

# Inverness Public Utility District

Fire Department \* Water System  
Inverness, Marin County, California



## Board of Directors

## Meeting Minutes

Wednesday – February 22, 2017

9am at the Inverness Firehouse

### 1. Call to Order

Director Emanuels called the meeting to order at 9:04a.m.

### 2. Roll Call

Directors Present: Emanuels, Whitney and Press

Directors Absent: Alderdice and Johnson

### 3. Public Expression.

Scott McMorrow attended and relayed that the level of local government services that IPUD provides is important. Concern raised on rate increase (last one was in 2009); Brown Act and LAIF allocation. Review Resolution from 2009/10 for how funds in LAIF are allocated.

### 4. Approval of Minutes: January 11, 2017

*M/S Whitney/Press that the Minutes of the December 14th regular meeting be approved with the following changes: Item #9 should have the GM goals moved into the public forum portion; and, Item #10 Appointment of Personnel and Finance Committees will be changed to say "Standing Committee (not Ad Hoc). AYES 3, NOES 0*

### 5. Water System Report: January 2017

Ken Fox presented Water System Report. Four leaks identified and resolved.

### 6. Fire Department Report: January 2017

Matt McClaskey presented Fire Department Report. Jim Fox identified that the MERA contract was being executed but that there are no new fee payments due to MERA by IPUD.

### 7. Management Report

GM Eichstaedt presented Manager's report:

- Presented the two-part time hires Jeff McBeth and Dylan Flynn to help backstop staff. Jeff McBeth provided critical support in assisting in broken line repair late Sunday afternoon 2/12.
- ATT cell tower proposal will be agendized for March to ensure sufficient public notification.

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 completed for all tank sites (5).
- Preliminary design presented for Stockstill replacement that will be on the March Board agenda.
- Customer Issues discussed including: possible Wildland Fire grants, discolored water and occasional chlorine taste/smell complaints.
- Identified customer comments regarding Brown Act and revising the agenda for future meetings to be more inclusive of all topic items even if they are not formally discussed.
- Possible funding sources for capital improvement projects was presented from CSDA Finance Corp. involving 10-year loan.
- Alternative investment strategy for LAIF presented using CSDA and the CalTrust. The risk for this alternative investment needs to be shown and presented as a formal item at the next Board meeting.

- 8. Accept, Approve, and Adopt Ordinance 86-2016:** Ordinance providing for the Compensation of the GM of the District, establishes that the salary for General Manager Ken Eichstaedt of the Inverness Public Utility District is \$9,533.33 per month. Director Emanuels mentioned that this raise was identified after 6 months of employment and performance meeting the Board's expectations.

*M/S Press/ Whitney that the Ordinance 86-2016 be approved. AYES 3, NOES 0*

## 9. Monitoring and Control Strategies for District Tank Storage

The District has a limited monitoring system of its water storage facilities. The monitoring is largely level monitoring and control of F1 and Tenny Tank; F3 and Seahaven; and, Seahaven and Stockstill. It is proposed to develop a monitoring and ultimately control system that utilizes a Supervisory Control and Data Acquisition (SCADA) systems to monitor all water storage facilities in the District. The objectives are to: 1) Provide a robust, real-time and easily accessible tank level monitoring system; 2) Develop overall system notifications and alarm mechanisms; and 3) Reduce use of expensive and potentially vulnerable phone lines. The Board requested further review and evaluation to understand the preferred system for the District. Installation and operating costs identified with pros/cons of different control/monitoring strategies.

## 10. LAIF Account Allocation, Reserve Fund Amount & Dist.

The Board reviewed the allocation of the LAIF account. The allocation presented was in conformance of the historical LAIF work spreadsheets but was updated with current financial figures and correct equations. The Board was presented for approval:

1. Allocation of Funds in LAIF Account (Table 1; Board Packet);
2. Maintaining a reserve amount of at least the current year budget for 2016/17 this is \$873,000);
3. Approve use of Capital Project (W) 1-116 for Stockstill Tank Replacement (\$309,420);

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4. Approve use of Liability for accrued vacation (W & F) 1-118 and 2-118 (\$30,942 each); and,

5. Approve use of Maintenance vehicle (W) 1-123 for vehicle replacement (\$30,942).

This is an initial Board approval for using LAIF account funds for the referenced allocations. The Board will get a formal opportunity to expend each of these funding items when they are needed individually.

*M/S Press/ Whitney that the LAIF account funds can be expended as referenced in Table 1 (Board Packet).*

**AYES 3, NOES 0**

**11. New Service Connection Fee:**

The new Service Connection Fee connection fee was established for 2017 per Regulation 101 of the District, as amended by Ordinance 32-93. The new fee is set at \$5,900.

*M/S Whitney/ Press that the new Service Connection Fee be approved.*

**AYES 3, NOES 0**

**12. Financial Statements**

Financial statement for the fiscal year to date was presented.

**13. Approval of Expenditures**

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

**14. Committee Meetings/Reports**

There were no committee meetings held and no reports were produced.

**16. Announcements and Adjournments**

Director Emanuels adjourned the meeting after 11 a.m.

Respectfully Submitted,

Ken Eichstaedt

Clerk of the Board

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