



Board of Directors Regular Meeting
Tuesday, July 13, 2021 at 1:00 PM
Valley Sanitary District
45-500 Van Buren Street, Indio, CA 92201

*****SPECIAL NOTICE – VIA VIDEOCONFERENCE*****

Pursuant to the Governor’s Executive Order N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020; the Board of Directors regular meeting will be conducted remotely through Zoom. **Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link:** <https://zoom.us/j/94925350945> Meeting ID: 949 2535 0945 or by calling 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at hgould@valley-sanitary.org.

Page

1. CALL TO ORDER



- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. July Employee Anniversaries
 - Adrian Contreras, Assistant Engineer - 5 years
 - Daniel Mills, Maintenance Technician I - 3 years
 - Ivan Monroy, Environmental Compliance Tech I - 3 years
 - Jeanette Juarez, Business Services Manager - 1 year
- 1.4. New Employee Introductions
 - Ray Marroquin, Maintenance Technician Trainee

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 June 22, 2021 Regular Meeting Minutes 5 - 8
[3.1 22 Jun 2021 Meeting Minutes.pdf](#) 
- 3.2. Approve Warrants for June 16 through July 7, 2021 9 - 10
[3.2 Warrants for June 16 to July 7, 2021.pdf](#) 

4. PUBLIC HEARING

- 4.1. Adopt Ordinance No. 2021-120 Setting Board Member Compensation 11 - 18
[4.1 Staff Report Board Compensation.pdf](#) 
[4.1 Attachment A Board Compensation Codes.pdf](#) 
[4.1 Attachment B Ordinance 2016-119 Setting Board Member Compensation.pdf](#) 
[4.1 Attachment C ORD 2021-120 Board Compensation.pdf](#) 

5. NON-HEARING ITEMS

- 5.1. Adopt Resolution No. 2021-1148 Declaring Valley Sanitary District's Intention to Order the Dissolution of Certain Property from Indio Sanitary District Assessment District No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills) and Rescind Resolution No. 2021-1147 19 - 27
[5.1 Staff Report Adopt Resolution No. 2021-1148 Dissolution of Assessment Districts.pdf](#) 
[5.1 Attachment A Resolution 2021-1148 Intention of Dissolution](#)

[AD.pdf](#) 

[5.1 Attachment B Memorandum Assessment District Review.pdf](#) 

- 5.2. Approve the Second Amendment to the Employment Agreement with Beverli A. Marshall, General Manager, Increasing the General Manager's Salary Pursuant to Section 3 of the Agreement 28 - 30

[5.2 Staff Report GM Contract Amendment.pdf](#) 

[5.2 Attachment A Amendment 2 to GM Employment Agreement.pdf](#) 

- 5.3. Adopt Resolution No. 2021-1149 Amending the VSD Bi-Weekly Wage Schedule for Fiscal Year 2021/22 31 - 38

[5.3 Staff Report Amend Employee Wage Schedule.pdf](#) 

[5.3 Attachment A Resolution 2021-1149 Amended.pdf](#) 

[5.3 Attachment B Amended Wage Schedule.pdf](#) 

- 5.4. Select the Seat A Representative to the California Special District Association Board of Directors and Authorize the General Manger to Vote in Behalf of the District 39 - 49

[5.4 Staff Report CSDA Board.pdf](#) 

[5.4 Attachment A Candidate Information Sheets.pdf](#) 

- 5.5. Authorize Payment of the Annual Lump-Sum Prepayment of the Unfunded Accrued Liability (UAL) 50 - 51

[5.5 Staff Report CalPERS UAL.pdf](#) 

- 5.6. Purchase Authorization Approval - Plug and Check Valves for the Influent Pump Station Rehabilitation Project 52 - 61

[5.6 Staff Report Purchase New Plug and Check Valves.pdf](#) 

[5.6 Attachment A Valve Quotes.pdf](#) 

6. GENERAL MANAGER'S ITEMS

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

6.1. Monthly General Manager's Report - May 2021

62 - 73

[6.1 Staff Report GM Report May.pdf](#) 

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

[6.1 Attachment B NPDES report for May.pdf](#) 

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

[6.1 Attachment D Development Services Report June.pdf](#) 

[6.1 Attachment E Capital Improvement Program Update for June.pdf](#)


7. COMMITTEE REPORTS

7.1. Budget & Finance Committee - July 6, 2021 Regular Meeting Minutes

74 - 75

[7.1 6 Jul 2021 Meeting Minutes.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. INFORMATION ITEMS

10. PUBLIC COMMENT

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

11. CONVENE IN CLOSED SESSION

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

11.1. Pursuant to Government Code Section 54954.5, Public Employee Performance Evaluation: General Manager

12. CONVENE IN OPEN SESSION

Report out in Closed Session items

13. ADJOURNMENT

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

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

June 22, 2021

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via videoconference, on Tuesday, June 22, 2021.

1. CALL TO ORDER

President Sear called the meeting to order at 1:00 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, Anna Bell, and Robert Hargreaves, Best Best & Krieger

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. CONSENT CALENDAR

3.1 Approve June 8, 2021, Regular Meeting Minutes

3.2 Approve Warrants for June 3 through June 17, 2021

3.3 Accept Monthly Financial Report for Period Ending May 31, 2021

3.4 Accept Credit Card Report for Period Ending May 31, 2021

ACTION TAKEN:

MOTION:

Director Duran a motion to approve the consent calendar items as presented. Secretary Canero seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2021-3109

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4. NON-HEARING ITEMS

4.1 Approve Carryover list from Fiscal Year 2020/21 to 2021/22

It is a common occurrence to have services, supplies, and projects initiated but not completed within a fiscal year. To have enough funds to pay for these items once they are complete and avoid negatively affecting the new fiscal year's budgeted expenditures, it is necessary to carry over the approved funds from one fiscal year to another. The requested amount to be carried over to fiscal year 2021/22 is \$2,156,900.

ACTION TAKEN:

MOTION:

Director Teague made a motion to approve the requested carryover items from Fiscal Year 2020/21 to Fiscal Year 2021/22. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3110

4.2 Adopt Resolution No. 2021-1147 Declaring Valley Sanitary District's Intention to Order the Dissolution of Certain Property from Indio Sanitary District Assessment District No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills)

“RESOLUTION OF THE VALLEY SANITARY DISTRICT DECLARING ITS INTENTION TO ORDER THE DISSOLUTION OF CERTAIN PROPERTY FROM INDIO SANITARY DISTRICT ASSESSMENT DISTRICT NO. 2 (INDIO TERRACE) AND CITY OF INDIO ASSESSMENT DISTRICT NO. 90-1 (SHADOW HILLS)”

ACTION TAKEN:

MOTION:

Director Duran made a motion to adopt Resolution No. 2021-1147 declaring the District's intention to order the dissolution of certain Property from Indio Sanitary District Assessment No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills) and set a Public Hearing for July 13, 2021. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

RESOLUTION NO. 2021-1147

4.3 Discuss and Set Public Hearing Date for New Compensation Rate for Directors of the Valley Sanitary District Board

The Board President requested that staff prepare an agenda item to discuss the rate of compensation for directors. The California Health & Safety Code §6489 and Water Code §20202 established the compensation rate cap of \$100 per day of service as of 1987. Each year the Board can increase the rate by no more than 5% on the calendar year. Based on the annual escalator, the allowable rate for the calendar year 2021 is \$525.33 for each day of service. The last time the directors' compensation

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was changed was January 2016 when the Board adopted Ordinance 2016-119 and increased the rate to \$250 per day of service. If the Board chooses to adopt a new rate of compensation, it will become effective 60 days from the date the ordinance is adopted. After discussion, it was the consensus of the Board to set the new rate of compensation at \$300 per day of service and to set a public hearing date for July 13, 2021.

ACTION TAKEN:

MOTION:

Director Duran made a motion to approve a new rate of compensation at \$300 per day of service for directors and to set a public hearing date for July 13, 2021. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3111

5. GENERAL MANAGER'S ITEMS

Ms. Marshall informed the Board that she will be on vacation from June 26 to July 6, 2021. Ron Buchwald will be acting General Manager during her absence. She gave an update on the Covid-19 regulations stating that fully vaccinated employees no longer have to wear masks, social distance, or participate in temperature checks. The District is back to full staff on-site and beginning in July Board will go back to in-person meetings. The CASA and CSDA Conferences will be coming up in August. Ms. Marshall informed the board that she will be sworn in as President of the Sunrise Rotary Club as of July 1, 2021.

6. COMMITTEE REPORTS

There is an EVRA meeting scheduled for June 29, 2021, at 1:00 p.m.

7. DIRECTOR'S ITEMS

It was requested that Mr. Buchwald email the sketch of the proposed parking lot to the directors.

8. INFORMATIONAL ITEMS

8.1 Clerk of the Board Job Description for the Board's Information

The Board thanked Jeanette Juarez for providing the job description and the hard work she put into it.

9. PUBLIC COMMENT

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

None.

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10. CONVENE IN CLOSED SESSION

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

- 11.1 Pursuant to Government Code Section 54954.5
Public Employee Performance Evaluation
Title: General Manager

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

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened to open session at 2:10 p.m. President Sear stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:11 p.m. The next regular Board meeting will be held on July 13, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
July 13, 2021

39405 Caselle, Inc.	Contract Support and Maintenance - July 2021	\$1,009.00
39406 United States Treasury	95-2405871 2nd Quarter	\$13.30
39407 Addiction Medicine Consultants	Testing for Employee	\$51.00
39408 American Material Company	Driver Gloves	\$668.16
39408 American Material Company	Small Tools	\$902.41
39409 Aqua Staffing	Temporary Staffing Period Ending 06/11/2021	\$6,382.80
39409 Aqua Staffing	Temporary Staffing Period Ending 06/25/2021	\$7,092.00
39410 Associated Time Instruments	AOD Activity - March 2021	\$291.84
39411 Borden Excavating, Inc.	On Call Service	\$2,964.68
39411 Borden Excavating, Inc.	Work on 06/19/2021 Repair Water Line	\$1,651.84
39412 Brenson Homes Inc	Inspection Fee Refund	\$335.00
39413 Calif. Water Environment Assn.	Membership Renewal - 09/01/2021-08/31/2022	\$192.00
39414 Caltest Analytical Laboratory	Weekly Samples (NPDES 2015-2020) - 6/11/2021	\$258.75
39414 Caltest Analytical Laboratory	Monthly Samples - June 2021	\$950.00
39414 Caltest Analytical Laboratory	Weekly Samples NPDES (2015-2020)	\$258.75
39415 Coachella Valley Water District	Fees for Plan Check - Sewer Siphon Replacment Project	\$450.00
39416 Denali Water Solutions	Biosolids Hauling - May 2021	\$7,032.00
39417 Desert Hose & Supply	90 Deg FXF 1' Swivel	\$2,174.95
39417 Desert Hose & Supply	1' Swivel for Hose Reel	\$1,958.96
39417 Desert Hose & Supply	1/4 MPT Lincoln plug	\$28.70
39418 Desert Sun Publishing Company	Notice of Public Hearing Publication	\$226.60
39419 DRT Transport	DOT and BIT Inspection 13 KW Vac Truck	\$95.00
39419 DRT Transport	A/C Parts and Labor 04 Int 7400 Vactor Truck	\$2,333.91
39419 DRT Transport	DOT and BIT Inspection 04 Int. Vactor Truck	\$2,625.83
39420 E.S. Babcock & Sons, Inc.	PFAS - POTW Order	\$1,170.00
39420 E.S. Babcock & Sons, Inc.	Biosolids - Class B testing	\$381.00
39420 E.S. Babcock & Sons, Inc.	Pre Treatment SIU Yearly	\$894.00
39421 Equipment Direct	Safety Glasses	\$62.45
39422 Fulton Distributing Co.	Multifold Towels	\$326.04
39422 Fulton Distributing Co.	Bleach	\$286.69
39423 Grainger	Sports Drink Mix	\$113.87
39423 Grainger	Pavement Stencil	\$187.29
39423 Grainger	Self Dumping Hopper	\$1,450.92
39423 Grainger	Socket and Wrench Set	\$252.22
39423 Grainger	Spinbar	\$73.53
39423 Grainger	Self Dump Hopper	\$1,450.92
39424 Haaker Equipment Company	Repair Hydraulic Leak VA 2112P	\$2,184.31
39424 Haaker Equipment Company	Repair Water Leak VA 2110	\$646.42
39425 Hach Company	Buffer Solution	\$96.83
39426 Harrington Industrial Plastics, Inc.	PVC Elbow, Flange, Bushings	\$517.09
39426 Harrington Industrial Plastics, Inc.	PVC Pipe	\$182.64
39427 Harris & Associates	*PADM Coll Sys Infr Prog - Ph 2 - May 2021	\$18,547.50
39428 Ian Wilson	Refund Colonial Insurance	\$35.66
39429 Insituform	5% Retention Payment	\$11,287.02
39430 J.G. Tucker & Sons, Inc.	Cylinder Calibration Test	\$324.97
39430 J.G. Tucker & Sons, Inc.	Cylinder 25 PPM	\$259.72
39430 J.G. Tucker & Sons, Inc.	Detector Ventis	\$565.53
39431 Kaman Industrial Technologies	V Belt	\$34.84
39432 Lawson Products, Inc.	Washers, Couplings, Screws	\$964.44
39433 Lock Shop	Standard Keys	\$35.54
39434 McMaster-Carr Supply Co.	PVC Tubing	\$111.99
39434 McMaster-Carr Supply Co.	Electrical Tape	\$53.94
39434 McMaster-Carr Supply Co.	Plastic Storage Case	\$80.70
39434 McMaster-Carr Supply Co.	Composite Wood, Hooks, Baskets, Bin Box, Magnetic Holders	\$1,157.52
39435 MidAmerica	Admin/Platform Fee 01/01/2021-03/31/2021	\$225.00
39436 Municipal Resource Group, LLC	Needs Assessment, Workplace Training	\$3,745.00
39437 National Plant Services, Inc.	*Sanitary Sewer Pipe Cleaning & Inspection, CCTV - May 2021	\$124,385.35
39438 NBS Government Finance Group	Quarterly Admin Fees 07/01/2021-09/30/2021	\$4,359.36
39439 Paloma Air Conditioning	1/3 HP Run Cap	\$380.00
39440 Petty Cash	Petty Cash Replenishment 06/2021	\$335.88
39441 Pipe Logix, Inc.	Pipelogix Software Support - 9/1/2021-8/31/2022	\$2,500.00
39442 Plumbers Depot Inc.	Loander OZ 3 Camera	\$27.82
39443 Quinn Company	Replace Module Exhaust Fluid for CAT0066EN6D00300	\$423.27

39443	Quinn Company	Rental of Dump Truck - 05/10/2021-06/07/2021	\$2,884.05
39444	Southern California Boiler, Inc.	Boiler maintenance April 2021	\$1,004.99
39444	Southern California Boiler, Inc.	Boiler maintenance - May 2021	\$1,004.99
39444	Southern California Boiler, Inc.	Boiler maintenance - June 2021	\$1,004.99
39444	Southern California Boiler, Inc.	Correct 022621CM amount	\$0.60
39445	Thomas Scientific	Tube Rack	\$17.00
39446	Trimax Systems. Inc.	Processor for Flex Logix 5000	\$2,811.21
39447	Underground Service Alert	Board fee - May 2021	\$68.64
39447	Underground Service Alert	Dig alerts - May 2021	\$176.65
39447	Underground Service Alert	Board fee - July 2021	\$68.64
39447	Underground Service Alert	Dig alerts - July 2021	\$224.50
39448	United Way of the Desert	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$20.00
39448	United Way of the Desert	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$20.00
39449	Univar Solutions	Sodium Bisulfite delivery - 06/21/2021	\$5,089.95
39449	Univar Solutions	Sodium Hypochlorite delivery - 06/17/2021	\$7,200.63
39450	USA Blue Book	Digital extension cable	\$916.59
39450	USA Blue Book	Ammonia reagent, potassium iodide	\$422.09
39450	USA Blue Book	Magnetomatic pipe locator	\$92.76
39451	Yellow Mart	Safety Boots	\$237.04
39451	Yellow Mart	Safety Boots	\$195.74
39451	Yellow Mart	Safety Boots	\$162.02
39451	Yellow Mart	Safety Boots	\$217.49
39451	Yellow Mart	Safety Boots	\$250.00
202106251	Umpqua Bank	New Charges for May 2021	\$14,667.94
202106252	Colonial Life	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$637.87
202106252	Colonial Life	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$637.87
202106261	SPOK, Inc.	Pager Service - June 2021	\$24.31
202107011	Domino Solar LTD	Electricity - May 2021	\$11,000.00
202107012	Cintas Corp	First aid replenishment - 06/04/2021	\$45.51
202107013	Cintas Corp	Uniforms, mats, towels for week of 06/04/2021	\$602.98
202107013	Cintas Corp	Uniforms, mats, towels for week of 06/17/2021	\$638.23
202107013	Cintas Corp	Uniforms, mats, towels for week of 06/10/2021	\$700.35
202107013	Cintas Corp	Uniforms, mats, towels for week of 06/24/2021	\$789.66
202107014	CalPERS Health	Health insurance - July 2021	\$39,085.10
202107015	Standard Insurance Company	Dental and vision insurance - July 2021	\$3,434.04
202107016	Standard Insurance Company	Life and disability insurance - July 2021	\$1,179.83
202107017	Purchase Power	Postage meter refill	\$208.99
202107018	Verizon Wireless	Cell service - June 2021	\$798.03
202107019	UPS	Shipping charges as of 06/19/2021	\$140.76
202107021	Pitney Bowes, Inc.	Meter rental - 07/01/2021-09/30/2021	\$127.24
202107022	Dept. of Motor Vehicles	Pull notice charges for May 2021	\$1.00
202107022	Dept. of Motor Vehicles	Pull notice charges for June 2021	\$1.00
202107023	Paychex - Direct Deposit	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$70,729.79
202107024	Paychex - Fee	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$165.18
202107025	Paychex - Garnishment	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$210.46
202107026	Paychex - Tax	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$33,424.66
202107061	Indio Water Authority	Water - May 2021	\$1,577.31
202107062	Imperial Irrigation District	Electricity - May 2021	\$50,198.69
202107063	MassMutual	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$10.00
202107064	Nationwide Retirement Solution	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$1,385.00
202107065	Vantage Point Transfer Agents - ICMA	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$1,370.00
202107066	CalPERS 457	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$1,025.00
202107071	UPS	Shipping charges as of 06/26/2021	\$127.58
202107072	CalPERS Retirement	PR 06/11/2021 - 06/24/2021 PD 07/02/2021	\$18,050.34
202107121	Time Warner Cable	Telephone service - July 2021	\$1,155.02
		Total	\$498,305.06



**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
SUBJECT: **Public Hearing and Consideration of Adopting Ordinance No. 2021-120 Setting Board Member Compensation**

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

Executive Summary

The purpose of this report is for the Board the Board of Directors to conduct a public hearing regarding Ordinance No. 2021-120 Setting Board Member Compensation.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact is \$300 for each regular or special meeting of the Board or Board Committee attended by the Director or for each Day of Service rendered by the Director at the request of the Board.

Background

The Board President requested that staff prepare an agenda item to discuss the rate of compensation for directors. The California Health & Safety Code §6489 and Water Code §20202 (Attachment A) established the compensation rate cap of \$100 per day of service as 1987. Each year the Board can increase the rate by no more than 5% each calendar year following the operative date of the last adjustment of the compensation that is received when the ordinance is adopted.

The last time the directors’ compensation was changed was January 2016 when the Board adopted Ordinance 2016-119 (Attachment B) and increased the rate to \$250 per day of service.

If approved, the proposed Ordinance No. 2021-120 (Attachment C) Setting Board Member Compensation would repeal Ordinance No. 2016-119 and set the compensation for the Board of Directors to \$300, which is less than that allowable under the California Health and Safety, and Water Code. The Director’s compensation is for

each regular or special meeting of the Board or Board Committee attended by the Director or for each Day of Service rendered by the Director at the request of the Board. The days of service are not to exceed six (6) days in any calendar month. The Board of Directors shall review their compensation each July to determine whether it should be increased in accordance with California Health and Safety Code §6489 et seq. A five percent (5%) increase will be added to the compensation annually in September, only after review and approval from the Board of Directors.

Recommendation

Staff recommends that the Board of Directors conduct a public hearing regarding Ordinance No. 2021-120 Setting Board Member Compensation and approve Ordinance No. 2021-120.

Attachments

- Attachment A: California Health & Safety Code §6489 and Water Code §20202
- Attachment B: Ordinance 2016-119 Setting Board Compensation Rate
- Attachment C: Ordinance 2021-120 Setting Board Compensation Rate



California LEGISLATIVE INFORMATION

Code: HSC Section: 6489 Search

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HEALTH AND SAFETY CODE - HSC

DIVISION 6. SANITARY DISTRICTS [6400 - 6982] (Division 6 enacted by Stats. 1939, Ch. 60.)

PART 1. SANITARY DISTRICT ACT OF 1923 [6400 - 6830] (Heading of Part 1 amended by Stats. 1939, Ch. 1124.)

CHAPTER 3. Officers [6480 - 6501] (Chapter 3 enacted by Stats. 1939, Ch. 60.)

6489. (a) Subject to subdivision (b), each of the members of the board shall receive compensation in an amount not to exceed one hundred dollars (\$100) per day for each day's attendance at meetings of the board or for each day's service rendered as a director by request of the board, not exceeding a total of six days in any calendar month, together with any expenses incident thereto.

(b) The district board, by ordinance adopted pursuant to Chapter 2 (commencing with Section 20200) of Division 10 of the Water Code, may increase the compensation received by board members above the amount of one hundred dollars (\$100) per day.

(c) The secretary of the sanitary board shall receive compensation to be set by the sanitary district board, which compensation shall be in lieu of any other compensation to which he or she may be entitled by reason of attendance at the meeting or meetings of the sanitary board.

(d) For purposes of this section, the determination of whether a director's activities on any specific day are compensable shall be made pursuant to Article 2.3 (commencing with Section 53232) of Chapter 2 of Part 1 of Division 2 of Title 5 of the Government Code.

(e) Reimbursement for these expenses is subject to Sections 53232.2 and 53232.3 of the Government Code.

(Amended by Stats. 2005, Ch. 700, Sec. 12. Effective January 1, 2006.)



WATER CODE - WAT

DIVISION 10. FINANCIAL SUPERVISION OF DISTRICTS [20200 - 20220] (*Division 10 added by Stats. 1943, Ch. 371.*)

CHAPTER 2. Compensation of Water District Directors [20200 - 20207] (*Chapter 2 added by Stats. 1984, Ch. 186, Sec. 1.*)

20202. In any ordinance adopted pursuant to this chapter to increase the amount of compensation which may be received by members of the governing board of a water district above the amount of one hundred dollars (\$100) per day, the increase may not exceed an amount equal to 5 percent, for each calendar year following the operative date of the last adjustment, of the compensation which is received when the ordinance is adopted.

No ordinance adopted pursuant to this chapter shall authorize compensation for more than a total of 10 days in any calendar month.

(*Amended by Stats. 1989, Ch. 111, Sec. 1.*)

ORDINANCE NO. 2016-119

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT
SETTING BOARD MEMBER COMPENSATION**

WHEREAS, Valley Sanitary District (VSD) is a sanitary district formed pursuant to the provisions of the Sanitary District Act of 1923, California Health and Safety Code §6489 et seq.; and

WHEREAS, California Health & Safety Code §6489, California Government Code §53232 et seq. and Water Code §20201 and §20202 set forth provisions governing compensation of the members (Directors) of the District Board of Directors (Board); and the Water Code permits a compensation increase of up to five percent (5%) for each calendar year following the operative date of the last adjustment of the compensation that is received when the ordinance is adopted; and

WHEREAS, the Health and Safety Code limits board Member compensation to no more than six (6) days' service in a calendar month; and

WHEREAS, the Board of Directors of Valley Sanitary District last adjusted its compensation in November, 1986, raising it to \$100 per meeting; and

WHEREAS, since no adjustments were made in subsequent years, the Board may approve an increase of up to five percent (5%) for each year an increase was not taken, to capture the permitted increases not taken in 1987-2015; and

WHEREAS, any such increase shall not be effective for at least sixty (60) days from the date of final passage.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District **ORDAINS AS FOLLOWS:**

1. Compensation

- a. **Board Meeting/Board Committee Meeting/Day of Service.** Each Director of the District Board of Directors shall receive compensation in the amount of two hundred and fifty dollars (\$250) for each regular or special meeting of the Board or Board Committee attended by the Director or for each Day of Service rendered by the Director at the request of the Board.
- b. **Limitations.** Notwithstanding any other provisions of this Ordinance, the total compensation paid to a Board Director in a calendar month for attending regular or special meetings of the Board or a Board Committee and for rendering Days of Service shall not exceed one thousand five hundred dollars (\$1,500), which is the equivalent of six (6) times the Board Meeting/Board Committee Meeting/Day of Service compensation set forth in Section 1a. above. Payments for attending Board or Board Committee meetings or rendering Days of Service in one calendar month shall not be transferred to another calendar month to avoid this limitation.

2. **Day of Service at Request of the Board.** For purposes of this Ordinance, a Director renders a Day of Service at the request of the Board when the Director attends a meeting, conference, or seminar pursuant to either a formal action taken by the Board or a Standing Day of Service Request, as defined in Section 3, below. In addition, a travel day shall constitute a separate Day of Service requested by the Board, provided (i) the travel is undertaken during normal business hours on the day preceding or following a Day of Service for the purpose of arriving at or departing from the location of that Day of Service and (ii) such travel exceeds one hundred and twenty-five (125) miles one way.

3. Standing Day of Service Request

- a. Each Director of the Board is hereby requested to attend scheduled meetings of any of the organizations on the following list:
 - 1) California Association of Sanitation Agencies (CASA)
 - 2) California Sanitation Risk Management Authority (CSRMA)
 - 3) California Special Districts Association (CSDA)
 - 4) Coachella Valley Association of Governments (CVAG)
 - 5) Colorado River Basin Regional Water Quality Control Board
- b. Attendance at any meeting, conference, or seminar listed above is subject to each Director's personal availability and any limitations posed by individual schedules.

4. **Repeal of Resolution No. 729.** Resolution No. 729 is hereby repealed in its entirety.

5. **Effective Date.** This Ordinance shall take effect March 26, 2016, sixty (60) days from adoption of this Ordinance by the Board of Directors.

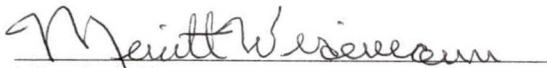
ADOPTED, SIGNED, AND APPROVED this 26th day of January, 2016, by the following roll call vote:

AYES: York, Wiseman, Davenport, Teague
NAYES: None
ABSENT: Duran
ABSTAIN: None



Douglas A. York, President

ATTEST:



Merritt Wiseman, Secretary-Treasurer

ORDINANCE NO. 2021-120

**AN ORDINANCE OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT
SETTING BOARD MEMBER COMPENSATION**

WHEREAS, Valley Sanitary District (VSD) is a sanitary district formed pursuant to the provisions of the Sanitary District Act of 1923, California Health and Safety Code §6489 et seq.; and

WHEREAS, California Health & Safety Code §6489, California Government Code §53232 et seq. and Water Code §20201 and §20202 set forth provisions governing compensation of the members (Directors) of the District Board of Directors (Board); and the Water Code permits a compensation increase of up to five percent (5%) for each calendar year following the operative date of the last adjustment of the compensation that is received when the ordinance is adopted; and

WHEREAS, the Health and Safety Code limits board Member compensation to no more than six (6) days' service in a calendar month; and

WHEREAS, the Board of Directors of Valley Sanitary District last adjusted its compensation in January, 2016, raising it to \$250 per meeting; and

WHEREAS, since no adjustments were made in subsequent years, the Board may approve an increase of up to five percent (5%) for each year an increase was not taken, to capture the permitted increases not taken in 2017-2021; and

WHEREAS, any such increase shall not be effective for at least sixty (60) days from the date of final passage.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District **ORDAINS AS FOLLOWS**:

1. Compensation

- a. **Board Meeting/Board Committee Meeting/Day of Service.** Each Director of the District Board of Directors shall receive compensation in the amount of three hundred dollars (\$300) for each regular or special meeting of the Board or Board Committee attended by the Director or for each Day of Service rendered by the Director at the request of the Board.
- b. **Limitations.** Notwithstanding any other provisions of this Ordinance, the total compensation paid to a Board Director in a calendar month for attending regular or special meetings of the Board or a Board Committee and for rendering Days of Service shall not exceed one thousand eight hundred dollars (\$1,800), which is the equivalent of six (6) times the Board Meeting/Board Committee Meeting/Day of Service compensation set forth in Section 1a. above. Payments for attending Board or Board Committee meetings or rendering Days of Service in one calendar month shall not be transferred to another calendar month to avoid this limitation.
- c. **Increase.** The Board of Directors shall review their compensation each July to determine whether it should be increased in accordance with California Health and Safety Code §6489 et seq. A five percent (5%) increase will be added to the compensation annually in September, only after review and approval from the Board of Directors.

2. **Day of Service at Request of the Board.** For purposes of this Ordinance, a Director renders a Day of Service at the request of the Board when the Director attends a meeting, conference, or seminar pursuant to either a formal action taken by the Board or a Standing Day of Service Request, as defined in Section 3, below. In addition, a travel day shall constitute a separate Day of Service requested by the Board, provided (i) the travel is undertaken during normal business hours on the day preceding or following a

Day of Service for the purpose of arriving at or departing from the location of that Day of Service and (ii) such travel exceeds one hundred and twenty-five (125) miles one way.

3. Standing Day of Service Request

- a. Each Director of the Board is hereby requested to attend scheduled meetings of any of the organizations on the following list:
 - 1) California Association of Sanitation Agencies (CASA)
 - 2) California Sanitation Risk Management Authority (CSRMA)
 - 3) California Special Districts Association (CSDA)
 - 4) Coachella Valley Association of Governments (CVAG)
 - 5) Colorado River Basin Regional Water Quality Control Board
- b. Attendance at any meeting, conference, or seminar listed above is subject to each Director’s personal availability and any limitations posed by individual schedules.

4. **Repeal of Resolution No. 729.** Resolution No. 729 is hereby repealed in its entirety.

5. **Effective Date.** This Ordinance shall take effect September 11, 2021, sixty (60) days from adoption of this Ordinance by the Board of Directors.

ADOPTED, SIGNED, AND APPROVED this 13 day of July, 2021, by the following roll call vote:

- AYES:
- NAYES:
- ABSENT:
- ABSTAIN:

Scott Sear, President

ATTEST:

Debora Canero, Secretary-Treasurer



**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Ronald Buchwald, Engineering Services Manager
SUBJECT: **Adopt Resolution No. 2021-1148 Declaring Valley Sanitary District’s Intention to Order the Dissolution of Certain Property from Indio Sanitary District Assessment District No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills) and Rescind Resolution No. 2021-1147**

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

Executive Summary

The purpose of this report is for the Board of Directors to approve and adopt resolution No. 2021-1148 declaring Valley Sanitary District’s Intention to Order the Dissolution of Certain Property from Indio Sanitary District Assessment District No. 2 (Indio Terrace) and VSD’s involvement within the City of Indio Assessment District No. 90-1 (Shadow Hills) and to rescind Resolution No. 2021-1147.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6.3: Improve Administration and Management.

Fiscal Impact

None.

Background

Resolution No. 2021-1147 adopted on June 22, 2021, referenced a public hearing that was to be scheduled on July 13, 2021, to allow the public to weigh in on the district’s intent to dissolve the two assessment districts. A public hearing is not a requirement pursuant to the terms of the “Landscaping and Lighting Act of 1972”, which is Division 15, Part 2 of the Streets and Highways Code of the State of California.

The district formed an Assessment District (Indio Terrace) in about 1965 to help pay for sewer connection fees and inspection fees for several neighborhoods and allow them to

connect to the district's sewer mains. The purpose was to eliminate the septic systems the households were using. This work was completed decades ago but there are several parcels within this Assessment District (AD) that are still vacant. The thought was that this AD needed to remain open until they were developed. This is not the case. Staff would like to close this AD and remove this from our finance books.

In the late 1980's and early 90's, the City of Indio formed Assessment District No. 90-1 (Shadow Hills) and VSD agreed to join to help pay for sewer main improvements needed for the area north of the 10 Freeway. However, several years later, VSD formed Assessment District AD 2004 to help pay for the Shadow Hills Interceptor and other sewer improvements. This new AD was more aligned with the needs of and in control of VSD and the need for AD 90-1 became useless and unneeded. Since this was a City of Indio AD, staff kept this AD on district books without formally closing out our interests.

Attached with this staff report is a Memorandum of Assessment District Review prepared by Wildan & Associates that explains in further detail the history of both AD's and their recommendation to dissolve them.

Recommendation

Staff recommends that the Board adopt Resolution No. 2021-1148 declaring the district's intention to order the dissolution of certain Property from Indio Sanitary District Assessment No. 2 (Indio Terrace) and VSD's involvement within the City of Indio Assessment District No. 90-1 (Shadow Hills).

Attachments

- Attachment A: Resolution No. 2021-1147 Resolution of Intention to Dissolve Assessment Districts to be rescinded.
- Attachment B: Resolution No. 2021-1148 Resolution of Intention to Dissolve Assessment Districts.
- Attachment C: Memorandum of Assessment District Review prepared by Wildan & Associates dated June 17, 2021.

RESOLUTION NO. 2021-1148

RESOLUTION OF THE VALLEY SANITARY DISTRICT DECLARING ITS INTENTION TO ORDER THE DISSOLUTION OF CERTAIN PROPERTY FROM INDIO SANITARY DISTRICT ASSESSMENT DISTRICT NO. 2 (INDIO TERRACE) AND CITY OF INDIO ASSESSMENT DISTRICT NO. 90-1 (SHADOW HILLS)

WHEREAS, the Board of Directors of the Valley Sanitary District (the "Board") has previously formed Indio Sanitary District Assessment District No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills) (together referred to as the "District") pursuant to the terms of the "Landscaping and Lighting Act of 1972" (the "Act"), which is Division 15, Part 2 of the Streets and Highways Code of the State of California; and

WHEREAS, at this time the Board has determined it is no longer necessary to levy assessments within the District; and

WHEREAS, because of the foregoing, the Board desires to declare its intention to approve a change of organization of the District to dissolve the District; and

WHEREAS, as permitted pursuant to Section 22610 of the Act, the Board further desires to dispense with the resolution initiating proceedings to consider such change of organization (the "Resolution Initiating Proceedings") and the report (the "Report") required by Sections 22585 and 22586, respectively, of the Act.

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

SECTION 1. Declaration of Intention. This Board hereby declares its intention to order a change of organization of the District to dissolve the Assessment Districts.

SECTION 2. Dispensing with Resolution and Report. Pursuant to Section 22610, this Board hereby dispenses with the Resolution Initiating Proceedings and the Report.

SECTION 3. Districts are hereby dissolved. This Board hereby declares that Indio Sanitary District Assessment District No. 2 (Indio Terrace) and VSD's involvement in City of Indio Assessment District No. 90-1 (Shadow Hills) dissolved.

ADOPTED this 13th day of July, 2021, by the following majority vote of the Board:

Ayes:

Nays:

Absent:

Abstain:

Signatures are on the following page.

Scott A. Sear, President
Board of Directors of Valley Sanitary District

ATTEST:

Debra A. Canero, Secretary
Board of Directors of the Valley Sanitary District

APPROVED AS TO FORM:

General Counsel
Valley Sanitary District

MEMORANDUM

To: Ron Buchwald, Engineering Services Manager, Valley Sanitary District
Jeanette Juarez, Business Services Manager, Valley Sanitary District

From: Mike Medve, Willdan Financial Services

Date: June 17, 2021

Re: Surplus Funds Analysis for Indio Sanitary District AD No. 2 (Indio Terrace) and
City of Indio AD No. 90-1 (Shadow Hills)

Valley Sanitary District (VSD) has identified positive balances in funds associated with two inactive Assessment Districts (ADs): Indio Sanitary District AD No. 2 (Indio Terrace) (the “Indio Terrace District”) and City of Indio AD No. 90-1 (Shadow Hills) (the “Shadow Hills District”). Subsequently, VSD engaged Willdan to research the history of these districts to determine if there are any remaining obligations associated with these surplus funds.

Summary of Research

Regarding the Indio Terrace District, few pieces of information were available, given the age of the district. However, we were able to identify some relevant pieces of information, as follows:

- The assessment diagram,
- A handwritten list of eligible fees and improvements,
- A paid/unpaid list and summary of assessments, and
- The resolution of intention.

These items have helped us to identify the parcels initially subject to the assessment. We were also able to identify that the proceeds of at least one of the bond issuances associated with the Indio Terrace District were to be used for connection fees and inspection fees.

More information was available for the Shadow Hills District. Relevant pieces of information include the following:

- A July 1, 2002 Termination Notice issued in conjunction with a refunding,
- The Official Statement associated with the 2002 refunding for the Shadow Hills District, and
- The Bond Resolution associated with the 2002 refunding.

These items helped us to identify the parcels initially subject to the assessment and the final year of the assessment levy. We were also able to determine the list of sanitary improvements associated with the district:

- A 15-inch VCP sewer main in Monroe Street from Shadow Hills Boulevard to 725 feet south.
- A 21-inch VCP sewer main in Shadow Hills Boulevard from Monroe to Jackson (5,285 feet).
- A 15-inch VCP sewer main in Jackson from Shadow Hills Boulevard to 1,330 feet north.
- A 27-inch VCP sewer main in Jackson from Shadow Hills Boulevard to 1,000 feet south, then leaving Jackson in a southeast direction along the I-10 right-of-way for 3,320 feet to a point 1,180 feet north of the west termination of Hopi Avenue, then extending southerly 560 feet to the sewage lift station.
- A 15-inch VCP sewer main in a future street, beginning 1,180 feet northerly of the westerly termination of Hopi Avenue, then extending 2,660 feet to Shadow Hills Boulevard (Avenue 42).
- A sewage lift station 250 feet north of the westerly termination of Hopi Avenue.

In addition to the improvements listed above, several Land Use and Environmental Studies were included as eligible expenditures.

Furthermore, the July 21, 2005 Official Statement for Valley Sanitary District No. 2004-VSD (Shadow Hills Interceptor) (“AD No. 2004”) lists the Shadow Hills District as an existing lien and says the following:

City of Indio, Assessment District No. 90-1 Shadow Hills Limited Obligation Improvement Bonds were originally issued on March 15, 1993 and subsequently refunded on July 1, 2002. The special assessments were levied to finance original General Plan Studies and for Sewer and Water lines. According to the Assessment Engineer, assessments for Assessment District No. 90-1 levied on lots within the District are expected to be approximately \$113 per lot annually. This assessment is secured by a lien that is senior to the lien of the Assessments securing the Bonds. Not all parcels within the District are subject to the lien of Assessment District No. 90-1.

Since we were able to determine the boundaries of all three districts, we prepared a map showing how they relate geographically. The map is attached to this memorandum.

Analysis

Although the three assessment districts overlap, we do not believe that there was any overlap of improvements between them. The Shadow Hills District Official Statement did not identify the Indio Terrace District as an existing lien, nor did it identify the improvement funds of the Indio Terrace District as a source of funding for the improvements. Likewise, although AD No. 2004 identified the Shadow Hills District as an

existing lien, it specifically identifies the improvements of the Shadow Hills District as separate from the improvements of AD No. 2004. This means that VSD should not be concerned that any of the surplus funds should have been used for anything other than the specific improvements associated with the relevant assessment district.

Generally, if an assessment district has surplus funds after all improvements are constructed and all bonds paid down, the surplus funds should be refunded to the property owners. The rules are similar for development impact fees. However, since impact fees have a long list of eligible improvements that changes each time the impact fee study is updated, surplus funds are usually considered a source of funding that rolls into each new iteration of the fees, knowing that the costs were justified on a reasonable basis in the prior fee study. It is rare for impact fee revenues to be refunded, unless the fee is discontinued and all improvements have been constructed.

It is not possible to obtain a full history of transfers in and out of each of the funds with the surplus. However, we do have enough information to make a reasonable inference that the surplus funds are owed to VSD and not the properties that were assessed.

For the Indio Terrace District, the funds were to be used only for connection fees and inspection fees. Assuming all applicable fee credits were applied to the subject properties, the proceeds of the bond issuance are no different than if the fees were collected directly from the properties. We would also assume that VSD established justification for both fees through a fee study at the time. Thus, taking those assumptions into account, the improvements and services associated with the applicable fees were provided to the assessed properties, and VSD should consider the surplus funds the same as general revenues.

For the Shadow Hills District, we were unable to obtain a copy of the original Official Statement associated with the bond issuance. However, we do know that VSD was not the lead agency on the bond issuance. As such, VSD would have receive a transfer from the City of Indio equivalent to the amount of the fee credits associated with the assessed properties. Also, in reviewing the Official Statement for the 2002 refunding, we know that there were no surplus funds available at that time, or else they would have been used as a source of funds for the refunding. As such, it is more likely that these funds represent administrative or incidental expenditures that were not transferred to VSD's general fund as they should have been.

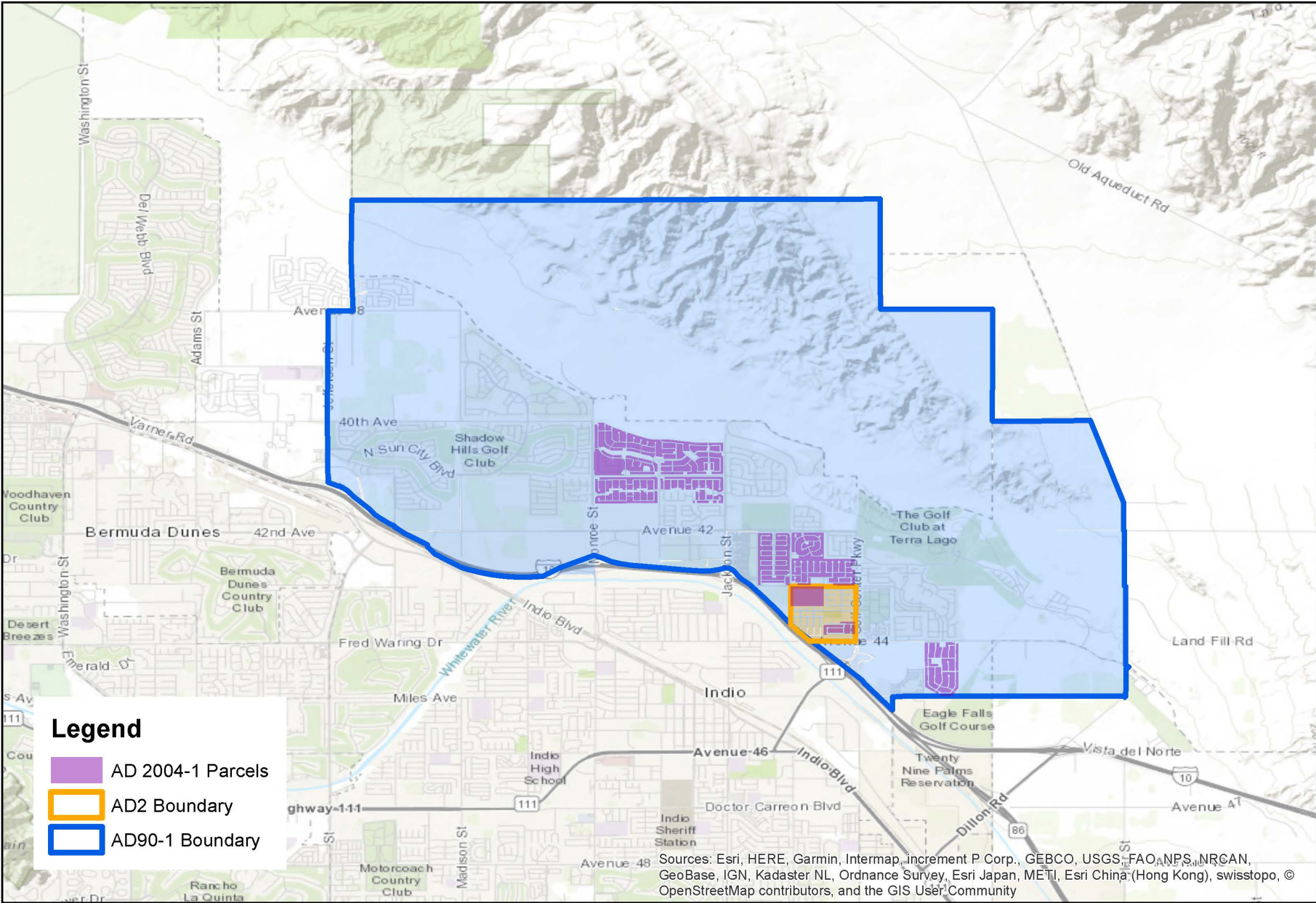
Conclusion

Although we were not able to obtain enough information to perform a detailed audit of the surplus funds associated with the Indio Terrace District and the Shadow Hills District, we feel we can reasonably conclude that the surplus funds should have been transferred to VSD's general fund to pay for fee-related services, eligible administration costs and/or incidental expenses associated with the districts.

Should you have any questions regarding this memorandum, please contact Mike Medve at (951) 587-3575.

Attachments

VALLEY SANITARY DISTRICT AUDIT





**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Approve the Second Amendment to the Employment Agreement with Beverli A. Marshall, General Manager, Increasing the General Manager’s Salary Pursuant to Section 3 of the Agreement**

<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 discuss the proposed amendment to the General Manager’s contract.

Strategic Plan Compliance

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

Fiscal Impact

If approved, the fiscal impact of the amendment is \$9,591 in salary and approximately \$5,000 in benefits, for a total increase of approximately \$15,000, which is included in the Comprehensive Budget for Fiscal Year 2021/22.

Background

The current employment agreement with the General Manager includes language requiring an annual performance evaluation as well as a merit increase upon achievement of a satisfactory evaluation. The performance evaluation was completed on June 22, 2021, and the General Manager’s performance was determined to be satisfactory.

As authorized by the agreement, the Board authorized a 3% merit increase, to become effective as of June 26, 2021, to coincide with the start of the pay period immediately following the General Manager’s employment anniversary date.

To be consistent with other wages on the Wage Schedule, the contract amendment reflects the new salary as a bi-weekly amount.

Recommendation

Staff recommends that the Board approve the second amendment to the employment agreement.

Attachments

Attachment A: Second Amendment to Employment Agreement between VSD and Beverli A. Marshall, General Manager

**EMPLOYMENT AGREEMENT FOR GENERAL MANAGER OF
VALLEY SANITARY DISTRICT**

The Second Amendment (“Second Amendment”) to Employment Agreement between the VALLEY SANITARY DISTRICT (“District”) and BEVERLI A. MARSHALL (“Employee”) is entered into on the 13th day of July 2021.

Except as modified in this Second Amendment, the Employment Agreement (“Agreement”), originally dated May 15, 2019, between the District and the Employee shall remain in full force and effect.

The parties to this Second Amendment agree to the following changes to the Agreement:

Section 3 entitled “Salary and Benefits”, subsection A entitled “Salary” is hereby amended, in its entirety, to reflect the new salary based on the completed annual performance evaluation.

“3. Salary and Benefits.”

A. *Salary.* Employee shall be compensated at the rate of Nine Thousand Four Hundred Ninety-six Dollars and No Cents (\$9,496) bi-weekly, which shall be payable in installments at the same time as other employees of the District are paid, pursuant to the procedures regularly established, and as they may be amended by the District.

Additionally, each year Employee shall be eligible for a three percent (3%) salary increase, contingent on a satisfactory annual review by the Board of Directors. Such performance-based salary increases must be memorialized by written amendment to this Agreement.

Finally, Employee will receive any Cost of Living Adjustment (COLA) otherwise provided to all employees of the District. All compensation and comparable payments to be paid to Employee shall be less withholdings required by law.

The District and the Employee have duly executed this Second Amendment to be effective as of June 17, 2021.

VALLEY SANITARY DISTRICT

BEVERLI A. MARSHALL

By: _____
President, Board of Directors

By: _____
General Manager



**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Adopt A Resolution Amending the VSD Bi-Weekly Wage Schedule for Fiscal Year 2021/22

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

Executive Summary

The purpose of this report is for the Board to discuss the amendments to the bi-weekly wage schedule for Fiscal Year 2021/22.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Fully Staff with a Highly Trained and Motivated Team.

Fiscal Impact

The fiscal impact of the discussion is included in the proposed Comprehensive Budget for Fiscal Year 2021/22.

Background

At the May 25, 2021 meeting, the Board of Directors adopted Resolution 2021-1145 establishing the VSD Bi-Weekly Wage Schedule (Schedule) effective July 1, 2021. The new schedule included a realignment of wages to address market comparability (after applying a 1.7% COLA to the market wage average).

After the Schedule was adopted, staff identified a typographical error on the line for the Development Services Supervisor. The wage that adopted did not provide at least 10% difference between the Supervisor and the Development Services Technician III. The proposed amended Schedule addresses this error.

This amendment also addresses an error in section 11 standby pay that was off by \$1 due to rounding. A table explaining the parameters of call-back pay was added to section 11.

There was also a typographical error in section 14 Safety Shoes, the rate listed was the previous rate and not the current approved rate. This amendment corrects the error.

At the June 22, 2021 meeting, the Board completed the General Manager's evaluation and approved the 3% merit increase as outlined in the Employment Agreement. In addition, the Employment Agreement includes a COLA that is the same as was approved for employees, which was 1.7% effective July 1, 2021. The proposed amended Schedule reflects these salary adjustments.

Recommendation

Staff recommends that the Board adopt Resolution No. 2021-1149 amending the Bi-Weekly Wage Schedule effective July 1, 2021.

Attachments

- Attachment A: Resolution No. 2021-1149
- Attachment B: Amended Bi-Weekly Wage Schedule

RESOLUTION NO. 2021-11495
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2021 AND RESCINDING RESOLUTION 2021-11450-1130

The General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2021/22 that included employee wages and benefits; and,

The Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a Cost of Living Cost-of-Living Adjustment (COLA) adjustment is warranted.

The Board of Directors of Valley Sanitary District resolves:

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2020.
2. Retirement Plan: The District participates in the California Public Employees Retirement Plan (CalPERS). The plan for "Classic" employees is 2.5%@55 and the plan for "New Members" (PEPRA) is 2%@62.
3. Employer Contribution to CalPERS: The District will contribute to CalPERS the established employer contribution rate of 12.380% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.730% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. Employee Contribution to CalPERS: Employees will contribute the employee contribution rate of 8% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
5. Social Security and Medicare: In addition to participation in CalPERS, the District participates in Social Security and Medicare programs with the District and employees each responsible for their respective portion as mandated by the Social Security Administration.
6. Medical Plan Premiums: The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$143 per month.
7. Cafeteria Plan: The District will contribute up to \$1,800 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums that exceed the District's contribution will be paid by the employee through payroll deduction. If an employee chooses medical, dental, and vision plans that are

less than the District's contribution, the District will contribute only the actual premium cost.

8. Cash-in-Lieu: Employees who waive enrollment in one of the available medical plans, and who provide proof of enrollment in another qualifying medical plan, will receive a monthly stipend of \$450.

9. Director's Health Benefits: Board members are offered a medical, vision, and dental stipend for the calendar year. The annual amount is set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

10. Longevity Pay: Employees will receive an incentive to encourage longevity with the District upon completion of their 7th anniversary with the District. The initial amount will be \$100 per month. Each five-year anniversary following the first milestone will increase the premium by \$100. The premium, and each subsequent increase, will become effective the first day of the pay period following each longevity milestone anniversary.

11. Standby Pay: Employees assigned to standby will receive special assignment pay of \$410.00 per weekday and \$810.00 per Saturday, Sunday, and District observed holidays. ~~Employee called back to work will be paid a minimum of two hours per District policy.~~ The table below is used to determine call-back or call-back 2 pay:

TYPE	HOURS WORKED	HOURS PAID	RATE	TRAVEL TIME
Call-back	≤ 1 hour 29 minutes	Two (2) hour minimum	Hourly Rate	None
Call-back 2	≥ 1 hour 30 minutes	Actual time worked	Overtime Rate	30 Minutes

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

13. Uniforms: Employees in specific job classifications are required to wear uniforms for health and safety. The District furnishes and launders the uniforms and reports the value to CalPERS as required.

14. Safety Shoes: Employees in specific job classifications that are required to wear safety shoes will be reimbursed up to ~~\$225~~ \$ 250 each year for the purchase of appropriate footwear.

15. Bi-Lingual Pay: Employees assigned to be available to translate or interpret in the course of their work will receive special assignment pay of \$100 per month.

16. Certification Incentive Pay: Employees that achieve a certification that is required by their job classification but is at a grade higher than what is required, and no higher classification exists in the classification series, will receive an amount equivalent to 5% of their bas hourly pay rate.

17. Lateral Certification Incentive Pay: Employees who obtain and maintain a certification that is **not** required by their classification will receive an incentive of 5% of the employee’s base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied.

18. Holidays: The District observes the following holidays. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Holiday Title	Holiday Date
New Year’s Day	January 1
MLK Jr. Birthday	3 rd Monday in January
Presidents’ Day	3 rd Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans’ Day	November 11
Thanksgiving Day	4 th Thursday in November
Native American Heritage Day	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year’s Eve	December 31

Employees will be paid for eight hours of time off on each holiday. Employees working alternative schedules (9/80) will be paid for eight hours of time off on each holiday and will be given the option for the remaining one or two hours to utilize Vacation or Administrative Leave or to work the one or two hours in the same pay period in which the holiday falls.

For employees assigned to the “Operator of the Day” shift, a 10-hour shift, will be paid an additional two hours (for a total of 10 hours per holiday), which is consistent with long-standing practice.

19. Vacation Leave: Employees accrue vacation leave based on years of service and may take this leave per District policy.

20. Sick Leave: Full-time employees accrue 12 sick days (96 hours) each year. Employees may cash out up to one-half of their sick leave balance each year or upon separation from the District, as allowed by District policy.

21. Management Leave: FLSA exempt employees receive 40 hours of Management Leave each calendar year. Unused hours are not carried over to the next calendar year.

22. Tuition Reimbursement: The District will reimburse employees for approved tuition and course materials up to \$1,000 per quarter, semester, or course, with a maximum reimbursement of \$3,000 per employee per fiscal year.

23. Life Insurance: The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is equivalent to the employee's annual base wages, with a minimum of \$50,000; \$10,000 for their spouse and \$5,000 per dependent child up to 26 years of age.

24. Short-Term Disability: The District participates in the State of California Short-Term Disability Plan. Employees are required to contribute to this plan through payroll deduction.

25. Long-Term Disability: The District participates in a long-term disability plan at no cost to employees.

26. Wellness Program: The District will reimburse employees once each fiscal year for enrollment in gym memberships or exercise and fitness classes. The maximum reimbursement is \$420.

27. Deferred Compensation (457) Plan: Each employee at the District can voluntarily participate, at their own expense, in one of the deferred compensation plans offered by the District through payroll deduction. The District does not match employee contributions into these plans.

28. The effective date of these changes is July 1, 2021.

29. Resolution 2020-1130 is rescinded.

ADOPTED this ~~1325~~th day of ~~July~~^{May} 2021, by the following roll call vote.

AYES:
NAYES:
ABSENT:
ABSTAIN:

Scott Sear, President

ATTEST:

Debra Canero, Secretary



Valley Sanitary District

(Amended) Wage Schedule, Effective July 1, 2021

Bi-Weekly Rate

Job Title	Steps						
	A	B	C	D	E	F	G
Accounting Technician	2,201	2,311	2,427	2,548	2,675	2,809	2,950
Accounting Analyst	2,793	2,933	3,079	3,233	3,395	3,565	3,743
Administrative Assistant	2,101	2,206	2,316	2,432	2,554	2,681	2,816
Assistant Engineer	3,098	3,253	3,416	3,586	3,766	3,954	4,152
Associate Engineer	3,461	3,634	3,816	4,007	4,207	4,417	4,638
Collection System Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Collection System Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Collection System Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Collection System Tech III	2,471	2,594	2,724	2,860	3,003	3,153	3,311
Clerk of the Board	2,416	2,537	2,664	2,797	2,937	3,084	3,238
Development Services Tech I	2,387	2,506	2,632	2,763	2,901	3,046	3,199
Development Services Tech II	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Development Services Tech III	2,922	3,068	3,222	3,383	3,552	3,729	3,916
Electrician/Inst Tech-in-Training	2,025	2,126	2,233	2,344	2,461	2,584	2,714
Electrician/Inst Tech I	2,279	2,393	2,513	2,638	2,770	2,909	3,054
Electrician/Inst Tech II	2,475	2,599	2,729	2,865	3,008	3,159	3,317
Electrician/Inst Tech III	2,723	2,859	3,002	3,152	3,309	3,475	3,648
Engineering Technician	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Environmental Comp Tech I	2,241	2,353	2,470	2,594	2,724	2,860	3,003
Environmental Comp Tech II	2,465	2,588	2,718	2,854	2,996	3,146	3,303
Environmental Comp Tech III	2,712	2,847	2,989	3,139	3,296	3,461	3,634
Human Resources Specialist	2,660	2,793	2,933	3,079	3,233	3,395	3,565
Lab Technician-in-Training	2,016	2,117	2,223	2,334	2,450	2,573	2,702
Lab Technician I	2,241	2,353	2,470	2,594	2,724	2,860	3,003
Lab Technician II	2,465	2,588	2,718	2,854	2,996	3,146	3,303
Lab Technician III	2,712	2,847	2,989	3,139	3,296	3,461	3,634
Maintenance Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Maintenance Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Maintenance Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Maintenance Tech III	2,471	2,594	2,724	2,860	3,003	3,153	3,311
Management Analyst	3,015	3,166	3,324	3,490	3,665	3,848	4,040
Procurement Technician	2,233	2,345	2,462	2,585	2,714	2,850	2,992
Wastewater Operator-in-Training	1,903	1,998	2,098	2,202	2,313	2,428	2,550
Wastewater Operator I	2,114	2,220	2,331	2,447	2,570	2,698	2,833
Wastewater Operator II	2,325	2,442	2,564	2,692	2,827	2,968	3,116
Wastewater Operator III	2,558	2,686	2,820	2,961	3,109	3,265	3,428
Collection System Supervisor	3,003	3,153	3,311	3,477	3,650	3,833	4,025
Development Services Supervisor	3,214	3,375	3,544	3,721	3,907	4,102	4,307
Electrical/Instrumentation Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Facilities Maintenance Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Laboratory and Compliance Supervisor	3,257	3,420	3,591	3,770	3,959	4,157	4,365
Wastewater Operations Supervisor	3,290	3,455	3,627	3,809	3,999	4,199	4,409
Business Services Manager	4,849	5,091	5,346	5,613	5,894	6,189	6,498
Engineering Services Manager	5,223	5,484	5,758	6,046	6,349	6,666	6,999
Facility Operations Manager	4,700	4,935	5,182	5,441	5,713	5,999	6,298
General Manager (Contract)							9,657



**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors

BY: Beverli A. Marshall, General Manager

SUBJECT: **Select the Seat A Representative to the California Special District Association Board of Directors and Authorize the General Manager to Vote on Behalf of the District**

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

Executive Summary

The purpose of this report is for the Board to discuss representation on the CSDA Board of Directors.

Fiscal Impact

There is no cost associate from this vote.

Background

Each of California Special Districts Association’s (CSDA) six networks has three seats on the Board of Directors and the candidates are either a board member or management-level employee of a member district located in the Network. Each Regular Member (district) in good standing is entitled to vote for one person to represent its Network in Seat A. There are nine candidates running for Seat A – Southern Network for the 2022-2024 Term.

- Jo MacKenzie (incumbent)
- Jan Bissell
- Kelly Gregg
- Rickey Manbahal
- Jo-Anne Martin
- Paulina Martinez-Perez
- Rachel Mason
- Davide E. Raley
- John Skerbelis

The voting is being conducted via an electronic ballot system, Simply Voting, and the deadline is July 16, 2021, at 5:00 p.m. The General Manager is the designated contact for the District and has received the secure direct link to the ballot.

Recommendation

Staff recommends that the Board of Directors select the Seat A representative to the California Special District Association Board of Directors and authorize the General Manager to vote on behalf of the District.

Attachments

Attachment A Candidate Information Sheets



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo MacKenzie

District/Company: Vista Irrigation District, *CSDA District of Distinction, Platinum Level*

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 29 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

- CSDA Board of Directors, President 2011, Vice President 2010, Treasurer 2008-2009
- CSDA Legislative Advocate of the Year 2010
- Graduate of CSDA Governance Academy
- CSDA Finance Corporation Board of Directors, 2007-present; President 2012, 2013, 2015- present
- Special District Leadership Foundation Board of Directors, Treasurer 2014-present
- Fiscal and Audit Committees; Membership Committee 2011- present; Chair 2020-2021
- Legislative Committee 2004-present; Chair, 2006-2010 and 2012
- CSDA San Diego Chapter, Board of Directors, 1993-present; President 1998-2000
- Attend all Annual Conferences and Legislative Days

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

- ACWA: Past Board Director; Local Government, Chair 2014-2015 and Membership Committee
- ACWA Region 10 Board of Directors, Vice Chair, Alternate Chair, Director 1997-2010
- The California Association of Local Agency Formation Commissions (CALAFCO), Board Member and Legislative Committee member, 2017 - present
- Special District Official of the Year by PublicCEO 2011

3. List local government involvement (such as LAFCO, Association of Governments, etc.):

- San Diego LAFCO, 1994-present, Commissioner 7 years, Chair 2018-2019; Alternate 5 years; Special District Advisory Committee 14 years, Chair 2005 -2009
- City of San Marcos Planning and Traffic Commissions
- Personally initiated the City of San Marcos Budget Review Committee in 1980, Chair 1996-2006

4. List civic organization involvement:

- San Marcos Chamber of Commerce, Lifetime Ambassador
- Graduate Leadership 2000, Cal State San Marcos
- Community Development Associates, Treasurer
- Soroptimist International

****Candidate Statement-**Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot mailing.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jan Bissell

District/Company: Valley-Wide Recreation and Park District

Title: Vice President

Elected/Appointed/Staff: Elected

Length of Service with District: 14 years (1999 - 2010, 2018 - to present day)

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Attendee of CSDA Conference

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

California Parks and Recreation Society (CPRS), California Association of Recreation Park Districts (CARPD), California Interscholastic Federation (CIF).

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Valley-Wide Recreation and Park District (VWRPD)

4. List civic organization involvement:

First Baptist School Board, USA Pickleball Association (USAPA), Friends of Valley-Wide Foundation (FOVWF), Local Pony Baseball and Softball Associations.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Kelly J Gregg

District/Company: Hesperia Recreation and Park District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 9 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):
Have attended several CSDA conferences and workshops.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):
N/A

3. List local government involvement (such as LAFCo, Association of Governments, etc.):
Current chair for City of Hesperia Safety committee.

4. List civic organization involvement:
Member of Elks lodge #2646. Have assisted in many community events.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Shamindra "Rickey" Manbahal, MPA

District/Company: West Valley Water District

Title: Interim General Manager, Chief Financial & Administrative Officer

Elected/Appointed/Staff: WVWD Board & Public Affairs Manager Naseem Farooqi

Length of Service with District: 1.7 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Participated in several training Transparency Certificate of Excellence, Leadership Academy and General Manager Training, attended conferences and is registered for 2021 conference.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

ACWA, GFOA, CMTA, CSMFO, League of California Cities

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

GFOA and LAFCO

4. List civic organization involvement:

Various Chamber of Commerce activities, Various non-profit participation
Jewish Vocational Service, High Road Training Program

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Jo-Anne Martin

District/Company: Placentia Library District

Title: Board President

Elected/Appointed/Staff: Elected

Length of Service with District: _____

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I routinely attend the CSDA annual conference, as well as the Legislative Days. I have completed multiple CSDA webinars and training sessions. I also completed CSDA's Board Secretary Workshop.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

I am a member of the League of Women Voters and the California/Nevada League of Credit Unions.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

None.

4. List civic organization involvement:

I currently serve as an Associate Director on Financial Partners Credit Union's Board of Directors, as the Secretary for Alta Vista's Women's Golf Association, an Elder of the Placentia Presbyterian Church and as a literacy volunteer for the Placentia Library District. I am also a past chair and board member of the Homeless Intervention Shelter.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: Paulina Martinez-Perez

District/Company: South Bay Irrigation District

Title: Director- Division 2

Elected/Appointed/Staff: Elected

Length of Service with District: 4 year term- 2020-2024

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

Workshops: Getting Oriented: The Critical Nature of Communications in the Public Age

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Currently the delegate to ACWA representing South Bay Irrigation District, and an alternate representing Sweetwater Authority.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

N/A

4. List civic organization involvement:

Public school teacher at a heavily civically involved TK-12 systemt that promotes

social justice and civic engagement with all students. Have also participated in fellowshi

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



**California Special
Districts Association**
Districts Stronger Together

2021 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: Rachel Mason

District: Fallbrook Regional Health District

Mailing Address: 138 S. Brandon Rd., Fallbrook, CA 92028

Network: Southern Network (see map)

Telephone: Office:760.731.9187 or Cell: 909.838.8071
(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: 760.731.9131

E-mail: rmason@fallbrookhealth.org

Nominated by (optional): Jennifer Jeffries, FRHD Board Treasurer

Return this form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet by mail or email to:

CSDA
Attn: Amber Phelen
1112 I Street, Suite 200
Sacramento, CA 95814
(877) 924-2732

amberp@csda.net

DEADLINE FOR RECEIVING NOMINATIONS – March 29, 2021



**California Special
Districts Association**
Districts Stronger Together

2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: David E. Raley

District/Company: San Bernardino Valley Water Conservation District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 11 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

I have taken Governance Training through CSDA.

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

Our District is currently a member of ACWA.

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Please see attached statement.

4. List civic organization involvement:

Please see attached statement.

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



2021 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: John Skerbelis

District/Company: Rubidoux Community Services District

Title: Director

Elected/Appointed/Staff: Elected

Length of Service with District: 8 years

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

None

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

None

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

Riverside County Solid Waste Advisory Committee

Rubidoux Community Services District - Board of Directors

4. List civic organization involvement:

Past involvement with Riverside County Dept of Environmental Health on Community clean ups

****Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after March 29, 2021 will not be included with the ballot.**



**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Authorize Payment of the Annual Lump-Sum Prepayment of the Unfunded Accrued Liability (UAL)

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

Executive Summary

The purpose of this report is for the Board of Directors to review and authorize the annual lump-sum prepayment of the UAL.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers.

Fiscal Impact

The fiscal impact for the UAL for fiscal year 2021/22 is \$700,420.

Background

Annual payment on the Unfunded Accrued Liability (UAL) is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

An annual lump-sum prepayment option of the Unfunded Accrued Liability (UAL) is available for employer contributions to CalPERS. The lump-sum is a discounted amount compared to the sum of the twelve-monthly installments, which include a 7% interest.

	<u>Tier I</u>	<u>Tier II</u>	<u>Total</u>
12-monthly installments	\$ 708,181	\$ 16,339	\$ 724,520
Lump-sum prepayment	<u>\$ 684,624</u>	<u>\$ 15,796</u>	<u>\$ 700,420</u>
Savings	\$ 23,557	\$ 543	\$ 24,100

Recommendation

Staff recommends that the Board authorize the payment of \$700,420 to CalPERS for the annual lump-sum prepayment of the UAL.

Attachments

Attachment A: CalPERS invoices for Tier I and Tier II UAL

Attachment B: CalPERS Pooled Funded Status



**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Ronald Buchwald, Engineering Services Manager
SUBJECT: Purchase Authorization Approval – Plug and Check Valves for the Influent Pump Station Rehabilitation Project

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

Executive Summary

The purpose of this report is for the Board to discuss the purchase of eight (8) plug valves and six (6) check valves for the Influent Pump Station and a waiver of the district’s purchasing policy due to the urgent need to order the valves ASAP.

Strategic Plan Compliance

Fiscal Impact

Funding for the valves is included in the adopted FY 2021/22 Capital Improvement Budget as part of the Influent Pump Station Rehabilitation Project. The fiscal impact of this purchase is \$174,131.

Background

Part of the Influent Pump Station Rehabilitation Project is the replacement of six 18” plug valves, replacement of six 18” check valves and the installation of two new 30” plug valves. Each of these valves have a 16-week or longer lead time from the time of ordering the valves to when we can expect the valves to arrive at the district. If we follow the normal course of the project, the contractor will place the order after the next phase of the project (60% design milestone) is approved by the Board. This would greatly extend the completion time of the project, prolonging necessary repairs to the pump station. Staff proposes to have the district procure the valves with Board approval now which will allow the lead time to be concurrent with finishing the next phase of the project. By following this path, the valves would most likely be onsite by the time the contractor is ready to start work.

Although the need to procure the valves now is not an emergency, there is an urgency to ordering them now. Valve order lead times are expected to get worse before getting

better. For purchases of goods/equipment over \$30,000, the district's policy requires staff to use a Request for Proposal (RFP) process instead of the soliciting the standard three quotes. This process is time consuming and would also prolong the project completion. Staff is requesting Board approval to waive this policy for this purchase.

Staff solicited quotes from various vendors and directly with the two manufacturers. The two main valve manufacturers are Val-matic and Dezurik. Both make high quality, long lasting plug valves and check valves. The district has had good success and experience with the Val-matic check valves which have proven to be effective in the wastewater industry. Staff compared the prices of the plug valves from both manufacturers and Val-matic are much less expensive. Staff has had good success with Val-matic plug valves as well. Staff recommends using Val-matic valves over Dezurik valves mainly due to costs. The following table shows the prices for various valves and vendors.

	Valve	Unit Price	Unit Price	Unit Price	Subtotal	Total Price
Vendor/Manufacturer	Manufacturer	18" Valve	30" Valve	Checkvalve	Price	Tax & Freight
Val-Matic	Val-Matic	\$ 6,205.00	\$ 17,477.00	\$ 14,656.00	\$ 160,120.00	\$ 174,130.50
Western Water Works	Val-Matic	\$ 5,879.00	\$ 16,557.90	\$ 15,498.00	\$ 161,377.80	\$ 176,101.36
Wolseley	Val-Matic	\$ 2,328.98	\$ 21,732.30	\$ 18,876.02	\$ 170,694.60	\$ 186,173.22
DeZurik	Dezurik	\$ 13,439.00	\$ 48,684.00	\$ -	\$ 178,002.00	\$ 193,577.18
Western Water Works	Dezurik	\$ 15,681.30	\$ 50,503.20	\$ -	\$ 195,094.20	\$ 212,764.94

Val-Matic as provided directly from them supplies the lowest overall total price. It also includes stainless steel parts where the other quotes do not. This is by far a better value. The quote from Wolseley for the 18" plug valve we believe is an error, however, the overall price is higher than Val-matic. Also, you can see the Dezurik valves are much higher per unit price compared to the Val-Matic valves.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to purchase the 8 plug valves and 6 check valves in an amount not to exceed \$174,131.

Attachments

Attachment A: Quotes from Val-Matic, Western Water Works, Wolseley and Dezurik



VAL-MATIC® VALVE AND MANUFACTURING CORP.
 (WESTERN REGIONAL REPRESENTATIVE)
CRUMP & CO., INC.

P.O. BOX 94836, PASADENA, CA. 91109
 PHONE (626) 794-1685 / FAX (626) 577-4488
 EMAIL: CRUMPCO@PACBELL.NET

QUOTATION
(Revision # 3)

To: Valley Sanitation
 Attn: Ryan Williams
 Ref: Val-Matic Plug and surge buster check valves

7/8/21

Crump & Co., Inc. is pleased to offer the following.

Quantity	Size	Model & Description	Price Net Each
		MFG: Val-Matic	
6	18"	Plug valves, 100% full ported, # 5618F/5M24.3XF, fusion Epoxy in/out, cast iron body, hand wheel operated (SS parts as described to Dudek)	\$6,205.00
2	30"	Plug valves, 100% full ported, # 5630F/5W24.3XF, fusion Epoxy in/out, hand wheel operated. (SS parts as described to Dudek)	\$17,477.00
6	18"	Surge buster check valves, , # 7218CBFMIS, with back flow Actuator, mechanical indicator and signal switch, fusion Epoxy in/out (SS parts)	\$14,656.00
	*	Subtotal @	\$160,120.00
	*	Sales tax @ 8.75%	\$14,010.50
	*	Total with freight included	\$174,130.50

Pricing: Valid 60 days and based on quantities and models shown

Freight: Full freight allowed to job-site if all valves quoted are purchased. One (1) shipment only.

Shipment: Approximately 16 weeks after enter of order..

Delivery is based on current material availability and is subject to prior sales.

Crump & Co., Inc., thanks you for this opportunity. If we may be of further service, please do not hesitate to contact us.

Sincerely,
 Stephen A. Crump
 Crump & Co., Inc.

Valve & Automation

8802 Scobee Street Bakersfield, CA 93311

QUOTE # 063021P03-R1
DATE 7/2/2021

TO: Eduardo Luna
(760) 238-5400 x119
eluna@valley-sanitary.org

From: Phillip Gonzales
Email: phillip.gonzales@wolseleyind.com
Phone: 661-885-3338

Valley Sanitary District
4550 Van Buren Street
Indio, CA 92201

Please confirm this quotation meets the technical and commercial requirements of the inquiry and service applications before ordering.

SALESPERSON		FREIGHT		LEAD TIME	
Andy Bush		PPA		Please See Below	
Line	QTY	MODEL	DESCRIPTION	UNIT PRICE	LINE TOTAL
1	6	SP-V5606F5A083XF	18" Val-Matic Plug Valve, Cast Iron Body, Full Port, Fusion Epoxy in/out, Hand Wheel Op P/N 5606F/5A08.3XF Ships in 14-16 Weeks ARO	\$2,328.98	\$13,973.88
2	2	SP-V5630F5W303XF	30" Val-Matic Plug Valve, Cast Iron Body, Full Port, Fusion Epoxy in/out, Hand Wheel Op P/N 5630F/5W30.3XF Ships in 7-9 Weeks ARO	\$21,732.30	\$43,464.60
3	6	SP-V7218CBFMIS	18", Surge Buster Check Valve, Ductile Iron Body, Backflow Actuator, Mechanical Indicator, Signal Switch, Fusion Epoxy P/N 7218CBFMIS Ships in 13-15 Weeks ARO	\$18,876.02	\$113,256.12
			Tax (CA33IN)	\$14,935.77	\$14,935.77
			Freight Cost *Cost is contingent upon all items being shipped together at one time. Ships in 14-16 Weeks ARO	\$542.85	\$542.85

Total \$186,173.22

Freight and Taxes not included

Quote Valid for 30 Days from Date above

All quotations are contingent upon the Buyer's acceptance of the Seller's terms and conditions. Seller objects to all other terms and conditions. Complete terms and conditions are available upon request.

* Pricing is based on the purchase of the entire material requisition as presented herewith. Wolseley Industrial reserves the right to adjust pricing in the event of quantity deviations or omission of items. *



/ QUOTATION



To: Valley Sanitary District
 Attn: Eduardo Luna
 Phone: 760-238-5400 x119
 Fax:
 E-Mail: eluna@valley-sanitary.org

Date: 2021-07-02
 Quote # Q3418-GB-DZ
 Rev. 1
 SIC Code 4941

Make Order To: **DeZURIK / APCO**

Ref: No Specifications Provided, Standard Configuration

(714) 892-4200 Ph
 (714) 892-4266 Fax

Lead Time: Will be provided in follow up email
 FOB: Sartell, MN, Full Freight Allowed- FFA
 Terms: Net 30 Days

Please Send PO To:	Grant@csamsco.com
By:	<i>Grant Bartholme</i>

ANY PURCHASE ORDER ISSUED AS A RESULT OF THIS QUOTATION IS SUBJECT TO ALL OF THE MANUFACTURER'S CONDITIONS AND FINAL ACCEPTANCE BY DeZURIK AT SARTELL, MN USA

Item	Quan.	Size	Description	Unit Price	Total
			No Specifications Provided, Standard Configuration		
			Dezurik Eccentric Plug Valve		
1	6	18"	PEC Style plug valve with rectangular port, 80% port area Flanged ASME 125/150 Ductile Iron body and plug material Buna-N packing and plug material 12 mils of fusion bonded epoxy interior and exterior, with SP5 surface prep. 316 stainless steel bolting actuator - Worm gear with a handwheel operator (GS-12-HD20) rated for 100 psi direct pressure and 25 psi reverse pressure	\$ 13,439	\$ 80,634

2	2	30"	<p>Same description as line item 1 but size is 30"</p> <p>Exception: *actuator noted in request is not compatible with this size of plug valve (GS-12-HD20), we are providing a compatible worm gear with handwheel actuator (MG-WR3L-HD32) *rated for 75 psi direct pressure and 50 psi reverse pressure</p> <p>- If higher pressure rating is required please let us know and we can requote this valve with a larger actuator</p>	\$ 48,684	\$ 97,368
			Sales Tax (8.75%)	\$ -	\$ 15,575.18
			Shipping is free and is included in this quotation, FFA (Full freight allowed)	\$ -	\$ -
			<p>Accessories: Extension stems, extension couplings, stem guides, valve boxes, ETC are not included in above line quotations, unless specifically noted in the line item description field.</p>		
TOTAL					\$ 193,577.18

General Notes:

- 1) Pricing does not include taxes; terms are 100% Net 30 Days.
- 2) DeZURIK valve standard 2 year warranty from shipment date applies. Extended warranty is subject to additional charge.
- 5) DeZURIK's standard actuator orientation is included. Any changes to actuator orientation, additions or deletions to quantities, type, or construction of valves or accessories, may require a correction in quoted pricing, or delivery.
- 8) Pricing does not include any spare parts unless noted on the quotation.
- 9) Quotation is valid for 30 days from above date.



WESTERN WATER WORKS SUPPLY COMPANY

PROPOSAL SUBMITTED BY:

CHINO

5671 GATES ST

CHINO, CA - 91710

PHONE: (909)597-7000

FAX: (909)597-7050

www.wwwsc.com

PROPOSAL

QUOTE DATE	EXPIRATION DATE	QUOTE NO.
06/10/21	07/10/21	1109575-00

PLEASE REVIEW THIS PROPOSAL VERY CAREFULLY. THANK YOU FOR YOUR CONSIDERATION.

WARNING:

Material costs are unstable. Beginning in 2018, the U.S. Government has begun to implement new tariffs that have both directly and indirectly led to cost increases from many of our vendors. There is also the potential that tariffs could broaden or increase further as trade relations develop. This uncertainty has caused many of our vendors to warn of additional cost increases that may go into effect in the near future, but without a clear timeline. Therefore, we can only hold the prices in this proposal on a 15/30 basis, which means prices are firm for 15 days, and material must ship within 30 days. We apologize for the problems this may create and are doing the best that we can to manage the situation. Thank you for your understanding.

PROPOSAL

QUOTE DATE	EXPIRATION DATE	QUOTE NO.
06/10/21	07/10/21	1109575-00
	JOB ID	PAGE NO.
	CHK & PLUG VLVS	1

CUST #: 100860

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

SHIP TO
VALLEY SANITARY DISTRICT 45500 VAN BUREN ST INDIO, CA 92201

INSTRUCTIONS	SHIP POINT	VIA	SHIPPED	TERMS	CONTACT	RYAN WILLIAMS
	CHINO	OUR TRUCK		NET 30 DAYS	WORK PHONE	(760)238-5406
					WORK EMAIL	rwilliams@valley-sanitary.org

LN	PRODUCT AND DESCRIPTION	ORDERED	BO	SHIPPED	UM	PRICE	NET AMOUNT
-	<p>***** DELIVERY HOURS MON-THUR 7:00AM-3:00PM & FRI 7:00AM-2:00 PM *****</p> <p>-</p> <p>-</p> <p>PLEASE REVIEW ALL INFORMATION CAREFULLY FOR ACCURACY AS MATERIAL IS NON-STOCK SPECIAL ORDER AND IS NON-CANCELLABLE AND NON-RETURNABLE</p> <p>-</p> <p>APPROXIMATE LEAD TIME IS 16-18 WEEKS ARO IF ORDERED BY JUNE 18TH OTHERWISE LEAD TIME IS APPROXIMATELY 19-23 WEEKS ARO. - PRICING IS ONLY VALID UNTIL 6/30/21</p> <p>-</p> <p>-</p> <p>DeZURIK LEAD TIME IS APPROX. 24-26 WEEKS IF ORDERED BY JUNE 25</p> <p>-</p>						
1	7218BFMI# 18 VAL-MATIC SURGEBUSTER CHK VLV 150# FLG FUSION BONDED EPOXY IN & OUT	6		6	EA	15498.00	92988.00
2	5606F/5M24.3XF# 18 VAL-MATIC CAM-CENTRIC PLUG VLV FULL PORT 150# FLG CI BODY DI PLUG 20 MILS FUSION BONDED EPOXY IN & OUT W/HANDWHEEL OPERATOR	6		6	EA	5879.00	35274.00
3	5630F/5M24.3XF# 30 VAL-MATIC CAM-CENTRIC PLUG VLV FULL PORT 150# FLG CI BODY DI PLUG 20 MILS FUSION BONDED EPOXY IN & OUT W/HANDWHEEL OPERATOR	2		2	EA	16557.90	33115.80
4	PEC-18# 18 DEZURIK PEC ECCENTRIC PLUG VLV 150# FLG 80% PORT AREA DI BODY & PLUG BUNA-N LUG FACING BUNA-N PACKING W/GS-12-HD20 WORM GEAR ACTUATOR SIZED FOR 100 PSI DIRECT APPLICATION & 25 PSI REVERSE APPLICATION AND HANDWHEEL FOR ABOVE GROUND SERVICE INCLUDES SPECIAL SP5 SURFACE PREP ON INTERIOR & EXTERIOR COATED WITH 12 MILS OF FUSION BONDED EPOXY IN & OUT	6		6	EA	15681.30	94087.80

PROPOSAL

QUOTE DATE	EXPIRATION DATE	QUOTE NO.
06/10/21	07/10/21	1109575-00
JOB ID		PAGE NO.
CHK & PLUG VLVS		2

CUST #: 100860

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

SHIP TO
VALLEY SANITARY DISTRICT 45500 VAN BUREN ST INDIO, CA 92201

INSTRUCTIONS	SHIP POINT	VIA	SHIPPED	TERMS	CONTACT	RYAN WILLIAMS
	CHINO	OUR TRUCK		NET 30 DAYS	WORK PHONE	(760)238-5406
					WORK EMAIL	rwilliams@valley-sanitary.org

LN	PRODUCT AND DESCRIPTION	ORDERED	BO	SHIPPED	UM	PRICE	NET AMOUNT
5	PEC-30# 30 DEZURIK PEC ECCENTRIC PLUG VLV 150# FLG 80% PORT AREA DI BODY & PLUG BUNA-N LUG FACING BUNA-N PACKING W/GS-12-HD20 WORM GEAR ACTUATOR SIZED FOR 100 PSI DIRECT APPLICATION & 25 PSI REVERSE APPLICATION AND HANDWHEEL FOR ABOVE GROUND SERVICE INCLUDES SPECIAL SP5 SURFACE PREP ON INTERIOR & EXTERIOR COATED WITH 12 MILS OF FUSION BONDED EPOXY IN & OUT	2		2	EA	50503.20	101006.40
5	Lines Total	Qty Shipped Total	22		Total		356472.00
					Taxes		31191.30
					Invoice Total		387663.30

PROPOSAL

QUOTE DATE	EXPIRATION DATE	QUOTE NO.
06/10/21	07/10/21	1109575-00

Terms and Conditions of Sale:

All products and materials offered for sale are subject to these "Terms and Conditions of Sale." Quoted prices may be subject to a price adjustment after the expiration date noted due to a price adjustment from our vendor. The list of materials described in this agreement, and the quantity shown herein, represents our interpretation of the plans and specifications, if any, and is for estimating purposes only. It is not guaranteed for accuracy or completeness, but is furnished only as a guide. The obligation and the responsibility for ordering correct types and verifying quantities of materials rest solely with the Purchaser.

It is the Purchaser's responsibility to inspect materials for damage or shortage at the time of delivery. Claims for damage or shortage must be acknowledged at the time of delivery. Purchaser shall furnish people and equipment to unload material.

Material may not be returned without our consent and a copy of the invoice or delivery ticket.

- a) Standard items normally carried in our inventory and returned in a new condition, may be subject to a restocking charge.
- b) Non-standard items (non-stocking) will be subject to a restocking charge and no credit will be given until such credit is received by us from our vendor, less freight.

We shall not be responsible for shipment delays caused by strikes, embargos, fires, accidents, or any other causes beyond our control.

Purchaser agrees to pay in full and according to the terms of the sale as indicated on our invoices which is NET 30 DAYS unless stated otherwise. If Purchaser fails to pay according to terms, Purchaser agrees to pay a late charge at the highest legal rate per month on past due invoices. Should an attorney or a collection agency be employed by us to collect on any debts of the Purchaser, the Purchaser agrees to pay all actual cost of collection, attorney's fees, costs and interest on the past due amount.

Materials are warranted only under the conditions and to the extent that they are warranted by the manufacturer(s). We assume no liability of any kind for any direct or indirect damages including, but not limited to, labor cost, expenses, project delays or any type of consequential damages resulting from the use of the material claimed to be defective.

The terms and conditions of this agreement are the entire integrated agreement between the parties hereto and shall supersede all previous communications, representations or agreements either oral or written between the parties. Any order placed, orally or in writing, pursuant to the terms of this proposal shall be deemed acceptable of its terms, conditions, and pricing.





**Valley Sanitary District
Board of Directors Meeting
July 13, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

SUBJECT: **Monthly General Managers Report – May 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 May 2021.

Administrative Services

- The Campaign Disclosure Statements (Form 470) are due for all Board Members by July 31, 2021. They will be available at the July 13, 2021 Board of Directors meeting.
- Preparing documents and schedules requested by auditors for FY 2020/21 audit.
- Auditors sent the Board of Directors the Board Communication Letter on June 24, 2021
- The audit for year ending June 30, 2021 is set to commence on August 24, 2021.
- Continuing to work with Caselle to upgrade permitting and accounting software.

Operations & Maintenance

- Operations staff are performing preventative maintenance and routine cleaning on the diffusers in the aeration basins on the activated sludge train.
- Laboratory staff have been updating policies and preparing the submission for their renewal of the ELAP accreditation certification.
- Biosolids production and processing schedules have been modified to a 7-day a week operation to increase biosolids remove from the pond system.
- Electrical staff have continued working on cleaning electrical buckets at various motor control centers (MCCs).
- Two new members of the maintenance staff started on July 5, 2021.

Development Services

- The tenant improvement work has begun for the Dave's Hot Chicken restaurant in the suite next the Chipotle on the southwest corner of Jackson Street and Avenue 42.
- Construction has begun on the Dutch Bros. Coffee near the intersection of Hwy 111 and Las Palmas Road. This location will have a drive thru and walk-up service only.
- Construction has begun on the Chandi Plaza at the southwest corner of Indio Blvd. and Avenue 44. This project will include a convenience store with fueling station, carwash, restaurant, and retail suites.
- Construction has begun on the AutoZone distribution warehouse near the intersection of Ave. 42 and Jackson St. This project includes a warehouse expansion to the existing AutoZone auto parts store that will serve as a distribution warehouse for the other AutoZone stores in the surrounding area.

Collection Services

- No-Spill report for the month of June 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.
- Pump #2 from Calhoun LS was sent to Swains Electric Motor Service, for service and diagnostics. Swains reported back on their findings indicating a seal failure with the pump, requiring and overhaul of the pump and motor.
- Field Vactor crew is currently working on Trouble Spot areas.
- CCTV Inspection work is currently being conducted in the area of Madison and Avenue 48.

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. *Update: Staff has sent plans to IWA for review. Staff is also coordinating with CVWD to begin their plan review and the permitting processes.*
- 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 of special sewer mains is complete. Staff just received the finished CCTV videos and will begin the process of reviewing them. 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. *Update: All CCTV cleaning and inspection has been completed and staff will be meeting with the contractor to review the videos and project report. Harris is revising the 50% plans based on District comments. Staff has added the Harris project dashboard to the district website for public review.*
- 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. *Update: SGH Architects is continuing with final design of both the Office & Training and Laboratory Buildings. They will have surveyors onsite on July 7th for a site survey.*
- 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, 2020 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 was 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. *Update: Dudek is currently preparing the Basis of Design Report which is expected by mid-July 2021. Dudek and VSD are coordinating the ordering and purchasing of long, lead items.*

- 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. Staff is also working on populating the system with scheduled work orders.*

Recommendation

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

Attachments

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

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								12
Budget/Finance Committee meeting	1	1	2	-	1								5
Operations Committee meeting	-	1	1	1	-								3
Employee anniversaries	-	5	1	-	5								11
Employee promotions	1	-	-	-	-								1
Facebook postings	1	-	4	2	11								18
Insurance claims initiated	-	-	1	-	1								2
Lost time work incidents	-	-	1	-	-								1
Media coverage items	-	-	-	-	-								-
New hires	-	-	-	1	-								1
Press release	-	-	-	-	-								-
Public records request	-	-	-	1	-								1
Resignations	-	-	-	1	1								2
Retirements	-	-	-	1	-								1

Report Name: Monthly

May 2021	Plant Influent		ASP Effluent			Pond Effluent		
	TSS (mg/L)	CBOD (mg/L)	Monthly Average Flow (MGD)	TSS (mg/L)	CBOD (mg/L)	Monthly Average Pond Effluent Flow (MGD)	CBOD	TSS
1								
2								
3	246	219		5.6	12			
4								
5								
6								
7								
8								
9								
10	244	219		6.71	19			
11								
12								
13								
14								
15								
16								
17	294	247		5.1	16			
18								
19								
20								
21								
22								
23								
24	218	243		4.9	10			
25								
26								
27								
28								
29								
30								
31			5.89			0.000		
Average	251	232	5.89	5.58	14	0.000		
Minimum	218	219	5.89	4.9	10	0.000		
Maximum	294	247	5.89	6.71	19	0.000		
Exceedences	0	0	0	0	0	0	0	0
Permit LIMITS			25	30		40.0		49.0

Laboratory	Collected (# of Samples)	414
	Analyzed (# of Tests)	762

Total Plant Discharge (Outfall)								
EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Daily Bis-2 Load (lb/day)	Ammonia (total, as N) (mg/L)	Cyanide (total) (ug/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
167	< 1.4	2.9	0.000	2.1	2.2	9.3	1.5	13
4.1								
21.3								
24.1 59.1								
29.1*	1.4	2.9	0.000	2.1	2.2	9.3	1.5	13
4.1	< 1.4	2.9	0.000	2.1	2.2	9.3	1.5	13
167	< 1.4	2.9	0.000	2.1	2.2	9.3	1.5	13
0	0	0	0	0	0	0	0	0
126	<0.01	25		5.9	9.0	4.3		

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							28
F.O.G. Inspection - Completed	27	26	47	39	18	29							186
F.O.G. Inspection - Fail	1												1
F.O.G. Inspection - Pass	26	26	47	39	18	29							185
Hot spot cleaning (total)*	26	-	-	36	-	-							62
Lift station inspection	19	19	19	23	23	23							126
Manhole inspection	157	125	216	163	154	161							976
Sewer line CCTV (feet)	0	0	32,428	28,289	16,224	3,888							80,829
Sewer line cleaning (feet)	58,522	50,400	70,368	68,722	52,573	59,063							359,648
SSO Response - Cat 1	0	0	0	0	0	0							-
SSO Response - Cat 2	0	0	0	0	0	0							-
SSO Response - Cat 3	0	0	1	0	0	0							1
USA Markings	37	33	55	31	53	69							278
*Note: Hot spot cleaning is performed quarterly													



VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

13-Jul-21

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	82490 Highway 111/Arabia Street	Plans submitted for remodeled suites. Plans approved and notified applicant 4/28/21.	Waiting for owner to process permit paperwork.
Abel Lupian Commercial Bldg.	45105 Commerce Street	Plans submitted for new commercial building. Completed 1st plan check and returned to the applicant 4/3/20.	Perform 2nd plan check upon plan resubmittal.
Add'l Dwelling Unit - Cebreros Residence	83181 Blue Mountain Court	Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21.	Waiting for owner to process permit paperwork.
Animal Samaritans - TI	42150 Jackson Street, Ste's 104-106	Plans submitted for building TI. Plans approved and returned to the applicant 2/4/2020. Issued permit 3874 on 2/28/2020.	Inspect work improvements as scheduled.
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.
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted for plan check. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Cardenas Single Family Dwelling (SFD)	82266 Stallone Drive	Plans submitted for new SFD. Plans approved, notified the applicant 6/16/20. Permit 3959 issued 6/7/21.	Waiting for owner to process permit paperwork.
Carranza Residence -Additional Dwelling Unit	81-450 Palmyra Avenue	Plans submitted for additional dwelling unit. Plans approved and notified applicant 10/2/20. Issued permit 3907 on 10/5/20.	Inspect work improvements as scheduled.
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.
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 on 6/29/21	Inspect work improvements as scheduled.
Chavez Tenant Improvement	45330 Jackson St/Civic Center	Plans submitted for TI of existing building. Demolition of interior walls and facilities. Completed 4th plan check and returned to the City 6/25/18. Issued permit 3755 on 7/9/18.	Inspect work improvements as scheduled.
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.
College of the Desert	45524 Oasis Street	Plans submitted for campus expansion	In Queue
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.
Dave's Hot Chicken	42213 Jackson Street/Avenue 42	Plans submitted for new restaurant. Plans approved and notified applicant 2/24/21. Issued permit 3942 on 3/8/21. Finald 6/11/21	No further action required
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. Completed 1st check and returned to the applicant 11/9/20.	Perform 2nd plan check upon plan resubmittal.
Donuts Bistro	82151 Avenue 42, Ste 104	Plans submitted for construction of new restaurant. Plans approved and returned to the City 8/28/19.	Waiting for owner to process permit paperwork.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Dunn Edwards Paint Store	81921 Hwy 111/Las Palmas	Plans submitted for new retail building. Plans approved and returned to applicant 4/13/20. Issued permit 3884 on 5/12/2020.	Inspect work improvements as scheduled.
Dutch Bros. Coffee	81776 Highway 111/Las Palmas Street	Plans submitted new coffee shop. Plans approved and notified applicant 1/21/21. Permit 3945 issued 3/30/21.	Inspect work improvements as scheduled.
El Pollo Loco	42223 Jackson Street/Showcase Parkway	Plans submitted for restaurant building. Completed first plan check and returned to applicant 6/29/21.	Perform 2nd plan check upon plan resubmittal.
EOS Fitness Ave 42 Gym	SWC of Spectrum Street & Avenue 42	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20.	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Plans approved and returned to the engineer 6/3/19. Bond and Development agreement in place. Waiting to receive recorded agreement.	Inspect work improvements as scheduled.
Fred Young (Villa Hermosa Apts Phase III)	83801 Dr. Carreon Blvd / West of Van Buren	Plans submitted for apts at Fred Young Farm Labor Dev. Plans approved and returned to the applicant 7/17/2019. Submitted revision to approved plans 9/16/20 Revised Plans approved 11/5/2020. Permit 3944 issued 3/23/21.	Inspect work improvements as scheduled.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 1/10/18. Completed 2nd plan check and returned to the Engineer 1/25/18. Plans approved 1/31/18.	Inspect work improvements as scheduled.
Gallery Homes Tract -Indian Palms	Monroe & Avenue 50	Gallery Homes has recently purchased the 106 lots. Staff has inspected the site and prepared a list of improvements that need to be made prior to issuing connection permits. Plans submitted for home plans. Reviewed 1st plan check and returned back to the city on 6/4/2014. 2nd plan check returned to city 7/7/14. Model plans approved and returned to the City 8/22/14. New homes currently under construction.	Inspect work improvements as scheduled.
Gallery Links - 3	Indian Palms Country Club - Monroe/Avenue 48	Plans submitted for installation of 5 sewer laterals for new SFD. Plans approved and returned to the applicant 4/13/20.	Inspect work improvements as scheduled.
Golden Corral Restaurant	Atlantic Ave/Caspian near Ave 42 and Jackson	Plans submitted for new restaurant building. Arch plans approved 6/12/20. Completed 1st plan check on civil plans and returned to the applicant 6/12/20.	Perform 2nd plan check upon plan resubmittal.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building. Completed 1st plan check and returned to applicant. 9/25/19. Issued permit 3873 on 2/26/2020.	Inspect work improvements as scheduled.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19. Plans approved 6/24/20. Issued permit 3900 on 8/29/20.	Inspect work improvements as scheduled.
Indio Juvenile Court	47671 Oasis St/ Ave 48	Plans submitted to demo existing juvenile court building and construct new building on the same site. Completed 1st plan check and returned to the City 2/23/16. Completed 2nd plan check and returned to the applicant 6/8/2020.	Perform 3rd plan check upon plan resubmittal.
Indio Palms Sewer Main Extension(Street A)	South East Corner of Avenue 42 and Monroe St	Plans submitted for the extension of a private sewer main for Indio Palms at Spectrum Street. Plan check fees paid 2/1/18. Plans approved and returned to engineer 5/10/18. Development agreement and Bonds in place.	Sewer Main Complete. Need recorded Easement to release Bonds
Jacqueline & Oscar Lua Residence	80-555 Ridgeback Court	Plans submitted for single family residence. Completed 1st plan check and notified applicant 8/25/20. Issued permit 3953 on 5/12/21.	Inspect work improvements as scheduled.

Monthly Capital Improvement Project Update - July 2021

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.	Staff has sent plans for IWA to review. Staff is also coordinating with CVWD to begin their plan review and the permitting processes.	\$1,325,000.00	\$432,128.00
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.	Staff has processed the final retention invoice for the first rehab project and closed the project. All CCTV cleaning and inspection has been completed and staff will be meeting with the contractor to review the videos and project report. Harris is revising the 50% plans based on District comments. Staff has added the Harris project dashboard to the District website.	\$2,643,928.00	\$274,031.03
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 Electric has completed the project the 30% design plans and has submitted them to the District for review.	\$5,749,692.00	\$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 is currently preparing the Basis of Design Report which is expected by mid-July 2021. Dudek and VSD are coordinating the ordering and purchasing of long lead time items.	\$1,200,000.00	\$268,002.35
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.	The Board recently approved SGH Architects to continue with the final design of both the training and laboratory buildings.	\$149,610.00	\$123,046.00
Additional Parking and Landscaping	The District is in need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping.	A preliminary design of the Project has been completed. In que for the next steps.	\$250,000.00	\$0.00

Monthly Capital Improvement Project Update - July 2021

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.	\$142,000.00	\$0.00
Recycled Water Main Extension	Staff would like to extend the secondary effluent pipeline system about 250 feet to the pond chlorine contact chamber to save significant potable water when cleaning the pond chlorine contact chamber. This will allow the use of secondary effluent water to be used to clean the chamber instead of potable water. This project has been in the budget for the second year. It has been on hold waiting for staff to have time to install the water main themselves.	Project has not started.	\$60,000.00	\$0.00
Completion of Perimeter Fence Project	This project has been postponed due to the need for a design of the fence before construction. The location and terrain of the proposed fence is such that it will need design. Staff is limited with the number of projects already in process that have a higher priority than this project. Current night security patrol has limited the theft and damage of District property.	Project has not started.	\$280,000.00	\$0.00
Van Buren Slope Protection	The slope along the south end of the District's property is being eroded during flooding events which is causing the posts of the chain link fence to become exposed and weakened. VSD has coordinated with the City of Indio to design a gravel and rip-rap slope reinforcement that will prevent washout during heavy rain events. This project is split into three phases which will encompass the entire length of fence line along Cabazon Road.	Project complete.	\$250,000.00	\$154,947.10

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

July 6, 2021

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A regular meeting of the Valley Sanitary District (VSD) Budget & Finance Committee was held via videoconference on Tuesday, July 6, 2021.

1. CALL TO ORDER

Chairman Dennis Coleman called the meeting to order at 1:00 p.m.

1.1 Roll Call

Directors Present:
Chairman Dennis Coleman
Committee Member Scott Sear

Staff Present:
Beverli Marshall, General Manager, Jeanette Juarez, Business Services Manager, and Holly Gould

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 Discussion on the Valley Sanitary District Investment Policy

Jeanette Juarez, Business Services Manager, presented the draft of the revised Investment Policy for discussion. California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On April 14, 2015, the District adopted Resolution No. 2015-1063 adopting the VSD Investment Policy and no amendments have been executed. The updated policy is a more detailed policy following the government code. The updated policy is currently being reviewed by legal and will be brought before the full Board for review on July 27, 2021, and approval August 10, 2021. Director Coleman stated the updated policy is very comprehensive. A discussion took place about an investment advisor. Beverli Marshall thanked Jeanette for

doing an amazing job with all of the tasks she's been given and advancing the District to the next level.

3.2 Discuss Resolution of Notice of Intent to Proceed with Loan Application (NIPLA)

Jeanette Juarez, Business Services Manager, presented the item. She explained that the NIPLA is a letter signed by the loan applicants to inform the lender of their intention to proceed with the loan application and their acceptance of the terms, fees, and conditions. She stated that the consultant staff has been working with have introduced various banks and IBank has the best parameters for the District's needs. The loans from IBank will assist in funding for the Laboratory Building Project, Training Building Project, and Collection System Rehabilitation, Replacement, Design Project. The estimated cost for all three (3) projects is \$28 million. The District has reviewed various financing options and has determined IBank to be the most fiscally prudent choice for these three (3) CIP projects. This item will come before the Board for approval.

4. FUTURE MEETING ITEMS

Director Coleman inquired about the UAL payment. Jeanette informed him that this item was being brought before the Board on July 13, 2021. Jeanette also gave an update on the interim audit which she will include in the GM's monthly report for Administrative Services. She stated that the interim audit was completed, and the full audit will commence in August. There was also a discussion of updating the strategic plan.

5. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 2:02 p.m. The next regular committee meeting will be held on September 7, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District