


Inverness Public Utility District

Fire Department  Water System
50 Inverness Way North • P.O. Box 469 • Inverness CA 94937 • (415) 669-1414

Board of Directors

Wednesday, December 18, 2019

AGENDA

9:00 a.m.

Regular Meeting

Inverness Firehouse

Opening

1. **Call to Order; Attendance Report**
2. **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "**may briefly respond to statements made or questions posed**" during Public Expression, but "**no action or discussion shall be undertaken on any item not appearing on the posted agenda**" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.
3. **Approval of Minutes:** Regular meeting of November 20, 2019

The State of the District

4. **Management Report:** Shelley Redding, Jim Fox
 - Water Operator Job Applicants
 - Financial Reports November 2019
 - Streamline Website for IPUD
 - MWPA Mailer
 - Office Schedule December
5. **Water System Report, November 2019:** Superintendent J. Fox
6. **Fire Department Report, November 2019:** Chief J. Fox

The Business of the District

7. **Approval of Expenditures and Credit Card Charges:** November 2019
8. **Ordinance 91-2019:** Adoption of the 2019 Marin County Fire Code
9. **Ordinance 92-2019:** Adding regulations 303 and 304 on **Discontinuation of water service to the Regulations of the IPUD Water System.**
10. Board Meeting Calendar for 2020

Closing

11. **Committee Meetings/Reports**
 - Appointment of Personnel Committee
12. **Announcements, Next Meeting, Adjournment**

Posted 12/13/19

Material provided in the meeting packet is available on the District's website, www.invernesspubd.org, or by contacting the District office.

Items may not be taken up in the order shown on this Agenda.

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

THE PUBLIC IS CORDIALLY INVITED TO ATTEND THIS MEETING

Board of Directors: **Kenneth J. Emanuels**, President • **Dakota Whitney**, Vice President
Kathryn Donohue, Treasurer • **Brent Johnson** • **David Press**



Shelley Redding, Administrator/Clerk of the Board
James K. Fox, Chief of Operations (Fire Chief, Water System Superintendent)



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 1

Call to Order;

Attendance Report



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 2

Public Expression

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

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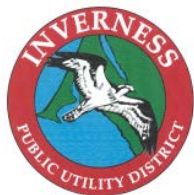
Inverness Public Utility District
Board Meeting December 18, 2019



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 3

Regular Meeting
November 20, 2019
Minutes Approval



Inverness Public Utility District

Fire Department & Water System

50 Inverness Way North, P.O. Box 469, Inverness CA 94937 • (415) 669-1414

Board of Directors

Minutes, Regular Meeting

Wednesday, November 20, 2019, 9:00 a.m.

DRAFT

1. Call to Order

President Emanuels called the meeting to order at the Inverness Firehouse at 9:07 a.m.

Attendance Report

Directors Present: Kenneth J. Emanuels, Dakota Whitney, Brent Johnson

Directors Absent: David Press, Kathryn Donohue

Staff Present: Shelley Redding, Clerk and Administrator; Jim Fox, Chief of Operations; Ken Fox, Senior Water Operator (arrived 9:30 a.m.)

2. Public Expression

No one from the public responded to the opportunity to address the Board.

3. Approval of Minutes: Regular Meeting of October 23, 2019

M/S Whitney/Johnson to approve the minutes of the regular meeting of October 23, 2019, as submitted. AYES 3, NOES 0

4. Management Report

Administrator Redding, and Jim Fox reported on the following items:

- **Water Operator Applicants:** Discussion regarding number of applicants, status of interviews and expectation about hire dates.
- **2018-2019 Audit update:** Administrator Redding reported that the final test revenue and expense items and the analytical review were sent to the Auditor in lieu of a site visit. High confidence audit will be complete before year end.
- **Financial Report October 2019:** Financial reports were presented for review. Director Emanuels requested clarification on balance sheet items related to OPEB and requested a report for the next Board meeting.
- **MERA update:** Chief Fox reported that the Final EIR was released.
- **PSPS Event:** Chief Fox reported on the IPUD response to the Public Safety Power Shutoff event.

5. Water System Report (October 2019)

Senior Water Operator Ken Fox reported on the water system. The board requested some comparable data from previous years and a summary of the overall health of the system.

6. Fire Department Report (October 2019)

A written report was submitted by Chief Jim Fox. Volunteer staff made themselves available during the PSPS event and the station was available during the day for electronic device charging while the generator was running.

7. Approval of Expenditures and Credit Card Charges

M/S Whitney/Johnson to approve the listed expenditures for October 2019 (\$65,355.62) and credit card charges invoiced on September 22, 2019 (\$1,369.09). AYES 3, NOES 0.

8. Committee Meetings/Reports

There were no committee reports and no committee meetings are scheduled.

9. Convene in Closed Session: Closed session convened at 10:15 a.m. for employee performance review (Administrator), pursuant to Government Code Section 54957.

10. Reconvene in Open Session: Open session reconvened at 10:35 a.m. President Emanuels reported that no actions were taken during the closed session.

11. Announcements, Next Meeting, Adjournment

The next regular meeting of the Board of Directors is scheduled for December 18, 2019, at 9:00 a.m. at the Inverness Firehouse.

President Emanuels adjourned the meeting at 10:50 a.m.

These minutes were approved by the Board of Directors at the regular meeting on _____, 2019.

Attest: _____ Date: _____

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 4

Management Report

Clerk S. Redding and J. Fox

- Water Operator Job Applicants
- Financial Report November 2019
- Streamline Website
- MWPA Mailer
- Office schedule December

Inverness PUD
Profit & Loss
 November 2019

	Nov 19
Ordinary Income/Expense	
Income	
N 600 · Property Tax Income	
600-01 · Ad Valorem Property Taxes	8,872.30
Total N 600 · Property Tax Income	8,872.30
Total Income	8,872.30
Gross Profit	8,872.30
Expense	
N 810 · Personnel Expenses	
810-01 · Management	20,221.01
810-02 · Operations Personnel	15,553.71
810-04 · Employer Payroll Taxes	2,805.63
810-06 · Duty Officer	900.00
810-07 · Health Insurance Premiums	-29.72
810-08 · Retirement Premiums	3,600.05
810-09 · Unfunded Accrued Liability	3,495.87
Total N 810 · Personnel Expenses	46,546.55
N 830 · Dispatch & Communications	
830-02 · Commo Supplies	962.31
Total N 830 · Dispatch & Communications	962.31
N 833 · Collection & Treatment	
833-01 · Chemicals	67.08
Total N 833 · Collection & Treatment	67.08
N 835 · Lab & Monitoring	
835-01 · BacT & Raw Samples	378.00
835-02 · Periodic Samples	2,385.00
Total N 835 · Lab & Monitoring	2,763.00
N 840 · Maintenance & Utilities	
840-01 · Equipment Maintenance	22.80
840-02 · Building Maintenance	194.97
840-03 · Grounds Maintenance	-4.32
840-06 · Distribution System Maintenance	2,400.63
840-07 · Collection-Treatment Utilities	2,676.33
840-08 · Distribution System Utilities	79.86
840-09 · Firehouse Utilities	249.00
Total N 840 · Maintenance & Utilities	5,619.27
N 844 · Storage & Distribution	
844-01 · Telemetry	230.84
Total N 844 · Storage & Distribution	230.84
N 845 · Supplies & Inventory	
845-01 · Supplies and Inventory	1,545.74
Total N 845 · Supplies & Inventory	1,545.74
N 850 · Training	
850-01 · Volunteer Training	64.38
850-02 · Certification & Courses	669.00
850-03 · Volunteer Appreciation	300.00
Total N 850 · Training	1,033.38
N 860 · Vehicle Operations	
860-02 · Repairs & Service	1,029.20
Total N 860 · Vehicle Operations	1,029.20

1:27 PM

12/05/19

Accrual Basis

Inverness PUD
Profit & Loss
November 2019

	<u>Nov 19</u>
N 870 - Administration	
870-01 · Telephone, Internet, Cable	225.28
870-02 · Dues & Publications	306.00
870-04 · Financial Reporting/Audit	630.00
870-05 · Office Supplies, Postage	716.05
870-06 · Bank Charges	131.77
870-09 · Travel & Meetings	400.86
870-11 · Office IT Support	600.00
870-12 · Billing & Collections	667.60
870-14 · Miscellaneous	582.64
	<hr/>
Total N 870 - Administration	4,260.20
	<hr/>
Total Expense	64,057.57
	<hr/>
Net Ordinary Income	-55,185.27
	<hr/>
Net Income	-55,185.27
	<hr/> <hr/>

From: [Jim Fox](#)
To: [Shelley Redding](#)
Subject: FW: MWPA Informational Mailer
Date: Tuesday, December 3, 2019 3:59:10 PM
Attachments: [MarinFire1_TBWB_Update_2.pdf](#)

Hi Shelley,

This probably doesn't need to go to the board but can be info for the next meeting.
 Jim

From: Weber, Jason [mailto:JWeber@marincounty.org]
Sent: Tuesday, December 3, 2019 3:11 PM
To: Tyler, Bill <btyler@novatofire.org>; Robert Sinnott <Robert.Sinnott@cityofsanrafael.org>; '*Pomi' <mpomi@kentfieldfire.org>; Scott Shurtz (sshurtz@centralmarinfire.org) <sshurtz@centralmarinfire.org>; 'Tom Welch' <twelch@cityofmillvalley.org>; 'ctubbs' <ctubbs@smfd.org>; Chris Gove <cgove1962@gmail.com>; Chris Gove <chris@muirbeachfire.com>; Kenny Stevens <Kenny94970@aol.com>; Kenny Stevens <sbfd@att.net>; Jim Fox <jim.fox@invernesspod.org>; George Krakauer <gkrakauer@bolinasfire.org>
Cc: Rich Shortall <rich_shortall@att.net>; Neill, Christie <CNeill@marincounty.org>
Subject: MWPA Informational Mailer

Chiefs,

Please find attached the final draft of the proposed MWPA mailer that we agreed to send countywide and fund based on the formula below. I will work with Rich cc'd at FIREsafe Marin to determine how to invoice. Multiple agencies legal counsel have reviewed the document to ensure we are in compliance with an informational mailer. Please call me if you have any questions, we need your blessing ASAP as this needs to go out immediately.

Jason

Agency	Mailboxes	% of Total	Share of Mailer Cost
Southern Marin Fire Protection District	11,464	12.18%	\$6,943
Novato Fire Protection District	21,066	22.38%	\$12,758
Stinson Beach Fire Protection District	338	0.36%	\$205
Sleepy Hollow Fire Protection District	859	0.91%	\$520
Kentfield Fire Protection District	2,570	2.73%	\$1,556
Bolinas Fire Protection District	780	0.83%	\$472
Marinwood Community Services District	1,730	1.84%	\$1,048
Muir Beach Community Services District	190	0.20%	\$115
Inverness Public Utility District	355	0.38%	\$215
Town of Fairfax	3,425	3.64%	\$2,074
Town of San Anselmo	5,188	5.51%	\$3,142
Town of Ross	1,008	1.07%	\$610
Town of Corte Madera	3,801	4.04%	\$2,302
City of Larkspur	5,647	6.00%	\$3,420

City of San Rafael	19,335	20.54%	\$11,709
City of Mill Valley	6,062	6.44%	\$3,671
Marin County	10,303	10.95%	\$6,240
Total	94,121	100.00%	\$57,000

Email Disclaimer: <https://www.marincounty.org/main/disclaimers>

PROTECTING AGAINST WILDFIRE

EVACUATION NOTIFICATIONS & INFORMATION

ALERT MARIN: WWW.ALERTMARIN.ORG

Sign up to receive critical information quickly on local emergencies. ALERT Marin is used when emergency action is needed at a specific location, such as wildfires, imminent flooding, evacuations, or other public safety incidents.

NIXLE: WWW.LOCAL.NIXLE.COM/REGISTER

Sign up to receive emergency and incident information for your zip code: road closures, general updates, post-disaster information about shelters, transportation or supplies; emergency service information and general public safety information.

Text zip code to 888777 for mobile alerts.



WILDFIRE & EMERGENCY "GO KIT"

Put together an emergency supply kit in advance for each family member and keep it easily accessible.

- Bandana, N95 respirator, goggles, leather gloves, long shirt and pants (cotton or wool), boots, hat
- Flashlight and headlamp with spare batteries
- Extra car keys, credit cards, cash
- Map marked with two evacuation routes (if possible)
- Prescription medications
- Extra eyeglasses or contact lenses
- First aid kit
- Battery-powered radio and extra batteries
- Copies of important docs (birth certificates, passports, insurance policies, etc.)
- Pet food and water, leashes, pet supplies and medications
- Water bottles and food
- Sanitation supplies
- Change of clothing
- Spare chargers for cell phones, laptops, etc.



AN IMPORTANT UPDATE FROM YOUR LOCAL FIRE AGENCIES



PROTECTING OUR COMMUNITIES FROM WILDFIRE

THE GROWING THREAT OF WILDFIRE

Recently we have all felt the constant threat posed by wildfire. From the devastating Kincadee fire in Sonoma, to the Muir fire in West Marin, to the constant threat of fire-related power outages, we are all confronting the reality that recent fire seasons have been longer, hotter and among the deadliest and most destructive on record.



Muir Fire closes Hwy 1 in West Marin on October 24, 2019.

MARIN'S HEIGHTENED RISK

Marin's lush vegetation and abundant wildlands near areas of development create increased risk of wildfire. Several published studies following the wildfires that ravaged Sonoma, Napa, Lake counties and Paradise, suggest that nearly identical fire conditions exist here in Marin. While Marin has been lucky to avoid a major wildfire, we cannot rely on good fortune alone.



PREVENTION AND PREPAREDNESS

We cannot eliminate the risk of wildfire. However, coordinated strategies can significantly reduce the threat of wildfire and ensure we are prepared in the unfortunate event of a wildfire in our community. Hardening homes and maintaining defensible space around homes and critical infrastructure, reducing combustible vegetation, and planning for organized evacuations in an emergency are proven approaches to protecting lives and property from wildfire. While Marin's local fire and emergency service agencies are prepared as first responders, there is currently no coordinated program for proactive wildfire prevention, preparedness and education.

MARIN WILDFIRE PREVENTION AUTHORITY

Wildfire knows no boundaries. A fire that starts and grows in one community can easily spread to devastate surrounding communities. Accordingly, closely coordinated wildfire prevention and preparedness efforts result in the greatest reduction in wildfire risk. Over the past several months, Marin's fire departments have worked together to create the Marin Wildfire Prevention Authority (MWPA) to implement a comprehensive wildfire prevention and emergency preparedness program for Marin County.

WILDFIRE PREVENTION GOALS

The Marin Wildfire Prevention Authority seeks to:

- Improve emergency alert and warning systems for early and organized evacuations
- Improve evacuation routes and infrastructure to enhance traffic flow for safer evacuations
- Expand coordinated efforts to reduce brush and hazardous vegetation
- Expand defensible space and home hardening evaluations while educating homeowners about reducing fire risk
- Provide grants and support to seniors, low-income homeowners and those with access and functional needs who may need assistance maintaining defensible space and making their homes fire resistant
- Create and sustain coordinated neighborhood wildfire public safety and preparedness programs



DEDICATED LOCAL FUNDING FOR WILDFIRE PREVENTION

To provide dedicated local funding for wildfire prevention and preparedness, the Marin Wildfire Prevention Measure will appear on local ballots in the March 3, 2020 election. If approved by two-thirds of local voters, the measure would levy up to 10¢ per building square foot for 10 years to provide approximately \$20 million annually exclusively for wildfire preparedness and prevention projects.

MANDATORY FISCAL ACCOUNTABILITY

- All funds generated by the proposed measure would stay in Marin and cannot be taken by the State
- An independent citizens' oversight committee and annual audits would ensure funds are spent as promised
- Low-income senior citizens are eligible for an exemption

LOCAL AGENCIES PARTICIPATING IN THE MARIN WILDFIRE PREVENTION AUTHORITY INCLUDE:

- | | | |
|-------------------------------------------|------------------------------------------|------------------------|
| ■ Southern Marin Fire Protection District | ■ Marinwood Community Services District | ■ Town of Corte Madera |
| ■ Novato Fire Protection District | ■ Muir Beach Community Services District | ■ City of Larkspur |
| ■ Stinson Beach Fire Protection District | ■ Inverness Public Utility District | ■ City of San Rafael |
| ■ Sleepy Hollow Fire Protection District | ■ Town of Fairfax | ■ City of Mill Valley |
| ■ Kentfield Fire Protection District | ■ Town of San Anselmo | ■ County of Marin |
| ■ Bolinas Fire Protection District | ■ Town of Ross | |





Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 5

Water System Report (November 2019)



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

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

WATER SYSTEM REPORT – November 2019

November Statistics	2019	End of Month Streamflows (est.)	GPM estimates	GPD
RAINFALL (@ F1)		D1	10	14,400
Month (in inches)	2.53"	D2	28	40,320
Year to date (inches) 7/31through 11/30//2019	2.77"	D3	20	28,800
Avg. yearly since 1925 (inches)	37.72"	D4	12	17,280
STREAMFLOWS * (end of November)		D5	20	28,800
Streamflows (approx. gpd)	207,360	D6	22	31,680
Streamflows (est; gpm)	144	D7	22	31,680
PRODUCTION: Month	2,460,800	D8	10	14,400
Average gallons per Day	82,027 gal	TOTAL	144	207,360
Average Gallons per Minute	57.0 gpm			
SOURCES USED		DISTRIBUTION (USE BY ZONE)		
1 st Valley High Intakes (2)	47.7%	Colby zone	946,100	38%
2 nd Valley High Intakes (1)	24.9%	Tenney zone	800,000	33%
3 rd Valley High Intakes (1)	20.7%	Conner zone	53,400	2%
1 st Valley lower/ (L1) W1	6.5%	Stockstill zone	353,000	14%
W3 (available)	0.2%	Lower SH zone	308,300	13%
2 nd Valley lower (L2 +W4)	0.0 %			
TOTAL	100.0%	Total SH+ST	661,300 (27%)	

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

Water Quality

All sources ultra and nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water are being collected once a month for lab analysis of coliform content. Average CL₂ dose at F1→ 0.65 parts per million (ppm); F3→ 0.71 ppm

Major Activities

1. Monthly report to CA RWQCB
2. Regular flushing of Via de la Vista/ Escondido main.
3. Marin Dept Public Works finished using @30,000 gal per day cleaning out 3rd valley culvert under SFD
4. Receiving applications for potential suitable water operator replacement(s)
5. SCADA system continues to have problems to resolve
6. General samples grabbed for analysis at Alpha labs
7. Work on 2nd Valley pipeline trail continued
8. Erosion control jute wattles removed from ditch on Perth fire road as no longer needed
9. both filter plant turbidimeters recalibrated
10. Road to First Valley lower intake regraded and new culvert installed. Shed to be repaired
11. F3 nano unit cleaning performed
12. Flushed upper intake transfer pipes
13. First significant rains of season; L1 weir removed for winter

Ken Fox, T3, Senior Water Operator.

November 2019 Report



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 6

**Fire Department
Report
(November 2019)**

INVERNESS VOLUNTEER FIRE DEPARTMENT

P.O. Box 469, Inverness, CA 94937

FIRE DEPARTMENT REPORT

November 2019

INCIDENTS:

#	Date	
#19-161	11-01	EMS @ Aberdeen for weakness. Private transport to hospital.
#19-162	11-02	Possible Vehicle Accident @ Perth & Kenneth. Unable to locate.
#19-163	11-09	EMS Assist to MCFD @ Inverness Store for helicopter transport of patient.
#19-164	11-09	EMS @ Via de la Vista for dizziness. M-94 code 2 transport to KTL.
#19-165	11-09	Smoke Check @ Madrone Ave. No merit.
#19-166	11-10	EMS Assist to MCFD @Inverness Store to set up landing zone.
#19-167	11-17	Vehicle Accident @ 13000 Shoreline. Cancelled enroute.
#19-168	11-19	Wires Down @ 100 Edgemont. Phone lines only.
#19-169	11-22	Vehicle Accident @ 11620 Shoreline. No occupant, cancelled enroute.
#19-170	11-23	Bonfire @ 12810 SFD. No merit. Contained cooking fire.
#19-171	11-27	Tree Blocking Road @ Douglass & Forres.
#19-172	11-29	Report of "Glow in sky" @ Kehoe Way. No merit, car lights.

TRAININGS:

11-10 Drill. SCBA training.

11-26 Drill. Review of public evacuation plans. Medical review.

ACTIVITIES AND MAINTENANCE:

1. MERA Ops meeting at Sheriff's EOC.
2. Smog check for Chief's truck.
3. West Marin Disaster Council meeting

PERSONNEL: Mike Meszaros, Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth, Tim Olson, Dennis Holton, Brett Miller, Roy Pitts, David Briggs, John Roche, David Wright, Kai Heimpel, Tim Olson, Bill Wessner, Sabrina Meyerson, Alex Frankel

Jim Fox
Chief



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 7

**Expenditures and
Credit Card Charges
(November 2019)**

1:29 PM

12/05/19

Accrual Basis

Inverness PUD
Monthly Expense Ledger Report
November 2019

Date	Num	Name	Memo	Amount
Nov 19				
11/05/2019	EFT	CalPERS Health	November health insurance	-7,280.41
11/06/2019	13510	Alpha Analytical Laboratories, Inc.	Testing	-905.00
11/06/2019	13511	Hach Company	Water Treatment Supplies	-105.55
11/06/2019	13512	Pure Aqua, Inc.	Shipping charge for Membrane Filter	-55.00
11/06/2019	13513	Recology	Refuse Disposal 10/1/19 - 12/31/19	-96.69
11/06/2019	13514	DeCarli's	Account # 2-45217	-393.46
11/06/2019	13515	Frey's Automotive, Inc.	2007 Chevrolet Smog	-46.75
11/06/2019	13516	Good & Clean, Inc.	Janitorial Services	-590.00
11/06/2019	13517	Horizon Cable TV Inc.	005-003907	-85.79
11/06/2019	13518	Jairemarie Pomo	IDC Coordinator Sept/Oct	-400.00
11/06/2019	13519	Quill Corporation	Account # C645751	-187.24
11/06/2019	13520	R.J. Ricciardi, Inc., CPAs	Fiscal Audit Chgs October 2019	-1,415.00
11/06/2019	13522	E and M, Inc. dba Wonderware	PO# 04311	-635.00
11/06/2019	13523	John's Dairy Equipment & Supply, Inc.	Liquid Chlorine	-93.12
11/06/2019	13524	California Special Districts Association	3-880/ RMS Regular Member/ 124	-2,931.00
11/06/2019	13525	Pace Supply Corp.	Customer# 09035-00	-270.63
11/06/2019	13526	Petaluma Auto Parts	Maintenance Supplies	-133.97
11/07/2019	13527	U. S. Bank Corporate Payment Systems	4246 0445 5565 2670	-1,369.09
11/09/2019	EFT	AT&T U-verse	139584573	-69.55
11/09/2019	EFT	Bank of America	October 19 Analysis Charge	-131.77
11/10/2019	Auto	Diversified Technology	Billing Service	-665.00
11/13/2019	13528	Jeff McBeth	Payment for 10/11/19 - 11/10/19 wages earned but not recorded in Paychex	-1,500.00
11/15/2019	Payroll		To record 10/26/19 - 11/10/19 payroll	-5,385.01
11/15/2019	Payroll		To record 10/26/19 - 11/10/19 payroll	-12,126.30
11/15/2019	EFT	Paychex	Payroll Processing Fees	-91.30
11/15/2019	EFT	BB & T- CPS Operations	10/01-10/31/19 AR Box	-2.60
11/20/2019	13529	Shelley Redding	Mileage Reimbursement 8/6/19 - 11/14/19	-400.86
11/21/2019	13540	Inverness Yacht Club	Volunteer Appreciation Event 12/6/19 Damage Deposit	-150.00
11/21/2019	13541	Inverness Yacht Club	Volunteer Appreciation Event 12/6/19 Kitchen Fee	-150.00
11/21/2019	13530	Able Tire & Brake	2007 Chevy	-925.10
11/21/2019	13531	AT&T	Monthly Communications bill	-519.77
11/21/2019	13532	Brelje and Race Laboratories, Inc.	October 2019 sampling	-378.00
11/21/2019	13533	Building Supply Center	Supplies	-94.00
11/21/2019	13534	CORE	October services	-600.00
11/21/2019	13535	Friedman's Home Improvement	Customer # 343	-329.40
11/21/2019	13544	Grainger	VOID: Account # 836141895	0.00
11/21/2019	13536	Harrington Industrial Plastics	042985	-481.65
11/21/2019	13537	Lunny Grading & Paving, Inc.	Time & Materials Woodhaven Washout 2/28/19	-544.50
11/21/2019	13538	McMaster-Carr	Maintenance Supplies	-119.54
11/21/2019	13539	Point Reyes Light Publishing Co., LC	Water Operator Ad 5 weeks	-100.50
11/21/2019	13542	Harold Nathan-c	Closed Account - Credit Balance Refund	-82.62
11/26/2019	EFT	PG&E	Account 9408018479-2	-2,786.20
11/27/2019	13544	John A. Becker	Closed account - Credit balance refund	-86.03
11/27/2019	13545	Alpha Analytical Laboratories, Inc.	ORDER # 19K1011	-2,385.00
11/27/2019	13546	Grainger	Account # 836141895	-113.88
11/27/2019	13547	John Roche Services	L1 Culvert install and road maintenance Equipment	-1,350.00
11/29/2019	Payroll		To record 11/11/19 - 11/25/19 payroll	-6,937.22
11/29/2019	Payroll		To record 11/11/19 - 11/25/19 payroll	-13,502.14

1:29 PM

12/05/19

Accrual Basis

Inverness PUD
Monthly Expense Ledger Report
November 2019

<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
11/29/2019	EFT	Paychex	Payroll Processing Fees	-91.30
11/29/2019	EFT	CalPERS UAL	UAL 26451	-110.46
11/29/2019	EFT	CalPERS UAL	UAL 3055	-2,634.56
11/29/2019	EFT	CalPERS UAL	UAL 3056	-750.85
11/29/2019	EFT	CalPERS	Admin Fee	-400.00
11/29/2019	EFT	CalPERS - Retirement	October 2019 Retirement	-3,600.05
Nov 19				-76,588.86

Inverness PUD
Reconciliation Detail
XX-5018 · Cal Card - J Fox, Period Ending 11/22/2019

Type	Date	Num	Name	Clr	Split	Amount	Balance
Beginning Balance							626.73
Cleared Transactions							
Charges and Cash Advances - 5 items							
Credit Card Charge	10/26/2019	01827030	Safeway	X	850-01 · Volunteer Training	-178.26	-178.26
Credit Card Charge	10/28/2019	0221665	Integra Chemicals	X	833-01 · Chemicals	-116.80	-295.06
Credit Card Charge	11/09/2019	03615666	Palace Market	X	850-01 · Volunteer Training	-64.38	-359.44
Credit Card Charge	11/13/2019	5059	Traffic Signs.com	X	845-01 · Supplies and Inventory	-100.19	-459.63
Credit Card Charge	11/15/2019	222939	Larsengines	X	840-01 · Equipment Maintenance	-22.80	-482.43
Total Charges and Cash Advances						-482.43	-482.43
Payments and Credits - 1 item							
Bill	10/13/2019		U. S. Bank Corporat...	X	20000 · Accounts Payable	626.73	626.73
Total Cleared Transactions						144.30	144.30
Cleared Balance						-144.30	482.43
Register Balance as of 11/22/2019						-144.30	482.43
New Transactions							
Payments and Credits - 1 item							
Bill	12/05/2019		U. S. Bank Corporat...		20000 · Accounts Payable	482.43	482.43
Total New Transactions						482.43	482.43
Ending Balance						-626.73	0.00

Inverness PUD
Reconciliation Detail
 XX-7642 · Cal Card - Redding, Period Ending 11/22/2019

Type	Date	Num	Name	Clr	Split	Amount	Balance
Beginning Balance							742.36
Cleared Transactions							
Charges and Cash Advances - 6 items							
Credit Card Charge	10/23/2019	1019 Board	Bovine Bakery	X	870-08 · Board & Election Expenses	-21.00	-21.00
Credit Card Charge	10/24/2019	IFD Standby	Inverness Park Market	X	850-03 · Volunteer Appreciation	-55.53	-76.53
Credit Card Charge	10/30/2019	1910301818	Roboform	X	870-02 · Dues & Publications	-128.85	-205.38
Credit Card Charge	11/04/2019	o1279266636	U. S. Post Service	X	870-05 · Office Supplies, Postage	-661.05	-866.43
Credit Card Charge	11/14/2019	52585845	Embassy Suites Hotel	X	850-02 · Certification & Courses	-711.00	-1,577.43
Credit Card Charge	11/21/2019	383	U. S. Post Service	X	870-05 · Office Supplies, Postage	-55.00	-1,632.43
Total Charges and Cash Advances						-1,632.43	-1,632.43
Payments and Credits - 3 items							
Credit Card Credit	10/28/2019	S9NJL3WQM...	CalPERS	X	850-02 · Certification & Courses	449.00	449.00
Bill	11/06/2019		U. S. Bank Corporate Pay...	X	20000 · Accounts Payable	742.36	1,191.36
Credit Card Credit	11/14/2019	52585845	Embassy Suites Hotel	X	850-02 · Certification & Courses	42.00	1,233.36
Total Cleared Transactions						-399.07	-399.07
Cleared Balance						399.07	1,141.43
Register Balance as of 11/22/2019						399.07	1,141.43
New Transactions							
Payments and Credits - 1 item							
Bill	12/05/2019		U. S. Bank Corporate Pay...		20000 · Accounts Payable	1,141.43	1,141.43
Total New Transactions						1,141.43	1,141.43
Ending Balance						-742.36	0.00



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 8

Ordinance 91- 2019

Adoption of 2019 Marin County Fire Code



Board Agenda Item Staff Report

Subject: Ordinance 91-2019: 2019 Marin Fire Code
 Meeting Date: December 18, 2019
 Date Prepared: December 13, 2019
 Prepared by: Shelley Redding, Administrator & Wade Holland, Customer Services Manager
 Attachments: Ordinance 91-2019

Recommended Action: Adopt Ordinance 91-2019

The Marin County Fire Code was updated and revised in 2019 to modify the California Fire Code and Appendix A of the International Wildland-Urban Interface Code prescribing regulations governing conditions hazardous to life and property from fire or explosion; providing for the issuance of permits for hazardous uses or operations.

The recommendation is that the District consider the adoption of a fire prevention code by reference, pursuant to Article 2 commencing with Section 50022 of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code; and, pursuant to Health and Safety Code Section 13869, the District consider adoption of building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code when such modified standards are reasonably necessary because of local climatic, geological or topographical conditions; and, pursuant to Sections 17958.5, 17958.7, and 18941.5 of the State of California Health and Safety Code, changes or modifications to the 2019 California Building Standards Code are needed and are reasonably necessary because of local climatic, geographic and topographic conditions.

Inverness Public Utility District

ORDINANCE NO. 91-2019

**AN ORDINANCE OF THE INVERNESS PUBLIC UTILITY DISTRICT
ADOPTING AND MODIFYING THE CALIFORNIA FIRE CODE AND APPENDIX
A OF THE INTERNATIONAL WILDLAND-URBAN INTERFACE CODE
PRESCRIBING REGULATIONS GOVERNING CONDITIONS HAZARDOUS TO
LIFE AND PROPERTY FROM FIRE OR EXPLOSION; PROVIDING FOR THE
ISSUANCE OF PERMITS FOR HAZARDOUS USES OR OPERATIONS; AND
DEFINING THE POWERS AND DUTIES OF THE INVERNESS PUBLIC
UTILITY DISTRICT AND ITS OFFICERS**

WHEREAS, the Inverness Public Utility District (District) may adopt a fire prevention code by reference, pursuant to Article 2 commencing with Section 50022 of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code; and,

WHEREAS, pursuant to Health and Safety Code Section 13869, the Inverness Public Utility District may adopt building standards relating to fire and panic safety that are more stringent than those building standards adopted by the State Fire Marshal and contained in the California Building Standards Code when such modified standards are reasonably necessary because of local climatic, geological or topographical conditions; and,

WHEREAS, pursuant to Sections 17958.5, 17958.7, and 18941.5 of the State of California Health and Safety Code, changes or modifications to the 2019 California Building Standards Code are needed and are reasonably necessary because of local climatic, geographic and topographic conditions; and,

WHEREAS, this Ordinance No. 91-2019 was placed on the Agenda and duly noticed for the meeting of the Board of Directors of the Inverness Public Utility District on the 18th day of December, 2019;

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Inverness Public Utility District that the following be adopted:

**SECTION 1. ADOPTION OF 2019 CALIFORNIA FIRE CODE and
APPENDIX A of the 2018 INTERNATIONAL
WILDLAND URBAN INTERFACE CODE**

The Board of Directors of the Inverness Public Utility District hereby adopts, for the purpose of prescribing regulations governing conditions hazardous to life and property from fire or explosion, the following:

1. The 2019 California Fire Code, which consists of certain portions of the 2018 edition of the International Fire Code as amended by the California Building Standards Commission, including:
 - a. Appendix 4 SPECIAL DETAILED REQUIREMENTS BASED ON USE AND OCCUPANCY
 - b. Appendix B FIRE FLOW REQUIREMENTS FOR BUILDINGS, the whole thereof, save and except such portions as are hereafter amended by section 11 of this Ordinance.
 - c. Appendix BB FIRE FLOW REQUIREMENTS FOR BUILDINGS
 - d. Appendix C FIRE HYDRANTS LOCATIONS AND DISTRIBUTION
 - e. Appendix CC FIRE HYDRANTS LOCATIONS AND DISTRIBUTION
 - f. Appendix E HAZARD CATEGORIES
 - g. Appendix F HAZARD RANKING
 - h. Appendix G CRYOGENIC FLUIDS – WEIGHT AND VOLUME EQUIVALENTS
 - i. Appendix H HAZARDOUS MATERIALS MANAGEMENT PLAN AND HAZARDOUS MATERIAL INVENTORY STATEMENTS
 - j. Appendix O TEMPORARY HAUNTED HOUSES, GHOST WALKS AND SIMILAR AMUSEMENT USES.
2. The International Fire Code published by the International Fire Code Council, Inc., 2019 Edition hereof and the whole thereof, save and except such portions as are hereinafter amended, added or deleted by Section 11 of this Ordinance.
3. Appendix A of the 2018 edition of the International Wildland-Urban Interface Code save and except such portions as are hereinafter deleted, modified or amended by Section 11 of this Ordinance.

Not less than one (1) copy of the Codes and Standards hereby adopted is filed in the office of the Fire Chief of the Inverness Public Utility District and the same are hereby adopted and incorporated fully as if set out at length herein, and from the date on which this Ordinance shall take effect, and the provisions thereof shall be controlling within the limits of the Inverness Public Utility District.

SECTION 2. ESTABLISHMENT AND DUTIES OF THE INVERNESS FIRE DEPARTMENT

The 2019 California Fire Code, which consists of certain portions of the 2019 edition of the International Fire Code as amended by the California Building

Standards Commission, and Appendix A of the 2018 edition of the International Wildland-Urban Interface Code as adopted and amended herein, shall be enforced by the Inverness Public Utility District and shall be operated under the supervision of the Chief of the Inverness Public Utility District

SECTION 3. DEFINITIONS

Wherever they appear in the California and International Fire Codes, unless otherwise provided, the following words shall have the meanings ascribed to them in this section:

- (a) Whenever the words "Fire Code" are used they shall mean those Codes and Standards adopted in Section 1 of this Ordinance.
- (b) Wherever the term "Counsel" is used in the Fire Code, it shall be held to mean the attorney for the Inverness Public Utility District.

SECTION 4. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF CLASS I, CLASS II AND CLASS III LIQUIDS IN OUTSIDE ABOVEGROUND TANKS IS PROHIBITED

The geographic limits referred to in Section 5704.2.9.6.1 of the California Fire Code in which storage of Class I, Class II and Class III liquids in outside aboveground tanks is prohibited are amended as follows: In all residential areas and in all heavily populated or congested commercial areas, and agricultural land of less than two (2) acres as established by the Inverness Public Utility District.

SECTION 5. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF CLASS I, CLASS II AND CLASS III LIQUIDS IN ABOVEGROUND TANKS IS PROHIBITED

The geographic limits referred to in Section 5706.2.4.4 of the California Fire Code in which storage of Class I, Class II and Class III liquids in aboveground tanks is prohibited are amended as follows: In all residential areas and in all heavily populated or congested commercial areas, and agricultural land of less than two (2) acres. as established by the Inverness Public Utility District.

SECTION 6. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF STATIONARY TANKS OF FLAMMABLE CRYOGENIC FLUIDS IS TO BE PROHIBITED

The geographic limits, referred to in Section 5806.2 of the California Fire Code in which the storage of flammable cryogenic fluids in stationary containers are prohibited, are hereby established as follows: In all residential areas and in heavily populated or congested commercial areas, as established by the Inverness Public Utility District.

SECTION 7. ESTABLISHMENTS OF GEOGRAPHIC LIMITS IN WHICH STORAGE OF LIQUEFIED PETROLEUM GASES IS TO BE RESTRICTED

The geographic limits referred to in Section 6104.2 of the California Fire Code, in which storage of liquefied petroleum gas is restricted, are amended as follows: In all residential areas and in all heavily populated or congested commercial areas, and agricultural land less than two (2) acres. The aggregate capacity of any one installation shall not exceed a water capacity of 2,000 gallons as established by the Inverness Public Utility District.

SECTION 8. ESTABLISHMENT OF GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH STORAGE OF EXPLOSIVES AND BLASTING AGENTS IS TO BE PROHIBITED

The geographic limits in which storage of explosives and blasting agents is prohibited, are as follows: In all residential areas and in heavily populated or congested commercial areas as established by the Inverness Public Utility District.

SECTION 9. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF COMPRESSED NATURAL GAS IS TO BE PROHIBITED

The geographic limits, in which the storage of compressed natural gas is prohibited, are hereby established as follows: In all residential areas and in heavily populated or congested commercial areas, as established by the Inverness Public Utility District.

SECTION 10. ESTABLISHMENT OF THE GEOGRAPHIC LIMITS OF DISTRICTS IN WHICH THE STORAGE OF HAZARDOUS MATERIALS IS TO BE PROHIBITED OR LIMITED

The geographic limits, in which the storage of hazardous materials is prohibited or limited, are hereby established as follows: In all residential areas and in heavily populated or congested commercial areas, as established by the Inverness Public Utility District.

SECTION 11. AMENDMENTS MADE TO THE 2019 CALIFORNIA FIRE CODE AND 2018 INTERNATIONAL WILDLAND-URBAN INTERFACE CODE.

The Inverness Public Utility District Board of Directors hereby finds that local conditions have an adverse effect on the prevention of (1) major loss fires, (2) major earthquake damage, and (3) the potential for life and property loss, making necessary changes or modifications to the, 2019 California Fire Code and the 2019 California Building Standards Code in order to provide a reasonable degree of property security and fire and life safety in this Fire District.

Specifically, the Inverness Public Utility District Board of Directors finds that the following local conditions make more stringent standards a necessity:

1. Climatic

a. **Precipitation.** Precipitation ranges from 26 to 55 inches per year with an average of approximately 37 inches per year. Approximately ninety percent (90%) falls during the months of November through April, and 10% from May through October.

b. **Relative Humidity.** Humidity generally ranges from 50% during daytime to 86% at night. It drops to 20% during the summer months and occasionally drops lower.

c. **Temperatures.** Temperatures have been recorded as high as 94 degrees F. Average summer highs are in the 67-degree to 72-degree range.

d. **Winds.** Prevailing winds are from the northwest. However, winds are experienced from virtually every direction at one time or another. Velocities are generally in the range of 5 – 15 mph, gusting to 7.4 – 30 mph, particularly during the summer months. Extreme winds, up to 50 mph, have been known to occur.

e. **Summary.** These local climatic conditions affect the acceleration, intensity, and size of fire in the community. Times of little or no rainfall, of low humidity and high temperatures create extremely hazardous conditions, particularly as they relate to wood shake and shingle roof fires and conflagrations. The winds experienced in this area can have a tremendous impact upon structure fires of buildings in close proximity to one another, commonly found in Inverness. During wood shake and shingle roof fires, or exposure fires, winds can carry sparks and burning brands to other structures, thus spreading the fire and causing conflagrations. In building fires, winds can literally force fires back into the building and can create a blowtorch effect, in addition to preventing “natural” ventilation and cross-ventilation efforts.

2. Geographic and Topographic

a. **Geography.** The fire environment of a community is primarily a combination of two factors: the area’s physical geographic characteristics and the historic pattern of urban-suburban development. These two factors, alone and combined, create a mixture of environments which ultimately determines the area’s fire protection needs.

The basic geographical boundaries of the District include Point Reyes National Seashore, Tomales Bay State Park and Tomales Bay.

Because of the size of the Inverness Public Utility District (2.5 square miles), District is in a unique geographic area. The District is water bound on one side, and along its ridgeline is a national park area of highly combustible grass, brush, and trees, mainly cypress, bishop pine, and eucalyptus.

The structural buildup occurred between the 1890s and the 1920s in many of the residential areas and the District’s commercial center. The original construction typically consisted of frame structures built with little or no side yard setbacks on small, narrow lots typical of that era.

The service area of the Inverness Public Utility District has a varied topography and vegetative cover. A conglomeration of hills and ridges make up the terrain. Development has occurred in the valleys up to the ridges of the District.

The domestic water supply is located on the hillside to the west of the Inverness Public Utility District's service area on lands whose ownership is shared principally among the District, Tomales Bay State Park, and Point Reyes National Seashore.

b. **Seismic Location.** The relatively young geological processes that have created the San Francisco Bay Area are still active today. The District sits adjacent to the active San Andreas earthquake fault as well as near to numerous potentially active faults. 100% of the District's land surface is in the strong-to-moderate seismic hazard zones.

c. **Size and Population.** The Inverness Public Utility District covers 2.5 square miles including a population estimated at 1,300. Inverness Public Utility District has a volunteer fire department that works in cooperation with Marin County Fire Department. Within the District is one fire station. The District responds directly to structural fires, as well as to wildland fires and emergency paramedical calls in a mutual aid role to Marin County Fire Department.

d. **Roads and Streets.** Most of the smaller valleys, hillsides and ridge roads are served by roads with narrow paved widths and by private roads which create access problems.

The roadway system on the flat land within the Inverness Public Utility District is comprised primarily of Sir Francis Drake Boulevard with valley access roads to houses along the valley floors, up to the ridge. Roadways with less than 20 feet of unobstructed paved surface, with a dead-end longer than 150 feet, with a cul-de-sac longer than 800 feet, or with a cul-de-sac diameter less than 68 feet are considered hazardous in terms of fire access and protection. Most roadways within the District fall into one of these categories.

e. **Topography.** The District's service area is a conglomeration of hills, valleys, and ridges. The flatter lands are found along the shoreline that borders Tomales Bay. Most of the existing developed areas consist of both valley floor and upslope lands. During extraordinary precipitation events, areas adjacent to creeks and streams in the valley areas are susceptible to flooding potentially preventing access to some occupied residential areas of the District. Potential for water supply failure in these areas is also of concern.

The majority of the hillsides in these areas have slopes ranging from 25 – 45%. Slope is an important factor in fire spread.

Elevations are varied in the District with the village center at 3 ft. and the top of the service area at approximately 525 feet.

f. **Vegetation.** The Inverness Public Utility District's modified Mediterranean-type climate produces vegetation similar to areas substantially further north along the California coast, with specific growth locale a result of topography and prevailing wind. Slopes are heavily wooded from lower elevations to the ridge with oak and bay trees and minor shrubs of the general chaparral class.

Expansion of the residential community into areas of heavier vegetation has resulted in homes existing in close proximity to dense natural foliage. Often, such dwellings are completely surrounded by highly combustible vegetation compounding the fire problem from a conflagration point of view.

Approximately 30% of all the structures in the District have wood shingle or shake roofs. This very flammable material is susceptible to ignition by embers from a wildland fire, furthering the spread of fire to adjacent buildings.

Of the Fire District's 2.5 square mile service area, the majority encompasses the wildland urban interface area. Proliferation of sudden oak death syndrome has increased the dead fuel loads in the oak woodlands and bay forests which has significantly increased fire brand production and crown fire potential within the wildland urban interface area.

g. **Summary.** The above listed conditions increase the magnitude, exposure, accessibility problems and fire hazards presented to the District. The protection of life and property from fire is difficult due to limited access problems created by water, cliffs, steep slopes, and the lack of side yard setbacks, as well as the combustible structures and their roofs.

Fire following an earthquake has the potential of causing greater loss of life and damage than the earthquake itself.

Other variables may tend to intensify the situation:

- 1) The extent of damage to the water system;
- 2) The extent of isolation due to collapse of bridges along access roadways;
- 3) The extent of roadway damage and debris blocking roadways;

- 4) Climatic conditions (hot, dry weather with high winds);
- 5) Time of day will influence the amount of traffic on roadways and could intensify the risk to life during the heavy tourist season;
- 6) The availability of timely mutual aid or military assistance;
- 7) The large portion of dwellings with wood shingle roof coverings could result in conflagrations.

Conclusion: Local climatic, geographic, and topographic conditions impact fire prevention efforts, and the frequency, spread, acceleration, intensity, and size of fire involving buildings in this community. Further, they impact potential damage to all structures from earthquake and subsequent fire. Therefore, it is found to be reasonably necessary that the California Fire Code and the State Building Standards Code be changed or modified to mitigate the effects of the above conditions.

ACCORDINGLY, THE 2019 CALIFORNIA FIRE CODE IS AMENDED, ADDED OR DELETE AS IDENTIFIED HEREIN:

CHAPTER 1
SCOPE AND ADMINISTRATION

Section 101.1 of Chapter 1 is amended to read as follows:

Section 101.1 Title. These regulations *and locally adopted standards* shall be known as the Fire Code of the Inverness Public Utility District, hereinafter referred to as “this code.”

Section 102.5 of Chapter 1 is hereby amended to read as follows:

Section 102.5 Application of residential code. Where structures are designed and constructed in accordance with the *California Residential Code*, the provisions of this code shall apply as follows:

1. Construction and designed provisions: Provisions of this code pertaining to the exterior of the structure shall apply including, but not limited to, premises identification, fire apparatus access and water supplies. *Provisions of this code pertaining to the interior of the structure when specifically required by this code including, but not limited to, Section 903.2 and 1204.2.1 shall apply.* Where interior or exterior systems or devices are installed,

construction permits required by Section 105.7 of this code shall also apply

2. Administrative, operational and maintenance provisions of this code shall apply.

Section 102.7.3 is hereby added to Chapter 1 and shall read as follows:

*Section 102.7.3 **Nationally Recognized Listed Products.** Any installation of products and equipment due to permits required by this Code shall be Labeled and Listed, as defined in Section 202.*

Section 104.1.1 is hereby added to Chapter 1 and shall read as follows:

*Section 104.1.1 **Supplemental Rules, Regulations and Standards or Policies.** The Fire Code Official is authorized to render interpretations of this code and to make and enforce rules and supplemental regulations and to develop Fire Protection Standards or Policies to carry out the application and intent of this code.*

Section 104.12 is hereby added to Chapter 1 and shall read as follows:

*Section 104.12. **Fire Prevention Resource Sharing.** Other enforcement agencies shall have authority to render necessary assistance in plan review, inspection, code interpretation, enforcement, investigation and other fire prevention services when requested to do so.*

Section 105.6 of Chapter 1 is hereby amended by adding the following additional operational permits:

105.6 Required Operational Permits. The fire code official is authorized to issue operational permits for operations set forth in Sections 105.6.1 through 105.6.52.

Section 105.6.52 of Chapter 1 is hereby added to read as follows:

*105.6.52 **Local Permits.** In addition to the permits required by section 105.6, the following permits shall be obtained from the (Bureau of Fire Prevention/Fire Prevention Division) prior to engaging in the following activities, operations, practices or functions:*

- 1. **Fire Protection Plan.** An operational permit is required to implement a fire protection plan.*

2. Radioactive material. *An operational permit is required to store or handle at any installation more than 1 micro curie (37,000 Becquerel) of radioactive material not contained in a sealed source or more than 1 millicurie (37,000,000 Becquerel) of radioactive material in a sealed source or sources, or any amount of radioactive material for which specific license from the Nuclear Regulatory Commission is required.*

Section 105.7.26 is hereby added to Chapter 1 and shall read as follows:

*Section 105.7.26 **Vegetation Management Plan.** A construction permit is required to implement a vegetation management plan.*

Section 110.4 of Chapter 1 is hereby amended to read as follows:

Section 110.4 **Violation Penalties.** Persons who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, install, alter repair or do work in violation of the approved construction documents or directive of the Fire Code Official, or of a permit or certificate used under provisions of this code, shall be guilty of a *misdemeanor*, punishable by a fine of not more than \$500 dollars or by imprisonment not exceeding 180 days, or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

The imposition of one penalty of any violation shall not excuse the violation or permit it to continue; and all such persons shall be required to correct or remedy such violations or defects within a reasonable time; and when not otherwise specified, each day that a violation continues after due notice has been served shall be deemed a separate offense.

Section 110.4.2 of Chapter 1 is added to read as follows:

Section 110.4.2 Abatement of clearance of brush or vegetative growth from structures. *The executive body is authorized to instruct the Chief to give notice to the owner of the property upon which conditions regulated by section 304.1.2 of Chapter 3 and section 4907.1 of Chapter 49 exists to correct such conditions. If the owner fails to correct such conditions, the executive body is authorized to cause the same to be done and make the expense of such correction a lien upon the property where such condition exists.*

Section 112.4 of Chapter 1 is hereby amended to read as follows:

Section 112.4 **Failure to Comply.** Any person who shall continue any work after having been served with a stop work order, except such work as that

person is directed to perform to remove a violation or unsafe condition, shall be liable to a fine not less than \$500 dollars or more than \$1500 dollars.

Section 114 is hereby added Chapter 1 and shall read as follows:

Section 114 **DAMAGES AND EXPENSE RECOVERY**

Section 114.1 Damages and Expense Recovery. The expense of securing any emergency that is within the responsibility for enforcement of the Fire Chief as given in Section 104 is a charge against the person who caused the emergency. Damages and expenses incurred by any public agency having jurisdiction or any public agency assisting the agency having jurisdiction shall constitute a debt of such person and shall be collectible by the Fire Chief for proper distribution in the same manner as in the case of an obligation under contract expressed or implied. Expenses as stated above shall include, but not be limited to, equipment and personnel committed and any payments required by the public agency to outside business firms requested by the public agency to secure the emergency, monitor remediation, and clean up.

CHAPTER 2
DEFINITIONS

Section 202 of Chapter 2 is hereby amended by adding the following general definition:

COVERINGS shall mean materials including, but not limited to gypsum board, paneling, floor boards, lathe and plaster, wood paneling, brick and mortar, or other materials attached to rough framing of the building elements. 'Coverings' do not include carpet, linoleum, tile, wall paper, or other decorative finishes.

OCCUPANCY CLASSIFICATION is modified to include:

Factory Industrial F-1 Moderate-hazard occupancy is amended to add to the list of moderate-hazard factory industrial groups the following:

Agricultural crop production including cultivation, drying, processing and /or storage.

PRE-PLANS shall mean detailed plans of target hazard buildings. These pre-plans include information on the building's location, occupancy,

hazards, fire department connections and hydrants, building layout, and other pertinent data that would assist the fire department in case of an emergency.

PUBLIC STORAGE FACILITY shall mean any business that sells, leases or rents space to the public that is enclosed, whether it is a building, storage container or similar configuration.

SPARK ARRESTOR shall mean a chimney device constructed in a skillful-like manner. The net free area of a spark arrestor shall not be less than four times the net free area of the outlet of the chimney. The spark arrestor screen shall have heat and corrosion resistance equivalent to 12-gauge wire, 19-gauge galvanized wire or 24-gauge stainless steel. Opening shall not permit the passage of spheres having a diameter larger than 1/2 inch and shall not block the passage of spheres having a diameter of less than 3/8 inch.

SUBSTANTIAL REMODEL shall mean the renovation of any structure, which combined with any additions to the structure, affects a floor area which exceeds fifty percent of the existing floor area of the structure within any 36-month period. When any changes are made in the building, such as walls, columns, beams or girders, floor or ceiling joists and coverings, roof rafters, roof diaphragms, foundations, piles or retaining walls or similar components, the floor area of all rooms affected by such changes shall be included in computing floor areas for the purposes of applying this definition. This definition does not apply to the replacement and upgrading of residential roof coverings.

TEMPORARY shall mean any use for a period of less than 90 days, where not otherwise referenced.

UNWARRANTED ALARM shall mean the giving, signaling or transition of an alarm notification to a public fire station or emergency communication center when such alarm is the result of a defective condition of an alarm system, system servicing testing, construction activities, ordinary household activities, false alarm or other cause when no such danger exists.

CHAPTER 3 **GENERAL REQUIREMENTS**

Section 302.1 in Chapter 3 is hereby amended to add the following:

PUBLIC STORAGE FACILITY

Section 319 of Chapter 3 is deleted in its entirety.

Section 321 is hereby added to Chapter 3 and shall read as follows:

Section 321 Public Storage Facilities

Section 321.1 General. *Public Storage Facilities shall comply with the provisions of this section.*

Section 321.2 Location on Property and Fire Resistance of Exterior. *All public storage facilities shall meet the minimum requirements for setback from property lines or fire resistive construction as set forth in Table 602 of the Building Code for Group S, Division 1 occupancies.*

Section 321.3 Fire Apparatus Access. *All public storage facilities shall have fire apparatus access roads provided in accordance with Section 503.*

Section 321.4 Storage of Flammable and Combustible Liquids and Hazardous Materials. *The storage of hazardous materials or flammable or combustible liquids in public storage facilities is prohibited. Such facilities shall post legible and durable sign(s) to indicate same in a manner and location(s) as specified by the Fire Code Official. This section shall apply to new and existing public storage facilities.*

Exception: Only those quantities of flammable and combustible liquids necessary for maintenance of the facility may be stored by the facility management per Chapter 57 of this code.

CHAPTER 4
EMERGENCY PLANNING AND PREPAREDNESS

Section 401.1.1 is hereby added to Chapter 4 and shall read as follows:

Section 401.1.1 Hazardous Occupancies. *In occupancies of a hazardous nature, where access for fire apparatus is unduly difficult, or where special life and fire safety hazards exist as determined by standards or policies of the Inverness Public Utility District that facility or business management shall be required to develop and implement an Emergency Response Plan, provide for an on-site Emergency Response Team, Emergency Liaison Officer, staff training and fire drills in accordance with Sections 405 and 406 and standards developed by the Inverness Public Utility District.*

Section 401.3.2.1 is hereby added to Chapter 4 and shall read as follows:

Section 401.3.2.1 Unwarranted Alarm Notification. *Notification of emergency responders based on an unwarranted alarm may be punishable by a fine in accordance with the adopted fee schedule. In addition, the responsible party may be liable for the operational and administrative*

costs, incurred from the emergency response or mitigation procedures resulting from an unwarranted alarm notification.

Section 401.3.2.2 is added to read as follows:

Section 401.3.2.2 *Multiple Unwarranted or Nuisance Alarm Activations.* *Any occupancy that has more than 3 unwarranted or nuisance alarms causing emergency response within a 12-month period may be required to modify, repair, upgrade or replace their system and or monitoring station as determined by the Fire Code Official.*

Section 402.1 of Chapter 4 is hereby amended to add the following:

***PRE-PLANS
UNWARRANTED ALARMS***

Section 403.1.1 is hereby added to Chapter 4 and shall read as follows:

Section 403.1.1 *Pre-Plans:* *When required by the fire code official, pre-plans shall be developed for target hazard buildings according to the written standards developed by the authority having jurisdiction.*

Section 403.10.1.4 is hereby added to Chapter 4 and shall read as follows:

Emergency Preparedness for Hotels, Lodging and Congregate Houses. *Hotels, lodging and congregate houses shall provide guests with immediate access to a telephone to report emergencies. The exit diagram shall indicate the location of the nearest telephone and instructions to dial 911.*

**CHAPTER 5
FIRE SERVICE FEATURES**

Section 503.1. of Chapter 5 is hereby amended as follows:

Section 503.1 **Where Required.** Fire Apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.5.

Section 503.1.4 of Chapter 5 is hereby added to read as follows:

*Section 503.1.4 **Undeveloped Areas.** Fire Apparatus Access Roads, improved or unimproved, shall be provided for firefighting equipment, apparatus and personnel to undeveloped areas of the Inverness Public Utility District, in a manner approved by the Fire Code Official. Any vehicle or other obstructions may be towed away at the owner's expense.*

Section 503.1.5 of Chapter 5 is hereby added to read as follows:

*Section 503.1.5 **Aerial fire apparatus access.** Buildings or facilities exceeding 30 feet or three stories in height, approved aerial apparatus access roads shall be provided. For the purposes of this section, the highest rood surface shall be determined by the measurement to the eave of the pitched roof, the intersection of the roof to the exterior wall, or the top of parapet walls, whichever is greater.*

*Section 503.1.5.1 **Width.** Aerial fire apparatus access roads shall have a minimum unobstructed width of 26 feet, exclusive of shoulders, in the immediate vicinity of the building or portion thereof.*

*Section 503.1.5.2 **Proximity to building.** One or more of the required access routes meeting this condition shall be located not less than 15 feet and not more than 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official.*

*Section 503.1.5.3 **Obstructions.** Overhead utility and power lines shall not be located over the aerial fire apparatus access road or between the aerial fire apparatus access road and the building. Other obstructions shall be permitted to be placed with the approval of the fire code official.*

Section 503.2.6.1. is hereby added to Chapter 5 and shall read as follows:

*Section 503.2.6.1 **Evaluation and maintenance.** All existing private bridges and elevated surfaces that are a part of the fire department access roadway shall be evaluated by a California licensed civil engineer experienced in structural engineering or a California licensed structural engineer, for safety and weight rating, in accordance with American Association of State Highway and Transportation Officials (AASHTO) Manual: "The Manual for Bridge Evaluation," Second Edition, or other approved standard. Vehicle load limits shall be posted at both entrances to bridges. All bridges and elevated structures providing fire department access shall be routinely maintained in accordance with Section 503.2.6 or when directed by the fire code official or authorized designee.*

Section 503.4 of Chapter 5 is amended to read as follows:

Section 503.4 **obstruction of fire apparatus access roads.** Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in sections 503.2.1 and 503.2.2 shall be maintained at all times. *Any vehicle or other obstruction may be towed away at the owner's expense.*

Section 503.4.2 is hereby added to read as follows:

503.4.2 Prohibition on Vehicular Parking on Private Access ways. *If, in the judgment of the Fire Code Official, it is necessary to prohibit vehicular parking along private access ways serving existing facilities, buildings, or portions of buildings in order to keep them clear and unobstructed for fire apparatus access, the Fire Code Official may issue an Order to the owner, lessee or other person in charge of the premises to paint the curbs red or install signs or other appropriate notices to the effect that parking is prohibited by Order of the Fire Department. It shall thereafter be unlawful for such owner, lessee or other person in charge of the premises to fail to install, maintain in good condition, the form of notice so prescribed. When such areas are marked or signed as provided herein, no person shall park a vehicle adjacent to any such curb or in the private access way contrary to such markings or signs. Any vehicle so parked in the private access way may be towed away at the expense of the owner of the vehicle.*

Section 503.6.1 is hereby added to Chapter 5 and shall read as follows:

503.6.1 Width. *All gates shall open fully to provide an unobstructed passage width of not less than 16 feet or a minimum of two feet wider than the approved net clear opening of the required all weather roadway or driveway and a minimum net vertical clearance of 15 feet.*

Section 503.6.2 is hereby added to Chapter 5 and shall read as follows:

Section 503.6.2 Electronic Gates. *All electronic operated gates shall have installed an approved key switch override system mounted on a stanchion or wall as approved by the Chief in accordance with Standards/Policies adopted by the Fire Code Official. All electronic or motorized gates shall incorporate in their design the means for fast, effective manual operation of the gates in the event of power or mechanical failure (i.e., easily removable hinge pins for separating power linkage from gates; undercut, weakened or frangible members requiring 40 pounds or less pressure against the gates to cause their failure and the gates to open. All electrical wiring and*

components of motorized gates shall be UL listed and installed in accordance with the National Electric Code.

Section 507.5.1 of Chapter 5 is hereby amended by deleting exceptions 1 and 2.

Section 507.5.1.1 of Chapter 5 is amended to read as follows:

*Section 507.5.1.1 **Hydrant for fire department connections.** Buildings equipped with a water-based fire protection system installed in accordance with Section 903 through 905 shall have a fire hydrant within 100 feet of the fire department connections, or as approved by the fire code official.*

Section 507.5.7 is hereby added to Chapter 5 and shall read as follows:

*Section 507.5.7 **Fire Hydrant Upgrades.** When additions or modifications to structures are made, the nearest fire hydrant (if a new one is not required) located by the Fire Code Official, shall be upgraded to the minimum standard of one 4 1/2" outlet and one 2 1/2" outlet for single family dwellings and the minimum standard of one 4 1/2" outlet and two 2 1/2" outlets for commercial structures.*

Exception: If the cost of upgrading the fire hydrant exceeds 2% of the cost of the project based on the building permit valuation.

Section 510.1 of Chapter 5 is hereby amended by deleting Exception 1.

CHAPTER 9 **FIRE PROTECTION AND LIFE SAFETY SYSTEMS**

Section 901.7 of Chapter 9 is hereby amended by adding the following sentence:

*Section 901.7 **Systems out of Service.** Where a required fire protection system is out of service, the fire department and the fire code official shall be notified immediately and, where required by the fire code official, the building shall be either evacuated or an approved fire watch shall be provided for all occupants left unprotected by the shutdown until the fire protection system has been returned to service. *This section shall also apply to residential fire sprinkler systems.**

Section 903.2 of Chapter 9 is repealed in its entirety (with the exception of subsections 903.2.5, 903.2.6, 903.2.8, 903.2.11, 903.2.12, 903.2.14, 903.2.15, 903.2.16, 903.2.17, 903.2.18, 903.2.19, 903.2.20 which shall remain in effect).

Section 903.2 of Chapter 9 is hereby added to read as follows:

*Section 903.2 **Where required.** Approved automatic sprinkler systems in new and existing buildings shall be provided in the locations described in this section.*

Section 903.2.1 through 903.2.4 of Chapter 9 are hereby added to read as follows:

*Section 903.2.1 **Required installations.** An automatic sprinkler system shall be installed and maintained in all newly constructed buildings or structures.*

Exceptions:

- 1. Detached pool houses, workshops, Group U private garages, barns and similar structures, built in conjunction with existing non-sprinklered single family residences and provided the new structure is less than 1,000 square feet and is not intended for use as a dwelling unit.*
- 2. Detached non-combustible, limited combustible, or fire retardant treated wood canopies.*
- 3. Group B or M occupancies less than 1000 square feet.*
- 4. Detached restroom facilities associated with golf courses, ball fields, parks and similar uses as approved by the Fire Code Official.*
- 5. Agricultural buildings as defined in Appendix C of the Building Code and not exceeding 2000 square feet, having clear unobstructed side yards free of combustible materials, exceeding 60 feet in all directions and not exceeding 25 feet in height, located within an agricultural zoned district as defined in the Marin County Planning Code.*

*Section 903.2.2 **Additions and Alterations.** An automatic sprinkler system shall be installed in all buildings in excess of 3,000 sq. ft. which have ten per cent (10%) or more floor area added within any 36-month period.*

*Section 903.2.2.1 **Substantial Remodel.** An automatic sprinkler system shall be installed in all buildings which have fifty per cent (50%) or more floor area added, or any “substantial remodel” as defined in this code, within any 36-month period.*

*Section 903.2.3 **Group R-3.** An automatic sprinkler system installed in accordance with Section 903.3.1.3 shall be permitted in Group R-3 occupancies and shall be provided throughout all one- and two-family dwellings regardless of square footage in accordance with the-California Residential Code. An automatic sprinkler system shall be installed in all mobile homes, manufactured homes and multi-family manufactured homes with two or more dwelling units in accordance with Title 25 of the California Code of Regulations.*

*Section 903.2.4 **Change of Occupancy or Use.** For any change of occupancy or use, when the proposed new occupancy classification is more hazardous based on a fire and life safety evaluation by the Fire Code Official, including but not limited to conversion of buildings to single family residences, accessory dwelling units, bed and breakfast, inns, lodging houses or congregate residences or other similar uses, an automatic sprinkler system shall be installed throughout.*

Section 903.3.9 of Chapter 9 is hereby amended by replacing item 2 with the following:

*Section 903.3.9 **Floor control valves.** Floor control valves and waterflow detection assemblies shall be installed at each floor where any of the following occur:*

- 1. Buildings where the floor level of the highest story is located more than 30 feet above the lowest level of fire department vehicle access.*
- 2. Buildings that are two or more stories in height.*
- 3. Buildings that are two or more stories below the highest level of fire department vehicle access.*

***Exception:** Group R-3 and R-3.1 occupancies floor control valves and waterflow detection assemblies shall not be required.*

Section 903.6.1 of Chapter 9 is hereby added and shall read as follows:

*Section 903.6.1 **Application.** In all existing buildings, when the addition of automatic fire sprinklers is required by the provisions of this code, automatic fire sprinklers shall be extended into all unprotected areas of the building.*

Section 906.11 is hereby added to Chapter 9 and shall read as follows:

*Section 906.11 **Fire Extinguisher Documentation.** The owner and/or operator of every Group R Division 1 and R Division 2 occupancies shall annually provide the Chief written documentation that fire extinguishers are installed and have been serviced as required by Title 19 California Code of Regulations when such extinguishers are installed in residential units in lieu of common areas.*

Section 907.2.12.1.2 of Chapter 9 is hereby amended by adding new subsection 3 to read as follows:

3. Duct smoke detectors shall be capable of being reset by a readily accessible, remote push button or key activated switch as approved by the Fire Code Official.

Section 907.6.6 is hereby amended to read as follows:

*Section 907.6.6 **Monitoring.** New and upgraded fire alarm systems required by this chapter or by the California Building Code shall be monitored by an approved Central Station in accordance with NFPA 72 and this section.*

Exception: *Monitoring by central station is not required for:*

- 1. Single- and multiple-station smoke alarms required by Section 907.2.11.*
- 2. Group I-3 occupancies shall be monitored in accordance with Section 907.2.6.3.*
- 3. Automatic sprinkler systems in one- and two-family dwellings.*

Section 907.8.5.1 of Chapter 9 is hereby added and shall read as follows:

*Section 907.8.5.1 **Smoke Alarm Documentation.** The owner and/or operator of every Group R Division 1, Division 2, Division 3.1, and Division 4 Occupancies shall annually provide the Fire Code Official with written documentation that the smoke alarms installed pursuant to the Building Code have been tested and are operational. If alarms are found to be inoperable or are missing, such alarms shall be repaired or replaced immediately.*

CHAPTER 11

CONSTRUCTION REQUIREMENTS FOR EXISTING BUILDINGS

Section 1103.1 of Chapter 11 is hereby amended to read as follows:

Section 1103.1 **Required Construction.** Existing buildings shall comply with not less than the minimum provisions specified in Table 1103.1 and as further enumerated in Sections 1103.2, 1103.7 through 1103.8.5.3, 1103.9.1, and 1103.10.

The provisions of this chapter shall not be constructed to allow the elimination of fire protection systems or a reduction in the level of fire safety provided in buildings constructed in accordance with previously adopted codes.

Exceptions:

1. Where a change in fire-resistance rating has been approved in accordance with Section 501.2 or 802.6 of the *California Existing Building Code*.
2. Group U occupancies.

Sections 1103.2 Item #1 is deleted.

Sections 1103.3 through 1103.6.2 are deleted.

Sections 1103.9 is deleted.

Sections 1104 and 1105 are deleted.

CHAPTER 26
FUMIGATION AND INSECTICIDAL FOGGING

Chapter 26 is deleted in its entirety.

CHAPTER 33
FIRE SAFETY DURING CONSTRUCTION

Section 3313.3 of Chapter 33 is amended by adding the following to the end of the exception:

Exception: Standpipes shall be either temporary or permanent in nature, and with or without a water supply, provided that such standpipes comply with the requirements of Section 905 as to capacity, outlets and materials, *as approved by the Fire Code Official.*

Section 3314.3 in Chapter 33 is added to read as follows:

Section 3314.3 **Where required.** *In buildings of combustible construction required to have automatic sprinkler system by Section 903, automatic sprinkler system shall be installed prior to construction exceeding two stories in height above the lowest level of fire department vehicle access. Such automatic sprinkler system shall be extended as construction progresses to within one floor of the highest point of construction having secured decking or flooring.*

Section 3314.4 of Chapter 33 is added to read as follows:

Section 3314.4 **Buildings being demolished.** *Where a building is being demolished and an automatic sprinkler system is existing within such a building, such automatic sprinkler system shall be maintained in an operable condition so as to be available for use by the fire department. Such automatic sprinkler system shall be demolished with the building but shall not be demolished more than one floor below the floor being demolished.*

Section 3314.5 of Chapter 33 is added to read as follows:

Section 3314.5 **Detailed requirements.** *Automatic sprinkler systems shall be installed in accordance with the provisions of Section 903.*

Section 3901.1.1 OF Chapter 39 is added to read as follows:

Section 3901.1.1 Marijuana growing, processing, or extraction facilities. *Marijuana growing, processing and extraction facilities shall be designed and constructed in accordance with this chapter and NFPA 1, Chapter 38 as amended in Chapter 80.*

CHAPTER 49

REQUIREMENTS FOR WILDLAND-URBAN INTERFACE FIRE AREAS

Section 4902.1 of Chapter 49 is amended to read as follows:

WILDLAND-URBAN INTERFACE FIRE AREA. A geographical area identified by the [NAME OF JURISDICTION] as a “Fire Hazard Severity Zone” in accordance with the Public Resources Code, Sections 4201 through 4204, and Government Code, Sections 51175 through 51189, or other areas designated by the enforcing agency to be at a significant risk from wildfires, *as designated on the currently applicable map titled Wildland-Urban Interface Fire Area.*

Section 4906.2 of Chapter 49 is amended to read as follows:

*Section 4906.2 **Application.** Buildings and structures located in the following areas shall maintain the required hazardous vegetation and fuel management:*

- 1. All unincorporated lands designated by the State Board of Forestry and Fire Protection as State Responsibility Area (SRA) including:
 - 1.1. Moderate Fire Hazard Severity Zones.*
 - 1.2. High Fire Severity Zones.*
 - 1.3. Very-high Fire Severity Zones.**
- 2. Land designated as Very-high Fire Hazard Severity Zone by cities and other local agencies.*
- 3. Land designated as Wildland-Urban Interface Fire Areas by cities and other local agencies.*

Section 4907.1 of Chapter 49 is amended to read as follows:

*Section 4907.1 **General.** Defensible space will be maintained around all buildings and structures in State Responsibility Area (SRA) as required in Public Resources Code 4290 and “SRA Fire Safe Regulations” California Code of Regulations, Title 14 Division 1.5, Chapter 7, Subchapter 2, Section 1270.*

Buildings and structures within the Very-high Fire Hazard Severity Zones of a Local Responsibility Area (LRA) shall maintain defensible space as outlined in Government Code 51175-51189 and any local ordinance of the authority having jurisdiction.

Buildings and structures within the Wildland-Urban Interface Fire Area of a Local Responsibility Area (LRA) shall maintain defensible space as outlined in the Government Code Sections 51175-51189 and local standards of the authority having jurisdiction.

Section 4907.2 of Chapter 49 is hereby added and shall read as follows:

*Section 4907.2 **Fire Hazard Reduction.** Any person who owns, leases, controls or maintains any building or structure, vacant lands, open space, and/or lands within specific Wildland Urban Interface areas of the jurisdiction of the Inverness Public Utility District, shall comply with the following:*

1. *Cut and remove all fire prone vegetation within 30 feet of structures, up to 150 feet when topographic or combustible vegetative types necessitate removal as determined by the Fire Code Official.*
2. *Remove accumulated dead vegetation on the property.*
3. *Cut and remove tree limbs that overhang wood decks and roofs.*
4. *Remove that portion of any tree which extends within 10 feet of any chimney or stovepipe, roof surfaces and roof gutters*
5. *Clean any leaves and needles from roof and gutters.*
6. *Cut and remove growth less than 3-inches in diameter, from the ground up to a maximum height of 10 feet, provided that no crown shall be raised to a point so as to remove branches from more than the lower one-third of the tree's total height.*
7. *Vegetation clearance requirements for new construction and substantial remodels in Wildland-Urban Interface Areas shall be in accordance with the 2018 International Wildland-Urban Interface Code, as amended by the (Your Fire Department/District*

EXCEPTION 1: When approved by the Fire Code Official, single specimens of trees, ornamental shrubbery or similar plants, or plants used as ground covers, provided that they do not form a means of rapidly transmitting fire from the native growth to any structure.

EXCEPTION 2: When approved by the Fire Code Official, grass and other vegetation located more than 30 feet (9144 mm) from buildings or structures less than 18 inches (457 mm) in height above the ground need not be removed where necessary to stabilize soil, and prevent erosion.

Section 4908 of Chapter 49 is hereby added and shall read as follows:

*Section 4908 **Fire Hazard Reduction from Roadways.** The Fire Code Official is authorized to cause areas within 10 feet (3048 cm) on each side of portions of highways, fire apparatus access roads (improved or unimproved), and driveways (improved or unimproved), which are improved, designed, or ordinarily used for vehicular traffic to be cleared of flammable vegetation and other combustible growth. Corrective action, if necessary, shall be the same as the actions required in section 4907.2. The Fire Code Official is authorized to enter upon private property to carry out this work.*

EXCEPTION 1: When approved by the Fire Code Official, single specimens of trees, ornamental shrubbery or similar plants, or plants used as ground covers, provided that they do not form a means of rapidly transmitting fire from the native growth to any structure.

CHAPTER 56
EXPLOSIVES AND FIREWORKS

Section 5601.1.3 of Chapter 56 Exceptions 1, 2, and 4 are hereby deleted.

Section 5608.1.2 of Chapter is added to read as follows:

*Section 5608.1.2 **Permit required.** A permit shall be obtained from the fire code official in accordance with Section 105.6 prior to the performance of any firework display. Application for such approval shall be made in writing no less than twenty (20) days prior to the proposed display. The application shall be considered and acted upon by the fire code official or authorized designee pursuant to this Chapter and Title 19, Chapter 6, Article 3 - Licenses of the California Code of Regulations. Any permit for a fireworks display may be suspended or revoked at any time by the Fire code official or authorized designee.*

Section 5608.2 of Chapter 56 is added to read as follows:

*Section 5608.2 **Limitations.** Possession, storage, offer or expose for sale, sell at retail, gift or give away, use, explode, discharge, or in any manner dispose of fireworks is prohibited within the limits established by law as the limits of the districts in which such possession, storage, offer or exposure for sale, retail sale, gifting, use, explosion, discharge, or disposal of fireworks is prohibited in any area as established by applicable land-use and zoning standards.*

***Exception:** Firework displays authorized pursuant to section 5608.1 for which a permit has been issued.*

CHAPTER 80
REFERENCED STANDARDS

California Fire Code, Chapter 80 is amended as follows:

NFPA.13-16: Standard for the Installation of Sprinkler Systems

NFPA 13, Amended additional Sections as follows:

NFPA.13-25.5.1

Revise Section 25.5.1 as follows:

25.5.1 The installing contractor shall identify a hydraulically designed sprinkler system with permanently *raised, stamped or etched* marked weatherproof metal or ridged plastic sign secured with corrosion resistant wire, chain, or other approved means. Such signs shall be

placed at the alarm valve, dry pipe valve, preaction valve, or deluge valve supplying the corresponding hydraulically designed area. *Pipe schedule systems shall be provided with a sign indicating that the system was designed and installed as a pipe schedule system and the hazard classification(s) included in the design.*

APPENDIX B
FIRE-FLOW REQUIREMENTS FOR BUILDINGS

California Fire Code, Appendix B Table B105.1(1) is amended to read as follows:

TABLE B105.1(1)
REQUIRED FIRE-FLOW FOR ONE- AND TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

FIRE-FLOW CALCULATION AREA (square feet)	AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
0-3,600	No automatic sprinkler system	1,500	2
3,601 and greater	No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2) at The required fire-flow rate
0-3,600	Section 903.3.1.3 of the <i>California Fire Code</i> or Section 313.3 of the <i>California Residential Code</i>	1,500	2
3,601 and greater	Section 903.3.1.3 of the <i>California Fire Code</i> or Section 313.3 of the <i>California Residential Code</i>	½ value in Table B105.1(2) ^a	Duration in Table B105.1(2) at The required fire-flow rate

For SI: 1 square foot = 0.0929 m², 1 gallon per minute = 3.785 L/m.

a. The reduced fire-flow shall be not less than 1,500 gallons per minute.

Appendix B Table B105.2 is amended to read as follows:

TABLE B105.2
REQUIRED FIRE-FLOW FOR BUILDINGS OTHER THAN ONE- AND

TWO-FAMILY DWELLINGS, GROUP R-3 AND R-4 BUILDINGS AND TOWNHOUSES

AUTOMATIC SPRINKLER SYSTEM (Design Standard)	MINIMUM FIRE-FLOW (gallons per minute)	FLOW DURATION (hours)
No automatic sprinkler system	Value in Table B105.1(2)	Duration in Table B105.1(2)
Section 903.3.1.1 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate
Section 903.3.1.2 of the <i>California Fire Code</i>	50% of the value in Table B105.1(2) ^a	Duration in Table B105.1(2) at the reduced flow rate

For SI: 1 gallon per minute = 3.785 L/m.

a. The reduced fire-flow shall be not less than 1,500 gallons per minute.

APPENDIX C
FIRE HYDRANT LOCATIONS AND DISTRIBUTION

Section C103.1 of Appendix C is amended to read as follows:

Section C103.1 **Hydrant spacing.** Fire apparatus access roads and public streets providing required access to buildings in accordance with Section 503 of the *California Fire Code* shall be provided with one or more fire hydrants, as determined by Section C102.1. Where more than one fire hydrant is required, the distance between required fire hydrants shall be *approved by the fire code official.*

Section C103.2 of Appendix C is deleted.

Section C103.3 of Appendix C is deleted.

INTERNATIONAL WILDLAND-URBAN INTERFACE
APPENDIX A

Section A104.7.2 of Appendix A of the International Wildland-Urban Interface Code is amended to read as follows:

Section A104.7.2 Permits. The Fire Code Official is authorized to stipulate conditions for permits. Permits shall not be issued when public safety would be at risk, as determined by the Fire Code Official.

Section A104.11 of Appendix A of the International Wildland-Urban Interface Code is hereby added and shall read as follows:

*Section A104.11 – **Tracer Bullets, Tracer Charges, Rockets and Model Aircraft.** Tracer bullets and tracer charges shall not be possessed, fired or caused to be fired into or across hazardous fire areas. Rockets, model planes, gliders and balloons powered with an engine, propellant or other feature liable to start or cause a fire shall not be fired or projected into or across hazardous fire areas.*

Section A104.12 of Appendix A of the International Wildland-Urban Interface Code is hereby added and shall read as follows:

*Section A104.12 **Explosives and Blasting.** Explosives shall not be possessed, kept, stored, sold, offered for sale, given away, used, discharged, transported or disposed of within hazardous fire areas except by permit from the Fire Code Official.*

Section A104.12 of Appendix A of the International Wildland-Urban Interface Code is hereby added and shall read as follows:

*Section A104.12 **APAIRIES.** Lighted or smoldering material shall not be used in connection with smoking bees in or upon hazardous fire areas except by permit from the Fire Code Official.*

The following table provides code sections that have been modified pursuant to this Ordinance, due to local climatic, geological and topographical reasons.

CA Fire Code Section Number Local followed by corresponding climatic, geological and topographical condition findings as set forth above:

202	1e, 2a, 2b, 2d, 2e, 2f
321.1 – 321.4	2b, 2d, 2e, 2g
401.1.1	2c, 2d, 2e, 2g
401.3.2.2	2a, 2c, 2d, 2e, 2g
403.1.1	2a, 2b, 2c, 2d, 2e, 2g
403.10.1.4	2a, 2b, 2c, 2d, 2e, 2g
503.1	2a, 2c, 2d, 2e, 2f, 2g
503.1.4	2a, 2c, 2d, 2e, 2f, 2g

503.1.5	2a, 2c, 2d, 2e, 2f, 2g
503.2.6.1	2a, 2c, 2d, 2e, 2f, 2g
503.4	2a, 2c, 2d, 2e, 2f, 2g
503.4.2	2a, 2c, 2d, 2e, 2f, 2g
503.6.1	2a, 2c, 2d, 2e, 2f, 2g
503.6.2	2a, 2c, 2d, 2e, 2f, 2g
507.5.1	2a, 2c, 2d, 2e, 2f, 2g
507.5.1.1	2a, 2c, 2d, 2e, 2f, 2g
507.5.7	2a, 2c, 2d, 2e, 2f, 2g
510.1	2a, 2b, 2c, 2d, 2g
903.2.1 – 903.2.4	2a, 2b, 2c, 2d, 2e, 2g
903.3.9	2a, 2b, 2c, 2d, 2e, 2g
903.6.1	2a, 2b, 2c, 2d, 2e, 2g
907.6.6	2a, 2b, 2c, 2d, 2e, 2g
912.2	2a, 2b, 2c, 2d, 2e, 2g
3313.3	2a, 2b, 2c, 2d, 2g
3314.3	2a, 2b, 2c, 2d, 2g
3314.4	2a, 2b, 2c, 2d, 2g
4902.1	1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2g
4906.2	1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2g
4907.1 – 4907.2	1a, 1b, 1c, 1d, 1e, 2a, 2b, 2c, 2d, 2g
4908	1a, 1e, 2a, 2b, 2c, 2d, 2g
5608.1.2 – 5608.2	2a, 2c, 2d, 2e, 2g
Appendix B	2a, 2b, 2c, 2d, 2e, 2f, 2g

SECTION 12. AUTHORITY TO ARREST AND ISSUE CITATIONS

(a) The Fire Chief shall have authority to arrest or to cite any person who violates any provision of this Chapter involving the Fire Code or the California Building Standards Code regulations relating to fire and panic safety as adopted by the State Fire Marshal, in the manner provided for the arrest or release on citation and notice to appear with respect to misdemeanors or infractions, as prescribed by Chapters 5, 5c and 5d of

Title 3, Part 2 of the California Penal Code, including Section 853.6, or as the same hereafter may be amended.

(b) It is the intent of the Board of Directors/Supervisors of the (Your Fire Department/District) that the immunities provided in Penal Code Section 836.5 be applicable to aforementioned officers and employees exercising their arrest or citation authority within the course and scope of their employment pursuant to this Chapter.

SECTION 13. PENALTIES

(a) The violations of the Fire Code as adopted herein are misdemeanors/infractions and are subject to the penalties set forth herein.

(b) If a criminal citation is issued, penalties shall be per Section 109 of the California Fire Code and, 109.3, or 111.4 of Section 11 of this ordinance. If an administrative citation is issued, the penalties are as follows:

(c) The first citation, within a 12-month period, for violations of the Fire Code and any amendments adopted herein shall be treated as a Civil Penalty payable directly to the *Inverness Public Utility District* and is set at \$150 plus the actual costs of all inspections required to gain compliance at the rate set from time to time by the *Inverness Public Utility District*. Said civil penalties shall be a debt owed to the District by the person responsible for the violation within thirty (30) days after the date of mailing of the citation unless an appeal is filed as provided in Section 14. Upon failure to pay the civil penalty when due, the responsible person shall be liable in a civil action brought by the *Inverness Public Utility District* for such civil penalty and costs of the litigation, including reasonable attorney's fees.

(d) Any subsequent citations within a twelve (12) month period for any violations of the Fire Code and any amendments adopted herein shall be misdemeanors/infractions, and shall be subject to the penalties set forth herein.

(e) The imposition of one penalty for any violation shall not excuse the violation or permit it to continue and all such persons shall be required to correct or remedy such violations or defects within a reasonable time and, when not otherwise specified each day that a violation occurs or continues, after a final notice has been delivered shall constitute a separate offense. The application of both penalties shall not be held to prevent the enforced correction of prohibited conditions.

(f) Nothing contained in Subsections (a) through (f) of this Section shall be construed or interpreted to prevent the *Inverness Public Utility District* from recovering all costs associated with a Fire Department response as described in Section 104.12 of the 2019 International Fire Code as amended.

(g) Any violation of any provision of this Chapter shall constitute a public nuisance and shall entitle the *Inverness Public Utility District* to collect the costs of abatement and related administrative costs by a nuisance abatement lien as more particularly set forth in Government Code Section 38773.1, and by special assessment to be collected by the County Tax Collector as more particularly set forth in Government Code Section 38773.5. At least thirty (30) days prior to recordation of the lien, or submission of the report to the Tax Collector for collection of this special assessment, the record owner shall receive notice from the Chief of the *Inverness Public Utility District* intent to charge the property owner for all administrative costs associated with enforcement of this Ordinance and abatement of the nuisance. The notice shall include a summary of costs associated with enforcement of this Ordinance and abatement of the nuisance. The property owner may appeal the Chief's decision to the Board of Directors of the *Inverness Public Utility District* within fifteen (15) days of the date of the notice and request a public hearing prior to recordation of the lien or submission of the report to the County Tax Collector for collection of the special assessment. In addition to the foregoing, the *Inverness Public Utility District* is authorized to prosecute a civil action to collect such abatement costs from the property owner or other person in possession or control of the affected property, and shall be entitled to recover such abatement costs, together with the cost of litigation, including reasonable attorney's fees. The provisions of this section shall also apply to corrective actions for the clearance of brush or vegetative growth from structures as outlined in section 109.3.2.

SECTION 14. APPEALS

(a) Any person receiving a citation for a civil penalty pursuant to Subsection (b) of Section 13 or a bill for the *Inverness Public Utility District's* response costs and expenses pursuant to Section 104.12 of the Fire Code, may file within thirty (30) days after the date of mailing the citation or bill, an administrative appeal against imposition of the civil penalty or response costs and expense. The appeal shall be in writing and filed with the Fire Chief, and shall include a copy of the bill and statement of the grounds for appeal. The Fire Chief shall conduct an administrative hearing on the appeal, after giving the appellant at least ten (10) days' advance written notice of the time and place of the hearing. Within ten

(10) days after the hearing the Chief shall give written notice of the decision to the appellant, which decision shall be final. If the appeal is denied in part or full, all amounts due shall be paid within thirty (30) days after the mailing of the notice of the decision of the hearing officer.

(b) Whenever the Chief shall disapprove an application or refuse to grant a permit applied for, or when it is claimed that the provisions of the code do not apply or that the true intent and meaning of the code have been misconstrued or wrongly interpreted, the applicant may appeal from the decision of the Chief to the Board of Directors of the *Inverness Public Utility District* within 10 days from the date of the decision. The provision of this section shall not apply to corrective actions for the clearance of brush or vegetative growth from structures as outlined in various sections of this Code, or to matters for which an appeal is provided pursuant to Section 14 (a) above.

SECTION 15 FORMER ORDINANCES

All former ordinances or parts thereof conflicting or inconsistent with the provisions of this Ordinance or the Code hereby adopted are hereby repealed.

SECTION 16 VALIDITY

If any section, subsection, sentence, clause or phrase of this ordinance is for any reason held to be invalid, such decision shall not affect the validity of the remaining portion of this Ordinance. The Board of Directors of the *Inverness Public Utility District* hereby declares that it would have adopted the Ordinance and each section, subsection, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases shall be declared invalid.

SECTION 17 ORDINANCE PUBLICATION AND EFFECTIVE DATE

A copy of the full text of this Ordinance shall be posted in the office of the *Inverness Public Utility District* by the Clerk of the Board at least five (5) days prior to the meeting of the Board of Directors at which it is adopted.

This Ordinance shall be in full force and effect as of thirty (30) days from and after the date of its adoption. A summary of this Ordinance shall be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty days and shall be posted in at least three (3) public places in the District for the said thirty (30) days.

Said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

SECTION 18 CALIFORNIA ENVIRONMENTAL QUALITY ACT

The Board of Directors of the *Inverness Public Utility District* finds that adoption of this Ordinance is exempt from the California Environmental Quality Act (“CEQA”) under California Code of Regulations, Title 14, §15061(b)(3).

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 18th day of December, 2019, by the following vote, to wit:

AYES: Directors

NOES:

ABSENT:

ABSTAINING:

Kenneth J. Emanuels, President
Board of Directors

Attest:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 91-2019 on record in this office, and that subsequent to its adoption no provision of Ordinance 91-2019 has been amended, modified, or revoked by the governing body.

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

By _____ Date



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 9

Ordinance 92-2019

Adding regulations 303 and 304 on
Discontinuation of water service to the
Regulations of the IPUD Water System.



Board Agenda Item Staff Report

Subject: Ordinance 92-2019: Adding Regulations 303 and 304 on Discontinuation of Water Service to the Regulations of the IPUD Water System

Meeting Date: December 18, 2019

Date Prepared: December 12, 2019

Prepared by: Wade Holland, Customer Services Manager

Attachments: Ordinance 92-2019

Recommended Action: Adopt Ordinance 92-2019

SB 998, enacted by the Legislature in 2018, adds new requirements that must be observed by an “urban and community water system” in order to discontinue water service to a residential customer because a payment on the residential customer’s account has become delinquent. The provisions of SB 998 became effect on January 1, 2019, but water systems were given until February 1, 2020, to come into compliance. Our Ordinance 92-2019 proposes to add Regulation 303, “Discontinuation of Residential Water Service,” to the Regulations of the IPUD Water System, so as to bring us into compliance with the requirements of SB 998 before the February 1 compliance deadline (SB 998 empowers State Water Board to assess a penalty of up to \$1,000 per day for a failure to comply).

For the most part, the changes made by SB 998 to existing State statutes on this subject are nominal. The one that has raised significant consternation around the state is a requirement that each water system adopt “a written policy on discontinuation of residential service for nonpayment.” A system’s policy must include specified elements, it must be posted on the District’s website, the system must offer to make it available to customers under certain specified conditions, and the policy must be made “available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in the service area.”

Where the rub comes in is that the languages listed in Sec. 1632 of the Civil Code are Chinese, Korean, Spanish, Tagalog, and Vietnamese. This means that we will have to find a translation company to translate our adopted discontinuation policy into all five of these languages. For this reason, we have striven to keep the policy itself as brief as possible (it constitutes subsection (b) in Regulation 303).

Because SB 998 applies only to residential customers, we are also proposing to add Regulation 304 to cover discontinuation of water service to non-residential customers. Reg. 304 duplicates Reg. 303 after deleting the provisions of Reg. 303 that are required uniquely by SB 998 (in particular, the requirement for a written policy and its translation into five foreign languages).

ORDINANCE 92-2019

AN ORDINANCE ADDING REGULATION 303, “DISCONTINUATION OF RESIDENTIAL WATER SERVICE,” AND REGULATION 304, “DISCONTINUATION OF NON-RESIDENTIAL WATER SERVICE,” TO THE REGULATIONS OF THE INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM

BE IT ENACTED by the Board of Directors of the Inverness Public Utility District that the following Regulation 303, “Discontinuation of Residential Water Service,” and Regulation 304, “Discontinuation of Non-Residential Water Service,” shall be and hereby are added to the Regulations of the Inverness Public Utility District Water System and shall be in full force and effect as of the effective date of this Ordinance:

Regulation 303

Discontinuation of Residential Water Service

(a) **Applicability**

This Regulation specifies the procedures for discontinuation of residential water service when payment by the residential customer of rates and charges becomes delinquent. This regulation shall apply, effective February 1, 2020, to all Inverness Public Utility District Water System customer accounts for water service connections that are classified by the System as “residential services.” Services whose rates and charges are determined pursuant to application of Rate Codes RN, RX, LV, and LX (or their equivalents) are deemed to be “residential services.” The provisions of this Regulation are intended to comply with Sections 116900 – 116926 in Chapter 6, “Discontinuation of Residential Water Service,” of Part 12, Division 104, of the Health and Safety Code (HSC) of the State of California, as well as with Sections 16482, 16482.1, and 16483 of Article 3, Chapter 4, Division 7 of the Public Utilities Code (PUC) of the State of California. Where provisions of one are duplicative of the other, compliance with one shall be deemed compliance with the other; where provisions are inconsistent, the provisions of the HSC shall apply.

(b) **District’s Policy on Discontinuation of Residential Service for Nonpayment**

The following provisions constitute the District’s policy on discontinuation of residential water service for nonpayment, pursuant to Sec. 116906 of the Health and Safety Code of the State of California:

1. Plan for deferred or reduced payments: The District offers deferred payment on the basis of a customer’s acceptance of an “alternative payment schedule,” as noted in No. 2 below. “Reduced payment” can be instituted pursuant to a customer’s qualification for participation in the District’s Lifeline Program (Regulation 302). Reduced payment may also be available by the customer making arrangements with an outside agency, such as West Marin Community Services or the Salvation Army, to make payment on the customer’s behalf.
2. Alternative payment schedules: The District offers an alternative payment schedule that shall be structured to ensure that all delinquent charges as well as all charges estimated to accrue over the subsequent six bimonthly billing periods will be paid in equalized monthly installments over a period of 12 months beginning on the date of initiation of the alternative payment schedule. The amount of

the remaining monthly payment installments shall be adjusted from time to time by the District's executive officer as necessary so that that total of all amounts in arrearage, the then-current charges, and the amounts that are estimated to accrue during the remainder of the alternative payment period will likely be paid in full by the end of the 12-month alternative payment period.

3. Mechanism for a customer to contest or appeal a bill: A customer may contest or appeal a bill by contacting the District's executive officer (General Manager or Administrator) within 90 days of the date of the subject bill. Whenever a customer is contacted about payment of a bill that has become delinquent, an offer shall be made to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.
4. Telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment: (415) 669-1414.

(c) **Availability of District's Policy on Discontinuation of Residential Service for Nonpayment**

The District's policy on discontinuation of residential water service for nonpayment, as enumerated in section (b) of this Regulation, shall be made available in English, in the languages listed in Section 1632 of the Civil Code, and in any other language spoken by at least 10 percent of the people residing the District's service area. The policy shall be made available on the District's Internet website, and it shall be offered to be made available in writing to any customer contacted by the District by telephone regarding discontinuation of residential service for nonpayment.

(d) **Discharge of a Delinquency in Payment of a Bill**

Charges become delinquent 19 days from the date of the mailing of the District's bill for the services. District strives to provide, at its option, a mailed "Reminder Notice" on or after 21 days of the date of the mailing of the District's bill for services. Formal notification that a payment has become delinquent is made by mailing to the customer a "Notice of Account Delinquency and Impending Service Termination," which shall occur not earlier than 42 days from the date of the bill for which payment has become delinquent and shall require payment of the delinquent charges within 15 days of the date of the notice (this is the so-called "10-day notice"). If charges remain delinquent after the payment date specified on the "Notice of Account Delinquency and Impending Service Termination," a "48-Hr Notice of Service Termination" is mailed no earlier than 60 days from the date of the delinquent bill; said 48-hour notice is provided by mail, by telephone call or electronic media if possible, and by posting at the served premises. No residential service shall be discontinued for nonpayment until a payment has been delinquent for least 60 days (which is 79 days from the date of the mailing of the District's bill for the services); however, once a 48-hour notice has been provided, all rates and charges that have accrued on the customer's account, whether or not yet delinquent, and which remain unpaid, become payable in full in order to prevent service discontinuation or in order to resume service to a discontinued service.

(e) **Petition to District's Executive Officer and Appeal of Executive Officer's Determination**

A customer may petition to the District's executive officer for a hearing on the accuracy of any charges billed to the customer. Such a petition must be filed with the District within 90 days of the date of the bill containing the contested charge or charges, or, if applicable, within the time period specified for filing an appeal that is included on any notice provided by the District of a payment that has become delinquent. The District's executive officer shall conduct such a hearing within 30 days of receipt of customer's petition for a hearing and shall issue a written decision within 14 days of the conclusion of the hearing. Within 30 days of the date

of the executive officer’s written decision, the customer may appeal the executive officer’s decision to the Board of Directors by submitting a written appeal in letter format addressed to the executive officer. Upon receipt of such an appeal to the Board of Directors, the executive officer shall place the appeal on the agenda for the next regular meeting of the Board of Directors that is at least 12 calendar days from the date of the District’s receipt of the customer’s written appeal. The decision of the Board of Directors upon hearing and considering the appeal shall be final and binding. The District shall not take any action to discontinue service to a subject service once a petition for a hearing or an appeal to the Board of directors has been filed and until the petition or appeal has been resolved.

(f) **Incorrectly Calculated or Assessed Charges**

The District’s executive officer shall adjust any charges billed to a customer that investigation determines were incorrectly calculated or assessed. If such investigation is undertaken in response to a petition from a customer for bill review, the executive officer shall conduct a hearing within 30 days of receipt of customer’s petition for a hearing and shall issue a written decision within 14 days of the conclusion of the hearing. Within 30 days of notification to the customer of the executive officer’s determination, the executive officer’s decision can be appealed by the customer to the Board of Directors, pursuant to the procedure in subsection (e) of this Regulation. In the event that adjustment of billed charges to a customer’s account results in a credit balance in the customer’s account and said credit balance is in excess of \$150, the District shall, at the request of the customer, issue a refund to the customer in the amount of the credit balance.

(g) **Annual Report on Number of Discontinuations of Residential Service**

The Water System shall report to the Board and shall post on the District’s Internet website the number of annual discontinuations of residential service for inability to pay.

(h) **Miscellaneous Provisions**

The provisions of Section 116916 of the Health and Safety Code shall apply to discontinuation of water service when there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

The provisions of Sections 116910 shall apply to discontinuation of water service in the event such discontinuation would be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises.

The provisions of Section 116914 shall apply to discontinuation of water service to a residential customer who demonstrates household income below 200 percent of the federal poverty level.

Regulation 304

Discontinuation of Non-Residential Water Service

(a) **Applicability**

This Regulation specifies the procedures for discontinuation of non-residential water service when payment by the non-residential customer of rates and charges becomes delinquent. This regulation applies to all Inverness Public Utility District Water System customer accounts for water service connections that are classified by the System as “non-residential services.” Services whose rates and charges are determined pursuant to application of Rate Codes CN and CX (or their equivalents) are deemed to be “non-residential

services.” The provisions of this Regulation are intended to comply with Sections 16482, 16482.1, and 16483 of Article 3, Chapter 4, Division 7 of the Public Utilities Code (PUC) of the State of California.

(b) **Discharge of a Delinquency in Payment of a Bill**

Charges become delinquent 19 days from the date of the mailing of the District’s bill for the services. District strives to provide, at its option, a mailed “Reminder Notice” on or after 21 days of the date of the mailing of the District’s bill for services. Formal notification that a payment has become delinquent is made by mailing to the customer a “Notice of Account Delinquency and Impending Service Termination,” which shall occur not earlier than 42 days from the date of the bill for which payment has become delinquent and shall require payment of the delinquent charges within 15 days of the date of the notice (this is the so-called “10-day notice”). If charges remain delinquent after the payment date specified on the “Notice of Account Delinquency and Impending Service Termination,” a “48-Hr Notice of Service Termination” is mailed no earlier than 60 days from the date of the delinquent bill; said 48-hour notice is provided by mail, by telephone call or electronic media if possible, and by posting at the served premises. No service shall be discontinued for nonpayment until a payment has been delinquent for least 60 days (which is 79 days from the date of the mailing of the District’s bill for the services); however, once a 48-hour notice has been provided, all rates and charges that have accrued on the customer’s account, whether or not yet delinquent, and which remain unpaid, become payable in full in order to prevent service discontinuation or in order to resume service to a discontinued service.

(c) **Petition to District’s Executive Officer and Appeal of Executive Officer’s Determination**

A customer may petition to the District’s executive officer for a hearing on the accuracy of any charges billed to the customer. Such a petition must be filed with the District within 90 days of the date of the bill containing the contested charge or charges, or, if applicable, within the time period specified for filing an appeal that is included on any notice provided by the District of a payment that has become delinquent. The District’s executive officer shall conduct such a hearing within 30 days of receipt of customer’s petition for a hearing and shall issue a written decision within 14 days of the conclusion of the hearing. Within 30 days of the date of the executive officer’s written decision, the customer may appeal the executive officer’s decision to the Board of Directors by submitting a written appeal in letter format addressed to the executive officer. Upon receipt of such an appeal to the Board of Directors, the executive officer shall place the appeal on the agenda for the next regular meeting of the Board of Directors that is at least 12 calendar days from the date of the District’s receipt of the customer’s written appeal. The decision of the Board of Directors upon hearing and considering the appeal shall be final and binding. The District shall not take any action to discontinue service to a subject service once a petition for a hearing or an appeal to the Board of directors has been filed and until the petition or appeal has been resolved.

(d) **Incorrectly Calculated or Assessed Charges**

The District’s executive officer shall adjust any charges billed to a customer that investigation determines were incorrectly calculated or assessed. If such investigation is undertaken in response to a petition from a customer for bill review, the executive officer shall conduct a hearing within 30 days of receipt of customer’s petition for a hearing and shall issue a written decision within 14 days of the conclusion of the hearing. Within 30 days of notification to the customer of the executive officer’s determination, the executive officer’s decision can be appealed by the customer to the Board of Directors, pursuant to the procedure in subsection (c) of this Regulation. In the event that adjustment of billed charges to a customer’s account results in a credit balance in the customer’s account and said credit balance is in excess of \$150, the District shall, at the request of the customer, issue a refund to the customer in the amount of the credit balance.

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

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 18th day of December, 2019, by the following vote, to wit:

AYES: Directors

NOES:

ABSTAINING:

ABSENT:

Kenneth J. Emanuels, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 92-2019 on record in this office, and that subsequent to its adoption no provision of Ordinance 92-2019 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 10

**District Board Meeting
Calendar 2020**



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT & WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937-0469

50 INVERNESS WAY NO. & (415) 669-1414 & FAX (415) 669-1010 & ADMIN@INVERNESSPUD.ORG

NOTICE OF 2020 MEETING SCHEDULE

Notice is hereby given that the Regular Meetings of the Board of Directors of the Inverness Public Utility District for the year 2020 are scheduled for the following dates:

January 22

February 26

March 25

April 22

May 27

June 24

July 22

August 26

September 23

October 28

November 18 (moved up one week for Thanksgiving)

December 16 (moved up one week for Christmas)

Note: All meetings are scheduled for the fourth Wednesday of the month, except for November and December. Meetings are held at the Inverness Firehouse, 50 Inverness Way North, Inverness, at 9:00 a.m. Any changes from this schedule will be duly noticed.

ATTEST:

Shelley L Redding, Clerk of the Board

Date: _____

Distribution:

Directors (5)

Staff (5)

Press (1)

Copies posted locally (3)

Copies available to the public (on request)

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



SHELLEY REDDING, ADMINISTRATOR

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



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 11

Committee
Meetings/Reports



Inverness Public Utility District
Board Meeting December 18, 2019

Agenda Item No. 12

**Announcements,
Next Meeting,
Adjournment**