

# 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, January 22, 2020**

## AGENDA

**9:00 a.m.**

## Regular Meeting

**Inverness Firehouse**

### *Opening*

1. **Call to Order; Attendance Report**
2. **Election of Officers**
3. **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.
4. **Approval of Minutes:** Regular meeting of December 18, 2019

### *The State of the District*

5. **Management Report:** Shelley Redding, Jim Fox
  - December 2019 Financial Reports
  - Tenney Tank Loan update
  - Marin County local CSDA Special Districts Chapter Meeting
  - Verizon Wireless Government Contract
6. **Water System Report, December 2019:** Senior Water Operator K. Fox
7. **Fire Department Report, December 2019:** Chief J. Fox

### *The Business of the District*

8. **Approval of Expenditures and Credit Card Charges:** December 2019
9. **Resolution 247-2020:** (Tank Replacement Fund)
10. **Resolution 249-2020:** (Appreciation for Kaaren Gann Service to District)
11. **Action Item:** CLAM Letter of support to County Supervisors for Coast Guard Housing Development

### *Closing*

12. **Committee Meetings/Reports**
  - Personnel Committee Report
13. **Announcements, Next Meeting, Adjournment**

**Posted 1/16/2020**

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Material provided in the meeting packet is available on the District's website, [www.invernesspud.org](http://www.invernesspud.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)



Inverness Public Utility District  
Board Meeting January 22, 2020

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Agenda Item No. 1

**Call to Order;**

**Attendance Report**



Inverness Public Utility District  
Board Meeting January 22, 2020

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## Agenda Item No. 2

# **Election of Officers**



Inverness Public Utility District  
Board Meeting January 22, 2020

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## Agenda Item No. 3

# 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 January 22, 2020

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Inverness Public Utility District  
Board Meeting January 22, 2020

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## Agenda Item No. 4

# **Regular Meeting December 18, 2019 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, December 18, 2019, 9:00 a.m.

### 1. Call to Order

President Emanuels called the meeting to order at the Inverness Firehouse at 9:00 a.m.

#### Attendance Report

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

Directors Absent: None

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Kaaren Gann, Controller, Wade Holland, Customer Services Manager; Ken Fox, Senior Water Operator (arrived 9:13 a.m.)

### 2. Public Expression

No one from the public responded to the opportunity to address the Board.

### 3. Approval of Minutes: Regular Meeting of November 20, 2019

*M/S Whitney/Press to approve the minutes of the regular meeting of November 20, 2019, as submitted. AYES 5, NOES 0*

### 4. Management Report

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

- **Water Operator Applicants:** Discussion regarding hiring of 3 applicants for water system.
- **Financial Reports November 2019:** Financial reports were presented for review. Director Johnson requested a year-to-date comparison for Profit and Loss reports.
- **Streamline Website:** Administrator Redding reported that IPUD will have a new website effective in January that will meet all state regulations for special district website requirements for accessibility and transparency as well as compliance with Brown Act requirements for notices.
- **MWPA Mailer:** Chief Fox reported on the informational mailer sent out for the upcoming election regarding the Marin Wildfire Prevention Authority (MWPA) JPA ballot measure and the shared cost for the district of \$215.00
- **Office Schedule December:** Administrator Redding reported the offices will be closed on December 25<sup>th</sup> and January 1<sup>st</sup>, but otherwise office operations will be normal during the Holidays. Staff has been scheduled to cover on the Holidays.

### 5. Water System Report (November 2019)

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

Senior Water Operator Ken Fox reported on the water system. Discussion about current streamflow, rainfall and overall system status.

**6. Fire Department Report (November 2019)**

A written report was submitted by Chief Jim Fox. Director Johnson asked about the status of fire equipment and requested a schedule for replacements. Discussion about EMT vs medical training for new volunteers.

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

*M/S Johnson/Press to approve the listed expenditures for November 2019 (\$76,588.86) and credit card charges invoiced on November 22, 2019 (\$482.43 J. Fox, \$1,141.43 S. Redding).* **AYES 5, NOES 0.**

**8. Ordinance 91-2019:** *M/S Whitney/Donohue to approve Ordinance 91-2019, adopting the 2019 Marin County Fire Code.* **AYES 5, NOES 0.**

**9. Ordinance 92-2019:** *M/S Press/Donohue to approve Ordinance 92-2019, adding regulations 303 and 304 on discontinuation of water service to the Regulations of the IPUD Water System.* **AYES 5, NOES 0.**

**10. Board Meeting Calendar for 2020:** *M/S Donohue/Johnson to adopt the board's meeting calendar for 2020 as proposed.* **AYES 5, NOES 0.**

**11. Committee Meetings/Reports**

President Emanuels appointed Directors Whitney and Press to constitute the Board's Personnel Committee. He asked the committee to meet with the Administrator to discuss proposed changes to personnel policies and to review the impacts of the revisions on the current budget. The committee will meet with Administrator Redding on January 15 at 9:00 am at the Firehouse.

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

Administrator Redding announced that Controller Gann has submitted her letter of resignation effective 12/31/19. The next regular meeting of the Board of Directors is scheduled for January 22, 2020, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:05 a.m.

These minutes were approved by the Board of Directors at the regular meeting on \_\_\_\_\_, 2019.

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

Shelley Redding, Clerk of the Board



Inverness Public Utility District  
Board Meeting January 22, 2020

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# Agenda Item No. 5

## Management Report

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

- December 2019 Financial Reports
- Tenney Tank Loan Update
- Marin County Local CSDA Chapter Meeting
- Verizon Wireless Government Contract

# Inverness PUD

## Profit & Loss Budget vs. Actual

### July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>N 600 · Property Tax Income</b>				
600-01 · Ad Valorem Property Taxes	359,806.91	320,705.00	39,101.91	112.2%
600-02 · Special Fire Tax Assessment	0.00	40,700.00	-40,700.00	0.0%
600-03 · TOT Taxes	0.00	22,500.00	-22,500.00	0.0%
<b>Total N 600 · Property Tax Income</b>	<b>359,806.91</b>	<b>383,905.00</b>	<b>-24,098.09</b>	<b>93.7%</b>
<b>N 700 · Water Charges</b>				
700-01 · Basic Charges	124,448.50	187,035.00	-62,586.50	66.5%
700-02 · Usage Charges	64,476.10	46,284.00	18,192.10	139.3%
700-03 · Cross Connection Fees	360.00	540.00	-180.00	66.7%
700-04 · Miscellaneous Charges	605.00	750.00	-145.00	80.7%
<b>Total N 700 · Water Charges</b>	<b>189,889.60</b>	<b>234,609.00</b>	<b>-44,719.40</b>	<b>80.9%</b>
<b>N 710 · Misc. Income</b>				
710-01 · Customer Work Overhead	0.00	252.00	-252.00	0.0%
710-02 · Other Income	504.94	2,424.00	-1,919.06	20.8%
710-04 · Merchandise Sales	3,144.00	2,350.00	794.00	133.8%
710-05 · Chipper Day Income	2,910.00	2,600.00	310.00	111.9%
710-06 · New Service Connection Fee	7,600.00	7,600.00	0.00	100.0%
710-07 · Interest Income	6,871.44	8,000.00	-1,128.56	85.9%
N 710 · Misc. Income - Other	0.00	0.00	0.00	0.0%
<b>Total N 710 · Misc. Income</b>	<b>21,030.38</b>	<b>23,226.00</b>	<b>-2,195.62</b>	<b>90.5%</b>
<b>Total Income</b>	<b>570,726.89</b>	<b>641,740.00</b>	<b>-71,013.11</b>	<b>88.9%</b>
<b>Gross Profit</b>	<b>570,726.89</b>	<b>641,740.00</b>	<b>-71,013.11</b>	<b>88.9%</b>
<b>Expense</b>				
<b>N 810 · Personnel Expenses</b>				
810-01 · Management	105,661.36	90,720.00	14,941.36	116.5%
810-02 · Operations Personnel	102,945.62	103,752.00	-806.38	99.2%
810-03 · Administrative Personnel	3,060.00	25,740.00	-22,680.00	11.9%
810-04 · Employer Payroll Taxes	19,155.86	16,848.00	2,307.86	113.7%
810-05 · Volunteer Wages	2,325.00	498.00	1,827.00	466.9%
810-06 · Duty Officer	3,400.00	3,000.00	400.00	113.3%
810-07 · Health Insurance Premiums	45,816.23	49,332.00	-3,515.77	92.9%
810-08 · Retirement Premiums	29,246.41	29,784.00	-537.59	98.2%
810-09 · Unfunded Accrued Liability	20,975.22	20,976.00	-0.78	100.0%
810-10 · Accrued Vacation	0.00	12,204.00	-12,204.00	0.0%
810-11 · Workers Comp Insurance	0.00	11,046.00	-11,046.00	0.0%
<b>Total N 810 · Personnel Expenses</b>	<b>332,585.70</b>	<b>363,900.00</b>	<b>-31,314.30</b>	<b>91.4%</b>
<b>N 830 · Dispatch &amp; Communications</b>				
830-01 · Radio/Pager Repair	1,060.18	960.00	100.18	110.4%
830-02 · Commo Supplies	962.31	102.00	860.31	943.4%
830-03 · MERA Operations	9,922.00	9,922.00	0.00	100.0%
830-04 · MERA Bonds	11,978.00	11,978.00	0.00	100.0%
830-05 · MERA New Financing	1,121.00	1,121.00	0.00	100.0%
<b>Total N 830 · Dispatch &amp; Communications</b>	<b>25,043.49</b>	<b>24,083.00</b>	<b>960.49</b>	<b>104.0%</b>
<b>N 833 · Collection &amp; Treatment</b>				
833-01 · Chemicals	2,279.99	2,250.00	29.99	101.3%
<b>Total N 833 · Collection &amp; Treatment</b>	<b>2,279.99</b>	<b>2,250.00</b>	<b>29.99</b>	<b>101.3%</b>
<b>N 835 · Lab &amp; Monitoring</b>				
835-01 · BacT & Raw Samples	1,730.40	2,178.00	-447.60	79.4%
835-02 · Periodic Samples	3,590.00	2,556.00	1,034.00	140.5%
<b>Total N 835 · Lab &amp; Monitoring</b>	<b>5,481.40</b>	<b>4,734.00</b>	<b>747.40</b>	<b>115.8%</b>

# Inverness PUD

## Profit & Loss Budget vs. Actual

### July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
<b>N 840 · Maintenance &amp; Utilities</b>				
840-01 · Equipment Maintenance	586.85	1,122.00	-535.15	52.3%
840-02 · Building Maintenance	1,722.34	2,497.98	-775.64	68.9%
840-03 · Grounds Maintenance	568.48	252.00	316.48	225.6%
840-04 · Tank Maintenance	0.00	336.00	-336.00	0.0%
840-05 · Collection & Treatment Maint.	1,984.27	4,500.00	-2,515.73	44.1%
840-06 · Distribution System Maintenance	9,754.00	4,998.00	4,756.00	195.2%
840-07 · Collection-Treatment Utilities	17,142.70	15,000.00	2,142.70	114.3%
840-08 · Distribution System Utilities	1,999.50	3,450.00	-1,450.50	58.0%
840-09 · Firehouse Utilities	2,056.41	1,002.00	1,054.41	205.2%
<b>Total N 840 · Maintenance &amp; Utilities</b>	<b>35,814.55</b>	<b>33,157.98</b>	<b>2,656.57</b>	<b>108.0%</b>
<b>N 843 · Fire Prevention</b>				
843-02 · Chipper Day Expenses	1,665.00	7,000.00	-5,335.00	23.8%
<b>Total N 843 · Fire Prevention</b>	<b>2,690.96</b>	<b>7,000.00</b>	<b>-4,309.04</b>	<b>38.4%</b>
<b>N 844 · Storage &amp; Distribution</b>				
844-01 · Telemetry	461.68	1,386.00	-924.32	33.3%
844-02 · Cross Connection Maint.	0.00	300.00	-300.00	0.0%
844-03 · Miscellaneous	0.00	348.00	-348.00	0.0%
<b>Total N 844 · Storage &amp; Distribution</b>	<b>461.68</b>	<b>2,034.00</b>	<b>-1,572.32</b>	<b>22.7%</b>
<b>N 845 · Supplies &amp; Inventory</b>				
845-01 · Supplies and Inventory	16,052.23	2,995.98	13,056.25	535.8%
845-02 · Personal Protective Equipment	893.25	3,744.00	-2,850.75	23.9%
<b>Total N 845 · Supplies &amp; Inventory</b>	<b>19,286.80</b>	<b>6,739.98</b>	<b>12,546.82</b>	<b>286.2%</b>
<b>N 870 · Administration</b>				
870-01 · Telephone, Internet, Cable	1,844.13	2,628.00	-783.87	70.2%
870-02 · Dues & Publications	7,368.44	2,548.02	4,820.42	289.2%
870-03 · Insurance	0.00	16,895.00	-16,895.00	0.0%
870-04 · Financial Reporting/Audit	6,955.00	6,333.98	621.02	109.8%
870-05 · Office Supplies, Postage	987.74	3,500.00	-2,512.26	28.2%
870-06 · Bank Charges	6,503.78	2,400.00	4,103.78	271.0%
870-07 · Legal Expenses and Attorneys	1,192.00	8,500.02	-7,308.02	14.0%
870-08 · Board & Election Expenses	60.78	499.98	-439.20	12.2%
870-09 · Travel & Meetings	1,705.78	3,748.02	-2,042.24	45.5%
870-10 · Public Relations & Outreach	1,501.14	504.00	997.14	297.8%
870-11 · Office IT Support	4,860.00	9,349.02	-4,489.02	52.0%
870-12 · Billing & Collections	4,001.96	4,302.00	-300.04	93.0%
870-13 · Disaster Council	1,000.00	1,200.00	-200.00	83.3%
870-14 · Miscellaneous	3,414.72	504.00	2,910.72	677.5%
<b>Total N 870 · Administration</b>	<b>41,395.47</b>	<b>62,912.04</b>	<b>-21,516.57</b>	<b>65.8%</b>
<b>Total Expense</b>	<b>478,784.04</b>	<b>506,811.00</b>	<b>-28,026.96</b>	<b>94.5%</b>
<b>Net Ordinary Income</b>	<b>91,942.85</b>	<b>134,929.00</b>	<b>-42,986.15</b>	<b>68.1%</b>
<b>Net Income</b>	<b>91,942.85</b>	<b>134,929.00</b>	<b>-42,986.15</b>	<b>68.1%</b>

**Inverness PUD**  
**Balance Sheet**  
As of December 31, 2019

	Dec 31, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
Checking/Savings	
1-103 · Checking B of A (W)	372,299.77
Total Checking/Savings	372,299.77
Accounts Receivable	
1-130 · Water Customers (W)	79,077.42
2-136 · Property Taxes (F)	9,604.43
Total Accounts Receivable	88,681.85
<b>Other Current Assets</b>	
Prepaid Expenses	
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
Total Prepaid Expenses	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
Total Other Current Assets	1,029,643.36
Total Current Assets	1,490,624.98
<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
Total Fixed Assets	1,885,629.72

**Inverness PUD**  
**Balance Sheet**  
As of December 31, 2019

	Dec 31, 19
<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	4,473.89
<b>Total 3-371 · District Works in Progress</b>	4,473.89
<b>Total Construction in Progress</b>	146,797.04
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>	945,491.92
<b>TOTAL ASSETS</b>	<b>4,321,746.62</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
Accounts Payable	
20000 · Accounts Payable	3,483.42
<b>Total Accounts Payable</b>	3,483.42
Credit Cards	
2670 · US Bank Cal Card	
XX-6477 · Cal Card - Eichastaedt	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)	124,627.75
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>	1,071,779.41
<b>Total Current Liabilities</b>	1,072,445.08
<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>	1,193,574.08

3:22 PM

01/16/20

Accrual Basis

**Inverness PUD**  
**Balance Sheet**  
**As of December 31, 2019**

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	Dec 31, 19
Equity	
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	76,208.81
Net Income	91,942.85
Total Equity	3,128,172.54
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>4,321,746.62</b>



Inverness Public Utility District  
Board Meeting January 22, 2020

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Agenda Item No. 6

**Water System Report**

**(December 2019)**



# 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

## WATER SYSTEM REPORT – December 2019

<u>December Statistics</u>	<u>2019</u>	<u>(est) End of Month Stream-flow</u>	<u>GPM estimates</u>	<u>GPD</u>
<b>RAINFALL (@ F1)</b>		D1	Est 30	43,200
Month (in inches)	9.91"	D2	46	66,240
Year to date (inches) 7/1through 11/30//2019	12.62"	D3	45	64,800
Avg. yearly since 1925 (inches)	37.72"	D4	Est 35	50,400
<b>STREAMFLOWS * (end of December)</b>		D5	45	64,800
Streamflows (approx. gpd)	482,400	D6	Est 45	64,800
Streamflows (est; gpm)	335	D7	75	108,000
<b>PRODUCTION: Monthly</b>	2,285,900	D8	14	20,160
Average gallons per Day	73,739 gal	<b>TOTAL</b>	<b>335</b>	<b>482,400</b>
Average Gallons per Minute	51.2 gpm	(Will work on Rainfall Graph soon)		
<b>SOURCES USED</b>		<b>DISTRIBUTION (USE BY ZONE)</b>		
1 <sup>st</sup> Valley High Intakes (2)	78%	Colby zone	775,400	42%
2 <sup>nd</sup> Valley High Intakes (1)	0%	Tenney zone	666,600+	37%
3 <sup>rd</sup> Valley High Intakes (1)	20 %	Conner zone	18,900	1%
1 <sup>st</sup> Valley lower/ (W1)	2%	Stockstill zone	239,600	13%
W3	0.nil%	Lower SH zone	134,000	7%
2 <sup>nd</sup> Valley lower (L2 +W4)	0 %	Total SH+ST	373,600	(21%)
<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→ 0.65 parts per million (ppm); F3→ 0.67 ppm

One customer complaint re discolored water (house seldom used and has long water line between meter and residence. Instructed them to flush water more regularly )

### Major Activities

1. Monthly report to CA RWQCB
2. Regular Flushing of Via de la Vista/ Escondido main.
3. Substantial customer-side service leak discovered on via de la Vista, assisted locating
4. F1 Nano A prefilters replaced
5. F1 UF A cleaned (CIP)
6. New Water operator trainees hired
7. SCADA system continues to have problems to resolve. Tenney site solar panels cleaned
8. All Customer meters read
9. TOC samples grabbed from each source valley for analysis at Alpha labs
10. Work on 2<sup>nd</sup> valley pipeline trail continued
11. New service installed for 4 Pine Hill.
12. Leak discovered (IPUD side) 91 Perth. (replaced in January)
13. Tenney tank #1 leaking badly, reduced leak with putty

Senior Water Operator.

December 2019 Report

## Water Customer Accounts Receivable Totals, Nov/Dec 2019

1. The Accounts Receivable balance on Nov. 1 (the beginning of the period) was: **90,800.24**
  
  2. During Nov/Dec, we received the following payments from our customers:

Electronic payments:	55,389.71	(62.6%)
Payments by check:	33,120.86	(37.4%)
<b>Total payments received:</b>		
<b>- 88,510.57</b>		
  
  3. During Nov/Dec, we posted the following charges to our customers' accounts:

Write-offs:	--	
Adjustments:	--	
Basic charges:	62,224.25	(516 Basic charges billed for <u>Jan/Feb</u> *)
X-C charges:	180.00	(18 Cross-Connection charges billed for <u>Jan/Feb</u> )
Usage charges:	15,995.80	(Usage charges for 10/22 to 12/16/2019†)
Misc. charges:	215.00	
Refused payments:	--	
Refunds:	212.50	(3 closed account credit balance refunds)
<b>Total charges posted:</b>		
<b>+ 78,827.55</b>		
  
  4. Thus, the Accounts Receivable balance on December 31 (the end of the period) was **81,117.22**
- 

\* Bimonthly Basic Charges: 513 customers @ \$121.00; 2 Lifeline customers @ \$60.50; 1 Lifeline customer at \$30.25

† Total billed usage was \$18,512.60, less six credits totaling \$2,516.80 (for three prior-period leak adjustments and four prior-period meter read errors).

### Reconciliation with BofA checking account:

There were no deposits in transit on 12/31/2019. However, one returned check for \$200.00 from a deposit made on 12/31 was posted by BofA on Dec. 31. Thus, the A/R balance on the District's books as of 12/31 should be \$81,317.22.

**Scheduled ACH receipts: \$35,215.60 on Jan. 10, 2020 (from 233 customers).**

**A temporary security debit to IPUD's checking account in this amount will be made on or about Jan. 8, 2020.**



Inverness Public Utility District  
Board Meeting January 22, 2020

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# Agenda Item No. 7

## **Fire Department Report (December 2019)**

# ***INVERNESS VOLUNTEER FIRE DEPARTMENT***

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

## **FIRE DEPARTMENT REPORT**

**December 2019**

### **INCIDENTS:**

<b>#</b>	<b>Date</b>	
#19-173	12-03	<b>EMS @ NPS</b> trail for fall victim. IFD Captain Eubank @ scene assisting.
#19-174	12-05	<b>Tree Blocking Road @</b> 57 Argyle. Cleared by IFD.
#19-175	12-05	<b>Tree Blocking Lane @</b> SFD& Dreamfarm Rd. IFD cleared.
#19-176	12-06	<b>Tree Blocking Road @</b> Kenneth & Perth. Cleared by IFD.
#19-177	12-07	<b>Tree Into High Voltage Lines @</b> Aberdeen & Cameron. Barricade & PGE to handle.
#19-178	12-11	<b>EMS @</b> Bayview for possible stroke victim. M-94 code 3 transport to KTL.
#19-179	12-11	<b>Wires Down @</b> 65 Kenneth. Cable only, no electric. Cleared.
#19-180	12-16	<b>Wires Down @</b> 12786 SFD. Phone lines only. Cleared.
#19-181	12-18	<b>Tree Blocking Lane @</b> 12759 SFD. Cleared majority & remainder requires DPW.
#19-182	12-21	<b>Public Assist @</b> Aberdeen for heater pilot light problem.
#19-183	12-24	<b>Smoke Check @</b> Vision and Madrone. No merit.
#19-184	12-24	<b>Smell of Gas Outside</b> 250 Via de la Vista. Neighbor turned off tank before IFD arrival.
#19-185	12-30	<b>Vehicle Accident @</b> 12615 SFD. Vehicle into pole, no occupants found>

### **TRAININGS:**

12-08 Drill. Evacuation of Public strategies. Chain saw training.  
12-29 Drill. Training on Thermal Imaging Camera and applications.

### **ACTIVITIES AND MAINTENANCE:**

1. Jeep smog certification completed.
2. Jeep leaking valve cover replaced.
3. MERA board meeting in Novato.
4. West Marin Disaster Council monthly radio drill.
5. Meeting of Point Reyes Disaster Council regarding non-profit status.

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

Jim Fox  
Chief



Inverness Public Utility District  
Board Meeting January 22, 2020

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**Agenda Item No. 8**

**Expenditures and Credit Card**

**Charges**

**(December 2019)**

**Inverness PUD**  
**Monthly Expense Ledger Report**  
**December 2019**

	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
<b>Dec 19</b>					
	12/02/2019	EFT	CalPERS Health	November Health	-7,280.41
	12/02/2019	EFT	BB & T- CPS Operations	11/01-11/30/19 AR Box	-10.40
	12/03/2019	EFT	AT&T U-verse	139584573	-69.55
	12/04/2019	EFT	Bank of America	November 19 Analysis Charge	-705.63
	12/05/2019	13559	Building Supply Center	Supplies	-725.45
	12/05/2019	13561	California Rural Water Association	Membership Dues 01/20 - 01/21	-612.00
	12/05/2019	13560	Good & Clean, Inc.	Janitorial Services	-220.00
	12/05/2019	13562	Harrington Industrial Plastics	042985	-442.92
	12/05/2019	13563	Horizon Cable TV Inc.	005-003907	-85.79
	12/05/2019	13564	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-67.08
	12/05/2019	13565	Petaluma Auto Parts	Supplies	-101.83
	12/05/2019	13566	R.J. Ricciardi, Inc., CPAs	2018-19 Audit thru 11/30/19	-630.00
	12/05/2019	13567	Thomas Meckfessel	Volunteer Appreciation Holiday Event	-2,122.98
	12/05/2019	13568	U. S. Bank Corporate Payment Systems	VOID:	0.00
	12/05/2019	13569	Wolfe Communications	2 Pagers, 2 Charger amplifiers	-962.31
	12/05/2019	13570	U. S. Bank Corporate Payment Systems	Managing Account 4246 0445 5565 2670	-1,623.86
	12/10/2019	Auto	Diversified Technology	Billing Service	-665.00
	12/13/2019	County Fees	Marin County Taxes	75% Collection Fee	-1,038.00
	12/13/2019	County Fees	Marin County Taxes	Prop Tax Fees	-3,139.08
	12/13/2019	Payroll		Tax Payments	-4,914.89
	12/13/2019	Payroll		Direct Deposits	-11,549.19
	12/13/2019	EFT	Paychex	Payroll Processing Fees	-674.90
	12/19/2019	13572	AT&T	Telemetry and Phone charges	-490.46
	12/19/2019	13573	Brelje and Race Laboratories, Inc.	November 2019 sampling	-378.00
	12/19/2019	13574	CORE	November services	-1,260.00
	12/19/2019	13575	FireSafe Marin	MWPA Cost Share Information Mailer	-215.00
	12/19/2019	13576	Frey's Automotive, Inc.	1998 Jeep Smog	-51.75
	12/19/2019	13577	Grainger	Account # 836141895	-638.15
	12/19/2019	13578	Jairemarie Pomo	IDC General Communications/ November 2019	-200.00
	12/19/2019	13579	McPhail Fuel Co.	Account INVPUD 143814	-788.42
	12/19/2019	13580	Streamline	December 2019 Website	-200.00
	12/19/2019	13581	SWRCB Accounting Office	2019-20 Water System Connection Fees/ System 2	-3,405.60

# Inverness PUD

## Monthly Expense Ledger Report

### December 2019

Date	Num	Name	Memo	Amount
12/19/2019	13582	U. S. Postmaster	PO Box Fee/ 469	-150.00
12/19/2019	13583	Amy & Zac Weinberg	428-010-10 Credit Balance Refund	-43.85
12/19/2019	13584	E and M, Inc. dba Wonderware	TopView Support Renewal	-310.00
12/19/2019	13586	DeCarli's	Account # 2-45217	-494.86
12/19/2019	R	Inverness Yacht Club	Reverse of GJE Payroll -- For CHK 13540 voided or	150.00
12/24/2019	EFT	PG&E	Account 9408018479-2	-2,012.05
12/26/2019	13587	Good & Clean, Inc.	Janitorial Services	-220.00
12/26/2019	13588	Hach Company	Water Treatment Supplies	-451.18
12/26/2019	13589	ResQFAST	Large Animal Rescue Training T Fox, B Eubanks	-250.00
12/26/2019	13590	Fox, Tom	Volunteer Compensation	-350.00
12/26/2019	13591	Eubank, Burton	9/29 - 10/27/19 Volunteer Compensation	-350.00
12/26/2019	13592	David Briggs	9/29 - 10/27/19 Volunteer Compensation	-175.00
12/26/2019	13593	Pitts, Roy	9/29 - 10/27/19 Volunteer Compensation	-375.00
12/26/2019	13594	Meszaros, Michael	9/29 - 10/27/19 Voluteer Compensation	-300.00
12/26/2019	13595	Kai Heimpel	9/29 - 10/27/19 Volunteer Compensation	-300.00
12/26/2019	13596	Holton, Dennis	10/25 - 10/27/19 Volunteer Compensation	-100.00
12/26/2019	13597	Tim Olson	10/25 - 10/27/19 Volunteer Compensation	-100.00
12/26/2019	13598	Brett Miller	10/25 - 10/27/19 Volunteer Compensation	-75.00
12/30/2019	EFT	CalPERS UAL	UAL	-110.46
12/30/2019	EFT	CalPERS UAL	UAL 3056	-750.85
12/30/2019	EFT	CalPERS UAL	UAL 3055	-2,634.56
12/30/2019	EFT	CalPERS - Retirement	November 2019 Retirement	-4,234.38
12/31/2019	Payroll		12/31/19 Payroll Taxes	-5,770.14
12/31/2019	Payroll		12/31/19 Direct Deposit	-13,767.94
12/31/2019	EFT	Paychex	Payroll Processing Fees	-179.60
12/31/2019	Water A/R5	H2O Customers	NSF Pomo	-200.00
				<b><u>-78,823.52</u></b>

Dec 19

Inverness PUD								
Reconciliation Detail								
XX-5018 · Cal Card - J Fox, Period Ending 12/22/2019								
	Type	Date	Num	Name	Clr	Split	Amount	Balance
Beginning Balance								482.43
Cleared Transactions								
Charges and Cash Advances - 9 items								
	Credit Card Charge	11/20/2019	ADB08389373	Adobe	√	870-02 · Dues & Publications	-14.99	-14.99
	Credit Card Charge	11/26/2019	028522	Palace Market	√	850-01 · Volunteer Training	-57.39	-72.38
	Credit Card Charge	12/02/2019	113-3269800	Amazon	√	845-01 F3 tankless water heater, 4 boot dryers	-518.63	-591.01
	Credit Card Charge	12/03/2019	113-3269801	Amazon	√	845-01 4 Boot Dryers	-173.20	-764.21
	Credit Card Charge	12/07/2019	113-8746501	Amazon	√	833-01 · Chemicals	-251.13	-1,015.34
	Credit Card Charge	12/12/2019	113-4742428	Amazon	√	845-01 · Supplies and Inventory	-182.16	-1,197.50
	Credit Card Charge	12/13/2019	SO19941	Missouri Wind and Solar	√	1371-25 · Control & Monitoring Program	-571.47	-1,768.97
	Credit Card Charge	12/17/2019	224547	Larsengines	√	840-01 · Equipment Maintenance	-85.81	-1,854.78
	Credit Card Charge	12/18/2019	092525	Inverness Park Market	√	850-01 · Volunteer Training	-10.90	-1,865.68
	Credit Card Charge	12/19/2019	055062	Inverness Park Market	√	845-01 · Supplies and Inventory	-39.07	-1,904.75
Total Charges and Cash Advances							-1,904.75	-1,904.75
Payments and Credits - 1 item								
	Bill	12/05/2019		U. S. Bank Corporate Payment Systems	√	20000 · Accounts Payable	482.43	482.43
Total Cleared Transactions							-1,422.32	-1,422.32
Cleared Balance							1,422.32	1,904.75
Uncleared Transactions								
Payments and Credits - 1 item								
	Bill	11/07/2019		U. S. Bank Corporate Payment Systems		20000 · Accounts Payable	1,904.75	1,904.75
Total Uncleared Transactions							1,904.75	1,904.75
Register Balance as of 12/22/2019							-482.43	0.00
Ending Balance							-482.43	0.00

Inverness PUD  
Reconciliation Detail

XX-7642 · Cal Card - Redding, Period Ending 12/22/2019

	Type	Date	Num	Name	Clr	Split	Amount	Balance
Beginning Balance								1,141.43
Cleared Transactions								
Charges and Cash Advances - 7 items								
	Credit Card Charge	11/20/2019	112-3616967	Amazon	√	845-01 · Supplies and Inventory	-294.83	-294.83
	Credit Card Charge	11/26/2019	93300000072	Costco	√	1371-01 · Office Technology Upgrade	-326.22	-621.05
	Credit Card Charge	12/05/2019	421	U. S. Postmaster	√	870-05 · Office Supplies, Postage	-6.85	-627.90
	Credit Card Charge	12/06/2019	9340000051	Costco	√	850-03 · Volunteer Appreciation	-549.95	-1,177.85
	Credit Card Charge	12/07/2019	016063	Palace Market	√	850-03 · Volunteer Appreciation	-42.05	-1,219.90
	Credit Card Charge	12/09/2019	NZWXM-M5A73	Vistaprint	√	870-10 · Public Relations & Outreach	-74.75	-1,294.65
	Credit Card Charge	12/19/2019	927	U. S. Postmaster	√	870-05 · Office Supplies, Postage	-1.90	-1,296.55
Total Charges and Cash Advances							-1,296.55	-1,296.55
Payments and Credits - 1 item								
	Bill	12/05/2019		U. S. Bank Corporate Payment S	√	20000 · Accounts Payable	1,141.43	1,141.43
Total Cleared Transactions							-155.12	-155.12
Cleared Balance							155.12	1,296.55
Uncleared Transactions								
Payments and Credits - 1 item								
	Bill	12/09/2019		U. S. Bank Corporate Payment Systems		20000 · Accounts Payable	1,296.55	1,296.55
Total Uncleared Transactions							1,296.55	1,296.55
Register Balance as of 12/22/2019							-1,141.43	0.00
Ending Balance							-1,141.43	0.00



Inverness Public Utility District  
Board Meeting January 22, 2020

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# Agenda Item No. 9

**Resolution 247-2020**

**Tank Replacement Fund**



## Board Agenda Item Staff Report

Subject: Resolution 247-2020: Designating the Water System Tank Replacement Fund as a Committed Fund and Directing that Specified Customer Revenue Be Placed in the Water System Tank Replacement Fund

Meeting Date: January 22, 2020

Date Prepared: January 14, 2020

Prepared by: Wade Holland, Customer Services Manager

Attachments: Schematic of GASB 54 fund balance classifications; draft Resolution 247-2020; Analyses of increase in revenues from 2018 and 2019 rate increases

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**Recommended Action:** Adopt Resolution 247-2020; consider the implications for the Water System's operating budget by the restrictions that were incorporated into the October 2017 action to increase water rates.

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Staff has been asked recently by the Board, President Emanuels especially, to project when it might be necessary to initiate the Proposition 218 process for an adjustment in water rates. The last increase in water rates was approved by the Board in October 2017 (Ordinance 87-2017), and scheduled a cumulative 21% increase in rates, implemented in two phases -- 15% on January 1, 2018, then an additional 5% (on top of the 15%) on July 1, 2019.

In taking a close look at the materials prepared in 2017 for compliance with Prop. 218, we discovered the following language about the proposed rate increases that was included in the official notice that was mailed out to the customers:

*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.*

Notwithstanding the vagueness of the phrases "nearly all of the revenue" and "dedicated primarily," it is staff's opinion that this language is binding as part of the Prop. 218 process and that it means that the revenue generated by the two increases is supposed to be set aside, at least largely if not wholly, for tank replacement capital projects

There is no evidence that any action has ever been taken to actually set aside the revenue produced over the past two years by the two increases in the water rates. We do find on the Balance Sheet a reserved fund called the "Water System Tank Replacement Fund" that is classified as an "assigned" fund and which has a balance in it of \$46,801. Research suggests that this balance is a residual from the Stockstill tank replacement project. On Nov. 12, 2014 (Resolution 217-2012), the Board allocated \$98,768 for the "Tank Replacement Fund." Why almost half that amount is still in the fund is unclear, but it is likely that after spending the fund down to its current balance of 46,801, there was a failure to apply additional spending on the Stockstill tank project as expenditures from the reserved fund. Staff is of the opinion that there is no constraint that would prevent the Board from transferring this \$46,801 balance out of the fund.

Staff also questions why the fund is not classified as a "committed" fund; see the attached schematic that defines the types of reserved funds as established by Statement 54 of the Governmental Accounting Standards Board (GASBE 54). Staff recommends that the existing Water System

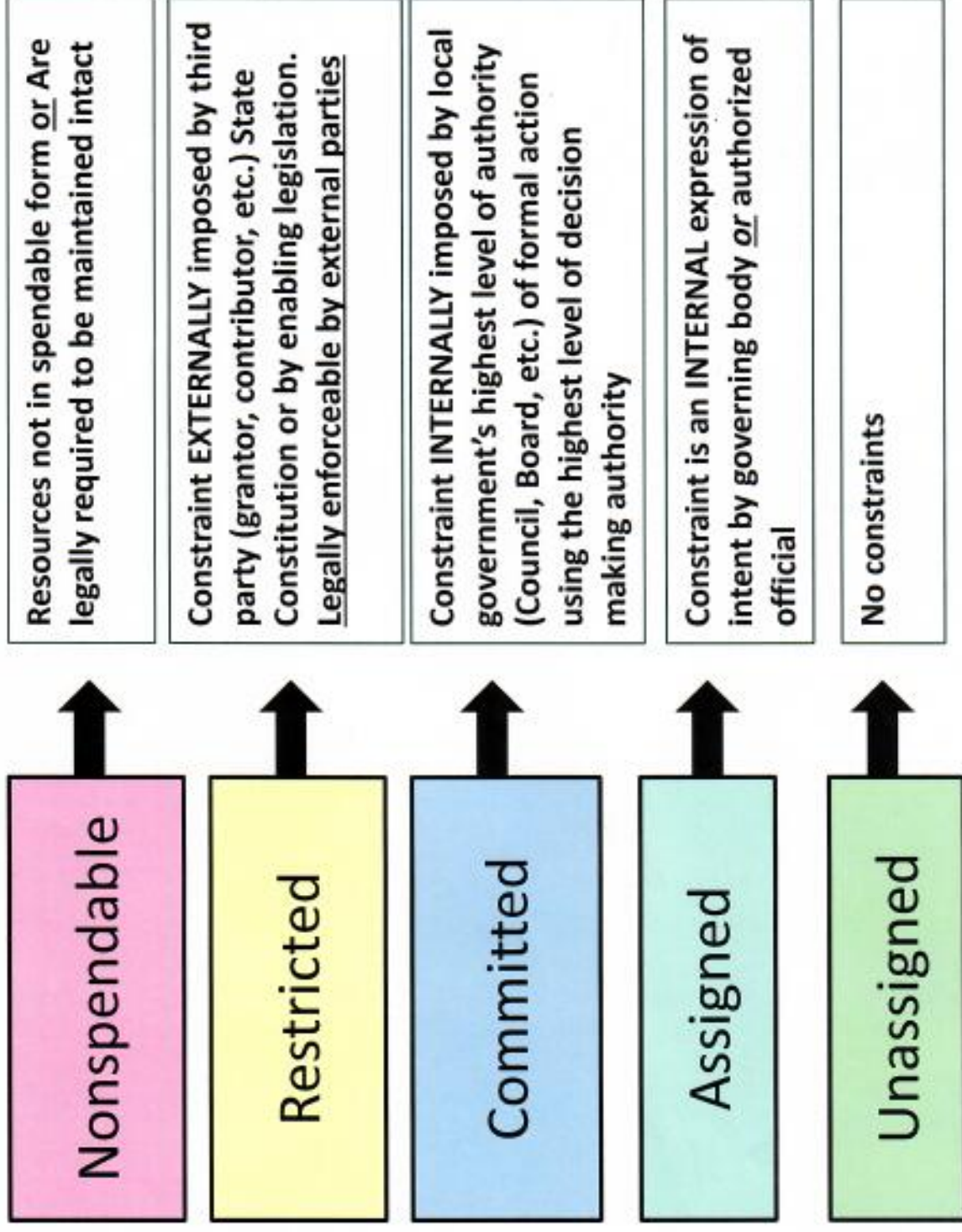
Tank Replacement Fund be reclassified as a committed fund; language to do that is included in the recommended Resolution 247-2020.

Staff also recommends that the Board take action to set aside (into the committed Tank Replacement Fund) the revenue that has accrued since January 1, 2018 (when the 2017 rate increases first went into effect) that is attributable to the two rate increases; this action is also included in the recommended Resolution 247-2020. Attached is a set of spreadsheets that analyze the customer revenue since January 1, 2018, to determine the amount of that revenue that is attributable to the two rate increases (the total for the two increases through December 31, 2019, comes to \$133,646). The resolution also directs staff in how to determine the amount of future customer revenue (from January 1, 2020, forward) that is to be set aside in the Tank Replacement Fund pursuant to the Board's 2017 actions that set the current water rates.

Finally, Resolution 247-2020 provides language to clear up some loose ends in the way the Prop. 218 compliance material was presented back in October 2017, specifically with respect to whether or not the specified percentages would apply to future rate increases (we're offering that they would not) and by stating that any future rate increases would replace, not be additive to, the 2018 and 2019 increases

What lingers is the realization that by structuring the increases that were enacted in October 2017 to produce incremental revenue exclusively (or approximately exclusively) for tank replacement, we are essentially still relying on the 2009 water rates for revenue to fund the Water System's operating budget. This is clearly not viable, and urgently needs to be considered further by the Board.

# APPLYING NEW FUND BALANCE CLASSIFICATIONS



## Analysis of Increase in Revenue in 2018-2019 from 1/1/2018 & 7/1/2019 Rate Increases

### 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/Jun 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/Jun 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>Comment</i>
2017/18	23,141	5,816	28,957	Half year only actual (Jan-Jun 2018) @ 15%
2018/19	46,283	14,532	60,815	Full year actual @ 15%
2019/20	65,159	19,549	84,708	21% (Jul-Dec 2019 actual; Jan-Jun 2020 estimated)
<b>Total Set-Aside, 1/1/1998 - 6/30/2020</b>			<b>\$174,480</b>	

## Analysis of Increase in Revenue in 2018-2019 from 1/1/2018 & 7/1/2019 Rate Increases

### Basic Charge

	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 ( <b>a</b> )	\$617,100.00		
Total actual Basic Charge revenue, 2018 & 2019		\$532,248.75	\$186,672.75

Total actual BC revenue with both increases ( <b>b</b> )	\$718,921.50
Amount attributable to increases ( <b>b - a</b> )	\$101,821.50

Total additional revenue from 2018 & 2019 increases		
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 during only 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" worksheet for the revenue from these two rate increases by fiscal year (including the estimated revenue for January - June 2020).

*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  
DIRECTING THAT SPECIFIED CUSTOMER REVENUE BE PLACED IN 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 that has 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**, it is the desire of the Board of Directors as follows: (1) That the Water System Tank Replacement Fund be a committed fund; (2) That the incremental revenue that has accrued as of December 31, 2019, as a result of enactment of Ordinance No. 87-2017 be accounted for in the committed Water System Tank Replacement Fund; (3) That procedures be established such that the incremental customer revenue that will accrue subsequent to December 31, 2019, as a result of enactment of Ordinance No. 87-2017 shall also be deposited in the committed Water System Tank Replacement Fund; and (4) That the Board's sunset intentions for the set-aside of the incremental customer revenue from enactment of Ordinance No. 87-2017 be stated explicitly,

**NOW, THEREFORE, BE IT RESOLVED**, that 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; and,

**BE IT FURTHER RESOLVED**, that effective January 1, 2020, in each bimonthly water customer billing period the proportion of that period's customer revenue that is attributable to the increase in water rates as a result of enactment of Ordinance No. 87-2017 shall be deposited in the committed Water System Tank Replacement Fund; and,

**BE IT FURTHER RESOLVED**, that the Board of Directors determines that, based on the stated intent of raising an estimated \$84,000 of additional revenue annually, it was the overall purpose and intent of Ordinance 87-2017, as well as of the noticing performed in compliance with the requirements of Article XIII D, Section 6, of the Constitution of the State of California, to increase Basic Charge and Usage Charge revenue by 21% (15% on January 1, 2018, plus a subsequent cumulative 5% on July 1, 2019) over the revenue that would have been realized by maintaining the rates in effect prior to enactment of Ordinance No. 87-2017, and that such increased revenue be designated as a fixed-amount set-aside; moreover, it was intended that the 21% factor was not to be applied to the additional increments of any future increases in water rates. Accordingly, for purposes of determining the amount of revenue to be deposited in the committed Water System Tank Replacement Fund at each customer billing period, the Board of Directors directs that the set-aside amount attributable to the Basic Charge shall be set at \$21.00 per Basic Charge customer-equivalent (where each full-paying customer equates to one Basic Charge customer-equivalent, each very-low-income lifeline customer equates to one-half of a Basic Charge customer-equivalent, and each extremely-low-income lifeline customer equates to one-quarter of a Basic Charge customer-equivalent), and that the set-aside amount attributable to the Usage Charges shall be set to 17.3554% of the actual Usage Charge revenue for the billing period (which ratio is the inverse of the 21% increase); and,

**BE IT FURTHER RESOLVED**, that the Board of Directors finds that the rate increases placed in effect by enactment of Ordinance 87-2017, and the conditions appurtenant thereto, can and shall be cancelled and discontinued in 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 22<sup>nd</sup> day of January, 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 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 \_\_\_\_\_



Inverness Public Utility District  
Board Meeting January 22, 2020

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## Agenda Item No. 10

### **Resolution 249-2020**

Appreciation for Kaaren Gann Service to District

*Inverness Public Utility District*

**RESOLUTION 249-2020**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE INVERNESS PUBLIC UTILITY DISTRICT  
EXPRESSING THE BOARD'S APPRECIATION  
FOR THE EXEMPLARY SERVICES OF KAAREN GANN**

**WHEREAS**, Kaaren Gann served as the General Manager of the Inverness Public Utility District from the middle of 2001 until the end of 2009; and,

**WHEREAS**, Kaaren Gann retired from the Inverness Public Utility District at the end of 2009; and,

**WHEREAS**, in October 2018 Kaaren Gann responded to an urgent appeal from the Board of Directors to accept an interim position with the District as a member of a management team tasked with the operation and management of the District following the resignation of the then General Manager; and,

**WHEREAS**, Kaaren Gann served the District with dedication for 15 months from October 2018 until the end of 2019 as a member of the interim management team and as the District's Controller; and,

**WHEREAS**, during her time as the District's Controller and member of the interim management team, Kaaren Gann regularized and upgraded the District's financial management and reporting systems; ensured that overdue, as well as current, annual audits were completed in timely manner; developed and instituted procedures to ensure more accurate and timely reporting of financial statements; simplified the District's chart of accounts; brought order to the District's paper filing system; provided wise counsel and advice based on her experience with and depth of knowledge of the requirements and challenges of managing and operating a special district, a fire department, and a water system,

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Inverness Public Utility District expresses and conveys its sincere gratitude and deep appreciation to Kaaren Gann for her dedicated, timely, and exemplary services to the District during a time of urgent and special need.

**ACCEPTED AND ADOPTED** at a Regular Meeting of the Board of Directors of the Inverness Public Utility District on the 22<sup>nd</sup> day of January, 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



Inverness Public Utility District  
Board Meeting January 22, 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](mailto:admin@invernesspud.org) ~ [www.invernesspud.org](http://www.invernesspud.org)

January 22, 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 a service organization providing water service to the residents of Inverness and emergency services support for West Marin along with the Marin County Fire Department, the need for affordable housing for employees and volunteers is of significant concern.

CLAM has partnered with nonprofit affordable housing developer Eden Housing to guide financing and construction if their joint bid is selected. CLAM's unparalleled community support, together with Eden's financial strength, experience and track record, is a partnership of greatest 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 will be seen and felt to be guided by local voices over the long term. We urge you to act within your power to assist in making this vision a reality.

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 January 22, 2020

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Agenda Item No. 12

# **Committee Meetings/Reports**



Inverness Public Utility District  
Board Meeting January 22, 2020

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Agenda Item No. 13

**Announcements,**

**Next Meeting,**

**Adjournment**