ERNIE WIPF CHAIR JULIE BAWCOM VICE-CHAIR

THERESA MCNERLIN DIRECTOR DARWIN DICK DIRECTOR CANDACE HORSLEY DIRECTOR

UKIAH VALLEY SANITATION DISTRICT SPECIAL MEETING WEDNESDAY June 23, 2021 AT 6:00PM LOCATION: TELECONFERENCE VIA ZOOM Call in number: 1-669-900-6833 Meeting ID: 821-5836-0792 Zoom Link: https://us02web.zoom.us/j/82158360792

Note: Except for public expression, unless otherwise noted, all items are considered for action. The Board welcomes participation in the Board meetings. If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes. If you choose not to observe the meeting via Zoom and wish to make a comment on a specific agenda item, please submit your comment via email to the Board Secretary at aa@uvsd.org at least one hour before the meeting. All public comments submitted to the Board Secretary will be read verbatim for up to 3 minutes.

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodation to participate in this meeting, then please contact Chelsea Teague, Board Secretary at 707-462-4429. Requests must be made as early as possible, and at least one-full business day before the start of the meeting. The times indicated for agenda items are estimated and the Board reserves the right to address items either earlier or later than scheduled.

1. CALL TO ORDER

2. APPROVAL OF THE AGENDA

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

The Board welcomes participation in the Board meetings. Comments shall be limited so that everyone may be heard. This item is limited to matters under the jurisdiction of the Board which are not on the posted agenda and items which have not already been considered by the Board. The Board limits testimony on matters not on the agenda to 3 minutes per person and not more than 10 minutes for a particular subject at the discretion of the Chair of the Board. No action will be taken. Individuals wishing to address the Board on items on the agenda will be given an opportunity to do so when the item is addressed by the Board.

4. OLD BUSINESS

None

JULIE BAWCOM VICE-CHAIR

THERESA MCNERLIN DIRECTOR DARWIN DICK DIRECTOR CANDACE HORSLEY DIRECTOR

5. NEW BUSINESS

• A. DISCUSSION AND POSSIBLE ACTION RE: Fiscal Year 2021-2022 Budget and Substantially Final Form Budget Approval Agreement between City of Ukiah and Ukiah Valley Sanitation District

Recommended Action: Approve Fiscal Year 2021-2022 Budget, Approve Budget Approval Agreement in Substantially Final Form, and Authorize Board Chair and General Counsel to Finalize and Execute Budget Approval Agreement

6. ADJOURNMENT

BUDGET APPROVAL AGREEMENT

This Agreement is entered on_____, 2021, in Ukiah, California, between the City of Ukiah ("City"), a general law municipal corporation, and the Ukiah Valley Sanitation District ("District"), a county sanitation district.

1. The City and the District agree to approve as shared costs of the Combined CITY/DISTRICT Sewer System ("Combined System") for fiscal year 2021-22 the City budget for direct expenditures of personnel, operations, and capital outlay, and the indirect expenditures of internal service use of the Wastewater Enterprise, as set forth in the attached Exhibit A. Total *direct* operating budgeted costs, defined as costs of Personnel and Operations in Exhibit A of \$4,524,050 as well as an Operating Indirect Rate ("OIR") on such costs of 14.20% (\$642,415) for a total budgeted estimate of \$5,166,465 will be shared 50.16% District and 49.84% City, as identified in the 2020 Joint Sewer Rate Study. This share is provisional for 2022 fiscal year and will be revised by the City and District by September 30, 2021. The revision will be retroactive to July 1, 2021 and will be perfected by written communication between the City and District.

Total *direct* costs of \$2,730,000 for Capital Outlay in Exhibit A will be funded by both the City and District when the cost is incurred, as well as an Indirect Rate on such costs incurred not to exceed x%, which is the five-year average of Indirect Costs incurred and budgeted by the Combined System related to Purchasing and Insurance. This rate will be referred to as the Capital Indirect Rate ("CIR") and will be negotiated for projects over \$200,000 based on an estimate of required Indirect Costs to complete the capital project The City and District will use the CIR on all Capital Outlay with costs less than \$200,000 unless either party desires to negotiate the rate for any individual project. The City Engineer or City's Water Resources Director will communicate verbally or in writing to the District Manager when such expenditures are expected to begin. The District will pay to the City the District's share of the cost for an approved capital expense within fifteen (15) days of the date of an invoice given to the District for that expense. On and after the effective date of this Agreement, any portion of capital projects paid by the District will be capitalized on its books as intangible assets and depreciated.

The shared costs presented in Exhibit A exclude District and City administrative and other overhead costs allocated directly to the wastewater activities of the City and District. The City and District shall incur 100% of each agency's own administrative and other costs not shown on Exhibit A.

2. For any costs incurred for District-only activities or projects (e.g. a main line replacement of a District asset), that the City is required to perform or contracted to perform on the District's behalf, the City may include in total project costs an amount to cover the City's indirect administrative and overhead costs. Before the City is required to perform the work, the parties shall negotiate and agree on the amount thereof to include in the project costs to be paid by the District. In the event of an emergency or urgent need to commence work before the parties can negotiate and agree on the total project costs, including indirect administrative

and overhead costs, the City and the District shall negotiate and agree on those costs before a final cost settlement is made.

3. The District shall pay to the City by the 1st of every month starting July 1, 2021, 1/12th (\$430,538) of the District's share of the agreed operating budget (Personnel, Operations, and Indirect Rate) shown in Exhibit A. City is not required to generate an invoice for these payments which are regularly scheduled fixed monthly payments to the City by the District. As provided in Section II.D.4.a of the Operating Agreement, the City and District will review every quarter the actual costs incurred. This City and District will reconcile differences between actual costs incurred, budget costs, and over/under payments made by either agency no later than 90 days after the end of the fiscal year, June 30.

4. Payments under subsections b and c above shall be subject to interest as provided in Section II.D.4.b of the Operating Agreement.

5. Both parties have multiple outstanding issues related to this budget and budget years 2018-19 and 2019-20 but will forgo asserting them for this budget year (2021-22) with the understanding that neither party is waiving its right to raise any or all of these same issues for future budgets. Neither this Agreement nor the approved expenditures and budget shall be treated by either party as an admission or concession that any such objection or concern lacks merit or has the effect of waiving any such objection or preventing it from being asserted in the future.

The parties have entered this agreement on the date first written above.

UKIAH VALLEY SANITATION DISTRICT

CITY OF UKIAH

Sage Sangiacomo, City Manager

By:		
	Ernio Winf	Chairperson

Ernie Wipf, Chairperson

ATTEST:

Ву:_____

APPROVED AS TO FORM

Kristine Lawler, City Clerk

ATTEST:

APPROVED AS TO FORM

, General Counsel

David J. Rapport, City Attorney

Exhibit A Shared Costs Between City and District for the Combined City/District Sewer System Fiscal Year 2021-22

Budget by Activity (Collection and Treatment)

ACCOUNTS FOR: COMBINED WASTEWATER SYSTEM BY ACTIVITY	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
WASTEWATER SYSTEM MANAGEMENT	435,915.21	.00	.00	.00
WASTEWATER COLLECTION	709,968.42	918,959.88	917,624.88	1,476,319.00
WASTEWATER TREATMENT	3,102,003.24	3,402,972.89	3,324,524.89	5,777,731.00
TOTAL DIRECT BUDGET	4,247,886.87	4,321,932.77	4,242,149.77	7,254,050.00
INDIRECT	RATE (14.20% OF	PERSONNEL AND	OPERATING)	642,415.00
		GRAND TO	OTAL BUDGET	7,896,465.00

Budget by Character (Major Cost Category)

PROJECTION: 20221 2021-22 Budget	2020	2021	2021	2022
ACCOUNTS FOR: BUDGET BY CHARACTER	ACTUAL	ORIG BUD	REVISED BUD	BUDGET
PERSONNEL	2,133,973.33	2,137,213.58	2,137,213.58	2,315,225.00
OPERATIONS	1,659,370.76	1,929,719.19	1,849,936.19	2,208,825.00
CAPITAL OUTLAY	454,542.78	255,000.00	255,000.00	2,730,000.00
TOTAL DIRECT BUDGET	4,247,886.87	4,321,932.77	4,242,149.77	7,254,050.00
INDIRECT RAT	TE (14.20% OF E	PERSONNEL AND OF	PERATING)	642,415.00
		GRAND TOTA	AL BUDGET	7,896,465.00

Exhibit A (cont)

Shared Costs Between City and District for the Combined City/District Sewer System Fiscal Year 2021-22

Budget by Object

ACCOUNTS FOR: BUDGET BY OBJECT	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
51 PERSONNEL				
51110 REGULAR SALARIES	1,260,118.87	1,256,321.00	1,256,321.00	1,365,829.00
51120 NON-REGULAR SALARIES	.00	.00	.00	.00
51130 OVERTIME SALARIES	60,959.46	51,332.58	51,332.58	50,000.00
51140 STAND-BY SALARIES	33,671.13	32,000.00	32,000.00	32,000.00
51150 COMPENSATED ABSENCE	.00	.00	.00	.00
51210 RETIREMENT (PERS)	153,094.60	156,548.00	156,548.00	166,065.00
51211 PERS UNFUNDED LIABLTY	248,440.00	265,476.00	265,476.00	303,456.00
51220 INSURANCE	244,493.49	245,508.00	245,508.00	272,082.00
51230 WORKERS COMP	90,724.24	90,894.00	90,894.00	96,785.00
51240 MEDICARE	21,570.19	20,220.00	20,220.00	19,378.00
51250 UNEMPLOYMENT	14,928.30	14,016.00	14,016.00	.00
51260 FICA	.00	.00	.00	.00
51280 OVERTIME/CALLOUT	.00	.00	.00	.00
51290 CELL PHONE STIPE 51 PERSONNEL	5,973.05 2,133,973.33	4,898.00 2,137,213.58	4,898.00 2,137,213.58	4,658.00 2,315,225.00
52 OPERATIONS				
52100 CONTRACTUAL SERV	365,648.00	377,000.00	297,624.00	386,000.00
52113 PLANNING STUDIES	.00	100,000.00	82,000.00	15,000.00
52114 COMPLIANCE STUDI	1,837.86	.00	.00	25,000.00
52120 LABOR CHARGES FR	.00	.00	.00	.00
52150 LEGAL SERVICES/E	.00	10,000.00	10,000.00	10,000.00

ACCOUNTS FOR: BUDGET BY OBJECT	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
52180 SECURITY SERVICE	892.00	1,100.00	1,100.00	1,500.00
52601 DATA STORAGE	.00	.00	.00	.00
53000 LAWSUIT SETTLEMENT	30,000.00	.00	.00	.00
54100 SUPPLIES	97,116.83	132,750.00	126,750.00	135,000.00
54101 POSTAGE	753.38	700.00	1,700.00	700.00
54102 SMALL TOOLS	23,903.35	34,500.00	27,401.19	30,000.00
54103 LAB SUPPLIES	20,551.23	20,000.00	25,000.00	30,000.00
54161 BACKGROUND & PHY	2,293.60	2,500.00	2,500.00	2,500.00
54320 SOFTWARE	10,057.47	29,350.00	29,350.00	33,000.00
54330 COMPUTER AND TEC	9,126.36	12,000.00	12,000.00	12,000.00
54700 FINES & PENALTIE	.00	50,000.00	50,000.00	50,000.00
55100 TELEPHONE	4,927.49	4,105.00	7,105.00	11,000.00
55200 PG&E	34,771.07	33,000.00	33,000.00	35,000.00
55210 UTILITIES	287,136.21	292,500.00	292,500.00	317,625.00
55220 WASTEWATER DISPO	.00	.00	.00	.00
56110 CITY GARAGE - PA	.00	.00	.00	.00
56120 EQUIPMENT MAINTE	317,764.34	343,344.88	334,844.88	510,000.00
56125 LAB EQUIP-REPAIR	11,598.51	10,000.00	16,600.00	20,000.00
56130 EXTERNAL SERVICE	45,658.66	38,119.31	53,718.12	40,000.00
56210 FUEL & FLUIDS	39,231.36	48,000.00	48,000.00	55,000.00
56300 BUILDING MAINT.	2,314.72	18,000.00	33,000.00	55,000.00
56410 EQUIPMENT RENTAL	996.67	2,000.00	2,000.00	4,000.00

ACCOUNTS FOR: BUDGET BY OBJECT	2020 ACTUAL	2021 ORIG BUD	2021 REVISED BUD	2022 BUDGET
56504 FACILITY MAINTEN	9,875.92	20,000.00	20,000.00	20,000.00
57100 LEARNING AND DEV	27,936.94	36,000.00	29,743.00	42,000.00
57300 MEMBERSHIPS & SUBSCRPTN	3,801.61	6,850.00	6,850.00	9,000.00
58201 WATER PURCHASES	.00	.00	.00	.00
58202 CHEMICALS	266,433.40	250,000.00	243,400.00	280,000.00
58410 GARAGE LUBRICANT	.00	8,000.00	8,000.00	8,000.00
58510 REIMBURSABLE JOB	.00	5,000.00	5,000.00	15,000.00
59100 PROPERTY TAXES	13,749.38	13,900.00	13,900.00	14,000.00
59101 FEES	30,994.40	31,000.00	36,850.00	42,500.00
59400 OTHER EXPENSES	.00	.00	.00	.00
94700 FINES & PENALTIES 52 OPERATIONS	.00 1,659,370.76	.00 1,929,719.19	.00 1,849,936.19	.00 2,208,825.00
80 CAPITAL OUTLAY				
80100 MACHINERY & EQUI	80,790.68	200,000.00	200,000.00	2,475,000.00
80220 BUILDING IMPROVE	.00	.00	.00	15,000.00
80230 INFRASTRUCTURE TOTAL 80 CAPITAL OUTLAY	373,752.10 454,542.78	55,000.00 255,000.00	55,000.00 255,000.00	240,000.00 2,730,000.00
TOTAL DIRECT BUDGET	4,247,886.87	4,321,932.77	4,242,149.77	7,254,050.00

INDIRECT RATE (14.20% OF PERSONNEL AND OPERATING) 642,415.00

GRAND TOTAL BUDGET 7,896,465.00

Operating Revenues	B Fi	Approved Sudget for iscal Year Ended ne 30, 2021	F	Proposed Budget for iscal Year Ended ne 30, 2022
Charge for Services Connection Fees Estimated Loss of Revenue due to COVID-19	\$	5,271,171 186,896 (100,000)	\$	5,380,968 186,896
Total Operating Revenue	\$	5,358,067	\$	5,567,864
Operating Expenses				
District Service and Supplies	\$	425,709	\$	461,312
Operating Expense Allocation-City of Ukiah		2,329,661		2,591,499
Legal Expenses		120,000		125,000
Depreciation and Amortization Expense		785,000		787,164
Total Operating Expenses	\$	3,660,370	\$	3,964,974
Operating Income (Loss)	\$	1,697,697	\$	1,602,890
Nonoperation Revenue (Expenses)				
Taxes and Assessments Interest Income Intergovernmental Interest Expense Bond	\$	51,536 140,000 5,000 (608,550)	\$	54,668 68,014 360 (563,074)
Total Nonoperation Revenue (Expenses)	\$	(412,014)	\$	(440,032)
Change in Net Position	\$	1,285,682	\$	1,162,858
Proposed Capital Budget	\$	533,810	\$	1,721,786

Draft Budget For District-Only Expenses

Management-UFI\$39,00Administration & Clerical-Willow\$90,79Office Expense\$49,76Telephone & DSL\$3,83Dues & Subscriptions\$10,62Office Rent\$5,10Office Utilities\$1,50Postage\$55Invoice ICloud or USPO- Billing and Collections\$12,96Supplies\$40,07Reproduction (prints & copies)\$0Office Equipment\$2,50Information Technology -All\$6,00Icloud Services- Billing and Collections\$23,50Banking Services\$131,10Audit Services-FS Preparation\$23,50Banking Services\$10,00State Controllers Report\$1,00Bond Compliance Support-\$20,000Financial and Managerial Support\$20,000Financial Review/Monthly Reports\$44,000Bond Refinancing - Fiscal - Billing and Collection\$5,000Other Prof & Special Services\$20,000Liability and Property Insurance\$4,000Bond Refinancing - Fiscal - Billing and Collection\$5,000Other Prof & Special Services\$20,000LAFCO Dues\$40,000LAFCO Dues\$10,000County Auditor (property tax admin)\$2,500Parcel Quest\$40,000LAFCO Dues\$40,000County Auditor (property tax admin)\$2,500Rate Study\$20,000Telecast\$5,500Board StipendElections FeesElections Fees\$11,000Third Par	2021/2022	2020/2021	
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Third Party True Up Expense -District Portion\$8,75Publication & Legal Notices\$10Legal Fees\$120,00Budget/Contract Dispute Resolution & Arbitration\$25,00General Counsel\$45,00Special Counsel\$50,00Training/Transportation/Travel\$7,50Travel to Seminars (Board)\$4,00Travel for District Manager\$3,50		\$11,000	
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Legal Fees\$120,00Budget/Contract Dispute Resolution & Arbitration\$25,00General Counsel\$45,00Special Counsel\$50,00Training/Transportation/Travel\$7,50Travel to Seminars (Board)\$4,00Travel for District Manager\$3,50		\$105	
Budget/Contract Dispute Resolution & Arbitration\$25,00General Counsel\$45,00Special Counsel\$50,00Training/Transportation/Travel\$7,50Travel to Seminars (Board)\$4,00Travel for District Manager\$3,50	· · · · · · · · · · · · · · · · · · ·		
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Travel to Seminars (Board)\$4,00Travel for District Manager\$3,50Seminars/Conferences\$3,50			•
Travel for District ManagerSeminars/Conferences\$3,50			
Seminars/Conferences \$3,50		\$4,000	
	\$1,50	62 E00	
			-
	. ,		
Other \$20,00	<mark>0</mark> \$50,00	\$20,000	Utner

TOTAL EXPENSES	\$545,709	\$586,312

Shared Costs Between City and District for the Combined City/District Sewer System Operating Expenses and Indirect Allocation

			Budget FY 21/22			
		Amo	unt to be Split	District	nt & :	\$ Split City
				50.16%		<mark>49.84%</mark>
Total Personnel		\$	2,315,225	\$ 1,161,317	\$	1,153,908
Total Operations			2,208,825	1,107,94	7	1,100,878
		\$	4,524,050	\$ 2,269,263	\$	2,254,787
Indirect Rate (14.02%) of Personnel and Operations	14.20%	\$	642,415	\$ 322,235	\$	320,180
Grand Total		\$	5,166,465	\$ 2,591,499	\$	2,574,966

Shared Capital Project City and District

	Cap Capital Indi	ital Capital rect Indirect	Grand Total To be	п	Percent & \$ istrict	Split City
Project	Amount Rat		<u>Shared</u>		0.16%	49.84%
Belt Filter Press	\$ 1,000,000	\$ 4,820) \$ 1,004,820	\$	504,018	\$ 500,802
VFD Installation at WWTP	90,000		90,000		45,144	44,856
Recondition Yardney Filters	65,000		65,000		32,604	32,396
Install Flow Sensors	20,000		20,000		10,032	9,968
Vibration Monitoring Equipment	30,000		30,000		15,048	14,952
Upgrade PLCs	350,000		350,000		175,560	174,440
Daft Replacement	250,000		250,000		125,400	124,600
Asphalt Zipper	40,000		40,000		20,064	19,936
Loader Replacement	110,000		110,000		55,176	54,824
Telescoping Lift	20,000		20,000		10,032	9,968
Machinery Storage Cover	15,000		15,000		7,524	7,470
Reseal Wash Water Basins	40,000		40,000		20,064	19,930
Chlorine Residual Valve/Alarm on Discharge	150,000		150,000		75,240	74,760
Sludge Lagoon Remediation	50,000		50,000		25,080	24,920
Ford/Orchard Lift Station Upgrade	200,000		200,000		100,320	99,680
SCADA Upgrade at WWTP Total	300,000 \$ 2,730,000	\$ 4,820	300,000 \$ 2,734,820	\$	150,480 1,371,786	149,52(\$ 1,363,034
	Tota	al District Shared Capita	Il Expenditures	\$	1,371,786	
	Dist	rict Only Projects Connect Sev	ver North State Street	\$	350,000	
	Gra	nd Total Capital Expenc	litures	\$	1,721,786	