

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Re-Scheduled Regular Meeting

Tuesday, February 27, 2024

4:00 p.m.

Inverness Firehouse, 50 Inverness Way

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 January 16, 2024

### *The State of the District*

4. **Management Report:** Shelley Redding
  - 2022-2023 Audit Update
  - Grant Funding Report
  - FEMA AFG submission
  - Marin LAFCo and NMWD
  - Quarterly Water Manager Meeting with Supervisor Rodoni
5. **Water System Report**
  - January 2024, Senior Water Operator Ken Fox
  - Colby/Seahaven Tank Replacement Project
  - Water System SCADA Project
6. **Fire Department Report**
  - January 2024, Assistant Fire Chief David Briggs
  - January 2024 Marin Wildfire Prevention Authority (MWPA)
  - Marin Emergency Radio Authority (MERA) update

### *The Business of the District*

7. **Approve Expenditures and Credit Card Charges: January 2024**
8. **Consider and Approve Legal Review of Emergency Intertie Agreement with NMWD for 10-year Renewal.**
9. **Consider and Approve Workplace Violence Prevention Program Policy.**
10. **Consider and Approve Letter to California Public Utilities Commission Opposing AT&T Application to Withdraw Landline Services in West Marin Region.**
11. **Committee Meetings/Reports**
12. **Adjournment**

Posted: 2/23/2024

---

Material provided in the meeting packet is available on the District's website, [www.invernesspubd.org](http://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 AND TO COMMENT ON AGENDA ITEMS**

**BOARD OF DIRECTORS:** KATHRYN DONOHUE, PRESIDENT • KENNETH J. EMANUELS, VICE PRESIDENT  
DAVID PRESS, TREASURER • BRENT JOHNSON • DAKOTA WHITNEY



SHELLEY REDDING, GENERAL MANAGER/CLERK OF THE BOARD  
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)



Inverness Public Utility District  
Board Meeting

---

# Agenda Item No. 1

## **Call to Order; Attendance Report**



## Inverness Public Utility District Board Meeting

---

# 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

---

# Agenda Item No. 3

## **Meeting Minutes**



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

OFFICE: 12781 SIR FRANCIS DRAKE BLVD., SUITE 5, INVERNESS, CA

415-669-1414 📞 WWW.INVERNESSPUD.ORG 📞 ADMIN@INVERNESSPUD.ORG

## Board of Directors Minutes, Regular Meeting Tuesday, January 16, 2024, 4:00 p.m. Inverness Firehouse, 50 Inverness Way, Inverness CA

### 1. Call to Order; Attendance Report

President Donohue called the meeting to order at 4:00 p.m.

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

Directors Absent: None

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Assistant Fire Chief; Ken Fox, Sr. Water Operator

### 2. Public Expression: No one responded to the invitation to address the Board.

### 3. Approval of Minutes: Regular Meeting of December 12, 2023

Directors Donohue and Emanuels asked for confirmation that the reports on MWPA activities referenced in the meeting minutes would be updated during today's meeting. It was confirmed that such a report is being provided.

*M/S Emanuels/Press to approve the minutes of the Regular Meeting of December 12, 2023, as submitted. AYES 5, NOES 0*

### 4. Management Report

#### 2023-2024 Mid-Year Budget Review

GM Redding presented a staff report with a mid-year summary of budget vs. actual for the 1<sup>st</sup> half of the fiscal year. The Board discussed the outlook projected by the approved budget and the unknowns that might affect revenues and expenditures. GM Redding noted that the December financial reports would be submitted for the February meeting, because some December expenditures were not yet available when the analysis provided today was being prepared; it is not believed that these items will have a significant impact on the budget review. The Treasurer and the GM will schedule a meeting to review the financials and discuss the audit.

#### Grant Funding Report

**DWR Grant:** GM Redding noted that the Grant Financing Agreement with the Department of Water Resources for the Colby and Seahaven tank replacements has been signed and finalized. The grant amount is \$1.2 million. She also noted that an engineering and project management agreement with Brelje & Race engineers for both the tank replacement projects has been signed. The next step is a meeting with the engineers to develop timelines for the next steps, which involve geological, archaeological, and environmental surveys that must be conducted prior to submitting applications for permits.

**CalFire Grant Collaboration with Conservation Corps North Bay – Update:** GM Redding reported that a CCNB representative toured the Seahaven shaded fuel break project and met with residents and fire department staff. Because the application deadline for the 2023 grant was January 10, 2024, it was determined that there was not enough time to complete the grant application. Both parties agreed it would be better to take the time needed to gather all the necessary submission documents and to apply before January 2025 for a 2024 year grant. Chief Fox also reported that CalFire had indicated that they had

BOARD OF DIRECTORS: **KATHRYN DONOHUE**, PRESIDENT • **KENNETH J. EMANUELS**, VICE PRESIDENT  
**DAVID PRESS**, TREASURER • **BRENT JOHNSON** • **DAKOTA WHITNEY**



**SHELLEY REDDING**, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

provided a good portion of their 2023 funding to a number of agencies in Marin County and waiting a year would be a better choice.

**5. Water System Report: December 2023**

Senior Water Operator Ken Fox presented the Water System report for December. Director Donohue asked for clarification on the data presented. She noted that the layout was confusing. K. Fox described the data and explained the use of comparisons. Director Press assisted with an explanation but also noted that the formatting could be better for a clearer understanding of the report. Staff were asked for an update regarding the SCADA project; it was reported that an on-site visit by the IT consultants is being scheduled in order to begin the process of drawing schematics of the entire system. Once this is done, the consultants will be able to provide the necessary information for the District to prepare an RFP for the project.

Staff also provided the November/December 2023 AR report and the updated water usage chart. Director Emanuels thanked the staff for the recent work done on the Edgemont trail, making it safer for use. President Donohue asked if any of the Board members had any other questions or comments, and there were none.

**6. Fire Department Report: December 2023**

**Activity Report:** Assistant Chief David Briggs presented the monthly report of Fire Department activities.

President Donohue asked if any of the Board members had any questions or comments. Director Press asked about dispatches to the area of Sir Francis Drake Blvd. just south of the town center where a recent vehicle accident had occurred, noting that the roadway seems to be deteriorating. Chief Fox said that he had not heard any updates but he noted that the issue has been discussed with Marin County Fire Captain Ben Ghisletta and he expects that it will be brought up with the county's Public Works Department. There were no further comments or questions.

**Marin Wildfire Prevention Authority (MWPA) Report:** A monthly activity report was presented to the Board. President Donohue asked if the activity report could provide more context for each activity, to give the Board a better sense of what is being planned and discussed. Chief Fox noted that most activity reports can be accessed on the MWPA website but agreed to provide additional descriptions of activity associated with the meetings. It was also reported that most of the work related to the CORE projects is covered in weekly meetings with the MWPA staff, Marin County Fire and Inverness to identify the areas of concern and ensure correct and thorough data for the environmental package submission.

**Marin Emergency Radio Authority (MERA) Update:** Staff provided the November and December updates of the progress made in the construction of the towers and installation of equipment at various sites. It was noted that our staff has raised the issue of being able to participate in MERA's monthly meetings via Zoom instead of in-person. The matter will be on the agenda for the MERA Board at its next meeting.

**7. Approval of Expenditures and Credit Card Charges: December 2023**

General Manager Redding presented the December 2023 expenditures and credit card ledgers for approval. Director Press noted the expenditures to Cheda's Garage seemed to be frequent and asked if there was any thought to replacing some of the older vehicles. GM Redding responded that she has some ideas for replacements that she will be bringing to the Board in the near future.

*M/S Emanuels/Whitney to approve the December 2023 expenditures and credit card purchases as presented.*  
**AYES 5, NOES 0**

**8. Closed Session:** Conference with legal counsel regarding Significant Exposure to Litigation pursuant to California Government Code Section 54956.39(d)(2). Number of potential case(s): One.

Closed session convened at 4:40 pm with Legal Counsel Peter Spoerl in attendance via video link.

**9. Reconvene in Open Session:** The meeting was reconvened in open session at 4:50 pm. There was no action taken and nothing to report.

**10. Committee Meetings/Reports**

**Personnel Committee:** GM Redding presented a memorandum with updates concerning staffing. She reported that she would be driving to El Dorado County the following weekend for a second interview with an applicant for the Water Superintendent position. Director Emanuels noted the Board's interest in meeting the candidate.

GM Redding also reported that she would be working with staff member Wade Holland to draft a job announcement for the position of Administrative Assistant. It was anticipated that the position would be part-time initially and that the desired candidates would have bookkeeping experience to provide support to the water system. She noted that she anticipated posting the job by the end of the following week.

- 11. February Meeting Date:** It was noted at the previous Board meeting that the date of the February Board meeting coincides with the mid-winter break for the schools and that four Directors will not be available. The Board determined that the February meeting should be rescheduled from February 20 to February 27.

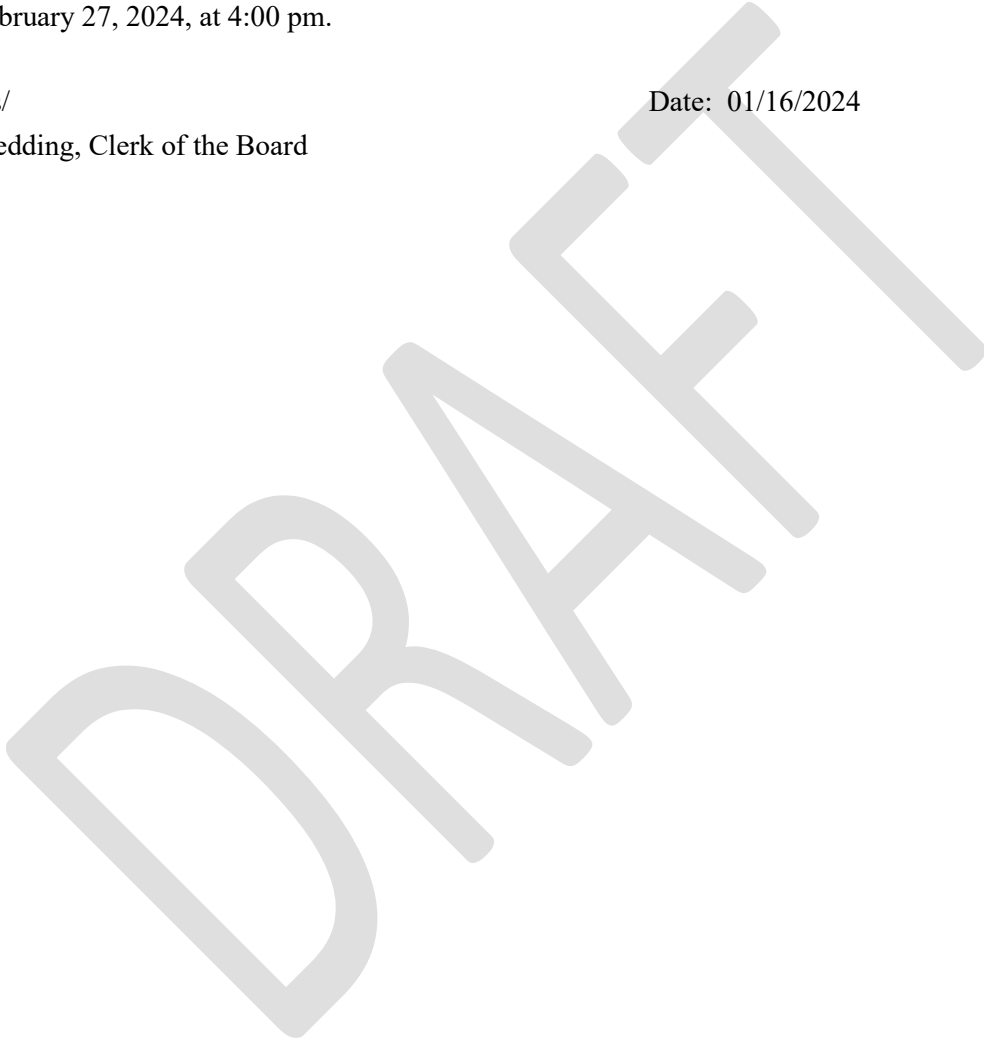
*M/S Press/Johnson to re-schedule the February Board meeting from Tuesday, February 20 to Tuesday, February 27. AYES 5, NOES 0*

- 12. Adjournment:** President Donohue adjourned the meeting at 5:14 p.m. The next regular meeting is scheduled for February 27, 2024, at 4:00 pm.

Attest: /s/

Date: 01/16/2024

Shelley Redding, Clerk of the Board





Inverness Public Utility District  
Board Meeting

---

Agenda Item No. 4  
**Management Report**





*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Marin County Water Managers Meeting  
Meeting Date: February 27, 2024  
Date Prepared: January 25, 2024  
Prepared by: Shelley Redding, General Manager  
Attachments: None

---

---

### **Recommended Action: None, Informational**

---

---

The Quarterly Water Managers Meeting was held on Thursday, January 25, 2024, hosted by Supervisor Dennis Rodoni with Supervisor Stephanie Moulton-Peters, County DPW Director Rosemary Gaglione and a representative from the County Flood Control Department. The water systems attending were Inverness, Bolinas, Muir Beach, Estero Mutual (Dillon Beach), NMWD and MMWD.

Water Year Updates were provided by all attending water system managers. All systems report adequate water supply, and most reservoirs are overflowing. Jennifer Blackman, General Manager at Bolinas Community Public Utility District introduced her replacement, Georgia Woods.

Presentation by Office of Emergency Services Director, Steven Torrance concerning the County Wide Multi-Jurisdictional Hazards Mitigation Plan (HMP). He provided an update on the revision drafted plan, which is currently being reviewed by FEMA. GM Redding was able to confirm that while IPUD is not included as a participating Agency for this renewal, the water system infrastructure, landing zone and fire house were added as critical components for the county. The next step, after the final HMP is presented to the BOS in March, is to start the next process of including every PUD and Special District for the next renewal. The layered hazard map can be seen here: [LHMP Review | Public Emergency Portal - Marin County](#)

Housing and Water Coordination, Community Development Agency, Leelee Thomas spoke about the mandated affordable housing requirement and the impact it could have on water systems. She offered her departments collaboration on any grants that encourage water conservation, recycling in new developments.

The following items were tabled until the next meeting: One Water Status Report and County Drought Planning (SB 552) Update.

Next Meeting is scheduled for April 25, 2024, 2:00 pm – 3:00 pm



Inverness Public Utility District  
Board Meeting

---

Agenda Item No. 5

**Water System Report**



Inverness Public Utility District  
Monthly Water System Report

January 2024

Rainfall (inches)		
	2024	2023
<b>Month Total</b>	9.22"	13.76"
<b>7/1 - 2/1</b>	23.32"	29.58"

Stream Flow Measurements						
January	2024		% Source Used	(Prior Year)	% Source Used	% Increase (or Decrease ) to prior year
	GPM	GPD		GPM		
<b>Diversions</b>						
D1-1st Valley High Intake	250	360,000		60		24%
D2-1st Valley High Intake	120	172,800	84%	70	83%	58%
D3-First Valley High Intake	150	216,000		96		64%
D4	150	216,000		65		43%
D5-2nd Valley High Intake	110	158,400		95		86%
D6-2nd Valley High Intake	120	172,800		64		53%
D7-3rd Valley High Intake	205	295,200	16%	120	17%	59%
D8-3rd Valley High Intake	25	36,000		25		-
<b>Totals</b>	<b>1,130</b>	<b>1,627,200</b>		<b>595</b>		<b>53%</b>

Month End Streamflow Trends (GPD)			
	Jan-24	Dec-23	Nov-23
<b>GPD</b>	1,627,200	1,065,600	208,800
<b>GPM</b>	1,130	740	145

Production Data				
	Jan-24	Dec-23	Nov-23	Oct-23
Total Gallons	1,430,300	1,600,200	1,610,400	2,223,500
Avg Gallons/Day	46,139	51,619	53,680	71,258
Avg Gallons/Minute	32.00	35.80	37.30	49.80

Storage System Usage Patterns			
	Jan-24		Jan-23
	Gallons	% of Use	% of Use
Colby	525,300	37%	37%
Tenney	640,200	45%	40%
Conner	33,300	2%	2%
Stockstill	128,200	9%	11%
Seahaven	103,300	7%	10%
<b>Totals</b>	<b>1,430,300</b>	<b>100%</b>	<b>100%</b>



Inverness Public Utility District  
Monthly Water System Report

## 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 sources are being collected once a month for lab analysis of coliform content.

Average CL<sub>2</sub> dose at F1= 0.63 ppm; Average CL<sub>2</sub> dose at F3 = >@0.81 ppm

## Activities and Events

1. Monthly reports sent to CA Regional Water Quality Control Board / SWRCB Drinking Water Division
2. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
3. F1 CIP cleaning of Ultra A and B units/ CIP cleaning of Nano A & B units /
  - o D3 bypassed (utilizing D2 for one day) as result of high turbidity from
  - o Glitch in HMI programming resulted in a partial-day failure to startup...resolved.
4. F3 CIP extensive cleaning of Nano unit, very dirty.
  - o Ran Nano break tank to break tank in prolonged rainstorm.
  - o SCADA radio communication to F3 still failing, as a result we are using Seahaven telemetry to control F3 pump.
  - o Road to D7 trail badly eroded, worked on re-establishing water-bars.
5. 1st and 2nd valley plus Perth fire roads clearing trees and water bars.
6. Perth fire road cleared of fallen trees/ ongoing clearing of trees and water bars.
7. Squad 333 rear differential failed and needed to be rebuilt. Took to shop in Santa Rosa, back in service by following week.
8. Squad 335 back in service after new alternator installed by Cheda's. ( Jeep's starter failed, replacement installed in-house).
9. Conner tank solar panel was replaced. A burned-out connector at a fuse caused a sudden battery voltage drop.

*Kenneth Fox, T3, Senior Water Operator*



## **Board Agenda Item Staff Report**

Subject: Water System SCADA Project Report and Proposed Upgrade Process  
Meeting Date: February 27, 2024  
Date Prepared: February 22, 2024  
Prepared by: Shelley Redding, General Manager  
Attachments: 1<sup>st</sup> Draft Schematics completed by IT Contractor, CORE Utilities, Inc.

---

---

**Recommended Action:** Consider and approve CORE Utilities, Inc. which is currently the District's contracted IT consultant, to continue with project steps as outlined.

---

---

### **Background:**

At the request of staff, and with initial approval by your Board, Paul Smedshammer of CORE Utilities, Inc. and his electrical contractor, Kerry Lemos visited the F1 treatment plant on January 31, 2024, to start the process of identifying the schematics for the Ultra and Nano systems, along with the issues we have faced concerning the PLC software and the HMI modules. On February 6<sup>th</sup>, 2024, Paul Smedshammer sent an initial report along with the attached initial drafts of schematics for staff review.

### **Project Report:**

Their initial assessment indicates that something isn't correct with the scrub to waste and return on the existing PLC screens for the Nano system. The first draft of the schematic is close and can easily be updated to get it accurate once it is reviewed by both Jim and Ken. Similarly, the Ultra schematic is close to correct, pending review by both Jim Fox and Ken Fox.

Next step is to put together a matrix of the valves, pumps, durations, and criteria for all the different modes of each module. Once that's done, and the drafted schematics are reviewed by staff, they will need to come out to the site again and do a final review to verify what is drafted is correct.

They are very encouraged after their first visit. What has been discovered is that the system really has 2 independent systems with 2 skids in each system that are also independent. The Nano doesn't care what the Ultra is doing and vice versa. The Ultra skids just want to keep the Break Tank full, and the Nano skids just run when Tenney is low enough and there is water in the Break Tank. This makes it much simpler to upgrade this system by allowing them to take only one of the 4 skids off-line at a time for the upgrade. This should keep water production going through the whole process.

### **Proposed Process:**

The proposed upgrade process would begin with the Ultra system upgrade.

#### **A. Initial Work on existing system in full operation:**

1. Complete all the design information (schematics, I/O, modes of operation w/conditions, alarms, monitoring/data logging)

2. Order and receive new PLC and Operator Interface hardware for the 2 Ultra Skids.
3. Configure and program new PLC and Operator Interface hardware for the 2 Ultra Skids.
4. Create an updated wiring diagram for 2 Ultra Skids PLC and OI installation.
5. Create a new SCADA screen for Ultra A and Ultra B and set it up to be able to monitor, view and log all operations.

**B. Ultra B Upgrade:**

6. Take Ultra B “Offline” only and install new PLC and OI and get operational. Ultra B will be manually valved off so that Ultra A can still fill the Break Tank. This could take a couple of days or more of work so we would want to pick a low demand period if possible.
7. Run Ultra B through rigorous testing to make sure it operates as expected in normal mode, screen flush mode, filter backwash mode, filter testing mode.
8. Once #6 has all modifications and tweaking complete and IPUD accepts how it operates, put Ultra B back in service.
9. Let Ultra B run for a week with close monitoring. Make any adjustments to programming necessary. This can all be done on-site or remotely.

For Ultra A, a repeat of the above process, but eliminating steps 1 through 5 since they are already complete and will go much quicker as the skids are identical.

The Nano system process is still to be determined, but it will be quicker and simpler as that system doesn't have as many modes and moving parts.

On the attached schematics, this draft shows the initial layout that will be used for the new on-site F1 operator interfaces and for SCADA screens. When done, everything will look very similar, and water operators can control or monitor the system from the Operator Interface screens or from SCADA. The goal will be to use SCADA to do all data logging, screen prints and reporting, possibly automated by having a solid PLC system integrated with our SCADA system that can be supported by off-the-shelf software and multiple controls companies, without having to pay yearly fees for software and hardware upgrades.

**Fiscal Impact:**

We are awaiting an estimate from CORE Utilities for the cost of the PLC. HMI and Software costs as well as an estimate of the cost for the labor.

# Ultra Filtration Process & Controls Schematic

## Ultra "B" - 2/1/24

### Discrete IN:

- DI1 – Backwash Pump Running P-100B
- DI2 - BW Cl2 Injecting
- DI3 – CEB#3 Caustic Injecting
- DI4 – CEB#2 Cl2 Injecting
- DI5 - Pre-Oxidant Dosing
- DI6 - Emergency Stop E-STOPB
- DI7 - Break Float Tank Full
- DI8 - Power Failure
- DI9 - Ultra A in BW – Lockout B BW

### Discrete OUT:

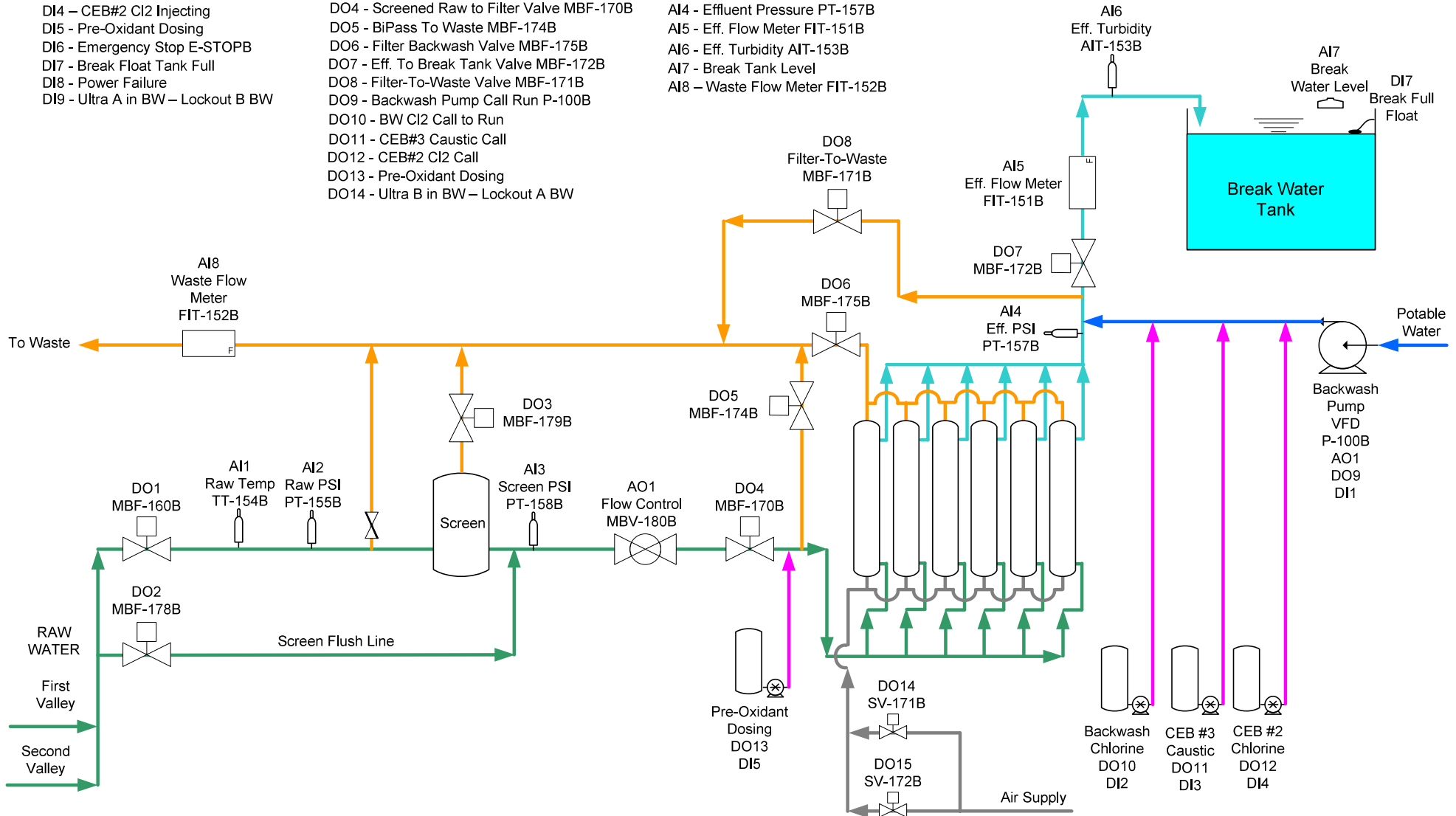
- DO1 - Raw Valve MBF-160B
- DO2 - Screen Flush Valve MBF-178B
- DO3 - Screen Waste Valve MBF-179B
- DO4 - Screened Raw to Filter Valve MBF-170B
- DO5 - BiPass To Waste MBF-174B
- DO6 - Filter Backwash Valve MBF-175B
- DO7 - Eff. To Break Tank Valve MBF-172B
- DO8 - Filter-To-Waste Valve MBF-171B
- DO9 - Backwash Pump Call Run P-100B
- DO10 - BW Cl2 Call to Run
- DO11 - CEB#3 Caustic Call
- DO12 - CEB#2 Cl2 Call
- DO13 - Pre-Oxidant Dosing
- DO14 - Ultra B in BW – Lockout A BW

### Analog IN:

- AI1 - Raw Temp TT-154B
- AI2 - Raw Pressure PT-155B
- AI3 - Screen Disc. Press PT-158B
- AI4 - Effluent Pressure PT-157B
- AI5 - Eff. Flow Meter FIT-151B
- AI6 - Eff. Turbidity AIT-153B
- AI7 - Break Tank Level
- AI8 – Waste Flow Meter FIT-152B

### Analog OUT:

- AO1 - HP VFD-B Speed Reference
- AO2 – Backwash VFD Speed Reference P-100B



# NANO Filtration Process & Controls Schematic

## NANO "B" - 2/1/24

### Discrete IN:

- DI1 - Emergency Stop E-STOPE
- DI2 - LP Pump Run Status
- DI3 - HP VFD Failure
- DI4 - LP Pump Enabled
- DI5 - HP Pump Enabled
- DI6 - Power Failure
- DI7 - Break Tank Full Float

### Discrete OUT:

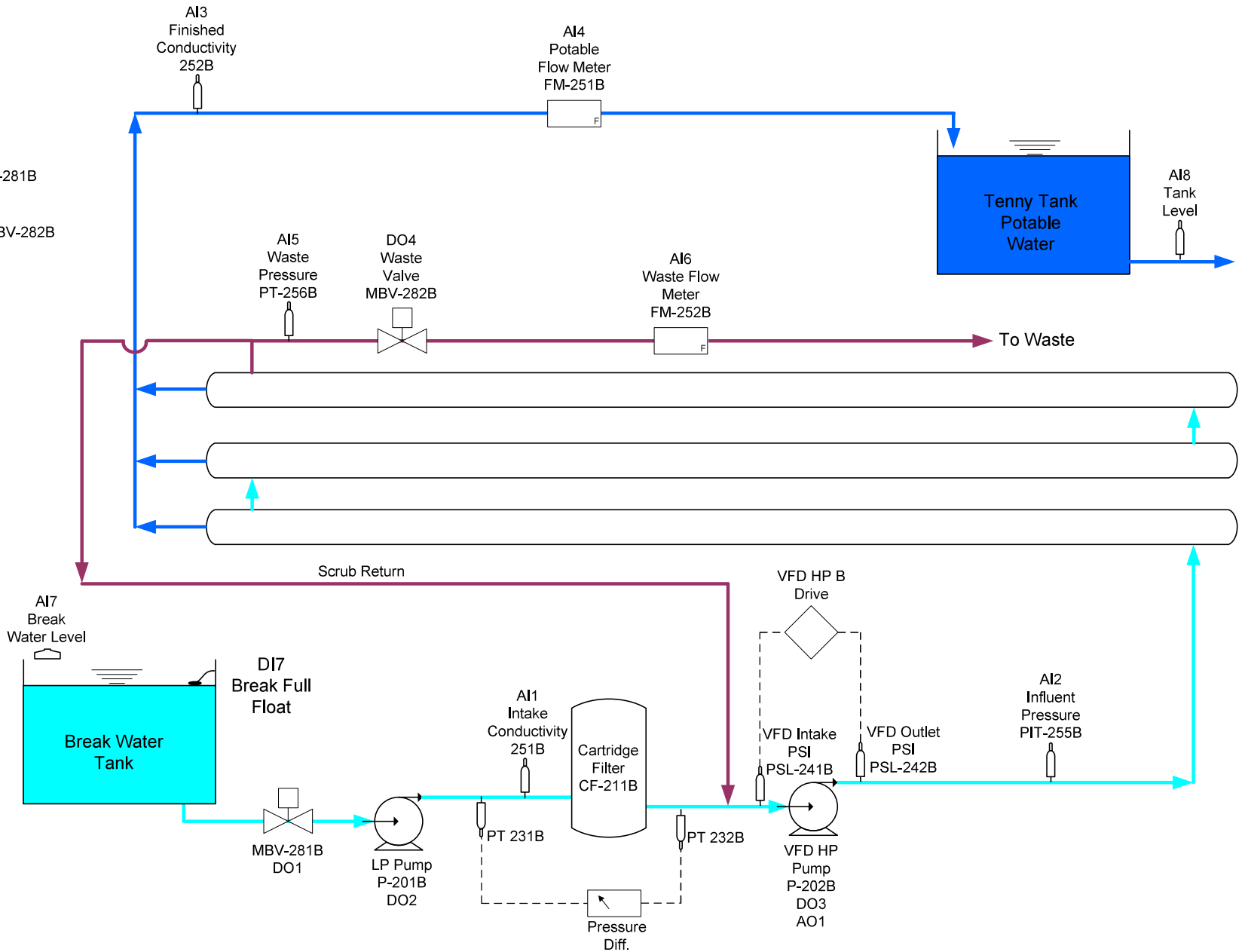
- DO1 - Intake Valve Call Open MBV-281B
- DO2 - LP Pump Call to Run P-201B
- DO3 - HP VFD Call to Run P-202B
- DO4 - Waste Valve Call to Open MBV-282B

### Analog IN:

- AI1 - Intake Conductivity 251B
- AI2 - Influent Pressure PIT-255B
- AI3 - Finished Conductivity 252B
- AI4 - Potable Flow Meter FM-251B
- AI5 - Waste Pressure PT-256B
- AI6 - Waste Flow Meter FM-252B
- AI7 - Break Tank Level
- AI8 - Tenny Tank Level

### Analog OUT:

- AO1 - HP VFD-B Speed Reference







Inverness Public Utility District  
Board Meeting

---

Agenda Item No. 6  
**Fire Department Report**

# FIRE DEPARTMENT REPORT

## January 2024

### INCIDENTS:

<i>#</i>	<i>Date</i>	
#24-001	1-1	<b>EMS @ Drake View Drive.</b> Inverness for the landing zone. <i>Attendance:</i> David Briggs, Jim Fox
#24-002	1-8	<b>EMS @ Camino del Mar</b> for high blood pressure. M94 transport. <i>Attendance:</i> Brian Cassel, David Briggs, Tim Olson, Tom Fox
#24-003	1-21	<b>EMS @ Laurel Ave</b> for an infection and bleeding. M94 transport. <i>Attendance:</i> Brian Cassel, David Briggs, Jim Fox ,Liam Riley, Tim Olson, Tom Fox

### TRAININGS:

January 14: Rope and technical rescue review.

*Attendees:* Cassidy Russell, Jack Von Thaer, Greg Eastman, Jacob Leyva, Brian Cassel, Ken Fox, Jim Fox, Dennis Holton, David Briggs

January 30: Storm preparation. SCBA component review/test. Rope rescue techniques and practice.

*Attendees:* Tim Olson, Greg Eastman, Tom Fox, Jacob Leyva, Andrew Bock, Brian Cassel, David Briggs, Jim Fox

### ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Station cleanup
3. MWPA meetings and environmental review project mapping.
4. FEMA Grant info gathering.
5. FEMA narratives for AFG grant.
6. 381 pump repair.
7. MWPA PWP mapping.
8. SCBA training.
9. Add anchor points to 331.
10. Maintenance on engine 360

### PERSONNEL:

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth, Tim Olson, Dennis Holton, Brett Miller, David Briggs, David Wright, Nikki Spencer, Greg Eastman, Celine Bennett, Jay Borodic, Liam Riley, Jack von Thaer, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Skyla Stedwell Hill

**Jim Fox, Chief**

# MWPA MONTHLY REPORT

JANUARY 2024 / FEBRUARY BOARD MEETING

---

## LOCAL CORE PROJECTS

Vegetation maintenance activities in watershed on evacuation routes as needed.

## DEFENSIBLE SPACE

Inspection activity has ended for the remainder of 2023.

## WEST MARIN CORE PROJECT ACTIVITY

- Committee meetings every week to determine areas for environmental review process for 2024 CORE work in West Marin.
- Advisory / Technical Committee meetings every week to prepare work plan for FY24/25.
- Operations Committee meetings every week to prepare for work plan implementation.

## MEETINGS / COMMITTEES

- Weekly meetings with MWPA and other fire departments in the coastal zone to discuss which areas to include in Public Works Plan.
  - Jan 16: Inverness Ridge and Point Reyes area specific meeting. Discussed pros and cons and feasibility of adding more D-space specific fuel break directly adjacent to areas with homes in addition to other fire access and breaks along roads. Coastal Commission will only approve those areas that align with CAL VTP specifications for feasibility, so GIS contractor will return with updated maps that include only those areas that fit those parameters.
- Jan 10 Advisory Technical Committee:
  - Changed scope of work for Sonoma Technologies from creating a custom program for MWPA to ongoing consulting work for MWPA. Added Ladrin AI, a traffic modeling program, to a pilot project that will model evacuation in San Rafael. Ladrin AI will also be providing their platform to all member agencies, as approved in December meeting.
  - Resident grant program pilot program to explore a shift to direct assistance, with a focus on remediation work that is more appropriate and sees higher ROI. Shift to approved contractors so grant applicants are not getting cheated.
- Jan 11 Operations Committee: Same as above. Approved recommendations from ATC.



## **NEXT GENERATION PROJECT**

### **January 2024 Governing Board UPDATE:**

#### **MERA Sites:**

Construction is wrapping up this month with punch-list items to follow. Motorola is busy installing their network and radio equipment as is Nokia with their microwave equipment.

#### **Radios:**

Radios from our final order have started arriving. Programming of radio features is continuing development. This includes features such as scanning options, failure modes, menu screens for the radios, computer screens for the dispatch centers, templates of talk groups and radio channels users can access and more.

#### **Training:**

Technician training picks up in February with Motorola providing detailed training to the Marin DPW Communications Division staff over the next five months. In a separate effort, Motorola will provide training to MERA trainers next month on the operations of the dispatch consoles, mobile and portable radios.

#### **Schedule:**

We anticipate moving all our radio users to the new Next Gen System in late September/early October of this year.



OTA Site installation in progress.



Skyview Terrace microwave site.



Mill Valley water tank site.

Questions? Please direct all inquiries to MERA's Deputy Executive Officer of the Next Gen Project, Dave Jeffries at [dave@jeffriespsc.com](mailto:dave@jeffriespsc.com).

#### **MARIN EMERGENCY RADIO AUTHORITY**

PO Box 159  
Corte Madera, CA 94976  
Phone: 415.927.5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)

# MERA: *WHEN SECONDS SAVE LIVES –*

MERA Project Briefing for the Governing Board

---



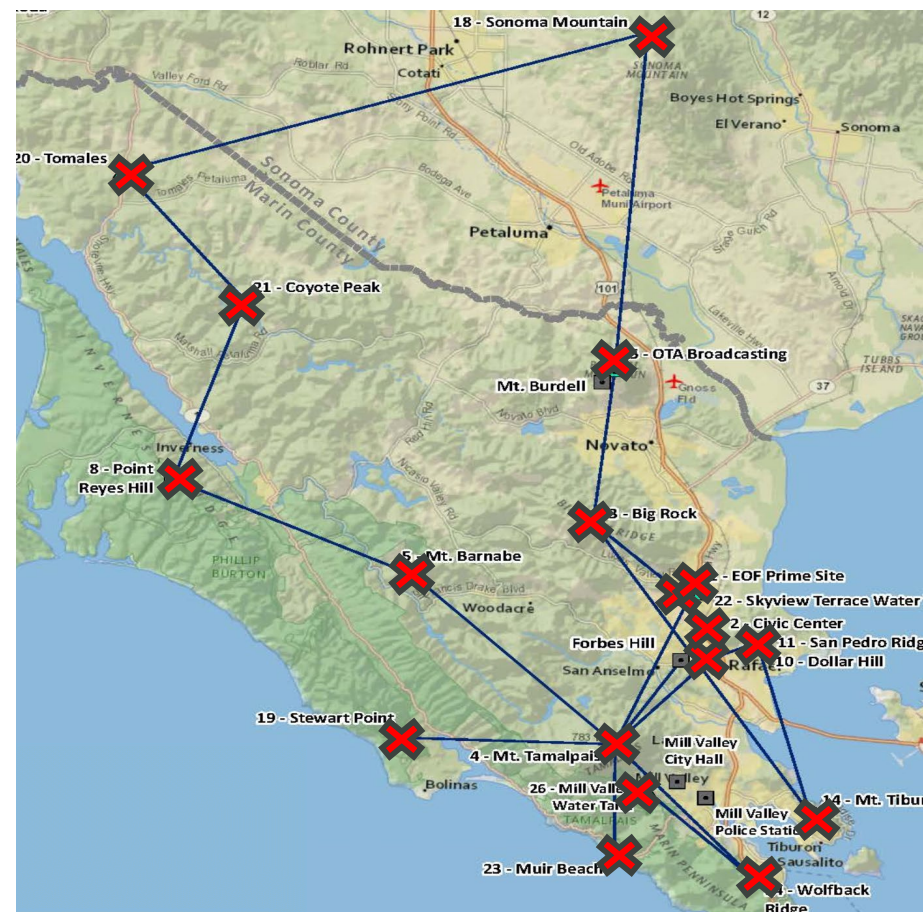
# Agenda

- Site Status
- Project Schedule
- Current Activities
- MERA Coordination



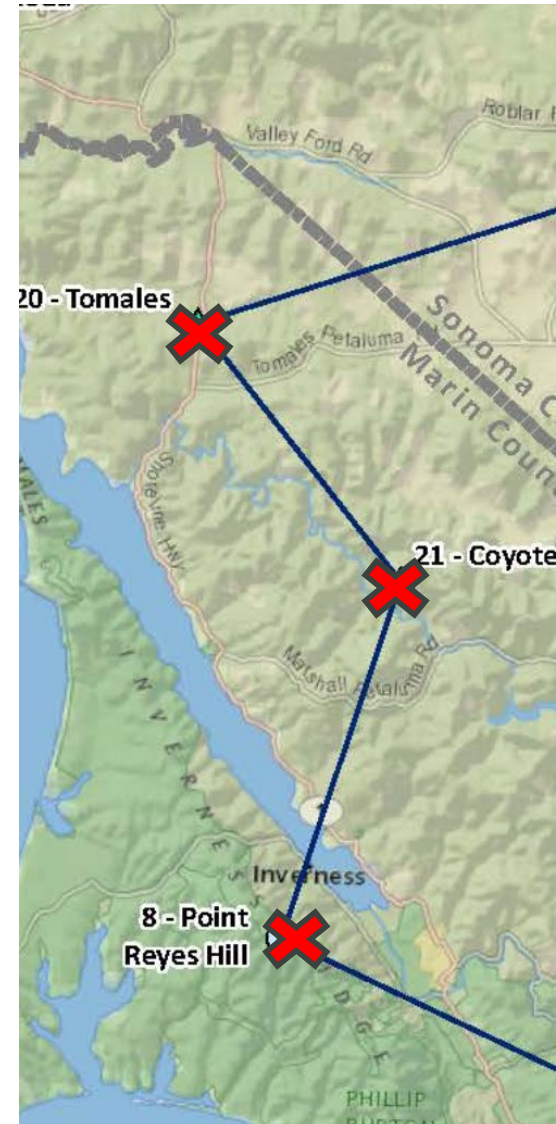
# MERA Next Gen Sites

- Site Status
- 1) Construction
  - In Progress
  - Complete and/or Punch List
- 2) MSI Equipment
  - Pending
  - In Progress
  - Complete
- 3) Nokia Microwave Network
  - Pending
  - In Progress
  - Complete



# MERA Next Gen Sites

- **Site Status**
  - **Tomales**
    - Construction - Complete
    - MSI Equipment – 02/23/24
    - Nokia MW – 03/05/24
  - **Coyote Peak**
    - Construction – Pending PG&E
    - MSI Equipment – 03/15/24
    - Nokia MW – 03/05/24
  - **Pt Reyes**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW – 03/05/24





# Tomales / Coyote Peak / Pt Reyes



Installing Collar Mounts  
for the MW at Tomales



Coyote Peak Site



Pt Reyes TX and RX  
Antenna Installations

# MERA Next Gen Sites

- **Site Status**
  - **Sonoma Mountain (Microwave Site)**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW – 03/11/24
  - **OTA**
    - Construction – Electrical Equipment Arrival
    - MSI Equipment – 03/22/24
    - Nokia MW – 03/11/24
  - **Big Rock**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW – 03/11/24



# Sonoma / OTA / Big Rock



Sonoma Microwave



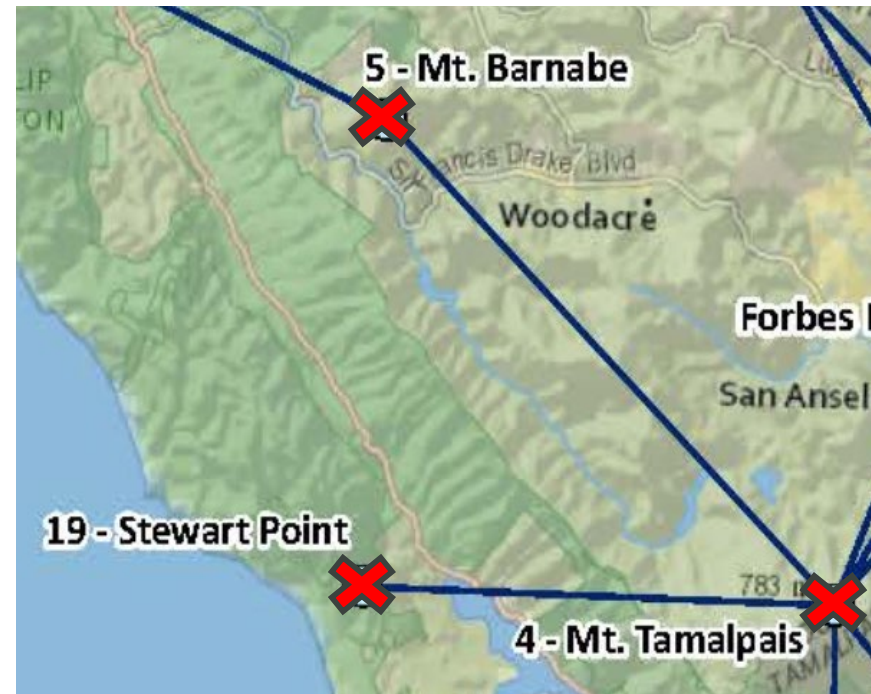
OTA Shelter



Big Rock MW  
Rack

# MERA Next Gen Sites

- **Site Status**
  - **Mt. Barnabe**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete
  - **Stewart Point**
    - Construction – Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete
  - **Mt Tamalpais**
    - Construction – 01/31/24
    - MSI Equipment – 02/15/24
    - Nokia MW – 02/15/24



# Tamalpais



Mt Tamalpais Shelter



New Stub Tower



Monopole Upgrades

# MERA Next Gen Sites

- **Site Status**
  - **EOF Prime Site (Microwave and Radio Core)**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete
  - **Skyview Terrace (Microwave Site)**
    - Construction – Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete
  - **Civic Center (Microwave Site)**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete



# EOF / Skyview / Civic Center



EOF Dehydrator



Skyview Site



Civic Center MW

# MERA Next Gen Sites

- **Site Status**
  - **San Pedro**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete
  - **Dollar Hill**
    - Construction – Complete
    - MSI Equipment - Complete
    - Nokia MW - Complete
  - **Mill Valley**
    - Construction – 01/31/24
    - MSI Equipment – 02/28/24
    - Nokia MW – 02/29/24





# Dollar Hill / Mill Valley



Dollar Hill MW Racks



Mill Valley  
Shelter



Mill Valley Site

# MERA Next Gen Sites

- **Site Status**
  - **Muir Beach**
    - Construction – 01/31/24
    - MSI Equipment – 03/08/24
    - Nokia MW – 02/28/24
  - **Wolfback Ridge**
    - Construction – Complete
    - MSI Equipment – 03/01/24
    - Nokia MW – 02/29/24
  - **Mt Tiburon**
    - Construction - Complete
    - MSI Equipment - Complete
    - Nokia MW – 02/22/24



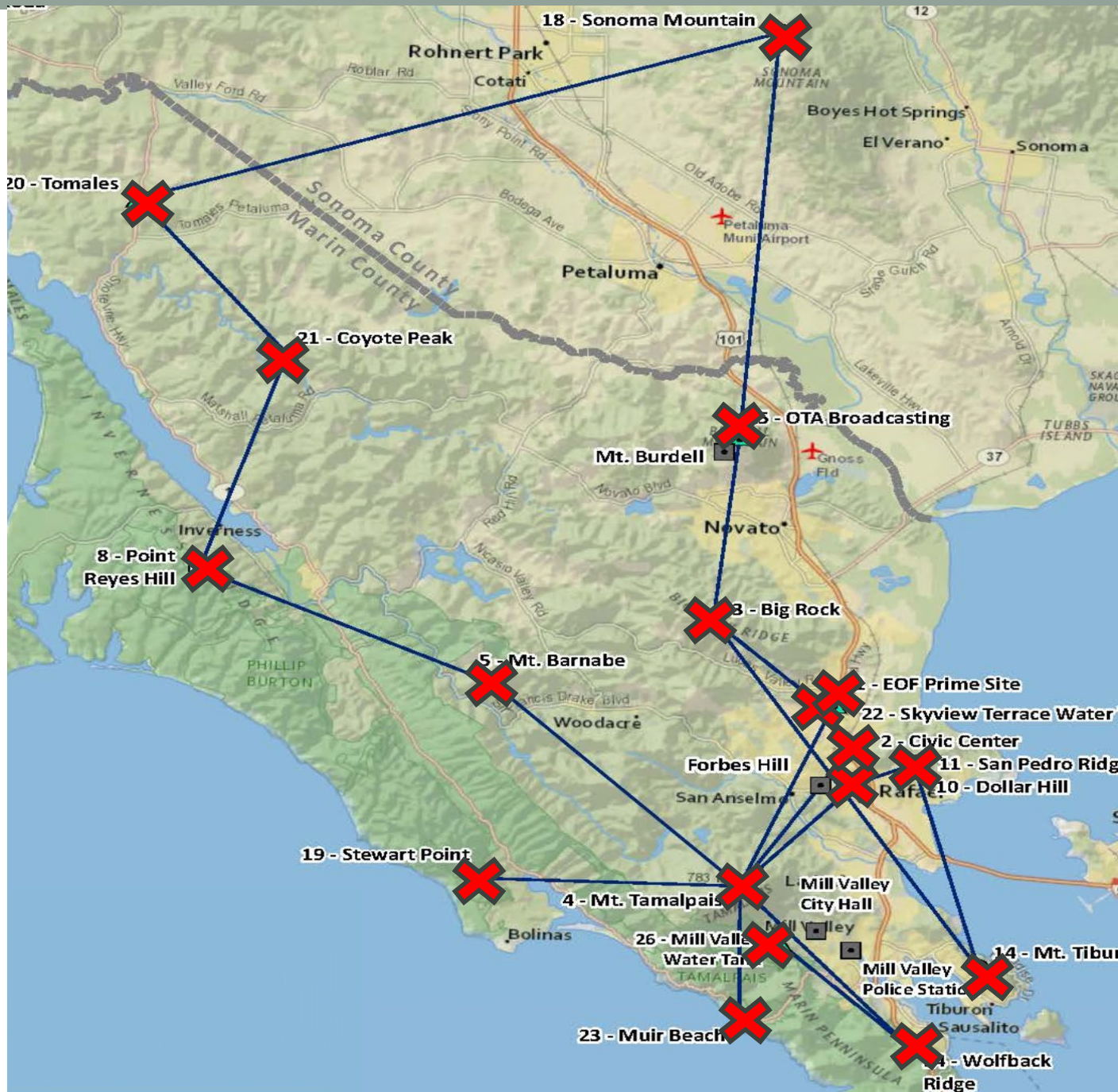
# Muir Beach / Wolfback Ridge



Wolfback Ridge



Muir Beach Site  
08/2023



# Project Schedule (01/19/24)

Description	04/28/22 Baseline	09/14/23 Update	12/05/23 Update	01/19/24 Update
Site Work and Tower Turnover	09/25/2023	12/29/2023	01/10/24	02/09/24
P25 Installation – Complete	09/08/2023	05/14/2024	03/22/24	04/04/24
Microwave Install, Optimize and Test	10/13/2023	05/09/2024	04/08/24	04/08/24
Perform System Functional Testing	12/11/2023	08/09/2024	08/02/24	06/14/24
Perform CATP (Coverage Testing)	03/14/2024	09/25/2024	09/23/24	07/03/24
Dispatch Site Installations – Complete	04/16/2024	06/06/2024	06/25/24	06/26/24
Field User Cutover – Complete	05/01/2024	10/10/2024	10/08/24	10/03/24
Final System Acceptance	10/08/2024	06/30/2025	06/30/25	06/25/25

# Current Activities

- Radio Programming – Developing Code Plug and features – Templates, Radio Aliases, Failsoft, Features
- Technician Training – 7 classes from 02/24 thru 06/24.
- Subscriber Train the Trainer – February – 2 days for Dispatch and 2 days for Field Users
- FCC Construction Licenses
  - Microwave extended to 04/30/2024.
  - LMR expires 02/29/24, draft extension request in progress.

# Current Activities

- IP Network – EOF, Novato and San Rafael connected. Fairfax in progress.
- IP Network – Marin IT has agreed to build and maintain the IP network to support Dispatch, Fire State Alerting and wi-fi programming.
  - FSA: \$350/site/month for IP connection (Private Line)
  - FSA: \$600/site/month for equipment, installation, configuration, 24X7 monitoring, repair and replacement.
  - MERA: One site, equipment already purchased, more to monitor.
  - Dispatch (NV, SR, FX): Similar per connection. 2 connections each are recommended.
- Fire Station Alerting – Installs continue

# Construction

- Arcadis (Replaced Infinigy)
- AECOM (Civil)
- Fidato
  - Maggiora and Ghilotti
  - RWR Construction
  - California Cut and Core
  - Power Pole Service
  - RPM Steel Fab and Construction
  - MS Tree Services
  - F3 and Associates
  - Sonoma County Woodsmith
  - Central Valley Environmental
  - NorBay Consulting
  - McCarthy Painting
  - Sabre Industries
  - Valmont
  - Precision Crane



# Construction Management

- Construction Management
  - Dudek – Biological Monitoring
  - *FIGR – Tribal CEA Issues - Closed*
  - 4Leaf – Inspection Services
  - Herzog – Geotechnical Services
  - Krazan – Special Inspection Services
  - *Phillips Seabrook – Code Check - Closed*
  - *Planet Bids – Online Project Bid Platform – Closed*

# Implementation

- Post Construction
  - Federal Engineering
  - Motorola
    - Commdex – Jail DAS
    - LD Strobel – FNE Site Installations
    - Red Cloud – FSA installations and Vehicle Installations
    - Mach Alert – FSA
    - Unication – Volunteer Fire Pagers
    - Nokia – Microwave
      - InSite – Microwave Installer
  - Hexagon – FSA – Dispatch interconnection
  - Marin IT – IP Network for Dispatch, FSA and Wi-Fi Programming



# MERA: WHEN SECONDS SAVE LIVES

---

[www.MERAonline.org](http://www.MERAonline.org)

QUESTIONS?

Dave Jeffries, [dave@jeffriespsc.com](mailto:dave@jeffriespsc.com), 707-483-1098



Inverness Public Utility District  
Board Meeting

---

## Agenda Item No. 7

### **Review and Approve Expenditures**

2:31 PM

02/23/24

## Inverness Public Utility District Check Detail January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>01/02/2024</b>	<b>Inverness Properties</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/01/2024		870-15 · Admin. Office Rent	-1,200.00
TOTAL					-1,200.00
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>01/08/2024</b>	<b>U. S. Bank Bancorp Purchashi...</b>	<b>1-103 · Bank of America 4809</b>	
Bill		12/18/2023		CalCard xx6591 Jim Fox	-526.02
Bill		12/21/2023		CalCard xx7757 S. Redding	-323.63
Bill		12/21/2023		CalCard xx0239 David Briggs	-822.54
TOTAL					-1,672.19
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>01/10/2024</b>	<b>CalPERS Health</b>	<b>1-103 · Bank of America 4809</b>	
Bill		12/14/2023		810-07 · Health Insurance	-5,650.61
				810-07 · Health Insurance	-2,906.03
				810-07 · Health Insurance	-34.65
				810-08 · Retiree Health Ins.	-268.62
				810-08 · Retiree Health Ins.	-2,106.53
				412 · Health Insurance Payable	-1,499.26
				412 · Health Insurance Payable	-771.05
TOTAL					-13,236.75
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>01/30/2024</b>	<b>CalPERS Retirement</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/30/2024		810-10 · Retirement Premiums	-2,247.37
				810-10 · Retirement Premiums	-2,191.49
				810-10 · Retirement Premiums	-1,170.45
				810-10 · Retirement Premiums	-884.19
				810-10 · Retirement Premiums	-2,194.29
TOTAL					-8,687.79
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>01/31/2024</b>	<b>PG&amp;E</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/24/2024		840-07 · Collection/Treat Utilities	-2,165.02
				840-07 · Collection/Treat Utilities	-10.21
				840-08 · Distribution Utilities	-338.52
				840-10 · Admin Office Utilities	-91.72
				840-09 · Firehouse Utilities	-222.34
TOTAL					-2,827.81
<b>Bill Pmt -Check</b>	<b>0602...</b>	<b>01/09/2024</b>	<b>Cheda's Garage</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/01/2024		860-02 · Vehicle Repairs & Service	-942.48
TOTAL					-942.48
<b>Bill Pmt -Check</b>	<b>0602...</b>	<b>01/09/2024</b>	<b>Good &amp; Clean</b>	<b>1-103 · Bank of America 4809</b>	
Bill	69719	01/02/2024		870-14 · Miscellaneous	-278.00
				870-14 · Miscellaneous	-200.00
TOTAL					-478.00

2:31 PM

02/23/24

**Inverness Public Utility District**  
**Check Detail**  
**January 2024**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>0602...</b>	<b>01/09/2024</b>	<b>Horizon Cable TV Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/01/2024		870-01 · Telephone & Internet	-105.04
TOTAL					-105.04
<b>Bill Pmt -Check</b>	<b>0602...</b>	<b>01/09/2024</b>	<b>Innovative Business Solutions</b>	<b>1-103 · Bank of America 4809</b>	
Bill	15412	01/09/2024		870-06 · Banking Charges	-325.00
TOTAL					-325.00
<b>Bill Pmt -Check</b>	<b>0602...</b>	<b>01/09/2024</b>	<b>John's Dairy Equipment &amp; Sup...</b>	<b>1-103 · Bank of America 4809</b>	
Bill	T388...	01/01/2024		850-01 · Supplies & Inventory	-101.80
TOTAL					-101.80
<b>Bill Pmt -Check</b>	<b>60288</b>	<b>01/16/2024</b>	<b>Grainger</b>	<b>1-103 · Bank of America 4809</b>	
Bill	9946...	12/27/2023		850-01 · Supplies & Inventory	-97.81
Bill	9946...	12/27/2023		850-01 · Supplies & Inventory	-20.38
TOTAL					-118.19
<b>Bill Pmt -Check</b>	<b>60289</b>	<b>01/16/2024</b>	<b>AT&amp;T Mobility</b>	<b>1-103 · Bank of America 4809</b>	
Bill	2873...	12/29/2023		870-01 · Telephone & Internet	-45.31
				870-01 · Telephone & Internet	-141.66
				870-01 · Telephone & Internet	-45.31
TOTAL					-232.28
<b>Bill Pmt -Check</b>	<b>60290</b>	<b>01/16/2024</b>	<b>Brelje &amp; Race Laboratories, Inc.</b>	<b>1-103 · Bank of America 4809</b>	
TOTAL					0.00
<b>Bill Pmt -Check</b>	<b>60291</b>	<b>01/16/2024</b>	<b>California Rural Water Associa...</b>	<b>1-103 · Bank of America 4809</b>	
Bill		12/27/2023		870-02 · Dues/Publications/Subscriptions	-372.00
				146 - Other Prepays	-372.00
TOTAL					-744.00
<b>Bill Pmt -Check</b>	<b>60292</b>	<b>01/16/2024</b>	<b>Marin County Tax Collector</b>	<b>1-103 · Bank of America 4809</b>	
Bill	11-2...	12/29/2023		860-01 · Vehicle Oil & Gas	-261.39
				860-01 · Vehicle Oil & Gas	-732.13
TOTAL					-993.52
<b>Bill Pmt -Check</b>	<b>60293</b>	<b>01/16/2024</b>	<b>McPhail Fuel Company</b>	<b>1-103 · Bank of America 4809</b>	
Bill	12/3...	12/29/2023		840-10 · Admin Office Utilities	-46.33
TOTAL					-46.33

2:31 PM

02/23/24

**Inverness Public Utility District**  
**Check Detail**  
**January 2024**

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>60294</b>	<b>01/16/2024</b>	<b>Napa Auto Parts</b>	<b>1-103 · Bank of America 4809</b>	
Bill	SAC...	12/01/2023		860-02 · Vehicle Repairs & Service	-139.56
TOTAL					-139.56
<b>Bill Pmt -Check</b>	<b>60295</b>	<b>01/16/2024</b>	<b>Recology Sonoma Marin</b>	<b>1-103 · Bank of America 4809</b>	
Bill	4199...	01/01/2024		840-09 · Firehouse Utilities	-161.28
TOTAL					-161.28
<b>Bill Pmt -Check</b>	<b>60296</b>	<b>01/16/2024</b>	<b>Brelje &amp; Race Laboratories, Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill	1531...	12/27/2023		835-01 · BacT & Raw Samples	-467.00
TOTAL					-467.00
<b>Bill Pmt -Check</b>	<b>60297</b>	<b>01/23/2024</b>	<b>AT&amp;T- F1 Internet</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/09/2024		870-01 · Telephone & Internet	-117.70
TOTAL					-117.70
<b>Bill Pmt -Check</b>	<b>60298</b>	<b>01/23/2024</b>	<b>Riley F. Hurd III</b>	<b>1-103 · Bank of America 4809</b>	
Bill	2380...	01/18/2024		870-07 · Legal & Attorneys	-840.00
TOTAL					-840.00
<b>Bill Pmt -Check</b>	<b>60300</b>	<b>01/29/2024</b>	<b>Brelje &amp; Race Laboratories, Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill	1516...	10/04/2023		835-01 · BacT & Raw Samples	-387.00
TOTAL					-387.00
<b>Bill Pmt -Check</b>	<b>60301</b>	<b>01/29/2024</b>	<b>Hach Company</b>	<b>1-103 · Bank of America 4809</b>	
Bill	1381...	11/13/2023		850-01 · Supplies & Inventory	-504.45
TOTAL					-504.45
<b>Bill Pmt -Check</b>	<b>60302</b>	<b>01/29/2024</b>	<b>Marin County Tax Collector</b>	<b>1-103 · Bank of America 4809</b>	
Bill	12-2...	01/12/2024		860-01 · Vehicle Oil & Gas	-699.30
				860-01 · Vehicle Oil & Gas	-458.89
TOTAL					-1,158.19
<b>Bill Pmt -Check</b>	<b>60303</b>	<b>01/29/2024</b>	<b>McMaster-Carr</b>	<b>1-103 · Bank of America 4809</b>	
Bill	2081...	01/23/2024		850-01 · Supplies & Inventory	-56.04
TOTAL					-56.04

# Inverness Public Utility District Check Detail January 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>60304</b>	<b>01/29/2024</b>	<b>Quill LLC</b>	<b>1-103 · Bank of America 4809</b>	
Bill	3660...	01/10/2024		870-05 · Office Supplies	-176.36
Bill	3660...	01/10/2024		850-01 · Supplies & Inventory	-93.08
Bill	3657...	01/10/2024		870-05 · Office Supplies	-32.46
TOTAL					-301.90
<b>Bill Pmt -Check</b>	<b>60305</b>	<b>01/29/2024</b>	<b>The North Bay Differentials</b>	<b>1-103 · Bank of America 4809</b>	
Bill	20704	01/24/2024		860-02 · Vehicle Repairs & Service	-3,350.00
TOTAL					-3,350.00



Total for Payroll Checks  
-----

	Employee	Employer	Amount
	-----	-----	-----
FIRD HOURS (Fire Duty Officer)	10.00		750.00
HOL HOURS (Holiday Pay)	108.00		4,622.52
J001 HOURS (INS IN LIEU)	0.00		1,060.00
OVER HOURS (Overtime)	11.00		609.02
REG HOURS (Regular Time)	1,122.00		49,562.53
SICK HOURS (Sick Time)	54.00		2,210.47
GROSS PAY	58,814.54	0.00	
NET PAY	43,130.19	0.00	
NET PAY (CHECKS)	692.63		
NET PAY (DIRECT DEPOSIT)	42,437.56		
CLASSIC	0.00	2,247.38	
ETT	0.00	50.21	
FIRE CLASSIC	0.00	1,170.46	
FIT	6,777.58	0.00	
HEALTH INS HSA	2,056.14	8,286.66	
MEDICARE	822.98	822.98	
PEPRA	0.00	4,385.77	
PEPRA SAFETY	0.00	884.20	
SDI	522.56	0.00	
SIT	1,986.09	0.00	
SOCIAL SECURITY	3,519.00	3,519.00	
WORKERS' COMP	0.00	197.78	
CHASE BANK	4,614.05	0.00	
EXCHANGE BANK	5,713.34	0.00	
REDWOOD CU	19,080.13	0.00	
UMB BANK	2,788.78	0.00	
UMPQUA BANK	1,394.40	0.00	
WELLS FARGO	8,846.86	0.00	
FIT/SIT BASE	56,758.40	0.00	
MEDICARE BASE	56,758.40	0.00	
SOC SEC BASE	56,758.40	0.00	
UN BASE	58,814.54	0.00	
WC BASE	58,611.54	0.00	

Total 21,564.44  
Total Payroll Expense (Gross Pay + Employer Contributions): 80,378.98

Check Summary  
-----

Payroll Checks Prev. Out.	\$81,215.59
Payroll Checks Issued	\$692.63
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$81,908.22
Electronic Checks	\$51,902.43

	Carried Forward	Deduction	Difference	Liab Account
	From Previous Month	Checks Issued	-----	-----
Deductions Accrued	-----	-----	-----	-----

01/29/24  
11:42:02

INVERNESS PUBLIC UTILITY DISTRICT  
Payroll Summary For Payrolls from 01/01/24 to 01/31/24

Page: 2 of 2  
Report ID: P130

Social Security	7038.00		3562.46	3475.54	21103
Medicare	1645.96		833.14	812.82	21102
Unempl. Insur.	0.00				21107
Workers' Comp	197.78	2206.19		2403.97	21108
FIT	6777.58		3753.13	3024.45	21101
SIT	1986.09		1023.83	962.26	21104
SDI	522.56		263.08	259.48	21105
ETT	50.21		29.23	20.98	21106
PEPRA	4385.77			4385.77	21123
CLASSIC	2247.38			2247.38	21121
FIRE CLASSIC	1170.46			1170.46	21122
PEPRA SAFETY	884.20			884.20	21125
HEALTH INS HSA	10342.80			10342.80	21111
Total Ded.	37248.79	2206.19	9464.87	29990.11	

\*\*\*\* Carried Forward column only correct if report run for current period.

**Inverness Public Utility District**  
**Custom Transaction Detail Report**  
December 22, 2023 through January 22, 2024

Type	Date	Name	Account	Split	Amount	
<b>2670 · US Bank Cal Card</b>						
<b>CalCard xx0239 David Briggs</b>						
Credit Card Charge	12/30/2023	Home Depot	CalCard xx0239 David Briggs	850-01 · Supplies & Inventory	-334.49	
Total CalCard xx0239 David Briggs					-334.49	
<b>CalCard xx6591 Jim Fox</b>						
Credit Card Charge	12/22/2023	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-67.86	
Credit Card Charge	12/26/2023	Palace Market	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	-17.27	
Credit Card Charge	12/27/2023	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-158.13	
Credit Card Charge	12/27/2023	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-64.94	
Credit Card Charge	12/31/2023	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-60.92	
Credit Card Charge	01/02/2024	Palace Market	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	-37.01	
Credit Card Charge	01/04/2024	Amazon	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-40.58	
Credit Card Charge	01/04/2024	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-136.72	
Credit Card Charge	01/14/2024	Bovine Bakery	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	-33.00	
Credit Card Charge	01/14/2024	Palace Market	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	-79.97	
Credit Card Charge	01/15/2024	Adobe	CalCard xx6591 Jim Fox	870-02 · Dues/Publications/Subscriptions	-29.99	
Credit Card Charge	01/18/2024	Olema Campground LLC	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-34.10	
Credit Card Charge	01/18/2024	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-97.41	
Credit Card Charge	01/20/2024	Amazon Marketplace	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	-51.88	
Total CalCard xx6591 Jim Fox					-909.78	
<b>CalCard xx7757 S. Redding</b>						
Credit Card Charge	12/27/2023	Intuit/QuickBooks	CalCard xx7757 S. Redding	870-05 · Office Supplies	-828.12	
Credit Card Charge	12/29/2023	Vistaprint	CalCard xx7757 S. Redding	850-01 · Supplies & Inventory	-261.13	
Credit Card Charge	12/31/2023	Indeed, Inc,	CalCard xx7757 S. Redding	870-14 · Miscellaneous	-60.00	
Credit Card Charge	01/03/2024	Costco Wholesale	CalCard xx7757 S. Redding	843-01 · Volunteer Appreciation	-26.97	
Credit Card Charge	01/04/2024	Taxbandits	CalCard xx7757 S. Redding	870-14 · Miscellaneous	-5.95	
Credit Card Charge	01/04/2024	San Francisco Chronicle	CalCard xx7757 S. Redding	870-02 · Dues/Publications/Subscriptions	-0.99	
Credit Card Charge	01/16/2024	Whole Foods Market	CalCard xx7757 S. Redding	870-05 · Office Supplies	-17.79	
Total CalCard xx7757 S. Redding					-1,200.95	
Total 2670 · US Bank Cal Card						-2,445.22
<b>843 Fire Prevention</b>						
<b>843-01 · Volunteer Appreciation</b>						
Credit Card Charge	12/26/2023	Palace Market	843-01 · Volunteer Appreciation	CalCard xx6591 Jim Fox	17.27	
Credit Card Charge	01/02/2024	Palace Market	843-01 · Volunteer Appreciation	CalCard xx6591 Jim Fox	37.01	
Credit Card Charge	01/03/2024	Costco Wholesale	843-01 · Volunteer Appreciation	CalCard xx7757 S. Redding	26.97	
Credit Card Charge	01/14/2024	Bovine Bakery	843-01 · Volunteer Appreciation	CalCard xx6591 Jim Fox	33.00	
Credit Card Charge	01/14/2024	Palace Market	843-01 · Volunteer Appreciation	CalCard xx6591 Jim Fox	79.97	
Total 843-01 · Volunteer Appreciation					194.22	
Total 843 Fire Prevention						194.22
<b>850 Supplies &amp; Inventory</b>						
<b>850-01 · Supplies &amp; Inventory</b>						

## Inverness Public Utility District Custom Transaction Detail Report December 22, 2023 through January 22, 2024

Type	Date	Name	Account	Split	Amount
Credit Card Charge	12/22/2023	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	67.86
Credit Card Charge	12/27/2023	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	158.13
Credit Card Charge	12/27/2023	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	64.94
Credit Card Charge	12/29/2023	Vistaprint	850-01 · Supplies & Inventory	CalCard xx7757 S. Redding	261.13
Credit Card Charge	12/30/2023	Home Depot	850-01 · Supplies & Inventory	CalCard xx0239 David Briggs	334.49
Credit Card Charge	12/31/2023	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	60.92
Credit Card Charge	01/04/2024	Amazon	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	40.58
Credit Card Charge	01/04/2024	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	136.72
Credit Card Charge	01/18/2024	Olema Campground LLC	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	34.10
Credit Card Charge	01/18/2024	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	97.41
Credit Card Charge	01/20/2024	Amazon Marketplace	850-01 · Supplies & Inventory	CalCard xx6591 Jim Fox	51.88
Total 850-01 · Supplies & Inventory					1,308.16
Total 850 Supplies & Inventory					1,308.16
<b>870 Administration</b>					
<b>870-02 · Dues/Publications/Subscriptions</b>					
Credit Card Charge	01/04/2024	San Francisco Chronicle	870-02 · Dues/Publications/Subscriptions	CalCard xx7757 S. Redding	0.99
Credit Card Charge	01/15/2024	Adobe	870-02 · Dues/Publications/Subscriptions	CalCard xx6591 Jim Fox	29.99
Total 870-02 · Dues/Publications/Subscriptions					30.98
<b>870-05 · Office Supplies</b>					
Credit Card Charge	12/27/2023	Intuit/QuickBooks	870-05 · Office Supplies	CalCard xx7757 S. Redding	828.12
Credit Card Charge	01/16/2024	Whole Foods Market	870-05 · Office Supplies	CalCard xx7757 S. Redding	17.79
Total 870-05 · Office Supplies					845.91
<b>870-14 · Miscellaneous</b>					
Credit Card Charge	12/31/2023	Indeed, Inc,	870-14 · Miscellaneous	CalCard xx7757 S. Redding	60.00
Credit Card Charge	01/04/2024	Taxbandits	870-14 · Miscellaneous	CalCard xx7757 S. Redding	5.95
Total 870-14 · Miscellaneous					65.95
Total 870 Administration					942.84
<b>TOTAL</b>					<b>0.00</b>



Inverness Public Utility District  
Board Meeting

---

## Agenda Item No. 8

**Consider and Approve Legal Review of Emergency Intertie Agreement with NMWD for 10-year Renewal.**



*Inverness Public Utility District*

**Board Agenda Item Staff Report**

Subject: **North Marin Water District (NMWD) Intertie Agreement Renewal: Approve updated draft of renewal for another term of 10 years and submit to Legal Counsel for review prior to Approval.**

Meeting Date: February 27, 2024

Date Prepared: February 13, 2024

Prepared by: Shelley Redding, General Manager

Attachments: Current approved intertie agreement dated 3/14/2014

---

---

**Recommended Action: Consider proposal to renew Emergency Intertie Agreement with NMWD for another term of 10 years; instruct staff to submit a draft of renewed agreement for Legal Counsel review before final presentation for approval.**

---

---

**Background Timeline:**

January 1982: Intertie established between North Marin Water District (NMWD) and IPUD following the catastrophic floods that wiped out the water system in Inverness along with the Inverness Emergency Intertie Agreement.

April 1984: , the District entered into an additional Cooperative Services Agreement with NMWD.

June 2004: A revision was drafted that combined both of agreements into a single agreement titled Emergency Intertie and Cooperative Services Agreement.

June 2014: Emergency Intertie and Cooperative Services Agreement was renewed for 10 years, expiring in June 2024.

The agreement has been reviewed by independent counsel for both parties at the time of each renewal.

**Assessment:**

After reviewing the 2014 approved agreement, staff has determined that the current agreement does not require any substantive changes. Additionally, renewing and maintaining a cooperative agreement with NMWD satisfies some of the requirements of SB 552 for water shortage preparedness in the event of an emergency such as fire, infrastructure failure or other catastrophic event that impact water supply. As defined in the agreement, effects from drought related water shortages are not considered an emergency in the Agreement.

**Board Action:**

Consider current agreement and instruct staff to draft an updated agreement to submit to Legal Counsel for Legal Review.

1           **EMERGENCY INVERNESS INTERTIE AND COOPERATIVE SERVICES AGREEMENT**  
2

3           This Agreement, made this 19<sup>th</sup> day of March, 2014 by and between NORTH  
4 MARIN WATER DISTRICT, a public body, herein called "NMWD," and INVERNESS PUBLIC  
5 UTILITY DISTRICT, a public body, herein called "IPUD,"

6           1.     Recitals

- 7           A. NMWD and IPUD have developed and maintained separate sources of water  
8           supply and separate water distribution systems in Western Marin County  
9           (hereinafter referred to as water systems).  
10          B. Catastrophic events or unforeseen circumstances can occur which may  
11          adversely affect or interrupt the availability or distribution of water in either the  
12          NMWD water system or the IPUD water system.  
13          C. Since January 1982 a pipeline intertie connecting the IPUD water system and the  
14          NMWD water system has been in place to supply emergency water to the parties  
15          when the need may arise.  
16          D. Since April 1984 the parties have cooperated with one another in the occasional  
17          interchange of personnel and equipment in order to affect economies and more  
18          efficiently and effectively provide service to their respective customers.  
19          E. The 2004 Emergency Inverness Intertie and Cooperative Services Agreement  
20          sunsets on June 30, 2014.

21          2.     Objective

22           The parties to this Agreement believe that it is in their best interests to continue  
23           cooperating effectively, to maintain the existing Pipeline Intertie Facility in good  
24           working order and provide a mechanism to transfer emergency water supply from  
25           one party to the other when circumstances may require.

26          3.     Pipeline Intertie Facility

27           The Pipeline Intertie Facility includes a normally closed 6" (six inch) diameter intertie  
28           zone valve and 1" (one inch) bypass intertie meter and connecting service lines. Said  
29           zone valve and bypass meter is located adjacent to and in the westerly right of way of  
30           Sir Francis Drake Boulevard just south of the North Dream Farm Road intersection.

31          4.     Emergency Water Supply

32           The Intertie is available to transfer emergency water supply at up to 40 gallons per  
33           minute (GPM) to IPUD or NMWD when an emergency condition develops in one or  
34           the other of the water systems. All requests for transfer of emergency water supply  
35           shall be noticed pursuant to Section 10 of this Agreement. All transfers, except in the  
36           case of an extraordinary fire emergency noted below, shall flow through the 1"  
37           bypass intertie meter and be subject to the legal and prior obligations of the parties  
38           as determined unilaterally by the party called upon to supply emergency water to the  
39           requesting party. An emergency condition is defined as an acute problem and may  
40           include pipeline failure, treatment plant failure, source of supply contamination or  
41           interruption caused by natural and manmade disasters, etc. The party requesting  
42           emergency water supply shall record intertie meter readings and report same to the  
43           delivering party on a regular basis.

44           Notwithstanding the notice requirements above and in Section 10 of this Agreement,  
45           where an extraordinary fire emergency exists in either district requiring unrestricted  
46           flow, the district experiencing the fire emergency shall have the option to take

1 maximum flow by opening the 6-inch zone intertie valve between the NMWD and the  
2 IPUD water system. The district doing so shall notify the other district immediately.

3 5. Ownership, Operation and Maintenance

4 NMWD shall own and be responsible for operation, maintenance and replacement of  
5 the NMWD's existing water system facilities south of the Intertie zone valve. IPUD  
6 shall own and be responsible for operation, maintenance and replacement of the  
7 IPUD existing water system facilities north of the Intertie zone valve. By mutual  
8 consent of the Parties this point of Intertie zone valve can be moved to any point to  
9 the north within the IPUD water system.

10 Each party may render incidental regular and/or emergency water service to others  
11 from their water system facilities on their respective side of the Intertie zone valve,  
12 provided that the Emergency Water Supply capability as stated in paragraph 4 is not  
13 significantly diminished and provided further that the public water supply is  
14 safeguarded from backflow in the manner prescribed by NMWD Regulation No. 6 and  
15 as that regulation may from time to time be changed by NMWD. NMWD will maintain  
16 a current version of its Regulation No. 6 on its website.

17 NMWD shall annually be responsible for Pipeline Intertie Facility maintenance. Cost  
18 of said maintenance and any repair or replacement of said facility shall be shared  
19 equally between NMWD and IPUD.

20 6. Cooperation

21 A. The managers of the IPUD and NMWD will from time to time formulate and  
22 revise plans whereby personnel and/or equipment of one agency (for  
23 convenience referred to herein as "cooperating agency"), may be used by the  
24 other agency (referred to as "benefiting agency") to accomplish certain routine or  
25 emergency operations required by the benefiting agency, including but not  
26 necessarily limited to: maintenance, repair, replacement and installation of water  
27 facilities.

28 B. Requests for use of personnel and/or equipment shall be made by the manager  
29 of the benefiting agency, and it is intended that such requests will be complied  
30 with by the cooperating agency unless the manager of that agency determines  
31 that the requested personnel and/or equipment are needed to meet prior  
32 workload demands of the cooperating agency.

33 C. If deemed necessary by the cooperating agency, equipment will be furnished  
34 with an operator assigned by the cooperating agency. In addition, supervisory  
35 personnel shall also be furnished by the cooperating agency when the  
36 cooperating agency determines in its sole discretion that it is necessary. During  
37 the time they are engaged in serving the benefiting agency, all personnel shall be  
38 under the direction and control of the benefiting agency.

39 D. At the sole discretion of the cooperating agency, the benefiting agency shall pay  
40 the cooperating agency monthly on receipt of invoice the cooperating agency's  
41 costs for the equipment and personnel furnished. These costs shall be  
42 computed on the basis of the equipment rental rates and the salaries and payroll  
43 expenses that the cooperating agency would charge to itself under its accounting  
44 system had such equipment and personnel been employed in the work of the  
45 cooperating agency. In the event that the cooperating agency does not utilize an  
46 accounting system that identifies specific overhead and rental rates for the



1 personnel and equipment involved, the cost to the benefiting agency shall be  
2 mutually agreed to in advance by the managers of both agencies.

3 E. The benefiting agency will indemnify and hold harmless the cooperating agency  
4 for all liability and claims of liability for damages, personal injury and death to the  
5 public arising out of its use of vehicles, equipment or other property, or personnel  
6 of the cooperating agency. The benefiting agency will name the  
7 cooperating agency as an additional insured under its liability and property  
8 damage insurance policy with respect to work performed for it under this  
9 Agreement and will furnish and maintain a current certificate of insurance and  
10 endorsement. To the extent either agency is wholly or partly self-insured, it shall  
11 furnish the above certificate of insurance for such coverage as may be in force,  
12 and shall, for the self-insured portion, assume all defense and indemnification for  
13 liability with respect to work performed for it as a benefiting agency under this  
14 Agreement as if an insurance policy were in force.

15 Each agency shall maintain worker's compensation for industrial injury or illness  
16 through insurance, including coverage for its employees when used by the other  
17 agency under this Agreement.

18 The benefiting agency will reimburse the cooperating agency for any out-of-  
19 pocket loss resulting from damage to vehicles, equipment and other property  
20 owned by the cooperating agency, or injury to its personnel, arising out of the use  
21 of such vehicles, equipment, other property or personnel by the benefiting  
22 agency.

23 7. Charges and Billing

24 The price that IPUD and NMWD charges the other for emergency water shall be the  
25 Water Quantity Rate of the party receiving said emergency water (IPUD or NMWD)  
26 pursuant to regulations of said party, from time to time in effect. Except that  
27 emergency water charges for an extraordinary fire emergency shall be the actual "out  
28 of pocket" cost of the party delivering said emergency water as determined by the  
29 delivering party

30 The party delivering water pursuant to this Agreement shall bill not more frequently  
31 than monthly and the receiving party shall pay the amount of such billing within 30  
32 days of receipt of same.

33 For all other charges due under this Agreement, the billing party shall prepare a bill  
34 which the receiving party shall pay within 30 days of receipt of same.

35 Notwithstanding any dispute between the parties hereto, the receiving party shall pay  
36 all bills when due and shall not withhold all or any part of any payment pending the  
37 final resolution of such dispute. In the event of a dispute, the receiving party may  
38 pay its bills under protest and if the resolution of the dispute results in a refund, said  
39 refund shall include any interest earned by investment of the disputed funds.

40 8. Prior Agreements Terminated

41 The Prior Emergency Inverness Intertie Agreements dated January 23, 1982, April  
42 11, 1984, and July 15, 2005 between IPUD and NMWD are hereby terminated.

43 9. Method and place of Giving Notice and Making Payments

44 All notices, including requests for transfer of emergency water supply, shall be in  
45 writing and notices and payments may be given by personal delivery or by mail.  
46 Notices and payments sent by mail shall be addressed as follows:

NMWD: North Marin Water District  
Attn: General Manager  
P.O. Box 146  
Novato, CA 94948-0146

IPUD: Inverness Public Utility District  
Attn: General Manager  
P.O. Box 469  
Inverness, CA 94937-0469

1 Changes may be made in the names and addresses of the person to whom notices  
2 and payments are to be given by giving notice pursuant to this section.

3 10. Third Party Beneficiaries

4 No third party beneficiaries are intended or established by this Agreement.

5 11. Representation by Counsel

6 IPUD and NMWD each were represented by independent counsel in the negotiation  
7 and execution of this Agreement. For the purposes of interpretation of this  
8 Agreement, neither party shall be deemed to have been the drafter of this  
9 Agreement.

10 12. Severability

11 If any one or more sections, provisions, promises or conditions of this Agreement is  
12 declared null and void or voidable for any reason by a final judgment or order of a  
13 court of competent jurisdiction, it is hereby declared to be the intention of both parties  
14 and agreed that each and all of the other sections, provisions, promises and  
15 conditions of this Agreement shall be and remain in full force and effect.

16 13. Terms of Agreement

17 The term of this Agreement shall extend from the date of execution hereof until  
18 June 30, 2024.

19

1 IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date  
2 first above written.


3

**INVERNESS PUBLIC UTILITY DISTRICT**

By:   
President, Board of Directors.

Dated: 3/19/14

ATTEST:


  
Secretary

**NORTH MARIN WATER DISTRICT**

By:   
President, Board of Directors

Dated: 3/27/14

ATTEST:

  
Secretary

4



Inverness Public Utility District  
Board Meeting

---

## Agenda Item No. 9

**Consider and Approve Workplace Violence Prevention  
Program Policy.**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: **Consider and Approve a Workplace Violence Prevention Policy**  
Meeting Date: **February 27, 2024**  
Date Prepared: **February 23, 2024**  
Prepared by: Shelley Redding, General Manager  
Attachments: DRAFT – IPUD Workplace Violence Prevention Policy

---

---

**Recommended Action: Approve Policy as presented**

---

---

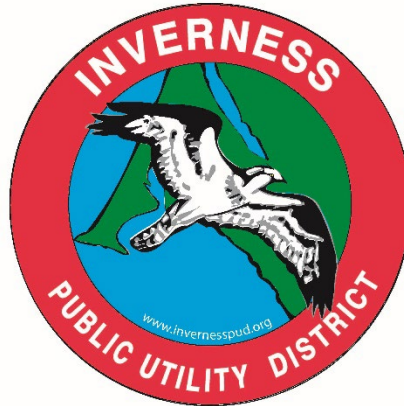
SB 553, signed into law by California Gov. Gavin Newsom in September 2023, mandates that nearly all California employers (with 10 or more employees on-site) establish a comprehensive written Workplace Violence Prevention Plan. The deadline for compliance is July 1, 2024.

The attached draft was developed by another Special District and was tailored to our organization's needs. Workplace violence isn't limited to physical altercations; it includes threats, harassment, intimidation, and disruptive behavior that jeopardize employee safety. The WVPP aims to prevent workplace violence incidents and protect employees from harm. Non-compliance can result in citations and penalties by the California Occupational Health and Safety Administration (Cal/OSHA).

Key Components of the WVPP include:

- Hazard Identification and Correction: Assess and address workplace violence hazards.
- Incident Reporting: Maintain a log of violent incidents.
- Effective Communication: Ensure clear communication with employees.
- Training: Provide tailored workplace violence prevention training.
- Post-Incident Response and Investigation: Establish procedures for handling incidents.
- Regular Plan Review and Updates: Keep the plan current and effective.

The next steps after approval will be to incorporate this policy into the annual Injury and Illness Prevention Program (IIPP) scheduled for this Spring.



**March 1, 2024**

# **Workplace Violence Prevention Plan**

**TABLE OF CONTENTS**

Policy ..... 1

Prohibited Acts..... 1

Responsibility and Authority ..... 2

Compliance ..... 2

Communication and Training ..... 3

Procedures ..... 3

Hazard Assessment ..... 4

Hazard Correction..... 4

Post Incident Response and Investigation..... 5

Recordkeeping ..... 5

Annual Review..... 5

Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

DRAFT

## Policy

The Inverness Public Utility District (IPUD) is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for the purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

## Prohibited Acts

IPUD will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
  - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
  - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.

*Workplace violence* can be categorized into four types:

**Type 1:** Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime.

**Type 2:** Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

**Type 3:** Workplace violence against an employee by a present or former employee, supervisor, or manager.

**Type 4:** Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

In addition, IPUD prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all IPUD property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on IPUD property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.



## **Responsibility and Authority**

### **Workplace Violence Prevention Plan Administrator**

District Management has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports.

Management shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

Management shall coordinate the implementation of the workplace violence prevention plan, when applicable, to ensure their employees understand their respective roles as provided in the plan. These other employees shall be provided with training on IPUD's WPV plan.

### **Management Responsibilities include:**

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

### **Employees Responsibilities include:**

- Complying with the plan;
- Maintaining a violence-free work environment;
- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

## **Compliance**

Management is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violent behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

## **Communication and Training**

Management is responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisor about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the Operations Manager will report this information to the Administrative Manager who will investigate the incident. The Administrative Manager will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the IPUD's responsibility in complying with hazard correction measures outlined in the WVP plan.

Any employee who believes he or she has the potential of violent behavior is encouraged to use IPUD's confidential Employee Assistance Program:

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;
- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- IPUD alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- IPUD'S Employee Assistance Program

## **Procedures**

### **Responding to Actual or Potential Workplace Violence Emergencies**

In the event of an actual or potential workplace violence emergency, District Management will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Direct contact, phone call, or text message.

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the management and colleagues through phone or text message.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees shall call 911 to report the incident and request assistance from law enforcement.

## **Emergencies and Reporting a Crime**

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

## **Reporting Workplace Violence Concerns**

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

## **Restraining Orders**

Employees or other personnel affiliated with the IPUD who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

## **Hazard Assessment**

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

## **Hazard Correction**

*Work practice controls* will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

*Work practice controls* are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

## **Post-Incident Response and Investigation**

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;
- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

## **Recordkeeping**

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for three years per the recordkeeping requirements of the IPUD's Injury and Illness Prevention Program.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum of three years.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained for a minimum of five years at the District's Office.

## **Annual Review**

IPUD's Workplace Violence Prevention Plan will be reviewed annually and updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

**Appendix A**

**WORKPLACE VIOLENT INCIDENT LOG**

This form must be completed for every record of violence in the workplace

<b>Incident ID #*:</b>	<b>Date and Time of Incident:</b>
<b>Specific Location of Incident:</b>	

*\* Do not identify employee by name, employee #, or SSI. The Incident ID must not reflect the employee's identity)*

**Describe Incident** (Include additional pages if needed):

**Assailant information:**

<input type="checkbox"/> Patient	<input type="checkbox"/> Client	<input type="checkbox"/> Customer
<input type="checkbox"/> Family or Friend of Patient	<input type="checkbox"/> Family or Friend of Client	<input type="checkbox"/> Family or Friend of Customer
<input type="checkbox"/> Partner/Spouse of Victim	<input type="checkbox"/> Parent/Relative of Victim	<input type="checkbox"/> Co-Worker/Supervisor/Manager
<input type="checkbox"/> Former Partner/Spouse of Victim	<input type="checkbox"/> Animal	<input type="checkbox"/> Person In Custody
<input type="checkbox"/> Robber/Burglar	<input type="checkbox"/> Passenger	<input type="checkbox"/> Stranger
<input type="checkbox"/> Student	<input type="checkbox"/> Other:	

**Circumstances at time of incident:**

<input type="checkbox"/> Employee Performing Normal Duties	<input type="checkbox"/> Poor Lighting	<input type="checkbox"/> Employee Rushed
<input type="checkbox"/> Employee Isolated or Alone	<input type="checkbox"/> High Crime Area	<input type="checkbox"/> Low Staffing Level
<input type="checkbox"/> Unable to Get Help or Assistance	<input type="checkbox"/> Working in a Community Setting	<input type="checkbox"/> Unfamiliar or New Location
<input type="checkbox"/> Other:		

**Location of Incident:**

<input type="checkbox"/> Patient or Client Room	<input type="checkbox"/> Emergency or Urgent Care	<input type="checkbox"/> Hallway
<input type="checkbox"/> Waiting Room	<input type="checkbox"/> Restroom or Bathroom	<input type="checkbox"/> Parking Lot or Outside Building
<input type="checkbox"/> Personal Residence	<input type="checkbox"/> Breakroom	<input type="checkbox"/> Cafeteria
<input type="checkbox"/> Other:		

**Type of Incident (check as many apply):**

<input type="checkbox"/> Robbery	<input type="checkbox"/> Grabbed	<input type="checkbox"/> Pushed
<input type="checkbox"/> Verbal Threat or Harassment	<input type="checkbox"/> Kicked	<input type="checkbox"/> Scratched
<input type="checkbox"/> Sexual Threat, Harassment, or Assault	<input type="checkbox"/> Hit with an Object	<input type="checkbox"/> Bitten
<input type="checkbox"/> Animal Attack	<input type="checkbox"/> Shot (or Attempted)	<input type="checkbox"/> Slapped
<input type="checkbox"/> Threat of Physical Force	<input type="checkbox"/> Bomb Threat	<input type="checkbox"/> Hit with Fist
<input type="checkbox"/> Threat of Use of Weapon or Object	<input type="checkbox"/> Vandalism (of Victim's Property)	<input type="checkbox"/> Knifed (or Attempted)
<input type="checkbox"/> Assault With A Weapon or Object	<input type="checkbox"/> Vandalism (of Employer's Property)	<input type="checkbox"/> Arson
<input type="checkbox"/> Robbery	<input type="checkbox"/> Other:	

**Consequences of incident:**

Medical care provided? <input type="checkbox"/> Yes <input type="checkbox"/> No	Law enforcement called? <input type="checkbox"/> Yes <input type="checkbox"/> No	Security contacted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Did anyone provide assistance to conclude the event? <input type="checkbox"/> Yes <input type="checkbox"/> No		Days lost from work (if any) _____
Actions taken by the employer to protect employees from a continuing threat. <input type="checkbox"/> Yes <input type="checkbox"/> No		

**Completed by:**

Name:	Title:	Date:
Telephone:	Email:	
Signature:	Telephone:	

**Appendix B**

**WORKPLACE VIOLENCE PREVENTION  
ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST**

<b>Assessed by:</b>	<b>Title:</b>
<b>Location(s) Assessed:</b>	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase IPUD’s vulnerability to workplace violence events.

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

**STEP 1: IDENTIFY RISK FACTORS**

<b>Yes</b>	<b>No</b>	<b>Risk Factors</b>	<b>Comments:</b>
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

**STEP 2: CONDUCT ASSESSMENT**

**Building Interior**

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are clients and visitors clearly informed so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

### Buildings Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

### Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting on the parking lot to see clearly?	



## Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there alarm systems?	
		Do doors lock?	
		Are telephones with an outside line prograded for 911?	
		Is there a secured entry?	





Inverness Public Utility District  
Board Meeting

---

## Agenda Item No. 10

**Consider and Approve Letter to California Public Utilities  
Commission Opposing AT&T Application to Withdraw  
Landline Services in West Marin Region.**



## INVERNESS PUBLIC UTILITY DISTRICT

POST OFFICE BOX 469  
12781 SIR FRANCIS DRAKE BLVD.  
INVERNESS, CA 94937-0469

(415)669-1414 [INVERNESSPUD.ORG](http://INVERNESSPUD.ORG) [ADMIN@INVERNESSPUD.ORG](mailto:ADMIN@INVERNESSPUD.ORG)

### California Public Utilities Commission

CPUC Public Advisors Office  
505 Van Ness Avenue  
San Francisco, CA 94102

### Subject: Opposition to AT&T's Application to Relinquish COLR Obligations and ETC Designation (A.23-03-003 and A.23-03-002)

Dear Commissioners,

We are writing to you on behalf of the Inverness Public Utility District, which serves the community of Inverness in Marin County, California. Our mission is to ensure the safety and well-being of our community members, and we are deeply concerned about AT&T's recent application to be relieved of its Carrier of Last Resort (COLR) obligations and to give up its designation as an Eligible Telecommunications Carrier (ETC) in our area.

The Basic Service provided under the COLR obligations, including Lifeline rates, access to 9-1-1, Telephone Relay Service, and directory and operator services, is not just a convenience but a lifeline for our residents. In emergencies, when seconds count, the reliability of landline telephone service can mean the difference between life and death. The loss of such services would place our most vulnerable populations of the elderly, the low-income families, and those with medical conditions, at significant risk.

Furthermore, as a rural area, our community members often face challenges with cellular reception and internet connectivity. Frequent and sustained power outages occur and reliability on a copper wire telephone landline is an essential component of safety and emergency response requests in our community. Landline telephones remain the most reliable form of communication, especially during natural disasters when other systems fail. The most recent outage experienced by AT&T on February 22, 2024, is a reminder that reliance on cell phone technology for communications should not be considered a replacement for the traditional copper wire telephone land line. The financial assistance provided by the Universal Service Fund to AT&T as an ETC ensures that all income levels have access to essential communication services.

We urge the Commission to consider the potentially life-threatening implications of approving AT&T's application. The safety of our community should not be compromised by corporate cost-saving measures. We request that AT&T be held to its current obligations to provide Basic Service and maintain its ETC designation in our area.

Thank you for your attention to this critical matter. We trust that you will make a decision that prioritizes the safety and well-being of all Californians.

Sincerely,

**Kathryn Donohue**  
President, Board of Directors

**Shelley L Redding**  
General Manager

BOARD OF DIRECTORS: KATHRYN DONOHUE PRESIDENT • KEN EMANUELS, VICE PRESIDENT

DAVID PRESS, TREASURER • BRENT JOHNSON • DAKOTA WHITNEY



**SHELLEY REDDING, GENERAL MANAGER**

**JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)**



Inverness Public Utility District  
Board Meeting

---

# Agenda Item No. 11

## **Committee Meetings/Reports**



Inverness Public Utility District  
Board Meeting

---

# Agenda Item No. 12

## **Committee Meetings/Reports**