

Directors
Mike Duran, *President*
William Teague, *Vice President*
Dennis Coleman, *Secretary*
Debra Canero, *Director*
Scott Sear, *Director*
General Manager
Beverli A. Marshall

**REGULAR MEETING OF THE
BOARD OF DIRECTORS
Tuesday, December 10, 2019, 1:00 p.m.**

AGENDA

VALLEY SANITARY DISTRICT BOARD ROOM
45-500 VAN BUREN STREET
INDIO, CA 92201

RESOLUTION NO. 2019-1125
ORDINANCE NO. 2019-120
MINUTE ORDER NO. 2019-2964

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance
- c. December Employee Anniversaries:

Hector Guzman	5 years
Karen Hopper	6 years
Ron Buchwald	7 years
James Mills	13 years
Jimmy Garcia	13 years

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. CONSENT CALENDAR

Consent calendar items are expected to be routine and noncontroversial, to be acted upon by the Board of Directors at one time, without discussion. If any Board member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- a. Approve November 8, 2019 Special Meeting Minutes ([Attachment](#))
- b. Approve November 12, 2019 Regular Meeting Minutes ([Attachment](#))
- c. Approve December 4, 2019 Special Meeting Minutes ([Attachment](#))

- d. Approve Warrants for November 7 to December 4, 2019 ([Attachment](#))
- e. Approve Summary of Cash and Investments for October 2019 ([Attachment](#))
- f. Receive and File Annual Connection Capacity Fee Report ([Attachment](#))

MINUTE ORDER NO.

4. PUBLIC HEARING

- a. Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections ([Attachment](#))

- General Notice and Call
- President Announces Public Hearing Procedures
- General Manager's Report
- President Declares Public Hearing Open
- Public Comments
- President Declares Public Hearing Closed
- Board Discussion

5. NON-HEARING ITEMS

- a. Discuss Communications and Outreach Program and Authorize the General Manager to Execute a Contract with the Preferred Consultant ([Attachment](#))

MINUTE ORDER NO.

- b. Discuss Director Medical, Dental, and Vision Stipend and Adopt Resolution 2019-1125 Amending the Amount Based on the PEMHCA Minimum Amount Established by CalPERS and Rescinding Resolution 2019-1118 ([Attachment](#))

MINUTE ORDER NO.

- c. Authorize the Purchase of a Pump to Replace Return Activated Sludge (RAS) Pump #3 in an Amount Not to Exceed \$31,267 ([Attachment](#))

MINUTE ORDER NO.

- d. Award Contract to Stantec, Inc. to Act as Owner's Representative for Valley Sanitary District for the Influent Pump Station Rehabilitation Project in an Amount Not to Exceed \$387,131 ([Attachment](#))

MINUTE ORDER NO.

- e. Staff Updates ([Attachment](#))

5. DIRECTOR'S ITEMS

Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

6. INFORMATIONAL ITEMS

- a. Combined Monthly Account Summary for October 2019 ([Attachment](#))
- b. Monthly Income Summary for October 2019 ([Attachment](#))

7. 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.

POSTED December 5, 2019



Holly Gould, Clerk of the Board
Valley Sanitary District

PUBLIC NOTICE

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II).

All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.

**VALLEY SANITARY DISTRICT
MINUTES OF SPECIAL BOARD MEETING
November 8, 2019**

A special board meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Friday, November 8, 2019.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 9:15 a.m.

a. Roll Call

Directors Present: Mike Duran, William Teague, Dennis Coleman, Debra Canero and Scott Sear

Staff Present: Beverli A. Marshall, General Manager, Ron Buchwald, and Branden Rodriguez

Guests: Martin Rauch, Rauch Communication Consultants, Inc.
Marcos Palma, Freelance Reporter

b. 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. STRATEGIC PLAN WORKSHOP

The Board of Directors, along with a few District staff participated in a strategic planning workshop lead by Martin Rauch of Rauch Communication Consultants, Inc.

4. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:25 p.m. The next board meeting will be a Regular Meeting held November 12, 2019.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
November 12, 2019**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, November 12, 2019.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 1:00 p.m.

a. Roll Call

Directors Present: Mike Duran, William Teague, Debra Canero and
Scott Sear

Directors Absent: Dennis Coleman

Staff Present: Beverli A. Marshall, General Manager, Holly Gould, and
Joanne Padgham

Guests: Robert Hargreaves, Best Best & Krieger
Francise Kuo, The Pun Group

b. 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.

4a. Receive and File Comprehensive Annual Financial Report (CAFR) for the Valley Sanitary District for the Fiscal Years Ended June 30, 2019 and 2018

President Duran requested that non-hearing item 4a be moved up on the agenda to accommodate the consultants from The Pun Group. Frances Kuo of The Pun Group presented the Annual Audit Report to the Board. She explained the different sections of the audit and its findings. Vice President Teague thanked her for the excellent report. District's legal counsel, Mr. Hargreaves congratulated staff on doing a great job.

3. CONSENT CALENDAR

a. Consideration of the October 22, 2019 Regular Board Meeting Minutes

- b. Approval of Expenditures for October 17, 2019 to November 6, 2019
- c. Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Joanne Padgham, Administration & Finance Manager, as Alternate
- d. Cancel Regular Board Meeting Scheduled for Tuesday, December 24, 2019

President Duran requested item 3c and 3d be removed from the consent calendar for discussion.

ACTION TAKEN:

MOTION: Director Sear made a motion to approve item 3a and 3 b of the consent calendar as presented. Director Canero seconded the motion. Motion carried by the following vote: 4 ayes

MINUTE ORDER NO. 2019-2957

4. NON-HEARING ITEMS

Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Joanne Padgham, Administration & Finance Manager, as Alternate

Item 3c was removed from the consent calendar for further discussion. Ms. Marshall stated that every CSRMA member agency has an opportunity to participate on the Board of Directors. Each District appoints its representative (and alternate) to the Board. The previous representatives for VSD were Joe Glowitz and Merritt Wiseman. The VSD has not appointed anyone since Director Wiseman passed away and Joe retired. President Duran suggested that maybe a Director should be the alternate. Vice President Teague stated he would prefer Joanne Padgham be the alternate. Director Sear stated that as a new board member he was not ready to take on something like this.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to appoint Beverli A Marshall to be the representative from VSD to the CSRMA Board of Directors and appoint Joanne Padgham as alternate. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2958

AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Coleman
ABSTAIN: None

Cancel Regular Board Meeting Scheduled for Tuesday, December 24, 2019

Item 3d was removed from the consent calendar for further discussion. Ms. Marshall reported that regular board meetings are scheduled for the second and fourth Tuesday of every month at 1:00 P.M. In December, the fourth Tuesday is Christmas Eve. Many staff and directors travel out of the area for the holiday period. Cancelling the meeting allows everyone the opportunity to take full advantage of the holiday week to prepare for or travel this holiday.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to cancel the Regular Board Meeting scheduled for December 24, 2019, due to its proximity to the Christmas holiday. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2959

AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Coleman
ABSTAIN: None

- b. Review Recycled Water Project, Approve the Project in Concept, and Approve Getting Bids for Bore Testing to Determine Soil for Spreading

The City of Indio City Council/Indio Water Authority (IWA) Board of Directors discussed several options for recycled water, reuse, and groundwater recharge. The City Council/IWA Board narrowed down the potential projects to two. The project that is most relevant to VSD is the one that will produce recycled water onsite and will be used for regional water replenishment. The proposed project, which was discussed at the EVRA board meeting on Monday, October 25, would have a capital cost of \$50 million with an annual operating cost of \$2 million. The EVRA Board indicated that it would support contracting with a technical consultant to perform bore tests at the VSD site to determine if spreading is an option. The cost of the testing would be paid out of the EVRA adopted budget for FY 2019/20. The EVRA Board requested that the VSD Board of Directors discuss this project, approve the project in concept, and to give its approval to move forward with the bore testing.

ACTION TAKEN:

MOTION: Director Canero made a motion to approve the project in concept and approve getting bids for bore testing to determine soil viability for spreading. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2960

AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Coleman
ABSTAIN: None

- c. Review Staffing Analysis and Wage & Benefits Comparison Report and Provide Direction to Staff

At the Board's request, Ms. Marshall presented an analysis of the District's staffing level, workload, succession planning, and future needs based on anticipated changes in upcoming permit renewals, and implementation of a recycled water project. In addition, the Board wanted more data on wages and benefits from other agencies to further a discussion on addressing recruitment and retention issues. This report utilizes various industry best management practices (BMP), published guidelines, and analysis of comparable agencies to analyze staffing levels, wages, and benefits that will allow VSD to operate at its full potential and be competitive in its recruiting and retention of staff. The key findings from the staffing analysis section of the report focused on the functional areas that were below the industry standards – primarily, maintenance and collection system services. The report also indicated that there was a lack of redundancy in key areas such as electrical/instrumentation and human resources. There are several options to resolve the issues, but timing and cost will need to be discussed before implementation. The wage and benefits comparison section findings identified several issues with wage inconsistencies and benefits lag. Some of the issues can be resolved with little cost to the District (holidays), but others, primarily wages, will have significant impact on the budget. A discussion took place regarding Grade III Wastewater Operators. The Board requested more time to review the findings and requested the analysis be brought back before the board in January 2020.

ACTION TAKEN:

MOTION:

Director Canero made a motion to have the Staffing Analysis and Wage & Benefits Comparison be brought back before the Board in January 2020. Vice President Teague seconded the motion.
Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2961

AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Coleman
ABSTAIN: None

- d. Adopt Christmas Eve (December 24) as a Valley Sanitary District Observed Holiday

Staff often travel on Christmas Eve day or use it to prepare for the Christmas Day holiday. Rather than granting time off on a year-by-year basis, I believe that it would be better to adopt it as an officially recognized District holiday to allow staff to make plans. VSD observes 10 holidays compared to 11 observed by other comparable agencies in the area. In addition to the observed holidays, other comparable agencies in the area provide an average of two floating holidays, which VSD does not offer. By adding this one additional holiday, VSD is more competitive with other agencies in the area with regards to this employee benefit.

ACTION TAKEN:**MOTION:**

Director Sear made a motion to adopt December 24 as a Valley Sanitary District observed holiday. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2962

AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Coleman
ABSTAIN: None

e. Staff Notes

Ms. Marshall recognized Joanne Padgham's seven-year anniversary with Valley Sanitary District. Vice President Teague asked for clarification on the CCTV Bid for the Collections System Rehabilitation and Maintenance Project. President Duran inquired about the contract from Healthy Futures. Ms. Marshall stated she was waiting for the contract amendment and will bring it back to the board. Ms. Marshall stated that gift cards to Stater Bros. will be purchased and presented to staff at the holiday luncheon, as was done in the past. It was the consensus of the board to increase the gift card amount from \$150 to \$200 per employee.

5. DIRECTOR'S ITEMS

Director's items not listed are for discussion only; no action will be taken without an urgency vote pursuant to State law.

None.

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:28 p.m. in recognition of November 19, 2019, as United Nations World Toilet Day. The World Toilet Organization was founded on November 19, 2001, and the inaugural World Toilet Summit was held on the same day, the first global summit of its kind, to draw global attention to the sanitation crisis. The next board meeting will be a Special Meeting held December 4, 2019.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

**VALLEY SANITARY DISTRICT
MINUTES OF SPECIAL BOARD MEETING**
December 4, 2019

A special board meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Wednesday, December 4, 2019.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 10:33 a.m.

a. Roll Call

Directors Present: Mike Duran, William Teague, Dennis Coleman, Debra Canero and Scott Sear

Staff Present: Beverli A. Marshall, General Manager, Ron Buchwald, Joanne Padgham, and Ian Wilson

Guests: Martin Rauch, Rauch Communication Consultants, Inc.

b. 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. STRATEGIC PLAN WORKSHOP

The Board of Directors, along with District staff participated in a strategic planning workshop lead by Martin Rauch of Rauch Communication Consultants, Inc.

4. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:38 p.m. The next board meeting will be a Regular Meeting held December 10, 2019.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
December 10, 2019

37749 United Way of the Desert	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$25.00
37750 Vantage Point Transfer Agents - ICMA	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$1,445.00
37751 Petty Cash	Replenish Petty Cash	\$436.54
37752 Alfa Laval Inc.	Replacement Parts for Belt Press	\$9,808.37
37753 Alliance Protection	Fire Alarm Monitoring 12/1/19-2/29/20	\$366.00
37754 American Material Company	Disposable Gloves	\$261.00
37754 American Material Company	Tool Box for Cart	\$541.58
37755 Analytical Technology, Inc.	Spare Analyzer Parts	\$606.04
37756 Anthony N Bushala	Refund 4 Years of Sewer Service Fees for APN 616-100-006	\$1,252.00
37757 Around The Clock Call Center	Call Center Service for October 2019	\$129.30
37758 Associated Time Instruments	Attendance on Demand for October 2019	\$301.98
37759 Automation Pride	Triflector Guards	\$277.00
37760 Best, Best & Krieger	Legal Services for October 2019	\$7,887.23
37761 Blackbaud, Inc.	Annual Maintenance Fee 12/7/19-12/6/20	\$10,067.80
37762 Calif. Assoc. of Sanitation Agencies	Membership Renewal 2020	\$13,370.00
37763 Calif. Water Environment Assn.	Certificate Renewal	\$89.00
37763 Calif. Water Environment Assn.	Membership Renewal	\$192.00
37763 Calif. Water Environment Assn.	Certificate Renewal	\$104.00
37763 Calif. Water Environment Assn.	Membership Renewal	\$192.00
37764 Carollo Engineering, Inc.	*Environmental Engineering & Planning Asset Mgmt	\$3,332.25
37765 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/11/2019	\$551.76
37765 Cintas Corp	Uniforms, Mats, Towels, Etc for the Week of 11/18/2019	\$549.26
37765 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/25/2019	\$549.26
37766 Consolidated Electrical Distributors, Inc.	Junction Box and Lamps	\$34.08
37766 Consolidated Electrical Distributors, Inc.	Mag Starters	\$1,373.13
37767 Demo Unlimited	Wetlands Perimeter Berm	\$7,872.00
37768 Dept. of Motor Vehicles	Pull Notices	\$13.00
37769 Desert Hose & Supply	Wash Down Hose & Reel for Kenworth Vactor	\$740.56
37770 DLT Solutions, LLC	AutoCAD Maintenance Renewal	\$631.51
37771 E.S. Babcock & Sons, Inc.	CTR Priority Pollutants	\$872.00
37772 Equipment Direct	Incident Command Vests	\$120.57
37773 FedEx	Shipping Fees for October 2019	\$543.46
37774 Fluid Components International LLC	Calibration of Boiler Flow Meters	\$2,137.97
37775 Grainger	Drager Tubes	\$345.31
37775 Grainger	Ladder	\$324.35
37776 Hach Company	Glass Fiber Filters	\$295.50
37777 Innovative Document Solutions	Monthly Copier Maintenance	\$273.36
37778 Innovative Federal Strategies LLC	Federal Advocacy for October 2019	\$6,000.00
37778 Innovative Federal Strategies LLC	Federal Advocacy for August 2019	\$6,000.00
37779 Kaman Industrial Technologies	Electric Motor Coupling for Bar Screens	\$173.09
37779 Kaman Industrial Technologies	Belts	\$33.84
37780 Nautilus Environmental, Inc.	Biannual NPDES WET Testing	\$3,400.00
37781 Northwest Scientific, Inc.	Sulfuric Acid	\$557.20
37781 Northwest Scientific, Inc.	Gloves	\$240.94
37781 Northwest Scientific, Inc.	Reagent	\$109.94
37782 Polydyne, Inc.	Polymer for Belt Press	\$7,248.62
37783 Powerstride Battery Co.	Battery	\$122.40
37784 Praxair Distribution, Inc.	Tank Rentals	\$124.39
37785 Purchase Power	Postage	\$200.00
37786 Pyro-Comm Systems	Fire Alarm Monitoring	\$135.00
37787 RACO Manufacturing & Engineering Co.	Annual Alarm Agent Fee	\$1,440.00
37788 Rauch Communication Consultants, Inc.	Strategic Plan Workshop 1	\$367.50
37789 SCAP	Annual Membership Dues 2019/20	\$5,058.00
37790 Southwest Networks, Inc.	Quarterly Billing 12/1/19-2/29/20	\$8,583.00
37790 Southwest Networks, Inc.	BDR Storage for December 2019	\$699.00
37790 Southwest Networks, Inc.	Technical Support for October 2019	\$950.00
37791 State Water Resources Control Board	NPDES Annual Permit Fee 2019/20	\$14,073.00
37792 State Water Resources Control Board	NPDES Permit Renewal Fee 2019/20	\$41,230.00
37793 Sulzer	Influent Pump #4 VFD Replacement	\$8,872.88
37794 Swains Electric Motor Service	Rebuild Pond Recirculation Pump	\$3,558.83
37795 United Way of the Desert	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$25.00
37796 Univar Solutions	Ferric Chloride	\$5,670.23
37796 Univar Solutions	Sodium Bisulfite	\$5,139.83
37796 Univar Solutions	Sodium Hypochlorite	\$6,990.49
37797 Vantage Point Transfer Agents - ICMA	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$1,445.00
37798 Workplace Safety Specialists	Confined Space Training	\$4,650.00
37799 Best, Best & Krieger	Legal Services for November 2019	\$1,548.08
37800 Caltest Analytical Laboratory	Monthly NPDES Samples	\$596.00
37801 Carollo Engineering, Inc.	*Sewer Siphon Redesign for September 2019	\$42,510.00
37802 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 12/02/2019	\$549.26
37803 Fluid Components International LLC	Calibration of Biogas Meters	\$1,940.22
37804 Grainger	Electrical Timers	\$177.22

37804 Grainger	Air Filters for Lab	\$427.50
37804 Grainger	Delay Relays	\$146.42
37805 Harris & Associates	* PADM for Collection System Phase 2	\$4,569.00
37806 Lone Star Blower, Inc.	Vibration Sensor Blower #1	\$637.71
37807 Lucity, Inc.	Lucity Server Migration	\$1,500.00
37808 NeoGov	Renewal Fee	\$7,466.29
37809 Powerstride Battery Co.	Batteries	\$383.73
37810 Quinn Company	Starter for Fork Lift	\$614.89
37811 ReadyRefresh by Nestle	Bottled Water for November 2019	\$881.23
37812 Rudy's Pest Control	Pest Control for December 2019	\$185.00
37813 Southwest Networks, Inc.	Technical Support for November 2019	\$546.25
37813 Southwest Networks, Inc.	BDR Storage for January 2020	\$699.00
37814 Stater Bros. Markets	Employee Gift Cards	\$5,663.50
37815 Tops 'N Barricades Inc.	Measuring Wheel & Rain Gear	\$153.17
37816 Underground Service Alert	Dig Alerts for November 2019	\$109.00
37816 Underground Service Alert	Dig Safe Board Fee	\$82.93
37817 Univar Solutions	Sodium Bisulfite	\$4,206.28
37817 Univar Solutions	Sodium Hypochlorite	\$6,525.26
37818 YSI Inc	Influent Pump #6 Repair	\$11,544.29
37819 United Way of the Desert	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$25.00
37820 Vantage Point Transfer Agents - ICMA	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$1,445.00
201911181 CalPERS 457	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$750.00
201911122 Umpqua Bank	New Charges for November 2019	\$8,667.14
201911182 CalPERS Retirement	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$17,414.72
201911183 CalPERS Health	Health Insurance for December 2019	\$33,091.91
201911191 Bank of America #8846	New Charges for October 2019	\$7.99
201911221 Paychex - Fee	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$157.42
201911222 Paychex - Direct Deposit	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$67,860.92
201911223 Paychex - Tax	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$30,949.78
201911224 MassMutual	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$10.00
201911225 Nationwide Retirement Solution	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$2,301.59
201911251 TASC	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$296.14
201911261 CalPERS 457	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$750.00
201911262 CalPERS Retirement	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$17,397.10
201911271 Imperial Irrigation District	Electricity for October 2019	\$30,605.96
201911301 Domino Solar LTD	Electricity for October 2019	\$10,747.75
201911302 Standard Insurance Company	Life and Disability Insurance for December 2019	\$1,793.72
201912011 Sun Life Financial	Vision Insurance for December 2019	\$808.26
201912021 Imperial Irrigation District	Electricity for October 2019	\$275.54
201912022 Indio Water Authority	Water for October 2019	\$1,270.49
201912022 Indio Water Authority	Hydrant Agreement for October 2019	\$469.72
201912061 Paychex - Direct Deposit	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$67,090.16
201912062 Paychex - Fee	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$147.67
201912063 Paychex - Tax	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$31,350.65
201912064 MassMutual	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$10.00
201912065 Nationwide Retirement Solution	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$2,301.59
201912066 TASC	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$296.14
201912101 Humana Dental Insurance	Dental Insurance for December 2019	\$2,711.04
201912102 Burrtec Waste & Recycling	Trash Service for November 2019	\$234.97
201912103 Burrtec Waste & Recycling	Grit Removal for November 2019	\$2,081.84
201912121 Frontier Communications	Telephone Service for December 2019	\$308.31
201912131 Time Warner Cable	Telephone Service for December 2019	\$1,139.02
201912124 SoCal Gas	Natural Gas for November 2019	\$369.91
201912011 Verizon Wireless	Cell Service for December 2019	\$1,035.14

*Capital Expenditures

\$630,844.17

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 10/01/2019 TO 10/31/2019 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

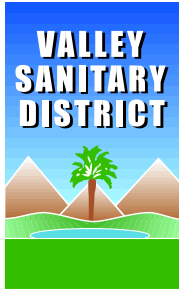
LAIF Fund 4 - Agency Fund			
Beginning Balance (Fund 4)		204,062	
Net Transfer from (to) Fund 11		(5,275)	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.45%)		<u>1,275</u>	
Fund 04 Ending Balance			200,062
LAIF Fund 6 - Wastewater Revenue Refunding Bonds			
Beginning Balance (Fund 6)		6,149	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.45%)		<u>38</u>	
Fund 06 Ending Balance			6,187
LAIF Fund 11 - Operating Fund			
Beginning Balance (Fund 11)		16,469,236	
Net Transfer from (to) Fund 04		5,275	
Net Transfer from (to) Fund 06		0	
Net Transfer from (to) Fund 12		69,352	
Net Transfer from (to) Fund 13		(79,948)	
Fund Transfer from (to) LAIF - WF		0	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.45%)		<u>102,953</u>	
Fund 11 Ending Balance			16,566,868
LAIF Fund 12 - Reserve Fund			
Beginning Balance (Fund 12)		22,683,114	
Net Transfer from (to) Fund 11		(69,352)	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.45%)		<u>141,798</u>	
Fund 12 Ending Balance			22,755,560
LAIF Fund 13 - Capital Improvement Fund			
Beginning Balance		5,685,715	
Connection Fees	79,948		
(Disbursements) or Reimbursements	<u>0</u>		
Net Transfer from (to) Fund 11		79,948	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.45%)		<u>35,543</u>	
Fund 13 Ending Balance			5,801,206
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13			45,329,883

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11			
Beginning Balance		2,140,635	
Deposits		151,904	
Fund Transfer from (to) LAIF (net)		0	
Disbursements and Payroll		(591,419)	
Wells Fargo Ending Balance			1,701,120
CALTRUST - FUND 11			
Beginning Balance		1,054,532	
Unrealized Gain / <Loss>		2,090	
Interest Income		1,890	
CalTrust Ending Balance			1,058,512
TOTAL WELLS FARGO AND CALTRUST CHECKING			2,759,632
TOTAL CASH AND INVESTMENTS			48,089,515

The Board certifies the ability of the District to meet its expenditure requirements for the next six (6) months, as per Government Code 53646(b)(3).

This report is in compliance with the District's Investment Policy under Government Code 53646(b)(2).



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Joanne Padgham, Administration & Finance Manager

SUBJECT: Receive and File Annual Connection Capacity Fee Report

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

Fiscal Impact:

There is no fiscal impact from this report.

Background:

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees shall be made available to the public. The basic accounting and reporting responsibilities under the Government Code require the following:

1. A description of the fees deposited in the fund;
2. The beginning and ending balance of the fund and any interest earned from investment of moneys in the fund;
3. The amount of fees collected in the fiscal year;
4. The public improvements on which fees were expended;
5. The percentage of the total cost of the public improvements that were funded by these fees;
6. The completed public improvements on which fees were expended;
7. Each public improvement that is anticipated to be undertaken in the current fiscal year.

The annual report showing actual values for the 2018/19 fiscal year and estimated values for the 2019/20 fiscal year is enclosed for your information. Pursuant to Government Code Section 66013, this report is for review purposes only.

Recommendation:

Staff recommends that the Board of Directors receive and file the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

Attachments

Attachment A: Fiscal Year 2018/19 Connection Capacity Fee Report

Attachment B: Copy of letter to DVBA & BIA

CPA adjusted beginning balance July 1, 2018**\$ 4,305,220****Fund 13 - Income**

Connection capacity fees collected July 1, 2018 to June 30, 2019

1,009,871

Interest earned on connection capacity fees

155,516

Income for 2018/19

1,165,387**Fund 13 - Expenditures**

Notes Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	% of Project Completed in 2018/19	2018/19 Expenditures
No expenditures for 2018/19					-
Ending balance June 30, 2019					\$ 5,470,607

Fund 13 - Projected Income & Expenditures for July 1, 2019-June 30, 2020**Beginning balance July 1, 2019****\$ 5,470,607****Fund 13 - Projected income**

Connection capacity fees July 1, 2019 to June 30, 2020

1,100,000

Interest earned on connection capacity fees

120,000

Projected income for 2019/2020

1,220,000**Fund 13 - Projected expenditures for 2019/20**

Notes Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ amount Funded by new Construction	Anticipated % of Project Completed in 2019/2020	Anticipated 2019/20 Expenditures
¹ New Training & Office Library Building - Design	100,000	100%	100,000	100%	100,000
² Phase 2B/2C plant expansion design	100,000	40%	40,000	100%	40,000
Less projected expenditures for 2019/20					(140,000)
Projected ending balance June 30, 2020					\$ 6,550,607

¹ Cost allocation of 100% is based on adding a new Training & Office Library building on VSD property to facilitate on-site training and secure records retention library. This is a carry-over from FY 2018/2019.

² Cost allocation of 40% for Phase 2B plant expansion is based on replacing an aging and capacity restricting Grit Chamber, and to provide redundancy by adding a second digester, expanding the bar screens, adding two (2) biofilters, a sludge holding tank and a sludge thickener building. Phase 2B will be prior to, but sequential with, Phase 2C plant expansion.



2019 BOARD OF DIRECTORS

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Deborah McGarrey
Southern California Gas Company

1st VICE PRESIDENT

Tom Dubose
Dubose Design Group, Inc.

SECRETARY/TREASURER

Joe Hayes
First Bank

**VICE PRESIDENT
OF ASSOCIATES**

Allan Levin
Allan Levin & Associates

PAST PRESIDENT

Fred Bell
Nobell Energy Solutions

CHIEF EXECUTIVE OFFICER

Gretchen Gutierrez

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Brian Benedetti Construction
Mark Benedetti
BMC Select Build
Dede Callanan
North American Title
Margaret Drury
Margaret Drury Construction
Mario Gonzales
GHA Companies
Todd Hooks
Agua Caliente Band of
Cahuilla Indians
Trevor Kempton
AudioVisions
Taylor Libolt- Varner
MSA Consulting
Dave Lippert
Lippert Construction, Inc
Paul Mahoney
PMA Advertising
Bruce Maize
Rilington Group
Russ Martin
Mission Springs Water
District
Jim Murdock
PIRCH
Dan Olivier
Nethery Mueller Olivier
Alan Pace
Petra Geotechnical
John Powell, Jr.
Coachella Valley Water District
Pedro Rincon
Osborne Rincon
Jeff Wattenbarger
Wattenbarger Construction

November 20, 2019

Valley Sanitary District
Joanne Padgham, Admin and Finance Manager
45-500 Van Buren Street
Indio, CA 92201

Dear Ms. Padgham,

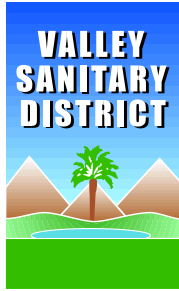
Thank you for providing the Desert Valleys Builders Association with the opportunity to review the Valley Sanitary District's *Annual Reportable Fees Report for fiscal year ending June 30, 2019*.

After our review, DVBA is satisfied that the District has fulfilled its annual reporting obligations pursuant to the Mitigation Fee Act.

Respectfully,

Gretchen Gutierrez
Chief Executive Officer

75100 Mediterranean • Palm Desert • CA 92211
(760) 776-7001 office • (760) 776-7002 fax
www.thedvba.org



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

SUBJECT: **Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to Be Established for Ward-Based Elections**

<input checked="" type="checkbox"/> Board Action	<input checked="" type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Board to conduct a public hearing to consider map criteria and concerns regarding establishing boundaries and composition of wards for future District elections.

Fiscal Impact

There is no fiscal impact from this discussion.

Background

The California Voting Rights Act (CVRA) was enacted in 2001 to address disparities between ethnic demographics and elected officials. The CVRA prohibits special districts like VSD from using the “at-large” method of election that may impair the ability of a protected class from electing candidates of its choice or influencing the outcome of an election to their benefit. In other words, without ward-based elections, their voice might be diluted by the combined total of all voters.

To date, over 300 cities and special districts have changed to district-based elections. AB 350 established the steps to transition to proceed. Adoption of a resolution indicating the District’s intent to move At-Large to By-Ward elections was the first official step in the process, which was completed on October 22, 2019. The timeline for the process, with a target of the 2020 General Election, is as follows.

December 17, 2019	Public Hearing to Discuss Map Criteria #1
January 14, 2020	Public Hearing to Discuss Map Criteria #2
March 10, 2020	Public Hearing to Discuss Draft Maps #1
April 21, 2020	Public Hearing to Discuss Draft Maps #2
May 12, 2020	Board Adopts Map Establishing Wards

During the third and fourth public hearings, the Board of Directors will also need to determine the "sequencing" of the elections. This means that the Board will need to

decide which wards will first have elections. There is not a legal requirement that where incumbents reside is how the elections should be sequenced. In fact, recent legislative amendments set forth in AB 350 (Elections Code section 10010(b)) state that special consideration should be given to the CVRA's purposes in determining which wards are to have the first elections.

Recommendation

Staff recommends that the Board of Directors conduct Public Hearing #1 to discuss the map criteria for a By-Ward election system.

Attachments

Attachment A: Presentation from CSDA on the Voting Rights Act and District Elections

District Elections and the California Voting Rights Act: Who is Targeted, and What Happens When you are Challenged?

Sean D. De Burgh

Cota Cole & Huber LLP

Douglas Johnson

National Demographics Corporation



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MORE THAN A CONFERENCE

How is the CVRA Violated?

- The CVRA prohibits any *political subdivision* from using any *at-large method of election* that “impairs the ability of a *protected class* to elect candidates of its choice or influence the outcome of an election, as a result of the dilution or the abridgement of the rights of voters are members of the protected class....”



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Defined Terms:

- “Political subdivisions” are units of government within the state and, at the local level, include cities, counties, and—of course—special districts.
- An “at-large method of election” is a system of voting in which voters within an entire jurisdiction elect the members of the governing body. If there are two positions open on a local board, for example, candidates would run as a group and the top two vote getters would be seated following the election. In California, this is the most common way special district governing boards are elected.
- A “protected class” means a class of voters who belong to *any* “race, color, or language minority group.” It is possible for one minority group’s voting rights to be diluted even though other minority groups’ rights are not violated. In California, the most common CVRA claims involve African-American, Latino, and Asian-American populations Elec. Code, § 14026(c).



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When Does “Racially Polarized Voting” Exist?

- RPV exists when there is a difference in how members of a protected class vote versus members not within the protected class. Sometimes this phenomenon is referred to as “bloc voting.” Elec. Code, § 14026(e).
- Whether RPV exists is generally determined by statistical analyses.
 - regression analysis
 - ecological inference



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Determining Whether RPV Exists

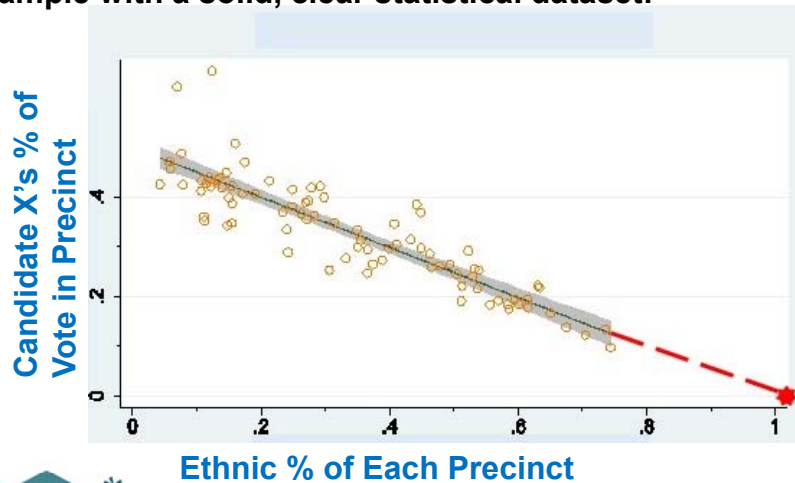
- The comparison is made between the group whose voting power is asserted to be diluted and *all other voters* outside that group.



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What is Racially Polarized Voting?

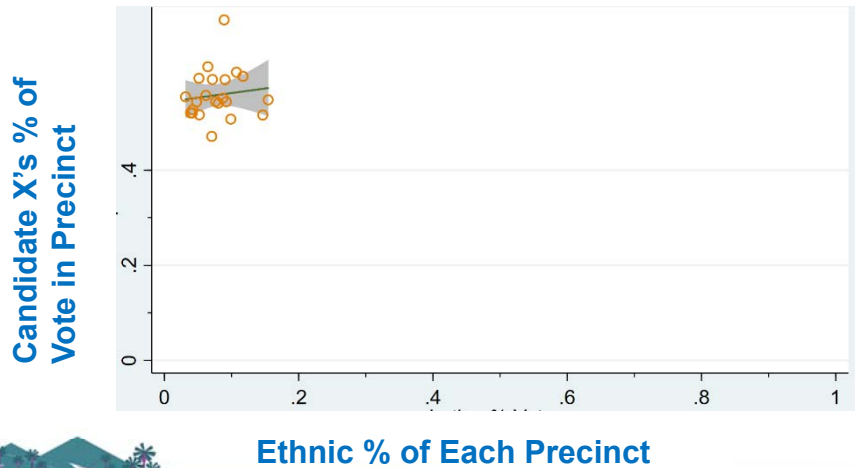
Example with a solid, clear statistical dataset:



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What is Racially Polarized Voting?

What we often get in the real world:



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Elections Analyzed for Polarization:

- agency board elections
- elections involving other agencies (such as cities, counties, and school districts)
- state elections (for the Assembly, Senate or Propositions)
- ballot initiatives (state or local)



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An agency's intent or lack of intent to discriminate also is not relevant in determining whether RPV exists



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That candidates of a protected class have been elected to an agency's governing board does not negate a finding that RPV exists for that class.

Under the CVRA, the history regarding class members' success as candidates is only a *factor* that may be considered in determining the existence of RPV.



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What is the Remedy for CVRA Violations?

- Court can order the agency to implement by-district elections
 - by-district elections, also referred to as “by-division” or “by-ward” elections, candidates reside within election districts that are divisible parts of the political subdivision and are elected only by voters that reside within those districts



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Changes So Far

- At least ~~175~~ 202 school districts
- ~~100~~ 110 cities
- Over 30 community college districts
- At least 4 water-related special districts
- ~~7~~ 9 health care special districts
- 1 county (the only county that was not already by-district)
- 1 Community Service District
- 1 Library District
- 1 Utility District
- 2 Airport Districts
- 1 Recreation and Parks District



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AB 350

Created a “safe harbor” by which agencies can voluntarily convert to by-district elections and avoid having to defend against CVRA lawsuits



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What Should My District Do after Getting a CVRA Demand Letter?

- CVRA requires plaintiffs to first send a written notice, or demand letter, to an agency before filing suit.
- Plaintiff must wait at least 45 days before filing an action, affording the agency a safe-harbor period to consider converting from at-large to by-district elections.
- Agency must adopt a resolution within 45 days.



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PLAN MEETING

In addition to meeting to consider the resolution, your agency should plan a separate—and earlier—meeting to discuss the potential CVRA litigation in closed session.



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What Happens if Your District Sticks with its At-Large Voting System?

- The standard for proving proving a CVRA case is quite low.
- A successful plaintiff is *guaranteed* an award of attorney fees when he or she prevails.
- During any remedial phases of a CVRA lawsuit, the court makes the decision as to how and where district lines are drawn.



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If Your District Follows AB 350

- Guaranteed to not pay more than \$30,000 in attorneys fees.
- *Your agency* controls the districting process and *your governing board* makes the final decision about how district lines are drawn



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If Your District Agrees to Switch to By-District Elections – What Happens Next?

- First step is to adopt a resolution expressing its intention to do so within 45 days of receipt of the CVRA demand letter.
- Plan for the next 90 days to be a very busy time.
 - The Agency will be required to hold at least *four* public hearings as part of the AB 350 process
 - Agency must then publish a draft map (or maps) of the proposed districts
 - Agency must also publish the proposed election sequence



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Qualified Demographer

- It is essential that your agency have a qualified demographer to assist in, and even facilitate, the creation of districts.
- It is important that your district retain this consultant right away. He or she will need to begin working almost immediately after being retained to gather relevant Census and elections data and information.
- The demographer will also be instrumental in facilitating input from the public about communities of interest within your district (this concept is discussed below) and in drawing draft and final district maps.



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Public Outreach Essential

Although little time is provided to complete the process, your district should still consider public outreach a priority. A number of agencies that have converted to by-district elections have created special websites to describe the basics about the conversion process, outline the standards for creating districts, and provide notices and schedules of public hearings. Efforts to reach out to non-English speaking communities should also be encouraged



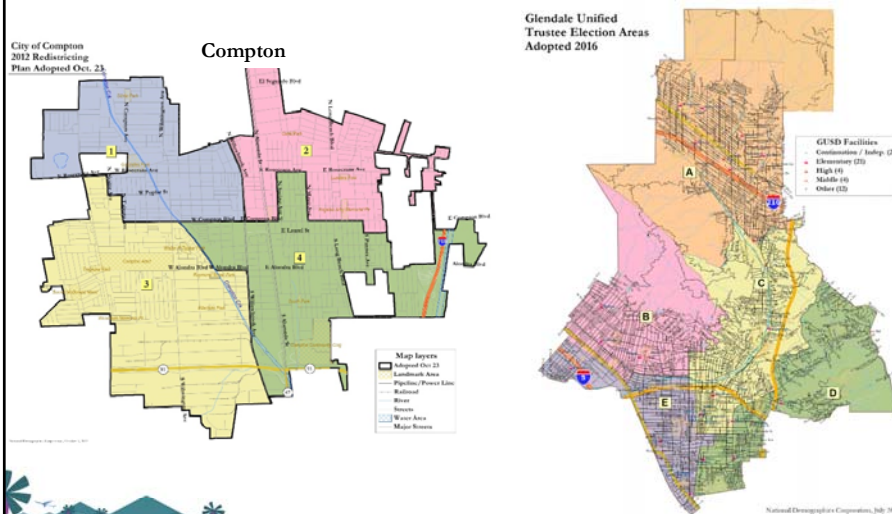
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MORE THAN A CONFERENCE

How are districts drawn?

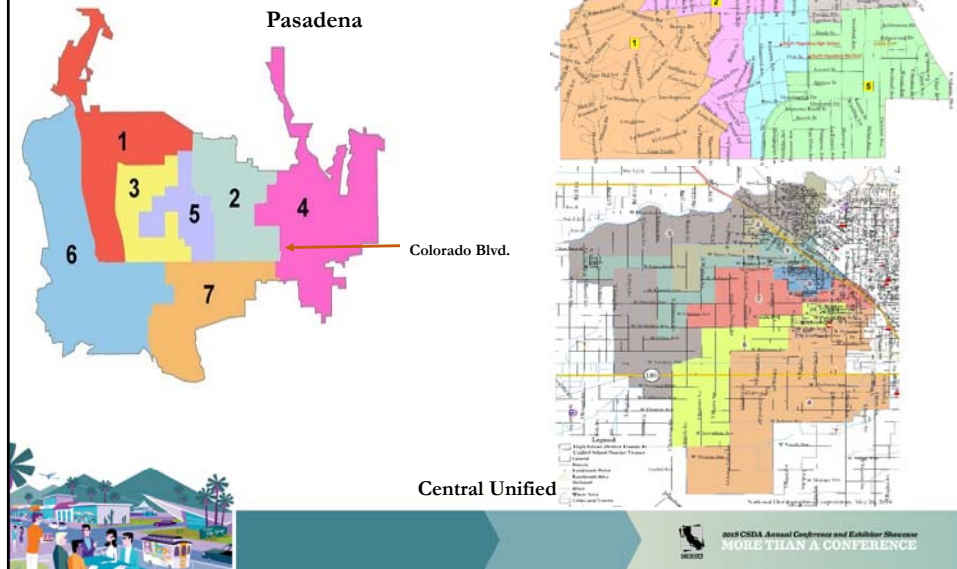
- Federal Laws
 - Equal population
 - Federal Voting Rights Act
 - No racial gerrymandering
- Traditional Redistricting Principles
 - Communities of interest
 - Compact & Contiguous
 - Follow visible (natural & man-made) boundaries
 - Respect for past voter decisions
 - Account for future population growth



Traditional (Compact) Maps



Non-Traditional Maps



When do By-District Elections Begin?

- The subject of when and how to start district elections is a tricky
- Delaying the creation of districts for the convenience of the existing elected officials may not remedy a CVRA violation.

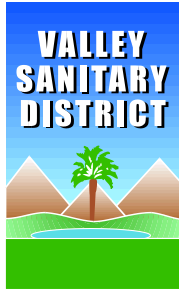


What if My District Has yet to Receive a CRVA Demand Letter

Your district need not receive a CVRA demand letter to begin the process to switch to by-district elections. A district can move away from at-large voting systems at any time.



2025 CSDE Annual Conference and Exhibitor Showcase
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**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Communications and Outreach Program and Authorize the General Manager to Execute a Contract with the Preferred Consultant**

<input checked="" type="checkbox"/> Board Action	<input checked="" type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Board to discuss hiring a consultant to develop a communications and outreach plan and create a quarterly newsletter.

Fiscal Impact

The fiscal impact is approximately \$60,000 for a 12-month period. The funding will have to be drawn down from reserves as it was not included in the adopted budget.

Background

It is in the District's best interest to develop a communications and outreach plan that informs the rate payers of the services and benefits provided by the District. The NPDES permit requires that the District performs education and outreach on a variety of water quality topics. The District currently does not publish a newsletter or perform outreach activities on water quality topics.

There are a variety of agencies that perform outreach and education services. To get this program implemented as quickly as possible, staff contacted a consultant who has extensive experience working with wastewater and other public agencies to develop a communications and outreach plan. The cost for these services is approximately \$60,000, which includes one paper mailing of a quarterly newsletter. This paper newsletter will also include the required information to meet Proposition 218 regarding rate increases.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with a consultant to develop and implement a communication and outreach plan.

Attachments

Attachment A: Proposal from Circlepoint
Attachment B: Proposal from CV Strategies
Attachment C: Proposal from Rojas Communications



Valley Sanitary District

Outreach Services

Our Approach

The Valley Sanitary District (District) services approximately 19.5 square miles with approximately 27,849 connections in the eastern desert area of Riverside County. The District encompasses portions of the City of Indio, the City of Coachella, and adjacent unincorporated areas of Riverside County, California. Residential customers represent approximately 97% of the District's customer base and produce approximately 81% of the sewage flow. Currently, the District can treat approximately 12.5 million gallons of sewage a day. Customer's don't often think of the value of the service provided by the District until there is a problem with the sewer.

One of the biggest challenges faced by the District is residents lack an awareness of the services offered by the District because they do not think about wastewater, as the billing is included in the annual tax bill. Therefore, it is vital that all communications educate customers on the important services provided by the District as well as share important reminders about proper disposal of waste items to reduce causing damage to the system.

Developing a strategic communications plan and implementing public outreach to raise awareness about the vital services the District provides and educate residents about how they can do their part will benefit both the District and the communities it serves.

STRATEGIC COMMUNICATIONS PLAN

Developing a strategic communications plan provides a tool to guide your communication efforts and support progress towards meeting your outreach goals. The plan will serve a vital role in identifying ways to educate customers about the important services provided by the District and sharing important reminders for keeping wastewater flowing efficiently through the system.

Our approach to developing the communications strategy and tactics calls for close collaboration with District staff. We are committed to working with your staff to develop strategies that are specifically responsive to the communication challenges the District faces, both large and small, and the objectives needed to meet those challenges. Circlepoint will work closely with your staff to develop a strategic communications plan that details the following:

1. Define Your Goals and Objectives
2. Identify Target Audiences and Stakeholders
3. Develop Key Messages
4. Develop and Implement Outreach Plan
5. Establish Metrics to Evaluate, Track, and Monitor the Success of Efforts

Not all communities access and gather information in the same way. To ensure success, we deploy multiple communication and engagement channels and tools. A well-rounded outreach and education program use a steady drumbeat of engaging communications through a variety of applications and channels. Our outreach and education efforts take into consideration traditional methods, the latest technology, and the need for human connection.



We understand diverse audiences and the need to provide in language material to non-English speaking communities. As such, all content created for the District will be available in both English and Spanish to meet the needs of the multicultural audience.

Deliverables

- One Strategic Communications Plan

Assumptions

- Two rounds of review on the plan

SOCIAL MEDIA

Social media has changed the way people communicate and interact along with the way they form and share opinions. Through the use of social media, Circlepoint will help the District connect with customers on a regular basis to share District news, events and project updates. A well-informed and impactful social media presence is no longer an option for a public agency; it is a cornerstone to a successful communications strategy.

Circlepoint is highly skilled in the development of social media strategy. Circlepoint has partnered with Citrus Heights Water District, Mount View Sanitary District, and San Jose Water to effectively enhance each agency's social media presence with a tailored editorial calendar identifying themes, messages and timing for each social media platform. We've created content and implemented targeted tactics to increase engagement and followers for each agency. For example, we surpassed our 10% growth goal for San Jose Water District's achieving a 17% increase in total new followers for a total of 864 new followers.

To improve awareness of District accomplishments and news, Circlepoint will partner with the District to provide guidance to establish a Facebook account and best practices for maintaining the account. We will assist in the development of a messaging strategy and relevant content to help educate customers and build a social media following.

The Facebook account will be updated twice a week, and more frequently if necessary. We can share myth-buster posts for tips on clog prevention to keep the system running smoothly, proper FOG disposal along with project status updates to let customers see how their rates are being put to use. In addition to developing and posting materials on Facebook, Circlepoint will monitor the District's page in order to respond to questions or comments from the members of the public requiring a response.

If the District does not have a social media policy/protocol currently in place, Circlepoint can offer guidance on the creation of the protocol.

Deliverables

- One strategic social media plan
- Social media editorial calendar
- Up to 104 unique Facebook posts (two/week)
- Up to six social media graphics



Assumptions

- Two rounds of review on all deliverables

NEWSLETTERS

Circlepoint will work with the District to provide its stakeholders and constituents with quarterly email newsletters (e-newsletters). The e-newsletter is a useful tool to educate customers on the services provided by the District, establish awareness of the District's purpose, and offer timely information about District news, projects and initiatives. We will coordinate with District staff to develop an e-newsletter template based on any existing graphic standards the District uses. We will also develop editorial ideas in partnership with District staff. With the District's guidance, Circlepoint will develop newsletter themes and articles that are timely and compelling. For copy developed by District staff, Circlepoint will provide editing support. Additionally, we will coordinate electronic distribution of the newsletter and capture analytics data by creating a MailChimp account for the District.

Once a year, we will develop a hard copy newsletter for mailing to all District customers. We will develop content and design for a one-sheet, legal sized, self-mailing newsletter. Before we do that, we will work with the District to develop a design template to ensure a consistent look and feel to the email version of the newsletter. We will also help develop a word count guide for the printed newsletter to help us develop the appropriate amount of copy for each printed newsletter. Our creative team excels at creating engaging newsletters layouts that successfully disseminate all varieties of content using infographics, illustrations and highly legible typography.

We will develop a production schedule for both electronic and hard copy newsletters to be approved in advance by the District and keep all efforts on-track.

Deliverables

- One printed newsletter
- Up to four quarterly e-newsletters

Assumptions

- Two rounds of review on all deliverables
- Annual newsletters are legal size, tri-folded to 8.5 x 4.69, full color, 20,000 printed
- Annual newsletters are mailed to 20,000 addresses
- E-newsletters will be developed on MailChimp platform
- Mailing list provided by Valley Sanitary District
- Posting & Printing includes sorting, preparing, folding, tabulating, etc.

CONTACT DATABASE DEVELOPMENT

Circlepoint will work with District staff to develop a contact database and identify appropriate parties to include in the database set up. The contacts can include board members, regulatory agencies, community
Circlepoint | 2100 W Orangewood Avenue, Suite 165, Orange, CA 92868
Phone 714.653.1151 | www.circlepoint.com



groups, local elected officials, local agencies (public works, water districts, police, fire, etc.), schools, and any other groups as identified by the District. In addition, we will work with the District to obtain as many customer email addresses as possible and will provide language for the existing District website that solicits e-newsletter sign-ups. We will also solicit e-newsletter sign-ups on Facebook and through the printed version of the newsletter.

Creating a reputable email list is crucial to successfully reaching your intended audience. It is recommended to send emails to interested contacts who either opted-in or provided their email address with consent of receiving future correspondence. While purchasing emailing lists is an option, it is not recommended due to spam rules and bounce-back rates which could lock you out from sending future correspondence via email.

Once the database has been established, we will maintain it regularly. This includes adding new sign-ups and removing addresses if a request to unsubscribe is received.

Deliverables

- One electronic database file containing physical addresses along with email addresses

Assumptions

- Two rounds of review on all deliverables

Circlepoint Budget

Tasks	Principal	Sr. PM	PM	Associate	Creative Director	Sr. Web/Graphics	Web/ Graphics	Total Hours	Total Dollars
Rates	\$ 275	\$ 195	\$ 155	\$ 100	\$ 250	\$ 130	\$ 115		
Task 1 Communications Plan									
Planning Meetings	2	-	16	11	-	-	-	29	\$ 4,130.00
Develop Strategic Communications Plan	1	1	8	10	-	-	-	20	\$ 2,710.00
Subtotal Task 1 Communications Plan	3	1	24	21	-	-	-	49	\$ 6,840.00
Task 2 Social Media									
Social Media Plan & Editorial Calendar	1	1	4	8	-	-	-	14	\$ 1,890.00
Post Development & Page Maintenance	-	1	12	52	-	-	18	83	\$ 9,325.00
Subtotal Task 2 Social Media	1	2	16	60	-	-	18	97	\$ 11,215.00
Task 3 Newsletters									
Develop E-Newsletter Template	-	-	12	-	4	16	8	40	\$ 5,860.00
Develop E-Newsletter Content (quarterly)	-	-	10	24	-	8	-	42	\$ 4,990.00
Develop Annual Print Newsletter Template	-	-	4	-	4	12	-	20	\$ 3,180.00
Develop Newsletter Copy and Design for Annual Newslette	-	-	16	32	4	16	6	74	\$ 9,450.00
Coordinate Production and Distribution of Newsletter	-	-	4	10	-	-	-	14	\$ 1,620.00
Subtotal Task 3 Newsletters	-	-	46	66	12	52	14	190	\$ 25,100.00
Task 4 Contact Database									
Database Set up and Management	-	2	12	16	-	-	-	30	\$ 3,850.00
Subtotal Task 4 Contact Database	-	2	12	16	-	-	-	30	\$ 3,850.00
Labor Subtotal	4	5	98	163	12	52	32	366	\$ 47,005.00
Labor Contingency									\$ -
Total Labor									\$ 47,005.00

ODCs

Fax/phone/messenger/overnight	\$ 100.00
Travel	\$ 300.00
Postage & Printing (20,000, assumes 1 mailing per year at \$.35 ea)	\$ 7,500.00
Mail Chimp (email blast)	\$ 60.00
Translation	\$ 2,500.00
Subtotal ODCs	\$ 10,460.00
10.0% Mark-Up on ODCs	\$ 1,046.00
Total ODCs	\$ 11,506.00
TOTAL	\$ 58,511.00

Assumptions

Includes two rounds of review for all deliverables.

Annual newsletters are legal size, tri-folded to 8.5 x 4.69, full color, 20,000 printed

Annual newsletters are mailed to 20,000 addresses

Enewsletters will be developed on MailChimp platform

104 of Facebook posts (2/week)

6 graphics for social media

Assumes 1-year period of performance

Mailing list provided by Valley Sanitary District

Posting & Printing includes sorting, preparing, folding, tabulating, etc.



July 30, 2019

Beverli Marshall, General Manager
Valley Sanitary District
45500 Van Buren Street
Indio, CA 92201

Dear Ms. Beverli Marshall,

Every communication with the public is an opportunity to make a connection, to shape perception, and to share a clear message. This is how Circlepoint approaches communication and outreach services. We have honed this approach through extensive experience working with public sector water clients throughout California, including West County Wastewater District (WCWD), Mt. View Sanitary District (MVSD), Citrus Heights Water District (CHWD), Metropolitan Water District of Southern California (Metropolitan), and more. We've helped MVSD and CHWD establish positive engagement with their respective customers through consistent communications including regular newsletters, website development, and social media campaigns. This steady drumbeat of information has resulted in an improved understanding of our client's purpose and programs and helped to strengthen the trust of target audiences, which is crucial when it comes time to consider raising rates, or when you need to communicate about interruptions or changes to service.

For more than 30 years, Circlepoint has developed and delivered full-service marketing and community outreach support, from conceptual design to campaign strategy and planning, through implementation and evaluation. Our promotional campaigns reach target audiences across multiple channels to change perceptions and motivate action. Our visual communications enhance a brand, convey messages, and create impact. We create print designs and illustrations that present ideas clearly to help audiences better receive and understand important information. Our branding and identity work illuminates core program messages and triggers immediate recognition. Our websites provide multifunctional, dynamic, and interactive design.

The distinguishing characteristics of our team include:

- Over 30 years helping public agencies effectively inform, educate, and involve communities, agency partners, and the media in projects and programs
- The ability to find opportunities that ensure a broader audience is aware of the important benefits of programs and services
- Award-winning professionals who design materials and develop tools that raise awareness and increase engagement
- Best practices from a diverse range of skill sets—from branding to social media—and markets, including water and utilities—to take a fresh, creative approach to media and public relations



Our proposed team will be led by Project Director, Dominica Smith. Dominica is currently supporting Metropolitan with public outreach for its Orange County Feeder Relining Project. She has engaged residents and businesses in Santa Ana and Costa Mesa to raise awareness of major traffic impacts from the infrastructure improvement project. Our proposed project manager, Stacey Miller, worked with the City of Irvine to develop a safety campaign targeted at pedestrians, bicyclists and motorists. The project encompassed brand creation, unique messaging development and a targeted ad campaign highlighting the safety goals of the project and will lead Circlepoint's team for this contract. She has extensive experience collaborating with public agencies on public outreach programs and will serve as the primary point of contact for Valley Sanitary District staff.

Thank you again for your consideration and the opportunity to share our communication consulting services with your agency. Please feel free to contact Stacey Miller at (714) 617-4921 if you have any questions in the interim.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Steinwert", with a long horizontal flourish extending to the right.

Scott Steinwert
President and CEO

Submission of Proposal VALLEY SANITARY DISTRICT

Communications and Public Outreach



Submitted Tuesday, October 15, 2019, by:

Erin Gilhuly
Founder & President, CV Strategies
erin@cvstrat.com | ph: 760.641.0739



October 15, 2019

Beverli A. Marshall
General Manager
Valley Sanitary District
45-500 Van Buren
Indio, CA 92201

Dear Ms. Marshall:

Thank you for providing CV Strategies the opportunity to present this proposal to provide public outreach assistance for Valley Sanitary District. We understand you are looking for an overall communications strategy, including an annual public outreach plan, social media, newsletters, e-blasts, and media relations assistance.

CV Strategies is well positioned to support Valley Sanitary District in this effort. Our firm, founded in 2007, is based in Palm Desert, with offices in Los Angeles and Sacramento. Our staff of 17 has extensive experience crafting successful outreach campaigns and providing support for public agencies across the Coachella Valley, including Coachella Valley Water District, Coachella Water Authority and Sanitary District, Mission Springs Water District, Hi-Desert Water District and the cities of Coachella, Desert Hot Springs and La Quinta.

As a fully-integrated firm, our internal staff handles all writing, graphic and web design, Spanish translation and video production in-house without the need for outside consultants. The principal contact for this project is our account manager, Beatrice Eslamboly, who can be reached directly at 213.926.3378 or beatrice@cvstrat.com.

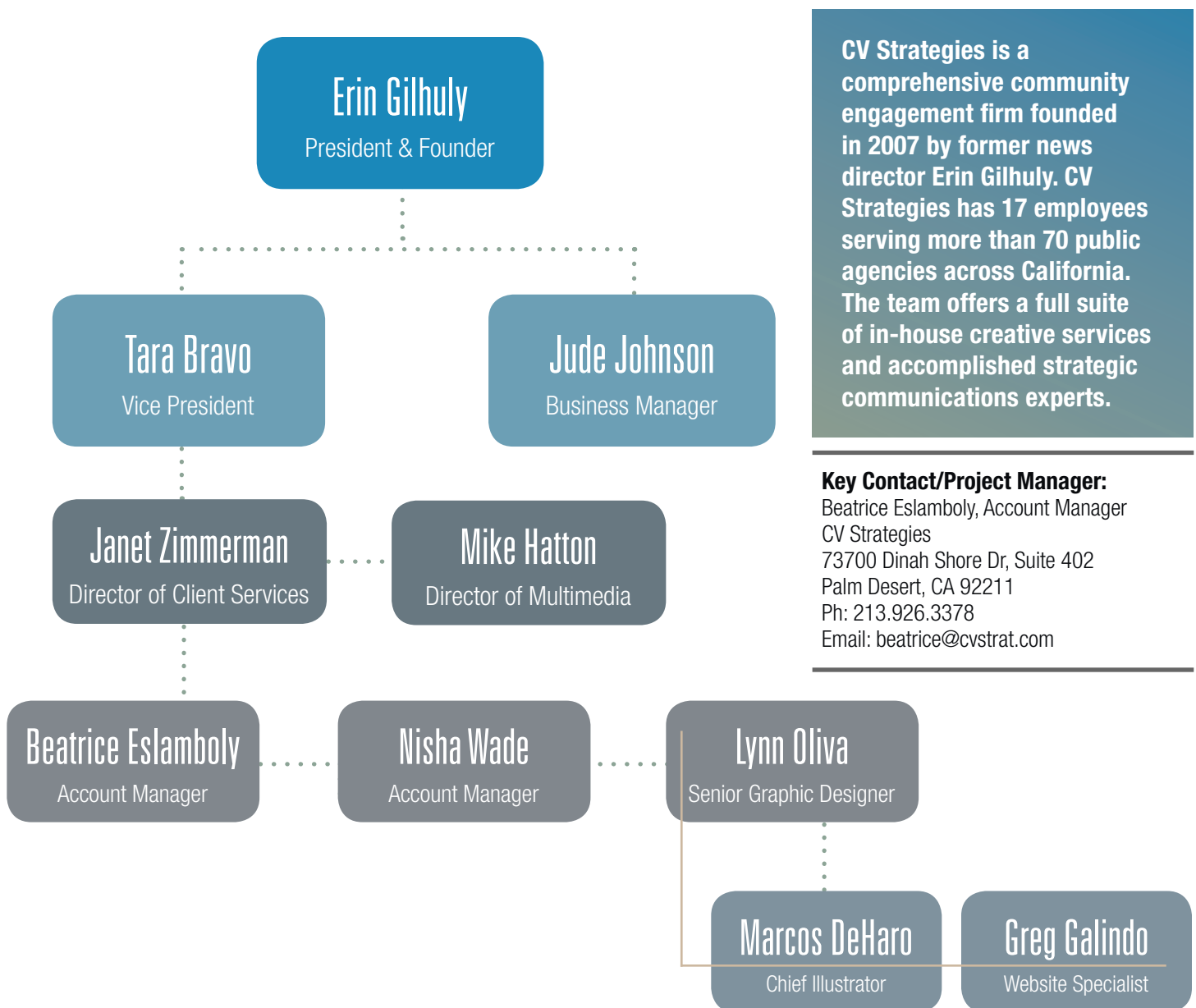
We are confident we can assist you with this project and look forward to exceeding your communication expectations. This proposal is valid for 90 days from the date of the letter. CV Strategies will provide all required insurance documentation and indemnification required per Valley Sanitary District's Professional Services Agreement.

Best regards,



Erin Gilhuly
Founder, President
CV Strategies
73700 Dinah Shore Drive
Palm Desert, CA 92211
erin@cvstrat.com | ph: 760.641.0739

Project Team Information //



Project Team //

CV Strategies President and Founder Erin Gilhuly and Vice President Tara Bravo will serve as project directors to ensure all objectives of the proposal are satisfied. Account Manager Beatrice Eslamboly takes a hands-on approach as project manager. She will coordinate all team members to drive the project forward and act as the primary copywriter. Additional copywriting and meeting facilitation responsibilities are handled by Director of Client Services Janet Zimmerman, Account Manager Nisha Wade. Director of Multimedia Mike Hatton will obtain and edit video as necessary. Senior Graphic Designer Lynn Oliva will create the concept and design of all layouts, while Chief Illustrator Marcos DeHaro executes the creative work. Website Specialist Greg Galindo will integrate graphics, plugins/tools, and content into the website as needed.

ERIN GILHULY

President & Founder

EDUCATION

University of Southern California

Los Angeles, California

Bachelor of Arts Degree // Broadcast Journalism

SELECT ACCOMPLISHMENTS

Pacific Southwest Chapter Emmy // June 2004
Best Newscast Winner

Communicator Award Winner // January 2006
Breaking News

Bill Stout Memorial Award of Excellence Winner
// March 2006

Best Spot News Coverage Winner // March 2006

PRSA Capella Award // October 2012
Western Municipal Water District
Strategic Plan

ABA Stevie Award // June 2015
iEfficient
Water Conservation Website

ABA Stevie Award // June 2015
iEfficient
Water Conservation Campaign

PRSA Capella Award // November 2015
Elsinore Valley Municipal Water District
Notice of Public Hearing

PRSA Capella Award // November 2015
iEfficient
Water Conservation Campaign

CAPIO Award of Distinction // April 2016
East Valley Water District
Transitioning to Budget Based Rates

CAPIO Award of Merit // April 2016
Rowland Water District
Strategic Plan

PRSA Polaris Award // November 2016
Elsinore Valley Municipal Water District
Water Quality Report

PRSA Polaris Award // November 2016
Western Municipal Water Department
WRCRW Outreach Campaign

PRSA Polaris Award // November 2016
Cucamonga Valley Water District
Drought Response Campaign

CAPIO Award of Excellence // April 2017
Elsinore Valley Municipal Water District
Water Quality Report

CAPIO Award of Merit // April 2017
Association of California Water Agencies
The New Wave Video

An Emmy award-winning journalist with over 25 years in the communications industry, Erin Gilhuly is the President and Founder of CV Strategies, a Southern California strategic communications and public engagement firm serving corporate, government and non-profit clients.

Erin has led the communications and public affairs support team and overseen graphics development for myriad cities, water districts, and nonprofit organizations across the state for more than a decade. As a master trainer and talented mediator, she has provided guidance to numerous government agencies through the strategic planning process, leading workshops and providing key messaging strategies to gain positive public perception. Her insights into the minds of reporters and editors are often one step ahead of the story of the day, offering a highly valuable service that is difficult to match.

WORK EXPERIENCE

CV Strategies // 2007 – Present

President

- Owner and operator of strategic communications firm serving large and small clients throughout Southern California and beyond.
- Has led strategic messaging plans for more than 70 public agencies, including the City of Chino, City of Ontario, and Jurupa Community Services District.
- Responsible for facilitating and developing award-winning strategic plans for public sector clients.
- Skilled at demonstrating to clients how to execute the strategic plan, once adopted.
- Specialist in all forms of communication dissemination, including targeted messages that engage stakeholders in the strategic planning process and ultimate buy-in.
- Skilled at multiple audience management using public relations, community relations and government relations.
- Responsible for oversight and direction for all client messaging.
- Guides City Council, Board of Directors, and Executive Staff through media and spokesperson training, providing unparalleled insider feedback.

Kiner Communications // 2006 – 2007

Vice President, Public Relations

Responsible for managing all media interaction and public contact points for Kiner Communications and its large client base.

CBS 2 // 2002 – 2006

News Director

Operated and managed 50-person news department for Palm Springs area CBS affiliate since station's launch in the Fall of 2002.

KESQ TV, KUNA TV, KDFX TV // 1996 – 2002

News Director

Operated and managed 50-person news department for Palm Springs area ABC affiliate.

KESQ TV // 1995 – 1996

Assignment Manager/Managing Editor

Responsible for all news gathering and content management for Palm Springs area ABC affiliate.

KFWB AM // 1993 – 1995

News Editor

Responsible for managing news assignments and content gathering for Los Angeles area all-news radio station.

TARA BRAVO

Vice President

EDUCATION

California State University, East Bay

Hayward, California

Bachelor of Science // Business
Administration

Graduated Cum Laude

Cogswell Polytechnical College

Sunnyvale, California

Computer Arts Focus

SELECT ACCOMPLISHMENTS

PRSA Capella Award // October 2012

Western Municipal Water District
Strategic Plan

ABA Stevie Award // June 2015

iEfficient
Water Conservation Website

ABA Stevie Award // June 2015

iEfficient
Water Conservation Campaign

PRSA Capella Award // November 2015

Elsinore Valley Municipal Water District
Notice of Public Hearing

PRSA Capella Award // November 2015

iEfficient
Water Conservation Campaign

CAPIO Award of Distinction // April 2016

East Valley Water District
Transitioning to Budget Based Rates

CAPIO Award of Merit // April 2016

Rowland Water District
Strategic Plan

PRSA Polaris Award // November 2016

Elsinore Valley Municipal Water District
Water Quality Report

PRSA Polaris Award // November 2016

Western Municipal Water Department
WRCWA Outreach Campaign

PRSA Polaris Award // November 2016

Cucamonga Valley Water District
Drought Response Campaign

CAPIO Award of Excellence // April 2017

Elsinore Valley Municipal Water District
Water Quality Report

CAPIO Award of Merit // April 2017

Association of California Water Agencies
The New Wave Video

Tara has been key in translating highly technical information into visual materials that are accessible and compelling. She has served as the architect of multiple, complex strategic outreach efforts that included enhanced website design and development and brand implementation. Her knack for designing public engagement material has created award-winning collateral and user-friendly government documents.

In addition to running her own graphic design business for seven years, Tara Bravo has managed marketing teams, coordinated sales campaigns, developed relationships with vendors and built new ones with clients before joining CV Strategies in 2010.

WORK EXPERIENCE

CV Strategies // 2010 – Present

Vice President

- Expert communications strategy consultant for the Inland Empire's largest communications firm.
- Has designed, managed and implemented strategic messaging plans and social media campaigns for numerous public agencies and municipalities, including the cities of Coachella, Oxnard, and Indio and their water and sewer utilities.
- Designs award-winning strategic plans, Proposition 218 notices and conservation campaigns.
- Navigates a varied list of clients through a multitude of media, messaging, and audiences.
- Builds and develops relationships with local media to enhance messaging opportunities.
- Responsible for leading the development of collateral for a multitude of client needs, including strategic plans, newsletters, postcards, brochures, reports, data sheets, letterhead, and business cards.
- Designs websites and other online presence, including bill estimators and rates microsites.

Bravo Expressions // 2003 – 2010

President & Founder

Designed logos, brochures, datasheets, letterhead, websites, etc. Developed collateral and website presences for community college clients. Coordinated multiple tradeshow booths and conferences including: the Infosys Annual Conference and the William Berry Campaigns presence at the American Association of Community Colleges Conference.

GMG Distributors // 2006 – 2007

Marketing Manager

Raised \$120,000 of marketing support through vendor relations for 2007, an increase of 23.05% over the previous year. Produced and coordinated the printing of quarterly catalogs. Designed, wrote and implemented the 2007 Marketing Program.

Bay Advanced Technologies // 2000 – 2003

Marketing Coordinator

Designed company website, corporate brochure and all corporate collateral. Handled all event planning in regards to both parties for customers and employees. Created and coordinated all tradeshow presences from 2001-2003, including setup and teardown.

JANET ZIMMERMAN

Director of Client Services

EDUCATION

California State University

Long Beach, California

Bachelor of Arts // Journalism

University of California

Los Angeles

Undergraduate

SELECT ACCOMPLISHMENTS

Public Relations Society of America, Inland Empire Chapter //

Secretary

California Newspaper Publishers Association //

Better Newspapers Contest

First Place, Feature Story: "Autism: The Struggle Within"

Pulitzer Prize Nominee //

Coverage and special projects: "Reckoning With Homelessness," "Crisis on Tap," about California's water issues, and "Breaking the Silence," about sexual assault.

USA Today //

Rewrite desk

With decades of journalism experience, Janet brings strong storytelling and editing skills to her work with public agency clients. Janet's ability to transform complicated, technical information into content that is relevant, readable, and compelling has been recognized nationally, with a Pulitzer Prize nomination for water reporting.

Along with her wide-ranging media connections and story instincts, Janet is skilled at delivering information on multiple platforms, and creating engaging written content that empowers and influences diverse audiences. Janet's all-encompassing experience helps her in crafting successful strategic planning for clients in a variety of industries.

WORK EXPERIENCE

CV Strategies // 2016 – Present

Director of Client Services

- Provides strategic communications consultation for diverse groups of corporate, government and non-profit clients.
- Has crafted custom communications plans for public agencies such as City of Rialto, Basin Technical Advisory Committee, and the Desert Healthcare District.
- Facilitates stakeholder interviews, focus groups and workshops to develop strategic communications plans.
- Performs account management services, including writing, media relations, collateral development and review, video production and media buying.
- Develops sound messaging for lobbying and legislative communications that meet strategic goals.
- Coordinates advertising campaigns that successfully convey key messages and motivate target audiences.

The Press-Enterprise // 2002 – 2016

Staff Writer

- Writing specialist on water issues and the environment for an external audience of 250,000.
- Extensive public interaction, customer relations and relationship building with leaders in the community. Responsibilities included coordinating and creating visuals, editing content, and interacting with customers on Twitter, Facebook and blogs.

The San Bernardino Sun // 1990 – 2002

Staff Writer

Columnist and reporter generating centerpiece trend stories with graphics and photos; Metro reporter covering healthcare, city and county government, police, courts and breaking news, often working independently under extraordinary circumstances such as wildfires.

The Daily Pilot, Costa Mesa // 1989-1990

Staff Writer

Metro reporter covering police and general assignment stories.

City News Service // 1987-1989

Reporter/Editor

Orange County Bureau Chief, coordinating county coverage and news reporting for a regional wire service. Los Angeles general assignment news reporter and weekend editor.

MIKE HATTON

Director of Multimedia

EDUCATION

Indiana State University

Terre Haute, Indiana

Bachelor of Science // Radio-TV-Film

The Second City Conservatory

Comedic Writing & Improvisation

SELECT ACCOMPLISHMENTS

Award-winning producer with experience in scripted, unscripted, news, game show, industrials, and commercials

Producer of over 100 local television commercials

American Film Market Telly Award 2014 //

Featured Producer Success Story

Telly Award 2012 //

Best Broadcast Commercial – Director/Producer

Telly Award 2011 //

Broadcast Animation – Director/Producer

Telly Award 2004 //

Film/Video Broadcast Feature

Associated Press Award 2002 //

Best Investigative Report

Mike's innovative and creative approach to video and filmmaking has earned him widespread recognition in the fields of news and entertainment. He is a master storyteller behind the camera, with the ability to transfer his vision to film and address both the big picture and the details of a client's project. Mike utilizes humor and candor to direct his subjects while putting them at ease.

In addition to his talent behind the camera, Mike is also an actor, comedian and on-air personality. He has contributed and reported for numerous TV and web outlets, starred in several feature films, and often performs live sketch and stand-up comedy.

WORK EXPERIENCE

CV Strategies // 2017 – Present

Videographer & Producer

- Oversee film & video projects from concept to completion, create and develop formats to pitch.
- Facilitates on-site media training, including AV support, camera grip, and immediate playback.
- Direct and manage video production shoots, including coordination of camera crews and drone footage.
- Conduct client interviews to be incorporated into multimedia productions.
- Edit long and short form videos for use in broadcast, online and social media distribution.

Ton of Hats // 2009 – Present

President/CEO

Management of seven-figure budgets on projects featuring cast and crews ranging from one to over 100 people.

Cord Media Company // 2007 – 2009

Vice President / Executive Producer

Ran day-to-day operations of a successful advertising agency. Worked with clients specializing in real estate, medicine, and casinos.

KESQ News // 2007 – 2009

Producer / Entertainment Reporter

Shot, wrote, edited, and reported for morning news, 6:30 p.m. entertainment news, and sponsor integrated advertorial segments.

Partial Client List

NBC/Universal

Shed Media – Warner Bros

Showtime Networks

Spotlight 29 Casino

HBO

Los Angeles Unified School District

University of Southern California

Los Angeles Magazine

Starz

AutoTrader.com

Spike TV

General Electric

BEATRICE ESLAMBOLY, ESQ.

Account Manager

EDUCATION

Southwestern Law School

Los Angeles, California

Juris Doctorate

California State University

Northridge, California

Bachelor of Science // Political Science
Minor in Sales and Marketing

SELECT ACCOMPLISHMENTS

2010 to present //

Serving on Board of Trustees of Temple Sinai in Palm Desert, California. Currently serving as President of Board of Trustees

2013 to present //

Serving on Board of the Coachella Valley Chapter of the National Charity League. Currently serving as Recording Secretary of the Chapter.

2009 to 2015 //

Served on Board of Trustees of Palm Valley School

2000 to 2014 //

Served on Board of Directors of Find Legal Forms Inc., and WebsiteBroker Inc.

A California attorney with a broad level of experience in public, government and non-profit relations, Beatrice has exceptional mediation skills that are often put to use when working on collaboration projects. Her skills in messaging and positioning of complex issues, initiatives and projects are an essential part of the CV Strategies team.

Her wide-ranging expertise has helped cultivate the strategic and nuanced perspective that is critical in the development and implementation of effective communications planning. She handles collaboration between numerous internal and external stakeholder groups on a daily basis, ensuring an optimal and constructive connection.

WORK EXPERIENCE

CV Strategies // 2015 – Present

Account Manager

- Provide strategic communications consultation for diverse groups of corporate, government, non-profit clients.
- Facilitate stakeholder interviews, focus groups and workshops to develop strategic communications plans.
- Perform account management services including: writing, media relations, collateral development and review, video production and media buying.
- Develop sound messaging for lobbying and legislative communications that meet strategic goals.
- Monitor client presence in traditional and social media to ensure accurate messages are delivered to the general public and correct any misinformation in a timely manner.

Temple Sinai of Palm Desert // 2014 – Present

President & Founder

Responsible for the strategic vision, and fundraising for the organization. Oversight of all administrative staff and clergy, as well as finances and all programs and community events. Lead team of professionals to achieve excellence in both programming and services.

Palm Valley School // 2010 – 2014

Development Chair

Responsible for planning, developing and implementing a yearly Annual Fund campaign and fundraising Gala for the premiere private school in the Coachella Valley. Handled all aspects of fundraising including strategy and marketing, as well as cultivation and stewardship of donors.

Kupple.com // 2007 – 2012

Co-Founder and President

Developed business plan and raised first round of funding of \$500,000. Spearheaded cross-functional initiative to achieve increase in traffic to site and membership sales. Strengthened company's business by leading implementation of SEO optimization campaign and affiliate programs including setup and teardown.

Law Offices of Eslamboly & Barlavi // 1998 – 2004

Attorney at Law

Attorney and member of Executive Management Team. Responsible for representing clients in front of the Workers' Compensation Appeals Board. Prepared all aspects of cases from preparing pleadings, filing claims, representing clients at depositions and before the Appeals Judge. Familiar with Urban planning and City Code Compliance for various clients.

NISHA WADE

Account Manager

EDUCATION

Pacific Lutheran University

Tacoma, Washington

Bachelor of Arts in Communication //
Public Relations Concentration

Bachelor of Arts // Global Studies
Minor in Spanish

TECHNOLOGY

Microsoft Office //

Excel

Outlook

PowerPoint

Word

Adobe Creative Suite //

Photoshop

Illustrator

InDesign

Dreamweaver

Nisha brings strong communication instincts and skillful writing to the CV Strategies team. Her ability to develop dynamic content helps public and private sector clients realize their goals and objectives. Nisha specializes in the tactical implementation of targeted community outreach and education efforts that foster public engagement and support.

Nisha builds outreach planning strategies and communications campaigns. She writes and facilitates engaging social media campaigns, press releases, and collateral. Whether the agency is a small special district or a large city government, Nisha is able to provide tactical and practical communications counsel to tackle any outreach challenges. Her unique talents, enthusiasm and knowledge of public agencies make her a valuable strategist.

Work Experience

CV Strategies // 2018 – Present

Account Manager

- Strategic communications consultant for Inland Empire's largest communications firm, with offices across the state.
- Has coordinated and facilitated strategic messaging plans for cities and public agencies such as the Crescenta Valley Water District and Indio Water Authority.
- Copywriter for various forms of outreach collateral, including social media, newsletters, advertisements, bill inserts, and more.
- Manages client websites, social media accounts and other online presence
- Builds strategic communication plans, outreach strategies and tactical implementation.
- Facilitates and implements outreach campaigns and public engagement efforts.

Nisha Wade Photography and Nisha Wade Communications // 2015 – 2018

Owner

Facilitated strategic communication planning and built comprehensive communication plans, created press releases, developed talking points and key messages, wrote social media and website content, and provided media relations.

Attended photography sessions, took and edited pictures, delivered final galleries. Sessions included event photography, portraits, lifestyle and documentary.

Department of Commerce, Community Services and Housing Division // 2010 – 2014

Communications Manager

Developed, managed, and executed comprehensive communication plans – both division wide and at the program level. Examples include: Earned Income Tax Credit Campaign, Foreclosure Fairness Program Campaign, Housing Trust Fund Campaigns.

Department of Commerce, Business Services Division // 2008 – 2010

Communications Manager

Developed, managed, and executed comprehensive communication plans aimed at business retention, expansion, and creation in Washington state, including individual plans for events such as the Energy Summit.

Washington State Department of Transportation, Tacoma/Pierce County HOV // 2008 – 2010

Community and Public Outreach Specialist

Developed and maintained HOV Program brand to ensure consistency between materials and coordinated the development of outreach materials including fact sheets, graphics, and posters. Created, managed, and led the delivery of communication and outreach plans.

LYNN OLIVA

Senior Graphic Designer

EDUCATION

Art Institute of California

Inland Empire, California

Bachelor of Science // *Graphic Design*

TECHNOLOGY

Adobe Creative Suite //*After Effects**Audition**Flash**Illustrator**InDesign**Photoshop**Premier Pro***Website Design //***HTML/CCS**Wix/Squarespace***Microsoft Office //***Access**Excel**PowerPoint**Word*

SELECT ACCOMPLISHMENTS

PRSA Capella Award // November 2015Elsinore Valley Municipal Water District
Notice of Public Hearing**PRSA Polaris Award** // November 2016Elsinore Valley Municipal Water District
Water Quality Report**CAPIO Award of Excellence** // April 2017Elsinore Valley Municipal Water District
Water Quality Report

With a deep understanding of the graphic design industry, Lynn combines professionalism and creativity to tap into her clients' visions and help them realize their goals. Working closely with various public agencies has helped Lynn develop an understanding of the intricacies of diverse communications techniques. With attention to detail and deadlines, Lynn's expertise flourishes in a communications environment.

A graduate of the Art Institute of California, Lynn is skilled in Photoshop, Illustrator, InDesign and After Effects, among others. Lynn understands the aesthetic value and care that must be put into print and web design to maximize business and customer satisfaction.

Work Experience

CV Strategies // 2015 – Present*Senior Graphic Designer*

- Develops a multitude of engaging and creative collateral, including strategic plans, award-winning Proposition 218 notices and Consumer Confidence Reports, newsletters, bill inserts, legislative documents, posters, and handouts.
- Designs strategic communications plans and branding campaigns for clients, including the City of Vallejo, San Bernardino County Community Vital Signs initiative, and Rivers and Lands Conservancy.
- Builds original and successful outreach concepts and advertising campaigns.
- Develops effective branding strategies and design elements associated with brand implementation – including logos, infographics, maps, iconography, and color swatches.
- Creates brand manuals and graphic libraries to ensure consistency, protect brand equity and identity, and increase brand awareness across all platforms.
- Assists in designing website content and graphics.
- Assists in the translation of newsletters, CCRs, Public Hearing Notices and more.

The Home Depot // 2014 – 2015*Sign Captain*

Designed promotional posters and banners for the HR department and developed a series of hand-made poster art as an in-store designer.

E-Works Media // 2014 – 2015*Graphic Designer*

As a contracted designer, developed layout and editorial designs, infographics, illustrations, logo designs, and truck wraps.

MOSA Wellness Center // 2011 – 2012*Receptionist & Data Entry Clerk*

Enlisted and assisted 60 patients daily along with data entry upkeep.

Black & White Ink // 2007 – 2009*Medical Biller*

Coded daily hospital, doctor and worker's compensation visits. Maintained patient demographics current. Computed all payments, collections issues and charges.

Target Corp. // 2005 – 2007*Cash Office Specialist*

Audited and balanced safe and cashier's change banks; ordered, maintained and distributed change of \$175 for about 25 registers. Prepared bank deposits and submitted bank withdrawals. Guest Services Supervisor, Front End Team Lead, and Hospitality Trainer.

MARCOS DEHARO

Chief Illustrator

EDUCATION

Art Institute of California

Inland Empire, California

Bachelor of Science // Graphic Design

TECHNOLOGY

Adobe Creative Suite //

Audition
Illustrator
InDesign
Photoshop

Website Design //

HTML/CCS

Microsoft Office //

Excel
PowerPoint
Word

SELECT ACCOMPLISHMENTS

Ambassador & Peer Mentor // 2009 – 2013
Art Institute of California - Inland Empire

ADDY Award // 2013
Human Rights Foundation - Discrimination
Outdoor Campaign

ADDY Award // 2013
Branding and personalized Stationery for local
non-profit organization

ADDY Award // 2014
Redesigned brand identity for the family-owned
produce & wine company Ojai Foods

ADDY Award // 2014
Poster advertisement

ADDY Award // 2014
Personalized stationery set

Marcos is a visual communicator who brings an edgy and innovative style to graphic design at CV Strategies. He utilizes his unique artistic sense to create eye-catching illustrations and layouts for custom marketing materials and advertising.

Prior to working with CV Strategies, Marcos was the Art Director for a printing company in Riverside, where he was born and raised. As Art Director, Marcos supervised all creative design and facilitated print efforts with expert knowledge of color, texture, and dimension to produce high-quality print and design materials for clients. He perfected his pioneering approach at the Art Institute of California, where he mastered Photoshop, Illustrator, InDesign and Audition.

Work Experience

CV Strategies // 2017 – Present

Graphic Designer

- Assists in the artistic development of various outreach materials, including posters, handouts, advertisements, and reports.
- Designs essential branding collateral for clients, including the City of Coachella, Rivers and Lands Conservancy and Basin Technical Advisory Committee (BTAC).
- Assists in brainstorming sessions and the development of advertising campaigns.
- Facilitates printing efforts from simple to sophisticated documents.

Printing Connection, Inc. // 2015 – 2017

Art Director

Managed and approved artwork produced in-house. Maintained excellent customer service relationships between clients, design team, pressmen, deliveries and accounting.

Picture People // 2015

Photographer

As a photographer for an established chain-studio, conceptualized photography themes, provided excellent customer service and managed client appointments.

Artworx Print // 2014 – 2015

Graphic & Web Designer

Designed the company's branding collateral (such as the website, social media compositions, & print collateral) and created artwork for clients.

Neverland Fabrics // 2014 – 2015

Textile Designer

Conceptually designed textile patterns used for fabric prints and played an active role in client services and customer surveys.

County of San Bernardino: Elections Office // 2014 – 2015

Graphic & Web Designer

Designed graphics and implemented iconography throughout individualized website extensions for voting records in the San Bernardino County.

GREG GALINDO

Web Specialist

EDUCATION

College of the Desert

Palm Desert, California

Studied communications

Mount San Antonio College

Walnut, California

Studied communications

TECHNOLOGY

Adobe Creative Suite //

Illustrator

Photoshop

Website Design //

HTML

CSS

XML

PHP

Javascript

WordPress

Greg is a coding specialist with strong design instincts and aesthetic sense. His deep technical background in HTML, CSS, XML, and Javascript, as well as a wide range of technical platforms and languages, ensures that the right tool for the job is always at hand.

He is accomplished at web design, database integration and construction, complex coding, and quality assurance functions. Greg's extensive experience includes payment collection, custom unique design work, incorporating stock images, sliders, sitemaps, social media page designs and complete deployment.

Work Experience

CV Strategies // 2017 – Present

Web Designer

- Responsible for web development, coding, and consistency with transferring outreach materials into designed themes.
- Maintains website information up to date in timely and relevant manner.
- Updates rate data for clients including but not limited to Mission Springs Water District and Elsinore Valley Municipal Water District.

Selected Website Accomplishments // 2017 – Present

Rivers & Lands Conservancy

riversandlands.org

Redesigned website to add section for visitors to support the organization. This includes direct donations and through PayPal and information about setting up recurring donations, corporate matches and more.

We are TID

wearetid.com

Created separate Turlock Irrigation District sub-branding website that incorporates video and social media. A mobile version was also created, and both feature infographics and buttons so content can be shared on social media.

SCV Water

yourscvwater.com

Created full website design for the newly created Santa Clarita Valley Water Agency, integrating content from smaller districts that were dissolved to form the new agency.

Additional Website Work:

City of Coachella
coachella.org

Turlock Irrigation District
tiddonpedro.com

Growing Coachella Valley
growingcoachellavalley.com

Elsinore Valley Municipal
Water District
evmwdcapfees.com

Coachella Water Authority
& Sanitary District
conservecoachella.com

California Utility Executive
Management Association
cuema.org

MIH Water Treatment
mihwater.com

Puente Basin Water Agency
puentebasin.com

Deloach & Associates
deloachassociates.com

IEfficient
iefficient.com

Project Understanding & Innovation // Work Plan & Scope of Work



CV Strategies has a long, distinguished history assisting public agencies across California achieve their public outreach goals. This experience includes multiple proven successes with projects similar to this proposal, creating unique educational experiences, memorable messages, and effective communication through multiple media formats and informational campaigns.

We understand Valley Sanitary District seeks the services of a well-qualified firm to provide ongoing public relations and community outreach services, including account management, community outreach, public relations, newsletters, digital marketing and social media. We are well prepared to assist you with this endeavor.

A hallmark of our work is the close collaboration we have with clients. As part of this project, we will meet regularly and keep staff updated on progress in weekly phone calls. We will start with an audit of current District communications, including social media, news releases and email to gauge opportunities and assess existing branding. This step will help us develop an overall communications strategy and outreach plan to keep the public and employees informed, engage the public in the targeted messages, and manage media relations.

The plan will inform opportunities for collateral development, social media and digital marketing, policies and procedures, and strategies for expanding the depth and significance of District communications. As part of this project, CV Strategies is prepared to provide the District with written content, translation services, media and public relations, timelines and scheduling calendars. Outreach efforts will include performance benchmarks for measuring audience penetration and return on investment.

As with any communications and outreach effort, strategic counsel is an important component. CV Strategies will draw on its extensive experience and innovative approaches to provide recommendations for enhancing the District's message. Our services include unwavering support for communication projects, initiatives, and campaigns, offering techniques for countering misinformation and misconceptions, and enhancing relationships to increase buy-in and support while strengthening community partnerships.

In addition, our time working in the region, both with Valley Sanitary District and other local special districts and municipalities, including Indio Water Authority, Coachella Valley Water District, the City of Coachella, and Mission Springs Water District, allow us in-depth insight into local water issues and optimal public engagement strategies.

TASK 1 // Project Management

RESEARCH, ANALYZE AND PLAN THE FOUNDATION OF A SUCCESSFUL STAKEHOLDER ENGAGEMENT CAMPAIGN

CV Strategies has a long history of providing high-level support to guide strategic communications planning and outreach, and stakeholder relations efforts in the public utilities sector. Our firm has assisted dozens of water agencies across California with their communications needs.

The project will begin with a kickoff meeting with Valley Sanitary District staff to identify project expectations and timelines, collect materials for review and determine stakeholders. Staff will be kept up-to-date at all times, through frequent communications and meetings built into the process and designed to ensure that staff is kept informed of each nuance in this education effort.

Goals:

- ▣ Identify goals and timelines
- ▣ Build foundation for successful outreach effort
- ▣ Evaluate the performance of outreach activities and provide recommendations for improvement

Deliverables:

» Meeting attendance

» Progress reports

» PowerPoint Slides

SUBTASK	APPROACH	TIMELINE
KICKOFF MEETING	Meet with staff to discuss project expectations, identify stakeholders, determine meetings to attend, collect outreach materials, set goals and ascertain desired outcomes.	NOVEMBER 2019
MONTHLY MEETINGS/ UPDATES	CV Strategies will attend monthly progress meetings with staff to provide updates on: the status of upcoming outreach events; recaps of past outreach events; results and updates of stakeholder surveys; plan milestones; review of printed materials.	MONTHLY
QUARTERLY MEETINGS	This in-depth discussion with staff and/or the Board of Directors will generate feedback on communication and engagement efforts for the stakeholder groups about what has worked, lessons learned, outreach needs and next steps.	QUARTERLY

Task 2 // Public Outreach Plan

DEVELOP AND IMPLEMENT AN OUTREACH PLAN TO CREATE AND MAINTAIN POSITIVE PUBLIC PERCEPTION OF THE DISTRICT AND BUILD A FOUNDATION FOR ONGOING COMMUNITY ENGAGEMENT AND EDUCATION

CV Strategies will work with staff to develop a public outreach plan that engages the community and shares information about Valley Sanitary District, its mission and the value of the sewer service it provides. Our expertise yields an effective, professional approach and strategies that will raise awareness of the District and its purpose in the community.

Our messaging experts will identify target audiences, goals and objectives, key messages, and messaging and delivery strategies. Tactics in the outreach plan will be designed to convey the brand identity of the District and support the goals identified. The end goals of increasing brand awareness and public engagement must be measurable and attainable.

Thoughtful implementation is a key component of a successful outreach plan. CV Strategies will develop an outreach calendar to accomplish the tactics outlined in the plan over a 12-month timeframe. We will support the District in carrying out the plan, ensuring success in engaging with the community and increasing education about the District and its role in protecting public health.

Goals:

- ▣ Assist the District with public outreach and engagement
- ▣ Educate the community about the District's mission and value of sewer service
- ▣ Ensure communication efforts reach target audiences
- ▣ Provide strategic guidance on messaging
- ▣ Track and evaluate success

Deliverables:

- | | | |
|----------------------------------|---------------------------|--------------------------|
| » Public outreach goals | » Key message development | » Evaluation methodology |
| » Target audience identification | » Public outreach plan | » Outreach calendar |

SUBTASK	APPROACH	TIMELINE
PUBLIC OUTREACH GOALS	Using the information gathered during the kick-off meeting, CV Strategies will work with staff to develop public outreach goals and objectives that support the District's mission and communicate the value of sewer services.	DECEMBER 2019
TARGET AUDIENCE IDENTIFICATION	Working with staff, CV Strategies will identify key audiences and any specific issues that pertain to them.	DECEMBER 2019
KEY MESSAGE DEVELOPMENT	Our messaging experts will develop key messages that support the District's public outreach goals and objectives.	JANUARY 2020
MESSAGING & DELIVERY STRATEGIES	CV Strategies will provide guidance on messaging tactics and delivery methods to effectively reach target audiences. To be considered: effective use of electronic platforms, media outreach and collateral materials.	JANUARY 2020
PUBLIC OUTREACH PLAN	Develop a 12-month Public Outreach Plan that incorporates the elements outlined above and promotes the District's brand and objectives, the value of Valley Sanitary District and the importance of sewer service in protecting public health. Various recommended strategies and communication tools such as the website, social media and media outreach will be included in the plan in an effort to engage all target audiences.	JANUARY 2020
EVALUATION METHODOLOGY	Develop tracking and measurement methods to assess the effectiveness of the public outreach plan on an ongoing basis.	JANUARY 2020

TASK 3 // Community Outreach

ACTIVELY DEVELOP AND SEIZE OPPORTUNITIES TO INCREASE POSITIVE PERCEPTIONS OF THE DISTRICT

CV Strategies' goal is to enhance the public's understanding of programs and initiatives at Valley Sanitary District and create communication norms, guidelines, and procedures to strengthen external communications. CV Strategies will ensure that all messaging aligns with the District's mission, vision and strategic plan. The end goals of increasing brand awareness and public engagement must be measurable and attainable, while providing methods for evaluating the effectiveness of message delivery.

CV Strategies will assist Valley Sanitary District with executing targeted public relations campaigns to generate feature articles, event listings, and related positive coverage by area media about capital improvement projects and FOG messaging. In addition to writing press releases, we will conduct personal follow-up on outreach via phone, email and mail and coordinate messaging with community partners.

CV Strategies will work with the District to enhance its presence and visibility through social media posts and digital marketing tactics such as email. This includes a social media policy directing effective strategies for developing content and distribution across multiple platforms. CV Strategies will also formulate, deliver and schedule social media posts throughout the term of this contract. These schedules will be delivered for approval on a monthly basis, to ensure all content is timely and relevant.

CV Strategies will collaborate with staff to capitalize on various channels to pinpoint key audiences and increase awareness and education opportunities. By using this method to create brand champions, we can drive traffic to the District's social media outlets and website.

Goals:

- ▣ Increase positive perceptions of the District
- ▣ Inform the public about the District and its work
- ▣ Enhance the quality and quantity of community engagement
- ▣ Ensure communication efforts reach the appropriate audiences
- ▣ Maintain proactive media outreach
- ▣ Provide effective means of measuring the success of outreach efforts

Deliverables:

- | | | |
|-------------------|------------------------------|-------------------------------|
| » Graphic Design | » Strategic Partnerships | » Digital Engagement Strategy |
| » Written Content | » Social Media Plan & Policy | » Website Support |
| » Collateral | » Meetings & Events | » Media Relations |

SUBTASK	APPROACH	TIMELINE
GRAPHIC DESIGN	Utilizing our broad experience with public agencies, specifically in the water industry, CV Strategies will create visual content and infographics with a clean, modern appearance that blends with the overall branding of Valley Sanitary District.	JANUARY 2020 - DECEMBER 2020
WRITTEN CONTENT	CV Strategies will develop content for all collateral as needed. This copy will also be provided in Spanish as desired to share the stories and messages of the District.	JANUARY 2020 - DECEMBER 2020
COLLATERAL	Create eBlasts, bill inserts, activity booklets and other materials to increase awareness and participation in District programs and events.	JANUARY 2020 - DECEMBER 2020
STRATEGIC PARTNERSHIPS	Leverage relationships with community partners to maximize outreach opportunities, improve relevance and effectiveness of programs and services, and gather diverse voices.	JANUARY 2020 - DECEMBER 2020

SUBTASK	APPROACH	TIMELINE
SOCIAL MEDIA POLICY	CV Strategies will create a social media policy to guide all social media marketing and develop a guide for digital communication objectives.	JANUARY 2020
SOCIAL MEDIA CALENDAR	We will create, edit, and publish dynamic social media content and updates reflecting District priorities and key messages to maximize engagement on a monthly basis, throughout the term of the contract. Additional posts will be provided as needed to keep stakeholders up-to-date with the latest information about the District. Accompanying key posts, our graphics team will design infographics and targeted visuals to create a nexus between content and imagery.	JANUARY 2020 - DECEMBER 2020
VIDEOS (RECOMMENDED)	CV Strategies will work with District staff and the Board of Directors to conceive ideas for video projects that engage customers. Up to three videos will be produced in English and Spanish. Scripts will be submitted in advance to the District for review. CV Strategies will collaborate with District staff to distribute the videos through social media channels such as Facebook, Instagram, Twitter, YouTube, LinkedIn and the website.	JANUARY 2020 - DECEMBER 2020
AUDIENCE ENGAGEMENT	We will attentively respond to inquiries, messages and comments, managing the District's reputation as a responsive community partner. Misinformation will be quickly corrected, and negativity will be minimized.	JANUARY 2020 - DECEMBER 2020
DIGITAL MARKETING	Deliver information through digital channels such as search engines, websites, social media, email, and mobile apps. Optimize clever content that educates and inspires viewers and helps the audience see the District as a valuable resource for information.	JANUARY 2020 - DECEMBER 2020
DIGITAL PERFORMANCE TRACKING	Monitor search engine optimization and user engagement and suggest content for each platform to increase the visibility of the Valley Sanitary District brand.	JANUARY 2020 - DECEMBER 2020
MEETINGS AND EVENTS	Attend meetings, as needed. Plan, set up and provide support for community events, as determined by plan. Increase District awareness by providing interactivity and promotional items that sustain awareness of the Valley Sanitary District brand.	JANUARY 2020 - DECEMBER 2020
WEBSITE SUPPORT	Provide content management, graphic design, stories, tips, and additional resources to inform and engage visitors and increase traffic to the District's website.	JANUARY 2020 - DECEMBER 2020
MEDIA RELATIONS	Coordinate with staff to create news releases, articles, website content, editorials, newsletters, talking points and other collateral; track and respond to stories in the media.	JANUARY 2020 - DECEMBER 2020
NEWSLETTERS	Identify optimal schedule for newsletter creation and distribution. Build monthly or quarterly newsletter using infographics, maps, graphic elements and dynamic content.	JANUARY 2020 - DECEMBER 2020
STRATEGIC SUPPORT	Provide strategic support for communication projects, initiatives, and campaigns designed to advance the District's vision, mission, image and branding; develop public relations strategies to raise public and community awareness of District's role in the community and protecting public health; include techniques for countering misinformation; enhance relationships to increase buy-in and support while strengthening local and regional partnerships.	JANUARY 2020 - DECEMBER 2020

Work Matrix //

TASKS	ESTIMATED HOURS
Project Management	42
Public Outreach Plan	40
Community Outreach	300
SUB-TOTAL	382

Relevant Experience //

CV Strategies has a long and established history of providing communications outreach for cities and other government agencies across California. As a full-service agency we pride ourselves on our team of former journalists, web designers, social media specialists and graphic designers. This diversity of knowledge and experience allows us to offer all of our services in-house without the need for outside subcontractors. Our clients benefit from a team unified with a consistent brand message and a unique understanding of the needs for each project. By focusing on a holistic approach instead of just checking off tasks, CV Strategies maintains a consistent level of quality and branding through every detail.

CASE STUDY // ELSINORE VALLEY MUNICIPAL WATER DISTRICT

CV Strategies has conducted numerous specialty outreach campaigns for Elsinore Valley Municipal Water District (EVMWD) and provided general communications assistance involving a range of materials such as quarterly newsletters, social media posts, infographics, videos, legislative handouts, direct mail pieces and website redesign and content development. Work for this client includes creating content and designing PowerPoints for public and industry presentations, as well as educational materials and legally required notices. We were hired to rewrite the District's Integrated Resources Plan in a more user-friendly style and have managed numerous rate outreach campaigns, including content creation and design of 218 notices, facilitation of printing and mailing, and development of an online rate calculator.



CASE STUDY // CITY OF COACHELLA

CV Strategies fulfills a wide variety of communications needs for the City of Coachella. This ongoing relationship covers everything from social media posts and website updates on their Vision content management system to printed collateral such as newsletters, flyers and bill inserts. Our firm was tasked with handling the Proposition 218 process, from bi-lingual notices and spokesperson training to preparing customer service materials and shadow billing.

Other notable projects include: designing a logo and microsite for the City's newly rebranded water and sewer utilities; promoting community events; and engaging the public in a Measure U educational outreach effort. CV Strategies meets with City of Coachella staff in person twice monthly to exchange information and discuss updates of upcoming communication needs. We also negotiate directly as needed with outside vendors for billboard, print, radio and television advertising and conduct outreach to local television, radio and newspaper operations for earned media coverage.



CASE STUDY // ROWLAND WATER DISTRICT

CV Strategies is the on-call communications arm for Rowland Water District. In addition to providing guidance on strategic planning initiatives and legislative outreach, CV Strategies is tasked with updating, creating content and providing infographics for the District's website and social media accounts. Our firm also generates Rowland's newsletters, annual reports and other digital and print collateral as needed and produced a 6-minute video celebrating the District's history. Extensive rates assistance has included presentation materials for the Board, FAQs, newsletters and bill inserts about rate changes, and spokesperson training.



CASE STUDY // SCV WATER

In 2017, when the Santa Clarita Valley Water Agency – SCV Water – was formed by dissolving three smaller water districts, development of a branding strategy and website became crucial. CV Strategies coordinated with agency staff to create the SCV Water logo and tagline, developed a website incorporating information from each of the former districts, and migrated customers to the new, unified platform. The campaign helped to successfully and seamlessly launch the new agency and ease the transition for customers.



Partial Client List //

Below is a brief list of pertinent agencies and cities that CV Strategies has supported in the past three years:

- Association of California Water Agencies Joint Powers Insurance Authority
- Beaumont-Cherry Valley Water District
- Bellflower-Somerset Mutual Water Company
- California Association of Local Agency Formation Commissions
- California Dates Commission
- California Utility Executive Management Association
- Casitas Water District
- Castro Valley Sanitary District
- Chino Basin Water Conservation District
- Chino Basin Watermaster
- City of Banning
- City of Beaumont
- City of Chino
- City of Chino Hills
- City of Coachella
- City of Corona
- City of Coronado
- City of Eastvale
- City of Eureka
- City of Indio
- City of La Quinta
- City of Ontario
- City of Oxnard
- City of Rialto
- City of San Carlos
- City of Santa Ana
- City of Vallejo
- Coachella Valley Regional Water Management Group
- Coachella Valley Water District
- Coachella Water Authority & Sanitary District
- College of the Deserts
- Crescenta Valley Water District
- Cucamonga Valley Water District
- CV San
- Desert Cancer Foundation
- Desert Healthcare District
- Eastern Municipal Water District
- East Valley Water District
- Elsinore Valley Municipal Water District
- FIND Food Bank
- First Solar
- Growing Coachella Valley
- Hidden Valley Lakes Community Services District
- Hi-Desert Water District
- Indio Water Authority
- Jurupa Community Services District
- La Entrada – New West Communities
- La Puente Valley County Water District
- Large-Scale Solar Association
- Main San Gabriel Basin Watermaster
- Mission Springs Water District
- Moulton Niguel Water District
- Myoma Dunes Water Company
- NextEra Energy Resources
- Norco Community College
- OC LAFCO
- Palmdale Water District
- Palmdale Recycled Water Authority
- Pico Water District
- Puente Basin Water Agency
- Rancho California Water District
- Rialto Water Services
- Rivers and Lands Conservancy
- Rowland Water District
- Salton Sea Action Committee
- San Bernardino County Superintendent of Schools
- San Bernardino Municipal Water Department
- San Bernardino Valley Municipal Water District
- San Diego Miramar College
- San Gabriel County Water District
- San Gabriel Valley Municipal Water District
- San Gabriel Valley Water Association
- San Geronio Pass Water Agency
- Santa Ana Watershed Project Authority
- Santa Clarita Water Division
- Santa Clarita Valley Groundwater Sustainability Agency
- SCV Water
- Spadra Basin Groundwater Sustainability Agency
- Turlock Irrigation District
- United Water Conservation District
- Valley County Water District
- Valley of the Moon Water District
- Valley Sanitary District
- Walnut Valley Water District
- West County Wastewater District
- West Valley Water District
- Western Municipal Water District
- Yucaipa Valley Water District
- Zone 7 Water Agency

References //

Over the years, CV Strategies has nurtured a growing stable of satisfied clients. We proudly present a small sampling of references that successfully capitalized on the strength and depth of the CV Strategies team and the communication services we provide.

REFERENCE 1

CLIENT INFORMATION	City of Banning 99 E. Ramsey Street, Banning, CA 92220
CONTACT	Art Vela, Public Works Director/City Engineer avela@banningca.gov Ph: 951.922.3130
PROJECT DESCRIPTION JUNE 2016 - PRESENT \$30,000	Conducted Communications Assessment and built a Communications Plan informing outreach for the City. Created ballot measure outreach campaign. Designed branding for new transit effort. Currently developing a code enforcement educational campaign.
PROJECT TEAM	Erin Gilhuly (Project Manager) , Tara Bravo, Jude Johnson, Janet Zimmerman, Nisha Wade, Lynn Oliva

REFERENCE 3

CLIENT INFORMATION	City of Coachella 1515 Sixth Street, Coachella CA 92236
CONTACT	William Pattison, City Manager bpattison@coachella.org Ph: 760.398.3502
PROJECT DESCRIPTION SEPTEMBER 2011 - PRESENT \$75,000 ANNUALLY	Currently acting as the public affairs arm of the City, building educational and outreach strategies, branding, collateral and advertising for events, rates, the launch of the newly rebranded Coachella Water Authority and Sanitary District and any community engagement efforts.
PROJECT TEAM	Erin Gilhuly, Tara Bravo, Jude Johnson, Mike Hatton, Shawn Harkness (Project Manager) , Beatrice Eslamboly, Lynn Oliva, Greg Galindo

REFERENCE 3

CLIENT INFORMATION	Indio Water Authority 83101 Avenue 45, Indio, CA 92201
CONTACT	Trish Rhay, General Manager trhay@indio.org Ph: 760.391.4038
PROJECT DESCRIPTION JANUARY 2019 - PRESENT \$75,000 ANNUALLY	Currently supporting all outreach for the District, covering topics including recycled water, rates and event presence.
PROJECT TEAM	Erin Gilhuly, Tara Bravo, Jude Johnson, Beatrice Eslamboly (Project Manager) , Lynn Oliva, Marcos DeHaro

Fee Proposal //

TASKS	ESTIMATED HOURS	ESTIMATED COST*
Project Management	42	\$7,770
Public Outreach Plan	40	\$8,000
Community Outreach	300	\$52,500
SUB-TOTAL	382	\$68,270

Not-to-Exceed Cost *Without optional services or any variability in services**

\$70,000

*Cost based upon hourly rates below

Rates for Communications Services

» President — \$225/hour
 » Vice-President — \$200/hour
 » Account Manager/Specialist — \$175/hour

» Design/Video/Photography — \$150/hour
 » Translator — \$125/hour
 » Support Staff — \$100/hour

Contract Terms & Conditions

Either party may end this agreement by providing written notice to the other party. In the event of termination, CV Strategies shall be paid for all hours and expenses accrued up to the date of termination. CV Strategies will notify Valley Sanitary District as we are approaching the estimated cost above.

Optional services or any variability in services rendered by CV Strategies will be billed to the client based on the hourly rate for communications services and will be agreed to by providing a signed written notice. Hard costs incurred by CV Strategies will be billed to the client with a nominal service charge of 10% (not to exceed \$250 per item). This includes all anticipated hard costs such as printing, mailing, photography, video, advertising, etc. Required travel mileage will be billed at the published IRS rate. Travel time is billed at half time.

All services and hard costs will be billed monthly. Invoices should be paid in full upon receipt.

Company Information

CV Strategies

Proposer's Company Name

S-Corporation

Corp./partner/proprietor

261614625

Federal Employer I.D. Number

73700 Dinah Shore Drive, Suite 402, Palm Desert, CA 92211

Principle Office Address

760.776.1766

Phone Number

760.776.1760

Fax Number

info@cvstrat.com

Main E-Mail Address

erin@cvstrat.com

Contact E-Mail Address

Founder & President

Title of Person Authorized to Sign

Erin Gilhuly

Print Name Authorized to Sign



Authorized Signature

October 15, 2019

Date Signed

ADDITIONAL SERVICES OFFERED



Focused Operational Evaluations – CV Strategies conducts internal audits, operational marketing and business assessments including tactical improvement recommendations, and resource allocation analysis.



Strategic Counsel – CV Strategies provides valuable insight on operations, communications and government relations. This high-level support will help guide outreach and stakeholder-relations efforts.



Legislative Support – We know local and regional players. Working with staff to prepare legislative documents and research relevant policy will help create an atmosphere for successful policy development and implementation.



Media Relations – Staff members at CV Strategies have years of experience in newsrooms and with print media, as well as close relationships with local journalists. We understand how to develop press releases and media alerts that will stand above the rest and achieve results.



Collateral Development – CV Strategies sees the value in creating compelling, engaging pieces that connect with customers. Our expertise yields a professional product guided by the agency's communications strategy and vision.



Design Services – From web to advertisements to document design, CV Strategies' in-house design team turns copy into dramatic visual storytelling.



Event Planning – CV Strategies provides event support to increase community engagement, customer attendance.



Photography and Video Services – Given the importance of visual communication, CV Strategies staffs both a photographer and videographer to create and enhance images and video content that complement compelling written content to tell a complete story.



Training – Focused sessions help staff and elected officials hone in on skills that are foundational for agency communication efforts. We build employee confidence and competence through training that includes role-play, practice, and guide materials for ongoing support.



Surveys and Analysis – CV Strategies' pollsters will design and conduct large-scale surveys designed to gauge the interest, knowledge and satisfaction among customers and stakeholders. The information is reviewed and analyzed to identify trends and develop outreach recommendations.



Translation – Our skilled translator on staff can quickly transform written content into Spanish, or assist with community meetings by providing on-the-fly translation services.

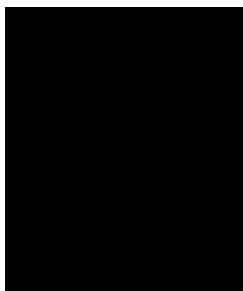
Rojas Communications Group
Communications & Public Outreach
services proposal prepared for the
Valley Sanitary District (VSD).

Communications & Public Outreach Services

Rojas Communications Group
www.RCGcommunications.com

Prepared by: Jaime Rojas, Jr.

Wednesday, November 6, 2019



Summary of Services

Rojas Communication Group team has over 100 years of communication experience specializing in the public affairs world. Our team is comprised of experts in various areas from social media, marketing to public outreach. We are confident we will meet VSA's goals stated in this RFP.

Scope of Work

This Scope of Services describes expected project specifications and details (Deliverables) as well as other important information for this project. In short, it describes what Rojas Communication Group (RCG) plans to provide to your organization (Client).

CLIENT:
Valley Sanitary District (VSD)
45-500 Van Buren
Indio, California 92201

RCG:
Jaime Rojas, Jr.
Rojas Communication Group
18653 Ventura Blvd., Suite 115
Tarzana, CA 91356

Printed Name

Printed Name

Signature

Signature

Title

Title

Date

Date



Scope of Services

Rojas Communications Group (RCG) aims to provide professional communications and public outreach services. As stated in the RFP, RCG's goals are the following:

1. Developing Overall Communications Strategy
2. Developing Annual Public Outreach Plan
3. Overall Responsibility for Implementing Agreed Strategy & Plan

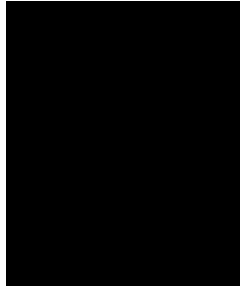
create social media content for VSD by designing unique content including but limited to photography, static content design, video, pulse engagement such as polls and stories, etc. In consultation with client, social media posts may be selected for boosting or targeting in order to achieve VSD outreach goals. RCG also commits to monitoring VSD social media platforms and working with (VSD Communication team) to alert them of rising issues, community concerns and customer feedback. RCG will offer solutions and strategy in the event of positive or negative social media buzz.

Task 1: Communications Strategy & Public Outreach Plan

A communications strategy and public outreach plan is necessary for all public agencies. It is an important blueprint for not only to provide information for VSD's customers but also provide information to all VSD employees and various other stakeholders. This plan will provide not only provide direction but also the steps to get there.

At the same time this plan is a breathing and living document. It is not written in concrete but provides the framework. With this being said, it allows the VSD to make any necessary changes to the plan along the way to be able to adapt to unforeseen changes in the organization, community and service area.

RCG begins this process by organizing and scheduling meetings with VSD's various stakeholders which include board of directors, department heads, employees, and various customers, both residential and commercial areas. These meetings will provide lenses from various points of view and will allow a more inclusive, well-rounded plan which meets the needs of its various stakeholders.



The stakeholder's meetings will also allow RCG to evaluate current methods used by VSD and understand perception both internally and externally.

Deliverables:

1. Communication Strategy Plan
2. Annual Public Outreach Plan

Timetable:

- Time has many variables that can either speed up or slow down the process. The timetable will depend on the following three (3) factors:
 - ➔ Scheduling of initial stakeholders' meetings
 - ➔ Evaluation of current methods
 - ➔ Review drafts of Communications Strategy & Annual Public Outreach Plan

Fee:

\$25,000 for final plans.

Task 2: Social Media

The VSD's social media is a component of the agency's public outreach activities and to assist in the conduct of and to promote VSD's business. Social media programs include, but are not limited to, Facebook, LinkedIn, Twitter, Instagram, YouTube and other such programs that exist now or will be developed in the future.

The purpose of the VSD's website and social media programs is effective communication that ensures the VSD is recognized as a credible, effective and reliable authority for collecting, treating, reusing wastewater, management in a safe & cost-effective manner. The VSD's use of websites and social media programs should be to:

1. Maintain and enhance credibility and public trust.
2. Inform the public of what services the Agency provides.
3. Promote the Agency's programs and activities.
4. Promote community partnerships and community events.
5. Provide accurate information to the public regarding incidents and public service announcements.

COMMUNICATIONS EXPERTS IN LOCAL GOVERNMENT
WWW.RCGCOMMUNICATIONS.COM



RCG will assist VSD in creating social media policies by using best practices in the industry that applies to VSD. For example, these are a few social media policy categories:

- Authorized Users
- Content Guidelines
- Employee Responsibilities
- Policy Violations

Social Media Plan

1. Social Media Platform Stats

Facebook

68% of Americans are using Facebook. Facebook is the top choice for reaching the broadest audience. 74% of users are female and 82% are 24 - 29 years old. 73% of U.S. users are Hispanic and 70% are Black. 30% of Facebook's ad audience is aged 25 through 34.

Twitter

24% of Americans use Twitter. 45% of Twitter users are 18 - 24 years old. 26% of users are Black and 24% of users are White.

Instagram

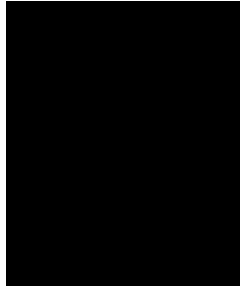
35 % of Americans use Instagram. The largest demographic on Instagram is males 18 - 24 years old. Ninety percent of Instagram users are younger than 35. 43% of Instagram users are Black and 38% Latino.

YouTube

73% of Americans use YouTube. 75% of YouTube users are male and 94% are 18 - 24. 78% of users are Latino and 76% are black.

LinkedIn

29% of Americans use LinkedIn. 41% of users are female and 29% are 25 - 29 years old. 32% of LinkedIn users are white and 23% are black and white.



Local Regional Social Media Landscape Observations

Greater Coachella Valley Chamber of Commerce

Facebook: 3,835 followers

- <https://www.facebook.com/pg/GreaterCoachellaValleyChamber/community/?ref=>
Content: Calendar event postings, photos at chamber events, short videos.

Hispanic Chamber of Commerce of Greater Coachella Valley

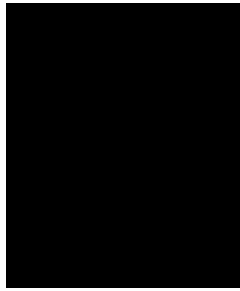
Facebook: 29

<https://www.facebook.com/pg/Hispanic-Chamber-of-Commerce->

- Content: Photos, news, podcast promotion
- Videos that promote the Santa Clarita Valley as a place to establish your business

Social Media Posts (Organic and Paid)

RCG proposes the following social media content samples. In working with VSD we can identify posts that should be boosted and craft targeted content ads for select campaigns and initiatives. Below are a few content examples we have used in the past with other special districts:



Fix a Leak Week

Facebook Post:



Instagram Post:



Twitter:



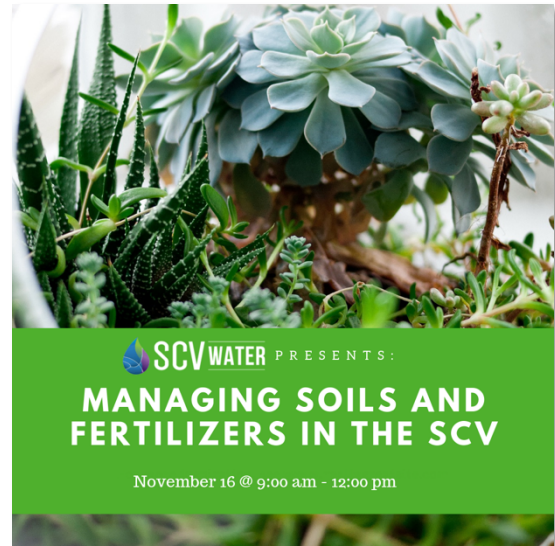


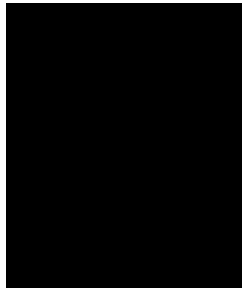
Gardening Classes

Facebook Post:



Instagram Post:





Twitter Post

Infographic Sample Post: Drink Water Week



**Deliverables:**

- Social Media Policy for Board Adoption
- Recommendations on Social Media Strategy
- One year of social media postings consistent with the recommended strategy

Timetable:

- Monthly

Fees:

- Develop Social Media Strategy - \$2,500 (one-time fee)
- Frequent Social Media Monitoring - \$2,000/month
- Frequent Social Media Engagement - \$2,000/month
- Video (developed, edited & produced) - \$500/video
- Social Media Content Calendar - \$1,500/month
- Social Media Content Design - \$2,000/month
- Monthly Reporting - \$1,500/month

Task 3: Newsletters

Prepare quarterly customer newsletters. Three of these will be electronically delivered and one will be mailed to customers. RCG will work with VSD staff to develop concepts and content.

Deliverables:

- Recommendations on newsletter frequency
- One year of printed newsletters consistent with recommendations

Fee:

- \$1,500/per newsletter



Task 4: Press Releases

Prepare press releases as necessary. RCG shall work with VSD staff to develop concepts and content.

Deliverables:

- Recommendations on press-release frequency
- One year of electronic press release consistent with recommendations

Fee:

- \$500/per press release

Task 5: E-mail Campaign

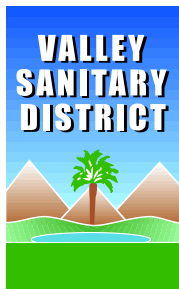
Develop recommendations on e-mail campaign strategy. Prepare e-mails to customers to further objectives of Annual Public Outreach Plan. RCG will work with VSD staff to develop concepts and content.

Deliverables:

- Recommendations on e-mail campaign
- One year of e-mails consistent with e-mail campaign

Fee:

- \$1,500/per email distribution



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Director Medical, Vision, and Dental Stipend and Adopt Resolution 2019-1125 Amending the Amount Based on the PEMHCA Minimum Amount Established by CalPERS and Rescinding Resolution 2019-1118**

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input checked="" type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Board to discuss the current amount provided by the District.

Fiscal Impact

The fiscal impact of the recommendation is an additional \$2,340, for a total of \$8,340. The additional funds can be absorbed within the adopted budget.

Background

The District currently provides up to \$1,500 per year to each director as a stipend to cover medical, dental, and vision benefit costs. This amount was set as part of Resolution No. 2019-1118 (Attachment B). This amount has remained at \$1,500 for several years.

Staff recommends using the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum monthly contribution to set and increase the stipend each year. If approved by the Board, based on the established PEMHCA rate for 2020 (Attachment C), each director's stipend would be \$1,668 starting January 1, 2020.

The District currently processes the stipends as reimbursements based on actual expenses and using payment receipts provided by the directors. This creates a potential HIPAA (Health Insurance Portability and Accountability Act) issue in that it may disclose confidential director health information to employees as part of the reimbursement process.

The District will establish a Health Reimbursement Account (HRA) that will enable the directors to use the stipend and get reimbursed without disclosing any confidential or protected information. The differences between FSA, HRA, and HSA accounts are explained in the attached comparison chart (Attachment D). Alden Yi, from Keenan Financial Services, will be here to answer any questions about a HRA account.

Recommendation

Staff recommends that the Board of Directors discuss and adopt Resolution 2019-1125 amending the amount based on the PEMHCA minimum amount established by CalPERS and rescinding Resolution 2019-1118.

Attachments

- Attachment A: Resolution 2019-1125
- Attachment B: Resolution 2019-1118
- Attachment C: CalPERS Circular Letter 600-020-19
- Attachment D: FSA/HRA/HSA Comparison Chart

FSA/ HRA / HSA Comparison & Interaction

	<u>Health Care FSA</u>	<u>HRA</u>	<u>HSA</u>
What is it?	It's an account to help employees pay for eligible medical expenses.	It's an account to help employees pay for eligible medical expenses.	It's a personal bank account to help employees save and pay for qualified medical expenses.
How do you get it?	Enrollment is through the employer if they offer an FSA. There is no need to enroll in a health plan.	It's usually connected to a health plan. If the employer offers an HRA, enrollment is automatic when signing up for the health plan.	Requires enrollment in a high-deductible health plan that meets a deductible amount set by the IRS. Other IRS guidelines must be met in order to be eligible.
Who contributes to it?	The employee. The employer can also contribute if they choose to.	The employer. Employee contributions are not permitted.	The employee, their family, the employer, and anyone else that chooses to.
How is the money put into it?	The employer will deduct money from the employee's paycheck, before taxes, and put it into the account.	The employer may contribute on a monthly basis or may fund the entire contribution amount at the beginning of the plan year.	The employee can make deposits just like a personal bank account. Family and the employer can also contribute. Employee may be allowed to deposit pre-tax money from paycheck.
What happens if I don't spend all the money in one plan year?	The employer may choose to allow a carryover up to the IRS limit of \$500.	The employer may allow a certain amount to be carried over into the new plan year.	Since the employees own the account, the money will remain until they choose to spend it.
When can I start using the funds?	The employee can start spending down the FSA on the first day of the plan year.	Different types of HRAs each have their own rules as to when funds can be accessed. The employer will set the rules.	The employees can start spending down the HSA once enrolled in a high-deductible health plan and has opened the account.
Do I have to pay taxes on the money?	No	No	No

What can I pay for with it?	Medical expenses that are determined by the IRS and the employer. This includes dental, vision, and many other health care services and supplies as listed under Section 213(d) of the Internal Revenue Code.	Medical expenses that are determined by the IRS and the employer. The employer may only allow the HRA to pay for services covered by your health plan. Some HRAs can be used to pay for dental, vision, & other services/supplies listed under Section 213(d) of the Internal Revenue Code.	Qualified medical expenses, including services covered by a health plan as well as expenses listed under Section 213(d) of the Internal Revenue Code.
Can I have other accounts with it?	Yes. The employee can have an HRA or a dependent care FSA.	Yes. The employee can have a healthcare FSA and/or dependent care FSA.	Yes. The employee can have a limited-purpose FSA or limited-purpose HRA, which can only be used for eligible dental and vision services.

If you have...

An HRA and HSA

If during the HRA plan year, you or your employer, or your spouse or spouse's employer, contributes to an HSA, your HRA must be restricted for the plan year. While restricted, you can only seek reimbursement for dental, vision, preventive care, post-deductible, and premium expenses from your HRA.

An FSA and HSA

If you, your employer, your spouse or your spouse's employer are contributing to an HSA, your FSA must be a limited purpose FSA, meaning reimbursements are limited to dental and vision expenses.

An HRA and FSA

If both the FSA and HRA provide coverage for the same medical expenses, reimbursements are processed based on the ordering rules established in the plan. For example, if the plan identifies that the FSA "pay first," your expense will be applied to the FSA until the balance is depleted and then reimburse from the HRA. However, if the HRA is limited purpose or premium only, then the HRA and FSA accounts can be accessed concurrently for different purposes.

RESOLUTION NO. 2019-1125

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AMENDING EMPLOYEE COMPENSATION FOR FISCAL YEAR 2019/20

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2019/20 that included employee compensation; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages from a cost of living viewpoint and has concluded that a 2.7 percent (2.7%) COLA adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District hereby resolves that:

SECTION 1: The attached Salary Schedules are adopted.

SECTION 3: The District will contribute the CalPERS determined Employer Contribution Rate of 11.533% towards the retirement of all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.072% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 4: Each employee will contribute the Employee Contribution rate of 8% for all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.25% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 5: Each Board member is offered a medical, vision and dental stipend of \$1,500.00 for the calendar year. Effective January 1, 2020, the annual amount will be set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

SECTION 6: Employees shall be granted a \$100 per month increase when said employee has completed his/her 7th anniversary and each 5th anniversary of continuous service thereafter, effective the first day of the pay period following each longevity anniversary.

SECTION 7: Standby Time shall be paid at a rate of \$36.00 per weekday and \$77.00 per weekend day and observed District holidays.

SECTION 8: The effective date of these changes shall be January 1, 2020.

Resolution No. 2019-1118 is hereby rescinded.

PASSED, APPROVED, and ADOPTED this 10th day of December 2019, by the following roll call vote:

AYE:

NAYE:

ABSENT:

ABSTAIN:

Mike Duran, President

ATTEST:

Dennis Coleman, Secretary

RESOLUTION NO. 2019-1118
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY
DISTRICT AMENDING THE EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR 2019-2020

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for fiscal year 2019-2020 that included employee compensation; and, .

WHEREAS, the Board of Directors has considered the issues relating to employee wages from a cost of living viewpoint and has concluded that a 2.7 percent (2.7%) COLA adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District **HEREBY RESOLVES**:

SECTION 1: That the attached Salary Schedules are hereby adopted.

SECTION 3: That the District will contribute the CalPERS determined Employer Contribution Rate of 11.533% towards the retirement of all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.072% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 4: That the Employee member will contribute the Employee Contribution rate of 8% for all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.25% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 5: That the amount Board members can access under the District's supplemental self-insurance for dental and vision benefits shall be \$1,500.00.

SECTION 6: Longevity Pay: That the employees shall be granted a \$100 per month increase when said employee has completed his/her 7th anniversary and each 5th anniversary of continuous service thereafter, effective the first day of the pay period following each longevity anniversary.

SECTION 7: Standby Pay: That the District's compensation for Standby Time shall be paid at a rate of \$36.00 per weekday and \$77.00 per weekend day and observed District holidays.

SECTION 8: That effective date of these changes shall be July 1, 2019.

The effective date of this resolution is July 1, 2019 and Resolution No. 2019-1118 rescinds Resolution No. 2018-1103.

PASSED, APPROVED, and ADOPTED this 11th day of June 2019, by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague


NAYES: None

ABSENT: None

ABSTAIN: None


Mike Duran, President

ATTEST:


Dennis Coleman, Secretary

VALLEY SANITARY DISTRICT**2019/2020 SALARY SCHEDULE****FOR EMPLOYEES HIRED ON OR AFTER 7/1/2016**

NEW	A	B	C	D	E	F	G
1	3,038	3,190	3,349	3,517	3,693	3,877	4,071
2	3,190	3,349	3,517	3,693	3,877	4,071	4,275
3	3,349	3,517	3,693	3,877	4,071	4,275	4,488
4	3,517	3,693	3,877	4,071	4,275	4,488	4,713
5	3,693	3,877	4,071	4,275	4,488	4,713	4,948
6	3,877	4,071	4,275	4,488	4,713	4,948	5,196
7	4,071	4,275	4,488	4,713	4,948	5,196	5,456
8	4,275	4,488	4,713	4,948	5,196	5,456	5,728
9	4,488	4,713	4,948	5,196	5,456	5,728	6,015
10	4,713	4,948	5,196	5,456	5,728	6,015	6,316
11	4,948	5,196	5,456	5,728	6,015	6,316	6,631
12	5,196	5,456	5,728	6,015	6,316	6,631	6,963
13	5,456	5,728	6,015	6,316	6,631	6,963	7,311
14	5,728	6,015	6,316	6,631	6,963	7,311	7,677
15	6,015	6,316	6,631	6,963	7,311	7,677	8,060
16	6,316	6,631	6,963	7,311	7,677	8,060	8,463
17	6,631	6,963	7,311	7,677	8,060	8,463	8,887
18	6,963	7,311	7,677	8,060	8,463	8,887	9,331
19	7,311	7,677	8,060	8,463	8,887	9,331	9,797
20	7,677	8,060	8,463	8,887	9,331	9,797	10,287
21	8,060	8,463	8,887	9,331	9,797	10,287	10,802
22	8,463	8,887	9,331	9,797	10,287	10,802	11,342
23	8,887	9,331	9,797	10,287	10,802	11,342	11,909
24	9,331	9,797	10,287	10,802	11,342	11,909	12,504
25	9,797	10,287	10,802	11,342	11,909	12,504	13,129
26	10,287	10,802	11,342	11,909	12,504	13,129	13,786
27	10,802	11,342	11,909	12,504	13,129	13,786	14,475
28	11,342	11,909	12,504	13,129	13,786	14,475	15,199
29	11,909	12,504	13,129	13,786	14,475	15,199	15,959
30	12,504	13,129	13,786	14,475	15,199	15,959	16,757

VALLEY SANITARY DISTRICT**2019/2020 SALARY SCHEDULE****FOR EMPLOYEES HIRED ON OR BEFORE 6/30/2016**

LEGACY	a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	2,963	3,038	3,114	3,190	3,270	3,349	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071
2	3,114	3,190	3,270	3,349	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275
3	3,270	3,349	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488
4	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713
5	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948
6	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196
7	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456
8	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728
9	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015
10	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316
11	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631
12	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963
13	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311
14	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311	7,491	7,677
15	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311	7,491	7,677	7,868	8,060
16	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311	7,491	7,677	7,868	8,060	8,259	8,463
17						7,311		7,677		8,060		8,463		8,887
18						7,677		8,060		8,463		8,887		9,331
19						8,060		8,463		8,887		9,331		9,797
20						8,463		8,887		9,331		9,797		10,287
21						8,887		9,331		9,797		10,287		10,802
22						9,331		9,797		10,287		10,802		11,342
23						9,797		10,287		10,802		11,342		11,909
24						10,287		10,802		11,342		11,909		12,504
25						10,802		11,342		11,909		12,504		13,129
26						11,342		11,909		12,504		13,129		13,786
27						11,909		12,504		13,129		13,786		14,475



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or **888-225-7377**) | TTY: (877) 249-7442
www.calpers.ca.gov

Health Benefits

Circular Letter

May 10, 2019

Circular Letter: 600-020-19

Distribution: Special

To: Contracting Agency Health Benefits Officers and Assistant Health Benefits Officers
Subject: Contracting Agency Minimum Employer Contribution Calculation for 2020

Purpose

This Circular Letter informs contracting Public Agencies and Schools of the new minimum employer health contribution for 2020.

Background

The Minimum Employer Contribution amount is prescribed by Government Code section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA)¹.

The Minimum Employer Contribution was originally established as a specific dollar value with specified increases from calendar years 2004 through 2008. As of calendar year 2009, the calculated adjustments are based upon the medical care component of the Consumer Price Index-Urban (CPI-U).

California Government Code 22892 of the PEMHCA establishes the contracting agencies' minimum health premium contribution for their participating active membership. In addition, this section provides that "commencing January 1, 2009, the employer contribution shall be adjusted annually by the board to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar."

¹ California Government Code § 20000, et seq.

Inflation Rate Changes

In January 2019, the U.S. Bureau of Labor Statistics determined the annual percentage change in the medical care component of the CPI-U for 2018 was 2.0 percent.

The Medical Care Inflation table below provides an inflation comparison of medical care rates.

Year	Index	Percent
2014	435.292	2.4
2015	446.752	2.6
2016	463.675	3.8
2017	475.322	2.5
2018	484.707	2.0

Calculation of the Minimum Employer Contribution

Using the 2.0 percent increase in the medical care component of the CPI-U, the minimum employer contribution for Calendar Year 2020 is \$139.00. See calculation below.

$$\$136.00 \times 2.0\% = \$2.72$$

$$\$136.00 + \$2.72 = \$138.72, \text{ rounded to } \$139.00$$

Minimum Employer Contribution

The Minimum Employer Contribution by Calendar Year table below displays the annual amounts of the Minimum Employer Contribution for active members.

Year	Employer Contribution
2016	\$125.00
2017	\$128.00
2018	\$133.00
2019	\$136.00
2020	\$139.00

Contribution Change Process

Contracting agencies that have designated the PEMHCA Minimum as their monthly employer health contribution will have their employer billing automatically updated to reflect the new amount effective January 1, 2020.

Contracting agencies do not need to take action unless they wish to make a change to their current contribution method. To do so, employers must submit a change resolution. Change resolutions are effective the first day of the second month following receipt by CalPERS.

Questions

Please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) and request a response from our Health Resolutions and Compliance Unit to obtain the necessary change resolution template.

Rob Jarzombek, Chief
Health Account Management Division

FSA/ HRA / HSA Comparison & Interaction

	<u>Health Care FSA</u>	<u>HRA</u>	<u>HSA</u>
What is it?	It's an account to help employees pay for eligible medical expenses.	It's an account to help employees pay for eligible medical expenses.	It's a personal bank account to help employees save and pay for qualified medical expenses.
How do you get it?	Enrollment is through the employer if they offer an FSA. There is no need to enroll in a health plan.	It's usually connected to a health plan. If the employer offers an HRA, enrollment is automatic when signing up for the health plan.	Requires enrollment in a high-deductible health plan that meets a deductible amount set by the IRS. Other IRS guidelines must be met in order to be eligible.
Who contributes to it?	The employee. The employer can also contribute if they choose to.	The employer. Employee contributions are not permitted.	The employee, their family, the employer, and anyone else that chooses to.
How is the money put into it?	The employer will deduct money from the employee's paycheck, before taxes, and put it into the account.	The employer may contribute on a monthly basis or may fund the entire contribution amount at the beginning of the plan year.	The employee can make deposits just like a personal bank account. Family and the employer can also contribute. Employee may be allowed to deposit pre-tax money from paycheck.
What happens if I don't spend all the money in one plan year?	The employer may choose to allow a carryover up to the IRS limit of \$500.	The employer may allow a certain amount to be carried over into the new plan year.	Since the employees own the account, the money will remain until they choose to spend it.
When can I start using the funds?	The employee can start spending down the FSA on the first day of the plan year.	Different types of HRAs each have their own rules as to when funds can be accessed. The employer will set the rules.	The employees can start spending down the HSA once enrolled in a high-deductible health plan and has opened the account.
Do I have to pay taxes on the money?	No	No	No

What can I pay for with it?	Medical expenses that are determined by the IRS and the employer. This includes dental, vision, and many other health care services and supplies as listed under Section 213(d) of the Internal Revenue Code.	Medical expenses that are determined by the IRS and the employer. The employer may only allow the HRA to pay for services covered by your health plan. Some HRAs can be used to pay for dental, vision, & other services/supplies listed under Section 213(d) of the Internal Revenue Code.	Qualified medical expenses, including services covered by a health plan as well as expenses listed under Section 213(d) of the Internal Revenue Code.
Can I have other accounts with it?	Yes. The employee can have an HRA or a dependent care FSA.	Yes. The employee can have a healthcare FSA and/or dependent care FSA.	Yes. The employee can have a limited-purpose FSA or limited-purpose HRA, which can only be used for eligible dental and vision services.

If you have...

An HRA and HSA

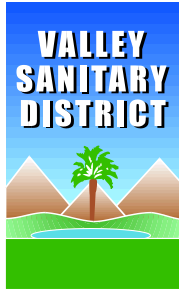
If during the HRA plan year, you or your employer, or your spouse or spouse's employer, contributes to an HSA, your HRA must be restricted for the plan year. While restricted, you can only seek reimbursement for dental, vision, preventive care, post-deductible, and premium expenses from your HRA.

An FSA and HSA

If you, your employer, your spouse or your spouse's employer are contributing to an HSA, your FSA must be a limited purpose FSA, meaning reimbursements are limited to dental and vision expenses.

An HRA and FSA

If both the FSA and HRA provide coverage for the same medical expenses, reimbursements are processed based on the ordering rules established in the plan. For example, if the plan identifies that the FSA "pay first," your expense will be applied to the FSA until the balance is depleted and then reimburse from the HRA. However, if the HRA is limited purpose or premium only, then the HRA and FSA accounts can be accessed concurrently for different purposes.



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THRU: Beverli A. Marshall, General Manager

FROM: Ryan Williams, Maintenance Supervisor

SUBJECT: Purchase Authorization Approval – Replacement of RAS Pump #3

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<input type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input checked="" type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Board to discuss the purchase a new Return Activated Sludge (RAS) pump.

Fiscal Impact

Funding for the RAS pump is included in the adopted FY 2019/20 Budget.

Background

In 2007, Valley Sanitary District purchased five (5) RAS pumps during a treatment plant upgrade. Over the last couple of years, staff has been sending the RAS pumps back to the manufacturer to be rebuilt. Recently, RAS pump # 3 was sent in, and during the inspection process, it was discovered that critical parts were worn beyond the normal rebuild cost of \$10,526. The current overall cost to rebuild the RAS pump is \$22,899.05, which includes the replacement of critical parts. The overall cost to replace the RAS pump is \$31,266.40. The quote is a sole source from Xylem Water Solutions USA, Inc.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to purchase one (1) RAS pump in an amount not to exceed \$31,266.40.

Attachments

Attachment A: Xylem Water Solutions Quote dated November 18, 2019
Attachment B: Sole Source Parts Letter from Xylem Water Solutions



**Xylem Water Solutions USA, Inc.
Flygt Products**

November 18, 2019

VALLEY SANITARY DISTRICT
45 - 500 VAN BUREN ST
INDIO CA 92201

11161 Harrel Street
Mira Loma, CA 91752
Tel (951) 332-3669
Fax (951) 332-3679

Quote # 2019-LAB-0515
Re:Valley Sanitary RAS Pumps RAS Pump #3 Replacement

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the project referenced above.

3171.091-0720021 Replacement

Qty	Part Number	Description	Unit Price	Extended Price
1	3171.095-0097	Flygt Model NT-3171.095 10" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 25 HP 1150 RPM motor, 613 impeller, 1 x 50 Ft. length of SUBCAB 4G25+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve	\$ 27,776.00	\$ 27,776.00

3171.091-0720021 Replacement Price	\$ 27,776.00
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Total Project Price	\$ 27,776.00
Tax @ 8.75%	\$2,430.40
Freight Charge	\$ 1,060.00

Total Project Price	\$ 31,266.4
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Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per Incoterms 2010)

See Freight Payment (Delivery Terms) below.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.



**Shortages:**

Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Terms of Delivery: PP/Add Order Position

Terms of Payment: 100% N30 after invoice date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Validity: This Quote is valid for thirty (30) days.

Schedule: Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,

Derek Dusome
Aftermarket Sales
Phone: 951-790-3398

derek.dusome@xyleminc.com

***Xylem Water Solutions USA, Inc.
Flygt Products***



Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2019-LAB-0515
Customer Name: VALLEY SANITARY DISTRICT
Job Name: RAS Pump #3 Replacement
Total Amount: \$ 31,266.40

Signature: _____ Name: _____

(PLEASE PRINT)

Company/Utility: _____ PO: _____

Address: _____ Date: _____

Phone: _____

Email: _____

Fax: _____



Xylem Water Solutions USA, Inc
Flygt Products

11161 Harrel St.
Mira Loma, CA 91752
Tel 951-790-3398
Fax 951-332-3679
Derek.dusome@xyleminc.com

December 3, 2019

Mr. Ryan Williams
Valley Sanitary Water District

Subject: Factory Authorized Municipal Representative for Flygt, Flygt/AC Products & Service in Southern California

Dear Mr. Williams,

This letter is to inform you that:

Xylem Water Solutions USA, Inc. - Flygt Products
11161 Harrel St
Mira Loma, CA 91752
Phone (951) 332-3669
Fax: (951) 332-3679

Is the exclusive supplier of Flygt Pumps, Mixers, Parts & Service for the Municipal market in the State of California for all southern counties including Ventura, Santa Barbara, Kern, San Luis Obispo, Los Angeles, San Bernardino, Orange, Riverside, San Diego and Imperial.

Flygt is a fully owned Xylem Inc.brand.

Xylem Inc. Flygt is confident that our Southern California Branch offices will be able to provide expert advice and service in a professional manner for any of your pumping needs.

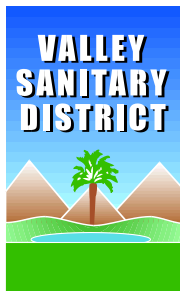
Thank you for your interest in Flygt Products.

Sincerely,


Derek Dusome

Flygt Products Aftermarket Sales Representative





**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, District Engineer

SUBJECT: Award Contract to Stantec, Inc. to Act as Owner's Representative for Valley Sanitary District for the Influent Pump Station Rehabilitation

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<input checked="" type="checkbox"/> Contract Award
<input type="checkbox"/> Board Information	<input checked="" type="checkbox"/> Existing FY Approved Budget	<input type="checkbox"/> Closed Session

Executive Summary

The purpose of this report is for the Board of Directors to review the contract proposal.

Fiscal Impact

This proposal for \$387,131 will be performed in two tasks; preconstruction phase for \$147,102 and the construction phase for \$240,029. The first task is included within the FY 2019/20 Budget. The second task and the construction cost will be included as part of the FY 2020/21 Budget. The rehabilitation repair cost is estimated to be \$1,724,000. The construction award will be brought before the Board for approval prior to moving forward.

Background

In September 2018, the Board authorized the general manager to enter into a contract with Stantec, Inc. to perform an evaluation of the influent pump station and to prepare procurement documents for the recommended repairs to the internal pipe coatings within the pump station. The evaluation of the influent pump station indicated much more significant repairs are required than just the coating of the internal piping. The evaluation found that the slide gate separating the front chamber from the pumping chamber was severely corroded and needs replacement, that most of the check valves and isolation valves were in need of repair and that the coating of the internal structure as well as the internal piping was needed. The recommended repairs will require a sewer main by-pass of the influent pump station.

The extent of the repair work cannot be clearly defined without being able to do the by-pass which is significantly costly to do on a temporary basis. Stantec recommends performing the above work using the design build process. By utilizing this method, the by-pass can be installed as part of the project and then design build team can clearly define the scope of repairs and then perform the repairs as they are being designed. It is recommended that the District hire a consultant to operate as Owner's

Representative for a project of this scope and magnitude. The Owner's Representative oversees the selection of the design build team, reviews and approves the design and construction submittals, provides inspection of the work and provides engineering support.

The District has an Indefinite Delivery / Indefinite Quantity (IDIQ) As-Needed contract with Stantec dated July 16, 2018. This project will be Task Authorization No. 3 of the IDIQ master services contract for Stantec.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a professional services contract with Stantec, Inc. to act as Owner's Representative for Valley Sanitary District's to oversee a design build team that will perform the Influent Pump Station Rehabilitation in an amount not to exceed \$387,131.

Attachments

Attachment A: Letter of Proposal, Stantec, dated November 19, 2019



Valley Sanitary District
45-500 Van Buren St
Indio, CA 92201

Stantec Consulting Services Inc.

Project Reference: Influent Pump Station Rehabilitation – Owner’s Representative

300 North Lake
Avenue Suite
400, Pasadena
CA 91101-4169

November 19,
2019

Attention:
Mr. Ronald
Buchwald

Dear Mr. Buchwald,

Stantec Consulting Services Inc. (Stantec), is pleased to submit this proposal to Valley Sanitary District (VSD) for preparation of Request for Qualifications from design-build teams with respect to the Progressive Design Build (PDB) for the Influent Pump Station Rehabilitation. One of the documents required is the technical memorandum prepared by Stantec entitled “Influent Pump Station Rehab Preliminary Evaluation” dated May 24, 2019.

Stantec proposes to complete this work under the Indefinite Delivery / Indefinite Quantity As-Needed Consulting Services (IDIQ) master services agreement dated July 16, 2018. Hourly rates were adjusted for project mid-point year 2021.

Stantec’s scope of services described below is divided between Preconstruction Phase and Construction Phase. It is possible that these two tasks may overlap depending on the Progressive Design Builder’s sequence of work.

Following is a brief summary of our proposed scope of services, schedule, and fee.

Scope of Services

Task A – Preconstruction Phase

Preconstruction covers all work to review designs and support the District while the Progressive Design Builder develops the detailed design documents. As noted above, It is possible that the Progressive Design Builder may elect to proceed with the work required to bypass the existing Influent Pump Station concurrent with finalizing the design documents for the rehabilitation of this facility. Hence, Stantec’s work on the Preconstruction Phase (Task A) may overlap with the Construction Phase (Task B).

Subtask A.1 – Prepare Request for Qualifications (RFQ)

Stantec will prepare a Request for Qualifications (RFQ) to allow VSD to solicit Statements of Qualifications (SOQs) from contractor / designer teams for the required repairs. Repairs will consist of the work items described in the technical memorandum dated May 24, 2019 referenced above.

Stantec has prepared similar documents for two recent progressive design build projects as follows:

- Sustainable Water Infrastructure Project (SWIP) for the City of Santa Monica
- Hyperion Advanced Water Purification Project for the City of Los Angeles

These documents will serve as templates for preparation of the RFQ for the Influent Pump Station Rehabilitation. An outline of the RFQ contents is listed below:

1. Introduction
2. Project Description
3. Scope of Services
4. Procurement Process
 - 4.1 Valley Sanitary District Contact
 - 4.2 On-line Vendor Portal (if applicable)
 - 4.3 Procurement Schedule
 - 4.4 Design-Build Entities – define quals
 - 4.5 VSDs PM & Owners Engineer
 - 4.6 Project Reference Documents
5. Submission Format and Outline
 - 5.1 Project Understanding and Approach
 - 5.2 Key Personnel
 - 5.3 Qualifying Experience
6. SOQ Evaluation
7. Conditions Governing the Procurement

Stantec will provide electronic copies in native format where available and pdf for the RFQ documents.

Following District legal review of the draft RFQ, Stantec will incorporate comments and produce a final RFQ. It is anticipated that District staff will arrange for advertisement of the RFQ to solicit SOQs from Progressive Design Build teams.

Subtask A.2 – Evaluate Statements of Qualifications (SOQs)

Following VSD issuance of the RFQ on its standard procurement vehicle Stantec will assist VSD staff in evaluating the SOQs received. VSD may elect to select a PDB team based on its SOQ or may wish to interview one or more PDB teams. Stantec has included in its level of effort estimate two days for interviews as non-voting panel members, to provide input on the selection of a Progressive Design Build team.

Subtask A.3 – Review Basis of Design Report (BODR)

The initial task for the Progressive Design Builder will be an inspection of the Influent Pump Station to identify elements that require rehabilitation or replacement. The result of the inspection will be incorporated in the BODR.

During preparation of the BODR by the Progressive Design Builder, it is anticipated that the Progressive Design Build team will require answers to technical queries. Stantec has allocated 40 hours for this purpose.

The selected Progressive Design Builder will submit a draft BODR for review. Stantec will, in parallel with District staff, review and provide comment on the draft and final BODR.

Subtask A.4 – Review Design Submittals

Stantec anticipates reviewing four design submittals, covering the following topics:

- Influent Pump Station Deficiencies
- Influent Pump Station Bypass Plan
- Influent Pump Station Repair Plan
- Influent Pump Station Startup Plan

Subtask A.5 – Preconstruction Project Management and Meetings

Stantec will employ its standard project management procedures for project setup and monitoring. Our project management approach is “fit for size” allowing proper scaling of project management effort. This subtask includes 7 face-to-face meetings to be held at the VSD office or construction trailer on site.

Task B – Construction Phase

Task B covers all work related to support of the construction work on this project.

Subtask B.1 – Provide Construction Management and Inspection

Stantec’s estimate for this task is based on providing on-site construction management for 20 hours per week during the 31 weeks that construction is anticipated to occur, from start of construction to final punchlist.

Subtask B.2 – Provide Office Engineering Support

Stantec will provide the following support during construction as office engineering services, along with the estimated quantity of each item:

- Review Submittals / Shop Drawings (30 original submittals)
- Respond to Requests for Information (30 RFIs)
- Review PDB Construction Cost Estimates (2 estimates)
- Review Final Closeout Documents (1 set)

Subtask B.3 – Construction Project Management and Meetings

This subtask includes Stantec’s standard project management tasks. Also included are 7 face-to-face meetings to be held at the VSD office or construction trailer on site.

Schedule

Stantec will work to complete our services in an efficient and timely manner. Our team is available and committed to providing documents, reviews and responses in accordance with the draft project schedule (Attachment A).

Fee

Stantec proposes to complete the work under an hourly rate agreement. The estimated fee for Task A – Preconstruction Phase is **\$147,102.00** and for Task B – Construction Phase is **\$240,029.00**. In any event the total fee will not exceed the sum of **\$387,131.00** without prior written authorization. Proposed fee for performing the scope of services is presented in the table below.

Task No.	Description of Task	Budget Fee
A	Preconstruction Phase	\$147,102.00
A.1	Prepare RFQ's	\$31,048.00
A.2	Evaluate SOQ's	\$18,828.00
A.3	Review Basis of Design Report	\$19,296.00
A.4	Review Design Submittals	\$16,824.00
A.5	Preconstruction Project Management and Meetings	\$61,106.00
B	Construction Phase	\$240,029.00
B.1	Provide Construction Management and Inspection	\$93,746.00
B.2	Provide Office Engineering Support	\$86,427.00
B.3	Construction Project Management and Meetings	\$59,856.00
Total Fee		\$387,131.00

The labor hours and other direct costs listed in Attachment B anticipate a level of effort commensurate with anticipated requirements for each task. The work has been quantified where possible as shown in Attachment B. These hours and other costs may vary depending on the approach used by the selected Progressive Design Builder. Stantec will work with VSD to maintain control of our fees and provide "mid-course correction" notices as the project progresses.

Invoices will be submitted monthly.

We will keep you informed of the budget status and inform VSD in writing when 80% of the budget is expended for each task.

Respectfully yours,



Paul F. Wallace, PE
Principal Environmental Engineer
Phone: (626) 568-6076
Paul.Wallace@stantec.com



Venu Kolli, PE
Area Manager
Phone: (626) 568 6073
Venu.Kolli@stantec.com

By signing this proposal, Valley Sanitary District authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the conditions in the Master Services Agreement dated July 2018 for the IDIQ.

This proposal is accepted and agreed on the Day day of Month, Year

Per: Valley Sanitary District

Print Name & Title

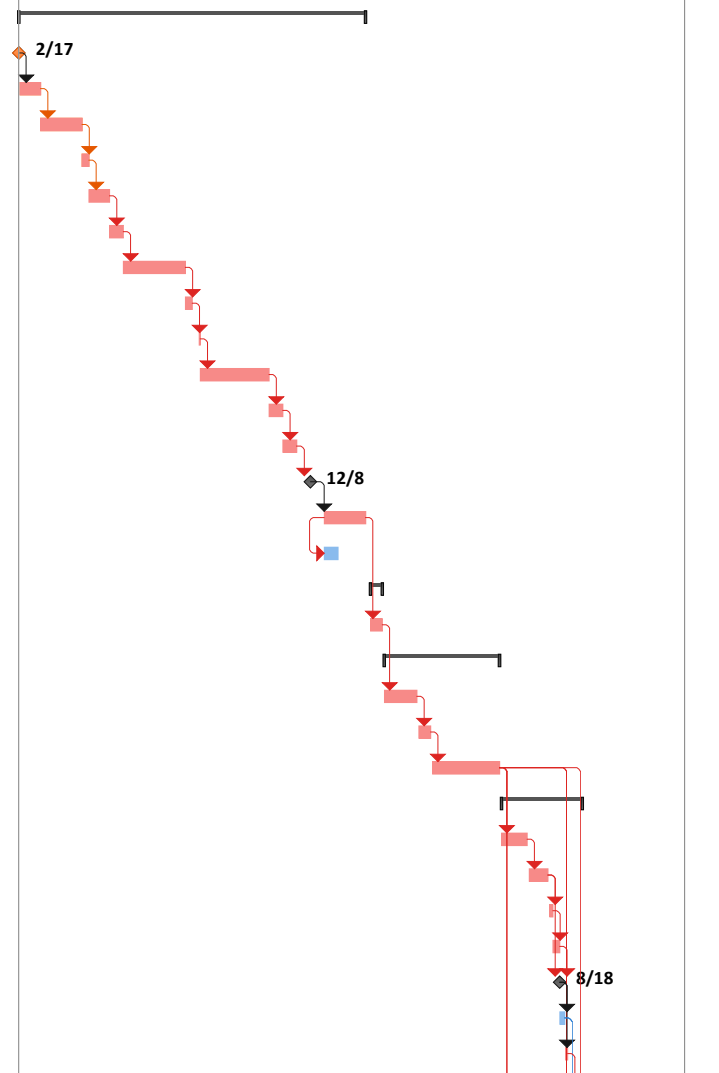
Signature

ATTACHMENT A

SCHEDULE

Influent Pump Station Rehabilitation

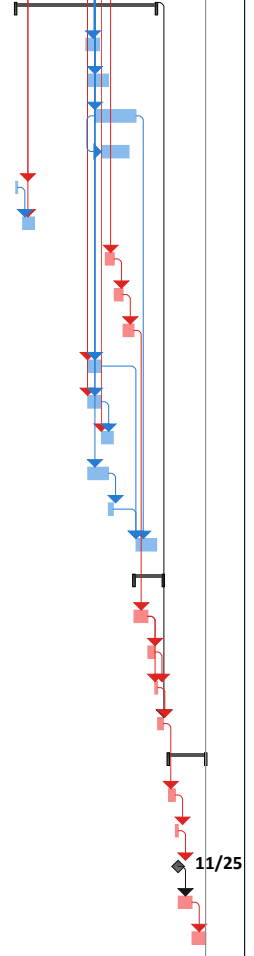
ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	1st Quarter Jan Feb Mar	2nd Quarter Apr May Jun	3rd Quarter Jul Aug Sep	4th Quarter Oct Nov Dec	1st Quarter Jan Feb Mar	2nd Quarter Apr May Jun	3rd Quarter Jul Aug Sep	4th Quarter Oct Nov Dec	1st Quarter Jan Feb Mar
1															
2		Task 1 - Report & Mobilization	251 days	Mon 2/17/20	Tue 2/2/21										
3		NTP (Stantec)	0 days	Mon 2/17/20	Mon 2/17/20										
4		Prepare Procurement / Bid Docs (Stantec)	3 wks	Tue 2/18/20	Mon 3/9/20	3									
5		Legal Review (VSD)	6 wks	Tue 3/10/20	Mon 4/20/20	4									
6		Procurement / Bid Docs Revision (Stantec)	1 wk	Tue 4/21/20	Mon 4/27/20	5									
7		Board Approval (VSD)	3 wks	Tue 4/28/20	Mon 5/18/20	6									
8		Advertise for Bids (VSD)	10 days	Tue 5/19/20	Mon 6/1/20	7									
9		Obtain Bids (VSD)	45 days	Tue 6/2/20	Mon 8/3/20	8									
10		Review Bids (VSD + Stantec)	1 wk	Tue 8/4/20	Mon 8/10/20	9									
11		Notice of Award (VSD)	1 day	Tue 8/18/20	Tue 8/18/20	10FS+1 wk									
12		Prepare Rehab Basis of Design Report	10 wks	Wed 8/19/20	Tue 10/27/20	11									
13		Review Rehab BOD Report (VSD + Stantec)	2 wks	Wed 10/28/20	Tue 11/10/20	12									
14		Revise Rehab BOD Report	10 days	Wed 11/11/20	Tue 11/24/20	13									
15		Approve Rehab BOD Report	0 days	Tue 12/8/20	Tue 12/8/20	14FS+2 wks									
16		Mobilize	30 days	Wed 12/23/20	Tue 2/2/21	15FS+2 wks									
17		Prepare Bypass Plan	10 days	Wed 12/23/20	Tue 1/5/21	16SS									
18		Task 2 - Inspection	10 days	Mon 2/8/21	Fri 2/19/21										
19		Inspect IPS Interior (from top openings)	10 days	Mon 2/8/21	Fri 2/19/21	16FS+3 days									
20		Task 3 - Procurement	85 days	Mon 2/22/21	Fri 6/18/21										
21		Prepare & Submit Plan & Mat'ls	5 wks	Mon 2/22/21	Fri 3/26/21	19									
22		Review Plan & Mat'ls (VSD)	2 wks	Mon 3/29/21	Fri 4/9/21	21									
23		Procure Materials	10 wks	Mon 4/12/21	Fri 6/18/21	22									
24		Task 4 - Bypass Influent Pump Station (IPS)	60 days	Mon 6/21/21	Fri 9/10/21										
25		Procure / Deliver to Site Bypass Equip	4 wks	Mon 6/21/21	Fri 7/16/21	23									
26		Set up Bypass Equipment	15 days	Mon 7/19/21	Fri 8/6/21	25									
27		Install Temp Flow Meter Conduit / Cables	3 days	Mon 8/9/21	Wed 8/11/21	26									
28		Hook up Temp Flow Meter to PLC	5 days	Thu 8/12/21	Wed 8/18/21	27									
29		Start Bypass, Install Plug	0 days	Wed 8/18/21	Wed 8/18/21	26,28									
30		Empty IPS	3 days	Thu 8/19/21	Mon 8/23/21	29									
31		Remove Pumps (by VSD)	2 days	Wed 8/25/21	Thu 8/26/21	29FS+4 days									



Project: VSD IPS Rehab Date: Mon 11/18/19	Task		Duration-only		Critical
	Milestone		Manual Summary Rollup		Critical Split
	Summary		Path Driving Predecessor Milestone Task		Progress
	Project Summary		Path Driving Predecessor Summary Task		Manual Progress
	External Milestone		Path Driving Predecessor Normal Task		

Influent Pump Station Rehabilitation

ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	1st Quarter JanFebMar	2nd Quarter AprMayJun	3rd Quarter JulAugSep	4th Quarter OctNovDec	1st Quarter JanFebMar	2nd Quarter AprMayJun	3rd Quarter JulAugSep	4th Quarter OctNovDec	1st Quarter Jan
32		Remove Pump Guide Rails (by VSD)	3 days	Fri 8/27/21	Tue 8/31/21	31									
33		Remove Risers	8 days	Wed 9/1/21	Fri 9/10/21	32									
34		Washdown / Clean IPS	2 days	Tue 8/24/21	Wed 8/25/21	30									
35		Task 5 - Repairs & Rehab	103 days	Mon 6/14/21	Wed 11/3/21										
36		Dismantle Discharge Valves & Repair	2 wks	Tue 8/24/21	Mon 9/6/21	30									
37		Execute Structural Repairs (Excl Gate Frames)	3 wks	Thu 8/26/21	Wed 9/15/21	34									
38		Repair Bay Gates	6 wks	Thu 9/2/21	Wed 10/13/21	34FS+5 days									
39		Repair Leaks at Gate Frames (on site)	4 wks	Thu 9/9/21	Wed 10/6/21	38SS+5 days									
40		Remove Bay 3 Thimble	2 days	Mon 6/14/21	Tue 6/15/21	23FS-5 days									
41		Install Epoxy Anchors & New Bay 3 Thimble	10 days	Mon 6/21/21	Fri 7/2/21	40,23									
42		Ship & Surface Prep DI 18" Risers	7 days	Mon 9/13/21	Tue 9/21/21	33									
43		Coat Risers	7 days	Wed 9/22/21	Thu 9/30/21	42									
44		Inspect Riser Coating / Ship to Site	7 days	Fri 10/1/21	Mon 10/11/21	43									
45		Remove & Replace IPS Inlet Gate	2 wks	Thu 8/26/21	Wed 9/8/21	34,23									
46		Add Isolation 30-in Plug Valves to Discharge Header	2 wks	Thu 8/26/21	Wed 9/8/21	34,23									
47		Install Tap on Header Blind Flanges	8 days	Thu 9/9/21	Mon 9/20/21	46,23									
48		Demo & Replace SOG at North End IPS	15 days	Thu 8/26/21	Wed 9/15/21	34									
49		Install New Gantry Crane Rails	3 days	Thu 9/16/21	Mon 9/20/21	48									
50		Contingency Remedial Work	3 wks	Thu 10/14/21	Wed 11/3/21	38,45,49									
51		Task 6 - Reinstall Equipment	22 days	Tue 10/12/21	Wed 11/10/21										
52		Reinstall Rehabbed Risers (5 of 6 bays)	10 days	Tue 10/12/21	Mon 10/25/21	44									
53		Install new Bay 3 Riser	5 days	Tue 10/26/21	Mon 11/1/21	52									
54		Reinstall Pump Guide Rails (VSD)	3 days	Tue 11/2/21	Thu 11/4/21	52,53									
55		Reinstall Pumps (VSD)	4 days	Fri 11/5/21	Wed 11/10/21	54,35									
56		Task 7 - Startup & Demob	28 days	Tue 11/16/21	Thu 12/23/21										
57		Test Pumps, Gates & Valves	5 days	Tue 11/16/21	Mon 11/22/21	55FS+3 days									
58		Make Adjustments	3 days	Tue 11/23/21	Thu 11/25/21	57									
59		End IPS Bypass	0 days	Thu 11/25/21	Thu 11/25/21	58									
60		Demob Bypass Equipment	10 days	Fri 11/26/21	Thu 12/9/21	59									
61		Demob Project	10 days	Fri 12/10/21	Thu 12/23/21	60									



Project: VSD IPS Rehab Date: Mon 11/18/19	Task		Duration-only		Critical		
	Milestone		Manual Summary Rollup		Critical Split		
	Summary		Path Driving Predecessor Milestone Task		Progress		
	Project Summary		Path Driving Predecessor Summary Task		Manual Progress		
	External Milestone		Path Driving Predecessor Normal Task				

ATTACHMENT B
FEE ESTIMATE



FEE ESTIMATE - Influent Pump Station Rehabilitation - Owner's Representative

	Principal-In-Charge	Principal	Project Technical Lead	Project Manager	Cost Estimator	Senior Professional	Project Administrator	Support Staff	Other Direct Costs	MWH Constructors
Name	Kolli, Venu	Wallace, Paul	Yu, Ruoren	Sinha, Pooja	Loucks, James	Hadacek, Tyler	Acero, Jasmine	Duarte, Irene		
Project Billing Rate	\$350.00	\$307.00	\$175.00	\$170.00	\$307.00	\$213.00	\$151.00	\$108.00	\$1.00	\$1.10
Total Units	39	169	336	312	80	188	244	108	8470	80160
Fee	\$13,650.00	\$51,883.00	\$58,800.00	\$53,040.00	\$24,560.00	\$40,044.00	\$36,844.00	\$11,664.00	\$8,470.00	\$88,176.00

Project Summary	Labour	Expense	Sub-Contractor	Total
Fixed Fee	\$0.00	\$0.00	\$0.00	\$0.00
Time and Material	\$290,485.00	\$8,470.00	\$88,176.00	\$387,131.00
Total	\$290,485.00	\$8,470.00	\$88,176.00	\$387,131.00

Task No	Task Name	Units										Task Type	Total Hours	Labour	Expense	Sub-Contractor	Total
A	Preconstruction Phase											Time & Material	737	\$145,202.00	\$1,900.00	\$0.00	\$147,102.00
A.1	Prepare RFQ	4	16	40	40		40	16				Time & Material	156	\$31,048.00	\$0.00	\$0.00	\$31,048.00
A.2	Evaluate SOO's		24	24	12		16	12				Time & Material	88	\$18,828.00	\$0.00	\$0.00	\$18,828.00
A.3	Review Basis of Design Report	4	16	8	8		48					Time & Material	84	\$19,296.00	\$0.00	\$0.00	\$19,296.00
A.4	Review Design Submittals	4	32	32								Time & Material	68	\$16,824.00	\$0.00	\$0.00	\$16,824.00
A.5	Preconstruction Project Management and Meetings	14	28	56	81		108	54	1900			Time & Material	341	\$59,206.00	\$1,900.00	\$0.00	\$61,106.00
B	Construction Phase											Time & Material	739	\$145,283.00	\$6,570.00	\$88,176.00	\$240,029.00
B.1	Provide Construction Management and Inspection								5570	80160		Time & Material	0	\$0.00	\$5,570.00	\$88,176.00	\$93,746.00
B.2	Provide Office Engineering Support											Time & Material	399	\$86,427.00	\$0.00	\$0.00	\$86,427.00
	Review Shop Drawings		10	60	30		60					Time & Material	160	\$31,450.00	\$0.00	\$0.00	\$31,450.00
	Respond to RFIs		15	60	60							Time & Material	135	\$25,305.00	\$0.00	\$0.00	\$25,305.00
	Review Progressive Design Build (PDB) Construction Cost					80						Time & Material	80	\$24,560.00	\$0.00	\$0.00	\$24,560.00
	Review Closeout Documents						24					Time & Material	24	\$5,112.00	\$0.00	\$0.00	\$5,112.00
B.3	Project Management and Meetings	13	28	56	81		108	54	1000			Time & Material	340	\$58,856.00	\$1,000.00	\$0.00	\$59,856.00

STAFF NOTES **December 3, 2019**

ADMINISTRATION & FINANCE

- The District office will be closed on December 24 & 25, 2019 for Christmas Eve and Christmas.
- Continuing to work with Caselle to upgrade permitting and accounting software.

ENGINEERING & MAINTENANCE

- Staff received two checks totaling \$231,163 from FEMA/CalOES for reimbursement of the temporary repair to the sewer siphon for damage caused by the February 14, 2019 storm event. Staff is continuing to work with FEMA on the reimbursement of the design and construction of the final repair.
- Staff continues to work with Carollo Engineering on the preliminary design of a new sewer siphon at Westward Ho Drive to avoid potential damage caused by future storm events. Carollo is gathering all required information to provide the Preliminary Design Report by the end of February 2020.
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Currently, Harris is working on putting together bid documents for the CCTV inspection of sewer mains that need special requirements or technology. They are also working with VSD staff on selecting and developing a first project to begin the rehabilitation portion of the program.
- Staff is working on implementing an asset management system for the treatment plant using Lucity web software. Staff has completed the verification of assets and edits to the asset register and Carollo finished their review of VSD's edits. The installation of the new Lucity Web server was completed by Southwest Networks and Lucity.
- Field Vector crew is currently in the area of Avenue 49 and Jefferson.
- CCTV Inspection work is currently being conducted in the area of Palmwood and Clinton.

OPERATIONS

- Operations staff pressure washed aeration tanks #1, #2, and #4.
- A new variable frequency drive for Influent pump #4 was installed.
- Influent pump #6 was rebuilt.
- RAS pump #3 was sent out to be rebuilt. The manufacturer found excessive wear to the stator and rotor and staff is requesting permission to replace the pump.
- Operations, maintenance, and collections staff completed confined space and confined space rescue training.

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- The Operations department submitted 4 nominations for the annual CORBS awards.
 1. Laboratory Person of the Year – Anna Bell
 2. Plant of the Year (Medium Size) – Valley Sanitary District
 3. Operator of the Year – Kenneth Kepley
 4. Gimmicks and Gadgets – “Pork Fork”

The “Pork Fork” is a pig tail shaped gadget fabricated by VSD staff to unclog the slurry pump on the dredge.





VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

3-Dec-19

Plan Check in Progress
Inspection in Progress
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Accessory Dwelling Unit - 81069 Carefree Drive	81069 Carefree Drive	Plans submitted for accessory dwelling unit. Plans approved and returned to the City 3/5/19.	Waiting for owner to process permit paperwork.
AM Tax Service TI	45561 Oasis Street/Requa	Plans submitted for TI of existing building. Plans approved and returned to the City 3/28/19.	Waiting for owner to process permit paperwork.
Animal Samaritans - TI	42150 Jackson Street, Ste's 105-106	Plans submitted for building TI. Completed 2nd plan check and returned to the City 10/9/19.	Perform 3rd plan check upon plan resubmittal.
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.	Inspect work improvements as scheduled.
Bravo Commercial Building	46331 Commerce Street/Van Buren Street	Plans submitted for new building. Plans approved and returned to the City 5/10/17. Issued permit 3805 on 3/6/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existng building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Chavez Tenant Improvement	45330 Jackson St/Civic Center	Plans submitted for TI of existing building. Demolition of interior walls and facilities. Completed 4th plan check and returned to the City 6/25/18. Issued permit 3755 on 7/9/18.	Inspect work improvements as scheduled.
Chevron/Circle K	42250 Jackson Street/Showcase Parkway	Plans submitted for new Valero gas station/Circle K. Plans approved and returned to the City 1/10/19. Issued permit 3811 on 6/11/19.	Inspect work improvements as scheduled.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Completed 3rd plan check and returned to the City 10/31/19.	Perform 4th plan check upon plan resubmittal.
Clinica Medica Del Valle	45677 Oasis Street/Requa	Plans submitted for existing building TI. Plan approved and returned to the City 11/16/18.	Waiting for owner to process permit paperwork.
DFC Tax Center TI	44100 Jefferson Street #E505	Plans submitted for TI of existing building. Plans approved and returned to the City 3/20/19. Issued permit 3835 on 8/22/19.	Inspect work improvements as scheduled.
Donuts Bistro	82151 Avenue 42, Ste 104	Plans submitted for construction of new restaurant. Plans approved and returned to the City 8/28/19.	Waiting for owner to process permit paperwork.
Dunn Edwards Paint Store	81921 Hwy 111/Las Palmas	Plans submitted for new retail building. Completed 1st plan check and returned to applicant 10/3/19.	Perform 2nd plan check upon plan resubmittal.
East County Detention Center - Phase 1 Demolition. Phase 2 - Detention Center Design and Construction	Hwy 111 & Oasis	Received demolition plans on 9/16/13. Returned to consultant. Received conformed set of demolition plans on 12/5/13. Jail Expansion plans have been reviewed for 2nd plan check and returned on 10/1/14. Completed 4th plan check 11/07/2014, Art requested VSD not send 4th plan check back until he coordinates with the civil engineer. Plan Check is complete. Permit Fees paid 7/13/15. Issued permit 3510 on 7/23/15. Project scheduled to be complete December 2019.	Inspect work improvements as scheduled.
El Destino Nightclub - TI	83085 Indio Boulevard/Civic Cnter Mall	Plans submitted for existing building TI 11/30/2015. Plans approved and returned to the City 3/22/16. Issued permit 3577 on 5/24/16. Issued permit 3596 on 8/3/16.	Inspect work improvements as scheduled.
EOS Fitness Ave 42 Gym	SWC of Spectrum Street & Avenue 42	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Civil plans submitted for sewer extension in Spectrum Street. Completed 1st plan check and returned plans to the engineer 5/2/19. Completed 2nd plan check and returned to the engineer 5/15/19. Plans approved and returned to the engineer 6/3/19.	Waiting on developer bonds for sewer agreement.
Five Below Retail Store TI	42350 Jackson Street	Plans submitted for TI. Plans approved and returned to the City 7/11/19. Issued permit 3834 on 8/21/19.	Inspect work improvements as scheduled.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 1/10/18. Completed 2nd plan check and returned to the Engineer 1/25/18. Plans approved 1/31/18.	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Gallery Homes Tract -Indian Palms	Monroe & Avenue 50	Gallery Homes has recently purchased the 106 lots. Staff has inspected the site and prepared a list of improvements that need to be made prior to issuing connection permits. Plans submitted for home plans. Reviewed 1st plan check and returned back to the city on 6/4/2014. 2nd plan check returned to city 7/7/14. Model plans approved and returned to the City 8/22/14. New homes currently under construction.	Inspect work improvements as scheduled.
George Fregoso SFD	46600 Padua Circle	Plans submitted for new SFD. Completed 1st plan check and returned to the applicant 9/9/19.	Perform 2nd plan check upon plan resubmittal.
Gurdwara Sahib Temple - TI	82740 Atlantic Avenue	Plans submitted for building TI. Plans approved and returned to the applicant 11/21/19.	Waiting for owner to process permit paperwork.
Hampton Inn	TBD - Spectrum St/Atlantic Ave	Plans submitted for new 93 room, 4 story hotel. Completed 1st plan check and returned to the City. Plans approved and returned to the City 8/30/18. Issued permit 3776 on 10/12/18.	Inspect work improvements as scheduled.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18.	Inspect work improvements as scheduled.
IDK Buffet Indio Blvd	82485 Indio Blvd/Arabia Street	Plans submitted for restaurant building TI. Plans approved and returned to applicant 10/7/19. Issued permit 3843 on 10/8/19.	Inspect work improvements as scheduled.
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building. Completed 1st plan check and returned to applicant. 9/25/19.	Perform 2nd plan check upon plan resubmittal.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19.	Perform 2nd plan check upon plan resubmittal.
Indio Mall Fire Rebuild	82011 Highway 111/Monroe Street	Plans submitted for existing building TI. Plans approved and returned to the City 8/29/18. Issued permit 3769 on 9/18/18.	Inspect work improvements as scheduled.
Indio Palms Sewer Main Extension	South East Corner of Avenue 42 and Monroe St	Plans submitted for the extension of a private sewer main for Indio Palms at Spectrum Street. Plan check fees paid 2/1/18. Completed 1st plan check and returned plans to engineer 2/21/18. Completed 2nd plan check and returned plans to engineer 3/20/18. Plans approved and returned to engineer 5/10/18.	Waiting on developer bonds for sewer agreement.
Jackson Street Liquor Store	44350 Jackson Street/Ruby Avenue	Plans submitted existing building TI. Plans approved and returned to the City 4/29/19. Issued permit 3829 on 7/26/19.	Inspect work improvements as scheduled.
John Nobles Apartments	TBD - Rubidoux Street/John Nobles Ave	Plans submitted new apartment complex. Completed 1st plan check and returned to the City 2/27/19.	Perform 2nd plan check upon plan resubmittal.
Kennedy School Bldg Additions	45100 Clinton Street	Plans submitted for new building additions. Completed 1st plan check and returned to the applicant 11/6/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg B4 - TI	82855 Market Steet, Bldg B4	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg F6 - TI	82855 Market Steet, Bldg F6	Plans submitted for building TI. Completed 1st plan check and returned to applicant 8/14/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg H8 - TI	82855 Market Steet, Bldg H8	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg J10 - TI	82855 Market Steet, Bldg J10	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Maya Cinemas	82900 Avenue 42/Jackson Street	Plans submitted for construction of new building for theater. Completed 2nd plan check and returned to the City 10/16/19.	Perform 3rd plan check upon plan resubmittal.
Mex-American Tax Services	44250 Monroe St./South of Indio Blvd	Plans submitted for an office addition, Returned 1st plan check back to City on 1/21/2014. Received 2nd submittal 3/13/2014. 2nd plan check completed and returned to the city on 3/31/2014. Received 3rd submittal 4/21/14. Reviewed, approved and returned plans back to the city on 5/15/2014. Issued permit 3518 on 8/4/15. Permit expired with the City.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 30	Plans submitted for casita addition and storage building. Plans approved and returned to the City 2/28/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 57	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/24/19. Issued permit 3846 on 10/24/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 105	Plans submitted for casita addition and storage building. Plans approved and returned to the City 7/1/19.	Waiting for owner to process permit paperwork.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 145	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3849 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 170	Plans submitted for casita addition and storage building. Plans approved and returned to the City 6/7/18.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 198	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/27/18. Issued permit 3748 on 5/18/18.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 225	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/8/19. Issued permit 3814 on 5/8/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 305	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/18/19. Issued permit 3819 on 5/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 318	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/23/19. Issued permit 3820 on 6/3/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 320	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3848 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 342	Plans submitted for casita addition and storage building. Plans approved and returned to the City 3/28/19. Issued permit 3847 on 10/28/19.	Inspect work improvements as scheduled.
Nargizyan Dental Group TI	81637 Highway 111, Suite 1-B	Plans submitted for TI of existing suite. Completed 1st plan check and returned to the City 7/1/19.	Perform 2nd plan check upon plan resubmittal.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 245	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/15/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 258	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/29/19. Issued permit 3850 on 10/29/19.	Inspect work improvements as scheduled.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 349	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/29/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 373	Plans submitted for casita addition and shade structure with outdoor kitchen. Plans approved and returned to the City 5/6/18. Issued permit 3815 on 5/13/19.	Inspect work improvements as scheduled.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 417	Plans submitted for casita addition and shade structure with outdoor kitchen. Plans approved and returned to the City 5/6/18. Issued permit 3816 on 5/16/19.	Inspect work improvements as scheduled.
Octavio Rosales SFD	43645 Saguaro Street/Avenue 44	Plans submitted for new SFD. Completed 2nd plan check and returned to the City 8/26/19.	Perform 3rd plan check upon plan resubmittal.
One Stop Shop Grease Interceptor Install	84051 Indio Blvd/Van Buren Street	Preliminary plan submitted for grease interceptor TI 4/19/19. Completed 1st plan check and returned to owner's representative 4/30/19.	Perform 2nd plan check upon plan resubmittal.
Ono Hawaiian BBQ	42550 Jackson Street/ Avenue 42	Plans submitted for new retail building. Completed 1st plan check and returned to applicant 11/7/19.	Perform 2nd plan check upon plan resubmittal.
Paradiso Tract 31815	East of Monroe North of Ave 41	Model homes. No plan check is required. Permit and Inspection fees need to be paid.	Perform inspection upon payment of required fees.
Parcel Map 36215	Dr. Carreon west of Van Buren	Civil plans submitted for 1st plan check. Plans approved and returned to the Engineer 1/18/18. Issued permit 3718 on 1/23/18.	Inspect work improvements as scheduled.
Raspados Esmeralda - TI	81106 Hwy 111, 4B/Madison Street	Plans submitted for building TI. Plans approved check and returned to the City 7/11/19.	Waiting for owner to process permit paperwork.
Raspados Esmeralda - TI	83066 Hwy 111 Ste's A&B/Jackson Street	Plans submitted for building TI. Plans approved check and returned to the applicant 11/26/19.	Waiting for owner to process permit paperwork.
Renovar Assisted Living - TI	82380 Miles Avenue/Palm Street	Plans submitted for building TI. Completed 1st plan check and returned to the City 6/5/19.	Perform 2nd plan check upon plan resubmittal.
Sater's Apartment Complex / Avenue 44 Easement	Between Avenue 44 & Market St West of Jackson	VSD met with the Developer of an apartment complex and discussed sewer main connection options for the developer to tie into. Plans submitted for 6 building, 60 unit apartment complex. 3rd plan check returned to city 6/28/16. Plan approved and returned to the City 5/18/17. bonds and development agreement have been signed and recorded. Waiting for developer to finalize easement and permit project.	Waiting for owner to process permit paperwork.
Shadow Hills Plaza Ste F-102 TI	82900 Avenue 42/Jackson St	Plans submitted for existing building TI. Completed 1st plan check and returned to the City 6/15/18.	Perform 2nd plan check upon plan resubmittal.
Showcase Indio Pad 5	42225 Jackson Street	Plans submitted for new shell building. Completed 1st plan check and returned to applicant 9/18/19.	Perform 2nd plan check upon plan resubmittal.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Terra Lago Four Seasons Tract 32341-7	North of Avenue 44 & East of Harrison	Civil plans submitted plan check. Plans approved and returned to the Engineer 7/11/17. Issued permit 3715 on 1/29/18. Payment and Performance Bonds Released 1/10/2019. Maintenance Bond in place 1/3/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-8	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 12/4/17.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-9	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 4/3/18. Payment and Performance Bonds Released 1/10/2019. Maintenance Bond in place 1/3/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-10	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 4/3/18. Issued permit 3827 on 7/19/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-11	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 12/12/18. Plans Approved 1/23/19.	Waiting for owner to process permit paperwork.
Terra Lago Four Seasons Tract 32462-2	North of Avenue 44 & East of Harrison	Plans approved from previous developer. Development agreement has been recorded. Bonds have been submitted. Construction work is in progress.	Inspect work improvements as scheduled.
The Daily Grind Coffee - TI	45810 Fargo Street/Hwy 111	Plans submitted for tenant TI. Plans approved and returned to the City 1/24/18. Issued permit 3737 on 3/9/18.	Inspect work improvements as scheduled.
The Palms Building 4	82111 Avenue 42/Monroe Street	Plans submitted for new building. Plans approved and returned to the City 10/21/19.	Waiting for owner to process permit paperwork.
Tower Market Gas Station	84417 Indio Blvd, Avenue 48	Plans submitted for gas station and convenience store. Plans approved and returned to the City 1/29/19. Issued permit 3803 on 2/4/19.	Inspect work improvements as scheduled.
Ulta Beauty Supply - TI	42300 Jackson Street/Avenue 42	Plans submitted for building TI. Plans approved and returned to the City applicant 11/21/19.	Waiting for owner to process permit paperwork.
Ulta Beauty/Five Below Bldg	42300 Jackson Street/Avenue 42	Plans submitted for new building. Plans approved and returned to the City 4/29/19. Issued permit 3818 on 5/22/19.	Inspect work improvements as scheduled.
VIP Urgent Care - TI	81930 Hwy 111/Monroe	Plans submitted for building TI. Plans approved and returned to the City 6/25/19. Issued permit 3844 on 10/23/19.	Inspect work improvements as scheduled.

Valley Sanitary District
Combined Monthly Account Summary
October 2019 (UNAUDITED)

Item 6a

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	203,554	797,192	2,615,000	30 %	1,817,808
Callout	267	6,512	9,000	72 %	2,488
Group dental/vision	1,795	7,325	30,500	24 %	23,175
Group disability	1,040	4,269	13,750	31 %	9,481
Group health	31,454	128,228	440,700	29 %	312,472
Group life	482	1,967	6,650	30 %	4,683
Longevity	2,677	10,846	37,000	29 %	26,154
Overtime	963	6,575	19,500	34 %	12,925
Payroll taxes	15,161	62,847	205,200	31 %	142,353
Retirement	19,377	76,663	269,500	28 %	192,837
Standby	2,672	10,842	38,000	29 %	27,158
Workers comp	3,678	14,524	47,400	31 %	32,876
Certifications	214	817	8,794	9 %	7,977
Chemicals	31,045	137,285	383,770	36 %	246,485
Clothing/Safety	1,598	7,912	39,625	20 %	31,713
Comprehensive insurance	23,621	94,485	296,500	32 %	202,015
Contract services	15,369	88,812	417,110	21 %	328,298
County charges	55	98	22,000	0 %	21,902
Directors' fees	6,300	18,550	36,500	51 %	17,950
Electricity	41,629	179,686	519,000	35 %	339,314
Gas/Oil	3,098	8,416	52,000	16 %	43,584
Memberships/Subscriptions	11,102	18,388	32,860	56 %	14,472
Natural gas	155	559	5,000	11 %	4,441
Office expense	939	3,373	16,000	21 %	12,627
Operating supplies	6,624	38,531	160,500	24 %	121,969
Other expenses	775	6,093	35,000	17 %	28,907
Permits & fees	13	18,857	88,450	21 %	69,593
Pretreatment	0	0	1,000	0 %	1,000
Professional/Legal	37,776	73,325	269,230	27 %	195,905
Publications	8	811	4,500	18 %	3,689
Repairs/Maintenance	40,627	168,647	592,200	28 %	423,553
Research & monitoring	4,348	22,407	92,800	24 %	70,393
Small tools	0	14,873	31,500	47 %	16,627
Telephone	1,195	5,451	19,500	28 %	14,049
Trash collection	2,272	9,881	35,000	28 %	25,119
Travel/Mtgs/Ed	403	34,500	81,250	42 %	46,750
Water	1,740	6,789	28,500	24 %	21,711
Total Expenses	514,028	2,086,336	7,000,789	30 %	4,914,453

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Valley Sanitary District
Combined Monthly Account Summary
October 2019 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
Capital Expenses					
Capital O & M Fund 11	21,528	87,013	235,000	37 %	147,987
Capital Replacement Fund 12	66,020	181,681	2,469,410	7 %	2,287,729
Capital Improvement Fund 13	0	0	40,000	0 %	40,000
Total Capital Expenses	87,548	268,694	2,744,410	10 %	2,475,716

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Valley Sanitary District
Monthly Income Summary
October 2019 (UNAUDITED)

Item 6b

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$0	\$10,587,858	\$11,144,678	95 %	\$556,820
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	\$1,920	\$6,020	\$20,000	30 %	\$13,980
Plan Check Fees	\$1,000	\$3,750	\$10,000	38 %	\$6,250
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$523	\$5,748	\$0	0 %	(\$5,748)
Taxes - Current Secured	\$0	\$0	\$700,000	0 %	\$700,000
Taxes - Current Unsecured	\$22,054	\$22,054	\$25,000	88 %	\$2,946
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$0	\$0	\$7,000	0 %	\$7,000
Supple Prop. Taxes - Prior	\$0	\$0	\$3,200	0 %	\$3,200
Homeowners Tax Relief	\$0	\$0	\$6,000	0 %	\$6,000
Interest Income	\$102,953	\$78,173	\$300,000	26 %	\$221,827
Unrealized gains (losses)	\$0	\$1,042	\$0	0 %	(\$1,042)
Non-Operating Revenues - Fnd 11	\$0	\$138	\$500	28 %	\$362
Interest Income	\$141,798	\$102,814	\$0	0 %	(\$102,814)
Connection Fees	\$79,948	\$304,348	\$1,100,000	28 %	\$795,652
Interest Income	\$35,543	\$26,251	\$120,000	22 %	\$93,749
Total Revenues	\$385,739	\$11,138,197	\$13,446,678	83 %	\$2,308,481

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