

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD, #5 • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Regular Meeting

Wednesday, August 23, 2023

9:00 a.m.

Inverness Firehouse, 50 Inverness Way No.

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. Board Officer Elections

4. **Approval of Minutes:** Regular meeting of July 26, 2023

The State of the District

5. Management Report

- Grants and Projects
 - a. District Capital Projects Funding Strategy Report – Update
 - b. DWR Drought Relief Program Tank Replacement Project
 - c. Coastal Zone Regional Collaboration Project
 - d. FY 2023/2024 Special Fire Tax Overview

6. Water System Reports

- July 2023, Senior Water Operator Ken Fox
- El Nino Southern Oscillation (ENSO) Diagnostic Discussion August 10, 2023

7. **Fire Department Reports:** Fire Chief Jim Fox & Assistant Chief David Briggs

- July 2023 Activity Report
- Marin Wildfire Prevention Authority (MWPA) Report
- Marin Emergency Radio Authority (MERA) update

The Business of the District

8. **Approval of Expenditures and Credit Card Charges:** July 2023

9. **Ordinance 111-2023:** Adding New Water System Regulation 118 "Water Conservation and Prohibitions on Water Wastage"

10. **Committee Meetings/Reports**

11. **Adjournment**

Posted Aug. 18, 2023

Material provided in the meeting packet is available on the District's website, 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: KENNETH J. EMANUELS, PRESIDENT • DAKOTA WHITNEY, VICE PRESIDENT
KATHRYN DONOHUE, TREASURER • BRENT JOHNSON • DAVID PRESS



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 August 23, 2023

Agenda Item No. 1

Call to Order;
Attendance Report



Inverness Public Utility District
Board Meeting August 23, 2023

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.

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Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 3

Board Officer Elections



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 4

Meeting Minutes

- July 26, 2023 Regular Meeting



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 Wednesday, July 26, 2023, 9:00 a.m. Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:02 a.m.

Directors Present: Ken Emanuels, Kathryn Donohue, David Press

Directors Absent: Dakota Whitney, Brent Johnson

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Fire Services Assistant; Ken Fox, Sr. Water Operator, Wade Holland, Customer Services Manager, Jenna Nicolas, Grants and Projects Coordinator (via video)

2. **Public Expression:** There were no comments or public expression.

3. **Board Officer Elections:** Director Emanuels proposed to elect a new Board President. Because of the absence of two Directors, it was decided to table the item to the August meeting.

4. Approval of Minutes:

- Regular Meeting of May 24, 2023

M/S Donohue/Press to approve the minutes of the Regular Meeting of May 24, 2023, as submitted.

AYES 3, NOES 0

- Special Meeting of June 2, 2023

M/S Donohue/Press to approve the minutes of the Special Meeting of June 2, 2023, as submitted. AYES

3, NOES 0

GM Redding requested that items 8 and 10 be moved forward on the agenda to accommodate Staff schedule.

8. **Adoption of Ordinance 112-2023:** Amending Water System Regulation 115, “Adjustment of Usage Charge for Unintentional or Inadvertent Usage”

Customer Services Manager Holland made a presentation about the Water System’s usage adjustment program, noting that it has always been intended to cover both the District’s costs associated with customers’ inadvertent or unintentional high water usage and the District’s costs in processing applications for usage adjustment. He described the current process for granting adjustments in the usage charge and how the proposed amendments to Regulation 115 address a perceived inequity in how the adjusted charge is determined. Currently, high-volume water users pay none of the District’s processing costs, while low-volume users pay all of those costs. Directors asked if the proposed processing charge will remain adequate in the future or if an amendment to the regulation might be needed at some point. Staff agreed that an evaluation would be needed in the future to ensure that the processing charge remains sufficient to cover the District’s costs.

M/S Donohue/Press to adopt Ordinance 112-2023 as presented, with a request that the amount of the processing charge be re-evaluated in the future. AYES 3, NOES 0

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



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

10. Response to 2022/2023 Grand Jury Recommendation

Customer Services Manager Holland summarized the Marin County Civil Grand Jury report. “Build more ADUs – An Rx for Increasing Marin’s Housing Supply,” and the proposed mandatory response from the District to Finding F7 and Recommendation R4. He noted that the District’s fire protection function does not impose any impact or connection fees for residential development of any size, so no implementation by the District of Recommendation R4 is warranted.

M/S Press/Donohue to approve the response to the 2022-2023 Civil Grand Jury Report as proposed. AYES 3, NOES 0

5. Management Report

Grants and Projects

- **District Capital Projects Funding Strategy Report – Update:** GM Redding noted the documents provided in the Board packet and asked staff member Jenna Nicolas to provide context for the Board. Ms. Nicolas discussed the status of Hazard Mitigation Planning and a meeting held at the end of May with Steven Torrence, Director of the Marin County Office of Emergency Services. She reported that Mr. Torrence had some valuable insights to guide the District’s development of a Hazard Mitigation Plan, and he proposed that instead of pursuing a single-jurisdiction plan, the District could be included within the County’s plan. Staff submitted a list of “common concern” areas to be added to the current plan, as feasible. Ms. Nicolas then described a new effort to collaborate with other Marin coastal agencies to pursue funding by NOAA for a regional assessment. There was also discussion about holding a community meeting with area stakeholders to update residents about the various projects and plans currently active or being planned.
- **IPUD 75th Year Anniversary Update:** Staff has been working with Dewey Livingstone about the exhibit at the Jack Mason Museum. Plans are in place for an Open House event at the Firehouse on Friday, August 11, 2023 from 3:00 – 6:00 pm, and Art Rogers has been engaged to take a picture of all in attendance at the open house towards the end of the event.
- **District Office Space Update:** Staff reports that the new office is mostly set up and functioning. The space provides more work area for additional staff, as needed, and is functional and comfortable.

6. Water System Reports: May and June 2023

Senior Water Operator Ken Fox presented the Water System reports for May and June. He noted that streamflows continue to decline, which is typical for this time of year, but the system is not using all sources at this time and does not foresee the need to use any of the low intakes this year. Director Emanuels asked about the benefits of the increased storage from the Tenney Tanks Replacement Project; staff noted that the increase of 26,400 gallons is helpful but not notably significant in terms of the system’s overall storage capacity.

7. Fire Department Reports: May and June 2023

Assistant Chief Briggs presented the monthly reports of fire department activities. He reported that 30 people have signed up for a Lifesaving Skills class that is scheduled for August 7. He also reported on a live-fire drill at Hicks Valley with Marin County Fire and other agencies. Eight volunteers from Inverness attended.

Marin Wildfire Prevention Authority (MWPA) Local and CORE Projects Update: Staff reported that defensible space inspections are currently underway in the District. Chief Fox noted that he had a conversation with the defensible space coordinator about the inspection reports and the concerns raised by residents as to the severity of some of the findings and corrective actions that are reported. Directors underscored their desire to receive regular monthly reports on MWPA activities, especially with regard to projects that involve Inverness. Director Donohue inquired about an email from San Jose State University regarding insurance coverage, but Chief Fox did not recall having received it. There was also discussion about new laws going into effect in 2024 regarding vegetation clearance around structures.

Marin Emergency Radio Authority (MERA) Update: GM Redding noted that the contribution amounts for all member agencies have increased, and she provided a statement showing the amount being assessed to each

agency for FY2023-2024. Chief Fox had nothing new to report on recent construction activity related to the next-generation MERA project.

9. Adoption of Overhead Rates for FY 2023/2024

GM Redding presented the calculations for the overhead rates to be in effect for the Fiscal Year 2023/2024, which reflect the approved budget. *M/S Donohue/Press to adopt Overhead Rates for FY 2023/2024 as presented. AYES 3, NOES 0*

11. Adoption of Resolution 282-2023: Authorizing the Grant Application, Acceptance and Execution for the Drought Relief Program Tank Replacement Project.

Staff presented the resolution, as required, to officially be awarded the \$1.2 million grant from the State Department of Water Resources for the Drought Relief Program Tank Replacement Project.

M/S Donohue/Press to adopt Resolution 282-2023 Authorizing the Grant Application, Acceptance and Execution for the Drought Relief Program Tank Replacement Project. AYES 3, NOES 0

12. Approve Expenditures and Credit Card Charges: May and June 2023

General Manager Redding presented the May and June 2023 expenditures and credit card ledgers for approval. GM Redding noted the various payments made for FY 2023/2024 for Insurance, Unfunded Accrued Liability, and MERA contribution.

M/S Donohue/Press to approve the May 2023 expenditures and credit card purchases and the June 2023 expenditures and credit card purchases as presented. AYES 3, NOES 0

13. Committee Meetings/Reports

Nothing was reported.

14. Adjournment: President Emanuels adjourned the meeting at 10:33 a.m. The next regular meeting is scheduled for August 23, 2023.

Attest: /s/

Date: 7/26/2023

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 5

Management Report

Grants and Projects:

- **District Capital Projects Funding Strategy Report**
- **DWR Drought Relief Program Tank Replacement Project**
- **Coastal Zone Regional Collaboration Project**
- **FY 2023-2024 Special Fire Tax Overview**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: State DWR Drought Relief Program Tank Replacement Project Grant
Meeting Date: August 23, 2023
Date Prepared: August 18, 2023
Prepared by: Shelley Redding, General Manager
Attachments: None

Recommended Action: None, for Informational Purposes

After receiving the Notice of Grant Award from the State Department of Water Resources, staff had a video meeting with the initial project manager for the State DWR to go over the project, and to ask and answer questions around the grant timeline, necessary environmental permits, and engineering documents. At present, the grant award is only to be used for the Colby site and if we would like to add the Seahaven Tank site, we will need to submit an amendment, with an Engineer estimate of cost to have that considered as part of the funding, or, if allowed, an increase in funding.

At the last Board meeting, when your Board approved Resolution 282-2023, that allows the “General Manager, or a Designee to execute and submit the required applications, forms and funding agreements for the Department of Water Resources Drought Relief Program Grant Funding”, staff submitted the required preliminary documents and the signed resolution to the project manager.

The first draft of the Financing Agreement Template was received and reviewed. Staff have initiated a project checklist for tracking progress and essential milestone dates. Quarterly progress reports are required, and a report template will be provided by the State DWR staff. After review, the Financing Agreement Template was returned with questions for clarification. The questions were answered and then the draft document was forwarded to the Engineer at Brelje & Race requesting his review of requirements for an updated engineering report and the estimates for cost. Once those items are received back from the engineer, the Financing Agreement can be returned with a stated budget and then, the applications for permits can be started.



Board Agenda Item Staff Report

Subject: Coastal Zone Regional Collaboration Project
Meeting Date: August 23, 2023
Date Prepared: August 18, 2023
Prepared by: Shelley Redding, General Manager
Attachments: NOAA-CCRC Program Overview

Recommended Action: None, for Informational Purposes

Background:

During research for funding sources for Hazard Mitigation Planning, staff member Jenna Nicolas discovered a grant opportunity from the National Oceanic and Atmospheric Association (NOAA) Office for Coastal Management called the Coastal Climate Resilience Challenge (CCRC). Since staff have been discussing the District's interest in pursuing a comprehensive assessment of the vulnerabilities for our region, with both the County OES director and with Consultants, it has become clear that most funding efforts are now encouraging regional collaboration for mitigation and resilience and adaptation efforts.

Overview:

After discussing the potential for this grant, and how it fits with our objective of more regional collaboration with other agencies for the common goal of resilience and mutual aid, we decided the next step was for Jenna to reach out to Bolinas CPUD, Muir Beach CSD and Stinson Beach County Water to introduce herself and to state our intended goal to gauge interest. Her initial contact with the identified agencies was enthusiastically received and initial areas of focus were to identify what is necessary, including an initiative that explicitly states how our project builds on the work of NOAA's goals for climate change. It is also crucial that our collaboration will benefit from identifying local, regional, state, and federal collaborations that we intend to work with to achieve our resilience goals; if we build a connection between engaging with our local disaster councils, regional watersheds, Marin County OES and Stinson ARC, and the National Park Service, we think it would strengthen our application. The period of performance is 3-5 years, which allows for a more flexible schedule of coordination (very useful for our small staffing).

We have identified the Track One funding as our intended goal. Here is a list of what Track One funding can be used for:

- Establishing and expanding durable regional partnerships, including organizational development of a regional collaborative, identification of strategies and actions, and strategic planning;
- Conducting outreach and communication activities related to regional resilience and adaptation;
- Convening inclusive and accessible engagement activities to enhance the breadth of the collaborative teams, especially with marginalized, underserved, and underrepresented communities;
- Analyzing risk, vulnerability and adaptation actions for the region and conducting related assessments;
- Planning for the implementation of equitable resilience and adaptation actions, including integration with other planning efforts;
- Undertaking environmental and engineering reviews needed to support future resilience and adaptation actions;
- Developing and implementing laws, regulations, and policies related to resilience and adaptation actions;
- Identifying and pursuing funding and financing options for resilience and adaptation actions;
- Identifying the workforce requirements to implement resilience and adaptation actions into the future;
- Developing and implementing training and capacity building for resilience and adaptation in coastal communities, especially for marginalized, underserved, and underrepresented communities;
- Designing, planning, and implementing performance management and evaluation activities related to the collaborative partnerships; and
- Pursuing other activities is essential to moving forward with regional coastal resilience and adaptation activities.

Staff was able to meet with the initial coastal agencies and discuss the effort and it was verbally agreed to pursue a Letter of Interest (LOI) with mutually stated goals of developing a tailored adaptation and resilience strategy to identify feasible mitigation options that result in regional awareness, robust emergency responses, and ecosystem-based resilience for our coastal communities. Building on our cultural compatibility and localized generational knowledge of our individual regions, we seek to collaboratively build an enduring capacity for support between our districts including workforce development, affordable housing, and shared resources.

Next Steps:

Staff will be contacting the County OES regional representative for the Coastal Zone, Bolinas Fire, Stinson Fire and Marin County Fire to discuss the goals initially identified. Additionally, we will contact our other regional partners that would be appropriate for our coordinated effort. The LOI is due on Monday, August 28, 2023, and a draft has been distributed to each initial partner for input and edits.



About the Climate Resilience Regional Challenge

Approximately \$575 million is being made available through the Climate Resilience Regional Challenge for projects that build the resilience of coastal communities to extreme weather and other impacts of climate change. This new grant program is administered by NOAA's Office for Coastal Management, with funding made possible by the [Inflation Reduction Act](#), a historic, federal government-wide investment that is advancing NOAA's efforts to build [Climate-Ready Coasts](#).

The focus of this program is on collaborative approaches to achieving resilience in coastal regions. Selected grants will address risk reduction, regional collaboration, equity, and building enduring capacity for adaptation. There are two separate but simultaneous funding tracks. Funding for both tracks will be spent over the next five years.

- Track One: Regional Collaborative Building and Strategy Development
- Track Two: Implementation of Resilience and Adaptation Actions

Track One: Regional Collaborative Building and Strategy Development

For efforts funded through this program, a partnership-focused, regional approach to building climate resilience is desired. Track One funding can be used to initiate new, regional-scale collaborative efforts or to advance existing partnerships. The goal is to collectively move more coastal communities closer to taking action, especially those that have been marginalized, underserved, or underrepresented. NOAA anticipates selecting 20 to 25 proposals ranging from \$500,000 to \$2 million each. Total funding for all Track One awards may be up to \$25 million.

Track Two: Implementation of Resilience and Adaptation Actions

Reducing risk and vulnerability requires action. This track provides funding for applicants to implement coordinated adaptation efforts that support a holistic vision for resilience and build the capacity of the communities in a region to sustain efforts into the future, especially those communities that have been marginalized, underserved, and underrepresented. NOAA anticipates awarding up to 15 proposals ranging from \$15 million to \$75 million each. Total funding available for all Track Two awards is up to \$550 million.

Additional Information and Resources

Upon release, the Notice of Funding Opportunity will be available on the [Office for Coastal Management's website](#), along with frequently asked questions and other helpful information. NOAA technical assistance, including data, tools, and training, will be available throughout the application and implementation processes for organizations applying for and receiving a grant.

For more information, contact resiliencechallenge@noaa.gov.

Overview of Special Fire Tax, FY 2023/24

Gross revenue from tax, FY 2023/24	76,855.34
County fee withheld (@\$2.00/parcel x 687 taxable parcels))	1,374.00
Net proceeds to District	75,481.34
Net proceeds in previous year (FY 2022/23)	75,385.06
Dollar increase year-to-year	96.28
Percentage increase year-to-year	0.128%
Total number of assessor's parcels in District	744
Untaxable parcels	57
Taxable parcels	687
Taxable developed parcels (taxed at 6¢ per sq ft of structures)	536
Taxable undeveloped parcels (taxed at \$5.00 per parcel)	151
Residentially-zoned taxable parcels ¹	523

¹ The Water System serves 500 residential customer services (plus 18 commercial/institutional customer services, for a total of 518 customer connections). Of the 500 residential customer services, nine are inactive on undeveloped lots, leaving a total of 491 parcels served by an active residential water meter. There are also 23 developed residential parcels within the District but outside the Water System's service area (1 on Kehoe Way, 13 on Highland Way, 8 on Vision Road, and 1 on Camino del Mar). This produces a total of 514 developed residences within the District.



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 6

Water System Report

- July 2023
- August 10, 2023 ENSO Report

EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by

CLIMATE PREDICTION CENTER/NCEP/NWS

10 August 2023

ENSO Alert System Status: El Niño Advisory

Synopsis: El Niño is anticipated to continue through the Northern Hemisphere winter (with greater than 95% chance through December 2023 -February 2024).

In July, El Niño continued as indicated by above-average sea surface temperatures (SSTs) across the equatorial Pacific Ocean (Fig. 1). Nearly all of the weekly Niño indices in the central and eastern Pacific were in excess of +1.0°C: Niño-3.4 was +1.1°C, Niño-3 was +1.8°C, and Niño1+2 was +3.4°C (Fig. 2). Area-averaged subsurface temperatures anomalies decreased compared to June (Fig. 3), but remained positive, in association with anomalous warmth across the equatorial Pacific Ocean (Fig. 4). Tropical atmospheric anomalies were also consistent with El Niño. Starting in mid-July, low-level winds were anomalously westerly over the western equatorial Pacific, while anomalous easterlies prevailed over the eastern Pacific. Upper-level wind anomalies were westerly over the eastern Pacific. Convection continued to be enhanced around the International Date Line and was weakly suppressed in the vicinity of Indonesia (Fig. 5). The equatorial Southern Oscillation Index (SOI) and the traditional SOI were both negative. Collectively, the coupled ocean-atmosphere system reflected El Niño.

The most recent IRI plume indicates El Niño will persist through the Northern Hemisphere winter 2023-24 (Fig. 6). Given recent developments, forecasters are more confident in a “strong” El Niño event, with roughly 2 in 3 odds of an event reaching or exceeding 1.5°C for the November-January seasonal average in Niño-3.4. Note that a strong El Niño does not necessarily equate to strong El Niño impacts locally, with the odds of related climate anomalies often lower than the chances of El Niño itself (e.g., CPC’s seasonal outlooks). In summary, El Niño is anticipated to continue through the Northern Hemisphere winter (with greater than 95% chance through December 2023 -February 2024; Fig. 7).

This discussion is a consolidated effort of the National Oceanic and Atmospheric Administration (NOAA), NOAA’s National Weather Service, and their funded institutions. Oceanic and atmospheric conditions are updated weekly on the Climate Prediction Center website (El Niño/La Niña Current Conditions and Expert Discussions). Additional perspectives and analyses are also available in an ENSO blog. A probabilistic strength forecast is available here. The next ENSO Diagnostics Discussion is scheduled for 14 September 2023. To receive an e-mail notification when the monthly ENSO Diagnostic Discussions are released, please send an e-mail message to: ncep.list.enso-update@noaa.gov.

Climate Prediction Center
National Centers for Environmental Prediction
NOAA/National Weather Service
College Park, MD 20740



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 7

Fire Department Report

- July 2023
- Marin Wildfire Prevention Update (MWPA)
- Marin Emergency Radio Authority Update

FIRE DEPARTMENT REPORT

July 2023

INCIDENTS:

<i>#</i>	<i>Date</i>	
#23-083	7-1	EMS @ Pine Hill. M94 code 3 transport. <i>Attendance:</i> David Briggs, Jim Fox, Tim Olson
#23-084	7-2	EMS @ Sir Francis Drake Blvd. No transport. <i>Attendance:</i> David Briggs, Jim Fox, Tim Olson, Brian Cassel, Greg Eastman, Jacob Leyva, Tom Fox
#23-085	7-5	EMS @ Bay View Way. M94 transport. <i>Attendance:</i> David Briggs, Jim Fox, Tom Fox, Ken Fox.
#23-086	7-11	EMS @ East Roberts Dr. M96 code 3 transport. <i>Attendance:</i> Jacob Leyva, Jim Fox, Tom Fox, Ken Fox.
#23-087	7-19	Water rescue @ Hearts Desire. Cancelled <i>Attendance:</i> Jim Fox, David Briggs.
#23-088	7-28	EMS @ TK. Cancelled <i>Attendance:</i> Jim Fox, David Briggs.
#23-089	7-29	EMS @ Sir Francis Drake Blvd. <i>Attendance:</i> All personnel at Hick's Valley training.
#23-090	7-31	Tree down @ Hawthornden Way. <i>Attendance:</i> Jim Fox, Ken Fox.

TRAININGS:

July 9: Wildland fire training with Point Reyes.

Attendees: Greg Eastman, Jim Fox, Tim Olson, Jacob Leyva, Jay Borodic, Brian Cassel, Ken Fox, Andrew Bock, Tom Fox, Cassidy Russell

July 25: Wildland fire training. Progressive hoselays, pump and roll.

Attendees: Greg Eastman, Jim Fox, Tim Olson, Jacob Leyva, Jay Borodic, Brian Cassel, Ken Fox, Andrew Bock, Tom Fox, Cassidy Russell

July 29: Live vegetation fire training with Marin County Fire and all other West Marin volunteer fire agencies in Hick's Valley.

Attendees: Greg Eastman, Tim Olson, Jacob Leyva, Jay Borodic, Cassidy Russell, Liam Riley, David Briggs.

ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Station cleanup
3. Revise Fire Department Handbook
4. Move offices / organize offices
5. MWPA Evacuation Route clearing
6. UC Berkeley meeting.
7. Independence Day foot races
8. Wildland web gear donation from Skywalker
9. Live wildland fire preparation and training

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

JULY 2023 / AUGUST BOARD MEETING

LOCAL CORE PROJECTS

- Jim to complete.

DEFENSIBLE SPACE INSPECTIONS

- MWPA provided inspection data for the last three years.
 - In June, contractors completed inspections at 231 properties (approximately ½ of Inverness). One hundred and twenty-six, or 55% of the reports were opened as of July 21. Inspectors deemed 51 properties to be very well maintained, 159 properties were considered moderately well maintained. The remaining 21 properties were considered poorly maintained.
 - Issues with trees were most common, i.e. overhanging buildings, dead trees, followed by leaf litter on the ground, in gutters and on roofs. Tall grasses and weeds were also found.
 - We also received numbers for inspections in 2021 and 2022. Since only half of IPUD's jurisdiction is inspected each year, and no data is available for 2020, we can only compare inspection data for 2021 and 2023. Open rate and maintenance issues found between those two years are roughly the same.
 - See the attached full report from MWPA.

WEST MARIN CORE PROJECT ACTIVITY

- Evacuation Route Clearing. Contractors for the Marin County Fire Department completed roadside vegetation treatment on Via de la Vista and Via Sobrante. Other areas treated earlier this year were Vision Road and Keith Road. There are no other planned areas of treatment this year.

MEETINGS / COMMITTEES

- None.



NEXT GENERATION PROJECT

July 2023 Governing Board UPDATE:

1. Construction:

Construction crews are moving between the final nine sites conducting a variety of tasks, including:

- Conduits and grounding
- Pads and foundations
- Preparing for the installation of the new monopoles
- Final touches on the Coyote Peak access road
- PG&E installation work

2. Connectivity:

All pilot program equipment and circuits have been ordered and installation begins the first week of August. MERA's goal is to complete the pilot program by the week of September 4, 2023. This connectivity project involves dispatch centers, fire station alerting sites, and Wi-Fi programming sites.

3. Emergency Services:

MERA completed an agreement with the site owner and Marin County Fire to allow the West Marin Disaster Council to co-locate a repeater at MERA's Stewart Point site to support disaster communications.



Laying foundations at Muir Beach site.



Shelter development and monopole base progress at Coyote Peak site.



Completing electrical within the shelter at Wolfback Ridge site.

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

MARIN EMERGENCY RADIO AUTHORITY

PO Box 159
Corte Madera, CA 94976
Phone: 415.927.5050
WWW.MERAONLINE.ORG



Inverness Public Utility District
Board Meeting August 23 2023

Agenda Item No. 8

Review and Approve Expenditures

- **July 2023 Expenditures**
- **July 2023 Credit Card Charges**
- **July 2023 Payroll Summary**

08/17/23
15:41:32

INVERNESS PUBLIC UTILITY DISTRICT
Check Register for Bank of America
For the Accounting Period: 7/23

Page: 1 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99703	E	376 INVERNESS PROPERTY MANAGEMENT	1200.00	07/03/23	7/23		
-99700	E	316 UPS	1.81	07/17/23	7/23	CL 663	1200.00
-99698	E	53 CALPERS HEALTH	40.92	07/31/23	7/23	CL 679	1.81
-99697	E	256 PG&E	3751.93	07/31/23	7/23	CL 700	40.92
-99696	E	18 AT&T (CalNet)	509.41	07/31/23	7/23	CL 723	3751.93
60083	S	52 CalPERS	36186.00	07/10/23	_____	CL 724	509.41
60084	S	146 HORIZON CABLE TV INC.	548.19	07/10/23	_____	CL 645	36186.00
60085	S	266 RECOLOGY SONOMA MARIN	161.28	07/10/23	_____	CL 648	458.15
60086	S	289 STREAMLINE	3576.00	07/10/23	_____	CL 652	90.04
60104	S	8 ALPHA ANALYTICAL LABORATORIES, INC.	90.00	07/17/23	_____	CL 651	161.28
60105	S	18 AT&T (CalNet)	1665.28	07/17/23	_____	CL 653	3576.00
60106	S	115 THOMAS FOX	250.00	07/17/23	_____	CL 653	3576.00
60107	S	378 ANDREW BOCK	89.84	07/20/23	_____	CL 667	90.00
60108	S	17 AT&T -F1 Internet	121.98	07/20/23	_____	CL 664	1665.28
60109	S	360 AT&T MOBILITY (Firstnet)	231.58	07/20/23	_____	CL 665	250.00
60110	S	193 LUNNY GRADING & PAVING, INC.	196.48	07/20/23	_____	CL 680	89.84
60111	S	203 MARIN EMERGENCY RADIO AUTHORITY	16862.00	07/20/23	_____	CL 685	121.98
60112	S	245 PACE SUPPLY CORP.	124.49	07/20/23	_____	CL 684	231.58
60113	S	3 ABLE TIRE & BRAKE	1667.79	07/25/23	_____	CL 681	196.48
60114	S	11 AMAZON CAPITAL SERVICES	140.71	07/25/23	_____	CL 683	16862.00
60115	S	71 CORE UTILITIES, INC.	2070.00	07/25/23	_____	CL 682	124.49
60116	S	184 L.N. CURTIS AND SONS	718.24	07/25/23	_____	CL 688	1667.79
60117	S	313 UNDERGROUND SERVICES ALERT	300.00	07/25/23	_____	CL 687	140.71
						CL 691	2070.00
						CL 690	718.24
						CL 689	300.00

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INVERNESS PUBLIC UTILITY DISTRICT
Check Register for Bank of America
For the Accounting Period: 7/23

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Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60118	S	36 BRELJE AND RACE LABORATORIES, INC.	366.00	07/25/23	_____	CL 694	366.00
60119	S	379 EVELYN EISEN	106.57	07/25/23	_____	CL 697	106.57
60120	S	381 H.E.BROWNBACK	116.72	07/25/23	_____	CL 699	116.72
60121	S	380 KALLIOPEIA FOUNDATION	90.00	07/25/23	_____	CL 698	90.00
60122	S	196 MARIN COUNTY FINANCE DEPARTMENT	648.10	07/25/23	_____	CL 696	648.10
60123	S	199 MARIN COUNTY FIRE CHIEF'S ASSOCIATION	1089.00	07/25/23	_____	CL 695	1089.00
Total for Claim Checks			72920.32				
Count for Claim Checks			29				

* denotes missing check number(s)

of Checks: 29 Total: 72920.32

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INVERNESS PUBLIC UTILITY DISTRICT
Claim Approval List
For the Accounting Period: 7/23
For Pay Date: 08/17/23

Page: 1 of 1
Report ID: AP100

Bank of America
* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
726	E	306 U.S. BANK CORPORATE PAYMENT	331.04					
S. Redding Cal Card July 2023								
		070323 07/03/23 USPS- Stamps - 2 rolls	126.00			10 52101	62212	10101
		070623 07/06/23 TaxBandits -2nd Qtr Tax Filing	8.40			10 52101	62212	10101
		070723 07/07/23 Bovine-Staff Mtg	33.92			10 52101	62212	10101
		071223 07/12/23 USPS-Postage	8.56			10 52101	62212	10101
		072023 07/20/23 UPS Store - Postage Fee	14.54			10 52101	62212	10101
		072023 07/20/23 Capture - Slide Conversion	139.62			10 52101	62212	10101
727	E	306 U.S. BANK CORPORATE PAYMENT	758.83					
J. Fox Cal Card July 2023								
		8189843 06/22/23 Amazon - Firehouse Desk	357.21			21 53101	62212	10101
		9215409 06/22/23 Amazon - HDMI Converter	14.06			21 53101	62212	10101
		062723 06/27/23 Inv. Store - Volunteer Trng	60.45			21 53101	63811	10101
		29071 07/07/23 Missouri Wind & Solar - Panel	122.40			51 57101	62211	10101
		070923 07/09/23 Bovine - MCFD Joint Trng	45.30			21 53101	63811	10101
		070923 07/09/23 Palace Market - MCFD Joint Trn	81.27			21 53101	63811	10101
		2501346659 07/13/23 Adobe - Monthly Subs. Fee	29.99			21 53101	62212	10101
		9535429 07/19/23 Amazon - Hydraluic Door Opene	48.15			10 52101	62212	10101
		# of Claims	2	Total:	1,089.87			
Total Electronic Claims			1,089.87	Total Non-Electronic Claims				

Total for Payroll Checks

	Employee	Employer	Amount
ADJU HOURS (Adjustment Time)	10.00		-903.79
HOL HOURS (Holiday Pay)	64.00		2,752.34
J001 HOURS (INS IN LIEU)	0.00		1,020.00
REG HOURS (Regular Time)	1,182.25		52,909.71
SICK HOURS (Sick Time)	29.50		1,269.97
VACA HOURS (Vacation Time Used)	16.00		914.74
GROSS PAY	57,962.97	0.00	
NET PAY	42,870.04	0.00	
CHILD SUPPORT	804.00	0.00	
CLASSIC	0.00	2,202.35	
FIRE CLASSIC	0.00	1,147.41	
FIT	5,934.05	0.00	
HEALTH INS HSA	1,539.70	8,471.62	
MEDICARE	818.12	818.12	
PEPRA	0.00	4,418.96	
PEPRA SAFETY	0.00	873.69	
SDI	521.68	0.00	
SIT	1,977.12	0.00	
SOCIAL SECURITY	3,498.26	3,498.26	
WORKERS' COMP	0.00	198.34	
CHASE BANK	3,477.29	0.00	
EXCHANGE BANK	5,565.66	0.00	
REDWOOD CU	20,907.78	0.00	
UMB BANK	2,773.93	0.00	
UMPQUA BANK	1,386.98	0.00	
WELLS FARGO	8,758.40	0.00	
FIT/SIT BASE	56,423.27	0.00	
MEDICARE BASE	56,423.27	0.00	
SOC SEC BASE	56,423.27	0.00	
UN BASE	57,962.97	0.00	
WC BASE	57,962.97	0.00	
Total		21,628.75	
Total Payroll Expense (Gross Pay + Employer Contributions):		79,591.72	

Check Summary

Payroll Checks Prev. Out.	\$6,134.40
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$6,134.40
Electronic Checks	\$79,393.38

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6996.52	6996.52		21103
Medicare	1636.24	1636.24		21102

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INVERNESS PUBLIC UTILITY DISTRICT
Payroll Summary For Payrolls from 07/01/23 to 07/31/23

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Unempl. Insur.	0.00				21107
Workers' Comp	198.34	966.12		1164.46	21108
FIT	5934.05		5934.05		21101
SIT	1977.12		1977.12		21104
SDI	521.68		521.68		21105
CHILD SUPPORT	804.00		804.00		21127
PEPRA	4418.96		4418.96		21123
CLASSIC	2202.35		2202.35		21121
FIRE CLASSIC	1147.41		1147.41		21122
PEPRA SAFETY	873.69		873.69		21125
HEALTH INS HSA	10011.32		10011.32		21111
Total Ded.	36721.68	966.12	36523.34	1164.46	

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



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 9

Ordinance 111-2023

Adding New Water System Regulation 118
“Water Conservation and Prohibitions
on Water Wastage”



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Ordinance 111-2023 Adding New Water System Regulation 118, “Water Conservation and Prohibitions on Water Wastage”
Meeting Date: August 23, 2023
Date Prepared: August 1, 2023
Prepared by: Wade B. Holland, Customer Services Manager
Attachments: Draft Ord. 111-2023; Draft of proposed Regulation 118

Recommended Action: Adopt Ordinance 111-2023 adding Regulation 118 to the Regulations of the Inverness P.U.D. Water System

After the recent April Board meeting when you declared an end to the Water Shortage Emergency, we wanted to refresh ourselves on the water usage restrictions and conservation measures that would remain in effect in the absence of a declared Water Shortage Emergency. We were surprised to discover that our water system has no general restrictions on water wastage and no enforceable water conservation standards.

We have studied the conservation and water wastage provisions that have been adopted by other water agencies, most specifically those of North Marin Water District and Marin Municipal Water District. These sources have provided us with a framework for a regulation that staff feels is appropriately suited to our District.

Staff believes it is important, especially in this era of climate change, elevated threat of perennial drought, and weather-event uncertainty, that our Water System’s regulations include specific language mandating for our customers a conservation ethic and prohibiting obvious acts of water wastage.

Regulation 118

WATER CONSERVATION AND PROHIBITIONS ON WATER WASTAGE

(a) **Purposes**

The purposes of this regulation are to ensure that the water available to the customers of the District's Water System is used beneficially, to encourage the Water System's customers to embrace and support a water conservation ethic, and to establish that usage of water in a manner that wastes the District's water resources is prohibited.

(b) **Water Conservation**

Water conservation embraces policies, strategies, and activities to sustainably manage the natural resource of fresh water, to protect the hydrosphere, and to meet the current and future demand of our customers and our community. Water conservation is essential if we are to ensure that the District's water system is able to provide sufficient water for human consumption, sanitation, and fire protection. The reality is that Inverness has a fragile water supply that is wholly dependent on the day-to-day flows in a network of quite small streams. An awareness of good water conservation practices must be embraced by our customers and all our residents, all the more so as we transition into a time of climate change, rising sea level, and weather uncertainty. Maintaining our water system as an independent, self-sufficient entity means that we must master the art of living within our own resources and not becoming dependent on water imported from someone else's watershed. The key to accomplishing this is a commitment by the entire community to a vigorous protocol of water conservation practices.

(c) **Prohibitions on Water Wastage**

Customers shall not permit any water furnished by the District to be used for the following purposes, which uses are declared to be nonessential uses and to constitute violations of this regulation.

1. The washing of sidewalks, walkways, driveways, parking areas, and other hard-surfaced areas, including structures, by direct hosing when resulting runoff water flows directly to a gutter or storm drain, or otherwise off-site, except as may be necessary to properly dispose of flammable or other dangerous liquids or substances, to wash away spills that present a trip-and-fall hazard, or to prevent or eliminate materials dangerous to the public health and safety.
2. The escape of water as a result of any break or leak within a customer's plumbing or private distribution system for a length of time within which such break or leak should reasonably have been identified and stopped. It shall be presumed that a period of seventy-two (72) hours from the time the customer discovers such a break or leak or receives notice of a break or leak constitutes a reasonable length of time within which to stop the flow of water from the break or leak.
3. Irrigation in a manner or to an extent that allows more than an incidental amount of water to be deposited in or onto an area not intended to be irrigated or not capable of directly benefiting from a reasonable irrigation regime.
4. Decorative water fountains, ponds, or features that do not recycle water.
5. The direct washing of motor vehicles, boats, trailers or other vehicles, machinery, or structures with a hose that is not equipped with a positive-pressure activation nozzle.

(d) **Exempt Water Uses**

Water uses associated with the operation and maintenance of fire suppression equipment (including fire hydrant flushing), associated with fire suppression and fire prevention activities, and associated with District's water treatment and water quality maintenance, flushing, and sanitation operations shall be exempt from the provisions of this regulation. Use of water supplied by a private well or in the form of

recycled water, gray water, or rainwater utilization systems is also exempt from the provisions of this regulation, provided that such use does not violate regulations pertaining to water runoff pollution prevention requirements of the Marin County Stormwater Pollution Prevention Program or the requirements of any other agency whose jurisdiction is applicable.

(e) **Variances**

A customer of the Inverness Public Utility District Water System may make written application for a variance from any water usage restriction in this regulation, and shall describe in detail in said application the need for the variance and the specifics of the intended use of the water, including when and for how long the water is intended to be used. The General Manager may grant a variance only upon finding and determining that refusal to do so would cause an emergency condition affecting the health, sanitation, fire protection, or safety of the applicant or the public, or may result in an unnecessary and undue hardship on the applicant or the public, including (but not limited to) adverse economic impacts (such as loss of production or jobs). A decision by the General Manager on an application for a variance may be appealed to the Board of Directors by the applicant for the variance or by any member of the public in writing within 21 calendar days from the date of the General Manager's decision, in which case the Board of Directors must conduct a de novo hearing on the application under appeal at its next regularly scheduled meeting that is at least 10 calendar days subsequent to the date the appeal letter to the Board of Directors is received at the District's office. The decision of the Board of Directors shall be final and binding. Any grant of a variance that is approved by the General Manager and is then properly appealed as provided for herein shall be suspended until the decision on the appeal has been made by the Board of Directors.

(f) **Enforcement**

At the discretion of the General Manager, taking into account the circumstances and extent of the water wastage, some or all of the following actions may be taken:

1. Contact the customer or a person at the location of the water wastage by telephone and/or by electronic means (such as email, texting, etc.) about the water wastage violation and specify a timeframe for correcting the violation (including demand for immediate cessation of the water wasting activity if reasonably feasible).
2. Provide written notice to the customer of record by mail and by posting at the service location detailing the water wastage violation and providing a timeframe within which the violation must be corrected.
3. Install a flow-restricting device on the service line to the property where the violation has occurred, such device to remain in place until the General Manager determines that the violation has been corrected.
4. Levy a penalty charge on the customer account for the service at which the violation has occurred, such charge to be at the highest commodity rate then in effect for residential customers applied to the amount of water estimated by the District to have been wasted (such penalty charge to be separate from and in addition to the regular charges payable on the service location's bimonthly water bill (or bills)).
5. Suspend water service to the service location by shutting the water meter (including padlocking the meter shut if the General Manager elects to do so) or by shutting a customer's master water shutoff valve. This action may be instituted by and at the discretion of Water System personnel when the integrity of the Water System or the adequacy of the water supply would be threatened if the leak were to continue unabated. It may also be instituted by the General Manager in the event a customer has failed to repair a significant leak or has failed to otherwise eliminate or desist from a water wasting activity within 20 days of receiving written notice of the water wasting activity and of the violation. Service shall not be reactivated until the District has verified that the violation has been corrected and all outstanding charges, including any applicable penalty charges, have been paid in full.

Regulation 118: 2023, August 23: Adopted (Ord. 111-2023)

DRAFT

Inverness Public Utility District

ORDINANCE 111-2023

**AN ORDINANCE ADDING REGULATION 118,
“WATER CONSERVATION AND PROHIBITIONS ON WATER WASTAGE,”
TO THE REGULATIONS OF THE
INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM**

WHEREAS, it is the desire of the Board of Directors of the Inverness Public Utility District to establish water conservation standards and to mandate prohibitions on wastage of the District’s water supply,

NOW, THEREFORE, BE IT ENACTED by the Board of Directors of the Inverness Public Utility District that the document titled “Regulation 118, ‘Water Conservation and Prohibitions on Water Wastage’,” and dated August 23, 2023, be added to the Regulations of the Inverness Public Utility District Water System with the full force, effect, and enforceability of a regulation of the Inverness Public Utility District Water System.

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 23rd day of August, 2023, by the following vote, to wit:

AYES:

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 111-2023 on record in this office, and that subsequent to its adoption no provision of Ordinance 111-2023 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 10

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting August 23, 2023

Agenda Item No. 11

Announcements,

Next Meeting,

Adjournment