

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, October 20, 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) **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:** August 18, 2026 Regular Meeting Minutes
 - B. **Approval of Expenditures**
 - 1) Accounts Payable: August and September 2026
 - 2) Credit Card Purchases: August and September 2026
 - 3) Payroll Expenses: August and September 2026
- 4) **Business of the District**
 - A. **Public Hearing on Review, Revision, and Readoption of Water System Regulations, Part A**
 - B. **Resolution 305-2026 Special District Risk Management Authority (SDRMA) Amended Health Benefits MOU for 2027:** Authorize staff to execute Memorandum of Understanding for Ancillary Health Benefits for Employees.
 - C. **Resolution 306-2026 Marin County Fire Prevention Services Memorandum of Understanding MOU:** Authorize staff to execute Memorandum of Understanding for Marin County Fire to continue providing plan review and land development inspection services.
 - D. **Approve Revised Employee Pay Rates for Fiscal Year 2026-2027 effective 9/1/2026.**
 - E. **2026-2027 Overhead Rates**
- 5) **Reports:** Receive Reports On Administrative and Operational Activities for August and September 2026
 - A. **General Manager's Administrative Report**
 - 1) District Legal Counsel Appointment
 - 2) District Cyber Security Assessment and Report Update
 - 3) Upper Perth Fire Road Report
 - 4) County Office of Emergency Management – El Nino Preparedness
 - B. **Operations Reports**
 - 1) Water System Report August and September 2026 – Rich Perez
 - GIS Mapping Project
 - Watershed Intake Maintenance

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

2) Fire Department Report August and September 2026 – David Briggs

- Inverness Disaster Council
- Fire Operations Assistant
- Community Siren

3) Marin Wildfire Prevention Authority (MWPA) Report August and September 2026 – David Briggs

- Public Works Plan Update – Coastal Commission Hearing
- Vegetation Management Activity
- Defensible Space Inspections

6) Committee Meetings/Reports

7) Adjournment

Posted: 10/15/2026



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.

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Inverness Public Utility District Board Meeting

Agenda Item No. 3

Consent Calendar

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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

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

Board of Directors Minutes - Regular Meeting

Tuesday, August 18, 2026 | 11:30 a.m. | Inverness Firehouse, 50 Inverness Way

Prepared by: Shelley Redding, Clerk of the Board

1) Call to Order: Meeting called to order at 11:30 am.

Directors Present: Kenneth Emanuels, Dakota Whitney, Brent Johnson.

Directors Absent: Kathryn Donohue, David Press

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

Guests Present: None

Quorum: Yes

2) Public Expression: Frank Leahy provided the Board with a handout regarding cybersecurity and requested that the Board consider conducting a vulnerability assessment of the District's systems. Director Emanuels requested comments from the Water Superintendent, who referred the matter to the General Manager. GM Redding stated that staff were working with the District's IT contractor and that further discussion could not occur because the matter was not listed on the agenda. Mr. Leahy offered to share his professional experience with the District's IT contractor. GM Redding thanked him and stated that the matter would be placed on the agenda for the next Board meeting.

3) Consent Calendar

Motion: D. Whitney, Second: B. Johnson

Vote: 3 AYES, 0 NOES

Action Taken: Approval of the Consent Calendar with the Board minutes from July 21, 2026 Board meeting and approval of accounts payable, credit card statement and payroll expenses for July 2026 as presented.

A. Approval of Minutes: July 21, 2026, Regular Meeting Minutes

Action/Notes: None

B. Approval of Expenditures: July 2026

Action/Notes: Director Johnson asked about a Dell purchase listed on the monthly expenditures report. GM

Redding noted that the expense was related to the Board Approved Capital Project for the SCADA system upgrade and the item was a new server purchase.

C. Approval of Payroll Expenses: July 2026

Action/Notes: None

4) Business of the District

A. Firehouse Backup Generator Replacement Capital Project—Authorization Not to Exceed \$60,000

Discussion: GM Redding and Chief Briggs presented a revised plan for the firehouse improvements considered by the Board in June, separating the generator replacement from the roof replacement. Staff explained that additional research regarding potential MCE funding for solar installation would delay the combined project. Staff therefore proposed proceeding first with the generator replacement and considering the roof replacement, solar panels, and battery backup in the spring after pursuing potential funding assistance. The two generator quotes previously provided to the Board included similarly sized generators and a main electrical panel upgrade. Staff had not recommended a vendor because a third quote was still pending and could offer a lower cost. The Board discussed the need to prioritize generator replacement for operational readiness in light of forecast weather-related conditions. Staff requested authority to proceed after receiving the third quote, provided that the project scope and total cost would not exceed \$60,000.

Motion: B. Johnson; Second: D. Whitney

Vote: 3 AYES, 0 NOES

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SHELLEY REDDING, GENERAL MANAGER/CLERK OF THE BOARD
DAVID BRIGGS, FIRE CHIEF • RICHARD PEREZ, WATER SYSTEM SUPERINTENDENT

Action: The Board approved the firehouse backup generator replacement capital project in an amount not to exceed \$60,000 and authorized staff to select the vendor whose proposed scope of services and installation best meet the District's operational needs.

B. Ordinance 121-2026: General Manager Compensation for Fiscal Year 2026-2027

Discussion: GM Redding presented an Ordinance describing the approved General Manager Salary of \$12,004.45 per month for the Fiscal Year 2026-2027 as recommended by the Personnel Committee.

Motion: D. Whitney, Second: B. Johnson

Vote: AYES 3, NOES 0

Action: Ordinance 121-2026 approved as presented.

C. Approve Corrected Employee Pay Rates for Fiscal Year 2026-2027

Discussion: GM Redding presented a corrected Employee Pay Rates document that was approved at the June 2026 meeting as it had an erroneous value for Chief Briggs.

Motion: B. Johnson, Second: D. Whitney

Vote: AYES 3, NOES 0

Action: Approval of the corrected Employee Pay Rates for Fiscal Year 2026-2027.

D. Special District Risk Management Authority (SDRMA) Amended Health Benefits MOU for 2027.

Discussion: GM Redding noted that this item needed to be removed because there is a Resolution requirement along with the MOU and that it would be brought back at the next Board Meeting with the Resolution.

Motion: None, Second: N/A

Vote: N/A

Action: None taken.

E. Employee and Retiree Health Benefits Policy Recommendation for CalPERS Health Contract Amendment effective January 1, 2027.

Discussion: GM Redding withdrew the staff recommendation because, after the agenda was published but before the meeting, the Personnel Committee raised concerns about the fiscal impact on staff. Director Emanuels asked whether changes to the CalPERS contract were subject to a deadline for a January 1, 2027, effective date. GM Redding responded that the new health premium rates were released on July 21, 2026, and that the September Board meeting would occur after the deadline for submitting amendments to CalPERS. Therefore, any amendment recommended by the Personnel Committee would not take effect until January 1, 2028. The required resolution would be brought back to the Board at a future meeting.

Motion: None, Second: N/A

Vote: N/A

Action: Staff will coordinate with the Personnel Committee to schedule a meeting to review the original recommendation, evaluate scenarios concerning the District's future fiscal impacts, and develop a plan for the next enrollment period.

F. Review, Revision, and Readoption of Water System Regulations, Part A

Discussion: Customer Services Manager Wade Holland presented an overview of the process outlined in his staff report for reviewing, revising, and readopting the Water System Regulations. Part A introduced the regulations and summarized their adoption history. He explained that updates are needed to reflect current state and federal safe drinking water laws and regulations and to correct outdated references. He provided redline version of each regulation which showed proposed revisions. Part B, scheduled for the October Board meeting, will provide an opportunity to discuss the recommended changes. Part C will be the final step of Board action at the regular meeting in November for formal readoption of all Water System Regulations.

Motion: None, Second: N/A

Vote: N/A

Action: None, informational presentation only.

5) Receive Reports On Administrative and Operational Activities for July 2026

A. General Manager's Administrative Report

Notes: Reports were provided to the Board concerning the items listed below.

- 1) Colby-Seahaven Tank Project DWR Update on Budget Amendment request: GM Redding reported that she met with the DWR Project Manager and was informed that the initial request for a Budget Increase Amendment submitted in August 2025 was added to the DWR list of eligible grant recipients to have additional funds allocated for project reimbursements. The amount originally requested to be added to the awarded \$1.2 million grant was \$753,500. She noted that DWR still has a final approval process before the project funding amendment document will be sent for signature. She was given verbal assurance that IPUD will receive the additional grant funding, largely because of the Districts adherence to the construction schedule, reporting requirements and project management. GM Redding will report back once she has formal confirmation of the documents for execution.
- 2) Upper Perth Fire Road Report: In preparation for the winter, staff will be focusing on extra water bar maintenance on the Upper Perth road and facilitating repairs to eroded sections.
- 3) NOAA El Nino Prediction Report Update – July 2026: A report was provided describing the current model predictions, which anticipate a 97% chance of El Nino conditions with significant rainfall expected from October through February.
- 4) Diversified Utility Billing Platform Implementation: Staff have been working with the vendor in the implementation process for the updated billing platform. The next billing process will be recorded in the current billing system, and then data will be uploaded into the new software for review of continuity and provide staff the opportunity to utilize the new platform in a “sandbox” environment. The next phase will be involve the meter reading component utilizing tablets for in-the-field recording. Eventually customers will be able to access the Customer Center to see their billing, make payments electronically or by phone, along with the established Autopay and pay by check.

B. Operations Reports

Notes: Monthly activity reports were provided to the Board. Directors asked general questions concerning the position of the Fire Operations Assistant and staff noted they could provide a report that outlined the roles and responsibilities of the position. There was also general discussion concerning a village siren for community notification as was previously utilized by the Fire Department. Staff was directed to research options and provide a report for the next Board meeting.

1) Water System Report July 2026:

- GIS Mapping Project: Superintendent Perez provided the Board with a brief description of a mapping project to identify all water system piping and infrastructure. A presentation will be made at the next meeting.
- Historic Rainfall Data Report: A data spreadsheet was provided to the Board with the annual rainfall data.
- Annual Water Billing Summary FY 2025-2026: This information was provided for the fiscal year end showing the total revenues of the Water System from July 1, 2025 Through June 30, 2026.
- Colby Tank Site Drainage Project: Superintendent Perez provided a report on the supplemental work completed at the Colby site to address drainage concerns from a neighboring property owner. The Colby Tank Replacement Project had a tank overflow drainage system installed that was designed to divert water away from the main storage tank foundation by diverting the flow

into rip rap along both sides of the tank. The property owner requested that the diversion not point to his property due to erosion concerns.

2) **Fire Department Report July 2026:**

- Inverness Disaster Council: General Discussion about the potential merging of the Inverness Disaster Council with the Point Reyes Disaster Council. Further discussions will be held once the new Station Commander in Point Reyes is settled and meetings can be scheduled. Director Emanuels asked if there was still an emergency siren for the town and if not, it should be considered. It was requested to add this subject to the next agenda.
- Inverness Firewise Community Event: Fire Wise Inverness and the Inverness Association is planning their annual community event to be held at the end of September at the Inverness Yacht Club. The focus will be on evacuation routes with presentations planned by the Sheriff Department and Marin County Fire.

3) **Marin Wildfire Prevention Authority (MWPA) Report July 2026:** General discussion and public comments on the ongoing CORE work in the Seahaven area for the properties bordering the Tomales Bay State Park. In particular, the importance of the need for ongoing vegetation management by the property owners and how to convey the expectation. Also discussed was the MWPA Public Works Plan that is scheduled for a hearing with the California Coastal Commission in October.

6. **Committee Meetings/Reports**

Personnel Committee Report - Notes: None

7. **Adjournment:** The meeting adjourned at 12:42 pm.

Inverness Public Utility District

Bill Payment List August-September, 2026

Date	Num	Vendor	Memo	Amount
08/10/2026	61370	Silverado Avionics, Inc.	Voided	0.00
08/13/2026	61379	Phillip Chavira Corp	Voided	0.00
09/02/2026	61404	AT&T CalNet	Voided	0.00
Total for --				\$0.00
1 Bank Accounts				
1-103 Bank of America 4809				
08/10/2026	61362	Marin County Tax Collector		-1,118.38
08/10/2026	61363	Grainger	836141895	-118.25
08/10/2026	61364	Brelje & Race Laboratories, Inc.		-432.00
08/10/2026	61365	Bauer Associates, Inc.		-3,615.50
08/10/2026	61366	Special District Risk Management Health	6853	-1,079.42
08/10/2026	61367	Amazon Capital Services		-68.00
08/10/2026	61368	SensorPros		-9,003.31
08/10/2026	61369	Building Supply & Hardware		-7.89
08/10/2026	61370	Ferguson Waterworks #1423		-798.34
08/10/2026	61371	John's Dairy Equipment & Supply		-626.73
08/10/2026	61372	AT&T CalNet		-409.33
08/10/2026	61373	Horizon Cable TV Inc.		-195.14
08/10/2026	61374	Nigro & Nigro		-5,500.00
08/10/2026	61375	Dennis Holton		-157.17
08/10/2026	61376	Quill LLC		-279.60
08/10/2026	61377	Silverado Avionics, Inc.		-644.91
08/04/2026	EFT	CalPERS Health		-18,079.01
08/10/2026	EFT	Diversified Tech		-781.00
08/03/2026	EFT	Inverness Properties		-1,311.00
08/13/2026	61378	FasTrack		-11.25
08/13/2026	61380	Cheda's Garage		-1,317.77
08/13/2026	61381	PACE Supply Corp	09035-00	-88.44
08/13/2026	61382	Alpha Analytical Laboratories, Inc.,		-3,528.00
08/14/2026	EFT	Innovative Business Solutions	95952	-263.31
08/10/2026	EFT	Starlink		-325.00
08/10/2026	EFT	Truist Bank		-9.10
08/20/2026	61387	Marin County Tax Collector		-1,028.95
08/20/2026	61388	McPhail Fuel Company	INVPUB	-5.00
08/20/2026	61389	Amazon Capital Services		-238.12
08/20/2026	61390	CORE Utilities, Inc.		-6,780.00
08/20/2026	61391	PACE Supply Corp	09035-00	-265.21
08/20/2026	61392	Ferguson Waterworks #1423		-3,528.95
08/20/2026	61393	USA Blue Book	70259	-127.07
08/20/2026	61394	Bound Tree Medical LLC		-82.90
08/20/2026	61395	Quill LLC		-83.54
09/01/2026	EFT	Inverness Properties		-1,311.00

Inverness Public Utility District

Bill Payment List August-September, 2026

Date	Num	Vendor	Memo	Amount
08/31/2026	EFT	Innovative Business Solutions	95952	-93.46
08/27/2026	EFT	CalPERS Retirement		-8,301.53
09/02/2026	61401	Actuarial Retirement Consulting		-1,000.00
09/02/2026	61402	Amazon Capital Services		-810.92
09/02/2026	61403	Grainger	836141895	-38.02
09/02/2026	61405	Horizon Cable TV Inc.		-105.07
09/02/2026	61406	Point Reyes Light Publishing Co LC		-166.00
09/02/2026	61407	Quill LLC		-260.17
09/02/2026	61408	Failsafe Testing LLC		-905.16
09/03/2026	61411	AT&T CalNet		-420.19
08/28/2026	EFT	PG&E		-4,780.41
09/10/2026	61415	RWG LAW		-1,947.50
09/10/2026	61416	Building Supply & Hardware		-274.23
09/10/2026	61417	PACE Supply Corp	09035-00	-1,659.15
09/10/2026	61418	USA Blue Book	70259	-251.72
09/10/2026	61419	Alpha Analytical Laboratories, Inc,		-1,651.00
09/10/2026	61420	Quill LLC		-96.10
09/10/2026	61421	Special District Risk Management Health	6853	-539.71
09/09/2026	EFT	CalPERS Health		-20,184.65
09/09/2026	EFT	CalPERS-Fees		-70.00
09/10/2026	EFT	Diversified Tech		-781.00
09/15/2026	EFT	Truist Bank		-1.17
08/17/2026	61404	Bank of America		-433.89
09/21/2026	61428	AT&T Mobility (FirstNET)	287322251032	-245.05
09/21/2026	61429	McPhail Fuel Company	INVPUB	-5.00
09/21/2026	61430	Amazon Capital Services		-48.95
09/21/2026	61431	Brelje & Race Laboratories, Inc.		-432.00
09/21/2026	61432	CORE Utilities, Inc.		-5,910.00
09/21/2026	61433	Cheda's Garage		-1,761.27
09/21/2026	61434	PACE Supply Corp	09035-00	-48.71
09/21/2026	61435	USA Blue Book	70259	-271.50
09/21/2026	61436	Special District Risk Management Auth	6853	-3,938.76
08/05/2026	18345794	CalPERS-Fees		-200.00
09/10/2026	EFT	Starlink		-325.00
09/24/2026	61437	Lunny Grading & Paving		-37,000.00
09/24/2026	61438	Grainger	836141895	-80.24
09/24/2026	61439	Amazon Capital Services		-203.50
09/24/2026	61440	PACE Supply Corp	09035-00	-1,042.67
09/24/2026	61441	AT&T Mobility (FirstNET)	287322251032	-251.50
09/30/2026	EFT	Innovative Business Solutions	95952	-96.58
09/29/2026	EFT	PG&E		-4,464.28
09/15/2026	EFT	Innovative Business Solutions	95952	-263.31
09/30/2026	EFT	Bank of America		-437.00

Inverness Public Utility District

Bill Payment List
August-September, 2026

Date	Num	Vendor	Memo	Amount
09/30/2026	EFT	CalPERS Retirement		-8,783.32
09/16/2026	EFT	CalPERS-Fees		-700.00
08/13/2026		Phillip Chavira Corp		-905.50
09/15/2026		Phillip Chavira Corp		-1,136.75
Total for 1-103 Bank of America 4809				-\$176,540.53
Total for 1 Bank Accounts with sub-accounts				-\$176,540.53

Account Number : 0662
Unique ID: XXXX XXXX XXXX 0001
INVERNESS PUD
Statement Date : 08-24-2026



Corporate Account Summary		Payment Information	
Previous Balance	\$2,653.77	Amount Due	\$10,685.98
Purchases and Other Charges	\$9,905.05	Payment due in accordance with your agreement with U.S. Bank.	
Cash Advances	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE 1-800-344-5696	
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$121.82 CR	To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	
Payments	\$1,751.02 PY		
New Balance	\$10,685.98		
Disputed Amount	\$0.00		

Account Messages
Your account is past due \$780.93. Past due amount is included in the amount due. Please remit immediately.

Corporate Account Activity				
INVERNESS PUD			Total Corporate Activity	
Account Number: 0662			\$1,751.02 CR	
Unique ID: XXXX XXXX XXXX 0001				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-24	07-24	74798266205620500000258	PAYMENT-THANK YOU Q	1,751.02 PY

New Activity				
SHELLEY L REDDING		Purchases	\$3,118.04	Total Activity \$3,118.04
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
07-23	07-22	24431066203472294184607	FASTRAK CSC 415-486-8655 CA	25.00
07-23	07-22	24692166203408811221979	TST*PALACE MARKET 415-663-1016 CA	91.64
(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 001068598 001068598

Account Number: 0662
Unique ID: XXXX XXXX XXXX 0001
Amount Due: \$10,685.98

Amount Enclosed \$

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

00000003724 000638234743588 P 2
INVERNESS PUD
ATTN SHELLEY REDDING
PO BOX 469
INVERNESS CA 94937-0469

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

Account Number : [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Statement Date : 08-24-2026

New Activity cont				
07-24	07-23	24036296204712025046984	CUSTOMINK LLC 800-293-4232 VA	2,715.30
07-27	07-27	24011346208100042306037	MICROSOFT#G173700339 MICROSOFT.COM WA	53.56
08-07	08-06	24431066218481358159887	FASTRAK CSC 415-486-8655 CA	25.00
08-11	08-10	24108296223100001437593	GIRAFIT.COM WWW.GIRAFIT.C CA	6.90
08-14	08-13	24431066225485621139874	FASTRAK CSC 415-486-8655 CA	25.00
08-17	08-14	24431066227486701103390	FASTRAK CSC 415-486-8655 CA	25.00
08-20	08-19	24431066231489383119431	FASTRAK CSC 415-486-8655 CA	25.00
08-20	08-19	24692166231408402007205	TST*PALACE MARKET 415-663-1016 CA	100.64
08-24	08-21	24431066233490623147131	FASTRAK CSC 415-486-8655 CA	25.00

DAVID R BRIGGS	Purchases	\$6,236.80	Total Activity	\$6,114.98
Account Number: [REDACTED] 7847	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1801	Cash Advances Fees	\$0.00		
	Credits	\$121.82 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
07-23	07-22	24431066204472650370252	ACE BLDING SUPPLY POINT REYES S CA	55.18
07-24	07-23	24801976204832887394437	AED SUPERSTORE 800-544-0048 WI	2,990.93
07-27	07-24	24755426206262067960189	CURTIS WEB 877-4880469 CA	160.48
07-28	07-27	24011346208100149612360	ONEQUINCE* Q32207857 QUINCE.COM CA	342.86
08-03	08-01	24692166213408708946801	AMAZON MKTPL*5N11H2D21 AMZN.COM/BILL WA	121.82
08-10	08-07	24011346220100038231037	SP HOSELAYHOLSTERS HOSELAYHOLSTE CA	48.04
08-11	08-10	24492166223100008141353	SP DESERTDOESIT.COM DESERTDOESIT. UT	102.73
08-12	08-11	24431066224484850259025	ACE BLDING SUPPLY POINT REYES S CA	11.68
08-13	08-13	74692166225301979986062	AMAZON MKTPLACE PMTS AMZN.COM/BILL WA	121.82 CR
08-13	08-12	24692166224301397090147	AMAZON.COM*5H43N5PY2 AMZN.COM/BILL WA	16.23
08-14	08-13	24064666226100005170458	SP YANKUM ROPES YANKUM.COM ID	176.38
08-21	08-20	24011346233100033449670	SP MULTI-BRAND PRODUCT WARN.COM OR	2,172.60
08-21	08-20	24493986232245666011627	OLEMA CAMPGROUND LLC OLEMA CA	14.07
08-21	08-20	24692166232409887263916	AMAZON MKTPL*5A2E046V2 AMZN.COM/BILL WA	23.80

RICHARD J PEREZ	Purchases	\$550.21	Total Activity	\$550.21
Account Number: [REDACTED] 9306	Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1786	Cash Advances Fees	\$0.00		
	Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
(transactions continued on next page)				



Account Number : [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Statement Date : 08-24-2026

New Activity cont					
07-24	07-23	74208476205100010044483	QFIELD CLOUD LAAX		46.21
			(FOREIGN CURRENCY) 0.00 EUR07/24 (RATE)		
			0.8656		
08-12	08-11	24445006223300561644423	OEM AIR COMPRESSOR 312-933-4665 IL		405.80
08-13	08-12	24493986224243393012174	OLEMA CAMPGROUND LLC OLEMA CA		50.88
08-24	08-23	74208476236100008073844	QFIELD CLOUD LAAX		47.32
			(FOREIGN CURRENCY) 0.00 EUR08/24 (RATE)		
			0.8453		
			Department: 00000	Total:	\$9,783.23
			Division: 00000	Total:	\$9,783.23

Account Number : 0662
Unique ID: XXXX XXXX XXXX 0001
INVERNESS PUD
Statement Date : 09-22-2026



Corporate Account Summary		Payment Information	
Previous Balance	\$10,685.98	Amount Due	\$726.12
Purchases and Other Charges	\$2,477.14	Payment due in accordance with your agreement with U.S. Bank.	
Cash Advances	\$0.00	QUESTIONS OR TO REPORT A LOST OR STOLEN CARD, CALL CUSTOMER SERVICE1-800-344-5696	
Cash Advance Fees	\$0.00		
Late Payment Charges	\$0.00		
Credits	\$0.00 CR		
Payments	\$12,437.00 PY	To overnight or courier a payment, please send to: Corporate Payment Systems 3180 Rider Trail S, Department 790428 Earth City, MO 63045-1518	
New Balance	\$726.12		
Disputed Amount	\$0.00		

Corporate Account Activity				
INVERNESS PUD			Total Corporate Activity	
Account Number: 0662			\$12,437.00 CR	
Unique ID: XXXX XXXX XXXX 0001				
Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-25	08-25	74798266237623700000302	PAYMENT-THANK YOU Q	2,653.77 PY
09-16	09-16	74798266259625900000183	PAYMENT-THANK YOU Q	9,783.23 PY

New Activity				
SHELLEY L REDDING		Purchases	\$1,389.35	Total Activity \$1,389.35
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
08-27	08-27	24011346239100043888275	MICROSOFT#G180318634 MICROSOFT.COM WA	53.56
08-28	08-27	24431066239494286154529	FASTRAK CSC 415-486-8655 CA	25.00
09-02	09-01	24183106244244194694117	REGIONAL GOVERNMENT SERVI 650-5877300 CA	1,100.00
09-03	09-03	24011346246100038414534	MICROSOFT#G181316016 MICROSOFT.COM WA	5.67
09-03	09-02	24431066245497938191726	FASTRAK CSC 415-486-8655 CA	25.00
09-11	09-10	24108296254100003166127	GIRAFIT.COM WWW.GIRAFIT.C CA	6.90

(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

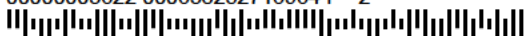
0662 000072612 000072612

Account Number: 0662
Unique ID: XXXX XXXX XXXX 0001
Amount Due: \$726.12

Amount Enclosed \$

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

00000003622 000638252716964 P 2



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

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

Account Number : [REDACTED] 0662
Unique ID: XXXX XXXX XXXX 0001
Statement Date : 09-22-2026

New Activity cont				
09-11	09-10	24431066253502752288927	FASTRAK CSC 415-486-8655 CA	25.00
09-17	09-17	24011346260100040132448	MICROSOFT#G185223134 MICROSOFT.COM WA	98.22
09-17	09-16	24431066259506377087568	FASTRAK CSC 415-486-8655 CA	25.00
09-21	09-18	24431066261507615043278	FASTRAK CSC 415-486-8655 CA	25.00

DAVID R BRIGGS		Purchases	\$1,087.79	Total Activity	\$1,087.79
Account Number: [REDACTED] 7847		Cash Advances	\$0.00		
Unique ID: XXXX XXXX XXXX 1801		Cash Advances Fees	\$0.00		
		Credits	\$0.00 CR		

Post Date	Tran Date	Reference Number	Transaction Description	Amount
08-26	08-24	24943016237010187368956	HOMEDEPOT.COM 800-466-3337 GA	534.32
09-18	09-17	24064666261100002176041	NEXTBATTERIES WWW.NEXTBATTE DE	553.47
Department: 00000				Total: \$2,477.14
Division: 00000				Total: \$2,477.14

Inverness Public Utility District

Payroll
August-September, 2026

	Aug 2026	Sep 2026	Total
Income			
Gross Profit			
Expenses			
810 Personnel Costs			
810-01 Management Wages	28,819.58	28,819.58	57,639.16
810-02 Operations Wages	18,516.58	22,329.80	40,846.38
810-03 Administrative Wages	8,523.12	10,248.72	18,771.84
810-04 Employers Payroll Tax	4,453.39	4,874.06	9,327.45
810-06 Duty Officer Stpend	3,832.50	5,493.25	9,325.75
810-07 Health Insurance	12,875.99	11,683.75	24,559.74
810-08 Retiree Health Ins.	4,706.32	4,706.32	9,412.64
810-09 Health Ins in Lieu	638.46	953.46	1,591.92
810-10 Retirement Premiums	8,301.53	8,783.32	17,084.85
810-14 CalPERS Fees	16.94	715.82	732.76
810-18 Dental Insurance	318.43	318.43	636.86
Total for 810 Personnel Costs	91,002.84	98,926.51	\$189,929.35
Total for Expenses	91,002.84	98,926.51	\$189,929.35
Net Operating Income	-91,002.84	-98,926.51	-\$189,929.35
Net Income	-91,002.84	-98,926.51	-\$189,929.35



Inverness Public Utility District Board Meeting

Agenda Item No. 4 Business Of The District

- A. Public Hearing on Review, Revision, and Readoption of Water System Regulations, Part A**
- B. Resolution 305-2026 Special District Risk Management Authority (SDRMA) Amended Health Benefits MOU for 2027: Authorize staff to execute Memorandum of Understanding for Ancillary Health Benefits for Employees.**
- C. Resolution 306-2026 Marin County Fire Prevention Services Memorandum of Understanding MOU: Authorize staff to execute Memorandum of Understanding for Marin County Fire to continue providing plan review and land development inspection services.**
- D. Approve Revised Employee Pay Rates for Fiscal Year 2026-2027 effective 9/1/2026.**
- E. 2026-2027 Overhead Rates**



Board Agenda Item Staff Report

Subject: Public Hearing on Review, Revision, and Readoption of Water System Regulations, Part A
Meeting Date: October 20, 2026
Date Prepared: October 9, 2026
Prepared by: Wade Holland, Customer Services Manager
Attachments: Staff's Updates to the Proposed Revisions to Part A of the Water System Regulations
Please also see the attachments to the equivalent agenda item in the Board packet for the August 15, 2026, meeting

Recommended Action: Provide instructions to staff on the proposed changes to the Part A Regulations

This is the second session on the Board's consideration of proposed "clean-up" revisions to the 19 documents constituting Part A of the Water System's Regulations. This session is intended as a public hearing for the public, the staff, and the Directors to comment on and discuss the proposed revisions that were presented at the Board's meeting on August 18.

At the conclusion of this agenda item, the Board may continue this comment and discussion session to a subsequent meeting, or it may elect to instruct staff to return at a subsequent meeting with a draft "final" version that incorporates specific changes that it requests.

Please note that this round of revising the Regulations is intended as a "clean up" of the existing Regulations, not as a general rewrite or overhaul of the entire body of the Water System's policies and regulatory framework. The focus has been on **editorial issues** (such as correcting typographical errors, copying errors, erroneous cross-references, etc.), **unclear language**, **outdated provisions** (usually due to statutory changes at the State and Federal levels), and **internal inconsistencies** (including inconsistencies between actual practice and the language in regulations).

Accordingly, major changes at a policy level are not being proposed at this time. Nonetheless, some of the current proposed changes are regarded as "substantive"; these were itemized in a "Substantive Changes" document provided in the Board packet for the August 18 meeting.

Since the presentation at the August 18 meeting, staff has continued to review the proposed changes and wishes to offer a few additional revisions for consideration at this time; these are listed in the attached "Updates" document.

Discussions during staff's more recent review have also brought to attention two major policy issues that are beyond the scope of the current round of "clean-up" revisions, but which staff believes should be addressed in the not too distant future. They are as follows:

- District's long-standing practice of approving new hookups (actual as well as virtual) for undeveloped property on which there is no current intent to pursue development,
- Changing the basis for the New Service Connection Fee from District's investment in infrastructure to a new customer's increased demand on water production capacity.

UPDATES TO PROPOSED PART A REVISIONS (OCTOBER 20, 2026)

Staff is requesting that these additional changes to the Part A Regulations be considered for adoption.

Regulation 101, Paragraph (b)

Change the entire text of this paragraph to the following:

The District shall determine the size, type of meter, and service connection. The determination shall be based on the intended application, service demand, main-line capacity, fire sprinkler documentation when applicable, system capacity, pressure conditions, water availability, and other pertinent information known to the District. It is intended that a new service connection be provided with a meter no smaller than one inch in size.

Regulation 101, Paragraph (i)

In the final sentence, change the passage “five (5) business days” to “ten (10) business days”.

Regulation 101, Paragraph (t)

Insert the following at the beginning (between the paragraph heading and subparagraph (1)):

Summary

1. The New Service Connection Fee is due within thirty (30) days of the date of application approval.
2. Failure to pay the Connection Fee within the required time shall be treated as a withdrawal of the application.
3. No Connection Fee is required for publicly owned fire hydrants or for District operational connections.
4. If the Connection Fee is posted before approval of the application, and the application is withdrawn before approval, the Connection Fee becomes refundable (less any unpaid New Service Application Fee).
5. If an approved application is withdrawn before installation, the District shall retain five percent of the Connection Fee plus District costs incurred.
6. After installation (actual or constructive), no portion of the Connection Fee is refundable.
7. This paragraph (t) does not apply to refund of the New Service Application Fee.

For details of these Summary points, see the subparagraphs (1) through (7) below (which prevail).

Regulation 111, Paragraph (e); Regulation 113, Paragraph (a)

These changes resolve an inconsistency among the current regulations.

In Reg. 111(e), change “ninety (90) pounds per square inch” to “eighty (80) pounds per square inch.”

In Reg. 113(a), change “ninety (90) pounds per square inch” to “eighty (80) pounds per square inch.”

Summary of Substantive Changes Proposed for Regulations 100-118

-- 2026 Review and Readoption of IPUD Water System Regulations --

Intent

This document lists the substantive changes being proposed for each of the Water System Regulations 100-118 that constitute Part A, “Water Service.” This summary does not include editorial and technical changes to the regulations, such as correction of spelling and grammar errors, typographical errors, internal referencing errors, as well as nonsubstantive changes for purposes of improved clarity, organizational structure, consistency, and the like.

We are providing two versions of the proposed revised regulations:

- A “**Changes Showing**” version that uses Track Changes to show with strikeouts and underscoring all changes being proposed to the current, legally adopted regulations.
- A more readable “**Changes Hidden**” version that incorporates all the changes being proposed to the existing regulations but does not show how the changes were keyboarded.

Each substantive change is identified by the paragraph (such as “**(a)**”) or paragraph and subparagraph (such as “**(b)(2)**”) in which the substantive change is located.

Regulation 100: Basic Policies

- (g) New paragraph, clarifying use of the terms “District” and “System” throughout the regulations.

Regulation 101: Service Connection

Title Title changed from “New Service Connection” to “Service Connection.”

- (b) Adds that an application for a new service connection may be required to submit the fire sprinkler plan.

Provides that the System regards 1-inch as the minimum meter size.

- (d) Previous content of paragraph (d) has been renumbered as paragraph (g).

New content added as paragraph (d) provides for a New Service Application Fee to recover the considerable administrative (operating budget) costs of processing an application for a new service.

- (f)(3) Adds requirement that location of meter be vehicle accessible.

- (g) Repeats requirement that location of meter be accessible to a System motor vehicle.

- (h)-(s) These paragraphs were previously numbered (g) through (r).

- (i) Adds language to make clear that during a Water Shortage Emergency a customer with a constructively installed meter has an absolute right to request installation of a physical meter.

- (k) Adds language that a second (and subsequent) request to extend the expiration of an application for a new service must be referred to and approved by the Board of Directors (existing regulation does not provide for more than one staff-granted six-month extension).

Reduces from 10% to 5% the District’s retention of a portion of the posted New Service Connection fee in the event the application expires.

Clarifies District’s obligation to refund any unobligated balance of posted deposits in the event a new service application becomes null and void.

- (s)(2) Adds language stating that the amount set for a calendar year’s New Service Connection Fee shall remain in effect into the subsequent year until the subsequent year’s fee amount is

determined (because of today's longer lead times in completion of annual audits, which provide the information needed to set each year's New Service Connection Fee).

- (s)(3) Deletes obsolete requirement that subsequent year's New Service Connection Fee be determined by November 30 (see preceding item).
- (t) Added language to clarify details of New Service Connection Fee.

Regulation 102: Change of Service Connection

- (a) This paragraph was moved from Regulation 106 (without substantive changes).
- (e) New content added as paragraph (e) provides for a Change-of-Service Application Fee to recover the considerable administrative (operating budget) costs of processing an application for a change in a service connection.
- (f) (Previously paragraph (d)) Adds language that submission of the fire sprinkler plan may be required with an application for a change of service.
- (g) Adds language related to declaring a service to be in Nonconforming status if the system requires that the connection facilities be enlarged but the property owner refuses to pay the required fees and charges.
- (h) Adds that the District's policy is to not install meters smaller and one inch in size.

Regulation 103: Multiple-Service Connection

Title Title changed from "Multiple Service Connection" to "Multiple-Service Connection."

General. This Regulation has been entirely rewritten, principally to conform to changes over the years in the California Water Code and Government Code. The rewrite is largely consistent with the applicable sections of North Marin Water District's Regulation 04 (except that paragraph (b) makes explicit that IPUD does not regard as separate dwelling units one ADU, or one JADU, or one combination of one ADU and one JADU). New language (paragraphs (d) and (e)) provides for submetering (from a master meter) of individual dwelling units (where permitted by State statute) and that District will not install, read, or render individual statements for submeters.

Regulation 104: Temporary Service

- (b) The listed "general conditions" have been added, including a condition that places a limitation on providing temporary water for out-of-district use.
- (c) Changes the Temporary Service Security Deposit from a fixed amount (currently, \$766.50) to an appropriate amount based on the value of the District-owned equipment that is provided and the specific circumstances of the temporary service hookup, not to exceed the replacement value of the provided equipment.
- (d) Expands the provisions for waiving or modifying the security deposit provisions from "emergency situation" only to also apply to governmental entities and (for nonresidential uses only) to nonprofit organizations.
- (d) - (f) Added language makes explicit that it is the General Manager and the Water System Superintendent who may waive provisions of the fees and charges paragraphs.
- (f) Clarifies the existing practice of basing the quantity charges for temporary water on the highest commodity rate that would be applicable were the temporary water user a regular customer.

- (f) Expands the provisions for waiving or modifying service and quantity charges from “emergency situation” only to also apply to governmental entities and (for nonresidential uses only) to nonprofit organizations.
- (k) Clarifies that “convenient use of water” provisions apply to temporary water provided to an existing customer, not to a temporary customer, and that an existing customer’s charge for temporary water use shall be at the customer’s normal usage rates.

Regulation 105: Privately-Owned Fire Protection Services

No substantive changes.

Regulation 106: Title to and Use of Water

No substantive changes, except that the previous paragraph (4), “Change in Use,” was moved into Regulation 102.

Regulation 107: Interference with Service and System Facilities

No substantive changes.

Regulation 108: Cross-Connection and Backflow Prevention

General. The subjects of cross-connections and backflow prevention are currently undergoing a massive regulatory overhaul at the federal and state levels. Our staff is working on understanding the new regulations, bringing our system into compliance with the changes, and becoming appropriately certified to manage cross-connections. This process will eventually necessitate a major rewrite of the District’s regulation on the subject. Thus, for the time being we are leaving the essence of our existing regulation in place, since we expect that we will soon be completely rewriting this regulation.

- (a) “Purpose and Authority” paragraph updated to reflect changes over the years in applicable State code provisions.
- (d) and (f): Obsolete references to the California Administrative Code have been removed.
- (e) Applicable charges to customers are now noted by reference to Regulation 301, “Rates and Charges,” rather than being stated explicitly here. Obsolete provisions for billing the cross-connection charge on a time frame other than bimonthly have been removed.

Regulation 109: Access to Facilities

No substantive changes.

Regulation 110: Interruption of Service

No substantive changes.

Regulation 111: Privately-Owned Facilities

No substantive changes.

Regulation 112: Low-Pressure Service

- (g)-(h) Paragraphs (g) (“Pump”) and (h) (“Storage Tank”) have been rewritten and combined into a single paragraph (g) “**Pumping and Storage Facilities**” to approximate the equivalent

provisions in NMWD's updated Regulation 11 and bring our regulation on low-pressure services into compliance with current State code provisions.

Regulation 113: High-Pressure Service

No changes.

However, we note in paragraph (a) that our existing regulation sets 90 psi as the threshold for a high-pressure service, while NMWD sets the threshold at 80 psi. Should we conform to the NMWD standard?

We also note in paragraph (c) that the threshold is set at 80 psi, which makes it consistent with NMWD, and seems to argue that we should change "ninety (90)" in paragraph (a) to "eighty (80)".

Regulation 114: Improvement of System Facilities

No substantive changes.

Regulation 115: Adjustment of Customer's Usage Charge

Title Title simplified from "Adjustment of Usage Charge for Unintentional or Inadvertent Usage."

Note that this regulation has been revised in its entirety and amended many times over the years, most recently in November 2025.

Regulation 116: Out-of-District Service Connection

(d) References to "...approval by the Board of Directors" deleted because they are redundant with the provisions of paragraph (b).

Regulation 117: Water Shortage Emergency (Water Conservation Program)

(f) The phrase "System-provided" has been added in many places to draw the distinction between water provided by the IPUD Water System that is subject to usage restrictions by the System and water that may be available to a customer from another source (and which is not subject to restrictions imposed by the IPUD Water System).

(h) The amounts of the various penalties for violations of water usage restrictions have been recast in terms of a percentage of the Service Restoration Charge (provided for in Regulation 301), rather than as specific, fixed dollar amounts.

(h)(2) The window for filing an appeal of an administrative fine has been expanded from 14 days to a more reasonable 21 days. Language has been added to clarify District's obligation to refund an administrative fine that has been paid by an appellant whose appeal of the fine is sustained by the Board of Directors.

Regulation 118: Water Conservation and Prohibitions on Water Wastage

No substantive changes.



Board Agenda Item Staff Report

Subject: Resolution **305-2026:** Approving the Draft Memorandum of Understanding and Authorizing Continued Participation in the Special District Risk Management Authority Health Benefit Program

Meeting Date: October 20, 2026

Date Prepared: October 15, 2026

Prepared by: Shelley Redding, General Manager

Attachments: Resolution 305-2026; Revised SDRMA Memorandum of Understanding (Draft for Approval)

Recommended Action: Adopt Resolution 305-2026 approving the revised SDRMA Memorandum of Understanding and authorizing the District's designated signers to execute the agreement and related implementation documents.

Background: The District participates in the Special District Risk Management Authority (SDRMA) Health Benefit Program only for the ancillary benefits of dental and vision insurance and an Employee Assistance Program (EAP); the District does not obtain medical coverage through the program. SDRMA has updated the Memorandum of Understanding (MOU) establishing the terms under which participating public agencies receive benefits through the program. The revised MOU provides more detailed and current language regarding program administration, eligibility, payment obligations, and the responsibilities of participating agencies.

Analysis: The revised MOU clarifies eligibility for participation, required forms and approvals, and the process for selecting benefit plans. It also explains that the governing committee establishes program premiums, to which SDRMA adds an administrative fee. In addition, the MOU provides clearer procedures for billing, late payments, and termination for nonpayment, and it describes how assessments may be imposed if program funds are insufficient and how any available dividends would be distributed.

For the District, these provisions apply only to its participation in SDRMA's ancillary benefits. The revised MOU changes the process for leaving the program: a participating agency must now provide notice at least 120 days before January 1, rather than 90 days, and an agency that withdraws generally must wait three years before seeking to reenter. The agreement also adds a binding arbitration process for disputes, with Sacramento designated as the venue, and clarifies how future amendments will be handled, including SDRMA's ability to terminate participation if a required amendment is not executed.

Fiscal Impact: Approval of the revised MOU does not, by itself, select new dental, vision, or EAP benefits or change the District's contribution toward premiums for those benefits. Applicable premiums and SDRMA's administrative fee will continue to be governed by the District's ancillary-benefit selections and program requirements.

Conclusion: Adoption of Resolution 305-2026 would approve the revised MOU and authorize the District's designated signers to execute the agreement and any documents necessary to implement the District's continued participation in the SDRMA Health Benefit Program. Adoption would not, by itself, select new benefit plans or change the District's contribution toward employee premiums; it would update the agreement governing the District's participation in the program.

RESOLUTION NO. 305-2026

A RESOLUTION OF THE OF THE GOVERNING BODY OF INVERNESS PUBLIC UTILITY DISTRICT APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS PROGRAM

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

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

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

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

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

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

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

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

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

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

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

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary

MEMORANDUM OF UNDERSTANDING

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

WHEREAS, on August 1, 2006, SDRMA in its capacity as a member of Public Risk Innovation, Solutions and Management (PRISM) and having executed the Joint Powers Agreement (JPA) governing PRISM, was appointed administrator for the purpose of enrolling small public entities into the (PRISM) Health and/or Employee Benefits Small Group Program (hereinafter "Program"); and

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

WHEREAS, ENTITY desires to enroll and participate in the Program, acknowledging that SDRMA acts solely in an administrative capacity and does not establish Program terms.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **DEFINITIONS.** For purposes of this MEMORANDUM, unless the context otherwise requires, the following terms when capitalized have the respective meanings set out below and are applicable to the singular as well as to the plural forms of such terms and to the masculine as well as to the feminine and neuter genders of such terms.
 - a. “Committee” means the PRISM Health Committee and/or PRISM Employee Benefits Committee for the Program.
 - b. “Coverage Documents” means, except as otherwise provided herein, coverage documents from each carrier outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the Program and will be provided by SDRMA to each ENTITY. Documents will be made available through the online SDRMA Portal and be accessible to approved users of the ENTITY.
 - c. “Program Participation Agreement” means the agreement issued by PRISM/AUS Underwriting to the Entity that details the final terms of acceptance and any special exceptions or terms that have been made a part of the underwriting approval and is required to be completed and executed in order to constitute full acceptance as a member of the PRISM Small Group Program.

d. "Program" or "PRISM" means the Public Risk Innovation, Solutions and Management (PRISM) Health and/or Employee Benefits Small Group Program.

e. "Program Documents" means the following: SDRMA Program Administrative Guidelines, SDRMA Resolution, Program Underwriting application and any required underwriting documents, Program approval, Program Underwriting & Eligibility Rules and Program Participation Agreement.

2. PURPOSE. ENTITY is signatory to this MEMORANDUM for the sole purpose of enrolling in the Program.
3. ENTRY INTO PROGRAM. ENTITY shall apply for participation in the Program by executing and all forms prescribed by SDRMA. SDRMA shall submit the completed forms to the Program's Underwriter who has the authority to accept or reject Entity's application in its sole discretion based on the Program's governing documents and in accordance with the Program's eligibility guidelines.
4. MAINTENANCE OF EFFORT. Program provides health benefits to all active employees, retired employees, dependents of an active or retired employee and public officials of the ENTITY who satisfy requirements for participation. ENTITY public officials may participate in the Program only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
5. PREMIUMS. ENTITY agrees and acknowledges that premiums and rates for the Program are set by the Committee and that SDRMA's Administrative Fee is set by SDRMA For each billing cycle. ENTITY will remit the total monthly amount billed by SDRMA for each category of participants and the census of covered employees, public officials, dependents and retirees. PREMIUMs are based on a full month, and there are no partial months or prorated PREMIUMs. Enrollment for mid-year qualifying events and termination of coverage will be made in accordance with the SDRMA Program Administrative Guidelines.

Late Payment Penalties. ENTITY shall pay all PREMIUM invoices as billed to SDRMA, regardless of any changes to eligibility or adjustments to PREMIUMS that may occur during the billing month and not reflected in the PREMIUM invoice. SDRMA shall issue PREMIUM invoices to ENTITY prior to the coverage month in which they are due. PREMIUM invoices are due by the due date stated on the invoice and considered delinquent thirty (30) calendar days from the due date. In addition to the outstanding balance due for any unpaid invoice, ENTITY shall be liable to SDRMA for a late payment penalty of 1% of the outstanding balance of any unpaid portion of such invoice effective (30) calendar days after the invoice due date. SDRMA reserves the right to terminate the

MEMORANDUM and ENTITY'S Participation Agreement, including immediate cessation of all services under the Program, any time after it provides written notice to ENTITY of its failure to pay the amount due of any invoice.

6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the Program and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to Program underwriter for approval.
7. **ASSESSMENTS AND DIVIDENDS.** The Program annual premium, as approved by the Committee will be established at a level which is anticipated to provide adequate overall funding. The Program will directly manage surpluses and deficits. Premiums are targeted to fund expected claims (including incurred-but-not-reported (IBNR) and run-out), reinsurance (if any), Program/administrative expenses, and any reserve or margin adopted by the Committee.

If Program funds are insufficient (including funding IBNR), the Committee may impose premium assessments on all applicable participating Entities, consistent with the JPA, including ENTITY signing this MEMORANDUM. Entities that have withdrawn from the Program are liable for assessments attributable to plan year(s) in which they participated.

After appropriate reserves and obligations are funded and any Committee-approved margin is achieved, the Committee may declare a dividend or premium credit, using a formula recommended by the Program Underwriters and actuary.

8. **WITHDRAWAL.** ENTITY may withdraw from this MEMORANDUM and terminate its Program Participation Agreement for a subsequent calendar year subject to the following condition: ENTITY shall notify SDRMA in writing of its intent to withdraw from this MEMORANDUM and terminate its Program Participation Agreement at least 120 days prior to January 1st of the subsequent calendar year in which it shall be effective. No withdrawal shall become effective until December 31 of the year that notice of termination is received. ENTITY may rescind its notice of intent to withdraw and terminate no later than October 1st. Once ENTITY withdraws from the Program, there is a 3-year waiting period to come back into the Program, and the ENTITY will be subject to underwriting approval.
9. **ARBITRATION OF DISPUTES.** To the extent permitted by law, all controversies between the ENTITY and SDRMA that may arise out of or relate to any of the services provided by SDRMA under the MEMORANDUM, or the construction, performance or breach of this or any other agreement between the ENTITY and SDRMA, whether entered into prior to, on or subsequent to the date hereof, shall be settled by binding arbitration in the City of

Sacramento, California, under the Commercial Arbitration Rules of the American Arbitration Association. Judgment upon any award rendered by the arbitrator(s) shall be final and may be entered into any court having jurisdiction.

10. GOVERNING LAW. This MEMORANDUM shall be governed in accordance with the laws of the State of California.
11. VENUE. Venue for any dispute or enforcement shall be in the City of Sacramento, California.
12. ATTORNEY FEES. The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
13. COMPLETE AGREEMENT. This MEMORANDUM together with the related Program Documents constitutes the full and complete agreement of the ENTITY.
14. SEVERABILITY. Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
15. AMENDMENT OF MEMORANDUM; WAIVER. This MEMORANDUM may not be modified, nor shall any provision hereof be waived or amended, except in a writing duly signed by authorized representatives of SDRMA and ENTITY. The failure of either Party to enforce at any time any provision of the MEMORANDUM shall not be construed to be a waiver of such provision, nor in any way to affect the validity of the MEMORANDUM or the right of either party thereafter to enforce each and every such provision. If ENTITY fails or refuses to execute an amendment to this MEMORANDUM by the deadline included in written notice of SDRMA'S execution of said amendment, SDRMA reserves the right to terminate this MEMORANDUM and ENTITY'S Program Participation Agreement effective as of the next annual renewal date.
16. EFFECTIVE DATE. This MEMORANDUM shall become effective on the later of the first date of coverage for the ENTITY or the last date of signing of this MEMORANDUM by the Chief Executive Officer or Board President of SDRMA and the authorized person for the ENTITY.
17. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

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

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

ENTITY Name



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: Resolution 306-2026: Marin County Fire Prevention Services Memorandum of Understanding MOU
Meeting Date: October 20, 2026
Date Prepared: October 15, 2026
Prepared by: Shelley Redding, General Manager
Attachments: Resolution 306-2026; Marin County Fire Memorandum of Understanding (Draft for Approval).

Recommended Action: Authorize staff to execute Memorandum of Understanding for Marin County Fire to continue providing plan review and land development inspection services.

Background: Marin County Fire has provided plan review services for Inverness Public Utility District for several years as increased building and safety requirements for development permits became increasingly technical.

Analysis: Marin County Fire Department has proposed a Memorandum of Understanding (MOU) with local volunteer fire agencies to formalize the provision of certain fire prevention services within their jurisdictions. Under the proposed agreement, Marin County Fire would provide technical services including plan review, permitting, construction and operational inspections, fire code consultation and interpretation, and limited enforcement support.

Fiscal Impact: Applicants would submit directly to Marin County Fire and would be responsible for the County's applicable fees. There is no fiscal impact to the District.

Conclusion: The MOU does not transfer emergency response responsibilities or general enforcement authority to Marin County Fire. The local agency would retain responsibility for routine business inspections, local code compliance, general hazard abatement, and other enforcement responsibilities identified in the agreement. The proposed MOU would have a five-year term and could be terminated by either party with 60 days' written notice.

Inverness Public Utility District

RESOLUTION 306-2026

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE INVERNESS PUBLIC UTILITY DISTRICT APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF MARIN FOR FIRE PREVENTION SERVICES

WHEREAS, the Inverness Public Utility District provides fire protection and related services within its jurisdiction; and

WHEREAS, the County of Marin, through the Marin County Fire Department, has proposed a Memorandum of Understanding with the District to formalize the provision of certain fire prevention services; and

WHEREAS, under the proposed Memorandum of Understanding, Marin County Fire Department would provide services including plan review, permitting, construction and operational inspections, fire code consultation and interpretation, and limited enforcement support; and

WHEREAS, the Memorandum of Understanding provides that the District will retain responsibility for routine business inspections, local code compliance, general hazard abatement, and other enforcement responsibilities identified in the agreement; and

WHEREAS, the Board of Directors has reviewed the proposed Memorandum of Understanding and finds that entering into the agreement will support the District's administration of fire prevention services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Inverness Public Utility District hereby:

1. Approves the Memorandum of Understanding between the County of Marin and the Inverness Public Utility District for fire prevention services, substantially in the form presented to the Board; and
2. Authorizes the General Manager to execute the Memorandum of Understanding on behalf of the District and to take such administrative actions as may be reasonably necessary to implement the agreement.

PASSED AND ADOPTED by the Board of Directors of the Inverness Public Utility District at a regular meeting held on _____, 2026, by the following vote:

AYES:

NOES:

ABSTAIN:

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 306-2026 on record in this office, and that subsequent to its adoption no provision of Resolution 306-2026 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 _____

DRAFT – FORMAL MEMORANDUM OF UNDERSTANDING

Between

THE COUNTY OF MARIN

and

INVERNESS PUBLIC UTILITY DISTRICT

Regarding Fire Prevention Services for the Inverness Volunteer Fire Department.

THIS MEMORANDUM OF UNDERSTANDING (“MOU”)

is made and entered into by and between the **County of Marin**, and the **Inverness Public Utility District ("District" or "Volunteer Agency") which operates the Inverness Volunteer Fire Department** collectively referred to as “the Parties.”

This MOU is established pursuant to the authority granted under **Marin County Code Section 104.13**, which authorizes fire prevention resource sharing, including plan review, inspection, code interpretation, enforcement support, and related fire prevention activities when requested.

SECTION 1. PURPOSE AND INTENT

1.1

The purpose of this MOU is to formalize a cooperative relationship under which the County of Marin, through the Marin County Fire Department (MCFD) will provide certain fire prevention services on behalf of the Volunteer Agency within its jurisdiction.

1.2

The intent of this agreement is to ensure consistent and compliant implementation of the California Fire Code, County-adopted amendments, and locally adopted fire ordinances, while supporting the Volunteer Agency in its service to the community.

1.3

Nothing in this MOU shall be construed as transferring command authority, emergency response obligations, or general enforcement powers from the Volunteer Agency to MCFD, except as expressly provided herein.

SECTION 2. SCOPE OF SERVICES PROVIDED BY MCFD

MCFD agrees to provide fire prevention services to the Volunteer Agency as described below:

2.1 Plan Review

MCFD shall perform technical review of plans as required by adopted codes, including:

- Construction plans (new structures, remodels, additions)
- Fire protection systems
- Fuel modification / vegetation management plans
- Fire apparatus access and water supply provisions

2.2 Permitting

MCFD shall issue construction and operational permits required under:

- The California Fire Code
- Marin County Code Chapter 16.16
- MCFD adopted standards and fee schedules

2.3 Inspections

MCFD shall conduct inspections related to:

- Construction permit approvals
- System acceptance testing
- Operational permits
- Special hazards and special events

2.4 Code Consultation and Interpretation

MCFD shall provide official interpretation of adopted fire codes and local amendments applicable within the Volunteer Agency's jurisdiction.

2.5 Enforcement Support (Limited)

MCFD may provide enforcement assistance **upon request**, including joint inspections or advisory services.

MCFD **will not** perform:

- Routine business inspections
- Ongoing occupancy enforcement
- Annual commercial fire inspections

Primary enforcement responsibility remains with the Volunteer Agency.

SECTION 3. RESPONSIBILITIES OF THE VOLUNTEER AGENCY

The Volunteer Agency shall:

3.1 Facilitate Compliance

Direct property owners, contractors, and applicants to submit permit applications and plans to MCFD when required.

3.2 Support Information Sharing

Provide MCFD with relevant local jurisdiction information, including occupancy details, historical concerns, or site conditions affecting review or inspection.

3.3 Retain Primary Enforcement Authority

The Volunteer Agency retains authority for:

- Business inspections
- Enforcement of non-permitted occupancies
- Local code compliance
- General hazard abatement

3.4 Adopt/Align Ordinances

Maintain or adopt fire code provisions compatible with MCFD enforcement practices to ensure legal consistency.

SECTION 4. FEES AND COST RECOVERY

4.1

MCFD shall charge the applicant its standard fees for plan review, inspection, permitting, and related activities as set forth in the most current MCFD fee schedule. Fees shall be collected directly from the applicant. No fee remittance or reimbursement from the Volunteer Agency is required.

4.3

Extraordinary enforcement or investigatory support may be subject to additional cost recovery from the applicant under applicable laws and ordinances.

SECTION 5. TERM, AMENDMENT, AND TERMINATION

5.1 Term

This MOU becomes effective upon approval by the County of Marin Board of Supervisors and execution by the Inverness Public Utility District, and shall remain in effect for **five (5) years**.

5.2 Amendment

Any amendment or modification must be made in writing and signed by both Parties.

5.3 Termination

Either Party may terminate this MOU upon **sixty (60) days' written notice**.

MCFD shall complete, or appropriately transition, in-progress plan reviews, inspections, or permitting at the time of termination.

~~SECTION 6. LIABILITY AND INDEMNIFICATION~~

~~6.1~~

~~The County of Marin shall be responsible for its own negligent acts or omissions and those of its officers, employees, and agents.~~

~~6.2~~

~~Nothing herein shall be construed as a waiver of governmental immunities or defenses under California law.~~

SECTION 7. RELATIONSHIP OF THE PARTIES

This MOU establishes a cooperative administrative relationship only.
Nothing herein creates a partnership, employment relationship, or joint venture between the Parties.

SECTION 8. GOVERNING LAW

This MOU shall be governed by and interpreted under the laws of the State of California.

SECTION 9. NOTICES

Notices under this MOU shall be delivered to:

Marin County Fire Department

Attn: _____

Address: _____

Phone: _____

Email: _____

Inverness Public Utility District

Attn: Shelley Redding, General Manager

Address: _____

Phone: _____

Email: _____

SECTION 10. ENTIRE AGREEMENT

This MOU constitutes the full and complete understanding between the Parties and supersedes all prior agreements relating to the subject matter.

INVERNESS PUBLIC UTILITY DISTRICT By:

Name: _____

Title: _____

Date: _____

APPROVED AS TO FORM

County Counsel: _____

Date: _____

APPROVED BY THE MARIN COUNTY BOARD OF SUPERVISORS

Resolution No.: _____

Approved on: _____

Chair, Board of Supervisors: _____

Clerk of the Board: _____

APPENDIX A – FIRE PREVENTION SERVICE PROCESSES

This Appendix outlines detailed processes for fire prevention services provided by MCFD under this MOU.

A.1 Plan Review Procedures

A.1.1 Submittal Requirements

Applicants shall submit to MCFD:

- Completed permit application
- Required plans (digital or hard copy)
- Applicable engineering reports
- Applicable fees

A.1.2 Review Timeline

MCFD shall complete initial review within:

- **10–20 business days** for standard construction plans
- **5–10 business days** for minor revisions
- Expedited review available per MCFD fee schedule

A.1.3 Corrections and Resubmittals

- MCFD will provide written correction notices.

- Applicant must return corrected plans prior to permit issuance.
-

A.2 Construction Inspections

A.2.1 Required Inspections

Inspections may include, but are not limited to:

- Underground fire service lines
- Aboveground fire sprinkler systems
- Fire alarms and detection systems
- Emergency access and fire apparatus roads
- Special systems (hood suppression, clean agent, etc.)

A.2.2 Scheduling

Inspections shall be scheduled:

- With at least **48 hours' notice**
 - By the applicant or contractor directly with MCFD
-

A.3 Operational Permits and Inspections

MCFD will administer operational permits for:

- Hazardous materials
- Special events
- Open burning where authorized
- Fireworks displays
- High-piled storage
- Other operations requiring permits under the California Fire Code

MCFD will conduct initial and follow-up inspections to verify compliance.

A.4 Enforcement Support Processes

A.4.1 Initiation

Volunteer Agency contacts MCFD to request support in enforcement or code interpretation.

A.4.2 Joint Inspections

MCFD may participate in joint inspections to:

- Provide technical expertise
- Assist with code interpretation
- Support hazard abatement recommendations

A.4.3 Limitations

- Volunteer Agency retains authority for issuing Notices of Violation or administrative citations unless otherwise agreed.
-

A.5 Emergency or Immediate Hazard Consultations

MCFD may provide rapid assessments of:

- Imminent fire hazards
- Unsafe conditions
- Technical questions related to fire code applications

Emergency consultation may be conducted by telephone, e-mail, or on-site as appropriate.

A.6 Records and Documentation

MCFD shall maintain:

- Plan review records
- Permit documents
- Inspection reports
- Enforcement support notes

Records will be provided to the Volunteer Agency upon request.

Inverness Public Utility District

Amended PAY RATES FOR FY 2026/2027 Effective 9/1/2026

<i>Position (2026/27)</i>	<i>Employee</i>	<i>2025/2026 Rate</i>	<i>2026/2027 Proposed</i>
General Manager	Shelley L. Redding	\$11,542.75/mo., 40 hrs.	\$12,004.45 Mo. 40 hrs./wk
Water Operations Mgr.	Richard Perez	\$10,000.00/Mo., 40 hrs.	\$11,100.00/Mo. 40 hrs./wk
Fire Chief	David Briggs	\$5,592.08/Mo. 24 hrs/wk	\$5,715.08/Mo. 24 hrs/wk
Customer Svcs Mgr	Wade B. Holland*	\$57.59/hr., 16 hrs./wk	\$59.21/hr., 10 hrs/wk
Bookkeeper/Water A/R	Patricia Grinnell	\$37.45/hr., 32 hrs/wk	\$41.20/hr., 32/wk Water/District
Grants/Projects Coord.	Jenna Nicolas	\$40.28/hr., 24 hrs/wk	\$41.17/Hr., 24 hrs/wk
Water Operator III	Jacob Leyva	\$43.00/hr., 40 hrs/wk	\$45.67/hr., 40 hrs/wk
Water Operator II	Cassidy Russell	\$42.36/hr., 32 hrs/wk	\$44.05/hr., 32 hrs./wk
Water Operator II	Jonathan Anderson	\$42.36/hr., 40 hrs/wk	\$44.05/hr., 40 hrs/wk
Fire Operations Asst.	Jonah Silver Thomas	\$40.00/hr., 20 hrs/wk	\$40.88/hr., 20 hrs/wk
Fire Duty Officer		\$125.00 / 12-hour Shift	\$127.75 / 12-hour Shift

Retirement: Retirement contribution is offered on a pro-rata basis for PERS-eligible employees that work over 24 hours per week or 1,000 hours per year. The district pays both employer contribution and 100% employee contribution monthly.

Health Benefits: The District contracts with CalPERS for medical benefits. Employees who work 24 hours and over per week (or more than 1,000 hours in a fiscal year), the District pays 85% of Healthcare Benefits for Employee and their Dependents, up to the cost of Kaiser Permanente (Region 1) (\$993.53 Employee, \$1,987.06 Employee & 1 Dependent, \$2,583.18 Employee & 2+ Dependents). If an employee chooses coverage above the cost of Kaiser Permanente, the employee pays the difference in the premium cost by payroll deduction. If an employee opts-out of health coverage and can annually demonstrate they have coverage through their spouse, or by other means, they are paid a taxable amount monthly through a Cafeteria Section 125 plan equal to 50% of the Subscriber Premium Average offered through CalPERS.

Ancillary Benefits:

- Paid sick leave accrued on a pro rata basis depending upon the number of hours worked (40 hours per calendar year is pre-loaded at the beginning of each calendar year) then accrued to a maximum equivalent to 80 hours per calendar year.
- Paid vacation (0-3 months: no accrual), 3 months through 5 years: 10 days per year or 80 hours; 6 years and thereafter: 15 days per year or 120 hours); accrued on a pro rata basis depending upon the number of hours worked; can be carried over into the next calendar year; up to a maximum of 240 hours.
- 11 paid holidays.

** As a retired annuitant, cannot work more than 960 hours in a fiscal year. The hours and wages are reported to CalPERS, and cannot be paid for holidays, sick time, vacation, or bonus compensation.*

<u>IPUD OVERHEAD RATES COMPUTATIONS</u>			
Fiscal Year: 2026-2027			
Adminstrative Overhead Component		4.96	
Staff with Health and Pension Benefits Overhead Factor			
Administrative overhead component		4.96	
Retirement premium percentage		22.77	
Social Security/Medicare tax		7.65	
Work Comp percentage		2.33	
Health insurance premium percentage		18.18	
Total Staff w/Benefits Factor		55.89	56%
Temporary Employees and Staff w/No Benefits Overhead Factor			
Administrative overhead component		4.96	
Social Security/Medicare tax		7.65	
Work Comp percentage		2.33	
Total Temporary and Staff w/no Benefits Factor		14.94	15%
Retired Staff w/ Health Benefits Overhead Factor			
Administrative overhead component		4.96	
Social Security/Medicare tax		7.65	
Work Comp percentage		2.33	
Health insurance premium percentage		10.48	
Total Temporary and Staff w/no Benefits Factor		25.42	25%
Materials Overhead Factor			
Administrative overhead component		4.96	
Sales tax percentage (in Marin County)		8.25	
Shipping,handling, storage, transportation, etc.		12.50	
Total Materials Factor		25.71	26%
Contract & Consultants Overhead Factor			
Administrative overhead component		4.96	
Contract/agreement administration		7.50	
Total Contract & Consultants Factor		12.46	12%
Laboratory Testing for Customer			
Adminitrative overhead component		4.98	4.98%
Cost of laboratory test	Actual cost		
Total Laboratory Testing Overhead Factor			5%



Inverness Public Utility District Board Meeting

Agenda Item No. 5

Reports

Receive Reports On Administrative and Operational Activities for August & September 2026

A. General Manager's Administrative Report

- 1) District Legal Counsel Appointment
- 2) District Cyber Security Assessment and Report Update
- 3) Upper Perth Fire Road Report
- 4) County Office of Emergency Management – El Nino Preparedness

B. Operations Reports

- 1) Water System Report August and September 2026 – Rich Perez**
 - GIS Mapping Project
 - Watershed Intake Maintenance
- 2) Fire Department Report August and September 2026 – David Briggs**
 - Inverness Disaster Council
 - Fire Operations Assistant
 - Community Siren
- 3) Marin Wildfire Prevention Authority (MWP) Report August and September 2026 – David Briggs**
 - Public Works Plan Update – Coastal Commission Hearing
 - Vegetation Management Activity
 - Defensible Space Inspections



Inverness Public Utility District

Board Agenda Item Staff Report

Subject: District Legal Counsel Appointment
Meeting Date: October 20, 2026
Date Prepared: October 15, 2026
Prepared by: Shelley Redding, General Manager
Attachments: RPLG Introduction Letter and 2026 Public Sector Fee Schedule; Biography of Andrew Shen, Assistant Managing Partner.

Recommended Action: Receive the report and provide direction to staff, as appropriate.

Background: Riley Hurd, Esq., served as the District's Legal Counsel beginning in 2018. Mr. Hurd concluded his representation of the District at the end of September 2026 as he transitioned away from governmental agency representation to focus on housing projects. The District therefore needs to secure new legal counsel to provide continuity in general counsel services and timely assistance with legal matters as they arise.

Analysis: At the recommendation of the District's former Legal Counsel, staff contacted Andrew Shen of Renne Public Law Group (RPLG) and met with Mr. Shen and Senior Associate Anastasia Bondarchuk to discuss the District's legal service needs. RPLG is a public agency law firm founded in 2018 that represents cities, counties, special districts, joint powers authorities, and other public entities throughout California. Mr. Shen's practice includes general government advice, ethics and conflicts of interest, election law, public meeting and public records compliance, land use and housing, and constitutional law. He serves as legal counsel to several Bay Area public agencies, including as City Attorney for the City of Belvedere, and previously spent 15 years with the San Francisco City Attorney's Office. Ms. Bondarchuk's practice focuses on labor and employment advice, workplace investigations, policy development, training, and personnel management.

RPLG's 2026 public agency billing rates range from \$475 to \$575 per hour for partners, \$365 to \$550 for senior associates, of counsel, and senior counsel, and \$305 to \$385 for associates, with separate rates for other professional and support staff. The firm states that its rates are adjusted annually by the greater of five percent or the applicable local Consumer Price Index increase, rounded to the nearest five dollars. Mr. Shen indicated that RPLG would be willing to discuss the proposed rates in consideration of the District's size and legal service needs.

The need to establish legal counsel is time-sensitive. The District received a subpoena for records last week and requires prompt legal guidance regarding its response obligations, applicable deadlines, and the preservation and production of responsive records. This report is presented for the Board's information and direction; no formal appointment is requested as part of this item.



Andrew Shen

Assistant Managing Partner

(415) 848-7254 • ashen@publiclawgroup.com



Bar Admission

- California

Education

- University of California, Berkeley, J.D.
- Stanford University, B.A.

Experience

Andrew Shen joined RPLG in September 2022, after 15 years in the San Francisco City Attorney's Office. At RPLG, Andrew focuses on providing cost-effective and efficient legal advice in response to his clients' needs.

Andrew's current clients include cities and special districts located throughout the San Francisco Bay Area. As the city attorney, general counsel or legal counsel for these agencies, Andrew addresses the wide range of questions and issues facing local agencies in California. Andrew also advises non-profit organizations that work closely with local governments.

At the San Francisco City Attorney's Office, he provided a range of general government advice, with special expertise in ethics and elections. When he departed the City Attorney's Office, Andrew served as the team leader for the City Attorney's Office's Ethics and Elections Team.

Andrew's practice includes general government advice, land use and housing, ethics and conflicts of interest, election law, public meeting and records compliance and constitutional law. He previously served as a member of the San Francisco City Attorney's Office's Land Use Team, with a background in the California Environmental Quality Act (CEQA) and the Subdivision Map Act. In the land use arena, Andrew worked with the San Francisco Planning Department and the Department of Public Works on project approvals and public infrastructure.

Andrew also provides expertise on legal ethics and served as a member of the California State Bar's Committee on Professional Responsibility and Conduct in 2011-13.

At the San Francisco City Attorney's Office, Andrew routinely advised the Mayor's Office, Board of Supervisors, commissioners, department heads and other City staff on legislation, conflicts of interest, election law and ethics compliance. He staffed public meetings of the San Francisco Board of Supervisors, Board of Supervisors committees, and commissions, working closely with clerks and commission secretaries. During his time in the City Attorney's Office, Andrew's primary clients included the Ethics Commission, Department of Elections, Elections Commission, Ballot Simplification Committee, and Redistricting Task Force. Andrew also served on the City Attorney's Office's Racial Equity Task Force from 2020 to 2022.

After graduating from UC Berkeley Law, Andrew served as a law clerk to the Hon. William J. Rea, Senior District Court Judge for the Central District of California. Upon completing his clerkship,

Andrew was a litigation associate at Keker & Van Nest LLP before joining the San Francisco City Attorney's Office.

RELATED EXPERIENCE

- City of Belvedere, City Attorney
- City of Tracy, Interim City Attorney (January – July 2025)
- Greater Vallejo Recreation District, District Counsel
- Cities Association of Santa Clara County, Co-General Counsel
- Livermore Area Recreation & Park District, District Counsel

PRESENTATIONS

- *Understanding Public Service Ethics Laws and Principles (AB 1234)*, League of California Cities, Planning Commissioners Academy, March 11, 2026.
- *Texas and California in Focus – Prop 50 and the strengths and vulnerabilities of California's Citizens Redistricting Commission model*, UC Law San Francisco, Spring Constitutional Law Quarterly Symposium, February 6, 2026.
- *Conflicts of Interest*, California Lawyers Association, Public Law 101 Conference, September 26, 2025.
- *The Latest in Legal Ethics for Municipal Lawyers*, League of California Cities, City Attorneys Spring Conference, May 2025.
- *Understanding Public Service Ethics Laws (AB 1234 Training)*, Institute for Local Government, New Mayors and Council Members Academy, January 2025.
- *Who Does What and Why: Establishing Good Governance*, California Special Districts Association, Annual Conference, September 2024.
- *Getting Started with CEQA*, California Special Districts Association, Annual Conference, September 2024.
- *AB 1234 Ethics Training*, League of California Cities, Annual Conference, October 2024.
- *New Law and Election Update*, League of California Cities, City Clerks Conference, December 2024.
- *Understanding Public Service Ethics Laws (AB 1234 Training)*, Institute for Local Government, New Mayors and Council Members Academy, January 2023.

PRESS AND AWARDS

- International Municipal Lawyers Association, Amicus Service Award (for amicus brief filed in *Arizona Free Enterprise Club v. Bennett*, 564 U.S. 721 (2011))

Andrew Shen
Partner
415-848-7200
ashen@publiclawgroup.com

October 15, 2026

Shelley Redding, General Manager
Inverness Public Utility District
12781 Sir Francis Drake Blvd, Suite 5
Inverness, CA 94937
shelley.redding@invernesspubd.org

Re: Renne Public Law Group- Background and Rates

Dear General Manager Redding:

Anastasia Bondarchuk and I enjoyed meeting you earlier this week. We are pleased to offer our services to the Inverness Public Utility District. At your request, we are providing additional information regarding our firm and our public sector rates.

Renne Public Law Group (RPLG)

RPLG is a boutique-sized law firm specializing in public agency law. Founded in 2018, RPLG has established itself as a trusted law firm for public entities across California. Our Chairperson is Louise Renne, the former City Attorney of San Francisco.

With decades of collective experience in nearly every area of public law, RPLG focuses on advising and representing small and large public agencies, including the State of California, cities, counties, special districts, and joint powers authorities. Our comprehensive understanding of the political and legal relationships among various boards and agencies within local jurisdictions allows us to negotiate and resolve issues effectively. Many of RPLG's attorneys come from in-house positions in government and have served as County Counsels or City Attorneys throughout California.

In 2024, the Daily Journal recognized RPLG – for the second time - as a Top Boutique Law Firm, one of only 20 selected throughout California. RPLG previously received this honor in 2019, in its first full year of operation. RPLG's attorneys have received numerous accolades and awards, including "Top Women Lawyers," "Top Labor and Employment Lawyers," "Top 100 Lawyers," and "Superlawyers." In the last three years, the firm and its attorneys have received the awards and recognition identified in Attachment A.

October 15, 2026

Page 2

Anastasia Bondarchuk

Anastasia is a Senior Associate at RPLG. Her practice focuses on employment and government advice and counsel, workplace investigations, policy development, and training. Anastasia is certified as a workplace investigator through the Association of Workplace Investigators and regularly conducts investigations into complaints of harassment, discrimination, retaliation, bullying and other misconduct. She also prepares employment handbooks, delivers harassment prevention and DEI-related training, and advises on compliance and personnel management issues.

Anastasia currently provides labor and employment advice to a range of RPLG special district clients, including the Moraga-Orinda Fire District.

Andrew Shen

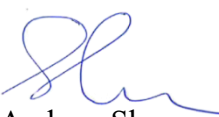
Andrew is the Assistant Managing Partner at RPLG. Andrew's practice includes general government advice, land use and housing, ethics and conflicts of interest, election law, public meeting and records compliance, and constitutional law.

Andrew's current clients include special districts located throughout the San Francisco Bay Area: the Cities Association of Santa Clara County, the Greater Vallejo Recreation District, and the Livermore Area Recreation and Park District. Andrew also serves as the City Attorney for the City of Belvedere (Marin County) and previously served as the Interim City Attorney for the City of Tracy (San Joaquin County). Andrew also advises non-profit organizations, including the San Francisco Zoological Society.

We appreciate your consideration and would welcome the opportunity to provide legal services to the Inverness Public Utility District. Our public sector rate sheet is included as Attachment B.

Please do not hesitate to contact us with any questions.

Sincerely,



Andrew Shen
Partner



Anastasia Bondarchuk
Senior Associate

October 15, 2026

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ATTACHMENT A

2026 NORTHERN CALIFORNIA SUPER LAWYERS	
Arthur Hartinger	Labor & Employment
Jonathan Holtzman	Labor & Employment
Geoff Spellberg	Labor & Employment
2026 NORTHERN CALIFORNIA RISING STARS	
Imran Dar	General Litigation
Mauricio Grande	Labor and Employment
Maribel Lopez	Labor and Employment
Ryan McGinley-Stempel	Appellate
2025 CALIFORNIA LAWYERS ASSOCIATION	
Renne Public Law Group	Outstanding Achievement in Public Law
Ryan McGinley-Stempel	Outstanding Achievement in Public Law
2025 INTERNATIONAL MUNICIPAL LAWYERS ASSOCIATION	
Arthur Hartinger	Amicus Service Award
Ryan McGinley-Stempel	Amicus Service Award
2024 DAILY JOURNAL AWARDS	
Renne Public Law Group	California's Top Boutiques 2024
Steve Cikes	Top Labor & Employment Lawyers
2024 NORTHERN CALIFORNIA SUPER LAWYERS	
Arthur Hartinger	Labor & Employment
Jonathan Holtzman	Labor & Employment
Geoff Spellberg	Employment Litigation: Defense
2024 NORTHERN CALIFORNIA RISING STARS	
Imran Dar	General Litigation
Ryan McGinley-Stempel	Constitutional Law
Mauricio Grande	Labor & Employment
2024 BEST LAWYERS	
Anastasia Bondarchuk	Ones to Watch in 2024
2023 DAILY JOURNAL AWARDS	
Renne Public Law Group	CLAY (California Attorneys of the Year) Award
Arthur Hartinger	Top Labor and Employment Lawyer
Ryan McGinley Stempel	Top 40 Under 40

October 15, 2026

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2023 NORTHERN CALIFORNIA SUPER LAWYERS	
Arthur Hartinger	Labor & Employment
Jonathan Holtzman	Labor & Employment
Geoff Spellberg	Employment Litigation: Defense
2023 NORTHERN CALIFORNIA RISING STARS	
Ryan McGinley-Stempel	Constitutional Law
2023 SAN FRANCISCO MINORITY BAR COALITION	
Karen Carrera	Outstanding Service to the Legal Community
2023 JAMES B. LINDHOLM, JR. LEGACY AWARD	
Rubin E. Cruse Jr.	Outstanding Contributions to the County Counsels Association and Public Agency Law

Please visit publiclawgroup.com to get a more complete picture of RPLG's practice and the firm.

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ATTACHMENT B

PUBLIC SECTOR FEE SCHEDULE

Effective January 1, 2026 to December 31, 2026

Partners:	\$475 - \$575
Sr. Associates, Of Counsel & Sr. Counsel:	\$365 - \$550
Associates:	\$305 - \$385
Law Clerks:	\$195 - \$325
Paralegals & Sr. Analysts:	\$225 - \$275
Analysts & Legal Assistants:	\$165 - \$275
Consultants:	\$210 - \$495
Director of Labor Relations:	\$350

Our rates adjust by the greater of 5% or the relevant local CPI increase over the prior 12-month period, rounded to the nearest \$5.



Board Agenda Item Staff Report

Subject: District Cybersecurity Assessment and Report Update
Meeting Date: October 20, 2026
Date Prepared: October 15, 2026
Prepared by: Shelley Redding, General Manager
Attachments: None

Recommended Action: Receive and file this informational update regarding the District's ongoing cybersecurity measures, infrastructure modernization, vulnerability assessment activities, and cybersecurity policy and training initiatives. No Board action is requested at this time.

BACKGROUND: The District's information technology and water system cybersecurity measures are managed in coordination with its contracted IT service provider, CORE Utilities. Since 2019, the District has undertaken technology and resiliency improvements that include updates to the administrative network, firewall protections, cloud backup capabilities, and improvements to the water system's Supervisory Control and Data Acquisition (SCADA) environment.

The District previously pursued grant funding to help offset the cost of modernizing its SCADA and information technology infrastructure. **The grant application was unsuccessful; however, given the operational and cybersecurity importance of the SCADA improvements, the District elected to proceed with the SCADA modernization as a capital project without grant funding.**

That distinction also aligns well with the earlier Board staff report, which identified the servers as end-of-life equipment and described the broader controls project as including PLC and HMI replacement, engineering, programming, integration, testing, installation, and commissioning

DISCUSSION: In August 2026, the District received a public inquiry requesting detailed information about the configuration and security of the water system network. Staff referred the technical questions to Paul Smedshammer of CORE Utilities. Mr. Smedshammer advised that detailed network architecture information should not be released publicly because it could identify potential points of attack. At a high level, he reported that the District's networking and security systems are reviewed and updated with security patches or firmware upgrades as they become available; the District's systems are protected behind firewalls; and outside connections are limited to secured connections to specific resources and devices.

Consistent with that advice, staff recommend that Board and public-facing cybersecurity updates remain at a programmatic level. The District can describe its safeguards, training, assessment activities, and continuing improvements without publishing network diagrams, device inventories, access pathways, vulnerability findings, or other details that could create additional security risk.

RECENT AND ONGOING CYBERSECURITY EFFORTS

- **Technology modernization.** The District's SCADA modernization capital project is currently underway and is scheduled for completion by the end of 2026. The project extends beyond replacement of the SCADA server and includes replacement and modernization of the programmable logic controllers (PLCs) and human-machine interface (HMI) components associated with the District's water treatment and monitoring system. The work is being performed by CORE Utilities, the District's IT and controls contractor. Earlier project documents identified the SCADA and administrative servers as end-of-life equipment and specifically incorporated PLC and HMI replacement into the controls modernization project.
- **Cybersecurity Policy and Staff Training:** Staff plans to review and update the District's Cybersecurity Policy to ensure it reflects current practices, responsibilities, and evolving cybersecurity risks. The updated policy will include **annual cybersecurity awareness training for staff**, with particular emphasis on recognizing phishing emails, fraudulent messages, suspicious links and attachments, and

scams or other attempts to obtain District information or credentials through email and mobile devices. Periodic policy review and recurring employee training will complement the District's technical security measures by addressing risks that depend on employee awareness and response.

- **Training and awareness:** District staff recently attended EPA-sponsored cybersecurity training focused on water-sector cyber risk and available resources.
- **Vulnerability assessment:** Staff plans to use available EPA and other federal water-sector cybersecurity resources to assess current practices, identify vulnerabilities, and prioritize reasonable improvements. EPA currently provides a Water Cybersecurity Assessment Tool, checklist resources, and both self-assessment and third-party evaluation options for water utilities.
- **KYND monitoring:** Through the District's risk-management provider, staff has activated an account with KYND following a training webinar. KYND provides external cyber-risk monitoring and identifies potential vulnerabilities associated with an organization's internet-facing digital footprint. Staff intends to use this monitoring as an additional source of information for identifying and addressing cyber risk.
- **Incident planning:** Staff has also obtained EPA's Water and Wastewater Systems Cybersecurity Incident Response Plan template. EPA guidance recommends incorporating cybersecurity assessment findings into incident-response planning and periodically reviewing preparedness.

NEXT STEPS: Staff's near-term focus is to complete the current SCADA modernization project while continuing a structured cycle of cybersecurity assessment, prioritization, remediation, and review. Staff will coordinate with CORE Utilities on technical matters, utilize available EPA and other water-sector cybersecurity resources to evaluate potential gaps, and review information provided through KYND monitoring.

Staff will also **review and update the District's Cybersecurity Policy and establish annual cybersecurity awareness training for employees**, including training on recognizing phishing attempts, email and mobile-device scams, suspicious links and attachments, and other common methods used to compromise organizational systems or information.

Separately, staff plans to pursue grant opportunities to modernize the District's administrative server and replace outdated desktop and laptop computers as necessary. This will allow the District to continue addressing aging information technology infrastructure while prioritizing replacement needs and seeking outside funding where available.

Material findings or recommended projects requiring additional funding or policy direction will be brought back to the Board as appropriate.

FISCAL IMPACT

There is no additional fiscal impact associated with receiving this informational update. **The SCADA modernization is an existing District capital project that is currently underway.** Staff plans to pursue grant funding for future modernization of the administrative server and replacement of outdated desktop and laptop computers as necessary. Any additional cybersecurity improvements, professional services, equipment, or system modifications identified through future assessment activities will be presented through the District's normal budgeting or Board approval process, as applicable.

SECURITY NOTE

This report intentionally avoids detailed descriptions of network architecture, device configurations, access methods, and specific vulnerabilities. Those details should be handled as operational security information and shared only when necessary for authorized technical, regulatory, insurance, or emergency-response purposes.

SOURCES / SUPPORTING INFORMATION

- August 8, 2026 correspondence from Paul Smedshammer, CORE Utilities, concerning the District’s response to a public cybersecurity inquiry.
- District SCADA and server replacement project materials and prior cybersecurity grant planning.
- U.S. EPA, Cybersecurity Assessments and Cybersecurity Planning resources for drinking water and wastewater systems.
- CISA/EPA water and wastewater cybersecurity resources.
- KYND cyber-risk monitoring product information.



Board Agenda Item Staff Report

Subject: County Office of Emergency Management – El Nino Preparedness
Meeting Date: October 20, 2026
Date Prepared: October 15, 2026
Prepared by: Shelley Redding, General Manager
Attachments: None

Recommended Action: Receive the General Manager’s report regarding District preparations for the 2026–27 winter storm season and provide direction to staff, as appropriate.

BACKGROUND

On September 2, 2026, the General Manager participated in a countywide coordination meeting convened by Marin County Supervisors Dennis Rodoni and Stephanie Moulton-Peters. The meeting brought together representatives of Marin County’s water, wastewater, and sanitary agencies to discuss preparedness for the potential effects of El Niño conditions during the upcoming winter. The discussion addressed infrastructure vulnerabilities, storm-response coordination, public communications, emergency-resource needs, and coordination with the Marin County Office of Emergency Management.

County representatives emphasized the importance of early communication among local agencies, advance identification of staffing and equipment gaps, and coordination with the County Emergency Operations Center. The County also encouraged agencies to review disaster-recovery documentation requirements, including the timely preparation of Initial Damage Estimates and photographic documentation of storm-related damage and emergency response costs.

The County’s winter briefing identified the potential for elevated coastal water levels, king tides, winter storms, atmospheric rivers, storm surge, rainfall, runoff, wind, and waves to occur together and increase the potential for flooding and other impacts. The County’s preparedness framework focuses on coordinated alerts, public information, resource staging, road-closure decisions, staffing, and post-storm damage reporting.

DISCUSSION

Inverness’s rural location and limited access routes make advance preparation particularly important. Significant winter storms may result in localized flooding, high tides and coastal impacts, fallen trees, road washouts or closures, extended power outages, communications disruptions, and restricted access to District water-system facilities.

Following the County meeting, the General Manager directed the Water Superintendent and Fire Chief to assess existing readiness, identify operational gaps, and develop priority actions for completion before major winter storms. District preparations are intended to support three primary objectives:

1. Protect the District’s water-system infrastructure and maintain water service to the extent possible.
2. Maintain Fire Department response capability and local staffing during severe weather.
3. Provide timely information and assistance to Inverness residents while coordinating with Marin County and other response agencies.

WATER SYSTEM READINESS

Water Operations reports that potable-water and fire-protection storage, the primary raw-water supplies serving the two treatment facilities, vehicles, chainsaws, and most personal protective equipment are generally in acceptable condition. Tank storage and system capacity are monitored daily, and both principal intake supplies are currently operating.

The assessment also identified several priority gaps requiring attention before the first major storm. These include:

- Purchasing additional handheld radios, batteries, and charging equipment;

- Securing winter backup power for the F3 treatment facility;
- Completing a portable-generator backup plan for the F1 treatment facility;
- Advancing electrical connection improvements needed to accommodate portable generation;
- Stocking additional emergency clamps, fittings, diversion-line repair materials, treatment supplies, and plant parts;
- Inspecting creek and intake infrastructure for storm-damage risks;
- Adding barricade flashers, vehicle flares, flood or water-outage signage, spare saw chains, and vehicle supplies;
- Stocking drinking water, food, and other provisions for personnel assigned to extended emergency callouts;
- Reviewing potential mutual-aid arrangements with the Bolinas Community Public Utility District; and
- Completing the justification and approval process for use of backup water sources, if needed.

The highest-priority work identified by Water Operations is the completion of the radio inventory and equipment purchase, backup-power arrangements for the treatment facilities, discussions regarding mutual assistance, and acquisition of storm-repair materials. Before the first major storm, staff also intend to complete creek inspections, repair parts, inventories, emergency signage and traffic-control preparations, and crew-supply purchases.

The staffing review identified limited periods of scheduled employee absence during the winter season. Remaining operators have been assigned to provide backup coverage, and no additional winter vacations have been approved at this time. Staff may be staged at the firehouse in anticipation of a storm event to ensure operator availability in the town.

FIRE DEPARTMENT READINESS

The Fire Department reports that chainsaws have been inspected and serviced, with spare chains and maintenance supplies available. New barricades and traffic cones are also on hand to support response to fallen trees, roadway hazards, and access issues.

Emergency-response vehicles have been serviced for winter operations. MERA, high-band, and Disaster Council radios have been charged and updated, and command channels have been programmed. Rain gear, flashlights, batteries, and additional fuel are being maintained for volunteer personnel and anticipated storm response.

The firehouse generator has been serviced and is operational, the propane supply has been replenished, and a new portable water pump is available. Emergency rations and batteries are also available for volunteer responders and, when appropriate, community members in need.

During periods when significant storms are forecast, the Fire Department will work to ensure that duty officers and other available personnel are present within the District. The Department also plans to coordinate with Marin County Public Works regarding roadside ditches, culverts, and related drainage concerns.

COUNTY COORDINATION AND EMERGENCY COMMUNICATIONS

The District will continue coordinating with Marin County's Office of Emergency Management, Public Works, and other agencies concerning resource needs, road conditions, infrastructure impacts, emergency support, and public information.

The County advised participating agencies to communicate anticipated needs early, including possible gaps in staffing, supplies, equipment, infrastructure, and service capacity. Early reporting of road conditions, resource needs, photographs, and anticipated impacts will contribute to countywide situational awareness and coordinated response.

AlertMarin or WEA may also be used to communicate urgent service impacts or required public actions. Requests are coordinated through the Marin County Office of Emergency Management Duty Officer. Contact information and operating procedures supplied by the County are intended for internal agency use and will be maintained in the District's emergency-response materials rather than included in public communications.

Following a damaging event, District staff will document emergency work, infrastructure damage, extraordinary staffing costs, equipment use, and supply expenditures. Photographs and supporting records will be retained to support Initial Damage Estimates and any subsequent requests for disaster assistance or reimbursement. The County requested that Initial Damage Estimates be provided to the Office of Emergency Management within three days.

COMMUNITY PREPAREDNESS AND OUTREACH

Staff is preparing a community E-Blast concerning anticipated winter conditions and household preparedness. The communication is expected to include:

- Links to County emergency-preparedness information;
- Encouragement to enroll in AlertMarin and monitor official emergency communications;
- Recommendations for household supplies, medications, backup lighting, and charging capability;
- Reminders to prepare for power outages, road closures, and temporary access limitations;
- Guidance regarding fallen trees, flooding, drainage concerns, and roadway hazards;
- Information about protecting private water-service lines and reporting suspected water-system leaks;
- District contact information for water-service concerns; and
- A reminder to call 911 for life-safety emergencies.

The public communication will distinguish between District responsibilities, private-property responsibilities, and services provided by Marin County or other agencies. It will also emphasize that residents should not enter flooded roadways, approach downed utility lines or attempt to remove trees or debris from public rights-of-way.

FISCAL IMPACT

Winter-readiness activities will require expenditures for radios and batteries, generator rental or backup-power arrangements, storm-repair materials, treatment and operational supplies, traffic-control equipment, emergency food and water, and other minor equipment.

Staff will use available appropriations within the Water and Fire Department operating budgets to the extent possible. Any expenditure exceeding the General Manager's purchasing authority or requiring a budget adjustment will be presented to the Board for approval in accordance with District purchasing policies. The precise fiscal impact is not yet known because several purchases, rental arrangements, and contractor-supported improvements remain in process.

CONCLUSION

Planning does not eliminate the risk of storm damage or service disruption. It does, however, improve the District's ability to protect critical infrastructure, maintain emergency response capability, restore water service, assist residents, and coordinate effectively with County agencies.

The Water and Fire Departments have completed initial readiness assessments and are actively addressing identified gaps. Staff will continue monitoring forecasts, completing priority purchases and operational preparations, coordinating with Marin County, and providing preparedness information to the Inverness community.



Inverness Public Utility District

(August 2026)

Rainfall (inches)	2026	2025
Month	0.29	0.17
Year to Date	0.29	0.27
Running Average	37.48	37.49

Production / Consumption	Gallons	CCF
Produced	2,513,500	3,360
Billed (gross)	2,157,606	2,885
Unbilled	2,140,028	2,861

Stream Flows (averages)	GPM	GPD
First Valley	47	67,680
Second Valley	63	90,720
Third Valley	26	37,440
Lower Intake L1	0.74	1,071
Total	136.74	196,911

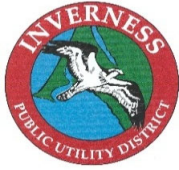
Sources In		Percent
D1, D2, D3	All	34.37%
D4, D5, D6	All	46.07%
D7, D8	D7	19.01%
Lower Intake L1	L1	0.54%
Total		100.00%

Distribution System (Used)	Gallons	Percent
Colby	1,117,819	41.32%
Tenney	826,481	30.55%
Conner	169,000	6.25%
Stockstill	374,748	13.85%
Seahaven	216,952	8.02%
Monthly Total	2,705,000	100.0%

System Wide	GPD	GPM
Usage	81,080.65	1351.34
Residential (80%)	64,865	45.04
Non- Residential (20%)	16,216	11.26
Accounts		
Total Accounts	519	
Active Accounts	468	

Customer Service	#	Issue / Resolution
Water Quality Issues (12765 SFD)	1	Chlorine tast / smell Flushed
Inquiries (Flume, Drainage, Fire Flow)	3	
Other		

The information provided is based on monthly calculations with some data averaged.
X / 0 indicated no bi-monthly meter reading or billing data available.



Inverness Public Utility District

(September 2026)

Rainfall (inches)	2026	2025
Month	1.00	0.73
Year to Date	1.29	1.00
Running Average	37.48	37.49

Production / Consumption	Gallons	CCF
Produced	1,779,700	2,379
Billed (gross)	0	0
Unbilled	0	0

Stream Flows (averages)	GPM	GPD
First Valley	35	50,400
Second Valley	42	60,480
Third Valley	20	28,800
Lower Intake L1	0	1,071
Total	97	140,751

Sources In		Percent
D1, D2, D3	All	35.81%
D4, D5, D6	All	42.97%
D7, D8	D7	20.46%
Lower Intake L1	L1	0.76%
Total		100.00%

Distribution System (Used)	Gallons	Percent
Colby	846,736	36.80%
Tenney	791,264	34.39%
Conner	99,300	4.32%
Stockstill	346,914	15.08%
Seahaven	216,952	9.43%
Monthly Total	2,301,166	100.0%

System Wide	GPD	GPM
Usage	59,323.00	41.20
Residential (80%)	47,458	32.96
Non- Residential (20%)	11,865	8.24
Accounts		
Total Accounts	519	
Active Accounts	468	

Customer Service	#	Issue / Resolution
Water Quality Issues	1	taste
Inquiries (Flume, Drainage, Fire Flow)	1	readjusted Flume
Other	1	bill inquiry

The information provided is based on monthly calculations with some data averaged.
X / 0 indicated no bi-monthly meter reading or billing data available.



Town of Inverness Monthly Water System Report

August 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.

F1 break-tank sensor was replaced on August 11 after a failure interrupted production; sensor calibrated August 13

F1 UFA received CIP on August 5. Heavy organic loading was observed

F3 UF received CIP on August 12

Diversion and watershed work included all-day watershed maintenance on August 27 and cleaning of D1, D2, and D3 with line flushing and stream-flow work on August 31. D4, D5, and D6 were cleaned and stream flows checked on August 30

L1 was operated periodically to support Tenney/Colby storage and system recovery

Two new 3/4-inch Neptune MACH 10 meters were installed at 150 and 170 Keith on August 6

(30) USA ticket investigations and utility locating work performed throughout August

Completed Projects

Colby drainage project continues (Aug)

QGIS mapping and development activities continue (Aug)

Preventative Maintenance

Routine PM throughout the month consisted of treatment plant inspections, tank inspections, diversion inspections, hydrant flushing, operational analytics review, and equipment monitoring to ensure the water system performs efficiently.

F1 air-compressor oil and separators were serviced August 26.

Colby (bolted) tank float adjustment (Aug)

Coby (bolted) cathodic protection wires repaired (Aug)

Routine flushing Via De La Vista (Aug)

F2 flushing to clear line (Aug)

Treatment plant inspections performed

Tank inspections performed

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

Web Time training (Aug), QGIS mapping and development training (Aug)

September Goals

SCADA server installation, Continue F1 PLC swaps / SCADA access and control updates., Hydrant Maintenance and Flushing Project (continues), begin MRP (Meter Replacement Project), Diversified Billing System integration



Town of Inverness Monthly Water System Report

September 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.

F3 UF received CIP on September 24/25)

Disabled float at Tenney tanks to reduce noise (September 2)

Intake pressures are declining, operational adjustment corrections (September)

F1 UFA valves removed and maintenance performed (September)

Off cycle meter reading (September)

L1 was operated periodically to support Tenney/Colby storage and system recovery (September)

Diversion and watershed work included all-day watershed maintenance and cleaning of D7, D5, D4, L1 (September 2)

Service line repair 180 Dougals, MACH 10 (September)

Diversion drain plugs checked and reinstalled (September)

Marin County El Nini preparedness meeting (September 23)

(10) USA ticket investigations and utility locating work performed (September)

Completed Projects

Cottage's culvert and creek embankment repair (September 9)

Colby drainage project continues, parts issue (September)

Tom McCoy water services & meters (September 14)

QGIS mapping and development activities continue (September)

Preventative Maintenance

Routine PM throughout the month consisted of treatment plant inspections, tank inspections, diversion inspections, hydrant flushing, operational analytics review, and equipment monitoring to ensure the water system performs efficiently.

Routine flushing Via De La Vista (September)

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

October Goals

Continue to prepare for winter / El Nino

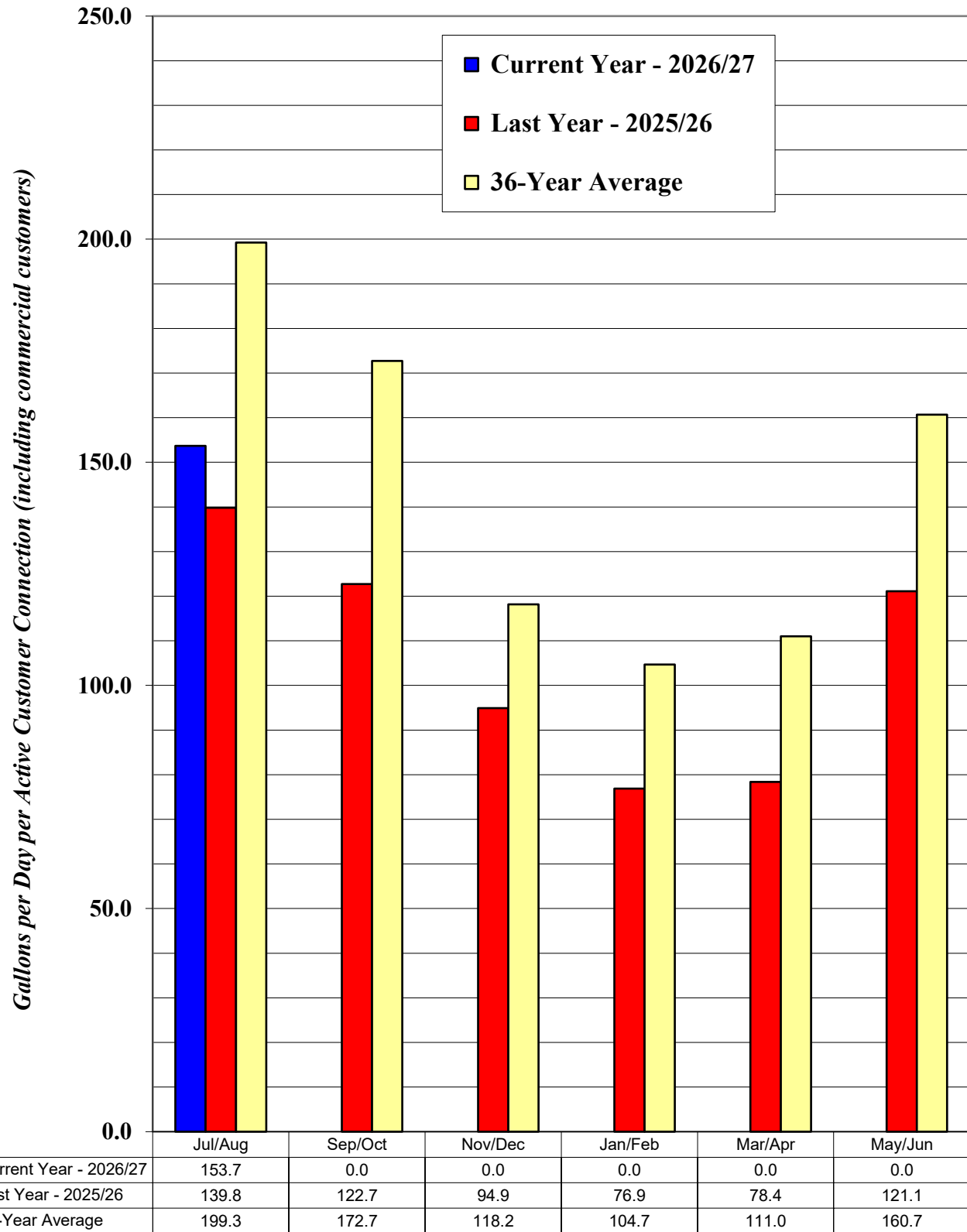
SCADA server / filter plant work continues to be pushed out, October 19, (F1 PLC swaps / SCADA access and control updates) Continue MRP (Meter Replacement Project), Diversified Billing System integration (continues)

Install generator quick connect cam locks at Filter Plant

Check and rehabilitate ground water sources

Install more guard rail water bar

Average Daily Water Usage per Active Customer



IPUD Water System: Report on Customer Billings and Payments, Jul/Aug 2026

1. What our customers owed us on July 1, the beginning of the period:

Current charges (from bills sent out on June 26, 2026)	136,796.52	
Unpaid prior charges (3.01% of total amount owed to us)	<u>4,238.94</u>	
Total Amount Owed to Us on July 1, 2026:		<u>141,035.46</u>

2. We received the following **payments** from our customers during Jul & Aug:

Electronic payments:	109,478.16	(78.4%)	
Payments by check:	<u>28,423.29</u>	(20.6%)	
Total Payments Received During July & Aug:			- 137,901.45

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

Write-offs:	--		
Adjustments:	--		
Basic charges (future):	106,285.55	519 Basic charges for Sep/Oct 2026 (billed on 8/27)*	
X-C charges (future):	312.93	19 Cross-Connection charges for Sep/Oct (billed 8/27)	
Usage charges (net):	37,793.58	Usage charges for 6/24/26 to 8/22/26 (billed on 8/27)†	
Misc. charges:	307.10	Such as account setup, late pay, & ret'd check charges	
Refused payments:	0.00	No returned checks or refused AutoPays	
Refunds:	<u>346.59</u>	3 refunds of closed-account credit balances	
Total Charges Posted During July & Aug:			+ 145,045.75

4. Thus, the **amount our customers owed us on August 31** (the end of the period) was: **148,179.76**
(of which 1.76%, or \$2,611.10, was past-due charges)

* Bimonthly Basic Charges (for Sep/Oct): 515 customers @ \$205.88; 1 Lifeline customer @ \$102.94; 3 Lifeline customers @ \$51.47.

† **Total billed usage was \$41,224.76**, less \$3,394.82 for 3 prior-period leak adjustment credits and \$36.36 for 1 prior-period meter-read error adjustment credit.

Reconciliation with BofA checking account:

There were no deposits in transit on 8/31/2026. Thus, the A/R balance on the District's books as of 8/31 should also be \$148,179.76.

Scheduled AutoPay receipts: \$97,820.06 on Sep. 17, 2026 (from 341 customers, which is 65.7% of the total of 519 billed customers).

A temporary security debit will be posted to IPUD's checking account in the amount of \$97,820.06 on or about Sep. 15, 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: Jul/Aug 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

Letter to the Board regarding chlorine use

From Maya Wolf <maya.miller.wolf@gmail.com>

Date Mon 9/14/2026 8:33 AM

To Kathryn Donohue-Hutter <kdonohue@invernesspud.org>

Cc Shelley Redding <shelley.redding@invernesspud.org>

Dear Members of the Board,

I understand that IPUD has made operational changes to the chlorine levels in our water supply. While the current levels remain well within safety guidelines, I'd like to point out that these changes are coming at a cost to our community.

I'm currently breastfeeding my newborn (one of Inverness's newest residents!), and staying well-hydrated matters more now than ever. But the smell and taste of our water have frequently gotten bad enough that I find myself reaching for it less often. This is not a matter of a subtle hint of chlorine. For example, I recently filled up my water bottle at home before leaving for a 3-hour trip to our pediatrician. When I arrived, I opened the bottle to drink from it and was met with a strong whiff of a swimming pool, which I couldn't bring myself to drink from. That's no small thing when my hydration is directly tied to my ability to feed my daughter.

I respectfully ask the Board to look into returning chlorine levels to what they were before this recent change, provided that those previous levels remain compliant with all applicable regulations and standards.

Thank you for your important role in tending to our precious water supply.

Sincerely,

Maya Wolf
158 Hawthornden Way

QGIS Mapping and Infrastructure Data Report

Digital Mapping, Shared Infrastructure Records, and Field Data Development

Prepared For	Prepared By	Date	Document Status
Shelley Redding General Manager	Richard Perez Water Utility Manager	October 17, 2026	Internal Program Summary

Executive Summary

- QGIS provides IPUD with a shared digital mapping system for viewing and maintaining water-system infrastructure information.
- The program is replacing reliance on older paper parcel maps with map layers that can be updated, reviewed, printed, and shared by District staff.
- Continued operator data entry and field verification are essential to improving map accuracy, preserving system knowledge, and supporting maintenance, utility locating, and project coordination.

1. Purpose

This report provides the General Manager with a concise summary of how QGIS is being used by the Inverness Public Utility District, why the transition from paper parcel maps to digital mapping is important, and why continued field verification and data entry are necessary. It also documents how the program supports shared access to infrastructure information, routine maintenance, utility locating, and project coordination.

2. How QGIS Works

QGIS is a geographic information system used to organize location-based information on a digital map. Rather than keeping all information on one fixed drawing, QGIS separates information into layers that can be turned on, turned off, reviewed together, or displayed individually. District infrastructure can be mapped as points and lines with information attached to each feature. Parcel boundaries downloaded from Marin County can be displayed as a separate layer so staff can view District facilities in relation to parcels and property lines. The same infrastructure layers can also be viewed against different configured reference maps, including Esri or Google-style imagery and street-map backgrounds. Maps can be prepared at different scales and printed or shared for field work, planning, and coordination. IPUD also configured QGIS with cloud-connected QField for field use and tested the system on an iPhone in June 2026.

3. Transition from Paper Maps to a Shared Digital Record

Moving from older paper parcel maps to a digital format is important because water-system information changes as meters, services, mains, valves, and other facilities are installed, repaired, replaced, relocated, or verified. Paper maps become outdated and may exist in different versions. A shared digital map gives District staff one common working reference and reduces the likelihood that operators are relying on inconsistent information. It also makes infrastructure information easier to review, update, print, and share while preserving knowledge that might otherwise remain only with individual employees.

4. Data Entry and Continued Development

Since QGIS was introduced, District operators have continued to build and improve the system by entering infrastructure information and updating mapped features as information is verified in the field. This work has included adding and updating meter locations and expanding individual meter records with information such as meter size, make, and model. As operators perform normal field work, they continue to identify infrastructure, verify existing information, correct mapped locations, and add useful details to the system. This ongoing process is gradually creating a more complete and reliable digital record of the District's water system. The usefulness of the system will depend on maintaining that effort so new information is entered, existing information is corrected, and field observations are not lost.

5. Maintenance Checks and Operator Knowledge

Routine maintenance gives operators repeated opportunities to verify the location and condition of District infrastructure. Meter work, utility locating, flushing, service repairs, line repairs, and other field checks help staff compare the map with actual field conditions. When operators enter confirmed information into QGIS, each maintenance activity improves the shared record and helps the team learn where pipes and related assets are located. Over time, this creates a more complete infrastructure record that supports current operations and preserves system knowledge for future employees.

6. Infrastructure Sharing and the Cottages Example

QGIS supports preparation of infrastructure maps that can be printed or shared for specific projects. During work at the Cottages in August 2026, operators were directed to remark the site and translate the field information into QGIS. An end-of-day report documented utility markings at the Cottages together with a QGIS update. This is an example of field observations being converted into a reusable District record that can support coordination with contractors, and other project participants without relying solely on a paper sketch or an individual operator's recollection.

7. Operational Benefits

- All District team members can work from the same infrastructure map and the same current set of layers.
- Parcel and property-line information can be viewed together with District infrastructure.
- Different configured basemaps can provide street, aerial, or other geographic context without changing the District's infrastructure data.
- Maps can be printed or shared for utility locating, maintenance, project planning, and outside coordination.
- Field verification allows routine work to improve the accuracy and usefulness of the system over time.

8. Moving Forward

- Continue entering and correcting infrastructure information as operators complete field work.
- Add useful asset details to all infrastructure; pressure zones, meters, valves, hydrants, etc.
- Continue the process for all edits to be approved by WUM, before making additional edits.
- Use maintenance checks and utility-locate work to verify mapped locations and document corrections.
- Keep shared and printed project maps tied to the current QGIS data so staff are not relying on obsolete copies.

9. Conclusion

- QGIS is becoming the District's shared digital record of water-system infrastructure.
- The program improves consistency and efficiency because staff can view and update the same map information.
- Continued operator entry and field verification are necessary to make the map more accurate, complete, and useful.

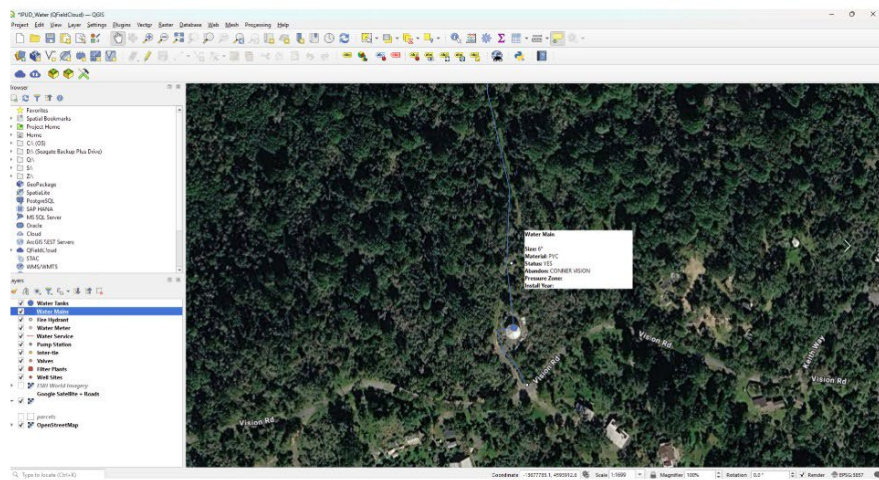
10. Document Control

Field	Value
Document title	QGIS Mapping and Infrastructure Data Report
Prepared date	October 17, 2026
Prepared for	Shelley Redding, General Manager
Prepared by	Richard Perez, Water Utility Manager

Appendix A. QGIS Map Views

These examples show how the same District infrastructure can be reviewed using different map backgrounds and data layers. Staff can change the supporting map view while keeping the District’s mapped infrastructure information consistent.

Aerial system overview



District infrastructure displayed over aerial imagery.

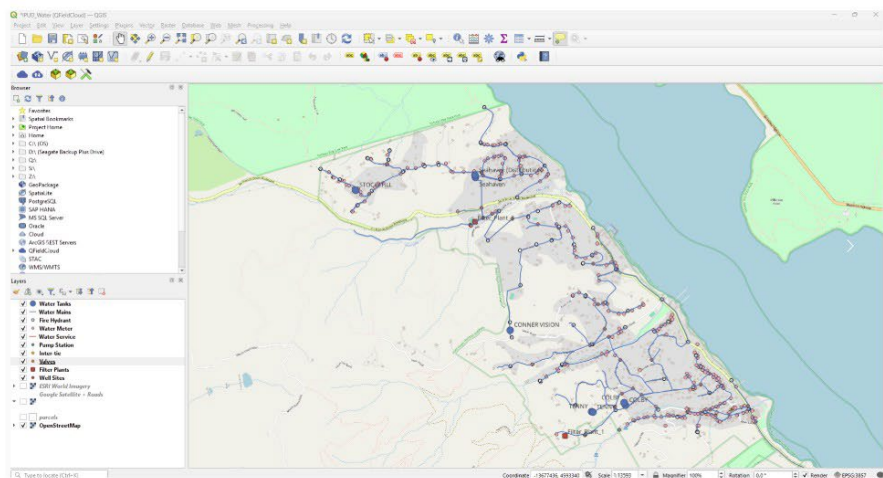
Street-map system view



The same infrastructure layers displayed over a street-map background.

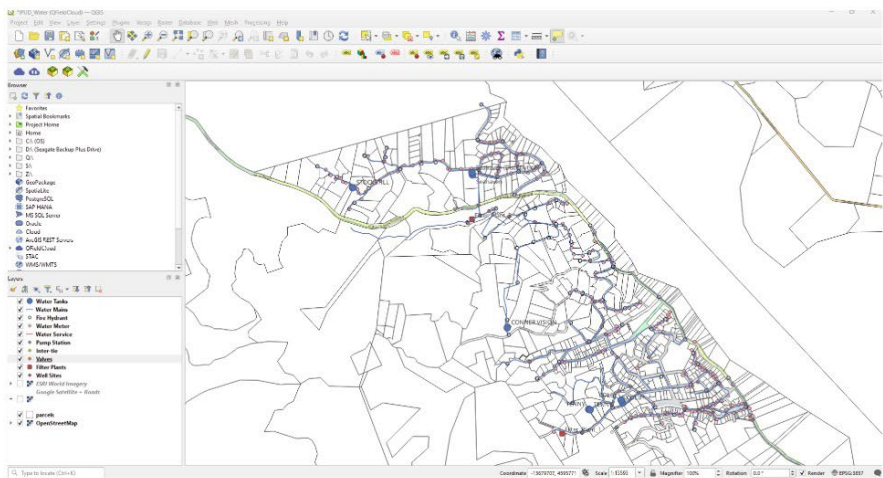
Appendix A. QGIS Map Views - Continued

Parcel-layer view



District infrastructure shown with parcel and property boundary lines.

Water-main asset detail



A selected water main displayed with recorded pipe attributes.

Watershed Intake Maintenance / Winter Preparedness Report

Diversion Access, Watershed Roads, Drainage, and Emergency Repair Readiness

Prepared For	Prepared By	Date	Document Status
Shelley Redding General Manager	Richard Perez Water Utility Manager	October 17, 2026	Internal Operations Summary

Executive Summary

- Water Operations is continuing winter preparation work focused on maintaining access to District diversions and protecting watershed roads and trails from past years storm-related damage.
- Continued work includes diversion cleaning, trail and access maintenance, drainage improvements, water-bar installation, and preparation for any emergency repairs.
- The goal is to keep watershed access routes functional, reduce erosion, and ensure operators have the materials needed to respond to winter damage.

1. Purpose

This report provides the General Manager with a concise update on watershed intake maintenance and winter preparedness. The work is intended to maintain reliable access to District diversions, protect roads and trails from storm-related damage, support drainage, and improve readiness for emergency intake and pipeline repairs.

2. Watershed and Diversion Maintenance

Summer operations included continued watershed maintenance and cleaning all diversions, together with inspection and reinstallation of diversion drain plugs, screens and removal of overhang brush that will fall into our Diversions. We continue to inspect and cleaned as part of normal operations.

3. Watershed Roads, Trails, and Drainage

Operators continue to include clearing watershed access areas and maintaining trails leading to the diversions. Water bars are being installed and maintained to control runoff and reduce erosion. New watershed water bars were installed in October, with additional work planned as part of winter preparation.



The Perth Fire Road remains an important maintenance area. Previous inspections identified many failed water bars, blocked drainage channels, erosion, vegetation, debris, and downed trees affecting drainage and access. Planned work will continue to focus on clearing drainage channels, restoring water bars, improving the road, and maintaining reliable access above Perth before heavier winter weather.

4. Diversion and Emergency Repair Readiness

Winter preparation includes reviewing materials available for emergency repairs to diversion intakes and related infrastructure. Operators have been directed to inventory pipe, couplings, repair clamps, fittings, and other necessary repair materials, and to identify shortages that should be purchased before significant storms.

5. Winter Preparedness Priorities

- Diversion trails and fire roads remain accessible.
- Water bars and drainage channels function properly.
- Diversions and intake areas are routinely inspected and cleaned.
- Vegetation and debris are removed where they interfere with access or drainage.
- Emergency repair materials and replacement parts are available when needed.
- Inspections continue following significant storms.

6. Operational Benefits

- Protects access to the District's water sources.
- Reduces erosion and storm-related damage to roads and trails.
- Improves drainage performance in watershed access areas.
- Allows operators to respond more quickly when winter conditions damage intake or pipeline infrastructure.
- Supports consistent seasonal inspection, cleaning, and repair planning.

7. Moving Forward

- Continue scheduled diversion and intake inspections and cleaning.
- Complete priority drainage-channel and water-bar work before heavier winter weather.
- Maintain safe access along watershed trails and the Perth Fire Road.
- Complete the emergency repair-material inventory and purchase identified shortages.
- Document significant storm impacts, repairs, and follow-up inspections.

8. Conclusion

IPUD's winter preparedness work is focused on reliable watershed access, functioning drainage, maintained diversions, and emergency repair readiness. Continued inspections and targeted maintenance will help reduce erosion, protect access routes, and support timely response after significant storms.

9. Document Control

Field	Value
Document title	Watershed Intake Maintenance and Winter Preparedness Report
Prepared date	October 17, 2026
Prepared for	Shelley Redding, General Manager
Prepared by	Richard Perez, Water Utility Manager

FIRE DEPARTMENT REPORT

August 2026 / October Board Meeting

Incidents

Number Date

- #26-096 8/4 **Vehicle Accident** @ 23506 SFD for a vehicle rollover. Self-extricated. Non-injury.
Attendance: David Briggs, Dennis Holton, Tim Olson
- #26-097 8/8 **Public Assist** @ 12813 SFD. Vehicle off the roadway. Non-accident, no injury.
Attendance: Burton Eubank, David Briggs, Dennis Holton, Shawn Collins, Tim Olson
- #26-098 8/8 **Fire Alarm** @ 165 Edgemont Way. Bedroom alarm sounding. No merit.
Attendance: Burton Eubank, David Briggs
- #26-099 8/12 **EMS** @ Rannoch Way for high blood pressure; M94 transport code 2.
Attendance: Burton Eubank, David Briggs, Greg Eastman, Shawn Collins, Tim Olson
- #26-100 8/17 **EMS** @ Glen Way for lethargy. M94 code 2 transport.
Attendance: David Briggs, Ken Fox, Tim Olson
- #26-101 8/18 **Tree Down** @ Camino del Mar and Via de la Vista. Cleared with the help of PG&E contractors.
Attendance: David Briggs, Greg Eastman
- #26-102 8/23 **EMS** @ Perth Way for loss of consciousness, A-fib. Transport by M94 code 3.
Attendance: Brian Cassel, Greg Eastman
- #26-103 8/28 **EMS** @ Pine Hill Drive for choking. No transport.
Attendance: Brian Cassel, David Briggs
- #26-104 8/30 **EMS** @ Glen Way for a fever. M94 transported code 2.
Attendance: Greg Eastman

Trainings

August 24: Review of disaster council structure, purpose, disaster council radios, and disaster firehouse set up.

Attendees: Jim Fox, Dennis Holton, Burton Eubank, Greg Eastman, Tom Fox, Andrew Bock, David Briggs, Ken Fox, Brian Cassel

Activities and Maintenance

1. NEIRS data preparation.
2. MWPA Seahaven fuel reduction
3. Generator quotes and planning.

Personnel

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

FIRE DEPARTMENT REPORT

September 2026 / October Board Meeting

Incidents

Number Date

- #26-105 9/3 **EMS** @ Callendar Way for dizziness and vomiting. M94 transport code 3.
Attendance: David Briggs, Dennis Holton, Greg Eastman, Ken Fox, Shawn Collins, Tom Fox, Tim Olson
- #26-106 9/4 **EMS** @ Tomales Bay Resort for a trip and fall with a head contusion and laceration. M94 transport.
Attendance: Brian Cassel
- #26-107 9/5 **Public Assist** @ Drake Way for a patient partially fallen off the bed. Assisted to wheelchair and back into bed.
Attendance: David Briggs, Burton Eubank, Dennis Holton, Shawn Collins, Tim Olson
- #26-108 9/5 **EMS** @ SFD and Chimney Rock. Cancelled en route.
Attendance: Burton Eubank
- #26-109 9/6 **Public Assist** @ Platform Bridge Road and SFD for a person down on the roadside. Subject located and given water and guidance.
Attendance: Burton Eubank
- #26-110 9/9 **Vehicle Accident** @ 23406 SFD for a vehicle rollover with five occupants. Airbag deployment, self-extricated, minor injuries.
Attendance: David Briggs, Burton Eubank, Dennis Holton, Shawn Collins, Tom Fox
- #26-111 9/11 **EMS** @ Via de la Vista for a ground-level fall, possible hip fracture. M94 code 2 transport.
Attendance: Brian Cassel, Burton Eubank, Dennis Holton, Greg Eastman
- #26-112 9/12 **EMS** @ Glen Way for sepsis and congestive heart failure. M94 code 2 transport to Novato.
Attendance: Burton Eubank, Greg Eastman
- #26-113 9/13 **EMS** @ Glen Way for an unresponsive subject. CPR continued on arrival until medics took over; resuscitation was unsuccessful.
Attendance: Burton Eubank, Tom Fox
- #26-114 9/14 **Public Assist** @ Drake Way. Non-injury lift assist.
Attendance: David Briggs, Burton Eubank, Tim Olson
- #26-115 9/18 **Crash Detection** @ SFD, 1/4 mile outside Inverness toward Point Reyes. Phone located on the road and returned to owner.
Attendance: Burton Eubank, Greg Eastman

- #26-116 9/19 **EMS** @ Cameron Street for prolonged vomiting and diarrhea. Patient requested transport to Kaiser.
Attendance: David Briggs, Burton Eubank
- #26-117 9/21 **Odor Investigation** @ 160 Laurel Avenue for propane odor after a stove was left on with no flame. No leaks found.
Attendance: Burton Eubank, Greg Eastman
- #26-118 9/24 **EMS** @ Inverness Way for a ground-level fall with low blood pressure. M94 code 2 transport.
Attendance: David Briggs, Burton Eubank, Ken Fox, Shawn Collins
- #26-119 9/25 **Vegetation Fire** @ 161 Highland Way. 0.14-acre fire in brush and trees behind a residence, started by discarded hot coals. Slow rate of spread, no structures threatened; On scene at 02:30, forward progress stopped by 03:30. Resident that started fire subsequently joined fire department.
Attendance: David Briggs, Burton Eubank, Greg Eastman, Ken Fox, Shawn Collins, Sydney Knudsen, Tim Olson, Tom Fox
- #26-120 9/25 **Fire Alarm** @ 1 Forres Way. Alarm activated by a riser malfunction. No fire.
Attendance: David Briggs, Burton Eubank, Greg Eastman, Shawn Collins
- #26-121 9/25 **EMS** @ SFD for a possible broken ankle.
Attendance: Brian Cassel, Jonah Thomas
- #26-122 9/28 **Vehicle Accident** @ 22592 SFD. Vehicle over the side of the road, 100 feet down. Non-injury, no transport.
Attendance: Brian Cassel, David Briggs, Shawn Collins, Tim Olson
- #26-123 9/28 **Cancelled** @ Inverness Way. Accidental CAD entry.
- #26-124 9/28 **EMS** @ SFD for a fall down three steps with lacerations and abrasions to the face and hands.
Attendance: Burton Eubank, Greg Eastman, Maya Wolf, Mike Bolgatz, Shawn Collins
- #26-125 9/30 **Lines Down** @ Balmoral Way. Delivery truck clipped a bay tree; no power lines involved.
Attendance: Brian Cassel, David Briggs, Jonah Thomas, Shawn Collins, Tim Olson

Trainings

September 14: Review propane leak and emergency response. Review winching operations.
Attendees: Brian Cassel, Burton Eubank, David Briggs, Dennis Holton, Greg Eastman, Ken Fox, Dermott McMorro, Mike Bolgatz

September 28: Review vegetation fire response and go over gear.
Attendees: Burton Eubank, David Briggs, Dennis Holton, Greg Eastman, Ken Fox, Jim Fox, Tom Fox, Mike Bolgatz, Shawn Collins, Maya Wolf, Jonah Thomas

Activities and Maintenance

1. NEIRS data preparation.

2. MWPA Seahaven fuel reduction
3. Generator quotes and planning.
4. Winter preparations.

Personnel

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Tim Olson, Dennis Holton, David Briggs, Greg Eastman, Jay Borodic, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Sydney Knudsen, Maya Wolf, Jonah Thomas, Shawn Collins, Dermott McMorrow, Troy Donald



Board Agenda Item Staff Report

Subject: Fire Operations Assistant Position
Meeting Date: October 20, 2026
Date Prepared: October 15, 2026
Prepared by: David Briggs, Fire Chief and Shelley Redding, General Manager
Attachments: IPUD Fire Operations Assistant Job Description

Recommended Action: Receive and file this informational report regarding the activities of the Fire Operations Assistant. No Board action is required.

Background:

At the Board's request, this report provides an update on the activities of the Fire Operations Assistant. Following the retirement of the previous Fire Chief in October 2025, the Assistant Fire Chief was promoted to Fire Chief, creating a vacancy in the Assistant Fire Chief position. The Fire Operations Assistant position has helped address operational needs arising from this leadership transition and the separation of daily Water and Fire Department activities.

Discussion:

The Fire Operations Assistant is a part-time, at-will position scheduled for 15 to 20 hours per week and reporting to the Fire Chief. Responsibilities include equipment and vegetation maintenance, inventory management, emergency response, support for volunteer training, and coverage of Fire Duty Officer shifts. The position also supports District projects undertaken with the Marin Wildfire Prevention Authority (MWP).

Following the retirement of the former Fire Chief, who also served as Water Superintendent and managed both departments, the District transitioned to separate day-to-day operations for the Water and Fire Departments. Water Department staff were often available to assist with heavy or two-person work at the fire station and elsewhere in the District, as well as with Fire Duty Officer coverage. The Fire Operations Assistant fills that operational gap by providing dependable assistance with lifting and moving equipment, repairs, grounds maintenance, and gaps in Fire Duty Officer shifts. Because many of these tasks cannot or should not be performed alone, this support also allows the Fire Chief to devote more time to administrative and planning responsibilities.

Since the Fire Operations Assistant was hired, the fire station has undergone extensive cleanup and reorganization. Outdated, unused, or unsafe items have been discarded and, where necessary, replaced with operational equipment. Fire Department apparatus, extinguishers, fire-suppression equipment, medical and rescue equipment, and personal protective equipment require recurring inspection and maintenance to remain operational. These activities are now performed on regular schedules. Promptly identifying worn or failing components, arranging for repair or replacement, and completing repairs and upgrades in-house when practical help reduce outside labor costs.

Previously, Water Department operators performed vegetation-management activities with funding from the Marin Wildfire Prevention Authority (MWP). With the establishment of the Fire Operations Assistant position, responsibility for this work shifted to the Fire Department, where it can be coordinated with other operational and wildfire-prevention responsibilities. Fire Department staff

now perform routine vegetation maintenance at the fire station, landing zone, and local project sites within the District. This winter, staff plan to reduce vegetation along evacuation routes on Rannoch, Stockstill, Woodhaven, Kehoe, and Highland, with the work performed primarily by District staff.

Fiscal Impact:

The Fire Operations Assistant position is funded with Measure W revenues. Measure W revenues also fund the stipends paid to volunteers who provide Fire Duty Officer coverage.

Summary:

Overall, the Fire Operations Assistant position has improved the Inverness Volunteer Fire Department's equipment readiness and organization, strengthened Fire Duty Officer coverage, and provided a reliable means of completing physical work at the fire station and vegetation-management work in the community that the Fire Chief could not safely or efficiently perform alone. Further evaluation of this position may increase the responsibilities associated with community needs in preparedness and mitigation activities associated with the District's participation in MWPA projects.



Inverness Public Utility District

JOB DESCRIPTION: FIRE OPERATIONS ASSISTANT

Definition

The Fire Operations Assistant is responsible for assisting the Fire Chief in performing equipment and grounds maintenance, conducting inventory, responding to dispatches, and assisting with volunteer training programs and drills for Inverness Volunteer Fire Dept. The position also participates in District activities related to the Marin Emergency Radio Authority (MERA), the Marin Wildfire Prevention Authority (MWPA) and the Marin County Office of Emergency Management (OEM) as appropriate.

Lines of Authority

The Fire Services Officer reports to and is responsible to the Fire Chief.

Performance Reviews

- Reviewed and evaluated by the Fire Chief.
- Assists Chief with reviews and evaluations of volunteer firefighters.

Principal Responsibilities

Assists Chief with the following duties:

Command

- Responds to dispatches/details including fire emergencies and mutual aid assistance with Marin County Fire.
- Assists Chief when necessary, on an incident scene or training exercise with whatever is needed at the Command Post (such as record keeping or recording tactical processes).
- Provides Fire Duty Officer coverage when needed with a paid stipend.

Administration

- Assist with filing of dispatches.
- Assist with preparation of monthly Fire Department activity report for Board of Directors.
- Assist with preparation of written reports on all emergency events involving more than minor property loss or in which human injury or death occurred.
- Attend relevant planning meetings with MWPA and MERA.
- Ensuring standards of safety are observed and managed.
- Services inspections of Fire Department facilities including:
 - a. Periodic inspection of personal services equipment.
 - b. Periodic inspection of department facilities.
 - c. Identification and analysis of safety and health hazards and develop prevention plan for these hazards.

Preparedness

- Assist with preparation of training drills
- Assist with preparation of training schedule

Prevention

- Assist with preparation, review, and updates of emergency response preplans and run maps.
- Participates in West Marin Community Emergency Response Team (CERT) trainings.
- Assist in management of Department Projects, including wildfire prevention projects funded and/or managed by MWPA.

Maintenance

- Maintain all fire Services equipment, including:
 - Extinguishers
 - Fire suppression equipment
 - Identifying components of equipment that require repair or replacement.
- Assist with firehouse building and grounds maintenance and repair.
- Prepares long-range maintenance plan for the Fire Department.
- Maintains landing zone area.

Caveat

The duties of this position may require exposure to conditions that are physically demanding, hazardous, or unpleasant.

Qualifications

- Must possess A valid California Driver's License
- Reside in West Marin within 10 minutes of town of Inverness
- Attend CERT and OEM Trainings as appropriate within 1 year of employment

Level and Benefits

- The Fire Services Officer is a part-time, at will position of 15-20 hours per week.
- Pay Range between \$33.17 - \$43.37 per hour, depending upon qualifications and experience.
- Sick leave accrual of 40 hours annually.



Board Agenda Item Staff Report

Subject: Outdoor Warning Siren
Meeting Date: October 20, 2026
Date Prepared: October 15, 2026
Prepared by: David Briggs, Fire Chief
Attachments: None

Recommended Action: Receive the report, discuss the available community alerting options, and provide direction to staff regarding next steps.

Background:

This report responds to a question raised by the Board of Directors at its August 2026 meeting about whether an outdoor warning system could be used for Inverness. It summarizes the Fire Chief's findings regarding the capabilities and limitations of outdoor sirens, the alerting methods already available to the community, and the estimated costs of available siren options. The report also draws on Bolinas Fire's October 2024 review of the same question.

Inverness previously had a community alerting system, but available District records do not establish when or why it was decommissioned. In response to the question raised at the August 2026 Board meeting, the Fire Chief reviewed current outdoor warning technologies and the alerting resources now available to Inverness. The review indicates that a modern siren would supplement, rather than replace, existing emergency notifications because outdoor warning systems have limited reach inside homes and generally cannot provide residents with complete instructions unless they include voice capability.

Analysis:

Sirens are designed to warn people outdoors and do not reliably reach inside homes or wake sleepers. A tone alone does not tell people whether to evacuate or shelter, or where to go. Voice-capable LRAD units can broadcast instructions from either fixed sites or a vehicle. Bolinas estimated a fixed network covering its district at about \$1.2 million plus about \$100,000 a year, and instead bought one mobile LRAD in 2023 for roughly \$40,000. Southern Marin Fire and Mill Valley chose fixed systems. Marin County Fire has none.

Marin County does not have a single standard for outdoor warning sirens. Local agencies have taken different approaches based on their geography, emergency risks, available funding, and existing alerting resources:

- Southern Marin Fire and Mill Valley operate fixed LRAD voice sirens at fixed sites, tested at noon on the first Saturday of each month. Mill Valley bought five units in 2019; Southern Marin's network has been built out at fire stations and community sites since 2021.
- Bolinas Fire studied a fixed system, rejected it, and bought one mobile LRAD in 2023.
- Stinson Beach Fire also has an LRAD siren.
- Marin County Fire, which is responsible for the State Responsibility Area that covers Inverness, does not operate outdoor warning sirens.
- Residents of Paradise Ranch Estates operate an emergency siren. It is faintly audible outside in Inverness sometimes during tests.

- All law enforcement and fire vehicles countywide carry the Hi-Lo evacuation tone, reserved only for evacuations: "Hi-Lo means time to go."
- The county Office of Emergency Management has also studied sirens with MWPA; no subsequent plans to install sirens were made to date.

What a siren can and cannot do: A siren is primarily an attention signal, not a complete emergency message. A tone by itself cannot tell residents whether they should evacuate or shelter in place, where they should go, or which areas are affected. Its usefulness therefore depends on residents recognizing the sound and promptly checking another trusted source for instructions. Without clear public education, a tone-only siren could also create confusion and increase calls to 911 while residents seek more information.

A siren may prompt people to seek additional information through phone alerts, radio, or a NOAA weather radio. In Inverness, an outdoor siren would therefore function as one part of a broader alerting system that includes AlertMarin, Wireless Emergency Alerts, KWMR, vehicle-mounted Hi-Lo sirens, and direct notification by emergency personnel.

Voice-capable LRAD units address this by broadcasting specific instructions, however, they do not reliably deliver clear messaging inside homes. Outdoor warning sirens are designed to warn people who are outside. A siren loud enough to penetrate a house would be dangerously loud for anyone outdoors nearby.

A fast-moving wildfire at night is the type of emergency in which waking residents quickly is especially important. An outdoor siren may not wake someone whose windows are closed or who uses a fan or white noise, and it may be less effective for a person with hearing loss. Wireless Emergency Alerts, which can sound even when a phone is in silent mode, and NOAA weather radios placed in sleeping areas are more likely to provide an effective indoor warning. A tsunami warning may provide more lead time for public notification than a fast-moving wildfire, although the time available would depend on the event and the warning received.

Alerting already in place: Inverness already has several alerting capabilities that carry specific instructions, and most of them work indoors.

- **AlertMarin:** County calls, texts and emails with specific evacuation orders and zones. Phones may need to be set up to bypass silent mode to work at night.
- **Wireless Emergency Alerts (WEA):** Loud alert to every phone in a defined area, no sign-up. Overrides silent mode.
- **KWMR:** Verified West Marin emergency information; generator-backed, but resident must tune in.
- **Hi-Lo vehicle sirens:** Distinct two-tone sound reserved for evacuation, plus loudspeaker announcements.
- **NOAA weather radio:** Audible alert tone plus broadcast from NWS and county OEM.
- **Door-to-door:** Personal notification by deputies, firefighters and Disaster Council Volunteers.

Options and costs: Bolinas Fire’s 2024 figures are the most recent local benchmark for what each approach costs. Inverness's own unit count would require a vendor coverage survey; as a community on a long, forested ridge, it is unlikely to need fewer sites than Bolinas.

Fixed LRAD findings.

- About \$120,000 per unit, plus about \$10,000 per year in maintenance
- Each unit needs electrical service and a lease for the ground it sits on
- Expected life about 15 years, possibly less in coastal salt air
- May require Coastal Commission permits and environmental studies
- The manufacturer, Genasys, estimated 10 units for full coverage of the district
- Audibility depends on distance, wind, and topography. Even under calm conditions, voice messages may be unclear outdoors and may not be understandable inside some homes.

Mobile LRAD.

- It mounts on any vehicle, and can play the Hi-Lo tone, pre-recorded messages or live announcements. Its effective range is about 1/4 to 1/2 mile. It uses the same technology as fixed units and is especially suited to tsunami warnings, since it can be aimed along beaches and over water.
- Although Inverness is expected to face less severe tsunami impacts than Bolinas, timely instructions would still be important for people along the bay and at nearby shoreline areas. A mobile unit could support local notifications and, if requested, assist with tsunami warnings in Point Reyes National Seashore.

Option	Up-front cost	Ongoing cost	Coverage	Drawbacks
Fixed LRAD network	About \$120,000 per unit; Genasys estimated Bolinas needs 10 units (about \$1.2 million)	About \$10,000 per unit per year (about \$100,000/yr for 10)	Fixed sites; voice range limited by wind and terrain	Power, site leases, possible Coastal Commission permits and environmental review; roughly 15-year life, shorter in salt air
Mobile LRAD	About \$40,000 (Bolinas, 2023)	Low; maintenance and training	Wherever a vehicle or UTV can reach; effective range about 1/4 to 1/2 mile	Needs staff to deploy during the emergency.
No siren; invest in existing layers	Low: NOAA radios, outreach, drills	Staff time	Indoors, night, specific instructions	Depends on resident action (registering, buying a radio)

Fiscal Impact:

There is no fiscal impact associated with receiving this informational report. Any future fiscal impact would depend on the Board's direction. Based on the local benchmarks reviewed, a mobile LRAD could require an initial investment of approximately \$40,000, while a fixed system could require substantially greater capital, permitting, site, power, and ongoing maintenance costs. Additional analysis and current vendor pricing would be needed before staff could present a project budget.

Recommendation:

Staff recommends that the Board receive the report, discuss the available alerting options, and provide direction regarding next steps. Direction may include whether staff should further evaluate a mobile LRAD, obtain preliminary information and pricing for a fixed system, focus on outreach and improvements to existing alerting methods, or take no further action at this time.

MWPA MONTHLY REPORT

August 2026 / October Board Meeting

Local Projects

- Inverness will use \$24,316 toward evacuation route vegetation management.
 - A grant though PGE may funded work on Via de la Vista, that we had planned to use our local funds on. Staff is exploring other areas to use local funds.
- Three days of PGE funded roadside evacuation route work on Via de la Vista completed on August 5.

Defensible Space

- Defensible space inspections for approximately half of Inverness occurred in August.
- Chipper program resumed in April.

West Marin CORE Project Activity

- \$554,489 approved for West Marin agencies. Inverness' portion will be \$133,000 which we will use for fuel reduction between the Seahaven neighborhood and Tomales Bay State Park.
 - Inverness began work in August at 649 and 636 Via de la Vista. Crews then moved to area below 614 Via de la Vista.

Meetings / Committees

August 6: Coastal planning meeting

- Via de la Vista
 - Acquire and upload before/after photos to the link above.
 - Send RTE for Marin Wildfire's and Panorama's records.
- Seahaven/Tomales Bay State Park Areas
 - Panorama to coordinate with California State Parks to acquire ROE.
 - Panorama to confirm F&K COI for California State Parks ROE is still current.
 - David, Ted, and F&K to connecting regarding timing of initiating this work and to schedule a site visit.

August 13: Contractor and MWPA staff meeting in Seahaven

August 20: Coastal planning meeting

- Inverness - work resumes in Seahaven along Via de la Vista road on Tuesday, 8/25.
 - Provide training for F&K contractor crew on Tuesday, 8/25 with materials provided by Panorama.
 - Panorama to schedule pre-activity survey with biologists for Monday, 8/24 and to have biologists flag plants/aquatic resources for avoidance. The survey area was shared and confirmed with IPUD and Sequoia via email.
 - Panorama to confirm via email that use of a masticator is appropriate based on project approval and environmental considerations and summarize requirements/restrictions for using the masticator.

MWPA MONTHLY REPORT

September 2026 / October Board Meeting

Local Projects

- Inverness will use \$24,316 toward evacuation route vegetation management.
 - A grant though PGE may funded work on Via de la Vista, that we had planned to use our local funds on.
 - Staff is aiming to clear vegetation on Kehoe, Rannoch, Woodhaven, Stockstill and Highland.
- Three days of PGE funded roadside evacuation route work on Via de la Vista completed on August 5.

Defensible Space

- Defensible space inspections for approximately half of Inverness occurred in August.
- Chipper program resumed in April.

West Marin CORE Project Activity

- \$554,489 approved for West Marin agencies. Inverness' portion is \$133,000 which we will used for fuel reduction between the Seahaven neighborhood and Tomales Bay State Park.
 - Inverness began work in August at 649 and 636 Via de la Vista. Crews then moved to area below 614 Via de la Vista, and then to Via Sobrante. Work was paused on Oct 1, pending a review of finances left. We've likely exhausted funds for this year, but are waiting on confirmation from MWPA staff.
 - Inverness Fire will also able to use a large Marin County Fire Foundry Crew for vegetation work in the beginning of 2027, for two days, and we plan on having work on remaining areas of the Seahaven area.

Meetings / Committees

September 4: Coastal planning meeting

- Seahaven treatments
 - **Action item:** Upload before photos here: [Seahaven Round 2](#) .
 - **Action item:** Send over signature sheet for 8/25 training.
 - **Action item:** Panorama to acquire ROE for future treatment on California State Parks land.
 - **Action item:** Notify Panorama/Sequoia if need future bio survey for Seahaven area.
 - **Note that Sequoia is busy with fieldwork so recommend a two week notice.**

September 17: Coastal planning meeting

- Inverness
 - Share photos collected of before/after for recent treatments



Inverness Public Utility District
Board Meeting

Agenda Item No. 06

Committee Meetings/Reports



Inverness Public Utility District
Board Meeting

Agenda Item No. 7

Adjournment