



Inverness Public Utility District Board Meeting

Agenda Item No. 5

Reports

Receive Reports On Administrative and Operational Activities for March & April 2026

A. Special Project Report – Colby and Seahaven Tank Replacement Project

- 1) Project Completion Report

B. General Manager’s Administrative Report

- 1) Capital Projects Report Fiscal Year-To-Date
- 2) Marin County Operational Area Alert & Warning Program MOU between IPUD and the Marin County Office of Emergency Management (OEM)
- 3) Potential CLAM Project – The Cottages
- 4) National Weather Service El Nino Prediction Update
- 5) Marin Emergency Radio Authority Citizen Oversight Committee
- 6) Upper Via de la Vista Road Paving & Maintenance Project
- 7) Volunteer Fire Department Non-Profit Foundation

C. Operations Reports

- 1) Water System Report March and April 2026 – Rich Perez
- 2) Fire Department Report March & April 2026 – David Briggs
- 3) Marin Wildfire Prevention Authority (MWPA) Report March & April 2026 – David Briggs



Inverness Public Utility District
Board Meeting

**Small Community Drought Relief Program
Inverness Tank Replacement Project**

**Inverness Public Utility District
Agreement Number 4600015656**

**Final Project Report
January 1, 2026 – February 28, 2026
Shelley Redding, General Manager**

Inverness Tank Replacement Project

Executive Summary

The purpose of this project was to improve the ability of the water system to maintain sustainability and water availability for both potable water and fire protection. The goal of this project was to replace the remaining redwood water tanks of the water system in two locations and complete the goal of improving the storage needs of the District. The project was comprised of the installation of one bolted steel tank at the Colby Tank site located on Perth Way to replace the three 10,000-gallon redwood tanks and, at the Seahaven Tank site located on Via de la Vista, replace one 15,000-gallon redwood tank at the with a bolted steel tank. The tank design goal was to at least maintain the storage capacity of the current tanks, if not increase them.

The work that was completed with this Department of Water Resources Grant Funded project met the goals that were outlined in the grant application by achieving the following:

- At the Colby Tank Site:
 - The removal of 3-10,000-gallon redwood water tanks, and the pier foundations that supported them.
 - The excavation, site preparation and installation of the new tank pad.
 - The replacement installation of a new 63k gallon bolted steel tank (38,900-gallon usable capacity), along with the necessary piping, valves, and drainage.

- At the Seahaven Tank Site:
 - The relocation and installation of a new pad and pumphouse for the site.
 - The relocation, excavation, site preparation and installation of the new tank pad
 - The installation of a new 38,000-gallon bolted steel tank (29,700-gallon usable capacity), along with the necessary piping and valves.

With these activities, the net storage capacity at the Colby Tank site increased by 8,900 gallons and at the Seahaven site the net gain was 14,700 gallons. The other benefit from the replacement of the redwood tanks is the elimination of leaks due to deteriorating material of the redwood tanks, thus improving the sustainability of the system capacity.

Notwithstanding the increase in total project cost, all Project objectives were fully achieved, including replacement of failing water storage infrastructure, increased usable water storage capacity, improved system reliability during drought conditions, and compliance with current seismic and regulatory standards.

Reports and/or Products

1. As Built Drawings: Completed and submitted to DWR.
2. Certificate of Project Completion: Completed and submitted to DWR.
3. Project Photos: See attached document with photos of completed tanks at both the ColbyTank Site and the Seahaven Tank Site.

4. Self-Certification of Purpose of Project

The purpose of the Project was to respond to a drought scenario, as defined by California Water Code Section 13198(a). The Project was intended to accomplish the following objectives:

- A. **Address immediate impacts to human health and safety** through the removal of failing water storage tanks and replacement with new bolted steel tanks capable of retaining required storage volumes.
- B. **Reduce impacts to fish and wildlife resources** by minimizing water loss and unnecessary diversion associated with leaking and deteriorating redwood tanks.
- C. **Provide reliable water supply to a community vulnerable to water shortages**, particularly during drought conditions and periods of increased demand.

As outlined in the original grant application, the District further identified the following criteria:

- A. Design and construct new water storage facilities at the Colby and Seahaven tank sites in compliance with current codes and standards.
- B. Ensure the height of the new storage tanks is comparable to that of the existing tanks being replaced, thereby minimizing seismic impacts and maintaining system operability and distribution during an earthquake.
- C. Increase usable storage volume to improve potable water reserves and accommodate seasonal fluctuations in demand due to tourism and drought-related impacts.
- D. Minimize changes in service area pressures to prevent loss of filtered water and maintain stability throughout the storage and distribution system.

Summary of Achievement of Project Purpose

The District has fully achieved all elements identified under the **Purpose of the Project**, as outlined above and documented in the **Executive Summary** and **Project Description** sections of this Final Project Report.

The replacement of failing redwood water storage tanks with new bolted steel tanks at both the **Colby** and **Seahaven** tank sites directly addressed immediate **human health and safety concerns** by eliminating deteriorated infrastructure and reducing the risk of water loss. As reported in the Executive Summary, three 10,000-gallon redwood tanks at the Colby site and one 15,000-gallon redwood tank at the Seahaven site were removed from service and replaced with seismically compliant bolted steel tanks constructed to current codes and standards.

The Project also successfully **reduced impacts to fish and wildlife resources** by eliminating leakage and minimizing unnecessary diversion associated with the failing redwood tanks, as evidenced by the documented removal of deteriorated tanks and installation of watertight steel storage facilities.

In addition, the Project significantly **improved water supply reliability for a drought-vulnerable community** through a measurable increase in usable storage capacity. As reported in the Executive Summary, the Colby Tank site experienced a **net increase of 8,900 gallons of storage**, while the Seahaven Tank site realized a **net increase of 14,700 gallons**, resulting in increased potable water reserves to better accommodate seasonal demand, tourism impacts, and drought conditions.

The design criteria identified in the original grant application were also fully met. The new tanks were constructed at heights comparable to the existing tanks being replaced, minimizing seismic

impacts and supporting continued system operation during seismic events. In addition, system integration and piping improvements were completed in a manner that **minimized changes to service area pressures**, thereby maintaining distribution system stability and preventing the loss of treated water.

5. Discussion of problems that occurred during work and how they were resolved:

During site excavation and pad forming work we encountered minor issues regarding weather events. Both the project manager and contractor were able to arrange scheduling of other tasks on both sites during these times. We experienced delays in the electrical inspection process by PG&E but were able to get the project moved on the calendar by a month earlier, to ensure project completion. We experienced only one (1) supply chain issues for the float valve at the Colby Tank site, but the item was received and installed prior to the completion of the project.

6. Final Project Schedule:

The project was completed on February 27, 2026.

Table 2. Project Schedule as of March 13, 2026

Task	Description	Planned Completion Date	Actual Completion Date
1	Task 1 Project Administration	02/28/2026	4/1/2026
2	Task 2 CEQA Documentation and Permitting	12/31/2024	6/30/2025
3	Task 3 Design and Contracting	12/31/2024	09/30/2025
4	Task 4 Construction	2/28/2026	2/27/2026
5	Task 5 Construction Management	2/28/2026	3/6/2026

The project schedule for construction at the Colby Tank Site was 81 days, beginning 9/16/25 and ending January 12, 2026. The Seahaven Tank Site was originally scheduled for 51 days, starting October 20, 2025 and ending January 2, 2026. Both project schedules were extended to end by February 27, 2026. See the attached updated schedule.

The total budget of this project was \$1,200,000. The project cost information is provided in Table 1. The term of this funding agreement began on June 14, 2023, and expires on February 28, 2026.

PROJECT COSTS AND DISPOSITION OF FUNDS**Table 1. Project Costs as of February 28, 2026.**

Task	Description	Grant Amount, \$	<i>Project Costs To Date</i>	Invoiced to date, \$	Amount Remaining, \$	Percent Invoiced to date
1	Task 1 Project Administration	0.00	<i>19,820.00</i>	0	0	0
2	Task 2 CEQA Documentation and Permitting	55,500.00	<i>55,499.49</i>	55,500.00	0.00	100%
3	Task 3 Design and Contracting	158,300.00	<i>165,219.42</i>	158,300.00	0.00	100%
4	Task 4 Construction	880,000.00	<i>1,499,176.31</i>	880,000.00	0.00	100%
5	Task 5 Construction Management	106,200.00	<i>158,459.15</i>	106,200.00	0.00	100%
Total		1,200,000.00	<i>1,898,174.37</i>	1,200,000.00	0.00	100%

Table 2. Invoices and Received Payments January 1, 2024–April 8, 2026

Inverness Public Utility District

Project 4600015656

Date	Transaction type	Transaction number	Invoice Amount	Payment Amount	Retention Balance
05/23/2024	Invoice	1	21,657.50		
06/12/2024	Payment	05-450067		19,491.75	2,165.75
08/30/2024	Invoice	2	43,801.25		
10/16/2024	Payment			39,421.12	6,545.88
11/21/2024	Invoice	3	30,473.75		
03/25/2025	Payment			27,426.37	9,593.26
04/03/2025	Invoice	4	76,165.19		
07/14/2025	Payment	05-752145		68,548.67	17,209.78
10/20/2025	Invoice	5	163,162.47		
12/11/2025	Payment	05-850976		146,846.22	33,526.03
12/04/2025	Invoice	6	227,395.10		
01/20/2026	Payment	05-870295		204,653.78	56,267.35
02/04/2026	Invoice	7	490,428.36		
03/16/2026	Payment	05-905915		441,385.52	105,310.19
03/16/2026	Invoice	8	146,918.38		
	Payment			132,226.54	120,002.03

Payment not received yet

Statement verifying separate accounting of funding disbursements:

All grant funds associated with the Inverness Tank Replacement Project were accounted for separately and managed in accordance with District financial management practices. Project-related expenditures were recorded through the District’s bank account and tracked within Asset Account 1371-35 – Construction in Progress, which was established specifically to document and manage costs associated with this capital improvement project. This accounting structure ensured that all disbursements were identifiable, traceable, and segregated from other District operating funds.

The District certifies and affirms that all project-related grant funds were separately accounted for and administered through Asset Account 1371-35 – Construction in Progress, in compliance with the terms of the funding agreement and applicable accounting standards.

Factors that Positively or Negatively Affected the Project Cost and Any Deviation from the Original Project Cost Estimate:

Total project expenditures for the Inverness Tank Replacement Project amounted to \$1,898,174.37. The original grant application, submitted on March 10, 2023, requested a grant amount of \$1,508,825.00 and was based on cost data from a comparable water storage project completed in 2022 under a State Water Resources Control Board Financing Agreement. Following the award of \$1,200,000.00 in grant funding in July 2023, and prior to receipt of construction bids in 2025, market conditions changed significantly. Costs associated with engineering, project management, permitting, environmental services, materials, and labor increased substantially during this period. The most significant cost increase was attributable to the awarded construction bid, which totaled \$1,552,500, reflecting industry-wide escalation in construction pricing.

Despite these market-driven increases, the Project benefited from effective project management and timely construction, which helped limit further cost escalation and avoid schedule-related impacts. The cost increases were not the result of scope expansion, and the Project was constructed in full accordance with the scope, objectives, and design criteria approved in the original grant application.

The District successfully utilized a committed reserve fund for tank replacement in the amount of \$221,281.28, along with available uncommitted local reserves, to fund the balance of project costs. Grant funding was not exceeded, and all additional expenditures beyond the grant award were fully funded with local District resources. Through the successful use of reserves and proactive financial management, the District ensured completion of the Project.

A Final Note of Gratitude:

The District would like to acknowledge and thank the State of California Department of Water Resources for the opportunity of grant funds for this project through the Small Community Drought Relief Program. The staff at DWR, and particularly Geoffrey Anderson, P.E., have provided invaluable guidance and support to the District staff for success with project reporting requirements.

Throughout the course of the project, the District has had the benefit of professional, technical, and administrative support from the engineering firm Brelje & Race Engineers, Piazza Construction, Superior Tanks, Kerry Lemos Electrical, The Marin County Community Development Planning Department and Department of Public Works, and District 4 County Supervisor Dennis Rodoni.

For our small water system, this has been a valuable opportunity to improve the resiliency of the water system for health and safety of the community.

ID	Task Name	Duration	Start	Finish	Predecessors	Timeline																								
						25	12	17	22	27	October 2025					November 2025					December 2025					January 2026				
0	Colby and Seahaven Tanks_baseline					[Timeline bar]																								
29	CONSTRUCTION PHASE	109 days	Tue 9/16/25	Mon 2/27/26		[Timeline bar]																								
30	Colby Tank	109 days	Tue 9/16/25	Wed 2/27/26		[Timeline bar]																								
31	Mobilization	2 days	Tue 9/16/25	Wed 9/17/25		[Gantt chart bar]																								
32	Demo existing tanks	4 days	Thu 9/18/25	Tue 9/23/25	31	[Gantt chart bar]																								
33	Clear site	3 days	Wed 9/24/25	Fri 9/26/25	32	[Gantt chart bar]																								
34	Demo foundations	5 days	Mon 9/29/25	Fri 10/3/25	33	[Gantt chart bar]																								
35	Grade site	3 days	Mon 10/6/25	Wed 10/8/25	34	[Gantt chart bar]																								
36	Staking/ layout	1 day	Tue 10/7/25	Tue 10/7/25		[Gantt chart bar]																								
37	Storm drain	4 days	Thu 10/9/25	Tue 10/14/25	35	[Gantt chart bar]																								
38	Cut in waterline valves	3 days	Wed 10/15/25	Fri 10/17/25	37	[Gantt chart bar]																								
39	Excavate foundation	3 days	Mon 10/27/25	Wed 10/31/25	38	[Gantt chart bar]																								
40	Form footing	2 days	Mon 11/03/25	Wed 11/5/25	39	[Gantt chart bar]																								
41	Foundation rebar	2 days	Thu 11/6/25	Fri 11/7/25	40	[Gantt chart bar]																								
42	Anchor bolts	1 day	Mon 11/17/25	Mon 11/17/25	41	[Gantt chart bar]																								
43	Pour foundation	1 day	Thu 12/4/25	Thu 12/4/25	42	[Gantt chart bar]																								
44	Strip forms	1 day	Tue 12/9/25	Tue 12/9/25	43	[Gantt chart bar]																								
45	Tank pad fill	1 day	Mon 12/15/25	Mon 12/15/25	44	[Gantt chart bar]																								
46	Outlet piping	5 days	Tue 12/16/25	Mon 12/22/25	45	[Gantt chart bar]																								
47	Inlet piping	2 days	Tue 12/23/25	Fri 12/26/25	46	[Gantt chart bar]																								
48	Electrical conduits	2 days	Mon 12/29/25	Wed 12/31/25	47	[Gantt chart bar]																								
49	Tank drain	1 day	Tue 12/30/25	Tue 12/30/25	48	[Gantt chart bar]																								
50	Tank erection, TBD	14 days	Mon 1/5/2026	Fri 1/16/2026	49FS+12 days	[Gantt chart bar]																								
51	Cathodic protection	1 day	Mon 2/23/25	Mon 2/23/25	50	[Gantt chart bar]																								

ID	Task Name	Duration	Start	Finish	Predecessors	25					October 2025					November 2025					December 2025					January 2026		
						12	17	22	27	2	7	12	17	22	27	1	6	11	16	21	26	1	6	11	16	21	26	31
76	Final completion	0 days	Thu 2/26/26	Fri 2/27/26	75																							



Inverness Public Utility District

Post Office Box 469

Administration Office: 12781 Sir Francis Drake Blvd.

Volunteer Fire Department: 50 Inverness Way

Inverness, CA 94937-0469

March 26, 2026

Mr. Geoffrey Anderson, PE

Department of Water Resources

Via email: geoffrey.anderson@water.ca.gov

Re: Inverness Public Utility District Tank Replacement Project – Agreement #4600015656
Project inventory list of items valued over \$5,000 purchased and funded through the Agreement.

Dear Mr. Anderson,

See the table below showing the items purchased during the project:

ITEM	MANUFACTURER	MODEL	VALUE	LOCATION
Thermoset Powder Coated Bolted Steel Tank	Superior Tank Company	63K Gallon (38.9k Usable Capacity)	416,150.00	Colby Tank Site
Thermoset Powder Coated Bolted Steel Tank	Superior Tank Company	38K Gallon (29.7k Usable Capacity)	245,100.00	Seahaven Tank Site
2" Float Valve	Cal-Val	124-01	15,100.00	Colby Tank Site

Thank you,

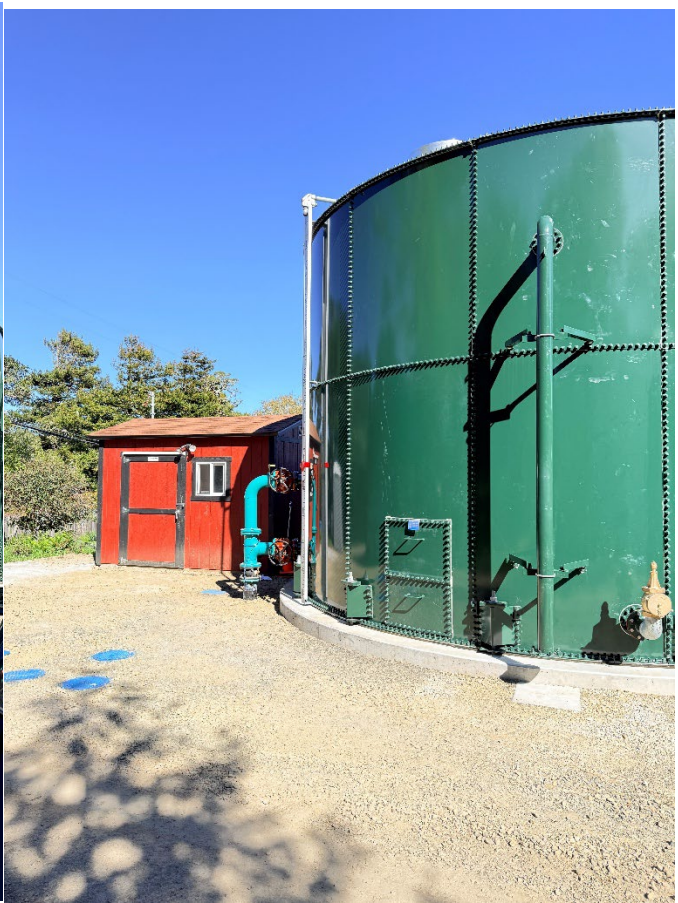
Shelley Redding
General Manager

Board of Directors: Kathryn Donohue President • Ken Emanuels, Vice President
David Press, Treasurer • Brent Johnson • Dakota Whitney



Shelley Redding, General Manager

David Briggs, Fire Chief. Richard J Perez, Water System Superintendent



Seahaven Tank Site with new pumphouse

Colby Tank Site



SELF-CERTIFICATION OF PROJECT ALIGNMENT WITH CALIFORNIA DWR GRANT AGREEMENT GOALS

Project Title: __Inverness Tank Replacement Project_____

Grant Agreement Number: _4600015656_____

Recipient Organization: __Inverness Public Utility District_____

I, the undersigned, hereby certify that:

1. Alignment with Grant Purpose

The activities, deliverables, and outcomes of the above-referenced project are consistent with, and directly support, the stated purpose and objectives outlined in the California Department of Water Resources (DWR) Grant Agreement.

2. Compliance with Agreement Terms

All work performed to date, and all planned future work, is in compliance with the scope, schedule, budget, and performance requirements specified in the DWR Grant Agreement, including applicable state and federal laws, regulations, and guidelines.

3. Accuracy and Integrity of Reporting

All information provided to DWR regarding the project's progress, expenditures, and alignment with the stated goals is true, complete, and accurate to the best of my knowledge.

4. Ongoing Commitment to Grant Objectives

The project team will continue to monitor and ensure alignment with the stated goals throughout the duration of the grant, and will promptly notify DWR of any material changes that could affect compliance or performance.

Authorized Representative:

Name: __Shelley Redding_____

Title: __General Manager_____

Signature: *Shelley Redding*_____

Date: __4/9/2026_____



Inverness Public Utility District

50 Inverness Way, Inverness, CA 94937
Administration Office: 12781 Sir Francis Drake Blvd.
Inverness, CA 94937: Ph. 415.669.1414

Mailing: Post Office Box 469, Inverness CA 94937-0469

March 20, 2026

Mr. Geoffrey Anderson, PE
Department of Water Resources
Via email: Geoffrey.anderson@water.ca.gov

RE: Inverness Public Utility District Project Agreement #4600015656

Dear Geoffrey:

The Inverness Public Utility District is requesting release of retention for Agreement Number 460001565 (June 2023 – February 2026).

Total amount invoiced was \$1,200,000 Please see below table:

Budgeted Amount	Total Amount Billed	10% Retention Held	Retention to Release
\$1,200,000.00	\$1,200,000.00	\$120,000.03	\$120,000.03

Thank you and please do not hesitate to contact me if additional information is needed.

Shelley Redding
General Manager
Authorized Signatory Authority for the Inverness Public Utility District

Colby/Seahaven Tank Replacement Project Accounting Detail

FY 2023-2024 Activity

Invoice Date	Description	Expense Amount	Balance	Total Reimbursement Submitted	Retention Amount	Net Reimbursement
1/1/2024	Beginning Balance	0.00	0.00			
2/15/2024	Brelje&Race Engineering	-7,802.50	-7,802.50			
3/15/2024	Brelje & Race Engineering	-13,855.00	-21,657.50			
5/21/2024	Reimbursement #1			21,657.50	2,165.75	19,491.75
4/15/2024	Brelje & Race Engineering	-19,861.25	-41,518.75			
5/15/2024	Brelje & Race Engineering	-16,703.22	-58,221.97			
6/17/2024	Brelje & Race Engineering	-8,101.00	-66,322.97			
6/30/2024	FYE TOTALS	-66,322.97	-66,322.97	21,657.50	2,165.75	19,491.75

FY 2024-2025 Activity

8/15/2024	Brelje & Race Engineering	-10,981.45	-10,981.45			
8/26/2024	Marin County CDA #1 (VOID)	0.00	-10,981.45			
8/26/2024	Marin County CDA #2 (VOID)	0.00	-10,981.45			
8/30/2024	Reimbursement # 2			43,801.25	4,380.13	39,421.13
9/1/2024	Fed Ex Printing	-182.88	-11,164.33			
9/16/2024	Brelje & Race Engineering (08/2024)	-13,411.25	-24,575.58			
10/15/2024	Ramirez Tree Service & Landscaping	-2,000.00	-26,575.58			
10/28/2024	Brelje & Race Engineering (06/2024)	-6,167.50	-32,743.08			
11/4/2024	Brelje & Race Engineering (09/2024)	-9,712.50	-42,455.58			
11/21/2024	Reimbursement #3			30,473.75	3,047.38	27,426.38
11/25/2024	Brelje & Race Engineering (10/2024)	-22,013.75	-64,469.33			
11/25/2024	FedEx - Printing	-622.08	-65,091.41			
12/2/2024	MC Planning - Permit Fees	-13,912.62	-79,004.03			
12/16/2024	MC Planning - Permit Fees	-2,316.00	-81,320.03			
12/16/2024	Brelje & Race - Colby Site Plans	-1,835.00	-83,155.03			
12/16/2024	Brelje & Race - Seahaven Site Plans	-4,918.75	-88,073.78			
12/17/2024	MC Planning - Permit Fees	-2,168.57	-90,242.35			
12/18/2024	Tuff Shed	-6,417.29	-96,659.64			
12/18/2024	Thomas Fox - Pump House Foundati	-3,315.00	-99,974.64			
12/31/2024	Rich's Ready Mix	-996.65	-100,971.29			
1/16/2025	Brelje & Race Engineering	-2,133.75	-103,105.04			
2/14/2025	Fed Ex Printing	-194.92	-103,299.96			
2/26/2025	Old Republic Title	-1,400.00	-104,699.96			
2/27/2025	Brelje & Race Engineering (01/25)	-11,315.00	-116,014.96			
2/28/2025	Building Supply	-227.64	-116,242.60			
2/28/2025	Building Supply	-177.10	-116,419.70			
3/17/2025	County of Marin - Lot Merger Fee	-392.00	-116,811.70			
3/24/2025	Brelje & Race Engineering	-3,390.00	-120,201.70			
5/10/2025	FedEx Printing	-209.18	-120,410.88			
5/15/2025	Brelje & Race Engineering	-2,653.75	-123,064.63			
6/16/2025	Brelje & Race Engineering	-2,818.75	-125,883.38			
6/28/2025	Building Supply & Hardware	-163.57	-126,046.95			
6/28/2025	Building Supply & Hardware	-320.40	-126,367.35			
FYE 06/30/2025	TOTALS	-126,367.35	-126,367.35	74,275.00	7,427.50	66,847.50
Project Total		-192,690.32	-192,690.32	95,932.50	9,593.25	86,339.25

FY 2025-2026 Activity

Invoice Date	Description	Expense Amount	Project Balance	Total Reimbursement	Retention Amount	Net Reimbursement
7/14/2025	Reimbursement #4			76,165.19	7,616.52	68,548.67
7/16/2025	Brelje & Race Engineering	-7,545.00	-7,545.00			
7/20/2025	Ramirez Tree Service	-2,000.00	-9,545.00			
7/28/2025	PG&E	-3,500.00	-13,045.00			
8/11/2025	North Cal Restoration	-9,800.00	-22,845.00			
8/18/2025	PACE Supply	-773.99	-23,618.99			
9/16/2025	Brelje & Race Engineering	-32,806.65	-56,425.64			
9/19/2025	Signs.com	-10.00	-56,435.64			
9/29/2025	Signs.com	-565.39	-57,001.03			
10/7/2025	Piazza Construction	-89,062.50	-146,063.53			
10/13/2025	Arborscience, LLC	-500.00	-146,563.53			
10/15/2025	Brelje & Race Engineering	-17,125.00	-163,688.53			
10/21/2025	North Cal Restoration	-12,907.50	-176,596.03			
10/30/2025	Lunny Grading & Paving	-140.30	-176,736.33			
10/31/2025	Jim Fox	-2,021.20	-178,757.53			

10/31/2025	Piazza Construction	-104,310.00	-283,067.53			
11/3/2025	Bauer Associates, Inc.	-1,383.50	-284,451.03			
11/4/2025	Alpha Analytical Labs	-116.00	-284,567.03			
11/4/2025	Pace Supply	-169.06	-284,736.09			
11/14/2025	Jim Fox	-2,379.80	-287,115.89			
11/17/2025	County of Marin - Reimbursement	3,497.07	-283,618.82			
11/17/2025	Brelje & Race Engineering	-21,501.25	-305,120.07			
11/28/2025	Jim Fox	-1,173.51	-306,293.58			
11/28/2025	Building Supply & Harware	-262.33	-306,555.91			
12/1/2025	Piazza Construction	-90,314.60	-396,870.51			
12/2/2025	Marin County DPW	-1,025.85	-397,896.36			
12/10/2025	Reimbursement #5			163,162.47	16,316.25	146,846.22
12/13/2025	North Cal Restoration	-700.00	-398,596.36			
12/15/2025	Jim Fox	-1,173.51	-399,769.87			
12/15/2025	Brelje & Race Engineering	-20,093.75	-419,863.62			
12/18/2025	Ferguson Waterworks	-1,162.61	-421,026.23			
12/18/2025	Bauer Associates, Inc.	-1,511.00	-422,537.23			
12/31/2025	Jim Fox	-1,206.20	-423,743.43			
1/9/2026	Piazza Construction	-98,479.38	-522,222.81			
1/15/2026	Jim Fox	-1,238.80	-523,461.61			
1/16/2026	Brelje & Race Engineering	-15,807.50	-539,269.11			
1/20/2026	McMaster-Carr	-98.29	-539,367.40			
1/20/2026	Reimbursement #6			227,395.10	22,739.51	204,655.59
1/25/2026	PACE Supply	-302.50	-539,669.90			
1/27/2026	Bauer Associates, Inc.	-2,194.50	-541,864.40			
1/29/2026	Grainger	-7.77	-541,872.17			
1/30/2026	Jim Fox	-2,184.20	-544,056.37			
1/30/2026	Piazza Construction	-332,216.90	-876,273.27			
1/30/2026	Kerry Lemos Electrical	-13,570.00	-889,843.27			
2/2/2026	PACE Supply	-475.75	-890,319.02			
2/10/2026	Alpha Analytical Labs	-111.00	-890,430.02			
2/13/2026	Jim Fox	-2,086.24	-892,516.26			
2/17/2026	Brelje & Race Engineering	-24,808.75	-917,325.01			
2/24/2026	PACE Supply	-335.03	-917,660.04			
2/27/2026	Jim Fox	-1,792.76	-919,452.80			
2/28/2026	Piazza Construction	-750,262.50	-1,669,715.30			
3/12/2026	Brelje & Race Engineering	-26,316.25	-1,696,031.55			
3/13/2026	Jim Fox	-260.78	-1,696,292.33			
3/16/2026	Reimbursement #7			490,428.36	49,042.84	441,385.52
3/16/2026	Brelje & Race Engineering	-26,316.25	-1,722,608.58			
4/7/2026	Kerry Lemos Electrical	-3,968.00	-1,726,576.58			
4/14/2026	Reimbursement #8			146,918.38	14,691.84	132,226.54
4/21/2026	Brelje & Race Engineering	-4,886.25	-1,731,462.83			
4/22/2026	Reimbursement #9 (Retention)				(120,000.03)	120,000.03
FYE 06/30/2026		-1,731,462.83	-1,731,462.83	1,104,069.50	-9,593.08	1,113,662.58
Project Totals to Date		-1,924,153.15	-1,924,153.15	1,200,002.00	0.17	1,200,001.83
4/22/2026						

**OPERATIONAL AREA ALERT & WARNING PROGRAM AND
MEMORANDUM OF AGREEMENT BETWEEN
THE COUNTY OF MARIN**

AND THE

CITY OF BELVEDERE, TOWN OF CORTE MADERA, TOWN OF FAIRFAX, CITY OF LARKSPUR, CITY OF MILL VALLEY, CITY OF NOVATO, TOWN OF ROSS, TOWN OF SAN ANSELMO, CITY OF SAN RAFAEL, CITY OF SAUSALITO, AND TOWN OF TIBURON; MARIN COUNTY OFFICE OF EDUCATION, (ACTING ON BEHALF OF ALL SCHOOL DISTRICTS WITHIN THE MARIN OPERATIONAL AREA); BOLINAS FIRE PROTECTION DISTRICT, KENTFIELD FIRE PROTECTION DISTRICT, NOVATO FIRE PROTECTION DISTRICT, SLEEPY HOLLOW FIRE PROTECTION DISTRICT, SOUTHERN MARIN FIRE PROTECTION DISTRICT, STINSON BEACH FIRE PROTECTION DISTRICT, AND TIBURON FIRE PROTECTION DISTRICT; CENTRAL MARIN FIRE DEPARTMENT AND ROSS VALLEY FIRE DEPARTMENT; CENTRAL MARIN POLICE AUTHORITY, MARIN COUNTY SHERIFF'S OFFICE, MARIN COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT; MARIN MUNICIPAL WATER DISTRICT, NORTH MARIN WATER DISTRICT, STINSON BEACH COUNTY WATER DISTRICT, BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT, INVERNESS PUBLIC UTILITY DISTRICT, AND MUIR BEACH COMMUNITY SERVICES DISTRICT; ALMONTE SANITARY DISTRICT, ALTO SANITARY DISTRICT, HOMESTEAD VALLEY SANITARY DISTRICT, LAS GALLINAS VALLEY SANITARY DISTRICT, NOVATO SANITARY DISTRICT, RICHARDSON BAY SANITARY DISTRICT, ROSS VALLEY SANITARY DISTRICT, SAUSALITO-MARIN CITY SANITARY DISTRICT, SANITARY DISTRICT NO. 5 OF MARIN COUNTY, SANITARY DISTRICT NO. 2 (CORTE MADERA), AND SAN RAFAEL SANITATION DISTRICT.

I. PURPOSE

This Agreement ("Agreement") is made by and between the County of Marin ("County") and the Jurisdictions of CITY OF BELVEDERE, TOWN OF CORTE MADERA, TOWN OF FAIRFAX, CITY OF LARKSPUR, CITY OF MILL VALLEY, CITY OF NOVATO, TOWN OF ROSS, TOWN OF SAN ANSELMO, CITY OF SAN RAFAEL, CITY OF SAUSALITO, AND TOWN OF TIBURON; MARIN COUNTY OFFICE OF EDUCATION, (ACTING ON BEHALF OF ALL SCHOOL DISTRICTS WITHIN THE MARIN OPERATIONAL AREA); BOLINAS FIRE PROTECTION DISTRICT, KENTFIELD FIRE PROTECTION DISTRICT, NOVATO FIRE PROTECTION DISTRICT, SLEEPY HOLLOW FIRE PROTECTION DISTRICT, SOUTHERN MARIN FIRE PROTECTION DISTRICT, STINSON BEACH FIRE PROTECTION DISTRICT, AND TIBURON FIRE PROTECTION DISTRICT; CENTRAL MARIN FIRE DEPARTMENT AND ROSS VALLEY FIRE DEPARTMENT; CENTRAL MARIN POLICE AUTHORITY, MARIN COUNTY SHERIFF'S OFFICE, MARIN COMMUNITY COLLEGE DISTRICT POLICE DEPARTMENT; MARIN MUNICIPAL WATER DISTRICT, NORTH MARIN WATER DISTRICT, STINSON BEACH COUNTY WATER DISTRICT, BOLINAS COMMUNITY PUBLIC UTILITY DISTRICT, INVERNESS PUBLIC UTILITY DISTRICT, AND MUIR BEACH COMMUNITY SERVICES DISTRICT; ALMONTE SANITARY DISTRICT, ALTO SANITARY DISTRICT, HOMESTEAD VALLEY SANITARY DISTRICT, LAS GALLINAS VALLEY SANITARY DISTRICT, NOVATO SANITARY DISTRICT, RICHARDSON BAY SANITARY DISTRICT, ROSS VALLEY SANITARY DISTRICT, SAUSALITO-MARIN CITY SANITARY

DISTRICT, SANITARY DISTRICT NO. 5 OF MARIN COUNTY, SANITARY DISTRICT NO. 2 (CORTE MADERA), AND SAN RAFAEL SANITATION DISTRICT (herein referred to as “Jurisdiction”). It establishes an agreement on the use of the countywide alert and warning system (“AlertMarin”) contracted through and managed by the Marin County Office of Emergency Management. This agreement will allow Jurisdiction to formally request County to initiate alert and warning messages on behalf of and within Jurisdiction’s legal boundaries, and permit County to send messages into Jurisdiction’s legal boundaries with limited or no advanced notice.

This agreement shall cover the County’s use of the federal Integrated Public Alert & Warning System (“IPAWS”)¹ and messages that meet or exceed predefined criteria and thresholds established by the federal government. This agreement shall also include any additional modalities deemed essential for effective alert and warning and included within the Office of Emergency Management’s alert and warning software.

This Memorandum of Agreement (MOA) replaces all mass notification system agreements established by the Marin County Sheriff’s Office, Office of Emergency Services (OES), and/or previous agreements throughout the Operational Area regarding the AlertMarin mass notification system and WEA Memorandums.

II. BACKGROUND

The County Office of Emergency Management is responsible for administering, maintaining, and operating the AlertMarin mass notification system that is supported by a cloud-based software-as-a-service (SaaS). The Office of Emergency Management additionally holds the countywide Federal IPAWS agreement that approves agencies within Marin County to request the initiation of Wireless Emergency Alert (“WEA”), Emergency Alert System (“EAS”), and Non-Weather Emergency Message (“NWEM”) messages through the FCC- and FEMA-regulated systems. These systems are used to notify members of the public of urgent matters and request action of persons receiving the messages. In special circumstances, messages are required to meet higher thresholds when messages are being sent via federal systems and or include voice, text, and email notifications to members of the public and businesses that have not opted into the AlertMarin notification system (routinely classified as “Emergency Public Safety Data”) within Marin County.

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

The Integrated Public Alert and Warning System (IPAWS) is a comprehensive alert and warning infrastructure in the United States designed to provide timely and effective communication in the event of emergencies or disasters. IPAWS serves as a centralized platform for federal, state, local, tribal, and territorial authorities to disseminate critical information to the public across various communication channels. This system integrates multiple alerting technologies and networks, including the Emergency Alert System (EAS), Wireless Emergency Alerts (WEA), and

¹ IPAWS messages include Wireless Emergency Alerts (“WEA”), Emergency Alert System, Non-Weather Emergency Messages transmitted via text, telephone, e-mail, and social media.

NOAA Weather Radio, to ensure that alerts reach as many people as possible, regardless of their location or the devices they use.²

The County Office of Emergency Management is the administrator of IPAWS for Marin County and is authorized by FEMA to utilize the IPAWS WEA and EAS channels to send alerts. There is a Memorandum of Agreement (MOA) between the County of Marin – Office of Emergency Management and FEMA authorizing the use of IPAWS throughout the Operational Area. If deemed necessary, the County will utilize IPAWS features; additionally, County may deny certain messages that violate agreements with FEMA and/or are not aligned with best practices.

Although the County of Marin holds an IPAWS certificate, the California Highway Patrol (CHP) is the only agency currently authorized to send WEAs for children and mentally/physically disabled persons who have been abducted (i.e., AMBER Alerts) or have been deemed missing and/or endangered. Local law enforcement agencies are responsible for requesting these alerts through CHP. Notification to the OEM Duty Officer is required when these requests are made to CHP.

OEM and the National Weather Service (NWS) are the only agencies currently authorized to send EAS alerts for weather and non-emergency weather notifications for the Marin Operational Area. Local agencies are to seek assistance from the OEM Duty Officer if an IPAWS message is needed.

The Integrated Public Alert and Warning System Agreement between County and the Federal government permits County to disseminate notifications via the following modalities when select conditions are met: Wireless Emergency Alerts, Emergency Alert System, and Non-Emergency Weather Messages.

WIRELESS EMERGENCY ALERT

Wireless Emergency Alerts (WEA) are emergency messages sent by authorized government Alerting Authorities through the major mobile carriers. WEA alerts are targeted to a defined geographical area and are presented differently than a typical text alert to differentiate it from regular notifications. They offer a unique alert tone and vibration accompanied by a brief (90-character or 360-character) push notification displayed on the end user's mobile device. WEA is an opt-out system for select message types. Mobile device users will receive the WEA notification unless they choose to deactivate the service on their mobile device.

WEA has the capability of notifying WEA-enabled cell phones within a selected geographic area, whether they have previously signed up or opted-in. This capability allows both the residents of a given jurisdiction and persons visiting the jurisdiction to be notified.

The Wireless Emergency Alert (WEA) system, is a federally maintained alert and warning system, available to all jurisdictions to notify the public in times of imminent, severe, or extreme hazards within the framework, agreements, rules and protocols agreed upon by the Federal Emergency

² See Exhibit A for descriptions of EAS, WEA, and NOAA.

Management Agency (FEMA), the Federal Communications Commission (FCC), the Marin Operational Area, and in agreement with the Operational Area Emergency Operations Plan.

EMERGENCY ALERT SYSTEM (EAS)

Emergency Alert System (EAS) is a national public warning system commonly used by state and local authorities to deliver important emergency information, such as weather and AMBER alerts, to affected communities. EAS Participants – radio and television broadcasters, cable systems, satellite radio and television providers, and wireline video providers – deliver local alerts on a voluntary basis. The State of California has been divided into "EAS Operational Areas" for the purpose of disseminating emergency information. The Marin EAS Operational Area encompasses the entire County.

Only County OEM is authorized to activate the EAS. Approved jurisdictional Alerting Authorities in the OA can contact the OEM Duty Officer to request activation of the system. Determination will be made by OEM in the event of the need to notify large areas of the county to take protective actions or to provide emergency information. EASs will be reserved for incidents where life safety is imminently threatened.

NON-WEATHER EMERGENCY MESSAGE (NWEM)

Non-Weather Emergency Messages (NWEM)s are sent through FEMA's Integrated Public Alert and Warning System (IPAWS) to the National Weather Service (NWS) for broadcast over NOAA Weather Radio (NWR) All Hazards and other NWS dissemination systems. This capability was reintroduced in 2021 as a redesign of the previous enhanced NWEM dissemination functionality developed in 2006 as the All-Hazards Emergency Message Collection System (HazCollect).

Only County OEM is authorized to send NWEM alerts. Approved jurisdictional Alerting Authorities in the OA can contact the OEM Duty Officer to request activation of the system. Determination will be made by OES in the event of the need to notify large areas of the county to take protective actions or to provide emergency information.

III. POLICIES

ESTABLISHMENT OF AN OPERATIONAL AREA ALERT AND WARNING PROGRAM

Whereas the County serves as the Operational Area Coordinator for emergency and disaster services pursuant to designation by the State of California and with the concurrence of the Cities and Towns within the Operational Area, the County, acting on behalf of all Operational Area partners, hereby establishes the Operational Area Alert and Warning Program. This Program shall be administered and managed by the County in its capacity as the Operational Area Coordinator.

The County shall serve as the lead agency responsible for coordinating the AlertMarin program and any related contracts on behalf of the political subdivisions within the Operational Area that are parties to this Agreement. As the Operational Area Coordinator, the County shall also serve as the primary Alerting Authority between the federal government and the Marin County Operational Area.

The County and all Jurisdictions that are parties to this Agreement acknowledge that, while this Agreement establishes a collaborative framework, the County shall retain administrative and operational authority over the Program for the duration of its status as the contract holder for Operational Area alert and warning services.

The County of Marin and the jurisdictions listed below hereby agree to be parties to this Agreement and shall have equal access to the Marin County Operational Area Alert and Warning Program ("the Program"). These entities, referred to collectively as Cooperating Jurisdictions, include:

Cities and Towns: City of Belvedere, Town of Corte Madera, Town of Fairfax, City of Larkspur, City of Mill Valley, City of Novato, Town of Ross, Town of San Anselmo, City of San Rafael, City of Sausalito, and Town of Tiburon

Education Sector: Marin County Office of Education, acting on behalf of all school districts within the Marin Operational Area

Fire Protection Districts: Bolinas Fire Protection District, Kentfield Fire Protection District, Novato Fire Protection District, Sleepy Hollow Fire Protection District, Southern Marin Fire Protection District, Stinson Beach Fire Protection District, and Tiburon Fire Protection District

Joint Powers Authorities / Consolidated and Municipal Fire Agencies: Central Marin Fire Department and Ross Valley Fire Department

Law Enforcement Agencies: Central Marin Police Authority, Marin County Probation, Marin County District Attorney's Office, and the Marin County Sheriff's Office

Utility and Community Service Providers: Marin Water, North Marin Water District, Stinson Beach County Water District, Bolinas Community Public Utility District, Inverness Public Utility District, and Muir Beach Community Services District

Sanitary and Sewer Districts: Almonte Sanitary District, Alto Sanitary District, Homestead Valley Sanitary District, Las Gallinas Valley Sanitary District, Novato Sanitary District, Richardson Bay Sanitary District, Ross Valley Sanitary District, Sausalito-Marín City Sanitary District, Sanitary District No. 5 of Marin County, Sanitary District No. 2 (Corte Madera), San Rafael Sanitation District, and San Quentin Village Sewer Maintenance District.

Each Jurisdiction acknowledges and agrees to the terms of this Agreement and to active participation in the shared governance and utilization of the Alert and Warning Program as administered by the County of Marin in its role as Operational Area Coordinator.

SYSTEM ADMINISTRATOR

The County of Marin and the participating Jurisdictions hereby agree that the County of Marin OEM shall serve as the System Administrator for the Marin County Operational Area Alert and Warning Program.

As System Administrator, the County OEM shall be responsible for leading the development, implementation, coordination, and maintenance of policies, procedures, and system configurations related to the Program. This designation grants the System Administrator authority to serve as the lead agency for both policy direction and operational implementation of the Program across the Operational Area.

PROGRAM ADMINISTRATOR

County's Director of Emergency Management shall serve as the Program Administrator for the Alert and Warning System. Staff within County's Office of Emergency Management shall be permitted by the Program Administrator to make system changes and serve as technical and data managers.

APPROVED USES OF THE ALERT AND WARNING SYSTEM

EMERGENCY USE - The Alert and Warning System is authorized for use only when there is a need to disseminate critical, time-sensitive, safety-related information to individuals within a short timeframe. The system may be used when the message recipient is being asked to take a course of action. Emergency system activations are limited to:

- Imminent threat to life and property
- Disaster notifications
- Evacuation notices and/or information
- Public health emergencies
- Other critical incidents to a defined community as approved and deemed significant

NON-EMERGENCY USE - The Alert and Warning System may be used to disseminate non-emergency information only to community members who have opted-in to receive this information. County is responsible for determining the non-emergency (opt-in) messaging groups that have been available to community members. If no such opt-in group exists, the message can be denied by County.

PROHIBITED USE OF THE ALERT AND WARNING SYSTEM

The alert and warning platform, and the data within, must solely be utilized for emergency notifications and approved non-emergency community messages. The following message types are prohibited at all times:

- Any message of commercial or advertisement for public or private entities or events,
- Any message which may be viewed as political,

- Any non-official business (e.g., articles, retirement announcements, etc.)
- Sending a message to an E911 obtained data source unless the message meets the definition of "Emergency".

ESTABLISHMENT OF ZONE-BASED ALERTING

The Marin Operational Area Alert and Warning Program hereby adopts **Zone-Based Alerting** as the standard protocol for all public notifications disseminated through the system. Under this approach, notifications will be targeted to individuals within predefined geographic zones to ensure timely, accurate, and geographically relevant messaging. This methodology improves alert precision, expedites delivery, and enhances message effectiveness.

In instances where the affected area is smaller than the assigned zone, the requesting agency shall initiate the notification request using the broader zone but must provide additional geographic specifics—such as landmarks, addresses, or cross streets—to the Office of Emergency Management (OEM) Duty Officer or designated alert originator.

Should a law enforcement incident require targeted notification to specific addresses or sub-areas within a zone (e.g., for tactical operations or evacuations), the law enforcement requestor must explicitly identify the exact location(s) to be notified. Zone-based alerting parameters may be adjusted accordingly to accommodate these requests.

Zones throughout Marin County have been predefined and implemented. When submitting a request to issue a public notification, Operational Area requestors shall include the relevant zone identification code(s) (e.g., MRN-E123, MRN-E234) to ensure accurate geographic targeting by the OEM Duty Officer.

LOCAL AGENCY OPERATOR USER AGREEMENT

The County of Marin's Program Administrator is responsible for authorizing and documenting system access for designated alert originators within their respective agencies. Authorized personnel must take all reasonable precautions to protect confidential information, maintain system integrity, and operate the system in full compliance with this Operational Area Alert and Warning Agreement.

All Local Agency Operators and Users must have a current System User Agreement on file with the County and be in an approved status as determined by the Program Administrator. System User Agreements must be completed and/or recertified every three (3) years.

System access may be restricted or revoked at any time if a User Agreement is violated or if there is due cause, as determined by the Program Administrator.

ESTABLISHMENT OF THE ALERT AND WARNING WORKING GROUP

All parties to this agreement commit to designating a representative from their agency to serve on the Marin Operational Area Alert and Warning Working Group. This Working Group,

coordinated by the County Office of Emergency Management, is composed of representatives from participating City, Town, District, and County agencies.

The Working Group shall meet quarterly, or more frequently as deemed necessary by the Chair or the Operational Area Disaster Council. Its responsibilities include conducting after-action reviews of system activations, coordinating ongoing system administration, recommending policy or guideline modifications, and addressing other matters related to the Alert and Warning program.

All recommendations for substantive changes to this Memorandum of Agreement (MOA) must be submitted to the Operational Area Disaster Council for review and approval.

SHARED VOCABULARY

This Agreement shall serve as the overarching document that defines emergency alert terms within Marin County. The following definitions are aligned with the State of California's alert and warning guidelines and will be utilized within AlertMarin. All requesting agencies shall request alerts in accordance with the following terminology:

ADVISORY MESSAGE – Highlights special conditions that are less serious than a warning, shelter in place, or evacuation. Advisories are for events or incidents that may cause significant inconvenience, and if caution is not exercised, it could lead to situations that may threaten life and/or property.

ALERT MESSAGE – A message that requires action of the recipient.

CLEAR TO REPOPULATE - Term used when an area is deemed safe for residents to return to the area.

COMMUNITY AREA OF REFUGE – A protective action term used for a designated location that is considered to provide a greater level of survivability than shelter in place.

EVACUATION WARNING – Potential threat to life and/or property. Those who require additional time to evacuate, and those with pets and livestock should leave now.

EVACUATION ORDER – Immediate threat to life. This is a lawful order to leave now. The area is lawfully closed to public access.

EVACUATION ORDER(S) LIFTED- The formal announcement of lifting evacuation order(s) in an area currently under an evacuation order(s).

IMMINENT THREAT TO LIFE - “Imminent Threat to Life” is one of the three categories of Wireless Emergency Alerts. Imminent Threat alerts must meet specific criteria for urgency, severity, and certainty and signifies that persons who do not take immediate action may be reasonably susceptible to direct harm. This alert type concerns an incident that poses a threat to preservation of life or property.

PUBLIC SAFETY ALERT – This alert type concerns public safety situations (e.g. boil water notice, 911 telephone outage, etc.) It is not intended for life-threatening incidents where immediate action is necessary. A public safety situation may escalate to Imminent Threat and officials must monitor the situation and update messaging as necessary.

RESIDENT-ONLY CLOSURE: Soft closure with the additional allowance of residents and local government agencies assisting with response and recovery.

SOFT CLOSURE: Closed to all traffic except Fire, Law Enforcement, and critical Incident resources (i.e., utility, Caltrans, City/County Roads, etc., or those needed to repair or restore infrastructure).

SHELTER IN PLACE – Go indoors, shut and lock doors and windows and prepare to self-sustain until further notice and/or when contacted by emergency personnel for additional direction.

TEMPORARY EVACUATION POINT (TEP)- Safe staging area for people to congregate that have been displaced.

WARNING – Communication intended to persuade members of the public to take one or more protective actions in order to reduce losses or harm. A warning is issued when an incident or hazardous event is occurring, imminent, or likely. A warning means that conditions pose a threat to life or property. People who receive a warning notification need to take protective action.

WATCH - A watch is used when the risk of a hazardous weather or hydrologic event has increased significantly, but its occurrence, location or timing is still uncertain. It is intended to provide enough lead time so those who need to set their plans in motion can do so. A watch means that hazardous weather is possible. People should have a plan of action in case of a storm threat and they should listen for further information and possible warnings especially when planning travel or outdoor activities.

WIRELESS EMERGENCY ALERT (WEA) - Wireless Emergency Alerts (WEA) were established pursuant to the Warning, Alert and Response Network (WARN) Act under Federal Communication Commission (FCC) rules. Alerting authorities can broadcast WEAs to cellular carrier customers with compatible mobile devices located in the geographic vicinity of cellular towers serving an affected area.

Zone – A predefined geographic area associated with 1) a hazard’s anticipated impact area (e.g., flood zone, tsunami inundation area), 2) the legal borders of a City, Town, or Special District, 3) a polygon with a specific name and/or alphanumeric code based on a third party’s analysis and development, and/or 4) an ad-hoc zone that is comprised of well-known boundaries, landmarks, and jurisdictional locations that are easily identifiable for the public and the alerting personnel.

IV. RESPONSIBILITIES

OPERATOR AND SYSTEM TRAINING

All jurisdictions participating in the Alert and Warning Program are responsible for conducting regular training, exercises, and testing of all components of their alert and warning systems. This ensures operational readiness and the ability to send accessible, effective emergency notifications. System testing shall include operator training, field requester training, and data management.

1. System Testing and Training

County will perform routine and well-rounded training and exercises related to all components of the AlertMarin platform.

Jurisdiction shall coordinate with County to ensure that staff within their agency maintain a minimum level of training. The County has established a comprehensive training program to ensure that all users, requesters, and administrators of the AlertMarin are prepared to use the system during emergencies. Training is essential for:

1. Personnel who may request alerts through the AlertMarin system
2. New operators and administrators of the software
3. Users who do not regularly operate the system
4. All users when procedures, terminology, or platform features are updated

All training and system exercises are conducted by the designated Program Administrator or their designee. Identified issues during testing or training must be reported immediately to the Program Administrator for clarification or resolution.

2. System Operator Training

Persons approved by the County OEM to be authorized to physically access and/or send Alert & Warning messages (i.e., Dispatchers or other Public Safety Officials as determined by the Jurisdiction), shall meet the following training standards:

1. AlertMarin First Responder Awareness Course (County OEM course)
2. IS-247: Integrated Public Alert and Warning System (IPAWS) For Alert Originators
3. IS-248: IPAWS for the American People
4. IS-251 Integrated Public Alert and Warning System (IPAWS) For Alerting Administrators

All training on both emergency and non-emergency platforms will be conducted by the designated AlertMarin administrator(s), their designee. Once trained, personnel will be given authorization and credentials to utilize AlertMarin in their respective areas only. Employees shall not utilize the system without authorization and training. Operator training shall only be conducted via the "Training/Demo" mode within the platform.

3. Monthly Operator Training

Operators must maintain proficiency through regular use or practice. If an operator has not issued a real-world alert within the past month, they must send a test message in the training environment.

All monthly practice messages must be sent using either:

- The "Training/Demo" Mode within the AlertMarin platform, or
- The FEMA IPAWS environment, specifically for Wireless Emergency Alerts (WEA) testing.

4. Annual System-Wide Test

The Office of Emergency Management (OEM) will conduct an annual public test of the AlertMarin system. This test will:

- Be announced in advance to the public and partner agencies
- Send alerts only to users who have opted into the system
- Not utilize E911 data or unlisted phone numbers

This annual exercise serves to test overall platform functionality and increase public awareness and engagement with the alert system.

5. Quarterly System Test – Operational Area Partners

The AlertMarin Program Administrator shall conduct internal quarterly system tests on the third Wednesday of January, April, July, and October.

Each test will target a specific group or system function within AlertMarin to:

- Validate data accuracy
- Test operational readiness
- Ensure compliance with standard procedures

SERVICE LEVEL AGREEMENT

This section defines the minimum service standards that County and Jurisdiction agree upon and agencies must meet to ensure the consistent, effective, and equitable use of the alert and warning system within the Operational Area. These baseline requirements are intended to support the timely dissemination of emergency information to the public, maintain operational readiness, and uphold interoperability across all partner systems. Compliance with these standards ensures that the alert and warning system remains reliable, accessible, and capable of reaching all affected populations during an emergency.

1. County

County's assigned Duty Officer shall respond to all phone calls within five (5) minutes of receipt, if not picked-up immediately. During times of emergency, the OEM Duty Officer may document when returning calls within 5-minutes is not feasible.

The Office of Emergency Management's Duty Officer and all other staff shall have ten (10) minutes to deploy a templated alert and warning message via text, call, and email once all elements are confirmed by the Incident Commander, Unified Commander, and/or Authorized Requester.

The Office of Emergency Management's Duty Officer and all other staff shall have fifteen (15) minutes to deploy an IPAWS message or ad-hoc alert and warning message via text, call, and email once all elements are confirmed by the Incident Commander, Unified Commander, and/or Authorized Requester.

County will maintain the MOA with FEMA designating County OEM as a Collaborative Operating Group (COG) with the Integrated Public Alert & Warning System (IPAWS). Jurisdiction will request notifications to County and provide four (4) message types to County – English 90-Character, English 360-Character, Spanish 90-Character, and Spanish 360-Character.

2. Jurisdiction

Jurisdiction shall contact the OEM Duty Officer via the OEM Duty Officer phone, email or via radio / dispatch – and provide all relevant information to the Duty Officer to ensure a complete alert is developed. Jurisdiction's Authorized Requester must be ready and able to provide the OEM Duty Officer with the following information:

- Name of Requester and Title
- Description of Threat/Hazard
- Zone (ex. MRN-E0123)
- Describe if there is an "Imminent Threat to Life"
- The action that the public needs to take
- Confirm the Message template type (ex., Evacuation Order, Evacuation Warning, Shelter in Place, etc.)

If the Authorized Requester is unable to provide the above information, County will not send the alert.

Jurisdiction shall notify the County OEM Duty Officer when IPAWS message requests are sent to State agencies such as CHP. Messages such as AMBER Alerts, Silver Alerts, and/or Blue Alerts shall be shared in their entirety as soon as possible. When reasonable, Jurisdiction should send the complete IPAWS message to the OEM Duty Officer before the alert goes out to the public.

Jurisdiction's Authorized Requester shall serve as the point of contact for County to update alerts, cancel alerts, and/or send additional alerts. Jurisdiction shall ensure that one person is identified as the sole point of contact for the OEM Duty Officer to ensure that one person is responsible for requesting, approving, updating, and cancelling alerts during an incident. If command changes during the incident, Jurisdiction's Authorized Requester shall notify the OEM Duty Officer immediately upon command change.

When alerts are requested via County, Jurisdiction will also stand-up a website and/or a designated point of contact for residents to request or access additional information.

AUTHORIZED REQUESTORS AND USERS

This section establishes the criteria and process for designating Authorized Requesters within the Operational Area who are permitted to request public alert and warning messages through AlertMarin. If Authorized Requesters are not approved by their title or classification, the agency may provide for additional Authorized Requesters. Jurisdictions shall provide County with a list of additional Authorized Requesters on their respective agency letterhead and submit it to the Alert and Warning Program Administrator.

Only individuals who have completed all required training and have a current, valid System User Agreement on file shall be granted access to issue alerts. This provision ensures proper oversight, accountability, and consistent use of the system in accordance with local, state, and federal regulations.

The following positions and/or the equivalents thereof are approved to request AlertMarin messages on behalf of the Operational Area agencies:

- **Fire Agencies** - Fire Captain and Above
- **Law Agencies** - Police / Sheriff Sergeant and Above
- **Public Works Agencies** - Public Works Field Supervisor and Above
- **Emergency Services** – Emergency Manager / Principal Coordinator and Above
- **Health and Human Services** – Deputy Public Health Officer and Above
- **Water and Sanitary Districts** – Field Supervisors and Agency Representatives
- **School District** – Marin County Office of Education Assistant Superintendent and above

MESSAGE OWNERSHIP, CONTENT, AND MANAGEMENT

This section establishes the principles and responsibilities related to the ownership and control of alert and warning messages issued through AlertMarin. The requesting jurisdiction retains ownership and management of the content it originates and is solely responsible for ensuring the accuracy, timeliness, accessibility, and appropriateness of its messages.

In instances where multiple jurisdictions are impacted by the same incident, coordination is strongly encouraged via unified command to support consistency and minimize public confusion. Joint messaging may be issued when appropriate, with content developed collaboratively and approved by all originating agencies involved. When coordination is not feasible due to time

constraints or operational limitations, agencies should make every effort to align key message elements and share information with affected partners as soon as practical.

In the event of conflicting or overlapping messages, the County Office of Emergency Management (OEM), in coordination with the impacted agencies, may facilitate resolution to support operational integrity and public trust. County will review the final message with the requesting jurisdiction; however, ownership of the final message will reside with the requesting agency or agencies.

ESTABLISHMENT OF QUIET HOURS FOR NON-LIFE-THREATENING ALERTS

To reduce unnecessary disruptions throughout the community, the Operational Area Alert and Warning Program establishes **Quiet Hours** from **9:00 PM to 7:00 AM (2100 to 0700)** for all alerts deemed non-life-threatening. During this timeframe, alerts will generally not trigger audible notifications or phone calls unless specific conditions are met.

Quiet Hours shall **not** apply in situations where it is necessary to “wake every recipient,” such as imminent threats to life or public safety. In such circumstances, the requesting agency must explicitly indicate the need to override Quiet Hours and confirm that immediate, direct notification (including calls or audible alerts) is required to convey time-sensitive, critical information.

For incidents that occur during Quiet Hours but do **not** require waking the public, the requesting agency shall utilize alternate communication methods, such as social media, websites, or other non-intrusive platforms, to disseminate public information.

RECOGNITION OF AGENCY NAME AND SOURCE

In alignment with best practices, County will brand all AlertMarin messages with “AlertMarin” in the title of the message to enhance public recognition. County will further include the agency associated with the request to ensure the message is associated with a local agency. Example:

Title: **AlertMarin** | *Evacuation Order – Woodacre*

Message: **Marin County Fire** has issued an **EVACUATION ORDER** for Woodacre due to a **FIRE**. Please leave now. Head towards Point Reyes. More Information at Emergency.MarinCounty.gov

ADDITIONAL INFORMATION AND PUBLIC FOLLOW-UP

The requesting jurisdiction is solely responsible for monitoring the conditions that prompted the initial alert, issuing timely updates as the situation evolves, and formally requesting a message closeout once the incident has been resolved or the threat is no longer present. All updates and closeout messages must be clear, accurate, and consistent with the original notification to maintain public trust and minimize confusion. The closeout should confirm the resolution of the event and must be submitted as soon as reasonably possible to ensure the public receives complete and up-to-date information.

In addition, the requesting and/or jurisdictional agency is responsible for managing all public

inquiries related to the incident, including phone calls, emails, and other communications. The County shall not be responsible for drafting content related to the incident or alert, unless it pertains specifically to the operational use of the alerting system. However, the County may support the jurisdiction by leveraging its communication platforms to aid in the dissemination of public information.

It is considered best practice for jurisdictions to direct the public to their official website and/or jurisdiction-managed social media accounts for additional information regarding the emergency. If a County OEM domain or any URL redirecting to **Emergency.MarinCounty.gov** is referenced in a public follow-up message, Jurisdiction must immediately notify County OEM of its intent to do so, prior to messaging being published. The jurisdiction is also responsible for drafting and providing timely content updates to County OEM to ensure that the County website reflects the most current and accurate incident information.

TEMPLATE-BASED ALERTS

County shall maintain a list of all-hazards templates that are pre-loaded and approved for use during incidents. County hereby recommends that all messages disseminated be pre-approved templates to ensure accurate translation, expedited notifications, and standardization amongst jurisdictions.

AD-HOC ALERTS

Whereas certain circumstances are unique and require modifications to templated messaging, Jurisdiction is responsible for developing and providing ad-hoc messaging. County may upon request support Jurisdiction in developing ad-hoc messaging; however, Jurisdiction remains responsible for all ad-hoc messaging. At no time shall County be permitted to develop and send an ad-hoc message without the expressed approval of the message by the Authorized Requester. County retains the right to modify messages based on system limitations and best practices; however, the completed message shall be approved in its entirety by the authorized requester.

LANGUAGE TRANSLATION

The County utilizes artificial intelligence (AI) tools to assist with the translation of public alert and warning messages to improve accessibility across multiple languages. While AI-supported translation significantly enhances the County's ability to communicate with diverse populations, ad-hoc or time-sensitive messages may contain a lower degree of linguistic accuracy, particularly when human validation is not feasible before dissemination. The County will make reasonable efforts to ensure message clarity; however, jurisdictions should be aware of these limitations and consider them when crafting messages intended for multilingual audiences.

The requesting agency shall ensure all notifications disseminated to the public are translated into Spanish, in accordance with Government Code Section 7299.7, for all message types sent to the public. During critical incidents, voice recordings should be utilized, and a secondary message should be sent with a text message and voice recording conducted in Spanish. When available, critical AlertMarin messages should be uploaded to the City's and County's website and social media outlets.

NOTIFICATION OF ALERTS TO PUBLIC SAFETY ANSWERING POINTS (PSAPS) AND EXECUTIVE OFFICIALS

The requesting jurisdiction is responsible for ensuring that relevant personnel within their agency, such as dispatchers, elected officials, executives, and other key staff, are promptly informed of any incident for which an alert has been requested or issued. Internal notification ensures situational awareness, supports coordinated response efforts, and enables agency leadership to respond to inquiries from the public or media. It is the jurisdiction's responsibility to establish internal protocols for disseminating this information in a timely and effective manner.

CLOSING OUT AN INCIDENT

County will not close out an incident without the written or verbal approval of the initial authorized requester or persons who assume command of the incident.

Where feasible, County will send alerts to the same members of the community who received the initial notification.

SECURITY

Per Federal Requirements, to ensure the joint security of the systems and the message data they store, process, and transmit, both parties agree to adhere to and enforce the Rules of Behavior (as specified in Appendix B). In addition, both parties agree to the following:

- 1.Ensure authorized users accessing the interoperable system(s) receive, agree to abide by, and sign (electronically or in paper form) the IPAWS-OPEN Rules of Behavior. The Jurisdiction is responsible for keeping the signed Rules of Behavior on file or stored electronically for each system user.
- 2.Document and maintain jurisdiction-specific security policies and procedures and produce such documentation in response to official audits, inquiries, and/or requests.
- 3.Provide physical security and system environmental safeguards for devices supporting system interoperability with IPAWS-OPEN.
- 4.Where applicable, ensure that only individuals who have successfully completed FEMA-required training can utilize the alert and warning systems addressed in this agreement.
- 5.Where applicable, document and maintain records of successful completion of FEMA-required training and produce such documentation in response to official inquiries and/or requests.

V. ALERTS NOT REQUESTED BY JURISDICTION

County, Federal, and State agencies maintain the right to issue public alerts under their own authority when the severity and scope of an incident pose a threat across multiple jurisdictions or the Operational Area. When such alerts or warnings are issued, every reasonable effort will be made to coordinate in advance with the impacted jurisdiction(s), the County, and, where applicable, the National Weather Service (NWS), within the available timeframe prior to dissemination. This coordination ensures consistency in messaging, supports situational awareness, and maintains public trust during multi-jurisdictional emergencies.

COUNTY INITIATED ALERTS

Due to time constraints, County may issue public alerts to provide clarification related to Federal- or State-issued alerts. Additionally, County may need to issue public alerts under its authority when an incident's severity and breadth of impact threaten multiple jurisdictions within the Marin Operational Area and/or the County serves as the lead agency.

Every reasonable effort will be made to coordinate with Jurisdiction(s) prior to alerts being disseminated.

STATE INITIATED ALERTS

The state may need to issue public alerts under its authority when an incident's severity and breadth of impact threaten multiple Operational Areas. When the State issues an alert or warning, every effort shall be made to coordinate with the impacted Operational Area(s) and possibly with the NWS within the available timeframe prior to issuing a public alert and/or warning.

The State of California, acting through the California Highway Patrol, is responsible for:

- “Distributing public alerts regarding the well-being of at-risk children (AMBER Alerts), seniors (SILVER Alerts), and officer safety (Blue Alerts) to law enforcement, broadcasters, the National Center for Missing and Exploited Children (NCMEC), Lottery, ports of entry, and members of the public.”

The State of California, acting through Cal OES, has alert and warning responsibility in the following situations:

- Relaying war emergency and other emergency alerts and notifications from state or federal authorities to appropriate offices and Operational Areas within the state.
- Issuing public alerts and warnings for all hazard events when an incident's severity and breadth of impact threaten multiple jurisdictions.
- Coordination with adjoining jurisdictions, Operational Areas, the state, and NWS regarding the origination of alerts and warnings related to hazards that have effects across jurisdictional boundaries or over NWS Weather Radio.
- Managing the California State Warning Center (CSWC) and the California Warning System (CALWAS), which is a state sub-circuit of the federal National Warning System (NAWAS) and linking the State Warning Center and State Alternate Warning Center with Operational

Area warning points.

- Directing and managing the California Earthquake Early Warning System within the state.

County will take reasonable action to clarify messaging initiated by State agencies, when necessary. County will take all reasonable steps to coordinate with Jurisdiction(s) prior to alerts being disseminated.

FEDERAL INITIATED ALERTS

The National Weather Service (NWS), which is part of NOAA, is responsible for issuing public warnings regarding weather hazards. The NWS operates several public alert and warning dissemination systems, including NOAA Weather Radio All Hazards (NWR), a network of over 1,000 VHF radio transmitters serving the population of the United States, NOAA Weather Wire Service (NWWS), and the Emergency Managers Weather Information Network (EMWIN). In addition, the NWS National Tsunami Warning Center issues tsunami statements, watches, and warnings which are disseminated by the coastal California NWS offices. While the NWS has responsibility for weather-related alerting, local governments are not precluded from sending notifications and alerts in support of weather events.

County will take reasonable action to clarify messaging initiated by Federal agencies when necessary. County will take all reasonable steps to coordinate with Jurisdiction(s) prior to alerts being disseminated.

VI. RECORDS RETENTION AND ADMINISTRATION

During major incidents and activities, the documentation of alerts, times, and recipients are pertinent to all parties. Information contained within the AlertMarin systems may not be deleted without the approval of the Director of Emergency Management.

Certain information contained within the AlertMarin platform may be subject to a request for public records; therefore, it is best practice to not enter information into the platform, which is privileged, confidential, or inappropriate.

In the event that a request for public records is submitted to the City and/or County and references the alert and warning platform, information linked to the alert/message, sender, training records, and recipients (with personal data redacted) can be produced in response to the request if deemed appropriate by Counsel.

The final determination of which records are to be produced in response to a request shall be made by a City and/or County Counsel.

VII. AGREEMENT MAINTENANCE

This MOA will be reviewed once every three years, or upon request of the Marin Operational Area Alert & Warning Working Group.

VIII. GOVERNANCE

County OEM will serve as the lead agency for Alert and Warning functions that cross jurisdictional boundaries within the Operational Area, in conjunction with Marin Operational Area Alert & Warning Working Group.

IX. DEFENSE AND INDEMNITY

1. Claims Arising from Sole Acts or Omissions of County

The County of Marin (“the County”) hereby agrees to defend and indemnify the [JURISDICTION] its agents, officers and employees (hereinafter collectively referred to in this paragraph as 'Jurisdiction'), from any claim, action or proceeding against the Jurisdiction, arising solely out of the acts or omissions of County in the performance of this Agreement. At its sole discretion, the Jurisdiction may participate at its own expense in the defense of any claim, action or proceeding, but such participation shall not relieve County of any obligation imposed by this Agreement. The Jurisdiction shall notify the County promptly of any claim, action or proceeding and cooperate fully in the defense.

2. Claims Arising from Sole Acts or Omissions of the Jurisdiction

The Jurisdiction hereby agrees to defend and indemnify the County, its agents, officers and employees (hereafter collectively referred to in this paragraph as “the County”) from any claim, action or proceeding against the County, arising solely out of the acts or omissions of the Jurisdiction in the performance of this Agreement. At its sole discretion, the County may participate at its own expense in the defense of any such claim, action or proceeding, but such participation shall not relieve the Jurisdiction of any obligation imposed by this Agreement. The County shall notify the Jurisdiction promptly of any claim, action or proceeding and cooperate fully in the defense.

3. Claims Arising from Concurrent Acts or Omissions

The County hereby agrees to defend itself, and the Jurisdiction hereby agrees to defend itself, from any claim, action or proceeding arising out of the concurrent acts or omissions of the County and the Jurisdiction. In such cases, the County and the Jurisdiction agree to retain their own legal counsel, bear their own defense costs, and waive their right to seek reimbursement of such costs, except as provided in section IX, paragraphs 4 and 5 below.

4. Joint Defense

Notwithstanding section IX, paragraph 3 above, in cases where the County and the Jurisdiction agree in writing to a joint defense, the County and the Jurisdiction may appoint joint defense counsel to defend the claim, action or proceeding arising out of the concurrent acts or omissions of the Jurisdiction and the County. Joint defense counsel shall be selected by mutual agreement of the County and the Jurisdiction. The County and the Jurisdiction agree to share the costs of such joint defense and any agreed-upon settlement in equal amounts, except as provided in paragraph 5 below. The County and the Jurisdiction further agree that neither party may bind the

other to a settlement agreement without the written consent of both the County and the Jurisdiction.

5. Reimbursement and/or Reallocation

Where a trial verdict or arbitration award allocates or determines the comparative fault of the parties, the County and the Jurisdiction may seek reimbursement and/or reallocation of defense costs, settlement payments, judgments, and awards, consistent with such comparative fault.

6. Application of California Law

Nothing in this Agreement is intended to, nor shall it limit or alter the application of California law as it relates to actions against, or liability of, government entities, including, but not limited to, the California Government Claims Act (Government Code Section 810 et. seq.).

7. Notice and Modification

This Agreement may be modified at any time with the prior written consent of both Parties. All modifications shall be in writing and signed by both parties. Any communication or notices to be provided pursuant to this Agreement must be sent to the attention of the signatories below, or their designees.

8. No Third Party Beneficiaries

Except as may be expressly provided herein, no provision of this Agreement is intended, nor shall it be interpreted, to provide or create any third party right or any other rights of any kind in any person or entity.

9. Choice of Law

This Agreement is governed by the laws of the State of California and the parties hereto agree that venue for all actions arising out of this Agreement shall be in Marin County, California.

10. Counterparts

This Agreement may be executed in multiple copies or in one or more counterparts, each of which shall be deemed an original with the same effect as if all the signatures were on the same instrument.

11. Severability

The invalidity in whole or in part of any provision of this Agreement will not void or affect the validity of any other provisions of this Agreement.

12. Anti-assignment Clause

No Party may assign or delegate any duty or right under this Agreement. Any such purported assignment or delegation will void this entire Agreement, unless the Parties have previously approved such action in writing.

13. Authority to Enter into Agreement

Each of the signatories below represents that they have authority from their respective governing bodies to execute this Agreement and bind the parties to the terms of this Agreement.

X. TERM AND TERMINATION

This Agreement shall become effective when it is signed by both parties. This Agreement may be terminated upon mutual consent at any time. The Agreement shall be revisited every five (5) years. Additionally, either party may terminate this Agreement following six (6) months' written notice to the other party. Upon termination of this agreement, Jurisdiction shall not be permitted to request, utilize, and/or initiate messages via the AlertMarin system for emergency alerting.

XI. SIGNATORY

County of Marin

City of Belvedere

Signature

Signature

Name: Eric Lucan

Name: _____

Title: President, Board of Supervisors

Title: _____

Date: _____

Town of Corte Madera

Signature

Signature

Name: Derek Johnson

Name: _____

Title: County Executive

Title: _____

Date: _____

Signature

Name: Jason Weber

Title: Fire Chief

Signature

Name: Steven Torrence

Title: Director of Emergency Management

Signature

Attest

Name: _____

Title: _____

Town of Fairfax

Signature

Name: _____

Title: _____

Date: _____

City of Larkspur

Signature

Name: _____

Title: _____

Date: _____

City of Mill Valley

Signature

Name: _____

Title: _____

Date: _____

City of Novato

Signature

Name: _____

Title: _____

Date: _____

Town of Ross

Signature

Name: _____

Title: _____

Date: _____

Town of San Anselmo

Signature

Name: _____

Title: _____

Date: _____

City of San Rafael

Signature

Name: _____

Title: _____

Date: _____

City of Sausalito

Signature

Name: _____

Title: _____

Date: _____

Town of Tiburon

Signature

Name: _____

Title: _____

Date: _____

Marin County Office of Education

Signature

Name: _____

Title: Superintendent/Authorized Representative

Date: _____

Bolinas Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Kentfield Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Novato Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Sleepy Hollow Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Southern Marin Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Stinson Beach Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Tiburon Fire Protection District

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Central Marin Fire Department

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Ross Valley Fire Department

Signature

Name: _____

Title: Fire Chief/Authorized Representative

Date: _____

Central Marin Police Authority

Signature

Name: _____

Title: Chief/Authorized Representative

Date: _____

Marin Community College District Police Department

Signature

Name: _____

Title: Chief/Authorized Representative

Date: _____

Marin County Sheriff's Office

Signature

Name: _____

Title: Sheriff / Authorized Representative

Date: _____

Marin Municipal Water District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

North Marin Water District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Stinson Beach County Water District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Bolinas Community Public Utility District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Inverness Public Utility District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Muir Beach Community Services District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Almonte Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Alto Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Homestead Valley Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Las Gallinas Valley Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Novato Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Richardson Bay Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Ross Valley Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Sausalito-Marín City Sanitary District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Sanitary District No. 5 of Marin County

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

Sanitary District No. 2 (Corte Madera)

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____

San Rafael Sanitation District

Signature

Name: _____

Title: General Manager/Authorized Representative

Date: _____



Board Agenda Item Staff Report

Subject: Potential Conversion of The Cottages to CLAM Affordable Housing
Meeting Date: May 19, 2026
Date Prepared: May 14, 2026
Prepared by: Wade Holland, Customer Services Manager; Shelley Redding, General Manager
Attachments: None

Recommended Action: None, informational

Summary

Community Land Trust of Marin (CLAM) is exploring the potential acquisition and redevelopment of The Cottages of Inverness for affordable housing. Staff has provided preliminary utility information and identified several issues that would require further review if the project moves forward, including water service configuration, fire protection requirements, rate structure, and easements. No Board action is requested at this time; however, if the project proceeds, future Board action may be needed to consider adoption of a rate structure for a master-metered multi-unit residential property and any related policy or regulatory actions.

Background

In January 2026, staff was contacted by Kayla DiMarco of Zen Development Consultants on behalf of Community Land Trust of Marin (CLAM) regarding the potential purchase and redevelopment of The Cottages of Inverness for affordable housing. Staff provided preliminary information in response to initial and follow-up inquiries and subsequently participated in additional communications with the project's civil engineer, including a request for an online meeting. At this stage, discussions remain preliminary, and final development requirements have not been determined.

Discussion

Preliminary assumptions for planning purposes:

- For purposes of this review, staff is assuming the residential complex on proposed Lot A would be served by a single master water meter and that individual residential units would not be separately metered by IPUD.
- Staff is also assuming the residence on proposed Lot B would be separated from the existing water meter and plumbing connection, would be separately metered, and would require an application for a new service connection.

Issues

1. Potential need for a rate structure for the multi-unit property (Lot A):
IPUD does not currently have an established rate structure that clearly applies to a master-metered, multi-unit residential development of the type being discussed for proposed Lot A. If the project proceeds in that form, staff anticipates that a new rate structure would need to be developed and incorporated into the District's Regulations through Board adoption of an ordinance. This issue is preliminary at this time because the final service configuration has not been determined.
2. Adequacy of IPUD's existing 1.5-inch meter to serve 10 residential units (14 bedrooms),

particularly if fire sprinklers are required:

The County Building and Safety Division and Marin County Fire will determine the fire protection and related water service requirements for the residential units proposed on Lot A. Staff expects fire sprinkler requirements are likely, but those requirements have not yet been confirmed.

Depending on those external agency determinations, upgrades to IPUD facilities serving proposed Lot A may be required. Staff notes that a valved and stubbed-off 4-inch line already extends eastward a short distance from the area of the existing Cottages customer meter, which may be relevant to future design review.

3. How to provide water service to the residence on the proposed Lot B:

A potential approach to serving the residence on proposed Lot B would be a connection to IPUD's existing 3-inch main running north from the F3 filter plant toward Seahaven. However, if fire protection requirements call for a closer hydrant or a larger main, a main line extension from the vicinity of the existing hydrant near the Cottages office/parking area to a suitable location near the residence may be required. In that scenario, service to the Lot B residence would likely be provided from the new main.

If a new hydrant and larger main are not required, service from the existing 3-inch main may be feasible. The final configuration, and whether a short main line extension would still be needed, will depend on the location of the existing service line in relation to the proposed lot line and site access. This issue remains unresolved pending project design and agency review.

4. Potential need to update IPUD easements on the property:

IPUD has several easements on the current parcel (APN 112-340-18). If the property transaction proceeds, staff believes it would be appropriate to review those easements with CLAM to confirm accuracy, identify any needed amendments, and ensure District records are consistent with the results of the property title review.

Fiscal / Operational Implications

Fiscal and operational impacts cannot be quantified at this stage because the project scope, service configuration, and external agency requirements have not yet been finalized. At present, District impacts are limited to staff time for coordination, technical review, and evaluation of potential service requirements. If the project proceeds, future impacts could include additional engineering and administrative review, possible infrastructure improvements or extensions, and Board consideration of a new rate structure or related regulatory actions.

Next Steps

As the project advances, staff expects to provide a will-serve letter for the parcel created by the proposed lot split, furnish more detailed information regarding existing infrastructure and known easements, and meet with the development team as needed to review site conditions and potential utility impacts. After Marin County Fire and other reviewing agencies identify applicable code and service requirements, staff will evaluate the engineering plans to determine District system requirements and any actions that may need to be brought to the Board.

EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by

CLIMATE PREDICTION CENTER/NCEP/NWS

14 May 2026

ENSO Alert System Status: **El Niño Watch**

Synopsis: El Niño is likely to emerge soon (82% chance in May-July 2026) and continue through Northern Hemisphere winter 2026-27 (96% chance in December 2026 – February 2027).

In the past month, ENSO-neutral conditions continued, as indicated by near-average sea surface temperatures (SSTs) in the east-central equatorial Pacific Ocean (Fig. 1). The latest weekly Niño-3.4 index value was +0.4°C, with the westernmost (Niño-4) and easternmost (Niño-1+2) indices at +0.5°C and +1.0°C, respectively (Fig. 2). The equatorial subsurface temperature index (average from 180°-100°W) increased for the sixth consecutive month (Fig. 3), with widespread, significantly above-average subsurface temperatures across the equatorial Pacific (Fig. 4). Westerly wind anomalies were observed over the western equatorial Pacific at low levels and were evident over the central and east-central Pacific at upper levels. Convection was near average on the equator near the Date Line and was suppressed around Indonesia (Fig. 5). Collectively, the coupled ocean-atmosphere system reflected ENSO-neutral conditions.

The North American Multi-Model Ensemble (NMME) average, including the NCEP CFSv2 (Fig. 6), favors El Niño to form by next month and persist through Northern Hemisphere winter 2026-27. While confidence in the occurrence of El Niño has increased since last month, there is still substantial [uncertainty in the peak strength](#) of El Niño, with no strength categorization exceeding a 37% chance (Figs. 7 & 8). The strongest El Niño events in the historical record are characterized by significant ocean-atmosphere coupling through the summer, and it remains to be seen whether this occurs in 2026. Stronger El Niño events do not ensure strong impacts; they can only make certain impacts more likely (see [CPC outlooks](#) for probabilities of seasonal anomalies). In summary, El Niño is likely to emerge soon (82% chance in May-July 2026) and continue through Northern Hemisphere winter 2026-27 (96% chance in December 2026 – February 2027).

This discussion is a consolidated effort of the National Oceanic and Atmospheric Administration (NOAA), NOAA's National Weather Service, and their funded institutions. Oceanic and atmospheric conditions are updated weekly on the Climate Prediction Center website ([El Niño/La Niña Current Conditions and Expert Discussions](#)). A probabilistic strength forecast is [available here](#). The next ENSO Diagnostics Discussion is scheduled for 11 June 2026. To receive an e-mail notification when the monthly ENSO Diagnostic Discussions are released, please send an e-mail message to: ncep.list.enso-update@noaa.gov.

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

Relative SST Anomalies (°C)

06 MAY 2026

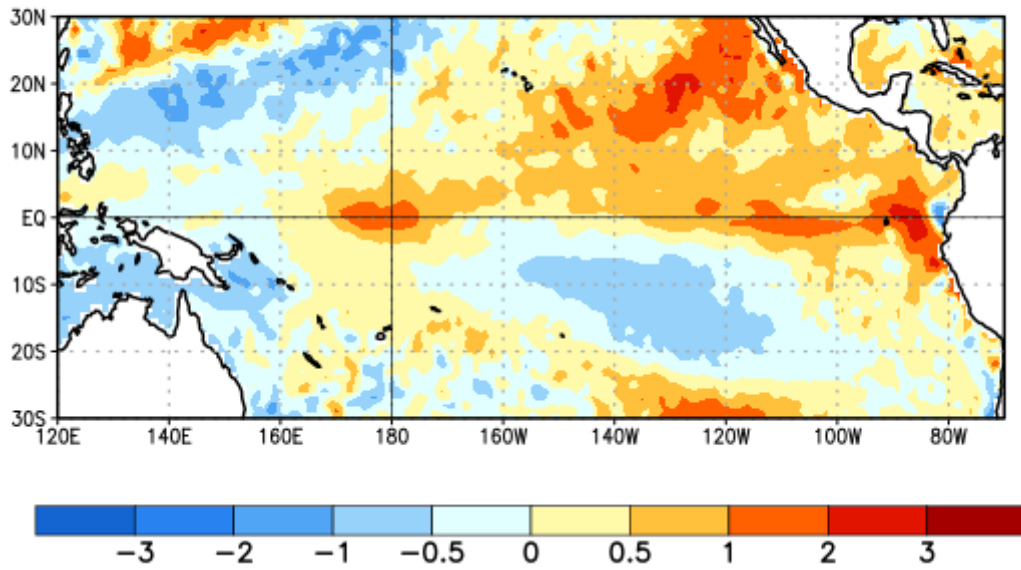


Figure 1. Average relative sea surface temperature (SST) anomalies (°C) for the week centered on 6 May 2026. Anomalies are computed with respect to the 1991-2020 base period weekly means.

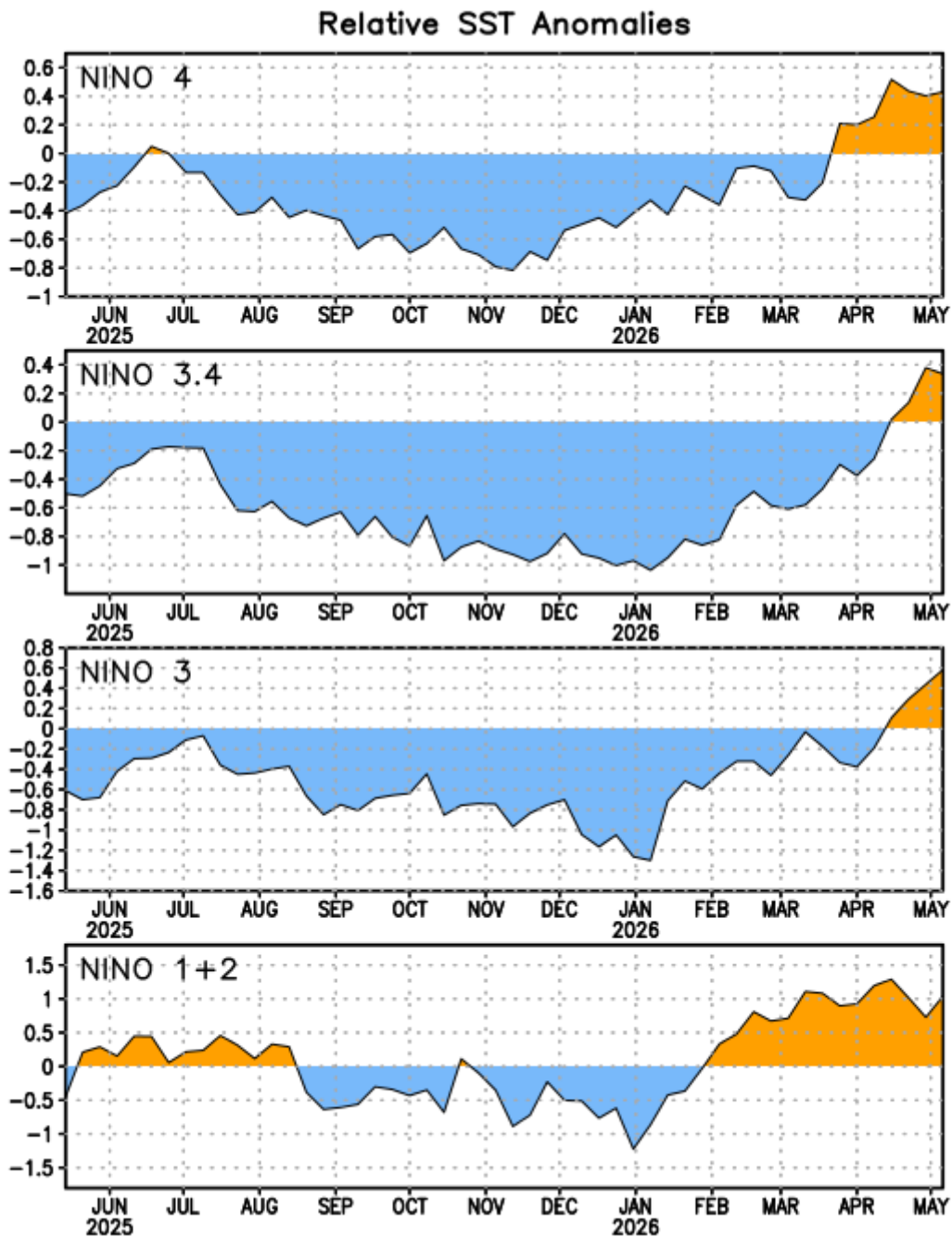


Figure 2. Time series of area-averaged relative sea surface temperature (SST) anomalies ($^{\circ}\text{C}$) in the Niño regions [Niño-4 (5°N - 5°S , 160°E - 150°W), Niño-3.4 (5°N - 5°S , 170°W - 120°W), Niño-3 (5°N - 5°S , 150°W - 90°W), Niño-1+2 (0° - 10°S , 90°W - 80°W) minus tropical mean (20°N - 20°S). The relative indices are re-scaled to match the variance of traditional indices. Anomalies are departures from the 1991-2020 base period weekly means.

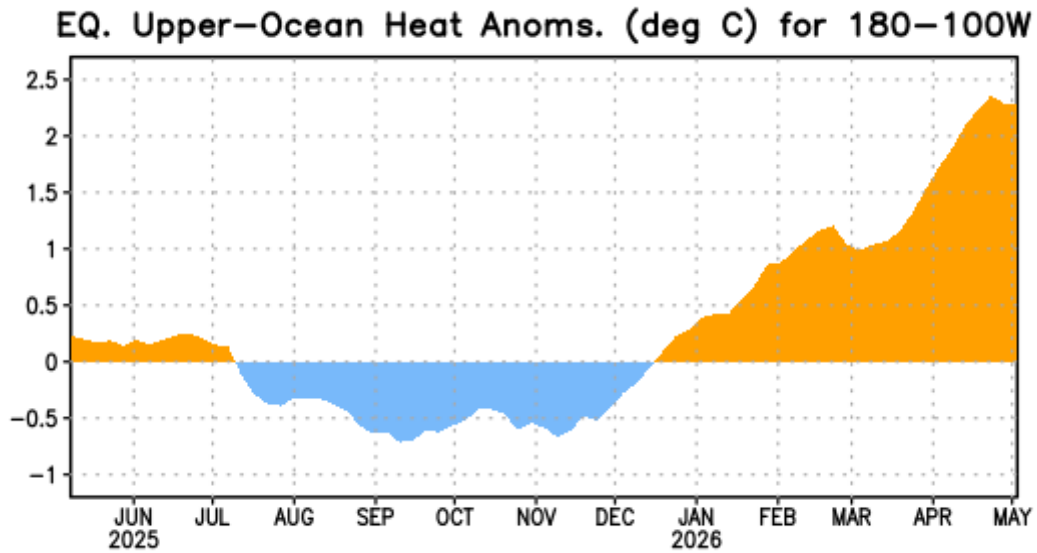


Figure 3. Area-averaged upper-ocean (0-300m) heat content anomaly ($^{\circ}\text{C}$) in the equatorial Pacific (5°N - 5°S , 180° - 100°W). The heat content anomaly is computed as the departure from the 1991-2020 base period pentad means.

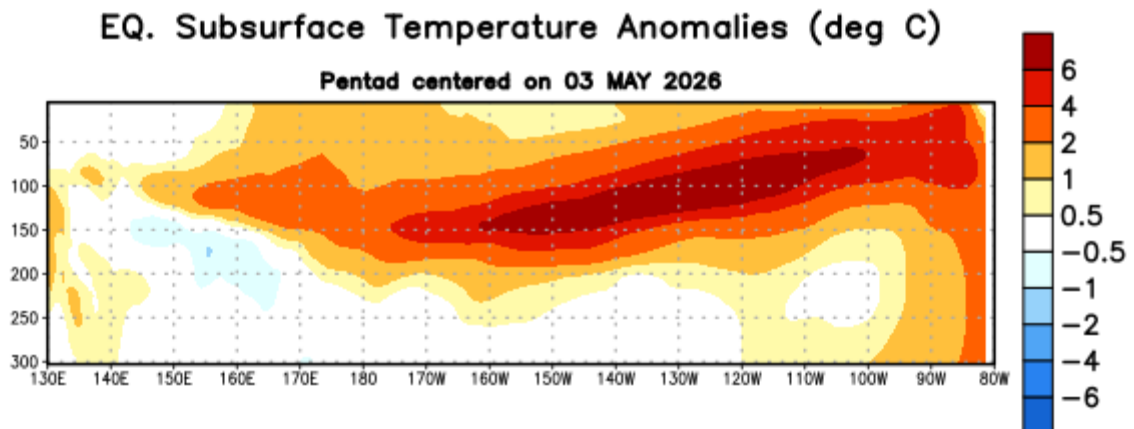


Figure 4. Depth-longitude section of equatorial Pacific upper-ocean (0-300m) temperature anomalies ($^{\circ}\text{C}$) centered on the pentad of 3 May 2026. Anomalies are departures from the 1991-2020 base period pentad means.

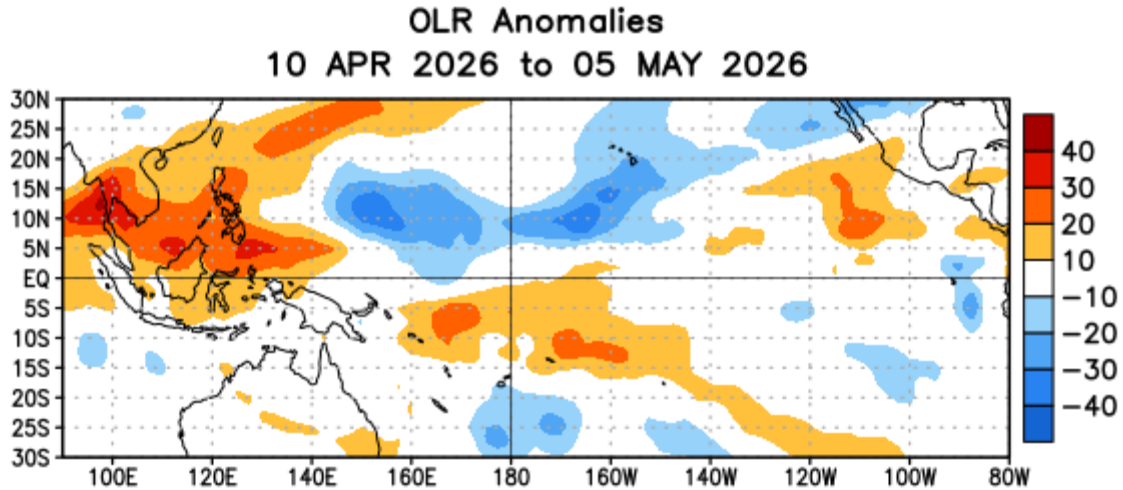


Figure 5. Average outgoing longwave radiation (OLR) anomalies (W/m^2) for the period 10 April – 5 May 2026. OLR anomalies are computed as departures from the 1991-2020 base period pentad means.



NWS/NCEP/CPC

Last update: Mon May 11 2026
Initial conditions: 1May2026–10May2026

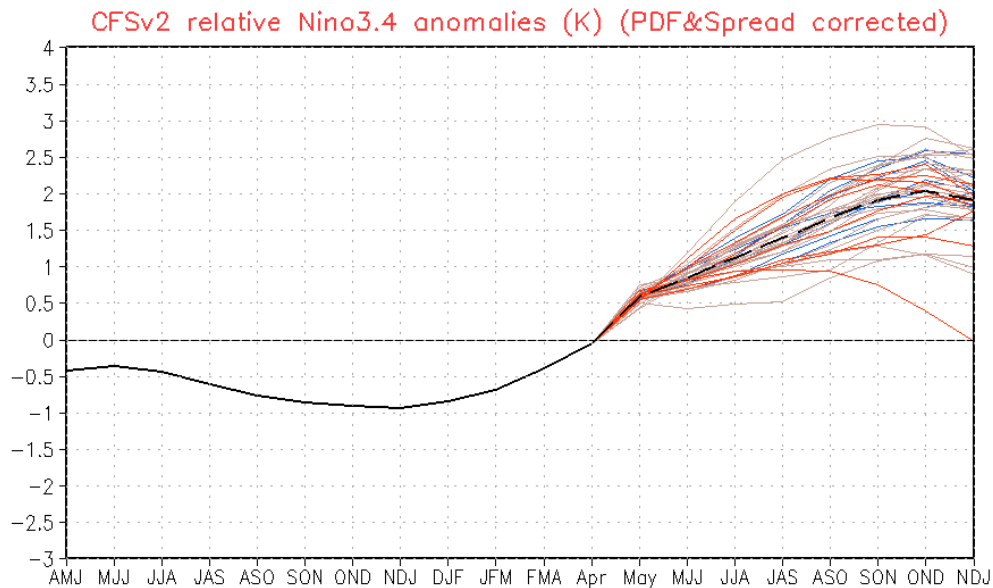


Figure 6. NCEP Climate Forecast System (CFSv2) prediction of relative sea surface temperature anomalies for the Niño 3.4 index (5°N - 5°S , 170°W - 120°W) minus tropical mean (20°N - 20°S). The relative index is re-scaled to match the variance of the traditional index. Figure updated 11 May 2026.

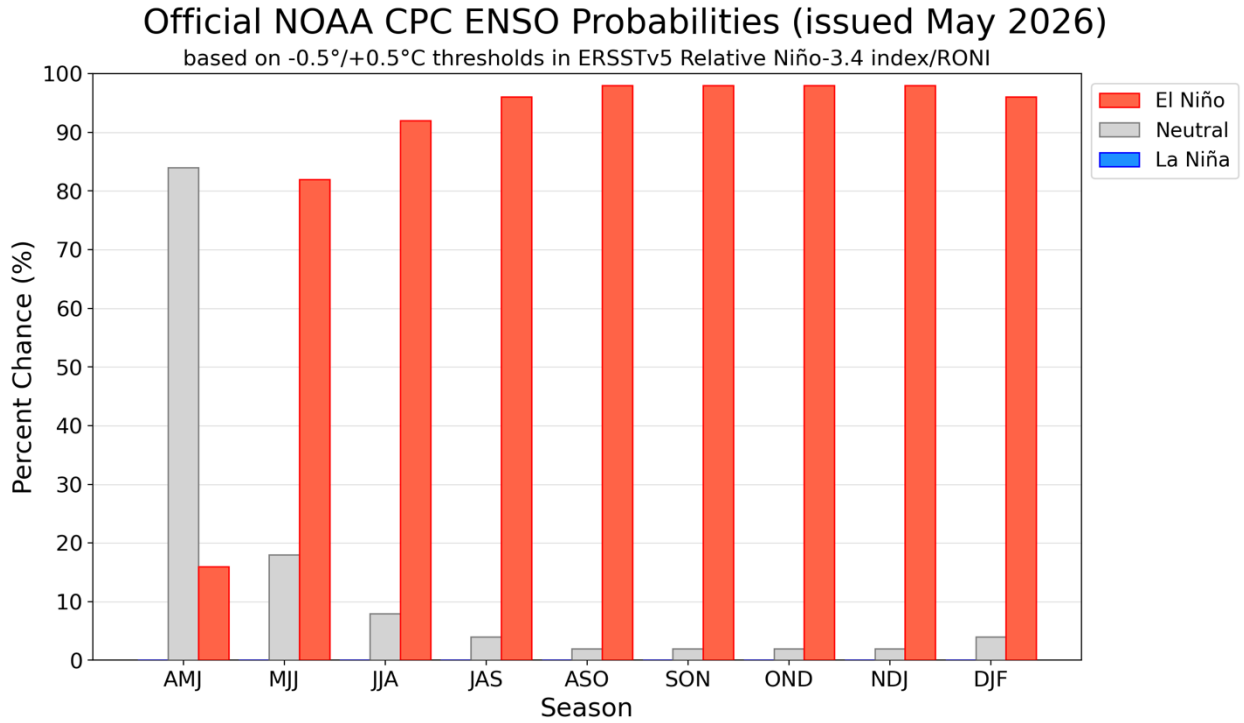


Figure 7. Official ENSO probabilities for the Niño 3.4 relative sea surface temperature index (5°N - 5°S , 170°W - 120°W) minus tropical mean (20°N - 20°S). The relative index is re-scaled to match the variance of the traditional index. Figure updated 14 May 2026. Higher resolution image/table: https://cpc.ncep.noaa.gov/products/analysis_monitoring/enso/roni/probabilities.php

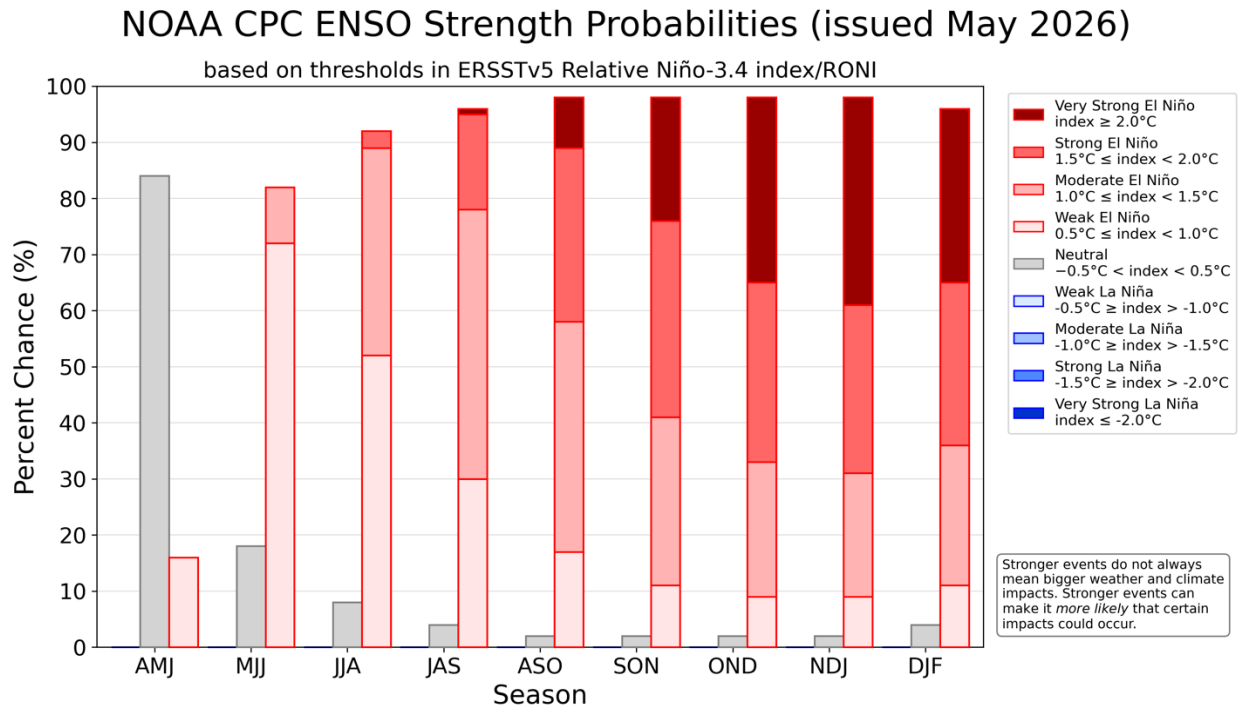


Figure 8. ENSO strength probabilities for the Niño 3.4 relative sea surface temperature index (5°N-5°S, 170°W-120°W) minus tropical mean (20°N-20°S). The relative index is re-scaled to match the variance of the traditional index. Figure updated 14 May 2026. Higher resolution image/table: https://cpc.ncep.noaa.gov/products/analysis_monitoring/enso/roni/strengths.php



Inverness Public Utility District

(March 2026)

Rainfall (inches)	2026	2025
Month	0.13	5.04
Year to Date	28.98	42.33
Running Average	37.49	37.43

Production / Consumption	Gallons	CCF
Produced	1,531,750	2,048
Billed (gross)	0	0
Unbilled	0	0

Stream Flows (averages)	GPM	GPD
First Valley	159	228,960
Second Valley	193	277,920
Third Valley	74	106,560
Lower Intake L1	0	0
Total	426	613,440

Sources In		Percent
D1, D2, D3	All	80.42%
D4, D5, D6	None	0.00%
D7, D8	D7	19.58%
Lower Intake L1		0.00%
Total		100.00%

Distribution System (Used)	Gallons	Percent
Colby	605,906	39.11%
Tenney	571,294	36.87%
Conner	29,800	1.92%
Stockstill	219,424	14.16%
Seahaven	122,976	7.94%
Monthly Total	1,549,400	100.0%

System Wide	GPD	GPM
Usage	1,731,000	28850
Residential	1,482,000	1029
Non- Residential	249,000	173
Accounts		
Total Accounts	521	
Active Accounts	439	

Customer Service	#	Issue / Resolution
Water Quality Issues	0	
Inquiries	0	
Other		

The information provided is based on monthly calculations with some data averaged.
 X / 0 indicated no bi-monthly meter reading or billing data available.



Town of Inverness Monthly Water System Report

March 2026

Operations & Maintenance

Daily operations continue to consist primarily around ensuring our treatment plants are operating efficiently, from diversions to finished water and that our tank levels are full.

Purchased NTU analyzer (all replacements) 3/27/2026
Full SCADA control / access Seahaven Pump house 3/27/2026
Diversion Clean (D2 / D3) 3/31/2026
Replaced ARKAL filter discs (F1 UFA) 3/31/2026
Transducer installed new Seahaven tank 3/26/2026
Received As-Built for Tank Project 3/18/2026
Exercised more than 40 isolation valves (March)
Cleaned all diversion trails (March)

Completed Projects

Finish water NTU (SWRCB) 3/9/2026
PFAS sampling (First Valley resample) 3/11/2026
Hazmat / waste drop off 3/11/2026
Cleaned / organized fire cabinet (F1) 3/27/2026
Security Cameras (F1 & F3) 3/5/2025
F1 UFB NTU analyzer calibrated / online 3/27/2026

Preventative Maintenance

Routine PM throughout the month consisted of CIP cleanings of our filters, tracking analytics and other equipment to ensure our water system performs efficiently.

Reporting / Compliance

District meets monthly state reporting requirements
SAFER Clearinghouse monthly (drought, conservation, production & demand)
Monthly water system report to SWRCB
Annual Report submitted to SWRCB

Safety & Training

No injuries or close calls
Weekly Safety Tailgate Meetings (AWWA 52-week outlines)
Monthly Team Training with SDRMA, Vector Solutions
Weekly vehicle inspections

April Goals

Continue F1 PLC swaps / SCADA access and control updates
Continue valve exercising project
Remove old Seahaven Pump House
Pump O&M P&M at filter plants
Include monthly consumption data in board reports (4/13/2026)



Inverness Public Utility District

(April 2026)

Rainfall (inches)	2026	2025
Month	5.76	0.43
Year to Date	34.74	42.76
Running Average	37.49	37.43

Production / Consumption	Gallons	CCF
Produced	1,577,875	2,109
Billed (gross)	1,313,488	1,756
Unbilled	264,387	353

Stream Flows (averages)	GPM	GPD
First Valley	142	204,480
Second Valley	168	241,920
Third Valley	56	80,640
Lower Intake L1	0	0
Total	366	527,040

Sources In		Percent
D1, D2, D3	All	78.76%
D4, D5, D6	All	7.88%
D7, D8	D7	13.36%
Lower Intake L1		0.00%
Total		100.00%

Distribution System (Used)	Gallons	Percent
Colby	660,414	38.71%
Tenney	628,866	36.86%
Conner	38,700	2.27%
Stockstill	252,093	14.78%
Seahaven	125,907	7.38%
Monthly Total	1,705,980	100.0%

System Wide	GPD	GPM
Usage	1,313,488	21891
Residential	1,105,918	768
Non- Residential	207,570	144
Accounts		
Total Accounts	519	
Active Accounts	440	

Customer Service	#	Issue / Resolution
Water Quality Issues	0	
Inquiries	2	Chlorine smell, flush lines, grab residual
Other		

The information provided is based on monthly calculations with some data averaged.
 X / 0 indicated no bi-monthly meter reading or billing data available.



Town of Inverness Monthly Water System Report

April 2026

Operations & Maintenance

Daily operations continue to consist primarily around ensuring our treatment plants are operating efficiently, from diversions to finished water and that our tank levels are full.

Replaced ARKAL disc filters at Filter Plant 3 (4/28/2026)

Cleaned and acid-bathed pH probes (4/27/2026)

Cleaned ultrafiltration temperature sensors at F1 (4/28/2026)

Trails cleared / diversions cleaned (D1, 2, 3, 6, 7, 8) (4/8-20/2026)

Installed sampling taps Seahaven, Colby, Tenney

Cleaned all diversion trails (April)

Repaired a cracked raw water air-release valve (ARV) at Filter Plant 1 (4/15/2026)

Completed repair of a service leak (Press Home) (4/13/2026)

Repaired a leaky influent valve on the F3-Seahaven pump, restoring filtration (4/2/2026)

Completed Projects

Valve Exercising Project (4/30/2026)

Greased F1 NF pumps w/ pump run hours recorded, next lubrication intervals identified (4/28/2026)

215 Via De La Vista, service moved from 4-inch CI to new 2-inch PVC (4/30/2026)

Preventative Maintenance

Routine PM throughout the month consisted of CIP cleanings of our filters, tracking analytics and other equipment to ensure our water system performs efficiently.

Performed CIP cleaning on F3 Nano Filters (4/1/2026)

Performed CIP cleaning on F1 UFB (4/3/2026), F1 UFA (4/25/2026)

Reporting / Compliance

District meets monthly state reporting requirements

SAFER Clearinghouse monthly (drought, conservation, production & demand)

Monthly water system report to SWRCB

Safety & Training

No injuries or close calls

Weekly Safety Tailgate Meetings (AWWA 52-week outlines)

Monthly Team Training with SDRMA, Vector Solutions

Weekly vehicle inspections

May Goals

Continue F1 PLC swaps / SCADA access and control updates

Remove old Seahaven Pump House

2Q PFAS sampling

Dump runs to remove decades old trash from water system

Verify, Calibrate or replace UF temp sensors at F1

Hydrant Maintenance and Flushing Project

Report on Water Customer Billings and Payments, Mar/Apr 2026

1. What our customers owed us at the beginning of the period (Mar. 1):		
Current charges (from bills sent out on February 25, 2025)	121,927.11	
Unpaid prior charges (0.74% of total amount owed to us)	904.82	
Total Amount Owed to Us on Mar. 1, 2026:		<u>122,831.93</u>
2. We received the following payments from our customers during Mar. & Apr.:		
Electronic payments:	97,679.15 (79.8%)	
Payments by check:	24,676.64 (20.2%)	
Total Payments Received During Mar. and Apr.:		- 122,355.79
3. We posted the following charges to our customers' accounts during Mar. & Apr.:		
Write-offs:	--	
Adjustments:	--	
Basic charges (future):	104,003.74	519 Basic charges for May/Jun 2026 (billed on 4/27)*
X-C charges (future):	306.28	19 Cross-Connection charges for May/Jun (billed 4/27)
Usage charges (net):	19,961.02	Usage charges for 2/21/26 to 4/22/26 (billed on 4/27†)
Misc. charges:	162.27	Such as account setup, late pay, & ret'd check charges
Refused payments:	0.00	No returned checks or refused AutoPays
Refunds:	24.81	1 closed-account credit balance refund
Total Charges Posted During Mar. and Apr.:		+ 124,458.12
4. Thus, the amount our customers owed us on April 30 (the end of the period) was:		<u>124,934.26</u>
(of which 3.33%, or \$4,165.55, was past-due charges)		

* Bimonthly Basic Charges (for May/Jun): 515 customers @ \$201.46; 1 Lifeline customer @ \$100.73; 3 Lifeline customers @ \$50.37.

† **Total billed usage was \$19,961.02** (no credits this period for usage adjustments or meter-read errors).

Reconciliation with BofA checking account:

There were no deposits in transit on 4/30/2026. Thus, the A/R balance on the District's books as of 4/30 should also be \$124,934.26.

Scheduled AutoPay receipts: \$81,326.63 on May 18, 2026 (from 337 customers, which is 64.9% of the total of 519 billed customers).

A temporary security debit will be posted to IPUD's checking account in the amount of \$81,326.63 on or about May 14, 2026 (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)

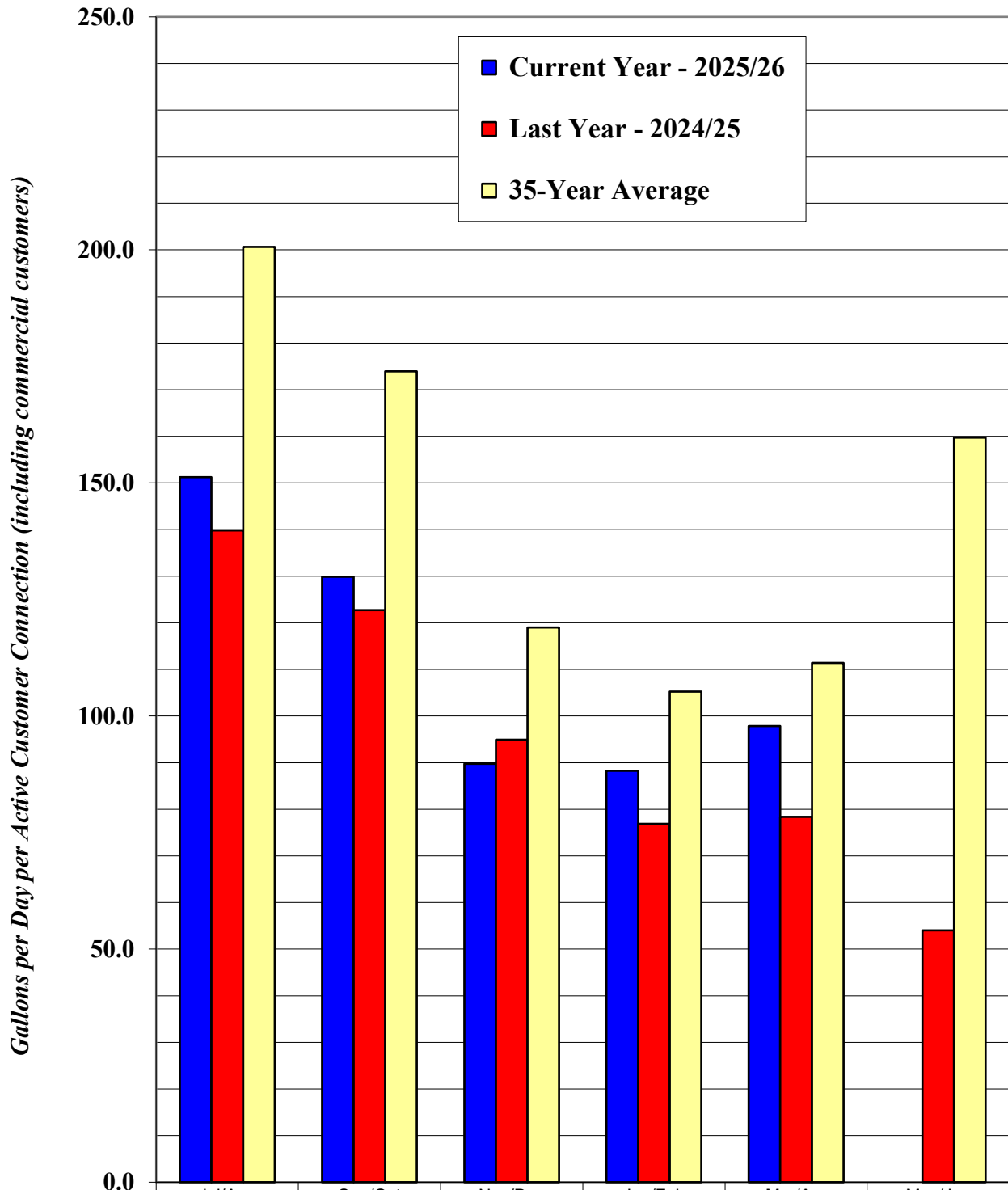
Period covered: Mar/Apr 2026

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 - 2025/26	151.2	129.9	89.8	88.2	97.9	0.0
■ Last Year - 2024/25	139.8	122.7	94.9	76.9	78.4	54.0
■ 35-Year Average	200.6	173.9	119.0	105.2	111.4	159.7

Inverness Public Utility District

Water System Financial Snapshot – FY 2025/26

Why were expenses higher this year?

- FY 2025/26 included replacement of aging equipment that had been deferred in prior years.
- These were planned, one-time investments to maintain safe and reliable water service.
- Supply and equipment costs were higher temporarily and are NOT expected to continue.

What do water rates pay for?

- System operations and maintenance
- Staff who operate, monitor, and maintain the water system
- Equipment, utilities, and regulatory compliance
- Long-term system reliability

Approved Water Rate Adjustment (January 2026)

- Basic (fixed) charge increased by 20.2%
- Water usage rates increased by 20.2%
- Helps align revenue with the true cost of operating the system
- Full benefit will be seen in FY 2026/27

Looking Ahead

- Deferred maintenance has been addressed
- Expense levels are expected to normalize next fiscal year
- New rates support long-term financial stability
- The Water System is managed as a self-supporting enterprise

FIRE DEPARTMENT REPORT

March 2026 / April Board Meeting

Incidents

Number Date

- #26-022 3/1 **Vehicle accident** @ 11570 Hwy 1. Inverness cancelled
Attendance: David Briggs
- #26-023 3/2 **EMS** @ Camino del Mar for difficulty breathing.
Attendance: Burton Eubank, David Briggs, Sydney Knudsen
- #26-024 3/2 **EMS** @ Callendar Way for a fall
Attendance: David Briggs, Sydney Knudsen, Tom Fox
- #26-025 3/6 **EMS** @ Kenneth Way for a fall
Attendance: Brian Cassel, Burton Eubank, Jonah Thomas, Ken Fox, Tim Olson
- #26-026 3/6 **EMS** @ Camino del Mar for lightheadedness.
Attendance: Brian Cassel, David Briggs, Greg Eastman, Ken Fox, Tim Olson, Tom Fox
- #26-027 3/13 **EMS** @ Perth Way for shortness of breath.
Attendance: Brian Cassel, Greg Eastman, Jonah Thomas, Maya Wolf, Tim Olson
- #26-028 3/17 **EMS** @ Keith Way for a seizure. M94 transport
Attendance: Brian Cassel, Sydney Knudsen, David Briggs
- #26-029 3/19 **Odor investigation** @ 12781 Sir Francis Drake Blvd
Attendance: Brian Cassel, David Briggs, Jonah Thomas
- #26-030 Accidental CAD entry
- #26-031 3/22 **EMS** @ Drakes View Dr for a heart problem. Inverness for LZ.
Attendance: Burton Eubank, David Briggs, Greg Eastman, Sydney Knudsen, Tom Fox
- #26-032 3/23 **Vehicle accident** @ 26049 SFD for motorcycle crash. Minor injuries.
Attendance: David Briggs, Sydney Knudsen, Jonah Thomas
- #26-033 3/23 **EMS** @ Vision Rd for possible stroke. No merit.
Attendance: David Briggs, Sydney Knudsen, Jonah Thomas
- #26-034 3/27 **EMS** @ Via de la Vista for a fall
Attendance: David Briggs, Jonah Thomas, Brian Cassel, Tom Fox
- #26-035 3/29 **Public assist** @ Inv Yacht club for kite boarders stuck in mud.
Attendance: Greg Eastman, Brian Cassel

Trainings

March 9: Vehicle extrication review

Attendees: David Briggs, Brian Cassel, Greg Eastman, Burton Eubank, Dennis Holton, Tim Olson, Jonah Thomas, Maya Wolf, Tim Olson, Ken Fox, Jacob Leyva

March 23: Vehicle extrication practice.

Attendees: Dennis Holton, David Briggs, Brian Cassel, Greg Eastman, Sydney Knudsen, Ken Fox, Jonah Thomas, Cassidy Russell, Burton Eubank, Andrew Bock

Activities and Maintenance

1. NEIRS data preparation.
2. MWPA work plan planning.
3. Clean up/rearrange firehouse
4. FEMA turnout gear inventory

Personnel

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, Greg Eastman, Jay Borodic, Liam Riley, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sydney Knudsen, Maya Wolf, Jonah Thomas

Jim Fox, Chief

MWPA MONTHLY REPORT

March 2026 / April Board Meeting

Local Projects

- Inverness local funds for FY 26/27 will be \$24,198. We are proposing to spend that on roadside evacuation route maintenance.

Defensible Space

- Our budget for defensible space inspections is \$24,198.
- Defensible space inspections for approximately half of Inverness will resume this summer.
- Chipper program will resume in April. Residents can start signing up in March.

West Marin CORE Project Activity

- The West Zone agencies are together submitting a \$354,489 core proposal to continue work in the Coastal Fuel Network, of which Inverness' portion will be \$89,389. This money will go toward continuing work in the Seahaven area.

Meetings / Committees

- March 4: MWPA CWPP meeting #5
- March 5: MWPA West Zone meeting
- March 5: MWPA ATC meeting
- March 12: MWPA Operations Committee Meeting
- March 16: MWPA West Zone Core discussion
- March 16: MWPA Community Wildfire Prevention Plan, meeting #6
- March 19: MWPA ATC meeting
- March 19: MWPA West Zone discussion
- March 24: MWPA GIS training

FIRE DEPARTMENT REPORT

April 2026 / May Board Meeting

Incidents

Number Date

- #26-037 4/2 **Propane** @ Post office for smell of propane
Attendance: Greg Eastman, Brian Cassel
- #26-038 4/3 **Vehicle accident** @ Bear Valley Rd. M94 transport
Attendance: Brian Cassel, Burton Eubank, Dennis Holton, Greg Eastman, Jonah Thomas, Ken Fox, Maya Wolf, Tim Olson, Tom Fox
- #26-039 4/3 **EMS** @ Perth Way for a fall.
Attendance: Brian Cassel, Dennis Holton, Sydney Knudsen
- #26-040 4/7 **Fire alarm** @ 231 Kieth Way. Malfunctioning alarm.
Attendance: Brian Cassel, David Briggs, Sydney Knudsen
- #26-041 4/7 **Fire alarm** @ 231 Kieth Way. Malfunctioning alarm.
Attendance: David Briggs, Sydney Knudsen, Burton Eubank
- #26-042 4/7 **Fire alarm** @ 231 Kieth Way. Malfunctioning alarm.
Attendance: Sydney Knudsen, Burton Eubank
- #26-043 4/9 **Vehicle accident** @ 88 Bear Valley Rd. M94 transport.
Attendance: Brian Cassel, Burton Eubank, David Briggs, Greg Eastman, Jonah Thomas
- #26-044 4/10 **Vehicle accident** @ 9013 SFD. Non-injury.
Attendance: Brian Cassel, David Briggs, Greg Eastman, Jonah Thomas
- #26-045 4/10 **EMS** @ Tomales Bay Resort. No medical merit.
Attendance: Brian Cassel, Ken Fox
- #26-046 4/10 **EMS** @ Bay View for stomach problem. M94 transport.
Attendance: Brian Cassel, David Briggs, Greg Eastman
- #26-047 4/13 **EMS** @ Bay View for stomach problem. M94 transport.
Attendance: Brian Cassel, David Briggs, Jonah Thomas
- #26-048 4/14 **EMS** @ Rannoch for ALOC.
Attendance: Brian Cassel, Burton Eubank, David Briggs, Jonah Thomas, Tom Fox
- #26-049 4/15 **EMS** @ Bay View for stomach pain. M94 transport.
Attendance: Brian Cassel, Burton Eubank, David Briggs, Jonah Thomas
- #26-050 4/25 **Vehicle accident** @ PRNS Lighthouse. Minor injury.
Attendance: Brian Cassel, Burton Eubank, Dennis Holton, Greg Eastman
- #26-051 4/27 **EMS** @ Elgin for a fall.

Attendance: Brian Cassel, Burton Eubank, David Briggs, Dennis Holton, Greg Eastman, Maya Wolf

Trainings

April 13: Vehicle extrication review

Attendees: David Briggs, Brian Cassel, Greg Eastman, Cassidy Russell, Dennis Holton, Jay Borodic, Jonah Thomas, Tom Fox, Burton Eubank

April 27: Vehicle extrication practice.

Attendees: Dennis Holton, David Briggs, Brian Cassel, Greg Eastman, Cassidy Russell, Ken Fox, Jonah Thomas, Burton Eubank

Activities and Maintenance

1. NEIRS data preparation.
2. MWPA work plan planning.
3. Clean up/rearrange firehouse
4. FEMA turnout gear inventory
5. Apparatus review

Personnel

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, Greg Eastman, Jay Borodic, Liam Riley, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sydney Knudsen, Maya Wolf, Jonah Thomas

Jim Fox, Chief

MWPA MONTHLY REPORT

April 2026 / May Board Meeting

Local Projects

- Inverness local funds for FY 26/27 will be \$24,198. We are proposing to spend that on roadside evacuation route maintenance and will focus on an area on Via de la Vista. Permitting and scheduling work on county maintained roads is now allowed for MWPA jurisdictions, so we will be considering those roads as well if additional funds are leftover.

Defensible Space

- Defensible space inspections for approximately half of Inverness will resume this summer.
- Chipper program scheduling is open for residents.

West Marin CORE Project Activity

- The West Zone agencies are together submitting a \$354,489 core proposal to continue work in the Coastal Fuel Network, of which Inverness' portion will be \$89,389. This money will go toward continuing work in the Seahaven area.
- An additional \$200,000 is being requested for agencies to continue work on Coastal Fuel Network projects. For Inverness, our portion, which has yet to be divided up between the agencies, that money would also go toward work in Seahaven.

Meetings / Committees

- April 2: ATC meeting
- April 2: Coastal agencies meeting
- April 9: Operations Committee
- April 16: Coastal agencies meeting
- April 28: Fire Foundry Scheduling meeting
 - County fire submitted a CORE proposal that would allow agencies to utilize the Marin County Fire Foundry crew for vegetation reduction work. The crew consists of approximately 17 young people starting their fire careers. Inverness will likely get 2 days later in 2026 or early 2027. We will probably put those crews to work in the Seahaven area, but may look at other areas depending on how far the CORE funding gets us.
- April 30: Coastal agencies meeting