

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

AGENDA

Regular Meeting

Wednesday, May 22, 2019

9:00 a.m.

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 (rescheduled) of May 1, 2019

The State of the District

4. **Management Report:** Controller K. Gann; Administrator W. Holland; Associate Administrator S. Redding
 - Status of 2017/18 audit and preparations for 2018/19 audit
 - Results of May 7 Special Election on Measure A (Appropriations Limit Override)
 - Sampling for lead at drinking fountains at Inverness School
 - Accounts Receivable report for April 30, 2019
5. **Water System Report, April 2019:** Superintendent J. Fox
6. **Fire Department Report, April 2019:** Chief J. Fox

The Business of the District

7. **Ordinance 90-2019:** Amending Water System Regulation 301 to place into effect on July 1, 2019, an approx. 5% increase in water rates and charges
8. **Resolution 238-2019:** Designating Shelley Redding as the District's Alternate member of the Board of Directors of the Marin Emergency Radio Authority (MERA)
9. **Memorandum of Understanding (MOU):** Agreeing to contract terms for West Marin Disaster Coordinator and accepting District's share of costs
10. **Memorandum of Understanding (MOU):** Directing Fire Chief to execute MOU establishing procedures for distribution of revenues from Transient Occupancy Tax (TOT)
11. **Job Description for Chief of Operations:** Approve the proposed job description
12. **IT Services:** Review background for developing an Information Technology Master Plan and authorize staff to pursue a Service Level Agreement with CORE Utilities, Inc.

Material provided in the meeting packet is available to the public by contacting the District Office or by visiting www.invernesspubd.org.

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**



**WADE B. HOLLAND, ADMINISTRATOR
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)
KAAREN GANN, CONTROLLER • SHELLEY REDDING, ASSOCIATE ADMINISTRATOR**

- 13. Engage Certified Public Accountant:** Authorize resumption of agreement with CPA to provide periodic review of and advice on accounting and bookkeeping
- 14. Adopt Revised Operating Budget for FY 2018/19:** Staff proposes approval of a revised operating budget for the District for the current fiscal year
- 15. Approval of Expenditures and Credit Card Charges:** April 2019

Closing

- 16. Committee Meetings/Reports**
- 17. Announcements, Next Meeting, Adjournment**

Posted: May 17, 2019