

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

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

Board of Directors

AGENDA

Regular Meeting (Rescheduled)

Wednesday, June 29, 2022

9:00 a.m.

Inverness Firehouse

(Rescheduled from June 22, 2022)

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. **Parcel Tax Initiative Measure on November 8 Ballot: Determine Whether to Take a Position on the Ballot Measure**
4. **Approval of Minutes:** Regular meeting of May 25, 2022
5. **Management Report:** Shelley Redding, Jim Fox
 - Financial Reports
 - FY 2021/2022 financial reports
 - Capital projects accounting: May 2022
 - Capital Projects Plan 2022-2023
 - Marin Wildfire Prevention Authority (MWPA) update
 - Marin Emergency Radio Authority (MERA) update
 - State of the water shortage emergency
6. **Water System Report:** May 2022, Senior Water Operator Ken Fox
7. **Fire Department Report:** May 2022, Chief of Operations Jim Fox
8. **Approve and Adopt Fiscal Year 2022/23 Budget**
9. **Employee Pay Rates for FY 2022/23:** Approve the proposed pay rates for FY 2022/23, which reflect a 1.55% reduction from the 7.55% annual change in the San Francisco Bay Area Consumer Price Index for All Urban Consumers (CPI-U)
10. **Approve and Adopt Revised Sick Leave Policy with additions for COVID-related leave and updates to both FMLA and CFRA with Catastrophic Leave Policy**
11. **West Marin Community Services: Adopt and Approve Proposed Memorandum of Understanding for Disaster Council Participation with West Marin Community Response Team**
12. **Approve Expenditures and Credit Card Charges: May 2022**
13. **Committee Meetings/Reports**
14. **Adjournment**

Posted: June 24, 2022

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 June 29, 2022

Agenda Item No. 1

Call to Order;

Attendance Report



Inverness Public Utility District
Board Meeting June 29, 2022

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 June 29, 2022

Agenda Item No. 3

Parcel Tax Initiative Measure on November 8 Ballot



Board Agenda Item Staff Report

Subject: Options for Board Action Concerning the Parcel Tax Initiative on the November Ballot
Meeting Date: June 29, 2022
Date Prepared: June 13, 2022
Prepared by: Shelley Redding, General Manager; Wade Holland, Customer Services Manager
Attachments: Text of ballot initiative measure

Recommended Actions:

- a) **Decide whether to support, oppose, or take no action on the ballot measure.**
 - b) **Plan to conduct one or more educational, Q&A, and feedback meetings for the public, with a focus on the process for developing an implementation plan.**
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Here is staff's overview of the Board's (District's) options between now and the November 8 election with respect to the parcel tax initiative measure that will be on the ballot.

1. Do Nothing

This is the default option. The Board discharged its legal requirements at the May meeting by adopting Resolution 272-2022 to place the initiative ordinance on the November general election ballot. The Board has no legal obligation to do anything else between now and election day.

If the voters reject the measure, that will be the end of the matter; if the voters approve the measure, the Board (District) will be obligated to initiate implementation of the voter-enacted ordinance.

2. Support the Measure

The Board may adopt (by motion or resolution) a statement that it (the Board) supports the initiative measure, and it can cite its reasons for doing so.

The Board cannot campaign in favor of or in opposition to the measure or expend District resources in support of or in opposition to the measure.

The Board can provide informational and educational material about the initiative. It could also participate in community meetings about the initiative, so long as the District's participation is not in the nature of campaigning for or against the ballot measure or promoting either a Yes or a No vote. Educational materials produced and disseminated by the District as well as presentations made by the District at community events must be factual and devoid of rhetoric that could be interpreted as advocating passage or defeat of the ballot measure.

3. Oppose the Measure

The Board may adopt (by motion or resolution) a statement that it (the Board) opposes the initiative measure, and it can cite its reasons for doing so.

The same discussion as under No. 2 above applies equally to this option

4. Submit a Ballot Argument Opposing the Measure

If the Board decides on Option 3 above (stating its opposition to the ballot measure), the Board will have priority for providing the opposition argument (up to 300

words) that will be printed in the voter guide for distribution to the registered voters in the District. The sponsor of the initiative has top priority for providing the supporting argument.

An opposition argument provided by the Board may urge voters to vote against the measure.

If the Board does not pursue this option, the County's Registrar of Voters will select the opposition argument to be printed in the voter guide based on a list of priorities set out in the Elections Code.

5. Sponsor or Participate in Community Meeting(s) About the Measure

Independently of the foregoing options, the Board (District) may organize or participate in community meetings about the ballot measure.

The District's purpose in participating in any such meetings should be to educate the public, respond to questions from the public, receive comments and feedback from the public, and guide the Board (District) in how to implement the initiative ordinance in the event the voters approve the measure.

Presentations by or on behalf of the District at community meetings must not promote or oppose the ballot measure (beyond, if applicable, stating any position the Board has taken, such as pursuant to Option 2 or 3 above).

STAFF'S RECOMMENDATIONS

Staff submits that it would be beneficial to the District and a service to the community for the Board to sponsor one or more public educational, Q&A, and feedback sessions. These should be held at a time that maximizes the opportunity for the public to attend and participate, such as in the evening or on a weekend, and should be in a comfortable venue, such as the Yacht Club (rather than in the Firehouse engine bay).

A major focus should be to determine from public opinion and feedback what the public expects of the District in the event the voters approve the measure. An important question for the public is what sort of process the District should use to plan how it implements the proposed ordinance. The District will need to communicate to the community the limitations the District faces in developing the programs mandated by the proposed ordinance and the options for a planning process that blends the District's (limited) resources with assistance from professional sources.

We are aware that members of the public would like to see a comprehensive implementation plan before they cast their ballot. However, it is staff's contention that the District does not have in-house either the expertise or the time and budgetary resources to put together a credible and comprehensive implementation plan between now and election day (moreover, even to attempt such an undertaking might be considered a misuse of resources because of the possibility that the measure will not be approved by the electorate).

Instead, we suggest that between now and election day the District and the public work collaboratively to develop a framework for planning how we will implement the ordinance (in the event it passes).

As we have noted previously, once the measure passes, the parcel tax will not appear on the property tax bills until the fall of 2023, and the first revenue from the tax will not flow to the District until around December 15, 2023. That is more than 13 months from the date the voters make their decision at the ballot box. If the measure passes, we can use that 13+ months productively to develop a detailed, data- and expertise-driven plan for implementing the ordinance's programs so as to achieve maximum impact at most efficient cost in the least amount of time.

Thirteen months should be time enough to develop a strong plan that evaluates feasibility, defines goals and benchmarks, analyzes and establishes priorities, sets goal-post guidelines, establishes protocols with other agencies and entities, provides five- or ten-year outlooks, establishes project implementation schedules, and enables actual work to begin just as soon as funding begins to flow midway during the 2023/24 fiscal year. It could also be useful in advising the District on internal organizational issues that need to be addressed in order to assure efficient use of the tax funds and effective implementation of the programs.

Voter approval of the parcel tax will guarantee that revenue will become available to cover the costs of plan development (as well as of implementation), even if borrowing is necessary to pay for the planning work that is undertaken during the 13-month funding interval. More likely, the voters' commitment to open their pocketbook should provide a powerful argument for securing grants to underwrite at least a major part (if not all!) of the costs of the planning phase.

If you choose to follow this course, we should put together before November an RFP for the help we will need to develop the implementation plan so that it is ready to go (if warranted) just as soon as the voting results are reported.

FULL TEXT OF MEASURE
Inverness Public Utility District
ORDINANCE 105-2022

**FULL TEXT OF THE INVERNESS PUBLIC UTILITY DISTRICT INCREASED FIRE PREVENTION AND CONTROL
AND WATER SUPPLY MEASURE THROUGH AN ORDINANCE SUBMITTED TO THE VOTERS IN THE
INVERNESS PUBLIC UTILITY DISTRICT TO AUTHORIZE THE LEVY OF A SPECIAL PARCEL TAX**

THE PEOPLE OF THE INVERNESS PUBLIC UTILITY DISTRICT DO ORDAIN AS FOLLOWS:

SECTION 1. STATEMENT OF PURPOSE AND INTENT.

(a) It is the purpose and intent of the voters of the Inverness Public Utility District in adopting this Ordinance to authorize the levy of a special, non-ad valorem tax on parcels of real property on the secured property tax roll of Marin County that are located within the jurisdiction of the District.

(b) In a string of recent cases, the California courts have made clear that local special tax measures proposed by initiative may be adopted by a majority vote of the electorate. *See City and County of San Francisco v. All Persons Interested in the Matter of Proposition G*, 66 Cal. App. 5th 1058 (2021); *Howard Jarvis Taxpayers Association v. City and County of San Francisco*, 60 Cal. App. 5th 227 (2021); *City of Fresno v. Fresno Building Healthy Communities*, 59 Cal. App. 5th 220 (2020); *City and County of San Francisco v. All Persons Interested in Matter of Proposition C*, 51 Cal. App. 5th 703 (2020). Therefore, pursuant to the authority of Chapter 4 of Division 9 of the California Elections Code and the foregoing case law, following the certification of the results of the election, if a majority of the voters vote “yes,” it is the purpose and intent of the voters that there shall be levied and assessed a special parcel tax by the District on all taxable parcels of real property in the District for each fiscal year.

(c) It is the purpose and intent of the voters that the proceeds of the special parcel tax be expended by the Inverness Public Utility District to develop and implement policies and programs that aggressively pursue protection of the community from the threat of fire and drought through fire fuel reduction, including fuel reduction projects in partnership with state and federal park agencies and Marin County; the development of emergency evacuation procedures; and improvements to the District’s water supply system.

(d) It is the further purpose and intent of the voters that administration and implementation of this Ordinance be funded from the proceeds of the special parcel tax.

SECTION 2. DEFINITIONS.

The following definitions shall apply for purposes of this Ordinance:

(a) “Board of Directors” means the Board of Directors of the Inverness Public Utility District.

(b) “Consumer Price Index” means the Consumer Price Index for all Urban Consumers (CPI-U) for the San Francisco-Oakland-Hayward Area (1982-84=100) as published by the U.S. Department of Labor, Bureau of Labor Statistics. If the Consumer Price Index is discontinued or revised, another similar government index or computation shall be utilized, as determined by the District.

(c) "District" means the Inverness Public Utility District.

(d) "Fiscal year" means the period of July 1 through the following June 30.

(e) "Parcel" means the land and any improvements thereon, designated by an assessor's parcel map and parcel number and carried on the secured property tax roll inside the boundaries of the District. "Parcel" does not include any land or improvements owned by any governmental agency.

(f) "Special parcel tax" means the tax imposed under Section 3.

(g) "Use Code" means the two-digit number created by the Marin County Assessor's Office to define classes of properties.

SECTION 3. SPECIAL PARCEL TAX IMPOSED.

(a) A special parcel tax is hereby imposed on all taxable parcels of real property within the jurisdictional boundaries of the District, as described in subdivisions (b) and (c).

(b) The amount of the special parcel tax for each fiscal year for each parcel with one of the following Use Codes shall be \$0.20 per square foot of each structure, as adjusted pursuant to subdivision (d):

(1) Use Code 11: Single family residential – improved; improved, one living unit; or improved, one living unit with second dwelling unit.

(2) Use Code 12: Manufactured home – improved.

(3) Use Code 14: Attached single family residential – improved (includes condominiums, townhouses, PUDs (if attached), and co-ops).

(4) Use Code 21: Multiple family residential – improved; or true duplex.

(5) Use Code 31: Rural – improved.

(6) Use Code 33: Agricultural preserve contract – improved.

(7) Use Code 35: Agricultural Preserve Farmland Security Zone – improved.

(8) Use Code 37: Open space contract – improved.

(9) Use Code 38: Historical Property (Mills Act).

(10) Use Code 41: Industrial – improved.

(11) Use Code 51: Commercial – improved.

(12) Use Code 61: Subject to exemption – improved.

(c) The amount of the special parcel tax for each fiscal year for each parcel with one of the following Use Codes shall be \$150 per parcel, as adjusted pursuant to subdivision (d):

- (1) Use Code 10: Single family residential – vacant.
- (2) Use Code 20: Multiple family residential – vacant.
- (3) Use Code 30: Rural – vacant.
- (4) Use Code 32: Agricultural preserve contract – vacant.
- (5) Use Code 34: Agricultural Preserve Farmland Security Zone – vacant.
- (6) Use Code 36: Open space contract – vacant.
- (7) Use Code 40: Industrial – vacant.
- (8) Use Code 50: Commercial – vacant.
- (9) Use Code 60: Subject to exemption – vacant.

(d) Before the beginning of each fiscal year subsequent to the first fiscal year the special parcel tax is in effect, the Board of Directors shall adjust the amount of the special parcel tax to be levied upon parcels for the upcoming fiscal year to reflect any change in the Consumer Price Index. Change in the Consumer Price Index shall be calculated for the immediately preceding calendar year, but not to exceed an increase of 3% each year.

(e) The records of the Marin County Tax Collector, as provided by the County Assessor each year, shall constitute the basis for determining the calculation of the special parcel tax applicable to each parcel, with such corrections as deemed necessary by the Board of Directors to reflect the actual use and improvement of any parcel.

SECTION 4. EXEMPTIONS.

(a) The special parcel tax shall not be imposed upon any parcel that is exempt from ad valorem property taxes pursuant to any provision of state or federal law, except that the exemptions from ad valorem property taxes under state law for homeowners and disabled veterans shall not apply to the special parcel tax.

(b) Parcels that are classified by County Assessor Use Codes 13, 15, 39, 53-59, and 80-99 are exempt from the special parcel tax.

(c) The Board of Directors may implement a special parcel tax fee waiver or reduction program for low-income households by ordinance.

SECTION 5. COLLECTION.

(a) Insofar as is feasible and not inconsistent with this Ordinance, the special parcel tax shall be collected in the same manner in which the County of Marin collects secured roll ad valorem property taxes. All laws, regulations, and procedures regarding due dates, installment payments, corrections, appeals, cancellations, refunds, late payments, penalties, liens, and collections for secured roll ad valorem property taxes shall be applicable to the collection of the special parcel tax.

(b) The special parcel tax on each parcel shall be billed on the secured roll tax bills for ad valorem property taxes and shall be due to the District. Notwithstanding anything to the contrary in subdivision (a), the secured roll tax bill shall be the only notice required for collection of the special parcel tax.

(c) The amount of the special parcel tax for each parcel each fiscal year shall constitute a lien on such property in accordance with California Revenue and Taxation Code Section 2187 and shall have the same effect as an ad valorem real property tax lien until fully paid. The special parcel tax, together with all penalties and interest thereon, shall constitute until paid, to the extent authorized by law, a personal obligation to the District by the person or persons who own the parcel on the date the tax is due.

SECTION 6. SPECIAL FUND.

The proceeds of the special parcel tax shall be placed in a designated fund to be used solely for the purposes of this Ordinance.

SECTION 7. USE OF FUNDS.

(a) Funds generated by this Ordinance shall be used only for the following purposes:

(1) Creation, maintenance, and updating of multiagency-based plans and programs to identify the Inverness community's specific vulnerabilities to wildfire threats and to develop and implement fire-adaptive, cohesive strategies for reducing the risk of wildfire and enhancing capability to effectively respond to and manage wildfires.

(2) Fire fuel reduction programs to reduce the risk of loss of life and property due to fire through the reduction of fuels on public and private property within the District and on state and federal park lands near the District. Authorized fire fuel reduction programs include, but are not limited to, any of the following:

(A) Creation, restoration, and maintenance of shaded fuel breaks.

(B) Removal of trees and branches which could fall on electrical wires and cause fires, where removal of such trees and branches is not the obligation of other utilities or public agencies.

(C) Home hardening and fuel reduction to improve defensible space on private property, if the private property owner agrees to create and maintain defensible space, on a cost sharing basis.

(D) Removal of fuels which impair the utility of roads and trails needed for access by firefighters or for evacuation.

(3) Programs to develop emergency evacuation procedures and maintain emergency evacuation routes.

(4) Programs to increase the availability of water to fight fires and survive drought. Authorized water availability programs include, but are not limited to, any of the following:

(A) Implementing consumer water conservation programs, including leak detection, on a cost sharing basis.

(B) Making irrigation systems more efficient, on a cost sharing basis.

(C) Replacing inefficient water using appliances with more efficient appliances, on a cost sharing basis.

(D) Construction of rainwater collection and storage systems, including equipment to make the water available to firefighters, if requested by the property owner and approved by the District, on a cost sharing basis.

(E) Leak detection and elimination in District facilities.

(F) Purchasing water for health and sanitation purposes in extremely dry years.

(G) Construction and improvement of water storage and distribution facilities.

(b) For programs identified in subdivision (a) that are to be implemented on a cost sharing basis, the District may establish the cost sharing ratio after taking into consideration such factors as need, the relative benefits of the program, and the availability of funding.

(c) In implementing programs identified in subdivision (a), the District may adopt regulations to ensure that all expenditures are cost effective. Programs may be modeled on similar programs adopted by other water agencies.

(d) All projects funded pursuant to this Ordinance that are subject to and not exempt from the California Environmental Quality Act (CEQA) shall comply with CEQA requirements. Fuel reduction projects of more than three acres may use the California Department of Forestry and Fire Protection Vegetation Treatment Plan as guidance for project implementation.

(e) No more than 5% of the net revenue generated by this Ordinance and distributed to the District may be spent for administrative costs, as authorized by the Board of Directors.

SECTION 8. AUDITS.

Pursuant to Section 50075.3 of the California Government Code, the chief fiscal officer of the District shall file an annual report with the Board of Directors describing both of the following:

(a) The amount of funds collected and expended pursuant to this Ordinance.

(b) The status of any project required or authorized to be funded by this Ordinance.

SECTION 9. AMENDMENT AND IMPLEMENTATION OF ORDINANCE.

(a) Except as provided in subdivision (b), the Board of Directors may amend this Ordinance to carry out the general purposes of this Ordinance, to conform the provisions of this Ordinance to applicable state law, to modify the methods of collection of the special parcel tax, or to assign the duties of public officials under this Ordinance.

(b) Unless approved by a majority of the District's voters voting thereon, the Board of Directors shall not amend this Ordinance to increase the amount of the special parcel tax, except as provided in subdivision (d) of Section 3, or to modify the uses for which the tax proceeds are authorized, as provided in Section 7.

(c) In addition to amendment of this Ordinance pursuant to subdivision (a), the Board of Directors may adopt by resolution procedures and definitions for the implementation and administration of the special parcel tax, consistent with this Ordinance.

SECTION 10. SEVERABILITY.

If any provision, section, subdivision, sentence, phrase, or clause of this Ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portions of the Ordinance. The voters hereby declare that they would have adopted the remainder of this Ordinance, including each provision, section, subdivision, sentence, phrase, or clause, irrespective of the invalidity of any other provision, section, subdivision, sentence, phrase, or clause.

From: [Christopher Adams](#)
To: [Shelley Redding](#)
Subject: IPUD support of fire measure tax
Date: Saturday, June 11, 2022 1:46:00 PM

Shelley, Please forward this to the IPUD board.

Dear IPUD Board,

While not a voting resident of Inverness, I am the owner of property at 385 Via de la Vista in the area of Sea Haven close to Tomales Bay State Park.

I have supported the efforts of my neighbors to work with private contractors to clear flammable material along the park boundary. I urge you to endorse the tax measure for additional fire suppression efforts.

Christopher Adams



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 4

Approval of Meeting Minutes

- **Regular Meeting May 25, 2022**



Inverness Public Utility District

Fire Department ✧ Water System

50 Inverness Way No., P.O. Box 469, Inverness CA 94937 ✧ (415) 669-1414

Board of Directors

Minutes, Regular Meeting

Wednesday, May 25, 2022, 9:00 a.m.

Inverness Firehouse

1. Call to Order; Attendance Report

Vice President Whitney called the meeting to order at 9:05 a.m.

Directors Present: Dakota Whitney, David Press, Kathryn Donohue, Brent Johnson,

Directors Absent: Kenneth J. Emanuels

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Ken Fox, Senior Water Operator (joined meeting at 9:20 a.m.)

2. Public Expression

There was no public expression.

3. Approval of Minutes

Regular Meeting of March 27, 2022: *M/S Johnson/Press to approve the minutes of the Regular Meeting of March 27, 2022, as submitted. AYES 4, NOES 0*

Special Meeting of April 14, 2022: *M/S Johnson/Press to approve the minutes of the special meeting of April 14, 2022, as submitted. AYES 4, NOES 0*

4. Management Report

Financial Reports: General Manager (GM) Redding presented the financial reports for March and April 2022. She highlighted the receipt of the second ad valorem tax disbursements from the County as well as the excess ERAF funding and the Special Fire Tax funding. General discussion about increased costs for supplies and the effect on the district's finances.

Capital Projects Accounting, April 2022: GM Redding presented the Capital Projects report for April 2022. She noted that the only activity on current Capital Projects was the Tenney Tank Project and that final expenses are being accounted in **Mat** and will be provided at the June Board meeting.

Tenney Tanks Replacement Project Update: GM Redding reported that the Tenney Tank Construction Project is complete and provided the Final Report. She noted that pictures have been submitted to the State as well as a video for documenting the project. Chief of Operations Jim Fox reported that there will be work needed on Trossach Road the access for the site. He is working with Tom Baty to ensure the area is restored and the roadway is repaired to pre-construction conditions.

MWPA Update: GM Redding reported that she attended an Operations Committee meeting with Chief Fox to review proposed projects and then prepared draft documents for the next year's proposed activities. The drafts were presented for review and the MWPA Board will be reviewing the projects as part of the annual budget process.

MERA Update: GM Redding referred to the two handouts provided by MERA and reported on the progress of constructing communication towers.

LAFCo Proposed Budget: GM Redding presented the proposed budget document from LAFCo and noted

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

their summary of work done on Municipal Service Reviews (MSR) in 2021/22. IPUD participated in the MSR for the District and had previously provided the Board with a draft of the MSR for review. Final adoption of the MSR will be in June.

State of the Water Shortage Emergency: This item was not discussed in anticipation of the March and April Water Reports.

SWRCB Letter: GM Redding reported that Customer Services Manager Wade Holland received a press inquiry asking for a reaction to the letter sent from the SWRCB to North Marin Water District that offered financial incentives to larger water operators to consider consolidation with small, disadvantaged water systems. It was reported that the District, at the time of the inquiry, was not aware of the letter, but subsequently contacted SWRCB and was then sent a letter summarizing the program. There has not been, to staff's knowledge, any consideration by NMWD in regard to IPUD.

Memorandum regarding short-term rentals: GM Redding presented a copy of a memo drafted at the request of Supervisor Rodoni to the County Planning Department on the impact short-term rentals have on the District, if any. The Board discussed short-term rentals and permitting procedures. Director Johnson asked if the District could request that new permits issued require a low-flow device requirement? GM Redding noted that she would ask at the next quarterly water managers' meeting.

5. Water System Report

Senior Water Operator Ken Fox presented the March and April Water Reports. The board discussed the cumulative rainfall total and impact of the recent rains. Staff warned that the limited amount of rain that fell in early May was not sufficient to ensure that streamflows will not drop significantly in the high-use summer months. Director Press asked if there was an average of streamflow data over time to review which could be provided at the next Board meeting to assist the Board in reviewing the current restrictions on water usage and to determine if any changes to the restrictions should be considered.

6. Fire Department Report

Chief Fox reported that in-person volunteer training and drills have resumed. He noted that there will be an upcoming training with Marin County Fire that several volunteers will be attending. He also reported on the department's response to the fully-involved house fire in Olema. It was also reported that David Briggs is assisting with entering incident reports to the National Fire Incident Reporting System (NFIRS), checking and restocking equipment inventories, and researching a Type 6 vehicle for possible acquisition. Director Whitney asked about the problem of cell phone service disruptions and outages on weekends. She believed that most cell phone traffic is affected and often calls cannot be placed or received. Chief Fox said he was not aware of the issue; Director Whitney asked if inquiries could be made with respect to the public safety implications. GM Redding noted that she would send an inquiry to Supervisor Rodoni to explore how this issue could be addressed.

Director Press left the meeting (temporarily) at 9:47.

7. Resolution 269-2022: Calling an Election on November 8, 2022, for Members of the Board of Directors.

The District's Board has two positions up for election on November 8, 2022. The terms of Directors Emanuels and Press end in December 2022. *M/S Johnson/Donohue to adopt Resolution 269-2022 as presented AYES 3, NOES 0*

Director Press returned to the meeting at 9:50 am.

8. Resolution 270-2022: Public Hearing on and Adoption of Appropriations Limit for FY 2022-2023

Vice President Whitney opened the Public Hearing at 9:51. GM Redding reported on the amount calculated for the Appropriations Limit for 2022/23, and noted the formula in the attached report with adjustment factors. No one from the public asked to speak. Vice President Whitney closed the public hearing at 9:55 am.

M/S Donohue/Press to adopt Resolution 270-2022 as presented. AYES 4, NOES 0

9. Resolution 271-2022: Calling an Election on November 8, 2022, to Adjust the Appropriations Limit for Fiscal Years 2022/23 through 2025/26

Tom Baty asked for clarification about the Resolution. GM Redding briefly described the Resolution for consideration by the Board, noting that the District must place the Appropriations Limit adjustment process on the ballot every four years and this resolution also asks that the item be consolidated with the General Election on November 8, 2022.

M/S /Press/Johnson to approve Resolution 271-2022 as presented AYES 4, NOES 0

10. Resolution 272-2022: Calling an Election on November 8, 2022, to Approve an Initiative Ordinance to Levy a Special Parcel Tax for Increased Fire Prevention and Control and Water Supply

Woody Elliott requested that the Board and Staff provide a report about the tax initiative that describes the feasibility of the measure, explains how the measure would be implemented, and identifies if there is a duplication of effort with the existing MWPA funding. The Board responded that a discussion item will be included on the Agenda for the Board's June meeting.

M/S /Press/Johnson to approve Resolution 272-2022 as presented AYES 4, NOES 0

11. Approve and Adopt Fiscal Year 2021/22 Budget Amendments

M/S Donohue/Johnson to approve the Fiscal Year 2021/22 budget amendments as presented AYES 4, NOES 0

12. Acceptance of Extra-Help Work Agreements with Annuitants: Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2022-2023.

M/S Press/Donohue to approve the Extra-Help Work Agreements with annuitants Wade B. Holland and Kaaren S. Gann as presented, and to direct the President to execute the agreements. AYES 4, NOES 0

13. Approve Expenditures and Credit Card Charges

M/S Press/Johnson to approve the March and April 2022 expenditures, as presented, and the March and April 2022 Cal Card statements for S. Redding and J. Fox, as presented. AYES 4, NOES 0

14. Committee Meetings/Reports:

There were no committee reports.

15. Announcements, Next Meeting, Adjournment

Administrator Redding announced that the next regular Board Meeting is being rescheduled from June 22 to June 29, 2022 and will be held at the Firehouse in the engine bay to provide for social distancing.

Vice President Whitney adjourned the meeting at 10:18 a.m.

These minutes were approved by the Board of Directors at the regular meeting on June 29, 2022.

Attest: /s/

Date: 6/29/2022

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 5

Management Report

Clerk S. Redding & J. Fox

- Financial Reports
 - FY 2021/2022 Finance Reports
 - Capital Projects Accounting – May 2022
- Capital Projects Plan 2022-2023
- Marin Wildfire Prevention Authority (MWPA) Update
- Marin Emergency Radio Authority (MERA) Update
- State of the Water Shortage Emergency

Inverness PUD
2-Profit & Loss- Month
 July 2021 through May 2022

	DISTRICT	FIRE	WATER	TOTAL
Ordinary Income/Expense				
Income				
N 600 · Property Tax Income				
600-01 · Ad Valorem Property Taxes	478,185.35	0.00	1.15	478,186.50
600-02 · Special Fire Tax Assessment	0.00	72,924.90	0.00	72,924.90
600-03 · Excess ERAF	139,508.12	0.00	0.00	139,508.12
600-04 · Prior Year Taxes	2,192.00	614.11	0.00	2,806.11
Total N 600 · Property Tax Income	619,885.47	73,539.01	1.15	693,425.63
N 650 · Other Agency Income				
650-01 · TOT Revenue (Meas W) - Restrict	47,875.48	0.00	0.00	47,875.48
650-02 · MWPA Defensible Space Program	0.00	20,244.41	0.00	20,244.41
650-03 · MWPA Local Specific Prevention	0.00	20,408.95	0.00	20,408.95
650-04 · WMES (Burton Funds)	0.00	7,490.00	0.00	7,490.00
Total N 650 · Other Agency Income	47,875.48	48,143.36	0.00	96,018.84
N 700 · Water Charges				
700-01 · Basic Charges	0.00	0.00	369,954.70	369,954.70
700-02 · Usage Charges	0.00	0.00	43,185.00	43,185.00
700-03 · Cross Connection Fees	0.00	0.00	1,080.00	1,080.00
700-04 · Miscellaneous Charges	0.00	0.00	1,075.00	1,075.00
700-06 · Drought Surcharge	0.00	0.00	30,795.00	30,795.00
Total N 700 · Water Charges	0.00	0.00	446,089.70	446,089.70
N 710 · Misc. Income				
710-02 · Other Income	641.32	288.04	133.44	1,062.80
710-04 · Merchandise Sales	0.00	65.00	0.00	65.00
710-07 · Interest Income	35.40	0.00	0.00	35.40
710-08 · CERBT OPEB Reimbursement	39,983.88	0.00	0.00	39,983.88
710-09 · Fraud-Linked Reimbursement	-4,993.76	0.00	0.00	-4,993.76
Total N 710 · Misc. Income	35,666.84	353.04	133.44	36,153.32
Total Income	703,427.79	122,035.41	446,224.29	1,271,687.49
Gross Profit	703,427.79	122,035.41	446,224.29	1,271,687.49
Expense				
N 810 · Personnel Expenses				
810-01 · Management	104,417.94	47,870.81	34,821.46	187,110.21
810-02 · Operations Personnel	0.00	1,623.39	218,471.41	220,094.80
810-03 · Administrative Personnel	30,335.27	0.00	11,274.00	41,609.27
810-04 · Employer Payroll Taxes	10,968.65	4,351.91	21,456.61	36,777.17
810-06 · Duty Officer	0.00	300.00	0.00	300.00
810-07 · Health Insurance Premiums	36,361.57	9,274.63	47,575.95	93,212.15
810-08 · Retirement Premiums	10,931.52	9,797.12	32,110.09	52,838.73
810-09 · Unfunded Accrued Liability	30,679.08	1,695.75	1,036.17	33,411.00
810-10 · Accrued Vacation	1,436.40	857.28	14,726.06	17,019.74
810-11 · Workers Comp Insurance	-3,380.73	5,619.84	7,146.28	9,385.39
810-13 · Payroll Garnishments	0.00	0.00	0.00	0.00
Total N 810 · Personnel Expenses	221,749.70	81,390.73	388,618.03	691,758.46
N 830 · Dispatch & Communications				
830-01 · Radio/Pager Repair	0.00	116.99	0.00	116.99
830-02 · Commo Supplies	0.00	2,502.99	400.00	2,902.99
830-03 · MERA Operations	0.00	11,915.00	0.00	11,915.00
830-05 · MERA New Financing	0.00	1,121.00	0.00	1,121.00
Total N 830 · Dispatch & Communications	0.00	15,655.98	400.00	16,055.98
N 833 · Collection & Treatment				
833-01 · Chemicals	0.00	0.00	4,626.59	4,626.59
Total N 833 · Collection & Treatment	0.00	0.00	4,626.59	4,626.59
N 835 · Lab & Monitoring				
835-01 · BacT & Raw Samples	0.00	0.00	3,862.00	3,862.00
835-02 · Periodic Samples	0.00	0.00	6,847.00	6,847.00
835-03 · Lead & Copper	0.00	0.00	365.50	365.50
Total N 835 · Lab & Monitoring	0.00	0.00	11,074.50	11,074.50

Inverness PUD
2-Profit & Loss- Month
 July 2021 through May 2022

	DISTRICT	FIRE	WATER	TOTAL
N 840 · Maintenance & Utilities				
840-01 · Equipment Maintenance	0.00	3,445.00	439.48	3,884.48
840-02 · Building Maintenance	1,217.00	4,655.41	41.12	5,913.53
840-03 · Grounds Maintenance	0.00	276.00	403.04	679.04
840-04 · Tank Maintenance	0.00	0.00	3,485.61	3,485.61
840-05 · Collection & Treatment Maint.	0.00	0.00	1,457.90	1,457.90
840-06 · Distribution System Maintenance	0.00	0.00	14,134.88	14,134.88
840-07 · Collection-Treatment Utilities	0.00	0.00	29,438.64	29,438.64
840-08 · Distribution System Utilities	0.00	0.00	791.49	791.49
840-09 · Firehouse Utilities	0.00	6,042.76	0.00	6,042.76
840-10 · SCADA Maintenance	0.00	0.00	7,402.00	7,402.00
Total N 840 · Maintenance & Utilities	1,217.00	14,419.17	57,594.16	73,230.33
N 843 · Fire Prevention				
843-01 · Public Education and Awareness	0.00	181.19	0.00	181.19
843-03 · MWPA Defensible Space	0.00	10,790.61	0.00	10,790.61
Total N 843 · Fire Prevention	0.00	10,971.80	0.00	10,971.80
N 844 · Storage & Distribution				
844-01 · Telemetry	0.00	0.00	2,168.36	2,168.36
Total N 844 · Storage & Distribution	0.00	0.00	2,168.36	2,168.36
N 845 · Supplies & Inventory				
845-01 · Supplies and Inventory	942.99	3,775.05	17,195.96	21,914.00
845-02 · Personal Protective Equipment	0.00	1,372.04	0.00	1,372.04
845-03 · Resale Merchandise	0.00	2,360.52	0.00	2,360.52
845-04 · Uniforms	0.00	0.00	200.62	200.62
Total N 845 · Supplies & Inventory	942.99	7,507.61	17,396.58	25,847.18
N 850 · Training				
850-01 · Volunteer Training	0.00	1,700.77	0.00	1,700.77
850-02 · Certification & Courses	175.00	420.00	338.03	933.03
850-03 · Volunteer Appreciation	0.00	1,500.00	0.00	1,500.00
850-04 · Volunteer Stipends	0.00	2,390.00	0.00	2,390.00
Total N 850 · Training	175.00	6,010.77	338.03	6,523.80
N 860 · Vehicle Operations				
860-01 · Gas & Oil	0.00	4,113.82	9,113.04	13,226.86
860-02 · Repairs & Service	0.00	5,180.39	3,215.88	8,396.27
Total N 860 · Vehicle Operations	0.00	9,294.21	12,328.92	21,623.13
N 870 · Administration				
870-01 · Telephone, Internet, Cable	2,658.62	502.01	1,105.45	4,266.08
870-02 · Dues & Publications	6,078.74	499.00	1,569.17	8,146.91
870-03 · Insurance	0.00	12,651.62	15,463.08	28,114.70
870-04 · Financial Reporting/Audit	18,935.50	0.00	0.00	18,935.50
870-05 · Office Supplies, Postage, Fees	6,142.94	383.40	967.20	7,493.54
870-06 · Bank & Payroll Charges	10,065.60	0.00	0.00	10,065.60
870-07 · Legal Expenses and Attorneys	6,827.00	0.00	960.00	7,787.00
870-08 · Board & Election Expenses	62.45	0.00	0.00	62.45
870-09 · Travel & Meetings	0.00	0.00	0.00	0.00
870-10 · Public Relations & Outreach	3,714.83	0.00	3,850.40	7,565.23
870-11 · Office IT Support	2,280.00	0.00	0.00	2,280.00
870-12 · Billing & Collections	0.00	0.00	8,399.96	8,399.96
870-13 · Disaster Council	0.00	2,621.56	0.00	2,621.56
870-14 · Miscellaneous	828.60	3,301.14	29.07	4,158.81
870-15 · Other Agency Assessments	1,016.54	700.00	4,653.44	6,369.98
870-16 · Property Tax Admin. Fees	7,553.43	0.00	0.00	7,553.43
870-17 · Fraud Linked Expenses	4,999.97	0.00	0.00	4,999.97
Total N 870 · Administration	71,164.22	20,658.73	36,997.77	128,820.72
Total Expense	295,248.91	165,909.00	531,542.94	992,700.85
Net Ordinary Income	408,178.88	-43,873.59	-85,318.65	278,986.64
Net Income	408,178.88	-43,873.59	-85,318.65	278,986.64

Inverness PUD
Summary Balance Sheet
As of May 31, 2021

	May 31, 21
ASSETS	
Current Assets	
Checking/Savings	599,055.61
Accounts Receivable	44,515.89
Other Current Assets	1,073,163.34
	1,716,734.84
Total Current Assets	1,716,734.84
Fixed Assets	1,505,979.40
Other Assets	774,131.27
	3,996,845.51
TOTAL ASSETS	3,996,845.51
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	15,274.85
Credit Cards	-321.05
Other Current Liabilities	1,528,172.07
	1,543,125.87
Total Current Liabilities	1,543,125.87
Long Term Liabilities	116,081.00
	1,659,206.87
Total Liabilities	1,659,206.87
Equity	2,337,638.64
	3,996,845.51
TOTAL LIABILITIES & EQUITY	3,996,845.51

**Inverness Public Utility District
TENNEY TANK CAPITAL PROJECT REPORT**

			FY1617	FY1718	FY1819	FY1920	FY2021	FY2122	Retention	Active Projects	Completed Projects	Capitalized		
No.	Project Name	Total Budget								Total Am't Spent	Amount Remaining	Total Spent	Total Unspent	Total
Water														
1-371-22	Tenney Tank Replacement Project	\$865,000	-\$4,000	-\$49,316	-\$5,745	-\$5,758	-\$156,826	-\$516,888	\$0	-\$738,534	\$126,466			\$0
Totals		\$865,000	-\$4,000	-\$49,316	-\$5,745	-\$5,758	-\$156,826	-\$516,888	\$0	-\$738,534	\$126,466	\$0	\$0	\$0
Grand Totals		\$865,000								-\$738,534	\$126,466	\$0	\$0	\$0

Date	Description	Expense Amount	5% Retention	Invoiced Receiveable	Balance	FY Total								
	Beginning Balance	0.00				0.00								
6/30/2017	Fiscal Year Expenses	4,000.00												
6/30/2017	End of year balance					(4,000.00)	FY 16/17							
6/30/2018	Fiscal Year Expenses	49,316.32												
6/30/2018	End of year balance					(53,316.32)	FY 17/18							
6/30/2019	Fiscal Year Expenses	5,745.38												
6/30/2019	End of year balance					(59,061.70)	FY 18/19							
6/30/2020	Fiscal Year Expenses	5,757.60												
6/30/2020	End of year balance					(64,819.30)	FY 19/20							
6/30/2021	Fiscal Year Expenses	154,159.17												
6/30/2021	End of year balance	154,159.17	(4,840.13)	91,962.46		(221,645.76)	FY 20/21							
7/16/2021	Brelje & Race Engineers	2,621.25		2,621.25	(224,267.01)									
8/6/2021	Bauer & Associates - Geotech	3,378.00		3,378.00	(227,645.01)									
8/16/2021	Brelje & Race Engineers	860.00		860.00	(228,505.01)									
9/16/2021	Brelje & Race Engineers	3,051.25		3,051.25	(231,556.26)									
10/4/2021	Piazza Construction	62,637.05	(3,131.85)	59,505.20	(291,061.46)									
10/15/2021	Brelje & Race Engineers	1,290.00		1,290.00	(292,351.46)									
10/28/2021	Bauer & Associates - Geotech	740.00		740.00	(293,091.46)									
10/31/2021	J Fox Project Mgmt to 10/31/21	2980.82		2,980.82	(296,072.28)									
11/11/2021	Piazza Construction	24,099.60	(1,204.98)	22,894.62	(318,966.90)									
11/15/2021	Brelje & Race Engineers	1,502.50		1,502.50	(320,469.40)									
11/30/2021	Piazza Construction	90,889.96	(4,544.50)	86,345.46	(406,814.86)									
12/3/2021	Bauer & Associates - Geotech	2,486.00		2,486.00	(409,300.86)									
12/14/2021	J Fox Project Mgmt to 12/15/21	5,227.54		5,227.54	(414,528.40)									
12/15/2021	Brelje & Race Engineers	4,682.50		4,682.50	(419,210.90)									
12/25/2021	Staff Costs to December 25 '21	4,380.79		4,380.79	(423,591.69)									
1/31/2022	Piazza Construction	83,591.61	(4,399.56)	79,192.05	(502,783.74)									
1/31/2022	Brelje & Race Engineers	1,506.25		1,506.25	(504,289.99)									
2/8/2022	Bauer & Associates - Geotech	1,472.00		1,472.00	(505,761.99)									
2/28/2022	Piazza Construction	44,081.50	(2,204.07)	41,877.43	(547,639.42)									
3/25/2022	Staff Costs to March 25 '22													
3/28/2022	Building Supply	662.14		662.14	(548,301.56)									
3/31/2022	Piazza Construction	130,228.46	(6,511.42)	123,717.04	(672,018.60)									
3/31/2022	McMaster-Carr	177.47		177.47	(672,196.07)									
4/4/2022	Automation Direct	145.80		145.80	(672,341.87)									
4/11/2022	Amazon	126.14		126.14	(672,468.01)									
4/12/2022	Stover Seed	468.99		468.99	(672,937.00)									
4/15/2022	Brelje & Race Engineers	4,647.50		4,647.50	(677,584.50)									
5/2/2022	Piazza Construction	23,053.00	(1,152.00)	21,901.00	(699,485.50)									
5/2/2022	Piazza Construction	27,989.16		27,989.16	(727,474.66)									
5/16/2022	Brelje & Race Engineers	1,462.50		1,462.50	(728,937.16)									
5/31/2022	Bauer & Associates - Geotech	2,498.00		2,498.00	(731,435.16)									
5/31/2022	Staff Costs to April 25 '22	7,098.95		7,098.95	(738,534.11)									
Current YTD Balance		540,036.73	(23,148.38)	516,888.35		(738,534.11)	Project Cost Total							

**IPUD Capital Projects
FY 2022-2027**

IPUD Capital Projects - 5 years DRAFT Proposal						
Water System						
Project Description	Proposed Priority	22/23	23/24	24/25	25/26	26/27
		Water Tanks				
Tenney Tanks - Active Starting March 2021	1	33,000	33,000	33,000	33,000	33,000
Seahaven-Recoat interior of 70K tank	1	50,000				
Seahaven-Cathodic protection 70K tank	2	5,000				
Ultra and Nano Replacement (Pure Aqua)	3	10,000	6,000			
Valve Replacements	1		10,000			
Colby Steel Roof Repair	9					
Colby Wood Tank Replacement	8				600,000	
Colby Steel Interior Recoat	9					
Replace Seahaven 15K wood tank	7			30,000		
Total Water Tanks		98,000	49,000	63,000	633,000	33,000
Treatment & Distribution						
Membrane Replacement	2	10,000				
SCADA IT System	3	5,000				
Generator 10kw - F3 Backup	1	25,000				
Distribution System Repair	4	5,000	5,000	5,000	5,000	
Total Treatment & Distribution		45,000	5,000	5,000	5,000	-
Vehicles						
Jeep Replacement-small pickup	1	30,000				
Utility crane for truck	2	4,000				
Total Vehicles		34,000	-	-	-	-
Total Costs Water System		177,000	54,000	68,000	638,000	33,000
Fire Department						
Project Description	Proposed Priority	22/23	23/24	24/25	25/26	26/27
		Firehouse				
Firehouse Roof Replacement	1		25,000			
Firehouse Window Replacement	2		25,000			
Equipment						
SCBA Bottle Replacement	1	5,000	5,000	5,000	5,000	
Vehicles						
Type V or VI Wildland-replace Engine 381?	2	250,000				
Replace 333 - Make it Emergency Vehicle	1	40,000				
Replace Chief's Vehicle	3		75,000			
Total Costs Fire Department		-	75,000	-	-	-
District						
Project Description	Proposed Priority	22/23	23/24	24/25	25/26	26/27
		District Operations				
Server Room	1	5,000				
Data Servers	2			8,000		
Total District Operations Costs		5,000	-	8,000	-	-
Total Projected Costs		#REF!	177,000	129,000	68,000	638,000

Funding Notes

Debt Service State Loan, repaid from increased rates
From Water Rate Increase Reserves less debt service
From Operating Budget
From Operating Budget, \$1k per membrane (24)
Water Rate Increase Reserves less debt service
Grant or Loan

MWPA
Water Rate Increase Reserves less debt service

<https://youtu.be/joPTJYzSVLk>
From Operating Budget

Funding Notes

Operating Reserves
Operating Reserves

Grant or Reserves/Burton Funds

MWPA/TOT?
From Vehicle Reserves
From Vehicle Reserves

Reserves



Board of Directors' Meeting
May 19, 2022
Proposed Budget



Marin Wildfire Prevention Authority FY23 Budget Draft

	Budget	
Revenue		
4000 · Measure C	20,502,687	Incl 3% increase
4100 · County Interest	3,500	
4200 · Prior Years' Fund Balance		TBD
Total Revenue	20,506,187	



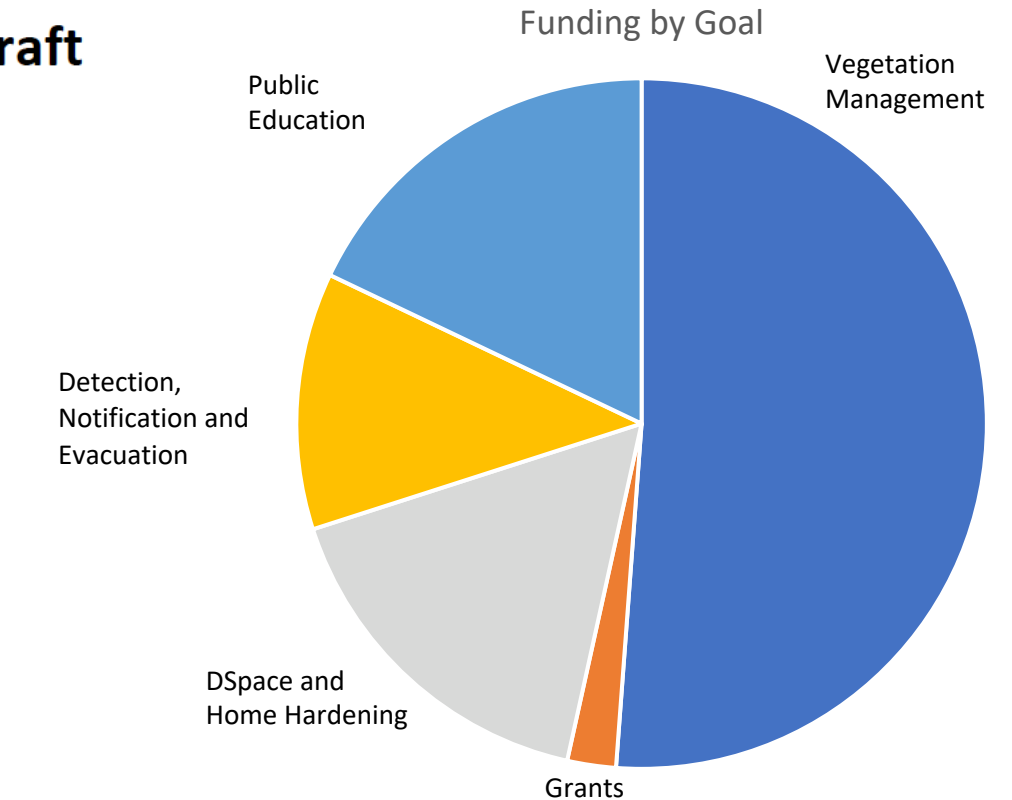
Marin Wildfire Prevention Authority FY23 Budget Draft

	<u>Budget</u>
Expenditures	
CORE PROGRAM	
6000 · Envrnmtl. Compliance/Monitoring	750,000
6005 · Evacuation Study	350,000
6010 · Evacuation Mgmt Platform	75,000
6015 · Operational Costs	
6015-1 · Rent	125,000
6015-2 · Tenant Improvements	20,000
6015-3 · Website/Portal	20,000
6015-4 · Communications	45,000
6015-5 · GrizzlyCorps	40,000
6015-6 · Training	25,000
6015-7 · R&D, Emerging Opportunities	25,000
6015-8 · Contingencies	100,000
Total Operational Costs	<u>400,000</u>
6020 · Metric Development Tracking	110,000



Marin Wildfire Prevention Authority FY23 Budget Draft

	<u>Budget</u>
6100 · Core Projects	
6105 · Alerts/Notifications	820,000
6110 · Chipper Days	1,290,000
6120 · DSpace Evaluations	155,000
6130 · DSpace Grants Fuel Management	235,000
6140 · DSpace Grants Home Hardening	250,000
6150 · Equipment	0
6160 · Evacuation Routes	815,000
6170 · Public Education	1,398,068
6180 · Shaded/Non-shaded Fuel Breaks	3,283,062
6190 · Staffing	1,040,402
Total Core Projects	9,286,532
Total Core Program	10,971,532



= 60% of Measure C revenues - 10% admin



Marin Wildfire Prevention Authority FY23 Budget Draft

	<u>Budget</u>
Defensible Space Program	
6400 · DSpace Agency Payments	4,101,237
6405 · DSpace Abatement Program	-82,025
Total Defensible Space Program	<u>4,019,213</u>
Local Wildfire Mitigation Prog	
6500 · Local Agency Payments	4,101,237
Total Local Wildfire Mitigation Prog	<u>4,101,237</u>



Marin Wildfire Prevention Authority FY23 Budget Draft

	<u>Budget</u>	
Administrative Costs		
6600 · Financial & Admin Services	107,263	
6605 · Legal Services	185,400	
6610 · Personnel	630,000	
6620 · Services & Supplies	157,708	
6630 · Professional Services	150,000	Contractors for admin work
Total Administrative Costs	<u>1,230,371</u>	
Total Expenditures	<u>20,322,353</u>	
Net Excess/(Deficiency)	<u><u>183,834</u></u>	

Previous Fiscal Year Comparison



	FY22 Budget	FY22 to-date	FY23 Budget
Revenue			
4000 · Measure C	19,690,000	18,924,785	20,502,687
4100 · County Interest	3,500	3,038	3,500
4200 · Prior Years' Fund Balance	972,455	0	
Total Revenue	20,665,955	18,927,823	20,506,187

Previous Fiscal Year Comparison



	FY22 Budget	FY22 to-date	FY23 Budget
Expenditures			
CORE PROGRAM			
6000 · Envrrnmtl. Compliance/Monitoring	106,643	103,463	750,000
6005 · Evacuation Study	916,371	38,786	350,000
6010 · Evacuation Mgmt Platform	75,000	72,075	75,000
6015 · Operational Costs			
6015-1 · Rent	-	N/A	125,000
6015-2 · Tenant Improvements	-	N/A	20,000
6015-3 · Website/Portal	-	N/A	20,000
6015-4 · Communications	-	N/A	45,000
6015-5 · GrizzlyCorps	-	N/A	40,000
6015-6 · Training	-	N/A	25,000
6015-7 · R&D, Emerging Opportunities	-	N/A	25,000
6015-8 · Contingencies	-	N/A	100,000
Total Operational Costs	514,381	345,421	400,000
6020 · Metric Development Tracking	-		110,000

Previous Fiscal Year Comparison



	FY22 Budget	FY22 to-date	FY23 Budget
<u>6100 · Core Projects</u>			
6105 · Alerts/Notifications	310,416	135,647	820,000
6110 · Chipper Days	1,522,120	751,810	1,290,000
6120 · DSpace Evaluations	893,577	243,700	155,000
6130 · DSpace Grants Fuel Management	250,000	47,219	235,000
6140 · DSpace Grants Home Hardening	610,000	93,458	250,000
6150 · Equipment	160,000	160,000	0
6160 · Evacuation Routes	2,271,257	928,582	815,000
6170 · Public Education	701,720	390,589	1,398,068
6180 · Shaded/Non-shaded Fuel Breaks	3,012,280	345,627	3,283,062
6190 · Staffing	160,061	0	1,040,402
Total Core Projects	9,891,431	3,096,632	9,286,532
Total Core Program	11,503,826	3,656,376	10,971,532

Previous Fiscal Year Comparison



	FY22 Budget	FY22 to-date	FY23 Budget
Defensible Space Program			
6400 · DSpace Agency Payments	3,859,240	3,677,385	4,101,237
6405 · DSpace Abatement Program	78,760	0	-82,025
Total Defensible Space Program	3,938,000	3,677,385	4,019,213
Local Wildfire Mitigation Prog			
6500 · Local Agency Payments	3,938,000	3,784,957	4,101,237
Total Local Wildfire Mitigation Prog	3,938,000	3,784,957	4,101,237

Previous Fiscal Year Comparison



	FY22 Budget	FY22 to-date	FY23 Budget
Administrative Costs			
6600 · Financial & Admin Services	104,137	104,137	107,263
6605 · Legal Services	180,000	157,134	185,400
6610 · Personnel	450,000	324,407	630,000
6620 · Services & Supplies	297,263	147,199	157,708
6630 · Professional Services	150,000	75,691	150,000
Total Administrative Costs	1,181,400	808,568	1,230,371
Total Expenditures	20,561,226	11,927,286	20,322,353
Net Excess/(Deficiency)	104,730	7,000,537	183,834



2022-2023 Draft Work Plan

Work Plan Development Process



Timeline	Task/Milestone
Dec	<ul style="list-style-type: none">• ATC and Ops Committee begin convening public meetings
Jan	<ul style="list-style-type: none">• ATC elects chair, vice chair; receives update on overall approach, timeline, and instruction for how to use web portal• Ops Committee elects chair, vice chair; creates overall approach/strategy; creates process for Work Plan development
Feb – March	<ul style="list-style-type: none">• ATC members and/or staff upload proposals into web portal• Ops Committee works on budget for Work Plan
April 6	<ul style="list-style-type: none">• ATC discusses proposals in public meeting• Draft proposals and budget available to public, public has opportunity to comment
April 14	<ul style="list-style-type: none">• Ops Committee receives suite of proposals from ATC and discusses in public meeting; reviews proposals; develops budget; works with MWPA staff and member agency staff to finalize draft Work Plan for Board consideration• Draft proposals and budget available to public, public has opportunity to comment
April 28	<ul style="list-style-type: none">• ATC discusses proposals in public meeting• Draft proposals and budget available to public, public has opportunity to comment
May 3	<ul style="list-style-type: none">• Ops Committee discusses Work Plan during public meeting and recommends budget and suite of Core proposals for Board consideration• Draft proposals and budget available to public, public has opportunity to comment• Content of web portal open to public (https://webportal.marinwildfire.org/home)
May 19	<ul style="list-style-type: none">• Board of Directors considers approval of the Work Plan and Budget• Draft proposals and budget available to public, public has opportunity to comment



- **Gathered Input from ATC and Operations Committee to Inform Additional Changes to Next Year's Process. Next year, we'll include a few changes, including:**
 - Invite land management agencies to present at kick-off meeting on how best to coordinate
 - Set earlier deadlines for proposals
 - Streamline the web portal – add standard text for project proponents to choose for project descriptions
 - Use MarinMap for Work Plan development



- **On January 13, the Operations Committee determined an overall approach for the FY 2022-2023 Work Plan:**
 - Continue the “House Out” approach;
 - Increase the funding and variety of resident grant programs;
 - Prioritize shaded fuel breaks adjacent to communities;
 - Partner with insurance companies and the Insurance Institute for Business & Home Safety to help avoid insurance cancellations;
 - Increase public education, particularly to new audiences.



1. Vegetation Management
2. Wildfire Detection, Alert, and Evacuation Program Improvements
3. Grants and Partnerships
4. Public Outreach and Education
5. Defensible Space Evaluations and Home Hardening

JPA-wide Proposal Development



One of the first steps in Work Plan development included brainstorming JPA-wide core proposals with an ATC Ad Hoc Subcommittee. MWPA Staff then received input from the ATC and Ops Committee and met with the Operations Committee's Budget/Finance Ad Hoc Subcommittee to balance JPA-wide proposal costs with needs for other zone-specific core proposals.

JPA-wide Core Proposals	Updated Costs	Amount reduced
Coastal Zone environmental compliance process	\$0	\$ 100,000.00
Public education	\$988,068	
Knowledge & Attitudes Survey	\$75,000	
Direct Assistance and staff to support	\$0	\$ 860,000.00
Fire Detection camera coordination	\$30,000	\$ 30,000.00
Defensible Space Inspection app subscription and ongoing staffing	\$155,000	
Grant Programs and staff to support*	\$250,000	\$ 245,000.00
Zonehaven subscription	\$75,000	\$ 5,000.00
Environmental compliance for core projects and coastal zone	\$750,000	\$ 250,000.00
Operational Costs*	\$400,000	\$ 200,000.00
Chipper Program and staff to support	\$1,250,000	
Regional WF-Disaster Preparedness Coordinator	\$43,000	
UCCE / Marin Master Gardeners position (year 2)	\$75,000	
Risk Reduction Tracking	\$60,000	
Evacuation Risk Assessment	\$350,000	
Total Savings		\$ 1,690,000.00
Updated Total JPA-wide Core Proposals	\$4,501,068	

JPA-wide Core Proposals: FY21-22 v. FY22-23



2021-2022 JPA-wide Core Proposals	FY 2021-2022 Costs	2022-2023 JPA-wide Core Proposals	FY 2022-2023 Costs
Defensible Space Evaluation and Inspection Software Development	\$234,000	FireAside Defensible Space Inspection Application Subscription	\$155,000
Curbside Chipper Program	\$1,150,000	Chipper Day Program (and staff to support)	\$1,250,000
Low-Income DSpace Grant Program	\$250,000	Home Hardening and Defensible Space Grant Programs (and staff to support) - <i>note budget rollover from FY21-22</i>	\$250,000
Home Hardening Matching Grant Program	\$250,000		
UCCE/Marin Master Gardners	\$126,095	UCCE / Marin Master Gardeners position (yr 2) - <i>note budget rollover from FY21-22</i>	\$75,000
Regional WF-Disaster Preparedness Coordinator	\$43,000	Regional Wildfire-Disaster Preparedness Coordinator	\$43,000
MWPA Operational Costs	\$514,381	MWPA Operational Costs - <i>note budget rollover from FY21-22</i>	\$400,000
Evacuation Study	\$38,786	Evacuation Ingress/Egress Risk Assessment	\$350,000
Zonehaven Subscription	\$75,000	Zonehaven Subscription	\$75,000
Public Education (FSM)	\$595,000	Public Education (FSM)	\$988,068
Red Flag Safety Signs	\$5,625	-	-
-	-	Fire Camera Coordination	\$30,000
-	-	Knowledge and Attitudes Survey	\$75,000
-	-	Risk Reduction Tracking Through Parcel-Level Risk Modeling	\$60,000
-	-	Environmental Compliance for Core Projects	\$750,000
Total Funding	\$3,281,887	Total Funding	\$4,501,068
Environmental Compliance for Core Projects (<i>10% from each core project separately. Total spent July 1 - March 31 = \$556,295.59. Total does not include Greater Ross Valley Shaded Fuel Break</i>)	\$842,777.90		
Total	\$4,124,664.90		

JPA-wide Core Proposals: FY21-22 v. FY22-23



2022-2023 JPA-wide Core Proposals	FY 2022-2023 Costs
FireAside Defensible Space Inspection Application Subscription	\$155,000
Chipper Day Program (and staff to support)	\$1,250,000
Home Hardening and Defensible Space Grant Programs (and staff to support) - <i>note budget rollover from FY21-22</i>	\$250,000
UCCE / Marin Master Gardeners position (yr 2) - <i>note budget rollover from FY21-22</i>	\$75,000
Regional Wildfire-Disaster Preparedness Coordinator	\$43,000
MWPA Operational Costs - <i>note budget rollover from FY21-22</i>	\$400,000
Evacuation Ingress/Egress Risk Assessment	\$350,000
Zonehaven Subscription	\$75,000
Public Education (FSM)	\$988,068
	-
Fire Camera Coordination	\$30,000
Knowledge and Attitudes Survey	\$75,000
Risk Reduction Tracking Through Parcel-Level Risk Modeling	\$60,000
Environmental Compliance for Core Projects	\$750,000
Total Funding	\$4,501,068

Overall Budget FY2022-2023: Core Budget for Zones



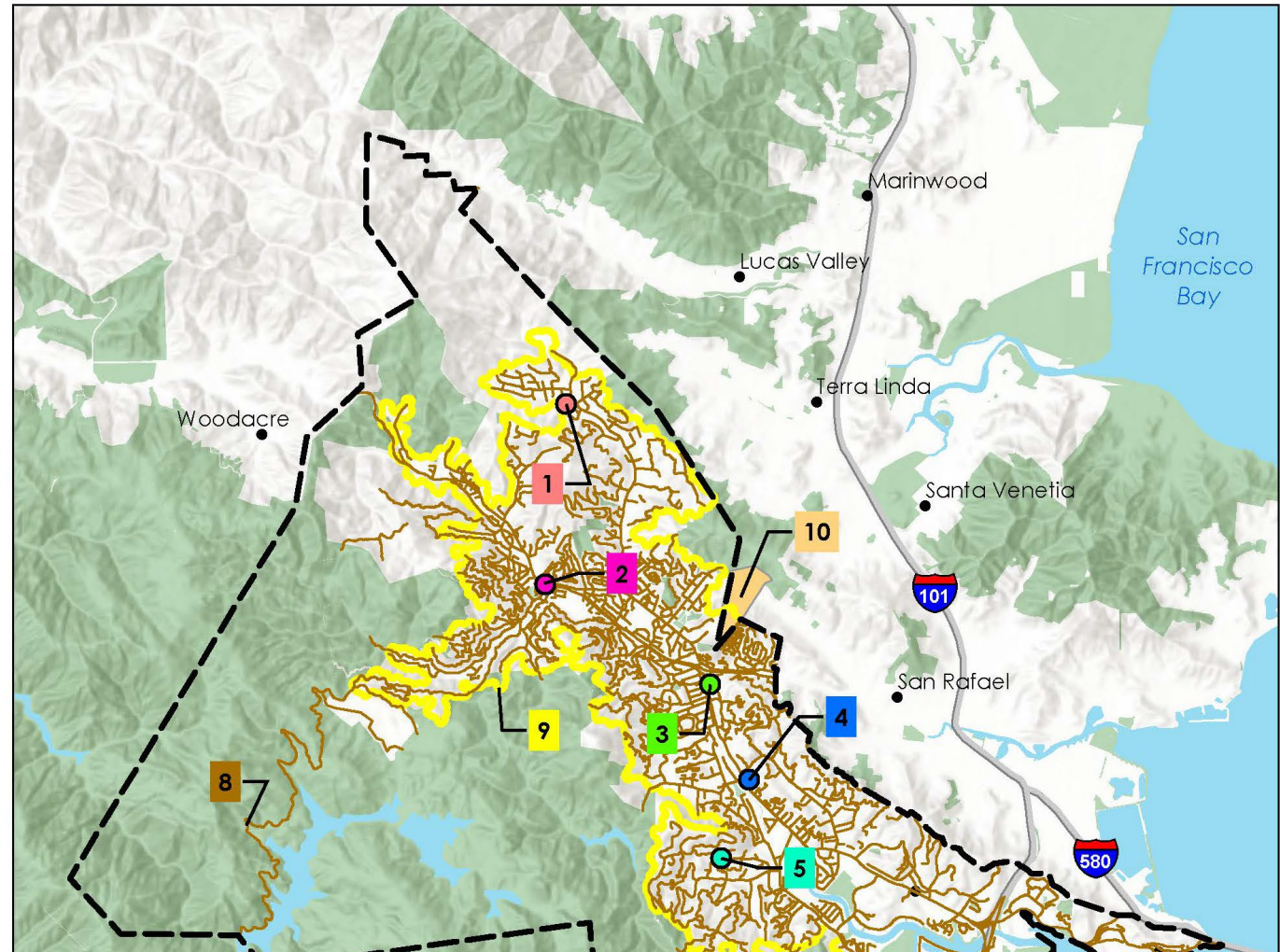
Overall MWPA Budget FY2022-2023						
Zone	Agency	Local (20%)	D-Space (20%)	Core (60% - Admin Costs)	Core Budget for JPA-wide Proposals	Core Budget per Zone
Central Marin	City of Larkspur	\$216,858.47	\$216,858.47			
Central Marin	Kentfield Fire	\$137,952.23	\$137,952.23			
Central Marin	Sleepy Hollow Fire District	\$47,314.59	\$47,314.59			
Central Marin	Town of Corte Madera	\$170,466.33	\$170,466.33			
Central Marin	Town of Fairfax	\$102,070.24	\$102,070.24			
Central Marin	Town of Ross	\$56,393.37	\$56,393.37			
Central Marin	Town of San Anselmo	\$190,691.19	\$190,691.19			\$1,485,333.69
West Marin	Bolinas Fire District	\$24,889.39	\$24,889.39			
West Marin	Inverness Volunteer Fire Department	\$21,171.88	\$21,171.88			
West Marin	Marin County Fire Department	\$339,913.80	\$339,913.80			
West Marin	Stinson Beach Fire District	\$27,844.78	\$27,844.78			\$394,336.38
Novato	Novato Fire District	\$1,006,437.26	\$1,006,437.26			\$1,597,062.33
San Rafael	City of San Rafael	\$969,009.79	\$969,009.79			
San Rafael	Marinwood Community Services District	\$68,346.54	\$68,346.54			\$1,886,242.35
Southern Marin	City of Mill Valley	\$247,319.23	\$247,319.23			
Southern Marin	Muir Beach Community Services District	\$6,319.95	\$6,319.95			
Southern Marin	Southern Marin Fire District	\$468,238.58	\$468,238.58			\$1,209,298.23
JPA-wide Core					\$4,501,068	
Totals		\$4,101,237.60	\$4,019,212.85	\$ 11,073,341.52	\$4,501,068	\$6,572,272.98
Total Core (JPA-wide Core and Zone-specific Core)						\$11,073,340.98
Total Measure C (Local + DSpace + Core + Admin)						\$20,506,188.00

Central Marin Zone: Core Proposals



Goal	Core Proposal	Cost
Goal 1. Vegetation Management	Ridgewood Shaded Fuel Break Planning - Central Zone Share	\$ 75,000
Goal 1. Vegetation Management	Greater Ross Valley Shaded Fuel Break	\$ 900,000
Goal 1. Vegetation Management	Central Marin Zone Evacuation Route Core Project Implementation FY2022 2023	\$ 210,334
Goal 5. Defensible Space and Home Hardening	Greater Ross Valley Defensible Space and Home Hardening Evaluation and Inspection Program - Supplemental Funding	\$ 300,000
Total		\$ 1,485,334

Central Marin Zone Map



Legend

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Created: 5/18/2022



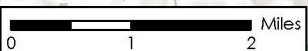
PANORAMA

Proposal Locations

- Sleepy Hollow*
- Fairfax*
- San Anselmo*
- Ross*
- Kentfield*
- Larkspur*
- Corte Madera*

- Central Marin Zone Evacuation Route Core
- Project - Implementation FY2022-2023
- Greater Ross Valley Shaded Fuel Break
- Palm Hill Evacuation Route Parking Boxes
- Ridgewood Shaded Fuel Break Planning Central Zone Share
- Central Marin Zone

*Location includes multiple projects.

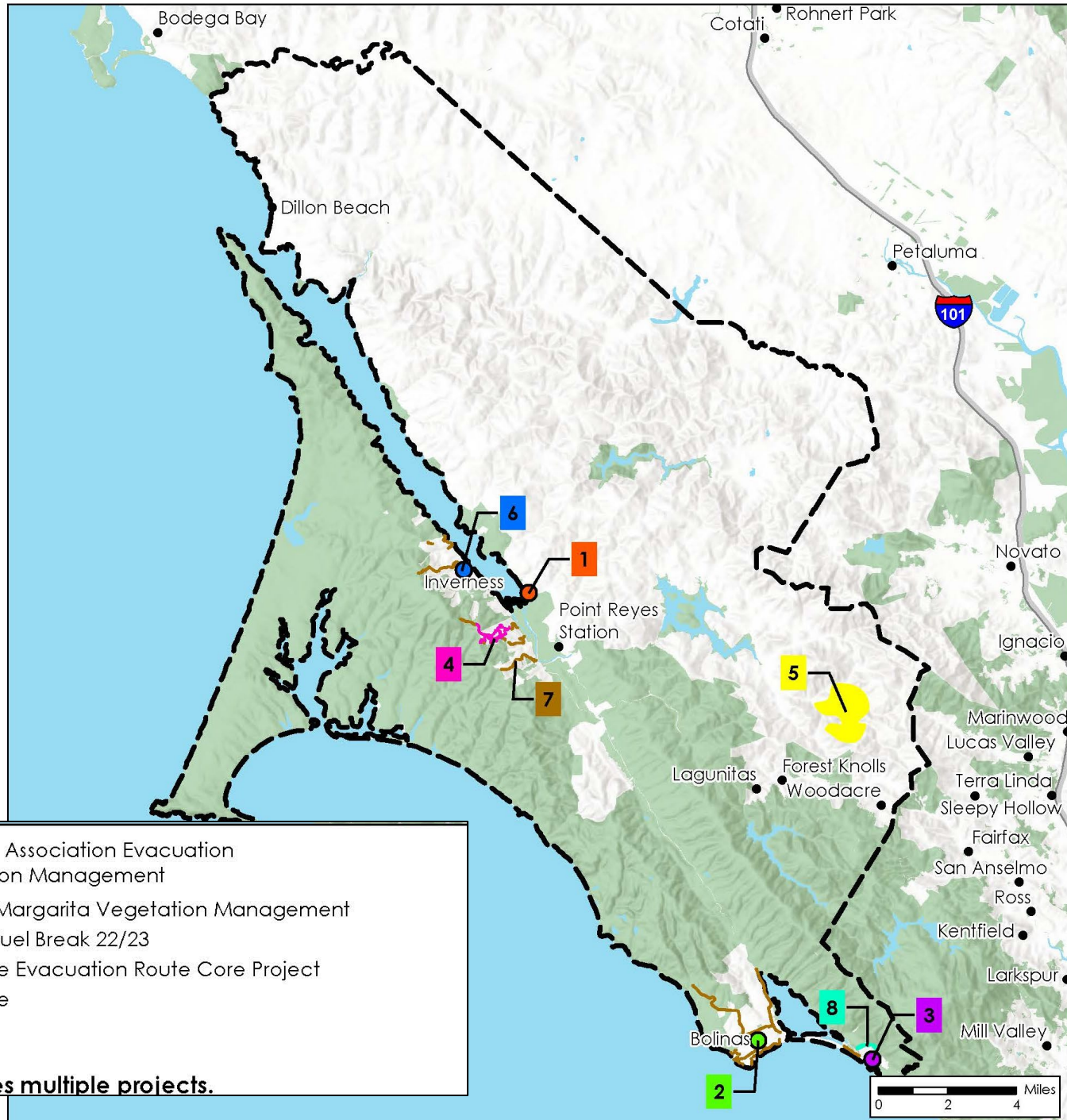


West Marin Zone: Core Proposals



Zone	Goal	Core Proposal	Cost
West Marin	Goal 1. Vegetation Management	West Marin Zone Evacuation Route Core Project	\$ 244,336
	Goal 1. Vegetation Management	West Marin Zone Vegetation Management Equipment	\$ 110,000
	Goal 2. Detection, Alerts and Evacuation	West Marin Hi-Lo Sirens	\$ 40,000
Total			\$ 394,336

West Marin Zone Map



Legend

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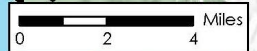


Proposal Locations

- Marin County Fire*
- Bolinas*
- Stinson Beach Fire*
- Inverness Volunteer Fire Department*

- ▬ Inverness Ridge Association Evacuation Route Vegetation Management
- ▬ Rancho Santa Margarita Vegetation Management
- ▬ Stinson Beach Fuel Break 22/23
- ▬ West Marin Zone Evacuation Route Core Project
- West Marin Zone

*Location includes multiple projects.

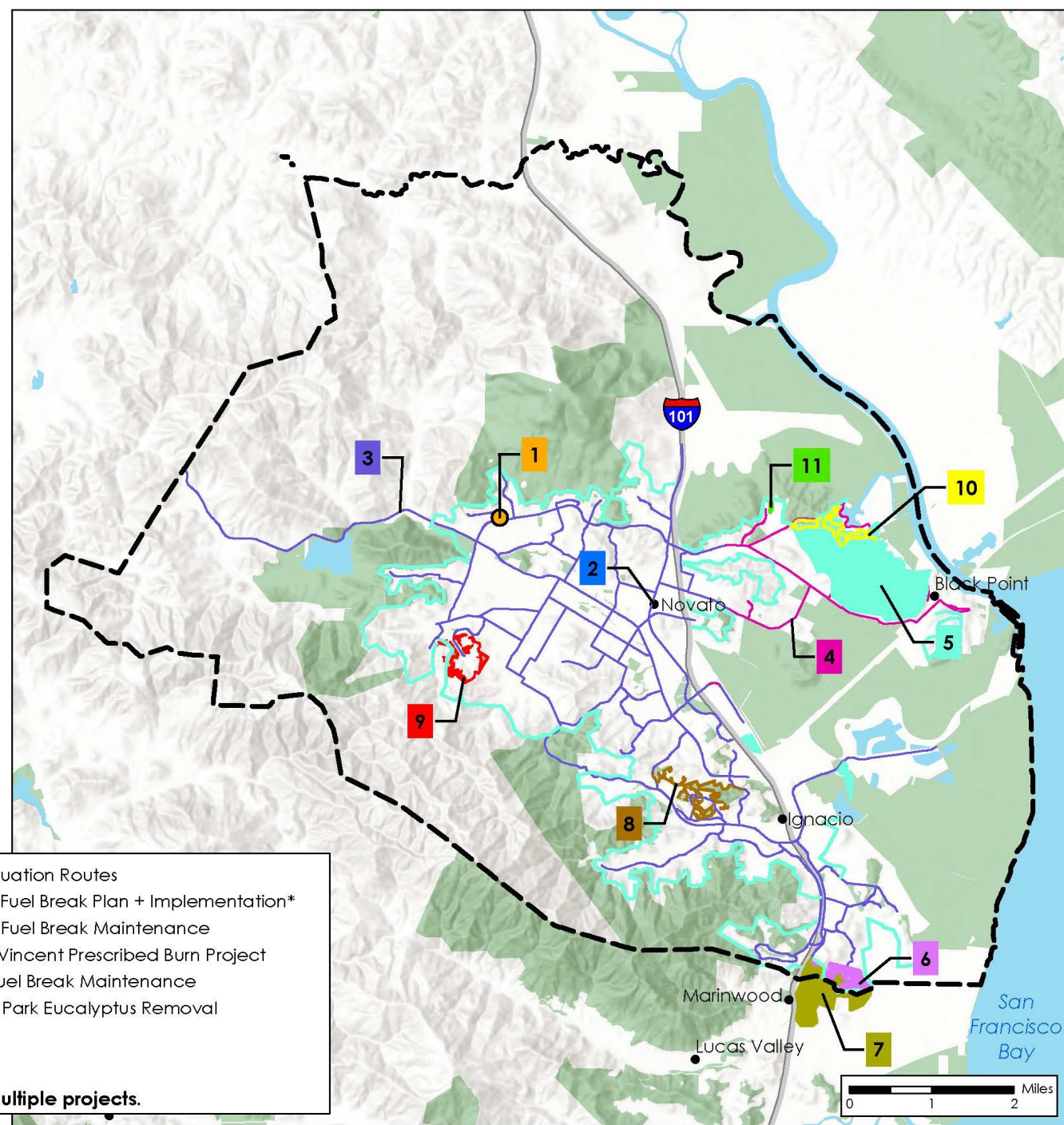


Novato Zone: Core Proposals



Goal	Core Proposal	Cost
Goal 1. Vegetation Management	Greater Novato Fuel Break Plan	\$ 258,000
Goal 1. Vegetation Management	Greater Novato Fuel Break Implementation	\$ 170,000
Goal 1. Vegetation Management	Marin Valley Goat Grazing Maintenance	\$ 40,000
Goal 1. Vegetation Management	Novato Fire Road Maintenance	\$ 130,000
Goal 1. Vegetation Management	Valley Memorial Park Eucalyptus Removal	\$ 100,000
Goal 1. Vegetation Management	Bahia Fuel Break Maintenance	\$ 30,000
Goal 1. Vegetation Management	Black Point Evacuation Routes	\$ 90,000
Goal 1. Vegetation Management	Ignacio Valley Fuel Break Maintenance	\$ 50,000
Goal 1. Vegetation Management	Marin Highlands Fuel Break Maintenance	\$ 30,000
Goal 1. Vegetation Management	Novato Evacuation Route	\$ 100,000
Goal 1. Vegetation Management	Marin Valley/St. Vincent Prescribed Burn Project	\$ 24,062
Goal 1. Vegetation Management	Novato Senior Vegetation Management Specialist	\$ 150,000
Goal 1. Vegetation Management	Novato Vegetation Management Program Manager	\$ 175,000
Goal 2. Detection, Alerts and Evacuation	Novato Long Range Acoustic Device Warning System Plan	\$ 50,000
Goal 4. Public Outreach and Education	Novato Fire Adaptive Multimedia Campaign	\$ 100,000
Goal 4. Public Outreach and Education	Novato Fire Smart Demonstration Garden, Station 63	\$ 100,000
Total		\$ 1,597,062

Novato Zone Map










Legend

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Proposal Locations

-  Novato*
-  Novato Fire Smart Demonstration Garden - Station 63
-  Marin Valley Goat Grazing Maintenance
-  Novato Evacuation Route
-  Bahia Fuel Break Maintenance

-  Black Point Evacuation Routes
-  Greater Novato Fuel Break Plan + Implementation*
-  Marin Highlands Fuel Break Maintenance
-  Marin Valley/St. Vincent Prescribed Burn Project
-  Ignacio Valley Fuel Break Maintenance
-  Valley Memorial Park Eucalyptus Removal
-  Novato Zone

*Location contains multiple projects.

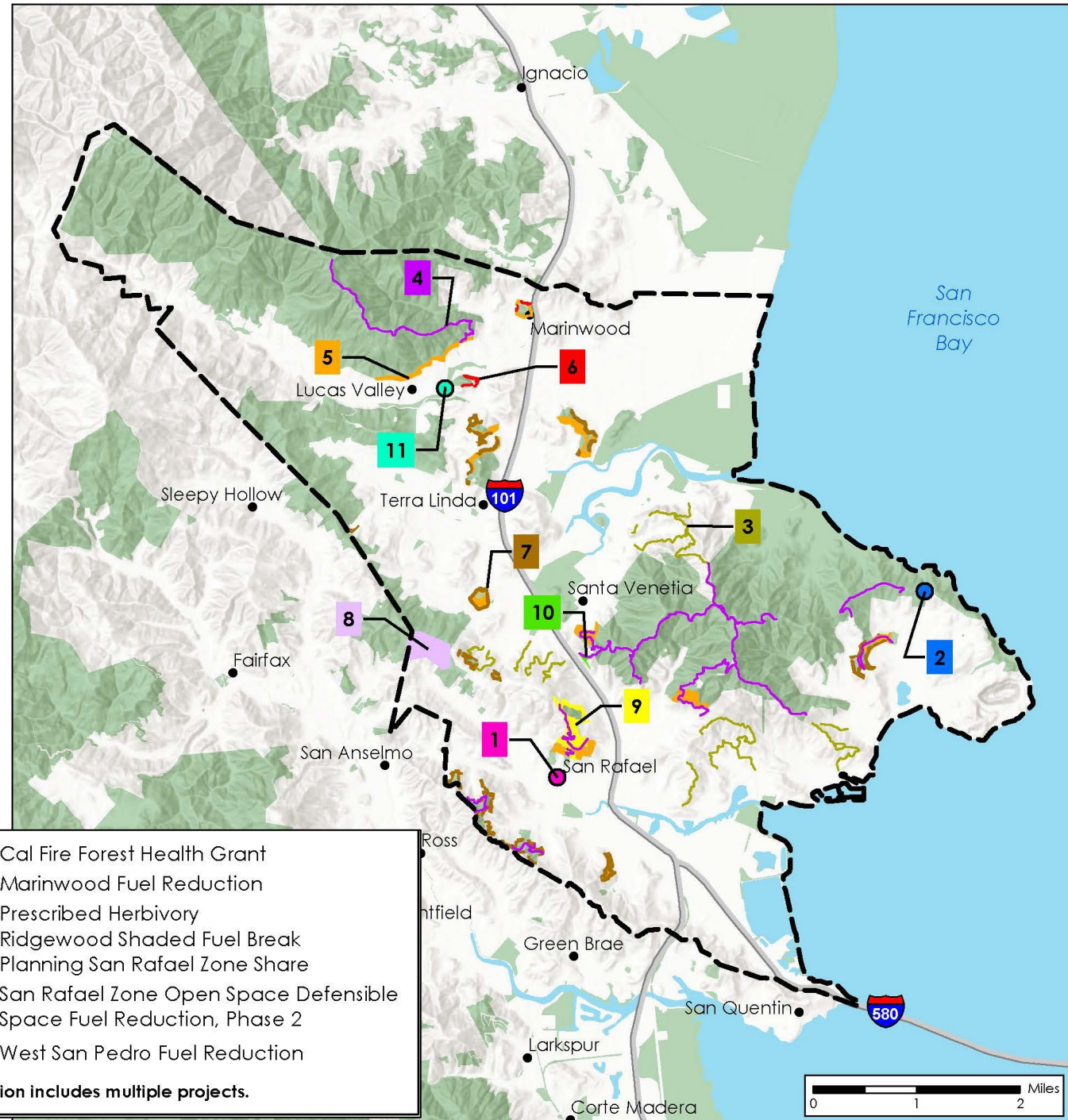


San Rafael Zone: Core Proposals



Goal	Core Proposal	Cost
Goal 1. Vegetation Management	San Rafael Evacuation Route Vegetation Management	\$75,000
Goal 1. Vegetation Management	West San Pedro Fuel Reduction	\$75,000
Goal 1. Vegetation Management	Ridgewood Shaded Fuel Break Planning - San Rafael Zone Share	100,000
Goal 1. Vegetation Management	San Rafael Zone Open Space Defensible Space Fuel Reduction - Phase 2	200,000
Goal 1. Vegetation Management	Staff	\$350,000
Goal 1. Vegetation Management	Marinwood and San Rafael Open Space Prescribed Herbivory	\$200,000
Goal 1. Vegetation Management	Fire Road Vegetation Clearance Phase 2	\$150,000
Goal 2. Detection, Alerts and Evacuation	China Camp LRAD Emergency Notification System	\$150,000
Goal 4. Public Outreach and Education	San Rafael Educational Landscaping	\$85,000
Goal 4. Public Outreach and Education	San Rafael Public Education, Outreach and Engagement	\$125,000
Goal 5. Defensible Space and Home Hardening	San Rafael Direct Residence Assistance	\$336,242
Goal 5. Defensible Space and Home Hardening	San Rafael Debris Disposal	\$40,000
Total		\$ 1,886,242







San Rafael Zone Map



Legend

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Proposal Locations

-  San Rafael*
-  China Camp LRAD
-  Marinwood Defensible Space Program
-  San Rafael Evacuation Route Vegetation Management
-  Fire Road Vegetation Clearance, Phase 2
-  San Rafael Zone

-  Cal Fire Forest Health Grant
-  Marinwood Fuel Reduction
-  Prescribed Herbivory
-  Ridgewood Shaded Fuel Break
-  Planning San Rafael Zone Share
-  San Rafael Zone Open Space Defensible Space Fuel Reduction, Phase 2
-  West San Pedro Fuel Reduction

*Location includes multiple projects.

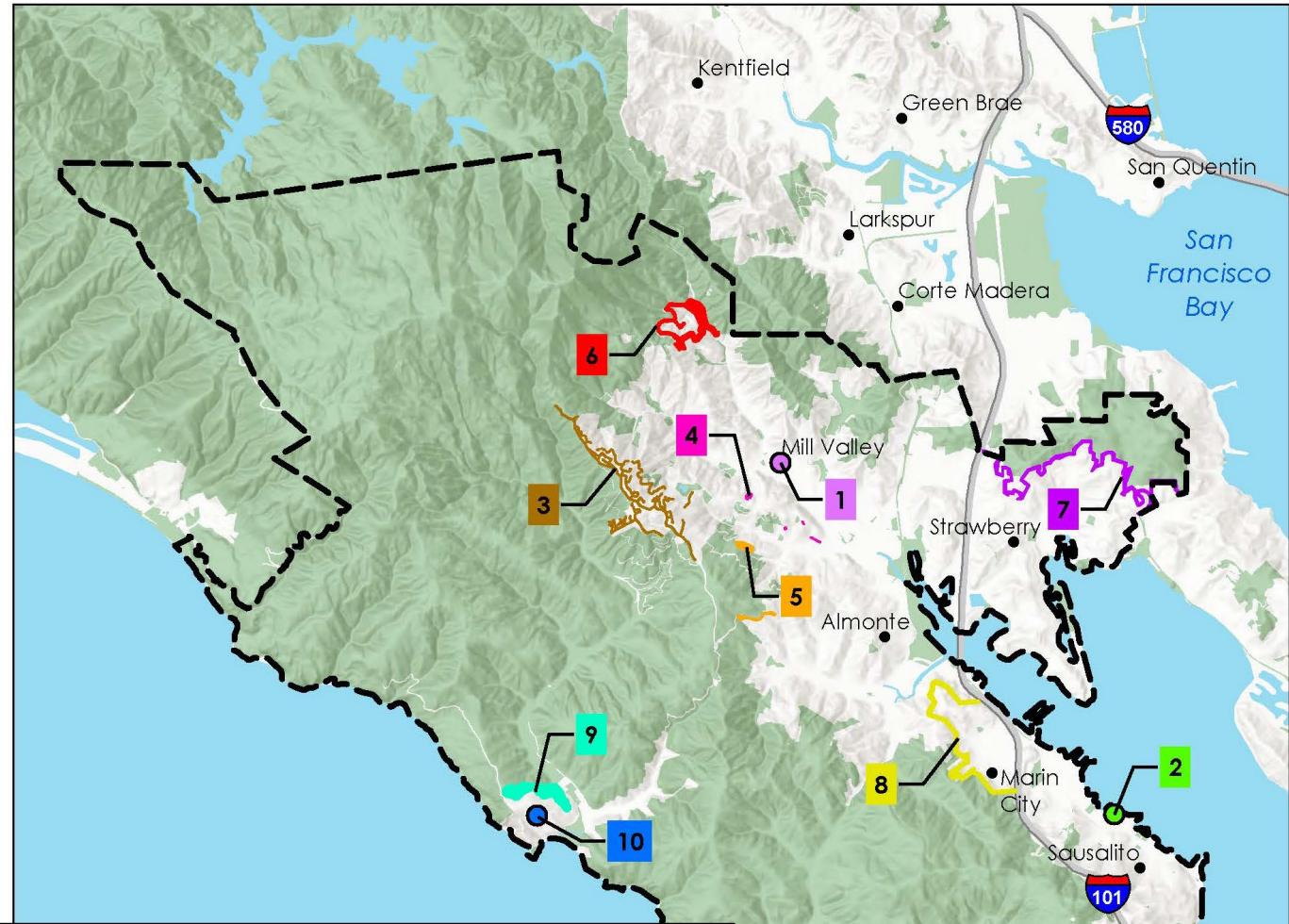


Southern Marin Zone: Core Proposals



Goal	Core Proposal	Cost
Goal 1. Vegetation Management	Mill Valley Summit and Ralston Fuel Break	167,529
Goal 1. Vegetation Management	Muir Beach Hwy 1 Evacuation Corridor/ Banducci Ranch	79,873
Goal 1. Vegetation Management	SMFD Ring Mountain Fuel Break	229,022.91
Goal 1. Vegetation Management	SMFD Vegetation Management Specialist	\$167,529
Goal 1. Vegetation Management	Marin City Fuel Reduction Zone	143,957.26
Goal 1. Vegetation Management	Throckmorton Ridge Evacuation Route Vegetation Management	65,435.12
Goal 2. Detection, Alerts, and Notification	Southern Marin Emergency Notification Network	359,893.15
Goal 5. Defensible Space and Home Hardening	Regional Neighborhood Response Coordinator	65,435.12
Total		\$ 1,278,675

Southern Marin Zone Map









Legend

Scale = 1:105,000
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Proposal Locations

-  Mill Valley*
-  Southern Marin Fire District*
-  Muir Beach*
-  Throckmorton Ridge Evacuation Route Vegetation Management
-  Southern Marin Hazardous Tree Removal*

-  Mill Valley Hazardous Tree and Flammable Vegetation Removal*
-  Marin City Fuel Reduction Zone
-  Muir Beach Hwy 1 Evacuation Corridor/Banducci Ranch
-  Ring Mountain Fuel Break
-  Mill Valley Summit and Ralston Fuel Break
-  Southern Marin Zone

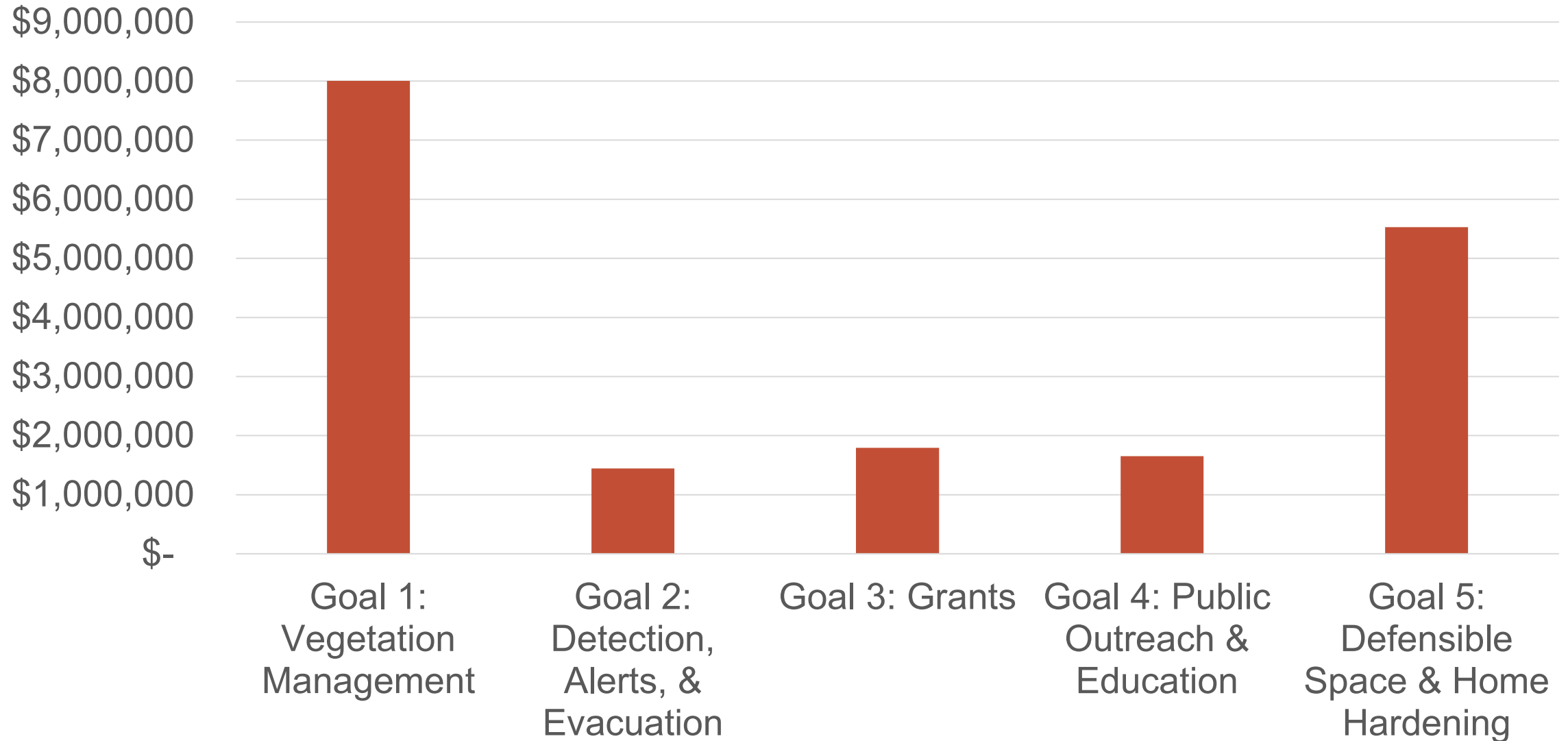
*Location includes multiple projects.



All FY22-23 Proposals: Overall Allocation by Goal



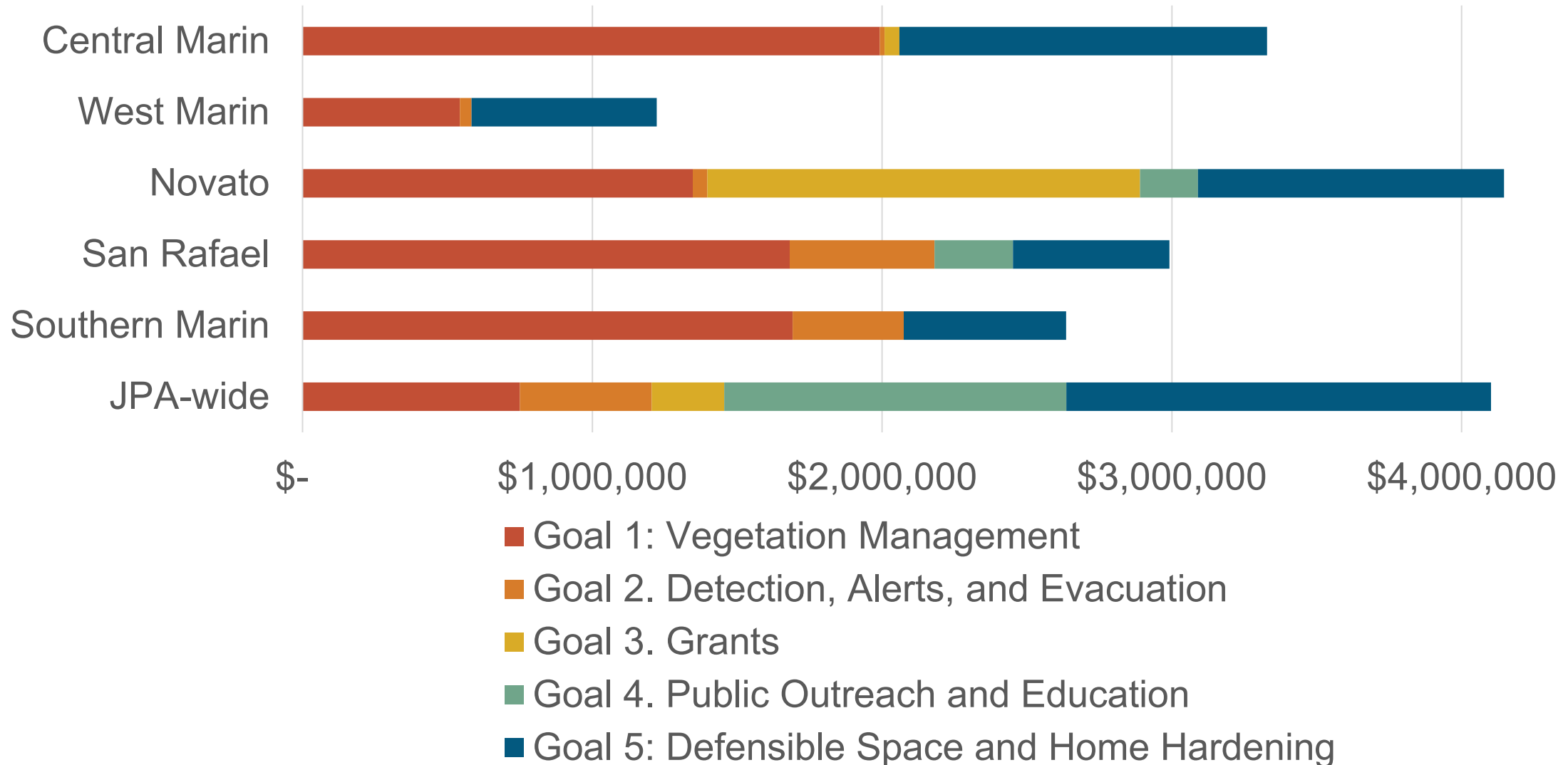
FY 2022-23 Budget Allocated per Goal



Goals Addressed Within Each Zone (All Proposals)

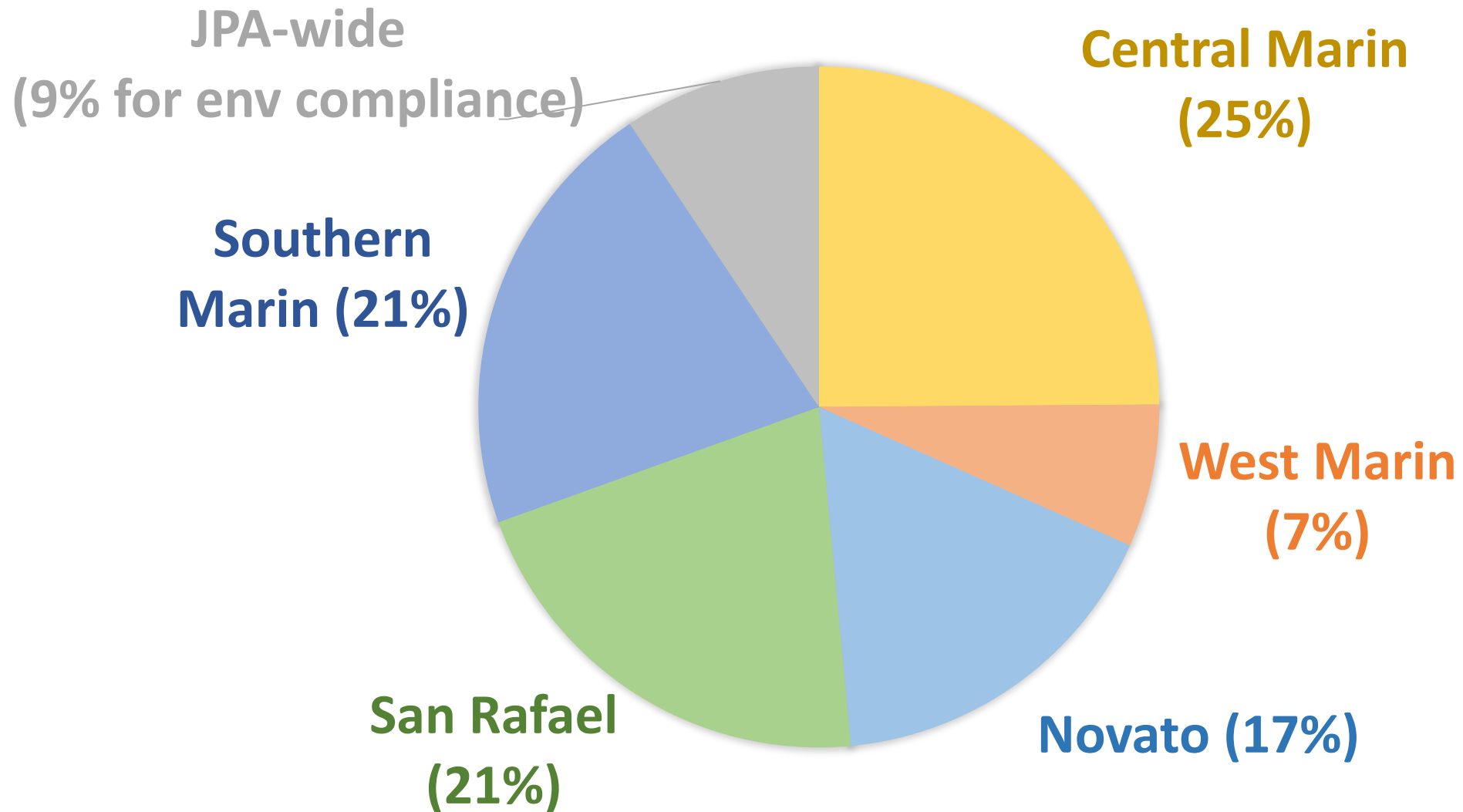


2022-23 Budget Allocation by Goal





GOAL 1: VEGETATION MANAGEMENT



Goal 1. Vegetation Management: Central Marin Zone



Goal 1. Vegetation Management				
Zone	Program Area	Proposal Name	Lead Agency	Budget
Central Marin	Core	Ridgewood Shaded Fuel Break Planning - Central Zone Share	MWPA / Central Marin Fire	\$ 75,000.00
	Core	Greater Ross Valley Shaded Fuel Break	MWPA / Central Marin Fire	\$ 900,000.00
	Core	Central Marin Zone Evacuation Route Core Project Implementation FY2022-2023	MWPA / Central Marin Fire	\$ 210,333.69
	Local	Larkspur Invasive Vegetation Treatment Program	City of Larkspur	\$ 100,000.00
	Local	Larkspur Defensible Defensible Space Voluntary Abatement Program	City of Larkspur	\$ 100,000.00
	Local	Kentfield Invasive Vegetation Treatment Program	Kentfield Fire District	\$ 68,976.00
	Local	Kentfield Defensible Space Voluntary Abatement Program	Kentfield Fire District	\$ 68,976.00
	Local	Corte Madera Defensible Space Voluntary Abatement Program	Town of Corte Madera	\$ 85,233.00
	Local	Corte Madera Invasive Vegetation Treatment Program	Town of Corte Madera	\$ 85,233.00
	Local	Fairfax Invasive Vegetation Treatment Program	Town of Fairfax	\$ 51,035.00
	Local	Ross Invasive Vegetation Treatment Program	Town of Ross	\$ 56,393.37
	Local	San Anselmo Invasive Vegetation Treatment Program	Town of San Anselmo	\$ 190,691.19
			Total	\$ 1,991,871.25

Goal 1. Vegetation Management: West Marin Zone



Goal 1. Vegetation Management

Zone	Program Area	Proposal Name	Lead Agency	Budget
West Marin	Core	West Marin Zone Evacuation Route Core Project	Marin County Fire Department / County of Marin	\$ 244,336.00
	Core	West Marin Zone Vegetation Management Equipment	Marin County Fire Department / County of Marin	\$ 110,000.00
	Local	Bolinas UTV for Prevention	Bolinas Fire Department	\$ 24,889.00
	Local	Inverness Vegetation Management Equipment	Inverness Fire Department	\$ 11,172.00
	Local	Inverness Evacuation Route Vegetation Management	Inverness Fire Department	\$ 10,000.00
	Local	Inverness Ridge Association Evacuation Vegetation Management	Marin County Fire Department / County of Marin	\$ 64,914.00
	Local	Rancho Santa Margarita Vegetation Management	Marin County Fire Department / County of Marin	\$ 50,000.00
	Local	Stinson Beach Fuel Break 22/23	Stinson Beach Fire Protection District	\$ 27,845.00
				Total

Goal 1. Vegetation Management: Novato Zone



Goal 1. Vegetation Management				
Zone	Program Area	Proposal Name	Lead Agency	Budget
Novato	Core	Greater Novato Fuel Break Plan	Novato Fire District	\$ 258,000.00
	Core	Greater Novato Fuel Break Implementation	Novato Fire District	\$ 170,000.00
	Core	Marin Valley Goat Grazing Maintenance	Novato Fire District	\$ 40,000.00
	Core	Novato Fire Road Maintenance	Novato Fire District	\$ 130,000.00
	Core	Valley Memorial Park Eucalyptus Removal	Novato Fire District	\$ 100,000.00
	Core	Bahia Fuel Break Maintenance	Novato Fire District	\$ 30,000.00
	Core	Black Point Evacuation Routes	Novato Fire District	\$ 90,000.00
	Core	Ignacio Valley Fuel Break Maintenance	Novato Fire District	\$ 50,000.00
	Core	Marin Highlands Fuel Break Maintenance	Novato Fire District	\$ 30,000.00
	Core	Novato Evacuation Route	Novato Fire District	\$ 100,000.00
	Core	Marin Valley/St. Vincent Prescribed Burn Project	Novato Fire District	\$ 24,062.00
	Core	Novato Senior Vegetation Management Specialist	Novato Fire District	\$ 150,000.00
	Core	Novato Vegetation Management Program Manager	Novato Fire District	\$ 175,000.00
				Total

Goal 1. Vegetation Management: San Rafael Zone



Goal 1. Vegetation Management

Zone	Program Area	Proposal Name	Lead Agency	Budget
San Rafael	Core	San Rafael Evacuation Route Vegetation Management	City of San Rafeal	\$ 75,000.00
	Core	West San Pedro Fuel Reduction	City of San Rafeal	\$ 75,000.00
	Core	Ridgewood Shaded Fuel Break Planning - San Rafael Zone Share	City of San Rafeal	\$ 100,000.00
	Core	San Rafael Zone Open Space Defensible Space Fuel Reduction - Phase 2	City of San Rafeal	\$ 200,000.00
	Core	SRFD Vegetation and Project Management Staff	City of San Rafeal	\$ 350,000.00
	Core	Marinwood and San Rafael Open Space Prescribed Herbivory	City of San Rafeal	\$ 200,000.00
	Core	Fire Road Vegetation Clearance Phase 2	City of San Rafeal	\$ 150,000.00
	Local	San Rafael Landscape Restoration	City of San Rafeal	\$ 200,000.00
	Local	San Rafael Small and Responsive Projects	City of San Rafeal	\$ 163,010.00
	Local	San Rafael CalFire Forest Health Grant	City of San Rafeal	\$ 100,000.00
	Local	Marinwood Fuel Reduction	Marinwood Community Services District	\$ 68,347.00
				Total

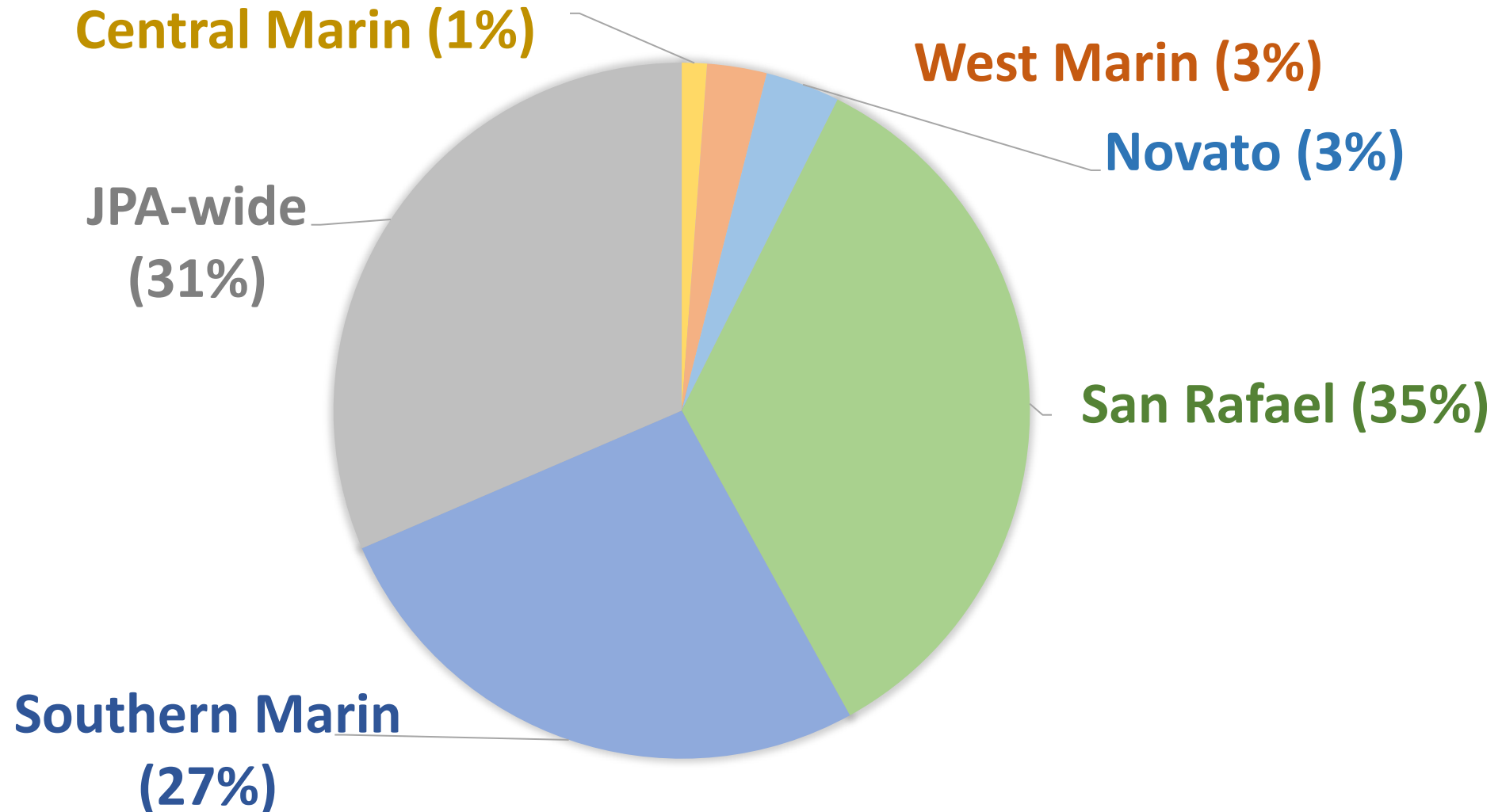
Goal 1. Vegetation Management: Southern Marin Zone



Goal 1. Vegetation Management				
Zone	Program Area	Proposal Name	Lead Agency	Budget
Southern Marin	Core	Mill Valley Summit and Ralston Fuel Break	City of Mill Valley	\$ 167,529.00
	Core	Muir Beach Hwy 1 Evacuation Corridor/ Banducci Ranch	Muir Beach Community Services District	\$ 79,873.00
	Core	SMFD Ring Mountain Fuel Break	Southern Marin Fire Protection District	\$ 229,022.91
	Core	SMFD Vegetation Management Specialist	Southern Marin Fire Protection District	\$ 143,957.26
	Core	Marin City Fuel Reduction Zone	Southern Marin Fire Protection District	\$ 65,435.12
	Core	Throckmorton Ridge Evacuation Route Vegetation Management	Marin County Fire Department / County of Marin	\$ 65,435.12
	Local	Mill Valley Hazardous Tree and Flammable Vegetation Removal	City of Mill Valley	\$ 241,319.00
	Dspace	Mill Valley Hazardous Tree and Flammable Vegetation Removal - Supplemental Funding	City of Mill Valley	\$ 9,773.00
	Local	Muir Beach Tree Trimming	Muir Beach Community Services District	\$ 1,320.00
	Local	Muir Beach Equipment Fund	Muir Beach Community Services District	\$ 5,000.00
	Local	Southern Marin Hazardous Tree Removal	Southern Marin Fire Protection District	\$ 450,239.00
	Dspace	Southern Marin Hazardous Tree Removal - Supplemental Funding	Southern Marin Fire Protection District	\$ 64,238.58
	Dspace	SMFD Vegetation Management Project Coordinator	Southern Marin Fire Protection District	\$ 168,000.00
				Total



GOAL 2: DETECTION, ALERTS, AND EVACUATION



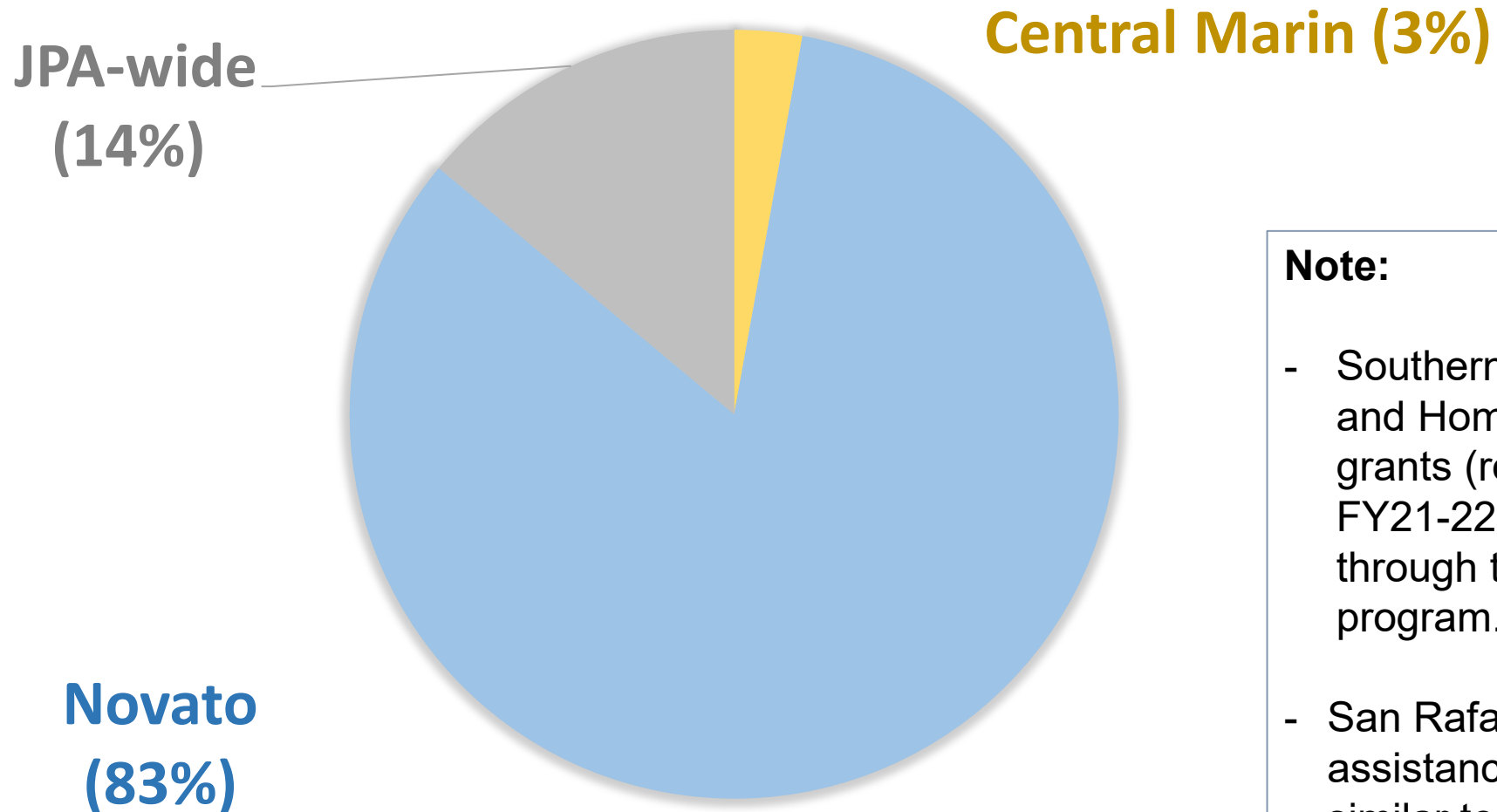
Goal 2. Detection, Alerts, and Evacuations: All Zones



Goal 2. Detection, Alerts, and Evacuation					
Zone	Program Area	Proposal Title	Lead Agency	Budget	Total per Zone
Central Marin	Local	Palm Hill Evacuation Route Parking Boxes	City of Larkspur	\$ 16,858	\$ 16,858
West Marin	Core	West Marin Hi-Lo Sirens	Stinson Beach Fire Protection District	\$ 40,000	\$ 40,000
Novato	Core	Novato Long Range Acoustic Device Warning System Plan	Novato Fire District	\$ 50,000	\$ 50,000
San Rafael	Core	China Camp LRAD Emergency Notification System	City of San Rafael	\$ 150,000	\$ 500,000
	Local	San Rafael Police Rangers for Ignition Reduction	City of San Rafael	\$ 350,000	
Southern Marin	Core	Southern Marin Emergency Notification Network	Southern Marin Fire Protection District	\$ 359,893	\$ 383,893
	Local	Mill Valley Evacuation Maps	City of Mill Valley	\$ 6,000	
	Local	Southern Marin Wildfire Evacuation Maps	Southern Marin Fire Protection District	\$ 18,000	
JPA-wide	Core	Evacuation Ingress/Egress Risk Assessment	MWPA	\$ 350,000	
	Core	Zonehaven Subscription	MWPA	\$ 75,000	
	Core	Fire Camera Coordination	MWPA	\$ 30,000	\$ 455,000
				Total	\$ 1,445,751



GOAL 3: GRANTS (TO RESIDENTS)



Note:

- Southern Marin DSpace and Home Hardening grants (rollover from FY21-22) are covered through the JPA-wide program.
- San Rafael has a direct assistance program similar to a grant program included under Goal 5.

Goal 3. Grants: All Zones

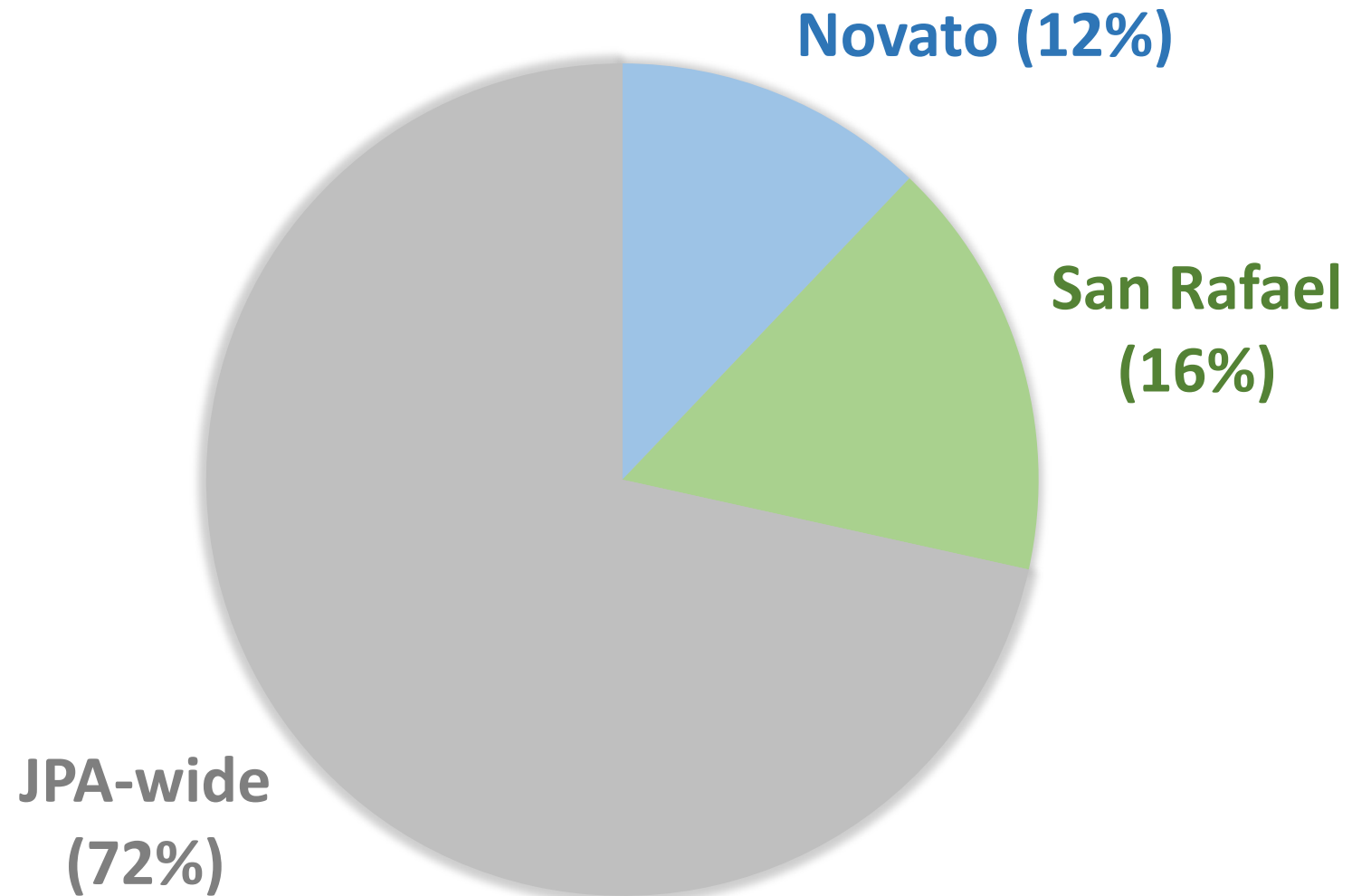


Goal 3. Grants					
Zone	Program Area	Proposal Name	Lead Agency	Budget	Total Per Zone
Central Marin	Local	Fairfax Local DSpace Grants	Town of Fairfax	\$ 51,035	\$ 51,035
Novato	Local	Novato Home Hardening Grant Program	Novato Fire District	\$746,437	\$ 1,492,874
	Local	Novato Vegetation Management Grant Program	Novato Fire District	\$746,437	
JPA-wide	Core	Home Hardening and Defensible Space Grant Programs (and staff to support) - <i>note budget rollover from FY21-22</i>	MWPA	\$250,000	\$ 250,000
				Total	\$ 1,793,909

Note that San Rafael and Southern Marin Zones have additional resources to help residents



GOAL 4: PUBLIC OUTREACH AND EDUCATION



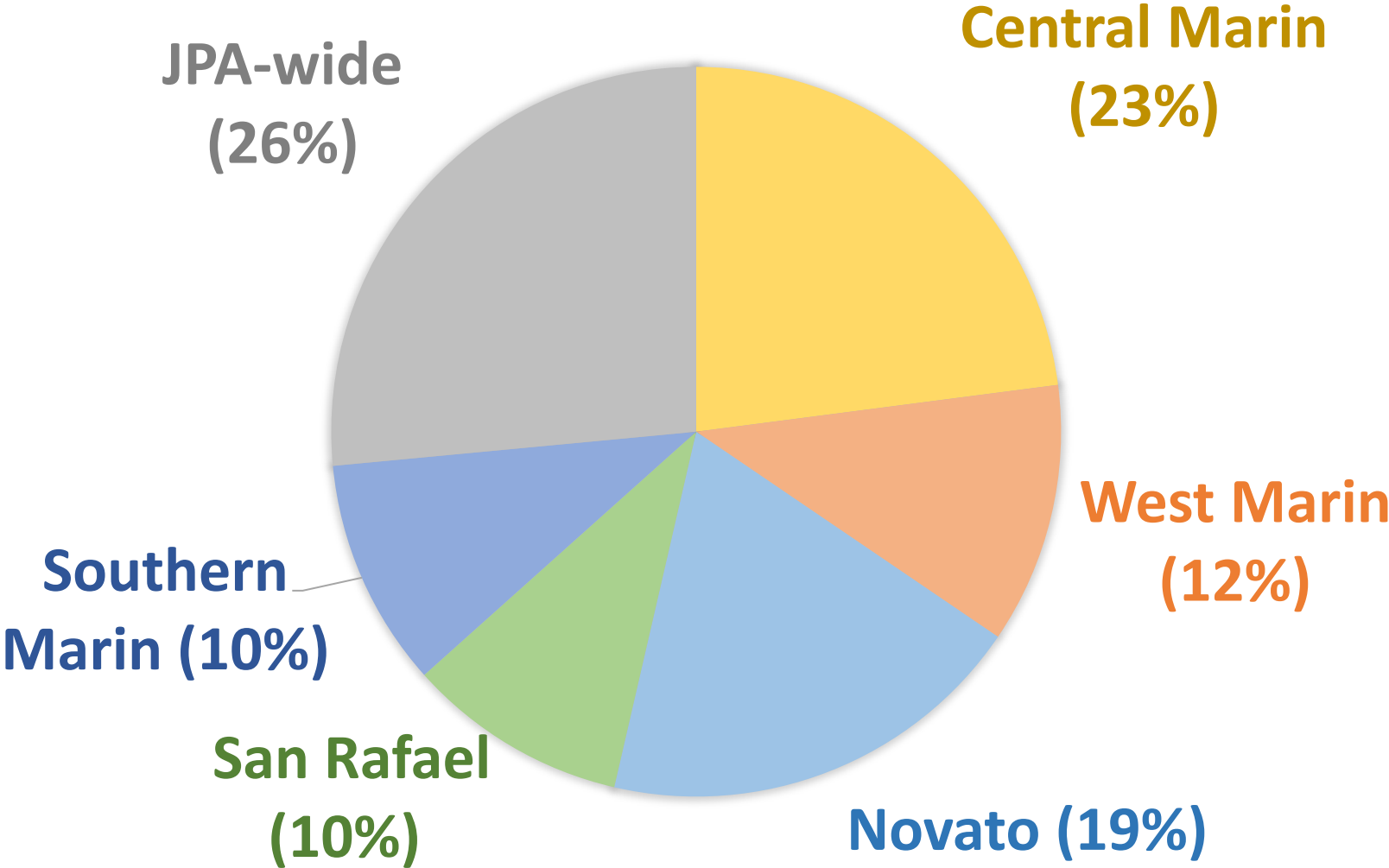
Goal 4. Public Outreach and Education: All Zones



Goal 4. Public Outreach and Education					
Zone	Program Area	Proposal Name	Lead Agency	Budget	Budget per Zone
Novato	Core	Novato Fire Adaptive Multimedia Campaign	Novato Fire District	\$ 100,000	\$ 200,000
	Core	Novato Fire Smart Demonstration Garden, Station 63	Novato Fire District	\$ 100,000	
San Rafael	Core	San Rafael Educational Landscaping	City of San Rafael	\$ 85,000	\$ 270,000
	Core	Engagement	City of San Rafael	\$ 125,000	
	Local	SRFD Mitigation and Preparedness Staff	City of San Rafael	\$ 60,000	
JPA-wide	Core	UCCE / Marin Master Gardeners position (yr 2) - <i>note budget rollover from FY21-22</i>	MWPA	\$ 75,000	\$ 1,181,068
	Core	Regional Wildfire-Disaster Preparedness Coordinator	MWPA	\$ 43,000	
	Core	Public Education (FSM)	MWPA (FSM)	\$ 988,068	
	Core	Knowledge and Attitudes Survey	MWPA	\$ 75,000	
Total					\$ 1,651,068



GOAL 5: DEFENSIBLE SPACE AND HOME HARDENING



Goal 5. Defensible Space and Home Hardening: All Zones

Goal 5. Defensible Space and Home Hardening					
Zone	Program Area	Proposal Name	Lead Agency	Budget	Total per Zone
Central Marin	Core	Greater Ross Valley Defensible Space and Home Hardening Evaluation and Inspection Program - Supplemental Funding	MWPA / Central Marin Fire	\$ 300,000	\$ 1,269,060
	DSpace	Larkspur Defensible Space Inspection and Evaluation Program	City of Larkspur	\$ 216,858	
	DSpace	Kentfield Defensible Space Inspection and Evaluation Program	Kentfield Fire District	\$ 137,952	
	DSpace	Sleepy Hollow Defensible Space Inspection and Evaluation Program	Sleepy Hollow Fire Prot	\$ 47,315	
	DSpace	Sleepy Hollow Local DSpace Grants	Sleepy Hollow Fire Prot	\$ 47,315	
	DSpace	Corte Madera Defensible Space Inspection and Evaluation Program	Town of Corte Madera	\$ 170,466	
	DSpace	Fairfax Defensible Space Inspection and Evaluation Program	Town of Fairfax	\$ 102,070	
	DSpace	Ross Defensible Space Inspection and Evaluation Program	Town of Ross	\$ 56,393	
	DSpace	Town of San Anselmo Defensible Space Inspection and Evaluation Pro	Town of San Anselmo	\$ 190,691	
West Marin	DSpace	Bolinas Defensible Space Inspections	Bolinas Fire Department	\$ 24,889	\$ 638,820
	DSpace	Inverness Defensible Space Inspections	Inverness Fire Departm	\$ 21,172	
	Local	West Marin Defensible Space and Home Hardening Evaluation and Ins	Marin County Fire Depa	\$ 75,000	
	DSpace	MCFD Defensible Space and Evaluation Program 2022-23	Marin County Fire Depa	\$ 339,914	
	Local	West Marin Firewise Community Hazardous Plant Removal Program	Marin County Fire Depa	\$ 150,000	
	DSpace	Stinson Beach Defensible Space Inspections	Stinson Beach Fire Pro	\$ 27,845	
Novato	Local	Novato Voluntary Hazard Abatement/Invasive Vegetation Program	Novato Fire District	\$ 50,000	\$ 1,056,437
	DSpace	Novato Wildfire Mitigation Specialists	Novato Fire District	\$ 1,006,437	
San Rafael	Core	San Rafael Direct Residence Assistance	City of San Rafael	\$ 336,242	\$ 540,589
	Core	San Rafael Debris Disposal	City of San Rafael	\$ 40,000	
	DSpace	Marinwood Defensible Space Program	Marinwood Community	\$ 68,347	
	Local	SRFD Management Staff	City of San Rafael	\$ 96,000	
Southern Marin	Core	Regional Neighborhood Response Coordinator	Southern Marin Fire Pro	\$ 79,873	\$ 559,739
	DSpace	Mill Valley DSpace Inspector, Part-time	City of Mill Valley	\$ 90,546	
	DSpace	Mill Valley DSpace Inspector, Full-time	City of Mill Valley	\$ 147,000	
	DSpace	Muir Beach Defensible Space Inspections	Muir Beach Community	\$ 4,000	
	DSpace	Muir Beach Defensible Space Tree Trimming	Muir Beach Community	\$ 2,320	
	DSpace	SMFD DSpace Inspector, Full-time	Southern Marin Fire Pro	\$ 145,000	
	DSpace	SMFD DSpace Inspector, Part-time	Southern Marin Fire Pro	\$ 91,000	
JPA-wide	Core	FireAside Defensible Space Inspection Application Subscription	MWPA	\$ 155,000	\$ 1,465,000
	Core	Chipper Day Program (and staff to support)	MWPA	\$ 1,250,000	
	Core	Risk Reduction Tracking Through Parcel-Level Risk Modeling	MWPA	\$ 60,000	
Total					\$ 5,529,645



- **What's New for 2022-23?**

- Web Portal to help build proposals and track over time
- Ongoing expenses such as:
 - Maintenance of previously approved projects
 - Subscriptions (Zonehaven, FireAside)
- Coordination with Insurance Industry
- MWPA coordination of chipper program starting July 1
- Environmental compliance as a separate proposal for core projects
- More science/studies to help inform our work
 - How do we improve our outreach and reach audiences that were previously left out?
 - How do we prioritize evacuation route work?
 - Measuring our success with modeling and project data

- **A big “THANK YOU” to our Member Agencies**

- **Board of Director's role:** approve core proposals and acknowledge the local and defensible space proposals

STREAMFLOWS, 1990 - 2022
Gallons per Day (GPD) on Last Day of Each Bimonthly Period
(Drought and very dry years denoted in red)

Period	GPD	Aug 31	Oct 31	Dec 31	Feb 28	Apr 30	Jun 30
89/90							
90JaFe	288,000				288,000		
90MrAp	186,000					186,000	
90MyJe	184,000						184,000
90/91							
90JIAu	115,000	115,000					
90SeOc	109,000		109,000				
90NoDe	101,000			101,000			
91JaFe	114,000				114,000		
91MrAp	285,000					285,000	
91MyJe	161,000						161,000
91/92							
91JIAu	109,000	109,000					
91SeOc	114,000		114,000				
91NoDe	105,000			105,000			
92JaFe	737,300				737,300		
92MrAp	446,400					446,400	
92MyJe	244,800						244,800
92/93							
92JIAu	138,200	138,200					
92SeOc	175,700		175,700				
92NoDe	377,000			377,000			
93JaFe	1,460,000				1,460,000		
93MrAp	706,000					706,000	
93MyJe	286,600						286,600
93/94							
93JIAu	159,000	159,000					
93SeOc	132,500		132,500				
93NoDe	204,500			204,500			
94JaFe	370,000				370,000		
94MrAp	197,300					197,300	
94MyJe	115,000						115,000
94/95							
94JIAu	72,700	72,700					
94SeOc	69,100		69,100				
94NoDe	377,000			377,000			
95JaFe	1,354,000				1,354,000		
95MrAp	1,244,100					1,244,100	
95MyJe	472,000						472,000
95/96							
95JIAu	218,900	218,900					
95SeOc	188,600		188,600				
95NoDe	500,000			500,000			
96JaFe	1,864,800				1,864,800		
96MrAp	700,000					700,000	
96MyJe	393,000						393,000
96/97							
96JIAu	216,000	216,000					

STREAMFLOWS, 1990 - 2022
Gallons per Day (GPD) on Last Day of Each Bimonthly Period
(Drought and very dry years denoted in red)

Period	GPD	Aug 31	Oct 31	Dec 31	Feb 28	Apr 30	Jun 30
96SeOc	204,000		204,000				
96NoDe	1,500,000			1,500,000			
97JaFe	670,000				670,000		
97MrAP	397,000					397,000	
97MyJe	243,360						243,360
97/98							
97JIAu	126,720	126,720					
97SeOc	136,800		136,800				
97NoDe	305,000			305,000			
98JaFe	2,000,000				2,000,000		
98MrAp	1,050,000					1,050,000	
98MyJe	440,640						440,640
98/99							
98JIAu	276,000	276,000					
98SeOc	321,000		321,000				
98NoDe	314,000			314,000			
99JaFe	2,304,000				2,304,000		
99MrAp	1,000,000					1,000,000	
99MyJe	360,000						360,000
99/00							
99JIAu	213,120	213,120					
99SeOc	249,000		249,000				
99NoDe	193,000			193,000			
00JaFe	2,000,000				2,000,000		
00MrAp	648,000					648,000	
00MyJe	326,880						326,880
00/01							
00JIAu	216,400	216,400					
00SeOc	178,500		178,500				
00NoDe	138,240			138,240			
01JaFe	417,600				417,600		
01MrAp	239,000					239,000	
01MyJe	131,000						131,000
01/02							
01JIAu	86,400	86,400					
01SeOc	72,000		72,000				
01NoDe	1,500,000			1,500,000			
02JaFe	1,051,200				1,051,200		
02MrAp	465,000					465,000	
02MyJe	205,900						205,900
02/03							
02JIAu	140,400	140,400					
02SeOc	128,000		128,000				
02NoDe	1,500,000			1,500,000			
03JaFe	938,880				938,880		
03MrAp	767,500					767,500	
03MyJe	325,440						325,440
03/04							

STREAMFLOWS, 1990 - 2022
Gallons per Day (GPD) on Last Day of Each Bimonthly Period
(Drought and very dry years denoted in red)

Period	GPD	Aug 31	Oct 31	Dec 31	Feb 28	Apr 30	Jun 30
03JIAu	165,600	165,600					
03SeOc	105,000		105,000				
03NoDe	850,000			850,000			
04JaFe	1,051,200				1,051,200		
04MrAp	530,000					530,000	
04MyJe	263,000						263,000
04/05							
04JIAu	144,720	144,720					
04SeOc	152,640		152,640				
04NoDe	960,000			960,000			
05JaFe	900,000				900,000		
05MrAp	939,000					939,000	
05MyJe	662,400						662,400
05/06							
05JIAu	332,640	332,640					
05SeOc	236,160		236,160				
05NoDe	2,000,000			2,000,000			
06JaFe	2,000,000				2,000,000		
06MrAp	2,000,000					2,000,000	
06MyJe	401,760						401,760
06/07							
06JIAu	250,000	250,000					
06SeOc	158,400		158,400				
06NoDe	417,600			417,600			
07JaFe	706,000				706,000		
07MrAp	367,200					367,200	
07MyJe	175,680						175,680
07/08							
07JIAu	115,200	115,200					
07SeOc	148,320		148,320				
07NoDe	407,500			407,500			
08JaFe	835,000				835,000		
08MrAp	383,040					383,040	
08MyJe	198,720						198,720
08/09							
08JIAu	116,600	116,600					
08SeOc	119,520		119,520				
08NoDe	154,080			154,080			
09JaFe	590,000				590,000		
09MrAp	165,600					165,600	
09MyJe	134,000						134,000
09/10							
09JIAu	83,520	83,520					
09SeOc	129,600		129,600				
09NoDe	139,680			139,680			
10JaFe	1,000,000				1,000,000		
10MrAp	800,000					800,000	
10MyJe	432,000						432,000

STREAMFLOWS, 1990 - 2022
Gallons per Day (GPD) on Last Day of Each Bimonthly Period
(Drought and very dry years denoted in red)

Period	GPD	Aug 31	Oct 31	Dec 31	Feb 28	Apr 30	Jun 30
10/11							
10JIAu	- 296,640	296,640					
10SeOc	- 433,440		433,440				
10NoDe	1,238,400			1,238,400			
11JaFe	1,000,000				1,000,000		
11MrAp	1,404,000					1,404,000	
11MyJe	486,720						486,720
11/12							
11JIAu	- 237,600	237,600					
11SeOc	- 225,360		225,360				
11NoDe	205,920			205,920			
12JaFe	312,480				312,480		
12MrAp	698,400					698,400	
12MyJe	311,040						311,040
12/13							
12JIAu	- 191,520	191,520					
12SeOc	- 231,840		231,840				
12NoDe	1,137,000			1,137,000			
13JaFe	518,400				518,400		
13MrAp	250,000					250,000	
13MyJe	198,720						198,720
13/14							
13JIAu	- 126,720	126,720					
13SeOc	- 110,000		110,000				
13NoDe	111,000			111,000			
14JaFe	432,000				432,000		
14MrAp	269,300					269,300	
14MyJe	132,480						132,480
14/15							
14JIAu	- 126,720	126,720					
14SeOc	- 144,000		144,000				
14NoDe	576,000			576,000			
15JaFe	500,000				500,000		
15MrAp	446,400					446,400	
15MyJe	180,000						180,000
15/16							
15JIAu	- 110,900	110,900					
15SeOc	- 144,000		144,000				
15NoDe	576,000			576,000			
16JaFe	500,000				500,000		
16MrAp	235,000					235,000	
16MyJe	180,000						180,000
16/17							
16JIAu	- 100,000	100,000					
16SeOc	- 400,000		400,000				
16NoDe	1,000,000			1,000,000			
17JaFe	400,000				400,000		
17MrAp	600,000					600,000	

STREAMFLOWS, 1990 - 2022
Gallons per Day (GPD) on Last Day of Each Bimonthly Period
(Drought and very dry years denoted in red)

Period	GPD	Aug 31	Oct 31	Dec 31	Feb 28	Apr 30	Jun 30
17MyJe	453,600						453,600
17/18							
17JIAu	-	180,000					
17SeOc	400,000		400,000				
17NoDe	352,000			352,000			
18JaFe	230,000				230,000		
18MrAp	636,480					636,480	
18MyJe	266,500						266,500
18/19							
18JIAu	-	178,400					
18SeOc	149,040		149,040				
18NoDe	550,050			550,050			
19JaFe	10,584,000				10,584,000		
19MrAp	849,600					849,600	
19MyJe	537,120						537,120
19/20							
19JIAu	-	267,840					
19SeOc	172,080		172,080				
19NoDe	482,400			482,400			
20JaFe	303,400				303,400		
20MrAp	342,720					342,720	
20MyJe	135,360						135,360
20/21							
20JIAu	-	120,960					
20SeOc	74,800		74,800				
20NoDe	103,680			103,680			
21JaFe	158,400				158,400		
21MrAp	97,920					97,920	
21MyJe	79,200						79,200
21/22							
21JIAu	-	57,600					
21SeOc	361,440		361,440				
21NoDe	1,404,000			1,404,000			
22JaFe	367,200				367,200		
22MrAp	313,920					313,920	
22MyJe	0						0
		Aug 31	Oct 31	Dec 31	Feb 28	Apr 30	Jun 30
Totals	97,780,570	5,291,020	5,973,840	19,780,050	37,957,860	19,659,880	9,117,920
Averages	504,024	165,344	186,683	618,127	1,150,238	595,754	284,935



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 6

Water System Report

May 2022



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

(415) 669-1414 • FAX (415) 669-1010 • INFO@INVERNESSPUD.ORG

MAY 2022 - WATER SYSTEM REPORT

End of May Stream-Flows

End of May Statistics	May 2022	May. 2021	DIVERSION	MAY 2022 GPM	2021 GPD	May 2021 GPM
RAINFALL @ F1	Recorded at F1	(@ F1)	D1	10	14,400	2+
Monthly total (in inches “)	.12”	0.02”	D2	18½	26,640	10
For Year 7/1//2021 -> thru May 2022	31.17”	15.34”	D3	17½	25,200	8½
Avg. yearly since 1925 (inches)	37.32”	37.57”	D4	18	25,920	5½
*Compare E of M Streamflow	Mar. 2022	Apr. 2022	D5	21	30,240	9½
*upper diversions total gpd ->	322,560	313,920	D6	20	28,800	8
Jan21-Feb22:155;110;102½,68;53½;55;40;40;43;251;165;975;455; 255	224 gpm	218 gpm	D7	17½	25,200	8½
MONTHLY PRODUCTION Trends:	Mar 2022	Feb 2022	D8	@ 4½	6,480	1½
April 2022: 1,478,000 gal	1,421,400 gal	1,384,600	TOTALS--	127	182,880	53½
49,267 Avg. gallons per day 34.2 Average gpm	45,852 gal 31.8 gpm	49,450 gal 34.3 gpm	M A Y			
SOURCES USED	(May 2022)	(May2021)	S Y S T E M U S A G E P A T T E R N S			
1 st Valley High Intakes (D 3,2)	53 %	28 %	USE BY	ZONE	2022	2021
2 nd Valley High Intakes (D 6)	27 %	33 %	Colby +	707,100 +	41 %	38 %
3 rd Valley Intakes (D 7)	20 %	14 %	Tenney -	609,300 +	36 %	40 %
1st Valley lower intake	0 %	23 %	Conner -	47,400 +	3 %	2 %
2 nd Valley lower (L2)	0 %	0 %	Stockstill	213,500 ++	13 %	14 %
Wells (W1, W3,W4)	0 %	2 %	Sea Haven	122,100+	7%	6 %
TOTAL	100 %	100.0 %	TOTAL Prod	1,699,400	100 %	100.0 %

(* gpd = gallons per day; gpm = gallons per minute; ppm=parts per million)

MAY PRODUCTION 54,819 gal/day => 38.1 gpm

Note that the daily usage increased from previous months

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 are being collected once a month for lab analysis of coliform content. Average CL₂ dose at F1→ 0.55 parts per million (ppm); average CL₂ at F3→ >@0.75 ppm

Major Activities

- Monthly reports sent to CA RWQCB
- F1: chemical cleaning (CIP) of Nano Filter unit A. NF B will be early next month.
 - F1 pinned suspect fibers on UF B modules
- F3: Ultra Unit chemically cleaned (CIP)
- SCADA system: faulty cables have caused some radios to fail/ CORE working on SCADA radios and replacing cables
- Hydrant clearing/ and brush & tree clearing of watershed roads
- New Tenney Tanks: Both in service per planned configuration (in series)
 - telemetry installed on both tanks. Old shed removed and radio& solar equipment in new shed.
- L1: Power repaired; Blow-off pipelines. W1 and L1 available when need: D8 readied and turned in at 3rd valley
- Power to town disrupted for entire day. First Valley filter plant run on generator
- Kenneth Way: valves re-located following road work by road-owner’s contractor
- Replaced ¾” service at 15 Pine Hill with copper. [Yet another blue poly (polybutylene) gone bad...]
- Operator trainees passed water treatment exams!



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 7
Fire Department Report
May 2022

FIRE DEPARTMENT REPORT

May 2022

INCIDENTS:

<i>#</i>	<i>Date</i>	
#22-063	5-01	Vehicle Accident @ Sir Francis Drake Blvd. in the Seashore. Two patients transported by air
#22-064	5-04	Landing zone @ Inverness store. Cancelled
#22-065	5-12	Smoke check @ Callendar Way. No merit.
#22-066	5-12	Landing zone @ West Marin School. Cancelled
#22-067	5-14	EMS @ Edgemont Way. M-96 transport to Kaiser.
#22-068	5-16	EMS @ Rannoch Way. M-96 transport to Kaiser.
#22-069	5-19	Vegetation fire @ 39 Drakes Summit. Power lines down in green vegetation. Inverness cancelled en route.
#22-070	5-21	EMS @ Shoreline Hwy. Cancelled.
#22-071	5-22	EMS @ Rannoch Way. M-94 transport to Kaiser.
#22-072	5-24	Accidental tone out @ a Bolinas address.
#22-073	5-24	Vehicle accident @ Bear Valley Rd. M-94 transport to MGH.
#22-074	5-26	EMS @ Sir Francis Drake Blvd. Staged, then cancelled.
#22-075	5-30	Tree down @ 14100 Sir Francis Drake Blvd. Cleared.
#22-076	5-31	EMS @ Madrone Ave.

TRAININGS:

May 8 – Focused on pump operation theory and and hydrant hookup.

May 24 – Focused on pump operation, filling the portatank and drafting.

ACTIVITIES AND MAINTENANCE:

1. Enter NFIRS data.
2. Clean out old gear from attic space.
3. Distribute new and replacement gear to multiple volunteers.
4. Inspect and repair multiple items on both structure engines. Add extinguisher to 380.
5. Exercise all valves and equipment.

PERSONNEL:

Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth, Tim Olson, Dennis Holton, Brett Miller, Roy Pitts, David Briggs, John Roche, David Wright, Nikki Spencer, Michael Duncan, Greg Eastman, Celine Bennett, Jay Borodic, Fiona Pettigrew, Liam Riley, David Thompson, Jack von Thær

Jim Fox, Chief



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 8

Approve and Adopt FY 2022-2023 Budget

**Public Hearing on and Adoption of Appropriations
Limit for FY 2022-2023**

**Inverness Public
Utility District FY2022-2023 Proposed Budget**

	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	
Income					
Taxes Income					
Ad Valorem Property Taxes	520,612	520,612			Based in Approp. Limit
Special Fire Assessment (Restricted)	76,000		76,000		
Excess ERAF	140,000	140,000			Based on current year
Total Taxes Income	736,612	660,612	76,000	-	
Restricted Revenue					
TOT Taxes (Meas. W) Restricted	120,000		120,000		Based on estimates MCF
MWPA	21,172		21,172		Actuals
MWPA	21,172		21,172		Actuals
Total Restricted Revenue	162,344	-	162,344	-	
Water Charges					
Basic Charge	466,200			466,200	Based on rate schedule
Usage Charges	70,768			70,768	Based on decreased usage
Cross Connection Fees	1,400			1,400	
Misc Charges	2,000			2,000	
Uncollectibles	-				
Drought Surcharge	93,240			93,240	
Total Water Revenue	633,608	-	-	633,608	
Miscellaneous Income					
Customer Work Overhead	1,000			1,000	
Other Income	2,000	1,000	500	500	
WMES (Burton Funds) (Restricted)	7,490		7,490		Actual annual amount
Merchandise Sales	2,000		2,000		
Chipper Day Income	-				
New Service Connection Fee	7,900			7,900	
Interest Income	1,500	1,500			
CERBT OPEB Reimbursement	36,824	36,824			Actual reimb.amount
WMCS Grant for IDC	2,500		2,500		
Total Miscellaneous Income	61,214	39,324	12,490	9,400	
Total Income	1,593,779	699,937	250,834	643,008	
Expense					
Personnel Costs					
Management	197,662	105,560	46,051	46,051	Based on CPI Increase
Operations Personnel	304,129		49,608	254,521	Based on CPI Increase
Administrative Personnel	64,757	64,757			Based on CPI Increase
Employer Payroll Taxes	43,341	13,029	7,318	22,994	Based on CPI Increase
Staff Volunteer Wages	2,000		2,000		
Duty Officer	1,000		1,000		
Health Insurance Premiums	87,093	8,709	17,419	60,965	Staff Health Costs Estimate
Retirement Premiums	86,021	20,828	20,526	44,667	Based on Est Wages
Unfunded Accrued Liability	37,862	214	14,042	23,606	Actuals
Accrued Vacation	24,000	4,500	4,500	15,000	Estimates
Workers Comp Insurance	12,900	573	3,131	9,196	Based on Est Wages
Retiree Health Benefits	33,753	30,050	3,703		Retiree Health Cost Estimate
Total Personnel Costs	894,518	248,221	169,297	477,000	
Dispatch & Communications					
Radio/Pager Repair	500		500		
Commo Supplies	4,000		4,000		
MERA Operations	13,460		13,460		Actual Cost
MERA New Financing	1,121		1,121		Actual Cost
Total Dispatch & Communications	19,081	-	19,081	-	
Collection & Treatment					
Chemicals	5,000			5,000	
Total Collection & Treatment	5,000	-	-	5,000	
Lab & Monitoring					
BacT & Raw Samples	4,500			4,500	
Periodic Samples	6,850			6,850	
Lead & Copper	825			825	
Total Lab & Monitoring	12,175	-	-	12,175	
Maintenance & Utilities					
Equipment Maint	8,500	500	3,000	5,000	Estimates
Building Maint	5,450	1,450	3,000	1,000	Estimates
Grounds Maint	1,000		1,000		Estimate
Tank Maintenance	3,000			3,000	Estimate
Collection & Treatment Maintenance	8,200			8,200	Estimate
Distribution System Maintenance	13,000			13,000	Estimate
Collection & Treatment Utilities	32,000			32,000	Estimate
Distribution System Utilities	1,100			1,100	Estimate
Firehouse Utilities	5,500		5,500		Estimate
SCADA Maintenance	8,000			8,000	Estimate
Total Maintenance & Utilities	85,750	1,950	12,500	71,300	
Fire Prevention					
Public Education and Awareness	1,000		1,000		
MWPA Defensible Space	21,172		21,172		Based on Income
MWPA Local Projects	21,172		21,172		Based on Income
Total Fire Prevention	43,344	-	43,344	-	

**Inverness Public
Utility District FY2022-2023 Proposed Budget**

	Combined	District (General Fund)	Fire	Water (Enterprise Fund)	
Storage & Distribution					
Telemetry	2,500			2,500	Estimate
Cross Connect Maintenance	1,200			1,200	Estimate
Miscellaneous	100			100	Estimate
Total Storage & Distribution	3,800	-	-	3,800	
Supplies and Inventory					
Supplies and Inventory	20,500	1,500	4,000	15,000	
Personal Protective Equipment	8,290	300	7,490	500	
Resale Merchandise	3,500		3,000	500	
Uniforms	1,500		1,000	500	
Total Supplies and Inventory	33,790	1,800	15,490	16,500	
Training					
Volunteer Training	2,000		2,000		
Certification and Courses	1,700		1,500	200	
Volunteer Appreciation	1,500		1,500		
Volunteer Stipends	2,390		2,390		
Volunteer Insurance	4,623		4,623		Actual Cost
Total Training	7,590		7,390	200	
860 Vehicle Operations					
Gas & Oil	22,000		7,000	15,000	
Repairs and Service	8,500		6,000	2,500	
Total Vehicle Operations	30,500		13,000	17,500	
Administration					
Telephone, Internet, Cable	4,900	3,000	700	1,200	
Dues & Publications	8,600	6,100	500	2,000	
Insurance	35,920	2,645	16,671	16,603	Actuals - 28% increase
Financial Reporting/Audit	11,500	5,500	3,000	3,000	
Office Supplies, Postage	8,500	7,000	500	1,000	
Banking Charges	9,000	9,000			Reduced with new account
Legal and Attorneys	6,000	5,000		1,000	
Board & Election Expenses	1,000	1,000			Estimate for Nov. Elections
Travel, Meetings, Training	1,500	500	500	500	
Public Relations & Outreach	4,120	3,120	500	500	
IT Support	2,200	2,200			
Billing & Collections	9,000	-	-	9,000	Estimate
Disaster Council	5,000		5,000		Based on MOU agreement
Miscellaneous	4,230	900	3,300	30	
Other Agency Assessments	6,600	1,200	700	4,700	
Property Tax Admin Fees	9,000	8,000	1,000		
Total Administration	127,070	55,165	32,371	39,533	
Total Expenses	1,262,618	307,136	312,473	643,008	
Ordinary Net Income/Loss	331,161	392,800	(61,639)	(0)	
Interfund Allocation					
997-01 Allocation from District to Water		-		-	
997-02 Allocation from Water to District		-		-	
997-03 Allocation from District to Fire		(61,639)	61,639		
997-04 Allocation from Fire to District		-	-		
998-01 From Water to Reserves					
998-02 From Fire to Reserves					
998-03 From District to Reserves		(331,161)			
Net		0	(0)	(0)	



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 9

Employee Pay Rates for FY 2022-2023

Approved
PAY RATES FOR FY 2022/2023
6.0% CPI Increase, Effective 7/1/2022

<u>Position (2022/23)</u>	<u>Employee</u>	<u>2021/2022 Rate</u>	<u>2022/2023 Proposed</u>
General Manager	Shelley L. Redding	\$8,299.20/mo., 40 hrs.	\$9,594.00/Mo. 40 hrs./wk
Chief of Operations	James K. Fox	\$9593.68/mo., 40 hrs.	\$7,675.20/Mo. 32 hrs./wk
Sr. Water Operator	Kenneth J. Fox	\$7394.40/mo., 40 hrs.	\$6,270.51/Mo. 32 hrs./wk
Accounts Receivable	Wade B. Holland*	\$47.88/hr., 16 hrs./wk	\$50.75/hr., 11 hrs/wk
Fire Operations	David Briggs***		\$3,855.43/Mo. 24 hrs/wk
Fire Captain	David Briggs***		\$4,406.21/Mo. 24 hrs/wk
Bookkeeper	Kaaren S. Gann* **	\$47.88/hr., 8 hrs./wk	\$50.75/hr., 8 hrs./wk
Admin Assistant	Jenna Nicolas		\$31.80/hr., 24 hrs/wk
Water Operator	Jeff McBeth	\$29.79/hr., 40 hrs wk	\$33.15/hr., 32 hrs/wk
Water Treatment Op.	Jacob Leyva	\$29.79/hr., 40 hrs wk	\$33.15/hr., 40 hrs/wk
Water Operator	Cassidy Russell	\$29.79/hr., 40 hrs wk	\$33.15/hr., 32 hrs./wk

Retirement: Retirement contribution is offered after a 90-day probationary period on a pro-rata basis for PERS-eligible employees. District pays both employer and employee retirement costs.

Health Benefits: Employees who work 24 hours and over per week (or more than 1,000 hours in a fiscal year), the District pays 100% of Healthcare Benefits for Employee and their Dependents, up to the cost of CalPERS Gold for Healthcare (\$701.23 Employee, \$1402.46 Employee & 1 Dependent, \$1823.20, Employee & 2+ Dependents). If an employee chooses coverage above the cost of CalPERS Gold, the employee pays the difference in the premium cost by payroll deduction. If an employee opts-out of health coverage and can annually demonstrate they have coverage through their spouse, or by other means, they are paid a taxable amount monthly through a Cafeteria Section 125 plan equal to 50% of the Subscriber Premium Average offered through CalPERS.

Ancillary Benefits:

- Paid sick leave accrued on a pro rata basis depending upon the number of hours worked (24 hours per calendar year is pre-loaded at the beginning of each calendar year;
 - Paid vacation (0-3 months: no accrual), 3 months through 5 years: 10 days per year or 80 hours); 6 years and thereafter: 15 days per year or 120 hours); accrued on a pro rata basis depending upon the number of hours worked; can be carried over into the next calendar year; up to a maximum of 240 hours.
 - 10 paid holidays.
- * As retired annuitant, cannot work more than 960 hours in a fiscal year. The hours and wages are reported to CalPERS, and cannot be paid for holidays, sick time, vacation, or bonus compensation. The pay rate must be the same as that of the Administrator.

** Reduced hours for 6 months for Audit and Accounting support.

*** Positions for 6 months each



Inverness Public Utility District
Board Meeting May 25, 2022

Agenda Item No. 10

**Approve and Adopt Revised Sick Leave
Policy with additions for COVID Related
Leave and updates to both FMLA and
CFRA with Catastrophic Leave**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Proposed Sick Leave Policy
Meeting Date: June 29, 2022
Date Prepared: June 9, 2022
Prepared by: Shelley Redding, General Manager
Attachments: Sick/FMLA/CFRA with Catastrophic Leave DRAFT Policy; COVID Leave Policy

Recommended Action: Review and Approve updated sick leave policy with FMLA/CFRA with Catastrophic Leave Policy and COVID Leave Policy as presented

Recent changes to sick leave laws because of the pandemic have prompted a review of District sick leave policy. The sick leave policy in the current employee handbook has not been updated since some major changes have taken effect since the beginning of the pandemic.

Staff requested a review from our HR consultant CPS-HR on a drafted Sick Leave Policy update and asked for a separate COVID leave policy and an update to the Family Medical Leave Act (FMLA) and the California Family Rights Act (CFRA) information that should be included in the employee handbook.

The attached draft of the proposed policy incorporates the required policies for FMLA and CFRA the Sick leave policy is to change from a bank of 10 days of sick leave front-loaded at the beginning of the calendar year to an accrual basis. Additionally, the employee will be able to carryover 48 hours from the previous year, but not accrue more than 10 days of sick leave on a pro-rated basis.

Staff recommends your Board adopt both the drafted policy updating the Districts policy for sick leave that includes the requirements for both FMLA and CFRA and the COVID leave policy as presented.

Inverness PUD Sick Leave Policy (DRAFT)
DRAFT Sick Leave 2022.05.03 - SLR

All employees who work in California for the same employer for 30 or more days within a year from the beginning of employment are covered by the law and are entitled to paid sick leave. This includes part-time, seasonal, and temporary employees.

Plan Method:

Inverness PUD will use the Accrual method for the sick leave plan. Employees will earn sick leave hours based on the number of hours worked on a pro-rated basis to a maximum accrual of 10 sick days each calendar year.

- Employees scheduled for 40 hours per week = 2.33 hours per pay period
- Employees scheduled for 32 hours per week = 1.86 hours per pay period
- Employees scheduled for 24 hours per week = 1.40 hours per pay period

Employees will be allowed to carry over up to 10 days of sick leave per year. Employee will not continue to earn or accrue sick leave once their sick leave balance reached 10 days.

Use of Leave:

Employees may not use accrued paid sick days until the 90th day of employment. After the 90th day, employees may use paid sick days as they are accrued.

An employee may use paid sick leave for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or the employee's family member. In addition, an employee who is a victim of domestic violence, sexual assault, or stalking may use paid sick leave for any of the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center because of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

Employees may use sick leave for their child, spouse, registered domestic partner, parents, parents-in-law, siblings, grandparents or grandchildren.

Posting Requirements

All employees will be provided with a written notice upon hire that outlines their sick leave accruals and rules. There are also required workplace posters that explain CA rules and laws as it relates to sick leave. These can be found posted in break areas and near time clocks.

Retention Requirements

The District will maintain all sick leave records in accordance with California law and the District will hold records for a minimum of three years.

Wage Statement Requirements

The District will provide employee with an accounting of their sick leave balances on their paystubs. Any question about sick leave balances can be directed to payroll.

Requesting Leave

Employees requesting time off under this policy should provide as much advanced notice to the General Manager as practicable, and employees who take more than three days of leave will be required to provide appropriate documentation to the General Manager in support of the leave taken.

Leave under this policy may run concurrently with leave taken under other applicable policies as well as under local, state, or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact the General Manager.

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

1. PURPOSE

Family Medical Leave Act (FMLA) and California Family Rights Act (CFRA) entitles eligible employees up to 12 workweeks of unpaid, job-protected leave each calendar year for specified family and medical leave reasons. In addition, FMLA includes a special leave entitlement that permits eligible employees to take up to 26 workweeks of leave to care for a covered servicemember during a 12-month period.

2. STATEMENT

The United States Department of Labor (DOL) Employment Standards Administration, Wage and Hour Division, administers and enforces the FMLA for all private, state and local government employees, and some federal employees.

The California Department of Fair Employment and Housing (DFEH) administers and enforces the CFRA for all state and local employees. State legislation in 1993 changed the state law to generally conform to the provisions of the FMLA. Where the FMLA law and the CFRA law differ, the most generous/less restrictive leave provisions must be applied.

Example: The Code of Federal Regulations, title 29, section 825.306 allows an employer to ask for a diagnosis; however, California Code of Regulations, title 2, section 11091 specifies that an employer cannot ask for a diagnosis, but it may be provided at the employee's option. Since CFRA is less restrictive, the department cannot ask an employee for a diagnosis under the amended FMLA regulation.

3. SCOPE

- 3.1. This policy applies to all Iverness PUD employees. This policy will be enforced when an employee is seeking a leave of absence that is covered under the FMLA or CFRA.

4. RESPONSIBILITY

- 4.1. List all areas/departments/groups involved in executing the Policy and their specific responsibilities for each role.

Role	Responsibilities
Department Managers	Ensuring that all employees, consultants, and contractors are appropriately trained on the requirements of this policy.
General Manager	Ensuring the proper processes are followed when determining eligibility for FMLA/ CFRA/ Military Leaves. The General Manager will be responsible for issuing all documentation to the employee. They will also be responsible for housing all documents in compliance with all state, local and federal laws as well as any internal document retention policies.

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

Role	Responsibilities
Employees	Employees are responsible for familiarizing themselves with this policy and for submitting requested documents on time, filled out properly. Employees are also required to give advanced notice of their request for leave when possible.

5. DEFINITIONS

- 5.1. For the purpose of this policy the term “relative” shall include the following relationships established by blood, marriage, or legal action. Examples include the employee’s: spouse, registered domestic partner, parents, children, siblings, grandparents, and grandchildren.
- 5.2. For the purpose of this policy the term “parents” shall mean birth parents, stepparents, adoptive parents, in locus parents, grandparents
- 5.3. For the purpose of this policy the term “child” shall mean birth child, adoptive child, foster child, stepchild, child of domestic partner.
 - 5.3.1. Grandchild shall mean birth grandchild, adoptive grandchild, foster grandchild, step-grandchild, grandchild of child’s domestic partner. Grandparents will have the interchangeable meaning as grandchild.
- 5.4. For the purpose of this policy the term “sibling” shall mean birth sibling, adoptive sibling
- 5.5. Registered Domestic Partners- A person with whom the employee’s life in interdependent and who shares a common residence, and who have registered their partnership.

6. Eligibility Criteria

To be eligible for FMLA/CFRA benefits, an employee must:

- 6.1. To be eligible for FMLA/CFRA benefits, an employee must:
 - 6.1.1. Have worked for Inverness PUD for a total of 12 months; and
 - 6.1.2. Have worked for at least 1250 hours over the previous 12 months; and
 - 6.1.2.1. An employee is eligible for FMLA/CFRA leave when the employee has worked for Inverness PUD for a total of 12 months following the date of hire, even with a break in service after the date of hire. In addition, the employee must have physically worked at least a minimum of 1,250 hours in the past year.
 - 6.1.2.2. The statutory requirement is that employee eligibility determinations be made “as of the date leave commences.” If an employee reaches the 12-month eligibility requirement while on leave, the leave period prior to meeting the requirement is non-FMLA/CFRA leave, and the leave period after the requirement is fulfilled is FMLA/CFRA leave. Except for administrative time off (ATO) while under investigation (i.e., pending a department-initiated

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

investigation or fitness for duty), periods of leave, including paid leave due to job-related accidents or injuries, do not count towards the 1,250 hours requirement.

6.1.2.2.1. Example: An employee requests FMLA/CFRA leave but has only worked for the employer 11 months and does not meet the 12-month requirement for FMLA/CFRA. The FMLA/CFRA leave is denied. The employee is allowed to take a non-FMLA/CFRA leave. During the time taken for the non-FMLA/CFRA leave the employee meets the

6.1.2.3. 12-month requirements for FMLA/CFRA eligibility and is now eligible for FMLA/CFRA leave. From that point forward the leave is FMLA/CFRA leave and is counted against the employee's FMLA/CFRA entitlement.

7. Employer Notice Requirements

7.1. Effective January 16, 2009, amended DOL regulations created three new employer and/or employee notice responsibilities: (1) A mandatory General Notice published by the DOL for departments to use; (2) Notice of Eligibility and Rights and Responsibilities (FMLA/CFRA) (CalHR 752); and (3) Designation Notice (FMLA/CFRA) (CalHR 753). CalHR has standardized CalHR 752 and 753 as fill in and print forms.

7.2. GENERAL NOTICE

7.2.1. (FMLA) DOL has published a new general notice poster. Departments must post the new notice entitled "Employee Rights under the FMLA" (WH Publication 1420) at the worksite so it is visible to all employees and applicants. Each new employee must be given the information provided in the General Notice. An employer that willfully violates this posting requirement may be subject to a fine of up to \$110 for each separate offense.

7.2.2. The General Notice must be accessible to employees by including it in an employee handbook or including all of the information contained in the General Notice in the department's own specific FMLA policy. Employers that post their handbook electronically meet the General Notice requirement only if it is accessible to all employees.

7.3. "Notice of Eligibility and Rights and Responsibilities (FMLA/CFRA)" (CalHR 752)

7.3.1. A new form titled "Notice of Eligibility and Rights and Responsibilities" (CalHR 752) is required to be given to the employee within five business days after the employer receives a request for FMLA/CFRA leave or becomes aware that the leave may qualify for FMLA/CFRA (previously the employer only had two days to notice employees). Departments may customize the CalHR 752 as long as it includes, at a minimum, the same information specified in the form.

7.3.2. The "Notice of Eligibility and Rights and Responsibilities" (CalHR 752) informs the employee whether or not they are eligible for FLMA/CFRA leave (i.e., worked at least 12 months with the employer and worked at least 1,250 hours in the previous 12 months). When a represented employee is denied, eligibility based solely on a lack of 1,250 hours of service, there may be a union noticing requirement. Reference the applicable Memorandum of Understanding. Eligibility does not mean the leave has been approved for FMLA/CFRA at

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

this point. The form also provides vital information regarding the employee's FMLA/CFRA rights and responsibilities, information on medical certification requirements, and the consequences for not meeting those requirements, as well as information regarding the return-to-work release. In addition, departments must provide specific written information on what is required of the employee and what might happen in certain circumstances, such as if the employee fails to return to work after FMLA/CFRA leave.

7.3.3. As a reminder, departments may require at least 30 days' advance notice when the need for FMLA/CFRA is foreseeable. Foreseeable leave includes planned birth, adoption, foster care placement, or medical treatment. In the case of a serious health condition, if it is not possible to give such advance notice, the employee must submit the request as soon as possible.

7.4. "Designation Notice (FMLA/CFRA)" (CalHR753)

7.4.1. After the medical certification form (in appendix) is received, the new "Designation Notice" (CalHR 753) informs the employee whether the FMLA/CFRA leave is approved. The department has five business days to inform the employee if the leave will be designated as FMLA/CFRA leave. If the leave is not designated as FMLA/CFRA, the department must state in writing the reason why the leave is denied and provide consequences for failing to provide a complete certification. A return-to-work release may be required to return from leave if that is the department's policy for returning employees to work after illness, injury, or disability.

7.4.2. The amended regulations clarified that only one Designation Notice is required for each FMLA/CFRA qualifying reason, per leave year, regardless of whether the leave is taken as a continuous block of leave or on an intermittent or reduced leave schedule basis. A retroactive notice is permissible if it does not cause employee harm or injury. Departments may not retroactively designate leave after the employee has returned

7.4.3. Employers must post a notice explaining the CFRA provisions and procedures for filing complaints in conspicuous places where employees are employed.

7.4.3.1. Employers must post the notice where it can be readily seen by employees and applicants for employment.

7.4.3.2. Electronic posting is sufficient to meet this posting requirement as long as it otherwise meets the requirement of the new CFRA regulations. (Cal. Code Regs., tit, 2, 11095, subd. (a).).

7.4.3.3. Employers may post the CFRA notice on an Intranet site, but employers will also need to post in an area accessible to applicants.

8. Medical Certification and Employee Notice and Certification

8.1. Employees who are eligible for FMLA/CFRA leave provide the employee with the California Department of Fair Employment and Housing (DFEH) "Certification of Health Care Provider for CFRA/FMLA" (DFEH-E11p-ENG). This form is used for both the employee and family member's serious health condition.

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

- 8.1.1. It is the employee's responsibility to provide the department with the appropriate medical certification within 15 calendar days. The "Certification of Health Care Provider for CFRA/FMLA" (DFEH-E11P-ENG) is maintained as a confidential document.
- 8.2. Employees seeking to use FMLA/CFRA leave are required to provide 30-day advance notice of the need to take FMLA/CFRA leave when the need is foreseeable and such notice is practicable. When intermittent leave is needed to care for an immediate family member or the employee's own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer's operation.
 - 8.2.1. Inverness PUD may also require employees to provide:
 - 8.2.1.1. Medical certification supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
 - 8.2.1.2. Second or third medical opinions (at the employer's expense) for the employee only.
 - 8.2.1.3. Periodic re-certification, but only if additional leave is requested and the time period the health care provider originally estimated for leave has expired.
- 8.3. If the employer has a good faith, objective reason to doubt the validity of a medical certification for his or her own medical condition, the employer may require a second medical opinion. The request will be at the employer's own expense. (Cal. Code Regs., tit. 2, § 11091, subd. (b)(2)(A).)
- 8.4. The CRFA regulations provide the employer may only contact the health care provider for the limited purpose of authenticating the certification. (Cal. Code Regs., tit. 2, § 11091, subd. (b)(2).) Accordingly, if an employer receives a deficient or incomplete certification, the employer must write to the employee and explain the deficiencies in the certification and provide the employee an opportunity to provide the necessary information. Moreover, the employer should advise the employee of the consequences of failing to timely provide a complete certification.

9. Military Family Leave

- 9.1. The FMLA provides two types of Military Family Leave entitlements. The first is Military Caregiver Leave (MCL) and the second is Qualifying Exigency leave (QEL). The law contains requirements on employer coverage; employee eligibility for the law's benefits; entitlement to leave, maintenance of health benefits during leave, and job restoration after the leave; notice and certification of the need for FMLA leave; and protection for employees who request or take FMLA leave. The law also requires employers to keep certain records.
- 9.2. Effective January 1, 2021, SB 1383 expanded the CFRA to include leave because of a qualifying exigency related to the covered active duty or call to active duty of an employee's spouse, domestic partner, child, or parent in the Armed Forces of the United States, as specified in Section 3302.2 of the Unemployment Insurance Code.
- 9.3. For both MCL and QEL employees must meet the same FMLA/CFRA eligibility requirements in terms of their tenure of service and the amount of time worked in the previous 12 months. Departments are required to notice the employee using the following forms:

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

- 9.3.1. Notice of Eligibility and Rights & Responsibilities (FMLA) (DOL Form WH-381) or (CalHR 752)
- 9.3.2. Designation Notice (FMLA) (DOL Form WH-382) or (CalHR 753)
- 9.3.3. These forms notify employees of their eligibility and determination for MCL and QEL leave. The Notice of Eligibility and Rights & Responsibilities form must be given to the employee within five business days after the employer receives a request for leave or becomes aware of the need for leave. The Designation Notice form must be given to the employee within five business days after sufficient information has been provided to the department.

10. Military Caregiver Leave

- 10.1. Eligible employees are entitled to take up to 26 weeks of unpaid, job-protected leave in a 12-month period to care for a covered servicemember with a serious illness or injury incurred in the line of active duty. This leave may be taken intermittently when medically (psychological and physical care) necessary. Covered servicemembers include current members of the regular Armed Forces, National Guard or Reserves, veterans undergoing medical treatment, or recuperation, and members who are on a temporary disability retired list. The veteran must have been a member of the Armed Forces (including the National Guard or Reserves) at any time within five years preceding treatment.
- 10.2. Employees who are eligible for MCL include: the servicemember's parent, spouse, or child and next of kin. For purposes of this leave, the definition of son or daughter includes the servicemember's "biological, adopted or foster child, stepchild, legal ward or child for whom the service member stood in loco parentis, and who is of any age." The definition of parent includes the servicemember's "biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the service member." However, parents-in-law are not included. Next of kin is defined as the servicemember's nearest blood relative (other than a spouse, parent, or child) in the following priority order - custodial blood relatives, siblings, grandparents, aunts and uncles, and first cousins. Family members sharing the same relationship (e.g., all siblings) will all be considered next of kin, and each will be entitled to leave for care giving. A husband and wife who are FMLA eligible and work for the same employer may be limited to a combined total of 26 weeks' caregiver leave. Confirmation of the employee's relationship to the covered servicemember must be provided to the department.
 - 10.2.1. Example: If a covered servicemember has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered servicemember's next of kin. Alternatively, where a covered servicemember has a sibling and designates a cousin as his/her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered servicemember's next of kin.
- 10.3. MCL is not in addition to the 12 weeks of FMLA leave normally available to eligible employees but is aggregated with all other types of FMLA qualifying leave during the applicable 12-month period. The 12-month period begins on the day the employee begins caregiver leave and ends 12 months thereafter.
- 10.4. Because MCL is available on a per servicemember per injury basis, an eligible employee may be entitled to take more than one such leave during the course of his or her employment to care for different servicemembers or for the same servicemember with a subsequent injury or illness. In such circumstances, leave is still limited to no more than 26 weeks during the applicable period.

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

- 10.5. When leave is taken to care for a covered servicemember with a serious injury or illness, an employee must obtain a medical certification. The "Certification for Serious Injury or Illness of a Current Service Member for Military Caregiver Leave under the FMLA" (DOL Form WH-385) may be used or departments may customize their own form so long as it includes, at a minimum, all the information specified in DOL Form WH-385. The medical certification form is completed by an authorized health care provider of the covered servicemember, such as the Department of Defense (DOD), Veteran Affairs (VA), DOD Tricare, DOD non-network Tricare, and DOD authorized representative.
- 10.6. Employees must provide 30 days' advance notice of the need to take leave for planned medical treatment for a serious injury or illness of a covered servicemember. If leave is foreseeable, but 30 days' advance notice is not practicable, the employee must provide notice as soon as practicable - generally, either the same or next business day.

11. Qualifying Exigency Leave (QEL)

- 11.1. Eligible family members will be entitled to take up to 12 weeks of FMLA/CFRA leave for "qualifying exigencies" arising out of a covered military member's active-duty status, or call to active duty, in support of a contingency operation or deployment to a foreign country. This leave may be taken intermittently. QEL is not available to family members of military members who are retired members of the regular Armed Forces, a state Reserve or National Guard unit, or are called to active duty by a state rather than the federal government. It is available only to the family members of regular Armed Forces, National Guard or Reservists called to federal active duty.
- 11.2. QEL includes the following events:
- 11.2.1. Issues arising from short-notice deployments (i.e., deployment to active duty seven or less days prior to the date of deployment)
 - 11.2.2. Military events, ceremonies, or programs related to active duty or related activities.
 - 11.2.3. Childcare and school activities
 - 11.2.4. Financial or legal appointments
 - 11.2.5. Consulting
 - 11.2.6. Rest and recuperation
 - 11.2.7. Post-deployment activities (e.g., arrival ceremonies and reintegration briefings)
 - 11.2.8. Parental care (e.g., to arrange for alternative care for a parent is incapable of self-care)
 - 11.2.9. Additional activities agreed upon by the employer and employee
 - 11.2.10.
- 11.3. When an employee requests QEL they must complete the "Certification for Military Family Leave for Qualifying Exigency under the FMLA" (DOL Form WH-384). Departments may customize their own form so long as it includes, at a minimum, all of the information required by the regulation as specified in DOL Form WH-384.

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

- 11.4. As part of the certification process, the employee is required to provide copies of the military member's orders or other military documentation, facts regarding the exigency, and dates of the military member's active-duty service and beginning of the exigency.
- 11.5. If foreseeable, the employee must provide advance notice of the need for QEL. The employee's notice timeframe must be "reasonable and practicable." The DOL interprets "as soon as practicable" to mean same day or next business day.
 - 11.5.1. Example: An employee receives notice of a family support program a week in advance of the event; it should be practicable for the employee to provide notice to their department of the need for QEL the same day or the next business day.
- 11.6. When the need for leave is unforeseeable, an employee must comply with a department's normal call-in procedures.
- 11.7. Employees are not obligated to provide notice to their departments when they first become aware of a covered family member's active duty or call to active-duty status. An employee's obligation to provide notice of leave due to a qualifying exigency is triggered when the employee first seeks to take QEL.

12. Job Restoration

- 12.1. The regulations provide that as a condition of an employee's return from medical leave, the employer may require the employee obtain a release to return to work from their health care provider stating they are able to resume work only if the employer has a uniformly applied practice or policy of requiring such release from other employees returning to work after illness, injury, or disability.
- 12.2. In accordance with the Code of Federal Regulations, tit 29, section 825.214 and California Code of Regulations, tit 2, section 11089, upon return from FMLA/CFRA leave, an employee must be restored to the employee's original job, or to an equivalent job with equivalent pay, benefits, and other terms and condition of employment.
 - 12.2.1. In addition, an employee's use of FMLA/CFRA leave cannot result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA/CFRA leave, nor be counted against the employee under a "no fault" attendance policy.
- 12.3. If an employee accepts light duty work while recovering from a serious health condition, the period on light duty assignment will not be counted as FMLA/CFRA. Employees may not be required to work light duty jobs in lieu of taking leave, and those who do so voluntarily are not on FMLA/CFRA leave. At the end of the assignment, the employee has the right to be reinstated to the same or an equivalent position.
- 12.4. Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to its operations, an employer may refuse to reinstate certain highly paid "key" employees after using FMLA leave during which health coverage was maintained. In order to do so, the employer must:
 - 12.4.1. Notify the employee of his/her status as a key employee in response to the employee's notice of intent to take FMLA leave.

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

- 12.4.2. Notify the employee as soon as the employer decides it will deny job restoration and explain the reasons for this decision.
- 12.4.3. Offer the employee a reasonable opportunity to return to work from FMLA leave after giving this notice.
- 12.4.4. Make a final determination as to whether reinstatement will be denied at end of the leave period if the employee then requests restoration.
- 12.5. A "key" employee is a salaried eligible employee who is among the highest paid ten percent of employees within 75 miles of the work site.
- 12.6. If a "key" employee's leave is covered by both FMLA and CFRA or CFRA only, an employer may not refuse the employee's right to reinstatement. Under CFRA regulations, "an employee who fraudulently obtains or uses CFRA leave from an employer is not protected by CFRA's job restoration or maintenance of health benefits provisions. An employer has the burden of proving that the employee fraudulently obtained or used CFRA leave." (Cal. Code Regs., tit. 2, § 11089, subd. (d)(3).)

13. Additional FMLA/CFRA Provisions and Unlawful Acts

- 13.1. The following Salaried executive, administrative, and professional employees of covered employers who meet the Fair Labor Standards Act (FLSA) criteria for exemption from minimum wage and overtime under Regulations, 29 CFR Section 541, do not lose their FLSA-exempt status by using any unpaid FMLA leave. This special exception to the "salary basis" requirements for FLSA's exemption extends only to "eligible" employees' use of leave required by FMLA.
- 13.2. DFEH has provided a model Certification of Health Care Provider form Included within the new CFRA regulations is a template Certification of Health Care Provider (CFRA) form which captures all the information that must be included in the certification. (Cal. Code Regs., tit. 2, § 11097.) Departments are encouraged to follow the template provided by DFEH.
- 13.3. It is unlawful DFEH has provided a model Certification of Health Care Provider form Included within the new CFRA regulations is a template Certification of Health Care Provider (CFRA) form which captures all the information that must be included in the certification. (Cal. Code Regs., tit. 2, § 11097.) Departments are encouraged to follow the template provided by DFEH.

14. Catastrophic Leave

- 14.1. The Catastrophic Leave program allows employees who have exhausted their leave credits and must miss work due to a prolonged illness or injury (including that of an eligible family member), or due to a natural disaster, to request catastrophic leave for a limited time. Employees unable to return to work from Catastrophic Leave will be separated from District service through resignation, termination or retirement.
 - 14.1.1. A catastrophic illness or injury is defined as an illness or injury that is serious and expected to incapacitate the employee or a member of the employee's family or household, and which creates a financial hardship because the employee has exhausted all eligible leave credits.

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14.1.2. A natural disaster is defined as an act of nature, such as a flood or an earthquake, which has had an effect on the employee's principal residence and the Governor has declared a state of emergency in the county where the employee resides.

14.2. Purpose of Catastrophic Leave

14.2.1. Catastrophic Leave permits salary and benefit continuation for employees who have exhausted all paid leave because of their own serious injury or illness, the need to care for a seriously injured or ill family member, or they reside in a county where the Governor has declared a state of emergency because of a natural disaster.

14.2.2. In such cases, a Catastrophic Leave bank will be established by the department for the employee to receive eligible leave credits. Eligible leave credits include, but are not limited to, annual leave, vacation, compensating time off (CTO).

14.2.3. For most employees, the total leave credits received by the employee shall normally not exceed three months; however, if approved by the appointing authority, the total leave credits received may be six months.

14.2.4. Employees who cannot return to their positions after their Catastrophic Leave is exhausted will be separated from District Service.

14.2.5. Employees on Catastrophic Leave will not earn vacation, sick leave, or holiday time.

14.2.6. Employees on Catastrophic Leave will be responsible for making their full benefits payment to the General Manager by the last business day of the month.

14.2.7. The General Manager will provide the cost of the employee's benefits in a written document before approving the employees Catastrophic leave request.

14.2.8. (For Full Time Positions): Compensation time may be earned in lieu of overtime pay at the rate of one and one-half (1.5) hours earned for each hour of overtime worked. The decision to take compensation time or overtime pay must be made by the employee within the pay period earned. Compensation time must be used prior to vacation time.

14.2.9. Compensation time earned (CTE) balances shall comply with FLSA legal limits.

14.2.10. CTE may be taken as compensation time off (CTO) with the prior approval of the appointing authority or designee. Employees shall submit requests to use CTE as time off within a reasonable time period prior to the requested date(s). In keeping with FLSA requirements, approval of this request will be permitted unless the Supervisor determines that use of CTE would unduly disrupt the operations of the department.

14.2.11. Compensation time that has been earned and not used by the last day of the calendar year, shall be paid out in cash.

14.2.12. While on a leave of absence, employees will be required to use all CTE balances prior to going into an unpaid status, unless otherwise disallowed by law. If integrating with State Disability Insurance (SDI), Paid Family Leave (PFL), or Workers' Compensation benefits,

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unpaid hours will be authorized for only the amount of time required for integration purposes.

- 14.2.13. Employees must use CTO before using vacation. Employees who have CTO balances will receive a declination notice for any vacation request until the CTO balance is at zero.

15. Sick Leave

15.1. Plan Method

- 15.1.1. Inverness PUD will use the Accrual method for the sick leave plan. Employees will earn sick leave hours based on the number of hours worked on a pro-rated basis to a maximum accrual of 10 sick days each calendar year.

- 15.1.2. Employees will earn sick leave using the following accrual rate:

Employees scheduled for 40 hours per week = 2.33 hours per pay period

Employees scheduled for 32 hours per week = 1.86 hours per pay period

Employees scheduled for 24 hours per week = 1.40 hours per pay period

- 15.1.3. Employees will be allowed to carry over up to 10 days of sick leave per year. Employee will not continue to earn or accrue sick leave once their sick leave balance reached 10 days.

15.2. Use of Leave

- 15.2.1. Employees may not use accrued paid sick days until the 90th day of employment. After the 90th day, employees may use paid sick days as they are accrued.

- 15.2.2. Employees may use sick leave for their child, spouse, registered domestic partner, parents, parents-in-law, siblings, grandparents or grandchildren.

- 15.2.3. An employee may use paid sick leave for the diagnosis, care, or treatment of an existing health condition of, or preventive care for, the employee or the employee's family member. In addition, an employee who is a victim of domestic violence, sexual assault, or stalking may use paid sick leave for any of the following:

- To seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- To obtain services from a domestic violence shelter, program, or rape crisis center because of domestic violence, sexual assault, or stalking.
- To obtain psychological counseling related to an experience of domestic violence, sexual assault, or stalking.
- To participate in safety planning and take other actions to increase safety from future domestic violence, sexual assault, or stalking, including temporary or permanent relocation.

15.3. Posting Requirements

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15.3.1. All employees will be provided with a written notice upon hire that outlines their sick leave accruals and rules. There are also required workplace posters that explain CA rules and laws as it relates to sick leave. These can be found posted in break areas and near time clocks.

15.4. Retention Requirements

15.4.1. The District will maintain, through the payroll company, all sick leave records in accordance with California law and the District will hold records for a minimum of three years.

15.5. Wage Statement Requirements

15.5.1. The District will provide employee with an accounting of their sick leave balances on their paystubs. Any question about sick leave balances can be directed to payroll.

15.6. Requesting Sick Leave

15.6.1. Employees requesting time off under this policy should provide as much advanced notice to the General Manager as practicable, and employees who take more than three days of leave will be required to provide appropriate documentation to the General Manager in support of the leave taken.

15.6.2. Sick Leave may run concurrently with leave taken under other applicable policies as well as under local, state, or federal law, including leave taken pursuant to the California Family Rights Act (CFRA) or the Family and Medical Leave Act (FMLA).

For more information regarding leave under this policy, contact the General Manager

16. REVISION HISTORY

DCR No.	Revision No.	Description of Change	Reason for Change
N/A	01	New Document.	

17. DOCUMENT APPROVAL

Department	Name	Signature	Date
Initiator			
(Department)			
Quality Assurance			

APPENDIX

CFRA- 5 or more employees

Document No.: POLXXX
Effective Date: DD/MM/YYYY

Revision No.: YY Page 13 of 13

Title: FMLA, CFRA and Military Family and Caregiver Leave/ Catastrophic Leave/ Sick Leave Policy

FMLA- 50 or more in the last 20 work weeks (have to include P/T and temps). Also applies to all public employers.

Military Leave- Same as FMLA

Catastrophic Leave- OPTIONAL

DRAFT



Inverness Public Utility District
Board Meeting June 25, 2022

Agenda Item No. 11

**Adopt and Approve Proposed MOU for Disaster
Council Participation with West Marin
Community Response Team**



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: West Marin Community Services Memorandum of Understanding (MOU) for Inverness Disaster Council
Meeting Date: June 29, 2022
Date Prepared: June 20, 2022
Prepared by: Shelley Redding, General Manager
Attachments: DRAFT of MOU between Inverness PUD (for the Inverness Disaster Council) and West Marin Community Services

Recommended Action: Review and Adopt Drafted MOU, but with an effective date of 7/1/2022

For the past year, during the pandemic, the West Marin Community Services Response Team (WMCRT) has provided COVID testing supplies, masks, and resource information to the West Marin community.

During the same period, the acting Inverness Disaster Council Coordinators participated in online meetings and coordinated with WMCRT to distribute the resources to the Inverness community as well as the ranching community outside of Inverness. This included having testing kits available at the Inverness Firehouse and assembling packages for distribution to the ranching communities.

It was recognized that the Inverness Disaster Council Coordinator position could partner with the West Marin Community Services (WMCS) to provide essential outreach to the Inverness Community. WMCS proposed that a Memorandum of Understanding between the WMCS and the IDC be considered to continue this outreach with an annual funding amount of \$2500 to cover stipend expenses. The MOU outlines specific tasks related to participation that would be carried out by the Inverness Disaster Council Coordinator.

Staff recommends participating in the MOU with the West Marin Community Services, effective July 1, 2022.

**Memorandum of Understanding
Between
West Marin Community Services And
Inverness Disaster Council**

This Memorandum of Understanding (“MOU”) is entered into on the _____ day of May, 2022 by and between West Marin Community Services of 11431 CA-1 #10, Point Reyes Station, CA 94945 (“WMCS”) and The Inverness Public Utility District (“IPUD” or “Partner”), of PO Box 469, Inverness, CA 94937.

I. RECITALS

- A. Whereas the purpose of WMCS is to support programs and services that ensure the well-being of individuals and families in West Marin. Self-sufficiency, human dignity, and social justice are the values that guide our efforts. Partner is dedicated to the practice of community in West Marin. Partner seeks to establish, preserve, and enhance both common spaces and the life that occurs in them. And to create social infrastructure for resource sharing, conservation, and learning.
- B. Whereas Partner manages the finances of the Inverness Disaster Council, contracts with the Inverness Disaster Council coordinator(s) directly, provides the Inverness Disaster Council compensations for stipend expenses, and holds General, Liability insurance and Workers Compensation Insurance for Volunteers, including the Inverness Disaster Council and its coordinators.
- C. WMCS and Partner enter into this MOU for:
 - a. WMCS to act as the lead agency in the West Marin Community Response Team (“WMCRT”); and
 - b. Inverness Disaster Council to actively participate on behalf of Partner in the West Marin Community Response Team as a partner organization.

Accordingly, the parties agree as follows:

II. ACTIVITIES

- A. During the term of this MOU, WMCS will:
 - 1. Provide leadership and coordination for the WMCRT, including the management of grants designated to provide funding for the activities of the WMCRT. The current grants include: County of Marin Community Response Grant.
 - 2. Act as Lead Organization for the WMCRT, holding and distributing grant monies as designated in each grant, including making payments to Partner as agreed upon for their participation in the WMCRT.
- B. During the term of this MOU, Partner will:
 - 1. Require Inverness Disaster Council attend at least 80% scheduled WMCRT meetings every other week and be an active participant in the meeting discussions and implementing action items.
 - 2. Require Inverness Disaster Council share relevant information out to Partner’s communication network and constituents to assure access to information and resources related to the pandemic, public health, and disaster preparedness.

3. Require Inverness Disaster Council to assist and support the WMCRT to meet the agreed upon deliverables for each grant, as specified in Exhibit A and (3), including but not limited to:
 - a. Assist as needed with home testing distribution and coordination of pop-up vaccination sites in the Inverness Area.
 - b. Assist with getting West Marin residents signed up for Alert Marin / Nixle.
4. Receive and distribute to Inverness Disaster Council a total of \$2,500.00 to support the cost of Inverness Disaster Council's participation in the WMCRT activities and evaluation. In order to receive the full funding listed, the expectation is the partner agency will fulfill the requirements in II.B.1, II.B.2 and II.B.3. above:
 - a. \$2,500.00 from County of Marin Covid Community Response Grant for participation under this MOU from 05/15/22 thru 06/30/23.
 - b. Payment to Partner shall be made within thirty (30) days of WMCS receiving grant funds.
 - c. Additional allocations may be available for partners that exceed deliverables and/or if additional funds become available.
5. Maintain the following insurance at Partner's sole expense during the term of this MOU:
 - a. Commercial General Liability: Partner shall maintain a commercial general liability insurance policy in the amount of \$1,000,000 (\$2,000,000 aggregate), naming (i) West Marin Community Services, its agents, directors, officers, volunteers as additional insured and (ii) Marin County, its agents, directors, officers as additional insured.
 - b. Workers' Compensation: ***If applicable***, Partner acknowledges the State of California requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of the Labor Code.
 - c. All policies shall remain in force through the life of this MOU and shall be payable on a "per occurrence" basis unless WMCS specifically consents to a "claims made" basis. Should any of the required insurance policies in this MOU be cancelled or non-renewed, it is Partner's duty to notify the WMCS immediately upon receipt of the notice of cancellation or non-renewal.

III. HOLD HARMLESS

- A. Except to the extent caused by the gross negligence or willful misconduct of WMCS, Partner agrees to indemnify, defend and hold harmless WMCS, and its directors, officers, employees, agents, and affiliates (collectively, the "Indemnified Parties") against and from any and all rights, claims, liabilities, demands, causes of action, losses, damages, and expenses, including, without limitation, reasonable attorneys' fees (if and to the extent permitted by law), which may be imposed upon, incurred by or asserted against an Indemnified Party and arising out of or in connection with any acts or omissions (including violations of law) of Partner, or any of Partner's employees, agents, contractors or invitees in connection with Partner's performance of any part of this MOU, including but not limited to while using any facility of WMCS.
- B. WMCS will not be liable for, and Partner waives, all claims for any consequential damages and for loss or damage to Partner business or loss, theft or damage to Partner's property resulting from: acts of God; public health emergencies, including but not limited to the spread of infectious diseases; the failure of any sprinkler, heating or air-conditioning equipment, any electric wiring or

any gas, water or steam pipes; any act or omission of any party other than WMCS; and any causes not reasonably within the control of WMCS.

- C. The provisions of this Article III and Partner's obligations hereunder shall survive any expiration, termination, or rescission of this MOU.

IV. RELATIONSHIP OF THE PARTIES

- A. This MOU does not create an employment relationship between either of the parties or the employees, officers, directors, agents, affiliates, or subcontractors of each, and does not create a joint venture, partnership, trust, or other association between the parties. Neither party has the authority to bind, act, enter into any contract, or to incur any liability on behalf of the other party.
- B. Neither party controls, directs, or supervises the other party's employees, officers, directors, agents, affiliates, or subcontractors in the performance of any activities in the course of the MOU. Each of the parties shall have sole responsibility for any and all compensation, benefits, withholding and other taxes, expenses, and other applicable costs for its own employees (if any).

V. TERM & TERMINATION; NOTICE

- A. The term of this MOU is from May 15, 2022 to June 30, 2023.
- B. In the event that either party fails to fulfill any material term of this MOU, or otherwise breaches this MOU, the other party shall have the right, on written notice to the defaulting party, to terminate this MOU, such notice being effective ten (10) days after having been given and only if the failure or breach has not been fully remedied during such ten (10) day period.
- C. Either party may terminate this MOU at any time, with or without cause, by giving thirty (30) days written notice to the other party at the Notice Addresses designated below by first class mail postage prepaid, by fax, or by email with proof acknowledgment of receipt. Partner will compensate WMCS to the date of termination when sending or receiving a termination notice. Completed W-9 is required on file prior to compensation.

If to WMCS: Socorro Romo, Executive Director
West Marin Community Services
11431 CA-1 #10
Point Reyes Station, CA 94945
Tel: 415.663.8361
Email: sromo@westmarincs.org

If to Partner: Shelley Redding, General Manager
Inverness Disaster Council
c/o Inverness Public Utility District
PO Box 469
Inverness, CA 94937
Email: shelley.redding@invernesspud.org

VI. CONFIDENTIALITY

The parties recognize that information received in the course of implementing this MOU is privileged and confidential. During the term of this MOU and subsequently, neither party will disclose to others or make

use, directly or indirectly, of any such confidential information, unless for a purpose authorized by both parties in writing in advance of such disclosure, or unless such disclosure shall be required by law.

VII. REPRESENTATIONS AND WARRANTIES

Each party represents and warrants to each other that: (i) it is duly organized, validly existing and in good standing as a corporation or other entity as represented herein under the laws and regulations of its jurisdiction of incorporation, organization, or chartering; (ii) it has the full right, power, and authority to enter into this MOU, to grant the rights and licenses granted hereunder, and to perform its obligations herein; (iii) the execution of this MOU by its representative whose signature is set forth at the end hereof has been duly authorized by all necessary corporate action of the party; and (iv) when executed and delivered by both parties, this MOU will constitute the legal, valid, and binding obligation of such party, enforceable against such party in accordance with its terms.

Partner represents and warrants that none of its principals, affiliates, agents, representatives, or contractors are excluded, disqualified or ineligible for the award of contracts by any Federal agency and Contractor further certifies to the best of its knowledge and belief, that it and its principals:

- A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal Department or Agency;
- B. Have not been convicted within the preceding three-years of any of the offenses listed in 2 CFR 180.800(a) or had a civil judgment rendered against it for one of those offenses within that time period;
- C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or Local) with commission of any of the offenses listed in 2 CFR 180.800(a);
- D. Have not had one or more public transactions (Federal, State, or Local) terminated within the preceding three-years for cause or default.

Partner shall provide immediate written notice to the WMCS if at any time the Partner learns that its certification was erroneous or has become erroneous by reason of changed circumstances.

VIII. ANTIDISCRIMINATION AND ANTIHARRASSMENT

Partner shall not unlawfully discriminate against or harass any individual including, but not limited to, any employee, volunteer, customer, or client of WMCS or the County of Marin and/or Partner based on race, color, religion, nationality, sex, sexual orientation, age or condition of disability. Partner representative understands and agrees that WMCS and/or any partner or subcontractor is bound by and will comply with the antidiscrimination and antiharassment mandates of all Federal, State and local statutes, regulations and ordinances including, but not limited to, County of Marin Personnel Management Regulation (PMR) 21 (<https://www.marincountyhr.org/get-to-know-us/equal-employment/equal-employment-policy>).

IX. MISCELLANEOUS

- A. This MOU constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior agreements, promises, negotiations or representations, whether written or oral, that are not expressly set forth in this MOU.
- B. This MOU shall be legally binding on the parties and may not be amended or modified except by a written document executed by each of the parties.
- C. Neither party shall assign its rights or obligations under this MOU to any third party without the prior written consent of the other party.

- D. This MOU and all claims arising out of or relating to this MOU shall be governed by and construed in accordance with the laws of the State of California, without regard to its choice of law principles.
- E. This MOU may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. The Parties may execute this Agreement in a digital format (including but not limited to DocuSign), which will be deemed an original signature.

IN WITNESS WHEREOF, the parties have executed and entered into this MOU as of the day and year first set forth above.

West Marin Community Services

By: _____ Date: _____

Socorro Romo
Executive Director

Inverness Public Utility District *on behalf of Inverness Disaster Council*

By: _____ Date: _____

Shelley Redding
General Manager

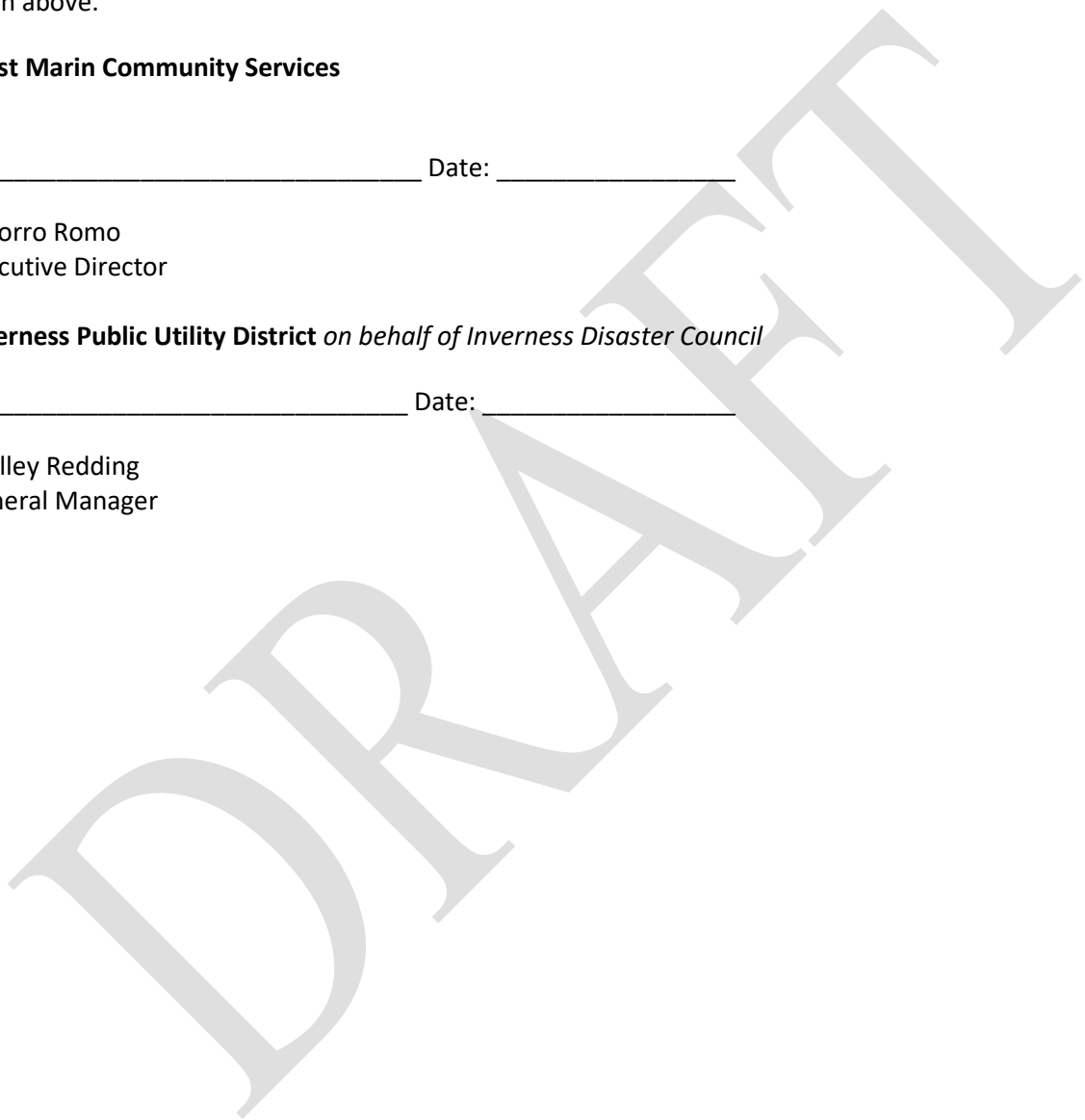
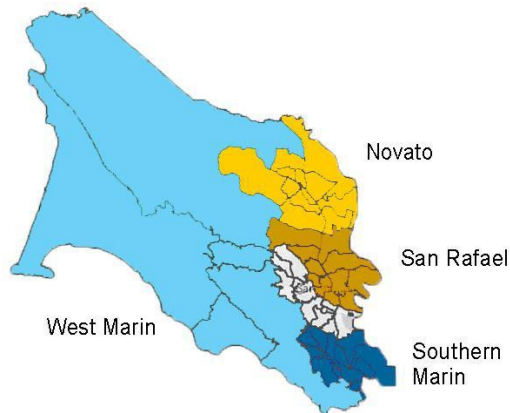


Exhibit A
Marin Community Response Teams Evaluation Plan (Revised 11.3.21)
August 1, 2021-June 30, 2022

Introduction

In June 2021, Marin Health & Human Services released a request for proposal (RFP) titled *Marin Community Response Teams* for community response and recovery infrastructure development. The RFP built on existing work of outbreak prevention and response teams that were stood up in order to respond to rising rates of COVID-19 throughout Marin County. The goal of this was to build Marin County’s public health infrastructure in partnership with the community to support response, recovery, and resiliency when faced with public health threats and emergencies, centered across four zones: San Rafael, Novato, West Marin, and Southern Marin.

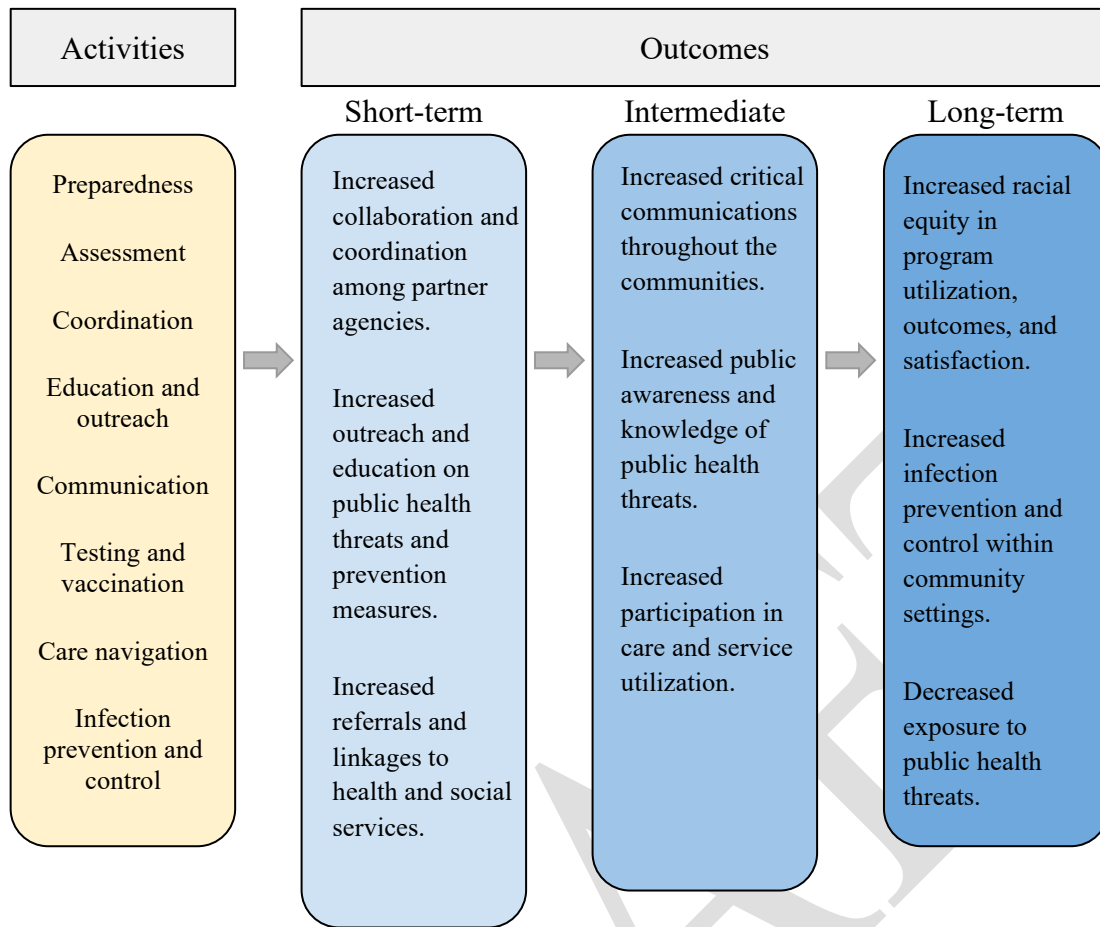


The RFP focused on accomplishing this goal by adopting strategies and promoting activities that improve coordination across the county. This includes activities that are based on 8 core community response areas:

- Preparedness
- Assessment
- Coordination
- Education and outreach
- Communication
- Testing and vaccination
- Care navigation
- Infection prevention and control

Logic Model

The theory of change that guides the zone model is that increased coordination and partnership between agencies will support the development of a public health infrastructure that reduces the negative impact of public health threats and emergencies. Through the implementation of the 8 core community response areas, this will lead to greater collaboration and coordination, which will increase outreach, education, and service provision. As a result, communities will become more aware and knowledgeable about the various public health threats, different prevention and mitigation strategies, and how to seek support and resources. This will cumulatively aid in reducing exposure to various threats that arise from natural disasters, infectious diseases, and biological and chemical events.



Purpose of Evaluation

In an effort to leverage the collaboration between agencies to respond to, recover from, and build resiliency to public health threats, a collective impact model will be considered alongside a proposed evaluation framework. A [collective impact](#) framework provides flexibility for partner agencies to define and establish shared measurements for continuous improvement. This evaluation plan simultaneously provides a template for baseline metrics that may be used by each zone, but will also need to be adapted to meet the specific activities of the zone.

The purpose of this evaluation is three-fold:

1. **Accountability:** Maintain zone agency lead accountability in implementing and facilitating program activities.
2. **Collaboration:** Learn and improve collaboration and coordination across zone partners.
3. **Impact:** Determine effectiveness of zone-model in achieving desired goals and outcomes.

While this process evaluation is primarily to understand how partner agencies are working together to accomplish their goal, the secondary effect through increased collaboration is producing a positive public health impact, which in this case, would be to reduce public health threats and emergencies.

Evaluation Questions

1. What are the different stakeholder roles in effective community response and recovery?
2. What are the key components to building a community-based public health infrastructure that effectively responds to public health threats and emergencies?
3. To what extent are partners able to collaborate to respond to public health threats?
4. What effect do the community response teams have on addressing public health threats and emergencies? (note: outcomes are still open ended, so until emergency happens, we don't know the specific outcomes)
5. To what degree does the community response model reach the County residents who are most vulnerable to public health threats and emergencies?

Goals and Objectives

The goal of this program is to build a public health infrastructure in partnership with the community to support response, recovery, and resiliency when faced with public health threats.

Lead Agencies

Novato = North Marin Community Services

San Rafael = Canal Alliance / Multicultural Center of Marin

West Marin = West Marin Community Services and San Geronimo Valley Community Center

Southern Marin = Marin County Cooperative Team

Accountability Objective	Measure/indicator County resource	Data collection/How reported	Timeline/frequency	Who
<p>AO1: The lead agency will develop a communications plan for interagency exchange and public information sharing (<i>process</i>).</p>	<p>Completed communications plan Completed zone roster and database County: Communications plan templates and support as needed</p>	<p>Google Drive</p>	<p>By November 15, 2021</p>	<p>Lead agency VOAD PIO</p>
<p>AO2: The lead agency will develop a continuity of operations plan (<i>process</i>).</p>	<p>Completed continuity of operations plan County: Assist with linking to templates and training (refer to MCF if appropriate)</p>	<p>Google Drive</p>	<p>By (mutually agreed upon with County)</p>	<p>Lead agency MCF</p>
<p>AO3: At least one partner agency will be identified to perform COVID-19 Binax or other rapid tests (<i>process</i>).</p>	<p>Identification of Agency Developed agency protocol for COVID-19 Binax testing County: Support during application and set up process (Testing Team)</p>	<p>JOT FORM</p>	<p>By November 15, 2021</p>	<p>Partner agencies</p>
<p>AO4: Each month, the lead agency will hold at least two zone meetings (<i>process</i>).</p>	<p># of meetings / convening held</p>	<p>JOT FORM + Meeting minutes to be saved to Google drive</p>	<p>Monthly collection Quarterly reporting</p>	<p>Lead agency</p>
<p>AO5: Each month, 50% of identified zone partner agencies will attend regular zone meetings (<i>process</i>).</p>	<p>% attendance among zone partner agencies</p>	<p>JOT FORM + Attendance recorded on meeting minutes</p>	<p>Monthly collection Quarterly reporting</p>	<p>Lead agency, partner agencies</p>

Accountability Objective	Measure/indicator County resource	Data collection/How reported	Timeline/frequency	Who
<p>AO6: Each quarter, zone partners will work with the County to develop key communication messages (<i>process</i>).</p>	<p>Completed key messages County: Requests for assistance to be on an as needed basis (by County and by CRTs)</p>	<p>JOT FORM</p>	<p>Quarterly, as needed</p>	<p>County PIO team, HHS Media team, partner agencies</p>
<p>AO7: Each quarter, the lead agency will facilitate the development of up to 3 shared SMART or SMARTIE goals/objectives among partner agencies for continuous improvement (e.g., measures around sub-populations of interest, etc.) (<i>process</i>).</p>	<p>Completed shared SMART goals/objectives County: SMART/SMARTIE objectives information; examples</p>	<p>JOT FORM</p>	<p>Quarterly</p>	<p>Lead agency, partner agencies</p>
<p>AO8: Each quarter, the lead agency will <u>promote</u> relevant trainings to partner organizations and ensure zone representation at each identified training as requested by the County (<i>process</i>).</p>	<p>List of trainings promoted to partner organizations County: Identify and share trainings and provide guidance re: number of trainings to promote.</p>	<p>JOT FORM</p>	<p>Quarterly</p>	<p>Lead agency, partner agencies</p>
<p>AO9: For each public health emergency topic, zone partners will provide outreach to the zone population with a focus on low HPI census tracts (<i>process</i>).</p>	<p>Documentation of in-person, digital/online, print media, AV media/radio and other outreach conducted</p>	<p>JOT FORM</p>	<p>Quarterly</p>	<p>Partner agencies</p>
<p>AO10: For each public health emergency topic, zone partners will work together to link community members referred by the County contact investigation and other emergency</p>	<p>TBD County: In development</p>	<p>TBD based on referral mechanism used</p>	<p>As needed TBD for reporting depending on referral</p>	<p>Partner agencies County Epi</p>

Accountability Objective	Measure/indicator County resource	Data collection/How reported	Timeline/frequency	Who
response teams to appropriate and existing health and social services (process). (100% attempted)			mechanism	
AO11: By the end of the contract period, zone partners will share best practices for building and strengthening the public health infrastructure to address public health threats and emergencies (<i>outcome</i>).	Best practices for capacity building County: Determine available resources and collect information accordingly (i.e., self-report by grantees or third-party).	Key informant interviews and/or Focus groups Grantee report	Annually	Senior Program Coordinator, Partner agencies

Collaboration Objectives	Measure/indicator	Data collection	Timeline/frequency	Person
CO1: Each quarter, starting at 6 months, 80% of zone partners will indicate satisfaction with the operation and functioning of the zone partnership (<i>outcome</i>).	% of satisfaction among partner agencies County: Satisfaction Survey and implementation guide	Satisfaction survey to be developed by the County and disseminated by CRTs	Quarterly starting at 6 months	Senior Program Coordinator, Epi, lead agency, partner agencies
CO2: Each quarter, starting at 6 months, zone partners will rate a 4 out of 5 on average among partners (<i>outcome</i>).	% of interorganizational collaboration County: Satisfaction Survey and implementation guide	12-item collaboration scale worked into Satisfaction Survey and	Quarterly starting at 6 months	Senior Program Coordinator, Epi, lead agency,

		disseminated by CRTs		partner agencies
CO3: By the end of the contract period, collaboration among all zone partners will increase by 20% (<i>outcome</i>).	% difference in perceived collaboration among partner agencies County: Survey and implementation guide	Levels of Collaboration Scale to be developed by the County and disseminated by CRTs	Start and end of grant period	Senior Program Coordinator, Epi, lead agency, partner agencies

Collective Impact Objectives	Measure/indicator	Data collection	Timeline/frequency	Person
IO1: For each public health emergency topic, 60% of residents who are sampled in the zone will know how to access information about public health emergencies (<i>outcome</i>).	% of awareness about accessing information among zone community County: Community/client survey, analysis, and reporting	Community/client survey to be developed by the County	TBD	Lead agency, partner agencies Epi
IO2: By June 30th, 2022 achieve 90% vaccination rate for the age 65 population eligible for boosters. (<i>outcome</i>)	% vaccinated within zone County: Aligns with existing data analysis plans	Epidemiological data	Ongoing	Epidemiology team
IO3: By August 31st, 2022, achieve 80% vaccination of children ages 5-11. (<i>outcome</i>)	% vaccinated within zone County: Aligns with existing data analysis plans	Epidemiological data	Ongoing	Epidemiology team



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 12

Review and Approve Expenditures

- **May 2022 Expenditures**
- **May 2022 Credit Card Charges**

Inverness PUD
Monthly Expense Ledger Report
May 2022

Date	Num	Name	Memo	Amount
May 22				
05/02/2022	EFT	AT&T U-verse	Internet April-May 2022	-69.55
05/02/2022	EFT	BB & T- CPS Operations	February 2022 ARBOX	-1.17
05/03/2022	EFT	Paychex	Payroll Fees	-40.00
05/05/2022	15049	Brelje and Race Laboratories, Inc.	Monthly Bac-T	-406.00
05/05/2022	15052	McMaster-Carr	Acct 273032600 - PO# 0528JFox	-120.21
05/05/2022	15053	Piazza General Construction, Inc.	Final Billing and Retention Payment	-49,889.34
05/05/2022	15054	Tom Fox	Air line repair	-520.00
05/05/2022	15051	Jennifer Mozozumi	Closed water account refund	-12.00
05/05/2022	15050	Jean Soost	Closed water account refund	-9.00
05/05/2022	15044	Building Supply Center	Inverness PUD Account 155	-383.08
05/05/2022	15045	Grainger	Supplies	-117.29
05/05/2022	15046	Marin County Fire Department - Accounting	Coordinated Defensible Space Inspection Program	-10,790.61
05/05/2022	15047	Petaluma Minuteman, Inc.	IDC Emergency Resource Pamphlet	-462.39
05/05/2022	15048	Streamline	May1 2022 Website w/Engage	-260.00
05/05/2022	EFT	CalPERS - Retirement	April 2022	-5,766.82
05/10/2022	EFT	CalPERS Health	Health Insurance May 2022	-9,144.89
05/12/2022	EFT	Diversified Technology	Billing Service-New Rate	-705.00
05/13/2022	Payroll		To record 5/13/22 payroll	-7,423.17
05/13/2022	Payroll	Briggs, David C.	Check # 15056	-397.43
05/13/2022	Payroll	Fox, James K.	Check # 15057	-3,447.83
05/13/2022	Payroll	Fox, Kenneth J.	Check # 15058	-2,451.93
05/13/2022	Payroll	Gann, Kaaren S.	Check # 15059	-542.55
05/13/2022	Payroll	Holland, Wade B.	Check # 15060	-1,369.68
05/13/2022	Payroll	Leyva, Jacob	Check # 15061	-1,891.33
05/13/2022	Payroll	McBeth, Jeffrey I.	Check # 15062	-1,903.21
05/13/2022	Payroll	Redding, Shelley L.	Check # 15063	-3,287.55
05/13/2022	Payroll	Russell, Cassidy	Check # 15064	-1,926.64
05/13/2022	15084	U. S. Bank Corporate Payment Systems	Managing Account XX-0662	-2,163.97
05/13/2022	EFT	IPUD	Water Autopay Offset	-51,360.00
05/16/2022	15066	Brelje & Race Engineers	Project # 02630.05 Tenney Tank Project	-1,462.50
05/16/2022	15067	Cheda's Garage	Vehicle Repair	-813.78
05/16/2022	15068	CORE Utilities, Inc.	April service charges	-270.00
05/16/2022	15069	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-101.80
05/16/2022	15070	Kerry Lemos Electrical	SCADA Radio Repair	-2,291.33
05/16/2022	15071	Pace Supply Corp.	Customer# 09035-00	-2,914.96
05/16/2022	15072	Riley F. Hurd III	Inverness Parcel Tax	-720.00
05/16/2022	15073	SWRCB-DWOCB	Certification Fees	-150.00
05/16/2022	15074	TransBay Security Service	Padlocks	-202.74
05/16/2022	15065	Bolinas Fire Protection District	Billing for Driver Operator 1A Class 3/19/22 - 3/27/22	-420.00
05/16/2022	15074	TransBay Security Service	Padlocks	-150.09
05/16/2022	EFT	ExpertPay	Child Support Payment	-402.00
05/19/2022	15077	Actuarial Retirement Counseling, LLC	GASB 75 Disclosure Report - 2022	-500.00
05/19/2022	15076	Black Mountain Software	Customer # 1140	-15,030.00
05/19/2022	15075	Good & Clean, Inc.	Janitorial Services -April	-227.00
05/24/2022	15089	Jan Aston	Closed account credit refund	-133.55
05/24/2022	15088	AT&T CalNet	3/7/22 - 4/6/22	-454.95
05/24/2022	15086	Grainger	Supplies	-74.67
05/24/2022	15085	Fox, Thomas	Installation office ceiling fan	-975.00
05/24/2022	15087	Amazon Business	Account A10CPJEJGNV6Y	-198.65
05/24/2022	EFT	AT&T U-verse	Acct 139584573	-69.55
05/27/2022	15091	Fox, Thomas	Firehouse and Engine Maintenance 2021 & 2022	-3,315.00
05/27/2022	15092	U. S. Bank Corporate Payment Systems	Managing Account XX-0662	-614.38
05/27/2022	15090	Void		
05/31/2022	15102	Bauer Associates, Inc.	Tenney Tank	-2,498.00
05/31/2022	15103	Void		
05/31/2022	Payroll		To record 5/31/22 payroll (taxpay)	-7,447.23
05/31/2022	Payroll	Briggs, David C.	Check # 15093	-847.63
05/31/2022	Payroll	Fox, Kenneth J.	Check # 15095	-2,451.93
05/31/2022	Payroll	Holland, Wade B.	Check # 15097	-1,491.42
05/31/2022	Payroll	Leyva, Jacob	Check # 15098	-1,841.16
05/31/2022	Payroll	McBeth, Jeffrey I.	Check # 15099	-1,799.66
05/31/2022	Payroll	Redding, Shelley L.	Check # 15100	-3,287.55
05/31/2022	Payroll	Russell, Cassidy	Check # 15101	-1,782.56
05/31/2022	15092	Unknown	Fraud	-4,995.52
05/31/2022	15082	Unknown	Fraud	-4,998.26
05/31/2022	EFT	ExpertPay	Child Support Payment	-402.00
				-222,197.51

May 22

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05/26/22

Inverness PUD Reconciliation Detail

XX-6591 · Fox, Jim - Cal Card, Period Ending 05/22/2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								1,575.87
Cleared Transactions								
Charges and Cash Advances - 9 items								
Credit Card Char...	04/25/2022		Midway USA	Supplies	X	845-01 · Supplies and Inventory	-26.10	-26.10
Credit Card Char...	04/28/2022	7797030	Amazon	Stopwatch	X	845-01 · Supplies and Inventory	-38.84	-64.94
Credit Card Char...	05/06/2022	12001	Palace Market	Volunteer Training	X	850-01 · Volunteer Training	-107.99	-172.93
Credit Card Char...	05/07/2022	43001	Palace Market	Volunteer Training	X	850-01 · Volunteer Training	-26.78	-199.71
Credit Card Char...	05/07/2022	89172	Bovine Bakery	Volunteer Training/Drills	X	850-01 · Volunteer Training	-21.75	-221.46
Credit Card Char...	05/13/2022	21720832...	Adobe	1 month Adobe Online J Fox	X	870-05 · Office Supplies, Postage, F...	-24.99	-246.45
Credit Card Char...	05/18/2022	22533	Missouri Wind and Solar	Solar Panel	X	845-01 · Supplies and Inventory	-310.77	-557.22
Credit Card Char...	05/18/2022	5195429	Amazon	Replacement Cord	X	845-01 · Supplies and Inventory	-23.71	-580.93
Credit Card Char...	05/20/2022	May 20	Inverness Store	Supplies	X	850-01 · Volunteer Training	-33.45	-614.38
Total Charges and Cash Advances							-614.38	-614.38
Payments and Credits - 1 item								
Bill	04/12/2022		U. S. Bank Corporate Payme...	Managing Account XX-0662	X	20000 · Accounts Payable	1,575.87	1,575.87
Total Cleared Transactions							961.49	961.49
Cleared Balance							-961.49	614.38
Register Balance as of 05/22/2022							-961.49	614.38
Ending Balance							-961.49	614.38

4:14 PM

05/26/22

Inverness PUD Reconciliation Detail

XX-7757 · Redding, Shelley - Cal Card, Period Ending 05/22/2022

Type	Date	Num	Name	Memo	Clr	Split	Amount	Balance
Beginning Balance								1,942.89
Cleared Transactions								
Charges and Cash Advances - 5 items								
Credit Card Charge	04/28/2022		Microsoft	Microsoft 365	X	870-05 · Office Supplies, Postage, ...	-17.67	-17.67
Credit Card Charge	04/28/2022		Microsoft	Microsoft 365	X	870-05 · Office Supplies, Postage, ...	-6.04	-23.71
Credit Card Charge	05/10/2022		Canva	Monthly Subscription	X	870-02 · Dues & Publications	-12.95	-36.66
Credit Card Charge	05/13/2022	43444...	Dell Small Business	(2) Extended Warranty - Servers 6/17/22-6/16/25	X	-SPLIT-	-2,109.31	-2,145.97
Credit Card Charge	05/13/2022		Marin Independent Journal	1 month Digital Subscription	X	870-02 · Dues & Publications	-18.00	-2,163.97
Total Charges and Cash Advances							-2,163.97	-2,163.97
Payments and Credits - 1 item								
Bill	04/04/2022		U. S. Bank Corporate Payme...	Managing Account XX-0662	X	20000 · Accounts Payable	1,942.89	1,942.89
Total Cleared Transactions							-221.08	-221.08
Cleared Balance							221.08	2,163.97
Register Balance as of 05/22/2022							221.08	2,163.97
Ending Balance							221.08	2,163.97



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 13
Committee Meetings/Reports



Inverness Public Utility District
Board Meeting June 29, 2022

Agenda Item No. 14

**Announcements,
Next Meeting,
Adjournment**