



Water Executive Committee Regular Meeting **AGENDA**

Ukiah Valley Conference Center ♦ 200 South School Street ♦ Ukiah, CA 95482

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/83268733029>

Alternatively, you may view the meeting (without participating) by clicking on the date and name of the meeting at www.cityofukiah.com/meetings, then go to the media tab.

March 6, 2025 - 5:00 PM

1. CALL TO ORDER AND ROLL CALL

2. APPROVAL OF MINUTES

2.a. Approval of the Minutes for the January 30, 2025, Special Meeting.

3. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The Ukiah Valley Water Authority (UVWA) / Water Executive Committee Members welcomes input from the audience. In order for everyone to be heard, please limit your comments to three (3) minutes per person and not more than ten (10) minutes per subject. The Brown Act regulations do not allow action to be taken on audience comments on non-agenda items. If you wish to submit written comments, please provide information to the UVWA, located at 300 Seminary Avenue, Ukiah, CA, 95482.

4. NEW BUSINESS

4.a. Adoption of Resolution to Allow Calpella Water District to Join the Ukiah Valley Water Authority.
Recommended Action: Adopt resolution allowing Calpella Water District to Join the Ukiah Valley Water Authority.

Attachments:

1. Calpella Resolution No. 2025-01
2. Proposed UVWA Resolution
3. UVWA.JPA.Calpella.Execution

4.b. Discussion Regarding Potential Expanded Membership.

4.c. Discussion Regarding the Potential for the Ukiah Valley Water Authority (UVWA) to join Inland Water and Power Commission (IWPC).

5. UNFINISHED BUSINESS

5.a. Adoption of Resolution Authorizing the City of Ukiah City Manager to Execute a Professional Services Agreement with Hildebrand Consulting, LLC for the 2025 Comprehensive Joint Water

Utilities Rate Study in an Amount not to Exceed \$147,750; and Authorizing the City Finance Director to Make Necessary Budget Adjustments.

Recommended Action: Adopt a resolution authorizing the Ukiah City Manager to execute a professional services agreement with Hildebrand Consulting, LLC, for the 2025 Comprehensive Joint Water Utilities Rate Study in an amount not to exceed \$147,750; and authorize the Finance Director to make necessary budget adjustments.

6. ADMINISTRATIVE AND OPERATIONAL REPORTS

- 6.a. Report on Status of Application for SAFER Planning Grant.
- 6.b. Report on Status of Secretary of State and State Controller Filing.
- 6.c. General Management Report.
- 6.d. Understanding the Potter Valley Project (PVP) Surrender and Next Steps.

7. COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS

8. SET NEXT MEETING DATE

- 8.a. Discussion, Consideration, and Scheduling of Next Meeting Date with Meeting to be Held at the Ukiah Valley Conference Center, 200 South School Street, Ukiah, CA 95482, at 5:00 p.m.
Recommended Action: Discuss and get consensus to hold the next regular meeting on the scheduled date of April 3, 2025, at 5:00 p.m., or to schedule another day of the Commissioners' choosing.

9. ADJOURNMENT

Please be advised that the Ukiah Valley Water Authority (UVWA)/ Water Executive Committee needs to be notified 24 hours in advance of a meeting if any specific accommodations or interpreter services are needed in order for you to attend. UVWA 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 UVWA Committee Members after distribution of the agenda packet are available for public inspection at the front counter at the Ukiah Civic Center, 300 Seminary Avenue, Ukiah, CA 95482, during normal business hours, Monday through Friday, 8:00 am to 5:00 pm. Any handouts or presentation materials from the public must be submitted to the clerk 48 hours in advance of the meeting; for handouts, please include 10 copies.

I hereby certify under penalty of perjury under the laws of the State of California that the foregoing agenda was posted on the bulletin board at the main entrance of the City of Ukiah City Hall, located at 300 Seminary Avenue, Ukiah, California; and at the Ukiah Valley Conference Center, located at 200 South School Street, Ukiah, California; not less than 24 hours prior to the meeting set forth on this agenda.

Kristine Lawler, CMC/CPMC
Dated: 2/28/25



WATER EXECUTIVE COMMITTEE MINUTES
Special Meeting
UKIAH VALLEY CONFERENCE CENTER
200 South School Street, Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/83268733029>

Ukiah, CA 95482
January 30, 2025
5:00 p.m.

1. CALL TO ORDER AND ROLL CALL

The Water Executive Committee (WEC) met at a Special Meeting on January 30, 2025, having been legally noticed on January 24, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/83268733029>. Chair Gaska called the meeting to order at 5:00 p.m. Roll was taken with the following **Members Present:** Tim Prince, Tom Schoeneman, Juna Orozco, Douglas Crane, Gary Nevill, Devin Gordon, Jerry Cardoza, and Adam Gaska. **Staff Present:** Sean White, Ukiah Water Resources Director; Jared Walker, Redwood and Millview Water Districts General Manager; and Kristine Lawler, Clerk. **Also Present:** Phil Williams, Legal Counsel; Dan Buffalo, Finance Director; Olga Keough, Ukiah Finance Controller; and Lori Martin, Ukiah Billing and Customer Service Manager.

CHAIR GASKA PRESIDING.

2. APPROVAL OF MINUTES

a. Approval of the Minutes for the December 5, 2024, Regular Meeting.

Motion/Second: Crane/Shoeneman to approve the minutes for the December 5, 2024, Regular Meeting, with correction as discussed. Motion **carried** by the following roll call votes: AYES: Prince, Schoeneman, Orozco, Crane, Nevill, Gordon, Cardoza, and Gaska. NOES: None. ABSENT: None. ABSTAIN: None.

3. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comments were received.

4. NEW BUSINESS

a. Adoption of Resolution to Establish Standardized Dates, Fees, Charges, Penalties, and Deposit Amounts.

Presenter: Dan Buffalo, Finance Director.

Motion/Second: Shoeneman/Cardoza to adopt the resolution to establish the proposed standardized service charges, billing periods, and protocols for service initiation and termination. Motion **carried** by the following roll call votes: AYES: Prince, Schoeneman, Orozco, Crane, Nevill, Gordon, Cardoza, and Gaska. NOES: None. ABSENT: None. ABSTAIN: None.

5. UNFINISHED BUSINESS

No unfinished business was placed on the agenda.

6. ADMINISTRATIVE AND OPERATIONAL REPORT

a. Report on Status of Application for SAFER Planning Grant.

Presenters: Sean White, Ukiah Water Resources Director and Jared Walker, Redwood and Millview Water Districts General Manager.

Report was received.

b. Report on Expected Services Start Date of January 1, 2025, and Progress Report.

Presenters: Jared Walker, Redwood and Millview Water Districts General Manager; Sean White, Ukiah Water Resources Director.

Reports were received.

Member Consensus to remove this recurring item from the future agendas and conduct the reports under General Management Reports.

c. Report on Status of Secretary of State and State Controller Filing.

Presenter: Phil Williams, Legal Counsel.

Report was received.

d. General Management Report.

Presenter: Jared Walker, Redwood and Millview Water Districts General Manager.

Report was received.

e. Finance and Billing Report.

Presenters: Dan Buffalo, Finance Director; Sean White, Ukiah Water Resources Director; Jared Walker, Redwood and Millview Water Districts General Manager; Phil Williams, Legal Counsel; and Liz Patton, Willow Billing and Customer Service Manager.

Report was received and direction given to staff.

7. COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS

No announcements or reports were received.

8. SET NEXT MEETING DATE

Presenter: Sean White, Ukiah Water Resources Director.

Member Consensus to cancel the Regular meeting of February 6, 2025, and hold the next regularly scheduled meeting March 6, 2025, at 5:00 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 6:01 p.m.

CALPELLA COUNTY WATER DISTRICT

RESOLUTION NO. 2025-01

**RESOLUTION TO JOIN THE UKIAH VALLEY WATER AUTHORITY AND
AUTHORITY FOR PRESIDENT TO EXECUTE THE UKIAH VALLEY WATER
AUTHORITY JOINT EXERCISE OF POWERS AGREEMENT**

WHEREAS, the Calpella County Water District (the “District”) is a California County Water District, formed and operated pursuant to the County Water District Law (Gov. Code sections 30000 – 33901) created to administer, operate, and maintain the District’s facilities; and

WHEREAS, the District is governed by a five-member Board of Directors (the “Board”), and a quorum of three members of the Board is sufficient to act on behalf of the District; and

WHEREAS, the Ukiah Valley Water Authority (the “Water Authority”) is a Joint Exercise of Powers Authority, formed pursuant to the Joint Exercise of Powers Act (Government Code sections 6500, *et seq.*) created to administer, operate, and maintain its members’ water and sewer systems and combine those systems into combined systems; and

WHEREAS, the Water Authority is governed by a legislative body called the Water Executive Committee (the “Committee”), which is comprised of two representatives from each of its members; and

WHEREAS, Section 14 of the Joint Exercise of Powers Agreement (the “Agreement”) which creates the Waer Authority provides that a public agency, as that term is defined in the Joint Exercise of Powers Act, located in Mendocino County may become a party to the Agreement upon: 1) that party’s written resolution and execution of the Agreement and: 2) approval of the Water Executive Committee by written resolution; and

WHEREAS, the Board has reviewed the Agreement in its entirety and believes that joining the Water Authority is in the best interests of the District and its ratepayers; and

WHEREAS, the Board intends by this Resolution and the President’s execution of the Agreement to join the Water Authority.

NOW, THEREFORE, the Board of Directors of the Calpella County Water District hereby resolves:

1. The Board finds that the above Recitals are true and correct.
2. The Board authorizes and directs the President to sign the Ukiah Valley Water Authority Joint Exercise of Powers Agreement, with an effective date of the date of this Resolution, February 19, 2025.

3. The President and the Secretary are hereby authorized and directed to take such additional steps, and to execute such additional documents, as may be required or reasonably necessary to complete the action authorized by this Resolution.

PASSED AND ADOPTED this 19th day of February, 2025, in a duly noticed and open meeting of the Board of Directors by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Bogert, Baarsch, Bogert, Mahaffey
/
/
/

Steven A. Bogert
Steven Bogert, President
Calpella County Water District

Attest:

Kim Sawyer
Kim Sawyer, Secretary

**CERTIFICATE OF SECRETARY
OF THE
CALPELLA COUNTY WATER DISTRICT,
A California County Water District**

I, Kim Sawyer, do hereby certify that I am the duly authorized and appointed Secretary of the Calpella County Water District, a California County Water District (the "District"); that the following is a true and correct copy of that certain resolution duly adopted and approved by the Board of Directors, the legislative body of the District, on the 19th day of February, 2025; and that said resolution has not been modified or rescinded and remains in full force and effect as the date hereof:

IN WITNESS WHEREOF, I have executed this Certificate on this 19th day of February 2025.

Kim Sawyer
Secretary of the Calpella County Water District

UKIAH VALLEY WATER AUTHORITY

RESOLUTION NO. 2025-

RESOLUTION ADMITTING CALPELLA COUNTY WATER DISTRICT
TO THE UKIAH VALLEY WATER AUTHORITY

WHEREAS, the Ukiah Valley Water Authority (the “Water Authority”) is a Joint Exercise of Powers Authority, formed pursuant to the Joint Exercise of Powers Act (Government Code sections 6500, *et seq.*) created to administer, operate, and maintain its members’ water systems and combine those systems into a combined water system; and

WHEREAS, the Water Authority is governed by a legislative body called the Water Executive Committee (the “Committee”), which is comprised of two representatives from each of its members; and

WHEREAS, the Water Authority’s members immediately prior to the date of this Resolution are: Millview County Water District, Redwood Valley County Water District, the City of Ukiah, and Willow County Water District; and

WHEREAS, Section 14 provides for additional parties to join the Water Authority upon that Party’s written resolution and execution of the Water Authority’s Joint Exercise of Powers Agreement, and approval by the Committee by written resolution; and

WHEREAS, through Resolution No. 2025-01, Calpella County Water District’s Board of Directors has approved and executed the Water Authority’s Joint Exercise of Powers Agreement (the “Agreement”); and

WHEREAS, the Committee has reviewed Calpella County Water District’s Resolution No. 2025-01 and its execution of the Agreement; and

WHEREAS, the Committee desires to approve Calpella’s admittance into the Water Authority believing it to be in the best interests of the Water Authority.

NOW, THEREFORE, the Water Executive Committee of the Ukiah Valley Water Authority hereby resolves:

1. The Water Executive Committee finds that the above Recitals are true and correct.
2. The Water Executive Committee approves admitting Calpella County Water District as of the date of this Resolution.
3. The Chair and the Secretary, pursuant to Resolution No. 2024-01, are hereby authorized and directed to take such additional steps, and to execute such additional documents, as may be required or reasonably necessary to complete the action authorized by this Resolution.

PASSED AND ADOPTED this 6th day of March 2025, in a duly noticed and open meeting of the Water Executive Committee by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Adam Gaska, Chair
Ukiah Valley Water Authority

Attest:

Sean White, Secretary
Ukiah Valley Water Authority

**CERTIFICATE OF SECRETARY
OF THE
UKIAH VALLEY WATER AUTHORITY,
A California Joint Exercise of Powers Authority**

I, Sean White, do hereby certify that I am the duly authorized and appointed Secretary of the Ukiah Valley Water Authority, a California Joint Exercise of Powers Authority (the "Water Authority"); that the following is a true and correct copy of that certain resolution duly and unanimously adopted and approved by the Water Executive Committee, the legislative body of the Water Authority, on the 6th day of March, 2025; and that said resolution has not been modified or rescinded and remains in full force and effect as the date hereof:

IN WITNESS WHEREOF, I have executed this Certificate on this 6th day of March 2025.

Sean White, Secretary
Ukiah Valley Water Authority

CALPELLA COUNTY WATER DISTRICT

By: Steve A. Bogart
Steven Bogart, Board President

Attest:

Kim Sawyer
District Secretary



AGENDA SUMMARY REPORT

SUBJECT: Adoption of Resolution Authorizing the City of Ukiah City Manager to Execute a Professional Services Agreement with Hildebrand Consulting, LLC for the 2025 Comprehensive Joint Water Utilities Rate Study in an Amount not to Exceed \$147,750; and Authorizing the City Finance Director to Make Necessary Budget Adjustments.

DEPARTMENT: Finance

PREPARED BY: Dan Buffalo, Finance Director

Dan Buffalo, Finance Director; Sean White,

PRESENTER: Water Resources Director; Jared Walker, Water Resources Deputy Director

ATTACHMENTS:

None

Summary: The City of Ukiah, serving as the operational and administrative agency for the Ukiah Valley Water Authority (UVWA), is undertaking a comprehensive rate study for its water utilities. Hildebrand Consulting, LLC, has been selected to conduct this study in two phases: first, analyzing the financial needs and rate structures of the individual utilities, and second, developing a unified rate schedule for potential regional consolidation. The total cost for the study is \$147,750, with completion targeted for July 2025 rate adjustments. Approval of this agreement will ensure financial sustainability and equitable rate structures across the Ukiah Valley water utilities.

Background: The City of Ukiah, as the administrator and operator of multiple water utilities in the Ukiah Valley, seeks to conduct a comprehensive rate study that will analyze and establish financial plans for the City of Ukiah, Millview County Water District, Hopland Water District, Willow County Water District, and Redwood Valley County Water District. The City of Ukiah also serves as the operational and administrative agency for the Ukiah Valley Water Authority (UVWA), further supporting the need for a coordinated, region-wide approach to water utility rate setting and financial planning.

The last City of Ukiah water rate study was completed in 2020 by The Reed Group, with the final rate adjustment taking effect in July 2024. Additionally, Hildebrand Consulting completed studies for Willow and Redwood Valley in 2021 and Calpella in 2023. With the City's recent assumption of administrative responsibility for Millview, Willow, and Redwood Valley as of January 1, 2025, and potential future consolidation of Calpella, a joint rate study is warranted to ensure financial sustainability and rate equity across the utilities. Calpella will forgo a rate review at this time as their most recent study was just recently completed.

Discussion: Scope of Work

Hildebrand Consulting proposes a **two-phase approach**:

Phase 1 – Individual Rate Studies

- Develop **financial plans** for each utility, considering revenue needs, debt obligations, and capital improvement requirements.
- Conduct **cost allocation analysis** for City operational expenses.

- Prepare draft and final reports along with **Proposition 218 notices** for each service area.
- Present findings to the **Ukiah Valley Water Authority** and member agencies.
- **Phase 2 – Consolidated Rate Design**
 - Perform **cost-of-service analysis** to establish a unified rate schedule for the five utilities.
 - Evaluate financial impacts of potential **regional consolidation**.

Project Cost

Hildebrand Consulting proposes a **total cost of \$147,750**, allocated as follows:

- **Phase 1 (Individual Studies):** \$104,000
- **Phase 2 (Consolidated Rate Analysis):** \$43,750

The study costs will be allocated among the participating utilities, in accordance with established financial agreements.

Project Schedule

The consultant aims to complete **Phase 1** in time for **July 2025** rate adjustments. Timely execution of the contract and data submission by February 10, 2025, will be critical to meeting this timeline.

Fiscal Impact

Funding for the study will be shared among the five utilities and will be incorporated into each entity's operating budget. The estimated costs per agency are as follows:

- **City of Ukiah:** \$36,500
- **Millview County Water District:** \$32,500
- **Willow County Water District:** \$26,250
- **Hopland County Water District:** \$26,250
- **Redwood Valley County Water District:** \$26,250

The Hildebrand proposal and draft agreement are attached as Attachment 1 and Attachment 2 respectively.

Recommended Action: Adopt a resolution authorizing the Ukiah City Manager to execute a professional services agreement with Hildebrand Consulting, LLC, for the 2025 Comprehensive Joint Water Utilities Rate Study in an amount not to exceed \$147,750; and authorize the Finance Director to make necessary budget adjustments.