

ERNIE WIPF
CHAIR

JULIE BAWCOM
VICE-CHAIR

THERESA MCNERLIN
DIRECTOR

DARWIN DICK
DIRECTOR

CANDACE HORSLEY
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT ANNUAL MEETING
WEDNESDAY January 11, 2023 AT 6:00PM

LOCATION:

DISTRICT'S MEETING ROOM - 151 LAWS AVE., UKIAH, CA 95482

AND

THE PUBLIC MAY ALSO VIEW VIA ZOOM

Call in number: 1-669-900-6833

Meeting ID: 861-7772-9082

Zoom Link: <https://us02web.zoom.us/j/86177729082>

*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@uvosd.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. PRESENTATIONS**
 - Ukiah Valley Basin Groundwater Sustainability Agency Update (*Elizabeth Salomone, presenter*)
- 5. APPROVAL OF BOARD MEETING MINUTES**
 - November 9, 2022 Regular Meeting
 - December 19, 2022 Special Meeting

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6. CONSENT CALENDAR

- Check Register for December 2022
- LAIF Statement for December 2022
- Unaudited Monthly Financial Statements

7. OLD BUSINESS

None

8. NEW BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION RE: Election of Board Chair and Vice Chair, Adoption of the 2023 Regular Board Meeting Calendar, and Appointment of a New Member to the Budget Ad Hoc Committee

Recommended Action: 1) Elect the Chair and Vice Chair; 2) Consider the adoption of the 2023 Regular Board Meeting Calendar; 3) Discuss and potentially appoint a new member to the Budget Ad Hoc Committee with approval of the Board

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 Regular Meeting - February 8, 2023

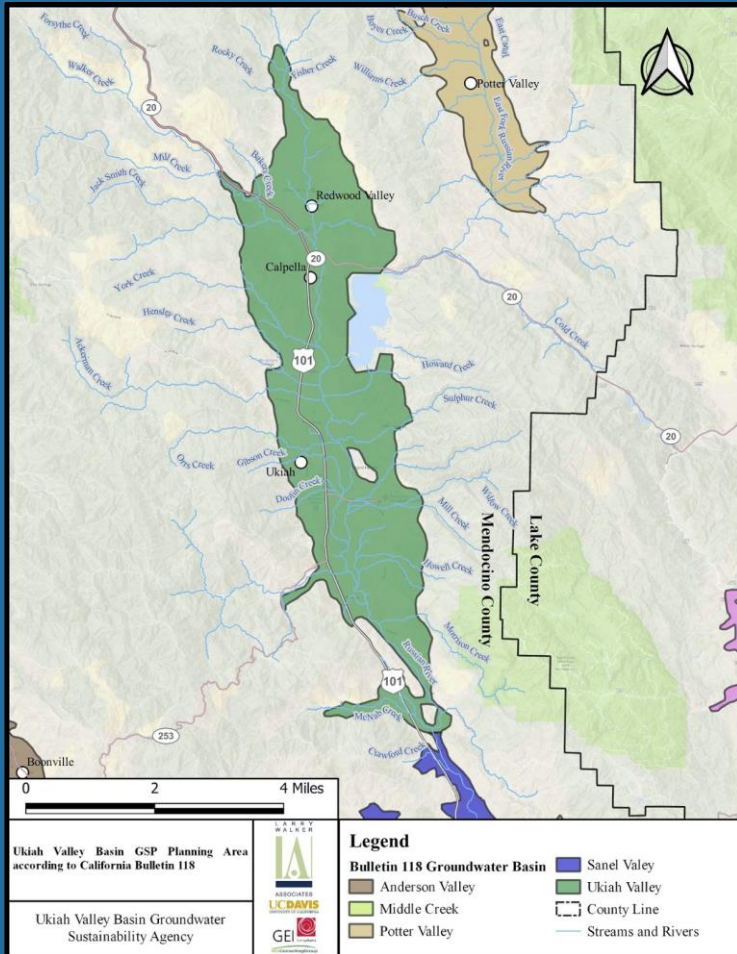
10. ADJOURNMENT

Ukiah Valley Basin Groundwater Sustainability Agency

Winter 2022/2023 Updates



As you may know...



- The Ukiah Valley Basin is considered “medium-priority”
- The Basin is managed by the Groundwater Sustainability Agency (GSA) and the Board is comprised of representatives from:
 - County of Mendocino
 - City of Ukiah
 - Russian River Flood Control
 - Upper Russian River Water Agency
 - Tribal Seat
 - Agricultural Seat
- The GSA holds quarterly Board and Technical Advisory Committee (TAC) meetings through June 2023

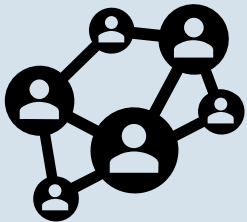
Achievements in 2022

Groundwater Sustainability Plan (GSP) Submittal and California Department of Water Resources (DWR) Review



- GSP submitted on January 28th, 2022
- DWR will now review and provide their determination and feedback by the end of 2023
- Possible determinations: adequate, incomplete, inadequate

Expanding Staff



- West Yost Associates were hired for GSA Administration Services and Erik Cadaret was designated as the GSA Plan Manager
- Kronick Moskowitz Teidemann & Girard law firm were selected to provide Legal Counsel Services

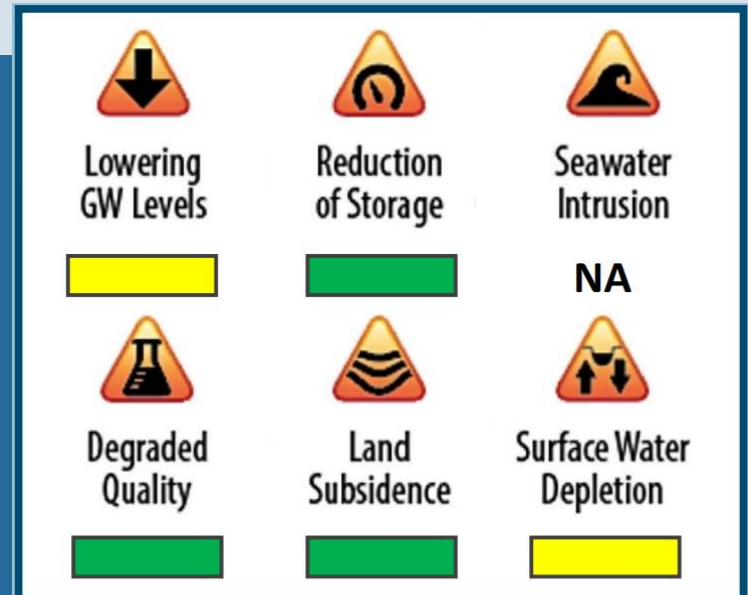
Status of the Basin

The Ukiah Valley Basin's Sustainability Goal, as outlined in the GSP, is to maintain groundwater resources to best support the continued and long-term health of the people, the environment, and the economy in Ukiah Valley, for generations to come. The GSA tracks progress toward this goal using **Sustainable Management Criteria**.

What are Sustainable Management Criteria (SMC)?

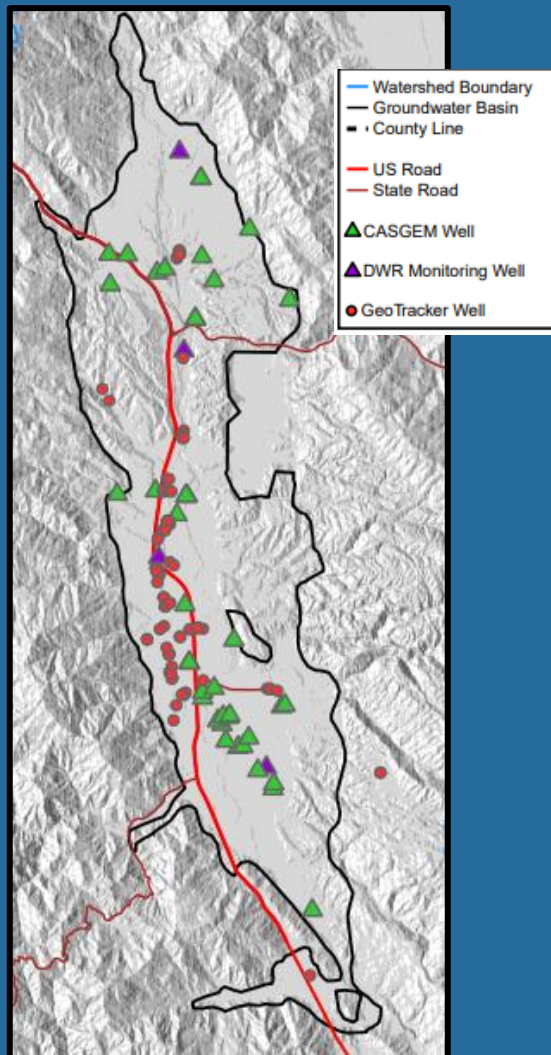
SMC are indicators or "effects" that help the GSA to assess groundwater conditions.

SMC are monitored to evaluate progress towards the sustainability goal and assess potential areas of concern.



Green indicates that conditions are in line with goals laid out in the GSP. Yellow indicates that conditions may require actions to be taken if conditions do not improve.

Status of the Basin



Groundwater Monitoring

- There are over 40 wells in the monitoring network
- These wells are monitored for water quality and groundwater elevation
- Monitoring occurs on either a monthly or annual basis
- Land subsidence data is obtained from DWR

What is the data used for?

- Data is collected and used to continually improve and refine the groundwater model for the basin

What can the Groundwater Model tell us?

- The model is a tool which simulates surface water and groundwater conditions in the Basin
- Model results help the GSA evaluate progress in avoiding undesirable results
- The model uses data collected from monitoring efforts (quantify surface water flows, groundwater levels, and water quality)
- The model will continue to be updated to improve its accuracy and utility as an effective management tool

Upcoming Focus Areas

The GSA is using the **Communication and Engagement Plan Update** (September 2022, available online) to identify and conduct engagement during GSP implementation.



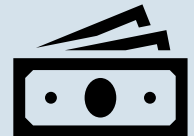
Well Permitting

Executive Order N-7-22 requires new well permitting provisions, and the GSA is coordinating with County Environmental Health on upcoming workshops



Pursuing DWR SGMA Implementation Grant Funding

- The GSA is pursuing a grant solicited by DWR which, if funded, would allow the GSA to implement several projects
- Notification from DWR about funding is expected by June 2023



If awarded, what will the Implementation Grant fund?

GSP 5-Year Update – to focus on updating SMCs and GW model

Water Supply Reliability Study – to better understand the basin's supply reliability

Recharge Master Plan and Pilot Project Implementation – to develop a strategy for groundwater recharge within the basin and implement up to three pilot projects

Rate and Fee Study – to provide the foundation for the GSA to become a self-sufficiency agency

Interconnected Surface Water-Groundwater Study – to fill critical data gaps where the interconnected relationship is not well understood

Groundwater Well Inventory Study – to fill data gaps in areas where lithology and hydraulic properties are not well understood

Award notification from DWR anticipated in June 2023.

More about the Rate and Fee Study

Implementing the GSP is expected to cost at least \$405,000 per year, some of which costs will be funded through grants.

Unless the GSA can implement rates and fees and actively pursue available grant funds, it will be vulnerable to state intervention.

The Rate and Fee Study is anticipated to start in July 2023 and conclude by July 2025, at which point the GSA will then focus on implementing the rates and fees determined in the study.

Opportunities to Engage

A **Well Permitting Workshop** was held on November 15.

It covered:

- Historical well permitting conditions
- New requirements for the County and the GSA
- Input on the well application and review process

A follow-up Workshop is slated for early 2023.

The **GSA website** will be updated soon.

The new site will improve navigability and provide more resources for those seeking information on GSP implementation activities.

The GSA is preparing **Quarterly Newsletters**.

The Newsletter for Fall 2022 is available online and the Winter Newsletter is anticipated for release in February.



Opportunities to Engage

Well Permitting Workshop Part 2

February 2, 5-6:30

Barra of Mendocino Winery

Late Winter/Early Spring

GSA TAC Meeting

Date, Time, and Location to be
posted online

Late Winter/Early Spring

GSA Board Meeting

Date, Time, and Location
to be posted online

Questions? Contact:



Ukiah Valley Basin Groundwater Sustainability Agency

Phone: (707) 463-4363

Email: uvbgsa@mendocinocounty.org

Website:

<https://www.mendocinocounty.org/government/affiliated-agencies/ukiah-valley-basin-gsa>



Erik Cadaret – GSA General Manager

Phone: (530) 756-5905

Email: ecadaret@westyost.com

UVSD Regular Board Meeting November 09, 2022 via teleconference (hybrid meeting)

1. CALL TO ORDER by Chair Wipf at 6:00pm. Roll call by Chelsea Teague – all present. Chair Wipf, Vice-Chair Bawcom, Director McNerlin, Director Dick, and Director Horsley arrived in-person.

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. No public comment.

3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS

No public comment.

4. APPROVAL OF BOARD MEETING MINUTES

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

5. CONSENT CALENDAR

Board discussion. Motion to approve the Consent Calendar by Director Horsley, seconded by Vice-Chair Bawcom. No public comment. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

6. OLD BUSINESS

None.

7. NEW BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: LEAK ADJUSTMENT POLICY

Recommended Action: Adopt Leak Adjustment Policy

Board discussion. Motion to approve Leak Adjustment Policy as amended by Director Horsley, seconded by Director Dick. No public comment. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

B. DISCUSSION AND POSSIBLE ACTION RE: OUT OF AGENCY SERVICES AGREEMENT (OASA) APPLICATION

Recommended Action: Approve Form of Out of Agency Services Agreement (OASA) Application

Board discussion. No public comment. Motion to approve the Out of Agency Services Agreement by Vice-Chair Bawcom, seconded by Director Dick. No public comment. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

C. DISCUSSION AND POSSIBLE ACTION RE: APPROVAL OF MASTER SERVICES AGREEMENT WITH CLA FOR ONGOING ACCOUNTING SERVICES AND FINANCIAL STATEMENT PREPARATION SERVICES

Recommended Action: Approve and Direct Board Chair to Execute Master Services Agreement with CLA for Ongoing Accounting Services and Financial Statement Preparation Services

Item addressed to the Board by Wing-See Fox. Board discussion. Motion to approve and direct Board Chair to execute Master Services Agreement with CLA for ongoing accounting and financial preparation services by Vice-Chair Bawcom, seconded by Director Dick No public comment. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

D. DISCUSSION AND POSSIBLE ACTION RE: ENGAGE RATE CONSULTANT HILDEBRAND CONSULTING TO UPDATE THE JOINT SEWER RATE STUDY

Recommended Action: Direct Staff to Return with a Proposed Contract with Hildebrand Consulting as the Rate Consultant to Update the Joint Sewer Rate Study

Board discussion. Direction to staff. No action taken.

8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

- a) Wing-See Fox gave a report regarding LAFCo MSR and SOI workshop and the ongoing meetings with the City of Ukiah.
- b) Wing-See Fox reported that there are 942 ESSU's remaining for UVSD and 434 ESSU's remaining for the City of Ukiah.
- c) None.
- d) Director McNerlin reported on URRWA's November Regular Meeting - there is a draft agreement still in discussion for consolidation.
- e) None.
- f) Next Regular Meeting – December 14, 2022.

9. ADJOURNMENT - Meeting adjourned at 7:54p.m.

UVSD Special Board Meeting December 19, 2022 via teleconference (hybrid meeting)

1. CALL TO ORDER by Chair Wipf at 6:10pm. Roll call by Chelsea Teague – Director McNerlin absent.

2. CONSENT CALENDAR

Motion to approve the agenda by Director Dick, seconded by Director Horsley. Roll call vote: Ayes – 4 Nays – 0. Motion carries. No public comment.

3. NEW BUSINESS

A. DISCUSSION AND POSSIBLE ACTION RE: FISCAL YEAR 2021-2022 AUDIT

Recommended Action: ACCEPT THE AUDIT FOR FISCAL YEAR 2021-2022 AS PRESENTED.

Board discussion. Motion to accept the Audit for FY 2021-2022 by Director Horsley, seconded by Director Dick. No public comment. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

B. DISCUSSION AND POSSIBLE ACTION RE: DISCUSSION OF WHETHER TO FILL BOARD VACANCY BY ELECTION OR APPOINTMENT

Recommended Action: 1) Discuss whether to call an election or appoint to fill the Board vacancy; 2) If Board acts to fill the vacancy by appointment, provide guidance on the application for appointment.

Board discussion. No public comment. Motion to fill the vacancy by appointment by Director Horsley, seconded by Director Dick. No public comment. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

4. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

a) Wing-See Fox gave a report stating that the MSR/SOI has been finalized and the Out of Area Service Agreement is still in discussion. Mark DeMeulenaere discussed the current rate study and its forecast.

b) None.

c) Joanna Gln, District Legal Counsel, addressed AB 2449 to the Board.

d) None.

e) Chair Wipf reported that the Dunnewood/North State Street project is complete.

f) None.

g) Next Regular Meeting - January 11, 2023.

5. ADJOURNMENT - Meeting adjourned at 6:59p.m.

**Ukiah Valley Sanitation District
Check Detail
December 2022**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2177	12/22/2022	Best Best & Krieger LLP	1001 - UVSD Checking		-2,891.20
Bill	950952	10/31/2022		5601 - General Counsel	-945.20	945.20
Bill	952975	11/30/2022		5601 - General Counsel	-1,946.00	1,946.00
TOTAL					-2,891.20	2,891.20
Bill Pmt -Check	2178	12/22/2022	City of Ukiah	1001 - UVSD Checking		-213,030.20
Bill	122022	12/01/2022		6300 - Operating Expense Allocation	-213,030.20	213,030.20
TOTAL					-213,030.20	213,030.20
Bill Pmt -Check	2179	12/22/2022	Clifton Larson Allen, LLP	1001 - UVSD Checking		-3,000.00
Bill	3498043	10/31/2022		5307 - Financial Review/Monthly Report	-3,000.00	3,000.00
TOTAL					-3,000.00	3,000.00
Bill Pmt -Check	2180	12/22/2022	Mark DeMeulenaere	1001 - UVSD Checking		-1,237.50
Bill	112022	11/30/2022		5305 - Financial & Managerial Support	-1,237.50	1,237.50
TOTAL					-1,237.50	1,237.50
Bill Pmt -Check	2181	12/22/2022	Ron W. Franz	1001 - UVSD Checking		-2,400.00
Bill	11302022	11/30/2022		5401 - Engineer Services	-2,400.00	2,400.00
TOTAL					-2,400.00	2,400.00
Bill Pmt -Check	2182	12/22/2022	Stedman Computer Solutions	1001 - UVSD Checking		-891.00
Bill	1402987	12/09/2022		5209 - Information Technology-All	-816.00	816.00
Bill	1402991	12/12/2022		5209 - Information Technology-All	-75.00	75.00
TOTAL					-891.00	891.00
Bill Pmt -Check	2183	12/22/2022	Tri-Cities	1001 - UVSD Checking		-163.00
Bill	221100577101	11/30/2022		5201 - Telephone & DSL	-163.00	163.00
TOTAL					-163.00	163.00
Bill Pmt -Check	2184	12/22/2022	Urban Futures, Inc.	1001 - UVSD Checking		-5,125.00
Bill	1122-01	11/30/2022		5101 - Management - UFI	-5,125.00	5,125.00
TOTAL					-5,125.00	5,125.00
Bill Pmt -Check	2185	12/22/2022	Willow Water District	1001 - UVSD Checking		-12,894.52
Bill	156	11/30/2022		5102 - MSA - Willow	-11,920.95	11,920.95
Bill	539	12/01/2022		5402 - Parcel Quest	-199.95	199.95
Bill				5203 - Office Rent	-463.00	463.00
Bill				5204 - Office Utilities	-310.62	310.62
TOTAL					-12,894.52	12,894.52
Bill Pmt -Check	2186	12/22/2022	Rick Sands	1001 - UVSD Checking		-106.25
Bill	11302022	11/30/2022		5401 - Engineer Services	-106.25	106.25
TOTAL					-106.25	106.25

Savings Bank of Mendocino County
Beginning Balance as of 12/01/2022 \$797,831.20
Ending Balance as of 12/31/2022 \$1,278,797.16

California State Treasurer
Fiona Ma, CPA



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

January 06, 2023

[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

December 2022 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	11,295,858.17
Total Withdrawal:	0.00	Ending Balance:	11,295,858.17

Ukiah Valley Sanitation District
151 Laws Avenue
Ukiah, CA 95482

STAFF REPORT
January 11, 2023

To: Board of Directors
From: Wing-See Fox
Meeting Date: January 11, 2023

Item #8A: Election of Board Chair and Vice Chair, Adoption of the 2023 Regular Board Meeting Calendar, and Appointment of a New Member to the Budget Ad Hoc Committee

Background:

Policy 5010 (Board meetings) requires the annual election of the Board Chair and Vice Chair and adoption of the 2023 Regular Board Meeting Calendar at the January Regular Board Meeting.

Discussion:

Policy 5010

Policy 5010.1 specifies that the regular meetings of the Board of Directors shall be held on the second Wednesday of each calendar month at 6:00 pm in the Conference Room at Willow County Water District located at 151 Laws Avenue, Ukiah, California. Policy 5010.5 specifies that the Board “shall hold an annual organizational meeting at its regular meeting in January. At each annual organizational meeting, the Board will adopt the calendar for regular board meetings (which will include identifying and resolving any conflicts with holidays or other District activities and identifying any months where meetings will be canceled at the Board’s discretion)...” A proposed meeting calendar for 2023 is attached.

Policy 5010.5 also states that the Board will “...elect a Board Chair and Board Vice Chair who will be seated at the next regular meeting in February for a term of one year. The outgoing Board Chair shall serve until the newly elected Board Chair is seated. The elected Board Chair and Board Vice Chair may succeed himself or herself in office for a maximum of four one-year terms, upon being duly re-elected by the Board each term. After four consecutive one-year terms, the Board member must take one year off as Board Chair before becoming eligible to be elected as Board Chair again. Should the Board Chair or Board Vice Chair vacate his or 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.”

Policy 4060

Under Policy 4060 (Committees of the Board of Directors), “If there are standing committees, 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. Currently, there are no standing committees. However, there continue to be two ad hoc committees: 1) City of Ukiah and UVSD Ad Hoc Committee (with Chair Wipf and Director Horsley as appointed members); and 2) Budget Ad Hoc Committee (with Director

Bawcom and Director Horsley as appointed members). With Director Bawcom terming off the Board, staff recommends appointing a Board member to fill the Budget Ad Hoc Committee. Alternatively, the Board can wait to appoint a new Budget Ad Hoc Committee member until a new Board member is appointed to fill the Board seat vacated by Director Bawcom.

Recommended Action:

1. Elect the Chair and Vice Chair
2. Consider the adoption of the 2023 Regular Board Meeting Calendar
3. Discuss and potentially appoint a new member to the Budget Ad Hoc Committee with approval of the Board

Attachments:

1. 2023 Regular Board Meeting Calendar

Respectfully submitted,



WING-SEE FOX
Interim District Manager

Ukiah Valley Sanitation District

2023 Calendar of Meetings

Second Wednesday of each calendar month at 6:00 pm

151 Laws Avenue, Ukiah, California

January 11, 2023

February 8, 2023

March 8, 2023

April 12, 2023

May 10, 2023

June 14, 2023

July 12, 2023

August 9, 2023

September 13, 2023

October 11, 2023

November 8, 2023

December 13, 2023