

# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT  WATER SYSTEM

12781 SIR FRANCIS DRAKE BLVD, #5 • P.O. BOX 469 • INVERNESS CA 94937 • (415) 669-1414

Board of Directors

AGENDA

Regular Meeting

Wednesday, September 27, 2023

9:00 a.m.

Inverness Firehouse, 50 Inverness Way No.

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. **Board Officer Elections**
  4. **Approval of Minutes:** Regular meeting of August 23, 2023  
*The State of the District*
  5. **Management Report**
    - Grants and Projects
      - a. District Capital Projects Funding Strategy Report – Update
      - b. DWR Drought Relief Program Tank Replacement Project
      - c. Coastal Zone Regional Collaboration Project
    - Capital Projects Planning Update
  6. **Water System Report**
    - August 2023, Senior Water Operator Ken Fox
  7. **Fire Department Report:** Fire Chief Jim Fox & Assistant Chief David Briggs
    - August 2023 Activity Report
    - Marin Wildfire Prevention Authority (MWPA) Report
- The Business of the District*
8. **Approval of Expenditures and Credit Card Charges:** August 2023
  9. **Annual Investment Policy Review:** Review the Investment Policy dated September 26, 2012, and adopted September 26, 2012, and determine whether modifications are needed at this time.
  10. **Meeting of the Committee of the Whole to Review and Approve Investment Options (Nuclear Free Zone Ordinance):** Review and approve IPUD's investments as they relate to the Nuclear Free Zone Ordinance.
  11. **Capital Project: Portable Vent Fan:** Review and approve a capital project for the purchase of a portable vent fan for use by the Fire Department (estimated at \$5,000.00).
  12. **Personnel Policy Revision:** Consider and approve changes to personnel policies for sick and bereavement leave according to changes in State law; update the paid holidays list.
  13. **Support Assembly Constitutional Amendment 13: Majority Vote Protection Act:** Approve letter of support for Assembly Constitutional Amendment 13 and direct the President to sign and transmit the letter.
  14. **Committee Meetings/Reports**
  15. **Adjournment**

Posted Sept. 22, 2023

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Material provided in the meeting packet is available on the District's website, [www.invernesspubd.org](http://www.invernesspubd.org), or by contacting the District office.

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

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

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

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



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



Inverness Public Utility District  
Board Meeting September 27, 2023

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# Agenda Item No. 1

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



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 2

### **Public Expression**

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

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

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



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 3

### **Board Officer Elections**



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 4

### **Meeting Minutes**

- August 23, 2023 Regular Meeting



# INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT ✧ WATER SYSTEM

POST OFFICE BOX 469, INVERNESS, CA 94937

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

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

## Board of Directors Minutes, Regular Meeting Wednesday, August 23, 2023, 9:00 a.m. Inverness Firehouse, 50 Inverness Way, Inverness CA

### 1. Call to Order; Attendance Report

Vice President Whitney called the meeting to order at 9:10 a.m.

Directors Present: Dakota Whitney, Kathryn Donohue, David Press

Directors Absent: Ken Emanuels, Brent Johnson

Staff Present: Shelley Redding, General Manager; Jim Fox, Chief of Operations; David Briggs, Assistant Fire Chief; Ken Fox, Sr. Water Operator, Jenna Nicolas, Grants and Projects Coordinator (via video)

### 2. Public Expression: There were no comments or public expression.

### 3. Board Officer Elections: GM Redding noted that Director Emanuels had proposed to elect a new Board President at the previous meeting. Because of the absence of two Directors, it was decided to table the item to the September meeting.

### 4. Approval of Minutes:

- Regular Meeting of July 26, 2023

*M/S Donohue/Press to approve the minutes of the Regular Meeting of July 26, 2023, as submitted.*

**AYES 3, NOES 0**

### 5. Management Report

#### Grants and Projects

- **District Capital Projects Funding Strategy Report – Update:** GM Redding noted the two informational Staff Reports provided pertaining to the DWR Tank Replacement Grant and the Coastal Zone collaboration being pursued with a grant from NOAA. Staff member Jenna Nicolas briefly summarized the report from the previous meeting pertaining to the meetings with the County OES and the focus on a regional collaboration with the possibility of a grant from NOAA. GM Redding noted she attended a meeting in Stinson Beach with Stinson Beach County Water District, Bolinas Community Public Utility District, and Muir Beach Community Services District to discuss the opportunities for collaboration and submitting a Letter of Intent (LOI) for the NOAA grant for a regional assessment. She reported that each of the agencies was enthusiastic about the opportunity. The deadline for the LOI is August 28, 2023, and the decision will be in early November.

### 6. Water System Report: July 2023

Senior Water Operator Ken Fox presented the Water System report for July. He noted that streamflows are stronger than the previous year and usage has gone up as the days have warmed. It was noted that there were a few leaks and work done on a spur main on Via de la Vista to resolve concerns by a customer who was experiencing water of poor aesthetic quality (discolored). The issue was resolved and the customer is happy

BOARD OF DIRECTORS: **KENNETH J. EMANUELS**, PRESIDENT • **DAKOTA WHITNEY**, VICE PRESIDENT  
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**SHELLEY REDDING**, GENERAL MANAGER • **JAMES K. FOX**, CHIEF OF OPERATIONS

with the result. It was also noted that staff responded to 32 Underground Service Alerts, most of which were for power pole replacement projects. It was also noted that the ENSO report has increased the likelihood of El Nino from 90% reported in July to 95% reported most recently.

#### 7. Fire Department Reports: July 2023

**Activity Report:** Assistant Chief Briggs presented the monthly report of fire department activities. He reported on live fire training that was beneficial and well attended by several volunteer agencies. It was also noted that some potential new volunteers have contacted the department and there were inquiries during the Inverness Fair.

**Marin Wildfire Prevention Authority (MWPA) Report:** Assistant Chief Briggs presented the monthly report on MWPA activities. Specifically, he noted the defensible space inspections. He noted that 21 properties were noted as extreme risk, and he is working on a letter to the property owners to provide information on availability of grants for remediation work. Chief Fox reported on a meeting he attended with Jordan Reeser from Marin County Fire and property owner Felix Chamberlain regarding vegetation reduction efforts by property owners and ongoing maintenance of the shaded fuel break in the Seahaven area.

**Marin Emergency Radio Authority (MERA) Update:** Chief Fox noted a handout provided from MERA and did not have anything else new to report.

#### 8. Approve Expenditures and Credit Card Charges: July 2023

General Manager Redding presented the July 2023 expenditures and credit card ledgers for approval.

*M/S Press/Donohue to approve the July 2023 expenditures and credit card purchases as presented. AYES 3, NOES 0*

#### 9. Adoption of Ordinance 111-2023: Adding Water System Regulation 118, "Water Conservation and Prohibitions for Water Wastage"

GM Redding presented the ordinance, noting that the District did not have any general restrictions for water use outside of a declared water shortage emergency. As noted in the Staff Report, the need for specific language for encouraging continued water conservation and providing guidelines for prohibitions on water wastage. Director Press and Director Whitney asked for clarification on item #3 under "Prohibitions" pertaining to irrigation. It was clarified that it was meant to prohibit irrigation onto a driveway or sidewalk that would otherwise not benefit from irrigation.

*M/S Press/Donohue to adopt Ordinance 111-2023, adding Regulation 118 to the Regulations of the Inverness P.U.D. Water System as presented. AYES 3, NOES 0*

#### 10. Committee Meetings/Reports

GM Redding noted there were no committee reports but she would be in touch with the Personnel Committee about recent changes in State Law pertaining to FMLA that will require an update to District policies.

#### 11. Adjournment: Vice President Whitney adjourned the meeting at 9:40 a.m. The next regular meeting is scheduled for September 27, 2023.

Attest: /s/

Date: 8/23/2023

Shelley Redding, Clerk of the Board



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 5

### **Management Report**

- Grants and Projects
  - a. District Capital Projects Funding Strategy Report
  - b. DWR Drought Relief Program Tank Replacement Project
  - c. Coastal Zone Collaboration Project
- Capital Projects Planning Update



## September 2023 Board Summary

Thursday, September 21, 2023 4:00 PM

Grant and Project Coordination, almost a year in review.

### Community. Original funding goal: Vulnerability Assessment and Hazard Mitigation Plan

In December of 2022, IPUD identified Hazard Mitigation and Vulnerability Assessment as the primary focus to address our funding goal. In February/March of 2023 IPUD decided to pursue a grant for developing a FEMA approved Hazard Mitigation Plan (HMP) in order to identify our vulnerabilities and become qualified for further funding to develop mitigation strategies and develop work plans. In building the grant application a new director for Marin's Office of Emergency Services, Steven Torrence, was identified as an active ally in IPUD's corner and encouraged our district's incorporation into the Marin County Multi-Jurisdictional Hazard Mitigation Plan (MJHMP). Since July 2023, Mr. Torrence has included IPUD staff as part of a regional planning and training meeting, in person, whereby Marin County officials are updated, educated, and connected to state, regional, national, and local programs. Mr. Torrence visited our staff at the Inverness Fire Department before giving a local talk about the MJHMP. The MJHMP is slated to be submitted by mid-October and adopted by the Board of Supervisors by the end of 2023. IPUD hopes to then annex into the MJHMP in 2024 and thereby be eligible for further hazard mitigation funding. This gradual progress allowed IPUD to refocus our funding efforts to our immediate coastal region of West Marin and to our community.

### Funding Goal Update July 2023: Regional and Community Resiliency Engagement

On April 7<sup>th</sup>, 2023, IPUD's engagement with local hazard mitigation efforts (Seahaven Shaded Fuel Break Project) was beneficial to our department in understanding some of the motives that our customers have for mitigating hazards on their private property. Jim Fox provided key guidance for IPUD's highest motivation: protecting the watershed from any potentially harmful human interference or encroachment. Swift progress was then made to connect homeowners with available regional wildfire mitigation resources and on September 11<sup>th</sup> 2023, Phase 1 cutting and chipping work lasting three days through contiguous private property was completed for the shaded fuel break. The boundaries of the fuel break were planned and executed on private property that did not impede the health or function of the watershed.

The "boots on the ground" clearing and chipping progress is work that neither IPUD nor homeowners could've done on their own. Specifically because IPUD does not have the right to manage private properties and is responsible for structure fire response, the success of this specific mitigation project will continue to be predicated upon IPUD's open communication and neighborhood collaboration as each homeowner sees fit. Future progress and maintenance of the shaded fuel break are still in development. IPUD hopes to assist in finding funding opportunities for the ongoing maintenance of the project. IPUD will build out a section of the website under Community to create better transparency about how homeowners can, and cannot, depend on IPUD to assist them with their private defensible space projects.

To further our new goal of regional resilience and community engagement, In July 2023 IPUD collaborated on a regional grant application with our unincorporated neighbors Bolinas, Stinson, and Muir Beach to apply for \$1M in funding over a four year period. On August 28<sup>th</sup>, 2023 IPUD submitted a Letter of Intent as the lead applicant to NOAA's Coastal Regional Resiliency Challenge Grant Program. The purpose of our regional collaboration is to assist each other's departments which face similar staffing and infrastructure challenges due to our size and the changes to our communities over the years (second homes, more ornamental gardening, tourist influx). These

changes have created imbalances that strain our water and fire systems. Furthermore, our shared exposure to winter storms, landslides, coastal erosion, flooding, and other climate related hazards present unique risks for our rural locations. We seek grant money for capacity building within our own departments, developing strategies for mitigating hazards related to our coastal proximity, developing project proposals and feasibility studies, and engage with our communities to foster responsible land use and hazard prevention. Invitations for a full project proposal

#### Water Department Funding Goal 2022: Water System Infrastructure and Capital Improvements

In August 2022, Capital Improvement Project list for the water department showed that Colby redwood tank replacement was the best candidate for grant funding due to the estimated cost and the need for new engineering reports (the most up to date budgets and work estimates were from 2016). In May 2023 An application for a \$2.1 million dollar tank replacement proposal was created and submitted to include replacing all remaining redwood tanks in our district, welded steel tanks, and an iron main line that is still in operation and needs weekly maintenance. In June 2023 IPUD was awarded \$1.2 million dollars from the Department of Water Resources Small Community Drought Relief Program. IPUD has had bi weekly meetings with our DWR Project Manager since July 21<sup>st</sup> 2023 and hopes to have a final funding agreement by mid-October 2023.

#### Fire Department Funding Goal 2022: Vehicle Replacement, Station Improvements

FEMA's Assistance to Firefighters Grant was brought to IPUD's attention in June 2023. On September 22<sup>nd</sup>, 2023 part 1 of 2 of a Critical Assessment was completed at the Fire Station to assign priority to vehicle replacement/ retirement, engine bay improvements, and firefighter equipment improvements. Part 2 of 2 will take place September 28<sup>th</sup>, 2023, and will be for reviewing structural fire house replacement priorities, organizing and finalizing the assessment as part of a larger effort to get "application ready" for 2024. Efforts to finalize pre-application fire department specific items is slated for October 12<sup>th</sup>, 2023. IPUD anticipates the 2023 FY application period to open in February 2024.

Creator: Jenna Nicolas					
Last updated: 9/22/2023					
Purpose: Summary of funding timelines as given by the grantor.					
<a href="#">Generalized overview highest priority grants and their progress.</a>					
	<b>Funding Strategy Application</b>	<b>Title</b>	<b>Grantor</b>	<b>Type of Award</b>	<b>Notes</b>
	<b>Community: Vulnerability Assesment, Hazard Mitigation Planning</b>	<b>CalOES Hazard Mitigation Grant Program</b>	<b>CalOES</b>	<b>Cost Share 75/25 Grantor/District for mitigation activity, 100% for management</b>	
		<b>Timeline</b>	<b>Action Item</b>	<b>Progress Description</b>	
		Wednesday, March 1, 2023	Cal OES releases DR-4683 NOFO with PrepareCA Match	Complete	
		March, 2023	Project Scoping Calls (Programmatic and BCA)	Shelley, Jenna completed via phonecall on 3/9/2023 after OES contractor reached out on 3/7/2023	
		Friday, March 31, 2023	HMGP Notice of Interest (NOI) open via Engage Cal OES Portal	Complete	
		Wednesday, May 10, 2023	HMGP NOIs due to Cal OES via the Engage Cal OES Portal	Completed, sent, approved	
		Friday, June 2, 2023	HMGP Subapplications (with PrepareCA Match) open via Engage Cal OES Portal	Jenna is collecting data, writing project proposal, building relationship with grantor, meeting with local groups, coordinating meetings with IPUD and stakeholders in Marin County.	July 2023: application is still in process and being completed in a timely manner; Marin County OES meeting in May 2023 provided insight into joining the Marin County Multi-Jurisdictional Hazard Mitigation Plan
		Friday, August 4, 2023	HMGP Subapplications (with PrepareCA Match) due to Cal OES via Engage Cal OES Portal	IPUD has formed an important relationship with the Director of Marin OES. Preparing to join the Marin County Multi Jurisdictional Plan will be our focus.	Withdrew application on 7/12/2023. Our application has been saved and documented. NOI is rolling acceptance.
		Sunday, January 14, 2024	Cal OES submits HMGP and PrepareCA selections to FEMA for further review		
	2024, onward	FEMA awards projects after completing programmatic and Environment and Historic Preservation (EHP) reviews			

	<p style="text-align: center;"><b>Community: Vulnerability Assesment, Build regional collaboration and workforce capacity</b></p>	<p style="text-align: center;"><b>NOAA Climate Resilience Regional Challenge; Track 1: Regional collaborative building and strategy development</b></p>	<p><b>NOAA</b></p>	<p style="text-align: center;"><b>Grant, no match required, \$500,000 - \$2M, Period of performace: October 2024 - September 2029 (3-5 yrs)</b></p>
		<p><b><u>Timeline</u></b></p>	<p><b><u>Action Item</u></b></p>	<p><b><u>Progress Description</u></b></p>
		<p>June 2023, ongoing</p>	<p>Engage West Marin jurisdictions to align motivation, understand limitations</p>	<p>Jennifer Blackmann from Bolinas PUD is interested in getting more information and is meeting with Jenna; Shelley reached out re: quarterly meeting of West Marin water boards with Dennis Rodoni to share our motivation and inquiry.</p>
		<p>August 28th, 2023</p>	<p>Letter of Intent due</p>	<p>Jenna is meeting with Mary from Muir beach, getting edits from Jennifer (Bolinas) and has already accepted notes from Stinson. Final draft being presented to the group Friday 8/24 and letter being sent Saturday 8/28. (Sent 8/26 after final edits)</p>
		<p>October 11th, 2023</p>	<p>Notification given</p>	<p>Waiting</p>
		<p>February 13th, 2024</p>	<p>Application/ full proposal due</p>	

Funding Strategy Application	Title	Grantor	Type of Award	Notes	
Water: Infrastructure / Capital Improvements	Small Community Drought Relief Program	Department of Water Resources	Grant		
	<u>Timeline</u>	<u>Action Item</u>	<u>Progress Description</u>		
	Rolling application acceptance until December 29, 2023 or until funds expire	No formal solicitation or NOI needed.	Completed, sent, awaiting decision. Application portal closes December 28th, 2023.		
	Awarded 1.2M June 2023				
	<u>Title</u>	<u>Grantor</u>	<u>Type of Award</u>		
	Expedited Drinking Water Grant	State Water Resources Control Board	Grant		
	<u>Timeline</u>	<u>Action Item</u>	<u>Progress Description</u>		
	Wednesday, March 8, 2023	Updated Guidelines Published and Adopted	Jenna is becoming familiar with the grant terms and requirements	Stopped pursuing this line of funding due to award from DWR (7/1/2023)	
	March/ April 2023	EDWG Program is administered by the Division of Financial Assistance (DFA) Office of Sustainable Water Solutions	Jenna is got in touch with the DFA to establish contact and ask questions about their funding priorities. Starting to design work flow to prioritize this award in 2023.		

<b>Funding Strategy Application</b>	<b>Title</b>	<b>Grantor</b>	<b>Type of Award</b>	<b>Notes</b>
<b>Fire : updated vehicles, equipment, station upgrades</b>	<b>Assistance to Firefighters Grant</b>	<b>FEMA</b>	<b>15% standard, 10% IPUD match due to our size</b>	
	<b>Timeline</b>	<b>Action Item</b>	<b>Progress Description</b>	
	2023 FY NOFO has not been announced	Contact regional coordinator, Jenna gathering internal documents and historical information to identify internal capacity to win the award.	6/18/2023, 7/14/2023, 9/22/2023 reached out to regional coordinator via email without receiving a response.	
	September 21 2023	Internal meeting w/ Jim, Shelley, Jenna, David for grant overview and create a work plan to be application ready	Department heads were briefed on what inputs from their departments will be needed to be ready for application time.	
	September 22 2023	Critical Assessment: Fire vehicles, engine bay, radio room, fire fighter equipment	Jim, David, and Jenna completed.	
	September 28 2023	Critical Assesment: volunteer fire staff, medical equipment, station improvements		
	October 12 2023	Fire department specific application materials due to Jenna		

Relevant Grant Overview 2023

Created by: Jenna Nicolas, September 2023

Purpose: Review of IPUD selected grants activity

Application Timeframe	IPUD Focus Area	Program/Grant Name	Active/ Researching/ Decided against	Method of funding	Suggested Distribution	Links	Contacts	Progress	Action Item
Closed for 2023, "periodically" the application window will open as per the website.	Water Dept. Capital Projects	State Water Board Expedited Safe Drinking Water Grant	Was pursuing in 2023 before we were notified of winning the DWR grant for capital improvement	Grant	Maximum \$15 million	<a href="https://www.waterboards.ca.gov/drinking_water/services/funding_v/expedited-grant-funding.html">https://www.waterboards.ca.gov/drinking_water/services/funding_v/expedited-grant-funding.html</a>	<a href="mailto:ryan.mitchell@waterboards.ca.gov">ryan.mitchell@waterboards.ca.gov</a>	Emailled 3/30/2023 to asses the funding availability. Most of the funding was already dedicated through the first half of 2023.	None needed
Ongoing/ rolling	Hazard Mitigation Plan and Vulnerability Assessment	CalOES Hazard Mitigation Grant Program	IPUD was approved to apply for a Hazard Mitigation Planning Grant in	Cost Share 75/25 Grantor/District for mitigation activity, 100% for management	\$500,000 minimum	<a href="https://www.grants.ca.gov/grants/hazard-mitigation-grant-program/">https://www.grants.ca.gov/grants/hazard-mitigation-grant-program/</a>	hma@caloes.ca.gov, nicole.kluenker@caloes.ca.gov, edward.edsten@caloes.ca.gov, anna.foley@hagertyconsulting.com (the consultant at the time we were applying)	Withdrew our application on 7/13/2023 due to the Marin Multi Jurisdictional Plan being available for us to become annex'd into. IPUD is currently trying to maintain contact with Marin OES Director, Steven Torrence, to accomplish this.	Our application packet has been saved and our progress is ready to be picked up where we left off should IPUD decide to pursue this grant again.
Typically NOFO opens in February	Fire: Type 6 Engine, Station Repairs, Volunteer Staffing Training Programs	Assistance to Firefighters Grant	Researching. Internal IPUD communications are needed to move forward.	Cost share 90/10, matching also possible	Varies based on project	<a href="https://www.fema.gov/sites/default/files/documents/fema_fy22_afg-application-checklist.pdf">https://www.fema.gov/sites/default/files/documents/fema_fy22_afg-application-checklist.pdf</a>	CA Contact: Sandi R. Tripp (has not been responsive in many months), 510-627-7080, <a href="mailto:sandra.tripp@fema.dhs.gov">sandra.tripp@fema.dhs.gov</a>	Internal IPUD meeting scheduled 9/21/2023. Jim, David, Shelley, Jenna will discussed fire dept organizational structure and future needs. Decided for action items to get ready to apply for 2024.	Jenna, David, and Jim are creating an updated Critical Assesment for the Fire Dept. with meetings on 9/22 and 9/28.
February 16 - March 26th, May 18th - June 18th, check back to website for more information	Fire: PPE, Skids,	California Fire Foundation Prevention and Preparedness Grant	Not Active for the remainder of 2023	Grant	Varies, typically \$10,000	<a href="https://www.cafirefoundation.org/what-we-do/for-grant-seekers/Statewide-Grants-Cycle-CFF-Funding-Priorities_Guidelines-1.pdf">https://www.cafirefoundation.org/what-we-do/for-grant-seekers/Statewide-Grants-Cycle-CFF-Funding-Priorities_Guidelines-1.pdf</a>	None yet, signed up for their portal access to see grant cycles and newsletter information	None yet	
June 15 - July 15 Annually (need to verify this is an ongoing grant)	Fire: Grantees used funding for specialized equipment, PPE, programs to increase fire prevention and emergency preparedness education, defensible space programs, senior citizen wildfire preparedness program and supported fuel/ hazard reduction programs. Shaded fuel break maintenance could be a good candidate.	California Fire Foundation PG&E Partnership: Wildfire Safety and Preparedness Program	Not Active for the remainder of 2023	Submit a proposal, \$10,000 grant limit based on needs	\$10,000	<a href="C:\Users\jnicolas\Downloads\PG&amp;E CFF report 2022_V16_March 2023.pdf">C:\Users\jnicolas\Downloads\PG&amp;E CFF report 2022_V16_March 2023.pdf</a>	None yet, signed up for their portal access to see grant cycles and newsletter information	None yet	
Sept 30th open - Jan 27th, 2023 was the last application due date, annual funding	Capital Projects, Hazard Mitigation Projects, Partnership Activities	FEMA Building Resilient Infrastructure and Communities (BRIC)	Researching, multiple applications possible. Conducting a capability gap analysis (or partner network analysis) to determine where partnerships could be helpful or where funding matching opportunities can be leveraged.	75% Federal 25% Other	Project based, up to \$2 million	<a href="https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities">https://www.fema.gov/grants/mitigation/building-resilient-infrastructure-communities</a>	none	This grant will take considerable time to research and planning. Internal meeting needed to asses priorities and motivation.	none
Until funds are expended or Dec 29, 2023	Water: Redwood Tank Replacement	Dept. of Water Resources Small Community Drought Relief Program	WON \$1.2 million dollar grant for redwood tank replacement projects	Grant	\$1.2 million	<a href="https://water.ca.gov/Water-Basics/Drought/Drought-Funding/Small-Community-Drought-Relief">https://water.ca.gov/Water-Basics/Drought/Drought-Funding/Small-Community-Drought-Relief</a>	<a href="mailto:hosseini.aghazeynali@water.ca.gov">hosseini.aghazeynali@water.ca.gov</a>	Working with Hossein Aghazeynali, our project manager, to complete the project by 2025	Grant reporting and management is ongoing

2023 Due date was Oct 7th	Fire: Developing a CWPP, maintenance of defensible space, shaded fuel break work, hazardous fuels reduction.	USDA Community Wildfire Defense Grant	Decided against for 2023	Grant	up to \$4M was awarded in CA for single projects in 2023	<a href="https://www.fs.usda.gov/managing-land/fire/grants">https://www.fs.usda.gov/managing-land/fire/grants</a>	none yet, signed up for newsletter alerts	<a href="https://wildfirerisk.org/cwdg-tool/6041">https://wildfirerisk.org/cwdg-tool/6041</a>	Research needed to see if this can be useful for funding shaded fuel break maintenance.
May 26th 2023 - Sept 18th 2023 funding cycle.	Community: IDC	California Strategic Growth Council: Community Resilience Centers Planning Grant	Researching for IDC ideas and planning	Grant	\$100,000 - \$500,000, 2 year period of performance, advances and reimbursements, no matching required	<a href="https://sgc.ca.gov/programs/community-resilience-centers/">https://sgc.ca.gov/programs/community-resilience-centers/</a>	none yet, signed up for the newsletter in September 2023	Jenna will bring this grant up at an IPUD internal meeting to see if we want to engage with the IDC over this grant	
August 28th 2023 due date	Community: Regional Planning with coastal watershed neighbors	NOAA Climate Resilience Challenge: Track 1 Planning and Strategy Building Grant	Letter of Intent created with Muir Beach, Stinson, and Bolinas for a \$1M planning and strategy building grant.	Grant	\$500,000 - \$1,000,000 for about 25 awards available	<a href="https://coast.noaa.gov/funding/ira/resilience-challenge/">https://coast.noaa.gov/funding/ira/resilience-challenge/</a>	Received confirmation that our Letter of Intent was accepted. October 11th will be the date we will or will not be asked to submit a full proposal.	Letter of Intent sent August 26th, 2023. We received confirmation that our LOI was accepted into the applicant pool. October 11th is when awards will be announced.	
Pre-proposal Webinar: Thursday, March 2, 2023; Pre-proposal due date Wednesday, April 12, 2023; Full Proposal Invitations: Mid-End of May 2023; Full Proposal (Invite Only): June 28, 2023	Community: Regional Planning/ Coastal Resilience	National Fish and Wildlife Foundation Coastal Resilience Fund	Researching for Coastal Unincorporated Watershed Resilience/ Regional Planning Grant	Grant	Varies based on project	<a href="https://www.nfwf.org/programs/national-coastal-resilience-fund?activeTab=tab-2">https://www.nfwf.org/programs/national-coastal-resilience-fund?activeTab=tab-2</a>	Researching	None yet	



**IPUD Capital Projects  
FY 2022-2027**

<b>IPUD Capital Projects - 5 years DRAFT Proposal</b>							
<b>Water System</b>							
Project Description	Proposed Priority						Funding Notes
		22/23	23/24	24/25	25/26	26/27	
<b>Water Tanks</b>							
Seahaven-Recoat interior of 70K tank	1			75,000			Reserves/DWR Grant?
Seahaven-Cathodic protection 70K tank	2			25,000			Reserves/DWR Grant?
Ultra and Nano Replacement (Pure Aqua)	3		10,000	6,000			Operating/Reserves
Valve Replacements	1			10,000			Operating/Reserves
Colby Steel Roof Repair	9			50,000			DWR Grant?
Colby Wood Tank Replacement	8			850,000			DWR Grant Awarded
Colby Steel Interior Recoat	9				100,000		DWR Grant?
Replace Seahaven 15K wood tank	7			200,000			DWR Grant Awarded
<b>Total Water Tanks</b>		-	<b>10,000</b>	<b>1,216,000</b>	<b>100,000</b>	-	
<b>Treatment &amp; Distribution</b>							
Dow Membrane Replacement	2		10,000		10,000		Operating
SCADA IT System	3	5,000	5,000	5,000	5,000		Operating
Generator 10kw - F3 Backup	1		20,000				Grant/Reserves
Distribution System Repair	4	5,000	10,000	10,000	10,000		Water Reserves
<b>Total Treatment &amp; Distribution</b>		<b>10,000</b>	<b>45,000</b>	<b>15,000</b>	<b>25,000</b>	-	
<b>Vehicles</b>							
Jeep Replacement-small pickup	1		30,000				Veh Reserves
Utility crane for truck	2		4,000				Operating
<b>Total Vehicles</b>			<b>34,000</b>	<b>34,000</b>	-	-	
<b>Total Costs Water System</b>		<b>44,000</b>	<b>89,000</b>	<b>1,231,000</b>	<b>125,000</b>	-	
<b>Fire Department</b>							
Project Description	Proposed Priority						Funding Notes
		22/23	23/24	24/25	25/26	26/27	
<b>Firehouse</b>							
Firehouse Roof Replacement	1			50,000			FEMA AFG Grant
Firehouse Siding Replacement	3			50,000			FEMA AFG Grant
Firehouse Window Replacement	2			50,000			FEMA AFG Grant
<b>Total Firehouse</b>		-		<b>150,000</b>	-	-	
<b>Equipment</b>							
SCBA Bottle Replacement	1	8,776					Grant/Burton Funds
Chipper	2		10,000				MWPA CORE Funds/TOT Funds
Building Vent Fan	3		5,000				TOT Funds
<b>Total Equipment</b>		<b>8,776</b>	<b>15,000</b>	-	-	-	
<b>Vehicles</b>							
Type V or VI Wildland-replace Engine 381?	2			350,000			FEMA AFG Grant
Replace 333 - Make it Emergency Vehicle	1		50,000				Veh Reserves
Duty Officer Response Vehicle				80,000			FEMA AFG Grant
UTV with Water Skid				30,000			FEMA AFG Grant
Replace Chief's Vehicle	3				75,000		Veh Reserves
<b>Total Vehicles</b>		-	<b>50,000</b>	<b>460,000</b>	<b>75,000</b>	-	
<b>Total Costs Fire Department</b>		<b>8,776</b>	<b>65,000</b>	<b>610,000</b>	<b>75,000</b>	-	
<b>District</b>							
Project Description	Proposed Priority						Funding Notes
		22/23	23/24	24/25	25/26	26/27	
<b>District Operations</b>							
Server Room	1	5,000					Operating
Data Servers	2			10,000			Operating
<b>Total District Operations Costs</b>		<b>5,000</b>	-	<b>10,000</b>	-	-	
<b>Total Projected Costs</b>		<b>57,776</b>	<b>154,000</b>	<b>1,851,000</b>	<b>200,000</b>	-	



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 6

### **Water System Report**

- August 2023
- September, 2023 ENSO Report



# Inverness Public Utility District

Fire Department • Water System

Post Office Box 469

Inverness, CA 94937

(415) 669-1414 • Fax (415) 669-1010 • info@invernesspubd.org

## AUGUST 2023 – WATER SYSTEM REPORT

### / End of August Stream-Flows

End of AUGUST Statistics	August 2023	August 2022	DIVERSION	2023 GPM	2022 GPD	Aug 2022 GPM
<b>RAINFALL @ F1</b>	Recorded at F1	(@ F1)	D1	12	17,280	4
Monthly total (in inches “)	0.03”	0.08”	D2	31	44,640	11
For Year to date (7/01 -to 9/01)	0.04”	0.28”	D3	20	28,800	10
Avg. yearly since 1925 (inches)	37.39”	37.26”	D4	16	23,040	8
<b>* End Month Streamflow trends</b>	<b>June 2023</b>	<b>July 2023</b>	D5	23	33,120	10
*upper diversions total in gpm	482,400 gpd	288,000gpd	D6	23	33,120	9
*Mar 22- May 23: 224;218;127; 92;82; 55;60;58;71;660;595;695;480;780;480	335 gpm	200 gpm	D7	29 <sup>1/2</sup>	42,480	11
<b>3-MONTH Production-Use trend:</b>	<b>May 2023</b>	<b>Aug 2023</b>	D8	8	11,520	1
<b>May 2023: 2,105,700 gallons</b>	2,298,700 gal	2,570,500	<b>TOTALS-&gt;</b>	<b>162<sup>1/2</sup></b>	<b>234,000</b>	<b>55</b>
67,926 Avg. gallons per day <b>47.2 Average gpm usage*</b>	76,620 gpd* <b>53.2 gpm</b>	82,919 gpd <b>57.6 gpm</b>	<b>AUGUST PRODUCTION &amp; SYSTEM USAGE PATTERNS</b>			
<b>SOURCES USED</b>	<b>(August 2023)</b>	<b>(Aug 2022)</b>	<b>USE BY ZONE</b>	<b>2023</b>	<b>2022</b>	
1 <sup>st</sup> Valley High Intakes (D2, D3)	53 %	31%	Colby	1,075,000 -42-%	41%	
2 <sup>nd</sup> Valley High Intakes (D5,D6)	28 %	30%	Tenney	965,600- +37+%	38%	
3 <sup>rd</sup> Valley Intakes (D 7)	19 %	18%	Conner	56,900- -2-%	2%	
1st Valley lower intake (L1)	0 %	21%	Stockstill	309,400- 12-%	11%	
2 <sup>nd</sup> Valley lower (L2 )	0 %	0%	Sea Haven	189,200 -7- %	8%	
Wells (W1,W2,.W3 )	0 %	0%	<b>JULY PROD</b>	<b>2,596,100 100 %</b>	<b>100 %</b>	
<b>TOTAL</b>	<b>100 %</b>	<b>100%</b>				

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

**[AUGUST AVERAGE 83,745 gal/day = 58.2 gpm**

Trending Note: daily usage up slightly from previous month

### Water Quality

All sources Ultra and Nano filtered; chlorine and turbidity correct continuously; no positive coliform bacteria samples from distribution sample grabs. Samples of distribution water tested twice monthly and influent raw water are being collected once a month for lab analysis of coliform content. Average CL<sub>2</sub> dose at F1→ 0.6 ppm; average CL<sub>2</sub> dose at F3→ >@0.7 ppm

#### 1. Major Activities

2. Monthly reports sent to CA RWQCB DHS /. Quarterly TOC samples taken (Total Organic Carbon analysis)
3. All Customer meters read
4. Regular flushing of 4” iron main on Via de la Vista & Escondido 2” PVC lines.
5. F1: power outages due to PG&E pole replacements: (see below) [Lindheim booster powered by portable generator]
  - o break tank sensor transducer issue reduced by shielding sensor from sun
  - o CIP cleaned both Nano Units
  - o Replaced suspect valve on UF A:
6. F3 CIP cleaning of Nano Unit. Cleaned and disinfected break tank
7. Removed Camino del Mar former Fire Tank ( antiquated once main extended to Shell Beach parking lot many years ago)
8. Trail maintenance & dam cleaning. Clearing trees at L1 & L2 lower intake access
9. Clearing grasses, etc. around Hydrants and water tanks. Clearing trees at L1 & L2 lower intakes and streams
10. Underground Service Alerts (USA): Marked about a dozen PG&E guy wire & pole replacements, )
11. Continued reducing leaks at Colby wooden tanks
12. Replaced leaking service on Woodhaven

*Kenneth J. Fox*

# EL NIÑO/SOUTHERN OSCILLATION (ENSO) DIAGNOSTIC DISCUSSION

issued by

CLIMATE PREDICTION CENTER/NCEP/NWS

14 September 2023

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

**Synopsis:** El Niño is anticipated to continue through the Northern Hemisphere winter (with greater than 95% chance through January - March 2024).

In August, sea surface temperatures (SSTs) were above average across the equatorial Pacific Ocean (Fig. 1), with strengthening in the central and east-central Pacific. All of the latest weekly Niño indices were in excess of +1.0°C: Niño-4 was +1.1°C, Niño-3.4 was +1.6°C, Niño-3 was +2.2°C, and Niño1+2 was +2.9°C (Fig. 2). Area-averaged subsurface temperatures anomalies increased compared to July (Fig. 3) in association with anomalous warmth in the central and eastern equatorial Pacific Ocean (Fig. 4). Tropical atmospheric anomalies were also consistent with El Niño. Over the east-central Pacific, low-level winds were anomalously westerly, while upper-level winds were anomalously easterly. Convection was slightly enhanced around the International Date Line, stretching into the eastern Pacific, just north of the equator. Convection was mostly suppressed around Indonesia (Fig. 5). The equatorial Southern Oscillation Index (SOI) and the traditional station-based SOI were both significantly negative. Collectively, the coupled ocean-atmosphere system reflected El Niño.

The most recent IRI plume indicates El Niño will persist through the Northern Hemisphere winter 2023-24 (Fig. 6). Despite nearly the same ensemble mean amplitude as last month, the shorter forecast horizon means that the odds of at least a “strong” El Niño ( $\geq 1.5^\circ\text{C}$  for the November-January seasonal average in Niño-3.4) have increased [to 71%](#). However, a strong El Niño does not necessarily equate to strong impacts locally, with the odds of related climate anomalies often lower than the chances of El Niño itself (e.g., [CPC’s seasonal outlooks](#)). In summary, El Niño is anticipated to continue through the Northern Hemisphere winter (with greater than 95% chance through January - March 2024; Fig. 7).

This discussion is a consolidated effort of the National Oceanic and Atmospheric Administration (NOAA), NOAA’s National Weather Service, and their funded institutions. Oceanic and atmospheric conditions are updated weekly on the Climate Prediction Center website ([El Niño/La Niña Current Conditions and Expert Discussions](#)). Additional perspectives and analyses are also available in an [ENSO blog](#). A probabilistic strength forecast is [available here](#). The next ENSO Diagnostics Discussion is scheduled for 12 October 2023. To receive an e-mail notification when the monthly ENSO Diagnostic Discussions are released, please send an e-mail message to: [ncep.list.enso-update@noaa.gov](mailto:ncep.list.enso-update@noaa.gov).

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

## Water Customer Accounts Receivable Totals, July/August 2023

1. The Accounts Receivable balance on July 1, 2023, consisted of:
 

Current balances (from bills sent out on June 27, 2023)	103,243.36	
Past-due balances (2.40% of total accounts receivable)	<u>2,543.00</u>	
<b>Beginning Accounts Receivable balance on July 1, 2023:</b>		<b><u>105,786.36</u></b>
  
2. During Jul/Aug, we received the following **payments** from our customers:
 

Electronic payments:	68,712.18	(72.2%)
Payments by check:	<u>26,466.17</u>	(27.8%)
		<b>Total payments received: - 95,178.35</b>
  
3. During Jul/Aug, we posted the following **charges** to our customers' accounts:
 

Write-offs:	--	
Adjustments:	--	
Basic charges (future):	81,177.12	(518 Basic charges billed on 8/28 for <u>Sep/Oct*</u> )
X-C charges (future):	226.62	(18 Cross-Connection charges billed 8/28 for <u>Sep/Oct</u> )
Usage charges:	15,170.01	(Usage charges billed 8/28 for 6/23/23 to 8/23/23 <sup>†</sup> )
Misc. charges:	200.00	(Such as account setup charges, late payment charges)
Refused payments:	0.00	
Refunds:	<u>313.29</u>	(3 closed account credit balance refunds)
		<b>Total charges posted: + 97,087.04</b>
  
4. Thus, the Accounts Receivable balance on August 31 (the end of the period) was: **107,695.05**  
 (of which 4.39%, or \$4,726.44, was past due)

\* Bimonthly Basic Charges (for Sep/Oct): 515 customers at \$157.32; 1 Lifeline customer at \$78.66; 2 Lifeline customers at \$39.33

† Total billed usage was \$24,844.01, less four credits totaling \$9,674.00 (\$9,640.00 for three leak adjustments, and \$34.00 for one prior-period meter-reading error)

Reconciliation with BofA checking account:

There were no deposits in transit on 8/31/2023. Thus, the A/R balance on the District's books as of 6/30 should also be \$107,695.05.

**Scheduled AutoPay receipts: \$57,835.55 on September 18, 2023 (from 303 customers, which is 58.5% of the total of 518 billed customers).**

**A temporary security debit to IPUD's checking account in the amount of \$57,835.55 will be made on or about September 14, 2023 (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: July/August 2023

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

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



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 7

### **Fire Department Report**

- August 2023
- Marin Wildfire Prevention Update (MWPA)

# FIRE DEPARTMENT REPORT

## August 2023

### INCIDENTS:

#	Date	
#23-091	8-2	<b>Water rescue</b> @ Duck Cove. Boat aground. <i>Attendance:</i> Greg Eastman, Jacob Leyva, Jim Fox, Tim Olson, Tom Fox
#23-092	8-3	<b>Smell of propane</b> @ 12856 Sir Francis Drake Blvd. No merit. <i>Attendance:</i> Jim Fox
#23-093	8-5	<b>EMS</b> @ 10021 Hwy 1. Inverness cancelled. <i>Attendance:</i> Jim Fox
#23-094	8-13	<b>Smell of propane</b> @ 4 Glen Way. No merit. <i>Attendance:</i> Jim Fox
#23-095	8-23	<b>Fire alarm</b> @ 350 Via de la Vista. <i>Attendance:</i> Jim Fox, David Briggs, Tom Fox
#23-096	8-29	<b>Medical alarm</b> @ Highland Way. Inverness cancelled. <i>Attendance:</i> Jim Fox, David Briggs

### TRAININGS:

August 13: No drill due to busy weekend (75<sup>th</sup> anniversary and Inverness Fair).

August 29: Wildland fire training.

*Attendees:* Greg Eastman, Jim Fox, Tom Fox, Andrew Bock, David Briggs

### ACTIVITIES AND MAINTENANCE:

1. NFIRS data preparation.
2. Station cleanup
3. Revise Fire Department Handbook.
4. Review and revise pre-plans.
5. Lifesaving training class for community at firehouse on August 7.
6. Meeting with neighborhood stakeholders and Marin County Fire personnel at site of Seahaven Shaded Fuel Break.
7. Fire Department 75<sup>th</sup> anniversary celebration preparation and event.
8. Inverness Fair.
9. EMR class (hosted by Bolinas) preparation.
10. Apply for consistent supply of Narcan.
11. Repair valve on engine 380.
12. Inspect AEDs in town.
13. Inspect sprinkler alarm at Saint Columba's.

### PERSONNEL:

Jim Fox, Ken Fox, Tom Fox, Burton Eubank, Brian Cassel, Jeff McBeth, Tim Olson, Dennis Holton, Brett Miller, David Briggs, David Wright, Nikki Spencer, Greg Eastman, Celine Bennett, Jay Borodic, Liam Riley, Jack von Thayer, Andrew Bock, Jacob Leyva, Cassidy Russell, Andrew Bock, Skylia Stedwell Hill

**Jim Fox, Chief**

# MWPA MONTHLY REPORT

AUGUST 2023 / SEPTEMBER BOARD MEETING

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## LOCAL PROJECTS

- Vegetation Management work paused until September.

## DEFENSIBLE SPACE INSPECTIONS

- Following up on the defensible space inspections we received in July, we obtained the addresses that were deemed poorly maintained. We developed and sent a letter to these residences that stresses and provides information on the availability of MWPA grants.

## WEST MARIN CORE PROJECT ACTIVITY

- Evacuation Route Vegetation Management – Primarily large overhead and tress that would impede fire access.
- Met with residents of Seahaven as well as employees of Marin County Fire and discussed having parts of Seahaven fuel break included in a Core project for next year.

## MEETINGS / COMMITTEES

- West Marin CORE Coastal Zone Planning meetings to discuss FY 2024-2025 Projects and begin environmental processes.
- No Operational Committee Meetings.
- No Technical Advisory Committee meetings.



**Inverness Public Utility District  
MWPA Revenues and Expenditures Quarterly Report  
July 2022 to June 2023**

	<b>Defensible Space (MWPA)</b>	<b>Local Specific Prevention (MWPA)</b>	<b>Total</b>
Carryover Balances FY 2021-2022	<b>36,818.94</b>	<b>30,920.13</b>	<b>67,739.07</b>
<b>Income</b>			
Revenues			
Special Assessments			
MWPA Property Tax Measure C	20,889.95	20,889.96	41,779.91
Total Special Assessments	<u>20,889.95</u>	<u>20,889.96</u>	<u>41,779.91</u>
Total Revenues	<u>20,889.95</u>	<u>20,889.96</u>	<u>41,779.91</u>
Total Income	<u>20,889.95</u>	<u>20,889.96</u>	<u>41,779.91</u>
<b>Expense</b>			
Expenses			
Salaries and Employee Benefits			
Salaries		22,414.13	22,414.13
Health Insurance		3,742.61	3,742.61
PR Tax-Employer		1,697.78	1,697.78
Workers Compensation - Employer		49.24	49.24
Retirement-Employer		3,340.75	3,340.75
Total Salaries & Employee Benefits	<u>-</u>	<u>31,244.51</u>	<u>31,244.51</u>
Services and Supplies			
Office Supplies	-	-	-
Professional Fees	28,294.83	14,800.00	43,094.83
Vegetation Management Projects	-	-	-
Environmental Compliance Costs	-	-	-
Workers Comp Insurance	-	-	-
Total Services & Supplies	<u>28,294.83</u>	<u>14,800.00</u>	<u>43,094.83</u>
Total Expenses	<u>28,294.83</u>	<u>46,044.51</u>	<u>74,339.34</u>
Total Expense	<u>28,294.83</u>	<u>46,044.51</u>	<u>74,339.34</u>
<b>Net Restricted Income (Carryover)</b>	<b><u>29,414.06</u></b>	<b><u>5,765.58</u></b>	<b><u>35,179.64</u></b>



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 8

### **Review and Approve Expenditures**

- **August 2023 Expenditures**
- **August 2023 Credit Card Charges**
- **August 2023 Payroll Summary**

09/21/23  
15:02:45

INVERNESS PUBLIC UTILITY DISTRICT  
Check Register for Bank of America  
For the Accounting Period: 8/23

Page: 1 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
-99695 *	E	29 TRUIST BANK	9.62	08/15/23	8/23		
-99694 C	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	0.00	08/14/23	_____	CL 722	9.62
-99693 C	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	0.00	08/14/23	_____	CL 726	
-99692 *	E	50 CALPERS	1400.00	08/14/23	8/23	CL 727	
-99675	E	256 PG&E	3401.96	08/25/23	8/23	CL 730	1400.00
-99674	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	318.32	09/05/23	8/23	CL 762	3401.96
-99673	E	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	1213.86	09/05/23	8/23	CL 764	318.32
60124	S	11 AMAZON CAPITAL SERVICES	495.10	08/14/23	_____	CL 765	1213.86
60125	S	36 BRELJE AND RACE LABORATORIES, INC.	387.00	08/14/23	_____	CL 714	495.10
60126	S	41 BUILDING SUPPLY CENTER	446.13	08/14/23	_____	CL 716	387.00
60127	S	64 CHEDA'S GARAGE	343.86	08/14/23	_____	CL 704	446.13
60129 *	S	79 DAVID BRIGGS	67.71	08/14/23	_____	CL 706	343.86
60130	S	100 EMERGENCY MEDICAL PRODUCTS, INC.	164.49	08/14/23	_____	CL 715	67.71
60131	S	128 GOOD & CLEAN, INC.	278.00	08/14/23	_____	CL 713	164.49
60132	S	130 GRAINGER	348.62	08/14/23	_____	CL 717	278.00
60133	S	132 HACH COMPANY	562.85	08/14/23	_____	CL 712	348.62
60134	S	136 HARRINGTON INDUSTRIAL PLASTICS, LLC	297.78	08/14/23	_____	CL 702	562.85
60135	S	146 HORIZON CABLE TV INC.	105.04	08/14/23	_____	CL 725	297.78
60136	S	169 JOHN'S DAIRY EQUIPMENT & SUPPLY, INC.	145.20	08/14/23	_____	CL 708 CL 719	15.00 90.04
60137	S	196 MARIN COUNTY FINANCE DEPARTMENT	7365.57	08/14/23	_____	CL 707	145.20
60138	S	215 MCPHAIL FUEL CO.	14.57	08/14/23	_____	CL 703	7365.57
60139	S	253 PETALUMA MINUTEMAN, INC.	489.57	08/14/23	_____	CL 711	14.57
60140	S	259 POINT REYES LIGHT PUBLISHING CO., LC	835.00	08/14/23	_____	CL 721	489.57
						CL 710 CL 720	515.00 320.00

09/21/23  
15:02:45

INVERNESS PUBLIC UTILITY DISTRICT  
Check Register for Bank of America  
For the Accounting Period: 8/23

Page: 2 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60141	S	262 QUILL CORPORATION	25.97	08/14/23	_____	CL 705	25.97
60142	S	184 L.N. CURTIS AND SONS	854.35	08/14/23	_____	CL 709	854.35
60143	S	360 AT&T MOBILITY (Firstnet)	231.58	08/14/23	_____	CL 731	231.58
60144	S	356 CASSIDY RUSSELL	72.00	08/14/23	_____	CL 729	72.00
60145	S	71 CORE UTILITIES, INC.	240.00	08/14/23	_____	CL 728	240.00
60146	S	74 COTTAGE GARDENS	375.00	08/14/23	_____	CL 732	375.00
60147	S	182 PAMELA KRONER	16.00	08/14/23	_____	CL 733	16.00
60148	S	6 ACTUARIAL RETIREMENT COUNSELING	1000.00	08/15/23	_____	CL 735	1000.00
60149	S	292 SWRCB/DWOCP	60.00	08/15/23	_____	CL 734	60.00
60150	S	115 THOMAS FOX	300.00	08/15/23	_____	CL 736	300.00
60151	S	17 AT&T -F1 Internet	117.70	08/23/23	_____	CL 739	117.70
60152	S	132 HACH COMPANY	267.21	08/23/23	_____	CL 737	267.21
60153	S	321 VERIZON WIRELESS	40.01	08/23/23	_____	CL 738	40.01
60155	S	11 AMAZON CAPITAL SERVICES	332.17	09/05/23	_____	CL 759	332.17
60156	S	41 BUILDING SUPPLY CENTER	722.53	09/05/23	_____	CL 761	722.53
60157	S	128 GOOD & CLEAN, INC.	278.00	09/05/23	_____	CL 760	278.00
60158	S	136 HARRINGTON INDUSTRIAL PLASTICS, LLC	613.16	09/05/23	_____	CL 757	613.16
60159	S	382 HI-TECH EVS, INC.	188.32	09/05/23	_____	CL 754	188.32
60160	S	163 JEFF MCBETH	349.99	09/05/23	_____	CL 758	349.99
60161	S	167 JIM FOX	42.73	09/05/23	_____	CL 763	42.73
60162	S	193 LUNNY GRADING & PAVING, INC.	281.24	09/05/23	_____	CL 755	281.24
60163	S	262 QUILL CORPORATION	150.86	09/05/23	_____	CL 756	150.86
60164 C	S	306 U.S. BANK CORPORATE PAYMENT SYSTEMS	0.00	09/05/23	_____	CL 764 CL 765	

09/21/23  
15:02:45

INVERNESS PUBLIC UTILITY DISTRICT  
Check Register for Bank of America  
For the Accounting Period: 8/23

Page: 3 of 4  
Report ID: AP300

Claim Checks

Check #	Type	Vendor #/Name	Check Amount	Date Issued	Period Redeemed	Claim #	Claim Amount
60165 *	S	328 WOLFE COMMUNICATIONS	568.70	09/05/23	_____	CL 753	568.70
60166	S	64 CHEDA'S GARAGE	1359.81	09/07/23	_____	CL 767	1359.81
60167	S	130 GRAINGER	148.19	09/07/23	_____	CL 768	148.19
60168	S	383 GRANT WRITING USA	495.00	09/07/23	_____	CL 769	495.00
60169	S	146 HORIZON CABLE TV INC.	90.04	09/07/23	_____	CL 766	90.04
60170	S	262 QUILL CORPORATION	230.22	09/07/23	_____	CL 770 CL 771	185.24 44.98
60172	S	11 AMAZON CAPITAL SERVICES	264.73	09/18/23	_____	CL 784	264.73
60173	S	71 CORE UTILITIES, INC.	390.00	09/18/23	_____	CL 774	390.00
60174	S	113 FLUME, INC.	102.84	09/18/23	_____	CL 773	102.84
60175	S	146 HORIZON CABLE TV INC.	195.08	09/18/23	_____	CL 772 CL 785	105.04 90.04
60176	S	215 MCPHAIL FUEL CO.	5.00	09/18/23	_____	CL 775	5.00
60177	S	340 NIGRO & NIGRO	6000.00	09/18/23	_____	CL 776	6000.00
<b>Total for Claim Checks</b>			<b>35098.68</b>				
Count for Claim Checks			58				

\* denotes missing check number(s)

# of Checks: 58                      Total: 35098.68

09/21/23  
15:02:46

INVERNESS PUBLIC UTILITY DISTRICT  
Fund Summary for Claim Check Register  
For the Accounting Period: 8/23

Page: 4 of 4  
Report ID: AP110

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Fund/Account	Amount
10 District	
10101	\$10,936.96
21 Fire	
10101	\$10,086.63
51 Water	
10101	\$14,075.09
<b>Total:</b>	<b>\$35,098.68</b>

09/07/23  
11:37:51

INVERNESS PUBLIC UTILITY DISTRICT  
Claim Details  
For the Accounting Period: 8/23

Page: 1 of 1  
Report ID: AP100

For doc #s from 764 to 765, Bank of America  
\* ... Over spent expenditure

Claim Line #	Check Invoice #	Vendor #/Name/ #/Inv Date/Description	Document \$/ Line \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
764	-99674E	306 U.S. BANK CORPORATE PAYMENT	318.32					
J Fox	Cal Card							
1	072523	07/25/23 Palace Mkt-Drill Supplies	48.84			21 53101	63811	10101
2	072723	07/27/23 Palace Mkt-Wildland Trng	67.71			21 53101	63811	10101
3	072823-1	07/28/23 Palace Mkt-Wildland Trng	7.10			21 53101	63811	10101
4	072823-2	07/25/23 Inv.Pk Mkt - Wildland Trng	90.96			21 53101	63811	10101
5	H3E65GQK	08/13/23 Adobe - Mo. Fee	29.99*			21 53101	62212	10101
6	081223	08/12/13 Inv Store - Trng	27.96			21 53101	63811	10101
7	28688367	08/17/23 Missouri Wind&Solar	45.76			51 57101	62211	10101
765	-99673E	306 U.S. BANK CORPORATE PAYMENT	1,213.86					
S. Redding	Cal Card							
1	072623	07/26/23 Bovine - BD Meeting	29.61			10 52101	63361	10101
2	10156846	07/31/23 Signs.com-75th Anniv	597.97*			21 53101	63362	10101
3	E020008J98	07/31/23 Microsoft-Subscription Fee	127.46			10 52101	62212	10101
4	4233	08/10/23 Michaels-75th Anniv.	98.48			10 52101	63362	10101
5	00007510	08/10/23 Costco-75th Anniv.	337.65			10 52101	63362	10101
6	081123	08/11/23 Inv Store-75th Anniv.	22.69			10 52101	63362	10101
<b># of Claims</b>			<b>2</b>	<b>Total:</b>	<b>1,532.18</b>			
<b>Total Electronic Claims</b>			<b>1,532.18</b>	<b>Total Non-Electronic Claims</b>				

Total for Payroll Checks  
-----

	Employee	Employer	Amount
	-----	-----	-----
J001 HOURS (INS IN LIEU)	0.00		1,020.00
REG HOURS (Regular Time)	1,232.25		52,883.48
SICK HOURS (Sick Time)	17.50		688.71
VACA HOURS (Vacation Time Used)	88.00		4,256.37
GROSS PAY	58,848.56	0.00	
NET PAY	43,687.62	0.00	
CHILD SUPPORT	402.00	0.00	
CLASSIC	0.00	2,228.72	
FIRE CLASSIC	0.00	1,161.14	
FIT	6,205.27	0.00	
HEALTH INS HSA	1,539.70	8,471.62	
MEDICARE	830.95	830.95	
PEPRA	0.00	4,785.53	
PEPRA SAFETY	0.00	884.20	
SDI	529.65	0.00	
SIT	2,100.22	0.00	
SOCIAL SECURITY	3,553.15	3,553.15	
WORKERS' COMP	0.00	207.61	
CHASE BANK	3,854.01	0.00	
EXCHANGE BANK	5,643.30	0.00	
REDWOOD CU	21,143.37	0.00	
UMB BANK	2,802.24	0.00	
UMPQUA BANK	1,401.14	0.00	
WELLS FARGO	8,843.56	0.00	
FIT/SIT BASE	57,308.86	0.00	
MEDICARE BASE	57,308.86	0.00	
SOC SEC BASE	57,308.86	0.00	
UN BASE	58,848.56	0.00	
WC BASE	58,848.56	0.00	

Total 22,122.92  
Total Payroll Expense (Gross Pay + Employer Contributions): 80,971.48

Check Summary  
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Payroll Checks Prev. Out.	\$143,303.54
Payroll Checks Issued	\$0.00
Payroll Checks Redeemed	\$0.00
Payroll Checks Outstanding	\$143,303.54
Electronic Checks	\$70,752.55

	Carried Forward	Deduction	Difference	Liab Account
	From Previous Month	Checks Issued	-----	-----
	-----	-----		
Social Security	7106.30	7106.30		21103
Medicare	1661.90	1661.90		21102
Unempl. Insur.	0.00			21107
Workers' Comp	207.61		1372.07	21108
	1164.46			



09/07/23  
14:08:51

INVERNESS PUBLIC UTILITY DISTRICT  
Payroll Summary For Payrolls from 08/01/23 to 08/31/23

Page: 2 of 2  
Report ID: P130

FIT	6205.27		6205.27		21101
SIT	2100.22		2100.22		21104
SDI	529.65		529.65		21105
CHILD SUPPORT	402.00		402.00		21127
PEPRA	4785.53		4785.53		21123
CLASSIC	2228.72		2228.72		21121
FIRE CLASSIC	1161.14		1161.14		21122
PEPRA SAFETY	884.20		884.20		21125
HEALTH INS HSA	10011.32			10011.32	21111
Total Ded.	37283.86	1164.46	27064.93	11383.39	

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



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 9

### **Annual Investment Policy Review**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Annual Review of Investment Policy  
Meeting Date: September 27, 2023  
Date Prepared: August 29, 2023  
Prepared by: Shelley Redding, General Manager  
Attachments: IPUD Investment Policy

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

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

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

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

*Inverness Public Utility District*

**INVESTMENT POLICY**

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

**1. POLICY**

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

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

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

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

**2.0 SCOPE**

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

**3.0 RESPONSIBILITY OF INVESTMENT OFFICER**

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

**4.0 OBJECTIVES**

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

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

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

## **5.0 DELEGATION OF AUTHORITY**

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

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

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

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

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

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

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

## **8.0 AUTHORIZED AND SUITABLE INVESTMENTS**

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

## **9.0 COLLATERALIZATION**

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

## **10.0 SAFEKEEPING AND CUSTODY**

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

## **11.0 NUCLEAR FREE ZONE ORDINANCE**

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

## **12.0 REPORTING**

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

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

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

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



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 10

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



## **Board Agenda Item Staff Report**

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

Meeting Date: September 27, 2023

Date Prepared: August 29, 2023

Prepared by: Shelley Redding, General Manager

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

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**Recommended Action:** Motion that upon review of Ordinance 24-90, adopted in 1990, and the current supporting data related to IPUD investments, the Committee of the Whole approve Investment Options.

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

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

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



*Inverness Public Utility District*

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

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

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

**SECTION 1: NAME**

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

**SECTION 2: FINDINGS**

The People of the Inverness Public Utility District find that:

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

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

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

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

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

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

### SECTION 3: PURPOSE

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

### SECTION 4: DEFINITIONS

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

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

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

"District" is the Inverness Public Utility District.

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

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

### SECTION 5: NUCLEAR FREE PURCHASING

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

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

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

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

#### SECTION 6: NUCLEAR FREE INVESTMENT

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

#### SECTION 7: SIGNS

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

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

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

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

**SECTION 9: EFFECTIVE DATE**

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

**SECTION 10: SEVERABILITY**

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

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Inverness Public Utility District

RESOLUTION 50-90

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

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

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

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

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

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

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

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

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

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

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

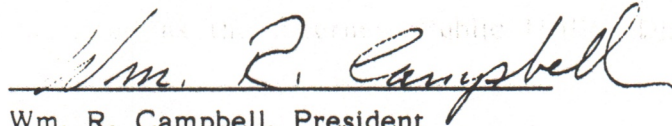
PASSED AND ADOPTED at an adjourned regular meeting of the Board of Directors of the Inverness Public Utility District held on the 20th day of April, 1990, by the following vote, to wit:

AYES: Directors Boutmy, Dewey, Howard

NOES: Directors Burness, Campbell

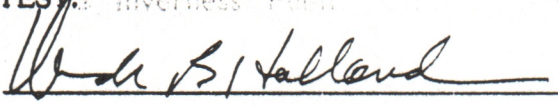
ABSTAINING: None

ABSENT: None

  
Wm. R. Campbell, President

SECTION 2: FINDINGS

The (seal) of the Inverness Public Utility District

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

\*\*\*\*\*

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

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

(seal)

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

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



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- District 3 - Stephanie Moulton-Peters**
- District 4 - Dennis Rodoni**
- District 5 - Eric Lucan**
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## Peace Conversion Commission

Board of Supervisors



### Nuclear Weapons Contractors

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

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

If a County Department considers that its appropriate functioning requires that, in a particular instance, it do business with one of these companies, there is an override request procedure available. Download an [override request form here](#).

#### Company Name

- Aecom Corporation
- Carrier Corporation
- ch2mhill
- ch2mhillengineers, Inc.
- ch2mlimited
- General Dynamics Corporation
- General Electric
- Goodrich Corporation
- Harris Corporation
- Hewlett Packard Enterprises Company
- Honeywell Corporation
- International Business Machines Corporation
- Jacobs Engineering Group Inc.
- Jacobsen Northern California
- L3 Harris Technologies
- Litton Industries, Inc.
- Lockheed Martin
- Northrop Grumman Corporation
- Otis Elevator
- PRC Public Sector
- Symmetricom Corporation
- Textron, Inc.
- United Technologies Corporation
- URS Corporation
- York International Corporation

If you have questions about this page, please send email to [Divi Toledo](mailto:Divi.Toledo).

Updated 4/13/2023

**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED BANKS**  
**July 31, 2023**

---

**Foreign Banks**

**Australia**

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

**Belgium**

BNP Paribas Fortis  
KBC Bank N.V.

**Canada**

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

**Finland**

Nordea Bank Abp

**France**

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

**Germany**

Bayerische Landesbank  
Commerzbank AG  
Deutsche Bank AG  
Landesbank Hessen-Thueringen Gironzentrale  
UniCredit Bank AG

**Japan**

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

**Netherlands**

Cooperatieve Rabobank U.A.

**Norway**

DNB Bank ASA

**Sweden**

Skandinaviska Enskilda Banken  
Svenska Handelsbanken AB  
Swedbank AB

**Switzerland**

Credit Suisse AG  
UBS AG

**United Kingdom**

Barclays Bank plc  
Lloyds Bank Corporate Markets plc

**Domestic Banks**

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

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



**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED CORPORATE BONDS**  
**July 31, 2023**

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

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**STATE OF CALIFORNIA**  
**POOLED MONEY INVESTMENT ACCOUNT**  
**APPROVED COMMERCIAL PAPER**  
**July 31, 2023**

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

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Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 11

**Capital Project:  
Portable Vent Fan**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Portable Vent Fan Capital Project  
Meeting Date: September 27, 2023  
Date Prepared: September 18, 2023  
Prepared by: Shelley Redding, General Manager  
Attachments: Quotes from Cascade Fire Services and Kenco Fire Equipment; Info sheets for

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**Recommended Action:** Review and Approve the purchase of a portable vent fan for use by the Fire Department as a Capital Project.

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### **BACKGROUND:**

Currently, the Fire Department's vent fan kept on Engine 380 is no longer functioning and requires replacement.

### **DISCUSSION:**

The vent fan is used by firefighters to provide the ventilation of structures after an event that produces smoke. The vent fan improves the air quality in a short amount of time.

### **SUSTAINABILITY IMPACT:**

The old vent fan was a gas engine operated device. The new vent fans operate on rechargeable batteries that are interchangeable with other lightweight power equipment. The Fire Department operates other light duty equipment with Makita batteries, which are also used by the vent fan identified in the Kenco Fire Equipment Quote. It would make sense to continue with the same type of rechargeable batteries that can be inter-changed.

### **FISCAL IMPACT:**

Funding will be provided by TOT funds, as the purchase would enhance the fire services by being a safer, lighter and more sustainable device. The equipment would be added to the depreciation schedule as a Capital Project. The anticipated cost is estimated to be approximately \$5,000.

### **RECOMMENDATION:**

Staff recommends the purchase of the Vent Fan from Kenco Fire Equipment, which is \$860.00 less than the Cascade Fire Quote, before sales tax.



**CASCADE FIRE  
EQUIPMENT COMPANY**

P.O. BOX 4248 • MEDFORD, OREGON 97501  
(800) 654-7049 • (541) 779-0394 • Fax (541) 779-8847  
[sales@cascadefire.com](mailto:sales@cascadefire.com) • [www.cascadefire.com](http://www.cascadefire.com)

**QUOTE**

ACCOUNT 0001151

SHIP TO INVERNESS PUD  
FIRE DEPARTMENT  
50 INVERNESS WAY  
INVERNESS CA 94937

DATE	QUOTE NO.	SALESPERSON	TAKEN BY	PAY TYPE
09/15/22	119589	5	BILLY	Net 30

LINE	QTY	UNIT	PROD	DESCRIPTION	UNIT PRICE	EXT PRICE
2	1	EA	V16-BL-12-AC-SP	16" PPV, 2x 12 Ah Bat.,2x AC Chargers, Shore Power	5,170.00	5,170.00

TOTAL FREIGHT	TOTAL TAX	TOTAL
0.00	426.53	5,596.53

PRICES SUBJECT TO CHANGE

**Kenco Fire Equipment, Inc.**

1810 St. Louis Street  
Springfield, MO 65802  
USA

# QUOTATION

Quote Number: 3083  
Quote Date: Sep 8, 2023  
Page: 1

Voice: 417-831-7669  
Fax: 417-831-0008

<b>Quoted To:</b>
Inverness Volunteer Fire Dept.
USA

Customer ID	Good Thru	Payment Terms	Sales Rep
INVERFD	10/31/23	Net 20 Days	GREG

Quantity	Item	Description	Unit Price	Amount
1.00	SV.V16-BK-05-SP	SUPER VACUUM, MAKITA BATTERY PPV 16" FAN. WITH TWO AC DESKTOP CHARGERS, TWO 5.0 AH BATTERIES, SHORE POWER. (SADDLE DESIGN) **PRICE INCLUDES SHIPPING CHARGE. 16 WEEK LEAD TIME. GREG LAWSON, 417-831-7669, greg@kencofire.com	4,310.00	4,310.00
			Subtotal	4,310.00
			Sales Tax	
			<b>TOTAL</b>	<b>4,310.00</b>

*Greg Lawson*  
9-8-23

## V16-BK-SP-WH Variable-Speed Battery Fan

Compact. Lightweight. And reliable. Introducing the all-new Super Vac 16" variable-speed battery fan. This PPV works with Makita XGT 40v batteries, making it the most compatible PPV interface on the market. This nimble fan weighs only 51 lbs. and is 24.25" tall x 23.75" wide x 12.25" deep, turning this fan into the industry's lightweight champ.

### Frame Features

- 1 Compact, Roll-Cage Frame:** Features a tough yet lightweight aluminum frame to protect key components while providing a compact, lightweight design
- 2 Fold-Down Ergonomic Handle:** Folds into the frame for compact storage; features full-width handle for easy grip with heavy-duty gloves
- 3 Flat-Proof Rubber Tires:** Highly maneuverable, and all without lifting the fan; easy to deploy by the smallest firefighters.
- 4 180-Degree Tilt:** Provides the largest tilt range among battery fans, allowing airflow to be directed virtually anywhere

### Fan Features



- 5 Makita XGT 40V Batteries:** Provides up to 45 minutes of max airflow, depending on battery selection
- 6 Polymer Blade:** Minimizes weight; Super Vac's single-piece cast aluminum blade is available by request
- 7 Precision-Spun Steel Shroud with StreamShaper Guard:** Provides durability with max airflow, while the StreamShaper guard allows for flexible setback; Air Cone Guard available by request

**16" Blades** - H x W x D: 24.25" x 23.75" x 12.25" - 615 mm x 605 mm x 315 mm

Model	Weight With Batteries and Shore Power	Motor	Setback For Output Rating	Angle For Output Rating	According to AMCA Output
V16-BK-SP-WH	54 lbs 23 kg	Totally Enclosed Variable-Speed DC	14 ft 4.3 m	5°	8,900 cfm 15,120 cmh



### Battery Options

Compatible Battery	Run Time At Max Airflow
 Makita® XGT 40v 4.0Ah Batteries	35 minutes (with built-in battery gauge)
 Makita® XGT 40v 5.0Ah Batteries	45 minutes (with built-in battery gauge)

120-240V AC operation is standard (with optional delete).

**5-YEAR  
WARRANTY**

3-YEAR WARRANTY  
ON MOTOR

## POSITIVE PRESSURE VENTILATOR

A Super Vac, part number V16-BK-SP-WH, 16" variable-speed battery fan shall be supplied. The unit shall be designed with a lightweight roll-cage frame with strategic placement of bracing members to enable easy carrying of the fan.

The entire frame of the unit shall be constructed of aluminum that shall surround the shroud and a six-blade 16" airfoil propeller in a roll-cage design, which shall enhance lifting and user safety. The blade shall be constructed of polymer and driven by an battery-powered motor with a direct drive connection. Any ventilators utilizing belts, pulley, gears or additional shafts shall not be acceptable.

The unit shall be supplied with dual Makita XGT 40v battery systems (dual 4.0Ah or 5.0Ah batteries) that is commercially available for low cost and ease of replacement. A dual 5.0Ah battery system shall enable the fan to operate for up to 45 minutes on a single charge delivering a maximum amount of airflow; the 4.0Ah battery system shall operate for up to 35 minutes. Fans using proprietary battery systems shall not be acceptable due to higher cost and limited supply.

The shroud and the safety grill shall be designed to provide maximum air velocity. The positive pressure ventilator shall have 180-degree tilt capability. The front and rear safety guards shall be designed to OSHA and U.L. Standards to prevent accidental contact with the blade.

The fan shall include shore power, allowing continuous operation off any 120-240V AC supply.

The variable-speed battery fan shall be designed with the following:

Motor:	Totally Enclosed Variable-Speed DC
Power:	1 HP
Speed:	2,000 rpm
Airflow:	8,900 cfm (15,120 cmh)
Dimensions:	24.25" x 23.75" x 12.25" (615mm x 605mm x 315mm)
Weight:	54 lbs. (23kg) (Weight with batteries and shore power)

The PPV shall have a minimum five (5) year warranty. The battery and charger are warranted by Makita for three (3) years. See [makitatools.com](http://makitatools.com) for details. Motor shall be warranted for a minimum of three (3) years.





## V16-BL-SP Variable-Speed Battery Fan

Compact. Lightweight. And reliable. Introducing the all-new Super Vac 16" variable-speed battery fan. This PPV works with Milwaukee REDLITHIUM 18V batteries, making it the most compatible PPV interface on the market. This nimble fan weighs only 45 lbs. and is 22.75" tall x 23" wide x 12" deep, turning this fan into the industry's lightweight champ.

### Features

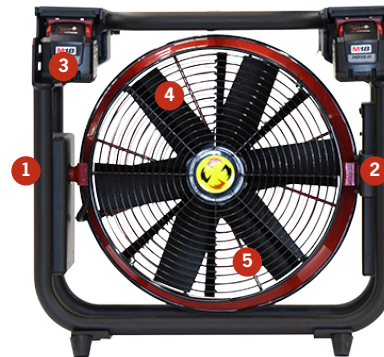
- 1 Compact, Roll-Cage Frame:** Features a tough yet lightweight aluminum frame to protect key components while providing a compact, lightweight design
- 2 180-Degree Tilt:** Provides the largest tilt range among battery fans, allowing airflow to be directed virtually anywhere
- 3 Milwaukee REDLITHIUM 18V batteries:** Provide up to 50 minutes of max airflow, depending on battery selection
- 4 Polymer Blade:** Minimizes weight; Super Vac's single-piece cast aluminum blade is available by request
- 5 Precision-Spun Steel Shroud with StreamShaper Guard:** Shroud provides durability with max airflow, while the StreamShaper guard allows for flexible setback; Air Cone Guard available by request

**5-YEAR  
WARRANTY**



3-YEAR WARRANTY  
ON MOTOR

### 16" Blades - H x W x D: 22.75" x 23" x 12" - 580 mm x 585 mm x 305 mm

Model	Weight With Batteries and Shore Power	Motor	Setback For Output Rating	Angle For Output Rating	According to AMCA Output
V16-BL-SP	45 lbs 21 kg	Totally Enclosed Variable-Speed DC	16 ft 4.9 m	10°	9,131 cfm 15,514 cmh



### Battery Options

Compatible Battery	Run Time At Max Airflow
 Milwaukee REDLITHIUM™ HIGH OUTPUT™ XC8.0 (2)	25 minutes (with built-in battery gauge)
 Milwaukee REDLITHIUM™ HIGH OUTPUT™ HD12.0 (2)	50 minutes (with built-in battery gauge)

120-240V AC operation is standard (with optional delete).



## POSITIVE PRESSURE VENTILATOR

A Super Vac, part number V16-BL-SP, 16" variable-speed battery fan shall be supplied. The unit shall be designed with a lightweight roll-cage frame with strategic placement of bracing members to enable easy carrying of the fan.

The entire frame of the unit shall be constructed of aluminum that shall surround the shroud and a six-blade 16" airfoil propeller in a roll-cage design, which shall enhance lifting and user safety. The blade shall be constructed of polymer and driven by an battery-powered motor with a direct drive connection. Any ventilators utilizing belts, pulley, gears or additional shafts shall not be acceptable.

The unit shall be supplied with dual Milwaukee REDLITHIUM 18V battery system (dual XC8.0 or HD12.0 batteries) that is commercially available for low cost and ease of replacement. A dual 12Ah battery system shall enable the fan to operate for up to 50 minutes on a single charge delivering a maximum amount of airflow; the 8Ah battery system shall operate for up to 25 minutes. Fans using proprietary battery systems shall not be acceptable due to higher cost and limited supply.

The shroud and the safety grill shall be designed to provide maximum air velocity. The positive pressure ventilator shall have 180-degree tilt capability. The front and rear safety guards shall be designed to OSHA and U.L. Standards to prevent accidental contact with the blade.

The fan shall include shore power, allowing continuous operation off any 120-240V AC supply.

The variable-speed battery fan shall be designed with the following:

Motor:	Totally Enclosed Variable-Speed DC
Power:	1 HP
Speed:	2,020 rpm
Airflow:	9,131 cfm (15,514 cmh)
Dimensions:	22.75" x 23" x 12" (580mm x 585mm x 305mm)
Weight:	45 lbs. (21kg) (Weight with batteries and shore power)

The PPV shall have a minimum five (5) year warranty. The battery and charger are warranted by Milwaukee for three (3) years. See [www.milwaukeetool.com](http://www.milwaukeetool.com) for details. Motor shall be warranted for a minimum of three (3) years.





Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 12

### **Personnel Policy Revisions**



## **Board Agenda Item Staff Report**

**Subject:** **Personnel Policy Revision:** Consider and approve changes to personnel policies for sick and bereavement leave according to changes in State law; update the paid holidays list.

**Meeting Date:** September 27, 2023

**Date Prepared:** September 24, 2023

**Prepared by:** Shelley Redding, General Manager

**Attachments:** Proposed Sick Leave Policy 2040, Proposed Bereavement Policy 2050, Proposed Paid Holiday Policy 2030.

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**Recommended Action:** Approve changes to personnel policies for sick leave and bereavement leave; approve changes to paid holiday list.

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A) The Inverness Public Utility District has current sick leave and bereavement leave policies that require updates according to new state laws.

California's Paid Sick Leave (PSL) law requires employers to provide at least 24 hours or three days off each year to most workers. This includes full-time, part-time, and temporary workers who meet the following qualifications:

- Work for the same employer for at least 30 days within a year in California.
- Complete a 90-day employment period before taking any paid sick leave.

Under this law, employees can use paid sick leave for various purposes, such as:

- Recovering from physical/mental illness or injury.
- Seeking medical diagnosis, treatment, or preventative care.
- Caring for a family member who is ill or needs medical diagnosis, treatment, or preventative care.

IPUD has traditionally allocated sick leave in advance at the beginning of each calendar year. With the change to the sick leave law and the requirement of providing 24 hours minimum for employees, a hybrid policy is proposed that does the following:

- Sets a maximum accrual of 10 days sick leave based on the regular work schedule of the employee.
- Allows carryover of sick leave from the previous year up to the maximum accrual of 10 days sick leave.
- Allocates a sick leave balance at the beginning of each calendar year for each employee equivalent to 24 hours.
- Sets an accrual rate for each hour worked at .0385 hours, or a maximum of 3.08 hours per day.

**Recommendation:** Approve sick leave policy as drafted.

B) The current IPUD "Personal Leave policy" is the policy that currently can be used for bereavement leave. As such, the bereavement policy needs to be identified separately and reflect state law, effective January 1, 2023. Employers with five or more employees are required to grant an eligible employee's request for up to five days of bereavement leave following the death of the employee's family member.

Eligible employees can take bereavement leave upon the death of their spouse, child, parent, sibling, grandparent, grandchild, or parent-in-law. Employers may voluntarily allow bereavement leave to be taken upon the death of another person with whom the employee has a relationship.

**Recommendation:** Approve bereavement policy as drafted.

C) The IPUD paid holiday list consists of 10 paid Holidays:

New Years Day  
Martin Luther King, Jr.'s Birthday  
President's Day  
Memorial Day  
Independence Day  
Labor Day  
Columbus Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

Juneteenth was recognized as a federal holiday on June 17, 2021, when President Joe Biden signed the Juneteenth National Independence Day Act into law. This act designates June 19th as Juneteenth, honoring the end of slavery in the United States. All 50 states and the District of Columbia recognize Juneteenth as a holiday or observance. At least 21 states and the District of Columbia have designated Juneteenth as a permanent paid and/or legal holiday through legislation or executive action.

California recognizes Juneteenth as a holiday. Governor Gavin Newsom issued a proclamation declaring June 19th as “Juneteenth National Freedom Day: A Day of Observance” in the State of California on June 17, 2023. This year, California celebrated Juneteenth as a state holiday for the first time under legislation enacted into law.

**Recommendation:** Approve the revised paid holiday list to include Juneteenth and the honoring of the end of slavery in the United States.

**POLICY TITLE: Sick Leave**  
**POLICY NUMBER: 2040**

**2040.1** This policy shall apply to probationary, temporary, regular, and regular part-time employees in all classifications.

**2040.2** Sick leave is defined as a paid absence from work due to illness, non-industrial injury, or quarantine due to exposure to a contagious disease. In addition, dental and medical appointments and prescribed sickness prevention measures shall be subject to sick leave provided prior notice is given to the General Manager.

**2040.3** Sick leave is accrued in proportion to hours worked and/or hours of paid leave during each pay period. Sick leave is accrued at .0385 hours for each paid hour worked during a pay period. Overtime hours worked is not included in the calculation of sick leave accrual. A maximum of 3.08 hours of sick leave may be accrued in any pay period. Sick leave is accrued at the completion of the pay period. Consequently, sick leave cannot be used during the pay period in which it is accrued. Employees shall earn sick leave cumulative to a maximum of 10 days.

**2040.4** All employees, including those not covered under 2040.1 shall be given 24 hours of accrued sick leave annually to use for the following purposes:

- 2040.4.1** Diagnosis, care, or treatment of an existing health condition of, or preventive care for, an employee.
- 2040.4.2** Diagnosis, care, or treatment of an existing condition of, or preventive care for, an employee's family member (includes parent, child, spouse, registered domestic partner, parent-in-law, sibling, grandchild, or grandparent).
- 2040.4.3** For an employee who is a victim of domestic violence, sexual assault, or stalking, the purposes described in Labor Code Section 230 and Labor Code Section 230.1(a).

**2040.5** The maximum carry-over of unused sick leave is equivalent to 24 hours. On January 1 of each calendar year all employees eligible under this plan shall have their available sick leave hours carried over to the equivalent of 24 hours maximum.

**2040.6** Each employee may use accrued sick leave, up to half the time accrued per calendar year, as kin care leave, to care for sick immediate-family members. Kin care leave time will not accumulate from year to year. It is provided for those circumstances where the employee must take time off to care for a sick family member, regardless of the seriousness of the illness. Employees should notify their supervisor to the extent feasible to avoid

disruptions in the work schedule because of the use of kin care time. Family members covered include parents, children and spouses and are defined as follows:

**2040.6.1** A “child” means a biological, adopted, or foster child, a stepchild, a legal ward, or a child for whom an employee has accepted the duties and responsibilities of raising, such as where a grandmother raises her grandchild.

**2040.6.2** A “parent” means a biological, foster, or adoptive parent, a stepparent or legal guardian. Mothers-in-law, fathers-in-law, and grandparents are also considered “parents” for purposes of this division.

**2040.6.3** The term “spouse” is not defined in the legislation mandating kin care, but presumably applies only to an individual to whom the employee is legally married.

**2040.7** If absence from duty by reason of illness occurs, and an employee requests to use sick leave, satisfactory evidence may be required by the General Manager.

**2040.8** Upon separation of employment, unused sick leave shall be forfeited and no payment of accrued sick leave will be made by the District.

**POLICY TITLE: Bereavement Leave**  
**POLICY NUMBER: 2050**

**2050.1** This policy shall apply to probationary and regular employees in all classifications after 30 days of continuous employment.

**2050.2** In the event of a death in the family, (as defined by the California Family Rights Act (CFRA)), an employee may be granted a protected leave of absence up to but not exceeding five days. The days do not have to be consecutive but must be completed within 3 months of the date of death of the family member. This is in addition to regular sick leave and vacation time.

**2050.3** Any requests for leave shall be maintained as confidential and shall not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

**2050.4** An employee may be asked to supply documentation of a family member's death. An employer may request this information within 30 days of the first day of the leave. Examples of acceptable documentation could include a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

**2050.3** "Family" is defined as spouse, child, parent, sibling, grandparent, grandchild, state-registered domestic partner, and parent-in-law or any other person who is a legal dependent of the employee.

*\*Updated per State AB 1949, effective January 1, 2023*



**POLICY TITLE: Holidays**  
**POLICY NUMBER: 2030**

**2030.1** This policy shall apply to all employees.

**2030.2** The following days shall be recognized and observed as paid holidays:

New Years Day;  
Martin Luther King, Jr.'s Birthday;  
President's Day;  
Memorial Day;  
Juneteenth National Independence Day  
Independence Day;  
Labor Day;  
Columbus Day;  
Veteran's Day;  
Thanksgiving Day;  
Christmas Day;

**2030.3** All regular work shall be suspended and employees shall receive one-day's pay for each of the holidays listed above. An employee is eligible for any paid holiday if he/she works the scheduled day before and the day after said holiday. Eligibility is also granted if the employee was on vacation or had notified the Chief of Operations and received permission to be absent from work on that specific day or days.

**2030.4** Whenever a holiday falls on Saturday, the preceding Friday shall be observed as the holiday. Whenever a holiday falls on Sunday, the following Monday shall be observed as the holiday.

**2030.5** When an employee is taking an authorized leave with pay when a holiday occurs, said holiday shall not be charged against said leave with pay.

**2030.6** If any employee works on any of the holidays listed above, he/she shall, in addition to his/her holiday pay, be paid for all hours worked at the rate of time and one-half (1½) his/her regular rate of pay, or as otherwise specified under Policy #2010, "Hours of Work and Overtime."



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 13

### **Support Assembly Constitutional Amendment 13: Majority Vote Protection Act**



*Inverness Public Utility District*

## **Board Agenda Item Staff Report**

Subject: Support Assembly Constitutional Amendment 13: Majority Vote Protection Act  
Meeting Date: September 27, 2023  
Date Prepared: August 31, 2023  
Prepared by: Wade B. Holland, Customer Services Manager  
Attachments: Draft letter of support ACA 13; Background information

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**Recommended Action: Approve letter of support for Assembly Constitutional Amendment 13 and direct the President to sign and transmit the letter.**

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The California Special Districts Association, of which the IPUD is a long-standing member, has taken a strong position in support of Assembly Member Christopher Ward's proposed Assembly Constitutional Amendment 13, and is urging its more than 1,000 member special districts to also support the measure. ACA 13 says simply that if a constitutional amendment that is submitted to the voters for approval contains any provision that would require more than a simple majority vote for approval of future amendments, then the original amendment must also require the same super majority in order to be approved.

A draft letter (based on a model provided by CSDA) is attached, together with some background information from CSDA.

***It is important to note*** that this item relates strongly to the proposed Initiative #21-0042A1 that will appear on the November 2024 statewide ballot, and in opposition to which your Board has already taken a position. Here is a link to an in-depth article from CalMatters on where principal support for Initiative #21-0042A1 is coming from: [California taxes: Why is a Colorado company involved?- CalMatters](https://calmatters.org/politics/2023/08/california-taxes-ambulance-fees/) (<https://calmatters.org/politics/2023/08/california-taxes-ambulance-fees/>).

Staff recommends that the Board express its support for passage of ACA 13 in the legislature so that it can be submitted to the voters at the election in March 2024.



**California Special  
Districts Association**

*Districts Stronger Together*

August 17, 2023

The Honorable Christopher Ward  
California State Assembly  
1021 O Street, Suite 6350  
Sacramento, CA 95814

**RE: Assembly Constitutional Amendment 13 (Ward) – Support [As Amended August 17, 2023]**

Dear Assembly Member Ward:

The California Special Districts Association (CSDA), representing nearly 1,000 independent special districts throughout the state, is pleased to support your Assembly Constitutional Amendment 13, related to protecting the majority vote. CSDA represents all types of special districts, which provide millions of Californians with essential local services such as fire protection, water, healthcare, recreation and parks, and more.

Under current law, an initiative constitutional amendment that proposes to amend the California Constitution requires a simple majority of voters casting votes in favor of the measure for the amendment to be approved. Notably, this simple majority requirement is irrespective of any of the provisions contained within the proposed constitutional amendment; should the text of the proposed constitutional amendment contain provisions that would otherwise require voter thresholds in excess of a simple majority in the future, those increased vote thresholds may nonetheless be imposed with a simple majority of voters. Phrased another way, this allows a simple majority of voters to insert a three-fifths, two-thirds, four-fifths, or higher vote threshold into the California Constitution, even without the corresponding level of support in terms of votes cast in favor of the original amendment proposal.

ACA 13 would propose to California voters a solution to this quirk in the initiative process: if approved by two-thirds of the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. In this way, ACA 13 would ensure that a proposal cannot impose vote thresholds on our communities and our State that exceed the level of support for imposing such thresholds.

ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community. For these reasons, CSDA is pleased to support Assembly Constitutional Amendment 13. Please feel free to contact me with any questions

Sincerely,

Marcus Detwiler  
Legislative Representative  
California Special Districts Association

## ACA 13 Majority Vote Protection Act Clears First Hurdle



By [Vanessa Gonzales](#) posted 5 days ago

0 LIKE



By [@Kyle Packham](#)

Assembly Constitutional Amendment 13 (Ward) passed the Assembly Elections Committee August 23 on a 5-2 vote. The CSDA-supported measure would require initiatives seeking to raise voter thresholds to meet the same threshold they seek to impose on others.

ACA 13 will protect local control in communities throughout California by preserving the majority vote and preventing a smaller percentage of statewide voters from overruling the actions of local voters concerning their water, parks, health, public safety, and other essential services and infrastructure needs.

Because ACA 13 protects the democratic process in local communities, [CSDA is supporting the measure](#) and encouraging its members to submit letters of support. CSDA members may use [a sample letter of support](#) to better facilitate this process. Dozens of CSDA members have already responded to this call to action.

Under ACA 13, if a future initiative constitutional amendment includes provisions that impose a supermajority vote threshold and fails to gain the corresponding supermajority of voters in support of the underlying amendment, the initiative constitutional amendment would not be considered approved, thereby failing in its entirety.

If passed into law by voters in March 2024, ACA 13 would apply to [Initiative #21-0042A1 \(aka #1935\)](#) recently made eligible for the November 2024 Statewide Ballot through petition sponsored by the California Business Roundtable (CBRT). Formally entitled “LIMITS ABILITY OF VOTERS AND STATE AND LOCAL GOVERNMENTS TO RAISE REVENUES FOR GOVERNMENT SERVICES,” CBRT has dubbed the initiative the “Taxpayer Protection and Government Accountability Act.”

**Last week, CalMatters published an [in-depth article uncovering the single-largest donor](#) behind the California Business Roundtable (CBRT) initiative (#21-0042A1).**

CSDA CEO Neil McCormick was quoted throughout the article, stating, “It is painful to imagine why an out-of-state company with a mission to make a difference by caring for people in need would contribute millions of dollars-worth of its profits toward an initiative that will undermine publicly-provided emergency services to our communities.”

Ballot Initiative 21-0042A1 would result in the loss of billions of dollars annually in critical state and local funding, restricting the ability of local agencies and the State of California to fund services and infrastructure by:

- Adopting new and stricter rules for raising taxes, fees, assessments, and property-related fees.
- Amending the State Constitution, including portions of Propositions 13, 218, and 26 among other provisions, to the advantage of the initiative’s proponents and plaintiffs, creating new grounds to challenge these funding sources and disrupting fiscal certainty.
- Restricting the ability of local governments to issue fines and penalties to corporations and property owners that violate local environmental, water

quality, public health, public safety, fair housing, nuisance and other laws and ordinances.

The CBRT-sponsored initiative includes provisions that would retroactively void all state and local taxes, fees, assessments, and other charges adopted after January 1, 2022 if they did not align with the provisions of this initiative. Some may argue the initiative could even affect indexed fees that adjust over time for inflation or other factors. Effectively, it would allow voters throughout California to invalidate the prior actions of local voters, undermining local control and voter-approved decisions about investments needed in their communities.

To take effect, ACA 13 must be approval by two-thirds of lawmakers in each house of the Legislature and then by a majority of statewide voters in March 2024.



## INVERNESS PUBLIC UTILITY DISTRICT

FIRE DEPARTMENT & WATER SYSTEM

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September 27, 2023

The Honorable Christopher Ward  
California State Assembly  
1021 O Street, Suite 6350  
Sacramento, CA 95814

RE: Assembly Constitutional Amendment 13 (Ward) – Support (as amended August 17, 2023)

Dear Assembly Member Ward:

The members of the Board of Directors of the Inverness Public Utility District are pleased to support your Assembly Constitutional Amendment 13, related to protecting the majority vote. This is an important issue for our district, inasmuch as we provide both a governmental function (fire prevention and protection) and an enterprise function (domestic water supply).

Under current law, an initiative constitutional amendment that proposes to amend the California Constitution requires a simple majority of voters casting votes in favor of the measure for the amendment to be approved. Notably, this simple majority requirement is irrespective of any provisions within a proposed constitutional amendment that require voter thresholds in excess of a simple majority in order to approve future constitutional amendments. This means that future vote thresholds in excess of a simple majority may be imposed by a simple majority of votes. Phrased another way, this allows a simple majority of voters to insert a three-fifths, two-thirds, four-fifths, or higher vote threshold into the California Constitution, even without the corresponding level of support in terms of votes cast in favor of the original amendment proposal.

BOARD OF DIRECTORS: KENNETH J. EMANUELS, PRESIDENT • DAKOTA WHITNEY, VICE PRESIDENT  
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SHELLEY REDDING, GENERAL MANAGER  
JAMES K. FOX, CHIEF OF OPERATIONS (FIRE CHIEF, WATER SUPERINTENDENT)



ACA 13 would propose to California voters a solution to this problem with the initiative process: if placed on the ballot by the California Legislature, California voters would be asked to decide whether an initiative constitutional amendment containing provisions that increase vote thresholds should be required to attain the same proportion of votes in favor of the amendment that the proposed increased vote thresholds would demand. In this way, ACA 13 would ensure that a proposal cannot impose vote thresholds on our communities and our State that exceed the level of support for imposing such thresholds.

ACA 13 protects the democratic process in local communities by ensuring that a simple majority of statewide voters cannot restrict the will of a supermajority of voters in a local community. For these reasons, the Directors of the Inverness Public Utility District are pleased to support Assembly Constitutional Amendment 13.

Sincerely,

Kenneth J. Emanuels, President  
Board of Directors  
Inverness Public Utility District

cc: The Honorable Damon Connolly [damon@damonconnolly.com]  
The Honorable Mike McGuire [senator.mcguire@senate.ca.gov]  
Marcus Detwiler, Legislative Representative, California Special Districts Association  
[advocacy@cda.net]



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 14

### **Committee Meetings/Reports**



Inverness Public Utility District  
Board Meeting September 27, 2023

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## Agenda Item No. 15

**Announcements,**

**Next Meeting,**

**Adjournment**