

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

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

AGENDA

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

RESOLUTION NO. 2019-1122
ORDINANCE NO. 2019-120
MINUTE ORDER NO. 2019-2937

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance

2. PUBLIC COMMENT

This is the time set aside for public comment on any item to be discussed in Closed Session.

3. CONVENE IN CLOSED SESSION

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

- a. Conference with Legal Counsel – Existing Litigation
Pursuant to Government Code Paragraph (1) of Subdivision (d) of Section 54956.9: (Valley Sanitary District v. One Stop Shoppe)

4. CONVENE IN OPEN SESSION

Report out on Closed Session items

5. PUBLIC COMMENT

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

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.

- a. Consideration of the August 27, 2019 Regular Meeting Minutes ([Attachment](#))
- b. Approval of Expenditures for August 22, 2019 to September 4, 2019 ([Attachment](#))
- c. Authorize General Manager to Purchase Floating Dredge Pipe in An Amount Not to Exceed \$16,113.26 ([Attachment](#))

MINUTE ORDER NO.

7. NON-HEARING ITEMS

- a. Adopt a Resolution Establishing Guidelines for Employer-Employee Relations and Repealing Resolution No. 1984-690 ([Attachment](#))

RESOLUTION NO. 2019-1122

- b. Reinstate the Laboratory Supervisor Position Effective September 21, 2019 ([Attachment](#))

MINUTE ORDER NO.

- c. Adopt Procurement Technician Classification and Amend the Staffing Range Assignments for Fiscal Year 2019/20 Effective September 21, 2019 ([Attachment](#))

MINUTE ORDER NO.

- d. Discuss Results of Employee Wellness Program Survey and Provide Direction to Staff ([Attachment](#))

MINUTE ORDER NO.

- e. Discuss the California Association of Sanitation Agencies (CASA) Education Foundation and Authorize a Contribution in the Amount of \$5,000 ([Attachment](#))

MINUTE ORDER NO.

- f. Staff Notes ([Attachment](#))

8. DIRECTOR'S ITEMS

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

9. ADJOURNMENT

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

POSTED September 5, 2019

Holly Gould

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.

UNOFFICIAL UNTIL APPROVED**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
August 27, 2019**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, August 27, 2019.

1. CALL TO ORDER

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

a. Roll Call

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

Staff Present: Beverli A. Marshall, General Manager, Holly Gould, and Ron Buchwald

b. Pledge of Allegiance**2. CONSENT ITEMS**

a. Consideration of the August 13, 2019 Regular Board Meeting Minutes

b. Approval of Expenditures for August 8, 2019 to August 21, 2019

c. Summary of Cash and Investments for June 2019 (Final) and July 2019

d. Authorize Payment of \$19,700 to City of Indio for Raising Sewer Manholes as Part of the Highway 111 Street Improvement Project

ACTION TAKEN:

MOTION: Vice President Teague made a motion to approve consent calendar as presented. Secretary Coleman seconded the motion. Motion carried by the following vote: 5 ayes

MINUTE ORDER NO. 2019-2934**3. PUBLIC COMMENTS**

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

4. NON-HEARING ITEMS

a. Authorize Payment of \$92,521.56 to Borden Excavating, Inc. for Emergency Replacement of Two 24-Inch Valves Feeding the Ponds

Borden Excavating, Inc. was brought in to replace two 24-inch valves feeding the ponds from the Primary Clarifier. Due to the angle of one of the sewer mains additional parts were needed to tie the two mains together causing an increase in the original amount of \$84,500, approved by the Board at the July 16, 2019 board meeting. It is recommended to pay Borden Excavating, Inc. for a final invoice amount of \$92,521.56.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to authorize payment to Borden Excavating, Inc. for \$92,521.56 for the replacement of two (2) 24-inch valves feeding the ponds. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2935

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

b. CalPERS Health Insurance Rate Increase

The District contracts with the California Public Employees Retirement System (CalPERS) for the purpose of providing employees with medical insurance benefits. In 2018 the District implemented a policy whereby the District adds the percentage of increase (decrease) in all plans offered by CalPERS and divides by number of plans. This percentage is 2.23% for 2020. VSD can offer six (6) of the nine (9) plans currently offered by CalPERS with no cost to employees enrolled in those plans. If an employee chooses a higher priced plan, the employee pays the difference. Director Canero asked if the District negotiates with the insurance companies on the plans offered. Ms. Marshall explained that CalPERS negotiates with the different insurance companies every couple of years and then as a member of CalPERS the District chooses from the offered plans. The District does however decide the percentage the employer and employee will contribute.

ACTION TAKEN:

MOTION: Secretary Coleman made a motion to approve the CalPERS Medical Insurance coverage paid by the employer for calendar year 2020 with a 2.23% increase over 2019 rates. Vice President Teague seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2936

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

c. Staff Notes

Carollo Engineering is nearing completion on the Arc Flash report update. Vice President Teague inquired about the bid documents that Harris and Associates are working on. Mr. Buchwald informed him that it is for the CCTV inspection that will need to be done on the large diameter sewer mains for the Collection System Rehabilitation Project. Ms. Marshall thanked the Board for allowing her to attend and present at the CASA Conference. Ms. Marshall informed the Board that phone interviews with Martin Rausch will be set up with each member for the Strategic Planning Project.

5. DIRECTOR'S ITEMS

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

The Directors that attended the CASA Conference stated that it was a very good conference with a lot of good information. President Duran stated that he got a lot of good feedback regarding Ms. Marshall. President Duran asked Ms. Marshall if she had interest in serving on the executive board of CSRMA. She stated that she has served on the board of a risk pool before and would be open to looking at their schedule of meetings. Vice President Teague asked for the Wellness Program to be placed in the agenda for a future meeting. Secretary Coleman inquired about bringing the District's Purchasing Policy before the Board for review. Director Canero asked that a summary of the District's information's system, regarding cyber security, be brought before the Board at a future meeting. President Duran asked Ms. Marshall if she could put together a presentation regarding sewer use rates. He'd like highlights of the previous report and would like more information on the necessity of an increase. Director Canero asked about the District contributing to scholarships.

7. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:52 p.m., and the next board meeting will be a Regular Meeting held September 10, 2019.

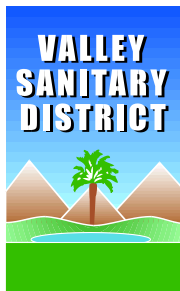
Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

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DISBURSEMENTS
Approved at the Board Meeting of
September 10, 2019

37529 Alliance Protection	Fire Alarm Monitoring 9/1/19-11/30/19	\$366.00
37530 Analytical Technology, Inc.	Sulfite Probe	\$338.51
37531 Bank of New York Mellon Corporate Trust Dept.	2004-VSD Shadow Hills Interceptor Series 2005	\$2,082.20
37532 Beverli Marshall	Travel Reimbursement for CASA Conference	\$351.18
37532 Beverli Marshall	Reimburse Moving Expense for General Manager	\$7,246.06
37533 Caltest Analytical Laboratory	Monthly NPDES Sampling	\$702.88
37533 Caltest Analytical Laboratory	Monthly NPDES Sampling	\$330.00
37534 Carollo Engineering, Inc	*Sewer Siphon Replacement	\$41,542.50
37535 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 08/26/2019	\$562.54
37536 Clairemont Equipment	Boom Lift for Chemical Feed Line Repair	\$546.53
37537 D & H Water Systems	Belts	\$484.91
37538 Debra Canero	Travel Reimbursement CASA Conference	\$366.26
37539 Dennis Coleman	Travel Reimbursement CASA Conference	\$1,348.65
37540 Grainger	Stainless Pipe Plug	\$212.20
37540 Grainger	Pipe Threader	\$11,739.12
37541 Hach Company	Ammonia Vials	\$146.95
37541 Hach Company	Filtration Vacuum Pump	\$2,058.76
37542 IDEXX Distribution, Inc.	Water Bath for Lab	\$1,886.06
37543 Jim's Desert Radiator & Full Auto Repair	A/C Repair International Vactor	\$888.24
37544 Kaman Industrial Technologies	Gear Box for Aerator	\$4,946.61
37545 Liebert Cassidy Whitmore	ERC Membership 8/8/19 to 6/30/20	\$4,725.00
37546 MARCAB Company, Inc.	Iron Sponge Media	\$4,695.03
37547 McMaster-Carr Supply Co.	Handrailing & Water Filter	\$464.64
37547 McMaster-Carr Supply Co.	Fittings & Hardware for Hypo Repair	\$247.79
37548 MCR Technologies, Inc.	Electromagnetic Flowmeter System	\$12,475.80
37549 Mike Duran	Travel Reimbursement CASA Conference	\$366.26
37550 Northwest Scientific, Inc.	Sulfuric Acid	\$584.73
37551 Parkhouse Tire Services, Inc.	Front Steering Tires on Kenworth Vactor	\$1,076.06
37552 Paul's Total Fleet Maintenance	BIT Inspection on International Vactor	\$95.00
37552 Paul's Total Fleet Maintenance	Lube & BIT Inspection on Kenworth Vactor	\$518.61
37552 Paul's Total Fleet Maintenance	NOX Selector Replacement on Kenworth Vactor	\$1,331.53
37553 Plumbers Depot Inc.	Repairs to OZ3 Camera	\$799.96
37554 Praxair Distribution, Inc.	Tank Rentals	\$122.41
37555 Quinn Company	Troubleshoot Generator #3	\$1,501.55
37555 Quinn Company	Couplings for Skid Steer	\$56.44
37555 Quinn Company	O-Rings	\$5.94
37556 RDO Equipment Company	Tire & Wheel for Mower	\$298.17
37556 RDO Equipment Company	Mower Parts	\$21.73
37557 ReadyRefresh by Nestle	Bottled Water for August 2019	\$984.74
37558 S & N Airflow, Inc.	Aerator Drive Stub Shaft	\$1,151.75
37559 Southwest Networks, Inc.	Security Camera for Old House	\$587.30
37560 Stantec Consulting Services, Inc.	*Nobles Residence Model Analysis	\$7,350.00
37561 Sulzer	Brake Motor for Bar Screens	\$4,378.42
37562 Tops 'N Barricades Inc.	Marking Paint	\$103.10
37563 Trimax Systems. Inc.	Dredge Repair	\$13,230.00
37563 Trimax Systems. Inc.	UPS PLC 600	\$3,415.84
37564 Underground Service Alert	Dig Alerts for August 2019	\$173.35
37564 Underground Service Alert	Dig Safe Board Fee	\$82.93
37565 United Way of the Desert	PR 08/09/2019 - 08/22/2019 PD 08/30/2019	\$50.00
37566 Univar Solutions	Sodium Hypochlorite	\$6,873.44
37566 Univar Solutions	Ferric Chloride	\$5,517.11
37567 Vantage Point Transfer Agents - ICMA	PR 08/09/2019 - 08/22/2019 PD 08/30/2019	\$1,445.00
37568 Water Environment Federation	Membership Renewal	\$328.00
37569 William Teague	Travel Reimbursement CASA Conference	\$368.48
201909101 Humana Dental Insurance	Dental Insurance for September 2019	\$2,267.05
*Capital Expenditures	APPROVED:	\$155,839.32



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

TO: Board of Directors

THRU: Beverli A. Marshall, General Manager

FROM: Ian Wilson, Chief Plant Operator

SUBJECT: Purchase Authorization Approval – Floating Dredge Pipe

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

Executive Summary

The purpose of this report is for the Board to discuss purchasing the necessary equipment to make the repair.

Fiscal Impact

Funds to purchase the floating dredge pipe is included in the adopted FY 2019/20 Budget.

Background

The aluminum floating pipe used for transferring biosolids to the belt press came with the purchase of the dredge in 2008. Over time, holes in the piping system have developed. Staff has replaced some of these damaged sections with lay-flat hose and buoys, but often find those sections coming apart and causing operational downtime. Installing new floating pipe designed for our dredging operation will allow dredging to continue with greater efficiency and minimize operational downtime.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to purchase floating dredge pipe in an amount not to exceed \$16,113.26.

Attachments

- Attachment A: Ellicott Dredge Technologies Quote dated August 22, 2019
- Attachment B: Sole Source Parts Letter from Ellicott Dredge Technologies

ELLCOTT DREDGE TECHNOLOGIES

1750 Madison Avenue
 New Richmond, WI 54017
 Phone: 715-246-2888 Fax: 715-246-2573
fjohannsen@hwdredge.com

QUOTE 82219

DATE OF QUOTE 22-Aug-19

VALLEY SANITARY DISTRICT
 45-500 VAN BUREN
 INDIO CA 92201

TO
[scott](#)

Account #	Est. Date to Ship	Ship Via	P.O. #	Model	Serial Number	JOB #
valley san		BEST WAY		RCLPES	R2014-60-90	832
Quantity	PART #	DESCRIPTION	EACH	TOTAL	LEAD	STOCK
10	8003516	DISCHARGE HOSE ASSY 6" X 20' W/ 5 'FLEX HOSE AND INTEGRAL ALUM PIPE. W/CLAMP	\$1,393.00	\$13,930.00	4 WEEKS	
FROM NEW RICHMOND WI 54017 ALL QUOTES ARE VALID FOR 30 DAYS						
			TAX	\$1,218.87		
			FREIGHT	\$964.39		
			TOTAL	\$16,113.26	USD	

NOTES:

ELLCOTT DREDGE TECHNOLOGIES

Ellicott Dredge Technologies

1750 Madison Ave
New Richmond, WI 54017
715-243-2132 ph 715- 246-2573 fax

August 27, 2019

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

Subject: IMS/LWT Sole Source Parts

Dear Ian Wilson,

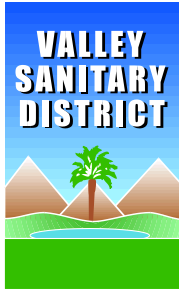
This letter is being sent upon your request for sole sourced purchased parts. Liquid Waste Technologies DBA Ellicott Dredge Technologies (EDT) is the only manufacture of the IMS line of dredges and booster pumps. Many of the parts used to manufacture your units were made by EDT or were in cooperation with other manufactures who specifically designed and build for use in our dredge and booster pumps.

In-regards to the discharge floating pipe assemblies; These floating systems were designed and with cooperation from factory, manufactured specifically for our dredging customers.

Sincerely,

Gaylee Brady

Gaylee Brady
Ellicott Dredge Technologies
Parts and Service Rep.
715-243-2132



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

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Joanne Padgham, Administration & Finance Manager

SUBJECT: **Adopt a Resolution Establishing Guidelines for Employer-Employee Relations and Repealing Resolution No. 1984-690**

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

Executive Summary

The purpose of this report is for the Board to discuss the employer-employee relations resolution.

Fiscal Impact

There is no fiscal impact from approving this Resolution.

Background

The original resolution establishing guidelines for employer-employee relations was adopted in 1984. To comply with current legal requirements and best management practices, and as part of our mission to be more efficient and transparent, we have updated the employer-employee relations resolution (Attachment A). The wording in this Resolution is based on the recommended language from the employment law firm of Liebert Cassidy Whitmore.

Recommendation

It is recommended that the Board of Directors adopt Resolution 2019-1122 establishing guidelines for employer-employee relations and repealing Resolution No. 1984-690.

Attachments

Attachment A: Resolution No. 2019-1122

RESOLUTION NO. 2019-1122

RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT ESTABLISHING GUIDELINES FOR EMPLOYER-EMPLOYEE RELATIONS AND REPEALING RESOLUTION NO. 1984-690

Article I -- General Provisions

Sec. 1.01 Statement of Purpose:

This Resolution implements Chapter 10, Division 4, Title 1 of the Government Code of the State of California (Sections 3500 *et seq.*) captioned "Meyers-Milias-Brown Act" ["MMBA"] (Local Public Employee Organizations)," by providing orderly procedures for the administration of employer-employee relations between the Valley Sanitary District (District) and its employee organizations. Nothing contained herein, however, shall be deemed to supersede the provisions of state law and District ordinances, resolutions, and rules, which establish and regulate the civil service system, or which provide for other methods of administering employer-employee relations. This Resolution is intended, instead, to strengthen civil service and other methods of administering employer-employee relations through the establishment of uniform and orderly methods of communications between employees, employee organizations and the District.

It is the purpose of this Resolution to provide procedures for meeting and conferring in good faith with Recognized Employee Organizations regarding matters that directly and significantly affect and primarily involve the wages, hours and other terms and conditions of employment of employees in appropriate units and that are not preempted by federal or state law, or the District ordinances. The District shall not be required to meet and confer over the merit, necessity or organization of any service or activity provided by law or executive order.

Nothing contained in this Resolution shall be construed to restrict any legal or inherent exclusive District rights with respect to matters of general legislative or managerial policy. Unless specifically in conflict with any Memorandum of Understanding, the District retains all management rights, which include, but are not limited to: The sole and exclusive right to determine the District's mission, including that of its constituent departments, commissions, and boards; the sole and exclusive right to direct the affairs of, manage, and maintain the efficiency of the District, to set standards of service; and to control the organization and operation of the District. The District also has the sole and exclusive right to take any actions, which the District deems desirable to conduct its affairs, including, but not limited to, determining the procedures and standards of selection for employment, directing its work force (including scheduling and assigning work and overtime), hiring, firing, discharges, promotions, demotions, transfers, taking disciplinary action, determining the methods, means and personnel by which District operations are to be conducted, relieving employees from duty because of budgetary considerations, lack of work, or other lawful reasons, subcontracting, maintaining discipline and efficiency of employees, determining the content of job classifications, taking all necessary actions to carry out its mission in emergencies, and exercising complete control and discretion over its

organization and the technology of performing its work consistent with the provisions of this Resolution and the MMBA. The foregoing is meant to be descriptive of the District's rights, and not exhaustive.

Sec. 1.02. Definitions:

As used in this Resolution, the following terms shall have the meanings indicated:

- a. "Appropriate unit" means a unit of employee classes or positions, established pursuant to Article II of this Resolution.
- b. "District" means the Valley Sanitary District and, where appropriate herein, refers to the District Council or any duly authorized District representative as herein defined.
- c. "Confidential Employee" means an employee who, in the course of his or her duties, has access to confidential information relating to the District's administration of employer-employee relations.
- d. "Consult/Consultation in Good Faith" means to meet and discuss issues with all affected recognized employee organizations, in good faith, for the purpose of presenting and obtaining views or advising of proposed actions in an effort to reach a consensus; and, as distinguished from meeting and conferring in good faith regarding matters within the required scope of representation (as defined in California Government Code section 3504), does not involve an endeavor to reach a binding agreement, nor is it subject to the impasse resolution procedures set forth in Article IV of this Resolution.
- e. "Day" means calendar day unless expressly stated otherwise.
- f. "Employee Relations Officer" means the General Manager or their duly authorized representative.
- g. "Exclusively Recognized Employee Organization" means an employee organization which has been formally acknowledged by the District as the sole employee organization representing the employees in an appropriate representation unit determined pursuant to Article II of this Resolution, having the exclusive right to meet and confer in good faith concerning matters within the scope of representation pertaining to unit employees, and thereby assuming the corresponding obligation of fairly representing such employees. Such recognition status may only be challenged by another employee organization as set forth in Article II.
- h. "Impasse" means that the representatives of the District and a Recognized Employee Organization have reached a point in their meeting and conferring in good faith where their differences on matters to be included in a Memorandum of Understanding, and/or concerning matters over which they are required to meet and confer, remain so substantial and prolonged that further meeting and conferring would be futile.

- i. "Management Employee" means an employee having responsibility for formulating, administering or managing the implementation of District policies and programs and employees who exercise supervisory authority.
 - j. "Proof of Employee Support" means (1) an authorization card recently signed and personally dated by an employee, provided that the card has not been subsequently revoked in writing by the employee (2) a verified authorization petition or petitions recently signed and personally dated by an employee, or (3) employee dues deduction authorizations, using the payroll register for the period immediately prior to the date a petition is filed hereunder, except that dues deduction authorizations for more than one employee organization for the account of any one employee shall not be considered as proof of employee support for any employee organization. The only authorization which shall be considered as proof of employee support hereunder shall be the authorization last signed by an employee. The words "recently signed" shall mean within 90 days prior to the filing of such proof of support.
 - k. "Supervisory Authority" means any employee having authority, in the interest of the District, to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or responsibly to direct them, or to adjust their grievances, or effectively to recommend such action if, in connection with the foregoing, the exercise of such authority is not of a merely routine or clerical nature, but requires the use of independent judgment.
- l. Terms not defined herein shall have the meanings as set forth in the MMBA.

Article II -- Representation Proceedings

Sec. 2.01. Filing of Recognition Petition by Employee Organization:

An employee organization which seeks to be formally acknowledged as the Exclusively Recognized Employee Organization representing the employees in an appropriate unit shall file a petition with the Employee Relations Officer containing the following information and documentation:

- a. Name and address of the employee organization.
- b. Names and titles of its officers and mailing addresses.
- c. Names and telephone numbers of employee organization representatives who are authorized to speak on behalf of the organization in any communication with the District.
- d. A statement that the employee organization has, as one of its primary purposes, the responsibility of representing employees in their employment relations with the District.
- e. A statement whether the employee organization is a chapter of, or affiliated directly or indirectly in any manner, with a local, regional, state, national or international organization, and, if so, the name and address of each such other organization.

- f. Certified copies of the employee organization's constitution and bylaws.
- g. A designation of those persons, not exceeding two in number, and their addresses, and/or email addresses, to whom notice sent by regular United States mail and/or email will be deemed sufficient notice on the employee organization for any purpose.
- h. A statement that the employee organization has no restriction on membership based on race, color, religion, creed, sex, national origin, age, marital status, sexual orientation, mental or physical disability, medical condition, military or veteran status, gender identity or expression, genetic information, or any other legally-protected classification.
- i. The job classifications or position titles of employees in the unit claimed to be appropriate and the approximate number of member employees therein.
- j. A statement that the employee organization has in its possession proof of employee support as herein defined to establish that a majority of the employees in the unit claimed to be appropriate have designated the employee organization to represent them in their employment relations with the District. Such written proof shall be submitted for confirmation to the Employee Relations Officer or to a mutually agreed upon disinterested third party.
- k. A request that the Employee Relations Officer formally acknowledge the petitioner as the Exclusively Recognized Employee Organization representing the employees in the unit claimed to be appropriate for the purpose of meeting and conferring in good faith.

The Petition, including the proof of employee support and all accompanying documentation, shall be declared to be true, correct and complete, under penalty of perjury, by the duly authorized officer(s) of the employee organization executing it.

Sec. 2.02. District Response to Recognition Petition:

Upon receipt of the Petition, the Employee Relations Officer shall determine whether:

- a. There has been compliance with the requirements for the filing of a Recognition Petition as set forth in section 2.01 hereof, and
- b. The proposed representation unit is an appropriate unit in accordance with Sec. 2.07 of this Article II.

If an affirmative determination is made by the Employee Relations Officer on the foregoing two matters, they shall so inform the petitioning employee organization, shall give written notice of such request for recognition to the employees in the unit and shall take no action on said request for 30 days thereafter.

If either of the foregoing matters are not affirmatively determined, the Employee Relations Officer shall offer to consult thereon with such petitioning employee organization and, if such determination thereafter remains unchanged, shall inform that organization of the reasons therefore in writing.

The petitioning employee organization may appeal such determination in accordance with Sec. 2.09 of this Resolution.

Sec. 2.03. Open Period for Filing Challenging Petition:

Within 30 days of the date written notice was given to affected employees that a valid recognition petition for an appropriate unit has been filed, any other employee organization may file a competing request to be formally acknowledged as the exclusively recognized employee organization of the employees in the same or in an overlapping unit (one which corresponds with respect to some, but not all the classifications or positions set forth in the recognition petition being challenged), by filing a petition evidencing proof of employee support in the unit claimed to be appropriate of at least 30% and otherwise in the same form and manner as set forth in Sec. 2.01 of this Article II. If such challenging petition seeks establishment of an overlapping unit, the Employee Relations Officer shall call for a hearing on such overlapping petitions for the purpose of ascertaining the more appropriate unit, at which time the petitioning employee organizations shall be heard. Thereafter, the Employee Relations Officer shall determine the appropriate unit or units in accordance with the standards in Sec. 2.07 of this Article II and shall provide written notice of his/her determination.

If the petitioning employee organizations do not agree with the decision rendered by the Employee Relations Officer, the petitioning employee organizations shall have 15 days from the date of when the notice of such unit determination is communicated to them by the Employee Relations Officer to amend their petitions to conform to such determination or to appeal such determination pursuant to Sec. 2.09 of this Article II.

Sec. 2.04. Granting Recognition Without an Election:

If the Petition is in order, and the proof of support shows that a majority of the employees in the unit deemed to be appropriate have designated the petitioning employee organization to represent them, and if no other employee organization filed a challenging petition, the petitioning employee organization and the Employee Relations Officer shall request the California State Mediation and Conciliation Service, or another agreed-upon neutral third party, to review the count, form, accuracy and propriety of the proof of support. If the neutral third party makes an affirmative determination, the Employee Relations Officer shall formally acknowledge the petitioning employee organization as the Exclusive Recognized Employee Organization for the designated unit.

Sec. 2.05. Election Procedure:

Where recognition is not granted pursuant to Sec. 2.04 of this Resolution, then, upon determination of an appropriate unit in accordance with Sec. 2.02 and 2.07 of this Article II, the Employee Relations Officer shall arrange for a secret ballot election to be conducted by a party agreed to by the Employee Relations Officer and the concerned employee organization(s), in accordance with such party's rules and procedures subject to the provisions of this Resolution. All employee organizations who have duly submitted petitions which have been determined to be in conformance with this Article II shall be

included on the ballot. The choice of “no organization” shall also be included on the ballot thereby allowing employees the choice of representing themselves individually in their employment relations with the District.

Employees entitled to vote in such election shall be those persons employed in regular permanent positions within the designated appropriate unit who were employed during the pay period immediately prior to the date which ended at least 15 days before the date the election commences, including those who did not work during such period because of illness, vacation or other authorized leaves of absence, and who are employed by the District in the same unit on the date of the election.

An employee organization shall be formally acknowledged as the Exclusively Recognized Employee Organization for the designated appropriate unit following an election or run-off election if it received a numerical majority of all valid votes cast in the election. In an election involving three or more choices, where none of the choices receives a majority of the valid votes cast, a run-off election shall be conducted between the two choices receiving the largest number of valid votes cast. The rules governing an initial election shall also apply to a run-off election.

There shall be no more than one valid election under this Resolution pursuant to any petition in a 12-month period affecting the same unit.

In the event that the parties are unable to agree on a third party to conduct an election, the election shall be conducted by the California State Mediation and Conciliation Service (“CSMCS”) or another agreed-upon third party. In the event that the parties are unable to agree on a third party to conduct the election, then the County Clerk’s office shall conduct the election. If the parties cannot agree as to the time, place, and manner of the election, then the election supervisor shall be authorized to unilaterally determine such issues and carry out the election accordingly. In the event that CSMCS declines to conduct the election, for any reason, the parties agree that the election shall be conducted:

- A. By the American Arbitration Association or, alternatively, another neutral third party appointed by the District.

If, once the alternate election monitor is appointed, the parties cannot agree as to the time, place, and manner of the election, the parties shall authorize the election monitor to unilaterally determine such issues and carry out the election accordingly. Costs of conducting elections shall be borne in equal shares by the District and by each employee organization appearing on the ballot.

Sec. 2.06 Procedure for Decertification of Exclusively Recognized Employee Organization:

- A. A Decertification Petition alleging that the incumbent Exclusively Recognized Employee Organization no longer represents a majority of the employees in an established appropriate unit may be filed by two or more employees or their representative or an employee organization with the local regional office of the Public Employment Relations Board (PERB) in accordance with its regulations provided at <https://perb.ca.gov/regspdfs/regulations.pdf> (See California Code of Regulations, Tit. 8,

Section 61350 et seq.). In accordance with Title 2 of the California Code of Regulations, section 61010, whenever there is currently in effect a Memorandum of Understanding (“MOU”) between the employer and the exclusive representative of the employees covered by the MOU that has been in effect for less than three years, the petition shall be filed during the 29-day period which is less than 120 days but more than 90 days prior to the expiration date of a lawful MOU negotiated by the public agency and the exclusive representative.

- B. During the month of March of any year following the first full year of recognition, or during the 30 day period commencing 120 days prior to the termination date of an MOU then having been in effect less than three years, whichever occurs later, the Employee Relations Officer may on his/her own motion, when he/she has reason to believe that a majority of unit employees no longer wish to be represented by the incumbent Exclusively Recognized Employee Organization, give notice to that organization and all unit employees that they will arrange for an election to determine that issue.

In such event, any other employee organization may, within 15 days of such notice, file a Recognition Petition in accordance with Sec. 2.10. The Employee Relations Officer shall initially determine whether the Petition has been filed in compliance with the applicable provisions of this Article II. If their determination is in the negative, they shall offer to consult thereon with the representative(s) of such petitioning employees or employee organization and, if such determination thereafter remains unchanged, shall return such Petition to the employees or employee organization with a statement of the reasons therefore in writing. The petitioning employees or employee organization may appeal such determination in accordance with Sec. 2.10 of this Article II. If the determination of the Employee Relations Officer is in the affirmative, or if his negative determination is reversed on appeal, they shall give written notice of such Decertification or Recognition Petition to the incumbent Exclusively Recognized Employee Organization and to unit employees.

The Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about 30 days after such notice to determine the wishes of unit employees as to the question of decertification and, if a Recognition Petition was duly filed hereunder, the question of representation. Such election shall be conducted in conformance with Sec. 2.05 of this Article II.

If, pursuant to this Section, a different employee organization is formally acknowledged as the Exclusively Recognized Employee Organization, such organization shall be bound by all the terms and conditions of any Memorandum of Understanding then in effect for its remaining term.

Sec. 2.07. Policy and Standards for Determination of Appropriate Units:

The Employee Relations Officer shall maintain a list of all current bargaining units in the District and shall have the management discretion to form and define reasonable bargaining unit, based on the procedures specified in this Resolution. The policy objectives in determining the appropriateness of units shall be the effect of a proposed unit on (1) the

efficient operations of the District and its compatibility with the primary responsibility of the District and its employees to effectively and economically serve the public, and (2) providing employees with effective representation based on recognized community of interest considerations. These policy objectives require that the appropriate unit shall be the broadest feasible grouping of positions that share an identifiable community of interest.

In considering whether classifications share an identifiable community of interest, the following factors shall be considered:

- a. Similarity of the work performed, required qualifications, levels of responsibility, and the general working conditions.
- b. History of representation in the District; except that no unit shall be deemed appropriate solely on the basis of the extent to which employees in the proposed unit have organized.
- c. Consistency with the organizational patterns and structure of the District.
- d. Effect of differing legally mandated impasse resolution procedures.
- e. Number of employees and classifications, and the effect on the administration of employer-employee relations created by the fragmentation of classifications and proliferation of units.
- f. Effect on the classification structure and impact on the stability of the employer-employee relationship of dividing a single or related classifications among two or more bargaining units.

Notwithstanding the foregoing provisions of this Section, managerial, supervisory and confidential responsibilities, as defined in Sec. 1.02 of this Resolution, are determining factors in establishing appropriate units hereunder, and therefore managerial, supervisory and confidential employees may only be included in a unit consisting solely of managerial, supervisory or confidential employees respectively. Managerial, supervisory and confidential employees may not represent any employee organization which represents other employees.

Also, under the MMBA, professional employees have the right to be represented separately from non-professional employees.

The Employee Relations Officer shall, after notice to and consultation with affected employee organizations, allocate new classifications or positions, delete eliminated classifications or positions, and retain, reallocate or delete classifications or positions from units in accordance with the provisions of this Section. The decision of the Employee Relations Officer shall be final.

Sec. 2.08. Procedure for Modification of Established Appropriate Units:

Requests by employee organizations for modifications of established appropriate units may be considered by the Employee Relations Officer only during the month of March of

any year following the first full year of recognition, or during the 30 day period commencing 120 days prior to termination date of a Memorandum of Understanding then having been in effect less than three years, whichever occurs later.” Such requests shall be submitted in the form of a Recognition Petition and, in addition to the requirements set forth in Sec. 2.01 of this Article II, shall contain a complete statement of all relevant facts and citations in support of the proposed modified unit in terms of the policies and standards set forth in Sec. 2.07 of this Resolution. The Employee Relations Officer shall process such petitions as other Recognition Petitions under this Article II.

When new classifications are adopted, existing classifications abolished, or when a classification is no longer compatible with the existing bargaining unit under the factors of Sec. 2.07 of this Article II, the Employee Relations Officer may, by his or her own motion, at any time propose that an established unit be modified. The Employee Relations Officer shall give written notice of the proposed modification(s) to any affected employee organization and shall hold a meeting concerning the proposed modification(s), at which time all affected employee organizations shall be heard.

Thereafter the Employee Relations Officer shall determine the composition of the appropriate unit or units in accordance with Sec. 2.07 of this Article II and shall give written notice of such determination to the affected employee organizations. The Employee Relations Officer's determination may be appealed as provided in Section 2.10 of this Article II. If a unit is modified pursuant to the motion of the Employee Relations Officer hereunder, employee organizations may thereafter file Recognition Petitions seeking to become the Exclusively Recognized Employee Organization for such new appropriate unit or units pursuant to Sec. 2.01 of this Article II.

Sec. 2.09. Procedure for Processing Severance Requests:

An employee organization may file a request to become the exclusively recognized employee organization of a unit alleged to be appropriate that consists of a group of employees who are already a part of a larger established unit represented by another exclusively recognized employee organization. The timing, form and processing of such request shall be as specified in Sec. 2.08 of Article II for modification requests.

Sec. 2.10. Appeals:

An employee organization aggrieved by a determination of the Employee Relations Officer that a Recognition Petition (Sec. 2.01), Challenging Petition (Sec. 2.03), Decertification Petition (Sec. 2.06), Determination of an Appropriate Unit (Sec. 2.07), Unit Modification Petition (Sec. 2.08) or Severance Request (Sec. 2.09) has not been filed in compliance with the applicable provisions of this Article II, may, within ten (10) days of notice of the Employee Relations Officer's determination, appeal such determination to the District Council for final decision.

Appeals to the District Council shall be filed in writing with the District Clerk, and a copy thereof served on the Employee Relations Officer. The District Council shall commence to consider the matter within 30 days of the filing of the appeal. The District Council may, in its discretion, refer the dispute to a non-binding third party hearing process.

Any decision of the District Council on the use of such procedure, and/or any decision of the District Council determining the substance of the dispute shall be final and binding.

Sec. 2.12. Abandonment of Unit or Good Faith Doubt of Majority Representative:

In the event a bargaining unit appears to have been abandoned by its Exclusively Recognized Employee Organization, or in the event that the Employee Relations Officer has a good faith doubt that the Exclusively Recognized Employee Organization represents a majority of the members of the unit, the Employee Relations Officer shall serve notice to the affected employee organization(s) stating the evidence leading them to the belief of abandonment or doubt of majority representational status. Such affected employee organization shall have 20 days to present written evidence and argument to the contrary.

If, after the 20-day period expires, the Employee Relations Officer still believes the unit has been abandoned or still has a good faith doubt of majority representation, the Employee Relations Officer shall thereupon arrange for a secret ballot election to be held on or about 15 days after notice thereof to determine the wishes of unit members. The question before the electorate shall be, "Do you wish to continue to be represented by (name of association or union) in your formal bargaining relationship with the County?" If the answer by a majority of valid votes cast is in the affirmative, there shall be no change in representational status. If the answer by a majority of valid votes cast is in the negative, then the organization's representational status as bargaining representative for the unit in question shall be terminated.

Details of such election shall be handled in accordance with applicable provisions of Section 2.04 of Article II of this Resolution.

Article III -- Administration

Sec. 3.01. Submission of Current Information by Recognized Employee Organizations:

All changes in the information filed with the District by an Exclusively Recognized Employee Organization under items (a) through (h) of its Recognition Petition under Sec. 2,01 of this Resolution shall be submitted in writing to the Employee Relations Officer within 14 days of such change.

Exclusively Recognized Employee Organizations that are party to an agency shop provision shall provide annually to the Employee Relations Officer and to unit members within 60 days after the end of its fiscal year the financial report required under Government Code Section 3502.5 (f) of the MMBA.

Sec. 3.02. Employee Organization Activities -- Use of District Resources:

Access to District work locations and the use of District paid time, facilities, equipment and other resources by employee organizations and those representing them shall be authorized only to the extent provided for in Memoranda of Understanding and/or administrative procedures, shall be limited to lawful activities consistent with the provisions of this Resolution that pertain directly to the employer-employee relationship and not such

internal employee organization business as soliciting membership, campaigning for office, and organization meetings and elections, and shall not interfere with the efficiency, safety and security of District operations.

Sec. 3.03. Administrative Rules and Procedures:

The General Manager is hereby authorized to establish such rules and procedures as appropriate to implement and administer the provisions of this Resolution after consultation with affected employee organizations.

Article IV -- Impasse Procedures

Sec. 4.01. Initiation of Impasse Procedures:

If the meet and confer process has reached impasse as defined in Article 1, Section 1.02 of this Resolution, either party may initiate the impasse procedures by filing with the other party a written request for an impasse meeting, together with a statement of its position on all issues. An impasse meeting shall then be scheduled promptly by the Employee Relations Officer. The purpose of such meeting shall be:

- a. To identify and specify in writing the issue or issues that remain in dispute.
- b. To review the position of the parties in a final effort to reach agreement on a Memorandum of Understanding; and
- c. If the impasse is not resolved, to discuss arrangements for the utilization of the impasse procedures provided herein.

Sec. 4.02. Impasse Procedures:

Impasse procedures are as follows:

- a. If the parties agree to submit the impasse to mediation, and agree on the selection of a mediator, the impasse shall be submitted to mediation. All mediation proceedings shall be private. The mediator shall make no public recommendation, nor take any public position at any time concerning the issues.
- b. Otherwise, the parties can utilize any other impasse procedures provided in accordance with the MMBA.
- c. After any applicable impasse procedures have been exhausted, the District Council may hold a public hearing regarding the impasse, and take such action regarding the impasse as it in its discretion deems appropriate as in the public interest, including implementation of the District's last, best and final offer. Any legislative action by the District Council on the impasse shall be final and binding.

Sec. 4.03. Costs of Impasse Procedures:

The cost for the services of a mediator and any other mutually incurred costs of any impasse procedures, shall be borne equally by the District and Exclusively Recognized Employee Organization. Separately incurred services or costs shall be borne solely by the party incurring the cost.

Article V -- Miscellaneous Provisions

Sec. 5.01. Construction:

This Resolution shall be administered and construed as follows:

- a. Nothing in this Resolution shall be construed to deny to any person, employee, organization, the District, or any authorized officer, body or other representative of the District, the rights, powers and authority granted by federal or state law (or District Charter provisions).
- b. This Resolution shall be interpreted so as to carry out its purpose as set forth in Article I.
- c. Nothing in this Resolution shall be construed as making the provisions of California Labor Code Section 923 applicable to District employees or employee organizations, or of giving employees or employee organizations the right to participate in, support, cooperate or encourage, directly or indirectly, any strike, sickout or other total or partial stoppage or slowdown of work. In consideration of and as a condition of initial and continued employment by the District, employees recognize that any such actions by them are in violation of their conditions of employment, except as expressly otherwise provided by legally preemptive state or contrary local law. In the event employees engage in such actions, they shall subject themselves to discipline up to and including termination, and may be replaced, to the extent such actions are not prohibited by preemptive law; and employee organizations may thereby forfeit all rights accorded them under this Resolution and other District law for a period of up to one year from commencement of such activity.
- d. Nothing in this Resolution shall be construed as a waiver of any rights unless expressly and specifically stated.

Sec. 5.02. Suspension of Recognition:

Recognition of an employee organization may be suspended by the Board for:

- a. Repeated or continued failure or refusal to comply with the provisions of this Resolution.
- b. Intentional furnishing of false information to the District.
- c. Violation of any law, contract provisions, court decision or court orders.

Reasonable notice and opportunity to correct violations shall be given prior to suspension under this Section.

Sec. 5.03. Severability:

If any provision of this Resolution, or the application of such provision to any persons or circumstances, shall be held invalid, the remainder of this Resolution, or the application of such provision to persons or circumstances other than those as to which it is held invalid, shall not be affected thereby.

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

1. Adopts this resolution establishing guidelines for employer-employee relations.
2. Repeals resolution 1984-690.

Passed, approved, and adopted this _____ day of _____, 2019, by the following roll call vote:

AYE:

NAYE:

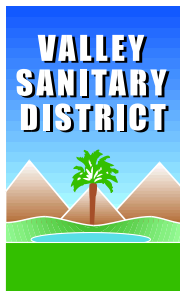
ABSENT:

ABSTAIN:

Mike Duran, President

ATTEST:

Dennis Coleman, Secretary



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

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Reinstate the Laboratory Supervisor Position Effective September 21, 2019**

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

Executive Summary

The purpose of this report is for the Board to discuss the need for the Laboratory Supervisor position.

Fiscal Impact

The fiscal impact is approximately \$10,000. The funding will have to be drawn down from reserves as it was not included in the adopted budget.

Background

When the previous Laboratory Supervisor retired, the position was eliminated and the Laboratory Analyst/Coordinator was created, which does not include supervisory responsibilities. The adopted Fiscal Year 2019/20 Budget includes a second lab position, Laboratory Technician I, which needs to be supervised by a certified laboratory position. For internal parity with other positions performing supervisor responsibilities, the Laboratory Supervisor position needs to be reinstated. The classification is assigned pay range 16, which is the same as the other supervisory positions.

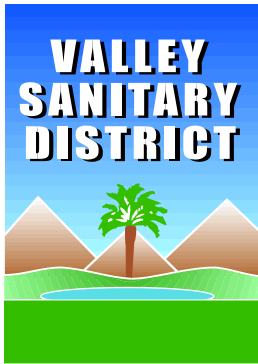
The incumbent in the Laboratory Analyst/Coordinator position is qualified for the Laboratory Supervisor position. If the reinstatement is approved by the Board, the employee will be appointed to fill the position effective the start of the next pay period, which is September 21, 2019.

Recommendation

Staff recommends that the Board of Directors reinstate the Laboratory Supervisor position effective September 21, 2019.

Attachments

Attachment A: Laboratory Supervisor job description



JOB DESCRIPTION
Laboratory Supervisor
Range 16 (\$6,316 - \$8,463)
Effective September 1, 2019

GENERAL PURPOSE

Under administrative direction, supervises laboratory personnel, manages the operation of the District laboratory and Laboratory Information Management Systems (LIMS) to provide services in support of wastewater operations, engineering services, and District programs and projects as defined and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The Laboratory Supervisor is responsible for planning, directing, and coordinating all District laboratory services, including wastewater analyses, data management, the evaluation and incorporation of new laboratory technology and contracted laboratory services; managing the District's wastewater quality program to include compliance reporting to State and EPA; obtaining permits; reviewing and implementing new regulations, assessing impact and cost of regulations; has overall management and policy development responsibilities for laboratory services; and represents the District at policy meetings relating to wastewater quality.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this classification series may perform any combination of duties assigned to this classification series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

- Manages District's wastewater quality program involving interpretation of technical data; oversees monthly and annual compliance reporting to State Department of Health Services; addresses customer related complaints; interprets applicable wastewater quality laws, regulations, and policies; assesses and reports impact of new regulations; ensures regulatory monitoring is completed in a timely fashion; evaluates potential for wastewater contamination and terrorist acts and responds accordingly.
- Plans, organizes, reviews, and evaluates laboratory program efficiency and effectiveness.
- Performs a full range of supervisory duties including day to day evaluation of assigned employee's performance, the preparation of performance reviews, providing clear direction to assigned staff, documenting training and safety,

taking appropriate disciplinary actions, and providing leadership for the work group.

- Reviews and makes sound recommendations related to laboratory safety; develops and oversees quality control and quality assurance.
- Oversees contract laboratory services; approves contract laboratory charges; reviews a variety of technical reports including, but not limited to, contract laboratory reports for completion, regulatory exceedances, and quality control.
- Prepares and monitors adherence to the laboratory's budget.
- Recommends and integrates new laboratory technology and processes as appropriate.
- Compiles and prepares reports as needed to document laboratory activities.
- Prepares and delivers technical reports and presentations to management, District Board of Directors, regulatory agencies, professional workgroups, and other internal and external customers as needed.
- Manages LIMS software and compliance with EPA's 'Good Automated Laboratory Procedures'.
- Stays abreast of current laboratory technology and management strategies.
- Availability to work evenings, weekends, and holidays on an emergency as-needed basis.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- Principles and practices of chemical and bacteriological characteristics of wastewater, and solids including bio-solids and soils;
- District facilities and treatment processes in wastewater, and bio-solids; water chlorination and disinfection; distribution systems and delivery of wastewater;
- theories of biology, chemistry, and microbiology;
- standard methods of analysis, laboratory equipment and uses;
- sampling techniques, principles of effective supervision;
- principles and practices of budgeting, planning, training, and scheduling;
- applicable federal and state regulations governing wastewater, and bio-solids;
- laboratory safety practices including chemical storage and handling office and records management practices and procedures; principles and practices of sound business communication;
- District personnel rules, policies, and procedures.

Ability to do the following is required to perform the essential duties of this classification.

- Demonstrate effective leadership and problem-solving skills;
- promote teamwork, interpret laboratory and plant operating data, prepare clear, complete, and concise reports and correspondence;

- effectively resolve conflicts, maintain environmental laboratory accreditation program (ELAP) certification; anticipate future laboratory resource needs;
- interpret data and evaluate degree of compliance and conformance;
- oversee and manage commercial laboratory contracts;
- understand, interpret, explain, and apply District, local, state, and federal laws and regulations applicable to areas of responsibility;
- exercise sound independent judgment within general policy guidelines;
- establish and maintain effective working relationships with all levels of District management, staff, and the public;
- use tact, discretion and diplomacy in dealing with sensitive situations and concerned people and customers, both internal and external.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of progressively responsible experience in wastewater laboratory services.

Education

Graduation from an accredited college or university with a bachelor's degree in chemistry, bacteriology, biology, environmental science or a closely related field.

Licenses or Certifications

Have and maintain a satisfactory driving record and be insurable by the District for the operation of District vehicles. Must meet all written, physical, testing, and notification requirements established by the Department of Motor Vehicles.

Certification by the California Water Environment Association (CWEA) as a Grade II Laboratory Analyst is required.

Have or obtain valid First Aid and CPR certificates within six months of hire into this position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, employees are regularly required to walk; talk or hear, in person and by telephone; climb or balance; smell; use hands to finger, handle, feel or operate objects, tools or controls; operate standard office equipment; reach with hands and arms; and lift or move up to 40 pounds . Employees are frequently required to sit and stand for extended periods of time.

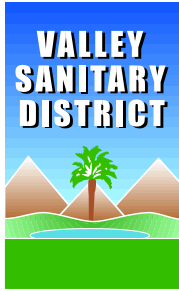
Specific vision abilities required by this job include close and distant vision, depth perception, and the ability to distinguish subtle colors and shades and adjust focus.

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new skills and information; perform highly detailed work on multiple, concurrent tasks; work under changing and sometimes intensive deadlines; and interact with District managers, board members, officials of other governmental agencies, professional and community organizations and others encountered in the course of work.

Employees regularly work under typical office conditions, and the noise level is usually quiet. Some assignments expose employees to outside weather conditions and to wastewater treatment plant processes, hazardous chemicals, biological hazards, exposure to fumes or airborne particles, toxic or caustic chemicals, engine operations, and other potential safety hazards associated with the environment and processes encountered during these activities.

FLSA DETERMINATION

Non-exempt



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

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Adopt Procurement Technician Classification and Amend the Staffing Range Assignments for Fiscal Year 2019/20 Effective September 21, 2019**

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

Executive Summary

The purpose of this report is for the Board to discuss Procurement Technician classification and associated staffing range assignment.

Fiscal Impact

The fiscal impact is a savings of approximately \$7,500, which is the difference between the Management Analyst I range of 12 and the Procurement Technician range 10. The funding will be used to offset budget overages due to unanticipated needs.

Background

The past General Manager created the Management Analyst I classification and included the position in the FY 2018/19 budget process. The intent was for the position to assist with a variety of one-time projects, such as the website design and implementation, the asset management software implementation, and other technical support. After staffing the position for the past year, it has become apparent that there is not enough work to sustain the position once these one-time projects are completed.

In analyzing tasks that are time consuming and inefficient for the technical staff to perform, staff has identified that purchasing tasks and contract oversight is fractured and spread around the different District functions without a single point of responsibility and oversight. In creating the Procurement Technician position, these tasks and responsibilities can be centralized and given proper oversight for both efficiency and transparency. Staff has reviewed various procurement job descriptions at comparable agencies and created the proposed job description for the Board's approval. The proposed wage range assignment is also based on comparable positions at other agencies and for internal parity.

If the classification is approved by the Board, the incumbent Management Analyst I will be offered the newly created position as a lateral move and then the Analyst position

will be left vacant and unfunded. The effective start date of the new position will be the next pay period, which is September 21, 2019.

Recommendation

Staff recommends that the Board of Directors adopt the Procurement Technician classification and amend the Staffing Range Assignments for Fiscal Year 2019/20, which also includes the change in the Laboratory staffing, effective September 21, 2019.

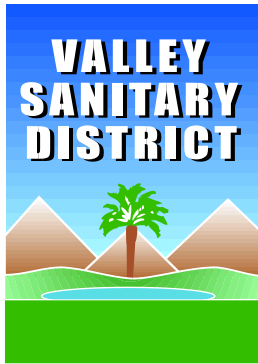
Attachments

Attachment A: Procurement Technician job description

Attachment B: Staffing Range Assignments

Attachment C: Proposed Organizational Chart

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JOB DESCRIPTION
Procurement Technician
Range 10 (\$4,713 - \$6,316)
Effective September 21, 2019

GENERAL PURPOSE

Under immediate supervision, progressing to general supervision, to perform a variety of purchasing and contract management duties, including material, equipment, and services procurement.

DISTINGUISHING CHARACTERISTICS

This journey-level classification is a single position that applies specialized level knowledge and abilities in purchasing and contracts administration. Incumbents function independently and are expected to possess a basic knowledge of District policies, organization, procedures, management, and finance issues and practices.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Incumbents in this classification series may perform any combination of duties assigned to this classification series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

- Purchases supplies, materials, equipment, and services in compliance with District purchasing policy and guidelines.
- Contacts suppliers/vendors to obtain and negotiate competitive price quotes; evaluates availability, terms and delivery schedule regarding inventory and specific requisitions and recommends action based on information received.
- Assists District personnel concerning purchasing procedures, purchasing needs, complaints, and special problems.
- Maintains and updates contract and agreement files; distributes contract documents to parties of interest and upon request; maintains contract logs and related specialized records.
- Works with District's legal counsel to maintain and update both standard and nonstandard contracts and legal agreements for professional services, request for proposal and bids.
- Prepares and distributes bid packages to contractors and suppliers. Maintains plan holder's list for distribution to publications, contractors, and suppliers.
- Organizes existing files and create new files. Receives, reviews, logs, and distributes submittals for approval.

- Prepares County and City Notice of Acceptance letters for District contract and developer projects
- Prepares and maintain procurement and contract process flow charts.
- Assists in year-end functions, but not limited to inventory, closure of purchase orders, following up on purchase orders.
- Performs bid reference checks.
- Tracks and maintains active insurance certificates and endorsements. Verifies insurance requirements are met for developer packages.
- Performs related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- Principles, procedures, and practices relating to the purchasing of materials and equipment.
- Sources for materials, supplies and equipment typically used by a public utility.
- Methods of ensuring and securing competitive bids.
- Methods of inventory control.
- MSDS sheets and their importance.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, grammar, spelling, vocabulary, and punctuation.

Ability to do the following is required to perform the essential duties of this classification.

- Assist in the development of goals, objectives, policies, procedures, and work standards for the department.
- Develop, implement, and manage assigned programs, projects, and activities in an independent and cooperative manner, evaluate alternatives, make sound recommendations, and prepare effective technical and administrative reports.
- Plan and conduct effective management, administrative, and operational studies.
- Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and software.
- Use English effectively to communicate in person and presentations, over the telephone, and in writing.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Three years of increasingly responsible experience with a public agency performing similar duties.

Education

Graduation from an accredited college or university with a bachelor's degree with major course work in accounting, or finance in business or public administration, or a related.

Licenses or Certifications

Have and maintain a satisfactory driving record and be insurable by the District for the operation of District vehicles. Must meet all written, physical, testing, and notification requirements established by the Department of Motor Vehicles.

Have or obtain valid First Aid and CPR certificates within six months of hire or promotion.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this class, an employee is regularly required to stand, walk and sit; talk and hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve complex problems; use math and mathematical reasoning; perform highly detailed work under changing, intensive deadlines on multiple, concurrent tasks; work with constant interruptions; handle highly confidential and sensitive matters with a high degree of discretion and good judgment; and interact with District officials, managers, elected and appointed officials of other governmental agencies, employees and the public.

The employee works under typical office conditions, and the noise level is usually quiet.

FLSA DETERMINATION

Non-exempt

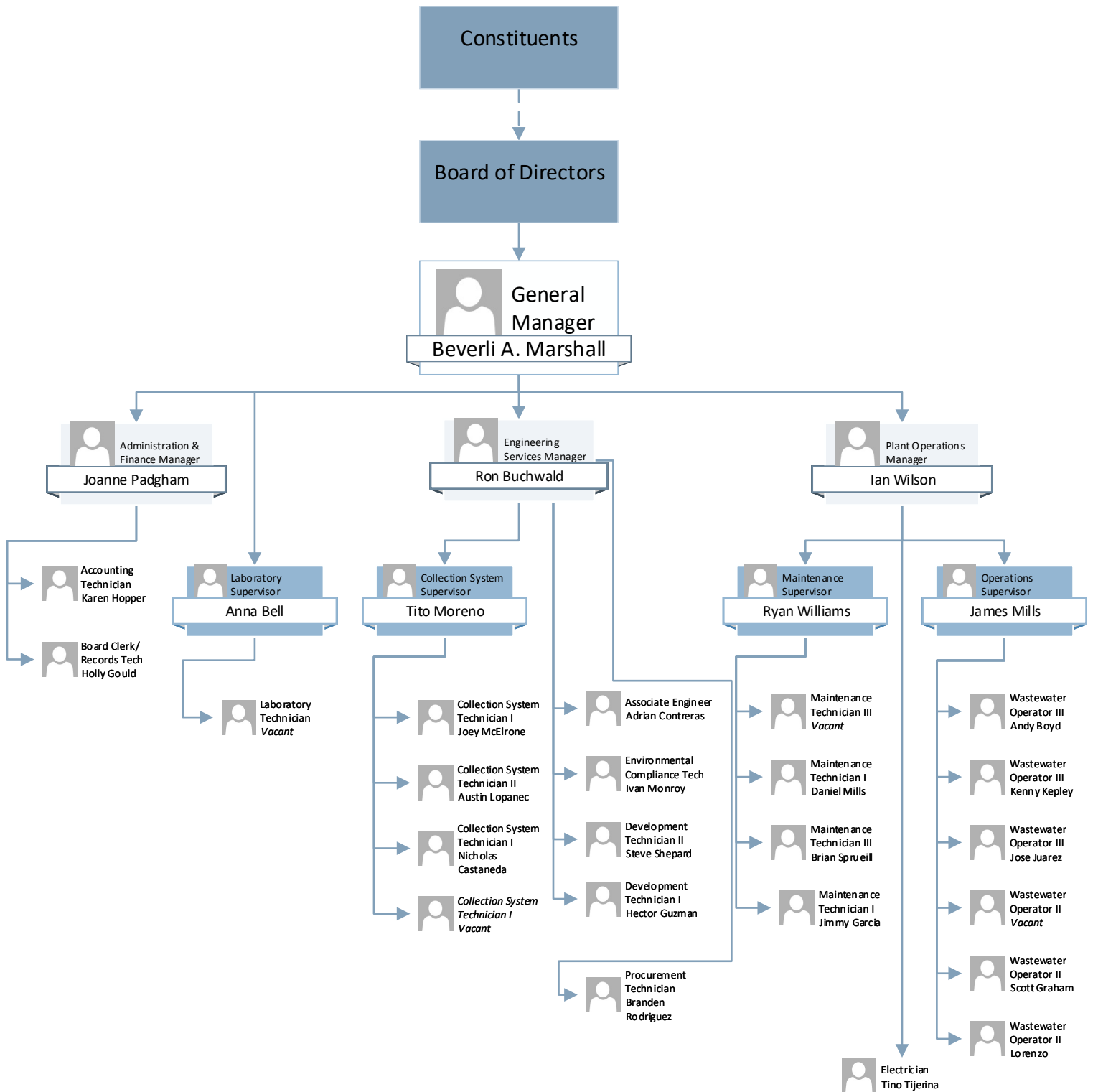
STAFFING RANGE ASSIGNMENTS

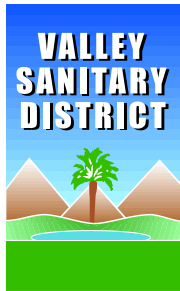
Effective September 21, 2019

JOB CLASSIFICATION	RANGE	FILLED
ACCOUNTING TECHNICIAN	10	1
ADMINISTRATION & FINANCE MANAGER	18	1
ASSISTANT ENGINEER	14	1
CLERK OF THE BOARD/ACCOUNTING CLERK	8	1
CHIEF FACILITY OPERATOR	18	1
COLLECTION SYSTEMS TECH-IN-TRAINING	5	0
COLLECTION SYSTEMS TECH I	8	3
COLLECTION SYSTEMS TECH II	10	1
COLLECTION SYSTEMS TECH III	12	0
COLLECTION SYSTEMS SUPERVISOR	16	1
DEVELOPMENT SERVICES TECHNICIAN I	12	0
DEVELOPMENT SERVICES TECHNICIAN II	16	2
ELECTRICIAN/INSTRUMENTATION TECH III	14	1
ENVIRONMENTAL COMPLIANCE TECHNICIAN I	12	0
ENVIRONMENTAL COMPLIANCE TECHNICIAN II	16	1
GENERAL MANAGER	\$18,828 / Mo	1
DIRECTOR OF ENGINEERING & MAINTENANCE	25	1
DIRECTOR OF OPERATIONS	25	0
LABORATORY TECHNICIAN	10	1
LABORATORY ANALYST/COORDINATOR	14	0
LABORATORY SUPERVISOR	16	1
MAINTENANCE TECH-IN-TRAINING	5	0
MAINTENANCE TECH I	7	1
MAINTENANCE TECH II	9	0
MAINTENANCE TECH III	11	3
MAINTENANCE SUPERVISOR	16	1
MANAGEMENT ANALYST I	12	0
PROCUREMENT TECHNICIAN	10	1
WASTEWATER OPERATOR-IN-TRAINING	5	0
WASTEWATER OPERATOR I	8	0
WASTEWATER OPERATOR II	10	2
WASTEWATER OPERATOR III	12	3
WASTEWATER OPERATOR III/LAB TECHNICIAN	14	1
WASTEWATER OPERATIONS SUPERVISOR	14	1

TOTAL POSITIONS

31
2019/2020 BUDGET





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

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Results of Employee Wellness Program Survey**

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

Executive Summary

The purpose of this report is for the Board to discuss survey results, discuss next steps, and provide direction to staff.

Fiscal Impact

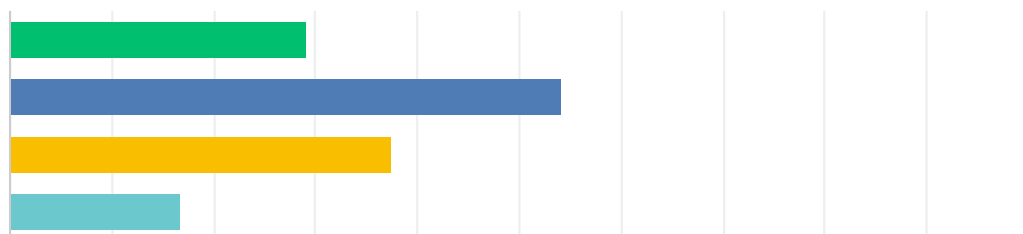
The fiscal impact depends on the direction given.

Background

The current wellness program costs \$18,000 for the fiscal year. Staff expressed concern regarding the cost and participation in the program. The General Manager created an anonymous, electronic survey. The primary purpose of the survey was to gauge staff’s interest in a variety of employee wellness programs, including the current program.

Of the current 26 employees, 24 participated in the survey, which indicates how important the topic is to them. Approximately one-third of the respondents indicated that they have utilized the current program at least once with 30% currently using the program.

The results of the “What types of wellness events interest you?” question indicates that there was significant interest in new directions for wellness programs and focus areas. The most popular response (54%) was “**Healthy Hobbies**” where local practitioners (yoga, bicycling, pilates, etc.) visit and give demonstrations on health options in the local area. The next most popular response (38%) was “**Quarterly Wellness Day**”. These two options were followed by “**Lunchtime Discussions**” and “**Healthy Futures**” (29% and 17%, respectively).



There was significant support (96%) for continuing the gym membership reimbursement program, with half of the respondents indicating that they currently use the program.

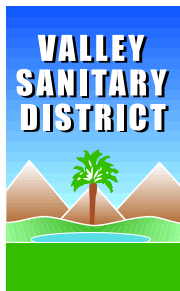
Recommendation

Staff recommends that the Board of Directors provide direction regarding the District's continuation of the current employee wellness program as well as implement programs that received more interest as indicated by the employee responses.

Attachments

None

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

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss the California Association of Sanitation Agencies (CASA) Education Foundation and Authorize a Contribution in the Amount of \$5,000**

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

Executive Summary

The purpose of this report is for the Board to discuss the CASA Education Foundation and possible contribution for Fiscal Year 2019/20.

Fiscal Impact

The recommended contribution is \$5,000 for Fiscal Year 2019/20.

Background

CASA represents the interests of local clean water agencies in California that treat wastewater and produce renewable resources such as recycled water, clean energy and soil enhancements (biosolids). Recognizing the need to recruit new professionals into the industry, CASA members encouraged the association to establish the CASA Education Foundation, a non-profit 501(c)(3) organization committed to raising money and offering competitive scholarships to support undergraduate students seeking degrees connected to working at a local public wastewater facility.

Founded in 2013, the CASA Education Foundation was established to provide scholarships that contribute to a student’s academic development and career potential in the wastewater field. The Foundation’s goals are to expose students to careers in the clean water community and increase the visibility of California’s publicly owned wastewater agencies with the public, civic leaders and the academic community.

Each year the CASA Education Foundation awards competitive scholarships to students pursuing higher education in engineering, environmental science, public administration, or other related fields, and who show an interest in serving the wastewater (clean water) industry. The Foundation awards between three and four \$5,000 scholarships each year.

Scholarship funds are obtained through fundraising events, individual contributions, and organizational contributions. The Education Foundation reaches out to CASA member

agencies for contributions as a means to generate a sustainable stream of income to support and possibly expand the scholarship program.

The focus of the CASA Education Foundation is undergraduate education. Eligible applicants are California residents attending or incoming freshmen to an accredited college or university located in California. Each spring, applications are solicited from students pursuing degrees in engineering, environmental science, natural/water resources, public administration or other degrees which would prepare a student for a career in a clean water agency. Clean water agencies are encouraged to publicize the scholarship opportunity and provide application materials to community members.

Applicants must submit an application, statement of purpose, a coursework plan for the funded period, academic transcripts, and two letters of recommendation to be considered. The applications are screened by members of the CASA Education Foundation Board of Directors who make a final determination of awardees based on three criteria:

- **Commitment to the clean water industry.** Students must demonstrate a sincere desire to pursue a career in the clean water industry. The relationship of a student's academic and career goals to the water environment community are considered in making scholarship selections.
- **Academic achievement.** While there is no minimum grade point average to qualify for a scholarship, academic performance plays a role in deciding which students are awarded scholarships.
- **Extracurricular pursuits.** Student applicants need to be aware of issues that face the wastewater industry and how they can contribute to enhancing the future of California's clean water community. This may be demonstrated by work experience, volunteer activity, participation in school or extracurricular projects, internships, or membership in civic, professional or student chapter organizations.

Recommendation

Staff recommends that the Board of Directors authorizing a contribution in the amount of \$5,000 to the California Association of Sanitation Agencies (CASA) Education Foundation for Fiscal Year 2019/20.

Attachments

Attachment A: CASA Education Foundation Pledge Form
Attachment B: Scholarship Flyer

Today's Youth are Tomorrow's Leaders

Help develop the next generation of clean water professionals




The CASA Education Foundation helps ensure clean water for Californians by awarding scholarships to promising students on a path to serving the environmental community.

With no funding received from outside sources, the Foundation relies 100% on individual and organizational donations.

Your donation...

- Is an investment in the next generation of environmental professionals
- Helps address the challenges of an aging workforce
- Provides opportunities for you to meet and recruit talented scholarship recipients
- Identifies your organization as leaders in the industry
- Offers public relations opportunities
- Is tax-deductible

Please consult your tax professional
501c (3) tax-exempt ID number 90-0869052



Through scholarships, students can focus on their studies in the fields of engineering, natural resources, public administration, wastewater operations, and other disciplines in the clean water sector.



PLEDGE FORM



\$100 can help a student focus on his or her studies
\$500 can put textbooks in a student's hands
\$1,000 can help a student realize his or her potential
\$5,000 sponsors a student's entire scholarship

- Yes**, I/we want to support the future of California's clean water community.
I/we pledge a **one-time donation** in the amount of \$_____.
- Yes**, I/we want to support the future of California's clean water community.
I/we pledge a **recurring annual donation** in the amount of \$_____.

Name of Organization

Name of Individual

Address

City

State

Zip

Email

Phone

Please accept the contribution in the name/memory of: _____

Please return form to any CASA Education Foundation Board member, CASA staff member, or to CASA via email or U.S. mail.

Please make checks payable to **CASA Education Foundation**, and mail along with this form to:

CASA Education Foundation
700 R Street #200
Sacramento, CA 95811
Phone: (916) 446-0388 x104
dwelch@casaweb.org

*Thank you for
your support!*

————— **CASA EDUCATION FOUNDATION BOARD OF DIRECTORS** —————

Mike Dunbar
Marco Palilla
Jim Dunbar

Joyce Gwidt
Jim Herberg
Roberta Larson

E.J. Shalaby
Rick Vaccaro



Scholarships for Future Clean Water Professionals

The CASA Education Foundation wants to help you make a difference within the clean water community. With a CASA Education Foundation scholarship, you can focus more on your studies and less on your expenses.

The scholarship program is open to California undergraduate students seeking a degree in:

- Public Administration
- Environmental Science
- Engineering
- Natural Resources
- Water Resources
- Resource Economics
- Wastewater Operations Certification
- Related degrees

How to Apply

For more information about the CASA Education Foundation scholarship program, please visit casaweb.org/about-us/casa-education-foundation.



The deadline to apply for a scholarship is April 26, 2020.

Sponsored by the California Association of Sanitation Agencies (CASA) in partnership with the CASA Education Foundation.

 **CASA**
EDUCATION FOUNDATION

STAFF NOTES
September 3, 2019

ADMINISTRATION & FINANCE.

- The auditors finished fieldwork and should be submitting a draft report by the end of September 2019.
- Updating the statistical section schedules and Management's Discussion and Analysis (MD&A) for the June 30, 2019 Comprehensive Annual Financial Report (CAFR).
- Continuing to work with Caselle to upgrade permitting and accounting software.

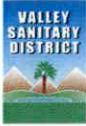
ENGINEERING & MAINTENANCE

- Staff is looking into obtaining reimbursement from FEMA for the damage caused by the February 2019 storm event which damaged the sewer siphon at Westward Ho Drive. Staff has received a letter from Cal OES indicating initial approval from FEMA for the flood damage to the sewer main siphon. Paperwork continues to be sent and reviewed by both agencies.
- Staff is working with Carollo Engineering to design a new sewer siphon at Westward Ho Drive to avoid possible damage that may result from future storm events. Additional work is necessary to meet the permit conditions of CVWD. Carollo is putting together an extra work request to be presented to the Board for approval. Carollo is gathering all required information to provide the Preliminary Design Report by the end of January 2020.
- Staff is working with Carollo Engineering on the Arc Flash Report update. Carollo Engineering has completed the final draft of the Report for review by staff. This project is anticipated to be completed and closed by mid-September 2019.
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Currently, Harris is devising a methodology for determining which pipes within the collection system will be candidates for rehabilitation or replacement and their order of importance. They are also working on putting together bid documents for the CCTV inspection of sewer mains that need special requirements or technology.
- Staff is working with Lucity on implementing an asset management system for the treatment plant using Lucity Web software. Phase 1 is in progress. Staff is continuing to verify asset data for all critical assets in the treatment plant asset register being developed by Carollo by walking the plant.
- Field Vactor crew is currently working in the area of Avenue 45 and Palo Verde.
- CCTV Inspection work is currently being conducted in the area of Palm and Miles.

- **OPERATIONS**

- The annual fire suppression system test and inspection was performed on September 4, 2019 by Facilities Protection Services.
- The Laboratory is in the process of replacing some the older instruments within the department. A new analytical balance, autoclave, and water bath are a few items in need of replacement.
- Trimax Systems has started the process of replacing the PLC at the influent pump station.
- Staff is continuing to work with EOA Inc, regarding completion of the NPDES permit application.

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VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

3-Sep-19

Plan Check in Progress
Inspection in Progress
New Project

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

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Gallery Homes Tract -Indian Palms	Monroe & Avenue 50	Gallery Homes has recently purchased the 106 lots. Staff has inspected the site and prepared a list of improvements that need to be made prior to issuing connection permits. Plans submitted for home plans. Reviewed 1st plan check and returned back to the city on 6/4/2014. 2nd plan check returned to city 7/7/14. Model plans approved and returned to the City 8/22/14. New homes currently under construction.	Inspect work improvements as scheduled.
George Fregoso SFD	46600 Padua Circle	Plans submitted for new SFD.	In process.
Haciendas II Tract 31975 -137 Lot Subdivision	North of Avenue 43 & East of Golf Center	Provide info to the engineer performing due diligence for a developer. The subdivision was formerly owned by Beazer Homes. The subdivision is in AD 2004-VSD. Received Architectural plans 12/31/15 for 1st check. 1st check complete and returned to City 2/11/16. Mainline repairs complete. Maintenance Bond start date: 07/13/16.	Inspect laterals as requested by builder.
Hampton Inn	TBD - Spectrum St/Atlantic Ave	Plans submitted for new 93 room, 4 story hotel. Completed 1st plan check and returned to the City. Plans approved and returned to the City 8/30/18. Issued permit 3776 on 10/12/18.	Inspect work improvements as scheduled.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18.	Inspect work improvements as scheduled.
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building.	In queue.
Indio Mall Fire Rebuild	82011 Highway 111/ Monroe Street	Plans submitted for existing building TI. Plans approved and returned to the City 8/29/18. Issued permit 3769 on 9/18/18.	Inspect work improvements as scheduled.
Indio Palms Sewer Main Extension	South East Corner of Avenue 42 and Monroe St	Plans submitted for the extension of a private sewer main for Indio Palms at Spectrum Street. Plan check fees paid 2/1/18. Completed 1st plan check and returned plans to engineer 2/21/18. Completed 2nd plan check and returned plans to engineer 3/20/18. Plans approved and returned to engineer 5/10/18.	Waiting on developer bonds for sewer agreement.
Jackson Street Liquor Store	44350 Jackson Street/Ruby Avenue	Plans submitted existing building TI. Plans approved and returned to the City 4/29/19. Issued permit 3829 on 7/26/19.	Inspect work improvements as scheduled.
John Nobles Apartments	TBD - Rubidoux Street/John Nobles Ave	Plans submitted new apartment complex. Completed 1st plan check and returned to the City 2/27/19.	Perform 2nd plan check upon plan resubmittal.
Lala's Waffles	42250 Jackson Street, Ste A-105/ Showcase Parkway	Plans submitted for building TI.	In queue.
Market Street Business Park Bldg B4 - TI	82855 Market Steet, Bldg B4	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg F6 - TI	82855 Market Steet, Bldg F6	Plans submitted for building TI. Completed first plan check and returned to applicant 8/14/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg H8 - TI	82855 Market Steet, Bldg H8	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg J10 - TI	82855 Market Steet, Bldg J10	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Maya Cinemas	82900 Avenue42/Jackson Street	Plans submitted for construction of new building for theater. Completed 1st plan check and returned to the City 2/13/19.	Perform 2nd plan check upon plan resubmittal.
Mex-American Tax Services	44250 Monroe St. / South of Indio Blvd	Plans submitted for an office addition, Returned 1st plan check back to City on 1/21/2014. Received 2nd submittal 3/13/2014. 2nd plan check completed and returned to the city on 3/31/2014. Received 3rd submittal 4/21/14. Reviewed, approved and returned plans back to the city on 5/15/2014. Issued permit 3518 on 8/4/15. Permit expired with the City.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 30	Plans submitted for casita addition and storage building. Plans approved and returned to the City 2/28/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 105	Plans submitted for casita addition and storage building. Plans approved and returned to the City 7/1/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 145	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 170	Plans submitted for casita addition and storage building. Plans approved and returned to the City 6/7/18.	Waiting for owner to process permit paperwork.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 198	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/27/18. Issued permit 3748 on 5/18/18.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 225	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/8/19. Issued permit 3814 on 5/8/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 305	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/18/19. Issued permit 3819 on 5/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 318	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/23/19. Issued permit 3820 on 6/3/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 320	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 342	Plans submitted for casita addition and storage building. Plans approved and returned to the City 3/28/19.	Waiting for owner to process permit paperwork.
Nargizyan Dental Group TI	81637 Highway 111, Suite 1-B	Plans submitted for TI of existing suite. Completed 1st plan check and returned to the City 7/1/19.	Perform 2nd plan check upon plan resubmittal.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 245	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/15/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 349	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/29/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 373	Plans submitted for casita addition and shade structure with outdoor kitchen. Plans approved and returned to the City 5/6/18. Issued permit 3815 on 5/13/19.	Inspect work improvements as scheduled.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 417	Plans submitted for casita addition and shade structure with outdoor kitchen. Plans approved and returned to the City 5/6/18. Issued permit 3816 on 5/16/19.	Inspect work improvements as scheduled.
Octavio Rosales SFD	43645 Saguaro Street/Avenue 44	Plans submitted for new SFD. Completed 2nd plan check and returned to the City 8/26/19.	Perform 3rd plan check upon plan resubmittal.
One Stop Shop Grease Interceptor Install	84051 Indio Blvd/Van Buren Street	Preliminary plan submitted for grease interceptor TI 4/19/19. Completed 1st plan check and returned to owner's representative 4/30/19.	Perform 2nd plan check upon plan resubmittal.
Paradiso Tract 31815	East of Monroe North of Ave 41	Model homes. No plan check is required. Permit and Inspection fees need to be paid.	Perform inspection upon payment of required fees.
Parcel Map 36215	Dr. Carreon west of Van Buren	Civil plans submitted for 1st plan check. Plans approved and returned to the Engineer 1/18/18. Issued permit 3718 on 1/23/18.	Inspect work improvements as scheduled.
Raspados Esmeralda - TI	81106 Hwy 111, 4B/Madison Street	Plans submitted for building TI. Plans approved check and returned to the City 7/11/19.	Waiting for owner to process permit paperwork.
Renovar Assisted Living - TI	82380 Miles Avenue/Palm Street	Plans submitted for building TI. Completed 1st plan check and returned to the City 6/5/19.	Perform 2nd plan check upon plan resubmittal.
Sater's Apartment Complex / Avenue 44 Easement	Between Avenue 44 & Market St West of Jackson	VSD met with the Developer of an apartment complex and discussed sewer main connection options for the developer to tie into. Plans submitted for 6 building, 60 unit apartment complex. 3rd plan check returned to city 6/28/16. Plan approved and returned to the City 5/18/17. bonds and development agreement have been signed and recorded. Waiting for developer to finalize easement and permit project.	Waiting for owner to process permit paperwork.
Shadow Hills Plaza Ste F-102 TI	82900 Avenue 42/Jackson St	Plans submitted for existing building TI. Completed 1st plan check and returned to the City 6/15/18.	Perform 2nd plan check upon plan resubmittal.
Showcase Indio Pad 5	42225 Jackson Street	Plans submitted for new shell building.	In queue.
Starbucks Ave 48	83073 Avenue 48, Suite C-1	Plans submitted for building TI. Plan approved and returned to the City 8/15/19.	Waiting for owner to process permit paperwork.
Terra Lago Four Seasons Tract 32341-3	North of Avenue 44 & East of Harrison	Plans approved from previous developer. Working on getting the development agreement recorded. Bonds have been submitted. Construction work is in progress. Warranty Bond Released 5/10/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-4	North of Avenue 44 & East of Harrison	37 Lot Residential Tract Development. Plans submitted for plan check #1. 1/6/14 received 2nd submittal. 01/21/14 received 3rd submittal. Plans approved and Fees paid. Warranty Bond Released 5/10/19.	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Terra Lago Four Seasons Tract 32341-5	North of Avenue 44 & East of Harrison	50 Lot Residential Tract Development. Plans submitted for 1st plan check. 1/6/14 received 2nd submittal. 01/21/14 received 3rd submittal. 3rd plan check returned 3/10/2014. Plans approved June 3, 2014. Warranty Bond Released 5/10/18.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-6	North of Avenue 44 & East of Harrison	Plans submitted for plan check review on the next phase of development. 1st plan check ready to be picked up. Plans Approved 2/9/16. Performance Bond Released 3/20/2017. Warranty Bond released 5/10/18.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-7	North of Avenue 44 & East of Harrison	Civil plans submitted plan check. Plans approved and returned to the Engineer 7/11/17. Issued permit 3715 on 1/29/18. Payment and Performance Bonds Released 1/10/2019. Maintenance Bond in place 1/3/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-8	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 12/4/17.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-9	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 4/3/18. Payment and Performance Bonds Released 1/10/2019. Maintenance Bond in place 1/3/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-10	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 4/3/18. Issued permit 3827 on 7/19/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-11	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 12/12/18. Plans Approved 1/23/19.	Waiting for owner to process permit paperwork.
Terra Lago Four Seasons Tract 32462	North of Avenue 44 & East of Harrison	19 Lot Residential Tract Development. Plans submitted for 1st plan check. 1/6/14 received 2nd submittal. 01/21/14 received 3rd submittal. Plans revised and resubmitted due to field issues. Warranty Bond Released 5/10/18.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32462-2	North of Avenue 44 & East of Harrison	Plans approved from previous developer. Development agreement has been recorded. Bonds have been submitted. Construction work is in progress.	Inspect work improvements as scheduled.
The Daily Grind Coffee - TI	45810 Fargo Street/Hwy 111	Plans submitted for tenant TI. Plans approved and returned to the City 1/24/18. Issued permit 3737 on 3/9/18.	Inspect work improvements as scheduled.
The Palms Building 4	82111 Avenue 42/Monroe Street	Plans submitted for new building. Completed 1st plan check and returned to the City 7/18/19.	Perform 2nd plan check upon plan resubmittal.
Tower Market Gas Station	84417 Indio Blvd, Avenue 48	Plans submitted for gas station and convenience store. Plans approved and returned to the City 1/29/19. Issued permit 3803 on 2/4/19.	Inspect work improvements as scheduled.
Ulta Beauty Supply - TI	42300 Jackson Street/Avenue 42	Plans submitted for building TI. Completed 1st plan check and returned to the City 5/22/19.	Perform 2nd plan check upon plan resubmittal.
Ulta Beauty/Five Below Bldg	42300 Jackson Street/Avenue 42	Plans submitted for new building. Plans approved and returned to the City 4/29/19. Issued permit 3818 on 5/22/19.	Inspect work improvements as scheduled.
VIP Urgent Care - TI	81930 Hwy 111/Monroe	Plans submitted for building TI. Plans approved and returned to the City 6/25/19.	Waiting for owner to process permit paperwork.