

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

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

Board of Directors

AGENDA

Regular Meeting

Tuesday, March 19, 2024

4:00 p.m.

Inverness Firehouse, 50 Inverness Way

1. **Call to Order; Attendance Report**
2. **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "*may briefly respond to statements made or questions posed*" during Public Expression, but "*no action or discussion shall be undertaken on any item not appearing on the posted agenda*" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.
3. **Approval of Minutes:** Regular meeting of February 27, 2024

### *The State of the District*

4. **Management Report:** Shelley Redding
  - 2022-2023 Audit Update
  - District 5-year Capital Project Plan
  - Marin LAFCo and NMWD Application to remove IPUD from NMWD Boundary
  - Hazard Mitigation Planning and Preparations with County of Marin
5. **Water System Report**
  - February 2024, Senior Water Operator Ken Fox
  - Colby/Seahaven Tank Replacement Project Update
  - Water System SCADA Project Update
6. **Fire Department Report**
  - February 2024, Assistant Fire Chief David Briggs
  - February 2024 Marin Wildfire Prevention Authority (MWPA)
  - Marin Emergency Radio Authority (MERA) update

### *The Business of the District*

7. **Approve Expenditures and Credit Card Charges: February 2024**
8. **Approve Letter of Interest to Marin County Office of Emergency Management to add IPUD to the County 2023 Hazard Mitigation Plan Extension Grant Application.**
9. **Committee Meetings/Reports**
10. **Adjournment**

Posted: 3/15/2024

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Material provided in the meeting packet is available on the District's website, [www.invernesspubd.org](http://www.invernesspubd.org), or by contacting the District office. Items may not be taken up in the order shown on this Agenda.

For assistance in participating in this event due to a disability as defined under the ADA, please call in advance to (415) 669-1414.

**THE PUBLIC IS CORDIALLY INVITED TO ATTEND AND TO COMMENT ON AGENDA ITEMS**

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



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



Inverness Public Utility District  
Board Meeting

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# Agenda Item No. 1

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



## Inverness Public Utility District Board Meeting

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# 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

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# Agenda Item No. 3

## **Meeting Minutes**



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

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

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

## Board of Directors Minutes, Re-Scheduled Regular Meeting Tuesday, February 27, 2024, 4:00 p.m. Inverness Firehouse, 50 Inverness Way, Inverness CA

### 1. Call to Order; Attendance Report

Vice-President Emanuels called the meeting to order at 4:00 p.m.

Directors Present: Kenneth J. Emanuels, David Press, Dakota Whitney

Directors Absent: Kathryn Donohue, Brent Johnson

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

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

### 3. Approval of Minutes: Regular Meeting of January 16, 2024

*M/S Press/Whitney to approve the minutes of the Regular Meeting of January 16, 2024, as submitted. AYES 3, NOES 0*

### 4. Management Report

#### 2022-2023 Audit Update

General Manager Redding reported that the Annual Audit was nearly complete after the Auditor experienced issues related to the Accounting Software used by the District. It was predicted that the Audit report should be available by the March meeting. Director Emanuels asked if the Auditor would be able to attend the meeting and GM Redding noted that she would query the Auditor about a virtual attendance, since their offices are located outside of the Bay Area,

#### Grant Funding Report

GM Redding noted that there was nothing new to report on grants at this time, with the exception of a County grant being pursued to purchase 25 NOAA weather radios for distribution to Disaster Council volunteers as needed for residents without internet access, and an AED to be available for public access at a location to be determined.

#### FEMA AFG (Assistance for Firefighters Grant)

GM Redding reported that the grant that both Jenna and David worked on was submitted to FEMA for the 2024 cycle. The grant proposal submitted was for the purchase of a new Type 6 fire vehicle, new turnouts and new firehoses. Grant amount being requested is nearly \$500,000.

#### Marin LAFCo and NMWD

GM Redding reported that she was contacted by the Executive Director of LAFCo, Jason Fried, concerning the Municipal Service Review (MSR) they were working on for North Marin Water District (NMWD). They are now addressing the issue of the NMWD boundary overlap with the IPUD boundary and are going to start the process to establish clear boundary lines that do not overlap. GM Redding has met with both parties and will await further communications about the process and IPUD's role.

#### Quarterly Water Managers Meeting

GM Redding presented staff report with a summary of the meeting.

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



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

## 5. **Water System Report: January 2024**

Senior Water Operator Ken Fox presented the Water System report for January 2024. He noted that the report format was drafted by GM Redding and due to timing issues, he was not able to review it prior to the distribution of the packet to the Board. He did provide a handout to the Board of his version and noted that the new format will work with some minor adjustments. Discussion about rainfall to date, stream flow rates and overall system performance. Chief of Operations reported the discovery of a fence that had been installed by a property owner in the middle easement IPUD has for access in 2<sup>nd</sup> valley. Pictures were taken by staff upon discovery. Staff will be contacting property owner to discuss access issue soon.

Chief of Operations Jim Fox reported on the most recent activity for the Colby/Seahaven Tank Replacement project. Activities have included a kick-off meeting with Engineers from Brelje & Race, site surveys conducted which produced topographical maps and preliminary site plans for new tanks at the existing locations. COP Fox reported he was in the process of confirming piping locations before next drafts of site drawings.

GM Redding presented an informational staff report concerning the SCADA system. The District's IT consultant contractor, Core Utilities, Inc., did a site visit at the F1 and F3 treatments plants to start the process of reviewing the existing SCADA system and how the HMI and PLC configurations work. They then provided a preliminary schematic of their assessment and asked for review and corrections from staff. Director Press asked if there was an estimate yet for the cost of the project and it was noted that once the schematics are reviewed, an estimate would be provided.

## 6. **Fire Department Report: January 2024**

**Activity Report:** Assistant Chief David Briggs presented the monthly report of Fire Department activities. Director Emanuels thanked the staff for their initial response to downed trees. COP Fox reported that tree removal is done if it is manageable by staff, and if it presents no hazard to staff or public, otherwise County Public Works is contacted. There were no other questions or comments.

**Marin Wildfire Prevention Authority (MWPA) Report:** A monthly activity report was presented to the Board. It was also reported that the CORE project environmental study has been finalized and is being prepared for submission to the Coastal Commission. Discussion about hazard mitigation planning and how the Districts hazards are being assessed and addressed. Director Emanuels requested that this item be added to the Agenda for the March meeting.

**Marin Emergency Radio Authority (MERA) Update:** Staff provided the January update as well as a comprehensive site report provided by MERA. The project is now in the final stages with completion marked for January 2025. Trainings have begun for agencies.

## 7. **Approval of Expenditures and Credit Card Charges: January 2024**

General Manager Redding presented the January 2024 expenditures and credit card ledgers for approval. There were no questions or comments.

*M/S Press/Whitney to approve the January 2024 expenditures and credit card purchases as presented. AYES 3, NOES 0*

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

General Manager Redding presented an informational staff report with a copy of the current agreement with North Marin Water District, which is set to expire June 30, 2024. Requested approval to send an updated agreement to Legal Counsel for review for another 10-year term.

*M/S Whitney/Press to approve legal review of Emergency Intertie Agreement with North Marin Water District as recommended. AYES 3, NOES 0*

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

GM Redding presented a staff report and a draft of a new Workplace Violence and Prevention Policy for the District.

*M/S Whitney/Press to approve the District's Workplace Violence and Prevention Policy as presented. AYES 3, NOES 0*

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

GM Redding presented a draft letter to be submitted to the California Public Utilities Commission opposing the application by telephone service provider AT&T to discontinue landline service in rural areas.

*M/S Whitney/Press to approve the California Public Utilities Commission as presented. AYES 3, NOES 0*

**11. Committee Meetings/Reports**

Director Emanuels asked for an update on applicants for the open positions of Water Superintendent and Administrative Assistant. GM Redding reported that the one applicant for Water Superintendent that had potential did not work out because the applicant did not want to relocate to the area from his home in El Dorado County. Staff noted that they will continue with a search for a qualified candidate, GM Redding reported that the District had received several applications for Administrative Assistant and had held 3 interviews the day before and had a few more the following week.

**12. Adjournment:** Vice President Emanuels adjourned the meeting at 4:52 p.m. The next regular meeting is scheduled for March 19, 2024, at 4:00 pm.

Attest: /s/

Date: 02/27/2024

Shelley Redding, Clerk of the Board



Inverness Public Utility District  
Board Meeting

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**Agenda Item No. 4**  
**Management Report**





Inverness Public Utility District  
Board Meeting

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Agenda Item No. 5

**Water System Report**



Inverness Public Utility District  
Monthly Water System Report

FEBRUARY 2024

Prepared by Ken Fox, Senior Water Operator

February 2024	Rainfall (inches)							
February Rainfall "	2024	2023	2022	2021	2020	2019	2018	2017
Total for Month	8.76	4.19	0.09	2.72	trace	18.92		
Year To Date (7/01 →3/01)	32.08	33.77	25.46	12.91	17.03	37.75		
Average yearly since 1925	37.39"	37.36	7.32	37.57	37.72	40.79		

(\* GPD = gallons per day; gpm = gallons per minute;

End of Month Stream Flow Measurements				
February	2024		2023	
Diversions	<i>gpm*</i>	GPD*	<i>gpm</i>	GPD
<b>1st Valley Upper Intakes</b>				
D1	260	374,400	70	100,800
D2	220	316,800	85	122,400
D3	220	316,800	65	93,600
<b>700</b>			<b>220</b>	
<b>2nd Valley Upper Intakes</b>				
D4	230	331,200	90	129,600
D5	250	360,000	100	144,000
D6	250	360,000	115	165,600
<b>730</b>			<b>305</b>	
<b>3rd Valley Upper Intakes</b>				
D7	250	360,000	140	201,600
D8	40	57,600	30	43,200
<b>290</b>			<b>170</b>	
<b>Totals</b>	<b>1,720</b>	<b>2,476,800</b>	<b>695</b>	<b>1,000,800</b>

3-month EOM Streamflow Trends			
→	Jan-24	Dec-23	Nov-23
<i>gpm</i>	1,130	740	145
<b>GPM</b>	<b>1,627,200</b>	<b>1,065,600</b>	<b>208,800</b>

Sources Used	2024	2023
1st Valley Upper Intakes	84%	81%
2nd Valley Upper intakes	0%	
3rd Valley Upper intakes	16%	19%
1st Valley Lower Intake (L1)		
2nd Valley Lower intake		
Wells. (W1,W3,W4, etc.)		
<b>Total</b>	<b>100.0%</b>	<b>100%</b>

Distribution System Usage	# days -->	29	28
Distb Zone	Feb-24		Feb-23
	Gallons	% of Use	% of Use
Colby	454,800	31%	45%
Tenney	754,100	51%	33%
Conner	22,100	2%	3%
Stockstill	125,000	9%	11%
Seahaven	109,300	7%	8%
<b>Totals</b>	<b>1,465,300</b>	<b>100%</b>	<b>100%</b>
Monthly Averages →	<i>GPD</i>	<i>gpm</i>	<i>GPD</i> <i>gpm</i>



## 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

### FEBRUARY 2024 – WATER SYSTEM REPORT

## Water Quality

( \* GPD = gallons per day; gpm = gallons per minute; ppm = parts per million

[ **FEBRUARY 2024 AVERAGE 50,528 gal/day = 35.1 gpm** ]

All sources are filtered by first Ultra and then Nano filters; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water are tested twice monthly and influent raw water sources are being collected once a month for lab analysis of coliform content.

Average Chlorine (CL<sub>2</sub>) dose at F1 → 0.5 ppm; Average CL<sub>2</sub> dose at F3 → approximately 0.6 ppm

## Major Activities and Events

1. Monthly reports sent to CA RWQCB DHS / SWRCB Drinking Water Division
2. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
3. F1 CIP cleaning of Ultra B unit completed/ pH meter failed (have standby and replacement ordered)
4. F3 plant was off-line nearly 2 weeks during the month due to rainfall events and power outages.
  - Auxiliary generator currently not available for F3
  - SCADA radio communication to F3 still failing, we are still using Sea Haven telemetry to control F3 pump
  - Arkal (prefilter) on Ultra unit clogging from debris in stream. Increased frequency of flushing on HMI. control
  - Road to D7 very soggy, avoiding driving on it & accessing by foot, plus working on water-bars
5. 1<sup>st</sup> and 2<sup>nd</sup> valley plus Perth fire roads clearing trees and water bars continues
6. Perth fire road cleared of fallen trees/ ongoing clearing of trees and water bars.
7. L2 access road (2<sup>nd</sup> valley Lower intake and Well 4): resident had installed fence on our access road, impeding our access. J. Fox to talk with them and have fence removed and relocate on other side of creek.
8. Sea Haven tank #1 compromised by aggressive woodpeckers. Plugged woodpecker holes with small bungs
  - F3 SH & ST-SH telemetry lines compromised by squirrels, ATT line-man quickly repaired when notified
9. Area-wide power outages during storms. F1 run on generator, used portable generator for Lindheim booster pump.
10. All customer meters read. Two significant leaks (customer's side) discovered...notified owners & shut
11. New service installed on upper via de la Vista @ #370 for proposed new home

## Water Customer Accounts Receivable Totals, Jan./Feb. 2024

- The Accounts Receivable balance on January 1, 2024, consisted of:

Current balances (from bills sent out on December 21, 2023)	87,647.09	
Past-due balances (4.97% of total accounts receivable)	<u>4,579.39</u>	
<b>Beginning Accounts Receivable balance on Jan. 1, 2024:</b>		<b><u>92,226.48</u></b>
- During Jan/Feb, we received the following **payments** from our customers:

Electronic payments:	66,698.99	(72.7%)	
Payments by check:	<u>25,095.07</u>	(27.3%)	
<b>Total payments received:</b>			<b>- 91,794.06</b>
- During Jan/Feb, we posted the following **charges** to our customers' accounts:

Write-offs:	--		
Adjustments:	--		
Basic charges (future):	81,177.12	(518 Basic charges billed on 2/26 for <u>Mar/Apr</u> *)	
X-C charges (future):	226.62	(18 Cross-Connection charges billed 2/26 for <u>Mar/Apr</u> )	
Usage charges (net):	14,194.78	(Usage charges billed 2/26 for 12/19/23 to 2/21/24†)	
Misc. charges:	150.00	(Such as account setup charges, late payment charges)	
Refused payments:	0.00		
Refunds:	<u>423.93</u>	(3 closed account credit balance refunds)	
<b>Total charges posted:</b>			<b>+ 96,172.45</b>
- Thus, the Accounts Receivable balance on February 29 (the end of the period) was: **96,604.87**  
(of which 3.59%, or \$3,468.99, was past due)

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\* Bimonthly Basic Charges (for Mar/Apr): 515 customers at \$157.32; 1 Lifeline customer at \$78.66; 2 Lifeline customers at \$39.33

† Total billed usage was \$14,234.64, less 1 credit totaling \$39.86 for prior-period meter reading error.

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### Reconciliation with BofA checking account:

There were no deposits in transit on 2/29/2024. Thus, the A/R balance on the District's books as of 2/29 should also be \$96,604.87.

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**Scheduled AutoPay receipts: \$52,036.45 on March 18, 2024 (from 307 customers, which is 59.3% of the total of 518 billed customers).**

**A temporary security debit will be posted to IPUD's checking account in the amount of \$52,036.45 on or about March 14, 2024 (subject to adjustments).**

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**Report on Number of Discontinuations of Residential Service** (pursuant to paragraph (g) of IPUD Water System Regulation 303 and in compliance with Chapter 6, "Discontinuation of Residential Water Service," of Part 12, Division 104, of the Health and Safety Code (HSC) of the State of California)

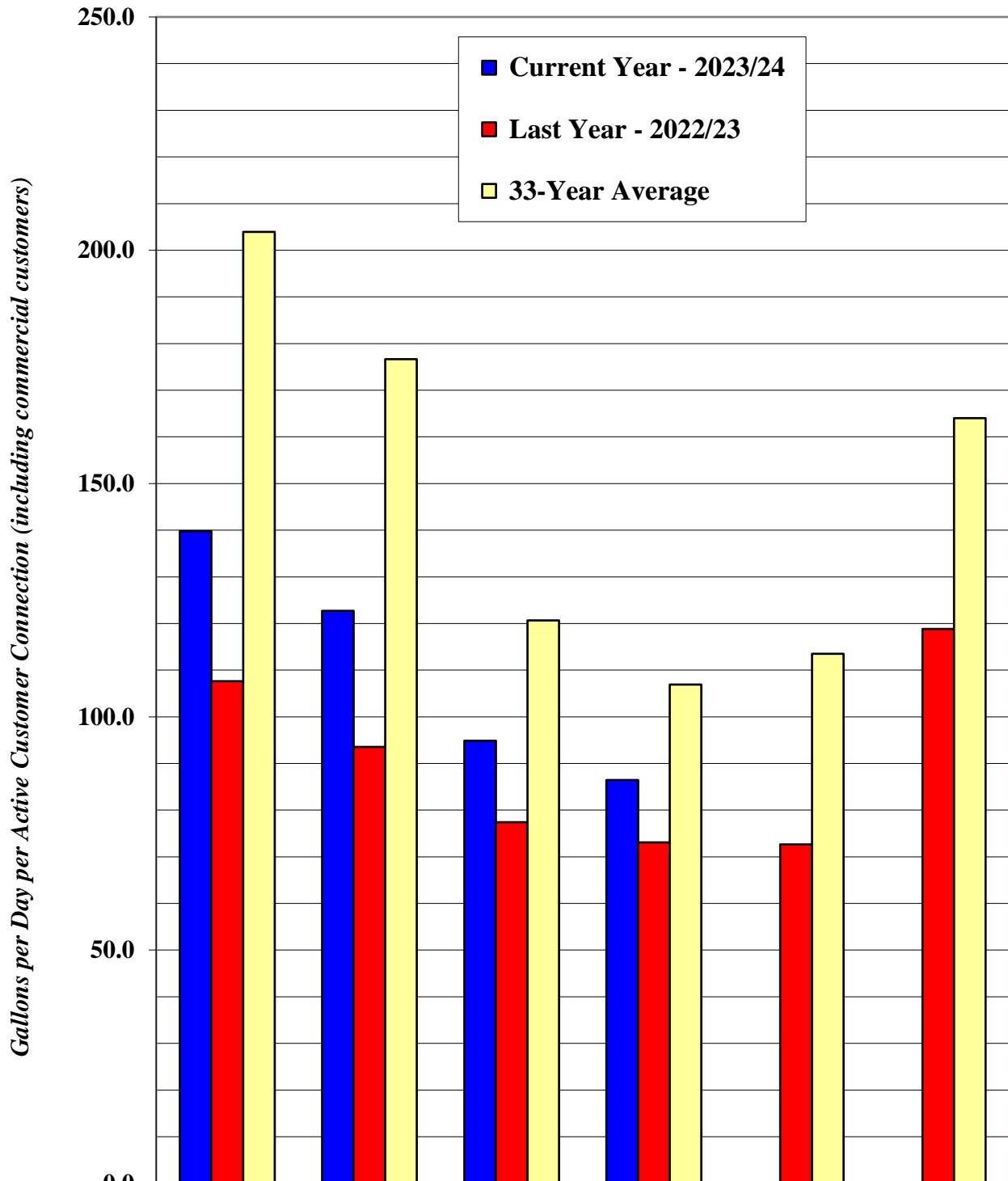
Period covered: January/February 2024

Number of residential services discontinued for inability to pay during the covered period: 0

Number of residential services discontinued for inability to pay during a previous period and still on discontinued status at the close of the covered period: 0

*Inverness Public Utility District Water System*

# Average Daily Water Usage per Active Customer



	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/June
■ Current Year - 2023/24	139.8	122.7	94.9	86.4	0.0	0.0
■ Last Year - 2022/23	107.7	93.6	77.4	73.1	72.6	118.8
■ 33-Year Average	204.0	176.7	120.7	106.9	113.5	164.0



Inverness Public Utility District  
Board Meeting

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

# FIRE DEPARTMENT REPORT

## February 2024

### INCIDENTS:

<u>#</u>	<u>Date</u>	
#24-005	2-3	<b>EMS @ Aberdeen</b> for tooth pain. <i>Attendance:</i> Cassidy Russell, David Briggs, Dennis Holton, Jim Fox, Tom Fox
#24-006	2-4	<b>Tree down @ Sir Francis Drake Blvd and Vision</b> <i>Attendance:</i> Jim Fox, Tom Fox
#24-007	2-4	<b>Wires down @ Sunnyside Dr.</b> Person trapped in vehicle <i>Attendance:</i> Jim Fox, David Briggs, Jacob Leyva
#24-008	2-4	<b>Wires down @ 89 Drakes View Dr</b> <i>Attendance:</i> Jim Fox, David Briggs, Jacob Leyva, Ken Fox
#24-009	2-4	<b>Tree down @ Heather Ln</b> <i>Attendance:</i> Brian Cassel, Dennis Holton.
#24-010	2-4	<b>Wires down @ 70 2<sup>nd</sup> St,</b> Point Reyes Station. County Fire handled. <i>Attendance:</i> David Briggs
#24-011	2-4	<b>Wires down @ Forres and Douglas</b> <i>Attendance:</i> Tom Fox
#24-012	2-4	<b>Wires down @ 14250 Sir Francis Drake Blvd</b> <i>Attendance:</i> Brian Cassel, Dennis Holton, Andrew Bock
#24-013	2-4	<b>Wires down @ 13270 Sir Francis Drake Blvd</b> <i>Attendance:</i> Jim Fox
#24-014	2-4	<b>Wires down, vegetation fire @ 1000 Vision Rd</b> <i>Attendance:</i> David Briggs, Jacob Leyva
#24-015	2-4	<b>Tree down @ 11 Via Sobrante</b> <i>Attendance:</i> Andrew Bock, Brian Cassel, Dennis Holton
#24-016	2-4	<b>Trees down @ Single entry</b> for multiple trees down on multiple roads <i>Attendance:</i> David Briggs, Brian Cassel, Andrew Bock, Dennis Holton, Jacob Leyva, Jim Fox, Ken Fox, Tom Fox
#24-017	2-5	<b>Wires down, vegetation fire @ 1000 Vision Rd</b> after PGE re-energized lines <i>Attendance:</i> Brian Cassel, David Briggs, Jacob Leyva, Jim Fox, Ken Fox, Tom Fox
#24-018	2-5	<b>EMS @ Aberdeen</b> for tooth pain. <i>Attendance:</i> David Briggs, Jacob Leyva, Jim Fox, Ken Fox
#24-019	2-6	<b>Wires down @ 30 Argyle</b> <i>Attendance:</i> Brian Cassel, Cassidy Russell, David Briggs, Jacob Leyva, Jim Fox, Tom Fox
#24-020	2-7	<b>Tree down @ 12765 Sir Francis Drake Blvd</b> <i>Attendance:</i> Brian Cassel, David Briggs, Dennis Holton Jacob Leyva, Jim Fox, Tim Olson
#24-021	2-10	<b>Tree down @ 6 Cameron St</b> <i>Attendance:</i> Brian Cassel, Dennis Holton, Ken Fox, Tim Olson
#24-022	2-11	<b>EMS @ 27 E. Roberts Dr.</b> Inverness for LZ, cancelled. <i>Attendance:</i> Jim Fox
#24-023	2-17	<b>EMS @ 10 Escondido Way</b> for hypovolemia. <i>Attendance:</i> David Briggs, Tim Olson, Tom Fox
#24-024	2-20	<b>EMS @ Via de la Vista</b> for a lift assist <i>Attendance:</i> David Briggs, Tim Olson
#24-025	2-20	<b>EMS @ 55 Laurel St,</b> Point Reyes Station for an LZ. Inverness cancelled. <i>Attendance:</i> Jim Fox
#24-026	2-23	<b>EMS @ 41 Cameron St</b> for syncope episode. No transport. <i>Attendance:</i> Cassidy Russel, David Briggs, Jim Fox, Tim Olson, Tom Fox.

**TRAININGS:**

February 11: Chainsaw use and safety.

*Attendees:* Jim Fox, Tom Fox, Ken Fox, Tim Olson, Dennis Holton, Jacob Leyva, Greg Eastman, Cassidy Russell, Brian Cassel.

February 27: Put new SCBAs into service.

*Attendees:* David Briggs, Dennis Holton, Jim Fox, Cassidy Russel, Tim Olson, Liam Riley, Jacob Leyva.

**ACTIVITIES AND MAINTENANCE:**

1. NFIRS data preparation.
2. 381 pump repair.
3. MWPA PWP mapping.
4. Maintenance on engine 360.
5. SCBA bottle maintenance.
6. Oxygen bottle maintenance.
7. Chainsaw maintenance.
8. EMS policy handbook.
9. MERA next gen training.
10. UTV research and core project.
11. Donate old SCBAs.

**PERSONNEL:**

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

**Jim Fox, Chief**



# MWPA MONTHLY REPORT

FEBRUARY 2024 / MARCH BOARD MEETING

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## LOCAL CORE PROJECTS

Vegetation maintenance activities in watershed on evacuation routes as needed.

## DEFENSIBLE SPACE

Inspection activity to resume in the warmer months.

## WEST MARIN CORE PROJECT ACTIVITY

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

## MEETINGS / COMMITTEES

- Meeting with MWPA and other fire departments in the coastal zone to discuss which areas to include in Public Works Plan.
  - Feb 5: Inverness Ridge and Point Reyes area specific meeting. Looked over and approved changes to maps that were discussed in January.
- Feb 7 Advisory Technical Committee (J. Fox voting member):
- Feb 8 Operations Committee (D. Briggs voting member):
  - Work plan timeline review. Works plans to be submitted this month.
  - Chipper day schedule updated for 2024. Will be every 5 weeks, with a shorter pickup window. Central location drop offs will be available when chipper crew has the bandwidth to host them.
- Feb 13: West Zone JPA meeting to discuss core projects. Will submit as a project maps of areas that we'd like to have vegetation work done on in NPS lands (these will be the same maps that are being created for environmental compliance). Inverness will submit separate core project for a side by side to be used for vegetation reduction work.



## **NEXT GENERATION PROJECT**

### **February 2024 Governing Board UPDATE:**

#### **Construction:**

Construction is completing in the next week on all MERA sites, with focus moving to punch list items.

#### **Network:**

Motorola continues to install their network equipment at the 9 sites in Bid Package #3 and #4.

#### **Microwave:**

Nokia crews are busy installing microwave equipment at all 18 sites.

#### **Training:**

Marin County DPW staff from the Communications Division attended technician training, with more on the way. Public Safety Dispatch Center Staff attended Motorola training on dispatch console administration and operations. Staff from several MERA agencies attended Motorola subscriber (End User) training on the new mobile and portable radios.

#### **Connectivity:**

Connectivity for the Public Safety Dispatch Centers outside of the EOF has been completed and being tested this week.

#### **Cutover:**

Next Gen radios from MERA's final order have begun to arrive. MERA and Motorola staff met on Monday to work on a Cutover Plan for later this year that will include:

- Mobile and Portable radios (Approx. 3,000 radios)
- Dispatch Centers
- Fire Station Alerting
- Volunteer Pagers
- Providing new Next Gen radio programming.



Muir Beach shelter being lifted into place.



GPS antennas at Coyote Peak.



Train the Trainer underway.

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



Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 7

### **Review and Approve Expenditures**

11:50 AM

03/12/24

## Inverness Public Utility District Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount
Check		02/15/2024		1-103 · Bank of America 4809	
				66000 · Payroll Clearing	-19,956.86
TOTAL					-19,956.86
Bill Pmt -Check	EFT	02/01/2024	Diversified Tech	1-103 · Bank of America 4809	
Bill	23207	02/01/2024		870-12 · Billing & Collections	-726.00
TOTAL					-726.00
Bill Pmt -Check	EFT	02/01/2024	Inverness Properties	1-103 · Bank of America 4809	
Bill		02/01/2024		870-15 · Admin. Office Rent	-1,200.00
TOTAL					-1,200.00
Bill Pmt -Check	EFT	02/01/2024	AT&T- F1 Internet	1-103 · Bank of America 4809	
Bill		02/01/2024		870-01 · Telephone & Internet	-117.70
TOTAL					-117.70
Bill Pmt -Check	EFT	02/06/2024	CalPERS Health	1-103 · Bank of America 4809	
Bill		02/06/2024		810-07 · Health Insurance	-4,843.38
				810-07 · Health Insurance	-2,906.03
				810-07 · Health Insurance	-31.38
				810-08 · Retiree Health Ins.	-268.62
				810-08 · Retiree Health Ins.	-2,106.53
				412 · Health Insurance Payable	-1,285.08
				412 · Health Insurance Payable	-771.05
TOTAL					-12,212.07
Bill Pmt -Check	EFT	02/08/2024	U. S. Bank Bancorp Purchasing Card Pr...	1-103 · Bank of America 4809	
Bill		01/08/2024		CalCard xx7757 S. Redding	-1,200.95
Bill		01/08/2024		CalCard xx6591 Jim Fox	-909.78
Bill		01/08/2024		CalCard xx0239 David Briggs	-334.49
TOTAL					-2,445.22
Bill Pmt -Check	EFT	02/15/2024	Truist Bank	1-103 · Bank of America 4809	
Bill	0106	02/01/2024		870-12 · Billing & Collections	-9.75
TOTAL					-9.75
Bill Pmt -Check	EFT	02/29/2024	PG&E	1-103 · Bank of America 4809	
Bill		02/23/2024		840-07 · Collection/Treat Utilities	-1,988.92
				840-07 · Collection/Treat Utilities	-9.53
				840-08 · Distribution Utilities	-328.38
				840-10 · Admin Office Utilities	-89.50
				840-09 · Firehouse Utilities	-208.11
TOTAL					-2,624.44
Bill Pmt -Check	EFT	02/29/2024	Innovative Business Solutions	1-103 · Bank of America 4809	
Bill	00001...	02/29/2024		870-18 · Payroll Expenses	-439.50
TOTAL					-439.50
Bill Pmt -Check	14503	02/26/2024	Brelje & Race Engineering	1-104 · Bank of America 0150	
Bill	0027953	02/15/2024		1371-35 · Colby & Seahaven Tank Improve	-4,947.50
				1371-35 · Colby & Seahaven Tank Improve	-1,655.00
				1371-35 · Colby & Seahaven Tank Improve	-1,200.00
TOTAL					-7,802.50
Bill Pmt -Check	60307	02/06/2024	AT&t CalNet	1-103 · Bank of America 4809	
TOTAL					0.00
Bill Pmt -Check	60308	02/06/2024	Building Supply & Hardware	1-103 · Bank of America 4809	
Bill	148858	01/28/2024		850-01 · Supplies & Inventory	-1.52
TOTAL					-1.52

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03/12/24

## Inverness Public Utility District Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>60309</b>	<b>02/06/2024</b>	<b>Good &amp; Clean</b>	<b>1-103 · Bank of America 4809</b>	
Bill	69955	01/30/2024		840-02 · Building Maintenance 840-02 · Building Maintenance	-278.00 -200.00
TOTAL					-478.00
<b>Bill Pmt -Check</b>	<b>60310</b>	<b>02/06/2024</b>	<b>Hach Company</b>	<b>1-103 · Bank of America 4809</b>	
Bill	13895...	01/24/2024		850-01 · Supplies & Inventory	-513.22
Bill	13896...	01/25/2024		850-01 · Supplies & Inventory	-66.68
TOTAL					-579.80
<b>Bill Pmt -Check</b>	<b>60311</b>	<b>02/06/2024</b>	<b>Horizon Cable TV Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/29/2024		870-01 · Telephone & Internet	-90.04
TOTAL					-90.04
<b>Bill Pmt -Check</b>	<b>60312</b>	<b>02/06/2024</b>	<b>Jacob Leyva</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/25/2024		870-09 · Travel, Meetings, Training	-113.90
TOTAL					-113.90
<b>Bill Pmt -Check</b>	<b>60313</b>	<b>02/06/2024</b>	<b>Point Reyes Light Publishing Co LC</b>	<b>1-103 · Bank of America 4809</b>	
Bill	69442	01/29/2024		870-10 · Public Relations/Publicscations	-160.00
TOTAL					-160.00
<b>Bill Pmt -Check</b>	<b>60314</b>	<b>02/06/2024</b>	<b>Shelley Redding</b>	<b>1-103 · Bank of America 4809</b>	
Bill		12/31/2023		870-09 · Travel, Meetings, Training	-42.24
Bill		02/02/2024		870-09 · Travel, Meetings, Training 870-09 · Travel, Meetings, Training	-42.88 -179.56
TOTAL					-264.68
<b>Check</b>	<b>60315</b>	<b>02/09/2024</b>	<b>Anne Riley</b>	<b>1-103 · Bank of America 4809</b>	
			H20	130.1 · Customer Refunds	-86.36
TOTAL					-86.36
<b>Bill Pmt -Check</b>	<b>60317</b>	<b>02/08/2024</b>	<b>AT&amp;t CalNet</b>	<b>1-103 · Bank of America 4809</b>	
Bill	12772...	01/06/2024		870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-29.47 -56.10 -51.75 -48.83 -335.49 -47.10
TOTAL					-568.74
<b>Bill Pmt -Check</b>	<b>60318</b>	<b>02/12/2024</b>	<b>Brelje &amp; Race Laboratories, Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill	153756	02/05/2024		835-01 · BacT & Raw Samples	-338.00
TOTAL					-338.00
<b>Bill Pmt -Check</b>	<b>60319</b>	<b>02/12/2024</b>	<b>Horizon Cable TV Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill		01/29/2024		870-01 · Telephone & Internet	-105.04
TOTAL					-105.04
<b>Bill Pmt -Check</b>	<b>60320</b>	<b>02/12/2024</b>	<b>John's Dairy Equipment &amp; Supply</b>	<b>1-103 · Bank of America 4809</b>	
Bill	39010	01/25/2024		850-01 · Supplies & Inventory	-119.16
TOTAL					-119.16
<b>Bill Pmt -Check</b>	<b>60321</b>	<b>02/12/2024</b>	<b>PACE Supply Corp</b>	<b>1-103 · Bank of America 4809</b>	
Bill	01922...	01/25/2024		850-01 · Supplies & Inventory	-4,667.04
TOTAL					-4,667.04

11:50 AM

03/12/24

## Inverness Public Utility District Check Detail February 2024

Type	Num	Date	Name	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>60322</b>	<b>02/12/2024</b>	<b>Riley F. Hurd III</b>	<b>1-103 · Bank of America 4809</b>	
Bill	2380413	02/06/2024		870-07 · Legal & Attorneys	-2,880.00
TOTAL					-2,880.00
<b>Bill Pmt -Check</b>	<b>60323</b>	<b>02/12/2024</b>	<b>CORE Utilities, Inc.</b>	<b>1-103 · Bank of America 4809</b>	
Bill	42666	02/08/2024		870-11 · Office IT Support	-570.00
				870-11 · Office IT Support	-840.00
TOTAL					-1,410.00
<b>Bill Pmt -Check</b>	<b>60324</b>	<b>02/12/2024</b>	<b>McMaster-Carr</b>	<b>1-103 · Bank of America 4809</b>	
Bill	21692...	02/07/2024		850-01 · Supplies & Inventory	-52.18
TOTAL					-52.18
<b>Bill Pmt -Check</b>	<b>60325</b>	<b>02/12/2024</b>	<b>Verizon Wireless</b>	<b>1-103 · Bank of America 4809</b>	
Bill	99556...	02/01/2024		870-01 · Telephone & Internet	-40.01
TOTAL					-40.01
<b>Bill Pmt -Check</b>	<b>60326</b>	<b>02/20/2024</b>	<b>DeCarli's</b>	<b>1-103 · Bank of America 4809</b>	
Bill	769627	01/10/2024		840-09 · Firehouse Utilities	-902.24
TOTAL					-902.24
<b>Bill Pmt -Check</b>	<b>60327</b>	<b>02/20/2024</b>	<b>Grainger</b>	<b>1-103 · Bank of America 4809</b>	
Bill	90068...	02/01/2024		850-02 · Personal Protective Gear	-234.76
TOTAL					-234.76
<b>Bill Pmt -Check</b>	<b>60328</b>	<b>02/20/2024</b>	<b>McPhail Fuel Company</b>	<b>1-103 · Bank of America 4809</b>	
Bill	1024045	01/12/2024		840-10 · Admin Office Utilities	-57.38
Bill	1024129	01/25/2024		840-09 · Firehouse Utilities	-81.19
TOTAL					-138.57
<b>Bill Pmt -Check</b>	<b>60329</b>	<b>02/20/2024</b>	<b>AT&amp;t CalNet</b>	<b>1-103 · Bank of America 4809</b>	
Bill	93910...	02/07/2024		870-01 · Telephone & Internet	-29.70
Bill	93910...	02/07/2024		870-01 · Telephone & Internet	-44.70
Bill	93910...	02/07/2024		870-01 · Telephone & Internet	-51.98
Bill	93910...	02/07/2024		870-01 · Telephone & Internet	-49.29
Bill	93910...	02/07/2024		870-01 · Telephone & Internet	-126.41
Bill	93910...	02/07/2024		870-01 · Telephone & Internet	-47.31
TOTAL					-349.39
<b>Bill Pmt -Check</b>	<b>60330</b>	<b>02/20/2024</b>	<b>AT&amp;T Mobility</b>	<b>1-103 · Bank of America 4809</b>	
Bill	X0209...	02/01/2024		870-01 · Telephone & Internet	-45.45
				870-01 · Telephone & Internet	-141.38
				870-01 · Telephone & Internet	-45.45
TOTAL					-232.28
<b>Bill Pmt -Check</b>	<b>60332</b>	<b>02/26/2024</b>	<b>Grainger</b>	<b>1-103 · Bank of America 4809</b>	
Bill	90155...	02/09/2024		850-01 · Supplies & Inventory	-44.63
				850-02 · Personal Protective Gear	-110.64
TOTAL					-155.27
<b>Bill Pmt -Check</b>	<b>60333</b>	<b>02/26/2024</b>	<b>Marin County Fire Department</b>	<b>1-103 · Bank of America 4809</b>	
Bill	240077	02/01/2024		650-02 · MWPA Defensible Space	-16,465.03
TOTAL					-16,465.03
<b>Bill Pmt -Check</b>	<b>60334</b>	<b>02/26/2024</b>	<b>Napa Auto Parts</b>	<b>1-103 · Bank of America 4809</b>	
Bill	238788	02/16/2024		860-02 · Vehicle Repairs & Service	-76.96
TOTAL					-76.96



### Payroll Overview

Payroll	Historical 02/15/2024
Pay Date	02/15/2024
# Employees	9
# Paid Employees	9
# History Import	9

### Employee Payments

	#	EE's	\$ Amount
Historical	9		19,956.86 <sup>H</sup>
<b>Total</b>			<b>19,956.86</b>
		(H) Historical Payments	<b>-19,956.86</b>
		Your Remaining Bank Account Liability	<b>0.00</b>
Vouchers Printed	0		
Vouchers Suppressed	0		

### Taxes

	EIN	EE's	\$ Amount
FIT/EE	94-2641226	8	2,756.04 <sup>H</sup>
FICA/ER	94-2641226	9	1,600.36 <sup>H</sup>
FICA/EE	94-2641226	9	1,600.36 <sup>H</sup>
MEDI/ER	94-2641226	9	374.28 <sup>H</sup>
MEDI/EE	94-2641226	9	374.28 <sup>H</sup>
SIT:CA/EE	925-0219-4	8	883.17 <sup>H</sup>
SDI:CA/EE	925-0219-4	9	241.55 <sup>H</sup>
<b>Total</b>			<b>7,830.04</b>
		(H) Historical	<b>-7,830.04</b>
		Your Remaining Tax Liability	<b>0.00</b>

### Vendor Liabilities

No Data

### Total

Total	<b>0.00</b>
Innovative Business Solutions, Inc. Admin Debit	<b>0.00</b>
<b>Total of Your Responsibility</b>	<b>0.00</b>

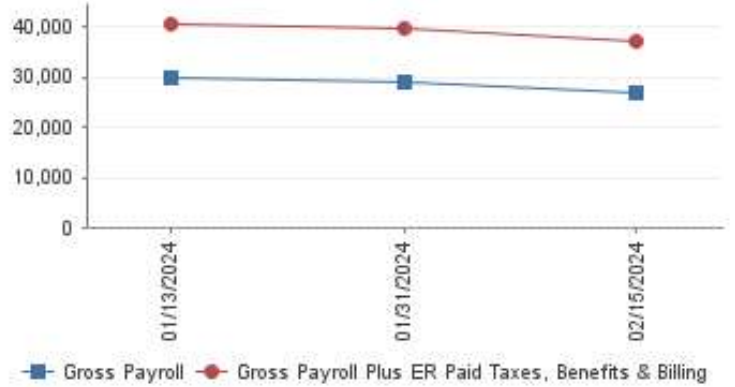
### Recap

Innovative Business S	Date	Bank Account #	\$ Amount
<b>Total Debits</b>			<b>0.00</b>

### General Ledger Summary

	Debit/Exp.	Credit/Liab.
Earning	26,840.32	
ER Deduction	7,435.84	
ER Tax (Offset)	1,974.66	
Workers Comp Carrier DR	860.87	
Workers Comp Carrier CR		860.87
Deduction		1,028.06
ER Tax		1,974.66
Tax		4,738.94
ER Deduction (Offset)		7,435.84
Check		21,073.32
	<b>37,111.69</b>	<b>37,111.69</b>

### Rolling 12 Month Payroll View





**Payroll Overview**

Payroll	Regular 02/29/2024
Pay Date	02/29/2024
# Employees	10
# Paid Employees	10
# Regular	10
# Pay Periods	1
Base Compensation Changes	1

**Employee Payments**

	#	EE's	\$ Amount
Checks	1	1	197.05
Direct Deposits Debited	12	9	19,981.24 <sup>D</sup>
<b>Total</b>			<b>20,178.29</b>
(D) Innovative Business Solutions, Inc. Admin Debit			<b>-19,981.24</b>
Your Remaining Bank Account Liability			<b>197.05</b>
Vouchers Printed	0		
Vouchers Suppressed	0		

**Taxes**

	EIN	EE's	\$ Amount
FIT/EE	94-2641226	6	2,519.52 <sup>D</sup>
FICA/ER	94-2641226	10	1,607.77 <sup>D</sup>
FICA/EE	94-2641226	10	1,607.77 <sup>D</sup>
MEDI/ER	94-2641226	10	376.03 <sup>D</sup>
MEDI/EE	94-2641226	10	376.03 <sup>D</sup>
SIT:CA/EE	925-0219-4	6	820.58 <sup>D</sup>
SDI:CA/EE	925-0219-4	10	429.41 <sup>D</sup>
<b>Total</b>			<b>7,737.11</b>
(D) Innovative Business Solutions, Inc. Admin Debit			<b>-7,737.11</b>
Your Remaining Tax Liability			<b>0.00</b>

**Vendor Liabilities**

No Data

**Billing**

Invoice Total	<b>439.50</b>
Innovative Business Solutions, Inc. Admin Debit	<b>-439.50</b>
Amount Due	<b>0.00</b>

**Total**

Total	<b>28,354.90</b>
Innovative Business Solutions, Inc. Admin Debit	<b>-28,157.85</b>
Total of Your Responsibility	<b>197.05</b>

**Recap**

Innovative Business S	Date	Bank Account #	\$ Amount
Billing	02/28/2024	xxxxxxxx4809	439.50
Di. Dep.	02/29/2024	xxxxxxxx4809	19,981.24
Tax Payment	02/28/2024	xxxxxxxx4809	7,737.11
<b>Total Debits</b>			<b>28,157.85</b>

--More--

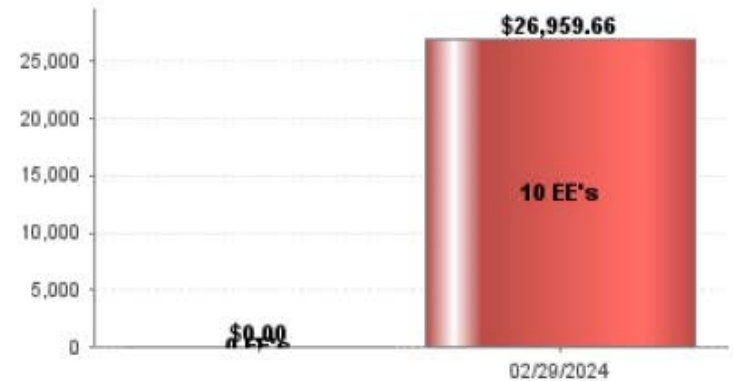
**Recap - Continued**

<b>Cash Requirements: xxxxxxxx4809</b>	<b>\$ Amount</b>
Billing	439.50
Di. Dep.	19,981.24
Tax Payment	7,737.11
Empl. Checks	197.05
<b>Total</b>	<b>28,354.90</b>

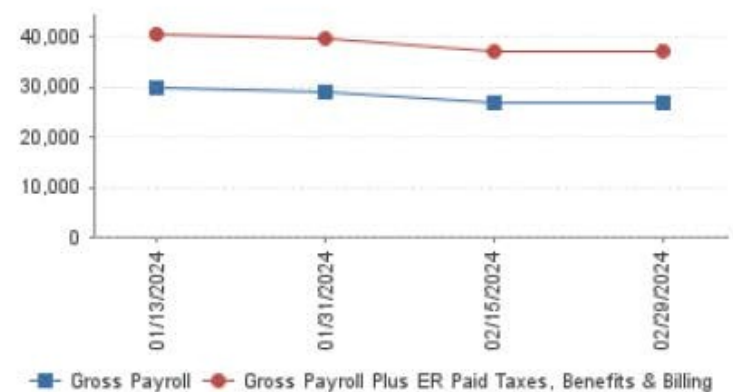
**General Ledger Summary**

	Debit/Exp.	Credit/Liab.
Earning	26,959.66	
ER Deduction	7,880.96	
ER Tax (Offset)	1,983.80	
Workers Comp Carrier DR	868.42	
Invoice	439.50	
Check		197.05
Invoice		439.50
Workers Comp Carrier CR		868.42
Deduction		1,028.06
ER Tax		1,983.80
Tax		5,753.31
ER Deduction (Offset)		7,880.96
Direct Deposit		19,981.24
	<b>38,132.34</b>	<b>38,132.34</b>

**Comparison To Last Pay Period - Gross Wages**



**Rolling 12 Month Payroll View**





## Inverness Public Utility District CalCard Credit Card Report

January 22 through March 4, 2024

Type	Date	Num	Name	Memo	Account	Class	Clr	Split	Amount	Balance
<b>2670 · US Bank Cal Card</b>										
<b>CalCard xx0239 David Briggs</b>										
Credit Card Charge	02/09/2024	27774...	U. S. Postal Service	Postage for ...	CalCard xx0239 Da...		X	830-01 · Radio/Pager Repair	10.40	10.40
Credit Card Charge	02/15/2024	37254...	Quill LLC	Firehouse Su...	CalCard xx0239 Da...		X	850-01 · Supplies & Inventory	89.83	100.23
Credit Card Charge	02/18/2024	72001	Palace Market	Drill Supplies	CalCard xx0239 Da...		X	843-01 · Volunteer Appreciation	59.97	160.20
Bill	02/22/2024		U. S. Bank Bancorp...		CalCard xx0239 Da...			20000 · Accounts Payable	-160.20	0.00
Total CalCard xx0239 David Briggs									0.00	0.00
<b>CalCard xx6591 Jim Fox</b>										
Credit Card Charge	01/24/2024		Amazon Marketplace	Small Plumbi...	CalCard xx6591 Ji...		X	850-01 · Supplies & Inventory	52.30	52.30
Credit Card Charge	02/01/2024		Conterra Inc.	Rescue Seat ...	CalCard xx6591 Ji...		X	850-02 · Personal Protective Gear	239.18	291.48
Credit Card Charge	02/11/2024		Bovine Bakery	Drill Snacks	CalCard xx6591 Ji...		X	843-01 · Volunteer Appreciation	33.90	325.38
Credit Card Charge	02/11/2024		Palace Market	Drill Snacks	CalCard xx6591 Ji...		X	843-01 · Volunteer Appreciation	18.99	344.37
Credit Card Charge	02/12/2024	28458...	Amazon Marketplace	Small Tools	CalCard xx6591 Ji...		X	850-01 · Supplies & Inventory	48.70	393.07
Credit Card Charge	02/13/2024		B.W.S. Distributors,...	Oxygen sensor	CalCard xx6591 Ji...		X	850-01 · Supplies & Inventory	155.30	548.37
Credit Card Charge	02/13/2024		Adobe	Monthly Subs...	CalCard xx6591 Ji...		X	870-02 · Dues/Publications/Subscriptions	29.99	578.36
Credit Card Charge	02/13/2024	28458...	Amazon Marketplace	Small Tools	CalCard xx6591 Ji...		X	850-01 · Supplies & Inventory	122.90	701.26
Credit Card Charge	02/15/2024		Amazon	Ankle brace	CalCard xx6591 Ji...		X	850-02 · Personal Protective Gear	54.13	755.39
Credit Card Charge	02/16/2024		Amazon	Chainsaw Sh...	CalCard xx6591 Ji...		X	850-01 · Supplies & Inventory	64.73	820.12
Credit Card Charge	02/18/2024		West Marin Pharm...	PPE-Ankle B...	CalCard xx6591 Ji...		X	850-02 · Personal Protective Gear	23.80	843.92
Credit Card Charge	02/20/2024		Automation Direct, I...	ProSense pr...	CalCard xx6591 Ji...		X	850-01 · Supplies & Inventory	128.82	972.74
Bill	03/01/2024		U. S. Bank Bancorp...		CalCard xx6591 Ji...			20000 · Accounts Payable	-972.74	0.00
Total CalCard xx6591 Jim Fox									0.00	0.00
<b>CalCard xx7757 S. Redding</b>										
Credit Card Charge	01/29/2024	012924	Craigslist	Admin Assist...	CalCard xx7757 S. ...		X	870-10 · Public Relations/Publications	225.00	225.00
Credit Card Charge	02/01/2024	119502	California Special D...	J Nicolas Tra...	CalCard xx7757 S. ...		X	-SPLIT-	960.00	1,185.00
Credit Card Charge	02/02/2024	020224	Costco Wholesale	Drill Supplies	CalCard xx7757 S. ...		X	843-01 · Volunteer Appreciation	67.54	1,252.54
Credit Card Charge	02/07/2024	020724	Craigslist	Water Supt J...	CalCard xx7757 S. ...		X	870-10 · Public Relations/Publications	150.00	1,402.54
Credit Card Charge	02/12/2024	25181...	Intuit/QuickBooks	Check Envel...	CalCard xx7757 S. ...		X	870-05 · Office Supplies	138.01	1,540.55
Credit Card Charge	02/12/2024	02122...	Intuit/QuickBooks	Accounting C...	CalCard xx7757 S. ...		X	870-05 · Office Supplies	331.23	1,871.78
Credit Card Charge	02/13/2024	021324	Inverness Park Mar...	VDLV Trench...	CalCard xx7757 S. ...		X	870-14 · Miscellaneous	81.64	1,953.42
Credit Card Charge	02/20/2024	022024	Amazon	Annual Adob...	CalCard xx7757 S. ...		X	870-05 · Office Supplies	178.88	2,132.30
Credit Card Charge	02/21/2024	INV24...	Zoom Video Comm...	Zoom One Pr...	CalCard xx7757 S. ...		X	870-02 · Dues/Publications/Subscriptions	319.80	2,452.10
Bill	02/22/2024		U. S. Bank Bancorp...		CalCard xx7757 S. ...			20000 · Accounts Payable	-2,452.10	0.00
Total CalCard xx7757 S. Redding									0.00	0.00
Total 2670 · US Bank Cal Card									0.00	0.00
<b>TOTAL</b>									<b>0.00</b>	<b>0.00</b>



Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 8

Approve Letter of Interest to Marin County  
Office of Emergency Management to Add IPUD  
to the County 2023 Hazard Mitigation Plan  
Extension Application



# Board Agenda Item Staff Report

Subject: Letter of Interest to Marin County Office of Emergency Management to add IPUD to the 2023 Hazard Mitigation Extension grant application

Meeting Date: March 19, 2024

Date Prepared: March 14, 2024

Prepared by: Shelley Redding, General Manager

Attachments: DRAFT – Letter of Interest

**Recommended Action: Consider and Approve Letter of Interest to be sent to the Marin County Office of Emergency Management.**

In 2022, IPUD staff and Board members agreed to consider IPUD pursue Request for Proposals, (RFP) for a Local Hazard Mitigation Plan (LHMP). Staff proceeded with an RFP and received two inquiries. After staff spent time discussing the District needs with the two consultants, it became clear how expensive the project would be for the District to fund, without grant assistance. Staff researched the possibility of obtaining FEMA grant funds to develop its own LHMP.

At the same time, staff held a meeting with the new Executive Director for the Marin County Office of Emergency Management (OEM), Steven Torrence. In discussions with Mr. Torrence, it became clear that pursuing an expensive and time-consuming LHMP would present a burden to District staff, and would likely duplicate Countywide Hazard Mitigation Plans in place. Further discussion involved the possibility of IPUD being added to the 5-year renewal that was underway when Mr. Torrence assumed his position. He was not sure how that would work but he did ask staff to compile a list of infrastructure items that were part of shared areas of responsibility. Staff did compile a list of critical IPUD infrastructure items as listed below:

	<b>Critical Infrastructure</b>	<b>Location</b>	<b>Description</b>
1	Inverness Fire Station	50 Inverness Way N	Houses IPUD fire equipment and fire office
2	IPUD District Office	12781 SFD Blvd #5	IPUD Office facilities and records
3	First Valley Treatment Plant	275 Perth Way	Primary IPUD water treatment facility
4	Third Valley Treatment Plant	13275 SFD Blvd	Secondary IPUD water treatment facility
5	Water Tank, steel, 100,000 Gal.	60 Perth Way	Fire suppression and domestic water supply
6	Water Tanks, 3 wood, @10,000 Gal.	60 Perth Way	Fire suppression and domestic water supply
7	Water Tank, wood, 15,000 Gal.	225 Via de La Vista	Fire suppression and domestic water supply
8	Water Tank, steel, 70,000 Gal.	225 Via de La Vista	Fire suppression and domestic water supply
9	Water Tank, steel, 100,000 Gal.	400 Vision Rd	Fire suppression and domestic water supply
10	Water Tank, steel, 58,000 Gal.	591 Via de La Vista	Fire suppression and domestic water supply
11	Water Tank, steel, 52,700 Gal.	1 Trossach Way	Fire suppression and domestic water supply
12	Water Tank, steel, 47,500 Gal.	1 Trossach Way	Fire suppression and domestic water supply
13	3400-foot 6" underground pipeline	12740 to 12784 SFD	Emergency intertie w/NMWD fire suppression & dom. water supply
14	Helicopter Landing Zone	12784 SFD	Emergency landing zone for critical EMS transports.
15	SFD Blvd. Roadway	12784 SFD	Roadway at low point and only access into and out of Inverness.
16	Water collection diversions	Multiple locations	Raw water collection points to treatment plants
17	Low Intake #1	200 Laurel Way	Raw water collection point to treatment plants
18	Low Intake #2	550 Aberdeen Way	Raw water collection point to treatment plants

These items were included in the update to the 5-year HMP that was submitted to and approved by FEMA. The Marin County Board of Supervisors recently adopted the plan as submitted. In the meantime, more funding became available for extensions associated with FEMA approved HMP. This would allow the applicant to

extend the current 2023 HMP to entities within the County that do not have their own LHMP such as schools and Special Districts.

The Notice of Interest was submitted by the OEM to FEMA for this purpose and it was approved with a fast-track schedule. Staff met with County staff and discussed what the OEM staff would need to be considered for the extension and how this would benefit the District, what would be required, and the costs associated with the application.

The County will need a Letter of Interest approved by the Board of Directors before Friday, March 22, 2024. Staff would assist with providing information regarding the Scope of Work documentation as needed for the application. There is no cost for the District to request to be included in the application. The District would be responsible for maintaining a list of the mitigation projects for each subsequent 5-year renewal cycle.

The benefit of this opportunity for inclusion in this extension application is that the District could potentially be eligible for further funding opportunities to improve and expand the resiliency of the District services.



## INVERNESS PUBLIC UTILITY DISTRICT

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INVERNESS, CA 94937-0469

(415) 669-1414 [INVERNESSPUD.ORG](https://www.invernesspud.org) [ADMIN@INVERNESSPUD.ORG](mailto:ADMIN@INVERNESSPUD.ORG)

March 19, 2024

**Marin County Fire Department  
Office of Emergency Management  
Attn: Steven Torrence, Director  
1600 Los Gamos Drive, Suite #301  
San Rafael, CA 94903**

**Subject: Letter of Interest for Inverness Public Utility District to participate in the FEMA Hazard Mitigation Extension Grant Application**

Dear Mr. Torrence,

I am writing on behalf of the Inverness Public Utility District (IPUD) to express our keen interest in participating in the 2023 Hazard Mitigation Plan (HMP) extension application. As a critical stakeholder in our community's safety and resilience, IPUD is committed to proactive hazard mitigation efforts that align with FEMA's guidelines and best practices. The purpose of this letter is to express our intent to collaborate with the Marin County Office of Emergency Management in extending the existing HMP. We recognize the importance of coordinated efforts to address hazards effectively, enhance community resilience, and minimize risks.

IPUD serves the unincorporated community of Inverness, California, with both fire protection and municipal water services. Our service area encompasses approximately 1,600 acres, including vital watershed areas. With a population of around 1,304 residents and 518 water connections, IPUD plays a crucial role in safeguarding lives, property, and natural resources.

We seek to partner with the Marin County Office of Emergency Management and assist by engaging key stakeholders, facilitate community meetings and provide expert guidance of the Inverness area to develop a planning roadmap for a 5-year period that include assessing risks and capabilities, evaluate hazards that could impact IPUD, assess vulnerabilities, identify potential impacts to assets, and explore shared areas of responsibility with neighboring agencies.

IPUD is committed to enhancing our community's resilience through effective hazard mitigation. We look forward to collaborating with the Marin County Office of Emergency Management to create a robust LHMP that ensures the safety and well-being of our residents.

Thank you for considering our Letter of Interest. We remain dedicated to building a safer and more resilient Inverness.

Sincerely,

Shelley Redding  
General Manager

**BOARD OF DIRECTORS: KATHRYN DONOHUE, PRESIDENT • KEN EMANUELS, VICE PRESIDENT  
DAVID PRESS, TREASURER • BRENT JOHNSON • DAKOTA WHITNEY**  
  
**SHELLEY REDDING, GENERAL MANAGER**  
**JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SYSTEM SUPERINTENDENT)**



Inverness Public Utility District  
Board Meeting

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Agenda Item No. 09

**Committee Meetings/Reports**



Inverness Public Utility District  
Board Meeting

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Agenda Item No. 10

Adjournment