

ERNIE WIPF
CHAIR

JULIE BAWCOM
VICE-CHAIR

THERESA MCNERLIN
DIRECTOR

DARWIN DICK
DIRECTOR

CANDACE HORSLEY
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT **SPECIAL** MEETING

THURSDAY August 19, 2021 AT 6:00PM

LOCATION: TELECONFERENCE VIA ZOOM

Call in number: 1-669-900-6833

Meeting ID: 835 6852 3388

Passcode: 738261

Zoom Link:

<https://us02web.zoom.us/j/83568523388?pwd=UzVVbTlZZE9MZnhicHhoTlRwWWNudz09>

*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.

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4. APPROVAL OF BOARD MEETING MINUTES

- June 9, 2021 Regular Meeting
- June 23, 2021 Special Meeting
- July 14, 2021 Special Meeting
- August 5, 2021 Special Meeting

5. CONSENT CALENDAR

- Check Register for June 2021
- Check Register for July 2021
- LAIF Statement - June 2021
- LAIF Statement - July 2021
- Unaudited Monthly Financial Statements

6. OLD BUSINESS

None

7. NEW BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION RE: Letter Agreement with Ron Franz for Civil Engineering and Land Surveying Services for Sewer Easement, Sewer Line Plans, and Construction Staking at 2399 North State Street, Ukiah, CA 95482

Recommended Action: Approve Letter Agreement with Ron Franz, in a form approved by General Counsel, for Civil Engineering and Land Surveying Services for Sewer Easement, Sewer Line Plans, and Construction Staking at 2399 North State Street, Ukiah, CA 95482.

- B. DISCUSSION AND POSSIBLE ACTION RE: Amend Policy 4020 – Attendance at Meetings & Meeting Stipend

Recommended Action: Approve amended Policy 4020 as proposed

- C. DISCUSSION AND POSSIBLE ACTION RE: Repeal Policy 4030 – Remuneration and Reimbursement

Recommended Action: Repeal Policy 4030

- D. DISCUSSION AND POSSIBLE ACTION RE: Amend Policy 4090 – Reimbursement for District Business

Recommended Action: Approve amended Policy 4090 as proposed

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8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

- a) General Manager Report of Ongoing District Activities
- b) Staff Report
- c) Report on JPA
- d) Directors' Reports
- e) Letters Received or Sent
- f) Announce the Next Regular Meeting - September 8, 2021

9. ADJOURNMENT

UVSD Regular Board Meeting June 09, 2021, via teleconference

1. CALL TO ORDER by Chair Wipf at 6:03p.m. Roll call by Chelsea Teague – Director McNerlin absent.

2. APPROVAL OF THE AGENDA

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

No public comment.

4. APPROVAL OF BOARD MEETING MINUTES

Motion to accept Board Meeting Minutes by Director Horsley, seconded by Vice-Chair Bawcom. No public comment. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

5. CONSENT CALENDAR

Board discussion. No public comment. Motion to accept Consent Calendar by Director Horsley, seconded by Vice-Chair Bawcom. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

6. OLD BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: UPDATES TO POLICY NUMBER 5010 RELATING TO BOARD MEETING PROCEDURES

-Recommended Action: Approve Updates to Policy Number 5010

Board discussion. No public comment. Motion to approve Policy Number 5010 with minor grammatical changes by Vice-Chair Bawcom, seconded by Director Horsley. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

7. NEW BUSINESS

A. PRESENTATION: DISTRICT-ONLY OPERATING EXPENSES FOR FISCAL YEAR 2021-2022 BUDGET

Mark DeMeulenaere went through the Budget with the Board. Discussion amongst the Board and Staff. No public comment. No action taken.

B. DISCUSSION AND POSSIBLE ACTION RE: PROPOSED ENGAGEMENT LETTER FROM VAN LANT & FANKHANEL, LLP, FOR AUDITING SERVICES FOR FISCAL YEAR ENDING JUNE 30, 2021

-Recommended Action: Approve Engagement Letter from Van Lant & Fankhanel, LLP.

Board discussion. Motion to approve the Engagement Letter from Van Lant & Fankhanel by Director Horsley, seconded by Director Dick. No public comment. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

- a) Wing-See not present.
- b) Joanna Gin (District legal counsel) gave a report regarding LAFCo and the ongoing consolidation efforts with the water districts. Elizabeth Salomone with Russian River Flood Control District made some comments regarding her appreciation of UVSD's current management.
- c) Jared Walker gave an update re: URRWA's June Board Meeting and our community's drought conditions/water supply. Elizabeth Salomone made some additional comments regarding the issues our community faces due to the water shortage. Board discussion continued.
- d) Chair Wipf gave a report re: the district's current management and the positive ongoing discussions with the City of Ukiah. Director Horsley announced some important upcoming meetings regarding the severe water shortage.
- e) No letters received or sent.
- f) Next Special Meeting – June 23, 2021, at 6:00pm
- g) Next Regular Meeting – July 14, 2021, at 6:00pm

9. ADJOURNMENT - Meeting adjourned at 7:09p.m.

UVSD Special Board Meeting June 23, 2021, via teleconference

1. CALL TO ORDER by Chair Wipf at 6:01pm. Roll call by Chelsea Teague – Director McNerlin arrived at 6:05pm.

2. APPROVAL OF THE AGENDA

Motion to approve the Agenda by Director Dick, seconded by Vice-Chair Bawcom. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

No public comment. Director McNerlin arrived at the meeting.

4. OLD BUSINESS – NONE. No action taken.

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

Joanna Gin made a comment to the Board regarding minor clarifications changes that will be made to the Budget Approval Agreement. Discussion amongst the Board and staff. Motion to approve FY 2021-2022 Budget and the Budget Approval Agreement in substantially final form, authorizing Board Chair and General Counsel to finalize and execute Budget Approval Agreement by Director Horsley, seconded by Vice-Chair Bawcom. Roll call vote: Ayes – 5 Nays – 0. Motion carries. No public comment.

6. ADJOURNMENT - Meeting adjourned at 6:39p.m.

UVSD Special Board Meeting July 14, 2021, via teleconference

1. CALL TO ORDER by Vice-Chair Bawcom at 6:06pm. Roll call by Chelsea Teague – Director McNerlin arrived at 6:08pm and Chair Wipf arrived at 6:12pm.

2. APPROVAL OF THE AGENDA

Motion to approve the Agenda by Director Dick, seconded by Director Horsley. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

No public comment. Director McNerlin arrived at the meeting.

4. OLD BUSINESS – NONE. No action taken. Chair Wipf arrived at the meeting.

5. NEW BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: URGENCY ORDINANCE REPEALING AND RECASTING ORDINANCE NO. 13 ALLOWING THE DISTRICT TO ADOPT SEWER CHARGES BY RESOLUTION AND REQUIRING THE PLACEMENT OF DELINQUENT SEWER CHARGES ON THE PROPERTY TAX ROLLS

Recommended Action: Approve the Urgency Ordinance

Item addressed by Joanna Gin, District Legal Counsel. Board discussion. No public comment. Motion to approve the Urgency Ordinance by Director McNerlin, seconded by Director Horsley. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

B. DISCUSSION AND POSSIBLE ACTION RE: INTRODUCTION AND FIRST READING OF ORDINANCE REPEALING AND RECASTING ORDINANCE NO. 13 ALLOWING THE DISTRICT TO ADOPT SEWER CHARGES BY RESOLUTION AND REQUIRING THE PLACEMENT OF DELINQUENT SEWER CHARGES ON THE PROPERTY TAX ROLLS

Recommended Action: Waive first reading and read Ordinance by title only

Item addressed by Joanna Gin. Board discussion. Motion to waive first reading and read Ordinance by title only by Director Horsley, seconded by Director McNerlin. Roll call vote: Ayes – 5 Nays – 0. Motion carries. No public comment. Vice-Chair Bawcom read the item into record as follows: “Introduction and First Reading of Ordinance Repealing and Recasting Ordinance No. 13 Allowing the District to Adopt Sewer Charges by Resolution and Requiring the Placement of Delinquent Sewer Charges on the Property Tax Rolls.”

6. ADJOURNMENT - Meeting adjourned at 6:27p.m.

UVSD Special Board Meeting August 05, 2021, via teleconference

1. CALL TO ORDER by Chair Wipf at 6:04pm. Roll call by Chelsea Teague – Director Dick absent.

2. APPROVAL OF THE AGENDA

Motion to approve the Agenda by Director Horsley, seconded by Vice-Chair Bawcom. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

No public comment.

4. OLD BUSINESS – NONE. No action taken.

5. NEW BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: PUBLIC HEARING REGARDING RESOLUTION ADOPTING THE REPORT PROPOSING TO HAVE DELINQUENT SEWER CHARGES COLLECTED ON THE PROPERTY TAX ROLL FOR FISCAL YEAR 2021-22 AND DIRECTING THE CLERK OF THE BOARD TO FILE SAID REPORT WITH THE MENDOCINO COUNTY AUDITOR-CONTROLLER TO PLACE SAID CHARGES ON THE TAX ROLL

Recommended Actions:

- 1. Receive the Report**
- 2. Open the Public Hearing to receive all written and oral objections or protests to the Report**
- 3. Close the Public Hearing and consider taking action to adopt, revise, change, reduce, or modify any charge or overrule any or all objections**
- 4. It is recommended that the District Manager or his or her designee be authorized to remove or modify any assessment from the approved Report should all or part of the delinquent sewer service charges be paid prior to the Report being referred to the County Auditor-Controller for placement onto the tax roll**

The Board of Directors received the report, and the report was addressed by legal counsel Joanna Gin and District staff. Chair Wipf opened the Public Hearing at 6:23pm. Aida at 812 Cindee Drive made some comments regarding her delinquent account. Jing Gao at 545 Donner Court made some comments regarding his delinquent account. Chair Wipf closed the Public Hearing at 6:54pm. Board discussion. Motion by Vice-Chair Bawcom to accept Resolution 2021-01 with grammatical corrections, overrule the objection regarding 545 Donner Court and give Aida at 812 Cindee Drive until 12:00pm on August 6, 2021, to make a \$500.00 payment toward her delinquent amount before it is sent over to the Tax Collector, seconded by Director Horsley. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

6. ADJOURNMENT - Meeting adjourned at 7:00p.m.

Ukiah Valley Sanitation District
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1417	06/01/2021	City of Ukiah	100 - UVSD Checking		-194,138.45
Bill	062021	06/01/2021		805 - Operating Expense Allocation	-194,138.45	194,138.45
TOTAL					-194,138.45	194,138.45
Bill Pmt -Check	1418	06/10/2021	City of Ukiah	100 - UVSD Checking		-315.00
Bill	3393	05/19/2021		615A - Financial Consultants	-315.00	315.00
TOTAL					-315.00	315.00
Bill Pmt -Check	1419	06/10/2021	Clifton Larson Allen, LLP	100 - UVSD Checking		-2,500.00
Bill	2898968	05/28/2021		615A - Financial Consultants	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	1420	06/10/2021	Mark DeMeulenaere	100 - UVSD Checking		-2,737.50
Bill	052021	05/31/2021		615A - Financial Consultants	-2,737.50	2,737.50
TOTAL					-2,737.50	2,737.50
Bill Pmt -Check	1421	06/10/2021	Mendocino County Auditor-Controller	100 - UVSD Checking		-1,000.29
Bill	2150	06/04/2021		450 - Property Tax income	-1,000.29	1,000.29
TOTAL					-1,000.29	1,000.29
Bill Pmt -Check	1422	06/10/2021	RespecTech, Inc.	100 - UVSD Checking		-658.65
Bill	42488	05/20/2021		610G - Office Supplies	-8.25	8.25
Bill	42562	05/20/2021		610G - Office Supplies	-426.00	426.00
Bill	42757	05/20/2021		610G - Office Supplies	-224.40	224.40
TOTAL					-658.65	658.65
Bill Pmt -Check	1423	06/10/2021	Rick Sands	100 - UVSD Checking		-680.00
Bill	05312021	05/31/2021		643 - Professional Fees	-680.00	680.00
TOTAL					-680.00	680.00
Bill Pmt -Check	1424	06/10/2021	Tri-Cities	100 - UVSD Checking		-102.95
Bill	210500577101	05/31/2021		610C - Telephone & DSL	-102.95	102.95
TOTAL					-102.95	102.95
Bill Pmt -Check	1425	06/10/2021	Upper Russian River Water Agency	100 - UVSD Checking		-100.00
Bill	335	06/01/2021		640G - URRWA JPA	-100.00	100.00
TOTAL					-100.00	100.00
Bill Pmt -Check	1426	06/10/2021	Urban Futures, Inc.	100 - UVSD Checking		-6,625.00
Bill	0621-001	05/31/2021		605E - Management Contract (UFI)	-6,625.00	6,625.00
TOTAL					-6,625.00	6,625.00
Bill Pmt -Check	1427	06/10/2021	USPS	100 - UVSD Checking		-3,000.00
Bill	06/02	06/02/2021		105D - Prepaid Postage	-3,000.00	3,000.00
TOTAL					-3,000.00	3,000.00
Bill Pmt -Check	1428	06/10/2021	Willow Water District	100 - UVSD Checking		-12,417.24
Bill	117	05/31/2021		605C - MSA - Willow	-11,346.00	11,346.00
				610J - Information Systems	-199.95	199.95
				610G - Office Supplies	-370.08	370.08
Bill	500	06/01/2021		610A - Office Rent	-425.00	425.00

Ukiah Valley Sanitation District
Check Detail
June 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
				610B - Office Utilities	-76.21	76.21
TOTAL					-12,417.24	12,417.24
Bill Pmt -Check	1432	06/18/2021	Victor A Sanchez	100 - UVSD Checking		-5,670.00
Bill	062021	06/18/2021		643 - Professional Fees	-5,670.00	5,670.00
TOTAL					-5,670.00	5,670.00

Savings Bank of Mendocino County
Beginning Balance as of 06/01/2021 \$474,552.09
Ending Balance as of 06/30/2021 \$625,789.86

**Ukiah Valley Sanitation District
Check Detail
July 2021**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	1433	07/01/2021	City of Ukiah	100 - UVSD Checking		-215,958.00
Bill	072021	07/01/2021		805 - Operating Expense Allocation	-215,958.00	215,958.00
TOTAL					-215,958.00	215,958.00
Bill Pmt -Check	1434	07/07/2021	USPS	100 - UVSD Checking		-55.00
Bill	07072021	07/07/2021		610E - Postage	-55.00	55.00
TOTAL					-55.00	55.00
Bill Pmt -Check	1435	07/15/2021	Best Best & Krieger LLP	100 - UVSD Checking		-5,282.50
Bill	906834	05/31/2021		625A - Attorney Fees	-5,282.50	5,282.50
TOTAL					-5,282.50	5,282.50
Bill Pmt -Check	1436	07/15/2021	Clifton Larson Allen, LLP	100 - UVSD Checking		-3,350.00
Bill	2939676	06/30/2021		615A - Financial Consultants	-3,350.00	3,350.00
TOTAL					-3,350.00	3,350.00
Bill Pmt -Check	1437	07/15/2021	Golden State Risk Management Authority	100 - UVSD Checking		-4,648.00
Bill	GS2107100293	07/01/2021		615D - Liability & Property Insurance	-4,648.00	4,648.00
TOTAL					-4,648.00	4,648.00
Bill Pmt -Check	1438	07/15/2021	Hildebrand Consulting, LLC	100 - UVSD Checking		-630.00
Bill	333	06/30/2021		615A - Financial Consultants	-630.00	630.00
TOTAL					-630.00	630.00
Bill Pmt -Check	1439	07/15/2021	Kyocera	100 - UVSD Checking		-186.05
Bill	55E1627121	06/25/2021		610F - Printing Copying	-186.05	186.05
TOTAL					-186.05	186.05
Bill Pmt -Check	1440	07/15/2021	Mark DeMeulenaere	100 - UVSD Checking		-1,143.75
Bill	062021	06/30/2021		615A - Financial Consultants	-1,143.75	1,143.75
TOTAL					-1,143.75	1,143.75
Bill Pmt -Check	1441	07/15/2021	Mendocino County Auditor-Controller	100 - UVSD Checking		-16,420.50
Bill	2041	07/01/2021		640F - LAFCO	-16,420.50	16,420.50
TOTAL					-16,420.50	16,420.50
Bill Pmt -Check	1442	07/15/2021	RespecTech, Inc.	100 - UVSD Checking		-123.75
Bill	43066	06/30/2021		610G - Office Supplies	-123.75	123.75
TOTAL					-123.75	123.75
Bill Pmt -Check	1443	07/15/2021	Rick Sands	100 - UVSD Checking		-935.00
Bill	06302021	07/14/2021		643 - Professional Fees	-935.00	935.00
TOTAL					-935.00	935.00
Bill Pmt -Check	1444	07/15/2021	Upper Russian River Water Agency	100 - UVSD Checking		-600.00
Bill	340	07/01/2021		640G - URRWA JPA	-600.00	600.00
TOTAL					-600.00	600.00
Bill Pmt -Check	1445	07/15/2021	Urban Futures, Inc.	100 - UVSD Checking		-5,375.00
Bill	0721-001	06/30/2021		605E - Management Contract (UFI)	-5,375.00	5,375.00
TOTAL					-5,375.00	5,375.00
Bill Pmt -Check	1446	07/15/2021	Victor A Sanchez	100 - UVSD Checking		-1,035.00

Ukiah Valley Sanitation District
Check Detail
July 2021

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	072021	07/14/2021		643 - Professional Fees	-1,035.00	1,035.00
TOTAL					-1,035.00	1,035.00
Bill Pmt -Check	1447	07/15/2021	Willow Water District	100 - UVSD Checking		-12,075.84
Bill	120	06/30/2021		605C - MSA - Willow	-11,346.00	11,346.00
				610J - Information Systems	-199.95	199.95
Bill	503	07/01/2021		610A - Office Rent	-425.00	425.00
				610B - Office Utilities	-104.89	104.89
TOTAL					-12,075.84	12,075.84
Bill Pmt -Check	1448	07/15/2021	Tri-Cities	100 - UVSD Checking		-110.00
Bill	210600577101	06/30/2021		610C - Telephone & DSL	-110.00	110.00
TOTAL					-110.00	110.00
Savings Bank of Mendocino County						
Beginning Balance as of 07/01/2021					\$625,789.86	
Ending Balance as of 07/31/2021					\$482,529.17	

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

July 01, 2021

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[PMIA Average Monthly Yields](#)

UKIAH VALLEY SANITATION DISTRICT

GENERAL MANAGER
 151 LAWS AVENUE, SUITE B
 UKIAH, CA 95482

[Tran Type Definitions](#)

Account Number: 70-23-001

June 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
6/17/2021	6/11/2021	RD	1676678	N/A	MARK DEMEULENAERE	400,000.00

Account Summary

Total Deposit:	400,000.00	Beginning Balance:	7,585,162.12
Total Withdrawal:	0.00	Ending Balance:	7,985,162.12

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

August 03, 2021

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UKIAH VALLEY SANITATION DISTRICT

GENERAL MANAGER
151 LAWS AVENUE, SUITE B
UKIAH, CA 95482

[Tran Type Definitions](#)

Account Number: 70-23-001

July 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/15/2021	7/14/2021	QRD	1679796	N/A	SYSTEM	5,897.97
7/19/2021	7/13/2021	RD	1678618	N/A	MARK DEMEULENAERE	360,000.00

Account Summary

Total Deposit:	365,897.97	Beginning Balance:	7,985,162.12
Total Withdrawal:	0.00	Ending Balance:	8,351,060.09

UKIAH VALLEY SANITATION DISTRICT

**FINANCIAL STATEMENTS
MONTH ENDED AND FISCAL YEAR TO DATE
MAY 31, 2021**

Working Draft For
Discussion Purposes
Only

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Working Draft For
Discussion Purposes
Only

**UKIAH VALLEY SANITATION DISTRICT
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MONTH ENDED AND FISCAL YEAR TO DATE MAY 31, 2021**

Basic Financial Statements

Fund Financial Statements

Statement of Net Position	1
Statement of Revenues, Expenses, and Changes in Fund Net Position	2
Selected Notes To The Financial Statements	3

Working Draft For
Discussion Purposes
Only

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

**UKIAH VALLEY SANITATION DISTRICT
STATEMENT OF NET POSITION
MAY 31, 2021**

ASSETS

Current Assets:

Cash and Investments	\$ 8,222,183
Accounts Receivable	1,163,662
Interest Receivable	40,000
Restricted Cash	502,013
Due from City of Ukiah	1,000,000
Prepaid Expenses	977
Total Current Assets	10,928,835

Noncurrent Assets:

Due from City of Ukiah	1,000,000
Capital Assets:	
Depreciable, Net	29,049,188
Total Noncurrent Assets	30,049,188
Total Assets	40,978,023

LIABILITIES

Current Liabilities:

Accounts Payable	39,263
Accrued Interest	142,932
Customer Deposits Payable	17,400
Bonds Payable - Due in One Year	1,430,000
Total Current Liabilities	1,629,595

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	22,195,000
Total Long-Term Liabilities	22,195,000
Total Liabilities	23,824,595

NET POSITION

Net Investment in Capital Assets Unrestricted	5,424,188 11,729,240
Total Net Position	\$ 17,153,428

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

**UKIAH VALLEY SANITATION DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
MONTH ENDED AND FISCAL YEAR TO DATE MAY 31, 2021**

	Month Ended May 31, 2021	Fiscal Year to Date May 31, 2021
OPERATING REVENUES		
Charges for Services	\$ 444,572	\$ 4,835,774
Connection Fees	337,418	709,792
Total Operating Revenues	781,990	5,545,566
OPERATING EXPENSES		
Services and Supplies	27,406	304,720
Operating Expense Allocation - City of Ukiah	194,139	2,039,265
Legal Expense	5,282	36,354
Depreciation and Amortization	65,597	721,566
Total Operating Expenses	292,424	3,101,905
OPERATING INCOME (LOSS)	489,566	2,443,661
NONOPERATING REVENUE (EXPENSES)		
Taxes and Assessments	-	56,715
Interest Income	5,002	91,724
Other Revenue	-	113
Interest and Bond Expense	(47,644)	(543,131)
Total Nonoperating Revenue (Expenses)	(42,642)	(394,579)
CHANGE IN NET POSITION	446,924	2,049,082
Net Position - April 30, 2021 and July 1, 2020	16,706,504	15,104,346
NET POSITION - END OF PERIOD	\$ 17,153,428	\$ 17,153,428

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

**UKIAH VALLEY SANITATION DISTRICT
SELECTED NOTES TO THE FINANCIAL STATEMENTS
FISCAL YEAR TO DATE MAY 31, 2021**

Ukiah Valley Sanitation District

Selected Information

For the month ended and fiscal year to date May 31, 2021

The accompanying financial statements include the following departures from accounting principles generally accepted in the United States of America:

The financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.

The financial statements omit all required supplementary information, such as management discussion and analysis as required by accounting principles generally accepted in the United States of America.

The effects of these departures have not been determined.

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

UKIAH VALLEY SANITATION DISTRICT

**FINANCIAL STATEMENTS
MONTH ENDED AND FISCAL YEAR TO DATE
JUNE 30, 2021**

Working Draft For
Discussion Purposes
Only

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Working Draft For
Discussion Purposes
Only

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Working Draft For
Discussion Purposes
Only

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

**UKIAH VALLEY SANITATION DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2021**

ASSETS

Current Assets:

Cash and Investments	\$ 8,817,838
Accounts Receivable	814,578
Interest Receivable	50,898
Restricted Cash	502,015
Due from City of Ukiah	1,000,000
Prepaid Expenses	3,210
Total Current Assets	11,188,539

Noncurrent Assets:

Due from City of Ukiah	1,000,000
Capital Assets:	
Depreciable, Net	28,983,592
Total Noncurrent Assets	29,983,592
Total Assets	41,172,131

LIABILITIES

Current Liabilities:

Accounts Payable	42,165
Accrued Interest	190,575
Customer Deposits Payable	19,900
Bonds Payable - Due in One Year	1,430,000
Total Current Liabilities	1,682,640

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	22,195,000
Total Long-Term Liabilities	22,195,000
Total Liabilities	23,877,640

NET POSITION

Net Investment in Capital Assets	5,358,592
Unrestricted	11,935,899
Total Net Position	\$ 17,294,491

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

**UKIAH VALLEY SANITATION DISTRICT
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION
MONTH ENDED AND FISCAL YEAR TO DATE JUNE 30, 2021**

	<u>Month Ended June 30, 2021</u>	<u>Fiscal Year to Date June 30, 2021</u>
OPERATING REVENUES		
Charges for Services	\$ 446,342	\$ 5,282,116
Connection Fees	28,118	737,910
Total Operating Revenues	<u>474,460</u>	<u>6,020,026</u>
OPERATING EXPENSES		
Services and Supplies	31,565	336,285
Operating Expense Allocation - City of Ukiah	194,138	2,233,403
Legal Expense	4,373	40,727
Depreciation and Amortization	65,596	787,162
Total Operating Expenses	<u>295,672</u>	<u>3,397,577</u>
OPERATING INCOME (LOSS)	178,788	2,622,449
NONOPERATING REVENUE (EXPENSES)		
Taxes and Assessments	(1,000)	55,715
Interest Income	10,918	102,642
Other Revenue	-	113
Interest and Bond Expense	<u>(47,643)</u>	<u>(590,774)</u>
Total Nonoperating Revenue (Expenses)	<u>(37,725)</u>	<u>(432,304)</u>
CHANGE IN NET POSITION	141,063	2,190,145
Net Position - May 31, 2021 and July 1, 2020	<u>17,153,428</u>	<u>15,104,346</u>
NET POSITION - END OF PERIOD	<u>\$ 17,294,491</u>	<u>\$ 17,294,491</u>

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

**UKIAH VALLEY SANITATION DISTRICT
SELECTED NOTES TO THE FINANCIAL STATEMENTS
FISCAL YEAR TO DATE JUNE 30, 2021**

Ukiah Valley Sanitation District

Selected Information

For the month ended and fiscal year to date June 30, 2021

The accompanying financial statements include the following departures from accounting principles generally accepted in the United States of America:

The financial statements omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America.

The financial statements omit all required supplementary information, such as management discussion and analysis as required by accounting principles generally accepted in the United States of America.

The effects of these departures have not been determined.

These accrual basis financial statements have not been subjected to an audit, review, or compilation engagement, and no opinion nor assurance is provided hereon. Substantially all disclosures and RSI required by US generally accepted accounting principles have been omitted. See Selected Information.

Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

STAFF REPORT
August 19, 2021

To: Board of Directors
From: Wing-See Fox
Meeting Date: August 19, 2021

Item #7A: Letter Agreement with Ron Franz for Civil Engineering and Land Surveying Services for Sewer Easement, Sewer Line Plans, and Construction Staking at 2399 North State Street, Ukiah, CA 95482

Background:

On April 8, 2021, Rick Sands, Water Utility Engineering Specialist for the City of Ukiah sent a letter to the Dunnewood Winery requesting a sewer easement across the winery property at 2399 North State Street, Ukiah, CA 95482. Approximately 10 years ago, the County of Mendocino performed a road widening project along North State Street. As part of that project, the District had sewer line improvements constructed at North State Street to serve properties that are currently on private sewer systems (septic systems) with public sewer in the future. To provide public sewer to those properties, the District has two options:

1. Construct a sewer line across Dunnewood Winery property and tie into the existing sewer main by the railroad tracks.
2. Construct a sewer pump station near the bridge at Ackerman Creek, pump the sewage to Olive Avenue, construct a gravity sewer line down Olive Avenue, and tie into the existing sewer line by the railroad tracks.

The preferred option is to construct a gravity sewer line across Dunnewood Winery property as a sewer pump station is costly to construct and requires ongoing costs of operation and maintenance.

Discussion:

The owners of the Dunnewood Winery property agreed to provide a sewer easement at no cost to the District. Legal counsel was directed to prepare a sewer easement. The Letter Agreement authorizes the District to pay Mr. Franz for the necessary legal descriptions and easement map for the easement. Mr. Franz will also be preparing the plans, specifications, or documents necessary for the City of Ukiah to prepare the bid documents in order to bid out the construction work for the sewer line. The Letter Agreement includes a not to exceed amount of \$6,500 for civil engineering and land surveying work that is performed by Mr. Franz.

Fiscal Effect:

\$6,500 for civil engineering and land surveying work that is performed by Mr. Franz in connection with the Dunnewood Property easement.

Recommendation:

1. Approve Letter Agreement with Ron Franz, in a form approved by General Counsel, for Civil Engineering and Land Surveying Services for Sewer Easement, Sewer Line Plans, and Construction Staking at 2399 North State Street, Ukiah, CA 95482.

Attachments:

1. Draft Letter Agreement with Ron Franz for Civil Engineering and Land Surveying Services for Sewer Easement, Sewer Line Plans, and Construction Staking at 2399 North State Street, Ukiah, CA 95482

Respectfully submitted,



WING-SEE FOX
Interim District Manager

August 19, 2021

Mr. Ron Franz
2335 Appolinaris Drive
Ukiah, CA 95482

Dear Mr. Franz

Letter Agreement for Civil Engineering & Land Surveying Services

This letter shall be our Agreement ("Letter Agreement") regarding the land surveying and engineering services described below ("Services") to be provided by Ron Franz ("Consultant") as an independent contractor to the Ukiah Valley Sanitation District (the "District") for the District's acquisition of a sewer easement from the property owners of 2399 North State Street, Ukiah, CA 95482 ("Project"). Consultant is retained as independent contractor and is not an employee of the District. District and Consultant are sometimes referred to herein as "Party" or "Parties."

The Services to be provided are more particularly described in the Scope of Services attached hereto as Exhibit "A" and are incorporated herein by reference. Services on the Project shall be completed by February 10, 2022, unless extended by the District in writing.

Consultant shall perform all Services under this Letter Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California, and consistent with all applicable laws. Consultant represents that it has all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services, including any required business license, and that such licenses and approvals shall be maintained throughout the term of this Letter Agreement.

Consultant will perform and coordinate the Services under this Letter Agreement. Total compensation shall be an amount not to exceed \$6,500. The actual amount of time spent in adequately performing the Services shall be billed at the hourly rate of \$140. Consultant's invoices shall include a detailed description of the Services performed. Invoices shall be submitted to the District in three phases as performance of the Services progresses and upon the completion of (1) land surveying services and the preparation of a legal description and map of the proposed sewer line easement at the Property, (2) the preparation of a sewer line plan for the construction of the new sewer line at the Property, and (3) construction staking for the project. The District shall review and pay the approved charges on such invoices in a timely manner.

Consultant shall provide proof of commercial general liability and auto liability insurance to the District in amounts and with policies, endorsements and conditions required by the District for the Services as described in the Insurance Provisions attached hereto as Exhibit "B" and incorporated herein by reference. The District, its officials, officers, employees, agents and authorized volunteers shall be named as Additional Insureds on Consultant's policies of commercial general liability and automobile liability insurance. If Consultant is an employer or otherwise hires one or more employees during the term of this Project, Consultant shall also provide proof of workers' compensation coverage for such employees, which meets all requirements of State law, with endorsements and conditions required by the District.

The District may terminate this Letter Agreement at any time with or without cause. If the District finds it necessary to terminate this Letter Agreement without cause before Project completion, Consultant shall be entitled to be paid in full for those Services adequately completed prior to the notification of termination. Consultant may terminate this Letter Agreement only upon 30 calendar days' written notice to the District only in the event of District's failure to perform in accordance with the terms of this Letter Agreement through no fault of Consultant.

To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Consultant, its officials, officers, employees, subconsultants, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Letter Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorneys' fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant. Consultant's obligation to indemnify shall survive expiration or termination of this Letter Agreement, and shall not be restricted to insurance proceeds, if any, received by the District, its officials, officers, employees, agents, or volunteers.

Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services.

By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services. Consultant warrants that he has no employees. Consultant shall indemnify District against any alleged violations of this paragraph, including, but not limited to, any fines or penalties imposed by any governmental agency.

This Letter Agreement shall be interpreted in accordance with the laws of the State of California. If any action is brought to interpret or enforce any term of this Letter Agreement, the action shall be brought in a state or federal court situated in Mendocino County, State of California.

Consultant shall not assign, sublet, or transfer this Letter Agreement or any rights under or interest in this Letter Agreement without the written consent of the District, which may be withheld for any reason. This Letter Agreement may not be modified or altered except in writing signed by both parties. Except to the extent expressly provided for in the termination paragraph, there are no intended third party beneficiaries of any right or obligation of the Parties.

This is an integrated Letter Agreement representing the entire understanding of the parties as to those matters contained herein, and supersedes and cancels any prior oral or written understanding

or representations with respect to matters covered hereunder. Since the Parties or their agents have participated fully in the preparation of this Letter Agreement, the language of this Letter Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. The captions of the various paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Letter Agreement.

Consultant warrants that the individual who has signed this Letter Agreement has the legal power, right and authority to make this Letter Agreement and bind the Consultant hereto. If you agree with the terms of this Letter Agreement, please indicate by signing and dating where indicated below.

UKIAH VALLEY SANITATION DISTRICT CONSULTANT

Approved By:

Ernie Wipf
Chair

Date

Attested By:

Chelsea Teague
Board Secretary

Signature

Ron Franz

Title

Date

Exhibit A
Scope of Services

1. Consultant will prepare legal description and map for proposed easement along the route of a new sewer line at 2399 N. State Street, Ukiah, CA 95482.
2. The work will also include the preparation of a sewer line plan for the construction of a new 1760 foot long, 8" diameter sewer line that will connect an existing manhole in North State Street to an existing manhole in the railroad right-of-way. The plan will be a 1-page, 24"x36" plan showing the proposed project along with details for the manholes and trench work. All construction work and materials will be referenced to the standard sewer plans, details and specifications of the City of Ukiah. Grades and locations of the sewer line and manholes will be shown in enough detail to construct the new line. Consultant will provide paper copies of the plan as well as digital copies as necessary. Consultant will not attend or be part of any pre-construction meetings or bidding processes.
3. Once the project is ready for construction and the District has a contractor ready to perform the work, Consultant will provide construction staking for the project. Consultant will stake the location and grades for all of the manholes which would be sufficient for a competent contractor to build the entire project. Consultant will coordinate that work with the contractor.

Exhibit B
Insurance Provisions

Minimum Insurance Requirements: Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor.

Coverage: Coverage shall be at least as broad as the following:

1. Commercial General Liability (CGL) • Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least one million dollars (\$1,000,000) per occurrence or the full per occurrence limits of the policies available, whichever is greater. The general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to Ukiah Valley Sanitation District).
2. Automobile Liability • Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Contractor has no owned autos, Symbol 8 (hired) and 9 (non- owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
3. Workers' Compensation Insurance as required by the State of California during such time when Consultant has employees with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease if required. Consultant warrants that he does not have any employees.

Waiver of Subrogation: The insurer(s) named above agree to waive all rights of subrogation against the Ukiah Valley Sanitation District, its elected or appointed officers, officials, agents, authorized volunteers and employees for losses paid under the terms of this policy which arise from work performed by the Named Insured for the Ukiah Valley Sanitation District; but this provision applies regardless of whether or not the Ukiah Valley Sanitation District has received a waiver of subrogation from the insurer.

Other Required Provisions - The general liability policy must contain, or be endorsed to contain, the following provisions:

1. Additional Insured Status: Ukiah Valley Sanitation District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations performed by or on behalf of the Contractor.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the Ukiah Valley Sanitation District.

Acceptability of Insurers - Insurance is to be placed with insurers having a current A.M. Best rating of no less than A: VII or as otherwise approved by Ukiah Valley Sanitation District.

Verification of Coverage - Contractor shall furnish the Ukiah Valley Sanitation District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the Ukiah Valley Sanitation District before work commences. The Ukiah Valley Sanitation District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration pages and Endorsement pages.

Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

STAFF REPORT
August 19, 2021

To: Board of Directors
From: Wing-See Fox
Meeting Date: August 19, 2021

Item #7B Amend Policy 4020 – Attendance at Meetings & Meeting Stipend

Item #7C Repeal Policy 4030 – Remuneration and Reimbursement

Item #7D Amend Policy 4090 – Reimbursement for District Business

Background:

The Board is updating its policies related to stipends for attendance at Board meetings and reimbursement for District Business (travel, lodging, and meals) for Directors.

Discussion:

Currently, Policy 4020 requires Directors to attend all Board meetings unless there is good cause for absence. Currently, Policy 4030 provides that Directors shall receive a meeting stipend for every Board meeting attended, and that the stipend amount shall be annual set by the Board at its regular meeting in December.

Previously, the District issued a \$25 meeting stipend to Directors. Meeting stipends were suspended in Fiscal Year 2019-20. The Board is considering reinstating and specify the amount of meeting stipends. The District budgeted \$2,500 for meeting stipends for Fiscal Year 2021-22. Staff recommends consolidating Policies 4020 and 4030 into Policy 4020 (and deleting Policy 4030) since both policies relate to meeting attendance and are one to two sentences each. The Board may wish to:

- Review and set the meeting stipend amount in Policy 4020.
- Determine whether meeting stipends apply to remote or teleconference meetings. The purpose of the meeting stipend was to offset costs related to local travel for District business. Due to the COVID-19 pandemic, the District has been meeting remotely since 2020.

Currently, Policy 4090 relates to the reimbursement of expenses for Directors who attend training, education and conferences. Proposed revisions to Policy 4090 would provide clarification on the process for the request and approval of reimbursements related to District business. The proposed revisions would also specify the maximum allowable amounts for reimbursements and specify what types of expenditures are non-reimbursable.

Fiscal Effect:

The District has budgeted \$2,500 for meeting stipends for Fiscal Year 2021-22.

Recommendation:

1. Amend Policies 4020 and 4090 and repeal Policy 4030, as proposed.

Attachments:

1. Redline of Policy 4020 – Attendance at Meetings & Meeting Stipend
2. Redline of Policy 4030 – Remuneration and Reimbursement
3. Redline of Policy 4090 – Reimbursement for District Business

Respectfully submitted,



WING-SEE FOX
Interim District Manager

UKIAH VALLEY SANITATION DISTRICT

DISTRICT POLICY

POLICY TITLE: Attendance at Meetings [& Meeting Stipend](#)

POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 [Members of the Board of Directors shall receive a meeting stipend in the amount of ~~\\$3550~~ for every board meeting for which they physically attend. The purpose of this stipend is to cover the costs of travel to attend board meetings. Teleconference meetings are ineligible for a meeting stipend.](#)

UKIAH VALLEY SANITATION DISTRICT

DISTRICT POLICY

~~POLICY TITLE: Remuneration and Reimbursement~~

~~POLICY NUMBER: 4030~~

~~4030.1—Members of the Board of Directors shall receive a meeting stipend for every board meeting attended. The amount of the meeting stipend shall be established annually by the Board at its regular meeting in December and be consistent with applicable state law.~~

Ukiah Valley Sanitation District

DISTRICT POLICY

POLICY TITLE: [Training, Education and Conferences Reimbursement for District Business](#)
POLICY NUMBER: 4090

4090.1 Members of the Board of Directors are encouraged to attend educational conferences and professional meetings when the purposes of such activities are to improve District operation. Hence, there is no limit as to the number of Directors attending a particular conference or seminar when it is apparent that their attendance is beneficial to the District. [The purpose of this Policy is to provide limits and guidelines for reimbursement of expenses related to training, education, and conferences that are incurred in the conduct of District business.](#)

4090.1.1 "Junkets" (a tour or journey for pleasure at public expense), ~~however, will not be permitted~~ [are prohibited.](#)

4090.1.2 [Directors are encouraged to explore opportunities to attend training, education, conferences, and other meetings virtually as an alternative to in person events.](#)

4090.2 It is the policy of the District to encourage Board development and excellence of performance by reimbursing actual expenses incurred for tuition, travel, lodging and meals as a result of training, educational courses, participation with professional organizations, and attendance at local, state and national conferences associated with the interests of the District. [All reimbursements are to be made in accordance with the budget for that expense.](#) Cash advances or use of District credit cards for these purposes is not permitted. [Those seeking reimbursement should ensure that the proposed expenses are reimbursable before incurring the expenses](#)

4090.2.1 [All requests for travel and/or expenses shall be related to District business. The maximum daily reimbursable expense limitation for lodging shall be \\$125, meal allowance shall be \\$71 and air fare shall be reserved as economy class.](#) The District Manager is responsible for making arrangements for Directors for conference and registration expenses, and for per diem. Per diem, when appropriate, shall include reimbursement of expenses for meals, lodging, and travel. All expenses for which reimbursement is requested by Directors, or which are billed to the District by Directors, shall be submitted to the District Manager, together with validated receipts in accordance with State law.

4090.2.2 Attendance by Directors of seminars, workshops, courses, professional organization meetings, and conferences shall be approved by the Board of Directors prior to incurring any reimbursable costs.

4090.2.3 Expenses to the District for Board of Directors' training, education and conferences

should be kept to a minimum by utilizing recommendations for transportation and housing accommodations put forth by the District Manager and by:

4090.2.3.1 Utilizing hotel(s) recommended by the event sponsor in order to obtain discounted rates.

4090.2.3.2 Directors traveling together whenever feasible and economically beneficial.

4090.2.3.3 Requesting reservations sufficiently in advance, when possible, to obtain discounted air fares and hotel rates.

4090.3 Reimbursement of expenses incurred by Directors for all District business shall require approval in advance at a public meeting of the District. In the event that there is uncertainty if a request complies with this Policy, such individual should seek direction from the District Manager or General Counsel. The Directors shall review requests by the District Manager for travel reimbursements. The District Manager shall review all employee requests for travel. Any questions regarding the propriety of a particular type of expense must be resolved by the District Manager before the expense is incurred.

4090.3.1 Non-reimbursable expenses include, but are not limited to:

1. The personal portion of any trip;
2. Political or charitable contributions or expenses related to attendance at partisan political events;
3. Family expenses, including spouse's expenses when accompanying the District Official or employee on District business, as well as expenses related to children, childcare, or pet-related expenses.
4. Entertainment expenses, including theater, movies (either in-room or at a public theater), magazines, newspapers, sporting events, gym, spa, and/or golf-related expenses or other cultural events;
5. Non-mileage personal automobile expenses, including repairs and traffic or parking fines;
6. Personal losses incurred while on District business;
7. Expenses that are reimbursed by another agency;
8. Cancellation charges resulting from the District Official's failure to change or cancel lodging or travel reservations in a timely manner (does not include change or cancellation fees caused by District business);
9. Alcoholic beverages;
10. Personal services such as haircuts, shoe shines, laundry/dry-cleaning, purchase of personal sundry items, etc.;
11. Expenses incurred by individuals other than the District Official;
12. Consumption of items in the in-room snack bar/container;
13. Travel expenses incurred when the District official has made arrangements to attend a meeting or conference and does not cancel these arrangements timely.
14. Personal telephone calls. Reasonable calls to immediate family to advise them of the District official's travel plans will be reimbursed subject to the District's daily limit.

4090.3.2 Each District official is responsible for the accurate preparation of the District's reimbursement form and for providing all necessary accompanying receipts

documenting each expense. For receipts that contain charges for non-reimbursable items, items to be reimbursed must be clearly identified (highlight, circle, check mark, etc.).

A. Required Reimbursement Form. When a District official requests reimbursement for out-of-pocket expenses for items or services related to District business, they shall submit reimbursement requests on a District reimbursement form. The submitted reimbursement form shall include an explanation of the District business purpose for the expense and receipts evidencing each expense. Original itemized receipts to support all expenditures (including meals) for which reimbursement is sought, in addition to any credit card receipts, are also part of the necessary documentation. The appropriate approvals for employees are the signatures of the employee's supervisors. The secretary to the District Manager is designated as the position responsible for coordinating all travel arrangements. Reimbursement requests by the District Manager will be reviewed and approved by the District Manager and/or Board of Directors.

1. District officials must submit their reimbursement form within sixty (60) calendar days of an expense being incurred. Failure to provide the required documentation in a timely fashion may result in the expense reimbursement being denied.

2. District officials may not exceed the daily allowance for meals and incidental expenses while traveling as established and maintained by the Federal General Services Administration and as referenced in the Federal Internal Revenue Service (IRS) Publications 463 and 1542.

B. Travel Requests and Authorization. When District officials are traveling on District business that requires an overnight stay or air travel, they shall submit a written travel request. The travel request shall be submitted prior to incurring expenses related to the travel and shall include an explanation of the purpose of the travel. The travel request shall be submitted to the District Manager no less than one (1) week in advance of the first travel day to allow for appropriate consideration and approval and to ensure the lowest possible fares. Upon completion of travel, a reimbursement form shall be completed and submitted to reconcile travel expenses.

C. Public Records. Under the provisions of the California Public Records Act, all reimbursement forms, travel requests and any accompanying receipts are public records and subject to disclosure. The District shall prepare a report monthly of all such expenses and present it at a public hearing.

4090.3.3 Travel. District Officials shall use the most economical mode and class of transportation reasonably consistent with scheduling needs and cargo space requirements. Travel shall be booked as far in advance as possible to achieve the most reasonable fares or rates.

4090.3.3.1 Personal Vehicle. If a District official uses his/her personal vehicle, automobile mileage is reimbursed at current IRS mileage reimbursement rates. These rates compensate the District official for gasoline, insurance, maintenance,

and other expenses associated with operating the vehicle. This amount does not include bridge, road tolls, and reasonable parking costs, which are also reimbursable. The cost associated with using a personal vehicle for overnight travel shall be compared to the cost of air travel and eligible rental car or other transportation expenses. If the costs associated with using a personal vehicle for overnight travel exceed the comparable costs associated with air travel, and no compelling reason exists to use a personal vehicle instead of air travel, then the maximum reimbursement shall be based upon the costs of air travel.

4090.3.3.2 Car rental expenses should be compared to the projected costs of other means of transportation such as taxicabs, shuttle services, or public transportation. In determining whether to use a rental car, the costs of the rental, parking, and gasoline should be compared to the combined cost of such other forms of transportation. Rental car expenses shall only be authorized for District business purposes and when the travel circumstances require the use of a rental car. Government and group rates must be used when available.

4090.3.3.3 Compact size cars shall be used when available and adequate for travel needs. Advance reservations shall be made, whenever possible, to ensure the availability of the most economical class of vehicle. Limousines or chauffeur/driver rentals are prohibited.

4090.3.3.4 Additional charges for optional insurance offered by rental car agencies are not an eligible expense. Directors and employees are covered for car rentals by existing District insurance policies, as long as the rental is made for business purposes. Fuel costs, parking fees, and bridge or road tolls related to rental car travel are eligible for reimbursement based upon receipts. Best efforts to fill-up gas tank before returning rental car must be made due to excessive gasoline charges by rental companies.

4090.3.3.5 Taxicabs and Shuttles: Expenses for taxicabs and/or shuttles for required travel shall be reimbursed based upon receipts. Such expenses may include an appropriate gratuity, not to exceed fifteen percent (15%). Required travel includes travel to and from airports, and to and from other locations when required for District business. District officials are encouraged to use complimentary shuttle service, when available, or the most economical method of travel.

4090.3.3.6 Fines for parking or speeding violations are not reimbursable.

4090.3.4 Lodging. District officials shall use the most reasonably priced lodging accommodations when traveling on District business out of town. Lodging shall be limited to the minimum number of nights required to conduct District business. No lodging expenses in Mendocino County shall be reimbursed unless specifically approved by the Board of Directors.

4090.3.4.1 Government Rates: Expenses for lodging are eligible for reimbursement at actual rates, including taxes, for single accommodation when travel requires an overnight stay for District business purposes. Lodging expenses are limited to government

rates, when available. Lodging expenses at rates less than the government rate are permitted. Lodging expenses must be documented by an original hotel bill.

4090.3.4.2 IRS Rates: If government rates are not available, lodging rates that are equal to or less than the IRS per diem rates for Mendocino County are also considered to be reasonable and are permitted.

4090.3.4.3 Median Retail Price: In the event that government rates are not available and there are no IRS per diem rates applicable to the travel location, lodging rates that do not exceed the median retail price for lodging for that area listed on discount websites, or an equivalent service shall be considered reasonable.

4090.3.4.4 Maximum Group Rates: Lodging expenses associated with a conference, educational seminar, or other event sponsored by an association or professional organization shall not exceed the maximum group rates published by the conference if such group rates are available at the time of booking.

4090.3.4.5 Other Expenses: Hotel charges for telephone use (including long distance charges), internet access, and facsimile use are reimbursable as lodging expenses if they are directly related to District business.

4090.3.4.6 Shared Lodging: In the case of shared lodging (two or more travelers sharing a room on District business), each traveler should request reimbursement for such traveler's share of the lodging. If one of the travelers pays for the entire cost of lodging, that traveler shall be reimbursed for the entire accommodation cost, but should cross reference the other traveler's name on the reimbursement form.

4090.3.7 Travel Advances: District Officials may request a travel advance to cover anticipated expenses while traveling on District business. Travel advances will only be provided for non-local lodging costs and shall be approved by the District Manager or Board.

If possible, requests for a travel advance will be transmitted to the District Manager or Board fourteen (14) calendar days prior to the need in writing. Any unused advance must be returned to the District within ten (10) calendar days of return, along with the reimbursement form and receipts documenting how the advance was used in compliance with this policy.

4090.3.5 Meal Expenses: Meal expenses related to District business are reimbursable based upon receipts. Meal expenses must comply with applicable limits and reporting requirements of local, state, and federal law.

4090.3.5.1 Non-Local Travel: Any District official who is authorized to travel on the District business may receive, in addition to transportation and hotel accommodation expenses, a meal allowance for each day or part thereof. The maximum meal allowance shall not exceed the current IRS reimbursable rate.

4090.3.5.2 Meal allowances shall be allowed or reimbursed only for days actually spent on District business, for programmed days of a conference or meeting, or for time spent in travel.

4090.3.5.3 Local Travel: Occasionally, District officials may be required to attend local meetings on District business during which a meal is served or necessary. Allowable expenses for such meetings include the cost of the meal and a reasonable tip.

4090.3.5.4 Reimbursement: When requesting any meal reimbursement, documentation to be submitted, shall include: a copy of the receipt, a description of the purpose of the meal, and a list of all persons present, including their organization and title. Reimbursable meal expenses shall not exceed a reasonable amount per person per meal, as set forth below.

4090.3.5.5 Meal Allowance Policy: For all non-local travel, District officials may request the standard meal allowance as permitted by the IRS, or reimbursement of actual meal expenses incurred. Reimbursement for actual expenses in excess of the established per diem shall be made only if receipts are provided and only to the extent the actual expenses are reasonable. Per Diem or reimbursement for meals will not be allowed when a meal is provided within a registration fee.

If the District official is not on District business for the entire day, the meal allowance and associated gratuities shall not exceed the following rates per person:

- (a) Breakfast: \$14
- (b) Lunch: \$22
- (c) Dinner: \$35

4090.3.5.6 Alcohol. The District shall not reimburse District official for alcoholic beverages. Furthermore it is against District policy to consume alcohol during business hours while on the job. Alcoholic beverages shall not be consumed during working business meetings.

4090.3.5.7 Tips. Other than meals (up to 15%), no tips will be reimbursed.

4090.4 A Director shall not attend a conference or training event for which there is an expense to the District if it occurs after the District has announced his/her pending resignation, or if it occurs after an election in which it has been determined that the Director will not retain his/her seat on the Board. A Director shall not attend a conference or training event when it is apparent that there is no significant benefit to the District.

4090.45 Upon returning from seminars, workshops, conferences, etc., where expenses are reimbursed by the District, Directors will either prepare a written report for distribution to the Board, or make a verbal report during the next regular meeting of the Board. Said report shall detail what was learned at the session(s) that will be of benefit to the District. Materials from the session(s) may be delivered to the District office to be included in the District library for the future use of other Directors and staff.

New Leaf Development, LLC
James Feitshans
104 N School St
Ukiah, CA 95482

July 5th, 2021

Ukiah Valley Sanitation District
Board of Directors
151 Laws Ave, Suite B
Ukiah, CA 95482

RE: Out of Area Service Request

This letter is a formal request for Out of Area Service on a property located within the old Masonite industrial complex. The details of the request are as follows:

APN: 170-180-14.

Address: 611 Kunzler Ranch Rd, Ukiah, CA 95482.

Easement Access: There is currently a utility and access easement granted to 611 Kunzler Ranch Rd from Ford Rd along an existing road. See Exhibit 1.

Proposed Usage: We do not have any flow rates calculated yet but as far as what would be hooked into the sewer from our parcel, it would be limited to multiple bathrooms and sinks to support a facility with approximately 100 employees. Possibly, but not likely, there might be locker room showers and a commercial kitchen as well.

Timeline for Hookup: As part of the development of our parcel we will have to make road improvements to the easement road that connects to Ford Rd. We would like to bury any utility connections during the time the road upgrades are made. The soonest this would happen is late this year or early spring 2022.

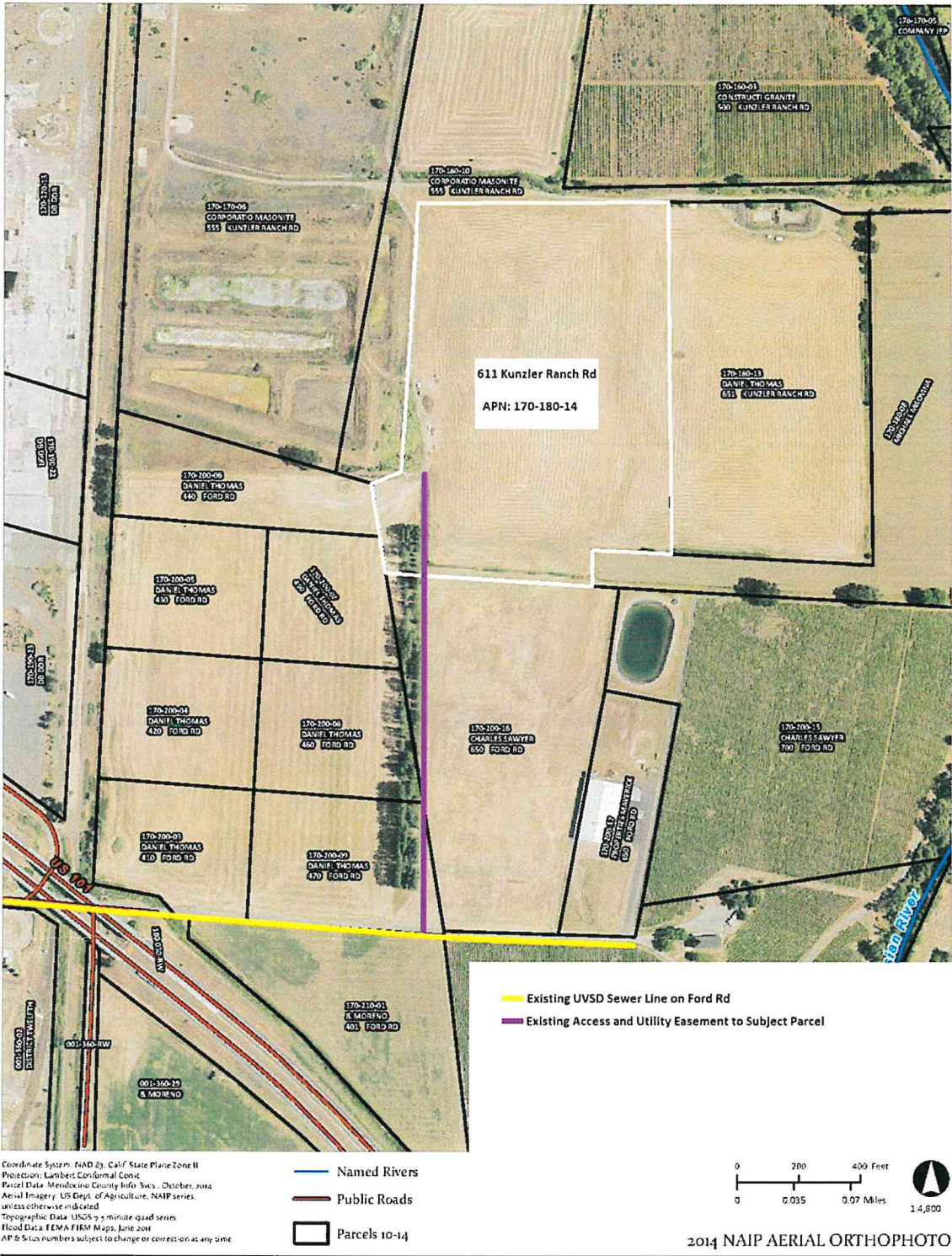
Acquisition and development of this parcel is contingent upon our ability to connect to the UVSD sewer line. Waiting for the City of Ukiah to annex these parcels is not feasible for our development schedule. It is our hope that we can work together to accomplish this request. I would be happy to talk in further detail regarding this project and service request at your convenience.

Sincerely,



James Feitshans
President | New Leaf Development, LLC
480-721-7808

Exhibit 1 –Parcel Boundary and Easement Map for 611 Kunzler Ranch Rd



Map produced by the Mendocino County Planning & Building Services, April, 2015
 All spatial data is approximate. Map provided without warranty of any kind.
THIS MAP AND DATA ARE PROVIDED WITHOUT WARRANTY OF ANY KIND.

LLOYD B. WEER
AUDITOR-CONTROLLER



CHAMISE CUBBISON
ASSISTANT
AUDITOR-CONTROLLER

COUNTY OF MENDOCINO
AUDITOR-CONTROLLER
501 LOW GAP ROAD, RM. 1080
UKIAH, CALIFORNIA 95482
PHONE (707) 234-6860 FAX (707) 467-2503
www.mendocinocounty.org

July 8, 2021

Ernie Wipf, Board Chair
Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

Re: UVSD Ordinance 13

Dear Chair Wipf:

Our office has received an inquiry from a taxpayer regarding the possibility that delinquent service fees from your district may be added to their property tax bill. According to the taxpayer, staff at the Ukiah Valley Sanitation District has represented that unpaid service fees will be added to the tax roll pursuant to District Ordinance No. 13. In reviewing the materials submitted by the taxpayer, it appears that Ordinance No. 13 incorporates by reference a statute that was repealed in 1960. (Stats 1959 ch 1309 § 1.)

At this time, we have not received any direct communication from the District requesting that these fees be added to the tax roll. If, however, the District intends to request that such fees be added, we ask that District review its relevant ordinances to ensure that they have been updated to reflect current statutory authority and processes.

Sincerely,

Chamise Cubbison
Assistant Auditor-Controller



Rural Communities Housing

DEVELOPMENT CORPORATION

RCH

499 Leslie St. Ukiah, CA 95482

(707) 463-1975

www.rchdc.org

UKIAH VALLEY SANITATION DISTRICT

151 Laws Avenue STE B

Ukiah, CA 95482

(707) 462-4429

7/21/2021

Ukiah Valley Sanitation District,

RCHDC is proposing a minor two-lot subdivision of APN 002-101-31 located on Brush Street in Ukiah. Parcel 1 consisting of 2.37 acres has approved plans for a 40-unit development and is currently under construction. Parcel 2 consisting of 1.73 acres will potentially consist of 34 multi-family units. Construction is estimated to begin in 2024. We would like to request a Capacity to Serve Letter from the Ukiah Valley Sanitation District for these additional 34 units.

This new project will consist of four residential two-story buildings and a one-story community/administrative building. Twenty-three of the affordable units will be one-bedroom (624 sf) and 10 will be two-bedroom apartments (769 sf). The manager's unit will have three bedrooms (1058 sf).

The estimated unit type schedule:

1 bedroom units:	23
2 bedroom units:	10
Manager's unit (3-bed)	1
<u>Total Units:</u>	<u>34</u>

Community Room:

2 toilets

2 sinks in public bathrooms

1 kitchen sink

1 dishwasher

3 washing machines in laundry room

1 sink in laundry room

If you need any other additional information, please let me know and we will gladly provide it for you.

Thank you in advance,

Allie Campbell

Project Manager

(707) 463-1975 ext. 121

This institution is an equal opportunity provider and employer.