

INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

50 INVERNESS WAY NORTH • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Regular Meeting

Wednesday, April 26, 2023

9:00 a.m.

Inverness Firehouse

1. **Call to Order; Attendance Report**
2. **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "*may briefly respond to statements made or questions posed*" during Public Expression, but "*no action or discussion shall be undertaken on any item not appearing on the posted agenda*" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.
3. **Approval of Minutes:** Regular meeting of March 22, 2023.
4. **Public Hearing, Resolution 278-2023:** Declaring customer account for 140 Camino del Mar as abandoned.

The State of the District

5. **Management Report:** Shelley Redding
 - Quarterly Financial Reports
 - 2023 New Service Connection Fee
 - District Capital Projects Funding Strategy Report – Update
 - IPUD 75-year anniversary update
6. **Water System Report:** March 2023, Senior Water Operator Ken Fox
7. **Fire Department Report:** March 2023, Fire Chief Jim Fox
 - Marin Wildfire Prevention Authority (MWPA) update
 - *Local Projects update*
 - *CORE Projects update*
 - Marin Emergency Radio Authority (MERA) update
 - Inverness Disaster Council

The Business of the District

8. **Resolution 277-2023:** Ending Water Shortage Emergency
9. **Resolution 279-2023:** Expressing appreciation for Sally Fairfax and Connie Morse.
10. **Resolution 280-2023:** Expressing appreciation for Michael Meszaros
11. **Ordinance 107-2023:** Setting General Manager Compensation for Fiscal Year 2022-2023
12. **Approve Expenditures and Credit Card Charges:** March 2023
13. **Administrative Office Space Lease (12781 S.F. Drake Blvd.):** Approve 1-year lease with option to renew.
14. **Committee Meetings/Reports**
15. **Adjournment**

Posted: April 21, 2023

Material provided in the meeting packet is available on the District's website, www.invernesspud.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)



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 1

Call to Order;
Attendance Report



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 2

Public Expression

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

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

Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 3

Approval of Meeting Minutes

Regular Meeting

March 22, 2023



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, March 22, 2023, 9:00 a.m.
Inverness Firehouse**

1. Call to Order; Attendance Report

President Emanuels called the meeting to order at 9:01 a.m.

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

Directors Absent: None

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

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

3. **Approval of Minutes:** Regular Meeting of February 27, 2022 (Rescheduled)

M/S Whitney/Press to approve the minutes of the Rescheduled Regular Meeting of February 27, 2023, as submitted. AYES 3, NOES 0, ABSTAINS 2 (Donohue, Johnson)

4. Management Report

District Capital Projects Funding Strategy Report: General Manager Redding outlined the main goals for staff to develop a funding strategy for the District's capital projects. Administrative Assistant Nicolas provided a summary of active funding applications and work that has been done to explore future options and outreach to other agencies for input on successful applications, especially for grants. Staff will provide an updated report and draft of the developed funding strategy for the Board at the April Board meeting. The Board expressed an interest in understanding the timeline for grant application processes.

IPUD 75-Year Anniversary: General Manager Redding noted that in August 2023, the District will have been in existence for 75 years. She outlined plans for an exhibit at the Jack Mason Museum as well as an open house event at the Firehouse the evening before the Inverness Faire. Other plans include a group photograph by Art Rogers that includes as many current and former directors, staff members, and volunteers as are available to participate and a proclamation issued by the Marin County Board of Supervisor recognizing the District's anniversary.

9:35: *Agenda item No. 8 was moved forward to accommodate staff and attendee availability. Customer Services Manager Wade Holland joined the meeting.*

8. Water Billing Appeal

Tom Malarkey is requesting a reduction in the \$2,436.00 usage charge on the water bill, dated June 27, 2022, for his property at 109 Rannoch.

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

Staff member Holland summarized the sequence of events beginning with the discovery of a possible leak during the bimonthly meter reading in June 2022 and the subsequent process to confirm the reading and the initial attempts to contact the property owner in order to notify him of the high usage and the high amount of the charge due to the presumed leak. He also described a series of unsuccessful attempts over the following months to communicate with the property owner. He noted that no leak was showing at the time of the June meter reading nor at the time of any subsequent meter reading. Staff denied Mr. Malarkey's request for an adjustment in the usage charge (after contact was established with him in December 2022, following issuance of a 48-hour shutoff notice), because the Water System's regulations require that such a request be filed within 60 days of the statement date (he noted that there had also been no response to a 60-day extension that had been offered). President Emanuels asked if this was a first request for usage adjustment by Mr. Malarkey and Mr. Holland acknowledged it was. Director Johnson asked if the source of the leak was ever determined; Mr. Holland said that staff does not know what the source of the leak was, but assumed it had been resolved before the June 2022 meter reading. Mr. Malarkey clarified that the leak had been reported to a Water System employee who had shut off the service so that a local property manager could arrange for a plumber to repair the problem. Mr. Malarkey told the Board that he had relied on the local property manager to take care of such matters, especially because the issue of the leak had arisen at a time of family-matter distractions. He offered an apology to the District and expressed his appreciation for the manner in which the District's staff had handled the matter. During discussion by the Board members, a consensus arose to "meet Mr. Malarkey halfway," provided that appropriate evidence be provided to District staff that appropriate repairs have been made.

M/S Whitney/Press to direct staff to accept a fifty percent reduction in Mr. Malarkey's June 2022 usage charge of \$2,436.00, contingent on timely submission of documentation showing the source and satisfactory resolution of the leak. AYES 5, NOES 0

5. Water System Reports

Senior Water Operator Ken Fox presented the February 2023 Water System Report as well as a corrected January 2023 Water System Report. Staff noted that the amount of rain received as of the previous evening now surpasses the full-year annual average.

State of the Water Shortage Emergency: General Manager Redding reported that after reviewing the February rainfall and streamflows data, as well as the amount of rain received so far in March, staff will be drafting a resolution for the Board's consideration at the April meeting declaring an end to the water shortage emergency that has been in effect since July 22, 2020. General Manager Redding added that it will be advisable to remind customers of the need to continue water conservation practices. President Emanuels asked that we also express gratitude to the community for their outstanding response to the emergency.

6. Fire Department Reports

Chief Fox presented the February 2023 Fire Department report. Director Emanuels noted that Fire Services Assistant Briggs had responded to most of the month's dispatches. In response to a question, Chief Fox explained that "M94" refers to a County Fire Department ambulance.

MWPA Local and CORE Projects Update: Chief Fox reported that work has resumed on clearing of evacuation routes, which had been suspended because of spotted owl nesting season, and that appropriate accommodations for spotted owl nests are in place. Woody Elliott asked what vendor is doing the work; Chief Fox reported it is Valley Tree. He also noted that he is happy with the job they are doing. He pointed out that county-maintained roads are not included in the CORE project work, because the county's Department of Public Works has responsibility for maintenance of those roads.

Mr. Elliott asked how the County is notified if there is a need for such work on their roads. Chief Fox responded that he contacts DPW directly and submits the appropriate request. Director Press suggested that the west end of Perth might need some vegetation management attention.

Director Donohue presented the Marin Wildfire Prevention Authority's Executive Director's report. She noted that an MWPA consulting firm is preparing an evacuation routes study that includes Inverness as one of five communities being analyzed. Chief Fox reported that the District is aware of this study, but the MWPA has asked the affected agencies to not issue public reports about the study while it is underway. Director Emanuels noted a CalFire Grant for a shaded fuel break project in the Novato area and asked if Inverness or West Marin was considering any projects of that type. The Directors discussed strategies for grants to augment MWPA work in the West Marin area and Inverness specifically. Director Emanuels requested regular updates.

Director Donohue asked a general question about plans for emergency shelter locations in the community and how residents would learn of the locations of such shelters in the event of an emergency. Discussion followed about the role of the Disaster Council and the scenarios that would determine the need to open a shelter, as well as how that information would be communicated to the public.

Marin Emergency Radio Authority (MERA) Update: The most recent MERA update was provided to the Board in the packet for review. Nothing new to note.

Inverness Disaster Council: General Manager Redding noted the work being done for the transition to the new Disaster Council Coordinator, Ann Elliott. Ms. Elliott has been working with David Briggs on updating the resource brochure and the Volunteer Handbook; both of these items are at the printers in preparation for a meeting on March 31 at which the official handover from Sally Fairfax and Connie Morse to Ann Elliott will occur. Chief Fox noted his appreciation for Ann's work in preparation for taking on the role.

7. Acceptance of FY 2021-2022 Audit

General Manager Redding presented the Report to the Board and the Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2022, as submitted by the District's auditor firm, Nigro & Nigro. She noted that there were no management recommendations reported and no issues with any processes examined during the audit. General Manager Redding also reported that the adjustment items noted are attributed to the Tenney Tank Project.

M/S Whitney/Johnson to accept and approve the Report to the Board and the Financial Statements and Independent Auditors' Report for the Fiscal Year Ended June 30, 2022, as submitted by Nigro & Nigro. AYES 5, NOES 0

9. Local Hazard Mitigation Plan RFP Draft for Approval

General Manager Redding presented a draft of a Local Hazard Mitigation Plan (LHMP) RFP for review and requested feedback for content and suggestions for changes, additions, and deletions. Director Press noted that this draft was greatly reduced and suggested adding language to ensure that the contractor has a tour of the District, its boundaries, and shared, responsibility areas as well as of the water system. He would also like to have meetings scheduled between the Board members and the contractor to guide the planning process and to keep the Board informed. Director Johnson noted that the timeline seemed accelerated and suggested adding the word "preliminary" to the timeline schedule. President Emanuels asked about the timeline for the FEMA grant the District is hoping to have available to fund the study. He suggested that if grant funding does not become available, the Board should consider paying for the study out of District funds. Staff will provide a funding timeline at the April board meeting.

M/S Press/Johnson to approve the Local Hazard Mitigation RFP for publication with inclusion of specific dates to replace the "TBD" notations, language specifying activities related to District facilities and community area tours, provision of Board interviews, and addition of the word "preliminary" to the suggested timeline schedule. AYES 5, NOES 0

10. Approve Expenditures and Credit Card Charges: February 2023

The February 2023 Expenditures Report and Credit Card Charges were presented to the Board for approval.

M/S Press/Whitney to approve the February 2023 Expenditures and Credit Card charges as presented. AYES 5, NOES 0

11. Recognition of Service for Michael Meszaros

General Manager Redding reported that retired Fire Chief Michael Meszaros has announced his retirement as a Volunteer Firefighter, and staff requests a resolution of appreciation from the Board. President Emanuels directed staff to draft a resolution of appreciation for Chief Meszaros's service to the District and the community for adoption at the April Board meeting.

12. Recognition of Service for Sally Fairfax and Connie Morse

General Manager Redding reported that Sally Fairfax and Connie Morse will formally hand over the Inverness Disaster Council's Coordinator duties to Ann Elliott on March 31, 2023. Staff requests a resolution of appreciation from the Board to acknowledge their efforts over the past two years as IDC co-coordinators. President Emanuels directed staff to draft a resolution of appreciation for Sally Fairfax and Connie Morse for their service to the community for adoption at the April Board meeting.

13. Committee Meetings/Reports

The Personnel Committee will provide a report in the closed session.

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

The Board went into closed session at 10:30 a.m. and resumed in open session at 10:53 a.m. President Emanuels reported that no actions were taken during the closed session. President Emanuels directed that a closed session be placed on the agenda for the Board's April meeting to continue the public employee performance evaluation for the General Manager.

15. Adjournment: President Emanuels adjourned the meeting at 10:54 a.m. The next regular meeting is scheduled for April 26, 2023.

Attest: /s/

Date:

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 4

Public Hearing

Abandonment of Service at

140 Camino Del Mar



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Resolution 278-2023 Declaring that the Customer Service for 140 Camino del Mar Has Been Abandoned and Authorizing Disconnection from the Water System

Meeting Date: April 26, 2023

Date Prepared: April 18, 2023

Prepared by: Wade B. Holland, Customer Services Manager

Attachments: Draft Resolution 278-2023
Water System Regulation 305
“Customer Comments Report”
Letter from Exchange Bank dated December 9, 2011
“Customer History Report”
IPUD letter to Sharon Morgan Blakley dated Dec. 4, 2019 by Certified Mail
Returned Certified Mail envelope (12/4/2019 letter)
IPUD letter to Sharon Morgan Blakley dated Aug. 14, 2020
IPUD Notice of Public Hearing on Abandoned Water Service for 140 Camino del Mar (sent on March 1, 2023 by Certified Mail)
Returned Certified Mail envelope (3/1/2023 Notice)
Published legal notice for today’s hearing

Recommended Action: Conduct public hearing. Consider and adopt Resolution 278-2023.

No payment for water service to 140 Camino del Mar has been received since July 26, 2018, and no attempt to establish contact with the last known customer of record or with the registered owner of the property has been successful. Pursuant to the procedure in Water System Regulation 305 (see attached), the General Manager is requesting that the Board conduct a public hearing on the recommendation to declare the service abandoned, make the findings enumerated in Resolution 278-2023, and adopt Resolution 278-2023 declaring that the customer water service at 140 Camino del Mar has been abandoned and authorizing its disconnection from the Water System’s distribution facilities.

The residential structure at 140 Camino del Mar has not appeared to be occupied for many years, and the structures on the parcel appear from the street to be in an uninhabitable state of disrepair.

The following timeline provides an overview of the historical record and of the events leading up to today’s proposed action.

1980: Jan. 1: Service to 140 Camino del Mar is included in IPUD’s assumption of ownership and operation of the Inverness water utility (the customer at 140 Camino del Mar is Margaret Morgan).

2006: Mar. 20: IPUD is notified by the Trust Department at Exchange Bank in Santa Rosa that the customer account for 140 Camino del Mar is to be placed in the name of the Margaret Morgan Trust, c/o the bank’s Trust Department. Water bills are paid regularly and timely by check from Exchange Bank (see attached “Customer Comments Report”).

2011: Dec. 9: Letter (see attached) from Exchange Bank Personal Trust Assistant notifies IPUD that the customer account is to be placed in the name of Sharon Morgan Blakley (known to be a daughter of the late Margaret Morgan). Note that Ms. Blakley was cc’ed on this letter).

As is seen on the attached “Customer History Report,” payment of subsequent water bills became irregular; typically, two to four bills accumulated and were paid together (often in response to issuance by the Water System of a water shutoff notice). Payments that are received are by checks issued in the name of the account holder identified in the Water System’s records (Sharon Morgan Blakley).

Note especially that a payment covering two past-due bills was recorded on January 20, 2017, but no further payments were recorded until December 28, 2018, more than 11 months later (a shutoff notice had been issued on December 5, 2017).

2018: July 26: The most recent payment received on the account for 140 Camino del Mar was recorded. Twenty-eight bills have been issued since July 26, 2018, but no payments have been received and there have been no responses to attempts by Water System staff to make personal contact with Ms. Blakley.

2019: December 4: Attached letter sent by Certified Mail (Return Receipt Requested) to Ms. Blakley at her address on Broadway Street in Petaluma, notifying her that water service to 140 Camino del Mar had been shut off, pursuant to a 48-hour notice of impending water shutoff that had been issued on September 10, 2019 (amount owing as of 12/4/2019 was \$883.00).

NOTE: The December 4, 2019, certified letter was returned to IPUD by the UPSP on January 24, 2020, marked "Unclaimed" (see attached); a copy of its contents had also been mailed on December 4, 2019, by regular First Class mail to the same address (it was not returned as undeliverable).

2020: August 12: IPUD General Manager places service to 140 Camino del Mar on Suspended status (unpaid charges amount to \$1,392.00).

2020: August 14: Attached letter was sent to Ms. Morgan at her last known mailing address (on Broadway Street in Petaluma), notifying her of the Suspended status and alerting her to the possibility that the service could be declared abandoned at any time after one year from August 12, 2020.

2022: November 2: Five water bills for 140 Camino del Mar (mailed to Ms. Blakley's address on Broadway Street in Petaluma on August 27, 2021; February 24, 2022; April 26, 2022; June 27, 2022; and August 26, 2022) are returned to IPUD by the USPS and are marked as "Not Deliverable. Unable to Forward." USPS provides forwarding address on Cresta Way in San Rafael (IPUD updates Ms. Blakley's address in its records to the San Rafael address provided by the USPS).

2023: March 1: Notice of Public Hearing on Abandoned Water Service for 140 Camino del Mar sent by Certified Mail (Return Receipt Requested) to Ms. Blakley at the address on Cresta Way, San Rafael.

NOTE: The March 1, 2023, certified letter was returned to IPUD by the UPSP on April 7, 2023, marked "Unclaimed" (see attached). USPS notations on the envelope ("N/L") indicate that notices about the certified letter were left at the street address on March 3, March 8, and March 18. A copy of the Public Hearing notice was also mailed on March 1, 2023, by regular First Class mail to the same address (it has not been returned as undeliverable).

2023: April 4, April 11, April 18: Notice of Public Hearing on Abandoned Water Service for 140 Camino del Mar is published in the Marin Independent Journal as a legal notice (see attached).

Customer's record of on-time payments

We bill our customers bimonthly, so we expect that at each billing each customer's previous bill will have been paid and there will be no past-due charges on a customer's account (State law provides that a bill becomes past due after 17 days from the statement date, but we allow our customers 21 days to make their payment). An analysis of Ms. Blakley's record of on-time payments between 2011 when the customer account was placed in her name through the most recent bill in February 2023 shows that her account has been paid up only 17% of the time (i.e., 83% of the bills sent her included past-due charges from one or more previous bills. Twenty-eight bimonthly bills (and a like number of debit-balance reminder notices) have been issued since July 2018 when the last payment received on the account was recorded).

During Ms. Blakley's ownership, IPUD has issued nine shutoff notices for nonpayment of water bills and the water has actually been shut off three times (the water has been shutoff currently since December 2019).

Conclusion

Staff have made numerous attempts over the years to establish personal contact with Ms. Blakley. In the days when we had a landline telephone number for her on file, many messages left on an answering machine requesting a callback were never returned. Similarly, there has never been a response to personalized letters sent to her at her last known mailing address. On both occasions when we attempted to contact her by Certified Mail, the letter was not claimed at the post office serving her mailing address. In general under such circumstances, publication of a legal notice on multiple occasions in a newspaper of general circulation in the area of the person's last known residence address suffices as evidence of a good-faith effort to provide notification of a pending legal action, such as of today's hearing.

Water bills for 140 Camino del Mar have been ignored for almost five years and no effort to contact Ms. Blakley, the last known owner of the property (who is still listed by the County Assessor as the owner of the parcel), has elicited a response. The record before you indicates a lack of interest on the part of the property owner in maintaining water service to a property that has the appearance of having been abandoned.

Inverness Public Utility District

RESOLUTION 278-2023

**A RESOLUTION DECLARING THAT THE CUSTOMER SERVICE
FOR 140 CAMINO DEL MAR HAS BEEN ABANDONED
AND AUTHORIZING DISCONNECTION FROM THE WATER SYSTEM**

WHEREAS, Regulation 305 of the Regulations of the Inverness Public Utility District Water System provides definitions of and procedures for default, suspension, and abandonment of Water System customer service accounts; and

WHEREAS, a water service customer account for the property at 140 Camino del Mar, Inverness California, Assessor's Parcel No. 112-032-01, was included in the register of customer services when Inverness Public Utility District assumed ownership and operation of the water utility on January 1, 1980; and

WHEREAS, the Water System's current records show that the service for 140 Camino del Mar is in the name of Sharon Morgan Blakley, who is also identified in the current year's tax roll of the Marin County Assessor as the owner of the property at 140 Camino del Mar, Assessor's Parcel No. 112-032-01; and

WHEREAS, the Water System's customer account for 140 Camino del Mar has been in arrears continuously since November 2018; and

WHEREAS, the meter serving 140 Camino del Mar was shut off by the Water System in December 2019 for nonpayment of rates and charges; and

WHEREAS, the customer account for 140 Camino del Mar was placed on Suspended status by the General Manager on August 12, 2020, pursuant to Section (d) in Water System Regulation 305; and

WHEREAS, Section (e) in Water System Regulation 305 provides that after a customer account has been on suspended status without interruption for one year, the General Manager may initiate the procedure for the District's Board of Directors to find that the customer service for the property has been abandoned; and

WHEREAS, the General Manager has initiated said procedure by the following means:

- A notice of the public hearing on abandonment of the water service was sent on March 1, 2023, both by Certified Mail and by First Class mail to the customer of record's last known mailing address,
- A notice of the public hearing on abandonment of the water service was posted on the gate at 140 Camino del Mar on March 3, 2023,
- A legal notice of the public hearing on abandonment of the water service was published on three occasions at intervals of at least one week in the Marin Independent Journal, a newspaper of general circulation in the District, with the third notice published at least six days prior to the date of the public hearing, and

WHEREAS, it is the observation and conclusion of the staff of the Water System that the premises at 140 Camino del Mar are not occupied, nor were they occupied at the time the current shutoff of the water meter was performed in December 2019, and that disconnection of the premises from the Water System at this time will not cause any residents to be without domestic water service or to be made homeless,

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

SECTION 1. The Board of Directors does hereby make the following findings with respect to water service to 140 Camino del Mar, Inverness, California (Assessor's Parcel No. 112-032-01):

- a. No payments of rates and charges for water service on the customer account for 140 Camino del Mar have been received since a payment was recorded on July 26, 2018.

- b. Twenty-eight bimonthly water bills have been issued to the customer of record since receipt of a payment was recorded in July 2018, each such bill indicating the total amount then owing to the IPUD Water System.
- c. Twenty-eight bimonthly debit-balance reminder notices, each indicating the total amount then owing to the IPUD Water System, have been issued to the customer of record since receipt of a payment was recorded in July 2018.
- d. No communications of any type from the customer of record or from anyone representing themselves to be connected in any with 140 Camino del Mar have been received at the offices of the Inverness Public Utility District since receipt of the payment that was recorded in July 2018.
- e. No attempt by the staff of the Inverness Public Utility District to establish contact with the customer of record and recorded owner of the property at 140 Camino del Mar since receipt of a payment was recorded in July 2018 has elicited a response, including responses to messages left on a voice answering system, to letters and notices sent by USPS first-class mail, to letters sent by USPS Certified Mail, Return Receipt Requested (both of which certified letters were returned to IPUD by the USPS marked "Unclaimed"), to notices posted in a prominent location at the situs address, and to a legal notice of the April 26, 2023, public hearing on abandoned water service that was published in the Marin Independent Journal on April 4, April 11, and April 18, 2023.
- f. Since the Inverness Public Utility District was notified in 2011 of the name and address of the current customer of record, no notice has been received by the District of any change in the contact information for the customer of record, except for a notice of change of mailing address provided in November 2022 by the United States Postal Service.
- g. The history of payments by the current customer of record reflects an irregular pattern, in which the account has been in arrears 83% of the time since it was established in 2011.
- h. Water shutoff warning notices were issued nine times between February 2012 (less than a year after the account was placed in the name of the current customer of record) and September 2019 (when the shutoff warning notice was issued that led to the shutoff of service that remains currently in effect).
- i. Water to the property was shut off three times between May 2014 and the time of the current shutoff that occurred in December 2019.
- j. As of the date of this Resolution, the total of accrued past-due rates and charges, plus penalties provided for in Water System Regulation 305, is \$4,765.20.

SECTION 2. A duly noticed public hearing was conducted before this Board of Directors during a properly noticed regular meeting of this Board Directors on April 26, 2023, at which hearing an opportunity was provided to any member of the public to testify and to present evidence in the matter of the proposed declaration of abandonment of the customer service for 140 Camino del Mar, Inverness, California.

SECTION 3. At said public hearing on April 26, 2023, all communications that had been received by the District on the matter of abandonment of the customer service for 140 Camino del Mar, Inverness, California, were entered into the record.

SECTION 4. An opportunity was provided during the course of the hearing on abandonment of the customer service for 140 Camino del Mar, Inverness, California, for the customer of record and/or the recorded property owner to discharge the proposed declaration of abandonment by paying in full the amount noted in finding j in Section 1 above.

SECTION 5. On the basis of a review and consideration of the findings cited in Section 1 above, the foregoing Sections 2-4, the testimony presented during the public hearing, and the communications received and entered into the record, the Board of Directors of the Inverness Public Utility District hereby determines that the evidence supports that the customer account for water service to 140 Camino del Mar, Inverness, California, Assessor's Parcel No. 112-032-01, has been abandoned, pursuant to the definition of "Abandoned" in Inverness Public Utility District Water System Regulation 305.

SECTION 6. Pursuant to the determination in Section 5 above with respect to water service to 140 Camino del Mar, Inverness, California, the Board of Directors of the Inverness Public Utility District hereby directs the staff of the Inverness Public Utility District Water System to proceed in a timely manner to delete the

customer account from the register of the Water System’s customer accounts, to remove the water meter, to cap the service lateral from the distribution main, and to designate the property at 140 Camino del Mar as not served by the Inverness Public Utility District Water System.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of April, 2023, by the following vote, to wit:

AYES:

NOES:

ABSTAINING:

ABSENT:

Dakota Whitney, Vice 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 278-2023 on record in this office and that subsequent to its adoption no declaration contained in Resolution 278-2023 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 305

SERVICE DEFAULT, SUSPENSION, AND ABANDONMENT

(a) **Purpose of Regulation**

This Regulation defines service default, service suspension, and service abandonment; defines the circumstances under which the account for a customer service may be declared to be in default status, suspension status, or abandoned; and provides the procedures for declaring a service's account to be in default, suspension, or abandoned.

(b) **Definitions**

- “Default” is when there is no known customer of record (“account holder”) for the account of a customer service. This status occurs most commonly when a property served by the Water System has been sold, the existing account holder has notified the District of the sale and requested closure of the existing account, and no one has contacted the Water System to apply as the account holder for the customer service. It can also occur when an existing account holder cannot be contacted by any of the means of contact provided by the account holder that are currently on file with the District.
- “Suspension” is when service to the property served by a customer account has been discontinued for nonpayment of charges and such discontinuation has been in effect for at least 92 days without the customer of record having discharged the delinquency or having entered into a plan with the District for deferred or reduced payments or an alternative payment schedule, or, having entered into a plan with the District for deferred or reduced payments or an alternative payment schedule, the customer has failed to fulfill the terms of the plan.
- “Abandoned” is when, after the account for a customer service has been in suspended status for at least one year, the District’s Board of Directors has made a finding that the customer service for the property has been abandoned. Once a service has been declared by the District’s Board of Directors as abandoned, the served parcel is considered to no longer be connected to the Water System’s facilities (re-establishment of water service to the parcel requires an application for a New Service Connection).

(c) **“Default” Status Procedure**

The General Manager may declare a service’s customer account to be in default status when the District has been unable to contact anyone associated with the property served by the customer account for a period of 30 consecutive days and a notice of intention to terminate water service has been posted prominently at the property for a minimum of 14 days. In the case of the account for an existing customer, attempts to contact the customer must have been made using all means of contact provided by the customer and on file with the District (such as mail address, email address(s), phone number(s), in-person contact at the served premises). Service to a property whose customer account is on default status may not be discontinued pursuant to the provisions of Regulation 303 or 304 so long as no rates and charges have become delinquent. If rates and charges assessed to the account of a service that is on default status become delinquent as provided in Regulation 303 or 304, discontinuation of the water service may be initiated pursuant to the provisions of Regulation 303 or 304.

(d) **“Suspended” Status Procedure**

The General Manager may declare a service’s customer account to be in suspended status if (1) 92 days have elapsed from the date a “48-Hr Notice of Service Termination” was provided to the service’s account holder pursuant to the procedure in Paragraph (d) of Regulation 303 in the case of a residential service or

Paragraph (b) in Regulation 304 in the case of a non-residential service, and (2) the customer of record has not discharged the delinquency or has not entered into a plan with the District for deferred or reduced payments or an alternative payment schedule, or, having entered into a plan with the District for deferred or reduced payments or an alternative payment schedule, the customer has failed to fulfill the terms of the plan. The meter to a property served by an account that has been placed on suspended status must be shut off or otherwise disabled from capability to provide water to the property. When an account is placed on suspended status, the Water System shall place the customer account on “Inactive” status in the receivables system so that no further rates and charges will be booked to the suspended customer account; however, the General Manager shall maintain a record of the rates that charges that would have been posted to the customer account had it remained on “Active” status, and all such noted rates and charges, plus the rates and charges outstanding at the time the account was placed on “Inactive” status, must be paid in full as a condition of discharging the delinquency, cancelling the suspended status, and re-activating the existing service to the property.

(e) **“Abandoned” Status Procedure**

After a customer account has been on suspended status without interruption for one year, the General Manager may initiate the procedure for the District’s Board of Directors to find that the customer service for the property served by the customer account that is on suspended status has been abandoned. A notice of a public hearing before the District’s Board of Directors to consider making a finding of abandonment shall be provided by all of the following means: (1) by mail to the last known mailing address for the customer account, said notice to be placed with postage prepaid in the USPS mail at least 30 days prior to the date of the public hearing; (2) by posting at a prominent location at the situs address, said posting to be made at least 30 days prior to the date of the public hearing; (3) by legal notice published on three occasions at intervals of at least one week in a newspaper of general circulation in the District, said third such notice to be published at least six (6) days prior to the date of the public hearing.

The public hearing on abandonment must be conducted at a duly noticed meeting of the Board of Directors of the Inverness Public Utility District, at which time any member of the public wishing to address the Board of Directors on the matter of abandonment of the customer service shall be afforded an opportunity for a reasonable period of time to make a statement and to submit documentary evidence relevant to the issue of the proposed finding of abandonment of the customer service for the subject property. Following the public hearing, the Board of Directors shall review the public record, consider all testimony and evidence that has been submitted, and make a determination either supporting or not supporting a finding of abandonment of the customer service for the subject property. Alternatively, the Board may issue a conditional finding that the customer service has not been abandoned in exchange for an agreement with an interested party for payment in full within thirty (30) days of all rates and charges that are outstanding, including rates and charges that accrued during the period the customer account was on suspended status, plus a penalty equal to ten percent (10%) of the total of all rates and charges that are payable, plus the District’s employee time, materials, and overhead costs of re-establishing service to the property. Such a conditional finding of the Board of Directors shall include a clause that states that a failure to discharge the agreed-upon obligation in full within the stated 30-day period shall nullify the conditional finding that the customer service has not been abandoned and place in effect in its place a finding that the customer service has been abandoned. The determination of the Board of Directors shall be final and binding.

In the event of a finding of abandonment, the water meter shall be removed, the service lateral from the District’s distribution main shall be capped, and the subject property shall be officially regarded as not served by the Inverness Public Utility District Water System. Any subsequent request for water service to

the subject property shall be processed in accordance with the requirements for a New Service Connection in Regulation 101.

* * * * *

Regulation 101: Adopted, May 27, 2020 (Ordinance 95-2020)

Customer

810-010-13
Sharon Morgan Blakley
1065 Cresta Way Apt 8
San Rafael CA 94903-4867

Service Address 140 Camino del Mar

Margaret Morgan's daughter.

3/20/2006: Per Sonoma Co. Superior Ct order, CofA from Kathleen Morgan, Box 163, Stewarts Point 95480 (707)785-2525, to Margaret Morgan Trust, Exchange Bank #210, P.O. Box 208, Santa Rosa 95402, (707)524-3246 (Jude Mion, Trust Administration)

Trust Officer: Linda Burrell, 707-524-3142 (Asst. is Jude Mion, ph above) (fax 707-579-4592)

12/16/2011: Per former trust officer Linda Burrell at Exchange Bank, bills are now to go to owner Sharon Morgan Blakley, 505 Broadway St., #A, Petaluma 94952-2410 (ph # unknown) (eff. 7/1/2011?) .

8/12/2020: Status changed to Suspended (will not be billed flat charge but recurring charges will accrue; bill with today's balance will be generated and balance owing will show on A/R trial balance; this amt + accrued charges + penalties etc., due as condition of discharge from suspended status).

11/2/2022: Water bill mailed "08/27/2021" [sic!] returned (26+ months later!) with USPS notice of CofA from 505 Broadway St #A, Petaluma, 94952-2410 to 1065 Cresta Way Apt 8, San Rafael CA 94903-4867.



RECEIVED

DEC 29 2011

INVERNESS PUBLIC UTILITY DISTRICT

Blakley

December 9, 2011

Inverness P.U.D. Water System
P.O. Box 176
Selinsgrove, PA 17870

RE: Account # 810-010-13
140 Camino del Mar

To Whom It May Concern:

This letter is to notify you that Exchange Bank is no longer responsible for paying the water bill for this account. The billing address should be changed to:

Sharon Morgan Blakley
505 Broadway Street #A
Petaluma, CA 94952-2410

Please update your records so that all future correspondence and billing goes directly to Sharon Morgan Blakley.

If you have any questions, please feel free to contact me.

Sincerely,

Renee Pilkenton
Personal Trust Assistant
707.524.3143
pilkentonr@exchangebank.com

cc: Sharon Morgan Blakley

STU-010-13
See also "Morgan Trust" (attached)

Inverness Public Utility District
Customer History Report
From: 08/01/2011 To: 04/06/2023

Customer

810-010-13
Sharon Morgan Blakley
1065 Cresta Way Apt 8
San Rafael CA 94903-4867

Service Address 140 Camino del Mar

<u>Transaction Date</u>	<u>Description</u>	<u>Reference</u>	<u>Transaction Amount</u>	<u>Consumption</u>	<u>Due Date</u>	<u>Balance Due</u>
08/26/2011	Billing		100.00		09/16/2011	
10/26/2011	Billing		100.00		11/16/2011	
12/23/2011	Billing		100.00		01/13/2012	
02/11/2012	Payment	D 300	-300.00			
02/23/2012	Billing		100.00		03/15/2012	
04/25/2012	Billing		100.00		05/16/2012	
06/17/2012	Payment	D 335	-200.00			
06/27/2012	Billing		100.00		07/18/2012	
08/27/2012	Billing		100.00		09/17/2012	
10/25/2012	Billing		100.00		11/15/2012	
12/21/2012	Billing		102.30	1	01/14/2013	
01/07/2013	Payment	D 386	-300.00			
02/22/2013	Billing		100.00		03/15/2013	
04/24/2013	Billing		100.00		05/16/2013	
05/06/2013	Payment	D 0050	-200.00			
06/25/2013	Billing		100.00		07/17/2013	
08/23/2013	Billing		100.00		09/16/2013	
09/17/2013	Payment	D 425	-200.00			
10/24/2013	Billing		100.00		11/15/2013	
12/20/2013	Billing		100.00		01/10/2014	
02/21/2014	Billing		100.00		03/17/2014	
03/06/2014	Adjustment	Late payment	50.00		03/06/2014	
04/06/2014	Payment	D 457	-200.00			
04/22/2014	Billing		100.00		05/16/2014	
05/18/2014	Payment	D 477	-250.00			
05/30/2014	Adjustment	Water	50.00		05/30/2014	
06/19/2014	Billing		100.00		07/16/2014	
08/10/2014	Adjustment	Late payment	50.00		08/10/2014	
08/25/2014	Billing		100.00		09/15/2014	
09/03/2014	Payment	491	-250.00			
09/09/2014	Payment	496	-200.00			
10/23/2014	Billing		100.00		11/17/2014	
12/22/2014	Billing		100.00		01/13/2015	
01/10/2015	Payment	521	-152.30			
02/23/2015	Billing		100.00		03/16/2015	
04/02/2015	Payment	540	-150.00			
04/24/2015	Billing		100.00		05/15/2015	
06/24/2015	Payment	557	-50.00			

Inverness Public Utility District
Customer History Report
From: 08/01/2011 To: 04/06/2023

Customer

810-010-13
Sharon Morgan Blakley
1065 Cresta Way Apt 8
San Rafael CA 94903-4867

Service Address 140 Camino del Mar

<u>Transaction Date</u>	<u>Description</u>	<u>Reference</u>	<u>Transaction Amount</u>	<u>Consumption</u>	<u>Due Date</u>	<u>Balance Due</u>
06/25/2015	Billing		100.00		07/16/2015	
08/26/2015	Billing		102.30	1	09/16/2015	
09/03/2015	Payment	574	-202.30			
10/26/2015	Billing		100.00		11/16/2015	
12/23/2015	Billing		100.00		01/13/2016	
02/22/2016	Payment	592	-250.00			
02/25/2016	Billing		100.00		03/17/2016	
04/26/2016	Billing		100.00		05/17/2016	
06/15/2016	Payment	604	-150.00			
06/27/2016	Billing		100.00		07/18/2016	
08/26/2016	Billing		100.00		09/18/2016	
09/29/2016	Payment	623	-200.00			
10/26/2016	Billing		100.00		11/16/2016	
12/22/2016	Billing		100.00		01/12/2017	
01/20/2017	Payment	635	-250.00			
02/24/2017	Billing		100.00		03/17/2017	
04/26/2017	Billing		100.00		05/17/2017	
06/27/2017	Billing		100.00		07/18/2017	
08/28/2017	Billing		100.00		09/18/2017	
10/26/2017	Billing		100.00		11/16/2017	
12/22/2017	Billing		115.00		01/12/2018	
12/24/2017	Adjustment	Late payment	35.00		12/24/2017	
12/28/2017	Payment	656	-500.00			
02/23/2018	Billing		115.00		03/16/2018	
04/25/2018	Billing		115.00		05/16/2018	
06/26/2018	Billing		115.00		07/17/2018	
07/26/2018	Payment	0057	-600.00			
08/27/2018	Billing		115.00		09/17/2018	
10/26/2018	Billing		115.00		11/16/2018	75.00
12/21/2018	Billing		115.00		01/11/2019	115.00
02/25/2019	Billing		115.00		03/18/2019	115.00
04/25/2019	Billing		115.00		05/16/2019	115.00
06/25/2019	Billing		121.00		07/16/2019	121.00
08/19/2019	Adjustment	Late payment	35.00		09/17/2019	35.00
08/27/2019	Billing		121.00		09/17/2019	121.00
10/25/2019	Billing		121.00		11/15/2019	121.00
12/03/2019	Adjustment	Late pay chg -	65.00		01/10/2020	65.00
12/20/2019	Billing		121.00		01/10/2020	121.00



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT & WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937-0469

50 INVERNESS WAY NO. & (415) 669-1414 & FAX (415) 669-1010

ADMIN@INVERNESSPUD.ORG & WWW.INVERNESSPUD.ORG

December 4, 2019

By Certified Mail

Sharon Morgan Blakley
505 Broadway St., #A
Petaluma, CA 94952-2410

810-010-13
140 Camino del Mar
Inverness CA

Dear Ms. Blakley:

This is to inform you that water service to your property (street address and customer account number cited above) has been shut off due to nonpayment of rates and charges.

You were sent by U.S. Postal Service a 10-day notice of account delinquency on July 25, 2019, with payment of the amount then owing (\$576.00) by August 9, 2019. No payment was received, nor did you communicate with us. On September 10, 2019, you were sent a 48-hour notice of service termination; this notice was provided by U.S. Postal Service, by a notice posted on the gate to the property, and by a voice mail message left at (707) 773-2711. The amount due at that time was \$762.00, and payment was required by September 16. No payment was received, nor did you communicate with us. In accordance with Sect. 16482.1 of the Public Utilities Code of the State of California, we have now shut off water service from the meter to the property.

The amount now owing is \$883.00; this amount will increase by \$121.00 at the time of the next billing, on December 20. In addition, a charge of \$50.00 will be required to turn the water back on after all amounts then owing have been paid in full (by cash, money order, or cashier's check only).

Please be advised that if this account has not been settled in full within 30 days from the date of this letter, the matter will be brought before the Board of Directors with a staff recommendation that the Board schedule a public hearing on the issue of discontinuing water service to the property at 140 Camino del Mar (A.P. 112-032-01). In the event service is discontinued, the meter will be removed and the connection to the water main will be capped. Any subsequent request for water service to the property will be regarded as a New Service Connection, requiring payment of the then-current New Service Connection Fee (which is currently \$7,600).

Sincerely,

Shelley Redding
Administrator

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

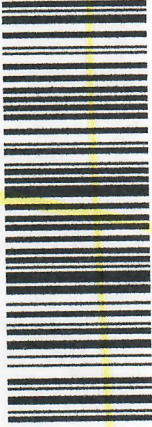


SHELLEY REDDING, ADMINISTRATOR • JAMES K. FOX, CHIEF OF OPERATIONS

Inverness Public Utility District
Water System & Fire Department
PO Box 469
Inverness, CA 94937

PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT
OF THE RETURN ADDRESS. FOLD AT DOTTED LINE

CERTIFIED MAIL®



7017 0660 0000 9137 3200

U.S. POSTAGE P
FORM 3842
INVERNESS, CA
94937
DEC 05, 19
AMOUNT
\$6.85
R2305H126566-07



94952



1000

1/21

**RETURN RECEIPT
REQUESTED**

NW
AS
2/1A

By Certified Mail

RECEIVED

(returned by usps)

JAN 24 2020

**INVERNESS PUBLIC
UTILITY DISTRICT**

Sharon Morgan Blakeley

505
Pet

NIXIE 957 DE 1 0001/18/20

RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

BC: 94937046969 *2472-04696-18-35

UNC
949370469



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT & WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937-0469

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

August 14, 2020

Sharon Morgan Blakley
505 Broadway St., #A
Petaluma, CA 94952-2410

810-010-13
140 Camino del Mar

Dear Ms. Blakley:

This is to ensure that you are aware of the status of the water service to your property at 140 Camino del Mar, Inverness, CA 94937, A.P. No. 112-032-01, and that you are apprised of future actions affecting your water service that may be taken by the Inverness Public Utility District.

On July 25, 2019, you were sent by U.S. Postal Service a 10-day notice of account delinquency, with payment of the amount then owing (\$576.00) required by August 9, 2019. No payment was received, nor did you communicate with us. On September 10, 2019, you were sent a 48-hour notice of service termination; this notice was provided by U.S. Postal Service, by a notice posted on the gate to the property, and by a voice mail message left at (707) 773-2711. The amount due at that time was \$762.00, and payment was required by September 16, 2019. No payment was received, nor did you communicate with us.

On December 4, 2019, we mailed to you by Certified Mail, Return Receipt Requested, a notice that your water service was at risk of being permanently discontinued. A copy of our letter of December 4, 2019, is enclosed, together with a copy of a portion of the USPS tracking report that shows that the USPS attempted to deliver our letter to you on December 9, 2019, and notified you of its availability. Also enclosed is a copy of the envelope containing our December 4, 2019, letter to you, after it had been returned to us by the USPS and received by us on January 24, 2020, with a notice that the item was "UNCLAIMED."

In accordance with §16482.1 of the Public Utilities Code of the State of California, water service from the meter to your property at 140 Camino del Mar was shut off on January 10, 2020 (and a copy of the shutoff notice was mailed to your address, as shown above, on January 11, 2020).

Please note that on August 12, 2020, your service was placed on "Suspended" status, in accordance with the procedures of Regulation 305 of the Regulations of the Inverness Public Utility District Water System (a copy of Regulation 305 is enclosed). Once a service has been on Suspended status for one year, the procedure for the District's Board of Directors to find that the customer service has been abandoned may be initiated.

This is your notice that at any time after one year from August 12, 2020, the District may initiate abandonment proceedings against your water service, which could result in your property being permanently

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



SHELLEY REDDING, ADMINISTRATOR

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

disconnected from the Water System. You should be aware that once a service has been disconnected, any subsequent request to provide water service to the property will be processed in accordance with the requirements for a New Service Connection (the current fee for which is \$7,700.00).

Please consult Regulation 305, Paragraph (e) in particular, for details of the abandonment process. You should be aware that rates and charges continue to accrue while the service is on Suspended status.

Should you wish to restore active service to your property at this time, the rates and charges that are currently past due and which must be paid in full amount to \$1,392.00, plus a Service Resumption Charge of \$50.00.

Sincerely,

Shelley Redding
Administrator

enc.

Inverness Public Utility District

NOTICE OF PUBLIC HEARING ON ABANDONED WATER SERVICE

Notice is hereby given that the Board of Directors of the Inverness Public Utility District will conduct a public hearing to consider adopting a declaration that the customer account for a water service has been abandoned (pursuant to IPUD Water System Regulation 305).

Subject Property: 140 Camino del Mar, Inverness CA 94937, Marin County Assessor's Parcel Number 112-032-01.

Customer of Record: Sharon Morgan Blakley.

Estimated total amount of delinquent rates and charges, as of the date of the scheduled public hearing: \$4,754.20. Payment in full of this amount on or before the date and time of the indicated public hearing will discharge the proposed declaration of abandonment.

Public Hearing: Wednesday, April 26, 2023, 9:00 a.m., Inverness Firehouse, 50 Inverness Way No., Inverness CA 94937. Any member of the public may address the Board on the matter of abandonment of said customer service account and may submit documentary evidence relevant to the issue of the proposed declaration of abandonment. The determination of the Board shall be final and binding.

Notice to Customer of Record: In the event the customer account for said water service is declared abandoned, the water meter shall be removed, the service lateral from the District's distribution main shall be capped, and the subject property shall be officially regarded as not served by the Inverness Public Utility District Water System. Any subsequent request for water service to the subject property shall be processed in accordance with the requirements for a New Service Connection.

Attest: Shelley Redding, General Manager

Date: March 1, 2023

AFFIDAVIT OF MAILING

I, Wade B. Holland, the duly qualified Customer Services Manager of the Inverness Public Utility District, hereby affirm that I mailed to:

Sharon Morgan Blakley
1065 Cresta Way Apt 8
San Rafael CA 94903-4867

which address being the last known mailing address in the records of the Inverness Public Utility District Water System for said Sharon Morgan Blakley,
a copy of the attached:

Notice of Public Hearing on Abandoned Water Service

said hearing to be conducted by the Board of Directors of the Inverness Public Utility District on April 26, 2023, at 9:00 a.m., at the Inverness Firehouse, 50 Inverness Way, No., Inverness, CA 94937, and that said mailing also included a copy of the "District's Policy on Disconnection of Residential Service for Nonpayment" and a copy of Regulation 305, "Service Default, Suspension, and Abandonment" of the Regulations of the Inverness Public Utility District Water System.

I further affirm that said mailing, with sufficient first-class postage affixed, was deposited with the U.S. Postal Service at the post office in Inverness, California, on:

March 1, 2023, at 11:30 a.m.

Date: March 1, 2023

Attest:



Wade B. Holland
Customer Services Manager
Inverness Public Utility District

6259 5282 0000 0560 7202

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

San Rafael, CA 94903

Certified Mail Fee	\$4.15
Extra Services & Fees (check box, add fee as appropriate)	\$7.75
<input checked="" type="checkbox"/> Return Receipt (hardcopy)	\$3.50
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.63
Total Postage and Fees	\$8.13

Postmark Here
MAR 1 2023
03/01/2023
INVERNESS CA 94903-4867

Sent To: Sharon Morgan Blakley
Street and Apt. No., or PO Box No.: 1065 Cresta Way Apt 8
City, State, ZIP+4®: San Rafael CA 94903-4867

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Inverness Public Utility District
PO Box 469
Inverness CA 94937-0469



7021 0950 0000 7875 6579



94903

U.S. POSTAGE PAID
FOVA LETTER
INVERNESS, CA
94937
MAR 01 23
AMOUNT

\$8.13

R2305H126566-49



RDC 99



**UNCLAIMED
RETURN RECEIPT
REQUESTED**

Handwritten: N/A 3/23/23
N/A 3/23/23

RECEIVED

APR -7 2023

INVERNESS PUBLIC
UTILITY DISTRICT

Sharon Morgan Blakley

10 Sa

NIXIE 958 1E 1 0104/05/23

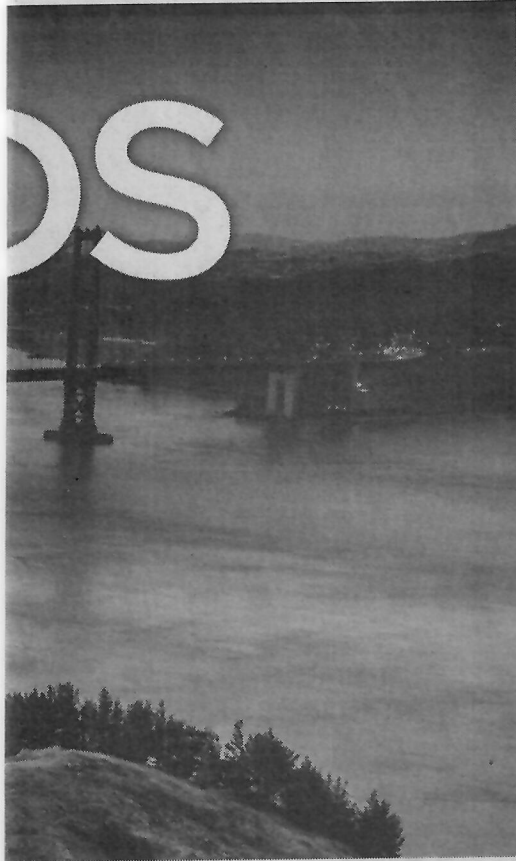
RETURN TO SENDER
UNCLAIMED
UNABLE TO FORWARD

9400922772094380

949039900000

BC: 94937046969 *1240-04460-01-38





responsibility for errors nor for omission of

Legal Notice

SEALED BIDS

INVERNESS DISTRICT
Marin County, California

WATER SERVICE ABANDONMENT PROJECT

Notice is hereby given that the Board of Directors of the Inverness Public Utility District will conduct a public hearing to consider adopting a declaration that the customer account for a water service has been abandoned (pursuant to IPUD Water System Regulation 305).

Notice is hereby given that the Board of Directors of the Inverness Public Utility District will conduct a public hearing to consider adopting a declaration that the customer account for a water service has been abandoned (pursuant to IPUD Water System Regulation 305).

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Legal Notice

Inverness Public Utility District

NOTICE OF PUBLIC HEARING ON ABANDONED WATER SERVICE

Notice is hereby given that the Board of Directors of the Inverness Public Utility District will conduct a public hearing to consider adopting a declaration that the customer account for a water service has been abandoned (pursuant to IPUD Water System Regulation 305).

Subject Property: 140 Camino del Mar, Inverness CA 94937, Marin County Assessor's Parcel Number 112-032-01.

Customer of Record: Sharon Morgan Blakley.

Estimated total amount of delinquent rates and charges, as of the date of the scheduled public hearing: \$4,754.20. Payment in full of this amount on or before the date and time of the indicated public hearing will discharge the proposed declaration of abandonment.

Public Hearing: Wednesday, April 26, 2023, 9:00 a.m., Inverness Firehouse, 50 Inverness Way No., Inverness CA 94937. Any member of the public may address the Board on the matter of abandonment of said customer service account and may submit documentary evidence relevant to the issue of the proposed declaration of abandonment. The determination of the Board shall be final and binding.

Notice to Customer of Record: In the event the customer account for said water service is declared abandoned, the water meter shall be removed, the service lateral from the District's distribution main shall be capped, and the subject property shall be officially regarded as not served by the Inverness Public Utility District Water System. Any subsequent request for water service to the subject property shall be processed in accordance with the requirements for a New Service Connection.

Attest: Shelley G. Redding, General Manager
Date: March 1, 2023
6736467

**SUMMONS
(CITACION JUDICIAL)
Case Number: CV64273
(Numero del Caso)
NOTICE TO DEFENDANT:**



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 5

Management Report

General Manager S. Redding

- Quarterly Financial Reports
- 2023 New Service Connection Fee
- District Capital Projects Funding Strategy Report
- IPUD 75th Anniversary update

INVERNESS PUBLIC UTILITY DISTRICT

Quarterly Income Statement
For the Year 2022-2023

District Fund	Account	Account Desc	Object	Object Desc	1st Quarter	2nd Quarter	3rd Quarter	Current YTD	Budget	Variance
District	10 41101	Ad Valorem Property Taxes			273.58	292,960.76	13,911.95	307,146.29	494,502.00	-187,355.71
District	10 41122	Excess ERAF			12,296.30	65,587.19		77,883.49	100,000.00	-22,116.51
District	10 47211	Interest Income							5,000.00	-5,000.00
District	10 47291	Miscellaneous Income			79,238.80			79,238.80	2,000.00	77,238.80
		Total Income			91,808.68	358,547.95	13,911.95	464,268.58	601,502.00	-137,233.42
District	10 52101	District	60101	Management Wages	26,390.04	26,390.04	26,390.04	79,170.12	105,560.00	-26,389.88
District	10 52101	District	60103	Administrative Wages	20,534.25	14,773.27	17,441.40	52,748.92	64,757.00	-12,008.08
District	10 52101	District	60135	Accrued Vacation Wages					4,500.00	-4,500.00
District	10 52101	District	60210	SS/Medicare Contribution	3,703.10	3,262.39	3,470.18	10,435.67	13,029.00	-2,593.33
District	10 52101	District	60220	Health Insurance	3,909.36	2,997.67	2,949.10	9,856.13	8,709.00	1,147.13
District	10 52101	District	60251	Retirement	4,919.29	3,957.85	4,747.47	13,624.61	20,829.00	-7,204.39
District	10 52101	District	60254	Works Comp Ins	159.79		2.17	161.96	573.00	-411.04
District	10 52101	District	60255	Employee Training Tax	4.91		22.93	27.84		27.84
District	10 52101	District	60271	Unfunded PR Liabilities	37,862.00			37,862.00	37,862.00	0.00
District	10 52101	District	62211	General Supplies and Inve		839.52	423.81	1,263.33	1,500.00	-236.67
District	10 52101	District	62212	Office Supplies, Postage,	3,553.59	6,823.16	1,065.32	11,442.07	7,000.00	4,442.07
District	10 52101	District	62241	Personal Protective Equip					300.00	-300.00
District	10 52101	District	62311	Equipment Maintenance			343.00	343.00	500.00	-157.00
District	10 52101	District	62312	Building Maintenance	1,201.00	485.70	454.00	2,140.70	1,450.00	690.70
District	10 52101	District	63312	Dues & Publications	140.00	260.00	267.19	667.19	6,100.00	-5,432.81
District	10 52101	District	63361	Board & Election Expenses	34.50	59.23	558.42	652.15	1,000.00	-347.85
District	10 52101	District	63362	Public Relations & Outrea	520.00	260.00	594.28	1,374.28	3,120.00	-1,745.72
District	10 52101	District	63421	Telephone, Internet, Cabl	1,343.65	958.11	1,692.83	3,994.59	3,000.00	994.59
District	10 52101	District	63521	Legal Expenses and Attorn	1,040.00			1,040.00	5,000.00	-3,960.00
District	10 52101	District	63531	Financial Reporting/Audit	5,800.00	5,500.00		11,300.00	5,500.00	5,800.00
District	10 52101	District	63532	Other Agency Assessments	633.66			633.66	1,200.00	-566.34
District	10 52101	District	63551	Office IT Support	405.00	4,505.60	1,294.95	6,205.55	2,200.00	4,005.55
District	10 52101	District	63821	Certification & Courses					500.00	-500.00
District	10 52101	District	65111	Insurance	3,438.66			3,438.66	2,645.00	793.66
District	10 52101	District	65541	Bank & Payroll Charges	4,218.39			4,218.39	9,000.00	-4,781.61
District	10 52101	District	65554	Property Tax Admin. Fees		4,353.26		4,353.26	8,000.00	-3,646.74
District	10 52101	District	68112	Miscellaneous	198.26	107.42	352.55	658.23	900.00	-241.77
District	10 52101	District	68113	Fraud Expense	9,985.66	-134.71		9,850.95		9,850.95
		Total Expenses			129,995.11	75,398.51	62,069.64	267,463.26	314,734.00	-47,270.74
		Net Income			-38,186.43	283,149.44	-48,157.69	196,805.32	286,768.00	-89,962.68

INVERNESS PUBLIC UTILITY DISTRICT

Quarterly Income Statement
For the Year 2022-2023

Water Fund	Account	Account Description	Object	Object Desc	1st Quarter	2nd Quarter	3rd Quarter	Current YTD	Budget	Variance
Water	51 45101	Basic Charges			77,137.50	154,275.00		231,412.50	452,100.00	-220,687.50
Water	51 45102	Usage Charges			15,545.00	16,345.00		31,890.00	68,126.00	-36,236.00
Water	51 45103	Cross Connection Fees			228.00	408.00		636.00	1,300.00	-664.00
Water	51 45104	Miscellaneous Water Charg			120.00	365.00		485.00		485.00
Water	51 45106	Drought Surcharge			15,397.50	30,855.00		46,252.50		46,252.50
Water	51 45109	Customer Work Overhead			6,818.43			6,818.43	500.00	6,318.43
Water	51 45113	New Service Connection Fe			8,100.00			8,100.00	7,800.00	300.00
Water	51 45211	Misc. Water Charges							2,000.00	-2,000.00
Water	51 47291	Miscellaneous Income							500.00	-500.00
		Total Income			123,346.43	202,248.00		325,594.43	532,326.00	-206,731.57
Water	51 57101	Water	60101	Management Wages	15,254.47	14,391.00	14,391.00	44,036.47	46,051.00	-2,014.53
Water	51 57101	Water	60102	Operations Wages	72,657.67	69,885.97	72,311.27	214,854.91	254,521.00	-39,666.09
Water	51 57101	Water	60103	Administrative Wages	3,524.47	2,943.49	2,972.06	9,440.02		9,440.02
Water	51 57101	Water	60210	SS/Medicare Contribution	6,994.94	6,672.39	6,633.59	20,300.92	22,994.00	-2,693.08
Water	51 57101	Water	60220	Health Insurance	14,787.93	15,025.32	16,243.88	46,057.13	60,965.00	-14,907.87
Water	51 57101	Water	60251	Retirement	13,619.26	12,770.27	13,046.81	39,436.34	44,667.00	-5,230.66
Water	51 57101	Water	60254	Works Comp Ins			367.85	367.85	9,196.00	-8,828.15
Water	51 57101	Water	60255	Employee Training Tax			33.81	33.81		33.81
Water	51 57101	Water	62211	General Supplies and Inve	4,798.44	4,186.66	4,669.91	13,655.01	15,000.00	-1,344.99
Water	51 57101	Water	62212	Office Supplies, Postage,					1,000.00	-1,000.00
Water	51 57101	Water	62221	Chemicals	1,811.26	2,062.14	1,472.93	5,346.33	5,000.00	346.33
Water	51 57101	Water	62222	BacT & Raw Samples	1,054.00	824.00	960.00	2,838.00	4,500.00	-1,662.00
Water	51 57101	Water	62223	Periodic Samples	660.00	2,750.00		3,410.00	6,850.00	-3,440.00
Water	51 57101	Water	62224	Lead & Copper		630.00		630.00	825.00	-195.00
Water	51 57101	Water	62231	Telemetry	826.98	311.38	467.71	1,606.07	2,500.00	-893.93
Water	51 57101	Water	62241	Personal Protective Equip			252.21	252.21	500.00	-247.79
Water	51 57101	Water	62242	Uniforms		285.89		285.89	500.00	-214.11
Water	51 57101	Water	62311	Equipment Maintenance		69.55	286.25	355.80	5,000.00	-4,644.20
Water	51 57101	Water	62312	Building Maintenance		345.77		345.77	1,000.00	-654.23
Water	51 57101	Water	62321	Tank Maintenance		665.00	170.00	835.00	3,000.00	-2,165.00
Water	51 57101	Water	62322	Collection & Treatment Ma	1,702.08	119.08		1,821.16	8,200.00	-6,378.84
Water	51 57101	Water	62323	Distribution System Maint		490.00		490.00	13,000.00	-12,510.00
Water	51 57101	Water	62324	Collection & Treatment Ut	175.43	3,671.43	8,065.52	11,912.38	32,000.00	-20,087.62
Water	51 57101	Water	62325	Distribution System Utili	5,642.24	2,940.90	902.14	9,485.28	1,100.00	8,385.28
Water	51 57101	Water	62326	SCADA Maintenance	2,035.01	375.00	2,575.00	4,985.01	8,000.00	-3,014.99
Water	51 57101	Water	62327	Cross Connect Maintenance					1,200.00	-1,200.00
Water	51 57101	Water	62411	Vehicle Gas & Oil	3,190.34	1,812.48		5,002.82	15,000.00	-9,997.18
Water	51 57101	Water	62412	Vehicle Repairs & Service	2,020.94	608.36	1,994.44	4,623.74	2,500.00	2,123.74
Water	51 57101	Water	63112	Commo Supplies	152.57			152.57		152.57
Water	51 57101	Water	63312	Dues & Publications	860.00		741.80	1,601.80	2,000.00	-398.20
Water	51 57101	Water	63421	Telephone, Internet, Cabl	601.24	455.03	341.59	1,397.86	1,200.00	197.86
Water	51 57101	Water	63521	Legal Expenses and Attorn			109.07	109.07	1,000.00	-890.93
Water	51 57101	Water	63532	Other Agency Assessments		4,921.84		4,921.84	4,700.00	221.84
Water	51 57101	Water	63541	Billing & Collections	717.48	11.31	739.78	1,468.57	9,000.00	-7,531.43
Water	51 57101	Water	63821	Certification & Courses	160.00		399.98	559.98	200.00	359.98
Water	51 57101	Water	65111	Insurance	26,517.02			26,517.02	16,603.00	9,914.02
Water	51 57101	Water	68112	Miscellaneous	6.32		240.72	247.04	30.00	217.04
Water	51 85000	Debt Services	85200	Loan Principal					33,000.00	-33,000.00
Water	51 57101	Water	85300	Loan Interest Expense						
		Total Expenses			179,770.09	149,224.26	150,389.32	479,383.67	632,802.00	-153,418.33
		Net Income			(56,423.66)	53,023.74	(150,389.32)	(153,789.24)	(100,476.00)	(53,313.24)

INVERNESS PUBLIC UTILITY DISTRICT
3rd Quarter Income Statement
For the Year 2022-2023

Fire Fund	Account	Account Description	Object	Object Desc	1st Quarter	2nd Quarter	3rd Quarter	Current YTD	Budget	Variance
INCOME										
Fire	21 41121	Special Fire Tax Assessme				42,219.68		42,219.68	76,000.00	-33,780.32
Fire	21 42131	TOT Revenue (Meas)-Restri			67,257.39	57,225.75		124,483.14	75,000.00	49,483.14
Fire	21 42132	MWPA Defensible Space Pro			985.16		11,476.25	12,461.41	20,000.00	-7,538.59
Fire	21 42133	MWPA Local Specific Preve			985.17		11,476.25	12,461.42	20,000.00	-7,538.58
Fire	21 42134	WMES (Burton Funds)							7,490.00	-7,490.00
Fire	21 47114	Merchandise Sales			2,241.00			2,241.00	500.00	1,741.00
Fire	21 47291	Miscellaneous Income			2,725.00		1,000.00	3,725.00	700.00	3,025.00
		Total Income			74,193.72	99,445.43	23,952.50	197,591.65	199,690.00	-2,098.35
EXPENSES										
Fire	21 53101	Fire	60101	Management Wages	16,179.42	14,391.00	14,391.00	44,961.42	46,051.00	-1,089.58
Fire	21 53101	Fire	60102	Operations Wages	11,566.32	11,419.40	10,684.81	33,670.53	49,608.00	-15,937.47
Fire	21 53101	Fire	60104	Fire Staff					2,000.00	-2,000.00
Fire	21 53101	Fire	60105	Duty Officer Wages					1,000.00	-1,000.00
Fire	21 53101	Fire	60135	Accrued Vacation Wages					4,500.00	-4,500.00
Fire	21 53101	Fire	60210	SS/Medicare Contribution	2,122.53	1,974.47	1,791.41	5,888.41	7,318.00	-1,429.59
Fire	21 53101	Fire	60220	Health Insurance	3,894.69	4,207.34	8,209.80	16,311.83	17,419.00	-1,107.17
Fire	21 53101	Fire	60251	Retirement	5,227.30	5,351.79	4,892.68	15,471.77	20,526.00	-5,054.23
Fire	21 53101	Fire	60254	Works Comp Ins			116.00	116.00	3,131.00	-3,015.00
Fire	21 53101	Fire	60255	Employee Training Tax	0.06		10.50	10.56		10.56
Fire	21 53101	Fire	62211	General Supplies and Inve	2,841.36	5,546.63	1,571.33	9,959.32	4,000.00	5,959.32
Fire	21 53101	Fire	62212	Office Supplies, Postage,	28.61	17.31		45.92	500.00	-454.08
Fire	21 53101	Fire	62241	Personal Protective Equip	281.16	1,478.26	224.02	1,983.44	7,490.00	-5,506.56
Fire	21 53101	Fire	62242	Uniforms					1,000.00	-1,000.00
Fire	21 53101	Fire	62311	Equipment Maintenance	831.62	1,679.47	436.25	2,947.34	3,000.00	-52.66
Fire	21 53101	Fire	62312	Building Maintenance	570.00	737.76	469.47	1,777.23	3,000.00	-1,222.77
Fire	21 53101	Fire	62313	Grounds Maintenance			17.00	17.00	1,000.00	-983.00
Fire	21 53101	Fire	62328	Firehouse Utilities	951.8	1,215.57	2,632.88	4,800.25	5,500.00	-699.75
Fire	21 53101	Fire	62411	Vehicle Gas & Oil	1,761.80	857.05	113.59	2,732.44	7,000.00	-4,267.56
Fire	21 53101	Fire	62412	Vehicle Repairs & Service	815.75	2,152.80	2,537.16	5,505.71	6,000.00	-494.29
Fire	21 53101	Fire	63111	Radio/Pager Repair	72.57	172.00		244.57	500.00	-255.43
Fire	21 53101	Fire	63112	Commo Supplies	315.19	2,416.03	288.13	3,019.35	4,000.00	-980.65
Fire	21 53101	Fire	63113	MERA Operations	13,460.00			13,460.00	13,460.00	0.00
Fire	21 53101	Fire	63115	MERA New Financing					1,121.00	-1,121.00
Fire	21 53101	Fire	63311	Public Education and Awar			474.71	474.71	1,000.00	-525.29
Fire	21 53101	Fire	63312	Dues & Publications	1,072.00		29.99	1,101.99	500.00	601.99
Fire	21 53101	Fire	63314	Resale Merchandise					3,000.00	-3,000.00
Fire	21 53101	Fire	63331	MWPA Defensible Space			17,504.22	17,504.22	21,172.00	-3,667.78
Fire	21 53101	Fire	63332	MWPA Local Projects		14,800.00		14,800.00	21,172.00	-6,372.00
Fire	21 53101	Fire	63362	Public Relations & Outrea	240.51			240.51	500.00	-259.49
Fire	21 53101	Fire	63364	Disaster Council	1,234.07	942.49	999.62	3,176.18	5,000.00	-1,823.82
Fire	21 53101	Fire	63421	Telephone, Internet, Cabl	478.49	101.86	1,120.62	1,700.97	700.00	1,000.97
Fire	21 53101	Fire	63551	72	90.00			90.00		90.00
Fire	21 53101	Fire	63811	Volunteer Training	1,123.91	615.29	562.63	2,301.83	2,000.00	301.83
Fire	21 53101	Fire	63812	Volunteer Appreciation		2,081.06		2,081.06	1,500.00	581.06
Fire	21 53101	Fire	63813	Volunteer Stipends					2,390.00	-2,390.00
Fire	21 53101	Fire	63821	Certification & Courses			115.00	115.00	1,500.00	-1,385.00
Fire	21 53101	Fire	65111	Insurance	23,137.87			23,137.87	16,671.00	6,466.87
Fire	21 53101	Fire	68112	Miscellaneous		109.00		109.00	3,300.00	-3,191.00
		Total Expenses			88,297.03	72,266.58	69,192.82	229,756.43	289,529.00	-59,772.57
		Net Income			-14,103.31	27,178.85	-45,240.32	-32,164.78	-89,839.00	57,674.22

Inverness Public Utility District

NEW SERVICE CONNECTION FEE

Effective January 1, 2023 – December 31, 2023

Regulation 101 of the Regulations of the Inverness P.U.D. Water System, as amended by Ordinance 32-93 (March 15, 1993), provides the method of setting the New Service Connection Fee that is charged for a new service connection.

Subparagraph (4) of paragraph (r) of Regulation 101 provides that the New Service Connection Fee that shall be in effect during the calendar year shall be set to equal the

“Total value of the Fixed Assets of the Water System, excluding construction in progress and with deduction for accumulated depreciation, as of June 30 of the year preceding the year during which the New Service Connection Fee will be in effect, as reported in the General Purpose Financial Statements of the District prepared by the District’s independent auditors.”

divided by the

“Total number of customer connections (active and inactive) of the Water System, excluding connections owned by the District itself or by any District-owned entity, and excluding customer accounts for public owned fire hydrants, on June 30 of the year preceding the year during which the New Service Connection Fee will be in effect.”

the resulting amount to be

“rounded up to the next even One Hundred Dollars (\$100.00).”

The following documents the amount of the New Service Connection fee to be in effect during the calendar year 2023 (January 1, 2023 through December 31, 2023):

<i>Total value of fixed assets (excluding land), June 30, 2022</i>	<i>\$4,939,288</i>
<i>Less construction in progress</i>	<i>\$ <u>0</u></i>
<i>Net value of fixed assets, June 30, 2022</i>	<i>\$4,939,288</i>
<i>Total number of customer connections, June 30, 2022</i>	<i>518</i>

$\$4,939,288 \div 518 = \$9,535 = \$9,600$ (rounded up)

I hereby certify that the foregoing data and calculations are correct to the best of my knowledge, and that the amount of the New Service Connection Fee for the period of January 1, 2023, through and including December 31, 2023, is correctly set and shall be Nine Thousand Six Hundred Dollars (\$9,600.00).

Attest:



Shelley Redding, General Manager

April 20, 2022

Inverness Public Utility District

March 2023 Capital Projects Funding Strategy Report

Title	Grantor	Grant? Loan? Cost Share?	Application Status	Application Due Date	Best Use	Link to webpage
Building Resilient Infrastructure Communities	FEMA	75% Federal 25% Other funds	NOT started. Assessing for Hazard Mitigation Planning	Jan 27th, 2023	Connor Tank Project / Capital Project	https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities
Small Community Drought Relief Program	Dep. of Water Resources	Grant, no cost share	SUBMITTED 3/10/2023	December 29th, 2023	Engineering costs associated with Connor Tank, Lining for Seahaven tank, cathode protection, ,	https://www.grants.ca.gov/grants/small-community-drought-relief-program/
Community Wildfire Defense Grant 2022 West Department of Agriculture Forest Service USDA-FS-2022-CWDG-CWSF	FEMA		NOT started. Assessment needed for 2023/2024 application	October 7th, 2022	Upgrade fire department gear and equipment	www.grants.gov
Resilient California	CalOES		NOT active. Need to revisit and asses. Is this the same as APGP?		Climate Adaptation for drought resilience	https://resilientca.org/apg/
State Water Board Expedited Safe Drinking Water Grant	State Water Resources Control Grant		NOFO released, guidelines being finalized. High Priority.	Round 3 we will be open for new applicants, which will likely occur in the end of summer/early fall 2023	Redwood tank replacement, water main replacement	https://www.waterboards.ca.gov/drinking_water/services/funding/expedited-grant-funding.html
CalOES Hazard Mitigation Grant Program	CalOES	Cost Share 75/25 Grantor/District for mitigation activity, 100% for management	NOI and Pre-Application approved. Outreach started to local organizations. HIGH PRIORITY.	August 4th Sub application DUE	Request for Proposal: Hazard and Vulnerability Assesment	https://caloes.my.site.com/s/login/?ec=302&startURL=%2Fs%2F
Assistance to Firefighters Grant	FEMA		NOT started. Jim and Shelley are interested in this for a Type 6.		Type 6 Engine	CA Contact: Sandi R. Tripp 510-627-7080 Sandra.Tripp@fema.dhs.gov



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 6

Water System Report

- March 2023



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

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

MARCH 2023 – WATER SYSTEM REPORT

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

End of MARCH Statistics	Mar. 2023	Mar. 2022	DIVERSION	2023 GPM	2022 GPD	Mar 2022 GPM
RAINFALL @ F1	Recorded at F1	(@ F1)	D1	190	273,600	19
Monthly total (in inches “)	12.49”	1.74”	D2	270	388,800	24
For Year 7/01 -> to date (March 01)	46.26”	27.20”	D3	220	316,800	24
Avg. yearly since 1925 (inches)	37.26”	37.32”	D4	210	302,400	35
*Compare End Mo Streamflow	Jan 2023	Feb 2023	D5	200	288,000	38
<i>*upper diversions total gpm</i>	gpd-> 856,800	1,000,800	D6	260	374,400	37
<i>*Oct21-Dec22: 251;165;975;455;255;224;218;127;92;82;55;60;58;71;660</i>	595 gpm	695 gpm	D7	220	316,800	31
3-MONTH Production-Use trend:	Jan 2023	Feb 2023	D8	50	72,000	@ 16
Dec 2022: 1,364,800 gallons	1,396,700 gal	1,260,800	TOTALS--	1,620	2,332,800	224
44,026 Avg. gallons per day 30.6 Average gpm usage*	45,055 gpd* 31.3 gpm	45,029 gpd 31.3 gpm	MARCH PRODUCTION & SYSTEM USAGE PATTERNS			
SOURCES USED	(Mar 2023)	(Mar 2022)	USE BY	ZONE	2023	2022
1 st Valley High Intakes (D 3)	82 %	50 %	Colby	706,300+	47%	41%
2 nd Valley High Intakes (D)	0.0 % -	31 %	Tenney	481,700 +-	32 %	35%
3 rd Valley Intakes (D 7)	18 % -	19 %	Conner	22,700 -	2 %	4%
1st Valley lower intake (L1)	0 %	0 %	Stockstill	163,700+	11 %	12%
2 nd Valley lower (L2)	0 %	0 %	Sea Haven	116,300-	8 %	8 %
Wells (W1,W2,.W3 nil)	0 %	nil %	MARCH PROD	1,490,700	100 %	100 %
TOTAL	100 %	100.0 %				

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

MARCH AVERAGE 48,087 gal/day = 33.4 avg gpm

[Trending Note: daily usage up from previous months]

• 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. March Average CL₂ dose at F1→ 0.62 parts per million (ppm); average CL₂ at F3→ >@0.67 ppm

• Major Activities

- Monthly reports sent to CA RWQCB / DHS. / TOC Grabs 1st, 2nd, and 3rd valleys
- D3 and D7 on line and producing; all other diversions presently off-line
- Regular flushing of 4” iron line on Via de la Vista & Escondido 2” PVC lines, weather & power failures permitting
- F1: F1 chlorinator suction failed/ Repaired same day
 - Flushed D6-F1 raw water line @ Wright’s slide, 2nd Valley BO and to F1
 - F1 break tank transducer having intermittent glitches (rapid tank too-high/too-low signals, {seasonal issue})
- F3: Nano filter CIP-cleaned. Cleaned Ultra pre-filter and y-screen;
 - Finish water turbidimeter having occasional intermittent light bulb glitches
 - CEB 4-way valve on Chlorine CEB pump failed // repaired
 - Flushed D7 --> F3 raw intake line
- Watershed roads and trails: Brush & tree clearing & chipping; filling potholes and re-establishing water bars
- Leak discovered 115 Forres Way (found saddle bolts completely broken (rusted away) removed old rusted saddle and replaced with all new brass saddle & corporation-stop
- Daylight “savings” time change

EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by

CLIMATE PREDICTION CENTER/NCEP/NWS

13 April 2023

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

Synopsis: ENSO-neutral conditions are expected to continue through the Northern Hemisphere spring, followed by a 62% chance of El Niño developing during May-July 2023.

During the last month, above-average sea surface temperatures (SSTs) became more prominent in the western and far eastern equatorial Pacific Ocean (Fig. 1). The latest weekly Niño-3.4 index value was 0.0°C, but the Niño1+2 index value was +2.7°C, indicating significant warming along the South American coast (Fig. 2). Area-averaged subsurface temperatures also increased over the past month (Fig. 3), reflecting the dominance of above-average subsurface temperatures across the equatorial Pacific Ocean (Fig. 4). For the monthly average, upper-level and low-level winds were near normal across most of the equatorial Pacific Ocean. However, low-level westerly wind anomalies were evident in the first half of March associated with sub-seasonal activity. Suppressed convection was evident over the central tropical Pacific and over parts of Indonesia (Fig. 5). While the warming near coastal South America was striking, the basin-wide coupled ocean-atmosphere system was consistent with ENSO-neutral.

The most recent IRI plume favors a transition to El Niño, beginning June-August 2023 and persisting into the winter (Fig. 6). While the lower accuracy of forecasts during the spring can result in surprises, the recent oceanic Kelvin wave plus recurring westerly wind anomalies are anticipated to further warm the tropical Pacific Ocean. The coastal warming in the eastern Pacific may foreshadow changes across the Pacific basin. Therefore, an El Niño Watch has been issued, and the range of possibilities toward the end of the year includes a strong El Niño ([4 in 10 chance](#) of Niño-3.4 $\geq 1.5^{\circ}\text{C}$) to no El Niño (1 in 10 chance). In summary, ENSO-neutral conditions are expected to continue through the Northern Hemisphere spring, followed by a 62% chance of El Niño developing during May-July 2023 (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 11 May 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.

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



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 7

Fire Department Report

- March 2023
- Marin Wildfire Prevention Update (MWPA)
 - Local Projects Update
 - CORE Projects Update
- Marin Emergency Radio Authority Update
- Inverness Disaster Council

FIRE DEPARTMENT REPORT

March 2023

INCIDENTS:

<i>#</i>	<i>Date</i>	
#23-041	3-2	EMS @ Via de la Vista. M94 transport. <i>Attendance:</i> Jim Fox, Tom Fox
#23-042	3-2	EMS @ Argyle St. M94 transport. <i>Attendance:</i> Jim Fox, Tom Fox
#23-043	3-3	EMS @ Callendar Way. M94 transport. <i>Attendance:</i> Jim Fox, Tom Fox
#23-044	3-5	EMS @ Rannoch Way. M94 transport. <i>Attendance:</i> Tom Fox
#23-045	3-6	Wires down @ 615 Via de la Vista. <i>Attendance:</i> David Briggs, Jacob Leyva, Ken Fox, Tim Olson, Tom Fox.
#23-046	3-14	Wires down @ 485 Aberdeen Way. <i>Attendance:</i> Cassidy Russell, Jacob Leyva, Jim Fox
#23-047	3-14	Tree down @ Sir Francis Drake Blvd, near Dream Farm. <i>Attendance:</i> David Briggs, Dennis Holton, Greg Eastman, Ken Fox
#23-048	3-14	Tree down @ Sir Francis Drake Blvd and Pierce Point Rd. <i>Attendance:</i> Ken Fox
#23-049	3-15	Tree down @ 12748 Sir Francis Drake Blvd. <i>Attendance:</i> David Briggs, Jim Fox, Ken Fox
#23-050	3-22	EMS @ Cameron St. M94 Transport. <i>Attendance:</i> Cassidy Russell, Greg Eastman, Jim Fox, Tom Fox
#23-051	3-25	EMS @ Rannoch Way. Private transport. <i>Attendance:</i> David Briggs, Ken Fox, Tim Olson, Tom Fox
#23-052	3-27	Vehicle accident @ SFD and Drakes Beach Rd. Auto crash detection text to 911. Unable to locate. <i>Attendance:</i> David Briggs, Greg Eastman, Jim Fox, Tim Olson, Tom Fox.
#23-053	3-28	Landing Zone @ White house pool for EMS on Drakes View. Cancelled en route. <i>Attendance:</i> Greg Eastman, Jim Fox, Ken Fox, Tom Fox
#23-054	3-31	Fire alarm @ 545 Vision Rd. False alarm. <i>Attendance:</i> David Briggs, Jim Fox, Ken Fox, Tom Fox

TRAININGS:

March 12: Thermal imaging camera operation. Bad weather preparation.

Attendees: Cassidy Russel, Andrew Bock, Brian Cassell, Tom Fox, Greg Eastman, Tim Olson, Jacob Leyva, Jim Fox, Ken Fox, David Briggs, Dennis Holton.

March 28: Call review. Driving Safety Training, Falling Trees. Office of Emergency Management. Preplan review.

Attendees: Ken Fox, Tom Fox, Jim Fox, David Briggs, Dennis Holton, Jay Borodic, Liam Riley, Greg Eastman, Cassidy Russell.

ACTIVITIES AND MAINTENANCE:

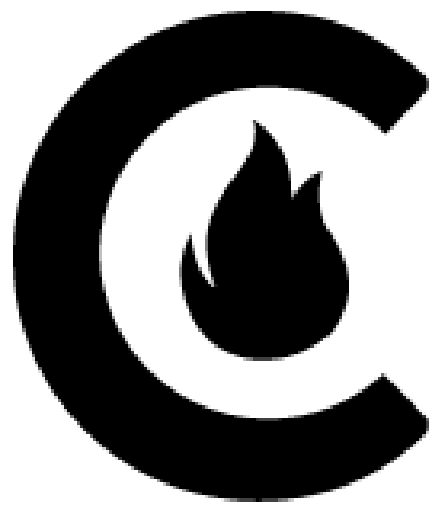
1. Evacuation route work noticing.

2. NFIRS data preparation.
3. Repair pump on Engine 360
4. Driver safety review.
5. Target solutions set up for volunteers.
6. Type 6 building and specs
7. Station cleanup.
8. Hazardous tree inspection.
9. Disaster council pamphlet and guide.
10. SCBA sizing.

PERSONNEL:

Mike Meszaros, 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, David Thompson, Jack von Thaeer, Andrew Bock

Jim Fox, Chief



EXECUTIVE OFFICER'S REPORT

[Volunteer at Wildfire Prevention Weed Pull](#)

Issue 6

APRIL 2023

PROJECT UPDATES

GREATER NOVATO SHADED FUEL BREAK

The Greater Novato Shaded Fuel Break Project was approved by the MWPA Board of Directors on April 20, 2023!

The Specs

- 60 miles in length
- 100-200 ft in width in most locations (up to 300 ft if conditions warrant)
- Up to 3,463 acres (including linear fuel break and WUI treatment areas)
- Initial implementation will take approximately 5 years, maintenance will be ongoing

Treatment Types

- Manual treatments / hand crews (mostly nonnative removal, mimics vegetation structure density that would exist in areas with intact fire disturbance regime)
- Ground-based mechanical (mostly mowing of annual grasses)
- Prescribed herbivory
- Broadcast burn and pile burn
- Targeted herbicide use (painting stumps, etc.)

Tasks Completed

- Modeling to prioritize and determine treatment types based on 2020 CWPP datasets
- Environmental analysis under CalVTP
- Public workshop #1 (over 5,200 residents invited via postcard to attend the Nov 2022 meeting)
- Over 800 letters sent to private property owners to obtain rights of entry to property for first phase
- Public workshop #2 coming May 24. Stay tuned!

RECENT BOARD ACTIONS

- Approved two projects:
 - Greater Novato Shaded Fuel Break Project
 - San Rafael Zone Fire Road Vegetation Clearance Phase 2 Project

EMBER STOMP 2023

Our partners at Fire Safe Marin are working diligently to bring together community organizations and engage the public for the 2nd annual wildfire safety and preparedness festival. Mark your calendars and spread the word about this free event with live music, food, kids activities, juried art show, and a live demonstration burn.



WILDFIRE PREVENTION WEED PULL

Point San Pedro Road Coalition is gathering volunteers for an Earth Day Wildfire Prevention and Invasive Species Removal event. Consider volunteering to make a hands on contribution to wildfire safety & preparedness in celebration of our planet on Saturday April 29th. [More information here.](#)

Thank You,



Mark Brown
Executive Officer
Marin Wildfire Prevention Authority

Title : Inverness Defensible
Space Inspections copy

Basic Info

Proposal Generated By : Shelley

Lead Agency : Inverness Fire District

Partners : County Of Marin Fire

Zone : West Marin

Program Area : Defensible Space

Goal : Defensible

Proposal Number : 4336

Proposal Category : DSpace Evaluations

Work Plan Year : 2023

Proposal Code : WM-INV-24-5-D-EV

Point Of Contact (Name) : Jim Fox

Please provide your own written description or choose one of the following standardized project descriptions : The Inverness Fire Protection District intends to utilize defensible space funds to hire County inspectors to perform Structural Ignitability and D Space Assessments, parcel by parcel, providing quality evaluations of fire hazards on all parcels in the Inverness Public Utility District. The Certified Wildfire Mitigation Specialists will assess and record existing conditions, write prescriptions for each parcel, provide written evaluations, and give face to face education to property owners on potential remedies. We will support homeowners to modify the existing built environment, create good defensible spaces, reduce hazards, and create a more fire adaptive community. The results of these evaluations will provide parcel level data and hazard identification, thereby facilitating more informed decisions about where to apply home hardening incentives and vegetation management funding most effectively. The District plans to evaluate approximately half of the parcels each year,

alternating sections so that each residence receives an evaluation at least once every two years. Inspectors will help inform residents of available MWPA grant funding for defensible space and home hardening work and distribute information on upcoming Chipper Day events in the community.

Project Start Date : Fri Jul 01 2022

Does this proposal support or implement any of the priority projects If yes, please include the project name/title below. : N/A.

Describe how the proposed project will reduce the risks associated with wildfire. : By informing residents of defensible space principles, hazard mitigation, fuel reduction and proper disposal, we will help the community adapt to increasing risks of wildfire.

Estimate how much of the project area falls within each risk category (either in acres or percent of project area). Please specify which data informed your estimates. : Estimate is based on District area (approx. 1600 acres) and CalFIRE FHSZ map.

Very High : 100

High : 1450

Moderate : 50

Communities at Risk within the JPA that would benefit from the proposed project :
Inverness

Total Communities at Risk that would benefit from the proposed project : 1

The member agency attests that this project is not supplanting projects that would be performed without MWPA funding : yes

Defensible Space and Home Hardening

If other listed objectives also apply, please explain. : In addition to providing resources to homeowners, the defensible space inspections conducted in Inverness will result in actions that reduce structural ignitability and create/maintain adequate defensible space on parcels.

Describe the expected outcomes of the proposal. : Through this project, we expect residents to become more proactive about removing hazardous fuels from within 100 feet of structures, creating defensible space, properly disposing of excess fuels, and taking steps to harden their homes. As a result of outreach and education, we expect more residents to utilize

grant funding available through the MWPA. Cumulatively, these efforts should reduce risks to life and property from wildland fire events.

Is this a proposal for a Defensible Space and Home Hardening Inspection Program? :
yes

How many inspectors are a part of this program? : Contract with Marin County Fire

What is the inspection schedule? (How frequently do you foresee homes being inspected? If this varies geographically, what is the criteria for prioritization?) : Every 2 years.

If homeowners are in violation of code, how do you address this during and after the inspection? : Outreach and education.

In what ways do you inform residents of the grant funding available following their inspection? : Provide information from Fire Safe Marin and MWPA about resources through our website.

Budget

Cost To Perform Work : 21719



Title : Inverness Evacuation
Route Vegetation Management
copy

Basic Info

Proposal Generated By : Shelley Redding

Lead Agency : Inverness Fire District

Zone : West Marin

Program Area : Local

Goal : Vegetation

Proposal Number : 3519

Proposal Category : Evacuation Routes

Work Plan Year : 2023

Proposal Code : WM-INV-24-6-L-ER

Point Of Contact (Name) : Jim Fox

Please provide your own written description or choose one of the following standardized project descriptions : In order to improve evacuation routes and fire hazardous vegetation will be reduced along roads within the Inverness Public Utility District. Work will continue to focus on roadside vegetation up to 10 feet from center of the road to both sides of the road edges. Clearing vegetation and low hanging limbs from these areas will improve emergency responder access, reduce the amount of heat that evacuating residents might be exposed to during a fire, improve visibility, and expands usable width of roadways. No healthy, mature trees will be removed under this project. Trimmings and removed vegetation will be disposed of through chipping or composting at regional facilities. Work will be performed at appropriate times of the year to reduce the potential for biological resource impacts (e.g., tree pruning work will mainly occur between September and mid February, unless a recent nesting bird survey conducted by a qualified biologist prior to the work

confirms that no active nests would be disturbed). It is critical to support this community in creating safe evacuation routes as well as improving equipment access.

Project Start Date : Sat Jul 01 2023

Explain the project's relationship to the CWPP or other applicable plans (such as strategic plans, general plans, local plans, HOA Plans, HMMP, a Fire Wise Community Assessment or other) : The project directly supports the mitigation measures and strategies outlined in Section 8.5.1, Roadside Vegetation Management of the CWPP.

Describe how the proposed project will reduce the risks associated with wildfire. : The threat from wildfire can never be fully mitigated therefore creating fire adaptive communities is not only about reducing fire threat from fire growth. Improving the safety of the residents is a key component of creating a fire adaptive community. People are going to continue to live in these communities and creating quality evacuation routes is a critical component to their long term fire adaptive strategy. This project will also increase Fire Department access in the event of an approaching or initial attack wildfire which will increase the likelihood of protection of residences and the community. Recognizing fire is a critical role of the ecosystem is also important and many of the species rely on disturbance, traditionally from fire, to maintain their health and resiliency.

Communities at Risk within the JPA that would benefit from the proposed project :
Inverness

Total Communities at Risk that would benefit from the proposed project : 1

The member agency attests that this project is not supplanting projects that would be performed without MWPA funding : yes

Veg Management

Please draw the approximate area in the Map tab : The project is located within the town of Inverness, California. The area is in valleys and steep terrain that is densely vegetated. The community is surrounded by National Park Service land and State Park Service Land that have significant fuel loading levels.

Provide clear rationale for how the proposed project will reduce the risks associated with wildfire : By improving emergency equipment access to this community, capacity to defend structure during the event of a wildfire will improve and response times of emergency responders will be reduced. The removal of fuels along road corridors will also diminish fire

behavior along those strategic points allowing better fire suppression opportunities. The quicker a fire can be extinguished the less threat it will be to homes and the community.

Does this project potentially overlap the coastal zone? : yes

Identify habitable structures and/or community assets that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers : The Inverness Public Utility District has several water tanks within the community that benefit from the project by removing vegetation along the access roads and accessibility to hydrants.

Planning : maintenance

Describe the planning process and goals and objectives : Manual

Do you need field assistance to map treatment units : no

Describe the methods that would be used (manual, mechanical, prescribed burn, prescribed herbivory) : Manual

Identify equipment or methods that would be used in detail (e.g., identify the types of equipment and usage parameters such as for chainsaws, chippers, masticators, curtain burners, mowers; identify expected herd size and durations on-site, and fencing needs for goats) : Project work will be conducted by hand crews utilizing chainsaws, chippers, and other hand tools.

How will the project dispose of and/or utilize leftover biomass? (For example, chipping, offsite hauling, pile burning, air curtain burning)? : Project debris will be chipped onsite or hauled depending on property owner preference.

Will off-road travel and/or staging/landing be needed? If yes, please describe, including locations where possible in mapping and number, sizes, disturbance areas, etc. : No

Would the project require construction of temporary roads? If yes, please describe length, width, location, and construction methods. : No

Describe the number of workers expected per day. : 3 X 20 person crews

Identify the time of year that the work would be completed : Summer, Fall and Winter

Describe how often maintenance would occur (e.g., 2 to 5 years, etc.). : The project will have a return interval maintenance plan of three to five years depending on species and rates of vegetative growth. The initial project is aimed at creating a zone along the road corridor that is easily maintainable into the future using mechanized equipment. Utilization of mechanized equipment is much safer and more cost efficient than hand labor.

Please note that each year MWPA will request an update on acres/miles treated, acres/miles treated within various fire hazard severity zones, quantity of material removed, or other metrics. Please check the box below to commit to working with staff and consultants to help track project metrics. : yes

Length of roads or total project acreage : TBD

Quantity of material to be disposed or provide a range in cubic yards : TBD

Type of vegetation to be removed (species, native or invasive : Native and non native plant species

Does the project include any physical disturbance : yes

Are there known biological resources or previous survey/habitat data available? if yes, please upload data : Yes, biological resources and CEQA compliance is provided in the West Marin Evacuation Route Core 2021, Notice of Exemption and Supporting Memo Documentation

Are there known cultural resources or previous survey data available : no

Would another partner entity provide the CEQA review (e.g., state parks) : No

Budget

Cost To Perform Work : 10000



Title : Inverness Vegetation
Management Equipment FY23
24

Basic Info

Proposal Generated By : Shelley

Lead Agency : Inverness Fire District

Zone : West Marin

Program Area : Local

Goal : Vegetation

Proposal Number : 5403

Proposal Category : Equipment

Work Plan Year : 2023

Proposal Code : WM-INV-24-4-L-EQ

Point Of Contact (Name) : Jim Fox

Please describe the equipment to be purchased : The Inverness Fire Department will purchase a chipper to replace the existing chipper purchased in 2001. With the new chipper, the department will be able to expand capabilities and assist in vegetation management project work within the Inverness community. Purchased vegetation management equipment will help facilitate an increase in the pace and scale of vegetation management and help meet the increased demand for fuel reduction work.

Please provide your own written description or choose one of the following standardized project descriptions : The Inverness Fire Department will purchase a chipper (minimum of 9" capacity) that will be utilized for vegetation management project work in Inverness.

Project Start Date : Sat Jul 01 2023

Project End Date : Sun Jun 30 2024

Explain the project's relationship to the CWPP or other applicable plans (such as strategic plans, general plans, local plans, HOA Plans, HMMP, a Fire Wise Community Assessment or other) : The project supports all vegetation management related projects and goals outlined in the CWPP.

Describe how the proposed project will reduce the risks associated with wildfire. : Purchased equipment will be utilized for projects that will directly assist with meeting Fire Adapted Community goals/ categories including Landscape Treatments, Prevention, Resident Mitigation, Safety and Evacuation, and Wildfire Response.

Communities at Risk within the JPA that would benefit from the proposed project :
Inverness

The member agency attests that this project is not supplanting projects that would be performed without MWPA funding : yes

Veg Management

Please draw the approximate area in the Map tab : Purchased equipment would be utilized on vegetation management project work in Inverness.

Provide clear rationale for how the proposed project will reduce the risks associated with wildfire : The modification and removal of fuels from the landscape will reduce potential for extreme fire behavior in the event of a wildfire.

Does this project potentially overlap the coastal zone? : no

Planning : maintenance

Do you need field assistance to map treatment units : no

Describe the methods that would be used (manual, mechanical, prescribed burn, prescribed herbivory) : Manual and mechanical removal

How will the project dispose of and/or utilize leftover biomass? (For example, chipping, offsite hauling, pile burning, air curtain burning)? : Chipping

Describe how often maintenance would occur (e.g., 2 to 5 years, etc.). : As needed

Please note that each year MWPA will request an update on acres/miles treated, acres/miles treated within various fire hazard severity zones, quantity of material removed, or other metrics. Please check the box below to commit to working with staff and consultants to help track project metrics. : yes

Does the project include any physical disturbance : no

Budget

Cost To Perform Work : 11172



Title : West Marin Zone
Evacuation Route Core Project

Basic Info

Proposal Generated By : Gavin Albertoli

Lead Agency : County Of Marin

Partners : Bolinas Fire Department, Iverness Fire District, Stinson Beach Fire Department

Zone : West Marin

Program Area : Core

Goal : Vegetation

Proposal Number : 2324

Proposal Category : Evacuation Routes

Work Plan Year : 2023

Proposal Code : WM-MRN-24-18-C-ER

Point Of Contact (Name) : Jordan Reeser

Please provide your own written description or choose one of the following standardized project descriptions : This proposal includes roadside vegetation management along routes identified as critical for evacuation during a fire. Project activities would include trimming of invasive, non native species; invasive native species; removal of dead woody vegetation; and removal and/or trimming of some shrubs and small diameter trees near roadsides that would create hazardous conditions during a fire.

Project Start Date : Sat Jul 01 2023

Project End Date : Sun Jun 30 2024

Explain the project's relationship to the CWPP or other applicable plans (such as strategic plans, general plans, local plans, HOA Plans, HMMP, a Fire Wise Community

Assessment or other) : The project directly supports the mitigation measures and strategies outlined in Section 8.5.1, Roadside Vegetation Management of the CWPP.

Describe how the proposed project will reduce the risks associated with wildfire. : The threat from wildfire can never be fully mitigated therefore creating fire adaptive communities is not only about reducing fire threat from fire growth. Improving the safety of the residents is a key component of creating a fire adaptive community. People are going to continue to live in these communities and creating quality evacuation routes is a critical component to their long term fire adaptive strategy. This project will also increase Fire Department access in the event of an approaching or initial attack wildfire which will increase the likelihood of protection of residences and the community as a whole. Recognizing fire is a critical role of the ecosystem is also important and many of the species rely on disturbance, traditionally from fire, to maintain their health and resiliency.

Communities at Risk within the JPA that would benefit from the proposed project :
Bolinas, Inverness, Inverness Park, Lagunitas-Forest Knolls, Stinson Beach, Woodacre

Total Communities at Risk that would benefit from the proposed project : 6

The member agency attests that this project is not supplanting projects that would be performed without MWPA funding : yes

Veg Management

Please draw the approximate area in the Map tab : The project will include untreated sections of the 24.7 miles of roadway that was included in the scoping and environmental compliance for the FY 2021/22 Core project (West Marin Zone Evacuation Route Core Project).

Provide clear rationale for how the proposed project will reduce the risks associated with wildfire : The project will reduce combustible plants, vegetation, and dead and down vegetative debris along roadways. Clearing vegetation and tree limbs from these areas will improve emergency responder access, reduce the amount of heat that evacuation residents might be exposed to during a fire, improve visibility, and expand usable width of roadways on narrow hillside streets.

Does this project potentially overlap the coastal zone? : yes

Planning : implementation

Do you need field assistance to map treatment units : no

Describe the methods that would be used (manual, mechanical, prescribed burn, prescribed herbivory) : Roadside vegetation management will be conducted utilizing both manual and mechanical methods. It is anticipated that the majority of the work will be conducted by hand utilizing hand crews and tree contractors.

Identify equipment or methods that would be used in detail (e.g., identify the types of equipment and usage parameters such as for chainsaws, chippers, masticators, curtain burners, mowers; identify expected herd size and durations on-site, and fencing needs for goats) : Work will be completed utilizing chainsaws, chippers, and masticators.

How will the project dispose of and/or utilize leftover biomass? (For example, chipping, offsite hauling, pile burning, air curtain burning)? : All of the material that is generated from the project will be chipped on site or hauled to the nearest recovery site.

Will the project include efforts to reduce greenhouse gas emissions? : Yes.

Will off-road travel and/or staging/landing be needed? If yes, please describe, including locations where possible in mapping and number, sizes, disturbance areas, etc. : No.

Would the project require construction of temporary roads? If yes, please describe length, width, location, and construction methods. : No.

Describe the number of workers expected per day. : 4 24

Identify the time of year that the work would be completed : Summer, Fall, and Winter

Describe how often maintenance would occur (e.g., 2 to 5 years, etc.). : The project will have a return interval maintenance plan of three to five years depending on rates and species of vegetative growth. The initial project is aimed at creating a zone along the road corridor that is easily maintainable into the future with mechanized equipment. Utilization of mechanized equipment is much safer and more cost efficient than hand labor.

Please note that each year MWPA will request an update on acres/miles treated, acres/miles treated within various fire hazard severity zones, quantity of material removed, or other metrics. Please check the box below to commit to working with staff and consultants to help track project metrics. : yes

Does the project include any physical disturbance : no

Budget

Cost To Perform Work : 200000





Inverness Public Utility District
Board Meeting March 22, 2023

Agenda Item No. 8

Resolution 277–2023

Ending Water Shortage Emergency



Board Agenda Item Staff Report

Subject: Resolution 277-2023 Ending Water Shortage Emergency
Meeting Date: April 26, 2023
Date Prepared: April 20, 2023
Prepared by: Wade B, Holland, Customer Services Manager
Attachments: Draft Resolution 277-2023; 2022/23 Daily Precipitation Record (through 4/18/2023)

Recommended Action: Adopt Resolution 277-2023

Staff submits that the conditions prevailing in July 2020 that necessitated adoption of Resolution 255-2020 declaring a Water Shortage Emergency within the District's territory have ameliorated to a degree sufficient to provide reasonable assurance that the District's Water System is now able to provide for the demands and requirements of its water consumers without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and fire protection.

Staff's recommendation is based principally on analysis of three data streams: rainfall, streamflows, and customer demand.

Rainfall

As of the time this Staff Report was prepared, total rainfall in Inverness since July 1 stands at 47.65 inches, which is already 128% of Inverness's full-year average of 37.26 inches (from 92 years of data). Moreover, 66.8% (31.8 inches) of this year's rain has fallen since December 31, 2022. This contrasts with the anomalous situation during the previous (2021/22) rainfall year when the total for the year came in at a respectable 32.05 inches (84.7% of the 91-year average), which suggested statistically a somewhat drier than normal year but far short of a drought year. However, 76.4% (24.5 inches) of that year's rain fell before January 1, 2022, and only 23.6% (just 7.55 inches) fell during the critical period of January 1 to June 30, 2022.

The amount of rain that has fallen already in the current year means that **2022/23 will end up in the top 20% of the wettest years on record in Inverness**. Additionally, the rainfall pattern this year has been predominantly of the slow, steady soaker variety, rather than of the high-deluge, fast-runoff type; this is a significant factor in terms of recharging the watershed (measurable precipitation was recorded on 53 of the last 90 days).

Thus, on the basis of (1) the total rainfall so far this year (and likely still counting) and (2) its downfall pattern and concentration in the second half of the rainfall year, it is difficult to sustain an argument that severe drought conditions continue to exist within the District's watershed and customer service area.

Streamflow measurements

As we have noted in the past, over the 43 years the District has operated the water system we have relied on measurements of the combined flow rates at the upper intakes in the District's source streams during the late winter months (February and March principally) to predict whether the watershed has sequestered sufficient water during the wet months to sustain customer demand throughout the following dry (summer and fall) months and into the following wet season. The benchmark that has always worked is total flows of at least 1,000,000 gallons per day at any time on or after the end of February. In no year when this benchmark was reached has there been a strain on our capability the following summer and fall to satisfy customer demand. Conversely, in most years during which late-winter/early-spring streamflows never reached 1,000,000 gallons per day we've later on had to take measures of some sort to ratchet down customer demand.

Streamflows were measured most recently at the end of March; the total was 2,332,800 gallons per day, the third highest bimonthly streamflow measurement ever recorded.¹ This factor, coupled with the rainfall data, provides a comfortable level of assurance that the watershed has recharged over the past four months of almost continuous rainfall to a degree that enables us to reasonably conclude that the water shortage conditions during the past three years will not be repeated during the coming 2023/24 year.

Customer demand

Over the 12 months immediately preceding the July 2020 declaration of a Water Shortage Emergency, sold water averaged 67,900 gallons per day (higher in the summer, of course, and lower in the winter). Over the most recent 12 months for which complete data is available (March 2022 through February 2023), sold water averaged just 41,000 gpd, a reduction of 39.6%.

In the high-usage months of the year preceding the 2020 Water Shortage Emergency declaration, peak-day production exceeded 200,000 gallons (per day). During the past year, peak-day production was 81,100 gallons.

These data reflect how positively our customers responded to the need for conservation and how they complied with the restrictions on water usage that were placed in effect, most especially the near ban on use of water for outdoor irrigation. Naturally, the severe restriction on water usage outdoors was probably most responsible for the large drop in customer demand, resulting in our capability to get through the three difficult years of severe drought conditions without having to resort to rationing.

Impact of ending the Water Shortage Emergency

We recognize that lifting the Water Shortage Emergency and canceling the drought-related restrictions on water usage will result in an increase in customer demand. However, we have real-world experience with what happens when such restrictions go out of effect. Our experience derives from a six-year dry spell from 1986 through 1991, another dry year in 1993/94, a drought-like summer in 1997, and declared water shortage emergencies in 2001, 2009, and 2014. We have always found in such instances that demand increases only slowly; in fact, the longer a drought and its restrictions have been in effect, the more slowly customers are to post noticeable increases in their usage. Because the current Water Shortage Emergency has been in place for almost three years (and through three summers), we can expect that some previous higher-water-usage habits have been replaced with a more ingrained water conservation ethic. Moreover, because there is abundant (and well understood) evidence that we are entering a long-term (or, more likely, a permanent) drier and warmer climate, it is not unrealistic to assume that some customers have been rethinking their landscaping intentions, and we can expect that some customer will never return to their outdoor watering habits in the pre-drought years.

We have documented that average customer demand in Inverness has been dropping noticeably decade over decade for as long as we have operated the water system. We believe that this trend owes to such factors as more efficient plumbing fixtures, increasing awareness of the finiteness of the water supply globally, a better understanding of the fragility of our Inverness water supply, and a public spirit of wanting to do what's right for the community overall. From our experience with the aftermath of past tight-supply years, staff does not anticipate that lifting the Water Shortage Emergency and canceling its specific restrictions will create any sort of deleterious surge in demand.

Conclusion

Three conclusions arise from our analysis of the data on rainfall, streamflows, and customer demand:

¹ Please note that the database from which this statement is drawn includes streamflow measurements taken each year at the ends of February, April, June, August, October, and December only. Also, in some instances, the total streamflow rate was recorded simply as ">1,000,000" or ">2,000,000" gpd.

1. This year's rainfall (how much has fallen, when it fell, and how it fell) leads us to conclude that there is no longer (at least for this year) a drought condition affecting our watershed supply.
2. The current streamflows demonstrate that the watershed is already well saturated and primed to easily provide sufficient water to satisfy customer demand throughout the coming year.
3. On the basis of past experience, it is reasonable to assume that the large drop in customer usage that occurred over the past three drought years will be slow in reversing once usage restrictions are canceled.

With these conclusions in mind, staff recommends that the July 2020 Water Shortage Emergency be ended by adopting Resolution 277-2023.

Inverness Public Utility District

RESOLUTION 277-2023

**A RESOLUTION ENDING ANY
WATER SHORTAGE EMERGENCY
DECLARED ON OR BEFORE JULY 22, 2020**

WHEREAS, a determination that a Water Shortage Emergency condition prevails within the area served by the District was declared by the Board of Directors on July 22, 2020, by adoption of Resolution 255-2020; and

WHEREAS, the District's water conservation education effort has reduced customer demand by 39.6%, such that the District is now able to provide for the current demands and requirements of its water consumers without depleting the water supply to the extent that there would be insufficient water for human consumption, sanitation, and fire protection; and

WHEREAS, at the end of March 2023 the combined flow rates at the high diversions in the Water System's source streams measured in 2,332,800 gallons per day; and

WHEREAS, the historical record demonstrates that total streamflow in excess of 1,000,000 gallons per day anytime on or after the end of February has proved to be an indicator that the Water System's source watershed has sequestered in the wet season sufficient water to ensure an adequate supply to provide for the Water System's customer demand through the following dry season and into the following wet season without jeopardizing the Water System's capability to provide sufficient water for human consumption, sanitation, and fire protection,

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

SECTION 1. The Board of Directors does hereby find that the emergency conditions that led to the Water Shortage Emergency declared by adoption of Resolution 255-2020, or to any Water Shortage Emergency declared by any other previously adopted resolution that may still be in effect, no longer exist.

SECTION 2. The Board of Directors does hereby end the Water Shortage Emergency declared by adoption of Resolution 255-2020 and by adoption of any other previous such resolution that may still be in effect, and does hereby declare that the provisions of Resolution 255-2020 and any other equivalent previously adopted resolution that may still be in effect are no longer applicable and no longer effective.

SECTION 3. The provisions of Regulation 117 of the Regulations of the Inverness Public Utility District Water System shall no longer be in effect, pursuant to the provisions of paragraph (c) of said Regulation.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of April, 2023, by the following vote, to wit:

AYES:

NOES:

ABSTAINING:

ABSENT:

Dakota Whitney, Vice 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 277-2023 on record in this office and that subsequent to its adoption no declaration contained in Resolution 277-2023 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 _____

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		
2	--	--	--	--	--	0.06	0.34	0.81	0.00	0.02		
3	--	--	--	--	--	0.22	0.61	0.04	0.05	--		
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	--		
6	--	--	--	--	0.25	0.02	0.14	--	0.20	0.77		
7	--	--	--	--	0.58	--	1.73	--	0.19	0.27		
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			
20	--	--	--	--	--	--	--	--	0.07			
21	--	--	0.01	--	--	--	--	--	1.47			
22	--	--	--	0.01	--	0.03	--	0.04	0.01			
23	--	--	--	--	--	--	--	0.80	--			
24	--	--	--	--	--	--	--	0.11	--			
25	0.01	--	--	--	--	--	--	0.02	--			
26	0.01	--	--	--	--	2.64	--	0.66	--			
27	0.01	--	--	--	--	0.02	--	0.56	0.69			
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	0.00	0.00
Year	0.20	0.28	1.03	1.23	4.59	15.82	29.58	33.77	46.26	47.65		

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
Board Meeting March 22, 2023

Agenda Item No. 9

Resolution 279-2023

**Expressing Appreciation for
Sally Fairfax and Connie Morse**

Inverness Public Utility District

RESOLUTION 279-2023

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
EXPRESSING THE BOARD'S APPRECIATION
FOR THE EXEMPLARY SERVICES OF SALLY FAIRFAX AND CONNIE MORSE**

WHEREAS, Sally Fairfax and Connie Morse have served as volunteers of the Inverness Disaster Council Public;
and,

WHEREAS, in January 2021 Sally Fairfax and Connie Morse responded to an urgent appeal from the Fire Chief Jim Fox to accept interim volunteer positions as the Inverness Disaster Council Co-Coordinators. Working with the Fire Chief, they were asked to review and recommend updates to operational procedures of the Council, and engage with current and potential volunteers following the resignation of the then Inverness Disaster Council Coordinator; and,

WHEREAS, Sally Fairfax and Connie Morse served the Inverness Disaster Council with dedication for 2 years from January 2021 until the end of 2022 as Co-Coordinator; and,

WHEREAS, during their time as the Inverness Disaster Council Co-Coordinators, Sally Fairfax and Connie Morse standardized and updated the Volunteer Handbook, performed inventory on emergency supplies and safety equipment; engaged and recruited Disaster Council volunteers in the Inverness community; engaged with the other regional disaster councils for quarterly meetings; created annual scenario based training exercises for volunteers; established relationships with community agencies to bring resources and services to Inverness and the ranching community north of Inverness during the COVID pandemic.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Inverness Public Utility District expresses and conveys its sincere gratitude and deep appreciation to Sally Fairfax and Connie Morse for their dedicated, timely, and exemplary services to the District during a time of special need.

ACCEPTED AND ADOPTED at a Regular Meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of April 2023, by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Dakota Whitney, Vice President

ATTEST:

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting March 22, 2023

Agenda Item No. 10

Resolution 280-2023

Expressing Appreciation for

Michael Meszaros

Inverness Public Utility District

RESOLUTION 280-2023

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
EXPRESSING THE BOARD'S APPRECIATION
FOR THE EXEMPLARY VOLUNTEER SERVICES OF MICHAEL MESZAROS**

WHEREAS, Michael Meszaros served as first a volunteer in September 1967, and then as the Fire Chief of the Inverness Volunteer Fire Department in 1981; and,

WHEREAS, Michael Meszaros retired as a Fire Chief from the Inverness Volunteer Fire Department in August 2001; and,

WHEREAS, Michael Meszaros returned to the Fire Department once again as a Captain volunteer after his retirement; and,

WHEREAS, Michael Meszaros served the Fire Department with dedication for 55 years from 1967 until December; and,

WHEREAS, during his service, he supported the mission of the Fire Department to provide initial emergency response, uphold safety and operational standards, maintain and encourage the rich history of volunteer participation.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Inverness Public Utility District expresses and conveys its sincere gratitude and deep appreciation to Michael Meszaros for his dedicated, and exemplary service to the District.

ACCEPTED AND ADOPTED at a Regular Meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of April 2023 by the following vote, to wit:

AYES: **Directors**

NOES:

ABSTAINING:

ABSENT:

Dakota Whitney, Vice President

ATTEST:

Shelley Redding, Clerk of the Board



Inverness Public Utility District
Board Meeting March 22, 2023

Agenda Item No. 11

Ordinance 107-2023

Setting General Manager Compensation for Fiscal Year 2022-2023

Inverness Public Utility District

ORDINANCE 107-2023

AN ORDINANCE PROVIDING FOR THE COMPENSATION OF THE GENERAL MANAGER OF THE INVERNESS PUBLIC UTILITY DISTRICT

BE IT ENACTED by the Board of Directors of the Inverness Public Utility District as follows:

SECTION 1. The salary of the General Manager of the Inverness Public Utility District shall be Nine Thousand Five Hundred Ninety-Four and 00/100s Dollars (\$9,594.00) per month, effective July 1, 2022.

SECTION 2. The General Manager shall be classified as an exempt employee.

SECTION 3. The General Manager salary shall be allocated each month by the following method:
a. Time attributable to work on capital projects and reimbursable projects shall be allocated to each applicable project at the General Manager's calculated hourly rate, which shall be the monthly salary divided by 173.333 (or \$55.35 per hour), times the number of hours attributable to the project.
b. What remains shall be allocated to District General Fund expenses.

SECTION 4. 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 the said thirty (30) days, and said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 26th day of April 2023, by the following vote, to wit:

- AYES: Directors
NOES:
ABSTAINING:
ABSENT:

Dakota Whitney, Vice President

ATTEST:
Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 107-2023 on record in this office, and that subsequent to its adoption no provision of Ordinance 107-2023 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 March 22, 2023

Agenda Item No. 12

Review and Approve Expenditures

- **March 2023 Expenditures**
- **March 2023 Credit Card Charges**

04/17/23
15:19:35

INVERNESS PUBLIC UTILITY DISTRICT
Check Register
For the Accounting Period: 3/23

Page: 1 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99764	E	29 TRUIST BANK	1.43	03/15/23	3/23		
-99763	E	88 DIVERSIFIED TECHNOLOGY	726.00	03/10/23	3/23	CL 487	1.43
-99762	E	17 AT&T - Electronic	69.55	03/04/23	3/23	CL 492	726.00
-99760	E	17 AT&T - Electronic	139.10	04/01/23	3/23	CL 493	69.55
-99759	E	256 PG&E	2562.87	03/30/23	3/23	CL 499	139.10
55319	S	18 AT&T (CalNet)	460.95	03/23/23	_____	CL 507	2562.87
55320	S	36 BRELJE AND RACE LABORATORIES, INC.	320.00	03/23/23	_____	CL 494	460.95
55321	S	41 BUILDING SUPPLY CENTER	271.92	03/23/23	_____	CL 490	320.00
55322	S	82 DE CARLI'S PROPANE	1162.14	03/23/23	_____	CL 485	271.92
55323	S	130 GRAINGER	82.52	03/23/23	_____	CL 489	1162.14
55324 C	S	289 STREAMLINE	0.00	03/23/23	_____	CL 486	82.52
55325 *	S	128 GOOD & CLEAN, INC.	227.00	03/30/23	_____	CL 488	
55326	S	349 Jacob Leyva	115.00	03/30/23	_____	CL 496	227.00
55327	S	201 MARIN COUNTY REGISTRAR OF VOTERS	558.42	03/30/23	_____	CL 502	115.00
55328	S	357 POWER DYNAMICS LLC	2903.33	03/30/23	_____	CL 500	558.42
55329	S	262 QUILL CORPORATION	116.88	03/30/23	_____	CL 495	2903.33
55330	S	13 AMERICAN WATER WORKS ASSOCIATION	487.00	04/03/23	_____	CL 501	116.88
55331	S	20 AUTOMATIONDIRECT.COM, INC.	163.46	04/03/23	_____	CL 505	487.00
55332	S	136 HARRINGTON INDUSTRIAL PLASTICS, LLC	336.59	04/03/23	_____	CL 506	163.46
55333	S	146 HORIZON CABLE TV INC.	90.04	04/03/23	_____	CL 503	336.59
55334	S	253 PETALUMA MINUTEMAN, INC.	1448.78	04/03/23	_____	CL 504	90.04
55335	S	98 ANN L. ELLIOTT	25.55	04/10/23	_____	CL 510	1448.78
55336	S	41 BUILDING SUPPLY CENTER	184.98	04/10/23	_____	CL 516	25.55
55338	S	169 JOHN'S DAIRY EQUIPMENT & SUPPLY, INC.	101.80	04/10/23	_____	CL 512	184.98
						CL 511	101.80

04/17/23
15:19:35

INVERNESS PUBLIC UTILITY DISTRICT
Check Register
For the Accounting Period: 3/23

Page: 2 of 3
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60008	S	113 FLUME, INC.	238.15	04/17/23	_____	CL 521	238.15
Total for Claim Checks			12793.46				
Count for Claim Checks			25				

* denotes missing check number(s)

of Checks: 25 Total: 12793.46

Total for Payroll Checks

	Employee -----	Employer -----	Amount -----
REG HOURS (Regular Time)	547.75		23,618.98
VACA HOURS (Vacation Time Used)	40.00		1,849.80
GROSS PAY	25,468.78	0.00	
NET PAY	18,901.95	0.00	
CHILD SUPPORT	402.00	0.00	
CLASSIC	0.00	978.11	
ETT	0.00	3.61	
FIRE CLASSIC	0.00	516.77	
FIT	2,476.78	0.00	
HEALTH INS HSA	769.85	4,312.13	
MEDICARE	358.14	358.14	
PEPRA	0.00	1,838.52	
PEPRA SAFETY	0.00	370.41	
SDI	229.22	0.00	
SIT	799.52	0.00	
SOCIAL SECURITY	1,531.32	1,531.32	
WORKERS' COMP	0.00	75.74	
CHASE BANK	1,478.21	0.00	
EXCHANGE BANK	2,497.74	0.00	
REDWOOD CU	8,657.76	0.00	
UMB BANK	1,344.50	0.00	
UMPQUA BANK	672.25	0.00	
WELLS FARGO	4,251.49	0.00	
FIT/SIT BASE	24,698.93	0.00	
MEDICARE BASE	24,698.93	0.00	
SOC SEC BASE	24,698.93	0.00	
UN BASE	25,468.78	0.00	
WC BASE	25,468.78	0.00	
Total		9,984.75	
Total Payroll Expense (Gross Pay + Employer Contributions):		35,453.53	

Check Summary

Payroll Checks Prev. Out.	\$177,694.61
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$177,694.61
Electronic Checks	\$26,592.00

Deductions Accrued -----	Carried Forward From Previous Month -----	Deduction Checks Issued -----	Difference -----	Liab Account -----
Social Security 3062.64		3062.64		21103
Medicare 716.28		716.28		21102
Unempl. Insur. 0.00				21107
Workers' Comp 75.74	330.02		405.76	21108
FIT 2476.78		2476.78		21101

04/17/23
15:48:22

INVERNESS PUBLIC UTILITY DISTRICT
Payroll Summary For Payrolls from 03/01/23 to 03/15/23

Page: 2 of 2
Report ID: P130

SIT	799.52		799.52		21104
SDI	229.22		229.22		21105
ETT	3.61		3.61		21106
CHILD SUPPORT	402.00		402.00		21127
PEPRA	1838.52			1838.52	21123
CLASSIC	978.11			978.11	21121
FIRE CLASSIC	516.77			516.77	21122
PEPRA SAFETY	370.41			370.41	21125
HEALTH INS HSA	5081.98			5081.98	21111
Total Ded.	16551.58	330.02	7690.05	9191.55	

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

Total for Payroll Checks

	Employee	Employer	Amount
	-----	-----	-----
J001 HOURS (INS IN LIEU)	0.00		510.00
OVER HOURS (Overtime)	1.50		74.59
REG HOURS (Regular Time)	572.25		24,502.29
VACA HOURS (Vacation Time Used)	64.00		2,899.87
GROSS PAY	27,986.75	0.00	
NET PAY	20,760.44	0.00	
CHILD SUPPORT	402.00	0.00	
CLASSIC	0.00	978.11	
ETT	0.00	2.62	
FIRE CLASSIC	0.00	516.77	
FIT	2,795.50	0.00	
HEALTH INS HSA	769.85	4,312.13	
MEDICARE	394.65	394.65	
PEPRA	0.00	1,979.94	
PEPRA SAFETY	0.00	370.41	
SDI	251.88	0.00	
SIT	924.98	0.00	
SOCIAL SECURITY	1,687.45	1,687.45	
WORKERS' COMP	0.00	80.26	
CHASE BANK	1,478.21	0.00	
EXCHANGE BANK	2,859.53	0.00	
REDWOOD CU	10,154.46	0.00	
UMB BANK	1,344.50	0.00	
UMPQUA BANK	672.25	0.00	
WELLS FARGO	4,251.49	0.00	
FIT/SIT BASE	27,216.90	0.00	
MEDICARE BASE	27,216.90	0.00	
SOC SEC BASE	27,216.90	0.00	
UN BASE	27,986.75	0.00	
WC BASE	27,961.89	0.00	
Total		10,322.34	
Total Payroll Expense (Gross Pay + Employer Contributions):		38,309.09	

Check Summary

Payroll Checks Prev. Out.	\$177,694.61
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$177,694.61
Electronic Checks	\$54,603.28

	Carried Forward From Previous Month	Deduction Checks Issued	Difference	Liab Account
	-----	-----	-----	-----
Deductions Accrued				
Social Security	3374.90	3374.90		21103
Medicare	789.30	789.30		21102
Unempl. Insur.	0.00			21107

04/17/23
15:49:14

INVERNESS PUBLIC UTILITY DISTRICT
Payroll Summary For Payrolls from 03/16/23 to 03/31/23

Page: 2 of 2
Report ID: P130

Workers' Comp	80.26	405.76		486.02	21108
FIT	2795.50		2795.50		21101
SIT	924.98		924.98		21104
SDI	251.88		251.88		21105
ETT	2.62		2.62		21106
CHILD SUPPORT	402.00		402.00		21127
PEPRA	1979.94	5687.28	7667.22		21123
CLASSIC	978.11	2938.99	3917.10		21121
FIRE CLASSIC	516.77	1554.97	2071.74		21122
PEPRA SAFETY	370.41	1111.23	1481.64		21125
HEALTH INS HSA	5081.98	5081.98	10163.96		21111
Total Ded.	17548.65	16780.21	33842.84	486.02	

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



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No.13

Administrative Office Lease

(12781 SFD)

Approve 1-year lease with option to renew



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Office Space Lease Opportunity for Administration Offices
Meeting Date: April 26, 2023
Date Prepared: April 19, 2023
Prepared by: Shelley Redding, General Manager
Attachments: Email from Marshall Livingston

Recommended Action: Authorize and approve leasing of office space at 12781 Sir Francis Drake Blvd. for 1 year with option to extend lease after 1 year.

Staff have been discussing the need for additional office space for the District for the past two years. Since the District acquired the Water System in 1980, it has used the Firehouse for all its administrative offices. The current office space upstairs is very limited, at approximately 360 sq. ft.; the need for more space has become increasingly apparent as more staff workspace needs have burgeoned. This past year, the addition of a work desk in the downstairs meeting room has benefited fire administrative operations, but it impacts the availability of the space for meetings by community organizations without impinging on staff work time.

On April 8, 2023, staff became aware of a vacancy listing for an office space located in downtown Inverness behind the Post Office; the space was used most recently as a gallery and previously as the offices of the Point Reyes Light. Marshall Livingston is the owner of the complex in which the space is located. Staff contacted him immediately for a walk-through in order to assess if it could accommodate our needs and operating parameters. A second tour of the space was conducted later in the week as we assessed more specific questions about accommodations that the District would need to operate the Water System and District Information systems.

It is a well-sized space (542 sq. ft.) that could accommodate 4 or 5 desks, file storage, public counter, and other administrative furniture such as the Water System's map files. It has the benefit of being easily accessible to the public (no stairs) and is centrally located in town. It already has internet connectivity, natural lighting, a heating system, and is cooler in the summer than our current offices.

The lease price is \$1,200 per month, for a one-year lease, with an annual increase of 3%. The space will become available May 1 and is being held only until that date for the District's commitment. Water and refuse costs are included in the monthly rent. It has its own electric and propane meters for which the District would be responsible. The District would also have costs associated with moving the District network servers, costs associated with antenna installation for the water system radios, some furniture costs for fabric office dividers to designate workspaces and mitigate sound, and the cost of moving the office phone lines. The total of these costs has not been determined yet because we just became aware of this opportunity.

While such a move would be a significant change for the District, staff believes that this is a unique and timely opportunity that may not present itself again in the foreseeable future. It will provide us with the space needed to comfortably accommodate our personnel needs during a time of change and expansion – and it will keep us located in an accessible location in the center of town. It would also provide us with the benefit of restoring the meeting room at the Firehouse for use by community groups and for the operational needs of the Fire Department.

Re: Inverness Office for Rent

Shelley Redding <shelley.redding@invernesspud.org>

Thu 4/20/2023 10:07 AM

To: Marshall Livingston <marshall@dream-farm.com>

Thanks Marshall. June 1st would work for us just fine. I will present your terms to the Board and get back to you that day. I appreciate your patience with our process.

Shelley

Shelley Redding
General Manager
Inverness Public Utility District
shelley.redding@invernesspud.org
415.669.1414

From: Marshall Livingston <marshall@dream-farm.com>

Sent: Wednesday, April 19, 2023 8:21 AM

To: Shelley Redding <shelley.redding@invernesspud.org>

Subject: Re: Inverness Office for Rent

Hi Shelley,

I was out of town so I'm late responding.

I will propose a one year lease with the option to renew for one year (or more) with the term starting June 1st. Rent will start at \$1200/month and goes up 3% each year. The space will be vacant starting May 1 and I could allow you to start moving/installing equipment as long as I can get any work done first.

The space has its own electric and propane meter. Water and garbage are included in rent.

Let me know what works for you. I can arrange access again if others would like to see it or to further assess your needs for communications, etc.

Thanks!

Marshall Livingston
Inverness Properties, LLC
P.O.Box 191
Inverness, CA 94937
415-999-5689
marshall@dream-farm.com

On Apr 17, 2023, at 10:52 AM, Shelley Redding <shelley.redding@invernesspud.org> wrote:

Hi Marshall,

Wade and I discussed the space and we decided that if you are agreeable, I could make a proposal to the Board that we lease the space for 1-year with an option to extend after one year. Obviously we will not be able to move in immediately and after your meeting with Jim to look at the space, I want to hear from you on your feelings about our occupancy. We would have to have to plan and budget for relocation of radio antenna, our 2 servers and the wiring associated with that, the furniture move and making sure the space enhances our services to the District and the public.

I am in the offices on Tuesday all day and then Thursday all day (I usually arrive by 9:00 am leave at 4:00 but can stay later if needed).

Hope you had a nice getaway and we will talk soon.

Thank you,
Shelley

Shelley Redding
General Manager
Inverness Public Utility District
shelley.redding@invernesspud.org
415.669.1414

From: Marshall Livingston <marshall@dream-farm.com>
Sent: Wednesday, April 12, 2023 7:40 AM
To: Shelley Redding <shelley.redding@invernesspud.org>
Subject: Re: Inverness Office for Rent

Hi Shelley,

Do you have any more news about the IPUD interest in the office? I will be away from the 13th to the 18th. I'll check in when I return.

Thanks!

Marshall Livingston
Inverness Properties, LLC
P.O.Box 191
Inverness, CA 94937
415-999-5689
marshall@dream-farm.com

On Apr 10, 2023, at 9:22 AM, Shelley Redding <shelley.redding@invernesspud.org> wrote:

Thanks Marshall! I will await word from you.
Shelley

Shelley Redding
General Manager
Inverness Public Utility District

P.O. Box 469

Inverness, CA 94937
415-669-1414
Shelley.redding@invernesspud.org

From: Marshall Livingston <marshall@dream-farm.com>
Sent: Monday, April 10, 2023 9:20 AM
To: Shelley Redding <shelley.redding@invernesspud.org>
Cc: Wade Holland <wade.holland@invernesspud.org>; Jim Fox <jim.fox@invernesspud.org>
Subject: Re: Inverness Office for Rent

Hi Shelley,

I need to get the OK to show it from the current tenant but I will try to do that this morning. I have other qualified applicants now but I would put IPUD in first place.

I'll be in touch.

Marshall Livingston
Inverness Properties, LLC
P.O.Box 191
Inverness, CA 94937
415-999-5689
marshall@dream-farm.com

On Apr 10, 2023, at 9:11 AM, Shelley Redding <shelley.redding@invernesspud.org> wrote:

Hi Marshall,

I am interested in seeing the space that is available for use by the Inverness Public Utility District for Administrative use. Is there a possibility of seeing the space and discussing?

Thanks,
Shelley

Shelley Redding
General Manager
Inverness Public Utility District

P.O. Box 469
Inverness, CA 94937
415-669-1414
Shelley.redding@invernesspud.org



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 14

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting April 26, 2023

Agenda Item No. 15

Announcements,

Next Meeting,

Adjournment