



**UKIAH VALLEY
WATER AUTHORITY**

**Willow County Water District
Special Meeting
AGENDA**

(to be held both at the physical and virtual locations below)

151 Laws Avenue ♦ Ukiah, CA 95482

To participate or view the virtual meeting, go to the following link: <https://us06web.zoom.us/j/84512727220>

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.

November 10, 2025 - 5:00 PM

1. CALL TO ORDER AND ROLL CALL

2. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

The Ukiah Valley Water Authority (UVWA) - Willow County Water District members welcome 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-Willow, located at 151 Laws Avenue, Ukiah, CA, 95482.

3. APPROVAL OF MINUTES

3.a. Approval of the October 23, 2025, WCWD Minutes.

Attachments:

1. 2025-10-23 WCWD Draft Minutes

4. FINANCIAL REPORTS

4.a. Review of August, September & October Financial Reports

4.b. Balance Sheet 2026 (3)

4.c. Year to Date Budget Report Munis

Attachments:

1. YTD Budget Report Munis
2. YTD Budget Report Munis cont. 2
3. YTD Budget Report Munis cont. 3
4. YTD Budget Report Munis cont. 4
5. YTD Budget Report Munis cont. 5

4.d. Willow Check Register July 2025

Attachments:

1. Check Register July 2025

4.e. Willow Check Register August 2025

Attachments:

1. Willow Check Register August 2025

- 4.f. Willow Check Register September 2025
Attachments:
1. Willow Check Register September 2025
2. Willow Check Register September 2025 cont.

5. NEW BUSINESS

- 5.a. Discussion and Possible Action Resolution 2025-01 A Resolution of the Board of Directors of the Willow County Water District to Change the Regular Board Meeting Time.
Recommended Action: Approve Resolution 2025-01; A Resolution of the Board of Directors of the Willow County Water District to Change the Regular Board Meeting Time.
Attachments:
1. Resolution No. 2025-01 WCWD

6. UNFINISHED BUSINESS

- 6.a. Consideration/Approval of Proposal of Terms by City of Ukiah for Purchase of Certain District Capital Assets
Attachments:
1. Term Sheet Willow Office Building 11-7-25
2. Term Sheet, Willow Vehicles and Equipment, 11-7-25

7. ADMINISTRATIVE AND OPERATIONAL REPORTS

- 7.a. Report on Eel-Russian Project Authority (ERPA)
7.b. Report on Water Districts' Projects
7.c. Report on Ukiah Valley Water Authority (UVWA)

8. COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS

9. SET NEXT MEETING DATE

- 9.a. Discussion and Consideration of Scheduling of Next Meeting Date with Meeting to be Held at the Water District Conference Room, 151 Laws Avenue, Ukiah, CA, 95482, at 5:00 p.m. December 8, 2025.
Recommended Action: Discuss and get consensus to hold the next regular meeting on December 8, 2025, or another day of the Members' choosing.

10. ADJOURNMENT

Please be advised that the Ukiah Valley Water Authority (UVWA)-Willow County Water District (WCWD) 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-WCWD 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-WCWD Board 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 2370 Webb Ranch Road, Redwood Valley, California; not less than 24 hours prior to the meeting set forth on this agenda.

Signed: Kim Saylor, Deputy Clerk
Dated: November 7, 2025



WILLOW COUNTY WATER DISTRICT MINUTES
Special Meeting
WATER DISTRICT OFFICE CONFERENCE ROOM
151 Laws Avenue, Ukiah, CA 95482
Virtual Meeting Link: <https://us06web.zoom.us/j/84512727220>

October 23, 2025
6:30 p.m.

1. CALL TO ORDER AND ROLL CALL

The Willow County Water District (WCWD) Board of Directors met at a Special Meeting on October 23, 2025, having been legally noticed on October 17, 2025. The meeting was held in person and virtually at the following link: <https://us06web.zoom.us/j/84512727220>. President Nevill called the meeting to order at 6:30 p.m. Roll was taken with the following **Directors Present:** Devin Gordon, Mike Hildreth, and Gary Nevill; one seat is currently vacant. **Director Absent:** Ross Larue. **Staff Present:** Jared Walker, MCWD General Manager; and Kristine Lawler, Ukiah City Clerk.

PRESIDENT NEVILL PRESIDING.

URGENCY ITEM:

Motion/Second: Hildreth/Gordon to approve an urgency item due to timelines and place as agenda item 3d. Motion **carried** by the following roll call votes: AYES: Gordon, Hildreth, and Nevill. NOES: None. ABSENT: Larue. ABSTAIN: None.

2. APPROVAL OF MINUTES

a. Approval of the Minutes for the September 8, 2025, MCWD Regular Meeting.

Motion/Second: Gordon/Hildreth to approve the minutes for the September 8, 2025, MCWD Regular Meeting, as submitted. Motion **carried** by the following roll call votes: AYES: Gordon, Hildreth, and Nevill. NOES: None. ABSENT: Larue. ABSTAIN: None.

3. NEW BUSINESS

Director Consensus to hear agenda item 3b and 3c out of order.

b. Consideration/Approval of 2024-2025 Willow Audit.

Presenters: Jared Walker, MCWD General Manager and Dan Buffalo, City of Ukiah Finance Director.

No public comment was received.

Motion/Second: Hildreth/Gordon to approve the 2024-2025 Willow Audit. Motion **carried** by the following roll call votes: AYES: Gordon, Hildreth, and Nevill. NOES: None. ABSENT: Larue. ABSTAIN: None.

c. Consideration/Approval of Proposal of Terms by City of Ukiah for Purchase of Certain District Capital Assets.

Presenter: Dan Buffalo, City of Ukiah Finance Director.

No public comment was received.

Motion/Second: Hildreth/Gordon to approve a straight purchase [sale of all assets]. Motion **carried** by the following roll call votes: AYES: Gordon, Hildreth, and Nevill. NOES: None. ABSENT: Larue. ABSTAIN: None.

Direction was given to Staff to draft a purchase agreement and bring back to the November 10, 2025, regular meeting.

a. Consideration/Approval of Rate Study — Presentation by Mark Hildebrand.

Presenter: Mark Hildebrand, Hildebrand Consulting.

A PowerPoint presentation was received.

No public comment was received.

Motion/Second: Gordon/Hilbreth to accept the rate study as amended*. Motion **carried** by the following roll call votes: AYES: Gordon, Hildreth, and Nevill. NOES: None. ABSENT: Larue. ABSTAIN: None.

**Amended rate increase schedule as discussed: 2026 = 20%, 2027 = 4%, 2028 = 12%, = 2029 = 12%, 2030 = 12%, 2031 = 5%, 2032 = 5%, 2033 = 5%, 2034 = 5%, 2035 = 5%.*

c. Continued Discussion - Consideration/Approval of Proposal of Terms by City of Ukiah for Purchase of Certain District Capital Assets.

Directors continued discussion for agenda item 4c.

d. URGENCY ITEM: Consideration of Approval to Purchase a Variable Frequency Drive (VFD) for the Burke Hill Well Site, in the Amount of \$33, 959.84.

Presenter: Jared Walker, MCWD General Manager.

No public comment was received.

Motion/Second: Hildreth/Gordon to approve purchase of a Variable Frequency Drive (VFD) for the Burke Hill Well Site in the amount of \$33,959.84. Motion carried by the following roll call votes: AYES: Gordon, Hildreth, and Nevill. NOES: None. ABSENT: Larue. ABSTAIN: None.

4. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

No public comment was received.

5. UNFINISHED BUSINESS

c. Report on Ukiah Valley Water Authority (UVWA). (Discussed out of order)

Presenter: Jared Walker, MCWD General Manager.

Report was received.

a. Report on Eel-Russian Project Authority (ERPA). (Discussed out of order)

No report was given; discussion held.

b. Report on Local Water District Projects.

Presenter: Jared Walker, MCWD General Manager.

Report was received.

6. ADMINISTRATIVE AND OPERATIONAL REPORT

a. General Management Report.

Presenter: Jared Walker, MCWD General Manager.

Discussion was held.

7. COMMITTEE MEMBER ANNOUNCEMENTS AND REPORTS

Item was skipped due to time constraints.

8. SET NEXT MEETING DATE

a. Discussion and Consideration of Scheduling of Next Meeting Date with Meeting to be Held at the Water District Conference Room, 151 Laws Avenue, Ukiah, CA 95482, at 6:30 p.m.

Presenter: Jared Walker, MCWD General Manager.

Member Consensus to schedule the next meeting of November 10, 2025, at 5:00 p.m., and direct Staff to schedule the next meeting as a special meeting due to the time difference, and place an item on the agenda to change the regular meeting start time to 5:00 p.m.

9. ADJOURNMENT

There being no further business, the meeting adjourned at 8:18 p.m.

Kristine Lawler, CMC/CPMC

BALANCE SHEET FOR 2026 3

FUND: 932 WILLOW WATER DISTRICT OPERAT			NET CHANGE FOR PERIOD	ACCOUNT BALANCE
ASSETS				
93200000	10101	POOLED CASH	-387,063.66	-417,132.15
93200000	10102	PETTY CASH CASHIER	.00	250.00
93200000	10220	LAIF	.00	397,868.83
93200000	10250	SAVINGS BANK OF MENDOCINO COUN	51,209.58	672,359.57
93200000	10252	SAVINGS BANK PAYROLL ACCOUNT	.00	101.88
93200000	10254	SAVINGS BANK CAPITAL PROJ ACC	.00	162,908.42
93200000	10301	PRE-PAID POSTAGE	.00	2,646.49
93200000	10410	ACCOUNTS RECEIVABLE	-16,550.22	.00
93200000	10420	UTILITY RECEIVABLES	-2,575.80	80,017.98
TOTAL ASSETS			-354,980.10	899,021.02
LIABILITIES				
93200000	20100	ACCOUNTS PAYABLE	7,616.89	-117.72
93200000	21010	DEFERRED REVENUE	.00	-162,754.52
93200000	21110	CUSTOMER DEPOSITS	-100.00	-24,682.00
TOTAL LIABILITIES			7,516.89	-187,554.24
FUND BALANCE				
93200000	30001	ENCUMBRANCE CONTROL	-8,750.00	19,250.00
93200000	30002	ENCUMBRANCES - BUDGET FB RESER	8,750.00	-19,250.00
93200000	30005	REVENUE CONTROL	-97,480.38	-269,694.91
93200000	30006	EXPENDITURE CONTROL	444,943.59	507,424.91
93200000	30007	FUND BALANCE	.00	-949,196.78
TOTAL FUND BALANCE			347,463.21	-711,466.78
TOTAL LIABILITIES + FUND BALANCE			354,980.10	-899,021.02

** END OF REPORT - Generated by Olga Keough **

YEAR-TO-DATE BUDGET REPORT HTTPS://MUNISAT

FOR 2026 03								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
932 WILLOW WATER DISTRICT OPERAT								
55221 WATER	43,990	0	43,990	.00	.00	43,990.00	.0%	
TOTAL UNDEFINED CHAR	43,990	0	43,990	.00	.00	43,990.00	.0%	
44 CHARGES FOR SERVICE								
44254 RECONNECT CHARGE	0	0	0	-250.00	.00	250.00	100.0%	
44257 DELINQUENT NOTICE CHARGES	0	0	0	-1,339.35	.00	1,339.35	100.0%	
44258 48 HOUR NOTICE CHARGES	0	0	0	-720.00	.00	720.00	100.0%	
44741 IRRIGATION WATER USAGE	-38,984	0	-38,984	-20,389.79	.00	-18,594.21	52.3%	
44742 DOMESTIC WATER USAGE	-348,590	0	-348,590	-121,883.02	.00	-226,706.98	35.0%	
44766 SERVICE CHARGES	-355	0	-355	-90.00	.00	-265.00	25.4%	
44768 BACKFLOW PREVENTION	-2,610	0	-2,610	-2,790.00	.00	180.00	106.9%	
44774 FIRE SERVICE - WATER	0	0	0	-432.00	.00	432.00	100.0%	
44777 SERVICE CONNECTION CHARGE	-5,000	0	-5,000	.00	.00	-5,000.00	.0%	
44778 RESIDENTIAL WATER BASE CHARGE	-316,201	0	-316,201	-76,846.80	.00	-239,354.20	24.3%	
44779 IRRIGATION WATER BASE CHARGE	-23,537	0	-23,537	-5,837.13	.00	-17,699.87	24.8%	
44780 COMMERCIAL WATER BASE CHARGE	-59,803	0	-59,803	-12,669.27	.00	-47,133.73	21.2%	
44781 COMMERCIAL WATER USAGE CHARGE	-72,072	0	-72,072	-22,192.75	.00	-49,879.25	30.8%	
TOTAL CHARGES FOR SERVICE	-867,152	0	-867,152	-265,440.11	.00	-601,711.89	30.6%	
46 RENTS & LEASES								
46741 OTHER RENTAL	-7,200	0	-7,200	.00	.00	-7,200.00	.0%	
TOTAL RENTS & LEASES	-7,200	0	-7,200	.00	.00	-7,200.00	.0%	
48 OTHER								
48110 MISCELLANEOUS RECEIPTS	-5,000	0	-5,000	-4,171.19	.00	-828.81	83.4%	
TOTAL OTHER	-5,000	0	-5,000	-4,171.19	.00	-828.81	83.4%	
49 INTEREST EARNINGS								

YEAR-TO-DATE BUDGET REPORT HTTPS://MUNISAT

FOR 2026 03									
ACCOUNTS FOR:	WILLOW WATER DISTRICT OPERAT	ORIGINAL APPROP	TRANSFERS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/ COL	
46110	INTEREST ON INVESTMENTS	-21,207	0	-21,207	-83.61	.00	-21,123.39	.4%	
	TOTAL INTEREST EARNINGS	-21,207	0	-21,207	-83.61	.00	-21,123.39	.4%	
51 PERSONNEL									
51211	PERS UNFUNDED LIABILITY	0	0	0	19,394.00	.00	-19,394.00	100.0%	
51250	UNEMPLOYMENT	0	0	0	5,133.00	.00	-5,133.00	100.0%	
	TOTAL PERSONNEL	0	0	0	24,527.00	.00	-24,527.00	100.0%	
52 OTHER OPERATING									
52100	CONTRACTUAL SERVICES	34,600	0	34,600	22,113.46	19,250.00	-6,763.46	119.5%	
52115	PERFORMANCE AGREEMENTS	302,660	0	302,660	88,470.81	.00	214,189.19	29.2%	
52150	LEGAL SERVICES/EXPENSES	15,000	0	15,000	.00	.00	15,000.00	.0%	
52521	LIABILITY INSURANCE PREMIUM	32,000	0	32,000	32,313.09	.00	-313.09	101.0%	
52524	PROPERTY INSURANCE PREMIUM	0	0	0	1,409.43	.00	-1,409.43	100.0%	
54100	SUPPLIES	70,800	0	70,800	9,616.26	.00	61,183.74	13.6%	
54103	LAB SUPPLIES	46,835	0	46,835	.00	.00	46,835.00	.0%	
54330	COMPUTER AND TECHNOLOGY	0	0	0	3,210.72	.00	-3,210.72	100.0%	
55100	TELEPHONE	0	0	0	169.86	.00	-169.86	100.0%	
55200	PG&E	187,268	0	187,268	71,109.76	.00	116,158.24	38.0%	
55210	UTILITIES	0	0	0	39.36	.00	-39.36	100.0%	
56120	EQUIPMENT MAINTENANCE & REPAIR	7,710	0	7,710	.00	.00	7,710.00	.0%	
56130	EXTERNAL SERVICES	0	0	0	81.50	.00	-81.50	100.0%	
56210	FUEL & FLUIDS	0	0	0	6,287.25	.00	-6,287.25	100.0%	
57300	MEMBERSHIPS & SUBSCRIPTIONS	37,700	0	37,700	4,631.83	.00	33,068.17	12.3%	
58202	CHEMICALS	0	0	0	3,146.64	.00	-3,146.64	100.0%	
59101	FEES	13,391	0	13,391	.00	.00	13,391.00	.0%	
59108	BANK FEES	0	0	0	992.94	.00	-992.94	100.0%	
	TOTAL OTHER OPERATING	747,964	0	747,964	243,592.91	19,250.00	485,121.09	35.1%	
60 INTERNAL SERVICE USE									
61200	PURCHASING ALLOCATION	10,240	0	10,240	.00	.00	10,240.00	.0%	
61300	BILLING & COLLECTION ALLOCATI	12,802	0	12,802	.00	.00	12,802.00	.0%	
	TOTAL INTERNAL SERVICE USE	23,042	0	23,042	.00	.00	23,042.00	.0%	

YEAR-TO-DATE BUDGET REPORT [HTTPS://MUNISAT](https://munisat)

FOR 2026 03								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
932 WILLOW WATER DISTRICT OPERAT								
62 ADMIN AND OVERHEAD								
62100 ADMIN & OVERHEAD ALLOCATION	32,892	0	32,892	.00	.00	32,892.00	.0%	
TOTAL ADMIN AND OVERHEAD	32,892	0	32,892	.00	.00	32,892.00	.0%	
80 CAPITAL OUTLAY								
80230 INFRASTRUCTURE	0	0	0	239,305.00	.00	-239,305.00	100.0%	
TOTAL CAPITAL OUTLAY	0	0	0	239,305.00	.00	-239,305.00	100.0%	
TOTAL WILLOW WATER DISTRICT OPERAT	-52,671	0	-52,671	237,730.00	19,250.00	-309,651.00	-487.9%	
TOTAL REVENUES	-900,559	0	-900,559	-269,694.91	.00	-630,864.09		
TOTAL EXPENSES	847,888	0	847,888	507,424.91	19,250.00	321,213.09		



YEAR-TO-DATE BUDGET REPORT [HTTPS://MUNISAT](https://munisat)

FOR 2026 03							
	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-52,671	0	-52,671	237,730.00	19,250.00	-309,651.00	-487.9%
** END OF REPORT - Generated by Olga Keough **							

YEAR-TO-DATE BUDGET REPORHTTPTS://MUNISAT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORHTTPTS://MUNISAT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2021/ 1
 To Yr/Per: 2021/ 1
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2026/ 3
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria
 Field Name Field Value
 Org 932*
 Object
 Project
 Rollup code
 Account type
 Account status

Vendor's Name Willow Water District Check Register for July 2025

Invoice number	Description	Account number	Account description	Total amount
875108535X071425	VOICE & DATA CELL PHONES	93227610-55100	TELEPHONE	\$18.40
CL47330	FUEL CARD CHARGES AS NEEDED	93227600-56210	FUEL & FLUIDS	\$703.74
CL47187	FUEL CARD CHARGES AS NEEDED	93227600-56210	FUEL & FLUIDS	\$805.46
			Total	1,527.60

Willow Water District Check Register for August 2025

Vendor's Name	Invoice number	Description	Account number	Account description	Total amount
ALPHA ANALYTICAL LABORATORIES INC	5077700-WILLOW	MISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
ALPHA ANALYTICAL LABORATORIES INC	5078847-WILLOW	MISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
ALPHA ANALYTICAL LABORATORIES INC	5074573-WILLOW	MISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
AT&T	23816927 WCWD ADMIN PHONE		93227600-55100	TELEPHONE	\$63.16
AT&T MOBILITY	875108535X081425VOICE & DATA CELL PHONES		93227610-55100	TELEPHONE	\$18.40
BADGER METER INC	80206356 BEACON MBL HOSTING SERV UNIT, ORION CELL LTE SERV		93227620-54100	SUPPLIES	\$218.90
COMCAST	7309 JUL 25 INTERNET SERVICES		93227600-55210	UTILITIES	\$9.87
GEMINI GROUP LLC	1071 CCR MANAGEMENT SERVICES WCWD		93227600-52100	CONTRACTUAL SERVICES	\$4,420.00
HD SUPPLY INC	INV00770642 41 GPD: 250 PSI PULATRON SERIES PUMP, KOPKIT		93227620-54100	SUPPLIES	\$2,099.87
LACO ASSOCIATES	7606.06 WCWD: WATERING SYSTEM MAPPING		93227600-52100	CONTRACTUAL SERVICES	\$5,647.50
MICHAEL A CELENTANO CPA	5827 AUDIT: WILLOW COUNTY WATER DISTRICT		93227600-52100	CONTRACTUAL SERVICES	\$960.00
PAGE SUPPLY CORPORATION	210715940 PVC PIPE, COUPLING, ELL, ADAPTER, WELD ON, BALL VA		93227610-54100	SUPPLIES	\$156.78
PAGE SUPPLY CORPORATION	210661405 B12 BOX CONCRETE		93227620-54100	SUPPLIES	\$60.29
PAGE SUPPLY CORPORATION	210677931 MEGALUG ACCT SET 2008 PE EBAA		93227620-54100	SUPPLIES	\$119.20
PAGE SUPPLY CORPORATION	210691428 M1*IPS TAPPED CAP AC, BUSHING GALV MALL, GALV NIPP		93227620-54100	SUPPLIES	\$236.73
PAGE SUPPLY CORPORATION	210681920 ULTRA FLEX CPLG FORD		93227620-54100	SUPPLIES	\$1,070.75
PAGE SUPPLY CORPORATION	210682699 ULTRA FLEX CPLG FORD		93227620-54100	SUPPLIES	\$2,966.10
REDWOOD WASTE SOLUTIONS INC	177036657U039 GARBAGE SERVICES: 151 LAWS AVE		93227600-55210	UTILITIES	\$29.49
RINEHART OIL INC	CL47473 FUEL CARD CHARGES AS NEEDED		93227600-56210	FUEL & FLUIDS	\$252.91
RINEHART OIL INC	CL47625 FUEL CARD CHARGES AS NEEDED		93227600-56210	FUEL & FLUIDS	\$261.39
RINEHART OIL INC	CL47764 FUEL CARD CHARGES AS NEEDED		93227600-56210	FUEL & FLUIDS	\$343.16
SOLID WASTES SYSTEMS INC	5489D035 MISC DUMP FEES		93227600-52100	CONTRACTUAL SERVICES	\$57.40
SOLID WASTES SYSTEMS INC	5356D035 MISC. DUMP FEES: WCWD		93227610-54100	SUPPLIES	\$26.00
Total for August					19,182.90

Willow Water District Check Register for September 2025

Vendor's Name	Invoice number	Description	Account number	Account description	Total amount
AFELIXGENERALENGINEERING INC		1 CANYON DR WATER MAIN REPLACEMENT PROJECT	93227600-80230	INFRASTRUCTURE	\$48,098.50
AFELIXGENERALENGINEERING INC		2 CANYON DR WATER MAIN REPLACEMENT PROJECT	93227600-80230	INFRASTRUCTURE	\$191,206.50
ALPHA ANALYTICAL LABORATORIES INC	5083759-	WILLOWMISC. LABORATORY WORK AS NEEDE	93227610-52100	CONTRACTUAL SERVICES	\$55.00
ALPHA ANALYTICAL LABORATORIES INC	5087977-	WILLOWMISC. LABORATORY WORK AS NEEDE	93227610-52100	CONTRACTUAL SERVICES	\$110.00
ALPHA ANALYTICAL LABORATORIES INC	5086755-	WILLOWMISC. LABORATORY WORK AS NEEDE	93227610-52100	CONTRACTUAL SERVICES	\$135.00
ALPHA ANALYTICAL LABORATORIES INC	5083761-	WILLOWMISC. LABORATORY WORK AS NEEDE	93227610-52100	CONTRACTUAL SERVICES	\$240.00
AT&T MOBILITY	875108535X091425	VOICE & DATA CELL PHONES	93227610-55100	TELEPHONE	\$18.40
BADGER METER INC	80209407	BEACON MBL HOST SERV UNIT, ORION CELL LTE SERV UNI	93227620-52100	CONTRACTUAL SERVICES	\$218.90
BENJAMIN H HAMPTON		9958 INSTALL NETWORK RACK, RUN CAT6 DATA CABLES, WIFI	93227600-54330	COMPUTER TECHNOLOGY	\$1,888.06
BLUETRITON BRANDS INC	05H8720143776	WATER SERVICES	93227600-54100	SUPPLIES	\$26.05
CDW GOVERNMENT INC	AF2WQ3R	HP LASERJET ENTERPRISE	93227600-54330	COMPUTER TECHNOLOGY	\$1,319.33
DUANE MORRIS LLP		3333537 WATER ISSUES, SERVICE CALL	93227600-52100	CONTRACTUAL SERVICES	\$1,552.50
FRIEDMANS HOME IMPROVEMENT	INV20688346	RUST-OLEUM SPRAY	93227620-54100	SUPPLIES	\$14.00
HILDEBRAND CONSULTING LLC		750 JOINT WATER UTILITIES RATE STU	93227600-52100	CONTRACTUAL SERVICES	\$3,500.00
HILDEBRAND CONSULTING LLC		743 JOINT WATER UTILITIES RATE STU	93227600-52100	CONTRACTUAL SERVICES	\$5,250.00
LAFCO-LOCAL AGENCY FORMATION COMMISSION		2653 ANNUAL SHARE OF COST LAFCO 25/26	93227600-57300	MEMBERSHIPS & SUBSCRIPTIONS	\$4,631.83
MENDO MILL & LUMBER CO	40859/1	PURELIFE DISTALL WATER 1 GAL	93227620-54100	SUPPLIES	\$3.11
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PUBLIC SERVICE DEPARTMENT		9479 SERVICE CHARGES FOR WILLOW COUNTY WATER DISTRICT	93227600-52115	PERFORMANCE AGREEMENTS	\$6,055.48
PUBLIC SERVICE DEPARTMENT		9486 SERVICE CHARGES FOR WILLOW COUNTY WATER DISTRICT	93227600-52115	PERFORMANCE AGREEMENTS	\$6,055.48
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PUBLIC SERVICE DEPARTMENT		9507 SERVICE CHARGES FOR WILLOW COUNTY WATER DISTRICT	93227610-52115	PERFORMANCE AGREEMENTS	\$23,434.79
PUBLIC SERVICE DEPARTMENT		9513 SERVICE CHARGES FOR WILLOW COUNTY WATER DISTRICT	93227610-52115	PERFORMANCE AGREEMENTS	\$23,434.79
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RINEHART OIL INC	CL48055	FUEL CARD CHARGES AS NEEDED	93227600-56210	FUEL & FLUIDS	\$252.44
RINEHART OIL INC	CL47909	FUEL CARD CHARGES AS NEEDED	93227600-56210	FUEL & FLUIDS	\$304.80

SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	78243 PROPERTY LIABILITY PACKAGE PROGRAM INVOICE	93227600-52521	LIABILITY INSURANCE PREMIUM	\$32,313.09
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	78243 PROPERTY LIABILITY PACKAGE PROGRAM INVOICE	93227600-52524	PROPERTY INSURANCE PREMIUM	\$1,409.43

Total for September 388,692.71

YEAR-TO-DATE BUDGET REPORT HTTPS://MUNISAT

FOR 2026 03									
ACCOUNTS FOR:	ORIGINAL	TRANSFRS/	REVISED			AVAILABLE	PCT		
932 WILLOW WATER DISTRICT OPERAT	APPROP	ADJUSTMTS	BUDGET	YTD ACTUAL	ENCUMBRANCES	BUDGET	USE/COL		
55221 WATER	43,990	0	43,990	.00	.00	43,990.00	.0%		
TOTAL UNDEFINED CHAR	43,990	0	43,990	.00	.00	43,990.00	.0%		
44 CHARGES FOR SERVICE									
44254 RECONNECT CHARGE	0	0	0	-250.00	.00	250.00	100.0%		
44257 DELINQUENT NOTICE CHARGES	0	0	0	-1,339.35	.00	1,339.35	100.0%		
44258 48 HOUR NOTICE CHARGES	0	0	0	-720.00	.00	720.00	100.0%		
44741 IRRIGATION WATER USAGE	-38,984	0	-38,984	-20,389.79	.00	-18,594.21	52.3%		
44742 DOMESTIC WATER USAGE	-348,590	0	-348,590	-121,883.02	.00	-226,706.98	35.0%		
44766 SERVICE CHARGES	-355	0	-355	-90.00	.00	-265.00	25.4%		
44768 BACKFLOW PREVENTION	-2,610	0	-2,610	-2,790.00	.00	180.00	106.9%		
44774 FIRE SERVICE - WATER	0	0	0	-432.00	.00	432.00	100.0%		
44777 SERVICE CONNECTION CHARGE	-5,000	0	-5,000	.00	.00	-5,000.00	.0%		
44778 RESIDENTIAL WATER BASE CHARGE	-316,201	0	-316,201	-76,846.80	.00	-239,354.20	24.3%		
44779 IRRIGATION WATER BASE CHARGE	-23,537	0	-23,537	-5,837.13	.00	-17,699.87	24.8%		
44780 COMMERCIAL WATER BASE CHARGE	-59,803	0	-59,803	-12,669.27	.00	-47,133.73	21.2%		
44781 COMMERCIAL WATER USAGE CHARGE	-72,072	0	-72,072	-22,192.75	.00	-49,879.25	30.8%		
TOTAL CHARGES FOR SERVICE	-867,152	0	-867,152	-265,440.11	.00	-601,711.89	30.6%		
46 RENTS & LEASES									
46741 OTHER RENTAL	-7,200	0	-7,200	.00	.00	-7,200.00	.0%		
TOTAL RENTS & LEASES	-7,200	0	-7,200	.00	.00	-7,200.00	.0%		
48 OTHER									
48110 MISCELLANEOUS RECEIPTS	-5,000	0	-5,000	-4,171.19	.00	-828.81	83.4%		
TOTAL OTHER	-5,000	0	-5,000	-4,171.19	.00	-828.81	83.4%		
49 INTEREST EARNINGS									

YEAR-TO-DATE BUDGET REPORT [HTTPS://MUNISAT](https://munisat)

FOR 2026 03								
ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT	
932 WILLOW WATER DISTRICT OPERAT	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USE/	COL
46110 INTEREST ON INVESTMENTS	-21,207	0	-21,207	-83.61	.00	-21,123.39	.4%	
TOTAL INTEREST EARNINGS	-21,207	0	-21,207	-83.61	.00	-21,123.39	.4%	
51 PERSONNEL								
51211 PERS UNFUNDED LIABILITY	0	0	0	19,394.00	.00	-19,394.00	100.0%	
51250 UNEMPLOYMENT	0	0	0	5,133.00	.00	-5,133.00	100.0%	
TOTAL PERSONNEL	0	0	0	24,527.00	.00	-24,527.00	100.0%	
52 OTHER OPERATING								
52100 CONTRACTUAL SERVICES	34,600	0	34,600	22,113.46	19,250.00	-6,763.46	119.5%	
52115 PERFORMANCE AGREEMENTS	302,660	0	302,660	88,470.81	.00	214,189.19	29.2%	
52150 LEGAL SERVICES/EXPENSES	15,000	0	15,000	.00	.00	15,000.00	.0%	
52521 LIABILITY INSURANCE PREMIUM	32,000	0	32,000	32,313.09	.00	-313.09	101.0%	
52524 PROPERTY INSURANCE PREMIUM	0	0	0	1,409.43	.00	-1,409.43	100.0%	
54100 SUPPLIES	70,800	0	70,800	9,616.26	.00	61,183.74	13.6%	
54103 LAB SUPPLIES	46,835	0	46,835	.00	.00	46,835.00	.0%	
54330 COMPUTER AND TECHNOLOGY	0	0	0	3,210.72	.00	-3,210.72	100.0%	
55100 TELEPHONE	0	0	0	169.86	.00	-169.86	100.0%	
55200 PG&E	187,268	0	187,268	71,109.76	.00	116,158.24	38.0%	
55210 UTILITIES	0	0	0	39.36	.00	-39.36	100.0%	
56120 EQUIPMENT MAINTENANCE & REPAI	7,710	0	7,710	.00	.00	7,710.00	.0%	
56130 EXTERNAL SERVICES	0	0	0	81.50	.00	-81.50	100.0%	
56210 FUEL & FLUIDS	0	0	0	6,287.25	.00	-6,287.25	100.0%	
57300 MEMBERSHIPS & SUBSCRIPTIONS	37,700	0	37,700	4,631.83	.00	33,068.17	12.3%	
58202 CHEMICALS	0	0	0	3,146.64	.00	-3,146.64	100.0%	
59101 FEES	13,391	0	13,391	.00	.00	13,391.00	.0%	
59108 BANK FEES	0	0	0	992.94	.00	-992.94	100.0%	
TOTAL OTHER OPERATING	747,964	0	747,964	243,592.91	19,250.00	485,121.09	35.1%	
60 INTERNAL SERVICE USE								
61200 PURCHASING ALLOCATION	10,240	0	10,240	.00	.00	10,240.00	.0%	
61300 BILLING & COLLECTION ALLOCATI	12,802	0	12,802	.00	.00	12,802.00	.0%	
TOTAL INTERNAL SERVICE USE	23,042	0	23,042	.00	.00	23,042.00	.0%	



YEAR-TO-DATE BUDGET REPORT [HTTPS://MUNISAT](https://munisat)

FOR 2026 03								
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
932 WILLOW WATER DISTRICT OPERAT								
62 ADMIN AND OVERHEAD								
62100 ADMIN & OVERHEAD ALLOCATION	32,892	0	32,892	.00	.00	32,892.00	.0%	
TOTAL ADMIN AND OVERHEAD	32,892	0	32,892	.00	.00	32,892.00	.0%	
80 CAPITAL OUTLAY								
80230 INFRASTRUCTURE	0	0	0	239,305.00	.00	-239,305.00	100.0%	
TOTAL CAPITAL OUTLAY	0	0	0	239,305.00	.00	-239,305.00	100.0%	
TOTAL WILLOW WATER DISTRICT OPERAT	-52,671	0	-52,671	237,730.00	19,250.00	-309,651.00	-487.9%	
TOTAL REVENUES	-900,559	0	-900,559	-269,694.91	.00	-630,864.09		
TOTAL EXPENSES	847,888	0	847,888	507,424.91	19,250.00	321,213.09		

YEAR-TO-DATE BUDGET REPORT HTTPS://MUNISAT

FOR 2026 03							
	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	-52,671	0	-52,671	237,730.00	19,250.00	-309,651.00	-487.9%
** END OF REPORT - Generated by Olga Keough **							

YEAR-TO-DATE BUDGET REPORHTTPTS://MUNISAT

REPORT OPTIONS

Sequence	Field #	Total	Page Break
Sequence 1	1	Y	Y
Sequence 2	10	Y	N
Sequence 3	11	Y	N
Sequence 4	0	N	N

Report title:
YEAR-TO-DATE BUDGET REPORHTTPTS://MUNISAT

Includes accounts exceeding 0% of budget.
 Print totals only: Y
 Print Full or Short description: F
 Print full GL account: N
 Format type: 1
 Double space: N
 Suppress zero bal accts: Y
 Include requisition amount: N
 Print Revenues-Version headings: N
 Print revenue as credit: Y
 Print revenue budgets as zero: N
 Include Fund Balance: N
 Print journal detail: N
 From Yr/Per: 2021/ 1
 To Yr/Per: 2021/ 1
 Include budget entries: Y
 Incl encumb/liq entries: Y
 Sort by JE # or PO #: J
 Detail format option: 1
 Include additional JE comments: N
 Multiyear view: D
 Amounts/totals exceed 999 million dollars: N

Year/Period: 2026/ 3
 Print MTD Version: N
 Roll projects to object: N
 Carry forward code: 1

Find Criteria
 Field Name Field Value
 Org 932*
 Object
 Project
 Rollup code
 Account type
 Account status

Vendor's Name Willow Water District Check Register for July 2025

Invoice number

Description

Account number

Account description

Total amount

Vendor's Name	Invoice number	Description	Account number	Account description	Total amount
AT&T MOBILITY	875108535X071425	VOICE & DATA CELL PHONES	93227610-55100	TELEPHONE	\$18.40
RNEHART OIL INC	CL47330	FUEL CARD CHARGES AS NEEDED	93227600-56210	FUEL & FLUIDS	\$703.74
RNEHART OIL INC	CL47187	FUEL CARD CHARGES AS NEEDED	93227600-56210	FUEL & FLUIDS	\$805.46
				Total	1,527.60

Willow Water District Check Register for August 2025

Vendor's Name	Invoice number	Description	Account number	Account description	Total amount
ALPHA ANALYTICAL LABORATORIES INC	5077700-WILLOW	MISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
ALPHA ANALYTICAL LABORATORIES INC	5078847-WILLOW	MISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
ALPHA ANALYTICAL LABORATORIES INC	5074573-WILLOW	MISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
AT&T	23816927 WCWD ADMIN PHONE		93227600-55100	TELEPHONE	\$63.16
AT&T MOBILITY	875108535X081425VOICE & DATA CELL PHONES		93227610-55100	TELEPHONE	\$18.40
BADGER METER INC	80206356 BEACON MBL HOSTING SERV UNIT, ORION CELL LTE SERV		93227620-54100	SUPPLIES	\$218.90
COMCAST	7309 JUL 25 INTERNET SERVICES		93227600-55210	UTILITIES	\$9.87
GEMINI GROUP LLC	1071 CCR MANAGEMENT SERVICES WCWD		93227600-52100	CONTRACTUAL SERVICES	\$4,420.00
HD SUPPLY INC	INV00770642 41 GPD: 250 PSI PULATRON SERIES PUMP, KOPKIT		93227620-54100	SUPPLIES	\$2,099.87
LACO ASSOCIATES	7606.06 WCWD: WATERING SYSTEM MAPPING		93227600-52100	CONTRACTUAL SERVICES	\$5,647.50
MICHAEL A CELENTANO CPA	5827 AUDIT: WILLOW COUNTY WATER DISTRICT		93227600-52100	CONTRACTUAL SERVICES	\$960.00
PAGE SUPPLY CORPORATION	210715940 PVC PIPE, COUPLING, ELL, ADAPTER, WELD ON, BALL, VA		93227610-54100	SUPPLIES	\$156.78
PAGE SUPPLY CORPORATION	210661405 B12 BOX CONCRETE		93227620-54100	SUPPLIES	\$60.29
PAGE SUPPLY CORPORATION	210677931 MEGALUG ACCT SET 2008 PE EBAA		93227620-54100	SUPPLIES	\$119.20
PAGE SUPPLY CORPORATION	210691428 MI*IPS TAPPED CAP AC, BUSHING GALV MALL, GALV NIPP		93227620-54100	SUPPLIES	\$236.73
PAGE SUPPLY CORPORATION	210681920 ULTRA FLEX CPLG FORD		93227620-54100	SUPPLIES	\$1,070.75
PAGE SUPPLY CORPORATION	210682699 ULTRA FLEX CPLG FORD		93227620-54100	SUPPLIES	\$2,966.10
REDWOOD WASTE SOLUTIONS INC	177036657U039 GARBAGE SERVICES: 151 LAWS AVE		93227600-55210	UTILITIES	\$29.49
RINEHART OIL INC	CL47473 FUEL CARD CHARGES AS NEEDED		93227600-56210	FUEL & FLUIDS	\$252.91
RINEHART OIL INC	CL47625 FUEL CARD CHARGES AS NEEDED		93227600-56210	FUEL & FLUIDS	\$261.39
RINEHART OIL INC	CL47764 FUEL CARD CHARGES AS NEEDED		93227600-56210	FUEL & FLUIDS	\$343.16
SOLID WASTES SYSTEMS INC	5489D035 MISC DUMP FEES		93227600-52100	CONTRACTUAL SERVICES	\$57.40
SOLID WASTES SYSTEMS INC	5356D035 MISC. DUMP FEES: WCWD		93227610-54100	SUPPLIES	\$26.00
Total for August					19,182.90

Willow Water District Check Register for September 2025

Vendor's Name	Invoice number	Description	Account number	Account description	Total amount
APELIXGENERALENGINEERING INC		1 CANYON DR WATER MAIN REPLACEMENT PROJECT	93227600-80230	INFRASTRUCTURE	\$48,098.50
APELIXGENERALENGINEERING INC		2 CANYON DR WATER MAIN REPLACEMENT PROJECT	93227600-80230	INFRASTRUCTURE	\$191,206.50
ALPHA ANALYTICAL LABORATORIES INC	5083759-	WILLOWMISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$55.00
ALPHA ANALYTICAL LABORATORIES INC	5087977-	WILLOWMISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$110.00
ALPHA ANALYTICAL LABORATORIES INC	5086755-	WILLOWMISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$135.00
ALPHA ANALYTICAL LABORATORIES INC	5083761-	WILLOWMISC. LABORATORY WORK AS NEEDED	93227610-52100	CONTRACTUAL SERVICES	\$240.00
AT&T MOBILITY	875108535X091425	VOICE & DATA CELL PHONES	93227610-55100	TELEPHONE	\$18.40
BADGER METER INC	80209407	BEACON MBL HOST SERV UNIT, ORION CELL LTE SERV UNI	93227620-52100	CONTRACTUAL SERVICES	\$218.90
BENJAMIN H HAMPTON		9958 INSTALL NETWORK RACK, RUN CAT6 DATA CABLES, WIFI	93227600-54330	COMPUTER TECHNOLOGY	\$1,888.06
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OF					
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SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY	78243 PROPERTY LIABILITY PACKAGE PROGRAM INVOICE	93227600-52524	PROPERTY INSURANCE PREMIUM	\$1,409.43

Total for September				388,692.71
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**RESOLUTION 2025-01
A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE WILLOW COUNTY WATER DISTRICT
TO CHANGE THE REGULAR BOARD MEETING TIME**

WHEREAS, the WILLOW COUNTY WATER DISTRICT BOARD OF DIRECTORS (the "District") have determined that the existing meeting date/time held on the second Monday at 6:30 pm each month will be changed to the second Monday at 5:00 pm each month: and

NOW THEREFORE, BE IT FURTHER RESOVLED, by the Board of Directors of the Willow County Water District, that as of _____, 2025, the meeting time will be changed to the second Monday at 5:00 pm each month at the Water District Office Conference Room located at 151 Laws Avenue, Ukiah, California.

Approved at the regular meeting of the Board of Directors held on _____,2025 with the following vote:

Ayes:
Noes:
Abstain:
Absent:

President, Gary Nevill

Attest: Clerk, Kim Saylor

Term Sheet: Lease-Purchase of Willow Office Building

151 Laws Avenue, Ukiah, California

This term sheet sets forth the principal business terms under which the Buyer (Tenant) and Seller (Landlord) would structure a lease-purchase arrangement for the Willow Office Building. It is non-binding (except for those provisions explicitly stated to be binding).

1. Parties

- **Landlord / Seller:** Willow (or its designated entity)
 - **Tenant / Buyer:** City of Ukiah (the "City")
-

2. Property

- The entire building known as the Willow Office Building, located at 151 Laws Avenue, Ukiah, California (the "Property").
-

3. Lease-Purchase Structure

- **Lease Term:** Five (5) years.
- **Principal Amount:** \$499,999, subject to an appraisal conducted prior to the start of the lease term. If the appraised value is less than \$499,999, the appraised value will serve as the purchase price and the basis for calculating principal payments.
- **Interest Rate:** 4.0% per annum, fixed. Based on recent commercial real estate financing data for Northern California markets, typical rates for similar office properties range from 4% to 6.25% depending on credit quality, collateral, and term. The 4% rate represents a fair and favorable rate for an intergovernmental transaction.
- **Payment Structure:** Monthly lease payments shall be structured to mirror a fully amortizing loan, with each payment including both principal and interest components.
 - The principal balance shall be reduced over the five-year term such that the total principal paid equals \$499,999 by the end of the fifth year.

- A detailed amortization schedule will be attached as an exhibit to the final agreement, showing the monthly allocation of principal and interest.
 - **Payment Timing:** Payments are due on the first (1st) day of each month.
 - **Legal Framework:** This lease-purchase structure is established to allow the City and the District to engage in a structured owner-financed transaction consistent with California Government Code §§ 37350.5, 54241, and related constitutional provisions permitting intergovernmental transfers and lease-purchase arrangements for public purposes. While formatted as a lease, this arrangement functions as an owner-carried note, with the District serving as the lender and the City as the purchaser over the lease term.
-

4. Bargain Purchase Option

- **Option to Purchase:** At the end of the five-year term, the City shall have the option to acquire title to the Property for **\$1.00** (one dollar).
- **Early Purchase Option:** The City may terminate the lease at any time during the five-year term and elect to purchase the Property for \$500,000 or another mutually agreed price, based on the appraisal conducted before the commencement of the lease. If the appraised value is lower than \$500,000, the purchase price shall be that appraised amount, less the total principal portion of lease payments already made.
- **Exercise of Option:** The City shall provide written notice to exercise the purchase option no later than ninety (90) days prior to the end of the lease term, or upon early termination if exercising the early purchase option.
- **Closing:** Closing shall occur within sixty (60) days of exercising the option. Upon payment of the applicable purchase price (or final \$1.00 at term) and satisfaction of all lease-purchase obligations, title shall transfer to the City.
- **Lease Cancellation:** If the City terminates the lease before completion without exercising the purchase option, all prior lease payments shall be deemed rental payments and non-refundable, representing fair compensation for the District's opportunity costs and the City's use of the Property. The District shall retain full title and ownership of the Property, with the right to lease or sell it thereafter.

5. Maintenance & Repairs

- **City (Tenant):** Responsible for all maintenance, repairs, and improvements to the Property during the lease term. The City reserves the right to make capital improvements at its discretion.
- **Landlord:** Shall have no maintenance or repair responsibilities during the lease term.

6. Insurance, Taxes & Operating Costs

- The City shall maintain general liability insurance naming the Landlord as an additional insured.
- The Landlord shall maintain property insurance for the building until title transfers.
- The City shall pay utilities and routine operating costs.

7. Miscellaneous Provisions

- **Governing Law:** California law governs.
 - **Subletting:** The City may sublet all or part of the Property to another governmental agency, nonprofit, or compatible tenant, provided that such sublease does not violate applicable zoning or legal restrictions.
 - **Binding Provisions:** This term sheet is non-binding except for (i) confidentiality, (ii) exclusivity (if agreed), and (iii) any expressly binding fee or reimbursement terms.
 - **Costs & Fees:** Each party pays its own legal, appraisal, due diligence, and closing costs, unless otherwise agreed.
 - **Escrow / Closing Agent:** To be mutually selected.
 - **Survival:** Post-closing obligations (e.g., warranties or indemnities) to survive for a defined period.
-

For Discussion Purposes Only

Landlord/Seller: _____ Date: _____

Tenant/Buyer: _____ Date: _____

Exhibit A: Amortization Schedule

The following is the projected amortization schedule referenced in Section 3, assuming a principal amount of \$499,999 at an interest rate of 4.0% over a five-year term.

Payment No.	Payment Date	Beginning Balance	Payment Amount	Interest Portion	Principal Portion	Ending Balance
1	Month 1	\$499,999	\$9,208	\$1,667	\$7,541	\$492,458
12	Year 1 End	\$413,162	\$9,208	\$1,377	\$7,831	\$405,331
24	Year 2 End	\$320,210	\$9,208	\$1,068	\$8,140	\$312,070
36	Year 3 End	\$220,977	\$9,208	\$737	\$8,471	\$212,506
48	Year 4 End	\$115,254	\$9,208	\$384	\$8,824	\$106,430
60	Year 5 End	\$8,791	\$9,208	\$29	\$9,179	\$0
61	End of Term (Purchase Option)	\$0	\$1	\$0	\$1	\$0
Totals		—	\$557,624	\$57,624	\$500,000	—

Totals reflect the total payments, interest, and principal paid over the five-year term, including the \$1 bargain purchase option.

Note: Payment amounts and breakdowns are approximate and for illustrative purposes. Final amortization will be calculated and attached to the executed agreement.

TERM SHEET

Proposed Purchase or Lease-Purchase of Willow Capital Assets

Parties

Buyer/Lessee: City of Ukiah ("City")

Seller/Lessor: Willow County Water District ("District")

1. Purpose

This Term Sheet outlines the principal terms and conditions for the City's acquisition of certain capital assets currently owned by the District (collectively, the "Equipment"). The acquisition may occur through either (a) an outright cash purchase, or (b) a five-year lease-purchase agreement with a bargain purchase option, as described below.

2. Equipment

The Equipment subject to this transaction consists of the capital assets listed below, along with the agreed values as documented in Exhibit A. The total amount to be settled between the City and the District for all equipment is **\$219,670.00**.

Asset	Agreed Value
2018 Multiquip Whisperwatt DCA25SSIU4F Generator	\$12,800.00
2010 Airman PDS185S Compressor	\$12,000.00
1987 John Deere 310C Backhoe	\$12,000.00
2019 Kubota Z411 Mower	\$4,899.00
2019 Kubota L4701 Tractor with Attachments	\$30,000.00
2018 Ford F650 SD Dump Truck	\$59,000.00
2010 Ford Ranger Regular Cab Pickup	\$5,405.00
2005 Ford F250 Super Duty Super Cab Pickup	\$6,312.00
2013 Ford F150 Regular Cab Pickup	\$5,063.00

Asset	Agreed Value
2016 Ford F150 Regular Cab Pickup	\$9,760.00
2019 Ford F150 Regular Cab Pickup (Unit 3301)	\$16,250.00
2020 Ford F150 Regular Cab Pickup (Unit 3304)	\$16,506.00
2019 Ford F150 Regular Cab Pickup (Unit 3305)	\$14,392.00
2016 Ford F150 Regular Cab Pickup (Unit 3306)	\$5,796.00
2016 Ford F150 Regular Cab Pickup (Unit 3307)	\$9,487.00
Total Agreed Value:	\$209,670.00

3. Purchase Price

- The total purchase price for the Equipment shall be **\$219,670.00**, representing the aggregate of the agreed values for each item listed in Section 2 and Exhibit A.
- This amount shall be accepted by both parties as the fair market value for purposes of the sale or lease-purchase transaction.
- The total of \$219,670.00 shall serve as the principal amount under any lease-purchase arrangement.

4. Payment Structure

Cash Purchase:

- The City shall pay the total agreed purchase price of **\$219,670.00** in full upon execution of the purchase agreement.
- Payment shall be made in cash or by wire transfer to the District within thirty (30) days of approval by both governing bodies.

5. Maintenance, Operation, and Insurance

- The City shall be responsible for all maintenance, operation, registration, and insurance of the Equipment during the lease term.
 - The City shall have full right to use, operate, and maintain the Equipment for all municipal purposes.
-

6. Title and Risk of Loss

- Title shall remain with the District during the lease term and shall transfer to the City upon final payment and exercise of the purchase option.
 - The City shall bear all risk of loss, theft, or damage during the lease period.
-

7. Improvements and Modifications

The City may make capital improvements, repairs, or modifications to any Equipment in its discretion. Any such improvements shall become part of the Equipment and property of the City upon completion of the purchase.

8. Termination and Purchase Option

The City may terminate the lease-purchase agreement at any time by purchasing the Equipment for the total stated value less all principal payments made to date.

9. Representations and Warranties

All Equipment is sold or leased “as is,” “where is,” without warranty, express or implied, except as specifically set forth in the final purchase or lease-purchase agreement.

10. Conditions Precedent

- Approval by the City Council of Ukiah and the District Board of Directors.
 - Execution of a definitive Purchase Agreement or Lease-Purchase Agreement consistent with this Term Sheet.
-

11. Exhibits

Exhibit A: Willow Equipment List and Valuations (Pages 1–15)

Acknowledged and Agreed:

(non-binding, subject to formal approval)

City of Ukiah

By: _____

Name: _____

Title: _____

Date: _____

Willow County Water District

By: _____

Name: _____

Title: _____

Date: _____