

ERNIE WIPF  
CHAIR

CANDACE HORSLEY  
VICE-CHAIR

THERESA MCNERLIN  
DIRECTOR

DARWIN DICK  
DIRECTOR

BRADLEY BEST  
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT SPECIAL MEETING  
WEDNESDAY March 8, 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: 898 0271 7436

Zoom Link: <https://us02web.zoom.us/j/89802717436>

*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 [cteague@uvsd.org](mailto:cteague@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. PRESENTATIONS**

- California Asset Management Program (CAMP) (Lesley Murphy, PFM Asset Management LLC, presenter)

**3. APPROVAL OF BOARD MEETING MINUTES**

- February 8, 2023 Regular Meeting

**4. CONSENT CALENDAR**

- Check Register for February 2023
- LAIF Statement for February 2023
- Unaudited Monthly Financial Statements

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**5. NEW BUSINESS**

- A. DISCUSSION AND POSSIBLE ACTION RE: Fourth Amendment to Master Service Agreement (MSA) regarding the Annual Rate Change provision between Willow County Water District (WCWD) and Ukiah Valley Sanitation District (UVSD) for 2023 for the amount of \$11,763.04 per month

Recommended Action: Approve and direct Chair Wipf to execute the Fourth Amendment to the Master Service Agreement

**6. 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 - April 12, 2023

**7. ADJOURNMENT**



# Investments Designed for California



Focus on  
Liquidity



Managed to  
Comply with  
California Law



Designed for  
Safety

Established in 1989, the California Asset Management Program (“CAMP” or the “Program”) was created to provide California public agencies with professional investment options. The program offers a range of services to assist its Shareholders with their investment and arbitrage compliance needs.

By offering several investment options and services, CAMP provides Shareholders with an opportunity to earn a competitive yield with liquidity and safety as the primary investment objectives.

## Investment Options

### CAMP Pool Program

- Same day liquidity (11:00 a.m. Pacific Time cutoff)
- Interest accrued daily and distributed monthly
- Unlimited transactions
- Zero out-of-pocket fees

### CAMP Term Program

- Fixed-rate, fixed-term investments
- Maturity dates offered from 60 days to one year
- Rated AAf by Fitch<sup>1</sup>

## Additional Services Provided via CAMP’s Investment Adviser

### Individually Managed Portfolios

- Customized investment strategy and portfolio management
- Ongoing, active management of investments
- Linked to CAMP account for timely reinvestment
- Third-party custody of assets

### Arbitrage Rebate Compliance Services

- Arbitrage rebate services for bonds and bond anticipation notes at no out-of-pocket costs so long as investable proceeds are placed with CAMP
- Rebate Calculation Reports available at a nominal charge

<sup>1</sup> The AAf rating reflects Fitch Ratings’ (“Fitch”) review of the Term program’s investment and credit guidelines, the portfolio’s credit quality and diversification, as well as the capabilities of PFM Asset Management LLC as investment adviser. It indicates the highest underlying credit quality (or lowest vulnerability to default). However, it should be understood that this rating is not a “market” rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology visit [www.fitchratings.com](http://www.fitchratings.com).



## CAMP is Here for You

Taking advantage of every opportunity for incremental yield can mean the difference between a tight budget and room to breathe. Investing funds in a combination of services offered by CAMP creates solutions designed to help meet multiple objectives: safety, liquidity, and yield. We invite you to contact our team to learn more about how a laddered, fixed-rate investment could enhance your agency's investment program.

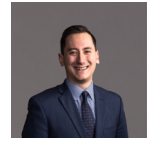
To speak with a representative from our **Client Services Group**, call 800-729-7665.

## We Have You Covered

- Transparent tracking and reporting capabilities
- Dedicated relationship managers and client service team
- Access to daily account information at **CAMPonline.com**



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**Jeremy King**  
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**Rachael Miller**  
Client Consultant  
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**DeWayne Fields**  
Client Service Representative  
fieldsd@pfmam.com

## A Program Governed by Those it Serves

*Board current as of December 2022*

**President  
Steve Dial**

Deputy Executive Director/  
Chief Financial Officer

*San Joaquin Council of Governments*

**Vice President  
Karen Adams, CPA**

Treasurer-Tax Collector  
Merced County

**Treasurer**

**André Douzdjian**

Director of Finance  
*San Diego Association  
of Governments*

**Jordan Kaufman**

Treasurer-Tax Collector  
Kern County

**Duane Wolterstorff, CPA**

Senior Director of  
Planning & Facilities  
*Modesto City Schools*

**David Persselin**

Finance Director/Treasurer  
*City of Fremont*

**Lauren Warrem, CPA**

Chief Deputy Treasurer  
*San Diego County*

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# Seeking to Optimize Interest Earnings?



## Putting Your Dollars to Work

Public agency investors concerned with meeting cash flow needs may keep more cash on hand than needed. While this is convenient, excess cash can be costly. Perhaps you know of expenses that need to be met within the next three, six, nine, or 12 months. Cash that isn't needed immediately may generate additional interest earnings if invested according to a schedule that can meet expenses down the road.

The California Asset Management Program ("CAMP" or the "Program") has offered investment products and services for California public agencies since 1989. CAMP Term, rated AAAf by Fitch<sup>1</sup>, offers fixed-rate, fixed-term investments that seek to maximize interest earnings on excess liquid funds.

## What are the Benefits?

Conveniently linked to your CAMP Pool account, CAMP Term provides an opportunity to:

- Secure competitive interest rates
- Ladder maturities to meet known cash flow needs
- Select from a wide range of maturity dates
- Plan around your interest income stream
- Diversify your portfolio's maturity structure
- Optimize interest earnings

## How Does CAMP Term Work?

Many public entities have accounts with known revenue and expenditure streams. Sources range from tax revenues to federal and state subsidies. These accounts are ideal for fixed-rate investments.

With CAMP Term, Shareholders can obtain a competitive fixed rate of return for a specified timeframe. Term investments are based on a pool of open-market securities similar to those invested in the CAMP Pool. They are coordinated with the dollar commitments and maturities selected by the agency. The investment periods range from 60 days to one year and interest is paid upon maturity.

## How It Works with Your CAMP Account

Fixed-rate investments are designed to build upon and complement your CAMP relationship. Term investments are purchased with funds from your CAMP Pool account. When Term investments mature, the funds flow back into the Pool to ensure they remain invested.

*CAMP Pool and Term investments work in tandem toward the goal of meeting your daily liquidity and longer-term cash flow needs.*

<sup>1</sup> The AAAf rating reflects Fitch Ratings' ("Fitch") review of the Term program's investment and credit guidelines, the portfolio's credit quality and diversification, as well as the capabilities of PFM Asset Management LLC as investment adviser. It indicates the highest underlying credit quality (or lowest vulnerability to default). However, it should be understood that this rating is not a "market" rating nor a recommendation to buy, hold or sell the securities. For a full description on rating methodology visit [www.fitchratings.com](http://www.fitchratings.com).

## Why Use CAMP for Fixed-Rate Investing?

CAMP has more than three decades of experience helping California public agencies achieve their investment goals. It is guided by a Board of Trustees made up of local government finance directors and treasurers. Further, CAMP's investment adviser, PFM Asset Management LLC ("PFMAM"), has the market knowledge that can help obtain competitive prices for portfolio securities.

Working with professionals who understand CAMP Shareholders' unique cash flows offers the opportunity to identify and invest excess cash in a way that enhances investment income while aiming to meet cash flow needs.



*Adding laddered,  
fixed-rate investments  
to your portfolio  
provides earnings  
potential.*

## CAMP is Here for You

Taking advantage of every opportunity for incremental yield can mean the difference between a tight budget and room to breathe. Investing funds in a combination of products and services offered by CAMP creates solutions designed to help meet multiple objectives: safety, liquidity, and yield. We invite you to contact our team to learn more about how a laddered, fixed-rate investment could enhance your agency's investment program.

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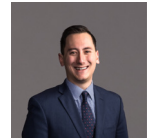
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# Investment Program Rates

March 1, 2023

Please call **CAMP Client Services Group** with questions or to invest at **1.800.729.7665**

More information and account access at [www.camponline.com](http://www.camponline.com)

## Current 7-Day Yield<sup>(1)</sup>

**California Asset Management Program**      **4.75%**

## CAMP Term Portfolio Rates<sup>(2)</sup>

<u>Maturity</u>	<u>Date</u>	<u>Net Rate</u>
90 Days	May	<b>4.83%</b>
120 Days	June	<b>4.92%</b>
150 Days	July	<b>4.99%</b>
180 Days	August	<b>5.09%</b>
210 Days	September	<b>5.12%</b>
240 Days	October	<b>5.16%</b>
270 Days	November	<b>5.20%</b>
300 Days	December	<b>5.22%</b>
330 Days	January	<b>5.24%</b>
365 Days	February	<b>5.30%</b>

## California Asset Management Program Attributes

### Cash Reserve Portfolio

- Daily liquidity
- 11:00 a.m., Pacific Time, same-day wire transaction deadline
- No account minimum

### Term Portfolio

- A variety of investment dates available to meet your specific cash flow needs
- \$1 million minimum investment
- Automatic sweep of principal and interest into the CAMP Pool

### Both portfolios are designed for the investment of:

- Operating Funds
- Construction/Project Funds
- Capital Reserves
- Debt Service and Debt Service Reserve Funds

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1. The current seven-day yield, also referred to as the current annualized yield, represents the net change, exclusive of capital changes and income other than investment income, in the value of a hypothetical account with a balance of one share (normally \$1.00 per share) over a seven-day base period expressed as a percentage of the value of one 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. Past performance is not indicative of future results and yields may vary. The yields shown above may reflect fee waivers by the Program's current or prior service providers. When such waivers occur, they reduce the total operating expenses of the Program, and the Program's yield would have been lower if there were no such waivers.
2. CAMP Term Portfolio rates are market rates, subject to change and the rates shown are net of applicable advisory fees and other expenses. They are quoted on an actual day basis, interest is simple and payable at maturity. Actual rates, availability, and minimum investment amounts may vary at the time of purchase and are subject to change. Once you place an investment, the rate is fixed for the full term of your investment and there may be a penalty for a premature redemption. The minimum investment for CAMP Term is \$1,000,000. A description of the CAMP Term Portfolio is contained in the CAMP Program Guide. The Program Guide contains important information and should be read carefully before investing. Past performance is not indicative of future results.

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## **UVSD Regular Board Meeting February 08, 2023 via teleconference (hybrid meeting)**

**1. CALL TO ORDER** by Chair Wipf at 6:02pm. Roll call by Chelsea Teague – all present.

All Directors arrived in-person.

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

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

### **5. CONSENT CALENDAR**

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

### **6. OLD BUSINESS**

#### **A. DISCUSSION AND POSSIBLE ACTION RE: APPOINTMENT OF A NEW MEMBER TO THE BUDGET AD HOC COMMITTEE**

**Recommended Action: 1) Appoint a new member to the Budget Ad Hoc Committee with approval of the Board.**

Board discussion. Vice-Chair Horsley nominated Director Best to sit on the Budget Ad Hoc Committee, seconded by Chair Wipf. No public comment. Roll call vote: Ayes – 4 Nays – 0. Motion carries.

### **7. NEW BUSINESS**

#### **A. DISCUSSION AND POSSIBLE ACTION RE: DISTRICT'S CONTINUED PARTICIPATION IN THE URRWA JPA IN LIGHT OF PLANS FOR THE CITY OF UKIAH AND THE WATER DISTRICTS TO CONSOLIDATE.**

**Recommended Action: Discuss and provide direction to staff regarding whether or not the District should continue participating in the URRWA JPA in light of plans for the City of Ukiah and the water districts to consolidate**



Board discussion. Director McNerlin arrived (6:22pm). Motion to stay as a member of the JPA by Vice-Chair Horsley, seconded by Director McNerlin. No public comment. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

## **B. DISCUSSION AND POSSIBLE ACTION RE: ADOPTION OF A RESERVE POLICY**

### **Recommended Action: Discuss and possibly adopt Reserve Policy**

Wing-See Fox addressed this item to the Board. Board discussion. Motion to adopt the Reserve Policy as recommended by Vice-Chair Horsley, seconded by Director Best. No public comment. Roll call vote: Ayes – 5 Nays – 0. Motion carries.

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

- a) Wing-See Fox gave a report regarding sewer bill recalculations and LAFCo's meeting on March 6<sup>th</sup>.
- b) None.
- c) None.
- d) None.
- e) No letters received/sent.
- f) Next Regular Meeting – March 8, 2023.

## **9. ADJOURNMENT** - Meeting adjourned at 7:04p.m.

**Ukiah Valley Sanitation District**  
**Check Detail**  
**February 2023**

Type	Num	Date	Name	Account	Paid Amount	Original Amount
Bill Pmt -Check	2219	02/01/2023	City of Ukiah	1001 - UVSD Checking		-213,030.20
Bill	022023	02/01/2023		6300 - Operating Expense Allocation	-213,030.20	213,030.20
TOTAL					-213,030.20	213,030.20
Bill Pmt -Check	2220	02/22/2023	Clifton Larson Allen, LLP	1001 - UVSD Checking		-2,000.00
Bill	3558745	01/31/2023		5307 - Financial Review/Monthly Report	-2,000.00	2,000.00
TOTAL					-2,000.00	2,000.00
Bill Pmt -Check	2221	02/22/2023	Ghilotti Construction Company	1001 - UVSD Checking		-11,285.75
Bill	6042*02	01/31/2023		550 - District Sewer System Expenses	-11,285.75	11,285.75
TOTAL					-11,285.75	11,285.75
Bill Pmt -Check	2222	02/22/2023	Mark DeMeulenaere	1001 - UVSD Checking		-900.00
Bill	012023	01/31/2023		5305 - Financial & Managerial Support	-900.00	900.00
TOTAL					-900.00	900.00
Bill Pmt -Check	2223	02/22/2023	Mendocino County Clerk-Recorder	1001 - UVSD Checking		-331.74
Bill	2021/22-56	01/23/2023		5408 - Election Costs	-300.00	300.00
				5500 - Publications & Legal Notices	-31.74	31.74
TOTAL					-331.74	331.74
Bill Pmt -Check	2224	02/22/2023	RespecTech, Inc.	1001 - UVSD Checking		-158.67
Bill	47080	01/31/2023		5209 - Information Technology-All	-158.67	158.67
TOTAL					-158.67	158.67
Bill Pmt -Check	2225	02/22/2023	Tri-Cities	1001 - UVSD Checking		-127.35
Bill	230100577101	01/31/2023		5201 - Telephone & DSL	-127.35	127.35
TOTAL					-127.35	127.35
Bill Pmt -Check	2226	02/22/2023	Urban Futures, Inc.	1001 - UVSD Checking		-10,000.00
Bill	1222-002	01/31/2023		5101 - Management - UFI	-10,000.00	10,000.00
TOTAL					-10,000.00	10,000.00
Bill Pmt -Check	2227	02/22/2023	Van Lant & Fankhanel, LLP	1001 - UVSD Checking		-13,100.00
Bill	12162022	01/31/2023		5301 - Audit Services-FS Preparation	-13,100.00	13,100.00
TOTAL					-13,100.00	13,100.00
Bill Pmt -Check	2228	02/22/2023	Willow Water District	1001 - UVSD Checking		-15,178.11
Bill	160	01/31/2023		5102 - MSA - Willow	-11,920.95	11,920.95
				5402 - Parcel Quest	-2,399.00	2,399.00
Bill	541	02/01/2023		5203 - Office Rent	-463.00	463.00
				5204 - Office Utilities	-395.16	395.16
TOTAL					-15,178.11	15,178.11
Bill Pmt -Check	2229	02/07/2023	RespecTech, Inc.	1001 - UVSD Checking		-108.75
Bill	47127	02/07/2023		5209 - Information Technology-All	-108.75	108.75
TOTAL					-108.75	108.75
<b>SBMC Checking Account</b>						
Beginning Balance 2/01/2023					<b>\$1,153,853.63</b>	
Ending Balance 2/28/2023					<b>\$1,437,858.46</b>	

California State Treasurer  
**Fiona Ma, CPA**



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

March 03, 2023

LAIF Home  
PMIA Average Monthly  
Yields

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UKIAH VALLEY SANITATION DISTRICT

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

Tran Type Definitions

**Account Number:** 70-23-001

February 2023 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	11,350,177.41
Total Withdrawal:	0.00	Ending Balance:	11,350,177.41

**UKIAH VALLEY SANITATION DISTRICT**

**FINANCIAL STATEMENTS  
MONTH ENDED AND FISCAL YEAR TO DATE  
NOVEMBER 30, 2022**

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 NOVEMBER 30, 2022**

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  
NOVEMBER 30, 2022**

**ASSETS**

Current Assets:

Cash and Investments	\$ 12,241,536
Accounts Receivable	972,582
Restricted Cash	501,994
Prepaid Expenses	4,180
Total Current Assets	13,720,292

Noncurrent Assets:

Capital Assets:

Depreciable, Net	28,003,962
Total Noncurrent Assets	28,003,962
Total Assets	41,724,254

**LIABILITIES**

Current Liabilities:

Accounts Payable	27,044
Accrued Interest	129,845
Customer Deposits Payable	40,300
Bonds Payable - Due in One Year	1,485,000
Total Current Liabilities	1,682,189

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	19,977,000
Total Long-Term Liabilities	19,977,000
Total Liabilities	21,659,189

**NET POSITION**

Net Investment in Capital Assets	6,541,962
Unrestricted	13,523,103
Total Net Position	\$ 20,065,065

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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 NOVEMBER 30, 2022**

	Month Ended November 30, 2022	Fiscal Year to Date November 30, 2022
<b>OPERATING REVENUES</b>		
Charges for Services	\$ 448,202	\$ 2,218,445
Connection Fees	-	33,997
Total Operating Revenues	<u>448,202</u>	<u>2,252,442</u>
<b>OPERATING EXPENSES</b>		
Services and Supplies	23,364	153,461
Operating Expense Allocation - City of Ukiah	213,030	1,065,150
Legal Expense	1,946	6,551
Depreciation and Amortization	66,164	330,820
Total Operating Expenses	<u>304,504</u>	<u>1,555,982</u>
<b>OPERATING INCOME (LOSS)</b>	<u>143,698</u>	<u>696,460</u>
<b>NONOPERATING REVENUE (EXPENSES)</b>		
Taxes and Assessments	-	-
Interest Income	2	42,433
Interest and Bond Expense	(43,281)	(219,364)
Total Nonoperating Revenue (Expenses)	<u>(43,279)</u>	<u>(176,931)</u>
<b>CHANGE IN NET POSITION</b>	100,419	519,529
Net Position - October 31, 2022 and June 30, 2022	<u>19,964,646</u>	<u>19,545,536</u>
<b>NET POSITION - END OF PERIOD</b>	<u>\$ 20,065,065</u>	<u>\$ 20,065,065</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 NOVEMBER 30, 2022**

**Ukiah Valley Sanitation District**

Selected Information

For the month ended and fiscal year to date November 30, 2022

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, 2022, the District's actual operating expense allocation from the City of Ukiah was less than the budgeted operating expense allocation by \$152,400. 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  
151 Laws Avenue  
Ukiah, CA 95482

STAFF REPORT  
March 8, 2023

To: Board of Directors  
From: Wing-See Fox  
Meeting Date: March 8, 2023

Item #5A: Fourth Amendment to Master Service Agreement (MSA) regarding the Annual Rate Change provision between Willow County Water District (WCWD) and Ukiah Valley Sanitation District (UVSD) for 2023 for the amount of \$11,763.04 per month

**Background:**

In May 2019, the Board of Directors of UVSD voted to enter into a Master Service Agreement with Willow County Water District to perform the duties of Manager as an agent of the District. In May 2020, UVSD and WCWD agreed to an addendum to the MSA wherein WCWD would perform all the administrative duties including billing and collection for UVSD. One of the results of this arrangement was that the District would no longer have employees. The MSA signed in 2019 had an initial two-year term that annually renews unless a 180-day notice is provided by either party.

Since October 2020, Urban Futures, Inc., assumed the District Manager responsibilities. WCWD continues to provide the administrative duties including billing and collections. The MSA contains a provision for WCWD to annually update the rate it charges for its administrative services.

**Discussion:**

The monthly charge for administrative services for the year 2022 was in the amount \$11,920.95. The updated 2023 Fourth Amendment to Master Service Agreement is attached with the new monthly rate of \$11,763.04 for the upcoming year, beginning February 1, 2023. This represents a net decrease from last year's fees and charges of \$157.91 per month. The major factors contributing to the net decrease are as follows:

- Material decrease in insurance costs for WCWD
- Although COLA adjustment to wages and benefits paid by WCWD to its employees were made, there was a decrease in total staff hours allocated to UVSD

**Recommendation:**

Approve and direct Chair Wipf to execute the Fourth Amendment to the Master Service Agreement.

**Attachment:**

1. Fourth Amendment to Master Service Agreement

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

**FOURTH AMENDMENT TO MASTER SERVICE AGREEMENT**

This Fourth Amendment to the Master Service Agreement (“Fourth Amendment”) is entered into on \_\_\_\_\_ by and between WILLOW COUNTY WATER DISTRICT (hereinafter referred to as “WILLOW”) whose mailing address is 151 Laws Avenue, Ukiah, California, 95482 and UKIAH VALLEY SANITATION DISTRICT (hereinafter referred to as “UVSD”) whose mailing address is 151 Laws Avenue, Suite B, Ukiah, California, 95482.

**Recitals**

**WHEREAS**, WILLOW and UVSD entered into a Master Service Agreement on or around May 13, 2019 for WILLOW to perform the duties of District Manager for UVSD, which was amended by an Addendum and Amendment to Master Service Agreement on May 13, 2020 for WILLOW to perform administrative duties for UVSD, the Second Amendment to Master Services Agreement on May 17, 2021 to update the scope of work and fees and charges for administrative duties, and the Third Amendment to Master Services Agreement on April 1, 2022 to update the fees and charges for administrative duties (collectively, the “Agreement”); and

**WHEREAS**, WILLOW ceased providing District Manager services to UVSD in October 2020 and WILLOW currently provides administrative services, including billing and collections, to UVSD; and

**WHEREAS**, WILLOW and UVSD desire to amend the terms of the Agreement to modify the payment as expressly provided herein.

**NOW THEREFORE**, in consideration of the foregoing recitals and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties hereby agree as follows:

1. The Parties incorporate the above Recitals and acknowledge that they are true and correct.
2. Exhibit B of the Master Service Agreement shall be replaced with Exhibit B attached hereto and incorporated herein by this reference, commencing February 1, 2023.

Date: \_\_\_\_\_

\_\_\_\_\_  
Michael Hildreth, President of the Board of Directors  
WILLOW COUNTY WATER DISTRICT

Date: \_\_\_\_\_

\_\_\_\_\_  
Ernie Wipf, Chair of the Board of Directors  
UKIAH VALLEY SANITATION DISTRICT

**EXHIBIT B**  
**FEES AND CHARGES**

UVSD shall pay WILLOW Eleven Thousand Seven Hundred Sixty-Three Dollars and Four Cents (\$11,763.04) per month for the services described in Exhibit A, for the duration of the term of the Agreement unless amended in writing by the parties. Such amount shall be included in the regular monthly invoices submitted by WILLOW to UVSD for services rendered as described in paragraphs 3 and 4 of the Agreement.

CITY OF UKIAH AND UVSD  
ESSU STATISTICS REPORT

	<b>City Accounts # ESSU Units</b>	<b>UVSD #ESSU Units</b>	<b>Total All Acct. #ESSU Units</b>
<b>YTD 3/1/23</b>	<b>6834.866</b>	<b>5687.31</b>	<b>12522.176</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>48.56%</b>	<b>39.57%</b>	<b>42.72%</b>
<b>New Plant ESSU's Used</b>	<b>407.87</b>	<b>617.31</b>	<b>1025.176</b>
<b>New Plant ESSU's Remaining</b>	<b>432.13</b>	<b>942.69</b>	<b>1374.82</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>