

ERNIE WIPF
CHAIR

CANDACE HORSLEY
VICE-CHAIR

THERESA MCNERLIN
DIRECTOR

DARWIN DICK
DIRECTOR

BRADLEY BEST
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT SPECIAL MEETING
WEDNESDAY February 21, 2024 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: 812-1812-4430

Zoom Link: <https://us02web.zoom.us/j/81218124430>

*The Board welcomes participation in the Board meetings. If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes. If you choose not to observe the meeting via Zoom and wish to make a comment on a specific agenda item, please submit your comment via email to the Board Secretary at aa@uvosd.org at least one hour before the meeting. All public comments submitted to the Board Secretary will be read verbatim for up to 3 minutes.*

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodation to participate in this meeting, then please contact 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 BOARD MEETING MINUTES

- January 10, 2024 Annual Meeting

3. CONSENT CALENDAR

- Check Register for January 2024
- LAIF Statement for January 2024
- CAMP Statement for January 2024
- Unaudited Monthly Financial Statements

4. OLD BUSINESS

None

ERNIE WIPF
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DIRECTOR

5. NEW BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION RE: Fifth 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 2024 for the amount of \$13,855.61 per month

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

6. 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 - March 13, 2024

7. ADJOURNMENT

**Ukiah Valley Sanitation District
Check Details - January 2024**

| Vendor | Ref # | Account Number | Account Name | Txn Date | Debit | Credit |
|----------------------------------|---------------------|----------------|-------------------------------------|-----------|-----------|--------|
| Upper Russian River Water Agency | 503 | 5800 | 5800 JPA Dues | 1/3/2024 | 600 | 0 |
| City of Ukiah | 1/1/2024 | 6300 | 6300 Operating Expense Allocation | 1/3/2024 | 213030.3 | 0 |
| Mark DeMeulenaere | December2023 | 5305 | 5305 Financial & Managerial Suppo | 1/5/2024 | 525 | 0 |
| Invoice Cloud - ACH | P24020102 - 2592512 | 1001 | 1001 UVSD SBMC Checking | 1/8/2024 | 0 | 498.85 |
| Invoice Cloud - ACH | 2165-2023_12 | 5210 | 5210 ICloud Srvcs-Billing&Collectio | 1/8/2024 | 30 | 0 |
| Invoice Cloud - ACH | 2165-2023_12 | 5210 | 5210 ICloud Srvcs-Billing&Collectio | 1/8/2024 | 100 | 0 |
| Invoice Cloud - ACH | 2165-2023_12 | 5210 | 5210 ICloud Srvcs-Billing&Collectio | 1/8/2024 | 105.25 | 0 |
| Invoice Cloud - ACH | 2165-2023_12 | 5210 | 5210 ICloud Srvcs-Billing&Collectio | 1/8/2024 | 263.6 | 0 |
| CLAY, JODI & JEREMY | Refund12/29/2023 | 4001 | 4001 Residential Fees | 1/10/2024 | 40.99 | 0 |
| Christopher Ray | Refund 12.29.23 | 4001 | 4001 Residential Fees | 1/10/2024 | 34.02 | 0 |
| Laviletta Jaylynn | Refund 12/29/2023 | 4001 | 4001 Residential Fees | 1/10/2024 | 16.23 | 0 |
| Mary Kilpatrick | Refund12.29.23 | 4001 | 4001 Residential Fees | 1/10/2024 | 64.35 | 0 |
| RIEDLE, JACK & LOUISE | Refund12.29.23 | 4001 | 4001 Residential Fees | 1/10/2024 | 69.7 | 0 |
| Sandra & Leonardo Alvarez | Refund 12/29/2023 | 4001 | 4001 Residential Fees | 1/10/2024 | 55.63 | 0 |
| Shanoa Mitchell | Refund12/29/23 | 4001 | 4001 Residential Fees | 1/10/2024 | 25.81 | 0 |
| Kyocera | 55E1761234 | 5207 | 5207 Reproduction (prints & copies | 1/17/2024 | 7.34 | 0 |
| Kyocera | 55E1761234 | 5207 | 5207 Reproduction (prints & copies | 1/17/2024 | 9.56 | 0 |
| Kyocera | 55E1761234 | 5207 | 5207 Reproduction (prints & copies | 1/17/2024 | 110.91 | 0 |
| Kyocera | 55E1761234 | 5207 | 5207 Reproduction (prints & copies | 1/17/2024 | 128.09 | 0 |
| Urban Futures, Inc. | 1222-017 | 5101 | 5101 Management - UFI | 1/18/2024 | 5125 | 0 |
| Willow Water District | 189 | 5102 | 5102 MSA - Willow | 1/18/2024 | 11,763.04 | 0 |
| Tri-Cities | 8.77601E+11 | 5201 | 5201 Telephone & DSL | 1/18/2024 | 148.71 | 0 |
| Tri-Cities | 8.77611E+11 | 5201 | 5201 Telephone & DSL | 1/18/2024 | 108.01 | 0 |
| Tri-Cities | 8.77612E+11 | 5201 | 5201 Telephone & DSL | 1/18/2024 | 183.94 | 0 |
| Willow Water District | 552 | 5203 | 5203 Office Rent | 1/18/2024 | 505.00 | 0 |
| Willow Water District | 552 | 5204 | 5204 Office Utilities | 1/18/2024 | 105.87 | 0 |
| RespecTech, Inc. | 49515 | 5209 | 5209 Information Technology-All | 1/18/2024 | 46.33 | 0 |
| CliftonLarsonAllen, LLC | L241007961 | 5307 | 5307 Financial Review/Monthly Rej | 1/18/2024 | 5,000.00 | 0 |
| Best Best & Krieger LLP | 984494 | 5601 | 5601 General Counsel | 1/18/2024 | 2,349.23 | 0 |
| Bradley Best | Board01/01/24 | 5407 | 5407 Board Stipends | 1/31/2024 | 100.00 | 0 |

| | | | | | | |
|------------------|---------------|------|-----------------------------------|-----------|------------|---|
| Candace Horsley | Board01/01/24 | 5407 | 5407 Board Stipends | 1/31/2024 | 100.00 | 0 |
| Darwin Dick | Boadr01/01/24 | 5407 | 5407 Board Stipends | 1/31/2024 | 100.00 | 0 |
| Ernie Wipf | Board01/01/24 | 5407 | 5407 Board Stipends | 1/31/2024 | 125.00 | 0 |
| Theresa McNerlin | Board01012024 | 5407 | 5407 Board Stipends | 1/31/2024 | 125.00 | 0 |
| City of Ukiah | 2/1/2024 | 6300 | 6300 Operating Expense Allocation | 1/31/2024 | 213,030.30 | 0 |

California State Treasurer *Fiona Ma, CPA*



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

February 16, 2024

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

UKIAH VALLEY SANITATION DISTRICT

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

[Tran Type Definitions](#)

Account Number: 70-23-001

January 2024 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|--------------------|-------------------|--------|
| 1/12/2024 | 1/11/2024 | QRD | 1745842 | N/A | SYSTEM | 380.06 |

Account Summary

| | | | |
|-------------------|--------|--------------------|-----------|
| Total Deposit: | 380.06 | Beginning Balance: | 38,055.79 |
| Total Withdrawal: | 0.00 | Ending Balance: | 38,435.85 |



Customer Service
 PO Box 11813
 Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

Ukiah Valley Sanitation District

For the Month Ending
January 31, 2024

Client Management Team

Lesley Murphy

Senior Managing Consultant
 1 California Street Ste. 1000
 San Francisco, CA 94111-5411
 415-393-7270
 murphyl@pfmam.com

Sarah Meacham

Managing Director
 633 W 5th St., 25th Floor
 Los Angeles, CA 90071
 213-415-1699
 meachams@pfmam.com

Kyle Tanaka

Assistant Program Administrator
 633 W 5th St., 25th Floor
 Los Angeles, CA 90071
 213-500-8694
 tanakak@pfmam.com

Jeremy King

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 02/19/2024 for Presidents Day.

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

Online Access 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.

Tax Reporting Cost data and realized gains / losses are provided for informational purposes only. Please review for accuracy and consult your tax advisor to determine the tax consequences of your security transactions. PFMAM does not report such information to the IRS or other taxing authorities and is not responsible for the accuracy of such information that may be required to be reported to federal, state or other taxing authorities.

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 **January 31, 2024**

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

CAMP Pool

| | |
|----------------------|--------------|
| Opening Market Value | 5,675,972.62 |
| Purchases | 26,609.57 |
| Redemptions | 0.00 |
| Unsettled Trades | 0.00 |
| Change in Value | 0.00 |

Closing Market Value **\$5,702,582.19**

Cash Dividends and Income 26,609.57

CAMP TERM

| | |
|----------------------|--------------|
| Opening Market Value | 6,000,000.00 |
| Purchases | 0.00 |
| Redemptions | 0.00 |
| Unsettled Trades | 0.00 |
| Change in Value | 0.00 |

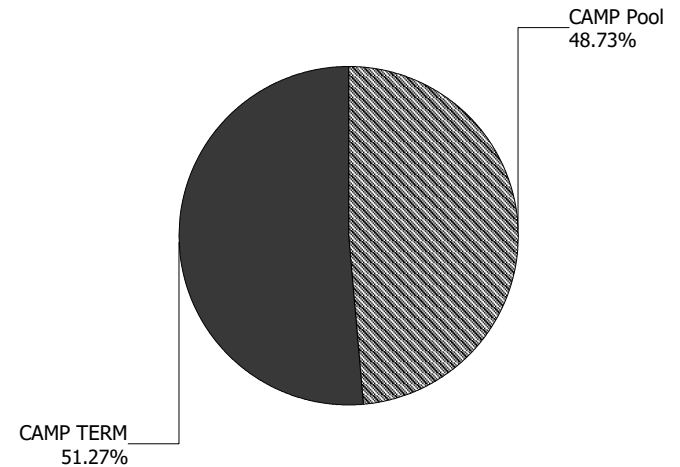
Closing Market Value **\$6,000,000.00**

Cash Dividends and Income 0.00

Asset Summary

| | January 31, 2024 | December 31, 2023 |
|------------------|------------------------|------------------------|
| CAMP Pool | 5,702,582.19 | 5,675,972.62 |
| CAMP TERM | 6,000,000.00 | 6,000,000.00 |
| Total | \$11,702,582.19 | \$11,675,972.62 |

Asset Allocation





Investment Holdings

For the Month Ending **January 31, 2024**

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 |
|------------------|-----------------|--|---------------|--------|-----------------------|---------------------|------------------------|
| CAMP TERM | | | | | | | |
| 06/01/23 | 06/02/23 | TERM - California Asset Management Program Term Dec 24 | 02/16/24 | 5.4300 | 5,000,000.00 | 181,495.89 | 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 | 34,733.33 | 1,051,815.30 |
| Total | | | | | \$6,000,000.00 | \$216,229.22 | \$6,244,468.72 |



Account Statement

For the Month Ending **January 31, 2024**

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 |
|------------------------|-----------------|---|---------------------|------------------------------|---------------------|
| CAMP Pool | | | | | |
| Opening Balance | | | | | 5,675,972.62 |
| 01/31/24 | 02/01/24 | Accrual Income Div Reinvestment - Distributions | 1.00 | 26,609.57 | 5,702,582.19 |
| Closing Balance | | | | | 5,702,582.19 |

| | Month of January | Fiscal YTD July-January |
|-----------------------------------|---------------------|-------------------------|
| Opening Balance | 5,675,972.62 | 5,524,561.03 |
| Purchases | 26,609.57 | 578,021.16 |
| Redemptions (Excl. Checks) | 0.00 | (400,000.00) |
| Check Disbursements | 0.00 | 0.00 |
| Closing Balance | 5,702,582.19 | 5,702,582.19 |
| Cash Dividends and Income | 26,609.57 | 178,021.16 |

| | |
|-----------------------------------|--------------|
| Closing Balance | 5,702,582.19 |
| Average Monthly Balance | 5,676,830.99 |
| Monthly Distribution Yield | 5.54% |

UKIAH VALLEY SANITATION DISTRICT
FINANCIAL STATEMENTS
MONTH ENDED AND FISCAL YEAR TO DATE
DECEMBER 31, 2023

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**UKIAH VALLEY SANITATION DISTRICT
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MONTH ENDED AND FISCAL YEAR TO DATE DECEMBER 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 |

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

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

ASSETS

Current Assets:

| | |
|----------------------|---------------|
| Cash and Investments | \$ 12,199,881 |
| Accounts Receivable | 916,101 |
| Restricted Cash | 501,970 |
| Prepaid Expenses | 4,087 |
| Total Current Assets | 13,622,039 |

Noncurrent Assets:

Capital Assets:

| | |
|-------------------------|------------|
| Depreciable, Net | 28,200,187 |
| Total Noncurrent Assets | 28,200,187 |
| Total Assets | 41,822,226 |

LIABILITIES

Current Liabilities:

| | |
|---------------------------------|-----------|
| Accounts Payable | 21,398 |
| Accrued Interest | 167,213 |
| Customer Deposits Payable | 52,800 |
| Bonds Payable - Due in One Year | 1,522,000 |
| Total Current Liabilities | 1,763,411 |

Long-Term Liabilities:

| | |
|---|------------|
| Bonds Payable - Due in More Than One Year | 18,455,000 |
| Total Long-Term Liabilities | 18,455,000 |
| Total Liabilities | 20,218,411 |

NET POSITION

| | |
|---|---------------|
| Net Investment in Capital Assets | 8,223,187 |
| Restricted Net Position for Debt Reserve Balances | 501,970 |
| Unrestricted | 12,878,658 |
| Total Net Position | \$ 21,603,814 |

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 DECEMBER 31, 2023

| | Month Ended December 31, 2023 | Fiscal Year to Date December 31, 2023 |
|--|----------------------------------|--|
| OPERATING REVENUES | | |
| Charges for Services | 413,423 | 2,494,921 |
| Connection Fees | - | 202,579 |
| Total Operating Revenues | <u>413,423</u> | <u>2,697,500</u> |
| OPERATING EXPENSES | | |
| Services and Supplies | 29,386 | 202,585 |
| Operating Expense Allocation - City of Ukiah | 213,030 | 1,278,182 |
| Depreciation and Amortization | 70,208 | 421,248 |
| Total Operating Expenses | <u>312,625</u> | <u>1,902,014</u> |
| OPERATING INCOME (LOSS) | <u>100,799</u> | <u>795,486</u> |
| NONOPERATING REVENUE (EXPENSES) | | |
| Interest Income | 25,794 | 153,485 |
| Interest and Bond Expense | (41,803) | (250,818) |
| Other Income | - | 12,308 |
| Total Nonoperating Revenue (Expenses) | <u>(16,009)</u> | <u>(85,026)</u> |
| CHANGE IN NET POSITION | 84,790 | 710,461 |
| Net Position - November 30, 2023 and June 30, 2023 | <u>21,519,024</u> | <u>20,893,353</u> |
| NET POSITION - END OF PERIOD | <u>\$ 21,603,814</u> | <u>\$ 21,603,814</u> |

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

**UKIAH VALLEY SANITATION DISTRICT
SELECTED NOTES TO THE FINANCIAL STATEMENTS
FISCAL YEAR TO DATE DECEMBER 31, 2023**

Ukiah Valley Sanitation District

Selected Information

For the month ended and fiscal year to date December 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 December 31, 2023, the District's actual operating expense allocation from the City of Ukiah has not been determined.

As of December 31, 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

To: Board of Directors
From: Wing-See Fox
Meeting Date: February 21, 2024

Item #5A: Fifth 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 2024 for the amount of \$13,855.61 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; and since April 2023, CliftonLarsonAllen LLP (CLA) has expanded its services (in addition to reconciling accounts, preparing journal entries and capital asset and depreciation schedules, and preparing financial statements) to maintaining the District's accounting and finance records, managing accounts payables and receivables, and preparing 1099's and the SCO report. **WCWD continues to provide critical contractual functions for UVSD, including billing and collection, customer service, banking, audit and account reconciliation support, and Secretary duties for the Board.**

On May 17, 2021, the MSA was amended to update the scope of work and the monthly rate for administrative services. On April 1, 2022 and March 8, 2023, the MSA was amended to update the monthly rate for administrative services. 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 2023 was in the amount of \$11,763.04. The updated 2024 Fifth Amendment to the Master Service Agreement is attached with the new monthly rate of \$13,855.61 for the upcoming year, beginning March 1, 2024. This represents a net increase from last year's fees and charges of \$2,092.57 per month, which is driven by an increase of 802 staff hours allocated to UVSD for the year to perform the above referenced contractual services.

Recommendation:

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

Attachments:

1. Resolution Approving Fifth Amendment to Master Service Agreement
2. Fifth Amendment to Master Service Agreement
3. MSA Comparison Totals

Respectfully submitted,



WING-SEE FOX
Interim District Manager

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UKIAH
VALLEY SANITATION DISTRICT APPROVING FIFTH AMENDMENT
TO MASTER SERVICE AGREEMENT WITH WILLOW COUNTY WATER
DISTRICT**

WHEREAS, the Ukiah Valley Sanitation District (“UVSD”) entered into a Master Service Agreement (“Agreement”) with the Willow County Water District (“Willow”) on May 13, 2019 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, amended by the Second Amendment to Master Services Agreement on May 17, 2021 to update the scope of work and fees and charges for administrative duties, amended by the Third Amendment to Master Services Agreement to update the fees and charges for administrative duties on April 1, 2022, and amended by the Fourth Amendment to Master Services Agreement to update the fees and charges for administrative duties on March 8, 2023; and

WHEREAS, the Board of Directors of UVSD desires to further amend the Agreement to update the fees and charges for administrative duties.

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

SECTION 1. Incorporation of Recitals. The Board hereby finds and determines that the recitals of this Resolution are true and correct and are hereby incorporated into this Resolution as though fully set forth herein.

SECTION 2. Approval. The Board hereby approves the Fifth Amendment to Master Services Agreement (“Fifth Amendment”), in the form attached hereto as Exhibit “A” and incorporated herein by this reference, and authorizes the Chair to sign such Fifth Amendment on behalf of the District.

SECTION 3. Effective Date. This Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by said Board on this 21st day of February, 2024 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Ernie Wipf, Chair

ATTEST:

Clerk of the Board

Exhibit A

FIFTH AMENDMENT TO MASTER SERVICE AGREEMENT

This Fifth Amendment to the Master Service Agreement (“Fifth 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, amended by the Second Amendment to Master Services Agreement on May 17, 2021 to update the scope of work and fees and charges for administrative duties, amended by the Third Amendment to Master Services Agreement to update the fees and charges for administrative duties on April 1, 2022; and amended by the Fourth Amendment to Master Services Agreement to update the fees and charges for administrative duties on March 8, 2023 (collectively, the “Agreement”); 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 March 1, 2024.

Date: _____

Gary Nevill, 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 Thirteen Thousand Eight Hundred Fifty-Five Dollars and Sixty-One Cents (\$13,855.61) 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.

MSA Comparison Totals

| | | Willow | Calpella | River Estates | Hopland | Millview | Redwood Valley | UVSD | Total |
|-----------------|------------|-----------|-----------|---------------|-----------|-----------|----------------|-----------|------------|
| Monthly Invoice | Operations | 23,434.79 | 7,320.92 | 2,218.19 | 9,325.64 | 35,851.53 | 32,918.79 | 373.37 | 111,438.62 |
| | Office | 6,055.48 | 1,218.87 | 545.18 | 2,281.98 | 11,511.16 | 3,637.16 | 13,482.24 | 38,731.43 |
| | 2024 | 29,490.26 | 8,539.79 | 2,763.37 | 11,607.62 | 47,362.69 | 36,555.95 | 13,855.61 | 150,170.05 |
| Monthly Invoice | Operations | 20,009.00 | 9,287.98 | 2,418.89 | 10,235.68 | 36,211.26 | 25,118.59 | 352.28 | 103,633.68 |
| | Office | 8,821.20 | 2,256.53 | 957.57 | 2,868.54 | 9,009.45 | 3,118.09 | 11,410.76 | 38,442.15 |
| | 2023 | 28,830.21 | 11,544.51 | 3,376.46 | 13,104.22 | 45,220.71 | 28,236.68 | 11,763.04 | 142,075.83 |
| Monthly Invoice | Operations | 19,706.96 | 9,287.98 | 2,418.89 | 10,235.68 | 36,211.26 | 29,514.36 | 343.53 | 107,710.18 |
| | Office | 8,438.49 | 2,256.53 | 957.57 | 2,868.54 | 9,009.45 | 4,796.16 | 11,577.42 | 39,904.42 |
| | 2022 | 28,145.45 | 11,544.51 | 3,376.46 | 13,104.22 | 45,220.71 | 34,310.52 | 11,920.95 | 147,614.60 |
| Monthly Invoice | Operations | 19,706.96 | 8,586.76 | 2,518.49 | 10,235.42 | 36,207.56 | 31,451.24 | | 107,710.18 |
| | Office | 8,438.49 | 2,391.38 | 1,160.62 | 2,868.34 | 9,008.82 | 5,173.92 | 11,346.00 | 39,904.42 |
| | 2021 | 28,145.45 | 10,978.14 | 3,679.11 | 13,103.76 | 45,216.38 | 36,625.16 | 11,346.00 | 147,614.60 |
| Monthly Invoice | Operations | 19,706.96 | 8,586.76 | 2,518.49 | 10,284.34 | 34,822.42 | 31,451.24 | 3,250.00 | 107,710.18 |
| | Office | 8,438.49 | 2,391.38 | 1,160.62 | 4,927.03 | 9,042.33 | 5,173.92 | 7,567.00 | 39,904.42 |
| | 2020 | 28,145.45 | 10,978.14 | 3,679.11 | 15,211.37 | 43,864.75 | 36,625.16 | 10,817.00 | 147,614.60 |
| Monthly Invoice | Operations | 19,706.96 | 6,631.65 | 2,154.54 | 9,999.79 | 29,216.41 | 26,678.56 | 3,250.00 | 107,710.18 |
| | Office | 8,438.49 | 1,555.01 | 696.78 | 4,375.16 | 7,619.73 | 4,505.83 | | 39,904.42 |
| | 2019 | 28,145.45 | 8,186.66 | 2,851.32 | 14,374.95 | 36,836.14 | 31,184.39 | 3,250.00 | 147,614.60 |

CITY OF UKIAH AND UVSD
ESSU STATISTICS REPORT

| | City Accounts # ESSU Units | UVSD #ESSU Units | Total All Acct. #ESSU Units |
|--|---------------------------------------|-------------------------|--|
| YTD 2/1/24 | 6855.226 | 5708.65 | 12563.876 |
| % of Total ESSU's | 54.56% | 45.44% | 100.00% |
| Percent New Plant ESSU's Used | 50.98% | 40.94% | 44.45% |
| New Plant ESSU's Used | 428.23 | 638.65 | 1066.876 |
| New Plant ESSU's Remaining | 411.77 | 921.35 | 1333.12 |
| New Plant Agreement | 35.00% | 65.00% | 100.00% |
| New Plant Capacity | 840 | 1560 | 2400 |