

# Inverness Public Utility District

Fire Department  Water System  
50 Inverness Way North • P.O. Box 469 • Inverness CA 94937 • (415) 669-1414

**Board of Directors**

**Wednesday, February 26, 2020**

**AGENDA**

**9:00 a.m.**

**Regular Meeting**

**Inverness Firehouse**

## ***Opening***

- 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 January 22, 2020

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

- 4. Management Report:** Shelley Redding, Jim Fox
  - January 2020 Financial Reports
  - Audit Report
  - Search and Rescue Operation
- 5. Water System Report, January 2020:** Senior Water Operator K. Fox
- 6. Fire Department Report, January 2020:** Chief J. Fox

## ***The Business of the District***

- 7. Resolution 251-2020: Designating the District's Administrator to Act in Place of the General Manager**
- 8. Tenney Tank Project**
  - Report from ad hoc committee (meeting of Jan. 31)
  - Status of SWRCB loan application
- 9. Proposal for an Increase in Water Rates**
  - Review and approve proposed changes in water rates and charges (to become effective July 1, 2020)
  - Instruct staff to initiate Prop. 218 process for rates increase and set date of public hearing
- 10. Resolution 250-2020: Establishing Fund Categories** in accordance with GASB Statement 54
- 11. Resolution 247-2020: Designating the Water System Tank Replacement Fund as a Committed Fund**
- 12. Approval of Expenditures and Credit Card Charges:** January 2020
- 13. Approval of personnel policy changes**

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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 ATTEND 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)

**14. Verizon Cell Phone Contract**

**15. CLAM Support Letter**

***Closing***

**16. Committee Meetings/Reports**

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

**Posted 2/21/2020**



Inverness Public Utility District  
Board Meeting February 26, 2020

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Agenda Item No. 1

**Call to Order;**

**Attendance Report**



Inverness Public Utility District  
Board Meeting February 26, 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 February 26, 2020

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Inverness Public Utility District  
Board Meeting February 26, 2020

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## Agenda Item No. 3

**Regular Meeting January 22, 2020  
Minutes Approval**



# Inverness Public Utility District

Fire Department ☒ Water System

50 Inverness Way North, P.O. Box 469, Inverness CA 94937 • (415) 669-1414

## Board of Directors

DRAFT

## Minutes, Regular Meeting

Wednesday, January 22, 2020, 9:00 a.m.

### 1. Call to Order

President Emanuels called the meeting to order at the Inverness Firehouse at 9:03 a.m.

#### Attendance Report

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

Directors Absent: David Press

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

### 2. Officer Elections

*M/S Whitney/Johnson to have current officers retain their positions for the year 2020: President Ken Emanuels, Vice President Dakota Whitney, Treasurer Kathryn Donohue.*

**AYES 4, NOES 0**

### 3. Public Expression

Resident Tom Baty addressed the Board regarding concerns pertaining to the potential damage in relation to a new construction project in the final review stages with the County of Marin Planning Department, and the potential Tenney Tank Construction Project nearing a start. He submitted a request for consideration of an escrow account be established to set aside funds from both parties to be used to repair damages to the road and return it to the condition it was in prior. Director Emanuels acknowledged the request and asked that it be added to the Agenda for the February Board meeting.

### 4. Approval of Minutes: Regular Meeting of December 18, 2019

*M/S Whitney/Donohue to approve the minutes of the regular meeting of December 18, 2019, as submitted. AYES 4, NOES 0*

### 5. Management Report

Administrator/Clerk Redding, and Jim Fox reported on the following items:

- **Financial Reports December 2019:** Financial reports were presented for review. Questions regarding revenue recorded and TOT revenue not received as of December, expenses related to Dues and Subscriptions and Bank Charges.
- **Tenney Tank Loan Update:** Administrator/Clerk Redding reported on the most recent correspondence from Water Boards pertaining to our application for a Drinking Water State Revolving Fund loan. The interest rate was reduced effective January 1, 2020 to 1.4%, the terms will require the Water System to demonstrate operating income equal 1.2 times its operating expenses (including debt service), and loan funding will be based on reimbursement of submitted expenses. Administrator/Clerk

Board of Directors: Kenneth J. Emanuels, President • Dakota Whitney, Vice President

Kathryn Donohue, Treasurer • Brent Johnson • David Press

Shelley Redding, Administrator • James K. Fox, Chief of Operations

Redding requested an ad hoc committee be designated to review the submitted application package, updated financial projections, reserved funds and current water rates. Director Emanuels directed Director Johnson and Treasurer Donohue to set a meeting with staff before the next Board meeting to prepare a recommendation for consideration for the Tenney Project.

- **Marin County Local CSDA Special Districts Chapter Meeting:** Administrator/Clerk Redding advised the Board she will be attending a meeting on 1/28/2020 in Mill Valley.
- **Verizon Wireless Government Contract:** Administrator/Clerk Redding has researched a cell phone contract for use by on-call staff for the purpose of a dedicated phone number for after-hours calls for both the Water System and emergency response. Director Emanuels acknowledged the request and asked Administrator/Clerk Redding to submit a contract for consideration and approval at the next Board meeting.

**6. Water System Report (December 2019)**

Superintendent J. Fox presented the report prepared by Senior Water Operator K. Fox. The Board requested a comparison report showing current year, prior year, and average amounts be presented in the future. Director Emanuels asked about the progress with the new employees. Superintendent Fox reported on the trainings and the positive results so far.

**7. Fire Department Report (December 2019)**

A written report was submitted by Chief Jim Fox. Nothing of significance was reported.

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

*M/S Donohue/Johnson to approve the listed expenditures for December 2019 (\$78,823.52) and credit card charges invoiced on December 22, 2019 (\$1,904.75 J. Fox, \$1,296.55 S. Redding).* **AYES 4, NOES 0.**

**9. Resolution 247-2020: Tank Replacement Fund**

After discussion, Director Whitney requested that the Resolution be held over and brought back at the February meeting for reconsideration in the context of the recommendations of the ad hoc committee on the Tenney Tank project loan.

**10. Resolution 249-2020: Appreciation for Kaaren Gann's Service**

*M/S Donohue/Johnson to approve Resolution 249-2020, acknowledging appreciation for Kaaren Gann's service to the District.* **AYES 4, NOES 0.**

**11. Letter of Support for CLAM to Develop the Coast Guard Property in Point Reyes Station**

After discussion, the Board asked that this item be held over for further consideration at the Board's February meeting.

**12. Committee Meetings/Reports**

Administrator/Clerk Redding presented Board Members with the minutes from the Personnel Committee meeting held on January 15, 2020. The committee recommendations were summarized and Director Emanuels requested that the items recommended for amendment be formally summarized for action at the next Board Meeting.



**Announcements, Next Meeting, Adjournment**

The next regular meeting of the Board of Directors is scheduled for February 26, 2020, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:53 a.m.

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

Attest: \_\_\_\_\_ Date: \_\_\_\_\_  
Shelley Redding, Clerk of the Board

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Inverness Public Utility District  
Board Meeting February 26, 2020

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# Agenda Item No. 4

## Management Report

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

- January 2020 Financial Reports
- Audit Update
- Search and Rescue Operation

**Inverness PUD**  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
1-103 · Checking B of A (W)	378,938.46
<b>Total Checking/Savings</b>	378,938.46
<b>Accounts Receivable</b>	
1-130 · Water Customers (W)	11,462.45
2-136 · Property Taxes (F)	9,604.43
<b>Total Accounts Receivable</b>	21,066.88
<b>Other Current Assets</b>	
<b>Prepaid Expenses</b>	
1-140 · Insurance (W)	7,051.33
1-146 · Other Prepays (W)	2,724.74
2-140 · Insurance (F)	4,351.32
2-146 · Other Prepays (F)	2,346.26
3-146 · Other Pre-Paid Expenses	4,309.51
<b>Total Prepaid Expenses</b>	20,783.16
1-110 · LAIF - Uncommitted (W)	6,687.47
1-116 · LAIF-Capital Projects (W)	-17,565.65
1-117 · LAIF-Customer Deposits (W)	6,685.43
1-118 · LAIF-Accrued Vacation (W)	26,743.74
1-120 · LAIF- Main Replacement (W)	26,743.73
1-121 · LAIF-Tank Replacement (W)	46,801.03
1-123 · LAIF-Vehicle Replacement (W)	26,743.73
1-124 · LAIF-Emergency Reserves (W)	217,434.35
1-126 · LAIF Assigned Funds (W)	-1,276,251.00
2-118 · LAIF-Accrued Vacation (F)	26,743.74
2-122 · LAIF-Equipment Replacement (F)	80,230.20
2-123 · LAIF-Vehicle Replacement (F)	26,743.73
2-124 · LAIF-Emergency Reserves (F)	267,434.35
2-126 · LAIF Assigned Funds (F)	1,337,886.00
3-125 · LAIF-CalPERS Liability	267,434.35
3-126 · LAIF - Assigned Funds	-61,635.00
<b>Total Other Current Assets</b>	1,029,643.36
<b>Total Current Assets</b>	1,429,648.70
<b>Fixed Assets</b>	
1-160 · Collection System (W)	352,967.24
1-170 · Distribution System (W)	1,083,068.78
1-180 · Tanks (W)	1,062,275.72
1-190 · Treatment Plants (W)	1,371,898.43
1-195 · Wells (W)	71,498.98
1-200 · Accumulated Depreciation	-2,089,398.63
1-250 · Vehicles (W)	33,006.15
1-251 · Field Equipment (W)	22,583.61
1-260 · Office Equipment (W)	4,507.72
1-261 · Land (W)	66,319.95
1-300 · Accumulated Depreciation (W)	-111,670.47
2-175 · Buildings (F)	179,065.76
2-180 · Tanks (F)	16,000.00
2-250 · Vehicles (F)	365,810.95
2-251 · Equipment (F)	162,013.30
2-252 · Communications Equipment (F)	69,950.09
2-253 · Personal Gear (F)	26,283.52
2-255 · Furnishings (F)	11,758.95
2-260 · Office Equipment (F)	16,186.35
2-280 · Other Fixed Assets (F)	58,449.10
2-300 · Accum. Depreciation-GF WIP	-886,945.78
<b>Total Fixed Assets</b>	1,885,629.72

**Inverness PUD**  
**Balance Sheet**  
As of January 31, 2020

	Jan 31, 20
<b>Other Assets</b>	
<b>Construction in Progress</b>	
1-371 · Water Work in Progress	
1371-22 · Tenney Tank Replacement	59,061.70
1371-23 · Colby Tank Replacement	3,633.75
1371-25 · Control & Monitoring Program	79,627.70
<b>Total 1-371 · Water Work in Progress</b>	142,323.15
3-371 · District Works in Progress	
1371-01 · Office Technology Upgrade	4,739.87
<b>Total 3-371 · District Works in Progress</b>	4,739.87
<b>Total Construction in Progress</b>	147,063.02
1-299 · OPEB Prefunding (W)	459,257.88
391 · Deferred Outflows (pension)	196,825.00
4-100 · Unknown	142,612.00
<b>Total Other Assets</b>	945,757.90
<b>TOTAL ASSETS</b>	<b>4,261,036.32</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	3,054.05
<b>Total Accounts Payable</b>	3,054.05
<b>Credit Cards</b>	
2670 · US Bank Cal Card	
XX-6477 · Cal Card - Eichstaedt	150.83
2670 · US Bank Cal Card - Other	-2,968.58
<b>Total 2670 · US Bank Cal Card</b>	-2,817.75
<b>Total Credit Cards</b>	-2,817.75
<b>Other Current Liabilities</b>	
1-410 · Payroll Tax Payable (W)	68.01
1-415 · Accrued Vacation (W)	9,011.01
1-416 · Deferred Inflows Pension	22,604.00
1-417 · OPEB Liability (W)	397,795.00
1-418 · Net Pension Liability (W)	282,636.00
1-420 · Retirement Payable (W)	1,649.46
1-430 · Customer Deposits (W)	14,089.46
1-435 · Deferred Revenue - Water	1,653.20
1-440 · Unearned Income (W)	62,223.50
2-410 · Payroll Tax Payable (F)	68.01
2-415 · Accrued Vacation (F)	-3,658.23
2-420 · Retirement Payable (F)	2,927.74
4-415 · Unknown Liability	38,137.00
4-427 · OPEB Liability	170,484.00
426 · Deferred Inflows (pension)	9,687.00
<b>Total Other Current Liabilities</b>	1,009,375.16
<b>Total Current Liabilities</b>	1,009,611.46
<b>Long Term Liabilities</b>	
425 · Net Pension Liability	121,129.00
<b>Total Long Term Liabilities</b>	121,129.00
<b>Total Liabilities</b>	1,130,740.46

**Inverness PUD**  
**Balance Sheet**  
**As of January 31, 2020**

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	<u>Jan 31, 20</u>
<b>Equity</b>	
1-520 · Invest Fixed Assets (W)	1,941,134.05
1-543 · Unrestricted	325,521.96
1-552 · Retained Earnings (W)	-783,743.01
2-520 · Invest Fixed Assets (F)	27,108.88
2-541 · General Fund Bal (F)	1,449,999.00
3900 · Retained Earnings	76,082.84
Net Income	94,192.14
<b>Total Equity</b>	<u>3,130,295.86</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>4,261,036.32</u></u>

**Inverness PUD**  
**Profit & Loss**  
 January 2020

	Jan 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>N 600 · Property Tax Income</b>	
600-01 · Ad Valorem Property Taxes	6,200.19
<b>Total N 600 · Property Tax Income</b>	6,200.19
<b>Total Income</b>	6,200.19
<b>Gross Profit</b>	6,200.19
<b>Expense</b>	
<b>N 810 · Personnel Expenses</b>	
810-01 · Management	16,908.97
810-02 · Operations Personnel	22,859.70
810-04 · Employer Payroll Taxes	3,107.37
810-06 · Duty Officer	850.00
810-07 · Health Insurance Premiums	-29.72
810-08 · Retirement Premiums	4,634.97
810-09 · Unfunded Accrued Liability	3,495.87
<b>Total N 810 · Personnel Expenses</b>	51,827.16
<b>N 833 · Collection &amp; Treatment</b>	
833-01 · Chemicals	445.10
<b>Total N 833 · Collection &amp; Treatment</b>	445.10
<b>N 835 · Lab &amp; Monitoring</b>	
835-01 · BacT & Raw Samples	294.00
<b>Total N 835 · Lab &amp; Monitoring</b>	294.00
<b>N 840 · Maintenance &amp; Utilities</b>	
840-04 · Tank Maintenance	610.00
840-07 · Collection-Treatment Utilities	1,965.19
840-08 · Distribution System Utilities	80.70
840-09 · Firehouse Utilities	1,218.48
<b>Total N 840 · Maintenance &amp; Utilities</b>	3,874.37
<b>N 844 · Storage &amp; Distribution</b>	
844-01 · Telemetry	230.84
<b>Total N 844 · Storage &amp; Distribution</b>	230.84
<b>N 845 · Supplies &amp; Inventory</b>	
845-01 · Supplies and Inventory	1,110.28
845-02 · Personal Protective Equipment	461.12
<b>Total N 845 · Supplies &amp; Inventory</b>	1,571.40
<b>N 850 · Training</b>	
850-01 · Volunteer Training	313.16
850-03 · Volunteer Appreciation	-150.00
<b>Total N 850 · Training</b>	163.16
<b>N 860 · Vehicle Operations</b>	
860-01 · Gas & Oil	1,015.58
860-02 · Repairs & Service	965.73
<b>Total N 860 · Vehicle Operations</b>	1,981.31

8:40 AM

02/20/20

Accrual Basis

**Inverness PUD**  
**Profit & Loss**  
January 2020

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	<u>Jan 20</u>
<b>N 870 - Administration</b>	
870-01 · Telephone, Internet, Cable	106.51
870-02 · Dues & Publications	65.31
870-04 · Financial Reporting/Audit	2,927.50
870-05 · Office Supplies, Postage, Fees	283.35
870-06 · Bank Charges	114.15
870-10 · Public Relations & Outreach	299.00
870-11 · Office IT Support	480.00
870-12 · Billing & Collections	669.29
870-14 · Miscellaneous	581.70
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<b>Total N 870 - Administration</b>	5,526.81
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<b>Total Expense</b>	65,914.15
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<b>Net Ordinary Income</b>	-59,713.96
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<b>Net Income</b>	<b>-59,713.96</b>
	<hr/> <hr/>

**Inverness PUD**  
**Profit & Loss Budget vs. Actual**  
July 2019 through January 2020

	<u>Jul '19 - Jan 20</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
N 600 · Property Tax Income	366,007.10	406,405.00	-40,397.90	90.06%
N 700 · Water Charges	252,293.85	234,609.00	17,684.85	107.54%
N 710 · Misc. Income	21,030.38	31,162.00	-10,131.62	67.49%
<b>Total Income</b>	<u>639,331.33</u>	<u>672,176.00</u>	<u>-32,844.67</u>	<u>95.11%</u>
<b>Gross Profit</b>	639,331.33	672,176.00	-32,844.67	95.11%
<b>Expense</b>				
N 810 · Personnel Expenses	384,412.86	424,550.00	-40,137.14	90.55%
N 830 · Dispatch & Communications	25,043.49	24,260.00	783.49	103.23%
N 833 · Collection & Treatment	2,725.09	2,625.00	100.09	103.81%
N 835 · Lab & Monitoring	5,775.40	5,523.00	252.40	104.57%
N 840 · Maintenance & Utilities	38,644.65	38,684.31	-39.66	99.9%
N 843 · Fire Prevention	1,665.00	7,000.00	-5,335.00	23.79%
N 844 · Storage & Distribution	1,615.88	2,323.00	-707.12	69.56%
N 845 · Supplies & Inventory	20,858.20	7,863.31	12,994.89	265.26%
N 850 · Training	4,672.20			
N 860 · Vehicle Operations	11,216.27			
N 870 · Administration	48,510.15	70,195.38	-21,685.23	69.11%
<b>Total Expense</b>	<u>545,139.19</u>	<u>583,024.00</u>	<u>-37,884.81</u>	<u>93.5%</u>
<b>Net Ordinary Income</b>	<u>94,192.14</u>	<u>89,152.00</u>	<u>5,040.14</u>	<u>105.65%</u>
<b>Net Income</b>	<u><u>94,192.14</u></u>	<u><u>89,152.00</u></u>	<u><u>5,040.14</u></u>	<u><u>105.65%</u></u>





Inverness Public Utility District  
Board Meeting February 26, 2020

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**Agenda Item No. 5**

**Water System Report**

**(January 2020)**



**INVERNESS PUBLIC UTILITY DISTRICT**

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

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

**January – WATER SYSTEM REPORT – 2020**

<u>January Statistics</u>	<u>2020</u>	<u>End of Month Stream-flow</u>	<u>GPM estimates</u>	<u>GPD</u>
<b>RAINFALL (@ F1)</b>		D1	Est 40	57,600
Monthly total (in inches)	4.41"	D2	42	60,480
Year to date (inches) 7/1//2019 -> 1/31//2020	17.03"	D3	33	47,520
Avg. yearly since 1925 (inches)	37.72"	D4	Est 47	67,680
<b>STREAMFLOWS * end January</b>		D5	47	67,680
(approx. gpd)	482,400	D6	48	69,120
(approx. gpm)	335	D7	50	72,000
<b>PRODUCTION: Monthly</b>	1,853,600 gal	D8	Est 15	21,600
Average gallons per Day	59,794 gal	<b>TOTAL</b>	<b>322</b>	<b>463,680</b>
Average Gallons per Minute	41.5 gpm			
<b>SOURCES USED</b>		<b>DISTRIBUTION</b>	<b>(USE BY</b>	<b>ZONE)</b>
1 <sup>st</sup> Valley High Intakes (2)	80%	Colby zone	836,500	45%
2 <sup>nd</sup> Valley High Intakes (1)	0%	Tenney zone	631,800+	32%
3 <sup>rd</sup> Valley High Intakes (1)	20 %	Conner zone	42,900	2%
1 <sup>st</sup> Valley lower/ (W1)	nil%	Stockstill zone	256,700	14%
W3 (minor use of both wells)	nil%	Lower SH zone	128,600	7%
2 <sup>nd</sup> Valley lower (L2 +W4)	0 %			
<b>TOTAL</b>	<b>100.0%</b>			

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

**Water Quality**

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

**Major Activities**

1. Monthly report to CA RWQCB
2. Regular Flushing of Via de la Vista/ Escondido main.
3. 91 Perth: blue polybutylene service line replaced w copper
4. Similar leak found on Heather lane: previously abandoned service shut at water main corp. stop
5. Report of Sea Haven tank overflowing: PIL switch out of adjustment => remedied
6. F1 both Nano units chemically cleaned (CIP). F1 ultra UF B CIP (UF A cleaned in Jan)
7. Found Leak 360 Via de la Vista property: gave resident temporary service from neighboring property until plumber repaired
8. Tenney Tank remote level indicator malfunction, recalibrated and now working correctly
9. F3 both UF and NF cleaned (CIP)
10. F3 Cleaned and installed new bug-proof vents on both break tank and finish tanks
11. Watershed brush clearing and chipping continues
12. L1 shed: repaired rotten siding, installed new weather-proof door
13. Minor SCADA system glitches at F1
14. Power shut off at Millerton site (PG&E per state park) caused major fail of SCADA for several days. Resolved when power restored. (we will install solar backup eventually for SCADA site )
15. Paul Smedshammer visit: resolved failure of Colby site (water damage) and other more minor issues
16. New UPS backup power for SCADA at office installed
17. New solar panels and batteries installed at Conner tank
18. Begin work on D4 pipeline restoration

Ken Fox, T3, Senior Water Operator.

January 2020 Report



Inverness Public Utility District  
Board Meeting February 26, 2020

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**Agenda Item No. 6**  
**Fire Department Report**  
**(January 2020)**

**INVERNESS VOLUNTEER FIRE DEPARTMENT**

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

**FIRE DEPARTMENT REPORT  
January 2020**

**INCIDENTS:**

<b>#</b>	<b>Date</b>	
#20-001	01-02	<b>EMS @ 510 Via de la Vista</b> for back pain. M-94 code 2 transport to KTL.
#19-002	01-06	<b>Tree down @ Vision Rd &amp; SFD.</b> Cleared.
#19-003	01-09	<b>EMS @ 110 Madrone</b> for back pain. M-94 No transport.
#19-004	01-11	<b>Vehicle Accident @ Woodhaven &amp; SFD.</b> M-94 no transport.
#19-005	01-15	<b>Tree &amp; Wires down @ 160 Laurel Way.</b> Cleared tree after PG&E de-energized lines.
#19-006	01-16	<b>EMS @ 12784 SFD</b> for possible seizure. M-94 code 2 transport to MGH.
#19-007	01-16	<b>Tree Down @ Camino del Mar &amp; Via de la Vista.</b> No wires & DPW cleared.
#19-008	01-16	<b>Tree &amp; Wires down @ 125 Perth.</b> Standby for PG&E & clear road.
#19-009	01-16	<b>Tree Down @ 122 Hawthornden.</b> DPW to have tree service clear.
#19-010	01-17	<b>EMS @ 1 Drake Way</b> for fall victim. M-94 code 2 transport to PVH.
#19-011	01-17	<b>EMS @ 19 Inverness Way</b> for head pain. M-96 code 2 transport to KTL.
#19-012	01-23	<b>Smoke Check @ 45 Inverness Way.</b> No merit. Chimney smoke.
#19-013	01-28	<b>Welfare check @ 405 Aberdeen Way.</b> Coroner called.
#19-014	01-29	<b>Vehicle Accident @ 12340 SFD.</b> Non- injury.

**TRAININGS:**

01-13 Drill. Rope Rescue.  
01-29 Drill. Continuing Rope Rescue.

**ACTIVITIES AND MAINTENANCE:**

1. West Marin Chiefs in Bolinas to review filling West Marin Disaster Coordinator position.
2. MERA mobile radio to county radio shop for repair.
3. Community Disaster Plan meeting at Pt. Reyes Fire Station.
4. MERA Board meeting in Novato.
5. Disaster Radio Drill.

**PERSONNEL:** Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth, Matt McClaskey, Dennis Holton, Brett Miller, Bill Wessner, Roy Pitts, David Briggs, Scott Engler, John Roche, David Wright, Kai Heimpel

Jim Fox



Inverness Public Utility District  
Board Meeting February 26, 2020

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# Agenda Item No. 7

**Resolution 251-2020**

**Designating the District's Administrator to Act  
in Place of the General Manager**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Resolution 251-2020: Designating Administrator to Act in Place of General Manager  
Meeting Date: February 26, 2020  
Date Prepared: February 15, 2020  
Prepared by: Wade Holland, Customer Services Manager  
Attachments: Draft Resolution 251-2020

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**Recommended Action:** Adopt Resolution 251-2020

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This “housekeeping” resolution is intended to provide Administrator Redding with clear authority to act in the place of the General Manager while the District has no General Manager. Many, many documents (e.g., ordinances, resolutions, Rules & Regulations, etc.) refer to the General Manager, and we need to make sure that all references to “General Manager” are legally inclusive of “Administrator” in the absence of anyone formally designated as General Manager.

This resolution has been submitted to counsel for review.

*Inverness Public Utility District*

**RESOLUTION 251-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE INVERNESS PUBLIC UTILITY DISTRICT  
DESIGNATING THE DISTRICT'S ADMINISTRATOR  
TO ACT IN THE PLACE OF THE GENERAL MANAGER**

**WHEREAS**, Public Utilities Code Section 16111 provides that "A general manager" is an officer of a public utility district; and

**WHEREAS**, Public Utilities Code Section 16114 provides that "the general manager shall have full charge and control of the construction of the works of the district and of their maintenance and operation"; and

**WHEREAS**, the Inverness Public Utility District's organizational chart includes the position of General Manager; and

**WHEREAS**, the position of General Manager of the Inverness Public Utility District is currently unfilled and vacant, and the Board of Directors is not currently pursuing recruitment and engagement of a General Manager; and

**WHEREAS**, it is the desire of the Board of Directors that administration of the district be placed in the charge of the district's Administrator while the position of General Manager is vacant;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Inverness Public Utility District that in all instances in which duties, obligations, authority, responsibilities, document executions, and the like are vested in, obliged to, or referenced to the General Manager, such duties, obligations, authority, responsibilities, document executions, and the like are hereby delegated to and vested in the district's duly appointed Administrator.

**BE IT FURTHER RESOLVED** that this delegation to the Administrator shall expire at the earliest of (a) the appointment by the Board of Directors of a General Manager, (b) any action by this Board to revoke, withdraw, or nullify this resolution, or (c) termination of the Administrator's employment with the District.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of February, 2020, by the following vote, to wit:

**AYES:**                 **Directors**

**NOES:**

**ABSTAINING:**

**ABSENT:**

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Kenneth J. Emanuels, President

ATTEST:

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

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*I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 251-2020 on record in this office, and that subsequent to its adoption no provision of Resolution 251-2020 has been amended, modified, or revoked by the governing body.*

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

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





Inverness Public Utility District  
Board Meeting February 26, 2020

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## Agenda Item No. 8

### **Tenney Tank Project**

- **Report from ad hoc committee**  
(meeting January 31, 2020)
- **Status of SWRCB loan application**

## Tenney Tank Committee Meeting

1/31/2020 10:00am

Committee: Brent Johnson, Kathryn Donohue, Jim Fox, Wade Holland, Shelley Redding

The committee convened to discuss the Tenney Tank Project status and some associated items with regard to the fiscal requirements for the loan from the State Water Resources Control Board (SWRCB), the current IPUD water rates and the construction timeline.

Prior to the meeting, Staff contacted the engineering firm, Brelje and Race, to have the site plans reviewed for any engineering updates and cost estimates since the original drafts. The estimates provided at the time of the funding application are still valid and the drawings are accurate. In reviewing the permit issued by the County, it was noted that it requires a substantial portion of construction be completed prior to the expiration date of 6/14/2020. The permit will require an extension request to be submitted by staff. Preliminary notifications from the SWRCB have detailed specific requirements for funding, that include the District maintain a 1.20% debt ratio, which includes the debt service of the loan, with water rates that can support that goal.

In response the committee has identified these next steps:

- 1) Send an extension request form to the County of Marin Planning Department, requesting an extension for the permit.
- 2) Contact the SWRCB to confirm that the debt ratio includes the debt service of the loan.
- 3) Conduct a comprehensive review of the water rates which should include:
  - a. A 15% increase in Operating Revenue
  - b. Shift the usage rate proportionally to the basic rate
  - c. Make rates fairer for customers whose consumption is primarily for essential (indoor) usage.
- 4) Incorporate the recommended rate increase in budget projections for the next fiscal year.
- 5) Contact an environmental contractor to conduct the Spotted Owl survey.
- 6) Obtain permission from property owners for encroachment access for demolition.

The committee has identified March as the desired month to begin the project, which has an estimated timeline of 19 months. Once IPUD receives final notice of funding, the engineering firm will manage the bid process.



Inverness Public Utility District  
Board Meeting February 26, 2020

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## Agenda Item No. 9

### **Proposal for an increase in Water Rates**

- **Review and approve proposed changes in water rates and charges (to become effective 7/1/2020)**
- **Instruct staff to initiate Prop 218 process for rates increase and set date of public hearing**



Inverness Public Utility District  
Board Meeting February 26, 2020

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# Board Agenda Item Staff Report

Subject: Proposal for an Increase in Water Rates  
 Meeting Date: February 26, 2020  
 Date Prepared: February 18, 2020  
 Prepared by: Wade Holland, Customer Services Manager  
 Attachments: Proposed water rates; Analysis of customer revenue; 3-year budget projection; Draft Prop. 218 notice

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**Recommended Action:** Instruct staff to proceed with the Prop. 218 process for a rate increase to be placed in effect on July 1, 2020, and set the date and time for the Prop. 218 public hearing (May 27 in the evening is recommended).

=====

Staff has responded to the criteria established by the ad hoc committee that met on January 31, 2020, to consider the Tenney Tank Project and the question of increasing water rates and charges in time to go into effect on July 1, 2020 (it is assumed that the District will have committed to the Tenney Tank Project before the 2020/21 fiscal year begins on July 1).

The committee recommended the following criteria for structuring a new schedule of rates and charges:

- a. Increase operating revenue by 15%
- b. Adjust the Basic Charge and Usage Charge ratios to reduce nominally the proportion derived from the Usage Charges (for a greater proportion of assured revenue)
- c. Make rates fairer for customers whose consumption is primarily for essential (indoor) usage

Staff's proposed rate structure would increase total revenue by 15.6%; would increase the percentage of revenue from the Basic Charge from 77% to 81%; and would adjust the usage rate tiers so that for the 43% of residential customers who are in the "average usage" range, the increase in their water bills would be 10.8% (this is accomplished principally by not charging for the first 4 ccf of water each customer uses in the bimonthly billing period, which is approx. 50 gallons per day).

The first attachment shows the current and proposed water rates.

The second attachment shows how much revenue is raised by the current and the proposed rates, and summarizes how much additional revenue would be raised by the proposed changes.

The third attachment is a 3-year operating budget projection that guided us in determining the amount of additional revenue that a revised rate structure would have to raise. We had to ensure that each year's "Operating Income/Loss" (on the 2nd page) shows a positive figure of at least \$6,600, because the SDWRF loan contract (for the Tenney Tank Project) will require that operating revenue cover the Water System's operating expenses, the debt service on the loan (principal and interest payments), and a surplus equal to 20% of the debt service amount (we have been told that the annual debt service assuming we borrow the entire \$800,000 we have asked for will be around \$33,000, so 20% would come to \$6,600). After also making deposits (as scheduled by Resolution 247-2020, which is also on today's agenda) into the Tank Replacement Fund, as required by the Prop. 218 conditions that were incorporated into the January 2018 and July 2019 rate increases, the Water System would have a 3-year net income/loss of -\$2,580. This very-close-to-zero amount, from a three-year look-ahead, suggests that the proposed new rate structure represents the absolutely minimum necessary increase in water revenue.

The next set of attachments constitute a draft of the four pages of the proposed Prop. 218 notice that we will mail to the owners/customers at all parcels served by the Water System. If you agree to proceed with the rate increase proposal, you must set a date and time for the public notice. We recommend an evening meeting on Wednesday, May 27, which is the date of your regular May Board meeting (conduct the Prop.

218 public hearing first and then conduct your regular monthly meeting business). The last time rates were changed, in 2017, you scheduled the Prop. 218 meeting for 6 p.m.

The Prop. 218 public hearing must be held before the end of May, because the ordinance changing the water rates that you may adopt after the public hearing will not go into effect until 30 days later (and we have to have it in effect before July 1). The Prop. 218 notices must be mailed at least 45 days before the date of the public hearing. Thus, the notices would have to be mailed by Friday, April 11 if the public hearing is scheduled for Wednesday, May 27.

Please note that once you commit to the Prop. 218 notice, you will not be able to make any changes to the proposed rates and charges as shown in the Prop. 218 notice. At the public hearing, you will be limited to either approving or rejecting the proposed rates. To make any changes, you would have to first reject the proposed rates, then start over with an entirely new Prop. 218 process (which would delay the effective date of a revised schedule of rates until at least Oct. 1, and the current rates would remain in effect until that time).

## PROPOSAL FOR CHANGES IN WATER RATES AND CHARGES, JULY 1, 2020

<b>CURRENT RATES</b>	
(as of 7/1/2019)	
<u>Basic Charge (bimonthly)</u>	
Regular	121.00
Lifeline: Very low income	60.50
Lifeline: Extremely low income	30.25
<u>Usage Rates (per ccf)</u>	
1-12 ccf	2.70
13-36 ccf	4.20
37-48 ccf	5.90
49-60 ccf	8.10
60 & up*	24.40
1 ccf = 748 gallons	
<u>Cross Connection Charge (bimonthly)</u>	
Each cross connection	10.00

<b>PROPOSED RATES</b>	
(to become effective 7/1/2020)	
<u>Basic Charge (bimonthly)</u>	
Regular	146.00
Lifeline: Very low income	73.00
Lifeline: Extremely low income	36.50
<u>Usage Rates (per ccf)</u>	
1-4 ccf	---
5-12 ccf	3.00
13-24 ccf	5.00
25-36 ccf	6.00
37-48 ccf	10.00
49-60 ccf	12.00
60 & up*	28.00
1 ccf = 748 gallons	
<u>Cross Connection Charge (bimonthly)</u>	
Each cross connection	12.00

\* This tier is not applicable to nonresidential customer accounts, for which the top tier is 49 & up.

Note: The Cross Connection Charge currently applies to 18 customers who have a water storage tank or other source of water (such as a well) on the property.

Under the Proposed Rates, each customer will be entitled to use of up to 4 ccf of water (approximately 50 gallons a day over the two-month period) at no charge.

**ANALYSIS OF CUSTOMER REVENUE  
UNDER CURRENT AND PROPOSED RATE STRUCTURES**

<b>Current Rates</b>	<i>Basic Charge</i>	<i>Usage Charge</i>	<i>Total</i>
Jan/Feb	62,224.25	10,238.10	72,462.35
Mar/Apr	62,224.25	9,557.90	71,782.15
May/June	62,224.25	21,140.30	83,364.55
Jul/Aug	62,224.25	29,723.40	91,947.65
Sep/Oct	62,224.25	24,460.40	86,684.65
Nov/Dec	62,224.25	15,728.00	77,952.25
<b>Year Totals</b>	<b>373,345.50</b>	<b>110,848.10</b>	<b>484,193.60</b>
	77%	23%	

<b>Proposed Rates</b>	<i>Basic Charge</i>	<i>Usage Charge</i>	<i>Total</i>
Jan/Feb	75,226.50	7,943.00	83,169.50
Mar/Apr	75,226.50	7,208.00	82,434.50
May/June	75,226.50	21,759.00	96,985.50
Jul/Aug	75,226.50	32,301.00	107,527.50
Sep/Oct	75,226.50	24,460.40	99,686.90
Nov/Dec	75,226.50	14,667.00	89,893.50
<b>Year Total</b>	<b>451,359.00</b>	<b>108,338.40</b>	<b>559,697.40</b>
	81%	19%	

<b>Full-Year Comparison</b>	<i>Current Rates</i>	<i>Proposed Rates</i>	<i>Percent Increase</i>
Basic Charge revenue	373,345.50	451,359.00	20.9%
Usage Charge revenue	110,848.10	108,338.40	-2.3%
<b>Total Customer Revenue</b>	<b>484,193.60</b>	<b>559,697.40</b>	<b>15.6%</b>

Note: Base is calendar year 2019.



	Estimated Current 2019/20*	Projection for 1920/21	Projection for 2021/22	Projection for 2022/23
<b>Income</b>				
<b>700 - Water Charges</b>				
700-01 Basic Charge	373,700	452,100	452,100	452,100
700-02 Usage Charges	110,900	108,400	108,400	108,400
700-03 Cross Connection Fees	1,100	1,300	1,300	1,300
700-04 Misc Charges	9,100	9,100	1,500	1,500
700-05 Uncollectibles	0	-1,400	-900	0
<b>Total Water Revenue</b>	<b>494,800</b>	<b>569,500</b>	<b>562,400</b>	<b>563,300</b>
<b>710 Miscellaneous Income</b>				
710-01 Customer Work Overhead	500	500	500	500
710-02 Other Income	4,100	4,200	4,300	4,400
<b>Total Miscellaneous Income</b>	<b>4,600</b>	<b>4,700</b>	<b>4,800</b>	<b>4,900</b>
<b>Total Income</b>	<b>499,400</b>	<b>574,200</b>	<b>567,200</b>	<b>568,200</b>
<b>Expense</b>				
<b>810 Personnel Costs</b>				
810-01 Management	21,300	22,000	22,800	23,600
810-02 Operations Personnel	177,500	159,700	33,100	34,300
810-03 Administrative Personnel	12,500	12,900	165,300	171,100
810-04 Employer Payroll Taxes	15,500	15,300	15,800	16,400
810-07 Health Insurance Premiums	54,500	39,000	40,300	41,700
810-08 Retirement Premiums	27,200	23,600	24,400	25,200
810-09 Unfunded Accrued Liability	33,000	33,400	34,600	35,800
810-10 Accrued Vacation	15,500	16,200	16,800	17,400
810-11 Workers Comp Insurance	9,800	9,900	10,300	10,700
<b>Total Personnel Costs</b>	<b>366,800</b>	<b>332,000</b>	<b>363,400</b>	<b>376,200</b>
<b>833 Collection &amp; Treatment</b>				
833-01 Chemicals	4,000	4,700	4,900	5,100
<b>Total Collection &amp; Treatment</b>	<b>4,000</b>	<b>4,700</b>	<b>4,900</b>	<b>5,100</b>
<b>835 Lab &amp; Monitoring</b>				
835-01 BacT & Raw Samples	3,500	4,500	4,600	4,700
835-02 Periodic Samples	5,100	5,300	5,500	5,700
835-03 Lead & Copper	500	1,000	1,100	1,200
<b>Total Lab &amp; Monitoring</b>	<b>9,100</b>	<b>10,800</b>	<b>11,200</b>	<b>11,600</b>
<b>840 Maintenance &amp; Utilities</b>				
840-01 Equipment Maint	500	1,100	1,200	1,300
840-02 Building Maint	500	1,100	1,200	1,200
840-04 Tank Maintenance	600	700	800	900
840-05 Collect. & Treatment Maint.	7,000	9,300	9,600	1,000
840-06 Distribution System Maintenance	15,000	10,700	11,100	11,500
844-07 Collection & Treatment Utilities	30,000	30,900	32,000	33,100
844-08 Distribution System Utilities	5,000	7,100	7,400	7,700
<b>Total Maintenance &amp; Utilities</b>	<b>58,600</b>	<b>60,900</b>	<b>63,300</b>	<b>56,700</b>
<b>844 Storage &amp; Distribution</b>				
844-01 Telemetry	2,800	2,900	3,000	3,100
844-02 Cross Connect Maintenance	300	1,200	1,300	1,400
844-03 Miscellaneous	700	800	900	1,000
<b>Total Storage &amp; Distribution</b>	<b>3,800</b>	<b>4,900</b>	<b>5,200</b>	<b>5,500</b>
<b>845 Supplies and Inventory</b>				
845-01 Supplies and Inventory	1,000	1,100	1,200	1,300
<b>Total Supplies and Inventory</b>	<b>1,000</b>	<b>1,100</b>	<b>1,200</b>	<b>1,300</b>
<b>850 Training</b>				
850-01 Certification & Courses	2,000	2,100	2,200	2,300
<b>Total Training</b>	<b>2,000</b>	<b>2,100</b>	<b>2,200</b>	<b>2,300</b>
<b>860 Vehicle Operations</b>				
860-01 Gas & Oil	5,000	5,200	5,400	5,600
860-02 Repairs & Service	6,000	6,200	6,400	6,600
<b>Total Vehicle Operation</b>	<b>11,000</b>	<b>11,400</b>	<b>11,800</b>	<b>12,200</b>
<b>870 Administration</b>				
870-01 Telephone, Internet, Cable	1,500	1,600	1,700	1,800
870-02 Dues & Publications	1,000	1,000	1,100	1,200
870-03 Insurance	8,700	9,000	9,300	9,600
870-04 Financial Reporting/Audit	3,500	3,300	3,400	3,500
870-05 Water System Fees	2,000	3,700	3,800	3,900
870-09 Travel, Meetings, Training	1,000	1,000	1,000	1,100
870-10 Public Relations & Outreach	500	500	500	600
870-11 IT Support	6,000	9,600	10,000	10,300

	Estimated Current 2019/20*	Projection for 1920/21	Projection for 2021/22	Projection for 2022/23
870-12 Billing & Collections	8,600	9,000	9,300	9,600
870-14 Miscellaneous	1,000	500	500	600
<b>Total Administration</b>	<b>33,800</b>	<b>39,200</b>	<b>40,600</b>	<b>42,200</b>
<b>Debt Service</b>				
Interest				
Principal				
<b>Total Debt Service</b>	<b>0</b>	<b>10,000</b>	<b>20,000</b>	<b>33,000</b>
<b>Total Expenses</b>	<b>490,100</b>	<b>477,100</b>	<b>523,800</b>	<b>546,100</b>
<b>Operating Income/Loss</b>	<b>9,300</b>	<b>97,100</b>	<b>43,400</b>	<b>22,100</b>
<b>Unfulfilled prior commitment to Tank Replacement Fund (\$174,480)</b>	<b>-9,300</b>	<b>-55,060</b>	<b>-55,060</b>	<b>-55,060</b>
<b>Net Income/Loss</b>	<b>0</b>	<b>42,040</b>	<b>-11,660</b>	<b>-32,960</b>
<b>3-Year Combined Net Income/Loss</b>				<b>-2,580</b>

\* Data for current 2019/20 year is based on actuals for July through December 2019 and estimates for January through June 2020.



## INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ❖ WATER SYSTEM

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

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

### PUBLIC HEARING ON CHANGES IN WATER RATES AND CHARGES

- PURPOSE:** Receive public comment on and consider adopting changes in water rates and charges
- WHEN:** [day], [date], 2020, [time]
- WHERE:** Inverness Firehouse, 50 Inverness Way North, Inverness

The Board of Directors of the Inverness Public Utility District is proposing changes to the Water System's rates and charges in order to increase the Water System's operating revenues by 15.6%, effective July 1, 2020. One feature of the proposed new rates structure would be to include within each customer's Basic Charge a base amount of water (approx. 50 gallons a day) at no additional charge.

### REASON FOR THE PROPOSED INCREASE IN REVENUE

Although a two-stage increase in water rates was put into effect beginning in January 2018, all the revenue from that set of rate increases was dedicated primarily to critical infrastructure needs, such as replacement of aging storage tanks and water mains in Seahaven. The last increase in rates and charges that provided additional revenue for ordinary operating expenses was in July 2009. The Water System can no longer sustain its day-to-day operating costs with a revenue flow based on rates and charges adopted 11 years ago.

The need for an approx. 15% increase in operating revenue is based on a three-year budget projection, that also takes into account the decision to participate in the Drinking Water State Revolving Fund to finance the Water System's next major capital project, replacement of the storage tanks at the critical Tenney Tank Site. This loan program, underwritten by voter-approved state water bonds, enables us to jumpstart a project that otherwise would be beyond our capability to fund in a timely manner on a pay-as-you-go basis (always our preferred method). The District will borrow up to \$800,000 to replace the Tenney site's two aging (and badly leaking!) redwood tanks with state-of-the-art bolted-steel tanks (one holding 52,700 gallons, and the other holding 43,700 gallons, replacing a 60,000-gallon tank and a 10,000-gallon tank). The 30-year loan will be repaid at the low interest rate of 1.4% (over the life of the loan, the interest component will account for only 16.7% of total payments).

Except for a small amount of water that is treated at our Third Valley treatment plant, all water in the system goes through the main treatment plant at the top of Perth Way and then into the Tenney tanks, from where it flows directly into distribution mains and to four other tank sites. Thus, the Tenney tanks are the critical link in both our storage system and our distribution system: We absolutely cannot allow aging infrastructure at the Tenney site to deteriorate to the point of a potentially catastrophic failure. The Board of Directors has determined that it is most prudent to proceed immediately to replace the Tenney tanks by accessing the very-low-cost financing available to us at this time from the state bonds. This also means that, without having to incur additional debt, our normal reserves that are funded from customer revenue will remain available for the myriad of other smaller projects that will need to be addressed on an on-going basis (the Water System has no existing debt; the Fire Department has an annual \$12,000 obligation as its share of the Marin Emergency Radio Authority's bonded indebtedness).

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

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

Please be advised that, pursuant to Sec. 6 of Article XIII D of the Constitution of the State of California, notice is hereby given that the parcels upon which the proposed water rates and charges are to be imposed are all parcels in Marin County served by a customer connection to the Inverness Public Utility District Water System. The amounts of the charges shall be determined on the basis of the volume of water used by each served parcel in each bimonthly billing period using the schedule of rates and charges shown on Page 3 of this notice. These rates and charges were determined on the basis of a three-year budgeting projection.

### **HOW WILL THE AVERAGE BILL BE AFFECTED?**

The proposed changes would add an average of \$7.85 per month (\$15.70 per bimonthly bill) to the cost of water service for a typical single-family residence, beginning in July 2020. A typical residential customer is billed for 9 units of water (approximately 6,700 gallons) per billing period.

For the 43% of residential customers whose typical bimonthly water usage is in the range of 4-12 units (approximately 3,000 to 9,000 gallons per billing period), the total bill will increase by 10.8%.

### **NOTEWORTHY DETAILS OF THE PROPOSED CHANGES**

- Each customer will be entitled to use of up to 4 ccf of water (approximately 50 gallons per day over the typical two-month billing period) at no charge; this base allotment of water will be included in the Basic Charge.
- The bimonthly “Cross Connection Charge” applies currently to 18 customers who have a water storage tank or other source of water (such as a well) on their property. This charge will increase from \$10 to \$12, to reflect increased costs of inspecting and maintaining the installed cross connection prevention devices as required by this State-mandated program.

### **PUBLIC HEARING**

A public hearing will be held at the District's office (50 Inverness Way North, Inverness) at [time] on [day], [date], 2020, to consider enactment of the proposed changes. You are cordially invited to attend and testify at the hearing or to mail your comments in advance to P.O. Box 469, Inverness, CA, 94937. For more information, visit the District's website ([invernesspud.org](http://invernesspud.org)) or phone (415) 669-1414.

If you wish to protest against the proposed fees and charges, you must submit your protest in writing prior to the close of the [date], 2020, public hearing. A written protest must legibly identify and be signed by the owner of (or the Water System customer of record for) the affected property, and must include a description of the property (Assessor's Parcel Number or Water System account number). Protests can be mailed, faxed, emailed (if appropriately signed), or delivered to the applicable address shown at the top of Page 1 of this notice prior to the close of the public hearing. If written protests are submitted by a majority of the affected property owners or customers, the proposed changes will not be imposed (you must submit your protest in writing even if you testify at the public hearing).

If the number of protests received does not meet the threshold that requires withdrawal of the proposal to change the rates and charges, the Board Directors may immediately adopt an ordinance enacting the proposed changes in rates and charges to go into effect no later than July 1, 2020.

**SCHEDULE OF CURRENT RATES AND PROPOSED NEW RATES**

<b>CURRENT RATES</b> (as of 7/1/2019)	
<u>Basic Charge</u> (bimonthly)	
Regular	121.00
Lifeline: Very low income	60.50
Lifeline: Extremely low income	30.25
<u>Usage Rates</u> (per ccf)	
1-12 ccf	2.70
13-36 ccf	4.20
37-48 ccf	5.90
49-60 ccf	8.10
60 & up*	24.40
1 ccf = 748 gallons	
<u>Cross Connection Charge</u> (bimonthly)	
Each cross connection	10.00

<b>PROPOSED RATES</b> (to become effective 7/1/2020)	
<u>Basic Charge</u> (bimonthly)	
Regular	146.00
Lifeline: Very low income	73.00
Lifeline: Extremely low income	36.50
<u>Usage Rates</u> (per ccf)	
1-4 ccf	---
5-12 ccf	3.00
13-24 ccf	5.00
25-36 ccf	6.00
37-48 ccf	10.00
49-60 ccf	12.00
60 & up*	28.00
1 ccf = 748 gallons	
<u>Cross Connection Charge</u> (bimonthly)	
Each cross connection	12.00

\* This tier is not applicable to nonresidential customer accounts, for which the top tier is 49 & up.

Note: The Cross Connection Charge currently applies to 18 customers who have a water storage tank or other source of water (such as a well) on the property.

Under the Proposed Rates, each customer will be entitled to use of up to 4 ccf of water (approximately 50 gallons a day over the two-month period) at no charge.

**Please see Page 4 for examples of water bills under the current and the proposed rates.**

**EXAMPLES OF WATER BILLS UNDER CURRENT AND PROPOSED RATES**

Number of units used in bimonthly billing period*	Current Rates			Proposed Rates			Percent increase
	Usage Charge	Basic Charge	Total bill	Usage Charge	Basic Charge	Total bill	
0	0.00	121.00	121.00	0.00	146.00	146.00	20.7%
1	2.70	121.00	123.70	0.00	146.00	146.00	18.0%
3	8.10	121.00	129.10	0.00	146.00	146.00	13.1%
4	10.80	121.00	131.80	0.00	146.00	146.00	<b>10.8%</b>
5	13.50	121.00	134.50	3.00	146.00	149.00	<b>10.8%</b>
<b>9</b>	<b>24.30</b>	<b>121.00</b>	<b>145.30</b>	<b>15.00</b>	<b>146.00</b>	<b>161.00</b>	<b>10.8%</b>
12	32.40	121.00	153.40	24.00	146.00	170.00	<b>10.8%</b>
24	82.80	121.00	203.80	84.00	146.00	230.00	12.9%
36	133.20	121.00	254.20	156.00	146.00	302.00	18.8%
48	204.00	121.00	325.00	276.00	146.00	422.00	29.8%
50	220.20	121.00	341.20	300.00	146.00	446.00	30.7%
60	301.20	121.00	422.20	420.00	146.00	566.00	34.1%
72	594.00	121.00	715.00	756.00	146.00	902.00	26.2%
100	1,277.20	121.00	1,398.20	1,540.00	146.00	1,686.00	20.6%

\* 1 unit = 1 ccf = 748 gallons

**The average water bill for a residential customer is for 9 units.**

43% of residential customers use between 4 and 12 units on a typical water bill. Usage within this range will translate under the new rates into an increase of 10.8% on the total bill.



Inverness Public Utility District  
Board Meeting February 26, 2020

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# Agenda Item No. 10

## **Resolution 250-2020**

Establishing Fund Categories in accordance with  
GASB Statement 54



*Inverness Public Utility District*

**Board Agenda Item Staff Report**

Subject: Resolution 250-2020: Establishing Fund Types for Consistency with GASB 54 (thereby revoking Resolution 194-2011)  
Meeting Date: February 26, 2020  
Date Prepared: February 15, 2020  
Prepared by: Wade Holland, Customer Services Manager  
Attachments: Draft Resolution 250-2020; Schematic of GASB fund types

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**Recommended Action:** Adopt Resolution 250-2020

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As promised, staff has re-examined the District’s existing, unwieldy list of and classification criteria for reserved funds. We have come to the conclusion that a misreading of GASB 54 led to the conclusion that the District was required to set up a separate fund for virtually every type of recurring expense.

In fact, the purpose of GASB 54 was simply to standardize the definitions of and terminology for the various types of reserved funds that might be used by public agencies. In the past, the same term (such as “sinking fund”) might be used from one agency to the next for funds governed by very different types and levels of spending constraints.

The schematic that is included in the packet shows how GASB 54 classifies all funds into a simple matrix of five levels, from “Nonspendable” to “Unassigned.” GASBE 54 itself does not mandate use of reserved funds at all, but if you do maintain reserved funds you should categorize them as shown so that the constraints that apply to any particular fund are clear and consistent among agencies.

Staff is recommending that operating funds be designated as “Unassigned,” that operating reserves be designated as “Assigned,” that funds intended for saving for large, pay-as-you-go projects and purchases (such as vehicles) be designated as “Committed,” and that funds whose spending constraints are dictated externally by a third-party source be designated as “Restricted.” Staff is unaware of any District funds that would be appropriate for designation as “Nonspendable.”

We are also proposing criteria for setting up operating reserves.



**RESOLUTION 250-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE INVERNESS PUBLIC UTILITY DISTRICT  
ESTABLISHING AND CLASSIFYING THE DISTRICT'S FUND CATEGORIES  
IN ACCORDANCE WITH STATEMENT NO. 54 OF THE  
GOVERNMENTAL ACCOUNTING STANDARDS BOARD,  
THEREBY REVOKING AND REPLACING RESOLUTION 194-2011**

**WHEREAS**, the Governmental Accounting Standards Board has issued Statement No. 54, "Fund Balance Reporting and Governmental Fund Type Definitions"; and

**WHEREAS**, the Board of Directors of the Inverness Public Utility District desires to revise, re-establish, and reclassify the various types of funds reported by the Inverness Public Utility District as previously set by Inverness Public Utility District Resolution 194-2011 in a manner that is consistent with the standards of Governmental Accounting Standards Board Statement No. 54,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the Inverness Public Utility District hereby withdraws and revokes Resolution 194-2011 and declares all of its provisions and contents to be no longer applicable; and

**BE IT FURTHER RESOLVED** that the Board of Directors of the Inverness Public Utility District hereby establishes and classifies the funds reported by the District as follows:

**FUND CATEGORIES**

**Nonspendable Funds**

The "Nonspendable Funds" category shall consist of resources that are not in spendable form (such as inventories) or are legally required to be maintained intact (such as endowments); the District does not currently maintain funds in this category.

**Restricted Funds**

The "Restricted Funds" category shall consist of amounts that can be spent only for specific purposes stipulated by the California Constitution, by external resource providers, or through enabling legislation; these fund amounts are constrained externally by a third party (such as a grantor or contributor), which constraints are legally enforceable by the external parties.

**Committed Funds**

The "Committed Funds" category shall consist of amounts that can be used only for specific purposes determined by formal action of the District's Board of Directors; maintenance of these funds, and use of the amounts in these funds, are at the discretion of the Board of Directors as it shall determine from time to time.

**Assigned Funds**

The "Assigned Funds" category shall consist of amounts that are intended to be used for specific purposes but do not meet the criteria to be classified as restricted or committed; in general, these fund amounts are intended to constitute the District's, and its departments', operating reserves.

**Unassigned Funds**

The "Unassigned Funds" category shall constitute the residual balance of the District's funds and shall include all spendable amounts not contained in the other categories.

**FUNDS ESTABLISHED**

**Nonspendable Funds**

No funds are established as Nonspendable Funds.

**Restricted Funds**

- 1. West Marin Emergency Services Fund (WMES Fund) (Fire Department)
- 2. Transient Occupancy Tax Fund (TOT Fund) (Fire Department)
- 3. *[Placeholder for any fund required by Drinking Water State Revolving Fund loan]* (Water System)

**Committed Funds**

- 1. Water System Tank Replacement Fund
- 2. Fire Department Vehicle Replacement Fund
- 3. Water System Vehicle Replacement Fund

**Assigned Funds**

- 1. Operating reserve for General Fund
- 2. Operating reserve for Water System
- 3. Operating reserve for Fire Department

**Unassigned Funds**

- 1. Operating fund

**BE IT FURTHER RESOLVED THAT** the fund categories and the funds set forth herein shall be and are effective beginning with the 2019/2020 fiscal year, and that any previously established fund categories and funds are hereby replaced by the fund categories and the funds stated herein or established subsequently by Board action;

**BE IT FURTHER RESOLVED THAT** existing fund balances as of June 30, 2019, shall be restated, by Board action, to one or more of the above defined or subsequently established funds;

**BE IT FURTHER RESOLVED THAT** the operating reserves in the Assigned funds category shall be established as follows:

**Operating reserve for General Fund:** 3 months' worth of average monthly General Fund operating expenses

**Operating reserve for Water System:** 2 months' worth of average monthly Water System operating expenses

**Operating reserve for Fire Department:** 4 months' worth of average monthly Fire Department operating expenses

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of February, 2020, by the following vote, to wit:

**AYES: Directors**

**NOES:**

**ABSTAINING:**

**ABSENT:**

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

ATTEST:

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

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*I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 250-2020 on record in this office, and that subsequent to its adoption no provision of Resolution 250-2020 has been amended, modified, or revoked by the governing body.*

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

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

# APPLYING NEW FUND BALANCE CLASSIFICATIONS

Nonspendable

Resources not in spendable form or Are legally required to be maintained intact

Restricted

Constraint **EXTERNALLY** imposed by third party (grantor, contributor, etc.) State Constitution or by enabling legislation. Legally enforceable by external parties

Committed

Constraint **INTERNALLY** imposed by local government's highest level of authority (Council, Board, etc.) of formal action using the highest level of decision making authority

Assigned

Constraint is an **INTERNAL** expression of intent by governing body or authorized official

Unassigned

No constraints



Inverness Public Utility District  
Board Meeting January 22, 2020

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# Agenda Item No. 11

## **Resolution 247-2020**

### **Designating the Water System Tank Replacement Fund as Committed Fund**



## **Board Agenda Item Staff Report**

Subject: Resolution 247-2020: Designating the Water System Tank Replacement Fund as a Committed Fund and Declaring an Intent to Transfer Specified Customer Revenue into the Water System Tank Replacement Fund

Meeting Date: February 26, 2020

Date Prepared: February 15, 2020

Prepared by: Wade Holland, Customer Services Manager

Attachments: Draft Resolution 247-2020 (with 2-page Analysis attachment)

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**Recommended Action:** Adopt Resolution 247-2020.

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A version of this resolution was brought before your Board at the January 22, 2020, meeting. Your Board asked that it be reconsidered by staff and brought back to you this month.

The resolution has been simplified considerably, and now incorporates language to make it consistent with the recommendations of the ad hoc Tenney Tank project committee and the following assumptions: (1) That the Board will move ahead with the Tenney Tank replacement project, (2) That the Board will accept the DWSRF loan for purposes of financing construction of the new Tenney tanks, (3) That the Board will instruct staff to start the Prop. 218 process to increase water rates and charges in time to become effective on July 1, 2020, based on the new water rates and charges also being proposed at this time.

Consistent with Resolution 250-2020, also on your agenda for this meeting, this Resolution 247-2020 first reclassifies the existing Water System Tank Replacement Fund as a “Committed” fund (under GASBE 54) rather than as an “Assigned” fund (and ensures that the balance of \$46,801 in the existing fund also transfers into the new “Committed” fund).

Next, Resolution 247-2020 approves the analysis (attached to the Resolution) that determined that the amount of customer revenue raised by the January 2018 and July 2019 rate increases comes to a total of \$174,480 (January 1, 2018 – June 30, 2020).

Thirdly, Resolution 247-2020 declares the Board’s intention to amortize that \$174,480 obligation by making transfers into the Tank Replacement Fund over a period of four fiscal years (once funds are placed in the fund, they can be immediately expended for qualifying purposes).

Finally, the resolution declares your Board’s intention to replace the January 2018 and July 2019 rate increases with the new increase anticipated for July 2020 (eliminating the restrictive language that accompanied the 2018 and 2019 increases).

The 2-page attachment to the resolution shows how we determined how much of the revenue from the water bills since the 2018 and 2019 rate increases went into effect was attributable to those increases. This is the amount that must be set aside into the Tank Replacement Fund, pursuant to the Prop. 218 conditions that governed the 2018 and 2019 increases.

*Inverness Public Utility District*

**RESOLUTION 247-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INVERNESS PUBLIC UTILITY DISTRICT  
DESIGNATING THE WATER SYSTEM TANK REPLACEMENT FUND AS A COMMITTED FUND AND  
DECLARING ITS INTENT TO TRANSFER SPECIFIED CUSTOMER REVENUE INTO  
THE WATER SYSTEM TANK REPLACEMENT FUND**

**WHEREAS**, a Water System Tank Replacement Fund was established by Inverness Public Utility District Resolution 194-2011, pursuant to Governmental Accounting Standards Board (GASB) Statement No. 54; and,

**WHEREAS**, the existing Water System Tank Replacement Fund is an “Assigned” fund, as defined by GASB Statement No. 54, in which there is currently a balance of \$46,801; and,

**WHEREAS**, on October 25, 2017, in accordance with Article XIII D, Section 6, of the Constitution of the State of California, the Board of Directors conducted a public hearing to consider a proposed increase in water rates for the customers of the Inverness Public Utility District Water System and then enacted Ordinance No. 87-2017 setting new water rates as proposed; and,

**WHEREAS**, noticing of the public hearing and of the proposed increases in the water rates was conducted in accordance with the requirements of Article XIII D, Section 6, of the Constitution of the State of California (commonly referred to as “Prop. 218”); and,

**WHEREAS**, the new water rates increased the amount of the Basic Charge and the amounts of the usage tiers by an average of fifteen percent (15%) to become effective on January 1, 2018, and increased the amount of the Basic Charge and the amounts of the usage tiers by an average of five percent (5%) to become effective on July 1, 2019 (for cumulative twenty-one percent (21%) average increases in both the Basic Charge and the usage tier rates); and,

**WHEREAS**, it was stated in said public noticing that “It is the District’s intention that nearly all of the revenue generated by these rate increases (estimated at \$84,000 annually) will be dedicated primarily to tank replacement”; and,

**WHEREAS**, as of December 31, 2019, the two increases in the water rates had accrued \$101,822 in Basic Charge revenue and a calculated \$31,824 in Usage Charge revenue over what would have been raised without the two rate increases, for a total of \$133,646 in additional revenue attributable to the increase in water rates as a result of enactment of Ordinance No. 87-2017; and,

**WHEREAS**, the two-page document “Analysis of Increase in Revenue in 2018-2020 from 1/1/2018 and 7/1/2019 Rate Increases,” dated February 15, 2020, and attached hereto, has determined that during the period of January 1 through June 30, 2020, an additional \$32,761 in Basic Charge revenue and \$8,072 in Usage Charge revenue will accrue (for a total of \$40,833); and,

**WHEREAS**, it is the desire of the Board of Directors as follows: (1) That the Water System Tank Replacement Fund be categorized as a “Committed” fund as defined by GASB Statement No. 54; (2) That the total incremental revenue accruing between January 1, 2018 and June 30, 2020, as a result of enactment of Ordinance No. 87-2017 be accounted for in the committed Water System

Tank Replacement Fund, in the total amount of \$174,480; and (3) That the Board will state explicitly its sunset intentions for setting aside into a defined fund the incremental customer revenue from enactment of Ordinance No. 87-2017,

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

**SECTION 1:** The Board of Directors approves and accepts the document "Analysis of Increase in Revenue in 2018-2020 from 1/1/2018 and 7/1/2019 Rate Increases," dated February 15, 2020, as the basis for determining the total amount of revenues accruing between January 1, 2018 and June 30, 2020, as a result of enactment of Ordinance No. 87-2017.

**SECTION 2:** The Board of Directors directs that the existing balance of \$46,801 in the assigned Water System Tank Replacement Fund be transferred to a new committed Water System Tank Replacement Fund, thereby discontinuing the assigned Water System Tank Replacement Fund.

**SECTION 3:** The Board of Directors declares its intent to transfer from operating funds into the Water System Tank Replacement Fund the total amount of \$174,480 over a period of four fiscal years, as follows:

For and during the 2019/20 fiscal year	\$9,300
For and during the 2020/21 fiscal year	\$55,060
For and during the 2021/22 fiscal year	\$55,060
For and during the 2022/23 fiscal year	\$55,060

**SECTION 4:** The Board of Directors finds that the rate increases placed in effect by enactment of Ordinance 87-2017, and the conditions appurtenant thereto, shall be cancelled and discontinued in the event of enactment by the Board of Directors of any subsequent ordinance setting new customer water rates.

**ACCEPTED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of February, 2020, by the following vote, to wit:

**AYES:**                 **Directors**

**NOES:**

**ABSTAINING:**

**ABSENT:**

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Kenneth J. Emanuels, President

ATTEST:

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Shelley Redding, Clerk of the Board



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*I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 247-2020 on record in this office, and that subsequent to its adoption no provisions of Resolution 247-2020 have been amended, modified, or revoked by the governing body.*

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

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

**Analysis of Increase in Revenue in 2018-2020  
from 1/1/2018 and 7/1/2019 Rate Increases**

**Page 1: Basic Charge Analysis (1/1/2018 - 12/31/2019)**

	Without increases	15% increase applied 1/2018 - 6/2019	21% increase applied 7/2019 - 12/2019 (cumulative of 15% + 5%)
Basic Charge	\$100.00	\$115.00	\$121.00
Number of customer equivalents (see Note)	514.25	514.25	514.25
Total Basic Charge revenue per billing period	\$51,425.00	\$59,138.75	\$62,224.25
Number of billing periods	12	9	3
Total Basic Charge revenue without increases (a)	\$617,100.00		
Total actual Basic Charge revenue, 2018 & 2019		\$532,248.75	\$186,672.75

Total actual BC revenue with both increases (b)	\$718,921.50	<-- Sum of \$532,248.75 + \$186,672.75
Amount attributable to increases (b - a)	\$101,821.50	

<b>Total additional revenue from 2018 &amp; 2019 increases</b>		
Basic charges (from above)	\$101,821.50	
Usage charges (from other page)	\$31,824.28	
<b>Total additional revenue 2018 &amp; 2019</b>	<b>\$133,645.78</b>	See text below.

Note on "Customer Equivalent" (CE)	No. of CEs
513 full-pay customers @ 1 CE	513.00
2 Lifeline, very low @ 0.50 CE	1.00
1 Lifeline, extremely low @ 0.25	0.25
<b>Total CEs (at 12/31/2019)</b>	<b>514.25</b>

This two-year total of the additional revenue from the rate increases includes the 15% increase for the full two years, but the additional 5% increase was in effect only during the last six months of the two-year period. Our best guess of what the annual revenue will be going forward (with both increases fully in effect) is in the range of \$80,000 to \$85,000.

The portion of each year's water bill revenue that is attributable to these two increases should be formally set aside by the Board into a committed reserved fund. Expenditures can be made from this fund so long as the expenditures are for purposes that are consistent with the District's stated intent for how the funds will be used. The Prop. 218 language on how the funds will be used was as follows:

"It is the District's intention that nearly all of the revenue generated by these rate increases (estimated at \$84,000 annually) will be dedicated primarily to tank replacement."

See the "Usage Charges" worksheet (page 2) for the revenue from these two rate increases by fiscal year (including the estimated revenue for January - June 2020).

**Analysis of Increase in Revenue in 2018-2020  
from 1/1/2018 and 7/1/2019 Rate Increases**

**Page 2: Usage Charges**

<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>
Usage period	Total billed usage	Amount attributable to 15% increase (13.04%)	Basis for amount attributable to 5% increase	Amount attributable to 5% increase (4.76%)	Total attributable to rate increases (c + e)
Jan/Feb 2018	13,366.00	1,742.93			1,742.93
Mar/Apr 2018	10,699.05	1,395.16			1,395.16
May/June 2018	20,535.70	2,677.86			2,677.86
Jul/Aug 2018	31,234.30	4,072.95			4,072.95
Sep/Oct 2018	23,055.70	3,006.46			3,006.46
Nov/Dec 2018	8,725.40	1,137.79			1,137.79
Jan/Feb 2019	9,865.30	1,286.44			1,286.44
Mar/Apr 2019	14,509.30	1,892.01			1,892.01
May/June 2019	24,048.60	3,135.94			3,135.94
Jul/Aug 2019	22,918.80	2,988.61	22,918.80	1,090.93	4,079.55
Sep/Oct 2019	25,561.50	3,333.22	25,561.50	1,216.73	4,549.95
Nov/Dec 2019	15,995.80	2,085.85	15,995.80	761.40	2,847.25
	<b>220,515.45</b>	<b>28,755.21</b>	<b>64,476.10</b>	<b>3,069.06</b>	<b>31,824.28</b>

15% increase (Jan. 2018 - Dec. 2019; 12 billing periods):  $115 - 100 = 15 / 115 = 0.1304$

5% increase (Jul. 2019 - Dec. ; 3 billing periods):  $105 - 100 = 5 / 105 = 0.0476$

21% increase (Jan. 2020 -->):  $121 - 100 / 121 = 0.173554$

**Total Set-Aside into Tank Replacement Fund by Fiscal Year**

<i>Fiscal Year</i>	<i>Basic Charge</i>	<i>Usage Charge</i>	<i>Total</i>	<i>Running total</i>	<i>Comment</i>
2017/18	23,141	5,816	28,957	28,957	Jan-Jun 2018: Actual @ 15%
2018/19	46,283	14,532	60,815	89,772	Jul 2018 - Jun 2019: Actual @ 15%
2019/20 (July - Dec. 2019)	32,398	11,477	43,875	133,647	Jul-Dec 2019: Actual @ 21%
2019/20 (Jan. - June 2020)	32,761	8,072	40,833	174,480	Jan-Jun 2020: Estimated at 21%
<b>Total Set-Aside, 1/1/1998 - 6/30/2020</b>			<b>\$174,480</b>		

Attest



Wade B. Holland  
Customer Services Manager



Inverness Public Utility District  
Board Meeting February 26, 2020

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**Agenda Item No. 12**  
**Expenditures and Credit Card**  
**Charges**  
**(January 2020)**

9:10 AM

02/20/20

Accrual Basis

## Inverness PUD Monthly Expense Ledger Report January 2020

Date	Num	Name	Memo	Amount
<b>Jan 20</b>				
01/02/2020	EFT	BB & T- CPS Operations	12/01-12/31/19 AR Box	-4.29
01/02/2020	EFT	AT&T U-verse	139584573	-69.55
01/03/2020	13616	Grainger	Account # 836141895	-238.80
01/03/2020	13617	Hach Company	Water Treatment Supplies	-351.98
01/03/2020	13618	Marin County Central Collections	October 2019 Fuel Charges	-1,015.58
01/06/2020	EFT	Bank of America	December 19 Analysis Charge	-114.15
01/08/2020	Water ...	Inverness Yacht Club	Reverse of GJE Water A/R6 -- For CHK 13540 voided ...	150.00
01/09/2020	13599	Brelje and Race Laboratories, Inc.	December 2019 sampling	-294.00
01/09/2020	13600	Building Supply Center	Supplies	-51.71
01/09/2020	13601	CORRPRO	Customer # 4259650 3/1/2020-2/28/2021	-610.00
01/09/2020	13602	Grainger	Account # 836141895	-43.30
01/09/2020	13603	Horizon Cable TV Inc.	005-003907	-85.79
01/09/2020	13604	Marin County Central Collections	September 2019 Fuel Charges	-414.92
01/09/2020	13605	Petaluma Auto Parts	Acct# 3450 Inverness Public Utility	-20.86
01/09/2020	13606	R.J. Ricciardi, Inc., CPAs	2018-19 Audit thru 12/31/19	-1,487.50
01/09/2020	13607	Streamline	January 2020 Website	-200.00
01/09/2020	13608	U. S. Bank Corporate Payment Systems		-3,201.30
01/09/2020	13609	Leyva, Jacob	Reimbursement - Work Boots	-173.20
01/10/2020	Auto	Diversified Technology	Billing Service	-665.00
01/15/2020	EFT	Paychex	Payroll Processing Fees plus Annual W-2 Processing	-342.10
01/15/2020	Payroll		Payroll Tax Payment	-6,621.00
01/15/2020	Payroll		Payroll Direct Deposit 01/15/2020	-15,702.84
01/21/2020	13620	Cassel, Brian-c	Reimbursement DMV Health	-180.00
01/23/2020	13610	AT&T	Communication & Telemetry	-488.30
01/23/2020	13611	Cheda's Garage	Repairs - Jeep	-965.73
01/23/2020	13612	CORE	December services	-480.00
01/23/2020	13613	DeCarli's	Account # 2-45217	-978.88
01/23/2020	13614	Point Reyes Light Publishing Co., LC	Legal Notices (2)	-441.00
01/23/2020	13615	Quill Corporation	Account # C645751	-104.59
01/28/2020	EFT	PG&E	Account 9408018479-2	-1,963.09
01/31/2020	EFT	Paychex	Payroll Processing Fees	-239.60
01/31/2020	13621	Grainger	Account # 836141895	-49.12
01/31/2020	13622	Mello School Calendar Co.	Tomales High School Spring Sports Poster	-99.00
01/31/2020	13623	Recology	Refuse Disposal 1/1/20 - 3/31/20	-125.97
01/31/2020	Payroll		Payroll taxes	-6,028.21
01/31/2020	Payroll		Direct Deposit	-15,344.27
01/31/2020	EFT	CalPERS - Retirement	December 2019 Retirement	-4,634.97
01/31/2020	EFT	CalPERS UAL	UAL 3055 MISC	-2,634.56
01/31/2020	EFT	CalPERS UAL	UAL PEPRA 26451	-110.46
01/31/2020	EFT	CalPERS UAL	UAL 3056 SAFETY	-750.85
<b>Jan 20</b>				<b>-67,176.47</b>

3:06 PM

02/13/20

## Inverness PUD Reconciliation Detail

XX-5018 · Cal Card - J Fox, Period Ending 01/22/2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Beginning Balance</b>								1,904.75
<b>Cleared Transactions</b>								
<b>Charges and Cash Advances - 5 items</b>								
Credit Card Charge	01/06/2020	29495	Inverness Park Market	Refreshments	X	845-01 · Suppli...	-95.66	-95.66
Credit Card Charge	01/07/2020	BU-98201	Battery Universe	2-Eagle160 9V 2500mAh Termal Imaging Battery	X	845-01 · Suppli...	-488.08	-583.74
Credit Card Charge	01/08/2020	334075	Palace Market	Drill Refreshments	X	850-01 · Volunt...	-47.77	-631.51
Credit Card Charge	01/08/2020	2-9105	Olema Campground	Propane	X	840-07 · Collecti...	-20.71	-652.22
Credit Card Charge	01/12/2020	334075	Palace Market	Drill Refreshments	X	850-01 · Volunt...	-85.39	-737.61
Total Charges and Cash Advances							-737.61	-737.61
<b>Payments and Credits - 1 item</b>								
Bill	11/07/2019		U. S. Bank Corporate Payment S...	Managing Acct 4246044555652670	X	20000 · Account...	1,904.75	1,904.75
Total Cleared Transactions							1,167.14	1,167.14
Cleared Balance							-1,167.14	737.61
<b>Uncleared Transactions</b>								
<b>Payments and Credits - 1 item</b>								
Bill	01/08/2020		U. S. Bank Corporate Payment S...	Managing Acct 4246 0445 5565 2670		20000 · Account...	737.61	737.61
Total Uncleared Transactions							737.61	737.61
Register Balance as of 01/22/2020							-1,904.75	0.00
<b>Ending Balance</b>							<b>-1,904.75</b>	<b>0.00</b>

3:05 PM  
02/13/20

## Inverness PUD Reconciliation Detail

XX-7642 · Cal Card - Redding, Period Ending 01/22/2020

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
<b>Beginning Balance</b>								1,296.55
<b>Cleared Transactions</b>								
<b>Charges and Cash Advances - 4 items</b>								
Credit Card Char...	01/04/2020	24692160004	Amazon	Office/IT Supplies	X	-SPLIT-	-440.07	-440.07
Credit Card Char...	01/09/2020	E03009ZN5D	Microsoft	Exchange online plan	X	870-02 · Dues & Publications	-65.31	-505.38
Credit Card Char...	01/17/2020	24692160017	Amazon	USB Drives	X	870-05 · Office Supplies, P...	-32.46	-537.84
Credit Card Char...	01/18/2020	24692160018	Amazon	Office supplies	X	870-05 · Office Supplies, P...	-76.80	-614.64
Total Charges and Cash Advances							-614.64	-614.64
<b>Payments and Credits - 1 item</b>								
Bill	12/09/2019		U. S. Bank Corporate Payment Systems	Managing Account 4246 0445 5565 2670	X	20000 · Accounts Payable	1,296.55	1,296.55
Total Cleared Transactions							681.91	681.91
Cleared Balance							-681.91	614.64
<b>Uncleared Transactions</b>								
<b>Payments and Credits - 1 item</b>								
Bill	01/08/2020		U. S. Bank Corporate Payment Systems	Managing Account 4246 0445 5565 2670		20000 · Accounts Payable	614.64	614.64
Total Uncleared Transactions							614.64	614.64
Register Balance as of 01/22/2020							-1,296.55	0.00
<b>Ending Balance</b>							<b>-1,296.55</b>	<b>0.00</b>



Inverness Public Utility District  
Board Meeting February 26, 2020

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## Agenda Item No. 13

### **Approval of Personnel Committee recommendations**





*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Personnel Committee Recommendations  
Meeting Date: February 26, 2020  
Date Prepared: February 12, 2020  
Prepared by: Shelley Redding, Administrator  
Attachments: Personnel Committee Recommendations

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**Recommended Action:** Accept and approve the proposed recommendations by the Personnel Committee

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Since the Board of Directors hired the Administrator, they have requested specific reviews of personnel salaries, benefits and policies to ensure parity and compliance with labor laws and standards. The Employee Handbook was last amended in 2009 and while the staff were given a COLA raise effective July,1, 2019, there was not a current salary survey conducted to review the current wages.

A comprehensive Salary survey was conducted by comparing wages of the IPUD staff to comparable districts within our local area. In addition to wages, the range of benefits was also reviewed. Along with the salary survey, there are several components of the Employee Handbook that need to be updated based on new labor laws.

The recommendations outlined on the attachment reflect the result of the salary survey and the policy changes needed to update the Employee Handbook.

## **Personnel Committee Recommendations:**

### **Salaries and Wages:**

#### **A) Senior Water Operator:**

- a. Raise Senior Water Operator pay rate from \$36.03 to \$40.10 per hour effective January 1, 2020.
- b. Change Senior Water Operator position from an hourly position to a salary position at 40 hours per week effective January 1, 2020.

#### **B) Chief of Operations:**

- a. Reduce hours of salaried position from 40 hours per week to 32 hours per week effective March 31, 2020.
- b. Allocate salary 25% to Water System and 75% to Fire Department

### **Benefits (Effective 7/1/2020)**

#### **A) Add a Section 125 Cafeteria Plan for pre-tax deductions for out of pocket expenses related to health benefits.**

- a. Set-up the Section 125 Cafeteria plan through Paychex.
- b. The Cafeteria plan will provide a health FSA (Flexible Spending Account) limited to an annual dollar limit determined by the IRS.

#### **B) Contract with SDRMA to provide optional Dental, Vision, Long Term Care and Life Insurance Benefits at 100% cost to employee.**

#### **C) Create a Conditional Opt-Out Policy for all employees for Health Benefits**

- a. Conditional Opt-Out applies to self only coverage, not to employee and dependents.
- b. Requires employee to provide proof of coverage with a qualifying plan on an annual basis. (during open enrollment).
- c. Employee receives compensation in lieu of coverage equal to 50% of the median monthly premium for a single employee offered by the Health Benefit Provider (CalPERS).

#### **D) Change Vacation accrual policy**

- a. Salaried employees accrue based on the salary hours
- b. Hourly employees accrue based on hours worked (Pro-rata basis).
- c. Cap vacation accrual to 240 hours per fiscal year (6 weeks).
  - i. Accrual is suspended after accrual of 6 weeks.
  - ii. Pay out accrued vacation that exceeds 6 weeks at end of fiscal year.



Inverness Public Utility District  
Board Meeting February 26, 2020

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## Agenda Item No. 14

### **Verizon Wireless Cell Phone Contract**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Verizon Wireless Government Cell Phone User Agreement  
Meeting Date: February 26, 2020  
Date Prepared: February 20, 2020  
Prepared by: Shelley Redding, Administrator  
Attachments: Mobile Broadband Plan description, Device list, NASPO Authorized User Agreement

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**Recommended Action:** Review and Approve User Agreement, authorize staff to assign cell phones to appropriate personnel

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The District assigns staff for on-call assignments for both Water and Fire Services on weekends, holidays and overnight. A component of the on-call status of staff is to be able to have the water system alarm call a dedicated number to alert staff to an issue with water levels or a malfunction of the treatment facilities. It is also helpful to be able to communicate with management or other personnel who may be out of the area.

The District currently does not have a policy related to personal cell phone used during the course of business. The previous General Manager investigated a policy to which would reimburse employees with a monthly stipend for their personal phone use. In researching policies, I did come across Labor Code section 2802 that cites an opinion from a case; "We hold that when employees must use their personal Cell phones for work related calls, Labor Code section 2802 requires the employer to reimburse them." The reimbursement requirement can produce an undue burden on staff to determine what the reimbursement amount should be based on the call plan for each employee and the reasonable amount for reimbursement. A monthly stipend would be considered a reimbursement that would need to fair and equitable to each employee who may or may not

Staff proposes entering into a user agreement with Verizon Wireless for at least two (2) cell phones to be used by staff that is scheduled for the on-call position for either Fire or Water services. These phone numbers would also be under the Emergency Services agreement that would provide priority traffic for the District phones and the phones would be District Property and be used accordingly for assignments..



**NASPO ValuePoint (formerly known as WSCA) #1907**  
**AUTHORIZED USER AGREEMENT**

Verizon Wireless (“Vendor”) and the State of Nevada, for itself and on behalf of the NASPO ValuePoint (“NASPO ValuePoint” and/or “Customer”), have entered into a Contract for Services of Independent Contractor #1907 (“Contract”) with an effective date beginning on April 16, 2012 and any and all amendments and/or addenda thereto. Pursuant to the Contract, the State of **California** has entered into a Participating Addendum (“PA”) designating **Inverness Public Utility District**, a government entity, not for profit entity or a private education entity as an authorized user (“Authorized User”).

In accordance with the definitions, terms and conditions set forth in the Contract and/or PA, the authorized entity may purchase wireless services and products under the terms, conditions, and pricing established by the Contract and/or PA for Authorized User participation. Participation is further subject to any and all applicable state and local purchasing statutes and ordinances. The Authorized User states, acknowledges and agrees, as follows:

- (1) It is an Authorized User as defined under the terms of the Contract and/or PA;
- (2) Authorized User is eligible and desires to purchase wireless services and products from Vendor pursuant to the terms and conditions of the Contract, PA, User Agreement, any and all amendments, addenda and schedules as the Customer may specify from time to time, as well as the terms and conditions of all calling plans activated under this User Agreement, which are incorporated herein by reference;
- (3) Authorized User will provide documentation and substantiate Authorized User status as appropriate and as requested from time to time by Vendor;
- (4) The Authorized User agrees to the terms and conditions of the NASPO ValuePoint Master Agreement including the disclosure of limited account information as part of the contractual reporting requirements to NASPO ValuePoint Administration and the participating state;
- (5) Authorized User will ensure that this User Agreement will be used only in support of government, not for profit or private education business;
- (6) No Reselling: This Contract specifically authorizes the purchase of Wireless Services and Equipment only by Participating Entities (“Entity and Customer”), as described herein. Entities may not resell Wireless Services or Equipment purchased under this Contract to any third party, including its agents, contractors or contract employees, members or franchisees, parent or affiliate, except upon written agreement between the parties. Entity shall be the customer of record for purchases made under this Contract, and may not modify the price for the product and services utilized by its Government Subscribers;
- (7) The undersigned represents and warrants that he/she has the power and authority to execute this User Agreement, bind the respective Authorized User, and that the execution and performance of this User Agreement has been duly authorized by all necessary Authorized User action; and
- (8) The undersigned is duly authorized by the Authorized User to designate the following individual(s) (the “Authorized Contacts”) who are authorized to take action with respect to the account with Vendor to purchase equipment, add lines of service, cancel lines of service and make changes to the account that financially bind the Authorized User to the terms and conditions of this User Agreement, the Contract, the PA, and execute Customer Agreements for the lines of wireless service, subject to the additional terms and conditions therein.

Street Address:	50 Inverness Way North
City, State & Zip	Inverness, CA 94937
Customer Phone number:	415-669-1414
Customer Email address:	admin@invernesspud.org
Authorized Signature:	
Print Name:	Kenneth Emmanuel
Title:	President, Board of Directors
Date:	2/26/2020

## Custom 4G Unlimited Smartphone Plan with Mobile Broadband Priority for National Security, Public Safety, and First Responders

Government Liable Subscribers Only

**This plan is not eligible for monthly access fee discounts.**

Only 4G LTE GSM/UMTS global-capable smartphones can be activated on this plan.

<b>Monthly Access Fee</b>	<b>\$39.99 (16807)</b>
<b>Monthly Minutes in U.S</b>	Unlimited
<b>Domestic Data Allowance<sup>(1)</sup></b>	Unlimited
<b>Domestic Messaging Allowance</b>	Unlimited
<b>Optional Features</b>	
<b>Domestic Mobile Hotspot</b>	\$5.00 additional per month (76440)
<b>Push-to-Talk</b>	\$2.00 additional per month (81129/81174)
<p><b>Notes:</b> Current coverage details and non-domestic data rates can be found at <a href="http://www.verizonwireless.com">www.verizonwireless.com</a>. No domestic roaming or long distance charges. Coverage includes the Verizon Wireless 4G network; and the 3G and 3G Extended networks, while available. <sup>(1)</sup> Data usage on this rate plan is not subject to speed reductions ("throttling") within a given billing cycle. However, in the event data usage exceeds 25GB each billing cycle for three (3) consecutive billing cycles, data throughput speeds will automatically be reduced for data usage exceeding 25GB per billing cycle on a go-forward basis. Data usage for actively engaged and deployed fire, police, emergency medical technicians, emergency management agency, and assigned federal law enforcement users on this plan will not be subject to speed reductions regardless of data usage during any billing cycle. To ensure users are able to maximize their high-speed data use for business applications, video applications will stream at 480p. This service plan includes Mobile Broadband Priority. Mobile Broadband Priority ensures customers can connect to the network with priority by leveraging a pool of radio resources dedicated to enable their connection. Mobile Broadband Priority identifies the user with an Access Priority setting, giving them higher priority for network access than lower Access Class users. This service plan is available to National Security, Public Safety, and First Responders customers only as defined by the following NAICS (formerly SIC) Codes:</p>	
621910 Ambulance Services 922110 Courts 922120 Police Protection 922130 Legal Counsel and Prosecution 922140 Correctional Institutions 922150 Parole Offices and Probation Offices 922160 Fire Protection (except private)	922190 Other Justice, Public Order, and Safety Activities 928110 National Security 926120 Regulation and Administration of Transportation Programs 926150 Regulation, Licensing, and Inspection of Misc. Commercial Sectors 926130 Regulation and Administration of Comms, Electric, Gas, and Other Utilities 921190 Other General Government Support 921110 Executive Offices



# NASPO ValuePoint 1<sup>st</sup> Quarter Equipment Offers

## SMARTPHONE DEVICES:

- Apple iPhone 7\* 32GB \$0
- Apple iPhone 8\* 64GB \$0
- Apple iPhone Xs\*(New Activations; 1/1/20- 2/29/20) \$400 Discount, Final Cost Varies
- Apple iPhone Xs\*(Upgrade Activations; 1/1/20- 2/29/20) \$300 Discount, Final Cost Varies
- Google Pixel 3a 64GB \$0
- Google Pixel 3aXL 64GB \$0
- Google Pixel 4(New Activations); \$300 Discount, Final Cost Varies
- Google Pixel 4(Upgrade Activations); \$150 Discount, Final Cost Varies
- Google Pixel 4XL(New Activations); \$300 Discount, Final Cost Varies
- Google Pixel 4XL(Upgrade Activations); \$150 Discount, Final Cost Varies
- Motorola Moto Z4 \$0
- Kyocera Duraforce Pro 2\* \$0
- Samsung Galaxy S10\*; \$300 Discount, Final Cost Varies
- Samsung Galaxy S10+\*; \$300 Discount, Final Cost Varies
- Samsung A50 \$0

*\*Push-to-Talk Plus (PTT +) capable, please inquire for complete list of devices.*

### Offer Requirements:

Plans must have a monthly access fee of \$19.99 or greater plus a required data package.

All NASPO ValuePoint voice and data bundles qualify.

Plan activated must be a 1 year rate plan code.

Applies to new activations and eligible upgrades\*\*

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## BASIC DEVICES:

- Kyocera DuraXV LTE \$0\*

*\*Push-to-Talk Plus (PTT +) capable, please inquire for complete list of devices.*

### Offer Requirements:

Plans must have a minimum monthly access of \$14.99 or greater after contract discount.

Plan activated must be a 1 year rate plan code.

Applies to new activations and eligible upgrades\*\*

**Additional Terms & Conditions: \*\*Offer good for new and eligible upgrades for Government Liable customers only. Offers cannot be combined with any other government discount incentives unless otherwise noted in offer T&C's. Plan activated must be on a 1-year rate plan. All devices are available while supplies last.**



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## INTERNET DEVICES:

- MHS900L \$0
- MiFi8800L (Public Safety Eligibility Only) \$0

### Offer Requirements:

Must activate service on a Mobile Broadband or M2M plan with monthly access fee of \$19.99 or higher. Plan activated must be a 1 year rate plan code. Applies to new activations and eligible upgrades\*\*

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## Bill Incentive Credits that government accounts qualify for:

### \$50 Smartphone device activation BIC (1/1/2020- 3/31/2020):

- New activations, \$34.99 plan minimum

### Offer Requirements:

Requires a 1-year contract and a plan that is \$34.99 or higher with required data feature. Bill Incentive Credits will be removed if account changes (e.g., changes to features, MDNs, account numbers, Device IDs, etc.) are applied within 30 days of purchase. Bill Incentive Credits are applied within 90 days.

Other rules and restrictions may apply, please contact your Verizon Wireless representative for further clarification.

**Additional Terms & Conditions: \*\*Offer good for new and eligible upgrades for Government Liable customers only. Offers cannot be combined with any other government discount incentives unless otherwise noted in offer T&C's. Plan activated must be on a 1-year rate plan. All devices are available while supplies last.**

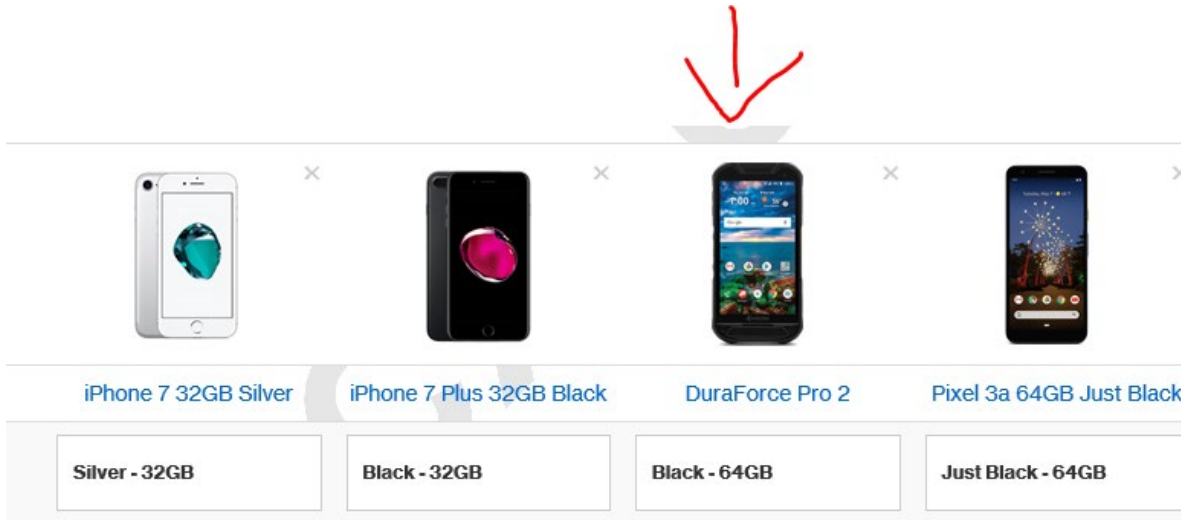


**From:** [Lu, Christine](#)  
**To:** [Shelley Redding](#)  
**Subject:** Verizon Follow-up Items  
**Date:** Friday, February 14, 2020 11:27:29 AM  
**Attachments:** [image.png](#)  
[State of CA Special WSCA\\_NASPO Pricing Sheet 08262018.pdf](#)  
[Public Safety First Responders.pdf](#)  
[NASPO 22 - 082418.pdf](#)  
[Q1 2020 Quarterly Offers.pdf](#)

Hello Shelley,

It was a pleasure speaking with you today. Here's a recap on the next steps.

- 2/26 Shelley to send over AUA form
- 3-5 Business days for Verizon to build a profile before an order can be placed
- Review phone options and request an "Official" device quote from Christine. (Anytime)
- Discussed first responder plans \$39.99 for smartphones.
- 



Please see attached and let me know if you have further questions.

Best Regards,



**Christine Lu**

Public Sector Account Manager  
Government  
Verizon Business Group  
**Marin, Santa Cruz & Solano County**

**Direct: 415 264 3833**

**Location: 07737-01**

**SalesRepID: E00YB**



**Government Account Support & Orders:**

**For Orders:**

[GCOPacificSupportTeam@verizonwireless.com](mailto:GCOPacificSupportTeam@verizonwireless.com)

**For Quotes:**

[CboQuotes@verizonwireless.com](mailto:CboQuotes@verizonwireless.com)

For Naspo/WCSA customers Support, please email:

[GCOPacificSupportTeam@verizonwireless.com](mailto:GCOPacificSupportTeam@verizonwireless.com)

**OR CALL** 800-295-1614 or 800-922-0204

Federal customers can email:

[FederalAccountSupport@VerizonWireless.com](mailto:FederalAccountSupport@VerizonWireless.com)

**OR CALL** 800-295-1614 or 800-922-0204



Inverness Public Utility District  
Board Meeting February 26, 2020

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## Agenda Item No. 11

# **CLAM Letter of Support to County Supervisors for Coast Guard Housing Development**



# Inverness Public Utility District

*Fire Department ~ Water System*

Post Office Box 469

Inverness, CA 94937-0469

50 Inverness Way No. ~ (415) 669-1414 ~ Fax (415) 669-1010

admin@invernesspud.org ~ www.invernesspud.org

February 21, 2020

Dennis Rodoni  
Marin County Board of Supervisors  
3501 Civic Center Drive  
Room 329  
San Rafael CA 94903

The Community Land Trust Association of West Marin (CLAM) has led the community-based effort for the County of Marin to purchase the Coast Guard property in Pt. Reyes since 2014. Now that the transfer of ownership is complete, The Inverness Public Utility District strongly supports the selection of CLAM to repurpose this site for homes affordable to our community members in perpetuity.

CLAM's vision of a neighborhood fully integrated into the Point Reyes Village, with housing available to a spectrum of incomes and with community uses on site, has been born out of their ongoing process of grassroots organizing for input and participation, and reflects the coalescing of a shared community vision for this site.

The Point Reyes and West Marin communities are deeply invested in the disposition of this property to address the need for affordable homes along the rural coast. We believe that CLAM, as a community land trust with deep relationships with local residents and organizations, is uniquely positioned to shape the housing and community uses on the site. As an organization providing essential services to the residents of Inverness and the greater community of West Marin, along with the Marin County Fire Department, the need for affordable housing for employees and volunteers of our organization is of significant concern. The lack of affordable housing for individuals and families who are or could be employed locally has become a great concern and threatens the future of essential services in West Marin.

CLAM has partnered with nonprofit affordable housing developer Eden Housing to guide financing and construction if their joint bid is selected. CLAM's community support, together with Eden's financial strength, experience and track record, is a partnership of strength for this most important opportunity for West Marin.

We support CLAM's bid for redevelopment of the Coast Guard site. Furthermore, we encourage ongoing consideration that this property become community-owned land on a community land trust model, so this neighborhood can be guided by local voices over the long term. We urge your consideration of these essential elements for the future of the West Marin community.

Respectfully,

Kenneth Emanuels  
President  
Board of Directors

**Board of Directors:** Kenneth J. Emanuels, President • Dakota Whitney, Vice President  
Kathryn Donohue, Treasurer • Brent Johnson • David Press



Shelley Redding, Administrator • James K. Fox, Chief of Operations (Fire Chief, Water Superintendent)



Inverness Public Utility District  
Board Meeting February 26, 2020

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# Agenda Item No. 16

## **Committee Meetings/Reports**



Inverness Public Utility District  
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# Agenda Item No. 17

**Announcements,**

**Next Meeting,**

**Adjournment**