

**Board of Directors**

**AGENDA**

**Regular Meeting**

**Wednesday, September 23, 2020**

**9:00 a.m.**

**Teleconference**

**Coronavirus (COVID-19) Advisory Notice:**

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

**To participate by phone:**

- **Dial: +1 669 900 9128**
- **Enter pin: 978 1049 2039**
- **Passcode: 914711**
- **Keep your phone on "mute" except when you have been recognized as a speaker**

**To participate by video:** <https://zoom.us/j/97810492039?pwd=MTZ1SXFYQjNrQ0t0cFN2cWJjSHhXZz09>

**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 August 26, 2020

***The State of the District***

- 4. Management Report:** Shelley Redding, Jim Fox
  - FY2021 Financials
    - August 2020 Financial Reports
    - 5- year Capital Projects Plan
    - 2019/20 Audit Update
    - Tenney Tanks Replacement Project Update
  - MWPA Update
  - ERAF Funding Update
- 5. Water System Report, August 2020:** Superintendent Fox
- 6. Report on Restrictions on Purchase of Water from North Marin Water District**

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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)**

7. **Customer Request for Adjustment of Usage Charge (Havel 732-000-11)**
8. **Fire Department Reports, July & August 2020:** Chief J. Fox

*The Business of the District*

9. **Approve Expenditures and Credit Card Charges:** August 2020
10. **District Policy Updates and Additions:**
  - **Management Communications Policy**
  - **Social Media Policy**
  - **Purchasing Policy**
11. **Annual Review of Investments Policy:** Consider and Approve Investments Policy.
12. **Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance):** Consider and Approve IPUD's investments as they relate to the Nuclear Free Zone Ordinance.
13. **Cast District's Ballot on Proposed Changes to Election Rules for Representation of Independent Special Districts on Marin County Local Agency Formation Commission (LAFCo)**
14. **Committee Meetings/Reports**
  - **Personnel Committee**
15. **Closed Session:** Public Employee Performance Review (Title: Administrator), pursuant to Gov. Code §54957(b)(1)
16. **Reconvene in Open Session:** Report on actions taken, if any, in closed session.

*Closing*

17. **Announcements, Next Meeting, Adjournment**

**Posted: September 18, 2020**



Inverness Public Utility District Board  
Meeting September 23, 2020

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Agenda Item No. 1

**Call to Order;**

**Attendance Report**



Inverness Public Utility District Board  
Meeting September 23, 2020

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## Agenda Item No. 2

# Public Expression

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

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

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



Inverness Public Utility District Board  
Meeting September 23, 2020

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## Agenda Item No. 3

**Regular Meeting August 26, 2020**

**Minutes Approval**



# Inverness Public Utility District

Fire Department ~ Water System

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

## Board of Directors

### Minutes, Regular Meeting

Wednesday, August 26, 2020, 9:00 a.m.

### Teleconference

#### 1. Call to Order

President Emanuels called the meeting to order on Teleconference at 9:00 a.m. Administrator Redding announced that the agenda items would be prioritized to enable Director Johnson to depart from the meeting in time for another meeting he was scheduled to attend at 9:50 a.m.

#### Attendance Report

Directors Present: Kenneth J. Emanuels, Kathryn Donohue, Brent Johnson (departed meeting at 9:53 a.m.), David Press, Dakota Whitney

Directors Absent: None

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

Public Present: Woody Elliott

#### 2. Public Expression

None.

#### 3. Approval of Minutes

**Regular Meeting of July 22, 2020:** Director Emanuels asked about the Marin Wildfire Prevention Authority and requested an update about the business of the JPA and the fire prevention projects that are planned for Inverness. Director Donohue reported that the JPA's Board of Directors has been meeting weekly with legal counsel and to evaluate the applicants for the position of Executive Director. The selection has been narrowed down to two well qualified candidates. The initial vote on the applicants resulted in a tie. Another meeting will be held to assess the candidates' responses to a questionnaire and then the Board will make its selection.

Woody Elliot requested clarification on the funding for the shaded fuel break project for Seahaven. Chief Fox said that the project is being handled by Marin County Fire; Administrator Redding offered to send Mr. Elliott the contact info.

Director Emanuels asked that two items be placed on the agenda for the Board's September meeting: a) Update on ERAF funding and the potential impact on IPUD

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

revenue; b) Background on the prohibition on the District from purchasing water from North Marin Water District.

*M/S Donohue/Johnson to approve the minutes of the Regular Meeting of July 22, 2020, as submitted. Roll Call Taken AYES 5 NOES 0*

## **6. Request from Customer for Modification of Water Rates Structure**

Customer Services Manager Holland presented a request from Water System customer Scott McNulty to consider allocating the 4 units of water included with the Basic Charge from his vacant lot at 115 Kehoe Way to his primary account at 125 Kehoe Way. Director Johnson asked about the financial impact the 4 units of water represented to the vacant lot; Holland said it was up to \$12.00 per bill. Holland described the process that would have to be undertaken to accommodate the request, which would require initiating a Prop. 218 process, including analyzing the fiscal impacts on all customers from changing the current rate structure, sending out a notice to all customers, conducting a public hearing, and enacting a new rates ordinance.

*M/S Whitney/Johnson to decline the request from the customer for a modification to the Water Rates structure. Roll Call Taken AYES 5 NOES 0*

## **8. Approve FY 2020/21 Operating Budget**

Administrator Redding presented a proposed Operating Budget for FY 2020/21. Director Emanuels asked about any significant adjustments to the budget from the previous year. Administrator Redding pointed out adjustments to supplies for maintenance and repairs and to personnel expenses. The increase in personnel costs is conservative based on recommendations she has submitted to the Personnel Committee. She also noted that Water Operators that were hired during the 2019/20 fiscal year were employed for only six months of that year but will be on the books for the full year in 2020/21. She also noted the recommendation currently under consideration for employees to pay some portion of their health and retirement premium costs. It was emphasized that the budget will likely need to be amended depending on the outcome of the pending proposals under consideration by the Personnel Committee.

*M/S Donohue/Johnson to approve the proposed operating budget for FY 2020/21 as submitted. Roll Call Taken AYES 5 NOES 0*

Tenney Tanks Replacement Project: The final executed Financing Agreement and additional pertinent material were presented to the Board, together with a summary of the expenditures for the project since FY 2016/17, which total \$64,819.00. Staff is requesting approval of an \$865,000 budget for the project, which includes the prior expenditures and the \$800,000 anticipated to be covered under the financing agreement. Director Johnson noted that the cost of steel has decreased, but labor costs and availability may be a challenge at this time. Staff also requests that the Board direct staff to instruct Brelje & Race, the project engineers, to initiate the bid process.

*M/S Johnson/Whitney to approve a capital project budget of \$865,000 for the Tenney Tanks Replacement Project and to direct staff to instruct the Brelje & Race project engineers to initiate the bid process. Roll Call Taken AYES 5 NOES 0*

## 9. Approval of Expenditures and Credit Card Charges

Administrator Redding presented the July 2020 expenditures list and the July 2020 Cal Card statements for S. Redding and J. Fox. Administrator Redding noted that J. Fox purchased PPE equipment at the end of June, most of which is on the July statement.

*M/S Donohue/Whitney to approve the listed expenditures for July 2020 and credit card charges invoiced in July 2020. Roll Call Taken AYES 5, NOES 0*

## 10. Committee Meetings/Reports

Recommendations have been submitted to the Personnel Committee, but the committee's consideration of the recommendations is still in progress and the committee is not prepared to provide a report at this time.

## 11. Closed Session: Public Employee Performance Review (Title: Administrator), pursuant to Gov. Code §54957(b)(1)

The Board went into closed session at 9:33 a.m.

## 12. Reconvene in open session.

The Board reconvened in open session at 9:52 a.m. President Emanuels reported that no actions were taken in the closed session.

Director Johnson signed out from the meeting at 9:53 a.m.

## 4. Management Report

- **FY1920 Financials**

- **2019-2020 Financial Reports Update:** Administrator Redding reported updates to the previous year's financials but noted that additional revenues received from the County on August 25 will need to be included in the FY 2019/20 accounting.
- **2019-2020 Capital Projects Report:** Administrator Redding presented a summary of capital projects for the previous fiscal year.

- **FY2021 Financials**

- **July 2020 Profit & Loss:** Administrator Redding presented the profit and loss statement for July.
- **5-year Capital Projects Plan:** Administrator Redding presented a list of capital projects since 2009. The list will be used as a benchmark for helping the Administrator identify projects that have been completed, projects that were abandoned, and projects that should remain. Administrator Redding also identified new projects to be added to the list. Administrator Redding will meet with Chief Fox and Senior Water Operator Ken Fox to discuss capital projects and identify priorities. The plan will also be used to identify available grant funding for certain projects.



## 5. Water System Report

Administrator Redding noted that the June and July reports have been provided in a format that reverts back to a format that was used several years ago and which shows current data as well previous-year data for purposes of comparison. Senior Water Operator Ken Fox presented the July report and answered questions about storage and leaks. Director Whitney asked about the impact of known large leaks on the recent dramatic drop in water availability. K. Fox acknowledged that the combination of leaks and increased demand over the 4<sup>th</sup> of July holiday as a result of increased occupancy in homes over the holiday weekend were to blame. He noted that intense staff effort was devoted to locating and dealing quickly with leaks.

## 6. Fire Department Reports: June and July 2020

Chief Fox reported on current activities related to the Woodward Fire. While the IVFD provided personnel and equipment on the first day of the fire, the Department has not been directly involved since that time, and that it is our preference to keep our personnel and equipment in the district and readily available in the event of any sudden need within our territorial jurisdiction. The evacuation warning remains in effect for all of Inverness although it seems unlikely that it will go beyond that level. The National Park Service has a Federal Type 1 Incident Command Team in place to manage the fire operations. Chief Fox pointed out that evacuation decisions are made by the command team and the Sheriff's Office, and that while he was advised of the evacuation warning for Inverness, he was not notified in advance of the evacuation order for Silver Hills Rd., Fox Dr., and Noren Way. Director Press noted that the criteria used by the National Park Service involve consideration of trigger points based on both weather and geographic factors. Chief Fox commented that the IVFD is on heightened alert and readiness to respond for structure protection assignment if the fire should move into residential areas.

Director Emanuels asked about the recent fire incident on Marsden Ln. Chief Fox confirmed that it was construction debris that is believed to have ignited spontaneously. He said that a County fire unit from Pt. Reyes Station was first on the scene and Inverness Fire provided support. Accessing the fire was difficult because of the narrowness of the roadway and the fact that there is a large oak tree that creates an access bottleneck. He reported that the tree is scheduled to be removed.

- 13. Announcements, Next Meeting, Adjournment:** The next regular meeting is scheduled for September 23, 2020, at 9 a.m. via Teleconference/Video.

President Emanuels adjourned the meeting at 10:23 a.m.

These minutes were approved by the Board of Directors at the regular meeting on September 23, 2020.

Attest: \_\_\_\_\_ Date: 9/23/2020

Shelley Redding, Clerk of the Board



Inverness Public Utility District Board  
Meeting September 23, 2020

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# Agenda Item No. 4

## Management Report

**Clerk S. Redding and J. Fox**

- FY 2021 Financials
  - August 2020 Financial Report
  - 5- year Capital Projects Plan
  - 2019/20 Audit Update
  - Tenney Tanks Replacement Project
- MWPA update
- ERAF Funding Update

**Inverness PUD**  
**Profit & Loss by Fund**  
**August 2020**

	DISTRICT	FIRE	WATER	TOTAL
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>N 710 · Misc. Income</b>				
710-05 · Chipper Day Income	0	500	0	500
<b>Total N 710 · Misc. Income</b>	0	500	0	500
<b>Total Income</b>	0	500	0	500
<b>Gross Profit</b>	0	500	0	500
<b>Expense</b>				
<b>Physical Operations</b>				
<b>Operator Training &amp; Licensing</b>				
1-867 · Operator Training, Licens	0	0	60	60
<b>Total Operator Training &amp; Licensing</b>	0	0	60	60
<b>Total Physical Operations</b>	0	0	60	60
<b>N 810 · Personnel Expenses</b>				
810-01 · Management	6,863	4,286	4,286	15,435
810-02 · Operations Personnel	0	7,113	17,295	24,408
810-03 · Administrative Personnel	990	0	1,958	2,948
810-04 · Employer Payroll Taxes	651	438	1,831	2,920
810-06 · Duty Officer	0	700	0	700
810-07 · Health Insurance Premiums	3,325	3,029	4,819	11,173
810-08 · Retirement Premiums	0	133	999	1,132
810-11 · Workers Comp Insurance	0	0	754	754
<b>Total N 810 · Personnel Expenses</b>	11,829	15,700	31,941	59,470
<b>N 830 · Dispatch &amp; Communications</b>				
830-01 · Radio/Pager Repair	0	101	0	101
<b>Total N 830 · Dispatch &amp; Communications</b>	0	101	0	101
<b>N 833 · Collection &amp; Treatment</b>				
833-01 · Chemicals	0	0	80	80
<b>Total N 833 · Collection &amp; Treatment</b>	0	0	80	80
<b>N 835 · Lab &amp; Monitoring</b>				
835-01 · BacT & Raw Samples	0	0	340	340
<b>Total N 835 · Lab &amp; Monitoring</b>	0	0	340	340
<b>N 840 · Maintenance &amp; Utilities</b>				
840-01 · Equipment Maintenance	0	365	0	365
840-02 · Building Maintenance	0	550	0	550
840-06 · Distribution System Maintenance	0	0	327	327
840-07 · Collection-Treatment Utilities	0	0	4,444	4,444
840-08 · Distribution System Utilities	0	0	87	87
840-09 · Firehouse Utilities	0	234	0	234
840-10 · SCADA Maintenance	0	0	1,590	1,590
<b>Total N 840 · Maintenance &amp; Utilities</b>	0	1,150	6,449	7,598
<b>N 843 · Fire Prevention</b>				
843-01 · Chipper Day Expenses	0	5,483	0	5,483
<b>Total N 843 · Fire Prevention</b>	0	5,483	0	5,483
<b>N 844 · Storage &amp; Distribution</b>				
844-01 · Telemetry	0	0	187	187
<b>Total N 844 · Storage &amp; Distribution</b>	0	0	187	187

**Inverness PUD**  
**Profit & Loss by Fund**  
**August 2020**

	DISTRICT	FIRE	WATER	TOTAL
<b>N 845 · Supplies &amp; Inventory</b>				
845-01 · Supplies and Inventory	0	80	0	80
<b>Total N 845 · Supplies &amp; Inventory</b>	0	80	0	80
<b>N 860 · Vehicle Operations</b>				
860-01 · Gas & Oil	0	199	237	436
<b>Total N 860 · Vehicle Operations</b>	0	199	237	436
<b>N 870 · Administration</b>				
870-01 · Telephone, Internet, Cable	233	186	0	419
870-02 · Dues & Publications	0	836	0	836
870-04 · Financial Reporting/Audit	2,450	0	0	2,450
870-05 · Office Supplies, Postage, Fees	25	0	0	25
870-06 · Bank & Payroll Charges	1,146	0	0	1,146
870-10 · Public Relations & Outreach	225	0	0	225
870-11 · Office IT Support	150	0	0	150
870-12 · Billing & Collections	0	0	677	677
870-13 · Disaster Council	0	200	0	200
870-14 · Miscellaneous	0	0	-48	-48
<b>Total N 870 · Administration</b>	4,229	1,222	629	6,079
<b>Total Expense</b>	16,057	23,934	39,923	79,914
<b>Net Ordinary Income</b>	-16,057	-23,434	-39,923	-79,414
<b>Net Income</b>	<b>-16,057</b>	<b>-23,434</b>	<b>-39,923</b>	<b>-79,414</b>

**IPUD Capital Projects  
FY 2020-2021**

**Capital Projects -Active and Proposed  
Water System**

<b>Project</b>	<b>Priority</b>	<b>2020 Cost</b>	<b>\$ 1 year</b>	<b>\$ 3 Year</b>	<b>\$ 5 Year</b>	<b>Notes</b>
Tenney Tank Replacement	A	800,000	800,000			371-28
tool replacement with chest for F1	A	3,000	3,000			
Seahaven Tank Cathodic Protection (15 kgal)	A	5,000	5,000			
Colby Steel Tank Roof Replacement	A	50,000	50,000			
Generator 10kw - F3 Backup	A	25,000	25,000			
Equipment Sheds	B	5,000		5,000		
Via De la Vista Main Replacement	B	175,000				Est.
V-3 Gathering Line - 500' 2" PVC	C	50,000			58,000	
Utility Vehicle Replacement	C	50,000			58,000	
Dundee from Cameron - 200' 1" PVC	C	20,000			22,000	
SFD Blvd to MC Corp. Yard - 800' 1" PVC	C	80,000			92,750	Est.
Colby Wood Tank Replacement	C	300,000			354,000	Est.
<b>Total Costs</b>		<b>1,563,000</b>	<b>883,000</b>	<b>5,000</b>	<b>584,750</b>	

**Capital Projects -Active and Proposed  
Fire Department**

<b>Project</b>	<b>Priority</b>	<b>2020 Cost (\$)</b>	<b>\$ 1 year</b>	<b>\$ 3 years</b>	<b>\$ 5 years</b>	<b>Notes</b>
SCBA Bottle Replacement	A	7,000	7,000			
Personal Protective Gear Replacement	A	25,000	25,000			
Fire Equipment (Pagers)	A	4,000	4,000			
Electronic Sign System	A	10,000	10,000			
Defibrillator Units	A	3,000	3,000			
Firehouse Roof Replacement	A	10,000	10,000			
Firehouse Office/Meeting Heating Replacement	A	4,000	4,000			
Type V or VI Wildland (replace Engine 381)	B	150,000		160,000		
Firehouse Entrance Doors Replacement	C	15,000			17,000	
<b>Totals</b>		<b>228,000</b>	<b>63,000</b>	<b>160,000</b>	<b>17,000</b>	

Priority: A = within 1 year, B = within 3 years, C = within 5 years, D = within 10 years

Notes: 1 = currently active CP, # = assigned CP #

Priority B, C, & D Project Costs Adjusted upward at 3% per year

**IPUD Capital Projects  
FY 2020-2021**

Priority: A = within 1 year, B = within 3 years, C = within 5 years

Notes: 1 = currently active CP, # = assigned CP #

Priority B, C, & D Project Costs Adjusted upward at 3% per year



Inverness Public Utility District Board  
Meeting September 23, 2020

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# Agenda Item No. 5

## Water System Report

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

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

(415) 669-1414 • FAX (415) 669-1010 • WWW.INVERNESSPUD.ORG

## WATER SYSTEM REPORT, August 2020

### Statistics

	<u>2020</u>	<u>2019</u>
<b>Rainfall (at F1)</b>	0.22" for month; 0.27" for year	0.00" for month; 0.00" for year
<b>Streamflows</b>	120,960 gpd; 84 gpm	267,840 gpd; 186 gpm
<b>Production</b>	2,975,100 gal; 95,971 gpd; 66.6 gpm	3,176,900 gal; 104,300 gpd; 71.2 gpm
<b>Sources</b>	1st Valley High Intakes (3): 29 % 2nd Valley High Intakes (3): 20 % 3rd Valley High Intakes (2): 15 % 1st Valley lower intake: 17 % 1st Valley Wells #1: 5 % 1st Valley Well #3: 0 % 2nd Valley Lower (L2 and Well #4): 14%	1st Valley High Intakes: 56 % 2nd Valley High Intakes: 22 % 3rd Valley Intakes: 22 %  1st Valley Wells & Low Intakes: 0% 1st Valley lower intake well #3: 0% 2nd Valley Lower (L2 and Well #4): 0.01%

### August 2020 DISTRIBUTION (USE BY ZONE)

Colby zone 1,194,000 36.2%

Tenney zone 1,199,000+ 39.1%

Conner zone 142,500 3.4%

Stockstill zone 371,800 12.5%

Lower SH zone 291,900 8.8%

TOTAL 100.0%

*gpd = gallons per day; gpm = gallons per minute*

### 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® 0.68 parts per million (ppm); F3® >0.63 ppm

### Major Activities:

- Monthly reports sent to CA RWQCB
- Regular Flushing of Via de la Vista/ Escondido mains
- F1 CIP NF A cleaned
- F1 CIP UFA & UFB
- D4 pipe, pipeline trail and streambed restoration work continues
- Watershed road clearing
- All customer meters read
- July notices to conserve water, outreach re: leaks on customer systems is working but streamflows still dropping despite some rainfall
- Defensible space clearing continued at first valley plant continuing
- Emergency water pump for fire protection re-established Madrone
- Well 5 at 3rd valley plant analysis not promising but will continue to pursue as potential source and well-5 ran to waste
- Glitch in F1 break tank-level control still not resolved, waiting on PLC update to remedy

Ken Fox, T3,  
Senior Water Operator



## Water Customer Accounts Receivable Totals, July/August 2020

1. The Accounts Receivable balance on July 1, 2020, consisted of:

Current balances (from bills sent out on June 25)	97,028.40
Past-due balances (8.9%)	<u>9,530.83</u>
<b>Total Accounts Receivable balance on July 1, 2020:</b>	<b><u>106,559.23</u></b>
  
2. During Jul/Aug, we received the following payments from our customers:

Electronic payments:	62,949.60	(62.5%)
Payments by check:	37,709.14	(37.5%)
<b>Total payments received:</b>		<b>- 100,658.74</b>
  
3. During Jul/Aug, we posted the following charges to our customers' accounts:

Write-offs:	--	
Adjustments:	--	
Basic charges (future):	74,934.50	(517 Basic charges billed for <u>Sep/Oct*</u> )
X-C charges (future):	216.00	(18 Cross-Connection charges billed for <u>Sep/Oct</u> )
Usage charges:	26,159.10	(Usage charges for 6/20 to 8/20†)
Misc. charges:	225.00	
Refused payments:	--	
Refunds:	102.97	(2 closed account credit balance refunds)
<b>Total charges posted:</b>		<b>+ 101,637.57</b>
  
4. Thus, the Accounts Receivable balance on August 31 (the end of the period) was: **107,538.06**  
(of which 6.3%, or \$6,774.44, is past due)

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

† Total billed usage was \$27,421.00, less four credits totaling \$1,261.90 (for one prior-period leak adjustment and two prior-period meter read errors).

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### Reconciliation with BofA checking account:

There were no deposits in transit on 8/31/2020. Thus, the A/R balance on the District's books as of 8/31 should also be \$107,538.06.

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**Scheduled ACH receipts: \$46,314.68 on September 16, 2020 (from 244 customers).**

**A temporary security debit to IPUD's checking account in this amount will be made on or about September 14, 2020.**

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**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: July/August 2020

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 Water System*

**ACCOUNTS RECEIVABLE SUMMARY, FY 2019/20**

<b>Beginning-of-Year A/R Balance (6/30/2019)</b>		<b>\$92,611.03</b>
<b>Payments received</b>		
ACH & AR Box payments	311,268.43 (62.8%)	
Payments by check/cash	<u>184,260.40 (37.2%)</u>	
<b>Total payments</b>		<b>495,528.83</b>
<b>Writeoffs</b>		<b>0.00</b>
<b>Adjustments</b>		<b>0.00</b>
<b>Charges posted</b>		
Basic charges	386,685.75 (75.9%)	
Cross-connection charges	1,116.00 (0.2%)	
Water usage charges	118,444.60 (23.6%)	
Miscellaneous charges	<u>1,130.00 (0.3%)</u>	
<b>Total charges</b>		<b>507,376.35</b>
<b>Refused payments</b>		<b>1,665.30</b>
<b>Overpayment refunds</b>		<u><b>435.38</b></u>
<b>End-of-Year A/R Balance (6/30/2020)</b>		<b>\$106,559.23</b>

Submitted by:

  
 Wade B. Holland, Customer Services Manager

Date: 9-1-2020



Inverness Public Utility District Board  
Meeting September 23, 2020

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# Agenda Item No. 6

**Report on Restrictions on Purchase of Water from  
North Marin Water District**



# Board Agenda Item Staff Report

Subject: Restriction on purchase of water from North Marin Water District  
 Meeting Date: September 23, 2020  
 Date Prepared: September 14, 2020  
 Prepared by: Wade Holland, Customer Services Manager  
 Attachments: Ordinance 10-87; Letter from Bold and Polisner (June 15,1987); Letter from County Counsel of Marin (January 28, 1988); Document entitled “Extracts from ‘IVFD & IPUD Historical Outline’”

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**Recommended Action: None (for information only)**

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**Synopsis:** In 1988, The IPUD Board of Directors placed on the ballot a measure asking for voter approval to “*initiate negotiations for a supplemental water service agreement with the North Marin Water District*” and to “*be authorized to enter into such an agreement.*” The voters turned this measure down, with 29% in favor and 71% opposed.

It has long been assumed that this denial by the voters is still binding on the District.

At the Board’s meeting on August 26, President Emanuels requested that the Board be provided with a background report on the statement made by staff at the July 22 meeting that “the District cannot purchase supplemental water from North Marin Water District because of a voter initiative ordinance that requires the Board to first place a measure on the ballot seeking voter authorization before negotiating for outside water.” This report provides the relevant background.

The flood of January 4, 1982, obliterated the Water System’s network of collection facilities in the watershed, as well as destroying the treatment plant in First Valley. The Board devoted much time, effort and investment over several years determining how it could ensure an adequate supply of water to serve the District’s customers. One of the options that surfaced quickly was the possibility of purchasing water from North Marin Water District.

Purchase of water from outside the District had never been an option before 1982, because the only potential source of purchased water, North Marin Water District, did not have a main any closer to the IPUD system than the terminus of an NMWD distribution main at Sir Francis Drake Blvd. and Drakes View Dr. (at the foot of the Paradise Ranch Estates subdivision). This changed in the days following the 1982 flood, when NMWD laid a temporary above-ground line between the two systems in order to provide IPUD with emergency water. In fact, before the NMWD line could be activated, IPUD was able to get water back into its system from an emergency line installed into the devastated watershed above First Valley by its personnel and volunteers. Nonetheless, it was quickly decided between IPUD and NMWD to replace the emergency line on SFD Blvd. with a permanent, underground line linking the two systems (the “Intertie”); most of the cost of this project was reimbursed by FEMA and the State of California.

All versions of the agreement between the two districts governing use of the Intertie (the most recent is dated March 2014) have stated that the “Intertie is available to transmit emergency water” and have defined an “emergency condition” as “an acute problem and may include pipeline failure, treatment plant failure, source of supply contamination or interruption caused by natural and manmade disasters, etc.” NMWD has always been clear that it does not regard a drought-caused water shortage or chronic failure to provide adequate supply as constituting an “emergency condition.” For this reason, any purchase of nonemergency water would require a separate agreement with NMWD.

At a town meeting held on March 17, 1982, soon after the flood, the possibility of purchasing water from NMWD on an on-going basis was listed as one of six options for recovery of the water system. A year later, on March 16, 1983, it was reported to the Board that NMWD had offered to sell the District 70 acre-

feet per year (total usage by IPUD has only rarely reached, or slightly exceeded, 100 acre-feet per year). Almost immediately, community opposition to purchasing water from outside the District arose, and the Board notified NMWD that it was interested in an agreement for only up to 10 acre-feet a year (what it described as “supplemental” water).

In the summer of 1983, Alan Johnstone circulated an initiative petition to bar the District from purchasing water without first submitting the matter to a vote of the electorate. Johnstone’s measure was placed on the ballot by the Board and was defeated by the voters in a special mail election in January 1984 (126 in favor, 169 opposed). Later that year, the Board resumed discussions with NMWD about purchasing water, and finally in January 1987 came to an agreement with NMWD for the right to purchase a maximum of 10 acre-feet a year – subject to availability and requiring a significant buy-in cost to IPUD for an upgrade to NMWD’s pump station in Inverness Park.

A group of citizens circulated an initiative petition (written by Barbara Dewey) “to establish a policy of self-reliance” for the IPUD. Sufficient signatures were obtained, and the petition was submitted to the Board. The Board decided to adopt the petition as an ordinance rather than submit it to the voters (possibly influenced by the large number of signatures on the petition, as well as by the opinion in the June 15, 1987, letter from NMWD’s attorney that is included in the packet). Thus, the 1987 initiative petition became Ordinance 10-87, a copy of which is included in the packet.<sup>1</sup>

When the Board subsequently went ahead with completion of the CEQA process for the so-called “Supplemental Water Service Agreement” with NMWD, Ms. Dewey made it clear that she regarded the initiative petition, now in effect as Ordinance 10-87, as barring the Board from proceeding with the SWS agreement without first submitting the matter to the voters (she said she would take the issue to court if necessary).

The Board then wrote a measure for submission to the voters at the November 1988 election seeking voter approval “to initiate negotiations for a supplemental water service agreement with the North Marin Water District” and to “be authorized to enter into such an agreement.”

This measure was defeated by the electorate, with 29% voting in favor, and 71% opposed.

It has been assumed ever since that this denial by the voters is still binding on the District, with respect to both initiating negotiations and entering into an agreement.

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<sup>1</sup> Because Ordinance 10-87 was adopted by the Board “pursuant to a petition signed by the requisite number of voters,” it “cannot be amended or rescinded by the Board” (per letter from County Counsel, dated January 28, 1988, that is included in the packet).

Inverness Public Utility District

Ordinance 10-87

AN ORDINANCE TO ESTABLISH A POLICY OF SELF-RELIANCE  
FOR THE INVERNESS PUBLIC UTILITY DISTRICT  
(PURSUANT TO SUBMISSION OF INITIATIVE PETITIONS)

WHEREAS, initiative petitions were filed on June 15, 1987, with the Clerk of the Board for submission to the Board of Directors, pursuant to Section 5125.5 of the Elections Code; and

WHEREAS, 155 valid signatures were verified on said initiative petitions on June 16, 1987, pursuant to Section 5153 of the Elections Code; and

WHEREAS, it is the desire of the Board of Directors of the Inverness Public Utility District to enact the ordinance proposed in the submitted initiative petitions, pursuant to Section 5154(a) of the Elections Code;

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

"It is the intent of this ordinance to establish a policy of self-reliance for the Inverness Public Utility District.

"Except in a water emergency, the Board of Directors of the Inverness Public Utility District shall put into effect all feasible solutions for the collection, storage, and conservation of water within its own watershed before seeking outside relief.

"This ordinance shall apply retroactively to March 1, 1987."

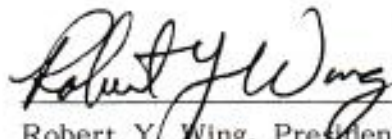
PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 20th day of July, 1987, by the following vote, to wit:

AYES: Directors Harney, Plant, Wing

NOES: Director Boyce-Smith

ABSTAINING: None

ABSENT: Director West

  
Robert Y. Wing, President  
Board of Directors

(seal)  
ATTEST:   
Wade B. Holland, Clerk of the Board

\*\*\*\*\*

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 10-87 on record in this office.

(seal) \_\_\_\_\_, Clerk of the Board, Inverness  
Public Utility District, County of Marin, State of California.  
By \_\_\_\_\_ Date \_\_\_\_\_

BOLD AND POLISNER

FREDERICK BOLD, JR.  
JEFFREY D. POLISNER  
CARL R. A. NELSON  
CRAIG L. JUOSON

ATTORNEYS AT LAW  
SUITE 608

1990 NORTH CALIFORNIA BOULEVARD  
WALNUT CREEK, CALIFORNIA 94596

TELEPHONE  
(415) 933-7777

June 15, 1987

RECEIVED

JUN 19 1987

INVERNESS PUBLIC  
UTILITY DISTRICT

Mr. John O. Nelson  
North Marin Water District  
P.O. Box 146  
Novato, California 94948

Re: IPUD Initiative Ordinance

Dear John:

You have informed me that a petition is being circulated for an initiative ordinance of Inverness Public Utilities District reading:

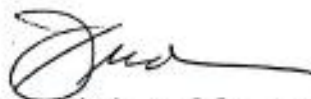
"Except in a water emergency, the Board of Directors of the Inverness Public Utilities District shall put into effect all feasible solutions for the collection, storage, and conservation of water within its own watershed before augmenting its supply from other districts. This ordinance shall apply retroactively to March 1, 1987."

It is my opinion that if this ordinance is enacted IPUD could not then contract with NMWD for a supplemental water supply nor for the necessary enlargement of NMWD's facilities until IPUD meets the conditions stated in the ordinance.

The words "Except in a water emergency" would permit IPUD to contract for an emergency water supply from NMWD and to pay for the costs of an environmental impact report if one were required.

Determination of what constitutes "all feasible solutions" and whether they have been "put into effect" are matters within the legislative discretion of the IPUD Board of Directors. They would not be subject to judicial review except on a showing that the Board abused its discretion by arbitrary or capricious action.

Yours very truly,



Frederick Bold, Jr.

RECEIVED

JUN 17 1987

FB:jhj

NORTH MARIN WATER DISTRICT



COUNTY COUNSEL OF MARIN COUNTY

SUITE 342 CIVIC CENTER

SAN RAFAEL, CALIFORNIA 94903

TELEPHONE

(415) 499-6117

LAS J. MALONEY  
COUNTY COUNSEL

S. G. HENDRICKS  
ASSISTANT

LEN A. HAIM  
SHEF DEPUTY

ROBERT H. SAN CHEZ  
DOROTHY R. JONES  
RUTH W. ROSEN  
PATRICK K. FAULKNER  
JOHN F. GOVI  
ALEXIS M. COHO  
LESLIE B. SMALL  
MARI-ANN G. RIVERS  
DEPUTIES

January 28, 1988

RECEIVED

FEB 1 1988

INVERNESS PUBLIC  
UTILITY DISTRICT

Mr. Wade B. Holland  
District Manager  
Inverness Public Utility District  
P. O. Box 205  
Inverness, California 94937

Dear Mr. Holland:

You have recently requested the opinion of this office with respect to what statute provides that an ordinance adopted by your Board pursuant to a petition signed by the requisite number of voters cannot be amended or rescinded by the Board.


Please be advised that Section 5162 of the Elections Code provides:

"No ordinance proposed by initiative petition and adopted either by the district board without submission to the voters or adopted by the voters shall be repealed or amended except by a vote of the people, unless provision is otherwise made in the original ordinance. In all other respects, an ordinance proposed by initiative petition and adopted shall have the same force and effect as any ordinance adopted by the board."

In the opinion of this office there is no provision in the original ordinance for amendment or repeal by the District Board, so any changes in Ordinance 10-87 must be adopted by a vote of the majority of the electors in the district.

Please let us know if we may be of further service in this matter.

Very truly yours,

  
THOMAS G. HENDRICKS  
Assistant County Counsel

TGH/lks

## EXTRACTS FROM "IVFD & IPUD HISTORICAL OUTLINE"<sup>1</sup>

(Entries relevant to Supplemental Water Service Agreement with  
North Marin Water District)

- 1/4/1982:** **Flood!** All water collection facilities destroyed; 1<sup>st</sup> Valley filter plant obliterated; numerous breaks in mains; much property damaged; town isolated; no utilities functioning. Fire Department establishes command post at Inverness School, coordinates relief efforts. Temporary water service restored evening of 1/10/82 from watershed sources above First Valley (with pipe provided by North Marin Water District, which is also laying a temporary intertie along Sir Francis Drake Blvd. from Paradise Ranch Estates). 90% of town is receiving water by 1/12/82; no potable water for another 10-14 days.
- 3/17/1982:** Town Meeting: Brelje & Race engineers present 4 options for recovery of water system from 1/4/1982 flood, which obliterated all the diversions in the watershed:
- 1) Restore high diversions and build low diversions
  - 2) Drill for wells
  - 3) Build reservoir
  - 4) Purchase water
- Following added as a result of public comments:
- 5) Desalination of Tomales Bay water
  - 6) Build water terraces.
- Board asks engineers for feasibility study, adopts standby authority to ration water.
- 4/7/82:** Board solicits more public comment on system rebuild options; decides to replace temporary above ground intertie to NMWD with a permanent line.
- 5/5/82:** Tom Yokoi of Brelje & Race presents Preliminary Engineering Report for system restoration. Desalination too costly; water terraces not effective; reservoir probably too expensive (plus earthquake hazard). Wells and high/low intakes look most promising.
- 1/19/83:** Public Hearing on system rebuild progress. 8 high diversions and 1 low diversion completed.
- 2/2/83:** Public Hearing on system rebuild progress continues. Board authorizes \$15,000 for exploratory borings for wells.
- 3/16/83:** Well prospects not looking promising; Director Betaque suggests Board reconsider alternative of purchased water. Board requests

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<sup>1</sup> Z:\1District\Historical Outline\Historical Outline of IPUD.docx.

**Brelje & Race to evaluate costs/potential of wells and alternative of purchased water. NMWD responds that it could sell IPUD 70 acre-feet per year.**

- 4/20/83:** Board hears opposition to purchased water; decides to proceed with well exploration. Notifies NMWD that interest is for 10 acre-feet maximum per year.
- 8/3/83:** Public Hearing: Betaque presents system rebuild overview, progress, options; recommends against wells, suggests pursuing purchased water and/or other local sources. Alan Johnstone requests Board adopt ordinance barring purchased water without a vote of the people. Board declines; Johnstone circulates petitions requiring election on proposed ordinance.
- 11/16/83:** State challenges District's historical water rights.
- 1/17/84:** Voters turn down "Johnstone Initiative" in special mail election (126 YES, 169 NO).
- 9/5/84:** Board authorizes Betaque to contact NMWD again about purchased water possibility.
- 1/9/85:** Director West has cleared up IPUD's historic water rights and obtained permit for 2<sup>nd</sup> Valley Low intake.
- 6/16/86:** System Improvements Committee meets with Tom Yokoi to request system analysis and recommendations.
- 8/7/86:** Brelje & Race recommends water purchase agreement with NMWD and 100,000 gallons of additional storage.<sup>2</sup> Board approves negotiations with NMWD.
- 9/16/86:** NMWD submits offer for Supplemental Water Service (SWS) agreement.
- 1/6/87:** IPUD representatives meet with NMWD to negotiate SWS agreement.
- 1/19/87:** Public Hearing on Supplemental Water Service Agreement.
- 2/16/87:** Second Public Hearing on Supplemental Water Service Agreement.
- 7/20/1987:** Board adopts Ordinance 10-87 pursuant to filing of initiative petitions to establish a policy of self-reliance for the Inverness Public Utility

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<sup>2</sup> The 100,000 gallons of additional storage were provided with development of the Conner Tank.

**District (retroactive to March 1, 1987); the initiative petitions contained 155 valid signatures.<sup>3</sup>**

**Legal opinion states "...if this ordinance is enacted IPUD could not then contract with NMWD for a supplemental water supply nor for the necessary enlargement of NMWD's facilities until IPUD meets the conditions stated in the ordinance."**

- 10/19/87: Board adopts Resolution 25-87, a mitigated Negative Declaration of Environmental Impact for the Supplemental Water Service Agreement with NMWD for purchase of up to 10 acre-feet per year.**
- 5/16/1988: Board adopts Resolution 30-88 placing the following measure on the Nov. 8 general election ballot: "Shall the Board of Directors of the Inverness Public Utility District be directed promptly to initiate negotiations for a supplemental water service agreement with the North Marin Water District and be authorized to enter into such an agreement?"**
- 11/8/1988: Ballot measure directing negotiations for a supplemental water service agreement with North Marin Water District is defeated, 29% voting YES, 71% voting NO. (Board abandons pursuit of supplemental water service agreement with NMWD.)**

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<sup>3</sup> Following is the full text of the initiative petitions, enacted by the Board of Directors as Ordinance 10-87:

"It is the intent of this ordinance to establish a policy of self-reliance for the Inverness Public Utility District.

"Except in a water emergency, the Board of Directors of the Inverness Public Utility District shall put into effect all feasible solutions for the collection, storage, and conservation of water within its own watershed before seeking outside relief.

"This ordinance shall apply retroactively to March 1, 1987."



Inverness Public Utility District Board  
Meeting September 23, 2020

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# Agenda Item No. 7

**Customer Request for Adjustment of Usage Charge  
(Havel 732-000-11)**



## **Board Agenda Item Staff Report**

Subject: Customer request for adjustment of Usage Charge (Havel, 732-000-11)  
Meeting Date: September 23, 2020  
Date Prepared: September 14, 2020  
Prepared by: Wade Holland, Customer Services Manager  
Attachments: Application for Adjustment of Usage Charge

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**Recommended Action:** Grant adjustment credit of \$1,742.00, reducing total due on the August 26 bill from \$1,994.00 to \$252.00.

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Normally, requests for adjustment of a high usage on a bill are handled by staff pursuant to procedures codified in Water System Regulation 115. However, staff is not authorized to adjust a bill if the customer has already been granted an adjustment within the preceding three years. In such a case, the request is referred to the Board for a decision.

Chris and Julianne Havel are the customers for a family weekend home at 60 Woodhaven Rd. This is a fairly large parcel, heavily forested and landscaped, consisting of over 2.5 acres, and stretching from Kehoe Way and Woodhaven Rd. all the way down to Sir Francis Drake Blvd. Chris's parents were well known for extensive gardening on the property.

During the summer of 2019, we became aware of high water usage on the property. The Havels called their gardener out to investigate as soon as we contacted them, and the gardener discovered a leak in a PVC line to a hose bib outside the fenced garden area; neither the Havels nor the gardener were even aware that this irrigation line existed. It is believed that the PVC pipe had been cracked during removal of a dead tree. The amount of water used was 68 units, substantially more than the Havels' three-average for that time of year of 27 units. Applying the Regulation 115 formula, staff reduced the Usage Charge from \$1,155.20 to \$105.40 (the charge for 27 units, plus a processing charge). This provided the Havels with a credit of \$1,049.80.

On July 1 of this year, Julianne Havel notified us that their gardener had noticed low water pressure and discovered a broken PVC pipe next to the guest cottage (not in the same area as the 2019 break). It was determined that pressure from the roots of a coffeeberry tree was likely what had caused the water line to snap. The amount of water used was 85 units, at a time of year when average usage would be 26 units. Applying the Regulation 115 standards, the Havels would be entitled to a reduction in the Usage Charge from \$1,848.00 to \$106.00 (the current charge for 26 units, plus the normal processing charge; the credit would be \$1,742.00). Because this is the second such event at the property within three years, staff is unable to grant the adjustment.

These two underground pipe breaks, just a year apart, were not related and occurred at quite different locations on the large parcel. The Havels were immediately responsive to fixing both leaks. Staff recommends that a credit of \$1,742.00 be granted for the leak that resulted in a high charge on the August 26 water bill.

## Application for Adjustment of Usage Charge

[Please read the "Information & Instructions" sheet before filling out the application]

- Your name Julianne Havel
- Mailing Address 267 Hillside ave  
City Mill Valley State CA ZIP 94901
- Email Julianneh240@gmail.com Phone 415-533-1134
- Water System account number: 732-000-11
- Service address (Inverness street address) 60 Woodhaven Rd Inverness
- Service "from" and "to" dates on water bill containing the high charges \_\_\_\_\_
- Date you first became aware of the high usage 1/7/2020
- Date (or range of dates) water loss or high usage occurred 1/7/2020 / unsure of when leak started.
- How did you learn about the high usage or water loss problem?  
Our gardener noticed low pressure. He investigated & found the leak on left side of guest house, He found a broken PVC pipe caused by pressure from roots of a coffee berry tree. He turned off water & repaired. I called PUD to report.
- At any time during the period of the high usage was the property used for short-term rental (such as Airbnb, HomeAway, VRBO, etc.)? NO If "Yes," attach explanation.
- At any time during the period of the high usage were there house guests on the premises while neither you nor any member of your family was present on a daily basis? NO If "Yes," attach explanation.

DO NOT WRITE BELOW THE LINE

[Please continue on reverse side]

FOR OFFICE USE ONLY

RECEIVED

SEP - 4 2020

INVERNESS PUBLIC UTILITY DISTRICT

150% ok  
3-yr NO - 2049.50 for 7/8/2019  
VUB \_\_\_\_\_  
Database \_\_\_\_\_  
Bill Reg \_\_\_\_\_  
Use Stats \_\_\_\_\_  
Ltr to Cust \_\_\_\_\_

Period July/Aug 2020 CCF 111  
Y-1 2018 25  
Y-2 2017 42  
Y-3 2016 12  
Total 79  
Excess 85 Avg 26  
Adjustment basis 26

FOR OFFICE USE ONLY

Chg 6148.00 Bill total 1,994.00  
Credit 1,742.00  
Adjusted Bill 252.00  
197.00  
Chg 96.00  
Gross CR 1,752.00  
Proc. Chg 10.00  
Net CR 1,742.00

Approved \_\_\_\_\_ Date \_\_\_\_\_

\* Includes 55.00 CR

10. Explain, to the best of your knowledge, the cause (if "unknown," write "Unknown"):

The cause was pressure from roots of coffee berry tree / cracked the PVC pipe. The tree + roots have been removed.

11. What repairs were (or will be) required to resolve the problem (if "none," write "None")?

Repairs / replacement of PVC pipe were completed on 7/6/2020 as soon as leak was discovered.

12. Have the repairs been made?  Yes  No  Not applicable

13. Are you enclosing documentary evidence that the repairs have been made?

Yes  No  Not applicable

(If repairs are necessary but documentary evidence is not enclosed, the evidence must be submitted within 90 days.)

with Filipe, our gardener on the day of the leak.

Jim Fox from Inverness water went to the property + talked

14. If no repairs are needed, what measures have you taken (or will you take) to prevent a recurrence of the problem (leave blank if cause is "Unknown")?

15. **ONLY IF THE CAUSE IS "UNKNOWN,"** complete the following:

"I attest that the reason for the high usage of water for which I am applying for an adjustment of usage charge is not known to me, and that it is my belief and conviction that the high usage was not intentional on my part or on the part of any resident, employee, or guest at the premises."

Signed \_\_\_\_\_

16. **Sign:** I attest that all information provided on this application is true and accurate to the best of my knowledge. I understand that Regulation 115, a copy of which is available to me on request, governs the District's usage charge adjustment policies.

Signed \_\_\_\_\_

Julianne Havel

Date \_\_\_\_\_

9/2/2020

Application (or request for an extension) must be submitted within **60 days** of the statement date on the water bill containing the charge for which adjustment is being requested.

Thank you for your consideration. <sup>3/2020</sup>  
Julianne





Inverness Public Utility District Board  
Meeting September 23, 2020

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# Agenda Item No. 8

## Fire Department Report

- **July 2020**
- **August 2020**

**INVERNESS VOLUNTEER FIRE DEPARTMENT**

**P.O. Box 469, Inverness, CA 94937**

**FIRE DEPARTMENT REPORT  
July 2020**

**INCIDENTS:**

<b>#</b>	<b>Date</b>	
#20-074	07-04	<b>EMS @</b> Kehoe Way for coughing & possible panic attack. No transport by M-94
#20-075	07-06	<b>Vegetation Fire @</b> Pierce Pt. Fire on beach at white gulch that traveled up.
#20-076	07-08	<b>wires Down @</b> 150 Laurel. Communication lines only. Removed from roadway.
#20-077	07-08	<b>EMS @</b> Balmoral for rapid pulse. M-94 transport to NCH.
#20-078	07-09	<b>Vehicle Accident @</b> Point Reyes -Petaluma Rd. Minor Injuries.
#20-079	07-10	<b>Illegal Fire on Shell Beach @</b> # Shell 2. Extinguished & State Park at scene.
#20-080	07-13	<b>Medical Alarm @</b> Escondido. Accidental.
#20-081	07-13	<b>Bicycle Accident @</b> 14000 SFD. M-94 transport.
#20-082	07-18	<b>Smoke check @</b> Cameron. Found religious sweat lodge fire.
#20-083	07-19	<b>Propane Odor @</b> 50 Callender. No hazard found. Possible heater issue.
#20-084	07-20	<b>EMS @</b> Via de la Vista for ankle injury. Private transport.
#20-07	06-22	<b>Animal Rescue</b> assist to MCFD for pig in septic tank. Cancelled enroute.
#20-07	06-24	<b>EMS @</b> Miwok for unknown medical. M-94 transport to PVH.
#20-72	06-25	<b>Tree and wires down</b> on Ottinger's Hill. Standby for PG&E.
#20-73	06-30	<b>Possible Vehicle Accident</b> on Ottinger's Hill. Unable to locate.

**TRAININGS:**

06-14 Drill: Wildland fire training & gear checks.  
06-30 Drill: More Wildland fire training

**ACTIVITIES AND MAINTENANCE:**

1. . Calibrate Gas detectors
2. Twice weekly conference calls with the Marin County EOC re: COVID issues.
3. Daily situation reports from HHS on COVID-19 are being distributed to disaster council members for distribution to all neighborhood contacts.
4. Work on MWPA plans.
5. Defensible space inspections.
6. Routine maintenance being performed

**PERSONNEL:** Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth, Tim Olson, Dennis Holton, Brett Miller, Roy Pitts, David Briggs, John Roche, David Wright, Kai Heimpel, Tim Olson, Sabrina Meyerson, Alex Frankel

Jim Fox  
Chief

# FIRE DEPARTMENT REPORT

## August 2020

### INCIDENTS:

#	Date	
#20-087	08-04	<b>Welfare check @</b> Chicken Ranch beach for person in car. No merit. Sleeping.
#20-088	08-07	<b>EMS @</b> Escondido for weakness. M-94 release at scene (RAS).
#20-089	08-08	<b>Possible Vegetation fire @</b> Inverness Yacht Club. No merit.
#20-090	08-09	<b>Vehicle Accident @</b> SFD & Drakes Beach Rd. Assist with possible LZ needed.
#20-091	08-14	<b>EMS @</b> Limantour Road. Cancelled enroute.
#20-092	08-14	<b>Explosion &amp; Fire @</b> 25 Callender. Construction debris pile fire.
#20-093	08-15	<b>Vehicle Accident @</b> 11030 Shoreline. Cancelled enroute.
#20-094	08-16	<b>Tree Down @</b> SFD& Balboa.
#20-095	08-16	<b>EMS @</b> SFD for possible stroke. Assist w/LZ.
#20-096	08-17	<b>Slide on road @</b> SFD&Inv. Way. DPW to handle.
#20-097	08-17	<b>EMS @</b> Abedrdeen for fall victim. No transport.
#20-098	08-17	<b>Smoke Check @</b> Vision Rd. No merit, smoke from stove.
#20-099	08-17	<b>Alarm Sounding @</b> 19 Mesa. No merit.
#20-100	08-17	<b>EMS</b> for ALOC on Inverness Way. No transport.
#20-101	08-18	<b>Vegetation Fire in PT. Reyes Seashore. Start of the Woodward Fire. Inverness engine 360 at the fire for 2 days.</b>
# 20-102	08-19	<b>EMS @</b> Aberdeen for ALOC. M-94 code 2 transport to KTL.
#20-103	08-20	<b>Vehicle Accident @</b> Shoreline & Tomassini Rd. Cancelled enroute.
#20-104	08-21	<b>EMS assist @</b> 11550 Shoreline for cardiac arrest. Helicopter transport.
#20-105	08-22	<b>EMS @</b> NPS for allergic reaction from beestings.
#20-106	08-23	<b>Public Assist @</b> Via de la Vista for a lift assist.
#20-107	08-23	<b>Public Assist @</b> Via de la Vista for a lift assist.
#20-108	08-23	<b>Alarm sounding @</b> 15 Inverness Way. No merit.
#20-109	08-25	<b>Vehicle Accident @</b> Inv. Way & SFD. Non-injury.
#20-110	08-28	<b>EMS</b> for difficulty breathing @ Aberdeen Way. M-94 transport to MGH.
#20-111	08-31	<b>Propane Odor @</b> 41 Cameron. Minor issue.

### TRAININGS:

08-09 Drill: Structure Protection.

08-25 Drill: Update on Woodward Fire activities and introduction of **5 new volunteers**.

### ACTIVITIES AND MAINTENANCE:

1. Weekly conference calls with the Marin County EOC re: COVID issues.
2. Daily situation reports from Woodward fire out to volunteers.
3. Meetings with Woodward Fire Incident Management team.
4. Fire extinguisher servicing.
5. Work on data collection for ISO review.
6. Chipper Day.

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

**Jim Fox, Chief**



Inverness Public Utility District  
Board Meeting September 23, 2020

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## Agenda Item No. 9

### **August 2020 Expenditures and Credit Card Charges**

1:46 PM

09/15/20

Accrual Basis

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

Date	Num	Name	Memo	Amount
<b>Aug 20</b>				
08/03/2020	13820	Jim Fox	Reimbursement - Supplies	-79.83
08/03/2020	13821	Alpha Analytical Laboratories, Inc.	ORDER # W5 - 20200708	-198.00
08/03/2020	13822	Barcomm Communications	Antenna Install on 2015 Chev	-397.58
08/03/2020	13823	Building Supply Center	Supplies	-204.14
08/03/2020	13824	Cascade Fire Equipment	Personal Protective Equipment	-1,663.80
08/03/2020	13825	Grainger	Supplies	-279.48
08/03/2020	13826	Hach Company	Water Treatment Supplies	-228.64
08/03/2020	13827	Harrington Industrial Plastics	042985	-807.62
08/03/2020	13828	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-93.12
08/03/2020	13829	L. N. Curtis & Sons	IFD Personal Protective Equipment	-2,175.78
08/03/2020	13830	Pace Supply Corp.	Customer# 09035-00	-379.07
08/03/2020	13831	Petaluma Minuteman, Inc.	Printing For Water Shortage Emergency	-657.53
08/03/2020	13832	Point Reyes Light Publishing Co., LC	Public Hearing Notice 6/16/2020	-275.00
08/03/2020	13833	Quill Corporation	Account # 645751	-61.69
08/03/2020	13834	Streamline	August 2020 Website	-200.00
08/03/2020	13835	Track Equipment Company	Replacement Part	-48.45
08/03/2020	13836	Underground Services Alert	Customer # 148979 Annual Membership Fee	-150.00
08/03/2020	13837	U. S. Bank Corporate Payment Systems	Cal Card	-6,843.49
08/04/2020	EFT	Paychex	Section 125 Monthly Fee	-40.00
08/07/2020	EFT	CalPERS Health	August 2020 Health	-10,384.01
08/10/2020	Auto	Diversified Technology	Billing Service	-665.00
08/10/2020	13838	Brelje and Race Laboratories, Inc.	July 2020 sampling	-340.20
08/10/2020	13839	Cheda's Garage	Chevy 2007 Repairs	-392.59
08/10/2020	13840	CORE	July IT services	-1,740.00
08/10/2020	13841	Fire Safety Supply Co.	Extinguisher Maintenance	-365.35
08/10/2020	13842	Good & Clean, Inc.	Janitorial Services - July	-330.00
08/10/2020	13843	Horizon Cable TV Inc.	005-003907	-90.79
08/10/2020	13844	L. N. Curtis & Sons	IFD Personal Protective Equipment	-652.75
08/10/2020	13845	Point Reyes Light Publishing Co., LC	Public Hearing Notice 7/30//2020	-300.00
08/10/2020	13846	Quill Corporation	Office Supplies	-132.01
08/10/2020	13847	USABluebook	70259	-163.50
08/10/2020	13848	YP	Marin Co Directory Listing-Final Bill	-28.00
08/11/2020	13850	Jeffrey Shapiro-c	Closed Account - Credit Balance 928-010-15	-62.94
08/14/2020	13857	Eubank {DO}, Burton	Payroll	-277.05
08/14/2020	EFT	Paychex	Payroll Processing Fees	-184.30
08/14/2020	0820...		Tax Payment	-5,736.70
08/14/2020	0820...		Direct Deposit	-14,709.52
08/17/2020	13858	Lisa Mahaney & Art Blum	Closed Account - Credit Balance 827-310-30	-40.03
08/17/2020	13859	Ghilotti Construction Co.	Closed Account 8/7/20 Deposit Refund Te...	-850.00
08/20/2020	13860	AT&T CalNet	Telemetry & Phone Lines	-456.54
08/20/2020	13861	Marin County Fire Chief's Association	MCFCA 2020-21 Dues J. Fox	-836.00
08/20/2020	13862	Milliman, Inc.	GASB 75 and GASB 74 Tool - 24 Mos.	-2,800.00
08/20/2020	13863	Special District Risk Management Authorit	FY 1920 Workers Compensation Recon B...	-754.04
08/20/2020	13864	Verizon Wireless	Account 942336110-00001	-171.03
08/20/2020	13868	Alpha Analytical Laboratories, Inc.	Order# 20F3075	-300.00
08/20/2020	13869	Barcomm Communications	Repairs	-100.98
08/20/2020	13870	CalPERS	GASB 68 Reports & Schedules Fee	-1,050.00
08/20/2020	13871	Inverness Gardening Service	2020 Chipping	-1,870.00
08/20/2020	13872	Marin County Central Collections	June 2020 Fuel Charges	-435.95
08/20/2020	13873	Noel Tree & Gardening	2020 Chipping	-1,665.00
08/20/2020	13874	Pacific Slope Tree - Nick Whitney	2020 - 1 Day Chipping	-1,300.00
08/20/2020	13875	Riley F. Hurd III	Legal Fees Tenney Tank	-1,000.00
08/30/2020	EFT	AT&T U-verse	139584573 August 20	-69.55
08/31/2020	EFT	Paychex	Payroll Processing Fees	-184.30
08/31/2020	0820...		Tax Payment	-7,130.19
08/31/2020	0820...		Direct Deposit	-18,323.56
08/31/2020	13876	Eubank {DO}, Burton	Payroll	-1,601.87
08/31/2020	EFT	Bank of America	July 2020 Statement Analysis Fees	-737.69
08/31/2020	13877	State Water Resources Control Board - OP	Kenneth Fox Op# 40337	-60.00
08/31/2020	EFT	PG&E	Paid online 08/31/2020	-4,583.52
<b>Aug 20</b>				<b>-97,658.18</b>

## Inverness PUD Reconciliation Detail

**XX-9383 · Cal Card - Jim Fox, Period Ending 08/24/2020**

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						0.00
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 3 items</b>						
Credit Card Charge	07/27/2020	CC24...	Automationdirect.co...	X	-30.30	-30.30
Credit Card Charge	07/29/2020	113-6...	Amazon	X	-54.11	-84.41
Credit Card Charge	07/30/2020	06911...	Palace Market	X	-70.07	-154.48
Total Charges and Cash Advances					-154.48	-154.48
Total Cleared Transactions					-154.48	-154.48
Cleared Balance					154.48	154.48
Register Balance as of 08/24/2020					154.48	154.48
<b>Ending Balance</b>					<b>154.48</b>	<b>154.48</b>

## Inverness PUD Reconciliation Detail

XX-7642 · Cal Card - Redding, Period Ending 08/24/2020

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						1,904.85
<b>Cleared Transactions</b>						
<b>Charges and Cash Advances - 4 items</b>						
Credit Card Charge	07/23/2020	254695	NorthStar Flags	X	-308.96	-308.96
Credit Card Charge	07/24/2020	2020-...	Amazon	X	-33.66	-342.62
Credit Card Charge	07/27/2020	145866	Basin Valve Co,	X	-135.06	-477.68
Credit Card Charge	08/13/2020	42042...	Facebook	X	-24.76	-502.44
<b>Total Charges and Cash Advances</b>					-502.44	-502.44
<b>Payments and Credits - 1 item</b>						
Bill	07/21/2020		U. S. Bank Corporat...	X	1,904.85	1,904.85
<b>Total Cleared Transactions</b>					1,402.41	1,402.41
<b>Cleared Balance</b>					-1,402.41	502.44
Register Balance as of 08/24/2020					-1,402.41	502.44
<b>Ending Balance</b>					<b>-1,402.41</b>	<b>502.44</b>



Inverness Public Utility District  
Board Meeting September 23, 2020

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# Agenda Item No. 10

## **District Policy Updates and Additions**

- **Management Communications Policy**
- **Social Media Policy**
- **Purchasing Policy**





*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

**Subject:** District Communications and Management Policy  
**Meeting Date:** September 23, 2020  
**Date Prepared:** September 4, 2020  
**Prepared by:** Shelley Redding, Administrator  
**Attachments:** Draft of Management Communication, Social Media and Purchasing Policies

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**Recommended Action:** Review draft policies and advise on action or approve drafted material

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The District Policy titled “District Communications and Management Policy” that pertains to facilitating communications between District staff, volunteers and management and includes purchasing communications, was last reviewed in 2007.

While the policy is sufficient, it is felt by staff that the policy needs to be updated to include communications involving Social Media; create a Social Media Policy and separate out the purchasing component of the original policy and create a separate Purchasing Policy.

- The Draft of the Communication Policy has the added Social Media component and refers to the Drafted Social Media Policy.
- The Draft of the Purchasing Policy is comprised of components of the original “District Communications and Management Policy” and has been made into its own policy.
- The Draft of the Social Media Policy was created based on information gathered from outside sources and modified for the District use.

District staff currently maintains a website and a Facebook page, however, it is recommended that the District add additional guidelines for staff and volunteers when using social media as it pertains to the business of the District.

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

## **DISTRICT COMMUNICATIONS POLICY**

The intent of this policy is to encourage communication within the District and to ensure that the General Manager is aware of and authorizes (where applicable) the activities of Fire Department personnel, whether paid or volunteer and Water System personnel.

Following are examples of activities for which authorization in advance must be obtained:

- **Employees or Volunteers may not make commitments for the Fire Department or District without prior authorization by the General Manager.** This restriction includes applying for grants, committing the Fire Department's participation in or support of events or programs, agreeing to serve on committees, etc.
- **You may not talk to the press, whether written or verbal, about any operations of the Fire Department or the Water System without express permission from either the Fire Chief or General Manager.** The Fire Chief and/or the General Manager are the official spokespersons of the Fire Department.
- **Employees or Volunteers may not participate in Social Media activities on behalf of the Department without prior authorization by the General Manager.** Social media communications should avoid damaging our organization in any way. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace. By "social media", we refer to a variety of online communities like blogs, social networks, chat rooms and forums – not just platforms like Facebook or Twitter. See the Social Media Policy for specific details.

This restriction applies to photos, written or recorded content of activities related to District business without prior authorization from the General Manager and in accordance with laws protecting the privacy of any person without prior consent.

- **To the maximum extent feasible, you must obtain prior authorization from the General Manager to meet on Fire Department business with anyone who is not a District employee, Director, or member of the Fire Department.** This restriction applies to such activities as calling on constituents to conduct safety inspections and conducting orientation sessions with prospective members of the Fire Department.
- **District business written items are not to be disseminated either within the District or outside the District without prior authorization by the General Manager.** Included within this restriction are reports (including routine, periodic reports), letters, additions to manuals or procedure guides, and forms (including surveys and official forms). Items that are prepared for submission to a publication (including newsletters and letters to the editor) and using your official position with the Fire Department cannot be disseminated with the prior authorization by the General Manager. Exempted from this restriction are telephone messages, hand-written notes to other staff members, and similar inconsequential written communications. Also exempted are personal communications you wish to make to the Board of Directors, safety suggestions you wish to make anonymously, and communications protected by law.
- **Employees or Volunteers may not attend functions as a representative of the Fire Department or the District without prior authorization by the General Manager.**

This restriction applies to formal and informal meetings whether inside or outside the District, regardless of the number of people involved in the function. It does not apply to trainings, to purely social events, or to events that the Fire Department as a whole is participating in (such as our own trainings, Inverness Fair, 4<sup>th</sup> of July footraces, Pt. Reyes Station pancake breakfast, etc.). In the event of drop-in socializing at other fire departments (including County stations), employees and/or volunteers must be circumspect about conversations that get into the policies, operations, personnel, etc., of Fire Department or the District (or of the other department, for that matter) and to avoid making statements that could be interpreted as coming officially from our Fire Department. If an employee or volunteer meet with (for example) County firefighters (any of their officers in particular) under circumstances where there will be discussion of Fire Department or District activities, the employee or volunteer simply must make sure to have cleared the visit with the General Manager in advance.

**VIOLATIONS OF THE POLICY.** A first violation of any of these policies will result in a verbal admonishment. Thereafter,

- (a) the first willful violation of the same policy will result in a verbal reprimand;
- (b) the second willful violation of the same policy may result in a written reprimand;
- (c) the third willful violation of the same policy may result in suspension and/or dismissal from the Fire Department (and, if applicable, from employment with the District).

It is a requirement of employment with the District and/or membership in the Fire Department that the employee or volunteer accept this policy and agree to be bound by it.

Each employee and volunteer will be asked to read this policy and sign the Acceptance below and return it the District Office; a copy may be kept for reference. If the employee or volunteer does not understand this policy, he or she should contact the General Manager for clarification before signing the Acceptance.

I have read and understand this District Communications and Management Policy and agree to the terms and conditions of the policy.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Date

*Inverness Public Utility District*

**DISTRICT PURCHASING POLICY**

The intent of this policy is to define the purchasing policy within the District and to ensure that the General Manager and the Fire Chief are aware of and authorize (where applicable) purchases by Fire Department personnel, whether paid or volunteer, and Water System personnel. **No purchases may be made without prior authorization from the General Manager.**

Following are examples of activities for which authorization in advance must be obtained

- **Internet, Phone or Mail Orders:** This restriction applies to items purchased or ordered with a purchase order, by telephone, over the Internet, by mailing or faxing an order form, using a District or personal credit card.
- **Charge Accounts:** Purchases made that will be charged to the District (such as at Building Supply Center). The receipt for the purchase is required to be turned in to be matched to the monthly statement.
- **Reimbursements:** If you make a purchase with the expectation of being reimbursed by the District and provide a receipt for approval of reimbursement.
- **Emergency Purchases:** Exceptions for purchases of food and beverages, purchases of vehicle fuel and oil, and purchases that must be made for and in an emergency situation may be considered, but are not guaranteed.

## **DISTRICT SOCIAL MEDIA POLICY**

Our **social media policy** provides a framework for using social media. Social media is a place where people exchange information, opinions and experiences to learn, develop and have fun. Whether you are handling a District account or using one of your own, you should remain productive and avoid damaging our organization in any way. This policy provides practical advice to avoid issues that might arise by careless use of social media in the workplace.

### **Scope**

This policy is built around two different elements: one, using personal social media at work and two, representing our company through social media.

### **Using personal social media**

While we allow our employees to access their personal accounts at work, we expect employees to act responsibly and ensure your productivity isn't affected so, please restrict your use to a few minutes per workday.

We ask you to be careful when posting on social media, too. We can't restrict what you post there, but we expect you to adhere to our confidentiality policies at all times. We also caution you to avoid violating our anti-harassment policies or posting something that might make your collaboration with your colleagues more difficult (e.g. hate speech against groups where colleagues belong to). In general, please:

- **Ensure others know that your personal account or statements don't represent our company.** You shouldn't state or imply that your personal opinions and content are authorized or endorsed by our company. We advise using a disclaimer such as "opinions are my own" to avoid misunderstandings.
- **Avoid sharing intellectual property** like trademarks on a personal account without approval. Confidentiality policies and laws always apply.
- **Avoid any defamatory, offensive or derogatory content.** It may be considered as a violation of our company's anti-harassment policy, if directed towards colleagues, clients or partners.

### **Representing our company**

Some employees represent our company by handling District social media accounts or speak on the District's behalf. When you are acting on behalf of the District, behind a corporate social media account, we expect you to act carefully and responsibly to protect the District's image and reputation, including:

- **Be respectful, polite and patient**, when engaging in conversations on our company's behalf. You should be extra careful when making declarations or promises towards customers and stakeholders.
- **Avoid speaking on matters outside your field of expertise** when possible. Everyone should be careful not to answer questions or make statements that fall under somebody else's responsibility.
- **Follow confidentiality laws** and observe laws on copyright, trademarks, plagiarism and fair use.
- **Avoid deleting or ignoring comments** for no reason. They should listen and reply to criticism.
- **Never post discriminatory, offensive or libelous** content and commentary.
- **Correct or remove** any misleading or false content as quickly as possible.

### Disciplinary Consequences

We'll monitor all social media postings on our corporate account.

We may have to take disciplinary action leading up to and including termination if employees do not follow this policy's guidelines. Examples of non-conformity with the employee social media policy include but are not limited to:

- Disregarding job responsibilities and deadlines to use social media at work.
- Disclosing confidential information through personal or corporate accounts.
- Directing offensive comments towards other members of the online community.

If you violate this policy inadvertently, you may receive a reprimand. We expect you to comply after that, or stricter [disciplinary actions](#) will apply.

I have read and understand this policy:

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Date: \_\_\_\_\_



Inverness Public Utility District  
Board Meeting September 23, 2020

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# Agenda Item No. 11

## **Annual review of Investments Policy**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Annual Review of Investment Policy  
Meeting Date: September 23, 2020  
Date Prepared: September 4, 2020  
Prepared by: Shelley Redding, Administrator  
Attachments: IPUD Investment Policy

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**Recommended Action:** Motion that upon review of the Investment Policy dated September 26, 2012, and adopted September 26, 2012, the Board finds that no modifications are needed at this time.

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As noted above, the Board adopted an investment policy for the District; this was done in response to a requirement imposed by the State Legislature on all local government agencies. It is a requirement of the statute and of IPUD policy (which was adopted to conform to the statute) that the policy must be reviewed annually by the Board.

At the first annual review in April 1997, it was decided that in the future the annual review would be conducted at the same time each year that the Board convenes as the Committee of the Whole to review the District's investments pursuant to its Nuclear Free Zone ordinance.

After review of the policy, there are no issues that would require modification or amendment. It is staff's opinion that the policy continues to work well for IPUD. If the Board determines that changes are required, the changes should be set forth at this meeting, and staff will prepare a resolution for the Board's consideration and adoption at the next Board meeting in order to formally make the desired changes to the investment policy. If no changes are in order, it is sufficient to adopt the motion shown above.



*Inverness Public Utility District*

**INVESTMENT POLICY**

Approved by Board of Directors November 27, 2001  
Revised and Approved by Board of Directors February 23, 2005  
Revised and Approved by Board of Directors September 26, 2012

**1. POLICY**

**WHEREAS**, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC §53600.6); and

**WHEREAS**, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of CGC §5921 and §53601, et seq.; and

**WHEREAS**, the treasurer or fiscal officer of the Inverness Public Utility District shall annually prepare and submit a statement of Investment Policy, and such Policy, and any changes thereto, shall be considered by the legislative body at a public meeting (CGC §53464(a));

**NOW, THEREFORE**, it shall be the policy of the Inverness Public Utility District to invest funds in a manner that provides a reasonable investment return consistent with a high degree of safety and liquidity in order to meet the daily cash flow demands of the District and conforming to all statutes governing the investment of funds of the Inverness Public Utility District.

**2.0 SCOPE**

This Investment Policy applies to all financial assets of the Inverness Public Utility District. These funds are accounted for in the General Purpose Financial Statements (annual audit) and include the General Fund and the Enterprise Fund. There are no funds that are not included in this policy.

**3.0 RESPONSIBILITY OF INVESTMENT OFFICER**

The Inverness Public Utility District is restricted by California Government Codes as to permissible investments. All investments shall conform to applicable codes. Investment officers acting in accordance with the District's established procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market prices changes, provided that deviations from expectations are reported in a timely fashion and that appropriate action is taken to control adverse developments.

**4.0 OBJECTIVES**

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the Inverness Public Utility District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. **Liquidity.** The investment portfolio will remain sufficiently liquid to enable the Inverness Public Utility District to meet all operating requirements that might be reasonably anticipated.
3. **Return on Investments.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

## **5.0 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from CGC §53600, et seq. Management responsibility for the District's investment program is hereby reserved by and to the Board of Directors, which body shall establish procedures for the operation of the investment program consistent with this Investment Policy. Procedures shall, as appropriate, include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking services contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board of Directors. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of CGC §53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

## **6.0 ETHICS AND CONFLICTS OF INTEREST.**

Directors, officers, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or that could impair their ability to make impartial investment decisions.

## **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Board of Directors shall, as necessary, develop and maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience, and a minimum level of capitalization, that are authorized to provide investment services. In addition, a list shall also be maintained, as necessary, of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by the laws of the State of California.

For brokers/dealers of government securities and other investments, the Board of Directors shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority, or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Board of Directors shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Inverness Public Utility District's account with that firm has reviewed the Inverness Public Utility District's Investment Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the Inverness Public Utility District that are appropriate under the terms and conditions of the Investment Policy.

## **8.0 AUTHORIZED AND SUITABLE INVESTMENTS**

The Inverness Public Utility District is restricted by California Government Codes as to permissible investments. All investments shall conform to applicable codes.

## **9.0 COLLATERALIZATION**

All certificates of deposit must be collateralized by U.S. Treasury obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

## **10.0 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the Inverness Public Utility District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Inverness Public Utility District by book entry, physical delivery, or by third party custodial agreement as required by CGC §53601.

## **11.0 NUCLEAR FREE ZONE ORDINANCE**

Notwithstanding any provision of this Investment Policy, no investment of District funds shall be made in contravention of the Inverness Public Utility District Nuclear Free Zone Ordinance. The annual meeting of the Board of Directors as a committee of the whole to review investment options for the District, as provided for in Section 6 of the Inverness Public Utility District Nuclear Free Zone Ordinance, may be combined with the annual consideration of the District's Investment Policy as provided for in Section 1.0 of this Investment Policy.

## **12.0 REPORTING**

In accordance with CGC §53646(b)(1), the General Manager shall submit to each member of the Board of Directors and to the auditor a quarterly investment report. The report shall include a complete description of the portfolio, the types of investments, the issuers, the maturity dates, the par values, and the current market values of each component of the portfolio, including funds managed for Inverness Public Utility District by third party contracted managers. The report shall also include the source of the portfolio valuation.

As specified in CGC §53646(e), at any time that all investments are placed in Local Agency Investment Fund (LAIF), FDIC-insured accounts, and/or in a county investment pool, the foregoing report elements may be replaced by copies of the most recent statement or statements received from such institutions. In accordance with CGC §53646(b)(2) and (3), respectively, the report shall also (a) state compliance of the portfolio to the statement of Investment Policy or the manner in which the portfolio is not in compliance, and (b) include a statement denoting the ability of the District to meet its pool's expenditure requirements for the next six months or provide an explanation as to why sufficient money shall or may not be available. The General Manager shall maintain a complete and timely record of all investment transactions.

## **13.0 INVESTMENT POLICY ADOPTION AND MODIFICATION**

The Investment Policy, including the Asset Allocation Plan, shall be adopted by Resolution of the Board of Directors of the Inverness Public Utility District and shall be reviewed on no less than an annual basis. Modifications to the Investment Policy shall be adopted by Resolution of the Board of Directors of the Inverness Public Utility District.



Inverness Public Utility District  
Board Meeting September 23, 2020

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## Agenda Item No. 12

**Meeting of the Committee of the  
Whole to review and approve  
Investment Options**



## **Board Agenda Item Staff Report**

Subject: Annual Review of Investment Policy in accordance with Ordinance 24-90 (Inverness Public Utility District Nuclear Free Zone Ordinance)

Meeting Date: September 23, 2020

Date Prepared: September 4, 2020

Prepared by: Shelley Redding, Administrator

Attachments: Ordinance 24-90  
County of Marin Nuclear Weapons Contractors List  
LAIF Approved Investments  
CalPERS CERBT Trust Investment Asset Class and Benchmark Summary  
<https://www.calpers.ca.gov/docs/total-fund-investment-policy.pdf>

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**Recommended Action:** Motion that upon review of Ordinance 24-90, adopted in 1990, and the current supporting data related to IPUD investments, the Committee of the Whole approve Investment Options.

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As noted above, the Board of Directors adopted Ordinance 24-90 (Inverness Public Utility District Nuclear Free Zone Ordinance). Section 6 (Nuclear Free Investing) of Ordinance 24-90 requires the Board to annually review IPUD's investments as they relate to this Nuclear Free Zone Ordinance.

Staff has researched and provided to the Committee the Marin County Nuclear Weapons Contractors List (MCNWCL) referenced in Ordinance 24-90 for this review. Additionally, documents providing information relating to the CalPERS CERBT Trust Fund and the current LAIF investment portfolio have been provided for comparison to the MCNWCL.

IPUD's Investment Policy (adopted 4/23/1996, revised 9/23/2012) states safety as the Investment Policy's number one objective: "Safety of principal is the foremost objective of the investment program. Investments of the Inverness Public Utility District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio." The Committee is asked to determine if the current investments with CalPERS and LAIF meet the Safety standard set forth in IPUD's Investment Policy. IPUD has seen an increase in LAIF interest earnings, due to LAIF's investment policies. Section 6 of Ordinance 24-90 (Nuclear Free ordinance) states that investments must meet "prudent management" standards. LAIF has proven to be a stable investment vehicle, and the contractors stated above represent a small percentage of the overall number of LAIF investments. The Committee is asked to determine if IPUD can continue using CalPERS CERBT Trust Fund and LAIF as investment vehicles that meet the standard of Ordinance 24-90.

**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED COMMERCIAL PAPER ISSUERS**  
**August 31, 2020**

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3M Company	Intel Corporation
Abbott Laboratories	J.P. Morgan Securities, LLC
Amazon.com Inc.	John Deere Capital Corporation
American Express Credit Corporation	Johnson & Johnson
American Honda Finance Corporation	Jupiter Securitization Company LLC
Apple Inc.	Kellogg Company
Bank of Nova Scotia	Liberty Street Funding, LLC
Baxter International Inc.	McDonald's Corporation
BMW US Capital LLC	Microsoft Corporation
BNP Paribas	Mizuho Bank, Ltd.
Bristol-Myers Squibb Co.	Morgan Stanley
CAFCO, LLC	MUFG Bank, Ltd
Campbell Soup Company	MUFG Union Bank, NA
Canadian Imperial Holdings Inc.	Natixis
Caterpillar Inc.	Nissan Motor Acceptance Corporation
Chariot Funding LLC	Old Line Funding LLC
Chevron Corporation	PepsiCo, Inc.
Citigroup Global Markets Inc.	Pfizer, Inc.
Coca-Cola Company (The)	Procter & Gamble Company (The)
Cooperatieve Rabobank U.A.	Societe Generale
CRC Funding, LLC	Southern California Edison Company
Credit Agricole, Corporate & Investment Bank	Svenska Handelsbanken Inc.
General Electric Capital Treasury Services, LLC	Thunder Bay Funding LLC
General Electric Company	Toyota Motor Credit Corporation
General Mills, Inc.	United Parcel Service, Inc.
Goldman Sachs Group, Inc. (The)	U.S. Bank N.A.
Gotham Funding Corporation	Versailles Commercial Paper LLC
Honeywell International, Inc.	Walmart Inc.
IBM Corporation	Walt Disney Company (The)

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*The information contained in this document is not a recommendation to outside investors. STO Investment staff perform additional due diligence on each investment decision. The list does not reflect the actual Pooled Money Investment Account (PMIA) portfolio holdings. To view detailed information pertaining to the PMIA portfolio and other investment reports, please refer to <http://www.treasurer.ca.gov/pmia-laif/pmia.asp>*

**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED BANKS**  
**August 31, 2020**

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**Foreign Banks**

**Australia**

Australia and New Zealand Banking Group  
Commonwealth Bank of Australia  
National Australia Bank Limited  
Westpac Banking Corporation

**Belgium**

BNP Paribas Fortis  
KBC Bank N.V.

**Canada**

Bank of Montreal  
Bank of Nova Scotia  
Canadian Imperial Bank of Commerce  
National Bank of Canada  
Royal Bank of Canada  
The Toronto-Dominion Bank

**Finland**

Nordea Bank Abp

**France**

BNP Paribas  
Credit Agricole Corporate & Investment Bank  
Credit Industriel et Commercial  
Natixis  
Societe Generale

**Germany**

Bayerische Landesbank  
Commerzbank AG  
Deutsche Bank AG  
Landesbank Hessen-Thuringen Girozentrale  
UniCredit Bank AG

**Ireland**

The Governor and Co. of the Bank of Ireland

**Japan**

Mizuho Bank, Ltd.  
MUFG Bank, Ltd.  
Norinchukin Bank  
Sumitomo Mitsui Banking Corporation  
Sumitomo Mitsui Trust Banking, Limited

**Netherlands**

Cooperatieve Rabobank UA  
Natwest Markets N.V.

**Norway**

DNB Bank ASA

**Sweden**

Skandinaviska Enskilda Banken  
Svenska Handelsbanken AB  
Swedbank AB

**Switzerland**

Credit Suisse AG  
UBS AG

**United Kingdom**

Barclays Bank plc  
Lloyds Bank Corporate Markets plc  
NatWest Markets plc  
Standard Chartered Bank

**Domestic Banks**

Bank of America N.A.  
Bank of the West.  
Citibank N.A.  
Comerica Bank  
First Republic Bank  
HSBC Bank USA N.A.  
JPMorgan Chase Bank, N.A.  
KeyBank N.A.  
MUFG Union Bank N.A.  
PNC Bank N.A.  
U.S. Bank N.A.  
Wells Fargo Bank N.A.  
Zions Bancorporation, N.A.

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**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED CORPORATE BOND ISSUERS**  
**August 31, 2020**

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3M Company  
Apple Inc.  
Bank of America Corporation  
Baxter International Inc.  
Caterpillar Financial Services Corporation  
Chevron Corporation  
Citigroup Inc.  
Exxon Mobil Corporation  
IBM Corporation  
Intel Corporation  
JPMorgan Chase & Co.  
John Deere Capital Corporation  
Johnson & Johnson  
Merck & Co., Inc.  
Microsoft Corporation  
Procter & Gamble Co. (The)  
Toyota Motor Credit Corporation  
U.S. Bancorp  
Wells Fargo & Company  
Wisconsin Electric Power Co.  
Wisconsin Power & Light Co.

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# Peace Conversion Commission

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## Nuclear Weapons Contractors

The Marin County Peace Conversion Commission insures effective implementation of the Marin County Nuclear Free Zone law. This law precludes the County from investing in, purchasing from, or in any way doing business with Nuclear Weapons Contractors or their subsidiaries, except when no practical alternative is possible.

The Commission, using the procedures outlined in Marin County Code Sections [23.13.010 to 23.13.080](#)  has determined that the corporations listed below are nuclear weapons contractors. The County, therefore, will only make investments in, purchase from, or in any way contract with such listed companies under circumstances where no reasonable alternative is available.

If a County Department considers that its appropriate functioning requires that, in a particular instance, it do business with one of these companies, there is an override request procedure available. Download an [override request form here](#) .

### Company Name

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- Aecom Corporation
- Carrier Corporation
- ch2mhill
- ch2mhillengineers, Inc.
- ch2mlimited
- General Dynamics Corporation
- General Electric
- Goodrich Corporation
- Harris Corporation
- Hewlett Packard Enterprises Company
- Honeywell Corporation
- International Business Machines Corporation
- Jacobs Engineering Group Inc.
- Jacobsen Northern California
- L-3 Technologies
- Litton Industries, Inc.
- Lockheed Martin
- Northrop Grumman Corporation
- Otis Elevator
- PRC Public Sector
- Symmetricom Corporation
- Textron, Inc.
- United Technologies Corporation
- URS Corporation
- York International Corporation

If you have questions about this page, please send email to: [Ann Gregory](#).

Updated 11/9/2017



Inverness Public Utility District  
Board Meeting September 23, 2020

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## Agenda Item No. 13

**Cast District's Ballot on Proposed Changes to Election Rules  
for Representation of Independent Special Districts on Marin  
County Local Agency Formation Commission (LAFCo)**

**From:** [District Manager](#)  
**To:** [Shonn Dougherty](#); [manager](#); [ncamargo@bmkcsd.us](#); [jblackman@bcnud.org](#); [gkrakauer@bolinasfire.org](#); [Bonner Beuhler - Homestead](#); [Shelley Redding](#); [mpomi@kentfieldfire.org](#); [cdegabriele@lgvdsd.org](#); [mcnet103@sbcglobal.net](#); [info@marinhealthcare.org](#); [bhorenstein@marinwater.org](#); [nancy@marinrcd.org](#); [edreikosen@marinwood.org](#); [mary@muirbeachcsd.com](#); [dmcintyre@nmwd.com](#); [btyler@novatofire.org](#); [sandeepk@novatosan.com](#); [Johnny tucker](#); [Steve Moore](#); [Jeffrey@smcsd.net](#); [tfinn@well.com](#); [Chris Tubbs](#); [info@stinsonbeachfire.org](#); [ed@stinson-beach-cwd.dst.ca.us](#); [gm@strawberryrec.org](#); [Heather Abrams](#) ([habrams@tcsd.us](#)); [rpearce@tiburonfire.org](#); [trubio@sani5.org](#); [admin@tomalescsd.ca.gov](#); [Jason Fried](#)  
**Subject:** Important Mail-Ballot Election for Marin Special Districts!  
**Date:** Wednesday, September 2, 2020 12:30:46 PM  
**Attachments:** [20200901 CISDSC Proposed Election Rules.pdf](#)  
[Official Ballot Election Rule Change 2020.pdf](#)

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Dear fellow special district manager,

I am writing on behalf of the recently re-established [Marin County Special Districts Association \(MCSDA\)](#) with regards to the attached mail-ballot election for proposed rule changes to the selection of Marin County **LAFCo** special district representatives. This is an important change in the process so please read the attached explanation for the revisions. **MCSDA** is assisting **LAFCo** with this matter and recommends approval. I would be happy to answer any questions you have on the rules or the ballot.

Please help us to reach a quorum of special district members by returning the attached signed ballot to me by email or posting it to the address below. Ballots are due by 5pm, Monday, October 5th, 2020. **MCSDA** is scheduled to have an executive meeting via Zoom the next day on October 6th from 2:30pm to 4:30pm. If you would like to attend, info for that meeting will be posted [here](#). When the **MCSDA** executive meeting concludes, we will call to order a meeting of the *Marin County Independent Special District Selection Committee* to count the ballots and confirm the results.

Let me also take a moment to invite you to join **MCSDA**! The chapter was first established in 2003 but after a few years it became dormant. In 2019, a group of special districts and CSDA representatives met to re-establish it. The CSDA Board of Directors approved the chapter's affiliation on June 11, 2020. The purpose of **MCSDA** is "...to propose and advocate constructive means for the improvement and functioning of Special Districts within the County of Marin, State of California, and to assist such Special Districts and their governing bodies to provide a more effective and efficient government at the closest level to the Citizens of Marin County that will result in benefit to the public."

**MCSDA's** objectives are:

- A. To provide a local forum for member districts to discuss and consider issues of importance to special districts.
- B. To establish a communication network among member districts, other chapters, and other local governmental agencies.
- C. To carry out workshops, educational seminars and programs of mutual interest and benefits to member districts.
- D. To make recommendations regarding policy, programs, services and legislation to the Officers of the California Special Districts Association.
- E. To inform the public about the purpose and benefits of local special district government.
- F. To carry out joint studies which benefit the special districts in the Chapter.
- G. To serve as a forum for LAFCo Special District Selection Committee.

**MCSDA** will hold executive meetings quarterly and one annual meeting of all members. The first annual meeting is scheduled for Tuesday, December 15, 2020, 2:30pm-4:30pm. No dues are required for membership. You may obtain an application from **MCSDA** Secretary, Shelley Redding, by emailing [shelley.redding@invernesspud.org](mailto:shelley.redding@invernesspud.org). Current members include: Almonte Sanitary District, Alto Sanitary District, Inverness Public Utility District, Las Gallinas Valley Sanitary District, and Tamalpais Community Services District. There are thirty independent special districts in Marin and we want you all to participate!

We hope you will join us and look forward to seeing you (hopefully in person!) at a future **MCSDA** meeting. In the meantime, I appreciate your participation in this mail-ballot election process.

Sincerely,

Bill Hansell  
Vice-President  
MCSDA

District Manager  
Alto Sanitary District  
PO Box 163  
Mill Valley, CA 94942  
415-378-9064 personal mobile  
415-388-3696 office voicemail

# Marin County Independent Special District Selection Committee

## Changes to Election Rules

### PURPOSE

A mail-ballot election has been called for the purpose of changing the rules for the Marin County Independent Special District Selection Committee (CISDSC). The attached document has the full set of rules being presented to vote on.

### AUTHORIZED VOTERS

All 30 independent special districts in Marin County are eligible to cast one ballot through their presiding officer or designee as appointed by the affected board. Formal action is not required by a special district; the presiding officer or designee retains full voting discretion under State law.

### VOTING INSTRUCTIONS

Please select either a “YES” vote if you support the rule changes or “NO” vote if oppose the rule changes. Sixteen (16) votes are needed to reach quorum in this process, so please return this ballot to ensure a quorum is reached. A ballot returned with no clear markings will count towards quorum but not count towards the percentage needed for approval.

Please return this ballot to the Marin County Special Districts Association, c/o Bill Hansell, Vice-President, by e-mail ([manager@altosanitarydistrict.org](mailto:manager@altosanitarydistrict.org)) or by standard mail to: Bill Hansell, Alto Sanitary District, PO Box 163, Mill Valley CA 94942, no later than 5:00 P.M. on Monday, October 5<sup>th</sup>, 2020.

**YES**

**NO**

**Presiding Officer (or Board designee):**

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Print Name

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Signature

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Special District

## **Proposed Election Rules for Marin LAFCo Special District Representatives**

### **Background:**

California Government Code §56332 (attached) establishes a process to facilitate the participation of all the independent special districts with regards to the selection of two regular and one alternate special district representatives to Marin LAFCo. This process calls for the County LAFCo to preside over elections where a quorum of the Marin County Independent Special District Selection Committee (CISDSC) cannot be reached. In Marin County the CISDSC has historically had issues getting quorum so has had to rely on Marin LAFCo to run the process. With the formation of Marin County Special Districts Association (MCSDA) an opportunity has presented itself for the CISDSC to work with the MCSDA to help achieve a quorum of the CISDSC and create rules for the election of LAFCo seats that best fit the needs of the current members of the CISDSC. Should at least 16 of the 30 CISDSC Boards/Commissions approve the below changes to the process then this process will become the process the CISDSC follows.

### **Proposed Election Rules:**

Marin's CISDSC shall consist of the presiding officer of the legislative body for each agency who is a paying member of Marin LAFCo or an alternate board member as appointed by each body. Upon notification by the Marin LAFCo Executive Officer of a term expiration or vacancy, the CISDSC will convene per the timetable minimally required by §56332 to fill the vacancy/vacancies as described below:

1. When notified, the MCSDA shall initiate the ballot process for special district members prior to the pending expiration of the term of a special district member or immediately upon notification that the eligibility of a special district member will be ending prior to the expiration of his or her term.
2. The MCSDA shall initiate the ballot process by emailing each member agency of the CISDSC a Call for Nominations including a schedule of the selection process and a copy of this policy. Nominations must be submitted in writing via email by special district governing boards within 60 days of the date of the Call for Nominations. The submittal of a nomination must include a statement of the candidate's qualifications.
3. Should the number of candidates nominated be equal to the number of seats available the nominated candidate(s) shall be deemed the winner(s); no ballots created and the membership of CISDSC informed of the winning candidate appointment to LAFCo.
4. Within five working days after the close of the nomination period, the MCSDA shall email a ballot to each independent special district. The distribution of ballots shall include a statement of qualifications for each candidate as provided by the candidate(s).
5. The MCSDA Local Government Committee shall appoint a person to be the election officer for any election where more candidates are running than there are seats available. The person appointed must either be a board member/staff of a CISDSC jurisdiction or staff for Marin LAFCo. The person appointed cannot be a candidate for a seat which is up for election or come from a jurisdiction that has a candidate on the ballot. The election officer sole responsibility is to conduct the counting of ballots and determining the winner of the election.
6. The MCSDA shall call for a meeting of the CISDSC to be held not less than 60 days after the distribution of ballots. Selection Committee meetings can be held concurrent with MCSDA meetings (i.e. at the same location and either immediately before or after the MCSDA meeting.) Per §56332(a), members representing a majority of the eligible districts shall constitute a quorum. For districts not able

to send a representative to the meeting the paper ballot shall count as that jurisdiction's attendance and count towards quorum.

7. At the CISDSC meeting, in-person ballots will be collected and tallied with all ballots sent in prior to the counting of ballots. A majority of independent special districts must cast ballots to select a special district member.

8. Ballots cast by each special district must bear the signature of the district's presiding officer or by another board/commission member as approved by that groups governing body. Ballots submitted by a vote of the district's board/commission shall have precedent over a ballot submitted by a presiding officer.

9. All ballots and other records of each selection process shall be retained in the Marin LAFCo office for at least four years and shall be immediately available for public inspection.

10. When more than two candidates are nominated, the ballot form shall provide for selection by majority of votes cast through an "instant runoff" as follows:

a) Each district casting a vote shall rank the candidates in order of their preference. Completed ballots should indicate a "1" next to their first choice, a "2" next to their second choice, a "3" next to their third choice, etc.

b) In counting the votes by the Selection Committee, all first choice votes are counted. If any candidate receives over 50 percent of the first choice votes, that candidate is selected as special district member.

c) If no candidate receives a majority, then the candidate with the fewest "1" votes is eliminated. The ballots of the supporters of the eliminated candidate are then transferred to whichever of the remaining candidates they marked for their second choice. This process shall be continued until one candidate receives a majority of eligible ballots and is selected as special district member.

d) In case of a tie between two people a coin toss shall be performed to break the tie. Should the tie be between 3 or more people the election office shall pick a method that gives all an equal chance.

11. Should a vacancy occur during a special district member's term of office, a new election shall be held for the unexpired term of the special district member or alternate member according to the process above.



**State of California**

**GOVERNMENT CODE**

**Section 56332**

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56332. (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may

serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

(d) If the office of a regular district member becomes vacant, the alternate member may serve and vote in place of the former regular district member until the appointment and qualification of a regular district member to fill the vacancy.

(e) A majority of the independent special district selection committee may determine to conduct the committee's business by mail, including holding all elections by mailed ballot, pursuant to subdivision (f).

(f) If the independent special district selection committee has determined to conduct the committee's business by mail or if the executive officer determines that a meeting of the special district selection committee is not feasible, the executive officer shall conduct the business of the committee by mail. Elections by mail shall be conducted as provided in this subdivision.

(1) The executive officer shall prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. If two or more candidates are nominated, the executive officer shall prepare and deliver one ballot and voting instructions to each eligible district. The ballot shall include the names of all nominees and the office for which each was nominated. Each presiding officer, or his or her alternate as designated by the governing body, shall return the ballot to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district.

(3) The call for nominations, ballots, and voting instructions shall be delivered by certified mail to each eligible district. As an alternative to the delivery by certified

mail, the executive officer may transmit materials by electronic mail. All notices and election materials shall be addressed to the presiding officer, care of the clerk of the district.

(4) Nominations and ballots may be returned to the executive officer by electronic mail.

(5) Each returned nomination and ballot shall be signed by the presiding officer or his or her alternate as designated by the governing body of the eligible district.

(6) For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be elected, unless another procedure has been adopted by the selection committee. Any nomination and ballot received by the executive officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the executive officer shall extend the date to submit ballots by 60 days and notify all districts of the extension. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. The executive officer shall announce the results of the election within seven days of the date specified.

(7) For a vote on special district representation to be valid, at least a quorum of the special districts must submit valid ballots to the executive officer by the date specified in the voting instructions, which date shall be at least 30 days from the date on which the executive officer mailed the ballot to the eligible district. If ballots from a quorum of the districts have not been received at the end of the 60-day extension period, the executive officer shall extend the period to return ballots for a length of time at his or her discretion until a quorum is achieved, unless another procedure has been adopted by the selection committee. By majority vote of those district representatives voting on the issue, the selection committee shall either accept or deny representation. The executive officer shall announce the results of the election within seven days of the date specified.

(8) All election materials shall be retained by the executive officer for a period of at least six months after the announcement of the election results.

(g) For purposes of this section, "executive officer" means the executive officer or designee as authorized by the commission.

(Amended by Stats. 2018, Ch. 86, Sec. 6. (AB 3254) Effective January 1, 2019.)



Inverness Public Utility District  
Board Meeting September 23, 2020

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## Agenda Item No. 14

### **Committee Meetings/Reports**

- **Personnel Committee**



## Board Agenda Item Staff Report

Subject: Recommendations for FY2020-21 Staffing  
Meeting Date: August 26, 2020  
Date Prepared: September 14, 2020  
Prepared by: Shelley Redding, Administrator  
Attachments: Staffing Budget Analysis Sheet

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**Recommended Action:** Advise on proposal

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Following the meeting with the Personnel Committee on July 20, 2020 It was recommended to provide more specific information related to staffing and budgetary items and the needs for the District.

In consideration of the retirement of the Chief of Operations, the ongoing need for the District to have goal of long-term financial sustainability while meeting the needs of the District, I am making the following recommendations for Board consideration. These recommendations are part of the larger plan to begin to implement a succession plan for the District by ensuring the positions within the District are best suited for the District needs.

- 1) Approve the attached memorandum for an annual COLA pay increase of 3%.
- 2) Increase the hours for the Administrator from 32 to 40 hours per week and make position a salaried position.
- 3) Decrease Chief of Operations Jim Fox hours from 40 to 32 hours per week until retirement on December 31, 2020, then contract with Jim Fox as a Retired Annuitant for the period from January to June to oversee the Tenney Tank Project and remain as Fire Chief temporarily.
  - a. Increase wages for Ken Fox and increase responsibilities beginning January 1, 2020.  
***Fiscal impact depends on factors yet to be determined pending other recommendations affecting benefits.***
- 4) Eliminate Chief of Operations position upon retirement of Jim Fox.
- 5) Begin process of recruiting for Part-Time Fire Chief
- 6) Eliminate Fire Services Officer position upon hiring of Fire Chief.
- 7) Hire an Administrative Assistant for the office 24 hours a week starting in January.
  - a. Begin training with Wade Holland on the water billing with the expectation that the administrative assistant would eventually take over all the duties of the water billing.
  - b. Assist Administrator on regular bookkeeping and administrative duties.
- 8) Have employees pay employee portion of retirement contributions at 100%, District will pay Employer contributions only.
  - a. ***Fiscal Impact: Decrease liability by \$31,600.00 annually, employee contribution by pre-tax payroll deduction.***
- 9) Starting January 1, 2020 District to pay 100% of premium for current employee and retiree health benefits; have Current Employee and Retirees pay 25% of Health premiums for dependents.
  - a. ***Fiscal Impact: \$8,082.00 savings for District for 6 months, \$16,000.00 annually***

- b. Retiree 25% contribution deducted from retirement payment.*
  - c. Employee 25% contribution for current employees would be pre-tax payroll deduction, reducing taxable income:*
- 10) Starting January 1, 2021 add for current employees only, optional ancillary benefits of Dental, Vision and Employee Assistance Program through SDRMA with District Covering 100% of employee premium and 75% of dependent premium costs.
- a. Fiscal Impact: Approximately \$5,300.00 cost for District*

# Inverness Public Utility District FY20/21 Personnel Expenses Analysis

Payroll Expenses by Employee	FY19/20 Actual	FY20/21 Option A	FY20/21 Option B	Option A %	Option B % Vs
				Vs Actual FY19/20	Actual FY19/20
J Fox (W)	37,579	32,159	31,053	86%	83%
J Fox (F)	109,446	33,483	32,396	31%	30%
J Fox RA	-	30,624	25,234		
K. Fox (W)	128,443	132,427	124,362	103%	97%
Redding (D)	87,755	120,242	116,812	137%	133%
Admin Asst	-	41,809	29,030		
Roche (F)	73,710	90,424	42,350	123%	57%
K. Hempel (W)	35,431	64,766	61,174	183%	173%
J.Leyva (W)	31,255	66,643	63,420	213%	203%
McBeth (W)	30,072	55,344	68,459	184%	228%
Holland (W)	47,866	29,164	28,556	61%	60%
Holland (D)	51,255	15,325	16,103	30%	31%
Gann (D)	13,574	3,979	4,170	29%	31%
Meszaro (F)	4,068	3,979	4,170	98%	103%
McMorrow (D)	26,868	27,931	25,239	104%	94%
UAL	41,950	27,527	27,527	66%	66%
Accrued Vacation		15,550	15,550		
	<b>719,272</b>	<b>791,373</b>	<b>715,604</b>	<b>110%</b>	<b>99%</b>

Personnel by Fund	FY1920 Actual	Option A	Option B	Option A %	Option B % Vs
				Vs Actual 1920	Actual 1920
Water	315,816	400,266	381,474	127%	121%
Fire	197,943	150,696	86,416	76%	44%
District	163,563	212,885	220,188	130%	135%
UAL	41,950	27,527	27,527	66%	66%
	<b>719,272</b>	<b>791,374</b>	<b>715,605</b>	<b>110%</b>	<b>99%</b>

## Comparison Snapshot

	FY1920	Option A	Option B	
Administrator	32 Hours wk/ 12 Mos	FT 40 Hrs Salary	FT 40 Hrs Salary	Increase Shelley from 32 hours to 40 at Salary
Office Assistant	0	PT - 24 Hrs	PT - 24 Hrs	New Hire Jan 2021
Chief of Ops	FT - 40 Hrs / 12 Mos	32 hrs/wk 6 Mos	32 hrs/wk 6 Mos	Jim as Chief of Ops until 12/25/2020
Senior Water Operator	FT - 40 Hrs / 12 Mos	FT - 40 Hours	FT - 40 Hours	Increase Salary and responsibilities on January 1, 2021
Water Operators	24-32 Hrs 6 mos	24-32 Hrs 12 Mos	24-32 Hrs 12 Mos	3% wage increase effective 9/26/2020
Fire Officer	24-32 Hrs 12 Mos	32 Hrs 12 Mos	24 Hrs 6 Mos	Keep at 24 hours until Fire Chief Hired
Water Admin - Retiree	960 Hours	832 Hrs	832 Hrs	reduce hours from 960 to 832
Chief of Ops - Retiree	None	480 Hrs	480 Hrs	Jim returns as RA for District
Employer Retirement contribution	100% District Paid	100% District Paid	100% District Paid	
Employee Retirement contribution	100% District Paid	100% District Paid	Employee Paid	Employees pay their retirement portion pre-tax (6.75-7%)
Health Ins. Employee	100% District Paid	100% District Paid	100% District Paid	
Health Ins. Dependents	100% District Paid	100% District Paid	25% Employee Paid	Have employee cover dependent at 25% pre-tax
Ancillary (Dental/Vision)	None	None	100% District Paid	Add Dental and Vision for employee at 100%
Ancillary-Dependents	None	None	25% Employee Paid	Have employee pay for dependents at 25% Pre-Tax

## Sample Employee Paychecks

Gross Paycheck 2 weeks (64 Hours)	\$	1,845.76	\$	1,845.76
Less Retirement Contribution			\$	(124.59)
Less Dependent Health Benefits Contribution			\$	(193.25)
	\$	<b>1,845.76</b>	\$	<b>1,527.92</b>
Taxes	\$	141.20	\$	116.89
<b>Net Paycheck</b>	\$	<b>1,704.56</b>	\$	<b>1,411.04</b>
Gross Paycheck 2 weeks (80 Hours)	\$	2,307.20	\$	2,307.20
			\$	(155.74)
			\$	(193.25)
	\$	<b>2,307.20</b>	\$	<b>1,958.21</b>
Taxes	\$	(176.50)	\$	(149.80)
<b>Net Paycheck</b>	\$	<b>2,130.70</b>	\$	<b>1,808.41</b>



Inverness Public Utility District  
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# Agenda Item No. 15

## **Closed Session**

Public Employee Performance Review (Title: Administrator), pursuant to Gov. Code  
§54957(b)(1)





Inverness Public Utility District  
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## Agenda Item No. 16

**Reconvene in Open Session**



Inverness Public Utility District  
Board Meeting September 23, 2020

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## Agenda Item No. 17

**Announcements,**

**Next Meeting,**

**Adjournment**