

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

Regular Meeting

Tuesday, July 16, 2024

4:00 p.m.

Inverness Firehouse, 50 Inverness Way

1. **Call to Order; Attendance Report**
2. **Public Expression:** Opportunity for members of the public to address the Board on matters under the Board's jurisdiction but not on the posted agenda. Directors or staff "**may briefly respond to statements made or questions posed**" during Public Expression, but "**no action or discussion shall be undertaken on any item not appearing on the posted agenda**" (Gov. Code §54954.2(a)(3)). Members of the public may comment on any item listed on the posted agenda at the time the item is considered by the Board.
3. **Approval of Minutes:** Re-Convened Regular meeting of May 30, 2024

The State of the District

4. **Management Report:** Shelley Redding
 - 2023-2024 Capital Projects Reports
 - 2023-2024 Audit
 - Grants and Projects Update
5. **Water System Report**
 - May and June 2024, Senior Water Operator Ken Fox
 - Colby/Seahaven Tank Replacement Project Update – Superintendent Jim Fox
 - Water System SCADA Project Update – Superintendent Jim Fox
6. **Fire Department Report**
 - May and June 2024, Fire Chief Jim Fox
 - May and June 2024 Marin Wildfire Prevention Authority (MWPA) – Chief Jim Fox
 - Marin Emergency Radio Authority (MERA) update – Chief Jim Fox

The Business of the District

7. **Approve Expenditures and Credit Card Charges:** May and June 2024
8. **Approve Employee Pay Rates for Fiscal Year 2024-2025 (Revised)**
9. **Approve CERBT Reimbursement Request for OPEB expenditures in FY 2023-2024.**
10. **Resolution 285-2024:** Public Hearing on and Adoption of the District's Appropriations Limit for FY 2024/25
11. **Resolution 286-2024:** Conflict of Interest Policy Update
12. **Resolution 287-2024:** District Capitalization Policy Revision
13. **Accept and Approve FY 2024-2025 Proposed Budget**

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

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

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

THE PUBLIC IS CORDIALLY INVITED TO ATTEND 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)

14. **Approval and Adoption of Overhead Rates for FY 2024-2025:** Rates for the overhead charges that are added to the direct costs of work performed by (or contracted out by) the District on behalf of (and billed to) customers are determined for each fiscal year based on the actual costs to the District as determined from that year's adopted budget.
15. **Ordinance 114-2024:** General Manager Compensation for Fiscal Year 2024-2025.
16. **Committee Meetings/Reports**
Personnel Committee Report
17. **Adjournment**

Posted: 7/12/2024



Inverness Public Utility District
Board Meeting

Agenda Item No. 1

Call to Order; Attendance Report



Inverness Public Utility District Board Meeting

Agenda Item No. 2

Public Expression

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

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

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Inverness Public Utility District
Board Meeting

Agenda Item No. 3

Meeting Minutes



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, Re-Convened Regular Meeting of May 21, 2024

Thursday, May 30, 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, Ken Emanuels, Dakota Whitney, David Press

Directors Absent: Brent Johnson

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; Wade Holland, Customer Services Manager, Ken Fox, Sr. Water Operator

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

3. Approval of Minutes: Regular Meeting of April 16, 2024

M/S Johnson/Emanuels to approve the minutes of the Regular Meeting of April 16, 2024, as presented. AYES 4, NOES 0.

4. Wilson/Heron Request for Reduction of High-Water Usage Charge

Customer Services Manager Wade Holland presented the staff report and summarized the issues concerning leaks in the service line from the meter to the house at the service address. He described the unusual circumstances of the same service experiencing two separate major water leak events during successive billing periods, noting that it is a long service line from the meter to the house. The previous leak (granted administratively by staff) was caused by a break at a coupling and was repaired. The current leak was in the buried service line and was caused by large tree roots damaging the line. He referenced the photos in the staff report that show the tree roots.

4:10 - Director Emanuels stepped out of the meeting room during the presentation.

Director Donohue asked why the water leak was not noticed by staff. Holland noted the large number of customers served by the main directly from the Tenney tanks and the fact that total customer usage did not appear to be abnormally high for the March/April period; the fact that overall customer usage was unusually low during the billing period did not become apparent until meters were read in late April.

The applicants noted that they were shocked by the bill and immediately found and repaired the leaking section of pipe; they have also installed a Flume device. They expressed gratitude for the assistance of the water system employees and the opportunity to request an adjustment in the usage charge.

M/S Whitney/Press to approve the staff recommendation for usage adjustment by applying the standard procedure in Regulation 115. AYES 3 (Donohue, Press, Whitney), NOES 0, ABSTAINING 1 (Emanuels)

5. Management Report

- Cash On Hand Report for April 2024: GM Redding presented the Cash on Hand Report for the end of April 2024. She noted that the deposit into LAIF from the main checking account was made to take advantage of interest rates in the LAIF fund.
- Capital Projects Plan and Reserve Accounts: GM Redding reported on the updated Capital Projects Report

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



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

and noted that the reserved and committed funds reflected on the Cash on Hand Report are also noted on this report and show areas where additional funding may be needed. Discussion followed about the cost of Fire Department turnouts and need for replacements.

- 2024 New Service Connection Fee: GM Redding reported that the New Service Connection Fee (NSC) was calculated per District policy and the result is that the NSC fee will remain unchanged from the previous year at \$9,600.00.
- Water System Rates Discussion: GM Redding reported that a preliminary review was done by Customer Service Manager Holland and Bookkeeper Gann, and both agreed that a rate increase is not currently warranted, but a re-evaluation will be done in the fall.

6. Water System Report: April 2024

Activity Report: Senior Water Operator Ken Fox presented the Water System Report for April 2024. There were no questions.

Colby/Seahaven Tanks Replacement Project Update: Superintendent Jim Fox reported that there was one additional environmental survey conducted in April, and we are now waiting for the final environmental reports and the CEQA documentation. Staff met with the DWR project manager and provided him with an update on the project's progress. Staff has submitted the first reimbursement request along with the first quarterly report, which was approved.

Water System SCADA Project Update: Staff is waiting for the engineers to provide revised schematics after receiving input from Senior Operator Ken Fox.

7. Fire Department Report: April 2024

Activity Report: Chief Fox presented the monthly report of the Fire Department's activities.

Marin Wildfire Prevention Authority (MWPA) Report: A monthly activity report was presented to the Board. Director Donohue requested details for the May activities be reflected for the next meeting that include the budgets approved. She also requested that information regarding MWPA committee activities that are reported on the MWPA website be reflected in the reports to IPUD Directors.

Marin Emergency Radio Authority (MERA) Update: Chief Fox reported that the primary project manager for the new MERA system passed away unexpectedly and the Executive Director has had to fill in. Discussions are underway with MERA staff about the best pagers for volunteers and how they will work with the new MERA system. He also noted that fire dispatch has relocated from Woodacre to the public safety complex on Los Gamos Drive in San Rafael where it is collocated with the County Office of Emergency Management.

8. Approval of Expenditures and Credit Card Charges: April 2024

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

M/S Whitney/Press to approve the April 2024 expenditures and credit card purchases as presented. AYES 4, NOES 0.

9. Accept and Approve FY 2023-2024 Budget Amendment

GM Redding presented a staff report with analysis to amend the fiscal year 2023-2024 budget based on actual expenditures between July 2023 and April 2024. Staff recommended a budget amendment that would decrease the net revenue by \$5,179 and decrease net expenses by \$113,770.

M/S Emanuels/Press to approve the fiscal year 2023-2024 budget amendment as recommended. AYES 4, NOES 0.

- 10. Extension of 2023/24 Operating Budget into FY 2024/25:** GM Reddig presented a staff report requesting approval to authorize continued funding of district operations at the same level as under the current (2023/24) year's budget for up to 60 days of FY 2024/25.

M/S Press/Whitney to authorize continued district operations under the fiscal year 2023-2024 budget for 60 days as requested. AYES 4, NOES 0.

- 11. Ordinance 113-2024:** Amending Water System Regulation 301 to Set Water Rates Effective July 1, 2024 (CPI Adjustment).

Customer Services Manager Wade Holland presented a staff report and draft of Ordinance 113-2024, amending Water System Regulation 301, setting water rates effective July 1, 2024, to reflect the CPI adjustment of 3.67% during calendar year 2023 (as provided for in Ordinance 104-2021).

M/S Emanuels/Whitney to authorize amendments to the water rates in Water System Regulation 301 effective July 1, 2024, by adopting Ordinance 113-2024. AYES 4, NOES 0.

- 12. Resolution 284-2024:** Calling an Election on November 5, 2024, for Members of the Board of Directors
GM Reddig presented the resolution requesting the County of Marin to provide elections services on November 5, 2024, for three (3) Board of Director positions set to expire in December 2024.

M/S Whitney/Press to approve Resolution 284-2024 calling for an election on November 5, 2024, and requesting election services from the County of Marin. AYES 4, NOES 0.

- 13. Acceptance of Extra-Help Work Agreements with Annuitants for Fiscal Year 2024-2025:** Agreements with Wade B. Holland and Kaaren S. Gann for extra-help employment during FY 2024-2025.

GM Reddig presented extra-help work agreements for Wade B. Holland and Kaaren S. Gann for the fiscal year 2024-2025. Directors Emanuels, Whitney, Press and Donohue all expressed their continued appreciation for the benefit of having both Holland and Gann still engaged with the District.

M/S Whitney/Press to authorize and accept the extra-help work agreements with Wade B. Holland and Kaaren S. Gann for the fiscal year 2024-2025 as proposed. AYES 4, NOES 0.

- 14. Consider and Approve Letter to California State Senator Scott Weiner, Chair, Senate Budget Committee, Opposing the Governor's Budget Proposal Regarding Charter Schools Eligibility for ERAF**

GM Reddig presented the draft of a letter to be sent to the State Budget Committee. It was noted during a brief discussion on ERAF funding and the potential impact on the District posed by the Governor's budget proposal that the letter follows several that have been submitted by other special districts in Marin County, as well as by the County Administrator's office.

M/S Emanuels/Press to authorize the proposed letter be signed by the Board President and sent to the State Budget Committee as drafted. AYES 4, NOES 0.

- 15. Employee Pay Rates for FY 2024/25:** Approve the proposed pay rates for FY 2024/25, which reflect the 3.67% annual change in the San Francisco Bay Area Consumer Price Index for All Urban Consumers (CPI-U).

GM Reddig presented the proposed pay rates that reflect a CPI rate increase of 3.67% for the fiscal year 2024-2025 effective July 1, 2024.

M/S Whitney/Press to approve the pay rates for FY 2024/25 as presented. AYES 4, NOES 0.

- 16. Consider and Approve Employment Placement Agreements with Occupational Technical Services:** Approve the execution of two agreements for Direct Hire and Contract-to-Hire for the Water Supervisor position.

GM Redding presented a staff report and drafts of two different agreements, Direct Hire and Temporary Placement (Temp to Hire), with Occupational Technical Services (OTS) for recruitment and placement services for the position of Water System Superintendent and possible future water operator positions. She noted that five references for OTS services were provided and she has contacted all of them for feedback about working with OTS. She has received one response so far, which was highly complimentary. She noted that previous efforts to fill the position have not resulted in satisfactory applicants and utilizing OTS and their expertise in the water and wastewater industry may provide a successful applicant.

*M/S Whitney/Press to authorize execution of the Direct Hire agreement and the Temporary (Temp to Hire) Agreement with OTS for recruitment services. **AYES 4, NOES 0.***

17. Committee Meetings/Reports

- **Personnel Committee Report.** The Personnel Committee noted that it had conducted the annual employee evaluation for the General Manager.

18. Closed Session: Public Employee Performance Evaluation (General Manager) pursuant to Gov. Code Sec. 54957
The Closed session began at 5:07 pm.

19. Re-Convene in Open Session: Report on Action Taken in Closed Session

President Donohue reconvened the Board meeting at 5:28 pm and reported that no actions were taken during the closed session. The Personnel Committee reported on its favorable evaluation of the General Manager and recommended a larger pay rate increase than what was proposed for the CPI increase. The committee recommended a pay rate increase of approximately 8%. A revised salary ordinance will be prepared for submission at the next Regular Meeting. The Personnel committee also requested staff research a pay rate increase policy based on merit for outstanding employee conduct and performance.

20. Ordinance 114-2024: Setting General Manager Compensation for Fiscal Year 2024-2025

This item will be re-introduced with the amended compensation amount based on the Personnel Committee recommendation.

21. Adjournment

The next regular Board meeting is scheduled for July 16, 2024. The regularly scheduled June Board meeting has been cancelled. Meeting adjourned at 5:46 pm.

Attest: /s/
Shelley Redding, Clerk of the Board

Date: 05/30/2024



Inverness Public Utility District
Board Meeting

Agenda Item No. 4

Management Report

Inverness Public Utility District
CAPITAL PROJECTS REPORT FY 2023/2024
June 30, 2024

<i>All projects active at any time during the current year are listed.</i>			Active Projects				Completed Projects		Capitalized 2023-2024
No.	Project Name	Total Budget	Total Am't Spent	Amount Retention	Amount Reimbursed	Amount Remaining	Total Spent	Total Unspent	
Water									
	Flume Program	\$21,000	\$ (13,471.26)	\$0.00		\$7,528.74			
	Colby/Seahaven Tank Project	\$1,200,000	\$ (46,831.22)	\$2,165.75	\$19,491.75	\$1,155,334.53			
	Subtotals for Water	\$1,221,000.00	(\$60,302.48)	\$2,165.75	\$19,491.75	\$1,162,863.27	\$0.00	\$0.00	\$0.00
Fire									
	10Kw Portable Diesel Generator	\$20,000.00							
	SCBA Units (10) + 5 Masks	\$10,000.00	(\$8,776.45)	\$0.00		\$1,223.55	(\$8,776.45)	\$ 1,223.55	\$8,776.45
	Super Vacuum, Battery, Fan	\$5,000.00	(\$4,310.00)	\$0.00		\$690.00	(\$4,310.00)	\$ 690.00	\$4,310.00
	Subtotals for Fire	\$35,000.00	(\$13,086.45)	\$0.00		\$1,913.55	(\$13,086.45)	\$1,913.55	\$13,086.45
District									
	Integrated Accounting Software	\$28,235.00	\$28,235.00	\$0.00		\$0.00	(\$28,235.00)	\$0.00	\$28,235.00
	Subtotals for District	\$28,235.00	\$15,148.55	\$0.00		\$0.00	(\$28,235.00)	\$0.00	\$28,235.00
	Grand Totals	\$1,284,235.00	(\$58,240.38)	\$2,165.75	\$19,491.75	\$1,164,776.82	(\$41,321.45)	\$1,913.55	\$41,321.45

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
Water									
	Colby/Seahaven Tank Replacement Project	\$1,200,000	-\$46,831			\$19,492	\$2,166	-\$46,831	\$1,153,169
	Totals	\$1,200,000	-\$46,831	\$0	\$0	\$19,492	\$2,166	-\$46,831	\$1,153,169
	Grand Totals	\$1,200,000	-\$46,831			\$19,492	\$2,166	-\$46,831	\$1,153,169
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						
6/17/2024	Total		-46,831.22	19,491.75	2,165.75				



Inverness Public Utility District
Board Meeting

Agenda Item No. 5

Water System Report



Inverness Public Utility District
Monthly Water System Report

MAY 2024

Prepared by Ken Fox, senior operator

MAY	Rainfall (in inches ")		May		May			
April Rainfall "	2024	2023	2022	2021	2020	2019	2018	2017
Total for Month	1.43	0.96	0.13	0.02	2.19	1.59		
Year To Date (7/01 →5/01)	41.75	48.61	31.18	15.34	23.09	48.33		
Average yearly since 1925	37.39"	37.26	37.32	37.57	37.72	37.26		

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

End of Month Stream Flow Measurements				
Divisions	2024		2023	
	May		May	
1st Valley Upper Intakes	<i>gpm*</i>	GPD*	<i>gpm</i>	GPD
D1	50	72,000	40	57,600
D2	80	115,200	90	129,600
D3	50	72,000	50	72,000
180			180	
2nd Valley Upper Intakes				
D4	60	86,400	55	79,200
D5	70	100,800	60	86,400
D6	84	120,960	75	108,000
214			190	
3rd Valley Upper Intakes				
D7	75	108,000	85	122,400
D8	16	23,040	25	36,000
91			110	
Totals	485	698,400	480	691,200

Recent 3-month EOM Streamflow Trends			
→	Apr-24	Mar-24	Feb-24
<i>gpm</i>	780	1,520	1,720
GPD	1,123,200	2,188,800	2,476,800

Sources Used: May	2024	2023
1st Valley Upper Intakes	78%	69%
2nd Valley Upper intakes	0%	3%
3rd Valley Upper intakes	22%	28%
1st Valley Lower Intake (L1)		
2nd Valley Lower intake		
Wells. (W1,W3,W4, etc.)		
Total	100.0%	100%

Distribution System Usage / # days → 31			31	
Distribution Zone	May-24			May-23
	Gallons	% of Use		% of Use
Colby	814,200	40%	742,600	35%
Tenney	694,100	34%	713,600	34%
Conner	52,400	3%	49,400	2%
Stockstill	275,300	14%	446,000	21%
Seahaven	177,700	9%	154,100	7%
Total for Month =>	2,013,700	100%	2,105,700	100%
Average for Month =>	GPD	<i>gpm</i>	GPD	<i>gpm</i>
May-2024	64,958	45.1	67,926	47.2



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT • WATER SYSTEM

POST OFFICE BOX 469

INVERNESS, CA 94937

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MAY 2024 – WATER SYSTEM REPORT

Water Quality

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

[**MAY 2024 TOTAL: 2,013,700 GALLONS: AVERAGE 64,958 gal/day = 45.1 average gpm**]

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 (CL₂) dose at F1→ approximately 0.5 ppm; Average CL₂ dose at F3→ approximately 0.55 ppm

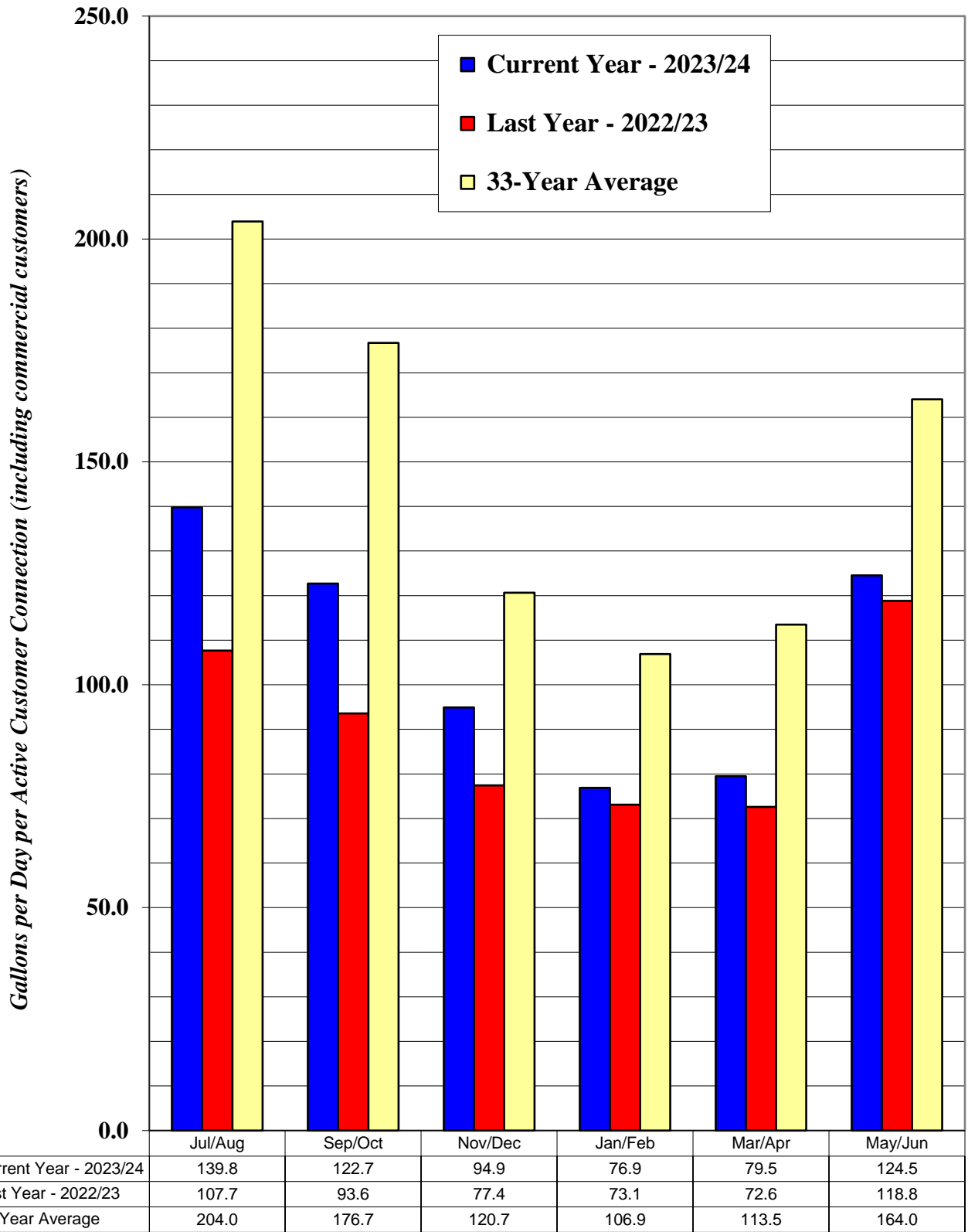
Major Activities and Events

1. Monthly reports sent to CA RWQCB DHS / SWRCB Drinking Water Division
2. Regular flushing of 4" iron main on Via de la Vista & Escondido 2" PVC lines
3. F1: CIP cleaning of Ultra B unit and Nano A unit
 - Ultra unit A having intermittent PDT {pressure decay test} failures due to valve leaks.
4. F3: chlorine tubing on CEB (Chemical Enhanced Backwash) pump failed, replaced
 - SC 200 turbidity instrument controller malfunction, intermittent.
5. Hydrants: clearing vegetation and flushing mains in Sea haven, Stockstill, Conner, Colby, and Tenney distribution zones.
6. 1st and 2nd valley fire roads clearing trees continued
7. L-2 access road at end of Aberdeen: issue not yet resolved.
8. Continuing to identify type of material for each Service in district, per government requirements which specify that we identify pipe material on both sides of each water meter. Installing gopher protection mesh at same time (will make meter reading more efficient)
9. Several customer leaks found during above.

Senior Operator

Inverness Public Utility District Water System

Average Daily Water Usage per Active Customer



Inverness Public Utility District Water System

ACCOUNTS RECEIVABLE SUMMARY, FY 2023/24

Beginning-of-Year A/R Balance (6/30/2023)		\$105,786.36
Payments received		
ACH & AR Box payments	410,997.53 (73.1%)	
Payments by check/cash	<u>151,177.96 (26.9%)</u>	
Total payments		562,175.49
Writeoffs		0.00
Adjustments		0.00
Charges posted		
Basic charges	493,425.49 (87.8%)	
Cross-connection charges	1,368.00 (0.3%)	
Water usage charges	66,179.92 (11.8%)	
Miscellaneous charges	<u>850.00 (0.1%)</u>	
Total charges		561,823.41
Refused payments		805.52
Overpayment refunds		<u>1,867.28</u>
End-of-Year A/R Balance (6/30/2024)		\$108,107.08

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

Date: July 2, 2024

Report on Water Customer Payments and Billings, May/June 2024

- What our customers owed us at the beginning of the period (May 1):

Current charges (from bills sent out on April 26, 2024)	107,667.45	
Unpaid prior charges (6.13% of total amount owed to us)	<u>7,033.89</u>	
Total Amount Owed Us on May 1, 2024:		<u>114,701.34</u>
- We received the following **payments** from our customers during the period:

Electronic payments:	65,341.27	(73.6%)	
Payments by check:	<u>23,456.94</u>	(26.4%)	
Total Payments Received During May & June:			- 88,798.21
- We posted the following **charges** to our customers' accounts during the period:

Write-offs:	--		
Adjustments:	--		
Basic charges (future):	87,382.57	519 Basic charges for <u>Jul/Aug</u> (billed on 6/27)*	
X-C charges (future):	234.90	18 Cross-Connection charges for <u>Jul/Aug</u> (billed on 6/27)	
Usage charges (net):	<6,405.58>	Usage charges for 4/24 to 6/24/24 (billed on 6/27)†	
Misc. charges:	175.00	Such as account setup, late pay, & ret'd check charges	
Refused payments:	805.52	2 returned checks	
Refunds:	<u>11.54</u>	1 closed account credit balance refund	
Total Charges Posted During May & June:			+ 82,203.98
- Thus, the **amount our customers owed us on June 30** (the end of the period) was: **108,107.08**
(of which 5.18%, or \$5,597.30, was past-due charges)

* Bimonthly Basic Charges (for Jul/Aug): 516 customers at \$163.09; 1 Lifeline customer at \$81.55; 2 Lifeline customers at \$40.77.

† **Total billed usage was \$15,820.45**, less 2 credits totaling \$22,213.43 for prior-period leak adjustments and 1 credit of \$12.60 for prior-period meter reading error.

Reconciliation with BofA checking account:

There were no deposits in transit on 6/30/2024. Thus, the A/R balance on the District's books as of 6/30 should also be \$108,107.08.

Scheduled AutoPay receipts: \$56,381.16 on July 18, 2024 (from 308 customers, which is 59.3% of the total of 519 billed customers).

A temporary security debit will be posted to IPUD's checking account in the amount of \$56,381.66 on or about July 16, 2024 (subject to adjustments).

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

Period covered: May/June 2024

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

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

Daily Precipitation Record

2023 - 2024

Inverness Public Utility District

Location: 275 Perth Way

Season: 7/1/2023 - 6/30/2024

Date	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
1	--	--	0.07	--	--	0.11	0.02	0.19	0.52	--	--	--
2	--	0.01	--	--	--	0.03	0.97	0.11	0.15	--	--	--
3	--	0.01	--	--	0.01	--	--	1.43	0.06	0.14	0.91	--
4	--	--	--	--	0.07	--	--	0.64	0.37	0.41	0.47	--
5	--	--	--	--	0.37	0.01	--	--	0.16	0.02	--	--
6	0.01	--	--	--	--	0.99	0.11	0.13	0.01	--	--	--
7	--	--	--	--	--	0.19	--	0.59	--	--	--	--
8	--	--	--	--	--	--	0.23	--	--	--	--	--
9	--	--	--	0.08	--	--	0.11	--	0.23	--	--	--
10	--	--	--	0.28	--	--	0.12	--	0.77	--	--	--
11	--	--	--	--	--	0.01	--	--	0.55	--	--	--
12	--	--	--	--	--	--	--	--	--	1.11	--	--
13	--	--	--	--	0.03	--	1.33	0.11	--	0.27	--	--
14	--	--	--	0.05	0.15	--	0.32	0.53	--	--	--	--
15	--	--	--	0.01	0.08	--	0.02	--	--	--	--	--
16	--	--	--	--	0.11	--	0.59	0.07	--	--	0.01	--
17	--	--	--	--	1.65	1.55	0.01	1.18	--	--	--	--
18	--	--	--	--	0.08	1.16	--	1.55	--	--	--	--
19	--	--	--	--	--	1.75	0.92	0.65	--	--	--	--
20	--	--	--	--	--	0.01	0.74	0.53	0.01	--	--	--
21	--	--	--	0.17	--	--	1.30	0.27	--	--	--	--
22	--	--	--	0.46	--	--	0.03	--	1.11	--	--	--
23	--	--	--	--	--	--	0.34	--	0.36	0.02	--	--
24	--	--	--	--	--	--	0.27	--	--	0.03	0.04	--
25	--	--	0.15	0.02	--	--	--	--	--	0.05	--	--
26	--	--	--	--	--	--	--	0.01	--	--	--	--
27	--	--	--	--	--	1.17	--	0.01	0.87	--	--	--
28	--	--	--	--	0.72	0.58	--	0.10	--	--	--	--
29	--	--	0.06	--	--	1.87	--	0.66	1.01	--	--	--
30	--	--	--	--	--	0.01	--		0.01	--	--	--
31	--	0.01		--		--	1.79		--		--	
Month	0.01	0.03	0.28	1.07	3.27	9.44	9.22	8.76	6.19	2.05	1.43	0.00
Year	0.01	0.04	0.32	1.39	4.66	14.10	23.32	32.08	38.27	40.32	41.75	41.75

Historic average annual rainfall (Oct. 1925 - June 2023): **37.39 inches**

2023/24 is 94th year of data (no data is available for the five years 7/1959 through 6/1964).

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



Inverness Public Utility District
Board Meeting

Agenda Item No. 6
Fire Department Report

FIRE DEPARTMENT REPORT

May 2024 / July Board Meeting

Incidents

Number Date

- #24-050 5/1 **Water rescue** @ Drakes Beach for missing surfer.
Attendance: Jim Fox, Brian Cassel, Cassidy Russell, Greg Eastman, Jacob Leyva, Ken Fox, Tom Fox
- #24-051 5/5 **EMS** @ Madrone Ave for trouble breathing.
Attendance: Jim Fox, Brian Cassel, David Briggs, Tim Olson, Tom Fox
- #24-052 5/5 **EMS** @ Edgemont Way. Accidental medical pendant activation.
Attendance: Jim Fox
- #24-053 5/14 **EMS** @ Inverness Way for injury from prior vehicle accident. No transport.
Attendance: Jim Fox, Ken Fox, Tim Olson
- #24-054 5/19 **EMS** @ Aberdeen Way. Accidental medical pendant activation.
Attendance: Brian Cassel, Burton Eubank, David Briggs
- #24-055 5/23 **EMS** @ Pine Hill for weakness. M94 code 2 transport
Attendance: Cassidy Russell, David Briggs, Jacob Leyva, Jim Fox, Ken Fox
- #24-056 5/26 **EMS** @ Inverness Way for Nasuea and trouble urinating. M94 code 2 transport.
Attendance: Brian Cassell, David Briggs, Jacob Leyva, Tom Fox
- #24-057 5/26 **EMS** @ Vision Rd for weakness and a heart issue. M94 code 2 transport.
Attendance: Brian Cassell, David Briggs, Jacob Leyva, Jim Fox, Tim Olson, Tom Fox.
- #24-058 5/27 **Water rescue** @ Yacht Club for a stranded sailboat.
Attendance: Brian Cassell, David Briggs, Jacob Leyva, Jim Fox, Tim Olson, Tom Fox.
- #24-059 5/28 **EMS** @ Sunnyside Dr for a diabetic problem. Inverness for the helicopter.
Attendance: David Briggs, Jacob Leyva, Jim Fox, Tim Olson
- #24-060 5/28 **Fire alarm** @ 545 Mount Vision Rd. False alarm
Attendance: David Briggs, Jacob Leyva, Jim Fox
- #24-061 5/30 **Accidental entry**
Attendance: None
- #24-062 5/30 **Accidental entry**
Attendance: None
- #24-063 5/30 **EMS** @ Madrone Ave for a fall and intoxication. No transport.
Attendance: Burton Eubank, Jacob Leyva, Jim Fox, Ken Fox, Nikki Spencer, Tim Olson, Tom Fox
- #24-064 5/30 **Accidental entry**
Attendance: None

Trainings

May 28: Discussed how to file reports. New radio communication. Western Weekend preparation.

Attendees: Jim Fox, Tom Fox, David Briggs, Jacob Leyva, Jay Borodic, Liam Riley, Tim Olson, Brian Cassel, Andrew Bock, Dennis Holton, Ken Fox

Activities and Maintenance

1. NFIRS data preparation.
2. 381 pump repair.
3. New MERA paging setup.
4. Firefighter academy preparation.

Personnel

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

Jim Fox, Chief

FIRE DEPARTMENT REPORT

June 2024 / July Board Meeting

Incidents

Number Date

- #24-065 6/1 **Tree down** @ 12884 Sir Francis Drake Blvd
Attendance: Greg Eastman, Jim Fox
- #24-066 6/3 **EMS** @ Via de la Vista for a fall
Attendance: David Briggs, Jim Fox, Ken Fox, Burton Eubank, Jacob Leyva, Tim Olson, Tom Fox
- #24-067 6/4 **EMS** @ Limantour Rd. for difficulty breathing.
Attendance: Jim Fox, Brian Cassel
- #24-068 6/5 **Vehicle Accident** @ Point Reyes Petaluma Rd. Unoccupied vehicle.
Attendance: David Briggs, Jim Fox, Ken Fox, Tom Fox
- #24-069 6/12 **EMS** @ Laurel Ave for fall with wrist injury. M94 code 2 transport
Attendance: David Briggs, Jim Fox, Tom Fox, Burton Eubank
- #24-070 6/12 **EMS** @ Via de la Vista for difficulty breathing. M94 code 3 transport.
Attendance: David Briggs, Greg Eastman, Jay Borodic, Jim Fox, Tom Fox
- #24-071 6/13 **EMS** @ Aberdeen. Accidental medical alarm activation
Attendance: David Briggs, Jim Fox
- #24-072 6/19 **Vehicle accident** @ 12620 SFD for motorcycle down..
Attendance: David Briggs, Jim Fox, Burton Eubank
- #24-073 6/21 **Vegetation fire** @ 10999 SFD. 25x25 foot spot.
Attendance: Brian Cassel, Cassidy Russell, David Briggs, Dennis Holton, Greg Eastman, Jay Borodic, Jim Fox, Ken Fox, Tim Olson, Tom Fox
- #24-074 6/22 **Vehicle accident** @ 12312 SFD for motorcycles down. Two patients transported.
Attendance: Brian Cassel, Jim Fox, Ken Fox, Tim Olson
- #24-075 6/22 **Lift assist** @ Via de la Vista.
Attendance: Brian Cassel, Burton Eubank, Dennis Holton, Ken Fox
- #24-076 6/22 **EMS** @ SFD for possible cardiac arrest. M94 transport.
Attendance: Brian Cassel, Burton Eubank, Dennis Holton, Jim Fox, Ken Fox, Tom Fox
- #24-077 6/27 **Fire alarm** @ Inverness School. False alarm.
Attendance: Cassidy Russell, David Briggs, Greg Eastman, Jacob Leyva, Jim Fox, Tom Fox

Trainings

June 9: Technical rope rescue with Point Reyes Station crew.

Attendees: Jim Fox, Tom Fox, David Briggs, Jacob Leyva, Tim Olson, Brian Cassel, Andrew Bock, Dennis Holton, Cassidy Russell, Jacob Leyva

June 25: Wildland fire preparation and drill.

Attendees: Jim Fox, Tom Fox, David Briggs, Andrew Bock, Greg Eastman, Jay Borodic, Brian Cassel

Activities and Maintenance

1. NFIRS data preparation.
2. New MERA paging setup.
3. Firefighter academy preparation.
4. Disaster radio prep.
5. New volunteer training.
6. Defensible space violation research and outreach.
7. Fire department landing page on website update.
8. T-shirt inventory
9. Join California State Firefighters Association

Personnel

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

Jim Fox, Chief

MWPA MONTHLY REPORT

May 2024 / June Board Meeting

Local Projects

- Vegetation maintenance activities in watershed on evacuation routes as needed.
- Work plan and budget approved (see attached). Inverness will put \$11,310 toward a chipper to be used for vegetation clearing. We will put \$11,310 toward clearing vegetation along roadsides.

Defensible Space

- Work plan and budget approved (see attached). Inverness will utilize \$22,619 to contract with MWPA defensible space inspectors.
- Defensible space inspectors plan on being in Inverness in July.

West Marin CORE Project Activity

- CORE projects approved. Inverness will receive \$35,000 to purchase one utility vehicle to aid in vegetation management.

Meetings / Committees

May 2: Operation Committee meeting (David Briggs voting member):

- Approved budget and work plan (see attached) to send to managing board.

Inverness Fire District Local and Defensible Space Proposals

Inverness Vegetation Management Equipment – 2024-25

Lead Agency

Inverness Public Utility District

Partner Agency(ies)

Primary Goal Addressed

Goal 1: Vegetation Management

Primary Objective(s) Addressed

Objective 1.1: Maintain appropriate Vegetation Management in areas between neighborhoods and wildlands

Program Area and Budget Category

Local

Proposal Category

Equipment

Project Description Summary

The Inverness Fire Department will purchase a chipper (minimum of 9" capacity) that will be utilized for vegetation management project work in Inverness.

Geographic Scope

Purchased equipment would be utilized on vegetation management project work in Inverness.

Contribution to Fire Adaptation

Purchased equipment will be utilized for projects that will directly assist with meeting Fire Adapted Community goals/ categories including Landscape Treatments, Prevention, Resident Mitigation, Safety and Evacuation, and Wildfire Response.

Relationship to the CWPP and Other Plans

The project supports all vegetation management related projects and goals outlined in the CWPP.

FY2024-2025 Budget

\$11,310.00

Member Agency attests that this proposal does not supplant efforts that would be performed without Measure C funding: yes | David

DRAFT

Inverness Evacuation Route Vegetation Management – 2024-25

Lead Agency

Inverness Public Utility District

Partner Agency(ies)

Primary Goal Addressed

Goal 1: Vegetation Management

Primary Objective(s) Addressed

Objective 1.3: Maintain appropriate Roadside Vegetation Management

Program Area and Budget Category

Local

Proposal Category

Evacuation Routes

Project Description Summary

In order to improve evacuation routes and fire hazardous vegetation will be reduced along roads within the Inverness Public Utility District. Work will continue to focus on roadside vegetation up to 10 feet from center of the road to both sides of the road edges. Clearing vegetation and low hanging limbs from these areas will improve emergency responder access, reduce the amount of heat that evacuating residents might be exposed to during a fire, improve visibility, and expands usable width of roadways. No healthy, mature trees will be removed under this project. Trimmings and removed vegetation will be disposed of through chipping or composting at regional facilities. Work will be performed at appropriate times of the year to reduce the potential for biological resource impacts (e.g., tree pruning work will mainly occur between September and mid February, unless a recent nesting bird survey conducted by a qualified biologist prior to the work confirms that no active nests would be disturbed). It is critical to support this community in creating safe evacuation routes as well as improving equipment access.

Geographic Scope

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

Contribution to Fire Adaptation

The threat from wildfire can never be fully mitigated therefore creating fire adaptive communities is not only about reducing fire threat from fire growth. Improving the safety of the residents is a key

component of creating a fire adaptive community. People are going to continue to live in these communities and creating quality evacuation routes is a critical component to their long term fire adaptive strategy. This project will also increase Fire Department access in the event of an approaching or initial attack wildfire which will increase the likelihood of protection of residences and the community. Recognizing fire is a critical role of the ecosystem is also important and many of the species rely on disturbance, traditionally from fire, to maintain their health and resiliency.

Relationship to the CWPP and Other Plans

This project directly supports Marin County CWPP Section 8.5.1, *Roadside Vegetation Management*; Section 8.6.1, *Roadway Clearance and Roadside Vegetation*; as well as Recommended Actions 5.1, Improve roadway clearance and vegetation along evacuation routes, and 5.9, Specific roadside treatment recommendations.

FY2024-2025 Budget

\$11,310.00

Member Agency attests that this proposal does not supplant efforts that would be performed without Measure C funding: yes | David Briggs

Inverness Defensible Space Inspections – 2024-25

Lead Agency

Inverness Public Utility District

Partner Agency(ies)

Marin County Fire Department

Primary Goal Addressed

Goal 5: Defensible Space & Home Hardening

Primary Objective(s) Addressed

Objective 5.3 Provide resources and best practices on fire-adapted structural, defensible space codes and code enforcement

Program Area and Budget Category

Defensible Space

Proposal Category

Dspace Evaluations

Project Description Summary

The Inverness Fire Protection District intends to utilize Defensible Space funds to hire County inspectors to perform Structural Ignitability and D Space Assessments, parcel by parcel, providing quality evaluations of fire hazards on all parcels in the Inverness Public Utility District. The Certified Wildfire Mitigation Specialists will assess and record existing conditions, write prescriptions for each parcel, provide written evaluations, and give face to face education to property owners on potential remedies. We will support homeowners to modify the existing built environment, create good Defensible Spaces, reduce hazards, and create a more fire adaptive community. The results of these evaluations will provide parcel level data and hazard identification, thereby facilitating more informed decisions about where to apply home hardening incentives and vegetation management funding most effectively. The District plans to evaluate approximately half of the parcels each year, alternating sections so that each residence receives an evaluation at least once every two years. Inspectors will help inform residents of available Marin Wildfire grant funding for Defensible Space and home hardening work and distribute information on upcoming Chipper Day events in the community.

Geographic Scope

Within the jurisdiction of the Inverness Public Utility District

Contribution to Fire Adaptation

By informing residents of Defensible Space principles, hazard mitigation, fuel reduction and proper disposal, we will help the community adapt to increasing risks of wildfire.

Relationship to the CWPP and Other Plans

Home hardening and defensible space evaluations are consistent with the *Marin County CWPP's* purpose to expand and improve defensible space and hardening structures to "reduce fire hazard and the risk of catastrophic wildfires in the WUI, while promoting the protection and enhancement of the county's economic assets and ecological resources." These activities are addressed in the *Marin County CWPP* Chapter 8, *Mitigation Measures and Strategies*, particularly in Strategy 8.1, *Public Education and Community Outreach*, Strategy 8.3, *Reducing Structural Ignitability*, and Strategy 8.4, *Defensible Space*. Home hardening and defensible space evaluations are further addressed in Chapter 9, *Recommendations and Action Plan*.

FY2024-2025 Budget

\$22,619.00

Member Agency attests that this proposal does not supplant efforts that would be performed without Measure C funding: yes | David

West Marin Zone Budget Summary

West Marin Zone						
Bolinus Fire District Local and DSpace Proposals						
Proposal Title	Zone	Lead Member Agency	Program Area	Local	DSpace	
Bolinus Vegetation Management - 24/25	West	Bolinus Fire Department	Local	\$26,590		
Bolinus Defensible Space Inspections - 24/25	West	Bolinus Fire Department	Defensible Space		\$26,590	
		TOTAL		\$26,590	\$26,590	
		Available Budget		\$26,590	\$26,590	
		Difference		\$0	\$0	
Inverness Local and DSpace Proposals						
Proposal Title	Zone	Lead Member Agency	Program Area	Local	DSpace	
Inverness Vegetation Management Equipment FY24-25	West	Inverness Volunteer Fire Department	Local	\$11,310		
Inverness Evacuation Route Vegetation Management FY24-25	West	Inverness Volunteer Fire Department	Local	\$11,310		
Inverness Defensible Space Inspections FY24-25	West	Inverness Volunteer Fire Department	Defensible Space		\$22,619	
		TOTAL		\$22,619	\$22,619	
		Available Budget		\$22,619	\$22,619	
		Difference		\$0	\$0	
Marin County Fire Local and DSpace Proposals						
Proposal Title	Zone	Lead Member Agency	Program Area	Local	DSpace	
West Zone, CSA 31 And CSA 19 Vegetation Treatment Program - 2024-2025	West	County Of Marin	Local	\$263,145		
Prescribed Fire Planning and Implementation Support	West	County Of Marin	Local	\$100,000		
MCFD Defensible Space and Home Hardening Evaluation and Inspection Program - 24/25	West	County Of Marin	Defensible Space		\$363,145	
		TOTAL		\$363,145	\$363,145	
		Available Budget		\$363,145	\$363,145	
		Difference		\$0	\$0	

Stinson Beach Fire District Local and DSpace Proposals						
Proposal Title	Zone	Lead Member Agency	Program Area	Local	DSpace	
Stinson Beach Emergency Evacuation Alerting	West	Stinson Beach Fire Department	Local	\$3,400		
Stinson Beach Fuel Break – 2024-25 - Maintenance	West	Stinson Beach Fire Department	Local	\$4,800		
Lower Willow Camp Fire Road Improvements	West	Stinson Beach Fire Department	Local	\$19,800		
Stinson Beach Additional Chipper Days - Large Pile Pickups	West	Stinson Beach Fire Department	Defensible Space		\$10,000	
Public Education Materials	West	Stinson Beach Fire Department	Local	\$1,748		
Stinson Beach Defensible Space Inspections 24/25	West	Stinson Beach Fire Department	Defensible Space		\$19,748	
		TOTAL		\$29,748	\$29,748	
		Available Budget		\$29,748	\$29,748	
		Difference		\$0	\$0	
All West Marin Zone Core Proposals						
Proposal Title	Zone	Lead Member Agency	Program Area	Local	DSpace	Revised Core
West Marin NPS Project Support and Implementation	West	County Of Marin	Core			\$137,600
West Marin Zone Evacuation Route Core Project	West	County Of Marin	Core			\$103,290
Utility Task Vehicles for Wildfire Prevention	West	County Of Marin	Core			\$70,000
Project Treatment Monitoring and Maintenance	West	County Of Marin	Core			\$77,000
		TOTAL				\$387,890
		Available Budget				\$387,890
		Difference				\$0

Utility Task Vehicles for Wildfire Prevention

Lead Agency

County of Marin

Partner Agency(ies)

Inverness Public Utility District, Marin County Fire Department

Primary Goal Addressed

Goal 1: Vegetation Management

Primary Objective(s) Addressed

Objective 1.1: Maintain appropriate Vegetation Management in areas between neighborhoods and wildlands

Program Area and Budget Category

Core

Proposal Category

Equipment

Project Description Summary

Inverness Fire Department and Marin County Fire Department will purchase two Utility Task Vehicles (UTVs).

Geographic Scope

Within the jurisdiction of the County of Marin

Contribution to Fire Adaptation

This proposal supports the ability to monitor vegetation in areas that are difficult to access, travel on rough terrain to project locations, and travel on fire roads without using larger vehicles.

Relationship to the CWPP and Other Plans

This proposal supports a wide range of activities identified in the CWPP, including Section 8.5.3, *Open Space and Common Space Vegetation Management*, as well as the Recommended Actions listed in Chapter 9.

FY2024-2025 Budget

\$70,000.00

Member Agency attests that this proposal does not supplant efforts that would be performed without Measure C funding: yes | Gavin Albertoli

DRAFT

MWPA MONTHLY REPORT

June 2024 / July Board Meeting

Local Core Projects

- Vegetation maintenance activities in watershed on evacuation routes as needed.
- 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. Inverness Fire submitted to MWPA a list of non-county maintained roads that we'd like to work on (see attached maps.) We're aiming to have work done on some of those roads this fiscal year, pending MWPA board approval and CEQA compliance. MWPA staff is trying to have those approvals in place after September 2024.

Defensible Space

- Inspection activity to take place in July.

West Marin CORE Project Activity

- CORE projects approved. Inverness will receive \$35,000 for a utility vehicle.

Meetings / Committees

- June 6 Coastal Planning meeting with MWPA staff and consultants regarding Public Works Plan updates.
 - Including evacuation routes in PWP will likely not be included in PWP. MWPA staff and consultants working with Marin County Planning to have evacuation routes be exempt from permitting requirements under Coastal Act.
 - County staff subsequently confirmed that roadside work 10 feet from road (up to 25 in some locations) does not require coastal development permit. Inverness is requesting to include numerous roads that fall outside coastal commission jurisdiction.
 - Inclusion of hazard trees will not be supported under roadside work for PWP.
 - We will need to revisit our polygons to make sure that some roadside fuel breaks are not included. Work being done in ESHEs should be done as part of forest health not fuel break.
 - Timeframe for PWP completion will be at least a year longer now.
- June 11 Operations Committee meeting.
 - MWPA will share data they have collected with researchers. Researchers want to go to risk modeling firms that insurance companies use, get them to use the data that MWPA and other agencies have gathered (fuel break, home hardening, trees that have been reduced on parcels from touching power lines, firefighting resource density), along with a number of other large scale communities (counties, Tahoe Basin, etc.) to create a sample model, then write a paper showing results. These models almost always use publicly funded datasets. So the hope is that they will then utilize the data to create policies. This project is managed and funded outside MWPA.
 - Changes to JPA (see attachments)

- If member agencies want to leave MWPA, they would now be able to do so. Agencies would not stop being taxed until renewal of Measure C. We would give up voting capabilities.
- Operations committee. Possibility to use contractors instead of employees of member agency to be voting members for operations committee.
- Remove ATC committee so that there can be greater collaboration between agencies while not violating Brown Act. Former members of ATC will still collaborate, just not in an open forum. (ATC primarily comes up with work plan)
- Remove 2% abatement fund because no member agencies have wanted to use it. The extra funds will go to our d-space budget.
- No more than 10% of local and d-space funds can be used for admin purposes. It was previously written that no more than 10% of core funds could be used for administrative purposes, but the intent of the founding language was to include local and d-space spending in that cap also.
- Once governing board approves, (Timeline is July 11 for executive committee and July 18 for governing board.) MWPA will contact us and then we will need to get IPUD board approval.

DRAFT AMENDED AND RESTATED
JOINT EXERCISE OF POWERS AGREEMENT
FOR
MARIN WILDFIRE PREVENTION AUTHORITY

Commented [A1]: I've changed the name from Amendment to "Amended and Restated" to make clear that this version of the Agreement replaces the original agreement.

This Amended and Restated Joint Exercise of Powers Agreement for the Marin Wildfire Prevention Authority ("Agreement") is entered into pursuant to Sections 6500 *et seq.* of the California Government Code, by and between the following local agencies: the cities of San Rafael, Mill Valley, and Larkspur ("Cities"); the towns of San Anselmo, Corte Madera, Fairfax, and Ross ("Towns"); the County of Marin (including Service Areas 13, 19 and 31 collectively referred to as "County"); the Fire Protection Districts of Southern Marin, Novato, Kentfield, Stinson Beach, Bolinas, and Sleepy Hollow, the Marinwood Community Services District, the Inverness Public Utility District, and Muir Beach Community Services District ("Districts"); "Cities," "Towns," "County," and "Districts" are referred to in their individual capacities outside of this Agreement as "Local Agencies," and are referred to for the purposes of participation in this Agreement as "Member" or "Members".

Deleted: First Amendment to

Deleted: the

Deleted: (JPA)

Commented [A2]: Because MV was a member of the original JPA and is a Member Taxing Entity for Measure C, the Board agreed to allow MV to remain a JPA member through expiration of Measure C. See https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/2113218/8a_STAFF_REPORT_-_City_of_Mill_Valley_Annexation_to_Southern_Marin_Fire_District_for_8-17-23.pdf

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RECITALS

WHEREAS, the growing wildfire risk in Marin County does not respect jurisdictional boundaries and needs immediate action and sustained commitment to better protect Marin residents, homes and businesses; and

WHEREAS, intensifying climate change and extensive fuel build-up are contributing to the increasing threat of wildfire throughout Marin County and, to the extent possible, should be addressed through ecologically sound practices that minimize release of greenhouse gases and protect the biodiversity and resilience of Marin's landscapes; and

WHEREAS, individual homes and properties are only as fire resilient as the surrounding homes and properties within each neighborhood or area; and

WHEREAS, the more than 260,000 people living in Marin County receive fire protection and emergency response services provided by 19 separate cities, towns, fire districts and the County of Marin and no single agency currently exists for coordinating wildfire prevention; and

WHEREAS, local fire agencies, communities, emergency service providers, city and towns governments and the County of Marin must coordinate wildfire prevention and disaster preparedness and mitigation, including maintaining defensible space, reducing combustible vegetation, making homes fire resistant and planning for organized evacuation in an emergency; and

WHEREAS, in 2016 the Marin County Fire Department published a *Community Wildfire Protection Plan*, identifying specific steps needed to reduce the risk of wildfire and related loss of life and property in Marin; and

WHEREAS, in 2018 Marin County published *Lessons Learned from North Bay Fire Siege*, summarizing key findings and conclusions from the 2017 wildfires that devastated Sonoma, Napa, Lake, Solano and Butte counties, burned nearly 250,000 acres, destroyed nearly 9,000 structures, forced 90,000 evacuations, caused \$14.5 billion in property damage and killed 44 people; and

WHEREAS, in 2019 the Marin County Civil Grand Jury issued *Wildfire Preparedness: A New Approach*, a report identifying an urgent need for a coordinated wildfire prevention program in Marin and providing detailed recommendations for reducing wildfire risk and securing dedicated funding for wildfire prevention programs; and

WHEREAS, efforts are needed to assist seniors, persons with disabilities, and low-income households to maintain defensible space, make homes fire resistant, and prepare for emergencies to mitigate wildfire threats to structures and defensible space; and

WHEREAS, each of Marin’s communities has unique local needs such as wildfire risk from homeless encampments or road widening for safe evacuations and the Marin Wildfire Prevention Authority (“[Marin Wildfire](#)”) will seek to address these specific local needs with a local wildfire mitigation program that assists local fire agencies in meeting unique community needs while sustaining a core countywide program for consistency; and

WHEREAS, the most effective way to protect all of our communities from the risk of wildfire is to come together in a joint powers authority to implement a countywide program of priority fire prevention, education and vegetation management; and

WHEREAS, the Marin Wildfire was formed when the 17 Members entered into the original joint exercise of powers agreement (“original agreement”) and Measure C, including Ordinance No. 3716, was approved by 70.8% of voters in March 2020 to impose a tax on all parcels of real property in Marin County within the boundaries of Marin Wildfire’s Members, which are defined as “Member Taxing Entities” under the Ordinance; and

Commented [A4]: Updating the language to reflect the approval of Measure C.

Deleted: WHEREAS, the Marin Wildfire Prevention Authority (“Marin Wildfire”) was formed when the 17 Members entered into the original Agreement and Measure C, including Ordinance No. 3716, was approved by 70.8% of voters in March 2020 to impose a tax on all parcels of real property in Marin County within the boundaries of Marin Wildfire’s Members, which are defined as “Member Taxing Entities” under the Ordinance; and

WHEREAS, effective July 1, 2023, the City of Mill Valley consolidated its fire department and taxing authority for fire protection and prevention with the Southern Marin Fire District. As the original agreement did not address this type of action on the part of a Member Taxing Entity at the time the consolidation took effect, on August 17, 2023, the Marin Wildfire Board of Directors voted unanimously to allow the City of Mill Valley to remain a Member until the expiration of Measure C; and

Deleted: agreed

WHEREAS, the Members wish to amend and restate the original agreement to reflect the current structure of Marin Wildfire and to address matters that were not included in the original agreement; and

Commented [A5]: An addition to the JPA to describe the reason for the amendment.

WHEREAS, the Members find that the amendments reflected in this Agreement comport with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement;

NOW, THEREFORE, for and in consideration of the mutual benefits, covenants, and agreements set forth herein, the Members agree as follows:

SECTION 1. Authority and Purpose

- a. This Agreement is made under the authority of Sections 6500 through 6515, inclusive, of the California Government Code, among the Members.
- b. The purpose of this Agreement is to establish a Joint Powers Authority separate from the Local Agencies. This Authority is to be known as the Marin Wildfire Prevention Authority and may be referred to as Marin Wildfire. Marin Wildfire will plan, finance, implement, manage, own and operate a multi-jurisdictional and county-wide agency to prevent and mitigate wildfires in Marin County. Each Member individually, at the time Measure C including Ordinance No. 3716 passed in 2020, had the statutory ability to provide fire suppression, protection, prevention and related incidental services. The purpose and intent of this Agreement is to jointly exercise the foregoing common powers in the manner set forth herein.

SECTION 2. Term of Agreement

This Agreement becomes effective upon the first date that at least three quarters (3/4) of the 17 Local Agencies listed above (i.e., 13 Local Agencies) approve the Agreement at a public meeting. It shall remain in effect until it is terminated pursuant to Section 16 or amended in accordance with Section 21.

SECTION 3. Membership

- a. **Initial Membership.** To become an initial Member, the Local Agency executed the original agreement and approved the County of Marin placing the tax measure on the ballot by October 31, 2019. A Local Agency geographically located in Marin County that possessed fire protection responsibilities must have adopted a resolution of their governing board to become a participating signatory to this Agreement and Member of Marin Wildfire. At that time, 17 of the Local Agencies had done so.
- b. **Successor Membership.** If, due to changes in circumstances (including, but not limited to changes in fire suppression responsibility approved by LAFCO) a Member's fire suppression responsibility is transferred to a new or different public agency, that new or different public agency shall be admitted as a Member upon approval of such membership and this Agreement by such public agency's governing body.
- c. **Member Withdrawal and Consolidation.**

- 1) **Withdrawal.** A Member that wishes to withdraw from Marin Wildfire, must provide written notice to Marin Wildfire at least one (1) year prior to the Board of Directors' final action to propose a tax renewal measure for consideration by Members. A Member's withdrawal will

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take effect upon the expiration of the tax that is in place at the time such withdrawal notice is provided to the Board of Directors.

2) Consolidation/Merger. If, due to changes in circumstances a Member's fire protection responsibility and taxing authority for fire protection and prevention is transferred to a new or different public agency that results in a Member losing its fire protection responsibility and its Member taxing authority, the Member will be withdrawn from Marin Wildfire upon expiration of the tax that is in place at the time of any such changed circumstance.

d. **Additional Members.** A Local Agency geographically located in Marin County that possesses fire protection responsibilities may become a Member only when Marin Wildfire seeks to renew the tax that funds Marin Wildfire. Specifically, the Local Agency must adopt a resolution of their governing board to become a participating signatory to this Agreement, as amended, and must approve placing a tax measure on the ballot in conformance with Section 5(f) of this Agreement. The Board of Directors must adopt a resolution authorizing membership of the new Member, specifying conditions, if any, associated with membership, including a one-time pro rata charge to compensate for past expenditures and investments of Marin Wildfire that will be of benefit to the Member upon joining Marin Wildfire ("New Member Charge"). The Board of Directors' determination of the conditions, if any, including the New Member Charge, is final.

1) If the tax renewal measure is approved by the voters, each Additional Member will be considered a Member and will be represented on Marin Wildfire's Board of Directors. If a New Member Charge is required upon joining Marin Wildfire, that Charge will be deducted from the New Member's Local-specific wildfire prevention funding described in Section 9(d) until the Charge is paid in full. The New Member will also have the option of paying in full the Charge within sixty (60) days of joining Marin Wildfire.

2) If the tax renewal measure is not approved, this Agreement will terminate and assets will be allocated among the Initial Members as outlined in Section 16 and the new Member(s) will not become Member(s) or serve on Marin Wildfire's Board of Directors.

SECTION 4. Board of Directors

a. Marin Wildfire will be governed by a Board of Directors comprising elected leaders from each Member to ensure that wildfire programs and resources are directed to areas of greatest need and opportunity for community benefit.

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Commented [A9]: The original JPA language really didn't provide a way for Tiburon and Belvedere to come on board if they wanted to. This links any potential new membership to renewal of the tax measure.

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- b. Marin Wildfire shall be governed by the Board of Directors which is hereby established. ~~The Board of Directors shall be comprised of Directors who are elected officials of the Members, and each Member shall have one Director on the Board of Directors.~~
- c. The Board of Directors shall hold at least two meetings each year as determined by its bylaws. Special Meetings of the Board may be called in accordance with the provisions of the Brown Act and Government Code Section 54956.
- d. Minutes of the adjourned, regular and special meetings of the Board shall be kept and said minutes shall be available to Members and the public on Marin Wildfire's website. A majority of the Directors of the Board will constitute a quorum; however, if the number of Members is an even number, then 50% of the Directors of the Board will constitute a quorum. In the event of a meeting of the Board with less than a quorum, the present Directors will only have the power to dismiss a meeting. For purposes of conducting business, a majority of the quorum will be authorized to act on behalf of Marin Wildfire, subject to the voting conditions set forth in Section 4.f.
- e. The Board shall elect, at its first meeting of each fiscal year, a President and Vice President. The President and Vice President shall serve one-year terms, but can be re-elected. The President shall represent Marin Wildfire and execute any contracts and other documents when required by the bylaws. The Vice President shall serve in the absence of the President.
- f. **Voting.** For all votes conducted by the Board, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the Directors present vote in favor of a motion, and (2) the Directors present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.
- g. The Board may adopt from time to time such policies, procedures, bylaws, rules and regulations for the conduct of its affairs as deemed necessary by the Board.

Deleted: . The Authority Marin Wildfire shall not have responsibility for any services or duties set forth in this Agreement unless and until the tax measure is passed by the voters in a certified election.

Commented [A13]: This is due to how our business practices have evolved and it seems to work.

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SECTION 5. Powers of Marin Wildfire

- a. Marin Wildfire shall have all of the necessary powers and authorities granted by law to exercise the common powers of its members in providing wildfire suppression, protection, prevention and related and incidental services, with members retaining all powers.
- b. Marin Wildfire shall have all of the necessary powers to evaluate structures and defensible space and provide structural fire protection advice to enhance compliance of parcels of land and buildings meeting local fire and building codes, as well the power to create neighborhood and public education programs to reduce wildfire vulnerability and improve neighborhood preparedness.

- c. Marin Wildfire may contract with private companies and public agencies to create, implement and operate Marin Wildfire to provide wildfire protection and prevention, as well as to ensure buildings meet fire and building codes.
- d. Marin Wildfire may make and enter into contracts; adopt budgets; employ and retain agents and personnel; retain legal counsel; retain consultants and engineers; acquire grants; acquire, hold, lease and dispose of real and personal property; accept donations; sue and be sued; and possess and exercise all other powers common to the Members. The intent of this provision is to allow Marin Wildfire flexibility in making fiscally sound staffing decisions.
- e. Marin Wildfire may incur debt and issue bonds or any like instruments of no more than 10% of its annual budget in order to efficiently provide the service enumerated herein in compliance with the pertinent sections of the Government Code of the State of California. Specifically, Marin Wildfire can incur debt in its own name under any law authorizing a joint power authority to do so, including Government Code Section 6540 *et seq.*, and the Marks-Roos Local Bond Pooling Act of 1985, and Government Code Section 6584 *et seq.*
- f. Marin Wildfire may authorize taxes pursuant to Government Code Sections 50075 *et seq.*, 53978, or any successor statutes, Subsequent taxes shall be levied and assessed as a special parcel tax by the County of Marin, on behalf of itself and Member Taxing Entities, on all parcels of real property in the Member Taxing Entities for each fiscal year.
- g. Marin Wildfire may exercise the powers permitted pursuant to Government Code Section 6504 or any successor statute. Pursuant to Government Code Section 6509.5, Marin Wildfire is entitled to invest any money in the treasury that is not required for the immediate necessities of Marin Wildfire.
- h. Marin Wildfire may do all things necessary and lawful to carry out the purpose of this Agreement.
- i. As required by Government Code Section 6509, one Member must be designated such that the power of Marin Wildfire is subject to the restrictions upon the manner of exercising power possessed by the Member. The County of Marin is designated as the Government Code Section 6509 public entity.

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Deleted: No subsequent taxes or fees may be raised by the Authority without approval of Members. ...

Commented [A14]: This commits the member agencies to a sq. ft tax put on the ballot by the County.

SECTION 6. Operations Committee

- a. The Operations Committee shall be responsible for creating a recommended annual budget and a recommended annual work plan for the Board. The Operations Committee shall meet at least twice per year at a reasonable time before the Board must establish its budget. The Operations Committee representatives should strive for a balance of executive/administrative and fire expertise on the committee. The Operations Committee shall be composed of representatives who are agency staff or contract employees, one from each of the Members. The Operations Committee meetings will be held in accordance with the Ralph M. Brown Act, Government Code sections 54950 *et seq.*

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Commented [A15]: Allowing contract employees to serve on the committee will provide flexibility to member agencies that do not have staff to serve in this role.

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Commented [A16]: The original JPA didn't stipulate that the Ops Committee was a Brown Act committee, but based on legal opinion, they have complied with all requirements of a Brown Act committee. This amendment will ensure that the Ops Committee continues to follow the Act.

- b. **Voting.** For all votes conducted by the Operations Committee, a proposed motion subject to vote passes when both following conditions are satisfied: (1) a majority of the representatives of the Operations Committee present vote in favor of a motion, and (2) the representatives of the Operation Committee present and voting in favor of a motion represent, in the aggregate, according to the then latest general census, over 50% of the population represented by the Member agencies present in the quorum.

SECTION 7. Reserved

SECTION 8. Community Oversight Committee

The Board of Directors will create a Community Oversight Committee. The Community Oversight Committee will review Marin Wildfire’s spending on an annual basis following the report from the Treasurer. After review of the previous year’s work program and the financial audit, the Community Oversight Committee will adopt a report on the spending of the parcel tax funds and the previous year’s work program to evaluate consistency with the tax measure. Community Oversight Committee participants will be residents who are neither elected officials of any government entity, nor public employees of any Member. Service on the Community Oversight Committee will be restricted to individuals who reside in Marin County. Participants on the Community Oversight Committee will be required to submit a statement of financial disclosure and participation will be restricted to individuals without economic interest in any of Marin Wildfire’s projects. The Community Oversight Committee may create subcommittees to monitor the deliberations of the Board of Directors and Operations Committee. The Board of Directors shall appoint participants to the Community Oversight Committee from applications received as set forth below:

- Five participants, each residing in one of these five general geographical areas: West Marin, Novato, San Rafael, Central Marin, and Southern Marin.
- One participant from a taxpayer organization of Marin County.
- One participant from environmental organizations of Marin County.
- One participant from Fire Safe Marin or similar fire prevention organization.
- One participant from a non-partisan community-based organization,
- One nonvoting youth member (age 14-18) for a one-year term rotating between the five general geographical areas, when possible.

SECTION 9. Funding

- a. The Board shall adopt an annual budget for Marin Wildfire’s activities by June 1 of each year. In adopting the annual budget, the Board must consider recommendations from the Operations Committee. The annual budget shall identify the programs of Marin Wildfire and allocate funds by program. The budget and accounting system shall account for direct and overhead costs by program. The Board shall allocate these costs for each program with the adoption

Commented [A17]: The ATC is made up of staff members that collaborate and develop cross-jurisdictional projects. Eliminating the ATC from the Amended JPA Agreement means that these local agency staff members can work together to develop projects without the burden of being a formally-appointed advisory body subject to the Brown Act. At the same time, the projects will be presented in public meetings held by the Operations Committee, the Finance Committee, the Executive Committee and the Board of Directors where public input can be provided.

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Commented [A20R19]: Coler - I don’t agree we should change the name for DEI purposes. Citizen’s Oversight Committee is the “commonly accepted” name for the “group” the oversees tax expenditures. By changing the name it diminishes the purpose of the committee.

Commented [A21R19]: Coler - I think adding a CBO member is fine and a non-voting youth member is fine.

Commented [A22R19]: Coler - Don’t we already have a CBO with the non-partisan group,

Deleted: <#>The Advisory/Technical Committee shall be responsible to the Operation Committee for advising Authority staff to forprovide expert advice and recommendations regarding how the programs of the Authority should be developed and implemented. The Advisory/Technical Committee shall be comprised of one technical staff member from appointed by each Member agency and the Board shall adopt bylaws (... [9])

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of the annual budget. To the extent changes to the budget under California law require approval of more than a simple majority of Members, the population representation requirement of Section 4.f. shall not increase.

- b. The core program functions of Marin Wildfire will be funded by 60% of the tax measure proceeds and will consist of, but not be limited to, vegetation management; wildfire detection; evacuation plans and alerts; grants; and public education. Marin Wildfire may allocate core funds to local wildfire prevention efforts, should the Board of Directors determine the core functions of Marin Wildfire are being served.
- c. Defensible space and fire-resistant structure evaluations, and mitigation of fire threats thereof, will be funded by 20% of the tax measure proceeds and will be done on a shared service basis or by the responsible Member consistent with Section 10.
- d. Local-specific wildfire prevention efforts will be funded by 20% of the tax measure proceeds and allocated to each Member in proportion to revenue raised in each Member's respective tax rate areas. Members must certify that the tax measure proceeds are used consistent with the purpose of Marin Wildfire and that the tax measure expenses result in a higher level of service than would otherwise be provided by the Member.
- e. An administrative cost of not more than 10% will be budgeted for each program, including the core program, defensible space and fire-resistant structure evaluation program, and local-specific wildfire prevention efforts. Should a Member locally administer the defensible space evaluations pursuant to Section 10, an administrative cost will not be withheld by Marin Wildfire for that program. The Board shall determine the methodology for calculating administrative costs.
- f. In Fiscal Year 2025-26, 2030-31, 2035-36 and continuing every five years thereafter, the Board may alter the funding levels of the core program functions of subsection 9.b. and the defensible space evaluations from subsection 9.c. The local-specific wildfire prevention efforts of subsection 9.d. will remain funded by 20% of the tax measure proceeds. A vote to alter the funding levels pursuant to this section shall require two-thirds approval of Directors voting to alter the funding levels, while maintaining the over 50% of the population represented by the Member agencies requirement in accordance with the voting rules set forth in Section 4.f. Should the Board approve changes to the funding levels of the programs, to provide adequate notice to Member agencies, those changes will not go into effect until two fiscal years after the changes were approved. For example, if funding levels of programs are altered during Fiscal Year 2025-26, those changes will not be implemented until the budget of Fiscal Year 2027-28.

Commented [A25]: Member agencies have requested the removal of the abatement fund - nobody is using it or have the desire to use it. Additionally, the MWPA doesn't have the authority to use it. Finally, pursuant to section (f), in 2025/26 the 2% can be reallocated for other purposes.

Deleted: Within the defensible space program, an Abatement program shall be created by the Authority, funded with 2% of the total tax measure proceeds. Funds from this Abatement program are retained by the Authority, notwithstanding a Member selecting to locally administer pursuant to Section 10. The Authority will only enforce a uniform abatement code. Litigation of abatements is the responsibility of the Member....

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Commented [A26]: The JPA language was not explicit that the 10% admin clause covered Local Projects and member agency supported DSpace. This is filling that void.

SECTION 10. Option to Locally Administer the Section 5.b. Defensible Space Program

Should a Member choose to locally administer the power set forth in Section 5.b., that Member shall evaluate structures and defensible space so property owners can enhance compliance with fire and building codes through homeowner education and, as necessary, enforcement follow-up. The Member choosing to locally administer the Defensible Space Program must certify that the Member shall use the funds provided by Marin Wildfire exclusively to evaluate defensible space and to enhance compliance with structures and land meeting fire and building codes, and not for any other purpose. Tax measure proceeds will be allocated to Members choosing to locally administer in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas, as determined by the Board. For those Members remaining in the defensible space program, Marin Wildfire will expend the tax measure proceeds in an amount approximately equal to each Member's proportion of revenue raised in each Member's respective tax rate areas.

Commented [A27]: This is making the language more contemporary and in alignment with business practices. The original language was geared towards MWPA's start up.

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Deleted: Additionally, the Authority shall be entitled to retain 2% of the overall tax measure proceeds for the Authority's Abatement program, regardless of how many Members choose to exclusively manage their own defensible space program.

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SECTION 11. Exemptions

Marin Wildfire shall be responsible for technical tax adjustments, consistent with the ballot measure. Whenever possible, Marin Wildfire must defer to reasonable requests from the Marin County Tax Collector to accommodate exemptions for parcels that are roads or creek beds, as well as split parcels ineligible for an assessor parcel combination solely because the parcels are not in the same tax rate area.

SECTION 12. Duties of Treasurer

- a. The Treasurer of Marin Wildfire shall be the Treasurer of one of the Members and/or a certified public accountant appointed by the Board of Directors in accordance with the provisions of the applicable law, Marin Wildfire at its first meeting and thereafter at its first meeting of the fiscal year shall elect a Treasurer and establish terms with the Member agency. This person shall also function as the Controller of Marin Wildfire.
- b. The Treasurer shall serve as the depository and have custody of all Authority funds and establish and maintain such books, records, funds, and accounts as may be required by generally accepted accounting practice, shall cause an independent annual audit of the accounts and records and comply with all requirements of Government Code Sections 6505, 6505.1, 6505.5 and 6505.6.
- c. The Treasurer, within one hundred and twenty (120) days after the close of each fiscal year ending on June 30, or as soon thereafter as possible, shall give a complete written report of all financial activities for such fiscal year to the Members.

Commented [A28]: Simplifying the language.

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SECTION 13. Debts and Liabilities

As permitted pursuant to Government Code Section 6508.1, no debt, liability, or obligation of Marin Wildfire shall constitute a debt, liability, or obligation of any

Member and each Member’s obligation hereunder is expressly limited only to the appropriation and contribution of such funds as may be levied pursuant to this Agreement or as the Member may agree.

SECTION 14. Insurance and Indemnification

Marin Wildfire shall acquire such insurance protection as is needed to protect the interests of Marin Wildfire and the Members, and such cost shall not count toward the administrative fee of Section 9.e. Marin Wildfire may use self-insurance and may contract with a Member for insurance services. Marin Wildfire shall defend and indemnify and hold harmless the Members and each of their respective officers, agents and employees, from all claims, losses, damages, costs, injury and liability of every kind, nature and description directly or indirectly arising from the performance of any of the activities of Marin Wildfire or the activities undertaken pursuant to this Agreement.

SECTION 15. Privileges, Immunities and Other Benefits

In accordance with California Government Code Section 6513, all of the privileges and immunities from liability, all exemptions from laws, ordinances and rules, and all pension, relief, disability, workmen’s compensation, and other benefits which apply to the activity of the trustees, officers, employees or agents of the Members when performing their functions shall apply to the same degree and extent while engaged in the performance of any of their functions and duties for Marin Wildfire.

SECTION 16. Termination; Disposition of Assets.

- a. Should a tax measure to be placed on the ballot fail to pass or is subsequently repealed, this Agreement is terminated and shall be of no further effect upon certification of the election results.
- b. In accordance with Government Code Section 6512, upon termination of this Agreement, any surplus money in possession of Marin Wildfire or on deposit in any fund or account of Marin Wildfire shall be returned in proportion to the contributions made by the tax payers of each Member’s jurisdiction. Any other property of Marin Wildfire shall be divided among the Members in such manner as shall be determined by Marin Wildfire in accordance with California law.
- c. If a tax measure is rescinded, all decisions of the Board with regard to determination of amounts to be transferred to Members or any successor shall be final.

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SECTION 17. Severability

If any provision of the Agreement or its application to any person or circumstances is held invalid, the remainder of this Agreement and the application of the provision to other persons or circumstances shall not be affected.

SECTION 18. No Rights to Third Parties

All of the terms, conditions, rights and duties provided for in the Agreement are, and shall always be, solely for the benefit of the Members. It is the intent of the Members that no third party shall ever be the intended beneficiary of any performance, duty or right created or required pursuant to the terms and conditions of this Agreement. Nothing in this Section shall be interpreted to preclude the work of the Authority being done on private land.

SECTION 19. Notices.

Notices to Members under this Agreement shall be sufficient if delivered to the City Clerk or chief secretarial officer of the Member, or to any other person designated in writing by the Member.

SECTION 20. Prohibition Against Assignment.

No Member may assign any right, claim, or interest it may have under this Agreement, and no creditor, assignee or third-party beneficiary of any Member shall have any right, claim or title to any part, share, interest or assets under this Agreement.

SECTION 21. Amendments

This Agreement may be amended at any time by one or more supplemental agreements executed by mutual agreement of three-fourths (3/4) of the governing boards of the Members, so long as any amendment comports with the purpose of the voter approved measure, as set forth in Section 1 of this Agreement.

SECTION 22. Agreement Complete

The foregoing constitutes the full and complete Agreement of the parties with respect to the subject matter hereof, and supersedes all prior understandings or agreements whether written or verbal. There are no oral understandings or agreement not set forth in writing herein. Any such agreements merge into this Agreement.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their proper officers thereunder duly authorized as of the date of approval by the public agencies that are parties hereto. This Agreement shall be executed in counterparts.

Dated: _____

By: _____

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Page 3: [2] Commented [A8] **Author**

The original JPA did not include a provision related to withdrawal/merger of members.

- This proposal links the membership in the JPA to the expiration of the tax measure, which is consistent with how we handled SMFD and MV merger.

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▼ 2) ▲ ◀

Page 4: [6] Commented [A10] **Author**

This allows the Board to determine how much to charge new members for the benefits they receive from existing MWPA programs.

▲ **Page 4: [7] Commented [A11]** **Author**

This originally was for if the first measure didn't pass. So it has been updated for the renewal and potential new members.

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▲ **Page 7: [11] Commented [A23]** **Author**

This is the language from the Ordinance. There has been some debate about the breadth of the COC's reporting role, so it will be simplest to have the same description in both Measure C and the JPA agreement.

▲ **Page 7: [12] Commented [A24]** **Author**

Updating the language to reflect the approval of Measure C.

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STAFF REPORT

FOR THE MEETING OF JUNE 10, 2024

To: Marin Wildfire Prevention Authority Operations Committee

From: Mark Brown, Marin Wildfire Executive Officer

Subject: Proposed Revisions to Marin Wildfire JPA Agreement

RECOMMENDATION:

Receive report and provide feedback regarding the proposed revisions to the attached Marin Wildfire Prevention Authority (“Marin Wildfire”) amended and restated joint exercise of powers agreement (“Amended JPA Agreement”) (Attachment 1).

BACKGROUND:

Marin Wildfire was created when 17 local Marin agencies with fire prevention responsibility entered into a joint exercise of powers agreement and the voters adopted a tax measure to fund the agency in March 2020. Thanks to the tireless efforts of the drafters of the original agreement, including some of MMA’s members, the document has provided a solid and efficient structure for the agency.

ANALYSIS:

As sound a document as the original agreement is, during the years that it has been in use, member agencies and Marin Wildfire staff have noted several provisions that would benefit from revision. The attached Amended JPA Agreement includes proposed changes that have been developed with input from a working group consisting of Dan Schwarz, Jason Weber, Matthew Hymel, Dan Eilerman, and myself. In addition, an ad hoc subcommittee of the Marin Wildfire Board of Directors reviewed and offered input for the proposed amendments.

The most substantive changes to the attached Amended JPA Agreement are the following:

1. Section 3. Membership – This section has been amended to include the mechanism for an existing member’s withdrawal from Marin Wildfire and for new agencies to become members. As proposed, both the withdrawal and addition of members is explicitly tied to the agency’s role as a “member

taxing entity” for the parcel tax measure. Original member agencies that were member taxing entities when the current tax measure was presented to the voters will continue to serve as Marin Wildfire members until expiration of the current tax measure. Similarly, agencies wishing to join Marin Wildfire may do so only when a tax measure is placed on the ballot to renew funding for Marin Wildfire.

- a. The City of Mill Valley provides a useful example of withdrawal/consolidation of member agencies. In July 2023, the City’s fire service and fire-related taxing authority were annexed to Southern Marin Fire District. The Marin Wildfire Board of Directors determined that the City of Mill Valley would remain a Marin Wildfire member until the expiration of the current tax measure. As discussed by the Board, the City was a member taxing entity at the time the tax measure was adopted and Mill Valley voters should continue to be represented by that entity until the tax expires. When the tax renewal goes to the voters, Southern Marin Fire District will be the member taxing entity for Mill Valley and the City will no longer be a member of Marin Wildfire.
- b. Tiburon and Belvedere are the only agencies with fire protection responsibility that may seek to join Marin Wildfire. To become members, like the initial 17 members, they must agree to sign the JPA Agreement, as amended, and to put a tax measure on the ballot to fund Marin Wildfire’s work. As provided in the proposed revisions, the local agency may also be required by the Board to pay a “New Member Charge”, which is a one-time pro rata charge for past expenditures and investments of Marin Wildfire that will be of benefit to the new member upon joining Marin Wildfire. This amount can be paid in full or deducted from the local-specific wildfire prevention funding for the local agency.

2. Section 7. Advisory Technical Committee. – The Advisory Technical Committee (ATC) was included in the original agreement and was specifically required under that agreement to comply with the Ralph M. Brown Act. However, it appears from discussions with drafters that this requirement was included in the agreement in error. The ATC is made up entirely of member agency staff who are tasked with developing projects that are evaluated by agency and Marin Wildfire staff before being provided to the Marin Wildfire Operations Committee for discussion. The Operations Committee develops budgets for each project and finalizes the project proposals that are then considered by the Executive Committee and Board of Directors as part of the annual Work Plan. Accordingly, eliminating the

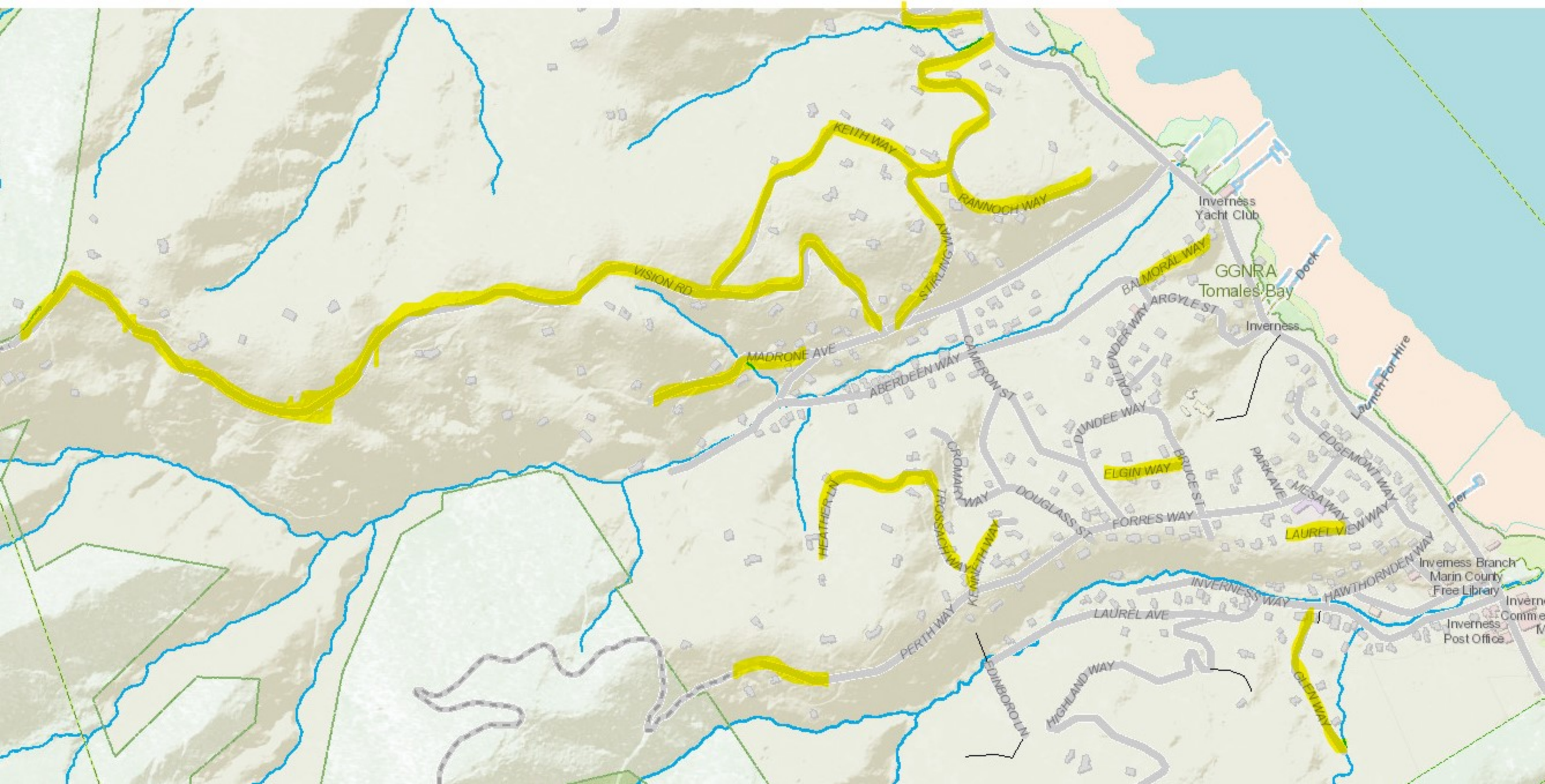
ATC from the Amended JPA Agreement will allow these local agency staff to work together, not as a formally-appointed advisory body, but as project planners. Those potential project plans will then be vetted by the Operations Committee, Executive Committee, Finance Committee and Board of Directors in open and public meetings where there will be ample opportunity for public engagement.

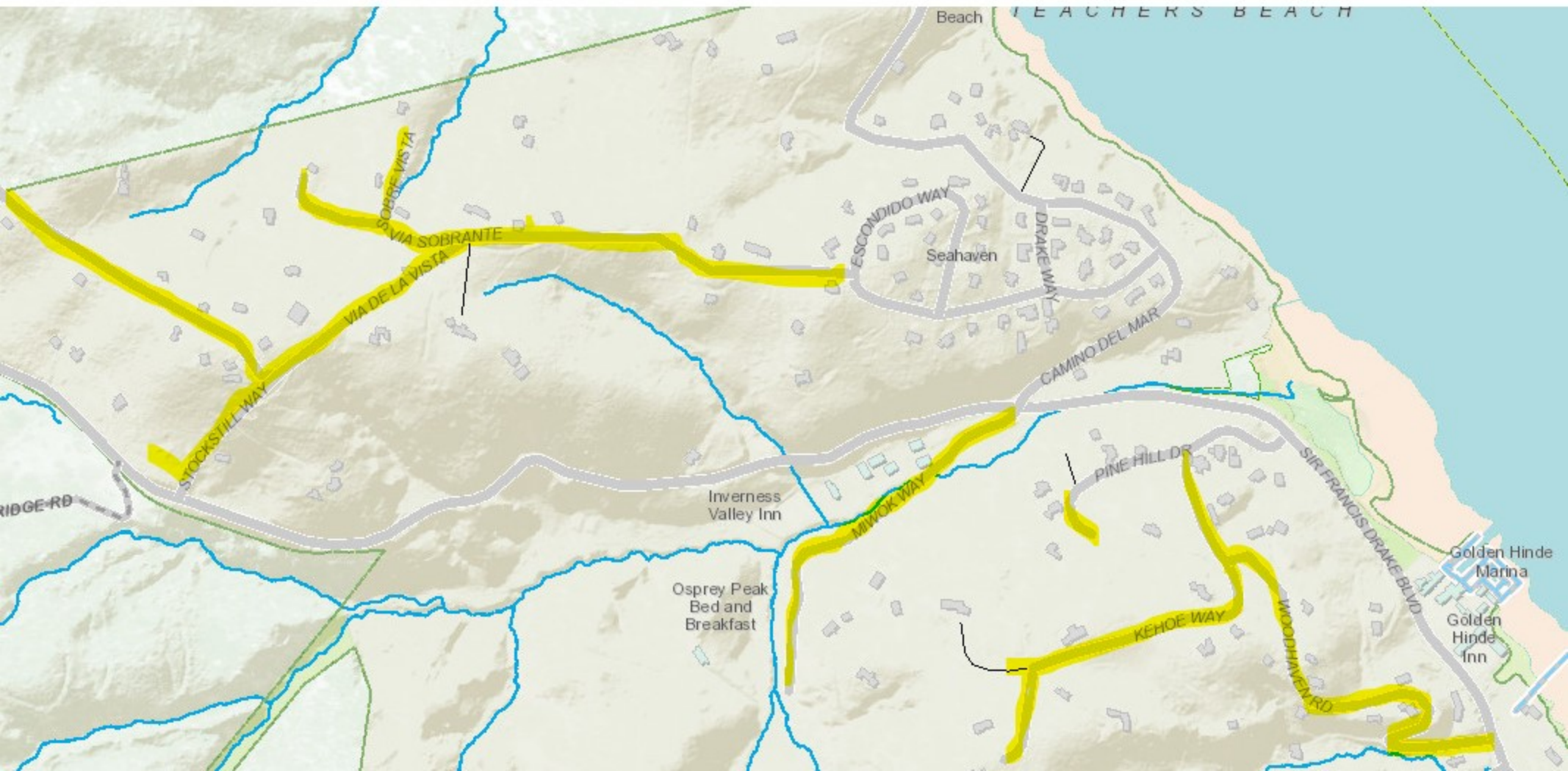
3. Section 9(c). Funding. – The original agreement set aside 2% of the 20% of funds for defensible space and fire-resistant structure evaluations to be used for an “abatement fund”. However, local agencies handle their own abatements based on local and state codes and Marin Wildfire is not able to take on those staff and resource-intensive efforts. Therefore, as requested from the member agencies, the proposed Amended JPA Agreement eliminates the abatement fund.

The JPA revisions have been reviewed by the Marin Managers Association, after review by the Operations committee, the proposed agreement revisions will be considered by the Executive Committee and Board of Directors. The proposed Amended JPA Agreement will then be brought before each of the member agencies’ Boards or Councils for approval. Marin Wildfire will provide a model staff report and resolution for those meetings.

Respectfully submitted,

Mark Brown
Executive Officer





Beach

TEACHERS BEACH

COBBLE VISTA

VIA SOBRANTE

VIA DE LA VISTA

STOCKSTILL WAY

ESCONDIDO WAY

Seahaven

DRAKE WAY

CAMINO DEL MAR

RIDGE RD

Inverness Valley Inn

MINOK WAY

PINE HILL DR

SIR FRANCIS DRAKE BLVD

Osprey Peak Bed and Breakfast

Golden Hinde Marina

Golden Hinde Inn

KEHOE WAY

CAMPGROUND RD



NEXT GENERATION PROJECT

June 2024 Governing Board UPDATE:

Construction:

Construction is complete on all MERA sites and Punch List and Change Orders are being reviewed for Bid Package 4 sites.

Radio Network:

Motorola has completed network installation at all sites. System optimization is complete, and they are working on punch list items at each site.

Dispatch Centers: Fire ECC was opened with NG Consoles and reach back capability to Gen One (thank you Radio Shop), the rest of the dispatch centers are preparing their back rooms and the install will begin in mid-July.

Microwave:

Punch list is underway.

Fire Station Alerting:

Installation of the system at the fire stations is completed. Functionality testing by Mach Alert is scheduled to begin in mid-July 2024. Reps from Hexagon, Mach Alert, Motorola, and MERA meet regularly to ensure project progress.

Cutover:

Cutover schedule provided by Motorola anticipates cutover to begin in August/September 2024. The process will require each agency to move over to new talk group templates and new frequencies, stepping away from the existing Gen 1 System. Cutover Plan specifics have been updated following the recent meeting in April 2024. MERA will also be replacing Marin County's Volunteer Paging Network with new technology. New equipment will be installed in all Dispatch Centers prior to final cutover creating a smooth transition.



Inverness Public Utility District
Board Meeting

Agenda Item No. 7

Review and Approve Expenditures

**Inverness Public Utility District
Check Detail
May through June 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check		05/13/2024	Amazon Marketplace	VOID: Office Equipment	1-103 · Bank of America 4809	
TOTAL						0.00
Check		05/15/2024			1-103 · Bank of America 4809	
					66100 · Water Autopay Bank Clearing	-50,548.58
TOTAL						-50,548.58
Check		05/15/2024		Service Charge	1-103 · Bank of America 4809	
				Service Charge	870-06 · Banking & Payroll Charges	-150.69
TOTAL						-150.69
Check		05/22/2024	Verizon Wireless		1-103 · Bank of America 4809	
					870-01 · Telephone & Internet	-40.01
TOTAL						-40.01
Check		05/24/2024			1-103 · Bank of America 4809	
					870-14 · Miscellaneous	-805.52
TOTAL						-805.52
Bill Pmt -Check	ACH	06/03/2024	CalPERS Health	June Health Insurance	1-103 · Bank of America 4809	
Bill		06/10/2024		June Health Insurance	810-07 · Health Insurance	-4,843.38
				June Health Insurance	810-07 · Health Insurance	-2,906.03
				June Health Insurance	810-07 · Health Insurance	-31.38
				June Health Insurance	810-08 · Retiree Health Ins.	-268.62
				June Health Insurance	810-08 · Retiree Health Ins.	-2,106.53
				June Health Insurance	412 · Health Insurance Payable	-1,285.08
				June Health Insurance	412 · Health Insurance Payable	-771.05
TOTAL						-12,212.07
Bill Pmt -Check	EFT	05/01/2024	Truist Bank		1-103 · Bank of America 4809	
Bill	IPUD...	05/01/2024			870-12 · Billing & Collections	-1.56
TOTAL						-1.56
Bill Pmt -Check	EFT	05/01/2024	Inverness Properties		1-103 · Bank of America 4809	
Bill		05/01/2024		May 2024	870-15 · Admin. Office Rent	-1,200.00
TOTAL						-1,200.00
Bill Pmt -Check	EFT	05/01/2024	PG&E		1-103 · Bank of America 4809	
Bill		04/24/2024			840-07 · Collection/Treat Utilities	-2,009.41
					840-10 · Admin Office Utilities	-84.51
					840-09 · Firehouse Utilities	-153.86
TOTAL						-2,247.78
Bill Pmt -Check	EFT	05/03/2024	CalPERS Retirement		1-103 · Bank of America 4809	
Bill		05/03/2024			810-10 · Retirement Premiums	-2,247.37
					810-10 · Retirement Premiums	-1,886.04
					810-10 · Retirement Premiums	-1,170.46
					810-10 · Retirement Premiums	-884.19
					810-10 · Retirement Premiums	-1,651.92
TOTAL						-7,839.98
Bill Pmt -Check	EFT	05/06/2024	CalPERS Health		1-103 · Bank of America 4809	
Bill		05/10/2024			810-07 · Health Insurance	-4,843.38
					810-07 · Health Insurance	-2,906.03
					810-07 · Health Insurance	-31.38
					810-08 · Retiree Health Ins.	-268.62
					810-08 · Retiree Health Ins.	-2,106.53
					412 · Health Insurance Payable	-1,285.08
					412 · Health Insurance Payable	-771.05
TOTAL						-12,212.07

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Inverness Public Utility District
Check Detail
May through June 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	EFT	05/06/2024	U. S. Bank Bancorp Purchashin...		1-103 · Bank of America 4809	
Bill		04/22/2024			CalCard xx0239 David Briggs	-1,015.06
Bill		04/22/2024			CalCard xx6591 Jim Fox	-279.19
Bill		04/22/2024			CalCard xx7757 S. Redding	-1,277.50
TOTAL						-2,571.75
Bill Pmt -Check	EFT	05/15/2024	Diversified Tech	Monthly Water Billing Fee	1-103 · Bank of America 4809	
			Diversified Tech	Monthly Water Billing Fee	20000 · Accounts Payable	-758.00
TOTAL						-758.00
Bill Pmt -Check	EFT	05/15/2024	Innovative Business Solutions	95952	1-103 · Bank of America 4809	
Bill	0515...	05/14/2024			870-06 · Banking & Payroll Charges	-96.85
TOTAL						-96.85
Bill Pmt -Check	EFT	05/15/2024	PG&E	Master Acct. # 9408018479-2	1-103 · Bank of America 4809	
Bill		05/23/2024		Master Acct. # 9408018479-2	840-07 · Collection/Treat Utilities	-2,304.69
				Master Acct. # 9408018479-2	840-07 · Collection/Treat Utilities	-9.65
				Master Acct. # 9408018479-2	840-08 · Distribution Utilities	-337.46
				Master Acct. # 9408018479-2	840-10 · Admin Office Utilities	-89.42
				Master Acct. # 9408018479-2	840-09 · Firehouse Utilities	-203.81
TOTAL						-2,945.03
Bill Pmt -Check	EFT	05/31/2024	Innovative Business Solutions	95952	1-103 · Bank of America 4809	
Bill	1915...	05/31/2024			870-06 · Banking & Payroll Charges	-96.85
TOTAL						-96.85
Bill Pmt -Check	EFT	05/31/2024	CalPERS Retirement		1-103 · Bank of America 4809	
Bill		05/15/2024			810-10 · Retirement Premiums	-2,247.37
					810-10 · Retirement Premiums	-1,706.15
					810-10 · Retirement Premiums	-1,170.46
					810-10 · Retirement Premiums	-884.19
					810-10 · Retirement Premiums	-2,168.90
TOTAL						-8,177.07
Check	EFT	06/01/2024	Inverness Properties		1-103 · Bank of America 4809	
					870-15 · Admin. Office Rent	-1,200.00
TOTAL						-1,200.00
Bill Pmt -Check	EFT	06/03/2024	U. S. Bank Bancorp Purchashin...		1-103 · Bank of America 4809	
Bill		05/07/2024			CalCard xx7757 S. Redding	-1,102.90
Bill		05/17/2024			CalCard xx6591 Jim Fox	-1,192.05
Bill		05/21/2024			CalCard xx0239 David Briggs	-50.49
TOTAL						-2,345.44
Bill Pmt -Check	EFT	06/10/2024	Diversified Tech		1-103 · Bank of America 4809	
Bill		06/08/2024			870-12 · Billing & Collections	-758.00
TOTAL						-758.00
Bill Pmt -Check	EFT	06/14/2024	Innovative Business Solutions	95952	1-103 · Bank of America 4809	
Bill	1925...	06/14/2024			870-06 · Banking & Payroll Charges	-99.35
TOTAL						-99.35
Bill Pmt -Check	EFT	06/14/2024	Truist Bank		1-103 · Bank of America 4809	
Bill	IPUD...	06/03/2024			870-12 · Billing & Collections	-10.14
TOTAL						-10.14

**Inverness Public Utility District
Check Detail
May through June 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	EFT	06/24/2024	CalPERS Health		1-103 · Bank of America 4809	
Bill		07/24/2024			810-07 · Health Insurance	-4,843.38
					810-07 · Health Insurance	-2,906.03
					810-07 · Health Insurance	-31.38
					810-08 · Retiree Health Ins.	-268.62
					810-08 · Retiree Health Ins.	-2,106.53
					412 · Health Insurance Payable	-1,285.08
					412 · Health Insurance Payable	-771.05
TOTAL						-12,212.07
Check	EFT	06/24/2024	Verizon Wireless		1-103 · Bank of America 4809	
					870-01 · Telephone & Internet	-40.01
TOTAL						-40.01
Bill Pmt -Check	EFT	06/28/2024	Innovative Business Solutions	95952	1-103 · Bank of America 4809	
Bill	1934...	06/28/2024			870-06 · Banking & Payroll Charges	-91.50
TOTAL						-91.50
Bill Pmt -Check	EFT	06/29/2024	CalPERS Retirement		1-103 · Bank of America 4809	
Bill		06/24/2024			810-10 · Retirement Premiums	-2,247.37
					810-10 · Retirement Premiums	-1,857.03
					810-10 · Retirement Premiums	-1,170.46
					810-10 · Retirement Premiums	-884.19
					810-10 · Retirement Premiums	-2,177.62
TOTAL						-8,336.67
Bill Pmt -Check	14507	06/03/2024	Brelje & Race Engineering	Colby/Sehaven Tank Relacement P...	1-104 · Bank of America 0150	
Bill	0028...	05/15/2024		Colby Tank improvement plans - prof...	1371-35 · Colby & Seahaven Tank Improve	-127.50
				Seahaven Tank improvement plans - ...	1371-35 · Colby & Seahaven Tank Improve	-2,240.00
				Specifications - professional hours	1371-35 · Colby & Seahaven Tank Improve	-2,002.50
				Environmental Services - profession...	1371-35 · Colby & Seahaven Tank Improve	-4,875.00
				Sol Ecology - Sub Consultant	1371-35 · Colby & Seahaven Tank Improve	-7,458.22
TOTAL						-16,703.22
Bill Pmt -Check	60104	05/06/2024	Amazon-Credit Card Chgs	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60104	05/13/2024	Amazon Capital Services	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60399	05/06/2024	Brelje & Race Laboratories, Inc.	April 2024	1-103 · Bank of America 4809	
Bill	1556...	05/02/2024		April 2024	835-01 · BacT & Raw Samples	-387.00
TOTAL						-387.00
Bill Pmt -Check	60400	05/06/2024	Building Supply & Hardware	Supplies	1-103 · Bank of America 4809	
Bill	1509...	04/28/2024		Supplies	850-01 · Supplies & Inventory	-155.01
TOTAL						-155.01
Bill Pmt -Check	60401	05/06/2024	Flume, Inc.	Rebate for 2 water monitors	1-103 · Bank of America 4809	
Bill	2079	04/30/2024		Rebate for 2 water monitors	844-03 · Miscellaneous	-205.98
TOTAL						-205.98
Bill Pmt -Check	60402	05/06/2024	Harrington Industrial Plastics LLC	042985	1-103 · Bank of America 4809	
Bill	0060...	04/30/2024		24 9 3/4" Filter 5 Mic Pest Plus	850-01 · Supplies & Inventory	-385.35
TOTAL						-385.35

**Inverness Public Utility District
Check Detail
May through June 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	60403	05/06/2024	Marin County Tax Collector	February 2024 Fuel Bill	1-103 · Bank of America 4809	
Bill	2154...	05/02/2024		February 2024 (County billing error)	860-01 · Vehicle Oil & Gas	-128.26
				February 2024 (County billing error)	860-01 · Vehicle Oil & Gas	-241.94
TOTAL						-370.20
Bill Pmt -Check	60404	05/06/2024	Wolfe Communications		1-103 · Bank of America 4809	
Bill	2010	04/30/2024			830-01 · Radio/Pager Repair	-99.00
TOTAL						-99.00
Bill Pmt -Check	60405	05/06/2024	Amazon Capital Services		1-103 · Bank of America 4809	
Bill	1461...	04/28/2024		Office Equipment	870-05 · Office Supplies	-271.21
Bill	16N4...	04/28/2024		Office Equipment	870-05 · Office Supplies	-426.34
TOTAL						-697.55
Bill Pmt -Check	60406	05/13/2024	CORE Utilities, Inc.	IT Services	1-103 · Bank of America 4809	
Bill	42726	05/07/2024		IT Services	870-11 · Office IT Support	-180.00
TOTAL						-180.00
Bill Pmt -Check	60407	05/13/2024	Diversified Tech	VOID: Monthly Water Billing Fee	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60408	05/13/2024	Good & Clean	Monthly Janitorial	1-103 · Bank of America 4809	
Bill	70892	05/03/2024		Monthly Janitorial-Fire Station	840-02 · Building Maintenance	-278.00
				Monthly Janitorial-Admin Offices	840-02 · Building Maintenance	-200.00
TOTAL						-478.00
Bill Pmt -Check	60409	05/13/2024	Grainger	836141895	1-103 · Bank of America 4809	
Bill	9097...	04/24/2024		Batteries	850-01 · Supplies & Inventory	-94.22
TOTAL						-94.22
Bill Pmt -Check	60410	05/13/2024	Hi-Tech EVS, Inc.	10975	1-103 · Bank of America 4809	
Bill	1787...	05/02/2024		Oil seal/Gasket kit	850-01 · Supplies & Inventory	-114.54
TOTAL						-114.54
Bill Pmt -Check	60411	05/13/2024	Horizon Cable TV Inc.	Admin office internet	1-103 · Bank of America 4809	
Bill		04/26/2024		Admin office internet	870-01 · Telephone & Internet	-105.04
TOTAL						-105.04
Bill Pmt -Check	60412	05/13/2024	McPhail Fuel Company	INVPUB	1-103 · Bank of America 4809	
Bill	1025...	05/07/2024		Admin Office Utility	840-10 · Admin Office Utilities	-5.00
TOTAL						-5.00
Bill Pmt -Check	60413	05/13/2024	Quill LLC	Paper and Copier/Printer Ink	1-103 · Bank of America 4809	
Bill	3833...	04/23/2024		Paper and Copier/Printer Ink	870-05 · Office Supplies	-151.25
				Paper and Copier/Printer Ink	850-01 · Supplies & Inventory	-55.46
TOTAL						-206.71
Bill Pmt -Check	60414	05/13/2024	Amazon Capital Services	Office Equipment	1-103 · Bank of America 4809	
Bill	1Q63...	05/03/2024		Office Equipment	870-05 · Office Supplies	-628.65
Bill	17KN...	05/08/2024			870-05 · Office Supplies	-129.63
Bill	1VM...	05/08/2024			870-05 · Office Supplies	-75.94
TOTAL						-834.22

**Inverness Public Utility District
Check Detail
May through June 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill	60415	05/20/2024	Amazon Capital Services	Office Desktop	1-103 · Bank of America 4809	
Bill	1LQ...	05/10/2024		Office Desktop	870-05 · Office Supplies	-780.08
TOTAL						-780.08
Bill	60416	05/20/2024	AT&T- F1 Internet	139584573	1-103 · Bank of America 4809	
Bill	1395...	05/16/2024		F1 Internet 139584573	870-01 · Telephone & Internet	-155.15
TOTAL						-155.15
Bill	60417	05/20/2024	AT&T CalNet	Phone & Internet 4/7-5/8/2024	1-103 · Bank of America 4809	
Bill		05/07/2024		Phone & Internet 4/7-5/8/2024 Phone & Internet 4/7-5/8/2024 Phone & Internet 4/7-5/8/2024	870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-72.99 -147.29 -124.48
TOTAL						-344.76
Bill	60418	05/20/2024	AT&T Mobility	287322251032	1-103 · Bank of America 4809	
Bill	2873...	05/01/2024		First Net Cell Phones First Net Cell Phones First Net Cell Phones	870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-45.41 -146.29 -50.44
TOTAL						-242.14
Bill	60419	05/20/2024	Bound Tree Medical LLC	Medical Supplies	1-103 · Bank of America 4809	
Bill	8533...	05/02/2024		Medical Supplies	850-01 · Supplies & Inventory	-73.69
TOTAL						-73.69
Bill	60420	05/20/2024	Cheda's Garage	2000 Chevy Truck	1-103 · Bank of America 4809	
Bill	April ...	04/30/2024		2000 Chevy Truck	860-02 · Vehicle Repairs & Service	-429.57
TOTAL						-429.57
Bill	60421	05/20/2024	Grainger	836141895	1-103 · Bank of America 4809	
Bill	9108...	05/03/2024		Small Tool	850-01 · Supplies & Inventory	-19.14
Bill	9108...	05/06/2024		Small Tool	850-01 · Supplies & Inventory	-31.04
TOTAL						-50.18
Bill	60422	05/20/2024	Horizon Cable TV Inc.	Firehouse Internet 005-003907 Apri...	1-103 · Bank of America 4809	
Bill	005-...	04/24/2024		Firehouse Internet	870-01 · Telephone & Internet	-90.04
TOTAL						-90.04
Bill	60423	05/20/2024	Inverness Properties	VOID: May 2024 Rent	1-103 · Bank of America 4809	
TOTAL						0.00
Bill	60424	05/20/2024	L. N. Curtis and Sons	VOID: C2934	1-103 · Bank of America 4809	
TOTAL						0.00
Bill	60425	05/20/2024	Marin County Tax Collector	03-24 Fuel Charges	1-103 · Bank of America 4809	
Bill	2154...	05/02/2024		03-24 Fuel Charges 03-24 Fuel Charges	860-01 · Vehicle Oil & Gas 860-01 · Vehicle Oil & Gas	-363.48 -156.37
TOTAL						-519.85
Bill	60426	05/20/2024	L. N. Curtis and Sons	C2934	1-103 · Bank of America 4809	
Bill	inv82...	05/06/2024		Wildland Coat Intake Valve	850-02 · Personal Protective Gear 850-01 · Supplies & Inventory	-242.73 -1,555.46
TOTAL						-1,798.19
Check	60427	05/28/2024	Jeff McBeth - PR	To replace lost check # 60252 issu...	1-103 · Bank of America 4809	
				To replace lost check # 60252 issued...	810-02 · Operations Wages	-71.22
TOTAL						-71.22

**Inverness Public Utility District
Check Detail
May through June 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	60428	05/31/2024	Amazon Capital Services	Doggie bags	1-103 · Bank of America 4809	
Bill	14HV...	05/23/2024		Doggie bags	850-01 · Supplies & Inventory	-49.78
TOTAL						-49.78
Bill Pmt -Check	60429	05/31/2024	Cheda's Garage	Fire Truck Repairs & Maintenance	1-103 · Bank of America 4809	
Bill		05/15/2024		Fire Truck Repairs & Maintenance	860-02 · Vehicle Repairs & Service	-3,239.37
TOTAL						-3,239.37
Bill Pmt -Check	60430	05/31/2024	Hach Company	108425	1-103 · Bank of America 4809	
Bill	1403...	05/17/2024		Water Treatment Supplies	850-01 · Supplies & Inventory	-194.60
TOTAL						-194.60
Bill Pmt -Check	60431	05/31/2024	Jacob Leyva	Reimburseent for Uniform Supplies	1-103 · Bank of America 4809	
Bill	Reim...	05/30/2024		50% Workboot Cost for Volunteer Work Pants, 50% Cost of Work Boots	850-02 · Personal Protective Gear 850-04 · Uniforms	-199.73 -329.60
TOTAL						-529.33
Bill Pmt -Check	60432	06/14/2024	Amazon Capital Services		1-103 · Bank of America 4809	
Bill	1N6...	04/25/2024			830-02 · Commo Supplies	-27.26
Bill	1FC...	05/07/2024			870-05 · Office Supplies	-259.79
Bill	17Ip...	05/08/2024			870-01 · Telephone & Internet	-77.69
Bill	1P7C...	05/17/2024			850-01 · Supplies & Inventory	-31.07
Bill	1VM...	06/13/2024		17 Midland ER310 Emergency Crank...	870-13 · Disaster Council	-1,623.50
TOTAL						-2,019.31
Bill Pmt -Check	60433	06/14/2024	AT&T CalNet		1-103 · Bank of America 4809	
Bill		06/07/2024			870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-74.54 -148.13 -125.04
TOTAL						-347.71
Bill Pmt -Check	60434	06/14/2024	AT&T Mobility	287322251032	1-103 · Bank of America 4809	
Bill		06/07/2024			870-01 · Telephone & Internet 870-01 · Telephone & Internet 870-01 · Telephone & Internet	-146.29 -45.41 -50.44
TOTAL						-242.14
Bill Pmt -Check	60435	06/14/2024	Brelje & Race Laboratories, Inc.		1-103 · Bank of America 4809	
Bill	1561...	06/04/2024			835-01 · BacT & Raw Samples	-338.00
TOTAL						-338.00
Bill Pmt -Check	60436	06/14/2024	Cheda's Garage		1-103 · Bank of America 4809	
Bill		05/31/2024			860-02 · Vehicle Repairs & Service	-465.47
TOTAL						-465.47
Bill Pmt -Check	60437	06/14/2024	CORE Utilities, Inc.	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60438	06/14/2024	Good & Clean		1-103 · Bank of America 4809	
Bill	71205	06/03/2024		Janitorial Svcs Janitorial Svcs	840-02 · Building Maintenance 840-02 · Building Maintenance	-417.00 -300.00
TOTAL						-717.00
Bill Pmt -Check	60439	06/14/2024	Grainger	836141895	1-103 · Bank of America 4809	
Bill	9135...	05/30/2024			830-02 · Commo Supplies	-94.22
TOTAL						-94.22

**Inverness Public Utility District
Check Detail
May through June 2024**

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	60440	06/14/2024	Hach Company	108425	1-103 · Bank of America 4809	
Bill	1406...	06/07/2024		Chemicals	850-01 · Supplies & Inventory	-396.24
TOTAL						-396.24
Bill Pmt -Check	60441	06/14/2024	Horizon Cable TV Inc.	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60442	06/14/2024	John's Dairy Equipment & Supply	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60443	06/14/2024	McPhail Fuel Company	INVPUB	1-103 · Bank of America 4809	
Bill	1025...	06/06/2024			840-10 · Admin Office Utilities	-5.00
TOTAL						-5.00
Bill Pmt -Check	60444	06/14/2024	Point Reyes Light Publishing Co...	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60445	06/14/2024	Quill LLC	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60446	06/14/2024	Responserack		1-103 · Bank of America 4809	
Bill	2102...	06/01/2024		June 2024 subscription NFIRS July 2024 to May 2025 subscription	870-02 · Dues/Publications/Subscriptions 146 - Other Prepays	-62.50 -657.50
TOTAL						-720.00
Bill Pmt -Check	60447	06/27/2024	CORE Utilities, Inc.		1-103 · Bank of America 4809	
Bill	42744	06/07/2024			870-11 · Office IT Support	-1,380.00
TOTAL						-1,380.00
Bill Pmt -Check	60448	06/27/2024	Horizon Cable TV Inc.		1-103 · Bank of America 4809	
Bill		05/29/2024			870-01 · Telephone & Internet	-105.04
TOTAL						-105.04
Bill Pmt -Check	60449	06/27/2024	John's Dairy Equipment & Supply		1-103 · Bank of America 4809	
Bill	T392...	05/21/2024		Chlorine	850-01 · Supplies & Inventory	-145.20
TOTAL						-145.20
Bill Pmt -Check	60450	06/27/2024	Point Reyes Light Publishing Co...		1-103 · Bank of America 4809	
Bill	71165	06/03/2024		Ordinance 113-2024	870-10 · Public Relations/Publications	-308.40
TOTAL						-308.40
Bill Pmt -Check	60451	06/27/2024	Quill LLC		1-103 · Bank of America 4809	
Bill	3877...	05/21/2024		HP144A black imaging drum	870-05 · Office Supplies	-95.25
Bill	3900...	06/07/2024			850-01 · Supplies & Inventory	-37.88
Bill	3902...	06/07/2024		David's computer unifying receiver	870-05 · Office Supplies	-42.20
Bill	3902...	06/07/2024			870-05 · Office Supplies	-16.23
Bill	3902...	06/07/2024			870-05 · Office Supplies	-58.42
TOTAL						-249.98
Check	60460	05/14/2024	Marin County Tax Collector	VOID:	1-103 · Bank of America 4809	
TOTAL						0.00
Bill Pmt -Check	60460	06/30/2024	Building Supply & Hardware		1-103 · Bank of America 4809	
Bill	1524...	06/28/2024			850-01 · Supplies & Inventory	-36.33
TOTAL						-36.33

Inverness Public Utility District

Check Detail

May through June 2024

Type	Num	Date	Name	Memo	Account	Paid Amount
Bill Pmt -Check	60461	06/30/2024	CORE Utilities, Inc.		1-103 · Bank of America 4809	
Bill	June ...	06/28/2024		Reimbursement	870-14 · Miscellaneous	-12.00
Bill	42763	07/03/2024		June 2024 IT Services	870-11 · Office IT Support	-330.00
TOTAL						-342.00
Bill Pmt -Check	60462	06/30/2024	Good & Clean	June 2024 Janitorial	1-103 · Bank of America 4809	
Bill	71560	07/02/2024		Firehouse Janitorial - June 2024	840-02 · Building Maintenance	-278.00
				Admin Offices - June 2024	840-02 · Building Maintenance	-200.00
TOTAL						-478.00
Bill Pmt -Check	60463	06/30/2024	L. N. Curtis and Sons	C2934	1-103 · Bank of America 4809	
Bill	INV8...	06/04/2024		Adapters	850-02 · Personal Protective Gear	-465.63
Bill	INV8...	06/28/2024		Ball intake valve for firetruck - replac...	840-01 · Equipment Maintenance	-4,636.44
TOTAL						-5,102.07
Bill Pmt -Check	60466	06/30/2024	Greg Eastman		1-103 · Bank of America 4809	
Bill		07/05/2024		Welding on Jeep door	860-02 · Vehicle Repairs & Service	-125.00
TOTAL						-125.00

8:23 AM

07/13/24

Accrual Basis

Inverness Public Utility District CalCard Credit Card Report April 23 through May 22, 2024

Type	Date	Name	Memo	Account	Split	Amount	Balance
2670 · US Bank Cal Card							
CalCard xx0239 David Briggs							
Credit Card Ch...	04/26/2024	Inverness Store	Supplies	CalCard xx0239 David Bri...	843-01 · Volunteer Appreciation	11.78	11.78
Credit Card Ch...	05/21/2024	LiveActionSafety	Pediatric tape	CalCard xx0239 David Bri...	850-01 · Supplies & Inventory	38.71	50.49
Bill	05/21/2024	U. S. Bank Bancorp Purch...		CalCard xx0239 David Bri...	20000 · Accounts Payable	-50.49	0.00
Total CalCard xx0239 David Briggs						0.00	0.00
CalCard xx6591 Jim Fox							
Credit Card Ch...	04/24/2024	Battery Universe	4 Radio Batteries	CalCard xx6591 Jim Fox	830-02 · Commo Supplies	157.29	157.29
Credit Card Ch...	04/30/2024	Octochem	Filtration Repair and Maintenance Parts	CalCard xx6591 Jim Fox	840-05 · Collect & Treat Maint	246.88	404.17
Credit Card Ch...	04/30/2024	Palace Market	Drill Supplies	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	70.15	474.32
Credit Card Ch...	05/10/2024	Firehose Direct	Blue reflective road markers	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	109.83	584.15
Credit Card Ch...	05/10/2024	Ebay	Water pipe tap tapper	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	297.03	881.18
Credit Card Ch...	05/13/2024	Adobe	Adobe Software Monthly Subscription	CalCard xx6591 Jim Fox	870-02 · Dues/Publications/Subscripti...	29.99	911.17
Credit Card Ch...	05/13/2024	Pipeline	AC Pipe Cutter	CalCard xx6591 Jim Fox	850-01 · Supplies & Inventory	262.11	1,173.28
Credit Card Ch...	05/17/2024	Inverness Store	Supplies	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	18.77	1,192.05
Bill	05/17/2024	U. S. Bank Bancorp Purch...		CalCard xx6591 Jim Fox	20000 · Accounts Payable	-1,192.05	0.00
Total CalCard xx6591 Jim Fox						0.00	0.00
CalCard xx7757 S. Redding							
Credit Card Ch...	04/29/2024	Northstar Flags		CalCard xx7757 S. Redding	850-01 · Supplies & Inventory	173.33	173.33
Credit Card Ch...	05/02/2024	Dell Technologies	Computer Monitor	CalCard xx7757 S. Redding	870-05 · Office Supplies	197.57	370.90
Credit Card Ch...	05/03/2024	Dell Technologies	Ethernet Cable	CalCard xx7757 S. Redding	870-05 · Office Supplies	11.92	382.82
Credit Card Ch...	05/07/2024	Roboform	Password Manager Software for S Flamm	CalCard xx7757 S. Redding	870-02 · Dues/Publications/Subscripti...	19.60	402.42
Credit Card Ch...	05/10/2024	Dell Technologies	Optiplex Micro PC	CalCard xx7757 S. Redding	870-05 · Office Supplies	700.48	1,102.90
Bill	05/22/2024	U. S. Bank Bancorp Purch...		CalCard xx7757 S. Redding	20000 · Accounts Payable	-1,102.90	0.00
Total CalCard xx7757 S. Redding						0.00	0.00
Total 2670 · US Bank Cal Card						0.00	0.00
TOTAL						0.00	0.00

8:29 AM

07/13/24

Accrual Basis

Inverness Public Utility District CalCard Credit Card Report May 23 through June 22, 2024

Type	Date	Name	Memo	Account	Split	Amount	Balance
2670 · US Bank Cal Card							
CalCard xx0239 David Briggs							
Credit Card Ch...	06/13/2024	Inverness Store		CalCard xx0239 David Bri...	843-01 · Volunteer Appreciation	11.98	11.98
Bill	06/22/2024	U. S. Bank Bancorp Purch...		CalCard xx0239 David Bri...	20000 · Accounts Payable	-11.98	0.00
Total CalCard xx0239 David Briggs						0.00	0.00
CalCard xx6591 Jim Fox							
Credit Card Ch...	05/28/2024	Inverness Store	Supplies	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	18.63	18.63
Credit Card Ch...	05/28/2024	Palace Market	Drill Supplies	CalCard xx6591 Jim Fox	843-01 · Volunteer Appreciation	78.49	97.12
Credit Card Ch...	06/13/2024	Adobe	Adobe Acrobat Pro Monthly Subscription	CalCard xx6591 Jim Fox	870-02 · Dues/Publications/Subscripti...	29.99	127.11
Bill	06/22/2024	U. S. Bank Bancorp Purch...		CalCard xx6591 Jim Fox	20000 · Accounts Payable	-127.11	0.00
Total CalCard xx6591 Jim Fox						0.00	0.00
CalCard xx7757 S. Redding							
Credit Card Ch...	05/23/2024	Due West	Jennifer Blackman (BCPUD) retirement me...	CalCard xx7757 S. Redding	870-02 · Dues/Publications/Subscripti...	101.86	101.86
Credit Card Ch...	05/30/2024	Bovine Bakery	Board Meeting Supplies	CalCard xx7757 S. Redding	870-08 · Board & Election Expenses	48.30	150.16
Credit Card Ch...	06/01/2024	Microsoft	Annual subscription May 2024 - April 2025	CalCard xx7757 S. Redding	-SPLIT-	1,344.00	1,494.16
Credit Card Ch...	06/01/2024	Microsoft	July 2023 - May 2024 Subscription for Offic...	CalCard xx7757 S. Redding	870-02 · Dues/Publications/Subscripti...	1,207.38	2,701.54
Credit Card Ch...	06/05/2024	Berkeley Horticulture	Firehouse Flowers	CalCard xx7757 S. Redding	840-03 · Grounds Maintenance	98.78	2,800.32
Credit Card Ch...	06/10/2024	Costco Wholesale	Drill Supplies	CalCard xx7757 S. Redding	843-01 · Volunteer Appreciation	59.20	2,859.52
Credit Card Ch...	06/12/2024	Custom Ink, LLC	Fire Department T-Shirts	CalCard xx7757 S. Redding	146 - Other Prepays	2,293.38	5,152.90
Bill	06/12/2024	U. S. Bank Bancorp Purch...		CalCard xx7757 S. Redding	20000 · Accounts Payable	-5,152.90	0.00
Total CalCard xx7757 S. Redding						0.00	0.00
Total 2670 · US Bank Cal Card						0.00	0.00
TOTAL						0.00	0.00



Inverness Public Utility District
Board Meeting

Agenda Item No. 8

Approve Employee Pay Rates for FY 2024-2025
(Revised)

Inverness Public Utility District
Proposed
PAY RATES FOR FY 2024/2025
3.67% CPI Increase, Effective 7/17/2024 (Revised)

<i>Position (2024/25)</i>	<i>Employee</i>	<i>2023/2024 Rate</i>	<i>2024/2025 Revised</i>
General Manager	Shelley L. Redding	9226.53/mo., 40 hrs.	\$9,981.81/Mo. 40 hrs./wk**
Bookkeeper	Kaaren S. Gann*	\$53.23/hr., 8 hrs./wk	\$57.59/hr., 8 hrs./wk
Water/District Analyst	Sarah Flamm	\$35.00/hr., 32 hrs/wk	\$36.28/hr, 32 hrs/wk
Grants/Projects Coord.	Jenna Nicolas	\$37.00/Hr, 32 hrs/wk	\$38.36/Hr., 20 hrs/wk
Admin & Water A/R	Wade B. Holland*	\$53.23/hr., 16 hrs./wk	\$57.59/hr., 16 hrs/wk
Chief of Operations	James K. Fox	\$10,062.00/mo., 40 hrs.	\$10,431.28/Mo. 40 hrs./wk
Sr. Water Operator	Kenneth J. Fox	\$8,221.20/mo., 40 hrs.	\$8,522.92/Mo. 40 hrs./wk
Assistant Fire Chief	David Briggs	\$4,046.64/Mo. 24 hrs/wk	\$4,195.15/Mo. 24 hrs/wk
Water Treatment Op.	Jacob Leyva	\$37.61/hr., 40 hrs wk	\$39.00/hr., 40 hrs/wk
Water Operator	Cassidy Russell	\$37.61/hr., 32 hrs wk	\$39.00/hr., 32 hrs./wk
Fire Duty Officer	As Scheduled	\$75.00 / 12-hour Shift	\$125 / 12-hour Shift.

Retirement: Retirement contribution is offered on a pro-rata basis for PERS-eligible employees. The district pays both employer and employee retirement costs.

Health Benefits: Employees who work 24 hours and over per week (or more than 1,000 hours in a fiscal year), the District pays 100% of Healthcare Benefits for Employee and their Dependents, up to the cost of Western Health Advantage for Healthcare (\$807.23 Employee, \$1614.46 Employee & 1 Dependent, \$2,098.80 Employee & 2+ Dependents). If an employee chooses coverage above the cost of Western Health Advantage, the employee pays the difference in the premium cost by payroll deduction. If an employee opts-out of health coverage and can annually demonstrate they have coverage through their spouse, or by other means, they are paid a taxable amount monthly through a Cafeteria Section 125 plan equal to 50% of the Subscriber Premium Average offered through CalPERS.

Ancillary Benefits:

- Paid sick leave accrued on a pro rata basis depending upon the number of hours worked (24 hours per calendar year is pre-loaded at the beginning of each calendar year) to a maximum equivalent to 80 hours per calendar year.
- Paid vacation (0-3 months: no accrual), 3 months through 5 years: 10 days per year or 80 hours); 6 years and thereafter: 15 days per year or 120 hours); accrued on a pro rata basis depending upon the number of hours worked; can be carried over into the next calendar year; up to a maximum of 240 hours.
- 11 paid holidays.

** As a retired annuitant, cannot work more than 960 hours in a fiscal year. The hours and wages are reported to CalPERS, and cannot be paid for holidays, sick time, vacation, or bonus compensation. The pay rate must be the same as that of the General Manager.*

*** Merit increase proposed by Board of Directors May 21, 2024*



Inverness Public Utility District
Board Meeting

Agenda Item No. 09

CERBT Reimbursement for OPEB



Board Agenda Item Staff Report

Subject: Retired Annuitant Health Insurance Premium Investment Strategy and Reimbursement from CERBT Fund

Meeting Date: July 16, 2024

Date Prepared: July 13, 2024

Prepared by: Shelley Redding, Administrator

Attachments: CERBT (California Employer’s Retiree Benefit Trust) Investment Reimbursement Request Form

Recommended Action: Approve Reimbursement Request for OPEB Expenditures from CERBT Fund

The California Employer’s Retiree Benefit Trust (CERBT) Fund for the Inverness Public Utility District was established in January 2012 to address the long-term liabilities associated with the District’s obligation to cover Health Care expenses for retirees of the District (OPEB).

Since 2012, the district has invested \$306,000 into the fund from 2012-2013. The fund has accrued interest since fiscal year 2012-2013 (less administrative fees) through March 2022 of \$255,233. At the end of March 2024, the fund balance was reported as \$479,994. The Inverness Public Utility District had a liability valuation at June 2022 of \$986,004 for OPEB, which means that the district is currently at a 43% funded status for the liability.

Staff recommends approval to submit a request for reimbursement from the fund to offset the expenses for retiree benefits paid during the current fiscal year of \$28,579. Below is the summary of the expenses:

FY20/21 Retiree Health Insurance thru CalPERS

	2023			2024			Totals	
	District	Fire	Water	District	Fire	Water		
Holland	1,699.50			1,611.72			3,311.22	Kaiser Medicare Part B
Meszáros		1,699.50			1,611.72		3,311.22	Kaiser Medicare Part B
Gann	1,699.50			1,611.72			3,311.22	Kaiser Medicare Part B
McMorrow	9,284.28			9,361.14			18,645.42	Medicare/PERS Gold + 3
Subtotal	12,683.28	1,699.50	-	12,584.58	1,611.72	-	28,579.08	

It should also be noted that this analysis is subject to change due to interest rates and additional participation from future retirements. It is recommended that this be reviewed annually for adjustments.



State of California
 California Public Employees' Retirement System
 California Employers' Retiree Benefit Trust (CERBT/OPEB)
 400 Q Street, Sacramento, CA 95811
 www.calpers.ca.gov

California Employers' Retiree Benefit Trust Disbursement Request

To request a disbursement from your California Employers' Retiree Benefit Trust (CERBT) employer account, please complete this form (see page 3 for instructions).

Employer Information	
Employer Name	
CERBT Account Number	
Street Address 1	
Street Address 2	
City/State/ZIP	

Disbursement Request Information		
OPEB Provider	OPEB Cost Paid	Payment Period
Total CERBT Disbursement Requested		XXXXXXXXXX

Employer understands disbursements from the Prefunding Plan are governed by the terms of the *Agreement and Election to Prefund Other Post-Employment Benefits (Agreement)*. Authority to request disbursements has been delegated by the governing board of the agency to the undersigned.

The undersigned is/are authorized to request disbursements, under the terms of the *Agreement* from the CERBT. The undersigned certifies the payment information provided above is accurate, and reimbursement requested is for other post-employment benefit costs paid by the employer. **For amounts of ten thousand dollars (\$10,000) or more, signatures of two authorized employer representatives are required.**

Reimbursement for expenses related to periods prior to July 1 can only be made if a properly executed disbursement request is received by CalPERS on or before July 31. After July 31, reimbursements can only be made for current fiscal year expenses (incurred on or after July 1) regardless of the employer's fiscal year end date.

Authorized Employer Representative Printed Name	Title	Telephone Number
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Signature	Email address	Date
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Authorized Employer Representative Printed Name	Title	Telephone Number
--	-------	------------------

Signature	Email address	Date
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Email signed, completed CERBT Disbursement Request to CERBT4U@calpers.ca.gov to ensure timely processing of your disbursement.

For CERBT Use Only	
Received By CERBT	CERBT Contract Effective Date
Confirmed Authorized Employer Representative	OPEB Retiree Cost Amounts Reviewed
CalPERS Approved By	Approval Date
FINO Approved By	FINO Approval Date
Claim Schedule Number	Claim Schedule Date

California Employers' Retiree Benefit Trust Disbursement Request-Instructions

Instructions to complete this form:

1. Enter the name of the employer and its business address.
2. Report the name of the payee (service provider or other) to which payments for other post-employment benefits (OPEB) were made by the employer. Record the total OPEB payments made to the OPEB Provider (see example below). Trust disbursements can be made only for OPEB costs in accordance with the terms of the *Agreement and Election to Pre-Fund Other Post-Employment Benefits Through CalPERS* (Agreement). The payment period cannot pre-date the effective date of the Agreement.

Disbursement Request Information		
OPEB Provider	OPEB Cost Paid	Payment Period
Blue Shield	\$151,368	July 2011 – June 2012
Delta Dental	\$27,842	Jan 2012 – June 2012
Total CERBT Disbursement Requested	\$179,210	XXXXXXXXXXXXXXXXXXXX

3. The form must be signed by incumbents of positions authorized to request CERBT disbursements. These positions are named in the *Delegation to Request Disbursements* on file with CalPERS. For amounts of ten thousand (\$10,000) or more, two signatures are required.
4. Disbursements will be made payable to the employer and sent to the employer's business address on record with CalPERS, attention of an authorized employer representative who signed this Disbursement Request. Disbursement requests that satisfy the Agreement and are received on or after the 1st of the month will be processed the following month.
5. Disbursements related to the prior fiscal year (July through June) must be presented to CalPERS by July 31 of each year and will be accrued if the disbursement request is received before July 31. After July 31, no reimbursements can be made for periods before July of the current fiscal year.
6. Disbursements for Implicit Subsidy amounts must be supported by an actuarial valuation (or AMM report) or addendum certified by your actuary showing the calculated implied subsidy amount for the period.



Inverness Public Utility District
Board Meeting

Agenda Item No. 10

Resolution 285-2024

Public Hearing on and Adoption of the District's Appropriations
Limit for FY 2024/25



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Resolution 285-2024 Setting the District's Appropriations Limit for FY 2024/25
Meeting Date: July 16, 2024
Date Prepared: June 13, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Resolution 285-2024 DRAFT; Documentation used to set appropriations limit; Notice of Intention to Set Appropriations Limit

Recommended Action: Adopt Resolution 285-2024

A provision of the California State Constitution (Article XIII B) requires your Board to set for each fiscal year the maximum amount of tax proceeds the District is permitted to spend. In other words, there is a limit to the amount of tax revenue a government entity can appropriate (spend), even if the tax revenue to which the entity is entitled exceeds the amount of its calculated "appropriations limit." This is pursuant to Prop. 4 (the so-called Gann initiative) adopted by the voters in November 1979.

The attached documentation shows how the District's appropriations limit for the coming fiscal year (2024/25) was determined.

Each year's appropriations limit is based on the prior year's appropriations limit adjusted by changes in the cost of living and population. On May 1 each year, the State Department of Finance provides the cost-of-living and population change data needed to set the appropriations limit that will be applicable to the subsequent fiscal year.

The IPUD's calculated appropriations limit is substantially smaller than the actual amount of tax proceeds to which the District is entitled pursuant to Prop. 13 (by about \$300,000!). In order to keep the difference, we must submit to the District's voters every four years a measure authorizing our appropriations limit to be further adjusted from the "calculated" limit to include the combined total of all applicable revenue sources.

Such a measure was placed on the ballot at the November 8, 2022, general election; it was approved by the voters by a margin of 341 Yes to 26 No. That approval applies to the four fiscal years 2022/23 through 2025/26. A similar measure will be placed on the ballot in November 2026 for the 2026/27 fiscal year and the three subsequent fiscal years.

RESOLUTION 285-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
ESTABLISHING THE TAX PROCEEDS
APPROPRIATIONS LIMIT FOR
FISCAL YEAR 2024/2025**

BE IT RESOLVED by the Board of Directors of the Inverness Public Utility District, County of Marin, State of California, that the calculated maximum limit applicable to the appropriations of tax proceeds by the Inverness Public Utility District for the fiscal year 2024/2025 is **\$590,185.17** in accordance with Article XIII B of the Constitution of the State of California and Sections 7900 through 7913 of Title 1, Division 9 of the Government Code, except that, pursuant to Measure P passed by the District’s voters at the General Election on November 8, 2022, if this amount does not include the combined total of all applicable revenue sources, then the appropriations limit for the fiscal year 2024/2025 shall be set to be equal to the combined total of all applicable revenue sources.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 16th day of July, 2024, by the following vote, to wit:

AYES: Directors

NOES:

ABSTAINING:

ABSENT:

Kathryn Donohue, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 285-2024 on record in this office, and that subsequent to its adoption no provision of Resolution 285-2024 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



April 30, 2024

Dear Fiscal Officer:

Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2024, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2024-25. Attachment A provides the change in California's per capita personal income and an example for utilizing the factors to calculate the 2024-25 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. [California Revenue and Taxation Code section 2228](#) provides additional information regarding the appropriations limit. [Article XIII B, section 9\(C\) of the California Constitution](#) exempts certain special districts from the appropriations limit calculation mandate. Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2024.** Please note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

/s Richard Gillihan

RICHARD GILLIHAN
Chief Operating Officer

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2024-25 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2024-25	3.62

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2024-25 appropriation limit.

2024-25:

Per Capita Cost of Living Change = 3.62 percent
 Population Change = 0.17 percent

Per Capita Cost of Living converted to a ratio: $\frac{3.62 + 100}{100} = 1.0362$

Population converted to a ratio: $\frac{0.17 + 100}{100} = 1.0017$

Calculation of factor for FY 2024-25: $1.0362 \times 1.0017 = 1.0379$

COLA: 1.0362
 Pop: 1.00 - .0045 = 0.9955

$1.0362 \times 0.9955 = 1.0315371 = 3.15\%$

Fiscal Year 2024-25

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2023 to January 1, 2024 and Total Population, January 1, 2024

County City	Percent Change	--- Population Minus Exclusions ---		Total Population
	23-24	1-1-23	1-1-24	1-1-24
Marin				
Belvedere	-0.15	2,046	2,043	2,043
Corte Madera	-0.44	9,916	9,872	9,882
Fairfax	-0.38	7,399	7,371	7,371
Larkspur	0.13	12,638	12,655	12,655
Mill Valley	-0.44	13,695	13,635	13,635
Novato	-1.08	51,415	50,861	51,140
Ross	-0.26	2,278	2,272	2,272
San Anselmo	-0.14	12,443	12,426	12,426
San Rafael	-0.45	59,855	59,585	59,585
Sausalito	-0.55	6,894	6,856	6,856
Tiburon	-0.36	8,841	8,809	8,809
Unincorporated	-0.45	62,940	62,656	66,170
County Total	-0.53	250,360	249,041	252,844

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

**SUPPORTING DOCUMENTATION FOR RESOLUTION 285-2024
ESTABLISHING THE CALCULATED MAXIMUM LIMIT
APPLICABLE TO APPROPRIATIONS OF TAX PROCEEDS
FOR FISCAL YEAR 2024/2025**

1. INTRODUCTION

In November 1979, California voters passed Proposition 4, which added Article XIII B to the State Constitution. Article XIII B restricts government spending by establishing limits on annual appropriations by local agencies of tax proceeds. Article XIII B became effective on July 1, 1980.

At the 1979/80 Regular Session of the State Legislature, legislation implementing Article XIII B was adopted. Chapter 1205, Paragraph 7910 of the Government Code pertains to the resolution by which a local jurisdiction establishes its tax proceeds appropriations limit for each fiscal year.

Pursuant to Paragraph 7910, such resolution shall be adopted at a regularly scheduled or a noticed special meeting of the entity's governing body. Fifteen days prior to such meeting, documentation used in determining the proposed appropriations limit shall be available to the public. Any judicial action or proceeding to attack, review, set aside, void, or annul the action of the governing body taken pursuant to Paragraph 7910 shall be commenced within 45 days of the effective date of the governing body's resolution.

2. ARTICLE XIII B

Section 1 of Article XIII B states that "the total annual appropriations subject to limitation of the state or each local government shall not exceed the appropriations limit of such entity of government for the prior year adjusted for changes in the cost of living and population."

Section 8, subsection (b) of Article XIII B states that "appropriations subject to limitation of an entity of local government shall mean any authorization to expend during a fiscal year the proceeds of taxes levied by or for that entity and the proceeds of state subventions to that entity."

3. BASE YEAR

It is further provided that for establishing the appropriations subject to limit, the base year shall be the 1978/79 year. Adjustments for changes in the cost of living and population shall be based on a factor provided by the Department of Finance, State of California, no later than May 1 of each year.

In June 1990, California voters passed Proposition 111, which amended Article XIII B of the State Constitution by changing the cost of living factors to be used (in conjunction with the population factor) to adjust the prior year's appropriations limit. The amendment provides that the change in cost of living shall be determined by either the percentage change in California per capita personal income or the percentage change in the local assessment roll due to local nonresidential construction; each jurisdiction shall select the cost of living factor to be used by the jurisdiction. On October 15, 1990, the Board of Directors of the Inverness Public Utility District adopted Resolution 53-90, by which it selected the percentage change in California per capita personal income as the cost of living factor to be used by the District.

The 1990 amendment to Article XIII B also provides that each local jurisdiction's 1990/91 appropriations limit shall be the jurisdiction's 1986/87 appropriations limit readjusted from that year forward by the new cost of living factor. On October 15, 1990, the Board of Directors of the Inverness Public

Utility District adopted Resolution 54-90, by which it revised the District's 1990/91 appropriations limit using the new cost of living factor from 1986/87 forward, pursuant to data provided on September 18, 1990, by the California State Department of Finance.

At the General Election held on November 8, 2022, the voters in the Inverness Public Utility District approved Measure P, "Shall the appropriations limit established for the Inverness Public Utility District pursuant to Article XIII B of the California Constitution be adjusted to include the combined total of all applicable revenue sources for the fiscal years 2022/2023 through 2025/2026 in order to ensure an adequate funding base for the Inverness Public Utility District?"

4. RATIO OF CHANGE APPLICABLE TO FISCAL YEAR 2024/2025

- a. Adjustment factor to be used for the 2024/2025 fiscal year, as provided by the Department of Finance, State of California:
 - Change in cost of living: 3.62% **1.0362**
 - Change in population (Marin County unincorporated): -0.45% **0.9955**
 - Combined factor (cost of living x population): **1.0315**
- b. Adjustment factor converted to a percentage: **3.15%**
- c. Calculated tax proceeds of the Inverness Public Utility District subject to appropriations limit for the 2023/2024 fiscal year (the preceding fiscal year): **\$572,162.07**.

5. APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024/2025

The tax proceeds of the Inverness Public Utility District subject to appropriations limitation for the 2024/2025 fiscal year shall be **\$590,185.17**, which is **1.0315** times the calculated tax proceeds appropriations limit for the 2023/2024 fiscal year (the preceding fiscal year), as noted in 4-c above:

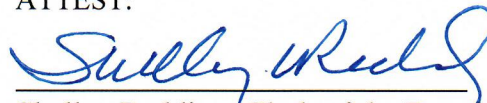
$$1.0315 \times \$572,162.07 = \$590,185.17$$

except that if this amount does not include the combined total of all applicable revenue sources, then the appropriations limit for the 2024/2025 fiscal year shall be set to be equal to the combined total of all applicable revenue sources.

6. AVAILABILITY TO THE PUBLIC

These documentation data were made available to the public on June 28, 2024, at the offices of the Inverness Public Utility District, 12785 Sir Francis Drake Blvd, Suite 5, Inverness, CA, for public inspection and copies during normal office hours. Availability was duly noticed by posting in three public places in the District.

ATTEST:



Shelley Redding, Clerk of the Board

June 28, 2024



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

NOTICE OF INTENTION TO ESTABLISH APPROPRIATIONS LIMIT FOR FISCAL YEAR 2024/2025

NOTICE IS HEREBY GIVEN that it is the intention of the Board of Directors of the Inverness Public Utility District at a regular meeting to be held:

Tuesday, July 16, 2024, 4:00 p.m.

at the Inverness Firehouse, 50 Inverness Way North, Inverness, CA, to consider adoption of the District's appropriations limit for the fiscal year 2024/2025, pursuant to Article XIII B of the Constitution of the State of California, and to Title 1, Division 9 of the Government Code of the State of California, comprising Sections 7900 through 7913 of said Code.

NOTICE IS HEREBY FURTHER GIVEN that any person desiring to be heard may, at or before said meeting, submit a written statement to the District or may appear at said meeting and be heard.

DOCUMENTATION used in determining the appropriations limit is available for inspection and copies at the District office at 12781 Sir Francis Drake Blvd., Suite 5, Inverness, CA, or by contacting the District office by telephone at 415-669-1414 or by email at admin@invernesspud.org.

Attest:

Shelley Redding
Clerk of the Board
Posted: June 28, 2024

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



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



Inverness Public Utility District
Board Meeting

Agenda Item No. 11

Resolution 286-2024

Conflict of Interest Policy Update



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Resolution 286-2024: Conflict of Interest Code
Meeting Date: July 16, 2024
Date Prepared: June 11, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Resolution 286-2024; Proposed 2024 Conflict of Interest Code

Recommended Action: Approve and adopt Resolution 286-2024.

Every two years it is necessary to update the District's Conflict of Interest Code to list the positions required to file Fair Political Practices Commission Form 700 (Statement of Economic Interests). The 2022 District Conflict of Interest Code removed the position of Administrator and added the position of General Manager. The 2024 Resolution adds the Assistant Fire Chief as a position that is required to file Form 700. The other positions in the District that are required to file Form 700 are the General Manager, Directors and the Chief of Operations.

Once your Board adopts Resolution 286-2024, staff will forward a certified copy of the resolution together with the updated Conflict of Interest Code to the Clerk of the Board of Supervisors, who will place the matter on an agenda for the Board of Supervisors for their required approval.

RESOLUTION 286-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE INVERNESS PUBLIC UTILITY DISTRICT
APPROVING AND ADOPTING A CONFLICT OF INTEREST CODE
AND DETERMINING POSITIONS THAT MANAGE PUBLIC INVESTMENTS**

BE IT RESOLVED by the Board of Directors of the Inverness Public Utility District that the Conflict of Interest Code of the Inverness Public Utility District of Marin County, California, dated July 16, 2024, shall be and hereby is approved and adopted, superseding and replacing the Conflict of Interest Code adopted on April 24, 2019, by approval of Resolution 236-2019, and that the Clerk of the Board shall be and hereby is directed to forward said Conflict of Interest Code dated July 16, 2024, to the Clerk of the Board of Supervisors, County of Marin, for approval by the Board of Supervisors of the County of Marin.

BE IT FURTHER RESOLVED that the Board of Directors of the Inverness Public Utility District finds and determines that the positions of Director, General Manager, Chief of Operations and Assistant Fire Chief manage public investments as provided for in Section 87200 of the Government Code and that said positions shall file statements of economic interest pursuant to Government Code Section 87200.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 16th day of July 2024, by the following vote, to wit:

AYES:

NOES:

ABSTAINING:

ABSENT:

Kathryn Donohue, President

ATTEST:

Shelley L Redding, Clerk of the Board

.....
I hereby certify that the foregoing instrument is a true and correct copy of the original Resolution 286-2024 on record in this office, and that subsequent to its adoption no provision of Resolution 286-2024 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



Inverness Public Utility District
Board Meeting

Agenda Item No. 12

Resolution 287-2024

Capitalization Policy Update



Board Agenda Item Staff Report

Subject: Change in Capitalization Policy
Meeting Date: July 16, 2024
Date Prepared: July 9, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Drafted Resolution 287-2024

Recommended Action: Adopt and approve Resolution 287-2024: Adopting a Revised Capitalization Policy changing the capitalization threshold from \$3,000 per item to \$5, 000 per item.

In July 2007, the Board passed and adopted a Capitalization Policy, Resolution 163-2007, wherein any personal property purchased or donated to the District valued in excess of \$3,000 would be capitalized at cost. Personal property costing less than \$3,000 would be expensed in the year of the purchase or donation. Staff has adhered to this policy of capitalizing personal property and has maintained depreciation records of capitalized items.

During the review of the previous fiscal year, 2023-2024, staff noted that the rising cost of goods and services merits an increase of the capitalization threshold to \$5,000 per item. Any purchases under \$5,000 would be expensed at the time of purchase.

The water system mains, tanks, treatment plants, land, and buildings are fixed assets, but some installations, like additional mains, regardless of cost, would be considered a fixed or permanent asset. Replacement parts for existing equipment that do not increase the value or intended useful life of the asset are generally not capitalized. However, if a significant increase in value or intended useful life is achieved through a replacement part, the guidelines for capitalization are to be followed. These additions must be considered on a case-by-case basis for capitalization.

Inverness Public Utility District

RESOLUTION 287-2024

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
ADOPTING A REVISED CAPITALIZATION POLICY**

WHEREAS, in July of 2007, the Board passed and adopted a revised capitalization policy, Resolution 163-2007, wherein any personal property purchased or donated to the District in excess of Three Thousand Dollars (\$3,000.00) would be capitalized at cost. Personal property costing less than Three Thousand Dollars (\$3,000.00) would be expensed in the year of the purchase or donation.

WHEREAS, due to inflation of personal property cost, District desires to raise the capitalization threshold to Five Thousand Dollars (\$5,000.00) per item. Any new purchases or donations under the Five Thousand Dollars (\$5,000.00) threshold would be expensed at the time of purchase or donation.

THEREFORE, BE IT RESOLVED that personal property purchased with District funds, or personal property donated to the District, to which the District holds title, with a cost of Five Thousand Dollars (\$5,000.00) or more will be capitalized at cost. Property costing less than Five Thousand Dollars (\$5,000.00) will not be considered material enough to warrant capitalization and will be expensed in the year of purchase or donation.

FURTHER, BE IT RESOLVED that personal property will be depreciated over the estimated useful lives of items purchased. Where tax depreciation guidelines are substantially similar to the estimated useful lives, the tax depreciation guidelines may be used in lieu of estimated useful lives.

FURTHER, BE IT RESOLVED that District staff is instructed to adhere to this policy of capitalizing personal property, to maintain depreciation records of items capitalized, and record as necessary any additions, deletions, or modifications to previously capitalized property.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 16th day of July 2024, by the following vote, to wit:

AYES: Directors
NOES: None
ABSTAINING: None
ABSENT: None

_____, President

ATTEST:

Shelley L. Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 287-2024 on record in this office, and that subsequent to its adoption no provision of Resolution 287-2024 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



Inverness Public Utility District
Board Meeting

Agenda Item No. 13

Fiscal Year 2024-2025 Proposed Budget Approval



Board Agenda Item Staff Report

Subject: Proposed Budget for FY 2024-2025
Meeting Date: July 16, 2024
Date Prepared: July 12, 2024
Prepared by: Shelley Redding, General Manager
Attachments: Proposed Budget FY 2024-2025 DRAFT; FY 2024/2025 Personnel budget detail

Recommended Action: Approve Proposed Budget for FY 2024-2025

Staff prepared the draft budget for FY 2024/2025 by utilizing the amended 2023/2024 budget amendment presented at the last board meeting on May 30, 2024, and taking into consideration proposed staff pay-rates presented to your Board for approval at the May 30, 2024, meeting,

The budget reflects no increase in Ad Valorem Taxes, including excess ERAF, maintaining the previous budget of the Special Fire Tax revenue, and a decrease of the restricted funds from Measure C (Transitory Occupancy Tax) due to anticipated changes with the new Marin County short-term rental regulations. The water system revenue reflects the approved rates increase based on the regional CPI data presented at last month's board meeting, and a conservative prediction of lower usage revenue due to the previous year's trends.

The proposed 2023/2024 budget personnel costs include current staffing payrate increases of 3.67%, as proposed at the meeting with some allocation changes as follows:

<u>Chief of Operations:</u>	Shift expense allocations to 50% District, 50% Fire Ops
<u>Business & Water Analyst:</u>	Allocate 50% to water, 50% to District.
<u>Grants & Program Manager:</u>	Allocate a portion of salary to the Colby/Seahaven Tank Project and, any future grant awards.

At the time of this budget preparation, active interviews are being conducted for the new Water Supervisor position, with an anticipated hiring by September. The Chief of Operations has indicated that he plans to maintain his employment until the right candidate is hired and receives adequate training. With his role as Chief of Operations, his work overseeing the water system operations will be shared with the new position but will be mostly administrative. The time allocation for the Fire Department will be maintained at 50% during the transition and will be re-evaluated at a later date.

The Business & Water Analyst was hired in May and has begun training with the Customer Services Manager and assisting the General Manager with water system reporting, analysis and policy-related research for both the water system and the District. The Grants & Program Manager has returned from Family Leave and has continued her research for new grant opportunities that will benefit the community services of the District. Her role will continue by representing the District in meetings and conferences with Federal and State representatives as well as with community groups and members to better select the appropriate potential funding sources for the District for programs meant to address drought adaptation, resilience, and wildfire mitigation, coordinating outreach and resource activities with Fire staff with respect to the MWPA projects. She will be preparing the required quarterly report to the Department of Water Resources for the Colby/Seahaven Tank Project and will provide a Quarterly report to the Board of Directors.

The water operators have a salary schedule that reflects their years of service along with their level of required certifications. The water system requires minimum levels of certification by the State, but the complexity of the Inverness Water system also requires hands-on training to understand the water system and anticipate areas of maintenance or repair. The salary schedule reflects the pay rates based on those factors and are comparable to similar sized systems in Sonoma and Marin County.

Staff will be implementing a merit-based annual review to better reflect goals and achievements for job performance annually, instead of an annual cost of living adjustment.

Besides staffing costs, the cost for property and liability insurance have increased another 17.5% to approximately \$49,500 based on the invoice received from the insurance company SDRMA. The CalPERS Retirement rates have increased over 2% for both Classic Miscellaneous and Safety and less than .40% for PEPRAs Miscellaneous and Safety. The Unfunded Accrued Liability amounts are only for the Classic Miscellaneous and Safety, totaling approximately \$44,500. The operations costs for the District are not anticipated to substantially increase from last year.

Staff recommends approval of this preliminary budget, which will be tracked with quarterly updates and comparisons for an anticipated adjustment based on actual activities of the District.

Inverness Public Utility District FY 2024-2025 Proposed Budget Summary

	<u>2023-2024 Final</u>	<u>Proposed Annual Budget</u>
Income		
Total 600 · Taxes Income	782,133	830,530
Total 650 · Restricted Agency Funds	183,059	166,928
Total 700 · Water Charges	555,312	596,705
Total 710 · Miscellaneous Income	48,430	110,000
Total Income	<u>1,568,933</u>	<u>1,704,163</u>
Expense		
Total 835 Lab & Monitoring	10,951	11,000
Total 840 Maintenance & Utilities	60,234	74,000
Total 843 Fire Prevention	20,492	49,746
Total 844 Storage & Distribution	2,574	2,200
Total 850 Supplies & Inventory	54,977	48,290
Total 870 Administration	115,075	148,967
Total 810 · Personnel Costs	986,000	1,342,881
Total 830 · Dispatch & Communications	19,142	16,360
Total 841 · Training & Courses	1,500	3,250
Total 860 · Vehicle Expenses	31,502	21,000
Total Expense	<u>1,302,447</u>	<u>1,717,694</u>
Net Income	<u>266,486</u>	<u>(13,531)</u>

District Administration FY 2024-2025 Proposed Budget

	2023-2024 Final	2024-2025 Proposed Budget
Income		
600 · Taxes Income		
600-01 · Ad Valorem Taxes	577,647	613,530
600-03 · Excess ERAF	131,473	140,000
600-04 · Prior Year Taxes	-	-
600 · Taxes Income - Other	-	-
Total 600 · Taxes Income	709,120	753,530
710 · Miscellaneous Income		
710-02 · Other Income	376	1,000
710-05 · CERBT OPEB Reimbursement	-	29,000
710-07 · Interest Income	41,782	70,000
710 · Miscellaneous Income - Other	75	-
Total 710 · Miscellaneous Income	42,233	100,000
Total Income	751,353	853,530
Expense		
840 Maintenance & Utilities		
840-01 · Equipment Maintenance	-	1,500
840-02 · Building Maintenance	1,600	-
840-10 · Admin Office Utilities	1,224	2,000
840 Maintenance & Utilities - Other	-	-
Total 840 Maintenance & Utilities	2,824	3,500
850 Supplies & Inventory		
850-01 · Supplies & Inventory	129	3,000
850-03 · Resale Merchandise	-	3,000
850-04 · Uniforms	-	300
850 Supplies & Inventory - Other	-	-
Total 850 Supplies & Inventory	129	6,300
870 Administration		
870-01 · Telephone & Internet	3,319	4,000
870-02 · Dues/Publications/Subscriptions	8,812	8,000
870-03 · Insurance - Property	14,072	15,000
870-04 · Audit & Financial	12,750	5,500
870-05 · Office Supplies	9,356	6,000
870-06 · Banking Fees	1,488	2,000
870-07 · Legal & Attorneys	3,720	4,000
870-08 · Board & Election Expenses	177	500
870-09 · Travel, Meetings, Training	753	2,000
870-10 · Public Relations/Publications	5,405	4,000
870-11 · Office IT Support	6,330	5,000
870-14 · Miscellaneous	3,156	1,000
870-15 · Admin. Office Rent	14,400	15,000
870-16 · Property Tax Admin Fees	7,640	8,000
870 Administration - Other	-	-
Total 870 Administration	91,379	80,000
810 · Personnel Costs		
810-01 · Management Wages	111,624	182,586
810-03 · Administrative Wages	94,610	129,826
810-04 · Employers Payroll Tax	16,836	23,900

District Administration FY 2024-2025 Proposed Budget

	2023-2024 Final	2024-2025 Proposed Budget
810-07 · Health Insurance	350	18,803
810-08 · Retiree Health Ins.	23,255	23,520
810-09 · Health Ins in Lieu	10,175	13,610
810-10 · Retirement Premiums	24,487	75,195
810-12 · Unfunded Accrued Liability	-	778
810-13 · Workers Comp	61	2,206
810-14 · CalPERS Fees	350	400
810 · Personnel Costs - Other	-	-
Total 810 · Personnel Costs	281,749	470,824
841 · Training & Courses		
841-02 · Certification & Courses	-	1,000
841 · Training & Courses - Other	-	-
Total 841 · Training & Courses	-	1,000
Total Expense	376,080	561,624
	375,273	291,906

Inverness Public Utility Fire Department FY 2024-2025 Proposed Budget

	2023-2024 Final	2024-2025 Proposed Budget
600 · Taxes Income		
600-02 · Special Fire Assesment	73,013	77,000
600 · Taxes Income - Other	-	-
Total 600 · Taxes Income	73,013	77,000
650 · Restricted Agency Funds		
650-01 · TOT Revenue (Meas W)	119,898	115,000
650-02 · MWPA Defensible Space	21,630	21,719
650-03 · MWPA Local Specfic	22,050	21,719
650-04 · WMES (Burton Funds)	14,980	7,490
650-05 · WMCS Grant for Disaster Council	4,500	1,000
650 · Restricted Agency Funds - Other	-	-
Total 650 · Restricted Agency Funds	183,059	166,928
Total 710 · Miscellaneous Income	550	5,500
Total Income	256,621	249,428
840 Maintenance & Utilities		
840-01 · Equipment Maintenance	5,100	1,000
840-02 · Building Maintenance	3,058	3,000
840-03 · Grounds Maintenance	1,009	1,000
840-09 · Firehouse Utilities	6,091	5,500
840 Maintenance & Utilities - Other	-	-
Total 840 Maintenance & Utilities	15,258	10,500
843 Fire Prevention		
843-01 · Volunteer Appreciation	3,312	1,000
843-02 · Volunteer Training	716	1,000
843-03 · Volunteer Stipends	-	1,000
843-04 · Volunteer Insurance	-	4,402
843-06 · MWPA Defensible Space	16,465	21,172
843-07 · MWPA Local Projects	-	21,172
843 Fire Prevention - Other	-	-
Total 843 Fire Prevention	20,492	49,746
850 Supplies & Inventory		
850-01 · Supplies & Inventory	16,913	5,000
850-02 · Personal Protective Gear	12,303	7,490
850-03 · Resale Merchandise	-	2,000
850-04 · Uniforms	-	1,000
850 Supplies & Inventory - Other	-	-
Total 850 Supplies & Inventory	29,216	15,490
870 Administration		
870-01 · Telephone & Internet	4,281	5,000
870-02 · Dues/Publications/Subscriptions	3,264	500
870-03 · Insurance - Property	18,345	19,172
870-04 · Audit & Financial	-	3,500
870-05 · Office Supplies	534	500
870-09 · Travel, Meetings, Training	85	500
870-10 · Public Relations/Publications	128	-
870-11 · Office IT Support	120	-

Inverness Public Utility Fire Department FY 2024-2025 Proposed Budget

	2023-2024 Final	2024-2025 Proposed Budget
870-13 · Disaster Council	2,595	2,500
870-14 · Miscellaneous	278	300
870-16 · Property Tax Admin Fees	-	1,000
870-17 · Agency Fees	-	700
870 Administration - Other	-	-
Total 870 Administration	29,630	33,672
810 · Personnel Costs		
810-01 · Management Wages	63,821	67,804
810-02 · Operations Wages	48,512	48,560
810-04 · Employers Payroll Tax	8,127	9,896
810-05 · Volunteer Wages	150	1,000
810-06 · Duty Officer Stipend	3,400	13,000
810-07 · Health Insurance	31,119	48,731
810-08 · Retiree Health Ins.	3,028	3,464
810-10 · Retirement Premiums	24,632	35,449
810-12 · Unfunded Accrued Liability	13,895	16,677
810-13 · Workers Comp	598	4,301
810-14 · CalPERS Fees	700	750
810 · Personnel Costs - Other	-	-
Total 810 · Personnel Costs	197,982	249,632
830 · Dispatch & Communications		
830-01 · Radio/Pager Repair	129	500
830-02 · Commo Supplies	2,151	2,000
830-03 · MERA Operations	16,862	13,460
830-05 · MERA New Financing	-	3,000
830 · Dispatch & Communications - Other	-	-
Total 830 · Dispatch & Communications	19,142	18,960
841 · Training & Courses		
841-01 · Volunteer Training	-	1,000
841-02 · Certification & Courses	965	1,000
841 · Training & Courses - Other	-	-
Total 841 · Training & Courses	965	2,000
860 · Vehicle Expenses		
860-01 · Vehicle Oil & Gas	4,049	5,000
860-02 · Vehicle Repairs & Service	9,607	4,000
860 · Vehicle Expenses - Other	-	-
Total 860 · Vehicle Expenses	13,656	9,000
Total Expense	326,340	389,000
	(69,719)	(139,572)

Inverness Public Utility District Water System FY 2024-2025 Proposed Budget

	2024-2025 Proposed	
	2023-2024 Final	Budget
Income		
700 · Water Charges		
700-01 · Basic Charges	486,945	524,295
700-02 · Usage Charges	66,180	70,000
700-03 · Cross Connection Fees	1,337	1,409
700-04 · Miscellaneous Charges	850	1,000
700-05 · Uncollectibles	-	-
700 · Water Charges - Other	-	-
Total 700 · Water Charges	555,312	596,705
710 · Miscellaneous Income		
710-01 · Customer Work Overhead	5,647	3,000
710-02 · Other Income	-	1,500
710 · Miscellaneous Income - Other	-	-
Total 710 · Miscellaneous Income	5,647	4,500
Total Income	560,958	601,205
Expense		
835 Lab & Monitoring		
835-01 · BacT & Raw Samples	4,360	5,000
835-02 · Periodic Samples	5,341	6,000
835-03 · Lead & Copper	1,250	-
835 Lab & Monitoring - Other	-	-
Total 835 Lab & Monitoring	10,951	11,000
840 Maintenance & Utilities		
840-01 · Equipment Maintenance	-	3,000
840-02 · Building Maintenance	-	500
840-03 · Grounds Maintenance	525	500
840-04 · Tank Maintenance	-	3,000
840-05 · Collect & Treat Maint	247	5,000
840-06 · Distribution System Maintenance	1,053	6,000
840-07 · Collection/Treat Utilities	33,752	35,000
840-08 · Distribution Utilities	3,856	4,000
840-11 · SCADA Maintenance	2,720	3,000
840 Maintenance & Utilities - Other	-	-
Total 840 Maintenance & Utilities	42,153	60,000
844 Storage & Distribution		
844-01 · Telemetry	542	-
844-02 · Cross Connection Maintenance	1,620	1,700
844-03 · Miscellaneous	412	500
844 Storage & Distribution - Other	-	-
Total 844 Storage & Distribution	2,574	2,200
850 Supplies & Inventory		
850-01 · Supplies & Inventory	24,506	25,000
850-02 · Personal Protective Gear	796	500
850-03 · Resale Merchandise	-	500
850-04 · Uniforms	330	500
850 Supplies & Inventory - Other	-	-
Total 850 Supplies & Inventory	25,632	26,500
870 Administration		

Inverness Public Utility District Water System FY 2024-2025 Proposed Budget

	2023-2024 Final	2024-2025 Proposed Budget
870-01 · Telephone & Internet	3,137	3,200
870-02 · Dues/Publications/Subscriptions	2,739	2,500
870-03 · Insurance - Property	10,672	19,093
870-04 · Audit & Financial	-	3,500
870-05 · Office Supplies	125	250
870-07 · Legal & Attorneys	800	500
870-09 · Travel, Meetings, Training	121	1,000
870-10 · Public Relations/Publications	208	-
870-12 · Billing & Collections	8,301	9,000
870-14 · Miscellaneous	538	500
870-17 · Agency Fees	5,691	6,000
870 Administration - Other	-	-
Total 870 Administration	32,332	45,543
810 · Personnel Costs		
810-01 · Management Wages	63,502	92,248
810-02 · Operations Wages	271,417	248,290
810-03 · Administrative Wages	12,648	41,553
810-04 · Employers Payroll Tax	25,442	33,789
810-07 · Health Insurance	56,441	67,618
810-10 · Retirement Premiums	53,304	106,626
810-12 · Unfunded Accrued Liability	22,291	27,579
810-13 · Workers Comp	874	4,722
810-14 · CalPERS Fees	350	-
Total 810 · Personnel Costs	506,269	622,425
830 · Dispatch & Communications		
830-01 · Radio/Pager Repair	-	200
830-02 · Commo Supplies	-	200
830 · Dispatch & Communications - Other	-	-
Total 830 · Dispatch & Communications	-	400
841 · Training & Courses		
841-02 · Certification & Courses	535	250
841 · Training & Courses - Other	-	-
Total 841 · Training & Courses	535	250
860 · Vehicle Expenses		
860-01 · Vehicle Oil & Gas	7,929	8,000
860-02 · Vehicle Repairs & Service	9,917	4,000
860 · Vehicle Expenses - Other	-	-
Total 860 · Vehicle Expenses	17,846	12,000
Total Expense	638,291	780,318
	(77,333)	(179,113)

2024/2025 IPUD PERSONNEL BUDGET: TOTAL COSTS PER EMPLOYEE AND SUMMARY BY DEPARTMENT

<i>Employee</i>	<i>Position</i>	<i>Payroll</i>	<i>P/R Taxes</i>	<i>Work Comp</i>	<i>Health Insurance</i>	<i>Retirement</i>	<i>Total</i>
S Redding	General Manager	114,782	8,781	177	6,805	35,077	165,622
J K Fox	COP	67,804	5,187	931	10,362	16,263	100,546
J K Fox	Fire Chief	67,804	5,187	567	10,362	20,609	104,528
TBD	Water Supervisor	92,248	7,057	1,267	10,362	24,587	
K Fox	Sr. Water Operator	102,273	7,824	1,404	20,724	24,587	156,812
Jacob Leyva	Water Operator	81,121	6,206	1,114	20,724	24,791	133,955
Cassidy Russell	Water Operator	64,896	4,965	891	10,362	19,832	100,946
David Briggs	Asst Fire Chief	48,560	3,715	761	26,938	14,840	94,814
Brian Cassell	Fire Duty	13,000	995	204	0	0	14,198
Jenna Nicolas	Grants/Proj Coor	47,871	3,662	74	6,805	14,629	73,042
Sarah Flamm	Policy Analyst	60,377	4,619	93	10,362	18,451	93,902
Wade Holland	Cust Svc Mgr	34,435	2,634	53	3,634	0	40,756
Kaaren Gann	Bookkeeper	28,695	2,195	44	3,312	0	34,246
Mike Meszaros	Retired	0	0	0	3,312	0	3,312
Scott McMorrow	Retired	0	0	0	18,645	0	18,645
Volunteers				1,445			
Directors				27			
Totals		823,865.00	63,025.67	9,050.59	162,708.78	213,666.00	1,272,316.04

<i>Summary by Department</i>	<i>Payroll</i>				<i>Payroll Taxes</i>	<i>Work Comp</i>	<i>Health Insurance</i>	<i>Retirement</i>	<i>Dept. Totals</i>
	<i>Mgt.</i>	<i>Opns</i>	<i>Nonopns</i>	<i>P/R Totals</i>					
Water	92,248	289,843	0	382,091	29,230	4,740	67,608	106,626	590,295
Fire	67,804	61,560	0	129,364	9,896	2,993	40,754	35,449	218,456
District	182,586	129,826	0	312,412	23,900	1,321	54,855	75,195	467,683

2024/2025 IPUD PERSONNEL BUDGET: TOTAL COSTS PER EMPLOYEE AND SUMMARY BY DEPARTMENT

Totals	342,638	481,229	0	823,867	63,026	9,055	163,217	217,270	1,276,434
Total payroll on Operating Budget			823,867	Yellow cells contain data to be entered on Operating Budget.					



Inverness Public Utility District
Board Meeting

Agenda Item No. 14

**Approval and Adoption of Overhead Rates
FY 2024-2025**

IPUD OVERHEAD RATES COMPUTATIONS

Fiscal Year: 2024-2025

Administrative Overhead Component	2.10	
Staff with Health and Pension Benefits Overhead Factor		
Administrative overhead component	2.10	
Retirement premium percentage	22.62	
Social Security/Medicare tax	7.65	
Work Comp percentage	0.25	
Health insurance premium percentage	4.31	
Total Staff w/Benefits Factor	36.93	37%
Temporary Employees and Staff w/No Benefits Overhead Factor		
Administrative overhead component	2.10	
Social Security/Medicare tax	7.65	
Work Comp percentage	0.25	
Total Temporary and Staff w/no Benefits Factor	10.00	10%
Retired Staff w/ Health Benefits Overhead Factor		
Administrative overhead component	2.10	
Social Security/Medicare tax	7.65	
Work Comp percentage	0.25	
Health insurance premium percentage	1.90	
Total Temporary and Staff w/no Benefits Factor	11.90	12%
Materials Overhead Factor		
Administrative overhead component	2.1	
Sales tax percentage (in Marin County)	8.25	
Shipping,handling, storage, transportation, etc.	12.50	
Total Materials Factor	22.85	23%
Contract & Consultants Overhead Factor		
Administrative overhead component	2.1	
Contract/agreement administration	7.50	
Total Contract & Consultants Factor	9.6	10%
Laboratory Testing for Customer		
Administrative overhead component	4.98	4.98%
Cost of laboratory test	Actual cost	
Total Laboratory Testing Overhead Factor		5%



Inverness Public Utility District
Board Meeting

Agenda Item No. 15

Ordinance 114-2024

General Manager Compensation for

FY 2024-2025

Inverness Public Utility District

ORDINANCE 114-2024

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

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

SECTION 1. The salary of the General Manager of the Inverness Public Utility District shall be Nine Thousand Nine Hundred Eighty-one and 81/100s Dollars (\$9,981.81) per month, effective July 17, 2024.

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

SECTION 3. The General Manager salary shall be allocated each month by the following method:
a. Time attributable to work on capital projects and reimbursable projects shall be allocated to each applicable project at the General Manager’s calculated hourly rate, which shall be the monthly salary divided by 173.333 (or \$57.59 per hour), times the number of hours attributable to the project.
b. What remains shall be allocated to District General Fund expenses.

SECTION 4. This Ordinance shall be and hereby is declared to be in full force and effect as of thirty (30) days from and after the date of its adoption. The Clerk of the Board shall cause this Ordinance to be published in a newspaper of general circulation in the District at least one (1) week before the expiration of said thirty (30) days and shall also cause copies of this Ordinance to be posted in at least three (3) public places in the District for thirty (30) days, and said publication and said posted copies shall show the names of the Directors voting for and against adoption of this Ordinance.

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 16th day of July 2024, by the following vote, to wit:

AYES:

NOES:

ABSTAINING:

ABSENT:

Kathryn Donohue, President

ATTEST:

Shelley Redding, Clerk of the Board

I hereby certify that the foregoing instrument is a true and correct copy of the original of Ordinance 114-2024 on record in this office, and that subsequent to its adoption no provision of Ordinance 114-2024 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



Inverness Public Utility District
Board Meeting

Agenda Item No. 16

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting

Agenda Item No. 17

Adjournment