

ERNIE WIPF
CHAIR

JULIE BAWCOM
VICE-CHAIR

THERESA MCNERLIN
DIRECTOR

DARWIN DICK
DIRECTOR

CANDACE HORSLEY
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT REGULAR MEETING

WEDNESDAY February 9, 2022 AT 6:00PM

LOCATION: TELECONFERENCE VIA ZOOM

Call in number: 1-669-900-6833

Meeting ID: 820 2387 9636

Zoom Link: <https://us02web.zoom.us/j/82023879636>

*The Ukiah Valley Sanitation District Board meeting will be conducted pursuant to AB 361. 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**
- 4. CLOSED SESSION**
 - A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: District Counsel
(Government Code § 54957)
 - B. CONFERENCE WITH LEGAL COUNSEL ANTICIPATED LITIGATION
(Government Code §54956.9)
Initiation of litigation pursuant to paragraph (4) of subdivision (d) of
Section 54956.9: 1 case

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5. APPROVAL OF BOARD MEETING MINUTES

- January 12, 2022 Regular Meeting

6. CONSENT CALENDAR

- Resolution 2021-02.5 Making Findings and Determinations Under AB 361 for Continued Virtual Meetings
- Check Register for January 2022
- LAIF Statement - January 2022
- Unaudited Monthly Financial Statements
- Year-to-Date Budget to Actual Financial Report

7. OLD BUSINESS

None

8. NEW BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION RE: Appoint Vice Chair to Fill Vacancy

Recommended Action: Nominate and appoint a Vice Chair of the Board for the 2022 Calendar Year.

- B. DISCUSSION AND POSSIBLE ACTION RE: Discussion to Disband the Finance Committee and Create and Appoint Members to an AD Hoc Committee on the Budget

Recommended Action: Discuss and take action on whether to disband the Finance Committee, create an Ad Hoc Committee for the Budget, and Appoint Members to the Ad Hoc Committee.

- C. DISCUSSION AND POSSIBLE ACTION RE: Discussion to Disband the Governance Committee

Recommended Action: Discuss and take action on whether to disband the Governance Committee.

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- D. DISCUSSION AND POSSIBLE ACTION RE: Direction to Staff on How to Proceed Regarding Discussions with City on Whether the Jail is a City or District Customer

Recommended Action: Recommended Action: Staff recommends that the District table this discussion until the Ad Hoc Committee has had the opportunity to progress further in its discussion regarding consolidation of sewer services in Ukiah Valley.

9. 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 Annual Meeting – March 9, 2022

10. ADJOURNMENT

UVSD Regular Board Meeting January 12, 2022, via teleconference

1. CALL TO ORDER by Chair Wipf at 6:01pm. Roll call by Chelsea Teague – all present.

2. APPROVAL OF THE AGENDA

Motion to approve the agenda by Director Horsley, seconded by Vice-Chair Bawcom. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

Andrew Nicoll addressed the Board regarding a letter he sent for an out-of-area service agreement (251 Carter Lane).

John Strangio addressed the Board regarding two letters he sent the district for two large developments he would like to connect to the District's sewer.

4. APPROVAL OF BOARD MEETING MINUTES

No public comment. Motion to approve Board Meeting Minutes by Director Horsley, seconded by Director Dick. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

5. CONSENT CALENDAR

Board discussion. No public comment. Director McNerlin pulled the Check Register for discussion. Motion to accept the consent calendar by Director Horsley, seconded by Director McNerlin. Roll call vote: Ayes – 5 Nays – 0. Motion carries. Motion to accept the Check Register by Director McNerlin, seconded by Director Horsley. Roll call vote: Ayes – 5 Nays – 0.

6. OLD BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: CONSIDER RECORDING OF VIRTUAL PUBLIC MEETINGS AND PROVIDE STAFF DIRECTION

Recommended Action: Consider recording of virtual public meeting proceedings and, by motion, direct staff as appropriate.

Board discussion. No action taken. No public comment.

7. NEW BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: ELECTION OF BOARD CHAIR AND VICE CHAIR AND CONSIDER FOR ADOPTION THE 2022 REGULAR BOARD MEETING CALENDAR

Recommended Action: 1) Elect the Chair and Vice Chair; 2) Consider the adoption of the 2022 Regular Board Meeting Calendar

1) Director Horsley nominated Chair Wipf for Board Chair, seconded by Director McNerlin. No public comment. Roll call vote: Ayes – 5 Nays – 0. Director McNerlin

nominated Director Horsley for Vice-Chair, seconded by Chair Wipf No public comment. Roll call vote: Ayes – 4 Nays – 1 (Director Dick). Motion carries.

** Vice-Chair Bawcom's seat as Vice-Chair continued for the duration of this meeting. **

- 2) Motion to approve the 2022 Regular Meeting Calendar by Vice-Chair Bawcom, seconded by Director Horsley. Roll call vote: Ayes – 5 Nays – 0.

8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

- a) Wing-See Fox gave a report regarding ongoing meetings with the City of Ukiah and LAFCo annexation proposals.
- b) None.
- c) Director McNerlin informed the Board that there was no January URRWA Meeting.
- d) Discussion regarding the connection fees for Orr Creek Commons Phase 2 that were reallocated to the district this month after being paid to the City of Ukiah in March of 2021.
- e) Letters attached (see public expression, item 3).
- f) Next Regular Meeting – February 9, 2022.

9. ADJOURNMENT - Meeting adjourned at 7:43p.m.

RESOLUTION 2021-02.5

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE UKIAH VALLEY SANITATION DISTRICT MAKING FINDINGS AND DETERMINATIONS UNDER AB 361 FOR CONTINUED VIRTUAL MEETINGS

WHEREAS, the Board of Directors of the Ukiah Valley Sanitation District (the “Board”) is committed to preserving and nurturing public access to and participation in meetings of the Board; and

WHEREAS, the Ralph M. Brown Act (Gov. Code § 54950 *et seq.*) generally requires local agencies meeting via teleconference, including through other virtual or electronic means, to provide public access at each location in which members of the legislative body are teleconferencing; and

WHEREAS, the Legislature recently enacted Assembly Bill 361, Chapter 165, Statutes of 2021 (“AB 361”), which amended Government Code section 54953 to allow local agencies to meet fully virtually during a proclaimed state of emergency if state or local officials have imposed or recommended measures to promote social distancing; and

WHEREAS, the Governor issued a proclamation declaring a state of emergency on March 4, 2020 due to the COVID-19 pandemic, pursuant to section 8625 of the California Emergency Services Act, and this proclaimed state of emergency currently remains in effect; and

WHEREAS, starting in March 2020, in response to the spread of COVID-19 in the State of California, the Governor issued a number of executive orders aimed at containing the COVID-19 virus; and

WHEREAS, among other things, these orders waived certain requirements of the Brown Act to allow legislative bodies to meet virtually; and

WHEREAS, pursuant to the Governor’s executive orders, the Board has been holding virtual meetings during the pandemic in the interest of protecting the health and safety of the public, staff, and Board members; and

WHEREAS, the Governor’s Executive Order N-29-20 related to the suspension of certain provisions of the Brown Act expired on September 30, 2021; and

WHEREAS, AB 361, effective as of October 1, 2021 allows legislative bodies to meet virtually provided there is a state of emergency, and either (1) state or local officials have imposed or recommended measures to promote social distancing; or (2)

the legislative body determines by majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board has considered the circumstances of the state of emergency; and

WHEREAS, state or local officials continue to recommend measures to promote social distancing; and

WHEREAS, on September 29, 2021, the Mendocino County Health Officer issued a Health Recommendation urging public bodies in Mendocino County to continue meeting remotely through online meetings to lower the risk of COVID-19 transmission; and

WHEREAS, the continuation of virtual meetings will allow for full participation by members of the public until the present state of emergency has ended; and

WHEREAS, the Board desires to continue to hold virtual meetings pursuant to AB 361 and Government Code section 54953(e).

NOW THEREFORE, the Board of Directors of the Ukiah Valley Sanitation District, County of Mendocino, State of California does hereby resolve as follows:

1. The above recitals are true and correct.
2. Consistent with the provisions of Government Code Section 54953(e), the Board finds and determines that (1) a state of emergency related to COVID-19 is currently in effect; and (2) state and local officials have recommended measures to promote social distancing in connection with COVID-19. Based on such facts, findings and determinations, the Board authorizes staff to conduct remote teleconference meetings of the Board under the provisions of Government Code Section 54953(e).
3. This Resolution shall take effect immediately.

PASSED AND ADOPTED by the Board of Directors of the Ukiah Valley Sanitation District, County of Mendocino, State of California, this 9th day of February, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ernie Wipf, Board Chair

ATTEST:

Chelsea Teague
Board Secretary

APPROVED AS TO FORM:

Joanna Gin
General Counsel



**Public Health Department
of Mendocino County**

Healthy People, Healthy Communities

Andy Coren, MD, County Health Officer



Recommendation Regarding Continued Remote Public Meetings of Governmental Bodies

September 29, 2021

In light of the continued state of emergency related to COVID-19, as the County Health Officer, I recommend that public bodies continue to meet remotely to the extent possible.

This recommendation is made due to the continued threat of COVID-19 to this community with the ongoing surge in cases and deaths experienced since the Labor Day holiday, the current county vaccination rate, and a concern for continued risk during the upcoming holidays. Additionally, I make this recommendation based on the unique characteristics of public governmental meetings (such as the increased mixing associated with bringing people together from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to fully participate in such governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings), and the continued increased safety protection that physical/social distancing provides as one means by which to reduce the risk of COVID-19 transmission.

Therefore, I strongly recommend teleconferencing through online meetings as this type of meeting presents the lowest risk of transmission of SARS-CoV-2, and allows for the participation of the community, local agency staff, presenters, and local agency governing bodies in a safe environment, with no risk of contagion.

I will continue to evaluate this recommendation on an ongoing basis, paying particular attention to the pandemic stage of our community. I will communicate when there is no longer such a recommendation with respect to meetings for public bodies.

A handwritten signature in blue ink, appearing to read "Howard A. Coren, M.D.", written over a horizontal line.

Dr. Howard A. Coren, M.D.,
Mendocino County Health Officer

Dated: September 29, 2021

Ukiah Valley Sanitation District
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2021	01/01/2022	City of Ukiah	1001 - UVSD Checking		-213,030.20
Bill	012022	01/01/2022		6300 - Operating Expense Allocation	-213,030.20	213,030.20
TOTAL					-213,030.20	213,030.20
Bill Pmt -Check	2022	01/18/2022	Ron W. Franz	1001 - UVSD Checking		-560.00
Bill	11302021	11/30/2021		5401 - Engineer Services	-560.00	560.00
TOTAL					-560.00	560.00
Check	2028	01/03/2022	Mountanos Family Coffee & Tea	1001 - UVSD Checking		-53.47
				4001 - Residential Fees	-53.47	53.47
TOTAL					-53.47	53.47
Check	2029	01/04/2022	Samar Crook	1001 - UVSD Checking		-10.00
				4001 - Residential Fees	-10.00	10.00
TOTAL					-10.00	10.00
Bill Pmt -Check	2030	01/18/2022	Best Best & Krieger LLP	1001 - UVSD Checking		-821.50
Bill	924256	12/31/2021		5601 - General Counsel	-821.50	821.50
TOTAL					-821.50	821.50
Bill Pmt -Check	2031	01/18/2022	Clifton Larson Allen, LLP	1001 - UVSD Checking		-2,500.00
Bill	3120583	12/31/2021		5307 - Financial Review/Monthly Report	-2,500.00	2,500.00
TOTAL					-2,500.00	2,500.00
Bill Pmt -Check	2032	01/18/2022	Kyocera	1001 - UVSD Checking		-148.42
Bill	55E1653852	12/28/2021		5207 - Reproduction (prints & copies)	-148.42	148.42
TOTAL					-148.42	148.42
Bill Pmt -Check	2033	01/18/2022	Mark DeMeulenaere	1001 - UVSD Checking		-1,200.00
Bill	122021	12/31/2021		5305 - Financial & Managerial Support	-1,200.00	1,200.00
TOTAL					-1,200.00	1,200.00
Bill Pmt -Check	2034	01/18/2022	Rick Sands	1001 - UVSD Checking		-85.00
Bill	12312021	12/31/2021		643 - Professional Fees	-85.00	85.00
TOTAL					-85.00	85.00
Bill Pmt -Check	2035	01/18/2022	Tri-Cities	1001 - UVSD Checking		-94.95
Bill	211200577101	12/31/2021		5201 - Telephone & DSL	-94.95	94.95
TOTAL					-94.95	94.95
Bill Pmt -Check	2036	01/18/2022	Urban Futures, Inc.	1001 - UVSD Checking		-4,625.00
Bill	1221-001	12/31/2021		5101 - Management - UFI	-4,625.00	4,625.00
TOTAL					-4,625.00	4,625.00
Bill Pmt -Check	2037	01/18/2022	USPS	1001 - UVSD Checking		-3,000.00
Bill	02/01	02/01/2022		1501 - Prepaid Postage	-3,000.00	3,000.00
TOTAL					-3,000.00	3,000.00
Bill Pmt -Check	2038	01/18/2022	Willow Water District	1001 - UVSD Checking		-12,103.11

Ukiah Valley Sanitation District
Check Detail
January 2022

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill	136	12/31/2021		5102 - MSA - Willow	-11,346.00	11,346.00
				5209 - Information Technology-All	-199.95	199.95
Bill	520	01/01/2022		5203 - Office Rent	-425.00	425.00
				5204 - Office Utilities	-132.16	132.16
TOTAL					-12,103.11	12,103.11

Savings Bank of Mendocino County

Beginning Balance as of 1/01/2022 \$733,940.63
Ending Balance as of 1/31/2022 \$583,589.62

California State Treasurer
Fiona Ma, CPA



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

February 01, 2022

[LAIF Home](#)
[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

January 2022 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/14/2022	1/13/2022	QRD	1694621	N/A	SYSTEM	4,839.17
1/27/2022	1/21/2022	RD	1696359	N/A	MARK DEMEULENAERE	900,000.00

Account Summary

Total Deposit:	904,839.17	Beginning Balance:	9,155,718.53
Total Withdrawal:	0.00	Ending Balance:	10,060,557.70

UKIAH VALLEY SANITATION DISTRICT

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

Basic Financial Statements

Fund Financial Statements

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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
DECEMBER 31, 2021**

ASSETS

Current Assets:

Cash and Investments	\$ 10,038,707
Accounts Receivable	1,401,932
Interest Receivable	12,339
Restricted Cash	501,970
Due from City of Ukiah	1,000,000
Prepaid Expenses	1,347
Total Current Assets	12,956,295

Noncurrent Assets:

Capital Assets:

Depreciable, Net	28,597,529
Total Noncurrent Assets	28,597,529
Total Assets	41,553,824

LIABILITIES

Current Liabilities:

Accounts Payable	21,581
Accrued Interest	184,807
Customer Deposits Payable	28,900
Bonds Payable - Due in One Year	1,448,000
Total Current Liabilities	1,683,288

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	21,462,000
Total Long-Term Liabilities	21,462,000
Total Liabilities	23,145,288

NET POSITION

Net Investment in Capital Assets	5,687,529
Unrestricted	12,721,007
Total Net Position	\$ 18,408,536

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

	Month Ended December 31, 2021	Fiscal Year to Date December 31, 2021
OPERATING REVENUES		
Charges for Services	\$ 439,394	\$ 2,672,534
Connection Fees	491,186	496,043
Total Operating Revenues	<u>930,580</u>	<u>3,168,577</u>
OPERATING EXPENSES		
Services and Supplies	22,346	178,765
Operating Expense Allocation - City of Ukiah	213,030	1,278,181
Legal Expense	822	18,412
Depreciation and Amortization	65,619	393,672
Total Operating Expenses	<u>301,817</u>	<u>1,869,030</u>
OPERATING INCOME (LOSS)	<u>628,763</u>	<u>1,299,547</u>
NONOPERATING REVENUE (EXPENSES)		
Taxes and Assessments	-	2,336
Interest Income	7,362	32,055
Interest and Bond Expense	(46,201)	(280,095)
Total Nonoperating Revenue (Expenses)	<u>(38,839)</u>	<u>(245,704)</u>
CHANGE IN NET POSITION	589,924	1,053,843
Net Position - November 30, 2021 and June 30, 2021	<u>17,818,612</u>	<u>17,354,693</u>
NET POSITION - END OF PERIOD	<u>\$ 18,408,536</u>	<u>\$ 18,408,536</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 DECEMBER 31, 2021**

Ukiah Valley Sanitation District

Selected Information

For the month ended and fiscal year to date December 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.

As of the quarter ended September 30, 2021, the District's actual operating expense allocation from the City of Ukiah was less than the budgeted operating expense allocation by \$84,211. The District has omitted this receivable from these financial statements.

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
 Approved Budget for Fiscal Year Ending June 30, 2022
 Special Board Meeting June 23, 2021

	Approved Budget for Fiscal Year Ended June 30, 2022	Q2 Year to Date Actual December 31, 2021	Percent
Operating Revenues			
Charge for Services	\$ 5,380,968	\$ 2,672,534	49.67%
Connection Fees	186,896	496,043	265.41%
Total Operating Revenue	<u>\$ 5,567,864</u>	<u>\$ 3,168,577</u>	56.91%
Operating Expenses			
District Service and Supplies	\$ 461,312	\$ 178,765	38.75%
Operating Expense Allocation-City of Ukiah	2,591,499	1,278,181	49.32%
Legal Expenses	125,000	18,412	14.73%
Depreciation and Amortization Expense	787,164	393,672	50.01%
Total Operating Expenses	<u>\$ 3,964,974</u>	<u>\$ 1,869,030</u>	47.14%
Operating Income (Loss)	<u>\$ 1,602,890</u>	<u>\$ 1,299,547</u>	81.08%
Nonoperation Revenue (Expenses)			
Taxes and Assessments	\$ 54,668	\$ 2,336	4.27%
Interest Income	68,014	32,055	47.13%
Intergovernmental	360	0	0.00%
Interest Expense Bond	(563,074)	(280,095)	49.74%
Total Nonoperation Revenue (Expenses)	<u>\$ (440,032)</u>	<u>\$ (245,704)</u>	55.84%
Change in Net Position	<u>\$ 1,162,858</u>	<u>\$ 1,053,843</u>	90.63%
Capital Budget	<u>\$ 1,721,786</u>	<u>\$ -</u>	

UKIAH VALLEY SANITATION DISTRICT
 APPROVED OPERATING EXPENSE BUDGET FOR FISCAL YEAR 2020-2021

DRAFT

EXPENDITURE DESCRIPTION	2021/2022	2021/22												
	Approved Budget	July	August	September	October	November	December	January Actual	February	March	April	May	June	Total
Contract Management and Administration	\$ 211,152.00	\$ 15,971.00	\$ 14,909.00	\$ 14,158.00	\$ 17,284.00	\$ 13,471.00	\$ 15,971.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 91,764.00
Management- UFI	75,000.00	4,625.00	3,663.00	2,812.00	5,938.00	2,125.00	4,625.00							23,688.00
Administration & Clerical-Willow	136,152.00	11,346.00	11,346.00	11,346.00	11,346.00	11,346.00	11,346.00							68,076.00
Office Expense	\$ 35,140.00	\$ 2,130.00	\$ 2,479.00	\$ 3,258.00	\$ 2,207.00	\$ 2,085.00	\$ 2,180.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,339.00
Telephone & DSL	1,583.00	262.00	115.00	102.00	106.00	96.00	95.00							776.00
Dues & Subscriptions	1,000.00	-	-	100.00	-	-	-							100.00
Office Rent	5,100.00	425.00	425.00	425.00	425.00	425.00	425.00							2,550.00
Office Utilities	1,338.00	105.00	137.00	129.00	88.00	52.00	96.00							607.00
Postage	10,636.00	925.00	871.00	978.00	984.00	1,040.00	986.00							5,784.00
Supplies	1,407.00	-	206.00	75.00	213.00	75.00	-							569.00
Reproduction (prints & copies)	6,000.00	-	-	1,067.00	-	-	148.00							1,215.00
Office Equipment	-	-	-	-	-	-	-							-
Information Technology -All	6,000.00	200.00	500.00	200.00	200.00	200.00	200.00							1,500.00
iCloud Services- Billing and Collections	2,076.00	213.00	225.00	182.00	191.00	197.00	230.00							1,238.00
Auditing & Fiscal Services	\$ 102,305.00	\$ 8,438.00	\$ 11,237.00	\$ 5,017.00	\$ 6,056.00	\$ 16,092.00	\$ 3,760.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,600.00
Audit Services-FS Preparation	22,500.00	-	6,265.00	-	-	12,500.00	-							18,765.00
Banking Services	337.00	30.00	184.00	-	-	30.00	60.00							304.00
State Controllers Report	1,000.00	-	-	-	-	-	-							-
Bond Compliance Support-	2,500.00	-	-	-	-	-	-							-
Financial and Managerial Support	30,000.00	1,260.00	1,080.00	1,462.00	3,556.00	450.00	1,200.00							9,008.00
Liability and Property Insurance	4,968.00	4,648.00	-	-	-	-	-							4,648.00
Financial Review/Monthly Reports	36,000.00	2,500.00	2,500.00	2,988.00	2,500.00	3,112.00	2,500.00							16,100.00
Bond Refinancing - Fiscal	5,000.00	-	-	-	-	-	-							-
Other Prof & Special Services	\$ 51,165.00	\$ 17,964.00	\$ -	\$ 455.00	\$ 1,050.00	\$ 645.00	\$ 435.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,549.00
Engineer Services	10,000.00	1,543.00	-	255.00	1,050.00	645.00	85.00							3,578.00
Parcel Quest	2,340.00	-	-	-	-	-	-							-
LAFCO Dues	12,500.00	16,421.00	-	-	-	-	-							16,421.00
County Auditor (property tax admin)	2,500.00	-	-	-	-	-	-							-
PR and Newsletter	1,000.00	-	-	-	-	-	-							-
Rate Study	15,410.00	-	-	-	-	-	-							-
Board Stipend	2,500.00	-	-	200.00	-	-	350.00							550.00
Elections Fees	-	-	-	-	-	-	-							-
Third Party True Up Expense -District Portion	4,915.00	-	1,208.00	567.00	-	-	-							1,775.00
Publication & Legal Notices	\$ 150.00	\$ 568.00	\$ 74.00	\$ 160.00	\$ 111.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 913.00
Legal Fees	\$ 125,000.00	\$ -	\$ 8,843.00	\$ -	\$ 7,037.00	\$ 1,710.00	\$ 822.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,412.00
General Counsel	50,000.00	-	8,843.00	-	7,037.00	1,710.00	822.00							18,412.00
Special Counsel	75,000.00	-	-	-	-	-	-							-
Training/Transportation/Travel	\$ 9,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Travel to Seminars (Board)	4,000.00	-	-	-	-	-	-							-
Travel for District Manager	1,500.00	-	-	-	-	-	-							-
Seminars/Conferences	3,500.00	-	-	-	-	-	-							-
JPA DUES	\$ 2,400.00	\$ 600.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 600.00
Other	\$ 50,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL EXPENSES	586,312.00	45,671.00	37,542.00	23,048.00	33,745.00	34,003.00	23,168.00	-	-	-	-	-	-	197,177.00

\$197,177.00

Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

STAFF REPORT
February 9, 2022

To: Board of Directors
From: Wing-See Fox
Meeting Date: February 9, 2022

Item #8A: Appoint Vice Chair to Fill Vacancy

Background:

At the January Annual Meeting, Director Horsley was nominated to serve as the Board's Vice Chair for Calendar Year 2022. Director Horsley has since communicated to the Interim General Manager that upon further reflection, she desires to resign from the Vice Chair position. Director Horsley expressed that, while she appreciates the nomination, her other commitments, including her appointment to the Ad Hoc Committee with the City as well as professional and personal responsibilities, leaves little availability to also serve in the Vice Chair position.

Policy 5010.5 reads in part, "Should the Board Chair or Vice Chair vacate his/her term, a replacement shall be appointed at the next regular or special meeting by a majority vote of the Board to complete the term of the replaced officer."

Discussion:

Board member Candace Horsley has decided to vacate her office as Vice Chair of the Ukiah Valley Sanitation District for Calendar Year 2022, effective immediately. In accordance with Policy 5010.5, the Board will need to nominate and appoint a new Vice Chair to fill this vacancy at its February 9, 2022 meeting.

Recommendation:

Nominate and appoint a Vice Chair of the Board for the 2022 Calendar Year.

Respectfully submitted,



WING-SEE FOX
Interim District Manager

Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

STAFF REPORT
February 9, 2022

To: Board of Directors
From: Wing-See Fox
Meeting Date: February 9, 2022
Item #8B: Discussion to Disband the Finance Committee and Create and Appoint Members to an Ad Hoc Committee on the Budget.
Item #8C: Discussion to Disband the Governance Committee

Background:

Policy 5010 (Board Meetings) requires the annual election of the Board Chair and Vice Chair and adoption of the 2022 Regular Board Meeting Calendar at the January regular Board meeting. Policy 4060 (Committees of the Board of Directors) establishes certain standing committees of the Board, the meetings of which must conform with the Brown Act.

Discussion:

Finance Committee

There are two standing committees, the Finance and Governance Committee. Under Policy 4060.3, “the new Board Chair elected in January shall recommend appointments of members to the standing committees for the ensuing year no later than the Board's regular meeting in February” to be approved by the Board. At the January 12, 2022 Board meeting, members of the Board expressed interest in making the Finance Committee an ad hoc committee. The Finance Committee meets infrequently for the sole purpose of preparing the budget for presentation to the Board. There are three options for the Board: 1) Disband the Finance Committee, create an ad hoc Budget Committee for the limited purpose of preparing the budget, appoint members to the Budget Committee, and direct staff to return with revised policy updates, 2) Keep the Finance Committee as a standing committee; or 3) Disband the Finance Committee altogether, with the Board addressing the Budget.

Governance Committee

Since the appointments to the Governance Committee would occur at the February meeting and the Board is considering whether to make the Finance Committee an ad hoc committee, the Board may wish to consider whether to maintain or disband the Governance Committee, which is a standing committee formed for a limited purpose to review policies. The Governance Committee has accomplished this objective and has not met recently.

Recommended Action:

1. Discuss and take action on whether to disband the Finance Committee, Create an Ad Hoc Committee for the Budget, and Appoint Members to the Ad Hoc Committee.
2. Discuss and take action on whether to disband the Governance Committee.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'Wing-See Fox', with a stylized flourish extending to the right.

WING-SEE FOX
Interim District Manager

Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

STAFF REPORT
February 9, 2022

To: Board of Directors
From: Wing-See Fox
Meeting Date: February 9, 2022

Item #8D: Direction to Staff on How to Proceed Regarding Discussions with City on Whether the Jail is a City or District Customer

Background:

The District's and the City of Ukiah's joint determination and agreement on whether the jail is a City or District sewer customer (and more generally, how a customer is to be determined) has been a longstanding issue. On February 24, 2020, the City and the District signed the City-District 2020 Refinancing Agreement, which included a provision that, "No later than April 30, 2020, the District Board of Directors and the City Council shall meet in joint session to discuss the definitions of such terms as 'point of connection,' 'sewer main,' 'sewer lateral,' and 'sewer service connection' and to identify other criteria for determining when a customer receiving sewer service within the City and the District is a District or City customer." This Agreement also established a dispute resolution procedure should a consensus not be reached on this issue.

Due to the onset of the pandemic, this joint meeting was delayed in 2020. In 2021, the City and the District formed an Ad Hoc Committee to discuss how to determine whether a sewer customer is a customer of the District's or the City's and to come to an agreement on the jail.

Discussion:

As has been reported in prior regular Board Meetings, the discussions regarding the jail did not reach consensus between the District and the City. Since then, the Ad Hoc Committee has been focused on jointly creating a path towards consolidating sewer services in Ukiah Valley. In light of these discussion, the Ad Hoc Committee has tabled further discussions on the jail issue. Staff is seeking direction from the Board on whether to continue tabling this issue or to request further discussions and/or to move forward with the dispute resolution procedure established in the City-District 2020 Refinancing Agreement.

Recommended Action:

Staff recommends that the District table this discussion until the Ad Hoc Committee has had the opportunity to progress further in its discussion regarding consolidation of sewer services in Ukiah Valley.

Respectfully submitted,



WING-SEE FOX
Interim District Manager

MENDOCINO

Local Agency Formation Commission

Ukiah Valley Conference Center | 200 South School Street | Ukiah, California 95482
Telephone: (707) 463-4470 | E-mail: eo@mendolafco.org | Web: www.mendolafco.org

February 2, 2022

VIA EMAIL [joshua.nelson@bbklaw.com]

Mr. Joshua Nelson, Attorney
BBK Attorneys at Law
500 Capitol Mall, Suite 1700
Sacramento, CA 95814

Re: Sphere of Influence for Ukiah Valley Sanitation District

Dear Mr. Nelson:

We are in receipt of your correspondence dated January 20, 2022, requesting clarification of the Ukiah Valley Sanitation District's (UVSD) existing Sphere of Influence (SOI). We have performed exhaustive research of our files dating back to the 1984 Zion Study, which established SOIs for most of the cities and special districts in the County. There is no clear record of the UVSD's 1984 adopted SOI boundary or the outcome of subsequent requests for clarification on this matter.

We understand the District's desire for clarity regarding their potential future service expansion areas; however, any SOI that was established with the 1984 Zion Study is outdated and no longer provides a reliable or relevant basis of information needed by the Commission to carry out its responsibilities in consideration of applications involving service expansion or new development. An updated Municipal Service Review (MSR) and SOI Study is the necessary first step to move forward.

We are developing the MSR/SOI Update Study that will pave the way for Commission consideration of District proposals for annexations and/or extensions of service. We have initiated the study development process for the District as outlined in the attached orientation document and are preparing the Administrative Draft MSR based on available information and your Request for Information (RFI) response. As we prepare the MSR, we will identify further information needs and collaborate with District staff on development of SOI options for the SOI Update.

In order facilitate effective communication with the District throughout the MSR/SOI Update process, we will be working with Wing-See Fox, UVSD General Manager, to establish regularly scheduled coordination meetings. These meetings will serve to coordinate information needs, keep the District informed on the status and next steps, and to collaborate on development of SOI options for the SOI Update. We look forward to working together to complete this process.

Please do not hesitate to contact me with any further questions. The best methods for contacting me are by email (eo@mendolafco.org) or cell phone at (916) 813-0818.

Sincerely,



Uma Hinman
Executive Officer

Attachment MSR/SOI Update Process

cc: Wing-See Fox, UVSD General Manager

MENDOCINO LAFCo

MUNICIPAL SERVICE REVIEW • SPHERE OF INFLUENCE

Municipal Service Review

A Municipal Service Review (MSR) is a study of a local agency's governance and operations. MSRs are conducted for all cities and special districts prior to or concurrently with SOI Updates.

- Provides inventory and analysis of agency services (capacity, financial ability, accountability, and anticipated growth)
- Based on existing information and trend analysis
- Evaluates service delivery structure and opportunities for improvement and/or interagency coordination
- Provides information and analysis to support SOI Update
- Seven required "determinations" per state law (GC §56430)

What an MSR is not:

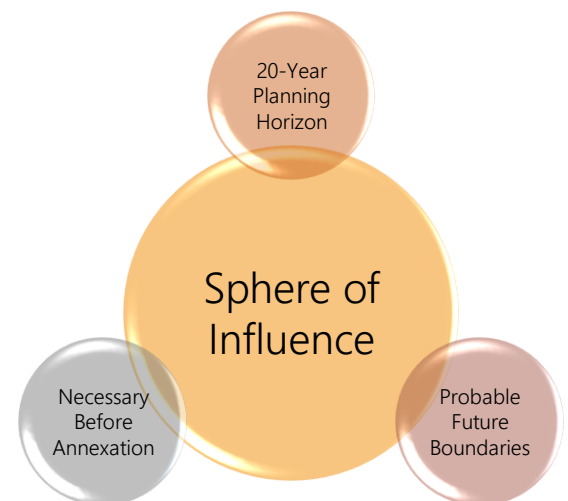
- An audit or investigation
- An enforcement method
- A complaints forum
- A mandate for changes (no affect to current fees/rates)

Input is always welcome and MSRs may recommend future changes to the delivery of agency services.

Sphere of Influence

A Sphere of Influence (SOI) is a planning boundary adopted by LAFCo that indicates the probable 20-year growth boundary for a jurisdiction's physical development. LAFCo reviews and updates SOIs every five years, or as needed.

- Promote orderly growth and development within and adjacent to communities
- Promote cooperative planning efforts among cities, the County and special districts
- Address premature conversion of agriculture and open space lands and efficient provision of services
- Guide future local government reorganization encouraging efficiency, economy and orderly changes
- Assist property owners in anticipating availability of services in planning for future use of their property
- Five required "determinations" per state law (GC §56425)

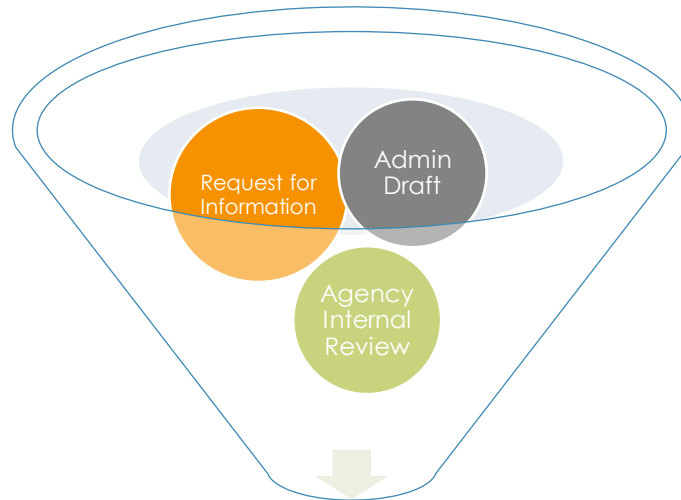


MSR

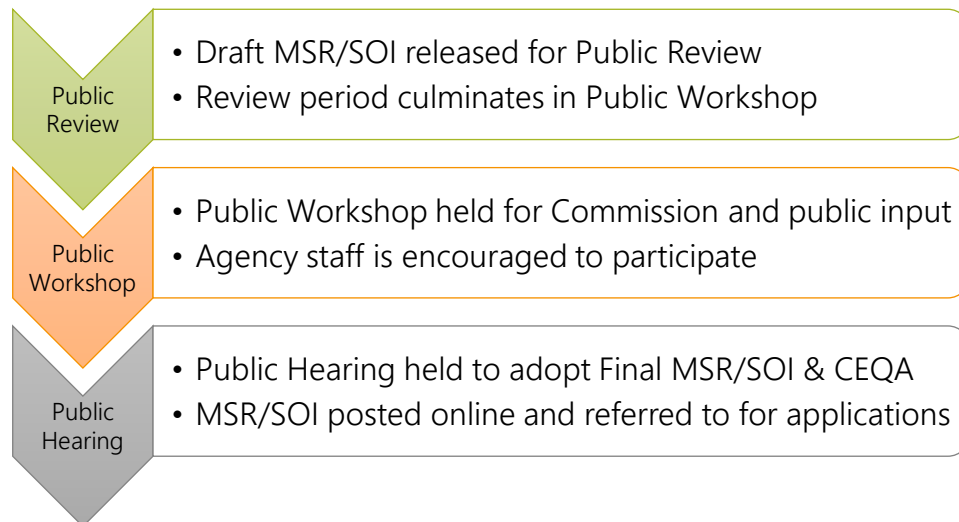
SOI

Applications for reorganization

MUNICIPAL SERVICE REVIEW • SPHERE OF INFLUENCE DEVELOPMENT PROCESS



Public Review Draft MSR/SOI



Commission adopted Municipal Service Reviews and Spheres of Influence are posted on our website: www.mendolafco.org/studies

Contact: Uma Hinman, Executive Officer
Email: eo@mendolafco.org | Phone: (707) 463-4470