

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT \* WATER SYSTEM  
INVERNESS, MARIN COUNTY, CALIFORNIA

## Board of Directors Meeting Minutes Wednesday – January 11, 2017 9am at the Inverness Firehouse



### 1. Call to Order

Director Emanuels called the meeting to order at 9:06 a.m.

### 2. Roll Call

Directors Present: Emanuels, Whitney and Johnson

Directors Absent: Alderdice and Press

### 3. Public Expression

Open time for public expression for matters under the Board's jurisdiction but not on the Agenda. Rob Richards, Inverness resident as member of public was present for first part of meeting until the closed session.

### 4. Approval of Minutes: December 14, 2016

Action Items referenced in Minutes included: 1) Assessing the size of the District's Reserve needed; 2) Provide Board with actual vs. budget understanding District finances

*M/S Johnson/Whitney that the Minutes of the December 14th regular meeting be approved as written. AYES 3, NOES 0*

### 5. Audit Presentation - Lisa Doran/Doran & Associates

Lisa Doran presented the 2016 audit to the Board and Staff. Audit did not find any material deficiencies or defects in the District's accounting structure. Discussion highlighted the CalPERS contribution that appeared incorrect and that needs further investigation. The projection for funding may need to be revised and needs direct conversation with CalPERS. New requirements coming in under GASB75 will effect audit next year. Use of 3<sup>rd</sup> party for review of books moving forward will help District to provide fiscal oversight. Accounting manual will be updated. Accrued vacation procedures will be changed.

*M/S Whitney/Johnson that the Audit findings be approved. AYES 3, NOES 0*

### 6. Water System Report: December 2016

Superintendent Fox presented Water System Report.

### 7. Fire Department Report: December 2016

Superintendent Fox presented Fire System Report.

### 8. Management Report and Goals: General Manager Eichstaedt

GM Eichstaedt presented Manager's report and goals. Discussion had on Customer Issues relayed information on discolored water from aging iron pipes in Seahaven. Also information relayed on fire mitigation for Seahaven area and customer concerns. Capital improvement projects for upgrading of the storage tanks was presented. Work has begun on the

Material that is provided in the meeting packet is available to the public by contacting the District Office.  
Items may not be taken up in the order shown on this Agenda.

**THIS MEETING IS OPEN TO THE PUBLIC**

BOARD OF DIRECTORS: KENNETH EMANUELS, PRESIDENT • DAKOTA WHITNEY, VICE PRESIDENT  
• LAURA ALDERDICE, TREASURER • BRENT JOHNSON • DAVID PRESS

KEN EICHSTAEDT, P.E., GENERAL MANAGER • JAMES K. FOX, CHIEF OF OPERATIONS  
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geotechnical investigation and analysis of the 5 tank sites. Summary of USDA and State Revolving Fund loan opportunities discussed. The District met with USDA representative. Board confirmed to move forward with USDA application as long as it did not commit the District. Monies from LAIF are planned to be used for Stockstill Tank replacement. Goals for Jim Fox were presented along with the transition of the water supervision responsibilities. Direction was given on review and updating of water rates for the District.

## 9. **CLOSED SESSION** Public Employee Performance Evaluation | Government Code Section 54957

Board met in closed session to discuss performance of GM Eichstaedt. Board reconvened and presented the summary of their discussion. Board is pleased with GM's high level of performance. Additional GM goals include:

- Provide Board monthly financial reports;
- Present a cash flow strategy for the CIP; and,
- Develop a rate increase strategy.

## 10. **Appointment of Personnel and Finance Committees**

Ad Hoc committees will be appointed as needed to conform with Brown Act.

## 11. **Vacation Accrual:**

GM presented current liability of vacation payout by the District. To reduce the liability, a cap of vacation days is recommended to be set at the maximum accrued in an 18-month period. The GM confirmed buy-in by staff on this policy change.

*M/S Whitney/ Emanuels that the Vacation accrual be capped at the amount of vacation that can accrued in an 18-month period. **AYES 3, NOES 0***

## 12. **Compensation Review**

Compensation of District staff reviewed as related to other Water Districts. GM presented the requested salary ranges. Board approved a 10% increase for the GM and salary ranges for staff.

*M/S Johnson/ Whitney that the Audit findings be approved. **AYES 3, NOES 0***

## 13. **Approval of Expenditures**

*M/S Whitney/Johnson that the expenditures be approved. **AYES 3, NOES 0***

## 14. **Announcements & Adjournment**

Next Board Meeting is 2/8 at 9 a.m. Meeting adjourned at 10:15 a.m.

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