

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD, #5 • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Regular Meeting

Wednesday, July 26, 2023

9:00 a.m.

Inverness Firehouse, 50 Inverness Way No.

## 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. Board Officer Elections

4. **Approval of Minutes:** Regular meeting of May 24, 2023, and Special Meeting June 2, 2023.

## The State of the District

## 5. Management Report

- Grants and Projects
  - a. District Capital Projects Funding Strategy Report – Update
  - b. DWR Drought Relief Program Tank Replacement Project
  - c. Marin County OES and County Multi-Jurisdiction Hazard Mitigation Plan
  - d. District Local Hazard Mitigation Plan
- IPUD 75-year anniversary update
  - a. Open house event
  - b. Jack Mason Museum Exhibit
- District Office Space Update

## 6. Water System Reports:

- May and June 2023, Senior Water Operator Ken Fox
- Rainfall Table 2022-2023
- Water Usage Graph
- Water A/R at June 30, 2023
- Water AR Summary FY 2022-2023
- El Nino Southern Oscillation (ENSO) Diagnostic Discussion July 17, 2023

## 7. Fire Department Reports: May and June 2023, Fire Chief Jim Fox

- Marin Medical Reserve Corp Lifesaving Skills Class: August 7, 2023
- Marin Wildfire Prevention Authority (MWPA) update
  - Local Projects update
  - CORE Projects update
- Marin Emergency Radio Authority (MERA) update
  - 2023-2024 Budget and Agency Contribution increase
  - Construction Update

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Material provided in the meeting packet is available on the District's website, [www.invernesspubd.org](http://www.invernesspubd.org), or by contacting the District office.

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

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

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

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



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

***The Business of the District***

8. **Adoption of Ordinance 112-2023:** Amending Water System Regulation 115, "Adjustment of Usage Charge for Unintentional or Inadvertent Usage"
9. **Adoption of Overhead Rates for FY 2023/2024:** Rates for the overhead charges that are added to the direct costs of work performed by (or contracted out by) the District on behalf of (and billed to) customers are calculated during each fiscal year based on that year's adopted budget, pursuant to a policy adopted by the Board of Directors on August 21, 2000.
10. **Response to 2022/2023 Grand Jury Recommendation:** Review and Approve Finding F7 and Response R4.
11. **Adoption of Resolution 282-2023:** Authorizing the Grant Application, Acceptance and Execution for the Drought Relief Program Tank Replacement Project.
12. **Approval of Expenditures and Credit Card Charges:** May and June 2023
13. **Committee Meetings/Reports**
14. **Adjournment**

**Posted July 21, 2023**



Inverness Public Utility District  
Board Meeting July 26, 2023

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# Agenda Item No. 1

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



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 2

### **Public Expression**

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

**Directors or staff “*may briefly respond to statements made or questions posed*” during Public Expression, but “*no action or discussion shall be undertaken on any item not appearing on the posted agenda*” (Gov. Code §54954.2(a)(3)).**

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Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 3

### **Board Officer Elections**



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 4

### **Meeting Minutes**

- May 24, 2023 Regular Meeting
- June 2, 2023 Special Meeting



# Inverness Public Utility District

Fire Department ✧ Water System

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

**Board of Directors  
Minutes, Regular Meeting  
Wednesday, May 24, 2023, 9:00 a.m.  
Inverness Firehouse**

## 1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:00 a.m.

Directors Present: Ken Emanuels, Dakota Whitney, Kathryn Donohue, Brent Johnson

Directors Absent: David Press

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

2. **Public Expression:** There were no comments or public expression.

3. **Approval of Minutes:** Regular Meeting of April 26, 2023

*M/S Donohue/Whitney to approve the minutes of the Regular Meeting of April 26, 2023, as submitted.*

**AYES 4, NOES 0**

## 4. Management Report

**District Capital Projects Funding Strategy Report – Update:** A summary document was provided to the Board describing the recent activities related to grants submitted and grants being pursued. General Manager Redding summarized the result of the Local Hazard Mitigation Plan (LHMP) RFP submission received (2) and that staff met with a 3<sup>rd</sup> contractor who would be submitting a proposal by the end of next week. Staff member Jenna Nicolas described in detail the status of applications and the preferred process to maintain the correct approach for the District in the Assessment phase and the importance of community engagement. She noted a recent meeting staff conducted with community members of the Seahaven neighborhood and the self-funded shaded fuel break project and the meeting on Thursday, May 25<sup>th</sup> with Steven Torrence who is the new Director of the County OES. She emphasized the importance of engagement to ensure the assessment is done to align with already existing hazard mitigation projects and avoid redundancy. Director Donohue also expressed a concern about making sure that the work done for the District does not duplicate work already being done by the MWPA. Additional discussion about the Colby tank site and the grant application to fund replacement of the redwood tanks, the need for a new engineering report and the initial indication that the project is favored for funding.

**IPUD 75<sup>th</sup> Year Anniversary Update:** Staff continues to plan for the 75<sup>th</sup> anniversary, with an exhibit to be coordinated with Dewey Livingston at the Jack Mason Museum. There are still plans for an open house celebration on the evening before the Inverness Faire August 11, 2023.

**District Office Space Update:** The District has a June 1<sup>st</sup> move-in date for the new offices located at 12781 Sir Francis Drake Blvd., behind the restaurant. New flooring has been installed and it has been updated with fresh paint and a new mini-kitchen area. Utilities have been ordered for the new space to commence on or after June 1<sup>st</sup>. Staff have been assessing where desks and cabinets will fit in the space and anticipate that moving into the new office will take a couple of weeks.

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



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

**5. Water System Report: April 2023**

Senior Water Operator Ken Fox presented the water system report for April. He noted that water use has increased but streams continue to flow nicely, and rainfall amount is near 50 inches so far for the year. It was noted by staff that the El Nino Southern Oscillation (ENSO) prediction has increased from 63% to 90% for this coming fall and winter, indicating more rain this fall and winter.

**6. Fire Department Report: April 2023**

Fire Chief Jim Fox presented the Fire Department report for April. It was noted by Director Emanuels that David Briggs attended every call in April.

**Marin Wildfire Prevention Authority (MWPA) Local Projects and CORE Update:** Chief Fox reported on the Technical Advisory Committee and Operations Committee meetings he has attended in the past month. He noted that the budget for all submitted work projects has been approved project activity submissions for the next fiscal year, 2023-2024. Woody Elliot noted that he attended a presentation by MWPA Executive Director Mark Brown to the Inverness Ridge Association. During the presentation, he discussed a plan for a shaded/non shaded fuel break work project along the western side of the West Marin region. Discussion about IPUD involvement, process for the project environmental studies and determination of areas for the project work. He raised his concern about how the District will represent the community interests and how the public will be updated about the project. Staff noted that Chief Fox serves on the Technical Advisory Committee and the Operations Committee and that both committees are actively engaged with the MWPA on any projects considered by the MWPA. Additionally, it was noted by Director Donohue, who also serves on the MWPA Board of Directors, that she was not aware of the meeting and asked Mark Brown to communicate when he is presenting to a West Marin community on projects that are within IPUD's area of interest.

Director Donohue requested a monthly report from staff on MWPA activities that can summarize the most recent activities of committees and provide a summary of project progress that involve Inverness.

**Marin Emergency Radio Authority (MERA) Update:** Chief Fox reported on recent activity related to the next-generation MERA project.

**7. Ordinance 109-2023: Amending Water System Regulation 101, "New Service Connection".**

The Ordinance was presented for amendment of the regulations regarding the new service connection fee calculation which is being amended to clarify the calculation process.

*M/S Johnson/Whitney to adopt Ordinance 109-2023 amending the Water System Regulation 101, "New Service Connection" as presented. AYES 4, NOES 0*

**8. Ordinance 110-2023: Amending Water System Regulation 301 to Set Water Rates Effective July 1, 2023 (CPI Adjustment)**

The ordinance was presented for amendment of Water System Regulation 301 to set the new water rates to become effective July 1, 2023, to reflect the CPI adjustment for calendar year 2022, as outlined in the regulation.

*M/S Donohue/Johnson to adopt Ordinance 110-2023 amending Water System Regulation 301 setting the new water rates effective July 1, 2023, as presented. AYES 4, NOES 0*

**9. Resolution 281-2023: Setting the District's Appropriation Limit for FY 2023/24**

GM Redding provided the staff report that outlined the amount calculated for the Appropriations Limit for 2023/24 with an attached report with adjustment factors.

President Emanuels opened a public hearing on the proposed appropriations limit for FY 2023/24. No one asked to be heard and staff reported that no written communications have been received. President Emanuels closed the public hearing.

*M/S Donohue/Johnson to adopt Resolution 281-2023 setting the District Appropriation Limit for FY 2023/24 as presented. AYES 4, NOES 0*

**10. Approve Fiscal Year 2022-2023 Budget Amendment**



General Manager Redding presented the documentation supporting an amendment to the Fiscal Year 2022-2023 Budget.

*M/S Johnson/Whitney to adopt Fiscal Year 2022-2023 Budget Amendment as presented. AYES 4, NOES 0*

**11. Acceptance of Extra-Help Work Agreements with Annuitants:** Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2023-2024.

GM Redding presented the work agreements for approval as required by CalPERS for retired annuitants.

*M/S Donohue/Johnson to accept and approve work agreements with Wade B. Holland and Kaaren S. Gann as presented for FY 2023-2024. AYES 4, NOES 0*

**12. Approve Expenditures and Credit Card Charges:** April 2023

General Manager Redding presented the April 2023 expenditures and credit card ledgers for approval. Director Johnson asked about the payment to State Waterboards. GM Redding noted that was the annual payment towards the Tenney Tank project loan.

*M/S Whitney/Johnson to approve the April 2023 expenditures and credit card purchases as presented. AYES 4, NOES 0*

**13. Closed Session:** Public Employee Performance Evaluation (General Manager) pursuant to Gov. Code Sec. 54957

Director Whitney announced that Director Press was not in attendance and asked to reschedule the evaluation to the next Board meeting.

**14. Committee Meetings/Reports**

Nothing was reported.

**15. Adjournment:** President Emanuels adjourned the meeting at 10:00 a.m. The next regular meeting scheduled for June 28, 2023, will be cancelled and a Special Meeting will be scheduled as needed.

Attest: /s/

Date: 5/24/2023

Shelley Redding, Clerk of the Board



# Inverness Public Utility District

Fire Department ✧ Water System

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

**Board of Directors  
Minutes, Special Meeting  
Friday, June 2, 2023, 9:00 a.m.  
Inverness Firehouse**

## 1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:00 a.m. at the Inverness Firehouse

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

Directors Absent: None

Staff Present: Shelley Redding, General Manager

## 2. Public Expression: There were no comments or public expression.

## 3. Approve and Adopt Fiscal Year 2023-2024 Budget

General Manager Redding presented the budget recommendation for the next fiscal year. Discussion about increased costs for insurance, staff costs with the addition of a new Water System Manager to be hired within the next 6 months, and the costs associated with an overlap of staff duties for training purposes. There was also discussion about the expiration of the drought surcharge, the cost-of-living automatic water rate increase that goes into effect on July 1, and the possibility of a new water rate increase later in the fiscal year after some analysis. GM Redding noted that the budget could be amended in December to reflect a more accurate outlook for the fiscal year.

*M/S Donohue/Press to accept and approve the budget for fiscal year 2023-2024 as presented with a request for an analysis of staff costs and water rates to accompany an amendment at mid-year. AYES 5, NOES 0*

## 4. Employee Pay Rates for FY 2023/24

GM Redding presented the pay rate increases in accordance with the CPI for the Bay Area region of 4.88%. Discussion about comparable pay rates for districts of similar size, cost of living, and the importance of employee retention.

*M/S Johnson/Donohue to accept and approve the proposed pay rates for the fiscal year 2023-2024 as presented. AYES 5, NOES 0.*

## 5. Ordinance 108-2023: Setting General Manager Compensation for Fiscal Year 2023-2024

General Manager Redding presented the ordinance reflecting the approved wage for the General Manager that was adopted by the Board under item 4 of the meeting agenda.

*M/S Whitney/Press to adopt Ordinance 108-2023 as presented setting the compensation for the General Manager for the 2023-2024 Fiscal Year. AYES 5, NOES 0.*

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

**6. Closed Session:** Public Employee Performance Evaluation (General Manager) pursuant to Gov. Code Sec. 54957

Director Emanuels adjourned the meeting to a closed session at 9:27 a.m.

The Board reconvened from the closed session at 9:43 a.m. Director Emanuels reported that there was no action taken in the closed session.

**7. Committee Meetings/Reports**

Nothing was reported.

**8. Adjournment:** President Emanuels adjourned the meeting at 9:55 a.m. The next regular meeting is scheduled for July 26, 2023.

Attest: /s/

Date: 6/2/2023

Shelley Redding, Clerk of the Board

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Inverness Public Utility District  
Board Meeting July 26, 2023

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# Agenda Item No. 5

## Management Report

### **Grants and Projects:**

- **District Capital Projects Funding Strategy Report**
- **DWR Drought Relief Program Tank Replacement Project**
- **Marin County OES and County Multi-Jurisdictional HMP**
- **District Local Hazard Mitigation Plan**

### **IPUD 75-Year Anniversary**

- **Open House Event**
- **Jack Mason Museum Exhibit**

### **District Office Space Update**

Creator:	Jenna Nicolas				
Last updated:	7/20/2023				
Purpose:	Summary of funding timelines as given by the grantor.				
	Generalized overview highest priority grants and their progress.				
	<b>Funding Strategy Application</b>	<b>Title</b>	<b>Grantor</b>	<b>Type of Award</b>	
	Community: Vulnerability Assessment, Hazard Mitigation Planning	CalOES Hazard Mitigation Grant Program	CalOES	Cost Share 75/25 Grantor/District for mitigation activity, 100% for management	
		<b>Timeline</b>	<b>Action Item</b>	<b>Progress Description</b>	
		Wednesday, March 1, 2023	Cal OES releases DR-4683 NOFO with PrepareCA Match	Complete	
		March, 2023	Project Scoping Calls (Programmatic and BCA)	Shelley, Jenna completed via phonecall on 3/9/2023 after OES contractor reached out on 3/7/2023	
		Friday, March 31, 2023	HMGP Notice of Interest (NOI) open via Engage Cal OES Portal	Complete	
		Wednesday, May 10, 2023	HMGP NOIs due to Cal OES via the Engage Cal OES Portal	Completed, sent, approved	
		Friday, June 2, 2023	HMGP Subapplications (with PrepareCA Match) open via Engage Cal OES Portal	Jenna is collecting data, writing project proposal, building relationship with grantor, meeting with local groups, coordinating meetings with IPUD and stakeholders in Marin County.	July 2023: application is still in process and being completed in a timely manner; Marin County OES meeting in May 2023 provided insight into joining the Marin County Multi-Jurisdictional Hazard
		Friday, August 4, 2023	HMGP Subapplications (with PrepareCA Match) due to Cal OES via Engage Cal OES Portal	IPUD has formed an important relationship with the Director of Marin OES. Preparing to join the Marin County Multi Jurisdictional Plan will be our focus.	Withdrew application on 7/12/2023. Our application has been saved and documented. NOI is rolling acceptance.
		Sunday, January 14, 2024	Cal OES submits HMGP and PrepareCA selections to FEMA for further review		
		2024, onward	FEMA awards projects after completing programmatic and Environment and Historic Preservation (EHP) reviews		

<b>Funding Strategy Application</b>	<b>Title</b>	<b>Grantor</b>	<b>Type of Award</b>	<b>Notes</b>
Water: Infrastructure / Capital Improvements	Small Community Drought Relief Program	Department of Water Resources	Grant	
	<b>Timeline</b>	<b>Action Item</b>	<b>Progress Description</b>	
	Rolling application acceptance until December 29, 2023 or until funds expire	No formal solicitation or NOI needed.	Completed, sent, awaiting decision. Application portal closes December 28th, 2023.	
	Awarded 1.2M June 2023			
	<b>Title</b>	<b>Grantor</b>	<b>Type of Award</b>	
	Expedited Drinking Water Grant	State Water Resources Control Board	Grant	
	<b>Timeline</b>	<b>Action Item</b>	<b>Progress Description</b>	
	Wednesday, March 8, 2023	Updated Guidelines Published and Adopted	Jenna is becoming familiar with the grant terms and requirements Jenna is got in touch with the DFA to establish contact and ask questions about their funding priorities. Starting to design work flow to prioritize this award in 2023.	Stopped pursuing this line of funding due to award from DWR (7/1/2023)
	March/ April 2023	EDWG Program is administered by the Division of Financial Assistance (DFA) Office of Sustainable Water Solutions		
<b>Funding Strategy Application</b>	<b>Title</b>	<b>Grantor</b>	<b>Type of Award</b>	
Fire : updated vehicles, equipment, station upgrades	Assistance to Firefighters Grant	FEMA	15% standard, 5% IPUD match due to our size	
	<b>Timeline</b>	<b>Action Item</b>	<b>Progress Description</b>	
	2023 FY NOFO has not been announced	Contact regional coordinator, Jenna gathering internal documents and historical information to identify internal capacity to win the award.	June 2023 reached out to regional coordinator via email	

<u>Funding Strategy Application</u>	<u>Title</u>	<u>Grantor</u>	<u>Type of Award</u>
Community: Vulnerability Assesment, Build regional collaboration and workforce capacity	NOAA Climate Resilience Regional Challenge; Track 1: Regional collaborative building and strategy development	NOAA	Grant, no match required, \$500,000 - \$2M, Period of performace: October 2024 - September 2029 (3-5 yrs)
	<u>Timeline</u>	<u>Action Item</u>	<u>Progress Description</u>
	June 2023, ongoing	Engage West Marin jurisdictions to align motivation, understand limitations	Jennifer Blackmann from Bolinas PUD is interested in getting more information and is meeting with Jenna; Shelley reached out re: quarterly meeting of West Marin water boards with Dennis Rodoni to share our motivation and inquiry.
	August 21st, 2023	Letter of Intent due	
	October 11th, 2023	Notification given	
	February 13th, 2024	Application Due	

# Grants and Projects

## Board Summary

### Timeline of Hazard Mitigation Planning efforts August 2022 – Current 2023

August 2022: Jenna and Shelley started working together on Community Wildfire Protection Plans and Hazard Mitigation Planning as it relates to grants, community education, risk analysis, recent Measure O concerns, and maintaining IPUD's core mission values; namely protecting and stewarding the watershed. Concerns about staff succession and the need to clarify IPUD's mission to the community are also talked about as

September 2022: Grants were identified as possible funding sources, internal conversations regarding motivation, scope, and current capabilities given staffing were had; RFP for mitigation planning was drafted, it was decided to ask Jenna to focus on grant funding for capital projects, hazard mitigation planning, and new fire equipment and vehicles.

October - December 2022: new remote working arrangements started, small progress made on grant development and IPUD future planning.

January – April 2023: Jenna came back to work in the office, completed a grant proposal for tank replacement. Shelley and Jenna became more focused and engaged in Hazard Mitigation Planning and started the process of applying for CalOES Hazard Mitigation Planning grant. A notice of interest was approved, and Jenna started working on a HMP application. Internal staff meetings resulted in a more focused work plan for grant funding. Community interviews re: hazard preparedness was conducted to engage IPUD with grassroots community needs and efforts.

May – July 2023 (current): Department of Water resources grants IPUD 1.2M for a tank replacement project. After a lot of asking around, the new Director for Marin County Office of Emergency Services arranges to meet with IPUD to discuss our hazard mitigation goals. An informative community meeting was held about the new Marin County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP).

IPUD pursues a partnership with the OES Director and new staff to annex into the MJHMP. Project planning and staff engagement begins for the Department of Water Resources grant award. High level planning for IPUD growth, regional connectedness, and community engagement with respect to the core mission values is considered with the help of contractors. Staffing is a major focus, especially for administrative and billing duties, as well as healthy and timely succession planning.

### **Current Summary/ Update July 2023**

**Considering the growing relationship with Marin's OES Director Steven Torrence, IPUD is pleased to work with regional collaborators towards joining the Marin County Multi-Jurisdictional Hazard Mitigation Plan. Not only does this allow for an efficient use of a wider staffing and administrative network, but it also allows IPUD to have a voice in broader policies being developed regarding small, private coastal watersheds.**

**While IPUD was planning and seeking funding to develop their own FEMA approved hazard mitigation plan, key motivations were identified through a series of internal meetings, public board meetings, and community hazard preparedness interviews. High level planning as it relates to water, fire, staffing, and our community network is needed to strategically build the future health of the District. Utilizing the work done in HMP, IPUD asked contractors who responded to our RFP to amend their proposals and focus on high level internal future planning, community engagement, and watershed health. So far, we have**



# Grants and Projects

## Board Summary

**received two proposals back, from Adaptation International and H2O partners) and are considering next steps.**

GOAL: To create a resilience roadmap document for the District to identify motivations, goals, work plans, and management of future resilience planning and growth. This document will be made through a series of leadership interviews/ meetings with key staff members, community disaster preparedness groups, and our board members. A review of our historical documents and, ideally although not required, a tour of our facilities and watershed will also be necessary to provide a holistic overview of the District. Information gathering about our regional/ county/ state/ federal partners (CalOES, CalFire, Fire Safe Marin, Marin OES, CERT, FEMA Region 9) is also needed.

Assessment of current plans for general, emergency services, water, and fire services.

The values of presenting a current assessment should consider the history of IPUD and its development since 1980s, the staff and community members which shaped our past, and the changes that our district faces now that it has not in the past (including social, cultural, natural, and extreme weather-related changes). An assessment of current staffing and succession plans are needed to identify training milestones, performance related pay increases, and management practices that value growth and education.

The Assessment of IPUD's assets, risks and vulnerabilities to create mitigation strategies. The values of future planning should make clear IPUD's risks and vulnerabilities, a plan to mitigate those risks, and its plan to continue to be a holistic steward to our precious watershed. A lens of Ecosystem Based Adaptation or Nature Based solutions should be applied to strongly favor community involvement and ecosystem-based services. IPUD is also committed to developing regional collaborations between other West Marin utility districts to share resources and insights regarding our unique rural coastal challenges. A regional coordination plan is paramount to District health.

A timeframe for completion and a budget is also to be provided. If updates to our high-level planning roadmap are expected, please provide the scope of work you think would be necessary, a timeframe, and budget.

At least one midpoint summary or progress report and meeting will be needed to make sure that the District and the contractor agree on the scope and direction of the work. The process for feedback and assessment should remain open and constructive spirit. Therefore, it should be easy to contact the District and the contractor by phone, email, or e-meeting.

A full project review, mitigation summary, wrap up and debrief will be needed to provide an overview of all the plan elements and clearly state mitigation and planning strategies. Each strategy should be tied to an identified risk, vulnerability, and ideally take into consideration the dynamic connections between the District, the community, and the ecosystem we all depend on. This information should be given in both print and electronic form such as a pdf or website with pictograms, clearly presented data, and extra hard copies for interested community members.

There are hopeful ideas about youth watershed education, regional staff cross training, more efficient administrative processes, grant funding, community hazard preparedness, and workforce development; all of which would benefit from high level planning to assess their feasibility and staffing needed to achieve them. We look forward to considering contractors to partner with us and help achieve our goals for a resilient and holistic future.



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 6

### **Water System Report**

- May 2023
- June 2023
- July 13, 2023 ENSO Report
- Daily Rainfall
- Water A/R Report at June 30, 2023



# Inverness Public Utility District

Fire Department • Water System

Post Office Box 469  
Inverness, CA 94937

(415) 669-1414 • Fax (415) 669-1010 • info@invernesspub.org

## MAY 2023 – WATER SYSTEM REPORT

### / End of May Stream-Flows \

End of MAY Statistics	May 2023	May 2022	DIVERSION	2023 GPM	2022 GPD	May 2022 GPM
<b>RAINFALL @ F1</b>	Recorded at F1	(@ F1)	D1	40	57,600	10
Monthly total (in inches ")	0.96"	0.13"	D2	90	129,600	18½
For Year to date (7/01 -to June 01)	48.61"	31.18"	D3	50	72,000	17½
Avg. yearly since 1925 (inches)	37.26"	37.32"	D4	55	79,200	18
<b>*Compare End Mo Streamflow</b>	<b>Mar 2023</b>	<b>Apr 2023</b>	D5	60	86,400	21
*upper diversions total in gpm	2,332,800 gpd	1,123,200	D6	75	108,000	20
*Dec21-feb 23: 975;455;255;224;218; 127;92;82;55;60;58;71;660;595;695	1,620 gpm	780 gpm	D7	85	122,400	17½
<b>3-MONTH Production-Use trend:</b>	<b>Mar 2023</b>	<b>Apr 2023</b>	D8	25	36,000	4½
<b>Feb 2023: 1,260,800 gallons</b>	1,490,700 gal	1,600,200	<b>TOTALS--</b>	<b>480</b>	<b>691,200</b>	<b>127</b>
45,029 Avg. gallons per day <b>31.3 Average gpm usage*</b>	48,087 gpd* <b>33.4 gpm</b>	53,340 gpd* <b>37.0 gpm</b>	<b>MAY PRODUCTION &amp; SYSTEM USAGE PATTERNS</b>			
<b>SOURCES USED</b>	<b>( May 2023 )</b>	<b>(May 2022 )</b>	<b>USE BY</b>	<b>ZONE</b>	<b>2023</b>	<b>2022</b>
1 <sup>st</sup> Valley High Intakes (D3)	69 %	53%	Colby	742,600+	35.3%	41%
2 <sup>nd</sup> Valley High Intakes (D6)	3 %	27%	Tenney	713,600 ++	33.9%	36%
3 <sup>rd</sup> Valley Intakes (D7)	28 %	20%	Conner	49,400 +	2.3 %	3%
1 <sup>st</sup> Valley lower intake (L1)	0 %	0 %	Stockstill	446,000+	21.2 %	13%
2 <sup>nd</sup> Valley lower (L2 )	0 %	0 %	Sea Haven	154,100+	7.3 %	7 %
Wells (W1,W2,.W3 )	0 %	0 %	<b>MAY PROD</b>	<b>2,105,700</b>	<b>100 %</b>	<b>100 %</b>
<b>TOTAL</b>	<b>100 %</b>	<b>100%</b>				

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

**MAY AVERAGE 67,926 gal/day = 47.2 gpm**

[ Trending Note: daily usage up significantly from previous months + main flushing ]

### • 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 CL<sub>2</sub> dose at F1→ 0.55 ppm; average CL<sub>2</sub> dose at F3→ >@0.65 ppm

#### 1. Major Activities

2. Monthly reports sent to CA RWQCB DHS
3. Regular flushing of 4" iron line on Via de la Vista & Escondido 2" PVC lines. Color complaints re 4" worse color
4. F1: break tank transducer still having occasional issue
  - o CIP cleaning both Nano Units, B & A
  - o Second Valley source D6 turned in for 1<sup>st</sup> time since last year
5. F3 issue with malfunctioning Ultra unit programming. Problem was resolved
  - o CIP of Ultra unit
6. Watershed roads and trails: continued tree clearing and chipping
7. Hydrant clearing & maintenance/ water main flushing: Sea Haven, Tenney, Colby distribution
8. Balmoral wharf hydrant re-installed & flushed line (had been out of service, due to 2" iron riser badly rusted)
9. Sea Haven tank # 1 tank-level gauge repaired. Pulley frozen w corrosion
10. Meter removed and service locked out at 140 Camino del Mar

*Kenneth J. Fox*



# Inverness Public Utility District

Fire Department • Water System

Post Office Box 469  
Inverness, CA 94937

(415) 669-1414 • Fax (415) 669-1010 • info@invernesspub.org

## JUNE 2023 - WATER SYSTEM REPORT

### End of June Stream-Flows

End of JUNE Statistics	June 2023	June 2022	DIVERSION	2023 GPM	2023 GPD	June 2022 GPM
<b>RAINFALL @ F1</b>	Recorded at F1	(@ F1)	D1	25	36,000	5
Monthly total (in inches ")	0.02"	0.87"	D2	55	79,200	15
For Year to date (7/01 -to July 01)	48.63"	32.05"	D3	40	57,600	13
Avg. yearly since 1925 (inches)	37.39"	37.26"	D4	30	43,200	12
<b>* End Month Streamflow trends</b>	<b>Apr 2023</b>	<b>May 2023</b>	D5	45	64,800	14
*upper diversions total in gpm	1,123,200 gpd	691,200gpd	D6	50	72,000	15
*Jan22-Mar 23: 455;255;224;218;127; 92;82;55;60;58;71;660;595;695;480	780 gpm	480 gpm	D7	65	93,600	14
<b>3-MONTH Production-Use trend:</b>	<b>Apr 2023</b>	<b>May 2023</b>	D8	25	36,000	4
<b>Mar 2023:</b> 1,490,700 gallons	1,60,200 gal	2,105,700	<b>TOTALS-&gt;</b>	<b>335</b>	<b>482,400</b>	<b>92</b>
48,087 Avg. gallons per day <b>33.4 Average gpm usage*</b>	53,340 gpd* <b>37.0 gpm</b>	67,926 gpd <b>47.2 gpm</b>	<b>JUNE PRODUCTION &amp; SYSTEM USAGE PATTERNS</b>			
<b>SOURCES USED</b>	<b>( June 2023 )</b>	<b>(June 2022 )</b>	<b>USE BY</b>	<b>ZONE</b>	<b>2023</b>	<b>2022</b>
1 <sup>st</sup> Valley High Intakes (D2, D3)	52 %	46%	Colby	893,100+	39%	41%
2 <sup>nd</sup> Valley High Intakes (D6)	27 %	35%	Tenney	802,900 +	35%	37%
3 <sup>rd</sup> Valley Intakes (D 7)	21 %	19%	Conner	79,300+	3%	2%
1st Valley lower intake (L1)	0 %	0%	Stockstill	305,200-	13%	12%
2 <sup>nd</sup> Valley lower (L2 )	0 %	0%	Sea Haven	218,100+	10 %	8 %
Wells (W1,W2,.W3 )	0 %	0%	<b>JUNE PROD</b>	<b>2,298,600</b>	<b>100 %</b>	<b>100 %</b>
<b>TOTAL</b>	<b>100 %</b>	<b>100%</b>				

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

**JUNE AVERAGE 76,620 gal/day = 53.2 gpm**

### Water Quality

Trending Note: daily usage up +significantly from previous months [+ flushing & tank spillage]

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 CL<sub>2</sub> dose at F1→ 0.50 ppm; average CL<sub>2</sub> dose at F3→ >@0.6 ppm

#### 1. Major Activities

- Monthly reports sent to CA RWQCB DHS /. Quarterly TOC samples taken (Total Organic Carbon analysis)
- Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines.
  - Installed 3-filter unit at residence 105 via de la Vista ( served by 4" main) to reduce iron color: minimal effect
- F1: break tank transducer still having occasional issue
  - CIP cleaning, Ultra Unit B
  - First Valley source D2 turned in
- F3 Tenney distribution transfer in for 3½ days during PG&E scheduled power outage and
  - filter-control back-up battery failure and replacement
  - CIP cleaning of Nano unit.
- Hydrant clearing & maintenance. Relatively little water used for house fire on via de la Vista (lower Sea Haven)
- Edgemont wharf hydrant: in-ground control-valve repaired & replaced valve handle. [WH had been out of service]
- All customer meters read, several leaks noted

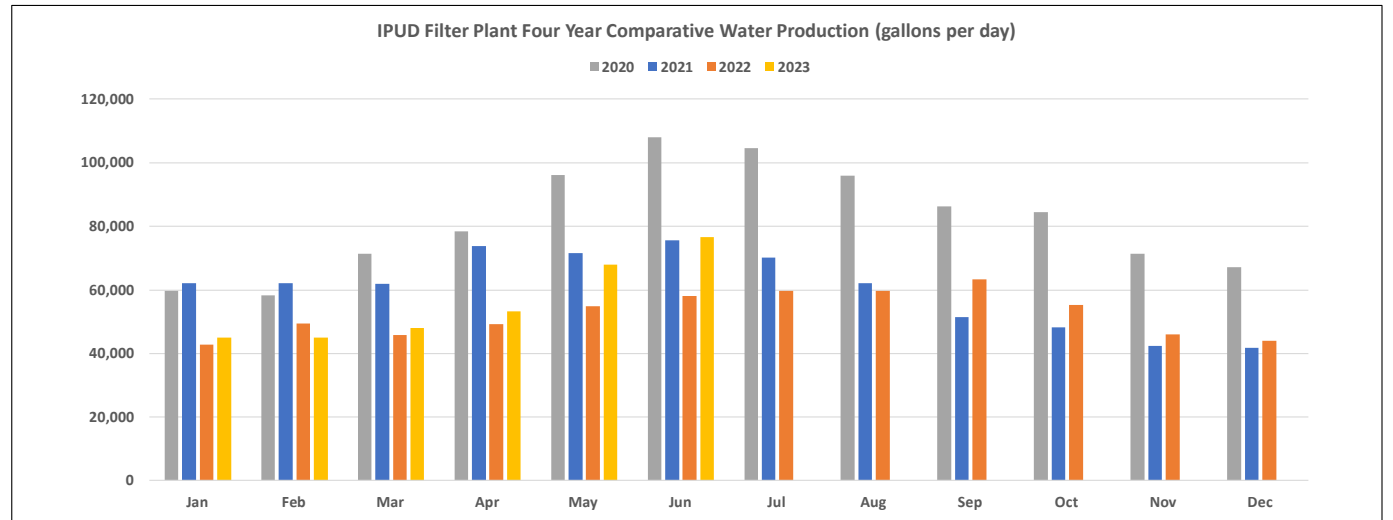
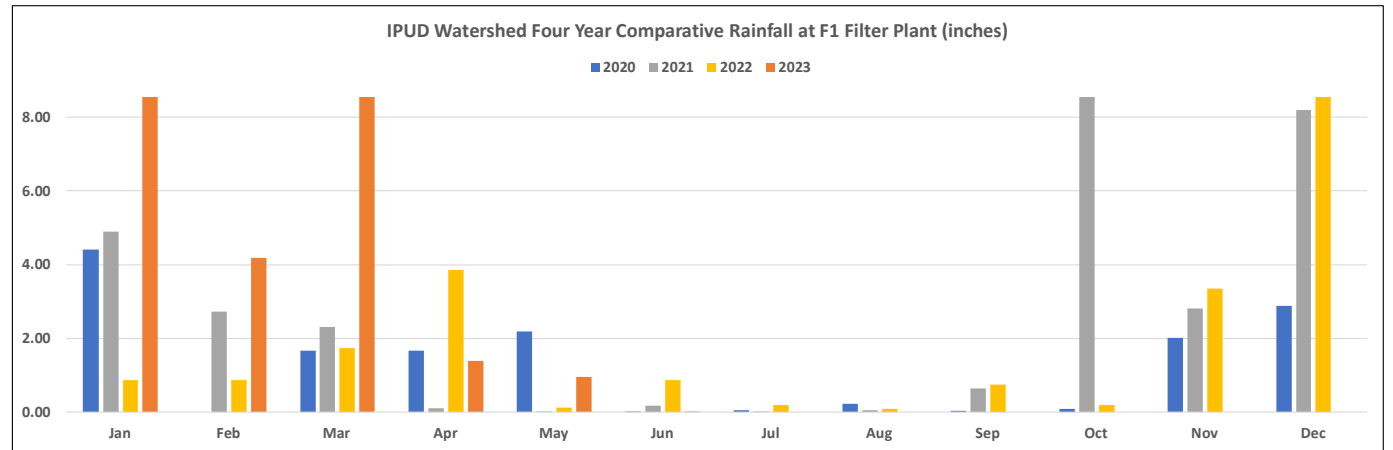
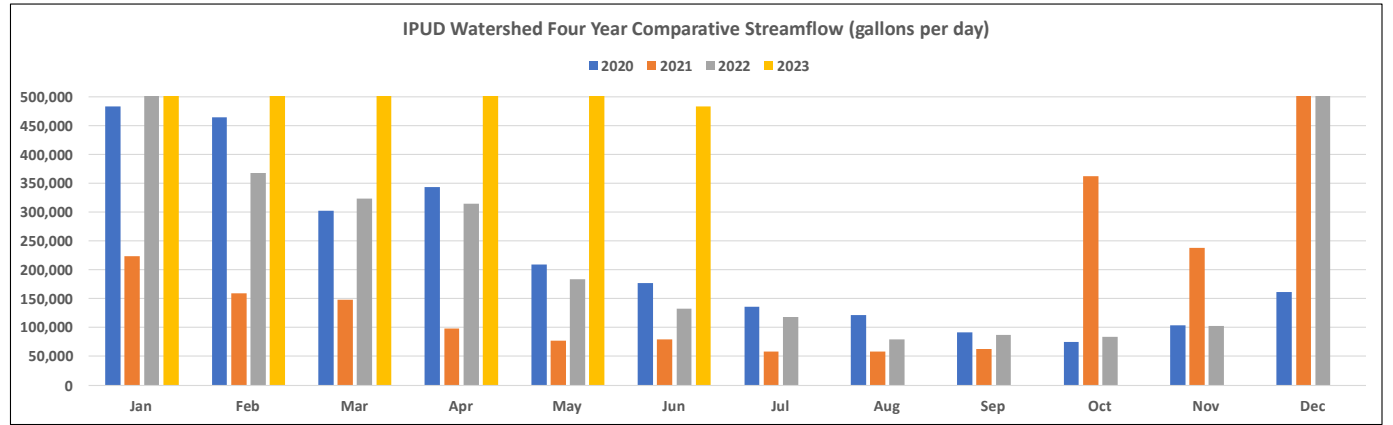
*Kenneth J Fox*

2020	Streamflows (gpd)	Monthly Rainfall (inches)	Production (gpd)
Jan	482,400	4.41	59,794
Feb	463,680	0.00	58,403
Mar	302,400	1.66	71,379
Apr	342,720	1.66	78,357
May	208,800	2.19	96,174
Jun	177,120	0.01	108,027
Jul	135,360	0.05	104,587
Aug	120,960	0.22	95,971
Sep	91,440	0.03	86,380
Oct	74,800	0.09	84,580
Nov	103,680	2.02	71,333
Dec	161,280	2.88	67,210

2021	Streamflows (gpd)	Monthly Rainfall (inches)	Production (gpd)
Jan	223,300	4.90	62,200
Feb	158,400	2.72	62,216
Mar	147,600	2.31	61,977
Apr	97,920	0.11	73,840
May	77,040	0.02	71,539
Jun	79,200	0.18	75,700
Jul	57,600	0.02	70,239
Aug	57,600	0.05	62,100
Sep	61,920	0.64	51,500
Oct	361,440	11.40	48,200
Nov	237,600	2.81	42,360
Dec	1,404,000	8.17	41,784

2022	Streamflows (gpd)	Monthly Rainfall (inches)	Production (gpd)
Jan	655,200	0.87	42,826
Feb	367,200	0.87	49,450
Mar	322,560	1.74	45,852
Apr	313,920	3.85	49,267
May	182,880	0.12	54,819
Jun	132,480	0.87	58,063
Jul	118,080	0.20	59,645
Aug	79,200	0.08	59,645
Sep	86,400	0.75	63,268
Oct	83,520	0.20	55,367
Nov	102,240	3.36	46,127
Dec	950,400	11.23	44,026

2023	Streamflows (gpd)	Monthly Rainfall (inches)	Production (gpd)
Jan	856,800	13.76	45,055
Feb	1,000,800	4.19	45,029
Mar	2,332,800	12.49	48,087
Apr	1,123,200	1.39	53,340
May	691,200	0.96	67,926
Jun	482,400	0.02	76,620
Jul			
Aug			
Sep			
Oct			
Nov			
Dec			



# Daily Precipitation Record

2022 - 2023

Inverness Public Utility District

Location: 275 Perth Way

Season: 7/1/2022 - 6/30/2023

Date	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	0.02	--	--	--	0.25	0.08	--	--	0.00	0.09	0.10	--
2	--	--	--	--	--	0.06	0.34	0.81	0.00	0.02	0.50	--
3	--	--	--	--	--	0.22	0.61	0.04	0.05	--	0.01	--
4	0.01	--	--	--	0.02	0.07	1.40	0.64	0.47	--	--	--
5	0.02	0.08	--	--	0.36	1.88	0.89	0.07	0.28	--	0.22	--
6	--	--	--	--	0.25	0.02	0.14	--	0.20	0.77	--	--
7	--	--	--	--	0.58	--	1.73	--	0.19	0.27	0.11	--
8	--	--	--	--	0.25	0.70	1.93	--	0.04		--	--
9	--	--	--	--	--	0.67	0.58	--	3.02		--	--
10	--	--	--	--	--	0.74	0.53	--	0.08	0.09	--	--
11	0.01	--	--	--	--	0.30	1.25	0.15	0.36	--	--	--
12	0.01	--	--	0.01	0.03	--	0.91	--	0.73	--	--	--
13	--	--	--	0.01	--	--	1.30	--	1.32	--	--	--
14	--	--	--	--	--	--	1.20	0.02	0.38	--	--	--
15	--	--	--	--	--	--	0.66	--	--	--	--	--
16	--	--	--	--	--	--	--	--	--	--	--	--
17	--	--	0.23	--	--	--	0.02	--	--	0.15	--	--
18	--	--	0.51	--	--	--	0.26	--	0.94	0.00	--	--
19	--	--	--	--	--	--	0.01	--	0.65	--	0.02	--
20	--	--	--	--	--	--	--	--	0.07	--	--	--
21	--	--	0.01	--	--	--	--	--	1.47	--	--	--
22	--	--	--	0.01	--	0.03	--	0.04	0.01	--	--	--
23	--	--	--	--	--	--	--	0.80	--	--	--	--
24	--	--	--	--	--	--	--	0.11	--	--	--	0.01
25	0.01	--	--	--	--	--	--	0.02	--	--	--	--
26	0.01	--	--	--	--	2.64	--	0.66	--	--	--	--
27	0.01	--	--	--	--	0.02	--	0.56	0.69	--	--	0.01
28	0.02	--	--	--	--	0.33	--	0.27	1.37	--	--	--
29	0.06	--	--	--	--	1.15	--		0.16	--	--	--
30	0.01	--	--	--	1.62	1.83	--		0.01	--	--	--
31	0.01	--		0.17		0.49	--		--		--	
Month	0.20	0.08	0.75	0.20	3.36	11.23	13.76	4.19	12.49	1.39	0.96	0.02
Year	0.20	0.28	1.03	1.23	4.59	15.82	29.58	33.77	46.26	47.65	48.61	48.63

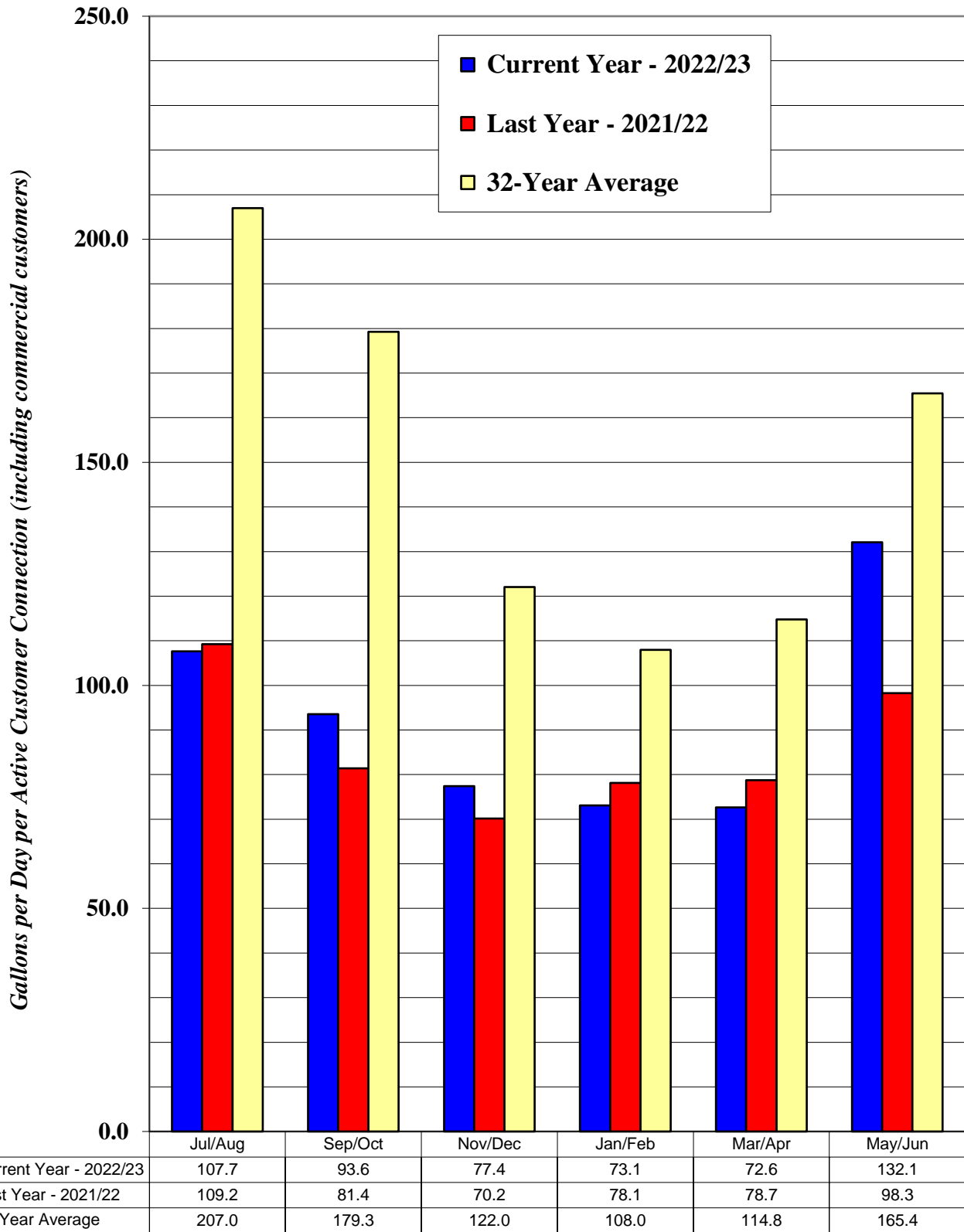
Historic average annual rainfall (Oct. 1925 - June 2022): **37.26 inches**

2022/23 is 93rd year of data (no data is available for the five years 7/1959 through 6/1964).

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

*Inverness Public Utility District Water System*

## Average Daily Water Usage per Active Customer



## Water Customer Accounts Receivable Totals, May/June 2023

- The Accounts Receivable balance on May 1, 2023, consisted of:

Current balances (from bills sent out on April 27, 2023)	98,432.00	
Past-due balances (2.90% of total accounts receivable)	<u>2,937.69</u>	
<b>Beginning Accounts Receivable balance on May 1, 2023:</b>		<b><u>101,369.69</u></b>
- During May/June, we received the following **payments** from our customers:

Electronic payments:	73,068.86	(71.2%)	
Payments by check:	<u>29,493.22</u>	(28.8%)	
<b>Total payments received:</b>			<b>- 102,562.08</b>
- During May/June, we posted the following **charges** to our customers' accounts:

Write-offs:	--		
Adjustments:	--		
Basic charges (future):	81,059.13	(518 Basic charges billed on 6/27 for Jul/Aug*)	
X-C charges (future):	226.62	(18 Cross-Connection charges billed 6/27 for Jul/Aug)	
Usage charges:	25,017.00	(Usage charges billed 6/27 for 4/23/23 to 6/22/23†)	
Misc. charges:	175.00	(Such as account setup charges, late payment charges)	
Refused payments:	450.00	(1 returned check)	
Refunds:	<u>51.00</u>	(Closed account credit balance refunds)	
<b>Total charges posted:</b>			<b>+ 106,978.75</b>
- Thus, the Accounts Receivable balance on June 30 (the end of the period) was: **105,786.36**  
(of which 2.40%, or \$2,543.00, was past due)

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\* Bimonthly Basic Charges (for Jul/Aug): 514 customers at \$157.32; 1 Lifeline customer at \$78.66; 3 Lifeline customers at \$39.33

† Total billed usage was \$26,083.00, less six credits totaling \$1,066.00 (\$1,019.00 for four leak adjustments, and \$47.00 for two prior-period meter-reading transcription errors)

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### Reconciliation with BofA checking account:

There were no deposits in transit on 6/30/2023. Thus, the A/R balance on the District's books as of 6/30 should also be \$105,786.36.

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**Scheduled AutoPay receipts: \$52,035.16 on July 18, 2023 (from 296 customers, which is 57% of the total of 518 billed customers).**

**A temporary security debit to IPUD's checking account in the amount of \$52,035.16 will be made on or about July 14, 2023 (subject to adjustments).**

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

Period covered: May/June 2023

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

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



*Inverness Public Utility District Water System*

**ACCOUNTS RECEIVABLE SUMMARY, FY 2022/23**

<b>Beginning-of-Year A/R Balance (6/30/2022)</b>			<b>\$109,069.93</b>
<b>Payments received</b>			
ACH & AR Box payments	433,528.41	(70.3%)	
Payments by check/cash	<u>183,051.44</u>	(29.7%)	
<b>Total payments</b>			<b>616,579.85</b>
<b>Writeoffs</b>			<b>1,392.00</b>
<b>Adjustments</b>			<b>0.00</b>
<b>Charges posted</b>			
Basic charges	467,196.63	(76.1%)	
Drought surcharges	77,227.50	(12.6%)	
Cross-connection charges	1,246.62	(0.2%)	
Water usage charges	67,473.00	(11.0%)	
Miscellaneous charges	<u>830.00</u>	(0.1%)	
<b>Total charges</b>			<b>613,973.75</b>
<b>Refused payments</b>			<b>450.00</b>
<b>Overpayment refunds</b>			<u><b>264.53</b></u>
<b>End-of-Year A/R Balance (6/30/2023)</b>			<b>\$105,786.36</b>

Submitted by: Wade B. Holland  
 Wade B. Holland, Customer Services Manager

Date: July 3, 2023

# EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by

CLIMATE PREDICTION CENTER/NCEP/NWS

13 July 2023

ENSO Alert System Status: El Niño Advisory

**Synopsis:** There is a greater than 90% chance that El Niño will continue through the Northern Hemisphere winter.

In June, a weak El Niño was associated with above-average sea surface temperatures (SSTs) across the equatorial Pacific Ocean (Fig. 1). Nearly all of the weekly Niño indices were at or in excess of  $+1.0^{\circ}\text{C}$ : Niño-3.4 was  $+1.0^{\circ}\text{C}$ , Niño-3 was  $+1.5^{\circ}\text{C}$ , and Niño1+2 was  $+3.3^{\circ}\text{C}$  (Fig. 2). Area-averaged subsurface temperatures anomalies increased compared to May (Fig. 3), with positive anomalies below the surface of the equatorial Pacific Ocean (Fig. 4). In contrast, the tropical atmospheric anomalies were weaker compared to the oceanic anomalies. For the June monthly average, low-level winds were near average over most of the equatorial Pacific. Upper-level wind anomalies were easterly over the western Pacific and westerly over the eastern Pacific. Convection and rainfall were enhanced around the International Date Line and were weakly suppressed in the vicinity of Indonesia (Fig. 5). The equatorial Southern Oscillation Index (SOI) remained negative (0.5 standard deviations below average), while the traditional, station-based SOI was near zero. Collectively, the coupled ocean-atmosphere system reflected a weak El Niño.

The most recent IRI plume indicates El Niño will persist through the Northern Hemisphere winter 2023-24 (Fig. 6). Forecasters favor continued growth of El Niño through the fall, peaking this winter with moderate-to-strong intensity (81% chance of November-January Niño-3.4  $\geq 1.0^{\circ}\text{C}$ ). An event that becomes “historically strong” (seasonally averaged Niño-3.4  $\geq 2.0^{\circ}\text{C}$ ), rivaling the winters of 1997-98 or 2015-16, has an approximately 1 in 5 chance. In summary, there is a greater than 90% chance that El Niño will continue through the Northern Hemisphere winter (Fig. 7).

This discussion is a consolidated effort of the National Oceanic and Atmospheric Administration (NOAA), NOAA’s National Weather Service, and their funded institutions. Oceanic and atmospheric conditions are updated weekly on the Climate Prediction Center website ([El Niño/La Niña Current Conditions and Expert Discussions](#)). Additional perspectives and analyses are also available in an [ENSO blog](#). A probabilistic strength forecast is [available here](#). The next ENSO Diagnostics Discussion is scheduled for 10 August 2023. To receive an e-mail notification when the monthly ENSO Diagnostic Discussions are released, please send an e-mail message to: [ncep.list.enso-update@noaa.gov](mailto:ncep.list.enso-update@noaa.gov).

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



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 7

### **Fire Department Report**

- May 2023
- June 2023
- MMRC Lifesaving Skills Class
- Marin Wildfire Prevention Update (MWPA)
  - Local Projects Update
  - CORE Projects Update
- Marin Emergency Radio Authority Update
  - 2023-2024 Budget and Agency Contribution Increase
  - Construction Update



## Marin Medical Reserve Corps

### *Marin Lifesaving Skills Training Confirmation*

Confirmation e-mailed on Monday, 3/6/23 to David Briggs from Anne Carta.  
Thank you for collaborating with us to schedule and host this training!

<b>Training</b>	Marin Lifesaving Skills
<b>Date &amp; Time</b>	<b>Monday, Aug 7, 2023</b> <b>Class: 6pm-7:30pm</b> Volunteers will arrive at <b>5:30pm</b> and will need approximately 15-30 minutes after class to pack.
<b>Location</b>	Inverness Volunteer Fire Dept., 50 Inverness Way, Inverness, CA 94937
<b>On-Site Contact</b>	David Briggs <a href="mailto:dbriggs@invernesspud.org">dbriggs@invernesspud.org</a> 415-669-1414
<b>Target Audience</b>	Preference for residents of Inverness.
<b>Student Registration</b>	This training is open to individuals age 12 and older. No student walk-ins, please. Students must pre-register on Eventbrite. Registration closes at 6pm the day prior to the class. <b>Eventbrite:</b> <ul style="list-style-type: none"> <li>● <b>Registration opens 6 weeks before the training date: Monday, 6/29/2023 at 7am</b></li> <li>● <b>Tickets:</b> There are <b>35 tickets</b> for this training posted on <a href="#">Eventbrite</a>. We overbook classes by 5 seats to account for no-shows but please be prepared for <b>35 students</b> just in case everyone shows up.</li> <li>● <b>Reminders:</b> Students receive automated reminders 7 days and 2 days before the training.</li> </ul>
<b>Training Promotion</b>	<b>Flier:</b> An event flier was sent with this training confirmation. <b>Social media:</b> We can request Marin County Health & Human Services to post your event on social media when tickets are released and you can reshare if desired. Or you may promote on your networks using the flier provided.
<b>Classroom &amp; Technology Needs</b>	<b>On-Site Support:</b> We request a representative from the requesting organization be present for the set-up and breakdown of the class. This is helpful for the volunteer instructors who are unfamiliar with the training space and who need assistance with on-site A/V set-up. <b>Set-up &amp; breakdown:</b> <ul style="list-style-type: none"> <li>● Volunteers will need access to the room 30 minutes <i>before</i> training and 30 minutes <i>after</i> training.</li> <li>● Please book the room for at least 2.5 hours.</li> </ul> <b>Classroom set-up:</b> <ul style="list-style-type: none"> <li>● Classroom should accommodate the maximum number of students requested.</li> <li>● <b>Chairs</b> are required for all students plus 4 instructors.</li> <li>● <b>2 tables</b> required: 1 table for instructor demonstration and at least 1 table for student practice.</li> <li>● <b>Floor space:</b> There should be floor space behind student seating to accommodate hands-only CPR with mannequins on the floor. Tables/chairs may be moved if there is not adequate space.</li> </ul> <b>Audio-Visual Equipment:</b> <ul style="list-style-type: none"> <li>● A projector, room speakers, screen/blank wall, and computer are requested: <b>You indicated on the request form that you will provide a projector and speakers. A volunteer will bring the training on a flash drive and a computer if you do not have one.</b></li> <li>● <b>Internet connection:</b> We stream videos in this training and require an internet connection.</li> </ul>
<b>Contact</b>	<b>County of Marin, Dept. of Health and Human Services</b> <b>Marin Medical Reserve Corps Volunteer Program</b> Anne Carta, Senior Program Coordinator <a href="mailto:acarta@marincounty.org">acarta@marincounty.org</a> , 415-473-3643 (desk), 415-686-3268 (cell)

# FIRE DEPARTMENT REPORT

## May 2023

### INCIDENTS:

#	Date	
#23-062	5-8	<b>Vehicle accident @ SFD</b> in Olema. UTL. <i>Attendance:</i> Jim Fox, Ken Fox, David Briggs, Tim Olson, Jim Fox, Tom Fox
#23-063	5-17	<b>EMS @ Aberdeen.</b> Accidental medical alarm activation. <i>Attendance:</i> Jim Fox, Ken Fox, David Briggs.
#23-064	5-18	<b>Fire alarm @ Inverness School.</b> Accidental activation. Cancelled <i>Attendance:</i> Jim Fox, David Briggs.
#23-065	5-19	<b>EMS @ Drakes View Dr.</b> Cancelled. <i>Attendance:</i> Jim Fox, David Briggs, Greg Eastman, Jeff McBeth, Ken Fox, Tom Fox.
#23-066	5-23	<b>Fire alarm @ Inverness School.</b> Accidental activation. Cancelled <i>Attendance:</i> Ken Fox.
#23-067	5-23	<b>Water rescue @ Hearts Desire.</b> Kayakers overturned. <i>Attendance:</i> Jacob Leyva, Jim Fox, Tim Olson, Tom Fox, Greg Eastman
#23-068	5-23	<b>Vehicle accident @ SFD and Laurel.</b> Patient transported by helicopter. <i>Attendance:</i> Jacob Leyva, Jim Fox, David Briggs, Tom Fox, Greg Eastman
#23-069	5-29	<b>EMS @ Kehoe.</b> Fall through skylight. Code 2 transport. <i>Attendance:</i> Jim Fox, David Briggs, Tom Fox, Greg Eastman, Brian Cassel, Cassidy Russell
#23-070	5-31	<b>EMS @ Via de la Vista.</b> Code 2 transport. <i>Attendance:</i> Jim Fox, David Briggs, Tom Fox, Greg Eastman, Tim Olson, Jacob Leyva

### TRAININGS:

May 16: Discussed opiod overdose box and Fentanyl danger update. Practiced pumping and structure fire response.

*Attendees:* Jacob Leyva, Jay Borodic, David Briggs, Dennis Holton, Greg Eastman, Jim Fox, Tom Fox.

May 30: Continued with pumping exercises and vehicle fire response. Discussed water rescue responses.

*Attendees:* Jacob Leyva, Andrew Bock, David Briggs, Dennis Holton, Greg Eastman, Jim Fox, Tom Fox, Ken Fox, Cassidy Russell.

### ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Type 6 building and specs
3. Station cleanup
4. Revise Fire Department Handbook
5. Eradicate gophers.
6. MWPA data review
7. Compile short-term rental contact list
8. Office of Emergency Management meetings
9. Revamp water rescue gear

**PERSONNEL:**

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

**Jim Fox, Chief**

# FIRE DEPARTMENT REPORT

## June 2023

### INCIDENTS:

#	Date	
#23-073	6-3	<b>Vehicle Accident @ 12375 Sir Francis Drake Blvd.</b> <i>Attendance:</i> Ken Fox, David Briggs, Tom Fox
#23-074	6-7	<b>Water Rescue @ 150 Camino del Mar. No merit.</b> <i>Attendance:</i> Cassidy Russell, David Briggs, Greg Eastman, Jacob Leyva, Jeff McBeth, Jim Fox, Michael Meszaros, Tom Fox
#23-075	6-14	<b>EMS @ Drake Way. Private transport.</b> <i>Attendance:</i> Cassidy Russell, David Briggs, Jacob Leyva, Jim Fox, Ken Fox, Tim Olson, Tom Fox
#23-076	6-16	<b>Structure Fire @ 105 Via de la Vista. Significant damage to structure.</b> <i>Attendance:</i> Andrew, Bock, Cassidy Russell, David Briggs, Greg Eastman, Jim Fox, Ken Fox, Tim Olson, Tom Fox
#23-077	6-21	<b>Vehicle Accident @ Pierce Point Rd and SFD. Declined medical.</b> <i>Attendance:</i> Cassidy Russell, David Briggs, Jacob Leyva, Jim Fox, Ken Fox, Tim Olson, Tom Fox
#23-078	6-24	<b>EMS @ Sir Francis Drake Blvd.</b> <i>Attendance:</i> Brian Cassel, Greg Eastman, Jeff McBeth, Jim Fox, Tim Olson, Tom Fox
#23-079	6-26	<b>EMS @ Via de la Vista. M94 code 2 transport.</b> <i>Attendance:</i> David Briggs, Jacob Leyva, Tom Fox
#23-080	6-27	<b>EMS @ Pine Hill. M94 code 2 transport.</b> <i>Attendance:</i> David Briggs, Greg Eastman, Jim Fox, Tom Fox
#23-081	6-29	<b>Vehicle Fire @ 355 Drakes View Dr. Garage threatened. Extinguished without significant damage to structure.</b> <i>Attendance:</i> Burton Eubank, Cassidy Russell, David Briggs, Jacob Leyva, Jim Fox, Ken Fox, Tim Olson.
#23-082	6-30	<b>EMS @ Camino del Mar. M94 code 2 transport.</b> <i>Attendance:</i> Cassidy Russell, David Briggs, Jim Fox, Ken Fox.

### TRAININGS:

June 11: Continued practicing pumping and structure fire response.

*Attendees:* David Briggs, Jim Fox, Dennis Holton, Tom Fox, Andrew Bock, Jacob Leyva, Brian Cassell, Cassidy Russell, Greg Eastman

June 27: CPR certification.

*Attendees:* David Briggs, Jim Fox, Tom Fox, Andrew Bock, Cassidy Russell, Greg Eastman, Tim Olsen, Burton Eubank, Jay Borodic, Ken Fox,

### ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Station cleanup
3. Revise Fire Department Handbook
4. Move offices / organize offices

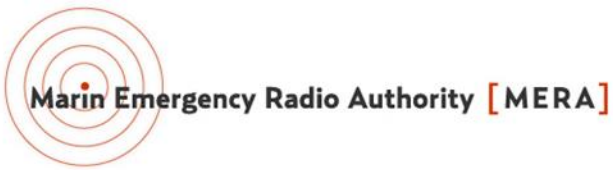
5. MWPA Evacuation Route clearing

**PERSONNEL:**

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

**Jim Fox, Chief**





May 10, 2023  
Agenda Item B-5

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Governing Board Communication

**TO: MERA Governing Board**

**FROM: Heather Plamondon, Executive Officer**

**SUBJECT: Resolution to Adopt the Proposed Fiscal Year 2023-2024 Operating and Project Budget**

Recommended Action:

Adopt the Resolution to approve the Proposed MERA Fiscal Year 2023-24 Operating and Project Budget.

Background:

Staff presented the Proposed FY2023-24 MERA Operating and Project Budget as well as Agency Contributions at the GB Meeting on March 22, 2023. The

Fiscal Impact:

Staff has addressed the major changes to the Operating and Project Budgets below:

Fund 30 Operating Budget

- The overall budget increase proposed for FY 23-24 is 19.64%
- The RGS bill rates have been updated for positions being contracted and the Admin Team and the Project Team have been separated. The RGS Contract will be updated beginning July 1, 2023, as discussed when the 6-month extension was done in December 2022. The new contract will include Executive Officer and Finance support.
- The Legal Services budget has been combined and will no longer be charged from the Project Budget as all Leases and Contracts have been obtained.
- The Insurance Budget has been adjusted to capture all of the sites and has a 7.5% increase per the Broker estimate.
- The County System Maintenance Parts, Materials, and Repairs line item has been increased to reflect the YTD actual for Gen One repairs.
- The County of Marin Service Contracts have been increased by 5% per negotiated labor contracts.
- The Site Leases and Utilities has increased because FY23-24 is the full year that will require funding of both Gen One and Next Gen Sites and Utilities.
- The Site Expenses line item has been reduced by \$58K due to all leases being obtained, and construction either completed or underway for Next Generation, it is expected that Gen One site upkeep, permits and other needs will be covered within the proposed budget.

Fund 38 Project Budget

- This budget shows the capital contribution of \$225K which was captured in the FY22-23 Operating Budget and placed into reserves.

- This budget also shows a supplemental Capital Contribution of \$200K to support the line of credit (LOC) as discussed at the February Governing Board Meeting.
- The RGS Project Team has been separated out from RGS General Admin and Finance, reduction noted. This will also be a new contract in July 2023, but will have an end date that is consistent with the Next Gen Project Go-Live.
- The Debt Service noted in the proposed budget is not inclusive of any additional funding or LOC.
- The details of the Budgeted Capital Outlay show the anticipated expenditures against the existing contracts in FY23-24. If we are able to find efficiencies in the Construction schedule, we may be able to move further along with the Motorola milestones and therefore would have additional expenditures in this FY, covered by either the existing cash balances or the LOC.

Staff has included the Total Member Contribution Table as an attachment for internal agency budget preparation.

- This is intended to show what each Member will be expected to pay for Operating, Capital, and Supplemental Capital. It also shows the dollar change and the percentage change from last year.
- The 25% change is inclusive of the Operating increases and the Supplemental Capital contribution.

Attachments:

Attachment A\_ FY23-24 Proposed Budget \_ Fund 30 Operating

Attachment B\_ FY23-24 Proposed Budget \_ Fund 38 Project Budget

Attachment C \_ FY23-24 Proposed Budget \_ Total Agency Contribution

**MERA 2023/2024 Total Member Contributions**

<u>Jurisdiction</u>	<u>Board Agreed Formula</u>	<u>5% Entry</u>	<u>95% Formula</u>	<u>Jurisdiction Total</u>	<u>2023/24</u>	<u>2022/2023</u>	<u>\$ Change</u>	<u>% Change</u>
					<u>Agency Total</u>	<u>Agency Total</u>		
Belvedere PD	0.570%	\$6,509	\$18,327	\$24,836	\$32,553	\$ 26,074	\$ 6,479	25%
Belvedere PW	0.240%		\$7,717	\$7,717				
Bolinas FPD	0.417%	\$6,509	\$13,408	\$19,917	\$19,917	\$ 15,953	\$ 3,964	25%
Central Marin Police Authority	6.333%	\$13,017	\$203,622	\$216,639	\$216,639	\$ 173,521	\$ 43,118	25%
Corte Madera FD	0.852%	\$6,509	\$27,394	\$33,903	\$48,211	\$ 38,616	\$ 9,595	25%
Corte Madera PW	0.445%		\$14,308	\$14,308				
Fairfax PD	1.509%	\$6,509	\$48,518	\$55,027	\$67,759	\$ 54,274	\$ 13,485	25%
Fairfax PW	0.396%		\$12,732	\$12,732				
Inverness PUD	0.322%	\$6,509	\$10,353	\$16,862	\$16,862	\$ 13,506	\$ 3,356	25%
Kentfield FPD	0.652%	\$6,509	\$20,963	\$27,472	\$27,472	\$ 22,004	\$ 5,468	25%
Larkspur FD	1.060%	\$6,509	\$34,082	\$40,591	\$57,568	\$ 46,110	\$ 11,458	25%
Larkspur PW	0.528%		\$16,977	\$16,977				
Marin Community College District	0.178%	\$6,509	\$5,723	\$12,232	\$12,232	\$ 9,798	\$ 2,434	25%
Marin County FD	7.134%		\$229,377	\$229,377	\$1,180,368	\$ 945,436	\$ 234,932	25%
Marin County PW	4.321%		\$138,931	\$138,931				
Marin County SO	25.054%	\$6,509	\$805,551	\$812,060				
Marin Transit	0.847%	\$6,509	\$27,233	\$33,742	\$33,742	\$ 27,026	\$ 6,716	25%
Marinwood CSD (Fire)	0.539%	\$6,509	\$17,330	\$23,839	\$30,012	\$ 24,039	\$ 5,973	25%
Marinwood CSD (LM)	0.192%		\$6,173	\$6,173				
Mill Valley FD	1.243%	\$6,509	\$39,966	\$46,475	\$153,865	\$ 123,240	\$ 30,625	25%
Mill Valley PD	2.739%		\$88,066	\$88,066				
Mill Valley PW	0.601%		\$19,324	\$19,324				
MMWD	0.237%	\$6,509	\$7,620	\$14,129	\$14,129	\$ 11,317	\$ 2,812	25%
Novato FPD	5.431%	\$6,509	\$174,621	\$181,130	\$181,130	\$ 145,079	\$ 36,051	25%
Novato PD	9.892%	\$6,509	\$318,053	\$324,562	\$382,244	\$ 306,166	\$ 76,078	25%
Novato PW	1.794%		\$57,682	\$57,682				
Ross PD	0.397%	\$6,509	\$12,765	\$19,274	\$19,274	\$ 16,286	\$ 2,988	18%
Ross Valley Fire	2.057%	\$6,509	\$66,138	\$72,647	\$72,647	\$ 57,339	\$ 15,308	27%
San Anselmo PW	0.546%		\$17,555	\$17,555	\$17,555	\$ 14,061	\$ 3,494	25%
San Rafael FD	4.102%		\$131,890	\$131,890	\$503,170	\$ 403,022	\$ 100,148	25%
San Rafael PD	9.600%	\$6,509	\$308,665	\$315,174				
San Rafael PW	1.745%		\$56,106	\$56,106				
Sausalito PD	1.529%	\$6,509	\$49,161	\$55,670	\$68,531	\$ 54,891	\$ 13,640	25%
Sausalito PW	0.400%		\$12,861	\$12,861				
Skywalker Ranch	0.180%	\$6,509	\$5,787	\$12,296	\$12,296	\$ 9,849	\$ 2,447	25%
Southern Marin FPD	2.338%	\$6,509	\$75,173	\$81,682	\$81,682	\$ 65,424	\$ 16,258	25%
Stinson Beach FPD	0.356%	\$6,509	\$11,446	\$17,955	\$17,955	\$ 14,382	\$ 3,573	25%
Tiburon FPD	1.052%	\$6,509	\$33,825	\$40,334	\$40,334	\$ 32,306	\$ 8,028	25%
Tiburon PD	1.738%	\$6,509	\$55,881	\$62,390	\$76,344	\$ 61,150	\$ 15,194	25%
Tiburon PW	0.434%		\$13,954	\$13,954				
<b>Total</b>	<b>1</b>	<b>\$169,224</b>	<b>\$3,215,258</b>	<b>\$3,384,482</b>	<b>\$ 3,384,482</b>	<b>\$ 2,710,869</b>	<b>\$ 673,622</b>	<b>25%</b>

The 25% increase is mostly attributable to the 19% Operating Budget increase as well as the \$200,000 supplemental capital contribution.



## **NEXT GENERATION PROJECT**

### **June 2023 Governing Board UPDATE:**

1. **Construction Update:** Construction work continues to progress. The construction phase has been completed at the first nine MERA sites and is currently underway at Skyview, Mill Valley, Wolfback, Coyote Peak, OTA, Muir Beach and Mt Tamalpais. Work will continue to move forward throughout the summer.
2. **Motorola Install:** Motorola wraps up their equipment installations at Big Rock and EOF, the last of the nine sites that have completed the construction phase. All other sites listed in Bid Packages 1 and 1A have reached FNE completion.
3. **Fire Station Alerting:** Fire Station Alerting equipment has passed Factory Testing by Mach Alert and is in route to MERA. MERA agencies have been advised of sitework needs. Installation dates will be determined as part of a complete Project Schedule review.
4. **Remote Connectivity:** Connectivity for Dispatch, Fire Station Alerting and Wi-Fi programming is moving into a testing phase. Test sites have been assigned to NPD, NFD and SRPD. The contract with CALNET has been proposed and approved.
5. **New Fire Dispatch Center:** MERA is coordinating with County agencies on the new Fire Dispatch Center which will be located at the EOF site.
6. **Equipment Status:** Final subscriber order (portables, mobiles and desktop radios) under final review.
7. **Active Site Photos:** Here is a snapshot of current construction progress at MERA sites:



Monopole base at Muir Beach.



Adding drainage and backfilling the power trench at Coyote Peak.



Construction progress at Skyview.

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

#### **MARIN EMERGENCY RADIO AUTHORITY**

PO Box 159  
Corte Madera, CA 94976  
Phone: 415.927.5050  
[WWW.MERAONLINE.ORG](http://WWW.MERAONLINE.ORG)



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 8

### **Ordinance 112-2023**

Amending Water System Regulation 115  
“Adjustment of Usage Charge for Unintentional  
or Inadvertent Usage”



## Board Agenda Item Staff Report

Subject: Ordinance 112-2023 Amending Water System Regulation 115, “Adjustment of Usage Charge for Unintentional or Inadvertent Usage”  
Meeting Date: July 26, 2023  
Date Prepared: June 25, 2023  
Prepared by: Wade B. Holland, Customer Services Manager  
Attachments: Draft Ordinance 112-2023; Markup of Regulation 115; Summary of Usage Adjustments, 1988-2023

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### Recommended Action: Adopt Ordinance 112-2023

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For the past 35 years, the District has had a uniquely generous policy of forgiveness for Water System customers faced with an abnormally high water bill due to a leak or other type of unintentional or inadvertent water usage. As seen in the provided summary of all such usage adjustments that have been granted during the decades since the current policy was adopted, we have granted a reduction in a water bill some 343 times; the total value of all the reductions has been \$257,519; the average reduction has been \$750.78; and the range of the reductions has been from a low of \$4.40 to a high of \$9,046.95.

Each time we grant a reduction, it creates goodwill with a customer, who is invariably greatly relieved that the District has been understanding and was easy to work with; 343 instance of goodwill being generated should not be taken lightly. Because we do not have to “buy” the water and almost all our operating costs are fixed costs, the District does not have significant incremental costs associated with the excess water whose billed charges are forgiven (nor do we budget for “extra” revenue from leak-caused high-usage charges).

To qualify for a reduction, the customer’s total usage during the subject billing period must be at least 21 units of water (15,708 gallons), and the total usage must be at least 150% of the customer’s average usage (over the three preceding years) for that time of year. When applicable, we require documentary evidence that repairs have been made as a mitigation against recurrence of the high usage. Also, staff can grant a reduction to a customer only once in three years; a second or subsequent high-usage occurrence within three years must be granted by the Board.

The current program determines the adjusted (reduced) usage charge as follows: We charge the customer for their average usage (over the three preceding years) during the subject billing period or for 21 units of water, whichever is greater. It has occurred to staff recently that this may not be the fairest basis for determining the adjusted charge.

The current approach means that a user who is typically one of our (few) high-usage customers (any customer who uses over 21 ccf in a billing period is a comparatively high user for us) ends up paying for their average usage, which is what they would likely have paid anyway without the high-usage incident. And, they are not paying for any of the (not insignificant) administrative costs we have in processing their application for usage adjustment.

On the other hand, the customer (the more typical user) who never uses as much as 21 units in a billing period ends up paying for several times their average usage; for a very low-usage customer, this will likely be many, many time the charge for their normal usage. Thus, it is only these low-average-usage customers who are paying for the program’s administrative costs.

Staff proposes to charge each qualifying applicant for his or her average usage (during the subject billing period) plus a processing charge that reflects our actual cost in processing an average usage adjustment application. This means that everyone would be treated in the same way and everyone would be paying equitably into defraying the program’s administrative costs.

Our analysis indicates that the average usage adjustment application requires about 1.5 hours of staff time, from the time the high usage is discovered and investigated, communication about it is made with the customer, the customer's application for adjustment is processed (which involves entering adjustments in several databases), and the customer is notified (in writing) of the amount of the adjusted bill. This 1.5 hours of staff time works out to about \$90-\$95 (including overhead factor). There are also typically some miscellaneous other costs, such as telephoning, postage, paper, printing, etc. Thus, it seems reasonable at this time to round off the processing charge to an even \$100.00. The proposed amendments to Regulation 115 change the adjusted usage charge so that it is equal to the normal charge for the individual customer's average usage during the subject billing period plus a \$100.00 processing charge.

The proposed ordinance also includes two non-substantive changes to Regulation 115 for purposes of clarification and deletion of an obsolete provision related to customer backflow and shutoff valves that has been a dead letter for decades. All the proposed changes to Regulation 112 are shown with strikethroughs and underlining in the copy of the regulation that is attached.

**ORDINANCE 112-2023**

**AN ORDINANCE AMENDING REGULATION 115,  
“ADJUSTMENT OF USAGE CHARGE FOR UNINTENTIONAL  
OR INADVERTENT USAGE,” IN THE REGULATIONS OF THE  
INVERNESS PUBLIC UTILITY DISTRICT WATER SYSTEM**

**WHEREAS**, with respect to Regulation 115, “Adjustment of Usage Charge for Unintentional or Inadvertent Usage,” in the Regulations of the Inverness Public Utility District Water System, it is the desire of the Board of Directors of the Inverness Public Utility District to change how the “adjusted usage charge” is determined in paragraph (d); to delete obsolete references in paragraph (j); and to make non-substantive changes in paragraph (c) for purposes of clarification,

**NOW, THEREFORE, BE IT ENACTED** by the Board of Directors of the Inverness Public Utility District that Regulation 115, “Adjustment of Usage Charge for Unintentional or Inadvertent Usage,” in the Regulations of the Inverness Public Utility District Water System shall be and hereby is amended as follows:

**SECTION 1:** Subparagraph (2) in Paragraph (c) is amended to read as follows:

“(2) The customer’s total metered usage during the billing period in which the unintended or inadvertent usage occurred was at least 150% of the customer’s normal usage for that billing period, based on the average of the customer’s usage during the same billing period over the three preceding years, as determined pursuant to Paragraph (f) of this Regulation.”

**SECTION 2:** Subparagraph (4) in Paragraph (c) is amended to read as follows:

“(4) The customer’s service connection is in compliance with Regulation 108, “Cross-Connection and Backflow Prevention,” of the Regulations of the Inverness Public Utility District Water System.”

**SECTION 3:** Paragraph (d) is amended to read as follows:

**“(d) Adjusted Usage Charge**

A qualifying customer’s adjusted usage charge for the billing period in which the unintentional or inadvertent usage occurred shall be the usage charge that would apply had the customer’s usage been equal to the customer’s normal usage for the billing period, based on the average of the customer’s usage during the same billing period over the three preceding years (as determined pursuant to Paragraph (f) of this Regulation), plus a processing charge of One Hundred and No/100s Dollars (\$100.00).”

**SECTION 4:** Paragraph (j) is amended to read as follows:

**“(j) Compliance with Regulation 108**

The General Manager shall deny an application for adjustment of usage charge that occurred at a customer service that is subject to the requirements of Regulation 108 (“Cross-Connection and Backflow Prevention”) but is not in compliance with the requirements of Regulation 108.”

**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 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 this Ordinance to be posted in at least three (3) public places in the District for 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 26th day of July, 2023, by the following vote, to wit:

**AYES:**

**NOES:**

**ABSTAINING:**

**ABSENT:**

\_\_\_\_\_  
Kenneth J. Emanuels, President

ATTEST:

\_\_\_\_\_  
Shelley Redding, Clerk of the Board

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*I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 112-2023 on record in this office, and that subsequent to its adoption no provision of Ordinance 112-2023 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 \_\_\_\_\_

## Regulation 115

### ADJUSTMENT OF USAGE CHARGE FOR UNINTENTIONAL OR INADVERTENT USAGE

(a) **Policy**

It is the policy of the District that a charge shall be made to each customer for all water that passes through the customer's meter during each billing period, with only the following exceptions: (1) Any component of usage that is provided without charge under the System's schedule of rates and charges; (2) Any usage by the System itself or by the District for firefighting or for Fire Department training or other authorized activities; (3) Any usage incorrectly measured as a result of malfunction or misreading of the customer meter; (4) Any usage that occurs as a consequence of an event declared by the Board of Directors as a natural disaster; (5) Usage that is unintended or inadvertent as provided for in Paragraphs (c) through (k) of this regulation.

(b) **Meter Reading Error or Meter Reading Transcription Error**

Whenever it becomes apparent that a statement has been rendered to a customer that includes usage charges based on an erroneous reading of the customer's water meter or an erroneous transcription of the customer's meter reading, the General Manager shall immediately cause the appropriate credit or debit to be posted to the customer's account so as to rectify the erroneous charge. In the event a credit is posted against erroneous charges that a customer has already paid, the General Manager shall refund the credit amount to the customer if the customer so requests, provided that the amount of the credit equals or exceeds \$100.00 and provided that the refund request from the customer is received at the District office at least 21 days before the next scheduled statement date.

(c) **Unintended or Inadvertent Usage**

In the event of unintended or inadvertent usage of water by a customer during a billing period and upon application by the customer on the District's form, the General Manager shall adjust the customer's water usage charge, provided that all the following conditions are satisfied:

- (1) The customer's total metered usage during the billing period in which the unintended or inadvertent usage occurred was at least 2,100 cubic feet (21 ccf).
- (2) The customer's total metered usage during the billing period in which the unintended or inadvertent usage occurred was at least 150% of the customer's normal usage for that billing period, based on the average of the customer's usage during the same billing period over the three preceding years, as determined pursuant to Paragraph (f) of this Regulation.
- (3) If the cause of the unintentional or inadvertent usage was a fault or malfunction in the customer's plumbing system or fixtures, repairs adequate to correct the fault or malfunction have been made and documentation thereof has been submitted; if the cause of the unintentional or inadvertent usage is unknown, the customer has submitted a signed affidavit that the reason for the high usage is unknown to the customer.
- (4) The customer's service connection is in compliance with ~~IPUD Ordinances 83-4 and 28-91 and is in compliance with~~ Regulation 108, "Cross-Connection and Backflow Prevention," of the Regulations of the Inverness Public Utility District Water System.
- (5) The customer has not had a usage charge adjusted under the provisions of Paragraphs (c) through (k) of this Regulation as a result of unintentional or inadvertent usage that occurred during the 36

months preceding the first day of the billing period during which the current intentional or inadvertent usage occurred.

(d) **Adjusted Usage Charge**

A qualifying customer's adjusted usage charge for the billing period in which the unintentional or inadvertent usage occurred shall be ~~either of the following, whichever is the greater:~~

~~The usage charge that would apply had the customer's usage been equal to the customer's normal usage for the billing period, based on the average of the customer's usage during the same billing period over the three preceding years (as determined pursuant to Paragraph (f) of this Regulation), plus a processing charge of One Hundred and No/100s Dollars (\$100.00).~~

~~(1) —~~

~~(2) — The usage charge that would apply had the customer's usage been 2100 cubic feet (21 ccf), plus \$10.00~~

(e) **Application Requirements**

(1) An application for adjustment of usage charge must be made on the District's form and must be received at the District office within 60 days of the date of the customer billing statement that includes the charge requested for adjustment. An application that does not include all information requested and necessary in order to grant the adjustment shall be returned to the customer for completion and must be resubmitted within 21 calendar days. Failure of the customer to resubmit the application within 21 days or failure of the customer to provide the omitted information shall be deemed to constitute a withdrawal by the customer of the application.

(2) An application for adjustment of usage charge shall state the cause of the unintentional or inadvertent usage to the best of the customer's knowledge and must include a statement of the measures taken by the customer to prevent recurrence of the cause of the unintentional or inadvertent usage.

(3) If the cause of the unintentional or inadvertent usage is unknown to the customer, the customer must include with the application a signed affidavit that the cause is unknown to the customer and that to the best of the customer's knowledge and belief the higher than normal usage was not made knowingly or intentionally.

(4) **Documentary evidence of repairs.** If the unintentional or inadvertent usage was caused by or resulted from a fault or malfunction in a component of the customer's plumbing system or fixtures, including an irrigation system, documentary evidence that repairs have been made must be submitted as a prerequisite to adjustment of the usage charge. Documentary evidence may consist of a copy of a plumber's or contractor's invoice, or copies of receipts for materials purchased for making repairs. Such documentary evidence, when required, must be submitted within 90 days of receipt by the General Manager of the application for adjustment of usage charge; extensions may be granted by the General Manager under unusual circumstances. Failure to submit required documentary evidence within the prescribed time limit shall be construed as a withdrawal of the application. The General Manager may for good cause waive the requirement that documentary evidence be submitted or may require an inspection of the repairs by a District employee in lieu of or in addition to requiring submission of documentary evidence.

(f) **Determination of Customer's Normal Usage**

For purposes of determining a customer's eligibility for adjustment of usage charge and for determining the customer's adjusted usage charge, the General Manager shall determine the customer's normal usage for the billing period by calculating the customer's average usage during the same billing period over the three preceding years. In the event that any of the data for the three preceding years is not available or is not

reflective of the customer's normal usage, the General Manager may use any alternative averaging or determination method that is reasonable.

(g) **Inspection**

As a prerequisite to granting an adjustment of usage charge, the General Manager may require onsite inspection by System personnel of repairs made in connection with the application and/or may require a general inspection of the customer's plumbing system and fixtures. The General Manager may reject an application for adjustment of usage charge if in the judgment of the General Manager repairs that have been made are inadequate to reasonably prevent recurrence of unintentional or inadvertent usage or if the customer's plumbing system fails to meet applicable building code standards.

(h) **Service Call Charges**

Nothing in this regulation shall preclude or limit the System from levying its normal service call charges for calls made by System personnel to the customer's premises in connection with locating, investigating, or correcting the cause of an unintentional or inadvertent usage of water or in order to conduct inspections of repairs or of an applicant's plumbing system.

(i) **Subsequent Application for Adjustment of Usage Charge Within 36 Months**

If the General Manager denies an application for adjustment of usage charge on grounds that the applicant has already been granted an adjustment of usage charge within the preceding 36 months, the General Manager shall inform the applicant of the right to appeal the denial to the Board of Directors. Such an appeal must be filed in writing with the Clerk of the Board within 30 days of notification to the customer of the General Manager's denial of the application. Upon receipt of an appeal, the Clerk of the Board shall place the appeal on the next agenda to be prepared for a regular meeting of the Board of Directors. The decision by the Board of Directors on the appeal, and if an adjustment is made on the amount of the adjustment, shall be solely at the discretion of the Board of Directors, whose determination shall be final. In making its determination, the Board may consider such circumstances as, but not limited to, the following: the immediate cause of the unintentional or inadvertent usage, the surrounding circumstances, the amount of the unintentional or inadvertent usage, the circumstances of the previous unintentional or inadvertent usage, the similarities between the current and the previous instances of unintentional or inadvertent usage, the history at the service premises of unintentional or inadvertent usage, the condition of the customer's plumbing system, fixtures, and facilities, the likelihood of recurrence, financial hardship on the customer, the occupancy of the served premises, use at the served premises of an irrigation system and/or an automated watering system control device, and the amount of Water System staff time expended on locating, investigating, making temporary repairs, etc., in conjunction with the unintentional or inadvertent usage. The burden of demonstrating that mitigating circumstances exist shall rest with the applicant.

(j) **Compliance with ~~Ordinances 83-4 and 28-91 and Regulation 108~~**

The General Manager shall deny an application for adjustment of usage charge that occurred at a customer service that is subject to the requirements of Regulation 108 ("Cross-Connection and Backflow Prevention") but is not in compliance with the requirements of I.P.U.D. Ordinances 83-4 and 28-91, which ordinances require installation at each customer service of a master shutoff valve and backflow check valve, or is not in compliance with Regulation 108 of these regulation, which regulation requires some services to comply with Title 17, Sections 7583-7603 of the California Administrative Code. ~~The General Manager's denial of an application for adjustment of usage charge on these grounds may be appealed to the Board of Directors as provided for in paragraph (k) of this regulation. It is the intent of the Board of Directors to approve such an appealed application only upon a finding that the customer has provided substantial evidence of mitigating circumstances for the failure of the service to be in compliance with I.P.U.D. Ordinances 83-4 and 28-91 and/or Regulation 108. Such mitigating circumstances may include, but not be limited to, a finding that the customer could not have been reasonably expected to be aware of the~~

~~requirements of Ordinances 83-4 and 28-91 and/or of Regulation 108 or the general requirements of those ordinances and that regulation; a finding that an exemption from compliance with Ordinances 83-4 and 28-91 has been or would have been granted by the District; or a finding that denial of the application, in whole or in part, would cause an unreasonable economic hardship on the customer (where, as a general but nonbinding guideline, no charge for usage that is less than four times the customer's average total bimonthly water bill over the preceding three years shall be considered to constitute an unreasonable economic hardship). The burden of demonstrating that a mitigating circumstance exists shall rest with the applicant.~~

(k) **Appeal**

Any determination, finding, or decision made by the General Manager in applying the provisions of this regulation or in handling an application for adjustment of usage charge may be appealed to the Board of Directors. Such an appeal must be filed in writing with the Clerk of the Board within 30 days of notification to the customer of the General Manager's determination, finding, or decision. The appeal shall be placed on the next agenda to be prepared for a regular meeting of the Board of Directors. The decision of the Board of Directors shall be final.

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*Regulation 115:* 1988, January 18: 1988 (Ordinance 11-87)  
1989, November 20: Revised in its entirety (Ordinance 23-89)  
1991: October 21: Revised in its entirety and retitled (Ordinance 29-91)  
1993, May 17: Paragraph (k) added (Ordinance 33-93)  
1995, January 16: Revised in its entirety and retitled (Ordinance 39-95)  
1997, May 27: (1) in Paragraph (c) and (2) in Paragraph (d) revised (“...2100 cubic feet (21 ccf)...” amended to “...1500 cubic feet (15 ccf)...”) (Ordinance 44-1997)  
1997, October 27: (1) in Paragraph (c) and (2) in Paragraph (d) revised (“...1500 cubic feet (15 ccf)...” amended to “...2100 cubic feet (21ccf)...”) (Ordinance 47-1997)  
2023, July 26: Paragraph (d) revised changing the determination of the adjusted usage charge; paragraph (j) revised deleting obsolete references to Ordinances 83-4 and 28-91; non-substantive changes made in subparagraphs (2) and (4) of paragraph (c) (Ordinance 112-2023)

## Summary of Usage Charge Adjustments Since January 1988

<b>Total Adjustments Granted:</b>	<b>\$257,519.07</b>	<b>Total No. of Grants:</b>	<b>343</b>	<b>Smallest Grant:</b>	<b>\$4.40</b>
<b>Average Grant:</b>	<b>\$750.78</b>	<b>Total Excess ccf:</b>	<b>29,034</b>	<b>Largest Grant:</b>	<b>\$9,046.95</b>

SERVICE NO.	DATE RESOLVED	AMOUNT	EXCESS CCF	NOTE	BOARD APPEAL*	BOARD GRANTED†	No.‡	REASON**	PAGE 1
<b><u>2022/23</u></b>									
2560	May 2023	187.00	45					Burst water heater	
1140	May 2023	53.00	29					Underground pipe leak	
7210	May 2023	761.00	68				3	Irrig. syst. break/malfunction	#
7005	Mar 2023	1,218.00	131		Y	Y		Exposed pipe leak	
4060	Jan 2023	929.00	67				4	Underground pipe leak	
6500	Sep 2022	2,301.00	126				2	Underground pipe leak	
<b><i>Subtotals for FY 2022/23    Amount Granted: \$5,449.00    Avg. Grant: \$908.17    Excess ccf: 466    No. Grants: 6</i></b>									
<b><u>2021/22</u></b>									
3450	Apr 2022	5,213.00	232					Underground pipe leak	
8050	Mar 2022	2,777.00	142					Unknown	
3220	Jan 2022	157.00	41					Underground pipe leak	
2010	Dec 2021	1,713.00	107					Underground pipe leak	
4020	Sep 2021	254.00	28					Underground pipe leak	
5320	Sep 2021	1,237.00	86					Underground pipe leak	
7030	Sep 2021							Denied; UA granted 9/2020	
<b><i>Subtotals for FY 2021/22    Amount Granted: \$11,351.00    Avg. Grant: \$1,891.83    Excess ccf: 636    No. Grants: 6</i></b>									
<b><u>2020/21</u></b>									
1200	Jun 2021	2,350.44	130					Underground pipe leak	
3150	May 2021	367.40	46					Irrig. syst. break/malfunction	#
5340	May 2021	59.00	32					Underground pipe leak	
7050	Mar 2021	761.00	70				3	Underground pipe leak	
9430	Mar 2021	466.00	82					Underground pipe leak	
6180	Jan 2021	509.00	65					Toilet running	
5307	Nov 2020	4,334.00	162					Irrig. syst. break/malfunction	#
7320	Sep 2020	1,742.00	85		Y	Y	3	Underground pipe leak	
7030	Sep 2020	200.00	24					Unknown	
2040	Sep 2020	87.00	33				2	Toilet running	
4440	Jul 2020	1,221.40	88					Underground pipe leak	
<b><i>Subtotals for FY 2020/21    Amount Granted: \$12,097.24    Avg. Grant: \$1,099.75    Excess ccf: 817    No. Grants: 11</i></b>									
<b><u>2019/20</u></b>									
8280	Jun 2020	3,173.40	177					Underground pipe leak	
5130	Jun 2020	1,075.00	91					Toilet running	
9110	Mar 2020	1,709.40	110					Underground pipe leak	
9310	Mar 2020	140.00	42					Underground pipe leak	

*Appealed to Board (Y=Yes; blank=No) †Granted by Board (Y=Yes; N=No) # Irrigation system related; @ Irrigation system suspected.	‡ Number of requests granted (blank=First request; 2=Second request) ** "See Note C" in "Reason" column means we no longer have records showing the reason for the customer's high usage.
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Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 9

**Adoption of Overhead Rates for FY  
2023/2024**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Overhead Rates for Fiscal Year 2023-2024  
Meeting Date: July 26, 2023  
Date Prepared: July 20, 2023  
Prepared by: Shelley Redding, General Manager  
Attachments: Overhead Rates Sheet

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### **Recommended Action: Approve Overhead Rates for Fiscal Year 2023-2024**

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At the beginning of each fiscal year, staff must determine the overhead rate to be charged for services provided by the District to Water System customers outside of the normal delivery of water.

The overhead rate is determined by expense data from the District's current fiscal year approved budget applied to a calculation spreadsheet that takes into consideration administrative costs to perform certain services such as special water testing, service connections, etc.

Staff recommends approval of the overhead rates as presented on the attached document.



**IPUD OVERHEAD RATES COMPUTATIONS**

**Fiscal Year: 2023-2024**

Adminstrative Overhead Component	4.40	
<b>Staff with Health and Pension Benefits Overhead Factor</b>		
Administrative overhead component	4.40	
Retirement premium percentage	24.10	
Social Security/Medicare tax	7.65	
Work Comp percentage	1.89	
Health insurance premium percentage	8.72	
<b>Total Staff w/Benefits Factor</b>	<b>46.77</b>	<b>47%</b>
<b>Temporary Employees and Staff w/No Benefits Overhead Factor</b>		
Administrative overhead component	4.40	
Social Security/Medicare tax	7.65	
Work Comp percentage	1.89	
<b>Total Temporary and Staff w/no Benefits Factor</b>	<b>13.94</b>	<b>14%</b>
<b>Retired Staff w/ Health Benefits Overhead Factor</b>		
Administrative overhead component	4.40	
Social Security/Medicare tax	7.65	
Work Comp percentage	1.89	
Health insurance premium percentage	3.43	
<b>Total Temporary and Staff w/no Benefits Factor</b>	<b>17.37</b>	<b>17%</b>
<b>Materials Overhead Factor</b>		
Administrative overhead component	4.4	
Sales tax percentage (in Marin County)	8.25	
Shipping,handling, storage, transportation, etc.	12.50	
<b>Total Materials Factor</b>	<b>25.15</b>	<b>25%</b>
<b>Contract &amp; Consultants Overhead Factor</b>		
Administrative overhead component	4.4	
Contract/agreement administration	7.50	
<b>Total Contract &amp; Consultants Factor</b>	<b>11.9</b>	<b>12%</b>
<b>Laboratory Testing for Customer</b>		
Adminitrative overhead component	4.98	4.98%
Cost of laboratory test	Actual cost	
<b>Total Laboratory Testing Overhead Factor</b>		<b>5%</b>



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 10

Response to 2022/2023 Grand Jury  
Recommendation



## **Board Agenda Item Staff Report**

Subject: Response to Civil Grand Jury Report, “Build More ADUs”  
Meeting Date: July 26, 2023  
Date Prepared: June 21, 2023  
Prepared by: Wade Holland, Customer Services Manager  
Attachments: Civil Grand Jury Report “Build More ADUs”; Draft response form (with attachment)

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**Recommended Action: Motion to accept and approve the draft response to the Civil Grand Jury report “Build More ADUs” and direct the President to execute and submit the Response Form**

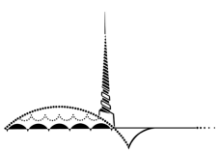
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On June 15, the 2022/23 Marin County Civil Grand Jury released a report entitled “Built More ADUs – An Rx to Increase Marin’s Housing Supply” (copy attached). The report includes 10 “Findings” (F1-F10) and six “Recommendations” (R1-R6). The Grand Jury has required the IPUD to respond as a Fire Protection District to Finding F7 and Recommendation R4 in the format provided by a cited Penal Code section.

Finding F7 reads “Impact, connection, and capacity fees vary considerably throughout the County and such fees can be a disincentive to homeowners considering ADU development.” The District must choose one of three responses to this finding: “Agree,” “Disagree partially,” or “Disagree wholly.” Staff recommends the “Agree” response.

Recommendation R4 reads “By December 1, 2023, begin a feasibility assessment of waiving or significantly lowering impact and connection fees for units smaller than 750 square feet.” The District must choose one of four responses: “Has been implemented,” “Has not been implemented but will be in the future,” “Requires further analysis,” or “Will not be implemented because it is not warranted or is not reasonable.” Staff recommends the “Will not be implemented...” response, for which an explanation must be provided. Staff’s recommended explanation is attached.

Pursuant to Penal Code §933, the response from the District’s “governing body” must be filed with a judge of the Marin County Superior Court and the Foreperson of the Civil Grand Jury within 90 days (by September 15, 2023).



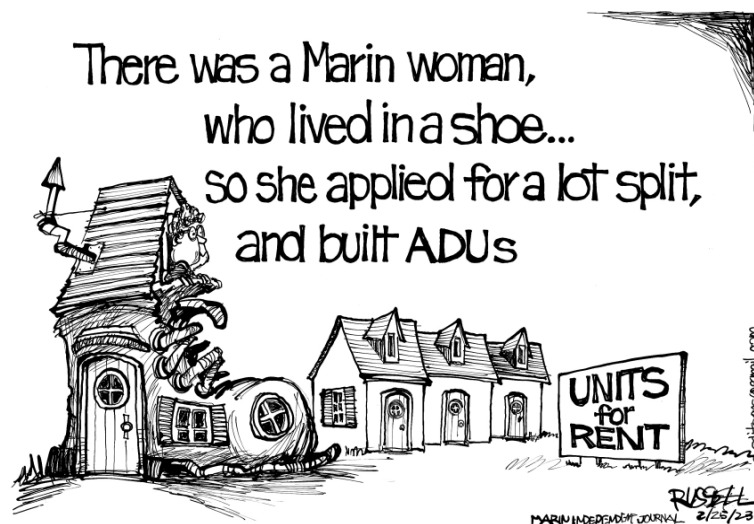
# Build More ADUs - An Rx to Increase Marin's Housing Supply

June 15, 2023

## SUMMARY

As a result of California's new state mandated Housing Element, Marin County and all its municipalities are obligated to build 14,210 new housing units by 2031.<sup>1</sup> Accessory Dwelling Units (ADUs) can help fill that need.

Marin County's housing production is not keeping pace with demand. The lack of housing supply to meet people's needs impacts affordability and causes average housing costs, particularly for renters in Marin, to rise significantly. As affordable housing becomes less accessible, people drive longer distances between homes they can afford and their workplace, or pack themselves into smaller shared spaces, both of which reduce quality of life and produce negative environmental impacts.



By permission of George Russell/Marin Independent Journal

\* Note: The law does not require a lot split to build an ADU

One approach that could help achieve these housing goals is based upon a recognition that many property owners and residents reside on land on which they could build additional or secondary housing units. These second units, variously called granny flats, in-law units, garage houses, and under state law "Accessory Dwelling Units" (ADUs) and "Junior Accessory Dwelling Units" (JADUs) have become an increasingly popular form of housing. Unfortunately, they have not always been treated as "legal" under local law. Now, California law has effectively legalized

<sup>1</sup> 4,171 (very low income <50 percent AMI (Area Median Income), 2,400 (low income <80 percent AMI), 2,182 5,652 Total: 14,405. [https://abag.ca.gov/sites/default/files/documents/2022-04/Final\\_RHNA\\_Methodology\\_Report\\_2023-2031\\_March2022\\_Update.pdf](https://abag.ca.gov/sites/default/files/documents/2022-04/Final_RHNA_Methodology_Report_2023-2031_March2022_Update.pdf) (accessed March 6, 2023); [www.hcd.ca.gov/policy-and-research/accessory-dwelling-units/](http://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units/) Several Marin jurisdictions' Housing Elements make similar arguments; Ross, Appendix C-15.

their construction and occupancy.<sup>2</sup> Because building these units (a) does not require purchasing additional land, (b) can be added to existing structures and (c) can have fewer construction requirements than traditional single family houses on a square foot basis, they may be built less expensively. California's new law recognizes that ADUs can help fulfill the state's housing mandate, and can do so affordably and with a lesser impact on land use and the environment.<sup>3</sup> Contrary to the sentiment expressed in the introductory cartoon, neither the "Marin woman who lived in a shoe" nor anyone else has to "apply for a lot split" before building an ADU.

Allowing ADUs in single-family and multifamily residential zones provides additional rental housing stock which are an essential component of the housing supply in California.<sup>4</sup> Every Marin jurisdiction has increased ADU production, but there are a number of improvements that can be made to accelerate this process. This report highlights best practices in Marin and other Bay Area communities and suggests ways to facilitate development of ADUs and Junior Accessory Dwelling Units (collectively herein "ADUs").

ADU development has grown throughout the county since 2019.<sup>5</sup> Marin County's local governments' recently enacted Housing Elements assume that 9.5 percent of their required housing units could be fulfilled with ADUs.<sup>6</sup> One planning model shows a potential of 9,500 units, which is 66 percent of the requirement.<sup>7</sup> For example, in Vancouver, Canada, 35 percent of single family houses have ADUs.<sup>8</sup>

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<sup>2</sup> <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units> (accessed March 6, 2023)

<sup>3</sup> Calif. Gov. Code 65852.2 (m). A local agency may count an accessory dwelling unit for purposes of identifying adequate sites for housing, as specified in subdivision (a) of Section 65583.1, subject to authorization by the department and compliance with this division.

<sup>4</sup> SB 1069 (2016). M. Nolan Gray, "The Housing Revolution is Coming," *The Atlantic*, October 5, 2022

<sup>5</sup> Cities and County Housing Element Submissions 2022. Marin County, 2023-2031 Regional Housing Needs Assessment Appeal Request, July 9, 2021 notes the County's goal of increasing the supply of Accessory Dwelling Units along the City Centered Corridor.

<sup>6</sup> Marin County's share of the region's housing allocation is 3.265 percent while Sonoma County's share is 3.3 percent. <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation> (Accessed March 6, 2023).

<sup>7</sup> <https://ternercenter.berkeley.edu/wp-content/uploads/2021/07/SB-9-Brief-July-2021-Final.pdf> (accessed March 6, 2023). This approach uses an algorithm based on mapping the community.

<sup>8</sup> <https://www.sightline.org/2016/02/17/why-vancouver-trounces-the-rest-of-cascadia-in-building-adus/> (Accessed March 6, 2023).

**Table 1**  
**Marin County and Cities**  
**Housing Regional Housing Needs Allocation (RHNA) Requirements and**  
**Projected ADUs by 2031**

Communities	RHNA	ADU History					ADU Goal	% of RHNA	
		2018	2019	2020	2021	2022			'23-'31
Belvedere	160		4				0	0.00	
Corte Madera	725	7	4	20	21		100	13.79	
Fairfax	490	14	16	11	12		86	17.55	
Larkspur	979		6	6	6		48	4.90	
Mill Valley	865	0	16	16	29	1	160	18.50	
Novato	2,090	6	10	16	27		118	5.65	
Ross	111	0	0	1	3	10	80	72.07	
San Anselmo	833	6	9	22	24		160	19.21	
San Rafael	3,220	78						200	6.21
Sausalito	724		10	10	12	15	64	8.84	
Tiburon	639	4	5	5	11		72	11.27	
Unincorporated Marin	3,569		37	32	35		280	7.85	
<b>Total Units</b>	<b>14,405</b>						<b>1,368</b>	<b>9.50</b>	

**Source:** 2022 Housing Elements submitted by County and municipalities; Sausalito: Housing Element HBR-120, Table 56 HBR-95 calculations. Accessed December 2022.

Many community planning professionals have argued these additional second units could benefit property owners as an additional source of income, assistance for older residents who could “retire in place” or a place for caregivers, as well as a home for family members. Community rewards might include housing for the local workforce, integrating energy-efficient housing, and reduced overcrowding.<sup>9</sup>

## BACKGROUND

### What is an ADU?

An ADU is an accessory dwelling of a primary residence and has complete independent living facilities for one or more persons. There are different types of ADUs:

- Detached: The unit is separated from the primary structure.
- Attached: The unit is attached to the primary structure.
- Converted Existing Space: A space (e.g., primary bedroom, attached garage, storage area or similar use, or an accessory structure) on the lot of the primary residence that is converted into an independent living unit.

<sup>9</sup> <https://www.hcd.ca.gov/policy-and-research/accessory-dwelling-units> (Accessed March 9, 2023). Several Marin jurisdictions’ Housing Elements make similar arguments; Ross, Appendix C-15.

- Junior Accessory Dwelling Unit (JADU): A specific type of conversion of existing space that is contained entirely within an existing or proposed single-family residence.<sup>10</sup>

ADUs are not new. In previous eras they were given a variety of names, e.g., in-law units, backyard cottages, or granny units. They are quite common throughout the United States and California. In California, which has passed a series of laws enabling the use of ADUs, permits rose to nearly 20,000 in 2021 from about 1,200 in 2016.<sup>11</sup>

The addition of ADUs to neighborhoods may promote what Jane Jacobs, in her book *The Death and Life of Great American Cities*, called "social capital," "mixed primary uses," and "eyes on the street."<sup>12</sup> This "gentle density" permits a range of casual public interactions which promote safety, contact, and the assimilation of children.

Planning, financing, and building an ADU is straightforward. It requires suitable land, a means to finance the project, and the ability to find a qualified building contractor. Fortunately, there are a number of public and private organizations that can help. For example, the CASITA Coalition provides individual homeowners guides and directions for how to work with public agencies, identify financing options, and even provides examples of building plans.<sup>13</sup>

### **ADUs Can Be Affordable to Build**

Because of their small footprint, ADUs are significantly less expensive to build than new detached single-family homes. They also offer benefits that address common development barriers, such as land use and environmental sustainability. Because ADUs must be built on lots with existing or proposed housing, they do not require paying for new land or other costly infrastructure often required to build a new single-family home. It's a way to add capacity within the existing footprint, a strategy planners sometimes call "gentle density."<sup>14</sup> ADUs do not require much government investment in infrastructure, and they reduce energy consumption and costs.

JADUs are contained inside existing or proposed single-family homes, and thus require relatively modest renovations and can be more affordable to complete. ADUs are often built with cost-effective one- or two-story wood frames, which are also less expensive than other construction types. Additionally, prefabricated ADUs (e.g., manufactured housing and factory-built housing) can be directly purchased and can further reduce construction time and cost. ADUs can provide as much living space as apartments and condominiums, and work well for couples, small families, friends, young people, and seniors.

### **ADUs Can Be Affordable for Renters**

A regional survey of ADU affordability was conducted by the Association of Bay Area Governments (ABAG) to support the 6th Cycle Housing Elements.<sup>15</sup> This survey examined rental costs by region, including Marin, Napa, and Sonoma Counties in the North Bay Region. The survey concluded that when accounting for ADUs rented at market rates, and ADUs rented at discounted rates to families and friends, 29 percent are affordable to very low income

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<sup>10</sup> <https://adumarin.org/thinking> (Accessed March 6, 2023).

<sup>11</sup> <https://www.nytimes.com/2023/01/29/health/elderly-housing-adu.html> (Accessed Mar. 6, 2023). See Appendix B.

<sup>12</sup> Jane Jacobs, *The Death and Life of Great American Cities* (Random House 1961).

<sup>13</sup> <https://www.casitacoalition.org/adu-blog-info-for-homeowners/> (Accessed March 6, 2023).

<sup>14</sup> <https://www.nytimes.com/2023/01/29/health/elderly-housing-adu.html> (Accessed March 6, 2023).

<sup>15</sup> <https://abag.ca.gov/our-work/housing/rhna-regional-housing-needs-allocation> (Accessed March 6, 2023).

households, 44 percent to low income households, 26 percent to moderate income households, and 7 percent to above moderate income households. Sausalito undertook a similar survey.<sup>16</sup>

Based on the responses from the two surveys, it appears that: 16.2 percent of ADUs are projected to be affordable to very low income households, 32.4 percent to low income households, 32.4 percent to moderate income households, and 18.9 percent to above moderate income households.

## Appearance

ADUs come in a variety of flavors. Here is a small sample from Marin.<sup>17</sup>



## Construction costs

As with any construction, the cost varies considerably based on, among other things, the terrain and the finishes. Construction costs per square foot for ADUs are generally in line with the cost of building any single family dwelling.<sup>18</sup> The four ADUs built in Marin shown above ranged from \$60 to \$521 per square foot (2019 costs). However, because of their size, ADUs may be

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<sup>16</sup> <https://housingelementsmarin.org/city-of-sausalito> (Accessed March 5, 2023).

<sup>17</sup> Upper left photo, <https://adumarin.org/spotlights/neighbor-spotlight-brenda-and-donal-in-corte-madera> ; Upper Right photo, <https://adumarin.org/spotlights/neighbor-spotlight-cheryl-and-kathy-in-marin>; Lower Left photo, <https://adumarin.org/spotlights/neighbor-spotlight-jane-and-doug-in-mill-valley>, Lower Right photo, <https://adumarin.org/spotlights/neighbor-spotlight-julie-and-tim-in-san-anselmo>, (all Accessed March 31, 2023)

<sup>18</sup> The median cost to build an ADU in California is about \$150,000 according to a 2021 (using 2019 data) survey according to calculations by Turner Center staff, page 3. See more: <https://www.aducalifornia.org/wp-content/uploads/2021/04/Implementing-the-Backyard-Revolution.pdf> (Accessed March 6, 2023).



more amenable to prefab construction and thus less expensive. You can even buy kits from such retailers as Home Depot, Amazon or others.<sup>19</sup>

Constructing an ADU will increase the value of the property. Generally, the subsequent improvement will be incorporated in the property's tax bill.<sup>20</sup> The property as a whole is not reassessed, but the county will issue a supplemental tax bill reflecting the increased value of the property from construction of the ADU.<sup>21</sup>

Some jurisdictions outside of California waive property tax increases under certain conditions. For example, in Oregon a special state act granted homeowners in Salem the option of exempting the value of an accessory dwelling unit (ADU) on their property from their property taxes so long as they are renting the ADU, including utilities, for a monthly amount affordable for those at or below 70 percent of the area median income.<sup>22</sup>

## **Financing**

Generally, property owners finance the construction of ADUs using conventional means, e.g., from their savings, equity loans, or by refinancing existing mortgages. Recently, some private lenders have introduced products to meet the growing ADU building demand.

To build upon the early success of ADU legislation, more financial tools are needed to facilitate greater ADU development amongst low to moderate income homeowners who do not have access to cash savings and cannot leverage home equity.<sup>23</sup>

ADU financing may present some challenges for those without conventional means. Lending institutions may offer financing options. One institution that the Grand Jury is aware of is Redwood Credit Union (RCU). Among other things, RCU can take into account the future rental value of the ADU in order to determine the borrower's qualifications. RCU can also take over the fund management of the project, if requested.<sup>24</sup>

In other communities local governments have initiated low-interest loan and grant programs, often with specific conditions designed to keep rents affordable.<sup>25</sup> Marin County has \$5 million available county-wide for various affordable housing projects.<sup>26</sup> However, claimants for these funds are non-profit developers and other government agencies. Unlike many other communities in California, Marin County and its municipalities have not created financing programs to assist individuals in building affordable housing. However, Marin County does have a program

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<sup>19</sup> <https://www.homedepot.com/p/The-Wave-Comfort-ADU-1-Bedroom-410-87-sq-ft-Tiny-Home-Steel-Frame-Building-Kit-Cabin-Guest-House-TWVP1B410/321417498> (Accessed March 6, 2023).

<sup>20</sup> <https://www.boe.ca.gov/proptaxes/newconstructionproperty.htm> (Accessed March 6, 2023).

<sup>21</sup> <https://www.sccoplanning.com/ADU/FAQ.aspx> (Accessed March 6, 2023).

<sup>22</sup> <https://www.salemma.gov/adu> (Accessed March 6, 2023).

<sup>23</sup> <https://ternercenter.berkeley.edu/> (Accessed March 6, 2023).

<sup>24</sup> <https://www.redwoodcu.org/loans/home/mortgage/construction-loans/> (Accessed March 6, 2023).

<sup>25</sup> See <https://www.sccoplanning.com/Portals/2/County/adu/ADU%20Loan%20Program%20Summary%202021.pdf> (Accessed March 6, 2023).

<sup>26</sup> The available funding includes roughly \$2.3 million in County Affordable Housing Funds (including a one-for-one match from the State Permanent Housing Allocation), \$2.4 million in new HOME-ARP funds through the U.S. Department of Housing and Urban Development (HUD), and \$600,000 in Community Development Block Grant funds specific to housing projects, also allocated by HUD.

restricted to residences in unincorporated areas so as to lower or mitigate permitting fees for private property owners desiring to build an ADU.<sup>27</sup>

The California Housing Finance Agency (HFA) has an ADU Grant program for homeowners with low or moderate income.<sup>28</sup> It provides up to \$40,000 towards pre-development and non-recurring closing costs associated with the construction of an ADU. Predevelopment costs include site preparation, architectural designs, permits, soil tests, impact fees, property survey, and energy reports. Few, if any, of Marin County's or cities' websites prominently refer to this program.

The California Department of Housing and Community Development had these comments for Marin County by letter dated October 17, 2022:

- Develop a plan that incentivizes and promotes the creation of accessory dwelling units that can be offered at affordable rent... (Gov. Code, § 65583, subd. (c)(7).)
- Review the production of ADUs once in the planning period. A review of production should also: (1) assess affordability, (2) conduct a review more than once in the plan period (e.g., 3-4 times), and (3) commit to a menu of alternative actions that includes rezoning, if necessary, by a specific date (e.g., within six months of review).

## **APPROACH**

The Grand Jury reviewed a broad range of relevant public information related to the planning, permitting, financing and building of ADUs. It did not obtain fee information from every municipality and special district. Additionally, appropriate information from County staff, and several knowledgeable people in the field of community planning and development of ADUs in other Bay Area counties was secured. The Grand Jury received documentation that was relevant in informing these decision makers and guiding their actions.

Many reports, written materials, and internet resources were studied, including but not limited to:

- Recently submitted housing elements by Marin County, Cities, and Towns
- California State ADU and relevant housing laws
- ADU Affordability Best Practices Guidelines
- California HFA ADU Grant Program.
- California Department of Housing and Community Development
- Marin County Community Development
- Understanding the Market: ADUs in Napa and Sonoma County report
- ADU Marin website
- Napa-Sonoma ADU website.

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<sup>27</sup> <https://www.helloadu.org/marin-adu-services> (Accessed March 6, 2023).

<sup>28</sup> <https://www.calhfa.ca.gov/adu/> (Accessed March 6, 2023).

## DISCUSSION

ADUs will allow for increased housing utilizing existing space from single family homes, which is the bulk of Marin's housing stock. According to the latest US Census, 62% of all Marin residences are considered detached residences, i.e., an equivalency to single family homes. Many of these detached residences could accommodate a second unit. As Table 2 shows, there are many lots that could *theoretically* have capacity for an ADU or JADU.

Table 2:

**Estimating How Many Residences in Marin Are Detached**

	Total Residences	Estimated Number of Detached Residences	Calculated Percentage
Belvedere	1,054	931	88.3%
Corte Madera	4,104	2,782	67.8%
Fairfax	3,676	2,447	66.6%
Larkspur	6,652	2,418	36.4%
Mill Valley	6,375	4,550	71.3%
Novato	21,490	12,413	58.2%
Ross	947	900	95.0%
San Anselmo	5,265	3,978	75.6%
San Rafael	24,678	11,496	46.6%
Sausalito	4,332	1,813	41.9%
Tiburon	3,853	2,535	65.8%
Unincorporated	23,188	18,253	78.7%
<b>Total for County</b>	<b>111,570</b>	<b>69,866</b>	<b>62.6%</b>

Source: United States Census, 2020.

ADUs come in all shapes. However, sizes are limited by local regulation. In general, the minimum size is 150 square feet, and the maximum is 1,200 square feet. There are certain financial incentives for ADUs of less than 750 square feet.<sup>29</sup> By way of comparison, in 1950 the average American single family home size was 983 square feet.<sup>30</sup>

Marin jurisdictions, as shown in Table 1 above, have identified the potential of building at least 1,385 ADUs. The table illustrates the jurisdictions' projections (based upon historical trends and their own plans) vary considerably due to multiple factors: typography, willingness to encourage these developments, and the simple matter of available space. Marin communities could increase the actual number of ADUs which can be built.<sup>31</sup>

Marin County has made some efforts to encourage ADUs. It recently created a new ADU Technical Assistance program for homeowners to help make the process less overwhelming. The program provides free feasibility and project management support for qualified homeowners

<sup>29</sup> Calif. Gov. Code 65852.2 (f) (3)

<sup>30</sup> <https://www.investopedia.com/articles/pf/07/mcmansion.asp> (Accessed March 6, 2023).

<sup>31</sup> Several California governments have adopted various incentive programs which have already increased the number of ADUs beyond projections. For example, the city of San Diego more than doubled the number of ADUs since 2021. <https://turnercenter.berkeley.edu/research-and-policy/san-diego-adu-bonus-program/> (Accessed March 6, 2023).

who live in the unincorporated areas of the County provided by HelloADU and paid for by the County.<sup>32</sup> Marin County's "Make Room for Marin" website provides property owners with a step-by-step overview of the processes associated with ADU development.<sup>33</sup> However, the County and its towns and cities could do a more to encourage and facilitate the building of ADUs. There are often unnecessary delays in issuing building permits. San Jose, for example, offers same day permits in some instances.<sup>34</sup>

As part of a state grant program, a partnership was established between ten cities and towns and the County called "ADUMarin." This partnership aims to promote the development of ADUs. It includes a variety of information sources on the County website, <https://adumarin.org>, providing interactive workbooks and webinars to assist interested property owners through all aspects of the ADU process.

Napa Sonoma ADU, in comparison, has at least one full time employee and is supported by grants from the Napa Valley Community Foundation and Sonoma County Community Foundation. It provides significantly more comprehensive services and support. Among other things, it offers an ADU calculator, local ADU rules, an address lookup tool, an ADU workbook, stories and floor plans, webinars, vendor registry, a newsletter, and social media.<sup>35</sup> Additionally, for a fee, it has an ADU feasibility consult, and permit-ready ADU plans.

On May 25, 2021, the Marin County Board of Supervisors approved an extension to the Accessory Dwelling Unit Fee Waiver Program, which offers property owners in the unincorporated areas of the county (which is approximately 27 percent of the population) fee waivers for the development of ADUs.<sup>36</sup> Under the program, in exchange for a property owner's agreement to rent their unit at affordable rates, county permit fees for ADUs may be waived up to the following:

- \$10,000 for ADUs that are rented at rates at or below 80 percent the Area Median Income
- \$5,000 for ADUs that are rented at rates between 81-120 percent of the Area Median income
- \$2,500 for ADUs that are rented at market-rate

The fees waived may include Community Development Agency fees such as planning, building and safety, environmental health services, and Department of Public Works fees such as traffic mitigation.

## **Impact Fees – Exceptionally Confusing in Spite of State Law**

A significant number of Marin homeowners interested in building ADUs on their property are dissuaded from doing so due to prohibitively high impact and mitigation (a.k.a. connection or capacity) fees. One ADU professional characterized these fees as "piracy."

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<sup>32</sup> <https://www.helloadu.org/free-marin-county-services> (Accessed March 6, 2023).

<sup>33</sup> <https://www.marincounty.org/depts/cd/divisions/housing/make-room-for-marin> (Accessed March 9, 2023).

<sup>34</sup> <https://www.sanjoseca.gov/business/development-services-permit-center/accessory-dwelling-units-adus/preapproved-adus> (Accessed April 28, 2023).

<sup>35</sup> <https://napasonomaadu.org/> (Accessed March 6, 2023).

<sup>36</sup> <https://www.marincounty.org/-/media/files/departments/cd/housing/affordable-housing/adu-affordability/adupacketvfinal> (Accessed March 6, 2023).

SB 13 created a tiered fee structure that charges ADUs based on their size. This fee structure takes into consideration the impact of an ADU on a neighborhood's infrastructure and services, which is different from the impact created by single-family homes or multifamily buildings.<sup>37</sup> For example, an ADU of less than 750 square feet is likely to have only one bedroom and unlikely to have school age children living there. This would minimize the impact on schools, water, and sewers, among other services.

Local governments and Special Districts (listed in Appendix A) can charge a variety of fees for a development. These fees, commonly known as impact or mitigation fees, go toward infrastructure development (such as adding lanes or roads or supporting additional traffic) or other public benefits (such as new parks, schools, or affordable housing). In the wake of the passage of Proposition 13 in 1978 and the loss of significant property tax revenue, local governments and school districts have also turned to development fees as a means to generate revenue. Given that California cities have tightly restricted funding sources, fees are one of the few ways cities can pay for the indirect costs of growth.<sup>38</sup>

State law governs the imposition of impact fees on ADUs.<sup>39</sup> Nonetheless, the agencies that might charge impact or mitigation fees have interpreted that state law differently. For example, the new construction of a detached 700 square foot ADU would incur no connection fee from Marin Water (formerly MMWD) but would cost \$8,675 in NMWD.<sup>40</sup> This discrepancy may be a result of different interpretations of how North Marin Water District interprets the applicable code to exempt ADUs from connection charges. North Marin Water District reads the code as exempting only ADUs created within an existing structure. In some instances, school impact fees provide another example. State law states that such fees are waived for ADUs smaller than 750 square feet, but many cities waive fees only for ADUs smaller than 500 square feet.<sup>41</sup>

Different agencies and municipalities throughout the county charge different fees. For example, Tiburon requires new and separate utility connections directly between the ADU and the utility. Consistent with Government Code section 66013, the service may be subject to a connection fee or capacity charge that is proportionate to the burden of the proposed ADU.<sup>42</sup> In Napa and Sonoma counties, capacity charges for ADUs are waived if the unit is under 499 square feet, and then based upon a square footage charge for larger units.<sup>43</sup> In contrast, those fees in Marin have reportedly been as much as \$41,000.<sup>44</sup>

These wide variations aside, it is uniformly challenging for a proponent of an ADU in Marin to get an accurate estimate for impact and connection fees simply by inspecting a town, city, or special district's website or even talking directly with staff of the planning and building

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<sup>37</sup> <https://openstates.org/ca/bills/20192020/SB13/> (Accessed March 6, 2023).

<sup>38</sup> (Chapter 653, Statutes of 2019); <https://openstates.org/ca/bills/20192020/SB13/> (Accessed March 6, 2023).

<sup>39</sup> Calif. Gov. Code 65852.2 (f). See Appendix B for the complete text.

<sup>40</sup> Northern Marin Water District website.

<sup>41</sup> See e.g. <https://www.tamdistrict.org/cms/lib/CA01000875/Centricity/Domain/1547/Nicasio%20-%20Residential.pdf>; <https://www.cityofbelvedere.org/DocumentCenter/View/79/School-Facilities-Fee?bidId=> (Accessed April 28, 2023).

<sup>42</sup> <http://www.townoftiburon.org/DocumentCenter/View/3266/594ADU-21622?bidId=> (Accessed March 6, 2023).

<sup>43</sup> <https://www.napasan.com/151/Capacity-Charges> (Accessed March 6, 2023).

<sup>44</sup> Grand Jury interview.

departments. In Belvedere, fees for a 700 square foot attached ADU total \$19,530.<sup>45</sup> Illustrating the consequence and complexity in understanding permit and fee requirements imposed by *almost every* government agency in Marin, we examined the rules imposed by the City of Novato and connected agencies. We assumed permitting and building two comparable ADUs costing \$350/sq. ft.: one at 700 sq. ft. and the other at 800 sq. ft. Applying the information set forth in Novato's Housing Element Update, reviewing the city and special districts' fee schedules and direct conversation with staff members, it is clear individuals face a daunting task in determining the process and the potential of substantial fees. Here, an ADU larger than 750 sq. feet costs well over \$34,000 in fees. Even when a smaller 700 sq. ft. ADU is proposed, fees exceed \$18,000. If Marin County and municipalities genuinely believe, as they have stated in multiple forums, that their housing needs can be met by encouraging the building of ADUs, they should re-examine the various impact fees that they have imposed.

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<sup>45</sup> [https://www.cityofbelvedere.org/DocumentCenter/View/8495/6th-Cycle-Housing-Element-Update\\_Public-Draft-Reduced-compressed](https://www.cityofbelvedere.org/DocumentCenter/View/8495/6th-Cycle-Housing-Element-Update_Public-Draft-Reduced-compressed) (Accessed May 9, 2023).

**Table 3**  
**Estimated Novato ADU Permit and Development Fees**

	<b>Fee</b>	<b>700 sq. ft. Estimated \$</b>	<b>800 sq. ft. Estimated \$</b>
<b>City of Novato</b>			
ADU Planning Permit	\$820.00	exempt	\$820.00
Building Permit	sliding scale	\$2,156.60	\$2,558.40
subtotal		\$2,156.60	\$3,378.40
<b>Novato City Public Facilities Fees</b>			
Recreational,Cultural Facilities	\$4,725.23	exempt	\$4,725.23
Civic Facilities	\$847.29	exempt	\$847.29
General Government Systems	\$367.54	exempt	\$367.54
Open Space	\$1,022.02	exempt	\$1,022.02
Drainage	\$580.68	exempt	\$580.68
subtotal		\$0.00	\$7542.76
<b>Novato City Traffic Impact Fees</b>			
Streets & Intersections	\$2,601	exempt	\$2,601.00
Transit Facilities	\$89.84	exempt	\$89.84
Corporation Yard	\$56.07	exempt	\$56.07
subtotal		\$0.00	\$2,746.91
<b>Outside Agency Impact Fees</b>			
Novato Unified School District	\$4.08 /sq. ft.	exempt	\$3,264.00
Novato Sanitary District*	\$12,000/dwelling unit	\$7,617.50	\$8,700.00
Novato Fire District	\$.0622/sq. ft.	exempt	exempt
North Marin Water District*	\$7,640/ADU plus	\$8,675.00	\$8,675.00
subtotal		\$16,292.50	\$20,639.00
<b>Subtotal Fees (estimated)</b>			
<b>City</b>		<b>\$2,156.60</b>	<b>\$13,668.07</b>
<b>Outside Agencies</b>		<b>\$16,292.50</b>	<b>\$20,639.00</b>
<b>TOTAL FEES (estimated)</b>			
		<b>\$18,449.10</b>	<b>\$34,307.07</b>

Source: City of Novato Housing Element Update, November 2022, C34-C36, Novato Sanitary District: Pro-rata of 1,200 sq. ft, North Marin Water District, Facility Reserve Charge Study, Final Report, November 15, 2022, Grand Jury interviews. The estimated amounts were calculated March 17, 2023.

## Legalizing Marin's Existing Non-Conforming Second Units

According to a 2016 report by McKinsey and Company entitled “A Tool Kit to Close California’s Housing Gap: 3.5 Million Homes by 2025,”<sup>46</sup> one way to encourage homeowners to add ADUs is to create an amnesty path for ADUs that are not properly permitted.<sup>47</sup> Some jurisdictions have been at the forefront of encouraging ADUs. Part of their success has been the legalization of existing non-conforming units through amnesty programs. It is estimated that 40 percent to 70 percent of all construction throughout Marin is done without permits.<sup>48</sup> This number includes all forms of construction, from adding a new water heater to building an in-law unit.

For example, Fairfax has an amnesty program in which all penalties are waived and all ADUs (legalizing illegal existing ones or permitting new ones) housing the elderly get 50 percent off the permit fees normally charged.<sup>49</sup> San Mateo County had a limited-term ADU Amnesty program (beginning in October/November 2018), which allowed property owners to bring an unpermitted unit into compliance. It featured a low-cost initial inspection as well as detailed guidance on any required improvements necessary to meet the current building code. All fines for unpermitted construction were waived, and planning and building permit fees were either waived or significantly reduced during the initial pilot phase. Code enforcement actions were also suspended, allowing potential applicants the opportunity to explore the program without risk of penalty.<sup>50</sup>

## ADUs can help address housing needs of Marin's aging population

Marin County’s Age Forward Plan (2020) suggests that ADUs could help older adults.<sup>51</sup> The share of older adults in Marin will continue to increase and is projected to reach 35 percent of the county’s population by 2025 and 38 percent by 2030.<sup>52</sup> The Age Forward plan offered three action items in this regard:

- Community: Explore opportunities to build ADUs on properties; advocate for measures to expand ADU programs throughout the county.
- County Leadership: Foster increase of ADUs, encourage greater awareness of and research for ADU programs and opportunities for residents, explore permit fee waivers and fee reductions, including fee adjustments to incentivize affordable rental units

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<sup>46</sup> See

<https://www.mckinsey.com/~/media/mckinsey/featured%20insights/urbanization/closing%20californias%20housing%20gap/closing-californias-housing-gap-full-report.pdf>, (Accessed March 6, 2023).

<sup>47</sup> <https://ternercenter.berkeley.edu/blog/san-diego-adu-bonus-program/> (Accessed March 6, 2023).

<sup>48</sup> Marin Builders Exchange survey. <https://www.marinbuilders.com/permit-simplicity-and-customer-satisfaction> (accessed March 6, 2023).

<sup>49</sup> <https://www.townoffairfax.org/opportunities-for-adu-jadu-permitting-and-construction/> (Accessed March 6, 2023).

<sup>50</sup> <https://www.smcgov.org/planning/accessory-dwelling-unit-amnesty-health-safety-certification-program> (Accessed March 6, 2023).

<sup>51</sup> “Age Forward, a framework for an Age-Friendly County of Marin,” January 2020 [https://www.marinhhs.org/sites/default/files/files/servicepages/2022\\_06/cc\\_af\\_com\\_plan\\_final\\_ada.pdf](https://www.marinhhs.org/sites/default/files/files/servicepages/2022_06/cc_af_com_plan_final_ada.pdf) (Accessed March 15, 2023)

<sup>52</sup> California Department of Finance. (2019). Population projections for California. Retrieved from <https://dof.ca.gov/Forecasting/Demographics/Projections/> (Accessed March 6, 2023).



- County Departments: Promote ADU programs and facilitate advocacy for greater flexibility, work together to advocate for solutions (Aging & Adult Services, Community Development Agency).<sup>53</sup>

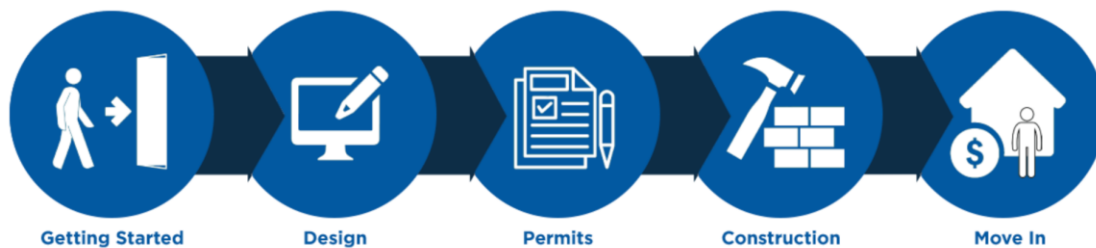
## Confusion Reigns

Much of the public is confused about what the requirements are for an ADU.<sup>54</sup> The Grand Jury's research has found that some jurisdictions in Marin have not updated their planning and building policies to conform with current California ADU laws. Some people do not know whether an ADU requires a lot split, must be rented, what size refrigerator or sink is required, or what the sewer fees would be. Potential ADU owners (not just those with limited incomes) would benefit from a central "one stop shop" for this information. The County and local municipalities would be better served if this "one stop shop" is identified by each municipality to be the authoritative source for all local information. Ideally it would become linked with Napa Sonoma ADU. At the very least, the ADU Marin effort should become more closely aligned with the Napa Sonoma ADU programs. In addition, each municipality should clearly point to such a source of assistance on its website. For example, Fairfax has a model amnesty program, but there is no obvious link to it from the building department website. In addition to the Napa and Sonoma counties efforts, we reviewed the successful San Mateo "Second Unit Resource Center," which has demonstrated that a one stop shop open to all has value:



## Getting Started

Are you interested in building a second unit? Here's information on how to get it one.



Source: <https://secondunitcentersmc.org/how/>

<sup>53</sup> "Age Forward, a framework for an Age-Friendly County of Marin," January 2020 [https://www.marinhhs.org/sites/default/files/files/servicepages/2022\\_06/cc\\_af\\_com\\_plan\\_final\\_ada.pdf](https://www.marinhhs.org/sites/default/files/files/servicepages/2022_06/cc_af_com_plan_final_ada.pdf) (Accessed March 15, 2023)

<sup>54</sup> See e.g. [https://nextdoor.com/p/y-BghLzP7XWt?view=detail&init\\_source=search&query=adu](https://nextdoor.com/p/y-BghLzP7XWt?view=detail&init_source=search&query=adu) (Accessed March 6, 2023).

If Marin is serious about helping individuals build ADUs, our review of current and planned efforts initiated by Marin's cities and municipalities leads us to three obvious conclusions:

- Currently, required information is not easily obtained either from officials or contained on agencies' websites.
- Fee information from Marin's water, fire, sanitary, and school districts is not easy to understand and follow.
- Marin's mandated housing goals can be met when every public agency in the county aligns its policies toward these objectives. Cooperation should be the mantra. It benefits everyone.

## **FINDINGS**

- F1. More housing in Marin is needed and ADUs are one solution.
- F2. Many homeowners lack information and knowledge about ADU development, and Marin's jurisdictions are not always helpful to homeowners seeking information about ADU development.
- F3. It is often difficult, if not impossible, for a Marin homeowner to determine the planning, building, connection, capacity and impact fees associated with developing an ADU in a particular jurisdiction.
- F4. Many Bay Area cities and counties, for example Napa and Sonoma, have implemented comprehensive websites and related support to help homeowners create ADUs.
- F5. ADUs may be rented affordably and provide additional benefits for older adults and their caregivers.
- F6. Most Marin jurisdictions could provide better resources offering or identifying financing incentives for ADU development.
- F7. Impact, connection, and capacity fees vary considerably throughout the County and such fees can be a disincentive to homeowners considering ADU development.
- F8. Not every jurisdiction in Marin has updated its planning and building policies to conform with current California ADU laws.
- F9. Granting amnesty, following safety inspection, to existing non-conforming second units could help Marin meet its housing obligations.
- F10. ADU Marin and HelloADU are a good start. However, compared to several other Bay Area cities and counties, for example Napa and Sonoma, they could be substantially enhanced and expanded.

## **RECOMMENDATIONS**

- R1. On or before December 31, 2023, the Marin County Board of Supervisors should direct the Community Development Agency's Development Priority Setting Committee to:
- 1) Identify available funding/financing information for residents who need help with the cost of building an ADU,
  - 2) Transmit the collected information to all the jurisdictions represented on the Committee.
  - 3) Start a continuous monitoring program to update the information sources as they become available.
- R2. By December 1, 2023, begin investigation to consider an amnesty program to legalize existing unpermitted second units. Add a marketing communications plan so that citizens can be made aware of it.
- R3. By December 1, 2023, begin the process of merging and/or collaborating with Napa/Sonoma ADU, and hiring a full-time Marin ADU Program Coordinator. The program coordinator should work with all jurisdictions on the development of ADUs and identify impact and connection fees within each jurisdiction.
- R4. By December 1, 2023, begin a feasibility assessment of waiving or significantly lowering impact and connection fees for units smaller than 750 square feet.
- R5. By December 1, 2023, begin creating plans to accelerate the permit approval process for ADU applications to within 30 days, or less, of submission. Implement such plans no later than July 1, 2024.
- R6. By December 1, 2023, begin feasibility assessments of new incentives for ADU development, such as pre-approved plans, technical assistance, property tax relief, development fee waivers, and forgivable loans; implement at least one such incentive no later than July 1, 2024.

## **REQUIRED RESPONSES**

Pursuant to Penal Code section 933.05, the Grand Jury requires responses from the following governing bodies:

- School Districts
  - Bolinas-Stinson School District Board of Trustees (F7, R4)
  - Kentfield School District Board of Trustees (F7, R4)
  - Laguna Joint School District Board of Directors (F7, R4)
  - Lagunitas School District Board of Trustees (F7, R4)
  - Larkspur-Corte Madera School District Board of Trustees (F7, R4)
  - Marin County Office of Education (F7, R4)
  - Mill Valley School District Board of Trustees (F7, R4)
  - Miller Creek Elementary School District Board of Trustees (F7, R4)
  - Nicasio School District Board of Trustee (F7, R4)
  - Novato Unified School District Board of Trustees (F7, R4)
  - Reed Union School District Board of Trustees (F7, R4)
  - Ross School District Board of Trustees (F7, R4)
  - Ross Valley School District Board of Trustees (F7, R4)
  - San Rafael City Schools Board of Education (F7, R4)
  - Sausalito/Marin City School District Board of Trustees (F7, R4)
  - Shoreline Unified School District Board of Trustees (F7, R4)
  - Tamalpais Union High School District Board of Trustees (F7, R4)
  
- Municipalities
  - City of Belvedere (F1-F13, R1-R6)
  - City of Larkspur (F1-F13, R1-R6)
  - City of Mill Valley (F1-F13, R1-R6)
  - City of Novato (F1-F13, R1-R6)
  - City of San Rafael (F1-F13, R1-R6)
  - City of Sausalito (F1-F13, R1-R6)
  - Marin County Board of Supervisors (F1-F13, R1-R6)
  - Town of Corte Madera (F1-F13, R1-R6)
  - Town of Fairfax (F1-F13, R1-R6)
  - Town of Ross (F1-F13, R1-R6)
  - Town of San Anselmo (F1-F13, R1-R6)
  - Town of Tiburon (F1-F13, R1-R6)
  
- Water Districts
  - Bolinas Community Public Utility District (F7, R4)
  - Marin Municipal Water District (F7, R4)
  - North Marin Water District (F7, R4)
  - Stinson Beach County Water District (F7, R4)

- Fire Protection Districts
  - Bolinas Fire Protection District (F7, R4)
  - Central Marin Fire Department (F7, R4)
  - Inverness Public Utility District (F7, R4)
  - Kentfield Fire Protection District (F7, R4)
  - Marin County Fire Department (F7, R4)
  - Marinwood Community Services District (F7, R4)
  - Novato Fire Protection District (F7, R4)
  - Ross Valley Fire Department (F7, R4)
  - Southern Marin Fire Protection District (F7, R4)
  - Stinson Beach Fire Protection District (F7, R4)
  - Tiburon Fire Protection District (F7, R4)
  
- Sanitary Districts
  - Almonte Sanitary District (F7, R4)
  - Alto Sanitary District (F7, R4)
  - Central Marin Sanitation Agency (F7, R4)
  - Corte Madera Sanitary District No. 2 (F7, R4)
  - Homestead Valley Sanitary District (F7, R4)
  - Las Gallinas Valley Sanitary District (F7, R4)
  - Novato Sanitary District (F7, R4)
  - Richardson Bay Sanitary District (F7, R4)
  - Ross Valley Sanitary District (F7, R4)
  - San Rafael Sanitation District (F7, R4)
  - Sausalito Marin City Sanitary District (F7, R4)
  - Sewerage Agency of Southern Marin (F7, R4)
  - Tiburon Sanitary District 5 (F7, R4)

The governing bodies indicated above should be aware that the comment or response of the governing body must be conducted in accordance with Penal Code section 933 (c) and subject to the notice, agenda and open meeting requirements of the Brown Act.

Note: At the time this report was prepared information was available at the websites listed.
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Reports issued by the Civil Grand Jury do not identify individuals interviewed. Penal Code Section 929 requires that reports of the Grand Jury <u>not</u> contain the name of any person or facts leading to the identity of any person who provides information to the Civil Grand Jury. The California State Legislature has stated that it intends the provisions of Penal Code Section 929 prohibiting disclosure of witness identities to encourage full candor in testimony in Grand Jury investigations by protecting the privacy and confidentiality of those who participate in any Civil Grand Jury investigation.
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## APPENDIX A

Impact, connection, and capacity fees vary considerably within these districts throughout Marin County.

<u>School Districts</u>	<u>Water Districts</u>	<u>Fire Protection Districts</u>	<u>Sanitary Districts</u>
Bolinas-Stinson	Bolinas Community Public Utility	Bolinas	Almonte
Kentfield	Marin Municipal	Central Marin	Alto
Laguna	North Marin	Inverness Public Utility	Central Marin
Lagunitas	Stinson Beach County	Kentfield	Corte Madera
Larkspur-Corte Madera		Marin County	Homestead Valley
Marin County Office of Education		Marinwood Community Services	Las Gallinas
Mill Valley		Novato	Novato
Miller Creek		Ross Valley	Richardson Bay
Nicasio		Southern Marin	Ross Valley
Novato Unified		Stinson Beach	San Rafael
Reed Union		Tiburon	Sausalito/Marin City
Ross			Southern Marin
Ross Valley			Tiburon
San Rafael City			
Sausalito/Marin City			
Shoreline Unified			
Tamalpais Union			

## **APPENDIX B**

For reference only: These are the primary laws affecting ADU development:

- AB 68/AB 881 - Requires local agencies to approve or deny an ADU project more quickly and prohibits local agencies from adopting ADU ordinances that impose minimum lot size requirements, set certain maximum dimensions, or require replacement off-street parking in certain situations. Also allows for an ADU as well as a “junior” ADUs where certain access, setback and other criteria are met.
- SB 13 - Provides, until January 1, 2025, that cities may not condition approval of ADU building permit applications on the applicant being the “owner-applicant” of either the primary dwelling or the ADU, and prohibits impact fees on ADUs under 750 square feet.
- AB 587 - Provides that local agencies may now allow ADUs to be sold or conveyed separately from a primary residence if certain conditions are met. This law is expected to increase the ability of affordable housing organizations to sell deed-restricted ADUs to eligible low-income homeowners.
- AB 670 - Prevents homeowners' associations from barring ADUs. AB 670 makes unlawful any HOA condition that "prohibits or unreasonably restricts" the construction of ADUs on single-family residential lots.
- AB 671 - Requires local governments to include in their General Plan housing elements plans to incentivize and promote the creation of affordable ADUs. The law also requires HCD (Housing and Community Development) to develop, by December 31, 2020, a list of state grants and financial incentives for ADU development.
- New California legislation went into effect on January 1st, 2023, that allows 2-story ADUs in some instances, provides more flexibility in where ADUs can be located on a property, and makes obtaining an ADU permit a more transparent and streamlined process.

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**ARTICLE 2. Adoption of Regulations [65850 - 65863.13]** (*Article 2 added by Stats. 1965, Ch. 1880.*)

**65852.2.** [https://california.public.law/codes/ca\\_gov%27t\\_code\\_section\\_65852.2](https://california.public.law/codes/ca_gov%27t_code_section_65852.2)  
(*Amended (as amended by Stats. 2021, Ch. 343, Sec. 1) by Stats. 2022, Ch. 664, Sec. 2.5. (SB 897) Effective January 1, 2023.*)



## RESPONSE FORM: 2022-2023 Marin Civil Grand Jury Report

Report Title: Build More ADU's

Respondent/Agency Name: Inverness Public Utility District

Submitter Name: Kenneth J. Emanuels Title: President, Board of Directors

### FINDINGS

- Agree with the findings numbered: F7
- Disagree *partially* with the findings numbered: \_\_\_\_\_
- Disagree *wholly* with the findings numbered: \_\_\_\_\_

(Attach a **statement** specifying any portions of the findings that are disputed; include an explanation of the reasons therefor.)

### RECOMMENDATIONS

- Recommendations numbered \_\_\_\_\_ have been implemented.  
(Attach a **summary** describing the implemented actions.)
- Recommendations numbered \_\_\_\_\_ have not yet been implemented, but will be implemented in the future.  
(Attach a **timeframe** for the implementation.)
- Recommendations numbered \_\_\_\_\_ require further analysis.  
(Attach an **explanation** and the scope and parameters of an analysis or study, and a **timeframe** for the matter to be prepared for discussion by the officer or director of the agency or department being investigated or reviewed, including the governing body of the public agency when applicable. This **timeframe shall not exceed six months** from the date of publication of the grand jury report.)
- Recommendations numbered R4 will not be implemented because they are not warranted or are not reasonable.  
(Attach an **explanation**.)

Date: 7/26/2023 Signed: \_\_\_\_\_

Number of pages attached: 1



# INVERNESS PUBLIC UTILITY DISTRICT

*FIRE DEPARTMENT & WATER SYSTEM*

POST OFFICE BOX 469

INVERNESS, CA 94937-0469

12781 SIR FRANCIS DRAKE BLVD., SUITE 5, INVERNESS CA & (415) 669-1414

ADMIN@INVERNESSPUD.ORG & WWW.INVERNESSPUD.ORG

**Response of the Inverness Public Utility District to Recommendation R4  
2022/23 Marin County Civil Grand Jury Report  
“Build More ADUs – An Rx to Increase Marin’s Housing Supply”**

Recommendation R4: By December 1, 2023, begin a feasibility assessment of waiving or significantly lowering impact and connection fees for units smaller than 750 square feet.

**This recommendation is not warranted for the Inverness Public Utility District, because the District imposes no impact or connection fees for residential development of any size.**

Submitted: July 26, 2023

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



**SHELLEY REDDING, GENERAL MANAGER  
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SUPERINTENDENT)**



Inverness Public Utility District  
Board Meeting July 26, 2023

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# Agenda Item No. 11

## **Resolution 282-2023**

Authorizing the Grant Application,  
Acceptance and Execution for the Drought  
Relief Program Tank Replacement Project



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

**Subject:** Resolution 282-2023 authorizing the grant application, acceptance, and execution for the Department of Water Resources Drought Relief Program Tank Replacement Project.

**Meeting Date:** July 26, 2023

**Date Prepared:** July 21, 2023

**Prepared by:** Shelley Redding, General Manager

**Attachments:** DWR Drought Relief Program Application, DWR Notice of Commitment Letter; Resolution 282-2023 (DRAFT)

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**Recommended Action:** Authorize and approve Resolution 282-2023 allowing the General Manager, or a Designee to execute and submit the required applications, forms and funding agreements for the Department of Water Resources Drought Relief Program Grant Funding.

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After the successful completion of the Tenney Tank Replacement project in June of 2022, which was financed with a loan from the State Water Resources Control Board, the District began the process of evaluating grant funding opportunities to replace the remaining redwood tanks in the District water system.

In March 2023, Staff submitted an application with appropriate documentation to the Department of Water Resources (DWR) for a grant that was specifically identified to provide sustainable infrastructure funding for small water systems and improve resiliency for a future drought event. Staff identified the 3 redwood tanks at the Colby site and the tank in Seahaven as sites for priority replacement.

On June 14, 2023, Staff received notification of a grant award of \$1.2 million. Subsequently, a notice of commitment letter was received, and the award was also announced in a Press Release by the Department of Water Resources. Since then, staff have been in discussion with the Engineering firm, Brelje & Race, to review and update the report that was completed in 2016. Staff have also had a site visit with Brelje & Race to start the process of determining the best site plan and tank design. Additionally, staff have met with the DWR project Coordinator to discuss next steps, forms that need to be submitted, budgeting and progress reporting quarterly.

The attached Resolution satisfies the initial grant program requirement that authorizes staff to apply for the grant and accept the terms of the funding agreement for the Tank Replacement Project. Staff recommends the approval of Resolution 282-2023.

**Attachment 1, Part I – Application Cover Sheet**

Application for Small Community Drought Relief Program pursuant to Budget Act of 2021

The Inverness Public Utility District  
*(Exact legal name of local entity applying for the grant)* *(PWSID)*

Of 50 Inverness Way, Inverness California, 94937  
*(Mailing address of local entity)*

Of the County of Marin, State of California, does hereby apply to the  
California Department of Water Resources for a grant in the amount of \$ 1,508,825.

For the following project under the Small Community Drought Relief Program:

Seahaven and Colby Failing Redwood and Welded Steel Tank Replacement  
*(Specify project title)*

By Shelley Redding Date 3/10/23  
*(Signature of authorized representative)*

Shelley Redding General Manager  
*(Print or type name of authorized representative)* *(Title)*

Telephone ( 415 ) 669-1414 E-mail shelley.redding@invernesspud.org

**Brief Proposal Description:**

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## Attachment 1, Part II – Applicant’s Representatives

**Project Name** Seahaven and Colby Failing Redwood and Welded Steel Tank Replacement

### Primary Project Contact

Name Shelley Redding Title General Manager

Address 50 Inverness Way, Inverness, California, 94937

Telephone ( 415 ) 669-1414 FAX (      )

E-mail shelley.redding@invernesspud.org

### Alternate Project Contact

Name Jim Fox Title Fire Chief, Water Superintendent

Address 50 Inverness Way, Inverness, California, 94937

Telephone ( 415 ) 669-1414 FAX (      )

E-mail jim.fox@invernesspud.org

### Alternate Project Contact (If Applicable)

Name Jenna Nicolas Title Administrative Assistant

Address 50 Inverness Way, Inverness, California, 94937

Telephone ( 415 ) 669-1414 FAX (      )

E-mail jnicolas@invernesspud.org

Type of Organization: Special District  
(city, county, water district, non-profit, etc.)

Attach a copy of the applicant’s charter and the names and titles of its officers.

### Attachment I, Part III – Summary of Project Costs

Provide a summary of the financing information about the proposed project, including cost share (if applicable).

		<u>% of Total Cost</u>
Total Cost of Project:	\$ 1,508,825 _____	
Amount Requested:	\$ 1,508,825 _____	100 %
Amount of Cost Share <sup>(1)</sup> :	\$ 0 _____	_____
Amount of Federal Contribution:	\$ 0 _____	_____
In-kind Contributions:	\$ 0 _____	_____
Amount to be Funded by Other Sources: (Describe below in table.)	\$ 0 _____	_____

Sources of funds from partner agencies for this project, if applicable:

Amount	Name of Source	Status of Funds <sup>(2)</sup>
\$		
\$		
\$		
\$		
Total: \$		

Is the project entirely benefiting a Disadvantaged Community (DAC) or a Severely Disadvantaged Community (SDAC)? (Y/N): N

If the project is partially benefiting DAC or SDAC, provide the percentage of grant funds to directly benefit a DAC or SDAC: N

Additional explanation, if necessary:

IPUD's water storage system is in urgent need of immediate replacement due to leaking rotted redwood tanks and failing welded steel tanks. IPUD's Intertie with Marin Municipal Water District does not allow for emergency tie-in due to drought conditions. Due to the size of our District, large and strategic tank replacement projects are outside of our staffing and budget capabilities. We are currently losing an estimated 3,153,600 gallons of filtered drinking water annually due to our leaking storage system. Immediate funding assistance is requested.

**Notes:**

<sup>(1)</sup> No cost share is required; however, grantees are required to show cost share (e.g., federal, local, or other funds) if an awarded project costs more than the grant amount.

<sup>(2)</sup> Identify the current status of funds: available, planned/budgeted, awarded, or pending.

Attachment 2: Project Proposal, Tasks, and Budget



Above Left: Colby leaking redwood rotted staves, severe bug damage, active floorboard leaks.

Above Right: Seahaven leaking redwood rotted staves, severe bug damage.

**1. Project Title:** Seahaven and Colby Failing Redwood and Welded Steel Tank Replacement.





Above Left: Colby redwood tank active leak due to woodpecker damage February 2023

Above Right: Seahaven redwood tank active leak due to woodpecker damage February 2023

## 2. Project Management

- a. Project Director: Shelley Redding
- b. Project Manager: Jim Fox
- c. Other Cooperators:
  - i. Brelje & Race Consulting Engineers
  - ii. Piazza Construction General Engineering Contractor
  - iii. Bauer Associates – geotechnical reporting
  - iv. Aqua Tech Company – redwood tank inspections (2017)
  - v. Inland Marine Services – welded steel tank inspections (2001, 2002)

### **Discussion: Internal capacity to successfully complete the project.**

#### ***Historical overview: 1980 – current***

At no time during the 41 years the Inverness Public Utility District (IPUD, the District) has owned the Water System has the District not been actively involved in capital projects for improving and upgrading the system’s infrastructure. The most intensive period of this work was the early 1980s, when the decrepit system acquired by IPUD was largely rebuilt. The District spent some \$2.5 million on capital improvements during the 1980s. Of this, \$290,000 was borrowed money (from the 1979 bond issue, which was paid off in 2011); all of the remainder (more than \$2.2 million) was from grants and from Federal and State disaster recovery and mitigation funds (from flooding events in 1982, 1983, and 1986).

All subsequent District capital projects have been paid for entirely out of customer revenue (for the Water System) and property tax proceeds (for the Fire Department). The \$800,000 loan for the Tenney Tanks Replacement Project was the first time the District has borrowed money (for any purpose) since the voter-approved 1979 bond issue that financed the purchase and rehabilitation of the Water System.

The District’s capital improvements since 1980, when it acquired the 100 yr. old Inverness Water Co. from Citizen’s Utilities of California, is broken down by system as follows:

COLLECTION SYSTEM (100% built by IPUD) The Water System’s entire collection system in the watershed on the easterly slope of the Inverness Ridge was obliterated by landslides, mudflows, and flooding in the early morning hours of January 4, 1982. The current network of eight collection points within the watershed was built subsequently, each consisting of a small concrete catchment basin anchored in bedrock. This is where most of our water comes from today (we have historic prescriptive rights to this water).

TREATMENT SYSTEM (100% built by IPUD) When the District bought the Water System in 1980, there was barely any treatment system at all. The water was chlorinated and strained, but only some it was even minimally filtered. The District built three up-to-date treatment plants in 1981, using a sand filter technology recommended by the State's Department of Health Services. In the early 1990s, the sand filters technology had to be entirely replaced because of new standards promulgated by U.S. EPA.

The District installed state-of-the-art microfilament membrane units. By the mid-2010s, these microfilament units were approaching their life expectancy, and the U.S. EPA regulations for treatment standards were once more becoming more stringent. Again, the District had to completely replace its treatment system, this time installing up-to-date Ultra and Nano filtration. Thus, the District has had to replace its entire treatment system three times between 1981 and 2016, each time at great expense. The District accomplished both the latter two changeouts with reserved funds from customer revenue instead of having to borrow money.

STORAGE SYSTEM (98% built or refurbished by IPUD) The District has 10 potable water storage tanks distributed across five sites. Four of the 10 are steel tanks that contain 74% of the District's total storage capacity of 440,000 gallons. Three of the four steel tanks were built since the IPUD acquired the Water System (**Seahaven** 70,000-gal tank, built in 1990; **Conner** 100,000-gal tank, built in 2008; and **Stockstill** 55,000-gal tank, built in 2016). The fourth steel tank is the **Colby** 100,000-gal tank built in 1969; this tank was refurbished by IPUD in 1983. Inspections from Inland Marine Services in 2001 and 2002 showed that welded steel tank interiors were in poor condition at both Colby and Seahaven sites. Current projections include the Seahaven 70,000-gallon steel tank and the large 100,000-gallon steel Colby tank replacement. **Additionally, three 10,000-gallon wood tanks at the Colby site (built in 1980 by IPUD) are next in line for urgent replacement due to leaks. Finally, a 15,000-gallon wood tank built by IPUD in 1982 at the Seahaven site is currently leaking and needs to be replaced.** All new tanks will be steel (or possibly concrete); not wood. Our storage system is in immediate need of replacement, especially given the extreme drought observed in California.

DISTRIBUTION SYSTEM (98.9% built by IPUD and Citizens Utilities since 1970s) The distribution system today consists of 10.1 miles of water mains, the largest of which are 6-inch lines (and which support 76 fire hydrants). At the time Citizen's Utilities bought the Inverness Water Co. (and its sister Seahaven Water Co.) in 1960, virtually all the water mains were galvanized iron (GI). During the 1970s, Citizens replaced about one-third of these mains (the oldest ones) with a type of cement-and-fiber transit pipes. Most of the remaining runs of GI line were replaced by IPUD during the major rebuild after the District bought the System in 1980. The District does not regard its distribution system as being a source of leaks, because of the type of pipe that is in use, how recently all of it was installed, and its long life expectancy.

**SIGNIFICANT LEAKS IN THE STORAGE SYSTEMS** As noted, the District does not regard its distribution system as "leaky." The storage system, on the other hand, is definitely "leaky." Four wooden tanks are observably leaking, because all four are past their useful life and leaking is a characteristic of aged wooden tanks. The District carefully tracks its "unsold water," which is the difference between the volume of water that passes through the production meters at the treatment plants and the lesser amount of "delivered" water that gets distributed. **Internal conservative estimates a drinking water loss of about 6 gallons per min for a 8640 gallon loss per day, 3,153,600 gallons of loss, annually.**

Storage facility inspection and engineering services were conducted by Brelje & Race identified IPUD's Tenney Tank location as first priority for replacement of redwood tank storage. From 2016 – 2021, Tenney Tank Replacement Project successfully replaced two leaking redwood tanks to partially restore the District's capacity to hold a reasonable reserve of drinking water for its customers.



***Above left: Colby redwood staves rot, bug damage. Right: active leak and stave rot.***

***IPUD's recent successful capacity building: Tenney Tank Replacement Project 2016-2021***

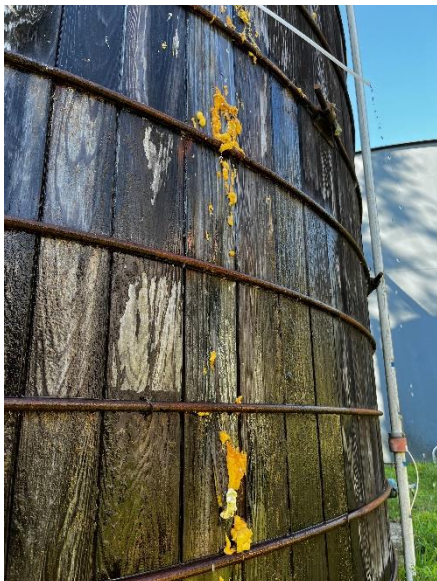
A multi-phase project with the contractors Brelje & Race was successfully completed in 2021 to replace failing redwood tanks in our distribution system. The Tenney Tank Replacement Project is of a similar scope and geographical location to the rest of the District's filtered water storage sites. The two redwood tanks (70,000 gallons total) at the Tenney site (one at 60,000 gallons built by IPUD in 1983; one at 10,000 gallons built in 1969); were replaced with two steel tanks that hold 96,400 gallons.

The working relationship between Inverness Public Utility District and Brelje & Race has been established and maintained from 1982 – 2023. The District's objective to maintain the pristine ecosystem and build drought and disaster resilient infrastructure within the watershed were taken into consideration when forming our relationship with Brelje & Race during a natural flood disaster (see Historical Outline of IPUD attachment). Alignment between Brelje & Race and Inverness Public Utility District has been proven over time and through fulfilled work commitments and mutual dedication to effective, affordable, and ecologically sound infrastructure improvements.

***Immediate need for funding***

The District has no reservoirs; it has no storage facilities at all for raw water. **Our storage facilities hold all the safe drinking water available to our customers.** An Intertie with North Marin Water District (NMWD), installed after the Inverness Flood of 1982, is capable of providing some 40 gallons per minute to Inverness in the event of a fire or natural disaster. **Most crucially, drought is not included in this agreement as a reason to connect to NMWD’s water supply.** Furthermore, emergency Intertie connection from NMWD to IPUD is subject to availability. It is reasonable to assume that if Inverness is experiencing drought conditions, NMWD is also experiencing drought conditions.

IPUD’s water system is currently running at a net income loss (see attached 3-Year Budget). As seen in the below photos and in further attached photos and video, IPUD’s storage system is in urgent need of repairs. During an engineering inspection in 2017 at both the Colby and Seahaven sites, immediate action was recommended to replace the failing infrastructure. It was then (2017) noted that the wooden tanks at Colby could fail at any moment. Due to financial, staffing, and timing constraints, and at a great functional loss to IPUD’s water system, the Tenney Tank Redwood construction project took precedence over the Seahaven and Colby redwood tank replacement.



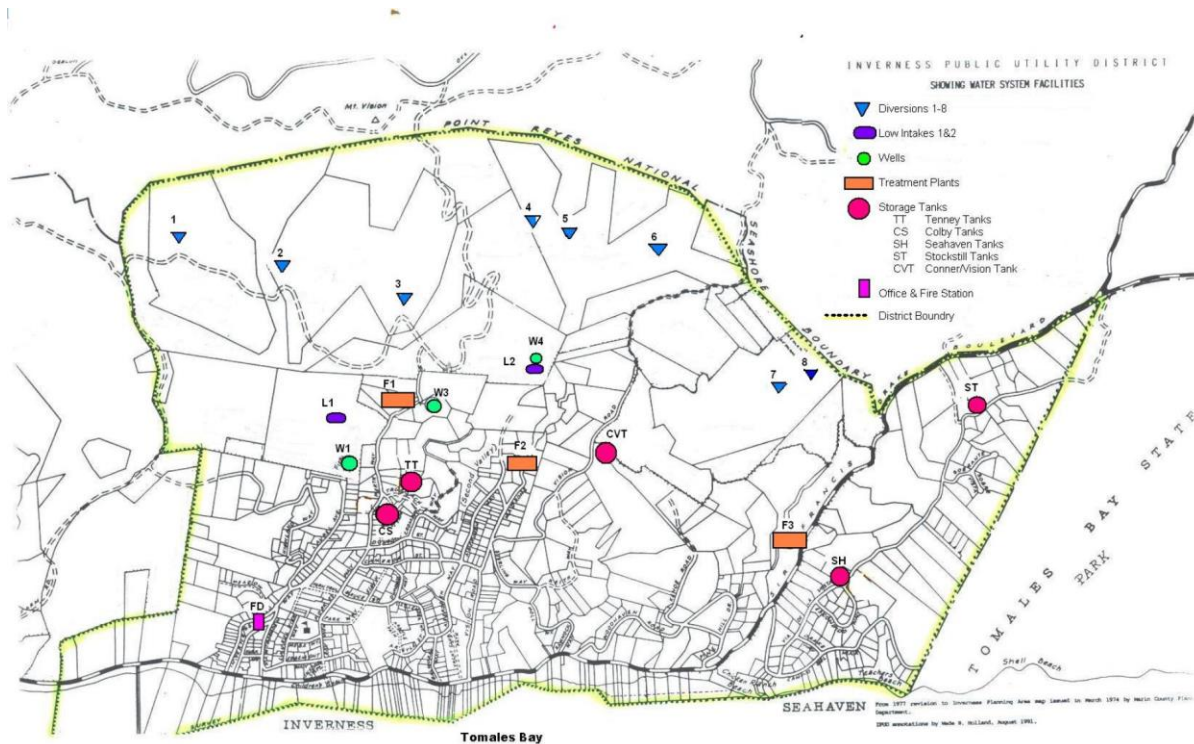


Above Left: Seahaven redwood tank active leak and rotted staves. Above Right: Colby redwood tank active leak and rotted staves.

**3. Scope of Work and Project Description**

IPUD is requesting funds from the Department of Water Resource’s Small Community Drought Relief Program for updated professional engineering services proposal, thoroughly assessing the conditions of each (Colby and Seahaven) failing welded steel tanks to strategically perform the replacement of failing redwood tanks at each site.

# Inverness Public Utility District Small Community Drought Relief Project Proposal



Above: District Map showing Colby Site Tanks (CT), Seahaven Site Tanks (ST)

The District encompasses some 1600 acres (approx. 2.5 square miles), of which 500-600 acres are watershed. The most important 373 acres of the watershed are in public ownership; the District owns 190 acres and Tomales Bay State Park owns 183 acres. The District effectively manages the entire publicly-owned watershed, including the portion owned by the State Park. The District is bounded on the north by Tomales Bay State Park, on the west by Point Reyes National Seashore, on the east by Tomales Bay, and on the south by North Marin Water District (there is no direction in which the District could expand its boundaries). Further maps and tank schematics are included in attachments.

The Colby Tank Site at 60 Perth Way has one 100,000-gal welded steel tank and three failing redwood 10,000-gal tanks. The Seahaven Tank Site at 225 Via de la Vista has one 70,000-gal welded steel tank and one 15,000-gal failing redwood tank. Attached is a more detailed schematic of the tanks at Colby, and a detailed map of the Seahaven site.

## 1.0 Tanks Condition Assessment Technical Memorandum

The conditional assessments will address the interior and exterior coatings, and improvements to address operational, code, and seismic deficiencies.

## 2.0 Replacement of Leaking Redwood Tanks

The replacement of the final remaining redwood storage tanks in IPUD's storage system will follow the scope of work, schedule, and deliverables completed by Task 1.0.

### **3.0 Bid for Construction and replacement of welded steel tanks**

An updated bid for the strategic replacement of the failing welded steel tanks on Colby and Seahaven storage sites will provide IPUD with crucial information regarding future drought resilience planning.

#### *Task 1.0 Conditional Assessment and Technical Memorandum.*

As previously stated, the replacement of the failing redwood tanks on the Seahaven and Colby sites are to take into consideration the imminent need to replace the outdated and failing welded steel tanks at each respective location. Additionally, the Seahaven and Colby welded steel Tanks will be evaluated and a technical memorandum prepared that describes the existing physical condition of the tanks and recommended repairs relating to structural integrity, seismic hazards, required maintenance, code and regulatory compliance, site safety and security.

The reports prepared by Inland Marine Services in 2001 and 2002 (noted above) will be reviewed and relied upon for some submerged interior conditions. Brelje & Race staff will perform observations and coating testing to supplement the previously collected information and determine any degradation that has occurred since previous inspections. Testing will determine adhesion and thickness of the existing coatings and whether there are any lead-based coatings present. Recommended construction duration will be described by Brelje & Race once a work agreement can be made.

An abbreviated structural analysis will be performed to determine what would likely be required to build new tanks in compliance with the current ASCE/AWWA seismic code for welded steel water storage tanks. Recommendations regarding any necessary repairs and upgrades needed to meet current code requirements will be presented.

A Technical Memorandum (detailed in Task Breakdown) will be provided by Brelje & Race. The Memorandum will include strategic planning and critical path scheduling discussions for implementing any recommended improvements at both tanks; such as how and when the tanks should be taken out of service without jeopardizing water service, fire protection or other service requirements.

Probable costs for all recommended improvements will be presented. The estimate of probable costs will assist IPUD in planning and preparing appropriate budgets and in scheduling the improvements. IPUD's objective is to define and implement the best work order to effectively replace the leaking redwood tanks in a manner that aids the later replacement of the aged and outdated welded steel tanks.

The Memorandum will be submitted in draft form initially to provide District staff opportunity to comment and modify the content ahead of finalizing the memorandum, and to include any "wish list" items. We anticipate participating in at least one review meeting (by phone or in person if desired) to discuss findings.

#### *Task 2 Replacement of Leaking Redwood Tanks in the Storage Network*

A strategic and sequenced plan will be developed in order to direct the contractor to maintain water system operation during construction. Finding the most drought resilient, economical, and

environmentally responsible solution to IPUD's failing water storage system is the top capital improvement priority. IPUD declared a Water Shortage Emergency in , memorandum on no new service agreements, and consistent customer messaging

Construction documents consisting of drawings and draft technical specifications will be presented to IPUD for review at the 65% level. A review meeting would be held to discuss the submittal and obtain final direction for completion of the documents. A 100% level submittal will also be made and will include drawings, specifications and a construction cost estimate. After receipt of any comments on the 100% submittal, requested changes will be made and final documents published.

### Task 3 Bid for Replacement of Failing Welded Steel Storage Tanks

Bid documents, consisting of drawings and technical specifications, will be prepared for rehabilitation of the Colby and Seahaven Tank Sites. The projects will primarily consist of leaking redwood tank demolition and new construction, tank maintenance, and further tank replacement planning to effectively phase out aged and failing welded steel tanks onsite. The scope of the welded steel tank replacement is outlined and recommended as the most economical choice in Brelje & Race's 2016 Memorandum (see attachment). Minimal repairs and appurtenance upgrades will also be included.

### Impact and loss of function if financial assistance does not occur.

IPUD's redwood tanks could fail at any moment and the welded steel tanks were recommended for replacement in 2017 by our consulting engineers Brelje & Race (see Aqua Tech Tank Report 2017 Colby and Seahaven sites, Brelje & Race Technical Memorandum 2016). Redwood tank failure would cause a loss of pressure throughout the entire distribution system, damage to private property and other pump house structures, and erosion of existing tank foundations on site. In IPUD's water system, the total failure of storage tanks at Colby and Seahaven would take our distribution largely offline. The Department of Water Resources' goal to provide immediate and near-term financial and technical support to help small communities survive this and future droughts is aligned with IPUD's immediate needs and future goals. This project, if approved, provides a clear level of drought protection increase by replacing aged out infrastructure with current seismic and safety standards and updated building materials and construction methods.

As stated in the technical memorandum provided by Brelje & Race in 2016 , replacement of the welded tanks is the most economical option for the district to provide long term drought resilience along with other extreme weather, climate change, or seismic related events. Due to the District's projected budget through 2023 (see 3-year Projected Budget Water System) and the continued impacts of drought, IPUD's award of a grant is the only option for our continued safe and resilient operation without incurring a budget deficit.

## **4. Project Objectives**

Each option endeavors to comply with the following District-provided objectives and the Department of Water Resources Drought Resiliency Goals.

- Design and construction of new storage facilities at Colby and Seahaven sites to comply with current codes and standards.



- Height of new storage tanks to be similar to that of existing tank(s) being replaced to ensure seismic impacts are lessened to the greatest extent possible to ensure system operation and distribution during an earthquake
- Whenever possible, increase usable storage volume to increase reserves of safe potable drinking water throughout the annual changes in consumption due to tourism and drought impacts.
- Minimize any change in service area pressures to prevent loss of filtered water throughout our storage and distribution systems.

## 5. Tasks Breakdown

Brelje & Race performed a cursory review of the tanks on August 12, 2016 during a brief site visit and, as expected, found welded steel tank coating conditions appeared to have degraded since the previous inspections. IPUD seeks funding for Brelje & Race to provide updated professional engineering services for an assessment of Colby and Seahaven storage sites that will allow the District to replace failing redwood infrastructure and make strategic decisions regarding the scope and budgetary costs of future work on each asset. Below is a breakdown of the tasks associated with the successful replacement of other redwood tanks in our storage system.

### Task 1.0 Conditional Assessment and Technical Memorandum. Cost Estimate: \$50,000

#### Task 1.0.1 Project Management/ Quality Control/ Communications

#### Task 1.0.2 Project Kick Off Meeting/ Scope of assessment review

#### Task 1.1 Site Visits

- 1.1.2 Photo Document tank and access design
- 1.1.3 General review of redwood and steel tank conditions
- 1.1.4 Adhesion and thickness tests; evaluate paint for lead
- 1.1.5 Plate thickness and measurements

#### Task 1.2 Existing Documents Research

- 1.2.1 Review IPUD and B&R files for design and construction information

#### Task 1.3 Tank Evaluations

- 1.3.1 Describe recommendations
- 1.3.2 Identify improvements required by CalOSHA
- 1.3.3 Identify improvements required by AWWA
- 1.3.4 Identify potential for compliance to AWWA
- 1.3.5 Identify other recommendations

#### Task 1.4 Technical Memorandum

- 1.4.1 General information, potential and recommended improvements
- 1.4.2 Describe Tank replacement options and costs
- 1.4.3 Describe recommended project for each tank site
- 1.4.3 Estimate costs for Project Budgeting
- 1.5.1 Review meeting to discuss memo and develop design criteria (phone)
- 1.6.1 Prepare and submit final memo with confirmed project design criteria

### Task 2 Replacement of Leaking Redwood Tanks in the Storage Network. Cost Estimate: \$1,300,000

Task 3 Bid for Replacement of Failing Welded Steel Storage Tanks. Cost Estimate \$50,000

\*scope of work and task breakdown similar to Task 1

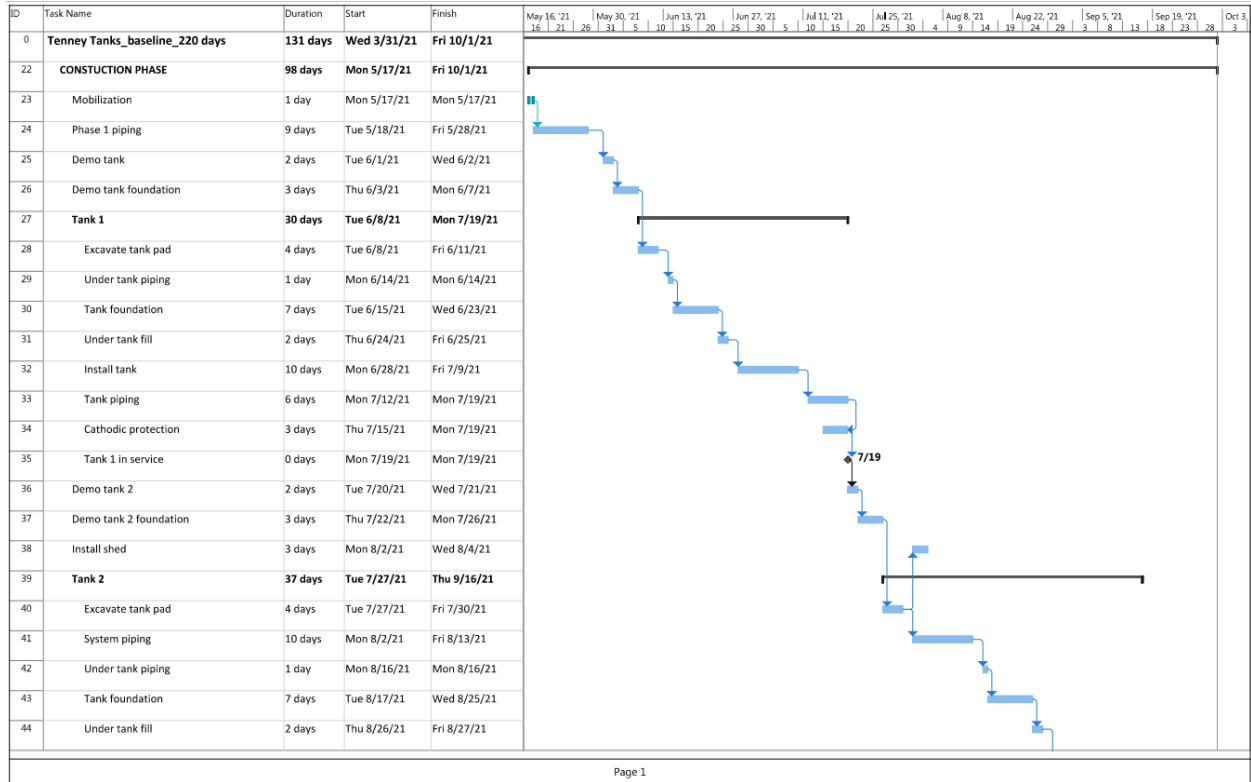
**6. Schedule**

It is anticipated that the professional services for the Conditional Assessment (Task 1) will be completed within 12 weeks of receiving a funding agreement and an authorization to proceed pending IPUD approval of inspection scheduling. IPUD’s recently completed redwood tank replacement project’s schedule (below) serves as a reasonable estimate for similar work to be completed by the same engineers. As mentioned, the Tenney Tank was accomplished with a loan, but IPUD’s approval of grant funds will ultimately determine it’s ability to start these urgently needed improvements.

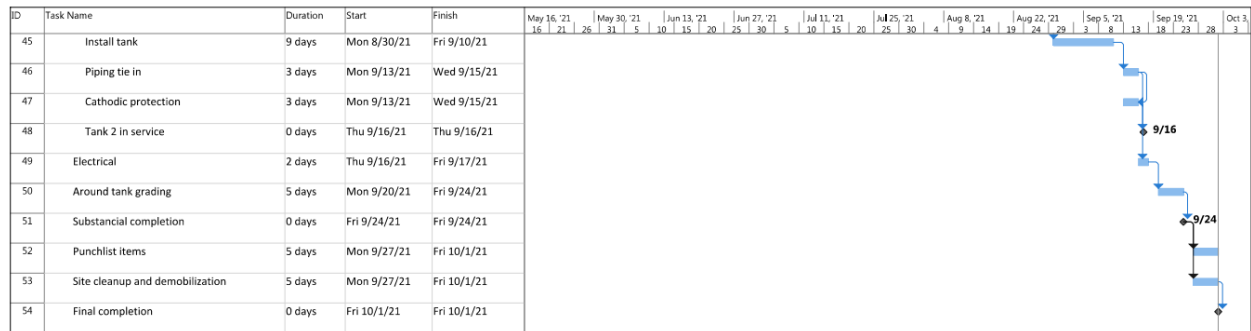
SCHEDULE - Tenney Tanks Replacement		MONTH																		
		1	2	3	4	5	6	7	8	9	10	12	13	14	15	16	17	18	19	
a	Receive Loan Approval	█																		
b	Bidding process		█	█																
c	Award Bid			█																
1	Moblization				█															
2	Demolition				█	█														
3	Site Preparation/Surfacing				█	█														
4	Site Piping/Conduit					█	█													
5	Foundation 1						█	█												
6	Tank 1 (53,000 gallons)								█	█	█									
7	Foundation 2										█	█								
8	Tank 2 (45,000 gallons)											█	█	█	█					
9	Building											█	█	█	█	█				
10	Demob																		█	

It is anticipated that the professional services for the Replacement of Leaking Redwood Tanks within the Storage System (Task 2) will take approximately 220 – 300 days at each work site once a work agreement is reached between Brelje & Race and IPUD. This is based off of the similar successfully completed Tenney Tank Project (see below Baseline Schedule Tenney Tank Project).

# Inverness Public Utility District Small Community Drought Relief Project Proposal



## Tenney Tank Baseline Schedule Continued



It is also anticipated that the Bid Documentation (Task 3) for Colby and Seahaven Welded Steel Tanks will be completed within 4 months of the completion of the Conditional Assessment.

## 7. Budget/ Budget Summary

As shown in the attached 3-Year Budget Estimate for Water System, IPUD projected operating at a net income loss ( -\$2,580 by 2023) due to the urgent need for redwood tank replacement at our Tenney Tank Site. The management and oversight required for the Tenney Tank Replacement Project was particularly straining on the current staff that other tank replacement projects were not able to receive

funding or attention during that time. IPUD is seeking funds to hire an administrative assistant to assist the Program Director, IPUD's General Manager Shelley Redding. Mrs. Redding has extensive experience with IPUD's capital tank improvements projects thus far.

Program Director Administrative Assistant Funding: \$50,000

IPUD is seeking funds to hire an assistant Program Manager to assist our Fire Chief and Water Superintendent, Jim Fox, with on site day-to-day management of the proposed project. Mr. Fox has been employed at the District There is currently no project management staff in house at IPUD who could reasonably perform Program Manager Assistant duties.

Program Manager Assistant Funding: \$50,000

All work will be accomplished on a time and material basis. The budget will be monitored and will not be exceeded without prior written or email authorization from IPUD. IPUD's internal Tank Replacement and Capital Improvement Plan serves as a "low end" estimate from the last contracted assessment from Brelje & Race. Because cost of materials, labor, and therefore cost of doing business has risen since 2016, a 30% contingency has been added to the total estimated costs for Colby and Seahaven Tank sites.

IPUD's previous successful contracts with Brelje & Race are being used to estimate the budget for updated Seahaven and Colby Tank Replacement Professional Engineering Services. It is reasonable to assume that the scope of work will be similar to previous improvement projects, some of which have occurred throughout previous natural disasters and current drought conditions. There is site familiarity already established with Brelje & Race's subcontractors, and a history of how to successfully phase water distribution in our network during construction projects.

Task 1 Budget Estimate: Conditional Assessment and Technical Memorandum - \$50,000

*See Colby Seahaven Technical Memorandum*

*See BRCE Engineering Services Agreement*

Task 2 Budget Estimate: Replacement of Leaking Redwood Tanks in Storage System - \$1,300,000

Colby Site: \$650,000

Seahaven Site: \$650,000

*See IPUD Tank Replacement CIP Rotated Tables*

*See Agreement for Consulting Services IPUD Tenney Tank Replacement*

*See Scope of Professional Services for Tenney Tank Replacement Project*

*See Estimate of Probable Construction Costs Tenney Tank*

Task 3 Budget: Updated Bid for Replacement of Failing Welded Steel Storage Tanks - \$ 58,825

*See 2016 Task, Work Hours, Cost Tabulation Colby Seahaven*

Task 1 Estimated Cost	\$50,000
Task 2 Estimated Cost	\$1,300,000
Task 3 Estimated Cost	\$58,825
2 Assistant Staffing Positions (\$50,000 each)	\$100,000

Total Cost of Project	\$1,508,825
Cost-share	\$0
In-kind contributions	\$0
Other contributions	\$0
Total Amount Requested	\$1,508,825

### 8. Deliverables

Assistant Program Director will report to the Program Director, Shelley Redding, and will be responsible for the day-to-day administrative fiscal duties of the Program, its quarterly reporting, and to provide services in a safe, courteous, and efficient manner in compliance with the State and Federal regulations and District policies.

Assistant Program Manager will report to the Program Manager, Jim Fox, and will be responsible for assisting in the day-to-day site management, operations, safekeeping, maintenance, and improvement of the Program.

For all tasks, grant reporting in the submittal of quarterly progress reports, invoices, a final report, and a post-completion report will be completed and submitted to the appropriate Department of Water Resource reviewer. Specific deliverables for tasks which IPUD seeks DWR’s financial support are detailed here.

#### **Task 1: Conditional Assessment and Technical Memorandum**

– Project Start-up Meeting

Conduct phone meeting with General Manager and operations staff to review project scope and confirm goals, communications protocols and review the preliminary schedule.

– Base Mapping

Update base mapping based on site observations and notes made by Project Engineer during a site visit.

– Preliminary Design

Prepare a preliminary design package consisting of a tank site layout, grading and piping plans for use during the environmental review process and neighborhood meetings the District chooses to conduct. Prepare a preliminary construction cost estimate using the preliminary design package.

– 95% Bid Documents

Prepare 95% bid documents package consisting of a set of drawings, approximately 14 in number bearing the following anticipated titles, and a draft bid book. The package will be prepared in

accordance with recommendations and design criteria in the site specific geotechnical report prepared by Bauer Associates.

-Two sets of the preliminary design package, one each in hardcopy and electronic form, will be transmitted to the District for review and comment. Plans will be provided at full or half-scale as directed by the District. A phone meeting will be held with the District to review and discuss the preliminary design package.

-100% Bid Documents. Prepare 100% Bid Document package (plans, contract front-end documents and technical specifications) responding to District comments from the 95% review meeting. A preliminary estimate of probable construction cost will be prepared. Six (6) half-scale sets of plans, two (2) copies of the bid book together with an electronic copy of each item and the construction cost estimate will be transmitted to the District for approval.

## **Task 2: Replacement of Leaking Redwood Tanks in Storage System**

Demolition of existing tanks, foundations, and piping

Concrete Ring Foundation

Bolted Steel Tank Build

Site Piping

Design Engineering

Construction Management

It is understood that site construction at the Colby tank will be more difficult and more costly, due to site accessibility and residential proximity to site.

**Task 3: Updated Bid for Replacement of Failing Welded Steel Storage Tanks.** A strategic plan and sequencing plan will be developed in order to direct the contractor to maintain water system operation during construction. Original drawings of the tank with added record drawing information will be used to create the improvements drawings.

Construction documents consisting of drawings and draft technical specifications will be presented to IPUD for review at the 65% level. A review meeting would be held to discuss the submittal and obtain final direction for completion of the documents. A 100% level submittal will also be made and will include drawings, specifications and a construction cost estimate. After receipt of any comments on the 100% submittal, requested changes will be made and final documents published.

Details of the project will be finalized with the District following preparation and review of the updated Technical Memorandum. For the purposes of this proposal, the assumed construction project will include the following:

## Inverness Public Utility District Small Community Drought Relief Project Proposal

- Best replacement options for onsite welded steel tanks given the sequential and strategic replacement of onsite redwood tanks
- Minimal repairs to the existing steel structures to ensure midterm safe operation
- Improvements to achieve compliance with Cal OSHA and DDW requirements (health and safety related only)
- Improvements to enhance access and ventilation
- Flexible piping connections to reduce the tank's seismic vulnerability

**DEPARTMENT OF WATER RESOURCES**

P.O. BOX 942836  
SACRAMENTO, CA 94236-0001  
(916) 653-5791



June 14, 2023

Ms. Shelley Redding  
General Manager  
Inverness Public Utility District  
50 Inverness Way  
Inverness, California 94937

Approval of Funding from Small Community Drought Relief Program –  
Inverness Tank Replacement Project

Your request for funding from the Department of Water Resources' Small Community Drought Relief Program (Program) for the Inverness Tank Replacement Project (Project) has been approved. The approved funding is not to exceed the amount of \$1,200,000. The term of the funding will be from June 14, 2023, to June 30, 2025.

The Program was authorized by the Legislature pursuant to the Budget Act of 2021, as amended (Stats. 2022, ch. 44, § 25). The intent of the Program is to provide immediate and near-term financial and/or technical support to help small communities survive this and future droughts.

The purpose of this funding is to help the Inverness Public Utility District implement the above-referenced project. The Project is comprised of replacing three existing leaking rotted redwood water storage tanks to provide resiliency to the community's water system during future droughts.

A draft funding agreement is being developed and will be sent to you for review. You may begin incurring costs from June 14, 2023. No reimbursement of Eligible Project Costs will be issued until the funding agreement is executed. Any costs incurred are at your own risk until the funding agreement is executed. For guidance as to what are Eligible Project Costs and what type of documentation is required for reimbursement, please see the *Small Community Drought Relief Program Guidelines and Agreement Template* which may be found at: <https://water.ca.gov/Water-Basics/Drought/Drought-Funding/Small-Community-Drought-Relief>.



Ms. Shelley Redding  
June 14, 2023  
Page 2

If you have any questions or need additional information regarding the agreement, please contact Sammy Naventhan by email at [Kandasamy.Naventhan@water.ca.gov](mailto:Kandasamy.Naventhan@water.ca.gov) or by phone at (916) 820-7621.

Sincerely,



Arthur Hinojosa  
Manager  
Division of Regional Assistance

Attachment

ACCEPTED:

SHELLEY REDDING

Shelley Redding  
General Manager  
Inverness Public Utility District

Date 6/27/2023

Ms. Shelley Redding  
June 14, 2023  
Page 3

**ATTACHMENT: FUNDING REQUEST**

Steve Doe: ShouaNha Moua Alvarado  
P:\Drought 2021\Program Management\Correspondence\SCDRP\_Commitment Letter\_Inverness PUD\_June2023

SURNAME	<i>JH</i>		<i>SD</i>		
DWR 155 (Rev 4/02)		6/14/2023		6/14/2023	

**\$1,200,000**

## Inverness Public Utility District Small Community Drought Relief Project Proposal

funding or attention during that time. IPUD is seeking funds to hire an administrative assistant to assist the Program Director, IPUD's General Manager Shelley Redding. Mrs. Redding has extensive experience with IPUD's capital tank improvements projects thus far.

Program Director Administrative Assistant Funding: \$50,000

IPUD is seeking funds to hire an assistant Program Manager to assist our Fire Chief and Water Superintendent, Jim Fox, with on site day-to-day management of the proposed project. Mr. Fox has been employed at the District There is currently no project management staff in house at IPUD who could reasonably perform Program Manager Assistant duties.

Program Manager Assistant Funding: \$50,000

All work will be accomplished on a time and material basis. The budget will be monitored and will not be exceeded without prior written or email authorization from IPUD. IPUD's internal Tank Replacement and Capital Improvement Plan serves as a "low end" estimate from the last contracted assessment from Brelje & Race. Because cost of materials, labor, and therefore cost of doing business has risen since 2016, a 30% contingency has been added to the total estimated costs for Colby and Seahaven Tank sites.

IPUD's previous successful contracts with Brelje & Race are being used to estimate the budget for updated Seahaven and Colby Tank Replacement Professional Engineering Services. It is reasonable to assume that the scope of work will be similar to previous improvement projects, some of which have occurred throughout previous natural disasters and current drought conditions. There is site familiarity already established with Brelje & Race's subcontractors, and a history of how to successfully phase water distribution in our network during construction projects.

Task 1 Budget Estimate: Conditional Assessment and Technical Memorandum - \$50,000

*See Colby Seahaven Technical Memorandum*

*See BRCE Engineering Services Agreement*

Task 2 Budget Estimate: Replacement of Leaking Redwood Tanks in Storage System - ~~\$1,300,000~~ **1,200,000**

Colby Site: \$650,000

Seahaven Site: \$650,000

*See IPUD Tank Replacement CIP Rotated Tables*

*See Agreement for Consulting Services IPUD Tenney Tank Replacement*

*See Scope of Professional Services for Tenney Tank Replacement Project*

*See Estimate of Probable Construction Costs Tenney Tank*

Task 3 Budget: Updated Bid for Replacement of Failing Welded Steel Storage Tanks - \$ 58,825

*See 2016 Task, Work Hours, Cost Tabulation Colby Seahaven*

## Inverness Public Utility District Small Community Drought Relief Project Proposal

Task 1 Estimated Cost	\$50,000
Task 2 Estimated Cost	\$1,300,000
Task 3 Estimated Cost	\$58,825
2 Assistant Staffing Positions (\$50,000 each)	\$100,000

Total Cost of Project	\$1,508,825
Cost-share	\$0
In-kind contributions	\$0
Other contributions	\$0
Total Amount Requested	\$1,508,825

**8. Deliverables**

Assistant Program Director will report to the Program Director, Shelley Redding, and will be responsible for the day-to-day administrative fiscal duties of the Program, its quarterly reporting, and to provide services in a safe, courteous, and efficient manner in compliance with the State and Federal regulations and District policies.

Assistant Program Manager will report to the Program Manager, Jim Fox, and will be responsible for assisting in the day-to-day site management, operations, safekeeping, maintenance, and improvement of the Program.

For all tasks, grant reporting in the submittal of quarterly progress reports, invoices, a final report, and a post-completion report will be completed and submitted to the appropriate Department of Water Resource reviewer. Specific deliverables for tasks which IPUD seeks DWR's financial support are detailed here.

**Task 1: Conditional Assessment and Technical Memorandum****– Project Start-up Meeting**

Conduct phone meeting with General Manager and operations staff to review project scope and confirm goals, communications protocols and review the preliminary schedule.

**– Base Mapping**

Update base mapping based on site observations and notes made by Project Engineer during a site visit.

**– Preliminary Design**

Prepare a preliminary design package consisting of a tank site layout, grading and piping plans for use during the environmental review process and neighborhood meetings the District chooses to conduct. Prepare a preliminary construction cost estimate using the preliminary design package.

**– 95% Bid Documents**

Prepare 95% bid documents package consisting of a set of drawings, approximately 14 in number bearing the following anticipated titles, and a draft bid book. The package will be prepared in

*Inverness Public Utility District*

**RESOLUTION 282-2023**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE INVERNESS PUBLIC UTILITY DISTRICT  
AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND  
EXECUTION FOR THE DWR DROUGHT RELIEF PROGRAM TANK  
REPLACEMENT PROJECT**

**WHEREAS**, Inverness Public Utility District proposes to implement the DWR Drought Relief Program Tank Replacement Project; and

**WHEREAS**, DWR Drought Relief Program Tank Replacement Project is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies; and

**WHEREAS**, Inverness Public Utility District has legal authority and is authorized to enter into a funding agreement with the State of California; and

**WHEREAS**, Inverness Public Utility District intends to apply for grant funding from the California Department of Water Resources for the DWR Drought Relief Program Tank Replacement Project;

**THEREFORE, BE IT RESOLVED** by the Board of Directors of the Inverness Public Utility District as follows:

1. That pursuant and subject to all the terms and provisions of Budget Act of 2021, as amended (Stats. 2022, ch. 44, §25), the Inverness Public Utility District's General Manager is hereby authorized and directed to prepare and file an application for funding with the Department of Water Resources and take such other actions as necessary or appropriate to obtain grant funding.
2. The Inverness Public Utility District's General Manager is hereby authorized and directed to execute the funding agreement with the Department of Water Resources and any amendments thereto.
3. The Inverness Public Utility District's General Manager is hereby authorized and directed to submit any required documents, invoices, and reports required to obtain grant funding.

**PASSED AND ADOPTED** at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 26<sup>th</sup> day of July, 2023, 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 Resolution 282-2023 on record in this office, and that subsequent to its adoption no provision of Resolution 282-2023 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 July 26, 2023

---

## Agenda Item No. 12

### **Review and Approve Expenditures**

- **May and June 2023 Expenditures**
- **May and June 2023 Credit Card Charges**

07/20/23  
15:10:18

INVERNESS PUBLIC UTILITY DISTRICT  
Check Register  
For the Accounting Period: 5/23

Page: 1 of 3  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99751	E	256 PG&E	2402.51	05/09/23	5/23		
-99750	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	875.31	05/09/23	5/23	CL 550	2402.51
-99749	E	29 TRUIST BANK	1.04	05/09/23	5/23	CL 551	875.31
-99748	E	88 DIVERSIFIED TECHNOLOGY	726.00	05/09/23	5/23	CL 552	1.04
-99732	E	17 AT&T -F1 Internet	0.00	05/10/23	5/23	CL 553	726.00
-99731	E	256 PG&E	3099.97	06/01/23	5/23	CL 571	
-99730	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	1989.92	06/05/23	5/23	CL 586	3099.97
-99729	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	980.35	06/05/23	5/23	CL 588	1989.92
60021 *	S	6 ACTUARIAL RETIREMENT COUNSELING	2700.00	05/09/23	_____	CL 589	980.35
60022	S	41 BUILDING SUPPLY CENTER	1247.33	05/09/23	_____	CL 546	2700.00
60023	S	130 GRAINGER	45.43	05/09/23	_____	CL 549	1247.33
60024	S	146 HORIZON CABLE TV INC.	90.04	05/09/23	_____	CL 548	45.43
60025	S	259 POINT REYES LIGHT PUBLISHING CO., LC	129.00	05/09/23	_____	CL 545	90.04
60026	S	289 STREAMLINE	260.00	05/09/23	_____	CL 547	129.00
60027	S	18 AT&T (CalNet)	456.78	05/15/23	_____	CL 554	260.00
60028	S	36 BRELJE AND RACE LABORATORIES, INC.	320.00	05/15/23	_____	CL 565	456.78
60029	S	262 QUILL CORPORATION	29.22	05/15/23	_____	CL 564	320.00
60030	S	71 CORE	120.00	05/25/23	_____	CL 563	29.22
60031	S	184 L.N. CURTIS AND SONS	92.55	05/25/23	_____	CL 576	120.00
60032	S	316 UPS	22.70	05/25/23	_____	CL 577	92.55
60033	S	321 VERIZON WIRELESS	34.96	05/25/23	_____	CL 579	22.70
60034	S	32 BLACK MOUNTAIN SOFTWARE	3763.00	06/02/23	_____	CL 578	34.96
60035	S	128 GOOD & CLEAN, INC.	227.00	06/02/23	_____	CL 583	3763.00
60036	S	259 POINT REYES LIGHT PUBLISHING CO., LC	754.50	06/02/23	_____	CL 581	227.00
						CL 584	754.50



07/20/23  
15:10:18

INVERNESS PUBLIC UTILITY DISTRICT  
Check Register  
For the Accounting Period: 5/23

Page: 2 of 3  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60037	S	262 QUILL CORPORATION	321.98	06/02/23	_____	CL 582	321.98
60038	S	360 AT&T MOBILITY (Firstnet)	231.67	06/05/23	_____	CL 587	231.67
60039	S	41 BUILDING SUPPLY CENTER	256.11	06/05/23	_____	CL 590	256.11
60040	S	146 HORIZON CABLE TV INC.	90.04	06/05/23	_____	CL 585	90.04
<b>Total for Claim Checks</b>			<b>21267.41</b>				
Count for Claim Checks							28

\* denotes missing check number(s)

# of Checks: 28                      Total: 21267.41

Total for Payroll Checks

	Employee	Employer	Amount
J001 HOURS (INS IN LIEU)	0.00		510.00
OVER HOURS (Overtime)	2.00		99.46
REG HOURS (Regular Time)	1,197.55		49,704.85
SICK HOURS (Sick Time)	50.00		2,680.26
VACA HOURS (Vacation Time Used)	14.00		735.98
GROSS PAY	53,730.55	0.00	
NET PAY	39,804.56	0.00	
CHILD SUPPORT	804.00	0.00	
CLASSIC	0.00	1,937.54	
ETT	0.00	0.58	
FIRE CLASSIC	0.00	1,024.20	
FIT	5,302.36	0.00	
HEALTH INS HSA	1,616.02	8,547.94	
MEDICARE	755.66	755.66	
PEPRA	0.00	3,696.45	
PEPRA SAFETY	0.00	801.94	
SDI	483.57	0.00	
SIT	1,733.30	0.00	
SOCIAL SECURITY	3,231.08	3,231.08	
WORKERS' COMP	0.00	155.86	
CHASE BANK	2,578.41	0.00	
EXCHANGE BANK	5,357.27	0.00	
REDWOOD CU	19,332.40	0.00	
UMB BANK	2,689.00	0.00	
UMPQUA BANK	1,344.50	0.00	
WELLS FARGO	8,502.98	0.00	
FIT/SIT BASE	52,114.53	0.00	
MEDICARE BASE	52,114.53	0.00	
SOC SEC BASE	52,114.53	0.00	
UN BASE	53,730.55	0.00	
WC BASE	53,697.39	0.00	
Total		20,151.25	
Total Payroll Expense (Gross Pay + Employer Contributions):		73,881.80	

Check Summary

Payroll Checks Prev. Out.	\$6,134.40
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$6,134.40
Electronic Checks	\$83,889.90

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6462.16	6462.16		21103
Medicare	1511.32	1511.32		21102

07/20/23  
15:13:51

INVERNESS PUBLIC UTILITY DISTRICT  
Payroll Summary For Payrolls from 05/01/23 to 05/31/23

Page: 2 of 2  
Report ID: P130

Unempl. Insur.	0.00				21107
Workers' Comp	155.86	651.02		806.88	21108
FIT	5302.36		5302.36		21101
SIT	1733.30		1733.30		21104
SDI	483.57		483.57		21105
ETT	0.58		0.58		21106
CHILD SUPPORT	804.00		804.00		21127
PEPRA	3696.45		3696.45		21123
CLASSIC	1937.54		1937.54		21121
FIRE CLASSIC	1024.20		1024.20		21122
PEPRA SAFETY	801.94		801.94		21125
HEALTH INS HSA	10163.96	10163.96	20327.92		21111
Total Ded.	34077.24	10814.98	44085.34	806.88	

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

06/05/23  
11:06:34

INVERNESS PUBLIC UTILITY DISTRICT  
Claim Details  
For the Accounting Period: 5/23

Page: 1 of 2  
Report ID: AP100

For doc #s from 588 to 589  
\* ... Over spent expenditure

Claim Line #	Check Invoice #/Inv Date	Vendor #/Name/Description	Document \$/Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
588	E 306	U.S. BANK CORPORATE PAYMENT	1,989.92					
S. Redding Cal Card Purchses 05/23								
1	opsntmiuew 04/25/23	Zoom(Video Conf) - Jenna N	17.36*			10 52101	62212	10101
2	opsntmiuew 04/25/23	Zoom (Video - prepaid)	69.45			10	11149	10101
3	042523 04/25/23	Costco - IDC Volunteer	52.30			21	53101 63364	10101
4	042523 04/25/23	Costco - Supplies	33.98*			10	52101 62212	10101
5	042523 04/25/23	Costco - Drill Supplies	43.95*			21	53101 63811	10101
6	4576 05/05/23	Windy City Cabinet	80.17			21	53101 63364	10101
7	051523 05/15/23	Costco - Drill Supplies	70.93*			21	53101 63811	10101
8	051723 05/17/23	Ace Hardware - New Office Keys	17.44*			10	52101 62212	10101
9	80338 05/17/23	Lowe's - Firehouse E-Mower	655.91*			21	53101 62211	10101
10	US48044 05/19/23	Ubiquiti Stores - New Office	948.43*			10	52101 62211	10101
589	E 306	U.S. BANK CORPORATE PAYMENT	980.35					
J. Fox Cal Card Purchses 05/23								
1	042523 04/25/23	Inv. Store - Drill Supplies	49.42*			21	53101 63811	10101
2	S01722306 04/28/23	M.E.S. - Trie Chocks for Fi	417.95*			21	53101 62211	10101
3	FYQVNMX0 05/13/23	Adobe - Subscription	29.99*			10	52101 62212	10101
4	7766613 05/16/23	Amazon - Chemicals	92.00*			51	57101 62221	10101
5	051623 05/16/23	Inv. Store - Drill Supplies	35.99*			21	53101 63811	10101
6	83380 05/17/23	EBay - Chemicals	345.27*			51	57101 62221	10101
7	86066 05/20/23	Amazon - Fire Phone box letter	9.73*			21	53101 62211	10101
# of Claims			2	Total:		2,970.27		
Total Electronic Claims			2,970.27	Total Non-Electronic Claims				

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INVERNESS PUBLIC UTILITY DISTRICT  
Check Register  
For the Accounting Period: 6/23

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99721	E	29 TRUIST BANK	11.31	06/14/23	6/23		
-99714	E	321 VERIZON WIRELESS	5.05	06/23/23	6/23	CL 596	11.31
-99707	E	256 PG&E	3344.52	06/30/23	6/23	CL 605	5.05
-99706	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	3770.80	07/10/23	6/23	CL 636	3344.52
-99705	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	1916.29	07/10/23	6/23	CL 660	3770.80
-99704	E	376 INVERNESS PROPERTY MANAGEMENT	1200.00	06/01/23	6/23	CL 661	1916.29
-99702	E	29 TRUIST BANK	1.30	07/17/23	6/23	CL 662	1200.00
-99701	E	321 VERIZON WIRELESS	40.01	07/21/23	6/23	CL 672	1.30
-99699	E	316 UPS	22.60	07/17/23	6/23	CL 675	40.01
60046	S	180 KERRY LEMOS ELECTRICAL	670.00	06/15/23	_____	CL 678	22.60
60047	S	259 POINT REYES LIGHT PUBLISHING CO., LC	112.50	06/15/23	_____	CL 601	670.00
60048	S	283 SPOTLIGHT PROMOTIONS	4990.14	06/15/23	_____	CL 599	112.50
60049	S	289 STREAMLINE	260.00	06/15/23	_____	CL 600	4990.14
60050	S	316 UPS	1.82	06/15/23	_____	CL 597	260.00
60051	S	11 AMAZON CAPITAL SERVICES	157.82	06/22/23	_____	CL 598	1.82
60052	S	360 AT&T MOBILITY (Firstnet)	231.67	06/22/23	_____	CL 603	157.82
60053	S	373 BETH GORELICK	51.00	06/22/23	_____	CL 604	231.67
60054	S	64 CHEDA'S GARAGE	2209.00	06/22/23	_____	CL 608	51.00
60055	S	71 CORE	720.00	06/22/23	_____	CL 602	2209.00
60056	S	136 HARRINGTON INDUSTRIAL PLASTICS, LLC	2134.29	06/22/23	_____	CL 607	720.00
60057	S	245 PACE SUPPLY CORP.	297.69	06/22/23	_____	CL 606	2134.29
60058	S	262 QUILL CORPORATION	573.07	06/22/23	_____	CL 609	297.69
60059	S	18 AT&T (CalNet)	466.40	06/27/23	_____	CL 605	573.07
60060	S	17 AT&T -F1 Internet	4.81	06/27/23	_____	CL 623	466.40
						CL 624	4.81

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60061	S	36 BRELJE AND RACE LABORATORIES, INC.	320.00	06/27/23	_____	CL 620	320.00
60062	S	130 GRAINGER	88.69	06/27/23	_____	CL 622	88.69
60063	S	196 MARIN COUNTY FINANCE DEPARTMENT	1408.42	06/27/23	_____	CL 621	1408.42
60064	S	231 NAPA AUTO PARTS	32.71	06/27/23	_____	CL 619	32.71
60065	S	142 WADE HOLLAND	20.31	06/27/23	_____	CL 618	20.31
60066	S	292 SWRCB/DWOCP	80.00	06/27/23	_____	CL 626	80.00
60067	S	3 ABLE TIRE & BRAKE	4781.12	06/30/23	_____	CL 641	4781.12
60068	S	375 BEN MOSELEY	4856.57	06/30/23	_____	CL 642	4856.57
60069	S	374 Bolinas Volunteer Firefighters Assn.	350.00	06/30/23	_____	CL 635	350.00
60070	S	344 Bound Tree Medical, LLC	95.21	06/30/23	_____	CL 644	95.21
60071	S	128 GOOD & CLEAN, INC.	417.00	06/30/23	_____	CL 634	417.00
60072	S	169 JOHN'S DAIRY EQUIPMENT & SUPPLY, INC.	155.76	06/30/23	_____	CL 643	155.76
60073	S	184 L.N. CURTIS AND SONS	349.16	06/30/23	_____	CL 638	349.16
60074	S	196 MARIN COUNTY FINANCE DEPARTMENT	1113.91	06/30/23	_____	CL 637	1113.91
60075	S	262 QUILL CORPORATION	757.23	06/30/23	_____	CL 633	757.23
60076	S	282 SPECIAL DISTRICT RISK MANAGEMENT AUTHORI	64097.10	06/30/23	_____	CL 625 CL 640	21055.23 43041.87
60077	S	8 ALPHA ANALYTICAL LABORATORIES, INC.	360.00	06/30/23	_____	CL 658	360.00
60078	S	11 AMAZON CAPITAL SERVICES	80.00	06/30/23	_____	CL 655	80.00
60079	S	41 BUILDING SUPPLY CENTER	981.04	06/30/23	_____	CL 659	981.04
60080	S	349 Jacob Leyva	402.40	06/30/23	_____	CL 650	402.40
60081	S	262 QUILL CORPORATION	75.76	06/30/23	_____	CL 647	75.76
60082	S	115 THOMAS FOX	150.00	06/30/23	_____	CL 649	150.00
60096	S	377 AED Brands, LLC	238.38	07/17/23	_____	CL 677	238.38

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INVERNESS PUBLIC UTILITY DISTRICT  
Check Register  
For the Accounting Period: 6/23

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Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60097	S	64 CHEDA'S GARAGE	314.28	07/17/23	_____	CL 673	314.28
60098	S	82 DE CARLI'S PROPANE	597.22	07/17/23	_____	CL 670	597.22
60099	S	169 JOHN'S DAIRY EQUIPMENT & SUPPLY, INC.	101.80	07/17/23	_____	CL 671	101.80
60100	S	215 MCPHAIL FUEL CO.	995.71	07/17/23	_____	CL 676	995.71
60101	S	245 PACE SUPPLY CORP.	268.46	07/17/23	_____	CL 668	268.46
60102	S	337 RESPONSERACK	720.00	07/17/23	_____	CL 674	720.00
60103	S	282 SPECIAL DISTRICT RISK MANAGEMENT AUTHORI	47.50	07/17/23	_____	CL 666	47.50
<b>Total for Claim Checks</b>			<b>107447.83</b>				
Count for Claim Checks			54				

\* denotes missing check number(s)

# of Checks: 54                      Total: 107447.83

Total for Payroll Checks

	Employee	Employer	Amount
HOL HOURS (Holiday Pay)	55.50		2,193.73
J001 HOURS (INS IN LIEU)	0.00		510.00
OVER HOURS (Overtime)	2.00		99.46
REG HOURS (Regular Time)	1,133.75		47,871.27
SICK HOURS (Sick Time)	27.00		880.20
VACA HOURS (Vacation Time Used)	38.00		1,704.41
GROSS PAY	53,259.07	0.00	
NET PAY	39,414.53	0.00	
CHILD SUPPORT	804.00	0.00	
CLASSIC	0.00	1,937.54	
FIRE CLASSIC	0.00	1,024.20	
FIT	5,269.87	0.00	
HEALTH INS HSA	1,590.58	8,471.62	
MEDICARE	749.21	749.21	
PEPRA	0.00	3,830.02	
PEPRA SAFETY	0.00	801.94	
SDI	479.33	0.00	
SIT	1,748.12	0.00	
SOCIAL SECURITY	3,203.43	3,203.43	
WORKERS' COMP	0.00	159.24	
CHASE BANK	2,679.20	0.00	
EXCHANGE BANK	5,357.27	0.00	
REDWOOD CU	18,841.58	0.00	
UMB BANK	2,689.00	0.00	
UMPQUA BANK	1,344.50	0.00	
WELLS FARGO	8,502.98	0.00	
FIT/SIT BASE	51,668.49	0.00	
MEDICARE BASE	51,668.49	0.00	
SOC SEC BASE	51,668.49	0.00	
UN BASE	53,259.07	0.00	
WC BASE	53,225.91	0.00	
Total		20,177.20	
Total Payroll Expense (Gross Pay + Employer Contributions):		73,436.27	

Check Summary

Payroll Checks Prev. Out.	\$6,134.40
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$6,134.40
Electronic Checks	\$73,277.03

Deductions Accrued	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
Social Security	6406.86	6406.86		21103
Medicare	1498.42	1498.42		21102



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INVERNESS PUBLIC UTILITY DISTRICT  
Payroll Summary For Payrolls from 06/01/23 to 06/30/23

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Unempl. Insur.	0.00				21107
Workers' Comp	159.24	806.88		966.12	21108
FIT	5269.87		5269.87		21101
SIT	1748.12		1748.12		21104
SDI	479.33		479.33		21105
CHILD SUPPORT	804.00		804.00		21127
PEPRA	3830.02		3830.02		21123
CLASSIC	1937.54		1937.54		21121
FIRE CLASSIC	1024.20		1024.20		21122
PEPRA SAFETY	801.94		801.94		21125
HEALTH INS HSA	10062.20		10062.20		21111
Total Ded.	34021.74	806.88	33862.50	966.12	

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

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12:38:07

INVERNESS PUBLIC UTILITY DISTRICT  
Claim Approval List  
For the Accounting Period: 6/23  
For Pay Date: 07/10/23

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For doc #s from to 999999, Bank of America  
\* ... Over spent expenditure

Claim	Check	Vendor #/Name/ Invoice #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
660	E	306 U.S. BANK CORPORATE PAYMENT	3,770.80					
S. Redding	Cal Card	05/23/23-06/22/23						
	0525	05/25/23 Bovine-OES Meeting	27.02*			10 52101	68112	10101
	0527	05/27/23 Costco - VFD Towels	30.51*			21 53101	62211	10101
	E0200NFHHA	05/28/23 17 Microsoft Outlook FY22/	136.00*			21 53101	63421	10101
	E0200NFHHA	05/28/23 5 Microsoft Outlook FY22/	40.00			10 52101	63361	10101
	E0200NFHHA	05/28/23 3 Microsoft Outlook FY22/	24.00*			51 57101	63421	10101
	E0200NFHHA	05/28/23 3 Microsoft Outlook FY22/	24.00*			10 52101	63421	10101
	E0200NFHHA	05/28/23 17 Microsoft Outlook FY23/	680.00			21 11149		10101
	E0200NFHHA	05/28/23 5 Microsoft Outlook FY23/2	200.00			10 11149		10101
	E0200NFHHA	05/28/23 3 Microsoft Outlook FY23/2	120.00			51 11149		10101
	E0200NFHHA	05/28/23 3 Microsoft Outlook FY23/24	120.00			10 11149		10101
	E0200NFGJM	05/28/23 Microsoft 365 License FY22	25.00*			21 53101	63421	10101
	E0200NFGJM	05/28/23 Microsoft 365 License FY22	12.50*			51 57101	63421	10101
	E0200NFGJM	05/28/23 Microsoft 365 License FY22	37.50*			10 52101	63421	10101
	E0200NFGJM	05/28/23 Microsoft 365 License Fy23	275.00			21 11149		10101
	E0200NFGJM	05/28/23 Microsoft 365 License Fy23	137.50			51 11149		10101
	E0200NFGJM	05/28/23 Microsoft 365 License Fy23	412.50			10 11149		10101
	0601	06/01/23 Target - Office Supplies	115.28*			10 52101	62212	6 10101
	0601	06/01/23 Office Depot - Office Phone	179.84*			10 52101	62212	6 10101
	0602	06/02/23 Office Depot - Printer and Ink	452.22*			10 52101	62212	6 10101
	11167116	06/06/23 Signs.Com - IPUD Signs	110.69*			10 52101	62212	6 10101
	0607	06/07/23 Lowes - Door Curtains	75.36*			10 52101	62212	6 10101
	39471	06/12/23 Berkeley Hort - VFD Flowers	136.99			21 53101	62313	10101
	WE21604460	06/13/23 Home Depot - Fridge/Micro	267.02*			10 52101	62212	6 10101
	0615	06/15/23 U.S.P.S. - Stamps	25.20*			10 52101	62212	10101
	0618	06/18/23 Target - Office Cleaning Supp	106.67*			10 52101	62212	6 10101
661	E	306 U.S. BANK CORPORATE PAYMENT	1,916.29					
J.Fox	Cal Card	05/23/23-06/22/23						
	1576238	05/22/23 Amazon-EGO Battery Pack	414.62			21 53101	63112	10101
	9901020	05/25/23 Amazon-Vinyl Letters	9.73*			21 53101	62211	10101
	0522	05/22/23 CPS Tracks Pro App	19.99*			21 53101	62211	10101
	0530	05/30/23 Palace Mkt - Drill Supplies	47.06*			21 53101	63812	10101
	0609	06/09/23 Palace Mkt - Drill Supples	62.98*			21 53101	63812	10101
	0609	06/09/23 Amazon - IDC Supplies	21.22			21 53101	63364	10101
	0611	06/11/23 Bovine - Drill Supplies	31.62*			21 53101	63812	10101
	2476506900	06/13/23 Adobe - Monthly Subscripti	29.99*			21 53101	62212	10101
	157546	06/13/23 Perfect Water Tech - Iron Filt	638.95*			51 57101	62211	6 10101
	W3-1311889	06/19/23 Ham Radio Outlet-Radio	189.38			21 53101	63112	10101
	1463434	06/19/23 Amazon - Stepladder	75.22*			21 53101	62211	10101
	1034653	06/20/23 Amazon - Key Cabinet	29.17*			10 52101	62212	6 10101
	5667404	06/20/23 Amazon - Storage cainets FH	346.36*			21 53101	62211	10101
		<b># of Claims</b>	<b>2</b>	<b>Total:</b>				<b>5,687.09</b>



Inverness Public Utility District  
Board Meeting July 26, 2023

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# Agenda Item No. 14

## **Committee Meetings/Reports**



Inverness Public Utility District  
Board Meeting July 26, 2023

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## Agenda Item No. 14

**Announcements,**

**Next Meeting,**

**Adjournment**