca.us](#); [gm@strawberryrec.org](#); [rpearce@tiburonfire.org](#); [trubio@sani5.org](#); [admin@tomalescsd.ca.gov](#); [cmiddleton@cityofbelvedere.org](#); [tcusimano@tcmmail.org](#); [gtov@townoffairfax.org](#); [dschwarz@cityoflarkspur.org](#); [citymanager@cityofmillvalley.org](#); [amcgill@novato.org](#); [jchinn@townofross.org](#); [ddonery@townofsananselmo.org](#); [jim.schutz@cityofsanrafael.org](#); [apolitzer@sausalito.gov](#); [gchanis@townoftiburon.org](#); [Heather Abrams](#)  
**Subject:** Save the Date Flyer - Please send to your elected officials and staff  
**Date:** Monday, February 22, 2021 3:10:36 PM  
**Attachments:** [Marin local agency formation commission.pdf](#)

---

LAFCo jurisdictions;

Attached is a Save the Date flyer for an upcoming workshop on being put together about Shared Services. It is scheduled for April 29<sup>th</sup> between 9-12. This is open to your elected board members and any of your staff you think may get something useful from this so please share this with them. While we are still working out details it will be done by Zoom and will have 2 panels. One to talk about current shared service systems in place and a second panel on how to create a shared services system.

So please share the save the date with your board and staff. Once we have more details we will let you know but if anybody had any questions just let me know.

Jason Fried  
Executive Officer

**Marin Local Agency Formation Commission**  
**Planning and Regulatory Agency / Subdivision of the State of California**  
1401 Los Gamos, Suite 220  
San Rafael, California 94903  
Main | 415.448.5877  
[www.marinlafco.org](http://www.marinlafco.org)



*Save the Date!*

MARIN LOCAL AGENCY FORMATION COMMISSION &  
MARIN COUNTY SPECIAL DISTRICT ASSOCIATION'S

# SHARED SERVICES WORKSHOP

APRIL 29, 2021 | 9 AM-12 PM  
VIRTUAL VIA ZOOM

FEATURING TWO SEPARATE PANELS, ONE  
EXPLORING SUCCESSFUL SHARED SERVICES  
MODELS IN MARIN AND ANOTHER ON HOW  
TO CREATE A SHARED SERVICES MODEL.

UPDATES WILL BE AVAILABLE VIA MARIN  
LAFCO'S WEBSITE, [WWW.MARINLAFCO.ORG](http://WWW.MARINLAFCO.ORG).  
EMAIL [STAFF@MARINLAFCO.ORG](mailto:STAFF@MARINLAFCO.ORG) TO BE  
PLACED ON AN EMAIL LIST FOR UPDATES  
ABOUT TIME AND REGISTRATION AS THE  
WORKSHOP EVOLVES.



**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	\$7,381	\$4,122	\$29,780	\$94,600	\$770,400		\$0
<b>Totals</b>		<b>\$865,000</b>	<b>\$4,000</b>	<b>\$49,316</b>	<b>\$7,381</b>	<b>\$4,122</b>		<b>\$94,600</b>	<b>\$770,400</b>	<b>\$0</b>	<b>\$0</b>
<b>Grand Totals</b>		<b>\$865,000</b>						<b>\$94,600</b>	<b>\$770,400</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>End of year balance</i>					<b>4,000.00</b>	FY1617				
6/30/2019	<i>End of year balance</i>					<b>49,316.32</b>	FY1718				
6/30/2019	<i>End of year balance</i>					<b>7,381.38</b>	FY1819				
6/30/2020	<i>End of year balance</i>					<b>4,121.60</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						
<b>2/28/2021</b>	<b>Current year balance</b>					<b>29,780.45</b>	FY2021 to date				



**State Water Resources Control Board  
Division of Financial Assistance (Division)  
State Revolving Fund  
Final Budget Approval Form**

Note: The applicant should submit this form and ALL attachments as soon as possible after the bid or proposal opening to ensure that all applicable requirements have been met. Failure to meet all applicable requirements may result in loss of funding.

1. Recipient Name:	State Assigned Project No.
--------------------	----------------------------

2. Have any protests regarding award of the construction contracts been received?  Yes  No  
 If yes, give date protests were resolved: \_\_\_\_\_ Attach copies of the protests and resolutions. All protests must be resolved before submittal of this form.

Contractor Debarred or Disqualified?  Yes  No (Debarment of Contractor prevents SRF funding participation: <http://www.sam.gov> and [http://www.waterboards.ca.gov/water\\_issues/programs/ustcf/dbp.shtml](http://www.waterboards.ca.gov/water_issues/programs/ustcf/dbp.shtml))

3. SRF Financing Summary	Actual Project Costs
A. Construction Cost (listed by name of prime contractor or vendor):	
1.	\$
2.	\$
B. Pre-Purchase Material/Equipment	\$
C. Purchase of Land	\$
D. Contingencies	\$
E. Allowances (Soft Costs):	
1. Planning	\$
2. Design	\$
3. Construction Management	\$
4. Administration	\$
5. Value Engineering (VE)      Was VE Performed? <input type="checkbox"/> Yes <input type="checkbox"/> No	\$
<b>F. Total SRF Financing Requested</b>	\$
Are You Requesting a Loan Increase? <input type="checkbox"/> Yes <input type="checkbox"/> No	

4. Total Financing Summary	
A. Cash	\$
B. Grants, Identify:	\$
C. Bond Proceeds, Identify:	\$
D. Short term loans or notes, Identify:	\$
E. Other Funds, Identify:	\$
F. SRF Financing	\$
G. SRF Match Share: Only applicable if Match financing per section V of the CWSRF Policy or section VI of the DWSRF Policy	\$
H. Additional Financing Needed, Identify:	\$
<b>I. Total Project Cost</b>	\$

5. Start Construction/Notice to Proceed Date: \_ 3/31/2021  
 Completion of Construction Date: \_

6. Also, attach the information requested on page 2.

The undersigned Authorized Representative of the applicant certifies that the information contained above and in attached documents and material in support thereof are true and correct. In addition, the undersigned Authorized Representative of the applicant certifies that the applicant has completed or will comply with all applicable federal and state laws.

Signature of Authorized Representative <i>Shelley Redding</i>	Date
---	------

Name, Title, and Phone Number of Authorized Representative (type or print)

6 (Continued). The recipient must attach the following information to Final Budget Approval Form (if not previously submitted):

- A. Copies of any bid protests and resolution documentation. *None Received*
- B. As advertised Plans & Specification (P&S) stamped by a Professional Engineer and all Addenda or final Request for Proposals (RFP). *See item # FBA 6*
- C. Proof that Davis-Bacon Wage rate determinations were inserted in the Project P&S or RFP used in bidding the Project. *Item 6.C. Pages C5 - C17*
- D. Final appropriate Waste Discharge Requirements (WDR) or updated WDR, if applicable *N/A*
- E. Tabulation of all bids or proposals received. *FBA 6.E.*
- F. Copy of the bid(s) or proposal(s) selected and purchase orders issued. If the apparent low bid or proposal was rejected, a complete explanation for the rejection must be provided. *Item FBA 6.F.*
- G. Copy of the Schedule of Values prepared for the project, if applicable. *Item FBA 6.G.*
- H. Evidence of advertising (submit copies of all advertisement(s) for the project). *Item FBA 6.H.*
- I. All Disadvantaged Business Enterprise (DBE) documentation, as follows:
  - Copy of Bidder's list with the following information: *Item FBA 6.I.*
    - Entity's name with point of contact
    - Entity's address and telephone number *Item FBA 6.K.*
    - Project description on which the entity bid
    - Amount of bid
    - Entity's status as DBE

Information and guidance on DBE can be found at:

[http://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/srf/docs/policy0513/dbe\\_compliance\\_guidelines\\_instructions.pdf](http://www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/docs/policy0513/dbe_compliance_guidelines_instructions.pdf)

- J. A copy of any Notice(s) to Proceed issued, if available. *Not available*
- K. Copy of signed Construction Contract that includes final Davis-Bacon Wage rate determinations, if available. *Item FBA 6.K.*
- L. Value Engineering (VE) Study with recommendations and responses, if applicable. *N/A*
- M. If applicable, items required by conditions in the Financing Agreement (Exhibit D), if not previously submitted.

**Upload** this form and all attachments to your Financial Assistance Submittal Tool (FAAST) account at:

<https://faast.waterboards.ca.gov/>

If you need help with FAAST contact the FAAST Help Desk at 1-866-434-1083 or

[FAAST\\_ADMIN@waterboards.ca.gov](mailto:FAAST_ADMIN@waterboards.ca.gov)



Inverness Public Utility District  
Board Meeting March 24, 2021

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# Agenda Item No. 5

## Water System Report

- **February Water Production and System Reports**
- **February 2021 Water Accounting Report**
  - **Provide Staff with contingency planning for water rationing**



# 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

## FEBRUARY 2021 - WATER SYSTEM REPORT -

### End of February Stream-Flows

End of February Statistics	<u>2021</u>	<u>Feb 2020</u>	DIVERSION	Feb 2021 GPM	Feb 2021 GPD	Feb 2020 GPM
<b>RAINFALL</b>	Recorded at F1	(@ F1)	D1	7½	10,800	25
Monthly total (in inches)	2.72"	"trace"	D2	15	21,600	28½
Year 7/1//2020 -> end of Feb	+ 12.91"	17.03"	D3	12½	18,000	25½
Avg. yearly since 1925 (inches)	37.57"	37.72"	D4	10	14,400	25
<b>*comparative EOM Streamflow</b>	<b>Dec 2020</b>	<b>Jan 2021</b>	D5	22½	32,400	31½
*Compare to (approx. gpd) ->	161,280	223,300	D6	21	30,240	31½
Streamflow trend: Jul, Aug, Sep, Oct, Nov=> 84; 64; 54; 119.5; 72;=>	112 gpm	155 gpm	D7	17½	25,200	31
<b>MONTHLY PRODUCTION:</b>	<b>Feb 2021</b>	<b>Jan 2021</b>	D8	4	5,760	12
(Feb close to Jan in gpd)	1,897,700 gal	1,853,600	<b>TOTALS--</b>	<b>110 gpm</b>	<b>158,400</b>	<b>210 gpm</b>
Average gallons per day ->	62,200 gal	61,216 gal	<b>FEBRUARY SYSTEM</b>			
Average gallons per minute ->	43.1 gpm	42.5 gpm	<b>DISTRIBUTION PATTERNS</b>			
<b>SOURCES USED</b>	(Feb 2021)	(Feb 2020)	<b>USE BY</b>	<b>ZONE</b>	<b>2021</b>	<b>2020</b>
1 <sup>st</sup> Valley High Intakes (3) (all)	51 %	63 %	Colby		32.4%	41 %
2 <sup>nd</sup> Valley High Intakes (3) (all)	31 %	15 %	Tenney		46.1%	35 %
3 <sup>rd</sup> Valley High Intakes (2) (all)	18 %	22 %	Conner		1.8%	2 %
1 <sup>st</sup> Valley lower intake	nil %	0 %	Stockstill		12.3%	14 %
2 <sup>nd</sup> Valley lower (L2 )	0 %	0 %	Sea Haven		7.4%	8 %
Wells (W1, W3)	nil %	nil %	TOTAL		100.0 %	100 %
TOTAL	100 %	100 %				

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

### Water Quality

All sources Ultra and Nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water are being collected once a month for lab analysis of coliform content. Average CL<sub>2</sub> dose at F1→ 0.6 parts per million (ppm); F3→ > 0.65ppm

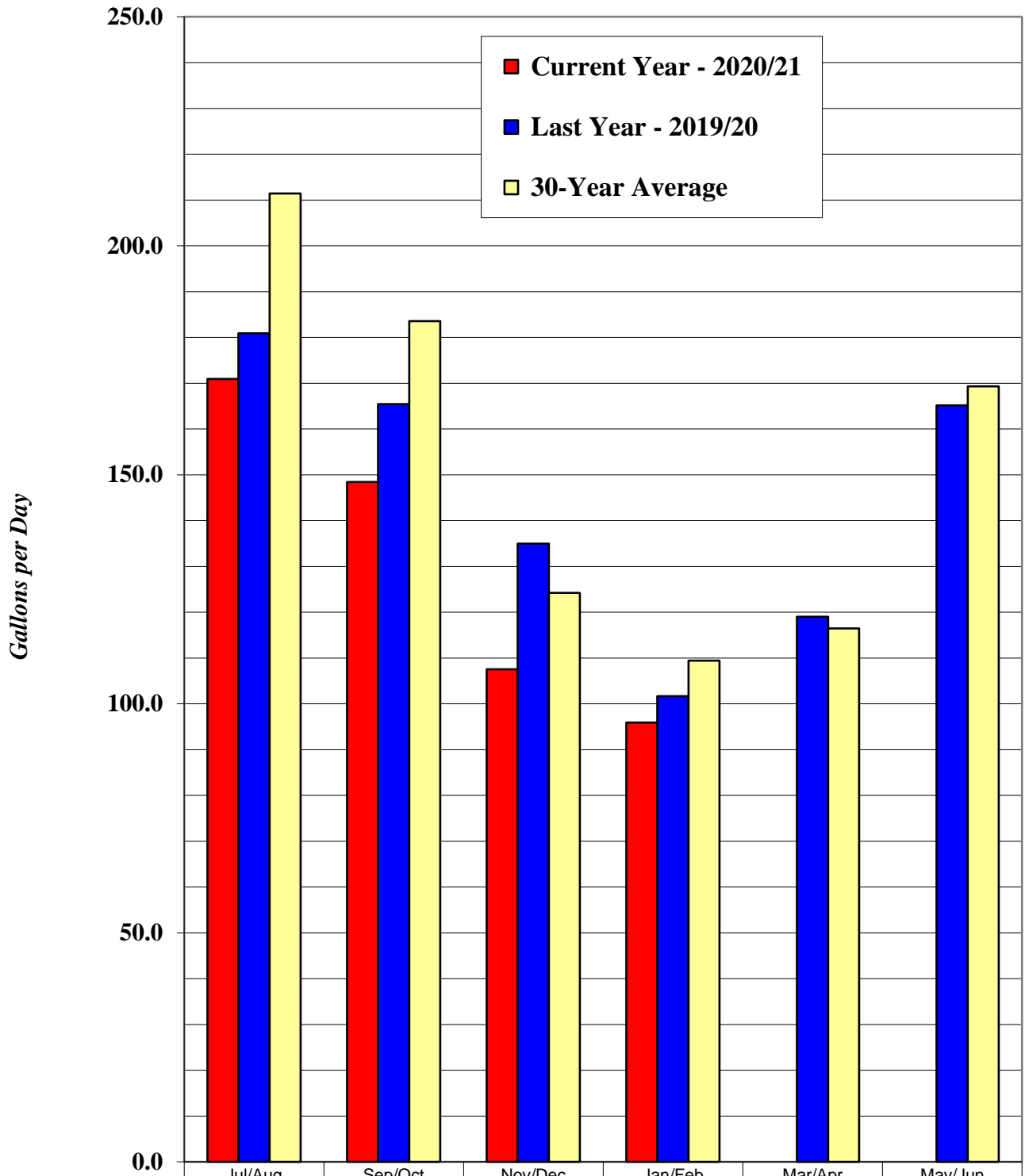
### Major Activities

- Monthly reports sent to CA RWQCB
- Watershed roads tree-clearing, chipping, and water-bar maintenance ongoing
- Not much rain although more than last year in February
- All customer meters read
- Several customer small leaks found during month. Assisted in locating and/or isolating
- Tenney overflow transfer meter turned over for 3<sup>rd</sup> time in IPUD history (billion gallons)
- Replaced leaking effluent valve that had been affecting Pressure Decay Tests on UF A .
- Cleaned solar panels on Tenney tank, repositioned solar and telemetry cables to a safe height
- Cleaned and recalibrated turbidimeters at both filter plants
- F3 both Ultra and NANO filters chemically cleaned (CIP)
- Conner Tank solar system. Generator still assisting on shady/rainy days.
- F3 air compressor failed. Installed standby compressor

*Kenneth J. Fox*

*Inverness Public Utility District Water System*

# Average Daily Water Usage per Active Customer



Current Year - 2020/21	170.9	148.4	107.5	95.9	0.0	0.0
Last Year - 2019/20	180.9	165.5	134.9	101.6	119.0	165.2
30-Year Average	211.4	183.6	124.2	109.4	116.4	169.3

## Water Customer Accounts Receivable Totals, Jan/Feb 2021

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

Current balances (from bills sent out on Dec. 23)	82,896.50
Past-due balances (9.5%)	<u>8,671.53</u>
<b>Total Accounts Receivable balance on Jan. 1, 2021:</b>	<b><u>91,568.03</u></b>
  
2. During Jan/Feb, we received the following payments from our customers:

Electronic payments:	57,177.72	(65.5%)
Payments by check:	30,054.16	(34.5%)
<b>Total payments received:</b>	<b>- 87,231.88</b>	
  
3. During Jan/Feb, we posted the following charges to our customers' accounts:

Write-offs:	--	
Adjustments:	--	
Basic charges (future):	74,934.50	(517 Basic charges billed 2/23 for <u>Mar/Apr</u> *)
X-C charges (future):	216.00	(18 Cross-Connection charges billed 12/23 for <u>Mar/Apr</u> )
Usage charges:	10,005.00	(Usage charges billed 2/23 for 12/18/20 to 2/17/20†)
Misc. charges:	50.00	
Refused payments:	--	
Refunds:	96.55	(1 closed account credit balance refund)
<b>Total charges posted:</b>	<b>+ 85,302.05</b>	
  
4. Thus, the Accounts Receivable balance on February 28 (the end of the period) was: **89,638.20**  
(of which 8.9%, or \$7,938.69, is past due)

---

\* Bimonthly Basic Charges (for Mar/Apr): 512 customers @ \$146.00; 1 Lifeline customer @ \$73.00; 3 Lifeline customers at \$36.50; 1 suspended customer @ \$0.00

† Total billed usage was \$11,019.00, less four credits totaling \$1,014.00 (for two prior-period leak adjustments and two prior-period meter read errors).

---

### Reconciliation with BofA checking account:

There were no deposits in transit on 2/28/2021. Thus, the A/R balance on the District's books as of 2/28 should also be \$89,638.20.

---

**Scheduled ACH receipts: \$41,316.50 on March 16, 2021 (from 253 customers).**

**A temporary security debit to IPUD's checking account in this amount will be made on or about March 12, 2021.**

---

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

Period covered: January/February 2021

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

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





Inverness Public Utility District  
Board Meeting February 24, 2021

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## Agenda Item No. 6

### **Fire Department Report**

- **February 2021**



# FIRE DEPARTMENT REPORT

## February 2021

### INCIDENTS:

<i>#</i>	<i>Date</i>	
#21-024	02-04	<b>EMS Assist @</b> West Marin School for helicopter LZ.
#21-025	02-05	<b>Fire Alarm @</b> 545 Vision Rd. No merit. Cooking related.
#21-026	02-07	<b>Public Assist @</b> Via de la Vista for lift assist.
#21-027	02-08	<b>EMS @</b> Aberdeen for cardiac issue. M-94 transport to MGH.
#21-028	02-14	<b>Chimney Fire @</b> Camino del Mar. Out on arrival.
#21-029	02-16	<b>Water Rescue @</b> North end of Tomales Bay. Subject Rescued & no transport needed.
#21-030	02-21	<b>Public Assist @</b> Via de la Vista for lift assist.
#21-031	02-21	<b>EMS @</b> Aberdeen for ALOC. M-94 transport to MGH.
#21-032	02-22	<b>Smoke Check @</b> Seahaven area. No merit, smoke from chimney.
#21-033	02-22	<b>Structure Fire @</b> 90 Blackberry Lane. Structure destroyed.
#21-034	01-21	<b>EMS @</b> Rannoch for cardiac problem. M-96 code two transport to KTL.

A low number of calls due in part to lack of normal winter storm conditions!

### TRAININGS:

No in person trainings due to COVID precautions. Training links emailed to volunteers.

### ACTIVITIES AND MAINTENANCE:

1. Meetings with Inverness Disaster coordinators Connie Morse and Sally Fairfax.
2. MERA operations committee zoom meeting.
3. OES zoom COVID meetings every Wednesday.
4. MERA zoom board meeting.
5. MWPA operations committee zoom meeting

### PERSONNEL:

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

**Jim Fox, Chief**



Inverness Public Utility District  
Board Meeting March 24, 2021

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## Agenda Item No. 7

- **MWPA Core Projects Meeting for West Marin Region**



Inverness Public Utility District  
Board Meeting March 24, 2021

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## Agenda Item No. 8

- **February 2021 Expenditures & Cal Card Charges**

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

Date	Num	Name	Memo	Amount
<b>Feb 21</b>				
02/02/2021	14023	Brelje and Race Laboratories, Inc.	Bac-T	-642.60
02/02/2021	14024	Good & Clean, Inc.	Janitorial Services - January	-330.00
02/02/2021	14025	Hach Company	Water Treatment Supplies	-146.90
02/02/2021	14026	Pace Supply Corp.	Customer# 09035-00	-710.39
02/02/2021	14027	Point Reyes Light Publishing Co., LC	Disaster Council Display Ad	-160.00
02/02/2021	14028	Quill Corporation	VOID:	0.00
02/02/2021	14029	Streamline	February 2021 Website w/Engage	-260.00
02/02/2021	14030	Alan Adler	Customer 912-030-10 Closed Acct - Cr...	-96.55
02/02/2021	14031	Quill Corporation	Account # 645751	-69.27
02/05/2021	EFT	Bank of America	January 2021 Analysis Charge	-771.78
02/07/2021	14048	AT&T CalNet	Phone and Telemetry	-475.66
02/08/2021	EFT	CalPERS Health	February 2021 Health	-11,815.71
02/08/2021	14032	U. S. Bank Corporate Payment Systems	Managing Account 4246044555770662	-1,163.73
02/10/2021	Auto	Diversified Technology	Billing Service	-684.00
02/10/2021	14033	Barcomm Communications	1 Antenna Rod, KSC-35 Charger	-96.62
02/10/2021	14034	Building Supply Center	VOID: Inverness PUD Account 155	0.00
02/10/2021	14035	CORE	January 2021 services	-180.00
02/10/2021	14036	E and M, Inc. dba Wonderware	CF# 120391 Premium Renewal - WW ...	-655.00
02/10/2021	14037	Hach Company	Water Treatment Supplies	-473.80
02/10/2021	14038	Harrington Industrial Plastics	042985	-1,005.48
02/10/2021	14039	McPhail Fuel Co.	Account INVPUD 143814	-81.19
02/10/2021	14040	Point Reyes Light Publishing Co., LC	Disaster Council Display Ad	-160.00
02/10/2021	14041	Aaero Heating & Sheet Metal, Inc.	Job# 2020440	-4,350.00
02/10/2021	14042	Connie Morse-c	Reimbursement - Disaster Council	-122.66
02/12/2021	EFT	Paychex	Payroll Processing Fees	-40.00
02/12/2021	EFT	Paychex	Payroll Processing Fees	-189.60
02/15/2021	EFT	BB & T- CPS Operations	1/01-1/31/2021 AR Box	-10.40
02/15/2021	PR 1		Payroll Tax Payment	-6,995.61
02/15/2021	PR 1		Payroll Direct Deposit	-16,920.18
02/16/2021	14043	U. S. Postmaster	VOID: PO Box Fee Annual Renewal 469	0.00
02/22/2021	14044	Horizon Cable TV Inc.	005-003907	-90.79
02/22/2021	14045	Quill Corporation	Office Supplies	-40.03
02/22/2021	14046	R.J. Ricciardi, Inc., CPAs	Audit FY 2019-2020 Billing through Jan...	-2,290.00
02/22/2021	14047	West Marin Storage	Space 77	-834.24
02/22/2021	EFT	Verizon Wireless	Dec & Jan Cell phone and remote offic...	-327.66
02/24/2021	14049	Building Supply Center	Inverness PUD Account 155	-1,174.20
02/25/2021	14050	Cheda's Garage	Chevy 2015 Maintenance & Repairs	-647.42
02/25/2021	14051	E and M, Inc.	Simatic WINCC 2/11/2022	-125.00
02/26/2021	EFT	CalPERS - Retirement	January 2021 Retirement	-5,274.16
02/26/2021	EFT	Paychex	Payroll Processing Fees short turnarou...	-249.60
02/26/2021	PR 2		Payroll Tax Payment	-7,799.00
02/26/2021	PR 2		Payroll Direct Deposit	-18,139.13
<b>Feb 21</b>				<b>-85,598.36</b>

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03/08/21

## Inverness PUD Reconciliation Detail

XX-7642 · Cal Card - Redding, Period Ending 02/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Beginning Balance</b>								55.00
<b>Cleared Transactions</b>								
<b>Charges and Cash Advances - 6 items</b>								
Credit Card Charge	01/29/2021	05710...	U. S. Postmaster	Postage for 2020 - Form 1096 Mailer	X	870-05 · Office Supplies, Postage, Fees	-6.55	-6.55
Credit Card Charge	02/02/2021	010458	Inverness Park Market	Tenney Tank Pre-Bid Walkthrough Refreshments	X	1371-22 · Tenney Tank Replacement	-36.55	-43.10
Credit Card Charge	02/03/2021	W12671	Missouri Wind and Solar	Backup Power Supplies for SCADA	X	840-05 · Collection & Treatment Maint.	-543.17	-586.27
Credit Card Charge	02/10/2021	02962...	Canva	Software Subscription	X	870-05 · Office Supplies, Postage, Fees	-12.95	-599.22
Credit Card Charge	02/17/2021	079241	U. S. Postmaster	Annual Box Rent	X	870-02 · Dues & Publications	-219.00	-818.22
Credit Card Charge	02/20/2021	10652	Amazon Business	Adobe Software Annual Subscription Renewal	X	870-05 · Office Supplies, Postage, Fees	-159.99	-978.21
Total Charges and Cash Advances							-978.21	-978.21
<b>Payments and Credits - 1 item</b>								
Bill	01/21/2021		U. S. Bank Corporate Pa...	Managing Account 4246 0445 5577 0662	X	20000 · Accounts Payable	55.00	55.00
Total Cleared Transactions							-923.21	-923.21
Cleared Balance							923.21	978.21
Register Balance as of 02/22/2021							923.21	978.21
<b>Ending Balance</b>							<b>923.21</b>	<b>978.21</b>

1:42 PM

03/11/21

## Inverness PUD Reconciliation Detail

XX-9383 · Cal Card - Jim Fox, Period Ending 02/24/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Beginning Balance</b>								1,108.73
<b>Cleared Transactions</b>								
<b>Charges and Cash Advances - 7 items</b>								
Credit Card Charge	01/26/2021	077129	Inverness Store	Supplies	X	870-05 · Office Supplies, Postage, Fees	-53.67	-53.67
Credit Card Charge	01/29/2021	70021...	Bailey's Inc	Tool Handle replacement	X	840-01 · Equipment Maintenance	-60.58	-114.25
Credit Card Charge	01/31/2021	4541843	Amazon Business	Electrical Supplies	X	845-01 · Supplies and Inventory	-86.10	-200.35
Credit Card Charge	01/31/2021	5915426	Amazon Business	Electrical Supplies	X	845-01 · Supplies and Inventory	-27.57	-227.92
Credit Card Charge	01/31/2021	0924252	Amazon Business	Electrical Supplies	X	845-01 · Supplies and Inventory	-23.80	-251.72
Credit Card Charge	02/09/2021	8420200	Amazon Business	Equipment Maintenance Supply	X	840-01 · Equipment Maintenance	-7.35	-259.07
Credit Card Charge	02/13/2021	13486...	Adobe	1 month Adobe Pro for J Fox	X	870-05 · Office Supplies, Postage, Fees	-24.99	-284.06
Total Charges and Cash Advances							-284.06	-284.06
<b>Payments and Credits - 1 item</b>								
Bill	01/13/2021		U. S. Bank Corporate ...	Managing Account 4246 0445 5577 0...	X	20000 · Accounts Payable	1,108.73	1,108.73
Total Cleared Transactions							824.67	824.67
Cleared Balance							-824.67	284.06
Register Balance as of 02/24/2021							-824.67	284.06
<b>Ending Balance</b>							<b>-824.67</b>	<b>284.06</b>



Inverness Public Utility District  
Board Meeting March 24, 2021

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## Agenda Item No. 9

### **Proposal for Service Contract with Personnel Consulting Firm**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Personnel Services Consulting Firm Membership  
Meeting Date: March 24, 2021  
Date Prepared: March 20, 2021  
Prepared by: Shelley Redding  
Attachments: CPS HR Membership overview and CalChamber membership overview

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**Recommended Action:** Approve membership for Personnel Services Consulting Firm

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While reviewing the various Personnel Policies, it was noted that some of the policies require review and revisions. Most of the policies were adopted before 2010 and since then, there has been new legislation that may not be reflected accurately in District Policies.

Last year, Legal Counsel had mentioned that while reviewing our Employee Handbook, they had noted some items that needed review. While I have been amending the Employee Handbook as I have encountered issues, it has become a bigger task than Administration currently has resources to accomplish.

To ensure that the District Policies are current, and the Employee Handbook is updated, I began looking for Personnel Consulting Firms that could provide this assistance at a significant savings to the District. In my research, I became aware of the Firm, CPSHR, that is endorsed by the California Special District Association (CSDA), and that offers CSDA members an annual HR Membership subscription package for use of their services including Policy Review and Labor Law advice. As a comparison, I also reviewed another Personnel Services Company, California Chamber of Commerce. While they offer some of the same services, and their annual membership is less than the CPSHR membership, the benefits of the CPSHR membership will provide more resources needed for administration and they specialize in Special Districts.

I ask that the Board approve an annual membership with CPSHR for the fee of \$1,950.00.



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## HR Membership

Turn to CPS HR as an extension of your organization's human resources department on-demand. With the CPS HR Membership you get the benefit of having a skilled Human Resources professional at your fingertips at a fraction of the cost of an in-house employee or law firm.

Bring us in to handle a tough problem or day-to-day operations spanning the full spectrum of HR work, policy and procedure development and implementation, compliance, recruitment and selection, base salary studies, single position classification studies, benefits administration, workplace investigations, labor relations, employee relations, mediation and more.



CSDA has teamed up with us to provide CSDA members an exclusive HR Membership package.

Some of the benefits featured in this package include a dedicated Senior Level HR Consultant, 14 hours of HR consulting, discounted rates for additional services and one-free intake hour when membership is activated.

[Learn more about joining CSDA](#)

## HR On-Demand a la carte services

We provide services to help you supplement your transactional human resources tasks so that your team can focus on the strategic elements. We work as an extension of your HR team to help build scalability. Our HR consultants have run small and large public sector HR organizations and have the functional expertise that works at any level - Manager, Analyst or Technician.

## Services Include

- Dedicated Senior Level HR Consultant who understands your business
- One-hour free meet-up when you activate your membership
- 12 hours of consulting that you can use at any point during the year
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- Access to HR Basics Kit including checklists to ensure compliance and best practice for major HR functions

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Get the benefit of having a skilled Human Resources professional at a fraction of the cost of an in-house employee or law firm.



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If you need a scalable HR solution that works when you need it and minimizes cost - we have a solution for you. We pair your organization to a expert HR Manager that can help with transactional or strategic HR. We can craft employee policies ensure compliance, be there for questions, help with recruiting, training plans - whatever you need for talent management to help your organization succeed.

Today's work environment has rapidly changed - as the world adjusts to COVID-19. We provide the expertise that can help - so that you can focus on what matters most.

[CONTACT CPS HR](#)

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Kim Urban  
Human Resources Manager, Flux Power  
Preferred Member Since 2005

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Now more than ever, **CalChamber is here to support our business community.** With the recently passed federal legislation of the Families First Coronavirus Response Act, **understanding the state's rapidly changing labor and employment laws is vital to the livelihood of your business and your employees.**

## Why CalChamber?

**For 130 years, CalChamber has worked to make California a better place to live, work and do business.** Today, more than 40,000 businesses in California rely on CalChamber as the leading employment law expert. These are trying times for everyone. We've been through crises in the past, yet we've persevered and even thrived. **Together, we will get through this COVID-19 crisis and thrive again.**

## Here to Help

**CalChamber is a trusted resource to help you navigate through these uncertain times.** We know it's not easy to keep up to date and resolve challenging HR issues before they become costly legal headaches - even during a crisis.

**HRCalifornia is your go-to resource for accurate facts and helpful tools.** The HR Library is full of timely information on laws, regulations and court cases as well as forms and other HR tools. The Labor Law Helpline, a key benefit of Preferred Membership, is available for **members asking urgent questions on topics such as furloughs, layoffs, and other breaking news on employment and labor laws.** In just the first month of the pandemic, **our Helpline HR advisers assisted members during more than 3,000 calls\*.**

*\*(Call data timeframe: 3/15/20-4/17/20)*

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HRCalifornia ⓘ	✓	✓	✓
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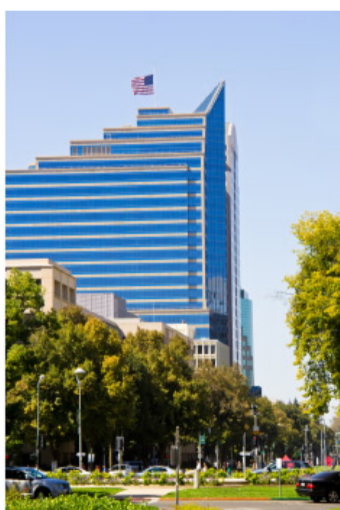
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**Lisa Coffin**  
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- Assembly Passes New Sick Leave Proposal; CalChamber-Led Coalition Opposes New Costly Mandate Wednesday, March 17, 2021
- American Rescue Plan Act (ARPA) Brings More Financial Relief Tuesday, March 16, 2021
- Employers Open to Salary Negotiations, Employees Less Comfortable Asking Monday, March 15, 2021
- Daylight Saving Time (DST) Starts March 14 Thursday, March 11, 2021
- Upcoming Webinar on Transitioning Employees Back into the Workplace Wednesday, March 10, 2021

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Inverness Public Utility District  
Board Meeting March 24, 2021

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**Agenda Item No. 10**  
**Fiscal Year 2020-2021 Budget**  
**Revision**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: 2020-2021 Budget Revision  
Meeting Date: March 24, 2021  
Date Prepared: March 20, 2021  
Prepared by: Shelley Redding, Administrator  
Attachments: Revised budget with approved budget comparison

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**Recommended Action:** Approve revised FY 2020-2021 Operating Budget

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While reviewing the financial reports at mid-year, it became apparent that in some areas, a budget revision is required to reflect the District's Operating Budget more accurately. The revisions are also reflective of the affect that the ongoing pandemic has had on District operations.

The revenue revisions to the District Tax Income separate the Excess ERAF funds from the Ad Valorem Funds, amends the anticipated income from the TOT funds and added the MWPA funds. At the time the budget was created, the funds the District would receive from the Marin Wildfire Prevention Authority (MWPA) was not known as it was a new tax initiative.

For ease of review, the revisions are presented with the Approved Operating Budget and brief notes.



	Revised FY 20/21 Budget 3.24.2021					Approved Budget 8.26.2020					Reason for Revision
	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	
<b>Income</b>											
<b>600 Taxes Income</b>											
600-01 Ad Valorem Property Taxes	441,110	441,110				541,110	541,110				Moved Excess ERAF from Ad Valorem
600-02 Special Fire Assessment (Restricted)	75,385		75,385			75,385		75,385			
600-03 TOT Taxes (Meas. W) Restricted	35,000		35,000			25,000		25,000			Increased
600-04 MWPA Defensible Space Program	20,334		20,000								Added Account - Not on orig budget
600-05 MWPA Local Specific Prevention Program	20,334		20,000								Added Account - Not on orig budget
600-06 Excess ERAF	100,000	100,000									Added Account
<b>Total Taxes Income</b>	<b>692,163</b>	<b>541,110</b>	<b>150,385</b>	<b>0</b>		<b>641,495</b>	<b>541,110</b>	<b>100,385</b>	<b>0</b>		
<b>700 - Water Charges</b>											
700-01 Basic Charge	452,100			452,100		452,100			452,100		
700-02 Usage Charges	108,400			108,400		108,400			108,400		
700-03 Cross Connection Fees	1,300			1,300		1,300			1,300		
700-04 Misc Charges	1,000			1,000		1,000			1,000		
700-05 Uncollectibles	-1,400			-1,400		-1,400			-1,400		Customer work refund issue
<b>Total Water Revenue</b>	<b>561,400</b>	<b>0</b>	<b>0</b>	<b>561,400</b>		<b>561,400</b>	<b>0</b>	<b>0</b>	<b>561,400</b>		
<b>710 Miscellaneous Income</b>											
710-01 Customer Work Overhead	500			500		500			500		
710-02 Other Income	3,100	1,800	800	500		700		700			Increased for rebates, donations
710-03 WMES (Burton Funds) (Restricted)	7,490		7,490			7,490		7,490			
710-04 Merchandise Sales	15		15			0		0			
710-05 Chipper Day Income	3,560		3,560			2,500		2,500			Increased participation
710-06 New Service Connection Fee	7,700			7,700		7,700			7,700		
710-07 Interest Income	12,000	12,000				16,000	16,000				Decreased - low interest rate
<b>Total Miscellaneous Income</b>	<b>34,365</b>	<b>13,800</b>	<b>11,865</b>	<b>8,700</b>		<b>34,890</b>	<b>16,000</b>	<b>10,690</b>	<b>8,200</b>		
<b>Total Income</b>	<b>1,287,928</b>	<b>554,910</b>	<b>162,250</b>	<b>570,100</b>	<b>0</b>	<b>1,237,785</b>	<b>557,110</b>	<b>111,075</b>	<b>569,600</b>	<b>0</b>	
<b>Expense</b>											
<b>810 Personnel Costs</b>											
810-01 Management	211,204	96,408	57,398	57,398		161,049	118,309	21,370	21,370		Chief Budgeted PT but increased to FT
810-02 Operations Personnel	155,461		33,872	121,589		264,172		39,936	224,236		2 positions eliminated mid April
810-03 Administrative Personnel	25,740		0	25,740		63,840	38,100	-	25,740		Removed position for FY
810-04 Employer Payroll Taxes	37,423	8,297	6,829	22,297		37,413	11,965	4,690	20,758		Adjustments per above
810-05 Staff Volunteer Wages	1,000		1,000			1,000		1,000			
810-06 Duty Officer	3,000		3,000			5,000		5,000			Decreased
810-07 Health Insurance Premiums	121,351	41,222	15,983	64,146		101,850	41,222	15,983	44,645		Adjustments per above
810-08 Retirement Premiums	73,469	13,962	19,256	40,251		37,048	9,278	7,614	20,156		Adjustments per above
810-09 Unfunded Accrued Liability	26,613	164	10,116	16,333		27,527	270	10,464	16,793		Changed
810-10 Accrued Vacation	15,550	3,600	7,499	4,452		15,550	3,600	7,499	4,452		
810-11 Workers Comp Insurance	20,244	597	5,035	14,612		17,870	860	3,458	13,552		
<b>Total Personnel Costs</b>	<b>691,055</b>	<b>164,250</b>	<b>159,988</b>	<b>366,818</b>		<b>732,319</b>	<b>223,604</b>	<b>117,014</b>	<b>391,701</b>		
<b>830 Dispatch &amp; Communications</b>											
830-01 Radio/Pager Repair	1,000		1,000			1,920		1,920			Reduced - pager purchases
830-02 Commo Supplies	7,000		7,000			1,000		1,000			Add for Pager purchases
830-03 MERA Operations	10,431		10,431			10,431		10,431			
830-04 MERA Bonds	11,978		11,978			11,978		11,978			
830-05 MERA New Financing	1,121		1,121			1,121		1,121			
<b>Total Dispatch &amp; Communications</b>	<b>31,530</b>	<b>0</b>	<b>31,530</b>	<b>0</b>		<b>26,450</b>	<b>0</b>	<b>26,450</b>	<b>0</b>		

	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Reason for Revision
<b>833 Collection &amp; Treatment</b>											
833-01 Chemicals	6,500			6,500		6,000			6,000		Increased cost
<b>Total Collection &amp; Treatment</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>6,500</b>		<b>6,000</b>	<b>0</b>	<b>0</b>	<b>6,000</b>		
<b>835 Lab &amp; Monitoring</b>											
835-01 BacT & Raw Samples	4,500			4,500		4,500			4,500		
835-02 Periodic Samples	5,300			5,300		5,300			5,300		
835-03 Lead & Copper	1,000			1,000		1,000			1,000		
<b>Total Lab &amp; Monitoring</b>	<b>10,800</b>	<b>0</b>	<b>0</b>	<b>10,800</b>		<b>10,800</b>	<b>0</b>	<b>0</b>	<b>10,800</b>		
<b>840 Maintenance &amp; Utilities</b>											
840-01 Equipment Maint	3,600	500	2,000	1,100		4,100	1,000	2,000	1,100		
840-02 Building Maint	7,100		6,000	1,100		5,100		4,000	1,100		
840-03 Grounds Maint	1,000		1,000			1,000		1,000			
840-04 Tank Maintenance	1,000			1,000		700		700			
840-05 Collection & Treatment Maintenance	9,300			9,300		9,300		9,300			
840-06 Distribution System Maintenance	10,700			10,700		10,700		10,700			
840-07 Collection & Treatment Utilities	35,000			35,000		35,000		35,000			
840-08 Distribution System Utilities	1,500			1,500		5,000		5,000			over budgeted for telemetry
840-09 Firehouse Utilities	5,200		5,200			5,200		5,200			
84-0-10 SCADA Maintenance	5,000			5,000		4,000		4,000			Increases - SCADA issues
<b>Total Maintenance &amp; Utilities</b>	<b>79,400</b>	<b>500</b>	<b>14,200</b>	<b>64,700</b>		<b>80,100</b>	<b>1,000</b>	<b>12,200</b>	<b>66,900</b>		
<b>843 Fire Prevention</b>											
843-01 Public Education and Awareness	500	0	500	0		500	0	500	0		
843-02 Chipper Day Expenses	6,583	0	6,583			4,000	0	4,000			increased participation
<b>Total Fire Prevention</b>	<b>7,083</b>	<b>-</b>	<b>7,083</b>	<b>-</b>		<b>4,500</b>	<b>-</b>	<b>4,500</b>	<b>-</b>		
<b>844 Storage &amp; Distribution</b>											
844-01 Telemetry	2,900			2,900		2,900		2,900			
844-02 Cross Connect Maintenance	1,200			1,200		1,200		1,200			
844-03 Miscellaneous	3,000			3,000		800		800			Vision Road Assessment
<b>Total Storage &amp; Distribution</b>	<b>7,100</b>	<b>0</b>	<b>0</b>	<b>7,100</b>		<b>4,900</b>	<b>0</b>	<b>0</b>	<b>4,900</b>		
<b>845 Supplies and Inventory</b>											
845-01 Supplies and Inventory	10,500	1,500	3,000	6,000		18,000	3,000	6,000	9,000		Decreased comp. to actuals
845-02 Personal Protective Equipment	10,800	300	10,000	500		9,000	500	7,500	1,000		Fire PPE Purchase
845-03 Resale Merchandise			0					0			
<b>Total Supplies and Inventory</b>	<b>21,300</b>	<b>1,800</b>	<b>13,000</b>	<b>6,500</b>		<b>27,000</b>	<b>3,500</b>	<b>13,500</b>	<b>10,000</b>		
<b>850 Training</b>											
850-01 Volunteer Training	2,000		2,000			2000		2000			
850-02 Certification and Courses	2,000		1,000	1,000		5000		3000	2000		Reduced (COVID Restrictions)
850-03 Volunteer Appreciation	1,650		1,650			0		0			Added for Gift Certificates
840-04 Volunteer Wages	3,000		3,000			3000		3000			
840-05 Volunteer Insurance	4,644		4,644			4644		4644			
<b>Total Training</b>	<b>13,294</b>	<b>0</b>	<b>12,294</b>	<b>1,000</b>		<b>14644</b>	<b>0</b>	<b>12644</b>	<b>2000</b>		
<b>860 Vehicle Operations</b>											
860-01 Gas & Oil	10,000	0	5,000	5,000		10000	0	5000	5000		
860-02 Repairs and Service	8,000	0	6,000	2,000		8000	0	6000	2000		
<b>Total Vehicle Operations</b>	<b>18,000</b>	<b>0</b>	<b>11,000</b>	<b>7,000</b>		<b>18000</b>	<b>0</b>	<b>11000</b>	<b>7000</b>		

	District (General Fund)				Water (Enterprise Fund)	Reserves	District (General Fund)				Water (Enterprise Fund)	Reserves	Reason for Revision
	Combined	Fire	Water	Reserves	Combined	Fire	Water	Reserves	Combined	Fire	Water	Reserves	
<b>870 Administration</b>													
870-01 Telephone, Internet, Cable	4,700	3,000	1,700		4,700	3,000	1,700	600	4,700	3,000	1,100	600	
870-02 Dues & Publications	7,336	4,500	836	2,000	5,800	4,000	500	1,300	5,800	4,000	500	1,300	Increased due to public notices, dues
870-03 Insurance	32,704		15,000	17,704	31,254		16,252	15,002	31,254		16,252	15,002	Adjusted for added vehicle
870-04 Financial Reporting/Audit	14,000	7,300	3,400	3,300	11,200	4,500	3,400	3,300	11,200	4,500	3,400	3,300	added GASB Actuarial Fee
870-05 Office Supplies, Postage	5,800	5,500	100	200	5,500	5,500			5,500	5,500			Software, remote office supplies
870-06 Banking Charges	10,000	10,000			10,000	10,000			10,000	10,000			
870-07 Legal and Attorneys	20,000	20,000			5,000	5,000			5,000	5,000			add 15K for the IA Proposed Initiative
870-08 Board & Election Expenses	250	250			603	603			603	603			reduced to actual
870-09 Travel, Meetings, Training	425	425			1,000	1,000			1,000	1,000			reduced to actual
870-10 Public Relations & Outreach	4,500	2,000		2,500	2,000	1,000		1,000	2,000	1,000		1,000	Water Shortage mailers, E-Blasts
870-11 IT Support	3,000	3,000			5,000	5,000			5,000	5,000			Decreased
870-12 Billing & Collections	8,000	0	0	8,000	9,000	0	0	9,000	9,000	0	0	9,000	Decreased
870-13 Disaster Council	2,400		2,400		2,400		2,400		2,400		2,400		
870-14 Miscellaneous	1,500	500	500	500	3,000	500	500	2,000	3,000	500	500	2,000	Decreased
870-15 Other Agency Assessments	7,014	608		6,406	7,406		1,000	6,406	7,406		1,000	6,406	LAFCo Reduced
<b>Total Administration</b>	<b>121,629</b>	<b>57,083</b>	<b>23,936</b>	<b>40,610</b>	<b>103,863</b>	<b>40,103</b>	<b>25,152</b>	<b>38,608</b>	<b>103,863</b>	<b>40,103</b>	<b>25,152</b>	<b>38,608</b>	
<b>Total Expenses</b>	<b>1,007,691</b>	<b>223,633</b>	<b>273,031</b>	<b>511,028</b>	<b>1,028,576</b>	<b>268,207</b>	<b>222,460</b>	<b>537,909</b>	<b>1,028,576</b>	<b>268,207</b>	<b>222,460</b>	<b>537,909</b>	<b>-</b>
<b>Ordinary Net Income/Loss</b>	<b>280,237</b>	<b>331,277</b>	<b>-110,781</b>	<b>59,072</b>	<b>0</b>	<b>209,209</b>	<b>288,903</b>	<b>-111,385</b>	<b>31,691</b>	<b>0</b>	<b>209,209</b>	<b>31,691</b>	<b>0</b>
<b>Interfund Allocation at Fiscal Year End</b>													
997-01 Allocation from District to Water													
997-02 Allocation from Water to District													
997-03 Allocation from District to Fire		-110,781	110,781							-111,385	111,385		
997-04 Allocation from Fire to District													
998-01 From Water to Reserves				-59,072	59,072							-31,691	31,691
998-02 From Fire to Reserves													
998-03 From District to Reserves		-220,496			220,496					-177,518			177,518
<b>Net Reserve Funds</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>279,568</b>				<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209,209</b>
<b>FY2020/2021 Reserves Allocations</b>													
Tank Replacement Fund				55,060									55,060
Vehicle Replacement Fund - Water				70,000									45,000
Vehicle Replacement Fund - Fire				70,000									45,000
Trossach Road Rehab Fund													
Operating Reserve Fund (General Operations)				84,508									64,149
Operating Reserve Fund (Water Operations)													
Operating Reserve Fund (Fire Operations)													
Remaining Reserves Balance					-								-



Inverness Public Utility District  
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# Agenda Item No. 11

**10 Year District Project Lists  
(Capital and Operational Projects)**

IPUD Projects  
FY 2020-2030

**IPUD Operational Projects - Active and DRAFT Proposal**

**Water System**

Project Description	Program Year										Funding Notes
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
<b>Treatment &amp; Distribution</b>											
Membrane Replacement		5,000		5,000		5,000		5,000		5,000	Operating Budget
Pump Replacements			2,000				2,000			1,000	Operating Budget
SCADA IT & Maintenance		1,000				1,000		1,000			Operating Budget
<b>Totals</b>	-	6,000	2,000	5,000	-	6,000	2,000	6,000	-	6,000	

**Fire Department**

Project Description	Program Year										Funding Notes
	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
<b>Equipment</b>											
SCBA Bottle Replacement				20,000							Regional Grant Submitted
Personal Protective Gear Replacement	4,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	From WMES \$7,490 Annually
<b>Totals</b>	4,000	3,000	3,000	23,000	3,000	3,000	3,000	3,000	3,000	3,000	
<b>Total Costs</b>	4,000	9,000	5,000	28,000	3,000	9,000	5,000	9,000	3,000	9,000	

**IPUD Capital Projects  
FY 2020-2030**

**IPUD Capital Projects - Active and DRAFT Proposal**

**Water System**

Project Description	Proposed Priority	Program Year										Funding Notes
		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
<b>Water Tanks</b>												State Loan, repaid from increased Water rates
Tenney Tanks - Active Starting March 2021	1	800,000										
Seahaven-Recoat interior of 70K tank	2		50,000									From Water Rate Increase Reserves less debt service
Seahaven-Cathodic protection 70K tank	3		5,000									From Operating Budget
Colby Steel Roof Repair	4								20,000			Water Rate Increase Reserves less debt service
Colby Wood Tank Replacement	5						600,000					Tank Replacement Reserves?
Colby Steel Interior Recoat	6								70,000			
Replace Seahaven 15K wood tank	7					30,000						
<b>Backup Power</b>												From Operating Budget
Generator 10kw - F3 Backup	1	25,000										
<b>Vehicles</b>												From Vehicle Reserves
Jeep Replacement-small pickup	1			30,000								
Utility crane for truck	2	4,000										From Operating Budget
<b>Total Costs</b>		<b>829,000</b>	<b>55,000</b>	<b>30,000</b>	<b>-</b>	<b>30,000</b>	<b>600,000</b>	<b>-</b>	<b>90,000</b>	<b>-</b>	<b>-</b>	

**Fire Department**

Project Description	Proposed Priority	Program Year										Funding Notes
		20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	
<b>Firehouse</b>												Operational Budget
Office Heating Replacement - Completed	1	5,000										Operating Reserves
Firehouse Roof Replacement	2				25,000							
<b>Equipment</b>												
SCBA Bottle Replacement	1					20,000						
<b>Vehicles</b>												?
Type V or VI Wildland-replace Engine 381?	2			250,000								?
Replace Engine 380-Type One?	3								400,000			?
Replace 333 - Make it Emergency Vehicle	1		40,000									From Vehicle Reserves
Replace Chief's Vehicle	4										50,000	From Vehicle Reserves
<b>Totals</b>		<b>-</b>	<b>40,000</b>	<b>250,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>400,000</b>	<b>50,000</b>	
<b>Total costs</b>		<b>829,000</b>	<b>95,000</b>	<b>280,000</b>	<b>-</b>	<b>30,000</b>	<b>600,000</b>	<b>-</b>	<b>90,000</b>	<b>400,000</b>	<b>50,000</b>	



Inverness Public Utility District  
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# Agenda Item No. 12

## Committee Reports

### Personnel Committee

- **Recruitment Update - Fire Chief Position**
- **Employee Housing Options**



Inverness Public Utility District  
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# Agenda Item No. 13

**Announcements,**

**Next Meeting,**

**Adjournment**