



**Operations Committee Meeting**  
**Tuesday, October 4, 2022 at 1:00 PM**  
**Valley Sanitary District Board Room**  
**45-500 Van Buren St, Indio, CA 92201**

Valley Sanitary District is open to the public and board meetings will be conducted in person. In addition to attending in person, members of the public may view and participate in meeting via the following

Zoom link: <https://us06web.zoom.us/j/87978494923>

Meeting ID: 879 7849 4923

To address the Board of Directors during the virtual live session via zoom, please email the Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org) or, alternatively, during the specific agenda item or general comment period (i.e. non-agenda items), please use the "raise your hand" function in zoom in order to be recognized by the Clerk of the Board in order to provide comments in real time.

The Clerk of the Board will facilitate to the extent possible any email requests to provide oral testimony that are sent during the live meeting. Members of the public may provide Oral testimony in person or during the virtual live session and are limited to three minutes each. To address the Board in person please complete speaker request card located at in the Board Room and give it to the Clerk of the Board.

If you are unable to provide comments during the meeting, written public comments on agenda or non-agenda items may be submitted by email to the Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org). Written comments must be received by the Clerk of the Board no later than 11:00 a.m. on the day of the meeting.

Page

**1. CALL TO ORDER**

1.1. Roll Call





1.2. Pledge of Allegiance

**2. PUBLIC COMMENT**

*This is the time set aside for public comment on any item not*

*appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

### 3. DISCUSSION / ACTION ITEMS

- |      |  |        |
|------|--|--------|
| 3.1. | Approve Minutes for August 2, 2022, Regular Committee Meeting<br><a href="#">2 Aug 2022 Meeting Minutes.pdf</a>   | 3 - 5  |
| 3.2. | Provide Update on CIP Projects and the Need for a New Rate Study<br><a href="#">3.2 Staff Report Provide Update on CIP Projects.pdf</a>   | 6 - 7  |
| 3.3. | Discuss the Need for Additional Laboratory Technician<br><a href="#">3.3 Staff Report Laboratory Technician.pdf</a> <br><a href="#">Laboratory Technician Presentation.pdf</a>  | 8 - 24 |

### 4. ADJOURNMENT

Pursuant to the Brown Act, items may not be added to this agenda unless the Secretary to the Board has at least 72 hours advance notice prior to the time and date posted on this notice.

**VALLEY SANITARY DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES**  
August 2, 2022

A regular meeting of the Valley Sanitary District (VSD) Operations Committee was held at Valley Sanitary District, 45-500 Van Buren St, Indio, CA, on Tuesday, August 2, 2022.

**1. CALL TO ORDER**

Ron Buchwald called the meeting to order at 1:05 p.m.

**1.1 Roll Call**

Committee Members Present:  
Chairperson William Teague  
Committee Member Mike Duran (arrived at 1:21 p.m.)

Staff Present:  
Beverli Marshall, Ron Buchwald, Dave Commons, Jeanette Juarez, Branden Rodriguez,  
Anna Bell, Ivan Monroy, and Tito Moreno

**1.2 Pledge of Allegiance**

**2. PUBLIC COMMENT**

*This is the time set aside for public comment on any item not appearing on the agenda. Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item.*

---

None.

**3. DISCUSSION / ACTION ITEMS**

**3.1 Approve Minutes for June 7, 2022, Regular Committee Meeting**

Chairperson William Teague motioned to approve the minutes of the June 7, 2022, Operations Committee Regular Meeting. Committee member Mike Duran seconded the motion. Motion carried unanimously.

**3.2 Discuss Public-Private Partnership Options for Biosolids Management and Provide Feedback**

---

Beverli Marshall, General Manager, and Dave Commons, Chief Operations Officer, gave a presentation on the options for biosolids management. There are generally four acceptable methods for disposal of this byproduct: land applications where biosolids are hauled to another site and prepared for use on allowable crops as soil conditioners (the District's current disposal method), incineration, which California no longer allows this except for a small number of agencies that have been grandfathered in for this method, landfilling which is going extinct in California due to zero waste goals, and surface disposal which is permanent stockpiling of biosolids if no identifiable use. Historically, the most widely used means for disposal of this byproduct is land application as soil conditioners or fertilizer for crops. Currently, the District hires a hauler to take the biosolids to Arizona, where it is applied on crops identified as being able to accept it for this purpose. This option is becoming more difficult because of zero waste

goals and more stringent regulatory issues in California and Arizona. For Budget year FY 2023, VSD budgeted \$200,000 for hauling dewatered biosolids to Arizona. Recent technological advances have created other markets for this product. Biochar is a carbon-based product that can be used as an additive; liquid fertilizer is an easily applied, low-cost fertilizer and can be used as a sustainable construction material for sustainable bricks and concrete. The next step is to select the end product and technology, identify the private partnership, and find funding for the project. Chairperson Teague recommended holding a special board meeting to discuss options and possibly having the consultants attend to discuss their programs.

### 3.3 Discuss the Updated Guidance Documents Sewer Use Ordinance (SUO), Enforcement Response Plan (ERP), and Local Limits, and Provide Feedback

---

The Regional Water Quality Control Board (RWQCB) requires updates to the District's guidance documents to maintain an informal pretreatment program. The updates should occur at least every ten years to remain current with changes in permit requirements, regulatory changes, and industry best practices. Ivan Monroy, Environmental Compliance Technician II, presented a PowerPoint to the committee to explain the updates to the Sewer Use Ordinance, Enforcement Response Plan, and the Local Limits. The District has consulted with EOA, Inc. to assist with updating these documents. EOA, Inc. is the consultant the District used to assist in the 2020 NPDES permit renewal. The District has worked with EOA, Inc. to make the recommended non-substantial modification updates. The proposed updates are based on past pretreatment compliance inspections and audits by the United States Environmental Protection Agency (EPA) and the new National Pollutant Discharge Elimination System (NPDES) permit requirements from the 2020 permit update. The draft document was sent to legal counsel for review and approval, incorporating their recommendations. Staff will bring this item to the full Board with a redlined comparison so the Board can see the updates.

### 3.4 Discuss the Purchase of a Combination Cleaning Truck for the District and Provide Feedback

---

VSD has two combination cleaning trucks, one primary cleaning truck and the other as a backup, used approximately once a week. The primary cleaning truck is a 2014 Vactor truck made by Haaker and is eight years old. The backup is a 2003 International truck and has experienced recurring maintenance issues from the start. Due to its age, it is becoming more difficult to find parts for this unit. The purpose of having a backup truck is to allow service to the primary truck. Earlier this Spring, when the 2014 truck needed service, the 2003 truck also failed and required service. Both trucks were out for about two months due to back-ordered or hard-to-find parts and the availability of service technicians. The only solution was to rent a combination cleaning truck at a high cost that was not budgeted. Combination cleaning trucks generally have a 10-year life cycle. Purchasing a new combination cleaning truck will allow the 2014 truck to become the backup, and the 2003 truck will be sold. The proceeds will partially offset the cost of the new truck. Staff has solicited information from various manufacturers of combination cleaning units, including combination units that are recyclers. Recycler units have been modified to use the water from sewer mains as the water source for jetting sewer mains, which saves money (domestic water charges) and staff time to fill water tanks on the units. The Recycler units are generally more expensive up front, but the savings from water charges and staff time will offset some of this expense. Recycler units will likely require more maintenance due to extra parts needed to allow usage of the sewer water. Recycler units also require staff to drive the trucks with the debris tank at least half full of water, whereas the traditional trucks are conducted with an empty debris tank. To date, staff has had two demonstrations of a recycler unit by two different manufacturers, Kaiser Premier and Vacall. Staff is working with these manufacturers' representatives to obtain quotes for the recycling trucks. Staff has also requested quotes from

traditional truck manufacturers like Haaker. Staff has been very satisfied with the Haaker Vector unit currently in use. The plan is to present quotes for recycling and non-recycling trucks to allow a comparison of costs and operations. Staff also requests that the manufacturer or vendor use State or Federal procurement sites that satisfy the formal bidding process. This will help secure the lowest possible price for either type purchased. Once all the quotes have been acquired, staff will provide them to the Board with a recommendation and justification.

**4. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:01 p.m. The next regular committee meeting will be held on October 4, 2022.

Respectfully submitted,  
Holly Gould, Clerk of the Board  
Valley Sanitary District



**Valley Sanitary District  
Operations Committee Meeting  
October 4, 2022**

**TO:** Committee Members

**FROM:** Ron Buchwald, District Engineer

**SUBJECT:** **Provide Update on CIP Projects and Need for a Rate Study Update**

---

---

**Executive Summary**

The purpose of this report is to provide project updates on a few CIP projects and discuss the need for a new rate study.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 3: Excellent Facilities.

**Fiscal Impact**

There is no fiscal impact from this discussion. However, the purpose of this report is to inform the committee of the upcoming challenges and likely price increases in our upcoming projects.

**Background**

VSD has three projects heading towards construction: Influent Pump Station, Collection System Rehabilitation and Replacement Downtown project, and Recycled Water Project – Phase 1.

The Influent Pump Station project has been progressing towards construction since June 2022. The main challenge to proceeding to construction is the inability to acquire parts and equipment needed to proceed. We are seeing delays of up to 6 months on receiving certain parts such as ductile iron pipe and the new pump needed for this project. This project will require a sewer main by-pass that will be operating for about six months. It is imperative that we either have the parts in hand or at the very least, strong assurance that the parts will arrive on the dates stated to minimize the time the sewer main by-pass will be in place. So far project costs have not increased due to the delays in acquiring parts but if this continues there may be no other choice. The current budget for this project is \$3,300,000.

The Collection System Rehab and Replacement Downtown Project is currently out to bid. The bid opening is scheduled for October 12, 2022. The Engineer's Estimate is \$2,745,358 which includes a 10% contingency. The concern is that with the delays in finding certain materials including PVC pipe, that this will cause bid prices to increase.

The current construction budget for this project is \$3,666,667. This budget needs to cover other items such as permits, subconsultant work, etc.

The Recycled Water Project – Phase 1 is also moving towards construction with an anticipated date to begin construction in February 2023. This project is currently completing the design portion. As stated in the previous paragraphs, the design-build team findings are that there are several parts experiencing several months to up to a year in delays and/or significant price increases to minimize the delay. On October 6, 2022, Schneider Electric will provide the anticipated construction cost for the Rotary Screw Thickener (RST) at 30% design, the last remaining item in the project design. We will learn then of the upward price pressures the delays in equipment are having on the construction costs. The original estimated construction cost of the RST was \$10,000,000.

The increasing cost of construction projects is having an effect on the VSD's Capital Improvement Program. The budget is already not able to keep up with all the projects VSD wants to accomplish such as the Office & Training Building and Laboratory Building. Most likely the Collection System Rehabilitation and Replacement project will need to be extended from the original 10-year program to the current 12-year program to a longer version. A new rate study is being planned with NBS to look at all the CIP projects and what rate adjustments would be necessary under different scenarios, such as moving forward with all projects, or delaying some and moving forward with others, etc.

As stated previously, VSD's CIP projects are important and needed to meet regulatory requirements, meet staffing needs, and meet sustainability goals. Delaying projects generally leads to higher costs.

### **Recommendation**

Staff recommends that the Committee receive the report and provide feedback to staff.

### **Attachments**

None



**Valley Sanitary District  
Operations Committee Meeting  
October 4, 2022**

TO: Committee Members

THRU: Jeanette Juarez, Chief Administrative Officer

FROM: Anna Bell, Laboratory & Compliance Supervisor  
Ivan Monroy, Environmental Compliance Inspector II

**SUBJECT: Discuss the Need for Additional Full-time Laboratory Technician**

**Executive Summary**

The purpose of this report is for the Operations Committee to provide guidance and feedback regarding the request for an additional full-time Laboratory Technician for the Environmental Compliance Department.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Goal 1: Fully staffed with a highly trained and motivated team.

**Fiscal Impact**

The cost of the additional Laboratory Technician is approximately staff member:

Pay Rate – Lab Technician I			
Wage		Fully Loaded	
Wage	\$64,246	Wage + Benefits	\$112,578
Verily Stipend	<b>\$31,200</b>	Verily Stipend	<b>\$31,200</b>
Program funds covers	48.56%	Program funds covers	27.7%
Remaining Cost to VSD	\$33,046	Remaining Cost to VSD	\$81,378

A portion of this cost can be offset by revenue through VSD’s partnership with Verily in the WastewaterSCAN program. Verily is paying \$200.00 per sample with three samples per week, which will equate to \$31,200 in revenue over a 12-month period. The fiscal impact for Fiscal Year 2022-23 is approximately \$ 81,378 after applying the Verily revenue.

**Background**

The Environmental Compliance Department requested an additional Laboratory Technician as part of the Fiscal Year 2022-23 budget considerations. The request was made to facilitate the increasing workload on current laboratory staff due to upcoming



projects, regulatory changes, and department operational demands. Unfortunately, this position was removed from the budget as part of the cuts needed in response to the Recycled Water Project – Phase I cost increase.

As mentioned in the April 2021 Board presentation on Environmental Laboratory Accreditation Program (ELAP) of The NELAC Institute (TNI), the Laboratory will be required to be fully TNI compliant by the August 2023 certification renewal application. To complete this requirement, the laboratory has identified over 75 areas requiring internal auditing, updates and review of documents, and internal staff training. The laboratory will be required to undergo an external audit by ELAP staff or a 3<sup>rd</sup> party assessor in Spring 2023 to meet the application deadlines.

To meet the increasing documentary demands of the ELAP-TNI requirements, the laboratory is acquiring a Laboratory Information Management System (LIMS). The software will assist staff with the generation of reports, quality assurance and control charts, and restricted credentials for samples, analyses, and documentation. Once the software is selected, staff will work with the LIMS provider to program the software, validate calculations and results, ensure compliance with regulations, and undergo training prior to the full launch. Laboratory staff project full launch prior to ELAP certification submissions (August 2023).

The additional Laboratory Technician will allow schedule flexibility for additional programs and events like wastewater surveillance, outreach programs, and attending conferences. The additional position will reduce the need for assistance from the Operations Department during times of conferences, and leave requests (i.e., sick, vacation, FMLA, jury duty, etc.), which requires prior preparations in ensuring Operations staff are fully trained and documented to assist in the Laboratory functions. The additional member will create more flexibility for trained staff that can function in the capability of the laboratory or the pretreatment program.

### **Recommendation**

Staff recommends that the Committee discuss this need and provide feedback.

### **Attachments**

Attachment A: Presentation

# Environmental Compliance Department Support Discussion

Operations Committee

October 4, 2022

Anna Bell, Laboratory & Compliance Supervisor  
Ivan Monroy, Environmental Compliance Inspector II

# Agenda

---

- Introduction
- Challenges
- Laboratory Demands
- Laboratory Information Management System (LIMS)
- ELAP – TNI regulations
- Support for Operations
- Support for Pretreatment
- Benefits

# Introduction

---

## Request guidance for the funding of additional Laboratory Tech

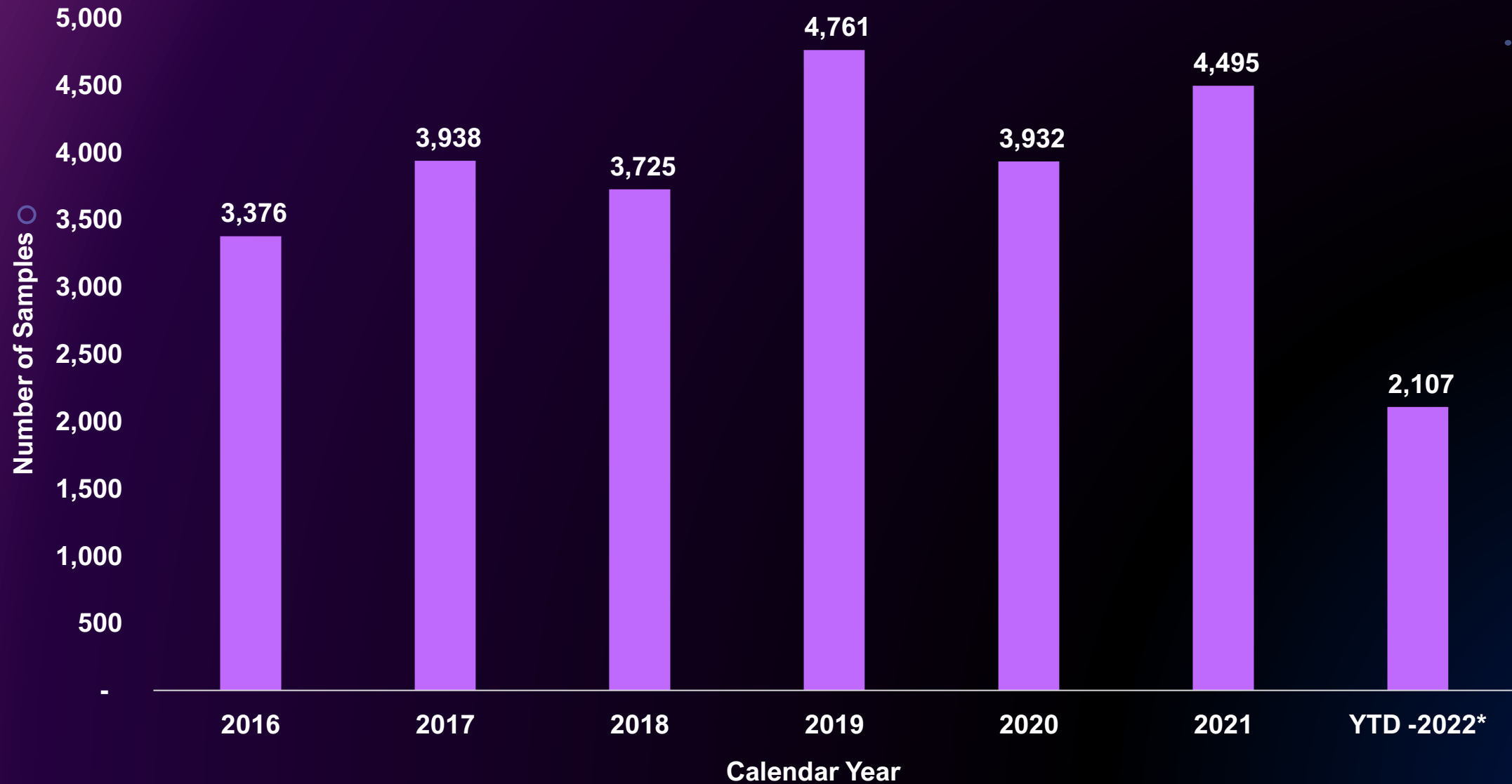
- Strategic Goal 1: Fully staffed with highly trained and motivated team
- FY 2022/23 Fiscal Impact: \$ 81, 378
- WastewaterSCAN (verily) subsidy: \$ 31, 200
- Use subsidy to offset costs

# Challenges

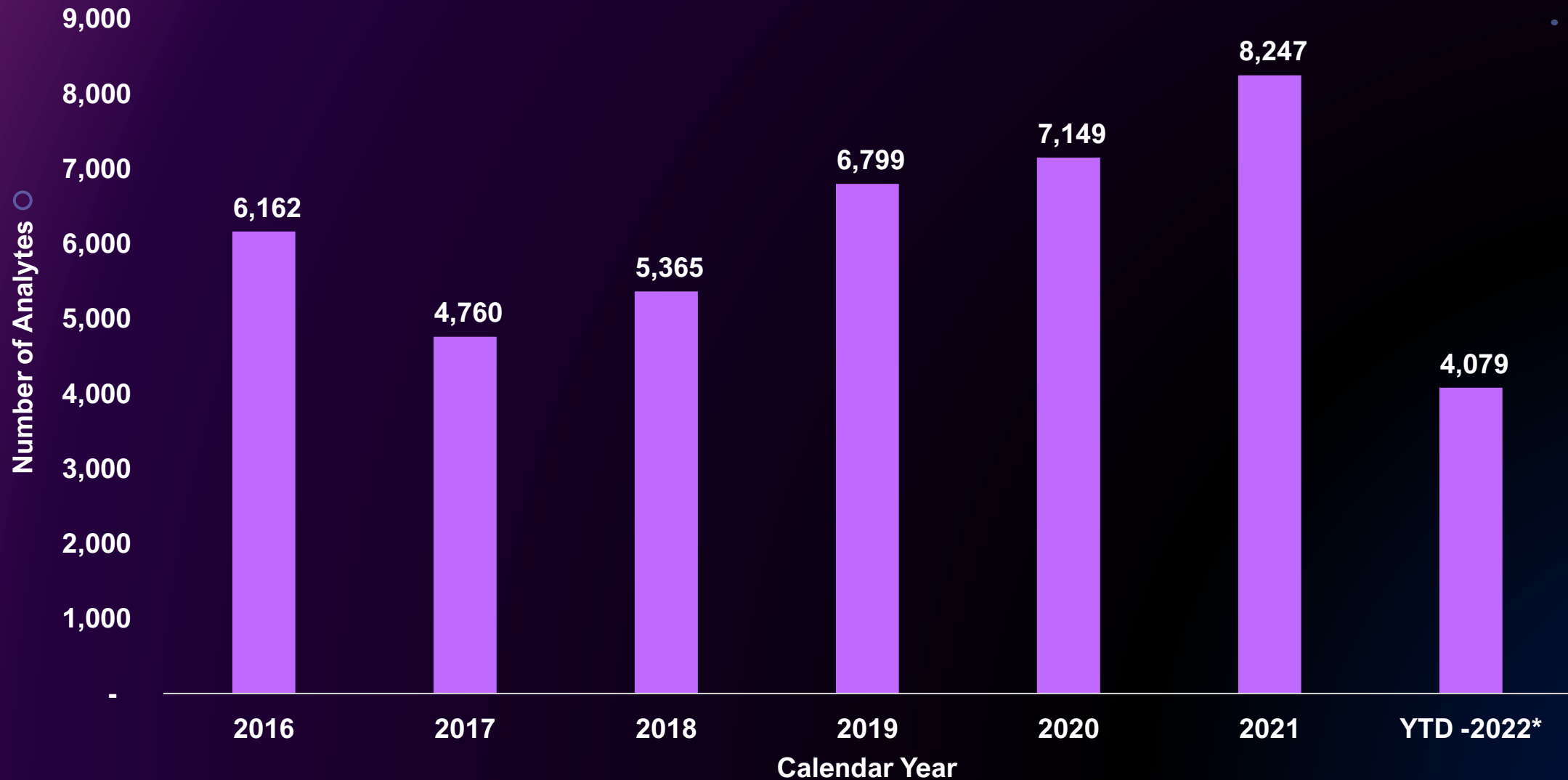
---

- Continuity of fully trained staff
- Temp contract expires October
  - PERS hour requirements
  - Require new staff, time to train
- Finalize LIMS project
- Difficulty meeting ELAP-TNI requirements

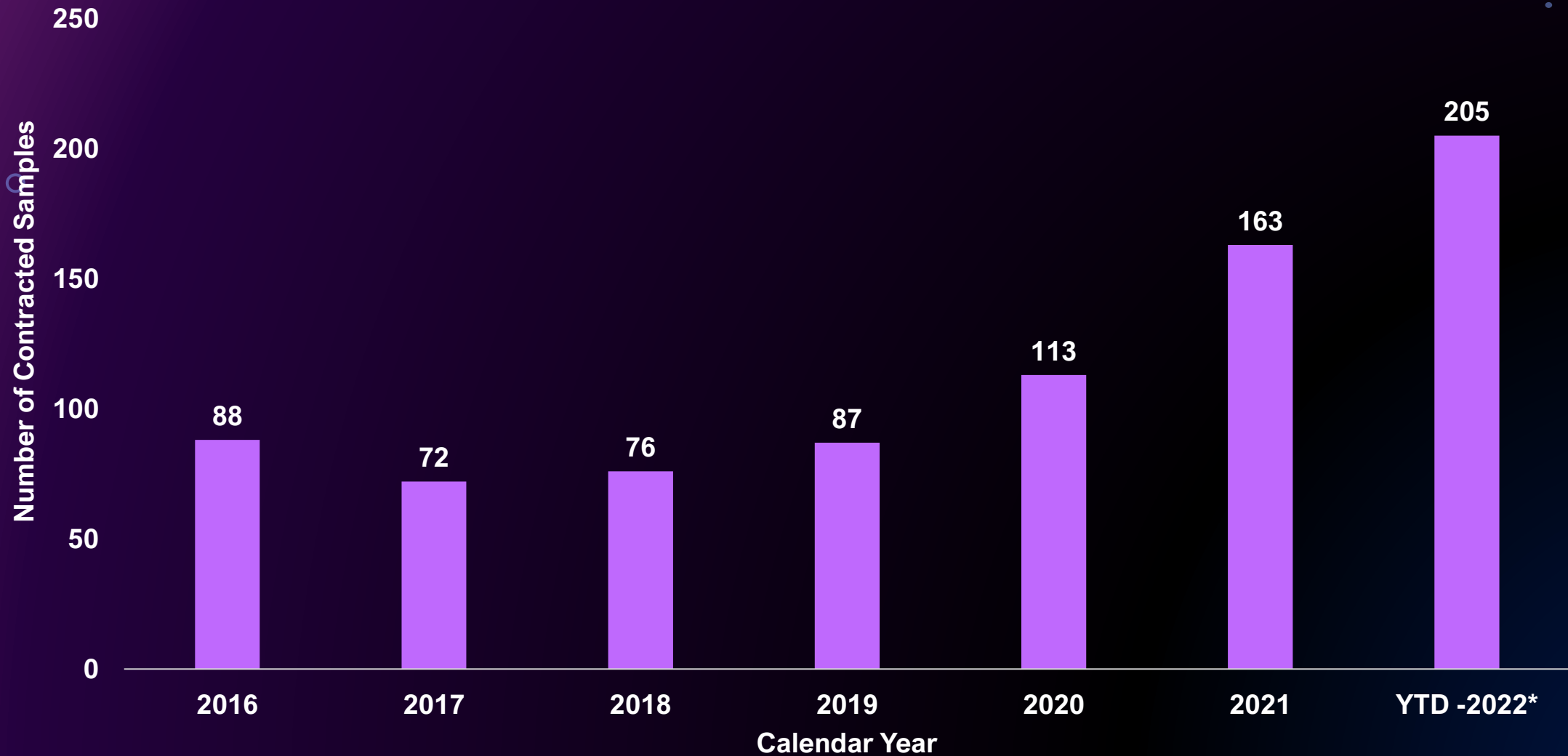
# Laboratory Demands - Samples



# Laboratory Demands - Analytes



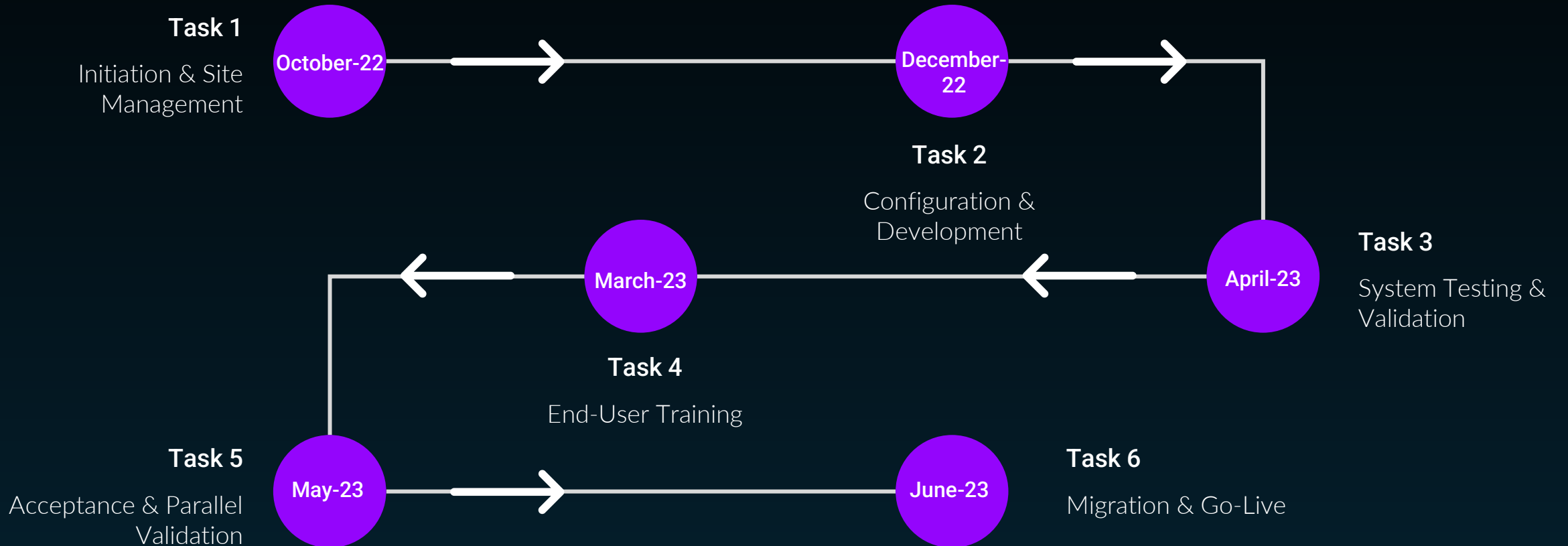
# Laboratory Demands – Contracted Samples





# Timeline

## Laboratory Information Management System (LIMS)



# ELAP – TNI

- ELAP laboratory audit Spring 2023
- Required full TNI compliance by August 2023 (renewal application due)
- Identified 75+ areas (documents)
  - Creation, Review & Update, Internal Audits
- Document changes
  - Apply to all 23 Method SOPs
  - Require Annual Training for each staff member

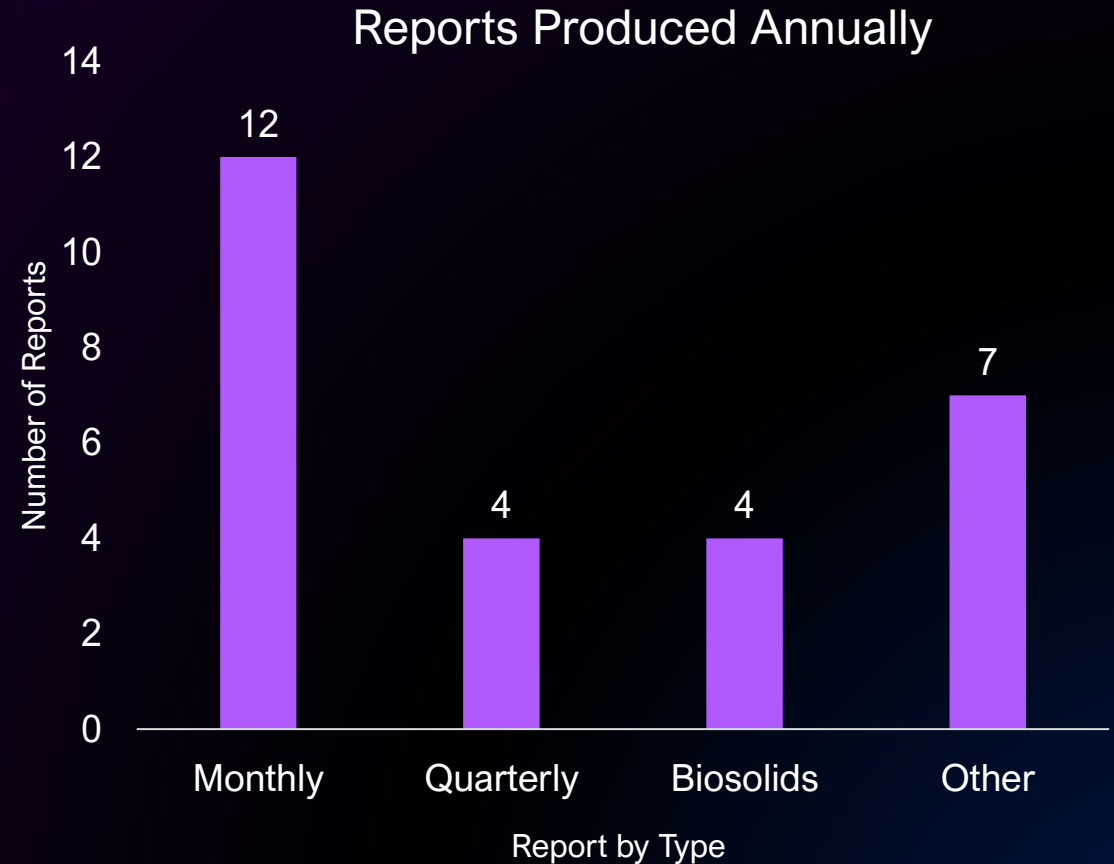
All 75+ identified Documents require Annual review and internal audits

# New Requirements for ELAP-TNI



# Support for Operations Dept

- NPDES Permit Samples
  - In-House samples – faster results
  - Coordination with Contract Labs
  - Review of Laboratory Reports
- Process Control Samples
  - Continually adjust to Operations needs
  - Assist: Troubleshooting, violation prevention
- Regulatory Reporting
  - Generate & Review Results
  - Prepare & Upload Submittal
  - Prepare Certification Statement & Violation Letters



# Support for Pretreatment

## Benefits to the Environmental Compliance (Pretreatment Program)

- Cross Training
- Coverage for trainings, leaves, & field inspections

## Activities can assist with:

- Closing out work-orders
- Receiving & tagging pump manifests
- Updating forms & Asset Management System
- Conducting research & troubleshooting events
- Address customer questions and concerns in a timely manner



# District Benefits

- Mentoring & Training
- • Highly trained staff
- Support to other Depts
- Conferences – creating VSD presence
- Outreach programs – public exposure
- Participation in laboratory programs



# Next Steps

Finance Committee  
09/06

Operations Committee  
10/04

Full Board for Review  
10/11

Questions?