



Tuesday, January 10, 2023 at 1:00 PM
Valley Sanitary District Board Room
45500 Van Buren Street, Indio, CA 92201

**BOARD OF DIRECTORS
REGULAR SESSION
AGENDA**

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

Zoom link: <https://us06web.zoom.us/j/84159964542>

Meeting ID: 841 5996 4542

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

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. EMPLOYEE ANNIVERSARIES - JANUARY
Israel Garcia, Engineering Technician - 1 year
5. PUBLIC COMMENT

6. 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.

6.1 Approve Board Meeting Minutes of December 13, 2022, and December 20, 2022, Special Meeting

Recommendation: Approve

6.2 Approve Warrants for January 10, 2023

Recommendation: Approve

6.3 Receive and File Credit Card Report for November 30, 2022

Recommendation: Receive and File

6.4 Approve Monthly Revenue & Expense Report for the Period Ending November 30, 2022.

Recommendation: Approve

6.5 Authorize the General Manager to Execute and Record Two Easement Quitclaim Deeds Located Within a Subdivision South of Avenue 49 Between Jefferson Street and Madison Street

Recommendation: Approve

7. NON-HEARING ITEMS

7.1 Presentation of Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the Fiscal Year 2022/23

Recommendation: Review

7.2 Discuss the Water Infrastructure Finance and Innovation Act (WIFIA) Loan for the Recycled Water Project Phases II and III and Authorize the General Manager to Proceed with the Application Process

Recommendation: Approve

7.3 Authorize Specific Directors to Attend the CASA 2023 Washing DC Policy Forum and the Reimbursement of Related Expenses

Recommendation: Approve

7.4 Receive and File the Annual Connection Capacity Fee Report

Recommendation: Review

7.5 Review the Budget Timeline for the Fiscal Year 2023/24

Recommendation: Review

8. GENERAL MANAGER'S REPORT

8.1 Monthly General Managers Report - December 2022

Recommendation: Review

9. COMMITTEE REPORTS

9.1 [Draft Minutes of the Budget & Finance Committee Meeting - January 3, 2023](#)

Recommendation: Discuss

10. DIRECTOR'S ITEMS

11. INFORMATIONAL ITEMS

12. PUBLIC COMMENT

This is the time set aside for public comment on any item to be discussed in Closed Session. Please notify the Secretary at the beginning of the meeting if you wish to speak on a Closed Session item.

13. CONVENE IN CLOSED SESSION

13.1 Conference with Legal Counsel - Discussion to Consider Initiation of Litigation Pursuant to Government Code Section 54956.9 (d)(2) Under existing facts and circumstances, legal counsel believes that there is significant exposure to litigation

13.2 Public Employment Recruitment Pursuant to Government Code Section 54957 - Title: General Manager

14. CONVENE IN OPEN SESSION

15. ADJOURNMENT

POSTED January 5, 2023
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

DATE: January 10, 2023
TO: Board of Directors
FROM: Holly Gould, Clerk of the Board
SUBJECT: Approve Board Meeting Minutes of December 13, 2022, and December 20, 2022, Special Meeting

Suggested Action

Approve

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

None

Environmental Review

This does not qualify as a project for the purposes of CEQA.

Background

The meeting minutes for the Board of Directors Meeting held December 13, 2022, and the Special Meeting held December 20, 2022.

Recommendation

Approve

Attachments

[13 Dec 2022 Meeting Minutes.edited.pdf](#)

[20 Dec 2022 Meeting Minutes.docx](#)

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING**

December 13, 2022

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, December 13, 2022, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Sear called the meeting to order at 1:01 p.m.

2. ROLL CALL

Directors Present:

Jacky Barnum, Debra Canero, Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, Holly Gould, Ron Buchwald, Dave Commons, Rebecca Salas, Mario Luna, Karen Hopper, Hector Guzman, and Bob Hargreaves, Best Best & Krieger

Guests Present:

Dennis Coleman

Dr. Bruce Underwood, Healthy Futures

3. PLEDGE OF ALLEGIANCE

4. ADMINISTER OATH OF OFFICE – APPOINTED DIRECTOR

- Jacquelyn Barnum – Division A
- Scott Sear – Division C

Certification in Lieu of Election was received from the Riverside County Register of Voters office certifying that in lieu of the election on November 8, 2020, Jacquelyn Barnum – Division A, and Scott Sear – Division C, were appointed to the office of Director of Valley Sanitary District for a term commencing December 2, 2022 and ending December 4, 2026. The Clerk of the Board administered the oath of office to the newly appointed Directors.

5. EMPLOYEE ANNIVERSARIES – DECEMBER

- James Mills, Operations Supervisor – 16 years
- Jimmy Garcia, Maintenance Technician I – 16 years

- Ron Buchwald, District Engineer – 10 years
- Karen Hopper, Accounting Analyst – 9 years
- Hector Guzman, Development Services Tech III – 8 years

The Board congratulated Jimmy, James, Ron, Karen, and Hector for their hard work and years of service to the District.

6. NEW EMPLOYEE INTRODUCTIONS

- Mario Luna – Laboratory Technician-in-Training
- Rebecca Salas – Laboratory Technician-in-Training

The Board welcomed the District’s newest employees, Mario Luna and Rebecca Salas, Laboratory Technicians-in-Training.

7. PUBLIC COMMENT

Please notify the Secretary in advance of the meeting if you wish to speak on a non-hearing item or any item not appearing on the agenda.

Dr. Bruce Underwood, Healthy Futures, Inc., gave public comment.

8. CONSENT CALENDAR

- 8.1 Approve Meeting Minutes of November 22, 2022
- 8.2 Approve Warrants for December 13, 2022
- 8.3 Quarterly Investment Report for the Period Ending September 30, 2022
- 8.4 Approve Regular Meeting Schedule and Adopt District Observed Holidays for 2023

ACTION TAKEN:

MOTION: Director Teague motioned to approve the consent calendar as presented. Director Duran seconded the motion. Motion carried by the following roll call vote:
 AYES: Barnum, Canero, Duran, Sear, Teague
 NOES: None
MINUTE ORDER NO. 2022-3258

9. PUBLIC HEARING

- 9.1 Conduct a Public Hearing Regarding Valley Sanitary District’s Intent to Adopt a Mitigated Negative Declaration for the Proposed Westward Ho Drive Sewer Siphon Replacement Project

To meet the regulatory requirements of the California Environmental Quality Act (CEQA), an Initial Study-Mitigated Negative Declaration for the Westward Ho Drive Sewer Siphon Replacement Project was developed and distributed. A Notice of Availability / Notice of Intent to adopt a Mitigated Negative Declaration was distributed through the State Clearinghouse to other agencies for their review and comment. The public review period started on October 11 and ended on November 10, 2022. The District received one comment letter from the California Department of Fish and Wildlife (CDFW). A letter addressing CDFW's comments was sent on November 16, 2022. Valley Sanitary District, as a lead CEQA agency, is required per AB52 to notify Native American Tribes that have requested consultation on proposed discretionary projects. Notices were sent to the local Native American Tribes on July 19, 2022. No responses or requests for consultation were received within the 30-day response period, which concluded on August 18, 2022. Pursuant to Government Code Section 6062a, a Notice of Public Hearing was duly noticed in The Desert Sun, a newspaper of general circulation, on December 2 and 7, 2022. President Sear declared the public hearing open for public comment at 1:37 p.m. There being no correspondence, public comments, or additional comments from the Board, President Sear declared the Public Hearing closed at 1:42 p.m.

ACTION TAKEN:

MOTION:

Vice President Canero motioned to adopt the Mitigated Negative Declaration for the Westward Ho Drive Sewer Siphon Replacement Project. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3259

10. NON-HEARING ITEMS

- 10.1 Adopt Resolution No. 2022-1172 Honoring Director Dennis Coleman for His Dedication and Service to Valley Sanitary District

The Board of Directors presented Dennis Coleman with an award of appreciation and adopted Resolution No. 2022-1172 in recognition of his hard work and years of service to the District and his constituents.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT HONORING DENNIS COLEMAN”

ACTION TAKEN:

MOTION:

Director Duran motioned to adopt Resolution No. 2022-1172, Honoring Dennis Coleman. Vice President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

RESOLUTION NO. 2022-1172

10.2 Election of Board Officers 2023

Pursuant to Resolution 2018-1109, the election of officers shall be held at the first (1st) Board of Directors' meeting in December of each calendar year. Officers shall serve for a term of one (1) year. Nominations shall be made from the floor, and votes shall be in the order of President, Vice President, and Secretary/Treasurer.

Nomination of President – Director Duran made a motion to nominate Debra Canero for President of the Valley Sanitary District Board of Directors. Director Sear seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Barnum, Canero, Duran, Sear, Teague
NOES: None

Nomination of Vice President – Director Teague made a motion to nominate Mike Duran for the office of Vice President of the Valley Sanitary District Board of Directors. Director Barnum seconded the motion. Motioned carried by the following roll call vote:

AYES: Director(s) Barnum, Canero, Duran, Sear, Teague
NOES: None

Nomination of Secretary/Treasurer – Director Duran made a motion to nominate Scott Sear for Secretary/Treasurer of the Valley Sanitary Board of Directors. Director Barnum seconded the motion. Motioned carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2022-3260

10.3 Appoint Directors and One Alternate to the East Valley Reclamation Authority Board of Directors for 2023

President Canero appointed Director William Teague and Secretary/Treasurer Scott Sear, and President Debra Canero as alternate for the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2023.

10.4 Appoint Two Directors to the Budget & Finance, Operations, and Community Engagement Committees for 2023

President Canero appointed Secretary/Treasurer Scott Sear and President Debra Canero to the Budget & Finance Committee, Director William Teague and Director Jacky Barnum to the Operations Committee, and Secretary/Treasurer Sear and Vice President Mike Duran to the Community Engagement Committee for 2023.

- 10.5 Authorize the General Manager to Execute a Contract with Elevation Health to Provide Employee Health and Wellness Program Services in an Amount not to Exceed \$37,750 for 12 months

Dr. Bruce Underwood, Healthy Futures, Inc., commented publicly on Item 10.5.

On September 20, 2022, the District released a second Request for Proposals (RFP) for Employee Wellness Program services. The Board requested this after concerns were expressed regarding the previous RFP. Since the existing contract has been in place for three years, the District's policy requires soliciting proposals for a new contract. Staff prepared an RFP for a consulting and/or wellness firm to develop a wellness program for District employees. The consulting and/or wellness firm needs expertise and experience in implementing a customized wellness program that promotes healthy behaviors. The District received three proposals: Elevation Health, Healthy Futures, and Pinnacle Training Systems. A four-member evaluation committee comprised of VSD employees independently reviewed the submitted Valley Sanitary District Recommendation proposals utilizing the six evaluation criteria in the RFP. According to the evaluation scores, the Committee determined that Elevation Health represents the best option for VSD's Employee Health and Wellness Program. Since all proposals came in over budget, the Board decided to end the Wellness Program as of December 31, 2022, and not award a contract at this time. The Board will re-evaluate the Wellness Program for the next fiscal year.

ACTION TAKEN:

MOTION: Secretary/Treasurer Sear motioned to end the Wellness Program as of December 31, 2022 and re-evaluate for the next fiscal year. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3261

- 10.6 Authorize a Limited Study with Lystek to Determine the Feasibility of an Onsite Biosolids Solution in an Amount Not to Exceed \$20,000

Currently, VSD hires a hauler to take the biosolids to Arizona, where it is applied on crops that can be accepted for this purpose. This option is becoming more difficult because of zero waste goals and more stringent regulatory requirements in California and Arizona. At the Operations Committee meeting on August 2, the Committee discussed the options for biosolids reuse and recommended that a Lystek representative make a presentation to the entire Board. Lystek made a presentation to the Board at its meeting on September 13. Staff recommends authorizing a limited study with Lystek to determine if an onsite biosolids solution is feasible at the District.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize a limited study with Lystek to determine the feasibility of an onsite biosolids solution in an amount not to exceed

\$20,000. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3262

- 10.7 Authorize the General Manager to Negotiate and Execute a Contract with the Selected Consultant for Communications and Outreach Services in an Amount Approved by the Board for 12 months with an Option for Two 12-Month Extensions

The Community Engagement Committee requested that staff prepare and published a Request for Proposals (RFP) for communication and outreach services. The RFP was posted on October 20 and was emailed to eight vendors that staff could identify that offer these services. Potential vendors had until October 28 to submit questions regarding the RFP. Staff prepared and published responses to these questions on November 2. The deadline for submitting a proposal was 4:00 p.m. on November 10. The District received three proposals that are responsive to the RFP, and staff believes each could provide the identified services. Based on the Committee's feedback, the staff is presenting all three proposals for the Board of Directors to discuss and determine which, if any, to proceed with a contract. Since all proposals came in over budget, the Board decided not to award the contract at this time and to revisit it for the next fiscal year.

ACTION TAKEN:

MOTION:

Vice President Duran motioned not to award the contract and re-evaluate for the next fiscal year. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3263

11. GENERAL MANAGER'S ITEMS

- 11.1 Monthly General Manager's Report – September 2022
-

12. COMMITTEE REPORTS

- 12.1 Discuss Draft Minutes of the Operations Committee Meeting - -December 6, 2022

Ron Buchwald, District Engineer, gave project updates on the Influent Pump Station, Collection System Rehabilitation and Replacement Indio Downtown project, Recycled Water Project – Phase 1, and Westward Ho Sewer Siphon Replacement.

13. DIRECTOR'S ITEMS

President Canero thanked staff for a great holiday party. She also stated the Indio Middle School commented that Ivan Monroy and James Mills did an excellent job presenting at their Career Day. Director Teague congratulated Director Jacky Barnum on her appointment to the Board of Directors. He also congratulated Director Debra Canero on her election as Board President.

14. INFORMATIONAL ITEMS

None.

15. PUBLIC COMMENT

Please notify the Clerk of the Board in advance of the meeting if you wish to speak on an item to be discussed in Closed Session.

None.

President Canero called for a short recess at 3:02 p.m. The Board of Directors reconvened at 3:05 p.m. Roll call was taken. Directors Barnum, Canero, Duran, Sear, and Teague were present.

16. CONVENE IN CLOSED SESSION

Items discussed in Closed Session comply with the Ralph M. Brown Act.

- 16.1 Conference with Legal Counsel – Discussion to Consider Initiation of Litigation Pursuant Government Code Section 54956.9 (d)(2) Under existing facts and circumstances, legal counsel believes that there is significant exposure to litigation.
- 16.2 Public Employment Recruitment
Pursuant to Government Code Section 54957
Title: General Manager

The Board adjourned to Closed Session at 3:05 p.m. Director Barnum recused herself from item 16.1.

17. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened in open session at 3:30 p.m. President Canero stated there was nothing to report.

18. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 3:31 p.m. The next regular Board meeting will be on December 27, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

**VALLEY SANITARY DISTRICT
MINUTES OF SPECIAL BOARD MEETING
December 20, 2022**

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, December 20, 2022, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Canero called the meeting to order at 1:01 p.m.

2. ROLL CALL

Directors Present:

Jacky Barnum, Debra Canero, Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, Holly Gould, and Bob Hargreaves, Best Best & Krieger

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

Please notify the Clerk of the Board in advance of the meeting if you wish to speak on an item to be discussed in Closed Session.

None.

5. CONVENE IN CLOSED SESSION

Items discussed in Closed Session comply with the Ralph M. Brown Act.

- 5.1 Public Employment Recruitment
Pursuant to Government Code Section 54957
Title: General Manager

The Board adjourned to Closed Session at 1:01 p.m.

6. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened in open session at 1:35 p.m. Mr. Hargreaves, Legal Counsel, reported that the Board of Directors voted unanimously to offer the contract for General Manager Recruitment Services to Koff and Associates pursuant to their proposal for an amount not to exceed \$25,000.

7. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:37 p.m. The next regular Board meeting will be on December 27, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Approve Warrants for January 10, 2023

Suggested Action

Approve

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

The total charges incurred for the warrants from December 7, 2022, through January 3, 2023, are \$996,982.51.

Environmental Review

This does not qualify as a project for the purposes of CEQA.

Background

The attached warrants list shows all disbursements from December 7, 2022, through January 3, 2023.

Recommendation

Staff recommends that the Board of Directors approve the warrants for January 10, 2023.

Attachments

[Warrants for January 10, 2023.pdf](#)

DISBURSEMENTS
Approved at the Board Meeting of
January 10, 2023

41102 Andrew Sorensen	CWEA Membership reimbursement	\$202.00
41103 Chavez Events Corp	Holiday Party venue rental, tables, chairs, cloths	\$1,080.00
41104 Grainger	Pipe thread sealant, extension cord	\$244.54
41105 Miguel Serna	Calpelra 2022 conference reimbursement	\$1,943.11
41106 Addiction Medicine Consultants	DOT testing program for CY 2023	\$770.00
41107 Caltest Analytical Laboratory	Priority pollutants testing - 12/2/2022	\$2,648.75
41107 Caltest Analytical Laboratory	Quarterly samples - 11/1/2022	\$259.35
41107 Caltest Analytical Laboratory	Weekly samples - 11/22/2022	\$383.40
41108 Carlos Acevedo	Boot reimbursement - Carlos Acevedo	\$250.00
41109 Cart Mart, Inc.	2017 club cart service	\$2,058.92
41110 Cintas Corp	Uniforms, mats, towels etc - 12/8/2022	\$516.95
41110 Cintas Corp	Uniforms, mats, towels etc - 12/1/2022	\$477.63
41111 Desert Arc	Landscaping December 2022	\$840.00
41112 Desert Hose & Supply	HD large tire repair kit	\$112.44
41112 Desert Hose & Supply	Clearbraided tubing	\$1,457.25
41113 Diamond Environmental Services, LP	Portable restroom service - 11/28/2022-12/25/2022	\$268.33
41114 Downing Construction, Inc	IPS progress payment #13 - Nov 2022	\$141,120.03
41115 Eisenhower Occupational Health	Pre employment screenings	\$260.00
41116 Geotab USA, Inc	Vehicle telemetrics - 11/30/2022-1/14/2022	\$581.00
41117 Haaker Equipment Company	Coolant leak on VA 2112P	\$5,444.82
41118 Hach Company	Pump tubing	\$620.91
41118 Hach Company	Buffer solution, ph beakers	\$433.94
41119 Industrial Filter Manufacturers, Inc.	Filters	\$1,472.98
41120 Innovative Federal Strategies LLC	Federal advocacy - Nov 2022	\$6,500.00
41121 Kaman Industrial Technologies	Pillow block	\$479.20
41122 MARCAB Company, Inc.	Iron sponge media	\$5,152.76
41123 Master's Refreshment Services LLC	Water delivery - 11/29/2022	\$150.00
41124 MidAmerica	Health Reimbursement Arrangement - Jan - Dec 2023	\$9,060.00
41125 Mobile Modular Managment Corp	Trailer rental - 12/08/2022-1/06/2023	\$655.15
41127 Promium, LLC	Element LIMS 5 user subscription 1/1/2023-12/31/2023	\$13,000.00
41128 Quinn Company	Troubleshoot generator	\$1,007.10
41128 Quinn Company	Scissor lift rental 11/15/2022-11/22/2022	\$671.96
41129 Rudy's Pest Control	General pest - 12/8/2022	\$200.00
41130 Southwest Networks, Inc.	Guardian APX320 Firewall, subscription, mount	\$5,649.57
41130 Southwest Networks, Inc.	Labor charges - Nov 2022	\$878.75
41130 Southwest Networks, Inc.	Additional labor charges - 11/30/2022	\$237.50
41130 Southwest Networks, Inc.	Guardian IT backup - Jan 2023	\$699.00
41131 Staples Advantage	New charges - Nov 2022	\$361.27
41132 State Water Resources Control Board	NPDES CS Permit Fee - 7/1/2022-6/30/2023	\$18,512.00
41133 Superior Protection Consultants	Security services - 11/30/2022	\$9,724.00
41134 Thomas Scientific	Desiccant cartridge	\$89.07
41135 Todd Groundwater	Professional services - Nov 2022	\$27,780.65
41136 Tops 'N Barricades Inc.	Parts for gas main and shop	\$104.24
41136 Tops 'N Barricades Inc.	Weather suit lime	\$55.57
41137 Townsend Public Affairs, Inc	Consulting services - Dec 2022	\$5,000.00
41138 Trimax Systems. Inc.	Headworks PLC program modification	\$3,600.00
41139 Underground Service Alert	Dig alert board fee - 12/1/2022	\$58.38
41139 Underground Service Alert	Dig alerts - 12/1/2022	\$186.75
41140 United Way of the Desert	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$20.00
41141 Univar Solutions	Bisulfite delivery - 12/11/2022	\$6,893.39
41141 Univar Solutions	Sodium hypo delivery - 12/5/2022	\$13,757.50
41141 Univar Solutions	Sodium Hypo Delivery - 12/1/2022	\$14,091.80
41142 Northern Safety Co.	Glove latex medtec	\$290.41
41143 Birdseye Planning Group	Task Auth #22-01 Nov-Dec 2022	\$3,400.00
41144 Blackbaud, Inc.	FE NXT renewal - 12/20/2022-12/19/2023	\$18,521.20
41145 Caltest Analytical Laboratory	Weekly Samples NPDES - 12/23/2022	\$383.40
41145 Caltest Analytical Laboratory	Weekly cBOD and TSS - 12/20/2022	\$383.40
41146 Carollo Engineering, Inc	VSD as needed consulting services - Nov 2022	\$37,423.70
41147 Cintas Corp	First aid replenishment - 12/14/2022	\$489.68
41147 Cintas Corp	Uniforms, mats, towels, etc - 12/22/2022	\$492.33
41147 Cintas Corp	Uniforms, mats, towels, etc - 12/15/2022	\$527.57
41148 Davis Farr LLP	Second progress billing audit FY end June 30, 2022	\$7,920.00
41149 Deborah Mulle	Refund of Sewer Service Charges	\$111.10
41150 Desert Arc	Janitorial - November 2022	\$3,500.36
41151 Desert Hose & Supply	Swivel coupler	\$49.59
41152 Diamond Environmental Services, LP	Portable restroom services - 12/26/2022-1/22/2023	\$268.33
41153 Dudek & Associates, Inc.	Plant watermain Ph 2 - Nov 2022	\$1,855.00
41154 Ferguson Enterprises #1350	2 PSI vert gas shutoff valve offset by CM131229	\$1,028.26
41155 Hach Company	Liquid detector	\$208.80
41155 Hach Company	Ammonia TNT+	\$529.29
41156 Harris & Associates	PADM Coll Sys Ph 4 - Nov 2022	\$14,455.50
41157 Healthy Futures, Inc.	Wellness services - October 2022	\$1,500.00
41157 Healthy Futures, Inc.	Wellness services - Nov 2022	\$1,500.00
41157 Healthy Futures, Inc.	Wellness services - December 2022	\$1,500.00
41158 Innovative Document Solutions	Canon copier maint - Nov 2022	\$125.28
41159 JWC Environmental Inc.	Simatic TP700 Comfort Panel	\$1,239.15
41160 Kaman Industrial Technologies	Conveyer rollers	\$4,281.60
41160 Kaman Industrial Technologies	Spare motor for flare blower	\$984.48
41161 Linde Gas & Equipment Inc.	Tank rental - 11/20/2022-12/20/2022	\$152.92

41162	Lock Shop	Turn camlock	\$51.23
41163	NBS Government Finance Group	Sewer service charge admin fee - Q1 2023	\$4,375.00
41164	Polydyne, Inc.	Polymer delivery - 12/27/2022	\$4,271.63
41165	SC Fuels	Fuel delivery - 12/15/2022	\$3,813.01
41166	United Way of the Desert	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$20.00
41167	Univar Solutions	Sodium hypo delivery - 12/22/2022	\$13,649.85
41167	Univar Solutions	Sodium hypo delivery - 12/12/2022	\$13,734.84
41168	USA Blue Book	Circular chart paper, chart pens	\$413.40
41168	USA Blue Book	Chessell circular chart	\$181.30
41169	Valley Office Equipment, Inc	Sharp copier maintenance - 11/13/2022-12/12/2022	\$117.97
202212132	Frontier Communications	Telephone service - December 2022	\$354.98
202212151	FedEx	Shipping charges - 11/29/2022	\$298.60
202212151	FedEx	Shipping charges - 12/5/2022	\$280.64
202212152	City of Coachella	Water - December 2022	\$58.38
202212152	City of Coachella	Water - November 2022	\$51.47
202212161	Mission Square (formerly ICMARC / Vantage Point)	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$1,570.00
202212162	Empower (formerly Mass Mutual)	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$10.00
202212163	Nationwide Retirement Solution	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$1,463.00
202212164	Paychex - Direct Deposit	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$96,092.99
202212165	Paychex - Garnishment	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$210.46
202212166	Paychex - Tax	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$47,208.07
202212167	Paychex - Fee	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$102.84
202212191	SoCal Gas	Gas service - November 2022	\$691.76
202212201	CalPERS 457	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$670.00
202212202	CalPERS Retirement	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$21,916.51
202212211	CalPERS Health	Health insurance - January 2023	\$54,393.14
202212212	Standard Insurance Company	Dental and vision insurance - January 2023	\$4,409.64
202212213	Umpqua Bank	new charges H. Gould - 12/21/2022	\$10,982.42
202212281	FedEx	Shipping charges - 12/15/2022	\$196.53
202212282	UPS	Shipping charges - 12/17/2022	\$8.16
202212283	Paychex - Fee	2022 1099s fee	\$122.46
202212290	Colonial Life	PR 11/11/2022 - 11/24/2022 PD 12/02/2022	\$862.46
202212290	Colonial Life	PR 11/25/2022 - 12/08/2022 PD 12/16/2022	\$862.46
202212290	Colonial Life	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$768.48
202212291	Paychex - Direct Deposit	2022 Sick Payout PD 12/29/2022	\$31,236.67
202212292	Paychex - Fee	2022 Sick Payout PD 12/29/2022	\$133.28
202212293	Paychex - Tax	2022 Sick Payout PD 12/29/2022	\$17,713.29
202212294	Mission Square (formerly ICMARC / Vantage Point)	2022 Sick Payout PD 12/29/2022	\$4,694.73
202212295	CalPERS 457	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$670.00
202212296	Empower (formerly Mass Mutual)	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$10.00
202212297	Mission Square (formerly ICMARC / Vantage Point)	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$1,570.00
202212298	Nationwide Retirement Solution	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$1,363.00
202212299	CalPERS Retirement	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$21,342.13
202212301	Pitney Bowes, Inc.	Rental of postage machine - Q4 2022	\$170.37
202212302	Paychex - Direct Deposit	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$89,836.32
202212303	Paychex - Fee	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$191.58
202212304	Paychex - Garnishment	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$210.46
202212305	Paychex - Tax	PR 12/09/2022 - 12/22/2022 PD 12/30/2022	\$43,031.47
202212311	Domino Solar LTD	Electricity - November 2022	\$6,103.67
202301011	De Lage Landen Financial Services, Inc	Copier maintenance -	\$12.07
202301012	Standard Insurance Company	Life and disability insurance - January 2023	\$1,613.44
202301031	Indio Water Authority	Water - November 2022	\$1,143.55
202301032	Imperial Irrigation District	Electricity - November 2022	\$74,806.66
202301041	Verizon Wireless	Telephones - December 2022	\$1,000.80
202301042	Grainger	Socket adapter	\$99.61
202301042	Grainger	Socket adapter 1/4, 3/8	\$19.91
202301042	Grainger	3 ring binder 1 inch white	\$33.04
202301042	Grainger	Socket set screw assortment	\$323.64
202301042	Grainger	Rebuild kit	\$141.27
202301042	Grainger	Valve rebuild kit	\$367.60
202301042	Grainger	3 ring binder black	\$16.15
202301042	Grainger	Fastner wire clamp	\$22.79
202301042	Grainger	Disposable gloves	\$249.37
202301042	Grainger	Diposable gloves	\$161.38
202301042	Grainger	Detergent	\$180.58
202301043	Grainger	Lever lockset	\$112.64
202301043	Grainger	Air filters merv 14	\$930.73
202301043	Grainger	RTV gasket	\$332.68
202301043	Grainger	Weatherproof cover	\$50.68
202301043	Grainger	MCRMTR Torque wrench	\$316.03
202301043	Grainger	Emergency light	\$404.95
202301043	Grainger	Industrial fire hose nozzle	\$41.28
202301091	Indio Water Authority	Water - November 2022	\$510.86
202301101	Burrtec Waste & Recycling Svcs	Trash service - January 2023	\$256.84
		Totals	\$996,982.51



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Receive and File Credit Card Report for November 30, 2022

Suggested Action

Receive and File

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

The total charges incurred for the credit card statement ending November 30, 2022, are \$10,821.75.

Environmental Review

Not applicable, this is not a project as defined by the California Environmental Quality Act (CEQA).

Background

The attached report summarizes the District's credit card expenditures for the statement ending November 30, 2022.

Recommendation

Staff recommends that the Board of Directors receive the credit card statement for November 30, 2022.

Attachments

- [3.4 Attachment A Credit Card Transaction November 2022.xlsx](#)
- [5. UMPQUA Credit Card Statement November \(002\)_Redacted.pdf](#)

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits	Credits
ANNA BELL	11/9/2022	11/10/2022	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$202.00	
BEVERLI A MARSHALL	11/28/2022	11/28/2022	Palm Sp Desert Sun	Continuity/Subscription Merchants	\$14.99	
BEVERLI A MARSHALL	11/21/2022	11/22/2022	PE SUBSCRIPTIONS	Advertising Services	\$10.00	
BEVERLI A MARSHALL	7/14/2022	11/27/2022	DISPUTE	DISPUTE	\$332.00	
BEVERLI A MARSHALL	11/17/2022	11/18/2022	SACBEE SUBSCRIPTION	News Dealers & Newsstands	\$15.99	
BEVERLI A MARSHALL	11/11/2022	11/13/2022	LAKESHORE LEARNING MATER	Schools & Educational Services Not Els	\$504.99	
BEVERLI A MARSHALL	11/12/2022	11/13/2022	PAYPAL *QUICKYMARTL	Telecommunications Equipment Including	\$4.99	
BEVERLI A MARSHALL	11/8/2022	11/9/2022	AMZN MKTP US*HB8061AB0 AM	Book Stores	\$584.30	
BEVERLI A MARSHALL	11/7/2022	11/8/2022	BLUE WAVE PRINTING AND DI	Quick-Copy & Reproduction Services	\$54.58	
BEVERLI A MARSHALL	11/6/2022	11/7/2022	AMZN MKTP US*H25MP8LN2 AM	Book Stores	\$246.70	
BEVERLI A MARSHALL	11/3/2022	11/4/2022	VISTAPRINT	Miscellaneous Publishing And Printing	\$357.83	
BRANDEN RODRIGUEZ	11/22/2022	11/23/2022	PCXS	Computers Computer Peripheral Equipme	\$80.98	
BRANDEN RODRIGUEZ	11/18/2022	11/20/2022	CSMFO	Charitable And Social Service Organiza	\$50.00	
BRANDEN RODRIGUEZ	11/14/2022	11/16/2022	GO-GO EXPRESS WASH	Car Washes	\$10.00	
BRANDEN RODRIGUEZ	11/11/2022	11/13/2022	AMZN Mktp US*HB7776XT1	Book Stores	\$40.01	
BRANDEN RODRIGUEZ	11/3/2022	11/4/2022	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$202.00	
BRANDEN RODRIGUEZ	11/2/2022	11/3/2022	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$66.79	
BRANDEN RODRIGUEZ	10/31/2022	11/1/2022	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$95.00	
DANIEL A MILLS	11/14/2022	11/15/2022	SMITH PIPE & SUPPLY INC	Hardware Stores	\$29.06	
DANIEL A MILLS	11/11/2022	11/13/2022	ELECTAIR 0096	Industrial Supplies Not Elsewhere Clas	\$478.64	
DANIEL A MILLS	11/1/2022	11/2/2022	DESERT STEEL & SUPPLY	Metal Service Centers And Offices	\$128.33	
DAVE COMMONS	11/8/2022	11/9/2022	AMZN Mktp US*H21UP1TO2	Book Stores	\$45.66	
DAVE COMMONS	11/3/2022	11/4/2022	Adobe Inc	Digital Goods-Software Applications	\$14.99	
EDUARDO LUNA	11/3/2022	11/4/2022	CHARLES P CROWLEY CO INC	Professional Services Not Elsewhere Cl	\$272.81	
HEBERTO MORENO	11/23/2022	11/25/2022	THE HOME DEPOT #6630	Home Supply Warehouse Stores	\$15.81	
HEBERTO MORENO	11/18/2022	11/20/2022	APPLE.COM/BILL	Digital Goods-Audiovisual Media	\$2.99	
HOLLY GOULD	11/29/2022	11/30/2022	BROWN AND CALDWELL	Engineering Architectural & Surveying	\$200.00	
HOLLY GOULD	11/28/2022	11/30/2022	SIGNARAMA (PD GROUP)	Commerical Photography Art & Graphics	\$1,612.76	
HOLLY GOULD	11/23/2022	11/23/2022	AMZN Mktp US*HW2R06321	Book Stores	\$68.49	
HOLLY GOULD	11/22/2022	11/23/2022	PCXS	Computers Computer Peripheral Equipme	\$44.49	
HOLLY GOULD	11/23/2022	11/23/2022	AMZN Mktp US*HW45F6G00	Book Stores	\$21.74	
HOLLY GOULD	11/21/2022	11/23/2022	WAL-MART #2181	Grocery Stores Supermarkets	\$70.71	
HOLLY GOULD	11/21/2022	11/22/2022	PJ'S DESERT TROPHIES &	Gift Card Novelty & Souvenir Shops	\$146.81	
HOLLY GOULD	11/16/2022	11/17/2022	AMZN Mktp US*H14T410E0	Book Stores	\$66.97	
HOLLY GOULD	11/14/2022	11/15/2022	CHELO'S BURGERS #3	Eating Places Restaurants	\$104.03	
HOLLY GOULD	11/11/2022	11/14/2022	PAYPAL *CWEA	Charitable And Social Service Organiza	\$305.00	
HOLLY GOULD	11/11/2022	11/13/2022	BROWN AND CALDWELL	Engineering Architectural & Surveying	\$200.00	
HOLLY GOULD	11/7/2022	11/8/2022	WAL-MART #2181	Grocery Stores Supermarkets	\$83.45	
HOLLY GOULD	11/7/2022	11/8/2022	FMCSA D&A CLEARINGHOUSE	Government Services Not Elsewhere Clas	\$25.00	
HOLLY GOULD	11/7/2022	11/8/2022	AMZN Mktp US*H25CA8WHO	Book Stores	\$195.76	
HOLLY GOULD	11/3/2022	11/4/2022	FSP*DESERT COMM EMPLOYER	Membership Organizations Not Elsewher	\$33.00	
HOLLY GOULD	11/1/2022	11/2/2022	GENERAL PARTS-CARQUEST	Automotive Parts Accessories Stores	\$276.85	
HOLLY GOULD	10/31/2022	11/1/2022	AMAZON.COM*H23HV7LWO AMZN	Book Stores	\$18.04	
JEANETTE JUAREZ	11/26/2022	11/27/2022	ZOOM.US 888-799-9666	Telecomm Service Inc. Local & Long Dis	\$741.79	
JEANETTE JUAREZ	11/18/2022	11/20/2022	MONTEREY BAY INN	Hotels Motels Resorts - Lodging	\$69.19	
JEANETTE JUAREZ	11/19/2022	11/20/2022	J2 EFAX SERVICES	Continuity/Subscription Merchants	\$16.95	
JEANETTE JUAREZ	11/14/2022	11/16/2022	AMERICAN AIR0014405411773	American Airlines	\$30.00	
JEANETTE JUAREZ	11/11/2022	11/13/2022	AMZN Mktp US*H24P11742	Book Stores	\$32.60	
JEANETTE JUAREZ	11/10/2022	11/11/2022	CIRO'S RESTAURANT LLC	Eating Places Restaurants	\$79.20	
JEANETTE JUAREZ	11/9/2022	11/10/2022	BARNES&NOBLE PAPERSOURCE	Book Stores	\$126.10	
JEANETTE JUAREZ	11/3/2022	11/4/2022	ADOBE *ACROPRO SUBS	Computer Software	\$186.89	
JEANETTE JUAREZ	11/1/2022	11/3/2022	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$121.50	
JEANETTE JUAREZ	11/2/2022	11/3/2022	SO *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$18.36	
JIMMY GARCIA	11/22/2022	11/24/2022	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$134.66	
JIMMY GARCIA	11/21/2022	11/22/2022	SMART AND FINAL 718	Grocery Stores Supermarkets	\$57.40	
JIMMY GARCIA	11/21/2022	11/22/2022	INDIO CAR WASH INC.	Car Washes	\$45.50	
JIMMY GARCIA	11/3/2022	11/4/2022	FACTORY SUPPLY OUTLET	Chemicals And Allied Products Not Else	\$175.64	
TINO TIJERINA	11/28/2022	11/29/2022	SUPERBREAKERS	Electronics Sales	\$153.70	
TINO TIJERINA	11/22/2022	11/24/2022	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$219.09	
TINO TIJERINA	11/17/2022	11/20/2022	SHERMAN'S LIQUOR	Miscellaneous Food Stores - Specialty	\$23.03	
TINO TIJERINA	11/18/2022	11/20/2022	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$310.49	
TINO TIJERINA	11/18/2022	11/20/2022	ENTRY AND EXIT	Industrial Supplies Not Elsewhere Clas	\$82.88	
TINO TIJERINA	11/17/2022	11/18/2022	ARRIOLAS TORTILLERIA	Eating Places Restaurants	\$109.75	
TINO TIJERINA	11/14/2022	11/16/2022	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$79.37	
TINO TIJERINA	11/8/2022	11/10/2022	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$456.83	
TINO TIJERINA	11/1/2022	11/2/2022	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$95.00	
TINO TIJERINA	11/1/2022	11/2/2022	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$214.00	
TINO TIJERINA	11/30/2022	11/30/2022	FINANCE CHARGE PURCHASE	Payment Adjustment Fee or Finance Charge	\$57.29	

Total \$10,971.75 \$0.00



UMPQUA BANK

BL ACCT [REDACTED]
VALLEY SANITARY DISTRICT
Account Number: ####-####-####-####
Page 1 of 6



Account Summary




Billing Cycle		11/30/2022
Days In Billing Cycle		30
Previous Balance		\$10,751.11
Purchases	+	\$10,582.46
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$0.00
Payments	-	\$10,419.11-
Other Charges	+	\$0.00
Finance Charges	+	\$57.29

NEW BALANCE \$10,971.75

Credit Summary

Total Credit Line	\$75,000.00
Available Credit Line	\$64,028.25
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

Account Inquiries

-  Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
-  Go to www.umpquabank.com
-  Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

NEW BALANCE	\$10,971.75
MINIMUM PAYMENT	\$10,971.75
PAYMENT DUE DATE	12/25/2022

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

				TOTAL CORPORATE ACTIVITY	\$10,361.82-
Trans Date	Post Date	Reference Number	Transaction Description	Amount	
11/10	11/10	7480725231311111111111	AUTO PMT FROM ACCT [REDACTED]	\$10,419.11-	
11/30	11/30	74807252334298334964008	FINANCE CHARGE PURCHASE	\$57.29	

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142



Account Number
####-####-####-####

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date	New Balance	Total Minimum Payment Due	Payment Due Date
11/30/22	\$10,971.75	\$10,971.75	12/25/22

\$



BL ACCT [REDACTED]
VALLEY SANITARY DISTRICT
45-500 VAN BUREN STREET
INDIO CA 92201

e-Statement



MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS
PO BOX 35142 - LB1181
SEATTLE WA 98124-5142

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Summary						
JEANETTE JUAREZ #### ## 4756			Payments & Other Credits \$0.00	Purchases & Other Charges \$1,422.58	Cash Advances \$0.00	Total Activity \$1,422.58
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/02	11/03	PPLN01	24692162306108839633214	SQ *TKB BAKERY & DELI gosq.com CA	\$18.36	
11/01	11/03	PPLN01	24412902306030024254945	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$121.50	
11/03	11/04	PPLN01	24492152307870191476472	ADOBE *ACROPRO SUBS 4085366000 CA	\$186.89	
11/09	11/10	PPLN01	24137462314001511407386	BARNES&NOBLE PAPERSOURCE 800-843-2665 NY	\$126.10	
11/10	11/11	PPLN01	24431062315091617000276	CIRO'S RESTAURANT LLC CHIRIACO SUMM CA	\$79.20	
11/11	11/13	PPLN01	24692162315105111001895	AMZN Mktp US*H24PI1742 Amzn.com/bill WA	\$32.60	
11/14	11/16	PPLN01	24943002319978001232585	AMERICAN AIR0014405411773 FORT WORTH TX JUAREZ/JEANETTE 111522 PSP PHX AA L O MRY AA L O	\$30.00	
11/19	11/20	PPLN01	24692162323101442626302	J2 EFAX SERVICES 323-817-3205 CA	\$16.95	
11/18	11/20	PPLN01	24431062323036007305710	MONTEREY BAY INN MONTEREY CA	\$69.19	
11/26	11/27	PPLN01	24011342330000055755627	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$741.79	

Cardholder Account Summary						
BEVERLI A MARSHALL #### ## 5986			Payments & Other Credits \$0.00	Purchases & Other Charges \$2,458.37	Cash Advances \$0.00	Total Activity \$2,458.37
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/03	11/04	PPLN01	24492152307743224099183	VISTAPRINT 866-207-4955 MA	\$357.83	
11/06	11/07	PPLN01	24431062310083750139503	AMZN MKTP US*H25MP8LN2 AM AMZN.COM/BILL WA	\$246.70	
11/07	11/08	PPLN01	24492152311713815406075	BLUE WAVE PRINTING AND DI 800-319-8184 CT	\$54.58	
11/08	11/09	PPLN01	24431062312083304256652	AMZN MKTP US*HB8061AB0 AM AMZN.COM/BILL WA	\$584.30	
11/12	11/13	PPLN01	24492152316894280597062	PAYPAL *QUICKYMARTL 402-935-7733 CA	\$4.99	
11/11	11/13	PPLN01	24493982315700438851543	LAKESHORE LEARNING MATER 310-537-8600 CA	\$504.99	
11/17	11/18	PPLN01	24001752322083155325600	SACBEE SUBSCRIPTION 800-284-3233 CA	\$15.99	
11/21	11/22	PPLN01	24493982326083175304761	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00	
11/28	11/28	PPLN01	24692162332107948621894	Palm Sp Desert Sun 888-426-0491 IN	\$14.99	
07/14	08/24	PPLN01	24009582195300624103427	DISPUTE	\$332.00	
07/14	11/27	PPLN01	24009582195300624103427	DISPUTE RESOLUTION	\$332.00	

Cardholder Account Summary						
HEBERTO MORENO #### ## 6026			Payments & Other Credits \$0.00	Purchases & Other Charges \$18.80	Cash Advances \$0.00	Total Activity \$18.80
Cardholder Account Detail						
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount	
11/18	11/20	PPLN01	24692162322100667031751	APPLE.COM/BILL 866-712-7753 CA	\$2.99	
11/23	11/25	PPLN01	24943012328010183722429	THE HOME DEPOT #6630 LA QUINTA CA	\$15.81	

Cardholder Account Summary					
TINO TIJERINA #### #### #### 6034		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,744.14	Cash Advances \$0.00	Total Activity \$1,744.14
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/02	PPLN01	24801972306690084404599	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$214.00
11/01	11/02	PPLN01	24801972306690084487594	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$95.00
11/08	11/10	PPLN01	24692162313103801492179	THE HOME DEPOT 6874 INDIO CA	\$456.83
11/14	11/16	PPLN01	24943012319010183722487	THE HOME DEPOT #6874 INDIO CA	\$79.37
11/17	11/18	PPLN01	24055232322091617000123	ARRIOLAS TORTILLERIA INDIO CA	\$109.75
11/18	11/20	PPLN01	24119522322900017149967	ENTRY AND EXIT 877-3234666 MI	\$82.88
11/18	11/20	PPLN01	24692162323101502062786	THE HOME DEPOT 6874 INDIO CA	\$310.49
11/17	11/20	PPLN01	24801972322206802200142	SHERMAN'S LIQUOR INDIO CA	\$23.03
11/22	11/24	PPLN01	24692162327104605644621	THE HOME DEPOT 6874 INDIO CA	\$219.09
11/28	11/29	PPLN01	24492152332719951452620	SUPERBREAKERS 866-809-9078 NY	\$153.70

Cardholder Account Summary					
EDUARDO LUNA #### #### #### 9557		Payments & Other Credits \$0.00	Purchases & Other Charges \$272.81	Cash Advances \$0.00	Total Activity \$272.81
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/03	11/04	PPLN01	24512392307020802302075	CHARLES P CROWLEY CO INC 626-8565656 CA	\$272.81

Cardholder Account Summary					
BRANDEN RODRIGUEZ #### #### #### 9565		Payments & Other Credits \$0.00	Purchases & Other Charges \$544.78	Cash Advances \$0.00	Total Activity \$544.78
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/31	11/01	PPLN01	24801972305690065127970	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$95.00
11/02	11/03	PPLN01	24692162306108835400568	SQ *TKB BAKERY & DELI gosq.com CA	\$66.79
11/03	11/04	PPLN01	24801972308690116548577	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$202.00
11/11	11/13	PPLN01	24692162315105630226932	AMZN Mktp US*HB7776XT1 Amzn.com/bill WA	\$40.01
11/14	11/16	PPLN01	24269792319500565528422	GO-GO EXPRESS WASH COACHELLA CA	\$10.00
11/18	11/20	PPLN01	24559302322900013897712	CSMFO 916-2312137 CA	\$50.00
11/22	11/23	PPLN01	24492152326717123046765	PCXS 128-125-7552 TX	\$80.98

Cardholder Account Summary					
HOLLY GOULD #### #### #### 7260		Payments & Other Credits \$0.00	Purchases & Other Charges \$3,473.10	Cash Advances \$0.00	Total Activity \$3,473.10
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/31	11/01	PPLN01	24431062305083707720097	AMAZON.COM*H23HV7LW0 AMZN AMZN.COM/BILL WA	\$18.04
11/01	11/02	PPLN01	24431062305083320732784	GENERAL PARTS-CARQUEST 800-726-3449 NC	\$276.85
11/03	11/04	PPLN01	24445002307300580190992	FSP*DESERT COMM EMPLOYER 760-770-5200 CA	\$33.00
11/07	11/08	PPLN01	24226382312091002867747	WAL-MART #2181 INDIO CA	\$83.45
11/07	11/08	PPLN01	24692162311102390559838	AMZN Mktp US*H25CA8WHO Amzn.com/bill WA	\$195.76
11/07	11/08	PPLN01	24240982312600150761228	FMCSA D&A CLEARINGHOUSE 202-366-0928 DC	\$25.00
11/11	11/13	PPLN01	24755422316133160165271	BROWN AND CALDWELL 925-2102277 CO	\$200.00
11/11	11/14	PPLN01	24492152317894260613581	PAYPAL *CWEA 510-382-7800 CA	\$305.00
11/14	11/15	PPLN01	24394692318027018815595	CHELO'S BURGERS #3 INDIO CA	\$104.03
11/16	11/17	PPLN01	24692162320108982240637	AMZN Mktp US*H14T410E0 Amzn.com/bill WA	\$66.97
11/21	11/22	PPLN01	24323042325040100020326	PJ S DESERT TROPHIES & INDIO CA	\$146.81
11/22	11/23	PPLN01	24492152326715129822346	PCXS 128-125-7552 TX	\$44.49

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/21	11/23	PPLN01	24226382326360622585193	WAL-MART #2181 INDIO CA	\$70.71
11/23	11/23	PPLN01	24692162327104150434634	AMZN Mktp US*HW2R06321 Amzn.com/bill WA	\$68.49
11/23	11/23	PPLN01	24692162327104236811672	AMZN Mktp US*HW45F6GQ0 Amzn.com/bill WA	\$21.74
11/28	11/30	PPLN01	24502812333900019131580	SIGNARAMA (PD GROUP) 760-7769907 CA	\$1,612.76
11/29	11/30	PPLN01	24755422334123349841353	BROWN AND CALDWELL 925-2102277 CO	\$200.00

Cardholder Account Summary				
ANNA BELL #### #### #### 7278	Payments & Other Credits \$0.00	Purchases & Other Charges \$202.00	Cash Advances \$0.00	Total Activity \$202.00

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/09	11/10	PPLN01	24801972314690186072351	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$202.00

Cardholder Account Summary				
JIMMY GARCIA #### #### #### 7450	Payments & Other Credits \$0.00	Purchases & Other Charges \$413.20	Cash Advances \$0.00	Total Activity \$413.20

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/03	11/04	PPLN01	24431062307200000547013	FACTORY SUPPLY OUTLET 310-892-7347 CA	\$175.64
11/21	11/22	PPLN01	24231682326837000019677	SMART AND FINAL 718 COACHELLA CA	\$57.40
11/21	11/22	PPLN01	24427332325740283999721	INDIO CAR WASH, INC. INDIO CA	\$45.50
11/22	11/24	PPLN01	24943012327010180406068	THE HOME DEPOT #6874 INDIO CA	\$134.66

Cardholder Account Summary				
DANIEL A MILLS #### #### #### 8110	Payments & Other Credits \$0.00	Purchases & Other Charges \$636.03	Cash Advances \$0.00	Total Activity \$636.03

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/02	PPLN01	24013392305000096568884	DESERT STEEL & SUPPLY INDIO CA	\$128.33
11/11	11/13	PPLN01	24717052316643160587961	ELECTAIR 0096 951-6851675 CA	\$478.64
11/14	11/15	PPLN01	24431062319200152900065	SMITH PIPE & SUPPLY INC INDIO CA	\$29.06

Cardholder Account Summary				
DAVE COMMONS #### #### #### 7327	Payments & Other Credits \$0.00	Purchases & Other Charges \$60.65	Cash Advances \$0.00	Total Activity \$60.65

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/03	11/04	PPLN01	24204292307000143529839	Adobe Inc 800-8336687 CA	\$14.99
11/08	11/09	PPLN01	24692162312103058027802	AMZN Mktp US*H21UP1TQ2 Amzn.com/bill WA	\$45.66

Additional Information About Your Account
 IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 12/11/22 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$10971.75
 THE DISPUTE ON THE ITEM(S) LISTED ABOVE HAS BEEN RESOLVED. THANK YOU FOR YOUR ASSISTANCE AND COOPERATION.

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$3,169.99	0.06024%(D)	21.9900%	\$57.29	\$0.00	21.9883%	\$10,971.75
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Approve Monthly Revenue & Expense Report for the Period Ending November 30, 2022.

Suggested Action

Approve

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

There is no fiscal impact from this report.

Environmental Review

Not applicable, this is not a project as defined by the California Environmental Quality Act (CEQA).

Background

The adopted operating and capital budget for the fiscal year 2022/23 includes \$17,767,816 in revenues and \$16,189,076 in operating expenditures.

The attached Monthly Income Summary (Attachment A) and Budget Variance (Attachment B) report compare revenues and expenses to the respective line-item budgets. The report identifies current monthly revenues and expenses as well as fiscal year-to-date (FYTD) values.

Year-to-Date Summary

- As of November 30, 2022, the District has recorded \$18,038,548 in revenue. The revenues are \$2,125,067 or 13.4% above the annual budget. The variance is attributed to higher than projected interest income earned.
- As of November 30, 2022, the District has incurred \$5,774,783 in expenditures. The District's expenditures are \$970,666 or 14.4% under the FYTD straight-line budget.

The Summary of Cash and Investments (Attachment C) report details the changes to the fund balances

by fund type.

Fund	Unaudited Fund Balance As of 11/30/2022
Operating Fund (Fund 11)	\$19,556,924
Special Revenue Fund (Fund 11 and Fund 6)	1,049,710
Fiduciary Fund (Fund 4)	247,779
Capital Improvement Fund (Fund 13)	11,769,727
Restricted CIP Fund (Fund 12)	28,011,538
Total	\$60,635,678

Recommendation

Staff recommends that the Board receive and file the Revenue and Expense report for the period ending November 2022.

Attachments

[Attachment A Monthly Income Summary - November 2022.pdf](#)

[Attachment B Budget Variance Report November.pdf](#)

[Attachment C Summary of Cash and Investments - November 2022.pdf](#)

Valley Sanitary District

Monthly Income Summary

November 2022 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$45,818	\$16,570,713	\$15,686,490	106 %	(\$884,223)
Permit & Inspection Fees	\$2,075	\$11,540	\$35,874	32 %	\$24,334
Saddles/Disconnect Fees	\$0	\$80	\$0	0 %	(\$80)
Plan Check Fees	\$150	\$4,350	\$14,704	30 %	\$10,354
Other Services	\$450	\$1,080	\$3,397	32 %	\$2,317
Sale of Surplus Property	\$0	\$8,700	\$31,818	27 %	\$23,118
Taxes - Current Secured	\$0	\$0	\$855,412	0 %	\$855,412
Taxes - Current Unsecured	\$35,795	\$35,795	\$55,294	65 %	\$19,499
Supple Prop. Taxes - Current	\$0	\$10	\$0	0 %	(\$10)
Supple Prop. Taxes - Prior	\$0	\$564	\$0	0 %	(\$564)
Homeowners Tax Relief	\$0	\$0	\$6,090	0 %	\$6,090
Interest Income	\$1,971	\$325,719	\$36,068	903 %	(\$289,651)
Unrealized gains (losses)	\$6,476	(\$16,121)	\$0	0 %	\$16,121
Rebate Income	\$0	\$0	\$3,836	0 %	\$3,836
Non-Operating Revenues - Fnd 11	\$0	\$173	\$5,156	3 %	\$4,983
Interest Income	\$0	\$465,844	\$32,151	1,449 %	(\$433,693)
Connection Fees	\$200,120	\$447,887	\$996,915	45 %	\$549,029
Interest Income	\$0	\$182,215	\$4,611	3,952 %	(\$177,604)
Total Revenues	\$292,855	\$18,038,548	\$17,767,816	102 %	(\$270,732)

Valley Sanitary District
Budget Variance Report
November 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	YTD Budget	Favorable (Unfavorable)	
Revenues:								
Operating Revenue	16,769,198	248,613	1,397,433	(1,148,820)	17,044,350	15,497,390	1,546,960	-1.6%
Non-Operating Revenue	998,618	44,242	83,218	(38,976)	994,198	416,091	578,107	0.4%
Total Operating Revenue	17,767,816	292,855	1,480,651	(1,187,796)	18,038,548	15,913,481	2,125,067	-1.5%
Operating Expenses:								
Salaries And Wages	3,543,600	256,463	295,300	38,837	1,327,689	1,476,500	148,811	62.5%
Director Fee/Payroll Tax-Board	94,985	4,800	7,915	3,115	27,500	39,577	12,077	71.0%
Bonus, Awards, Recertification	10,300	100	858	758	500	4,292	3,792	95.1%
Overtime	33,100	1,747	2,758	1,011	10,098	13,792	3,694	69.5%
Callout	13,000	3,451	1,083	(2,368)	9,530	5,417	(4,114)	26.7%
Standby Pay	61,824	4,620	5,152	532	23,426	25,760	2,334	62.1%
Longevity	43,000	3,231	3,583	353	15,877	17,917	2,040	63.1%
Retirement Contributions	357,077	25,634	29,756	4,122	127,976	148,782	20,806	64.2%
Fica And Medicare	347,615	18,932	28,968	10,036	100,682	144,840	44,157	71.0%
Life Insurance	7,260	604	605	1	3,066	3,025	(41)	57.8%
Health Insurance	615,374	48,352	51,281	2,929	240,212	256,406	16,194	61.0%
Dental Insurance	44,232	3,590	3,686	96	17,981	18,430	449	59.3%
Vision Insurance	8,156	655	680	25	3,282	3,398	117	59.8%
Long Term Disability	10,416	874	868	(6)	4,486	4,340	(146)	56.9%
Accounting Services-Admin	77,771	2,409	6,481	4,072	23,757	32,405	8,648	69.5%
Certifications	24,080	250	2,007	1,757	1,662	10,033	8,371	93.1%
Chemicals	529,620	50,346	44,135	(6,211)	249,084	220,675	(28,409)	53.0%
Comprehensive Insurance	371,193	29,365	30,933	1,568	148,440	154,664	6,223	60.0%
Conferences/ Meetings	202,629	2,814	16,886	14,072	39,671	84,429	44,758	80.4%
Contracts	1,527,336	37,613	127,278	89,665	250,202	636,390	386,188	83.6%
County Expense	23,100	89	1,925	1,836	3,135	9,625	6,490	86.4%
Covid-19 Supplies	15,759	196	1,313	1,117	828	6,566	5,738	94.7%
Election Expense	70,000	-	5,833	5,833	-	29,167	29,167	100.0%
Electric	726,000	80,910	60,500	(20,410)	317,808	302,500	(15,308)	56.2%
Gas, Oil & Fuel	58,000	5,665	4,833	(832)	29,217	24,167	(5,050)	49.6%
Grit & Screening Removal	40,000	1,331	3,333	2,003	9,540	16,667	7,127	76.1%
Legal Services	70,000	5,124	5,833	709	27,566	29,167	1,600	60.6%
Debt Service	4,412,971	367,748	367,748	-	1,838,738	1,838,738	-	58.3%
Medical Services	32,943	25	2,745	2,720	985	13,726	12,742	97.0%
Memberships	60,298	4,034	5,025	991	29,526	25,124	(4,402)	51.0%
Misc. Professional Services	109,391	2,274	9,116	6,842	24,700	45,580	20,880	77.4%
Natural Gas	7,000	692	583	(108)	1,465	2,917	1,452	79.1%
Office Supplies	26,000	937	2,167	1,230	5,619	10,833	5,214	78.4%
Opeb Contribution	81,719	1,192	6,810	5,618	5,960	34,050	28,090	92.7%
Other Expenses	70,000	11,843	5,833	(6,010)	17,024	29,167	12,143	75.7%
Permits & Fees	117,925	1,119	9,827	8,708	9,874	49,135	39,262	91.6%
Projects	369,000	32,637	30,750	(1,887)	151,314	153,750	2,436	59.0%
Publications	3,500	-	292	292	849	1,458	610	75.8%
Repairs & Maintenance	650,637	32,060	54,220	22,160	216,643	271,099	54,456	66.7%
Research & Monitoring	97,000	5,157	8,083	2,926	21,635	40,417	18,781	77.7%
Supplies	247,306	12,601	20,609	8,008	60,168	103,044	42,876	75.7%
Telephone/Internet	34,569	1,377	2,881	1,504	11,870	14,404	2,534	65.7%
Tools & Equipment	44,300	46	3,692	3,646	606	18,458	17,852	98.6%
Tuition Reimbursement	12,000	-	1,000	1,000	4,292	5,000	708	64.2%
Uniform Services	45,620	1,521	3,802	2,280	11,021	19,008	7,987	75.8%
Unfunded Accrued Liability	736,606	61,384	61,384	-	306,919	306,919	-	58.3%
Water	27,500	1,706	2,292	586	10,330	11,458	1,129	62.4%
Workers Compensation	77,364	5,874	6,447	573	32,030	32,235	205	58.6%
Total Operating Expenses (Before Depreciation)	16,189,076	1,133,390	1,349,090	215,700	5,774,783	6,745,448	970,666	64.3%
Operating Expenses in Excess of Operating Revenue				(840,535)		12,263,765		

Valley Sanitary District
Budget Variance Report
November 2022

Description	FY23 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY23 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages	3,756,809	271,181	313,067	41,886	1,398,743	1,565,337	166,594	62.8%
Fringe Benefits	1,433,130	101,872	119,428	17,556	513,561	597,138	83,576	64.2%
Services	1,982,849	51,535	165,237	113,703	356,909	826,187	469,278	82.0%
Supplies and Materials	1,610,622	101,342	134,219	32,877	554,584	671,093	116,508	65.6%
Fuels and Lubricants	58,000	5,665	4,833	(832)	29,217	24,167	(5,050)	49.6%
Comprehensive Insurance	448,557	35,239	37,380	2,141	180,471	186,899	6,428	59.8%
Projects	369,000	32,637	30,750	(1,887)	151,314	153,750	2,436	59.0%
Utilities	800,500	84,638	66,708	(17,930)	339,143	333,542	(5,602)	57.6%
Debt Service	4,412,971	367,748	367,748	-	1,838,738	1,838,738	-	58.3%
Permits and Fees	141,025	1,209	11,752	10,543	13,009	58,760	45,751	90.8%
Unfunded Accrued Liability	736,606	61,384	61,384	-	306,919	306,919	-	58.3%
Other	439,007	18,941	36,584	17,643	92,174	182,920	90,745	79.0%
Total Operating Expenses (Before Depreciation)	16,189,076	1,133,390	1,349,090	215,700	5,774,783	6,745,448	970,666	64.3%
Revenues:								
Operating Revenue	16,769,198	248,613	1,397,433	(1,148,820)	17,044,350	15,497,390	1,546,960	-1.6%
Non-Operating Revenue	998,618	44,242	83,218	(38,976)	994,198	416,091	578,107	0.4%
Total Revenue	17,767,816	292,855	1,480,651	(1,187,796)	18,038,548	15,913,481	2,125,067	-1.5%
Net Operating Gain (Loss)		(840,535)			12,263,765			

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 11/01/2022 TO 11/30/2022 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund		
Beginning Balance (Fund 4)	247,779	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2022	0	
Interest (Pd quarterly - Int. Rate 1.35%)	0	
Fund 04 Ending Balance		<u>247,779</u>
LAIF Fund 6 - Wastewater Revenue Refunding Bonds		
Beginning Balance (Fund 6)	751	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2022	0	
Interest (Pd quarterly - Int. Rate 1.35%)	0	
Fund 06 Ending Balance		<u>751</u>
LAIF Fund 10 - Recycled Water Project		
Beginning Balance (Fund 10)	0	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2022	0	
Interest (Pd quarterly - Int. Rate 1.35%)	0	
Fund 10 Ending Balance		<u>0</u>
LAIF Fund 11 - Operating Fund		
Beginning Balance (Fund 11)	17,839,914	
Net Transfer from (to) Fund 04	0	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	760,179	
Net Transfer from (to) Fund 13	(200,120)	
Fund Transfer from (to) LAIF - WF	(1,000,000)	
Fair Value Factor for quarter ending 06/30/2022	0	
Interest (Pd quarterly - Int. Rate 1.35%)	0	
Fund 11 Ending Balance		<u>17,399,973</u>
LAIF Fund 12 - Reserve Fund		
Beginning Balance (Fund 12)	28,771,717	
Net Transfer from (to) Fund 11	(760,179)	
Fair Value Factor for quarter ending 06/30/2022	0	
Interest (Pd quarterly - Int. Rate 1.35%)	0	
Fund 12 Ending Balance		<u>28,011,538</u>
LAIF Fund 13 - Capital Improvement Fund		
Beginning Balance	11,569,607	
Connection Fees	200,120	
(Disbursements) or Reimbursements	<u>0</u>	
Net Transfer from (to) Fund 11	200,120	
Fair Value Factor for quarter ending 06/30/2022	0	
Interest (Pd quarterly - Int. Rate 1.35%)	0	
Fund 13 Ending Balance		<u>11,769,727</u>
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13		<u>57,429,768</u>

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	2,237,002	
Deposits	365,950	
Fund Transfer from (to) LAIF (net)	1,000,000	
Disbursements and Payroll	<u>(1,446,002)</u>	
Wells Fargo Ending Balance		<u>2,156,951</u>

CALTRUST - FUND 11

Beginning Balance	1,040,512	
Interest Income	1,971	
Unrealized Gain / <Loss>	<u>6,476</u>	
CalTRUST Ending Balance		<u>1,048,959</u>

TOTAL WELLS FARGO AND CALTRUST CHECKING		<u>3,205,910</u>
TOTAL CASH AND INVESTMENTS		<u>60,635,677</u>

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

DATE: January 10, 2023
TO: Board of Directors
FROM: Ronald Buchwald, District Engineer
SUBJECT: Authorize the General Manager to Execute and Record Two Easement Quitclaim Deeds Located Within a Subdivision South of Avenue 49 Between Jefferson Street and Madison Street

Suggested Action

Approve

Strategic Plan Compliance

GOAL 3: Excellent Facilities

Fiscal Impact

There is no fiscal impact.

Environmental Review

This does not qualify as a project as defined by CEQA.

Background

Valley Sanitary District has a 20-foot-wide easement that lies on two vacant parcels belonging to two different owners. The parcels are located within a small subdivision south of Avenue 49 between Jefferson Street and Madison Street. This easement was created to serve the property south of this subdivision that was previously within Valley Sanitary District's sphere of influence. The property is no longer in our sphere of influence, eliminating the need for the easement. The sewer main located within the easement has been abandoned in place.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to sign and record two Easement Quitclaim Deeds within a subdivision south of Avenue 49 between Jefferson Street and Madison Street.

Attachments

[Quitclaim Jones Lot 5.pdf](#)

No Recording Fee Required Per
Government Code Section 27383

AND WHEN RECORDED MAIL
DOCUMENT
AND TAX STATEMENT TO:

VALLEY SANITARY DISTRICT
45500 Van Buren St.
Indio, California 92201

(Space above this line is for Recordors Use)

QUITCLAIM DEED

APN: 602-480-005

THE UNDERSIGNED GRANTOR(S) DECLARE(S): DOCUMENTARY TRANSFER TAX IS \$ _____
____ Computed on full value of property conveyed, or
____ Computed on full value less liens and encumbrances at time of sale.
____ Unincorporated area _____ City of _____

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, VALLEY SANITARY DISTRICT (VSD), a government entity ("Grantor")

hereby REMISE(S), RELEASE(S) AND QUITCLAIM(S) to: Michael C. Jones Trust ("Grantee")

An easement situated in the City of Indio, County of Riverside, State of California more particularly described as follows:

An existing easement upon, in, over, and under as described on EXHIBITS "A" and "B" Attached hereto and made a part hereof.

DATED: _____

BY: _____

Beverli A. Marshall
General Manager
Valley Sanitary District (VSD)

See NOTARY ACKNOWLEDGMENT attached.

EXHIBIT A

Legal Description of Easement Area to be Quitclaimed

THAT PORTION OF THE 20 FOOT EASEMENT OVER A PORTION OF LOTS 4 AND 5 OF TRACT MAP NO. 31029, AS FILED IN BOOK 357, PAGES 48 THROUGH 51, INCLUSIVE, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, CALIFORNIA, LOCATED IN THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 5 SOUTH, RANGE 8 EAST, LYING WITHIN SAID LOT 5, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 5;

THENCE SOUTH 89°22'42" WEST, ALONG THE SOUTHERLY LINE OF SAID LOT 5, A DISTANCE OF 10.56 FEET;

THENCE NORTH 19°23'24" WEST, ALONG A LINE PARALLEL WITH AND 10.00 FEET WESTERLY, MEASURED AT RIGHT ANGLES FROM THE EASTERLY LINE OF SAID LOT 5, A DISTANCE OF 250.55 FEET, TO A POINT ON THE SOUTHERLY LINE OF THE "PRIVATE STREET", AS SHOWN ON SAID TRACT MAP NO. 31029, SAID POINT BEING ON A CURVE CONCAVE NORTHERLY, HAVING RADIUS OF 45.00 FEET, A RADIAL LINE THROUGH SAID CURVE BEARS SOUTH 14°51'10" WEST;

THENCE NORTHEASTERLY ALONG SAID SOUTHERLY LINE OF SAID "PRIVATE EASEMENT", AND SAID CURVE, THROUGH A CENTRAL ANGLE OF 14°20'12", AN ARC LENGTH OF 11.26 FEET, TO THE NORTHEAST CORNER OF SAID LOT 5;

THENCE SOUTH 19°23'24" EAST, ALONG SAID EASTERLY LINE OF SAID LOT 5, A DISTANCE OF 248.84 FEET, TO THE SOUTHEAST CORNER OF SAID LOT 5, BEING THE **POINT OF BEGINNING**.

SAID EASEMENT AREA CONTAINS 2,494 SQUARE FEET, MORE OR LESS.

AS SHOWN ON EXHIBIT B ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED UNDER THE SUPERVISION OF:

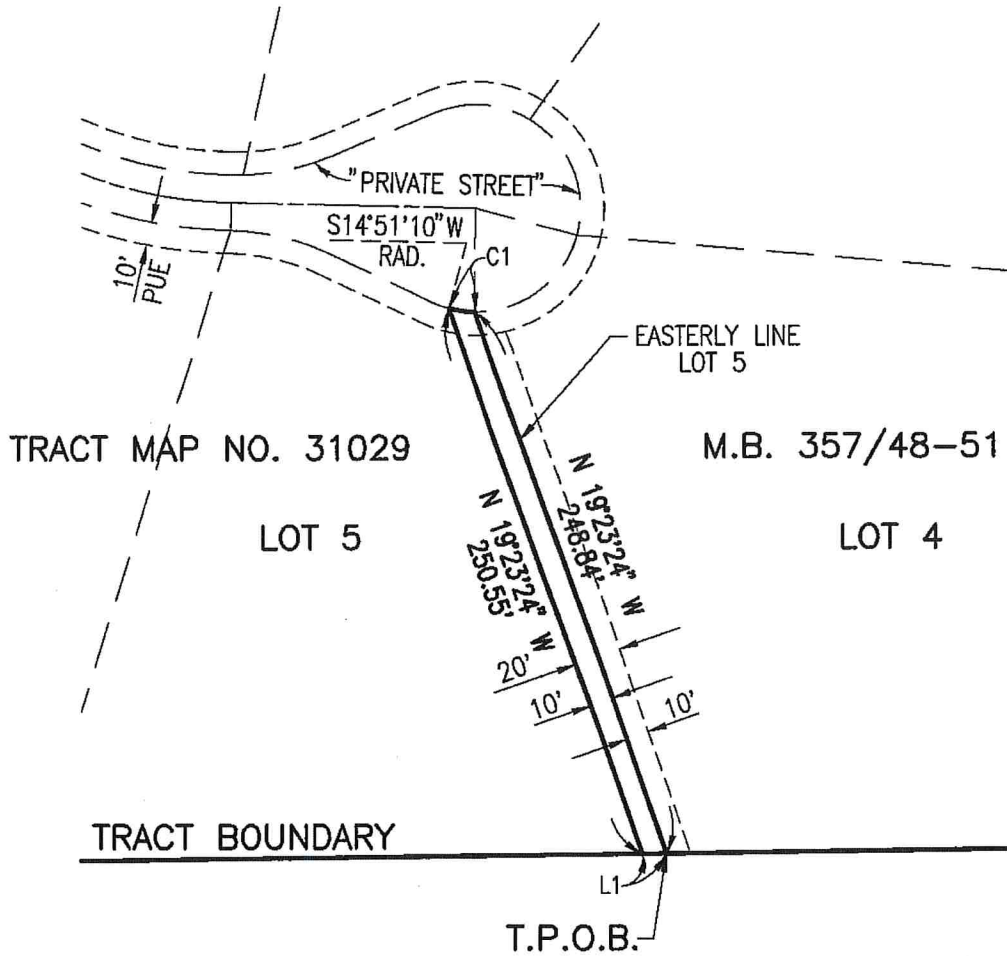
Chris J. Bergh 4/14/22
CHRIS J. BERGH, P.L.S. 6588 DATE:



EXHIBIT B

Depiction of Easement Area to be Quitclaimed

LOT 5
TRACT MAP NO. 31029
M.B. 357/48-51



SCALE: 1"=80'

LEGEND

EASEMENT AREA

LINE DATA		
LINE#	BEARING	DISTANCE
L1	S 89°22'42" W	10.56'

CURVE DATA			
C#	DELTA	RADIUS	LENGTH
C1	14°20'12"	45.00'	11.26'



PREPARED UNDER THE SUPERVISION OF:

Chris J. Bergh 4/14/22
CHRIS J. BERGH, P.L.S. 6588 DATE:

PORTION OF SECTION 33,
T. 5 S., R. 7 E., S.B.B.M.

No Recording Fee Required Per
Government Code Section 27383

AND WHEN RECORDED MAIL
DOCUMENT
AND TAX STATEMENT TO:

VALLEY SANITARY DISTRICT
45500 Van Buren St.
Indio, California 92201

(Space above this line is for Recorders Use)

QUITCLAIM DEED

APN: 602-480-004

THE UNDERSIGNED GRANTOR(S) DECLARE(S): DOCUMENTARY TRANSFER TAX IS \$ _____
____ Computed on full value of property conveyed, or
____ Computed on full value less liens and encumbrances at time of sale.
____ Unincorporated area _____ City of _____

FOR VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, VALLEY SANITARY DISTRICT (VSD), a government entity ("Grantor")

hereby REMISE(S), RELEASE(S) AND QUITCLAIM(S) to: Jose and Kirsten Valencia ("Grantee")

An easement situated in the City of Indio, County of Riverside, State of California more particularly described as follows:

An existing easement upon, in, over, and under as described on EXHIBITS "A" and "B" Attached hereto and made a part hereof.

DATED: _____

BY: _____

Beverli A. Marshall
General Manager
Valley Sanitary District (VSD)

See NOTARY ACKNOWLEDGMENT attached.

EXHIBIT A

Legal Description of Easement Area to be Quitclaimed

THAT PORTION OF THE 20 FOOT EASEMENT OVER A PORTION OF LOTS 4 AND 5 OF TRACT MAP NO. 31029, AS FILED IN BOOK 357, PAGES 48 THROUGH 51, INCLUSIVE, OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF RIVERSIDE COUNTY, CALIFORNIA, LOCATED IN THE SOUTHEAST QUARTER OF SECTION 33, TOWNSHIP 5 SOUTH, RANGE 8 EAST, LYING WITHIN SAID LOT 4, DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF SAID LOT 4;

THENCE NORTH 19°23'24" WEST, ALONG THE WESTERLY LINE OF SAID LOT 4, A DISTANCE OF 248.84 FEET TO THE NORTHWEST CORNER OF SAID LOT 4, SAID NORTHWEST CORNER BEING A POINT ON THE SOUTHERLY LINE OF THE "PRIVATE STREET", AS SHOWN ON SAID TRACT MAP NO. 31029, SAID POINT BEING ON A CURVE CONCAVE NORTHERLY, HAVING RADIUS OF 45.00 FEET, A RADIAL LINE THROUGH SAID POINT BEARS SOUTH 00°30'58 WEST;

THENCE NORTHEASTERLY ALONG SAID SOUTHERLY LINE OF SAID "PRIVATE EASEMENT", AND SAID CURVE, THROUGH A CENTRAL ANGLE OF 13°06'52", AN ARC LENGTH OF 10.30 FEET;

THENCE LEAVING SAID SOUTHERLY LINE OF SAID "PRIVATE EASEMENT" AND SAID CURVE, SOUTH 19°23'24" EAST, ALONG A LINE PARALLEL WITH, AND 10.00 FEET EASTERLY, MEASURED AT RIGHT ANGLES FROM SAID WESTERLY LINE OF SAID LOT 4, A DISTANCE OF 249.87 FEET, TO A POINT ON THE SOUTHERLY LINE OF SAID LOT 4;

THENCE SOUTH 89°22'42" WEST, ALONG SAID SOUTHERLY LINE, A DISTANCE OF 10.56 FEET, TO THE **POINT OF BEGINNING**;

SAID EASEMENT AREA CONTAINS 2,492 SQUARE FEET, MORE OR LESS.

AS SHOWN ON EXHIBIT B ATTACHED HERETO AND MADE A PART HEREOF.

PREPARED UNDER THE SUPERVISION OF:

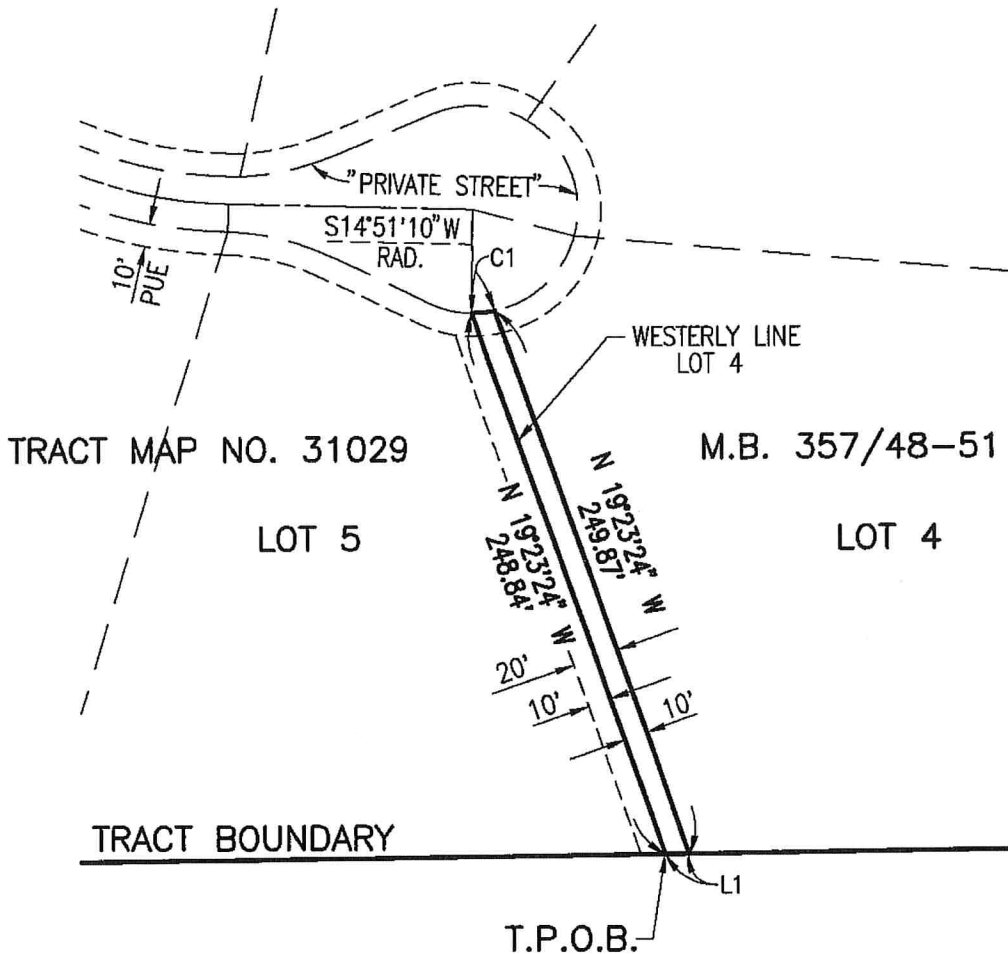
Chris J. Bergh 4/14/22
CHRIS J. BERGH, P.L.S. 6588 DATE:



EXHIBIT B

Depiction of Easement Area to be Quitclaimed

LOT 4
TRACT MAP NO. 31029
M.B. 357/48-51



SCALE: 1" = 80'

LEGEND

EASEMENT AREA

LINE DATA		
LINE#	BEARING	DISTANCE
L1	S 89°22'42" W	10.56'

CURVE DATA			
C#	DELTA	RADIUS	LENGTH
C1	13°06'52"	45.00'	10.30'



PREPARED UNDER THE SUPERVISION OF:

Chris J. Bergh 4/14/22
CHRIS J. BERGH, P.L.S. 6588 DATE:

PORTION OF SECTION 33,
T. 5 S., R. 7 E., S.B.B.M.



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Presentation of Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA) for the Fiscal Year 2022/23

Suggested Action

Review

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

There is no fiscal impact.

Environmental Review

Not applicable, this is not a project as defined by the California Environmental Quality Act (CEQA).

Background

The Government Finance Officers Association (GFOA) established the Distinguished Budget Presentation Awards Program (Budget Awards Program) in 1984 to encourage and assist state and local governments to prepare budget documents of the very highest quality that reflect both the guidelines established by the National Advisory Council on State and Local Budgeting and the GFOA's best practices on budgeting and then to recognize individual governments that succeed in achieving that goal.

When a Distinguished Budget Presentation Award is granted to an entity, a Certificate of Recognition for Budget Presentation is also presented to the individual(s) or department designated as being primarily responsible for its having achieved the award. GFOA congratulates all budget award winners for preparing high-quality budget documents that meet program criteria and striving to improve

budget transparency in their community.

Recommendation

Staff recommends that the Board of Directors receive the Distinguished Budget Presentation Award from the Government Finance Officers Association (GFOA) for the Fiscal Year 2022/23.

Attachments

[GFOA Budget Award Presentation.pdf](#)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Valley Sanitary District
California**

For the Fiscal Year Beginning

July 01, 2022

Christopher P. Morill

Executive Director



**The Government Finance Officers Association
of the United States and Canada**

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Finance Department
Valley Sanitary District, California**



The Certificate of Recognition for Budget Preparation is presented by the Government Finance Officers Association to those individuals who have been instrumental in their government unit achieving a Distinguished Budget Presentation Award. The Distinguished Budget Presentation Award, which is the highest award in governmental budgeting, is presented to those government units whose budgets are judged to adhere to program standards

Executive Director

Christopher P. Morill

Date: **November 29, 2022**



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Dr. Beverli A. Marshall, General Manager
SUBJECT: Discuss the Water Infrastructure Finance and Innovation Act (WIFIA) Loan for the Recycled Water Project Phases II and III and Authorize the General Manager to Proceed with the Application Process

Suggested Action

Approve

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

The application fee is \$100,000, which is due when the application is submitted to the EPA. The cost of consultant fees associated with the process and application is approximately \$25,000.

If the loan is approved, there is an additional credit processing fee between \$150,000 and \$500,000, which will be based on the project complexity and risk and is due upon execution of the loan.

The total estimated project cost is \$90.9 million, and the reserved loan amount is \$44,062,000. The interest rate and repayment schedule will be determined at the time of the loan approval. The remaining project costs, approximately \$46.8 million, will come from Sewer Use Charge revenue.

Staff will continue to apply for other grant and loan funds, if available, to offset the burden to ratepayers.

Environmental Review

This item does not qualify as a project for the purposes of CEQA. If the loan is approved, the design and construction of the Recycled Water Project Phases II and III will be subject to the appropriate CEQA process.

Background

The Water Infrastructure Finance and Innovation Act (WIFIA) of 2014 established the WIFIA program, which is a federal credit program administered by the US Environmental Protection Agency (EPA) to fund water and wastewater infrastructure projects. This program can fund planning, design, construction, and related activities for eligible projects.

The minimum project size for large communities (populations greater than 25,000) is \$20 million and the maximum portion of eligible project costs funded cannot exceed 49%. This can be combined with other federal funding up to 80% of the total project cost.

In order to qualify for a WIFIA loan, projects must be creditworthy, have a dedicated funding source of revenue sufficient to demonstrate repayment of the loan, and meet federal procurement requirements (Davis-Bacon, Build America, Buy America Act, etc.). Repayment may be deferred after substantial completion of the project for up to five years.

The application process has two phases - Phase I is project selection, which requires qualifying agencies to submit a Letter of Interest (LOI) form to the EPA. On November 2, 2022, with assistance from Engineering Solutions Services, the General Manager submitted an LOI form (attached) to be considered for the program. On December 21, 2022, VSD received a response from the EPA (attached) notifying the General Manager that the proposed project was selected to submit an application, which is Phase 2 of the process.

Based on the estimated project cost of \$90.9 million, the total amount that the EPA has reserved for this project is \$44.06 million. The application phase requires a detailed financial and engineering review of the project by EPA staff. VSD staff will receive assistance from Engineering Solutions Services to compile and submit the loan application. The submission deadline is December 31, 2023, but the application can be submitted any time before the deadline.

More information about the WIFIA Loan program can be found at [What is WIFIA? | US EPA](#).

Recommendation

Staff recommends that the Board of Directors discuss the Water Infrastructure Finance and Innovation Act (WIFIA) loan for the Recycled Water Project Phases II and III and authorize the General Manager to proceed with the application process.

Attachments

[WIFIA Application Process.pdf](#)

[VSD- WRP WIFIA FY 2022 LOI 20221028.pdf](#)

[Valley Sanitary District - Notification Letter.pdf](#)

APPLICATION REVIEW PROCESS



A prospective borrower should submit a complete application within one year of invitation to apply for due diligence to begin.

CREDIT DUE DILIGENCE

EPA will review:

- Terms, conditions, financial structure, and security features.
- Dedicated revenue source(s) securing the financing and financial assumptions of the proposed project.
- Borrower’s financial soundness and credit history and outlook.
- Strength of the business model and project economics.

TECHNICAL DUE DILIGENCE

EPA will review:

- Appropriate technology and technical feasibility.
- Technical risk factors.
- Construction cost and schedule estimate assessment.
- Federal requirement compliance and procurement documents.
- Operation and maintenance plan.
- Systems condition assessment.

LEGAL DUE DILIGENCE

EPA will review and negotiate:

- Legal structure of proposed security.
- Term sheet and loan agreement.



Application Fee:

- \$100,000 for large communities
- \$25,000 for small communities
- Due with application submission
- Credited to credit processing fee

Credit Processing Fee:

- Reimburses EPA for its financial, technical, and legal advisory costs
- Estimated range of \$150,000 - \$500,000
- Varies with project complexity and risk
- Due upon execution of loan

E-MAIL: wifia@epa.gov

WEBSITE: www.epa.gov/wifia

SIGN-UP: Join our email list at <https://tinyurl.com/wifianews>

WIFIA Letter of Interest Instructions

A prospective borrower seeking Water Infrastructure Finance and Innovation Act (WIFIA) credit assistance must complete and submit this letter of interest form and provide requested attachments to the U.S. Environmental Protection Agency (EPA) following the instructions in the [Notice of Funding Availability](#) (NOFA). In its submittal, the prospective borrower:

- 1) Describes itself and its proposed project(s);
- 2) Provides key financial and engineering information and documents; and
- 3) Explains how the project meets the [WIFIA selection criteria](#).

The prospective borrower should answer all questions in this form. Narrative answers can reference source documents by including the name of the document and relevant pages or sections and providing any referenced documents as attachments. The prospective borrower must sign Sections E and F in the appropriate spaces.

A prospective borrower may assert a Confidential Business Information (CBI) claim covering part or all of the information submitted to EPA as part of its letter of interest, in a manner consistent with 40 C.F.R. 2.203, 41 Fed. Reg. 36902 (Sept. 1, 1976), by placing on (or attaching to) the information a cover sheet, stamped or typed legend, or other suitable form of notice employing language such as trade secret, proprietary, or company confidential. The prospective borrower should also state whether it desires confidential treatment until a certain date or until the occurrence of a certain event. Information covered by a business confidentiality claim will be disclosed by EPA only to the extent and only by means of the procedures set forth under 40 C.F.R. Part 2, Subpart B. Information that is not accompanied by a business confidentiality claim when it is received by EPA may be made available to the public by EPA without further notice to the prospective borrower. More information about CBI is available in the [WIFIA program handbook](#).

The total length of the letter of interest form should not exceed 50 pages, excluding any attachments. Font size should not be smaller than 11-point Calibri. There is no limit to the number or length of attachments provided. Attachments should be the most recent versions of the documents available at the time of submission and may be draft or preliminary. Attachments must be referenced in the letter of interest form to be considered.

The final letter of interest submission must include:

- 1) A completed, signed version of this letter of interest form
- 2) All attachments requested and referenced in the letter of interest form

When finished, the letter of interest form and attachments may be submitted by uploading the documents to EPA's SharePoint site. To be granted access to the SharePoint site, the prospective borrower can request access to SharePoint by emailing wifia@epa.gov. After uploading the completed letter of interest form and all attachments, emailing the WIFIA program office at wifia@epa.gov, with the subject line: "[NAME OF PROSPECTIVE BORROWER] – [NAME OF PROJECT] – Letter of Interest Submitted".



After EPA's intake process is complete, it will provide a confirmation email to the contacts listed in Section D.

Additional instructions and resources for completing and submitting this letter of interest are available in the [NOFA](#), [WIFIA program handbook](#), and WIFIA website (www.epa.gov/wifia). Questions may be submitted to the WIFIA program office at wifia@epa.gov.

Burden

The public reporting and recordkeeping burden for this collection of information is estimated to average 60 hours per response. Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, included through the use of automated collection techniques to the Director, Regulatory Support Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. Do not send the completed form to this address.

Warning

Falsification or misrepresentation of information or failure to file or report information required to be reported may be the basis for denial of financial assistance by EPA. Knowing and willful falsification of information required to be submitted and false statements to a Federal Agency may also subject you to criminal prosecution. See, for example, 18 U.S.C. §1001.

Additional information about the WIFIA program and the letter of interest form is available at <https://epa.gov/wifia> and by contacting wifia@epa.gov.



LETTER OF INTEREST

Provide the following information in this form or as narrative answers. Narrative answers can reference source documents (include the name of the document and relevant pages or sections). Provide any referenced documents as attachments.

Section A: Key Loan Information

1. Legal name of prospective borrower:

2. Other names under which the prospective borrower does business:

3. Project name (*assign a short name to the project for purposes of identification*):

4. Provide a brief description of the project(s) seeking financing. Limit the description to the elements included in the estimated total projects costs in Question A-7. (Word Limit: 300).



-
5. Describe the project's or projects' purpose(s) (including quantitative or qualitative details on public benefits the project will achieve). If the loan contains more than one project, the projects must serve a common purpose. Describe the common purpose that the projects share (i.e. addressing sanitary sewer overflows or improving drinking water quality). (Word limit: 300).

6. Requested amount of the WIFIA loan (in dollars). This amount may be no more than 49% of the estimated eligible project costs provided in question A-7 (except for systems that serve a population of 25,000 or less and may request up to 80% of the estimated eligible costs):

7. Estimated total eligible project costs (in dollars):

8. Identify the date the prospective borrower will submit an application. (Assume invitations to apply will be issued approximately 8 weeks from letter interest submission).



9. Identify the date the prospective borrower wants to close its WIFIA loan.

10. Identify the type of entity that the prospective borrower is (pick one):

- A. Corporation
- B. Partnership
- C. Joint Venture
- D. Trust
- E. Federal, State, or Local Government Entity, Agency, or Instrumentality
- F. Tribal Government or Consortium of Tribal Governments
- G. State infrastructure Finance Authority

11. If option E, F, or G was selected in question A-10, does the prospective borrower have legal authority to carry out the proposed project activities described in this Letter of Interest?

Yes No Not Applicable

If yes, cite the legal authority.

12. If "C. Joint Venture" was selected in question A-10, describe the organizational structure of the project(s) and attach an organizational chart illustrating this structure. Explain the relationship between the prospective borrower, the project, and other relevant parties. Include individual members or titles of the project team(s) and their past experiences with projects of similar size and scope. If multiple parties are involved in the project's construction, maintenance, and operation, describe the project's risk allocation framework.



13. Complete the following table to provide information about the jurisdiction and population served by the system.

Jurisdiction served (municipality, county, etc)	Total population of the jurisdiction	% of jurisdiction population served by project

If you serve more jurisdictions than fit on the table, please attach a similar table with the complete list. Provide the filename in the textbox.

File Name: _____

Total Population Served by Project: _____

14. Borrower department and division name:

15. Business street address:

Street Address: _____

City/State/Zip: _____



16. Mailing street address (if different from above):

Street Address: _____

City/State/Zip: _____

17. Employer/taxpayer identification number (EIN/TIN):

18. Unique Entity ID from SAM.gov:

19. National Pollutant Discharge Elimination System (NPDES) and/ or Public Water System (PWS) number (if applicable):

20. If the prospective borrower is not a public entity, is the project(s) publicly sponsored? Please explain.



Section B: Engineering & Credit

1. Provide applicable technical and environmental reports for each aspect of the project(s). These may include:

- Preliminary design/engineering report
- Planning documents
- Federal or State environmental information report or assessment
- Resource-specific technical reports (such as biological or cultural resources)

Provide the filename(s) for each report type in the textbox.

If no such reports are available, provide a detailed description of all major project components and anticipated environmental documentation. Indicate whether the project involves the construction of new facilities or the renovation or replacement of existing ones.

Document 1: _____	File Name 1: _____
Document 2: _____	File Name 2: _____
Document 3: _____	File Name 3: _____
Document 4: _____	File Name 4: _____
Document 5: _____	File Name 5: _____



2. Present the overall project schedule start and end dates for key milestones and costs in the provided tables. For WIFIA loans with one project, fill out Row 1. For WIFIA loans with multiple projects, fill out and create as many rows as needed. For project(s) that may only be seeking planning and design costs, please only complete the planning and design columns. If your projects do not fit on the table, please include a separate table as an attachment.

Project Name	Planning Dates	Design Dates	Construction Dates

Provide the filename(s) in the textbox.

File Name: _____



-
3. Describe the proposed security (e.g., water utility revenue or general obligation) and priority of payment (senior or subordinate to existing debt) for the WIFIA loan. Provide an existing credit rating that is less than a year old or is actively maintained. The rating should be on the same security and priority as the proposed WIFIA loan.

Credit rating is:

Attached

Not Available

4. If credit rating "Not Available" in Question B-4, describe how the WIFIA loan will achieve an investment-grade rating and provide a financial pro forma and three years of audited financial statements. Indicate the filenames in the textbox below.

The financial pro forma should include key long-term (at least 10 years, but no greater than the proposed life of the WIFIA loan) revenues, expenses, and debt repayment assumptions for the revenue pledged to repay the WIFIA loan.

The financial pro forma should be provided in an editable Microsoft Excel format, not in PDF or "values" format and include, at a minimum, the following:

- a. Sources of revenue
- b. Operations and maintenance expenses
- c. Dedicated source(s) of repayment
- d. Capital expenditures
- e. Debt service payments
- f. Projected debt service coverage ratios for total existing debt and the WIFIA debt
- g. The project's or system's debt balances broken down by funding sources
- h. Equity distributions, if applicable



If available, include sensitivity projections for pessimistic, base and optimistic cases. A sample financial pro forma is available at <https://www.epa.gov/wifia/wifia-application-materials>. Provide the financial pro forma filename in the textbox.

File Name: _____



5. Provide a sources and uses of funds table for the construction period(s), including the proposed WIFIA loan. For prospective borrowers other than Public Entities, add rows as needed to identify the amount and source(s) of project equity, letters of credit, and other sources of debt as applicable. Information about eligible costs is available in the [WIFIA program handbook](#).

Sources Category	Estimated Dollar Value
1. WIFIA Loan (cannot exceed 49% of eligible costs)	
2. Revenue Bonds	
3. SRF Loan	
4. Borrower Cash	
5. Previously Incurred Eligible Costs*	
6. Other (please specify)	
7. Other (please specify)	
TOTAL SOURCES	
Uses Category	Estimated Cost
1. Construction	
2. Design	
3. Planning	
4. Land Acquisition	
5. Other Capital Costs	
6. Contingency	
7. Total Capital Costs	
8. Financing Costs	
9. Other (please specify)	
10. Other (please specify)	
TOTAL USES	

*Previously Incurred Eligible Costs are project related costs incurred prior to the WIFIA loan's execution. Please see the WIFIA Program Handbook for additional information on Eligible Costs.



3. Will the project support international commerce?

Yes

No

If yes, explain how.

4. Explain how the project will protect human health and/or the environment, including drinking water protection, source water protection, water quality, and water quantity.



5. Does the project protect the system, project specific asset, or community from extreme weather events such temperature, storms, floods, or sea level rise? Discuss the extent to which planning addressed changes in future frequency of such events.

Yes

No

If yes, explain how.

6. Does the project reduce greenhouse gas emissions?

Yes

No

If yes, explain how.



7. Does the project serve a population in a region impacted by significant energy exploration, development, or production areas?

Yes

No

If yes, explain how.

8. Does the project protect water resources with exceptional recreational value or ecological importance?

Yes

No

If yes, identify the water resources, why it has exceptional recreational value or ecological importance, and describe how the project protects it.



9. Is the project identified as a municipal, regional, state, or multistate priority?

Yes

No

If yes, attach the relevant document and write in the textbox the filename and relevant section(s) or page(s).

10. Is the project designed to address an existing compliance issue or maintain compliance?

Yes

No

If yes, identify the compliance issues(s). Explain how and to what extent the project addresses it.



11. Does the project reduce exposure to lead or emerging contaminants within a drinking water or wastewater system?

Yes

No

If yes, explain how.

12. Does this project or projects include costs for implementing cybersecurity measures?

Yes

No

If yes, please describe these measures and associated costs.



13. Will the project implement new or innovative technology(ies), such as using renewable or alternate sources of energy, water recycling, or desalination?

Yes

No

If yes, explain how.

14. Will the project use new or innovative approaches to plan, design, manage, and/or implement the project?

Yes

No

If yes, explain how.



15. WIFIA funding would

Delay the project development schedule

Have no impact on the project development schedule

Accelerate the project development schedule

Allow you to implement other high priority projects sooner than anticipated

Be the only funding option that would all the project to be implemented

16. Will WIFIA financing reduce the contribution of Federal assistance to the project?

Yes

No



Section D: Contact Information

1. Primary point of contact

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____

2. Secondary point of contact

Name: _____
Title: _____
Organization: _____
Street Address: _____
City/State/Zip: _____
Phone: _____
E-mail: _____



Section E: Certifications

Please sign at the end of Section E before submitting.

1. *National Environmental Policy Act:* The prospective borrower acknowledges that any project receiving credit assistance under this program must comply with all provisions of the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.) and that EPA will not approve a loan for a project until a final agency determination, such as a Categorical Exclusion (CATEX), Finding of No Significant Impact (FONSI), or a Record of Decision (ROD), has been issued.
2. *American Iron and Steel:* The prospective borrower acknowledges that any project receiving credit assistance under this program for the construction, alteration, maintenance, or repair of a project may only use iron and steel products produced in the United States and must comply with all applicable guidance.
3. *Buy America Preference:* The prospective borrower acknowledges that any project receiving credit assistance under this program for the construction, alteration, maintenance, or repair of a project may only use domestic iron/steel, manufactured products and construction materials produced or manufactured in the United States and must comply with all applicable guidance.
4. *Prevailing Wages:* The prospective borrower acknowledges that all laborers and mechanics employed by contractors or subcontractors on projects receiving credit assistance under this program shall be paid wages at rates not less than those prevailing for the same type of work on similar construction in the immediate locality, as determined by the Secretary of Labor, in accordance with sections 3141-3144, 3146, and 3147 of Title 40 (Davis-Bacon wage rules).
5. *Lobbying:* Section 1352 of Title 31, United States Code provides that none of the funds appropriated by any Act of Congress may be expended by a recipient of a contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, or an employee of a Member of Congress in connection with the award or making of a Federal contract, grant, loan, or cooperative agreement or the modification thereof. The EPA interprets this provision to include the use of appropriated funds to influence or attempt to influence the selection for assistance under the WIFIA program.

WIFIA prospective borrowers must file a declaration: (a) with the submission of an application for WIFIA credit assistance; (b) upon receipt of WIFIA credit assistance (unless the information contained in the declaration accompanying the WIFIA application has not materially changed); and (c) at the end of each calendar quarter in which there occurs any event that materially affects the accuracy of the information contained in any declaration previously filed in connection with the WIFIA credit assistance.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.



2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. *Debarment:* The undersigned further certifies that it is not currently: 1) debarred or suspended ineligible from participating in any Federal program; 2) formally proposed for debarment, with a final determination still pending; or 3) indicted, convicted, or had a civil judgment rendered against it for any of the offenses listed in the Regulations Governing Debarment and Suspension (Governmentwide Nonprocurement Debarment and Suspension Regulations: 2 C.F.R. Part 180 and Part 1532).

7. *Default/Delinquency:* The undersigned further certifies that neither it nor any of its subsidiaries or affiliates are currently in default or delinquent on any debt or loans provided or guaranteed by the Federal Government.

8. *Other Federal Requirements:* The prospective borrower acknowledges that it must comply with all other federal statutes and regulations, as applicable. A non-exhaustive list of federal cross-cutting statutes and regulations can be found at <https://www.epa.gov/wifia/wifia-federal-compliance-requirements>.

9. *Signature:* By submitting this letter of interest, the undersigned certifies that the facts stated and the certifications and representations made in this letter of interest are true, to the best of the prospective borrower's knowledge and belief after due inquiry, and that the prospective borrower has not omitted any material facts. The undersigned is an authorized representative of the prospective borrower.

Signature: _____

Date Signed: _____

Name: _____

Title: _____

Organization: _____

Street Address: _____

City/State/Zip: _____

Phone: _____

E-mail: _____



Section F: Notification of State Infrastructure Financing Authority

Please sign at the end of Section F before submitting.

By submitting this letter of interest, the undersigned acknowledges that EPA will (1) notify the appropriate State infrastructure financing authority in the State in which the project is located that the prospective borrower submitted this letter of interest; and (2) provide the submitted letter of interest and all source documents to that State infrastructure financing authority.

Prospective borrowers that **do not want their letter of interest and source documents shared with the State infrastructure financing authority** in the state in which the project is located may opt out by initialing here _____.

If a prospective borrower opts out of sharing a letter of interest, EPA will still notify the State infrastructure financing authority within 30 days of receiving a letter of interest.

Signature: _____

Name: _____

Date Signed: _____



KEY DEFINITIONS

- (a) *Administrator* means the Administrator of EPA.
- (b) *Credit assistance* means a secured loan or loan guarantee under WIFIA.
- (c) *Eligible project costs* mean amounts, substantially all of which are paid by, or for the account of, an obligor in connection with a project, including the cost of:
- (1) Development-phase activities, including planning, feasibility analysis (including any related analysis necessary to carry out an eligible project), revenue forecasting, environmental review, permitting, preliminary engineering and design work, and other preconstruction activities;
 - (2) Construction, reconstruction, rehabilitation, and replacement activities;
 - (3) The acquisition of real property or an interest in real property (including water rights, land relating to the project, and improvements to land), environmental mitigation (including acquisitions pursuant to section 33 U.S.C. §3905(7)), construction contingencies, and acquisition of equipment; and
 - (4) Capitalized interest necessary to meet market requirements, reasonably required reserve funds, capital issuance expenses, and other carrying costs during construction.
- (d) *Iron and steel products* means the following products made primarily of iron or steel: lined or unlined pipes and fittings, manhole covers and other municipal castings, hydrants, tanks, flanges, pipe clamps and restraints, valves, structural steel, reinforced precast concrete, and construction materials.
- (e) *Buy America Preference* means the iron/steel, manufactured products and construction materials used in a project are produced or manufactured in the United States, including:
- (1) all iron and steel used in a project across all manufacturing processes, from initial melting stage through the application of coatings, occurred in the United States.
 - (2) all manufactured product used in the project are produced in the United States; and the cost of the components of the manufactured product that are mined, produced, or manufactured in the United States is greater than 55 percent of the total components of the manufactured product unless another standard has been established.
 - (3) all manufacturing processes for the construction materials used in a project occurred in the United States. Such as the following construction materials: “non-ferrous metals, plastic and polymer-based products (including polyvinylchloride, composite building materials, and polymers used in fiber optic cables), concrete and other aggregates, glass (including optic glass), lumber, and drywall”
- (f) *Project* means:
- (1) Any project for flood damage reduction, hurricane and storm damage reduction, environmental restoration, coastal or inland harbor navigation improvement, or inland and



intracoastal waterways navigation improvement that the Secretary determines is technically sound, economically justified, and environmentally acceptable, including—

- (A) a project to reduce flood damage;
 - (B) a project to restore aquatic ecosystems;
 - (C) a project to improve the inland and intracoastal waterways navigation system of the United States; and
 - (D) a project to improve navigation of a coastal or inland harbor of the United States, including channel deepening and construction of associated general navigation features.
- (2) 1 or more activities that are eligible for assistance [under section 1383\(c\) of this title](#), notwithstanding the public ownership requirement under paragraph (1) of that subsection.
- (3) 1 or more activities described in section [300j-12\(a\)\(2\) of title 42](#).
- (4) A project for enhanced energy efficiency in the operation of a public water system or a publicly owned treatment works.
- (5) A project for repair, rehabilitation, or replacement of a treatment works, community water system, or aging water distribution or waste collection facility (including a facility that serves a population or community of an Indian reservation).
- (6) A brackish or sea water desalination project, including chloride control, a managed aquifer recharge project, a water recycling project, or a project to provide alternative water supplies to reduce aquifer depletion.
- (7) A project to prevent, reduce, or mitigate the effects of drought, including projects that enhance the resilience of drought-stricken watersheds.
- (8) Acquisition of real property or an interest in real property—
- (A) if the acquisition is integral to a project described in paragraphs (1) through (6); or
 - (B) pursuant to an existing plan that, in the judgment of the Administrator or the Secretary, as applicable, would mitigate the environmental impacts of water resources infrastructure projects otherwise eligible for assistance under this section.
- (9) A combination of projects, each of which is eligible under paragraph (2) or (3), for which a State infrastructure financing authority submits to the Administrator a single application.
- (10) A combination of projects secured by a common security pledge, each of which is eligible under paragraph (1), (2), (3), (4), (5), (6), (7), or (8), for which an eligible entity, or a combination of eligible entities, submits a single application.

(g) *Public entity* means:

- (1) a Federal, State, or local Governmental entity, agency, or instrumentality; or
- (2) a Tribal Government or consortium of Tribal Governments.

(h) *Publicly sponsored* means the obligor can demonstrate, to the satisfaction of the Administrator that it has consulted with the affected State, local or Tribal Government in which the project is located, or is otherwise affected by the project, and that such government supports the proposed project. Support can be shown by a certified letter signed by the approving municipal department or similar agency, mayor or other similar designated authority, local ordinance, or any other means by which local government approval can be evidenced.



- (i) *State infrastructure financing authority* means the State entity established or designated by the Governor of a State to receive a capitalization grant provided by, or otherwise carry out the requirements of, title VI of the Federal Water Pollution Control Act (33 U.S.C. 1381 et. seq.) or section 1452 of the Safe Drinking Water Act (42 U.S.C. 300j-12).
- (j) *Treatment works* has the meaning given the term in section 212 of the Federal Water Pollution Control Act (33 U.S.C. 1292).
- (k) *WIFIA* means the Water Infrastructure Finance and Innovation Act of 2014, Pub. L. 113-121, 128 Stat, 1332, codified at 33 U.S.C. §§ 3901-3914.



Attachment A: Selection Criteria & Scoring

Project Readiness Criteria	LOI Responses Evaluated
Readiness to proceed	Section A: Q8, Q9 Section B: Q2
Preliminary engineering feasibility analysis	Section A: Q4 Section B: Q1
Borrower Creditworthiness Criteria	LOI Responses Evaluated
Enables project to proceed earlier	Section C: Q15
Financing plan	Section B: Q6
Reduction of Federal assistance	Section C: Q16
Required budget authority	Evaluated as part of the creditworthiness review
Preliminary creditworthiness assessment	Section B: Q3, Q4, Q5 and review of credit documents and credit information provided
Project Impact Criteria	LOI Responses Evaluated
National or regional significance (5 points)	Section C: Q1, Q2, Q3, Q4, Q5
Protection against extreme weather events (25 points)	Section C: Q5, Q6
Serves energy exploration or production areas (5 points)	Section C: Q7
Serves regions with water resource challenges (5 points)	Section C: Q5, Q6, Q8, Q9
Addresses identified priorities (5 points)	Section C: Q9, Q10
Repair, rehabilitation, or replacement (5 points)	Section A: Q4 Section B: Q1
Economically stressed communities (25 points)	Section A: Q13 Evaluated based on national census data related to jurisdiction.
Reduces exposure to lead & emergent contaminants (25 points)	Section C: Q11
New or innovative approaches (25 points)	Section C: Q13, Q14



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

WASHINGTON, D.C. 20460

12/21/2022

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

Subject: Valley Sanitary District Selection Notification

Dear Dr. Marshall,

Thank you for submitting your Water Infrastructure Finance and Innovation Act (WIFIA) letter of interest for the FY 2022 Selection Round. We have reviewed these materials and are very pleased to inform you that the Valley Sanitary District Water Reclamation Facility Expansion Project has been selected to submit an application.

You are being invited to apply for a loan for up to \$44,062,000 or not to exceed 49 percent of total eligible project costs. We have administratively reserved funding for your project and will hold this funding as long as we receive your application by December 31, 2023. You may request an increase in your loan amount during the application process. Loan increase requests will be reviewed on a case-by-case basis and are subject to the availability of funding.

We will soon be reaching out to you to schedule an initial pre-application meeting to discuss the WIFIA process in greater detail. Amelia Letnes will be your point of contact and is available by e-mail at letnes.amelia@epa.gov or by phone at (202) 564-5627 to answer any immediate questions you may have.

Once we receive your complete application, the WIFIA team will commence underwriting your transaction. Receipt of a WIFIA loan remains subject to negotiation of an agreement on terms and conditions satisfactory to the Agency as well as the project's compliance with Federal requirements, including the National Environmental Protection Act (NEPA) and domestic preference laws.

EPA will be announcing selections on a rolling basis through the year. If you have questions regarding communicating your selection or would like to coordinate your announcement with EPA, please contact Dan Consigli at Consigli.daniel@epa.gov.

We look forward to working with you on this project.

Sincerely,

A handwritten signature in black ink, appearing to read "Joranne Jernberg".

Joranne Jernberg
Director, WIFIA Program



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Authorize Specific Directors to Attend the CASA 2023 Washing DC Policy Forum and the Reimbursement of Related Expenses

Suggested Action

Approve

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

The estimated cost for attending this event is \$4,500 per director, which includes travel and related expenses and three days of service.

Environmental Review

This item does not qualify as a project for the purposes of CEQA.

Background

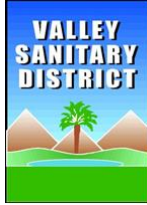
Each year the California Association of Sanitation Agencies holds a policy forum in Washington D.C. to discuss and advocate for wastewater related issues. In the past, three or four directors have attended this event. District policy requires prior approval by the Board for Directors to attend events outside of the local area (Coachella Valley).

At its November 8, 2022, meeting, the Board authorized directors Canero, Duran, and Sear to attend. At that time, director Barnum had not been sworn into office and it was not known if she would prefer to attend. Subsequent to her taking office, she indicated that she would like to attend the Forum.

Recommendation

Staff recommends that the Board of Directors discuss and authorize specific directors to attend the CASA 2023 Washington DC Policy Forum and the reimbursement of related expenses.

Attachments



TRAVEL APPROVAL & REIMBURSEMENT POLICY

Adopted: 07/23/19

I. PURPOSE

To establish guidelines for reimbursing travel expenses associated with the performance of District business. Reimbursement for expenses is predicated on the understanding that each attendee is returning with knowledge that will be of benefit to the District and/or to individual job performance.

II. POLICY

It is the policy of the Valley Sanitary District (District) to authorize its employees and Directors to attend seminars, conferences, workshops, and other professional meetings to encourage professional development and the improved performance of their duties. Employees and Directors may also be required to travel to conduct official District business.

All employees and Directors who attend meetings, conferences or other functions are expected to be present at all of the scheduled working sessions unless otherwise authorized. Directors and employees shall not attend professional events if it is apparent that there is no significant benefit to District.

Directors and employees are expected to exercise good judgement and a proper regard for economy when incurring expenses. Employees and Directors are responsible for making their own travel arrangements.

Directors or employees may be accompanied by a companion who is not a Director or District employee if their presence does not detract from the attendee's performance of District duties. The District will not reimburse any expenses attributable to any companion.

A Director or employee shall not attend an event for which there is an expense to District if it occurs after the Director or employee has announced their pending resignation or if it occurs after an election in which it has been determined that the Director will not retain their seat on the Board.

In situations where extraordinary travel expenses are expected to be incurred, or where this Policy does not adequately cover the situation or would cause an undue hardship, exception may be made with prior approval of the General Manager for such extraordinary travel expenses for District employees or by the Board President for the General Manager and Directors.

III. AUTHORIZATION FOR TRAVEL AND EXPENSES

Directors are authorized to travel anywhere in the local area (defined as Coachella Valley) for the purpose of conducting District business as assigned by the Board President. Directors are authorized to travel to local functions sponsored by local associations in which District maintains a membership without prior approval. Other travel on District business by Directors shall be undertaken only with the prior approval of the Board of Directors.

The General Manager is authorized to travel anywhere in the local area (defined as Coachella Valley) for the purpose of conducting District business. The General Manager is authorized to participate in conferences, seminars, and events sponsored by professional associations in which District maintains a membership without prior approval. Participation by the General Manager in conferences and seminars conducted by professional associations in which District does not maintain a membership must be approved in advance by the Board of Directors.

A District employee may travel on District business anywhere within Coachella Valley if authorized by their supervisor. With approval of the supervisor, employees are authorized to travel to local functions sponsored by local associations in which the District maintains a membership. Other travel on District business by employees shall be undertaken only with the prior approval of the General Manager or their designee. Employees must complete a Training & Travel Request Form for travel outside of Coachella Valley.

A. Event Registration

The cost of registration, including special events described in the agenda that contribute to educational or professional development, is eligible for reimbursement. Whenever possible, registration expenses are to be pre-paid by District in the form of District check or credit card.

B. Compensation

Directors shall be compensated at the relevant rate for each day of attendance at an approved conference, seminar or workshop, up to the allowable limit.

Employees shall be paid for time actually attending professional conferences, seminars, workshops or meetings. Attendance work time includes the time it takes to travel to and from the event. Attendance at voluntary social events or events that are not of a benefit to District (mixers, golf tournaments, tours, etc.) will not be compensated as time worked.

C. Meals for Non-Overnight Travel

For non-overnight business travel, reimbursement will be made for meals, including beverages and tips. If a meal is provided as part of non-overnight business travel, reimbursement will not be provided for an attendee choosing to skip that meal.

Reimbursements for meals not provided as part of a non-overnight business travel will be made up to the limits listed below. Receipts are required and no amounts in excess of the limits below will be reimbursed.

Breakfast	\$16.00
Lunch	\$17.00
Dinner	\$28.00

If a meal is provided as part of non-overnight business travel but the cost of the meal is not included in the event price, the amount reimbursed will be the actual cost of the meal and not subject to the limits above. The meal reimbursement amounts shall be adjusted to conform with the applicable IRS rates, as amended from time to time. Snacks or refreshments outside of regular meal times are not eligible for reimbursement.

Alcoholic beverages may be served at business meetings. The consumption of alcohol is guided by applicable District policies. District will not reimbursement employees or Directors for the purchase of alcoholic beverages.

D. Per Diem

Meals and incidental expenses incurred for overnight business travel away from home are governed by the applicable per diem rate, which will be based on the Internal Revenue Service using the Specific Locality Method for Meals and Incidental Expenses (laundry, fees and tips for baggage handlers, etc.) only. Incidental expenses do not include fees imposed by a commercial travel carrier, taxi fares, or parking.

Per diem rates for meals and incidental expenses are calculated by determining the total number of eligible days, which is the total number of overnight stays plus one additional day to allow for travel. The eligible days are multiplied by the identified per diem rate. The per diem rate is identified on the specific locality table located at <http://www.gsa.gov/portal/content/104877>.

Receipts are not required for meals and incidental expenses when using the per diem method. Per diem expenses are **not** allowed to be charged to District issued credit cards.

E. Lodging

Whenever possible, lodging should be arranged at the facility where the event is being held at the event rate. If lodging at the event facility is not available, or if a different facility is needed, reimbursement will be limited to the event facility rate, or the available government rate, whichever is greater, for a double-person occupancy basic room. Exceptions to this limit must be approved, in advance, by the Board.

Valley Sanitary District
Travel Approval & Reimbursement Policy
Page 4

Lodging shall not be authorized unless one of the following criteria is met:

- The destination is at least 100 miles, one way, from District's office.
- There is a very early (before 9:00 a.m.) or late (after 5:00 p.m.) official meeting (excludes social events) that could justify the attendee staying overnight at the destination.
- The total event time per day, including commute or travel time, would result in a workday of more than 10 hours per day. For the purpose of determining total event time per day, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- The event lasts for more than one day and the commute expense, including overtime pay, is more expensive than the cost of the lodging, parking and per diem.

Payment for lodging shall be limited to the minimum number of nights required for attendance at the event. An additional night at the conclusion of the event may be authorized if one of the following criteria is met:

- ✓ The total event time per day, including commute or travel time, would result in a workday of more than 10 hours per day and the commute or travel time required to return home would result in an arrival time at home after 9:00 p.m. For the purpose of determining total event time, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- ✓ There are no flights available within a reasonable time after the conclusion of the official event.
- ✓ The event lasts for more than one day and the overtime pay for the commute or travel time is more expensive than the cost of the extra night of lodging, parking and per diem.

Whenever reasonably possible, the justification for the request for an additional night of lodging must be submitted to, and approved by, the General Manager (or their designee) in the case of employees or the Board President, in the case of the General Manager and Directors, in advance of the event. An additional night of lodging due to the cancellation of the return flight by the carrier or other unforeseen emergency does not require advance approval.

Charges imposed by the hotel for the use of internet service may be paid by District if the General Manager has authorized the employee to access their District email account or files during their travel or, in the case of a Director, the

Board President has authorized the expense. If the employee or Director has not been approved for this expense, they must pay for any internet access charges.

Charges imposed by the hotel for local and long-distance phone calls will be reimbursed when such calls are made in conducting official District business or essential personal calls such as a “safe arrival call.”

F. Commercial Travel

Air travel reimbursement shall be limited to economy or coach fares. Travel shall be by the most direct, cost-effective route. If an indirect route is used, any additional costs shall be at the Director’s or employee’s personal expense. Additional charges for “Friends Fly Free” or other companion fares must be paid by the attendee. Travel arrangements should be made with sufficient lead time to take advantage of the lowest possible rates.

When taking into consideration all travel-related expenses, if it is more cost effective to fly to or from the destination on an earlier or later date, this may be allowed. If an attendee chooses to arrive earlier or stay later for personal convenience, the additional lodging and other related expenses will not be reimbursed by District.

The use of taxis or car services is permissible when shuttles are not available or it is a cost-effective alternative to renting a car.

G. Rental Car

Rental car expenses will be reimbursed if the expense is less than other surface methods of transportation (shuttles, cabs, etc.). Rental car expenses may be reimbursed when an indirect air travel arrangement in combination with a rental car is more cost effective than a direct air travel arrangement. District will not pay for or reimburse pre-paid fuel charges, upgrades or other additional costs not necessary to the rental of the vehicle. District will pay for the cost of, and the attendee should accept, the standard liability insurance coverage on the rental vehicle.

In the event that a rental car is necessary, the cost shall ordinarily be limited to the commercial car rental contract rates established by the State of California Department of General Services (DGS) Statewide Travel Program, which may be found at: <http://www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx>.

Absent unusual circumstances, the vehicle size shall be no larger than mid-size (intermediate). For purposes of this policy, “unusual circumstances” may include, but are not limited to, multiple employees or Directors sharing the same vehicle, unavailability of a mid-size (intermediate) vehicle, need for a larger vehicle to accommodate an individual with a disability, the availability of a larger vehicle or upgrade that does not increase the cost of the vehicle rental

and other circumstances that warrant renting a larger size vehicle. If a larger size vehicle is needed, its rental must be approved in advance by the General Manager for District employees or, for Directors, by the Board President. Attendees are required to share the use of a rented car. Attendees are required to use a District credit card when renting automobiles if they have been issued a District credit card.

H. Use of Personal Vehicle

Reimbursement for the use of private cars shall be at the rate established by the Internal Revenue Service (IRS). Mileage reimbursement shall not exceed the lowest available fare for air travel. Parking charges necessary for the business purpose of the trip will be reimbursed.

The distance traveled from an employee's primary residence to their primary work site will not be reimbursed, as this is considered a personal expense. An employee driving a personal vehicle from their primary residence to an event site shall be reimbursed only for mileage that **exceeds** the round-trip distance from their primary residence to their primary work site. If an employee utilizes rideshare, the employee shall be reimbursed only for mileage that exceeds the round-trip distance he/she would have travelled the day of the event attended.

An employee driving to and from the airport when traveling on business will be reimbursed only for mileage that **exceeds** the round-trip distance from their primary residence to their primary work site. If an employee is driving a personal vehicle from their primary residence to an event site on their normal day off, the employee shall be reimbursed for the total distance driven.

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Primary insurance for use of a personal vehicle for business purposes shall be through the employee's personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Travel in District vehicles may be approved when circumstances warrant it. When traveling in a District vehicle, receipts shall be secured for the purchase of gas, oil and other supplies necessary. These amounts shall be shown on the expense reimbursement form with a notation that a District vehicle was used, indicating the unit number of the vehicle. If emergency repairs are necessary, they shall be paid for by the person to whom the car is assigned. All receipts for such payment must be furnished in order to obtain reimbursement.

I. Reimbursements

Directors and employees are required to complete a Travel & Training Expense Reimbursement Form when incurring expenses. Requests for reimbursement

Valley Sanitary District
Travel Approval & Reimbursement Policy
Page 7

should be made as soon as possible following the seminar or conference or by the end of the month in which the expenses were incurred. Claims must be clear, listing the following (certain data may be listed on the attached receipt).

- The amount of the expense
- The time and place of travel or expense
- The business purpose of the expense
- In the case of business-related expenses incurred on behalf of others, the name and business relationship of the individuals.

Receipts, paid bills, etc. must be attached to each expense claim form regardless of amount for the following expenses:

- Registration
- Travel (including air fare, taxi, shuttle, etc.)
- Lodging (hotel bills, etc.);
- Mileage
- Parking
- Meals related to non-overnight travel

Prior to processing requests for reimbursement, the Board of Directors shall approve all Travel & Training Expense Reimbursement Forms for Directors as well as all reimbursement requests for the General Manager when the expenses exceed \$250. The General Manager, or their designee, shall approve all Travel & Training Expense Reimbursement Forms for employees.

Personal or unauthorized expenses are not allowed to be charged on District credit cards. When more than one employee or Director attends the same function, one person may pay the bill for the group, provided a receipt and list of names are included. Any personal or unauthorized expenses charged on the District credit card shall be paid by the employee or Director incurring the charge.

In circumstances where the use of personal credit cards and/or cash is deemed impractical, and where the total expense is expected to exceed fifty dollars (\$50.00), District may provide an advance of funds. Such advance will not exceed one hundred percent (100%) of the anticipated out-of-pocket expense, less those items that are required to be pre-paid. All such payment requests must allow sufficient time for normal processing and approval prior to payment.

If a District credit card was used to pay for the travel and related expenses, requests for reimbursement will not be processed until District is able to reconcile the District credit card statement with the reimbursement form.

No additional reimbursements will be made for personal expenses such as newspapers, laundry and dry cleaning, magazines, haircuts, shoeshines,

excess personal telephone calls and other personal expenses. These are included in the per diem incidental expenses allowance

This policy is intended to comply with all Internal Revenue Service requirements for an accountable plan so that reimbursements are not treated as part of wages for tax purposes.

It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to the following.

- The loss of reimbursement privileges.
- Restitution to District.
- Civil penalties for misuse of public resources pursuant to Government Code Section 8314.
- Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.
- For employees, disciplinary action, up to and including termination.

IV. DEFINITIONS

As used in this policy, the following words and phrases shall have the following definitions.

Incidental Expenses: minor expenses that are incurred while travelling. These often include the purchase of personal items (toiletries, reading material, snacks, etc.), laundry and dry cleaning, haircuts, shoeshines, excess personal telephone calls and other personal expenses.

Per diem: a daily allowance or payment made for expenses incurred each day of travel.

Travel: attendance at meetings, conferences, events or other functions on District business at other than the District's offices or facilities.



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Receive and File the Annual Connection Capacity Fee Report

Suggested Action

Review

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

There is no fiscal impact from this report.

Environmental Review

Not applicable, this is not a project as defined by the California Environmental Quality Act (CEQA).

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 2021/22 fiscal year and estimated values for the 2022/23 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

[4.6 Attachment A Connection Capacity Impact Fees.pdf](#)
[DVBA Letter.pdf](#)

CPA adjusted beginning balance July 1, 2021 **\$ 7,040,133**

Fund 13 - Income

Connection capacity fees collected July 1, 2021 to June 30, 2022	4,242,643
Reversal of Accrual for the Office and Training Building Final Design and Construction	-98,872
Interest earned on connection capacity fees	95,061

Income for 2021/22 **4,238,832**

Fund 13 - Expenditures

Notes	Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	% of Project Completed in 2021/22	2021/22 Expenditures
	¹ Office and Training Building Final Design & Construction	10,534,615	100%	10,534,615	1.51%	158,906
Less projected expenditures for 2021/22						(158,906)
Ending balance June 30, 2022						\$ 11,120,059

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.

Fund 13 - Projected Income & Expenditures for July 1, 2022-June 30, 2023

Beginning balance July 1, 2022 **\$ 11,120,059**

Fund 13 - Projected income

Connection capacity fees July 1, 2022 to June 30, 2023	996,915
Interest earned on connection capacity fees	4,611

Projected income for 2022/2023 **1,001,526**

Fund 13 - Projected expenditures for 2022/23

Notes	Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	Anticipated % of Project Completed in 2022/2023	Anticipated 2022/23 Expenditures
	¹ Laboratory Information Management System (LIMS)	70,000	100%	70,000	100%	70,000
	² New Office Building for Belt Filter Press	20,000	100%	20,000	100%	20,000
	³ Trimax PLC Upgrades SCADA	120,000	100%	120,000	100%	120,000
	⁴ Water Reclamation Facility Master Plan	600,000	50%	300,000	100%	300,000
Less projected expenditures for 2022/22						(510,000)
Projected ending balance June 30, 2023						\$ 11,611,585

¹ Cost allocation of 100% is based on Environmental Laboratory Accreditation Program (ELAP) regulations adopting the TNI 2016 Standard. The updated regulations require new documentation and management of inventory, equipment maintenance, consumables, samples, and scientific data and results.

² Cost allocation of 100% is based on a new office building that will provide a better work environment for the belt filter press operator as well as protect office equipment.

³ Cost allocation of 100% for Upgrade and improve the SCADA system for the Treatment Plant. The SCADA system needs upgrades and improvements to better allow employees to operate the treatment plant remotely.

⁴ Cost allocation of 50% for a facilities master plan establishes a framework for orderly growth and development of capital improvements on campus.



Annual Connection Capacity Fee Report

January 5, 2023

Gretchen Gutierrez, Chief Executive Officer

Desert Valley Builders Association

34360 Gateway Drive

Palm desert, CA 92211

Dear Ms. Gutierrez,

In accordance with Government code 66013 the enclosed report will be on the Board Agenda for the Board Meeting to be held on January 10, 2023. If possible, we would appreciate your review and comments prior to the meeting.

Please let us know if you require any additional information.

Encl: Annual Connection Capacity Fee Report

Yours Truly,

Jeanette Juarez

Chief Administrative Officer

☎ 760-238-5400 | 📞 760-625-7378

✉ jj Suarez@valley-sanitary.org

Valley Sanitary District

45500 Van Buren Street, Indio, CA 92201

www.valley-sanitary.org



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Review the Budget Timeline for the Fiscal Year 2023/24

Suggested Action

Review

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

None.

Environmental Review

Not applicable, this is not a project as defined by the California Environmental Quality Act (CEQA).

Background

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2023/24 budget, staff has prepared a budget timeline, Attachment A, for the Budget and Finance Committee to review. The timeline includes deliverable due dates and meeting dates. The timeline will serve as a guide during the upcoming weeks to continue budget discussions and allow for any modifications if needed.

Recommendation

Recommend that the Board of Directors receive this report for information.

Attachments

[Budget Timeline.pdf](#)

Fiscal Year 2023/24 Budget

Company Name: Valley Sanitary District

Project Lead: Jeanette Juarez

Task	Assigned To	Day	Date
Phase 1 January			
Task 1.1 Budget Worksheets Distributed To All Departments	Chief Administrative Officer	Tuesday	3-Jan-23
Task 1.2 Budget Kickoff Meetings With All Departments	Chief Administrative Officer	Tuesday	3-Jan-23
Task 1.3 Strategic Planning Session	Board of Directors	Friday	20-Jan-23
Task 1.4 Budget Worksheets Due To Chief Administrative Officer (CAO)	All Departments	Tuesday	24-Jan-23
Task 1.5 Review Of Budget Worksheets	Chief Administrative Officer	Wednesday	25-Jan-23
Phase 2 February			
Task 2.1 Department Overview Meetings With CAO	Chief Administrative Officer	Monday	6-Feb-23
Task 2.2 Operations Committee Reviews 10 Year Capital Improvement Plan	Operations Committee	Tuesday	7-Feb-23
Task 2.3 Departmental Summaries And Goals Due To CAO	All Departments	Tuesday	7-Feb-23
Task 2.4 Organizational Charts Due To CAO	All Departments	Tuesday	7-Feb-23
Task 2.5 Departmental Performance Metrics Due To CAO	All Departments	Tuesday	14-Feb-23
Task 2.6 Budget Worksheets Due To CAO	All Departments	Tuesday	21-Feb-23
Task 2.7 Capital Improvement Project Worksheets Due	All Departments	Tuesday	21-Feb-23
Phase 3 March			
Task 3.1 Review Capital Project Requests With CAO	Chief Administrative Officer	Monday	6-Mar-23
Task 3.2 Budget Meetings With The General Manager And Department Heads	Chief Administrative Officer	Thursday	16-Mar-23
Task 3.3 Develop Budget Presentation	Chief Administrative Officer	Tuesday	21-Mar-23
Task 3.4 Budget And Finance Committee Review And Recommendations	Budget and Finance Committee	Tuesday	28-Mar-23
Phase 4 April			
Task 4.1 Draft Budget Book	Administration Department	Thursday	13-Apr-23
Task 4.2 Board Study Session For The Fiscal Year 2023/24 Fees, Charges, 10 Year CIP, and Budget	Board of Directors	Tuesday	18-Apr-23
Task 4.3 Department Overview Meetings With CAO To Discuss Board Comments And Edit Requests	Chief Administrative Officer	Thursday	20-Apr-23
Task 4.4 Final Worksheets Submitted To CAO	All Departments	Thursday	27-Apr-23
Phase 5 May			
Task 5.1 Budget Meetings With The General Manager And Department Heads	Chief Administrative Officer	Thursday	4-May-23
Task 5.2 Draft Budget And Budget Presentation Posted To Board Agenda	Clerk of the Board	Thursday	18-May-23
Task 5.3 Board Adopts Fiscal Year 2023/24 Fees and Charges for District Services	Board of Directors	Tuesday	23-May-23
Task 5.4 Board Adopts 10 Year Capital Improvement Plan	Board of Directors	Tuesday	23-May-23
Task 5.5 Board Reviews Draft Budget And Makes Final Changes	Board of Directors	Tuesday	23-May-23
Task 5.6 Department Overview Meetings With CAO To Discuss Final Changes	Chief Administrative Officer	Wednesday	24-May-23
Phase 6 June			
Task 6.1 Final Edits Due To CAO	All Departments	Thursday	1-Jun-23
Task 6.2 Review Final Budget With General Manager And Department Heads	Chief Administrative Officer	Wednesday	7-Jun-23
Task 6.3 Final Budget Posted To Board Agenda	Clerk of the Board	Thursday	22-Jun-23
Task 6.4 Board Adopts the Fiscal Year 2023/24 Budget	Board of Directors	Tuesday	27-Jun-23
Task 6.5 Fiscal Year 2023/24 Final Budget Posted To District Website	Administration Department	Wednesday	28-Jun-23



Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Monthly General Managers Report - December 2022

Suggested Action

Review

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

There is no fiscal impact from this report.

Environmental Review

Not applicable, this is not a project as defined by the California Environmental Quality Act (CEQA).

Background

The following data represents the activities and metrics for the month of December 2022.

Administrative Services

- The Special Districts Financial Transactions Report for the fiscal year 2021/22 was submitted to the California State Controller. The report is due on or before January 31, 2023.
- Registered staff to various training (e.g., CSMFO, LCW).
- Held one (1) Regular Board Meeting.
- Held one (1) Special Board Meeting.
- Held one (1) Operations Committee Meeting.
- Oath of Office for two (2) Board Members.
- Filed all required paperwork with the appropriate agencies for Board member leaving office and Board member assuming office.
- Filed Form SF-405 with Secretary of State.
- Updated website to reflect the changes to the Board of Directors.

- Updated and posted Form 806 for Agency Report of Public Official Appointments.
- Submitted the 2023 contributions for the Board Member HRA accounts.
- Updated and submitted the 2004AD permit information for period ending 11/30/2022.
- Completed 1099 reporting.
- Procured custom Valley Sanitary District E-Z UPs and table banners for future outreach events.
- Procured outreach documents for the District's exhibit at the Coachella Valley History Museum.
- The District will be closed on Monday, January 16, 2023, in observance of Martin Luther King Jr. Day.

Environmental Compliance Services

- Hired a Laboratory Technician-in-Training to back-fill open position
- Hired a Laboratory Technician-in-Training to complete the October request for an additional staff member.
- WastewaterScan Project – now capturing data for Influenza B, Human Metapneumovirus and Norovirus GII – in addition to Covid-19, Influenza A, Mpox, and RSV (updated weekly on VSD website).

Operations & Maintenance

- Pumps 151 and 152 in Drainage Sump 150 were replaced and tested. New information concerning this equipment was added to Lucity.
- The main plant natural gas line was repaired due to rusting problems. The earthquake shutoff valve was also replaced and was input as an asset in Lucity.
- Bar screen # 3 had the brake assembly replaced along with the gearbox.
- The Boiler was tuned by SoCal Boiler.
- The Headworks upgrade capital project took up a lot of time involving both Operations and Maintenance. All five Influent pumps were pulled for contractor, VFD's were bypassed, installed inhouse level meter and worked with TriMax on the SCADA program.
- The five phone landlines were cut right outside the plant and had to be repaired to get them back in service.
- A new 24-inch magmeter was installed at the Headworks and a pipe spool piece had to be made.
- Reworked the wiring in the Main electrical control panel for the blowers and repaired a faulty circuit.
- VSD truck No. 27 up for auction and sold for \$ 11,900.00.
- Sent in the award applications to CWEA, one for Ed Luna in the Mechanic Technician category and Nick Dean for Electrical/Instrumentation category.
- The 60 % and 100 % Plant expansion plans were reviewed.
- Many work orders and preventative maintenance orders were completed.
- The inputting of data is continuing into Lucity.
- Operations dealt with issues of operations for the influent bypass. This had to be coordinated with Maintenance in-order for everything to be dialed in.
- The secondary clarifiers had a foaming problem that has been plugging the secondary clarifier clean outs.

Development Services

- Construction is nearly complete on the Ono Hawaiian BBQ Restaurant in the Indio Town Center

shopping center near the corner of Jackson Street and Avenue 42.

- Construction will begin soon on the new OES Gym on the corner of Highway 111 and Jefferson Street
- Construction has begun on the Handels Ice Cream, west of Jackson Street and south of Avenue 42.
- Construction has begun on the Arroyo Crossing I and II project, a 400-unit low-income apartment complex located on the west side of Jefferson Street, south of Hwy 111.
- Construction has begun on the Wood Springs Suites Extended Stay Hotel West of Jackson Street and South of Avenue 42.
- Construction has begun on the Indio Public Safety Campus Expansion on the corner of Jackson Street and Dr. Carreon Blvd.
- Construction has begun on the COD Indio Campus Expansion on the corner of Oasis Street and Bliss Avenue.
- Construction has begun on the COD Child Development Center on the corner of Oasis Street and Wilson Avenue.

Collection Services

- No-Spill report for the month of December will be submitted to the California Integrated Water Quality System, as required in the Waste Discharge Requirements Monitoring and Reporting Program due by the end of the month.
- Field Vector crew is currently jetting trouble spot locations.
- CCTV Inspection work is currently being conducted in the area of Avenue 48 and Jackson.
- Diego Rivera passed his Collection System Maintenance Grade 1 exam.

Capital Improvement Program

- The Reclaimed Water Project - Phase 1 was awarded to Schneider Electric / Stantec in June 2020. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. This project will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include replacement of the Main Switch Control Panel and the addition of a sludge thickener unit. Schneider has completed the 60% design submittal and has prepared the guaranteed maximum price based on the latest design plans. Update: 100% design plans have been submitted for staff review. ECM #3 (the Rotary Screw Thickeners) is at the 60% design level. Once approved by staff, the Guaranteed Maximum Price (GMP) will be prepared for Board approval. Leighton was awarded the contract for specialty testing and inspection services. Walsh is currently mobilizing equipment on site and will begin preliminary trenching the first week of January.
- Westward Ho Drive Sewer Siphon Replacement project. This is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. Staff reviewed the 50% design plans and the updated project cost schedule. Staff reviewed the 90% design plans and specifications and submitted comments for correction. Staff is finishing their review of the submitted 100% set of plans and specifications. Staff has met with both the City of Indio and La Quinta, and both have no revisions or concerns. Staff has sent plans to CVWD and IWA for review and VSD received comments back from both agencies for incorporation. Carollo will be performing additional potholing to verify IWA and other utilities. Potholing has revealed

that an IWA water line is closer to the project alignment than indicated on record drawings and must be rerouted around the proposed siphon manhole. Update: Permitted Plans have been signed by CVWD. Staff is currently filing an encroachment permit license application as required by CVWD for the permanent pipeline crossing of the channel. Once the contractor is selected, they will file for a construction permit and the encroachment permit will be processed. This project is currently being held up by FEMA. VSD needs FEMA approval before proceeding with bidding and construction which is expected by January 2023. Staff is preparing the CEQA documentation for this project.

- Collections System Rehabilitation and Replacement project. The first rehabilitation project on Indio Blvd. is complete. This was a good first project and lessons were learned on how to better the process for the next project. The CCTV inspection project is complete. Harris is currently developing plans for the downtown Indio rehabilitation and repair project. This is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area. The 50% plans for the Downtown Indio Rehabilitation project have been reviewed and comments have been returned to Harris for revision. The 100% design plans have been reviewed by IWA and the City of Indio and both agencies returned comments for revision. Update: The Board has awarded the Downtown Indio Rehabilitation Project to GRBCON. The contractor is working on obtaining the required permits from the City of Indio. Work is expected to begin in January 2023.
- Influent Pump Station Rehabilitation Project. The Request for Proposal (RFP) was released on August 28 and was closed on September 28, 2020. The Board awarded the project to the DCI / Dudek team, and a pre-construction meeting was held on December 4th, 2020. The DCI / Dudek has developed a preliminary bypass plan for the initial inspection and shutdown of the influent pump station structure. The preliminary bypass and inspection were completed from February 22nd to February 26th. VSD has chosen the valves and gates that will be used for this project based on Dudek / DCI and Stantec's recommendations. Dudek and VSD are coordinating the ordering and purchasing of long, lead items. Dudek has submitted the Basis of Design Report which Stantec and VSD staff have reviewed. The Board has approved the guaranteed maximum price. The Notice of Award has been issued and Change Order No.2 signed. Update: The contractor is finalizing the remaining submittals for VSD and Stantec review and approval. Installation of the bypass system has been completed and is now fully operational. The contractor has completed the removal of all existing valves and piping and cleaning of the inside of the pump station and is currently repairing the concrete and lining.
- The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement. The project design was awarded to Dudek who has completed the project design and specifications. The construction portion of the project was put out to bid on February 7th, 2022. The project bid opening took place on March 16th, 2022, and VSD received six sealed bids for this project with Van Dyke Corporation being the lowest responsible bidder. The first phase of this project has been completed. Update: The Board has approved the proposal from Dudek for the second phase of the project which consists of replacing the piping for the frost sprayers. Staff have reviewed and approved the 100% design plans and specifications. Staff is currently preparing to put the project out to bid.
- VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new single-story training/office building and new laboratory building. Staff has selected a new location for the training/office building that will allow the single-story building with minimal

demolition. The architect has completed the schematic design and cost estimate for both the training/office building and laboratory building. An onsite survey was conducted on July 7th. SGH Architects is continuing with final design of both the Office & Training and Laboratory Buildings. Update: SGH has submitted 50% design plans which include both buildings for staff review and comment in December 2021. This project has been delayed for a year or two to allow other priority projects to proceed and maintain our debt coverage.

Recommendation

Staff recommends that the Board receive the Manager's Report for activities during the month of December 2022.

Attachments

[8.1 Attachment A Admin Services Report.pdf](#)

[8.1 Attachment B NPDES report for Jan.pdf](#)

[8.1 Attachment C Collection Services Report.pdf](#)

[8.1 Attachment D Development Services Report January 2023.pdf](#)

[8.1 Attachment E Capital Improvement Program Report January 2023.pdf](#)

[8.1 Attachment F Environmental Compliance Summary for Jan.pdf](#)

[8.1 Attachment G Wastewater Surveillance Summary for Jan.pdf](#)

Administrative Services - Task Summary 2022

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active litigation filed	-	-	-	-	-	-	-	-	-	-	-	-	-
Board meeting	2	2	2	3	2	3	3	2	2	2	2	2	27
Budget/Finance Committee meeting	1	-	2	-	1	-	1	-	1	-	1	-	7
Operations Committee meeting	-	1	-	1	-	1	-	1	-	1	-	1	6
Community Engagement Committee meeting	2	-	1	-	-	-	1	-	-	1	1	-	6
Employee anniversaries	-	4	1	1	5	3	6	1	2	2	3	5	33
Employee promotions	-	-	-	-	-	-	-	-	-	-	-	-	-
Facebook postings	2	2	8	9	8	12	12	18	12	7	-	-	90
Insurance claims initiated	-	-	-	-	-	-	-	-	-	-	-	-	-
Lost time work incidents	-	-	-	-	-	-	-	-	-	-	-	-	-
Media coverage items	-	3	-	-	-	3	2	7	-	-	-	-	15
New hires	1	1	-	-	-	-	-	-	-	-	1	1	4
Press release	-	2	1	1	1	-	1	1	-	-	1	-	8
Public records request	1	-	-	-	-	1	2	1	-	2	2	-	9
Resignations	-	-	1	-	-	-	-	-	1	-	2	-	4
Retirements	-	-	-	-	-	-	-	-	-	-	-	-	-

November 2022	Plant Influent		ASP Effluent			Pond Effluent		
	CBOD (mg/L)	TSS (mg/L)	Monthly Average Flow (MGD)	CBOD (mg/L)	TSS (mg/L)	Monthly Average Pond Effluent Flow (MGD)	CBOD	TSS
1	207	270		6.3	4.3			
2								
3								
4								
5								
6								
7	249	310		9.5	7.3			
8								
9								
10								
11								
12								
13								
14	279	343		10	4.2			
15								
16								
17								
18								
19								
20								
21	276	232		10	4.7			
22								
23								
24								
25								
26								
27								
28	278	240		14	9			
29								
30			6.29			0.000	0.000	
Average	258	279	6.29	10.0	5.9	0.00	0	
Minimum	207	232	6.29	6.3	4.2	0.00	0	
Maximum	279	343	6.29	14	9	0.00	0	
Exceedences	0	0	0	0	0	0	0	0
Permit LIMITS				25	30		40.0	49.0

Total Plant Discharge (Outfall) Grab								
EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Di(2-ethylhexyl)phthalate (ug/L)	Cyanide (total) (ug/L)	Ammonia (total, as N) (mg/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
44.3	< 1.5	3.1	< 0.5	2.9	0.076	12	< 0.004	12
40.8								
24.1				3.4**				
27.5								
4.1								
21.8*	1.5	3.1	0.5	3.3	0.076	12	0.004	12
4.1	< 1.5	3.1	< 0.5	2.8	0.076	12	< 0.004	12
44.3	< 1.5	3.1	< 0.5	< 4.3	0.076	12	< 0.004	12
0	0	0	0	0	0	0	0	0
126(mo) / 400 (max)	25	9.0	5.9	4.3				

Collection Services Task Summary Report for 2022

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	-	2	2	1	6	-	1	1	3	6	5	1	17
F.O.G. Inspection - Completed													-
F.O.G. Inspection - Fail													-
F.O.G. Inspection - Pass													-
Hot spot cleaning (total)*	26	-	-	36	-	-	-	26		36	-	-	62
Lift station inspection	19	19	20	19	19	19	19	19	19	19	19	19	133
Manhole inspection	47	65	172	103	194	188	102	180	146	47	119	101	883
Sewer line CCTV (feet)	8,412	7,016	9,477	9,375	10,681	6,649	5,158	26,459	23,695	21,253	22,668	11,696	117,578
Sewer line cleaning (feet)	28,012	25,782	59,902	56,005	70,360	63,778	36,534	69,736	52,483	38,900	42,967	33,617	338,015
SSO Response - Cat 1	0	0	0	0	0	0	0	0	0	0	0	0	0
SSO Response - Cat 2	0	0	0	0	0	0	0	0	0	0	0	0	0
SSO Response - Cat 3	0	0	0	0	0	0	0	0	0	0	0	0	0
USA Markings	40	39	45	44	64	40	78	65	43	48	36	23	333
*Note: Hot spot cleaning is performed quarterly													



VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

10-Jan-23

Plan Check in Progress
Inspection in Progress
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
Add'l Dwelling Unit - Cebros Residence	83181 Blue Mountain Court	Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21. Permit 3967 7/26/2021	Inspect work improvements as scheduled.
Arroyo Crossing Phase 1 architectural plans	47555 Jefferson Steet/Highway 111	Architectural plans submitted for new apartment complex. Plans approved and notified applicant 12/22/21. Permit 3998 issued 1/6/22.	Inspect work improvements as scheduled.
Arroyo Crossing Phase 1 civil plans	47555 Jefferson Steet/Highway 111	Civil plans submitted for new apartment complex. Plan review completed. Plans approved and returned to applicant 12/22/21. Permit 3998	Inspect work improvements as scheduled.
Arroyo Crossing Phase 2 architectural plans	47777 Jefferson Steet/Highway 111	Architectural plans submitted for new apartment complex. Plans approved and notified applicant 1/21/22 Permit 4005 on 2/7/22.	Inspect work improvements as scheduled.
Arroyo Crossing Phase 2 civil plans	47777 Jefferson Steet/Highway 111	Civil plans submitted for new apartment complex. Plans approved and notified applicant 1/21/22. Permit 1005	Inspect work improvements as scheduled.
Autozone Jackson Street	41850 Jackson Street/aAvenue 42	Plans submitted for plan check. Sewer main relocation. Plans approved 1/21/21. Waiting for engineer to finalize easements docs. Permit 3954 issued 5/13/21.	10% warranty bond in place Reinspect and notice of acceptance Due 1/1/2023
Ave 42 Self Storage	82815 Ave 42/Showcase Blvd	Plans submitted, fee paid. 1st check and returned to the applicant 12/8/22.	Perform 2nd plan check upon plan resubmittal.
Bliss & Oasis Apts Sewer Improv. Plan	NW Corner of Bliss Ave and Oasis St	Plans submitted for Civil Plans, fee paid with check. Completed 1st plan check and returned to the applicant 12/15/22.	Perform 2nd plan check upon plan resubmittal.
Buzzbox	42625 Jackson Street #112	Plans submitted existing building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Castro 80501 lot 50	Motorcoach CC 80501 Ave 48 Lot 50	Plans submitted, Permit 4056	Inspect work improvements as scheduled.
Chandi Plaza Building "B" Shell	81-971 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20. Issued permit 3963 on 6/29/21.	Inspect work improvements as scheduled.
COD Child Development Center	45742 Oasis Street	Plans submitted for child development center. Plans approved and notified applicant 1/25/22. Permit 4025 4/21/22	Inspect work improvements as scheduled.
College of the Desert	45524 Oasis Street	Plans submitted for campus expansion. Plan review completed, plan approved and notified applicant 1/25/22. Permit 4026 4/22/22	Inspect work improvements as scheduled.
Corso Residence	49491 Braley Court	Plans submitted for single family residence. Plans approved and notified applicant 9/2/20. Permit 3931 issued 1/5/21	Inspect work improvements as scheduled.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20. Permit 4049	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Mainline complete. Waiting on Maintenance Bond to release Performance Bond	Release Performance Bond when Maintenance Bond is recieved
Gabino's Creperie	82862 Miles Ave	Plans submitted, fee paid with credit card. Completed 1st plan check and returned to the applicant 9/14/22.	Perform 2nd plan check upon plan resubmittal.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Tract is Complete. Warranty Bond received 8/25/2021.	Notice of acceptance after 12 month warranty bond release.
Grease Interceptor T.I. at 82707 Miles (Encore Coffee)	82707 Miles Avenue/ Corner of Miles and Oasis	Plans submitted for Plans and scope of work, fee paid with check	In queue
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 enginner 8/27/18. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Handels Ice Cream Shop	42225 Jackson Street/Avenue 42	Plans submitted for new suite TI. 2nd plan check completed and returned to the applicant 8/31/22. Permit 4064	Inspect work improvements as scheduled.
I-10 Monroe Conceptual Site Plans	SE Corner of Monroe and Ave 42	The Palms at Indio Sewer Plans submitted (Fee paid 8/19/22)	Waiting for owner to process permit paperwork.
Indian Palms 32	Cochran Drive & Garland Road	Civil plans submitted for public sewer for 32 unit condo complex. 2nd plan check complete. 9/1/21. Plans approved 9/17/21.	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
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. Plans approved 6/24/20. Issued permit 3900 on 8/29/20.	Inspect work improvements as scheduled.
Indio Juvenile Court	47671 Oasis St/ Ave 48	Plans submitted to demo existing juvenile court building and construct new building on the same site. Plans approved, notified applicant project ready to permit 9/30/21. Permit # 4004 1/25/22	Inspect work improvements as scheduled.
Indio Marketplace Architectural	82227 Highway 111/Rubidoux	Plans submitted for mall TI. Completed 2nd check and notified applicant 8/2/22.	Perform 3rd plan check upon plan resubmittal.
Indio Marketplace Civil	82227 Highway 111/Rubidoux	Plans submitted for mall TI, Completed second plan check and returned to the applicant 11/12/21.	Perform 3rd plan check upon plan resubmittal.
Indio Palms RV	45-755 Commerce Street	Civil plans submitted for Public Sewer & Plan Fee Paid. Completed 1st plan check and returned to the applicant 8/11/22.	Perform 2nd plan check upon plan resubmittal.
Indio Plaza Sewer Relocation	82126 Hwy 111/Monroe St.	Plans submitted for sewer line and manhole relocation. Plans approved and notified applicant 7/28/22.	Waiting for owner to process permit paperwork.
Indio Public Safety Center	46867 Bristol Street/Dr Carreon	Plans submitted for public safety center. Plans approved and returned to applicant 4/12/22. Permit 4052	Inspect work improvements as scheduled.
Indio Taphouse TI	82851 & 82867 Miles Ave	Plans submitted for Taproom in Oldtown Indio, fee paid with check. Completed 1st check and returned to the applicant 10/14/22.	Perform 2nd plan check upon plan resubmittal.
Jacqueline & Oscar Lua Residence	80-555 Ridgeback Court	Plans submitted for single family residence. Completed 1st plan check and notified applicant 8/25/20. Issued permit 3953 on 5/12/21.	Inspect work improvements as scheduled.
JB Finish Building	42702 Caspian Street	Plans submitted for new warehouse with office building. Plans approved and notified applicant project ready to permit 5/2/22. Permit 4030 5/3/22	Inspect work improvements as scheduled.
John Nobles Apts civil plans	John Nobles Avenue/Rubidoux Street	Plans submitted for on-site private sewer. Completed 1st plan check and returned to applicant 7/12/22.	Perform 2nd plan check upon plan resubmittal.
Kings Castle Taco Architectural	82991 Bliss Avenue	Plans submitted for building TI for taco shop. Completed 2nd plan check. Civil plans submitted for review 7/21/22.	Waiting for owner to process permit paperwork.
Kings Castle Taco Civil Plans	82991 Bliss Avenue	Plans submitted for building TI for taco shop 7/21/22. Plans approved and notified the applicant 9/7/22.	Waiting for owner to process permit paperwork.
Las Plumas/Coco Palm Tract 38072	South East Corner of Avenue 49 and Jackson St	Plans submitted for 173 lot housing tract. Completed first plan check 4/27/21.	Plans are ready to sign after the City of Coachells Signs the Ave 49 sheets
Magical Estates Tenant Spaces	82490 Highway 111/Arabia Street	Plans submitted for tenant suite TI's. Completed 1st plan check and returned to applicant 4/28/22.	Perform 2nd plan check upon plan resubmittal.
Neil's Lounge Kitchen Remodel	80956 Hwy 111	Plans submitted for restaurant kitchen remodel. Plans approved and notified applicant 12/13/22.	Waiting for owner to process permit paperwork.
Nelson Chavez Accessory Dwelling Unit	43163 Deglet Noor	Plan submitted for new accessory dwelling unit, Plan approved and notified applicant 8/30/22	Waiting for owner to process permit paperwork.
New ADU for Abdullah Alwishah	46955 Arabia St	Plans submitted for accessory dwelling unit, fee paid with check. Permit 4062	Inspect work improvements as scheduled.
New Century Garage Doors	81740 Highway 111/Granada Dr.	Plans submitted for new sewer lateral connection. Completed 1st plan check and notified applicant 3/2/22.	Perform 2nd plan check upon plan resubmittal.
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. Permit 4014 issued 3/18/22.	Inspect work improvements as scheduled.
Ono Hawaiian BBQ	42550 Jackson Street/ Avenue 42	Plans submitted for new retail building. Plans approved and notified applicant 9/22/21. Issued permit 10/11/21 3981	Inspect work improvements as scheduled.
Outdoor Resorts CC - Casita Addition	80394 Avenue 48, Lot 228	Plans submitted for casita addition and storage building. Plans approved and notified applicant 1/28/21. Permit 3976 issued 9/29/21	Inspect work improvements as scheduled.
Outdoor Resorts CC - Casita Addition	80394 Avenue 48, Lot 156	Plans submitted for casita addition and storage building. Plans approved and notified applicant 9/30/21	Waiting for owner to process permit paperwork.
Outdoor Resorts CC - Casita Addition	80394 Avenue 48, Lot 260	Plans submitted for casita addition and storage building. Plans approved and notified applicant 9/30/21	Waiting for owner to process permit paperwork.
Outdoor Resorts CC - Casita Addition	80394 Avenue 48, Lot 316	Plans submitted for casita addition and storage building. Plans approved and notified applicant 9/30/21	Waiting for owner to process permit paperwork.
Outdoor Resorts CC - Casita Addition	80394 Avenue 48, Lot 182	Plans submitted for casita addition and storage building. Plans approved and notified applicant 9/30/21	Waiting for owner to process permit paperwork.
Paradiso Tract 31815	East of Monroe North of Ave 41	New model homes under construction.	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Paradiso Tract 31815 & 31815-3	East of Monroe North of Ave 41	Plans submitted for new housing tract phases. Completed first plan check 2/25/21. Plans Approved 3/25/21.	Inspect work improvements as scheduled.
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.
Pawley Pool Aquatic Facility	46350 Jackson Street/Date Ave.	Plans submitted for new Aquatic Center on existing public pool site. Project Expired in 2020. Resubmitted 10/25/21. Completed 2nd plan check and returned to the applicant 6/23/22.	Perform 2nd plan check upon plan resubmittal.
Private residence for Cristina Ayon	49115 Ridgeback Ct	Plans submitted, fee paid. Plans approve and notified applicant project ready to permit 12/22/22.	Waiting for owner to process permit paperwork.
Raising Canes Restaurant	Monroe Street/Showcase Parkway	Plans submitted for new restaurant building. Plans approved and notified the applicant 12/6/22.	Waiting for owner to process permit paperwork.
Ramon Chavez Accessory Dwelling Unit	43737 Oasis St / Ave 44	Plans submitted for plan check. Plans approved and notified applicant 10/13/20. Issued permit 3908 on 10/13/20.	Inspect work improvements as scheduled.
Ranch RV & self Storage	83734 Dr Carreon	Plans submitted, fee paid with check. Completed 2nd plan check and notified applicant 12/14/22.	Perform 3rd plan check upon plan resubmittal.
Rios Southwest Medical Group	82935 Ave 48/ Jackson St	Architectural plans for Medical Building TI. Completed 1st check and notified applicant plans ready for pick up 12/16/21. Permitted 4069 12/6/22 Finalized 12/19/22	No further action required
Rosa Rebollar Accessory Dwelling Unit	81179 Helen Ave/Swingle Ave	Plan submitted for new accessory dwelling unit	Perform 2nd plan check upon plan resubmittal.
Sewer Plans for NE Corner of Monroe and Requa	NE Corner of Monroe and Requa	Plans submitted for Sewer Developmet, fee paid	In queue
Shadow Ranch Tract 32149	North of Ave. 43 and West of Calhoun St	Model homes. No plan check is required. Permit and Inspection fees need to be paid. All Bonds released.	Inspect work improvements as scheduled.
Showcase Indio Pad 4 Shell	42225 Jackson Street/Avenue 42	Plans submitted for new retail shell buidling. Plans approved and notified applicant 7/26/22. Permit 4055	Inspect work improvements as scheduled.
Solis Barber Shop	84119 Indio Blvd	Plans submitted for barber shop. Plans approved and notified applicant 2/18/22. Permit 4009 3/2/22	Inspect work improvements as scheduled.
Steven Saylor's Residence	49171 Braley Court	Architectural plans submitted for new SFR	Perform 2nd plan check upon plan resubmittal.
Sunburst RV Storage	43250 Sunburst Street/Oleander Avenue	Plans submitted for new RV storage facility. Completed 1st check and notified applicant 3/21/22. Permit 4020 4/7/22	Inspect work improvements as scheduled.
Tarra Lago 32341-12	North of Avenue 44 & East of Harrison	First Plan Complete 12/16/20. Plans Approved 2/19/21. Maintenance Bond in place 8/16/22.	Inspect work improvements as scheduled.
Tea Be Honest	81944 Hwy 111 Ste. F	TI Plans Received, Plan Check Paid. Completed 1st plan check and returned to applicant 9/8/22.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32287	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans Approved 4/26/21.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32288-1	North of Via Terra Lago and East of Golf Center Pkwy	Civil plans submitted for Public Sewer. 1st plan check complete and returned redlines 11/24/21 2nd plan check complete 1/18/22.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32288-2	North of Via Terra Lago and East of Golf Center Pkwy	Civil plans submitted for Public Sewer. 1st plan check complete and returned redlines 3/29/22	Perform 2nd plan check upon plan resubmittal.
Terra Lago Four Seasons Tract 32288-F	North of Via Terra Lago and East of Golf Center Pkwy	Civil plans submitted for Public Sewer. Plans Approved 7/1/22	Waiting for information to draft Deveopment Agreement
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. Payment and Performance Bonds Released 12/27/2019. Maintenance Bond in place 12/17/19.	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. Performance Bond Released Maintenance Bond in place 1/22/2021	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. Payment and Performance Bonds Released 12/27/2019. Maintenance Bond in place 12/17/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-F	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Completed 1st plan check and notified applicant 5/1/20. Plans Approved 8/15/20. Maintenance Bond in place 8/16/22	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
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.
Texas Roadhouse Restaurant	42790 Jackson Street	Plans submitted for Steakhouse, fee paid with check. Completed 2nd plan check and returned to the applicant 12/22/22	Perform 3rd plan check upon plan resubmittal.
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.
Tim & Lois Eklund Site 105	Motorcoach CC 80501 Ave 48 Lot 105	Plans submitted, Permit 4068	Inspect work improvements as scheduled.
Timothy Venable Project	84221 Corregidor Avenue/Bataan Street	Plans submitted for connection of SFD to sewer lateral. Plan approved and notified applicant 5/3/22. Permit 4042 6/21/22	Inspect work improvements as scheduled.
Tower Market #965	Intersection Monroe Street/Dr Carreon	Plans submitted for Convienient Store/Gas Station, fee paid with check. Completed 1st plan check and notified applicant 11/17/22.	Perform 2nd plan check upon plan resubmittal.
Woodsprings Suites Ext Stay Hotel	42-425 Jackson St.	Civil plans submitted for Public Sewer & Plan Fee Paid. Completed 1st plan check and returned to the applicant 8/17/22.	In queue - Second Plan Received
	December	Fiscal Year	
New Projects	3	65	
Projects Permitted	1	35	
Projects Finaled		41	

Monthly Capital Improvement Project Update - January 2023

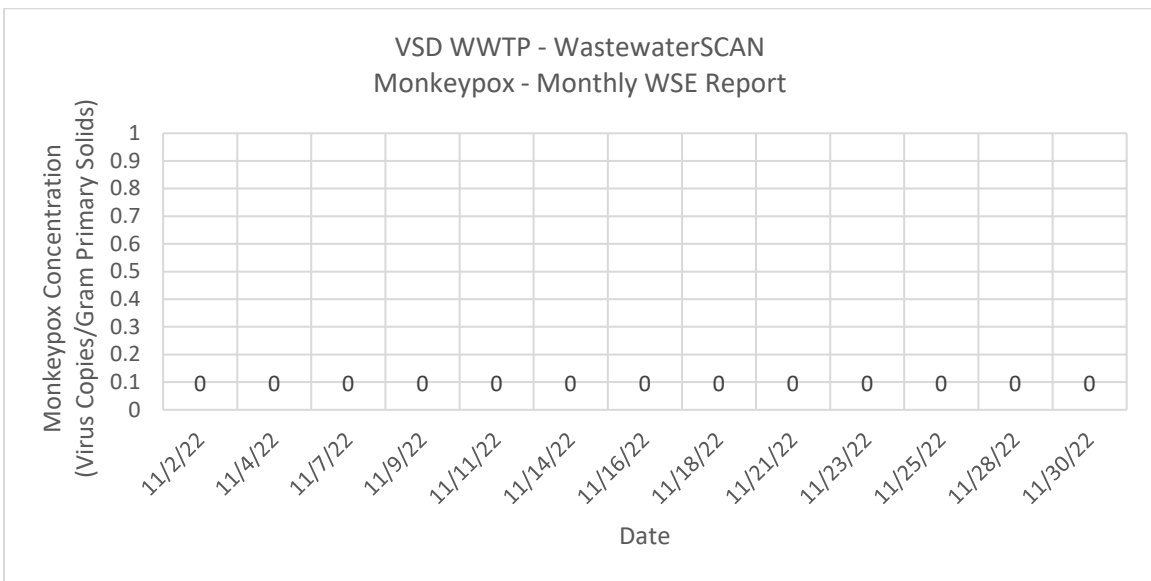
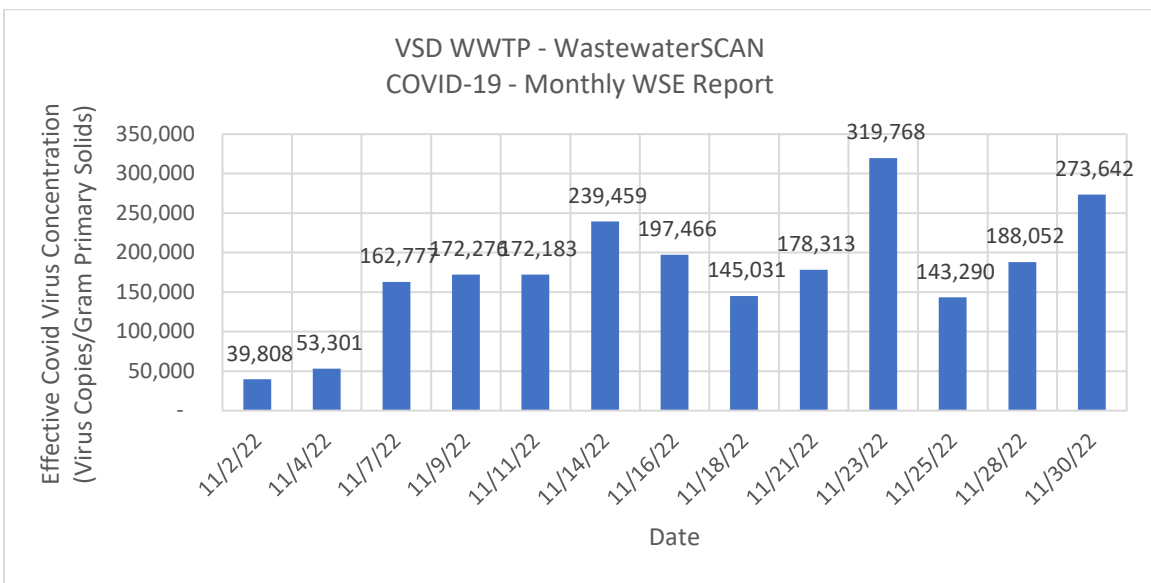
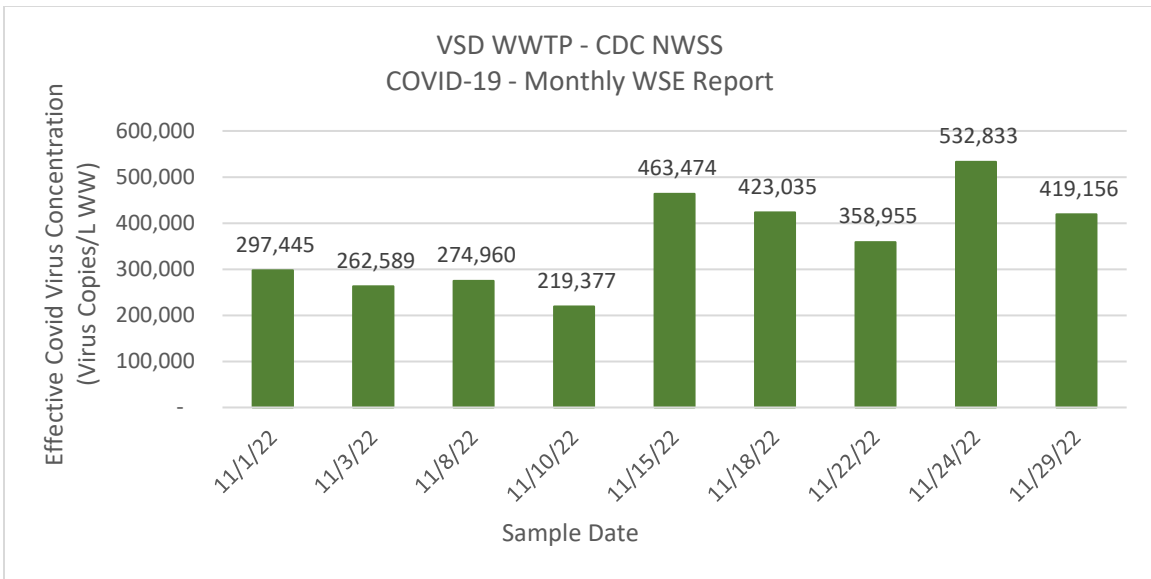
Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Westward Ho Sewer Siphon Replacement Design and Construction	Due to the February 2019 rain event, the existing VSD sewer siphon that crosses the CVWD storm channel at Westward Ho Drive became exposed and was damaged. In order to prevent this from happening again in the future, Carollo Engineers is currently working with VSD on the final design of a new sewer that is to be constructed well below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel and adjacent to the original siphon. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	Permitted Plans have been signed by CVWD. Staff is currently filing an encroachment permit license application as required by CVWD for the permanent pipeline crossing of the channel. Once the contractor is selected, they will file for a construction permit and the encroachment permit will be processed. This project is currently being held up by FEMA. VSD needs FEMA approval before proceeding with bidding and construction which is expected by January 2023. Staff is preparing the CEQA documentation for this project.	\$5,102,000.00	\$29,924.50
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future. Harris and the District have assigned a rating and priority to all of the pipes in the collection system and are splitting them up into projects for each fiscal year. The first project for this fiscal year will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of hiring a contractor to perform CCTV inspections of all pipes within the District that cannot be surveyed by collections staff due to high flows or pipe diameter. The third project is the downtown Indio rehabilitation and repair project. This project is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area.	The Board has awarded the Downtown Indio Rehabilitation Project to GRBCON. The contractor is working on obtaining the required permits from the City of Indio. Work is expected to begin in January 2023.	\$4,895,007.00	\$129,258.90
Reclaimed Water Project Phase 1	The contract for this project was awarded to Schneider Electric / Stantec. The project design cost is \$2,200,000 and project schedule is approximately 460 days. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter, and a sludge thickener unit.	100% design plans have been submitted for staff review. ECM #3 (the Rotary Screw Thickeners) is at the 60% design level. Once approved by staff, the Guaranteed Maximum Price (GMP) will be prepared for Board approval. Leighton was awarded the contract for specialty testing and inspection services. Walsh is currently mobilizing equipment on site and will begin preliminary trenching the first week of January.	\$17,763,656.00	\$ 6,986,994.20
Influent Pump Station Rehabilitation	Stantec is assisting the District as an Owner's Representative and DCI / Dudek are acting as the design-build team for this project. The influent pump station structure is showing significant signs of deterioration. Proposed improvements to the pump station include: bypass of the pump station for inspection and repair, repair/replacement of leaking and broken gates, repair of interior concrete coating, installation of new valves for proper isolation/drainage, installation of a new jockey pump in the empty pump bay.	The contractor is finalizing the remaining submittals for VSD and Stantec review and approval. Installation of the bypass system has been completed and is now fully operational. The contractor has completed the removal of all existing valves and piping and cleaning of the inside of the pump station and is currently repairing the concrete and lining.	\$3,300,000.00	\$744,907.65

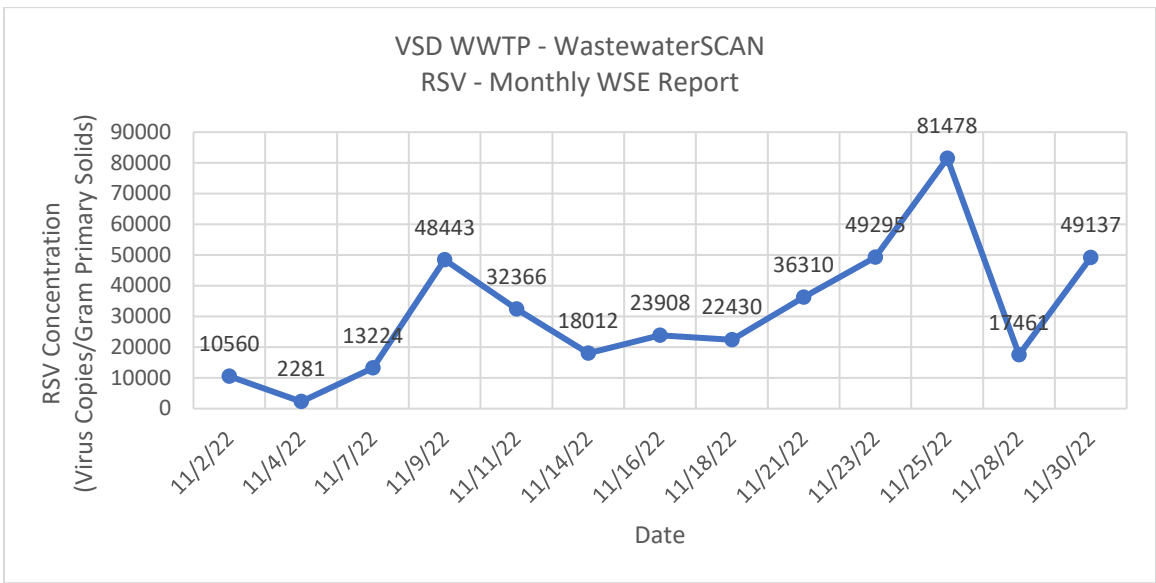
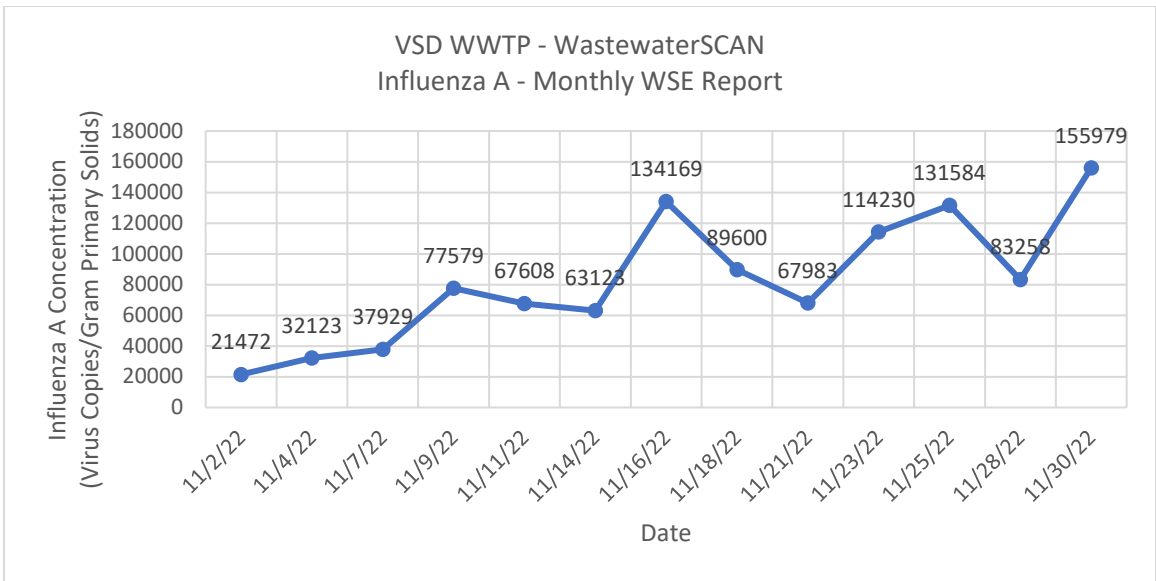
Monthly Capital Improvement Project Update - January 2023

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Steel WaterLine Replacement	The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement. The project was awarded to Dudek who has begun the development of the project design and specifications.	The Board has approved the proposal from Dudek for the second phase of the project which consists of replacing the piping for the frost sprayers. Staff have reviewed and approved the 100% design plans and specifications. Staff is currently preparing to put the project out to bid.	\$350,000.00	\$25,986.25
New Training and Office Building and Laboratory Building	The District and SGH Architects are developing the intital design for a new office / training building that will be located to the west of the existing Operations building. The purpose of this new building is to provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings. Also as part of this project, VSD has contracted SGH to develop designs for a new laboratory building to replace the existing lab due to the current issues lab staff are experiencing with the layout and air filtering system.	SGH has submitted 50% design plans which include both buildings for staff review and comment in December 2021. This project has been delayed for a year or two to allow other priority projects to proceed and maintain our debt coverage.	\$0.00	\$0.00
Additional Parking and Landscaping	The District is need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping.	A preliminary design of the Project has been completed. In que for the next steps.	\$0.00	\$0.00

Environmental Compliance Summary Report for 2022

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Pretreatment													
Customer Service Calls	5	6	11	8	5	3	9	14	8	8	10		87
Commercial Approval Letters		1	1	2		2	1	4	1	1	2		15
Change of Ownership Inspection	1	1	0	1		0	0	2	0	1	2		8
SIU Permit Compliance	3	3	4	7	4	5	4	3	3	3	3		42
FOG-FSE Inspections Completed	23	24	25	17	8	10	15	6	22	14	8		172
Commercial Inspections Completed	4	6	16	27	9	9	6	25	8	5	3		118
Environmental & Collections investigations	3	1	1	1	2	1	2	3	4	3	2		23
Failed Inspections or NOV													0
Total # of Inspections	33	34	46	52	23	25	27	37	37	25	16	0	355
Laboratory													
# of Collected Samples	478	233	233	224	245	240	241	213	213	291	263		2,874
# of Tests (Analyses)	692	449	481	459	494	495	498	511	477	552	480		5,588
# of Samples sent to Contract Labs	41	21	13	17	19	31	30	33	26	42	40		313
# of Contracted Tests (Analyses)	79	46	19	31	49	63	78	58	58	73	73		627
% of Samples performed In-House	91.4%	91.0%	94.4%	92.4%	92.2%	87.1%	87.6%	84.5%	87.8%	85.6%	84.8%		89.0%







Valley Sanitary District

DATE: January 10, 2023
TO: Board of Directors
FROM: Holly Gould, Clerk of the Board
SUBJECT: Draft Minutes of the Budget & Finance Committee Meeting -
January 3, 2023

Suggested Action

Discuss

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

There is no fiscal impact from this report.

Environmental Review

This does not qualify as a project for the purposes of CEQA.

Background

Attached are the draft minutes of the Budget & Finance Committee meeting held on January 3, 2023.

Recommendation

Staff recommends that the Board receive an update from the Committee members.

Attachments

[03 Jan 2023 Meeting Minutes.edited.pdf](#)

**VALLEY SANITARY DISTRICT
BUDGET & FINANCE COMMITTEE MEETING MINUTES**
January 3, 2023

A regular meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, January 3, 2023.

1. CALL TO ORDER

Committee Member Debra Canero called the meeting to order at 1:00 p.m.

2. ROLL CALL

Directors Present:

Committee Member Debra Canero

Committee Member Scott Sear

Staff Present:

Beverli Marshall, General Manager; Jeanette Juarez, Chief Administrative Officer; Dave Commons, Chief Operations Officer; and Holly Gould, Clerk of the Board

Guests:

Valerie Houchin, Schneider Electric

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT

The 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.

5. DISCUSSION / ACTION ITEMS

5.1 Select Committee Chairperson

Committee Member Scott Sear nominated Debra Canero as the Budget & Finance Committee Chairperson for 2023.

5.2 Approve Minutes for the November 1, 2022, Budget & Finance Committee

Committee Member Sear motioned to approve the minutes of the November 1, 2022, Budget & Finance Committee meeting. Chairperson Canero seconded the motion. Motion carried.

5.3 Receive and File the Budget Timeline for the Fiscal Year 2023/24

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2023/24 budget, staff has prepared a budget timeline for the Budget and Finance Committee to review. The timeline includes deliverable

due dates and meeting dates. The timeline will serve as a guide during the upcoming weeks to continue budget discussions and allow for any modifications if needed.

5.4 Discussion and Direction for Recycled Water Project Financing Needs

Recycled Water Project – Phase I consists of six scopes of work that include Waste Activated Sludge (WAS) Thickening. On February 8, 2022, the Board of Directors authorized to proceed with the design alternative for the WAS Thickening and pursue Rotary Screw Thickening technology. Due to the change in design, the WAS Thickening scope of work was not included in Amendment #1 for \$71M. The estimated schedule to complete the 60% design of the Rotary Screw Thickener was December 2022. A guaranteed maximum price would then be completed and brought to the Board for approval as Amendment #2 to the contract for an estimated cost of \$10M. Valerie Houchin, Schneider Electric, gave an update to the Committee on the progress of the design of the rotary screw thickeners. Jeanette Juarez informed the Committee that the District would need to consider financing options for the rotary screw thickener and Phases II and III of the Recycled Water Project, estimated at \$114.4M. She also informed the Committee that the District was invited to apply for funding through the Water Infrastructure Finance and Innovation Act (WIFIA). The invitation is to apply for \$44M for the Recycled Water Project Phases II and III. The Committee recommended providing the Board of Directors with at least three funding options if possible.

6. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 1:49 p.m. The next regular committee meeting will be on March 7, 2022.

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