

ERNIE WIPF  
CHAIR

CANDACE HORSLEY  
VICE-CHAIR

THERESA MCNERLIN  
DIRECTOR

DARWIN DICK  
DIRECTOR

BRADLEY BEST  
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT REGULAR MEETING  
**WEDNESDAY September 13, 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: 845-3419-2696

Zoom Link: <https://us02web.zoom.us/j/84534192696>

*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](mailto: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 the 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. APPROVAL OF BOARD MEETING MINUTES**
  - July 12, 2023 Regular Meeting
- 5. CONSENT CALENDAR**
  - Check Register for July 2023 and August 2023
  - LAIF Statement for August 2023
  - CAMP Statement for August 2023
  - Unaudited Monthly Financial Statements

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**6. OLD BUSINESS**

- None

**7. NEW BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION RE: Consider Waiving the First Reading of an Ordinance Amending Ordinance 12 Regarding Interest and Ordinance 13 Changing the Definition of Delinquent Sewer Charges

Recommended Actions: Introduce and waive the first reading of Ordinance No. \_\_\_ Amending Section 8.9D of Ordinance No. 12 Regarding Interest and Ordinance No. 13 Changing the Definition of Delinquent Sewer Charges.

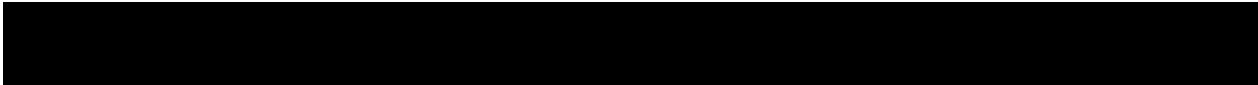
- B. DISCUSSION AND POSSIBLE ACTION RE: Approve District's Share of \$206,865 to Install the Joint City-District Capital Items of HVAC Replacement of the Wastewater Treatment Plant

Recommended Actions: Discuss and Approve District's Share of \$206,865 to Install the Joint City-District Capital Items of HVAC Replacement of the Wastewater Treatment Plant

**8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF**

- a) General Manager Report of Ongoing District Activities
- b) ESSU Statistics Report
- c) Staff Report
- d) Report on JPA
- e) Directors' Reports
- f) Letters Received or Sent
- g) Announce Regular Meeting - October 11, 2023

**9. ADJOURNMENT**



## **UVSD July 12, 2023 Regular Board Meeting Minutes**

- 1. CALL TO ORDER** by Chair Wipf at 6:03pm. Roll call by Ashtyn Davis—Chair Wipf, Director McNerlin, Director Best, Director Dick present and attending in person (Director Horsely was absent).

### **2. APPROVAL OF THE AGENDA**

No public comment. Motion to approve the July 12, 2023 Agenda was made by Director McNerlin and seconded by Director Dick. Motion carried unanimously.

### **3. PUBLIC EXPRESSION OF NON-AGENDIZED ITEMS**

None.

### **4. APPROVAL OF JUNE 12, 2023 SPECIAL BOARD MEETING & JUNE 28, 2023 SPECIAL BOARD MEETING MINUTES**

No public comment. Motion to approve the June 12, 2023 Special Board Meeting & the June 28, 2023 Special Board Meeting Minutes was made by Director McNerlin and seconded by Director Dick. Motion carried unanimously.

### **5. CONSENT CALENDAR**

- A. Check Register for June 2023**
- B. LAIF Statement for June 2023**
- C. CAMP Statement for June 2023**
- D. Unaudited Monthly Financial Statements**

Board discussion. No public comment. Motion to approve the Consent Calendar was made by Director Best and seconded by Director McNerlin. Motion carried unanimously.

### **6. OLD BUSINESS**

None.

### **7. 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 2023-24 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 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.
5. Adopt the Resolution.

Board discussion. Public comment from Jeff Yates and Carlos Ortega concerning past due bills. The board advised both customers on what needed to be done. Motion to approve the Resolution Adopting the Report Proposing to have Delinquent Sewer Charges Collected on the Property Tax Roll for the Fiscal Year 2023-24 was made by Director McNerlin and seconded by Director Best. Motion carried unanimously.

#### **8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF**

- A. General Manager, Wing-See Fox reported that water usage has been calculated and is updated for the new billing cycle. Further discussions on possible updating of the website.
- B. ESSU Statistics Report attached.
- C. No Staff Report given.
- D. Director McNerlin reported that the JPA had submitted their completed draft for reviewal by the State Safer Board a couple of weeks ago; they are still awaiting a response.
- E. None.
- F. No letters received/sent.
- G. Next Regular Meeting—August 9, 2023 @ 6pm

#### **9. ADJOURNMENT** — Meeting adjourned at 6:54pm.

# Ukiah Valley Sanitary District

## Check Detail

July 2023

TRANSACTION TYPE	NUM	DATE	NAME	ACCOUNT	AMOUNT
1000 District Cash					
SBMC					
1001 UVSD Checking					
Bill Payment (Check)		07/07/2023	Invoice Cloud - ACH	1001 District Cash:SBMC:UVSD Checking	-491.20
				2000 Accounts Payable	-491.20
Expense		07/12/2023		1001 District Cash:SBMC:UVSD Checking	-7.00
				5302 District Services and Supplies:Auditing & Fiscal Services:Banking Services Fees	7.00
1072 Bill.com Money Out Clearing					
Bill Payment (Check)		07/07/2023	Bradley Best	1072 Bill.com Money Out Clearing	-175.00
				2000 Accounts Payable	-175.00
Bill Payment (Check)		07/07/2023	Candace Horsley	1072 Bill.com Money Out Clearing	-175.00
				2000 Accounts Payable	-175.00
Bill Payment (Check)		07/07/2023	Darwin Dick	1072 Bill.com Money Out Clearing	-150.00
				2000 Accounts Payable	-150.00
Bill Payment (Check)		07/07/2023	Ernie Wipf	1072 Bill.com Money Out Clearing	-175.00
				2000 Accounts Payable	-175.00
Bill Payment (Check)		07/07/2023	Theresa McNerlin	1072 Bill.com Money Out Clearing	-125.00
				2000 Accounts Payable	-125.00
Bill Payment (Check)		07/07/2023	Mark DeMeulenaere	1072 Bill.com Money Out Clearing	-1,200.00
				2000 Accounts Payable	-1,200.00
Bill Payment (Check)		07/07/2023	Urban Futures, Inc.	1072 Bill.com Money Out Clearing	-5,125.00
				2000 Accounts Payable	-5,125.00
Bill Payment (Check)		07/19/2023	Kyocera	1072 Bill.com Money Out Clearing	-131.64
				2000 Accounts Payable	-131.64

# Ukiah Valley Sanitary District

## Check Detail

July 2023

TRANSACTION TYPE	NUM	DATE	NAME	ACCOUNT	AMOUNT
Bill Payment (Check)		07/19/2023	Best Best & Krieger LLP	1072 Bill.com Money Out Clearing	-1,195.40
				2000 Accounts Payable	-1,195.40
Bill Payment (Check)		07/19/2023	CliftonLarsonAllen, LLC	1072 Bill.com Money Out Clearing	-5,000.00
				2000 Accounts Payable	-5,000.00
Bill Payment (Check)		07/21/2023	Tri-Cities	1072 Bill.com Money Out Clearing	-143.60
				2000 Accounts Payable	-143.60
Bill Payment (Check)		07/26/2023	RespecTech, Inc.	1072 Bill.com Money Out Clearing	-59.50
				2000 Accounts Payable	-59.50
Bill Payment (Check)		07/31/2023	Jose Fernando Plazola	1072 Bill.com Money Out Clearing	-560.79
				2000 Accounts Payable	-560.79
Bill Payment (Check)		07/31/2023	Mendocino County Auditor-Controller	1072 Bill.com Money Out Clearing	-15,935.67
				2000 Accounts Payable	-15,935.67
Bill Payment (Check)		07/31/2023	Lois Eriksen	1072 Bill.com Money Out Clearing	-100.00
				2000 Accounts Payable	-100.00
Bill Payment (Check)		07/31/2023	City of Ukiah	1072 Bill.com Money Out Clearing	-
				2000 Accounts Payable	213,030.30
				2000 Accounts Payable	-
					213,030.30
Bill Payment (Check)		07/31/2023	Sirolee Seaman	1072 Bill.com Money Out Clearing	-698.13
				2000 Accounts Payable	-698.13

# Ukiah Valley Sanitary District

## Check Detail

August 2023

TRANSACTION TYPE	NUM	DATE	NAME	ACCOUNT	AMOUNT
1000 District Cash					
SBMC					
1001 UVSD Checking					
Bill Payment (Check)		08/10/2023	Invoice Cloud - ACH	1001 District Cash:SBMC:UVSD Checking	-477.40
				2000 Accounts Payable	-477.40
Expense		08/11/2023		1001 District Cash:SBMC:UVSD Checking	-10.00
				5302 District Services and Supplies:Auditing & Fiscal Services:Banking Services Fees	10.00
Bill Payment (Check)		08/24/2023	US Bank	1001 District Cash:SBMC:UVSD Checking	-
				2000 Accounts Payable	-
					1,002,795.00
					1,002,795.00
Expense		08/24/2023		1001 District Cash:SBMC:UVSD Checking	-30.00
				5302 District Services and Supplies:Auditing & Fiscal Services:Banking Services Fees	30.00
1072 Bill.com Money Out Clearing					
Bill Payment (Check)		08/03/2023	Jesus Hernandez	1072 Bill.com Money Out Clearing	-166.35
				2000 Accounts Payable	-166.35
Bill Payment (Check)		08/03/2023	Urban Futures, Inc.	1072 Bill.com Money Out Clearing	-5,125.00
				2000 Accounts Payable	-5,125.00
Bill Payment (Check)		08/09/2023	Willow Water District	1072 Bill.com Money Out Clearing	-25,282.68
				2000 Accounts Payable	-25,282.68
Bill Payment (Check)		08/09/2023	Mark DeMeulenaere	1072 Bill.com Money Out Clearing	-300.00
				2000 Accounts Payable	-300.00
Bill Payment (Check)		08/09/2023	Tri-Cities	1072 Bill.com Money Out Clearing	-103.05
				2000 Accounts Payable	-103.05
Bill Payment (Check)		08/14/2023	Jesus Hernandez	1072 Bill.com Money Out Clearing	-499.97
				2000 Accounts Payable	-499.97

# Ukiah Valley Sanitary District

## Check Detail

August 2023

TRANSACTION TYPE	NUM	DATE	NAME	ACCOUNT	AMOUNT
Bill Payment (Check)		08/14/2023	CliftonLarsonAllen, LLC	1072 Bill.com Money Out Clearing	-5,238.10
				2000 Accounts Payable	-5,238.10
Bill Payment (Check)		08/16/2023	Best Best & Krieger LLP	1072 Bill.com Money Out Clearing	-1,770.39
				2000 Accounts Payable	-1,770.39
Bill Payment (Check)		08/17/2023	Kyocera	1072 Bill.com Money Out Clearing	-106.04
				2000 Accounts Payable	-106.04
Bill Payment (Check)		08/17/2023	Upper Russian River Water Agency	1072 Bill.com Money Out Clearing	-600.00
				2000 Accounts Payable	-600.00
Bill Payment (Check)		08/17/2023	Kyocera	1072 Bill.com Money Out Clearing	-172.66
				2000 Accounts Payable	-172.66
Bill Payment (Check)		08/29/2023	CliftonLarsonAllen, LLC	1072 Bill.com Money Out Clearing	-238.10
				2000 Accounts Payable	-238.10
Bill Payment (Check)		08/29/2023	City of Ukiah	1072 Bill.com Money Out Clearing	-213,030.30
				2000 Accounts Payable	-213,030.30



California State Treasurer  
**Fiona Ma, CPA**



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

September 08, 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

August 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
8/11/2023	8/10/2023	RW	1737396	N/A	MARK DEMEULENAERE	-450,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	485,996.09
Total Withdrawal:	-450,000.00	Ending Balance:	35,996.09



Customer Service  
 PO Box 11813  
 Harrisburg, PA 17108-1813

**ACCOUNT STATEMENT**

**Ukiah Valley Sanitation District**

For the Month Ending  
**August 31, 2023**

**Client Management Team**

**Lesley Murphy**

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 San Francisco, CA 94111-5411  
 415-393-7270  
 murphyl@pfmam.com

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 Los Angeles, CA 90071  
 213-500-8694  
 tanakak@pfmam.com

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Key Account Manager  
 213 Market Street  
 Harrisburg, PA 17101-2141  
 1-800-729-7665  
 kingj@pfmam.com

**Contents**

- Cover/Disclosures
- Summary Statement
- Individual Accounts

**Accounts included in Statement**

6168-001                      Ukiah Valley Sanitation District

**Important Messages**

CAMP will be closed on 09/04/2023 for Labor Day.  
 CAMP will be closed on 10/09/2023 for Columbus Day.

UKIAH VALLEY SANITATION DISTRICT  
 WING-SEE FOX  
 151 LAWS AVENUE  
 SUITE B  
 UKIAH, CA 95482

**Online Access**    [www.camponline.com](http://www.camponline.com)

**Customer Service**    1-800-729-7665



Important Disclosures

Important Disclosures

This statement is for general information purposes only and is not intended to provide specific advice or recommendations. PFM Asset Management LLC ("PFMAM") is an investment adviser registered with the U.S. Securities and Exchange Commission and a subsidiary of U.S. Bancorp Asset Management, Inc. ("USBAM"). USBAM is a subsidiary of U.S. Bank National Association ("U.S. Bank"). U.S. Bank is a separate entity and subsidiary of U.S. Bancorp. U.S. Bank is not responsible for and does not guarantee the products, services or performance of PFMAM. PFMAM maintains a written disclosure statement of our background and business experience. If you would like to receive a copy of our current disclosure statement, please contact Service Operations at the address below.

**Proxy Voting** PFMAM does not normally receive proxies to vote on behalf of its clients. However, it does on occasion receive consent requests. In the event a consent request is received the portfolio manager contacts the client and then proceeds according to their instructions. PFMAM's Proxy Voting Policy is available upon request by contacting Service Operations at the address below.

**Questions About an Account** PFMAM's monthly statement is intended to detail our investment advisory activity as well as the activity of any accounts held by clients in pools that are managed by PFMAM. The custodian bank maintains the control of assets and executes (i.e., settles) all investment transactions. The custodian statement is the official record of security and cash holdings and transactions. PFMAM recognizes that clients may use these reports to facilitate record keeping and that the custodian bank statement and the PFMAM statement should be reconciled and differences resolved. Many custodians use a settlement date basis which may result in the need to reconcile due to a timing difference.

**Account Control** PFMAM does not have the authority to withdraw funds from or deposit funds to the custodian outside the scope of services provided by PFMAM. Our clients retain responsibility for their internal accounting policies; implementing and enforcing internal controls and generating ledger entries or otherwise recording transactions.

**Market Value** Generally, PFMAM's market prices are derived from closing bid prices as of the last business day of the month as supplied by Refinitiv or Bloomberg. For certain short-term investments or where prices are not available from generally recognized sources the securities are priced using a yield-based matrix system to arrive at an estimated market value. Prices that fall between data points are interpolated. Non-negotiable FDIC-insured bank certificates of deposit are priced at par. Although PFMAM believes the prices to be reliable, the values of the securities may not represent the prices at which the securities could have been bought or sold. Explanation of the valuation methods for a registered investment company or local government investment program is contained in the appropriate fund offering documentation or information statement.

**Amortized Cost** The original cost of the principal of the security is adjusted for the amount of the periodic reduction of any discount or premium from the purchase date until the date of the report. Discount or premium with respect to short term securities (those with less than one year to maturity at time of issuance) is amortized on a straightline basis. Such discount or premium with respect to longer term securities is amortized using the constant yield basis.

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**Financial Situation** In order to better serve you, PFMAM should be promptly notified of any material change in your investment objective or financial situation.

**Callable Securities** Securities subject to redemption prior to maturity may be redeemed in whole or in part before maturity, which could affect the yield represented.

**Portfolio** The securities in this portfolio, including shares of mutual funds, are not guaranteed or otherwise protected by PFMAM, the FDIC (except for certain non-negotiable certificates of deposit) or any government agency. Investment in securities involves risks, including the possible loss of the amount invested. Actual settlement values, accrued interest, and amortized cost amounts may vary for securities subject to an adjustable interest rate or subject to principal paydowns. Any changes to the values shown may be reflected within the next monthly statement's beginning values.

**Rating** Information provided for ratings is based upon a good faith inquiry of selected sources, but its accuracy and completeness cannot be guaranteed.

Shares of some local government investment programs and TERM funds are marketed through representatives of PFMAM's affiliate, PFM Fund Distributors, Inc. which is registered with the SEC as a broker/dealer and is a member of the Financial Industry Regulatory Authority ("FINRA") and the Municipal Securities Rulemaking Board ("MSRB"). You may reach the FINRA by calling the FINRA Hotline at 1-800-289-9999 or at the FINRA website address <https://www.finra.org/investors/investor-contacts>. A brochure describing the FINRA Regulation Public Disclosure Program is also available from FINRA upon request.

**Key Terms and Definitions**

**Dividends** on local government investment program funds consist of interest earned, plus any discount ratably amortized to the date of maturity, plus all realized gains and losses on the sale of securities prior to maturity, less ratably amortization of any premium and all accrued expenses to the fund. Dividends are accrued daily and may be paid either monthly or quarterly. The monthly earnings on this statement represent the estimated dividend accrued for the month for any program that distributes earnings on a quarterly basis. There is no guarantee that the estimated amount will be paid on the actual distribution date.

**Current Yield** is the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical fund account with a balance of one share over the seven-day base period including the statement date, expressed as a percentage of the value of one share (normally \$1.00 per share) at the beginning of the seven-day period. This resulting net change in account value is then annualized by multiplying it by

365 and dividing the result by 7. The yields quoted should not be considered a representation of the yield of the fund in the future, since the yield is not fixed. **Average maturity** represents the average maturity of all securities and investments of a portfolio, determined by multiplying the par or principal value of each security or investment by its maturity (days or years), summing the products, and dividing the sum by the total principal value of the portfolio. The stated maturity date of mortgage backed or callable securities are used in this statement. However the actual maturity of these securities could vary depending on the level or prepayments on the underlying mortgages or whether a callable security has or is still able to be called.

**Monthly distribution yield** represents the net change in the value of one share (normally \$1.00 per share) resulting from all dividends declared during the month by a fund expressed as a percentage of the value of one share at the beginning of the month. This resulting net change is then annualized by multiplying it by 365 and dividing it by the number of calendar days in the month.

**YTM at Cost** The yield to maturity at cost is the expected rate of return, based on the original cost, the annual interest receipts, maturity value and the time period from purchase date to maturity, stated as a percentage, on an annualized basis.

**YTM at Market** The yield to maturity at market is the rate of return, based on the current market value, the annual interest receipts, maturity value and the time period remaining until maturity, stated as a percentage, on an annualized basis.

**Managed Account** A portfolio of investments managed discretely by PFMAM according to the client's specific investment policy and requirements. The investments are directly owned by the client and held by the client's custodian.

**Unsettled Trade** A trade which has been executed however the final consummation of the security transaction and payment has not yet taken place.

Please review the detail pages of this statement carefully. If you think your statement is wrong, missing account information, or if you need more information about a transaction, please contact PFMAM within 60 days of receipt. If you have other concerns or questions regarding your account, or to request an updated copy of PFMAM's current disclosure statement, please contact a member of your client management team at PFMAM Service Operations at the address below.

PFM Asset Management LLC  
Attn: Service Operations  
213 Market Street  
Harrisburg, PA 17101

NOT FDIC INSURED      NO BANK GUARANTEE      MAY LOSE VALUE



## Account Statement - Transaction Summary

For the Month Ending **August 31, 2023**

Ukiah Valley Sanitation District - Ukiah Valley Sanitation District - 6168-001

<b>CAMP Pool</b>	
Opening Market Value	5,549,496.18
Purchases	26,011.84
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

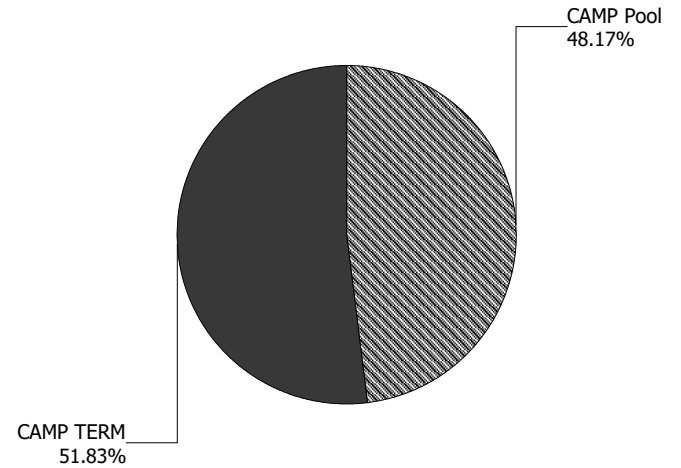
<b>Closing Market Value</b>	<b>\$5,575,508.02</b>
Cash Dividends and Income	26,011.84

<b>CAMP TERM</b>	
Opening Market Value	6,000,000.00
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

<b>Closing Market Value</b>	<b>\$6,000,000.00</b>
Cash Dividends and Income	0.00

<b>Asset Summary</b>		
	<b>August 31, 2023</b>	<b>July 31, 2023</b>
<b>CAMP Pool</b>	5,575,508.02	5,549,496.18
<b>CAMP TERM</b>	6,000,000.00	6,000,000.00
<b>Total</b>	<b>\$11,575,508.02</b>	<b>\$11,549,496.18</b>

### Asset Allocation





### Investment Holdings

For the Month Ending **August 31, 2023**

Ukiah Valley Sanitation District - Ukiah Valley Sanitation District - 6168-001

Trade Date	Settlement Date	Security Description	Maturity Date	Rate	Investment Amount	Estimated Earnings	Est. Value at Maturity
<b>CAMP TERM</b>							
06/01/23	06/02/23	TERM - California Asset Management Program Term Dec 24	02/16/24	5.4300	5,000,000.00	67,689.04	5,192,653.42
06/01/23	06/02/23	TERM - California Asset Management Program Term Dec 24	05/31/24	5.2100	1,000,000.00	12,953.83	1,051,815.30
<b>Total</b>					<b>\$6,000,000.00</b>	<b>\$80,642.87</b>	<b>\$6,244,468.72</b>



**Account Statement**

For the Month Ending **August 31, 2023**

Ukiah Valley Sanitation District - Ukiah Valley Sanitation District - 6168-001

Trade Date	Settlement Date	Transaction Description	Share or Unit Price	Dollar Amount of Transaction	Total Shares Owned
<b>CAMP Pool</b>					
<b>Opening Balance</b>					<b>5,549,496.18</b>
08/31/23	09/01/23	Accrual Income Div Reinvestment - Distributions	1.00	26,011.84	5,575,508.02
<b>Closing Balance</b>					<b>5,575,508.02</b>

	Month of August	Fiscal YTD July-August		
<b>Opening Balance</b>	5,549,496.18	5,524,561.03	<b>Closing Balance</b>	5,575,508.02
<b>Purchases</b>	26,011.84	50,946.99	<b>Average Monthly Balance</b>	5,550,335.27
<b>Redemptions (Excl. Checks)</b>	0.00	0.00	<b>Monthly Distribution Yield</b>	5.52%
<b>Check Disbursements</b>	0.00	0.00		
<b>Closing Balance</b>	<b>5,575,508.02</b>	<b>5,575,508.02</b>		
<b>Cash Dividends and Income</b>	26,011.84	50,946.99		

**UKIAH VALLEY SANITATION DISTRICT**

**FINANCIAL STATEMENTS  
MONTH ENDED AND FISCAL YEAR TO DATE  
JUNE 30, 2023**

Working Draft for  
Discussion Purposes  
Only

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Working Draft for  
Discussion Purposes  
Only



**UKIAH VALLEY SANITATION DISTRICT  
TABLE OF CONTENTS  
MONTH ENDED AND FISCAL YEAR TO DATE JUNE 30, 2023**

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  
JUNE 30, 2023**

**ASSETS**

Current Assets:

Cash and Investments	\$ 884,997
CAMP Investment	11,500,000
Accounts Receivable	965,494
Interest Receivable	83,877
Restricted Cash	501,982
Prepaid Expenses	221,977
Total Current Assets	<u>14,158,327</u>

Noncurrent Assets:

Capital Assets:

Depreciable, Net	<u>27,763,703</u>
Total Noncurrent Assets	<u>27,763,703</u>
Total Assets	<u>41,922,030</u>

**LIABILITIES**

Current Liabilities:

Accounts Payable	25,909
Accrued Interest	167,215
Customer Deposits Payable	46,200
Bonds Payable - Due in One Year	1,504,000
Total Current Liabilities	<u>1,743,324</u>

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	<u>19,225,000</u>
Total Long-Term Liabilities	<u>19,225,000</u>
Total Liabilities	<u>20,968,324</u>

**NET POSITION**

Net Investment in Capital Assets	7,034,703
Unrestricted	<u>13,919,003</u>
Total Net Position	<u>\$ 20,953,706</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  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
MONTH ENDED AND FISCAL YEAR TO DATE JUNE 30, 2023**

	Month Ended June 30, 2023	Fiscal Year to Date June 30, 2023
<b>OPERATING REVENUES</b>		
Charges for Services	\$ 438,597	\$ 5,272,920
Connection Fees	-	93,671
Total Operating Revenues	<u>438,597</u>	<u>5,366,591</u>
<b>OPERATING EXPENSES</b>		
Services and Supplies	30,941	386,630
Operating Expense Allocation - City of Ukiah	213,030	2,556,362
Legal Expense	1,195	21,660
Depreciation and Amortization	66,635	796,794
Total Operating Expenses	<u>311,801</u>	<u>3,761,446</u>
<b>OPERATING INCOME (LOSS)</b>	<u>126,796</u>	<u>1,605,145</u>
<b>NONOPERATING REVENUE (EXPENSES)</b>		
Taxes and Assessments	-	62,253
Interest Income	83,892	257,197
Interest and Bond Expense	(41,803)	(516,425)
Total Nonoperating Revenue (Expenses)	<u>42,089</u>	<u>(196,975)</u>
<b>CHANGE IN NET POSITION</b>	168,885	1,408,170
Net Position - May 31, 2023 and June 30, 2022	<u>20,784,821</u>	<u>19,545,536</u>
<b>NET POSITION - END OF PERIOD</b>	<u>\$ 20,953,706</u>	<u>\$ 20,953,706</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, 2023**

**Ukiah Valley Sanitation District**

Selected Information

For the month ended and fiscal year to date June 30, 2023

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 June 30, 2023, the District's actual operating expense allocation from the City of Ukiah has not been determined.

As of the quarter ended June 30, 2023, the District's capital expense allocation from the City of Ukiah has not been determined.

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**  
**JULY 31, 2023**

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**UKIAH VALLEY SANITATION DISTRICT  
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MONTH ENDED AND FISCAL YEAR TO DATE JULY 31, 2023**

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

**UKIAH VALLEY SANITATION DISTRICT  
STATEMENT OF NET POSITION  
JULY 31, 2023**

**ASSETS**

Current Assets:

Cash and Investments	\$ 12,656,564
Accounts Receivable	989,155
Restricted Cash	501,984
Prepaid Expenses	<u>7,553</u>
Total Current Assets	<u>14,155,256</u>

Noncurrent Assets:

Capital Assets:

Depreciable, Net	<u>28,544,827</u>
Total Noncurrent Assets	<u>28,544,827</u>
Total Assets	<u>42,700,083</u>

**LIABILITIES**

Current Liabilities:

Accounts Payable	713,571
Accrued Interest	209,018
Customer Deposits Payable	46,700
Bonds Payable - Due in One Year	<u>1,504,000</u>
Total Current Liabilities	<u>2,473,289</u>

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	<u>19,225,000</u>
Total Long-Term Liabilities	<u>19,225,000</u>
Total Liabilities	<u>21,698,289</u>

**NET POSITION**

Net Investment in Capital Assets	7,815,827
Unrestricted	<u>13,185,966</u>
Total Net Position	<u>\$ 21,001,793</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  
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN FUND NET POSITION  
MONTH ENDED AND FISCAL YEAR TO DATE JULY 31, 2023**

	Month Ended July 31, 2023	Fiscal Year to Date July 31, 2023
<b>OPERATING REVENUES</b>		
Charges for Services	\$ 428,366	\$ 428,366
Total Operating Revenues	<u>428,366</u>	<u>428,366</u>
<b>OPERATING EXPENSES</b>		
Services and Supplies	44,209	44,209
Operating Expense Allocation - City of Ukiah	213,030	213,030
Depreciation and Amortization	70,181	70,181
Total Operating Expenses	<u>327,420</u>	<u>327,420</u>
<b>OPERATING INCOME (LOSS)</b>	<u>100,946</u>	<u>100,946</u>
<b>NONOPERATING REVENUE (EXPENSES)</b>		
Interest Income	24,937	24,937
Interest and Bond Expense	(41,803)	(41,803)
Total Nonoperating Revenue (Expenses)	<u>(16,866)</u>	<u>(16,866)</u>
<b>CHANGE IN NET POSITION</b>	84,080	84,080
Net Position - June 30, 2023	<u>20,917,713</u>	<u>20,917,713</u>
<b>NET POSITION - END OF PERIOD</b>	<u>\$ 21,001,793</u>	<u>\$ 21,001,793</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 JULY 31, 2023**

**Ukiah Valley Sanitation District**

Selected Information

For the month ended and fiscal year to date July 31, 2023

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 June 30, 2023, the District's actual operating expense allocation from the City of Ukiah has not been determined.

As of the quarter ended June 30, 2023, the District's capital expense allocation from the City of Ukiah has not been determined.

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  
September 13, 2023

To: Board of Directors  
From: Wing-See Fox and Ann Siprelle  
Meeting Date: September 13, 2023

Item #7A: Consider Waiving the First Reading of an Ordinance Amending Ordinance 12 Regarding Interest and Ordinance 13 Changing the Definition of Delinquent Sewer Charges

**Background:**

Ordinance No. 12 – Interest on Delinquent Charges and Administrative Procedures for the Collection of Delinquent Sewer Charges of Closed Sewer Accounts

Section 8.9.D of Ordinance No. 12 currently provides that: “If the bill for sewer service charges is not paid within 15 days from the due date, a basic penalty of ten percent will be added thereto and on the first of each calendar month thereafter a penalty of one half of 1% of the amount of the delinquent bill shall also be added and become due.” Pursuant to Health & Safety Code Section 5473.10, the District is authorized to charge a 10% penalty and 1 ½% monthly thereafter.

On October 20, 2011, the Board approved the Ukiah Valley Sanitation District Administrative Procedures for the Collection of Delinquent Sewer Charges of Closed Sewer Accounts, which specifies that sewer accounts that are closed and referred to the District by the City of Ukiah (the billing agent at the time) are to be deemed delinquent. After receiving the list of closed sewer accounts, staff would notify the property owner by mail that the delinquent amount must be paid in full within 30 days to avoid penalties. If the account is not paid in full after the specified deadline, a base penalty in the amount of 10% of the delinquent sewer service charges is added to the amount due and a monthly penalty of 1.5% of the delinquent amount plus the base penalty is added each month. These calculations were not done through the billing system since the penalties were added prior to placement on the tax roll.

In order to update these procedures now that the District is its own billing agent, and to make existing ordinances consistent with these procedures, the Board may either: (1) Update Section 8.9D of Ordinance No. 12 consistent with current law, i.e., charge a 10% penalty plus 1 ½ percent monthly thereafter on delinquent charges; or (2) Amend Section 8.9D of Ordinance No. 12 to charge a 10% penalty and no interest on delinquent charges. These penalties would need to be tracked through the billing system. The attached ordinance contains the two options.

Ordinance No. 13 – Definition of “Delinquent Account”

The third paragraph of Ordinance No. 13 currently defines a “delinquent account” as “an account for which charges have not been paid for six months or longer.” Staff

Ukiah Valley Sanitation District  
151 Laws Avenue  
Ukiah, CA 95482

recommends shortening the six-month time period to 60 days, so that charges delinquent for at least 60 days may be placed on the tax roll for collection. The attached ordinance includes this proposed change.

**Recommended Action:** Introduce and waive the first reading of Ordinance No. \_\_\_\_ Amending Section 8.9.D of Ordinance No. 12 Regarding Interest and Ordinance No. 13 Changing the Definition of Delinquent Sewer Charges.

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

ORDINANCE NO. \_\_

AN ORDINANCE OF THE UKIAH VALLEY SANITATION DISTRICT  
AMENDING SECTION 8.9D OF ORDINANCE NO. 12 REGARDING INTEREST  
AND ORDINANCE NO. 13 CHANGING THE DEFINITION OF DELINQUENT  
SEWER CHARGES

**WHEREAS**, on January 2, 1985 , the Board of Directors adopted Ordinance No. 12 establishing a system of sewerage requirements and charges, including Section 8.9D authorizing the District to impose a 10% penalty and charge ½% interest monthly thereafter on delinquent sewer charges; and

**WHEREAS**, current State law (Health & Safety Code Section 5473.10) authorizes a higher monthly penalty amount than that established by Ordinance No. 12; and

**WHEREAS**, the Board wishes to update the penalty amounts consistent with current State law.

**OR**

**WHEREAS**, interest on the delinquent charges has proven difficult to track; and

**WHEREAS**, the Board wishes to eliminate monthly interest on delinquent charges; and

**WHEREAS**, on August 29<sup>th</sup>, 1985, the Board of Directors adopted Ordinance No. 13 defining a “delinquent account” as “an account for which charges have not been paid for six months or longer;” and

**WHEREAS**, the Board wishes to change the definition of “delinquent account” to “an account for which charges have not been paid for 60 days or longer.”

**NOW, THEREFORE**, the Board of Directors of the Ukiah Valley Sanitation District hereby ordains as follows:

1. The above recitals are true and correct and are incorporated herein by this reference.

2. Section 8.9D of Ordinance No. 12 is hereby replaced in its entirety as follows:

“D. Penalties. If the bill is not paid within 15 days from the due date, a basic penalty of ten percent will be added thereto and on the first day of each calendar month thereafter, a penalty of 1½% (one and one-half percent) of the amount of the delinquent bill shall also be added and become due.”

**OR**

“D. Penalties. If the bill is not paid within 15 days from the due date, a basic penalty of ten percent will be added thereto and become due.”

3. The third paragraph of Ordinance No. 13 is hereby replaced in its entirety as follows:

“For purposes of this ordinance a “delinquent account” means an account for which charges have not been paid for 60 days.”

**3.** This Ordinance shall take effect and be in full force and effect thirty (30) days from and after the date of its final passage and adoption. The Board Secretary shall certify to the adoption of this Ordinance and cause the same to be published as required by law.

This Ordinance was introduced on September 13, 2023 and adopted on \_\_\_\_\_, 2023, by the Board of Directors of the Ukiah Valley Sanitation District, by the following roll call vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Ernie Wipf, Board Chair

ATTEST:

\_\_\_\_\_  
Chelsea Teague  
Board Secretary

Ukiah Valley Sanitation District  
151 Laws Avenue  
Ukiah, CA 95482

STAFF REPORT  
September 13, 2023

To: Board of Directors  
From: Wing-See Fox  
Meeting Date: September 13, 2023

Item #7B: Approve District's Share of \$206,865 for the Joint City-District Capital Item of HVAC Replacement at the Wastewater Treatment Plant

**Background:**

In August 2022, the Wastewater Treatment Plant and Building Maintenance staff determined that the HVAC units at the Wastewater Treatment Plant main offices were failing and needed replacement. The initial project estimate, after consulting with a local HVAC contractor, was anticipated to be over \$100K. This project was not included in the adopted budget for Fiscal Year 2023-24. On July 13, 2023, the bid was released and due on August 1, 2023. One bid was received from Peterson Mechanical, Inc. in the amount of \$206,865, and the City subsequently awarded the bid to Peterson Mechanical, Inc.

**Discussion:**

According to the Operating Agreement, the District must give approval before the cost of a Capital Improvement that exceeds \$200,000 is required to be shared by the District. The City is seeking the District's approval before it can invoice the District for its share of costs. Attached is the City's staff report related to this item as well as the bid received from Petersen Mechanical. The bid specification package is available for review by the District as well.

**Recommended Action:**

Discuss and Approve District's Share of \$206,865 for the Joint City-District Capital Item of HVAC Replacement at the Wastewater Treatment Plant

**Attachment:**

- 1) City of Ukiah Agenda Summary Report and Attachments

Respectfully submitted,



WING-SEE FOX  
Interim District Manager



## AGENDA SUMMARY REPORT

**SUBJECT:** Consideration of Award of Bid for HVAC Replacement at the Wastewater Treatment Plant, Specification No. 23-10.

**DEPARTMENT:** Finance

**PREPARED BY:** Mary Horger, Financial Services Manager

**PRESENTER:** Mary Horger, Financial Services Manager

**ATTACHMENTS:**

- 1. Bid Spec and Addenda

**Summary:** Council will consider awarding a contract for the HVAC replacement at the Wastewater Treatment Plant, Specification No. 23-10.

**Background:** In August of 2022, the Wastewater Treatment Plant and Building Maintenance staff determined that the HVAC units at the Wastewater Treatment Plant main offices were failing, and needed replacement. The initial project estimate, after consulting with a local HVAC contractor, was anticipated to be over \$100k. The purchasing Staff initiated a contract with Whitchurch Engineering to develop plans and specifications for the project. Please refer to Attachment 1 for a copy of the final bid document.

**Discussion:** On July 13, 2023, the bid was released for Spec 23-10 HVAC Replacement at the Wastewater Treatment Plant. The bid notice was distributed to the Builder's Exchanges, as well as contractors on the Qualified Bidder's list. A mandatory pre-bid meeting was conducted on July 20, 2023. Bids are due and will be opened at 2 p.m. on August 1, 2023.

Following the bid opening, Staff will be submitting a supplementary memo to Council with an award recommendation for consideration in time for the August 2, 2023 Council Meeting. The memo will be accompanied by the bid tabulation and the lowest responsive, responsible bidder's bid documents. Depending on the final bid amount, the recommended action will be adjusted to possibly include a budgetary recommendation, as well as the award being contingent on the Ukiah Valley Sanitation District's approval (in the event the bid comes over \$100k). This project was not included in the adopted budget for fiscal year 23/24.

**Recommended Action:** Award of bid for the HVAC Replacement at the Wastewater Treatment Plant, Specification No. 23-10.

**BUDGET AMENDMENT REQUIRED:** TBD

**CURRENT BUDGET AMOUNT:** \$0

**PROPOSED BUDGET AMOUNT:** TBD

**FINANCING SOURCE:** TBD

**PREVIOUS CONTRACT/PURCHASE ORDER NO.:** N/A

**COORDINATED WITH:** Ryan Kriken, Wastewater Treatment Plant Supervisor and Dave Kirch, Fleet/Plant/Building Maintenance Supervisor

**DIVERSITY-EQUITY INITIATIVES (DEI):**

**CLIMATE INITIATIVES (CI):**

**GENERAL PLAN ELEMENTS (GP):**



Approved:   
Sage Sangiacomo, City Manager



*MEMORANDUM*

---

**Date:** 8/2/2023  
**To:** Ukiah City Council  
**Cc:** City Clerk  
**From:** Mary Horger, Financial Services Manager  
**Subject:** Item 8.g. – Bid Results for Specification 23-10 – HVAC Replacement at the Wastewater Treatment Plant

---

This memo is to inform the City Council members of the results of the bid opening for Specification 23-10 – HVAC Replacement at the Wastewater Treatment Plant.

The bid opening took place at 2 p.m. on Tuesday, August 1, 2023. One bid was received from Peterson Mechanical, Inc. in the amount of \$206,865. Please refer to Attachment 1 for a copy of their bid.

Staff is recommending that the bid be awarded to Peterson Mechanical, Inc. An internal transfer will be completed to fund the project. If approved, the award will be contingent upon the additional approval of the Ukiah Valley Sanitation District Board.

Recommended Action:

*Award bid for the HVAC Replacement at the Wastewater Treatment Plant to Peterson Mechanical, Inc. in the amount of \$206,865 contingent upon the approval of the Ukiah Valley Sanitation District Board.*

ATTACHMENT 1

NAME OF BIDDER: Peterson Mechanical  
 SPEC #: 23-10  
 PROJECT NAME: HVAC REPLACEMENT AT THE WASTEWATER TREATMENT PLANT

ITEM #	DESCRIPTION	UNIT OF MEASURE	QUANTITY	UNIT PRICE	TOTAL
1	Ductwork insulation FG 1-1/2 inch.	SF	691	\$ <u>3</u>	\$ <u>2,073.00</u>
2	Metal ductwork galvanized steel, 12" ave.	LB	1,188	\$ <u>9</u>	\$ <u>10,692.00</u>
3	Flexible ductwork FG 1-1/2 inch.	FT	60	\$ <u>15</u>	\$ <u>900.00</u>
4	Air handler indoor 1500 cfm.	EA	5	\$ <u>12,000</u>	\$ <u>60,000</u>
5	Air handler indoor 500 cfm.	EA	1	\$ <u>9,000</u>	\$ <u>9,000</u>
6	Condensing unit 5 ton.	EA	6	\$ <u>13,000</u>	\$ <u>78,000</u>
7	Furnace MAU 100 mbh x 2.	EA	1	\$ <u>35,000</u>	\$ <u>35,000</u>
8	Dampers.	EA	10	\$ <u>200</u>	\$ <u>2,000</u>
9	Electrical (8# strand).	FT	125	\$ <u>73.60</u>	\$ <u>9,200.00</u>
<b>TOTAL BID ==&gt;&gt;</b>					<b>\$ <u>206,865.00</u></b>

We, the undersigned, acknowledge that the City Council has reserved the right to reject any or all bids and to determine which proposal is, in its opinion, the lowest responsive bid from a responsible bidder and that which it deems in the best interest of the City to accept. We, the undersigned, further agree, if this proposal shall be accepted, to sign the agreement and to furnish the required bonds with satisfactory surety, or sureties, within fifteen (15) calendar days after written notice that the contract is ready for signature; and, if the undersigned shall fail to contract, as aforesaid, it shall be understood that he or she has abandoned the contract and that, therefore, this proposal shall be null and void and the proposal guaranty accompanying this proposal, or the amount of said guaranty, shall be forfeited to and become the property of the City. Otherwise, the proposal guaranty accompanying this proposal shall be returned to the undersigned.

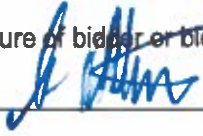
Witness our hands this day of August 1st, 2023.

Licensed in accordance with an act providing for the registration of California Contractors License No. 171486, expiration date 06/30/2024

THE CONTRACTOR'S LICENSE NUMBER AND EXPIRATION DATE STATED HEREIN ARE MADE UNDER PENALTY OF PERJURY.

Department of Industrial Relations Public Works Contractor Registration Number: 100000667

Signature of bidder or bidders, with business name, address, phone number and fax number:



Scott Peterson, Director of Service

Peterson Mechanical, Inc., 21819 Eighth Street East, Sonoma, CA 95476

707-938-8481

Notice: In the case of a corporation, give below the addresses of the principal office thereof and names and addresses of the President, Secretary, Treasurer.

Zach Brandner - President

Scott Peterson - Secretary

Mike Titchenal - Treasurer

**FAIR EMPLOYMENT PRACTICES CERTIFICATION**

TO: City of Ukiah, 411 West Clay Street, Ukiah, CA 94582

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The undersigned, in submitting a bid for performing the following work by Contract, hereby certifies that he or she has or will meet the standards of affirmative compliance with the Fair Employment Practices requirements of the Special Provisions contained herein.

**SPEC 23-10 HVAC REPLACEMENT AT THE WASTEWATER TREATMENT PLANT**

  
\_\_\_\_\_  
(Signature of Bidder)

Business Mailing Address:

P.O. Box 450

Sonoma, CA95476

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Business Location:

21819 Eighth Street East

Sonoma, CA 95476

(The bidder shall execute the certification of this page prior to submitting his or her proposal.)

**WORKER'S COMPENSATION CERTIFICATE**

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or undertake self-insurance in accordance with the provisions of that code and I will comply with such provisions before commencing the performance of the work of this contract.

Witness my hand this 1st day of August, 20 23

Signature of Bidder, with Business Address:



---

Scott Peterson, Service Director

---

21819 Eighth Street East


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Sonoma, CA 95476

**CERTIFICATION OF NONDISCRIMINATION IN EMPLOYMENT**

The bidder represents that he or she has/has not, participated in a previous contract or subcontract subject to either the equal opportunity clause herein or the clause contained in Section 301 of Executive Order 10925; that he or she has/has not, filed all required compliance reports; and that representations indicating submission of required compliance prior to subcontract awards.

Signature and address of Bidder:

  
\_\_\_\_\_  
Date August 1, 2023  
\_\_\_\_\_  
Scott Peterson, Service Director  
\_\_\_\_\_  
21819 Eighth Street East  
\_\_\_\_\_  
Sonoma, CA 95476  
\_\_\_\_\_

(This certification shall be executed by the bidder in accordance with Section 60-1.6 of the Regulations of the President's Committee on Equal Employment Opportunity for implementing Executive Orders 10925 and 11114.)

**LIST OF PROPOSED SUBCONTRACTORS**

In compliance with the provisions of Sections 4100-4108 of the California Public Contract Code and any amendments thereof, each bidder shall set forth (a) the name and location of the place of business of each subcontractor who will perform work or labor or render service in or about the construction site or a subcontractor licensed by the State of California who, under subcontract to the prime contractor, specially fabricates and installs a portion of the work or improvement according to detailed drawings contained in the plans and specifications in an amount in excess of one-half of 1 percent of the total bid and (b) the California Contractor License Number for each subcontractor, and (c) the portion of the work to be done by each subcontractor. (See General Conditions Section 1-09.) Include with the name of each sub-contractor their Department of Industrial Relations Public Works Contractor Registration Number.

SUBCONTRACTOR NAME	SUBCONTRACTOR LICENSE NUMBER	SUBCONTRACTOR DIR REGISTRATION NUMBER	SUBCONTRACTOR BUSINESS ADDRESS	DESCRIPTION OF WORK
MCGOLDRICK ENTERPRISES, INC DBA MTB	762453	1000015900	1318 ROSS STREET SUITE A PETALUMA, CA 94954	TEST AND BALANCE
BLAKESLEE ELECTRIC, INC.	416488	1000009340	PO BOX 1951 SANTA ROSA, CA 95402	ELECTRICAL





**SIGNATURE(S) OF BIDDER**

Accompanying this proposal is Bidder's Bond \_\_\_\_\_  
(insert the words "cash (\$)", "cashier's check" or "bidder's bond", as the case may be) in an amount equal to at least 10 percent of the bid.

The names of all persons interested in the foregoing proposal as principals are as follows:

IMPORTANT NOTICE: If bidder or other interested person is a corporation, provide the legal name of corporation and also the names of the president, secretary, treasurer and manager thereof. If a co-partnership, provide the true name of firm and also the names of all individual co-partners composing the firm. If bidder or other interested person is an individual, provide the first and last names in full.

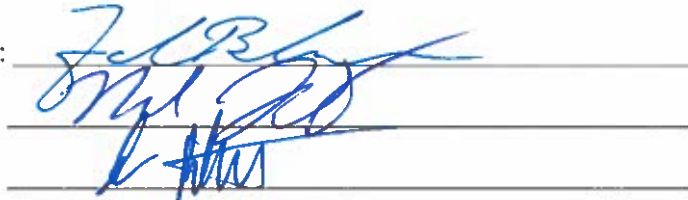
Peterson Mechanical, Inc.

\_\_\_\_\_  
Zach Brandner - President, Scott Peterson - Secretary, Mike Titchenal - Treasurer  
\_\_\_\_\_

Licensed in accordance with an act providing for the registration of Contractors:

License No. 171486, License Expiration Date 06/30/2024.

Signature(s) of Bidder:



NOTE: If bidder is a corporation, the legal name of the corporation shall be set forth above together with the signature of the officer or officers authorized to sign contracts on behalf of the corporation; if bidder is a co-partnership, the true name of the firm shall be set forth above together with the signature of the partner or partners authorized to sign contracts in behalf of the co-partnership; and if bidder is an individual, his or her signature shall be placed above. If a member of a partnership, a Power of Attorney must be on file with the Department prior to opening bids or submitted with the bid; otherwise, the bid will be disregarded as irregular and unauthorized.

Business address: 21819 Eighth Street East  
Sonoma, CA 95476

Place of residence: \_\_\_\_\_  
\_\_\_\_\_

Dated: August 1, 2023

CITY OF UKIAH  
Mendocino County, California

**BIDDER'S BOND**

KNOW ALL MEN BY THESE PRESENTS,

That we, Peterson Mechanical, Inc.

\_\_\_\_\_, as PRINCIPAL and

Western Surety Company

\_\_\_\_\_, as SURETY,

are held and firmly bound unto the City of Ukiah in the penal sum of 10 PERCENT OF THE TOTAL AMOUNT OF THE BID of the Principal above named, submitted by said Principal to the City of Ukiah, as the case may be, for the work described below, for the payment of which sum in lawful money of the United States, well and truly to be made, to the City Clerk to which said bid was submitted, we bind ourselves, our heirs, executors, administrators and successors jointly and severally, firmly by these presents. In no case shall the liability of the surety hereunder exceed the sum of \$ -10%--

THE CONDITION OF THIS OBLIGATION IS SUCH,

That whereas the Principal has submitted the above mentioned bid to the City of Ukiah, as aforesaid, for certain construction specifically described as follows, for which bids are to be opened at the Office of the City Clerk, Ukiah Civic Center, Ukiah, California, on August 1, 2023 for Spec 23-10 – HVAC Replacement at the Wastewater Treatment Plant.

NOW, THEREFORE, If the aforesaid Principal is awarded the contract and, within the time and manner required under the specifications, after the prescribed forms are presented to him or her for signatures, enters into a written contract, in the prescribed form, in accordance with the bid and files two bonds with the City of Ukiah, one to guarantee faithful performance and the other to guarantee payment for labor and materials, as required by law, then this obligation shall be null and void; otherwise, it shall be and remain in full force and virtue.

IN WITNESS WHEREOF, we have hereunto set our hands and seals on this 31st day of July, A.D. 2023.

*[Signature]* (Seal)

MICHAEL TITCHEVAL, CFO (Seal)

Peterson Mechanical, Inc (Seal)  
Principal

*[Signature]* (Seal)

Julie A. Shiroma, Attorney-in-Fact (Seal)

Western Surety Company (Seal)  
Surety

Address: Western Surety Company

910 Pleasant Grove Blvd., Suite 120-347

Roseville, CA 95678



**CALIFORNIA ACKNOWLEDGMENT**

CIVIL CODE § 1189

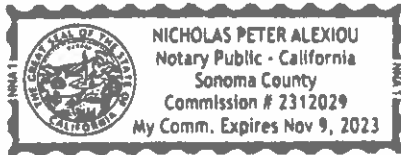
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California }  
County of Sonoma }

On 8/1/2023 before me, Nicholas Peter Alexiou, Notary Public  
Date Here Insert Name and Title of the Officer

personally appeared Michael Titchenal  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Nicholas Alexiou  
Signature of Notary Public

Place Notary Seal and/or Stamp Above

**OPTIONAL**

Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

**Description of Attached Document**

Title or Type of Document: Bidder's Bond

Document Date: 7/31/2023 Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Michael Titchenal Signer's Name: \_\_\_\_\_

Corporate Officer – Title(s): CFO  Corporate Officer – Title(s): \_\_\_\_\_

Partner –  Limited  General  Partner –  Limited  General

Individual  Attorney in Fact  Individual  Attorney in Fact

Trustee  Guardian or Conservator  Trustee  Guardian or Conservator

Other: \_\_\_\_\_  Other: \_\_\_\_\_

Signer is Representing: \_\_\_\_\_ Signer is Representing: \_\_\_\_\_

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Placer )

On July 31, 2023 before me, K. Hanley, Notary Public  
(insert name and title of the officer)

personally appeared Julie A. Shiroma,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Jana B Pilgard, Kathy Rangel, Robert D Laux, Dona Lisa Buschmann, Edward D Johnson, Julie A Shiroma, Stephen D Bender, Alexis Estrada, Lisa Bracero, Maggie Bender Johnson, Individually**

of Roseville, CA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 18th day of January, 2022.

WESTERN SURETY COMPANY

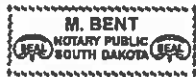


*Paul T. Bruflat*  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 18th day of January, 2022, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
March 2, 2026



*M. Bent*  
M. Bent, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 31st day of July, 2023.



WESTERN SURETY COMPANY

*L. Nelson*  
L. Nelson, Assistant Secretary

**NON-COLLUSION AFFIDAVIT**

Note: Bidder shall execute the affidavit on this page prior to submitting his or her bid.

**To City Council, City of Ukiah:**

The undersigned in submitting a bid for performing HVAC REPLACEMENT AT THE WASTEWATER TREATMENT PLANT by contract, being duly sworn, deposes and says:

that he or she has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with such contract.

MICHAEL TITCHENAL

CFD, PETERSON MECHANICAL INC.

*[Handwritten Signature]*

Signature(s) of Bidder

Business Address: 21819 Eighth Street East  
Sonoma, CA 95476

Place of Residence: 15 CANOPY LAKE  
NAPA, CA 94558

**NOTARIZATION**

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public in and for the County of \_\_\_\_\_, State of California.

My Commission Expires \_\_\_\_\_, 20\_\_\_\_.

*Please see attached Jurat*

**CALIFORNIA JURAT WITH AFFIANT STATEMENT**

GOVERNMENT CODE § 8202

- See Attached Document (Notary to cross out lines 1-6 below)
- See Statement Below (Lines 1-6 to be completed only by document signer[s], not Notary)

1 \_\_\_\_\_  
 2 \_\_\_\_\_  
 3 \_\_\_\_\_  
 4 \_\_\_\_\_  
 5 \_\_\_\_\_  
 6 \_\_\_\_\_

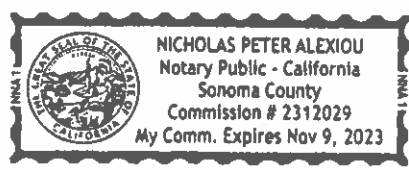
\_\_\_\_\_  
*Signature of Document Signer No. 1*

\_\_\_\_\_  
*Signature of Document Signer No. 2 (if any)*

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
 County of Sonoma

Subscribed and sworn to (or affirmed) before me  
 on this 1st day of August, 2023,  
 by Michael Titchenal  
 (1) \_\_\_\_\_  
 (and (2) \_\_\_\_\_).  
*Name(s) of Signer(s)*



Place Notary Seal and/or Stamp Above

proved to me on the basis of satisfactory evidence to be the person(s) who appeared before me.  
 Signature [Handwritten Signature]  
*Signature of Notary Public*

**OPTIONAL**

*Completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.*

**Description of Attached Document**

Title or Type of Document: Non-collusion Affidavit

Document Date: \_\_\_\_\_ Number of Pages: \_\_\_\_\_

Signer(s) Other Than Named Above: \_\_\_\_\_



	<b>City Accounts # ESSU Units</b>	<b>UVSD #ESSU Units</b>	<b>Total All Acct. #ESSU Units</b>
<b>YTD 9/1/23</b>	<b>6841.206</b>	<b>5691.95</b>	<b>12533.156</b>
<b>% of Total ESSU's</b>	<b>54.58%</b>	<b>45.42%</b>	<b>100.00%</b>
<b>Percent New Plant ESSU's Used</b>	<b>48.58%</b>	<b>39.63%</b>	<b>42.76%</b>
<b>New Plant ESSU's Used</b>	<b>408.04</b>	<b>618.29</b>	<b>1026.326</b>
<b>New Plant ESSU's Remaining</b>	<b>431.96</b>	<b>941.71</b>	<b>1373.67</b>
<b>New Plant Agreement</b>	<b>35.00%</b>	<b>65.00%</b>	<b>100.00%</b>
<b>New Plant Capacity</b>	<b>840</b>	<b>1560</b>	<b>2400</b>