

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

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

Board of Directors

AGENDA

Re-Scheduled Regular Meeting

Thursday, October 24, 2024

12:00 p.m.

Inverness Firehouse, 50 Inverness Way

**1) Call to Order; Attendance Report**

**2) Approval of Agenda**

**3) 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.

**4) Consent Calendar**

*All items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors, staff, or public requests that a specific item be removed for separate discussion and action.*

A. Approval of Minutes: September 17, 2024 Regular Meeting Minutes

B. Approval of Expenditures

1. Accounts Payable: 9/1/2024 - 9/30/2024
2. Credit Card Purchases: 9/1/2024-9/30/2024
3. Payroll: 9/1/2024-9/30/2024

C. Reports: Receive reports on administrative and department activities in September 2024

1. Water System Report September 2024 Water System Report
2. Fire Department Report September 2024 Fire Department Report
3. September 2024 Marin Wildfire Prevention Authority (MWPA) Report
4. Marin Emergency Radio Authority (MERA) Update

**5) Business of the District**

A. **Annual Investment Policy Review:** Review the Investment Policy dated September 26, 2012, and adopted September 26, 2012, and determine whether modifications are needed at this time.

B. **Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance):** Review and approve IPUD's investments as they relate to the Nuclear Free Zone Ordinance.

C. **Resolution 289-2024:** Approving the form of and authorizing the execution of a Memorandum of Understanding and authorizing participation in the Special District Risk Management Authority (SDRMA) Health Benefits.

D. **California Water/Wastewater Agency (CalWARN) Mutual Assistance Agreement:** Adopting and Approving the CalWARN Agency Response Network 2007 Omnibus Mutual Assistance Agreement.

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

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

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

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



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

**6) General Manager's Report**

- A. Financial Reports FY 2024-2025 1<sup>st</sup> Qtr July 1 – September 30, 2024
- B. Grants and Projects Report
- C. Colby/Seahaven Tank Project Update
- D. LAFCo Boundary Adjustment Public Meeting
- E. California Department of Insurance – Public Meeting

**7) Committee Meetings/Reports**

**8) November Meeting**

**9) Adjournment**

**Posted: 10/20/2024**



Inverness Public Utility District  
Board Meeting

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# Agenda Item No. 1

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



Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 2

### **Approval of Agenda**





## Inverness Public Utility District Board Meeting

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# Agenda Item No. 3

## 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

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# Agenda Item No. 4

### **Consent Calendar**

*All items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the City Council, staff, or public requests that a specific item be removed for separate discussion and action.*

**A. Approval of Minutes**

**B. Approval of Expenditures**

**C. Monthly Activity Reports**

- a. Water System Report
- b. Fire Department Report
- c. Marin Wildfire Prevention Authority (MWPA) Report
- d. Marin Emergency Radio Authority (MERA) Report



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

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

415-669-1414 📞 WWW.INVERNESSPUD.ORG 📧 ADMIN@INVERNESSPUD.ORG

**Board of Directors  
Minutes, Regular Meeting  
Tuesday, September 17, 2024, 4:00 p.m.  
Inverness Firehouse, 50 Inverness Way, Inverness CA**

## 1. Call to Order; Attendance Report

President Donohue called the meeting to order at 4:00 p.m.

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

Directors Absent: None

Staff Present: Shelley Redding, General Manager; David Briggs, Assistant Fire Chief; Ken Fox, Senior Water Operator

## 2. Public Expression: No one responded to the invitation to address the Board.

## 3. Approval of Minutes: Regular Meeting of August 20, 2024.

*M/S Press/Whitney to approve the minutes of the Regular Meeting of August 20, 2024, as presented. AYES 5, NOES 0.*

## 4. Management Report

- Grants and Projects Update: GM Redding reported that it is unlikely the FEMA application for the Assistance to Firefighters Grant (AFG) will be approved this year. GM Redding reported that the Grants and Program Manager will continue researching grants and funding opportunities to cover some of the items requested on the FEMA grant application.
- Board Election Update: GM Redding presented a staff report and provided the report from County Elections Office showing the summary of contests that will not be on the ballot, noting that three (3) seats on the IPUD Board are open for election and only three candidates filed for those seats (the three incumbents). Thus, the three who filed will be appointed in lieu of election and will take office and serve as if elected at the November election.
- LAFCo Boundary Adjustment Update: GM Redding presented a map showing the IPUD jurisdiction area that is within the boundary of the North Marin Water District (NMWD). The proposal is to redraw the NMWD border to remove IPUD from NMWD's jurisdiction. IPUD will be hosting a public informational meeting at the firehouse on October 8<sup>th</sup> at 6:00 pm.
- Marin County Office of Emergency Services: GM Redding presented a staff report that summarized a meeting with the Executive Director of the Marin County Office of Emergency Management (OEM). Items of discussion consisted of an update concerning the IPUD application to be added to the extension application for the County-Wide Hazard Mitigation Plan and the OEM plan to establish MOUs with special districts to streamline emergency response resources available for use as needed, along with assistance for disaster relief and recovery.

## 5. Water System Reports: August 2024

- **Activity Report:** Senior Water Operator Ken Fox presented the Water System report, noting that water use and stream flows are down, which he said is typical for this time of year. He also noted several leak repairs and replacements of blue poly customer service lines in the system.

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**DAVID PRESS**, TREASURER • **BRENT JOHNSON** • **DAKOTA WHITNEY**



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

- **Colby/Seahaven Tanks Replacement Project Update:** GM Redding reported that staff is awaiting the final drafts of the plans for both tank sites, which should be available by the end of September. It was noted that staff will most likely be requesting an extension for the project completion date of June 30, 2025, from the Department of Water Resources project manager due to delays surrounding the environmental reports and completion of the site drawings.

**5. Fire Department Reports: August 2024**

- **Activity Report:** Assistant Chief Briggs presented the monthly report of the Fire Department's activities. He noted that the Department received a Lucas Device from Marin County Fire to provide cardiac assistance for patients being transported.
- **Marin Wildfire Prevention Authority (MWPA) Report:** The monthly activity report was presented to the Board. There followed a discussion about outreach letters that were mailed to owners of properties in Inverness that were identified as "at risk" by the Marin County Fire personnel contracted to conduct the MWPA Defensible Space Inspections. Chief Briggs also reported that the MWPA Public Works Plan (PWP) submitted to the Coastal Commission is in a "holding pattern" because of a lawsuit that has been filed challenging the Tomales Bay State Park PWP. He noted that the Coastal Commission tends to favor projects focusing on forest health, not fire prevention.
- **Marin Emergency Radio Authority (MERA) Update:** An update will be provided at the October meeting.

**6. Approval of Expenditures and Credit Card Charges: August 2024**

General Manager Redding presented the August 2024 expenditures and credit card ledgers for approval.

*M/S Emanuels/Press to approve the August 2024 expenditures and credit card purchases as presented.*

**AYES 5, NOES 0.**

**7. Resolution 288-2024: CalPERS Health Benefit Changes:** GM Redding presented a staff report along with a Finance Committee report and recommendation to changes the cost share amounts for health insurance premiums for employees/retirees and their dependents to an 85% employer contribution and a 15% employee/ retiree contribution with a maximum premium amount for the employer cost share capped at the Kaiser Permanente premium amount for a) Basic health coverage, b) Supplemental Medicare health coverage, and c) Combined Basic and Medicare Supplemental health coverage plans, effective January 1, 2025.

*M/S Whitney/Johnson to accept the Finance Committee recommendation and adopt Resolution 288-2024 as presented changing the CalPERS Health Benefit Contract to a cost share amount of 85% employer contribution and 15% employee contribution, with a maximum premium amount for the employer contribution capped at the Kaiser Permanente premium for a) Basic health insurance coverage, b) Supplemental Medicare health insurance coverage, and c) Combined Basic and Medicare Supplemental health insurance coverage plans for employees/ retirees and their dependents, effective January 1, 2025.*

**AYES 5, NOES 0.**

**8. SDRMA Ancillary Benefits Offerings:** GM Redding presented a staff report along with a Finance Committee recommendation to engage with the Special District Risk Management Authority (SDRMA) to enter into an MOU to provide the additional benefits of dental and vision insurance for active employees and their dependents and for the District to also provide an Employee Assistance Program (EAP) for employees. The cost share amounts for the dental and vision coverage would be the same as the health benefit shares of 85% for the employer and 15% for the employees. It was also recommended that the EAP be paid 100% by the employer.

*M/S Emanuels/Johnson to authorize staff to pursue an MOU with the Special District Risk Management Authority to provide the benefits of both dental and vision insurance for employees and their dependents at*

the recommended premium cost share amounts of 85% employer contribution and 15% employee contribution along with a 100% employer contribution for the Employee Assistance Program (EAP) for employees. **AYES 5. NOES 0**

**9. Approve Amended and Restated Revisions to the JPA of the Marin Wildfire Prevention Authority**

GM Redding presented the Staff Report provided by the MWPA Executive Director outlining changes made to the JPA for the Marin Wildfire Prevention Authority. Director Donohue described the changes and the discussion at the MWPA Board meeting that approved these changes for adoption by the JPA members.

*M/S Whitney/Emanuel*s to approve the amended and restated revisions to the JPA of the Marin Wildfire Prevention Authority as presented. **AYES 5, NOES 0.**

**10. Committee Meetings/Reports**

Personnel Committee: GM Redding noted that she continues to pursue potential candidates for Water System Supervisor and plans to engage with one applicant to determine his suitability by engaging with him as a consultant.

**11. Adjournment**

The meeting was adjourned at 4:55 p.m. The next regular meeting of the Board is scheduled for October 15, 2024.

Attest: /s/

Date: 09/17/2024

Shelley Redding, Clerk of the  
Board

## Inverness Public Utility District Check Detail September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>09/30/2024</b>	<b>Innovative Business Solutions</b>	<b>95952</b>	<b>1-103 - Bank of America 4809</b>	
Bill	199028	09/30/2024		09.30.24 Payroll	870-06 · Banking & Payroll Charges	-101.00
TOTAL						-101.00
<b>Bill Pmt -Check</b>	<b>ACH</b>	<b>09/30/2024</b>	<b>PG&amp;E</b>	<b>Utilities</b>	<b>1-103 - Bank of America 4809</b>	
Bill	9408018479-2 Sep/Oct	09/23/2024			840-07 · Collection/Treat Utilities	-3,270.36
					840-07 · Collection/Treat Utilities	-10.53
					840-08 · Distribution Utilities	-493.43
					840-10 · Admin Office Utilities	-109.18
					840-09 · Firehouse Utilities	-257.11
TOTAL						-4,140.61
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>09/01/2024</b>	<b>PG&amp;E</b>	<b>Utilities</b>	<b>1-103 - Bank of America 4809</b>	
Bill		08/22/2024			840-07 · Collection/Treat Utilities	-3,334.35
					840-07 · Collection/Treat Utilities	-51.03
					840-08 · Distribution Utilities	-477.67
					840-10 · Admin Office Utilities	-104.62
					840-09 · Firehouse Utilities	-238.54
TOTAL						-4,206.21
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>09/01/2024</b>	<b>Inverness Properties</b>	<b>Admin Office Lease</b>	<b>1-103 - Bank of America 4809</b>	
Bill		09/01/2024			870-15 · Admin. Office Rent	-1,236.00
TOTAL						-1,236.00
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>09/05/2024</b>	<b>CalPERS Health</b>	<b>Health Premiums October 2024</b>	<b>1-103 - Bank of America 4809</b>	
Bill		08/15/2024		\	810-07 · Health Insurance	-6,128.46
					810-07 · Health Insurance	-3,677.08
					810-07 · Health Insurance	-1,926.45
					810-08 · Retiree Health Ins.	-268.62
					810-08 · Retiree Health Ins.	-2,104.26
TOTAL						-14,104.87
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>09/13/2024</b>	<b>Innovative Business Solutions</b>	<b>Payroll 9/13/24</b>	<b>1-103 - Bank of America 4809</b>	
Bill	198174	09/13/2024			870-06 · Banking & Payroll Charges	-95.50
TOTAL						-95.50
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>09/15/2024</b>	<b>Truist Bank</b>	<b>A/R Box August 2024</b>	<b>1-103 - Bank of America 4809</b>	
Bill	IPUD 0113	09/03/2024			870-12 · Billing & Collections	-1.17
TOTAL						-1.17

**Inverness Public Utility District**  
**Check Detail**  
**September 2024**

<u>Type</u>	<u>Num</u>	<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Paid Amount</u>
<b>Bill Pmt -Check</b>	<b>EFT</b>	<b>09/30/2024</b>	<b>CalPERS Retirement</b>	<b>September 2024 Retirement</b>	<b>1-103 - Bank of America 4809</b>	
Bill	September 2024	09/30/2024		3055	810-10 · Retirement Premiums	-1,452.32
				26451	810-10 · Retirement Premiums	-2,383.24
				3056	810-10 · Retirement Premiums	-1,219.46
				25404	810-10 · Retirement Premiums	-925.04
				3055	810-10 · Retirement Premiums	-885.14
				26451	810-10 · Retirement Premiums	-2,260.51
<b>TOTAL</b>						<b>-9,125.71</b>
<b>Bill Pmt -Check</b>	<b>14512</b>	<b>09/26/2024</b>	<b>Brelje &amp; Race Engineering</b>	<b>Project 02630.07 August 2024</b>	<b>1-104 - Bank of America 0150</b>	
Bill	0028938	09/16/2024		Project 02630.07 August 2024	1371-35 · Colby & Seahaven Tank Improv	-13,411.25
<b>TOTAL</b>						<b>-13,411.25</b>
<b>Bill Pmt -Check</b>	<b>60524</b>	<b>09/03/2024</b>	<b>Nigro &amp; Nigro</b>	<b>FY 2024-2025 Fiscal Audit</b>	<b>1-103 - Bank of America 4809</b>	
Bill	20593	07/20/2024		FY 2024-2025 Fiscal Audit	870-04 · Audit & Financial	-6,000.00
<b>TOTAL</b>						<b>-6,000.00</b>
<b>Bill Pmt -Check</b>	<b>60525</b>	<b>09/09/2024</b>	<b>Actuarial Retirement Consulting</b>	<b>GASB 68 Disclosure Report</b>	<b>1-103 - Bank of America 4809</b>	
Bill	1877	09/03/2024		GASB 68 Disclosure Report	870-04 · Audit & Financial	-1,000.00
<b>TOTAL</b>						<b>-1,000.00</b>
<b>Bill Pmt -Check</b>	<b>60526</b>	<b>09/09/2024</b>	<b>Bound Tree Medical LLC</b>	<b>Medical Supplies</b>	<b>1-103 - Bank of America 4809</b>	
Bill	85463331	08/26/2024		Medical Supplies	850-05 · First Responder Supplies	-126.55
<b>TOTAL</b>						<b>-126.55</b>
<b>Bill Pmt -Check</b>	<b>60527</b>	<b>09/09/2024</b>	<b>Brelje &amp; Race Laboratories, Inc.</b>	<b>Bact-T</b>	<b>1-103 - Bank of America 4809</b>	
Bill	158214	09/04/2024		Bact-T	835-01 · BacT & Raw Samples	-387.00
<b>TOTAL</b>						<b>-387.00</b>
<b>Bill Pmt -Check</b>	<b>60528</b>	<b>09/09/2024</b>	<b>Building Supply &amp; Hardware</b>	<b>Supplies</b>	<b>1-103 - Bank of America 4809</b>	
Bill	153777/154006	08/28/2024		Supplies	850-01 · Supplies & Inventory	-186.78
				Supplies	850-01 · Supplies & Inventory	-186.78
<b>TOTAL</b>						<b>-373.56</b>
<b>Bill Pmt -Check</b>	<b>60529</b>	<b>09/09/2024</b>	<b>Dennis Holton</b>	<b>County Training/National Nite Out</b>	<b>1-103 - Bank of America 4809</b>	
Bill		09/03/2024		County Training	843-01 · Volunteer Appreciation	-49.49
				National Nite Out	843-05 · Public Education & Awareness	-261.13
<b>TOTAL</b>						<b>-310.62</b>
<b>Bill Pmt -Check</b>	<b>60530</b>	<b>09/09/2024</b>	<b>Horizon Cable TV Inc.</b>		<b>1-103 - Bank of America 4809</b>	
Bill		08/27/2024		Internet-Firehouse	870-01 · Telephone & Internet	-90.04
Bill	005-009493 091524	09/09/2024		Internet - Admin Office	870-01 · Telephone & Internet	-105.04
<b>TOTAL</b>						<b>-195.08</b>

## Inverness Public Utility District Check Detail September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Check	60531	09/09/2024	Spencer Stenmark	Credit Balance - Closed Acct	1-103 - Bank of America 4809	
			Spencer Stenmark	Credit Balance - Closed Acct 837-510-39	130.1 - Customer Refunds	-71.74
TOTAL						-71.74
Bill Pmt -Check	60532	09/16/2024	Burton Eubank	VOID: Volunteer Stipend-Reissued	1-103 - Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60533	09/16/2024	Amazon Capital Services	Office Supplies	1-103 - Bank of America 4809	
Bill	1C4C-RWGV-WNV9	09/08/2024		Office Supplies	870-05 - Office Supplies	-120.26
TOTAL						-120.26
Bill Pmt -Check	60534	09/16/2024	AT&T Mobility	287322251032	1-103 - Bank of America 4809	
Bill	287322251032X0909202	09/01/2024		337.344.7325	870-01 - Telephone & Internet	-50.47
				415.404.5144.	870-01 - Telephone & Internet	-45.43
				415.404.5624	870-01 - Telephone & Internet	-45.43
				415.660.0566	870-01 - Telephone & Internet	-50.47
				415.660.6190	870-01 - Telephone & Internet	-50.47
TOTAL						-242.27
Bill Pmt -Check	60535	09/16/2024	CORE Utilities, Inc.	IT Services August 2024	1-103 - Bank of America 4809	
Bill	42839	09/06/2024		IT Services August 2024	870-11 - Office IT Support	-60.00
				IT Services August 2024	870-11 - Office IT Support	-900.00
TOTAL						-960.00
Bill Pmt -Check	60536	09/16/2024	Failsafe Testing LLC	Ladder Testing	1-103 - Bank of America 4809	
Bill	13714	09/09/2024		Ladder testing, labels replaced, set up fee, mobilizat	840-01 - Equipment Maintenance	-835.36
TOTAL						-835.36
Bill Pmt -Check	60537	09/16/2024	Marin County Tax Collector	Fuel Charges July 2024	1-103 - Bank of America 4809	
Bill	07-Fuel Charges	09/04/2024		Fuel Charges July 2024	860-01 - Vehicle Oil & Gas	-62.83
				Fuel Charges July 2024	860-01 - Vehicle Oil & Gas	-62.83
TOTAL						-125.66
Bill Pmt -Check	60538	09/16/2024	Mid Valley Tractor	Polaris Ranger XP Kinetic Ultimate UTV-E	1-103 - Bank of America 4809	
Bill	PO IPUD 09.05.24	09/16/2024		Ser# 4XAE3GC42R8698802	2371-37 Fire UTV	-45,860.17
TOTAL						-45,860.17
Bill Pmt -Check	60539	09/23/2024	AT&T CalNet	August 2024	1-103 - Bank of America 4809	
Bill	8/7/24 - 9/6/24	09/07/2024		August 2024 Treatment Plant Phone & Internet	870-01 - Telephone & Internet	-159.80
				August 2024 Firehouse Phones	870-01 - Telephone & Internet	-155.44
				August 2024 Admin Office Phones	870-01 - Telephone & Internet	-133.24
TOTAL						-448.48
Bill Pmt -Check	60540	09/23/2024	Hach Company	108425	1-103 - Bank of America 4809	
Bill	14186389	09/12/2024		Water Treatment Supplies	850-01 - Supplies & Inventory	-415.77



## Inverness Public Utility District Check Detail September 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
TOTAL						-415.77
<b>Bill Pmt -Check</b>	<b>60541</b>	<b>09/23/2024</b>	<b>Harrington Industrial Plastics LLC</b>	<b>042985</b>	<b>1-103 - Bank of America 4809</b>	
Bill	00605775	09/12/2024		Water Filtration Supplies	850-01 - Supplies & Inventory	-1,001.27
TOTAL						-1,001.27
<b>Bill Pmt -Check</b>	<b>60542</b>	<b>09/23/2024</b>	<b>Janice Kehoe</b>	<b>McEneany Grant Easement Notary Fee</b>	<b>1-103 - Bank of America 4809</b>	
Bill		09/05/2024		Notary fee McEneany Grant Easement	870-07 - Legal & Attorneys	-45.00
TOTAL						-45.00
<b>Bill Pmt -Check</b>	<b>60543</b>	<b>09/23/2024</b>	<b>McPhail Fuel Company</b>	<b>INVPUB</b>	<b>1-103 - Bank of America 4809</b>	
Bill	1026547	09/12/2024		Admin Office Tank Fee	840-10 - Admin Office Utilities	-5.00
TOTAL						-5.00
<b>Bill Pmt -Check</b>	<b>60544</b>	<b>09/23/2024</b>	<b>L. N. Curtis and Sons</b>	<b>C2934</b>	<b>1-103 - Bank of America 4809</b>	
Bill	926512	08/23/2024		Fire Hose Supplies	850-01 - Supplies & Inventory	-992.65
TOTAL						-992.65
<b>Bill Pmt -Check</b>	<b>60545</b>	<b>09/26/2024</b>	<b>Cassidy Russell</b>	<b>Reimbursements</b>	<b>1-103 - Bank of America 4809</b>	
Bill	092624	09/26/2024		Fuel for 330	860-01 - Vehicle Oil & Gas	-75.00
				Propane for F3	840-05 - Collect & Treat Maint	-37.89
TOTAL						-112.89
<b>Bill Pmt -Check</b>	<b>60546</b>	<b>09/26/2024</b>	<b>CORRPRO COMPANIES INC</b>	<b>Tank Inspections 2024</b>	<b>1-103 - Bank of America 4809</b>	
Bill	767741	08/30/2024		Tank Inspections 2024 (3)	840-06 - Distribution System Maintenance	-2,145.00
TOTAL						-2,145.00
<b>Bill Pmt -Check</b>	<b>60547</b>	<b>09/26/2024</b>	<b>Good &amp; Clean</b>	<b>September Janitorial Service</b>	<b>1-103 - Bank of America 4809</b>	
Bill	72476	09/20/2024		September Janitorial Service	840-02 - Building Maintenance	-278.00
				September Janitorial Service	840-02 - Building Maintenance	-200.00
TOTAL						-478.00
<b>Bill Pmt -Check</b>	<b>60548</b>	<b>09/26/2024</b>	<b>Ken Fox</b>	<b>Reimbursement Fuel July 1 - Sept.18 2024</b>	<b>1-103 - Bank of America 4809</b>	
Bill	092024	09/20/2024		Reimbursement Fuel July 1 - Sept.18 2024	860-01 - Vehicle Oil & Gas	-477.85
				Reimbursement Fuel July 1 - Sept.18 2024	860-01 - Vehicle Oil & Gas	-477.84
TOTAL						-955.69
<b>Bill Pmt -Check</b>	<b>60549</b>	<b>09/26/2024</b>	<b>Kenneth R. Stevens</b>	<b>2024 Backflow Inspections</b>	<b>1-103 - Bank of America 4809</b>	
Bill	09-16-24 Backflow 24	09/16/2024		2024 Backflow Inspections (19)	844-02 - Cross Connection Maintenance	-1,710.00
TOTAL						-1,710.00
<b>Bill Pmt -Check</b>	<b>60550</b>	<b>09/26/2024</b>	<b>L. N. Curtis and Sons</b>	<b>C2934</b>	<b>1-103 - Bank of America 4809</b>	
Bill	INV865386	09/13/2024		Snap-Tite Hose connectors (5)	850-01 - Supplies & Inventory	-1,069.91
Bill	INV866161	09/16/2024		Headlight & pack	850-02 - Personal Protective Gear	-294.84
TOTAL						-1,364.75

Inverness Public Utility District

CalCard Credit Card Report

August 23 through September 23, 2024

Accrual Basis	Type	Date	Name	Method	Account	Split	Amount	Balance
<b>2670 - US Bank Cal Card</b>								
<b>CalCard xx0239 David Briggs</b>								
	Credit Card Charge	08/23/2024	Redwood Oil	Fuel	CalCard xx0239 David Briggs	860-01 - Vehicle Oil & Gas	63.25	63.25
	Credit Card Charge	09/05/2024	U. S. Postal Service	MWPA DSpace Mailers	CalCard xx0239 David Briggs	650-02 - MWPA Defensible Space	25.98	89.23
	Credit Card Charge	09/12/2024	REI Co-Op	6 Reusable Water Bottles for Fire	CalCard xx0239 David Briggs	850-01 - Supplies & Inventory	52.00	141.23
	Credit Card Charge	09/13/2024	Mid Valley Tractor	Deposit - MWPA CORE Funded UTV	CalCard xx0239 David Briggs	2371-37 Fire UTV	2,000.00	2,141.23
	Credit Card Charge	09/19/2024	U. S. Postal Service	Postage - DSpace Letter	CalCard xx0239 David Briggs	650-02 - MWPA Defensible Space	2.04	2,143.27
	Bill	09/23/2024	U. S. Bank Bancorp Purchasing Card Prog	D. Briggs	CalCard xx0239 David Briggs	20000 - Accounts Payable	-2,143.27	0.00
Total CalCard xx0239 David Briggs							0.00	0.00
<b>CalCard xx6591 Jim Fox</b>								
	Credit Card Charge	08/23/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	43.09	43.09
	Credit Card Charge	08/27/2024	Palace Market	Drill Supplies	CalCard xx6591 Jim Fox	843-01 - Volunteer Appreciation	70.68	113.77
	Credit Card Charge	08/27/2024	Vic's Tow	Towing Fee	CalCard xx6591 Jim Fox	860-02 - Vehicle Repairs & Service	569.25	683.02
	Credit Card Charge	08/28/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	47.31	730.33
	Credit Card Charge	08/28/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	72.09	802.42
	Credit Card Charge	08/28/2024	Amazon-Credit Card Chgs	Small Tools	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	60.58	863.00
	Credit Card Charge	08/30/2024	Amazon-Credit Card Chgs	Supplies	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	30.22	893.22
	Credit Card Charge	09/04/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	20.34	913.56
	Credit Card Charge	09/04/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	61.12	974.68
	Credit Card Charge	09/05/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	75.00	1,049.68
	Credit Card Charge	09/08/2024	Bovine Bakery	Drill Supplies	CalCard xx6591 Jim Fox	843-01 - Volunteer Appreciation	39.60	1,089.28
	Credit Card Charge	09/08/2024	Palace Market	Drill Supplies	CalCard xx6591 Jim Fox	843-01 - Volunteer Appreciation	42.38	1,131.66
	Credit Card Charge	09/09/2024	Amazon-Credit Card Chgs	Small Tools	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	30.24	1,161.90
	Credit Card Charge	09/12/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	75.00	1,236.90
	Credit Card Charge	09/12/2024	Redwood Oil	Fuel for Fuel Cans IVFD	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	40.00	1,276.90
	Credit Card Charge	09/12/2024	Redwood Oil	Fuel for cans IVFD	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	20.00	1,296.90
	Credit Card Charge	09/12/2024	Redwood Oil	Fuel for cans IVFD	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	0.07	1,296.97
	Credit Card Charge	09/12/2024	Amazon-Credit Card Chgs	Small Tools	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	13.95	1,310.92
	Credit Card Charge	09/13/2024	Adobe	Monthly Adobe Subscription J Fox	CalCard xx6591 Jim Fox	870-02 - Dues/Publications/Subscriptions	29.99	1,340.91
	Credit Card Charge	09/15/2024	Amazon-Credit Card Chgs	Small Tools	CalCard xx6591 Jim Fox	850-01 - Supplies & Inventory	10.49	1,351.40
	Credit Card Charge	09/20/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	69.85	1,421.25
	Credit Card Charge	09/20/2024	Redwood Oil	Fuel	CalCard xx6591 Jim Fox	860-01 - Vehicle Oil & Gas	69.90	1,491.15
	Bill	09/23/2024	U. S. Bank Bancorp Purchasing Card Prog	J. Fox	CalCard xx6591 Jim Fox	20000 - Accounts Payable	-1,491.15	0.00
Total CalCard xx6591 Jim Fox							0.00	0.00
<b>CalCard xx7757 S. Redding</b>								
	Credit Card Charge	09/01/2024	FedEx Printing	Permit Application Copies	CalCard xx7757 S. Redding	1371-35 - Colby & Seahaven Tank Improve	182.88	182.88
	Credit Card Charge	09/01/2024	FedEx Printing	Copies	CalCard xx7757 S. Redding	870-14 - Miscellaneous	24.86	207.74
	Credit Card Charge	09/01/2024	FedEx Printing		CalCard xx7757 S. Redding	870-14 - Miscellaneous	7.46	215.20
	Credit Card Charge	09/02/2024	San Francisco Chronicle	Monthly e-subscription	CalCard xx7757 S. Redding	870-02 - Dues/Publications/Subscriptions	15.96	231.16
	Credit Card Charge	09/05/2024	Costco Wholesale		CalCard xx7757 S. Redding	843-01 - Volunteer Appreciation	50.75	281.91
	Credit Card Charge	09/17/2024	Taxbandits	Tax Form Filing Fee	CalCard xx7757 S. Redding	870-14 - Miscellaneous	11.39	293.30
	Bill	09/23/2024	U. S. Bank Bancorp Purchasing Card Prog	S. Redding	CalCard xx7757 S. Redding	20000 - Accounts Payable	-293.30	0.00
Total CalCard xx7757 S. Redding							0.00	0.00

4:38 PM  
10/16/24

Accrual Basis

Type

Date

Name

Inverness Public Utility District

CalCard Credit Card Report

August 23 through September 23, 2024

Month

Account

Split

Amount

Balance

Total 2670 · US Bank Cal Card

0.00	0.00
<u>0.00</u>	<u>0.00</u>

Inverness Public Utility District  
**Payroll Expenses**  
September 2024

	Water		District	(Fire)	(Fire)	(Fire)	(Fire)	Total Fire		
	(Enterprise Fund)	Total Enterprise Fund	(General Fund)	MWPA Defensible Space	MWPA Local Projects	TOT Expenses	(Fire)	(General Fund)	Total General Fund	TOTAL
Expense										
810 - Personnel Costs										
810-01 - Management Wages	5,215.60	5,215.60	9,981.82	0.00	0.00	0.00	5,215.60	5,215.60	15,197.42	20,413.02
810-02 - Operations Wages	21,899.72	21,899.72	0.00	349.60	0.00	3,845.56	0.00	4,195.16	4,195.16	26,094.88
810-03 - Administrative Wages	6,540.94	6,540.94	7,136.77	0.00	0.00	0.00	0.00	0.00	7,136.77	13,677.71
810-04 - Employers Payroll Tax	1,745.66	1,745.66	2,121.42	23.20	0.00	255.14	392.19	670.53	2,791.95	4,537.61
810-06 - Duty Officer Stpend	0.00	0.00	0.00	0.00	0.00	0.00	125.00	125.00	125.00	125.00
810-07 - Health Insurance	4,843.38	4,843.38	832.70	0.00	0.00	2,098.80	807.23	2,906.03	3,738.73	8,582.11
810-08 - Retiree Health Ins.	0.00	0.00	2,104.26	0.00	0.00	0.00	268.62	268.62	2,372.88	2,372.88
810-09 - Health Ins in Lieu	0.00	0.00	1,060.00	0.00	0.00	0.00	0.00	0.00	1,060.00	1,060.00
810-10 - Retirement Premiums	3,835.56	3,835.56	3,145.65	0.00	0.00	0.00	2,144.50	2,144.50	5,290.15	9,125.71
<b>Total 810 - Personnel Costs</b>	<b>44,080.86</b>	<b>44,080.86</b>	<b>26,382.62</b>	<b>372.80</b>	<b>0.00</b>	<b>6,199.50</b>	<b>8,953.14</b>	<b>15,525.44</b>	<b>41,908.06</b>	<b>85,988.92</b>
<b>Total Expense</b>	<b>44,080.86</b>	<b>44,080.86</b>	<b>26,382.62</b>	<b>372.80</b>	<b>0.00</b>	<b>6,199.50</b>	<b>8,953.14</b>	<b>15,525.44</b>	<b>41,908.06</b>	<b>85,988.92</b>



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

**SEPTEMBER 2024 – WATER SYSTEM REPORT –**

**[ SEPTEMBER 2024 PRODUCTION TOTAL: 2,284,600 GALLONS:  
AVERAGE 76,533 gal/day = 52.9 average gpm ]**

**Water Quality**

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

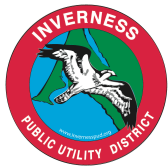
All sources are filtered by first Ultra and then Nano filters; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water are tested twice monthly and influent raw water sources are being collected once a month for lab analysis of coliform content.

Average Chlorine (CL<sub>2</sub>) dose at F1→ approximately 0.55 ppm; Average CL<sub>2</sub> dose at F3→ approximately 0.65 ppm

**Major Activities and Events**

1. Monthly reports sent to CA RWQCB DHS / SWRCB Drinking Water Division
2. Raw water TOC (total organic carbon) and DBP (disinfection-bi-product) samples grabbed and sent to Alpha laboratory for analysis
3. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
4. Clearing vegetation around hydrants
5. F1: power outage due to unknown fault on line affecting Inverness Mesa and Aberdeen grid
  - o CIP cleaning. Ultra units A & B *and* both Nano units A & B
  - o Ultra unit A still having intermittent PDT failures due to valve leaks
  - o Break tank level sensor replaced
6. F3: power was off most of 1 day for PG&E work on poles and electrical equipment
  - o CIP cleaning of Ultra unit
  - o Stream-flows lower but still producing adequate water. D8 put into service at Third valley plant
7. Yet another leak reported at 185 Vision Rd.
8. Backflow devices tested and certified for yearly documentation.
9. Removed all stored pipe from Sea Haven site and moved up to Conner/Vision-Tank yard in preparation for tree removal connected to Tank Replacement project.
10. Service leak at 35 via de la Vista (blue poly): replaced ¾" blue poly by utilizing North Marin Water District's crew and their equipment to pull it out and replace it with ¾" copper pipe, avoiding digging a trench across the street.
11. Continuing Installing gopher protection in water meter boxes. Report sent to State by admin. re: type of material for each service in district.

Senior Water Operator



**Inverness Public Utility District  
Monthly Water System Report**

**SEPTEMBER 2024**

Prepared by Ken Fox T3, Senior Water Operator

SEPTEMBER	Rainfall ( in inches " )		September		September			
Rainfall (inches) "	2024	2023	2022	2021	2020	2019	2018	2017
Total for Month	0.02"	0.28"	0.75"	0.64"	0.03"	0.12"		
Year To Date (7/01 →9/01)	0.14"	0.32"	1.03"	0.71"	0.30"	0.12"		
Average yearly since 1925	37.43"	37.39"	37.26"	37.32"	37.57"	37.26"		

(\* GPD = gallons per day; gpm = gallons per minute;

End of Month Stream Flow Measurements				
Diversions	2024		2023	
	September		September	
1st Valley Upper Intakes	<i>gpm</i> *	GPD*	<i>gpm</i>	GPD
D1	5.5	7,920	10	14,400
D2	21	30,240	27	38,880
D3	16	23,040	17	24,480
<b>42.5</b>			<b>54</b>	
2nd Valley Upper Intakes				
D4	11	15,840	13	18,720
D5	15.5	22,320	19	27,360
D6	16	23,040	20	28,800
<b>42.5</b>			<b>52</b>	
3rd Valley Upper Intakes				
D7	19	27,360	22	31,680
D8	7	10,080	8	11,520
<b>26</b>			<b>30</b>	
<b>Totals</b>	<b>111</b>	<b>159,840</b>	<b>136</b>	<b>195,840</b>

2024 Recent 3-month EOM Streamflows			
→	Aug-24	Jul-24	Jun-24
<i>gpm</i>	153	200	256
<b>GPD</b>	<b>220,320</b>	<b>288,000</b>	<b>368,640</b>

Sources Used: September	2024	2023
1st Valley Upper Intakes	49%	50%
2nd Valley Upper intakes	32%	29%
3rd Valley Upper intakes	19%	21%
1st Valley Lower Intake (L1)		
2nd Valley Lower intake		
Wells. (W1, W3, W4, etc.)		
<b>Total</b>	<b>100.0%</b>	<b>100%</b>

Distribution System Usage / # days → 30			30	
Distribution Zone	Sep-24			Sep-23
	Gallons	% of Use		% of Use
Colby	1,035,600	45%	879,900	40%
Tenney	755,200	33%	811,900	37%
Conner	37,200	2%	43,300	2%
Stockstill	271,800	12%	300,100	14%
Seahaven	184,800	8%	186,000	8%
<b>Total for Month =&gt;</b>	<b>2,284,600</b>	<b>100%</b>	<b>2,221,200</b>	<b>100%</b>
<b>Average for Month =&gt;</b>	<b>GPD</b>	<b>gpm</b>	<b>GPD</b>	<b>gpm</b>
Aug-2024	<b>76,153</b>	<b>52.9</b>	74,040	51.4

# FIRE DEPARTMENT REPORT

September 2024 / October Board Meeting

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## Incidents

*Number Date*

- #24-103 9/3 **Vehicle accident** @ Vision Rd after brakes went out on vehicle. Non-injury.  
*Attendance:* Cassidy Russell, David Briggs Jacob Leyva, Jim Fox, Ken Fox, Sarah Flamm, Tom Fox
- #24-104 9/7 **Vehicle accident** @ 13275 SFD. Non-injury.  
*Attendance:* Jim Fox
- #24-105 9/7 **EMS** @ Aberdeen for shortness of breath. M94 transport.  
*Attendance:* Brian Cassell, David Briggs, Dennis Holton, Jacob Leyva, Ken Fox, Jim Fox, Tim Olson, Tom Fox
- #24-106 9/9 **EMS** @ Park Ave for possible stroke. M94 transport.  
*Attendance:* David Briggs, Kia Hempel, Jacob Leyva, Jim Fox, Ken Fox, Nikki Spencer
- #24-107 9/18 **EMS** @ Inverness Fire Station for an assault.  
*Attendance:* Brian Cassell, Dennis Holton, Tom Fox
- #24-108 9/20 **Vehicle accident** @ Limantour Rd. Non-injury  
*Attendance:* Brian Cassell, Cassidy Russell, David Briggs, Jim Fox
- #24-109 9/25 **EMS** @ Hawthornden for a fall.  
*Attendance:* Jim Fox, Sarah Flamm, Tom Fox
- #24-110 9/27 **EMS** @ Aberdeen for difficulty breathing. M94 transport.  
*Attendance:* Brian Cassel, David Briggs, Dennis Holton, Jim Fox, Tim Olson, Tom Fox
- #24-111 9/29 **EMS** @ Aberdeen for difficulty breathing. M94 transport.  
*Attendance:* Brian Cassel, David Briggs, Dennis Holton, Jacob Leyva, Jim Fox, Tom Fox

## Trainings

**September 8:** Vegetation fire gear inspection, progressive hoselay practice, and pumping operations for wildland gear.

*Attendees:* Jim Fox, David Briggs, Dennis Holton, Sydney Knudsen, Greg Eastman, Tom Fox, David Wright, Jacob Leyva, Jay Borodic, Tim Olson, Brian Cassel

**September 24:** New MERA radio training.

*Attendees:* Jim Fox, Tom Fox, Ken Fox, Dennis Holton, Greg Eastman, Andrew Bock, Silas Blunk

## **Activities and Maintenance**

1. NFIRS data preparation.
2. New volunteer training.
3. Defensible space violation research and outreach.
4. UTV purchase
5. Gear updates for volunteers
6. New Type-6 research
7. MERA transition

## **Personnel**

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, Nikki Spencer, Greg Eastman, Jay Borodic, Liam Riley, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sarah Flamm, Sydney Knudsen, Silas Blunk

**Jim Fox, Chief**



# MWPA MONTHLY REPORT

September 2024 / October Board Meeting

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## Local Projects

- Vegetation maintenance activities in watershed on evacuation routes as needed.

## Defensible Space

- MWPA defensible space inspectors re-inspected homes that requested reinspection in September.
  - IPUD staff have access to defensible space reports in order to identify which properties were marked as most problematic by MWPA inspectors.
  - Properties in the southern portion of IPUD that have been identified as poorly maintained by MWPA defensible space inspectors were sent letters, a copy of their defensible space report and a link to grant opportunities.

## West Marin CORE Project Activity

- UTV purchased under CORE project has been assembled. Awaiting delivery.
- Evacuation route clearing 10-25 feet from roadway on many roads in Inverness (excluding mostly Sir Francis Drake Blvd) approved by county staff as allowable under Marin County Local Coastal Program.
  - Work in IPUD should begin in late October, or early November.
  - Slight delay due to independent contractor backing out at last minute.
  - Work this year will be done on Woodhaven, Kehoe, Rannoch and Stirling.
  - Advance notice will be given to homeowners in the IPUD areas that work is planned.

## Meetings / Committees

- September 5:
  - Coordinated with Marin County Fire and MWPA about how to most effectively and quickly get evacuation route work done. Inverness decided to explore coordinating and managing pre-approved contractors rather than having Marin County Fire handle most aspects of the work.
  - Staff later decided it would be more efficient and quicker to have County Fire handle the pre-approved contractor.
  - Discussed aspects of public outreach that would be effective.
  - Discussed coordination with MWPA and County Planning that needs to happen.



## **NEXT GENERATION PROJECT**

### **August 2024 Governing Board UPDATE:**

#### **Construction:**

- Construction is complete on all MERA sites and Punch List and Change Orders are being completed.
- PG&E has finally provided us the dates in late August for the final work necessary at the OTA site. The site should be operational by August 28, 2024.

#### **Radio Network:**

- We are starting the Coverage Testing this week, we expect this to take 3 weeks. It will be done by end of August.
- Motorola started the first official upgrade. This is expected to be finished the week of 8/26. This will allow the system to go LIVE with the most current version of the software.
- Motorola to do internal readiness review 8/29
- Acceptance Testing will be done 9/3-6 (Federal Engineering to support us on this)

#### **Dispatch Centers:**

- The Back room work at Novato, San Rafael and Fairfax is scheduled and the next steps will be the side by side install of the new console equipment with the old for the lead up to the transition.

#### **Fire Station Alerting:**

- Mach Alert is still refining the Dispatch Screens for the ECC.
- The schedule for Fire Station Alerting to be transitioned will occur the week after we have moved all the field users over to the NG Radio System. There will be a cut over plan for the ECC to follow that will assist in the transition.

#### **Cutover:**

- We are mapping out the actual days of the transition, we will start with all the Dispatch Centers who will have access to both Gen One and NG from the new consoles for the transition.
- We are still on track to begin the last week of September and be live with all the users by the end of the first week in October.

#### **Miscellaneous:**

- Volunteer Fire Pagers: Working with County Fire and the Volunteer Agencies to confirm the programming and have them ready for the NG transition.
- The major battery replacement that was approved for the CORE equipment at 1600 Los Gamos is scheduled for week of 8/26.
- The NEW MERA website is under construction, and I expect it to be ready to unveil in early September.



Inverness Public Utility District  
Board Meeting

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# Agenda Item No. 5

Business of the District



Inverness Public Utility District  
Board Meeting

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Agenda Item No. 5a

Annual Investment Policy Review



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Annual Review of Investment Policy  
Meeting Date: October 24, 2024  
Date Prepared: September 18, 2024  
Prepared by: Shelley Redding, General Manager  
Attachments: IPUD Investment Policy

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**Recommended Action:** Motion that upon review of the Investment Policy dated September 26, 2012, and adopted September 26, 2012, the Board finds that no modifications are needed at this time.

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As noted above, the Board adopted an investment policy for the District; this was done in response to a requirement imposed by the State Legislature on all local government agencies. It is a requirement of the statute and of IPUD policy (which was adopted to conform to the statute) that the policy must be reviewed annually by the Board.

At the first annual review in April 1997, it was decided that in the future the annual review would be conducted at the same time each year that the Board convenes as the Committee of the Whole to review the District's investments pursuant to its Nuclear Free Zone ordinance.

After reviewing the policy, there are no issues that would require modification or amendment. It is the staff's opinion that the policy continues to work well for IPUD. If the Board determines that changes are required, the changes should be set forth at this meeting, and staff will prepare a resolution for the Board's consideration and adoption at the next Board meeting to formally make the desired changes to the investment policy. If no changes are in order, it is sufficient to adopt the motion shown above.

*Inverness Public Utility District*

**INVESTMENT POLICY**

Approved by Board of Directors November 27, 2001  
Revised and Approved by Board of Directors February 23, 2005  
Revised and Approved by Board of Directors September 26, 2012

**1. POLICY**

**WHEREAS**, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC §53600.6); and

**WHEREAS**, the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of CGC §5921 and §53601, et seq.; and

**WHEREAS**, the treasurer or fiscal officer of the Inverness Public Utility District shall annually prepare and submit a statement of Investment Policy, and such Policy, and any changes thereto, shall be considered by the legislative body at a public meeting (CGC §53464(a));

**NOW, THEREFORE**, it shall be the policy of the Inverness Public Utility District to invest funds in a manner that provides a reasonable investment return consistent with a high degree of safety and liquidity in order to meet the daily cash flow demands of the District and conforming to all statutes governing the investment of funds of the Inverness Public Utility District.

**2.0 SCOPE**

This Investment Policy applies to all financial assets of the Inverness Public Utility District. These funds are accounted for in the General Purpose Financial Statements (annual audit) and include the General Fund and the Enterprise Fund. There are no funds that are not included in this policy.

**3.0 RESPONSIBILITY OF INVESTMENT OFFICER**

The Inverness Public Utility District is restricted by California Government Codes as to permissible investments. All investments shall conform to applicable codes. Investment officers acting in accordance with the District's established procedures and the Investment Policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market prices changes, provided that deviations from expectations are reported in a timely fashion and that appropriate action is taken to control adverse developments.

**4.0 OBJECTIVES**

As specified in CGC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

1. **Safety.** Safety of principal is the foremost objective of the investment program. Investments of the Inverness Public Utility District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.

2. **Liquidity.** The investment portfolio will remain sufficiently liquid to enable the Inverness Public Utility District to meet all operating requirements that might be reasonably anticipated.
3. **Return on Investments.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

## **5.0 DELEGATION OF AUTHORITY**

Authority to manage the investment program is derived from CGC §53600, et seq. Management responsibility for the District's investment program is hereby reserved by and to the Board of Directors, which body shall establish procedures for the operation of the investment program consistent with this Investment Policy. Procedures shall, as appropriate, include references to: safekeeping, PSA repurchase agreements, wire transfer agreements, collateral/depository agreements, and banking services contracts. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Board of Directors. The General Manager shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. Under the provisions of CGC §53600.3, the General Manager is a trustee and a fiduciary subject to the prudent investor standard.

## **6.0 ETHICS AND CONFLICTS OF INTEREST.**

Directors, officers, and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program or that could impair their ability to make impartial investment decisions.

## **7.0 AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS**

The Board of Directors shall, as necessary, develop and maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience, and a minimum level of capitalization, that are authorized to provide investment services. In addition, a list shall also be maintained, as necessary, of approved security brokers/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by the laws of the State of California.

For brokers/dealers of government securities and other investments, the Board of Directors shall select only brokers/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the Financial Industry Regulatory Authority, or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the Board of Directors shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the Inverness Public Utility District's account with that firm has reviewed the Inverness Public Utility District's Investment Policy and that the firm understands the Policy and intends to present investment recommendations and transactions to the Inverness Public Utility District that are appropriate under the terms and conditions of the Investment Policy.

## **8.0 AUTHORIZED AND SUITABLE INVESTMENTS**

The Inverness Public Utility District is restricted by California Government Codes as to permissible investments. All investments shall conform to applicable codes.

## **9.0 COLLATERALIZATION**

All certificates of deposit must be collateralized by U.S. Treasury obligations. Collateral must be held by a third party trustee and valued on a monthly basis. The percentage of collateralization on repurchase and reverse repurchase agreements will adhere to the amount required under CGC §53601(i)(2).

## **10.0 SAFEKEEPING AND CUSTODY**

All security transactions entered into by the Inverness Public Utility District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the Inverness Public Utility District by book entry, physical delivery, or by third party custodial agreement as required by CGC §53601.

## **11.0 NUCLEAR FREE ZONE ORDINANCE**

Notwithstanding any provision of this Investment Policy, no investment of District funds shall be made in contravention of the Inverness Public Utility District Nuclear Free Zone Ordinance. The annual meeting of the Board of Directors as a committee of the whole to review investment options for the District, as provided for in Section 6 of the Inverness Public Utility District Nuclear Free Zone Ordinance, may be combined with the annual consideration of the District's Investment Policy as provided for in Section 1.0 of this Investment Policy.

## **12.0 REPORTING**

In accordance with CGC §53646(b)(1), the General Manager shall submit to each member of the Board of Directors and to the auditor a quarterly investment report. The report shall include a complete description of the portfolio, the types of investments, the issuers, the maturity dates, the par values, and the current market values of each component of the portfolio, including funds managed for Inverness Public Utility District by third party contracted managers. The report shall also include the source of the portfolio valuation.

As specified in CGC §53646(e), at any time that all investments are placed in Local Agency Investment Fund (LAIF), FDIC-insured accounts, and/or in a county investment pool, the foregoing report elements may be replaced by copies of the most recent statement or statements received from such institutions. In accordance with CGC §53646(b)(2) and (3), respectively, the report shall also (a) state compliance of the portfolio to the statement of Investment Policy or the manner in which the portfolio is not in compliance, and (b) include a statement denoting the ability of the District to meet its pool's expenditure requirements for the next six months or provide an explanation as to why sufficient money shall or may not be available. The General Manager shall maintain a complete and timely record of all investment transactions.

## **13.0 INVESTMENT POLICY ADOPTION AND MODIFICATION**

The Investment Policy, including the Asset Allocation Plan, shall be adopted by Resolution of the Board of Directors of the Inverness Public Utility District and shall be reviewed on no less than an annual basis. Modifications to the Investment Policy shall be adopted by Resolution of the Board of Directors of the Inverness Public Utility District.





Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 5b

**Meeting of the Committee of the Whole  
to Review and Approve Investment  
Options (Nuclear Free Zone Ordinance)**



## **Board Agenda Item Staff Report**

Subject: Annual Review of Investment Policy in accordance with Ordinance 24-90 (Inverness Public Utility District Nuclear Free Zone Ordinance)

Meeting Date: October 24, 2024

Date Prepared: September 18, 2024

Prepared by: Sarah Flamm, Water & District Policy Analyst

Attachments: Ordinance 24-90  
County of Marin Nuclear Weapons Contractors List  
LAIF Approved Investments  
CalPERS CERBT Trust Investment Asset Class and Benchmark Summary  
<https://www.calpers.ca.gov/docs/total-fund-investment-policy.pdf>

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**Recommended Action:** Motion that upon review of Ordinance 24-90, adopted in 1990, and the current supporting data related to IPUD investments, the Committee of the Whole approve Investment Options, notwithstanding that there are three businesses included in the current LAIF investment portfolio that are on the County Contractors List, and ten businesses that are in the CalPERS CERBT Trust Fund.

---

As noted above, the Board of Directors adopted Ordinance 24-90 (Inverness Public Utility District Nuclear Free Zone Ordinance). Section 6 (Nuclear Free Investing) of Ordinance 24-90 requires the Board to annually review IPUD's investments as they relate to this Nuclear Free Zone Ordinance.

Staff has researched and provided to the Committee the Marin County Nuclear Weapons Contractors List (MCNWCL) referenced in Ordinance 24-90 for this review. Additionally, documents providing information relating to the CalPERS CERBT Trust Fund and the current LAIF investment portfolio have been provided for comparison to the MCNWCL.

IPUD's Investment Policy (adopted 4/23/1996, revised 9/23/2012) states safety as the Investment Policy's number one objective: "Safety of principal is the foremost objective of the investment program. Investments of the Inverness Public Utility District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio." The Committee is asked to determine if the current investments with CalPERS and LAIF meet the Safety standard set forth in IPUD's Investment Policy. IPUD has seen an increase in LAIF interest earnings, due to LAIF's investment policies. Section 6 of Ordinance 24-90 (Nuclear Free ordinance) states that investments must meet "prudent management" standards. LAIF has proven to be a stable investment vehicle, and the contractors stated above represent a small percentage of the overall number of LAIF investments. The Committee is asked to determine if IPUD can continue using CalPERS CERBT Trust Fund and LAIF as investment vehicles that meet the standard of Ordinance 24-90.

The following three businesses are in the current LAIF investment portfolio, as well as on the MCNWCL:

- International Business Machines Corporation,
- General Electric Company, and
- Honeywell Corporation.

The following ten businesses are included in the CalPERS fund:

- Aecom Corporation,
- Carrier Corporation,
- General Electric,
- Honeywell Corporation,
- IBM Corp,

- Jacobs Engineering Group,
- Lockheed Martin
- Northrop Grumman Corporation,
- Textron, Inc.,
- Thales Group.

In accordance with the safety standard set forth in IPUD's Investment Policy, remaining invested in these funds, despite the presence of flagged businesses, will lead to the preservation of capital in the overall portfolio of the District.

*Inverness Public Utility District*

by an 80% majority, with the following  
ORDINANCE 24-90

**INVERNESS PUBLIC UTILITY DISTRICT NUCLEAR FREE ZONE ORDINANCE**

**The people of the Inverness Public Utility District do ordain as follows:**

**SECTION 1: NAME**

This ordinance shall be known and may be cited as the Inverness Public Utility District Nuclear Free Zone Ordinance.

**SECTION 2: FINDINGS**

The People of the Inverness Public Utility District find that:

(a) The Inverness Public Utility District adopted Regulation 100 in July of 1983 stating:

"It shall be the policy of District and System that all District and System operations, actions, and policies shall be consistent with maximum possible maintenance of the environmental and ecological balance and the quality of life, in and for the community at large and in general, both within and without the territorial jurisdiction and boundaries of the District and within and without the service area of the System."

(b) Nuclear weapons pose a mortal threat to "the environmental and ecological balance and quality of life" of the world (of which Inverness is a part) not only because of their potential as weapons of mass destruction but because of the lethal radioactive pollution created by their production and/or the chance of accident.

(c) Nuclear Weapons Makers vigorously promote a continuing expansion of nuclear arsenals because it is to their economic advantage to do so. Yet this desire for profit is at the expense of a wholesome environment, the safety of the world, a healthy economy and infrastructure.

(d) The voters of the Inverness Public Utility District have already expressed their approval of a strong Nuclear Free Zone ordinance. In November of 1986, they voted



by an 80% majority, with the majority of Marin voters to pass a ballot initiative making Marin County a Nuclear Free Zone.

### SECTION 3: PURPOSE

The purpose of this ordinance is to make the Inverness Public Utility District a Nuclear Free Zone and thereby to join it with other Nuclear Free Zone communities in eliminating the profit incentive for nuclear weapons makers by means of an economic boycott.

### SECTION 4: DEFINITIONS

The following words and phrases shall, for the purpose of this ordinance, have the specified meanings:

"Affiliate" is any entity defined as such by the California Corporations Code.

"Board" is the Board of Directors of the Inverness Public Utility District.

"District" is the Inverness Public Utility District.

"Nuclear Weapon" is any device capable of being used for the explosive release of energy from fission and/or fusion of atomic nuclei; or any system, mechanism or software for transporting, containing, deploying, guiding, propelling, triggering, launching, delivering, or detonating such a device; or any part or component contributing to the normal operation of said device, system, mechanism or software, or any combination of such devices, systems, mechanisms or software, except where said part or component has a use apart from the foregoing use and compared to which the foregoing use is minor and incidental.

"Nuclear Weapons Maker" is any person, corporation, institution, or other entity, or Affiliate thereof that knowingly engages in the development, testing, manufacture, storage, or transport of Nuclear Weapons.

### SECTION 5: NUCLEAR FREE PURCHASING

(a) The District shall purchase no product or service of or from any Nuclear Weapons Maker, except that the District may purchase such a product or service where



required by law or where no other product or service can be found of sufficient quality and suitability and at a low enough price to be consistent with good management practice and safety.

(b) In carrying out the foregoing provision of this section, it shall be sufficient for the District to rely on information of public record obtained by the County of Marin pursuant to its nuclear free contracting requirements as to who is a Nuclear Weapons Maker. In order to eliminate the labor cost of researching alternative purchasing sources, the District may use volunteers.

(c) The District shall notify in writing, including therewith a copy of this ordinance, all Nuclear Weapons Makers with whom the District has ceased to do business because of this ordinance. The District shall include a copy of this ordinance with all requests for proposals and all purchase orders. The District Manager shall report to the Board not less than every six months as to the effect upon the District of the actions taken under this section.

#### SECTION 6: NUCLEAR FREE INVESTMENT

The Board shall meet annually as a committee of the whole to review investment options for the District. The purpose of said review shall be to determine if the transfer of District funds to a financial institution that makes no investments in Nuclear Weapons Makers ("Nuclear Free Fund") is consistent with state law and prudent management. If the committee so determines, the Board shall transfer said funds. Prudent management shall include, but not be limited to, granting particular importance to the People's wish to have nuclear free investments as mandated by this ordinance. The obligation of the Board to meet for the purpose of this section shall cease whenever, and as long as, all of the District's investments are with a Nuclear Free Fund or Funds.

#### SECTION 7: SIGNS

The District shall post a sign saying: "Inverness Public Utility District, A Nuclear



Free Zone" on Sir Francis Drake Boulevard at both the southern and northern boundaries of the District's jurisdiction. The posting of said signs shall be subject to obtaining all required encroachment permits, and the design of said signs shall be subject to the approval of the Board.

**SECTION 8: EFFECT ON OTHER DISTRICT LAWS**

No provision of this ordinance shall be construed to bar the enforcement of any existing District ordinances or regulations where the subject matter of said ordinances or regulations is wholly or partly the same as that of this ordinance or to bar the enactments of any future District ordinances or regulations where the effect of said ordinances or regulations is to extend or strengthen this ordinance.

**SECTION 9: EFFECTIVE DATE**

This ordinance shall take effect as soon as allowable under applicable state law.

**SECTION 10: SEVERABILITY**

Should any section, paragraph, sentence or other part of this ordinance or any application thereof be found unconstitutional or otherwise invalid, the invalidity of said part or application shall not affect the remainder of the ordinance or the remaining applications. To that end the parts and applications of this ordinance shall be deemed severable. Therefore, the People of the Inverness Public Utility District hereby declare that, notwithstanding a finding that part or parts of this ordinance is or are unconstitutional or otherwise invalid, the remaining part or parts would have been enacted separately.

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Inverness Public Utility District

RESOLUTION 50-90

A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE INVERNESS PUBLIC UTILITY DISTRICT  
PROPOSING A SPECIAL ELECTION BE HELD IN ITS JURISDICTION,  
ESTABLISHING A DATE FOR ELECTION,  
ADOPTING WORDING OF BALLOT MEASURE,  
REQUESTING THE CONSOLIDATION OF SAID ELECTION,  
REQUESTING ELECTION SERVICES OF THE COUNTY CLERK,  
DIRECTING THAT REBUTTAL ARGUMENTS MAY BE RECEIVED,  
AND DIRECTING THAT THE TEXT OF THE PROPOSED ORDINANCE  
BE INCLUDED WITH THE SAMPLE BALLOT

**WHEREAS**, the Board of Directors of the Inverness Public Utility District has determined that a Nuclear Free Zone ordinance should be enacted; and

**WHEREAS**, the Board wishes that the question of approval of said ordinance should be submitted to the qualified electors of the District,

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

Section 1. A special election is hereby ordered to be held on Tuesday, November 6, 1990, at which election Inverness Public Utility District Ordinance 24-90, entitled "Inverness Public Utility District Nuclear Free Zone Ordinance," which Ordinance is attached hereto as Attachment 1 and which is hereby incorporated by reference into and made a part of this Resolution, shall be submitted to the qualified electors residing within the District for approval by voting "YES" or for disapproval by voting "NO".

Section 2. The wording of the measure to be placed on the ballot shall be as follows:

NUCLEAR FREE ZONE ORDINANCE. Declares the Inverness Public Utility District a Nuclear Free Zone. Restricts purchasing of products or services of or from nuclear weapons makers if such restriction be consistent with good management practice and safety. Encourages putting investments in "nuclear free funds." Requires posting of nuclear free zone road signs.

Section 3. The Board of Supervisors of the County of Marin is hereby requested to consolidate said election with any other applicable election conducted on the same date.

Section 4. The Board of Supervisors of the County of Marin is hereby requested to authorize and direct the County Clerk, at the expense of the Inverness Public Utility District, to provide all necessary election services and to canvass the results of said election.

Section 5. Rebuttals shall be received to ballot arguments for and against said measure.

Section 6. The complete text of the proposed Inverness Public Utility District Ordinance 24-90 shall be included in its entirety with the sample ballot mailed to each voter at least 10 days prior to the election.



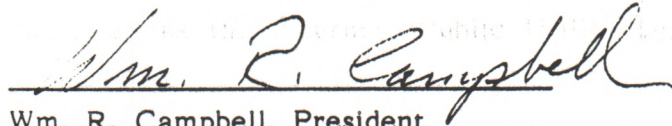
PASSED AND ADOPTED at an adjourned regular meeting of the Board of Directors of the Inverness Public Utility District held on the 20th day of April, 1990, by the following vote, to wit:

AYES: Directors Boutmy, Dewey, Howard

NOES: Directors Burness, Campbell

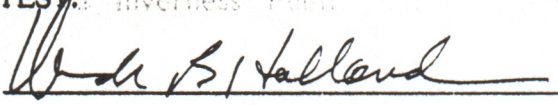
ABSTAINING: None

ABSENT: None

  
Wm. R. Campbell, President

SECTION 2: FINDINGS

The (seal) of the Inverness Public Utility District

ATTEST: Inverness Public Utility District  
  
Wade B. Holland, Clerk of the Board

\*\*\*\*\*

I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 50-90 on record in this office.

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

(seal)

By \_\_\_\_\_ Date \_\_\_\_\_

and the quality of the...  
cause of their potential...  
independent pollution...  
(b) Nuclear Weapons...  
arsenals because...  
profit is an...  
monthly...  
(d) The words of the...  
approval of...

**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED BANKS**  
**August 31, 2024**

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**Foreign Banks**

**Australia**

Australia and New Zealand Banking Group  
Commonwealth Bank of Australia  
National Australia Bank Limited  
Westpac Banking Corporation

**Belgium**

BNP Paribas Fortis  
KBC Bank N.V.

**Canada**

Bank of Montreal  
Bank of Nova Scotia  
Canadian Imperial Bank of Commerce  
National Bank of Canada  
Royal Bank of Canada  
The Toronto-Dominion Bank

**Finland**

Nordea Bank Abp

**France**

BNP Paribas  
Credit Agricole Corporate & Investment Bank  
Credit Industriel et Commercial  
Natixis  
Societe Generale

**Germany**

Bayerische Landesbank  
Commerzbank AG  
Deutsche Bank AG  
Landesbank Hessen-Thuringen Girozentrale  
UniCredit Bank AG

**Japan**

Mizuho Bank, Ltd.  
MUFG Bank, Ltd.  
Norinchukin Bank  
Sumitomo Mitsui Banking Corporation  
Sumitomo Mitsui Trust Banking, Limited

**Netherlands**

Cooperatieve Rabobank U.A.

**Norway**

DNB Bank ASA

**Sweden**

Skandinaviska Enskilda Banken  
Svenska Handelsbanken AB  
Swedbank AB

**Switzerland**

UBS AG

**United Kingdom**

Barclays Bank plc  
Lloyds Bank Corporate Markets plc

**Domestic Banks**

Bank of America N.A.  
BMO Bank N.A.  
Citibank N.A.  
Comerica Bank  
JPMorgan Chase Bank, N.A.  
KeyBank N.A.  
PNC Bank N.A.  
U.S. Bank N.A.  
Wells Fargo Bank N.A.  
Zions Bancorporation N.A.

*The information contained in this document is not a recommendation to outside investors. STO Investment staff perform additional due diligence on each investment decision. The list does not reflect the actual Pooled Money Investment Account (PMIA) portfolio holdings. To view detailed information pertaining to the PMIA portfolio and other investment reports, please refer to <http://www.treasurer.ca.gov/pmia-laif/pmia.asp>*

**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED COMMERCIAL PAPER**  
**August 31, 2024**

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3M Company	J.P. Morgan Securities, LLC
Abbott Laboratories	John Deere Capital Corporation
Alphabet Inc.	Johnson & Johnson
Amazon.com Inc.	Jupiter Securitization Company LLC
American Honda Finance Corporation	Liberty Street Funding, LLC
Apple Inc.	McDonald's Corporation
Atlantic Asset Securitization LLC	Merck & Co., Inc.
Bank of Nova Scotia	MetLife Short Term Funding LLC
Baxter International Inc.	Microsoft Corporation
BNP Paribas	Mizuho Bank, Ltd.
BofA Securities Inc.	MUFG Bank, Ltd
Bristol-Myers Squibb Co.	Natixis
CAFCO, LLC	New York Life Short Term Funding LLC
Campbell Soup Company	Old Line Funding LLC
Canadian Imperial Holdings Inc.	Pacific Life Short Term Funding LLC
Caterpillar Financial Services Corporation	PepsiCo, Inc.
Chariot Funding LLC	Pfizer, Inc.
Citigroup Global Markets Inc.	Procter & Gamble Co. (The)
Coca-Cola Company (The)	Royal Bank of Canada
Cooperatieve Rabobank U.A.	Sheffield Receivables Company LLC
CRC Funding, LLC	Societe Generale
Credit Agricole, Corporate & Investment Bank	Sumitomo Mitsui Trust Banking, Limited
General Electric Company	Thunder Bay Funding LLC
General Mills, Inc.	Toyota Motor Credit Corporation
Gotham Funding Corporation	U.S. Bank N.A.
GTA Funding LLC	United Parcel Service, Inc.
Home Depot Incorporated (The)	UnitedHealth Group Inc.
Honeywell International, Inc.	Versailles Commercial Paper LLC
ING (US) Funding LLC	Walmart Inc.
Intel Corporation	Walt Disney Company (The)
International Business Machines Corporation	

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**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED CORPORATE BONDS**  
**August 31, 2024**

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3M Company  
Alphabet Inc.  
Amazon.com Inc.  
Apple Inc.  
Bank of America Corporation  
Baxter International Inc.  
Caterpillar Financial Services Corporation  
Citigroup Inc.  
Intel Corporation  
International Business Machines Corporation  
JPMorgan Chase & Co.  
John Deere Capital Corporation  
Johnson & Johnson  
Merck & Co., Inc.  
Microsoft Corporation  
PepsiCo, Inc.  
Procter & Gamble Co. (The)  
Toyota Motor Credit Corporation  
U.S. Bancorp  
Wells Fargo & Company

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Peace Conversion Commission

# Peace Conversion Commission

The Marin County Peace Conversion Commission insures effective implementation of the Marin County Nuclear Free Zone law.


## Nuclear Weapons Contractors


The Marin County Peace Conversion Commission insures effective implementation of the Marin County Nuclear Free Zone law. This law precludes the County from investing in, purchasing from, or in any way doing business with Nuclear Weapons Contractors or their subsidiaries, except when no practical alternative is possible.

The Commission, using the procedures outlined in Marin County Code Sections [23.13.010 to 23.13.080](#)  has determined that the corporations listed below are nuclear weapons contractors. The County, therefore, will only make investments in, purchase from, or in any way contract with such listed companies under circumstances where no reasonable alternative is available.

Print 

### Contact

 The Board of Supervisors

 [415-473-7331](tel:415-473-7331)  
To use the California Relay Service (CRS), dial [711](tel:711)


If a County Department considers that its appropriate functioning requires that, in a particular instance, it do business with one of these companies, there is an override request procedure available.


Download an [override request form here](#) .


# Company Name

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- Aecom Corporation
- Carrier Corporation
- ch2mhill
- ch2mhillengineers, Inc.
- ch2mlimited
- General Dynamics Corporation
- General Electric
- Goodrich Corporation
- Harris Corporation
- Hewlett Packard Enterprises Company
- Honeywell Corporation
- International Business Machines Corporation
- Jacobs Engineering Group Inc.
- Jacobsen Northern California
- L3 Harris Technologies
- Litton Industries, Inc.
- Lockheed Martin
- Northrop Grumman Corporation

 [Email The Board of Supervisors](#)

 3501 Civic Center Drive Suite 329 San Rafael CA 94903

 Mon - Fri: 8:30 am-5:00 pm

- Otis Elevator
- PRC Public Sector
- Symmetricom Corporation
- Textron, Inc.
- Thales
- Thales Group
- Thales DIS USA
- United Technologies Corporation
- URS Corporation
- York International Corporation

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Updated 10/03/2023

**Page last updated on January 26, 2024.**

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Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 5c

### **Resolution 289-2024:**

Approve the Form of and authorizing the execution of a Memorandum of Understanding and authorizing participation in the Special District Risk Management Authority (SDRMA) Health Benefits.



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: **Resolution 289-2024:** Approving the form of and authorizing the execution of a Memorandum of Understanding (MOU) and authorizing participation in the Special District Risk Management Authority (SDRMA) Health Benefits.

Meeting Date: October 24, 2024

Date Prepared: October 20, 2024

Prepared by: Shelley Redding, General Manager

Attachments: Resolution 289-2024; SDRMA Memorandum of Understanding; SDRMA Participation Agreement

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**Recommended Action:** Approve the execution of the MOU to Engage with Special District Risk Management Authority (SDRMA) to offer Ancillary Benefits to Active Employees.

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At the previous month's Board meeting, a recommendation was made by the Finance Committee proposing to engage with the SDRMA to add the ancillary benefits of dental and vision insurance for employees and their dependents, and to provide an employee assistance program for employees.

The recommendation presented proposed a shared premium cost of 85% employer and 15% employee for the dental and vision insurance and the employer covering 100% of the premium cost for the employee assistance program. The Board of Directors approved the recommendation and directed staff to begin the process of engaging for services.

At a staff meeting, employees were briefed on the new benefit and given preliminary information about the dental and vision insurance coverage options and what the cost share amounts would be based on the coverage elections.

Staff completed and submitted the application requesting services from SDRMA, which identified the specific dental and vision plans that will be offered to the employees. The application was approved, and the SDRMA Health Benefits division forwarded a Memorandum of Understanding and Participation Agreement for execution. Once these documents are executed, they will be returned to the SDRMA with a request to begin services on January 1, 2025.

**RESOLUTION NO. 289-2024**

**A RESOLUTION OF THE OF THE (GOVERNING BODY) OF Inverness Public Utility District APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM**

**WHEREAS**, Inverness Public Utility District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in the Health Benefits Program offered by Special District Risk Management Authority (the "Authority"); and

**WHEREAS**, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

**WHEREAS**, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for the Health Benefits Program; and

**WHEREAS**, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

**NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:**

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Severability. If any provision of this resolution or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the resolution which can be given effect without the invalid provision or application, and to this end the provisions of this resolution are severable.

Section 5. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 6. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
ENTITY Secretary

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## MEMORANDUM OF UNDERSTANDING

**THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.**

**WHEREAS**, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities into the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "PROGRAM"); and

**WHEREAS**, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by the PRISM Health Committee and/or PRISM Employee Benefits Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and

**WHEREAS**, ENTITY desires to enroll and participate in the PROGRAM.

**NOW THEREFORE**, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to,

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demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties up to and including termination from the PROGRAM. Premiums are based on a full month, and there are no partial months or prorated premiums. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM and will be provided by SDRMA to each ENTITY. SDRMA will provide each ENTITY with additional documentation, defined as the SDRMA Program Administrative Guidelines which provide further details on administration of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
  - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
  - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.

- 
- c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
  - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. WITHDRAWAL. ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
  10. LIAISON WITH SDRMA. Each ENTITY shall maintain staff to act as liaison with SDRMA and between the ENTITY and SDRMA's designated PROGRAM representative.
  11. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
  12. VENUE. Venue for any dispute or enforcement shall be in Sacramento, California.
  13. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
  14. COMPLETE AGREEMENT. This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
  15. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
  16. AMENDMENT OF MEMORANDUM. This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's designated representative, or alternate, who shall have authority to execute this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
  17. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA.
  18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

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In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Special District Risk  
Management Authority

Dated: \_\_\_\_\_

By: \_\_\_\_\_

Inverness Public Utility District



**To:** Inverness Public Utility District  
**From:** PRISM / AUS Underwriting  
**Date:** September 25, 2024  
**Re:** **Inverness Public Utility District: Small Group Program Application Approval**

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We are happy to approve the application of Inverness Public Utility District for acceptance to participate in the PRISM Small Group program.

As part of this acceptance, you will find two attachments to this letter:

1. Program Underwriting & Eligibility Rules
2. Program Participation Agreement

The Underwriting and Eligibility Rules are designed to serve as a guide for program rules and expectations. These rules outline expectations of member conduct within the program and have been established to protect both the pool and the member from actions that may increase the cost and/or risk in the program.

The Program Participation Agreement details the final terms of acceptance and any special exceptions or terms that have been made as part of this approval. Please read these terms carefully and contact your representative at SDRMA if you have any questions or require clarification(s).

Inverness Public Utility District's completion and execution of the Program Participation Agreement will constitute full acceptance of the organization as a member of the PRISM Small Group program and deem it eligible to participate in the insurance coverage plan(s) applied for and approved in this agreement. **Please return the signed Program Participation Agreement to SDRMA.**

We thank you for your interest in the PRISM Small Group program and look forward to your participation in the program.

Sincerely,

Erica Smyth

FOR INTERNAL USE ONLY			
Application is:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	Case No. _____
Effective:	_____ 1/1/2025 _____	Underwriter:	_____ Julio Salazar _____
Date:	_____ 9/24/2024 _____	By:	_____ <i>Julio Salazar</i> _____ (Signature)

## SMALL GROUP PROGRAM UNDERWRITING & ELIGIBILITY GUIDELINES

(Subject to attached Custom Contingencies and Caveats section)

### Health Program Eligibility Guidelines

<b>Active Full-Time Employees</b>	Full-time salaried or hourly employees who are actively at work at least 30 hours per week.
<b>Active Part-Time Employees</b>	Part-time employees who are actively at work at least 20 hours per week.
<b>Dependent Eligibility</b>	Eligible dependents are covered to age 26 and will terminate coverage first of the month following 26th Birthday. Disabled dependents are covered regardless of age but must be approved by the plan administrator (claim fiduciary medical management) prior to annual enrollment.
<b>COBRA Participants</b>	Eligible to elect coverage through COBRA.
<b>Board members, Trustees, Council Members, or Other Elected officials</b>	Directors, board members, and other elected/appointed officials can only elect plan if they are eligible on the current plan and are subject to the same requirements as Active employees. Exceptions can be made at the recommendation of AUS and with the approval of the PRISMHealth Committee.
<b>Retirees</b>	To qualify for Medicare plans and rates, retiree must be enrolled in Medicare Parts A&B at their own cost.
	Retired employees who are currently eligible and participating on the plan will be eligible to continue coverage under the program, if the coverage permits. Retirees who declined coverage may not enroll in any coverage at a subsequent enrollment date. Exceptions can be made at the recommendation of AUS.
	Medicare Eligible retirees must enroll in Medicare parts A&B

### Health Program Underwriting Guidelines (Continued on next page)

<b>Group Size Requirements</b>	
<b>Minimum/Maximum including Full-Time Eligible Employees, Part-Time Eligible Employees, Non-Medicare Retirees, Medicare Retirees, Board Members, Trustees, Council Members, or Other Elected Officials</b>	Minimum: 2 Maximum: 200
<b>Participation Guidelines</b>	
<b>Active Employees, Non-Medicare Retirees, Medicare Retirees, Board Members, Trustees, Council Members, or Other Elected Officials</b>	<ul style="list-style-type: none"> <li>• Minimum participation of 75% of all eligible population.</li> <li>• Non-Medicare Retirees will be thoroughly reviewed by AUS if they exceed 20% of the total covered population</li> <li>• Exceptions can be made at the recommendation of AUS and with the approval of the PRISMHealth Committee</li> </ul>
<b>Employer Contributions</b>	
Contributions should be structured to allocate cost for tiers with dependent coverage. Cash-Back or "Cash-in-lieu-of" employer contributions are not preferred unless a specific exception has been made by underwriting.	
<p><b>Gap Funding:</b> Gap funding is an account established to run alongside a health plan that supplements out-of-pocket medical expenses incurred through the plan and that would normally be paid by the covered individual. PRISM offers High Deductible Health Plan (HDHP) options that are underwritten to include the</p>	

use of Health Savings Accounts (HSAs) for gap funding purposes. The program offered HDHPs are not eligible to run alongside Health Reimbursement Arrangements (HRAs) or any other type of external gap funding plan or mechanism. All other medical plans offered within the PRISMHealth portfolio (HMO, Silver PPO, Gold PPO, EPO, etc.) are not considered eligible for gap funding of any type.	
Active Employees, Part-Time Eligible Employees, Board Members, Trustees, Council Members, or Other Elected Officials	Employer pays Minimum 75% of the single-only cost, 50% suggested contribution for dependents.
Retirees	No minimum employer contribution.
<b>Waiting Period</b>	
Date of hire is not allowed unless hire date is on the first of the month. All plan changes resulting from Qualifying Events will be effective on the 1st of the month following the event. Births and deaths are exceptions where coverage will be added/dropped on the event date rather than the first of the month following. If dependents are covered when a retiree or employee passes away, dependent coverage will continue to the end of the month.	
<b>Waivers</b>	
Coverage can only be waived with proof of group coverage through spouse, other group coverage, Medicare/Medi-Cal/Medicaid or COBRA. Waivers will be reviewed by AUS if they exceed 25% of the total covered population. Exceptions can be made at the recommendation of underwriting and with the approval of the PRISMHealth Committee or PRISM staff. Non-Program participants are excluded from this waiver definition (i.e. union carve-out, PORAC).	
<b>Lock-out period</b>	
Small group members will comply with the withdrawal and termination rules of the JPA in which they contract for coverage.	
<b>Plan Selections and Combinations Guidelines</b>	
<b>Plan Selections</b>	<p><b>Subject to underwriting review and approval:</b></p> <ul style="list-style-type: none"> <li>• 2-100 enrolled lives: 2 non-Kaiser plans + 1 Kaiser plan</li> <li>• 101-200 enrolled lives: 3 non-Kaiser plans + 1 Kaiser plan</li> </ul>
<b>Plan Combinations</b>	<ul style="list-style-type: none"> <li>• Only 1 non-Kaiser HMO or HDHP plan may be offered to an employee group</li> <li>• Groups requesting more than 1 non-Kaiser HMO or more than 1 HDHP require approval from PRISM/AUS underwriting</li> <li>• Future plan changes are subject to review and approval by PRISM/AUS underwriting</li> </ul>
<b>Other Programs</b>	<ul style="list-style-type: none"> <li>• The PRISMHealth Program should be offered as a full takeover program in most situations.</li> <li>• The PRISMHealth Program will consider a carve-out option alongside CalPERS exclusively (not dual choice). The current plans and enrollment will be reviewed and approved via the Underwriting process and disclosed to the PRISMHealth Committee.</li> <li>• Other program carve-outs will not be allowed.</li> </ul>

## Dental, Vision, Life, Disability and EAP Program Eligibility Guidelines

The following underwriting guidelines assume the employer will only be offering the PRISM Small Group coverage plans to an employee group.

<b>Active Full-Time Employees</b>	Full-time salaried or hourly employees who are actively at work at least 30 hours per week.
<b>Active Part-Time Employees</b>	Part-time employees who are actively at work at least 20 hours per week.
<b>Dependent Eligibility</b>	<ul style="list-style-type: none"> <li>Eligible dependents are covered to age 26 and will terminate coverage first of the month following 26th Birthday. Disabled dependents are covered regardless of age but must be approved by the plan administrator (claim fiduciary medical management) prior to annual enrollment.</li> </ul>
<b>COBRA Participants</b>	<ul style="list-style-type: none"> <li><b>Dental &amp; Vision:</b> Eligible to elect coverage through COBRA</li> <li><b>Life/AD&amp;D, Disability, EAP:</b> Not eligible to elect coverage through COBRA</li> </ul>
<b>Board members, Trustees, Council Members, or Other Elected officials</b>	<ul style="list-style-type: none"> <li><b>Dental, Vision, Life/AD&amp;D, EAP:</b> Directors, board members, and other elected/appointed officials can only elect plan if they are eligible on the current plan and are subject to the same requirements as Active employees.</li> <li><b>Supplemental Life and Disability:</b> Not eligible</li> </ul>
<b>Retirees</b>	<ul style="list-style-type: none"> <li><b>Dental and Vision:</b> Eligible</li> <li><b>Life/AD&amp;D, Disability, and EAP:</b> Not eligible</li> </ul>

## Dental, Vision, Life, Disability and EAP Program Underwriting Guidelines

<b>Group Size Requirements</b>	
Minimum/Maximum include Full-time Eligible Employees, Part-Time Eligible Employees, Non-Medicare Retirees, and Medicare Retirees, Board Members, Trustees, Council Members, or Other Elected officials	Minimum: 2 Maximum: Up to 50*
<b>Participation Guidelines</b>	
Active Employees, Retirees and Board Members, Trustees, Council Members, or Other Elected officials	<ul style="list-style-type: none"> <li><b>Dental and Vision:</b> 75% of all eligible</li> <li><b>Life/AD&amp;D, Disability, and EAP:</b> 75% of all eligible (Retirees not eligible)</li> </ul>
<b>Employer Contributions</b>	
Contributions should be structured to allocate cost for tiers with dependent coverage. Cash-Back or "Cash-in-lieu-of" employer contributions are not permitted unless a specific exception* has been made by underwriting.	
Active Employees, Board members, Trustees, Council Members, or Other Elected officials	Employer pays 75% of the single-only cost, except for Supplemental Life. 50% suggested contribution for dependents.
Retirees	No minimum employer contribution (for eligible lines of coverage).
<b>Lock-out period</b>	

Small group members will comply with the withdrawal and termination rules of the JPA in which they contract for coverage.

**Plan Selection Guidelines**

Plan Selection

- Dental: Employers can select 1 Dental PPO plan + 1 Dental DHMO
- Vision/EAP: Employers can select one plan to offer their employees and dependents
- Basic Life and AD&D: Employer can select a plan for each class of employee (Designated by level of benefit)

\* At the discretion of Underwriting. See Special Acceptance Terms section of Program Participation Agreement for further detail.

# PROGRAM PARTICIPATION AGREEMENT

The coverage and premiums offered under this agreement are based on the information provided. The submission of any false information may result in the denial of coverage. The provision of known false or misleading information shall render this agreement null and void, and any insurance coverage offered hereunder shall be withdrawn retroactively to the effective date of the policy.

Inverness Public Utility District is approved for the following products:

Health	<input type="checkbox"/>	Dental	<input checked="" type="checkbox"/>	Vision	<input checked="" type="checkbox"/>	Life	<input type="checkbox"/>	Disability	<input type="checkbox"/>	EAP	<input checked="" type="checkbox"/>
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Future underwriting approval is required for coverage not requested / approved above.

### Special Acceptance Terms

- Rate proposal assumes full takeover of existing benefit plans and carriers.

### Standard Acceptance Terms

- The Underwriting & Eligibility Rules are part of the terms of this agreement and apply unless stated otherwise in the Special Acceptance Terms.
- Proposed rates are guaranteed ONLY for the current population of **Inverness Public Utility District**, including all currently covered active employees, retirees and public officials (where approved).
- This proposal includes applicable Affordable Care Act Government Fees (Health plans only).
- Rate proposal assumes current enrollment as provided in census file submitted in Interest Packet. PRISM reserves the right to potentially non-renew if the following changes occur and no corrective action is taken by the member organization:
  - If total program enrollment changes by more than 10%.
  - If the distribution of Actives versus non-Medicare Retirees changes by more than 10%.
  - If the tiered enrollment distribution changes by more than 10%.
  - If employer's contribution towards the employee only cost falls below 75%. This proposal assumes current employer contribution is at least 75% of employee-only cost unless a specific exception has been provided by underwriting. Contribution requirement does not apply to Supplemental Life.

### GENERAL AGREEMENT AND SIGNATURE

Effective date requested: \_\_\_\_\_ (Actual date will be assigned by PRISM if application is accepted). Application is hereby made to PRISM or the appropriate affiliated company for Employee Benefits coverage identified above. If this application is accepted, this Program Participation Agreement will become part of the agreement to join the program.

Upon Acceptance of the application, **Inverness Public Utility District** will inform all persons who are eligible for coverage that they may apply for PRISM coverage under the Agreement/Policy. By signing below **Inverness Public Utility District** acknowledges receipt of and adherence to PRISM's underwriting and eligibility guidelines and the terms of the Program Participation Agreement.

By: \_\_\_\_\_ Title: \_\_\_\_\_  
(Authorized Signature)

Printed Name: \_\_\_\_\_



Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 5d

**California Water/Wastewater Agency  
(CalWARN) Mutual Assistance  
Agreement: Adopting and Approving the  
CalWARN Agency Response Network  
2007 Omnibus Mutual Assistance  
Agreement.**



## **Board Agenda Item Staff Report**

Subject: California Water/ Wastewater Agency Response Network (CalWARN) Membership Update for Inverness Public Utility District  
Meeting Date: October 24, 2024  
Date Prepared: October 17, 2024  
Prepared by: Shelley Redding, General Manager  
Attachments: CalWARN Articles of Agreement, CalWARN Signatory Agreement

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### **Recommended Action: Adopt and Approve the CalWARN 2007 Omnibus Mutual Assistance Agreement**

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In October of 2022, the Board of Directors adopted and approved membership to the CalWARN organization. During a recent review of the District's adherence to the requirements of California SB 552, it was discovered that Inverness Public Utility District was not shown as a participating member. Staff contacted the regional representative concerning membership. The representative reported that they did receive our request, but the signatory page was not uploaded and therefore we were not added as a member agency. Staff was asked to bring the attached signature page back to the Board of Directors for signature and then submit it back to CalWARN for completion of the process.

The mission of the California Water/Wastewater Agency Response Network (CalWARN) is to support and promote statewide emergency preparedness, disaster response, and mutual assistance processes for public and private water and wastewater utilities. Resources are available by using the CalWARN Web Portal to enhance preparedness by providing tools and proven practices that can enhance readiness.

The CalWARN Web portal provides it's Signatories with information about available tools and how they can be used for emergencies and disasters before, during and after these events occur.

The CalWARN Program provides its member utilities with:

- A standard omnibus mutual assistance agreement and process for sharing emergency resources among Signatories statewide.
- The resources to respond and recover more quickly from a disaster.
- A mutual assistance program consistent with other statewide mutual aid programs and the Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).
- A forum for developing and maintaining emergency contacts and relationships.
- New ideas from lessons learned in disasters.

Joining this network will enhance the resources and mutual aid assistance for the District in the event of an emergency.

Staff recommends that the District approve the CalWARN Omnibus Mutual Assistance Agreement.



1 **Articles of Agreement**  
2 **California Water/Wastewater Agency Response Network**  
3 **WARN 2007 Omnibus Mutual Assistance Agreement**  
4

5 This AGREEMENT is made and entered into by those water and wastewater utilities which have  
6 adopted and signed this agreement to provide mutual assistance in times of emergency in  
7 accordance with the California Emergency Services Act and the California Disaster and Civil  
8 Defense Master Mutual Aid Agreement; and to provide reimbursement for equipment, supplies  
9 and personnel made available on an emergency basis.

10  
11 All of said water and wastewater utilities being herein referred to collectively as "the parties."  
12

13 In consideration of the mutual covenants and agreements hereinafter set forth, the parties agree  
14 to provide mutual assistance to one another in times of emergency as follows:  
15

16  
17 **ARTICLE I.**  
18 **PURPOSE**  
19

20 Recognizing that emergencies may require assistance in the form of personnel, equipment, and  
21 supplies from outside the area of impact, the signatory utilities hereby establish an Intrastate  
22 Program for Mutual Aid and Assistance. Through the Mutual Aid and Assistance Program,  
23 Members coordinate response activities and share resources during emergencies. This  
24 Agreement sets forth the procedures and standards for the administration of the Intrastate  
25 Mutual Aid and Assistance Program and is available to all water and wastewater utilities, public  
26 and private, in the State of California.  
27

28  
29 **ARTICLE II.**  
30 **DEFINITIONS**  
31

- 32 A. **Authorized Official** – An employee or officer of a Member who is authorized to: (1) request  
33 assistance; (2) offer assistance; (3) refuse to offer assistance or (4) withdraw assistance  
34 under this.  
35
- 36 B. **Emergency** – A natural or human caused event or circumstance causing, or imminently  
37 threatening to cause impact to the operations of a member utility's system, loss of life, injury  
38 to person or property, human suffering or financial loss, and includes, but is not limited to,  
39 fire, flood, severe weather, earthquake, civil disturbance, riot, explosion, drought, volcanic  
40 activity, spills or releases of oil or hazardous material, contamination, utility or transportation  
41 emergencies, disease, blight, infestation, intentional acts, sabotage, declaration of war, or  
42 other conditions which is, or is likely to be beyond the control of the services, personnel,  
43 equipment, and facilities of a Member and requires mutual assistance.  
44
- 45 C. **Member** – Any public or private water or wastewater utility that manifests intent to  
46 participate in the Mutual Aid and Assistance Program by executing this, the California  
47 Water/Wastewater Agency Response Network (CalWARN) Agreement.  
48
- 49 D. **Associate Member** – Any non utility participant, approved by the State Steering Committee,  
50 that provides a support role for the WARN program, for example State Department of Public

1 Health, or associations, who are members of the Regional or State Steering Committees  
2 and do not officially sign the WARN agreement.  
3

- 4 E. **Confidential Information** - Any document shared with any signatory to this Agreement that  
5 is marked confidential, including but not limited to any map, report, notes, papers, opinion,  
6 or e-mail which relates to the system vulnerabilities of a Member or Associate Member.  
7
- 8 F. **Non-Responding Member** - A Member that does not provide assistance during a Period of  
9 Assistance under the Mutual Aid and Assistance Program.  
10
- 11 G. **Requesting Member** – A Member who requests assistance under the Mutual Aid and  
12 Assistance Program.  
13
- 14 H. **Responding Member** – A Member that responds to a request for assistance under the  
15 Mutual Aid and Assistance Program.  
16
- 17 I. **Period of Assistance** – A specified period of time when a Responding Member assists a  
18 Requesting Member. The period commences when personnel, equipment, or supplies  
19 depart from Responding Member’s facility and ends when the resources return to their  
20 facility (portal to portal). All protections identified in the Agreement apply during this period.  
21 The specified Period of Assistance may occur during response to or recovery from an  
22 Emergency.  
23
- 24 J. **National Incident Management System (NIMS)** - A national, standardized approach to  
25 incident management and response that sets uniform processes and procedures for  
26 emergency response operations.  
27
- 28 K. **Standardized Emergency Management System (SEMS)** - A standardized approach to  
29 field command and jurisdictional management and response set forth by State of California  
30 Code of Regulations for multi-agency or multi-jurisdictional response to an emergency.  
31  
32

33 **ARTICLE III.**  
34 **ADMINISTRATION**  
35

36 The administration of the Water/Wastewater Agency Response Network (WARN) will be  
37 through WARN Regional Steering Committees (RSC) and the WARN State Steering Committee  
38 (SSC).  
39

40 The WARN RSCs will be established by representatives from the Members in that region. A  
41 chair and co-chair will be elected and act as administrators for that region. The chair will  
42 represent the region on the WARN SSC. Each WARN RSC will sponsor an annual meeting for  
43 Members, maintain a data base of all water and wastewater utilities who have signed this  
44 Agreement, and meet as a committee to address concerns and procedures for requesting  
45 mutual assistance in that region. The regions will be comprised of one or more of the six Office  
46 of Emergency Services (OES) mutual aid regions.  
47

48 The WARN SSC will include the chairs of the regional steering committees, and a  
49 representative from the California Department of Public Health (CDPH), California Utilities  
50 Emergency Association (CUEA), Department of Water Resources (DWR), the American Water  
51 Works Association (AWWA) Emergency Planning Committee, California Rural Water

1 Association (CRWA) and California Sanitation Risk Management Authority (CSRMA). The SSC  
2 will identify a Chair for the purpose of leading the SSC and act as a point of contact for the  
3 WARN SSC. At a minimum, the WARN SSC will meet annually and issue a list of participating  
4 utilities. The database will be maintained on the WARN website, managed by a volunteer  
5 Member, as appointed by the SSC.  
6  
7

8 **ARTICLE IV.**  
9 **PROCEDURES**

- 10  
11 A. In coordination with the Regional Steering Committees, emergency management and public  
12 health system of the state, the State Steering Committee shall develop operational and  
13 planning procedures for the Mutual Aid and Assistance Program. These procedures shall  
14 be consistent with the Standardized Emergency Management System (SEMS) and the  
15 National Incident Management System (NIMS), reviewed at least annually and updated as  
16 needed by the State Steering Committee.  
17  
18 B. Requests for emergency assistance under this Agreement shall be directed to the  
19 appropriate Authorized Official(s) from the list of Members.  
20  
21 C. Consistent with SEMS, when more than one County is impacted by a disaster, requests for  
22 mutual assistance under this Agreement may be channeled through the CUEA Utility  
23 Operation Center to ensure maximum effectiveness in allocating resources to the highest  
24 priority needs.  
25

26  
27 **ARTICLE V.**  
28 **REQUESTS FOR ASSISTANCE**

29  
30 In general, assistance will be in the form of resources, such as equipment, supplies, and  
31 personnel. Assistance shall be given only when Responding Member determines that its own  
32 needs can be met while rendering assistance. The execution of this Agreement shall not create  
33 any duty to respond on the part of any party hereto. A potential Responding Member shall not  
34 be held liable for failing to provide assistance. A potential Responding Member has the  
35 absolute discretion to decline to provide any requested assistance.  
36

- 37 A. **Member Responsibility** - Members shall identify an Authorized Official and alternates;  
38 provide contact information including 24-hour access; and maintain resource information  
39 made available by the utility for mutual aid and assistance response, as allowed by utility  
40 policy. Such information shall be updated annually or as changes occur (whichever is  
41 sooner), provided to the State Steering Committee, and uploaded into the statewide  
42 database.  
43  
44 B. **Member Request** - In the event of an Emergency, a Member's Authorized Official may  
45 request mutual aid and assistance from a participating Member. Requests for assistance  
46 can be made orally or in writing. When made orally, the request for personnel, equipment,  
47 and supplies shall also be prepared in writing and submitted to the participating Member as  
48 soon as practicable. Requests for assistance shall be directed to the Authorized Official of  
49 the participating Member. Specific protocols for requesting aid shall be provided in the  
50 procedures developed under Article IV.  
51

- 1 C. **Response to a Request for Assistance** – Members are not obligated to respond to a  
2 request. After a Member receives a request for assistance, the Authorized Official evaluates  
3 whether or not to respond, whether resources are available to respond, or if other  
4 circumstances would hinder response. Following the evaluation, the Authorized  
5 Representative shall inform, as soon as possible, the Requesting Member whether it will  
6 respond. If the Member is willing and able to provide assistance, the Member shall inform  
7 the Requesting Member about the type of available resources and the approximate arrival  
8 time of such assistance.  
9
- 10 D. **Discretion of Responding Member’s Authorized Official** – Execution of this Agreement  
11 does not create any duty to respond to a request for assistance. When a Member receives  
12 a request for assistance, the Authorized Official shall have sole and absolute discretion as to  
13 whether or not to respond, or the availability of resources to be used in such response. An  
14 Authorized Member’s decisions on the availability of resources shall be final.  
15  
16

17 **ARTICLE VI.**  
18 **RESPONSE COORDINATION**  
19

20 When providing assistance under this Agreement, the Requesting Member and Responding  
21 Member shall be organized and shall function under the Standard Emergency Management  
22 System and National Incident Management System protocols and procedures.  
23

- 24 A. **Personnel** – Responding Member retains right to identify the employees who are willing  
25 to participate and the resources that are available.  
26
- 27 B. **Control** – While employees so provided may be under the supervision of the  
28 Responding Member, the Responding Member’s employees come under the direction  
29 and control of the Requesting Member, consistent with the NIMS Incident Command  
30 System to address the needs identified by the Requesting Member. The Requesting  
31 Member’s Authorized Official shall coordinate response activities with the designated  
32 supervisor(s) of the Responding Member(s). Whenever practical, Responding  
33 Member personnel must be self sufficient for up to 72 hours. The Responding Member’s  
34 designated supervisor(s) must keep accurate records of work performed by personnel  
35 during the specified Period of Assistance.  
36
- 37 C. **Food and Shelter** – When possible, the Requesting Member shall supply reasonable food  
38 and shelter for Responding Member personnel. If the Requesting Member is unable to  
39 provide food and shelter for Responding Member personnel, the Responding Member’s  
40 designated supervisor is authorized to secure the resources necessary to meet the needs of  
41 its personnel. Except as provided below, the cost for such resources must not exceed the  
42 State per diem rates for that area. To the extent Food and Shelter costs exceed the State  
43 per diem rates for the area, the Responding Member must demonstrate that the additional  
44 costs were reasonable and necessary under the circumstances. Unless otherwise agreed  
45 to in writing, the Requesting Member remains responsible for reimbursing the Responding  
46 Member for all reasonable and necessary costs associated with providing food and shelter,  
47 if such resources are not provided.  
48
- 49 D. **Communication** – The Requesting Member shall provide Responding Member personnel  
50 with radio equipment as available, or radio frequency information to program existing radio,  
51 in order to facilitate communications with local responders and utility personnel.

- 1  
2 E. **Status** - Unless otherwise provided by law, the Responding Member's officers and  
3 employees retain the same privileges, immunities, rights, duties and benefits as provided in  
4 their respective jurisdictions.  
5  
6 F. **Licenses and Permits** – To the extent permitted by law, Responding Member personnel  
7 who hold licenses, certificates, or permits evidencing professional, mechanical, or other  
8 skills shall be allowed to carry out activities and tasks relevant and related to their respective  
9 credentials during the specified Period of Assistance.  
10  
11 G. **Right to Withdraw Resources** - The Responding Member's Authorized Official retains the  
12 right to withdraw some or all of its resources at any time for any reason in the Responding  
13 Member's sole and absolute discretion. Notice of intention to withdraw must be  
14 communicated to the Requesting Member's Authorized Official as soon as soon as is  
15 practicable under the circumstances.  
16  
17

18 **ARTICLE VII.**  
19 **COST REIMBURSEMENT**  
20

21 Unless otherwise mutually agreed in whole or in part by both parties, the Requesting Member  
22 shall reimburse the Responding Member for each of the following categories of costs incurred  
23 while providing aid and assistance during the specified Period of Assistance.  
24

- 25 A. **Personnel** – Responding Member will make such employees as are willing to  
26 participate available to Requesting Member at Requesting Member's expense equal to  
27 Responding Member's full cost, i.e., equal to the employee's applicable salary or hourly  
28 wage plus fringe benefits and overhead, and consistent with Responding Member's  
29 collective bargaining agreements or other conditions of employment. All costs incurred  
30 for work performed during the specified Period of Assistance will be included. The  
31 Requesting Member shall be responsible for all direct and indirect labor costs.  
32  
33 B. **Equipment** – Use of equipment, such as construction equipment, vehicles, tools, pumps  
34 and generators, shall be at Responding Member's current equipment rate and subject to the  
35 following conditions: The Requesting Member shall reimburse the Responding Member for  
36 the use of equipment during the specified Period of Assistance, including, but not limited to,  
37 reasonable rental rates, all fuel, lubrication, maintenance, transportation, and  
38 loading/unloading of loaned equipment. All equipment shall be returned to the Responding  
39 Member as soon as is practicable and reasonable under the circumstances.  
40 (a) At the option of Responding Member, equipment may be provided with an  
41 operator.  
42 (b) Equipment shall be returned to Responding Member within 24 hours after receipt  
43 of an oral or written request for return.  
44 (c) Requesting Member shall, at its own expense, supply all fuel, lubrication and  
45 maintenance for furnished equipment.  
46 (d) Responding Member's cost related to the transportation, handling and  
47 loading/unloading of equipment shall be chargeable to Requesting Member.  
48 (e) In the event equipment is damaged while being dispatched to Requesting Member,  
49 or while in the custody and use of Requesting Member, Requesting Member shall  
50 reimburse Responding Member for the reasonable cost of repairing said damaged  
51 equipment. If the equipment cannot be repaired, then Requesting Member shall

1 reimburse Responding Member for the cost of replacing such equipment with  
2 equipment that is of at least equal capability as determined by the Responding  
3 Member. If Responding Member must lease a piece of equipment while Requesting  
4 Member equipment is being repaired or replaced, Requesting Member shall  
5 reimburse Responding Member for such lease costs.  
6

7 C. **Materials and Supplies** – Requesting Member shall reimburse Responding Member in  
8 kind or at actual replacement cost, plus handling charges, for use of expendable or non-  
9 returnable supplies. Other supplies and reusable items that are returned to Responding  
10 Member in a clean, damage-free condition shall not be charged to the Requesting  
11 Member and no rental fee will be charged; otherwise, they shall be treated as  
12 expendable supplies. Supplies that are returned to the Responding Member with  
13 damage must be treated as expendable supplies for purposes of cost reimbursement.  
14

15 D. **Payment Period** – The Responding Member shall provide an itemized bill to the Requesting  
16 Member for all expenses incurred by the Responding Member while providing assistance  
17 under this Agreement. The Requesting Member shall send the itemized bill not later than  
18 (90) ninety days following the end of the Period of Assistance. The Responding Member  
19 may request additional periods of time within which to submit the itemized bill, and  
20 Requesting Member shall not unreasonably withhold consent to such request. The  
21 Requesting Member agrees to reimburse the Responding Member within 60 days from  
22 receipt of an invoice for assistance provided under this Agreement. The Requesting  
23 Member may request additional periods of time within which to pay the itemized bill, and  
24 Responding Member shall not unreasonably withhold consent to such request, provided,  
25 however, that all payment shall occur not later than one-year after the date a final itemized  
26 bill is submitted to the Requesting Member.  
27

28 E. **Records** - Each Responding Member and its duly authorized representatives shall have  
29 access to a Requesting Member's books, documents, notes, reports, papers and records  
30 which are directly pertinent to this Agreement for the purposes of reviewing the accuracy of  
31 a cost bill or making a financial, maintenance or regulatory audit. Each Requesting Member  
32 and its duly authorized representatives shall have access to a Responding Member's books,  
33 documents, notes, reports, papers and records which are directly pertinent to this  
34 Agreement for the purposes of reviewing the accuracy of a cost bill or making a financial,  
35 maintenance or regulatory audit. Such records shall be maintained for at least three (3)  
36 years or longer where required by law and as needed for federal reimbursement practices.  
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39 **ARTICLE VIII.**  
40 **ARBITRATION**  
41

42 If any controversy or claim arises out of, or relates to, the Agreement, including, but not limited  
43 to an alleged breach of the Agreement, the disputing Members shall first attempt to resolve the  
44 dispute by negotiation, followed by mediation and finally shall be settled by arbitration in  
45 accordance with the Rules of the American Arbitration Association. Judgment on the award  
46 rendered by the arbitrator(s) may be entered in any court having jurisdiction.  
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**ARTICLE IX.**  
**REQUESTING MEMBER'S DUTY TO INDEMNIFY**

Pursuant to Government Code Section 895.4, and subject to Article X, Requesting Member shall assume the defense of, fully indemnify and hold harmless Responding Member, its Directors, Council Members, Supervisors, officers and employees, from all claims, loss, damage, injury and liability of every kind, nature and description, directly or indirectly arising from the Requesting Member's work hereunder, including, but not limited to, negligent or wrongful use of equipment, supplies or personnel provided to Requesting Member or faulty workmanship or other negligent acts, errors or omissions by Responding Member, or by personnel provided to Requesting Member from the time assistance is requested and rendered until the assistance is returned to Responding Member's control, portal to portal.

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**ARTICLE X.**  
**SIGNATORY INDEMNIFICATION**

In the event of a liability, claim, demand, action or proceeding, of whatever kind or nature arising out of the rendering of assistance through this Agreement, the parties involved in rendering or receiving assistance agree to indemnify and hold harmless all Members whose only involvement is the execution and approval of this Agreement, in the transaction or occurrence which is the subject of such claim, action, demand or other proceeding. Such indemnification shall include indemnity for all claims, demands, liability, damages and costs, including reasonable attorneys' fees and other costs of defense, for injury, property damage and workers compensation.

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**ARTICLE XI.**  
**WORKER'S COMPENSATION CLAIMS**

The Responding Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Member is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

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**ARTICLE XII.**  
**NOTICE**

Each party hereto shall give to the others prompt and timely written notice of any claim made or any suit instituted coming to its knowledge, which in any way, directly or indirectly, contingently or otherwise, affects or might affect them, and each Member shall have the right to participate in the defense of the same, as it considers necessary to protect its own interests.

1 **ARTICLE XIII.**  
2 **INSURANCE**

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4 Members shall maintain an insurance policy or maintain a self insurance program that covers  
5 activities that it may undertake by virtue of membership in the Mutual Aid and Assistance  
6 Program.  
7

8  
9 **ARTICLE XIV.**  
10 **CONFIDENTIAL INFORMATION**

11  
12 To the extent allowed by law, any Member or Associate Member shall maintain in the strictest  
13 confidence and shall take all reasonable steps necessary to prevent the disclosure of any  
14 Confidential Information provided to it by another Member pursuant to this Agreement. If any  
15 Member, Associate Member, or third party requests or demands, by subpoena or otherwise,  
16 that a Member or Associate Member disclose any Confidential Information provided to it under  
17 this Agreement, the Member or Associate Member shall immediately notify the owner of the  
18 Confidential Information and shall take all reasonable steps necessary to prevent the disclosure  
19 of any Confidential Information by asserting all applicable rights and privileges with respect to  
20 such information and shall cooperate fully in any judicial or administrative proceeding relating  
21 thereto.  
22

23  
24 **ARTICLE XV.**  
25 **EFFECTIVE DATE**

26  
27 This Agreement shall take effect for a new party immediately upon its execution by said  
28 party.  
29

30  
31 **ARTICLE XVI.**  
32 **WITHDRAWAL**

33  
34 Any party may terminate its participation in this Agreement by written notice to the Chair of the  
35 appropriate RSC and to the SSC Chair. Withdrawal takes effect 60 days after the appropriate  
36 officials receive notice. Withdrawal from this Agreement shall in no way affect a Requesting  
37 Member's duty to reimburse a Responding Member for cost incurred during a Period of  
38 Assistance, which duty shall survive such withdrawal.  
39

40  
41 **ARTICLE XVII.**  
42 **MODIFICATION**

43  
44 No provision of this Agreement may be modified, altered or rescinded by individual parties to the  
45 Agreement. Modifications to this Agreement require a simple majority vote of Members within  
46 each region and unanimous agreement among the regions. The State Steering Committee will  
47 notify all parties of modifications to this Agreement in writing and those modifications shall be  
48 effective upon 60 days written notice to the parties.  
49



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2 **ARTICLE XVIII.**  
3 **SEVERABILITY**  
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5 If any term or provision of this Agreement is declared by a court of competent jurisdiction to be  
6 illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be  
7 affected, and the rights and obligations of the parties shall be construed and enforced as if the  
8 Agreement did not contain the particular term or provision held to be invalid.  
9

10  
11 **ARTICLE XIX.**  
12 **PRIOR AGREEMENTS**  
13

14 To the extent that prior agreements among signatories to this Agreement for mutual assistance  
15 are inconsistent with this Agreement, such agreements are hereby superseded. This  
16 Agreement supersedes the 1996 Omnibus Mutual Aid Agreement, the WARN 1997 Omnibus  
17 Mutual Aid Agreement, and the WARN 2001 Omnibus Mutual Aid and Assistance Agreement.  
18  
19

20 **ARTICLE XX.**  
21 **PROHIBITION ON THIRD PARTIES AND ASSIGNMENT OF RIGHTS/DUTIES**  
22

23 This Agreement is for the sole benefit of the Members and no other person or entity has rights  
24 under this Agreement as a third party beneficiary. Assignment of benefits or delegation of  
25 duties created by this Agreement to third parties that are not Members is prohibited and without  
26 effect.  
27

28 **ARTICLE XXI.**  
29 **TORT CLAIMS**  
30

31 This Agreement in no way abrogates or waives any immunity or defense available under  
32 California law.  
33  
34

35 **ARTICLE XXII.**  
36 **INTRASTATE AND INTERSTATE MUTUAL AID AND ASSISTANCE PROGRAMS**  
37

38 To the extent practicable, Members retain the right to participate in mutual aid and assistance  
39 activities conducted under the State of California Intrastate WARN Mutual Aid and Assistance  
40 Program and the Interstate Emergency Management Assistance Compact (EMAC) and similar  
41 programs.  
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45

## **California Water/Wastewater Agency Response Network (CalWARN) 2007 Omnibus Mutual Assistance Agreement**

**WHEREAS**, the California Office of Emergency Services (OES), the Department of Water Resources (DWR), the Department of Public Health (DPH) and the California Utilities Emergency Association (CUEA) have expressed a mutual interest in the establishment of a plan to facilitate and encourage water agency mutual assistance agreements between water agencies; and

**WHEREAS**, the California Water Agency Response Network (CalWARN) was originally created to provide a forum for the development of mutual assistance agreements between water agencies in the OES Coastal Region of California; and later expanded to all water and wastewater agencies in the State of California, and

**WHEREAS**, the CALIFORNIA WATER/WASTEWATER AGENCY RESPONSE NETWORK (CalWARN) 2007 OMNIBUS MUTUAL ASSISTANCE AGREEMENT is a continuation of the WARN 1996 OMNIBUS MUTUAL AID and 2001 OMNIBUS MUTUAL AID AGREEMENT and sets forth the mutual covenants and agreements for water and wastewater agencies to provide mutual assistance to one another in times of emergency; and

**WHEREAS**, State OES regulates the SEMS program, and this agreement is consistent with SEMS, and that it is necessary to have a mutual assistance agreement in place to support requests to FEMA for costs of using assistance during an emergency, and

**WHEREAS**, the water or wastewater agency hereto has determined that it would be in its best interests to enter into an agreement that implements that plan and sets forth procedures and the responsibilities of the agency whenever emergency personnel, equipment and facility assistance are provided from one agency to the other; and

**WHEREAS**, no water or wastewater agency should be in a position of unreasonably using its own resources, facilities, or services providing such mutual assistance; and

**WHEREAS**, it is the intent of WARN to revise this agreement as necessary and to annually publish a list of all water and wastewater agencies participating in this agreement, as posted on [www.calwarn.org](http://www.calwarn.org); and

**WHEREAS**, such an agreement is in accord with the California Emergency Services Act set forth in Title 2, Division 1, Chapter 7 (Section 8550 et seq.) of the Government Code and specifically with Articles 14 and 17 (Section 8630 et seq.) of the Act.

**NOW, THEREFORE**, in consideration of the conditions and covenants contained therein, the

\_\_\_\_\_

(Utility)

agrees to abide by the current CalWARN Omnibus Mutual Assistance Agreement and the CalWARN ACS Chapter Governance Document.

Date:

Name: (printed)

(signature)

Title:

Please return a signed copy of this page to: [CWC-ACS@YourACS.org](mailto:CWC-ACS@YourACS.org)



Inverness Public Utility District  
Board Meeting

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## Agenda Item No. 6

### **General Managers Report**

## Inverness Public Utility District FY 2024-2025 Approved Budget v Actual 1st Qtr Summary

	2024-2025 Budget Approved 8/20/24	1st Qtr FY 2024- 2025	Budget v Actual % Diff
<b>Income</b>			
Total 600 · Taxes Income	830,530	20,430	2%
Total 650 · Restricted Agency Funds	166,928	51,599	31%
Total 700 · Water Charges	585,271	118,938	20%
Total 710 · Miscellaneous Income	113,000	26,646	24%
<b>Total Income</b>	<b>1,695,729</b>	<b>217,614</b>	<b>13%</b>
<b>Expense</b>			
Total 835 Lab & Monitoring	10,500	1,130	11%
Total 840 Maintenance & Utilities	62,500	35,862	57%
Total 843 Fire Prevention	51,716	1,549	3%
Total 844 Storage & Distribution	2,200	1,710	78%
Total 850 Supplies & Inventory	40,490	10,404	26%
Total 870 Administration	152,317	75,926	50%
Total 810 · Personnel Costs	1,204,333	295,250	25%
Total 830 · Dispatch & Communications	19,722	17,288	88%
Total 841 · Training & Courses	3,750	50	1%
Total 860 · Vehicle Expenses	23,500	4,409	19%
<b>Total Expense</b>	<b>1,571,028</b>	<b>443,577</b>	<b>28%</b>
<b>Net Income</b>	<b>124,701</b>	<b>(225,963)</b>	

Inverness Public Utility District  
Profit & Loss FY24-25 1st Qtr

	Water (Enterprise Fund)	District (General Fund)	MWPA Defensible Space (Fire)	MWPA Local Projects (Fire)	TOT Expenses (Fire)	Fire (Fire)	Total Fire (General Fund)	TOTAL
<b>Income</b>								
<b>600 · Taxes Income</b>								
600-01 · Ad Valorem Taxes	0.00	4,504.01	0.00	0.00	0.00	0.00	0.00	4,504.01
600-03 · Excess ERAF	0.00	15,702.41	0.00	0.00	0.00	224.03	224.03	15,926.44
<b>Total 600 · Taxes Income</b>	0.00	20,206.42	0.00	0.00	0.00	224.03	224.03	20,430.45
<b>650 · Restricted Agency Funds</b>								0.00
650-01 · TOT Revenue (Meas W)	0.00	0.00	0.00	0.00	0.00	49,244.24	49,244.24	49,244.24
650-02 · MWPA Defensible Space	0.00	0.00	-28.02	0.00	0.00	1,191.43	1,163.41	1,163.41
650-03 · MWPA Local Specific	0.00	0.00	0.00	0.00	0.00	1,191.42	1,191.42	1,191.42
<b>Total 650 · Restricted Agency Funds</b>	0.00	0.00	-28.02	0.00	0.00	51,627.09	51,599.07	51,599.07
<b>700 · Water Charges</b>								0.00
700-01 · Basic Charges	87,382.57	0.00	0.00	0.00	0.00	0.00	0.00	87,382.57
700-02 · Usage Charges	31,045.99	0.00	0.00	0.00	0.00	0.00	0.00	31,045.99
700-03 · Cross Connection Fees	234.90	0.00	0.00	0.00	0.00	0.00	0.00	234.90
700-04 · Miscellaneous Charges	275.00	0.00	0.00	0.00	0.00	0.00	0.00	275.00
<b>Total 700 · Water Charges</b>	118,938.46	0.00	0.00	0.00	0.00	0.00	0.00	118,938.46
<b>710 · Miscellaneous Income</b>								0.00
710-04 · Merchandise Sales	0.00	0.00	0.00	0.00	0.00	1,834.12	1,834.12	1,834.12
710-07 · Interest Income	0.00	24,812.15	0.00	0.00	0.00	0.00	0.00	24,812.15
710 · Miscellaneous Income - Other	0.00	0.01	0.00	0.00	0.00	0.00	0.00	0.01
<b>Total 710 · Miscellaneous Income</b>	0.00	24,812.16	0.00	0.00	0.00	1,834.12	1,834.12	26,646.28
<b>Total Income</b>	118,938.46	45,018.58	-28.02	0.00	0.00	53,685.24	53,657.22	217,614.26
<b>Gross Profit</b>	118,938.46	45,018.58	-28.02	0.00	0.00	53,685.24	53,657.22	217,614.26
<b>Expense</b>								0.00
<b>835 Lab &amp; Monitoring</b>								0.00
835-01 · BacT & Raw Samples	1,130.00	0.00	0.00	0.00	0.00	0.00	0.00	1,130.00
<b>Total 835 Lab &amp; Monitoring</b>	1,130.00	0.00	0.00	0.00	0.00	0.00	0.00	1,130.00
<b>840 Maintenance &amp; Utilities</b>								0.00
840-01 · Equipment Maintenance	391.73	0.00	0.00	0.00	0.00	1,200.26	1,200.26	1,591.99
840-02 · Building Maintenance	0.00	800.00	0.00	0.00	0.00	1,112.00	1,112.00	1,912.00
840-03 · Grounds Maintenance	1,490.00	0.00	0.00	0.00	0.00	255.00	255.00	1,745.00
840-05 · Collect & Treat Maint	37.89	0.00	0.00	0.00	0.00	0.00	0.00	37.89
840-06 · Distribution System Maintenance	17,005.53	0.00	0.00	0.00	0.00	0.00	0.00	17,005.53
840-07 · Collection/Treat Utilities	10,869.50	0.00	0.00	0.00	0.00	0.00	0.00	10,869.50
840-08 · Distribution Utilities	1,472.68	0.00	0.00	0.00	0.00	0.00	0.00	1,472.68
840-09 · Firehouse Utilities	0.00	0.00	0.00	0.00	0.00	888.73	888.73	888.73
840-10 · Admin Office Utilities	0.00	338.25	0.00	0.00	0.00	0.00	0.00	338.25
<b>Total 840 Maintenance &amp; Utilities</b>	31,267.33	1,138.25	0.00	0.00	0.00	3,455.99	3,455.99	35,861.57
<b>843 Fire Prevention</b>								0.00
843-01 · Volunteer Appreciation	0.00	0.00	0.00	0.00	0.00	502.23	502.23	502.23
843-02 · Volunteer Training	0.00	0.00	0.00	0.00	0.00	110.84	110.84	110.84
843-03 · Volunteer Stipends	0.00	0.00	0.00	0.00	0.00	375.00	375.00	375.00
843-05 · Public Education & Awareness	0.00	0.00	0.00	0.00	0.00	561.13	561.13	561.13
<b>Total 843 Fire Prevention</b>	0.00	0.00	0.00	0.00	0.00	1,549.20	1,549.20	1,549.20
<b>844 Storage &amp; Distribution</b>								0.00
844-02 · Cross Connection Maintenance	1,710.00	0.00	0.00	0.00	0.00	0.00	0.00	1,710.00
<b>Total 844 Storage &amp; Distribution</b>	1,710.00	0.00	0.00	0.00	0.00	0.00	0.00	1,710.00
<b>850 Supplies &amp; Inventory</b>								0.00
850-01 · Supplies & Inventory	5,404.65	30.30	0.00	0.00	0.00	3,044.89	3,044.89	8,479.84
850-02 · Personal Protective Gear	889.57	0.00	0.00	0.00	0.00	2,016.45	2,016.45	2,906.02
850-03 · Resale Merchandise	0.00	0.00	0.00	0.00	0.00	-1,108.21	-1,108.21	-1,108.21
850-05 · First Responder Supplies	0.00	0.00	0.00	0.00	0.00	126.55	126.55	126.55
<b>Total 850 Supplies &amp; Inventory</b>	6,294.22	30.30	0.00	0.00	0.00	4,079.68	4,079.68	10,404.20
<b>870 Administration</b>								

## Inverness Public Utility District Profit & Loss FY24-25 1st Qtr

	Water (Enterprise Fund)	District (General Fund)	MWPA Defensible Space (Fire)	MWPA Local Projects (Fire)	TOT Expenses (Fire)	Fire (Fire)	Total Fire (General Fund)	TOTAL
870-01 · Telephone & Internet	621.00	1,151.54	0.00	0.00	247.31	810.23	1,057.54	2,830.08
870-02 · Dues/Publications/Subscriptions	2,596.24	4,699.63	0.00	0.00	0.00	1,958.50	1,958.50	9,254.37
870-03 · Insurance - Property	31,542.00	0.00	0.00	0.00	0.00	17,992.24	17,992.24	49,534.24
870-04 · Audit & Financial	0.00	7,000.00	0.00	0.00	0.00	0.00	0.00	7,000.00
870-05 · Office Supplies	205.64	770.23	0.00	0.00	0.00	0.00	0.00	975.87
870-06 · Banking & Payroll Charges	0.00	1,584.15	0.00	0.00	0.00	0.00	0.00	1,584.15
870-07 · Legal & Attorneys	0.00	45.00	0.00	0.00	0.00	0.00	0.00	45.00
870-08 · Board & Election Expenses	0.00	112.00	0.00	0.00	0.00	0.00	0.00	112.00
870-09 · Travel, Meetings, Training	0.00	667.06	0.00	0.00	0.00	0.00	0.00	667.06
870-10 · Public Relations/Publications	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
870-11 · Office IT Support	0.00	1,560.00	0.00	0.00	0.00	180.00	180.00	1,740.00
870-12 · Billing & Collections	2,069.03	0.00	0.00	0.00	0.00	0.00	0.00	2,069.03
870-13 · Disaster Council	0.00	0.00	0.00	0.00	0.00	115.28	115.28	115.28
870-14 · Miscellaneous	0.00	-3,270.58	0.00	0.00	0.00	0.00	0.00	-3,270.58
870-15 · Admin. Office Rent	0.00	2,512.00	0.00	0.00	0.00	0.00	0.00	2,512.00
870-17 · Agency Fees	0.00	757.49	0.00	0.00	0.00	0.00	0.00	757.49
<b>Total 870 Administration</b>	<b>37,033.91</b>	<b>17,588.52</b>	<b>0.00</b>	<b>0.00</b>	<b>247.31</b>	<b>21,056.25</b>	<b>21,303.56</b>	<b>75,925.99</b>
<b>810 · Personnel Costs</b>								<b>0.00</b>
810-01 · Management Wages	9,581.56	34,824.86	0.00	0.00	0.00	15,619.13	15,619.13	60,025.55
810-02 · Operations Wages	61,864.44	0.00	349.60	0.00	12,198.70	0.00	12,548.30	74,412.74
810-03 · Administrative Wages	12,799.37	24,401.96	0.00	0.00	0.00	0.00	0.00	37,201.33
810-04 · Employers Payroll Tax	5,116.04	5,980.10	23.20	0.00	808.95	1,191.63	2,023.78	13,119.92
810-06 · Duty Officer Stpend	0.00	0.00	0.00	0.00	0.00	600.00	600.00	600.00
810-07 · Health Insurance	14,530.14	2,640.73	0.00	0.00	985.06	7,733.03	8,718.09	25,888.96
810-08 · Retiree Health Ins.	0.00	6,312.78	0.00	0.00	0.00	805.86	805.86	7,118.64
810-09 · Health Ins in Lieu	0.00	3,180.00	0.00	0.00	0.00	0.00	0.00	3,180.00
810-10 · Retirement Premiums	11,266.60	9,455.39	0.00	0.00	916.84	5,501.94	6,418.78	27,140.77
810-12 · Unfunded Accrued Liability	27,968.00	389.00	0.00	0.00	0.00	16,677.00	16,677.00	45,034.00
810-13 · Workers Comp	16,749.78	1,676.63	0.00	0.00	0.00	8,174.14	8,174.14	26,600.55
810-14 · CalPERS Fees	350.00	350.00	0.00	0.00	0.00	700.00	700.00	1,400.00
810-16 · MWPA Payroll	2,106.16	0.00	0.00	0.00	0.00	0.00	0.00	2,106.16
810-17 · CERBT Reimbursed Expense	-3,311.22	-21,956.64	0.00	0.00	0.00	-3,311.22	-3,311.22	-28,579.08
<b>Total 810 · Personnel Costs</b>	<b>159,020.87</b>	<b>67,254.81</b>	<b>372.80</b>	<b>0.00</b>	<b>14,909.55</b>	<b>53,691.51</b>	<b>68,973.86</b>	<b>295,249.54</b>
<b>830 · Dispatch &amp; Communications</b>								<b>0.00</b>
830-02 · Commo Supplies	65.86	0.00	0.00	0.00	0.00	0.00	0.00	65.86
830-03 · MERA Operations	0.00	0.00	0.00	0.00	0.00	17,222.00	17,222.00	17,222.00
<b>Total 830 · Dispatch &amp; Communications</b>	<b>65.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,222.00</b>	<b>17,222.00</b>	<b>17,287.86</b>
<b>841 · Training &amp; Courses</b>								<b>0.00</b>
841-01 · Volunteer Training	0.00	0.00	0.00	0.00	0.00	50.10	50.10	50.10
<b>Total 841 · Training &amp; Courses</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>50.10</b>	<b>50.10</b>	<b>50.10</b>
<b>860 · Vehicle Expenses</b>								<b>0.00</b>
860-01 · Vehicle Oil & Gas	2,258.38	0.00	0.00	0.00	0.00	1,456.09	1,456.09	3,714.47
860-02 · Vehicle Repairs & Service	694.25	0.00	0.00	0.00	0.00	0.00	0.00	694.25
<b>Total 860 · Vehicle Expenses</b>	<b>2,952.63</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,456.09</b>	<b>1,456.09</b>	<b>4,408.72</b>
<b>Total Expense</b>	<b>239,474.82</b>	<b>86,011.88</b>	<b>372.80</b>	<b>0.00</b>	<b>15,156.86</b>	<b>102,560.82</b>	<b>118,090.48</b>	<b>443,577.18</b>
	<b>-120,536.36</b>	<b>-40,993.30</b>	<b>-400.82</b>	<b>0.00</b>	<b>-15,156.86</b>	<b>-48,875.58</b>	<b>-64,433.26</b>	<b>-225,962.92</b>

**Inverness Public Utility District**  
**CAPITAL PROJECTS REPORT FY 2024/2025**  
September 30, 2024

<i>All projects active at any time during the current year are listed.</i>									
			Active Projects				Completed Projects		Capitalized 2024-2025
No.	Project Name	Total Budget	Total Am't Spent	Amount Retention	Amount Reimbursed	Amount Remaining	Total Spent	Total Unspent	
<b>Water</b>									
	Flume Program	\$21,000	\$ (13,471.26)	\$0.00		\$7,528.74			
	Colby/Seahaven Tank Project	\$1,200,000	\$ (87,956.64)	\$2,165.75	\$19,491.75	\$1,114,209.11			
	<b>Subtotals for Water</b>	<b>\$1,221,000.00</b>	<b>(\$101,427.90)</b>	<b>\$2,165.75</b>	<b>\$19,491.75</b>	<b>\$1,121,737.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>Fire</b>									
	Polaris Electric UTV	\$47,860.17	\$47,860.17						
	<b>Subtotals for Fire</b>	<b>\$47,860.17</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
<b>District</b>									
	<b>Subtotals for District</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>		<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>
	<b>Grand Totals</b>	<b>\$1,268,860.17</b>	<b>(\$101,427.90)</b>	<b>\$2,165.75</b>	<b>\$19,491.75</b>	<b>\$1,121,737.85</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>



**IPUD Capital Projects  
FY 2024-2029**

<b>IPUD Capital Projects - 5 years Proposal</b>							
<b>Water System</b>							
Project Description	Proposed Priority						Funding Notes
		24/25	25/26	26/27	27/28	28/29	
<b>Water Tanks</b>							
Seahaven-Recoat interior of 70K tank	6			75,000			
Seahaven-Cathodic protection 70K tank	7			25,000			
Ultra and Nano Replacement (Pure Aqua)	4	10,000				Operating/Reserves	
Valve Replacements	3	10,000				Operating/Reserves	
Colby Steel Roof Repair	8			50,000			
Colby Wood Tank Replacement	1	100,000	850,000			DWR Grant Awarded	
Colby Steel Interior Recoat	5			100,000			
Replace Seahaven 15K wood tank	2	50,000	200,000			DWR Grant Awarded	
<b>Total Water Tanks</b>		<b>170,000</b>	<b>1,050,000</b>	<b>250,000</b>			
<b>Treatment &amp; Distribution</b>							
Membrane Replacement	2	10,000	10,000	10,000		Reserves	
SCADA IT System	3	50,000	25,000			Cal OES Cyber Grant	
Generator 10kw - F3 Backup	1	20,000				Cal OES Cyber Grant?	
Distribution System Infrastructure Replacement	4	50,000	50,000	50,000		Water Reserves	
<b>Total Treatment &amp; Distribution</b>		<b>130,000</b>	<b>85,000</b>	<b>60,000</b>			
<b>Vehicles</b>							
Jeep Replacement-small pickup	1	30,000				Veh Reserves	
Utility crane for truck	2	4,000				Operating	
<b>Total Vehicles</b>		<b>34,000</b>					
<b>Total Water System</b>		<b>334,000</b>	<b>1,135,000</b>	<b>310,000</b>			
<b>Grants Awarded</b>		<b>150,000</b>	<b>1,050,000</b>				
<b>Net IPUD Obligations</b>		<b>184,000</b>	<b>85,000</b>	<b>310,000</b>			
<b>Fire Department</b>							
Project Description	Proposed Priority						Funding Notes
		24/25	25/26	26/27	27/28	28/29	
<b>Firehouse</b>							
Firehouse Roof Replacement	1		50,000			TBD	
Firehouse Window Replacement	2		50,000			TBD	
<b>Total Firehouse</b>			<b>100,000</b>				
<b>Equipment</b>							
Chipper	1	10,000				MWPA CORE Funds/TOT Funds	
Turnouts	2		86,912			2024 FEMA AFG Grant	
Firehose Replacements	3		21,511			2024 FEMA AFG Grant	
<b>Total Equipment</b>		<b>10,000</b>	<b>108,423</b>				
<b>Vehicles</b>							
Type VI Wildland							
Duty Officer Response Vehicle	2		80,000			Veh Reserves	
UTV with Water Skid	1	47,186				MWPA CORE Funds & Reserve Funds	
Replace Chief's Vehicle	3			75,000		Veh Reserves	
<b>Total Vehicles</b>		<b>47,186</b>	<b>80,000</b>	<b>75,000</b>			
<b>Total Fire Department</b>		<b>57,186</b>	<b>288,423</b>	<b>75,000</b>			
<b>Grants Awarded</b>							
<b>Other Funding Provided</b>		<b>35,000</b>					
<b>Net IPUD Obligations</b>		<b>22,186</b>	<b>288,423</b>	<b>75,000</b>			
<b>District</b>							
Project Description	Proposed Priority						Funding Notes
		24/25	25/26	26/27	27/28	28/29	
<b>District Operations</b>							
Server Rack	1	5,000				District Reserves	
Data Servers	2	10,000				Cal OES Cyber Grant	
<b>Total District Operations</b>		<b>15,000</b>					
<b>Grants Awarded</b>							
<b>Net IPUD Obligations</b>		<b>15,000</b>					
<b>Total Projected Costs</b>		<b>406,186</b>	<b>1,423,423</b>	<b>385,000</b>			
<b>Less Other Funding</b>		<b>185,000</b>	<b>1,050,000</b>				



## **Board Agenda Item Staff Report**

Subject: Grants and Projects Update  
Meeting Date: October 24, 2024  
Date Prepared: October 18, 2024  
Prepared by: Jenna Nicolas, Grants and Programs Manager  
Attachments: None

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### **Recommended Action: None, Informational**

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#### **Assistance to Firefighters Grant (AFG):**

IPUD was not awarded neither the Vehicle nor the Operations and Safety grants that we applied for. The vehicle application (the type 6 engine) did not make it past the initial computer scoring round. The computer scoring round accounts for 50% of your total score and is the first step before the panel reviews the applications. It is not yet fully understood why the vehicle application did not pass prescore. The Operations and Safety application (new turnouts, fire hose, source capture exhaust system) did make it past the prescore round but was unsuccessful because the program ran out of funds, and there were other departments who scored higher than IVFD which were also not funded.

The unsuccessful applications could be attributed to, in part, because of low structure fire calls that happen in Inverness. The prescore round asks for call volume and types of response in the last three years. In looking closely at fire stations who were awarded vehicles and new turnouts, they respond to more fire calls, serve larger populations, are in more fire prone areas, and/or served disadvantaged populations. Unfortunately, there are far too many applicants for FEMA to give such specific individual feedback to exactly understand why the vehicle application failed the prescore round.

Jenna is reviewing the application, attending turndown webinars, and speaking with AFG help personnel to better understand what we can do differently for the FY2024 application. The application should reopen early 2025 and we anticipate applying for roughly the same award. Internally there is discussion of how to organize IVFD fundraising within the community and with the volunteers.

Separate grants are being pursued to replace 3 - 5 turnouts from smaller agencies.

#### **Shaded Fuel Break / Defensible space Project:**

Jenna met with former IPUD employee and operator of a family run Petaluma Environmental Consultant, Jacoba Charles, Leonard Charles and Associates. The conversation was to help further understand what IVFD and IPUD can reasonably take on as far as defensible space projects are concerned. The Seahaven shaded fuel break momentum has pivoted into understanding what it would take for IPUD to fulfill a lead agency role regarding filing CEQA for maintaining shaded fuel breaks and securing public funding. More discussion is taking place internally and a better understanding of the MWPA Ross and Novato shaded fuel breaks has been helpful in narrowing our focus for Inverness. Jenna is keeping in touch with Conservation Corps North Bay to remain open to funding and crew work through their forestry corps grant.

#### **Cybersecurity Grant:**

IPUD will need to replace its servers in the near future, including the server which is dedicated to the Supervisory Control and Data Acquisition (SCADA) system for the water department. Shelley and Jenna are formulating a project to apply for a FEMA grant administered by California's Office of Emergency Services (CalOES). The due date for the grant is December 12, 2024. Because of the stepwise, somewhat complex nature of replacing the SCADA system and limited staff time, we may prepare the grant this year and submit for 2025.

**Inverness Public Utility District**

**Colby Seahaven Tank Replacement CAPITAL PROJECT REPORT**

		FY23/24	FY24/25	FY25/26	Reimbursement	Retention	Active Projects	
No.	Project Name	Total Budget					Total Am't Spent	Amount Remaining
<b>Water 1371-35</b>								
	Colby/Seahaven Tank Replacement Project	\$1,200,000	-\$87,957		\$19,492	\$2,166	-\$87,957	\$1,112,043
	<b>Totals</b>	<b>\$1,200,000</b>	<b>-\$87,957</b>	<b>\$0</b>	<b>\$0</b>	<b>\$19,492</b>	<b>\$2,166</b>	<b>-\$87,957</b> <b>\$1,112,043</b>
	<b>Grand Totals</b>	<b>\$1,200,000</b>	<b>-\$87,957</b>		<b>\$19,492</b>	<b>\$2,166</b>	<b>-\$87,957</b>	<b>\$1,112,043</b>
<b>Colby/Seahaven Tank Detail</b>								
Invoice Date	Description	Expense Amount	Balance	Reimburse	Retention			
1/1/2024	Beginning Balance	0.00	0.00					
2/15/2024	Brelje&Race Engineering	-7,802.50	-7,802.50					
3/15/2024	Brelje & Race Engineering	-13,855.00	-21,657.50					
5/21/2024	Reimbursement #1			19,491.75	2,165.75			
4/15/2024	Brelje & Race Engineering	-19,861.25	-22,027.00					
5/15/2024	Brelje & Race Engineering	-16,703.22	-38,730.22					
6/17/2024	Brelje & Race Engineering	-8,101.00	-46,831.22					
8/15/2024	Brelje & Race Engineering	-10,981.45	-57,812.67					
8/26/2024	Marin County CDA #1	-8,158.00	-65,970.67					
8/26/2024	Marin County CDA #2	-7,442.00	-73,412.67					
8/30/2024	Payroll J Fox (8/11-8/26/2024)	-325.98	-73,738.65					
8/30/2024	Payroll S Redding (8/11-8/26/2024)	-623.86	-74,362.51					
9/1/2024	Fed Ex Printing	-182.88	-74,545.39					
9/16/2024	Brelje & Race Engineering (08/2024)	-13,411.25	-87,956.64					
9/30/2024	Total Colby/Seahaven Tank		-87,956.64	19,491.75	2,165.75			



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: LAFCo Public Meeting Update  
Meeting Date: October 24, 2024  
Date Prepared: October 9, 2024  
Prepared by: Shelley Redding, General Manager  
Attachments: Boundary Maps for NMWD and IPUD

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### **Recommended Action: None, informational**

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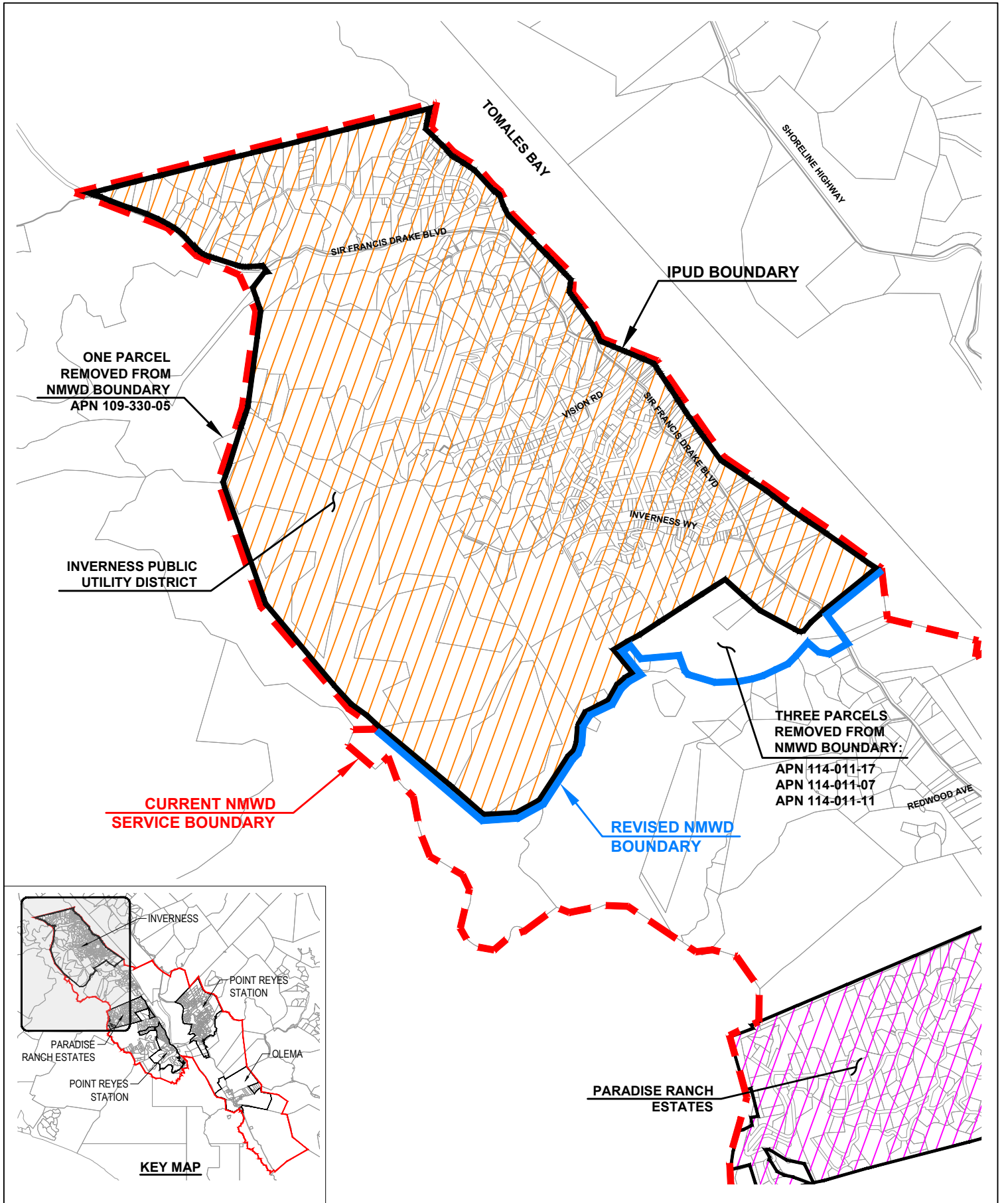
On Tuesday, October 8, 2024 Marin County LAFCo held a public meeting hosted by IPUD at the Inverness Firehouse to present the information about the application by North Marin Water District to amend their District boundaries agency from two areas in West Marin.

Both IPUD and NMWD have had an overlapping boundary issue for several years. This issue has been noted in previous LAFCo Municipal Service Review (MSR) reports for both agencies. North Marin decided it was time to address the issue.

Staff and Board Members from both agencies as well as the Executive Director of the Marin County LAFCo, Jason Fried, and District 5 County Supervisor Dennis Rodoni were present at the meeting. Members of the public were presented with brief histories of both agencies and the proposed action by NMWD. General questions were fielded by both agency staff and LAFCo staff, with the emphasis that any parcels that are currently being served by each parcel, there will be no changes to that existing service.

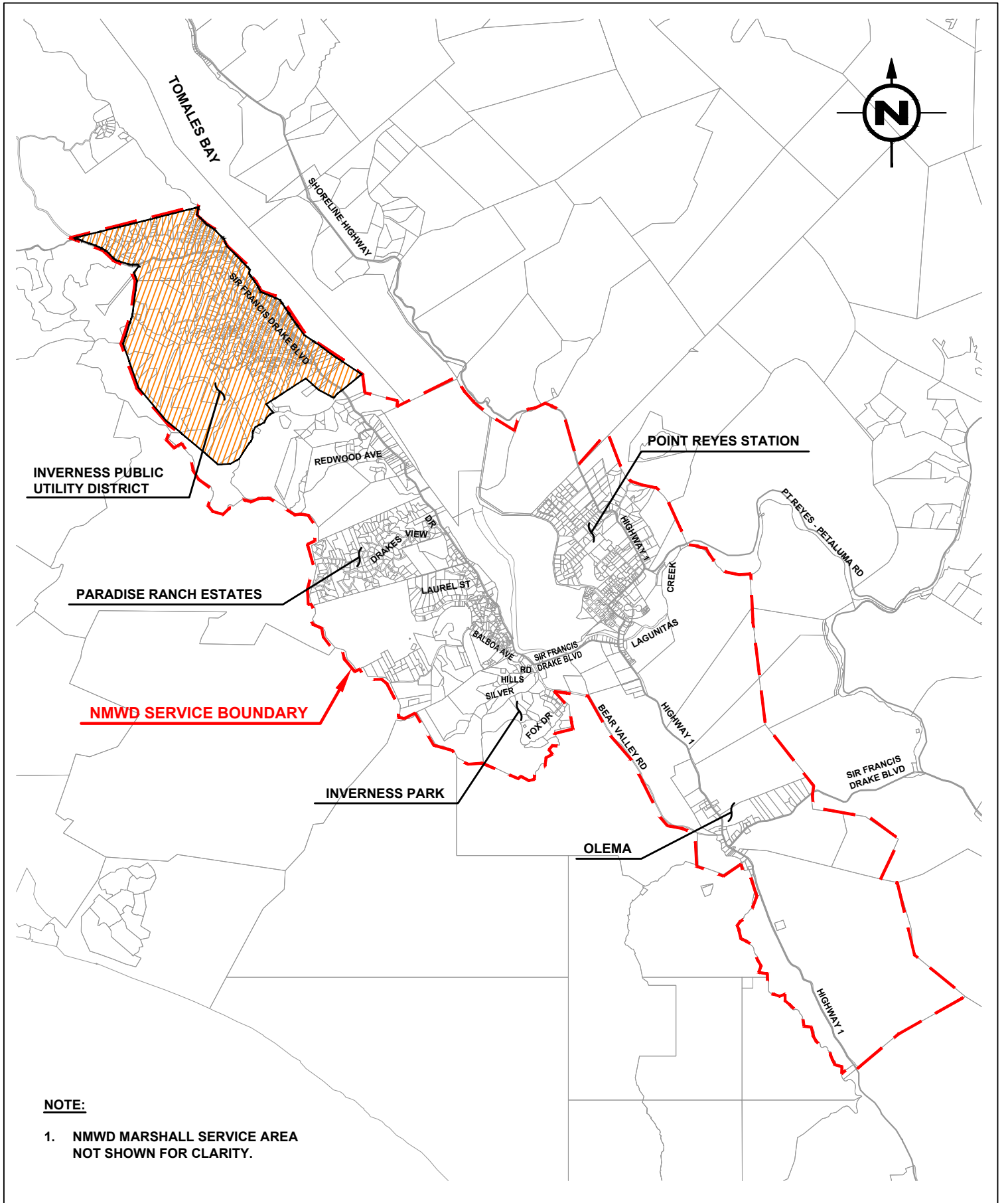
It was noted that there is one non-contiguous parcel off Sir Francis Drake Blvd, at North Dream Farm Road that has been a customer of IPUD for several years. IPUD applied for and was granted an exemption by LAFCo to continue providing service to that parcel, which is outside of the service boundary for IPUD and will be removed from NMWD boundary.

The next step will involve the application process by NMWD agency staff to the California State Board of Equalization. IPUD will not have any further involvement in this matter.



**NORTH MARIN WATER DISTRICT and  
 INVERNESS PUBLIC UTILITY DISTRICT  
 PROPOSED BOUNDARY ADJUSTMENT**





**NORTH MARIN WATER DISTRICT and  
INVERNESS PUBLIC UTILITY DISTRICT  
BOUNDARY MAP**





**RICARDO LARA**  
CALIFORNIA INSURANCE COMMISSIONER

September 20, 2024

INVERNESS VFIRE DEPARTMENT  
PO BOX 469  
INVERNESS, CA 94937

Greetings,

It is my great pleasure to write and thank you for your hard work in helping to keep your local community safe from wildfires. We at the California Department of Insurance are delighted to partner with you in this endeavor as we understand community members often come to you to ask about insurance. Attached please find information which can be helpful to share with your local community, including:

- 1) The Safer From Wildfires regulation allows for consumers to obtain discounts on their premiums if they complete wildfire risk mitigation efforts on their property. They also qualify for a discount if they are in a Firewise USA Site in Good Standing, or a Fire Risk Reduction Community. Additionally, this regulation requires insurance companies to provide consumers with their wildfire risk score and the factors that went into creating that score. They also have the ability to appeal their scores according to their efforts mitigating their home.
- 2) The Sustainable Insurance Strategy will improve market conditions and will benefit consumers in the following ways:
  - Increased insurance availability because insurance companies will write no less than 85% of homes and businesses in wildfire distressed areas.
  - Return FAIR Plan policyholders back to traditional insurance with first priority given to hardened homes and businesses following the Safer from Wildfires regulation.
  - Allowing utilization of forward-look catastrophe models prioritizing wildfire safety, mitigation and fuel reduction. Insurance companies will increase their writing because they better anticipate future losses.

For your convenience, your local Department of Insurance Liaison is available to present to community groups on the issues. We welcome the opportunity to partner with you educating your local community.

Sincerely,

A handwritten signature in black ink, appearing to read "Ricardo Lara".

**RICARDO LARA**  
Insurance Commissioner

CALIFORNIA DEPARTMENT OF INSURANCE  
PROTECT • PREVENT • PRESERVE  
300 Capitol Mall, 17<sup>th</sup> Floor  
Sacramento, California 95814  
Tel: (916) 492-3500 • Fax: (916) 445-5280





# CA DEPARTMENT OF INSURANCE

## Insurance Commissioner Ricardo Lara

The Community Relations and Outreach Branch is dedicated to consumer outreach and education. Below is a list of our staff with their assigned areas.



**Durriya Syed**  
durriya.syed@insurance.ca.gov

**Counties:**

- Alameda
- Del Norte
- Humboldt
- Lake
- Marin
- Mendocino
- Napa
- Sacramento
- San Joaquin
- Santa Clara
- Solano
- Sonoma
- Trinity
- Yolo

**Senate:** 2, 3, 5, 8, 10

**Assembly:** 2, 4, 6, 7, 9, 10, 11, 12, 13, 20, 24



**Richie Sayavong**  
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**Counties:**

- Fresno
- Inyo
- Kern
- Kings
- Madera
- Mariposa
- Merced
- Monterey
- San Benito
- San Luis Obispo
- Santa Cruz
- Stanislaus
- Tulare

**Senate:** 12, 14, 16, 17

**Assembly:** 8, 22, 27, 28, 29, 30, 31, 32, 33, 34, 35



**Rob Obedoza**  
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**Counties:** Los Angeles, Santa Barbara, Ventura

**Senate:** 19, 20, 24, 27

**Assembly:** 37, 38, 40, 42, 43, 44, 46, 52, 61, 66



**Lisa Strange**  
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**Counties:**

- Alameda
- Butte
- Colusa
- Contra Costa
- Glenn
- Lassen
- Modoc
- Nevada
- Placer
- Plumas
- Sacramento
- San Francisco
- San Mateo
- Shasta
- Sierra
- Siskiyou
- Sutter
- Tehama
- Yuba

**Senate:** 1, 6, 7, 11

**Assembly:** 1, 3, 5, 15, 17, 19



**Mary Beth Bykowsky**  
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**Counties:**

- Alameda
- Alpine
- Amador
- Calaveras
- Contra Costa
- El Dorado
- Mono
- San Mateo
- Santa Clara
- Tuolumne

**Senate:** 4, 9, 13, 15

**Assembly:** 14, 16, 18, 21, 23, 25, 26



**Dystanie Flores**  
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**Counties:** Los Angeles

**Senate:** 22, 25, 29, 30

**Assembly:** 41, 44, 48, 49, 52, 53, 59



**Tonya Martin**  
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**Counties:** Los Angeles, Orange

**Senate:** 34, 36, 37

**Assembly:** 56, 67, 68, 70, 72, 73



**Brenda Caloca**  
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**Senate:** 26, 28, 33, 35

**Assembly:** 51, 52, 54, 55, 57, 61, 62, 65, 66, 69, 71



**Sharon Smith**  
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**Counties:** San Diego, Imperial,

**Senate:** 18, 32, 38, 39, 40

**Assembly:** 36, 74, 75, 76, 77, 78, 79, 80



**Judy Piña**  
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**Counties:** Los Angeles, Riverside, San

Bernardino **Senate:** 21, 23, 30, 31, 32

**Assembly:** 39, 45, 47, 50, 58, 60, 63, 64, 71

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**INSURANCE.CA.GOV**



# Safer from Wildfires in



Safer from Wildfires is an interagency partnership between Insurance Commissioner Ricardo Lara and the emergency response and readiness agencies in Governor Gavin Newsom's administration to protect lives, homes, and businesses by reducing wildfire risk.

With California experiencing devastating, climate change-intensified wildfires, homes and businesses need insurance they can rely on. Commissioner Lara is using every tool available to improve insurance for our communities. Drawing on the direct experience of first responders and the latest research on wildfires, the partnership created a consistent approach to reducing risk with a list of achievable and effective actions to help make existing homes and businesses safer from wildfires. The ultimate goal is protecting consumers by reducing wildfire risk in their communities, making insurance available and affordable for all Californians.

This "ground up" approach for wildfire resilience has three layers of protection — for the structure, the immediate surroundings, and the community — to prevent wildfires from catching and spreading to other homes and businesses in the neighborhood.



Governor's Office of  
Planning and Research



CALIFORNIA  
Public Utilities Commission

Commissioner Lara is working to increase available incentives for wildfire safety. To view the list of insurance companies currently offering discounts visit [insurance.ca.gov](https://insurance.ca.gov).

## 1 Protecting the structure



- Class-A Fire rated roof
- Maintain a 5 foot ember-resistant zone around a home (including fencing within 5 feet)
- Noncombustible 6 inches at the bottom of exterior walls
- Ember and fire-resistant vents (See [Low-Cost Retrofit List](#), and Chapter 7A)
- Upgraded windows (Double paned or added shutters)
- Enclosed eaves

## 2 Protecting the immediate surroundings



- Cleared vegetation and debris from under decks
- Removal of combustible sheds and other outbuildings from the immediate surroundings of the home, to at least a distance of 30 feet
- Defensible space compliance (including trimming trees, removal of brush and debris from yard, and compliance with state law and local ordinances)

## 3 Working together as a community



- A community should have clearly defined boundary and a local risk assessment in consultation with the local fire district or state fire agency; an identified evacuation route, cleared of vegetative overgrowth, and evacuation plan contingencies; clear funding sources to implement community mitigation activities and meet clear risk reduction goals; and integrated and up-to-date local planning documents pertinent to community wildfire risk.
- Current examples include the Fire Risk Reduction Community designation under development by the Board of Forestry, Firewise USA communities in good standing, and Shelter-in-Place designations.



# CALIFORNIA'S SUSTAINABLE INSURANCE STRATEGY



## What is the Sustainable Insurance Strategy?

California Insurance Commissioner Ricardo Lara's Sustainable Insurance Strategy is a comprehensive initiative aimed at modernizing the state's insurance market to ensure accessible insurance for all Californians, create a resilient insurance marketplace, and protect consumers and communities from the adverse impacts of climate change. It addresses the challenges posed by rising global inflation, increased insurance costs for rebuilding, and the growing risk of natural disasters.

## Why is it Important?

The Sustainable Insurance Strategy is crucial because it addresses the pressing issues faced by both the insurance market and consumers in California. It responds to the changing landscape of insurance by enhancing market stability, improving consumer access to coverage, and safeguarding against the escalating financial burden of climate change-intensified catastrophes and global inflation.

## How Will it Benefit the Market and Consumers?

This strategy enhances insurance access, fairness, and resilience for both the market and consumers.

- **Increasing Insurance Availability and Access:** The strategy seeks a commitment from insurance companies to write a minimum of 85% of their statewide market share in historically underserved areas identified by the Insurance Commissioner. This ensures that insurance remains available to all, especially in high wildfire-risk regions.
- **Decreasing FAIR Plan Policyholders:** Priority is given to homes and businesses that mitigate wildfire risk by following the Insurance Commissioner's "Safer from Wildfires" regulation, facilitating a return to the open market and increasing options for consumers.
- **Allowing Catastrophe Models and Mitigation:** The strategy incorporates new catastrophe models that consider mitigation and hardening requirements, leading to more accurate risk pricing and offering discounts to consumers. This means more accurate rates for all Californians so they don't pay more than they should.
- **Modernizing the FAIR Plan:** By expanding commercial coverage limits to \$20 million per structure, the strategy addresses coverage gaps, benefiting homeowner associations (HOAs), affordable housing, and infill developments.

## The Most Comprehensive Insurance Regulatory Reform in Decades

This strategy represents the most significant insurance reform since Proposition 103 was passed in 1988. It is informed by the voices of thousands of consumers from every county in California, demonstrating a commitment to addressing the real-world challenges faced by Californians.



Scan the QR code to learn more.





## Market Benefits

Market benefits include improved stability, transparency, sustainability, and broader participation.

- **Rate Review Timelines:** Improved to provide market certainty, supporting the long-term stability of insurance rates.
- **Rate Filing Procedures:** Enhanced to maintain intervenor transparency, fostering confidence in the insurance market.
- **Risk Assessment Tools:** Introduction of catastrophe modeling regulations ensures the sustainability of coverage and rates, and exploration of California-only net costs of reinsurance protects consumers from the costs of global catastrophes.
- **Increased Transparency:** Making intervenor filings more publicly accessible and encourage broader participation and understanding of the rate-setting process.

## California Department of Insurance Enforcement and Resources

The Department of Insurance (CDI) will continue to ensure public input, insurance company commitments, rate approval process efficiency, additional staff resources, and reporting on progress.

- **Regulatory Process Control:** CDI maintains control over the rate review and catastrophe modeling processes, guaranteeing public input and transparency compliance.
- **Binding Agreements:** Insurance companies must increase writing and set clear targets to reduce reliance on the FAIR Plan.
- **Rate Filing Control:** Updates to rate filing processes enhance efficiency and accessibility.
- **Additional Department Staffing:** To implement major regulatory changes by December 2024 and improve rate filing processes.
- **CDI Reporting:** Periodic progress reports on insurance availability, rulemakings, and FAIR Plan depopulation efforts.

## Major Actions Taken to Date

Major actions include regulations for wildfire mitigation, insurance discounts, expanded FAIR Plan coverage, and modernization efforts, as well as partnerships for climate sustainability.

## Wildfire Response

- "Safer from Wildfires" Regulation: Sets community-wide mitigation standards and rewards consumers and businesses for property hardening with first-in-the-nation mandatory discounts.
- Expanded FAIR Plan Coverage: Includes agrobusiness, outdoor, and recreation businesses.
- Continued Modernization of the FAIR Plan: Provides consumers with more options.

## Climate Response

- "Climate and Sustainability Branch": The first in the country at any state insurance department.
- "Climate Insurance Working Group": Generated California's first-ever Climate Insurance Report.
- United Nations Partnership: Launched "California's Sustainable Insurance Roadmap."

Commissioner Lara's Sustainable Insurance Strategy is a visionary approach to address the evolving insurance landscape, benefiting both the insurance market and consumers alike by ensuring access, affordability, and resilience in the face of changing climate change-intensified catastrophic risks.



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more.



Inverness Public Utility District  
Board Meeting

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Agenda Item No. 07

**Committee Meetings/Reports**



Inverness Public Utility District  
Board Meeting

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Agenda Item No. 08

**November / December Meetings**



Inverness Public Utility District  
Board Meeting

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# Agenda Item No. 9

## **Adjournment**