UKIAH VALLEY FIRE DISTRICT BOARD OF DIRECTORS

JENIFER BAZZANI – PETER BUSHBY – ALLEN CHERRY – MICHAEL GRAHAM – DAVID B. HAAS

REGULAR MEETING
AGENDA

151 Laws ♦ Willow County Water District Board Room ♦ Ukiah, CA 95482

October 8, 2019

6:00 PM

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1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ANNOUNCEMENTS

3.a. Next Regular Meeting will be December 11, 2019, at 6:00 p.m.

Recommended Action: Receive announcement.

Attachments: None

3.b. Next FEC Meeting will be November 14, 2019, at 5:30 p.m.

Recommended Action: Receive announcement.

Attachments: None

4. PUBLIC EXPRESSION

Limited to 3 minutes per person and a total of 15 minutes per subject to address any matter not on the agenda. The Brown Act regulations do not allow action to be taken on audience comments in which the subject is not listed on the agenda.

5. APPROVAL OF MINUTES

5.a. Approval of Minutes of the August 14, 2019, Regular Meeting.

Recommended Action: Approve minutes of the August 14, 2019, regular meeting.

Attachments:

1. 2019-08-14 Minutes DRAFT

6. UNFINISHED BUSINESS - DISCUSSION/ACTION

6.a. Award Contract to Comfort Air for the Ukiah Valley Fire District HVAC Replacement, Specification No. 19-06, and Approve Corresponding Budget Amendment.

Recommended Action: Award Contract to Comfort Air for the Ukiah Valley Fire District HVAC Replacement, Specification No. 19-06; Approve Corresponding Budget Amendment; and Authorize staff to execute Change Orders up to 10 percent of the total project.

Attachments:

1. Attachment 1 - Comfort Air Bid

7. NEW BUSINESS - DISCUSSION/ACTION

7.a. Approval of Agreement with Van Lant and Fankhanel, LLP, for Professional, Independent Auditing Services for the Fiscal Years Ending in June 30, 2018 through June 30, 2022.

Recommended Action: Approve and authorize the Fire Chief to sign an agreement with Van Lant and Fankhanel, LLP for professional, independent auditing services for the fiscal years ending in June 30, 2018 through June 30, 2022.

Attachments:

1. Attachment 1 - UVFD Engagement, Van Lant

7.b. Approve Budget Addendum for Funding of Building Maintenance Account.

Recommended Action: Approve Budget Addendum for funding of Building Maintenance Account.

Attachments:

1. Maintenance Budget ASR (Updated)

8. COMMUNICATIONS RECEIVED AND FILED - INFORMATION

8.a. LAFCo; September 20, 2019; 200 S. School Street, Ukiah,m CA 95482; eo@mendolafco.org; Mendocino LAFCo is accepting applications for Alternate Public Member; Application Deadline: October 28, 2019.

Recommended Action: Receive report of communication.

Attachments:

1. 2019-10-08 8a

9. ADMINISTRATOR, CHIEFS AND VOLUNTEERS REPORT - INFORMATION

10. DIRECTOR'S REPORT for FEC AND LAFCO

11. CLOSED SESSION

- Closed Session may be held at any time during the meeting

12. ADJOURNMENT

Please be advised that the Ukiah Valley Fire Authority needs to be notified 72 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. The Ukiah Valley Fire Authority complies with ADA requirements and will attempt to reasonably accommodate individuals with disabilities upon request. Materials related to an item on this Agenda submitted to the City Council after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Valley Fire District Office, 1500 South State Street, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 4:00 pm.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted at the following locations: Ukiah Valley Fire District Office - 1500 South State Street not less than 72 hours prior to the meeting set forth on this agenda.

Kristine Lawler
City Clerk

Dated: October 4, 2019

DOUGLAS HUTCHISON
FIRE CHIEF

Ukiah Valley Fire District
1500 South State Street
Ukiah, California 95482-6709
PHONE (707) 462-7921
FAX (707) 462-2938
E-MAIL uvfd@sonic.net

BOARD OF DIRECTORS MEETING

AUGUST 14, 2019

MINUTES

PLACE: 1500 South State Street **TIME: 6:00 P.M.**

1. **Call to Order at 6:03 by President Haas**

   a. **Pledge of Allegiance** was led by Director Bushby.

   b. **Roll call** was taken with the following **Directors Present:** Michael Graham, Peter Bushby, Allen Cherry *(arriving at 6:24 p.m.)*, Jenifer Bazzani, David B. Haas; **Staff Present:** Douglas Hutchison, Fire Chief; Kevin Jennings, Division Chief/Fire Marshal; Jeff Adair, Division Chief/Training Officer; Ben Kater, Volunteer Fire Fighter; Eric Singleton, Captain; and Kristine Lawler, City Clerk.

2. **ANNOUNCEMENTS**
   a. Next Regular Meeting will be October 9, 2019, at 6:00 p.m.
   b. Next FEC Meeting will be September 12, 2019

3. **PUBLIC EXPRESSION**
   No public expression was received.

4. **APPROVAL O F MEETING MINUTES – DISCUSSION/ACTION**
   a. **Approval of Minutes of June 12, 2019, Regular Meeting; Approval of Minutes of May 1, 2019, Special Meeting, and Approval of Minutes of May 29, 2019, Special Meeting**

   Motion by Vice Chair Bazzani, Seconded by Director Graham to approve the Minutes of June 12, 2019, as submitted. Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Bazzani, and Haas; NOES: None; ABSTAIN: None; ABSENT: Cherry.

5. **UNFINISHED BUSINESS - DISCUSSION/ACTION**

   b. **Discussion and Possible Adoption of the Final Budget for Fiscal Year 2019/20.**
   Presenter: Douglas Hutchison, Fire Chief.

   City Staff Comment: Daphine Harris, City Finance Management Analyst.

   Motion by Director Graham, Seconded by Director Bushby to adopt final budget for fiscal year 2019/20. Motion **carried** by the following roll call votes: Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Bazzani, and Haas; NOES: None; ABSTAIN: None; ABSENT: Cherry.

6. **NEW BUSINESS - DISCUSSION/ACTION**

   a. **Discussion and Possible Increase of Fire Protection Fees for Ukiah Valley Fire District.**
   Presenter: Douglas Hutchison, Fire Chief.

   Staff Comment: Kevin Jennings, Division Chief/Fire Marshal.

   Director Cherry arrived at 6:24 p.m.

   Motion by Director Bushby, Seconded by Vice Chair Bazzani to direct Chief Hutchison and Division Chief Jennings to check with the City regarding the percentage amounts and promptly bring back to the Board: Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Cherry, Bazzani, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

   b. **Discussion to and Possible Approval to change the UVFD Board Meeting Days from Wednesday's to Tuesday's; and move UVFD Board Meetings to Willow County Water District Board Room at 151 Laws Ave.**
   Presenter: Douglas Hutchison, Fire Chief.

   Motion by Director Cherry, Seconded by Director Bushby to approve the change of days for UVFD Board Meetings from Wednesday's to Tuesdays' and change location to Willow County Water District Board Room at 151 Laws Ave: Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Cherry, Bazzani, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

   c. **Discussion and Possible Approval of a New Pickup Truck Per Capital Replacement Plan.**

   Item was pulled by staff.

7. **COMMUNICATIONS RECEIVED AND FILED – INFORMATION**
   No communications were received.

8. **CHIEF'S REPORT – INFORMATION/DISCUSSION**

   a. **Chief's Report**
   Presenter: Douglas Hutchison, Fire Chief.

   b. **Operations/Training Report**
   Presenter: Jeff Adair, Division Chief/Training Officer.

c. **Fire Prevention Report**
Presenter: Kevin Jennings, Division Chief/Fire Marshal.

d. **Facilities Report**
Presenter: Kevin Jennings, Division Chief/Fire Marshal.

e. **Volunteers Report**
Presenter: Ben Kater, Volunteer Fire Fighter.

9. DIRECTOR'S REPORT – INFORMATION/DISCUSSION

a. **Fire Executive Committee** – Director Cherry and Vice Chair Bazzani.

b. **Ad Hoc Committee – Employee Job Description Update** – Director Cherry and Vice Chair Bazzani.

11. AD HOC COMMITTEE REPORT – DISCUSSION/ACTION

12. CLOSED SESSION

13. ADJOURNMENT

Motion by Vice Chair Bazzani, Seconded by Director Cherry to adjourn the meeting. Motion **carried** by the following roll call votes: AYES: Bushby, Graham, Cherry, Bazzani, and Haas; NOES: None; ABSTAIN: None; ABSENT: None.

There being no further business to come before the Board the meeting was adjourned at 7:11 p.m.

____
David Haas, President

____
Kristine Lawler, City Clerk

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Award Contract to Comfort Air for the Ukiah Valley Fire District HVAC Replacement, Specification No. 19-06, and Approve Corresponding Budget Amendment.

DEPARTMENT: Finance **PREPARED BY:** Mary Horger, Procurement Manager

ATTACHMENTS:

1. Attachment 1 - Comfort Air Bid

Summary: The Ukiah Valley Fire District Board will consider awarding a contract to Comfort Air for the Ukiah Valley Fire District HVAC Replacement Project, Specification 19-06.

Background: The current HVAC system is old and barely operable. A mobile HVAC unit was purchased by the City of Ukiah Building Maintenance last year to provide temporary cooling until the units could be replaced. The HVAC units are a critical and essential component to providing and maintaining a minimal level of environmental comfort for crews assigned to 24 hour shifts, daytime staff, and the general public.

At their April 10, 2019 meeting, the Ukiah Valley Fire District Board approved Specification 19-06 for the Fire Station HVAC Replacement project, and directed the City of Ukiah's Purchasing Department to bid the project on behalf of the District.

On April 18, 2019, the Request for Bid was released by the City of Ukiah's Purchasing Department. Bid notices were sent to all C20 HVAC contractors on the City's Qualified Bidder's list, as well as other local HVAC contractors. A non-mandatory pre-bid meeting was held on May 16, 2019, with three HVAC contractors in attendance. Bids were due at 2:00 p.m. on May 29, 2019. No bids were received.

At their June 12, 2019 meeting, the Ukiah Valley Fire District Board approved dispensing with further formal bidding for the project, and directed the City of Ukiah's Purchasing Department to seek competitive quotes informally through a negotiated contracting process on behalf of the District.

Discussion: As directed by the District Board, the City of Ukiah's Purchasing Department sought competitive quotes informally. The only proposal that was received was from Comfort Air in the amount of $70,972. Please refer to Attachment 1 for a copy of their proposal.

It is staff's recommendation to award the contract to Comfort Air for the Ukiah Valley Fire District HVAC Replacement Project in the amount of $70,972, and approve corresponding budget amendment for both the awarded amount plus 10%, in the event of unexpected change orders, utilizing District fund reserves. Staff is also requesting District approval to process change orders of up to 10% of the project, only if necessary.

Recommended Action: Award Contract to Comfort Air for the Ukiah Valley Fire District HVAC Replacement, Specification No. 19-06; Approve Corresponding Budget Amendment; and Authorize staff to execute Change Orders up to 10 percent of the total project.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 91521400.80220.18060: $0

PROPOSED BUDGET AMOUNT: 91521400.80220.18060: $78,070

FINANCING SOURCE: District Fund Reserves

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: John Strangio,

ATTACHMENT 1

NAME OF BIDDER: Comfort Air
SPEC #: 19-06
PROJECT NAME: UKIAH VALLEY FIRE DISTRICT HVAC REPLACEMENT PROJECT

ITEM #	DESCRIPTION	UNIT OF MEASURE	QUANTITY	TOTAL
1	All labor, materials, equipment and incidentals for replacement of the Ukiah Valley Fire District office HVAC Units.	LS	1	$70,972.00

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

Witness our hands this day of September 10, 2019.

Licensed in accordance with an act providing for the registration of California Contractors License No. 1016235, expiration date 7/31/21.

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

Department of Industrial Relations Public Works Contractor Registration Number: PW-LR-1000460773

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

Jaime Zamora

Comfort Air

530 Orr Springs Road, Ukiah CA 95482

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

President - David Moore

530 Orr Springs Rd, Ukiah CA 95482

FAIR EMPLOYMENT PRACTICES CERTIFICATION

TO: ____

____

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

UKIAH VALLEY FIRE DISTRICT – FIRE STATION HVAC REPLACEMENT PROJECT

Jaime Zamora
(Signature of Bidder)

Business Mailing Address:

530 Orr Springs Road
Ukiah CA 95482

Business Location:

530 Orr Springs Road
Ukiah CA 95482

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

WORKER'S COMPENSATION CERTIFICATE

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

Witness my hand this 10th day of Sept, 2019

Signature of Bidder, with Business Address:

Jaime Zamora

530 Orr Springs Road

Ukiah CA 95482

CERTIFICATION OF NONDISCRIMINATION IN EMPLOYMENT

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

Signature and address of Bidder:

Jaime Zamora Date 9/10/2019

530 Orr Springs Road

Ukiah CA 95482

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

LIST OF PROPOSED SUBCONTRACTORS

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

SUBCONTRACTOR NAME	SUBCONTRACTOR LICENSE NUMBER	SUBCONTRACTOR DIR REGISTRATION NUMBER	SUBCONTRACTOR BUSINESS ADDRESS	DESCRIPTION OF WORK
N/A	N/A	N/A	N/A	N/A

STATEMENT OF EXPERIENCE OF BIDDER

The bidder is required to state below what work of similar magnitude or character he or she has done and to give references that will enable the District Council to judge of his or her experience, skill and business standing and his or her ability to conduct work as completely and rapidly as required under the terms of the contract.

·Panda Express Ukiah 2019
1236 Airport Park Blvd, Ukiah CA 95482
Install (2) Roof Top Package Units

·Willow Terrace
237 E Gobbi St, Ukiah CA 95482
Installed (38) mini splits in apartments and Community Room

·Coyote Valley
Redwood Valley Band of Pomo Indians
Installed (28) furnaces and ACs in new homes / Community Room

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Approval of Agreement with Van Lant and Fankhanel, LLP, for Professional, Independent Auditing Services for the Fiscal Years Ending in June 30, 2018 through June 30, 2022.

DEPARTMENT: Finance **PREPARED BY:** Dan Buffalo, Finance Director

ATTACHMENTS:

1. Attachment 1 - UVFD Engagement, Van Lant

Summary: Staff recommends the District engage Van Lant and Fankhanel, LLP (Van Lant) to perform its financial audits for the fiscal years ended June 30, 2018 through June 30, 2022.

Background: Van Lant currently provides independent auditing services to the City of Ukiah. Because the City provides accounting services for the District, there are opportunities for the District to take advantage of economies of scale and reduce its audit costs over the next five years. The fees proposed by Van Lant here in their engagement letter (Attachment 1) are estimated not to exceed amounts. It is likely the actual costs incurred will be less as the work done annually on the City's audit will involve much of the work applicable to the District's annual financial audit.

Discussion:

Recommended here is a five-year engagement with an option for annual extension by written amendment to this agreement between the District and Van Lant.

Recommended Action: Approve and authorize the Fire Chief to sign an agreement with Van Lant and Fankhanel, LLP for professional, independent auditing services for the fiscal years ending in June 30, 2018 through June 30, 2022.

BUDGET AMENDMENT REQUIRED: Yes
CURRENT BUDGET AMOUNT: $2,500.00
PROPOSED BUDGET AMOUNT: $7,000.00
FINANCING SOURCE: Current revenues
PREVIOUS CONTRACT/PURCHASE ORDER NO.:
COORDINATED WITH:

Approved: ______________________________
Sage Sangiacomo, City Manager

Van Lant & Fankhanel, LLP
Certified Public Accountants

June 27, 2019

To the Board of Directors
Ukiah Valley Fire District
1500 S. State Street
Ukiah, CA 95482

We are pleased to confirm our understanding of the services we are to provide Ukiah Valley Fire District (District) for the year ended June 30, 2018. We will audit the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of District as of and for the year ended June 30, 2018. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1) Management's Discussion and Analysis.
2) Pension Related Schedules
3) Budgetary Comparisons

We have also been engaged to report on supplementary information other than RSI that accompanies District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole.

1) Supplementary Schedules

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records of District and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of District's financial statements. Our report will be addressed to Management and the Board of Directors of the District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our

Van Lant & Fankhanel, LLP
25901 Kellogg Street
Loma Linda, CA 92354

909.856.6879

opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, fraudulent financial reporting, or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of District's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Other Services

We will also assist in preparing the financial statements and related notes of the District in conformity with U.S. generally accepted accounting principles based on information provided by you. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

Management Responsibilities

Management is responsible for designing, implementing, and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws and regulations.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to [include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon]. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

You agree to assume all management responsibilities for financial statement preparation services and any other nonattest services we provide; oversee the services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of the services; and accept responsibility for them.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Van Lant & Fankhanel, LLP and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the State of California or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Van Lant & Fankhanel, LLP personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the regulators. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We will begin our audit at a mutually agreed-upon time and plan to issue our reports at a time to be determined. Brett Van Lant is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for these services will be $7,000 for the fiscal year ended June 30, 2018. In addition, we are providing fees for the four subsequent years for your consideration:

	Fiscal Years Ending June 30,				
Service	2018	2019	2020	2021	2022
Fire District Audit	$ 7,000	$ 7,210	$ 7,425	$ 7,645	$ 7,875

These fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended through the date of termination.

We appreciate the opportunity to be of service to the District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

VAN LANT & FANKHANEL LLP

Van Lant & Fankhanel, LLP

Brett Van Lant
Certified Public Accountant

RESPONSE:

This letter correctly sets forth the understanding of Ukiah Valley Fire District.

Management signature:

Title:

Date:

Governance signature:

Title:

Date:

Agenda Item No: 7.b.
MEETING DATE/TIME: 10/8/2019
PEAK ITEM NO: 2019-130

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: Approve Budget Addendum for Funding of Building Maintenance Account.

DEPARTMENT: Fire **PREPARED BY:** Eric Singleton, Doug Hutchison, Fire Chief

ATTACHMENTS:

1. Maintenance Budget ASR (Updated)

Summary: The Ukiah Valley Fire Authority requests an addendum to the current Budget Year (FY 2019-20) in the amount of $28,000 to be added to Building Maintenance & Repair Account #91721400-56300 for the replacement and restoration of the South Station Kitchen and Kitchen amenities, with the remaining to cover general building and ground maintenance of all District Facilities (North, South, and Talmage Stations). Funds for this addendum have been identified within Measure B fund/reserve balance Account #91721400.

Background: This expenditure had originally been placed within the first draft of the budget. Due to budget constraints and current uses of Measure B these items were removed from the budget prior to reaching final draft. The original total amount requested was $36,000. Of those funds $16,000 was to be split between the City and the District to cover general maintenance of the facilities, while the remaining $20,000 for the South Station Kitchen would be funded solely by the District. The City has agreed to add the original $8,000 to the budget to cover the half of the general maintenance. Funds have been identified within Measure B fund reserves in the amount of $174,022 to covering the District's cost $28,000, well maintaining a reserve in Measure B for future needs.

Discussion:

1. The kitchen at the South Station is in dire need of repairs. Currently the oven does not operate, the stove has only two burners working correctly, and the dishwasher has been working intermittently.The kitchen is also outdated with minimal space for a fully staffed fire station, also to include the addition of overhead staff during the daytime hours.We would like to propose that funds in the amount of $20,000 be used to repair, replace, and restore the kitchen making it ergonomically suitable for our current and future needs.

2. The remainder of the funds $16,000 in which $8,000 have been approved and funded by the City, will be used to cover any additional costs in maintenance and repairs throughout the fiscal year to all District Stations.

Recommended Action: Approve Budget Addendum for funding of Building Maintenance Account.

BUDGET AMENDMENT REQUIRED: Yes

CURRENT BUDGET AMOUNT: 0

PROPOSED BUDGET AMOUNT: $28,000.00

FINANCING SOURCE: Measure B reserve Balance Acct. # 91721400

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

Approved: __________________________________

Sage Sangiacomo, City Manager

Attachment 1

ITEM NO.: 7.b

MEETING DATE: 10/8/2019

AGENDA SUMMARY REPORT

SUBJECT: Budget Addendum Fiscal Year 19-20

Summary: The Ukiah Valley Fire Authority requests an addendum to the current Budget Year (FY 2019-20) in the amount of $28,000 to be added to Building Maintenance & Repair Account #91721400-56300 for the replacement and restoration of the South Station Kitchen and Kitchen amenities, with the remaining to cover general building and ground maintenance of all District Facilities (North, South, and Talmage Stations). Funds for this addendum have been identified within Measure B fund/reserve balance Account #91721400.

Background: This expenditure had originally been placed within the first draft of the budget. Due to budget constraints and current uses of Measure B these items were removed from the budget prior to reaching final draft. The original total amount requested was $36,000. Of those funds $16,000 was to be split between the City and the District to cover general maintenance of the facilities, while the remaining $20,000 for the South Station Kitchen would be funded solely by the District. The City has agreed to add the original $8,000 to the budget to cover the half of the general maintenance. Funds have been identified within Measure B fund reserves in the amount of $174,022 to covering the District's cost $28,000, well maintaining a reserve in Measure B for future needs.

Discussion:

1. The kitchen at the South Station is in dire need of repair and restoration. Currently the oven is not operable, the stove has only two burners on the stove are working correctly, and the dishwasher has been working intermittently. The kitchen is also outdated with minimal space for a fully staffed fire station, also to include the addition of overhead staff during the daytime hours. We would like to propose that funds in the amount of $20,000 be used to repair, replace, and restore the kitchen making it ergonomically suitable for our current and future needs.

2. The remainder of the funds $16,000 in which $8,000 which has been approved and funded by the City, will be used to cover any additional costs in maintenance and repairs throughout the fiscal year to all District Stations.

RECOMMENDED ACTION(S): Approve the transfer of Funds to the Maintenance Account

ALTERNATIVES: None recommended

Citizens advised:
Requested by:
Prepared by: Captain Eric Singleton
Coordinated with: Chief Douglas Hutchison
Presenters:
Attachment:

BOARD ACTION DATE:____________________: ❑ Approved ❑ Continued to_____________ ❑ Other ______________

RECORDS APPROVED: ❑ Agreement:___________________ ❑ Resolution:______________ ❑ Ordinance: _____________

Note: Please write Agreement No. in upper right corner of agreement when drafted.

Approved: ______________________________
Fire Chief

FISCAL IMPACT:

Budgeted Amount in 19-20 FY	New Appropriation Source of Funds (Title & No.)	Account Number	Budget Amendment Required	Previous Contract or Purchase Order No.
0	Building Maintenance	91721400 - 56300	Yes ☒ No ☐	N/A

City of Ukiah

AGENDA SUMMARY REPORT

SUBJECT: LAFCo; September 20, 2019; 200 S. School Street, Ukiah,m CA 95482; eo@mendolafco.org; Mendocino LAFCo is accepting applications for Alternate Public Member; Application Deadline: October 28, 2019.

DEPARTMENT: Fire **PREPARED BY:** Stephanie Abba, Administrative Secretary

ATTACHMENTS:

1. 2019-10-08 8a

Summary: N/A

Background: N/A

Discussion: N/A

Recommended Action: Receive report of communication.

BUDGET AMENDMENT REQUIRED: N/A

CURRENT BUDGET AMOUNT: N/A

PROPOSED BUDGET AMOUNT: N/A

FINANCING SOURCE: N/A

PREVIOUS CONTRACT/PURCHASE ORDER NO.: N/A

COORDINATED WITH: N/A

NOTICE

MENDOCINO LAFCO ACCEPTING APPLICATIONS FOR ALTERNATE PUBLIC MEMBER

Application Deadline: October 28, 2019

The Mendocino Local Agency Formation Commission (LAFCo) invites interested persons to apply for the position of the Alternate Public Member on the Commission to complete a four-year term ending December 31, 2023.

LAFCo is an independent, quasi-legislative agency created by the State of California in 1963. By statute, LAFCo is charged with discouraging urban sprawl, encouraging the orderly formation and development of governmental agencies within its jurisdiction, and preserving agricultural and open space resources. The Commission has the power to approve or disapprove all annexations of land to and from cities and special districts in Mendocino County. The Commission also has the power to approve or disapprove the formation of new cities and special districts.

The Commission has seven regular voting members (two County members from the Board of Supervisors, two City members selected by the City Select Committee, two Special District members selected by nomination and voting of the County's special districts; and one Public member) and four alternate members (County, City, Special District and Public).

Mendocino LAFCo meets regularly at 9:00 a.m. on the first Monday of every month in the Mendocino County Board of Supervisors Chambers, with special meetings held as needed.

Public members represent all Mendocino County citizens in an objective and impartial manner. Interested individuals must be residents of Mendocino County, be able to regularly attend LAFCo meetings, and may not be current public officers, either elected or appointed, or employees of the county, any city or special district in the county. The public member is a public official and is required to file a standard financial disclosure statement annually with the California Fair Practices Commission.

Candidates for the position must submit a letter of interest, an application and resume detailing applicable experience and service. Applications may be downloaded from our website: www.mendolafco.org.

All application materials must be received at the LAFCo office, 200 S. School Street, Ukiah, CA 95482 on or before October 28, 2019. All applicants that meet the deadline will be allowed to make a five-minute presentation and the Commission will interview the applicants in open session at their November 4, 2019 Regular Meeting and announce the appointment on or before the December 2, 2019 Regular Meeting. The selected applicant will be sworn in and seated at the January 6, 2020 regular meeting.

Further information is available at the LAFCo website, (707) 463-4470 or e-mail eo@mendolafco.org.

Notice issued: September 19, 2019