



Board of Directors Regular Meeting
Tuesday, August 11, 2020 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio CA 92201

*******SPECIAL NOTICE – Telephonic Accessibility*******

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the August 11, 2020, regular meeting of Valley Sanitary District Board of Directors members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting may do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District's Clerk of the Board at hgould@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. August Employee Anniversaries
 - Joey McElrone, Collection System Tech II - 2 years
 - Branden Rodriguez, Administrative Assistant - 2 years







2. PUBLIC COMMENT

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

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

3. CONSENT CALENDAR

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

- 3.1. Approve July 28, 2020 Regular Meeting Minutes 4 - 8
[3.1 28 Jul 2020 Meeting Minutes.pdf](#) 
- 3.2. Approve Warrants for the Period of July 23 to August 5, 2020 9 - 10
[3.2 Warrants of 8-11-2020.pdf](#) 
- 3.3. Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, in an Amount not to Exceed \$1,000 11 - 14
[3.3 Staff Report Marshall Tuition Reimbursement.pdf](#) 
[3.3 Attachment A Marshall Tuition Reimbursement.pdf](#) 
- 3.4. Declare Surplus Equipment and Authorize Disposition of Surplus Items 15 - 16
[3.4 Staff Report Authorize Surplus Equipment.pdf](#) 
[3.4 Attachment A Valley Sanitary District Equipment Disposition Form.pdf](#) 


4. NON-HEARING ITEMS

- 4.1. Receive CalPERS Health Insurance Rates Effective January 1, 2021, and Give Direction 17 - 29
[4.1 Staff Report CalPERS Health Rates for 2021.pdf](#) 
[4.1 Attachment A CalPERS Health Rates 2021.pdf](#) 
[4.1 Attachment B Resolution 2020-1130 Amended.pdf](#) 
- 4.2. Nominate Alternate Member of the Riverside Local Agency Formation Commission (LAFCO) for a Term Ending May 6, 2024 30 - 31
[4.2 2020 SDSC Alternate Nomination Packet.pdf](#) 

- 4.3. Review and Reaffirm VSD Investment Policy per California Government Code 53646

32 - 42

[4.3 Staff Report Reaffirm Investments Policy.pdf](#) 

[4.3 Attachment A Investment Policy.pdf](#) 

[4.3 Attachment B Resolution 2015-1063 Investment Policy.pdf](#) 

5. GENERAL MANAGER'S ITEMS

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

- 5.1. Monthly Staff Activities Report

43 - 48

[5.1 Staff Activities Report.pdf](#) 

[5.1 Development Service Report.pdf](#) 

6. 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.

7. INFORMATIONAL ITEMS

8. 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.

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

July 28, 2020

*****SPECIAL NOTICE – Telephonic Accessibility*****

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the July 28, 2020 regular meeting of Valley Sanitary District Board of Directors, members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting were able to do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, were requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District's Clerk of the Board at hgould@valley-sanitary.org.

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, July 28, 2020.

1. CALL TO ORDER

Vice President Scott Sear called the meeting to order at 1:00 p.m.

1.1 Roll Call

Directors Present:

Debra Canero, Dennis Coleman (via telephone), Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, James Mills
Via Telephone: Ron Buchwald, Robert Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 New Employee Introduction

- Jeanette Juarez, Business Services Manager

The Board welcomed the District's newest staff member, Jeanette Juarez, Business Services Manager.

2. PUBLIC COMMENT

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

None.

3. CONSENT CALENDAR

- 3.1 Approve July 14, 2020 Regular Meeting Minutes
- 3.2 Approve Warrants for July 9 to 22, 2020
- 3.3 Accept Summary of Cash and Investments for June 2020
- 3.4 Accept Combined Monthly Account Summary for June 2020
- 3.5 Accept Monthly Income Summary for June 2020

ACTION TAKEN:

MOTION: President Duran a motion to approve the consent calendar as presented. Director Teague seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3028

4. PUBLIC HEARING

- 4.1 Public Hearing to Determine Certain Accounts to be Delinquent and Directing the Placement of These Accounts on the Property Tax Rolls for Collection
 - ✓ General Notice and Call
 - ✓ President Announces Public Hearing Procedures
 - ✓ General Manager's Report
 - ✓ President Declares Public Hearing Open
 - ✓ Public Comments
 - ✓ President Declares Public Hearing Closed
 - ✓ Board Discussion

Vice President Sear asked Ms. Marshall to give a summary of the actions leading up to the Public Hearing. Ms. Marshall stated that Pursuant to Government Code Section 6062a, a notice has been given of the Public Hearing, regarding the Resolution 2020-1135 Determining Certain Accounts to be Delinquent and Directing the Placement of these accounts on the County Property Tax Roll for Collection. The Property Owners were directly mailed a Notice of the Public Hearing and a Notice of Public Hearing was duly published on the Valley Sanitary District website. Vice President Sear read the procedures to be followed during the hearing and asked Ms. Marshall to summarize any written communications regarding the public hearing. Ms. Marshall informed the Board that there were none. Vice President Sear declared the Public Hearing open at 1:09 p.m. and asked Ms. Marshall to give a brief staff report which would be followed by any public testimony. Being no comments from the public, Vice President Sear declared the Public Hearing closed at 1:13 p.m. The board thanked staff for their hard work in keeping the delinquencies so low year after year.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT DETERMINING CERTAIN ACCOUNTS TO BE DELINQUENT AND

DIRECTING THE PLACEMENT OF THESE ACCOUNTS ON THE COUNTY PROPERTY TAX ROLL FRO COLLECTION.”

ACTION TAKEN:

MOTION: Director Teague made a motion to approve Resolution No. 2020-1135, Determining Certain Accounts to be Delinquent and Directing the Placement of These Accounts on the County Tax Rolls. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None
RESOLUTION NO. 2020-1135

5. NON-HEARING ITEMS

5.1 Authorize the Purchase of a Solar Bee Mixer in an Amount Not to Exceed \$47,767

The purchase of the Solar Bee Mixer will allow staff to remove at least one 25hp aerators that run 24 hours a day which will result in an annual saving of approximately \$20,367. Due to the District’s lowered TSS effluent limits for the pond treatment system in the new NPDES permit, the purchase and installation of the mixer will allow for a complete mix of pond 3 and mitigate the growth of unwanted excessive algae, odors associated with algae blooms, and BOD. It is recommended to purchase a SB10000 v20 Solar Bee Mixer from IXOM for a not to exceed amount of \$47,767.

ACTION TAKEN:

MOTION: Secretary Canero made a motion to approve the purchase a SB10000 v20 Solar Bee Mixer from IXOM for a not to exceed amount of \$47,767. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2020-3029

5.2 Approve First Amendment to Employment Agreement with Beverli A. Marshall, General Manager, Increasing the General Manager’s Salary Pursuant to Employment Agreement, and Adopt the Amended VSD Wage Schedule

The current employment agreement with the General Manager includes language requiring an annual performance evaluation as well as a merit increase upon achievement of a satisfactory evaluation. The performance evaluation was completed on July 14, 2020, and the General Manager’s performance was determined to be satisfactory. The Board authorized a 3% merit increase in addition to the COLA that was granted to all District employees, which is 1% as of July 1, 2020.

ACTION TAKEN:

MOTION: Director Teague made a motion to approve the first amendment to the employment agreement and adopt the amended VSD Wage

Schedule to reflect the updated General Manager salary. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3030

- 5.3 Letter from Colorado River Basin Regional Water Quality Control Board Notifying of Order WQ-2020-0015-DWQ Requiring VSD to Submit Information on Per- and Polyfluoroalkyl Substances

Staff received a letter from Colorado River Basin Regional Water Quality Control Board stating that the District is a potential receiver of per-and polyfluoroalkyl substances (PFAS) and requires the District to submit technical reports and analytical data to investigate PFAS as specified. This is an information only item.

- 5.4 Riverside LAFCO Confirming Spheres of Influence for Coachella Valley/Eastern County Regions Water and Wastewater Agencies

At their April 23, 2020 meeting, the Riverside Local Agency Formation Commission reviewed and approved Resolution No. 06-20, confirming Valley Sanitary District's sphere of influence. This is an information only item.

6. GENERAL MANAGER'S ITEMS

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

Ms. Marshall passed out the new VSD logo polo shirts to the directors. She informed the board that she will be a presenter at the ICMA virtual annual conference in September, presenting on Neurodiversity. She also informed the board that she emailed them a workplace profile assessment.

7. 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

Director Coleman updated the Board on the EVRA meeting of July 20, 2020, where the joint powers authority approved a contract with Geoscience to move forward with a study that will decide whether spreading or injection will be most efficient way to move forward with the Recycled Water Project.

8. INFORMATIONAL ITEMS

- 8.1 August is recognized as Water Quality Month. You can find out more information at <http://nationalwaterqualitymonth.org/> and <https://www.epa.gov/environmental-topics/water-topics>.

9. PUBLIC COMMENT

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

None.

10. CONVENE IN CLOSED SESSION

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

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

The Board adjourned to closed session at 1:57 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The board reconvened to open session at 2:12 p.m. Vice President Sear stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:13 p.m. The next regular board meeting will be held August 14, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
August 11, 2020

38451 Calif. Sanitation Risk Mgmt Authority	WC Deposit 07/01/2020-6/30/2021	\$60,100.00
38452 American Material Company	Stainless Steel Cable	\$1,979.25
38453 Analytical Technology, Inc.	Hydrogen Sulfide Detector Tube	\$110.56
38453 Analytical Technology, Inc.	Detector Tubes, Ammonia & Hydrogen Sulfide	\$350.15
38454 Automation Pride	20 Microplus Remotes & Service Call	\$965.00
38455 Basic Pacific	FSA Plan Administration Fees - 07/01/2020 - 09/30/2020	\$150.00
38456 Beverli Marshall	Tuition Reimbursement for Courses from March-April 2020	\$1,000.00
38457 Business Training Experts	Leadership Training Courses	\$495.00
38458 Caltest Analytical Laboratory	Quarterly Samples	\$239.40
38458 Caltest Analytical Laboratory	Process Control Samples	\$442.70
38459 Carquest Auto Parts	Connectors, Funnel, Wire Crimper, Air Freshener	\$43.73
38459 Carquest Auto Parts	Batteries, Reflector, Glass Cleaner	\$37.70
38459 Carquest Auto Parts	Diesel Fuel, Air Fresheners	\$108.94
38459 Carquest Auto Parts	Hand Cleaner	\$25.00
38460 Cintas Corp	Uniforms, mats, towels, etc for week of 07/16/2020	\$591.43
38460 Cintas Corp	Uniforms, mats, towels, etc for week of 07/23/2020	\$593.93
38460 Cintas Corp	Uniforms, mats, towels, etc for week of 07/30/2020	\$604.37
38461 Consolidated Electrical Distributors, Inc.	Circuit Breakers	\$358.22
38461 Consolidated Electrical Distributors, Inc.	Breaker	\$541.93
38461 Consolidated Electrical Distributors, Inc.	Starter & Heater	\$1,373.13
38461 Consolidated Electrical Distributors, Inc.	Circuit Breaker	\$664.66
38461 Consolidated Electrical Distributors, Inc.	LED Flood Light	\$215.11
38461 Consolidated Electrical Distributors, Inc.	480V Circuit Breaker	\$1,168.05
38462 Desert Hose & Supply	Fire Hose, Adapter, Nozzle	\$236.88
38462 Desert Hose & Supply	1 Inch Full Port Ball Valve	\$135.95
38462 Desert Hose & Supply	1" Brass Tapered Nozzle	\$305.35
38463 Desert Steel Supply	Stainless Steel Perforated Screen	\$433.91
38464 E.S. Babcock & Sons, Inc.	Biosolids - Class B Testing	\$170.00
38465 Eberhard Equipment	Front Tires & Wheels for Kubota Cart	\$139.73
38466 Eduardo Luna	Reimbursement for Grade 1 CWEA Cert	\$175.00
38467 EOA, Inc.	NPDES Permit Renewal Assistance for June 2020	\$465.92
38468 Fiesta Ford	A/C & Truck Inspection 09' Ford F150	\$317.14
38468 Fiesta Ford	Truck Inspection 20' F450	\$99.00
38468 Fiesta Ford	Vehicle Operating Expense	\$661.70
38468 Fiesta Ford	Vehicle Operating Expense	\$409.97
38469 Foster-Gardner, Inc.	Weed Killer	\$276.49
38470 GPE Controls, Inc.	Power Supply and Relay	\$1,086.55
38471 Grainger	(24) 2EKH7 Merv 13 Filters	\$340.61
38471 Grainger	Brush	\$225.50
38471 Grainger	(12) 11C857 Merv 13 Air Filters	\$99.84
38471 Grainger	(12) 2EKH8 Merv 13 Filters	\$178.14
38471 Grainger	Detector Tubes	\$350.15
38471 Grainger	Detector Tube	\$110.56
38472 Hach Company	Sensor Cap Replacement	\$351.77
38472 Hach Company	Silicone Pump Tubing	\$470.84
38472 Hach Company	Nitrate Ionic, Nutrient Buffer Pillows	\$117.17
38473 Joseph McElrone	Rimbursement for for CWEA Exam Fee	\$190.00
38474 Lorraine Shinnette	Reimbursement for Work Boots	\$32.27
38475 McMaster-Carr Supply Co.	Tools	\$205.14
38475 McMaster-Carr Supply Co.	Rope Clamp and Thimble Kit	\$411.93
38475 McMaster-Carr Supply Co.	Sludge Judge Holder	\$806.38
38475 McMaster-Carr Supply Co.	Fiberglass, Ring Terminals, Hand Winch	\$341.86
38475 McMaster-Carr Supply Co.	Ratchet Puller for Ponds	\$695.98
38476 Northwest Scientific, Inc.	Electrolyte Powder Mix Collections	\$39.48
38477 Paul's Total Fleet Maintenance	Service, Lube, DOT inspection on Unit 4	\$548.45
38477 Paul's Total Fleet Maintenance	Service, Lube, and DOT Inspection on Vactor	\$581.11
38478 Plumbers Depot Inc.	Fiber Glass Poles	\$492.54
38479 Praxair Distribution, Inc.	Tank Rentals	\$120.38
38480 ReadyRefresh by Nestle	Bottled Water Service For July	\$1,097.97
38481 Southern California Boiler, Inc.	Contract Boiler Maintenance For July 2020	\$1,004.99
38482 Southwest Networks, Inc.	BDR Offsite Storage for July	\$699.00
38483 Staples Advantage	Staples Expenses for July	\$2,022.97
38484 Superior Protection Consultants	Security Patrol 7/1/2020-7/31/2020	\$6,552.00
38485 TASC	RO Fee for July 2020	\$65.87
38486 Tops 'N Barricades Inc.	Hard Hat Sunshade	\$142.25
38487 Trimax Systems, Inc.	Professional Services	\$1,407.40
38488 Underground Service Alert	Dig Safe Board Fee 08/01	\$68.99
38488 Underground Service Alert	Dig Alerts for July	\$244.30
38489 United Way of the Desert	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$25.00

38490 Univar Solutions	Sodium Hypochlorite	\$7,212.64
38490 Univar Solutions	Ferric Chloride	\$7,103.55
38490 Univar Solutions	Sodium Bisulfite	\$6,468.47
38491 UPS	Shipping Charges for Week Ending July 18, 2020	\$30.56
38492 VER Sales, Inc.	Wall Mount Base For Davit Arm	\$2,400.70
202007291 Standard Insurance Company	Dental and Vision Insurance for August 2020	\$2,894.02
202007292 Standard Insurance Company	Life and Disability Insurance for August 2020	\$1,516.76
202007293 CalPERS Health	Health Insurance for August 2020	\$34,988.26
202007294 Colonial Life	PR 06/12/2020 - 06/25/2020 PD 07/03/2020	\$300.02
202007294 Colonial Life	PR 06/26/2020 - 07/09/2020 PD 07/17/2020	\$300.02
202007294 Colonial Life	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$300.02
202007301 Basic Pacific - Pretax Benefit	PR 06/26/2020 - 07/09/2020 PD 07/17/2020	\$192.31
202007311 Paychex - Direct Deposit	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$71,001.57
202007312 Paychex - Garnishment	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$210.46
202007313 Paychex - Tax	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$32,196.44
202007314 MassMutual	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$10.00
202007315 Nationwide Retirement Solution	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$1,385.00
202007316 Vantage Point Transfer Agents - ICMA	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$1,395.00
202007317 CalPERS 457	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$1,000.00
202008051 Imperial Irrigation District	Electricity for June 2020	\$39,814.07
202008061 CalPERS Retirement	PR 06/26/2020 - 07/09/2020 PD 07/17/2020	\$448.71
202008061 CalPERS Retirement	PR 07/10/2020 - 07/23/2020 PD 07/31/2020	\$18,336.56
202008101 Indio Water Authority	Water for June 2020	\$1,299.20
202008101 Indio Water Authority	Hydrant Water for June 2020	\$516.84
		\$328,433.87



**Valley Sanitary District
Board of Directors Meeting
August 11, 2020**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, In an Amount Not to Exceed \$1,000**

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

Executive Summary

The purpose of this report is to present the request for reimbursement for the Board’s approval.

Strategic Plan Compliance

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

Fiscal Impact

The total reimbursement request is \$1,000 and is included in the FY 2019/20 Budget.

Background

District policy 3.20.15.3 authorizes the reimbursement of up to \$1,000 per quarter, semester, or course with a maximum tuition reimbursement of \$3,000 per employee in a single fiscal year. The attached request is the final request submitted for Fiscal Year 2019/20, for a total of \$3,000.

To qualify for reimbursement, the employee must provide proof of payment and evidence that the employee received a passing grade [“C” or equivalent or better]. The attached transcript shows that the employee received a grade of “A” in all courses. The Board of Directors is required to approve reimbursement for the General Manager.

Recommendation

Staff recommends that the Board authorize the reimbursement as submitted.

Attachments

Attachment A: Reimbursement Request Form, Proof of Payment, Unofficial Transcript showing grades for courses

**VALLEY SANITARY DISTRICT
TUITION AND TRAINING REIMBURSEMENT APPLICATION
FOR EMPLOYEE USE: Tuition and Training Expense Plan (Complete in advance of Enrollment)**

11-5800-414-3 FY 19/20

Employee Name:	Beverli A. Marshall
Department:	Administrative Services
Date of Request:	7/13/2020

School	Allian International University
Mailing Address	
City , State and Zip	San Diego, CA

Signature of Payee: *B Marshall* *

By signing I affirm that the reimbursement requested is within the guidelines of the tuition and training reimbursement program

Course Titles	Course Dates (From - To)	Number of Units	Costs (attach receipts)
Cross Cultural Management and Global Issues	March - April, 2020	3	\$2,850.00
Qualitative and Survey Research	March - April, 2020	3	\$2,850.00
Service Fees			\$ 65.00
Founder's Grant			\$ (2,496.00)

\$3,269.00

Are Books Eligible for Reimbursement ? (CIRCLE ONE) YES NO

List Books Purchased (include Receipts)

Text Books Utilized	Cost

RECEIVED

JUL 14 2020

Valley Sanitary District

*

Grand Total to be Reimbursed

[Signature]

\$1,000.00

This is a "printer friendly" page. Please use the "print" option in your browser to print this screen.



**Alliant International University
Tuition and Fees**

Confirmation Number
248547257

Date & Time
Monday, March 2, 2020 03:13PM PT

Payment Method	Amount
VISA Ending in 8912	\$4,517.00

Account Information	Name	Value
	Name	Beverli A Marshall
	Street Address	80345 Torreon Way
	City	La Quinta
	State	CA
	Zip code	92253
	Country	United States
	Daytime phone	(925) 788 - 3041
	Email	beverli.marshall@gmail.com

RIGHT TO REFUND

You, the customer, are entitled to a refund of the money to be transmitted as the result of this agreement if ACI Payments, Inc. does not forward the money to you within 10 days of the date of its receipt, or does not give instructions committing an equivalent amount of money to the person designated by you with the date of the receipt of the funds from you unless otherwise instructed by you.

If your instructions as to when the moneys shall be forwarded or transmitted are not complied with and the money has not yet been forwarded or transmit right to a refund of your money.

If you want a refund, you must mail or deliver your written request to ACI Payments, Inc. at 6060 Coventry Drive, Elkhorn, NE 68022. If you do not receive your money back plus a penalty of up to \$1,000 and attorney's fees pursuant to section 2102 of the California Financial Code.

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Unofficial Transcript

10455 Pomerado Rd.
San Diego, CA 92131
(626) 284-2777
www.alliant.edu

Student: Beverli A Marshall		Student ID: 645978		DOB: 4/7	
Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Doctor of Business Administration CA School of Mgmt & Leadership Enrollment #: MA19128446 Start Date: 10/21/19 Status: Active					
Term: 19_T_10OCT 2019 October Term					
BUS7035	Advanced Statistics I	3.00	3.00	A	12.00
Term GPA: 4.00		3.00	3.00	Cum GPA: 4.00	
Term: 20_T_01JAN 2020 January Term					
BUS8011	Organizational Behavior And Development	3.00	3.00	A	12.00
Term GPA: 4.00		3.00	3.00	Cum GPA: 4.00	
Term: 20_T_03MAR 2020 March Term					
BUS7062	Cross Cultural Management And Global Issues	3.00	3.00	A	12.00
DAT7024	Qualitative And Survey Research	3.00	3.00	A	12.00
Term GPA: 4.00		6.00	6.00	Cum GPA: 4.00	
Term: 20_T_05MAY 2020 May Term					
BUS70250	Foundations Of Research	3.00	3.00	A	12.00
Term GPA: 4.00		3.00	3.00	Cum GPA: 4.00	
Term: 20_T_07JUL 2020 July Term					
MGT80210	Contemporary Readings In Strategy	0.00	0.00		0.00
MGT80220	Management, Strategy And Leadership	0.00	0.00		0.00
In Progress					
Doctor of Business Administration		GPA: 4.00		15.00	
		GPA: 4.00		15.00	
*** End of Transcript ***					

Unofficial Transcript

** Indicates Retaken Course
♦ Indicates Associated Course



**Valley Sanitary District
Board of Directors Meeting
August 11, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: **Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate**

<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 of Directors to review the list of surplus items.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5: Long-Term Financial Strength.

Fiscal Impact

There are 10 items that will be disposed. Only the welding trailer will be sold through GOVDeals. Any revenue generated from the disposition of this asset will offset the cost of replacement items.

Background

Staff has identified obsolete equipment that is no longer usable by the District. These items will be replaced by newer items and are no longer needed.

Recommendation

Staff recommends that the Board of Directors designate identified items as surplus equipment and authorize disposition as appropriate.

Attachments

Attachment A: VSD Equipment Disposition Form

VALLEY SANITARY DISTRICT EQUIPMENT DISPOSITION FORM

(This form is to be completed upon the disposition of fixed assets, including equipment for surplus)

Date of Disposition: 8-11-2020	
Department: Administration/ Operations	Location: VSD

Justification for Disposition: Obsolete / No longer required.
These items are for disposal/ scrap or to be sold through GovDeals

Item #	Asset Tag #	Quantity	Description	Current Location	Value \$	
1		1	Typewriter	VSD	0	E-Waste
2		1	Fax Machine	VSD	0	E-Waste
3		4	Battery Backup	VSD	0	E-Waste
4		2	Computer Monitor	VSD	0	E-Waste
5		1	Grit Pump	VSD	0	Scrap
6		1	Water Pump	VSD	0	Scrap
7		1	Refrigerator	VSD	0	Scrap
8		3	Float Tube	VSD	0	Scrap
9		1	Valve	VSD	0	Scrap
10		1	Welding Trailer	VSD	250	GovDeals

Check One:
<input type="checkbox"/> Sold (Please attach supporting documentation and sale value.)
<input type="checkbox"/> Lost (Please include complete description of circumstances surrounding loss.)
<input type="checkbox"/> Donated to outside organization (Please attach supporting documentation.)
<input type="checkbox"/> Traded In (Please attach supporting documentation.)
<input type="checkbox"/> Reassigned for use as source of parts
<input type="checkbox"/> Stolen (Please attach police report or complete description of circumstances.)
<input type="checkbox"/> Destroyed (Please include complete description of circumstances.)
<input checked="" type="checkbox"/> Declared Surplus (Please attach documentation of Board Action)
<input type="checkbox"/> Other, Please explain:

Department Supervisor:	General Manager:
District Board Action:	



**Valley Sanitary District
Board of Directors Meeting
August 11, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Holly Gould, Human Resources Specialist

SUBJECT: CalPERS Medical Premiums for Calendar Year 2021

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

Executive Summary

The purpose of this report is to present the adopted CalPERS medical plan premiums for calendar year 2021.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact to the District based on the new medical plan premiums. On May 26, 2020, the VSD Board of Directors adopted Resolution No. 2020-1130. This resolution established the District’s contributions toward employees’ health premiums (medical, dental, vision) each month. For calendar year 2021, the total District contribution will be up to \$1,943 per month.

- ✓ \$143 toward the required PEMHCA minimum employer contribution
- ✓ up to \$1,800 into a cafeteria plan toward medical, dental, and vision plan premiums

If an employee chooses a plan that is more than the District’s total contributions, the additional amount will be deducted from the employee’s paycheck each month.

Background

The District contracts with the California Public Employees Retirement System (CalPERS) for the purpose of providing employees with medical insurance benefits. On July 14, 2020, the CalPERS Board of Administration adopted the medical plans and premiums for calendar year 2021. The premiums for the most selected medical plans

are shown below. Plan premiums that exceed the District's total contribution are highlighted.

Kaiser HMO

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	664.39	669.84	0.82%
Employee + 1	1,328.78	1,339.69	
Employee + Family	1,727.41	1,741.60	

United Healthcare HMO

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	668.31	720.89	7.87%
Employee + 1	1,336.62	1,441.78	
Employee + Family	1,737.61	1,874.31	

PERS Select (PPO)

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	435.74	459.94	5.55%
Employee + 1	871.48	919.88	
Employee + Family	1,132.92	1,195.84	

PERS Choice (PPO)

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	710.29	761.23	7.17%
Employee + 1	1,420.58	1,522.46	
Employee + Family	1,846.75	1,979.20	

PERS Care (PPO)

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	931.12	1,036.07	11.27%
Employee + 1	1,862.24	2,072.14	
Employee + Family	2,420.91	2,693.78	

In addition to the CalPERS medical plans, VSD offers its employees dental and vision plans. The cost of the plans is calculated as part of the total monthly amount of \$1,943.

Dental

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	30.10	30.10	N/A
Employee + Spouse	63.32	63.32	
Employee + Children	89.08	89.08	
Employee + S + C	122.00	122.00	

Vision

Enrollment Level	Plan Premium (\$) 2020	Plan Premium (\$) 2021	Change
Employee	8.48	8.48	N/A
Employee + Spouse	18.28	18.28	
Employee + Children	14.80	14.80	
Employee + S + C	24.60	24.60	

Example 1: An employee selects Kaiser HMO plan at the Employee + Family enrollment level. The medical premium will be \$1,741.60, dental will be \$122.00, and vision will be \$24.60 for a total cost of \$1,888.20. This amount is less than \$1,943, so the employee pays nothing.

Example 2: An employee selects PERS Care plan at the Employee + Spouse enrollment level. The medical premium will be \$2,072.14, dental will be \$63.32, and vision will be \$18.28 for a total cost of \$2,153.74. This amount is more than \$1,943, so the employee's paycheck will be deducted for \$210.74 each month.

Recommendation

Staff recommends that the Board receive the information and give direction, if appropriate.

Attachments

Attachment A: CalPERS 2021 Health Premiums
Attachment B: Resolution No. 2020-1130

2021 Statewide Premiums (PSPM)
Health Maintenance Organization (HMO) Plans Only
July Board of Administration Final Proposed Premiums

Basic (B)	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Select	\$787.79	\$1,575.58	\$2,048.25	\$800.55	\$1,601.10	\$2,081.43	1.62%
Anthem Traditional	1,115.75	2,231.50	2,900.95	1,220.32	2,440.64	3,172.83	9.37%
Blue Shield Access+	910.16	1,820.32	2,366.42	938.96	1,877.92	2,441.30	3.16%
Blue Shield Trio	701.06	1,402.12	1,822.76	722.56	1,445.12	1,878.66	3.07%
Health Net Salud y Más	403.55	807.10	1,049.23	425.02	850.04	1,105.05	5.32%
Health Net SmartCare	860.96	1,721.92	2,238.50	924.36	1,848.72	2,403.34	7.36%
Kaiser CA	730.05	1,460.10	1,898.13	761.62	1,523.24	1,980.21	4.32%
Kaiser Out of State	995.19	1,990.38	2,587.49	1,040.15	2,080.30	2,704.39	4.52%
Sharp	606.02	1,212.04	1,575.65	632.27	1,264.54	1,643.90	4.33%
UnitedHealthcare	726.95	1,453.90	1,890.07	755.61	1,511.22	1,964.59	3.94%
Western Health Advantage	731.96	1,463.92	1,903.10	757.02	1,514.04	1,968.25	3.42%

Total HMO Basic Weighted Average Change 4.44%

Medicare (M)	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Select	\$388.15	\$776.30	\$1,164.45	\$383.37	\$766.74	\$1,150.11	-1.23%
Anthem Traditional	388.15	776.30	1,164.45	383.37	766.74	1,150.11	-1.23%
Kaiser CA	339.43	678.86	1,018.29	324.48	648.96	973.44	-4.40%
Kaiser Out of State	339.43	678.86	1,018.29	317.48	634.96	952.44	-6.47%
Sharp	N/A	N/A	N/A	244.39	488.78	733.17	N/A
UnitedHealthcare	327.03	654.06	981.09	311.56	623.12	934.68	-4.73%

Total HMO Medicare Weighted Average Change -4.46%

Combination Plans	2021					
	Subscriber in M & 1 Dependent in B	Subscriber in M & 2+ Dependents in B	Subscriber in M, 1 Dependent in B & 1 Dependent in M	Subscriber in B & 1 Dependent in M	Subscriber in B & 2+ Dependents in M	Subscriber in B, 1 Dependent in B & 1 Dependent in M
Anthem Select	\$1,183.92	\$1,664.25	\$1,247.07	\$1,183.92	\$1,567.29	\$1,664.25
Anthem Traditional	1,603.69	2,335.88	1,498.93	1,603.69	1,987.06	2,335.88
Kaiser	1,086.10	1,543.07	1,105.93	1,086.10	1,410.58	1,543.07
Kaiser Out of State	1,357.63	1,981.72	1,259.05	1,357.63	1,675.11	1,981.72
Sharp	876.66	1,256.02	868.14	876.66	1,121.05	1,256.02
UnitedHealthcare	1,067.17	1,520.54	1,076.49	1,067.17	1,378.73	1,520.54

**2021 Regional Premiums for Public Agencies and Schools (PSPM)
Health Maintenance Organization (HMO) Plans Only
July Board of Administration Final Proposed Premiums**

Basic	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Basic Premiums - Region 1							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, San Mateo, San Francisco, San Joaquin, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Select	\$868.98	\$1,737.96	\$2,259.35	\$925.60	\$1,851.20	\$2,406.56	6.52%
Anthem Traditional	1,184.84	2,369.68	3,080.58	1,307.86	2,615.72	3,400.44	10.38%
Blue Shield Access+	1,127.77	2,255.54	2,932.20	1,170.08	2,340.16	3,042.21	3.75%
Blue Shield Trio	833.00	1,666.00	2,165.80	880.50	1,761.00	2,289.30	5.70%
Health Net SmartCare	1,000.52	2,001.04	2,601.35	1,120.21	2,240.42	2,912.55	11.96%
Kaiser CA	768.49	1,536.98	1,998.07	813.64	1,627.28	2,115.46	5.87%
UnitedHealthcare	899.94	1,799.88	2,339.84	941.17	1,882.34	2,447.04	4.58%
Western Health Advantage	731.96	1,463.92	1,903.10	757.02	1,514.04	1,968.25	3.42%
Basic Premiums - Region 2							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Select	\$654.04	\$1,308.08	\$1,700.50	\$674.69	\$1,349.38	\$1,754.19	3.16%
Anthem Traditional	934.95	1,869.90	2,430.87	1,046.04	2,092.08	2,719.70	11.88%
Blue Shield Access+	909.87	1,819.74	2,365.66	938.96	1,877.92	2,441.30	3.20%
Blue Shield Trio	N/A	N/A	N/A	722.56	1,445.12	1,878.66	N/A
Health Net Salud y Más	435.14	870.28	1,131.36	458.66	917.32	1,192.52	5.41%
Health Net SmartCare	719.26	1,438.52	1,870.08	769.11	1,538.22	1,999.69	6.93%
Kaiser CA	645.24	1,290.48	1,677.62	669.77	1,339.54	1,741.40	3.80%
Sharp	606.02	1,212.04	1,575.65	632.27	1,264.54	1,643.90	4.33%
UnitedHealthcare	671.60	1,343.20	1,746.16	723.84	1,447.68	1,881.98	7.78%
Basic Premiums - Region 3							
Los Angeles, Riverside and San Bernardino							
Anthem Select	\$619.93	\$1,239.86	\$1,611.82	\$639.10	\$1,278.20	\$1,661.66	3.09%
Anthem Traditional	902.63	1,805.26	2,346.84	984.21	1,968.42	2,558.95	9.04%
Blue Shield Access+	813.17	1,626.34	2,114.24	834.88	1,669.76	2,170.69	2.67%
Blue Shield Trio	624.93	1,249.86	1,624.82	660.49	1,320.98	1,717.27	5.69%
Health Net Salud y Más	392.31	784.62	1,020.01	412.88	825.76	1,073.49	5.24%
Health Net SmartCare	648.42	1,296.84	1,685.89	691.48	1,382.96	1,797.85	6.64%
Kaiser CA	664.39	1,328.78	1,727.41	669.84	1,339.69	1,741.60	0.82%
UnitedHealthcare	668.31	1,336.62	1,737.61	720.89	1,441.78	1,874.31	7.87%
Basic Premiums - Out of State							
Kaiser Out of State	\$995.19	\$1,990.38	\$2,587.49	\$1,040.15	\$2,080.30	\$2,704.39	4.52%

**2021 Regional Premiums for Public Agencies and Schools (PSPM)
Health Maintenance Organization (HMO) Plans Only
July Board of Administration Final Proposed Premiums**

Medicare	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Medicare Premium Rates - All Regions							
Anthem Select	\$388.15	\$776.30	\$1,164.45	\$383.37	\$766.74	\$1,150.11	-1.23%
Anthem Traditional	388.15	776.30	1,164.45	383.37	766.74	1,150.11	-1.23%
Kaiser CA	339.43	678.86	1,018.29	324.48	648.96	973.44	-4.40%
Kaiser Out of State	339.43	678.86	1,018.29	317.48	634.96	952.44	-6.47%
Sharp	N/A	N/A	N/A	244.39	488.78	733.17	N/A
UnitedHealthcare	327.03	654.06	981.09	311.56	623.12	934.68	-4.73%

Kaiser Out of State is available outside of California. Sharp is available is available in Region 2 only. All other plans are available in all three regions.

2021 Statewide Premiums (PSPM)
Preferred Provider Organization (PPO) Plans Only
July Board of Administration Final Proposed Premiums

Basic (B)	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem EPO Del Norte	\$787.00	\$1,574.00	\$2,046.20	\$849.23	\$1,698.46	\$2,208.00	7.91%
PERS Choice	787.00	1,574.00	2,046.20	849.23	1,698.46	2,208.00	7.91%
PERS Select	492.24	984.48	1,279.82	527.39	1,054.78	1,371.21	7.14%
PERSCare	989.88	1,979.76	2,573.69	1,111.87	2,223.74	2,890.86	12.32%

Total PPO Basic Weighted Average Change 8.54%

Medicare (M)	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
PERS Choice	\$351.39	\$702.78	\$1,054.17	\$349.97	\$699.94	\$1,049.91	-0.40%
PERS Select	351.39	702.78	1,054.17	349.97	699.94	1,049.91	-0.40%
PERSCare	384.78	769.56	1,154.34	381.25	762.50	1,143.75	-0.92%

Total PPO Medicare Weighted Average Change -0.65%

Combination Plans	2021					
	Subscriber in M & 1 Dependent in B	Subscriber in M & 2+ Dependents in B	Subscriber in M, 1 Dependent in B & 1 Dependent in M	Subscriber in B & 1 Dependent in M	Subscriber in B & 2+ Dependents in M	Subscriber in B, 1 Dependent in B & 1 Dependent in M
PERS Choice	\$1,199.20	\$1,708.74	\$1,209.48	\$1,199.20	\$1,549.17	\$1,708.74
PERS Select	\$877.36	\$1,193.79	\$1,016.37	\$877.36	\$1,227.33	\$1,193.79
PERSCare	\$1,493.12	\$2,160.24	\$1,429.62	\$1,493.12	\$1,874.37	\$2,160.24

**2021 Regional Premiums for Public Agencies and Schools (PSPM)
Preferred Provider Organization (PPO) Plans Only
July Board of Administration Final Proposed Premiums**

Basic	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Basic Premiums - Region 1							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, San Mateo, San Francisco, San Joaquin, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem EPO Del Norte	\$861.18	\$1,722.36	\$2,239.07	\$935.84	\$1,871.68	\$2,433.18	8.67%
PERS Choice	861.18	1,722.36	2,239.07	935.84	1,871.68	2,433.18	8.67%
PERS Select	520.29	1,040.58	1,352.75	566.67	1,133.34	1,473.34	8.91%
PERSCare	1,133.14	2,266.28	2,946.16	1,294.69	2,589.38	3,366.19	14.26%
Basic Premiums - Region 2							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
PERS Choice	\$736.28	\$1,472.56	\$1,914.33	\$783.19	\$1,566.38	\$2,036.29	6.37%
PERS Select	451.54	903.08	1,174.00	476.92	953.84	1,239.99	5.62%
PERSCare	986.66	1,973.32	2,565.32	1,115.68	2,231.36	2,900.77	13.08%
Basic Premiums - Region 3							
Los Angeles, Riverside and San Bernardino							
PERS Choice	\$710.29	\$1,420.58	\$1,846.75	\$761.23	\$1,522.46	\$1,979.20	7.17%
PERS Select	435.74	871.48	1,132.92	459.94	919.88	1,195.84	5.55%
PERSCare	931.12	1,862.24	2,420.91	1,036.07	2,072.14	2,693.78	11.27%
Basic Premiums - Out of State							
PERS Choice	\$709.66	\$1,419.32	\$1,845.12	\$760.17	\$1,520.34	\$1,976.44	7.12%
PERSCare	882.03	1,764.06	2,293.28	1,008.08	2,016.16	2,621.01	14.29%

Medicare	2020			2021			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Medicare Premium Rates - All Regions							
PERS Choice	\$351.39	\$702.78	\$1,054.17	\$349.97	\$699.94	\$1,049.91	-0.40%
PERS Select	351.39	702.78	1,054.17	349.97	699.94	1,049.91	-0.40%
PERSCare	384.78	769.56	1,154.34	381.25	762.50	1,143.75	-0.92%

PER Select Medicare is not available outside of California.

RESOLUTION NO. 2020-1130
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2020

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2020/21 that included employee wages and benefits; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a one percent (1%) Cost of Living Adjustment (COLA) adjustment is warranted.

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

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2019.
2. The District will contribute to CalPERS the established Employer Contribution Rate of 12.527% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.874% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
3. Employees will contribute the Employee Contribution rate of 8% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$139 per month.
5. The District will contribute up to \$1,800 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums in excess of the District's contribution will be paid by the employee through payroll deduction.
6. Employees who waive enrollment in one of the available medical plans, and who provide proof of enrollment in another qualifying medical plan, will receive a monthly stipend of \$450.
7. The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is 1 x employee's annual base wages, with a minimum of \$50,000, \$10,000 per spouse, and \$5,000 per dependent child.
8. Employees will receive \$100 per month as an incentive to encourage longevity with the District upon completion of their 7th anniversary with the District. Each five-year anniversary following this milestone will increase the premium by \$100. The

premium, and each subsequent increase, becomes effective the first day of the pay period following each longevity milestone anniversary.

9. Employees assigned to Standby will receive special assignment pay of \$40.00 per weekday and \$80.00 per Saturday, Sunday, and District observed holidays.

10. Employees whose assigned shift includes Saturday or Sunday will receive special assignment pay of 5% of base hourly pay rate for the hours worked on Saturday or Sunday. This differential will not be paid for hours worked on the other days of the employee's shift.

11. Employees assigned to be available to translate or interpret in the course of their work will receive special assignment pay of \$100 per month.

12. Employees who obtain and maintain a certification that is *not* required by their classification will receive an incentive of 5% of the employee's base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied. This incentive pay will be applied as of the first pay period following when the employee provides certification documentation.

13. Board members are offered a medical, vision, and dental stipend for the calendar year. The annual amount is set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

14. The District observes the following holidays. Employees will be paid for eight hours of time off on each holiday. Employees working alternative schedules (9/80) will be paid for eight hours of time off on each holiday and will be given the option for the remaining one or two hours to utilize Vacation or Administrative Leave or to work the one or two hours in the same pay period in which the holiday falls. For employees assigned to the "Operator of the Day" 4/10 shift, which is an additional two hours (for a total of 10 hours per holiday) and is consistent with long-standing practice.

Holiday	Day Observed
New Year's Day	January 1
MLK Jr. Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

15. The effective date of these changes is July 1, 2020.

16. Resolution 2019-1125 is rescinded.

AMENDED this 23rd day of June, 2020, by the following roll call vote.

AYES: Canero, Coleman, Duran, Sear, Teague

NAYES: None

ABSENT: None

ABSTAIN: None



Mike Duran, President

ATTEST:



Debra Canero, Secretary

VSD Wage Schedule - AMENDED
Effective July 128, 2020

	A	B	C	D	E	F	G
Accounting Technician	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Accounting Analyst	5,039	5,291	5,555	5,833	6,125	6,431	6,753
Administrative Assistant	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Assistant Engineer	5,785	6,075	6,378	6,697	7,032	7,384	7,753
Associate Engineer	7,374	7,743	8,130	8,536	8,963	9,411	9,882
Collection System Tech-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Collection System Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Collection System Tech II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Collection System Tech III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Development Services Tech I	4,531	4,757	4,995	5,245	5,507	5,783	6,072
Development Services Tech II	4,984	5,233	5,495	5,770	6,058	6,361	6,679
Development Services Tech II (Y-rated)							7,567
Development Services Tech III	5,482	5,756	6,044	6,346	6,664	6,997	7,347
Electrician/Inst Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Electrician/Inst Tech II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Electrician/Inst Tech III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Engineering Technician	4,984	5,233	5,495	5,770	6,058	6,361	6,679
Environmental Comp Tech I	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Environmental Comp Tech II	5,236	5,498	5,773	6,061	6,365	6,683	7,017
Environmental Comp Tech III	5,760	6,048	6,350	6,668	7,001	7,351	7,719
Human Resources Specialist	5,039	5,291	5,555	5,833	6,125	6,431	6,753
Lab Technician I	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Lab Technician II	5,236	5,498	5,773	6,061	6,365	6,683	7,017
Lab Technician III	5,760	6,048	6,350	6,668	7,001	7,351	7,719
Maintenance Tech-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Maintenance Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Maintenance Tech II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Maintenance Tech III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Management Analyst	6,166	6,474	6,798	7,138	7,495	7,870	8,263
Procurement Technician	4,104	4,309	4,524	4,750	4,988	5,237	5,499
Wastewater Operator-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Wastewater Operator I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Wastewater Operator II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Wastewater Operator III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Collection System Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Development Services Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Electrical/Instrumentation Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549

Facilities Maintenance Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Laboratory & Compliance Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Wastewater Operations Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549

Business Services Manager	7,033	7,384	7,753	8,141	8,548	8,976	9,424
Engineering Services Manager	9,895	10,390	10,909	11,455	12,027	12,629	13,260
Facility Operations Manager	7,033	7,384	7,753	8,141	8,548	8,976	9,424

General Manager (Contract)							18,828 <u>19,587</u>
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via electronic mail

August 3, 2020

CALL FOR NOMINATIONS FOR AN ALTERNATE
SPECIAL DISTRICT MEMBER OF THE
RIVERSIDE LOCAL AGENCY FORMATION COMMISSION

To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):

We are commencing a new appointment process for an Alternate Member of the Riverside Local Agency Formation Commission (LAFCO). Selection proceedings will be conducted by electronic mail (e-mail). Specifically, the alternate position is as follows:

Alternate Special District Member-must be a board member from any district with the majority of its assessed value within Riverside County.

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run until May 6, 2024.

The nomination period for the alternate seat will begin on Monday, August 10, 2020 and close on Monday, September 21, 2020. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position, consistent with the geographic requirements noted above.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the form and email it to Rebecca Holtzclaw at rholtzclaw@lafco.org. **Nominations must be received in our office by 5 p.m. on Monday, September 21, 2020.**

Following the nomination period, a ballot and voting instructions will be sent to SDSC members. However, if only one candidate is nominated, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,


Gary Thompson
Executive Officer

cc: District Managers

**SPECIAL DISTRICT SELECTION COMMITTEE
ALTERNATE MEMBER
2020 NOMINATION FORM**

I, _____ of the _____
Print Name of Presiding Officer or alternate* Name of District

hereby nominate the following individual for the position of:

**Alternate Special District Member of the Riverside Local Agency
Formation Commission. The term of this position will run until May 6,
2024.**

Nominee: _____

District: _____

I hereby certify that I am the presiding officer of the above named district or alternate designated by the governing body*.

Signature

Date

*If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.



**Valley Sanitary District
Board of Directors Meeting
August 11, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Reaffirm the VSD Investment Policy in Compliance with California Government Code Section 53646

<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 to present the VSD Investment Policy for the Board’s review.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5: Long-Term Financial Strength.

Fiscal Impact

There is no fiscal impact from approving the policy.

Background

California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On April 14, 2015, the District adopted Resolution No. 2015-1063 adopting the VSD Investment Policy and no amendments have been made since then. The District continues to manage its investments in accordance with that policy. No changes are recommended at this time.

Recommendation

Staff recommends that the Board affirm that the VSD Investment Policy remain as is for the next fiscal year.

Attachments

- Attachment A: VSD Investment Policy (new formatting)
- Attachment B: Resolution No. 2015-1063 and Investment Policy (old formatting)



Adopted: 4/14/2015

I. PURPOSE

The purpose of this policy is to provide guidelines for the prudent investment of the Valley Sanitary District's (the "District") surplus monies not required for the immediate necessities of the District in accordance with the provisions of California Government Code Sections 5921 and 53601 et seq. Effective January 1, 1996, the California Legislature modified state law pertaining to deposit and investment of public funds and this Investment Policy conforms to the model provided by the state for local public agencies (California Government Code (CGC) Sections 53600 et seq.).

It is the duty of the General Manager of the District to annually prepare and submit a statement of investment policy and such policy changes deemed necessary to said policy to the Board of Directors for their review and approval at a public meeting

II. SCOPE

The investment policy applies to all financial assets of the District. These funds are accounted for in the Annual Audit Report and include: General Fund #11; Capital Project Funds #12 and #13.

Funds not included in this policy include: retirement funds, deferred compensation funds, operating cash kept in local checking accounts, monies held by the Riverside County Treasurer during tax collection and user fee collection periods.

Proceeds of debt issuance shall be invested in accordance with the general investment philosophy of the District as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

III. POLICY

There is a broad spectrum of investment opportunities allowed by State law; however, it is the policy of the Board of Directors to limit the range of investments for ease of administration and control by the Board of investment options. For purposes of this policy, the following rules shall govern as the District's investment policy:

1. Prudence: Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC Section 53600.3) and shall be applied in the context of managing an overall portfolio.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. Objectives: As specified in CGC Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling, and managing public funds, the primary objectives, in priority order, of the investment activities shall be:
 - a. Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income from the remainder of the portfolio.
 - b. Liquidity: The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.
 - c. Return on investments: The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.
3. Delegation of Authority: Authority to manage the investment program is derived from California Government Code Sections 53600, et seq. Limited management responsibility for the investment program is hereby delegated to the Treasurer of the District. The investment program shall be consistent with this investment policy. For purposes of management of the District's investment program, the following shall apply:
 - a. Safekeeping and custody: All security transactions entered into by the District shall be conducted on delivery-versus-payment (DVP) basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by CGC Section 53601.

- b. Wire transfers, withdrawal of funds et cetera: The officers of the Board and management of the District shall abide by this Investment Policy, which limits the authority for making wire transfers and withdrawing funds from the District's accounts to the Treasurer, President, or Vice President of the Board of Directors.
- c. Investment Decisions: All investment decisions outside of deposits in the Local Agency Investment Fund (LAIF) shall be made by the Board of Directors. The investment options presented to the Board by the General Manager and Treasurer shall be limited as follows, as permitted by CGC Section 53601 et seq.:
- 1) Local Agency Investment Fund (LAIF) managed by the Treasurer of the State of California.
 - 2) Bonds issued by the District: 5-year maximum maturity.
 - 3) United States Treasury Bills, Notes & Bonds: 5-year maximum maturity.
 - 4) Federally Insured Certificates of Deposit: 5-year maximum maturity.
 - 5) Collateralized bank deposits: 5-year maximum maturity.
 - 6) Fixed income instruments with an average maturity of one year or less including: Mortgage-backed securities; asset-backed securities; banker's acceptances; commercial paper; certificates of deposits; repurchase agreements backed by 102% U.S. agency securities and U.S. Treasury obligations; medium- term notes; and rated money-market funds. All securities must be rated A- or better at the time of purchase.
 - 7) United States Government Agency Notes & Bonds: 5-year maximum maturity.
 - 8) Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (o) as provided, provided that:
 - the pool's investment advisor meets the requirements of 53601(p);
 - the pool is rated "AA" or better by a Nationally Recognized Statistical Rating Organization (NRSRO);
 - the pool maintains a minimum volatility rating of "S or better"; and
 - if the District has funds invested in a pool, a copy of the pool's information statement shall be maintained on file for due diligence. In addition, the Treasurer should review the pool's summary holdings on a quarterly basis.

In no event shall the District invest any funds in inverse floaters, range notes, interest only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity (CGC Section 53601.6 and 53631.5).

- d. Diversification: The District will diversify its investments by security type and institution. It is the policy of the District to diversify its investment portfolio. The District's diversification strategy shall be:

- 1) LAIF is a diversified investment pool; and therefore, meets the requirements for diversification. LAIF also offers liquidity of funds for operations; therefore, LAIF deposits can be counted in an assessment of cash reserves.
 - 2) Cash flow projections for current operations and obligations for the current fiscal year, and any contractual obligations beyond, shall be made before investing in time limited investments.
- e. Ethics and conflicts of interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- f. Authorized financial institutions and dealers: The Administration and Finance Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission (SEC), the Financial Industry Regulatory Authority (FINRA) or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that firm understands the policy and intends to present investment recommendations and transaction to the District that are appropriate under the terms and conditions of the Investment Policy.

4. Reporting: In accordance with CGC Section 53646(b)(1), the Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for the District by third party contractors. The report will also include the source of the portfolio valuation. As specified in CGC Section 53646(e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions.

The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and (2) the District will meet its expenditure obligations for the next six months as required by CGC Section 53646(b)(2) and (3), respectively. The Treasurer shall maintain complete and timely record of all investment transactions.

RESOLUTION NO. 2015-1063

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT
ADOPTING THE DISTRICT'S INVESTMENT POLICY AND RESCINDING RESOLUTION
NO. 96-850.**

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (California Government Code (CGC) Section 53600.5, 53600.6 and 53630.1); and

WHEREAS, the Board of Directors of Valley Sanitary District may invest surplus monies not required for the immediate necessities of the District in accordance with the provisions of CGC Sections 5921 and 53601 et seq.; and

WHEREAS, it shall be the policy of Valley Sanitary District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.


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

The Investment Policy for the Valley Sanitary District, attached, is approved.

RESOLUTION NO. 96-850 is hereby rescinded.

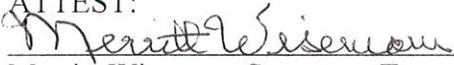
PASSED, APPROVED, and ADOPTED this 14 day of APRIL, 2015, by the following roll call vote:

AYES: York, Friestad, Wiseman, Teague
NAYES:
ABSENT: Duran
ABSTAIN:

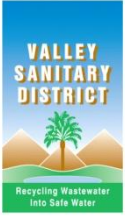


Douglas A. York, President

ATTEST:



Merritt Wiseman, Secretary-Treasurer



Valley Sanitary District

DISTRICT POLICIES & PROCEDURES

POLICY TITLE: Investment Policy
POLICY NUMBER: 5.50
EFFECTIVE DATE: April 14, 2015
MINUTE ORDER NO: Resolution No. 2015-1063

INVESTMENT POLICY

PURPOSE

The purpose of this policy is to provide guidelines for the prudent investment of the Valley Sanitary District's (the "District") surplus monies not required for the immediate necessities of the District in accordance with the provisions of California Government Code Sections 5921 and 53601 et seq. Effective January 1, 1996, the California Legislature modified state law pertaining to deposit and investment of public funds and this Investment Policy conforms to the model provided by the state for local public agencies (California Government Code (CGC) Sections 53600 et seq.).

It is the duty of the General Manager of the District to annually prepare and submit a statement of investment policy and such policy changes deemed necessary to said policy to the Board of Directors for their review and approval at a public meeting.

SCOPE

The investment policy applies to all financial assets of the District. These funds are accounted for in the Annual Audit Report and include: General Fund #11; Capital Project Funds #12 and #13.

Funds not included in this policy include: retirement funds, deferred compensation funds, operating cash kept in local checking accounts, monies held by the Riverside County Treasurer during tax collection and user fee collection periods.

Proceeds of debt issuance shall be invested in accordance with the general investment philosophy of the District as set forth in this policy; however, such proceeds are invested in accordance with permitted investment provisions of their specific bond indentures.

PROCEDURE

There is a broad spectrum of investment opportunities allowed by State law; however, it is the policy of the Board of Directors to limit the range of investments for ease of administration and control by the Board of investment options. For purposes of this policy, the following rules shall govern as the District's investment policy:

1. **PRUDENCE:** Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercised in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent investor" standard (CGC Section 53600.3) and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided the deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

2. **OBJECTIVES:** As specified in CGC Section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of the investment activities shall be:

a. **Safety:** Safety of principal is the foremost objective of the investment program.

Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income from the remainder of the portfolio.

b. **Liquidity:** The investment portfolio will remain sufficiently liquid to enable the District to meet all operating requirements which might be reasonably anticipated.

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b. **Wire transfers, withdrawal of funds et cetera:** The officers of the Board and management of the District shall abide by this Investment Policy, which limits the authority for making

wire transfers and withdrawing funds from the District's accounts to the Treasurer, President, or Vice President of the Board of Directors.

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 - 4) Federally Insured Certificates of Deposit: 5 year maximum maturity.
 - 5) Collateralized bank deposits: 5 year maximum maturity.
 - 6) Fixed income instruments with an average maturity of one year or less including: Mortgage-backed securities; asset-backed securities; banker's acceptances; commercial paper; certificates of deposits; repurchase agreements backed by 102% U.S. agency securities and U.S. Treasury obligations; medium-term notes; and rated money-market funds. All securities must be rated A- or better at the time of purchase.
 - 7) United States Government Agency Notes & Bonds: 5 year maximum maturity.
 - 8) Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in subdivisions (a) to (o) as provided, provided that:
 - a. The pool's investment advisor meets the requirements of 53601(p);
 - b. The pool is rated "AA" or better by a Nationally Recognized Statistical Rating Organization (NRSRO);
 - c. The pool maintain a minimum volatility rating of "S or better";
 - d. If the District has funds invested in a pool, a copy of the pool's information statement shall be maintained on file for due diligence. In addition, the Treasurer should review the pool's summary holdings on a quarterly basis.

In no event shall the District invest any funds in inverse floaters, range notes, interest-only strips derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity (CGC Section 53601.6 and 53631.5).

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- 2) Cash flow projections for current operations and obligations for the current fiscal year, and any contractual obligations beyond, shall be made before investing in time limited investments.

- e. Ethics and conflicts of interest: Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment decisions.
- f. Authorized financial institutions and dealers: The Administration and Finance Manager will maintain a list of financial institutions, selected on the basis of credit worthiness, financial strength, experience and minimal capitalization authorized to provide investment services. In addition, a list will also be maintained of approved security broker/dealers selected by credit worthiness who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.

For brokers/dealers of government securities and other investments, the District shall select only broker/dealers who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission (SEC), the Financial Industry Regulatory Authority (FINRA) or other applicable self-regulatory organizations.

Before engaging in investment transactions with a broker/dealer, the General Manager shall have received from said firm a signed Certification Form. This form shall attest that the individual responsible for the District's account with that firm has reviewed the District's Investment Policy and that firm understands the policy and intends to present investment recommendations and transaction to the District that are appropriate under the terms and conditions of the Investment Policy.

4. **REPORTING**: In accordance with CGC Section 53646(b)(1), the Treasurer shall submit to each member of the Board of Directors a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed for the District by third party contractors. The report will also include the source of the portfolio valuation. As specified in CGC Section 53646 (e), if all funds are placed in LAIF, FDIC-insured accounts and/or in a county investment pool, the foregoing report elements may be replaced by copies of the latest statements from such institutions. The report must also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and, (2) the District will meet its expenditure obligations for the next six months as required by CGC Section 53646(b)(2) and (3) respectively. The Treasurer shall maintain a complete and timely record of all investment transactions.

STAFF NOTES

August 11, 2020

ADMINISTRATION & FINANCE

- The Campaign Disclosure Statements (Form 470) for all Board members were mailed to the Riverside County Registrar of Voters on July 21, 2020.
- Reviewing the Assessor Parcel billing information that is due to the Riverside County Tax Collector on or before August 10, 2020.
- Preparing documents and schedules requested by auditors for audit field work scheduled for August 31 through September 4, 2020.
- Continue to work with Caselle to upgrade permitting and accounting software.

ENGINEERING SERVICES

- The Preliminary Design Report for the replacement sewer siphon at Westward Ho Drive is complete. This is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. Design is in progress. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. Carollo Engineers, Inc. has provided a preliminary progress submittal of design plans which District staff has reviewed and submitted back to Carollo Engineers, Inc. for revision. The complete design plans are scheduled to be ready by February 2021.
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Currently, Harris is working on putting together bid documents for the CCTV inspection of sewer mains that need special requirements or technology. Harris has provided a final version of the front-end bid documents. Harris has also developed a first project to begin the rehabilitation portion of the program which staff has also reviewed and submitted revisions. Final project documents have been approved by VSD and the City of Indio. The first rehabilitation project was put out to bid and advertised to potential bidders on August 3, 2020. Proposals are due to the District and will be opened on September 10, 2020.
- Staff is working on implementing an asset management system for the treatment plant using Lucity web software. VSD is currently working on building out the Lucity Web system with the help of a Lucity implementor. Staff training has been postponed due to the COVID-19 virus. Onsite training from the implementor has been tentatively scheduled for the middle of August 2020. Staff has finished the installation of Lucity Mobile and is pursuing the implementation of plant wide WiFi which will allow access of the

asset management system from a mobile device anywhere in the plant facility.

- VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new two-story training/office building. Staff had a kick-off meeting with the architect to discuss ideas for a functional and adequate building. SGH has provided two conceptual layout options which staff will review and provide feedback. Construction of the new building has been put on hold a few years until funding becomes available.
- VSD is currently working with Stantec, who is acting as an Owner's Representative, on the repair and rehabilitation of the Influent Pump Station. Stantec has assisted the District in developing a preliminary plan, scope of work, and schedule for the project. Stantec and staff have created a Request for Qualification (RFQ) document for the solicitation of design-build firms which was advertised and distributed to potential bidders on May 28, 2020. The RFQ was closed on August 3, 2020 with five submittals. VSD and Stantec staff are currently reviewing the submitted RFQs to create a shortlist of three firms who will then participate in the Request for Bids (RFB). The RFB will be released on August 28, 2020 and will close on September 28, 2020.
- VSD is currently going out to bid for a landscape contractor to install gravel and rock material along the existing fence line alongside Cabazon Road to prevent washout during heavy rain events. Bids are due to the District and will be opened on August 27, 2020.
- No-Spill report for July 2020 will be submitted to the California Integrated Water Quality System, as required by the Waste Discharge Requirements Monitoring and Reporting Program. The report is due on or before August 31, 2020.
- The California Highway Patrol (CHP) conducted a scheduled Basic Inspection of Terminals (BIT) on July 31, 2020. The District received an overall SATISFACTORY rating on the condition and maintenance records of its commercial vehicles (Vactor units). Staff was informed of some items that require correction moving forward.

The District received two non-penalty fee violations for not having a current Motor Carrier Permit (MCP) through the Department of Motor Vehicles (DMV) and an outdated Company Record with Motor Carrier Management Information System (MCMIS). Staff has submitted the MCP application through the DMV website. A request was submitted to acquire a new user pin code to update the MCMIS document through the Federal Motor Carrier Safety Administration website, updates will be completed as soon as the new pin is received.

The CHP also informed staff that three fleet vehicles need to be added to the BIT inspection. These vehicles fall under the weight criteria but are not

classified as commercial vehicles. Moving forward they will be required to have 90-day BIT inspections.

- The Field Vactor Crew is currently working around Hoover and Fred Waring.
- CCTV pipe assessment inspections are currently being conducted around Avenue 44 and Jackson.

OPERATIONS

- Staff is working with Denali Water Solutions to leave a trailer onsite for biosolids hauling and disposal. Denali intends to provide the trailer sometime in early August.
- Staff had influent screenings and grit tested for metals and moisture content. It is a requirement from Riverside County Waste Management that screenings and grit be tested and approved every two years, to dispose of this material in Riverside County. Results of the tests were approved.
- Staff removed secondary clarifier #2 from operation for cleaning, inspection, and maintenance. Secondary clarifier #1 was put online.
- Staff assembled and installed the newly purchased house aerator and is running in pond 2.
- The district received notice from the State Water Resources Control Board that Per – and Polyfluoroalkyl Substances (PFAS) sampling and analysis of treatment plant influent, effluent, and biosolids, will be required beginning October 2020. This sampling will occur quarterly over the course of one year.



VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

4-Aug-20

Plan Check in Progress
Inspection in Progress
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	Intersection of Golf Center/Avenue 45, address TBD	Civil plans submitted for new 7-Eleven store. Completed 1st plan check and returned to the engineer 12/4/19. Completed 3rd plan check and returned to applicant via email 3/25/20.	Perform 4th plan check upon plan resubmittal.
A&J Nails TI	82151 Avenue 42, Ste 108	Plans submitted for TI of existing nail salon. Completed 1st plan check and returned to the applicant. 5/4/20.	Perform 2nd plan check upon plan resubmittal.
Abel Lupian Commercial Bldg.	45105 Commerce Street	Plans submitted for new commercial building. Completed 1st plan check and returned to the applicant 4/3/20.	Perform 2nd plan check upon plan resubmittal.
Animal Samaritans - TI	42150 Jackson Street, Ste's 104-106	Plans submitted for building TI. Plans approved and returned to the applicant 2/4/2020. Issued permit 3874 on 2/28/2020.	Inspect work improvements as scheduled.
Arbys' Restaurant TI	82111 Avenue 42/Monroe Street	Plans submitted for TI of existing shell building. Completed 2nd plan check and returned to applicant 7/10/20.	Perform 3rd plan check upon plan resubmittal.
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existing building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Cardenas Single Family Dwelling (SFD)	82266 Stallone Drive	Plans submitted for new SFD. Plans approved, notified the applicant 6/16/20.	Waiting for owner to process permit paperwork.
Chandi Plaza	SW Corner of Indio Blvd/Avenue 44	Plans submitted for new plaza.	In Queue
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.
Chipotle Mexican Grill TI	42213 Jackson Street, Suite 106	Plans submitted for TI of existing shell building. Plans approved and returned to applicant 7/16/20.	Waiting for owner to process permit paperwork.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Plans approved and returned to the applicant 3/17/2020.	Waiting for owner to process permit paperwork.
Corso Residence	49491 Braley Court	Plans submitted for single family residence.	In Queue
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. Plans approved and returned to applicant 4/13/20. Issued permit 3884 on 5/12/2020.	Inspect work improvements as scheduled.
El Destino Nightclub - TI	83085 Indio Boulevard/Civic Cnter Mall	Plans submitted for existing building TI 11/30/2015. Plans approved and returned to the City 3/22/16. Issued permit 3577 on 5/24/16. Issued permit 3596 on 8/3/16.	Inspect work improvements as scheduled.
EOS Fitness Ave 42 Gym	SWC of Spectrum Street & Avenue 42	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20.	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Plans approved and returned to the engineer 6/3/19. Bond and Development agreement in place. Waiting to receive recorded agreement.	Inspect work improvements as scheduled.
Fred Young (Villa Hermosa Apts Phase III)	83801 Dr. Carreon Blvd / West of Van Buren	Plans submitted for apts at Fred Young Farm Labor Dev. Plans approved and returned to the applicant 7/17/2019.	Waiting for owner to process permit paperwork.
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.
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.

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Gallery Links - 3	Indian Palms Country Club - Monroe/Avenue 48	Plans submitted for installation of 5 sewer laterals for new SFD. Plans approved and returned to the applicant 4/13/20.	Waiting for owner to process permit paperwork.
George Fregoso SFD	46600 Padua Circle	Plans submitted for new SFD. Plans approved and notified the applicant 5/7/20.	Waiting for owner to process permit paperwork.
Golden Corral Restaurant	Atlantic Ave/Caspian near Ave 42 and Jackson	Plans submitted for new restaurant building. Completed 1st plan check and returned to the applicant 2/7/20.	Perform 2nd plan check upon plan resubmittal.
Habitat for Humanity SFD	43655 Towne Street	Received plans for the construction of a new home on vacant lot. Plans approved and returned to the applicant 3/11/20.	Waiting for owner to process permit paperwork.
Habitat for Humanity SFD	43689 Arabia Street	Received plans for the construction of a new home on vacant lot. Plans approved and returned to the applicant 3/11/20.	Waiting for owner to process permit paperwork.
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. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building. Completed 1st plan check and returned to applicant. 9/25/19. Issued permit 3873 on 2/26/2020.	Inspect work improvements as scheduled.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19. Plans approved 6/24/20.	Waiting for owner to process permit paperwork.
Indio Juvenile Court	47671 Oasis St/ Ave 48	Plans submitted to demo existing juvenile court building and construct new building on the same site. Completed 1st plan check and returned to the City 2/23/16. Completed 2nd plan check and returned to the applicant 6/8/2020.	Perform 3rd plan check upon plan resubmittal.
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. Plans approved and returned to engineer 5/10/18. Development agreement and Bonds in place.	Inspect work improvements as scheduled.
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.
Jacqueline & Oscar Lua Residence	80-555 Ridgeback Court	Plans submitted for single family residence.	In Queue
John Nobles Apartments	TBD - Rubidoux Street/John Nobles Ave	Plans submitted new apartment complex. Completed 1st plan check and returned to the City 2/27/19.	Perform 2nd plan check upon plan resubmittal.
Kennedy School Bldg Additions	45100 Clinton Street	Plans submitted for new building additions. Completed 1st plan check and returned to the applicant 11/6/19. Plans approved check and returned to the applicant 2/3/2020. Issued permit 3875 on 2/28/2020.	Inspect work improvements as scheduled.
Maya Cinemas	82900 Avenue 42/Jackson Street	Plans submitted for construction of new building for theater. Completed 2nd plan check and returned to the City 10/16/19.	Perform 3rd plan check upon plan resubmittal.
Mex-American Tax Services	44250 Monroe St./South of Indio Blvd	Plans submitted for an office addition. Returned 1st plan check back to City on 1/21/2014. Received 2nd submittal 3/13/2014. 2nd plan check completed and returned to the city on 3/31/2014. Received 3rd submittal 4/21/14. Reviewed, approved and returned plans back to the city on 5/15/2014. Issued permit 3518 on 8/4/15. Permit expired with the City.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 6	Plans submitted for casita addition and storage building. Plans approved and notified applicant 7/7/20.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 145	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3849 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 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 320	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3848 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 321	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 12/17/19. Issued permit 3863 on 12/30/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 328	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 5/5/20. Issued permit 3882 on 5/5/2020.	Inspect work improvements as scheduled.
Nargizyan Dental Group TI	81637 Highway 111, Suite 1-B	Plans submitted for TI of existing suite. Completed 1st plan check and returned to the City 7/1/19.	Perform 2nd plan check upon plan resubmittal.

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North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 245	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/15/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 258	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/29/19. Issued permit 3850 on 10/29/19.	Inspect work improvements as scheduled.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 349	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/29/18.	Waiting for owner to process permit paperwork.
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.
Old Navy Shell Building	42200 Jackson Street/Ave 42	Plans submitted for new Building. Plans approved and returned to applicant 3/31/2020.	Waiting for owner to process permit paperwork.
Old Navy TI	42200 Jackson Street/Ave 42	Plans submitted for TI of existing shell building. Plans approved and notified applicant 6/3/20.	Waiting for owner to process permit paperwork.
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. Issued permit 3889 on 6/19/20.	Inspect work improvements as scheduled.
Ono Hawaiian BBQ	42550 Jackson Street/ Avenue 42	Plans submitted for new retail building. Completed 1st plan check and returned to applicant 11/7/19. Completed 2nd plan check and notified applicant 3/23/20.	Perform 3rd plan check upon plan resubmittal.
Paradiso Tract 31815	East of Monroe North of Ave 41	New model homes under construction.	Inspect work improvements as scheduled.
Parcel Map 36215	Dr. Carreon west of Van Buren	Civil plans submitted for 1st plan check. Plans approved and returned to the Engineer 1/18/18. Issued permit 3718 on 1/23/18.	Inspect work improvements as scheduled.