

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, November 20, 2019

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 October 23, 2019

The State of the District

4. **Management Report:** Shelley Redding, Jim Fox
 - Water Operator Job Applicants
 - 2018-2019 Audit update
 - Financial Reports October 2019
 - MERA Update
 - PSPS Event
5. **Water System Report, October 2019:** Superintendent J. Fox
6. **Fire Department Report, October 2019:** Chief J. Fox

The Business of the District

7. **Approval of Expenditures and Credit Card Charges:** October 2019

Closing

8. **Committee Meetings/Reports**
 - Appointment of Personnel Committee
9. **Convene in Closed Session:** Public employee performance evaluation: Administrator (pursuant to Govt. Code Section 54957)
10. **Reconvene in Open Session:** Report of actions taken in closed session
11. **Announcements, Next Meeting, Adjournment**

Posted: 11/14/2019

Material provided in the meeting packet is available on the District's website, www.invernesspubd.org, or by contacting the District office.

Items may not be taken up in the order shown on this Agenda.

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

THE PUBLIC IS CORDIALLY INVITED TO ATTEND THIS MEETING

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



Shelley Redding, Administrator/Clerk of the Board
James K. Fox, Chief of Operations (Fire Chief, Water System Superintendent)



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 1

**Call to Order;
Attendance Report**



Inverness Public Utility District
Board Meeting November 20, 2019

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 November 20, 2019

Agenda Item No. 3

Regular Meeting
October 23, 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

Minutes, Regular Meeting

Wednesday, October 23, 2019, 9:00 a.m.

DRAFT

1. Call to Order

President Emanuels called the meeting to order at the Inverness Firehouse at 9:02 a.m.

Attendance Report

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

Directors Absent: David Press (arrived at 9:40 a.m.)

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

2. Public Expression

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

3. Resolution 246-2019: Participation in and Formation of the Marin Wildfire Prevention Authority

Marin County Fire Chief Jason Weber presented the final version of the joint powers agreement (JPA) and highlighted the changes made since the previous meeting and gave some background on the amendments made to the JPA since the original agreement was drafted. He answered questions from the Board regarding the 10-year sunset, clarified that areas that are deemed to be high priority will receive attention regardless of the level of financial contribution from those areas' taxpayers, and that there is a mechanism for amending the JPA. There was also discussion about the role of the State Parks and the National Park Service and how the JPA plans to work with those agencies to identify areas of concern and how they can impact communities. The funding allocations will be 60% to core programs, such as vegetation management, wildfire detection, evacuation system improvements, grants, and public education; 20% to defensible space and home hardening evaluations; and 20% to local-agency wildfire prevention efforts. [Director Press arrived during Chief Weber's presentation.]

*M/S Whitney/Johnson to adopt Resolution 246-2019 as proposed. **AYES 5, NOES, 0***

*M/S Whitney/Johnson to authorize and direct the President of the Board to execute the Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority. **AYES 5, NOES 0***

4. Approval of Minutes: Regular Meeting of September 25, 2019

*M/S Whitney/Donohue to approve the minutes of the regular meeting of September 25, 2019, as submitted. **AYES 5, NOES 0***

5. Management Report

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

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

- **Salary Survey:** Administrator Redding reported the results of a salary survey conducted to determine comparable wages for staff. Administrator Redding noted the results indicate that the Senior Water Operator position is below the average, but the other positions are within the average wages for similar positions, agencies, and the area. It was also noted that IPUD covers the employee portion of the retirement contribution and that IPUD employees are covered by Social Security in addition to the CalPERS retirement program, both of which increase the wage benefits at IPUD in comparison to other agencies that do not provide these benefits. It was also noted that IPUD offers only health benefits, whereas some comparator agencies provide such additional benefits as dental, vision, and life insurance. President Emanuels requested recommendations be presented at the next Board meeting relating to wages and benefits.
- **Water operator job positions:** Administrator Redding placed the help-wanted ad on the website “Next Door” in addition to running it in the Point Reyes Light. To date, there have been eight responses. Interviews are being scheduled for next week; based on the interviews, postings of the job openings may continue.
- **2018-2019 Audit update:** Administrator Redding reported that the required reports were submitted to the auditor last week. Redding will follow up with a request for an anticipated site visit date and a completion date.
- **Tenney tank project loan.** Administrator Redding reported that the application to the SWRCB for a loan for the Tenney Tank project has been updated and additional documentation related to budgets and past fiscal periods has been requested. The application is in the review process.
- **Financial Report FY1920, 1st Quarter:** Administrator Redding presented a financial report (balance sheet and operating statement) for the first quarter of the 2019/20 fiscal year. A fiscal inspection was performed by Treasurer Donohue. The Board requested summarized financial reports monthly and Redding noted that the Fiscal Inspection checklist needs to be amended in response to the items noted in the Management Letter that accompanied the 2018/19 audit; a draft of the revised inspection checklist will be presented at the next Board meeting.
- **MERA update:** Chief Fox reported that he will be attending a MERA meeting today to vote on a \$1.1-million change order for the next-generation MERA system. The EIR public comment period is nearing the end of the 30-day review period.
- **Pat White Letter:** Administrator Redding presented a letter sent to IPUD on September 1, 2018, requesting consideration for erecting a plaque in honor of the service of the IVFD Chiefs. The Board expressed interest in the suggestion and discussed potential types of plaques that could achieve the recognition, be visible to the public, and be clearly legible. Staff will do some research and report back to Pat White and to the Board with options.
- **SDRMA Special Acknowledgement Award:** An award has been received from Special District Risk Management Authority in recognition of IPUD having no “paid” property/liability claims for five consecutive program years.

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

A written report prepared by Senior Water Operator Ken Fox was submitted. K. Fox noted that D7 has some unresolved leaks, streamflows are higher than normal for this

time of year, and County DPW is using a significant amount of water for a culvert clearing project adjacent to Chicken Ranch Beach. The amount of water used is being tracked and will be reported next month.

7. Fire Department Report (September 2019)

A written report was submitted by Chief Jim Fox. He commented on the month of September being relatively quiet. Marin County is currently under a red flag warning through the weekend due to extreme temperatures and high winds. Marin County is not currently included in the Public Safety Power Shutoff (PSPS) event scheduled for Wednesday and Thursday of this week. Chief Fox is receiving updates related to the staging of fire crews for responses and updates pertaining to the potential for West Marin to lose power during PG&E PSPS events in the future.

8. Approval of Expenditures and Credit Card Charges

M/S Press/Donohue to approve the listed expenditures for September 2019 (\$85,011.50) and credit card charges invoiced on September 22, 2019 (\$1,248.96). AYES 5, NOES 0.

9. Annual Review of IPUD Investment Policy:

The Board reviewed the District's Investment Policy as last revised on September 26, 2012.

M/S Whitney/Johnson that no modifications are needed to the Investment Policy dated September 26, 2012. AYES 5, NOES 0.

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

President Emanuels called to order the meeting of the Committee of the Whole, which reviewed the documentation concerning the District's Nuclear Free Zone Ordinance (Ordinance 24-90), the vendors from which the District purchases products and services, the investment policies of Local Agency Investment Fund, and the most recent Nuclear Weapons Contractors report issued by the Marin County Peace Conversion Commission. The Committee concluded that the District is in compliance with the requirements of the Nuclear Free Zone and instructed the President to report its findings to the Board of Directors. President Emanuels adjourned the meeting of the Committee of the Whole and resumed the meeting of the Board of Directors. President Emanuels reported to the Board the findings of the Committee of the Whole.

M/S Press/Whitney that the Board finds that the District is in compliance with the Nuclear Free Zone Ordinance with respect to purchase of products and services from nuclear weapons makers and with respect to investment of District funds with financial institutions that make investments in nuclear weapons makers. AYES 5, NOES 0.

11. Committee Meetings/Reports

There were no committee reports and no committee meetings are scheduled.

12. Announcements, Next Meeting, Adjournment

The next regular meeting of the Board of Directors is scheduled for November 20, 2019, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:30 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

DRAFT



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 4

Management Report

Clerk S. Redding and J. Fox

- Water Operator Job Applicants
- 2018-2019 Audit update
- Financial Reports October 2019
- MERA Update
- PSPS Report



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Water Operator Applicants
Meeting Date: November 20, 2019
Date Prepared: November 15, 2019
Prepared by: Shelley Redding, Administrator
Attachments: None

Recommended Action: Informational

Since placing the advertisement for the Water Operator Applicants in the Point Reyes Light and on the Next Door website, and inquiries by word of mouth, we have received a total of 10 applicants.

All the applications have been reviewed by both Jim Fox, Chief of Operations, and myself. In our review, we have assessed the qualifications related to the experience needed for the positions and have identified 6 potential candidates for interview. We have already conducted interviews with 3 of the candidates, and plan on scheduling the remaining candidates in the next week.

I have high confidence that we will be able to have the new employees hired by the second week of December.

Inverness PUD
Profit & Loss
October 2019

| | <u>Oct 19</u> |
|---------------------------------|-------------------------|
| Ordinary Income/Expense | |
| Income | |
| N 600 · Property Tax Income | 64.43 |
| N 700 · Water Charges | 88,115.75 |
| Total Income | <u>88,180.18</u> |
| Gross Profit | 88,180.18 |
| Expense | |
| Physical Operations | 393.46 |
| Void Check | 0.00 |
| N 810 · Personnel Expenses | 63,946.37 |
| N 833 · Collection & Treatment | 198.67 |
| N 835 · Lab & Monitoring | 1,241.00 |
| N 840 · Maintenance & Utilities | 1,246.74 |
| N 845 · Supplies & Inventory | 762.41 |
| N 850 · Training | 280.97 |
| N 860 · Vehicle Operations | 62.74 |
| N 870 · Administration | 3,829.87 |
| Total Expense | <u>71,962.23</u> |
| Net Ordinary Income | <u>16,217.95</u> |
| Net Income | <u><u>16,217.95</u></u> |

Inverness PUD
Balance Sheet
As of October 31, 2019

| | Oct 31, 19 |
|--|---------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| 1-103 · Checking B of A (W) | 38,706.12 |
| Total Checking/Savings | 38,706.12 |
| Accounts Receivable | |
| 1-130 · Water Customers (W) | 90,100.24 |
| 2-136 · Property Taxes (F) | 9,604.43 |
| Total Accounts Receivable | 99,704.67 |
| Other Current Assets | |
| Prepaid Expenses | 20,477.16 |
| 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) | 267,434.35 |
| 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 | 1,072,649.89 |
| Total Current Assets | 1,211,060.68 |
| Fixed Assets | |
| 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 |
| Other Assets | |
| Construction in Progress | 145,899.35 |

Inverness PUD
Balance Sheet
As of October 31, 2019

| | Oct 31, 19 |
|---------------------------------------|---------------------|
| 1-299 · OPEB Prefunding (W) | 459,257.88 |
| 391 · Deferred Outflows (pension) | 196,825.00 |
| 4-100 · Unknown | 142,612.00 |
| Total Other Assets | 944,594.23 |
| TOTAL ASSETS | 4,041,284.63 |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Accounts Payable | |
| 20000 · Accounts Payable | 15,406.36 |
| Total Accounts Payable | 15,406.36 |
| Credit Cards | |
| 2670 · US Bank Cal Card | -2,075.39 |
| Total Credit Cards | -2,075.39 |
| Other Current Liabilities | |
| 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) | 16,689.46 |
| 1-435 · Deferred Revenue - Water | 1,653.20 |
| 1-440 · Unearned Income (W) | 62,223.50 |
| 2-410 · Payroll Tax Payable (F) | 68.01 |
| 2-415 · Accrued Vacation (F) | -3,658.23 |
| 2-420 · Retirement Payable (F) | 2,927.74 |
| 4-415 · Unknown Liability | 38,137.00 |
| 4-427 · OPEB Liability | 170,484.00 |
| 426 · Deferred Inflows (pension) | 9,687.00 |
| Total Other Current Liabilities | 1,011,975.16 |
| Total Current Liabilities | 1,025,306.13 |
| Long Term Liabilities | |
| 425 · Net Pension Liability | 121,129.00 |
| Total Long Term Liabilities | 121,129.00 |
| Total Liabilities | 1,146,435.13 |
| 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 | 75,966.35 |
| Net Income | -141,137.73 |
| Total Equity | 2,894,849.50 |
| TOTAL LIABILITIES & EQUITY | 4,041,284.63 |



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 5

Water System Report (October 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 – October 2019

| <u>October Statistics</u> | <u>2019</u> | End of Month Stream-flow | GPM | GPD |
|--|---------------|-----------------------------------|--------------|-------------------|
| RAINFALL (@ F1) | | D1 | 7 | 10,080 |
| Month (in inches) | 0.07" | D2 | 23 | 33,120 |
| Year to date (inches) 7/31//19 to 10/31//2019 | 0.19" | D3 | 18 | 25,920 |
| Avg. yearly since 1925 (inches) | 37.26" | D4 | Est 12 | 17,280 |
| STREAMFLOWS * (end of October) | | D5 | 16 | 23,040 |
| Streamflows (aprox. gpd) | 172,080 | D6 | 16½ | 23,760 |
| Streamflows (est; gpm) | 119.5 | D7 | 22 | 31,680 |
| PRODUCTION: Month | 2,878,300 | D8 | est 5 | 7,200 |
| Average gallons per Day | 92,848 gal | TOTAL | 119 ½ | 172,080 |
| Average Gallons per Minute | 64.5 gpm | | | |
| SOURCES USED | | DISTRIBUTION (USE BY ZONE) | | |
| 1 st Valley High Intakes (2) | 39% | Colby zone | 39 % | |
| 2 nd Valley High Intakes (1) | 22% | Tenney zone | 30% | |
| 3 rd Valley High Intakes (1) | 22% | Conner zone | 3% | |
| 1 st Valley lower/ (L1) W1 | 17% | Stockstill zone | 13%+ | |
| W3 (available | 0% | Lower SH zone | 15%- | |
| 2 nd Valley lower (L2 +W4) | 0.0 % | | | |
| TOTAL | 100.0% | Total SH+ST | | 791.9k=28% |

*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 CL₂ dose at F1→ 0.61 parts per million (ppm); F3→ 0.59 ppm

Major Activities

1. Monthly report to CA RWQCB
2. Regular Flushing of Via de la Vista/ Escondido main.
3. Received complaint of orange water/ (VdIV flushing had been postponed during low tank levels)
4. Assist w Customer leak repair SFD
5. Work on 2nd valley pipeline trail
6. D8 readied and turned in (3rd valley) small leak on D7 transmission line discovered.
7. F1 Ultra Units cleaned
8. Chlorinated break tank at F1 filter plant
9. Defensible space clearing at F1
10. Marin Dept Public Works using @30,000 gal per day cleaning out 3rd valley culvert under SFD, (spread out over several weeks)
11. F1 Chlorine analyzer malfunction, cleaned and replaced tubing and adjusted pressure regulator
12. All customer meters read. Several customer leaks discovered
13. Receiving applications for potential suitable water operator replacement(s)
14. Areawide power outage for several days. F1 run on generator (can only power 2 of 4 units)
15. F3 down and found that old diesel generator is failing and not powerful enough to run F3 any longer.
16. Several glitches on control systems at F1
17. SCADA system failed with power outage, will require redundant power systems

Ken Fox, T3, Senior Water Operator.

October 2019 Report



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 6

**Fire Department
Report
(October 2019)**

INVERNESS VOLUNTEER FIRE DEPARTMENT

P.O. Box 469, Inverness, CA 94937

FIRE DEPARTMENT REPORT

October 2019

INCIDENTS:

| # | Date | |
|----------|-------------|--|
| #19-146 | 10-03 | EMS @ Keith Way for dizziness. M-94 code 2 transport to MGH. |
| #19-147 | 10-04 | EMS @ SFD for abdominal problem. M-94 code 2 transport to MGH. |
| #19-148 | 10-04 | EMS @ Keith Way for leg problem. Private transport. |
| #19-149 | 10-06 | Possible Structure Fire @ 11180 Shoreline. (Station House) Light ballast only. |
| #19-150 | 10-11 | Vehicle Accident @ 12800 Shoreline Hwy. Non-injury, cancelled enroute. |
| #19-151 | 10-12 | Possible Structure Fire @ 14700 Shoreline Hwy. No merit. Cancelled enroute. |
| #19-152 | 10-14 | EMS @ Via de la Vista. M-94 code 3 transport to KTL. |
| #19-153 | 10-15 | Vehicle Accident @ Shoreline & Bear Valley Rd. No occupant. Cancelled by Sheriff. |
| #19-154 | 10-21 | EMS @ Dundee for ALOC. Private transport. |
| #19-155 | 10-24 | Vegetation Fire @ HWY 1 South of Stinson Beach. 67 Acres. |
| #19-156 | 10-25 | Structure Fire @ 10021 Shoreline Hwy. (Pt. Reyes Lodge) |
| #19-157 | 10-27 | Smoke Check @ Rannoch. No merit. |
| #19-158 | 10-27 | EMS @ Rannoch for fall victim. M-94 code 2 transport to KTL. |

TRAININGS:

10-13 Drill. Structure protection and driver training..
10-27 Drill. After action review of vegetation fire and structure fire.
10-29 IIPP (Injury and Illness Prevention Program) training.

ACTIVITIES AND MAINTENANCE:

1. MERA Ops meeting at Sheriff's EOC.
2. Mass evacuation training in Mill Valley.
3. CERT class @ Coast Guard facility.
4. KWMR radio discussion with MCFD Chief Weber.
5. Defensible space inspection on Madrone.
6. MERA Board meeting in Novato.
7. MERA SEIR hearing at Civic Center. (Supplemental Environmental Impact Report for new system).
8. Inverness Fire Station staffed 24Hrs for 3 days during PSPS and operating as a charging station.

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 (2 new members)

Jim Fox
Chief



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 7

**Expenditures and
Credit Card Charges
(October 2019)**

2:57 PM

11/07/19

Inverness PUD Reconciliation Detail

XX-5018 · Cal Card - J Fox, Period Ending 10/22/2019

| Type | Date | Num | Name | Memo | Clr | Split | Amount | Balance |
|--|------------|----------|------------------------|-------------------------------|-----|---|---------------|---------------|
| Beginning Balance | | | | | | | | 306.04 |
| Cleared Transactions | | | | | | | | |
| Charges and Cash Advances - 7 items | | | | | | | | |
| Credit Card Charge | 09/23/2019 | 113-6... | Amazon | Server Cooling Fan | X | 1371-25 · Control & Monitoring Progr... | -49.99 | -49.99 |
| Credit Card Charge | 09/24/2019 | 01402... | Palace Market | Drill Refreshments | X | 850-03 · Volunteer Appreciation | -99.28 | -149.27 |
| Credit Card Charge | 09/26/2019 | 00002... | Baileys | 12" Chainsaw chains | X | 845-01 · Supplies and Inventory | -140.63 | -289.90 |
| Credit Card Charge | 10/02/2019 | P1936... | Batteries & Bulbs | 7.5v Batteries | X | 845-01 · Supplies and Inventory | -121.97 | -411.87 |
| Credit Card Charge | 10/06/2019 | 113-0... | Amazon | Replacement door lock | X | 845-01 · Supplies and Inventory | -133.89 | -545.76 |
| Credit Card Charge | 10/13/2019 | 03603... | Palace Market | Drill Refreshments | X | 850-03 · Volunteer Appreciation | -63.15 | -608.91 |
| Credit Card Charge | 10/13/2019 | | Bovine Bakery | Drill Refreshments | X | 850-03 · Volunteer Appreciation | -17.82 | -626.73 |
| Total Charges and Cash Advances | | | | | | | -626.73 | -626.73 |
| Payments and Credits - 2 items | | | | | | | | |
| Bill | 09/16/2019 | | U. S. Bank Corporat... | Managing Acct 42460445556... | X | 20000 · Accounts Payable | 306.04 | 306.04 |
| Bill | 10/17/2019 | | U. S. Bank Corporat... | VOID: Managing Acct 424604... | X | 20000 · Accounts Payable | 0.00 | 306.04 |
| Total Cleared Transactions | | | | | | | -320.69 | -320.69 |
| Cleared Balance | | | | | | | 320.69 | 626.73 |
| Register Balance as of 10/22/2019 | | | | | | | 320.69 | 626.73 |
| Ending Balance | | | | | | | 320.69 | 626.73 |

Inverness PUD Reconciliation Detail

XX-7642 · Cal Card - Redding, Period Ending 10/22/2019

| Type | Date | Num | Name | Memo | Account | Clr | Split | Amount | Balance | Account Type |
|--|------------|------------|----------------------------|-------------------|------------------------------|-----|-------------------------------------|----------------|-------------|--------------|
| Beginning Balance | | | | | | | | | 942.92 | |
| Cleared Transactions | | | | | | | | | | |
| Charges and Cash Advances - 7 items | | | | | | | | | | |
| Credit Card Charge | 09/24/2019 | 0571049... | U. S. Postmaster | Postage | XX-7642 · Cal Card - Redding | X | 870-05 · Office Supplies, Postage | -4.70 | -4.70 | Credit Card |
| Credit Card Charge | 09/25/2019 | 092519 | Bovine Bakery | Board Meeting... | XX-7642 · Cal Card - Redding | X | 870-08 · Board & Election Expenses | -21.28 | -25.98 | Credit Card |
| Credit Card Charge | 09/30/2019 | 093019 | Bovine Bakery | Meeting Suppli... | XX-7642 · Cal Card - Redding | X | 870-14 · Miscellaneous | -22.14 | -48.12 | Credit Card |
| Credit Card Charge | 10/02/2019 | 497162 | Cottage Gardens | Grounds maint... | XX-7642 · Cal Card - Redding | X | 840-03 · Grounds Maintenance | -109.20 | -157.32 | Credit Card |
| Credit Card Charge | 10/14/2019 | 101419-2 | Costco | Dell Laptop | XX-7642 · Cal Card - Redding | X | 1371-01 · Office Technology Upgrade | -428.12 | -585.44 | Credit Card |
| Credit Card Charge | 10/14/2019 | 101419-1 | Costco | Supplies | XX-7642 · Cal Card - Redding | X | 870-05 · Office Supplies, Postage | -108.24 | -693.68 | Credit Card |
| Credit Card Charge | 10/15/2019 | 101419-3 | Costco | 4 pack surge p... | XX-7642 · Cal Card - Redding | X | 845-01 · Supplies and Inventory | -48.68 | -742.36 | Credit Card |
| Total Charges and Cash Advances | | | | | | | | -742.36 | -742.36 | |
| Payments and Credits - 2 items | | | | | | | | | | |
| Bill | 09/16/2019 | | U. S. Bank Corporate Pa... | Managing Acc... | XX-7642 · Cal Card - Redding | X | 20000 · Accounts Payable | 942.92 | 942.92 | Credit Card |
| Bill | 10/17/2019 | | U. S. Bank Corporate Pa... | VOID: Managi... | XX-7642 · Cal Card - Redding | X | 20000 · Accounts Payable | 0.00 | 942.92 | Credit Card |
| Total Cleared Transactions | | | | | | | | 200.56 | 200.56 | |
| Cleared Balance | | | | | | | | -200.56 | 742.36 | |
| Register Balance as of 10/22/2019 | | | | | | | | -200.56 | 742.36 | |
| New Transactions | | | | | | | | | | |
| Payments and Credits - 1 item | | | | | | | | | | |
| Bill | 11/06/2019 | | U. S. Bank Corporate Pa... | Managing Acc... | XX-7642 · Cal Card - Redding | | 20000 · Accounts Payable | 742.36 | 742.36 | Credit Card |
| Total New Transactions | | | | | | | | 742.36 | 742.36 | |
| Ending Balance | | | | | | | | -942.92 | 0.00 | |

10:05 AM

11/15/19

Accrual Basis

Inverness PUD
Monthly Expense Ledger Report
October 2019

| Date | Num | Name | Memo | Amount |
|---------------|----------|--------------------------------------|--|-------------------|
| Oct 19 | | | | |
| 10/01/2019 | EFT | Paychex | Payroll Processing Fees | -102.50 |
| 10/01/2019 | EFT | CalPERS - Retirement | | -6,899.79 |
| 10/01/2019 | 13504 | Void | | 0.00 |
| 10/02/2019 | EFT | AT&T U-verse | | -65.00 |
| 10/03/2019 | EFT | CalPERS Health | October Health | -7,280.41 |
| 10/03/2019 | EFT | Bank of America | | -686.17 |
| 10/09/2019 | PayrollR | Fox, Tom - Reimbursement | Reverse of GJE Payroll -- For CHK 13422 voided on 10/... | 200.00 |
| 10/09/2019 | 13491 | Fox, Tom | Use of boat for water rescue Volunteer | -200.00 |
| 10/09/2019 | 13492 | Fox, Tom | Electrical repair - offices | -350.00 |
| 10/09/2019 | 13493 | Brejje and Race Laboratories, Inc. | September 2019 sampling | -336.00 |
| 10/09/2019 | 13494 | CORE | September services | -510.00 |
| 10/09/2019 | 13495 | Horizon Cable TV Inc. | 005-003907 | -85.79 |
| 10/09/2019 | 13496 | Mello School Calendar Co. | 3-890-04 Tomales High School Fall Sports Poster | -99.00 |
| 10/09/2019 | 13497 | Point Reyes Light Publishing Co., LC | Water Operator Ad 2 weeks | -40.00 |
| 10/09/2019 | 13498 | R.J. Ricciardi, Inc., CPAs | 2018-19 Audit thru 9/30/19 | -960.00 |
| 10/10/2019 | Auto | Diversified Technology | Billing Service | -665.00 |
| 10/10/2019 | | PG&E | Reverse of GJE Payroll -- For CHK EFT voided on 10/10... | 3,259.64 |
| 10/14/2019 | PayrollR | BB & T- CPS Operations | Reverse of GJE Payroll -- For CHK 13499 voided on 10/... | 1.04 |
| 10/15/2019 | Payroll | | | -5,297.14 |
| 10/15/2019 | Payroll | | | -12,501.39 |
| 10/15/2019 | EFT | Paychex | Payroll Processing Fees | -156.45 |
| 10/15/2019 | EFT | CPS DES | AR BOX | -12.09 |
| 10/17/2019 | 13501 | U. S. Bank Corporate Payment Systems | | -1,248.96 |
| 10/17/2019 | 13509 | Void | | 0.00 |
| 10/21/2019 | 13502 | Inverness Yacht Club | Volunteer Appreciation Event 12/6/19 Deposit | -200.00 |
| 10/21/2019 | 13503 | Lynn Glaser | 639-000-10 Credit Blance Refund - Closed Account | -42.19 |
| 10/21/2019 | 13505 | AT&T | | -517.16 |
| 10/21/2019 | 13506 | Cheda's Garage | Repairs - 300 | -1,203.44 |
| 10/21/2019 | 13507 | McPhail Fuel Co. | Account INVPUD 143814 | -304.57 |
| 10/21/2019 | 13508 | Petaluma Auto Parts | Acct# 3450 Inverness Public Utility | -804.28 |
| 10/21/2019 | EFT | CalPERS UAL | EFT October 2019 UAL | -3,495.87 |
| 10/21/2019 | EFT | CalPERS - Retirement | September 2019 | -3,955.88 |
| 10/22/2019 | EFT | Bank of America | | -359.10 |
| 10/29/2019 | ACH | PG&E | Account 9408018479-2 | -3,096.34 |
| 10/31/2019 | EFT | AT&T U-verse | | -65.00 |
| 10/31/2019 | Payroll | | To record 10/11/19 - 10/25/19 payroll | -5,054.80 |
| 10/31/2019 | Payroll | | To record 10/11/19 - 10/25/19 payroll | -12,130.68 |
| 10/31/2019 | EFT | Paychex | Payroll Processing Fees | -91.30 |
| Oct 19 | | | | -65,355.62 |



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 8

Committee
Meetings/Reports



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 9

Convene in Closed Session

Public employee performance evaluation:
Administrator (pursuant to Govt. Code
Section 54957)



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 10

Reconvene in Open Session
Report of action taken in closed
session



Inverness Public Utility District
Board Meeting November 20, 2019

Agenda Item No. 11

**Announcements,
Next Meeting,
Adjournment**