



VSD

Board of Directors Regular Meeting
Tuesday, January 11, 2022 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201

Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom link: <https://us06web.zoom.us/j/85455659487> Meeting ID: 854 5565 9487 or by calling 253-215-8782. Members of the public wanting to address the Board may do so up until the public comment period is closed at the meetings.

Page

1. CALL TO ORDER

1.1. Roll Call

1.2. Pledge of Allegiance

1.3. Presentation of GFOA Budget Award for Fiscal Year 2021/22

5 - 10

[1.3 GFOA Budget Award for Fiscal Year 22.pdf](#) 

[1.3 Attachment A Distinguished Budget Presentation Award.pdf](#) 













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 December 14, 2021, Regular Meeting Minutes
3.1 14 Dec 2021 Meeting Minutes.pdf  | 11 - 15 |
| 3.2. | Approve Warrants for December 9, 2021, through January 3, 2022
3.2 Warrants for December 9, 2021 to January 3, 2022.pdf  | 16 - 18 |
| 3.3. | Monthly Financial Report for November 30, 2021
3.3 Staff Report Monthly Financial Report for November 2021.pdf 
3.3 Attachment A Monthly Income Summary - November 2021.pdf 
3.3 Attachment B Budget Variance Report Nov..pdf 
3.3 Attachment C Summary of Cash and Investments - November 2021.pdf  | 19 - 24 |
| 3.4. | Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, Per District Policy, in the Amount of \$866
3.4 Staff Report Marshall Tuition Reimbursement.pdf 
3.4 Attachment A Tuition Reimbursement Form.pdf 
3.4 Attachment B Transcript.pdf  | 25 - 28 |
| 3.5. | Monthly Credit Card Report for November 30, 2021
3.5 Staff Report Credit Card Statement Nov 2021.pdf 
3.5 Attachment A Credit Card Transaction Nov 2021.pdf 
3.5 Attachment B UMQUA Statement November Redacted.pdf  | 29 - 37 |

4. PUBLIC HEARING ITEMS

- | | | |
|------|---|---------|
| 4.1. | Conduct a Public Hearing to Receive Input from the Community Regarding Boundaries and the Composition of Divisions to be Established for Division-Based Elections
4.1 Staff Report Redistricting.pdf 
4.1 Redistricting Presentation.pdf  | 38 - 55 |
|------|---|---------|

5. NON-HEARING ITEMS

- 5.1. Authorize Three Board Members to Attend the CASA Policy Forum in Washington D.C. February 28 - March 1, 2022 56
[5.1 Attachment A CASA DC Forum Draft Agenda.pdf](#) 
- 5.2. Accept a Sewer Main Improvements for the Pacific Indio Retail Center Development and Authorize the General Manager to Sign a Certificate of Acceptance for Recording Purposes 57 - 64
[5.2 Staff Report Certificate Of Acceptance Sewer Main Improvements.pdf](#) 
[5.2 Attachment A VSD Certificate of Acceptance & Exhibits.pdf](#) 
- 5.3. Authorize the General Manager to Execute Task 22-01 with Dudek to Provide Engineering Services During Bidding and Construction in an Amount Not to Exceed \$62,325 65 - 80
[5.3 Staff Report Contract Award Engineering Services Construction.pdf](#) 
[5.3 Attachment A Plant Water Main Replacement Services During Construction.pdf](#) 

6. GENERAL MANAGER'S ITEMS

- 6.1. Monthly General Manager's Report - November 2021 81 - 91
[6.1 Staff Report GM Report November 2021.pdf](#) 
[6.1 Attachment A Admin Services Report.pdf](#) 
[6.1 Attachment B NPDES report for November.pdf](#) 
[6.1 Attachment C Collection Services Report November.pdf](#) 
[6.1 Attachment D Development Services Report December 2021.pdf](#) 
[6.1 Attachment E Capital Improvement Program Update for December.pdf](#) 

7. COMMITTEE REPORTS

- 7.1. Budget & Finance Committee - January 4, 2022 92 - 94
[7.1 4 Jan 2022 Budget & Finance Meeting Minutes.pdf](#) 

[7.1 Financing Memo Valley Sanitary District.pdf](#) 

7.2. Community Engagement Committee - January 6, 2022 95 - 112

[7.2 6 Jan 2022 Community Engagement Meeting Minutes.pdf](#) 

[7.2 VSD CommunicationPlan 121421.pdf](#) 

8. DIRECTOR'S ITEMS

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

9. INFORMATIONAL ITEMS

9.1. Timeline for Fiscal Year 2022/23 Budget Process 113 - 114

[9.1 Budget Timeline for Fiscal Year 2023.pdf](#) 

[9.1 Attachment A FY23 Budget Timeline.pdf](#) 

9.2. Response Letter form Desert Valley Builders Association 115

[9.2 Information Item DVBA Response.pdf](#) 

10. ADJOURNMENT

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



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Presentation of Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA)

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

Executive Summary

The purpose of this report is for the Board to recognize and commend the District and the Budget preparers for receiving this award.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

Fiscal Impact

None

Background

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

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

Recommendation

Staff recommends that the Board of Directors receive the Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA).

Attachments

Attachment A: Distinguished Budget Presentation Award from Government Finance Officers Association (GFOA)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Valley Sanitary District
California**

For the Fiscal Year Beginning

July 01, 2021

Christopher P. Morrill

Executive Director



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

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Jeanette Juarez, Business Services Manager
Valley Sanitary District, California**



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

Executive Director

Christopher P. Morill

Date: **December 13, 2021**



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

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Branden Rodriguez
Valley Sanitary District, California**



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

Executive Director

Christopher P. Morill

Date: **December 13, 2021**



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

presents this

CERTIFICATE OF RECOGNITION FOR BUDGET PREPARATION

to

**Karen Hopper
Valley Sanitary District, California**



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

Executive Director

Christopher P. Morill

Date: **December 13, 2021**

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
December 14, 2021**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, December 14, 2021, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Sear called the meeting to order at 1:07 p.m.

1.1 Roll Call

Directors Present:

Debra Canero, Dennis Coleman, Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, Ron Buchwald, Dave Commons, Karen Hopper, Hector Guzman, Jimmy Garcia, Nick Dean, Ray Marroquin, James Mills, and Craig Hayes, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 December Employee Anniversaries

- James Mills, Operations Supervisor – 15 years
- Jimmy Garcia, Maintenance Technician I – 15 years
- Ron Buchwald, Engineering Services Manager – 9 years
- Karen Hopper, Accounting Analyst – 8 years
- Hector Guzman, Development Services Technician III – 7 years

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

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 November 23, 2021, Regular Meeting Minutes

3.2 Approve Warrants for November 18 through December 8, 2021

3.3 Accept Quarterly Investment Report for September 30, 2021

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to approve the consent calendar, as presented. Director Teague seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2021-3156

4. NON-HEARING ITEMS

4.1 Election of Board Officers for 2022

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

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

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

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

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

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

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

MINUTE ORDER NO. 2021-3157

4.2 Appoint Directors and One (1) Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2022

President Sear appointed Director William Teague and Secretary/Treasurer Dennis Coleman and Director Mike Duran as alternate for the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2022.

4.3 Appoint Two (2) Directors to Budget & Finance Committee and Operations Committee and Appoint a Director as Committee Chair for 2022

President Sear appointed Secretary/Treasurer Dennis Coleman and Vice President Debra Canero to the Budget & Finance Committee, with Secretary/Treasurer Coleman serving as Chair for 2022. President Sear appointed Director William Teague and Director Mike Duran to the Operations Committee, with Director Teague serving as Chair for 2022.

4.4 Create a Community Engagement Committee, Set Days and Times for the Meetings, Appoint Two (2) Directors to Committee, and Appoint a Director as Committee Chair for 2022

At its workshop in November, the Board identified that the District and the Board need to be more involved in the community, engage stakeholders, and increase the public's knowledge of VSD and its purpose. The Board authorized a contract with CV Strategies, a local public relations firm, to create and implement the District's Communications & Public Outreach Plan (Plan). Staff believes that this plan's implementation will benefit from discussions at the committee level. The Community Engagement Committee will focus on objectives and tasks that will increase VSD's public presence in Indio, engagement with key stakeholders, and advocacy for wastewater and reclaimed water-related issues in the Coachella Valley at the State and federal levels. As a standing committee, it will be subject to the Brown Act. Staff recommends that this committee meet every other month on the third Tuesday, starting on January 18, at 1:00 p.m. If approved, the first meeting will be Tuesday, January 18, 2022, at 1:00 p.m. The General Manager will be the staff person assigned to this committee, and other staff will attend as needed based on the agenda topics. After the Board moved to approve the creation of the Community Engagement Committee, President Sear appointed himself and Vice President Debra Cero to the committee, with President Sear as Chair for 2022.

ACTION TAKEN:

MOTION: Director Duran made a motion to establish the standing Community Engagement Committee, set the meeting time as the third Tuesday of January, March, May, July, September, and November at 1:00 p.m. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3158

4.5 Approve Regular Meeting Schedule for 2022 and Adopt District Observed Holidays for 2022

The regular meeting schedule for 2022 includes all regular Board and committee meetings. In addition to approving the regular meeting schedule, staff asks that the Board approve the list of District observed holidays for 2022. For 2022, the list includes the 12 previously recognized holidays and the addition of March 31, César Chávez Day, and June 19, Juneteenth. Both holidays uphold the District's commitment to diversity, equity, and inclusion.

ACTION TAKEN:

MOTION: Secretary/Treasurer Coleman made a motion to approve the Regular Meeting Schedule for 2022 and adopt District Observed Holidays for 2022. Director Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3159

4.6 Receive and File Annual Connection Capacity Fee Report

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees to be made available to the public. The annual report showing actual values

for the 2020/21 fiscal year and estimated values for the 2021/22 fiscal year was disclosed to the Board. Pursuant to Government Code Section 66013, this report is for review purposes only. A copy of this report was mailed to the Desert Valley Builders Association (DVBA) and the Building Industry Association (BIA) for review and comment. The Board thanked Jeanette for keeping the District transparent.

ACTION TAKEN:

MOTION: Director Duran made a motion to receive and file the Annual Connection Capacity Fee Report. Vice President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3160

4.7 Authorize the General Manager to Execute a Contract with Trimax Inc. to Upgrade the Programmable Logic Controller (PLC) and Input/Output (I/O) Modules at PLC 460 in an Amount Not to Exceed \$40,145

The PLC 460, located north of the ponds near the Secondary Clarifiers, was put into service in 2008. PLC 460 controls the functionality of both the Secondary Clarifiers and the Return Activation Sludge (RAS) Pumps. Replacement parts for the current PLC and I/O modules are obsolete and no longer available. Staff recommends purchasing the upgraded PLC and the I/O modules from Trimax for a not-to-exceed amount of \$40,145. Trimax is our primary specialist for system integration and provides technical support. The purchase is a sole source procurement.

ACTION TAKEN:

MOTION: Director Duran made a motion to authorize the upgrade of the PLC and I/O modules at PLC 460 by Trimax, Inc for an amount not to exceed \$40,145. Vice President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3161

4.8 Authorize the Purchase of Belt Filter Press Replacement Parts in an Amount Not to Exceed \$159,679.39

To maintain the integrity and quality of the Belt Filter Presses, staff recommends the replacement of the gear boxes, hydraulic manifolds, roller assemblies, and all necessary hardware for rehabilitation. This project is included in the Capitol Budget for FY 2021/22. The company that manufactured the equipment that is currently being used on the Belt Filter Presses was bought out by Alfa Laval. Alfa Laval is the only manufacturer to provide the parts needed for this project, thus this is a sole source procurement. The total cost of this project is 159,679.39. This includes a \$10,000 contingency for any unforeseen items that may be needed.

ACTION TAKEN:

MOTION:

Vice President Canero made a motion to authorize the purchase of all recommended, and necessary material for the rehabilitation of the Belt Filter Presses from Alfa Laval for a not to exceed the amount of \$159,679.39. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3162

5. GENERAL MANAGER’S ITEMS

5.1 Monthly General Manager’s Report – October 2021

6. COMMITTEE REPORTS

6.1 Operations Committee – December 7, 2021

Director Teague reported that Anna Bell, Laboratory & Compliance Supervisor, gave an excellent presentation on collecting and testing samples. She will be presenting the information to the entire Board at a future board meeting. Ron Buchwald, Engineering Services Manager, updated that committee on the Recycled Water Project and added a second on-call person to the Collection Department.

7. DIRECTOR’S ITEMS

Secretary/Treasurer Coleman stated that he would not be attending the CASA Policy Forum in Washington, D.C. The Board congratulated Beverli on her appointment to the Women in Leadership Advisory Board for the University of California Santa Barbara.

8. INFORMATIONAL ITEMS

The Annual VSD Holiday Luncheon will be on December 20, 2021, at 11:00 a.m. at the Fantasy Springs Event Center.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:45 p.m. The next regular Board meeting will be held on January 11, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
January 11, 2022

39950 Andy Boyd	WW Operator 3 Renewal reimbursement	\$150.00
39951 Associated Time Instruments	AOD activity - November 2021	\$289.90
39951 Associated Time Instruments	AOD activity - August 2021	\$288.91
39952 Best, Best & Krieger	Legal services - Nov 2021	\$3,406.58
39952 Best, Best & Krieger	Legal services additional - Nov 2021	\$368.20
39953 Blackbaud, Inc.	FE NXT licensing and implementation	\$19,504.95
39954 Calif. Assoc. of Sanitation Agencies	One time donation - clean water community	\$5,000.00
39955 Caltest Analytical Laboratory	Weekly NPDES (2015-2020)	\$383.30
39956 Carollo Engineering, Inc	Sewer Siphon replacement project - Nov 2021	\$10,416.00
39957 Clean Harbors, Inc	Chemical disposal services	\$497.00
39958 CV Strategies	Strategic communication services - Nov 2021	\$5,400.00
39959 Davis Farr LLP	Auditing services SCR report	\$1,750.00
39960 Denali Water Solutions	Biosolids hauling - Nov 2021	\$7,046.28
39961 Desert Arc	Janitorial services - Nov 2021	\$3,333.68
39962 Desert Hose & Supply	Hydraulic hose	\$789.26
39963 Engineering Solutions Services, Inc	Grant writing services - 9/1/2021-10/31/2021	\$1,282.50
39964 Fisher Scientific	Incubator	\$2,021.15
39965 Fulton Distributing Co.	Toilet tissue, trash liners	\$663.81
39966 Grainger	Ratchet assembly, goggles	\$119.30
39966 Grainger	Quartz bulb	\$111.12
39966 Grainger	Motor mounting ring	\$19.77
39966 Grainger	Sulfuric Acid	\$462.15
39966 Grainger	Sports drink	\$275.29
39966 Grainger	Shelf putty	\$32.61
39966 Grainger	DOT handling label	\$26.01
39966 Grainger	Glass microfiber filter	\$106.63
39966 Grainger	Absorbent sock	\$29.66
39966 Grainger	Valve rebuild kit	\$262.69
39967 Haaker Equipment Company	Main harness, coil Vactor repair	\$16,527.46
39968 Hach Company	Renovo solution	\$379.24
39968 Hach Company	Calcium carbonate	\$66.61
39968 Hach Company	COD digest vial, potassium	\$387.94
39969 Innovative Document Solutions	Copier maintenance - November 2021	\$64.84
39970 Innovative Federal Strategies LLC	November services	\$6,100.00
39971 Interstate All Battery Center	Batteries	\$500.82
39972 Jeanette Juarez	CALPELRA Reimbursement	\$174.03
39973 L&J Technologies Company	Flare Tcoup spares	\$1,014.77
39974 Linde Gas & Equipment Inc.	Stargold	\$194.55
39975 Lorraine Shinnette	Uniform reimbursement - 12/14/2021	\$718.47
39975 Lorraine Shinnette	Boot allowance reimbursement	\$38.01
39976 McMaster-Carr Supply Co.	Fiberglass, fiberglass sheet	\$1,230.70
39976 McMaster-Carr Supply Co.	Multipurpose SS wire, eyebolt	\$45.99
39976 McMaster-Carr Supply Co.	Sanding belt, sanding disk	\$123.01
39977 Miguel Sema	LCW Conference	\$620.00
39978 Mobile Modular Management Corp	Office trailer rental - 12/13/2021-1/11/2022	\$655.15
39979 Municipal Resource Group, LLC	Training services	\$1,500.00
39980 Northern Safety Co.	Gloves	\$193.14
39981 Plumbers Depot Inc.	Repair to camera 3	\$1,460.93
39981 Plumbers Depot Inc.	2 vactor jetting hoses	\$5,233.05
39982 Polydyne, Inc.	Polymer	\$3,624.31
39983 Quinn Company	Battery	\$157.50
39984 Rudy's Pest Control	General Pest - 12/13/2021	\$185.00
39985 Southwest Networks, Inc.	Eng tech computer	\$1,902.04
39985 Southwest Networks, Inc.	Display port cable	\$45.68
39985 Southwest Networks, Inc.	Guardian BDR Storage - Jan 2022	\$699.00
39986 State Water Resources Control Board	Annual WDR Permit Fees - 7/1/2021-6/30/2022	\$17,834.00
39987 Underground Service Alert	Dig alerts - Dec 2021	\$179.95
39987 Underground Service Alert	Board fee - Dec 2021	\$68.64
39988 United Refrigeration Inc.	Browning V Belt	\$24.73
39988 United Refrigeration Inc.	Browning V Belt, cushion rings	\$44.29
39989 United Way of the Desert	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$20.00
39990 Univar Solutions	Sodium Hypochlorite delivery	\$8,210.57
39990 Univar Solutions	Ferric Chloride delivery	\$7,809.82
39991 VWR International, Inc.	Nitrile gloves	\$343.04
39992 White Cap, L.P.	Sikacrete bag	\$379.69
39992 White Cap, L.P.	Rotary hammer drill	\$16.63
39992 White Cap, L.P.	Rebar, black bar, tie wire twister	\$816.11
39993 Yellow Mart	Safety boots	\$225.65
39995 Blackbaud, Inc.	FE NXT licensing and implementation	\$19,504.95

39996	Caltest Analytical Laboratory	Monthly Samples	\$1,047.35
39997	Chemco Products Co.	Heavy duty degreaser	\$592.26
39998	Consolidated Electrical Distributors, Inc.	Barrymore lift station repair equipment	\$52.23
39999	Desert Hose & Supply	Water hose, brass ferrule	\$74.93
39999	Desert Hose & Supply	Penetrating oil	\$28.28
40000	Diamond Environmental Services, LP	Portable restroom service - 12/27/2021-01/23/2022	\$246.43
40001	Dudek & Associates, Inc.	Plant watermain replacement	\$175.00
40002	Fiesta Ford	Diagnostic, purge valve, fuse kit	\$713.38
40003	Foster-Gardner, Inc.	All season fertilizer	\$473.07
40004	Fulton Distributing Co.	Cutlery and bleach	\$330.91
40005	Grainger	Glass microfilter	\$45.29
40005	Grainger	Locking plier sets	\$178.34
40005	Grainger	Lockout box	\$52.34
40006	Haaker Equipment Company	Replacement ECM and testing	\$6,383.36
40007	Hach Company	Probe LDO model 2	\$2,703.57
40008	Healthy Futures, Inc.	Wellness services - December 2021	\$1,500.00
40009	Holly Gould	Tuition reimbursement 10/25/2021-12/17/2021	\$176.75
40010	JWC Environmental Inc.	Brush and screw set	\$2,033.18
40011	Kaman Industrial Technologies	V belt	\$36.76
40011	Kaman Industrial Technologies	Connecting links	\$29.73
40012	Linde Gas & Equipment Inc.	Tank rental - 11/20/2021-12/20/2021	\$143.41
40013	Masters Refreshment Services LLC	Water delivery	\$182.50
40014	MidAmerica	Health Reimbursement arrangement	\$8,940.00
40015	Northern Safety Co.	Toe Safety boot, Goliath boot	\$160.18
40016	Petty Cash	Petty cash replenishment	\$315.33
40017	Plumbers Depot Inc.	Manhole tool kit	\$934.56
40018	Powerstride Battery Co.	Club car batteries	\$983.33
40019	Stotz Equipment	Grinding wheel, files, chain, fuel	\$68.74
40020	Thermal Truck and RV, Inc	90 day inspection 2021 F550	\$95.00
40020	Thermal Truck and RV, Inc	90 day inspection 2020 F450	\$95.00
40020	Thermal Truck and RV, Inc	90 day inspection 2020 F750	\$125.00
40020	Thermal Truck and RV, Inc	90 day inspection 2014 Kenworth	\$125.00
40020	Thermal Truck and RV, Inc	90 day inspection 2017 E450	\$95.00
40021	Tops 'N Barricades Inc.	Cones, mesh vests	\$549.46
40022	United Way of the Desert	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$20.00
40023	Univar Solutions	Sodium hypochlorite	\$8,290.86
40023	Univar Solutions	Sodium bisulfite	\$6,071.87
40023	Univar Solutions	Sodium hypochlorite delivery	\$8,332.75
40024	Valley Office Equipment, Inc	Sharp copier maintenance - 11/13/2021-12/12/2021	\$85.57
202112141	Basic	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$104.16
202112142	Frontier Communications	Telephone service - December 2021	\$326.90
202112151	Umpqua Bank	New charges - November 2021	\$14,556.10
202112171	Paychex - Direct Deposit	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$80,014.17
202112172	Paychex - Fee	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$186.61
202112173	Paychex - Garnishment	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$210.46
202112174	Paychex - Tax	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$40,368.35
202112175	CalPERS 457	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$750.00
202112176	Vantage Point Transfer Agents - ICMA	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$1,370.00
202112177	MassMutual	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$10.00
202112178	Nationwide Retirement Solution	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$1,525.00
202112179	CalPERS Retirement	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$20,671.16
202112201	City of Coachella	Water - 11/16/2021 - 12/15/2021	\$54.93
202112211	Pitney Bowes, Inc.	Rental of postage machine 01/01/2022-3/31/2022	\$127.24
202112212	Dept. of Motor Vehicles	Pull notices Nov 2021	\$8.00
202112231	CalPERS Health	Health insurance - January 2022	\$42,458.19
202112231	Standard Insurance Company	Dental and vision insurance - January 2022	\$4,099.64
202112232	Basic	PR 10/01/2021 - 10/14/2021 PD 10/22/2021	\$100.00
202112232	Basic	PR 10/15/2021 - 10/28/2021 PD 11/05/2021 (10/22/21)	\$100.00
202112232	Basic	PR 10/15/2021 - 10/28/2021 PD 11/05/2021	\$100.00
202112232	Basic	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$100.00
202112232	Basic	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$100.00
202112232	Basic	PR 09/03/2021 - 09/16/2021 PD 09/24/2021	\$100.00
202112233	Basic	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$100.00
202112291	CalPERS 457	2021 Sick Payout	\$23,177.00
202112291	CalPERS 457	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$848.12
202112292	Vantage Point Transfer Agents - ICMA	2021 Sick Payout	\$6,345.00
202112292	Vantage Point Transfer Agents - ICMA	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$1,370.00
202112301	Imperial Irrigation District	Electricity - November 2021	\$69,623.04
202112302	UPS	Shipping charges as of 12/18/2021	\$22.95
202112303	De Lage Landen Financial Services, Inc	Sharp lease - December 2021	\$212.06
202112304	Paychex - Direct Deposit	2021 Sick Payout	\$46,163.75
202112305	Paychex - Fee	2021 Sick Payout	\$141.56
202112306	Paychex - Tax	2021 Sick Payout	\$29,210.71

202112307 Paychex - Fee	2021 1099 Paychex fee	\$120.64
202112309 CalPERS Retirement	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$20,542.53
202112309 CalPERS Retirement	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$202.63
202112311 Paychex - Direct Deposit	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$82,781.76
202112312 Paychex - Garnishment	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$210.46
202112313 Paychex - Tax	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$36,229.15
202112314 Paychex - Fee	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$182.32
202112317 MassMutual	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$10.00
202112318 Colonial Life	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$664.04
202112318 Colonial Life	PR 11/26/2021 - 12/09/2021 PD 12/17/2021	\$664.04
202112318 Colonial Life	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$664.04
202112319 Nationwide Retirement Solution	PR 12/10/2021 - 12/23/2021 PD 12/31/2021	\$1,357.00
202201011 Domino Solar LTD	Electricity - November 2021	\$3,748.15
202201012 Standard Insurance Company	Life and disability insurance - January 2022	\$1,545.15
202201031 Imperial Irrigation District	Electricity - November 2021	\$473.38
202201041 Indio Water Authority	Water- November 2021	\$2,303.31
202201042 Verizon Wireless	Cell service - December 2021	\$1,299.40
202201042 Cintas Corp	Uniforms, mats, towels, etc	\$743.91
202201042 Cintas Corp	Uniforms, mats, towels, etc	\$734.51
202201042 Cintas Corp	First aid supplies	\$89.18
202201042 Cintas Corp	Uniforms, mats, towels, etc	\$691.34
202201042 Cintas Corp	Uniforms, mats, towels, etc	\$691.34
202201042 Cintas Corp	Uniforms, mats, towels, etc	\$444.58
		\$756,891.54



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Monthly Revenue & Expense Report for the Period Ending November 30, 2021

<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 monthly revenue and expenses to the Board and the public for the District for the month of November 2021.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this report.

Background

The adopted operating and capital budget for fiscal year 2021/22 includes \$15,850,108 in revenues, \$10,967,155 in operating expenditures.

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

Year to Date Summary

- As of November 30, 2021, the District’s has recorded \$14,584,907 in revenue. The revenues are \$7,980,696 or 120.8% above the FYTD straight-line budget. The variance is attributed to recording of the tax roll billing for fiscal year 2021/22.
- As of November 30, 2021, the District has incurred \$3,546,740 in expenditures. The District’s expenditures are \$1,022,938 or 22.4% under the FYTD straight line budget.

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

FUND	UNAUDITED FUND BALANCE AS OF 11/30/2021
OPERATING FUND (FUND 11)	\$ 17,700,976
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,091,944
FIDUCIARY FUND (FUND 4)	228,324
CAPITAL IMPROVEMENT FUND (FUND 13)	7,441,738
RESTRICTED CIP FUND (FUND 12)	26,862,284
TOTAL	\$ 53,325,266

Recommendation

Staff recommends that the Board receive and file the Revenue and Expense report for the period ending November 2021.

Attachments

- Attachment A: Monthly Income Summary for November 2021
- Attachment B: Budget Variance Report for November 2021
- Attachment C: Summary of Cash and Investments for November 2021

Valley Sanitary District

Monthly Income Summary

November 2021 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$0	\$14,070,060	\$13,550,998	104 %	(\$519,062)
Permit & Inspection Fees	\$1,580	\$10,180	\$30,355	34 %	\$20,175
Plan Check Fees	\$1,250	\$4,900	\$11,671	42 %	\$6,771
Other Services	\$540	\$1,150	\$0	0 %	(\$1,150)
Sale of Surplus Property	\$0	\$17,419	\$18,115	96 %	\$696
Taxes - Current Secured	\$0	\$0	\$1,002,212	0 %	\$1,002,212
Taxes - Current Unsecured	\$30,272	\$30,272	\$61,266	49 %	\$30,994
Supple Prop. Taxes - Current	\$0	\$0	\$9,196	0 %	\$9,196
Supple Prop. Taxes - Prior	\$0	\$0	\$8,328	0 %	\$8,328
Interest Income	\$336	\$10,206	\$140,906	7 %	\$130,700
Unrealized gains (losses)	(\$1,068)	(\$5,342)	\$0	0 %	\$5,342
Non-Operating Revenues - Fnd 11	\$0	\$80	\$451	18 %	\$371
Interest Income	\$0	\$14,530	\$0	0 %	(\$14,530)
Connection Fees	\$64,713	\$427,518	\$991,610	43 %	\$564,092
Interest Income	\$0	\$3,935	\$25,000	16 %	\$21,065
Total Revenues	\$97,622	\$14,584,907	\$15,850,108	92 %	\$1,265,201

Valley Sanitary District
Budget Variance Report
November 2021

Description	Current Month			Fiscal Year to Date				
	FY22 Total Budget	Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY22 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Operating Revenue	14,602,749	68,083	1,216,896	(1,148,813)	14,531,227	6,084,479	8,446,748	0.5%
Non-Operating Revenue	1,247,359	29,539	103,947	(74,408)	53,681	519,733	(466,052)	95.7%
Total Operating Revenue	15,850,108	97,622	1,320,842	(1,223,220)	14,584,907	6,604,212	7,980,696	8.0%
Operating Expenses:								
Salaries And Wages	3,199,977	224,508	266,665	42,157	1,098,723	1,333,324	234,601	65.7%
Director Fee/Payroll Tax-Board	55,756	6,200	4,646	(1,554)	23,900	23,232	(668)	57.1%
Bonus, Awards, Recertification	7,200	100	600	500	1,390	3,000	1,610	80.7%
Overtime	32,900	1,159	2,742	1,582	7,210	13,708	6,498	78.1%
Callout	9,500	362	792	430	3,157	3,958	802	66.8%
Standby Pay	38,190	3,587	3,183	(405)	15,195	15,913	718	60.2%
Longevity	41,600	2,769	3,467	697	14,723	17,333	2,610	64.6%
Retirement Contributions	369,230	22,107	30,769	8,662	103,698	153,846	50,148	71.9%
Fica And Medicare	270,140	16,303	22,512	6,209	80,125	112,558	32,433	70.3%
Life Insurance	8,477	539	706	167	2,635	3,532	897	68.9%
Health Insurance	521,253	39,165	43,438	4,273	185,678	217,189	31,511	64.4%
Dental Insurance	41,064	2,556	3,422	866	13,612	17,110	3,498	66.9%
Vision Insurance	11,160	538	930	392	2,976	4,650	1,674	73.3%
Long Term Disability	8,676	759	723	(36)	3,695	3,615	(80)	57.4%
Accounting Services-Admin	87,707	9,865	7,309	(2,556)	51,258	36,545	(14,714)	41.6%
Certifications	20,735	522	1,728	1,206	4,744	8,640	3,896	77.1%
Chemicals	464,521	40,642	38,710	(1,931)	170,649	193,550	22,902	63.3%
Comprehensive Insurance	340,993	27,479	28,416	937	137,395	142,080	4,686	59.7%
Conferences/ Meetings	164,523	3,228	13,710	10,483	45,354	68,551	23,197	72.4%
Contracts	1,412,834	70,811	117,736	46,925	287,205	588,681	301,476	79.7%
County Expense	22,000	76	1,833	1,758	2,856	9,167	6,310	87.0%
Covid-19 Supplies	64,000	-	5,333	5,333	1,049	26,667	25,618	98.4%
Electric	638,488	73,845	53,207	(20,637)	315,383	266,037	(49,346)	50.6%
Gas, Oil & Fuel	52,000	9,044	4,333	(4,710)	20,663	21,667	1,003	60.3%
Grit & Screening Removal	31,865	2,409	2,655	247	11,433	13,277	1,844	64.1%
Legal Services	50,625	3,775	4,219	444	22,433	21,094	(1,339)	55.7%
Loan Repayment	1,018,873	84,906	84,906	-	424,530	424,530	-	58.3%
Medical Services	32,443	1,500	2,704	1,204	6,802	13,518	6,716	79.0%
Memberships	58,242	3,233	4,854	1,620	25,678	24,268	(1,410)	55.9%
Misc. Professional Services	95,392	8,371	7,949	(421)	31,198	39,747	8,548	67.3%
Natural Gas	6,000	468	500	32	1,393	2,500	1,107	76.8%
Office Supplies	22,300	774	1,858	1,084	6,541	9,292	2,751	70.7%
Opeb Contribution	57,253	1,144	4,771	3,627	5,720	23,855	18,135	90.0%
Other Expenses	74,000	536	6,167	5,631	9,939	30,833	20,894	86.6%
Permits & Fees	104,750	9,968	8,729	(1,239)	13,694	43,646	29,952	86.9%
Projects	303,550	12,487	25,296	12,809	21,679	126,479	104,800	92.9%
Publications	2,500	20	208	188	1,263	1,042	(222)	49.5%
Repairs & Maintenance	671,210	47,399	55,934	8,535	185,436	279,671	94,235	72.4%
Research & Monitoring	100,000	10,651	8,333	(2,317)	29,631	41,667	12,035	70.4%
Supplies	240,840	14,589	20,070	5,481	79,518	100,350	20,832	67.0%
Telephone/Internet	31,255	2,490	2,605	114	12,532	13,023	491	59.9%
Tools & Equipment	37,000	97	3,083	2,986	11,542	15,417	3,875	68.8%
Tuition Reimbursement	12,000	-	1,000	1,000	2,178	5,000	2,822	81.9%
Uniform Services	40,720	3,972	3,393	(579)	13,035	16,967	3,931	68.0%
Water	23,000	2,369	1,917	(452)	11,365	9,583	(1,781)	50.6%
Workers Compensation	70,413	4,904	5,868	964	25,898	29,339	3,440	63.2%
Total Operating Expenses (Before Depreciation)	10,967,155	772,223	913,930	141,706	3,546,710	4,569,648	1,022,938	67.7%
Operating Expenses in Excess of Operating Revenue		(674,601)			11,038,198			

Valley Sanitary District
 Budget Variance Report
 November 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY22 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages	3,287,767	235,916	273,981	38,064	1,149,574	1,369,903	220,329	65.0%
Fringe Benefits	1,271,600	84,736	105,967	21,231	407,141	529,833	122,692	68.0%
Services	1,734,845	101,948	144,570	42,623	431,447	722,852	291,405	75.1%
Supplies and Materials	1,599,871	114,152	133,323	19,171	484,365	666,613	182,248	69.7%
Fuels and Lubricants	52,000	9,044	4,333	(4,710)	20,663	21,667	1,003	60.3%
Comprehensive Insurance	411,406	32,383	34,284	1,901	163,293	171,419	8,126	60.3%
Projects	379,434	12,487	31,620	19,133	21,679	158,098	136,418	94.3%
Utilities	699,353	79,090	58,279	(20,810)	339,573	291,397	(48,176)	51.4%
Loan Payments	1,018,873	84,906	84,906	-	424,530	424,530	-	58.3%
Permits and Fees	126,750	10,044	10,563	519	16,551	52,813	36,262	86.9%
Other	385,256	7,519	32,105	24,586	87,893	160,523	72,631	77.2%
Total Operating Expenses (Before Depreciation)	10,967,155	772,223	913,930	141,706	3,546,710	4,569,648	1,022,938	67.7%
Revenues:								
Operating Revenue	14,602,749	68,083	1,216,896	(1,148,813)	14,531,227	6,084,479	8,446,748	0.5%
Non-Operating Revenue	1,247,359	29,539	103,947	(74,408)	53,681	519,733	(466,052)	95.7%
Total Revenue	15,850,108	97,622	1,320,842	(1,223,220)	14,584,907	6,604,212	7,980,696	8.0%
Net Operating Gain (Loss)		(674,601)			11,038,198			

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 11/01/2021 TO 11/30/2021 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund	
Beginning Balance (Fund 4)	228,324
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	0
Fund 04 Ending Balance	<u>228,324</u>
LAIF Fund 6 - Wastewater Revenue Refunding Bonds	
Beginning Balance (Fund 6)	747
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	0
Fund 06 Ending Balance	<u>747</u>
LAIF Fund 11 - Operating Fund	
Beginning Balance (Fund 11)	16,160,239
Net Transfer from (to) Fund 04	0
Net Transfer from (to) Fund 06	0
Net Transfer from (to) Fund 12	178,225
Net Transfer from (to) Fund 13	(153,044)
Fund Transfer from (to) LAIF - WF	(600,000)
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	0
Fund 11 Ending Balance	<u>15,585,420</u>
LAIF Fund 12 - Reserve Fund	
Beginning Balance (Fund 12)	27,040,509
Net Transfer from (to) Fund 11	(178,225)
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	0
Fund 12 Ending Balance	<u>26,862,284</u>
LAIF Fund 13 - Capital Improvement Fund	
Beginning Balance	7,288,694
Connection Fees	(30,042)
(Disbursements) or Reimbursements	<u>183,086</u>
Net Transfer from (to) Fund 11	153,044
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	0
Fund 13 Ending Balance	<u>7,441,738</u>
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13	<u>50,118,513</u>

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	2,265,570
Deposits	99,087
Fund Transfer from (to) LAIF (net)	600,000
Disbursements and Payroll	(849,101)
Wells Fargo Ending Balance	<u>2,115,556</u>

CALTRUST - FUND 11

Beginning Balance	1,091,930
Unrealized Gain / <Loss>	(1,068)
Interest Income	335
CalTRUST Ending Balance	<u>1,091,197</u>

TOTAL WELLS FARGO AND CALTRUST CHECKING

3,206,753

TOTAL CASH AND INVESTMENTS

53,325,266

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

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



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, Per District Policy, in the Amount of \$866

<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.

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 \$866 and is included in the FY 2021/22 Budget.

Background

VSD’s Education & Training policy 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 second request submitted for Fiscal Year 2021/22, for a total of \$1,732.

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 Credit for the course (the course was graded Credit/No Credit). Approval by the Board of Directors is necessary for the General Manager to receive the requested reimbursement.

Recommendation

Staff recommends that the Board authorize the reimbursement as submitted.

Attachments

- Attachment A: Reimbursement Request Form,
- Attachment B: Unofficial Transcript showing grades
- Attachment C: Proof of Payment

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

Employee Name:	Beverli A. Marshall
Department:	Administrative Services
Date of Request:	11/1/2021 (Request #2 for FY 2021/22)

School	Allian International University
Mailing Address	10455 Pomerado Rd
City , State and Zip	San Diego, CA 92131

Signature of Payee: *Beverli A. 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)
BUS99800 Dissertation 1A	August - October, 2021	1.5	\$1,425.00
Service Fees			\$ 65.00
Founder's Grant			\$ (624.00)

\$866.00

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

List Books Purchased (include Receipts)

Text Books Utilized	Cost

Grand Total to be Reimbursed **\$866.00**

Unofficial Transcript

10455 Pomerado Rd.
 San Diego, CA 92131
 (866)825-5426
www.alliant.edu

Student: Beverli A Marshall

Student ID: 645978

DOB: 4/7

Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Doctor of Business Administration CA School of Mgmt & Leadership Enrollment #: MA19128446 Status: Active Start Date: 10/21/19						Term: 20_T_07JUL 2020 July Term MGT80210 Contemporary Readings In Strategy 3.00 3.00 A 12.00 MGT80220 Management, Strategy And Leadership 3.00 3.00 A 12.00 <hr/> 6.00 6.00 24.00 Term GPA: 4.00 Cum GPA: 4.00					
Term: 19_T_10OCT 2019 October Term BUS7035 Advanced Statistics I 3.00 3.00 A 12.00 <hr/> 3.00 3.00 12.00 Term GPA: 4.00 Cum GPA: 4.00						Term: 20_T_08AUG 2020 August Term BUS70360 Advanced Statistics II 3.00 3.00 A 12.00 LDR87800 Creating Change And Innovation 3.00 3.00 A 12.00 <hr/> 6.00 6.00 24.00 Term GPA: 4.00 Cum GPA: 4.00					
Term: 20_T_01JAN 2020 January Term BUS8011 Organizational Behavior And Development 3.00 3.00 A 12.00 <hr/> 3.00 3.00 12.00 Term GPA: 4.00 Cum GPA: 4.00						Term: 20_T_10OCT 2020 October Term BUS70540 Research Scholars Community 3.00 3.00 A 12.00 ELM88320 Law, Ethics And Equity 3.00 3.00 A 12.00 <hr/> 6.00 6.00 24.00 Term GPA: 4.00 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 <hr/> 6.00 6.00 24.00 Term GPA: 4.00 Cum GPA: 4.00						Term: 21_T_01JAN 2021 January Term BUS70110 Foundations And Critical Issues In Global Business 3.00 3.00 A 12.00 BUS80640 Competency Project I 3.00 3.00 A 12.00 <hr/> 6.00 6.00 24.00 Term GPA: 4.00 Cum GPA: 4.00					
Term: 20_T_05MAY 2020 May Term BUS70250 Foundations Of Research 3.00 3.00 A 12.00 <hr/> 3.00 3.00 12.00 Term GPA: 4.00 Cum GPA: 4.00											

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** Indicates Retaken Course
 ♦ Indicates Associated Course

Unofficial Transcript

10455 Pomerado Rd.
 San Diego, CA 92131
 (866)825-5426
www.alliant.edu

Student: Beverli A Marshall

Student ID: 645978

DOB: 4/7

Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
Term: 21_T_03MAR 2021 March Term						Doctor of Business Administration GPA: 4.00 52.50 52.50					
BUS80650	Competency Project II	3.00	3.00	A	12.00	Concentration(s): Management					
		3.00	3.00		12.00						
Term GPA: 4.00		Cum GPA: 4.00									
Term: 21_T_05MAY 2021 May Term						*** End of Transcript ***					
BUS80660	Competency Project III	3.00	3.00	A	12.00						
ORG62080	Motivation, Employee Engagement, and Retention	3.00	3.00	A	12.00						
		6.00	6.00		24.00						
Term GPA: 4.00		Cum GPA: 4.00									
Term: 21_T_07JUL 2021 July Term											
BUS99800A	Dissertation Research 1A	1.50	1.50	CR	0.00						
		1.50	1.50		0.00						
Term GPA: 0.00		Cum GPA: 4.00									
Term: 21_T_08AUG 2021 August Term											
BUS99800B	Dissertation Research 1B	1.50	1.50	CR	0.00						
		1.50	1.50		0.00						
Term GPA: 0.00		Cum GPA: 4.00									
Term: 21_T_10OCT 2021 October Term											
BUS99810A	Dissertation Research 2A	1.50	1.50	CR	0.00						
		1.50	1.50		0.00						
Term GPA: 0.00		Cum GPA: 4.00									

** Indicates Retaken Course
 ♦ Indicates Associated Course



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: **Credit Card Statement for November 30, 2021**

<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 credit card statement for November 2021 to the Board of Directors.

Strategic Plan Compliance

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

Fiscal Impact

The total charges incurred for November 2021 are \$14,556.10.

Background

The attached report summarizes the District’s credit card expenditures for November 2021.

Recommendation

Staff recommends that the Board receive and file the credit card report and statement for the period ending November 30, 2021.

Attachments

- Attachment A: Valley Sanitary District Credit Card Report November 2021
- Attachment B: Credit Card Statement November 2021

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits	Credits
ANNA BELL	11/19/2021	11/21/2021	OWPSACSTATE	Civic Social & Fraternal Associations	\$161.53	
ANNA BELL	11/15/2021	11/16/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
ANNA BELL	11/9/2021	11/10/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$192.00	
ANNA BELL	11/9/2021	11/10/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$196.14	
ANNA BELL	11/9/2021	11/10/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$98.07	
ANNA BELL	11/9/2021	11/10/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$98.07	
ANNA BELL	11/3/2021	11/4/2021	GT MOLECULAR LLC	Testing Laboratories (Non-Medical)	\$1,770.00	
BEVERLI A MARSHALL	11/26/2021	11/28/2021	ZOOM.US 888-799-9666	Telecomm Service Inc. Local & Long Dis	\$741.79	
BEVERLI A MARSHALL	11/27/2021	11/28/2021	Palm Sp Desert Sun	Continuity/Subscription Merchants	\$9.99	
BEVERLI A MARSHALL	11/22/2021	11/23/2021	CIRO'S RESTAURANT LLC	Eating Places Restaurants	\$44.00	
BEVERLI A MARSHALL	11/22/2021	11/23/2021	PE SUBSCRIPTIONS	Advertising Services	\$10.00	
BEVERLI A MARSHALL	11/19/2021	11/21/2021	PALM SPRINGS AIRPORT	Transportation Services Not Elsewhere	\$80.00	
BEVERLI A MARSHALL	11/19/2021	11/21/2021	MONTEREY BAY INN	Hotels Motels Resorts - Lodging	\$793.17	
BEVERLI A MARSHALL	11/12/2021	11/14/2021	LANDS END BUS OUTFITTERS	Children/Adult Uniforms And Comercial	\$2,069.42	
BEVERLI A MARSHALL	11/12/2021	11/14/2021	PAYPAL *QUICKYMARTL	Telecommunications Equipment Including	\$4.99	
BEVERLI A MARSHALL	11/1/2021	11/3/2021	SLOAN S BREAKFAST LUNCH &	Eating Places Restaurants	\$48.00	
BEVERLI A MARSHALL	11/1/2021	11/3/2021	STATERBROS128	Grocery Stores Supermarkets	\$21.67	
BRANDEN RODRIGUEZ	11/24/2021	11/26/2021	YOUR PIE - INDIO - ECOMME	Express Payment Services (Fast Food)	\$77.79	
BRANDEN RODRIGUEZ	11/19/2021	11/21/2021	BEST BUY MHT 00010207	Electronics Sales	\$30.43	
DANIEL A MILLS	11/15/2021	11/16/2021	CCTV.NET	Computer Software	\$96.13	
DANIEL A MILLS	11/9/2021	11/11/2021	SCELZI EQUIPMENT INC	Miscellaneous & Specialty Retail Store	\$330.54	
DANIEL A MILLS	11/2/2021	11/4/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$98.91	
DANIEL A MILLS	11/1/2021	11/3/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$138.94	
EDUARDO LUNA	11/23/2021	11/25/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$113.50	
EDUARDO LUNA	11/4/2021	11/5/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$50.00	
HEBERTO MORENO	11/14/2021	11/15/2021	APPLE.COM/BILL	unassigned	\$2.99	
HOLLY GOULD	11/29/2021	11/30/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$91.00	
HOLLY GOULD	11/29/2021	11/30/2021	JURASSICPARLIAMENT.COM	Management Consulting And P. R. Servi	\$27.00	
HOLLY GOULD	11/26/2021	11/28/2021	AMZN Mktp US*RI4T85MC3	Book Stores	\$24.96	
HOLLY GOULD	11/23/2021	11/24/2021	AMAZON.COM*B00W69BQ3 AMZN	Book Stores	\$46.64	
HOLLY GOULD	11/23/2021	11/24/2021	WAL-MART #2181	Grocery Stores Supermarkets	\$112.64	
HOLLY GOULD	11/22/2021	11/23/2021	AMZN Mktp US*OR92N4FD3	Book Stores	\$38.21	
HOLLY GOULD	11/18/2021	11/19/2021	WEF MAIN	Membership Organizations Not Elsewher	\$267.00	
HOLLY GOULD	11/18/2021	11/19/2021	WEF MAIN	Membership Organizations Not Elsewher	\$75.00	
HOLLY GOULD	11/18/2021	11/19/2021	WEF MAIN	Membership Organizations Not Elsewher	\$75.00	
HOLLY GOULD	11/18/2021	11/19/2021	WEF MAIN	Membership Organizations Not Elsewher	\$267.00	
HOLLY GOULD	11/18/2021	11/19/2021	FSP*HEART CPR	Schools & Educational Services Not Els	\$69.00	
HOLLY GOULD	11/17/2021	11/18/2021	IN *ESKILL CORPORATION	Computer Prgmg Integtrd Sys Dsgn Dp	\$450.00	
HOLLY GOULD	11/12/2021	11/14/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
HOLLY GOULD	11/12/2021	11/14/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$98.07	
HOLLY GOULD	11/12/2021	11/14/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$117.36	
HOLLY GOULD	11/8/2021	11/9/2021	AMZN Mktp US*X12RH00Q3	Book Stores	\$630.72	
HOLLY GOULD	11/8/2021	11/9/2021	AMZN Mktp US*Y3W9E94Z3	Book Stores	\$164.70	
HOLLY GOULD	11/6/2021	11/7/2021	AMZN Mktp US*6R08P4G53	Book Stores	\$118.45	
HOLLY GOULD	11/6/2021	11/7/2021	FANTASYSRINGSHOTEL	Hotels Motels Resorts - Lodging		(\$352.35)
HOLLY GOULD	11/4/2021	11/5/2021	THE JELLY DONUT	Bakeries	\$11.50	
HOLLY GOULD	11/4/2021	11/5/2021	WM SUPERCENTER #2181	Grocery Stores Supermarkets	\$119.34	
HOLLY GOULD	11/3/2021	11/4/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$91.00	
HOLLY GOULD	11/3/2021	11/4/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$192.00	
HOLLY GOULD	11/3/2021	11/4/2021	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$91.00	
JEANETTE JUAREZ	11/18/2021	11/21/2021	AMERICAN AIR0011519283898	American Airlines	\$30.00	
JEANETTE JUAREZ	11/19/2021	11/21/2021	J2 EFAX SERVICES	Continuity/Subscription Merchants	\$16.95	
JEANETTE JUAREZ	11/15/2021	11/17/2021	AMERICAN AIR0011519109971	American Airlines	\$30.00	
JEANETTE JUAREZ	11/11/2021	11/11/2021	AMZN Mktp US*DZ65A5HJ3	Book Stores	\$19.03	
JEANETTE JUAREZ	11/11/2021	11/11/2021	AMZN Mktp US*M17QM3003	Book Stores	\$24.06	
JEANETTE JUAREZ	11/10/2021	11/11/2021	TARGET 00018671	Discount Stores	\$17.40	
JEANETTE JUAREZ	11/4/2021	11/5/2021	ADOBE ACROPRO SUBS	Computer Software	\$152.91	
JEANETTE JUAREZ	11/2/2021	11/4/2021	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$121.10	
JIMMY GARCIA	11/18/2021	11/19/2021	SMART AND FINAL 718	Grocery Stores Supermarkets	\$170.66	
JIMMY GARCIA	11/11/2021	11/14/2021	HOBBY-LOBBY #709	Hobby Toy & Game Shops	\$6.45	
JIMMY GARCIA	11/8/2021	11/10/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$200.55	
JIMMY GARCIA	11/5/2021	11/7/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$209.54	
JIMMY GARCIA	11/4/2021	11/7/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$313.58	
JIMMY GARCIA	11/5/2021	11/7/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$263.73	
JIMMY GARCIA	11/5/2021	11/7/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores		(\$18.76)
JIMMY GARCIA	11/4/2021	11/5/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$34.80	
TINO TIJERINA	11/23/2021	11/24/2021	ACE HARDWARE COACHELLA	Hardware Stores	\$17.38	
TINO TIJERINA	11/23/2021	11/24/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$180.42	
TINO TIJERINA	11/22/2021	11/24/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$234.94	
TINO TIJERINA	11/22/2021	11/23/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
TINO TIJERINA	11/22/2021	11/23/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
TINO TIJERINA	11/22/2021	11/23/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$76.23	
TINO TIJERINA	11/21/2021	11/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	11/21/2021	11/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	11/21/2021	11/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	11/21/2021	11/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00	

TINO TIJERINA	11/21/2021	11/23/2021	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	11/18/2021	11/21/2021	YELLOW MART STORES	Sporting Goods Stores	\$7.60	
TINO TIJERINA	11/19/2021	11/21/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$300.29	
TINO TIJERINA	11/18/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
TINO TIJERINA	11/18/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$251.43	
TINO TIJERINA	11/18/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
TINO TIJERINA	11/18/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
TINO TIJERINA	11/17/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$188.27	
TINO TIJERINA	11/17/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$167.62	
TINO TIJERINA	11/17/2021	11/19/2021	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$188.27	
	11/10/2021	11/10/2021	AUTO PMT FROM ACCT	Payment Adjustment Fee or Finance Charge		(\$19,231.89)
Total					\$14,927.21	(\$19,603.00)

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

Please provide a legal document evidencing your name change, such as a court document. Please use blue or black ink to complete form

NAME CHANGE

Last [grid]
First [grid] Middle [grid]

ADDRESS CHANGE

Street [grid]

City [grid] State [grid] ZIP Code [grid]

Home Phone ([grid]) [grid] - [grid] Business Phone ([grid]) [grid] - [grid]

Cell Phone ([grid]) [grid] - [grid] E-mail Address _____

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/11	11/11	PPLN01	24692161315100809039895	AMZN Mktp US*M17QM3OO3 Amzn.com/bill WA	\$24.06
11/11	11/11	PPLN01	24692161315100810561317	AMZN Mktp US*DZ65A5HJ3 Amzn.com/bill WA	\$19.03
11/15	11/17	PPLN01	24943001320978001926466	AMERICAN AIR0011519109971 FORT WORTH TX JUAREZ/JEANETTE 111621 PSP / PHX AA O O PHX / MRY AA O O	\$30.00
11/18	11/21	PPLN01	24943001323978001910004	AMERICAN AIR0011519283898 FORT WORTH TX JUAREZ/JEANETTE 111921 MRY PHX AA V O PSP AA V O	\$30.00
11/19	11/21	PPLN01	24692161323100432065309	J2 EFAX SERVICES 323-817-3205 CA	\$16.95

Cardholder Account Summary				
BEVERLI A MARSHALL ### ## 5986	Payments & Other Credits \$0.00	Purchases & Other Charges \$3,823.03	Cash Advances \$0.00	Total Activity \$3,823.03

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/03	PPLN01	24137461306500865607402	STATERBROS128 LA QUINTA CA	\$21.67
11/01	11/03	PPLN01	24207851306160500864475	SLOAN S BREAKFAST LUNCH & INDIO CA	\$48.00
11/12	11/14	PPLN01	24492151316894068540625	PAYPAL *QUICKYMARTL 402-935-7733 CA	\$4.99
11/12	11/14	PPLN01	24138291317084028470575	LANDS END BUS OUTFITTERS 800-332-4700 WI	\$2,069.42
11/19	11/21	PPLN01	24431061323400929414814	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$80.00
11/19	11/21	PPLN01	24055231324036005940075	MONTEREY BAY INN MONTEREY CA	\$793.17
11/22	11/23	PPLN01	24431061327091616000127	CIRO'S RESTAURANT LLC CHIRIACO SUMM CA	\$44.00
11/22	11/23	PPLN01	24493981327083754548946	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00
11/26	11/28	PPLN01	24011341330000034155164	ZOOM.US 888-799-9666 WWW.ZOOM.US CA	\$741.79
11/27	11/28	PPLN01	24692161331100354828106	Palm Sp Desert Sun 888-426-0491 IN	\$9.99

Cardholder Account Summary				
HEBERTO MORENO ### ## 6026	Payments & Other Credits \$0.00	Purchases & Other Charges \$2.99	Cash Advances \$0.00	Total Activity \$2.99

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/14	11/15	PPLN01	24692161318100837943248	APPLE.COM/BILL 866-712-7753 CA	\$2.99

Cardholder Account Summary				
TINO TIJERINA ### ## 6034	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,525.55	Cash Advances \$0.00	Total Activity \$2,525.55

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/17	11/19	PPLN01	24493981322286934300089	SEPULVEDA BLDG INDIO INDIO CA	\$188.27
11/17	11/19	PPLN01	24493981322286934300097	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/17	11/19	PPLN01	24493981322286934300113	SEPULVEDA BLDG INDIO INDIO CA	\$188.27
11/18	11/19	PPLN01	24493981323286934400078	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/18	11/19	PPLN01	24493981323286934400086	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/18	11/19	PPLN01	24493981323286934400128	SEPULVEDA BLDG INDIO INDIO CA	\$251.43
11/18	11/19	PPLN01	24493981323286934400136	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/19	11/21	PPLN01	24692161324100403374069	THE HOME DEPOT 6874 INDIO CA	\$300.29

Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/18	11/21	PPLN01	24687201323030020643673	YELLOW MART STORES INDIO CA	\$7.60
11/22	11/23	PPLN01	24493981327286934600095	SEPULVEDA BLDG INDIO INDIO CA	\$76.23
11/22	11/23	PPLN01	24493981327286934600137	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/22	11/23	PPLN01	24493981327286934600160	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/21	11/23	PPLN01	24269791326500701101897	KSC & SON CORPORATION - G INDIO CA	\$15.00
11/21	11/23	PPLN01	24269791326500701101970	KSC & SON CORPORATION - G INDIO CA	\$15.00
11/21	11/23	PPLN01	24269791326500701102051	KSC & SON CORPORATION - G INDIO CA	\$15.00
11/21	11/23	PPLN01	24269791326500701102135	KSC & SON CORPORATION - G INDIO CA	\$15.00
11/21	11/23	PPLN01	24269791326500701102218	KSC & SON CORPORATION - G INDIO CA	\$15.00
11/22	11/24	PPLN01	24692161327100864132359	THE HOME DEPOT 6874 INDIO CA	\$234.94
11/23	11/24	PPLN01	24493981328286934700167	SEPULVEDA BLDG INDIO INDIO CA	\$180.42
11/23	11/24	PPLN01	24431061328091454000329	ACE HARDWARE COACHELLA COACHELLA CA	\$17.38

Cardholder Account Summary

EDUARDO LUNA #### #### #### 9557	Payments & Other Credits \$0.00	Purchases & Other Charges \$163.50	Cash Advances \$0.00	Total Activity \$163.50
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/04	11/05	PPLN01	24801971309690903172954	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$50.00
11/23	11/25	PPLN01	24943011328010181126567	THE HOME DEPOT #6874 INDIO CA	\$113.50

Cardholder Account Summary

BRANDEN RODRIGUEZ #### #### #### 9565	Payments & Other Credits \$0.00	Purchases & Other Charges \$108.22	Cash Advances \$0.00	Total Activity \$108.22
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/19	11/21	PPLN01	24399001323295047040236	BEST BUY MHT 00010207 LA QUINTA CA	\$30.43
11/24	11/26	PPLN01	24269791329500830835487	YOUR PIE - INDIO - ECOMME 760-333-2893 CA	\$77.79

Cardholder Account Summary

HOLLY GOULD #### #### #### 7260	Payments & Other Credits \$352.35-	Purchases & Other Charges \$3,345.21	Cash Advances \$0.00	Total Activity \$2,992.86
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/03	11/04	PPLN01	24801971308690898294285	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$91.00
11/03	11/04	PPLN01	24801971308690898300868	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00
11/03	11/04	PPLN01	24801971308690898334800	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$91.00
11/04	11/05	PPLN01	24445001309400204226022	WM SUPERCENTER #2181 INDIO CA	\$119.34
11/04	11/05	PPLN01	24755421309153092917657	THE JELLY DONUT INDIO CA	\$11.50
11/06	11/07	PPLN01	24692161310100026882197	AMZN Mktp US*6R08P4G53 Amzn.com/bill WA	\$118.45
11/06	11/07		74692161310100281800467	CREDIT VOUCHER FANTASYSRINGSHOTEL INDIO CA	\$352.35-
11/08	11/09	PPLN01	24692161312100899999183	AMZN Mktp US*3Y3WE94Z3 Amzn.com/bill WA	\$164.70
11/08	11/09	PPLN01	24692161312100081598686	AMZN Mktp US*XI2RH0OQ3 Amzn.com/bill WA	\$630.72
11/12	11/14	PPLN01	24943011317010183690514	THE HOME DEPOT #6874 INDIO CA	\$117.36
11/12	11/14	PPLN01	24493981317286934000090	SEPULVEDA BLDG INDIO INDIO CA	\$98.07
11/12	11/14	PPLN01	24493981317286934000124	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/17	11/18	PPLN01	24692161321100007181749	IN *ESKILL CORPORATION 866-5375455 MA	\$450.00
11/18	11/19	PPLN01	24445001322300548074224	FSP*HEART CPR 800-916-1213 CA	\$69.00
11/18	11/19	PPLN01	24009581322300613702328	WEF MAIN 703-684-2400 VA	\$267.00
11/18	11/19	PPLN01	24009581322300613702401	WEF MAIN 703-684-2400 VA	\$75.00
11/18	11/19	PPLN01	24009581322300613702575	WEF MAIN 703-684-2400 VA	\$75.00
11/18	11/19	PPLN01	24009581322300613702658	WEF MAIN 703-684-2400 VA	\$267.00
11/22	11/23	PPLN01	24692161326100321648808	AMZN Mktp US*OR9ZN4FD3 Amzn.com/bill WA	\$38.21
11/23	11/24	PPLN01	24226381327360695042206	WAL-MART #2181 INDIO CA	\$112.64
11/23	11/24	PPLN01	24431061327083755076299	AMAZON.COM*B00W69BQ3 AMZN AMZN.COM/BILL WA	\$46.64
11/26	11/28	PPLN01	24692161330100236876928	AMZN Mktp US*RI4T85MC3 Amzn.com/bill WA	\$24.96

Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/29	11/30	PPLN01	24492161333000041641468	JURASSICPARLIAMENT.COM	\$27.00
				HTTPSJURASSIC WA	
11/29	11/30	PPLN01	24801971334690046830095	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$91.00

Cardholder Account Summary

ANNA BELL #### ##### 7278	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$2,683.43	\$0.00	\$2,683.43

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/03	11/04	PPLN01	24492161307000028327497	GT MOLECULAR, LLC WWW.GTMOLECUL CO	\$1,770.00
11/09	11/10	PPLN01	24493981314286934700064	SEPULVEDA BLDG INDIO INDIO CA	\$98.07
11/09	11/10	PPLN01	24493981314286934700098	SEPULVEDA BLDG INDIO INDIO CA	\$98.07
11/09	11/10	PPLN01	24493981314286934700106	SEPULVEDA BLDG INDIO INDIO CA	\$196.14
11/09	11/10	PPLN01	24801971314690931376257	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$192.00
11/15	11/16	PPLN01	24493981320286934100085	SEPULVEDA BLDG INDIO INDIO CA	\$167.62
11/19	11/21	PPLN01	24492151323852460817851	OWPSACSTATE 916-278-6142 CA	\$161.53

Cardholder Account Summary

JIMMY GARCIA #### ##### 7450	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$18.76-	\$1,199.31	\$0.00	\$1,180.55

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/04	11/05	PPLN01	24493981308286934400101	SEPULVEDA BLDG INDIO INDIO CA	\$34.80
11/05	11/07	PPLN01	24692161310100316674551	THE HOME DEPOT 6874 INDIO CA	\$263.73
11/04	11/07	PPLN01	24692161309100509078803	THE HOME DEPOT 6874 INDIO CA	\$313.58
11/05	11/07	PPLN01	24493981310286934500153	SEPULVEDA BLDG INDIO INDIO CA	\$209.54
11/05	11/07		74943011310010183543749	CREDIT VOUCHER	\$18.76-
				THE HOME DEPOT #6874 INDIO CA	
11/08	11/10	PPLN01	24692161313100581668145	THE HOME DEPOT 6874 INDIO CA	\$200.55
11/11	11/14	PPLN01	24137461316200236697715	HOBBY-LOBBY #709 RANCHO MIRAGE CA	\$6.45
11/18	11/19	PPLN01	24231681323837000063746	SMART AND FINAL 718 COACHELLA CA	\$170.66

Cardholder Account Summary

DANIEL A MILLS #### ##### 8110	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$664.52	\$0.00	\$664.52

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
11/01	11/03	PPLN01	24943011306010179587933	THE HOME DEPOT #6874 INDIO CA	\$138.94
11/02	11/04	PPLN01	24692161307100954103819	THE HOME DEPOT 6874 INDIO CA	\$98.91
11/09	11/11	PPLN01	24388941314627198781559	SCELZI EQUIPMENT INC 559-2375541 CA	\$330.54
11/15	11/16	PPLN01	24492161319000025775090	CCTV.NET CCTV.NET CA	\$96.13

Additional Information About Your Account

IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 12/10/21 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$14556.10

Finance Charge Summary / Plan Level Information									
Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$14,556.10
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00
* Periodic Rate (M)=Monthly (D)=Daily							Days In Billing Cycle: 30		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
SUBJECT: **Public Hearing # 1 – VSD Redistricting Based on 2020 U.S. Census Population Data**

<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 outline the process and timeline for redistricting as required by California law.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6: Improve Planning, Administration, and Governance.

Fiscal Impact

There is a nominal savings for cancelling these meetings.

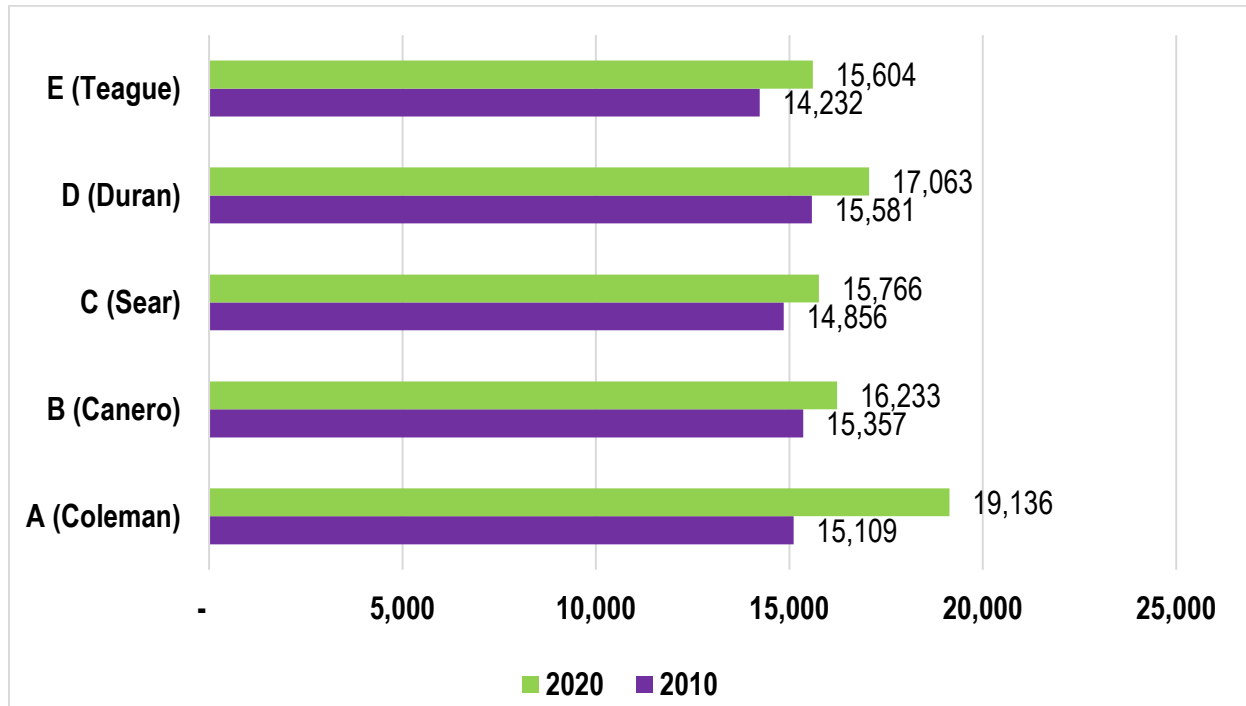
Background

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

In October 2019, the Board of Directors adopted a resolution indicating the District’s intent to move from At-Large to By-Ward (Division) elections as the first step in the process. In April 2020, the Board adopted an ordinance providing for the election of members of the Board by five wards (divisions), establishing the boundaries and identification number of each ward (Attachment B), establishing the election order of each ward, and directing staff to notify the Riverside County Registrar of Voters.

Every ten years, local governments use new census data to redraw their voting district lines to reflect how local populations have changed. In the case of special districts, these districts are referred to as divisions to avoid confusion. The divisions must be

redrawn so that each one is substantially equal in population. This process, called redistricting, is important in ensuring that each elected official represents about the same number of constituents. Redistricting is done using U.S. Census data, which was released in September. The following chart shows the change in overall population within the District boundaries and within each division.



The division with the most significant variance (+/- 10%) is Division A, which is 14% larger than the average size of 16,760. To balance out the divisions, approximately 2,000 population will be reallocated from Division A to other divisions. As with the current division population allocations, it will not be exact because there are other demographic data and considerations that must be evaluated.

To the extent practicable, VSD election division boundaries will be adopted using the following criteria: (1) geographically contiguous divisions (each division should share a common border with the next), (2) geographic integrity of local neighborhoods or communities, (3) easily identifiable boundaries that follow natural or artificial barriers (rivers, streets, highways, rail lines, etc.), and (4) encourage geographic compactness. Boundaries will not be drawn *specifically* to ensure that incumbents retain their positions but will be considered when assessing the other criteria.

California law requires that special districts engage their communities in the redistricting process by holding public hearings workshops and doing public outreach. VSD will reach out to local media to publicize the redistricting process. Also, it will make a good faith effort to notify community groups of various kinds about the redistricting process. The District will notify the public about redistricting hearings, post maps online before adoption as well as all relevant information about the redistricting process. The current map of VSD's election divisions is located on the District's website at www.valley-sanitary.org/board-directors.

Senate Bill 594, approved by Governor Newsom on September 27, 2021, requires that VSD complete its redistricting process and adopt a resolution defining the new division boundaries no later than April 17, 2022. The Board of Directors will hold a public hearing to receive public input on where district lines should be drawn. The timeline for the process, with a target of the November 2022 General Election, is as follows.

January 11, 2022	Public Hearing #1 Consider Draft Maps of Revised Election Division Boundaries
March 22, 2022	Public Hearing #2 Approve a Map Establishing Revised Election Division Boundaries
March 31, 2022	District notifies Riverside County Registrar of Voters of Revised Election Division Boundaries
November 8, 2022	General Election for Divisions A (Coleman) and C (Sear)

Public Hearing #2 will be held on March 22, 2022, at the VSD Board Room at 1:00 p.m. Public comments, including suggesting draft maps, can be emailed to the Board Clerk at hevans@valley-sanitary.org.

Recommendation

Staff recommends that the Board of Directors direct staff to publish a notice of a Public Hearing for January 11, 2022, to consider draft maps of revised Election Division Boundaries, conduct outreach to inform the public of the redistricting process and opportunity to provide input.

Attachments

- Attachment A: Current Election Division Map
- Attachment B: California Common Cause Redistricting Requirements for Special Districts

Valley Sanitary District Division-Based Elections

Census 2020 Population Changes

California Voting Rights Act

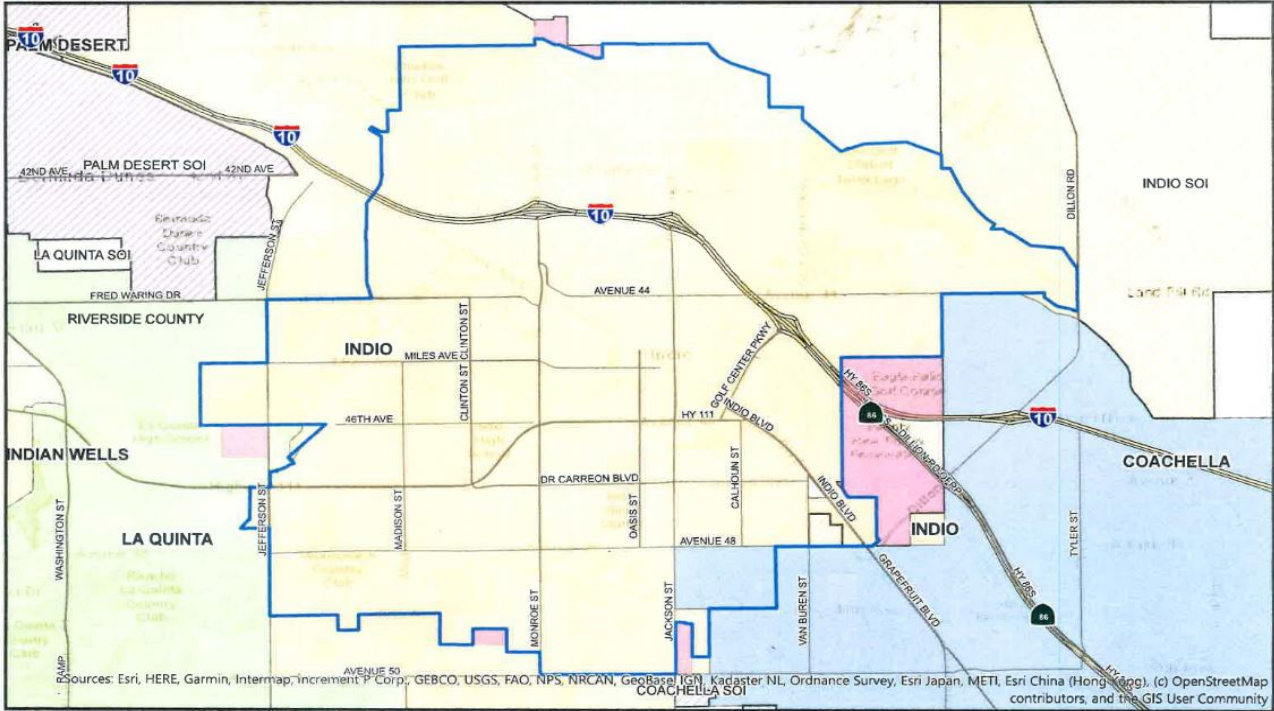
- Counties, cities, school districts, and special districts
- Often forced by threat of lawsuit
- Public involvement and input
- VSD voluntarily converted for 2020 election

California Voting Rights Act

- Based on Census Data
- Equal in size (+/- 10%)
- Contiguous boundaries
- Topography, geography, other boundaries
- Consider “Communities of Interest”

VSD Boundary

Valley Sanitary District and Sphere of Influence



Data Sources: County of Riverside; Registrar of Voters, LAFCO



Disclaimer: The information shown is intended to be used for reference and general display purposes only and is not to be used as an official map.

Sewer provided by District

Legend

- Valley Sanitary District Boundary
- Valley Sanitary District Boundary Sphere of Influence (SOI)

SOI Adopted: 2006

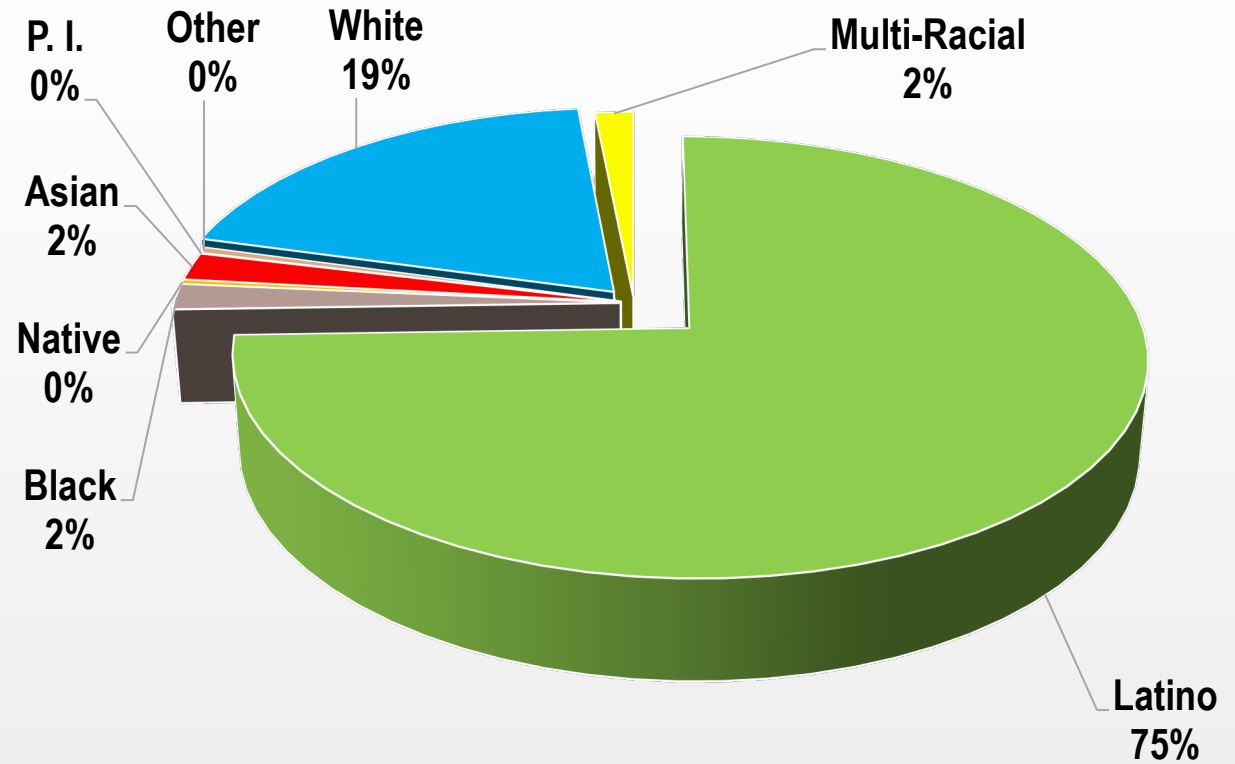
Author: Crystal M. Craig

Map Created on 9/24/19

Census Data Changes: 2010 to 2020

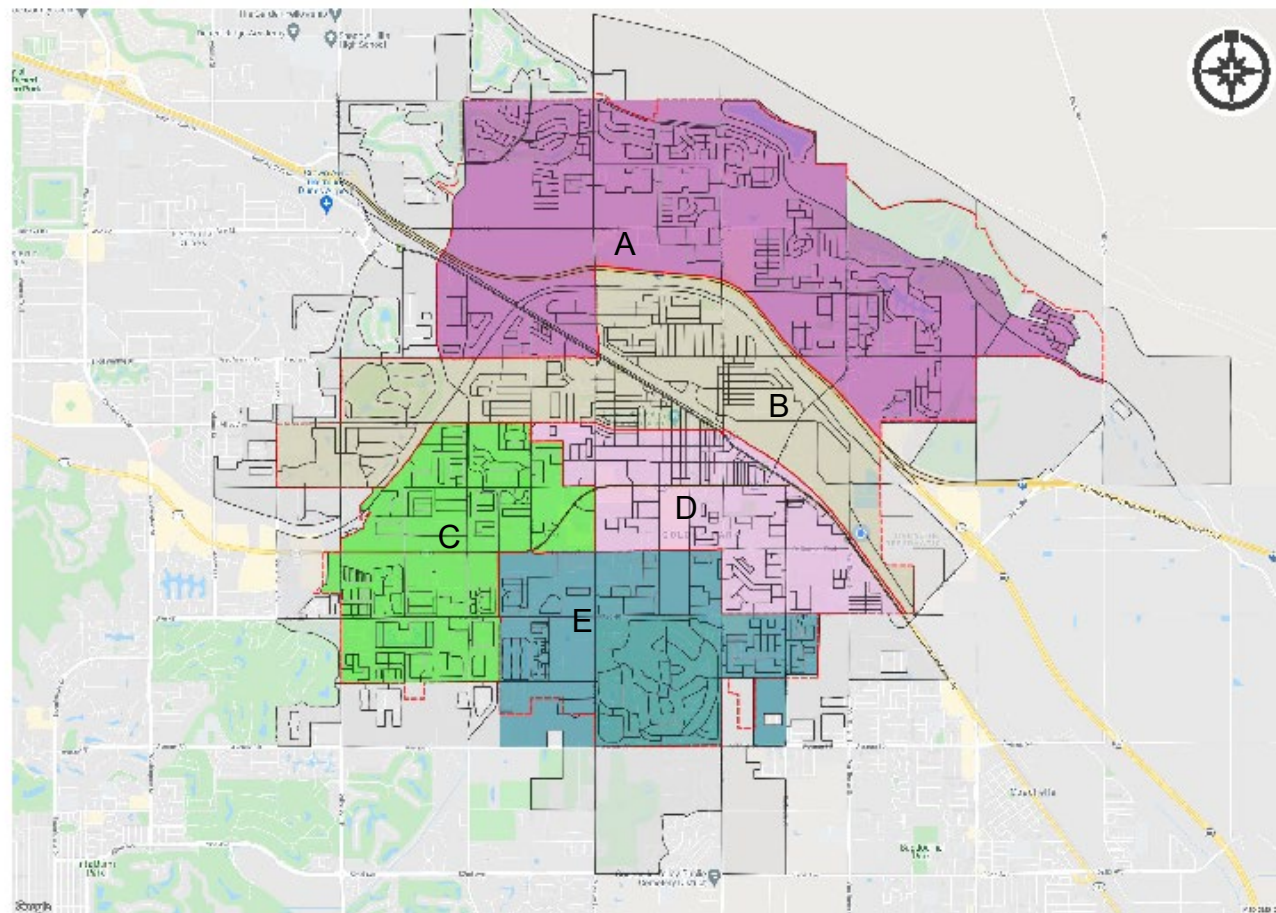
- Total population increased 75,135 to 83,792 (+12%)
- Largest increase north of I-10
- Overall increase in Latinos
- Other key demographics (age, language, employment, education, housing) unavailable

Census 2020 Data: Race/ Ethnicity



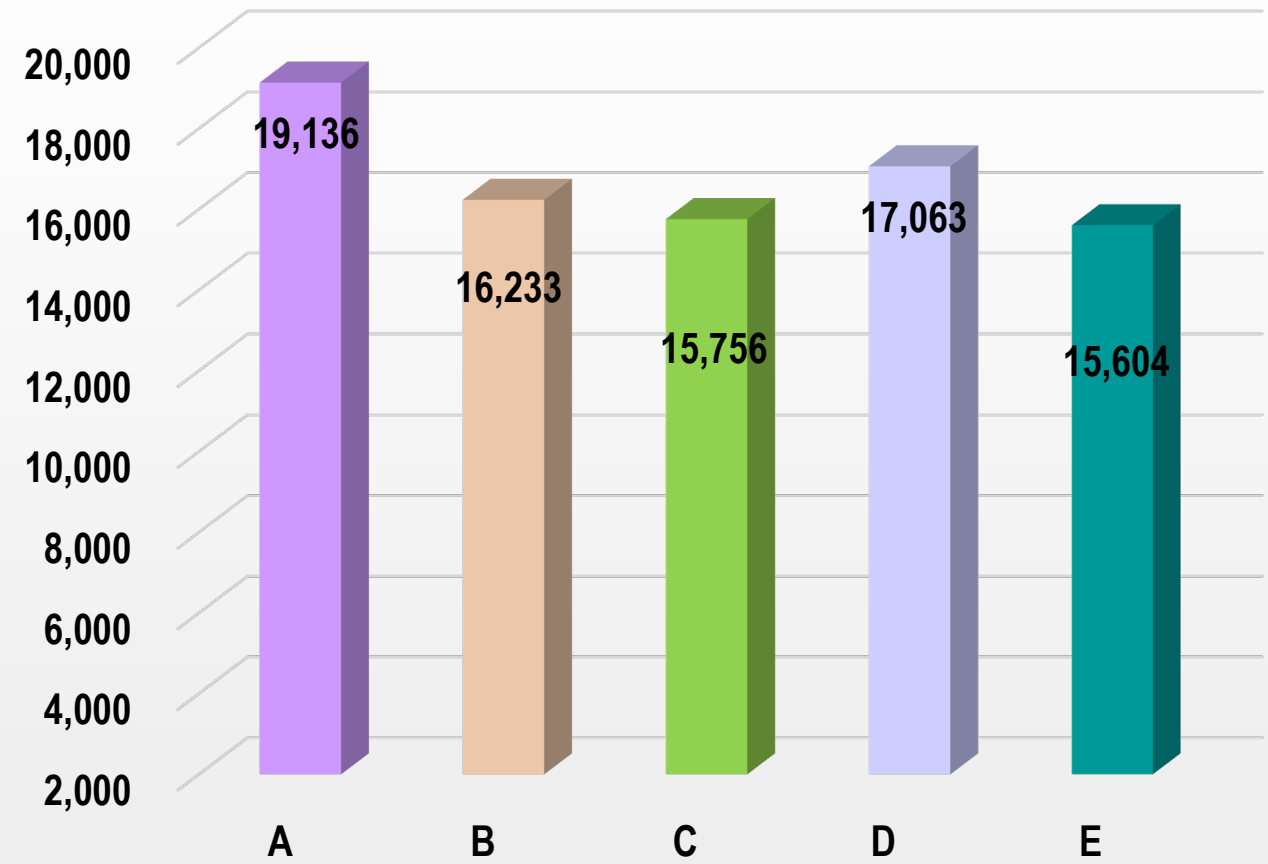
Election Divisions Map: Current

Current Map



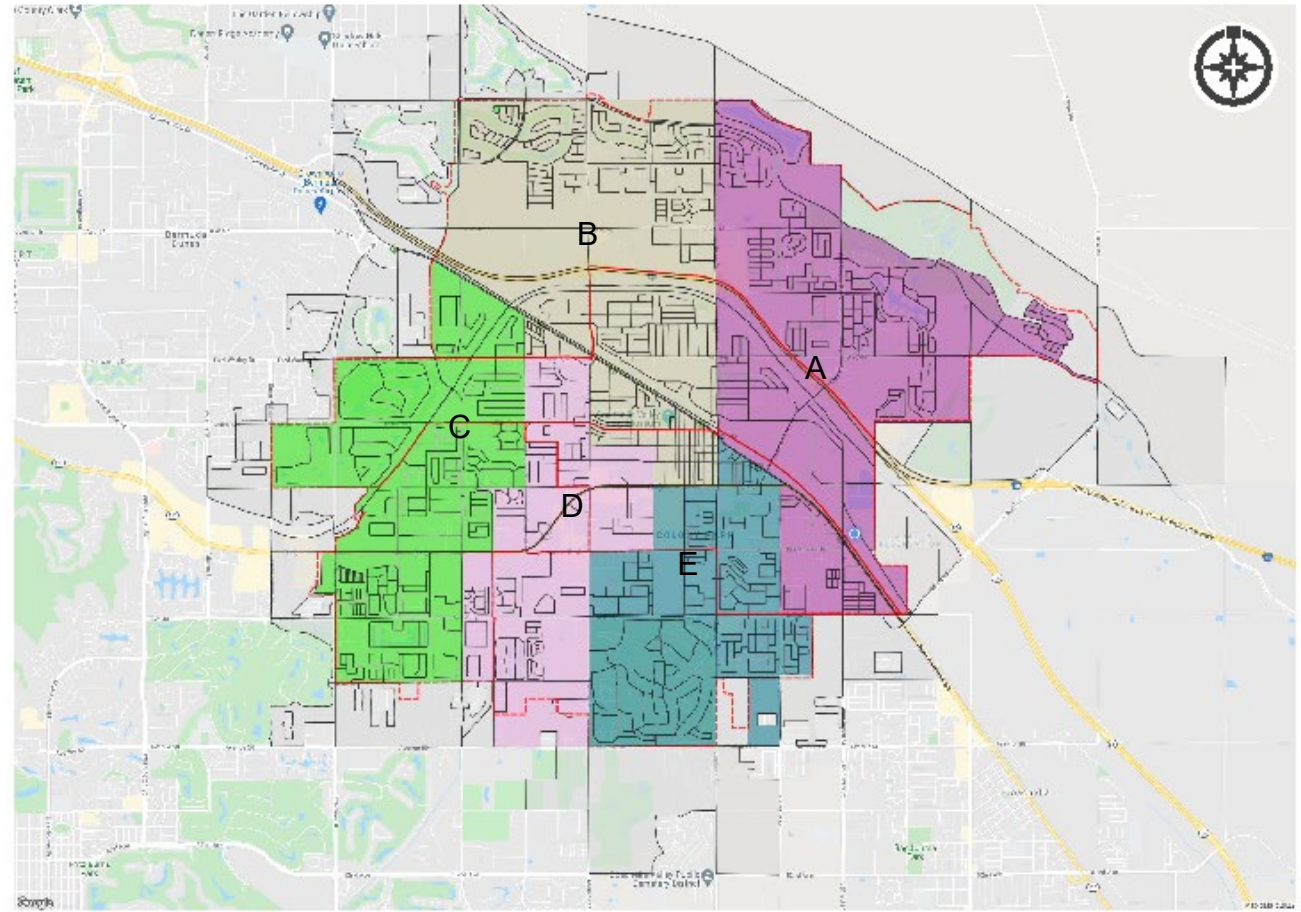
Census 2020 Data: Population

Current Division Population



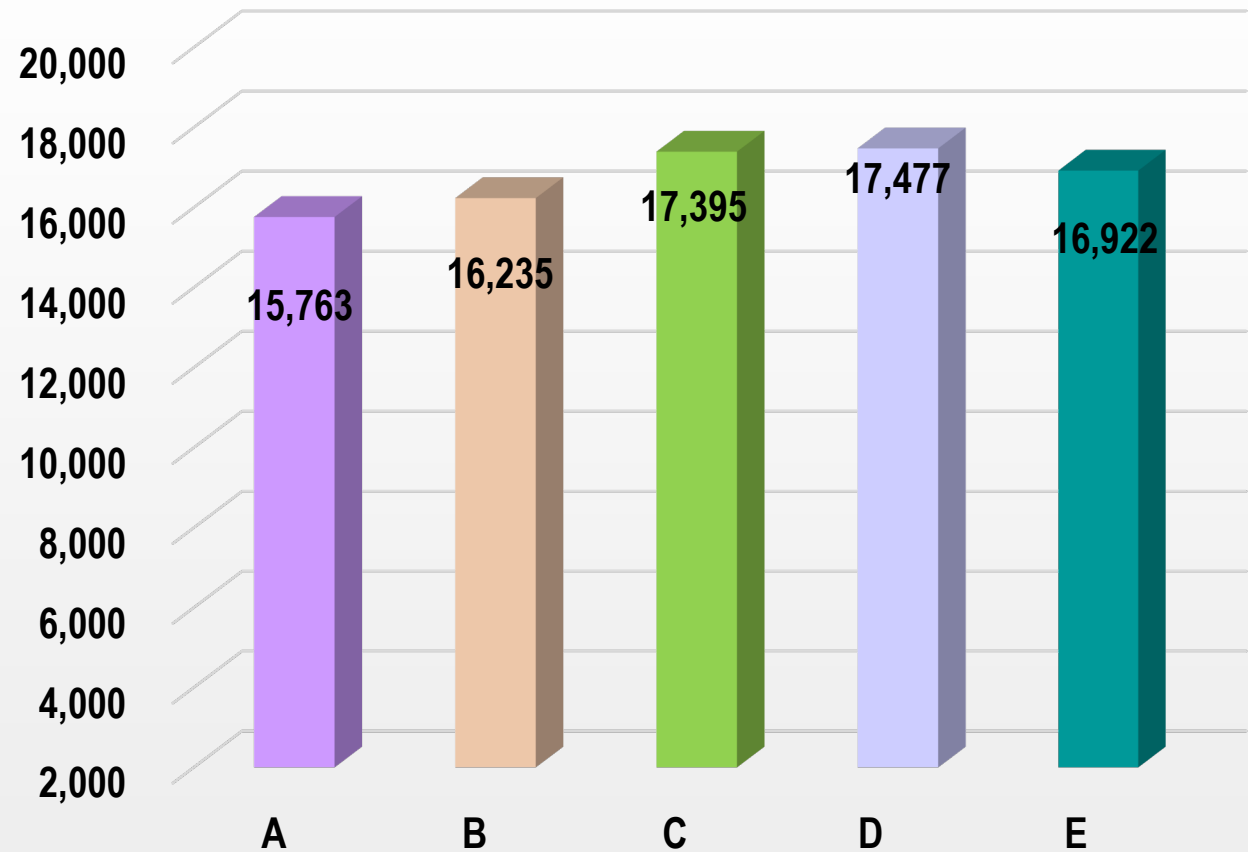
Election Divisions Map: Option #1

Option #1



Census 2020 Data: Population

Option #1 Population

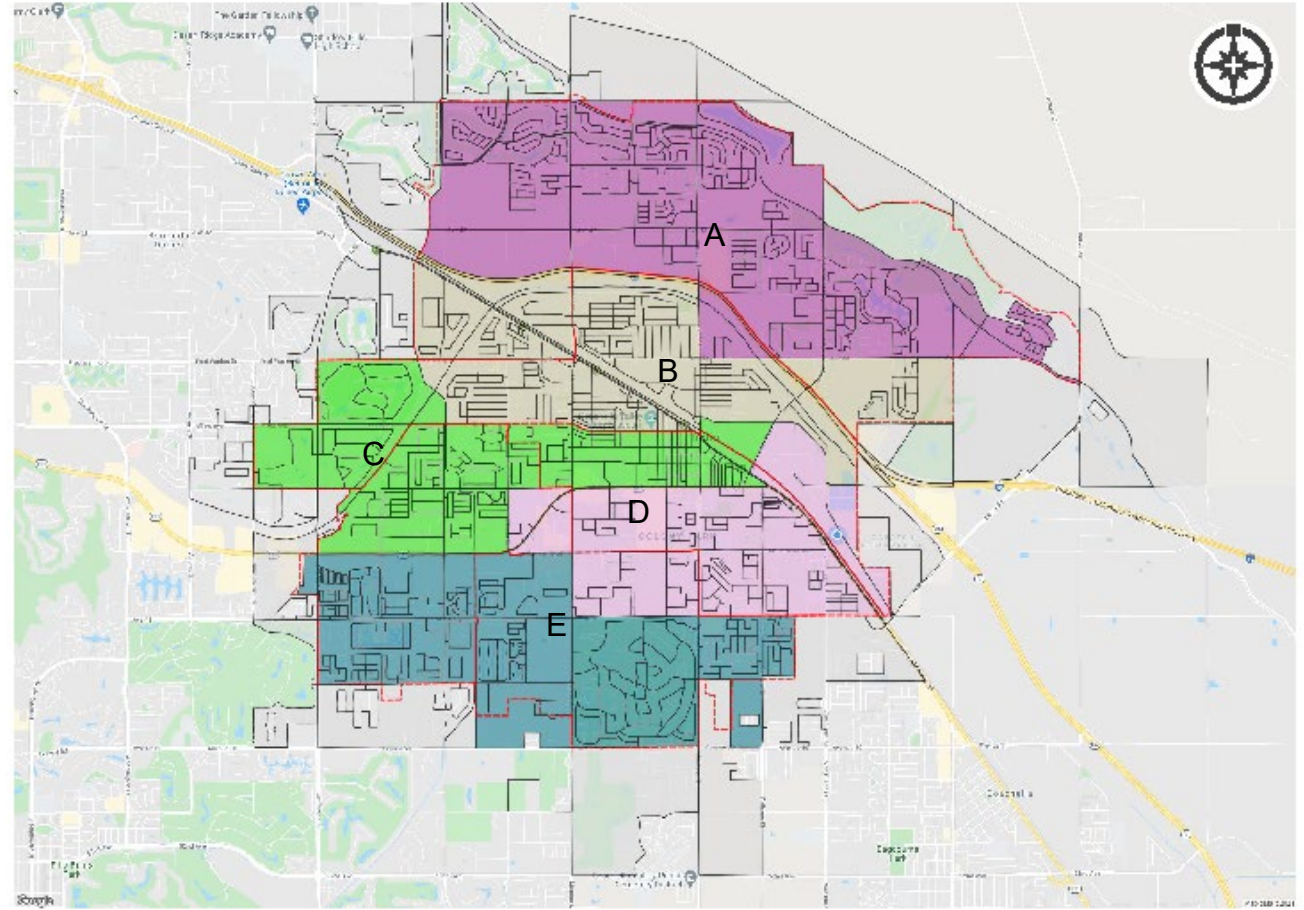


Comparison: Current to Option #1

- Aligned North/South
- Anticipates growth mostly north of I-10
- Avoids directors in same Division
- Requires election in Divisions A and C in 2022

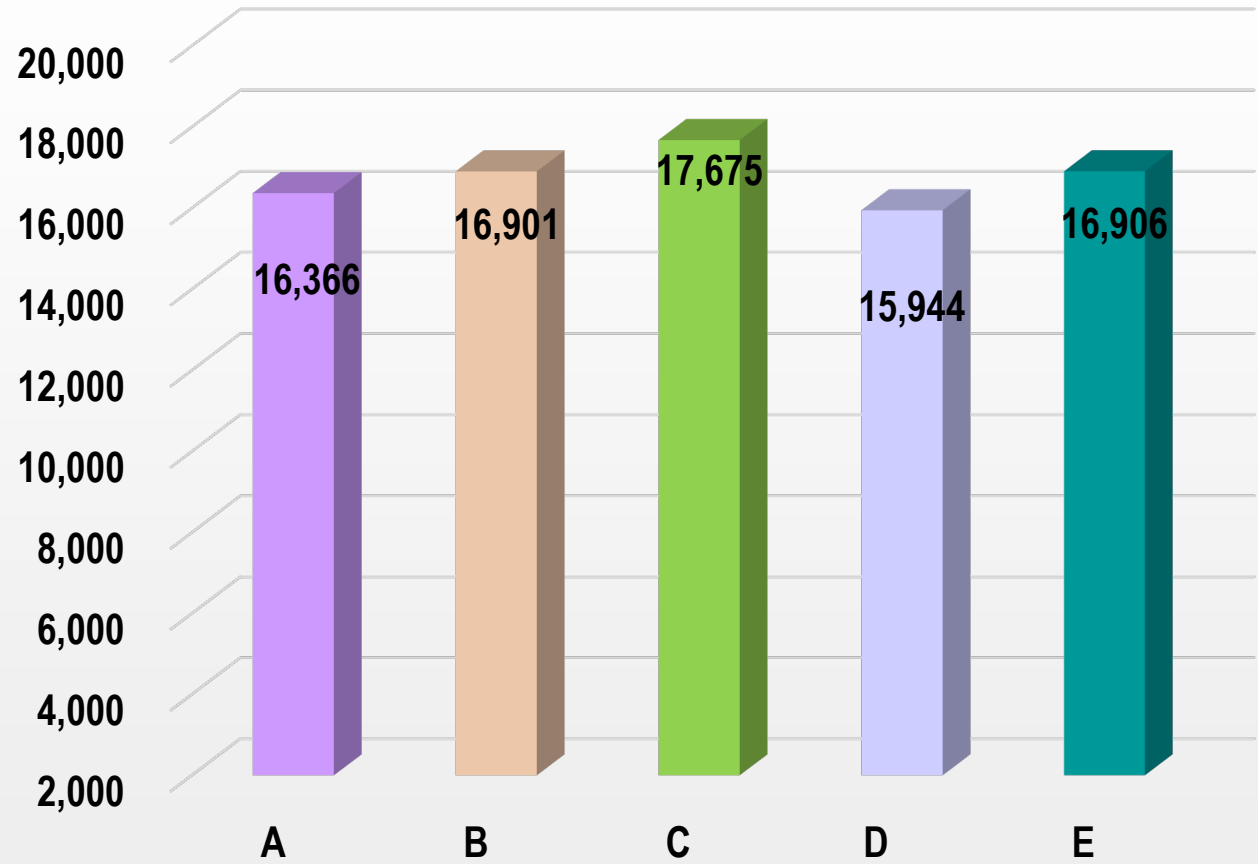
Election Divisions Map: Option #2

Option 2



Census 2020 Data: Population

Option #2 Population



Comparison: Current to Option #2

- Aligned East/West
- Anticipates growth mostly north of I-10
- Two directors in Division C
- Requires election in Divisions A, C, D in 2022

Next Steps

- Public Hearing #1 (January 11, 2022) – public input on draft maps
- Public Hearing #2 (March 22, 2022) – public input on draft maps
- Board adopts official Election Division maps and election sequence

CASA Washington D.C. Policy Forum***

Monday, February 28, 8:30 a.m. – 5:00 p.m.

8:30 – 9:15 a.m.	Breakfast
9:15 – 9:30 a.m.	Welcome and Introductions
9:30 – 10:15 a.m.	Opening Address
10:15 – 11:45 a.m.	Congressional Outlook Legislative Priorities for the final session of the 117 th Congress
11:45 – 12:00 p.m.	Break
12:15 – 1:45 p.m.	Conference Luncheon: Addressing Unmet Water Quality Needs and Modernizing our Water Quality Infrastructure
1:45 – 3:00 p.m.	Implementing the Infrastructure Investment and Jobs
3:00 – 4:00 p.m.	2022 Mid-Term Elections: Redistricting, Retirements, and Voters' Frustrations
5:00 – 6:00 p.m.	Welcome Reception

Tuesday, March 1, 9:00 a.m. – 5:00 p.m.

9:00 – 9:30 a.m.	Breakfast
9:30 – 10:00 a.m.	Briefing on CASA Issues: How to Present at Meetings on the Hill
10:00 a.m. – 5:00 p.m.	Agency Specific Capitol Hill Visits (Scheduled on your own)
11:00 – 1:00 p.m.	USEPA Meetings on Biosolids and renewable resources at D.C. Water Invitation for Afternoon Tour of D.C. Water Lunch Joint Session with ACWA
6:00 – 8:00 p.m.	California Water Congressional Reception U.S. Botanic Garden Conservatory – doors open at 6 p.m. Hosted by: CASA and ACWA

Wednesday, March 2, 8:00 a.m. – 11:00 a.m.

10:00 a.m. – 5:00 p.m.	Agency Specific Capitol Hill Visits (Schedule on your own)
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**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Accept a Sewer Main Improvements for the Pacific Indio Retail Center Development and Authorize the General Manager to Sign a Certificate of Acceptance for Recording Purposes**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss the acceptance of sewer main improvements for the Pacific Indio Retail Center Development and authorize the General Manager to sign the Certificate of Acceptance for recording purposes.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6: Improve Planning, administration, and Governance.

Fiscal Impact

There is no fiscal impact from the recommended action.

Background

VSD entered a Development - Sanitation System Installation Agreement for The Pacific Indio Retail Center on June 4, 2020, with Wal-Mart Real Estate Business Trust (Developer) for the installation of a sewer main, a manhole and appurtenances. This work was completed and approved by VSD in December 2021. The Installation Agreement was recorded and is now tied to the property. This Certificate of Acceptance is being signed and recorded to the property to show that the Installation Agreement has been satisfied and that VSD accepts ownership of the sewer main, manhole and appurtenances installed within this project.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to sign the Certificate of Acceptance for the sewer main improvements.

Attachment A: Certificate of Acceptance and Exhibits

**RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:**

**VALLEY SANITARY DISTRICT
45-500 VAN BUREN
INDIO, CA 92201**

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**INDIO, CA
STORE No. 2181-00**

**VALLEY SANITARY DISTRICT
CERTIFICATE OF ACCEPTANCE**

VALLEY SANITARY DISTRICT
CERTIFICATE OF ACCEPTANCE

Wal-Mart Real Estate Business Trust, a Delaware statutory trust (“**Developer**”), constructed certain improvements pursuant to the terms and conditions of that certain Development-Sanitation System Installation Agreement (“**Installation Agreement**”) between Developer and Valley Sanitary District (“**VSD**”) dated June 4, 2020, relating to the development of The Pacific Indio Retail Center on that certain real property described on Exhibit “A”, and depicted on Exhibit “B”, each attached hereto and incorporated herein by reference. The Installation Agreement was recorded in the Official Records of the County of Riverside on June 11, 2020, as Instrument No. 2020-0248803. This is to certify that the work has been accepted by VSD, and the Installation Agreement is terminated, released and removed of record.

IN WITNESS WHEREOF, the parties have executed this Certificate of Acceptance as of this ___ day of _____, 2021

“VSD”

Valley Sanitary District

By: _____
Name: _____
Its: _____
Date: _____

“DEVELOPER”

Wal-Mart Real Estate Business Trust, a Delaware
statutory trust

By: _____
Name: _____
Its: _____
Date: _____

ARKANSAS NOTARY ACKNOWLEDGMENT

State of Arkansas

County of Benton

On this the ____ day of _____ 20__, before me, _____, the undersigned officer, personally appeared _____, known to me (or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that he executed the same for the purpose therein.

In witness whereof I hereunto set my hand and official seal.

(Seal)

Notary Public

My Commission Expires on _____

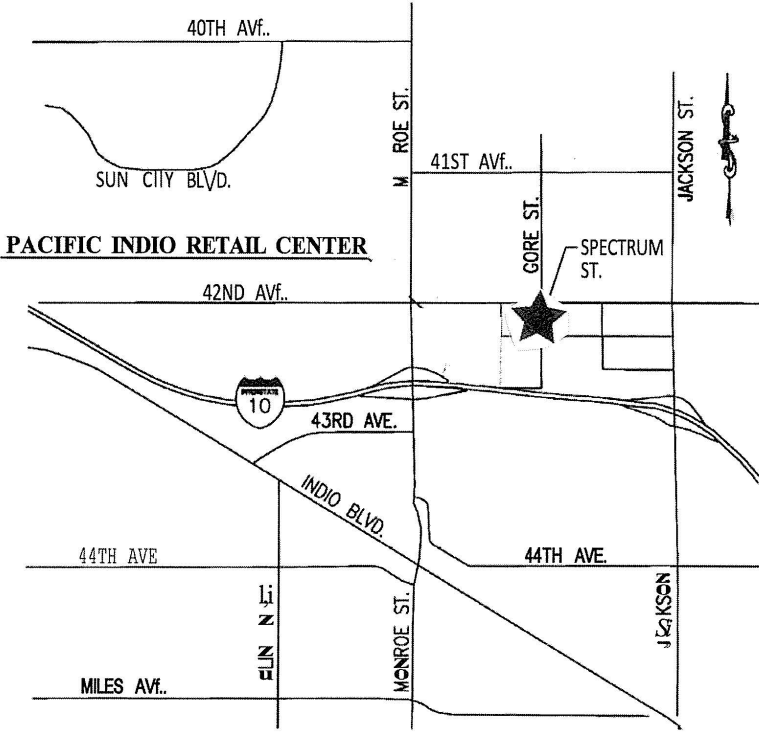
EXHIBIT "A"
LEGAL DESCRIPTION

All that real property located in the City of Indio, County of Riverside, State of California, as more particularly described as follows:

PARCEL B OF LLA 2005-07, RECORDED AS INSTRUMENT NO. 2005-0252255, AND PARCELS 1 THROUGH 4 OF PARCEL MAP NO. 37753, RECORDED FEBRUARY 6, 2020 AS INSTRUMENT NO. 2020-0057888.

EXHIBIT "B"

VICINITY MAP



SITE LOCATION MAP

NOT TO SCALE



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: Authorize the General Manager to Execute Task Order 22-01 with Dudek to Provide Engineering Services during Bidding and Construction in an Amount Not to Exceed \$62,325.

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the proposal from Dudek to provide engineering services during bidding and construction of the 10-inch Activated Sludge Plant (ASP) water main replacement.

Strategic Plan Compliance

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

Fiscal Impact

The total cost of this proposal is \$62,325. The total approved CIP budget for this project is \$642,000 which includes design, construction management and construction costs. It also includes costs for additional water pipeline replacement within the ASP that will be performed by staff after the main water pipeline is replaced. The total estimated cost of this project will be below \$300,000 which will leave plenty for the additional water pipeline replacement by staff.

Background

On June 8, 2021, the Board authorized the General Manager to execute a contract with Dudek for design services for the Plant (ASP) Watermain Replacement Project for a fee of \$24,330. Dudek has completed the design for this project and staff has reviewed and accepted the design. The project is now ready to proceed with bid advertisement to select a contractor via a bidding process to perform the construction work.

This water main replacement project is unique as it is an above ground water main located next to the ASP which is narrow in width and has many crossing and connecting

pipes. The project is expected to take 4 weeks for bidding and another 4 weeks for construction. It would be difficult to have staff dedicated to this project for this amount of time while continuing to perform their normal duties. Staff solicited a proposal from Dudek to assist staff with the bidding process and inspection of the construction work. The proposal includes having a full-time inspector for the construction work as well as a part-time construction manager and is the main reason for the cost of the proposal. This should be a worst-case scenario.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute Task Order 22-01 with Dudek to provide engineering services during bidding and construction in an amount not to exceed \$62,325.

Attachments

Attachment A: Dudek's Proposal dated December 29, 2021.

December 29, 2021

Ron Buchwald
Engineering Services Manager
Valley Sanitary District
45500 Van Buren Street
Indio, CA 92201

Subject: Valley Sanitary District Water Reclamation Facility A.S.P Plant Water Pipeline Replacement Engineering Services During Construction

Dear Mr. Buchwald:

Thank you for the opportunity to present our proposal for construction management for the recently designed above ground A.S.P plant water pipeline. The project is anticipated to be publicly bid in January of 2022 with construction scheduled to begin in February of 2022. Our scope of services presented below includes Bid support, RFI review, development of submittal responses, and on-site inspection through duration of construction. The attached proposal includes our understanding of the project, scope of work, and estimated level of effort.

1 Project Description

Dudek recently completed construction documents for the Valley Sanitary District's (VDS or District) Water Reclamation Facility A.S.P Plant Water Pipeline Replacement Project. This project includes demolishing and replacing approximately 360 linear-feet of above grave welded steel pipe, valves, and appurtenances. The pipeline will be rebuilt with 6" ductile iron pipe with standard ductile iron fittings. It is estimated that this project will be posted for public bid in January of 2022, with construction commencing in February of 2022. Plans for this project can be found in Appendix A. Dudek will provide administrative services to assist with construction of the project such as facilitating the public bid, compiling the bid packages, development of any potential addendums, and RFI and submittal review. These items are highlighted below. Additionally, Dudek will provide construction management and inspection through the duration of construction as part of Task 2.

2 Scope of Work

Task 1 – Engineering Services During Bidding and Construction

Task 1.1 Public Bid Assistance

Dudek will post the project on public bid forums such as PlanetBids and EBidBoard requesting public bids from qualified contractors. Dudek will be responsible for answering questions related to the project as well as ensuring

the project reaches a wide volume of potential contractors. If the District has a preferred contractor's list or public bid platform, it will be used for this task.

Task 1.2 Compiling Bid Packages

Dudek will evaluate bids from responsive contractors to ensure the bid packages meet requirements for documentation and contractor qualifications as outlined in the bid documents. The bids will be compiled into a single pdf with an attached bid summary sheet which includes the Engineer's estimate and bid items for each of the contractor's bids in order from low bidder to high bidder in a single excel workbook.

Task 1.3 Development of Addendums

Any potential addendums that arise from contractor inquiry's will be reviewed and responded to during the bid process. Addendums will be formally issued to each potential bidder and acknowledgement of each addendum will be required as part of each submitted bid package.

Task 1.4 RFI Review

It is assumed that there will be requests for information (RFI's) during the construction phase of this project. Although difficult to predict the volume or nature of the requests, Dudek will be responsible for clarifying all contractor RFI's for the duration of this project. Dudek's standard template will be used to ensure there is a paper trail of any RFI and their successive responses.

Task 1.5 Submittal Review

Per the contract documents, submittals are required for various project materials such as valves, piping, supports, and coatings. Dudek will utilize our standard submittal response template and review the contractor submittals to ensure the project specifications have been met prior to fabrication and installation of materials. The submittal response will be handled at the discretion of the District, should they prefer to be the point of contact with the contractor or carbon copied on communications.

Task 2 Construction Management and Inspection

Task 2.1 On Site Inspection and Construction Management

Dudek will provide an on-site engineer who will be present for the duration of construction, which is assumed to be four (4) weeks. The engineer will be responsible for overseeing construction and ensuring proper assembly of piping, valves, tie-ins to existing facilities, coatings of piping, and ensuring the contractor keeps a clean and safe construction site. In tandem with the onsite inspector Justin Scheidel will act as the in-office construction manager responsible for billing review, contractor oversight, and communication and coordination between the Contractor, the Inspector, and the District. The presented team has recently completed similar construction management projects together, and the construction manager has over 15-years of experience overseeing construction projects of this scale and greater.

Schedule

Dudek anticipates public bid and project award to take four (4) weeks, and construction to commence within four (4) weeks after the award. Construction is anticipated to take four (4) weeks which was used to estimate the

expenses for full time inspection. During construction, RFI's and submittals will be responded to within two (2) business days.


Estimated Fee

Dudek proposes to complete the above outlined tasks for a not-to-exceed fee of \$62,325 as presented below with estimated hours.

Dudek Labor Hours and Rates							
Project Team Role:		QA/QC	Project Engineer	Project Engineer	TOTAL DUDEK HOURS	OTHER DIRECT COSTS	TOTAL FEE
Team Member:		J. Scheidel	C. Carr	T. Dhanens			
Billable Rate :		\$245	\$185	\$165			
Task 1	Engineering Services During Bidding and Construction						
1.1	Public Bid Assistance	2	8		10	\$ -	\$ 1,970
1.2	Compiling Bid Packages	1	4		5	\$ -	\$ 985
1.3	Bid Addendums		20		20	\$ -	\$ 3,700
1.4	RFI Review and Response	10	10	10	30	\$ -	\$ 5,950
1.5	Submittal Review and Response	16	20	20	56	\$ -	\$ 10,920
	Subtotal Task 1	29	62	30	121	\$ -	\$ 23,525
Task 2	Inspection Services						
2.1	On Site Inspection and Construction Management	20		160	180	\$ 7,500	\$ 38,800
	Subtotal Task 2	20		160	180	\$ 7,500	\$ 38,800
	Total Hours and Fee	49	62	190	301	\$ 7,500	\$ 62,325
	Percent of Hours:	16%	21%	63%	100%		

Please feel free to call or email me at 760-479-4102/jscheidel@dudek.com if you have questions regarding our proposal. We look forward to getting started.

Sincerely,


 Justin Scheidel, PE
 Project Manager

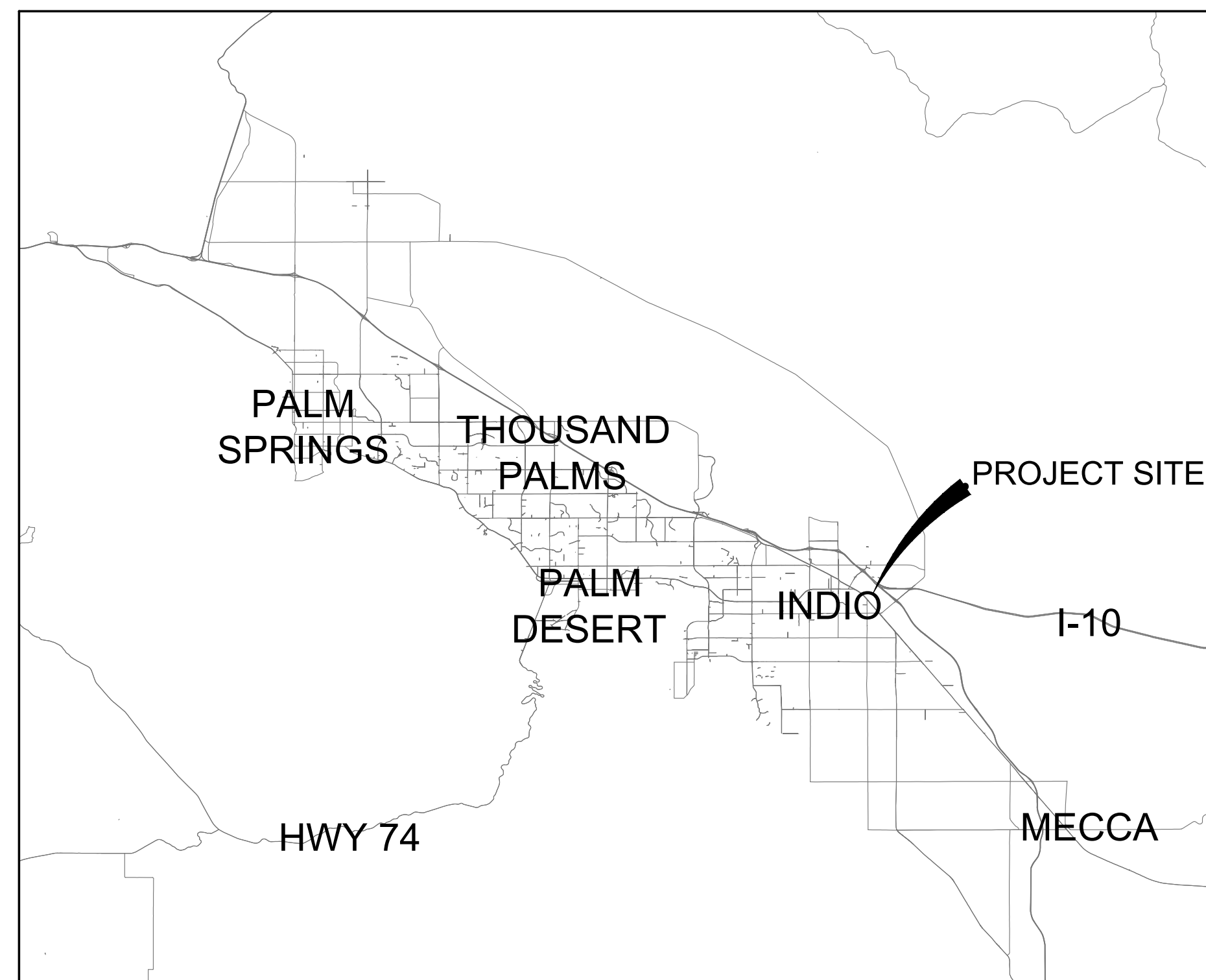
Appendix A - Construction Documents

VALLEY SANITARY DISTRICT

A.S.P PLANT WATER PIPELINE REPLACEMENT PROJECT



100% PROGRESS SUBMITTAL - NOT FOR CONSTRUCTION



LOCATION MAP
NOT TO SCALE

SHEET INDEX		
SHEET NUMBER	DRAWING NUMBER	DRAWING DESCRIPTION
GENERAL		
01	G-01	TITLE SHEET, VICINITY MAP AND LOCATION MAP, SHEET INDEX
02	G-02	GENERAL NOTES, ABBREVIATIONS, AND SITE PLAN
DEMOLITION		
03	D-01	DEMOLITION PLAN 1
04	D-02	DEMOLITION PLAN 2
05	D-03	DEMOLITION PLAN 3
CIVIL		
06	C-01	PROPOSED PIPELINE ALIGNMENT
07	C-02	PROPOSED PIPELINE PLAN AND ELEVATION 1
08	C-03	PROPOSED PIPELINE PLAN AND ELEVATION 2
09	C-04	PROPOSED PIPELINE PLAN AND ELEVATION 3
MECHANICAL		
10	MD-01	MECHANICAL DETAILS 1



VICINITY MAP
NOT TO SCALE

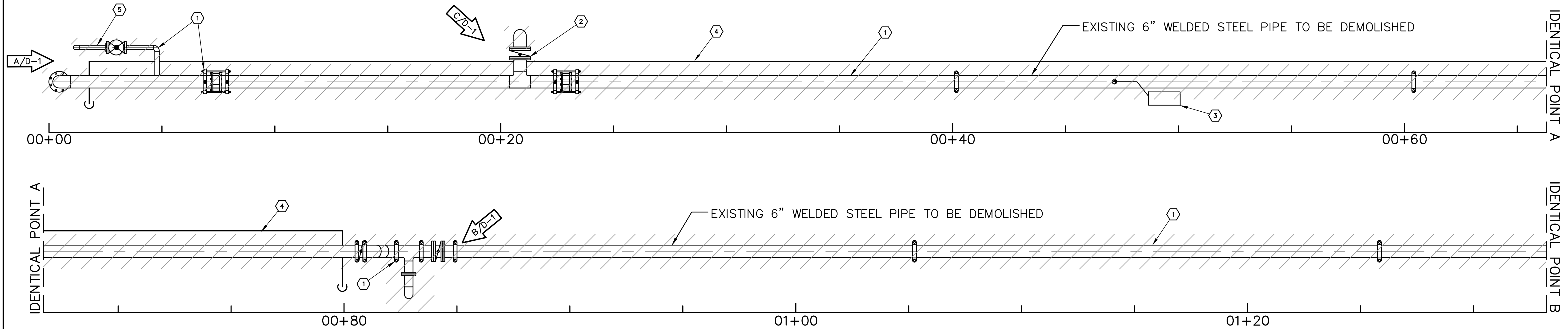


IMPORTANT NOTICE
Section 4216/4217 of the Government Code requires a Dig Alert Identification Number be issued before a "Permit to Excavate" will be valid. For your Dig Alert I.D. Number Call Underground Service Alert TOLL FREE-1-800-422-4133 Two working days before you dig.

REVIEWED BY: VALLEY SANITARY DISTRICT

DATE

CONTRACTOR:	INSPECTOR:	DATE COMPLETED:	AS BUILT COMP. DATE:	CONSTRUCTION RECORD	BENCHMARK:	DRAWN BY:	DESIGNER'S SEAL:	ENGINEER:	APPROVER'S SEAL:	APPROVED BY:	TELEPHONE (760) 238-5400	FAX (800) 750-2280	VALLEY SANITARY DISTRICT	I.P. No. XX-XXX
								NAME _____ DATE _____					TITLE SHEET, LOCATION AND VICINITY MAPS	SHEET No. G-1
								R.C.E. No. XXXXX, EXP, XX/XX/XX					45500 VAN BUREN STREET INDIO, CA 92201 www.valley-sanitary.org	1 of 10 SHEETS
								NAME OF FIRM:					SITE ADDRESS:	CITY FILE No.
								FIRM ADDRESS:						
								TELEPHONE #						
								FAX #						



PLAN
SCALE: 1/2" = 1'



PHOTO PROJECT START LOCATION (A)



PHOTO EXISTING PIPING TO BE DEMOLISHED (B)

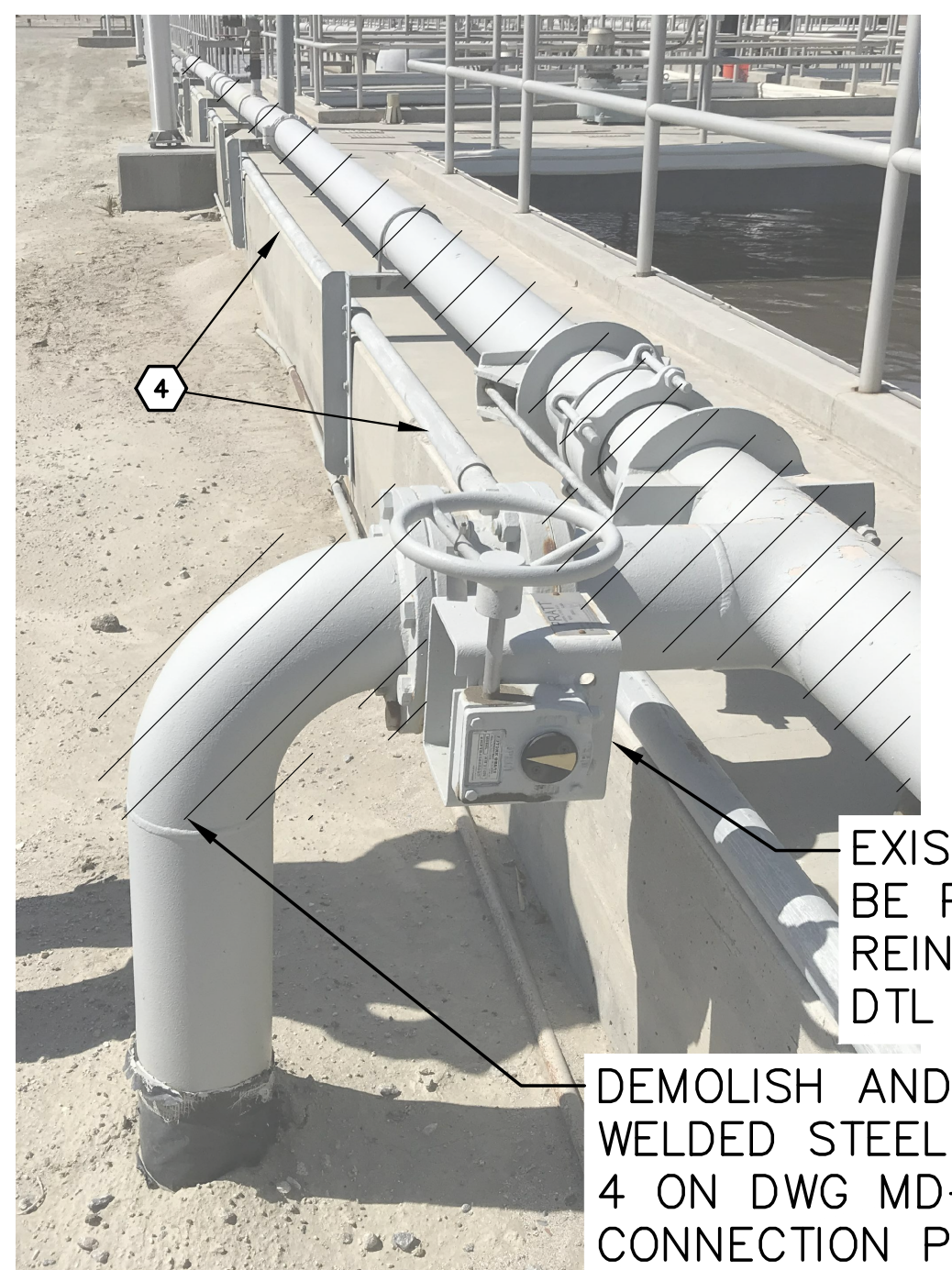


PHOTO VALVE TO BE REMOVED, REUSED (C)

DEMOLITION NOTES

- ① REMOVE AND DISPOSE OF ALL EXISTING STEEL AND DUCTILE IRON PIPING, FITTINGS, VALVES AND APPURTENANCES AS INDICATED TO INSTALL NEW FACILITIES
- ② EX. BUTTERFLY VALVE, TO BE PROTECTED, REMOVED, AND REINSTALLED
- ③ EX. HOSE AND HOSE RACK, PROTECT IN PLACE
- ④ DEMOLISH APPROXIMATELY 80 LF OF 2" STEEL SERVICE LINE AND ASSOCIATED FITTINGS TO BELOW GRATING. TERMINATE LINES BELOW GRATING WITH 2" THREADED STEEL CAP FITTINGS.
- ⑤ DEMOLISH EX. 2" STAINLESS STEEL AND PVC PIPING SERVICE, ASSOCIATED VALVES, AND APPURTENANCES TO 6" BELOW GRADE. INSTALL 2" SOCKET CAP FITTING ON PVC LINE BELOW GRADE TO TERMINATE SERVICE.

NOTES

- 1. CONTRACTOR SHALL DEMOLISH ENDS OF PIPE EXTENTS AND INSTALL NEW ISOLATION VALVES IN A SINGLE DAY TO LIMIT/MINIMIZE SUPPLY PIPELINE SHUTDOWN WINDOW
- 2. EXISTING PIPE SUPPORTS SHALL BE PROTECTED IN PLACE. CONTRACTOR SHALL REMOVE EXISTING U-BOLTS TO FACILITATE DEMOLITION OF EXISTING 6" WELDED STEEL PIPE, AND REINSTALL AFTER NEW PIPELINE IS CONSTRUCTED. DAMAGED HARDWARE SHALL BE REPLACED AS REQUIRED.

EXISTING BUTTERFLY VALVE TO BE PROTECTED, REMOVED AND REINSTALLED AS INDICATED ON DTL 4, DWG MD-1

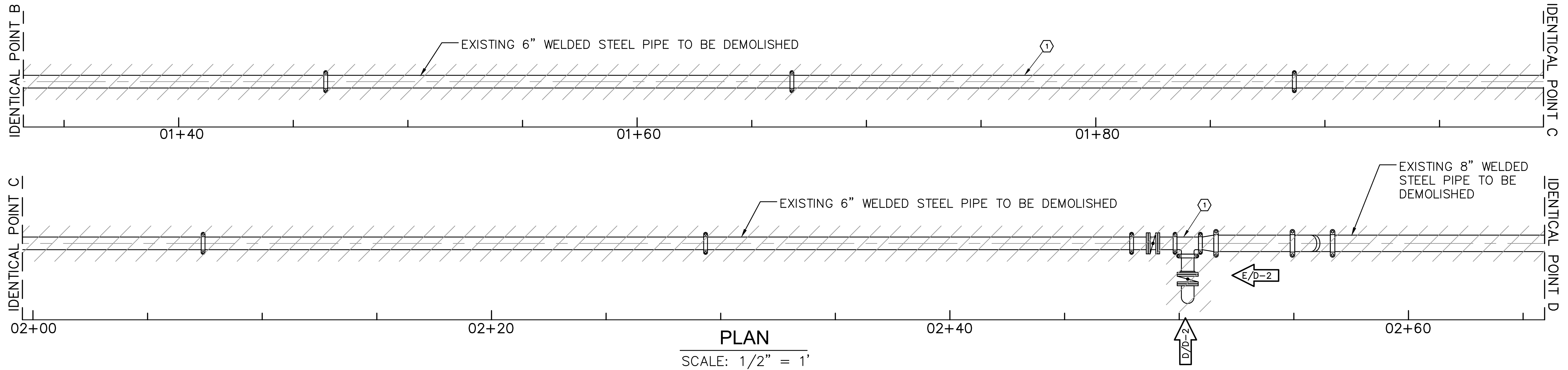
DEMOLISH AND DISPOSE OF EXISTING WELDED STEEL ELBOW. SEE DETAIL 4 ON DWG MD-1 FOR NEW CONNECTION PIPING DETAILS

DIGALERT DIAL TOLL FREE
1-800-422-4133
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

REVIEWED BY: VALLEY SANITARY DISTRICT

DATE: _____

CONTRACTOR:		DRAWN BY:		DESIGNER'S SEAL		ENGINEER:		APPROVER'S SEAL		APPROVED BY:		TELEPHONE (760) 238-5400		FAX (800) 750-2280		VALLEY SANITARY DISTRICT		I.P. No. XX-XXX	
INSPECTOR:		PREPARED FOR:				NAME _____ DATE _____						45500 VAN BUREN STREET		INDIO, CA 92201		DEMOLITION PLAN 1		SHEET No.	
DATE COMPLETED:		PROJECT No.:				R.C.E. No. XXXXX, EXP. XX/XX/XX						760 238-5400		800 750-2280		3 of 10 SHEETS		D-1	
AS BUILT COMP. DATE:		SCALE:				NAME OF FIRM:						www.valley-sanitary.org				CITY FILE No.			
CONSTRUCTION RECORD		ENGINEER		REVISIONS		FIRM ADDRESS:													
BENCHMARK:		BASIS OF BEARING		APP'D DATE		TELEPHONE #		FAX #		DATE: _____									



PLAN
SCALE: 1/2" = 1'



PHOTO
EXISTING PIPING TO BE DEMOLISHED **D**



PHOTO
EXISTING PIPING TO BE DEMOLISHED **E**

DEMOLITION NOTES

- ① REMOVE AND DISPOSE OF ALL EXISTING STEEL AND DUCTILE IRON PIPING, FITTINGS, VALVES AND APPURTENANCES AS INDICATED TO INSTALL NEW FACILITIES

NOTES

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INSPECTOR:		PREPARED FOR:				NAME _____ DATE _____				NAME _____ TITLE _____ RCE No. C XXXXX		45500 VAN BUREN STREET INDIO, CA 92201 www.valley-sanitary.org		DEMOLITION PLAN 2		SHEET No.			
DATE COMPLETED:		PROJECT No.:				R.C.E. No. XXXXX, EXP. XX/XX/XX										DATE: _____		D-2	
AS BUILT COMP. DATE:		SCALE:				NAME OF FIRM:										DATE: _____		4 of 10 SHEETS	
CONSTRUCTION RECORD		ENGINEER		REVISIONS		FIRM ADDRESS:		DATE: _____		45500 VAN BUREN STREET INDIO, CA 92201 www.valley-sanitary.org		SITE ADDRESS:		CITY FILE No.					
BENCHMARK:		BASIS OF BEARING		APP'D DATE		TELEPHONE # _____ FAX # _____													

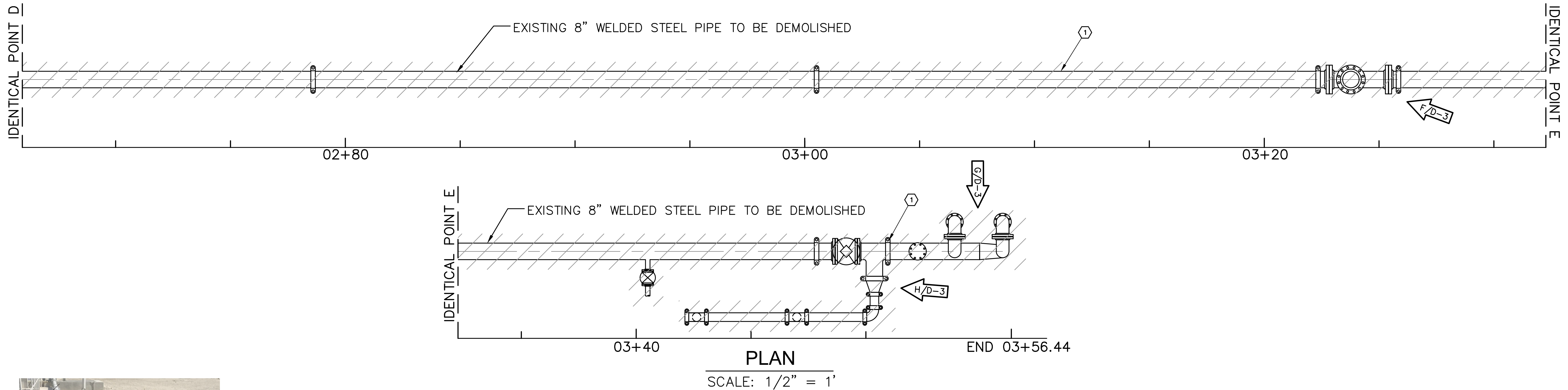


PHOTO
EXISTING FLOWMETER TO BE DEMOLISHED (F)



PHOTO
EXISTING PIPING TO BE DEMOLISHED (G)



PHOTO
EXISTING PIPING TO BE DEMOLISHED (H)

DEMOLITION NOTES

- 1. REMOVE AND DISPOSE OF ALL EXISTING STEEL AND DUCTILE IRON PIPING, FITTINGS, VALVES AND APPURTENANCES AS INDICATED TO INSTALL NEW FACILITIES

NOTES

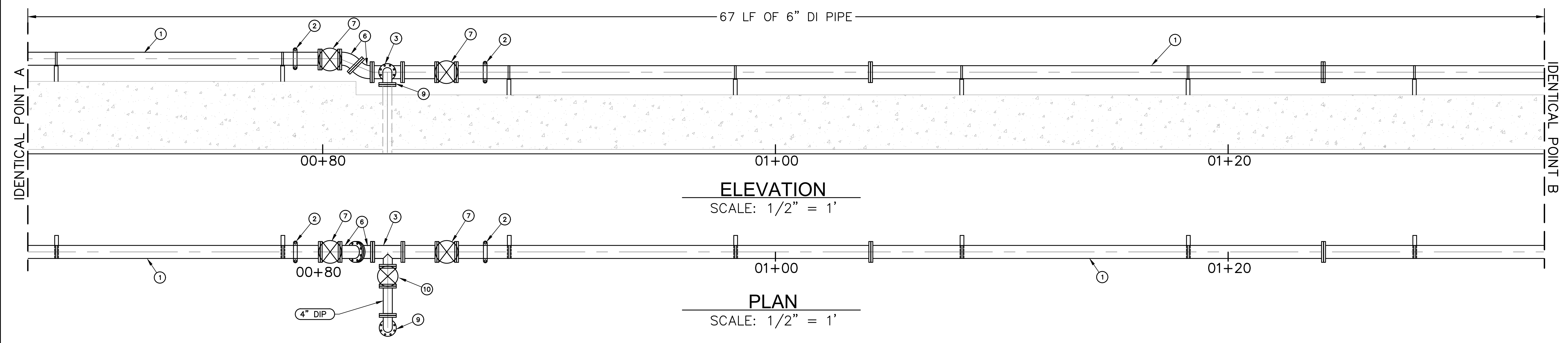
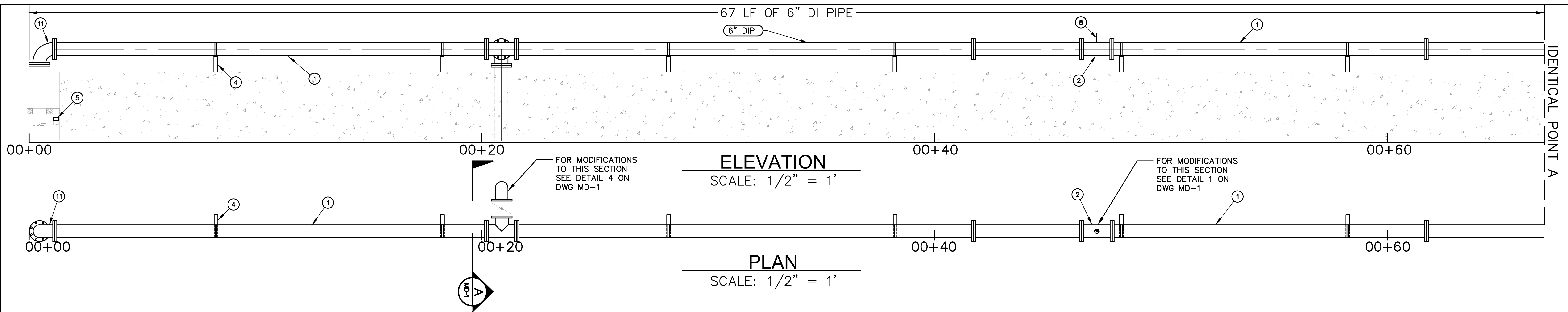
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REVIEWED BY: VALLEY SANITARY DISTRICT

DATE

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INSPECTOR:		PREPARED FOR:				NAME _____ DATE _____						45500 VAN BUREN STREET		INDIO, CA 92201		SHEET No.		SHEET No.	
DATE COMPLETED:		PROJECT No.:				R.C.E. No. XXXXX, EXP. XX/XX/XX						760 238-5400		800 750-2280		DEMOLITION PLAN 3		D-3	
AS BUILT COMP. DATE:		SCALE:				NAME OF FIRM:						www.valley-sanitary.org		SITE ADDRESS:		5 of 10 SHEETS		CITY FILE No.	
CONSTRUCTION RECORD		ENGINEER		REVISIONS		FIRM ADDRESS:													
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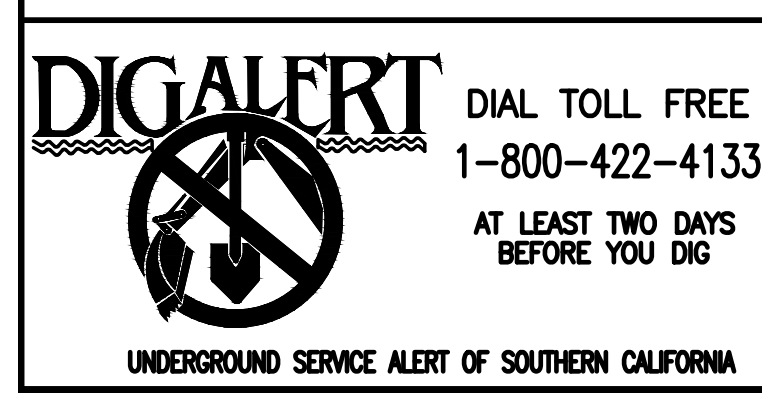


CONSTRUCTION NOTES

- ① 6" DI PIPE. INSTALL DIP PER SPECIFICATION 15056
- ② 6" COUPLING, VICTAULIC OR APPROVED EQUAL
- ③ 6" X 6" X 4" DI TEE, FLG X FLG X FLG
- ④ REUSE EXISTING PIPE SUPPORTS AS FEASIBLE (TYP) SPACED APPROX. 10- FEET O.C.
- ⑤ REMOVE EXISTING SCH 80 PVC TO MIN 6-INCH BELOW GRADE AND CONNECT NEW 2" SCH 80 SOCKET CAP FITTING TO TERMINATE SERVICE
- ⑥ 6" DI 45 DEG FITTING, FLG X FLG
- ⑦ 6" RESILIENT WEDGE GATE VALVE, FLG X FLG
- ⑧ CONNECT NEW WATERLINE TO EX. HOSE ASSEMBLY PER DTL 1 ON DWG MD-1
- ⑨ 4" 90° ELBOW, FLG X FLG
- ⑩ 4" RESILIENT WEDGE GATE VALVE, FLG X FLG
- ⑪ 6" DI 90 DEG FITTING, FLG X FLG

NOTES

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REVIEWED BY: VALLEY SANITARY DISTRICT

DATE _____

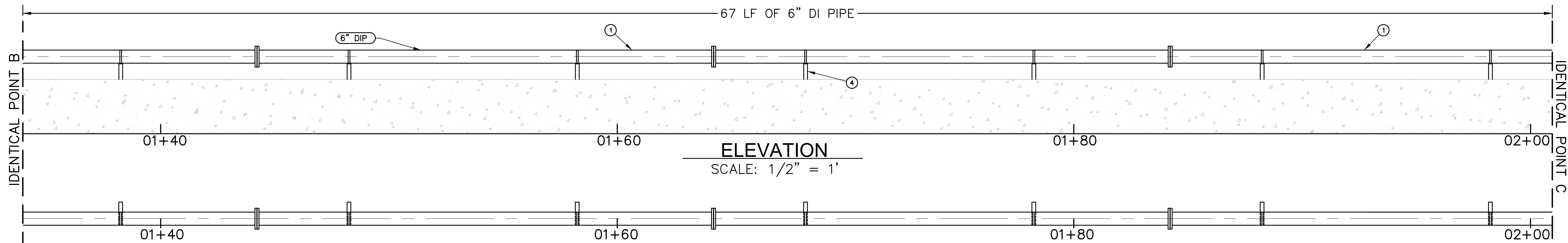
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INSPECTOR:	PREPARED FOR:		NAME _____ DATE _____				
DATE COMPLETED:	PROJECT No.:		R.C.E. No. XXXXX, EXP, XX/XX/XX				
AS BUILT COMP. DATE:	SCALE:		NAME OF FIRM:		NAME _____		
CONSTRUCTION RECORD	ENGINEER	REVISIONS	FIRM ADDRESS:		TITLE _____		
BENCHMARK:	BY DATE	APP'D DATE	TELEPHONE # _____ FAX # _____		RCE No. C XXXXX	DATE: _____	
	ENGINEER						



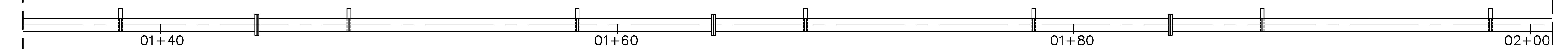
VALLEY SANITARY DISTRICT
PLAN & ELEVATION 1

SITE ADDRESS: _____

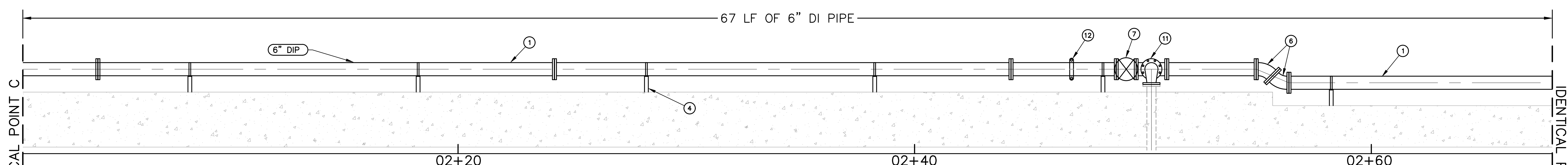
I.P. No. XX-XXX
SHEET No.
C-2
7 of 10 SHEETS
CITY FILE No.



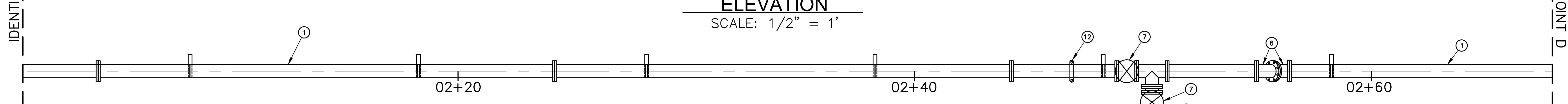
ELEVATION
SCALE: 1/2" = 1'



PLAN
SCALE: 1/2" = 1'



ELEVATION
SCALE: 1/2" = 1'



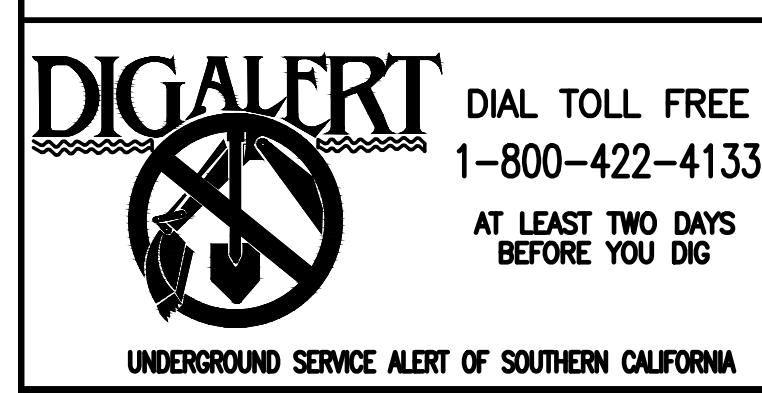
PLAN
SCALE: 1/2" = 1'

CONSTRUCTION NOTES

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- ⑫ 6" COUPLING, VICTAULIC OR APPROVED EQUAL

NOTES

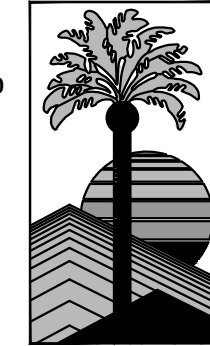
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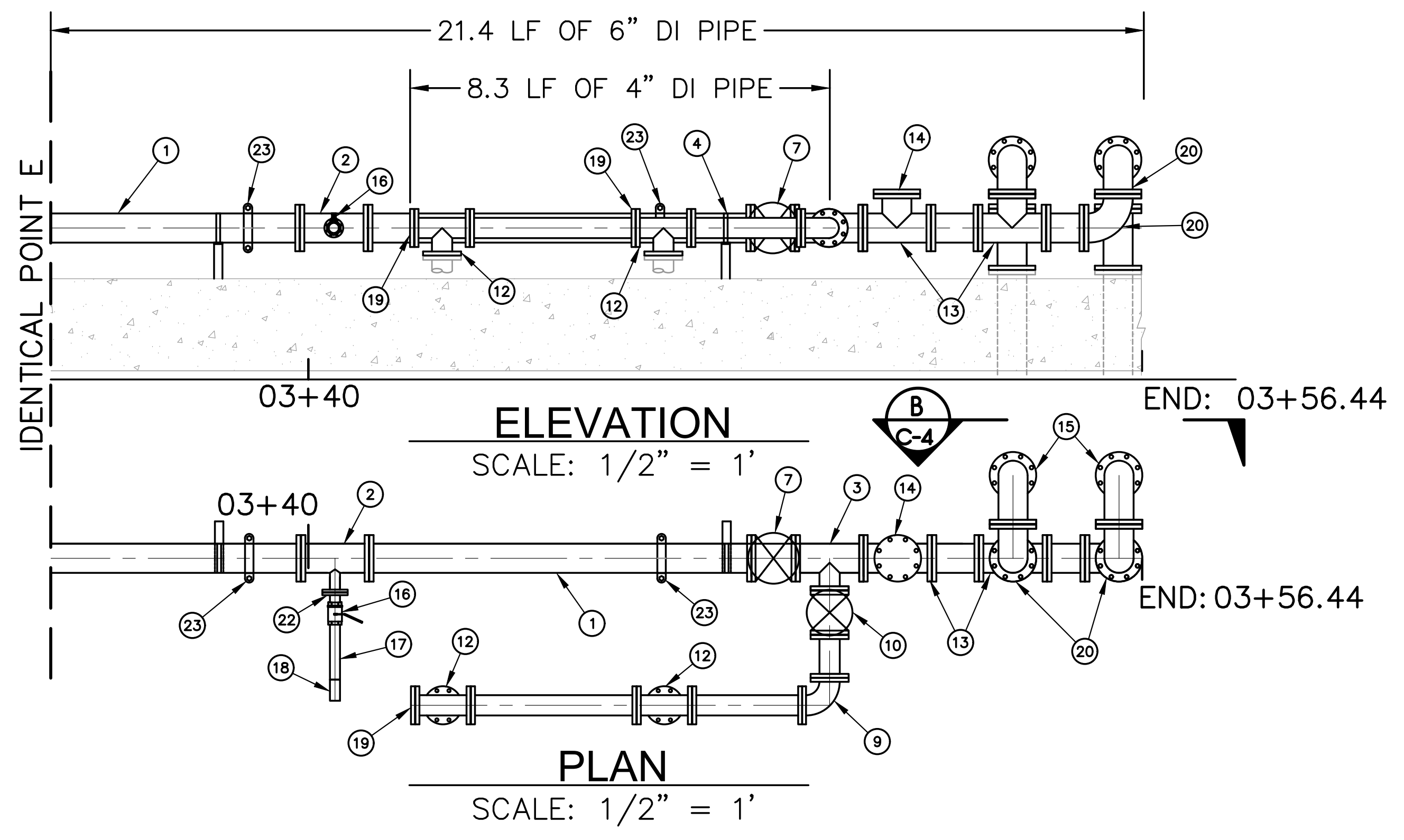
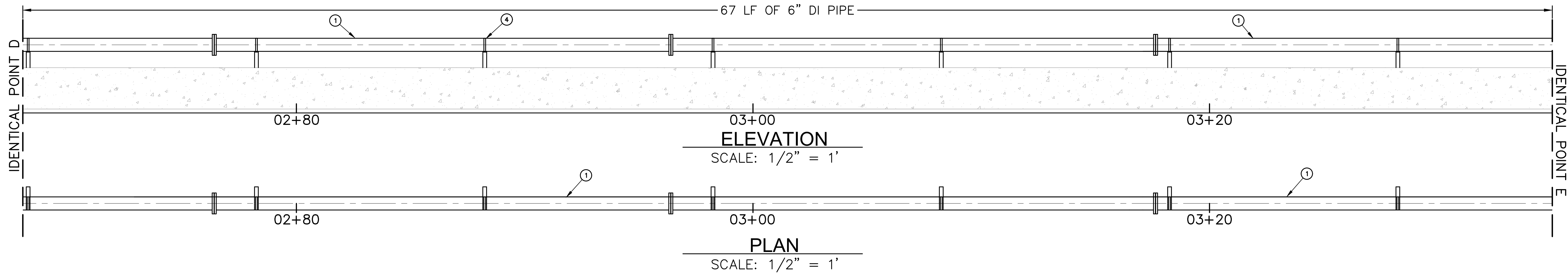


REVIEWED BY: VALLEY SANITARY DISTRICT

DATE _____

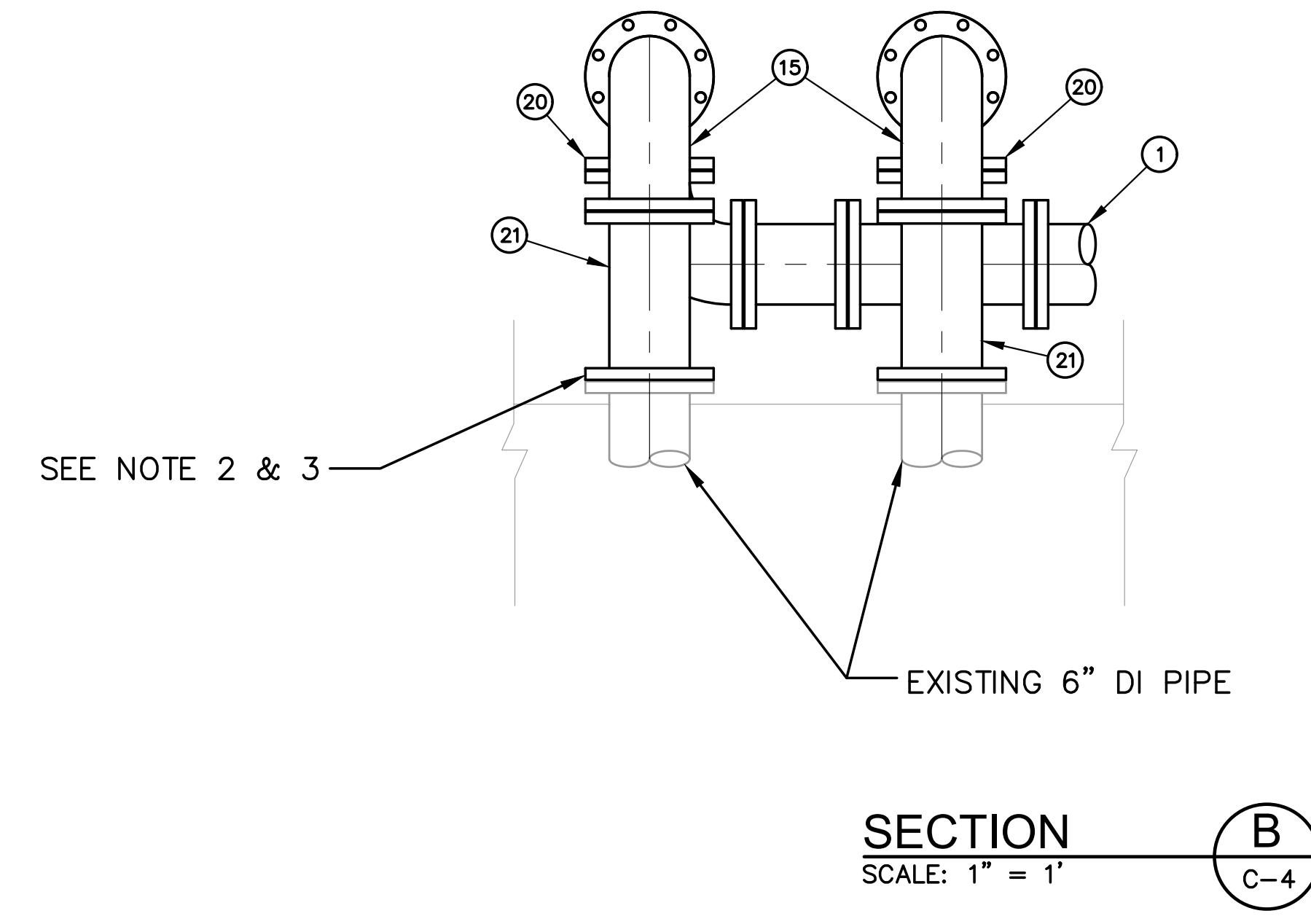
PLAN CHECKED BY: _____

CONTRACTOR:	DRAWN BY:	DESIGNER'S SEAL	ENGINEER:	APPROVER'S SEAL	APPROVED BY:	 TELEPHONE (760) 238-5400 FAX (800) 750-2280 45500 VAN BUREN STREET INDI, CA 92201 www.valley-sanitary.org	VALLEY SANITARY DISTRICT PLAN & ELEVATION 2 SITE ADDRESS: _____	I.P. No. XX-XXX SHEET No. C-3 8 of 10 SHEETS CITY FILE No.
INSPECTOR:	PREPARED FOR:		NAME _____ DATE _____					
DATE COMPLETED:	PROJECT No.:		R.C.E. No. XXXXX, EXP, XX/XX/XX					
AS BUILT COMP. DATE:	BY DATE		NAME OF FIRM:					
CONSTRUCTION RECORD	ENGINEER		FIRM ADDRESS:					
BENCHMARK:	BASIS OF BEARING	SCALE	TELEPHONE # _____ FAX # _____					
REVISIONS								



CONSTRUCTION NOTES

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- ⑪ 6" X 4" DI REDUCING 90 DEG ELBOW, FLG X FLG
- ⑫ 4" DI TEE, FLG X FLG X FLG
- ⑬ 6" DI TEE, FLG X FLG X FLG
- ⑭ 6" BLIND FLANGE
- ⑮ 6" DI LONG RADIUS 90 DEG ELBOW, FLG X FLG
- ⑯ 2" SST BALL VALVE, FIP THREADED
- ⑰ 2" 316 SST PIPING, MIP THREADED
- ⑱ EXISTING 2" STEEL TEE, FIP THREADED
- ⑲ 4" DI BLIND FLANGE
- ⑳ 6" DI 90 DEG ELBOW, FLG X FLG
- ㉑ 6" DI SPOOL, FLG X FLG
- ㉒ 2" SST WALL FLANGE WITH SST NIPPLE
- ㉓ 6" COUPLING, VICTAULIC OR APPROVED EQUAL



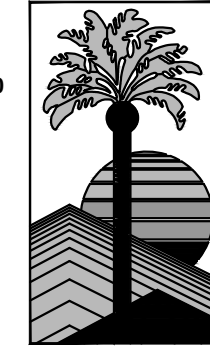
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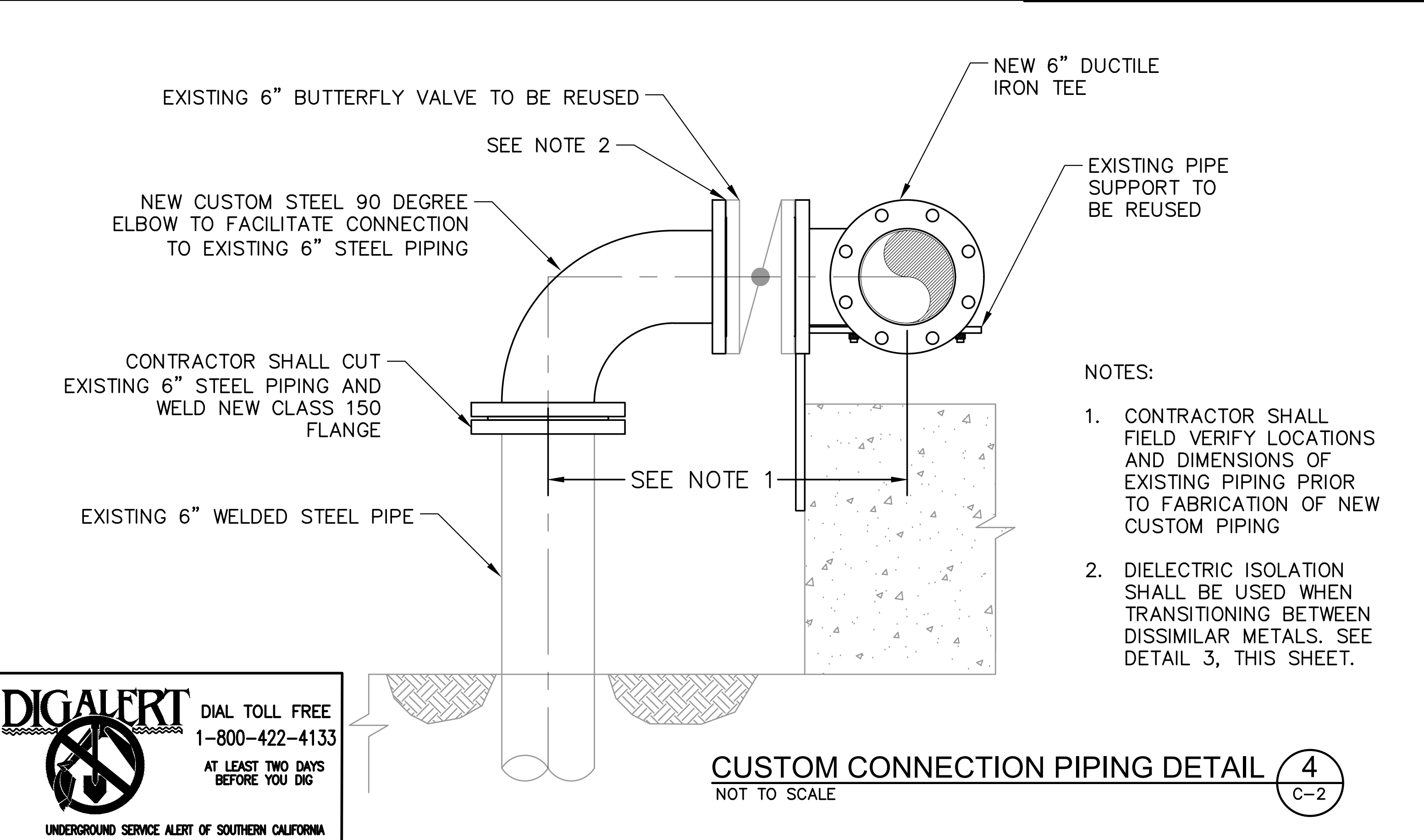
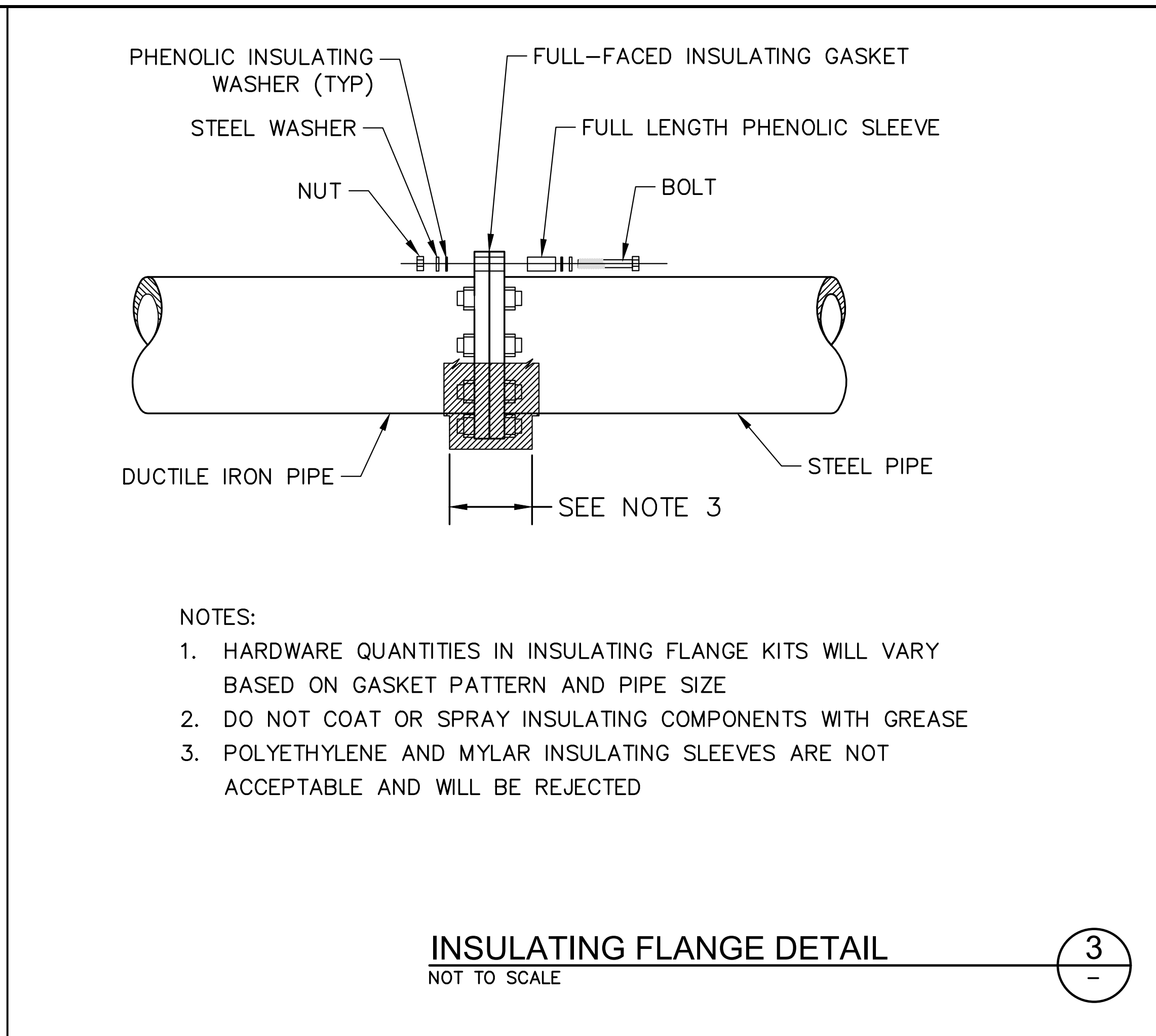
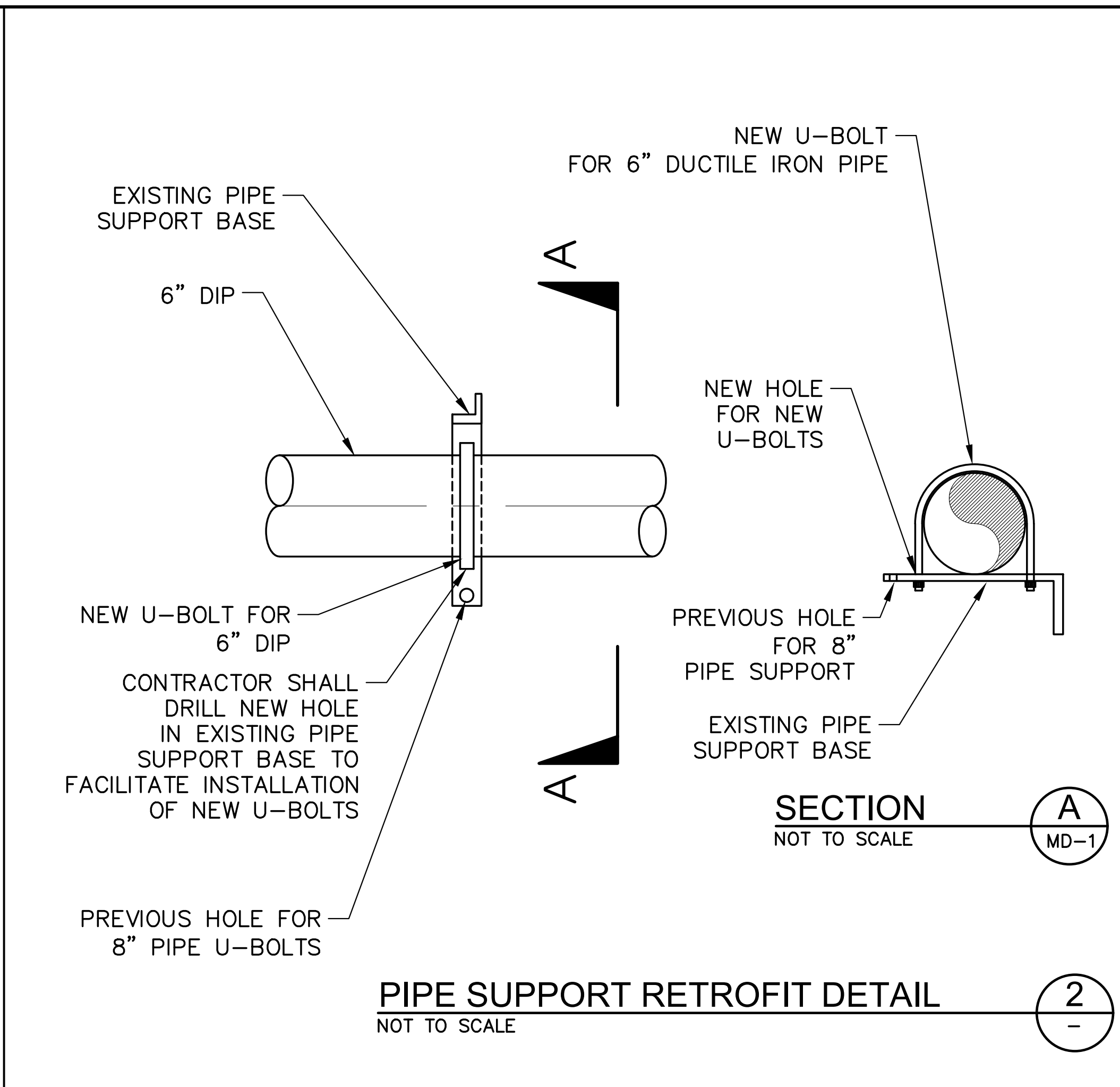
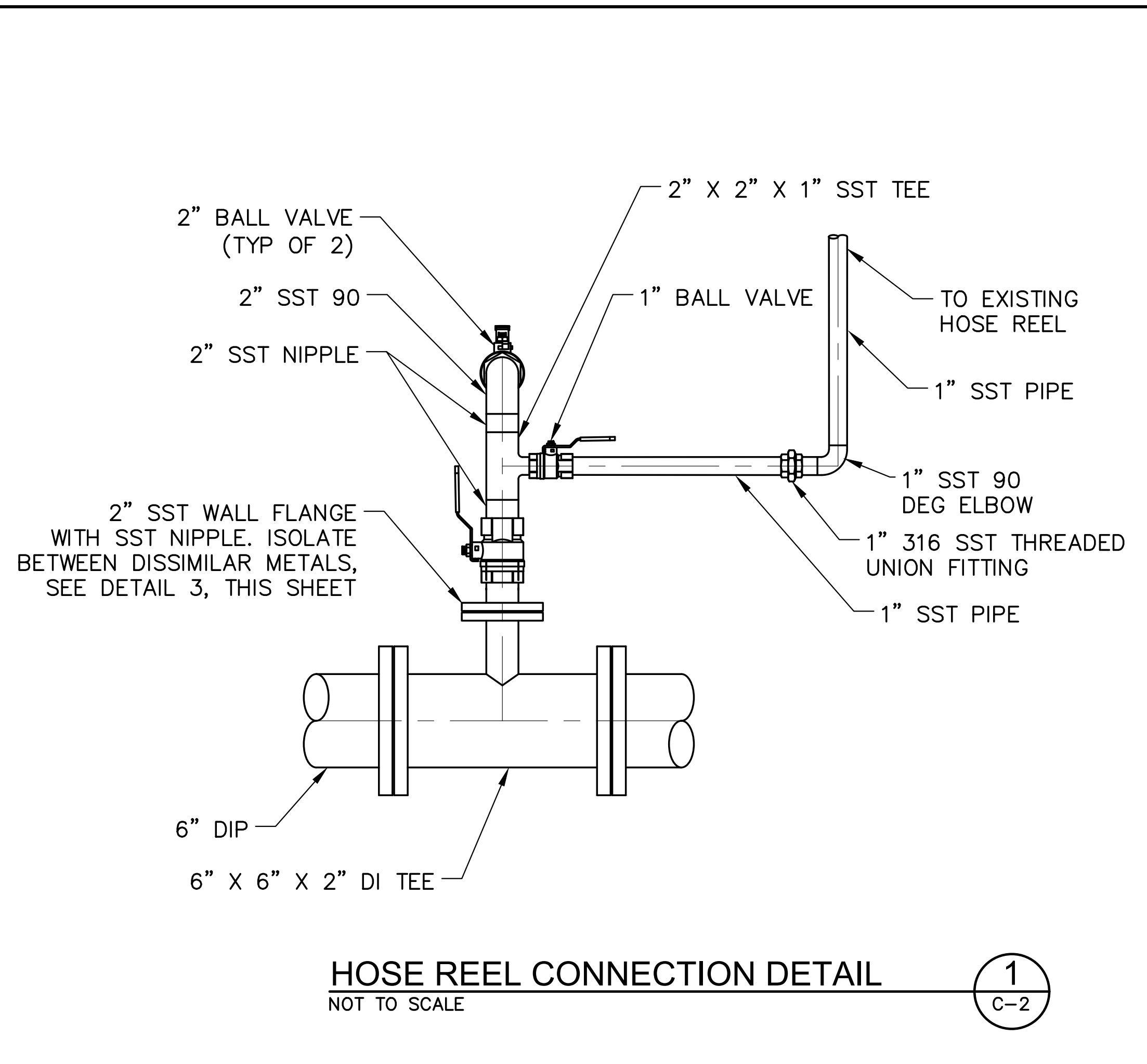
1. EXISTING 6" PIPE SUPPORTS SHALL BE REUSED WHERE FEASIBLE (ASSUMED TO BE 25 TOTAL, CONTRACTOR TO VERIFY). CONTRACTOR SHALL REMOVE U-BOLTS TO FACILITATE DEMOLITION OF EXISTING 6" WELDED STEEL PIPE, PROTECT, AND REINSTALL AFTER NEW PIPELINE IS CONSTRUCTED. EXISTING 8" PIPE SUPPORTS SHALL BE RETROFITTED PER DETAIL 2 ON DWG MD-01 (ASSUMED TO BE 10 TOTAL, CONTRACTOR TO VERIFY). DAMAGED HARDWARE SHALL BE REPLACED AS REQUIRED.
2. DIELECTRIC ISOLATION SHALL BE USED WHEREVER TRANSITIONING BETWEEN DISSIMILAR METALS. SEE DETAIL 3 ON DWG MD-1 FOR DETAILS.
3. CONTRACTOR SHALL FIELD VERIFY LOCATIONS AND DIMENSIONS OF EXISTING PIPING CONNECTION POINTS PRIOR TO FABRICATION OF NEW PIPING, FITTINGS, AND VALVES. CONTRACTOR SHALL SUBMIT SHOP DRAWINGS IN ACCORDANCE WITH SPECIFICATION SECTION 13000.

DIGALERT DIAL TOLL FREE
1-800-422-4133
AT LEAST TWO DAYS BEFORE YOU DIG
UNDERGROUND SERVICE ALERT OF SOUTHERN CALIFORNIA

REVIEWED BY: VALLEY SANITARY DISTRICT

DATE: _____

CONTRACTOR:	INSPECTOR:	DATE COMPLETED:	AS BUILT COMP. DATE:	CONSTRUCTION RECORD	BENCHMARK:	DRAWN BY:	DESIGNER'S SEAL	ENGINEER:	APPROVER'S SEAL	APPROVED BY:	TELEPHONE (760) 238-5400	FAX (800) 750-2280	 VALLEY SANITARY DISTRICT PLAN & ELEVATION 3 SITE ADDRESS: _____	I.P. No. XX-XXX SHEET No. C-4 9 of 10 SHEETS CITY FILE No.	
PREPARED FOR:	PROJECT No.:	BY DATE:	ENGINEER:	REVISIONS:	BASIS OF BEARING:	SCALE:	NAME _____ DATE _____	R.C.E. No. XXXXX, EXP. XX/XX/XX	NAME OF FIRM:	FIRM ADDRESS:	TELEPHONE # _____ FAX # _____	NAME _____ TITLE _____ RCE No. C XXXXX	DATE: _____		



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INSPECTOR:		PREPARED FOR:				NAME _____ DATE _____						45500 VAN BUREN STREET		INDIO, CA 92201		MECHANICAL DETAILS		SHEET No.	
DATE COMPLETED:		PROJECT No.:				R.C.E. No. XXXXX, EXP. XX/XX/XX						760 238-5400		www.valley-sanitary.org		10 of 10 SHEETS		MD-1	
AS BUILT COMP. DATE:		SCALE:				NAME OF FIRM:						45500 VAN BUREN STREET		INDIO, CA 92201		CITY FILE No.			
CONSTRUCTION RECORD		ENGINEER		REVISIONS		FIRM ADDRESS:						45500 VAN BUREN STREET		INDIO, CA 92201		CITY FILE No.			
BENCHMARK:		BASIS OF BEARING				TELEPHONE #		FAX #		DATE: _____		45500 VAN BUREN STREET		INDIO, CA 92201		CITY FILE No.			



**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

SUBJECT: **Monthly General Managers Report – November 2021**

<input type="checkbox"/> Board Action	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" 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 keep the Board and the public informed on VSD’s day-to-day operations.

Strategic Plan Compliance

The recommendation complies with the VSD Strategic Plan Goal 6: Improve Planning, Administration, and Governance.

Fiscal Impact

There is no fiscal impact from this report.

Background

The following data represents the activities and metrics for the month of November 2021.

Administrative Services

- The Special Districts Financial Transactions Report for 2021 was submitted to the California State Controller on November 29, 2021. The report is due on or before January 31, 2022.
- Updated Accounting Standard Operating Procedures (SOP).
- Registered staff to various training (e.g., CSMFO, LCW).
- Commenced research for the fiscal year 2022/23 budget book concepts.
- Conducted Engineering Technician Interviews.
- Updated and Submitted AD2004 information.
- Completed Form 806 for Agency Report of Public Official Appointments.
- The District will be closed on Monday, January 17, 2022, in observance of Martin Luther King Jr. Day.

Operations & Maintenance

- Staff installed a new concrete pad for the biosolids scale at the Belt Press Building. This will correct the previous setup which placed the scale directly on the asphalt and sunk into the paving during the hot summer weather.
- We are talking with Denali about our biosolids hauling during the week between Christmas and New Year's. They did not haul sludge for us during that week. We pay them a monthly fee based upon them hauling from our facility at least once per week, so we need a credit from them for not hauling last week.
- Last week we swapped Activated Sludge Plant contact chambers.
- We have been working closely with our Engineering Department and our consultants about changing from a dissolved air floatation thickener process to a rotary drum thickener process for our phase 1 plant biosolids upgrade.

Development Services

- The tenant improvement has begun on the StorQuest inside self-storage within the former Target building on the southwest of Ave 42 and Jackson St.
- Construction has begun on a Restaurant and Bar in the Mathis Brothers furniture store on the northwest corner of Hwy 111 and Clinton Street.
- Construction will begin soon on the El Polo Loco near the southwest corner of Jackson St and Ave. 42 in Shadow Hills.
- Construction has begun on the Ono Hawaiian BBQ Restaurant in the Indio Town Center shopping center near the corner of Jackson St. and Avenue 42.
- The tenant improvement has begun on the Dairy Queen at the corner of Avenue 44 and Indio Blvd. within the Chandi Plaza.

Collection Services

- No-Spill report for the month of December will be submitted to the California Integrated Water Quality System, as required in the Waste Discharge Requirements Monitoring and Reporting Program. Due by the end of the month.
- Field Vector crew is currently working in the area of Madison and Avenue 48.
- CCTV Inspection work is currently being conducted in the area of Avenue 48 and Madison.

Capital Improvement Program

- The Preliminary Design Report for the replacement of the 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. The design is in progress. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. Staff reviewed the 50%

design plans and the updated project cost schedule. Staff reviewed the 90% design plans and specifications and submitted comments for correction. Staff is finishing their review of the submitted 95% set of plans and specifications. Staff has met with both the City of Indio and La Quinta, and both have no revisions or concerns. Staff has sent plans to CVWD and IWA for review and VSD received comments back from both agencies for incorporation. Carollo will be performing additional potholing to verify IWA and other utilities. Potholing has revealed that an IWA water line is closer to the project alignment than indicated on record drawings and must be rerouted around the proposed siphon manhole. *Update: Revised plans have been resubmitted to IWA and CVWD for review and approval.*

- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. The first rehabilitation project on Indio Blvd. is complete. This was a good first project and lessons were learned on how to better the process for the next project. The CCTV inspection project is complete. Harris is currently developing plans for the downtown Indio rehabilitation and repair project. This is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area. The 50% plans for the Downtown Indio Rehabilitation project have been reviewed and comments have been returned to Harris for revision. The 100% design plans have been reviewed by IWA and the City of Indio and both agencies returned comments for revision. *Update: VSD has submitted updated copies to IWA and the City of Indio for review and approval.*
- VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new single-story training/office building and new laboratory building. Staff has selected a new location for the training/office building that will allow the single-story building with minimal demolition. The architect has completed the schematic design and cost estimate for both the training/office building and laboratory building. An onsite survey was conducted on July 7th. SGH Architects is continuing with final design of both the Office & Training and Laboratory Buildings. *Update: SGH has submitted 50% design plans which include both buildings for staff review and comment.*
- VSD is currently working with Stantec, who is acting as an Owner's Representative, on the repair and rehabilitation of the Influent Pump Station. The Request for Proposal (RFP) was released on August 28 and was closed on September 28, 2020. The Board awarded the project to the DCI / Dudek team, and a pre-construction meeting was held on December 4th, 2020. The DCI / Dudek has developed a preliminary bypass plan for the initial inspection and shutdown of the influent pump station structure. The preliminary bypass and inspection were completed from February 22nd to February 26th. VSD has chosen the valves and gates that will be used for this project based on Dudek / DCI and Stantec's recommendations. Dudek and VSD are coordinating the ordering and purchasing of long, lead items. Dudek has submitted the Basis of Design Report which Stantec and VSD staff have reviewed. *Update: Dudek has completed the 60% design plans*

and specifications for the District and contractor to review. The contractor is now working on developing the construction cost estimate. Negotiations on a guaranteed maximum price for the project is set to begin in January 2022.

- 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. The latest session of virtual training from the implementor was completed on August 25, 2020. Staff has finished the installation of Lucity Mobile and is pursuing the implementation of plant wide Wi-Fi that will allow access to the asset management system from a mobile device anywhere in the plant facility. Training videos for VSD staff training have been recorded. *Update: Operations and maintenance staff will begin to review the training videos and once they have been trained, use the system to create and complete work orders. Maintenance staff is also working on updating asset information and populating the system with scheduled work orders.*

Recommendation

Staff recommends that the Board receive the Manager's Report for activities during the month of November 2021.

Attachments

- Attachment A: Administrative Services Report
- Attachment B: Monthly NPDES Report
- Attachment C: Collection System Report
- Attachment D: Development Services Report
- Attachment E: Capital Improvement Program Update

Administrative Services - Task Summary 2021

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active litigation filed	-	-	-	-	-	-	-	-	-	-	-	-	-
Board meeting	3	2	2	3	2	2	2	2	1	2	3		24
Budget/Finance Committee meeting	1	1	2	-	1	-	1	-	1	-	-		7
Operations Committee meeting	-	1	1	1	-	1	-	1	-	1	-		6
Employee anniversaries	-	5	1	-	5	3	3	1	2	2	1		23
Employee promotions	1	-	-	-	-	-	-	-	-	-	-		1
Facebook postings	1	-	4	2	11	9	5	2	1	5	-		40
Insurance claims initiated	-	-	1	-	1	-	-	-	-	-	-		2
Lost time work incidents	-	-	1	-	-	-	-	-	-	-	-		1
Media coverage items	-	-	-	-	-	-	-	-	-	-	-		-
New hires	-	-	-	1	-	-	2	-	1	-	2		6
Press release	-	-	-	-	-	-	-	-	-	-	-		-
Public records request	-	-	-	1	-	-	1	-	-	-	1		3
Resignations	-	-	-	1	1	-	1	-	-	-	-		3
Retirements	-	-	-	1	-	-	-	-	-	-	-		1

Report Name: Monthly

November 2021	Plant Influent		ASP Effluent		Pond Effluent			Total Plant Discharge (Outfall)									
	CBOD (mg/L)	TSS (mg/L)	Monthly Average Flow (MGD)	CBOD (mg/L)	TSS (mg/L)	Monthly Average Flow (MGD)	CBOD	TSS	EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Di(2-ethylhexyl)phthalate (ug/L)	Cyanide (total) (ug/L)	Ammonia (total, as N) (mg/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
1										< 1.4	4	< 0.5	1.8	4.2	8.5	0.94	15
2																	
3																	
4	357	286		15.5	8.7				32.2								
5																	
6																	
7																	
8	255	317		17	8.5				26.2								
9																	
10																	
11																	
12																	
13																	
14																	
15																	
16																	
17																	
18	296	228		16.1	5.92				22.5								
19																	
20																	
21																	
22	242	310		19	6.6				17.7								
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30			6.25			0.000			17.9								
Average	288	285	6.25	16.9	7.43	0.000			22.7*	1.4	4	0.5	1.8	4.2	8.5	0.94	15
Minimum	242	228	6.25	15.5	5.92	0.000			17.7	< 1.4	4	< 0.5	1.8	4.2	8.5	0.94	15
Maximum	357	317	6.25	19	8.7	0.000			32.2	< 1.4	4	< 0.5	1.8	4.2	8.5	0.94	15
Exceedences	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Permit LIMITS	25	30	40.0	49.0	126	<0.01	25	5.9	9.0	4.3
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Laboratory	Collected (# of Samples)	334
	Analyzed (# of Tests)	566
	#Samples sent to Contract Lab	13
	% of Samples performed In-House	95.9%

Collection Services Task Summary Report for 2021

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	2	2	4	5	8	7	2	1	6	4	-	3	44
F.O.G. Inspection - Completed	27	26	47	39	18	29	12	27	33	15	17		290
F.O.G. Inspection - Fail	1												1
F.O.G. Inspection - Pass	26	26	47	39	18	29	12	27	33	15	17		289
Change of Ownership	1	1							1		1		4
Hot spot cleaning (total)*	26	-	-	36	-		26			36			124
Lift station inspection	19	19	19	23	23	23	19	16	19	19	19	19	237
Manhole inspection	157	125	216	163	154	161	117	93	150	141	148	137	1,762
Sewer line CCTV (feet)	0	0	32,428	28,289	16,224	3,888	19,739	6,470	19,873	19,874	19,038	20,630	186,453
Sewer line cleaning (feet)	58,522	50,400	70,368	68,722	52,573	59,063	65,193	30,295	55,419	51,650	50,092	40,229	652,526
SSO Response - Cat 1	0	0	0	0	0	0	0	0	0	0	0	0	-
SSO Response - Cat 2	0	0	0	0	0	0	0	0	0	0	0	0	-
SSO Response - Cat 3	0	0	1	0	0	0	0	0	0	0	0	0	1
USA Markings	37	33	55	31	53	69	79	54	34	35	41	26	547

*Note: Hot spot cleaning is performed quarterly



VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

11-Jan-22

Plan Check in Progress
Inspection in Progress
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
82490 Highway 111-Former Imperial Furniture Abel Lupian Commercial Bldg.	82490 Highway 111/Arabia Street 45105 Commerce Street	Plans submitted for remodeled suites. Plans approved and notified applicant 4/28/21. Plans submitted for new commercial building. Completed 1st plan check and	Waiting for owner to process permit paperwork. Perform 2nd plan check upon plan resubmittal.
Add'l Dwelling Unit - Cebreros Residence	83181 Blue Mountain Court	Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21. Permit 3967 7/26/2021	Inspect work improvements as scheduled.
Americas Best Contacts & Eyeglasses	42450 Jackson St	Architectural plans for eyeglass building TI. Plans approved and notified applicant 12/10/21. Permit 3994 Finalized 12/16/21.	No further action required
Arroyo Crossing Phase 1 architectural plans	47555 Jefferson Steet/Highway 111	Architectural plans submitted for new apartment complex. Plans approved and notified applicant 12/22/21.	Waiting for owner to process permit paperwork.
Arroyo Crossing Phase 1 civil plans	47555 Jefferson Steet/Highway 111	Civil plans submitted for new apartment complex. Plan review completed. Plans approved and returned to applicant 12/22/21.	Waiting for owner to process permit paperwork.
Arroyo Crossing Phase 2 architectural plans	47777 Jefferson Steet/Highway 111	Architectural plans submitted for new apartment complex.	In queue
Arroyo Crossing Phase 2 civil plans	47555 Jefferson Steet/Highway 111	Civil plans submitted for new apartment complex. Completed 1st plan check and returned to the applicant 11/16/21.	Perform 2nd plan check upon plan resubmittal.
Autozone Jackson Street	41850 Jackson Street/aAvenue 42	Plans submitted for plan check. Sewer main relocation. Plans approved 1/21/21. Waiting for engineer to finalize easements docs. Permit 3954 issued 5/13/21.	Inspect work improvements as scheduled.
Best in Show Grooming	80150 Hwy 111, Unit C4/Jefferson St.	Plans submitted for pet grooming business.	In queue
Buzzbox	42625 Jackson Street #112	Plans submitted existng building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Chandi Plaza	SW Corner of Indio Blvd/Avenue 44	Civil plans submitted for plan check. Plans approved and notified applicant 1/8/21. Permit 3948 issued 4/2/21.	Inspect work improvements as scheduled.
Chandi Plaza Building "B" Shell	81-971 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20. Issued permit 3963 on 6/29/21.	Inspect work improvements as scheduled.
Chandi Plaza Building Restaurant Shell	81-977 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 10/22/20. Issued permit 3964 on 6/29/21.	Inspect work improvements as scheduled.
Chandi Plaza Car Wash	81-983 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20. Permit 3965 on 6/29/21.	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Chandi Plaza Convenience Store	81-965 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20. Permit 3962 om 6/29/21. Finaled 12/13/21.	No further action required
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	Inspect work improvements as scheduled.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Plans approved and returned to the applicant 3/17/2020.	Waiting for owner to process permit paperwork.
COD Child Development Center	45742 Oasis Street	Plans submitted for child development center. Completed 2nd plan check and notified applicant 11/18/21.	Perform 3rd plan check upon plan resubmittal.
College of the Desert	45524 Oasis Street	Plans submitted for campus expansion. Plan review completed, plan approval & permitting phase.	Review complete, permit preparation phase.
Corso Residence	49491 Braley Court	Plans submitted for single family residence. Plans approved and notified applicant 9/2/20. Permit 3931 issued 1/5/21	Inspect work improvements as scheduled.
Couthouse Bar & Grill	82910 Highway 111/Jackson Street	Plans submitted for new restaurant. Completed 1st plan check and returned to applicant 12/14/20.	Perform 2nd plan check upon plan resubmittal.
Demo Unlimited Storage Yard	83-845 Ave 45/Vam Buren St	Plans submitted for plan check. Completed 2nd plan check and returned to applicant 9/25/20. Plans approved and returned 10/13/2020	Waiting for owner to submit Bonds before drafting agreement
Destiny Church	80250 Highway 111/Jefferson Street	Plans submitted for plan check. Plans approved and notified applicant 7/12/21. Issued permit 3974 on 9/14/21.	Inspect work improvements as scheduled.
Diary Queen	81977 Indio Blvd, Unit 100	Plans submitted for new restaurant 10/5/21. Plans approved and notified applicant 11/4/21. Issued Permit 11/12/21 # 3984	Inspect work improvements as scheduled.
Dr. Oscar Arias	46100 Rubidoux Street Ste C-4/Hwy 111	Plans submitted for dental office TI	In queue
El Pollo Loco	42223 Jackson Street/Showcase Parkway	Plans submitted for restaurant building. Completed first plan check and returned to applicant 8/5/21. Permit issued 10/21/21 3982	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 Develoment Agreement and Bonds before owner can process permit paperwork.

Monthly Capital Improvement Project Update - January 2022

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Westward Ho Sewer Siphon Replacement Design and Construction	Due to the February 2019 rain event, the existing VSD sewer siphon that crosses the CVWD storm channel at Westward Ho Drive became exposed and was damaged. In order to prevent this from happening again in the future, Carollo Engineers is currently working with VSD on the final design of a new sewer that is to be constructed well below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel and adjacent to the original siphon. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	Carollo has made the revisions to the design plans per IWA's recommendations. The plans have been resubmitted to IWA and CVWD for review.	\$2,562,063.00	\$49,333.62
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future. Harris and the District have assigned a rating and priority to all of the pipes in the collection system and are splitting them up into projects for each fiscal year. The first project for this fiscal year will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of hiring a contractor to perform CCTV inspections of all pipes within the District that cannot be surveyed by collections staff due to high flows or pipe diameter. The third project is the downtown Indio rehabilitation and repair project. This project is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area.	The 100% design plans for Phase 3 have been completed. VSD has submitted copies of the plans to IWA and the City of Indio for their review and approval.	\$2,900,000.00	\$107,716.25
Reclaimed Water Project Phase 1	The contract for this project was awarded to Schneider Electric / Stantec. The project design cost is \$2,200,000 and project schedule is approximately 460 days. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter, and a sludge thickener unit.	Schneider has completed the 60% design plans for District and contractor review. The next step is to complete the construction cost estimate and negotiate the guaranteed maximum price (expected by March 2022).	\$2,200,000.00	\$0.00. Per the contract, no payment is due until the project reaches the 60% design phase at which time \$2.2 million will be due.
Influent Pump Station Rehabilitation	Stantec is assisting the District as an Owner's Representative and DCI / Dudek are acting as the design-build team for this project. The influent pump station structure is showing significant signs of deterioration. Proposed improvements to the pump station include: bypass of the pump station for inspection and repair, repair/replacement of leaking and broken gates, repair of interior concrete coating, installation of new valves for proper isolation/drainage, installation of a new jockey pump in the empty pump bay.	Dudek has completed the 60% design plans and specifications for District and contractor review. The contractor is now working on developing the construction cost estimate. Negotiations on a guaranteed maximum price for the project is set to begin in January 2022.	\$3,634,476.00	\$60,766.14
New Training and Office Building and Laboratory Building	The District and SGH Architects are developing the initial design for a new office / training building that will be located to the west of the existing Operations building. The purpose of this new building is to provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings. Also as part of this project, VSD has contracted SGH to develop designs for a new laboratory building to replace the existing lab due to the current issues lab staff are experiencing with the layout and air filtering system.	SGH has submitted 50% design plans which include both buildings for staff review and comment.	\$1,922,000.00	\$257,278.00

Monthly Capital Improvement Project Update - January 2022

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Steel WaterLine Replacement	The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement. The project was awarded to Dudek who has begun the development of the project design and specifications.	Dudek has completed the 100% design plans and specifications. Dudek is currently preparing a proposal for bidding and construction assistance services.	\$642,000.00	\$24,027.50

**VALLEY SANITARY DISTRICT
BUDGET & FINANCE COMMITTEE MEETING MINUTES**

January 4, 2022

A regular meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, January 4, 2022.

1. CALL TO ORDER

Chairman Dennis Coleman called the meeting to order at 1:03 p.m.

1.1 Roll Call

Directors Present:

Chairperson Dennis Coleman

Committee Member Debra Canero

Staff Present:

Beverli Marshall, General Manager; Jeanette Juarez, Business Services Manager; and Holly Gould, Clerk of the Board

Guest Present:

Valerie Houchin, Schneider Electric

Brian Pottenger, Schneider Electric

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. DISCUSSION / ACTION ITEMS

3.1 Recycled Water Project – Phase 1 Financing Options

Valerie Houchin from Schneider Electric presented a project update on the Recycled Water Project Phase 1. The project just reached 60% design, and in February, Schneider Electric will give the maximum guaranteed price. It is now time to start identifying different financing options. Due to the project's scope and size, financing options are limited. Staff is considering financing opportunities through Bank of America. Bank of America has a corporate environmental sustainability strategy and initiative to deploy and mobilize \$1 trillion by 2030. The initiative focuses on low-carbon energy, energy efficiency, and sustainable transportation and addresses other important areas like water conservation, land use, and waste. The Recycled Water Project Phase 1 scope meets the initiative criteria to qualify for this special financing. The estimated cost of the project is \$60 million. Bank of America is a good financing

option due to their experience funding similar projects, the common goals in the initiatives, and the strength of their financial capital. The only other option would be a bond issuance with many constraints. The committee instructed staff to bring this item to the Board of Directors as an information item. Schneider Electric and Bank of America will attend the meeting to answer questions.

3.2 Fiscal Year 2022/23 Budget Timeline

Jeanette Juarez, Business Services Manager, presented the fiscal year 2022/23 budget timeline. The timeline includes deliverable due dates and meeting dates. The timeline will guide the upcoming weeks to continue budget discussions and allow for any modifications if needed.

3.3 Capital Expenditure Allocation

Jeanette Juarez, Business Services Manager, presented this item. The committee discussed the District's policy and processes for capital allocations. The last update made to the District's Reserve policy was 2013. It was the recommendation of the committee for staff to review the Reserve Policy, redline any recommended changes, and bring it back before the Board for review.

4. **FUTURE MEETING ITEMS**

Staff plans to bring a Request for Proposal for an Investment Advisor. Staff will also contact the Board of Directors for their fiscal year 2022/23 budget goals.

5. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:39 p.m. The next regular committee meeting will be held on March 1, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

MEMO

TO: Valley Sanitary District - Budget & Finance Committee

FROM: Valerie Houchin and Kimberly Albertson, Schneider Electric

DATE: December 27, 2021

SUBJECT: Recycled Water Project – Phase 1 Financing

As Valley Sanitary District evaluates options for funding its capital improvement projects in the upcoming years, certain funding structures have more flexibility for certain types of projects. For the Recycled Water Project – Phase 1, the District is working with Energy Services Company (referred to as an ESCO) and Design-Build firm Schneider Electric. In the development of the project scope, Schneider Electric works in parallel with its clients to obtain competitive financing options from third party lenders that offer financing for these unique projects. Because this project is being delivered through an alternative delivery method, the District has the benefit of working with lenders that are accustomed to funding these energy/sustainability related projects.

Kimberly Albertson is Schneider Electric's National Finance Manager. Kimberly has a background as a paralegal in public finance and many years as a lender prior to joining Schneider. She works to nurture relationships with lenders/financial institutions across the country to encourage them to offer financing to clients directly for ESCO/design-build projects. Schneider works with many lenders that vary by types, local banks, national banks and investment banking firms. These are all financial institutions that have appetite specifically to finance ESCO/design-build projects. Schneider has found Banc of America Public Capital Corp (Bank of America or BOA for short) to be consistently top-notch, reliable and dependable. Banc of America Public Capital Corp has been a front runner across the country leading in extremely low rates and is one of the only lenders able to offer 20 year financing terms. In the last eight years, BOA has funded more than \$480,000,000 for Schneider's ESCO projects. BOA can capably finance large volume projects; many lenders simply don't have the capacity or lending appetite.

Some specific benefits we have seen that set BOA apart in the market:

- We have seen them offer our clients very flexible prepayment provisions (for example, payable *on any payment date* with or without a penalty).
- Bank of America's Environmental Business Initiative will deploy and mobilize \$1 trillion by 2030 to accelerate the transition to a low-carbon, sustainable economy, as part of a broader \$1.5 trillion sustainable finance goal aligned to addressing the United Nation's Sustainable Development Goals (SDGs). This multi-year financing commitment provides financial capital, along with significant intellectual capital, to develop solutions to climate change and other environmental challenges. It focuses on low-carbon energy, energy efficiency, and sustainable transportation, in addition to addressing other important areas like water conservation, land use and waste.
- Professional working relationship with Schneider Electric over the course of many years.
- Familiarity with several California law firms, such as Best, Best & Krieger which is the District's law firm, to get financing contractual documents created and executed smoothly.
- Interest rate locks as long as 90 days.
- Ease of documentation – can generally close and fund within 3 weeks.
- No costs of issuance from Bank of America.
- Doesn't impact the District's ability to do traditional lease revenue bonds in the future.
- Could finance the entire Phase 1 project volume, if desired by the District.

**VALLEY SANITARY DISTRICT
COMMUNITY ENGAGEMENT COMMITTEE
SPECIAL MEETING MINUTES**

January 6, 2022

A special meeting of the Valley Sanitary District (VSD) Community Engagement Committee was held at 45-500 Van Buren Street in Indio, California, on Thursday, January 6, 2022.

1. CALL TO ORDER

Chairman Scott Sear called the meeting to order at 10:10 a.m.

1.1 Roll Call

Directors Present:
Chairperson Scott Sear
Committee Member Debra Canero

Staff Present:
Beverli Marshall, General Manager, and Holly Gould

Guest Present:
Michele McKinney, CV Strategies
Tara Bravo, CV Strategies

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. DISCUSSION / ACTION ITEMS

3.1 Discuss Draft Strategic Communications Plan Prepared by CV Strategies and Provide Feedback

Michele McKinney and Tara Bravo of CV Strategies presented the draft Strategic Communications Plan they developed with recommendations on fully developing the District's brand identity and market it. The five communication goals outlined in the plan were to raise awareness of VSD's work in the community, enhance brand identity, strengthen and update communications channels, develop bilingual communications, and gain employee and Board support of communications efforts. In addition to these goals, CV Strategies recommend five messaging themes; customer commitment, environmental stewardship, public health, industry innovation & leadership, and regional benefits. Within the plan, there are four strategies with identified goals and recommended actions; brand audit & identity refinement, key District

messaging, customer & stakeholder outreach, and internal outreach. The committee discussed survey options to establish a baseline so CV Strategies can track progress. The committee also discussed the logo, name change, and the water bear campaign. CV Strategies presented the committee with the implementation timeline.

5. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 11:42 a.m. The next regular committee meeting will be held on March 18, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

STRATEGIC COMMUNICATIONS PLAN

November 2021

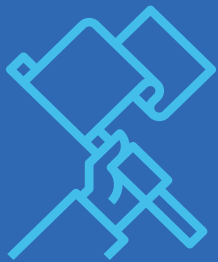


**VALLEY
SANITARY
DISTRICT**
INDIO, CALIFORNIA



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MISSION



Valley Sanitary District serves and benefits Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply.



CORE VALUES

Valley Sanitary District's core values serve as a framework for consistent decision-making and are intended to be constant over the long term.



TRANSPARENT

We provide information to the public in a complete, understandable, and timely form that is readily available.



RESPONSIBLE

We take into account our environment, community, customers, and ratepayers in everything we do.



RESPECTFUL

We value diverse viewpoints, teamwork, and active listening to our community and staff.



INTEGRITY

We maintain high standards of conduct in all our actions and all circumstances.



COMMUNICATION GOALS

**RAISE AWARENESS OF VALLEY
SANITARY DISTRICT'S WORK** and
how it benefits the community using clear,
consistent messages.

**ENHANCE VALLEY SANITARY DISTRICT'S BRAND
IDENTITY**, increasing the District's visibility and
recognition.

STRENGTHEN AND UPDATE COMMUNICATION CHANNELS
to effectively reach target audiences and convey engaging,
timely and relevant information.

DEVELOP BILINGUAL COMMUNICATIONS to ensure
knowledge and information reaches all audiences.

**GAIN EMPLOYEE AND BOARD SUPPORT
OF COMMUNICATION EFFORTS**, setting
the stage for internal and external
communication effectiveness.



AUDIENCE



Valley Sanitary District's communication efforts are primarily intended for the audiences listed below. Message focus may be tailored to each audience, but will always remain consistent with the District's overall key messages, brand, mission and values.

Customers

- Residential
- Commercial
- High-strength

Internal

- Employees
- Board members

Community/Public

- Boys & Girls Clubs of Coachella Valley
- College of the Desert
- Community groups
- Homeowner's associations
- Local businesses
- Schools
- City of Indio/Indio Water Authority
- Desert Sands Unified School District
- Riverside County
- Indio Chamber of Commerce

Stakeholders and Partners

- California Association of Sanitation Agencies (CASA)
- California Regional Water Quality Control Board, Colorado Region
- Desert Interfaith Council
- Desert Valleys Builders Association
- East Valley Reclamation Authority
- Greater Coachella Valley Chamber of Commerce
- State Water Resources Control Board
- U.S. Environmental Protection Agency



Media

Local

Print and online news

- The Desert Sun
- El Informador (Spanish)
- Desert Star Weekly
- CV Independent
- Patch.com (Palm Desert)
- Indio Live Newsletter (City of Indio)
- P.S. Bauch

Television

- KESQ (ABC & CBS Palm Springs)
- NBC-TV & Univision Palm Springs (English/Spanish)
- Spectrum News 1 (Cablnews)

Other

- Uken Report (news blog)
- City News Service

Regional

- Los Angeles Times
- Press Enterprise

Industry publications

- CASA Connects newsletter
- Western City Magazine (League of California Cities)
- American Water Works Association
- BC Water News
- Maven's Notebook
- California Water Association
- CWEA
- ICMA
- NACWA
- Water World
- Water Education Foundation
- Water Environment Foundation
- Water & Waste Digest
- Municipal Water Leader
- California Special Districts Association
- Association of California Water Agencies



MESSAGING THEMES



**Customer
Commitment**



**Environmental
Stewardship**



Public





Health



**Industry Innovation
& Leadership**



**Regional
Benefits**





COMMUNICATION STRATEGIES



BRAND AUDIT & IDENTITY REFINEMENT

Goals

- * Refine the existing brand identity to establish a consistent, recognizable brand identity that reflects Valley San's mission and core values.
- * Communicate a clear, unified message both internally and externally.

Strategy One: Enhance the existing brand to reflect the District's mission and core values conveying a responsible and efficient organization both internally and externally.

Actions

1. Review organization name.
2. Poll District stakeholders for input on brand awareness and preferred communication channels.
3. Provide recommendation on new agency name options.
4. Work with leadership team and Board of Directors to finalize name.
5. Refine logo to reflect new identity and name.
6. Incorporate new name and refined logo within all District needs (website, letterhead, collateral, etc.).
7. Redesign website to reflect new branding.



KEY DISTRICT MESSAGING

Goals

- ★ Raise awareness of Valley Sanitary District's work and how it benefits the community, using clear consistent messages.

Strategy One: Develop messages that convey a trustworthy and professional organization and garner internal and external support of Valley Sanitary District's brand.

Actions

1. Using messaging themes, develop key messages to ensure all communications align with the organization's mission and core values.
2. Compile Valley Sanitary District value and service talking points for each department to use when interacting with the public.
3. Carry messages across all outreach efforts including:
 - a. Newsletters/E-blasts
 - b. Media relations
 - c. Digital presence, including website and social media
 - d. Presentations
 - e. Collateral



CUSTOMER & STAKEHOLDER OUTREACH

Goals

- ★ Raise awareness of Valley Sanitary District's work and how it benefits the community using clear, consistent messages.
- ★ Enhance Valley Sanitary District's brand identity, increasing the District's visibility and recognition.
- ★ Strengthen and update communication channels to effectively reach target audiences and convey engaging, timely and relevant information.
- ★ Develop bilingual communications to ensure knowledge and information reaches all audiences.

Strategy One: Assess and strengthen brand identity and messaging consistency to develop a strong platform for all communication efforts.

Actions

1. Evaluate existing outreach for brand consistency and message clarity and identify opportunities for increased reach.
 - a. Digital outreach – Website, e-blasts, social media, videos, and digital ads
 1. Assist with enhancing website navigation
 - b. Direct customer contact tools – Community meetings, direct mail, bill inserts, door hangers, newsletters
 - c. Collateral – Flyers, fact sheets, postcards, signage, brochures, billboards
 - d. Media – Op-eds, press releases, newspaper columns



CUSTOMER & STAKEHOLDER OUTREACH

Continued

2. Improve existing collateral as needed, enhancing the brand and bringing alignment with key messages.
3. Utilize new communication tools that share Valley Sanitary District's story.
 - a. Design an engaging newsletter/e-blast
 1. *Create a title, include design elements and infographics*
 2. *Build an e-blast/email database for distribution*
 3. *Develop compelling content with information about projects, events, partnerships, FOG/wipes material, Water Bear campaign, Big Blue the Vector Truck, interactive contests, COVID updates, job openings, Board meetings and agendas, etc.*
 - b. Create new collateral advancing Valley Sanitary District's brand elements
 - c. Update the website to reflect Valley Sanitary District's brand and messaging and strengthen the District's online presence
 - d. Design pocket guides for field staff to hand out when approached by the public
 - e. Build a visual library, including photography and videography, that illustrates Valley Sanitary District's story and reflects the brand – including wastewater treatment process, recycled water, projects, staff, and community engagement
 - f. Use videos on the website and social media to highlight the District's value, service and industry leadership
4. Ensure communication materials are translated into languages that pertain to the service area, including Spanish.

Strategy Two: Add new and enhance existing social media platforms for delivery of information, using targeted and thoughtful approaches while ensuring consistency in message and brand identity.

Actions

1. Develop social media policies and protocols.
2. Establish accounts on Instagram and Twitter.
3. Create social media plan and 30-day posting calendar for all accounts, including Facebook and Nextdoor.
4. Ensure engaging, relevant and timely information is presented in a visually pleasing manner, including use of infographics, photography and videos.
5. Develop contests and other strategies to grow followers and identify opportunities to reach key audiences.
6. Create campaigns for FOG, Wipes, Water Bear and Big Blue the Vector Truck.
7. Collect and report analytical data for ROI on all applicable tactics.





CUSTOMER & STAKEHOLDER OUTREACH

Continued

Strategy Three: Directly engage the community more frequently and promote two-way and in-person communication by providing increased opportunities for interaction.

Actions

1. Launch and participate in community engagement events.
 - a. Treatment plant tours
 - b. School presentations
 - c. Open house events
 - d. Community events calendar and participation plan, including booth materials, giveaways and staffing
 1. *Event examples include Coachella Music Festival, Stagecoach, State of the City, Indio International Tamale Festival, Southwest Art Festival city-sponsored events, Riverside County Fair & National Date Festival, Dog Show at the Polo Grounds, Indio, Indio California BBQ State Championship and Festival, etc.*
2. Explore opportunities to engage the community in environmental stewardship efforts and leverage educational and outreach opportunities with the use of:
 - a. Water Bear campaign
 1. *Truck wraps*
 2. *Water bottle stickers*
 3. *Giveaways*
 4. *Billboards*
 5. *Newsletter content*
 6. *Mascot costume for events*
 7. *Social media content*
 8. *Social media ads*
 9. *Website content*
 10. *Video*
 11. *Digital and print ads*
 12. *Themed children's activities for a booklet and webpage*
 - b. Big Blue the Vector Truck campaign
 1. *Create cartoon version of "Big Blue"*
 2. *Themed children' activities*
 3. *Stickers*
 4. *Giveaways*
 5. *Videos*
 5. *Newsletter content*
 6. *Social media content*
 7. *Social media ads*
 8. *Website content*
 - c. FOG/Wipes campaign
 1. *Restaurant/commercial kitchen posters*
 2. *Animated videos*
 3. *Digital and print advertising*
 4. *Giveaways*
 5. *Social media content*
 6. *Social media ads*
 7. *Website content*
 8. *Flyers/brochure*
 9. *Infographics*
 10. *Magnets*
 11. *Pocket guide for field staff*
 12. *Vehicle wraps*



CUSTOMER & STAKEHOLDER OUTREACH

Continued

2. Develop, strengthen and leverage community partnerships to help promote Valley Sanitary District's brand and value and grow Valley Sanitary District's role as a leader in the wastewater industry.
 - a. Partner with the History Museum in Indio; original outhouse is on display – partner to tell the story of progress in wastewater efficiency and public health benefits
 - b. Sponsor local and regional events
 - c. Establish regular communication and collaboration with homeowner's associations in the service area
 - d. Coordinate with the City of Indio on partnership opportunities, including event booths/sponsorships, newsletter articles in Indio Live, communication coordination with Indio Water Authority
 - e. Actively participate in Indio Chamber of Commerce
 - f. Explore additional partnership opportunities with public, stakeholder and industry groups
 - g. Enhance the current partnership with Indio Water Authority
 - h. Leverage October groundbreaking of the plant expansion to advance local partnerships

Strategy Four: Build media relationships and proactively communicate with media to share Valley Sanitary District's value and story.

Actions

1. Develop timely, relevant press releases to distribute to media.
2. Create online media toolkit.
3. Create an op-ed topic calendar, including local and regional publications; write and submit content.
4. Pitch innovative, industry leadership stories to local, regional and industry publications.
5. Offer treatment plant tours and employee interviews.



INTERNAL OUTREACH

Goals

- ★ Gain employee and Board support of communication efforts, setting the stage for internal and external communication effectiveness.

Strategy One: Improve internal communication efforts, ensuring staff feel connected and up to date with what's happening at Valley Sanitary District.

Actions

1. Streamline the internal information-sharing process and methods, ensuring all staff receive information and updates at the same time.
2. Host all-staff events, including fun activities such as employee recognition events, to build a strong, connected team with high morale.
3. Use an internal newsletter to share team successes and accomplishments and District news.
4. Provide channels for feedback and ideas on communications efforts.

Strategy Two: Leverage staff to serve as “brand ambassadors,” helping educate the public about the important work Valley Sanitary District does in the community.

Actions

1. Share Valley Sanitary District's key messages, mission and values with all staff, including as part of the onboarding process for new employees.
2. Develop a brand style guide and implement a communication approval process to ensure consistency across communication efforts.
3. Train staff and the Board of Directors on community and customer interaction, including messaging and brand consistency.
4. Provide media training as appropriate.
5. Educate employees on how to use communication tools such as pocket guides, presentations, etc.
6. Consider identifying Valley Sanitary District communication ambassadors.



Valley Sanitary District
45500 Van Buren St, Indio, CA 92201
(760) 238-5400 | www.valley-sanitary.org





**Valley Sanitary District
Board of Directors Meeting
January 11, 2022**

TO: Board of Directors
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Budget Timeline for Fiscal Year 2022/23

<input type="checkbox"/> Board Approval	<input type="checkbox"/> New Budget Approval	<input type="checkbox"/> Contract Award
<input checked="" 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 provide the Board of Directors information regarding the fiscal year 2022/23 budget timeline.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

Fiscal Impact

None.

Background

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2022/23 budget, staff has prepared a budget timeline for the Board of Directors to review. The timeline, Attachment A, includes deliverable due dates and meeting dates. The timeline will serve as a guide during the upcoming weeks to continue budget discussions and allow for any modifications if needed.

Recommendation

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

Attachments

Attachment A Fiscal Year 2022/23 Budget Timeline

Fiscal Year 2021/22 Budget

Company Name: Valley Sanitary District

Project Lead: Jeanette Juarez

Task	Assigned To	Progress	Date
Phase 1 January			
Task 1.1 Budget Worksheets Distributed To All Departments	Business Services Manager	0%	4-Jan-22
Task 1.2 Budget Kickoff Meetings With All Departments	Business Services Manager	0%	4-Jan-22
Task 1.3 Budget Worksheets Due To Business Services Manager (BSM)	All Departments	0%	25-Jan-22
Task 1.4 Review Of Budget Worksheets	Business Services Manager	0%	7-Feb-22
Phase 2 February			
Task 2.1 Operations Committee Reviews 10 Year Capital Improvement Plan	Operations Committee	0%	1-Feb-22
Task 2.2 Department Overview Meetings With BSM	Business Services Manager	0%	7-Feb-22
Task 2.3 Departmental Summaries And Goals Due To BSM	All Departments	0%	8-Feb-22
Task 2.4 Organizational Charts Due To BSM	All Departments	0%	8-Feb-22
Task 2.5 Departmental Performance Metrics Due To BSM	All Departments	0%	15-Feb-22
Task 2.6 Budget Worksheets Due To BSM	All Departments	0%	22-Feb-22
Task 2.7 Capital Improvement Project Worksheets Due	All Departments	0%	22-Feb-22
Phase 3 March			
Task 3.1 Review Capital Project Requests With BSM	Business Services Manager	0%	1-Mar-22
Task 3.2 Budget Meetings With The General Manager And Department Heads	Business Services Manager	0%	17-Mar-22
Task 3.3 Develop Budget Presentation	Business Services Manager	0%	22-Mar-22
Task 3.4 Budget And Finance Committee Review And Recommendations	Budget and Finance Committee	0%	29-Mar-22
Phase 4 April			
Task 4.1 Draft Budget Book	Administration Department	0%	14-Apr-22
Task 4.2 Board Study Session For The Fiscal Year 2022/23 Fees, Charges, 10 Year CIP, and Budget	Board of Directors	0%	19-Apr-22
Task 4.3 Department Overview Meetings With BSM To Discuss Board Comments And Edit Requests	Business Services Manager	0%	21-Apr-22
Task 4.4 Final Worksheets Submitted To BSM	All Departments	0%	28-Apr-22
Phase 5 May			
Task 5.1 Budget Meetings With The General Manager And Department Heads	Business Services Manager	0%	5-May-22
Task 5.2 Draft Budget And Budget Presentation Posted To Board Agenda	Clerk of the Board	0%	19-May-22
Task 5.3 Board Adopts Fiscal Year 2022/23 Fees and Charges for District Services	Board of Directors	0%	24-May-22
Task 5.4 Board Adopts 10 Year Capital Improvement Plan	Board of Directors	0%	24-May-22
Task 5.5 Board Reviews Draft Budget And Makes Final Changes	Board of Directors	0%	24-May-22
Task 5.6 Department Overview Meetings With BSM To Discuss Final Changes	Business Services Manager	0%	25-May-22
Phase 6 June			
Task 6.1 Final Edits Due To BSM	All Departments	0%	1-Jun-22
Task 6.2 Review Final Budget With General Manager And Department Heads	Business Services Manager	0%	8-Jun-22
Task 6.3 Final Budget Posted To Board Agenda	Clerk of the Board	0%	23-Jun-22
Task 6.4 Board Adopts the Fiscal Year 2022/23 Budget	Board of Directors	0%	28-Jun-22
Task 6.5 Fiscal Year 2022/23 Final Budget Posted To District Website	Administration Department	0%	29-Jun-22



2021 DEC 15 11:56 AM

2021 BOARD OF DIRECTORS

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Deborah McGarrey
Southern California Gas Company

1st VICE PRESIDENT

Tom Dubose
Dubose Design Group, Inc.

SECRETARY/TREASURER

Pedro Rincon
Osborne Rincon CPAs

VICE PRESIDENT

OF ASSOCIATES

Allan Levin
Allan Levin & Associates

PAST PRESIDENT

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Nobell Energy Solutions

CHIEF EXECUTIVE OFFICER

Gretchen Gutierrez

DIRECTORS

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Brian Benedetti Construction
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GHA Companies
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Agua Caliente Band of
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Dave Lippert
Lippert Construction, Inc
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PMA Advertising
Bruce Maize
Rilington Group
Russ-Martin
Mission Springs Water
District
Jim Murdock
PIRCH
Dan Olivier
Nethery Mueller Olivier
Alan Pace
Petra GeoSciences
John Powell, Jr.
Coachella Valley Water District
Phil Smith
Sunrise Company
Jeff Wattenbarger
Wattenbarger Construction

December 13, 2021

Valley Sanitary District
Jeanette Juarez, Business Services Manager
45-500 Van Buren Street
Indio, CA 92201

Dear Ms. Juarez,

Thank you for providing the Desert Valleys Builders Association the opportunity to review Valley Sanitary District's Annual Connection Capacity Fee Report for fiscal year 2020/2021.

The DVBA is satisfied that the Valley Sanitary District has successfully met its annual reporting obligation pursuant to the Mitigation Fee Act.

Respectfully,

Gretchen Gutierrez
Chief Executive Officer

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