

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, October 27, 2021

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 September 22, 2021

The State of the District

4. **Management Report:** Administrator Shelley Redding, Chief of Operations Jim Fox
 - **Financial Reports**
 - FY 2021/2022
 - Audit Update
 - **Capital Projects Accounting to September 2021**
 - **Tenney Tanks Replacement Project Update**
 - **Marin Wildfire Prevention Authority (MWPA) Update**
 - **Marin Emergency Radio Authority (MERA) Update**
 - **State of the Water Shortage Emergency**
5. **Water System Report, September 2021:** Senior Water Operator Ken Fox, Water Superintendent Jim Fox
6. **Fire Department Report, September 2021:** Chief Jim Fox

The Business of the District

7. **Expenditures September 2021:** Review and Approve Expenditures and Cal Card Purchases for September 2021
8. **Annual Investment Policy Review:** Consider and Approve Investments Policy
9. **Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance):** Consider and Approve IPUD's investments as they relate to the Nuclear Free Zone Ordinance.
10. **Workshop on Budgeting and Funding for the Water System**
11. **Committee Meetings/Reports**

Closing

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

Posted: October 22, 2021

Material provided in the meeting packet is available on the District's website, www.invernesspub.org, or by contacting the District office.
Items may not be taken up in the order shown on this Agenda.

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

THE PUBLIC IS CORDIALLY INVITED TO PARTICIPATE IN THIS MEETING

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



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



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 1

Call to Order;

Attendance Report



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 2

Public Expression

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

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

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



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 3

Approval of Meeting Minutes

- **Regular Meeting September 22, 2021**



Inverness Public Utility District

Fire Department ✧ Water System

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

Board of Directors

Minutes, Regular Meeting

Wednesday, September 22, 2021, 9:00 a.m.

Teleconference

1. Call to Order; Attendance Report

President Emanuels called the meeting to order on Teleconference at 9:01 a.m.

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

Directors Absent: Kathryn Donohue, David Press

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

2. Public Expression

Jerry Meral asked to speak about the parcel tax document included in the meeting packet as he had another meeting to attend. He noted that the timeline drafted at the request of Shelley Redding should be amended to reflect placing the tax measure on the ballot at the June 2022 election, rather than at a special election in March. Staff member Holland said he recalled a limitation on local agencies that requires tax measures to be submitted to the voters only at the elections at which directors are elected. Mr. Holland will research the matter.

3. Approval of Minutes: Regular Meeting of August 25, 2021

M/S Johnson/Whitney to approve the minutes of the Regular Meeting of August 25, 2021, as submitted.
AYES 3, NOES 0

Staff requested that an item be added to the agenda for the Board to determine whether to conduct the October and November Board meetings by teleconferencing

Staff reported that the District received notification on Monday, September 20, 2021, that the Governor's executive order suspending portions of the Brown Act and enabling Board meetings to be conducted remotely by teleconferencing will be allowed to expire on September 30. Staff stated that this is a matter of urgency that requires Board action before the Board's next scheduled meeting and about which the District was not aware when the agenda for today's meeting was prepared and posted (on Sept. 17).

M/S Whitney/Johnson to add the urgency item to the agenda and to take up the urgency matter at this time to determine how future Board meetings will be conducted. **AYES 3, NOES 0**

President Emanuels asked staff to explain the nature of the urgency matter and the Board's options. Staff explained that part of the urgency is related to the public hearing on changing the water rates that is being proposed for the Board's November 17 meeting. The Prop. 218 notices for that hearing must be mailed to all Water System customers next week (no later than October 1), so staff needs an immediate decision on whether that meeting (as well as the October regular meeting) will be conducted in public at the Firehouse pursuant to the normal Brown Act requirements or if these (and future) meetings will be conducted remotely pursuant to newly enacted legislation (AB 361) that provides a means of continuing to conduct meeting remotely. Staff said that the AB 361 requirements are detailed and difficult to understand (a guide to conforming with AB 361 prepared hurriedly by the California Special Districts

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

Association is 16 pages long). To conduct a remote meeting pursuant to AB 361, the Board must have passed a resolution within the preceding 30 days that makes specific findings documenting the necessity of conducting the meeting remotely. Such a resolution would have to be renewed every 30 days, which would become a problem for a Board that meets only once a month if the interval between two regular meetings exceeds 30 days; presumably, in such a case, the Board would have to hold a special meeting before the 30-day period expires in order to pass a renewal resolution enabling the upcoming meeting to be held remotely. Staff recommended that the Board revert to holding public meetings, at least until the requirements of AB 361 become better understood. After discussion, it was the consensus of the Board that the October and November meetings be scheduled at the Firehouse in the engine bay where social distancing can be observed.

4. Management Report

Financial Reports: Administrator Redding presented the financial reports for August 2021. She noted that the CERBT Fund reimbursement for OPEB benefits has been received and is shown in revenues. The increase in expenses is largely related to the number of water meters in need of replacement to accommodate installation of Flume devices. She noted that expenditures have been made for the Tenney Tanks Replacement and the Accounting Software capital projects and are reflected in the Capital Projects report.

Audit Update: Administrator Redding reported that the audit for FY 2020/21 is active and the auditor's on-site visit occurred last week; the audit is on track, she said.

Capital Projects Accounting, August 2021: Administrator Redding presented the Capital Projects report for August 2021.

Tenney Tanks Replacement Project Update: Administrator Redding reported that work has resumed. Superintendent Fox reported that the pad for the first tank is being prepared in preparation for the concrete pour. Director Johnson asked when the tank will be filled. Superintendent Fox responded that the timing will be tricky considering the lack of available water due to the drought, but he noted that the level of customer conservation has improved to the point where it may be possible to fill the tank from existing supply. The fallback position is to purchase water from North Marin if necessary (of which North Marin is aware).

MWPA Update: Administrator Redding presented reports that show the projects and activities for the MWPA core programs, the Inverness local and defensible space projects, and the County Fire projects that have been identified and/or are underway. Chief Fox also reported on the activity within MWPA, the rollout of the Zonehaven Evacuation notice platform, and the continued work being done by the environmental consultants for compliance with CEQA requirements. Administrator Redding also noted an E-Blast with material provided by MWPA and FIRESafe Marin was sent out the previous day with information provided by Director Donohue, who is an MWPA Board Member. Chief Fox requested that Board Members familiarize themselves with the Zonehaven application.

MERA Update: Chief Fox reported construction work on the new communication towers continues. He also reported that the MERA meeting being held this afternoon will include discussion of a proposal concerning the savings the member agencies will realize after this year when the original MERA bonds will have been paid off. The proposal is for the agencies to commit a portion of the savings to funding a MERA equipment replacement fund. Since this is a decision that should be brought back to the individual agency boards, he said he will abstain until he can present the matter to the IPUD Board and receive guidance from our Directors.

State of the Water Shortage Emergency: Staff reported that tank levels have been holding steady between 80% and 90%. The daily update on our website appears to have increased visits to our website. Conservation efforts have been successful. President Emanuels asked if the commercial accounts are cooperating with conservation, and Staff responded that they have noticed an increase in conservation, especially at the Tomales Bay Resort and the Cottages at Point Reyes Seashore. Director Johnson asked for an estimate on the number of Flume devices that are in use. Staff reported that 125 devices have been

purchased through the program, but not all have been installed yet. Director Whitney noted that some customers had already purchased Flumes before the IPUD program was introduced. She also noted that she is aware of some residents who have replaced existing appliances once they discovered from their Flume device how much water their old units were using. President Emanuels asked if high users had purchased Flumes. Staff noted that the high-usage commercial customers cannot use Flumes because they have meters larger than one-inch in size, the maximum size that can accept a Flume reader. Staff also noted that in general high-usage residential customers do not seem to be especially interested in installing a Flume. Administrator Redding noted that a tank-levels sign for installation downtown has been ordered and should be ready this week.

5. Water System Report, August 2021

Superintendent Fox presented the monthly report. President Emanuels expressed concern about how the report is formatted and how to compare production vs. usage. There followed a general discussion about the usefulness of the report and how the data is presented. Superintendent Fox reported that the small amount of rainfall hasn't increased the streamflows but it does seem to have reduced customer demand. Staff noted that the provided usage chart makes it easier to see this year's average daily water usage compared to last year's and to the 31-year average.

6. Fire Department Report, August 2021

Chief Jim Fox submitted the Fire Department report. It was noted that call volume was relatively low. The Disaster Council is very active and that the co-coordinators, Sally Fairfax and Connie Morse, are doing a great job moving things along, building the network, and encouraging participation. Chief Fox also noted some new volunteers have signed up and he is conducting weekly training sessions for the new members as well as the regular drills for existing volunteers.

7. Initiate Prop 218 Process for Changing Water Rates and Charges Effective January 1, 2022

Customer Service Manager Wade Holland reported that if the Board wishes to move forward with a proposed increase in water rates to become effective in January 2022, the Prop. 218 notice of the public hearing on the proposal must be mailed to all customers no later than October 1 in order to conduct the public hearing at the regular Board meeting on November 17. The rates increase ordinance must be approved by the Board no later than Dec. 1 in order to go into effect in time for the January/February billing cycle. Thus, he said, the Board must approve the Prop. 218 notice at today's meeting in order to keep to this schedule. President Emanuels asked if the surcharge that is part of the proposal will expire after 18 months. Staff reported that it will according to the proposal now being considered, although nothing would preclude the Board from initiating a new Prop. 218 process somewhere down the line to change that provision. President Emanuels asked if the law allows CPI increases indefinitely. Mr. Holland said that the guidance we are using states a maximum of five years as the life of a Prop. 218 measure that increases rates at a regular interval. Skip Shapiro asked why the proposal doesn't include increases in the usage rates. Mr. Holland responded that we don't have the data to attribute the deficit to variations in usage. Mr. Shapiro then asked about the ratio of the revenue from the fixed charge to the revenue from the variable rates; Mr. Holland said that it was on the order of 80% fixed to 20% variable. He also noted that because we don't have to buy the water and we don't have significant pumping costs (because the system is largely a gravity system), very few of our costs are related directly to the amount of water a customer uses and most of our expenditures are for fixed costs. President Emanuels complimented staff on the preparation of the document. Director Whitney said she feels the community will be supportive and that the customers trust the District to be fair. President Emanuels noted that the surcharge is steep and asked where the money raised by the surcharge will be used. Staff explained that the increase is based solely on closing the deficit anticipated in the current year's adopted budget, projected out to June 2023, largely as a result of diminishing revenue due to drought-driven conservation and increases in personnel costs attributable to management of the water shortage emergency.

M/S Whitney/Johnson to instruct staff to proceed with the Prop. 218 process as proposed. AYES 3, NOES 0

8. Proposal to Submit a Parcel Tax Measure to the Voters

President Emanuels opened a discussion of the parcel tax proposal and the timeline drafted by Jerry Meral at the request of the Administrator. General discussion covered various details of the drafted proposal and the proposed measure's stated goals for how the parcel tax revenue would be spent. It was noted by staff that some of the programs outlined in the drafted proposal appear to duplicate programs the Marin Wildfire Prevention Authority (MWPA) is intended to address and for which the District's property owners are already paying a parcel tax. There was also discussion about administration of the programs being proposed and whether the District can support the staffing that would be needed to implement the proposed programs. Customer Services Manager Wade Holland noted that if the proposed tax had been in effect this year, it would have netted \$253,000 in revenue for the District, which he said the staff believes would be more than the current level of staffing could handle, either administratively or programmatically. He suggested that adding even a half-time new employee to administer and implement the programs could use up as much as one-third of the revenue to support the added personnel costs, even before addressing the question of where space could be found to house an additional employee. The consensus was that the District should take a step back from this process, allow the MWPA the opportunity to address community projects for fire mitigation, and take time for the District to work on preparing a comprehensive multi-year plan for the District's goals, operational needs, and future capital projects. The intention would be to enable the District to identify the specific project and funding goals that would be most beneficial to the District and the community and practical for the District to undertake. It was also suggested that the proposed timing of putting the tax on the ballot is problematic in two respects. The first has to do with going forward with a proposal that would significantly increase homeowners' property tax bills right after the District has implemented a large increase in water rates. The other is the difficulty with proceeding with a measure that mandates specific, long-term programs at the same time that the District's staff leadership is in a state of anticipated change. It was expressed that expected new leadership should be given the opportunity to become familiar with the District, to have time to develop an understanding of the District's needs, and to play a leading role in planning for the District's future.

M/S Johnson/Whitney to not pursue the proposed parcel tax measure at this time and in the future to identify the appropriate mechanisms for financing programs to enhance fire prevention and suppression.

AYES 3, NOES 0

9. Resolution 260-2021: Changing the Employer Contribution for CalPERS Health Care Benefits

Administrator Redding presented a report on the change in CalPERS health benefits that will go into effect January 1, 2022. This resolution sets the maximum employer contribution for employees, retirees, and their eligible dependents at the amount of the applicable premium for PERS Gold Region 1 Basic/Medicare/Combination coverage.

M/S Johnson/Whitney to adopt Resolution 260-2021 as drafted, setting the maximum employer contribution for employee and retiree health care benefits at the amount of the applicable PERS Gold Region 1 Basic/Medicare/Combination premium. **AYES 3, NOES 0**

10. Resolution 261-2021: Amending the Vesting Requirements for Retiree Health Care Benefits (Replacing Resolution 177-2009)

Administrator Redding presented a report and a draft resolution to replace Resolution 177-2009, which is necessitated to conform with changes in law governing the CalPERS system. Resolution 261-2021 sets the District's requirements for health care vesting to be consistent with the provisions of Government Code §22893. The initial health care vesting requirement for eligible retirees would be set at 10 years of PERS service, with five of those years required to be with the Inverness Public Utility District. That level of service would entitle the retiree to having the District pay 50% of the qualifying health care premium for the retiree and 50% of the District's share of the qualifying premium for the retiree's eligible dependents. For each additional year of qualifying service, the District would pay an additional 5% (up to 100% for a person with 20 years of qualifying service).

*M/S Whitney/Emanuel*s to adopt Resolution 261-2021 as drafted, replacing Resolution 177-2009 . **AYES 3, NOES 0**

11. Expenditures: August 2021

Administrator Redding presented the monthly expenditures report for August and the August credit card statements for review and approval. Director Johnson asked about the unfunded accrued liability expense and if that was determined by an actuarial report. Staff affirmed the expenditure is based on an actuarial report. Director Emanuel asked about the progress of activating the new accounting software. Administrator Redding reported that the first steps for the transition are underway. Administrator Redding also reported that the expenditures for actuarial services were necessitated by GASB reports that are required for the audit. She observed that the reports were received within a week, which was an encouraging turnaround time.

M/S Johnson/Whitney to approve the August 2021 expenditures as presented and the August Cal Card statements for S. Redding and J. Fox as presented. **AYES 3, NOES 0**

12. Announcements, Next Meeting, Adjournment

Director Johnson reported that his employer has been acquired by NV5, which has done business with the County of Marin. Administrator Redding noted the change and said she will research whether Director Johnson needs to file an amended Form 700.

President Emanuel adjourned the meeting at 10:54 a.m. The next Board meeting is scheduled for October 27, 2021 at the Firehouse.

These minutes were approved by the Board of Directors at the regular meeting on October 27, 2021.

Attest: /s/

Shelley Redding, Clerk of the Board

Date: 10/27/2021



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 4

Management Report

Clerk S. Redding & J. Fox

Financial Reports

- **FY 2021/2022**
- **Audit Update**

Capital Projects Accounting to September 2021

Tenney Tanks Replacement Project Update

Marin Wildfire Prevention Authority (MWPA) Update

Marin Emergency Radio Authority (MERA) Update

State of the Water Shortage Emergency

Inverness PUD
Profit & Loss
 September 2021

	Sep 21
Ordinary Income/Expense	
Income	
N 600 · Property Tax Income	
600-01 · Ad Valorem Property Taxes	89.49
600-03 · Excess ERAF	16,811.66
Total N 600 · Property Tax Income	16,901.15
N 650 · Other Agency Income	
650-02 · MWPA Defensible Space Program	128.92
650-03 · MWPA Local Specific Prevention	128.92
Total N 650 · Other Agency Income	257.84
N 710 · Misc. Income	
710-02 · Other Income	100.00
710-07 · Interest Income	35.40
Total N 710 · Misc. Income	135.40
Total Income	17,294.39
Gross Profit	17,294.39
Expense	
Void Check	0.00
N 810 · Personnel Expenses	
810-01 · Management	19,523.51
810-02 · Operations Personnel	20,099.84
810-03 · Administrative Personnel	4,584.51
810-04 · Employer Payroll Taxes	3,437.34
810-07 · Health Insurance Premiums	8,969.86
810-08 · Retirement Premiums	5,228.56
810-09 · Unfunded Accrued Liability	1,022.00
810-10 · Accrued Vacation	287.28
Total N 810 · Personnel Expenses	63,152.90
N 835 · Lab & Monitoring	
835-01 · BacT & Raw Samples	378.00
835-02 · Periodic Samples	2,759.00
835-03 · Lead & Copper	430.00
Total N 835 · Lab & Monitoring	3,567.00
N 840 · Maintenance & Utilities	
840-02 · Building Maintenance	220.00
840-04 · Tank Maintenance	3,400.00
840-07 · Collection-Treatment Utilities	4,028.27
840-08 · Distribution System Utilities	90.11
840-09 · Firehouse Utilities	304.92
840-10 · SCADA Maintenance	1,530.00
Total N 840 · Maintenance & Utilities	9,573.30
N 844 · Storage & Distribution	
844-01 · Telemetry	188.62
Total N 844 · Storage & Distribution	188.62
N 845 · Supplies & Inventory	
845-01 · Supplies and Inventory	1,607.42
Total N 845 · Supplies & Inventory	1,607.42
N 850 · Training	
850-01 · Volunteer Training	111.76
Total N 850 · Training	111.76

2:45 PM

10/19/21

Accrual Basis

Inverness PUD
Profit & Loss
September 2021

	<u>Sep 21</u>
N 860 · Vehicle Operations	
860-01 · Gas & Oil	2,059.17
860-02 · Repairs & Service	1,419.63
Total N 860 · Vehicle Operations	<u>3,478.80</u>
N 870 · Administration	
870-01 · Telephone, Internet, Cable	395.35
870-04 · Financial Reporting/Audit	2,895.50
870-05 · Office Supplies, Postage, Fees	380.65
870-06 · Bank & Payroll Charges	554.54
870-07 · Legal Expenses and Attorneys	117.00
870-10 · Public Relations & Outreach	2,222.46
870-11 · Office IT Support	300.00
870-12 · Billing & Collections	685.95
870-14 · Miscellaneous	-0.01
Total N 870 · Administration	<u>7,551.44</u>
Total Expense	<u>89,231.24</u>
Net Ordinary Income	<u>-71,936.85</u>
Net Income	<u><u>-71,936.85</u></u>

Inverness PUD
Summary Balance Sheet
As of September 30, 2021

	<u>Sep 30, 21</u>
ASSETS	
Current Assets	
Checking/Savings	393,757.98
Accounts Receivable	6,050.11
Other Current Assets	1,051,576.53
Total Current Assets	<u>1,451,384.62</u>
Fixed Assets	1,378,386.58
Other Assets	800,349.89
TOTAL ASSETS	<u><u>3,630,121.09</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	8,266.85
Credit Cards	-2,968.58
Other Current Liabilities	1,453,167.57
Total Current Liabilities	<u>1,458,465.84</u>
Long Term Liabilities	116,081.00
Total Liabilities	<u>1,574,546.84</u>
Equity	<u>2,055,574.25</u>
TOTAL LIABILITIES & EQUITY	<u><u>3,630,121.09</u></u>

Inverness PUD
Profit & Loss
July through September 2021

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	501.25	0.00	0.00	501.25
600-02 · Special Fire Tax Assessment	0.00	0.00	0.00	0.00
600-03 · Excess ERAF	0.00	0.00	0.00	0.00
600-04 · Prior Year Taxes	19,707.26	0.00	0.00	19,707.26
Total N 600 · Property Tax Income	20,208.51	0.00	0.00	20,208.51
N 650 · Other Agency Income				
650-02 · MWPA Defensible Space Program	0.00	983.00	0.00	983.00
650-03 · MWPA Local Specific Prevention	0.00	982.99	0.00	982.99
Total N 650 · Other Agency Income	0.00	1,965.99	0.00	1,965.99
N 700 · Water Charges				
700-01 · Basic Charges	0.00	0.00	74,934.50	74,934.50
700-02 · Usage Charges	0.00	0.00	16,448.00	16,448.00
700-03 · Cross Connection Fees	0.00	0.00	216.00	216.00
700-04 · Miscellaneous Charges	0.00	0.00	378.50	378.50
Total N 700 · Water Charges	0.00	0.00	91,977.00	91,977.00
N 710 · Misc. Income				
710-02 · Other Income	100.00	400.00	0.00	500.00
710-04 · Merchandise Sales	0.00	65.00	0.00	65.00
710-07 · Interest Income	35.40	0.00	0.00	35.40
710-08 · CERBT OPEB Reimbursement	39,983.88	0.00	0.00	39,983.88
Total N 710 · Misc. Income	40,119.28	465.00	0.00	40,584.28
Total Income	60,327.79	2,430.99	91,977.00	154,735.78
Gross Profit	60,327.79	2,430.99	91,977.00	154,735.78
Expense				
N 810 · Personnel Expenses				
810-01 · Management	30,052.32	14,387.44	14,387.44	58,827.20
810-02 · Operations Personnel	0.00	0.00	53,818.62	53,818.62
810-03 · Administrative Personnel	11,357.55	0.00	2,970.00	14,327.55
810-04 · Employer Payroll Taxes	3,354.22	1,100.66	5,732.59	10,187.47
810-07 · Health Insurance Premiums	7,912.30	2,276.24	8,625.20	18,813.74
810-08 · Retirement Premiums	2,820.34	2,743.34	8,317.55	13,881.23
810-09 · Unfunded Accrued Liability	30,679.08	1,695.75	1,036.17	33,411.00
810-10 · Accrued Vacation	287.28	0.00	4,160.19	4,447.47
810-11 · Workers Comp Insurance	-3,380.73	5,619.84	7,874.12	10,113.23
Total N 810 · Personnel Expenses	83,082.36	27,823.27	106,921.88	217,827.51
N 830 · Dispatch & Communications				
830-02 · Commo Supplies	0.00	261.10	0.00	261.10
830-03 · MERA Operations	0.00	11,915.00	0.00	11,915.00
830-05 · MERA New Financing	0.00	1,121.00	0.00	1,121.00
Total N 830 · Dispatch & Communications	0.00	13,297.10	0.00	13,297.10
N 833 · Collection & Treatment				
833-01 · Chemicals	0.00	0.00	643.02	643.02
Total N 833 · Collection & Treatment	0.00	0.00	643.02	643.02
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0.00	0.00	1,134.00	1,134.00
835-02 · Periodic Samples	0.00	0.00	3,229.00	3,229.00
835-03 · Lead & Copper	0.00	0.00	430.00	430.00
Total N 835 · Lab & Monitoring	0.00	0.00	4,793.00	4,793.00

Inverness PUD
Profit & Loss
July through September 2021

	DISTRICT	FIRE	WATER	TOTAL
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0.00	0.00	439.48	439.48
840-02 · Building Maintenance	0.00	770.00	0.00	770.00
840-03 · Grounds Maintenance	0.00	0.00	360.04	360.04
840-04 · Tank Maintenance	0.00	0.00	3,400.00	3,400.00
840-05 · Collection & Treatment Maint.	0.00	0.00	293.18	293.18
840-06 · Distribution System Maintenance	0.00	0.00	2,130.83	2,130.83
840-07 · Collection-Treatment Utilities	0.00	0.00	12,146.16	12,146.16
840-08 · Distribution System Utilities	0.00	0.00	268.44	268.44
840-09 · Firehouse Utilities	0.00	1,405.00	0.00	1,405.00
840-10 · SCADA Maintenance	0.00	0.00	1,530.00	1,530.00
Total N 840 · Maintenance & Utilities	0.00	2,175.00	20,568.13	22,743.13
N 843 · Fire Prevention				
843-01 · Public Education and Awareness	0.00	181.19	0.00	181.19
Total N 843 · Fire Prevention	0.00	181.19	0.00	181.19
N 844 · Storage & Distribution				
844-01 · Telemetry	0.00	0.00	565.86	565.86
844-03 · Miscellaneous	0.00	0.00	12.94	12.94
Total N 844 · Storage & Distribution	0.00	0.00	578.80	578.80
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	0.00	1,062.26	3,285.91	4,348.17
845-02 · Personal Protective Equipment	0.00	249.39	0.00	249.39
845-03 · Resale Merchandise	0.00	2,360.52	0.00	2,360.52
Total N 845 · Supplies & Inventory	0.00	3,672.17	3,285.91	6,958.08
N 850 · Training				
850-01 · Volunteer Training	0.00	502.47	0.00	502.47
Total N 850 · Training	0.00	502.47	0.00	502.47
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0.00	952.87	1,872.07	2,824.94
860-02 · Repairs & Service	0.00	1,919.53	1,393.33	3,312.86
Total N 860 · Vehicle Operations	0.00	2,872.40	3,265.40	6,137.80
N 870 · Administration				
870-01 · Telephone, Internet, Cable	861.57	143.06	258.21	1,262.84
870-02 · Dues & Publications	760.98	499.00	892.25	2,152.23
870-03 · Insurance	0.00	12,651.62	15,463.08	28,114.70
870-04 · Financial Reporting/Audit	12,210.50	0.00	0.00	12,210.50
870-05 · Office Supplies, Postage, Fees	821.90	82.87	0.00	904.77
870-06 · Bank & Payroll Charges	2,212.37	0.00	0.00	2,212.37
870-07 · Legal Expenses and Attorneys	2,067.00	0.00	400.00	2,467.00
870-08 · Board & Election Expenses	-339.37	0.00	0.00	-339.37
870-09 · Travel & Meetings	525.00	0.00	0.00	525.00
870-10 · Public Relations & Outreach	1,486.45	0.00	3,850.40	5,336.85
870-11 · Office IT Support	420.00	0.00	0.00	420.00
870-12 · Billing & Collections	0.00	0.00	2,731.43	2,731.43
870-13 · Disaster Council	0.00	705.90	0.00	705.90
870-14 · Miscellaneous	834.76	4,001.14	350.00	5,185.90
870-15 · Other Agency Assessments	666.54	0.00	0.00	666.54
Total N 870 · Administration	22,527.70	18,083.59	23,945.37	64,556.66
Total Expense	105,610.06	68,607.19	164,001.51	338,218.76
Net Ordinary Income	-45,282.27	-66,176.20	-72,024.51	-183,482.98
Net Income	-45,282.27	-66,176.20	-72,024.51	-183,482.98

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

	Jul - Sep 21	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
Miscellaneous Income			
1-790 · Other Income (W)	0.00	0.00	0.00
Total Miscellaneous Income	0.00	0.00	0.00
Water Revenue			
1-701 · Basic Charge	0.00	0.00	0.00
1-710 · Usage Charges	0.00	0.00	0.00
1-716 · Customer-Paid Work	0.00	0.00	0.00
1-717 · Cross Connection Fees	0.00	0.00	0.00
1-720 · Misc Charges	0.00	0.00	0.00
Total Water Revenue	0.00	0.00	0.00
N 600 · Property Tax Income			
600-01 · Ad Valorem Property Taxes	501.25	0.00	501.25
600-02 · Special Fire Tax Assessment	0.00	0.00	0.00
600-03 · Excess ERAF	0.00	0.00	0.00
Total N 600 · Property Tax Income	20,208.51	0.00	20,208.51
N 650 · Other Agency Income			
650-01 · TOT Revenue (Meas W) - Restrict	0.00	0.00	0.00
650-02 · MWPA Defensible Space Program	983.00	0.00	983.00
650-03 · MWPA Local Specific Prevention	982.99	0.00	982.99
650-04 · WMES (Burton Funds)	0.00	0.00	0.00
Total N 650 · Other Agency Income	1,965.99	0.00	1,965.99
N 700 · Water Charges			
700-01 · Basic Charges	74,934.50	75,350.00	-415.50
700-02 · Usage Charges	16,448.00	11,354.00	5,094.00
700-03 · Cross Connection Fees	216.00	217.00	-1.00
700-04 · Miscellaneous Charges	378.50	333.00	45.50
Total N 700 · Water Charges	91,977.00	87,254.00	4,723.00
N 710 · Misc. Income			
710-01 · Customer Work Overhead	0.00	126.00	-126.00
710-02 · Other Income	500.00	798.00	-298.00
710-04 · Merchandise Sales	65.00	126.00	-61.00
710-06 · New Service Connection Fee	0.00	0.00	0.00
710-07 · Interest Income	35.40	1,248.00	-1,212.60
710-08 · CERBT OPEB Reimbursement	39,983.88	11,011.50	28,972.38
Total N 710 · Misc. Income	40,584.28	13,309.50	27,274.78
Total Income	154,735.78	100,563.50	54,172.28
Gross Profit	154,735.78	100,563.50	54,172.28
Expense			
N 810 · Personnel Expenses			
810-01 · Management	58,827.20	90,543.00	-31,715.80
810-02 · Operations Personnel	53,818.62	67,113.00	-13,294.38
810-03 · Administrative Personnel	14,327.55	22,440.00	-8,112.45
810-04 · Employer Payroll Taxes	10,187.47	13,656.99	-3,469.52
810-05 · Fire Wages - Staff	0.00	249.99	-249.99
810-06 · Duty Officer	0.00	1,250.01	-1,250.01
810-07 · Health Insurance Premiums	18,813.74	37,391.25	-18,577.51
810-08 · Retirement Premiums	13,881.23	20,635.74	-6,754.51
810-09 · Unfunded Accrued Liability	33,411.00	32,299.00	1,112.00
810-10 · Accrued Vacation	4,447.47	6,000.00	-1,552.53
810-11 · Workers Comp Insurance	10,113.23	3,559.74	6,553.49
810-12 · UI Benefit Charges	0.00	11,011.50	-11,011.50
Total N 810 · Personnel Expenses	217,827.51	306,150.22	-88,322.71

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

	Jul - Sep 21	Budget	\$ Over Budget
N 830 · Dispatch & Communications			
830-01 · Radio/Pager Repair	0.00	125.01	-125.01
830-02 · Commo Supplies	261.10	1,749.99	-1,488.89
830-03 · MERA Operations	11,915.00	10,431.00	1,484.00
830-04 · MERA Bonds	0.00	11,978.00	-11,978.00
830-05 · MERA New Financing	1,121.00	1,121.00	0.00
Total N 830 · Dispatch & Communications	13,297.10	25,405.00	-12,107.90
N 833 · Collection & Treatment			
833-01 · Chemicals	643.02	1,250.01	-606.99
Total N 833 · Collection & Treatment	643.02	1,250.01	-606.99
N 835 · Lab & Monitoring			
835-01 · BacT & Raw Samples	1,134.00	1,125.00	9.00
835-02 · Periodic Samples	3,229.00	2,000.00	1,229.00
835-03 · Lead & Copper	430.00	500.00	-70.00
Total N 835 · Lab & Monitoring	4,793.00	3,625.00	1,168.00
N 840 · Maintenance & Utilities			
840-01 · Equipment Maintenance	439.48	624.99	-185.51
840-02 · Building Maintenance	770.00	1,750.02	-980.02
840-03 · Grounds Maintenance	360.04	249.99	110.05
840-04 · Tank Maintenance	3,400.00	1,425.00	1,975.00
840-05 · Collection & Treatment Maint.	293.18	2,499.99	-2,206.81
840-06 · Distribution System Maintenance	2,130.83	1,749.99	380.84
840-07 · Collection-Treatment Utilities	12,146.16	9,249.99	2,896.17
840-08 · Distribution System Utilities	268.44	375.00	-106.56
840-09 · Firehouse Utilities	1,405.00	1,299.99	105.01
840-10 · SCADA Maintenance	1,530.00	999.99	530.01
Total N 840 · Maintenance & Utilities	22,743.13	20,224.95	2,518.18
N 843 · Fire Prevention			
843-01 · Public Education and Awareness	181.19	125.01	56.18
843-03 · MWPA Defensible Space	0.00	3,750.00	-3,750.00
843-04 · MWPA Local Projects	0.00	3,750.00	-3,750.00
Total N 843 · Fire Prevention	181.19	7,625.01	-7,443.82
N 844 · Storage & Distribution			
844-01 · Telemetry	565.86	725.01	-159.15
844-02 · Cross Connection Maint.	0.00	0.00	0.00
844-03 · Miscellaneous	12.94	750.00	-737.06
Total N 844 · Storage & Distribution	578.80	1,475.01	-896.21
N 845 · Supplies & Inventory			
845-01 · Supplies and Inventory	4,348.17	3,874.98	473.19
845-02 · Personal Protective Equipment	249.39	2,072.52	-1,823.13
845-03 · Resale Merchandise	2,360.52	3,000.00	-639.48
845-04 · Uniforms	0.00	375.00	-375.00
Total N 845 · Supplies & Inventory	6,958.08	9,322.50	-2,364.42
N 850 · Training			
850-01 · Volunteer Training	502.47	624.99	-122.52
850-02 · Certification & Courses	0.00	1,250.00	-1,250.00
850-03 · Volunteer Appreciation	0.00	0.00	0.00
850-04 · Volunteer Stipends	0.00	750.00	-750.00
850-05 · Workers Compensation Insurance	0.00	1,155.75	-1,155.75
Total N 850 · Training	502.47	3,780.74	-3,278.27

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

	Jul - Sep 21	Budget	\$ Over Budget
N 860 · Vehicle Operations			
860-01 · Gas & Oil	2,824.94	2,500.02	324.92
860-02 · Repairs & Service	3,312.86	1,500.00	1,812.86
Total N 860 · Vehicle Operations	6,137.80	4,000.02	2,137.78
N 870 · Administration			
870-01 · Telephone, Internet, Cable	1,262.84	1,200.00	62.84
870-02 · Dues & Publications	2,152.23	1,449.99	702.24
870-03 · Insurance	28,114.70	28,327.00	-212.30
870-04 · Financial Reporting/Audit	12,210.50	8,150.01	4,060.49
870-05 · Office Supplies, Postage, Fees	904.77	1,250.01	-345.24
870-06 · Bank & Payroll Charges	2,212.37	2,750.01	-537.64
870-07 · Legal Expenses and Attorneys	2,467.00	3,500.01	-1,033.01
870-08 · Board & Election Expenses	-339.37	200.01	-539.38
870-09 · Travel & Meetings	525.00	624.99	-99.99
870-10 · Public Relations & Outreach	5,336.85	1,250.01	4,086.84
870-11 · Office IT Support	420.00	549.99	-129.99
870-12 · Billing & Collections	2,731.43	2,250.00	481.43
870-13 · Disaster Council	705.90	900.00	-194.10
870-14 · Miscellaneous	5,185.90	49.90	5,136.00
870-15 · Other Agency Assessments	666.54	1,695.99	-1,029.45
870-16 · Property Tax Admin. Fees	0.00	0.00	0.00
Total N 870 · Administration	64,556.66	54,147.92	10,408.74
Total Expense	338,218.76	437,006.38	-98,787.62
Net Ordinary Income	-183,482.98	-336,442.88	152,959.90
Net Income	-183,482.98	-336,442.88	152,959.90



TENNEY TANK PROJECT QUARTERLY PROGRESS REPORT

PROJECT SUMMARY

REPORT DATE	PROJECT NAME	PREPARED BY
9/30/2021	Inverness PUD SWRCB0000000000D1902046 / 2110001-001C	Shelley Redding, District Administrator

STATUS SUMMARY

In July, the tank manufacturer revised calculations for the foundation and the tank based on the site location design and the plans for the tank proximal location. The tank standards of the American Water Works Association (AWWA) prompted the revision. This resulted in more communications and revisions between the site engineer and the tank manufacturer to ensure conformity with the standards. The redesign subsequently required additional geotechnical site visits. Supply chain issues continued for both the foundation material and the tank manufacturing. The issues resulted in a delay on the project for most of July and August. Once resolved, the tank foundation site work re-commenced September 7, 2021 with the excavation of the Tank 1 footing. The Geotechnical Engineer was requested for inspection prior to the rebar work and has been arranged prior to the cement pour for the footing and foundation which should take place within the next 7 days..

On August 23, 2021 request for reimbursement form with the required documentation was submitted to the State Water Resources Control Board for \$117,754.00 to cover expenses from May and June 2021.

PROJECT OVERVIEW

TASK	%	DUE DATE	NOTES
Construction Completion	13%	April 30, 2022	
Bid Process	100%	February 17, 2021	Completed
Final Budget Approval	100%	4/28/2021	Approval Received from SWRCB
Contractor Invoiced	15%	7/31/2021	*Last invoice received 6/30/21
Schedule Elapsed	66%	April 30, 2022	Measured from 8/17/2020

BUDGET OVERVIEW

CATEGORY	SPENT	% OF TOTAL	EST. BUDGET	NOTES
Construction	\$96,803	18%	\$539,000	
Contingency	0.00	0%	\$107,880	
Construction Management	0.00	0%	\$35,000	
Administration	\$20,952	18%	\$117,720	For Engineering services, staff expenses.

ENVIRONMENTAL REQUIREMENTS COMPLIANCE

ENVIRONMENTAL REQUIREMENT	STATUS	DATE(S)
Spotted Owl Breeding Season	Season Ended at 8/31/2021	Feb 1 – Aug 31

ENVIRONMENTAL REQUIREMENTS COMPLIANCE DESCRIPTIONS

The project, as of August 31, 2021 was outside of the Spotted Owl breeding season. There is no change to the special conditions at this time. We have reviewed the measures required to address the special conditions. Construction should be completed outside of the bird breeding season. If construction occurs during the breeding season, we will again conduct a pre-construction survey for nesting birds within the project footprint by a qualified biologist no more than one week before ground disturbing activities. Depending on the outcome of the survey, we will implement the appropriate measures as outlined in **Exhibit D – Special Conditions**. Additionally, if there is a discovery of any archeological significance, we will notify the Project Manager at the State Water Board immediately.

CHANGE ORDERS

DESCRIPTION OF WORK	AMOUNT	CHANGE IN CONTRACT AMOUNT	SCHEDULE	NOTES
Wage Determination Document	0.00	0.00		Updated document from original bid document

PROBLEMS/RESOLUTIONS

Problems encountered: N/A

Proposed Resolution: N/A

Schedule for Resolution: N/A

Status of Previous Problem Resolution: N/A

**STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
INVOICE (REQUEST FOR REIMBURSEMENT)**

(1) INVOICE DATE: 8/23/2021
 (2) INVOICE NO.: #01 - D1902046
 CONTRACT NO.: SWRCB0000000000D1902046
 PROJECT NO.: 2110001-001C

MAIL TO: STATE WATER RESOURCES CONTROL BOARD
 DIVISION OF FINANCIAL ASSISTANCE
 ATTN: DISBURSEMENT UNIT
 POST OFFICE BOX 944212
 SACRAMENTO, CA 94244-2120
 STREET ADDRESS: 1001 I STREET, 16TH FLOOR
 SACRAMENTO, CA 95814

AGREEMENT LOAN and/or GRANT RECIPIENT: Inverness Public Utility District
 STREET/P.O. BOX: P.O. Box 469
 CITY AND ZIP CODE: Inverness, CA 94937
 AUTHORIZED REPRESENTATIVE: Shelley Redding TITLE: Administrator

STATE USE ONLY				STATE USE ONLY		
ACTIVITY	AGREEMENT/GRANT AMOUNT	(3) AMOUNT INCURRED TO DATE	(4) AMOUNT CLAIMED FOR PAYMENT THIS PERIOD	AMOUNT APPROVED FOR PAYMENT TO DATE	AMOUNT PREVIOUSLY PAID	APPROVED PAYMENT THIS REQUEST
Construction	\$0					
Piazza Construction	\$539,488	\$96,803	\$96,803			
Pre-Purchased Material/Equipment	\$0					
Purchase of Land	\$0					
Contingency	\$107,792					
Allowances	\$0					
Planning	\$0					
Design	\$0					
Constructon Management/Admin	\$152,720	\$20,952	\$20,952			
TOTAL	\$800,000	\$117,754	\$117,755	\$0	\$0	\$0

Upon request by the Recipient, the Division may also adjust the line items of the summary budget as well as the detailed budget at the time of Recipient's submittal of its final disbursement request. Any summary budget line item adjustments that are due to a change in scope of work will require an Agreement amendment. The sum of adjusted line items in both the summary budget and the detailed budget must not exceed the total budget amount.

COMMENTS (STATE USE ONLY):

STATE USE ONLY: APPROVAL FOR PAYMENT

All Quarterly Reports have been submitted to date.

Draft deliverables submitted for disbursement >70% of total financing amount (Grants Only)

Draft deliverables submitted for disbursement >90% of total financing amount (Grants Only)

Water Code 5103 Compliant Yes, No, N/A

Project Manager Signature Project Manager Title Date

Reviewer Signature Payments Analyst Title Date

**STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
INVOICE (REQUEST FOR REIMBURSEMENT)**

(1) INVOICE DATE:	8/23/2021	MAIL TO: STATE WATER RESOURCES CONTROL BOARD DIVISION OF FINANCIAL ASSISTANCE ATTN: DISBURSEMENT UNIT POST OFFICE BOX 944212 SACRAMENTO, CA 94244-2120
(2) INVOICE NO.:	01	
CONTRACT NO.:	SWRCB0000000000D1902046	
PROJECT NO.:	2110001-001C	

AGREEMENT LOAN and/or GRANT RECIPIENT:	Inverness Public Utility District
STREET/P.O. BOX:	P.O. Box 469
CITY, STATE, AND ZIP CODE:	Inverness, CA 94937
<input type="checkbox"/> For Mailing Address Changes, Check Box and Complete a "Payee Data Record (Std. 204) Form"	

FOLLOWING SECTION TO BE COMPLETED BY RECIPIENT

(3) REQUESTED REIMBURSEMENT AMOUNT:	\$117,754.00
-------------------------------------	--------------

RECIPIENT CERTIFICATION

I certify that the costs shown under Costs Incurred to Date/Requested Reimbursement Amount have been incurred and that these costs have been paid or will be paid within 30 days of receipt of the funds requested hereby. If such costs have not been paid within 30 days, funds received under this request will be returned to the State Water Resources Control Board (SWRCB). I certify that all prior funds received from this Finance Agreement/Grant have been disbursed within 30 days of receipt or have been returned to the SWRCB.

I certify that all amounts on this invoice are for costs incurred for the Project and represent only costs directly related to the Project Finance Agreement/Grant and within the approved scope of work. I also certify that overhead or indirect costs rates or surcharges (to account for a reasonable portion of the administrative costs of day-to-day operations such as rent, telephone, fax, copying, computer-related expenses, postage, electricity, human resources) do not exceed 25%. Note: If entity chooses to add a surcharge, this surcharge must be supportable and documented by direct costs related to the Project. These records can be requested at any time for auditing purposes to ensure costs are justified and directly related to the Project.

(4) Signature of the Recipient's Authorized Representative	Date
--	------

FOLLOWING SECTION IS FOR STATE USE ONLY

CALCULATION FOR REIMBURSEMENT

REQUESTED REIMBURSEMENT AMOUNT:	\$117,754.00	Reason(s) for Adjustment:
ADJUSTMENT AMOUNT:		
REIMBURSEMENT AMOUNT APPROVED:		

FUNDING LINE PAYMENT ALLOCATION (ACCOUNTING DETAIL)

FISCAL SUPPLIER ID NO.:	00000158173
-------------------------	-------------

PURCHASE ORDER NO.	FY	FUNDING DESCRIPTION	PROGRAM NO.	RECEIPT NO.	AMOUNT
D190204600	19/20	Drinking Water Repayments (Federal) - Loan	3560000E68		

TOTAL REIMBURSEMENT APPROVED FOR THIS REQUEST:

STATE USE ONLY: APPROVAL FOR PAYMENT

Disbursement Manager Signature	Disb Unit Manager Title	Date
Program Manager Signature	LGA Section Chief Title	Date



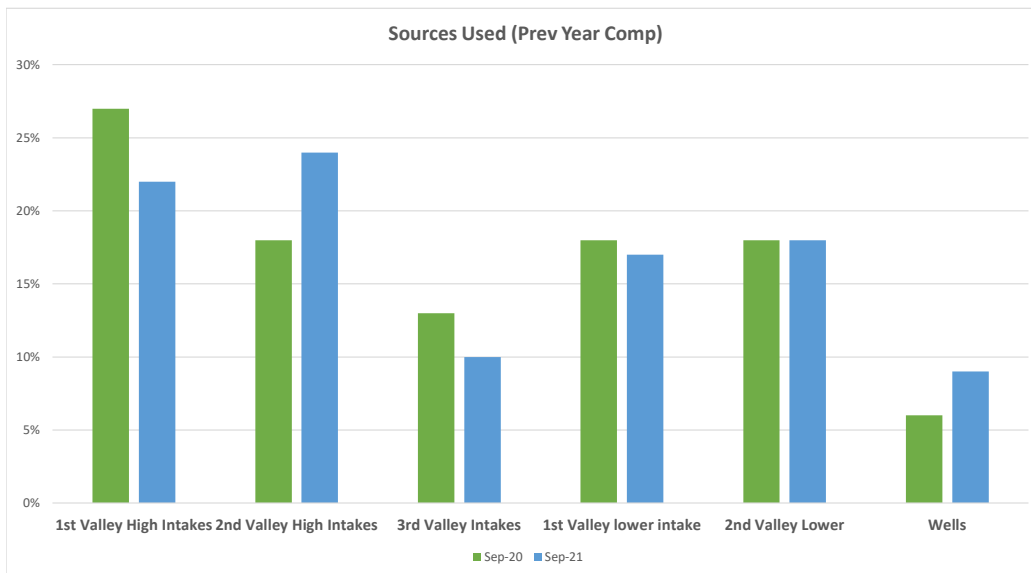
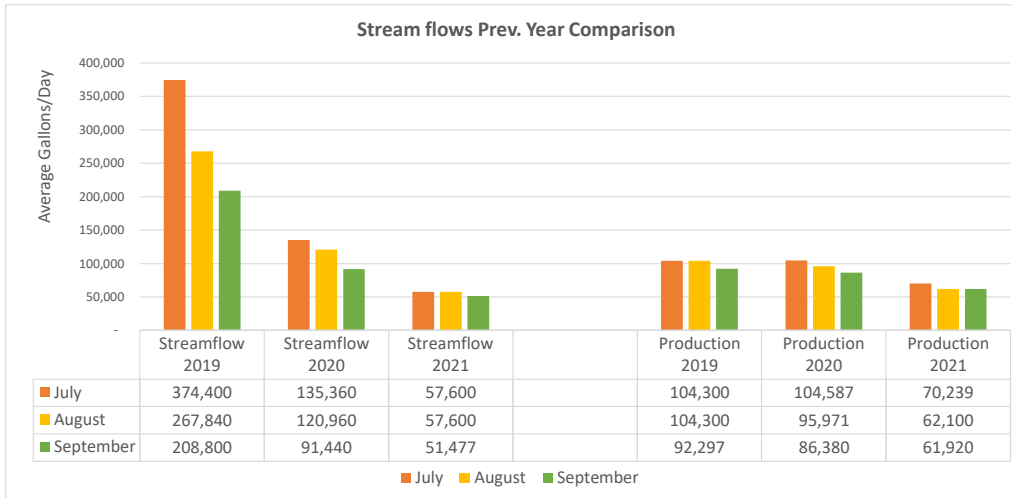
Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 5

Water System Report

- **September 2021 Water System Report**
- **Daily Usage Chart July/August**

September 2021 - Water System Report



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_2 dose at F1→ 0.63 parts per million (ppm); F3→ > 0.5 ppm *Note: usage decrease in all, with almost 20% decrease systemwide*

Major Activities

- Monthly reports sent to CA RWQCB
- Filter Plants: Serviced turbidimeters on all Ultra units: (cleaned and re-calibrated)
- F3 CIP cleaning of both Ultra and Nano unit. Water heater failed during end process. (water heater is still on warranty)
- Back-fed Colby main to F2 in order to feed Colby system and tank from Tenney distribution while working on removing debris and reducing leaks in Colby wood tanks
- Installed recirculating system to filter particles and skimmed off floating debris in Colby wood tanks with pool nets
- Citations issued to noncomplying irrigation high user
- Needed to valve down both L1 and L2 lower intakes due to lower streamflows
- Working on D7 trail, third valley
- Several reports of leaks and customers requested us to check for leaks
- L1 and L2 available water lower. the 3 wells also operating. Well 5 in operation, running to waste F3 for much of month

Kenneth J. Fox



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 6

Fire Department Report

- **September 2021**

FIRE DEPARTMENT REPORT

September 2021

INCIDENTS:

<i>#</i>	<i>Date</i>	
#21-103	09-02	EMS @ Balmoral for sick person. M-94 code 2 transport.
#21-104	09-03	Public Assist @ Inverness Way South for low hanging wire. Phone line only & cleared.
#21-105	09-06	Vehicle Accident @ Mt. Vision Rd. (In PRNS). Cancelled by CHP.
#21-106	09-08	Tree & wires blocking Rd. @ Aberdeen & Cameron. DPW to handle.
#21-107	09-13	Vehicle Accident @ 12165 SFD. Cancelled enroute.
#21-108	09-18	EMS @ Aberdeen for medical alarm. Lift assist only.
#21-109	09-18	Vehicle Accident @ 26500 SFD. Cancelled by NPS.
#21-110	09-20	Tree Blocking road @ 24 Cameron. DPW to handle.
#21-111	09-21	Structure Fire Response @ 12701 Shoreline Hwy. Cancelled enroute by Pt. Reyes.
#21-112	09-23	EMS @ Rannoch for cardiac issue. M-94 Code 3 transport.
#21-113	09-28	EMS @ Aberdeen for medical alarm. Lift assist only.

TRAININGS:

09-12 Drill: Fire shelter training, structure fire hydrant hook up and engine operations.

08-31 Drill: Mass casualty triage training.

New volunteer trainings every Tuesday afternoon.

ACTIVITIES AND MAINTENANCE:

1. MERA operations committee meeting.
2. Disaster council meetings.
3. Monthly disaster radio drill.
4. MERA board meeting.

PERSONNEL: (Two new volunteers and one leaving)

Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth,
Tim Olson, Dennis Holton, Brett Miller, Roy Pitts, David Briggs, John Roche, David Wright,
, Nikki Spencer, Michael Duncan, Ian Duncan, Greg Eastman, Celine Bennett, Jay Borodic, Fiona Pettigrew, Liam Riley, David Thompson, Jack von Thaar

Jim Fox, Chief



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 7

Review and Approve Expenditures

- **September 2021 Expenditures**
- **September 2021 Credit Card Charges**

Inverness PUD
Monthly Expense Ledger Report
September 2021

Date	Num	Name	Memo	Amount
Sep 21				
09/01/2021	14251	Cassidy, Russell,	VOID: Payroll 8/11 - 8/26/2021 reissued 14252	0.00
09/03/2021	14252	Celine Bennett	Reimbursement for fire boots	-142.01
09/03/2021	14253	DeCarli's	Account # 2-45217	-525.19
09/03/2021	14254	Flume, Inc.	58 Flume Devices @ 95.00 each	-5,964.58
09/03/2021	14255	Good & Clean, Inc.	Janitorial Services - August	-220.00
09/03/2021	14256	Pace Supply Corp.	Customer# 09035-00 Filtration Parts	-692.80
09/03/2021	14257	R.J. Ricciardi, Inc., CPAs	FY 20/21 Audit	-2,120.00
09/03/2021	14258	Streamline	September 2021 Website w/Engage	-260.00
09/03/2021	14259	U. S. Bank Corporate Payment Systems	Cal Card Charges	-2,864.74
09/07/2021	EFT	CalPERS Health	September 2021 Health	-8,554.20
09/07/2021	EFT	PG&E	Utilities 7/20 - 8/18/2021	-3,724.69
09/07/2021	EFT	Bank of America	August 2021 analysis charge	-115.34
09/10/2021	EFT	Paychex	Monthly Section 125 Fee	-40.00
09/10/2021	Auto	Diversified Technology	Billing Service	-684.00
09/13/2021	eft	CalPERS UAL	2021-2022 Unfunded Accrued Liability Bal. Due	-1,022.00
09/15/2021	14260	Cassidy, Russell,	Payroll 8/26 - 9/10/2021	-1,177.40
09/15/2021	EFT	Paychex	Payroll Fees	-199.60
09/15/2021	Payroll		To record 9/15/21 payroll	-7,394.40
09/15/2021	Payroll		To record 9/15/21 payroll	-15,960.44
09/15/2021	EFT	CPS DES	AR BOX	-1.95
09/17/2021	14261	Alpha Analytical Laboratories, Inc.	Periodic Testing	-1,098.00
09/17/2021	14262	Amazon Business	Account A10CPJEJGNVN6Y Office Supplies	-186.97
09/17/2021	14263	AT&T CalNet	Telemetry and Landline Phone Charges	-461.52
09/17/2021	14264	Brelje and Race Laboratories, Inc.	August 2021 Sampling	-378.00
09/17/2021	14265	Building Supply Center	Inverness PUD Account 155	-151.76
09/17/2021	14266	Cascade Fire Equipment	Supplies	-436.22
09/17/2021	14267	CORE	August services	-1,830.00
09/17/2021	14268	Grainger	Supplies	-247.62
09/17/2021	14269	Harrington Industrial Plastics	042985	-235.88
09/17/2021	14270	Horizon Cable TV Inc.	Internet	-90.79
09/17/2021	14271	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-80.10
09/17/2021	14272	Marine Industrial Tank Inc.	Tenney Tank Leak Repair	-2,750.00
09/17/2021	14273	Pace Supply Corp.	Customer# 09035-00	-136.56
09/17/2021	14274	Point Reyes Light Publishing Co., LC	Display ad	-117.00
09/17/2021	14275	Uline	Dog Waste Disposal Bags	-119.97
09/17/2021	14276	Verizon Wireless	Account 942336110-00001 Cell Phones	-202.97
09/17/2021	14277	Void		0.00
09/17/2021	14278	Void		0.00
09/17/2021	Auto	Bank of America	Customer Insufficient funds charge	-167.00
09/20/2021	EFT	CalPERS - Retirement	August 2021	-5,228.56
09/24/2021	14280	Able Tire & Brake	2000 Chevy	-893.19
09/24/2021	14281	Brelje & Race Engineers	Project # 02630.05 Tenney Tank	-860.00
09/24/2021	14282	Grainger	Supplies	-48.46
09/24/2021	14283	Marin County Tax Collector	Customer # 21595 Fuel Charges	-1,090.72
09/24/2021	14279	Void		
09/24/2021	14284	Alpha Analytical Laboratories, Inc.	Well 5 Testing	-1,661.00
09/24/2021	EFT	PG&E	Account 9408018479-2 Utilities 8/19 - 9/19/21	-4,194.41
09/30/2021	EFT	AT&T U-verse	139584573 September 2021	-69.55
09/30/2021	14285	Cassidy, Russell,	Payroll 9/11 - 9/25/2021	-1,060.51
09/30/2021	14287	U. S. Bank Corporate Payment Systems	4246-0445-5577-0662	-2,369.96
09/30/2021	PR 2		To record 9/30/21 payroll	-7,145.96
09/30/2021	PR 2		To record 9/30/21 payroll	-15,630.76
09/30/2021		Void		
09/30/2021	EFT	Paychex	Payroll Fees	-199.60
				-100,806.38

Sep 21

1:52 PM

09/30/21

Inverness PUD Reconciliation Detail

XX-6591 · Fox, Jim - Cal Card, Period Ending 09/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								928.51
Cleared Transactions								
Charges and Cash Advances - 11 items								
Credit Card Charge	08/24/2021	F102786207	Find It Parts	Supplies	X	845-01 · Supplies and Inventory	-62.09	-62.09
Credit Card Charge	08/25/2021	112-1489801	Amazon	Pump Wire Repair Kit	X	840-05 · Collection & Treatment Maint.	-36.68	-98.77
Credit Card Charge	08/29/2021	112-0690815	Amazon	Tank Skimmer	X	844-03 · Miscellaneous	-12.94	-111.71
Credit Card Charge	08/31/2021	0691121	Palace Market	Drill Supplies	X	850-01 · Volunteer Training	-83.26	-194.97
Credit Card Charge	09/12/2021	098999	Palace Market	Drill Supplies	X	850-01 · Volunteer Training	-63.30	-258.27
Credit Card Charge	09/12/2021	0912	Bovine Bakery	Volunteer Training/Drills	X	850-01 · Volunteer Training	-25.50	-283.77
Credit Card Charge	09/14/2021	Sept.21	Adobe	Monthly Subscription Adobe Acrobat Pro	X	870-05 · Office Supplies, Postage, Fees	-24.99	-308.76
Credit Card Charge	09/19/2021	112-8469487	Amazon	Drawer/Shelf Liners for vehicles	X	845-01 · Supplies and Inventory	-48.69	-357.45
Credit Card Charge	09/19/2021	112-8070070	Amazon	Mirrors for Vehicles	X	845-01 · Supplies and Inventory	-18.39	-375.84
Credit Card Charge	09/21/2021	112-3734622	Amazon	Traffic Cones	X	845-01 · Supplies and Inventory	-247.73	-623.57
Credit Card Charge	09/21/2021	0921	Bovine Bakery	Volunteer Training/Drills	X	850-01 · Volunteer Training	-22.96	-646.53
Total Charges and Cash Advances							-646.53	-646.53
Payments and Credits - 1 item								
Bill	08/13/2021		U. S. Bank Corporate ...	Managing Account XX-0662	X	20000 · Accounts Payable	928.51	928.51
Total Cleared Transactions							281.98	281.98
Cleared Balance							-281.98	646.53
Register Balance as of 09/22/2021							-281.98	646.53
Ending Balance							-281.98	646.53

1:37 PM
09/30/21

Inverness PUD Reconciliation Detail

XX-7757 · Redding, Shelley - Cal Card, Period Ending 09/22/2021

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								1,936.23
Cleared Transactions								
Charges and Cash Advances - 4 items								
Credit Card Char...	08/23/2021	10114698466	California Special Districts Association	Annual CSDA Board Secretary Conference	X	870-09 · Travel & Meetings	-525.00	-525.00
Credit Card Char...	08/26/2021	0826	U. S. Postmaster	Postage for Tenney Tank Reimbursement Packa...	X	870-05 · Office Supplies, Postage, Fees	-1.40	-526.40
Credit Card Char...	09/02/2021	6263091	Fastsigns	Water Tank Level Sign	X	870-10 · Public Relations & Outreach	-1,184.08	-1,710.48
Credit Card Char...	09/10/2021	I03174	Canva	Monthly Subscription	X	870-05 · Office Supplies, Postage, Fees	-12.95	-1,723.43
Total Charges and Cash Advances							-1,723.43	-1,723.43
Payments and Credits - 1 item								
Bill	08/10/2021		U. S. Bank Corporate Payment Syst...	Managing Account XX-0662	X	20000 · Accounts Payable	1,936.23	1,936.23
Total Cleared Transactions							212.80	212.80
Cleared Balance							-212.80	1,723.43
Register Balance as of 09/22/2021							-212.80	1,723.43
Ending Balance							-212.80	1,723.43



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 8

Annual Investment Policy Review

Consider and Approve Investments Policy



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Annual Review of Investment Policy
Meeting Date: October 27, 2021
Date Prepared: September 20, 2021
Prepared by: Shelley Redding, Administrator
Attachments: IPUD Investment Policy

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

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

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

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

Inverness Public Utility District

INVESTMENT POLICY

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

1. POLICY

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

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

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

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

2.0 SCOPE

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

3.0 RESPONSIBILITY OF INVESTMENT OFFICER

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

4.0 OBJECTIVES

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

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

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

5.0 DELEGATION OF AUTHORITY

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

6.0 ETHICS AND CONFLICTS OF INTEREST.

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

7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

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

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

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

8.0 AUTHORIZED AND SUITABLE INVESTMENTS

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

9.0 COLLATERALIZATION

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

10.0 SAFEKEEPING AND CUSTODY

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

11.0 NUCLEAR FREE ZONE ORDINANCE

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

12.0 REPORTING

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

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

13.0 INVESTMENT POLICY ADOPTION AND MODIFICATION

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



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 9

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

Consider and Approve IPUD's investments as they
relate to the Nuclear Free Zone Ordinance



Board Agenda Item Staff Report

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

Meeting Date: October 27, 2021

Date Prepared: September 20, 2021

Prepared by: Shelley Redding, Administrator

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

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

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


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


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

Peace Conversion Commission

Nuclear Weapons Contractors

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

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

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

Company Name

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

If you have questions about this page, please send email to [Toni Stewart](#).

Updated 9/2/2021

STATE OF CALIFORNIA
POOLED MONEY INVESTMENT ACCOUNT
APPROVED BANKS
August 31, 2021

Foreign Banks

Australia

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

Belgium

BNP Paribas Fortis
KBC Bank N.V.

Canada

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

Finland

Nordea Bank Abp

France

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

Germany

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

Ireland

The Governor and Co. of the Bank of Ireland

Japan

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

Netherlands

Cooperatieve Rabobank UA
Natwest Markets N.V.

Norway

DNB Bank ASA

Sweden

Skandinaviska Enskilda Banken
Svenska Handelsbanken AB
Swedbank AB

Switzerland

Credit Suisse AG
UBS AG

United Kingdom

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

Domestic Banks

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

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

STATE OF CALIFORNIA
POOLED MONEY INVESTMENT ACCOUNT
APPROVED COMMERCIAL PAPER ISSUERS
August 31, 2021

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

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

STATE OF CALIFORNIA
POOLED MONEY INVESTMENT ACCOUNT
APPROVED CORPORATE BOND ISSUERS
August 31, 2021

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

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



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 10

**Workshop on Budgeting and Funding for
the Water System**



Board Agenda Item Staff Report

Subject: Water Rates Workshop
Meeting Date: October 27, 2021
Date Prepared: October 22, 2021
Prepared by: Shelley Redding, District Administrator
Attachments: Calculations spreadsheet, Approved Budget 2021-2022

Recommended Action: Discussion Purposes only

In preparation for the scheduled and noticed Public Hearing on November 17, 2021, Staff was asked to prepare information for the Board that explains the projected District deficit and how the District will avoid future deficits.

During last fiscal year of 2020-2021, due to the drought and conservation efforts by water customers, revenue for usage decreased by nearly 20%. Additionally, expenses were increased in response to drought related activities for maintenance, repair, and community outreach. In anticipation of another potential drought year, staff prepared the approved budget based on the previous year revenue and included the following added expenses:

1. Water Operations Staff: \$82K – Hired a temporary employee to assist with drought related issues, (This person is currently in school to obtain Water Operator Certifications – may become a permanent employee).
2. Current staff hours increased to address drought related activities of meter replacement, leak repairs, and numerous maintenance projects scheduled.
3. Administrative Assistant: \$80K to be hired and trained for utility billing and water system regulatory reporting (overlap of personnel costs for training).
4. Annual Staff Cost of Living Increases Avg 3%
5. Repair & Replacement Costs:
 - \$5k Water Meter Replacements for Flume program, (20 purchased to date)
 - \$3k Tank Repair (Tenney Leak),
 - \$3.5k Well 5 costs for bringing the well online (labs, pump replacement, etc.)
 - \$2.5K Drought Outreach expenses (sign, rationing surveys, ad costs in PRL)
6. Operations: Estimated 5% increase in overall charges for lab testing, utilities, fuel, supplies
7. Expected Debt Service on Loan: \$33k Annual

The District has been fortunate to have 3 people that have been employed by the District for over 30 years. Each of the employees have the breadth and depth of knowledge of both the Volunteer Fire Department and the Water System. Transitioning the knowledge and processes from these employees is the biggest challenge facing the District. This next year will be the year of transition, maintaining operations including regulatory requirements, oversight of the Tenney Water Tank Replacement project and continued training. Current employees will continue training and certification process that had been suspended because of the Pandemic.

Items to note:

- The District submitted a request for reimbursement of COVID related expenses of approximately \$4K expensed in the previous fiscal year.*
- Staff will be attending funding webinars for new Federal and State Grant Programs to address drought related projects.*

Calculations for Determining Amount of Drought Surcharge (Jan 2022 - June 2023)

District's FY 2021/22 deficit, per budget adopted 7/28/2021	-96,699	
FY 2021/22 deficit divided by 12 for monthly average deficit	-8,058	
Monthly deficit projected out from July 2021 through June 2023 (\$8,058 x 24)		-193,398
Interfund allocation from District to offset July-December 2021 deficit	48,350	
Revenue from 1/1/2022 increase in Basic Charge (\$4 bimonthly) (\$4 x 9 x 515*)	18,540	
Adjusted projected deficit on 6/30/2023		-126,508
Revenue from \$30.00 Drought surcharge (\$30.00 x 9 x 515*)	139,050	
Surplus on 6/30/2023		12,542
Surplus per customer per billing period (Jan 2022 - Jun 2023)	\$2.71	
Revenue from \$27.29 Drought surcharge (\$27.29 x 9 x 515*)	126,489	
Surplus on 6/30/2023		-19
Surplus per customer per billing period (Jan 2022 - Jun 2023)	\$0.00	

* 517 total customers adjusted to 515 to account for Lifeline reductions. 9 is number of bimonthly billing periods during which drought surcharge is projected to be in effect.

Inverness Public Utility District

				Approved 2021-2022 Budget					
				Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Budget Notes
Income									
	600 Taxes Income								
	600-01	Ad Valorem Property Taxes		494,502	494,502				Based on Approp Limit
	600-02	Special Fire Assessment (Restricted)		76,000		76,000			Based on 20/21 Amount
	600-06	Excess ERAF		100,000	100,000				Conservative with unclear impacts
	Total Taxes Income			670,502	594,502	76,000	0		
	650 Restricted Revenue								
	650-01	TOT Taxes (Meas. W) Restricted		75,000		75,000			Estimate for Jan - June 2021, Jul-Dec 2021
	600-02	MWPA		20,000		20,000			Estimate for 2021/2022 Disbursement
	600-03	MWPA		20,000		20,000			Estimate for 2021/2022 Disbursement
	Total Restricted Revenue			115,000	0	115,000	0		
	700 - Water Charges								
	700-01	Basic Charge		452,100			452,100		Rate remains the same
	700-02	Usage Charges		68,126			68,126		20% decrease for conservation
	700-03	Cross Connection Fees		1,300			1,300		Rate remains the same
	700-04	Misc Charges		2,000			2,000		
	700-05	Uncollectibles							
	Total Water Revenue			523,526	0	0	523,526		
	710 Miscellaneous Income								
	710-01	Customer Work Overhead		500			500		
	710-02	Other Income		3,200	2,000	700	500		
	710-03	WMES (Burton Funds) (Restricted)		7,490		7,490			Annual amount unchanged
	710-04	Merchandise Sales		500		500			After distribution of T-shirts to volunteers
	710-05	Chipper Day Income		0		0			Covered under MWPA Expenses
	710-06	New Service Connection Fee		7,800			7,800		
	710-07	Interest Income		5,000	5,000				Estimate
	710-08	CERBT OPEB Reimbursement		44,046	44,046				To be booked as an A/R at year end
	Total Miscellaneous Income			68,536	51,046	8,690	8,800		
	Total Income			1,377,564	645,548	199,690	532,326		
	Expense								
	810 Personnel Costs								
	810-01	Management		362,175	99,590	132,446	130,139		J.Fox & New Fire Chief & Water Super
	810-02	Operations Personnel		268,454			268,454		Ops. Projections with 3 Water Staff
	810-03	Administrative Personnel		89,756	83,532	0	6,224		RA Bookkeeper 8 hrs/wk, Office Asst 32 Hrs
	810-04	Employer Payroll Taxes		54,633	14,009	10,132	30,492		Based on payroll
	810-05	Staff Volunteer Wages		1,000		1,000			For staff response to Fire Emergency
	810-06	Duty Officer		5,000		5,000			Expanding role to Volunteers
	810-07	Health Insurance Premiums		149,562	25,269	29,877	94,417		Estimated with increase Jan -June 2022
	810-08	Retirement Premiums		82,557	14,281	10,015	58,261		Estimated based on payroll
	810-09	Unfunded Accrued Liability		2,784	52	1,036	1,696		Actuals
	810-10	Accrued Vacation		24,000	4,500	4,500	15,000		Estimated

Inverness Public Utility District

				Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Budget Notes
		810-11	Workers Comp Insurance	14,239	519	3,648	10,072		Actuals for 21/22 (not incl Volunteers)
		810-12	Retiree Health Benefits	44,046	44,046				To be reimbursed from CERBT for OPEB
		Total Personnel Costs		1,098,208	285,799	197,654	614,755		
		830 Dispatch & Communications							
		830-01	Radio/Pager Repair	500		500			
		830-02	Commo Supplies	7,000		7,000			
		830-03	MERA Operations	10,431		10,431			Actuals
		830-04	MERA Bonds	11,978		11,978			Actuals
		830-05	MERA New Financing	1,121		1,121			Actuals
		Total Dispatch & Communications		31,030	0	31,030	0		
		833 Collection & Treatment							
		833-01	Chemicals	5,000			5,000		
		Total Collection & Treatment		5,000	0	0	5,000		
		835 Lab & Monitoring							
		835-01	BacT & Raw Samples	4,500			4,500		Estimated with increased costs
		835-02	Periodic Samples	4,000			4,000		Estimated with increased costs/schedule
		835-03	Lead & Copper	1,000			1,000		Estimated with increased costs
		Total Lab & Monitoring		9,500	0	0	9,500		
		840 Maintenance & Utilities							
		840-01	Equipment Maint	2,500	1,000	1,000	500		
		840-02	Building Maint	7,000	500	5,000	1,500		Firehouse Maintenance/Storage Bldgs
		840-03	Grounds Maint	1,000		1,000			Gardening
		840-04	Tank Maintenance	5,700			5,700		Incl Seahaven Cathodic Protection \$5k
		840-05	Collection & Treatment Maintenance	10,000			10,000		Inc. new Chlorinator for Ultra B unit
		840-06	Distribution System Maintenance	7,000			7,000		
		840-07	Collection & Treatment Utilities	37,000			37,000		Increased PG&E Costs, Propane
		840-08	Distribution System Utilities	1,500			1,500		Increased PG&E Costs, Propane
		840-09	Firehouse Utilities	5,200		5,200			Increased PG&E Costs, Propane
		84-0-10	SCADA Maintenance	4,000			4,000		
		Total Maintenance & Utilities		80,900	1,500	12,200	67,200		
		843 Fire Prevention							
		843-01	Public Education and Awareness	500	0	500			For Emergency preparedness
		843-02	Chipper Day Expenses	0	0	0			To be expensed under MWPA Projects
		843-03	MWPA Defensible Space	15,000		15,000			MWPA Inspections by Contracted Personne
		843-04	MWPA Local Projects	15,000		15,000			For evacuation route clearing, signage
		Total Fire Prevention		30,500	-	30,500	-		
		844 Storage & Distribution							
		844-01	Telemetry	2,900			2,900		Increased for cell phone notifications
		844-02	Cross Connect Maintenance	1,200			1,200		
		844-03	Miscellaneous	3,000			3,000		
		Total Storage & Distribution		7,100	0	0	7,100		

Inverness Public Utility District

					Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Budget Notes
		845 Supplies and Inventory								
		845-01	Supplies and Inventory		15,500	1,500	4,000	10,000		Incl Utility crane for Water Vehicle
		845-02	Personal Protective Equipment		8,290	300	7,490	500		
		845-03	Resale Merchandise		3,000		3,000			
		845-04	Uniforms		1,500		500	1,000		For Staff uniforms
		Total Supplies and Inventory			28,290	1,800	14,990	11,500		
		850 Training								
		850-01	Volunteer Training		2,500		2,500			Increased with resuming in person trngs
		850-02	Certification and Courses		4,000		3,000	1,000		Continue with courses for staff certification
		850-03	Volunteer Appreciation		2,000		2,000			
		840-04	Volunteer Stipends		3,000		3,000			for training, drills and fire response
		840-05	Volunteer Insurance		4,623		4,623			Actual charge for Workers Comp Ins.
		Total Training			11,500		10,500	1,000		
		860 Vehicle Operations								
		860-01	Gas & Oil		10,000		5,000	5,000		Increased gas prices
		860-02	Repairs and Service		6,000		5,000	1,000		Estimates
		Total Vehicle Operations			16,000		10,000	6,000		
		870 Administration								
		870-01	Telephone, Internet, Cable		4,800	3,100	1,100	600		Inc. Ops Staff Cell phones
		870-02	Dues & Publications		5,800	4,000	500	1,300		Memberships (CSDA,AWWA etc.)
		870-03	Insurance		28,327		15,580	12,747		Prop.&Liability for 21/22
		870-04	Financial Reporting/Audit		16,300	8,300	4,000	4,000		Audit, Actuarial
		870-05	Office Supplies, Postage		5,000	5000				Postage increase
		870-06	Banking Charges		11,000	11,000				Anticipated increases in fees
		870-07	Legal and Attorneys		14,000	14,000				Prop 218, rationing, ongoing legal review
		870-08	Board & Election Expenses		800	800				
		870-09	Travel, Meetings, Training		2,500	1,000	1,000	500		
		870-10	Public Relations & Outreach		5,000	5,000				Website/Email outreach,
		870-11	IT Support		2,200	2,200				
		870-12	Billing & Collections		9,000	0		9,000		Anticipate increase in fees
		870-13	Disaster Council		3,600		3,600			Expanded role of IDC Coordinator?
		870-14	Miscellaneous		125	75	25	25		
		870-15	Other Agency Assessments		6,784		378	6,406		SWRCB, MC Fire Chiefs
		870-16	Property Tax Admin Fees		8,000	7,000	1,000			Cost charged for admin by County
		Total Administration			123,236	61,475	27,183	34,578		
		Debt Service								
			Interest					33,000		Estimate for 1st payment Tenney Tank
			Principal							
		Total Debt Service			33,000	0	0	33,000		
		Total Expenses			1,441,264	350,574	334,057	789,633		

Inverness Public Utility District

					Combined	District (General Fund)	Fire	Water (Enterprise Fund)	Reserves	Budget Notes		
Ordinary Net Income/Loss					-63,699	294,975	-134,367	-257,307				
Interfund Allocation												
				997-01 Allocation from District to Water		-257,307		257,307				
				997-02 Allocation from Water to District								
				997-03 Allocation from District to Fire		-134,367	134,367					
				997-04 Allocation from Fire to District								
				998-01 From Water to Reserves								
				998-02 From Fire to Reserves								
				998-03 From District to Reserves								
				Net		-96,699	0	0	0			



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No. 11

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting October 27, 2021

Agenda Item No.12

Announcements,

Next Meeting,

Adjournment