

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT * WATER SYSTEM
INVERNESS, MARIN COUNTY, CALIFORNIA

Board of Directors Agenda

Wednesday, 6pm, October 25, 2017

At the Inverness Firehouse

1	Call to Order	-
2	Roll Call	-
3	Public Expression Open time for public expression for matters under the Board's jurisdiction but not on the Agenda. Members of the public may comment on any item on the Agenda at the time the item is considered by the Board.	-
4	Approval of Minutes: September 27, 2017	Action
5	Consideration of Rate Increase: Review public comment, discuss and vote on measure.	Action
6a	Tenney Tank Replacement: Review of revised project (from CIP)	Action
6b	Tenney Tank Replacement Contract Approval: Design	Action
7	Stockstill Tank Replacement Project Update: Review status of work conducted and payment to Contractor.	Information
8	Approval of Expenditures (September)	Action
9	Water System Report (September)	Information
10	Fire Department Report (September)	Information
11	Management Report <ul style="list-style-type: none">• Customer Interactions• Open Spatial• Monitoring and Control• Financial Statement	Information
12	Announcements & Adjournment <ul style="list-style-type: none">• Next Meeting	Information

Agenda Posted: October 20, 2017

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
P.O. Box 469, 50 INVERNESS WAY, INVERNESS CA 94937 • (415) 669-1414



Inverness Public Utility District
Board Meeting October 25, 2017

1 Call to Order



Inverness Public Utility District
Board Meeting October 25, 2017

2 Roll Call



Inverness Public Utility District
Board Meeting October 25, 2017

3 Public Expression



Inverness Public Utility District
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4 Approval of Minutes: September 27, 2017

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT * WATER SYSTEM
INVERNESS, MARIN COUNTY, CALIFORNIA



Board of Directors

Meeting Minutes

Wednesday – September 27, 2017

9am at the Inverness Firehouse

1. Call to Order

Director Whitney called the meeting to order at 9:02 a.m.

2. Roll Call

Directors Present: Whitney, Press, Alderdice and Johnson

Directors Absent: Emanuels

3. Public Expression

Resident Rob Richards was present.

4. Approval of Minutes: August 11, 2017

Corrected “deprivation” to “depreciation”. M/S Johnson/Alderdice that the Minutes of the regular meeting be approved.

AYES 4, NOES 0

5. Consideration of Rate Increase:

GM Eichstaedt identified two public comments received (one formal in a letter and one informal that was written on a check) regarding the Rate Increase. Two Lifeline applications were received. One was properly documented from owner and will be presented to Board. The other Lifeline applicant received was from renter. Director Whitney requested that the District reach out to applicant to be sure they understood protocol and that they could submit. District will confirm if renter is responsible for the bill and that they could submit if they are the responsible party.

6. Stockstill Tank Replacement Project Update:

The Stockstill Tank Replacement Project has had the contractor (Piazza) mobilized and the temporary tanks have been activated by the District. The two redwood tanks were removed on September 22 and 26. Tank #1 was taken down and transported to Conner/Vision Tank site for storage. The neighborhood has been very accepting of the project and there have been not complaints received.

7. Water System Report (August)

General Manager Eichstaedt provided water system status. Flows captured are all from high intakes and have been steady. Wooden tanks cleaned and linseed oil applied. Inspection noted significant deterioration of floors and sidewalls of tanks particularly, Tenney Tank #1, Colby Tanks #1 and #4. Bug damage and general deterioration of the wood was noted.

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8. Fire Department Report (August):

Fire Chief Fox presented fire report. Twelve events were responded to. There were two drills in August. Two new volunteers joined. Inverness Disaster Council is being reactivated. Jairemarie Pomo is taking lead to activate neighborhood liaisons. Rob Richards, Ann Read and William Prince are assisting as Area Coordinators.

9. Management Report

- a. Customer Issues: List of customer issues reviewed. Concerns are being raised over story poles at Tenney Tank site and antennas at Colby Tank Site. Fire Department gets lots of thanks from residents (three noted).
- b. Tenney Tank:
 - i. Story poles installed. The District has initiated discussions with neighbors.
 - ii. California State Revolving Fund loan applied for however, the design needs to be complete and the environmental documentation completed before full-consideration is made for the loan. The District has made an initial submittal.
- c. Financial statement up to August 2017 was presented. It was noted by Director Johnson that once depreciation was input, the District was close to breaking even.

10. Approval of Expenditures:

Expenditures reviewed. Credit card charges of \$5,823.68 identified for the Stockstill Tank Replace Capital Project..(NOTE: This was for the antenna mounts.) WATER -5,823.68
M/S Whitney/Johnson that the expenditures be approved. AYES 4, NOES 0

11. Announcements & Adjournment

There were no announcements. Director Whitney adjourned the meeting at 10:10 a.m. The next regular meeting is 6:00 p.m., Wednesday, October 25, 2017 at the Inverness Firehouse.

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Inverness Public Utility District
Board Meeting October 25, 2017

5 Consideration of Rate Increase



Inverness Public Utility District
Board Agenda Item Staff Report

Subject: Rate Adjustment
Meeting Date: October 25, 2017
Date Prepared: October 17, 2017,
Prepared by: Ken Eichstaedt
Attachments: n/a

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Recommended Action: Approval of Ordinance 87-2017 and updated Regulation 302

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1. OBJECTIVE

Board Action on rate adjustment of 15% in January/February 2018 (applied to base and variable) and second increase for May/June 2019 of 5%.

2. BACKGROUND

The Board approved a rate increase of the basic and/or usage charges paid by the District's water customers. GM Eichstaedt presented Revision 5 of the Rate Increase letter that the Board approved at the August 11, 2017 Board Meeting. The focus of the rate increase is for capital renewal of water storage tanks. The Board approved the public notice of a step rate increase for 15% beginning January/February 2018 (applied to base and variable) with a second increase for May/June 2019 of 5%. The legal notice was sent out the week of August 21 with the 45 day noticing period ending on October 5. Proposition 218 (1996) was followed that identifies the procedural requirements for increasing property-related fees and charges (Article XIII D, Section 6(a)).

3. RECOMMENDED STEPS

~~**Step 1 – Notice Public Hearing:** A notice is mailed announcing a public hearing on the rate adjustment 45 days prior to the public hearing. The notice can be performed through a separate mailing or can be sent with the bimonthly billing. (Note: The next billing cycle will be the end of August/April June.)~~ COMPLETED

Step 2 – Hold Public Hearing (45 days after Step 1): This public hearing would have the Board deliberation in a public setting of the rate adjustment. The meeting might be structured around the review of a Staff Report of the preferred rate adjustment and discussion of different options for the rate adjustment. The rate adjustment could be approved at this meeting (if there is a quorum present) or could be delayed to a regular Board meeting for action. (NOTE: One (and a possible second) objection to the rate increase were received; see attached.)

Step 3 – Assess Majority Vote: At the public hearing, the Board can reject the proposed fee if written protests are presented by a majority of the affected property owners (Legislative Analyst's Office "Understanding Proposition 218). This would require a protest by 276 of the water users. See below for current voter count.

Subject: Water Rate Increase
Meeting Date: October 25, 2017

Inverness Fire House – Community Room 50 Inverness Way, Inverness, CA 94937						
Accessible	Voting Precinct	Ballot Type	Table ID	Registration Count	VBM Count*	Consolidation
Yes	412259	11		552	350	41251-A 41251-B
Sub Total:				552	350	

Step 3 – Approve Rate Adjustment: A Board quorum would approve the rate adjustment, if not done as part of Step 2.

Step 4 – Send Written Notice: A notice would be sent to all customers (and land owners) announcing the rate adjustment 30 days minimum prior to customer receipt of the next bill.

Step 4 – Implement Rate Adjustment: Adjust the billing rates for the basic and usage charges as defined in the publically noticed meeting and acted on by the Board (Step 2).

Attached is the Ordinance 87-2017 and Regulation 302 related to the Rate Increase for reference.

RECEIVED

SEP 06 2017

INVERNESS PUBLIC
UTILITY DISTRICT

3005 Sylvan Dr.

Falls Church, VA 22042

9-2-17

Inverness Public Utility Dist.

P.O. Box 469

Inverness, CA 94937

Dear Sirs:

I would like to register my opposition
to the proposed drastic water rate
proposal.

Sincerely,

Carol Mabon

186 Camino del Mar

Inverness

Acct. # 819-000-18

ORDINANCE 87-2017

**AN ORDINANCE AMENDING REGULATION 301,
"RATES AND CHARGES,"
OF THE REGULATIONS OF THE
INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM**

BE IT ENACTED by the Board of Directors of the Inverness Public Utility District as follows:

SECTION 1. Paragraph (b), "Amount of Basic Charge," of Regulation 301, "Rates and Charges," of the Regulations of the Inverness Public Utility District Water System shall be and hereby is amended to read as follows:

(b) Amount of Basic Charge

The amount of the bimonthly Basic Charge shall be One-hundred fifteen and No/100s Dollars (\$115.00), effective January 1, 2018.

SECTION 2. Paragraph (d), "Metered Usage Charge Rates," of Regulation 301, "Rates and Charges," of the Regulations of the Inverness Public Utility District Water System shall be and hereby is amended to read as follows:

(d) Metered Usage Charge Rates

The metered usage charge for all customers, unless provided for otherwise in this Regulation, for water usage measured in units of 100 cubic feet (ccf) or fraction thereof shall be calculated in accordance with the schedule shown below, this schedule of usage charge rates to become effective for any metered usage charge based on a customer water meter reading conducted on or after January 1, 2018:

Usage (ccf)	Residential service rate	Non-residential service rate
1 – 12	\$2.60	\$2.60
13 – 36	\$4.00	\$4.00
37 – 48	\$5.60	\$5.60
49 – 60	\$7.70	\$7.70
61 & up	\$23.20	\$7.70

The distinction between "Residential service" and "Non-residential service" shall be based on the prevailing use of each property served by a water service connection, as determined by the General Manager, whose determination may be appealed in writing to the Board of Directors; the determination by the Board of Directors shall be final and binding. In the case of a connection serving undeveloped property, the distinction between "Residential service" and "Non-residential service" shall be based on the intended usage of the property, taking into account especially the use of the property permitted by applicable Marin County zoning.

SECTION 3. This Ordinance shall be and hereby is declared to be in full force and effect as of thirty (30) days from and after the date of its adoption. The Clerk of the Board shall cause this Ordinance to be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty (30) days and shall also cause copies of this Ordinance to be posted in at least three (3) public places in the District for the said thirty (30) days, and said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 25th day of October, 2017, by the following vote, to wit:

AYES:	Directors
NOES:	None
ABSTAINING:	None
ABSENT:	Directors

Ken Emanuels, President

ATTEST:

Ken Eichstaedt, Clerk of the Board



I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 87-2017 on record in this office, and that subsequent to its adoption no provision of Ordinance 87-2017 has been amended, modified, or revoked by the governing body.

Ken Eichstaedt, Clerk of the Board, Inverness Public Utility District, County of Marin, State of California.

By _____
Ken Eichstaedt

Date _____

Regulation 301

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RATES AND CHARGES

(a) **Basic Charge**

A Basic Charge shall be applied to each service connection, whether the service is actually or constructively installed. The Basic Charge shall be applied bimonthly for the periods of January-February, March-April, May-June, July-August, September-October, and November-December, and shall be billed in advance to each service connection customer concurrently with the billing for the immediately preceding period's metered usage charges. In the event of a change in the customer for a service connection during a stated bimonthly period, the Basic Charge for that period shall be prorated between the old and new customers on the basis of the number of days each customer was the customer of record.

(b) **Amount of Basic Charge**

The amount of the bimonthly Basic Charge shall be One Hundred ~~fifteen~~ and No/100s Dollars (\$~~11500~~.00), effective ~~July 1, 2009~~ January 1, 2018.

(c) **Metered Usage Charge**

Each metered customer connection shall be charged bimonthly for the amount of water drawn through the customer meter, as determined by reading the customer's meter. Such metered usage charge shall be based on the metered usage rates provided for in paragraph (d) of this Regulation. The bimonthly period for purposes of determining the metered usage charge shall be such that no bimonthly period consists of fewer than 45 days nor more than 75 days, and shall be as close to 60 days as is operationally practical. The ending date of each bimonthly period shall be such that statements are rendered to customers as close as is practical to the last day of the month that precedes a bimonthly period for purposes of the Basic Charge provided for in paragraph (a) of this Regulation. Usage by a customer for less than a full bimonthly period shall be billed as if it represented the total usage for the bimonthly period.

(d) **Metered Usage Charge Rates**

The metered usage charge for all customers, unless provided for otherwise in this Regulation, for water usage measured in units of 100 cubic feet (ccf) or fraction thereof shall be calculated in accordance with the schedule shown below, this schedule of usage charge rates to become effective for any metered usage charge based on a customer water meter reading conducted on or after ~~July 1, 2009~~ January 1, 2018:

Usage (ccf)	Residential service rate	Non-residential service rate
1 – 12	\$2,602.30	\$2,602.30
13 – 36	\$4,003.45	\$4,003.45
37 – 48	\$5,604.90	\$5,604.90
49 – 60	\$7,706.70	\$7,706.70
61 & up	\$23,2020.15	\$7,706.70

The distinction between "Residential service" and "Non-residential service" shall be based on the prevailing use of each property served by a water service connection, as determined by the General Manager, whose determination may be appealed in writing to the Board of Directors; the determination by the Board of Directors shall be final and binding. In the case of a connection serving undeveloped property, the distinction between "Residential service" and "Non-residential service" shall be based on the intended usage of the property, taking into account especially the use of the property permitted by applicable Marin County zoning.

(e) **Rates for Public Water Service from Publicly Owned Fire Hydrants**

No charge shall be made for water drawn from a publicly owned fire hydrant, standpipe, or similar device when such draw is for public, firefighting, emergency, or water system purposes and is by, under the direction of, or pursuant to authorization by firefighting or other emergency officials, or by, under the direction of, or pursuant to authorization by officials or employees of the Inverness P.U.D. Water System.

(f) **Rates for Private Water Service from Publicly Owned Fire Hydrants**

The rate for water drawn for private use from a publicly owned fire hydrant, standpipe, or similar device pursuant to a permit issued by the System shall be equal to the highest metered usage rate shown in Paragraph (d) of this Regulation. In the event such usage is not metered, usage shall be estimated by the System. The System may, at its sole discretion, require that a deposit be posted with the System in advance of any draw of water for private use from a publicly owned fire hydrant, standpipe, or similar device in an amount equal to the estimated total cost of the water anticipated to be drawn.

If a temporary line connection is made to a publicly owned fire hydrant, standpipe, or similar device pursuant to a permit issued by the System in order to convey water from the hydrant, standpipe, or similar device to the location of the private use, a Connection/Disconnection Charge of One Hundred Dollars (\$100.00) shall be payable in advance of installation of said connection. In addition to the charge for water drawn through such a temporary line connection, a connection device rental charge and water availability charge of Ten Dollars (\$10.00) per calendar day shall be assessed. The usage and rental/availability charges may be billed to the customer on a weekly, biweekly, monthly, or bimonthly basis, at the discretion of the system, and any such invoice shall be payable within 15 days of the invoice being rendered to the customer. The System shall provide only the connection at the hydrant, standpipe, or similar device; provision and installation of the temporary conveyance line shall be the obligation of the user, and such conveyance line must be approved by the System as adequate and in sufficiently good repair to accommodate the volume and pressure of the water to be conveyed.

(g) **Returned Check Charge**

A charge shall be applied to the customer's account in each instance when the customer's check for payment of any charges is returned by the customer's bank as unpaid for any reason. The charge shall be Twenty-Five Dollars (\$25.00) as a handling and processing charge plus whatever, if any, is charged by the System's bank to the System for the bank's processing and handling of the returned check.

(h) **Late Payment Charge**

A Late Payment Charge shall be applied to the account of any customer on whose account any invoiced charge has not been paid after sixty (60) days from the date of the invoice showing the charge. The Late Payment Charge shall be applied at such time that the System sends to the customer a Ten-Day Service Shutoff Notice. The amount of the Late Payment charge when the Ten-Day Service Notice is issued shall be Thirty-Five Dollars (\$35.00). In the event the customer who received the Ten-Day Service Notice does not respond, a Forty-Eight-Hour Service Notice shall be issued and posted on the property and an additional Sixty-Five Dollars (\$65.00) shall be charged.

(i) **Special Meter Reading Charge**

A charge of Thirty Dollars (\$30.00) shall be applied to the account of a customer at such time that the meter serving the customer's service is read by System personnel at a time not regularly scheduled for a reading of the meter and pursuant to a request from the customer that the meter be read, except that this charge shall not be applied if the request that the meter be read is in conjunction with a change in the customer for the service connection, or if the request that the meter be read is in conjunction with the filing of a formal request for a testing of the accuracy of the meter as provided for in Regulation 52, or if the request that the

meter be read is in conjunction with the filing by the customer of a request for investigation of a disputed bill.

(j) Account Setup Charge

A charge of Fifty Dollars (\$50.00) shall be applied to the account of a new customer as a processing and setup charge to cover costs of changing the account from the previous customer to the new customer. Any customer-initiated change in customer information that necessitates assignment of a new account number shall be construed as constituting a change in the customer for purposes of application of this charge. This charge shall also be applied as a processing fee in order to place into effect an Authorization to Forward Statements. However, this charge shall not be applied to set up the account of the first customer for a newly installed service connection.

As Regulation 54: *Adopted, May 21, 1986 (Ordinance 5-86)*
Amended, March 21, 1988 (Ordinance 12-88)
Amended, July 11, 1988 (Ordinance 17-88)
Amended in its entirety, November 21, 1988 (Ordinance 18-88)
Fixed charges in Paragraph a amended, May 22, 1989 (Ordinance 21-89)
Fixed charges in Paragraph a amended, June 18, 1990 (Ordinance 25-90)
Fixed charges in Paragraph a, metered usage charges in Paragraph c, and rate for fire hydrants system in Paragraph e amended, May 20, 1991 (Ordinance 27-91)
Fixed charges in Paragraph a and rate for fire hydrants system in Paragraph e amended (effective 7/1/92), May 18, 1992 (Ordinance 31-92)
Fixed charges in Paragraph a amended (effective 9/1/92), May 18, 1992 (Ordinance 31-92)
Fixed charges in Paragraph a amended and Paragraph e rewritten, May 17, 1993 (Ordinance 34-93)
Fixed charges in Paragraph a amended, July 19, 1993 (Ordinance 36-93)
Replaced in its entirety by Regulation 301, May 27, 1997 (Ordinance 44-1997)

As Regulation 301: *Adopted, May 27, 1997, amending and replacing Regulation 54 (Ordinance 44-1997) [Conforms water rates to Proposition 218]*
Basic Charge in Paragraph (b) and Usage Charge Rates in Paragraph (d) amended, Sept. 29, 1997 (amended Paragraph (b) to become effective January 1, 1998; amended Paragraph (d) to become effective November 1, 1997) (Ordinance 46-1997) [Reverts to pre-Prop. 218 tiered water rates]
Basic Charge in Paragraph (b) amended, June 15, 1998, to become effective Sept. 1, 1998 (Ordinance 49-1998)
Usage Charge Rates in Paragraph (d) amended (effective 7/1/2001), distinction between residential and non-residential usage rates introduced, and Account Setup Charge in Paragraph (j) increased from \$5.00 to \$10.00, July 2, 2001 (Ordinance 57-2001)
Usage Charge Rates in Paragraph (d) amended (effective 7/1/2005).
Basic Charge Rate in Paragraph (b), Metered Usage Charge Rates in Paragraph (d), Returned Check Charge in Paragraph (g), Special Meter Reading Charge in Paragraph (i), and Account Setup Charge in Paragraph (j) amended (effective July 1, 2008).
Basic Charge Rate in Paragraph (b), Metered Usage Charge Rates in Paragraph (d), Late Payment Charge in Paragraph (h) amended (effective July 1, 2009) [Ordinance 76-2009]
Basic Charge in Paragraph (b) amended, October 25, 2017, to become effective January 1, 2018 (Ordinance 87-2017)
Usage Charge Rates in Paragraph (d) amended, October 25, 2017, to become effective January 1, 2018 (Ordinance 87-2017)



Inverness Public Utility District
Board Meeting October 25, 2017

6a Tenney Tank Replacement Project



Inverness Public Utility District
Board Agenda Item Staff Report

Subject: Tenney Water Tank Replacement
Meeting Date: October 25, 2017
Date Prepared: October 19, 2017
Prepared by: Ken Eichstaedt
Attachments: Tenney Water Tank Replacement Design Contract

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Recommended Action: Accept and Approve Project and Design Contract
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Background:

The existing Tenney water storage system (Heather Lane; referred to as Tenney Tanks 1 and 2) is critical for the domestic drinking and fire water supply for Inverness. Both tanks are redwood and consist of 10,000 gallon (Tank 1) and 60,000 gallon (Tank 2) tanks. The Tenney Site is the primary storage facility after the treated water leaves the F1 filter plant. In the winter period, 100% of all water in the District will go through Tenney tanks (and the F3 filter plant is put on stand-by). The key regulatory criteria for disinfection of the water using chlorine (referred to as “contact time”) is measured at the Tenney Tanks.

Tank 1 (over 40 years old) was drained and repaired this September; the tank continues to have significant, although reduced leaks. Tank 2 (installed in 1983) is in better condition than the District’s other redwood tanks (total of six), but needs new lateral blocks and will likely see significant deterioration over the next 10 to 15 years.

The District’s Capital Improvement Program considered the replacement of a single Tenney tank at a cost of \$412,000 to \$572,000. Review of the criticality and condition of both tanks at Tenney suggest that replacing both tanks under a single contract is the preferred option. This will reduce long-term costs, limit prolonged impact on the neighborhood, utilize current design criteria (that will likely become more stringent over time), and provide a more reliable storage facility overall.

Project Description:

The two redwood Tenney tanks would be replaced with two steel tanks designed to current seismic criteria from the American Society of Civil Engineers-7 (ASCE-7) and the American Water Works Association (AWWA) D103-09 Standard for Factory-Coated Bolted Carbon Steel Tanks for Water Storage. The design criteria requires a volume to allow for “sloshing” of water in the tank in a seismic event. If the sloshing is not allowed for, strengthening of the roof and foundation would be needed. It is noted that talking with a member of the design committee for AWWA, the exception of a standard of 4.5

feet for “sloshing” will be removed in the future. Thus, the design criteria will be more restrictive and translate into a bigger tank volume for a given capacity. The tanks have been positioned (outlined with story poles) to be 4.5 higher than the existing tanks. The existing volume is roughly 70,000 and will increase to 100,000 gallons. Projected installation date is late 2017 to early 2018. An initial loan application has been made to the California Water Board. However, the State requires a complete design and environmental permitting submittal to receive consideration. Thus, it is imperative to proceed with the design process so the loan application is not delayed.

The new construction costs are expected to be around \$750,000 and it is estimated to take up to 12 months. (Note: The current Stockstill Project construction cost is \$346,000 and will take 5 months.)

Community Interaction:

Although the formal public review process has not started, the General Manager decided to proceed with contacting the adjacent neighbors and to erect story poles. The adjacent neighbors (Durie, Baty and Wyman) were contacted and site meetings held with each of them. Discussions raised concerns on the initial height, which was then dropped by a foot (from 5.5 to 4.5 ft. from the existing tank elevations. (Note: The District wants to maintain a similar hydraulic grade line in the system, thus, keeping the water level close to existing is important.)

Environmental Review:

The project is considered for a Class 2 Categorical Exemption under the CEQA Article 18 - *Categorical Exemptions*. This is defined as: *Class 2 - Replacement or reconstruction of existing structures and facilities*. This project undertakes no expansion of use by IPUD in providing domestic and fire water for Inverness.

Next Steps:

1. Awaiting Board approval to proceed with design (to be substantially completed mid-December)
2. A 30-day public notice will begin 10/26/17 and end 11/23/17.
3. Drawings will be updated after the public review period.
4. Final Board approval for construction contract award will be set for mid-2018 after all environmental review has been completed and bids received.



Inverness Public Utility District
Board Meeting October 25, 2017

6b Tenney Tank Replacement Contract Approval

**SCOPE OF PROFESSIONAL SERVICES
FOR
TENNY TANK REPLACEMENT PROJECT
PREPARED FOR
INVERNESS PUBLIC UTILITY DISTRICT**

December 5, 2016

Revised August 29, 2017

Task 1 – Project Start-up Meeting

Conduct phone meeting with General Manager and operations staff to review project scope and confirm goals, communications protocols and review the preliminary schedule.

Task 2 – Base Mapping

Update base mapping based on site observations and notes made by Project Engineer during a site visit.

Task 3 – Preliminary Design

Prepare a preliminary design package consisting of a tank site layout, grading and piping plans for use during the environmental review process and neighborhood meetings the District chooses to conduct.

Task 4 – 95% Bid Document Preparation

Prepare 95% bid documents package consisting of a set of drawings, approximately 14 in number bearing the following anticipated titles, and a draft bid book. The package will be prepared in accordance with recommendations and design criteria in the site specific geotechnical report prepared by Bauer Associates. The bid book will be prepared in a format used by the consultant on the Stockstill project.

1. Cover
2. Index, Notes, Abbreviations & Legend
3. Site Demolition Plan – Phase 1 & 2
4. Tank Site Layout Plan
5. Site Grading Plan
6. Grading Sections
7. Tank Site Piping Plan – Phase 1
8. Tank Site Piping Plan – Phase 2
9. Tank Appurtenance Plans
10. Tank Details
11. Tank Details
12. Water System Details
13. Miscellaneous Details

Two (2) sets of the preliminary design package, one each in hardcopy and electronic form, will be transmitted to the District for review and comment. Plans will be provided at full or half-scale as

directed by the District. A phone meeting will be held with the District to review and discuss the preliminary design package.

Task 5 – 100% Bid Documents

Prepare 100% Bid Document package (plans, contract front-end documents and technical specifications) responding to District comments from the 95% review meeting. A preliminary estimate of probable construction cost will be prepared. Six (6) half-scale sets of plans, two (2) copies of the bid book together with an electronic copy of each item and the construction cost estimate will be transmitted to the District for approval.

ENGINEERING SERVICES WORKHOUR ESTIMATE TENNY TANK SITE

PRELIMINARY & FINAL DESIGN PHASE

		Labor Hours - 95% Submittal						Labor Hours - Final Submittal				
		Project Manager	Senior Engineer	Senior Surveyor	Survey Crew	Survey Tech	CADD Tech	Tech Writer	Project Manager	Senior Engineer	CADD Tech	Tech Writer
Improvement Plans												
1	Cover					1						
2	Index/Notes/Abbreviations/Legend	0.5	4			1		0.5	1			
3	Site Demolition Plan - Phases 1 & 2	0.5	12			4		0.5	1	1		
4	Tank Site Layout Plan	0.5	8			8		0.5	2	2		
5	Site Grading Plan	1	8			8		0.5	2	2		
6	Grading Sections	1	12			8		0.5	2	2		
7	Tank Site Piping Plan - Phase 1	0.5	12			4		0.5	2	1		
8	Tank Site Piping Plan - Phase 2	0.5	12			4		0.5	2	1		
9	Tank Appurtenance Plans	0.5	8			8		0.5	2	1		
10	Tank Details	0.5	4			4		0.5	2	1		
11	Tank Details	0.5	4			4		0.5	2	1		
12	Water System Details	1	20			12		0.5	2	2		
13	Miscellaneous Details	1	20			12		0.5	2	2		
Subtotals		8	124	0	0	0	78	0	6	22	16	0
Bid Book - Advertisement , Agreement, Tech Specs, Etc.		2	12					2	2	4		2
Construction Document Review Meetings		8	8									
Subtotals		10	20	0	0	0	0	2	2	4	0	2
Totals		18	144	0	0	0	78	2	8	26	16	2

FEE ESTIMATE

Preliminary & Final Design Phase		Hours									Costs			Total Fee
		Project Manager (\$200/hr)	Senior Engineer (\$165/hr)	CADD Technician (\$120/hr)	Construction Engineer (\$140/hr)	Senior Surveyor (\$150/hr)	Survey Tech (\$120/hr)	Survey Crew (\$235/hr)	Technical Writer (\$90/hr)	Brelje & Race Total Hours	Total Brelje & Race Labor	Subconsultant \$	Plotting & Printing	
1	Improvement Plans	14	146	94	0	0	0	0	0	254	\$ 38,170	\$ -	\$ 345	\$ 38,515
2	Construction Document Reviews	8	8	0	0	0	0	0	0	16	\$ 2,920	\$ -	\$ -	\$ 2,920
3	Bid Book & Est. of Const. Cost	4	16	0	0	0	0	0	4	24	\$ 3,800	\$ -	\$ 15	\$ 3,815
Basic Services Total		26	170	94	0	0	0	0	4	294	\$ 44,890	\$ -	\$ 360	\$ 45,250



Inverness Public Utility District
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7 Stockstill Tank Replacement Project Update



Inverness Public Utility District
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8 Approval of Expenditures (September)

Inverness PUD
Monthly Expense Ledger Report
September 2017

Date	Num	Name	Memo	Amount
09/05/2017	12614	Anne Sands	2/2-842/Disaster Council	-265.00
09/05/2017	12615	Building Supply Center	1,2/1-845,2845-01/gen supplies/Acct:155	-1,042.22
09/05/2017	12616	Fire Safety Supply Co.	2/	-733.83
09/05/2017	12617	Grainger	2/2830-02/cable ties radio/Acct::836141895	-25.72
09/05/2017	12618	Honey Bucket of North Bay	2/1-371-24/Stockstill Replcmnt/Cust:186680	-254.95
09/05/2017	12619	KWMMR	2/2850-03/Annual Underwriting	-671.00
09/05/2017	12620	Marin County Tax Collector	103071	-672.19
09/05/2017	12621	Petaluma Minuteman, Inc.	1/1-880/Water Rate Hearing Mailers	-697.79
09/05/2017	12622	Quill Corporation		-107.67
09/05/2017	12623	Uline	2/2845-01/Hand Held Sign/Acct:13566923	-241.62
09/05/2017	12611	Void	VOID:	0.00
09/05/2017	12612	Void	VOID:	0.00
09/05/2017	12613	Void	VOID:	0.00
09/07/2017	12624	MaximumITSM	VOID: 3/3-885/IT Computer Maintenance/Inv 123	0.00
09/07/2017	12625	MaximumITSM	3/3-885/Comp Maint-IT/Inv12381	-850.00
09/08/2017	Payroll		Payroll taxes	-5,576.95
09/08/2017	Payroll		Net pay	-12,351.03
09/08/2017	Payroll		Manual checks	-240.00
09/08/2017	Payroll	Paychex	Payroll Processing Fee- 09/08/17 Payroll	-93.05
09/10/2017	Auto	Diversified Technology	Billing Service	-640.00
09/14/2017	EFT	B of A holding for AutoPay		-24,230.70
09/15/2017	12630	Aqua-Tech Company	1/1844-05/Tank Maintenance	-7,880.00
09/15/2017	12629	City Sewer Pumping Inc.	Septic Tank Pumping	-450.00
09/15/2017	12628	CORE	Put on ends and link up 4 radios	-780.00
09/15/2017	12627	Special District Risk Management	Member:6853; Property/Liability Insurance	-3,198.18
09/15/2017	12626	U. S. Bank Corporate Payments	1,2,3/Misc/Acct:4246 0445 5565 2670	-4,412.96
09/15/2017	EFT	CPS DES		-1.69
09/18/2017	EFT	CalPERS	Pension Expense- September 217	-2,018.21
09/18/2017	EFT	CalPERS	September 2017 Pension Expense	-458.67
09/18/2017	EFT	CalPERS	September 2017	-1,050.00
09/18/2017	EFT	CalPERS	September 2017 Health Insurance	-7,687.66
09/18/2017	EFT	CalPERS	September 2017 Health Insurance	-736.58
09/22/2017	12631	Pacific Slope Tree - Tom Ke	Chipper Days	-450.00
09/22/2017	12632	Void	VOID: Void Check	0.00
09/22/2017	12644	AT&T		-1,316.05
09/22/2017	12643	AT&T U-verse	Sep 10 through Oct 9 + Previous Balance	-129.67
09/22/2017	12642	Brelje and Race Laboratories	Baterialogical Examinations	-302.40
09/22/2017	12636	Digitech Reprographics	VOID: Stockstill Tank	0.00
09/22/2017	12640	Harrington Industrial Plastics	042985	-146.67
09/22/2017	12639	Horizon Cable TV Inc.	005-003907	-62.04
09/22/2017	12638	John's Dairy Equipment & S	Inv:T31050; liquid chlorine	-67.08
09/22/2017	12637	Marin Independent Journal	09/13/17 through 03/13/18	-111.29
09/22/2017	12636	Maze & Associates	3/3-842/Accounting/ Audit Services CPA	-1,000.00
09/22/2017	12635	Pace Supply Corp.	Stockstill	-1,299.74
09/22/2017	12634	PG&E	Account 9408018479-2 (07/15/17 to 08/14/17)	-2,713.56
09/22/2017	12633	Quill Corporation		-151.52
09/22/2017	12645	Digitech Reprographics	Stockstill Tank	-95.06
09/22/2017	Payroll		Payroll taxes	-6,101.71
09/22/2017	Payroll		Net pay	-12,847.96
09/22/2017	Payroll		Manual checks	-337.50
09/22/2017	Payroll	Paychex	Payroll Processing Fee- 09/22/17 Payroll	-93.05
09/30/2017			Service Charge	-137.04
				-104,730.01



Inverness Public Utility District
Board Meeting October 25, 2017

9 Water System Report (September)

Inverness Public Utility District

Fire Department • Water System

Post Office Box 469

Inverness, CA 94937

(415) 669-1414 • Fax (415) 669-1010 • ipud@horizoncable.com

WATER SYSTEM REPORT, September 2017

STATISTICS

	2017	2016
Rainfall (at F1)	0.09 for the month; 0.11 year to date	0.0 for month and for year
Streamflows	154,000 gpd; 107 gpm	132,500 gpd; 92 gpm
Production	2,954,880 gal.; 98,496 gpd; 68.4 gpm	2,718,500 gal; 90,616 gpd; 63 gpm
Sources First Valley High Intakes	49%	32%
Second Valley High Intakes	34%	22%
Third Valley High Intake	17%	21%
First Valley Low Intake & Well	0%	25%

Water Quality

All sources ultra and nano filtered; chlorine and turbidity corrected continuously at plants. Chlorine added at Seahaven, Stockstill and Conner/Vision Tank as needed. Samples of influent raw water are being collected twice monthly for lab analysis of coliform content (matching samples are also being collected at SFD Blvd. for comparative purposes). Quarterly Disinfection By Product (DBP) samples well below MCL.

Major Activities

1. Performed regular cleaning of membranes
2. Control and Monitoring system installation being conducted
3. Cleaned and repaired all redwood tanks (except Stockstill)
4. Stockstill Temporary tanks installed and operating
5. Watershed road clearing.

gpd = gallons per day; gpm = gallons per minute

Ken Eichstaedt/Jim Fox

October 19, 2017



Inverness Public Utility District
Board Meeting October 25, 2017

10 Fire Department Report (September)



Inverness Public Utility District
Board Meeting October 25, 2017

11 Management Report

GENERAL MANAGER'S REPORT

October 25, 2017



1. CUSTOMER INTERACTION

1.1. Review key interactions

- Stockstill Tank Replacement
- Colby Antennae Installation
- Tenney Tank Replacement

2. KUDOS

2.1. All 1st Responders for the Mendocino, Napa and Sonoma Fires

- IFD provided IC for PRS Shelter
- IFD sent truck to Ross Valley for staging

3. LIFELINE REQUESTS

3.1. Received two applications; one meets criteria and the other does not.

4. CAPITAL PROJECTS

4.1. Open Spatial GIS Mapping

4.2. Monitoring and Control System

5. FINANCIAL STATEMENT

6. Next Board Meeting November 22 Wednesday

6:08 PM

10/20/17

Accrual Basis

Inverness PUD
Profit & Loss Budget vs. Actual
July through September 2017

	<u>Jul - Sep 17</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income	<u>92,392.69</u>	<u>148,689.00</u>	<u>-56,296.31</u>	<u>62.1%</u>
Gross Profit	<u>92,392.69</u>	<u>148,689.00</u>	<u>-56,296.31</u>	<u>62.1%</u>
Expense				
Office & Administration	<u>21,841.87</u>	<u>25,686.00</u>	<u>-3,844.13</u>	<u>85.0%</u>
Personnel Costs	<u>131,859.82</u>	<u>144,755.75</u>	<u>-12,895.93</u>	<u>91.1%</u>
Physical Operations	<u>50,407.55</u>	<u>38,625.00</u>	<u>11,782.55</u>	<u>130.5%</u>
Total Expense	<u>204,109.24</u>	<u>209,066.75</u>	<u>-4,957.51</u>	<u>97.6%</u>
Net Ordinary Income	<u>-111,716.55</u>	<u>-60,377.75</u>	<u>-51,338.80</u>	<u>185.0%</u>
Other Income/Expense				
Other Expense	<u>0.00</u>	<u>15,918.75</u>	<u>-15,918.75</u>	<u>0.0%</u>
Net Other Income	<u>0.00</u>	<u>-15,918.75</u>	<u>15,918.75</u>	<u>0.0%</u>
Net Income	<u>-111,716.55</u>	<u>-76,296.50</u>	<u>-35,420.05</u>	<u>146.4%</u>



Inverness Public Utility District
Board Meeting October 25, 2017

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Announcements & Adjournment

- **Next Meeting November 22, 2017**