

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, March 17, 2026

11:30 a.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) **Presentation of the District's Fiscal Year 2024-2025 Independent Financial Audit by Video Conference.** Presentation by Paul Kaymark, CPA and Stacy Macias, CPA of Nigro & Nigro, PC with District Financial Consultant Phillip Chavira in attendance.
- 4) **Fiscal Year 2024-2025 Independent Audit:** Accept and Approve the FY 2024-2025 Financial Audit
- 5) **Election of Officers for 2026:** (President, Vice President, Treasurer; ex officio officers).
- 6) **Consent Calendar**
All items listed under the Consent Calendar are considered routine and will be enacted by one motion. There will be no separate discussion of these items unless a member of the Board of Directors, staff, or public requests that a specific item be removed for separate discussion and action.
 - A. **Approval of Minutes:** January 20, 2026, Regular Meeting Minutes
 - B. **Approval of Expenditures**
 - 1) Accounts Payable: January & February 2026
 - 2) Credit Card Purchases: January & February 2026
 - 3) Payroll Expenses: January & February 2026
- 7) **Business of the District**
 - A. **Resolution 296-2026** Amending Resolution 75-94 Establishing a Checking Account with the Bank of America (designating new signatories).
 - B. **Resolution 297-2026:** Amending Resolution 245-19 Establishing the Authorized Officers to Deposit or Withdraw Monies of the Local Agency Investment Fund (LAIF).
 - C. **Resolution 298-2026** Designating David Briggs as the District's representative of the Board of Directors of the Marin Emergency Radio Authority (MERA) and Shelley Redding as the designated alternate representative of the Board of Directors of the Marin Emergency Radio Authority.
 - D. **Capitalization Project Approval of \$11,000 - Valve Replacement for F1 and F3.**

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
DAVID BRIGGS, FIRE CHIEF • RICHARD PEREZ, WATER SYSTEM SUPERINTENDENT

8) Reports: Receive Reports On Administrative and Operational Activities for January and February 2026

A. Special Project Report – Colby and Seahaven Tank Replacement Project

- 1) Project Completion Report
- 2) Special Requests for Colby Tank Site from Michael and Trish McEneaney.

B. General Manager’s Administrative Report

- 1) Capital Projects Report Fiscal Year-To-Date
- 2) New Service Connection Fee 2026
- 3) Policies and Procedures Review
- 4) District Wide Equipment Inventory Review

C. Operations Reports

- 1) Water System Report January & February 2026 – Rich Perez
- 2) Fire Department Report January & February 2026 – David Briggs
- 3) Marin Wildfire Prevention Authority (MWPA) Report January & February 2026 – David Briggs

8) Committee Meetings/Reports

1. Personnel Committee Report

9) Adjournment

Posted: 03/12/2026



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)).

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



Inverness Public Utility District
Board Meeting

Agenda Item No. 3

**Presentation of the District's
Fiscal Year 2024-2025 Independent Financial Audit by
Video Conference.**

**Presentation by Paul Kaymark, CPA and Stacy
Macias, CPA of Nigro & Nigro, PC
with District Financial Consultant Phillip Chavira in
attendance.**



Inverness Public Utility District Board Meeting

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INVERNESS PUBLIC UTILITY DISTRICT
Presentation to the Board of Directors
For the Fiscal Year Ended
June 30, 2025

NIGRO & NIGRO^{PC}



SCOPE OF WORK

Perform Audit Testwork of the Entity's Annual Financial Statements/Report

Report on the Entity's internal control over financial reporting and on compliance in accordance with Government Auditing Standards

OUR RESPONSIBILITY IN ACCORDANCE WITH PROFESSIONAL STANDARDS

1. Form and express an opinion about whether the Annual Financial Statements results, that have been prepared by management, are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America.
2. Our responsibility is to plan and perform the audit to obtain **reasonable assurance (not absolute assurance)** about whether the Annual Financial Statements are free of material misstatements.
3. We are to consider the Entity's internal controls and segregations of duties over accounting procedures and financial reporting as we perform our audit testwork. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal controls.

AUDIT RESULTS

An Auditor's **Unmodified Opinion** has been issued on the Annual Financial Statements.

- The Annual Financial Statements are fairly presented in all material respects.
- The adopted significant accounting policies have been consistently applied.
- Estimates are considered reasonable for Depreciation, Pension and OPEB expenses.
- New GASB Pronouncements were adopted.
- Required disclosures are properly reflected in the Annual Financial Statements.

AU-C 265 – Communicating Internal Control Related Matters Identified in an Audit

No Material Issues Arose to be Reported to the Governing Board/Management

Any Minor Issues Were Discussed Orally and Corrected by Management

How Do We Make You Better?

Best Practice Solutions Were Conveyed to Management – That's the Audit ROI

Inverness Public Utility District – Governmental Funds

Dashboard – Audited Financial Statements

June 30, 2025 vs 2024

Revenues & Expenses	2025	2024	Variance
Operating Revenues:			
Grant revenues	\$ 219,655	\$ 178,663	\$ 40,992
Non-Operating Revenues:			
Property taxes 4.8%	814,925	782,668	32,257
Investment earnings	104,024	59,484	44,540
Other revenues	4,765	7,172	(2,407)
Total Revenues	1,143,369	1,027,987	74,390
Operating Expenses:			
Public safety – public safety	724,258	616,610	107,648
Operating expenses before depr.	724,258	616,610	107,648
Depreciation expense	7,088	24,825	(17,737)
Total Expenses	731,346	641,435	89,911
Change in Revenues & Expenses	\$ 412,023	\$ 386,552	\$ (15,521)
Capital Outlay:			
Capital Asset Additions	\$ (52,958)	\$ (16,891)	\$ (36,067)
Depreciation Expense	7,088	24,825	(17,737)
Change in Capital Expense	\$ (45,870)	\$ 7,934	\$ (53,804)
Cash & Investments	\$ 2,512,411	\$ 2,455,205	\$ 57,206
Quick Summary:			
Change in Revenues & Expenses	\$ 412,023		
Change in Capital Expense	(45,870)	Use of cash	
Change in Internal Balances	(224,030)	Use of cash	
Change in Accounts Receivable	(70,370)	Change in cash	
Change in Comp Abs	15,674	Change in cash	
Change in Pension & OPEB Expense	(23,792)	Change in cash	
Change in Cash & Investments	\$ 63,635	Approximately	\$ 6,429
Investment Earnings to Portfolio	4.19%		

Inverness Public Utility District – Enterprise Funds

Dashboard – Audited Financial Statements

June 30, 2025 vs 2024

Revenues & Expenses	2025	2024	Variance
Operating Revenues:			
Water consumption sales	\$ 601,055	\$ 561,823	\$ 39,232
Other charges for services	7,388	9,147	(1,759)
Non-Operating Revenues:			<u>37,473</u>
Capital grant revenue	150,440	-	150,440
Total Revenues	<u>758,883</u>	<u>570,970</u>	<u>187,913</u>
Operating Expenses:			
Water – Operations	752,732	569,732	183,000
Operating expenses before depr.	752,732	569,732	183,000
Depreciation expense	96,576	119,592	(23,016)
Total Operating Expenses	849,308	689,324	159,984
Non-Operating Expenses:			
Interest expense	8,180	8,419	(239)
Total Expenses	<u>857,488</u>	<u>697,743</u>	<u>159,745</u>
Change in Revenues & Expenses	\$ <u>(98,605)</u>	\$ <u>(126,773)</u>	\$ <u>28,168</u>
Capital Outlay:			
Capital Asset Additions	\$ (153,005)	\$ (57,059)	\$ (95,946)
Depreciation Expense	96,576	119,592	(23,016)
Change in Capital Expense	\$ <u>(56,429)</u>	\$ <u>62,533</u>	\$ <u>(118,962)</u>
Debt Service:			
Principal (Paid) Issued	\$ <u>(17,273)</u>	\$ <u>(17,035)</u>	\$ <u>(238)</u>
Cash & Investments	\$ <u>(1,151,727)</u>	\$ <u>(927,697)</u>	\$ <u>(224,030)</u>
Quick Summary:			
Change in Revenues & Expenses	\$ (98,605)		
Change in Capital Expense	(56,429)	Use of cash	
Debt Service – Principal Paid	(17,273)	Use of cash	
Change in Other Assets/Liabilities	(51,723)	Use of cash	
Change in Cash & Investments	\$ <u>(224,030)</u>	Approximately	\$ <u>-</u>

INVERNESS PUBLIC UTILITY DISTRICT
Report to the Board of Directors
For the Fiscal Year Ended
June 30, 2025

NIGRO & NIGRO^{PC}

INVERNESS PUBLIC UTILITY DISTRICT

Table of Contents

For the Fiscal Year Ended June 30, 2025

	<u>Page</u>
Letter to Board of Directors	1
Required Communications	2
Summary of Adjusting Journal Entries	5



Board of Directors
Inverness Public Utility District
Inverness, California

We are pleased to present this report related to our audit of the financial statements of the Inverness Public Utility District (District) as of and for the year ended June 30, 2025. This report summarizes certain matters required by professional standards to be communicated to you in your oversight responsibility for the District's financial reporting process.

This report is intended solely for the information and use of the Board of Directors and management and is not intended to be, and should not be, used by anyone other than these specified parties. It will be our pleasure to respond to any questions you have about this report. We appreciate the opportunity to continue to be of service to the District.

Very truly yours,

Murrieta, California
March 17, 2026

Required Communications

INVERNESS PUBLIC UTILITY DISTRICT

Required Communications

For the Fiscal Year Ended June 30, 2025

Generally accepted auditing standards (AU-C 260, *The Auditor's Communication With Those Charged With Governance*) require the auditor to promote effective two-way communication between the auditor and those charged with governance. Consistent with this requirement, the following summarizes our responsibilities regarding the financial statement audit as well as observations arising from our audit that are significant and relevant to your responsibility to oversee the financial reporting process.

Area	Comments
Our Responsibilities with Regard to the Financial Statement Audit	Our responsibilities under auditing standards generally accepted in the United States of America have been described to you in our arrangement letter dated May 1, 2025. Our audit of the financial statements does not relieve management or those charged with governance of their responsibilities, which are also described in that letter.
Overview of the Planned Scope and Timing of the Financial Statement Audit	An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit involved judgment about the number of transactions and the account-type of areas tested. There were no changes to the planned scope and timing of our audit testwork.
Accounting Policies and Practices	<p>Accounting Policies and Practices Under generally accepted accounting principles, in certain circumstances, management may select among alternative accounting practices. During our audit, no such circumstances were noted.</p> <p>Adoption of, or Change in, Significant Accounting Policies or Their Application Management has the ultimate responsibility for the appropriateness of the accounting policies used by the District. The District did not adopt any significant new accounting policies, nor have there been any changes in existing significant accounting policies during the current period.</p> <p>Significant or Unusual Transactions We did not identify any significant or unusual transactions or significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.</p> <p>Management's Judgments and Accounting Estimates Accounting estimates are an integral part of the preparation of financial statements and are based upon management's current judgement. No such significant accounting estimates were noted or estimate applications were changed from the previous year.</p>
Audit Adjustments	Audit adjustments are summarized in the attached Summary of Adjusting Journal Entries .
Uncorrected Misstatements	We are not aware of any uncorrected misstatements other than misstatements that are clearly trivial.

INVERNESS PUBLIC UTILITY DISTRICT

Required Communications

For the Fiscal Year Ended June 30, 2025

Area	Comments
Discussions With Management	We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditor. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.
Disagreements With Management	We encountered no disagreements with management over the application of significant accounting principles, the basis for management's judgments on any significant matters, the scope of the audit, or significant disclosures to be included in the financial statements.
Consultations With Other Accountants	We are not aware of any consultations management had with other accountants about accounting or auditing matters.
Significant Issues Discussed With Management	No significant issues arising from the audit were discussed or the subject of correspondence with management.
Significant Difficulties Encountered in Performing the Audit	No significant difficulties were encountered in performing our audit.
Required Supplementary Information	We applied certain limited procedures to the: <ol style="list-style-type: none">1. Management's Discussion and Analysis2. Budget to Actual Comparison3. Required Pension Plan Disclosures4. Required OPEB Plan Disclosures Which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the information and use of Board of Directors and management of the District and is not intended to be, and should not be, used by anyone other than these specified parties.

INVERNESS PUBLIC UTILITY DISTRICT

Required Communications

For the Fiscal Year Ended June 30, 2025

Our Audit Methodology

As part of our firm's standard audit methodology, once our Audit Team has uploaded management's trial balance into our audit software, we are required to report to the Governance Board and Management all adjustments made to the trial balance during the audit process. This includes any proposed audit adjustments identified by our auditors as well as any adjustments provided by management. Our policy is designed to ensure full transparency and to give the Governance Board and Management a clear understanding of the nature and extent of changes considered during the audit, thereby reinforcing the integrity and depth of the audit procedures performed.

Disclosure of Audit Adjustments and Reclassifications

As part of our external audit engagement, we operate under the presumption that the District's books and records are materially accurate and appropriately closed prior to the commencement of audit fieldwork. Nonetheless, audit adjustments and reclassifications are often proposed during the course of the audit to ensure the District's financial statements are presented in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP), and to enhance comparability with prior-year financial data. In the interest of transparency and governance, we have included, as an attachment to this letter, a summary of audit adjustments and reclassification journal entries identified during the audit.

The existence or absence of such adjustments does not inherently indicate deficiencies, but rather reflects the auditor's role in enhancing the fair presentation of the financial statements. Disclosure of these items provides the Governance Board and Management with insight into the scope and depth of the audit procedures performed.

To promote timely and accurate financial reporting, we recommend that management strengthen internal controls and oversight over the year-end financial close process. Enhancing these procedures can reduce the volume of post-closing audit adjustments and reclassifications, improve the quality of interim and year-end financial reporting, and support the District's efforts in maintaining compliance with financial reporting requirements and best practices in fiscal governance.

Management Override of Controls

Professional auditing standards require auditors to consider the risk that management may override established internal controls, regardless of the perceived effectiveness of those controls. During our audit, we identified management override of controls as a significant risk due to the inherent ability of management to initiate, authorize, record, or adjust transactions and financial records. Such override could occur through inappropriate journal entries, management bias in accounting estimates, or the circumvention of established approval and review processes, potentially resulting in material misstatement of the financial statements, whether due to error or fraud.

While our audit procedures did not identify any instances of inappropriate management override, the presence of this risk is inherent in all organizations and warrants continued attention. We recommend that the District continue to strengthen governance and oversight practices, including active involvement by the Governance Board, consistent monitoring of journal entries and significant estimates, segregation of duties where feasible, and periodic independent reviews of key financial processes. These measures help mitigate the risk of management override and support the integrity and reliability of the District's financial reporting.

Summary of Adjusting Journal Entries

INVERNESS PUBLIC UTILITY DISTRICT
Summary of Adjusting Journal Entries
For the Fiscal Year Ended June 30, 2025

See Attached Listing

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 1			
To apply payment to loan and add accrued interest			
880-01W	Interest Expense (W) (NEW)	8,220.70	
QBO1-401	Accrued interest payable	40.31	
QBO1-452	SWRCB Tenney Project Loan	17,273.31	
880-01W	Interest Expense (W) (NEW)		40.31
QBO460	Other Liabilities		25,494.01
Total		25,534.32	25,534.32
Adjusting Journal Entries JE # 2			
To fix negative CIP			
QBO1371-39	Construction in Progress:Water Work in Progress:Hydrar	15,000.00	
QBO30000	Opening Balance Equity		15,000.00
Total		15,000.00	15,000.00
Adjusting Journal Entries JE # 3			
To record LAIF FMV			
QBO1-109N	LAIF	10,821.01	
QBO710-07	Interest Income		10,821.01
Total		10,821.01	10,821.01
Adjusting Journal Entries JE # 4			
AJE provided by client			
QBO600-01	Ad Valorem Taxes	1,966.20	
QBO650-01	TOT Revenue (Meas W)		1,966.20
Total		1,966.20	1,966.20
Adjusting Journal Entries JE # 5			
To reconcile property tax			
QBO3-138	Other A/R G	595.88	
QBO600-01	Ad Valorem Taxes	284.63	
QBO600-01	Ad Valorem Taxes	21.14	
QBO600-01	Ad Valorem Taxes	8,217.55	
QBO600-03	Excess ERAF	15,398.40	
QBO870-16	Property Tax Admin Fees	3,793.84	
QBO1-103	Bank of America 4809		284.63
QBO1-105	Cash in County		4,310.97
QBO3-138	Other A/R G		15,419.54
QBO600-01	Ad Valorem Taxes		595.88
QBO600-02	Special Fire Assessment		7,691.09
QBO710-07	Interest Income		9.33
Total		28,311.44	28,311.44
Adjusting Journal Entries JE # 6			
To accrue LAIF interest			
QBO3-138	Other A/R G	22,174.14	
QBO710-07	Interest Income		22,174.14
Total		22,174.14	22,174.14

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 7			
To reclass payments for reporting purposes. Do not need to book.			
QBO130	Water Customer A/R	643.09	
QBO20000	Accounts Payable	51,396.27	
QBO20000	Accounts Payable	27,419.71	
QBO1-440	Unearned Income		643.09
QBO140	Insurance		51,396.27
QBO141	Workers Comp Insurance		27,419.71
Total		79,459.07	79,459.07
Adjusting Journal Entries JE # 8			
To reconcile all prepaids (classes to be provided)			
870-14	Miscellaneous	486.64	
QBO850-03	Resale Merchandise	4,586.76	
QBO870-02	Dues/Publications/Subscriptions	4,816.33	
QBO870-09	Travel, Meetings, Training	490.00	
QBO146	Other Prepaids		8,332.23
QBO870-02	Dues/Publications/Subscriptions		2,047.50
Total		10,379.73	10,379.73
Adjusting Journal Entries JE # 9			
To adjust all capital related accounts			
2-960	Depreciation Expense	7,088.00	
960	Depreciation - Plant	96,576.00	
QBO1371-35	Construction in Progress:Water Work in Progress:Colby	150,440.19	
QBO2-250	Vehicles (F)	35,000.00	
QBO1-200	Accum. Depreciation (Plant)		90,226.00
QBO1-300	Accum Depreciation - Other		6,350.00
QBO137	MWPA CORE Project Equip. Reimb.		35,000.00
QBO2-200	Accum. Depreciation		7,088.00
QBO700-05	Water grant revenue (NEW)		150,440.19
Total		289,104.19	289,104.19
Adjusting Journal Entries JE # 10			
To clear out 2024 accrued expenses			
QBO2001	Accrued expenses W	16,985.15	
QBO1371-35	Construction in Progress:Water Work in Progress:Colby		3,710.00
QBO1371-35	Construction in Progress:Water Work in Progress:Colby		2,457.50
QBO840-06	Distribution System Maintenance		10,817.65
Total		16,985.15	16,985.15
Adjusting Journal Entries JE # 11			
To fix customer deposit transaction			
QBO850-01	Supplies & Inventory	523.73	
QBO850-01	Supplies & Inventory	909.74	
QBO1-430	Customer Deposits		1,433.47
Total		1,433.47	1,433.47
Adjusting Journal Entries JE # 12			
To book accrued payroll			
QBO810-01	Management Wages	3,041.44	
QBO810-02	Operations Wages	5,831.73	
QBO420D	Accrued payroll district (NEW)		1,849.94
QBO420F	Accrued payroll fire (NEW)		1,595.80
QBO420W	Accrued payroll water (NEW)		5,427.43
Total		8,873.17	8,873.17

Account	Description	Debit	Credit
Adjusting Journal Entries			
Adjusting Journal Entries JE # 13			
To clear out liability to an expense (water)			
QBO415	Garnishments Payable	1,285.08	
810-07	Health Insurance		1,285.08
Total		1,285.08	1,285.08
Adjusting Journal Entries JE # 14			
To reverse out prior year compensated absences			
QBO1-411	Accrued Vacation W	25,415.45	
QBO2-411	Accrued Vacation F	10,510.23	
QBO3-411	Accrued Vacation G	1,317.48	
QBO810-19F	Accrued vacation expense F		10,510.23
QBO810-19G	Accrued vacation expense G		1,317.48
QBO810-19W	Accrued vacation expense W		25,415.45
Total		37,243.16	37,243.16
Adjusting Journal Entries JE # 15			
To add new compensated absences GASB 101 (reverse out 7/1/25)			
QBO810-19F	Accrued vacation expense F	17,516.04	
QBO810-19G	Accrued vacation expense G	9,986.13	
QBO810-19W	Accrued vacation expense W	34,263.64	
QBO1-411	Accrued Vacation W		34,263.64
QBO2-411	Accrued Vacation F		17,516.04
QBO3-411	Accrued Vacation G		9,986.13
Total		61,765.81	61,765.81
	Total Adjusting Journal Entries	610,335.94	610,335.94



Inverness Public Utility District
Board Meeting

Agenda Item No. 4

Fiscal Year 2024-2025 Independent Audit:

Accept and Approve the FY 2024-2025 Financial Audit

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Board Agenda Item Staff Report

Subject: Fiscal year 2024-2025 Financial Audit
Meeting Date: March 17, 2026
Date Prepared: March 9, 2026
Prepared by: Shelley Redding, General Manager
Attachments: Nigro & Nigro, PC 2024-2025 Board Presentation Document, Audited Financial Statements, and Independent Auditor Governance Letter for the Inverness Public Utility District.

Recommended Action: Approve the Audited Financial Statements and the Independent Auditor Governance Letter as presented.

BACKGROUND:

Accounting for the District's financial activities is governed by the Governmental Accounting Standards Board (GASB). The District adheres to the GASB standards of financial reporting, with the reporting concerning the distinctions between reserved fund balances and restricted net assets.

DISCUSSION:

IPUD's Governmental fund combines District and Fire Department activities. This fund tracks and records revenue and expenses that affect regular governmental operations. District revenue from property taxes and interest go into this fund. Fire Department revenues are marked as special fire tax assessment revenue, revenue from joint participation agreements, and grants. Only assets expected to be used up and liabilities that come due during the year or soon thereafter are recorded. No capital assets are included in Governmental funds. A Balance Sheet and a Statement of Revenues, Expenditures & Changes to Fund Balances are used to disclose Governmental fund activities.

The Water System is operated as a business (Enterprise) and uses a Proprietary fund which records revenues from water charges, receipts from customer work, grant revenue and interest earned. All assets and liabilities, both short- and long-term, are stated and capital assets are included. A Statement of Net Position, Statues of Revenues, Expenses & Changes in Net Position, and Statement of Cash Flows are used to disclose Proprietary fund activities.

During the 2024/2025 fiscal year, IPUD used Desktop QuickBooks Pro through the Fiscal year, and started the process to move to the QuickBooks Online (QBO) since the software company Intuit announced plans to eliminate QuickBooks Desktop support in 2026. This process was guided with assistance from the District's Financial Consultant, Phillip Chavira.

Contained in the audited June 30, 2025, financial statement is the Management Discussion and Analysis (MD&A). The MD&A presents financial highlights about the District's net position, the total revenues, and total expenses.

FINANCIAL IMPACT:

The financial position of the Inverness Public Utility District as of June 30, 2025, can be summarized as follows:

- Net Position: The District's net position increased by 9.65% or \$313,418 from the previous year, reaching a total of \$3,559,897. This increase indicates an improvement in the District's financial position.
- Revenues: Total program and general revenues decreased by 18.97% or \$303,295 from the previous year, from \$1,598,957 to \$1,902,252, from the prior year primary due to the \$187,913 increase in general revenues.
- Total expenses for the District's operations increased by 18.64% or \$51,589 from \$1,339,178 to \$1,588,834, from the prior year, primarily due to the \$290,648 increase in operations expenses.
- Governmental Funds: As of June 30, 2025, the District reported a total fund balance of \$3,825,018. The amount of \$3,793,888 constitutes the District's *unassigned fund balance*, which is available for future expenditures.
- Assets: The District had total assets of \$5,306,024, including current assets of \$2,709,547 and non-current assets of \$2,596,480.
- Liabilities: The District had total liabilities of \$2,064,664 including current liabilities of \$74,164 and non-current liabilities of \$1,990,500.
- Capital Assets: District's investment in capital assets amounted to \$2,596,477 (net of accumulated depreciation). This investment in capital assets includes structures, improvements, and equipment. Major capital asset additions during the year totaling \$52,958.
- Long-Term Debt: The District had a long-term debt balance of \$552,405 at the end of the fiscal year.
- Other Information: The District operates one banking account for all funds, has a liability for compensated absences of \$30,883, and a net OPEB liability of \$838,286. The District participates in the CalPERS pension plan, The CalPERS CERBT Fund, the MERA joint venture, and the SDRMA risk management program.

Overall, the Inverness Public Utility District has shown improvement in its financial position, with increased net position and revenues. The District has a positive fund balance, manageable long-term debt, and participates in various programs for pension, joint venture, and risk management. These factors indicate a stable financial position for the District.

RECOMMENDATION:

Staff have reviewed the Presentation Document, the Financial Report Document, and the Governance Letter. Staff concurs with Financial Audit Report and the Governance Letter conclusions. Staff recommend the approval of the 2024-2025 Financial Audit Report and the Independent Auditor Governance Letter.



Inverness Public Utility District
Board Meeting

Agenda Item No. 5

Election of Officers 2026

President, Vice President, Treasurer; ex-officio officers

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Inverness Public Utility District Board Meeting

Agenda Item No. 6

Consent Calendar

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

A. Approval of Minutes

B. Approval of Expenditures

- a. Accounts Payable**
- b. Payroll Expenditures**
- c. Credit Card Statements**



INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

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

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

Board of Directors

Minutes, Regular Meeting

Tuesday, January 20, 2026, 11:30 a.m.

Inverness Firehouse, 50 Inverness Way, Inverness CA

1. Call to Order: Attendance Report

President Kathryn Donohue called the meeting to order at 11:37 a.m.

Directors Present: Kathryn Donohue, Kenneth J Emanuels, Dakota Whitney,

Directors Absent: David Press, Brent Johnson

Staff Present: Shelley Redding, General Manager; Rich Perez, Water Superintendent, Jim Fox, Fire Chief, David Briggs, Assistant Fire Chief

2. Election of Officers for 2026: (President, Vice President, Treasurer; ex officio officers)

Director Donohue requested that this item be deferred until the next meeting due to absence of two directors at the current meeting.

3. Public Expression: Michael McEneaney expressed his appreciation of the Board of Directors, Staff and the Colby & Seahaven Contractors, Piazza Construction, on their efforts during the construction project at the Colby Tank site next to his property.

4. Consent Calendar

A. Approval of Minutes: November 18, 2025, Regular Meeting Minutes

B. Approval of Expenditures

- 1. Accounts Payable:** November & December 2025
- 2. Credit Card Purchases:** November & December 2025
- 3. Payroll Expenses:** November & December 2025

M/S Whitney/Donohue to approve the Consent Calendar as presented. AYES 3, NOES 0.

5) Business of the District

A. Tomales Bay Foundation Temporary Service Request for Chicken Ranch Beach Restoration Project.

General Manager Redding presented a request from the Tomales Bay Foundation, represented by Tom Gaman and Ed Knute, requesting access to temporary water service for the Chicken Ranch Beach Restoration Project with the large number of vegetation plantings planned. The project is expected to require support for the next 2 years, until the plants are established. General discussion concerning best way to accommodate the request, with the Board in full support of this request. Superintendent Perez committed to meeting with Tom Gaman at the site to discuss options and will work with them to provide the water they need for the project and establish the process for determining the costs associated with the service.

M/S Whitney/Emanuel to authorize temporary water service to the Chicken Ranch Beach Restoration Project and directs staff to determine the costs associated with the service. AYES 3, NOES 0

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, FIRE CHIEF • **RICHARD J. PEREZ**, WATER SUPERINTENDENT

B. Policy 3081: Equipment Management Policy – Federal Grants

General Manager Redding presented an Equipment Management Policy for review and approval. This policy specifies how equipment is managed, documented and stored as part of a requirement for Federal Grant funding.

M/S Whitney/Donohue to approve Policy 3081: Equipment Management Policy as presented. AYES 3, NOES 0

6) Reports: Receive Reports On Administrative and Operational Activities for November and December 2025.**A. Special Project Report – Colby & Seahaven Tank replacement Project Update**

District project manager Fox provided pictures of the progress on the tank construction projects, describing the most recent activities involving the foundations and the upcoming tank installation schedules. The project continues to be on track for completion by the end of February.

B. General Manager's Report

- 1. Colby/Seahaven Tank Project Update:** GM Redding provided administrative updates for the tank project, noting that the Department of Water Resources (DWR) has been sent a request for an increase in grant funding to cover more of the project costs. The DWR cannot commit to a specific amount of increased funding but has indicated that they are working to identify other projects that may have excess available to allocate to the Drought Resiliency Fund.
- 2. 2024-2025 Audit Update:** The Final Audit for FY 2024-2025 is in progress and should be available for presentation at the March Board Meeting.
- 3. Mid-Year Financial Reports – Budget V Actual:** Financial report was provided showing the revenue and expenditures up thru the end of December. GM Redding noted that there she will propose a budget adjustment closer to the end of the fiscal year. She noted that the expenditures for supplies has increased because of equipment replacement and updated maintenance schedules and the associated price increase
- 4. 5-Year Capital Projects Planning:** GM Redding presented an updated 5-year Capital Project Planning document for review. She noted that this is a living document that will be updated and provided quarterly.
- 5. CLAM request for information concerning potential affordable housing development:** GM Redding provided a Staff Report to the Board concerning the potential purchase of the Cottages property by CLAM and information sent to the project development consultant to answer initial questions relating to water service for the property.
- 6. Seahaven Via de la Vista Road Improvement Project:** GM Redding provided a staff report concerning an effort by residents on Via de la Vista Road to form a road association to repave the road.
- 7. West Marin Community Services CRT MOU for FY25-26:** GM Redding provided a copy of the MOU with MWCS – CRT to provide outreach and community resources with the Inverness Disaster Council.
- 8. SB 827 Fiscal and Financial Training Requirement:** Information was provided concerning a new State Bill that requires financial training for Board Members and Managers, Staff will provide the resources available to the Board and staff for training opportunities that will comply with the requirements through our membership with the California Special District Association (CSDA).

C. Operations Reports**1. Water System Report November & December 2025 – Rich Perez**

Superintendent Perez provided the monthly water system reports for November and December 2025. He also provided updates on the completion and approval of the Lead Service Line Inventory and the approval of the initial Cross Connection Control Policy Plan by the State Water Resources Control Board (SWRCB). He also reported a site visit by the SWRCB District 25 Engineer and follow-up work for an update to the Water System Sanitary Survey.

2. Fire Department Report November & December 2025 – David Briggs

Assistant Fire Chief Briggs provided the Fire Department reports for November and December 2025. Discussion concerning the Zone Zero effort for property defensible space. A copy of the new Fire Safe Certificate that was issued for Fire Wise Inverness. Fire Safe Marin also provided an informational item for homeowners insurance protection from Mercury Insurance.

3. Marin Wildfire Prevention Authority (MWPA) Report November & December 2025 – David Briggs

Assistant Chief Briggs provided the MWPA reports for November and December 2025. He reported that most of the MWPA activity has been focused on the Seahaven Shaded Fuel Break Project, noting that it had exhausted its budget of \$170,000 in removing dense vegetation along the original fuel break area as a result of high wind damage to dead trees. The project will be re-started as funds are allocated by the MWPA. Director Donohue, who serves on the MWPA board, reported on the Field Trip arranged by MWPA to tour the Seahaven Project. She was encouraged by the efforts of the community, IPUD staff and MWPA staff in working to undertake this project.

7) Committee Meetings/Reports**A. Personnel Committee Report**

There was nothing to report.

8) Adjournment

The meeting was adjourned at 12:25 p.m. The next regular meeting of the Board is scheduled for February 17, 2026, at 11:30 am.

Attest: /s/

Date: January 20, 2026

Shelley Redding, Clerk of the
Board

Check Detail Report
Inverness Public Utility District
 January 1-31, 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1-103 Bank of America 4809						
01/02/2026	Bill Payment (Check)	EFT	Inverness Properties		Cleared	-1,273.00
01/02/2026	Bill Payment (Check)	EFT	Inverness Properties			-1,273.00
01/02/2026	Bill Payment (Check)	61072	Horizon Cable TV Inc.		Cleared	-90.07
01/02/2026	Bill Payment (Check)	61072	Horizon Cable TV Inc.			-90.07
01/05/2026	Bill Payment (Check)	EFT	CalPERS Health		Cleared	-30,168.06
01/05/2026	Bill Payment (Check)	EFT	CalPERS Health			-30,168.06
01/05/2026	Bill Payment (Check)	61062	McPhail Fuel Company	INVPUB	Cleared	-46.81
01/05/2026	Bill Payment (Check)	61062	McPhail Fuel Company			-46.81
01/05/2026	Bill Payment (Check)	61066	Building Supply & Hardware		Cleared	-164.28
01/05/2026	Bill Payment (Check)	61066	Building Supply & Hardware			-164.28
01/05/2026	Bill Payment (Check)	61067	CORE Utilities, Inc.		Cleared	-1,606.90
01/05/2026	Bill Payment (Check)	61067	CORE Utilities, Inc.			-1,606.90
01/05/2026	Bill Payment (Check)	61068	USA Blue Book	70259	Cleared	-161.76
01/05/2026	Bill Payment (Check)	61068	USA Blue Book			-161.76
01/05/2026	Bill Payment (Check)	61069	Horizon Cable TV Inc.		Cleared	-105.07
01/05/2026	Bill Payment (Check)	61069	Horizon Cable TV Inc.			-105.07
01/05/2026	Bill Payment (Check)	61070	Power Dynamics LLC		Cleared	-429.77
01/05/2026	Bill Payment (Check)	61070	Power Dynamics LLC			-429.77
01/05/2026	Bill Payment (Check)	61071	Quill LLC		Cleared	-165.57
01/05/2026	Bill Payment (Check)	61071	Quill LLC			-165.57
01/05/2026	Bill Payment (Check)	61073	Amazon Capital Services		Cleared	-194.90
01/05/2026	Bill Payment (Check)	61073	Amazon Capital Services			-194.90
01/05/2026	Bill Payment (Check)	61074	Amazon Capital Services		Cleared	-24.67
01/05/2026	Bill Payment (Check)	61074	Amazon Capital Services			-24.67
01/08/2026	Check	61078	Sydney Knudsen		Uncleared	-428.00
01/08/2026	Check	61078	Sydney Knudsen	Reimbursement for Driver / Operator course		428.00
01/08/2026	Bill Payment (Check)	61079	Philip Chavira Corp		Cleared	-1,539.25
01/08/2026	Bill Payment (Check)	61079	Philip Chavira Corp			-1,539.25
01/08/2026	Bill Payment (Check)	61080	Cheda's Garage		Cleared	-725.34
01/08/2026	Bill Payment (Check)	61080	Cheda's Garage			-725.34
01/08/2026	Bill Payment (Check)	61081	John's Dairy Equipment & Supply		Cleared	-736.43
01/08/2026	Bill Payment (Check)	61081	John's Dairy Equipment & Supply			-736.43
01/08/2026	Bill Payment (Check)	61082	AT&T CalNet		Cleared	-447.53
01/08/2026	Bill Payment (Check)	61082	AT&T CalNet			-447.53
01/08/2026	Bill Payment (Check)	61083	Recology Sonoma Marin		Cleared	-161.28
01/08/2026	Bill Payment (Check)	61083	Recology Sonoma Marin			-161.28
01/15/2026	Bill Payment (Check)	EFT	Diversified Tech		Cleared	-781.00
01/15/2026	Bill Payment (Check)	EFT	Diversified Tech			-781.00
01/15/2026	Bill Payment (Check)	EFT	Truist Bank		Cleared	-1.30
01/15/2026	Bill Payment (Check)	EFT	Truist Bank			-1.30
01/15/2026	Bill Payment (Check)	61084	AT&T Mobility (FirstNET)	287322251032	Cleared	-244.90
01/15/2026	Bill Payment (Check)	61084	AT&T Mobility (FirstNET)			-244.90
01/15/2026	Bill Payment (Check)	61085	Amazon Capital Services		Cleared	-352.86
01/15/2026	Bill Payment (Check)	61085	Amazon Capital Services			-352.86
01/15/2026	Bill Payment (Check)	61086	Grainger	836141895	Cleared	-1,368.56
01/15/2026	Bill Payment (Check)	61086	Grainger			-1,368.56
01/15/2026	Bill Payment (Check)	61087	Piazza Construction		Cleared	-98,479.38
01/15/2026	Bill Payment (Check)	61087	Piazza Construction			-98,479.38
01/15/2026	Bill Payment (Check)	61088	California Rural Water Association		Cleared	-821.00
01/15/2026	Bill Payment (Check)	61088	California Rural Water Association			-821.00
01/15/2026	Bill Payment (Check)	61089	Brelje & Race Laboratories, Inc.		Cleared	-432.00
01/15/2026	Bill Payment (Check)	61089	Brelje & Race Laboratories, Inc.			-432.00
01/15/2026	Bill Payment (Check)	61090	DeCarli's	2-45217	Cleared	-539.66
01/15/2026	Bill Payment (Check)	61090	DeCarli's			-539.66
01/15/2026	Bill Payment (Check)	61091	CORRPRO COMPANIES INC		Cleared	-2,385.00
01/15/2026	Bill Payment (Check)	61091	CORRPRO COMPANIES INC			-2,385.00

Check Detail Report
Inverness Public Utility District
 January 1-31, 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
01/15/2026	Bill Payment (Check)	61092	USA Blue Book	70259	Cleared	-297.38
01/15/2026	Bill Payment (Check)	61092	USA Blue Book			-297.38
01/15/2026	Bill Payment (Check)	61093	Special District Risk Management Health	6853	Cleared	-539.71
01/15/2026	Bill Payment (Check)	61093	Special District Risk Management Health			-539.71
01/15/2026	Bill Payment (Check)	61094	Special District Risk Management Auth	6853	Cleared	-418.19
01/15/2026	Bill Payment (Check)	61094	Special District Risk Management Auth			-418.19
01/15/2026	Bill Payment (Check)	EFT	Innovative Business Solutions	95952	Cleared	-268.20
01/15/2026	Bill Payment (Check)	EFT	Innovative Business Solutions			-268.20
01/15/2026	Bill Payment (Check)	EFT	Bank of America		Cleared	-286.02
01/15/2026	Bill Payment (Check)	EFT	Bank of America			-286.02
01/16/2026	Bill Payment (Check)	EFT	U. S. Bank Bancorp Purchasing Card Prog		Cleared	-5,240.63
01/16/2026	Bill Payment (Check)	EFT	U. S. Bank Bancorp Purchasing Card Prog			-5,240.63
01/20/2026	Check	61095	Steve Marcotte		Uncleared	-100.00
01/20/2026	Check	61095	Steve Marcotte	Driver/Operator 1B class for Tim Olson		100.00
01/21/2026	Bill Payment (Check)	EFT	Verizon Wireless		Cleared	-40.01
01/21/2026	Bill Payment (Check)	EFT	Verizon Wireless			-40.01
01/26/2026	Bill Payment (Check)	61096	Brelje & Race Engineering		Cleared	-15,807.50
01/26/2026	Bill Payment (Check)	61096	Brelje & Race Engineering			-15,807.50
01/26/2026	Bill Payment (Check)	61097	McPhail Fuel Company	INVPUB	Cleared	-148.95
01/26/2026	Bill Payment (Check)	61097	McPhail Fuel Company			-148.95
01/26/2026	Bill Payment (Check)	61098	Grainger	836141895	Uncleared	-187.18
01/26/2026	Bill Payment (Check)	61098	Grainger			-187.18
01/26/2026	Bill Payment (Check)	61099	USA Blue Book	70259	Cleared	-70.36
01/26/2026	Bill Payment (Check)	61099	USA Blue Book			-70.36
01/26/2026	Bill Payment (Check)	61100	AT&T CalNet		Cleared	-447.55
01/26/2026	Bill Payment (Check)	61100	AT&T CalNet			-447.55
01/26/2026	Bill Payment (Check)	61101	Alpha Analytical Laboratories, Inc,		Cleared	-166.00
01/26/2026	Bill Payment (Check)	61101	Alpha Analytical Laboratories, Inc,			-166.00
01/26/2026	Bill Payment (Check)	61102	McMaster-Carr		Uncleared	-98.29
01/26/2026	Bill Payment (Check)	61102	McMaster-Carr			-98.29
01/26/2026	Bill Payment (Check)	61103	Quill LLC		Uncleared	-157.19
01/26/2026	Bill Payment (Check)	61103	Quill LLC			-157.19
01/28/2026	Bill Payment (Check)	EFT	PG&E		Cleared	-2,999.51
01/28/2026	Bill Payment (Check)	EFT	PG&E			-2,999.51
01/29/2026	Bill Payment (Check)	61104	Grainger	836141895	Uncleared	-62.57
01/29/2026	Bill Payment (Check)	61104	Grainger			-62.57
01/29/2026	Bill Payment (Check)	61105	Bauer Associates, Inc.		Uncleared	-2,194.50
01/29/2026	Bill Payment (Check)	61105	Bauer Associates, Inc.			-2,194.50
01/29/2026	Bill Payment (Check)	61106	PACE Supply Corp	09035-00	Uncleared	-573.18
01/29/2026	Bill Payment (Check)	61106	PACE Supply Corp			-573.18
01/29/2026	Bill Payment (Check)	61107	Good & Clean		Uncleared	-239.00
01/29/2026	Bill Payment (Check)	61107	Good & Clean			-239.00
01/29/2026	Bill Payment (Check)	EFT	Innovative Business Solutions	95952	Cleared	-105.00
01/29/2026	Bill Payment (Check)	EFT	Innovative Business Solutions			-105.00
01/30/2026	Bill Payment (Check)	EFT	CalPERS Retirement		Uncleared	-9,112.18
01/30/2026	Bill Payment (Check)	EFT	CalPERS Retirement			-9,112.18
Total for 1-103 Bank of America 4809						-\$365,810.90
TOTAL						-\$365,810.90

Check Detail Report
Inverness Public Utility District
February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
1-103 Bank of America 4809						
02/02/2026	Bill Payment (Check)	61108	Marin County Tax Collector		Uncleared	-676.17
02/02/2026	Bill Payment (Check)	61108	Marin County Tax Collector			-676.17
02/02/2026	Bill Payment (Check)	61109	Amazon Capital Services		Uncleared	-8.22
02/02/2026	Bill Payment (Check)	61109	Amazon Capital Services			-8.22
02/02/2026	Bill Payment (Check)	61110	Grainger	836141895	Uncleared	-7.77
02/02/2026	Bill Payment (Check)	61110	Grainger			-7.77
02/02/2026	Bill Payment (Check)	61111	Piazza Construction		Uncleared	-332,216.90
02/02/2026	Bill Payment (Check)	61111	Piazza Construction			-332,216.90
02/02/2026	Bill Payment (Check)	61112	Building Supply & Hardware		Uncleared	-456.62
02/02/2026	Bill Payment (Check)	61112	Building Supply & Hardware			-456.62
02/02/2026	Bill Payment (Check)	61113	PACE Supply Corp	09035-00	Uncleared	-953.17
02/02/2026	Bill Payment (Check)	61113	PACE Supply Corp			-953.17
02/02/2026	Bill Payment (Check)	61114	John's Dairy Equipment & Supply		Uncleared	-200.77
02/02/2026	Bill Payment (Check)	61114	John's Dairy Equipment & Supply			-200.77
02/02/2026	Bill Payment (Check)	61115	Kerry Lemos Electrical		Uncleared	-13,570.00
02/02/2026	Bill Payment (Check)	61115	Kerry Lemos Electrical			-13,570.00
02/02/2026	Bill Payment (Check)	EFT	Inverness Properties		Uncleared	-1,273.00
02/02/2026	Bill Payment (Check)	EFT	Inverness Properties			-1,273.00
02/05/2026	Bill Payment (Check)	61116	Lunny Grading & Paving		Uncleared	-226.03
02/05/2026	Bill Payment (Check)	61116	Lunny Grading & Paving			-226.03
02/05/2026	Bill Payment (Check)	61117	Grainger	836141895	Uncleared	-112.10
02/05/2026	Bill Payment (Check)	61117	Grainger			-112.10
02/05/2026	Bill Payment (Check)	61118	Philip Chavira Corp		Uncleared	-976.75
02/05/2026	Bill Payment (Check)	61118	Philip Chavira Corp			-976.75
02/05/2026	Bill Payment (Check)	61119	Horizon Cable TV Inc.		Uncleared	-195.14
02/05/2026	Bill Payment (Check)	61119	Horizon Cable TV Inc.			-195.14
02/05/2026	Bill Payment (Check)	61120	Bound Tree Medical LLC		Uncleared	-89.45
02/05/2026	Bill Payment (Check)	61120	Bound Tree Medical LLC			-89.45
02/05/2026	Check	61121	Nancy C Goler		Uncleared	-1,726.97
02/05/2026	Check	61121	Nancy C Goler	Refund for unused initial deposit funds	Uncleared	-1,726.97
02/05/2026	Bill Payment (Check)	EFT	U. S. Bank Bancorp Purchasing Card Prog		Uncleared	-7,063.58
02/05/2026	Bill Payment (Check)	EFT	U. S. Bank Bancorp Purchasing Card Prog			-7,063.58
02/10/2026	Bill Payment (Check)	EFT	Diversified Tech		Uncleared	-781.00
02/10/2026	Bill Payment (Check)	EFT	Diversified Tech			-781.00
02/12/2026	Bill Payment (Check)	61122	McPhail Fuel Company	INVPUB	Uncleared	-1,126.32
02/12/2026	Bill Payment (Check)	61122	McPhail Fuel Company			-1,126.32
02/12/2026	Bill Payment (Check)	61123	Grainger	836141895	Uncleared	-35.68
02/12/2026	Bill Payment (Check)	61123	Grainger			-35.68
02/12/2026	Bill Payment (Check)	61124	Starlink		Uncleared	-315.76
02/12/2026	Bill Payment (Check)	61124	Starlink			-315.76
02/12/2026	Bill Payment (Check)	61125	Brelje & Race Laboratories, Inc.		Uncleared	-432.00
02/12/2026	Bill Payment (Check)	61125	Brelje & Race Laboratories, Inc.			-432.00
02/12/2026	Bill Payment (Check)	61126	PACE Supply Corp	09035-00	Uncleared	-1,446.08
02/12/2026	Bill Payment (Check)	61126	PACE Supply Corp			-1,446.08
02/12/2026	Bill Payment (Check)	61127	Automation Direct, Inc.		Uncleared	-1,612.96
02/12/2026	Bill Payment (Check)	61127	Automation Direct, Inc.			-1,612.96
02/12/2026	Bill Payment (Check)	61128	USA Blue Book	70259	Uncleared	-924.05
02/12/2026	Bill Payment (Check)	61128	USA Blue Book			-924.05
02/12/2026	Bill Payment (Check)	61129	Bound Tree Medical LLC		Uncleared	-19.24
02/12/2026	Bill Payment (Check)	61129	Bound Tree Medical LLC			-19.24
02/12/2026	Bill Payment (Check)	61130	Special District Risk Management Health	6853	Uncleared	-539.71
02/12/2026	Bill Payment (Check)	61130	Special District Risk Management Health			-539.71
02/12/2026	Bill Payment (Check)	61131	Alpha Analytical Laboratories, Inc,		Uncleared	-111.00
02/12/2026	Bill Payment (Check)	61131	Alpha Analytical Laboratories, Inc,			-111.00
02/12/2026	Bill Payment (Check)	61132	Aveva Select		Uncleared	-965.00
02/12/2026	Bill Payment (Check)	61132	Aveva Select			-965.00
02/12/2026	Bill Payment (Check)	61133	Riley F. Hurd III		Uncleared	-160.00

Check Detail Report
Inverness Public Utility District
February 2026

TRANSACTION DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	CLEARED	AMOUNT
02/12/2026	Bill Payment (Check)	61133	Riley F. Hurd III			-160.00
02/12/2026	Bill Payment (Check)	EFT	CalPERS Health		Uncleared	-19,460.76
02/12/2026	Bill Payment (Check)	EFT	CalPERS Health			-19,460.76
02/12/2026	Bill Payment (Check)	EFT	CalPERS Health		Uncleared	-17,471.83
02/12/2026	Bill Payment (Check)	EFT	CalPERS Health			-17,471.83
02/13/2026	Bill Payment (Check)	EFT	Innovative Business Solutions	95952	Uncleared	-110.00
02/13/2026	Bill Payment (Check)	EFT	Innovative Business Solutions			-110.00
02/13/2026	Bill Payment (Check)	EFT	Truist Bank		Uncleared	-9.23
02/13/2026	Bill Payment (Check)	EFT	Truist Bank			-9.23
02/16/2026	Bill Payment (Check)	EFT	CalPERS-Fees		Uncleared	-2,000.00
02/16/2026	Bill Payment (Check)	EFT	CalPERS-Fees			-2,000.00
02/17/2026	Check	61134	Greg Eastman		Uncleared	-405.00
02/17/2026	Check	61134	Greg Eastman	Parts & Mileage for Engine 38		405.00
02/17/2026	Check	61135	Greg Eastman		Uncleared	-695.00
02/17/2026	Check	61135	Greg Eastman	Fabrication of exhaust / labor costs		695.00
02/17/2026	Bill Payment (Check)	EFT	Bank of America		Uncleared	-361.30
02/17/2026	Bill Payment (Check)	EFT	Bank of America			-361.30
02/19/2026	Bill Payment (Check)		Valtorc International		Uncleared	-10,582.30
02/19/2026	Bill Payment (Check)		Valtorc International			-10,582.30
02/21/2026	Bill Payment (Check)	EFT	Verizon Wireless		Uncleared	-40.01
02/21/2026	Bill Payment (Check)	EFT	Verizon Wireless			-40.01
02/23/2026	Bill Payment (Check)	61136	AT&T Mobility (FirstNET)	287322251032	Uncleared	-244.90
02/23/2026	Bill Payment (Check)	61136	AT&T Mobility (FirstNET)			-244.90
02/23/2026	Bill Payment (Check)	61137	Brelje & Race Engineering		Uncleared	-24,808.75
02/23/2026	Bill Payment (Check)	61137	Brelje & Race Engineering			-24,808.75
02/23/2026	Bill Payment (Check)	61138	McPhail Fuel Company	INVPUB	Uncleared	-56.11
02/23/2026	Bill Payment (Check)	61138	McPhail Fuel Company			-56.11
02/23/2026	Bill Payment (Check)	61139	L. N. Curtis and Sons	C2934	Uncleared	-3,327.94
02/23/2026	Bill Payment (Check)	61139	L. N. Curtis and Sons			-3,327.94
02/23/2026	Bill Payment (Check)	61140	CORE Utilities, Inc.		Uncleared	-2,040.00
02/23/2026	Bill Payment (Check)	61140	CORE Utilities, Inc.			-2,040.00
02/23/2026	Bill Payment (Check)	61141	CORRPRO COMPANIES INC		Uncleared	-2,265.00
02/23/2026	Bill Payment (Check)	61141	CORRPRO COMPANIES INC			-2,265.00
02/23/2026	Bill Payment (Check)	61142	PACE Supply Corp	09035-00	Uncleared	-406.86
02/23/2026	Bill Payment (Check)	61142	PACE Supply Corp			-406.86
02/23/2026	Bill Payment (Check)	61143	Automation Direct, Inc.		Uncleared	-1,134.47
02/23/2026	Bill Payment (Check)	61143	Automation Direct, Inc.			-1,134.47
02/23/2026	Bill Payment (Check)	61144	AT&T CalNet		Uncleared	-449.74
02/23/2026	Bill Payment (Check)	61144	AT&T CalNet			-449.74
02/23/2026	Bill Payment (Check)	61145	Bound Tree Medical LLC		Uncleared	-166.55
02/23/2026	Bill Payment (Check)	61145	Bound Tree Medical LLC			-166.55
02/23/2026	Bill Payment (Check)	61146	Alpha Analytical Laboratories, Inc,		Uncleared	-3,831.00
02/23/2026	Bill Payment (Check)	61146	Alpha Analytical Laboratories, Inc,			-3,831.00
02/24/2026	Check	61147	Brian Cassel		Uncleared	-19.82
02/24/2026	Check	61147	Brian Cassel	Reimbursement for replacement bulbs for fire engine		19.82
02/24/2026	Bill Payment (Check)	61148	Pamela Kroner		Uncleared	-394.50
02/24/2026	Bill Payment (Check)	61148	Pamela Kroner			-394.50
02/27/2026	Bill Payment (Check)	EFT	Innovative Business Solutions	95952	Uncleared	-108.00
02/27/2026	Bill Payment (Check)	EFT	Innovative Business Solutions			-108.00
02/27/2026	Check	500031	Cassidy Russell - PR		Uncleared	-2,873.79
02/27/2026	Check	500031	Cassidy Russell - PR	Payroll 02/11/26-02/25/26		2,873.79
Total for 1-103 Bank of America 4809						-\$914,981.38
TOTAL						-\$914,981.38

Account Number : [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Inverness Pud
Statement Date : 01-22-2026



Corporate Account Summary	
Previous Balance	\$5,240.63
Purchases and Other Charges	\$7,063.58
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Payment Charges	\$0.00
Credits	\$0.00 CR
Payments	\$5,240.63 PY
New Balance	\$7,063.58
Disputed Amount	\$0.00

Payment Information	
Amount Due	\$7,063.58
Payment due in accordance with your agreement with U.S. Bank.	
QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	

Corporate Account Activity

Inverness Pud
Account Number: [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001

Total Corporate Activity
\$5,240.63 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-13	01-13	74798266013601300000161	PAYMENT-THANK YOU Q	5,240.63 PY

New Activity

David R Briggs	Purchases	\$2,911.33	Total Activity	\$2,911.33
Account Number: [REDACTED] 0239	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1714	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-09	01-08	24801976008608798072199	CARDIO PARTNERS INC 614-760-5000 OH	2,902.18
01-21	01-20	24431066021364692113934	ACE BLDING SUPPLY POINT REYES S CA	9.15

(transactions continued on next page)

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS
P.O. BOX 6343
FARGO, ND 58125-6343

[REDACTED] 0662 000706358 000706358

Account Number: [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Amount Due: \$7,063.58

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

0000003780 000638112717179 P 2

INVERNESS PUD
ATTN SHELLY REDDING
PO BOX 469
INVERNESS CA 94937-0469

CORPORATE PAYMENT SYSTEMS
P.O. BOX 790428
ST. LOUIS, MO 63179-0428

Account Number : ██████████ 0662
Unique ID: XXXX XXXX XXXX 0001
Statement Date : 01-22-2026

New Activity cont

Richard J Perez	Purchases	\$3,788.04	Total Activity	\$3,788.04
Account Number: ██████████ 5103	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 2322	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-23	12-21	24692165356102656750047	LOWES #01019* SAN BRUNO CA	59.24
12-29	12-27	24943015362010190314277	THE HOME DEPOT #0639 COLMA CA	189.07
12-31	12-30	24801975365599414173942	SUPERSONIC SMOG AND AUTO PETALUMA CA	72.10
01-05	01-02	24221086002900018100314	INVERNESS PARK MARKET 415-6631491 CA	39.49
01-06	01-05	24755426006640060006104	COMPLIANCESIGNS.COM 800-5781245 FL	156.75
01-07	01-06	24027626006067322139464	H2ODISTRIBUTORS 770-424-5550 GA	368.00
01-09	01-08	24221086008900018600580	INVERNESS PARK MARKET 415-6631491 CA	54.49
01-13	01-13	24204296013000909637020	STARLINK INTERNET 310-6829683 CA	440.58
01-13	01-13	24204296013000910551020	STARLINK INTERNET 310-6829683 CA	440.58
01-13	01-13	24204296013000911034026	STARLINK INTERNET 310-6829683 CA	440.58
01-13	01-13	24204296013000911370024	STARLINK INTERNET 310-6829683 CA	440.58
01-13	01-13	24793386013000900979021	STARLINK HAWTHORNE CA	440.58
01-14	01-12	24412906013030022482030	PROFLOW DYNAMICS LLC 951-279-5500 CA	35.64
01-16	01-14	24323006015260801705625	PINI HARDWARE NOVATO CA	87.36
01-19	01-16	24492166017100006279080	SP FRESHWATERSYSTEMS FRESHWATERSYS SC	160.16
01-19	01-16	24717056017250170093320	JACKSONS FOOD STORES PT R POINT REYES S CA	14.40
01-19	01-16	24717056017250170093361	JACKSONS FOOD STORES PT R POINT REYES S CA	12.44
01-22	01-21	24027626021067085445323	H2ODISTRIBUTORS 770-424-5550 GA	336.00

Shelley L Redding	Purchases	\$103.85	Total Activity	\$103.85
Account Number: ██████████ 7160	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 3365	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-12	01-10	24064666011100003081581	GIRAFIT.COM WWW.GIRAFIT.C CA	6.90
01-16	01-15	24137466016001279962962	USPS PO 0536900522 INVERNESS CA	11.90
01-22	01-20	24906416020248568032712	CKE*INVERNESS PARK M ECOM 415-6631491 CA	85.05

(transactions continued on next page)



Account Number : [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Statement Date : 01-22-2026

New Activity cont

James K Fox	Purchases	\$260.36	Total Activity	\$260.36
Account Number: [REDACTED] 8793	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 3242	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
12-23	12-22	24692165356103329738898	SQ *THE INVERNESS STORE INVERNESS CA	38.33
12-23	12-22	24692165357103494317006	SQ *THE INVERNESS STORE INVERNESS CA	22.97
12-24	12-23	24801975358592496449891	TOBY'S FEED BARN POINT REYES S CA	16.18
12-24	12-23	24801975358592594651554	GRAND GAS PETALUMA PETALUMA CA	81.70
01-12	01-09	24692166009109084824723	SQ *THE INVERNESS STORE INVERNESS CA	49.35
01-13	01-12	24011346013100023414532	SP SLAYMAKER ELECTRIC SLAYMAKERELEC PA	51.83
			Department: 00000	Total: \$7,063.58
			Division: 00000	Total: \$7,063.58

Account Number : [REDACTED] 0662

Unique ID: XXXX XXXX XXXX 0001

Statement Date : 01-22-2026

Account Number : ██████████ 0662
 Unique ID: XXXX XXXX XXXX 0001
 Inverness Pud
 Statement Date : 02-23-2026



Corporate Account Summary	
Previous Balance	\$7,063.58
Purchases and Other Charges	\$5,896.05
Cash Advances	\$0.00
Cash Advance Fees	\$0.00
Late Payment Charges	\$0.00
Credits	\$0.00 CR
Payments	\$7,063.58 PY
New Balance	\$5,896.05
Disputed Amount	\$0.00

Payment Information	
Amount Due	\$5,896.05
Payment due in accordance with your agreement with U.S. Bank.	
QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	

Corporate Account Activity

Inverness Pud Total Corporate Activity
 Account Number: ██████████ 0662 \$7,063.58 CR
 Unique ID: XXXX XXXX XXXX 0001

Post Date	Tran Date	Reference Number	Transaction Description	Amount
02-05	02-05	74798266036603600000175	PAYMENT-THANK YOU Q	7,063.58 PY

New Activity

David R Briggs	Purchases	\$3,921.82	Total Activity	\$3,921.82
Account Number: ██████████ 0239	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1714	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-23	01-23	24204296022001546328212	5.11, INC. 866-4511726 CA	140.73
01-29	01-28	24055226028630077157854	LEHR 916-646-6626 CA	3,781.09

(transactions continued on next page)

Payment may be made electronically or by check made payable to Corporate Payment Systems.

CORPORATE PAYMENT SYSTEMS
 P.O. BOX 6343
 FARGO, ND 58125-6343

██████████ 0662 000589605 000589605

Account Number: ██████████ 0662
 Unique ID: XXXX XXXX XXXX 0001
 Amount Due: \$5,896.05

Amount Enclosed \$

If paying by check, include coupon with payment to address below.

0000003957 000638130323332 P 2

 INVERNESS PUD
 ATTN SHELLY REDDING
 PO BOX 469
 INVERNESS CA 94937-0469

CORPORATE PAYMENT SYSTEMS
 P.O. BOX 790428
 ST. LOUIS, MO 63179-0428

New Activity cont

Richard J Perez	Purchases	\$403.65	Total Activity	\$403.65
Account Number: ██████████ 5103	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 2322	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-21	24221086023900019500194	INVERNESS PARK MARKET 415-6631491 CA	15.74
01-29	01-27	24221086028900019702084	INVERNESS PARK MARKET 415-6631491 CA	22.58
01-30	01-29	24116416030631405785234	BOVINE BAKERY POINT REYES S CA	18.99
02-12	02-11	24204296042001351758087	STARLINK INTERNET 310-6829683 CA	62.69
02-12	02-11	24204296042001355861085	STARLINK INTERNET 310-6829683 CA	62.69
02-12	02-11	24204296042001468271081	STARLINK INTERNET 310-6829683 CA	62.69
02-12	02-11	24204296042001565155088	STARLINK INTERNET 310-6829683 CA	65.00
02-12	02-11	24204296042001587667086	STARLINK INTERNET 310-6829683 CA	62.69
02-23	02-21	24204296052001174451081	STARLINK INTERNET 310-6829683 CA	30.58

Shelley L Redding	Purchases	\$1,497.98	Total Activity	\$1,497.98
Account Number: ██████████ 7160	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 3365	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-26	01-22	24445006023300529197813	VSP*CALCHAMBER 916-444-6670 CA	499.00
01-30	01-28	24445006029300417118859	VSP*CALCHAMBER 916-444-6670 CA	106.99
02-03	02-02	24493986034189963095448	TAXBANDITS.COM 704-684-4751 SC	27.60
02-11	02-10	24064666042100002299047	GIRAFIT.COM WWW.GIRAFIT.C CA	6.90
02-11	02-10	24431066041376299001292	AUTOMATIONDIRECT.COM 770-889-7588 GA	239.24
02-16	02-13	24011346044100115001034	WWW.UI.COM WWW.UI.COM NY	298.45
02-23	02-21	24011346052100145247820	ZOOM.COM 888-799-9666 ZOOM.US CA	319.80

James K Fox	Purchases	\$72.60	Total Activity	\$72.60
Account Number: ██████████ 8793	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 3242	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
01-27	01-26	24692166027104079935590	SQ *THE INVERNESS STORE INVERNESS CA	23.17

(transactions continued on next page)



Account Number : [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Statement Date : 02-23-2026

New Activity cont					
01-27	01-26	24692166027104090407405	SQ *THE INVERNESS STORE INVERNESS CA		49.43
			Department: 00000	Total:	\$5,896.05
			Division: 00000	Total:	\$5,896.05

Account Number : [REDACTED] 0662

Unique ID: XXXX XXXX XXXX 0001

Statement Date : 02-23-2026

Payroll

Inverness Public Utility District

January 1-31, 2026

DISTRIBUTION ACCOUNT	JANUARY 2026	TOTAL
Income		
Gross Profit		
Expenses		
810 Personnel Costs	-0.01	-\$0.01
810-01 Management Wages	21,542.74	21,542.74
810-02 Operations Wages	24,512.24	24,512.24
810-03 Administrative Wages	10,971.99	10,971.99
810-04 Employers Payroll Tax	5,188.34	5,188.34
810-06 Duty Officer Stpend	5,125.00	5,125.00
810-07 Health Insurance	11,087.63	11,087.63
810-08 Retiree Health Ins.	6,086.78	6,086.78
810-09 Health Ins in Lieu	1,276.92	1,276.92
810-10 Retirement Premiums	9,112.18	9,112.18
810-14 CalPERS Fees	16.55	16.55
810-18 Dental Insurance	318.43	318.43
Total for 810 Personnel Costs	95,238.79	\$95,238.79
Total for Expenses	95,238.79	\$95,238.79
Net Operating Income	-95,238.79	-\$95,238.79
Net Other Income		
Net Income	-95,238.79	-\$95,238.79

Payroll
Inverness Public Utility District
February 2026

DISTRIBUTION ACCOUNT	FEBRUARY 2026	TOTAL
Income		
Gross Profit		
Expenses		
810 Personnel Costs	0.01	\$0.01
810-01 Management Wages	21,542.74	21,542.74
810-02 Operations Wages	28,238.67	28,238.67
810-03 Administrative Wages	10,112.73	10,112.73
810-04 Employers Payroll Tax	5,241.12	5,241.12
810-06 Duty Officer Stpend	4,541.25	4,541.25
810-07 Health Insurance	11,087.63	11,087.63
810-08 Retiree Health Ins.	4,099.72	4,099.72
810-09 Health Ins in Lieu	957.69	957.69
810-10 Retirement Premiums	8,808.40	8,808.40
810-14 CalPERS Fees	14.68	14.68
810-18 Dental Insurance	318.43	318.43
Total for 810 Personnel Costs	94,963.07	\$94,963.07
Total for Expenses	94,963.07	\$94,963.07
Net Operating Income	-94,963.07	-\$94,963.07
Net Other Income		
Net Income	-94,963.07	-\$94,963.07



Inverness Public Utility District
Board Meeting

Agenda Item No. 7

Business Of The District

A. Resolution 296-2026 Amending Resolution 75-94 Establishing a Checking Account with the Bank of America (designating new signatories).

B. Resolution 297-2026: Amending Resolution 245-19 Establishing the Authorized Officers to Deposit or Withdraw Monies of the Local Agency Investment Fund (LAIF).

C. Resolution 298-2026 Designating David Briggs as the District's representative of the Board of Directors of the Marin Emergency Radio Authority (MERA) and Shelley Redding as the designated alternate representative of the Board of Directors of the Marin Emergency Radio Authority.

D. Capitalization Project Approval of \$11,000 - Valve Replacement for F1 and F3.



Board Agenda Item Staff Report

Subject: **A. Resolution 296-2026** Amending Resolution 75-94 Establishing a Checking Account with the Bank of America (designating new signatories).

B. Resolution 297-2026: Amending Resolution 245-19 Establishing the Authorized Officers to Deposit or Withdraw Monies of the Local Agency Investment Fund (LAIF).

Meeting Date: March 17, 2026

Date Prepared: March 6, 2026

Prepared by: Shelley Redding, General Manager

Attachments: Resolutions 296-2026, Resolution 297-2026,

Recommended Action: Authorize and Approve the resolutions listed to update the authorized signatories and officers on District Financial Accounts at Bank of America (Res 296-2026) and Local Agency Investment Fund (Res. 297-2026).

Background:

The District has two (2) banking accounts with the Bank of America and also has an investment account with the Local Agency Investment Fund (LAIF) that is managed through the California State Controller Office. Each Resolution requires an update to remove Jim Fox as a signatory and officer for both institutions.

Discussion:

The Bank of America Accounts are utilized for the District's Day-To-Day financial transactions and for any checks that are issued to pay expenses, require two (2) signatures. The LAIF account allows officers to transact withdrawal and deposits online or by phone with verification protocols.

- **Resolution 296-2026** designates David Briggs (Fire Chief) and Rich Perez (Water Superintendent) as new signatories, along with the General Manager and all Directors.
- **Resolution 297-2026** designates the General Manager and all Directors as Officers authorized to facilitate transactions associated with the LAIF account.

Recommendation:

Staff recommends authorizing and approving Resolution 296-2026 which amends Resolution 75-94 and designates new signatories on both bank accounts at the Bank of America, as presented.

Staff recommends authorizing and approving Resolution 297-2026 which amends Resolution 245-19 establishing officers to Deposit or withdraw monies from the Districts LAIF account, as presented.

Inverness Public Utility District

RESOLUTION 296-2026

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
AMENDING RESOLUTION 75-94 ESTABLISHING A
CHECKING ACCOUNT WITH THE BANK OF AMERICA**

BE IT RESOLVED that the second paragraph of Resolution 75-94, passed and adopted by the Board of Directors of the Inverness Public Utility District on the 19th day of September 1994, shall be and hereby is amended to read as follows, to wit:

“BE IT FURTHER RESOLVED that any two of:

- Kathryn Donohue, President
- Kenneth J Emanuels, Director
- David Press, Treasurer
- Brent Johnson, Director
- Dakota Whitney, Director
- Shelley Redding, General Manager
- Richard J, Perez, Water Superintendent
- David K. Briggs, Fire Chief

of this organization are authorized to draw checks on this account, signed, as provided herein, with signatures certified to the Bank by the President of the Inverness Public Utility District. The Bank is authorized to honor and pay all checks so signed, including those drawn to the order of any two officers or other persons authorized to sign them. The Bank may honor checks signed by any two of the above individuals until a sealed notice of revocation of authority to sign is presented to the Bank.”

PASSED AND ADOPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 17th day of March 2026, 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 Resolution 296-2026 on record in this office and that subsequent to its adoption no declaration contained in Resolution 296-2026 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 _____

Resolution 297-2026

Resolution of the Inverness Public Utility District

AMENDING THE NAMES OF DISTRICT OFFICERS AUTHORIZED TO ORDER THE DEPOSIT OR WITHDRAWAL OF MONIES IN THE LOCAL AGENCY INVESTMENT FUND (LAIF) ACCOUNT HELD BY THE DISTRICT

BE IT RESOLVED THAT, The fourth (4th) paragraph of District resolution 245-19 passed and adopted by the Board of Directors of the Inverness Public Utility District on September 25, 2019, shall be and is hereby amended as follows, to wit:

BE IT FURTHER RESOLVED, as follows:

Section 1. The following Inverness Public Utility District officers holding the title(s) specified herein below or their successors in office are each hereby authorized to order the deposit or withdrawal of monies in the Local Agency Investment Fund and may execute and deliver any and all documents necessary or advisable in order to effectuate the purposes of this resolution and the transactions contemplated hereby:

Shelley Redding
General
Manager

Kathryn Donahue
Director

Kenneth Emanuels
Director

David Press
Director

Dakota Whitney
Director

Brent Johnson
Director

Section 2. This resolution shall remain in full force and effect until rescinded by Inverness Public Utility District by resolution and a copy of the resolution rescinding this resolution is filed with the State Treasurer's Office.

PASSED AND ADOPTED, by the Board of Directors, Inverness Public Utility District of Marin County, State of California on 3/17/2026.

I hereby certify that the foregoing instrument is a true and correct copy of the original of Resolution 297-2026 on record in this office and that subsequent to its adoption no declaration contained in Resolution 297-2026 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

RESOLUTION 298-2026

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE INVERNESS PUBLIC UTILITY DISTRICT
APPOINTING AN REPRESENTATIVE AND AN ALTERNATE TO BOARD OF
DIRECTORS
OF MARIN EMERGENCY RADIO AUTHORITY**

WHEREAS, Inverness Public Utility District is a member of the Marin Emergency Radio Authority (MERA);

WHEREAS, Article 4.1 of MERA’s Joint Powers Agreement states that “The Board shall be comprised of one representative from each Member. A Member may designate two alternative representatives to act for that Agency in the absence of the appointed representative;

WHEREAS, on January 24, 2006, James K. Fox was appointed as the District’s representative on MERA’s Board of Directors; on May 22, 2019 Shelley Redding was appointed as the District’s alternate; on February 26, 2023 David Briggs was appointed as the District’s second alternate;

WHEREAS, James K Fox has resigned as the District’s representative to MERA’s Board of Directors.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the District appoints David Briggs as the District’s representative to MERA’s Board of Directors; Shelley Redding to continue to serve as the alternate in Mr. Brigg’s stead if the need arise.

ACCEPTED at a regular meeting of the Board of Directors of the Inverness Public Utility District on the 17th day of March, 2026, 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 Resolution 298-2026 on record in this office, and that subsequent to its adoption no provisions of Resolution 298-2026 has been amended, modified, or revoked by the governing body.

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

By _____ Date _____



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Capitalization Project – Valves for treatment plants F1 and F3
Meeting Date: March 17, 2026
Date Prepared: March 12, 2026
Prepared by: Shelley Redding, General Manager & Rich Perez, Water Superintendent
Attachments: Quote #1 from Assured Automation & Quote #2 from ValTorc International

Recommended Action: Authorize and Approve Capital Project purchase of two (2) Modulating Electric Actuator Valves for \$10,397.90 from ValTorc International

Background:

When the filter plant skids were built by Pure Aqua in 2014 (F3) and 2015 (F1), both treatment plants had valves installed for controlling the flow of water in the Ultra Filtration units at both locations. These actuating valves are designed to be controlled by logic in the PLC's (powered).

Discussion:

Initially the F3 plant valve had been functioning by manual adjustment for a few years, not controlled by the PLC's. The valve at F1 has been presenting issues with flow control as well. Staff attempted routine maintenance on both valves and contacted the manufacturer to troubleshoot some of the issues. Ultimately it was determined that the valve had reached the end of its useful life as well. Both components are integral to the proper functioning of the treatment plants, and their replacement will benefit SCADA improvements underway.

Recommendation:

To maintain proper operational functions for the water system, and the need for immediate replacement. Staff recommended replacement of both valves at each treatment plant. The quotes provided were reviewed with Quote #1 cost of \$16,714.20 (including shipping) and Quote #2 cost of \$10,397.90 plus shipping (TBD). Due to the urgency of the need, an order was placed prior to Board approval from provider ValTorc based on the quote provided.

Staff now request approval for the Capitalization purchase of \$11,000 as both item costs exceed the \$5,000 threshold for Capitalization.

Assured Automation
263 Cox St.
Roselle, NJ 07203
1-800-899-0553
assuredautomation.com

Customer:
Richard Perez
Inverness Public Utility District
50 Inverness Way
Inverness, CA 94937
Phone: 530-561-9727
Fax:
Rich.J.Perez@invernesspubd.org

Date: 12-30-2025
Terms: CREDIT CARD
Delivery: 1 to 2 weeks ARO
FOB: Roselle, NJ
Prepared by: Vinnie Collier
[Email: vinniec@aa-fs.com](mailto:vinniec@aa-fs.com)
Pricing Valid Through: 01-29-2026

1) 1-1/2-SVP1000-SS-VP60V-NPT-EL710M-120VAC-4-20 Qty: 1



*SVP1000 Series V-Port Ball Valve

Description: 1-1/2" Series SVP1000 V-Port Ball Valve consisting of Ball Valve, Series PVC430, EPDM Seals, V-Port, 60 Degree V, Threaded End Connections with A Series EL700M Modulating Electric Actuator, Model EL710M, 120VAC with 4-20mA Signal (all assembled with a customer fabricated mounting kit and testing in Valtorc's quality control center)

Weight: 10.00 lbs. each (10.00 lbs. total) Unit Price: \$8,142.80 x 1 = \$8,142.80

2) 2-SVP1000-SS-VP60V-NPT-EL710M-120VAC-4-20 Qty: 1



*SVP1000 Series V-Port Ball Valve

Description: 2" Series SVP1000 V-Port Ball Valve consisting of Ball Valve, Series PVC430, EPDM Seals, V-Port, 60 Degree V, Threaded End Connections with A Series EL700M Modulating Electric Actuator, Model EL710M, 120VAC with 4-20mA Signal (all assembled with a customer fabricated mounting kit and testing in Valtorc's quality control center)

Weight: 10.00 lbs. each (10.00 lbs. total) Unit Price: \$8,571.40 x 1 = \$8,571.40

Total Weight: 20.00 lbs. Grand Total: \$16,714.20

Notes: **Items are non-cancellable and non-returnable**

The pricing included in this quotation is based on then-current import/export rates in effect as of the date of this quotation. If, during the term of any agreement to purchase any products included in this quotation, the costs of goods and/or materials increases due to changes in import/export costs, including tariff increases, Seller shall be entitled to adjust product pricing to reflect such increases. Such price adjustments shall be made in good faith and will take effect immediately upon Seller's notification to Buyer of the increased price.

Order Securely Online with **Credit Card**



assuredautomation.com

[Click to Purchase](#)



Valtorc International

Phone (770) 423-7100 Fax (770) 499-7483
Toll Free (800) 317-7101
www.valtorc.com

Inverness PUD
50 Inverness Way
Inverness, CA 94937

1/9/2026

Richard Perez,
Please find your requested quote below.

VALTORC USA V PORT BALL VALVES, SERIES SVP1000, CONSISTS OF SERIES 340 PVC BALL VALVES, , PVC BODY, TEFLON SEATS, EPDM SEAL , V PORT 60 DEGREE , THREADED END CONNECTIONS, SERIES EL-700M MODULATING ELECTRIC ACTUATOR, MODEL EL710M, 120VAC, WITH A 4-20mA SIGNAL, ALL ASSEMBLED WITH A CUSTOM FABRICATED MOUNTING KIT AND TESTED IN OUR QUALITY CONTROL CENTER

QTY.1

1 1/2"-SVP1000-PVC-VP60V-NPT-EL710M-120VAC-4-20mA-MK \$5098.95 EA.

QTY.2

2"-SVP1000-PVC-VP60V-NPT-EL710M-120VAC-4-20mA-MK \$5298.95 EA.

****PLEASE CONFIRM VOLTAGE OF 120 VAC WHEN ORDERING****

QUOTES VALID FOR 20 DAYS
DELIVERY: SHIPS 7 TO 10 BUSINESS DAYS ARO

TERMS: CREDIT CARD OR ACH UNTIL NET30 TERMS ARE ESTABLISHED

****NON-CANCEL, NON-RETURNABLE****

****CONFIRM ALL MATERIAL QUOTED IS COMPATIBLE WITH YOUR APPLICATION****

*****PLEASE EMAIL PURCHASE ORDERS*****

A 4% fee will be added to all credit card charges.

SHIPPING/FREIGHT ADDITIONAL CHARGE



Inverness Public Utility District Board Meeting

Agenda Item No. 8

Reports

Receive Reports On Administrative and Operational Activities for January & February 2026

A. Special Project Report – Colby and Seahaven Tank Replacement Project

- 1) Project Completion Report
- 2) Special Requests for Colby Tank Site from Michael and Trish McEneany.

B. General Manager's Administrative Report

- 1) Capital Projects Report Fiscal Year-To-Date
- 2) New Service Connection Fee 2026
- 3) Policies and Procedures Review
- 4) District Wide Equipment Inventory Review

C. Operations Reports

- 1) Water System Report January & February 2026 – Rich Perez
- 2) Fire Department Report January & February 2026 – David Briggs
- 3) Marin Wildfire Prevention Authority (MWPA) Report January & February 2026 – David Briggs

Small Community Drought Relief Program

Inverness Tank Replacement Project

**Inverness Public Utility District
Agreement Number 4600015656**

**Final Project Report
January 1, 2026 – March 206**

Inverness Tank Replacement Project

Project Description

The purpose of this project is to improve the ability of the water system to maintain sustainable water availability for both potable water and fire protection. This project will replace the remaining redwood water tanks of the water system in two locations and complete the goal of improving the storage needs of the District. The project comprises the installation of one bolted steel tank at the Colby site to replace the three 10,000-gallon redwood tanks and, at the Seahaven site, replace one 15,000-gallon redwood tank at the Seahaven site with a bolted steel tank. The tank designs will make every effort to at least maintain the storage capacity of the current tanks, if not increase them.

The project is in the unincorporated community of Inverness, California. The Residents of this area has been requesting assistance to help improve the sustainability of the water system storage for both drinking water and fire suppression capabilities.

Activity Performed

Task 1 – Project Administration

Task 1.38 – 1/01/2026 – 2/11/2026: Bi-Weekly Project Meetings held with DWR Project Manager, IPUD staff and project engineer to keep informed on project progress.

Task 1.39 – 2/4/2026: Submitted Invoice #7 for reimbursement.

Task 1.40 – 2/23/2026: Received Pre-Closeout Letter from DWR Project Manager

Task 1.40 – 2/25/2026: Attended walkthrough of Project sites with Engineering representatives, project manager, contractors and staff to compile punch list for final project work.

Task 1.41 – 3/13/2026: Submitted Invoice #8 for reimbursement.

Deliverables: None

Task 2 – CEQA Documentation and Permitting

Task 2.27 – 01/07/2026: Encroachment Permit received from Marin County DPW (issued 10/29/25).

Task 2.28 – 03/13/2026: Project Completion Certificate for Marin County Planning Department received for signature and submittal.

Deliverables: 1) Encroachment Permit EP25-425, Certificate of Project Completion.

Task 3 – Design and Contracting

No activity

Task 4 – Construction

Task 4.26 – 01/07/2026: PG&E site visit to inspect Seahaven pumphouse electrical panel and wiring to enable service to be switched.

Task 4.27 - 01/15/2026: Change Order #1 issued (\$2,470 Increase for Seahaven Over Excavation & Slurry Backfill)

Task 4.28 – 01/30/2026: Change Order #2 issued (Seahaven Tank Relocation and Piping Revision).

Task 4.29 – 01/30/2026: Change Order #3 issued (no-cost C/O to extend construction calendar 25 days, ending on February 27, 2026).

Task 4.30 – 02/02/2026: Seahaven tank delivery scheduled (delayed due to weather).

Task 4.31 – 02/09/2026: New piping for Seahaven completed by IPUD staff and temporary service piping installed until new pumphouse switched over.

Task 4.32 – 02/12/2026: Change Order #4 issued (Colby Tank inlet float valve).

Task 4.33 – 02/17/2026: Cla-Val Installation at Colby and finishing pipe work at Colby site

Task 4.34 – 02/18 thru 02/20/2026: Seahaven tank installed.

Task 4.35 – 02/23/2026 -02/24/2026 Float valve installation at Colby Tank Site.

Task 4.36 – 02/23 thru 02/27/2026: Colby Tank Site stair installation, fence re-installation, grading, and drainage work from site to street.

Task 4.37 – 02/23/2026 – 02/27/2026: Bacteriological testing for both Colby and Seahaven tanks.

Task 4.38 – 02/24/2026: Colby Tank cathodic protection installation and testing

Task 4.39 – 02/25/2026: Seahaven tank cathodic protection installation and testing

Task 4.40 – 02/25/2026: Site visit by engineering firm Project Manager and Site Manager to create punch list for final items for project completion.

Task 4.41 – 02/26/2026: Punch list sent to contractor.

Task 4.42 – 03/02/2026: Change Order #5 (Seahaven Tank Site, shed removal credit).

Task 4.43 – 03/06/2026: Verbal confirmation received that all Punch List items were completed by 02/28/2026.

Task 4.44 – 03/09/2026: Change Order #6: (Balancing Change Order for both Colby and Tank Sites: credits for excavation, reinforced steel, and concrete).

Deliverables: Picture of project signage; Punch List, Change Orders #1-#6; Pictures of Colby tank site pictures of Seahaven tank site.

Task 5 – Construction Management

Task 5.09: – 01/12/2026: Progress Payment #4 received for contractor payment

Task 5.10: – 01/15/2026: Progress Meeting #8 held

Task 5.11: – 01/28/2026: Progress Meeting #9 held

Task 5.12: – 01/30/2026: Progress Payment #5 received for contractor payment

Task 5.13: – 01/30/2026: Electrical Contractor Invoice received for Seahaven Pumphouse Wiring.

Task 5.14: – 02/11/2026: Progress Meeting #10 held

Task 5.14 – 02/25/2026: Site Visit at bot Colby and Seahaven Tank Sites to verify piping, valves and create punch list.

Task 5.15: – 02/25/2026: Sent Punch List to contractor for items to be completed by 02/27/2026.

Task 5.16: – 03/02/2026: Sent confirmation to IPUD that Punch List items were completed.

Task 5.17: – 03/09/2026: Progress Payment #5 received for contractor payment.

Task 5.18: – 03/13/2026: Project Completion Certificate issued by Engineer.

Deliverables: Project Construction Management Meeting Notes 8-10, Progress Payment Submittals #4 - #6 with approvals, Punch List for Project Completion, Certificate of Project Completion.

Project Cost

The total budget of this project is \$1,200,000 and the total invoiced amount during this reporting period is \$1,245,750.75. The project cost information is provided in Table 1.

The term of this funding agreement began on June 14, 2023, and expires on February 28, 2026.

Table 1. Project Costs as of February 28, 2026.

Task	Description	Grant Amount, \$	Invoiced to date, \$	Amount Remaining, \$	Percent Invoiced to date
1	Task 1 Project Administration	0.00	0	0.	0
2	Task 2 CEQA Documentation and Permitting	55,500	55,499.49	.51	100%
3	Task 3 Design and Contracting	158,300	158,298.08	-1.92	100%
4	Task 4 Construction	880,000	1,499,176.31	-619,176.31	170.3%
5	Task 5 Construction Management	106,200	104,542.50	1,657.50	98.4%
Total		1,200,000.00	1,817,516.38	-617,520.22	166.02%

Project Schedule

The project is anticipated to be completed on February 28, 2026.

Table 2. Project Schedule as of March 13, 2026

Task	Description	Planned Completion Date	Actual Completion Date
1	Task 1 Project Administration	02/28/2026	
2	Task 2 CEQA Documentation and Permitting	12/31/2024	6/30/2025
3	Task 3 Design and Contracting	12/31/2024	09/30/2025
4	Task 4 Construction	2/28/2026	2/27/2026
5	Task 5 Construction Management	2/28/2026	3/6/2026



Board Agenda Item Staff Report

Subject: Colby Tank Site Mitigation Requests – Post Construction
Meeting Date: February 24, 2026
Date Prepared: February 5, 2026
Prepared by: Shelley Redding, General Manager
Attachments: None

Recommended Action: None - Informational

Background

Michael and Trish McEneaney own the property immediately east of the Colby Tank site, sharing most of the site's eastern fenceline. Throughout construction, they were cooperative and tolerant of project-related disruptions.

Before project completion, the McEneanys requested a meeting regarding site-related mitigation concerns. On February 2, 2026, GM Redding and Directors Donohue and Emanuels met with them at their residence to review their requests.

Summary of Requests

1. Fence Height and Screening: Request to increase fence height by approximately five feet to support ivy growth and screen the tank.
2. Tank Ladder Color: Request to paint the galvanized OSHA safety ladder to match the tank.
3. "Gardening Easement": Request for an easement along the shared fenceline to preserve vegetation.
4. Vegetation Management: Request for trimming and cleanup of trees located in front of the tank.
5. Front Fence Replacement: Request to replace the cyclone fence on Perth Way with a more aesthetic option.
6. Parking Area and Drainage Improvements: Request to create a parking pull-out, construct a retaining wall, and replace the drainage pipe along Perth Way.

Staff Assessment

Fence Height Modification

Staff suggested Mr. McEneaney obtain an estimate for the fence height modification, with the District considering cost-sharing pending Board review.

Tank Ladder Painting

Painting the ladder would require removal, preparation, painting, and reinstallation, making it costly. Future vegetation growth may help conceal it.

Vegetation Protection

Staff will explore ways to preserve existing vegetation along the shared fenceline and bring feasible options to the Board.

Front Fence and Site Vegetation

The cyclone fence currently provides needed security. Vegetation removed during construction is expected to naturally reestablish and stabilize the slope.

Parking Pull-Out and Drainage

A retaining wall and small parking area could improve staff access and road stability. Pipe replacement may be addressed in future site improvements.

Recommendation

Due to the need to complete the tank replacement by the end of February to secure grant funding, the requested mitigations were not included in project change orders. Staff recommends that the Board consider these requests individually as time and funds permit. Staff will return with specific options, cost estimates, and feasibility assessments for items requiring Board direction.

Inverness Public Utility District

NEW SERVICE CONNECTION FEE

Effective January 1, 2026– December 31, 2026

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

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

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

divided by the

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

the resulting amount to be

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

The following documents the amount of the New Service Connection fee to be in effect during the calendar year 2026 (January 1, 2026 through December 31, 2026):

<i>Total value of Fixed Assets, June 30, 2025</i>	<i>\$5,215,671</i>
<i>Less Construction in Progress</i>	<i><u>\$206,003</u></i>
<i>Net value of Fixed Assets, June 30, 2025</i>	<i>\$5,009,668</i>
<i>Total number of customer connections, June 30, 2025</i>	<i>519</i>

$$\mathbf{\$5,009,668 \div 519 = \$9,653 = \$9,700 (rounded up)}$$

I hereby certify that the foregoing data and calculations are correct to the best of my knowledge, and that the amount of the New Service Connection Fee for the period of January 1, 2026, through and including December 31, 2026, is correctly set and shall be *Nine Thousand Seven Hundred Dollars (\$9,700.00)*.

Attest: _____
Shelley Redding, General Manager
03/17/2026



Inverness Public Utility District

(January 2026)

Rainfall (inches)	2025	2024
Month	6.04	2.3
Year to Date	223.02	24.63
Running Average	37.49	37.43

Production / Consumption	Gallons	CCF
Produced	2,860,160	3,824
Billed (gross)	X	X
Unbilled	X	X

Stream Flows	GPM	GPD
First Valley	180	259,200
Second Valley	275	396,000
Third Valley	85	122,400
Lower Intake L1	0	0
Total	540	777,600

Sources In		Percent
D1, D2, D3	All	33.33%
D4, D5, D6	All	50.93%
D7, D8	D7	15.74%
Lower Intake L1		0.00%
Total		100.00%

Distribution System (Used)	Gallons	Percent
Colby	655,600	46.19%
Tenney	461,200	32.49%
Conner	40,300	2.84%
Stockstill	158,800	11.19%
Seahaven	103,600	7.30%
Monthly Total	1,419,500	100.0%

System Wide (averages)	GPD	GPM
Usage	X	X
Residential	X	X
Non- Residential	X	X
Accounts		
Total Accounts	519	
Active Accounts	439	

Customer Service	#	Issue / Resolution
Water Quality Issues	0	
Inquiries	0	
Other		

The information provided is based on monthly calculations. X indicates no information available due to bi-monthly meter reading and billing.



Town of Inverness Monthly Water System Report

January 2026

Operations & Maintenance

Daily operations continue to consist primarily around ensuring our treatment plants are operating efficiently, from diversions to finished water and that our tank levels are full.

PFAS sampling – Completed 1/30/2026

Monthly (Off Billing) Meter Reading – Completed 1/28/2026

6 Edgemont found to have high leak 16 units (11,968 gallons)

Emergency generator F1 tested 1/26/2026

Performance Self Evaluations – 1/16/2026

Installed Weather Station F1 1/13/2026

Cottages, property well line found leaking - 1/8/2026

88 laurel leak repair (spud gaskets) 1/28/2026

Completed Projects

41 Inverness leak before meter stop – 1/27/2026

Pressure tested / Sampled new Seahaven Pump house – 1/20/2026

44 Woodhaven meter replaced (Mach 10)

NSF 60 filters sourced (CIP, Harmsco)

Tank Cathodic checks – Completed 1/6/2026

Installed Diamond Signs at filter plants

Preventative Maintenance

Routine PM throughout the month consisted of CIP cleanings of our filters, tracking analytics and other equipment to ensure our water system performs efficiently.

Reporting / Compliance

District meets monthly state reporting requirements

SAFER Clearinghouse monthly (drought, conservation, production & demand)

Monthly water system report to SWRCB

Safety & Training

No injuries or close calls

Weekly Safety Tailgate Meetings (AWWA 52 week outlines)

Monthly Team Training with SDRMA, Vector Solutions

Weekly vehicle inspections

February Goals

Begin F1 PLC swaps / SCADA access and control updates

Complete tank replacement project (Colby & Seahaven)

Filter plants organization and cleanup, inventory and stock



Inverness Public Utility District

(February 2026)

Rainfall (inches)	2025	2024
Month	5.08	9.66
Year to Date	28.82	37.29
Running Average	37.49	37.43

Production / Consumption	Gallons	CCF
Produced	1,242,000	1,660
Billed (gross)	1,191,564	1,593
Unbilled	122,433	164

Stream Flows	GPM	GPD
First Valley	297	427,680
Second Valley	355	511,200
Third Valley	102	146,880
Lower Intake L1	0	0
Total	754	1,085,760

Sources In		Percent
D1, D2, D3	All	39.38%
D4, D5, D6	All	47.10%
D7, D8	D7	13.52%
Lower Intake L1		0.00%
Total		100.00%

Distribution System (Used)	Gallons	Percent
Colby	471,900	38.00%
Tenney	404,500	32.57%
Conner	93,300	7.51%
Stockstill	176,100	14.18%
Seahaven	96,200	7.75%
Monthly Total	1,242,000	100.0%

System Wide (averages)	GPD	GPM
Usage	37,236	25.860
Residential	92.17	0.064
Non- Residential	X	X
Accounts		
Total Accounts	519	
Active Accounts	439	

Customer Service	#	Issue / Resolution
Water Quality Issues	0	
Inquiries	0	
Other		

The information provided is based on monthly calculations. X indicates no information available due to bi-monthly meter reading and billing.



Inverness Public Utility District Monthly Water System Report

February 2026

Operations & Maintenance

Daily operations continue to consist primarily around ensuring our treatment plants are operating efficiently, from diversions to finished water and that our tank levels are full.

Fire flows documentation created 2/3/2026
Identified old, not working meters to replace 2/12/2026
Replace Temp gauges in treatment plants 2/6/2026
Backfilled worksite on Kenneth, Colby Project 2/6/2026
Seahaven pump house online 2/9/2026
Piazza completed manifold at Seahaven (Project) 2/13/2026
Kehoe PRV let lose, isolated 2/28/2026
Purchased NTU analyzer (replacement F3) 2/23/2026
Co Pilot (AI) access to Enterprise data enabled 2/27/2026
Valve Exercising Project started 2/25/2026

Completed Projects

Tank Project 2/28/2026
Rebuilt CRD (training) Seahaven Pump house – 2/27/2026
PFAS sampling

Preventative Maintenance

Routine PM throughout the month consisted of CIP cleanings of our filters, tracking analytics and other equipment to ensure our water system performs efficiently.

Reporting / Compliance

District meets monthly state reporting requirements
SAFER Clearinghouse monthly (drought, conservation, production & demand)
Monthly water system report to SWRCB

Safety & Training

No injuries or close calls
Weekly Safety Tailgate Meetings (AWWA 52 week outlines)
Monthly Team Training with SDRMA, Vector Solutions
Weekly vehicle inspections

March Goals

Continue F1 PLC swaps / SCADA access and control updates
SWRCB NTU Project (finished water) 3/2/2026 – 3/6/2026
Second round PFAS First Valley
Security camera install F1 / F3
Accept team's self-evaluations
Continue valve exercising project

Report on Water Customer Payments and Billings, Jan/Feb 2026

1. What our customers owed us at the beginning of the period (Jan. 1):

Current charges (from bills sent out on December 23, 2025)	114,338.93	
Unpaid prior charges (2.41% of total amount owed to us)	<u>2,823.51</u>	
Total Amount Owed to Us on Jan. 1, 2026:		<u>117,162.44</u>

2. We received the following **payments** from our customers during Jan. & Feb.:

Electronic payments:	91,108.99	(79.8%)
Payments by check:	<u>23,088.01</u>	(20.2%)
Total Payments Received During Jan. and Feb.:		- 114,197.00

3. We posted the following **charges** to our customers' accounts during Jan. & Feb.:

Write-offs:	--	
Adjustments:	--	
Basic charges (future):	104,104.47	519 Basic charges for Mar/Apr 2026 (billed on 2/25)*
X-C charges (future):	306.28	19 Cross-Connection charges for Mar/Apr (billed 2/25)
Usage charges (net):	15,335.54	Usage charges for 12/19/25 to 2/20/26 (billed on 2/25)†
Misc. charges:	120.20	Such as account setup, late pay, & ret'd check charges
Refused payments:	0.00	No returned checks or refused AutoPays
Refunds:	<u>0.00</u>	No closed-account credit balance refunds
Total Charges Posted During Jan. and Feb.:		+ 119,866.49

4. Thus, the **amount our customers owed us on February 28** (the end of the period) was: **122,831.93**
 (of which 0.74%, or \$904.82, was past-due charges)

* Bimonthly Basic Charges (for Mar/Apr): 516 customers at \$201.46; 3 Lifeline customers at \$50.37.

† **Total billed usage was \$19,478.81**, less \$4,143.27 for 2 prior-period usage adjustment credits (leaks) and no prior-period meter reading error credits.

Reconciliation with BofA checking account:

There were no deposits in transit on 2/28/2026. Thus, the A/R balance on the District's books as of 2/28 should also be \$122,831.93.

Scheduled AutoPay receipts: \$80,227.76 on Mar. 18, 2026 (from 339 customers, which is 65.3% of the total of 519 billed customers).

A temporary security debit will be posted to IPUD's checking account in the amount of \$80,227.76 on or about Mar. 16, 2026 (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)

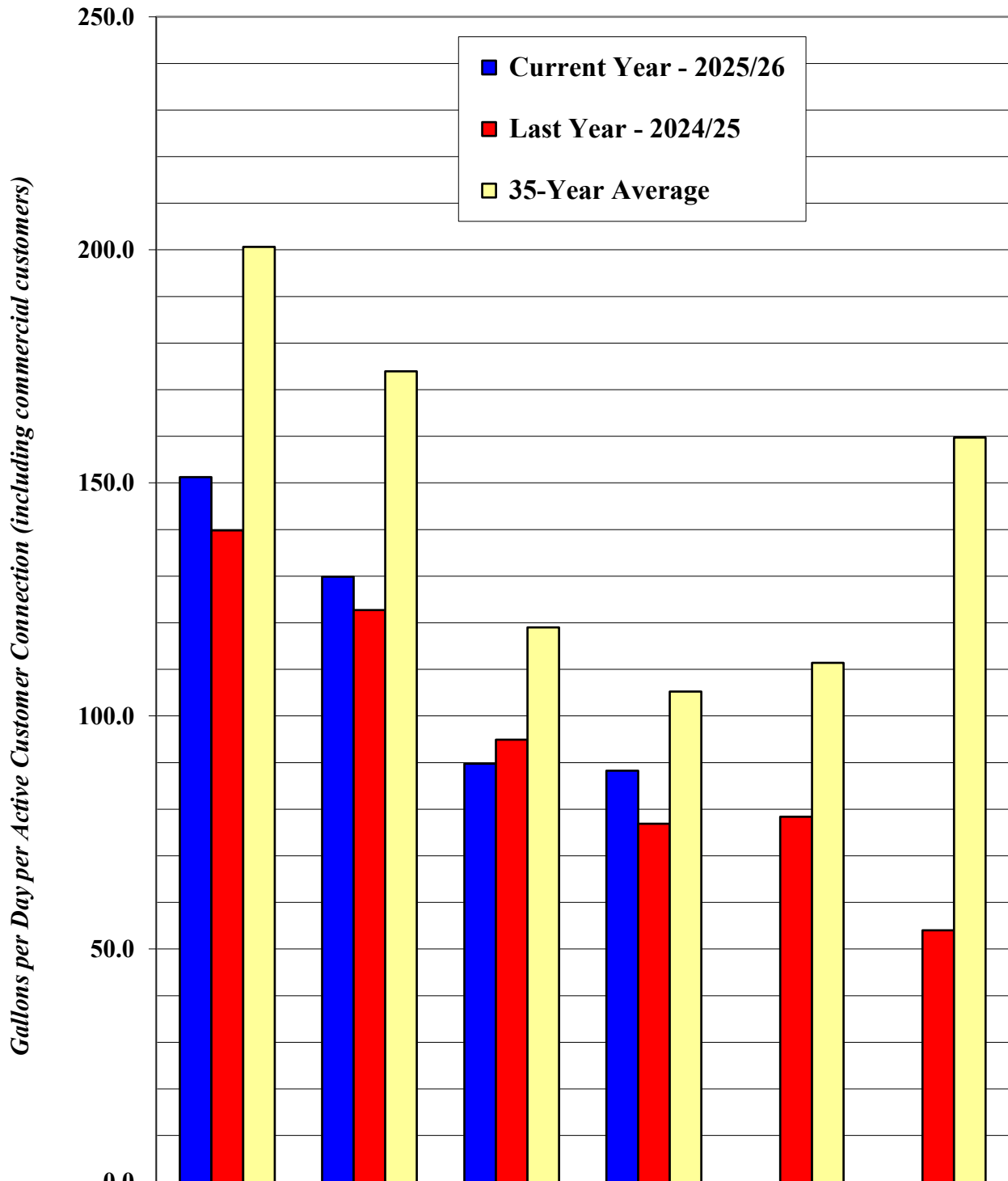
Period covered: Jan/Feb 2026

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

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

Inverness Public Utility District Water System

Average Daily Water Usage per Active Customer



	Jul/Aug	Sep/Oct	Nov/Dec	Jan/Feb	Mar/Apr	May/June
■ Current Year - 2025/26	151.2	129.9	89.8	88.2	0.0	0.0
■ Last Year - 2024/25	139.8	122.7	94.9	76.9	78.4	54.0
■ 35-Year Average	200.6	173.9	119.0	105.2	111.4	159.7

FIRE DEPARTMENT REPORT

January 2026 / February Board Meeting

Incidents

Number Date

- #26-001 1/3 **Tree down** @ Vision Rd
Attendance: Brian Cassel, Burton Eubank, Dennis Holton, Greg Eastman
- #26-002 1/3 **Flooding** @ Inverness Store
Attendance: Brian Cassel, David Briggs, Dennis Holton, Greg Eastman, Jim Fox, Jonah Thomas, Ken Fox, Maya Wolf, Tim Olson
- #26-003 1/4 **Flooding** @ Inverness Store
Attendance: Brian Cassel, David Briggs, Dennis Holton, Greg Eastman, Jim Fox,
- #26-004 1/4 **EMS** @ Aberdeen Way for weakness. M94 transport
Attendance: Brian Cassel, David Briggs, Greg Eastman, Jim Fox,
- #26-005 1/5 **Vehicle accident** @ SFD and Bear Valley. No merit.
Attendance: David Briggs, Jim Fox, Sydney Knudsen
- #26-006 1/6 **EMS** @ Via de la Vista. No transport
Attendance: Brian Cassel, Burton Eubank, David Briggs, Greg Eastman, Jim Fox, Ken Fox, Maya Wolf, Sydney Knudsen, Tim Olson
- #26-007 1/10 **EMS** @ Laurel St, Inverness Park for a lift assist.
Attendance: Brian Cassel, Dennis Holton, Greg Eastman
- #26-008 1/15 **EMS** @ Hwy, PRS. Inverness for Landing zone at White House pool.
Attendance: Burton Eubank, David Briggs, Greg Eastman, Jim Fox, Ken Fox
- #26-009 1/26 **EMS** @ Keith Way for a seizure. M94 transport code 2.
Attendance: Brian Cassel, David Briggs, Dennis Holton, Greg Eastman, Jim Fox
- #26-010 1/26 **EMS** @ Park Ave for nausea. M94 transport.
Attendance: David Briggs, Greg Eastman, Jim Fox, Ken Fox, Tom Fox
- #26-011 1/27 **EMS** @ Highland Way for a fall from a ladder. Transport by helicopter.
Attendance: Brian Cassel, Burton Eubank, Jacob Leyva, David Briggs, Jim Fox, Jonah Thomas, Maya Wolf, Tim Olson
- #26-012 1/28 **EMS** @ for a phone line down.
Attendance: Brian Cassel, David Briggs, Dennis Holton, Jonah Thomas

Trainings

January 12: New high band radio review and tourniquet training.

Attendees: David Briggs, Brian Cassel, Greg Eastman, Burton Eubank, Jim Fox, Ken Fox, Tom Fox, Dennis Holton, Sydney Knudsen, Tim Olson, Jonah Thomas, Maya Wolf

January 26: TK

Attendees: Andrew Bock, David Briggs, Brian Cassel, Greg Eastman, Jim Fox, Ken Fox, Tom Fox, Dennis Holton, Tim Olson, Jonah Thomas, Maya Wolf.

Activities and Maintenance

1. NEIRS data preparation.
2. MWPA work plan planning.
3. 317 build.

Personnel

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, Greg Eastman, Jay Borodic, Liam Riley, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sydney Knudsen, Maya Wolf, Jonah Thomas

Jim Fox, Chief

FIRE DEPARTMENT REPORT

February 2026 / March Board Meeting

Incidents

Number Date

- #26-013 2/1 **Fire Alarm** @ 60 Forres for a leaking fire sprinkler.
Attendance: Brian Cassel, David Briggs, Greg Eastman, Ken Fox
- #26-014 -- Accidental dispatch entry
- #26-015 -- Accidental dispatch entry
- #26-016 2/12 **EMS** @ SFD for a heart problem. M94 transport
Attendance: Burton Eubank, David Briggs, Greg Eastman, Tim Olson
- #26-017 2/13 **Fire alarm** @ 98 Camino del Mar.
Attendance: Burton Eubank, Brian Cassel, Greg Eastman
- #26-018 2/13 **EMS** @ Edgemont for a medical problem.
Attendance: Brian Cassel, Greg Eastman, Maya Wolf, Sydney Knudsen
- #26-019 -- Accidental dispatch entry
- #26-020 2/21 **Water problem** @ 50 Perth Way for water tank overflow.
Attendance: Burton Eubank, Jacob Leyva, Greg Eastman
- #26-021 2/28 **Public Assist** @ 260 Drake View Dr for a cat in a tree.
Attendance: Burton Eubank

Trainings

February 9: Drafting as water supply review.

Attendees: David Briggs, Brian Cassel, Greg Eastman, Burton Eubank, Dennis Holton, Tim Olson, Jonah Thomas, Maya Wolf

February 23: Drafting as water supply practice.

Attendees: Dennis Holton, David Briggs, Maya Wolf, Tim Olson, Brian Cassel, Greg Eastman

Activities and Maintenance

1. NEIRS data preparation.
2. MWPA work plan planning.
3. 317 build.
4. Receive turnouts and distribute to volunteers
 - a. We received 7 sets of turnouts as part of our CA Fire Foundation grant. Boots and helmets were received last year and then jackets and pants were received early this year, however there was a mistake on the jackets. Those were returned, repaired, and are now dispersed. We are still waiting on 13 new sets of turnouts to be shipped as part of our FEMA Assistance to Firefighters grant. Once those are received everyone of the department will be in new gear.

Personnel

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, Greg Eastman, Jay Borodic, Liam Riley, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sydney Knudsen, Maya Wolf, Jonah Thomas

Jim Fox, Chief

MWPA MONTHLY REPORT

January 2026 / February Board Meeting

Local Projects

- Roadside evacuation route management.

Defensible Space

- Defensible space inspections for approximately half of Inverness will resume this summer.
- Chipper program will resume in April. Residents can start signing up in March.

West Marin CORE Project Activity

- Looking at options for FY 26/27. Waiting to talk to other West Marin fire agencies.
- Priority for Inverness would be continuing, and hopefully finishing Seahaven work. Areas that have been worked on previously may be added for maintenance.

Meetings / Committees

- January 8: ATC Meeting.
- January 8: Coastal fuel network check-in.
- January 8: CWPP meeting.
- January 16: Public meeting/tour of Seahaven work.
- January 29: Coastal fuel network check-in.

MWPA MONTHLY REPORT

February 2026 / March Board Meeting

Local Projects

- Roadside evacuation route management.

Defensible Space

- Defensible space inspections for approximately half of Inverness will resume this summer.
- Chipper program will resume in April. Residents can start signing up in March.

West Marin CORE Project Activity

- Looking at options for FY 26/27. Waiting to talk to other West Marin fire agencies.
- Priority for Inverness would be continuing and hopefully finishing Seahaven work. Areas that have been worked on previously may be added for maintenance.
- Scheduling some chipping cleanup at end of Via de la Vista where brush was left from work this past fall.

Meetings / Committees

- February 5: Coastal Projects check in
- February 5: ATC
- February 12: Operations Committee



Inverness Public Utility District
Board Meeting

Agenda Item No. 09

Committee Meetings/Reports

To: Kathryn Donohue
Ken Emanuels
Fr: Shelley Redding, General Manager
Re: IPUD Personnel Update Report

General Manager Overview

Fire Department Staffing Activities

- The former Chief of Operations who retired 10/1/2025 and then entered into an agreement with the District as a Retired Annuitant for the Water Tank project has finished the project. He was also serving temporarily as the Chief in a volunteer basis. He has completed the Tank project work, ending on 3/10/2026 and has decided to step away from the Fire Department due to physical limitations. He is available for any advice if needed.
- The Assistant Fire Chief has been promoted to the position of Fire Chief and has assumed all responsibility for the position. This was implemented at the beginning of February as the former Chief was not available for many of the obligations of the role, due to the urgency of the tank project and due to limited physical abilities at this time.
 - His rate of pay was increased from \$43.70 to \$53.77 Salary at .60 FTE. This rate reflects the importance of the position for the community and the added administrative duties required for implementing a more active role in encouraging community engagement.
 - An evaluation will be conducted at the end of May for the New Fire Chief.
- Management has determined that the operational needs of the Fire Department merit the hiring of a Fire Department Operations Assistant to support the operational duties of Fire Duty coverage, equipment management, vegetation maintenance, firehouse maintenance and MWPA local project activities. This position will be limited to 20 hours per week and will not be eligible for retirement or health benefits. An initial 6 month probationary period has been set to determine the effectiveness of the position in meeting the goals of the Department.

Water Operations staffing activities:

- Performance reviews are underway for Operational Staff. The Superintendent will be providing recommendations for classifications and standards to align with merit increases.
- A Performance Evaluation will be scheduled for the Superintendent by the end of March.

Administration staffing activities:

- The Bookkeeper/Administrative Assistant is now managing all the bookkeeping duties associated with water billing, accounts receivable and accounts payable activities; payroll processing and financial reporting in CalPERS. She finished the final AJE's for the FY2425 Audit and will be assisting in preparation for the next FY Audit. She is also working on file

review and retention policies and procedures. A performance review is scheduled for the end of March.

- The Customer Services Manager has been actively updating the water customer billing and account management procedures. He has initiated a District Regulations review to assist the Water Superintendent and the GM and will continue to provide assistance and guidance to the General Manager and Staff as he steps away from the day-to-day water related activities.
- The Grants and Project Manager is still on Family Leave, but upon return will have some specific projects assigned related to policies and procedures review.



Inverness Public Utility District
Board Meeting

Agenda Item No. 10

Adjournment