

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 (Rescheduled)

Tuesday, December 12, 2023

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 October 25, 2023

The State of the District

4. **Management Report:** Shelley Redding
 - FY 2023/2024 Budget report-1st Qtr
 - Quarterly Marin County Water Managers Meeting – S. Redding
 - Grant Funding Report
 - DWR Grant Financing Agreement--Final Draft
 - Cal Fire Grant Collaboration with Conservation Corps North Bay

5. **Water System Reports:**

- October & November 2023, Senior Water Operator Ken Fox
- AR Report: Sept – Oct 2023
- Water Usage Chart
- Water System SCADA Project

6. **Fire Department Reports:**

- October & November 2023, Fire Chief Jim Fox
- TOT Funds Report FY 2022-2023
- October & November 2023 Marin Wildfire Prevention Authority (MWPA)
- Marin Emergency Radio Authority (MERA) update

The Business of the District

7. **Approve Expenditures and Credit Card Charges:** October & November 2023
8. **Resolution 283-2023 Designating The Time and Place For Holding Regular Meetings:** Approval to schedule the regular meeting dates and times as the third Tuesday of every month at 4:00 pm.
9. **Approval of 2024 Board Meeting Schedule**
10. **Volunteer Appreciation:** Approve Volunteer Recognition in Lieu of Holiday Party
11. **Committee Meetings/Reports**
12. **Adjournment**

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Posted: 12/8/2023

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

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

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

BOARD OF DIRECTORS: 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 December 12, 2023

Agenda Item No. 1

Call to Order;
Attendance Report



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 2

Public Expression

Opportunity for members of the public to address the Board on matters under the Board’s jurisdiction but not on the posted agenda.

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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 December 12, 2023

Agenda Item No. 3

Meeting Minutes

- October 25, 2023 Regular Meeting



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

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

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

**Board of Directors
Minutes, Regular Meeting
Wednesday, October 25, 2023, 9:00 a.m.
Inverness Firehouse, 50 Inverness Way, Inverness CA**

1. Call to Order; Attendance Report

Director Whitney called the meeting to order at 9:02 a.m.

Directors Present: Dakota Whitney, David Press, Brent Johnson

Directors Absent: Kenneth J. Emanuels, Kathryn Donohue

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

2. **Public Expression:** Michael McEneaney presented a draft of a requested MOU with IPUD from himself and neighbors Tom McCoy and Mark Sutton pertaining to the future tank replacement project at the Colby tank site. Director Whitney noted that the District has proven to be mindful of construction impacts on neighboring properties. GM Redding stated that the project is in early stages and staff is awaiting the draft engineering report, which is the first step.

3. Approval of Minutes: Regular Meeting of September 27, 2023

M/S Press/Johnson to approve the minutes of the Regular Meeting of September 27, 2023, as submitted. AYES 3, NOES 0

4. Management Report

Grants and Projects

- **District Capital Projects Funding Strategy Report – Update**

General Manager Redding reported on the updated document provided to the Board in the meeting packet drafted by staff member Jenna Nicolas.

- DWR Tank Replacement Project: Our request for an amendment to include in the project replacement of the 15,000-gallon wood tank at the Seahaven site has been approved and will be included in the final Financing Agreement once all the paperwork is completed.
- FEMA AFG Grant: Staff provided information that is being compiled for the grant application, which will open in January 2024. Assistant Fire Chief Briggs reported that he and Jenna met with a representative from FEMA to learn more about the grant application process. He noted that applications for funding to replace older vehicles are assigned a higher priority.
- Coastal Zone Collaboration Project: GM Redding reported that the Letter of Interest for applying for a NOAA grant that was submitted on behalf of IPUD, Bolinas, Muir Beach, and Stinson Beach was rejected. She noted that while we did not get approval to apply for the grant, it will not change the desire by the District to engage with our Coastal Zone communities and look for other funding opportunities to support our shared goals.
- County Office of Emergency Management: GM Redding reported that the County OEM is now holding monthly meetings to encourage regional collaboration and provide a forum for shared interests for emergency response, hazard mitigation, and disaster response planning. Staff

BOARD OF DIRECTORS: **KATHRYN DONOHUE**, PRESIDENT • **KENNETH J. EMANUELS**, VICE PRESIDENT
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SHELLEY REDDING, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

member Nicolas attended the September meeting, and Chief Fox and Assistant Chief Briggs attended the October meeting.

- **Quarterly Financial Reports**

- GM Redding presented the quarterly balance sheet and the 1st quarter income statements for the three funds (District, Fire, and Water). She noted that some balance sheet figures will likely be updated once the June 30, 2023, audit is completed and adjusting entries for the 2022/23 fiscal year are entered. A suggestion was made for the quarterly reports to show the funds in separate columns, for easier assessment by the Board.
- Audit update: Staff reported that preparation of the June 30, 2023, audit is in the final phases and its completion in November is anticipated.
- LAIF quarterly earnings: GM Redding presented the FY 2023/24 1st quarterly earnings statement from LAIF of \$13,089.59. The interest rate was reported at 3.59% and the PMIA daily effective yield rate has generally hovered around 3.50%.
- CLASS (California Cooperative Liquid Assets Securities System) Investment Options: GM Redding presented a staff report outlining the two options for the District's investments. Discussion focused on the benefits of the CLASS fund's higher rate of return and the ability to access cash easily. Staff noted that while CLASS is an attractive option, there are questions about who is currently investing with CLASS and about its investment strategy, especially with respect to the IPUD Investment Policy. Staff noted that currently the District has funds totaling \$250,000 in a second Bank of America checking account that is not earning any interest. Staff would like to contact CLASS to find out more about the fund and its management and investment policies before making a recommendation to the Board to change investment funds. Directors Johnson, Press, and Whitney noted that the prospect of a higher rate of return is attractive but that they understand the need for more information about CLASS.

5. Water System Report: September 2023

Senior Water Operator Ken Fox presented the Water System report for September. He noted that streamflows are dropping but usage has also dropped. The annual inspection and certification of double-check valves in the cross-connection control program was completed in one day on a contract basis by Kenny Stevens.

6. Fire Department Report: September 2023

Activity Report: Assistant Chief David Briggs presented the monthly report of Fire Department activities and reported on training drills, which have focused on becoming familiar with and using the new SCBAs. He noted that the newer iPhones are generating more false vehicle accident reports that result when phones are left on top of a car. So far, only one such call proved to be legitimate. He also reported that a Narcan box has been installed in the lobby at the Inverness Post Office with approval from the Post Office staff.

Marin Wildfire Prevention Authority (MWPA) Report: Chief Fox presented the monthly report on MWPA activities.

- Chief Fox reported that several residents participated in the chipping event arranged by Fire Safe Marin and manned by the Fire Foundry Staff of Marin County Fire. It was held at the Firehouse.
- He also noted work continuing on the CEQA requirements for developing emergency evacuation routes.
- GM Redding reported on the ongoing weekly meetings with the West Marin CORE Group to continue working on the areas that will be included in the Public Works Project Environmental Study for work starting in July 2024. IPUD has also had specific meetings about the Inverness region with MWPA staff and Marin County Fire Staff to continue the identification of areas in and around Inverness specifically. The meetings are scheduled to continue through the end of October with final plans to be drafted in November. Woody Elliott asked if there was still a broad plan for a fuel break extending from Limantour Beach to Hearts Desire Beach, which he said Mark Brown had mentioned at one point. Staff responded that this is not something that is necessary or feasible and that the District is not aware that any such specific project is under consideration.

7. Approve Expenditures and Credit Card Charges: September 2023

General Manager Redding presented the September 2023 expenditures and credit card ledgers for approval. Director Press asked about the payment to Stinson Beach Fire Protection District. Staff reported that the expenditure was our share of the co-pay for the FEMA grant for the new SCBA units that Stinson Beach Fire had managed.

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

8. Committee Meetings/Reports

Change in Board Meeting Date and Time: GM Redding reported that the results of the poll sent out to Directors and staff resulted in support for changing the day and time of the Board's regular meetings to the third Tuesday of the month at 4 p.m. However, due to the Thanksgiving and Christmas holidays, this year's November and December meetings would be moved up one week, to November 14 and December 12, respectively, both at 4:00 p.m., to which the Board agreed by consensus. A resolution setting the 2024 meeting schedule for 4 p.m. on the third Tuesday of each month will be provided for adoption at the November meeting.

GM Redding reported that the job opening for Water System Superintendent has been posted on several job sites, with plans to publish an ad in the Point Reyes Light and to send out a mailer to area agencies.

9. Adjournment: Director Whitney adjourned the meeting at 9:52 a.m. The next regular meeting is re-scheduled for November 14, 2023 at 4:00 pm.

Attest: /s/

Date: 10/25/2023

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 4

Management Report

- FY 2023/2024 Budget Report 1st Qtr
- Quarterly Marin County Water Managers Meeting
- Grant Funding Report
 - DWR Grant Financing Agreement-Final Draft
 - Cal Fire Grant Collaboration with Conservation Corps North Bay

**Inverness Public Utility District Preliminary Budget vs. Actual
FY 2023/2024 1st Qtr Detail
July-Sept 2023**

11/10/2023

				COMBINED Budget	Combined Actual 1st Qtr - July - Sept	Actual/Budget %	District (General Fund)	District Actual 1st Qtr (General Fund)	Fire	Fire Actual 1st Qtr	Water (Enterprise Fund)	Water Actual 1st Qtr
INCOME												
Taxes Income												
	41101	Ad Valorem Property Taxes		613,530	278	0.05%	613,530	278				
	41121	Special Fire Assessment (Restricted)		77,000	3,806	4.94%			77,000	3,806		
	41122	Excess ERAF		140,000	-	0.00%	140,000					
	Total Taxes Income			830,530	4,084	0.49%	753,530	278	77,000	3,806	-	-
Restricted Revenue												
	42131	TOT Taxes (Meas. W) Restricted		150,000	-	0%			150,000			
	42132	MWPA Defensible Space		21,719	1,049	5%			21,719	1,049		
	42133	MWPA Local Projects		21,719	1,049	5%			21,719	1,049		
	Total Restricted Revenue			193,438	2,098	1%	-	-	193,438	2,098	-	-
Water Charges												
	45101	Basic Charge		488,950	81,059	17%					488,950	81,059
	45102	Usage Charges		90,000	15,170	17%					90,000	15,170
	45103	Cross Connection Fees		1,510	204	14%					1,510	204
	45104	Misc Charges		2,000	200	10%					2,000	200
	45107	Uncollectibles										
	Total Water Revenue			582,460	96,633	17%	-	-	-	-	582,460	96,633
Miscellaneous Income												
	45109	Customer Work Overhead		1,000	1,256	126%					1,000	1,256
	47291	Other Income		3,000	-	0%	1,000		500		1,500	
	42134	WMES (Burton Funds) (Restricted)		7,490	-	0%			7,490			
	47114	Merchandise Sales		5,000	550	11%			5,000	550		
	45113	New Service Connection Fee		9,600	-	0%					9,600	
	47211	Interest Income		20,000	172	1%	20,000	172				
		CERBT OPEB Reimbursement		36,477	-	0%	36,477					
		WMCS Grant for IDC		1,000	-	0%			1,000			
	47291	Misc Income			237			237				
	Total Miscellaneous Income			83,567	2,214	3%	57,477	409	13,990	550	12,100	1,256
	TOTAL INCOME			1,689,995	105,029	6%	811,007	687	284,428	6,454	594,560	97,889

				COMBINED Budget	Combined Actual 1st Qtr - July - Sept	Actual/Budget %	District (General Fund)	District Actual 1st Qtr (General Fund)	Fire	Fire Actual 1st Qtr	Water (Enterprise Fund)	Water Actual 1st Qtr
EXPENSES												
Personnel Costs												
	60101	Management		330,106	38,576	12%	171,084	18,452	30,187	10,062	128,835	10,062
	60102	Operations Personnel		327,808	59,172	18%			48,560	8,093	279,248	51,079
	60103	Administrative Personnel		147,275	19,721	13%	98,670	16,978	15,392		33,213	2,744
	60210	Employer Payroll Taxes		61,597	8,985	15%	20,636	2,944	7,202	1,304	33,759	4,736
	60104	Staff Volunteer Wages		2,000	-	0%			2,000			
	60105	Duty Officer		1,000	550	55%			1,000	550		
	60220	Health Insurance Premiums		116,151	25,618	22%	25,924	8,771	20,981	6,323	69,246	10,524
	60251	Retirement Premiums		117,895	18,150	15%	36,144	4,243	19,425	3,776	62,326	10,131

**Inverness Public Utility District Preliminary Budget vs. Actual
FY 2023/2024 1st Qtr Detail
July-Sept 2023**

11/10/2023

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	60255	Employee Training Tax	47	-	0%	10		7		30	
	60271	Unfunded Accrued Liability	37,396	36,400	97%	-	214	14,360	13,895	23,036	22,291
	60254	Workers Comp Insurance	22,755	1,947	9%	1,218	1,554	3,700	99	17,837	293
	60221	Retiree Health Benefits	29,270	-	0%	23,520		3,464		2,286	
	Total Personnel Costs		1,193,300	209,119	18%	377,206	53,156	166,278	44,102	649,816	111,860
	Dispatch & Communications										
	63111	Radio/Pager Repair	1,000	2	0.2%			500	2	500	
	63112	Commo Supplies	2,300	801	34.8%			2,000	801	300	
	63113	MERA Operations	13,460	16,862	125.3%			13,460	16,862	-	
	Total Dispatch & Communications		16,760	17,665	105%	-	-	15,960	17,665	800	-
	Collection & Treatment										
	62221	Chemicals	6,500	2,022	31.1%					6,500	2,022
	Total Collection & Treatment		6,500	2,022	31.1%	-	-	-	-	6,500	2,022
	Lab & Monitoring										
	62222	BacT & Raw Samples	4,000	774	19.4%					4,000	774
	62223	Periodic Samples	6,000	90	1.5%					6,000	90
	62224	Lead & Copper	700	1,250	178.6%					700	1,250
	Total Lab & Monitoring		10,700	2,114	19.8%	-	-	-	-	10,700	2,114
	Maintenance & Utilities										
	62311	Equipment Maint	8,500	-	0.0%	1,500		3,000		4,000	
	62312	Building Maint	3,500	278	7.9%	-		3,000	278	500	
	62313	Grounds Maint	1,250	391	31.3%	250		1,000	391		
	62321	Tank Maintenance	1,000	-	0.0%	-				1,000	
	62322	Collection & Treatment Maintenance	5,000	-	0.0%	-				5,000	
	62323	Distribution System Maintenance	6,000	281	4.7%	-				6,000	281
	62324	Collection & Treatment Utilities	20,000	8,789	43.9%	-				20,000	8,789
	62325	Distribution System Utilities	13,000	1,483	11.4%	-				13,000	1,483
	62328	Firehouse Utilities	3,500	847	24.2%	-		3,500	847		
	62329	District Office Utilities	3,000	162	5.4%	3,000	162				
	62326	SCADA Maintenance	6,000	90	1.5%	-				6,000	90
	Total Maintenance & Utilities		70,750	12,321	17.4%	4,750	162	10,500	1,516	55,500	10,643
	Fire Prevention										
	63311	Public Education and Awareness	1,000	-	0.0%			1,000			
	63331	MWPA Defensible Space	21,172	-	0.0%			21,172			
	63332	MWPA Local Projects	21,172	-	0.0%			21,172			
	Total Fire Prevention		43,344	-	0.0%	-	-	43,344	-	-	-
	Storage & Distribution										
	62231	Telemetry	2,000	874	43.7%					2,000	874
	62327	Cross Connect Maintenance	1,000	1,620	162.0%					1,000	1,620
	68112	Miscellaneous	500	-	0.0%					500	
	Total Storage & Distribution		3,500	2,494	71.3%	-	-	-	-	3,500	2,494

Inverness Public Utility District Preliminary Budget vs. Actual

11/10/2023

FY 2023/2024 1st Qtr Detail

July-Sept 2023

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	Supplies and Inventory											
	62211	Supplies and Inventory	19,000	7,736	40.7%	2,000		4,000	951	13,000	6,786	
	62241	Personal Protective Equipment	7,990	10,661	133.4%	-		7,490	10,661	500		
	63314	Resale Merchandise	8,500	-	0.0%	5,000		3,000		500		
	62242	Uniforms	1,750	-	0.0%	250		1,000		500		
	Total Supplies and Inventory		37,240	18,397	49.4%	7,250	-	15,490	11,612	14,500	6,786	
	Training											
	63811	Volunteer Training	3,000	759	25.3%	-		3,000	759			
	63821	Certification and Courses	2,000	410	20.5%	500		1,000		500	410	
	63812	Volunteer Appreciation	1,750	43	2.4%	-		1,750	43			
	63813	Volunteer Stipends	2,000	-	0.0%	-		2,000				
	63814	Volunteer Insurance	4,402	-	0.0%	-		4,402				
	Total Training		13,152	1,212	48.2%	500	-	12,152	802	500	410	
	860 Vehicle Operations											
	62411	Gas & Oil	15,000	2,341	15.6%	-		6,000	762	9,000	1,580	
	62412	Repairs and Service	9,000	4,660	51.8%	-		5,000	2,362	4,000	2,299	
	Total Vehicle Operations		24,000	7,002	29.2%	-	-	11,000	3,123	13,000	3,878	
	Administration											
	63400	Administrative Office Lease	14,500	-	0.0%	14,500						
	63421	Telephone, Internet, Cable	7,780	4,141	53.2%	5,000	2,440	1,080	940	1,700	762	
	63312	Dues & Publications	3,000	1,389	46.3%	1,500		500	1,089	1,000	300	
	65111	Insurance	41,307	560	1.4%	3,042		19,172		19,093	560	
	63531	Financial Reporting/Audit	12,500	7,840	62.7%	5,500	7,140	3,500	700	3,500		
	62212	Office Supplies, Postage	13,500	3,643	27.0%	12,000	2,502	500	925	1,000	216	
	65541	Banking Charges	4,000	-	0.0%	4,000						
	63521	Legal and Attorneys	5,500	-	0.0%	5,000				500		
	63361	Board & Election Expenses	500	30	5.9%	500	30					
	63731	Travel, Meetings, Training	2,000	579	28.9%	500	579	500		1,000		
	63362	Public Relations & Outreach	3,600	4,953	137.6%	3,600	4,355		598			
	63551	IT Support	5,000	2,730	54.6%	5,000	2,730					
	63541	Billing & Collections	5,000	11	0.2%					5,000	11	
	63364	Disaster Council	3,000	580	19.3%	-		3,000	580			
	68112	Miscellaneous	1,500	4,140	276.0%	500	4,140	500		500		
	63532	Other Agency Assessments	6,900	648	9.4%	1,200	648	700		5,000		
	65554	Property Tax Admin Fees	9,500	-	0.0%	8,500		1,000				
		Debt Service (Tenney Tank Loan)	25,494	-	0.0%					25,494		
	Total Administration		139,087	31,243	22.5%	70,342	24,563	30,452	4,831	63,787	1,848	
	TOTAL EXPENSES		1,558,333	303,589	19.5%	460,048	77,882	305,176	83,652	818,603	142,056	
	Ordinary Net Income/Loss		106,168	(198,560)	-187.0%	350,959	(77,195)	(20,748)	(77,198)	(224,043)	(44,167)	

IPUD Focus Area

Community	Goal	Project	Estimated Cost	Funding strategy	Grant/Program Development	Next steps	Timeline for first application materials to be ready
Regional Collaboration	West Marin Unincorporated Watershed Coalition	watershed ecological preservation/ strategic hazard planning/ succession planning for watershed/ water department management	TBD	California Strategic Growth Council: Community Resilience Centers Planning Grant	Disaster Councils could apply regionally to plan to build, upgrade, or improve a Community Resilience Center.	April - May 2023 was when funding was announced and the guidelines finalized; we don't know if this will be the same timeline in 2024.	Spring 2024
				California Governor's Office of Planning and Research/ Integrated Climate and Regional Resiliency Program (ICARP): Regional Resilience Planning and Implementation Program	Minimum award Planning grants: \$150,000. Implementation grants: \$650,000. Maximum award Planning grants: \$650,000. Implementation grants: \$3 million	Awards for round 1 are being given out December 2023 - March 2024. Intent to Apply is a prerequisite and was due in March 2023 last round.	
				California Governor's Office of Planning and Research Adaptation Planning Grant	<ul style="list-style-type: none"> The minimum grant award is \$150,000 The maximum grant award amount is \$650,000 Awarded projects should be completed no later than 30 months after the start of the grant agreement. 	Winter - Spring 2024 NOFA will be released- would need to prep in Dec 2023/Jan 2024 to be prepared for Spring 2024	
Defensible Space Funding	Annex private shaded fuel breaks into MWPA core funding for maintenance	Collaboration with Marin Wildfire Prevention Authority	n/a	n/a	Program participation is staffing dependent; the regional meeting takes place weekly, sometimes bi weekly; administrative help would free up management to be more available	Ongoing; Shelley, Jim, David are attending virtual meetings with regional agencies to clarify Inverness' needs and boundaries.	
	Connect homeowners to funding opportunities via IPUD website	IPUD website integration for helpful grant and funding options for individual re: defensible space	Staff time (Shelley and Jenna)	10-20 staff hours to aggregate the necessary information, 2 hours of online tutorials, 4 hours to put it up on the website	Project for Jenna and Shelley to coordinate and complete	Decide priority and timeline for this project	
	IPUD and community collaborative funding applications	IPUD and community groups using a co-applicant format to attain funding goals	TBD	CalFire Community Wildfire Prevention Grant collaboration with Conservation Corps North Bay California Fire Foundation PG&E Partnership: Wildfire Safety and Preparedness Program (IPUD application for defensible space projects, chipper purchase)	CCNB reached out November 2023 to see if IPUD would want to be the lead applicant on a grant for defensible space. \$750,000 total available; Grantees used funding for specialized equipment, PPE, programs to increase fire prevention and emergency preparedness education, defensible space programs, senior citizen wildfire preparedness program and supported fuel/ hazard reduction programs. Shaded fuel break maintenance could be a good candidate.	January 10 2024 is the next due date; we could apply for the 2025 funding round if we miss this one. IPUD needs to have internal and stakeholder meetings to There is no information on their next NOFO date; have to keep checking their website	DUE JAN 10, 2024 https://www.cafirefoundation.org/what-we-do/for-grant-seekers/funding-opportunities
Cal OEM and FEMA approved Hazard Mitigation Plan	Annex into Marin County Multi-Jurisdictional HMP	Collaboration with CalOES; Marin County Multi Jurisdictional Hazard Mitigation Plan; approval slated for first version by end of 2024	Individual plan: \$75,000 Contractor estimate to build a FEMA plan, \$15,000/yr to manage (must be updated every 5yrs), takes about 18mo of planning and then continuous implementation. We do not know the process, cost, or timeline for joining the MJHMP at this point (Nov 2023).	n/a CalOES Hazard Mitigation Grant Program ; Marin OEM is managing the multi-jurisdictional plan and Inverness intends to annex into it	Program participation is staffing dependent; administrative support would free up Shelley, David, and/or Jim to attend the meeting regularly		
IDC support and collaboration	IDC and IPUD Fire Department	Inverness Disaster Council Community Resilience Center		California Strategic Growth Council: Community Resilience Centers Planning Grant	Grant, Intent to Apply and NOFO came out early May 2023. Final Applications were submitted in the summer 2023.	C:\Users\jnicolas\Desktop\Strategic Growth Council Grants\Strategic Growth Council Community Resilience Centers	

Water	Goal	Project	Estimated Cost	Funding Strategy	Grant/ Program Development	Next Steps/ Action Item	Timeline for first application materials to be ready
Infrastructure upgrades	Compliant, up to date SCADA system	Upgrade SCADA components and software, new Programmable Logic Computers (PLCs)	\$50,000 preliminary estimate for overhaul	TBD			
Major equipment/ tools purchase or replacement	Need to meet with Jim, David, and Shelley to determine goals.	Replacing some hand tools with battery operated/ clean air alternatives. Replacing old vehicles with lighter EV vehicles or ATVs to reduce wear and tear on trails and roads, save gas money.	TBD	Bay Area Air Quality Management District	Program could potentially cover 50% of the cost of a charging station and some rebates for vehicle acquisition.		

Fire	Goal	Project	Estimated Cost	Funding Strategy	Grant/Program Development	Next Steps/Action Item	Timeline for first application materials to be ready
Fire Station Improvements	Fire station with overnight duty officer quarters, updated bathroom, kitchen, bigger engine bay, updated emergency command center, better community meeting room	Architectural upgrade and design quote, including building code regulations	TBD	US Dept of Agriculture Community Facilities Direct Loan & Grant Program	Low interest direct loans. Grants. A combination of the two above, as well as our loan guarantee program. These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.	Decide if this is a viable funding option for our needs	
				California Fire Foundation PG&E Partnership: Wildfire Safety and Preparedness Program	Fire: Grantees used funding for specialized equipment, PPE, programs to increase fire prevention and emergency preparedness education, defensible space programs, senior citizen wildfire preparedness program and supported fuel/ hazard reduction programs. Shaded fuel break maintenance could be a good candidate.	There is no information on their next NOFO date; have to keep checking their website	One alternative is to try to use the community center/ fire station/ overnight headquarters angle to apply for planning grants to improve community facilities
2024 planned improvements	New type 6 engine, volunteer turnouts, engine bay exhaust fan	AFG application for new engine, turn outs, and engine bay exhaust fan	\$350,000 Type 6, \$10,000 turnouts, TBD exhaust fan	Assistance to Firefighters Grant (AFG)	AFG application being build for Jan/Feb 2024 submission	Jenna, Shelley, and David are working on getting ready for late January 2024 submission.	
Volunteer training programs/ community involvement and education	Complete a fundraising strategy for fire station upgrades	Established timeline and participants in fundraising strategy	TBD	Internal fundraising strategy development	Need to engage stakeholders and community groups to evaluate resources		
	Fundraising	\$5,000 per year of community fundraising for station improvements	TBD; Inverness does not qualify as a high risk community for many grants because of the median income. IVFD needs to show community involvement and support in the form of fundraising to encourage community involvement, but also to strengthen its interactions/ communication with the community regarding long term funding goals.	Calendar/merch sales, Christmas market with cookie sales, cake raffle, pre-orders and pick ups for local caterers	Internal meeting and stakeholder surveys need to take place to brainstorm	Jenna, Shelley, David need to meet and identify feasibility, start engaging people who have time to plan	



Board Agenda Item Staff Report

Subject: CalFire Grant Collaboration Opportunity
Meeting Date: Tuesday, December 12, 2023
Date Prepared: December 7, 2023
Prepared by: Jenna Nicolas, Grants and Special Projects Coordinator
Shelley Redding, General Manager
Attachments: CalFire Grant Notice, Sample Board Resolution, Conservation Corps Northbay Newsletter

Recommended Action: None, Informational

Staff were contacted by Megan Meder who is the Director of Natural Resources at Conservation Corps North Bay about a potential collaboration opportunity with a grant from CalFire. She proposed that if we wanted to be the lead applicant on a CalFire grant, her CCNB crews could partner with us to provide dedicated work crews on trails, fire roads, and shaded fuel breaks. CCNB trains and employs disadvantaged youth ages 18-26 for conservation work, trail maintenance, environmental studies, construction crew work, helps them get their GED, Firefighter 1 training, and EMT training among other things. They have been working out in Point Reyes for a while now with the NPS and are somewhat familiar with the area. The group has also been doing work on the Novato Shaded Fuel break and has experience working with CalFire crews as well.

Key factors that make this grant applicable for IPUD:

1. Seahaven shaded fuel break is a well-planned and well-known project to IPUD. Staff are currently working with MWPA to support the funding of maintenance for this project and IPUD has been cautioned that core funds may require supplementation for this project. This grant could help supplement core funds through March 15, 2029.
2. Community/ homeowner support and communication regarding the fuel break was thorough and thoughtful as was communication and involvement of IPUD. The regional fire involvement (CalFire), the partnering with CC North Bay, combined with the community and district involvement show holistic support of the project and its effect. This grant wants to reward these types of collaborative efforts and we all have a good chance of benefiting from continued partnership.
3. Conservation Corps North Bay are Marin based and are a Job Experience and Career Pathways group for 18–26-year-old disadvantaged youth. IPUD is interested in collaborating with CC North Bay to lay groundwork for future partnerships with their work crews and our hazardous material clearing.
4. Inverness Public Utility District is on the Board of Forestry list as a community that is given priority for funding. CalFire Wildfire Prevention Grant requirements for this grant favor our application.

Can we do fuel reduction initially and have maintenance component to the end of the agreement?

Yes. For example, you can write in your application that for the first year you're doing fuel reduction and the last several years you're doing maintenance.

Will the grant pay for State Department of Fish and Wildlife (DFW) application fees or costs to have CEQA work completed?

Yes. These items should be included in the budget worksheet for your project. Standard DFW fees for CEQA can be found at <https://www.wildlife.ca.gov/Conservation/CEQA/Fees>.

What are the rules regarding conducting grant work on private property?

If the project will accomplish work on private property that is not owned by the grantee, the grantee must secure written permission prior to conducting work on that property. The land use agreements must be kept on file by the grantee and available for inspection by State personnel upon request.

**RESOLUTION OF THE (TITLE OF GOVERNING BODY/CITY
COUNCIL/BOARD OF SUPERVISOR/BOARD OF DIRECTORS) OF
(CITY/COUNTY/DISTRICT), STATE OF CALIFORNIA**

Resolution Number: _____

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California **Climate Investment**, which provides funds to the State of California and its political subdivisions for **fire prevention programs**; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been delegated the responsibility for the administration of the program within the State, setting up necessary procedures governing application by local agencies, non-profit organizations, and others under the program, and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out **(PROJECT TITLE)** project;

NOW, THEREFORE, BE IT RESOLVED that the **(GOVERNING BODY)**:

1. Approved the filing of an application for **“California Climate Investments Wildfire Prevention Grants Program”**; and
2. Certifies that said applicant has or will have sufficient funds to operate and maintain the project; and,
3. Certifies that funds under the jurisdiction of **(GOVERNING BODY)** are available to begin the project.
4. Certifies that said applicant will expend grant funds prior to **(GRANT DEADLINE)**.
5. Appoints **(POSITION TITLE)** or a designee, to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted the _____ day of _____, 20__ by the following vote:

AYES:

NOES:

ABSENTS:

Signature

Title

---CERTIFICATION OF RESOLUTION---

Please note the person attesting cannot be the person(s) appointed in (5.)

ATTEST:

I _____, **(POSITION TITLE)** of the **(GOVERNING BODY)**, witness my hand or the seal of the **(GOVERNING BODY)** on the _____ day of _____, 20__.

Signature

Title

OFFICAL SEAL OR
NOTARY CERTIFICATION
(If Applicable)

CAL FIRE NEWS RELEASE

California Department of Forestry and Fire Protection



CONTACT: CAL FIRE Duty PIO
(916) 651-3473 (FIRE)
Calfire.dutypio@fire.ca.gov

RELEASE DATE:
November 1, 2023

CAL FIRE ANNOUNCES FUNDING TO HELP CALIFORNIANS PREVENT, MITIGATE, AND PREPARE FOR THE THREAT OF WILDFIRE

Wildfire Prevention Grant projects proactively address the threat of wildfire to California homes, businesses, and property

Sacramento – As part of the Governor’s [Wildfire and Forest Resilience Strategy](#), the California Department of Forestry and Fire Protection (CAL FIRE) is announcing the availability of up to \$117 million in funding for local projects that address the risk of wildfire and reduce wildfire potential to communities, through the department's Wildfire Prevention Grants program.

“The state’s plan for forest and wildfire resilience is more than words on paper, it is an action plan supported with funding,” said State Fire Marshal Chief Daniel Berlant. “For the past several years, the Wildfire Prevention Grant program has been an important piece of this puzzle, providing communities the support they need to reduce our wildfire risk. These grants allow the state to invest in local projects that protect, engage, and educate individuals and entire communities, increasing prevention and preparedness efforts across California.”

[Grant applications](#) are available starting November 1, 2023. Completed applications are due no later than 3 p.m. on January 10, 2024. Funded activities include hazardous fuel reduction, wildfire prevention planning, and wildfire prevention education with an emphasis on protecting communities, improving public health and safety, while reducing greenhouse gas emissions.

A virtual public workshop to explain the grant process and requirements will be held on November 8, 2023. In person workshops on specific aspects of the grant application will be held through December 2023. Please check the Wildfire Prevention Grants [webpage](#) for exact dates, times, and locations, and to sign up for the virtual workshop. A recording of the webinar will also be made available on the Wildfire Prevention webpage.

Projects are reviewed and scored based on their ability to reduce the threat of wildfires to the greatest number of habitable structures in the State Responsibility Area and surrounding populations. Projects that benefit or focus on assisting those with disadvantaged and low income, disabled, or elderly populations will receive additional priority. Projects that demonstrate a carbon benefit by reducing the carbon emissions during the implementation of the project will also be prioritized. These projects support the goals and objectives of [California’s Wildfire and Forest Resilience Action Plan](#), as well as the [Strategic Fire Plan for California](#).

Last year, [CAL FIRE awarded \\$113 million](#) in Wildfire Prevention Grants to 96 projects. Over 80 per cent of those were directed to vulnerable or underserved communities. The year prior, \$118 million was awarded. CAL FIRE strives to provide a consistent level of funding annually to implement and sustain wildfire prevention projects across the state – ultimately making California a more resilient place to live, do

business, and recreate.

For more information about CAL FIRE's Wildfire Prevention Grants and to learn how you can apply, please visit the [CAL FIRE Wildfire Prevention Grants](#) webpage.



California Climate Investments are programs funded by the Greenhouse Gas Reduction Fund using proceeds from the State's cap-and-trade program.

###



Photo Credit: Novato Fire District

CCNB Crews Join a Multi-Agency Fire Fuel Break Project in Novato

While fire season can be year-round these days, work to prevent widespread damage from future fires is currently in full swing, especially in late Summer and early Fall. As part of our ongoing partnership with the Novato Fire Protection District, and thanks in part to funding Conservation Corps North Bay has secured from the state, CCNB crews will work alongside District staff, Marin Wildfire Prevention Authority, FIRE Foundry recruits, and a variety of contractors to create a 60-mile-long, continuous shaded fuel break that will create a protective area around both incorporated and unincorporated Novato. The 200 to 300 foot-wide break will border 5,200 residences and cover more than 3,400 acres.

For our portion of the project, CCNB corpsmembers will reduce fire fuels by constructing fuel breaks, preparing areas for prescribed burning, removing invasive plants, thinning shrubs to reduce density, limbing trees, felling unhealthy trees, and clearing dead and downed woody material. Corpsmembers will also receive training from the Marin County Fire Department and will earn certificates in S-212 chainsaw and Basic 32 Wildland Firefighter training. Those who continue to successfully complete the Arduous-Level Work Capacity Test (a.k.a. “the pack test”) will earn a certificate equivalent to the National Wildfire Coordinating Group’s Firefighter Type 2, which qualifies applicants to join a variety of fire crews in an entry level position.

We are proud to be a part of such an important effort that ties so closely to our mission to develop youth and conserve natural resources for a resilient, sustainable, and equitable community. This project enables CCNB to contribute to our ongoing goals to help protect our region from the effects of climate change. It also creates an opportunity for corpsmembers, many of whom are Novato residents themselves, to invest in their neighborhoods while gaining the skills and experience they will need to accomplish their career goals.

In this issue:

- **Corpsmember Spotlights**
- **Waste Diversion Services at Graton Rancheria**
- **Time for Pomp and Circumstance: You’re Invited!**

Corpsmember Spotlight: Angelica

Angelica joined the program seeking to develop leadership skills and learn English. Since joining Zero Waste, she has gone above and beyond to demonstrate her drive to reach her goals.

Angelica was promoted to Assistant Crew Leader (ACL) in June. When the position opened, Jimmie Thornton, Lead Zero Waste Supervisor, said it was only natural to promote Angelica. “She takes any challenge we throw at her very seriously. She shows great initiative and motivates the whole team to get involved,” he said.

As an ACL she hit the ground running. She organized and leads a weekly crew meeting to engage fellow corpsmembers. “I like to contribute and give back what I have learned,” said Angelica, “here I am learning leadership skills and how to give directions. I feel my crew is more connected after having the meetings.”

Angelica’s drive and commitment is nothing short of inspiring. She has earned multiple certifications, and most recently she received her Driver’s License! We are very proud of the progress Angelica has made at CCNB, and how much she gives back to fellow corpsmembers for whom she has become a leader and role model.



Corpsmember Spotlight: Daniel

CCNB prides itself on providing corpsmembers a space to develop skills to embark on their next venture. But it is specially rewarding to see corpsmembers like Daniel who, beyond perfecting skills and obtaining certifications, also feel encouraged to pursue careers in fields that get us closer to a more sustainable, equitable world.

Daniel has demonstrated great disposition working toward every challenge presented to him at CCNB. He has earned multiple certifications working both for Zero Waste and Natural Resources, and he holds an Assistant Crew Leader position. “I’ve tried to take advantage of everything CCNB has offered me,” said Daniel. Most importantly, he shared that he now feels encouraged to aspire for more. “In previous jobs, I didn’t even think about aiming for higher positions,” he said.

Since joining Natural Resources crews, Daniel has found a passion for forestry. “I feel a responsibility to protect the environment now,” he said, “trees help the world more than you think.” He has experience building and maintaining trails, and he knows about invasive and native plants, as well as forest management. “There’s nothing like Natural Resources for me. It cuts the cake,” he said.

Daniel is surely on his way to reaching his goal of attaining a job in forestry or a related field that allows him to showcase the skills and passion he has garnered while at CCNB!

Waste Diversion Services at Graton Rancheria

Our Zero Waste Department provides a variety of waste management services, such as E-waste, mattress, and solar panel collection for recycling. But Zero Waste also handles the basics: helping events sort their waste into recycling, compost, and landfill materials. Our crews provide these services at events with partners, including our most recent engagement with The Federated Indians of Graton Rancheria (FIGR).

The result of an ongoing collaboration, our Zero Waste Department provided E-waste collection to members of the tribe and the surrounding community last Fall. Most recently, FIGR hosted an event for their members and enlisted CCNB's Zero Waste crews to provide waste management. Our Zero Waste Department offers this service to different events, and they ensure that waste is sorted properly to minimize what ends up in landfills.

Corpsmembers and their skills in waste management allow us to serve partners and facilitate the proper disposal of waste in our communities, ensuring events are as green as can be.



You're invited!

We are pleased to share that for the first time since the pandemic started, our high school graduation ceremony will be returning to the Carole Ellis Auditorium on SRJC's beautiful Petaluma campus.

This event represents such an important milestone for corpsmembers who have invested in themselves while on their paths to achieving their career goals, and we can't wait to see their friends and family cheer them on.

We hope you can join us in celebrating the 2023 graduates of John Muir Charter School at 680 Sonoma Mountain Parkway from 3 - 5 PM on Saturday, September 16th. Light refreshments will be served before the ceremony.

Please RSVP to development@ccnorthbay.org. Can't make it? Consider celebrating the graduates by making an online donation at [ccnorthbay.org/donate](https://www.ccnorthbay.org/donate).



GREEN NOTE:

Fish are Picky:

Before reaching for the chlorine cleanser, try baking soda. As a gentle abrasive, it works great on lots of items—coffee cups, porcelain sinks, sun damaged plastic headlights, and more. Combined with vinegar and boiling hot water, baking soda can also unclog drains. Its uses are nearly endless, and you could save a fish from suffocating with damaged gills.

CONSERVATION CORPS NORTH BAY



A path to a better future.



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(415) 454-4554

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About CCNB

Conservation Corps North Bay (CCNB) is the oldest local nonprofit youth conservation corps in the country. Serving Marin and Sonoma Counties since 1982, CCNB has helped thousands of young people achieve their goals through education and job skills, while serving the environment and community. Our mission is to develop youth and conserve natural resources for a resilient, sustainable, and equitable community.

Follow us on your favorite social media channels to stay up-to-date on all our projects, corpsmember spotlights, and program announcements!



CCNorthBay.org

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Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 5

Water System Report

- October 2023
- November 2023
- AR Report: Sept-Oct 2023
- Water Usage Chart
- Water System SCADA



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

OCTOBER 2023 - WATER SYSTEM REPORT

/ **End of October Stream-Flows** \

End of OCTOBER Statistics	Oct 2023	Oct 2022	DIVERSION	2023 GPM	2023 GPD	Oct 2022 GPM
RAINFALL @ F1	Recorded at F1	(@ F1)	D1	6	8,640	2
Monthly total (in inches ")	1.07"	0.20"	D2	24	34,560	11
For Year to date (7/01 -to 11/01)	1.39"	1.23"	D3	15	21,600	8 ^{1/2}
Avg. yearly since 1925 (inches)	37.39"	37.26"	D4	10	14,400	6
* End Month Streamflow trends	August 2023	Sept. 2023	D5	16	23,040	10
*upper diversions total in gpm	234,000 gpd	195,840gpd	D6	16	23,040	9
*May 22-July 23;:127; 92;82;55;60;58; 71;660;595;695;480;780;480;335;200;	162 ^{1/2} gpm	136 gpm	D7	20	28,800	10
PREVIOUS 3-MONTH's Production:	Aug 2023	Sept 2023	D8	6	8,640	1 ^{1/2}
July 2023: 2,570,500 gallons	2,596,100 gal	2,221,200	TOTALS->	113	162,720	58
82,919 Avg. gallons per day 57.6 Average gpm usage*	83,745 gpd* 58.2 gpm	74,000 gpd 51.4 gpm	OCTOBER PRODUCTION & SYSTEM USAGE PATTERNS			
SOURCES USED	(Oct. 2023)	(Oct. 2022)	USE BY	ZONE	2023	2022
1 st Valley High Intakes (D1,2, 3)	51 %	28%	Colby	771,200(-)	34.7 %	39.7%
2 nd Valley High Intakes (D5,D6)	32 %	31%	Tenney	1,013,800(+)	45.6 %	35.7%
3 rd Valley Intakes (D 7,8)	17 %	22%	Conner	60.600 (+)	2.7 %	2.7%
1st Valley lower intake (L1)	0 %	19%	Stockstill	235.600(-)	10.6 %	11.3%
2 nd Valley lower (L2)	0 %	0%	Sea Haven	142,300(-)	6.4 %	10.6%
Wells (W1,W2,.W3)	nil %	<1/2%	OCT. PROD	2,223,500	100.0 %	100.0 %
TOTAL	100 %	100%				

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

[OCTOBER AVERAGE 71,258 gal/day = 49.8 gpm

Trending Note: daily usage down significantly from prior month

Water Quality

All sources Ultra and Nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water sources are being collected once a month for lab analysis of coliform content. Average CL₂ dose at F1→ 0.54 ppm; Average CL₂ dose at F3→ >@0.66 ppm

1. Major Activities

2. Monthly reports sent to CA RWQCB DHS / had call from Elliot Nguyen of SWRCB Drinking Water Division re: lead sampling
3. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
4. F1: power outage due to PG&E scheduled power line work in area
 - o Replaced prefilters both on Nano Units
 - o F1 air compressor malfunction stopped plant ultra filters. Resolved by servicing solenoid-acting valve
5. F2 cleared & chipped brush and other vegetation from building and cleared trail
6. F3 CIP cleaning of Nano Unit started and in progress
 - o Uncovered & repaired small leak in 2" production line to Sea Haven (coupling had held w/o glue for 40 years)
7. Colby yard. Cleared more vegetation
8. Watershed roads & trail clearing and chipping continued.
9. All customer meters read: Found leak on Keith Way where @ 254,000 gallons swallowed up by a thirsty redwood tree
10. Leak reported by a resident on Hawthornden. Shut service to house at meter, plumber to repair
11. Underground Service Alerts (USA): Marked water lines for notified proposed excavations or drilling
12. SCADA: 1-day problem with Stockstill Millerton radios communication/ seemingly resolved by itself

Kenneth J. Fox



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

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NOVEMBER 2023 - WATER SYSTEM REPORT

/ **End of November Stream-Flows** \

End of NOVEMBER Statistics	Nov 2023	Nov. 2022	DIVERSION	2023 GPM	2022 GPD	Nov 2022 GPM
RAINFALL @ F1	Recorded at F1	(@ F1)	D1	8	11,520	4
Monthly total (in inches ")	3.27"	3.36"	D2	27	38,880	14
For Year to date (7/01 -to 12/01)	4.66"	4.59"	D3	21	30,240	10
Avg. yearly since 1925 (inches)	37.39"	37.26"	D4	12	17,280	7
* End Month Streamflow trends	September 2023	Oct. 2023	D5	22	31,680	11
*upper diversions total in gpm	195,840 gpd	172,720gpd	D6	22	31,680	10
*Jun 22-Aug 23: 92;82;55;60;58;71; 660;595;695;480;780;480;335;200;162 ^{1/2}	136 gpm	113 gpm	D7	25	36,000	12
PREVIOUS 3-MONTH's Production:	Sept. 2023	Oct 2023	D8	8	11,520	3
Aug 2023: 2,596,100 gallons	2,221,200 gal	2,223,500	TOTALS->	145	208,800	71
83,745 Avg. gallons per day 58.2 Average gpm usage*	74,000 gpd* 51.4 gpm	71,258 gpd 49.8 gpm	NOVEMBER PRODUCTION & SYSTEM USAGE PATTERNS			
SOURCES USED	(Nov. 2023)	(Nov. 2022)	USE BY	ZONE	2023	2022
1 st Valley High Intakes (D1,2, 3)	48 %	31%	Colby	641,300(-)	39.8 %	39%
2 nd Valley High Intakes (D5,D6)	33 %	31%	Tenney	617,000(- -)	38.3 %	37%
3 rd Valley Intakes (D 7,8)	19 %	17%	Conner	39,300 (-)	2.5 %	2%
1 st Valley lower intake (L1)	0 %	21%	Stockstill	166,300(-)	10.3 %	12%
2 nd Valley lower (L2)	0 %	0%	Sea Haven	146,500 +)	9.1 %	10%
Wells (W1,W2,.W3)	0 %	<.01%	Nov. PROD	1,610,400	100.0 %	100%
TOTAL	100 %	100%				

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

[NOVEMBER AVERAGE 53,680 gal/day = 37.3 gpm

Trending Note: daily usage down significantly from prior month

Water Quality

All sources Ultra and Nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water sources are being collected once a month for lab analysis of coliform content. Average CL₂ dose at F1→ 0.52 ppm; Average CL₂ dose at F3→ >@0.75 ppm

1. Major Activities

2. Monthly reports sent to CA RWQCB DHS / SWRCB Drinking Water Division
3. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
4. F1 CIP cleaning of both Nano units
 - o Replaced actuator gear on Ultra unit A that was causing pressure decay failure on that unit + pinned 2 modules
 - o Drain line from wye screens clogged by roots and uprooted tree, rerouted and intact to settling ponds
5. F3 CIP cleaning of Nano Unit completed/. CIP of Ultra completed
 - o Uncovered & repaired small leak in 2" production line to Sea Haven (coupling had held w/o glue for 40 years)
6. Squad 335 starter motor issue caused engine not to start/ shop replaced fuse
7. Second valley pipe-line trail cleared of downed trees. Also flushed V2 line at Wright's slide and Aberdeen Blow Offs
8. Underground Service Alerts (USA): re-mark water lines for notified proposed excavations
9. Monitoring meter of high-usage service at Tomales Bay Resort
10. Replaced 2 problem-meters (Box and meter on Balmoral and stuck meter Keith way)
11. Stockstill Tank roof and yard cleared of needles and leaves
12. Broken solar panel at Conner-Vision tank replaced with new panel

Water Customer Accounts Receivable Totals, Sept./Oct. 2023

1. The Accounts Receivable balance on September 1, 2023, consisted of:

Current balances (from bills sent out on August 28, 2023)	102,968.61	
Past-due balances (4.39% of total accounts receivable)	<u>4,726.44</u>	
Beginning Accounts Receivable balance on Sept. 1, 2023:		<u>107,695.05</u>

2. During Sep/Oct, we received the following **payments** from our customers:

Electronic payments:	72,405.95	(74.5%)
Payments by check:	<u>24,732.97</u>	(25.5%)
Total payments received:		- 97,138.92

3. During Sep/Oct, we posted the following **charges** to our customers' accounts:

Write-offs:	--	
Adjustments:	--	
Basic charges (future):	81,177.12	(518 Basic charges billed on 10/27 for <u>Nov/Dec</u> *)
X-C charges (future):	226.62	(18 Cross-Connection charges billed 10/27 for <u>Nov/Dec</u>)
Usage charges (net):	27,470.24	(Usage charges billed 10/27 for 8/24 to 10/24/23 [†])
Misc. charges:	325.00	(Such as account setup charges, late payment charges)
Refused payments:	0.00	
Refunds:	<u>150.85</u>	(2 closed account credit balance refunds)
Total charges posted:		+ 109,349.83

4. Thus, the Accounts Receivable balance on October 31 (the end of the period) was: **119,905.96**
 (of which 9.89%, or \$11,864.76, was past due)

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

[†] Total billed usage was \$28,221.24, less 1 credit of \$751.00 for a leak adjustment.

Reconciliation with BofA checking account:

There were two deposits in transit on 10/31/2023, totaling \$330.33. Thus, the A/R balance on the District's books as of 10/31 should be \$120,236.29.

Scheduled AutoPay receipts: \$53,272.53 on November 17, 2023 (from 298 customers, which is 57.5% of the total of 518 billed customers).

A temporary security debit to IPUD's checking account in the amount of \$53,272.53 will be made on or about November 15, 2023 (subject to adjustments).

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)

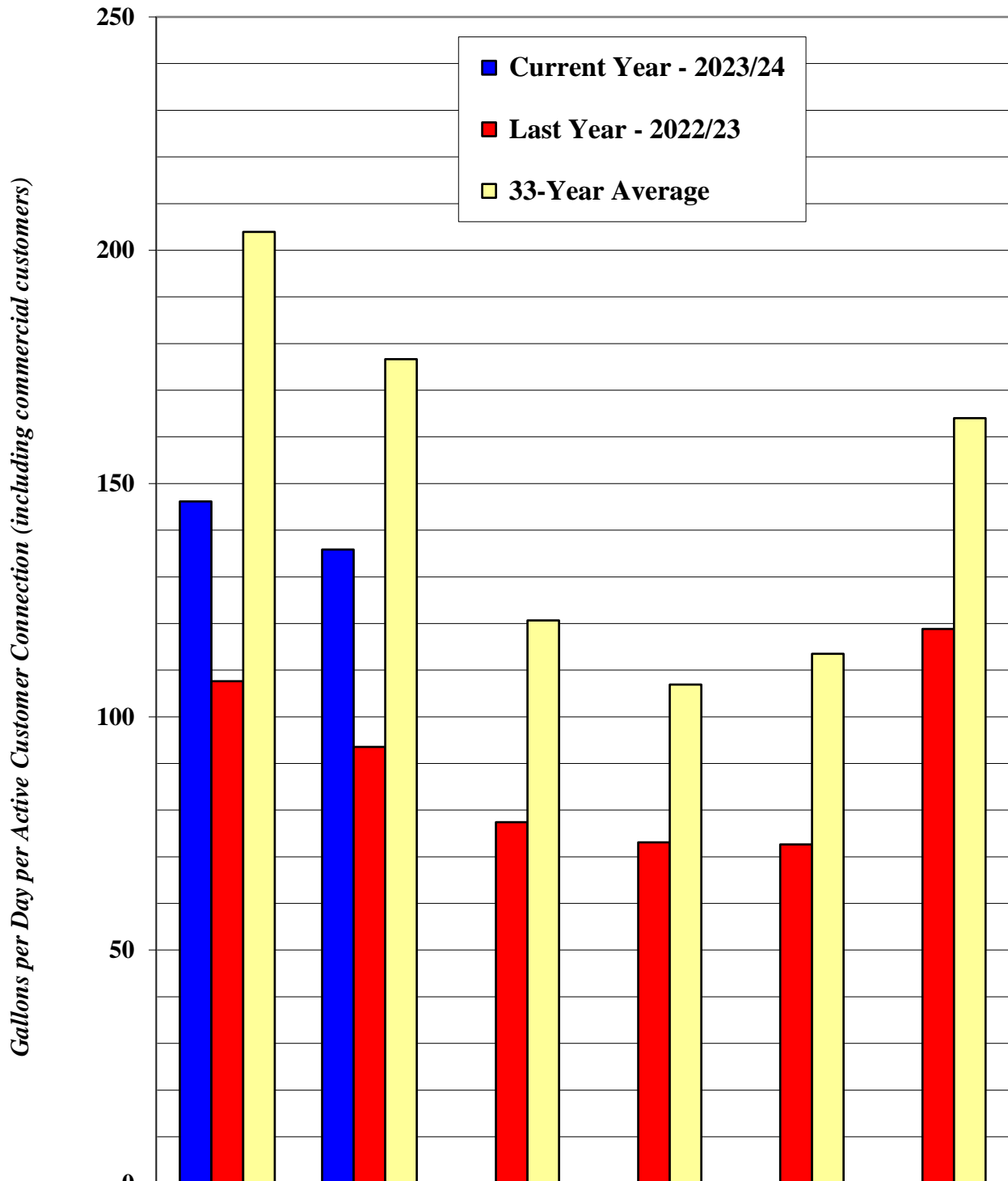
Period covered: September/October 2023

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	146.1457385	135.8365499	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

Daily Precipitation Record

2023 - 2024

Inverness Public Utility District

Location: 275 Perth Way

Season: 7/1/2023 - 6/30/2024

Date	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	--	--	0.07	--	--	0.11						
2	--	0.01	--	--	--	0.03						
3	--	0.01	--	--	0.01	--						
4	--	--	--	--	0.07	--						
5	--	--	--	--	0.37	0.01						
6	0.01	--	--	--	--	0.99						
7	--	--	--	--	--	0.19						
8	--	--	--	--	--							
9	--	--	--	0.08	--							
10	--	--	--	0.28	--							
11	--	--	--	--	--							
12	--	--	--	--	--							
13	--	--	--	--	0.03							
14	--	--	--	0.05	0.15							
15	--	--	--	0.01	0.08							
16	--	--	--	--	0.11							
17	--	--	--	--	1.65							
18	--	--	--	--	0.08							
19	--	--	--	--	--							
20	--	--	--	--	--							
21	--	--	--	0.17	--							
22	--	--	--	0.46	--							
23	--	--	--	--	--							
24	--	--	--	--	--							
25	--	--	0.15	0.02	--							
26	--	--	--	--	--							
27	--	--	--	--	--							
28	--	--	--	--	0.72							
29	--	--	0.06	--	--							
30	--	--	--	--	--							
31	--	0.01		--								
Month	0.01	0.03	0.28	1.07	3.27	1.33	0.00	0.00	0.00	0.00	0.00	0.00
Year	0.01	0.04	0.32	1.39	4.66	5.99						

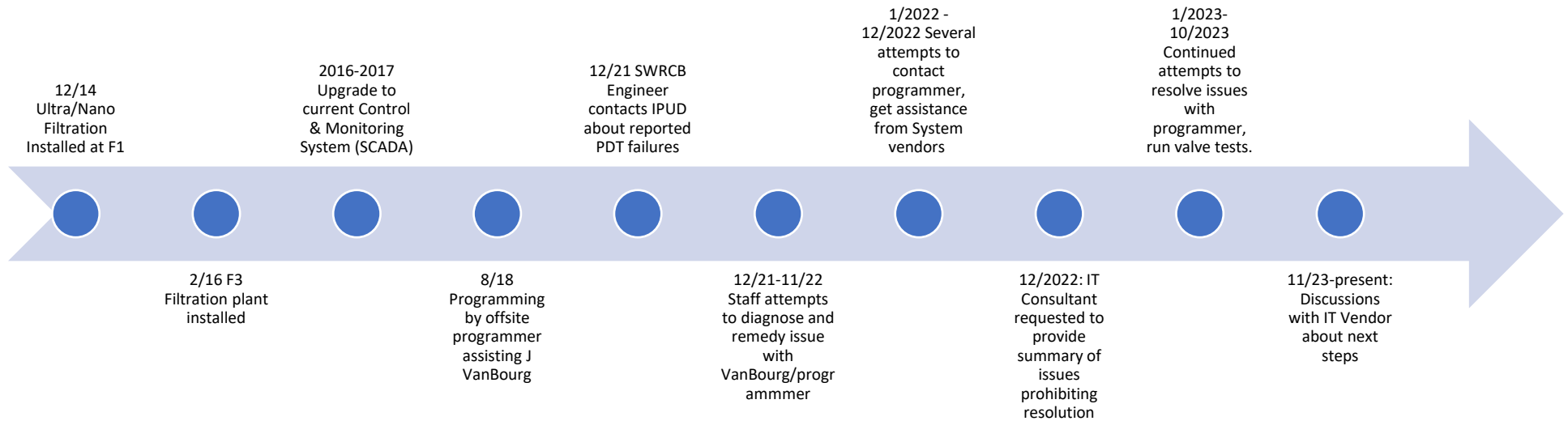
Average rainfall by Dec. 7 is 8.75 inches (vs. 5.99 this year).

Historic average annual rainfall (Oct. 1925 - June 2023): **37.39 inches**

2023/24 is 94th year of data (no data is available for the five years 7/1959 through 6/1964).

Inverness Public Utility District  PO Box 469  Inverness CA 94937-0469  415-669-1414

Timeline of SCADA System:



Summary of Recent Issues:

In 2021, a new SWRCB engineer called to say it appeared our ultrafiltration units were failing the automatic pressure decay tests. (PDT).

- When the results were reviewed, it became clear that the reporting Excel form used to send results to SWRCB **for years** was based on a “per minute decay” and the test programed in our units (that conformed to the membrane manufacture’s procedures) was in a 10-minute timeline, thus all the numbers were off by a factor of ten and **not** failing.
- Staff started correcting the form each month since then but, in reviewing the sequence of the valve programing, discovered what appeared to be an error in the valving for the test.
- Staff started attempting to contact the vendor who programmed the units by both phone and email to answer questions about the programming, but with no success. Staff even enlisted our current IT consultant, Paul Smedshammer, to do the same. He had a hint of progress with some communications last year who described concerns over what version of the software was being used with the PLCs and if there were changes that the programmer didn’t know about and noted that he does not know of any Controls Consultants around the area that deal with Siemen’s PLCs and would have the capability of supporting the packaged treatment plants.
- Jonathan Van Borg had worked with the vendor on the original installation but he is no longer able to assist us.

During this time, we asked our IT Contractor to assess the system from the standpoint of resiliency.

- They are now older Siemens PLCs that take special dedicated programming software to program them along with the documentation of the program in the PLCs themselves. The hard part for both staff and our consultant is not knowing how the packaged plants physically work, the processes, and how the controls and monitoring are programmed to work together.
 - If IPUD had systems that were Modicon, Omron or Automation Direct PLCs he could work on the programming and resolve the issues. He has done all the programming for the NMWD Point Reyes Treatment plant and operates off an Automation Direct PLC along with separate PLCs running their wells.
 - In his experience over the last 30 years he has seen the Siemens PLCs used twice, one being IPUDs packaged treatment plants (F1 and F3).

After 2 years of wrangling to get resolution, we are now at a point where it seems the only option is to replace the older Siemens PLCs with newer more supported systems. The preference would be Automation Direct for resiliency and more available programming resources, so we don't end up in the same situation again in the future.

Staff have had preliminary discussions with our IT Consultant about what would be involved and next steps. He proposes doing this process in 2 phases.

Phase 1: After advising the Board with this summary, schedule a meeting for the IT Consultant and his Electrical System Consultant to come out and put together a control schematic by reviewing any documentation we have on the system, then go through the process of documenting the entire skid for pumps, valves, sensors, chemical injections systems, etc. to get a clear drawing of the skid piping, flow directions, treatment routes, backwash routes, etc..

- After this, they would be able to put together a good estimate on the time and labor to complete the design of a new controller and panel, purchase equipment, install and program along with testing, troubleshooting, develop SCADA screens and establish communications to the new controller. The best time to do this would be in the winter when demand is low on the system.
- Present the Board with the proposal for review and approval of the Capital Expenditure.

Phase 2:

1. Design a new controller and panel, purchase, put together and program. This will take the longest of the project and most will be done in their shop.
2. Shutdown of a skid, removal of old control system, installation of new. Testing, troubleshooting, test runs.
3. Develop SCADA screens and establish communications to new controller.
4. Startup.



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 6

Fire Department Report

- October & November 2023
- TOT Funds Report FY 2022-2023
- Marin Wildfire Prevention (MWPA)
October & November 2023

FIRE DEPARTMENT REPORT

October 2023

INCIDENTS:

#	Date	
#23-114	10/2	Smoke alarm @ 35 Escondido for Carbon Monoxide alarm. No merit. <i>Attendance:</i> David Briggs
#23-115	10/6	EMS @ Pine Hill for a fall with broken leg and arm. M94 transport. <i>Attendance:</i> David Briggs, Dennis Holton, Ken Fox, Tim Olson
#23-116	10/10	Lift assist @ Pine Hill. <i>Attendance:</i> Ken Fox, David Briggs
#23-117	10/12	Lift assist @ Pine Hill. <i>Attendance:</i> Greg Eastman, David Briggs
#23-118	10/13	Accidental entry <i>Attendance:</i>
#23-119	10/13	Lift assist @ Pine Hill <i>Attendance:</i> No Inverness personnel available.
#23-120	10/14	Vehicle accident @ 14801 SFD. Non-injury <i>Attendance:</i> Dennis Holton, David Briggs
#23-121	10/15	EMS @ Perth Way. Private transport <i>Attendance:</i> David Briggs, Brian Cassel, Jacob Leyva, Ken Fox
#23-122	10/15	Vehicle accident @ 27001 SFD. Inverness cancelled. <i>Attendance:</i> Jim Fox, David Briggs, Greg Eastman, Jacob Leyva, Ken Fox, Tom Fox.
#23-123	10/18	EMS @ 6 Pine Hill for chest pain. M94 transport <i>Attendance:</i> Jim Fox, David Briggs, Brian Cassel, Ken Fox, Tim Olson, Tom Fox.
#23-124	10/20	EMS @ 6 Pine Hill for trouble breathing. M94 transport <i>Attendance:</i> Jim Fox, David Briggs, Ken Fox, Tim Olson, Tom Fox
#23-125	10/21	Fire alarm @ Inverness School. No merit. <i>Attendance:</i> Jim Fox, Tim Olson
#23-126	10/22	Fire alarm @ 350 Via de la Vista. No merit. <i>Attendance:</i> Jim Fox
#23-127	10/23	EMS @ Laurel View Way for abdominal pain. M94 transport <i>Attendance:</i> Jim Fox, Greg Eastman, Ken Fox, Tim Olson, Tom Fox
#23-128	10/25	Propane leak @ 12781 SFD. No hazard. <i>Attendance:</i> Jim Fox, David Briggs
#23-129	10/26	EMS @ Campolindo Rd. for cardiac arrest. Confirmed 1055. <i>Attendance:</i> Jim Fox, David Briggs
#23-130	10/31	Vehicle accident @ 499 Mesa Rd. Non-injury <i>Attendance:</i> David Briggs, Cassidy Russell, Jacob Leyva, Ken Fox, Tim Olson
#23-131	10/31	Vehicle accident @ 27099 SFD for motorcycle down. Minor injuries. M94 transport. <i>Attendance:</i> David Briggs, Greg Eastman, Jay Borodic

TRAININGS:

October 10: SCBA training.

Attendees: Greg Eastman, Tom Fox, David Briggs, Tim Olson

October 31: SCBA training.

Attendees: Greg Eastman, Jay Borodic, Cassidy Russell, Ken Fox, Tom Fox

ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Station cleanup
3. Revise Fire Department Handbook.
4. Review and revise pre-plans.
5. EMR class in Bolinas.
6. Distribute Narcan.
7. MWPA weekly meetings and environmental review project mapping.
8. Capital project planning with Jenna and Shelley.
9. WMDC meeting.
10. FEMA AFG data preparation / meetings.
11. 381 pump repair.
12. IDC drill and preparation.

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

FIRE DEPARTMENT REPORT

November 2023

INCIDENTS:

#	Date	
#23-133	11-4	Lift assist @ Via de la Vista <i>Attendance:</i> Brian Cassel, David Briggs, Ken Fox
#23-134	11-9	Vehicle Fire @ 11280 SFD. Single occupant pulled from car and transported via M94. <i>Attendance:</i> Brian Cassel, David Briggs, Dennis Holton, Greg Eastman, Jay Borodic, Ken Fox, Liam Riley, Tom Fox
#23-135	11-11	EMS @ Madrone Ave for choking. Volunteer on scene did Heimlich. No transport. <i>Attendance:</i> Dennis Holton, Brian Cassel
#23-136	11-14	Vehicle accident @ 240 Drakes View Dr. Non-injury. <i>Attendance:</i> Jim Fox, Ken Fox
#23-137	11-14	Structure Fire @ 79 Inverness Way. Spread from fireplace to living room before extinguishment. Structure received minor amount of damage. <i>Attendance:</i> Brian Cassel, David Briggs, Dennis Holton, Greg Eastman, Jay Borodic, Jim Fox, Tom Fox
#23-138	11-16	EMS @ Via de la Vista for breathing trouble. M94 transport. <i>Attendance:</i> Brian Cassel, Cassidy Russell, David Briggs, Dennis Holton, Jacob Leyva, Jim Fox, Ken Fox, Tom Fox, Tim Olson
#23-139	11-20	Fire alarm @ 95 Argyle. Smoke detector malfunction. <i>Attendance:</i> Jim Fox
#23-140	11-23	Fire alarm @ 35 Via de la Vista. No Merit. <i>Attendance:</i> Jim Fox, Ken Fox
#23-141	11-25	Vehicle accident @ SFD and Vision. No merit. <i>Attendance:</i> Jim Fox, Ken Fox, Tom Fox, Brian Cassel
#23-142	11-26	EMS @ Dundee Way for confirmation of death. <i>Attendance:</i> Brian Cassel, David Briggs, Jim Fox
#23-143	11-26	Smoke alarm @ 350 Via de la Vista. Smoke from a fireplace. <i>Attendance:</i> David Briggs, Jim Fox, Tom Fox

TRAININGS:

November 12: SCBA training.

Attendees: Brian Cassel, Cassidy Russell, Jacob Leyva, Ken Fox, Greg Eastman, Jay Borodic, David Wright, David Briggs, Dennis Holton, Jim Fox

November 28: SCBA training. Pretend search and rescue.

Attendees: Andrew Bock, Brian Cassel, Burton Eubank, Cassidy Russell, David Briggs, Greg Eastman, Jacob Leyva, Jim Fox, Ken Fox, Tom Fox, Liam Riley

ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Station cleanup
3. Revise Fire Department Handbook.
4. Review and revise pre-plans.
5. MWPA weekly meetings and environmental review project mapping.
6. FEMA Grant info gathering.

7. WMDC meeting.
8. 381 pump repair.
9. MWPA PWP mapping.
10. Duty officer scheduling implementation.

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



NEXT GENERATION PROJECT **November 2023 Governing Board UPDATE:**

Construction:

All five of our new equipment shelters have arrived and three have been placed. All the monopoles have been set. Generators are in place and propane tanks are being scheduled. Of the nine current construction sites, one, Point Reyes, has already been opened to Motorola for equipment installations.

Microwave:

Nokia has started installing their microwave equipment at the nine BP-1, 1A, and 2 sites. This equipment provides data connections between the MERA sites. As those sites are completed, Nokia will move on to the nine BP-3 and 4 sites as they become available.

Jail Distributed Antenna System:

Commdux will be in Marin in December 2023 to start installation of the new Distributed Antenna System into the Marin County Jail.

Fire Station Alerting:

Initial installations of the Fire Station Alerting equipment is nearing completion.



Installing Microwave cabling at the EOF site.



New radio equipment amongst the Gen I equipment at Point Reyes site.



Shelter and monopole at Tomales.

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

MARIN EMERGENCY RADIO AUTHORITY

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



Board Agenda Item Staff Report

Subject: Transitory Occupancy Tax (TOT) FY 2022-2023 Report
Meeting Date: Tuesday, December 12, 2023
Date Prepared: December 7, 2023
Prepared by: Shelley Redding, General Manager
Attachments: TOT Fiscal Year 2022-2023 Report, Measure W Ballot Language document

Recommended Action: None, Informational

Background: The annual TOT funds distributed to the District were part of Ballot Measure W passed in 2018 to provide additional funding to West Marin Agencies for enhanced emergency service and response and local housing initiatives. The funds are raised by an added tax to the short-term rental or hotel accommodations in the West Marin Region. The collected funds are split 50/50 between housing and emergency services. The emergency services expenditures are restricted to only providing enhanced emergency service and response.

Overview: The Assistant Fire Chief position is funded with the TOT Funds, as the position was added to enhance emergency response in the District. This last Fiscal Year, the TOT tax annual receipts totaled approximately \$130,000. In addition to the Assistant Fire Chief salary, other expenditures allocated to the TOT funds last year were the costs for the First Net cell phones, an AED device and resource material and community outreach for the Inverness Disaster Council. Annually, any remaining funds are carried over for future restricted expenditures of equipment or supplies that meet the restricted purposes of the funding.

The current Fire Chief, as a half-time employee of the Fire Department, (the other half being Water Superintendent), has provided 24/7 Fire Department coverage for emergency response in Inverness for over 30 years. With the successful hiring of the Fire Services Assistant, who was recently promoted to Assistant Fire Chief, the coverage duties have been shared. In addition to Emergency response, volunteer training, and managing day to day department operations, both positions also represent the District at annual, Monthly, or weekly meetings with partner organizations and JPA's such as on Marin Emergency Radio Authority (MERA), the Marin Wildfire Prevention Authority (MWPA), The District 10 Flood Zone Committee, The Marin County Fire Chiefs Association, and participates in Disaster Council trainings, exercises, and community meetings, to name a few. In the past, for periods of leave by the Fire Chief, the emergency response coverage was delegated to existing District staff (who also volunteer for the Fire Department) and some experienced volunteers, or to Marin County Fire.

Next Steps: Staff have begun the process of assessing the coverage needs for the District that can provide periodic relief for the Fire Chief and the Assistant Fire Chief with scheduled coverage by volunteers, who would receive a fixed stipend payment for each 12-hour Fire Duty shift. The Assistant Chief has begun testing a scheduling program in Microsoft Teams to facilitate the scheduling. The next step will be to identify the volunteers who have the experience and understanding to serve in the capacity of Fire Duty coverage. The current volunteer stipend policy for 12-hour Fire Duty Officer coverage is \$75.00, which was approved in 2020. This current fiscal year, the need for a more equitable stipend for Volunteer Fire Duty Officer coverage is being considered as another expenditure for the TOT funds.

Fiscal Impact: The TOT receipts for the current year are unknown currently. The FY 2023-2024 TOT revenue budget was estimated at \$150,000. Staff will need to review the mid-year budget in January to assess the fiscal impact of the increased use of Fire Duty Officer Coverage and the amount of the stipend coverage to be proposed.

Date: Aug 22 2023

To: Marin County Fire Department
33 Castle Rock Ave.
P.O. Box 518,
Woodcare, CA, 94973

Measure W Confirmation Letter

This letter is to certify that Inverness Public Utility District maintains the following accounts/funds related to Measure W (West Marin Transient Occupancy Tax).

Balance as of 6/30/2022	Measure W Revenues received 7/1/22 – 6/30/23	Interest Earned 7/1/22 – 6/30/23	Measure W Expenditures 7/1/22 – 6/30/23	Balance as of 6/30/2023
81,278	130,828.54	0	(61,142.93)	150,963.61

I, Shelley Redding of Inverness P.U.D., certify that the above information, to the best of my knowledge is true and accurate. Attached are supporting documents of the Measure W expenditures.

Shelley Redding
Signature

August 22, 2023
Date

Shelley L. Redding, General Manager
Printed Name and Title

Project/Fund/Account/Transaction	Date	Acct. Period	Opening Balance	Debit Amount	Credit Amount	Ending Balance
4 TOT - Measure C						
21- - 10101- 0			0.00 DR			
PR221200 11 Employer Contributions	12/27/22	12/22			1710.00	
PR221200 12 Payroll Expenditure	12/27/22	12/22			3708.52	
PR230100 12 Employer Contributions	03/30/23	1/23			2979.22	
PR230100 13 Payroll Expenditure	03/30/23	1/23			3561.60	
PR230200 15 Employer Contributions	03/30/23	2/23			2979.10	
PR230200 16 Payroll Expenditure	03/30/23	2/23			3561.61	
PR230300 12 Employer Contributions	03/10/23	3/23			1487.83	
PR230300 13 Payroll Expenditure	03/10/23	3/23			1780.80	
PR230301 13 Employer Contributions	03/30/23	3/23			1487.83	
PR230301 14 Payroll Expenditure	03/30/23	3/23			1780.80	
PR230400 12 Employer Contributions	04/11/23	4/23			1573.00	
PR230400 13 Payroll Expenditure	04/11/23	4/23			2075.38	
PR230402 13 Employer Contributions	04/26/23	4/23			1786.44	
PR230402 14 Payroll Expenditure	04/26/23	4/23			2813.67	
PR230500 12 Employer Contributions	05/11/23	5/23			1530.31	
PR230500 13 Payroll Expenditure	05/11/23	5/23			1927.72	
PR230501 12 Employer Contributions	06/13/23	5/23			1530.31	
PR230501 13 Payroll Expenditure	06/13/23	5/23			1927.72	
PR230600 11 Employer Contributions	06/28/23	6/23			1530.31	
PR230600 12 Payroll Expenditure	06/28/23	6/23			1927.72	
PR230601 12 Employer Contributions	06/29/23	6/23			1530.31	
PR230601 13 Payroll Expenditure	06/29/23	6/23			1927.72	
RV 58 1 TOT 1/1/22 - 6/30/22	03/30/23	10/22		57225.75		
RV 169 1 TOT 7/1/21-12/31/21	08/22/23	7/22		67257.39		
RV 337 1 TOT 7/1/22-12/31/22	08/22/23	6/23		73602.79		
SC 55198 0 AED DEVICE	08/22/23	12/22				
SC 55266 0 First Net Chgs	01/26/23	1/23			2999.61	
SC 55267 0 December Cell Phone	01/26/23	1/23			938.40	
SC 55291 0 First Net Cell Phone	02/16/23	1/23			50.96	
SC 55334 0 75 IDC Volunteer Handbooks	08/22/23	3/23			49.62	
SC 55334 0 500 IDC Resource Brochures	08/22/23	3/23			974.07	
SC 60003 0 April 337 344 7325	04/18/23	4/23			474.71	
SC 60038 0 First Net - 337-344-7325 FSO	06/05/23	5/23			50.35	
SC 60038 0 First Net - 415404-5144 IDC	06/05/23	5/23			50.35	
SC 60038 0 First Net - 415-660-6190 Chief	06/05/23	5/23			45.33	
SC 60052 0 First Net - 337-344-7325 FSO	06/22/23	6/23			45.33	
SC 60052 0 First Net - 415404-5144 IDC	06/22/23	6/23			50.35	
SC 60052 0 First Net - 415-660-6190 Chief	06/22/23	6/23			45.33	
SC 60096 0	08/22/23	6/23			45.33	
					238.38	
21- - 21020- 0			0.00 DR			144,909.89 DR
CL 363 1 AED DEVICE	08/22/23	12/22			2999.61	
CL 422 2 First Net Chgs	01/26/23	1/23			938.40	
CL 423 1 December Cell Phone	01/26/23	1/23			50.96	
CL 453 2 First Net Cell Phone	02/16/23	1/23			49.62	
CL 510 1 75 IDC Volunteer Handbooks	08/22/23	3/23			974.07	
CL 510 2 500 IDC Resource Brochures	08/22/23	3/23			474.71	
CL 529 2 April 337 344 7325	04/18/23	4/23			50.35	
CL 587 1 First Net - 337-344-7325 FSO	06/05/23	5/23			50.35	
CL 587 2 First Net - 415404-5144 IDC	06/05/23	5/23			45.33	
CL 587 5 First Net - 415-660-6190 Chief	06/05/23	5/23			45.33	

Project/Fund/Account/Transaction				Date	Acct. Period	Opening Balance	Debit Amount	Credit Amount	Ending Balance
CL	617	1	First Net - 337-344-7325 FSO	06/22/23	6/23			50.35	
CL	617	2	First Net - 415404-5144 IDC	06/22/23	6/23			45.33	
CL	617	5	First Net - 415-660-6190 Chief	06/22/23	6/23			45.33	
CL	677	1		08/22/23	6/23			238.38	
SC	55198	0	AED DEVICE	08/22/23	12/22		2999.61		
SC	55266	0	First Net Chgs	01/26/23	1/23		938.40		
SC	55267	0	December Cell Phone	01/26/23	1/23		50.96		
SC	55291	0	First Net Cell Phone	02/16/23	1/23		49.62		
SC	55334	0	75 IDC Volunteer Handbooks	08/22/23	3/23		974.07		
SC	55334	0	500 IDC Resource Brochures	08/22/23	3/23		474.71		
SC	60003	0	April 337 344 7325	04/18/23	4/23		50.35		
SC	60038	0	First Net - 337-344-7325 FSO	06/05/23	5/23		50.35		
SC	60038	0	First Net - 415404-5144 IDC	06/05/23	5/23		45.33		
SC	60038	0	First Net - 415-660-6190 Chief	06/05/23	5/23		45.33		
SC	60052	0	First Net - 337-344-7325 FSO	06/22/23	6/23		50.35		
SC	60052	0	First Net - 415404-5144 IDC	06/22/23	6/23		45.33		
SC	60052	0	First Net - 415-660-6190 Chief	06/22/23	6/23		45.33		
SC	60096	0		08/22/23	6/23		238.38		
21-	-	42131-	0			0.00 DR			0.00 DR
RV	58	1	TOT 1/1/22 - 6/30/22	03/30/23	10/22			57225.75	
RV	169	1	TOT 7/1/21-12/31/21	08/22/23	7/22			67257.39	
RV	337	1	TOT 7/1/22-12/31/22	08/22/23	6/23			73602.79	
21-	-	53101-	62211			0.00 DR			198,085.93 CR
CL	363	1	AED DEVICE	08/22/23	12/22		2999.61		
CL	422	2	First Net Chgs	01/26/23	1/23		938.40		
CL	423	1	December Cell Phone	01/26/23	1/23		50.96		
CL	453	2	First Net Cell Phone	02/16/23	1/23		49.62		
CL	510	1	75 IDC Volunteer Handbooks	08/22/23	3/23		974.07		
CL	510	2	500 IDC Resource Brochures	08/22/23	3/23		474.71		
CL	529	2	April 337 344 7325	04/18/23	4/23		50.35		
CL	587	1	First Net - 337-344-7325 FSO	06/05/23	5/23		50.35		
CL	587	2	First Net - 415404-5144 IDC	06/05/23	5/23		45.33		
CL	587	5	First Net - 415-660-6190 Chief	06/05/23	5/23		45.33		
CL	617	1	First Net - 337-344-7325 FSO	06/22/23	6/23		50.35		
CL	617	2	First Net - 415404-5144 IDC	06/22/23	6/23		45.33		
CL	617	5	First Net - 415-660-6190 Chief	06/22/23	6/23		45.33		
CL	677	1		08/22/23	6/23		238.38		
PR220700	12		Payroll Expenditure	04/24/23	7/22		1927.72		
PR220700	13		Employer Contributions	04/24/23	7/22		400.97		
PR220700	15		Employer Contributions	04/24/23	7/22		147.47		
PR220700	18		Employer Contributions	04/24/23	7/22		0.06		
PR220701	13		Payroll Expenditure	03/30/23	7/22		1927.72		
PR220701	15		Employer Contributions	03/30/23	7/22		147.47		
PR220701	17		Employer Contributions	03/30/23	7/22		151.26		
PR220701	19		Employer Contributions	03/30/23	7/22		400.97		
PR220800	12		Payroll Expenditure	07/24/23	8/22		1927.72		
PR220800	14		Employer Contributions	07/24/23	8/22		147.47		
PR220800	17		Employer Contributions	07/24/23	8/22		400.97		
PR220801	17		Employer Contributions	05/22/23	8/22		387.09		
PR221200	14		Payroll Expenditure	12/27/22	12/22		3708.52		
PR221200	16		Employer Contributions	12/27/22	12/22		283.70		

Project/Fund/Account/Transaction	Date	Acct. Period	Opening Balance	Debit Amount	Credit Amount	Ending Balance
PR221200 18 Employer Contributions	12/27/22	12/22		701.22		
PR221200 20 Employer Contributions	12/27/22	12/22		725.08		
PR230100 15 Payroll Expenditure	03/30/23	1/23		3561.60		
PR230100 17 Employer Contributions	03/30/23	1/23		241.92		
PR230100 19 Employer Contributions	03/30/23	1/23		1976.44		
PR230100 21 Employer Contributions	03/30/23	1/23		740.82		
PR230100 23 Employer Contributions	03/30/23	1/23		16.48		
PR230100 25 Employer Contributions	03/30/23	1/23		3.56		
PR230200 19 Payroll Expenditure	03/30/23	2/23		3561.61		
PR230200 22 Employer Contributions	03/30/23	2/23		241.92		
PR230200 25 Employer Contributions	03/30/23	2/23		1976.44		
PR230200 28 Employer Contributions	03/30/23	2/23		740.82		
PR230200 31 Employer Contributions	03/30/23	2/23		16.48		
PR230200 32 Employer Contributions	03/30/23	2/23		3.44		
PR230300 15 Payroll Expenditure	03/10/23	3/23		1780.80		
PR230300 17 Employer Contributions	03/10/23	3/23		120.96		
PR230300 19 Employer Contributions	03/10/23	3/23		988.22		
PR230300 21 Employer Contributions	03/10/23	3/23		370.41		
PR230300 23 Employer Contributions	03/10/23	3/23		8.24		
PR230301 16 Payroll Expenditure	03/30/23	3/23		1780.80		
PR230301 18 Employer Contributions	03/30/23	3/23		120.96		
PR230301 20 Employer Contributions	03/30/23	3/23		988.22		
PR230301 22 Employer Contributions	03/30/23	3/23		370.41		
PR230301 24 Employer Contributions	03/30/23	3/23		8.24		
PR230400 15 Payroll Expenditure	04/11/23	4/23		2075.38		
PR230400 17 Employer Contributions	04/11/23	4/23		143.50		
PR230400 19 Employer Contributions	04/11/23	4/23		988.22		
PR230400 21 Employer Contributions	04/11/23	4/23		431.68		
PR230400 23 Employer Contributions	04/11/23	4/23		9.60		
PR230402 16 Payroll Expenditure	04/26/23	4/23		2813.67		
PR230402 18 Employer Contributions	04/26/23	4/23		199.97		
PR230402 20 Employer Contributions	04/26/23	4/23		988.22		
PR230402 22 Employer Contributions	04/26/23	4/23		585.24		
PR230402 24 Employer Contributions	04/26/23	4/23		13.01		
PR230500 15 Payroll Expenditure	05/11/23	5/23		1927.72		
PR230500 17 Employer Contributions	05/11/23	5/23		132.20		
PR230500 19 Employer Contributions	05/11/23	5/23		988.22		
PR230500 21 Employer Contributions	05/11/23	5/23		400.97		
PR230500 23 Employer Contributions	05/11/23	5/23		8.92		
PR230501 15 Payroll Expenditure	06/13/23	5/23		1927.72		
PR230501 17 Employer Contributions	06/13/23	5/23		132.20		
PR230501 19 Employer Contributions	06/13/23	5/23		988.22		
PR230501 21 Employer Contributions	06/13/23	5/23		400.97		
PR230501 23 Employer Contributions	06/13/23	5/23		8.92		
PR230600 14 Payroll Expenditure	06/28/23	6/23		1927.72		
PR230600 16 Employer Contributions	06/28/23	6/23		132.20		
PR230600 18 Employer Contributions	06/28/23	6/23		988.22		
PR230600 20 Employer Contributions	06/28/23	6/23		400.97		
PR230600 22 Employer Contributions	06/28/23	6/23		8.92		
PR230601 15 Payroll Expenditure	06/29/23	6/23		1927.72		
PR230601 17 Employer Contributions	06/29/23	6/23		132.20		
PR230601 19 Employer Contributions	06/29/23	6/23		988.22		
PR230601 21 Employer Contributions	06/29/23	6/23		400.97		

4 TOT - Measure C

Account	Object	Committed Current Month	Committed YTD	Original Appropriation	Final Appropriation	Available Budget	% Committed
21	Fire						
	42000						
42131	TOT Revenue (Meas)-Restrict	73,602.79	130,828.54	0.00	0.00	-130,828.54	*** %
	Account Group Total:	73,602.79	130,828.54	0.00	0.00	-130,828.54	*** %
	Fund Total Revenues	73,602.79	130,828.54	0.00	0.00	-130,828.54	*** %
	53000						
53101	Fire						
60102	Operations Wages	3,855.44	32,776.42			-32,776.42	*** %
60210	SS/Medicare Contribution	264.40	2,324.14			-2,324.14	*** %
60220	Health Insurance	1,976.44	12,711.12			-12,711.12	*** %
60251	Retirement	801.94	7,158.34			-7,158.34	*** %
60254	Works Comp Ins	17.84	107.73			-107.73	*** %
60255	Employee Training Tax		7.06			-7.06	*** %
63421	Telephone, Internet, Cable	141.01	1,371.35			-1,371.35	*** %
	Account Total:	7,057.07	56,456.16	0.00	0.00	-56,456.16	*** %
	Account Group Total:	7,057.07	56,456.16	0.00	0.00	-56,456.16	*** %
	Fund Total Expenditures	7,057.07	56,456.16	0.00	0.00	-56,456.16	*** %
	Fund Revenue Over (Under) Expenditures	66,545.72	74,372.38				
	Project Total Revenue Over (Under) Expenditures	66,545.72	74,372.38				

Project/Fund	Account	Opening Balance	Debit Amount	Credit Amount	Ending Balance
4 TOT - Measure C					
Project Budget:					
21 Fire	10101	0.00 DR	130,828.54	48,489.27	82,339.27 DR
21 Fire	21020	0.00 DR	1,371.35	1,371.35	0.00 DR
21 Fire	42131	0.00 DR		130,828.54	130,828.54 CR
21 Fire	53101	0.00 DR	56,456.16		56,456.16 DR
	Total Projects	0.00 DR	188,656.05	180,689.16	7,966.89 DR

November 6, 2018 - Measure W

WEST MARIN TRANSIENT OCCUPANCY TAX AREA MEASURE W

MEASURE W: West Marin Transient Occupancy Tax. To address tourism impacts on West Marin communities and paid only by guests, shall the measure be adopted to increase the transient occupancy tax in West Marin from 10% to 14% for hotels/short-term rentals, and to apply 4% tax to commercial campground visitors, to enhance fire/ emergency services and long-term community housing, raising approximately \$1.3 million annually, with local oversight, annual audits, and all funds exclusively used for West Marin, effective until amended/repealed?

YES

NO

COUNTY COUNSEL'S IMPARTIAL ANALYSIS OF MEASURE W

WEST MARIN TRANSIENT OCCUPANCY TAX

The California Constitution and the Government Code authorize the County, upon a 2/3 vote, to levy a special tax. The Revenue and Taxation Code authorizes the County to levy a tax on hotels, inns, tourist homes, motels or other lodging for the privilege of guests occupying a room or rooms in the unincorporated areas of the County. This tax is called a Transient Occupancy Tax.

This new special tax will create a transient occupancy tax rate of four (4%) percent of rent charged in the West Marin Transient Tax Area for hotels, short-term rentals, and bed and breakfasts, in addition to the 10% rate applicable to the entire unincorporated County of Marin for such lodgings. The tax will apply to visitors at hotels, short-term rentals, bed and breakfasts, and other lodgings, as defined in the measure, for the privilege of occupying a room or rooms in the West Marin Transient Tax Area. Additionally, the four percent (4%) tax shall apply to campground visitors, except for campgrounds owned by the Federal or State government. The purpose of the special tax is to address visitor impacts by enhancing fire/ emergency services and long-term community housing. The proceeds of the tax are estimated to be approximately \$1.3 million dollars annually, and all funds must be used exclusively for the West Marin Transient Tax Area. After administrative expenses, which are limited to 5% of the annual revenue, one-half of the funds shall be allocated for fire and emergency services and one-half of the funds shall be allocated for community housing. An oversight committee shall review expenditures to ensure compliance with the measure's requirements and shall review an annual audit.

The measure defines the West Marin Transient Occupancy Tax Area as the area of unincorporated west Marin County included in the tax rate areas listed on Exhibit B of the measure, as depicted on the map attached to the measure as Exhibit A. This Special Tax will be effective until amended or repealed and requires a 2/3 vote to pass. If passed, the tax will become effective on January 1, 2019.

s/BRIAN WASHINGTON
Marin County Counsel

ARGUMENT IN FAVOR OF MEASURE W

A YES vote on Measure W means:

- Expected to generated \$1.3 million annually to relieve visitor impacts in West Marin.
- This tax would only be paid by lodging guests at hotels and short-term rentals, not by permanent residents.
- New funding for community housing opportunities in West Marin.
- New funding for local support for our first responders.
- Local control of all budgets and expenditures.

Transient Occupancy Tax imposes no new taxes on West Marin residents. The new TOT funds will enhance the budgets of emergency responders and fund opportunities to address the critical shortage of community housing, partially caused by short term rentals.

West Marin's increasing tourist and visitor congestion is severely straining the capabilities of West Marin emergency responders, especially our volunteer fire departments. Simultaneously, this influx of overnight visitors due to the increase in short term rentals has contributed to the shortage of community housing and reduced the availability of affordable housing.

A Yes vote addresses these twin crises by increasing the Transient Occupancy Tax, a hotel tax charged on visitors who stay less than 30 days. The TOT rate will be increased from 10% to 14% in West Marin. The additional 4% will generate \$1,300,000 per year. Half of the new revenue will be used for the creation and support of community housing and half will be used for the expansion of our first responder capabilities, including recruiting, staffing and equipping our fire houses. None of this increase goes into the Marin County General Fund and can be only used for fire, ambulance, and emergency services and community housing in West Marin.

The distribution of these funds will be determined by two expenditure committees: a housing committee with representatives from all West Marin communities and a fire department committee with representatives from all West Marin fire departments. There will be an oversight committee to ensure that these funds are disbursed as mandated.

Please vote YES!

s/RALPH CAMICCIA

s/ALBERT ENGEL

s/WENDY FRIEFELD

s/SUZANNE SADOWSKY

Chair San Geronimo Valley Affordable Housing Association

s/MAUREEN CORNELLA

President Community Land Trust of West Marin

REBUTTAL TO ARGUMENT IN FAVOR OF MEASURE W

The County of Marin is **negligent in regulating the non-residential absentee use of homes originally built for people to live in full-time** and participate in the positive aspects of our community. Instead,

Airbnb-like businesses, blessed by Supervisor Dennis Rodoni, continue to **undermine the fabric of our community**.

Rodoni's leadership has led to the demise of Drakes Bay Oysters Company, trampling of San Geronimo Valley's Community Plan, SPAWN's attack on Lagunitas Creek Homeowners Property Rights, and the elimination of the San Geronimo Golf Course as a 50-year-old, profitable, tax-paying business costing 18MM and job loss. Now, Rodoni asks you to support another personal folly by protecting the Airbnbs decimating our schools, medical facilities, and lifestyle. Rodoni disregards local jobs and businesses to support approximately 500 **new mini-hotels created in our residentially-zoned neighborhoods** over the last few years, amounting to 1500 new bedrooms competing with just 350 traditional bedrooms. While traditional hotel occupancy declines, Rodoni's **short-sighted vision** fails to fairly regulate the **"visitorhoods" overtaking our neighborhoods** and completely ignores the **97% day-visitors**.

Your NO vote on Measure W sends a message to Rodoni, and other members of the Board of Supervisors, to **limit non-hosted residentially-zoned short-term rentals lacking normal conditional use permits throughout Marin**. Half of these Airbnb-like mini-hotels would disappear in future months. Thereby, West Marin would have 250 new **homes re-opened for full-time residents, long-term community, and workforce housing rentals**.

Voting NO on Measure W tells the Board of Supervisors to **construct a lasting solution for our West Marin, and thus Greater Marin, community health**.

s/JEFF HARRIMAN

Owner of Tomales Bay Resort and Marina

s/SUSAN NELSON

Owner of Lingonberry Farm Lodging

s/DORIS FERRANDO

Owner of Ferrando's Hideaway Cottages

s/FRANK BORODIC

Owner of Roundstone Farm B&B

s/STEVE DOUGHTY

Owner of Point Reyes Vineyard Inn

ARGUMENT AGAINST MEASURE W

Neighbors, we urge you to vote NO on Measure W. Passage will only quicken and ensure the **hollowing out of our West Marin Villages** while delaying the inevitable hard work our elected officials must do to address the true issues responsible for the lack of affordable housing and infrastructure necessary to meet West Marin's community and visitor needs. Of the exponentially increasing 900 Short Term Rentals (STRs) currently in West Marin, 400 do not pay any transient occupancy tax (TOT) according to the Marin County Tax Collector. These "invisible" STRs, whose presence has at least doubled over the past three years, must be identified and taxed the appropriate amount to pay their fair share back into the community. Mostly owned by non-residents, STRs should be required to have conditional use permits appropriate for their location. Measure W is the easy way out for elected officials but does not provide adequate funding to truly accomplish its goals. Should it successfully raise \$1.3M, the funds will be split between six volunteer and six

county fire departments and at least four affordable housing groups. The County of Marin will pay itself \$68,000 annually to administer these funds. Measure W fails to provide a plan for division of funds as well as an alternative solution should the TOT collected decrease as a result of higher costs to the 3% of visitors staying in the establishments to be taxed. Passage will burden local businesses, create job losses, and reduce existing resources shared by local residents. Your "NO" vote sends elected officials the message that a **sustainable, fair solution** to our affordable housing crisis is needed. Ballot Measure W, crafted secretly with only politicians and special interest groups present, appears to be and is too good to be true. Vote NO on Measure W to demonstrate your **focus on a thriving, long-term community**.

s/FRANK BORODIC

Owner of Roundstone Farm B&B

s/SUSAN NELSON

Owner of Lingonberry Farm Lodging

s/DORIS FERRANDO

Owner of Ferrando's Hideaway Cottages

s/JEFF HARRIMAN

Owner of Tomales Bay Resort and Marina

s/STEVE DOUGHTY

Owner of Point Reyes Vineyard Inn

REBUTTAL TO ARGUMENT AGAINST MEASURE W

Neighbors, the argument against Measure W is full of inaccuracies. Measure W does not "quicken and ensure the hollowing out of our communities" -- it actually provides a solution to that trend by creating funding for both community housing and our stressed volunteer fire departments in their efforts to protect the wellbeing of visitors and residents alike. It does not "delay" other efforts to provide affordable housing -- it encourages such efforts and provides the critical seed money needed to start them. Contrary to the Argument Against W, the measure provides for two expenditure committees, both staffed by West Marin locals, to ensure that the funds are used only in West Marin and only for housing and emergency responder support. Contrary to the Argument Against W, local businesses are not burdened. If they are short-term rental operators, they must collect an additional 4% in hotel tax from their guests; only overnight visitors are affected, not West Marin residents nor other businesses. Resources will not be reduced for locals, but rather increased, as new and critical funding will be provided for both housing and emergency services. W is not "too good to be true" -- it is a sensible measure to collect from visitors to West Marin the funds to counter some of the impacts that those visitors have on our communities. Yes on W means Support for Community Housing, Support for Fire and Ambulance services, No Tax Increase on Residents, Local Control of Funds.

s/CHRISTOPHER HARRINGTON

s/DENNIS RODONI

s/MARCUS WHITE

FULL TEXT OF MEASURE W

ORDINANCE NO. 3692**ORDINANCE OF THE MARIN COUNTY BOARD OF SUPERVISORS ESTABLISHING THE WEST MARIN
TRANSIENT OCCUPANCY TAX AREA BY AMENDING CHAPTER 3.05 UNIFORM TRANSIENT
OCCUPANCY TAX OF THE MARIN COUNTY CODE**

THE BOARD OF SUPERVISORS OF THE COUNTY OF MARIN ORDAINS AS FOLLOWS:

Section 1. Findings:

The Board makes the following findings in support of this ordinance:

1. The number of visitors to West Marin generates the need for additional fire and rescue services to accommodate the visitors, while meeting the needs of the resident community.
2. Conversion of single family dwellings to short term rentals to serve visitors has reduced the availability of long term housing in West Marin.
3. As a result of West Marin's predominantly rural character, these issues affect West Marin in a different manner from the rest of the unincorporated county. Presently, approximately 75% of the Transient Occupancy Tax that the County of Marin collects arises from lodgings in West Marin. As a result, more visitor impacts arise in West Marin than in the remainder of unincorporated Marin County. For fire and rescue services, the greater distances in West Marin that fire and rescue services must travel, and the higher ratio of visitors to existing residents, results in visitors having a larger impact on emergency services in West Marin than in other unincorporated areas. In addition, the smaller housing stock in West Marin – compared to other unincorporated areas -- magnifies the impact of short-term rentals on the availability of housing in West Marin.
4. Good governance and equity requires that visitors that are benefitting from local government services and housing help pay the burden of the services provided to them, rather than allowing the burden to fall mainly on the resident tax payers.

Section 2. Nature of Tax:

If approved by a two-thirds majority of the electorate voting on the measure, the ordinance will create a transient occupancy tax rate of four (4) percent ("the West Marin Transient Occupancy Tax") of rent charged in the West Marin Transient Occupancy Tax Area, in addition to the tax rate of ten (10) percent applicable to the entire unincorporated County of Marin. A West Marin Transient Occupancy Tax Area rate of 14 percent aligns with the 14 percent rate of neighboring San Francisco. The West Marin Transient Occupancy Tax is a tax imposed upon transients for the privilege of occupying hotels, short-term rentals, bed and breakfasts, and campgrounds located within the West Marin Transient Occupancy Tax Area. The West Marin Transient Occupancy Tax is a special tax that shall be used for the benefit of the West Marin Transient Occupancy Tax Area.

Half of the West Marin Transient Occupancy Tax collected shall be allocated for fire and emergency services in the West Marin Transient Occupancy Tax Area. Included in this allocation are the fire districts and volunteer fire departments located in West Marin, currently the Bolinas and Stinson Beach Fire Protection Districts, the Fire Department in the Inverness Public Utility District, and Nicasio, Muir Beach, and Tomales volunteer fire departments. The allocation also shall include the Marin County Fire Department stations in Tomales, Point Reyes Station, Hicks Valley, Woodacre and Throckmorton (on Mount Tamalpais). The allocation shall be subject to approval by the Marin County Board of Supervisors. The funds will be administered by the Marin County Fire Department. In the allocation for fire and emergency services, the Marin County Fire Department shall not obtain more funds in a year than the combined allocation to the

other West Marin fire districts and volunteer fire departments. The County Fire Chief is expected to establish an ad-hoc working group to help inform his or her recommendation to the Board of Supervisors.

Half of the West Marin Transient Occupancy Tax collected shall be allocated for community housing in the West Marin Transient Occupancy Tax Area, including, but not limited to, housing for West Marin public safety employees, teachers and other members of the West Marin workforce, housing for families, housing for persons with disabilities and housing for seniors. The allocation shall be subject to approval by the Marin County Board of Supervisors. The funds will be administered by the Marin County Community Development Agency (CDA). The CDA Director is expected to establish an ad-hoc working group to help inform his or her recommendation to the Board of Supervisors.

West Marin Transient Occupancy Tax proceeds are intended to augment support for West Marin fire and emergency protection, as well as West Marin community housing. Therefore, disbursement of West Marin Transient Occupancy Tax proceeds shall be subject to terms and conditions established by the County including, but not limited to, requiring recipients to certify that these funds are being used to enhance services beyond their available resources.

The West Marin Transient Tax Area increase will be collected by the operators, in the same manner as the current transient occupancy tax is collected. The collection of the tax from operators shall be administered by the Marin County Tax Collector as provided by the Board of Supervisors for the County of Marin. The West Marin Transient Occupancy Tax is currently estimated to raise approximately \$1.3 million annually.

In addition to the accountability measures required by law, the County of Marin will establish an Oversight Committee comprised of residents who live in the West Marin Tax Area. The Oversight Committee shall be provided with an annual audit of the revenue and expenditures of the West Marin Transient Occupancy Tax. The Oversight Committee shall provide oversight as to the expenditure of transient occupancy tax revenue to ensure that the revenue is spent within the boundaries of the West Marin Tax Area and for the purposes approved by the voters. Should the measure pass, the direct costs of the election will be reimbursed from the initial tax collection revenue from the West Marin Transient Occupancy Tax Area on a one-time basis. Administrative expenses of the County of Marin shall not exceed 5% of the tax revenue in any year, with any costs of the annual audit for the Oversight Committee paid first, and the remainder split equally between fire/emergency services and community housing.

The Marin County Board of Supervisors shall approve bylaws for the Oversight Committee. Meetings of the Oversight Committee shall be open to the public and shall be held in compliance with the Ralph M. Brown Act, California's open meeting law.

Section 3. Addition to Marin County Code, Section 3.05.035:

The Marin County Code is amended to add Section 3.05.35, as follows:

(a) Notwithstanding the tax imposed by Section 3.05.030 and in addition thereto, commencing on January 1, 2019, for the privilege of occupancy in any hotel or campground in the West Marin Transient Occupancy Tax Area, each transient is subject to and shall pay an additional tax in the amount of four percent of the rent charged by the operator. The tax constitutes a debt owed by the transient to the county, which is extinguished only by payment to the operator or to the county. The transient shall pay the tax to the operator of the hotel or campground at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient's ceasing to occupy space in the hotel or campground.

(b) "West Marin Transient Occupancy Tax Area" means the area of unincorporated Marin County from Muir Beach to Dillon Beach and includes Nicasio, eastward to the top of Big Rock ranch, including San Geronimo Valley to the top of White's Hill, but excludes other unincorporated areas of Marin County, as depicted by the West Marin Transient Occupancy Map attached to this ordinance as Exhibit A, as defined in the list of tax rate areas attached to this ordinance as Exhibit B.

(c) "Campground" means any park or real property where a person may locate a tent, trailer, tent trailer, pick-up, camper, or other similar temporary structure for the purposes of lodging, dwelling, or sleeping, whether or not water, electricity, or sanitary facilities are provided. A campground shall not include any park or real property owned by the State of California or the federal government of the United States of America.

(d) For the purposes of Section 3.05.035 only, "Transient" means any person using a campground or exercising occupancy or who is entitled to occupancy of a campground, in addition to the definition of "Transient" as set forth in Section 3.05.020(d).

(e) For the purposes of Section 3.05.035 only, "Operator" means the person who is proprietor of the campground, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee, or any other capacity, in addition to the definition of "Operator" as set forth in Section 3.05.020(f). The managing agent of a campground shall be treated in the same manner as a managing agent set forth in Section 3.05.020(f).

Section 4. Ballot Language:

The Board of Supervisors orders that the following question be placed as a County Measure within the West Marin Transient Occupancy Tax Area on the ballot of the general election to be held November 6, 2018.

West Marin Transient Occupancy Tax

To address tourism impacts on West Marin communities and paid only by guests, shall the measure be adopted to increase the transient occupancy tax in West Marin from 10% to 14% for hotels/short-term rentals, and to apply 4% tax to commercial campground visitors, to enhance fire/emergency services and long-term community housing, raising approximately \$1.3 million annually, with local oversight, annual audits, and all funds exclusively used for West Marin, effective until amended/repealed?

Section 5. Severability:

If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

Section 6. Election:

An election shall be held on November 6, 2018, on the issue of increasing the transient occupancy tax rate by four percent in the West Marin Transient Occupancy Tax Area, and making private campgrounds subject to a new four percent tax. Notwithstanding Elections Code Section 9125, without a vote of the People, the County of Marin Board of Supervisors may further amend this Ordinance in a manner that does not impose, extend, or increase the rate of the West Marin Transient Occupancy Tax.

Section 7. Effective and Operative Dates:

This ordinance shall take effect immediately upon its adoption by a two-thirds majority of the electorate voting on the ordinance at the November 6, 2018, general election. The operative date of Section 3 shall be January 1, 2019.

Section 8. Appropriations Limit:

If necessary, pursuant to Article XIII B of the California Constitution, the appropriations limit for the County of Marin is increased to the maximum extent over the maximum period of time allowed under the law consistent with the revenues generated by the tax provisions of this Ordinance.

Section 8. Compliance with the California Environmental Quality Act (CEQA):

Pursuant to CEQA Guidelines Section 15378(b)(4), adoption of this ordinance as a government funding mechanism is not a project subject to the requirements of CEQA.

Section 9. Vote:

This ordinance No. 3692, shall take effect and be in force pursuant to Section 7, above, if approved by the voters as provided in that Section. Before the expiration of 15 days after passage by the Board of Supervisors, the ordinance shall be published once with the names of members voting for or against, in the Marin Independent Journal, a newspaper of general circulation published in the County of Marin.

PASSED AND ADOPTED at a regular meeting of the Board of Supervisors of the County of Marin held on this 31st day of July 2018, by the following vote:

AYES: SUPERVISORS Dennis Rodoni, Katie Rice, Judy Arnold, Kathrin Sears, Damon Connolly

NOES: NONE

ABSENT: NONE

s/DAMON CONNOLLY

President Board of Supervisors

ATTEST:

s/MATTHEW HYMEL

Clerk of the Board

EXHIBIT A

WEST MARIN TRANSIENT OCCUPANCY TAX



EXHIBIT B

This Exhibit B lists the Tax Rate Areas ("TRAs") that are included in the West Marin Transient Occupancy Tax Area, as depicted on the West Marin Transient Occupancy Map (Exhibit A). Inquiries on whether parcels are included within the West Marin Transient Occupancy Tax Area should be directed to the Marin County Department of Finance at (415) 473-6168.

TRA	ParcelCnt
056001	21
056003	226
056004	1
056005	95
056006	3
056007	841
056008	3
056009	1
056013	3
056014	70
056016	4
056017	3
056018	2
056021	1
056022	909
056024	2
056027	3
056028	14
060002	2
060025	3
068001	3
068013	2
068018	1
068019	1
069002	111
070002	1883
070003	11
070004	1
070005	20
072001	43
072002	2
072003	3
072004	26
075001	19
075007	20

075030	1
075036	1
075048	185
076003	365
094001	646
094002	191
094008	144
094010	716
094018	31
094019	396
094020	310
094021	84
094022	192
094023	13
094024	62
094035	465
094056	123
095000	40

MWPA MONTHLY REPORT

OCTOBER 2023 / NOVEMBER BOARD MEETING

LOCAL CORE PROJECTS

Vegetation maintenance activities in watershed on evacuation routes as needed.

DEFENSIBLE SPACE

Inspection activity has ended for the remainder of 2023.

WEST MARIN CORE PROJECT ACTIVITY

Committee meetings every week to determine areas for environmental review process for 2024 CORE work in West Marin.

MEETINGS / COMMITTEES

- Weekly meetings with MWPA and other fire departments in the coastal zone to discuss which projects to pursue.
 - Oct 12: Fine tune maps to include in Public Works Project scope for environmental studies.
 - Oct 19: Further refinements to maps.
 - Oct 26: Further refinements to maps.
- Facilitated communication to District residents about Focus Group Event held at the Dance Palace Sunday, November 5th by the University of Oregon for the IBHS in partnership with MWPA.

MWPA MONTHLY REPORT

NOVEMBER 2023 / DECEMBER BOARD MEETING

LOCAL CORE PROJECTS

Vegetation maintenance activities in watershed on evacuation routes as needed.

DEFENSIBLE SPACE

. Inspection activity has ended for the remainder of 2023.

WEST MARIN CORE PROJECT ACTIVITY

Committee meetings every week to determine areas for environmental review process for 2024 CORE work in West Marin.

MEETINGS / COMMITTEES

- Weekly meetings with MWPA and other fire departments in the coastal zone to discuss which areas to include in environmental review.
 - Nov 2: Discussion and addition of roadways to PWP.
 - Nov 9: Fine tuning PWP maps for project areas and roadways.
 - Nov 16: Further fine tuning of roadways.
 - Nov 30: Finalizing details and maps for environmental review.



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 7

Review and Approve Expenditures

- **October & November 2023 Expenditures**
- **October & November 2023 Credit Card Charges**
- **October & November 2023 Payroll Summary**

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99663	E	376 INVERNESS PROPERTY MANAGEMENT	1200.00	10/02/23	10/23		
-99650	E	29 TRUIST BANK	8.97	10/16/23	10/23	CL 809	1200.00
-99649	E	53 CALPERS HEALTH	40.92	10/10/23	10/23	CL 838	8.97
-99646	E	53 CALPERS HEALTH	40.92	10/10/23	10/23	CL 846	40.92
-99645	E	256 PG&E	2733.01	10/30/23	10/23	CL 851	40.92
-99644	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	2342.01	10/30/23	10/23	CL 855	2733.01
-99643	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	193.55	10/30/23	10/23	CL 856	2342.01
-99642	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	767.16	10/30/23	10/23	CL 857	193.55
60204	S	8 ALPHA ANALYTICAL LABORATORIES, INC.	360.00	10/16/23	_____	CL 858	767.16
60205	S	266 RECOLOGY SONOMA MARIN	161.28	10/16/23	_____	CL 837	360.00
60206	S	8 ALPHA ANALYTICAL LABORATORIES, INC.	310.00	10/23/23	_____	CL 839	161.28
60207	S	18 AT&T (CalNet)	403.03	10/23/23	_____	CL 844	310.00
60208	S	17 AT&T -F1 Internet	127.69	10/23/23	_____	CL 841	403.03
60209	S	360 AT&T MOBILITY (Firstnet)	232.09	10/23/23	_____	CL 847	127.69
60210	S	48 CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	4095.00	10/23/23	_____	CL 842	232.09
60211	S	100 EMERGENCY MEDICAL PRODUCTS, INC.	348.27	10/23/23	_____	CL 840	4095.00
60212	S	11 AMAZON CAPITAL SERVICES	194.41	10/30/23	_____	CL 843	342.58
60213	S	110 FIRE SAFETY SUPPLY INC.	341.52	10/30/23	_____	CL 845	5.69
60214	S	128 GOOD & CLEAN, INC.	478.00	10/30/23	_____	CL 852	194.41
60215	S	387 SPENCER STENMARK	110.12	10/30/23	_____	CL 854	341.52
						CL 853	478.00
						CL 850	110.12
Total for Claim Checks			14487.95				
Count for Claim Checks			20				

* denotes missing check number(s)

of Checks: 20 Total: 14487.95

11/09/23
13:30:02

INVERNESS PUBLIC UTILITY DISTRICT
Claim Details
For the Accounting Period: 10/23

Page: 1 of 1
Report ID: AP100

For doc #s from 856 to 858, Bank of America
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date	Vendor #/Name/Description	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
856	-99644E 306	U.S. BANK CORPORATE PAYMENT	2,342.01					
S	Redding Cal Card	10/22/23						
1	T17S03L91 09/26/23	Amazon Prime Membership	193.77			10 52101	63312	10101
2	092723BV 09/27/23	Boviine - Board Mtg	37.66			10 52101	63361	10101
3	092723IP 09/27/23	Inv Pk Mkt-Staff Mtg Lunch	106.45*			10 52101	68112	10101
4	HCJK22NC 10/04/23	Adobe Lic. J Nicolas	287.88			10 52101	62212	10101
5	HCJK22NC 10/04/23	Adobe Lic. D Briggs	287.88*			21 53101	62212 4	10101
6	A01E0AB099 10/09/23	Tax Bandits - Q3 941 Filin	5.95			10 52101	62212	10101
7	101123IJ 10/11/23	Marin IJ - Annual Online	214.26			10 52101	63312	10101
8	101923CSDA 10/19/23	CSDA Water Super Job Posti	390.00			51 57101	62212	10101
9	768066613 10/20/23	Dell - Office Desktop	652.60			10 52101	62212	10101
10	768066605 10/21/23	Dell - Desktop Access	24.94			10 52101	62212	10101
11	768066597 10/21/23	Dell - Monitor	140.62			10 52101	62212	10101
857	-99643E 306	U.S. BANK CORPORATE PAYMENT	193.55					
J.Fox	Cal Card	10/22/23						
1	092623PM 09/26/23	Palace Mkt - Vol Trng	32.96			21 53101	63811	10101
2	092823FB 09/28/23	Friedmans - Small Tools	98.54			21 53101	62211	10101
3	101323Adob 10/13/23	Adobe - Subsc. Fee Monthly	29.99*			21 53101	62212	10101
4	2962610 10/19/23	Amazon - Small tools	32.06			21 53101	62211	10101
858	-99642E 306	U.S. BANK CORPORATE PAYMENT	767.16					
D. Briggs	Cal Card	10/22/23						
1	376459 09/28/23	Turtleback - Radio Straps	230.38*			21 53101	62212	10101
2	100823BO 10/08/23	Bolinas Mkt - Offsite Trng	185.15			21 53101	63811	10101
3	376764 10/19/23	Turtleback - Radio Straps	351.63*			21 53101	62212	10101
		# of Claims	3	Total:				3,302.72
			Total Electronic Claims	3,302.72	Total Non-Electronic Claims			

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	61.00		2,490.71
J001 HOURS (INS IN LIEU)	0.00		1,020.00
OVER HOURS (Overtime)	8.00		442.92
REG HOURS (Regular Time)	1,045.75		44,970.22
SICK HOURS (Sick Time)	33.50		1,326.16
VACA HOURS (Vacation Time Used)	160.00		7,597.54
GROSS PAY	57,847.55	0.00	
NET PAY	42,780.11	0.00	
CLASSIC	0.00	2,247.38	
FIRE CLASSIC	0.00	1,170.46	
FIT	6,679.92	0.00	
HEALTH INS HSA	1,539.70	8,471.62	
MEDICARE	816.44	816.44	
PEPRA	0.00	4,558.62	
PEPRA SAFETY	0.00	884.20	
SDI	520.64	0.00	
SIT	2,019.67	0.00	
SOCIAL SECURITY	3,491.07	3,491.07	
WORKERS' COMP	0.00	197.39	
CHASE BANK	4,677.67	0.00	
EXCHANGE BANK	5,643.30	0.00	
REDWOOD CU	19,412.20	0.00	
UMB BANK	2,802.24	0.00	
UMPQUA BANK	1,401.14	0.00	
WELLS FARGO	8,843.56	0.00	
FIT/SIT BASE	56,307.85	0.00	
MEDICARE BASE	56,307.85	0.00	
SOC SEC BASE	56,307.85	0.00	
UN BASE	57,847.55	0.00	
WC BASE	57,699.91	0.00	

Total 21,837.18
Total Payroll Expense (Gross Pay + Employer Contributions): 79,684.73

Check Summary

Payroll Checks Prev. Out.	\$177,694.61
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$177,694.61
Electronic Checks	\$79,487.34

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6982.14	6982.14		21103
Medicare	1632.88	1632.88		21102
Unempl. Insur.	0.00			21107

11/09/23
15:40:46

INVERNESS PUBLIC UTILITY DISTRICT
Payroll Summary For Payrolls from 10/01/23 to 10/31/23

Page: 2 of 2
Report ID: P130

Workers' Comp	197.39	1580.96		1778.35	21108
FIT	6679.92		6679.92		21101
SIT	2019.67		2019.67		21104
SDI	520.64		520.64		21105
PEPRA	4558.62		4558.62		21123
CLASSIC	2247.38		2247.38		21121
FIRE CLASSIC	1170.46		1170.46		21122
PEPRA SAFETY	884.20		884.20		21125
HEALTH INS HSA	10011.32		10011.32		21111
Total Ded.	36904.62	1580.96	36707.23	1778.35	

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

12/08/23
12:37:55

INVERNESS PUBLIC UTILITY DISTRICT
Check Register for Bank of America
For the Accounting Period: 11/23

Page: 1 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99638	E	22 BANK OF AMERICA	45.99	11/14/23	11/23		
-99637	E	29 TRUIST BANK	1.17	11/14/23	11/23	CL 861	45.99
-99636	E	376 INVERNESS PROPERTY MANAGEMENT	1200.00	11/03/23	11/23	CL 870	1.17
-99635 C	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	0.00	12/07/23		CL 860	1200.00
-99633	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	813.09	12/08/23	11/23	CL 885	
-99632	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	385.60	12/08/23	11/23	CL 885	813.09
-99631	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	649.60	12/08/23	11/23	CL 910	385.60
60216	S	98 ANN L. ELLIOTT	481.77	11/16/23		CL 911	649.60
60217	S	36 BRELJE AND RACE LABORATORIES, INC.	387.00	11/16/23		CL 869	481.77
60218	S	41 BUILDING SUPPLY CENTER	222.98	11/16/23		CL 865	387.00
60219	S	64 CHEDA'S GARAGE	777.16	11/16/23		CL 866	222.98
60220	S	71 CORE UTILITIES, INC.	240.00	11/16/23		CL 862	777.16
60221	S	82 DE CARLI'S PROPANE	488.15	11/16/23		CL 863	240.00
60222	S	131 GREG EASTMAN	121.23	11/16/23		CL 872	488.15
60223	S	382 HI-TECH EVS, INC.	70.40	11/16/23		CL 874	121.23
60224	S	146 HORIZON CABLE TV INC.	105.04	11/16/23		CL 873	70.40
60225	S	215 MCPHAIL FUEL CO.	5.00	11/16/23		CL 868	105.04
60226	S	259 POINT REYES LIGHT PUBLISHING CO., LC	58.00	11/16/23		CL 864	5.00
60227	S	262 QUILL CORPORATION	197.17	11/16/23		CL 867	58.00
60228	S	388 Todd Plummer	908.00	11/16/23		CL 867	197.17
60229	S	8 ALPHA ANALYTICAL LABORATORIES, INC.	360.00	11/30/23		CL 871	908.00
60230	S	18 AT&T (CalNet)	393.10	11/30/23		CL 879	360.00
60231	S	360 AT&T MOBILITY (Firstnet)	232.09	11/30/23		CL 875	393.10
60232	S	132 HACH COMPANY	85.40	11/30/23		CL 881	232.09
						CL 878	85.40

12/08/23
12:37:55

INVERNESS PUBLIC UTILITY DISTRICT
Check Register for Bank of America
For the Accounting Period: 11/23

Page: 2 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60233	S	136 HARRINGTON INDUSTRIAL PLASTICS, LLC	585.46	11/30/23	_____	CL 877	585.46
60234	S	196 MARIN COUNTY FINANCE DEPARTMENT	1272.99	11/30/23	_____	CL 876	1272.99
60235	S	340 NIGRO & NIGRO	5250.00	11/30/23	_____	CL 882	5250.00
60236	S	262 QUILL CORPORATION	825.11	11/30/23	_____	CL 880	825.11
Total for Claim Checks			16161.50				
Count for Claim Checks			28				

* denotes missing check number(s)

of Checks: 28 Total: 16161.50

12/08/23
12:34:54

INVERNESS PUBLIC UTILITY DISTRICT
Claim Details
For the Accounting Period: 11/23

Page: 1 of 1
Report ID: AP100

For Doc # = 885, Bank of America
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date	Vendor #/Name/Description	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
885	-99633E	306 U.S. BANK CORPORATE PAYMENT	813.09					
J Fox	Cal Card							
1	11/22/23	Palace Mkt - Drill Supplies	29.80			21 53101	63811	10101
2	11/22/23	Luckys-Drill Supplies	61.00			21 53101	63811	10101
3	11/22/23	Grand Auto-Smog Fees	88.25			21 53101	62412	10101
4	11/22/23	Amazon-Supplies	21.64			21 53101	62211	10101
5	11/22/23	Amazon-Supplies	28.09			21 53101	62211	10101
6	11/22/23	Amazon-Supplies	189.43			21 53101	62211	10101
7	11/22/23	Traffic Safety Store	162.46			21 53101	62211	10101
8	11/22/23	Adobe Subscription	29.99			10 52101	62212	10101
9	11/22/23	Palacce Mkt-Drill Supplies	62.39			21 53101	63811	10101
10	11/22/23	Grand Auto-Smog Fees	80.00			51 57101	62211	10101
11	11/22/23	Amazon-Supplies	15.14			21 53101	62211	10101
12	11/22/23	Rupture Seal	44.90*			51 57101	62412	10101
		# of Claims	1	Total:				813.09
		Total Electronic Claims	813.09	Total Non-Electronic Claims				

12/08/23
12:36:29

INVERNESS PUBLIC UTILITY DISTRICT
Claim Details
For the Accounting Period: 11/23

Page: 1 of 1
Report ID: AP100

For doc #s from 910 to 911, Bank of America
* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
910	-99632E 306 U.S. BANK CORPORATE PAYMENT		385.60					
S Redding Cal Card								
9	11/22/23 Bovine - Board Mtg		27.60			10 52101	63361	10101
10	11/22/23 J Scheepers - Firehouse Maint.		158.70			21 53101	62312	10101
11	11/22/23 Roboform Subscriptions		79.90			10 52101	63312	10101
12	11/22/23 Canva Subscriptions		119.40			10 52101	63312	10101
911	-99631E 306 U.S. BANK CORPORATE PAYMENT		649.60					
D Briggs Cal Card								
1	11/22/23 Costco-Drill Supplies		44.40			21 53101	63811	10101
2	11/22/23 Bovine-Drill Supplies		18.75			21 53101	63811	10101
3	11/22/23 Palace Mkt - Drill Supplies		4.29			21 53101	63811	10101
4	11/22/23 Amazon-Supplies		92.24			21 53101	62211	10101
5	11/22/23 Amazon-Supplies		79.65			21 53101	62211	10101
6	11/22/23 Home Depot - Supplies		410.27			21 53101	62211	10101
		# of Claims	2	Total:	1,035.20			
			Total Electronic Claims	1,035.20	Total Non-Electronic Claims			

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
HOL HOURS (Holiday Pay)	124.00		5,425.57
J001 HOURS (INS IN LIEU)	0.00		1,020.00
OVER HOURS (Overtime)	2.50		138.42
REG HOURS (Regular Time)	955.50		42,825.66
SICK HOURS (Sick Time)	88.00		4,994.13
VACA HOURS (Vacation Time Used)	90.04		3,473.78
VACP HOURS (Vacation Payout-Retirement A)	120.81		7,013.02
GROSS PAY	64,890.58	0.00	
NET PAY	47,461.70	0.00	
CLASSIC	0.00	2,247.38	
FIRE CLASSIC	0.00	1,170.46	
FIT	7,704.75	0.00	
HEALTH INS HSA	2,019.65	7,958.03	
MEDICARE	911.62	911.62	
PEPRA	0.00	4,538.37	
PEPRA SAFETY	0.00	884.20	
SDI	584.02	0.00	
SIT	2,310.84	0.00	
SOCIAL SECURITY	3,898.00	3,898.00	
WORKERS' COMP	0.00	232.34	
CHASE BANK	4,669.83	0.00	
EXCHANGE BANK	5,307.16	0.00	
REDWOOD CU	19,438.19	0.00	
UMB BANK	2,802.24	0.00	
UMPQUA BANK	1,401.14	0.00	
WELLS FARGO	13,843.14	0.00	
FIT/SIT BASE	62,870.93	0.00	
MEDICARE BASE	62,870.93	0.00	
SOC SEC BASE	62,870.93	0.00	
UN BASE	64,890.58	0.00	
WC BASE	64,844.44	0.00	
Total		21,840.40	
Total Payroll Expense (Gross Pay + Employer Contributions):		86,730.98	

Check Summary

Payroll Checks Prev. Out.	\$1,606.45
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$1,606.45
Electronic Checks	\$86,498.64

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
-----	-----	-----	-----	-----
Social Security	7796.00	7796.00		21103
Medicare	1823.24	1823.24		21102

12/08/23
12:41:14

INVERNESS PUBLIC UTILITY DISTRICT
Payroll Summary For Payrolls from 11/01/23 to 11/30/23

Page: 2 of 2
Report ID: P130

Unempl. Insur.	0.00				21107
Workers' Comp	232.34	1778.35		2010.69	21108
FIT	7704.75		7704.75		21101
SIT	2310.84		2310.84		21104
SDI	584.02		584.02		21105
PEPRA	4538.37		4538.37		21123
CLASSIC	2247.38		2247.38		21121
FIRE CLASSIC	1170.46		1170.46		21122
PEPRA SAFETY	884.20		884.20		21125
HEALTH INS HSA	9977.68		9977.68		21111
Total Ded.	39269.28	1778.35	39036.94	2010.69	

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



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 8

Resolution 283-2023

Designating the Time and Place for Holding Regular Meetings

Inverness Public Utility District

RESOLUTION NO. 283-2023

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
DESIGNATING THE TIME AND PLACE
FOR HOLDING REGULAR MEETINGS**

WHEREAS, Section 54954 of Chapter 9, Division 2, Title 5 of the Government Code of the State of California, effective April 1, 1994, requires the legislative bodies of local agencies to declare by formal action the time and place for holding regular meetings,

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Inverness Public Utility District that its regular meetings shall be held at 4:00 p.m. on the third Tuesday of each month, except that if such a designated Tuesday of any month falls on a legal holiday, that month’s regular meeting shall be held on the preceding Tuesday of that month unless scheduled otherwise by the Board of Directors.

BE IT FURTHER RESOLVED that the meetings of the Board of Directors of the Inverness Public Utility District shall be held at the Meeting Room in the Inverness Firehouse at 50 Inverness Way, Inverness, Marin County, California

BE IT FURTHER RESOLVED by the Board of Directors of the Inverness Public Utility District that all of its committees are advisory committees, that none of its committees has a fixed meeting schedule, and that none of its committees is empowered to take any action on behalf of the Board or the District or to act in any capacity except to make recommendations to the Board of Directors.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 14th day of November, 2023, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Kathryn Donohue, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 283-2023 on record in this office and that subsequent to its adoption no declaration contained in Resolution 283-2023 has been amended, modified, or revoked by the governing body.

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

Signed _____ Date _____



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 9

Approval of 2024 Board Meeting Schedule



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT & WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937-0469

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NOTICE OF 2024 MEETING SCHEDULE

Notice is hereby given that the Regular Meetings of the Board of Directors of the Inverness Public Utility District for the year 2024 are scheduled for the following dates:

January 16
February 20
March 19
April 16
May 21
June 18
July 16
August 20
September 17
October 15
November 19
December 17

Note: All meetings are scheduled for the **third Tuesday** of the month. Meetings are held at the Inverness Firehouse, 50 Inverness Way North, Inverness, at **4:00 p.m.** Any changes from this schedule will be duly noticed.

ATTEST:

Shelley L Redding, Clerk of the Board

Date: _____

Distribution:

Directors (5)
Staff (5)
Press (1)
Copies posted locally (3)
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**BOARD OF DIRECTORS: KATHRYN DONOHUE , PRESIDENT • KENNETH J. EMANUELS, VICE PRESIDENT
DAVID PRESS, TREASURER • DAKOTA WHITNEY • BRENT JOHNSON**



SHELLEY REDDING, GENERAL MANAGER

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



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 10

Volunteer Appreciation



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Volunteer Appreciation
Meeting Date: December 12, 2023
Date Prepared: November 8, 2023
Prepared by: Shelley Redding, General Manager
Attachments: None

Recommended Action: Approval of Volunteer Appreciation in lieu of Annual Party

Traditionally, each year, IPUD hosts a volunteer appreciation Holiday event to thank the active volunteers for their contributions to the District.

Staff proposes that again, in lieu of the annual Holiday Party, IPUD present a gift certificate from a local business for each active volunteer of the Inverness Public Utility District.

Staff recommends a budget of up to \$1,700.00



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 11

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting December 12, 2023

Agenda Item No. 12

Announcements,

Next Meeting,

Adjournment