

ERNIE WIPF
CHAIR

CANDACE HORSLEY
VICE-CHAIR

THERESA MCNERLIN
DIRECTOR

DARWIN DICK
DIRECTOR

BRADLEY BEST
DIRECTOR

UKIAH VALLEY SANITATION DISTRICT REGULAR MEETING
WEDNESDAY April 10, 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: 891-8277-1698

Zoom Link: <https://us02web.zoom.us/j/89182771698>

*The Board welcomes participation in the Board meetings. Ukiah Valley Sanitation District meetings are conducted in person at the District's Meeting Room. As a courtesy, and technology permitting, members of the public may continue to participate virtually. If you are joining the meeting via Zoom and wish to make a comment on an item, press the "raise a hand" button. If you are joining the meeting by phone, press *9 to indicate a desire to make a comment. The chair will call you by name or phone number when it is your turn to comment. Speakers will be limited to 3 minutes. If you choose not to observe the meeting via Zoom and wish to make a comment on a specific agenda item, please submit your comment via email to the Board Secretary at aa@uvsd.org at least one hour before the meeting. All public comments submitted to the Board Secretary will be read verbatim for up to 3 minutes.*

In compliance with the Americans with Disabilities Act, if you are a disabled person and you need disability-related modifications or accommodation to participate in this meeting, then please contact 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**
 - February 21, 2024 Board Meeting
- 5. CONSENT CALENDAR**
 - Check Register for February and March 2024
 - LAIF Statement for February and March 2024
 - CAMP Statement for February and March 2024
 - Unaudited Monthly Financial Statements

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6. OLD BUSINESS

None

7. NEW BUSINESS

- A. DISCUSSION AND POSSIBLE ACTION RE: Introduction of Ordinance Deferring Payment of Sewer Connection Fees

Recommended Action: Either:

1. Waive first reading and read Ordinance (by title only) Deferring Payment of Sewer Connection Fees; or
2. Alternatively, provide staff direction on changes to the Ordinance to bring back at a future meeting; or
3. Alternatively, do not proceed with the Ordinance.

- B. DISCUSSION AND POSSIBLE ACTION RE: Amendments to Policy 4020 (Attendance at Meetings & Meeting Stipends) to include ethics and sexual harassment prevention training requirements

Recommended Action: Adopt Resolution Amending Policy 4020 (Attendance at Meetings & Meeting Stipends) to include ethics and sexual harassment prevention training requirements

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 - May 8, 2024

9. ADJOURNMENT

UVSD February 21, 2024 Special Board Meeting Minutes

1. CALL TO ORDER by Chair Wipf at 6:12pm. Roll call by Kim Saylor - Chair Wipf, Director McNerlin, Director Horsley, Director Dick, Director Best, present and attending in person.

2. APPROVAL OF THE AGENDA

No public comment. Motion to approve the February 21, 2024 Agenda was made by Director Horsley and seconded by Director Best. Motion carried unanimously.

3. PUBLIC EXPRESSION

Yeuhao & John.

4. APPROVAL OF JANUARY 10, 2024 REGULAR BOARD MEETING MINUTES

Tabled for next Agenda.

5. CONSENT CALENDAR

- A. Check Register for January 2024**
- B. LAIF Statement for January 2024**
- C. CAMP Statement for January 2024**
- D. Unaudited Monthly Financial Statements**

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

6. OLD BUSINESS

None

7. 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

Board discussion. No public comment. Motion to execute the Fifth Amendment to the Master Service Agreement was made by Chair Wipf and seconded by Director Horsley. Motion carried unanimously.

8. ANNOUNCEMENTS/OTHER BUSINESS/MATTERS FROM STAFF

A. General Manager Report of Ongoing District Activities; Wing-See Fox reported that Lemon Fresh Design will have the Home page for the website available March 11, 2024

B. ESSU - Statistics Report attached.

C. STAFF REPORT - None.

D. REPORT ON JPA – GM, Walker reported that the Ad Hoc committee met the Thursday before Christmas; the meeting was very informative and involved multiple discussions regarding the Potter Valley Project and the new language that had been added to the latest draft agreement for the JPA.

Stating that if any agency receives more than \$1 million dollars in grant funding for infrastructure improvements, it will automatically trigger an application for annexation to LAFCO.

E. DIRECTORS REPORT – Reminder of Eel/Russian meeting at the Board of Supervisors Chambers on March 19, 2024, from 3:00pm – 5:00pm.

F. LETTERS RECEIVED OR SENT - No letters received/sent.

G. Next Regular Meeting—March 13, 2024 @ 6pm

9. ADJOURNMENT – Meeting adjourned at 7:35pm.

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

Vendor	Ref #	Account Number	Account Name	Txn Date	Debit	Credit
City of Ukiah	3/1/2024	6300	Operating Expense Allocation	3/6/2024	\$213,030.30	\$ -
Maneesha Jayasuriya	Refund 2.29.24	4001	Residential Fees	3/6/2024	\$ 46.53	\$ -
Invoice Cloud - ACH	2165-2024_2	5210	ICloud Srvcs-Billing&Collection	3/7/2024	\$ 45.00	\$ -
Invoice Cloud - ACH	2165-2024_2	5210	ICloud Srvcs-Billing&Collection	3/7/2024	\$ 93.25	\$ -
Invoice Cloud - ACH	2165-2024_2	5210	ICloud Srvcs-Billing&Collection	3/7/2024	\$ 100.00	\$ -
Invoice Cloud - ACH	2165-2024_2	5210	ICloud Srvcs-Billing&Collection	3/7/2024	\$ 266.40	\$ -
Invoice Cloud - ACH	P24032902 - 4190257	1001	UVSD SBMC Checking	3/7/2024	\$ -	\$ 504.65
Mark DeMeulenaere	45323	5305	Financial & Managerial Support	3/14/2024	\$ 375.00	\$ -
Best Best & Krieger LLP	989369	5601	General Counsel	3/14/2024	\$ 1,160.00	\$ -
Urban Futures, Inc.	1222-019	5101	Management - UFI	3/14/2024	\$ 5,125.00	\$ -
Willow Water District	192	5102	MSA - Willow	3/14/2024	\$ 13,855.61	\$ -
Willow Water District	554	5203	Office Rent	3/14/2024	\$ 505.00	\$ -
Willow Water District	554	5204	Office Utilities	3/14/2024	\$ 115.42	\$ -
Tri-Cities	877603012024	5201	Telephone & DSL	3/14/2024	\$ 81.57	\$ -
El Dorado Printing	h90349	5207	Reproduction (prints & copies)	3/18/2024	\$ 1,033.42	\$ -
Kyocera	55E1769842	5207	Reproduction (prints & copies)	3/20/2024	\$ 3.41	\$ -
Kyocera	55E1769842	5207	Reproduction (prints & copies)	3/20/2024	\$ 4.44	\$ -
Kyocera	55E1769842	5207	Reproduction (prints & copies)	3/20/2024	\$ 110.91	\$ -
CliftonLarsonAllen, LLC	L241129615	5307	Financial Review/Monthly Report	3/21/2024	\$ 5,000.00	\$ -
Kyocera	55E1761233	5207	Reproduction (prints & copies)	3/22/2024	\$ 3.04	\$ -
Kyocera	55E1761233	5207	Reproduction (prints & copies)	3/22/2024	\$ 12.64	\$ -
Kyocera	55E1761233	5207	Reproduction (prints & copies)	3/22/2024	\$ 97.50	\$ -
Sarah, Downey	Refund 2/28/24	4001	Residential Fees	3/22/2024	\$ 33.33	\$ -
RespecTech, Inc.	49912	5209	Information Technology-All	3/27/2024	\$ 96.75	\$ -
USPS - Orchard Ave.	March-20-2024	5205	Postage	3/27/2024	\$ 136.00	\$ -
Erickson Brothers Properties	Refund 3/18/24	4001	Residential Fees	3/27/2024	\$ 46.53	\$ -
Jose Avalos	Refund 3/18/24	4001	Residential Fees	3/27/2024	\$ 100.00	\$ -
Leslee Woll	Refund 3/11/2024	4001	Residential Fees	3/27/2024	\$ 255.85	\$ -
Michael Brassfield	Refund 3/18/24	4001	Residential Fees	3/27/2024	\$ 17.23	\$ -
Vickie Kelly	Refund 3/18/24	4001	Residential Fees	3/27/2024	\$ 100.00	\$ -
City of Ukiah	4/1/2024	6300	Operating Expense Allocation	3/29/2024	\$213,030.30	\$ -

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

Vendor	Ref #	Account Number	Account Name	Txn Date	Debit	Credit
US Bank	45296	2100	Accrued Interest	2/23/2024	\$241,721.70	\$ -
US Bank	1/5/2024	2302	Bond Payable, Long-Term	2/23/2024	\$752,000.00	\$ -
Mark DeMeulenaere	45292	5305	Financial & Managerial Support	2/5/2024	\$ 243.75	\$ -
Hildebrand Consulting, LLC	567	5305	Financial & Managerial Support	2/22/2024	\$ 920.00	\$ -
CliftonLarsonAllen, LLC	L241070112	5307	Financial Review/Monthly Report	2/21/2024	\$ 5,000.00	\$ -
Best Best & Krieger LLP	988243	5601	General Counsel	2/29/2024	\$ 1,740.00	\$ -
Invoice Cloud - ACH	2165-2024_1	5210	iCloud Srvcs-Billing&Collection	2/6/2024	\$ 15.00	\$ -
Invoice Cloud - ACH	2165-2024_1	5210	iCloud Srvcs-Billing&Collection	2/6/2024	\$ 91.00	\$ -
Invoice Cloud - ACH	2165-2024_1	5210	iCloud Srvcs-Billing&Collection	2/6/2024	\$ 100.00	\$ -
Invoice Cloud - ACH	2165-2024_1	5210	iCloud Srvcs-Billing&Collection	2/6/2024	\$ 265.60	\$ -
Stedman Computer Solutions	1403787	5209	Information Technology-All	2/5/2024	\$ 75.00	\$ -
Stedman Computer Solutions	1403654	5209	Information Technology-All	2/7/2024	\$ 75.00	\$ -
RespecTech, Inc.	49733	5209	Information Technology-All	2/13/2024	\$ 46.33	\$ -
Stedman Computer Solutions	1403843	5209	Information Technology-All	2/13/2024	\$ 912.68	\$ -
Urban Futures, Inc.	1222-018	5101	Management - UFI	2/22/2024	\$ 3,250.00	\$ -
Willow Water District	190	5102	MSA - Willow	2/13/2024	\$ 11,763.04	\$ -
Lemon Fresh Design	2303	5200	Office Expense	2/15/2024	\$ 3,100.00	\$ -
Willow Water District	553	5203	Office Rent	2/13/2024	\$ 505.00	\$ -
Willow Water District	553	5204	Office Utilities	2/13/2024	\$ 135.70	\$ -
Kyocera	55e1765472	5207	Reproduction (prints & copies)	2/20/2024	\$ -	\$ -
Kyocera	55e1765472	5207	Reproduction (prints & copies)	2/20/2024	\$ 3.41	\$ -
Kyocera	55e1765472	5207	Reproduction (prints & copies)	2/20/2024	\$ 4.44	\$ -
Kyocera	55e1765472	5207	Reproduction (prints & copies)	2/20/2024	\$ 110.91	\$ -
Sirolee Seaman	Deposit 07/24/2023	4001	Residential Fees	2/8/2024	\$ 698.13	\$ -
Doreen Lawful	Refund 2/9/24	4001	Residential Fees	2/21/2024	\$ 58.16	\$ -
Emily Held	Refund 2/9/24	4001	Residential Fees	2/21/2024	\$ 179.87	\$ -
James Brusseau	Refund 2/8/24	4001	Residential Fees	2/21/2024	\$ 100.00	\$ -
Sandra Stipp	Deposit 11.08.23	4001	Residential Fees	2/21/2024	\$ 53.47	\$ -
Tri-Cities	8.77602E+11	5201	Telephone & DSL	2/5/2024	\$ 77.54	\$ -
Invoice Cloud - ACH	P24030602 - 9079580	1001	UVSD SBMC Checking	2/6/2024	\$ -	\$ 471.60
Sirolee Seaman	P24022002 - 6170949	1001	UVSD SBMC Checking	2/8/2024	\$ -	\$ 698.13
US Bank	P24021402 - 5252955	1001	UVSD SBMC Checking	2/23/2024	\$ -	\$993,721.70

California State Treasurer *Fiona Ma, CPA*



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

April 04, 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

March 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	38,435.85
Total Withdrawal:	0.00	Ending Balance:	38,435.85

California State Treasurer *Fiona Ma, CPA*



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
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April 04, 2024

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

[Tran Type Definitions](#)



Account Number: 70-23-001

February 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	38,435.85
Total Withdrawal:	0.00	Ending Balance:	38,435.85



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending
March 31, 2024

Ukiah Valley Sanitation District

Client Management Team

Lesley Murphy

Senior Managing Consultant
1 California Street Ste. 1000
San Francisco, CA 94111-5411
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Kyle Tanaka

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Jeremy King

Key Account Manager
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kingj@pfmam.com

Contents

- Cover/Disclosures
- Summary Statement
- Individual Accounts

Accounts included in Statement

6168-001 Ukiah Valley Sanitation District

UKIAH VALLEY SANITATION DISTRICT
MARK DEMEULENAERE
151 LAWS AVENUE
SUITE B
UKIAH, CA 95482

Online Access www.camponline.com

Customer Service 1-800-729-7665



Important Disclosures

Important Disclosures

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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 **March 31, 2024**

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

CAMP Pool

Opening Market Value	5,029,620.77
Purchases	23,344.07
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value **\$5,052,964.84**

Cash Dividends and Income 23,344.07

CAMP TERM

Opening Market Value	6,192,653.42
Purchases	0.00
Redemptions	0.00
Unsettled Trades	0.00
Change in Value	0.00

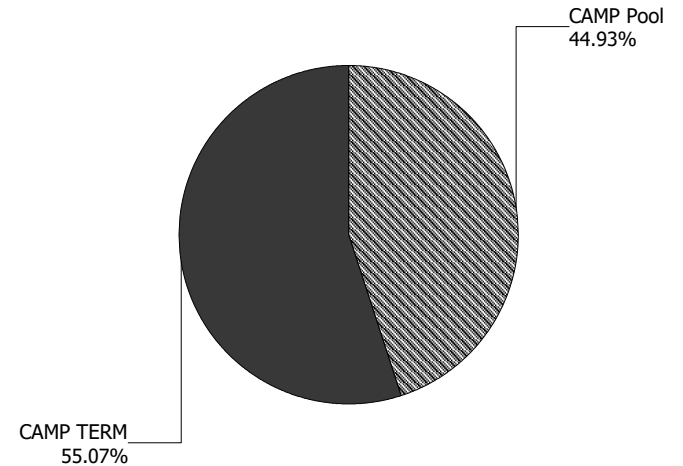
Closing Market Value **\$6,192,653.42**

Cash Dividends and Income 0.00

Asset Summary

	March 31, 2024	February 29, 2024
CAMP Pool	5,052,964.84	5,029,620.77
CAMP TERM	6,192,653.42	6,192,653.42
Total	\$11,245,618.26	\$11,222,274.19

Asset Allocation





Investment Holdings

For the Month Ending **March 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	05/31/24	5.2100	1,000,000.00	43,274.32	1,051,815.30
02/16/24	02/20/24	TERM - California Asset Management Program Term Dec 24	08/16/24	5.3200	5,192,653.42	30,945.95	5,327,004.11
Total					\$6,192,653.42	\$74,220.27	\$6,378,819.41



Account Statement

For the Month Ending **March 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					5,029,620.77
03/28/24	04/01/24	Accrual Income Div Reinvestment - Distributions	1.00	23,344.07	5,052,964.84
Closing Balance					5,052,964.84

	Month of March	Fiscal YTD July-March		
Opening Balance	5,029,620.77	5,524,561.03	Closing Balance	5,052,964.84
Purchases	23,344.07	5,821,057.23	Average Monthly Balance	5,032,632.91
Redemptions (Excl. Checks)	0.00	(6,292,653.42)	Monthly Distribution Yield	5.48%
Check Disbursements	0.00	0.00		
Closing Balance	5,052,964.84	5,052,964.84		
Cash Dividends and Income	23,344.07	228,403.81		



Customer Service
PO Box 11813
Harrisburg, PA 17108-1813

ACCOUNT STATEMENT

For the Month Ending
February 29, 2024

Ukiah Valley Sanitation District

Client Management Team

Lesley Murphy

Senior Managing Consultant
1 California Street Ste. 1000
San Francisco, CA 94111-5411
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Kyle Tanaka

Assistant Program Administrator
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Jeremy King

Key Account Manager
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1-800-729-7665
kingj@pfmam.com

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Accounts included in Statement

6168-001 Ukiah Valley Sanitation District

Important Messages

CAMP will be closed on 03/29/2024 for Good Friday.

UKIAH VALLEY SANITATION DISTRICT
MARK DEMEULENAERE
151 LAWS AVENUE
SUITE B
UKIAH, CA 95482

Online Access www.camponline.com

Customer Service 1-800-729-7665



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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 **February 29, 2024**

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

CAMP Pool	
Opening Market Value	5,702,582.19
Purchases	5,219,692.00
Redemptions	(5,892,653.42)
Unsettled Trades	0.00
Change in Value	0.00

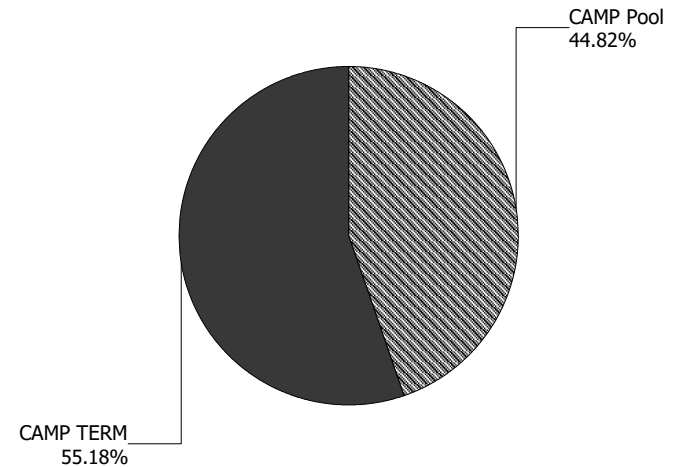
Closing Market Value	\$5,029,620.77
Cash Dividends and Income	27,038.58

CAMP TERM	
Opening Market Value	6,000,000.00
Purchases	5,192,653.42
Redemptions	(5,000,000.00)
Unsettled Trades	0.00
Change in Value	0.00

Closing Market Value	\$6,192,653.42
Cash Dividends and Income	192,653.42

Asset Summary		
	February 29, 2024	January 31, 2024
CAMP Pool	5,029,620.77	5,702,582.19
CAMP TERM	6,192,653.42	6,000,000.00
Total	\$11,222,274.19	\$11,702,582.19

Asset Allocation	
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Investment Holdings

For the Month Ending February 29, 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	05/31/24	5.2100	1,000,000.00	38,861.48	1,051,815.30
02/16/24	02/20/24	TERM - California Asset Management Program Term Dec 24	08/16/24	5.3200	5,192,653.42	7,547.79	5,327,004.11
Total					\$6,192,653.42	\$46,409.27	\$6,378,819.41



Account Statement

For the Month Ending **February 29, 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					5,702,582.19
02/16/24	02/16/24	Purchase - TERM Maturity	1.00	5,192,653.42	10,895,235.61
02/20/24	02/20/24	Redemption - TERM Investment	1.00	(5,192,653.42)	5,702,582.19
02/21/24	02/21/24	Redemption - ACH Redemption	1.00	(700,000.00)	5,002,582.19
02/29/24	03/01/24	Accrual Income Div Reinvestment - Distributions	1.00	27,038.58	5,029,620.77
Closing Balance					5,029,620.77

	Month of February	Fiscal YTD July-February		
Opening Balance	5,702,582.19	5,524,561.03	Closing Balance	5,029,620.77
Purchases	5,219,692.00	5,797,713.16	Average Monthly Balance	6,202,501.23
Redemptions (Excl. Checks)	(5,892,653.42)	(6,292,653.42)	Monthly Distribution Yield	5.50%
Check Disbursements	0.00	0.00		
Closing Balance	5,029,620.77	5,029,620.77		
Cash Dividends and Income	27,038.58	205,059.74		

Trade Date	Settlement Date	Transaction Description	Maturity Date	Stated Yield	Dollar Amount of Transaction
CAMP TERM					
02/16/24	02/16/24	Redemption - TERM Maturity			(5,192,653.42)
02/16/24	02/20/24	Purchase - TERM Investment	08/16/24	5.3200	5,192,653.42

UKIAH VALLEY SANITATION DISTRICT
FINANCIAL STATEMENTS
MONTH ENDED AND FISCAL YEAR TO DATE
FEBRUARY 29, 2024

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**UKIAH VALLEY SANITATION DISTRICT
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MONTH ENDED AND FISCAL YEAR TO DATE FEBRUARY 29, 2024**

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
FEBRUARY 29, 2024**

ASSETS

Current Assets:

Cash and Investments		\$ 11,859,175
Accounts Receivable		920,559
Restricted Cash		501,974
Prepaid Expenses		1,775
Total Current Assets		13,283,482

Noncurrent Assets:

Capital Assets:

Depreciable, Net		28,059,771
Total Noncurrent Assets		28,059,771
Total Assets		41,343,253

LIABILITIES

Current Liabilities:

Accounts Payable		22,698
Customer Deposits Payable		54,800
Bonds Payable - Due in One Year		1,522,000
Total Current Liabilities		1,599,498

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year		17,703,000
Total Long-Term Liabilities		17,703,000
Total Liabilities		19,302,498

NET POSITION

Net Investment in Capital Assets		8,834,771
Restricted Net Position for Debt Reserve Balances		501,974
Unrestricted		12,704,010
Total Net Position		\$ 22,040,755

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 FEBRUARY 29, 2024**

	Month Ended February 29, 2024	Fiscal Year to Date February 29, 2024
OPERATING REVENUES		
Charges for Services	429,706	3,346,868
Connection Fees	-	202,579
Taxes and Assessments	-	39,795
Total Operating Revenues	<u>429,706</u>	<u>3,589,242</u>
OPERATING EXPENSES		
Services and Supplies	28,775	263,085
Operating Expense Allocation - City of Ukiah	213,030	1,704,242
Depreciation and Amortization	70,208	561,663
Total Operating Expenses	<u>312,013</u>	<u>2,528,991</u>
OPERATING INCOME (LOSS)	<u>117,693</u>	<u>1,060,251</u>
NONOPERATING REVENUE (EXPENSES)		
Interest Income	219,694	400,171
Interest and Bond Expense	(37,255)	(325,327)
Other Income	-	12,308
Total Nonoperating Revenue (Expenses)	<u>182,440</u>	<u>87,151</u>
CHANGE IN NET POSITION	300,132	1,147,402
Net Position - January 31, 2024 and June 30, 2023	<u>21,740,623</u>	<u>20,893,353</u>
NET POSITION - END OF PERIOD	<u>\$ 22,040,755</u>	<u>\$ 22,040,755</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 FEBRUARY 29, 2024**

Ukiah Valley Sanitation District

Selected Information

For the month ended and fiscal year to date February 29, 2024.

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 February 29, 2024, the District's actual operating expense allocation from the City of Ukiah has not been determined.

As of February 29, 2024, 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
JANUARY 31, 2024

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**UKIAH VALLEY SANITATION DISTRICT
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MONTH ENDED AND FISCAL YEAR TO DATE JANUARY 31, 2024**

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Fund Financial Statements

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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
JANUARY 31, 2024**

ASSETS

Current Assets:

Cash and Investments	\$ 12,305,897
Accounts Receivable	845,934
Restricted Cash	501,972
Prepaid Expenses	215,513
Total Current Assets	13,869,316

Noncurrent Assets:

Capital Assets:

Depreciable, Net	28,129,978
Total Noncurrent Assets	28,129,978
Total Assets	41,999,294

LIABILITIES

Current Liabilities:

Accounts Payable	22,804
Accrued Interest	204,467
Customer Deposits Payable	54,400
Bonds Payable - Due in One Year	1,522,000
Total Current Liabilities	1,803,671

Long-Term Liabilities:

Bonds Payable - Due in More Than One Year	18,455,000
Total Long-Term Liabilities	18,455,000
Total Liabilities	20,258,671

NET POSITION

Net Investment in Capital Assets	8,152,979
Restricted Net Position for Debt Reserve Balances	501,972
Unrestricted	13,085,672
Total Net Position	\$ 21,740,623

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 JANUARY 31, 2024

	Month Ended January 31, 2024	Fiscal Year to Date January 31, 2024
OPERATING REVENUES		
Charges for Services	422,240	2,917,162
Connection Fees	-	202,579
Taxes and Assessments	39,795	39,795
Total Operating Revenues	<u>462,036</u>	<u>3,159,536</u>
OPERATING EXPENSES		
Services and Supplies	31,726	234,310
Operating Expense Allocation - City of Ukiah	213,030	1,491,212
Depreciation and Amortization	70,208	491,456
Total Operating Expenses	<u>314,964</u>	<u>2,216,978</u>
OPERATING INCOME (LOSS)	<u>147,071</u>	<u>942,559</u>
NONOPERATING REVENUE (EXPENSES)		
Interest Income	26,992	180,477
Interest and Bond Expense	(37,255)	(288,073)
Other Income	-	12,308
Total Nonoperating Revenue (Expenses)	<u>(10,263)</u>	<u>(95,288)</u>
CHANGE IN NET POSITION	136,809	847,270
Net Position - December 31, 2023 and June 30, 2023	<u>21,603,814</u>	<u>20,893,353</u>
NET POSITION - END OF PERIOD	<u>\$ 21,740,623</u>	<u>\$ 21,740,623</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 JANUARY 31, 2024**

Ukiah Valley Sanitation District

Selected Information

For the month ended and fiscal year to date January 31, 2024.

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.

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As of January 31, 2024, 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.

STAFF REPORT
April 10, 2024

To: Board of Directors
From: Wing-See Fox
Meeting Date: April 10, 2024

Item # 7A: Introduction of Ordinance Deferring Payment of Sewer Connection Fees

Background:

Currently, sewer connection fees are due at the time of building permit issuance. This proposed Ordinance would allow developers of residential projects to defer the payment of sewer connection fees until final inspection or the issuance of a certificate of occupancy.

Discussion:

The County of Mendocino, the land use planning agency, reviews for proof of payment of the sewer connection fees or requires the developer to post a bond for the cost of those fees and related infrastructure as a condition of final map approval. Developers have asked whether they can defer payment of sewer connection fees in order to manage project costs. The County has indicated that if the sewer connection fees are deferred, the County could add a condition that the building permit not be finalized until the District confirms that the developer has paid the District all applicable fees owed. Although future development is expected to mostly occur outside of City of Ukiah boundaries, residential projects within City limits would follow this same timing for payment of sewer connection fees.

Currently, for each building permit, the developer must request a will-serve letter from the District to submit with the building permit application. If this Ordinance is approved, the District would issue a conditional will-serve letter to the developer for a building permit and add the condition that the building permit not be finalized until the developer pays the District all applicable fees. The proposed Ordinance would allow developers of residential projects, subject to providing the District a letter of credit as security, to defer payment until right before the final inspection or issuance of a certificate of occupancy. The Board may consider whether interest should be charged.

Recommendation:

1. Waive first reading and read Ordinance (by title only) Deferring Payment of Sewer Connection Fees;
2. Alternatively, provide staff direction on changes to the Ordinance to bring back at a future meeting; or
3. Alternatively, do not proceed with the Ordinance.

Attachment:

1. Draft Ordinance Deferring Payment of Sewer Connection Fees

Respectfully submitted,



WING-SEE FOX
Interim District Manager

ORDINANCE NO. __

**AN ORDINANCE OF THE UKIAH VALLEY SANITATION DISTRICT
AMENDING SECTION 6-4 OF ORDINANCE NOS. 6, 35, AND 37 PERTAINING
TO TIME OF PAYMENT OF SEWER CONNECTION FEES**

The Board of Directors of the Ukiah Valley Sanitation District hereby ordains as follows:

1. Section 6-4, Time of Payment, of Ordinance No. 6 adopted on December 3, 1973, as amended by Ordinance No. 35 adopted on July 21, 2011, as amended by Ordinance No. 37 adopted on August 18, 2011, is amended in its entirety to read as follows:

“6-4 Time of Payment

(I) The base sewer connection fees and interest surcharges applied to the connection fees, as set forth in this and future amended Ordinances or by resolution if the fees are permitted to be changed by resolution, shall be payable at or before the time a building permit is issued by the County of Mendocino or City of Ukiah for a proposed building or structure or for the addition or modification to an existing building and structure, ~~except in the case when a Conditional Will Serve Letter is issued for a Project and the time and amount of payment is stipulated in the Conditional Will Serve Letter.~~ If the County of Mendocino or the City of Ukiah do not have jurisdiction for issuing a permit for a Project, then the fees established herein shall be due prior to connecting the Project to a sewer under the jurisdiction of the District or due when stipulated in a Conditional Will Serve Letter.

(II) Pursuant to Section 5474 of the Health and Safety Code of the State of California, the amount of the fees and the interest surcharge applied thereon shall constitute a lien against the respective lots or parcels of land to which the facilities are connected at the time and in the manner specified in Sections 5473.5 and 5473.8 of said Health and Safety Code.

(III) For residential projects, the fees may be deferred until final inspection or the issuance of a certificate of occupancy when a Conditional Will Serve Letter is issued by the District for a Project at or before the issuance of a building permit, and the time and amount of payment is stipulated in the Conditional Will Serve Letter. If the payment of the sewer connection fees are deferred, the applicant must provide an irrevocable letter of credit guaranteeing the full amount of fees due. Any deferred fees must be fully paid before final inspection, the issuance of a certificate of occupancy, or within two years after the issuance of a building permit, whichever occurs first.

(IV#) For non-residential projects and with the approval of the Board, the applicant may pay at the time the base connection fee is due and payable in accordance with paragraph (I) above a minimum of 25% of the base connection fee that is due and may pay the balance of the base connection fee on an annual basis at an annual interest rate of 5% over a maximum period of twenty years. The annual payment plus installment interest

payment shall be collected on the tax roll as a special assessment. Should the business for which the base connection fee was calculated cease to be in business, the owner of the parcel shall notify the District of such occurrence and the remaining amount of the connection fee owed will not be referred to the County Auditor for placement on the tax roll for the fiscal year that begins subsequent to the business failure unless the owner of the parcel elects otherwise. The equivalent sewer service units that have been paid for shall remain with the parcel for use by the property owner for future or modified businesses on that parcel. The entire amount of the interest surcharge that is due pursuant to paragraph (V) of Section 1 of Ordinance No. 27 and of Ordinance No. 35 shall be paid as set forth in paragraph (I) above.”

2. 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 _____, 2024 and adopted on _____, 2024, 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:

Board Secretary

STAFF REPORT
April 10, 2024

To: Board of Directors
From: Wing-See Fox
Meeting Date: April 10, 2024

Item #7B: Amendments to Policy 4020 (Attendance at Meetings & Meeting Stipends) to include ethics and sexual harassment prevention training requirements

Background:

Government Code section 53237.1 requires local agency officials who receive a stipend to take sexual harassment prevention training.

Discussion:

Government Code section 53237.1 requires that if a local agency provides any compensation, salary, or stipend to its officials, those officials must receive sexual harassment prevention training. The official must receive at least 2 hours of training within the first 6 months of office, and every two years thereafter.

The District must maintain records for at least 5 years that show the dates officials satisfied training requirements, and the entity that provided the training. These records are disclosable under the California Public Records Act. The proposed amendments to Policy 4020 (Attendance at Meetings & Meeting Stipend) would specify the sexual harassment prevention training and ethics training requirements for Directors as a result of the District providing Directors a stipend for physically attending Board meetings.

An official for more than one local agency can satisfy training requirements once every two years for all agencies. The sexual harassment prevention training requirements are in addition to the biennial ethics training requirements. The District has a sexual harassment policy (Policy 2210) on file.

Recommendation:

- 1) Adopt Resolution Amending Policy 4020 (Attendance at Meetings & Meeting Stipends) to include ethics and sexual harassment prevention training requirements.

Attachments:

1. Resolution Amending Policy 4020 and Amendments to Policy 4020 in Exhibit A

Respectfully submitted,



WING-SEE FOX
Interim District Manager

RESOLUTION NO. _____

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE UKIAH
VALLEY SANITATION DISTRICT AMENDING POLICY 4020**

WHEREAS, Policy 4020 (Attendance at Meetings & Meeting Stipend) of the Ukiah Valley Sanitation District (“District”) specifies that members of the Board of Directors (“Board”) shall receive a stipend for board meetings that they physically attend; and

WHEREAS, the Board desires to amend Policy 4020 as attached hereto as Exhibit “A.”

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. Policy 4020. The Board hereby adopts Policy 4020 attached hereto as Exhibit “A” and incorporated herein by this reference.

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

PASSED AND ADOPTED by said Board on this 10th day of April, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ernie Wipf, Chair

ATTEST:

Secretary of the Board

Exhibit A

UKIAH VALLEY SANITATION DISTRICT

DISTRICT POLICY

POLICY TITLE: Attendance at Meetings & Meeting Stipend

POLICY NUMBER: 4020

4020.1 Members of the Board of Directors shall attend all regular and special meetings of the Board unless there is good cause for absence.

4020.2 Members of the Board of Directors shall receive a meeting stipend in the amount of \$25 for every board meeting for which they attend, not to exceed \$600 total per Board Member per year.

[4020.3](#) Members of the Board of Directors shall take two hours each of sexual harassment prevention training and ethics training once every two years. New Members of the Board of Directors must take sexual harassment prevention training within the first six months of assuming office.

CITY OF UKIAH AND UVSD
ESSU STATISTICS REPORT

	City Accounts # ESSU Units	UVSD #ESSU Units	Total All Acct. #ESSU Units
YTD 3/4/24	6928.266	5708.65	12636.916
% of Total ESSU's	54.83%	45.17%	100.00%
Percent New Plant ESSU's Used	59.67%	40.94%	47.50%
New Plant ESSU's Used	501.27	638.65	1139.916
New Plant ESSU's Remaining	338.73	921.35	1260.08
New Plant Agreement	35.00%	65.00%	100.00%
New Plant Capacity	840	1560	2400