



Tuesday, June 13, 2023 at 1:00 PM  
Valley Sanitary District Board Room  
45500 Van Buren Street, Indio, CA 92201

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**BOARD OF DIRECTORS  
REGULAR SESSION  
AGENDA**

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

Zoom link: <https://us06web.zoom.us/j/83028825283>

Meeting ID: 830 2882 5283

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

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

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

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. JUNE EMPLOYEE ANNIVERSARIES
  - Andy Boyd, Wastewater Operator III - 14 years
  - Nicholas Castaneda, Collection Systems Technician II - 9 years

**5. NEW EMPLOYEE INTRODUCTION**

*- Michael Placencia, Environmental Compliance Technician III*

**6. PUBLIC COMMENT**

**7. 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.*

7.1 [Approve Minutes of May 23, 2023, Regular Board Meeting](#)

Recommendation: Approve

7.2 [Approve Warrants for June 13, 2023](#)

Recommendation: Approve

7.3 [Accept a Sewer Main improvements and Authorize the General Manager to Sign a Certificate of Acceptance](#)

Recommendation: Approve

7.4 [Authorize Certification Reimbursement for Ron Buchwald, Interim General Manager, Per District Policy, in the amount of \\$270.00](#)

Recommendation: Approve

7.5 [Quarterly Investment Report for the Period Ending March 31, 2023](#)

Recommendation: Approve

**8. PUBLIC HEARING**

*Conduct a Public Hearing to Discuss Amending Fees and Charges for District Services and Establishing the Gann Appropriations Limit for Fiscal Year 2022/23*

8.1 [Adopt Resolution No. 2023-1180 Establishing Fees & Charges for District Services for Fiscal Year \(FY\) 2023/24](#)

Recommendation: Approve

8.2 [Adopt Resolution No. 2023-1181 Establishing the Gann Appropriations Limit for the Fiscal Year 2023/24](#)

Recommendation: Approve

**9. NON-HEARING ITEMS**

9.1 [Approve an Employment Agreement Between Valley Sanitary District and Jason Dafforn to Perform Duties as General Manager, and Adopt Resolution 2023-1183 Establishing the Wage Schedule of the General Manager of the Valley Sanitary District](#)

Recommendation: Approve

9.2 [Adopt Resolution No. 2023-1182 Approving the Operating and Capital Budget for the Fiscal Year 2023/24](#)

Recommendation: Approve

- 9.3 [Set a Public Hearing Date for July 25, 2023, Determining Certain Accounts be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection](#)  
Recommendation: Approve
- 9.4 [Authorize the Board President to Sign a Letter of Support for the Support to Rehydrate the Environment, Agriculture and Municipalities Act \(Feinstein's STREAM Act\)](#)  
Recommendation: Approve
- 9.5 [Accept the Water Recycling Funding Program Planning Grant from the California State Water Resources Control Board, Adopt Resolution 2023-1184, and Authorized the General Manager to Sign the Agreement](#)  
Recommendation: Approve

**10. GENERAL MANAGER'S REPORT**

- 10.1 [Receive Monthly General Managers Report - May 2023](#)  
Recommendation: Review

**11. COMMITTEE REPORTS**

- 11.1 [Draft Minutes of the Operations Committee Meeting - June 6, 2023](#)  
Recommendation: Discuss

**12. DIRECTOR'S ITEMS**

**13. INFORMATIONAL ITEMS**

- 13.1 [Receive and File Digital Data Reports from Andrea Carter and Associates and their subconsultant LocaliQ](#)  
Recommendation: Discuss

**14. 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.*

**15. CONVENE IN CLOSED SESSION**

*15.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Pursuant to paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (one potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)*

**16. CONVENE IN OPEN SESSION**

**17. ADJOURNMENT**

POSTED June 8, 2023  
Holly Gould  
Clerk of the Board  
Valley Sanitary District

**PUBLIC NOTICE**

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II). All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.





## Valley Sanitary District

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** Approve Minutes of May 23, 2023, Regular Board Meeting

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### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

None

### **Environmental Review**

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

### **Background**

The meeting minutes for the Board of Directors Regular Meeting held May 23, 2023.

### **Recommendation**

Approve

### **Attachments**

[23 May 2023 Meeting Minutes.edited.docx](#)

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
May 23, 2023**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, May 23, 2023, at 45-500 Van Buren St., Indio, CA 92201.

**1. CALL TO ORDER**

President Canero called the meeting to order at 1:02 p.m.

**2. ROLL CALL**

Directors Present:

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

Staff Present:

Ron Buchwald, Interim General Manager, Jeanette Juarez, Chief Administrative Officer, Dave Commons, Chief Operating Officer, Holly Gould, Clerk of the Board, and Craig Hayes, Best Best & Krieger

Guests Present:

Eric O'Donnell, Townsend Public Affairs

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT – None.**

**5. CONSENT CALENDAR**

5.1 Approve Board Meeting Minutes of May 9, 2023, Regular Meeting, and May 16, 2023, Special Meeting

5.2 Approve Warrants for May 23, 2023

5.3 Receive and File Credit Card Report for April 30, 2023

5.4 Monthly Revenue & Expense Report for the Period Ending April 30, 2023

**ACTION TAKEN:**

**MOTION:**

Director Teague motioned to approve the consent calendar as presented. Vice President Duran seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2023-3296**

**6. NON-HEARING ITEMS**

- 6.1 Authorize the Interim General Manager to Execute an Amendment to the Contract between VSD and Townsend Public Affairs to Extend the Contract One Year Until June 30, 2024, at a Cost Not to Exceed \$60,000

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The District's contract with Townsend Public Affairs will expire on June 30, 2023. The agreement includes two (2) one-year extensions to the contract term. An amendment to the contract will reflect the one-year extension until June 30, 2024, for \$60,000.

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Sear motioned to authorize the Interim General Manager to amend the contract between VSD and Townsend Public Affairs to extend the contract one year until June 30, 2024, at a cost not exceeding \$60,000. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2023-3297**

- 6.2 Review and Discussion of Valley Sanitary District Draft Fiscal Year 2023/24 Operating and Capital Budget

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Jeanette Juarez, Chief Administrative Officer, presented the Draft FY24 Operating & Maintenance (O&M) and Capital Budget to the Board. The proposed operating and capital budget for the fiscal year 2023/24 is \$18,622,984 and \$57,565,000, respectively. The operating budget encompasses personnel, California Public Employees' Retirement System (CalPERS), Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to advance the District's Capital Improvement Program (CIP). There are 21 capital projects requested in the fiscal year 2023/24. The fiscal year 2023/24 CIP includes the Recycled Water Project Phase I, Amendment 1 & 2, Emergency Sewer Siphon Replacement Design and Construction, and the Collection System Sewer Main Rehabilitation and Replacement Program. Staff will bring the FY24 Budget for final approval at the June 13, 2023, Board meeting. Director Teague thanked Staff for a well-put-together budget.

6.3 Set Public Hearing for June 13, 2023, to Discuss Fees and Charges for District Services and Establish the Gann Appropriations Limit for Fiscal Year 2023/24

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Pursuant to Ordinance 94-115, the Board of Directors established the authority under State law to collect fees and charges for costs reasonably borne and charges levied by the District. Each year the Board adopts a resolution amending District fees and charges. The resolution is split into four (4) sections: Administrative/Development Services Fee, Connection Capacity Charge, and Dump Station Fees, and Section 4 establishes that the General Manager is responsible for the administration and implementation of the resolution. California Voters approved Proposition 4, commonly called the Gann Limit Initiative ("Gann Limit"), as an amendment to Article XIII B of the State Constitution, Section 7910 of the Government Code, on November 6, 1979. This limit established the maximum tax proceeds spent on government services during a fiscal year. It also requires that agencies return taxpayers any tax revenue over the limit. Staff recommends that the Board of Directors approve the public hearing date set for June 13, 2023, to discuss fees & charges for District services and establish the Gann appropriations limit for the fiscal year 2023/24. A public hearing notice will be published in The Desert Sun, a newspaper of general circulation.

**ACTION TAKEN:**

**MOTION:**

Vice President Duran motioned to set a Public Hearing for June 13, 2023, to discuss fees and charges for District services and establish the Gann Appropriations Limit for the fiscal year 2023/24. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2023-3298**

6.4 Adopt Resolution 2023-1178 Amending Employee Wages & Benefits Effective July 1, 2023, and Rescind Resolution 2022-1171

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On April 18, 2023, the Board of Directors held a special meeting to review the proposed fiscal year 2023/24 operating budget. During that meeting, proposed changes to the wage schedule and California Public Employees Retirement System (CalPERS) Plan Contributions were reviewed and discussed. The proposed Operating Budget for 2023/24 includes a 7.5% Cost of Living Adjustment (COLA) based on the Riverside Area, CA CPI-U Index. This adjustment aligns with those made by comparable agencies and ensures that the District remains competitive with other agencies in the region. The proposed operating budget includes an 8.0% increase in the monthly cafeteria plan to provide employees with medical insurance benefits. The adjustment was determined using the Medical Care index of 8.1% CPI-U Index as of December 2022 and the estimated increases to the CalPERS Medical Premiums. The public agency required employer contribution through CalPERS also increased to 14.20% for Classic members and increased to 8% for PEPRA members. Staff recommends that the Board adopt Resolution No. 2023-1178, amending employee wages and benefits effective July 1, 2023, and rescind Resolution 2022-1171.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2023, AND RESCINDING RESOLUTION 2022-1171”**

**ACTION TAKEN:**

**MOTION:**

Director Teague motioned to adopt Resolution 2023-1178, amending employee wages & benefits effective July 1, 2023, and rescind Resolution 2022-1171. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**RESOLUTION NO. 2023-1178**

**6.5 Award a Contract for Biosolids Disposal and Hauling Services to Synagro West and Authorize Interim General Manager to Execute the Contract**

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Due to several challenges, the District had to terminate its contract with the previous biosolids hauling and disposal company. The District released a Request for Proposals (RFP) in January 2023 and received one qualified proposal from Synagro West. Synagro West is a major company in the biosolids industry. It has a good reputation for meeting the needs of its customers and following regulatory requirements. Synagro West handles biosolids hauling and disposal services for other agencies in the Coachella Valley. Synagro West's proposal includes the price per ton for hauling and disposal plus the amounts for fuel surcharges, CPI, and any additional fees. The total not to exceed the cost for three years is \$1.2 million. The Staff's desired goal is to have this contract in place and ready to be implemented on July 1, 2023.

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Sear motioned to award a contract for biosolids disposal and hauling services to Synagro West and Authorize the Interim General Manager to execute a contract for not exceeding \$1.2 million for three years. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2023-3299**

**6.6 Authorize the Interim General Manager to Purchase Twenty-Five (25) Communications Radios from Bearcom to Replace the Current Radios for an Amount not exceeding \$25,882.50**

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The plant communication radios are not compliant with current OSHA Standards for communication radios used near explosive gas environments. The District radios have the potential to spark and cause an explosion. The current radios are also near the end of their useful life. Staff researched and found that BEARCOM communication radios meet the current OSHA Standards. The Motorola XPR 3300e VHF radio standard package includes batteries, chargers, antenna, and programming for \$939 each

and a total price with shipping and taxes of \$25,882.50. The 25 communication radios include spares for future lost or damaged radios.

**ACTION TAKEN:**

**MOTION:** Director Teague motioned to authorize the Interim General Manager to purchase twenty-five (25) communications radios from Bearcom to replace the current radios for an amount not exceeding \$25,882.50. Director Barnum seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2023-3300**

6.7 Approve Change Order No. 1 for the Recycled Water Project – Phase 1 for Pavement Improvements Needed to Replace Pavement Sections on the Treatment Plant for a Not to Exceed Cost of \$23,305 and Authorize the Interim General Manager to Sign the Change Order

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As part of the Recycled Water Project - Phase 1, a pipeline from the North Cell to the Bar Screens was installed to convey treatment plant water needing additional treatment from the North Cell to the head of the plant. During the trenching for the pipeline, the asphalt pavement on each side of the trench deteriorated quickly. It was determined that the asphalt pavement was installed without any or minimal aggregate base below it and is most likely the cause of the quick and widespread deterioration. The contractor is responsible for repairing the asphalt pavement; however, they must replace the pavement in-kind, which would be without the aggregate base. The contractor proposes adding the aggregate base below the pavement for a longer asphalt life. The cost of the change order is \$23,305.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to approve Change Order No. 1 for the Recycled Water Project – Phase 1 for pavement improvements needed to replace pavement sections on the treatment plant for a not to exceed the cost of \$23,305 and authorize the Interim General Manager to sign the Change Order. Director Barnum seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None

**MINUTE ORDER NO. 2023-3301**

6.8 Adopt Resolution 2023-1179, a Resolution Authorizing the Execution, Delivery, and Submission of an Application for Grant Funding Through the U.S. Department of the Interior Bureau of Reclamation Water Smart Program for the District's Recycled Water Treatment Project

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On February 28, 2023, Environmental Solution Services submitted an application on behalf of the District to the Bureau of Reclamation (BOR) Water SMART program for a planning grant for water recycling and/or desalination projects. The application has been accepted for review. The maximum funding per applicant is \$1,000,000 for projects under \$500 million in construction cost. The required

local match is 50% of the award or \$500,000. The anticipated award date is October 31, 2023. The completion date needed to complete any planning studies is October 31, 2025. Eligible projects consist of water recycling and/or desalination feasibility studies, preliminary design activities, and environmental compliance for planned projects.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AUTHORIZING THE EXECUTION, DELIVERY, AND SUBMISSION OF AN APPLICATION FOR GRANT FUNDING THROUGH THE U.S. DEPARTMENT OF THE INTERIOR BUREAU OF RECLAMATION WATERSMART PROGRAM FOR THE DISTRICT’S RECYCLED WATER TREATMENT PROJECT”**

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to adopt Resolution 2023-1179, a resolution authorizing the execution, delivery, and submission of an application for grant funding through the U.S. Department of the Interior Bureau of Reclamation Water Smart Program for the District’s Recycled Water Treatment Project. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**RESOLUTION NO. 2023-1179**

6.9 Discuss Nominating a Representative from VSD to the Riverside Local Agency Formation Commission (LAFCO) Countywide Oversight Board

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After discussion, it was the consensus of the Board to nominate President Debra Canero for the Riverside Local Agency Formation Commission (LAFCO) Countywide Oversight Board.

**ACTION TAKEN:**

**MOTION:** Vice President Duran motioned to nominate President Debra Canero for the Riverside Local Agency Formation Commission (LAFCO) Countywide Oversight Board. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Barnum, Canero, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2023-3302**

**7. GENERAL MANAGER’S ITEMS**

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Ron Buchwald, Interim General Manager, gave an update on the Coachella Valley History Museum project. Staff will meet with their docent coordinator to develop information for their tours. He informed the Board of the Employee Appreciation Luncheon on May 31, 2023, at the District.

**8. COMMITTEE REPORTS**

8.1 Draft Minutes for the Community Engagement Committee meeting – May 16, 2023

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Ron Buchwald and Committee Member Mike Duran reported on the Community Engagement Committee Meeting on May 16, 2023. The committee discussed the 100-year Celebration for the District, community engagement with the school district, the production of promotional materials that can be shared with the public about the District, and the announcement of the new General Manager.

**9. DIRECTOR’S ITEMS**

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President Canero, Secretary/Treasurer Sear, and Director Barnum gave a report on the CSDA Legislative Days Conference they attended in Sacramento, CA. They met with Assembly Member Greg Wallis, Senator Kelly Seyarto, Assembly Member Eduardo Garcia, and Senator Alex Padilla. Director Teague thanked Staff for their help with the tour of residents of Indian Palms Country Club.

**10. INFORMATIONAL ITEMS**

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Ron Buchwald presented a letter that was received from the Desert Recreation Foundation thanking VSD for their sponsorship of their Annual Bowling Tournament.

**11. PUBLIC COMMENT – CLOSED SESSION – None**

**President Canero called for a short recess at 2:33 p.m. The Board of Directors reconvened at 2:38 p.m. Roll call was taken. Directors Barnum, Canero, Duran, Sear, and Teague were present.**

**12. CONVENE IN CLOSED SESSION**

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

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

12.2 Conference with Labor Negotiations Pursuant to Government Code Section 54957.9 Agency Designated Representative: Board President, Unrepresented Employee: General Manager

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The Board adjourned to Closed Session at 2:38 p.m.

**13. CONVENE IN OPEN SESSION**

Report on Closed Session items.

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The Board reconvened in open session at 2:51 p.m. District Counsel stated there was no reportable action.



**14. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:52 p.m. The next regular Board meeting will be on June 13, 2023.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Approve Warrants for June 13, 2023

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the warrants from May 16, 2023, through June 5, 2023, are \$4,463,894.86.

**Environmental Review**

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

**Background**

The attached warrants list shows all disbursements from May 16, 2023, through June 5, 2023.

**Recommendation**

Staff recommends that the Board of Directors approve the warrants for June 13, 2023.

**Attachments**

[Warrants for May 23, 2023.pdf](#)

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**May 23, 2023**

41519 Caltest Analytical Laboratory	Monthly samples - 5/1/2023	\$109.25
41519 Caltest Analytical Laboratory	Weekly samples NPDES - 5/1/2023	\$353.40
41520 Carlos Acevedo	DOT physical reimbursement - 03/27/2023	\$75.00
41521 Cintas Corp	Uniforms, mats, towels etc - 4/27/2023	\$483.59
41521 Cintas Corp	Uniforms, mats, towels etc - 4/20/2023	\$478.59
41522 Fulton Distributing Co.	Lid hot sip, towels, bleach, kresto cleaner	\$497.24
41523 Haaker Equipment Company	BIT inspections - 6 Vehicles	\$1,695.87
41524 Mario Luna	Bioassay sampling event meal reimbursement - May 2023	\$36.00
41525 Parkhouse Tire Services, Inc.	Tire service on vehicle 04B	\$922.15
41526 Polydyne, Inc.	Polymer 2128 - 4/19/2023	\$4,271.63
41527 Signarama	Display signs for CVHM	\$1,525.05
41528 United Way of the Desert	PR 04/14/2023 - 04/27/2023 Pd 05/05/2023	\$20.00
41529 VM Air Mechanical LLC	7.5 ton train airhandler evap coil with TXV - MCC Bldg	\$6,525.00
41530 Yellow Mart	Safety boots - Andrew Sorenson	\$250.00
41531 Best, Best & Krieger	Legal services - April 2023	\$6,472.20
41531 Best, Best & Krieger	Easement access legal services - April 2023	\$1,118.70
41532 Caltest Analytical Laboratory	Weekly samples - 05/03/2023	\$353.40
41533 Carollo Engineering, Inc	RWP EVRA Services - April 2023	\$9,750.70
41534 Carquest Auto Parts	New purchases - April 2023	\$931.16
41535 Charter Communications	Spectrum services - 4/26/2023-5/25/2023	\$1,155.78
41536 Cintas Corp	First aid replenishment - 5/8/2023	\$398.36
41537 Clean Water SoCal	Annual Membership (SCAP) 7/1/2023-6/30/2024	\$5,058.00
41538 CO of RIV - Registrar of Voters	Election services - Nov 2022	\$1,682.60
41539 Daniels Tire Service, Inc.	2 golf cart tires	\$334.95
41540 Dave Commons	CWEA Annual conference reimbursement - April 2023	\$207.00
41541 Desert Arc	Janitorial services - April 2023	\$3,500.36
41541 Desert Arc	Landscaping Services - May 2023	\$840.00
41542 Downing Construction, Inc	IPS Project Progress Payment #18 - April 2023	\$215,201.69
41543 Eisenhower Occupational Health	DOT physicals - 04/04/2023	\$100.00
41544 Environmental Resource Associates	Ready to use 743 Demand	\$215.61
41545 Farwest Hydraulics	Hose end fittings	\$101.14
41545 Farwest Hydraulics	Seals and labor charges	\$331.56
41546 Fiesta Ford	Inspection, oil change and rotate tires	\$66.71
41546 Fiesta Ford	Oil change, rotate tires, inspection F150 hybrid	\$66.71
41547 Gallagher Benefit Services, Inc	Background and reference - GM recruitment services 2023	\$6,250.00
41548 Geotab USA, Inc	Vehicle Telemetrics - April 2023	\$600.75
41549 Innovative Document Solutions	Canon copier maintenance - April 2023	\$60.65
41550 Innovative Federal Strategies LLC	Federal advocacy services - February 2023	\$6,502.70
41550 Innovative Federal Strategies LLC	Federal advocacy - April 2023	\$6,866.90
41551 Master's Refreshment Services LLC	Bottled water	\$185.25
41552 McMaster-Carr Supply Co.	Oil resistant soft buna-N oring cord	\$20.52
41553 Motion Industries, Inc.	V ring - parts for blower 3 motor	\$759.74
41553 Motion Industries, Inc.	Raptor element	\$554.09
41553 Motion Industries, Inc.	Hi-power v belt	\$37.02
41554 Polydyne, Inc.	Polymer delivery - 05/02/2023	\$4,271.63
41555 South Coast A.Q.M.D	AQMD Fee - 7/1/2022-6/30/2023 Hot Spots Program Fee	\$153.23
41556 Southwest Networks, Inc.	Guardian BDR storage - June 2023	\$699.00
41556 Southwest Networks, Inc.	Labor charges - April 2023	\$308.75
41557 Superior Protection Consultants	Security services - April 2023	\$6,136.00
41558 Univar Solutions	Sodium hypo delivery - 05/05/2023	\$13,167.55
41559 USA Blue Book	Tryptic Soy Broth 100ml	\$553.52
41559 USA Blue Book	Single use BOD vials	\$468.32
41560 Walters Wholesale Electric	Parts to fix lights in headworks	\$773.29
41561 White Cap, L.P.	Grade A threaded rod	\$3.74
41561 White Cap, L.P.	Catridge limestone sikaflex	\$602.65
202305101 Burrtec Waste & Recycling Svcs	Trash service - May 2023	\$256.84
202305102 Burrtec Waste & Recycling Svcs	Grit removal - April 2023	\$1,672.51
202305103 SPOK, Inc.	Pagers - May 2023	\$24.73
202305111 City of Coachella	Water - April 2023	\$65.29
202305121 Frontier Communications	Telephone service - May 2023	\$383.08
202305161 FedEx	Shipping charges - 05/02/2023	\$419.24
202305171 SoCal Gas	Gas service - April 2023	\$316.44
202305172 Rudy's Pest Control	General pest - May 2023	\$200.00
202305173 Grainger	Floor squeegee	\$195.17
202305173 Grainger	GHS jumbo tags	\$88.75
202305173 Grainger	Rocker switch dpdt 6 connections	\$29.23
202305173 Grainger	Rust remover 5 gallon	\$172.72
202305173 Grainger	10 piece red tungsten electrode	\$52.94
202305173 Grainger	Sports drink mix	\$182.24
202305173 Grainger	Combo wrench, insulating varnish	\$560.13
202305173 Grainger	Bulb recycling kit	\$393.59

LIST\_OF\_

202305173 Grainger	Eyewash station	\$307.65
202305173 Grainger	Black wrench roll polyester	\$23.30
202305173 Grainger	Ear muffs over ear	\$82.70
202305191 Paychex - Direct Deposit	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$86,115.04
202305192 Paychex - Fee	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$191.58
202305193 Paychex - Garnishment	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$360.46
202305194 Paychex - Tax	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$39,259.57
202305195 CalPERS 457	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$870.00
202305196 Empower (formerly Mass Mutual)	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$10.00
202305197 Mission Square (formerly ICMARC / Vantage Point)	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$1,470.00
202305198 Nationwide Retirement Solution	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$1,975.00
202305199 CalPERS Retirement	PR 04/28/2023 - 05/11/2023 PD 05/19/2023	\$21,361.04
	Total	\$471,143.94



**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Ron Buchwald, Interim General Manager  
**SUBJECT:** Accept a Sewer Main improvements and Authorize the General Manager to Sign a Certificate of Acceptance

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no fiscal impact from the recommended action.

**Environmental Review**

This is not a project as defined by CEQA

**Background**

VSD entered into two Development – Sanitation System Installation Agreements (Installation Agreement) for D.R. Horton Monte Vina I and Monte Vina II; Tract 31562 Monte Vina I on October 19<sup>th</sup>, 2020 and Tract 31562 Monte Vina II on October 7<sup>th</sup>, 2021 with D.R. Horton Los Angeles Holding Company Inc. (Developer) for the installation of sewer mains, manholes and appurtenances. This work was completed and approved by VSD in March 2023. The Installation Agreement was recorded and is now tied to the property. This Certificate of Acceptance is being approved and recorded to the property to show that the Installation Agreement has been satisfied and that VSD accepts ownership of the sewer mains, manholes and appurtenances installed within this Tract.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to sign the Certificate of

Acceptance for the sewer main improvements.

**Attachments**

[Cert Of Acceptance Monte Vina.pdf](#)

[Cert Of Acceptance Monte Vina II.pdf](#)

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

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**VALLEY SANITARY DISTRICT  
CERTIFICATE OF ACCEPTANCE**

**VALLEY SANITARY DISTRICT**  
**CERTIFICATE OF ACCEPTANCE**

D.R. Horton Los Angeles Holding Company, Inc. (“**Developer**”), constructed certain improvements pursuant to the terms and conditions of that certain Development-Sanitation System Installation Agreement (“**Installation Agreement**”) between Developer and Valley Sanitary District (“**VSD**”) dated October 7, 2021, relating to the development of Monte Vina II on that certain real property described on Exhibit “A” (also known as Tract 31562 Lots 100-271, 272-283 and 284 & 285), attached hereto and incorporated herein by reference. The Installation Agreement was recorded in the Official Records of the County of Riverside on October 14, 2021, as Instrument No. 2021-0609256. This is to certify that the work has been accepted by VSD, and the Installation Agreement is terminated, released and removed of record.

IN WITNESS WHEREOF, the parties have executed this Certificate of Acceptance as of this 10<sup>th</sup> day of May, 2023.

“DEVELOPER”

D.R. Horton Company Inc.

By: Vicki Gullion

Name: Vicki Gullion

Title: Assistant Secretary

Dated: 5/10/2023

“VSD”

VALLEY SANITARY DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: General Manager

Dated: \_\_\_\_\_

(Proper Notarization of signatures is required and will be attached).



**ACKNOWLEDGMENT**

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

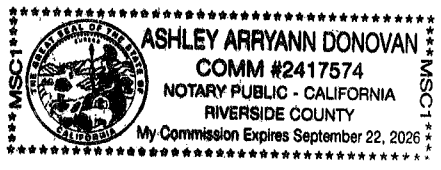
State of California  
County of Riverside )

On 5/10/2023 before me, Ashley Arryann Donovan Notary Public  
(insert name and title of the officer)

personally appeared Vicki Gullion,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.



Signature Ashley Arryann Donovan (Seal)

Legal Description

Real property in the City of Indio, County of Riverside, State of California, described as follows:

LOTS 100 THROUGH 271, INCLUSIVE, 284, 285 AND LETTERED LOTS "C", "D", "M" THROUGH "Q", INCLUSIVE, "T" AND "U" OF TRACT NO. 31562, IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, AS PER PLAT RECORDED IN BOOK 418, PAGES 39 THROUGH 46 OF MAPS, RECORDS OF SAID COUNTY.

# TRACT 31562 - MONTE VINA II SITE PLAN



 D.R. Horton - 174 Finished Lots



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

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

SPACE ABOVE THIS LINE FOR RECORDER'S USE

**VALLEY SANITARY DISTRICT  
CERTIFICATE OF ACCEPTANCE**

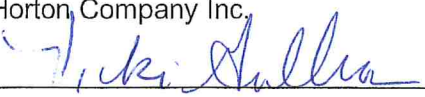
**VALLEY SANITARY DISTRICT**  
**CERTIFICATE OF ACCEPTANCE**

D.R. Horton Los Angeles Holding Company, Inc. (“**Developer**”), constructed certain improvements pursuant to the terms and conditions of that certain Development-Sanitation System Installation Agreement (“**Installation Agreement**”) between Developer and Valley Sanitary District (“**VSD**”) dated October 5, 2020, relating to the development of Monte Vina on that certain real property described on Exhibit “A” (also known as Tract 31562 Lots 1-99, 272-283 and 286-300), attached hereto and incorporated herein by reference. The Installation Agreement was recorded in the Official Records of the County of Riverside on October 19, 2020, as Instrument No. 2020-0500958. This is to certify that the work has been accepted by VSD, and the Installation Agreement is terminated, released and removed of record.

IN WITNESS WHEREOF, the parties have executed this Certificate of Acceptance as of this 10<sup>th</sup> day of May, 2023.

“DEVELOPER”

D.R. Horton, Company Inc.

By: 

Name: Vicki Gullion

Title: Assistant Secretary

Dated: 5/10/2023

“VSD”

VALLEY SANITARY DISTRICT

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: General Manager

Dated: \_\_\_\_\_

(Proper Notarization of signatures is required and will be attached).

# ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

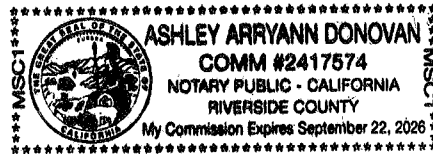
State of California  
County of Riverside )

On 5/10/2023 before me, Ashley Arryann Donovan Notary Public  
(insert name and title of the officer)

personally appeared Vicki Gullion,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/~~are~~-  
subscribed to the within instrument and acknowledged to me that he/~~she~~/~~they~~ executed the same in  
his/~~her~~/~~their~~ authorized capacity(ies), and that by his/~~her~~/~~their~~ signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Signature Ashley Arryann Donovan (Seal)

Legal Description

Real property in the City of Indio, County of Riverside, State of California, described as follows:

LOTS 1 THROUGH 99, INCLUSIVE, 272 THROUGH 283, INCLUSIVE, 286 THROUGH 300, INCLUSIVE, AND LETTERED LOTS "A", "B", "E THROUGH "L", INCLUSIVE, "R", "S" AND "V" THROUGH "Y", INCLUSIVE OF TRACT NO. 31562, IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, AS PER PLAT RECORDED IN BOOK 418, PAGES 39 THROUGH 46 OF MAPS, RECORDS OF SAID COUNTY.

APN: 696-380-001-1 THROUGH 696-380-007-7 (LOTS 1 THROUGH 7); 696-370-001-0 THROUGH 696-370-009-8 (LOTS 8 THROUGH 16); 696-370-010-8 (LOT 17); 696-370-011-9 (LOT 18); 696-370-012-0 THROUGH 696-370-019-7 (LOTS 19 THROUGH 26); 696-370-020-7 THROUGH 696-370-022-9 (LOTS 27 THROUGH 29); 696-370-023-0 THROUGH 696-370-029-6 (LOTS 30 THROUGH 36); 696-370-030-6 THROUGH 696-370-033-9 (LOTS 37 THROUGH 40); 696-370-034-0 THROUGH 696-370-039-5 (LOTS 41 THROUGH 46); 696-370-040-5 THROUGH 696-370-044-9 (LOTS 47 THROUGH 51); 696-370-045-0 THROUGH 696-370-049-4 (LOTS 52 THROUGH 56); 696-370-050-4 THROUGH 696-370-055-9 (LOTS 57 THROUGH 62); 696-370-056-0 THROUGH 696-370-059-3 (LOTS 63 THROUGH 66); 696-370-060-3 THROUGH 696-370-066-9 (LOTS 67 THROUGH 73); 696-370-067-0 THROUGH 696-370-069-2 (LOTS 74 THROUGH 76); 696-370-070-2 THROUGH 696-370-077-9 (LOTS 77 THROUGH 84); 696-370-078-0 (LOT 85); 696-370-079-1 (LOT 86); 696-370-080-1 THROUGH 696-370-088-9 (LOTS 87 THROUGH 95); 696-370-089-0 (LOT 96); 696-370-090-0 (LOT 97); 696-380-008-8 (LOT 98); 696-380-009-9 (LOT 99); 696-380-040-6 THROUGH 696-380-043-9 (LOTS 272 THROUGH 275); 696-380-044-0 THROUGH 696-380-049-5 (LOTS 276 THROUGH 281); 696-380-050-5 (LOT 282); 696-380-051-6 (LOT 283); 696-460-067-8 (LOT 286); 696-460-068-9 (LOT 287); 696-460-069-0 (LOT 288); 696-460-070-0 THROUGH 696-460-072-2 (LOTS 289 THROUGH 291); 696-380-054-9 (LOT 292); 696-380-055-0 THROUGH 696-380-059-4 (LOTS 293 THROUGH 297); 696-380-060-4 THROUGH 696-380-062-6 (LOTS 298 THROUGH 300); 696-370 (LETTERED LOT A, NOT ASSESSED); 696-380-064 (LETTERED LOT E); 696-370-091-1 (LETTERED LOT F); 696-370-092-2 (LETTERED LOT G); 696-370-093-3 (LETTERED LOT H); 696-370-094-4 (PORTIONS OF LETTERED LOTS I, R AND S AND LETTERED LOTS J THROUGH L, W AND X); 696-380-065-9 (PORTIONS OF LETTERED LOTS I AND R, S AND LETTERED LOT V AND OTHER PROPERTIES); 696-470-078 (PORTION OF LETTERED LOT I AND OTHER PROPERTIES) AND 696-460-075 (PORTIONS OF LETTERED LOTS R AND S AND OTHER PROPERTIES); LOT A 696-370- (CURRENTLY NOT ASSESSED); 696-460-074 (LOT B); LOT Y 696-370- (CURRENTLY NOT ASSESSED)

# TRACT 31562 - MONTE VINA SITE PLAN



 D.B. Horton - 126 Finished Lots







## Valley Sanitary District

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Authorize Certification Reimbursement for Ron Buchwald, Interim General Manager, Per District Policy, in the amount of \$270.00

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

The reimbursement request is \$270.00.

### **Environmental Review**

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

### **Background**

VSD's Education & Training policy authorizes the reimbursement of occupational certifications. Certain job classifications require the employee to maintain certification in the associated discipline. The District will pay the employees fees for the application, examination, and renewal of certifications upon approval. The interim general manager is requesting reimbursement for two (2) certifications:

- Civil Engineer-53121
- Drinking Water Treatment Operator Grade T3

Approval by the Board of Directors is necessary for the Interim General Manager to receive the requested reimbursement.

**Recommendation**

Staff recommends that the Board of Directors authorize the reimbursement as submitted.

**Attachments**

[7.4 Attachment A Receipts.pdf](#)

**California BPELSG - Payment Confirmation**

1 message

Connect.No.Reply@dca.ca.gov <Connect.No.Reply@dca.ca.gov>  
To: rbuchone@gmail.com

Tue, May 23, 2023 at 6:46 PM

**California Board for Professional Engineers, Land Surveyors, and Geologists**

**Payment Confirmation**

Dear ronald buchwald,

Your payment has been processed successfully. Below are the details:

Application#:	230510203151
Payment Method:	Credit / Debit Card
Transaction Date:	05/23/23
Transaction Time:	06:46:51 PM
Receipt#:	104355
Total Fees:	\$180.00

<b>Fee Type</b>	<b>Fees</b>
RenApp-Biennial Renewal - Civil Engineer-53121	\$180.00
<b>Total</b>	<b>\$180.00</b>

This email is an automated notification, which is unable to receive replies. We are happy to help you with any questions or concerns you may have. If you have questions mail to [BPELSG.Connect@dca.ca.gov](mailto:BPELSG.Connect@dca.ca.gov)

Thank you,

California Board for Professional Engineers, Land Surveyors, and Geologists

[https://www.bpelsg.ca.gov/about\\_us/contact.shtml](https://www.bpelsg.ca.gov/about_us/contact.shtml)

**Drinking Water Treatment Operator  
Certification Renewal Notice**

Ronald E. Buchwald  
1732 Torino Street  
Redlands, CA 92374

Due Date: 7/1/2023  
Grade: T3  
Op. #: 23157

Please make any address corrections here:

↓ This information is required to renew your certificate ↓

**IMPORTANT RENEWAL INFORMATION**  
(to be filled out by operator)

Certificate Expiration date: 11/1/2023

E-Mail address: Rbuchone@gmail.com

Phone #: ( 909 ) 528-1074

Check one: Work ( ) Cell  Home ( )

Amount of Check: \$ \$90.00

If you are presently employed by a water treatment or water distribution facility, please provide:

Company Name: \_\_\_\_\_

City/State: \_\_\_\_\_

Ronald Buchwald 5/22/23  
Original Signature Date

Dual Discount? D Op# 9860

Treatment or Distribution Operator No.: \_\_\_\_\_

Wastewater Certificate No.: \_\_\_\_\_

**BELOW FOR DWOCP OFFICE USE ONLY**

Date To Accounting: \_\_\_\_\_

ID Card Sent/Database Updated: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** The Regulations require that renewal fees be paid at least **four months before** the expiration date. This allows the Operator Certification Program time to evaluate your renewal before your Expiration date.

**THIS IS THE ONLY NOTICE YOU WILL RECEIVE**

**VERY IMPORTANT - PLEASE READ THE FOLLOWING**  
Renewal Due Date: 7/1/2023 Expiration Date: 11/1/2023

If postmarked on or before 7/1/2023 your renewal amount is \$90

If postmarked after 7/1/2023 but on or before 9/17/2023 your renewal amount is \$140 (late fee of \$50)

If postmarked after 9/17/2023 your renewal amount is \$190 (late fee of \$100)

Grade	Discount for Dual-certified
1	\$55.00
2	\$60.00
3	\$90.00
4 & 5	\$105.00

The fees noted above reflect your Drinking Water certifications. You may submit the discount fee if you hold at least two State of California certifications in DW Treatment **AND/OR** DW Distribution **AND/OR** Wastewater Treatment, **please write the appropriate certificate number in the space above.**

To renew your certification for three years, please complete the following:

1. Double check your mailing address and make any corrections using the lines below your address.
2. In the box above, neatly print your email address, phone number, and amount of the check/money order on the lines indicated.
3. If you are presently employed by a water treatment or distribution facility, please print the company name and city/state. If you are not employed by a water company, please print **N/A**.
4. Sign and date on the **Original Signature** line.
5. Make your check or money order payable to **SWRCB-DWOCP (Do Not Send Cash)**.  
**ALL FEES ARE NON-REFUNDABLE.**
6. Make copies of your certificates of completion and/or school transcripts (official or unofficial). Please see reverse side for additional information on Continuing Education Contact Hours.
7. Mail this form with your renewal fees and copies of your certificates and/or school transcripts to the address listed on the reverse side of this form.

To avoid late fees, your renewal form and fees must be postmarked on or before your Due Date. You may then submit your continuing education contact hours by your Expiration Date to prevent your certification from expiring.



## Valley Sanitary District

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Quarterly Investment Report for the Period Ending March 31, 2023

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

### **Fiscal Impact**

There is no fiscal impact from this report.

### **Environmental Review**

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

### **Background**

The State of California Government Code section 53646(b) requires agencies to present to the Board of Directors a report of their investments on at least a quarterly basis.

As of March 31, 2023, VSD has:

- \$61.7 million was invested in Local Agency Investment Fund (LAIF)
- \$1.07 million was invested in CalTRUST
- \$61.4 million was invested in Bank of America

**Recommendation**

Staff recommends that the Board review and accept the Quarterly Investments Report for the period ending March 31, 2023.

**Attachments**

- [7.5. Attachment A CALTRUST Statement March\\_Redacted.pdf](#)
- [7.5 Attachment B LAIF Interest - Jan - Mar 2023\\_Redacted.pdf](#)
- [7.5 Attachment C Bank of America Statement March\\_Redacted.pdf](#)
- [7.5 Attachment D Quarterly Investment Tables.xlsx](#)



CalTRUST  
 PO Box 2709  
 Granite Bay, CA 95746  
 www.caltrust.org  
 Email: admin@caltrust.org  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

03/01/2023 through 03/31/2023

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Mar 31 (\$)	Value on Mar 31 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
VALLEY SANITARY DISTRICT	[REDACTED]					
CalTRUST Medium Term Fund	[REDACTED]	109,165.010	9.78	1,067,633.80	1,102,455.09	(34,821.29)
<b>Portfolios Total value as of 03/31/2023</b>				<b>1,067,633.80</b>		

### DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
		<b>VALLEY SANITARY DISTRICT</b>						
CalTRUST Medium Term Fund								
Beginning Balance	03/01/2023			108,855.868	9.68	1,053,724.80		
Accrual Income Div Reinvestment	03/31/2023	3,023.41	309.142	109,165.010	9.78	1,067,633.80	0.00	0.00
Change in Value						10,885.59		
Closing Balance as of	Mar 31			109,165.010	9.78	1,067,633.80		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



MALIA M. COHEN  
California State Controller

LOCAL AGENCY INVESTMENT FUND  
REMITTANCE ADVICE

Agency Name VALLEY SANITARY DISTRICT

Account Number



As of 04/14/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 03/31/2023.

Earnings Ratio		.00007493902135155
Interest Rate		2.74%
Dollar Day Total	\$	5,417,432,758.00
Quarter End Principal Balance	\$	61,656,096.62
Quarterly Interest Earned	\$	405,977.11





**Trust Company**  
Specialized Trust Services

**ACCOUNT SUMMARY**  
VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

AS OF 03/31/2023

**Summary of Activity**

<b>Portfolio Value on 02/28/2023</b>	<b>64,443,155.00</b>
Additions	0.00
Distributions	-3,246,117.32
Expenses	0.00
Unrealized Gains since Market Value of 02/28/2023	0.00
Dividends Received	195,898.93
Interest Received	0.00
Other Income Received	0.00
Management Fees	0.00
<b>Portfolio Value on 03/31/2023</b>	<b>61,392,936.61</b>

**Portfolio Allocation**

<b>Asset Class</b>	<b>Market Value</b>	<b>Book Value</b>	<b>Est. Annual Income</b>	<b>Current Yield</b>
CASH & EQUIVALENTS	61,392,936.61	61,392,936.61	2,594,156.08	4.23%
<b>Total</b>	<b>61,392,936.61</b>	<b>61,392,936.61</b>	<b>2,594,156.08</b>	<b>4.23%</b>



Trust Company  
Specialized Trust Services

REPORT OF ASSETS  
VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP  
ACCOUNT [REDACTED] AS OF 03/31/2023

	Units	Price	Market Value
BANK ACCOUNTS			
MONEY MARKET FUNDS			
1. GOLDMAN SACHS FS GOVERNMENT (FOSXX)	61,392,936.6100	1.0000	61,392,936.61
TOTAL BANK ACCOUNTS			<u>61,392,936.61</u>
TOTAL INVESTMENTS			61,392,936.61
*INCOME CASH ON HAND			0.00
*PRINCIPAL CASH ON HAND			<u>0.00</u>
TOTAL ASSETS			<u><u>61,392,936.61</u></u>

TOTAL CASH: 0.00

\* Income and principal cash are held in  
TMI BANK DEPOSIT SERIES IV



Trust Company  
Specialized Trust Services

REPORT OF INCOME CASH

VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

ACCOUNT [REDACTED] FOR DATES 03/01/2023 TO 03/31/2023

BEGINNING BALANCE 0.00

NO TRANSACTIONS DURING THIS PERIOD

INCOME CASH BALANCE 0.00



**Trust Company**  
Specialized Trust Services

**REPORT OF PRINCIPAL CASH**

VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

ACCOUNT [REDACTED] FOR DATES 03/01/2023 TO 03/31/2023

**BEGINNING BALANCE** **0.00**

**PRINCIPAL CASH RECEIPTS**

**1. ASSET SALES AND TRANSFERS**

Proceeds from Sale of Asset

GOLDMAN SACHS FS GOVERNMENT

03/15/2023 Sold 2,366,427.94 shares at 1.00 2,366,427.94

Purchased on 05/01/2009

No gain or loss

03/23/2023 Sold 879,689.38 shares at 1.00 879,689.38

Purchased on 05/01/2009

No gain or loss

3,246,117.32

Total Proceeds from Sale of Asset

3,246,117.32

**TOTAL ASSET SALES AND TRANSFERS**

**3,246,117.32**

**TOTAL PRINCIPAL CASH RECEIPTS**

**3,246,117.32**

**PRINCIPAL CASH DISBURSEMENTS**

**2. DISTRIBUTION OF PRINCIPAL**

Distribution of Principal

03/15/2023 WIRE TO BANK OF AMERICA-SCHNEIDER -2,366,427.94

ELECTRIC BUILDINGS AMERCAS INC INVOICE  
#924659 PURPOSE: RECYCLED WATER PROJECT  
CONSTRUCTION PHASE

Check # PNCWIR

03/24/2023 WIRE TO BANK OF AMERICA-SCHNEIDER -879,689.38

ELECTRIC BUILDINGS AMERICAS INC  
INVOICE# 939868 PURPOSE: RECYCLED  
WATER PROJECT CONSTRUCTION PHASE

Check # PNCWIR

-3,246,117.32

Total Distribution of Principal

**TOTAL DISTRIBUTION OF PRINCIPAL**

**-3,246,117.32**

**TOTAL PRINCIPAL CASH DISBURSEMENTS**

**-3,246,117.32**

**PRINCIPAL CASH BALANCE**

**0.00**



Trust Company  
Specialized Trust Services

REPORT OF NON-CASH ENTRIES

VALLEY SANITARY DISTRICT BANC OF  
AMERICA PUBLIC CAPITAL CORP

ACCOUNT [REDACTED] FOR DATES 03/01/2023 TO 03/31/2023

Market Value                      Book Value

NON-CASH INCREASES

1. DIVIDEND REINVESTMENT		
Dividend Reinvestment		
GOLDMAN SACHS FS GOVERNMENT		
03/01/2023 195,898.93 shares at 1.00	195,898.93	195,898.93
	<hr/>	<hr/>
	195,898.93	195,898.93
Total Dividend Reinvestment	195,898.93	195,898.93
TOTAL DIVIDEND REINVESTMENT	195,898.93	195,898.93
	<hr/>	<hr/>
TOTAL NON-CASH INCREASES	195,898.93	195,898.93

CALTRUST

Quarter	As of	Total Shares Owned	Portfolio Value	Variance	Variance (%)
Q3	9/30/2022	107,752.987	\$ 1,041,971.38		
Q4	12/31/2022	108,356.618	\$ 1,052,142.76	\$ 10,171.38	0.98%
Q1	3/31/2023	109,165.010	\$ 1,067,633.80	\$ 15,491.04	1.47%

LAIF

Quarter	As of	Ending Balance	Interest Rate	Interest Earned	Variance
Q3	9/30/2022	\$ 58,241,332.41	1.35%	\$ 188,436.06	
Q4	12/31/2022	\$ 55,454,768.47	2.07%	\$ 301,328.15	\$ 112,892.09
Q1	3/31/2023	\$ 61,656,096.62	2.74%	\$ 405,977.11	\$ 104,648.96

Bank of America

Quarter	As of	Ending Balance	Current Yield	Interest Earned	Variance
Q3	9/30/2022	\$ 64,234,410.66	4.14%	\$ 96,429.97	
Q4	12/31/2022	\$ 64,370,197.53	4.12%	\$ 166,548.68	\$ 70,118.71
Q1	3/31/2023	\$ 61,392,936.61	4.23%	\$ 195,893.93	\$ 29,345.25



**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Adopt Resolution No. 2023-1180 Establishing Fees & Charges for District Services for Fiscal Year (FY) 2023/24

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The estimated revenue from the proposed fees is \$797,650 and is included in FY 2023/24 operating budget.

**Environmental Review**

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

**Background**

Pursuant to Ordinance 94-115, the Board of Directors established the authority under State law to collect fees and charges for costs reasonably borne and charges levied by the District. Each year the Board adopts a resolution amending District fees and charges. The resolution is split into Four (4) sections:

- Section 1: Administrative/Development Services fee
- Section 2: Connection Capacity Charge
- Section 3: Dump Station Fees
- Section 4: The General manager will be responsible for the administration and implementation of this resolution

1. Fees related to administrative and development services include the cost of copying plans and maps, inspections, and plan checks. There is no change in the fee structure for FY 2023/24.
  
2. The Connection and Capacity fees reflect the cost of new development or changes in use for existing buildings that account for the attributable fair share of infrastructure expenses that have already been paid by ratepayers in previous years. As detailed in the cost-of-service analysis and rate study conducted by NBS in 2020, the following calculation was used to determine the connection capacity fee per Equivalent Dwelling Unit (EDU).

Flow

- + Chemical Oxygen Demand (COD)
- + Total Suspended Solids (TSS)
- = Connection Capacity Fee per EDU

- The Connection Capacity fee is adjusted each year by using the Engineering News-Record (ENR) 20-City Construction Cost Index from January to January. For Fiscal Year 2023/24, the charge for connecting to the collection and treatment system is justified in increasing to \$6,670 per EDU, however, in consideration of the rate increase in July 2022, the fee will remain at \$6,353.

3. The cost-of-service analysis completed by NBS in 2020 determined the calculation for the dump station fees. The calculation for the dump station fee includes the following variables: standard recreational vehicle dump in gallons, average septage strength from the Water Resources Control Board Guidelines, effluent volume, flow, Biological Oxygen Demand (BOD), and TSS costs divided by the system-wide units. The dump station fee is set to a flat rate of \$10.
  
4. The General manager will be responsible for the administration and implementation of this resolution.

As required, a notice of the Public Hearing (Attachment B) was advertised in the Desert Sun, a newspaper of general circulation, on May 28, 2023, and May 31, 2023.



**Recommendation**

Staff recommends that the Board adopt Resolution No. 2023-1180 amending fees and charges for District services for FY 2023/24 and rescinding Resolution No. 2022-1164.

**Attachments**

[8.1 Attachment A Resolution 2023-1180 Amending Fees.docx](#)

[8.1 Attachment B Notice of Public Hearing.doc](#)

**RESOLUTION NO. 2023-1180  
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY  
DISTRICT AMENDING FEES AND CHARGES FOR DISTRICT SERVICES AND  
RESCINDING RESOLUTION NO. 2022-1164**

The Board of Directors declares that the following statements are true and accurate.

In adopting District Ordinance No. 94-115, the Board of Directors established the authority under State law to collect fees and charges for costs reasonably borne and charges levied by the District.

California Government Code Section 66016 and 66018 establishes that setting or adjusting fees requires that the Board hold a public hearing as part of a regularly scheduled meeting.

On June 13, 2023, the Board of Directors held a properly noticed public hearing on the proposed fees contained in this resolution and, at that time, invited oral and written comments from the public.

The Board of Directors of the Valley Sanitary District **RESOLVES** the following fees and charges are appropriate and repeals and rescinds Resolution No. 2022-1164 as of the effective date of this resolution.

**SECTION 1:** The Following fees and charges are in effect as of July 1, 2023.

**ADMINISTRATIVE / DEVELOPMENT SERVICES**

Copies of plans or maps	\$ 5.00/sheet (\$10.00/sheet color)
Bid documents (or amount specified in Bid Documents)	\$ 25.00/each
Photocopies 8 ½" X 11" – 8 ½" X 14" black & white	\$ .25/page
Photocopies 11" X 17" black & white	\$ .40/page
Photocopies 8 ½" X 11" – 8 ½" X 14" color	\$ .40/page
Photocopies 11" X 17" color	\$ .80/page
Copy of Board meeting recording	\$ 15.00/recording
Notary fee	\$ 20.00/signature
Returned Check Fee-Non-sufficient funds check or closed account check	\$ 25.00/check

**Inspections (by District Staff, depending upon availability):**

Laterals, single (\$240.00 initial deposit required before inspections)	\$ 80.00/hour with one hour minimum
Laterals, multiple (\$55.00 initial deposit per lateral or \$240.00 minimum deposit)	\$ 80.00/hour with one-hour min

Mainline (\$500.00 minimum deposit required before inspections)	\$ 80.00/hour with one-hour min
Disconnect inspection/permit (\$240.00 initial deposit required before inspections)	\$ 80.00/hour with one-hour min

**Inspections (by Contract Inspector):**

Laterals, mainline or any sewer related inspections (actual cost + expenses)	\$125.00/hour (estimated)
--	---------------------------

**Plan Checks & Development Services:**

• District Staff (minimum \$150.00 initial deposit required for single residence. All other project categories minimum \$500.00 deposit)	\$150.00/hour with one-hour min
• District Contract Engineer-(billed at actual cost) (\$150.00 initial deposit required for single residence. All other project categories minimum \$1,000.00 deposit.)	\$150.00/hour with one-hour min + \$15.00 admin fee per set of plans
• GIS/Collection System hydraulic model update fee (\$1,000.00 minimum deposit required)	Billed at actual cost
• Any services not covered in this schedule shall be billed at actual cost (\$1,000.00 minimum deposit required)	Billed at actual cost
• Miscellaneous Administrative Costs not otherwise listed	Billed at actual cost

**SECTION 2: CAPITAL IMPACT / CONNECTION CAPACITY CHARGES**

As previously established, the following table identifies the classification types and number of EDUs per classification. Any user classification not on this schedule may be calculated by using 20 gallons per day per fixture unit per the Uniform Plumbing Code or other appropriate authority.

<b>User Classification</b>	<b>EDU</b>	<b>per</b>	<b>Unit</b>
Single Family Dwellings	1		each
Recreation Vehicle / Motel Room	0.5		each
Recreation Vehicle w/sewer service connection	1		each
Library or Church	1		each
Church w/Kitchen	2		each
Professional Building (tenant)	1		each
Administrative Offices (city, county, state)	1	5	employees
Hospital	1	2	beds
Rest homes	1	3	beds
Laundry / Laundromat	1	3	washers
Restaurant / Tavern	3		
Restaurant / Tavern or Drive-thru	4		
Gas Station	2		
Gas Station w/ Wash Rack	3		
Car Wash	3		
Animal Hospital / Clinic / Kennel	3		
Barber / Beauty Shop	1	2	sinks

Retail Stores	1		2,000 sq. feet
Warehouses	1		restroom
Food markets	1		2,000 sq. feet
Plus	12		food grinder
Pre-School / K-5	1	23	students
Jr. High / High / Continuation / Adult School	1	14	students
Movie Theater	1	100	seats
Other Theater	1	100	seats
County Sheriff Substation / Jail	1	3.4	employees
County Juvenile Hall	1	5	employees
County Court / Clinic / Mental Health Institution	1	20	gallons/fixture
Park Restroom	1		restroom
Casino Facility	1	20	gallons/fixture
RV Park w/out hook-up; w/out dump station	1/6		space
RV "rally field" w/dump station	0.5		acre
RV / Bus Dump Station	15		station
Industrial / Manufacturing (domestic wastewater)	1	20	gallons/fixture
Industrial / Manufacturing (non-domestic)			non-domestic formula

As detailed in the cost-of-service analysis and rate study for its wastewater service charges provided by NBS, the following calculation was used to determine the connection capacity fee per Equivalent Dwelling Unit (EDU).

$$\begin{aligned}
 & \text{Flow} \\
 + & \text{ Chemical Oxygen Demand (COD)} \\
 + & \text{ Total Suspended Solids (TSS)} \\
 = & \text{ Connection Capacity Fee per EDU}
 \end{aligned}$$

The Connection Capacity fee is adjusted each year by using the Engineering News Record (ENR) 20-City Construction Cost Index from January to January. For Fiscal Year 2023-24, the charge for connecting to the collection and treatment system is justified in increasing to \$6,670 per EDU, however, in consideration of the rate increase in July 2022, the fee will remain at \$6,353.

Survey/Application: deposits must be made based on cost estimate for consultant and district staff time. Final invoice will be based on actual cost to the District.

Monitoring Program: fee to be established as part of the permit based on 100% cost recovery to the District.

When a change in use of a property or building is reported to the District, a new determination will be made about the classification in use for EDU-related fees including the connection capacity fee. The new EDU will become effective on the date the new certificate of occupancy is issued based on official records of a public agency. Any other change in use not covered under a certificate of occupancy shall become effective on the date the District is notified. The District must be notified within 30 days of the change in use.

When calculating the EDU for purposes of connection capacity fee, a credit will be given for the existing or past use on record for the building. Change in use will include increased discharges in excess of a property's, or facility's, permitted volume. The property owner is responsible for notifying the District of a proposed change in use.

**SECTION 3: Dump Station Fees**

Per the cost-of-service analysis completed by NBS, the calculation for the dump station fee includes the following variables: standard recreational vehicle dump in gallons, average septage strength from the Water Resources Control Board Guidelines, effluent volume, flow, Biological Oxygen Demand (BOD), and TSS costs divided by the system-wide units.

The dump station fee is set to a flat rate of \$10 per usage for anyone who cannot provide proof of residence within the Valley Sanitary District service area.

**This resolution is passed, approved, and adopted** this 13<sup>th</sup> day of June 2023, by the following roll call vote.

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

\_\_\_\_\_  
Debra Canero, President

ATTEST:

\_\_\_\_\_  
Scott Sear, Secretary/Treasurer

## NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that on Tuesday, the 13th day of June 2023, at 1:00 P.M. at the regular meeting place of the Governing Board of the Valley Sanitary District, 45-500 Van Buren Street, Indio, California, said Board will hold a public hearing regarding the proposed Fees and Charges resolution and the resolution establishing the Appropriations Limit for the Fiscal year beginning July 1, 2023, and ending June 30, 2024. The Board will consider written and public comments. Written comments should be addressed to Board Secretary, Valley Sanitary District, 45-500 Van Buren St., Indio, CA 92201. Your letter must identify the property you own by service address, be signed by the owner of the record, and be received prior to the close of the Public Hearing on June 13, 2023.

After completion of the Public Hearing, the Board may vote to approve adopting said Fees and Charges and the Appropriations Limit. If you would like more information about the proposed Fees and Charges or Appropriations Limit, please call 760-238-5400. The information is also posted on the Valley Sanitary District website at [www.valley-sanitary.org](http://www.valley-sanitary.org).

BY ORDER OF THE BOARD OF DIRECTORS  
OF THE VALLEY SANITARY DISTRICT

Ron Buchwald, Interim General Manager

Published: May 28 and May 31, 2023



**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Adopt Resolution No. 2023-1181 Establishing the Gann Appropriations Limit for the Fiscal Year 2023/24

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The projected fiscal impact for the Fiscal Year 2023/24 is \$688,194.

**Environmental Review**

The recommended action is exempt from the California Environmental Quality Act (CEQA) per California Government Code Section 15061(b)(3).

**Background**

California Voters approved Proposition 4, commonly referred to as the Gann Limit Initiative (“Gann Limit”), as an amendment to Article XIII B of the State Constitution, Section 7910 of the Government Code, on November 6, 1979. This limit established the maximum amount of tax proceeds that can be spent on government services during a fiscal year. It also requires that agencies return to taxpayers any tax revenue in excess of the limit.

Examples of tax proceeds included in the Gann Limit appropriation are: property taxes, sales taxes, utility taxes, state subventions, fines, forfeitures, interest revenue on regulatory licenses, user charges,

and user fees to the extent that those proceeds exceed the costs reasonably borne by that entity in providing the regulation, product or service. Property taxes are the only proceeds received by the District that are affected by the Gann Limit.

In 1990, Proposition 111 changed the manner in with the Gann Limit calculation. The Gann Limit is adjusted each year based on one of two ways:

1. By a percentage equal to the increase from the preceding year in county or city population (whichever is greater).
2. By an amount equal to the change in per capita personal income in California or the change in the assessment roll the preceding year due to the addition of local non-residential new construction (whichever is greater).

VSD is required to select one of the two methods to adopt the spending limit for each Fiscal Year. For the FY 2023/24, the District used the City of Indio’s population growth rate of 1.17% and the change in the State Per Capita Income of 4.44%.

Based on the calculation (Attachment B), the FY 2023/24 appropriation limit is \$12,640,054. The appropriation subject to the limit (tax proceeds) is \$688,194, leaving an appropriation capacity of \$11,951,860.

**Fiscal Year 2023/24**

Appropriation Limit:	\$ 12,640,054
Less: Appropriation subject to limit:	<u>(\$688,194)</u>
Remaining Appropriation:	\$ 11,951,860

In accordance with California law, a Public Hearing notice was published in The Desert Sun, a newspaper of general circulation, on May 28, 2023, and May 31, 2023.

**Recommendation**

Staff recommends that the Board adopt Resolution No. 2023-1181 establishing the Annual Gann



Appropriation Limit for Fiscal Year 2023/24.

**Attachments**

[8.2 Attachment A Resolution 2023-1181 Gann Limit.docx](#)

[8.2 Attachment B Gann Limit Calculation.docx](#)

**RESOLUTION NO. 2023-1181**  
**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ESTABLISHING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023/24**

The Board of Directors declares that the following statements are true and accurate.

Article XIII B of the California Constitution and Government Code Section 7903 requires that a local government in California may not appropriate any proceeds of taxes that the agency receives in excess of the "appropriations limit" established for Fiscal Year 1978/79, adjusted annually for population and cost of living increases.

Proceeds of taxes levied for and by the District include property taxes to the extent such proceeds exceed the costs reasonably borne by the District in carrying out its services.

The appropriations limit for Fiscal Year 2022/23 was \$11,962,725 as announced by the California Department of Finance for Riverside County in May 2022.

**The Board of Directors of Valley Sanitary District resolves the following.**

**Section 1:** The allowable change in appropriations limit is 1.05662% above the 2022/23 appropriations limit of \$11,962,725, for a new appropriations limit for Fiscal Year 2023/24 of \$12,640,054.

**Section 2:** The Comprehensive Budget for Fiscal Year 2023/24 does not exceed the property tax spending limit pursuant to the California Constitutional limit; therefore, the Board finds that the proposed budget complies with California law.

**This resolution is passed, approved, and adopted** this 13<sup>th</sup> day of June 2023, by the following roll call vote.

AYES:  
NAYES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Debra Canero, President

ATTEST:

\_\_\_\_\_  
Scott Sear, Secretary/Treasurer

**EXHIBIT “A”**

**CALCULATION OF ANNUAL APPROPRIATIONS “GANN” LIMIT  
FISCAL YEAR 2022-23**

<u>Step 1: Determine the Fiscal Year 2023/24 Factor</u>			
	Per Capita Cost of Living Change = 4.44 percent		
	Riverside County Population Change = 0.34 percent		
A	Per Capita Cost of Living converted to a ratio:	$\frac{4.44 + 100}{100}$	= 1.0444
B	Population converted to a ratio:	$\frac{1.17 + 100}{100}$	= 1.0117
C	Calculation of factor for Fiscal Year 2023/24:	A X B = 1.05662	
<u>Step 2: Determine the Fiscal Year 2023/24 Appropriation Limit</u>			
D	Fiscal Year 2022/23 Appropriation Limit:	\$11,962,725	
	Fiscal Year 2023/24 Appropriation Limit:	C X D = \$12,640,054	

1.	Change in Population (City of Indio vs Riverside County)			
	Options	Population as of 01/01/2022	Population as of 01/01/2023	Percent Increase/ (Decrease)
	City of Indio	89,789	90,837	1.17%
	Riverside County	2,430,976	2,439,234	0.34%
2.	Change in State Per Capita Personal Income vs. Colma Non-Residential Building Construction			
	Options	Percent Increase/ (Decrease)		
	Change in State Per Capita Personal Income Fiscal Year 2023/24	4.44%		
	Change in Colma Non-Residential Assessed Valuation	N/A		

# Fiscal Year 2023/24 Appropriation Limit

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## Background

California voters approved Proposition 4, commonly referred to as the Gann Limit Initiative (“Gann Limit”), as a State Constitutional amendment on November 6, 1979. This limit established the maximum amount of tax proceeds that can be spent on government services during a fiscal year. Examples of proceeds of taxes governed by the Gann Limit appropriation are property taxes, sales taxes, utility taxes, state subventions, fines, forfeitures, interest revenue on regulatory licenses, user charges, and user fees to the extent that those proceeds exceed the costs reasonably borne by that entity in providing the regulation, product, or service. For the District, the only proceeds received that are affected by the Gann Limit are property taxes.

In 1990, Proposition 111 changed the manner in with the Gann Limit calculation. The Gann Limit is adjusted each year based on one of two (2) ways:

1. By a percentage equal to the increase from the preceding year in county or city population (whichever is greater).
2. By an amount equal to the change in per capita personal income in California or the change in the assessment roll the preceding year due to the addition of local non-residential new construction (whichever is greater).

### Change in Population (City of Indio vs Riverside County)

Options	Population as of 01/01/2022	Population as of 01/01/2023	Percent Increase/(Decrease)
City of Indio	89,789	90,837	1.17%
Riverside County	2,430,976	2,439,234	0.34%

### Change in State Per Capita Personal Income vs. Colma Non-Residential Building Construction

Options	Percent Increase/(Decrease)
Change in State Per Capita Personal Income	4.44%
*Change in Colma Non-Residential Assessed Valuation	N/A

\* Change in non-residential assessed valuation was not available.

For the Fiscal Year 2023/24 calculation, the District selected the City of Indio’s population growth rate of 1.17% and the change in the State Per Capita Income of 4.44%.

## Appropriation Limit Calculation for Fiscal Year 2023/24

The following Gann Limit calculation shows population change and the change in California per capita personal income as growth factors in computing the Fiscal Year 2023/24 appropriation limit.

<u>Step 1: Determine the Fiscal Year 2023/24 Factor</u>			
	Per Capita Cost of Living Change = 4.44 percent		
	Riverside County Population Change = 0.34 percent		
A	Per Capita Cost of Living converted to a ratio:	$\frac{4.44 + 100}{100}$	= 1.0444
B	Population converted to a ratio:	$\frac{1.17 + 100}{100}$	= 1.0117
C	Calculation of factor for Fiscal Year 2023/24:	A X B = 1.05662	
<u>Step 2: Determine the Fiscal Year 2023/24 Appropriation Limit</u>			
D	Fiscal Year 2022/23 Appropriation Limit:	\$11,962,725	
	Fiscal Year 2023/24 Appropriation Limit:	C X D = \$12,640,054	

The Fiscal Year 2023/24 appropriations subject to the limit (Proceeds of Tax) is \$688,194.

	Fiscal Year 2023/24:	
	Appropriation Limit	\$ 12,640,054
Less:	Appropriation Subject to the limit	688,194
	Remaining Appropriation	\$ 11,951,860

This leaves the District with an appropriation capacity under the limit of \$11,951,860.

### Resources

California Department of Finance. (2023, May). Price Factor and Population Information.

<https://dof.ca.gov/wp-content/uploads/sites/352/2023/05/PriceandPopulation2023.pdf>



## Valley Sanitary District

**DATE:** June 13, 2023

**TO:** Board of Directors

**FROM:** Ron Buchwald, Interim General Manager

**SUBJECT:** Approve an Employment Agreement Between Valley Sanitary District and Jason Dafforn to Perform Duties as General Manager, and Adopt Resolution 2023-1183 Establishing the Wage Schedule of the General Manager of the Valley Sanitary District

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 1: Fully Staffed with a Highly Trained and Motivated Team

### **Fiscal Impact**

The General Manager Employment Agreement provides for an annual salary of Two Hundred Forty Thousand Five Hundred Dollars (\$240,500) per year, monthly car allowance of Five Hundred Dollars (\$500), and Two Thousand Dollars (\$2,000) for up to six (6) months of temporary housing and relocation expenses upon proof of such costs. The Employment Agreement also details specific terms for other benefits such as accrual of vacation and sick leave.

### **Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

Since the departure of its previous General Manager in March, the Board of Directors has engaged in the recruitment for a new General Manager. The Board solicited applications from qualified persons and engaged in interviews, ultimately deciding that Mr. Dafforn is the candidate who is best qualified for the position. The enclosed Employment Agreement has been presented to Mr. Dafforn and he has agreed to its terms.

If the Board elects to enter into the enclosed Employment Agreement, then pursuant to requirements of Government Code Section 54953(c)(3), prior to taking action, the following report must be made by stating publicly the following: (1) the Employment Agreement would become effective June 14, 2023;

(2) the term would continue until June 13, 2026, unless sooner terminated or extended by the parties as set forth in the Employment Agreement; (3) compensation would be at the rate of \$240,500 annually; and (4) Mr. Dafforn would be entitled to paid time off and an automobile allowance, as well as benefits available to other management level employees under applicable District policies.

To align with the Employment Agreement, the Board needs to establish by Resolution the bi-weekly rate wage schedule of the General Manager, which includes a ten (10) step tiered salary system. Currently, District does not have a tiered system for the Salary of the General Manager. If the Resolution is approved, the following ten (10) step salary system would be implemented.

- Step A - \$8,269.23
- Step B - \$8,923.08
- Step C - \$9,250.00
- Step D - \$9,576.92
- Step E - \$9,903.85
- Step F - \$10,230.77
- Step G - \$10,557.69
- Step H - \$10,884.62
- Step I - \$11,211.54
- Step J - \$11,538.46

**Recommendation**

It is recommended that the Board of Directors:

- Approve entering into an Employment Agreement with Mr. Dafforn to render services as the General Manager of the Valley Sanitary District.
- Establish the wage schedule of the General Manager of the Valley Sanitary District by adopting Resolution 2023-1183, effective June 13, 2023.

**Attachments**

[VSD Signed Conditional Offer JD- 2023-c1-c1.pdf](#)

[Valley Sanitary District - Resolution GM Salary \(2023\)-c1-c1.docx](#)

**GENERAL MANAGER EMPLOYMENT AGREEMENT BETWEEN JASON DAFFORN  
AND THE VALLEY SANITARY DISTRICT**

THIS EMPLOYMENT AGREEMENT (“Agreement”) is effective as of June \_\_, 2023 by and between the Valley Sanitary District, a public agency ("District") and Jason Dafforn (“Employee”), and who are collectively referred to herein as the "Parties."

**RECITALS**

This Agreement is based upon the following facts and/or understandings:

WHEREAS, the District is in need of a General Manager;

WHEREAS, Employee has represented that he/she possesses the professional skills and qualifications necessary to adequately provide the services required of the General Manager position;

WHEREAS, the District desires to hire Employee as General Manager and Employee desires to accept the position of General Manager of the District under the terms and conditions of this Agreement; and

NOW, THEREFORE, in consideration for the promises set forth herein, the receipt and adequacy of which is hereby acknowledged, the Parties hereto agree as follows:

**AGREEMENT**

**SECTION 1 - EMPLOYMENT AND TERM**

1.1 The District hereby agrees to employ Employee, and Employee agrees and does accept at-will employment upon the terms and conditions set forth herein. The effective date of employment shall be June \_\_, 2023.

1.2 The term of this Agreement shall be for three (3) years, unless sooner terminated or extended by the parties as set forth in this Agreement. In the event that the Board determines that Employee is not to be reemployed upon expiration of this Agreement, he/she shall be given written notice thereof by the District at least two (2) months in advance of the expiration of the term of this Agreement. Should the District fail to give notice at least two (2) months prior to the end date of this Agreement, the Agreement shall be extended on the same terms for additional one-year periods.

**SECTION 2 – DUTIES AND OBLIGATIONS OF EMPLOYEE**

2.1 *Functions of Position.* Employee hereby agrees to perform the functions and duties of the Position as set forth in the applicable job description, the District’s Resolutions, Rules, Regulations and Policies, and to perform such other duties and functions as the District and specifically the District’s Board of Directors may assign. It is expressly understood that the



terms of this Agreement, including but not limited to those governing termination of employment, supersede any rights conferred by District Resolution, Rules, Regulations or Policies where in contradiction.

2.2 *Allocation of Time/ Outside Commitments.* Employee will focus his/her professional time, ability, and attention to District business during the term of this Agreement. Employee shall not engage in any other business duties or pursuits whatsoever or, directly or indirectly, render any services of a business, commercial, or professional nature to any other person or organization, whether for compensation or otherwise, without the prior consent of the District, except that:

(1) The expenditure of reasonable amounts of time not in conflict with the District's needs and interests, for educational, charitable, community, and professional activities, shall not be deemed a breach of this Agreement and shall not require prior consent.

(2) This Agreement shall not be interpreted to prohibit Employee from making passive personal investments or conducting private business affairs off-duty if those activities do not materially interfere with the services required under this Agreement.

2.3 *Intellectual Property.* All data, studies, reports and other documents prepared by Employee while performing his/her duties pursuant to this Agreement shall be furnished to and become the property of the District, without restriction or limitation on their use. All ideas, memoranda, specifications, plans, procedures, drawings, descriptions, computer program data, input record data, written information, and other materials either created by or provided to Employee in connection with the performance of this Agreement shall be held confidential by Employee unless disclosed within the scope of her duties. Such materials shall not, without the prior written consent of the District, be used by Employee for any purposes other than the performance of his/her duties. Nor shall such materials be disclosed to any person or entity not connected with the performance of services under this Agreement, except as required by law.

2.4 *Annual Performance Evaluations.* The Board shall review and evaluate the performance of Employee in writing on an annual basis at the second Board meeting of every July. The evaluation will also set forth mutually defined goals to be achieved by the Employee in the subsequent year. The Employee will be provided an adequate opportunity to discuss his/her evaluation with the Board at the Board meeting. Failure of the Board to conduct a performance evaluation shall not prohibit the Board from terminating this Agreement in accordance with Section 5 of this Agreement

### **SECTION 3 – SALARY AND BENEFITS**

3.1 *Salary.* Employee shall be placed at Step 3 of the attached General Manager Salary Schedule compensated at annual salary of Two Hundred Forty Thousand Five Hundred Dollars (\$240,500) 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 during the term of this Agreement, Employee will be eligible for a salary increase of up to two (2) tiers on the salary schedule at the discretion of the Board, contingent on a satisfactory annual review by the Board of Directors. Such salary

increase must be approved by a majority of the Board of Directors. All compensation and comparable payments to be paid to Employee shall be less withholdings required by law.

3.2 *Health, Dental & Vision.* Health, dental and vision insurance will be provided at the level available to other employees of the District.

3.3 *Retirement & Deferred Compensation.* The District shall pay costs related to the Employee's membership in CalPERS on the same basis as for other employees and in accordance with the Public Employees' Pension Reform Act (PEPRA). Classic members, such as Employee, participate in CalPERS at a formula of 2.5% at fifty-five (55) years. If Employee elects to participate in the District's deferred compensation plan, the District will match the Employee's annual contribution up to a maximum of Two Thousand and Four Hundred Dollars (\$2,400.00).

3.4 *Life Insurance.* The District shall provide to Employee a group term policy. The value of the policy is one time the annual salary of Employee with a cap of Two Hundred Thousand Dollars (\$200,000.00).

3.5 *Vacation.* Employee shall accrue fifteen (15) days (or 120 hours) of vacation for each year of service. The District may, in its discretion, allow Employee a weekly prorated accrual per week in order to total a fifteen (15) day accrual by year end. Such vacation may be carried over, if not used, and may accumulate to a cap of Two Hundred and Forty (240) hours. Once the accrual cap is reached, the Employee will not accrue additional vacation hours until such time as he/she reduces his/her accrued hours below the cap. Proposed Employee vacation dates must be approved by the Board of Directors in order to best suit District needs.

3.6 *Sick Leave .* Upon execution of this Agreement, Employee will be allotted five (5) days (or 40 hours) of sick leave. Sick leave may be used for any and all purposes outlined in District policy or in compliance with the *Healthy Workplaces, Healthy Families Act*. In addition to the initial five (5) day grant, Employee will accrue sick leave at a rate of eight (8) hours of sick leave per month. Employee may carry over such sick leave from year to year any unused sick leave up to a maximum of nine hundred and sixty (960) hours. Once Employee's accrual reaches nine hundred and sixty (960) hours, he/she will be ineligible to accrue further sick leave until such time as he/she reduces her accrued hours below the cap.

3.7 *Administrative leave.* Upon execution of this Agreement, Employee will be allotted ten (10) days (or 80 hours) of administrative leave away from the office, to be scheduled and used throughout the year to complete administrative tasks and duties without undue office interference. In addition to the initial ten (10) day grant, Employee will be allotted ten (10) days (or 80 hours) of administrative leave away from the office annually. These days off do not accrue, are not subject to carry over, are not subject to any cash-out option, and will not be paid out upon termination of employment.

3.8 *Notice.* Employee agrees to notify the Board President of any days he/she will be absent from the District office.

3.9 *Car Allowance:* Employee shall receive a car allowance in the amount of Five

Hundred Dollars (\$500.00) per month in lieu of receiving mileage reimbursement.

3.10 *Professional development.* The District shall budget and pay for approved professional dues and association memberships necessary for continued participation in approved organizations necessary for Employee's continued professional growth and advancement. The District shall also pay for travel and subsistence expenses (as set out by applicable District policy) for approved professional or official travel, meetings, training, seminars or similar functions.

3.11 *Other benefits pursuant to District policy.* In addition, Employee shall be provided all those benefits for which Employee is eligible pursuant to policies and procedures of District personnel, as may be amended by the District.

#### **SECTION 4- RELOCATION EXPENSES**

4.1 Employee agrees that he/she will reside no further than thirty miles from the District's treatment facility. Understanding that a permanent move will take time, the District will provide Employee with Two Thousand Dollars (\$2,000.00) per month for up to six months to provide for temporary housing while Employee's permanent move is pending. The District also agrees to reimburse Employee for customary and reasonable expenses associated with moving Employee's personal belongings to a home within a thirty-mile radius of the District's treatment facility. Such expenses include, but are not limited to, the rental of a moving truck or hiring of a moving company. Reimbursement will be contingent on the District's approval of the scope of expenses prior to expenditure and will be based on the lowest of three (3) bids obtained by Employee for rental or services. Relocation expenses may not be submitted for reimbursement later than six (6) months following Employee's start of employment, unless approved by the Board.

#### **SECTION 5 – AT-WILL EMPLOYMENT STATUS, TERMINATION OF AGREEMENT AND SEVERANCE PAY**

5.1 *Nature of Employment.* The parties hereby expressly agree that the employment relationship created by the Agreement is "at will" and that Employee serves at the will and pleasure of the District's Board of Directors. Nothing in this Agreement, any Resolution, Statute, Ordinance, Rule or Policy shall prevent, limit or otherwise interfere with the right of the District to terminate the services of Employee at any time without cause or right of notice, Skelly conference, hearing, appeal or grievance. Accordingly, Employee agrees that this Agreement sets forth the only terms and conditions applicable to the termination of his/her employment and that he/she hereby waives any rights he/she would otherwise have thereunder.

5.2 *By the Employee.* The Employee may terminate this Agreement upon written notice to the Board of Directors and shall give thirty (30) days prior notice. The District shall have the option, in its complete discretion, to terminate the Employee any time prior to the end of such notice period, provided the District pays the Employee all compensation due and owing through the last day actually worked, plus an amount equal to the base salary the Employee would have earned through the remainder of the notice period. Thereafter, all the District's obligations under this Agreement shall cease.

5.3 *By the District, Without Cause.* At any time, and without prior notice, the District may terminate the Employee's employment for any reason, with or without cause. In the event the District exercises its right under this provision to terminate employment without cause, the District shall pay Employee all compensation due and owing through the last day actually worked, plus six (6) months of the Employee's salary as of the time of the termination or pursuant to the requirements of Government Code § 53260, an amount equivalent to the remainder of the term of this Agreement, whichever is less. The payment of such severance benefit shall be conditioned upon Employee executing a general release agreement containing a general release of all claims Employee may have against the District at the time of any such termination, in such form as may be reasonably required by Employer's attorney. Such severance benefit shall not be payable unless and until Employee executes such a general release and until expiration of all waiver and rescission rights as provided by law at the time of such termination. Failure by the Employee to satisfy her termination obligations pursuant to Section 5(E) shall nullify the District's obligation to provide severance payment pursuant to this Section. If Employee is convicted of a crime involving an abuse of his/her office or position, whether before or after release from employment, Employee shall fully reimburse the District for any severance pay, paid leave salary disbursed pending an investigation, or legal criminal defense funds relevant to the crime paid for by the District.

5.4 *By the District, For Cause.* At any time, and without prior notice, the District may terminate Employee for Cause (as defined below). The District shall pay Employee all compensation then due and owing; thereafter, all of the District's obligations under this Agreement shall cease. Termination shall be for "cause" if Employee: (1) acts in bad faith and to the detriment of the District; (2) refuses or fails to act in accordance with any specific direction or order of the District; (3) exhibits in regard to his/her employment unfitness or unavailability for service, unsatisfactory performance, misconduct, dishonesty, habitual neglect, or incompetence; (4) is convicted of a crime involving dishonesty, breach of trust, or physical or emotional harm to any person; or (5) breaches any material term of this Agreement.

Upon any allegation that Employee has engaged in conduct that would result in his/her termination "for cause" as defined below, Employee is entitled to address and attempt to rebut those allegations before the Board in a closed session prior to the Board making any final determination regarding the veracity of those allegations. In the event the Board, in its discretion, still finds merit to the allegations and terminates, the Employee shall not be entitled to any severance and will be owed no further compensation.

5.5 *Termination Obligations.* Employee agrees that all property, including, without limitation, all equipment, tangible proprietary information, documents, records, notes, contracts, and computer-generated materials furnished to or prepared by Employee incident to his/her employment belongs to the District and shall be returned promptly to the District upon termination of Employee's employment. Further, any and all debts to the District shall be paid upon termination. Employee's obligations under this subsection shall survive the termination of his/her employment.

## **SECTION 6- OTHER TERMS AND CONDITIONS OF EMPLOYMENT**

6.1 The Board, in consultation with Employee, may set forth in writing any such other terms and conditions of employment as they may determine from time to time, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, any regulations, rules, policies or procedures of the District, or other applicable law.

6.2 District agrees that this Agreement shall be binding upon successors and assigns of District.

6.3 In the event of any legal action between the parties to enforce the provisions of this Agreement, the prevailing party shall be entitled to reasonable legal fees and costs incurred in the prosecution or defense of the action.

6.4 If Employee is convicted of a crime involving an abuse of his office or position, Employee would be required to fully reimburse District for any severance benefits provided or any other cash settlement related to his termination, in accordance with Government Code section 53243.2. During any investigation into any misconduct alleged against Employee, if Employee is provided paid administrative leave and is subsequently convicted of a crime involving an abuse of his or her office or position, Employee shall be required to fully reimburse the District any paid leave salary in accordance with Government Code section 53243, as amended. In addition, any funds provided for the legal criminal defense of Employee shall be fully reimbursed to the District if Employee were convicted of a crime involving an abuse of his or her office or position, in accordance with Government Code section 53243.1.

## **SECTION 7- AMENDMENTS**

7.1 This Agreement may not be amended or modified except by a writing signed by both parties. The failure of either party to insist on strict compliance with any of the terms, covenants, or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant, or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

## **SECTION 8 – GOVERNING LAW**

8.1 This Agreement shall be governed by and construed in accordance with the law of the State of California. Venue shall be appropriate in the Superior Court of Riverside County, California.

## **SECTION 9- INTERPRETATION**

9.1 This Agreement shall be construed as a whole, according to its fair meaning, and not in favor of or against any party. By way of example and not in limitation, this Agreement shall not be construed in favor of the party receiving a benefit nor against the party responsible

for any particular language in this Agreement. Captions are used for reference purposes only and should be ignored in the interpretation of the Agreement. Furthermore, no presumption for or against validity or as to any interpretation hereof, based upon the identity of the drafter shall be applicable in interpreting or enforcing this Agreement.

**SECTION 10-CONFLICT OF INTEREST**

10.1 The Employee agrees that he will abide with all applicable local State and Federal rules on conflicts of interest and receipt of gifts, including without limitation those rules found in the California Fair Political Practices Act and related regulations and those found in Government Code Sections 1090, *et seq.*

**SECTION 11 –ACKNOWLEDGEMENT**

11.1 Employee acknowledges that he has had the opportunity to consult legal counsel in regard to this Agreement, that he has read and understands this Agreement, that he is fully aware of its legal effect, and that he has entered into it freely and voluntarily and based on his own judgment and not on any representations or promises other than those contained in this Agreement.

IN WITNESS WHEREOF, the District has caused this Agreement to be signed and duly executed on its behalf by its Board President, on the 13th day of June, 2023. Employee has accepted the terms and conditions set forth in this Agreement as evidenced by his signature below.

**VALLEY SANITARY DISTRICT**

By: \_\_\_\_\_  
BOARD PRESIDENT

Date \_\_\_\_\_

**EMPLOYEE**

By:  \_\_\_\_\_  
Jason Dafforn

Date 5/24/23

**RESOLUTION NO. 2023-1183**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY  
SANITARY DISTRICT ESTABLISHING THE WAGE SCHEDULE OF  
THE GENERAL MANAGER**

**WHEREAS**, the Valley Sanitary District (the “District”) desires to establish the wage schedule of the General Manager of the District; and

**WHEREAS**, the wage schedule for the General Manager shall be a tiered system with ten (10) salary steps.

**NOW THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED** by the Board of Directors of the Valley Sanitary District as follows:

**Section 1.** The above recitals are true and correct and the Board of Directors of the District so finds and determines.

**Sections 2.** The bi-weekly rate wage schedule of the General Manager shall be established with the following ten (10) salary steps:

- Step A – \$8,269.23
- Step B - \$8,923.08
- Step C - \$9,250.00
- Step D - \$9,576.92
- Step E - \$9,903.85
- Step F - \$10,230.77
- Step G - \$10,557.69
- Step H - \$10,884.62
- Step I - \$11,211.54
- Step J - \$11,538.46

**Section 3.** The District’s Wage Schedule shall be updated as necessary and posted on the District’s website.

**Section 4.** This Resolution shall take effect immediately upon its adoption.

\*\*\*\*\*

**PASSED AND ADOPTED** at regular meeting of the Board of Directors of the Valley Sanitary District on the 13th day of June, 2023, by the following vote:

AYES:

NAYES:

ABSENT:

ASTAIN:

---

Debra Canero, President

ATTEST:

---

Scott Sear, Secretary/Treasurer





**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Adopt Resolution No. 2023-1182 Approving the Operating and Capital Budget for the Fiscal Year 2023/24

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The proposed Operating and Capital budgets for the Fiscal Year 2023/24 are \$18,622,984 and \$58,232,000, respectively.

**Environmental Review**

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

**Background**

The action for approval and adoption of the annual budget is completed in June of each calendar year.

On April 18, 2023, the District held a detailed budget workshop and presentation for the Board of Directors to review and allow for modifications.

The operating and capital budgets for the Fiscal Year 2023/24 are \$18,622,984 and \$58,232,000 respectively. The operating budget encompasses personnel, California Public Employees' Retirement System (CalPERS), Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to advance the District's Capital Improvement Program (CIP). There are 22 capital projects requested in the Fiscal Year 2023/24. The Fiscal Year 2023/24 CIP includes the Recycled Water Project Phase I Design Build, the Collection System Sewer Main Rehabilitation and Replacement Program (completion of current projects), and the Westward Ho Sewer Siphon Replacement.

Staff believes the budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the District forward in alignment with the Strategic Plan.

### **Recommendation**

Staff recommends that the Board adopt Resolution No. 2023-1182 approving the Operating and Capital Budget for Fiscal Year 2023/24.

### **Attachments**

[9.1 Attachment B Reso No 2023-1182 Budget FY24.doc](#)

[16. Updated Combined Budget Documents 2023-2024 - Copy.pdf](#)

**RESOLUTION NO. 2023-1182**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING THE OPERATION BUDGET AND CAPITAL BUDGET FOR FISCAL YEAR 2023/24**

The Board of Directors declares that the following statements are true and accurate.

On April 18, 2023, the General Manager submitted to the Board of Directors a proposed Operating and Capital Budget, and a list of capital improvement projects for the fiscal year beginning July 1, 2023 and ending June 30, 2024.

On April 18, 2023, the Board of Directors reviewed the proposed Operating and Capital Budget; including projected revenues, employee benefits, fees, and charges for District services and capital projects.

On June 13, 2023, the Board of Directors held an advertised public hearing at their regular Board meeting to hear public testimony on the proposed changes to fees and charges and establish the Gann Appropriations Limit for Fiscal Year 2023/24.

The Board of Directors determined that the budget is necessary for the operation and maintenance of District services and facilities.

The Board of Directors of Valley Sanitary District **RESOLVES** that the Operating and Capital Budget for Fiscal Year 2023/24 is approved as presented.

Total Operating Budget	\$18,622,984
Total Capital Budget	\$58,232,000
Total Revenue (General Fund)	\$18,880,976
Total Revenue (Capital Fund)	\$ 1,016,709

**This resolution is passed, approved, and adopted** this 13<sup>th</sup> day of June 2023, by the following roll call vote.

AYES:  
NAYES:  
ABSENT:  
ABSTAIN:

---

Debra Canero, President

ATTEST:

---

Scott Sear, Secretary/Treasurer





Fiscal Year  
2023 / 2024

# OPERATING AND CAPITAL BUDGET



VSD

PREPARED BY  
THE ADMINISTRATION DEPARTMENT





# VALLEY SANITARY DISTRICT

## OPERATING & CAPITAL IMPROVEMENT BUDGET

# FISCAL YEAR 2023-2024

## BOARD OF DIRECTORS

Debra Canero  
**Board President**



Mike Duran  
**Board Vice President**

Scott Sear  
**Secretary/Treasurer**



Jacky Barnum  
**Director**

William Teague  
**Director**



---

### Mission Statement

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



# VALLEY SANITARY DISTRICT

## OPERATING & CAPITAL IMPROVEMENT BUDGET

# FISCAL YEAR 2023-2024

## SENIOR ADMINISTRATION

Jeanette Juarez  
**Chief Administrative  
Officer**



Dave Commons  
**Chief Operating  
Officer**



Ron Buchwald  
**Interim General  
Manager**

---

### Contact Us



45500 Van Buren St Indio, CA 92201

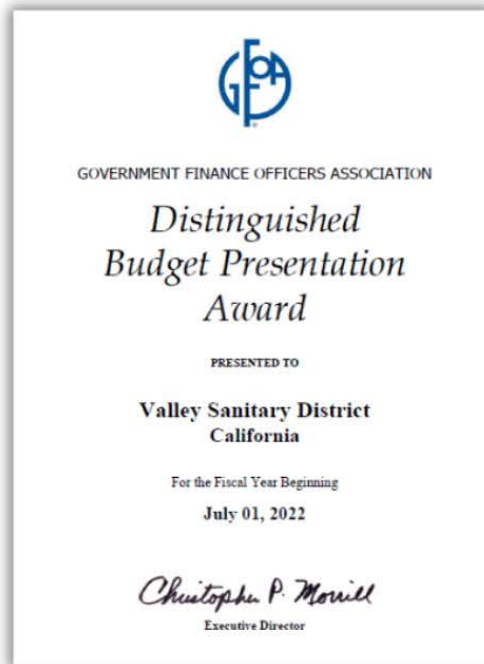


(760) 238-5400



[www.valley-sanitary.org](http://www.valley-sanitary.org)

# AWARDS AND ACCOMPLISHMENTS



## GFOA's Distinguished Budget Presentation Award

To earn recognition, budget documents must meet program criteria and excel as a policy document, financial plan, operations guide, and communication tool.



## CSFMO's Operating Budget Excellence Award for FY 2022-2023

The California Society of Municipal Finance Officers (CSMFO) awarded Valley Sanitary District with the Operating Budget Excellence Award for Fiscal Year 2022-2023.

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# BUDGET MESSAGE





## Interim General Manager’s Fiscal Year 2023/24 Budget Message

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July 1, 2023

**Honorable Board of Directors,**

I am pleased to present the Operating and Capital Budget for the fiscal year 2023/24. This budget is a guide for the District. It establishes a path for staff to follow in making day-to-day decisions to further the District's goals and objectives, as outlined in the Strategic Plan. The comprehensive budget also provides transparency for the communities and citizens that it serves.

The fiscal year 2023/24 budget is a collaborative effort focused on resource prioritization, strategic goal alignment, sound financial management, longevity, and growth.

### BUDGET IN BRIEF

The operating and capital budgets for the fiscal year 2023/24 are \$18,622,984 and \$58,232,000 respectively. The operating budget encompasses personnel, California Public Employees' Retirement System (CalPERS), Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to advance the District's Capital Improvement Program (CIP). There are 22 capital projects requested in the fiscal year 2023/24. The fiscal year 2023/24 CIP includes the Recycled Water Project Phase I Design Build, the Collection System Sewer Main Rehabilitation and Replacement Program (completion of current projects), and the Westward Ho Sewer Siphon Replacement.

Budget	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Variance	Budget Variance (%)
Operating and Debt Service	\$ 10,167,446	\$ 16,189,076	\$ 14,757,323	\$ 18,622,894	\$ 2,433,818	15%
Capital Improvement Program	10,300,847	33,545,663	22,466,396	58,232,000	24,686,337	74%
<b>Total</b>	<b>\$ 20,468,294</b>	<b>\$ 49,734,739</b>	<b>\$ 37,223,719</b>	<b>\$ 76,854,894</b>	<b>\$ 27,120,155</b>	<b>55%</b>

## BUDGET CHALLENGES

The District is not immune to increasing costs in critical areas such as; utility rates, aging infrastructure and replacement needs, mandatory retirement benefit contributions, health care premiums, post-employment benefits, and regulatory changes. Over the past two (2) years, the District has had to reprioritize major initiatives and capital projects due to increased operating costs, construction costs, and inflation. Although the projected revenue estimates moderate growth in upcoming years, the District will need to use its reserves to sustain operation and provide the same level of services that the community expects.

The District's greatest challenges are addressing aging infrastructure and preparing to meet the changing regulatory requirements while maintaining its affordability for ratepayers. The 20-Year Master Plan indicates a need for over \$308 million in improvements and replacement of assets, including the Recycled Water Project, with an estimated cost of \$197 million.

In the fiscal year 2022/23, a comprehensive wastewater rate study was conducted to address revenue requirements to fund the 20-year master plan. However, after careful consideration from the Board of Directors and public input from ratepayers, the Board determined that the proposed rates were not feasible. At the April 25, 2023, Regular Board of Directors meeting, the Board unanimously approved to cancel Proposition 218 notices sent to customers regarding the proposed annual sewer rate scheduled for July 1, 2023, to June 30, 2028. The Board remains committed to its desire for affordable rates while continuing to provide the level of service the community expects. The District continues to be proactive in its search for other revenue sources, such as grants and partnerships with private companies, to offset the cost of both operating and capital improvement expenditures.

## REVENUE AND EXPENDITURE OVERVIEW

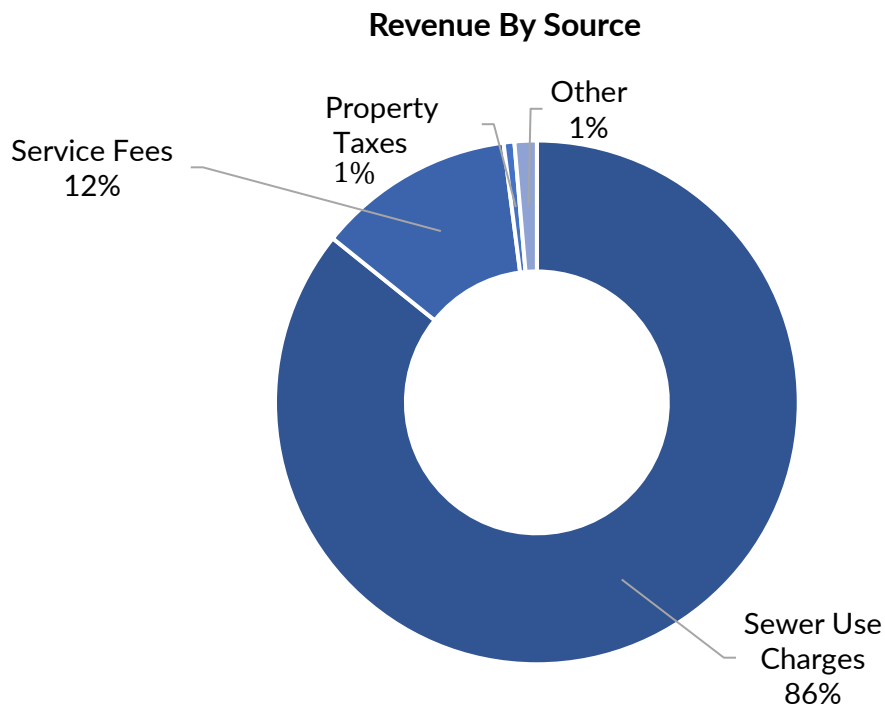
District staff prepares the financial plan with revenue and expenditure forecasts that extend to five (5) years. The predictions encompass projected changes in revenues, operating expenditures, staffing needs, reserve targets, debt ratio requirements, and capital improvement projects. The plan is presented to the Board of Directors for review and is used as the planning basis for the operating and capital budget for the year.

### Revenue Sources – Where the Money Comes From

The projected revenue for the fiscal year 2023/24 is \$19.9 million, an increase of \$2.1 million or 12% over the budgeted fiscal year 2022/23 budget. The increase in projected revenue is attributed to planned sewer rate increases identified in the adopted 5-year sewer use charge rate from July 1, 2021, to June 30, 2025. Approximately 86% of the District’s revenue is derived from sewer use charges. Services fees have a moderate increase of \$505,307 or 26% due to projected new connections to sewer service and an increase in investment income due to projected market rate increases. Property taxes decreased by \$11,009 or 8% due to lower estimated sales of surplus property, inspection fees, and plan check fees. Other revenues had a projected increase of \$255,204 due to projected investment interest income due to estimated increases in market rates.

The table below depicts the revenues by source.

Revenue Source	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Variance	Budget Variance (%)
Sewer Use Charges	\$ 15,224,732	\$ 15,686,490	\$ 16,872,785	\$ 17,066,857	\$ 1,380,367	9%
Service Fees	5,361,912	1,920,546	2,608,691	2,425,853	505,307	26%
Property Taxes	177,871	142,846	173,784	131,837	(11,009)	-8%
Other	4,590	17,934	268,111	273,138	255,204	1423%
<b>Total</b>	<b>\$ 20,769,105</b>	<b>\$ 17,767,816</b>	<b>\$ 19,923,371</b>	<b>\$ 19,897,685</b>	<b>\$ 2,129,869</b>	<b>12%</b>





## Expenditures – What the Money is Spent on

The expenditures are broken down into four (4) major categories:

- Capital Improvement Program (CIP)
- Supplies, Services, Utilities, & Other Overhead Costs
- Salaries and Benefits,
- and Debt Service.

### Capital Improvement Program (CIP)

The CIP has a budget of \$58.2 million in the fiscal year 2023/24, an increase of \$24.7 million or 74% over the fiscal year 2022/23 budget. The increase is mainly due to the Recycled Water Project Phase 1, with a budget of \$39.9 million in the fiscal year 2023/24. \$35.7 million of the Recycled Water Project will be paid through the Bank of America loan fund. In the fiscal year 2023/24, the District will draw down from its capital replacement and improvement reserves to balance the budget. Although an increase in revenue is projected, the revenue growth needs to be improved to cover ongoing expenditure growth from current construction commitments.

### Supplies, Services, Utilities, & Other Overhead Costs

Operational costs have increased by \$876,211 or 15% due to changes in the Consumer Price Index (CPI) and usage. Examples include costs and usage for electricity, natural gas, trash removal, chemicals, and water. Sludge disposal and transportation had an increase of \$200,000 over the previous year. Due to the rise in price per unit, chemical expenditures are expected to increase by \$130,000 over the last year. Comprehensive insurance costs are also expected to increase by \$66,000 due to insurance program increases and the cost of insuring additional assets.

### Salaries and Benefits

Salaries and benefits have an increase of \$700,219 or 12% compared to the fiscal year 2022/23. The salary change is attributed to a Cost-of-Living Adjustment (COLA) of 7.5% as per the Consumer Price Index, Riverside November 2022. Also, there are projected positions that will be promoted to the next classification level due to certification. Additionally, the lab has one Full Time Employee (FTE) fully funded for the fiscal year 2023/24 that was approved in 2022/23 but not funded. Fringe benefits increased due to a budgeted 8% increase in health insurance contributions, a 3% increase in Public Employees' Medical & Hospital Care Act (PEMCHA) contributions, and an 8% in vision and dental contributions. Additionally, more employees are enrolled in the health insurance



program than in previous years. The District also budgeted a moderate increase in the CalPERS Unfunded Accrued Liability (UAL) as a projected escalator in the plan.

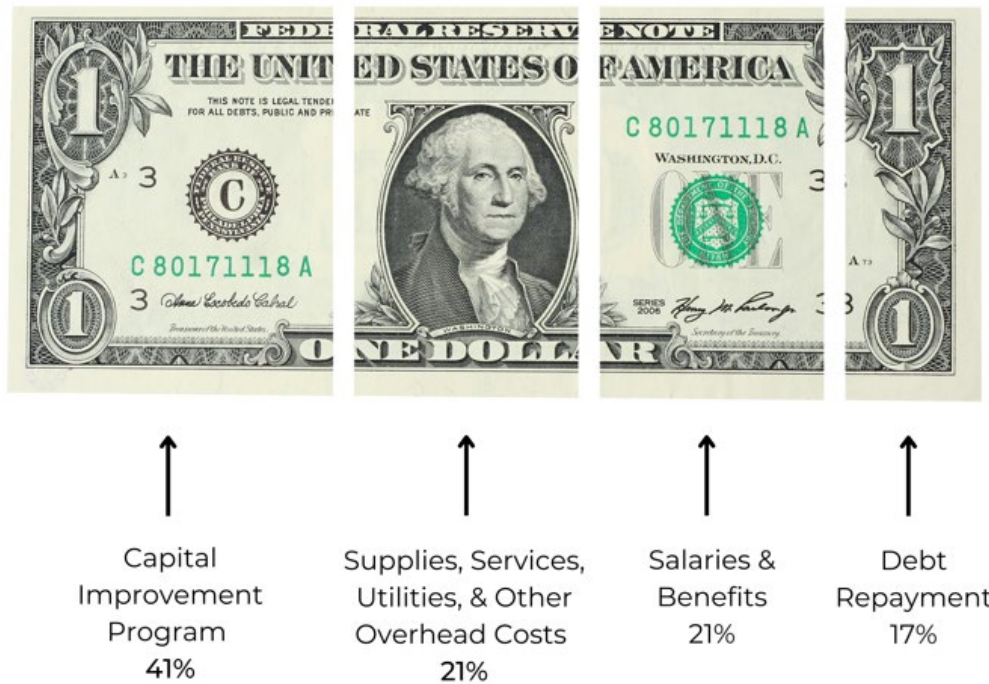
### Debt Service

Debt service has an increase of \$857,388 or 19% in the fiscal year 2023/24. The debt service increase is attributed to a year's worth of payments to the Bank of America loan. The payments are made bi-annually. In the fiscal year 2022/23, only one (1) payment was required.

The table below depicts the expenditures by source.

Expense by Source	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Variance	Budget Variance (%)
Capital Improvement Program	\$ 10,300,847	\$ 33,545,663	\$ 22,466,396	\$ 58,232,000	\$ 24,686,337	74%
Supplies, Services, Utilities, & Other Overhead Costs	4,159,019	5,849,560	4,691,649	6,725,771	876,211	15%
Salaries an Benefits	4,989,554	5,926,545	5,652,704	6,626,764	700,219	12%
Debt Repayment	1,018,873	4,412,971	4,412,971	5,270,359	857,388	19%
<b>Total</b>	<b>\$ 20,468,294</b>	<b>\$ 49,734,739</b>	<b>\$ 37,223,719</b>	<b>\$ 76,854,894</b>	<b>\$ 27,120,155</b>	<b>55%</b>

### Expenditure By Source



## ACKNOWLEDGMENTS

I would like to recognize and thank the Board of Directors for their support, collaboration, and assistance in developing a fiscally responsible budget. I would also like to acknowledge the District staff whose efforts and dedication enabled the smooth and timely completion of the budget process and the production of this document.

Respectfully,



Ron Buchwald

Interim General Manager



Wastewater Facility Grit Hoppers



# OVERVIEW



## INDIO, CALIFORNIA “CITY OF FESTIVALS”

In 1876, the City of Indio was a railroad town with a rest area between Los Angeles, California, and Yuma, Arizona. Soon the Southern Pacific Depot Station and Hotel were built to help retain workers in the area. The City began to grow and became an agricultural region producing dates, onions, citrus, and cotton.<sup>1</sup> On May 16, 1930, Indio became the first incorporated City in the Coachella Valley. Today Indio is home to over 90,000 residents, and an estimated 1.4 million people visit annually to attend the Coachella Valley Music and Arts Festival and Stagecoach Country Music Festival.<sup>1</sup> Nicknamed the "City of Festivals," Indio has fast become a great community that offers a variety of exceptional dining, shopping, golfing, art, and entertainment experiences.

Indio is part of Riverside County, located 75 miles east of Riverside, 127 miles east of Los Angeles, and 148 miles northeast of San Diego. The City covers roughly 29 square miles and is 99.97% land and 0.03% water.<sup>3</sup> Indio lies just three (3) miles from the San Andreas Fault, one of the most prominent faults in the world. The high mountain ranges contribute to Indio's warm climate year-round.



*Image borrowed from the Riverside County 2021 webpage<sup>2</sup>*

1. Indio City of Festivals. (2021). <https://www.indio.org/about/history.htm>
2. Riverside County. (2021). Riverside County. <https://rivco4.org/Cities/Indio>
3. U.S. Department of Commerce. QuickFacts Indio City, California. [http://Indio City of Festivals. \(2021\). <https://www.indio.org/about/history.htm>](http://Indio%20City%20of%20Festivals.%20(2021).%20https://www.indio.org/about/history.htm)



## Points of Attraction

Adorned with a gorgeous desert backdrop, Indio has over 348 days of sunshine per year, perfect for outdoor activities. The City of Indio offers world-class golf courses, unique restaurants, a mix of retail stores, outdoor adventures, and renowned music festivals. The City has something for everyone.

Arts and Entertainment	Golfing	Festivals	Dining	Shopping
<ul style="list-style-type: none"> <li>▪ Coachella Valley Art Center</li> <li>▪ Coachella Valley History Museum</li> <li>▪ Desert Cahuilla Village</li> <li>▪ History of Date Industry in the Coachella Valley</li> <li>▪ Indio Performing Arts</li> <li>▪ Rebirth</li> </ul>	<ul style="list-style-type: none"> <li>▪ The Lights at Indio Golf Course</li> <li>▪ Eagle Falls Golf Course</li> <li>▪ Golf Club at Terra Lago</li> <li>▪ Big Rock Golf Course</li> <li>▪ Shadow Hills Golf Club</li> </ul>	<ul style="list-style-type: none"> <li>▪ Riverside County Fair and National Date Festival</li> <li>▪ Coachella Valley Music &amp; Arts Festival</li> <li>▪ Stagecoach California's Country Music Festival</li> <li>▪ Indio Tree Lighting Ceremony</li> <li>▪ Indio International Tamale Festival</li> </ul>	<ul style="list-style-type: none"> <li>▪ TKB Bakery &amp; Deli</li> <li>▪ uniQue Bite Eatery</li> <li>▪ El Mexicali Cafe II</li> <li>▪ POM</li> <li>▪ Heirloom Craft Kitchen</li> <li>▪ Sloan's</li> <li>▪ CV Barbeque</li> <li>▪ Tack Room Tavern</li> <li>▪ Mario's</li> <li>▪ The Café at Shields</li> </ul>	<ul style="list-style-type: none"> <li>▪ Citrus Plaza</li> <li>▪ Heritage Court</li> <li>▪ Indio Grand Market Place</li> <li>▪ Indio Town Center</li> <li>▪ The Palms</li> <li>▪ Showcase at Indio</li> <li>▪ Indio Plaza</li> <li>▪ Shadow Hills Plaza</li> <li>▪ Jefferson Plaza</li> </ul>

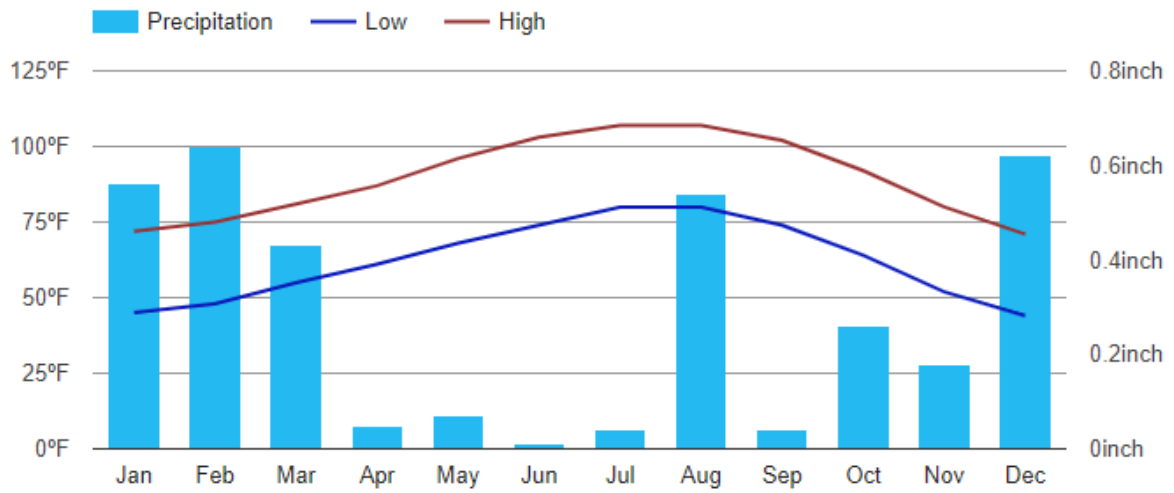
## Climate

Due to its unique geographical location and high mountain ranges, Indio has some of the warmest winters on the west coast. The City has a warm winter and hot summer climate primarily due to its desert climate. There is very little rainfall throughout the year. The average annual temperature in Indio is 75.5 °F, with an estimated 3.44 inches of yearly precipitation.<sup>1</sup>

Climate Indio - California	Jan	Feb	Mar	Apr	May	Jun
Average high in °F	72	75	81	87	96	103
Average low in °F	45	48	55	61	68	74
Average precipitation in inch	0.56	0.64	0.43	0.05	0.07	0.01

Climate Indio - California	Jul	Aug	Sep	Oct	Nov	Dec
Average high in °F	107	107	102	92	80	71
Average low in °F	80	80	74	64	52	44
Average precipitation in inch	0.04	0.54	0.04	0.26	0.18	0.62

Indio Climate Graph - California Climate Chart



- 4. U.S. Climate Data. (2021). U.S. Climate Data. <https://www.usclimatedata.com/climate/indio/california/united-states/usca0512>

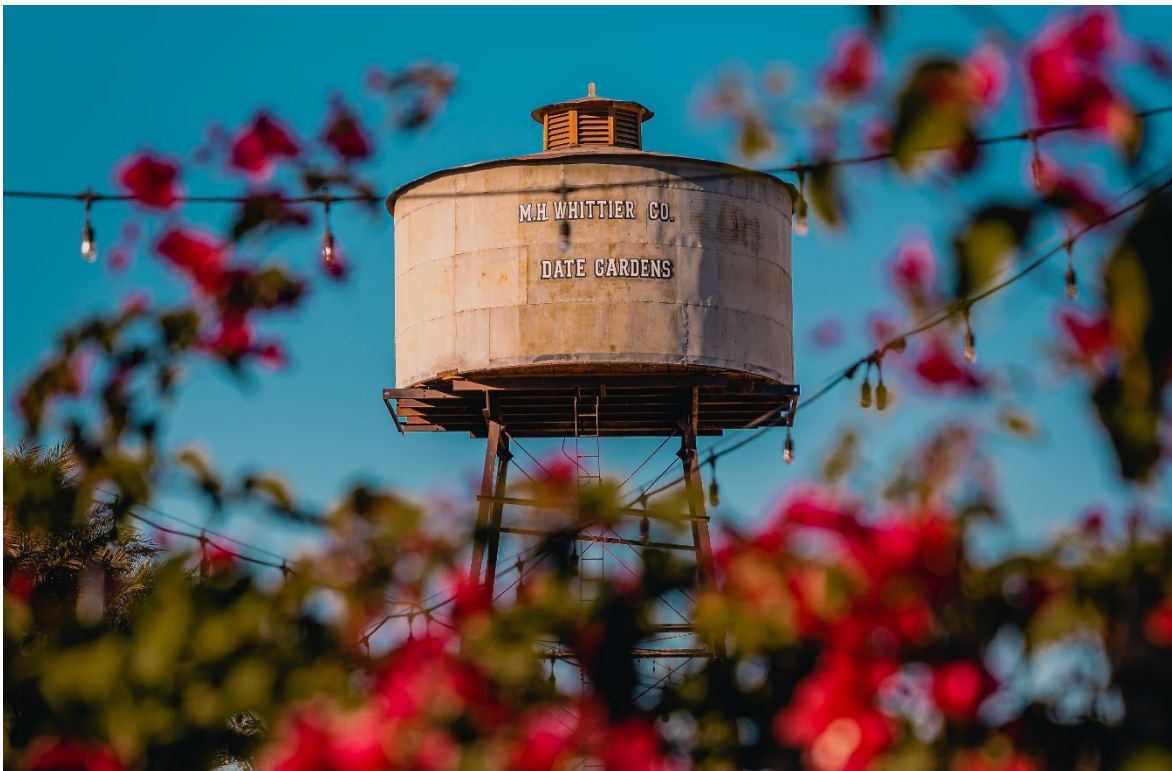


Image of the M.H. Whittier Water Tower in Indio, CA.

### City Of Indio Statistical Information

The table below depicts a snapshot of the City of Indio's demographics that portray the characteristics of the population and the City.

<b>Population</b>	
Population as of July 1, 2022	91,980
Population Growth since April 1, 2020	3.2%
<b>Housing</b>	
Owner-occupied housing unit rate, 2017-2021	70.6%
Median value of owner-occupied housing units, 2017-2021	\$ 311,700
Median selected monthly owner costs - with a mortgage, 2017-2021	\$ 1,896
Median selected monthly owner costs - without a mortgage, 2017-2021	\$ 658
Median gross rent, 2017-21	\$ 1,210
<b>Gender (% of population)</b>	
Female	50.7%
Male	49.3%
<b>Age (% of population)</b>	
Under 18 Years	20.9%
65 years and over	19.6%
<b>Education (% of Population)</b>	
Highschool graduate or higher	80.3%
Bachelor's Degree or Higher	18.2%
<b>Income</b>	
Median Household income	\$ 59,399
<b>Employment (% of Population)</b>	
Retail Trade	11.7%
Healthcare/Social Assistance	11.6%
Accommodation/Food Services	11.4%
Construction	10.1%
Admin/Support/Waste Management Services	8.8%
Educational Services	8.1%
Arts/Entertainment/Recreation	5.9%
Transportation/Warehousing	3.4%
Manufacturing	3.4%
Professional/Scientific/Tech Services	3.2%
Real Estate/Rental/Leasing	3.0%
Agriculture	2.5%
Finance/Insurance	2.4%

5. United States Census Bureau. (n.d.). U.S. Census Bureau quick facts: Indio City, California. Indio City, California. <https://www.census.gov/quickfacts/fact/table/indiocitycalifornia/POP815221>
6. Vaillancourt, D. (2022, November). The City of Festivals takes center stage. Vision, 60–63.



## ECONOMIC INDICATORS

The Indio City Council is very supportive of new enterprises and development. The City of Indio has endorsed the Downtown Specific Plan, the Highway 111 Plan, and the 2040 General Plan. The City is strategically attracting new businesses and developments, with many projects already in action, including the renovation and expansion of the Indio Grand Market Place and adding new eateries and retailers. Incoming enterprises include a four-story, 122-room Wood Spring Suites, Texas Roadhouse, Cork & Fork, Luna's Pizza Bar and Grill, and Keedy's Fountain and Grill: the JFK Memorial Hospital expansion, the Acadia Indio Behavioral Hospital, and upcoming Indio Medical Offices. The College of the Desert plans to expand its Indio campus to 80,000 square feet. According to Carl Morgan, Economic Development Director, "People are attracted to Indio because of the quality of life, schools, amenities, cool things you can do year-round...and Indio is still very affordable" (P.60).

The City of Indio's investment and support of new development and enterprise leads to moderate growth, as seen in its annual permit growth year over year. The District benefits from this growth through the connection fees it collects for new development or changes in use for existing buildings. The fiscal year 2023/24, the District is estimated to collect \$767,790 from connection fees.

In the fiscal year 2021/22, a five-year Sewer Use Charge (SUC) was implemented on July 1, 2021, and will continue through June 30, 2026. In the fiscal year 2023/24, the District is projecting \$17.0 million in SUC revenue, an increase of \$1.3 million or 8.8% due to the third year of the rate increase. The additional revenues are needed to maintain operating service levels, fund critical high-risk projects identified in the 20-Year District-Wide Master Plan, and meet debt service requirements.

In the fiscal year 2022/23, the District received higher than projected revenues by \$2.1 million. The additional revenue was mainly attributed to interest income earned. In May 2022, the District closed a loan through Bank of America for \$71 million to finance the Recycled Water Project. The loan is held in an interest-bearing escrow account. The higher revenue is due to higher than anticipated returns due to market rates. Also, the SUC income generated \$1.1 million more due to increased connections that paid for the entire year and a larger than projected volumetric water usage consumption. The SUC is based on a 70% fixed charge per Equivalent Dwelling Unit (EDU) plus a 30% volumetric water consumption charge by class.

## DISTRICT GOVERNANCE

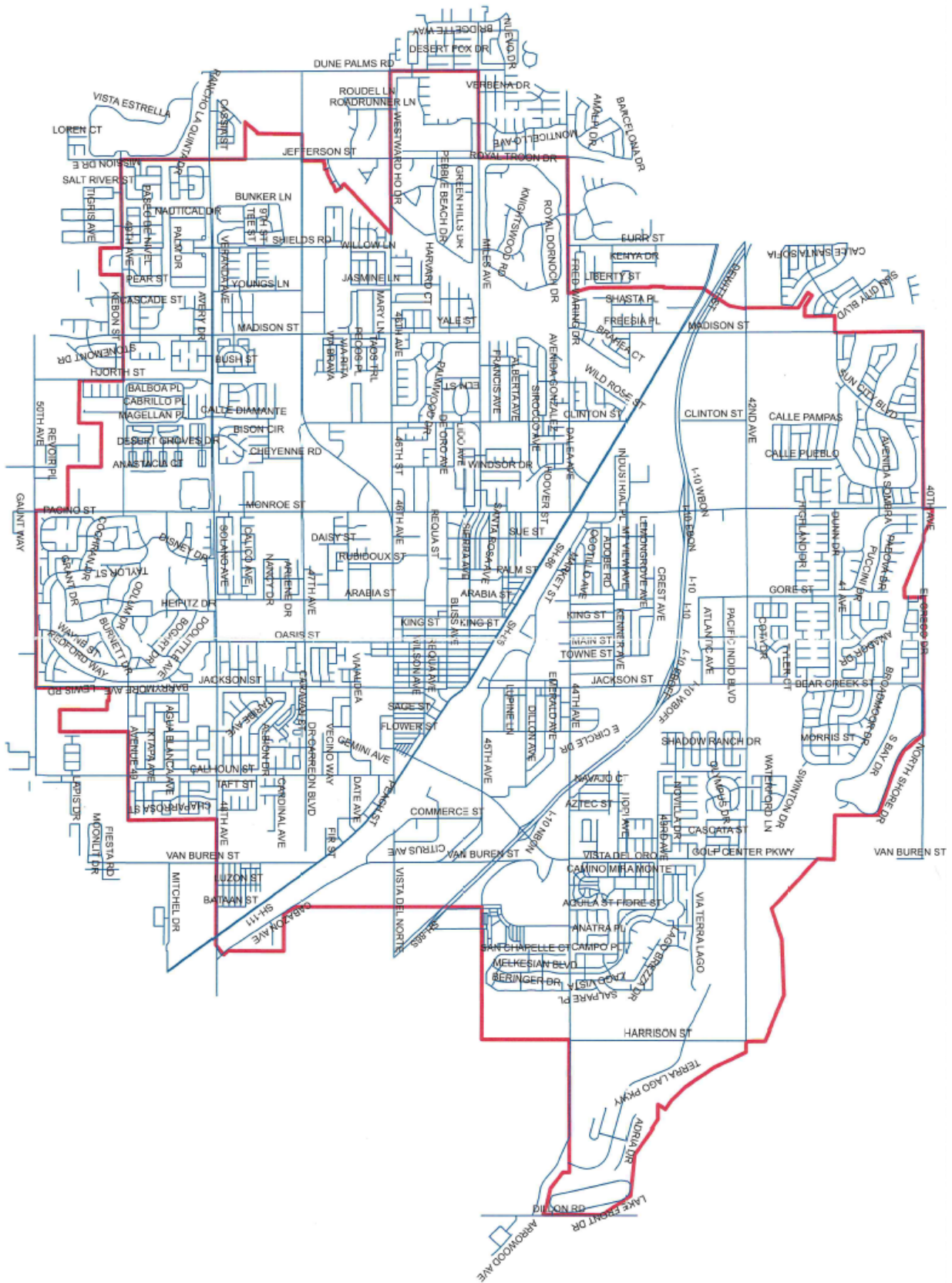
Valley Sanitary District is a California special district, which operates under the authority of the Health and Safety Code, Sanitary District Act of 1923, § 6400 et seq. The District was formed on June 1, 1925, and is governed by a five (5) member Board of Directors. Each Director is elected through a ward-based election system. Each Director represents a specific geographic area within the District known as a ward. Under California law, the Board of Directors establishes and implements policies for the operation of the District.

The Board of Directors establishes goals and objectives, manages sound fiscal policy and control, sets rates and fees, approves the annual operating and capital budget, approves capital improvement plans, maintains strong communication between the Board of Directors and General Manager, and advocates for the District. The Board of Directors makes decisions to serve the community's best interests. The District's Board of Directors meets on the second and fourth Tuesdays of each month. Meetings are publicly noticed, and citizens are encouraged to attend.

The U.S. Environmental Protection Agency, the California Regional Water Quality Control Board, the California Health Service Department, and other regulatory agencies provide the permits and standards the District must meet to collect, treat, recycle, reuse, and dispose of wastewater.

## DISTRICT SERVICES

The District (located in the eastern desert area of Riverside County) provides sanitary sewer services to approximately 28,028 connections within its 19.5 square mile service area. The District encompasses portions of the City of Indio, Coachella, and adjacent unincorporated Riverside County, California areas. Residential customers represent approximately 97% of the District's customer base and produce an estimated 81% of the sewage flow. The District operates and maintains around 254 miles of sanitary sewer lines and delivers over 6 million gallons per day of wastewater to its wastewater reclamation facility. The reclamation facility can treat 12.5 million gallons per day. The treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.



## STRATEGIC PLAN

In the calendar year 2020, the District retained the services of Rauch Communication Consultants, Inc. to facilitate and coordinate the development of the District's Strategic Plan. Rauch Communication Consultants first gathered input from the Board of Directors through Board workshops. Rauch Communication Consultants then gathered input from District's employees in a meeting to allow direct and "ground-level" input to the Board during the final workshop.

The Board of Directors supported this process to allow all employees to participate in the foundation of the Strategic Plan. Three (3) Board workshops were conducted. At these workshops, the Board of Directors reviewed all input, revisited and refined the existing District Mission Statement, developed core values, and created a new vision statement for the District. The Board of Directors also identified six (6) strategic goals and objectives around and within which to organize implementation action that will support the mission and ensure the success of the vision of the District. The Strategic Plan was created to best articulate the Board of Directors' vision and strategy for the District over the next several years.

On January 20, 2023, the Board of Directors attended a workshop by Martin Rauch of Rauch Communication Consultants. The workshop included discussions on influential Board roles and responsibilities, strategic planning for the Board of Directors and General Manager, and ways to expand community participation. The District's strategic plan was reviewed and discussed, and no changes to the strategic plan were made.

## Summary of Strategic Goals and Objectives



### Goal 1: Fully Staffed with a Highly Trained and Motivated Team

- Objective 1.1: Enough staff to fulfill goals and objectives safely and efficiently
- Objective 1.2: Improve preparation for both unexpected events and plan a succession of all key positions
- Objective 1.3: Improve training and professional development
- Objective 1.4: Maintain and build upon strong staff culture

### Goal 2: Increase Recycling, Reuse, and Sustainability

- Objective 2.1: Increase recycling and reuse of resources and byproducts
- Objective 2.2: Improve sustainability of the overall operations (e.g., lower carbon footprint)
- Objective 2.3: Become an environmental leader in the community and industry

### Goal 3: Excellent Facilities

- Objective 3.1: Facilities are managed using comprehensive long-range plans that are integrated with the financial plan
- Objective 3.2: Increase the use of technology to lower costs and improve reliability

**Goal 4: Increase Community Understanding and Support**

- Objective 4.1: Increase community understanding and support for the District and its program
- Objective 4.2: Increase the District's understanding of community wants, needs, and interests
- Objective 4.3: Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling

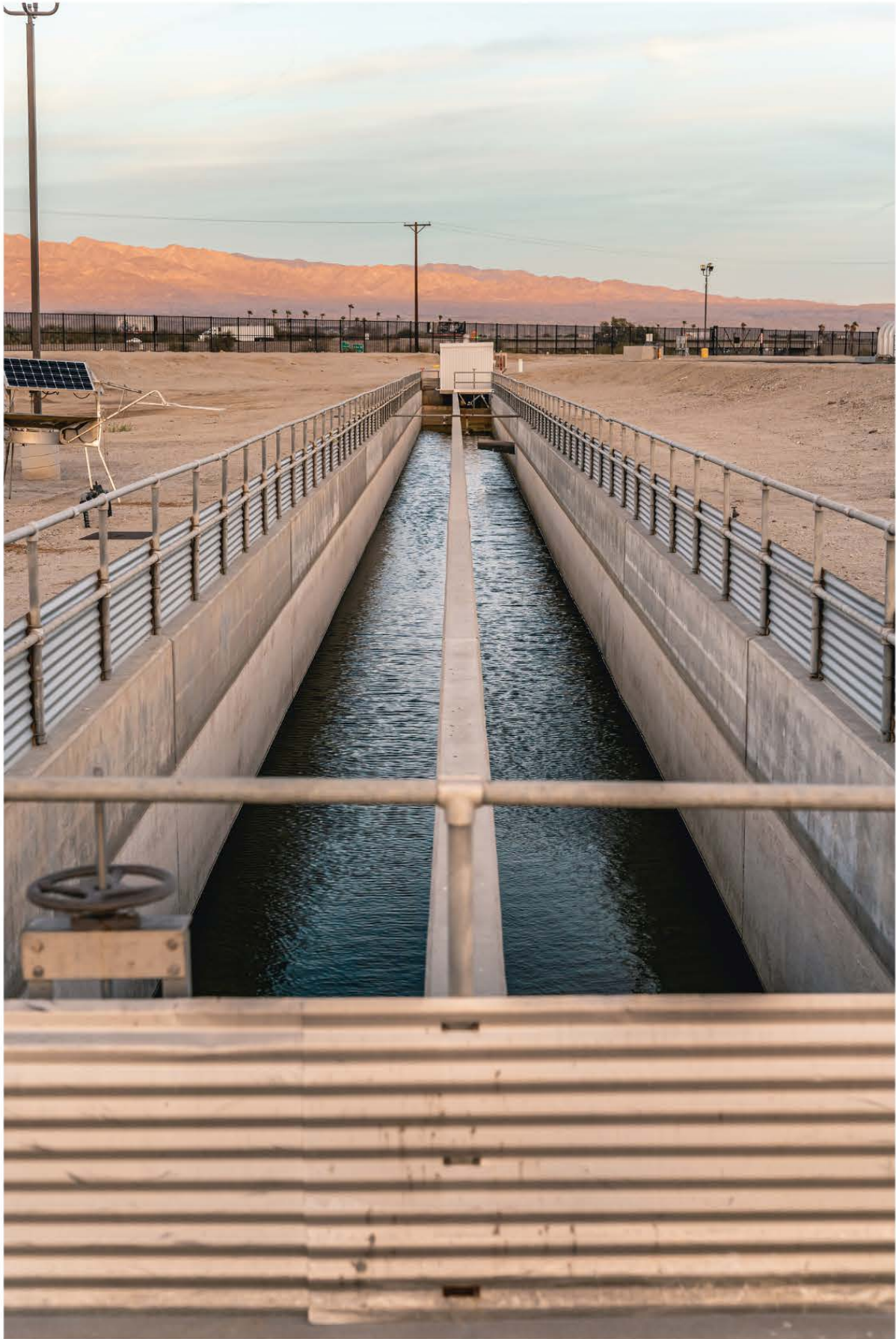
**Goal 5: Long-Term Financial Strength**

- Objective 5.1: Align long-term financial planning with strategic priorities
- Objective 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers
- Objective 5.3: Update rate structure to ensure it is up-to-date and fair to all classes of customers

**Goal 6: Improve Planning, Administration, and Governance**

- Objective 6.1: Meet evolving operational and customer demands
- Objective 6.2: Increase regional collaboration
- Objective 6.3: Improve administration and management
- Objective 6.4: Increase emergency preparedness
- Objective 6.5: Improve State-Level Legislative Advocacy
- Objective 6.6: Improve Governance
- Objective 6.7: Maintain compliance with all regulatory, legislative, and permit requirements





Wastewater Facility Pond Exit



# BUDGET GUIDE





## PURPOSE OF THE BUDGET

The District creates an annual budget as a financial plan and operating guide for the upcoming fiscal year. The budget document is a cooperative component amongst all departments that allocates resources aligned with departmental and strategic goals. The annual budget allows for greater transparency and accountability for the District.

The annual budget serves to accomplish the following:

- Alignment with District strategic goals and departmental goals
- Detailed revenue projections and expense breakdown by department
- Sound financial management and transparency through the allocation of resources based on needs and requirements
- Presents Key Performance Indicators (KPI) and establishes targets based on goals

Once approved, the budget provides legal authority for expenditures and controls expenditure levels throughout the fiscal year. The action for approval and adoption of the annual budget is completed in June each calendar year.

The budget guides the District and establishes a path for staff to follow in making day-to-day decisions as the District strives to stay ahead of changing environmental requirements, maintain critical infrastructure, and meet the needs of the communities and citizens it serves.

The budget presentation to the Board of Directors in a publicly held meeting allows for in-depth review and alignment with District approved strategic goals. Additionally, the Board of Directors and the public are given the opportunity for a detailed review of the financial plan for the year department by department. The budget workshop allows for greater distribution of information and an opportunity for the Board of Directors to ensure the adequacy of the allocation of resources, personnel staffing, and service requirements.

### Operating Budget

The operating budget comprises revenues and expenditures from the services rendered by the wastewater treatment facility. The operating budget encompasses personnel, California Public Employees' Retirement System (CalPERS), Unfunded Accrued Liability (UAL), debt service, insurance premiums, supplies, materials, and other overhead costs to run day-to-day operations.

### Capital Budget

The capital budget incorporates key projects to advance the District's Capital Improvement Program (CIP). These projects are intended to maintain, repair, and expand infrastructure.

Capital projects are categorized into two (2) categories depending on the system they impact.

1. Plant Facility
2. Sewage Collection

### **Capital Improvement Program**

The Capital Improvement Program (CIP) is a separate twenty-year planning document that details planned capital expenditures. The capital projects include rehabilitation and replacement of infrastructure and equipment and large construction projects. The CIP aligns capital projects to various funding sources and the projected timeframe for the work. For some larger projects requiring financing, the financial impact can span over twenty to thirty years.

## **BUDGET PROCESS AND STRATEGY**

The District operates on a fiscal year commencing July 1 and ending June 30. The budget process for the District is a collaborative effort among all departments based on sound financial management and longevity. The budget focuses on allocating and using resources within the strategic plan's framework to ensure the District's long-term success and development as a whole.

The budget is created through five (5) guiding principles.

### **Continue Building Momentum**

The District is utilizing all of its efforts to continue to champion the Recycled Water Project. Although the fiscal year 2023/24 proposed rate increase was canceled, The District will continue to seek funding alternatives to complete this much-needed project. The City of Indio is in the epicenter of extreme heat and dry climate. When completed this project has the potential of recycling millions of gallons of water per year. The District will continue to monitor grant opportunities such as AB1567 to help pay for this project.

### **Resource Prioritization**

The District examines all resources and analyzes resource requests to ensure program/service effectiveness and alignment with short- and long-term goals. A financial plan is created that the Board of Directors can use to prioritize allocating limited financial resources.

### Strategic Goal Alignment

All departments must create annual goals that align with the Board-approved strategic plan. The departmental budgets are built on this premise, ensuring organizational strategic alignment.

### Sound Financial Management

Financial accuracy and transparency are essential to sound financial management. The District achieves this objective by fully disclosing funding requirements and addressing projected economic challenges. The District maintains a structurally balanced budget with recurring revenues supporting recurring expenditures. The District is also required to provide financial reserves for unanticipated spending and revenue shortfalls and to respond to emergencies.

### Longevity And Growth

A set vision, mission, and strategic plan ensure business continuity and growth. In the fiscal year 2023/24, the District will update its Master Plan to establish a framework for orderly growth and development of capital improvements on campus.



CONTINUE BUILDING MOMENTUM



RESOURCE PRIORITIZATION



STRATEGIC GOAL ALIGNMENT



SOUND FINANCIAL MANAGEMENT



LONGEVITY AND GROWTH

## BUDGET DEVELOPMENT

### Strategic Plan Review

In January, the Board of Directors holds a strategic plan workshop that allows the Board to examine and modify the existing plan. The Board of Directors approves the plan for the upcoming fiscal year.

## Budget Kick-Off

In January, the Administration Department holds a budget kick-off meeting with all departments. Each department is presented with a technical memorandum of the strategic plan's budget processes, goals, and updates. At the budget kick-off for the new budget, the department heads are given budget request spreadsheets. The spreadsheets include all expenditures by category with the last two (2) fiscal year expenditures, the current fiscal year budget, and current fiscal year projections. All non-recurring expenditures from the previous year are deleted, and new requests are submitted for review and approval.

## Budget Timeline

The department heads are provided with a budget timeline with important deliverable dates and meeting schedules.

Task	Assigned To	Day	Date
<b>Phase 1 January</b>			
Task 1.1 Budget Worksheets Distributed To All Departments	Chief Administrative Officer	Tuesday	3-Jan-23
Task 1.2 Budget Kickoff Meetings With All Departments	Chief Administrative Officer	Tuesday	3-Jan-23
Task 1.3 Budget Worksheets Due To Chief Administrative Officer (CAO)	All Departments	Tuesday	24-Jan-23
Task 1.4 Review Of Budget Worksheets	Chief Administrative Officer	Wednesday	25-Jan-23
<b>Phase 2 February</b>			
Task 2.1 Department Overview Meetings With CAO	Chief Administrative Officer	Monday	6-Feb-23
Task 2.2 Operations Committee Reviews 10 Year Capital Improvement Plan	Operations Committee	Tuesday	7-Feb-23
Task 2.3 Departmental Summaries And Goals Due To CAO	All Departments	Tuesday	7-Feb-23
Task 2.4 Organizational Charts Due To CAO	All Departments	Tuesday	7-Feb-23
Task 2.5 Departmental Performance Metrics Due To CAO	All Departments	Tuesday	14-Feb-23
Task 2.6 Budget Worksheets Due To CAO	All Departments	Tuesday	21-Feb-23
Task 2.7 Capital Improvement Project Worksheets Due	All Departments	Tuesday	21-Feb-23
<b>Phase 3 March</b>			
Task 3.1 Review Capital Project Requests With CAO	Chief Administrative Officer	Monday	6-Mar-23
Task 3.2 Budget Meetings With The General Manager And Department Heads	Chief Administrative Officer	Thursday	16-Mar-23
Task 3.3 Develop Budget Presentation	Chief Administrative Officer	Tuesday	21-Mar-23
Task 3.4 Budget And Finance Committee Review And Recommendations	Budget and Finance Committee	Tuesday	28-Mar-23
<b>Phase 4 April</b>			
Task 4.1 Draft Budget Book	Administration Department	Thursday	13-Apr-23
Task 4.2 Board Study Session For The Fiscal Year 2023/24 Fees, Charges, 10 Year CIP, and Budget	Board of Directors	Tuesday	18-Apr-23
Task 4.3 Department Overview Meetings With CAO To Discuss Board Comments And Edit Requests	Chief Administrative Officer	Thursday	20-Apr-23
Task 4.4 Final Worksheets Submitted To CAO	All Departments	Thursday	27-Apr-23
<b>Phase 5 May</b>			
Task 5.1 Budget Meetings With The General Manager And Department Heads	Chief Administrative Officer	Thursday	4-May-23
Task 5.2 Draft Budget And Budget Presentation Posted To Board Agenda	Clerk of the Board	Thursday	18-May-23
Task 5.3 Board Adopts Fiscal Year 2023/24 Fees and Charges for District Services	Board of Directors	Tuesday	23-May-23
Task 5.4 Board Adopts 10 Year Capital Improvement Plan	Board of Directors	Tuesday	23-May-23
Task 5.5 Board Reviews Draft Budget And Makes Final Changes	Board of Directors	Tuesday	23-May-23
Task 5.6 Department Overview Meetings With CAO To Discuss Final Changes	Chief Administrative Officer	Wednesday	24-May-23
<b>Phase 6 June</b>			
Task 6.1 Final Edits Due To CAO	All Departments	Thursday	1-Jun-23
Task 6.2 Final Budget Posted To Board Agenda	Clerk of the Board	Thursday	8-Jun-23
Task 6.3 Board Adopts the Fiscal Year 2023/24 Budget	Board of Directors	Tuesday	13-Jun-23
Task 6.4 Fiscal Year 2023/24 Final Budget Posted To District Website	Administration Department	Wednesday	28-Jun-23

## Budget Adoption

The action for approval and adoption of the annual budget is completed in June of each calendar year. The final draft, including any changes requested in the May meeting of the operating and capital budget, is submitted to the Board of Directors for approval. The budget becomes effective July 1.



## Continued Budget Monitoring

A budget variance report is submitted in the consent calendar to the Board of Directors for approval every month. The budget variance report compares revenues and expenses to the respective line-item budgets. The report identifies current monthly revenues, expenses, and fiscal year-to-date (FYTD) values by category.

## Mid-Year Budget Review

In January, the Administration Department submitted a mid-year budget report to the Board of Directors. The report provides details on revenue and expenditure trends, fund balance changes, and fiscal year-end projections. The Board of Directors receives a detailed summary by category explaining variances along with the monthly variance report.

## Adjustments To the Adopted Budget

Budget transfers within the departments may be made administratively and are noted in the budget variance report. Appropriation of funds above the total operating budget requires a budget amendment and Board approval.

## BASIS OF BUDGETING: ACCOUNTING VERSUS BUDGETARY BASIS

### Accounting Basis

The District conforms to Generally Accepted Accounting Principles (GAAP) applicable to local governments. The financial statements are reported using the "economic resources" measurement focus and the accrual basis of accounting. Revenues are recorded when earned, and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Grants and similar items are recognized as revenue as all eligibility requirements have been met. Interest associated with the current fiscal period is susceptible to accrual and has been recognized as revenue in the current fiscal period.

### Budgetary Basis

The basis of budgeting refers to the conversions for recognizing costs and revenue in budget development and establishing and reporting appropriations, which is the legal authority to spend or collect revenues. The District budget conforms to GAAP as applicable to local governments. While it is an enterprise agency, the accounts of the District are organized and operated based on funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. The District prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with financial-related legal and contractual provisions. The District maintains a minimum number of funds consistent with legal and managerial requirements.

The District uses a modified accrual basis for budgeting. All operating and capital basis of budgeting and accounting expenditures and revenue are identified in the budgeting process because of the need for appropriation authority. The budget is fully reconciled to the accounting system at the beginning of the fiscal year and in preparing the Annual Comprehensive Financial Report (ACFR) at the end of the fiscal year. Several (GAAP) adjustments are made to reflect balance sheet requirements and their effect on the budget. These include changes in designations and recognition, via studies and analysis, of accrued liabilities. Amounts needed for such long-term liabilities as the future payoff of accumulated employee vacation are budgeted as projections and, once recognized, are adjusted for actual amounts.

The District's basis for budgeting is consistent with GAAP and the ACFR, except for the following items:

- Capital expenditures within the capital improvement fund are recorded as assets on an accounting basis but are shown as expenditures on a budgetary basis.

- Depreciation of capital assets and amortization of deferred charges are only recorded on an accounting basis. These charges are not reflected in the budget document.
- Principal payments on long-term debt within the general fund are applied to the outstanding liability on an accounting basis but are shown as expenditures on a budgetary basis.
- Carryover funds represent previously budgeted funds unexpended at the end of the applicable budget period. Carryover requests approved by the Board of Directors are added to the District's current budget period. However, they are not included in the budget document or original budget submission to the Board of Directors.

## FISCAL POLICIES

### Financial Management

The District's budget conforms to Generally Accepted Accounting Principles (GAAP) applicable to local governments. While it is an enterprise agency, the accounts of the District are organized and operated based on funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts that comprises its assets, liabilities, fund balances, revenues, and expenditures. The District prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose, and it is used to aid management in demonstrating compliance with financial-related legal and contractual provisions. The District maintains a minimum number of funds consistent with legal and managerial requirements. The District reports the following funds in its annual budget:

- **Operating Fund:** This is the general operating fund of the District. The primary revenue source for this fund is derived from rates charged to customers for services provided, and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and maintenance costs not paid through other funds are paid from this fund.
- **Special Revenue Funds:** These funds receive support from various sources, mainly in the form of grants, loans, and other aid, and are restricted to expenditures for particular purposes. Currently, the District has three special revenue funds:
  - 2015 Wastewater Revenue Refunding Bonds
  - State Water Resources Control Board Revolving Fund Loan
  - Bank of America Loan Recycled Water Project Phase I

- **Fiduciary Fund:** The District reports an Agency Fund. The Agency Fund is purely custodial in nature (assets equal liabilities) and thus does not involve measurement of results of operations. The Agency Fund accounts for assets for Assessment District No. 2004 (Shadow Hills Interceptor), for which the District acts as an agent for its debt service activities.
- **Capital Improvement Fund:** Indicates the amount allocated for capital expenditures for identified projects.
- **Restricted CIP Fund:** Indicates the current fiscal year resource allocation and the amount allocated for capital expenditures for increased capacity-related projects.

Resources are allocated to and accounted for in individual funds based on the purposes for which they are spent and how activities are controlled. The overview of each fund provides a detailed explanation of its purpose and planned budget for each fiscal year.

### **Budgeting Structure**

The following principles are applied in preparing the District's Annual Operating Budget:

1. **Structurally Balanced Budget:** The District maintains a balanced budget with recurring revenues supporting recurring expenditures. Recurring expenditures primarily consist of personnel and operating costs required to operate the District but do not include one-time cost items such as new capital assets or replacement assets. Recurring revenues include charges and fees but do not include the use of fund balance. For this section, District-wide surplus for any fiscal year is defined as the increase in unreserved operating fund balance reflected in the District's audited financial statements. The District-wide deficit for any fiscal year is defined as the decrease in unreserved operating fund balance as reflected in the District's audited financial statements. The budget surplus of any department is defined as the excess of budgeted expenses over actual expenses in any fiscal year.
2. **Budget Preparation and Presentation:** The District prepares and presents its budget using current financial resources and a modified accrual basis of accounting.
  - a. **Inter-fund Borrowing:** The District does not borrow or use operating transfers to obtain cash from one fund type or reserve to fund activities of another fund type or reserve unless such use is deemed lawful and unless the Board of Directors has determined that (a) the funds to be loaned will not be needed during the lending period, and (b) the funds for repayment will be available within a two (2) year period. Any actions taken to borrow funds under these conditions must be separately presented to and approved by the Board of Directors. The term of such borrowing shall not extend beyond the last day of the subsequent fiscal year.
  - b. **Prompt Reimbursement Submission:** Recognizing that grants or other entities fund some programs on a reimbursement basis, the District applies for reimbursements on a timely basis to minimize the period that District funds are used as a float. Suppose requests for reimbursements extend



beyond the end of a fiscal year. In that case, such reimbursements are reflected as receivables in the annual financial statements to the extent allowed under accounting principles generally accepted in the United States of America (GAAP).

- c. Reserve Policy: The District shall retain an operating reserve of 40% of annual operating expenses. This reserve may fund emergency and unanticipated expenditures during a fiscal year. Fund balances over the 40% threshold may be used for capital improvements or one-time expenditures.
- d. Capital Improvement Plan: The Board adopts a Ten-Year Capital Improvement Plan ("CIP") each fiscal year. The CIP shall address cost estimates for all necessary infrastructure improvements. Funded, partially funded, and unfunded projects are delineated. The CIP is detailed for the current fiscal year and nine (9) additional years.
- e. Financial Oversight and Reporting: The District provides regular financial reports on all funds, comparing budgeted revenue and expenditure information to actual on a monthly and year-to-date basis each month. The Administration Department is responsible for issuing the monthly reports to departments, the General Manager, and the Board of Directors and provides any information regarding potentially adverse trends or conditions. As soon after the closing of the fiscal year as is practicable, the annual audit reports of the District are prepared and reviewed by management. Financial reports, offering statements, and other financial-related documents issued to the public provide complete disclosure of all material financial matters. The final report is presented to the Board of Directors at a regularly scheduled meeting and is posted on the District's website.
- f. Basic Financial Practices: The District strives to maintain formal policies and/or procedures that reflect "best practices" in:
  - i. Budget Development and Adjustments: Establish proper budgetary preparation procedures and guidelines, calendar of events, planning models by the fund, budget adjustment procedures, the establishment of rates and fees, indirect costs, and interest income. The budget should be scheduled to allow sufficient review by the Board of Directors while allowing for sufficient citizen input. The budget document reflecting all final actions adopted by the Board of Directors on or before June 30 of each year is made available within 30 days of such adoption in hard copies at the District office and on the District's website.
  - ii. Cash Management and Investments: Comply with all related government codes.
  - iii. Debt Management: Address affordability, capacity, debt issuance, and management.

- iv. Equipment and Vehicle Replacement: Established guidelines for determining the useful life and replacement of capitalized equipment and vehicles and provided a basis for establishing a budget and funding methodology.
- v. Procurement: Establish District-wide policies and procedures and provide appropriate checks and balances to ensure that departments adhere to the District's purchasing policies.

## Reserve Policy

### Purpose

Prudent financial planning and fiscal responsibility include anticipating and preparing for future funding requirements and unforeseen and unexpected emergencies, disasters, and other events. The District has established reserve funds for its long-term organizational and operational stability, and the reserve funds enable the District to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements. This Reserve Fund Policy ensures that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

### Types of Reserve Funds

The District maintains two (2) types of funds:

1. Restricted Reserves: Restricted reserves are restricted by an outside source, such as by statute, court, or contract.
2. Designated Reserves: Designated reserves are established and set aside to be used only for a specific, designated purpose.

### Specific Reserve Funds

The District maintains the following six (6) reserve funds:

1. Capital Replacement Reserve Fund: The Capital Replacement Reserve Fund (Fund 12) is a designated reserve to fund the capital improvement program and for unforeseen capital projects necessary to meet regulatory requirements, system reliability, repair, and replacement of District Assets. The District's goal is to fund the Capital Replacement Reserve at 40% of the annual operating budget (Fund 11).
2. Capital Improvement Reserve Fund: The Capital Improvement Reserve Fund (Fund 13) is a designated reserve to fund the capital improvements required due to growth and new users in the system. Developer impact fees, special developer agreements, and capacity connection charges primarily fund it.
3. Debt Service Reserve Fund: The Debt Service Reserve Fund is a restricted reserve governed by legal bond covenants and is to be used if

the District cannot meet the required debt service obligation. The bond covenants require that the Debt Service Reserve be maintained at a level sufficient to fund the maximum annual debt service payments.

4. Emergency Reserve Fund: The Emergency Reserve Fund is to be used only to cover cash flow shortages caused by an unexpected event, such as a natural disaster, water shortage, or other unforeseen expense. The District's goal is to maintain the Emergency Reserve at 5% of the annual operating budget (Fund 11).
5. Operating Reserve Fund: The Operating Reserve Fund is a designated reserve used only to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. The District's goal is to maintain the Operating Reserve in excess of 50%, or six (6) months, of the annual operating budget.
6. Vehicle & Equipment Replacement Reserve Fund: The Vehicle & Equipment Replacement Reserve Fund is a designated reserve designated to adequately fund the District's replacement of major vehicles and equipment. This fund shall be funded annually and the by amount established annually in the District operating budget.

### **Management of Reserve Funds**

The Board of Directors, in consultation with the General Manager, is responsible for managing the reserve funds. The Board of Directors must authorize the expenditure from the District's reserve funds. The Board annually will review the balance of the reserve funds, work collaboratively with General Manager to ensure the accuracy of the annual report, evaluate the goals and purpose of each reserve fund, and recommend adjustments as may be necessary or desirable.

Per the District's Investment Policy, financial reserves may be invested or otherwise held in District financial accounts as deemed appropriate by the Board of Directors in carrying out their fiduciary responsibilities.

### **Investment Management**

The District operates within an established formal investment policy, which applies to all investments of public funds. The overall goal is to safeguard the available operating and capital funds and achieve a maximum return on investment. Investment portfolios are managed to meet anticipated cash flow requirements. The District participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF), which has invested a portion of the pooled funds in structured notes and asset-backed securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these structured

notes and asset-back securities are subject to market risk and changes in interest rates. The District also participates in the CalTrust Medium Term Fund.

## CURRENT DEBT OBLIGATIONS

### Debt Management

Debt premiums and discounts are deferred and amortized over the life of the debt using the effective interest method. Long-term debt is reported net of the applicable bond premium or discount. Debt issuance costs are expensed when incurred. The District currently has three (3) outstanding long-term loans.

### Maximum Annual Debt Service

The Net Revenues of the Wastewater System, calculated on sound accounting principles, as shown by the books of the District for the latest Fiscal Year or any more recent twelve (12) month period selected by the District ending not more than sixty (60) days before the adoption of the Parity Obligations Instrument under which such proposed Parity Obligations are issued, shall at least equal One Hundred Twenty-Five percent (125%) of Maximum Annual Debt Service and debt service of any State Loans, with Maximum Annual Debt Service calculated on all Parity Obligations to be outstanding immediately after the issuance of such Parity Obligations which have a lien on Net Revenues of the Wastewater System.

### Debt Ratio Calculation

Calculations as of May 11, 2023		
	Projected Net Revenues (as defined in 2015 Indenture)	
1.	for Fiscal Year ending June 30, 2023	\$ 9,353,037
2.	Maximum Annual Debt Service of the 2015 Bonds	\$ 886,688
3.	Maximum Annual Debt Service of the 2016 ISA	\$ 553,361
4.	Maximum Annual Debt Service of the 2022 ISA	\$ 5,545,760
5.	Combined Maximum Annual Debt Service of the 2015 Bonds, the 2016 ISA and the 2022 ISA (Sum of Lines 2 + 3 + 4)	\$ 6,985,808
6.	Ratio of Line 1 to Line 5	134%
8.	Line 3 must be not less than	125%
7.	In compliance	Yes

### **2015 Wastewater Revenue Refunding Bonds**

On August 26, 2006, the District issued the 2006 Certificates of Participation for \$12,915,000. The purpose of the Certificates was to fund Phase I of the District's treatment plant expansion. Interest ranging from 3.50% to 4.375% is payable semi-annually on February 1 and August 1, commencing February 1, 2007.

On June 18, 2015, the District issued Wastewater Revenue Refunding Bonds, Series 2015, for \$7,540,000. The purpose of the bond issuance was to provide funds to decrease and refund on a current basis the District's outstanding 2006 Certificates of Participation (Treatment Plan Expansion) and pay the costs of issuing the bonds. The bonds are payable from and secured by a lien on the net revenue of the District's wastewater system. The aggregate difference in debt service because of the refinancing was in the amount of \$1,596,780. The economic gain on the refinancing was \$500,181. The interest rate of 5% (except for 2.125% in 2023) is payable semi-annually on December 1 and June 1, beginning December 1, 2015. The bonds are not subject to redemption before maturity. The unaudited outstanding balance as of June 30, 2023, is \$2,415,000.

### **State Water Resources Control Board Revolving Fund Loan**

The District executed the installment sale agreement with the State Water Resources Control Board ("SWRCB) to construct the Requa Avenue Sewer Interceptor Project. As part of the Requa Avenue Sewer Interceptor Project, the District constructed 4.2 miles of new gravity flow sewer pipeline and related utility improvements designed to collect and convey sanitary sewer flow within an existing public right-of-way through central Indio, California, to the existing District's Water Reclamation Plant. The SWRCB provided financial assistance. The total amount of the loan funded was \$12,920,155 with no unused credit. There was no pledged asset as collateral. In the event of default, the District, upon demand by SWRCB, will immediately repay an amount equal to project funds disbursed, accrued interests, penalty assessments, and additional payments. Beginning June 2019, the District will repay the principal of the project funds, together with all interest accruing thereon, annually to the SWRCB. As of June 30, 2023, the unaudited outstanding balance of the SWRCB revolving fund loan is \$11,193,860.

A reserve account must be maintained equal to one (1) year of the SWRCB revolving fund loan debt service payment from unrestricted net revenues. The reserve requirement is \$553,360 for the duration of the loan. Debt covenants of the SWRCB revolving fund loan require that the District have net revenues of at least 125% of the total debt service payments (including 2015 Wastewater Revenue Refunding Bonds).

**Debt Financing Bank of America Capital Corp**

The District executed the installment sale agreement with Bank of America Capital Corp for the Recycled Water Project Phase 1 in May 2022. 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 must meet anticipated regulatory requirements, tertiary treatment, and recycled water production. The total amount of the loan funded was \$71,000,000 at an interest rate of 2.75%. The District will make installment payments commencing December 1, 2022, and scheduled to end June 1, 2042. As of June 30, 2022, the unaudited outstanding balance of the Bank of America Capital Corp revolving loan is \$70,079,704.

The table below shows the unaudited debt beginning balances as of July 1, 2023.

<b>District's Outstanding Debt</b>	
2015 Revenue Refunding Bond	\$ 2,415,000
Bond Premium	293,161
SWRCB Loan	11,193,860
Bank of America Loan	<u>70,079,704</u>
<b>Total</b>	<b><u><u>\$ 83,981,725</u></u></b>





Wastewater Facility Recycled Water Project Sewer Piping



# FUND SUMMARY





## FINANCIAL MANAGEMENT

The Valley Sanitary District budget conforms to Generally Accepted Accounting Principles, GAAP as applicable to local governments. While it is an enterprise agency, the accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts that comprise its assets, liabilities, fund balances, revenues, and expenditures. The District prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with financial-related legal and contractual provisions. The District maintains a minimum number of funds consistent with legal and managerial requirements.

### Operating Fund

This is the general operating fund of the District. The primary revenue source for this fund is derived from rates charged to customers for services provided and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and maintenance costs not paid through other funds are paid from this fund.

### Special Revenue Funds

These funds receive support from various sources, mainly in the form of grants, loans, and other aid, and are restricted to expenditures for specific purposes. Currently, the District has two (2) special revenue funds:

- 2015 Wastewater Revenue Refunding Bonds
- State Water Resources Control Board Revolving Fund Loan

### Fiduciary Fund

The District reports an Agency Fund. The Agency Fund is purely custodial in nature (assets equal liabilities), and thus does not involve measurement of results of operations. The Agency Fund is used to account for assets for Assessment District No. 2004 (Shadow Hills Interceptor) for which the District acts as an agent for its debt service activities.

### Capital Improvement Fund

Indicates the amount allocated for capital expenditures for identified projects.

### Restricted Capital Improvement Fund

Indicates the current fiscal year resource allocation and the amount allocated for capital expenditures for increased capacity-related projects.

Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how activities are controlled. The overview of each fund provides a detailed explanation of the purpose of the fund and its planned budget for each fiscal year.

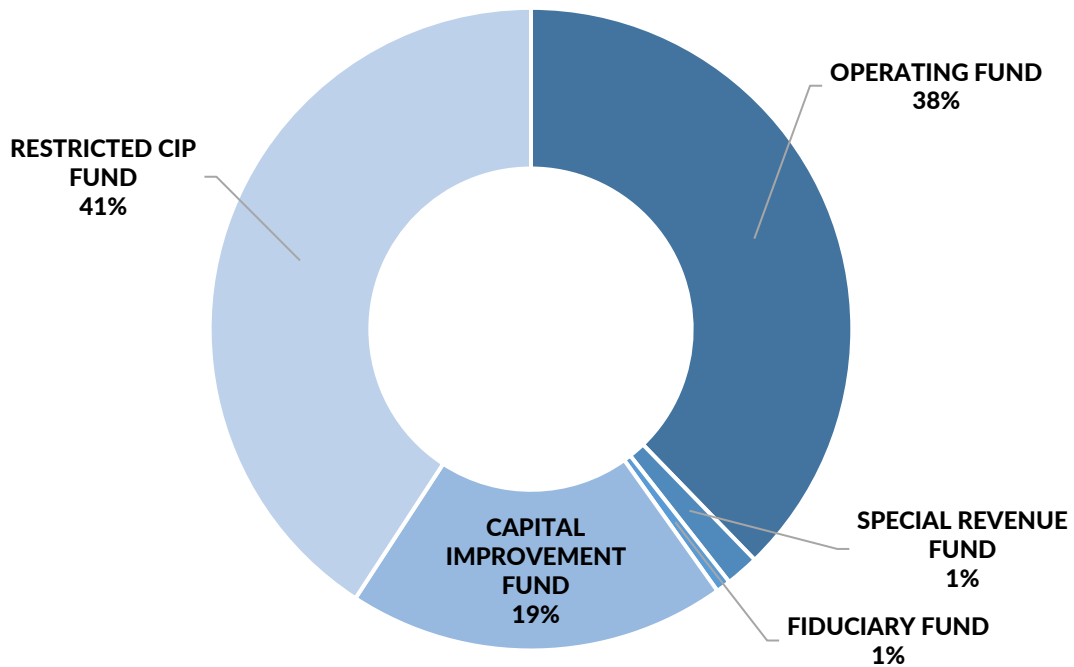
## FUND BALANCE

The fund balance is the difference between assets and liabilities in the organization’s funds balance sheet. The funds are broken down by classification and constraints of how specific amounts can be spent. The fund balance is used to identify available resources that can be used to pay for long-term debt, existing programs, and new programs.

The table and chart below depict the fund balance by fund.

FUND	Beginning Balance 07/01/22	Unaudited Fund Balance 04/30/23	Variance	Variance (%)
OPERATING FUND (FUND 11)	\$ 26,900,884	\$ 24,199,168	\$ (2,701,716)	-10.0%
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,057,959	1,072,257	14,298	1.4%
FIDUCIARY FUND (FUND 4)	735,759	471,956	(263,803)	-35.9%
CAPITAL IMPROVEMENT FUND (FUND 13)	11,263,721	12,213,318	949,597	8.4%
RESTRICTED CIP FUND (FUND 12)	24,662,632	26,159,588	1,496,956	6.1%
<b>TOTAL</b>	<b>\$ 64,620,955</b>	<b>\$ 64,116,287</b>	<b>\$ (504,668)</b>	<b>-0.8%</b>

Percentage of Fund Total Balance by Fund



## REVENUE BY SOURCE

The annual budgeted revenues are projected using various forecasting techniques including market research, historical analogy, moving average, exponential smoothing, and trend projections. The District reviews growth and development in the area by monitoring the planning data from the City of Indio, reviewing the annual economic forecast, and review from the Coachella Valley Economic Partnership, and local market data for real estate and development. According to the Indio development activity report, there are 3,660 new housing units in development. The District also reviews its revenue history for all revenue streams over the past three (3) years and builds forecasts accordingly.

The tables below depict the revenues by source.

Fund 11 (General Fund) Revenues by Source	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
<b>OPERATING REVENUES:</b>						
11-4120000-0 SEWER SERVICE CHGS-CURRENT	\$15,224,732	\$15,686,490	\$ 16,872,785	\$17,066,857	\$ 1,380,367	8.8%
11-4210000-0 PERMIT & INSPECTION FEES	44,130	35,874	27,440	20,817	(15,057)	-42.0%
11-4260000-0 SADDLES/DISCONNECT FEES	-	-	320	243	243	-
11-4270000-0 PLAN CHECK FEES	12,350	14,704	11,600	8,800	(5,904)	-40.2%
11-4285000-0 OTHER SERVICES	3,810	3,397	2,067	1,568	(1,829)	-
11-4310000-0 SALE OF SURPLUS PROPERTY	18,247	31,818	28,043	21,274	(10,544)	-33.1%
<b>Subtotal</b>	<b>\$15,303,269</b>	<b>\$15,772,283</b>	<b>\$ 16,942,254</b>	<b>\$17,119,559</b>	<b>\$ 1,347,276</b>	<b>8.5%</b>
<b>NON-OPERATING REVENUES:</b>						
11-4430000-0 TAXES - CURRENT SECURED	\$ 1,031,138	\$ 855,412	\$ 811,665	\$ 615,751	\$ (239,661)	-28.0%
11-4440000-0 TAXES - CURRENT UNSECURED	34,714	55,294	49,553	37,592	(17,702)	-32.0%
11-4450000-0 TAXES - PRIOR SECURED	8,468	-	10,767	8,168	8,168	-
11-4470000-0 SUPPLE PROP. TAXES - CURRENT	4,865	-	19,085	14,478	14,478	-
11-4480000-0 SUPPLE PROP. TAXES - PRIOR	11,256	-	11,406	8,653	8,653	-
11-4500000-0 HOMEOWNERS TAX RELIEF	6,668	6,090	4,682	3,552	(2,538)	-
11-4510000-0 INTEREST INCOME	38,503	36,068	422,557	419,905	383,837	1064.2%
11-4520000-0 UNREALIZED GAINS (LOSSES)	(43,863)	-	(9,902)	-	-	-
11-4574000-0 NON-OPERATING REVENUES	63,565	5,156	38,064	28,876	23,720	460.0%
11-4573000-0 REBATE INCOME	2,100	3,836	3,003	2,278	(1,558)	-
12-4510000-0 INTEREST INCOME	49,628	32,151	615,090	622,164	590,013	-
<b>Subtotal</b>	<b>\$ 1,207,043</b>	<b>\$ 994,007</b>	<b>\$ 1,975,969</b>	<b>\$ 1,761,417</b>	<b>\$ 767,410</b>	<b>77.2%</b>
<b>Fund 11 Total Revenues by Source</b>	<b>\$16,510,312</b>	<b>\$16,766,290</b>	<b>\$ 18,918,223</b>	<b>\$18,880,976</b>	<b>\$ 2,114,686</b>	<b>12.6%</b>

Fund 13 (Capital Improvement Fund) Revenues by Source	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
<b>OPERATING REVENUES:</b>						
13-4200000-0 CONNECTION FEES	\$ 4,242,643	\$ 996,915	\$ 759,059	\$ 767,790	\$ (229,125)	-23.0%
<b>Subtotal</b>	<b>\$ 4,242,643</b>	<b>\$ 996,915</b>	<b>\$ 759,059</b>	<b>\$ 767,790</b>	<b>\$ (229,125)</b>	<b>-23.0%</b>
<b>NON-OPERATING REVENUES:</b>						
13-4510000-0 INTEREST INCOME	\$ 16,150	\$ 4,611	\$ 246,089	\$ 248,919	\$ 244,308	5298.4%
<b>Subtotal</b>	<b>\$ 16,150</b>	<b>\$ 4,611</b>	<b>\$ 246,089</b>	<b>\$ 248,919</b>	<b>\$ 244,308</b>	<b>5298.4%</b>
<b>Fund 13 Total Revenues by Source</b>	<b>\$ 4,258,793</b>	<b>\$ 1,001,526</b>	<b>\$ 1,005,148</b>	<b>\$ 1,016,709</b>	<b>\$ 15,183</b>	<b>1.5%</b>

<b>Combined Total Revenues</b>	<b>\$20,769,105</b>	<b>\$17,767,816</b>	<b>\$ 19,923,371</b>	<b>\$19,897,685</b>	<b>\$ 2,129,869</b>	<b>12.0%</b>
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## REVENUE SUMMARY

### Sewer Service Charges

Sewer service revenue is projected at 36,300 Equivalent Dwelling Units (EDUs). The projected increase in the rate of the sewer use charge. Following all Prop 218 mandates, the District mailed out notices to its customers with the proposed rate increases from July 1, 2021, to July 25, 2026.

### **Permit & Inspection Fees**

Fees collected for lateral and mainline inspections. The projected decrease is attributed to a forecasted decrease in new developments.

### **Saddles/Disconnect Fees**

If sewer service to any premises is disconnected pursuant to any provision of the District code, the owner shall be responsible and liable for payment of the fee established by the District to cover the District's costs to disconnect the sewer service. There is a slight increase in projected disconnect fees due to non-use.

### **Plan Check Fees**

Anticipated revenue is based on a \$150 per hour fee with a one-hour minimum fee for plan checking. The projected decrease is attributed to a forecasted decrease in new developments.

### **Other Services**

Income for administrative services provided for the VSD 2004 Assessment District. The decrease in other income is due to a decrease in administrative services provided for the VSD 2004 Assessment District

### **Sale of Surplus Property**

Revenue is generated from the sale of surplus property. Surplus Property is property a government entity no longer needs. Personal property includes assets ranging from office equipment and furniture to scientific equipment, heavy machinery, airplanes, vessels, and vehicles. If this property cannot be donated to a state or public agency or nonprofit organization, the public can buy it. The decrease in the sale of surplus property is due to the projected disposal of obsolete assets scheduled for disposal in the fiscal year 2023/24.

### **Taxes - Current Secured**

Secured property is generally non-movable property, such as houses, buildings, etc. Revenues are based on general valuation. The portion of revenue designated for special districts is 1%. VSD is estimated to receive 0.00028257% of the general-purpose funds county-wide. The decrease in budgeted taxes current secured is due to a decrease in the general-purpose funds county-wide.

### **Taxes - Current Unsecured**

The unsecured property includes items such as motor homes, airplanes, boats, and other moveable personal property. The portion of revenue designated for special districts is 1%. Of this 1%, VSD is estimated to receive 0.00028257%. The decrease in budgeted taxes current unsecured is due to a decrease in the general-purpose funds county-wide.

**Prior Secured**

Prior secured payments are received for prior year taxes, are similar to secured taxes, and the revenue is based on the same formula. The increase in budgeted taxes priorly secured is due to an increase in the general-purpose funds county-wide.

**Supplemental Property Taxes - Current**

Funds are derived from supplemental tax roll changes due to the sale of property or new construction. Since July 1983, state law requires the County Assessor to reappraise property as of the date of change in ownership or completion of new construction rather than at the next tax year. The increase in supplemental property taxes – current is due to an estimated increase in the forecast.

**Supplemental Property Taxes - Prior**

Funds are derived from supplemental tax roll changes due to the sale of property or new construction. The increase in supplemental property taxes – prior is due to an estimated increase in the forecast.

**Homeowners Tax Relief**

The portion of tax funds is replaced by state resources for tax relief for homeowners. For example, if a homeowner's exemption deducts \$7,000 of the property's valuation for calculating the property owner's tax, the state replaces the taxes that the \$7,000 valuation would have provided to the county. The decrease in the budgeted homeowner's tax relief revenue is due to forecasted projections.

**Non-Operating Revenues**

This account includes revenue from other undefined sources such as dump fees and credit card transaction fees. The increase in nonoperating revenues is attributed to the projected increase in the collection of dump fees.

**Rebate Income**

The District credit card has a benefit that refunds the account a small percentage of the sum spent on purchases.

**Interest Income**

Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust. The increase in interest income is due to projected market rate trends.

## Connection Fees

Connection Capacity Fee: \$6,353 per equivalent dwelling unit (EDU). The decrease in the connection fees is attributed to projected new developments in the fiscal year 2023/24.

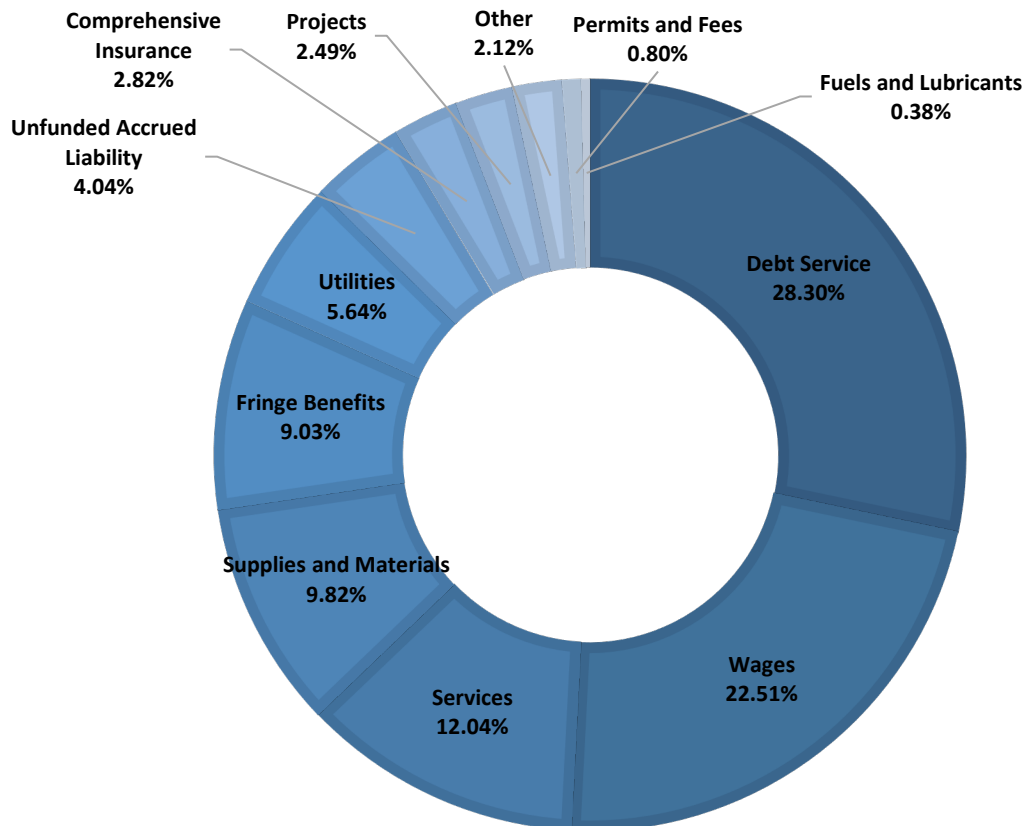
## EXPENSE BY CATEGORY

The operating budget encompasses personnel, California Public Employees' Retirement System (CalPERS), Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations.

The table and chart below depict the operating expenses by category.

Expense	FY22	FY23	FY23	FY24	Budget	Percentage
	Actual	Budget	Projected	Budget	Change	Change
Wages	\$ 3,158,780	\$ 3,756,809	\$ 3,621,362	\$ 4,192,639	\$ 435,830	11.6%
Fringe Benefits	1,130,355	1,433,130	1,294,736	1,682,004	248,874	-
Services	1,181,047	1,851,990	947,403	2,242,542	390,552	21.1%
Supplies and Materials	1,200,601	1,675,242	1,362,399	1,828,990	153,748	9.2%
Fuels and Lubricants	44,267	66,060	61,351	70,000	3,940	6.0%
Comprehensive Insurance	407,825	452,816	433,680	525,926	73,110	16.1%
Projects	313,389	369,000	735,243	464,000	95,000	25.7%
Utilities	758,223	854,420	868,203	1,051,000	196,580	23.0%
Debt Service	1,018,873	4,412,971	4,412,971	5,270,359	857,388	19.4%
Permits and Fees	57,370	141,025	73,333	148,870	7,845	5.6%
Unfunded Accrued Liability		736,606	736,606	752,121	15,515	2.1%
Other	196,297	439,007	210,036	394,443	(44,564)	-10.2%
<b>Total</b>	<b>\$ 9,467,026</b>	<b>\$ 16,189,076</b>	<b>\$ 14,757,323</b>	<b>\$ 18,622,894</b>	<b>\$ 2,433,818</b>	<b>15.0%</b>

Expense by Category as a Percentage of Budget





## EXPENSE SUMMARY

### Debt Service

Debt service has an increase of \$857,388 or 19% in the fiscal year 2023/24. The debt service increase is attributed to a year's worth of payments to the Bank of America loan. The payments are made bi-annually. In the fiscal year 2022/23, only one (1) payment was required.

### Wages

Salaries and benefits have an increase of \$700,219 or 12% compared to the fiscal year 2022/23. The salary change is attributed to a Cost-of-Living Adjustment (COLA) of 7.5% as per the Consumer Price Index, Riverside November 2022. Also, there are projected positions that will be promoted to the next classification level due to certification. Additionally, the lab has one Full Time Employee (FTE) fully funded for the fiscal year 2023/24 that was approved in 2022/23 but not funded.

### Services

The increase in services is attributed to increases in legal costs of \$10K, Roach Control of \$2K, Janitorial Services, Lucity Asset Management Software, Uniforms of \$18K, and sludge disposal and transportation of \$401K.

### Supplies and Materials

Operations chemical expenditures had an increase of \$105K, ammonia probes \$17K, and polymers \$8K. Maintenance had increased to repairs and maintenance for \$35K due to aging equipment. Sanitation Collections had an increase in their rental budget of \$4K.

### Fringe Benefits

Fringe benefits increased due to a budgeted 8% increase in health insurance contributions, a 3% increase in Public Employees' Medical & Hospital Care Act (PEMCHA) contributions, and an 8% in vision and dental contributions. Additionally, more employees are enrolled in the health insurance program than in previous years.

### Utilities

Utilities had an increase due to increased usage and costs and usage for electricity, natural gas, trash removal, and water.

### Unfunded Accrued Liability

The District participates in CalPERS, one of the nation's largest public pension funds. 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. The UAL is billed at the beginning of the fiscal year, with the option of prepayment at a discounted rate or monthly payments. The District also budgeted a moderate increase in the CalPERS Unfunded Accrued Liability (UAL) as a projected escalator in the plan.

### **Comprehensive Insurance**

Comprehensive insurance costs are also expected to increase by \$66,000 due to insurance program increases and the cost of insuring additional assets.

### **Projects**

Project costs increased due to a \$100K increase in projected East Valley Reclamation Authority (EVRA) contributions.

### **Other**

Other costs decreased primarily due to a decrease in election contribution of \$70K. No election costs are projected for FY 2023/24.

### **Permits and Fees**

Permits and fees in operations increased by \$8K, and Collections increased by \$600 due to the Annual Encroachment Permit (City of Indio).

### **Fuels and Lubricants**

Fuels and lubricants increased due to increased fuel costs.



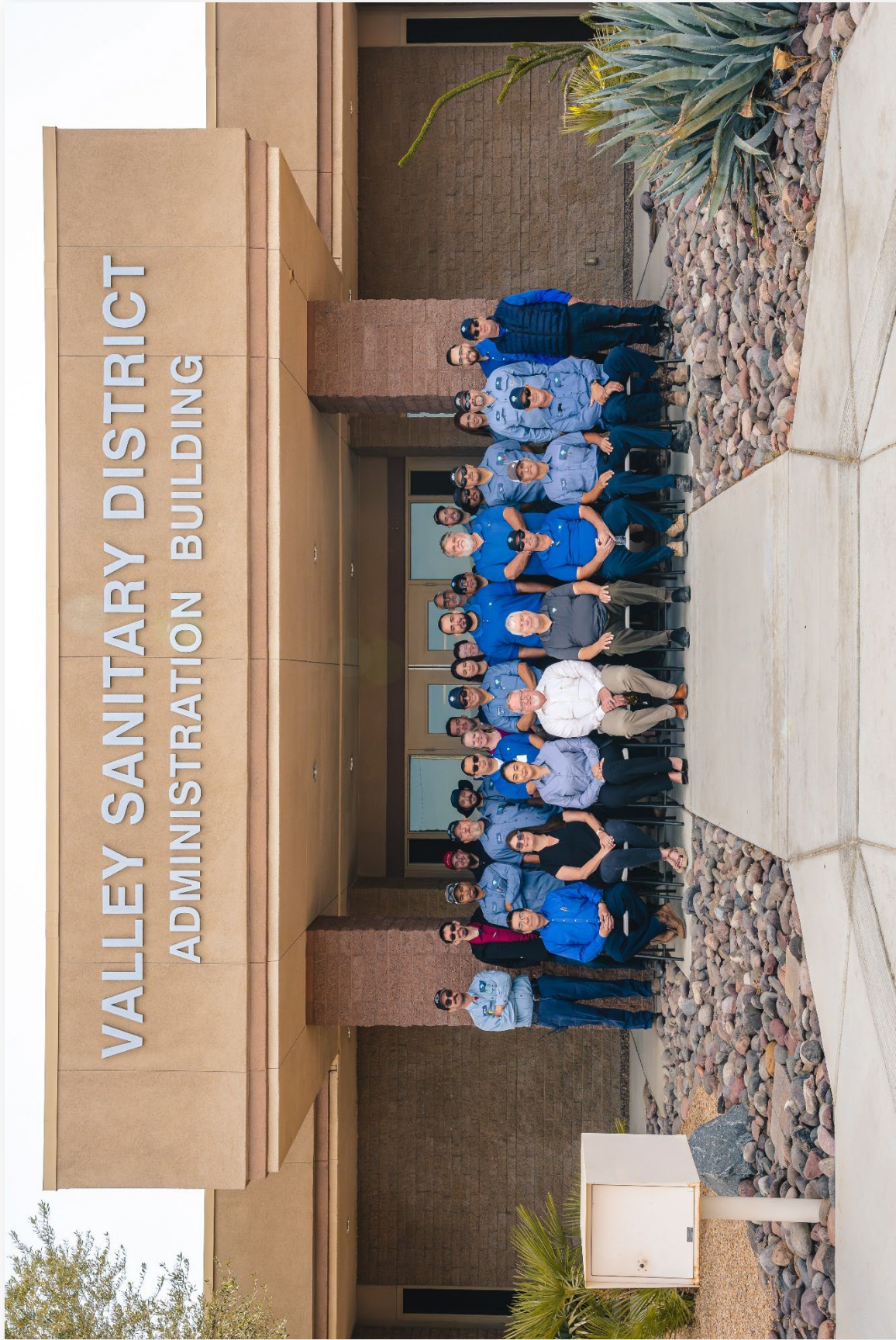
Demolition of Old Contact Chamber

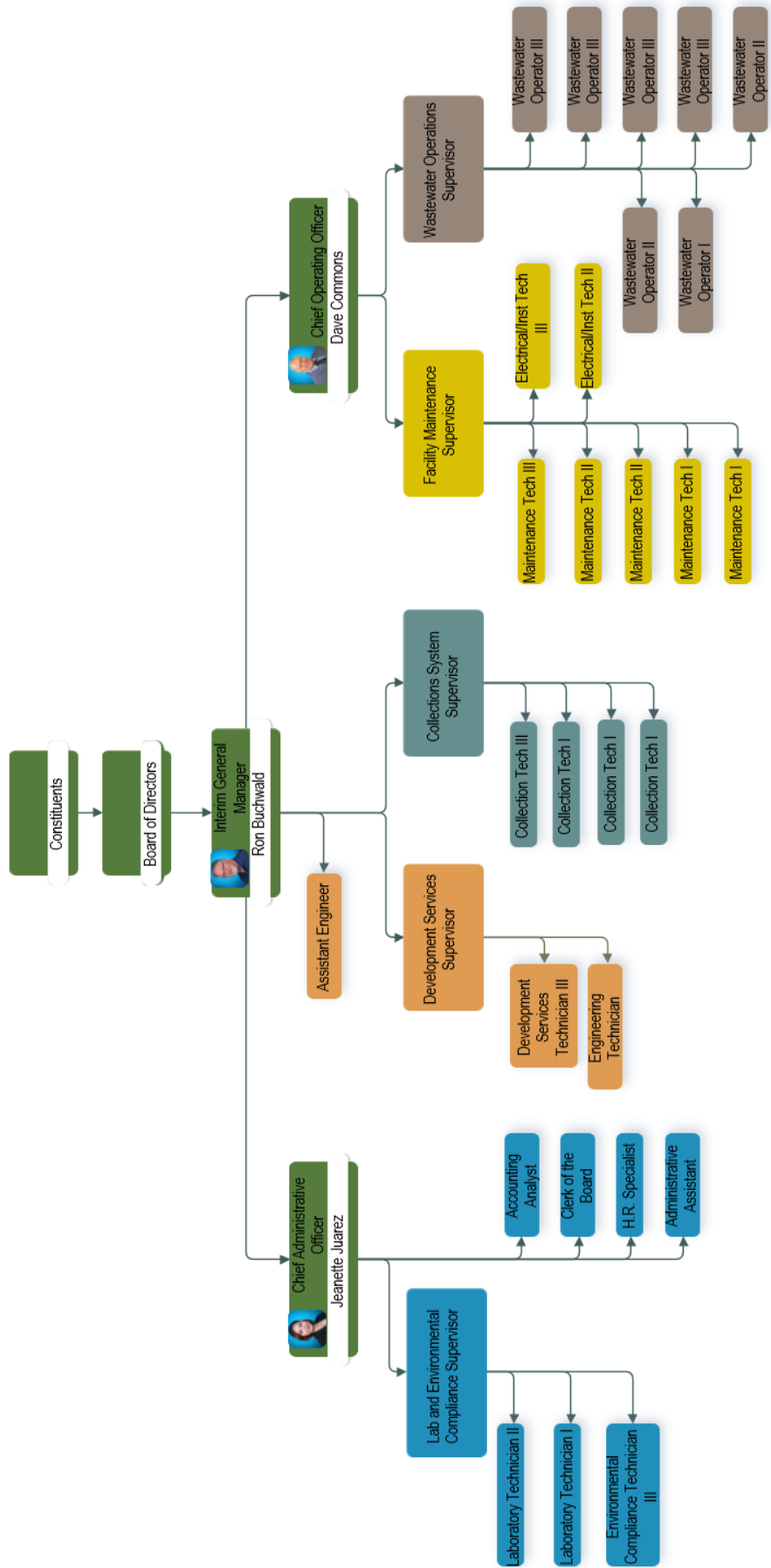


# PERSONNEL SUMMARY










## STAFFING RANGE ASSIGNMENTS

 Valley Sanitary District Staffing Range Assignments		
DEPARTMENT	CLASSIFICATION	AUTHORIZED POSITIONS
ADMINISTRATION	Accounting Analyst	1
	Administrative Assistant	1
	Chief Administrative Officer	1
	Clerk of the Board	1
	General Manager	1
	Human Resources Specialist	1
	<b>Subtotal</b>	<b>6</b>
SANITATION COLLECTIONS	Collection System Supervisor	1
	Collection System Technician I	3
	Collection System Technician III	1
<b>Subtotal</b>	<b>5</b>	
ENGINEERING	Assistant Engineer	1
	Development Services Supervisor	1
	Development Services Technician III	1
	District Engineer	1
	Engineering Technician	1
<b>Subtotal</b>	<b>5</b>	
ENVIRONMENTAL COMPLIANCE SERVICES	Environmental Compliance Technician III	1
	Laboratory and Environmental Compliance Supervisor	1
	Laboratory Technician I	1
	Laboratory Technician II	1
<b>Subtotal</b>	<b>4</b>	
MAINTENANCE	Electrician/Instrumentation Technician II	1
	Electrician/Instrumentation Technician III	1
	Facilities Maintenance Supervisor	1
	Maintenance Technician I	2
	Maintenance Technician II	2
	Maintenance Technician III	1
<b>Subtotal</b>	<b>8</b>	
OPERATIONS	Chief Operating Officer	1
	Wastewater Operations Supervisor	1
	Wastewater Operator I	1
	Wastewater Operator II	2
	Wastewater Operator III	4
<b>Subtotal</b>	<b>9</b>	
<b>TOTAL POSITIONS</b>		<b>37</b>

# WAGE SCHEDULE



**Valley Sanitary District**  
**Wage Schedule, Effective July 1, 2023**  
**Bi-Weekly Rate**

Job Title	Steps						
	A	B	C	D	E	F	G
Accounting Technician	2,485	2,609	2,739	2,877	3,021	3,171	3,330
Accounting Analyst	3,153	3,311	3,477	3,650	3,832	4,024	4,226
Administrative Assistant	2,373	2,491	2,615	2,746	2,883	3,027	3,179
Assistant Engineer	3,497	3,672	3,856	4,048	4,251	4,463	4,687
Associate Engineer	3,908	4,102	4,308	4,523	4,749	4,987	5,235
Collection System Tech-in-Training	2,074	2,178	2,287	2,400	2,521	2,647	2,779
Collection System Tech I	2,305	2,420	2,540	2,667	2,800	2,941	3,087
Collection System Tech II	2,540	2,667	2,800	2,941	3,087	3,242	3,405
Collection System Tech III	2,800	2,941	3,087	3,242	3,405	3,574	3,753
Clerk of the Board	2,727	2,864	3,007	3,157	3,315	3,481	3,655
Development Services Tech I	2,714	2,850	2,992	3,141	3,299	3,464	3,637
Development Services Tech II	2,992	3,141	3,299	3,464	3,637	3,818	4,010
Development Services Tech III	3,299	3,464	3,637	3,818	4,010	4,210	4,420
Electrician/Inst Tech-in-Training	2,287	2,400	2,521	2,647	2,779	2,918	3,064
Electrician/Inst Tech I	2,572	2,701	2,837	2,979	3,127	3,284	3,448
Electrician/Inst Tech II	2,837	2,979	3,127	3,284	3,448	3,621	3,801
Electrician/Inst Tech III	3,127	3,284	3,448	3,621	3,801	3,991	4,190
Engineering Technician	2,964	3,112	3,268	3,431	3,603	3,783	3,972
Environmental Comp Tech I	2,529	2,656	2,789	2,928	3,075	3,228	3,389
Environmental Comp Tech II	2,789	2,928	3,075	3,228	3,389	3,559	3,738
Environmental Comp Tech III	3,075	3,228	3,389	3,559	3,738	3,924	4,120
Human Resources Specialist	3,002	3,153	3,311	3,477	3,650	3,832	4,024
Lab Technician-in-Training	2,276	2,390	2,509	2,635	2,766	2,905	3,050
Lab Technician I	2,529	2,656	2,789	2,928	3,075	3,228	3,389
Lab Technician II	2,789	2,928	3,075	3,228	3,389	3,559	3,738
Lab Technician III	3,075	3,228	3,389	3,559	3,738	3,924	4,120
Maintenance Tech-in-Training	2,074	2,178	2,287	2,400	2,521	2,647	2,779
Maintenance Tech I	2,305	2,420	2,540	2,667	2,800	2,941	3,087
Maintenance Tech II	2,540	2,667	2,800	2,941	3,087	3,242	3,405
Maintenance Tech III	2,800	2,941	3,087	3,242	3,405	3,574	3,753
Management Analyst	3,403	3,574	3,753	3,940	4,137	4,344	4,561
Procurement Technician	2,521	2,647	2,779	2,919	3,064	3,217	3,379
Wastewater Operator-in-Training	2,148	2,255	2,368	2,486	2,611	2,741	2,879
Wastewater Operator I	2,387	2,506	2,632	2,763	2,901	3,045	3,198
Wastewater Operator II	2,632	2,763	2,901	3,045	3,198	3,358	3,526
Wastewater Operator III	2,901	3,045	3,198	3,358	3,526	3,702	3,887
Collection System Supervisor	3,391	3,560	3,738	3,925	4,120	4,327	4,543
Development Services Supervisor	3,628	3,810	4,000	4,200	4,411	4,631	4,862
Electrical/Instrumentation Supervisor	3,621	3,801	3,991	4,191	4,401	4,620	4,851
Facilities Maintenance Supervisor	3,621	3,801	3,991	4,191	4,401	4,620	4,851
Laboratory and Compliance Supervisor	3,677	3,860	4,054	4,256	4,469	4,692	4,927
Wastewater Operations Supervisor	3,714	3,900	4,095	4,300	4,514	4,740	4,977
Chief Administrative Officer	5,474	5,748	6,035	6,336	6,653	6,986	7,336
District Engineer	5,896	6,191	6,501	6,825	7,167	7,525	7,901
Chief Operating Officer	5,305	5,571	5,849	6,141	6,449	6,771	7,110
General Manager (Contract)							-



## POSITION COUNT BY DEPARTMENT

Department	FY23 Base FTE's	Changes to Base	Proposed New Positions	FY24 Base FTE's	Variance
<b>Administration</b>					
Administration	6.00	-	-	6.00	-
Environmental Compliance Services	4.00	-	-	4.00	-
<b>Engineering</b>					
Sanitation Collections	5.00	-	-	5.00	-
Engineering	5.00	-	-	5.00	-
<b>Operations</b>					
Maintenance	8.00	-	-	8.00	-
Operations	9.00	-	-	9.00	-
<b>Total FTEs</b>	<b>37.00</b>	<b>-</b>	<b>-</b>	<b>37.00</b>	<b>-</b>

**Notes:**

Full-Time Employee (FTE)

Changes to base Full-Time Employees (FTE)s are due to inter-department transfers, changes in employee status from Part-Time (PT) to Full-Time (FT), changes in grant-funded salaries, and allocations to other departments.

Full-Time Employees (FTEs) may be less than one (1) due to salaries being allocated to capital projects or for part-time employees.

# BUDGET BY DEPARTMENT



## DEPARTMENT DESCRIPTION

The District is comprised of seven (7) departments that work in unison to ensure that the District's purpose is fulfilled. In this section, each department will be presented individually with its organizational chart, department description, the fiscal year 2023/24 goals, accomplishments, metrics, personal summary, budget summary, and budget detail.

Operating expenses are monitored at the department level. A budget variance report is submitted to the department managers for review every month. Quarterly meetings are held with the department managers to analyze year-to-date expenditures versus the year-to-date budget. Budget transfers within the department may be made administratively. Appropriation of funds above the total operating budget requires a budget amendment and Board approval.

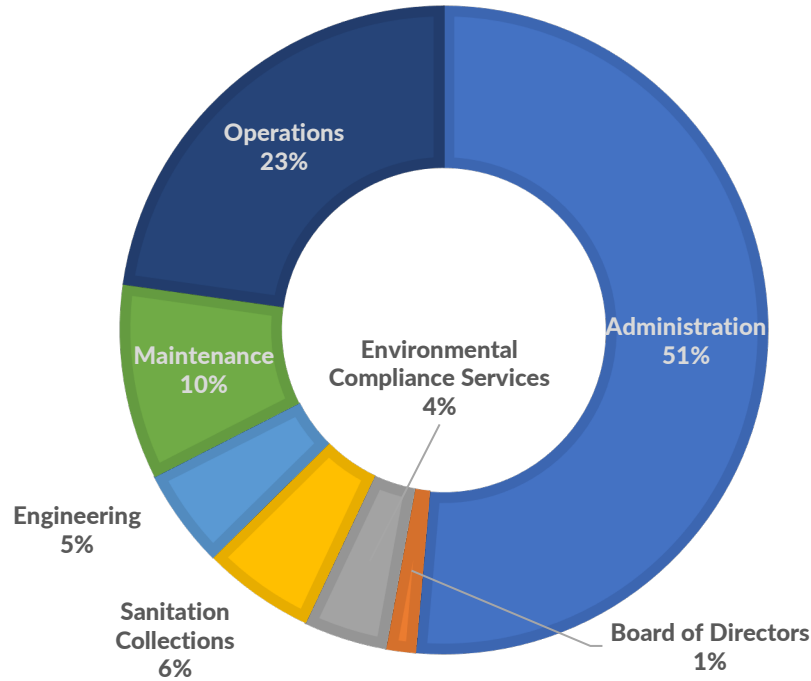
## EXPENSE SUMMARY BY DEPARTMENT

The table below illustrates the expense summary by the department.

Department	FY23 Budget	FY24 Budget	% of Budget
<b>ADMINISTRATION</b>			
Administration	\$ 8,408,388	\$ 9,566,467	51%
Board of Directors	308,469	273,906	1%
Environmental Compliance Services	689,928	773,849	4%
<b>Subtotal</b>	<b>\$ 9,406,785</b>	<b>\$ 10,614,222</b>	<b>57%</b>
<b>ENGINEERING</b>			
Sanitation Collections	\$ 983,201	\$ 1,041,393	6%
Engineering	829,974	919,917	5%
<b>Subtotal</b>	<b>\$ 1,813,175</b>	<b>\$ 1,961,310</b>	<b>11%</b>
<b>OPERATIONS</b>			
Maintenance	\$ 1,642,188	\$ 1,808,805	10%
Operations	3,326,928	4,238,557	23%
<b>Subtotal</b>	<b>\$ 4,969,116</b>	<b>\$ 6,047,362</b>	<b>32%</b>
<b>Total Expenses</b>	<b>\$ 16,189,076</b>	<b>\$ 18,622,894</b>	<b>100%</b>

The pie chart below depicts the percentage of the total operating budget by department.

### PERCENTAGE OF BUDGET BY DEPARTMENT



### BUDGET ALLOCATION

The budget process for the District is a collaborative effort among all departments based on sound financial management and longevity. For the fiscal year 2023/24, the operating budget focuses on allocating and using resources within the framework of the strategic plan to ensure the long-term success and development of the District as a whole. At the budget kick-off for the new budget, the department heads are given budget request spreadsheets. The spreadsheets include all expenditures by category that contain the last two (2) fiscal year expenditures, the current fiscal year budget, and current fiscal year projections. All non-recurring expenditures from the previous year are deleted, and new requests are submitted for review and approval.

## WAGES AND BENEFITS

In alignment with Valley Sanitary Districts GOAL 1: Fully Staffed with a Highly Trained and Motivated Team, the fiscal year 2023/24 budget includes merit increases, promotional advancement for those expected to complete the next step in their certification process, a 7.5% Cost of Living Adjustment (COLA), and an 8% increase to healthcare premiums. Like many entities, the District is not immune to the economic trend of "The Great Resignation," which commenced in 2021, whereby employees voluntarily resigned. Economists state that some probable causes include "wage stagnation amid the rising cost of living, long-lasting job dissatisfaction, safety concerns of the COVID-19 pandemic, and the desire to work for companies with better remote-working policies"<sup>1</sup>. According to Statista Research Department, the median household income in California increased from \$53,367 annually in 2011 to \$81,575 annually in 2021.<sup>2</sup> By ensuring that employees are adequately compensated, the District is taking a proactive approach to ensure that employees are motivated and remain engaged, as well as increase employee morale and retention.

The table below illustrates the total personnel summary by department from the fiscal year 2019/20 through the fiscal year 2023/24.

Department	FY20	FY21	FY22	FY23	FY24
<b>Administration</b>					
Administration	5.00	5.00	6.00	6.00	6.00
Environmental Compliance Services	2.00	3.00	3.00	4.00	4.00
<b>Engineering</b>					
Sanitation Collections	5.00	5.00	5.00	5.00	5.00
Engineering	5.00	4.00	5.00	5.00	5.00
<b>Operations</b>					
Maintenance	6.00	7.00	8.00	8.00	8.00
Operations	9.00	9.00	9.00	9.00	9.00
<b>Total FTEs</b>	<b>32.00</b>	<b>33.00</b>	<b>36.00</b>	<b>37.00</b>	<b>37.00</b>

1. Kaplan, Juliana. "The Psychologist Who Coined the Phrase 'Great Resignation' Reveals How He Saw It Coming and Where He Sees It Going. 'Who We Are as an Employee and as a Worker Is Very Central to Who We Are.'" Insider Inc., Insider Inc., 2022-10-02, [www.businessinsider.com/why-everyone-is-quitting-great-resignation-psychologist-pandemic-rethink-life-2021-10](https://www.businessinsider.com/why-everyone-is-quitting-great-resignation-psychologist-pandemic-rethink-life-2021-10).
2. O'Neil, S. (2022, November 2). The struggle for recruitment and retention: Local isolation exacerbates similar trends on state, National Levels. The Ridgecrest Daily Independent. [https://www.ridgecrestca.com/news/the-struggle-for-recruitment-retention-local-isolation-exacerbates-similar-trends-on-state-national-levels/article\\_8e3e778e-5a07-11ed-9f60-27fb70c97af1.html](https://www.ridgecrestca.com/news/the-struggle-for-recruitment-retention-local-isolation-exacerbates-similar-trends-on-state-national-levels/article_8e3e778e-5a07-11ed-9f60-27fb70c97af1.html)

### California Public Employees' Retirement System (CalPERS)

The District participates in CalPERS, one of the nation's largest public pension funds. CalPERS serves an estimated 2 million members in the retirement system. CalPERS offers a defined benefit plan where retirement benefits are based on a formula rather than contributions and earnings to a savings plan. Retirement benefits are calculated based on a member's years of service credit, age at retirement, and final compensation (average salary for a defined period of employment).

On January 1, 2013, the California Public Employees' Pension Reform Act (PEPRA) was enacted, creating a mandatory two (2) tiered CalPERS pension system. Employees hired before 01/01/2013 are part of Tier 1, also known as Classic Members. The retirement formula for Classic members is 2.5% @ 55. Employees hired after 12/31/12 and not a prior Classic Member of CalPERS are part of Tier 2 PEPRA Members. The retirement formula for PEPRA Members is 2.0% @ 62.

Periodic actuarial valuations determine the public agency-required employer contributions. These valuations are based on the benefit formulas the agency provides and the employee groups covered. The minimum required employer contribution includes the sum of two (2) components:

Normal Cost (NC) Rate, which represents the annual cost of service accrual for the upcoming fiscal year for active employees. Normal cost is shown as a percentage of payroll and paid as part of the payroll reporting process.

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. The UAL is billed at the beginning of the fiscal year, with the option of prepayment at a discounted rate or monthly payments.<sup>3</sup>

Tier	Member		Retirement Formula	Employer Normal Contribution	Employer Amortization of	
	Type	Hire Date			Unfunded Accrued Liability	Employee Contribution
1	Classic	Before 01/01/2013	2.5% @ 55	14.200%	\$ 719,198	7.960%
2	PEPRA	After 12/31/2012	2.0% @ 62	8.000%	\$ 17,408	8.250%

3. California Public Employees' Retirement System (CalPERS). (2021). Public Agency Required Employer Contributions. <https://www.calpers.ca.gov/page/employers/actuarial-resources/employer-contributions/public-agency-contributions>

**Other Post-Employment Benefits (OPEB)**

The District contributes to a single employer-defined benefit plan to provide post-employment medical benefits. Specifically, the District offers post-retirement medical benefits to all employees who retire from the District after attaining age 50 with at least five (5) years of service. The District participates in the California Employers' Retiree Benefit Trust (CERBT) Fund, a Section 115 trust fund dedicated to pre-funding OPEB.

The benefits provided by the plan are as follows:

Benefits Provided by Plan	
Benefit Types Provided	Medical Only
Duration of Benefits	Lifetime
Required Services	5 Years
Minimum Age	50
Dependent Coverage	Yes
District Contribution Percentage	1
District Cap	\$157.00 per month*

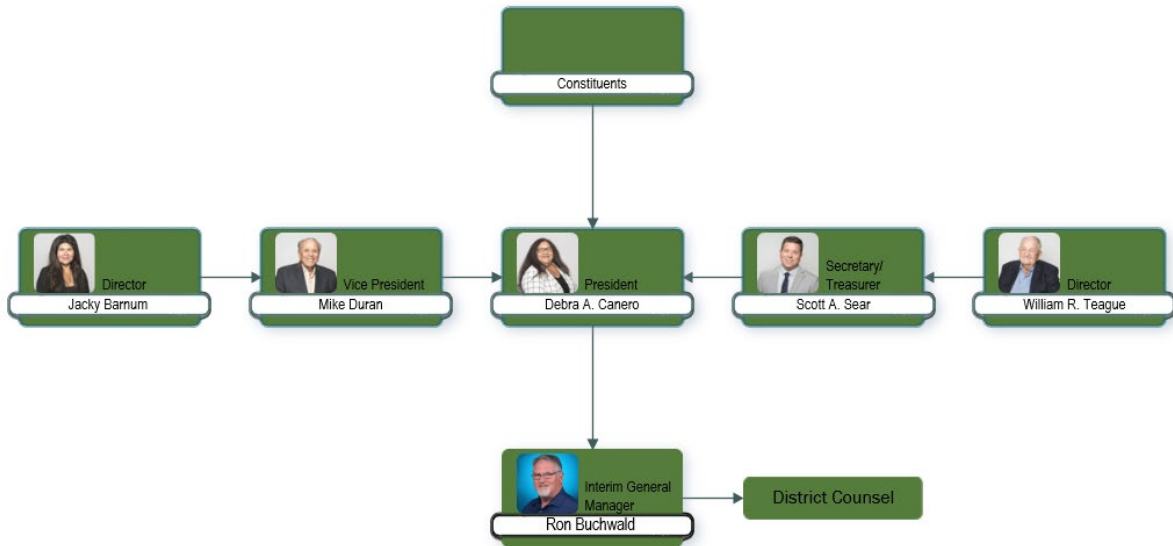
\*This amount will increase as provided in California Government Code Section 22892.

Annual OPEB costs are calculated based on the employer's Annual Required Contribution (ARC), an amount actuarially determined per the parameters of Governmental Accounting Standards Board (GASB) Statement 45. In the fiscal year 2023/24, there is a budgeted payment of \$68,000.



# BOARD OF DIRECTORS





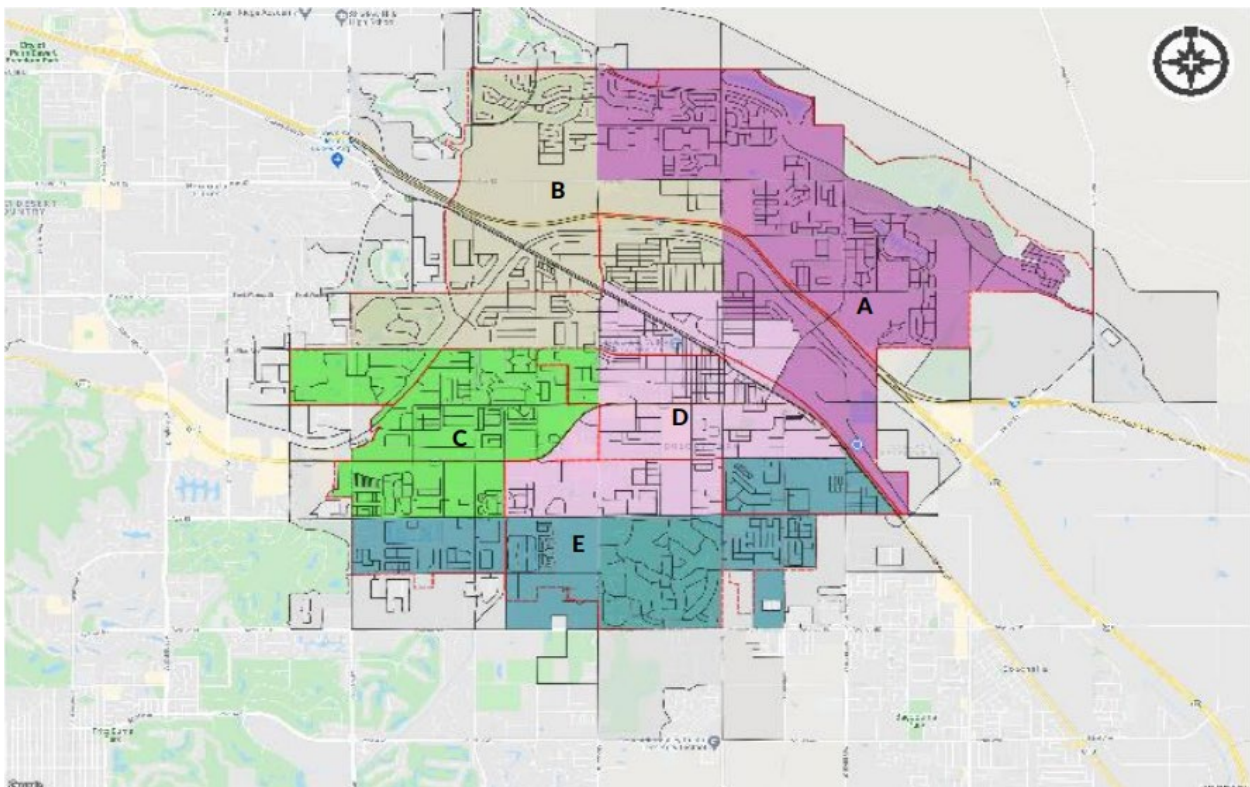
## THE VALLEY SANITARY DISTRICT BOARD OF DIRECTORS



## DESCRIPTION

Valley Sanitary District is governed by a five (5) member Board of Directors elected from within the District's service area. Each Director represents a specific geographic area known as a ward. Under California law, the Board of Directors establishes and implements policies for the operation of the District. The Board of Directors establishes goals and objectives, manages sound fiscal policy and control, sets rates and fees, approves the annual operating and capital budget, approves capital improvement plans, maintains strong communication with General Manager, and advocates for the District. The Board of Directors makes decisions to serve the community's best interests. The Board of Directors meets on the second and fourth Tuesday of each month. Meetings are publicly noticed and citizens are encouraged to attend.

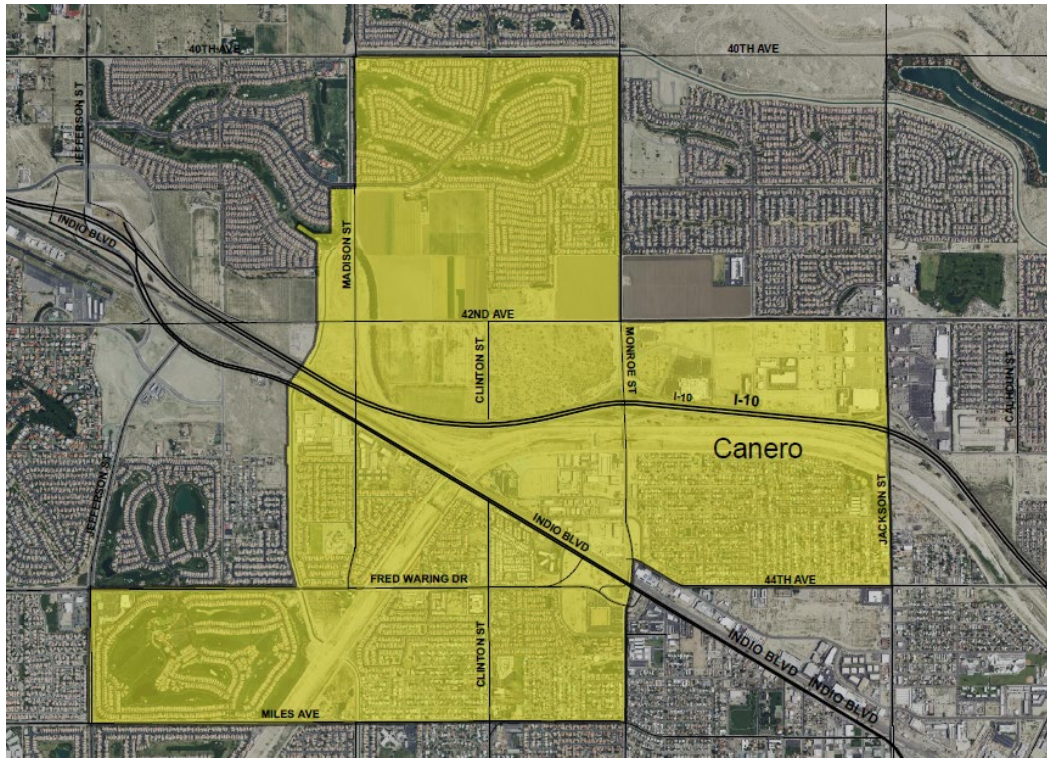
## DISTRICT DIVISIONS MAP



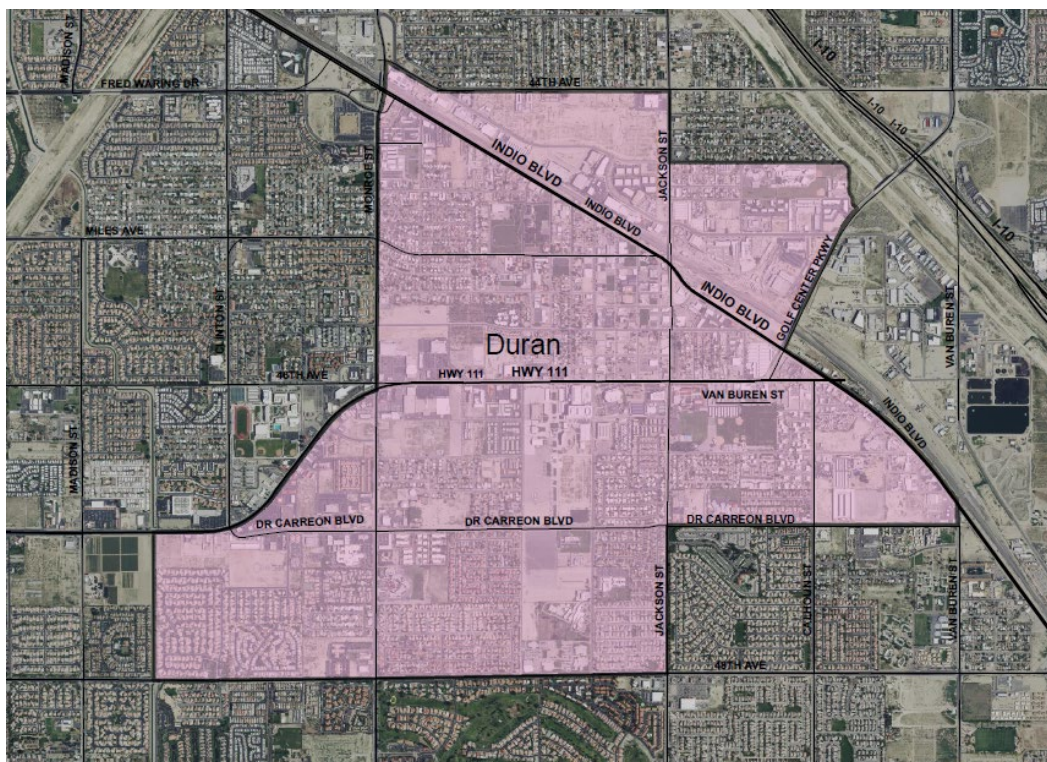


# DIVISION MAPS PER BOARD MEMBER

## Ward B – President Debra Canero

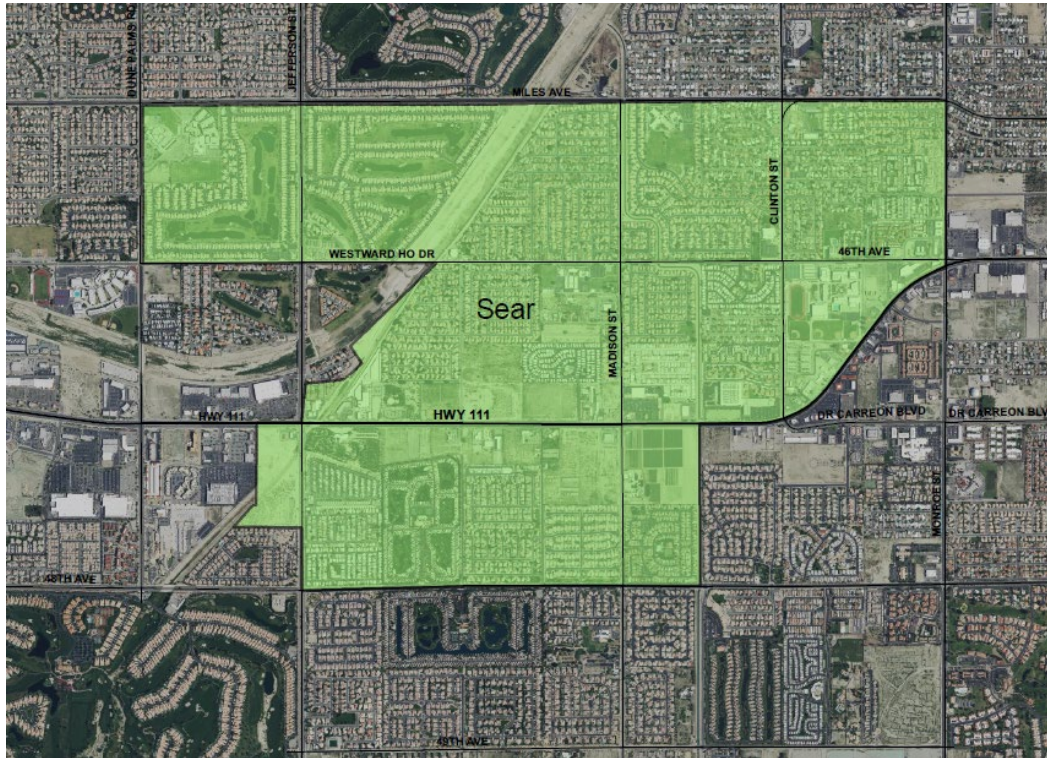


## Ward D – Vice President Mike Duran

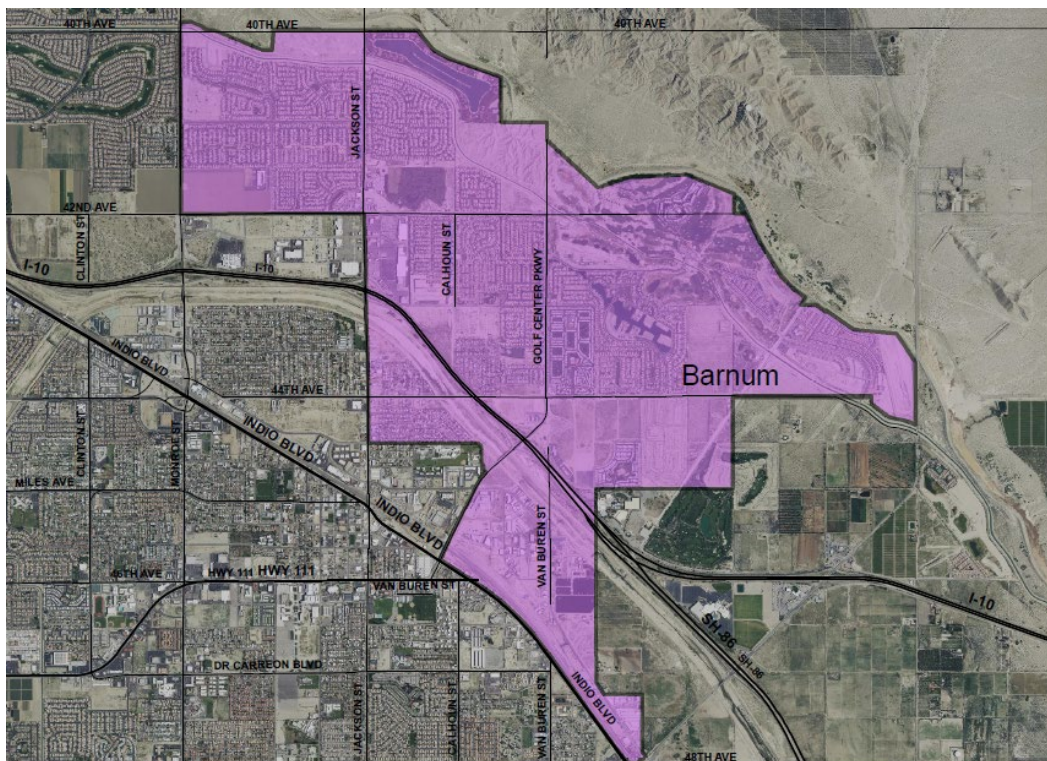




Ward C – Secretary/Treasurer Scott Sear

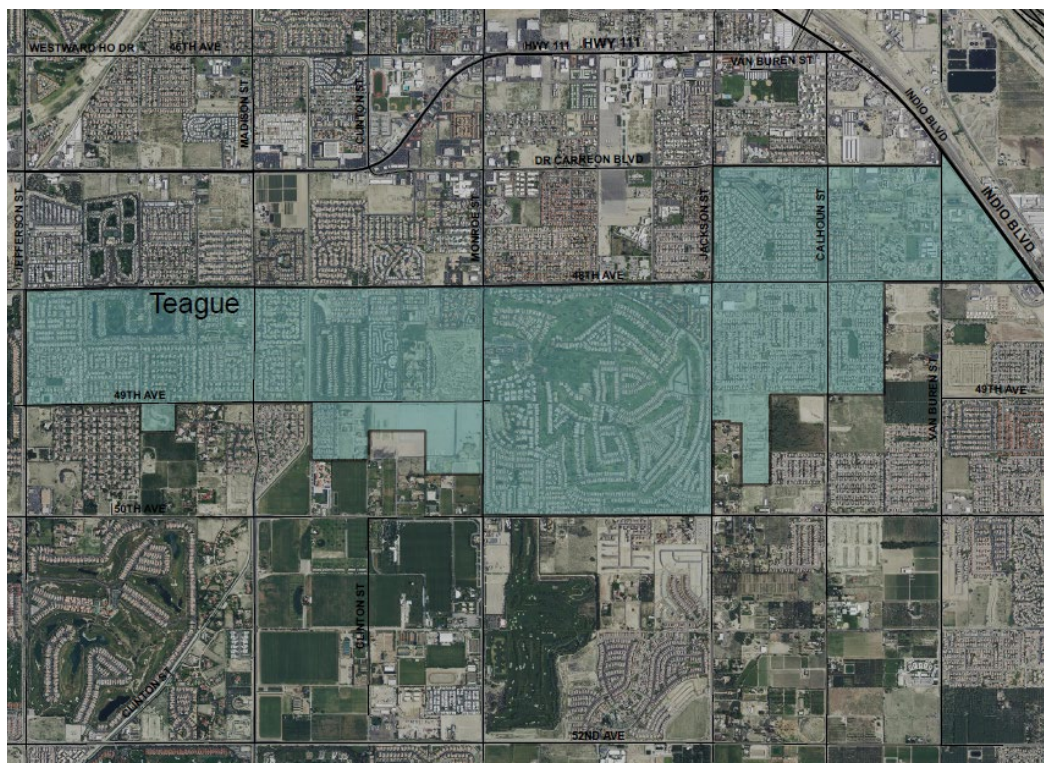


Ward A – Director Jacky Barnum





Ward E – Director Bill Teague



METRICS

MEETINGS AND RECORDS

	FY2019/20	FY 2020/21	FY 2021/22	YTD-April FY2022/23
Regular Board Meetings	21	23	22	16
Special Board Meetings	7	4	3	10
East Valley Reclamation Authority Meetings	4	4	3	2
Budget & Finance Committee Meetings	0	7	5	3
Operations Committee Meetings	0	5	6	4
Community Engagement Committee Meetings	0	0	4	4
Board/Committee Minutes Compiled	32	43	43	41
General Manager's Reports	6	12	12	10
Documents Notarized	4	5	5	10
Public Records Requests	1	3	4	11

## CONFERENCES ATTENDED

Conferences Attended	YTD-April	
	FY 2021/22	FY2022/23
California Association of Sanitation Agencies (CASA) Annual Conference	X	X
California Special District Association (CSDA) Annual Conference	X	X
CASA Winter Conference	X	X
CSDA Leadership Conference	X	X
CASA DC Forum	X	X
CSDA Legislative Days		X

## FISCAL YEAR 2022/23 ACCOMPLISHMENTS

- On April 12, 2023, the District conducted a plant facility tour with Congressman Ruiz’s Director of Stakeholder Engagement to discuss infrastructure needs and active projects.
- On April 19, 2023, VSD received notice from Innovative Federal Strategies that Senators Feinstein and Padilla had submitted the District’s request to the Senate Appropriations Committee for consideration in the Interior Appropriations bill.
- On May 8, 2023, the District conducted a plant facility tour with Senator Feinstein’s Field Representative to discuss infrastructure needs and active projects.
- Completed the “Evolution of Modern Sanitation” exhibit at the Coachella Valley History Museum.

## FISCAL YEAR 2023/24 GOALS

### Strategic Plan

- GOAL 4: Increase Community Understanding and Support
- GOAL 5: Long-Term Financial Strength
- GOAL 6: Improve Planning, Administration, and Governance



**Goals**

- Continue lobbying at state and federal levels to obtain grant funding for the Recycled Water Project and the Biosolids Conversion Project.
- Advance public outreach to increase community awareness and engagement of Valley Sanitary District through increased web-based impressions.
- Continue to promote the “Send Agenda” feature of Peak Agenda Software that enables constituents to subscribe and receive via email the District’s meeting agendas once they are posted.

**PERSONNEL SUMMARY**

FY24 Physical Count	Classification	FY23 Base	FY24 Base	Variance
5	Director	5.00	5.00	0.00
5	<b>Total</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
11-5030414-4 SALARIES AND WAGES	\$ -	\$ 57,000	\$ 94,985	\$ 66,150	\$113,400	\$ 18,415	19.4%
11-5116414-4 FICA AND MEDICARE	-	4,058	4,180	5,044	10,206	6,026	144.2%
11-5126414-4 HEALTH INSURANCE	-	9,615	10,900	2,940	9,060	(1,840)	-16.9%
11-5225414-4 ELECTION	-	-	70,000	-	-	(70,000)	-100.0%
11-5500414-4 CONTRACTS	-	14,500	35,000	9,375	35,000	-	0.0%
11-5552414-4 LEGAL SERVICES	-	25,326	30,000	32,076	40,000	10,000	33.3%
11-5400414-4 OFFICE SUPPLIES	-	833	2,500	894	3,000	500	20.0%
11-5950414-4 OTHER EXPENSES	-	6,624	10,000	2,534	10,000	-	0.0%
11-5901414-4 TELEPHONE AND INTERNET	-	1,231	3,600	1,240	3,600	-	0.0%
11-5800414-4 CONFERENCES AND MEETINGS	-	34,990	47,304	31,457	49,640	2,336	4.9%
<b>Total Expenses</b>	-	<b>\$154,177</b>	<b>\$308,469</b>	<b>\$151,711</b>	<b>\$273,906</b>	<b>\$(34,563)</b>	<b>-11.2%</b>

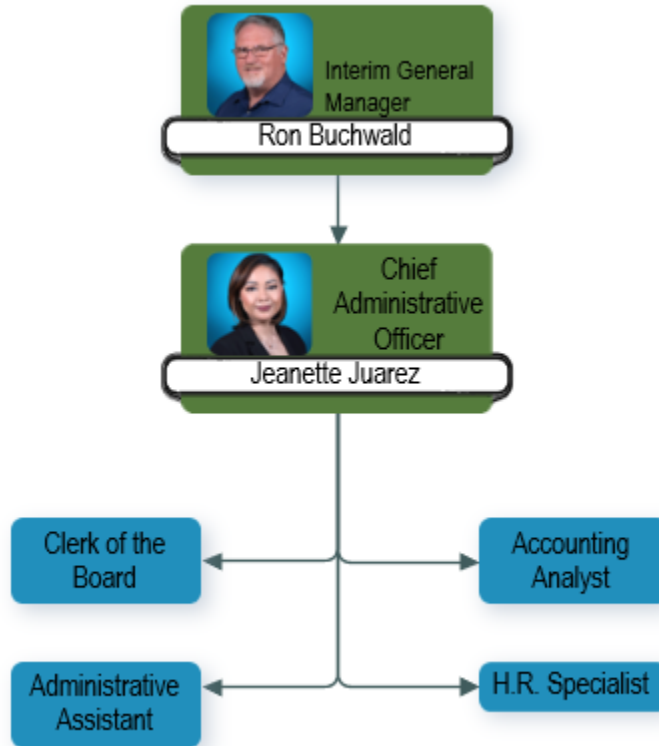
## BOARD OF DIRECTOR'S BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5030414-4 SALARIES AND WAGES</b>		\$ 94,985	\$ 113,400	\$ 18,415
<b>11-5116414-4 FICA AND MEDICARE</b>		4,180	10,206	6,026
<b>11-5126414-4 HEALTH INSURANCE</b>		10,900	9,060	(1,840)
<b>Subtotal</b>		<b>\$ 110,065</b>	<b>\$ 132,666</b>	<b>\$ 22,601</b>
<b>11-5225-414-4 ELECTION</b>				
A governing board member election shall be held biennially on the first Tuesday after the first Monday in November of each succeeding odd-numbered year to fill the offices of members whose terms expire on the first Friday in December next succeeding the election.		\$ 70,000	\$ -	\$ (70,000)
<b>Subtotal</b>		<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ (70,000)</b>
<b>11-5500414-4 CONTRACTS</b>				
Professional and Technical Services		\$ 35,000	\$ 35,000	\$ -
<b>Subtotal</b>		<b>\$ 35,000</b>	<b>\$ 35,000</b>	<b>\$ -</b>
<b>11-5552414-4 LEGAL SERVICES</b>				
Costs Associated with General Legal Counsel		\$ 30,000	\$ 40,000	\$ 10,000
<b>Subtotal</b>		<b>\$ 30,000</b>	<b>\$ 40,000</b>	<b>\$ 10,000</b>
<b>11-5400414-4 OFFICE SUPPLIES</b>				
Postage, Courier, Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils, Pads, Mailing Labels, Etc.		\$ 2,500	\$ 3,000	\$ 500
<b>Subtotal</b>		<b>\$ 2,500</b>	<b>\$ 3,000</b>	<b>\$ 500</b>
<b>11-5950414-4 OTHER EXPENSES</b>				
Miscellaneous Expense Contingency Fund		\$ 10,000	\$ 10,000	\$ -
<b>Subtotal</b>		<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5901414-4 TELEPHONE AND INTERNET</b>				
	Cell Phones-4 Board Members	\$ 3,600	\$ 3,600	\$ -
	<b>Subtotal</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>	<b>\$ -</b>
<b>11-5800414-4 CONFERENCES AND MEETINGS</b>				
	Expenses Incurred for Attending the California Association of Sanitation Agencies (CASA) and or California Special Districts Association (CSDA) Conferences Held Three (3) Times a Year, Including Hotel and Travel Expenses Incurred While Attending Meetings, Conferences, and Various Educational Seminars.	\$ 47,304	\$ 49,640	\$ 2,336
	<b>Subtotal</b>	<b>\$ 47,304</b>	<b>\$ 49,640</b>	<b>\$ 2,336</b>
	<b>Total Expenses</b>	<b>\$ 308,469</b>	<b>\$ 273,906</b>	<b>\$ (34,563)</b>

# ADMINISTRATION





## DESCRIPTION

The Administration Department includes Human Resources, Finance, Clerk of the Board, and functional areas including Media Relations, Safety, Drug and Alcohol, and Compliance.

Human Resources manages the recruiting and hiring of qualified talent, onboarding, training, benefits administration, and maintenance of employee records. Human Resources helps employees thrive through programs geared toward career growth, continuing education, training and support, and championing health and wellness initiatives.

Finance is responsible for financial accounting and reporting, cash management, payroll, investment portfolio, debt financing structure, contracts, procurement, and materials management. Finance is also responsible for all financial statements, coordination of financial audits, grant management, development and maintenance of the operating and capital budget, and preparation of long and short-term financial plans.

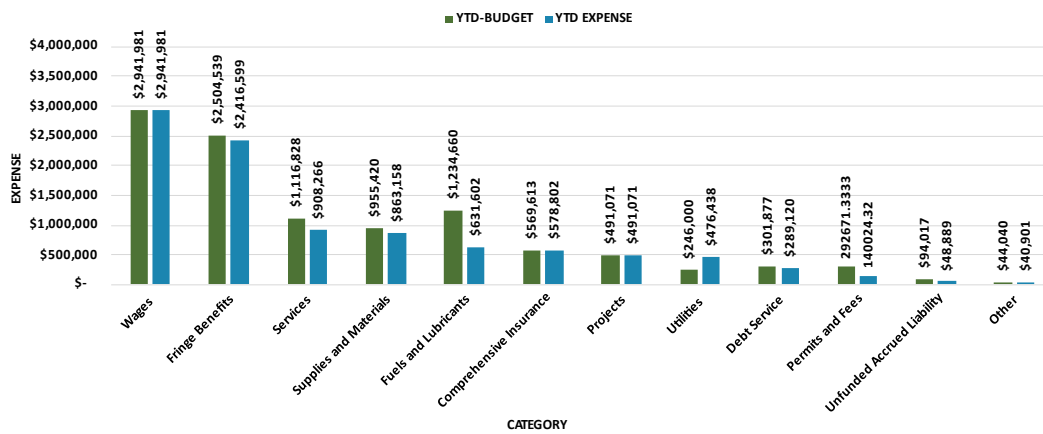
The Clerk of the Board is responsible for preparing and publishing postings, maintaining records of Board actions, processing public records requests, providing administrative support to the Board of Directors, and coordinating required legal filings.

The Administration Department manages and implements policies, goals, and strategic plans for the District.

## METRICS

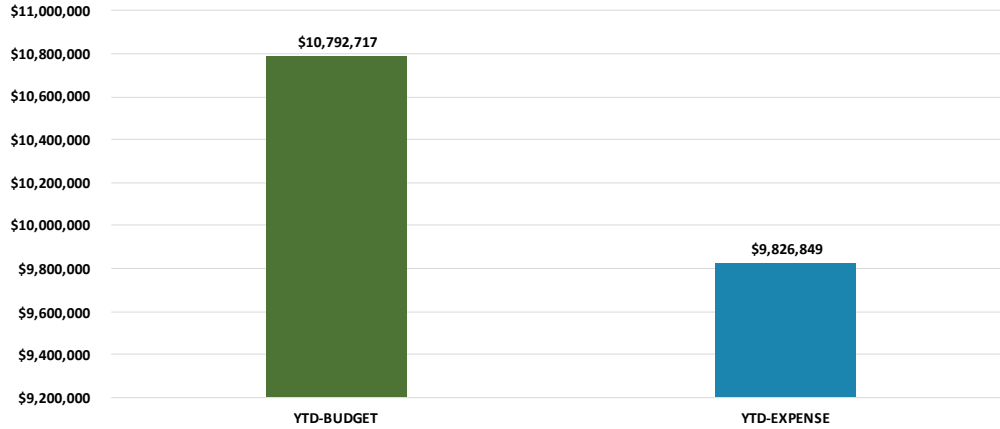
### Finance

## YEAR-TO-DATE BUDGET VS. YEAR-TO-DATE EXPENSE (FEBRUARY 2023)

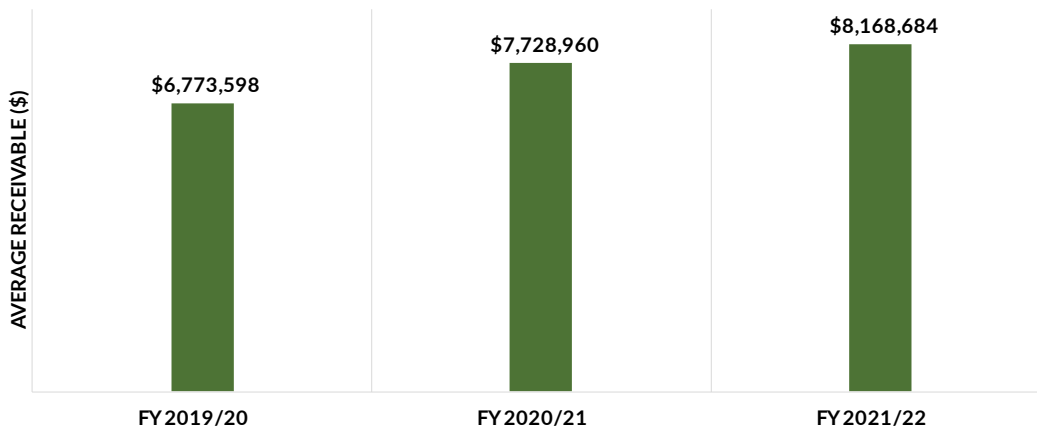




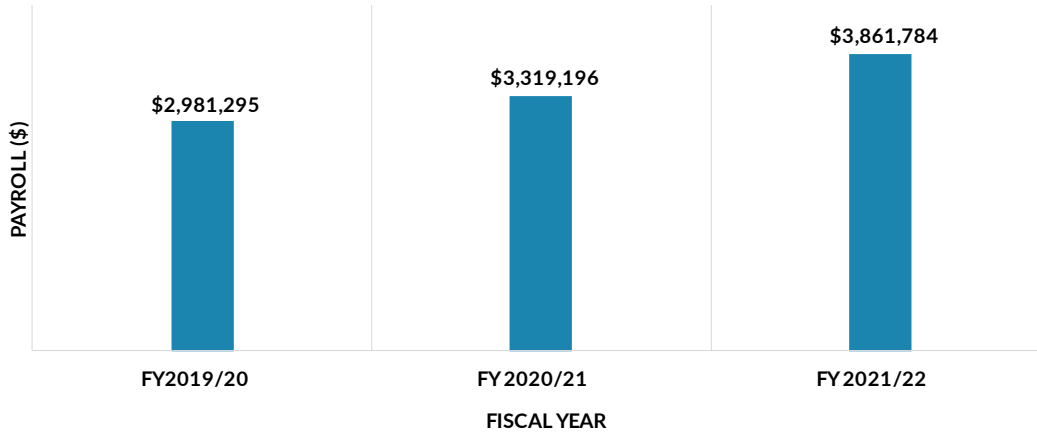
## YEAR-TO-DATE BUDGET VS. YEAR-TO-DATE EXPENSE (FEBRUARY 2023)



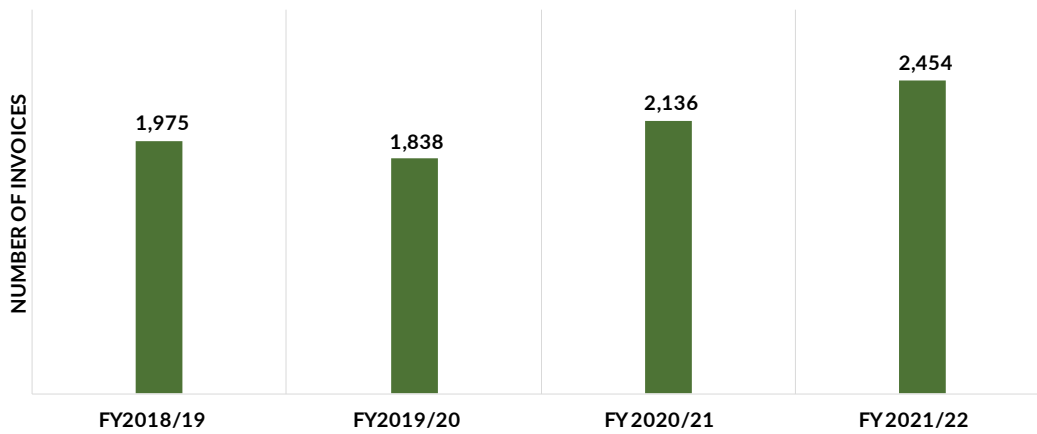
## AVERAGE ACCOUNTS RECEIVABLE



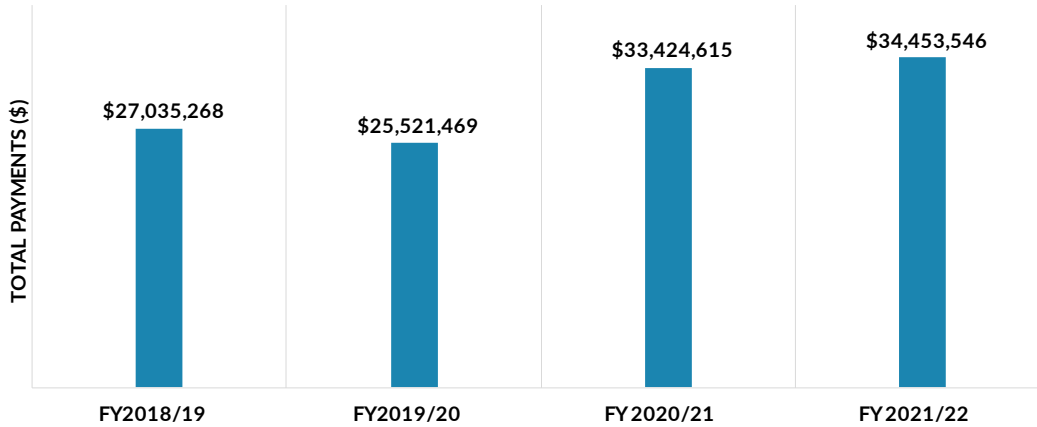
## PAYROLL



## NUMBER OF INVOICES PROCESSED



## TOTAL PAYMENTS



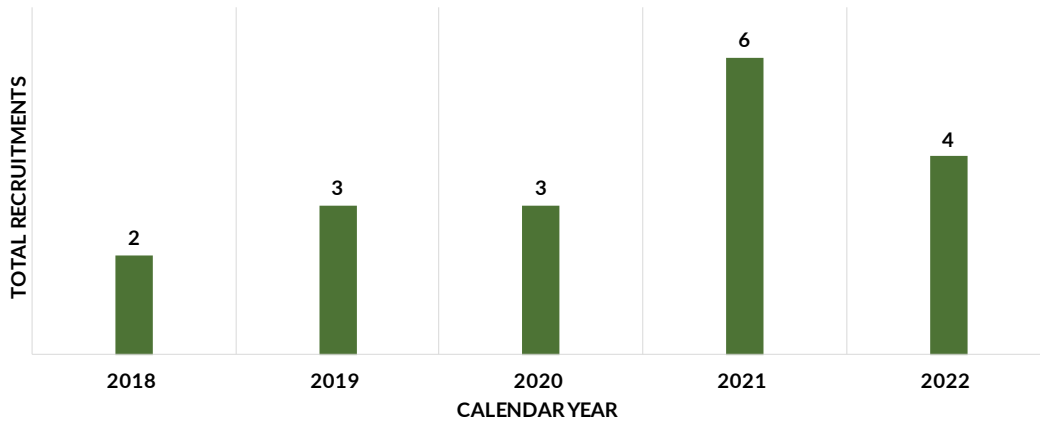
### Clerk of the Board

## MEETINGS AND RECORDS

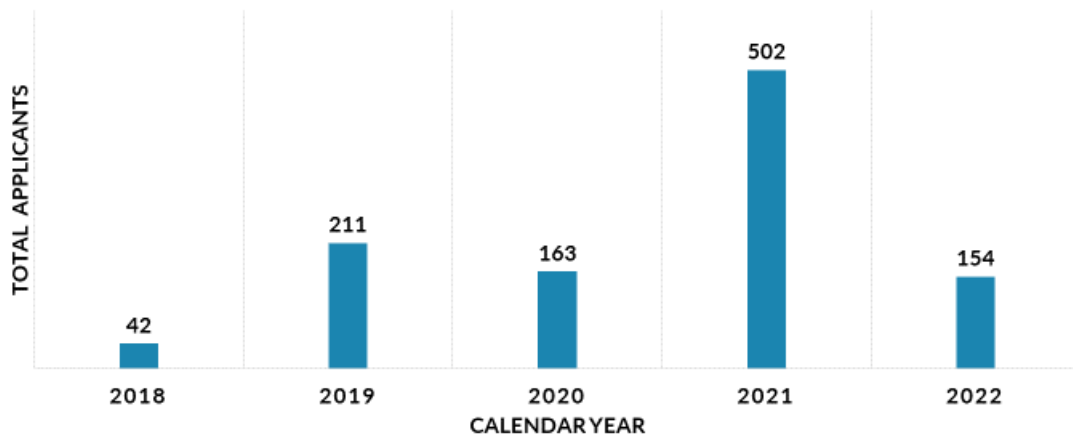
Board Items	FY20	FY21	FY22	YTD-April FY23
Regular Board Meetings	21	23	22	16
Special Board Meetings	7	4	3	10
East Valley Reclamation Authority Meetings	4	4	3	2
Budget & Finance Committee Meetings	0	7	5	3
Operations Committee Meetings	0	5	6	4
Community Engagement Committee Meetings	0	0	4	4
Board/Committee Minutes Compiled	32	43	43	41
General Manager's Reports	6	12	12	10
Documents Notarized	4	5	5	10
Public Records Requests	1	3	4	11

## Human Resources

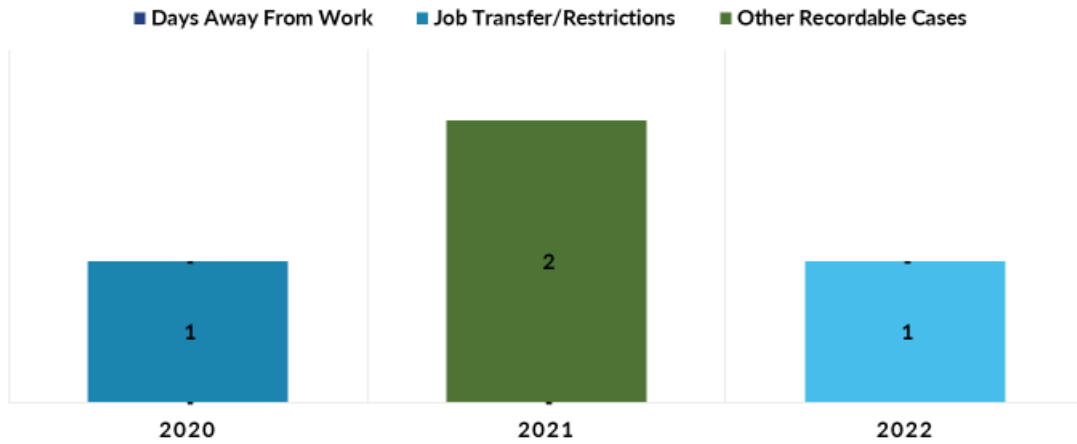
# RECRUITMENTS



# APPLICANTS



## WORK-RELATED INJURIES NUMBER OF CASES



## WORK-RELATED INJURIES – DAYS AWAY FROM WORK



## FISCAL YEAR 2022/23 ACCOMPLISHMENTS

### Finance

- Received Government Finance Officers Association (GFOA) Distinguished Budget Presentation Award for the fiscal year beginning July 1, 2022.
- Received California Society of Municipal Finance Officers (CSMFO) Operating Budget Excellence Award for the fiscal year 2022/23.
- Completed an updated rate study to include major Capital Improvement Projects (CIP), including Phases 2 and 3 of the Recycled Water Project, a biosolid conversion project, and rehabilitation and replacement of the sewer main.
- Completed the implementation of the new procurement software, OpenGov.
- Successfully billed and updated direct billing reports using the new rate information per Resolution 2021-1142.
- Continued to increase and streamline the number of vendors paid electronically for faster payment.

### Clerk of the Board

- Continued publishing public information regarding COVID-19 surveillance in wastewater information on the District website.
- Revised the election division boundaries to align with 2020 census data.
- Received the Special District Leadership Foundation (SDLF) Transparency Certificate of Excellence.
- Completed District-wide implementation of the Peak Agenda software.

### Human Resources

- In October 2022, an Employee Benefits Fair was held, with health screenings for employees.
- Joined the Coachella Valley Human Resources Group.
- Migrated to online enrollment for employee benefits and coordinated benefit deductions to a semi-monthly plan.
- Update of the District's background/reference checks procedures.

## FISCAL YEAR 2023/24 GOALS

### Strategic Plan

- GOAL 1: Fully Staffed with a Highly Trained and Motivated Team
- GOAL 4: Increase Community Understanding and Support
- GOAL 5: Long-Term Financial Strength



- GOAL 6: Improve Planning, Administration, and Governance

**Finance Goals**

- Complete accounting software upgrades and train staff on the procurement process and requisition entries.
- Continue training and utilization of OpenGov for all Request for Proposals (RFP), and contract management.
- Implement new elements of the credit card policy to increase efficiency in the purchasing and accounts payable process.
- Conduct quarterly meetings with department heads and their selected staff to review the status of capital project funding to further advance the Capital Improvement Program.
- Analyze revenue streams and diversify revenue sources for the District. Greater emphasis on submissions for various grant funding opportunities.

**Clerk of the Board Goals**

- Continue to promote the “Send Agenda” feature of Peak Agenda Software that enables constituents to subscribe and receive via email the District’s meeting agendas once they are posted.

**Human Resources Goals**

- Update and consolidate Human Resources policies.
- Complete a classification study of District positions and a comprehensive salary survey.

**PERSONNEL SUMMARY**

FY24 Physical Count	Classification	FY23 Base FTEs	FY24 Base FTEs	Variance
1	General Manager	1.00	1.00	0.00
1	Chief Administrative Officer	1.00	1.00	0.00
1	Accounting Analyst	1.00	1.00	0.00
1	Administrative Assistant	1.00	1.00	0.00
1	Clerk of the Board	1.00	1.00	0.00
1	Human Resources Specialist	1.00	1.00	0.00
6	<b>Total FTEs</b>	<b>6.00</b>	<b>6.00</b>	<b>0.00</b>

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
11-3650000-0 CSWRCB RESERVE FUND	\$ 553,361	\$ 553,361	\$ 553,361	\$ 553,361	\$ 553,361	\$ -	0.0%
11-9160000-0 TRANSFER TO FUND 6	467,729	465,512	889,188	889,188	888,250	(938)	-0.1%
11-5030414-3 SALARIES AND WAGES	604,533	684,035	785,662	759,747	851,769	66,107	8.4%
11-5060414-3 BONUS, AWARDS, AND RECERTIFICATIONS	1,300	2,440	2,800	2,600	2,700	(100)	-3.6%
11-5110414-3 LONGEVITY	1,823	3,185	3,600	3,531	3,600	-	0.0%
11-5070414-3 OVERTIME	4,359	1,179	5,000	24	5,000	-	0.0%
11-5116414-3 FICA AND MEDICARE	44,007	42,806	71,736	47,348	77,677	5,941	8.3%
11-5112414-3 RETIREMENT CONTRIBUTIONS	291,402	65,942	82,778	77,282	99,438	16,660	20.1%
11-5118414-3 UNEMPLOYMENT PAYMENTS	(142)	-	-	-	-	-	0.0%
11-5128414-3 VISION INSURANCE	-	1,589	1,416	1,521	1,404	(12)	-0.8%
11-5122414-3 WORKERS' COMPENSATION	8,483	78,078	81,623	78,878	88,363	6,740	8.3%
11-5124414-3 LIFE INSURANCE	1,186	1,408	1,488	1,567	1,668	180	12.1%
11-5126414-3 HEALTH INSURANCE	90,323	97,148	115,435	115,860	138,636	23,201	20.1%
11-5129414-3 DENTAL INSURANCE	16,999	7,774	7,548	9,257	10,056	2,508	33.2%
11-5132414-3 LONG TERM DISABILITY INS.	1,592	1,966	2,100	2,218	2,352	252	12.0%
11-5554414-3 ACCOUNTING SERVICES	-	78,031	77,771	63,148	81,761	3,990	5.1%
11-5300414-3 COMPREHENSIVE INSURANCE	309,876	329,747	371,193	354,802	437,563	66,370	17.9%
11-5500414-3 CONTRACTS	197,377	409,397	733,252	460,799	707,829	(25,423)	-3.5%
11-5410414-3 COUNTY EXPENSE	20,521	22,186	23,100	30,947	23,100	-	0.0%
11-5225414-3 ELECTION EXPENSE	6,470	-	-	-	-	-	0.0%
11-5552414-3 LEGAL SERVICES	294,241	37,129	40,000	26,600	45,000	5,000	12.5%
11-5555414-3 MEDICAL SERVICES	-	18,653	32,943	10,625	3,843	(29,100)	-88.3%
11-5350414-3 MEMBERSHIPS	34,957	48,168	48,148	67,520	53,153	5,005	10.4%
11-5553414-3 MISC. PROFESSIONAL SERVICES	-	75,515	109,391	81,816	138,483	29,092	26.6%
11-5400414-3 OFFICE SUPPLIES	16,427	16,697	23,500	11,543	23,500	-	0.0%
11-5450414-3 SUPPLIES	10,775	5,306	11,000	3,009	11,000	-	0.0%
11-5545414-3 OPEB HEALTH INSURANCE	-	56,493	81,719	16,782	82,119	400	0.5%
11-5950414-3 OTHER EXPENSES	32,800	8,979	10,000	32,355	20,000	10,000	100.0%
11-5420414-3 PERMITS AND FEES	2,957	325	3,000	-	3,000	-	0.0%
11-5600414-3 PUBLICATIONS	3,673	2,614	3,500	2,149	3,500	-	0.0%
11-5700414-3 REPAIRS AND MAINTENANCE	2,651	15,631	19,375	10,692	19,375	-	0.0%
11-5810414-3 TUITION REIMBURSEMENT	-	4,772	12,000	6,437	12,000	-	0.0%
11-5901414-3 TELEPHONE AND INTERNET	20,911	28,996	30,969	30,170	34,334	3,365	10.9%
11-5800414-3 CONFERENCES AND MEETINGS	25,008	40,927	97,764	25,910	97,764	-	0.0%
11-8680000-0 ADMINISTRATIVE FACILITIES	40,019	22,970	60,000	60,000	55,000	(5,000)	-8.3%
11-5150414-4 DIRECTOR FEES	48,350	-	-	-	-	-	0.0%
11-8660000-0 GENERAL PLANT FACILITIES	46,115	290,419	309,000	675,243	409,000	100,000	32.4%
11-22820000-0 UNFUNDED ACCRUED LIABILITY CALPERS	482,379	-	736,606	736,606	752,121	15,515	2.1%
11-9190000-0 BANK OF AMERICA LOAN	-	-	2,970,422	2,970,422	3,828,748	858,326	28.9%
<b>Total Expenses</b>	<b>\$ 3,682,462</b>	<b>\$ 3,519,377</b>	<b>\$ 8,408,388</b>	<b>\$ 8,219,955</b>	<b>\$ 9,566,467</b>	<b>\$ 1,158,079</b>	<b>13.8%</b>

## ADMINISTRATION BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5030414-3 SALARIES AND WAGES</b>		\$ 785,662	\$ 851,769	\$ 66,107
<b>11-5060414-3 BONUS, AWARDS, AND RECERTIFICATIONS</b>		2,800	2,700	(100)
<b>11-5070414-3 OVERTIME</b>		5,000	5,000	-
<b>11-0000414-3 TOTAL FRINGE BENEFITS</b>		286,101	334,831	48,730
<b>Subtotal</b>		<b>\$ 1,079,563</b>	<b>\$ 1,194,300</b>	<b>\$ 114,737</b>
<b>11-3650000-0 CSWRCB RESERVE FUND</b>				
Principal and Interest Payment for State Revolving Fund (SRF)		\$ 553,361	\$ 553,361	\$ -
<b>Subtotal</b>		<b>\$ 553,361</b>	<b>\$ 553,361</b>	<b>\$ -</b>
<b>11-9160000-0 TRANSFER TO FUND 6</b>				
Principal and Interest Payment for Revenue Refunding Bonds, 2015		\$ 886,688	\$ 885,750	\$ (938)
Annual Administrative Expenses for Revenue Refunding Bonds, 2015		2,500	2,500	-
<b>Subtotal</b>		<b>\$ 889,188</b>	<b>\$ 888,250</b>	<b>\$ (938)</b>
<b>10-2650000-0 BANK OF AMERICA LOAN</b>				
Principal and Interest Payment for Recycled Water Project Phase 1		\$ 2,970,422	\$ 3,828,748	\$ 858,326
<b>Subtotal</b>		<b>\$ 2,970,422</b>	<b>\$ 3,828,748</b>	<b>\$ 858,326</b>
<b>11-5122414-3 WORKERS' COMPENSATION</b>				
Workers' Compensation Insurance PremiumS		\$ 81,623	\$ 88,363	\$ 6,740
<b>Subtotal</b>		<b>\$ 81,623</b>	<b>\$ 88,363</b>	<b>\$ 6,740</b>
<b>11-5554414-3 ACCOUNTING SERVICES</b>				
Annual Audit		\$ 31,105	\$ 31,610	\$ 505
Annual Sewer Service Charge Administration Services (NBS)		18,000	19,800	1,800
Annual Software Support (Blackbaud)		17,502	18,521	1,019
Payroll Processing (Paychex)		5,444	6,000	556
Timekeeping System (CTE)		3,600	3,710	110
Annual Report Submittal To GFOA/CSMFO		1,120	1,120	-
Budget Report Submittal To GFOA/CSMFO		1,000	1,000	-
<b>Subtotal</b>		<b>\$ 77,771</b>	<b>\$ 81,761</b>	<b>\$ 3,990</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5300414-3 COMPREHENSIVE INSURANCE</b>				
	Earthquake Insurance	\$ 202,902	\$ 215,000	\$ 12,098
	Umbrella Business Insurance (e.g., Liability, Auto, and General)	133,798	186,000	52,202
	Environmental Pollution	23,993	25,433	1,440
	Cyber Insurance	10,500	11,130	630
	<b>Subtotal</b>	<b>\$ 371,193</b>	<b>\$ 437,563</b>	<b>\$ 66,370</b>
<b>11-5500414-3 CONTRACTS</b>				
	Plant Security (Superior Protection Consultants)	\$ 134,004	\$ 147,404	\$ 13,400
	Public Relations (e.g., Outreach, Social Media, and Advertising)	117,416	117,416	-
	Federal Advocacy	85,000	90,000	5,000
	State Advocacy	86,071	90,000	3,929
	Grant Assistance	80,000	80,000	-
	Computer Maintenance (Southwest Networks)	41,196	42,987	1,791
	Other IT Support	36,256	36,256	-
	Coachella Valley History Museum	30,000	30,000	-
	Outreach Newsletter	23,392	24,000	608
	General Consulting for Human Resource Training and Development, Benefits, and Legal Compliance	22,278	22,278	-
	Temporary Help Services	9,108	10,000	892
	Services Related to the Shadow Hills and Indio Terrace Assessment Districts (Willdan)	8,911	10,000	1,089
	CalPERS Actuarial Study for GASB 68 Requirements	2,216	2,500	284
	Section 125 Plan	1,604	1,604	-
	CalPERS Health Plan Annual Fee	1,247	1,247	-
	Paper Shredding (Desert Arc)	891	891	-
	Postage Meter Lease (Pitney Bowes)	623	623	-
	CalPERS 218 Fee (Social Security Agreement)	623	623	-
	Sewer Rate and Capacity Fee Study (NBS)	44,557	-	(44,557)
	Backup/Disaster Recovery Storage (Southwest Networks)	7,859	-	(7,859)
	<b>Subtotal</b>	<b>\$ 733,252</b>	<b>\$ 707,829</b>	<b>\$ (25,423)</b>
<b>11-5410414-3 COUNTY EXPENSE</b>				
	County Auditor Fees Special Assessments to the Tax Roll	\$ 11,550	\$ 11,550	\$ -
	County Treasurer Fees for Collection of Special Assessments	11,550	11,550	-
	<b>Subtotal</b>	<b>\$ 23,100</b>	<b>\$ 23,100</b>	<b>\$ -</b>

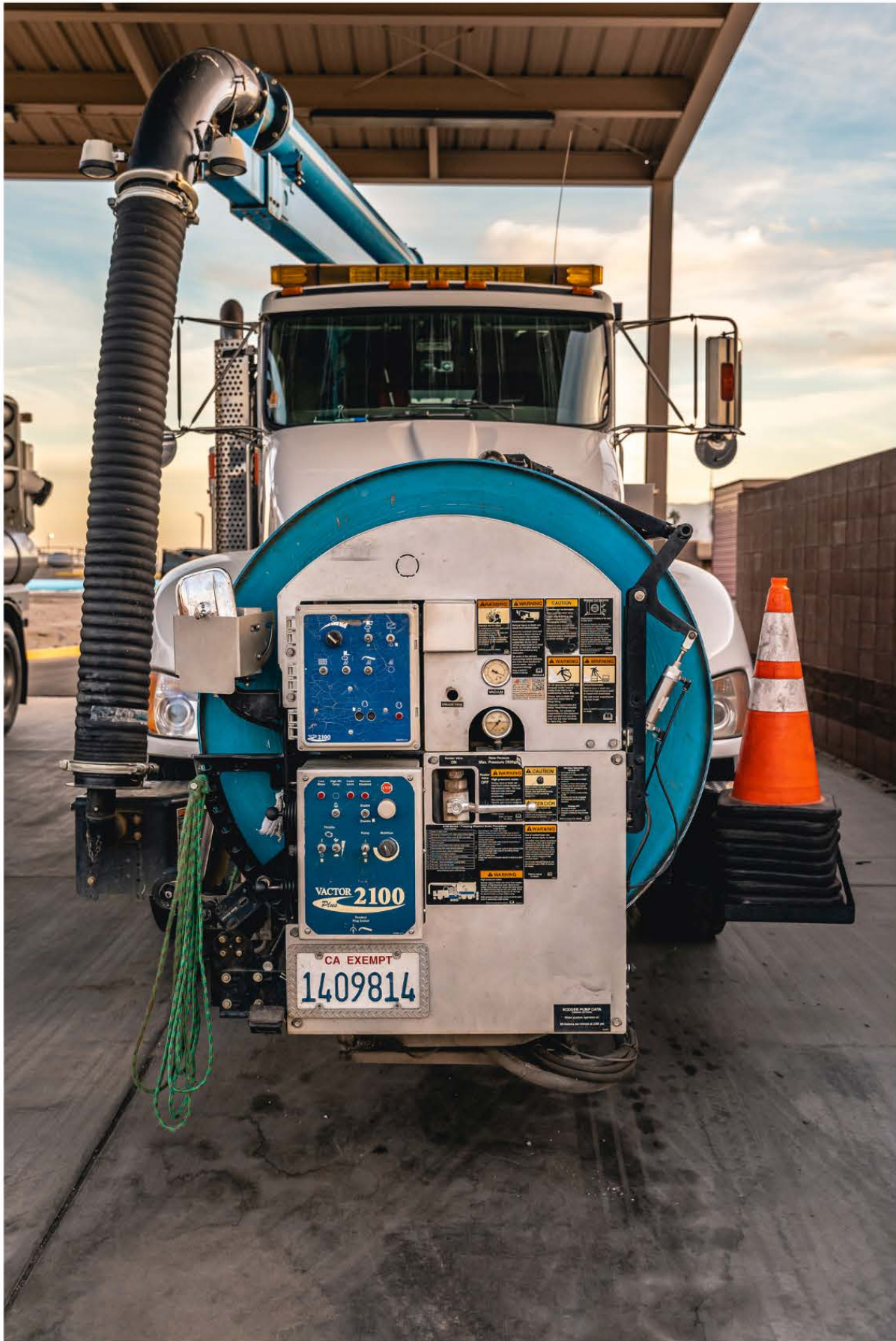
General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5552414-3 LEGAL SERVICES</b>				
	Costs Associated with General Legal Counsel	\$ 40,000	\$ 45,000	\$ 5,000
	<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ 45,000</b>	<b>\$ 5,000</b>
<b>11-5555414-3 MEDICAL SERVICES</b>				
	Medical Exams-DMV & Pre-Employment	\$ 1,243	\$ 1,243	\$ -
	Background Checks	1,000	1,200	200
	First Aid Medical	700	700	-
	Drug/Alcohol Testing Five (5) Employees	500	700	200
	Wellness Program	29,500	-	(29,500)
	<b>Subtotal</b>	<b>\$ 32,943</b>	<b>\$ 3,843</b>	<b>\$ (29,100)</b>
<b>11-5350414-3 MEMBERSHIPS</b>				
	California Association of Sanitation Agencies (CASA)	\$ 14,000	\$ 18,000	\$ 4,000
	California Special Districts Association (CSDA)	7,805	8,810	1,005
	National Association Clean Water Agency (NACWA)	7,680	7,680	-
	Liebert Cassidy Whitmore (LCW)	5,625	5,625	-
	Southern California Allowance of Publicly Owned Treatment Works (SCAP)	5,100	5,100	-
	WateReuse Membership	3,418	3,418	-
	California Society of Municipal Finance Officers (CSMFO)	800	800	-
	Greater Coachella Valley Chamber of Commerce	760	760	-
	California Public Employer Labor Relations Association (CalPERLA)	740	740	-
	Government Finance Officers Association (GFOA)	480	480	-
	American Water Works Association (AWWA)	300	300	-
	California Clerk of The Board of Supervisors Association (CCBSA)	300	300	-
	California Association of Public Procurement Officials (CAPPO)	225	225	-
	Society for Human Resource Management (SHRM)	219	219	-
	California Water Environment Association (CWEA)	200	200	-
	International Public Management Association for Human Resources (IPMA-HR)	156	156	-
	Professionals In Human Resources Association (PIHRA)	150	150	-
	Palm Springs Desert Sun Subscription	100	100	-
	Municipal Management Association of Southern California (MMASC)	90	90	-
	<b>Subtotal</b>	<b>\$ 48,148</b>	<b>\$ 53,153</b>	<b>\$ 5,005</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5553414-3 MISC. PROFESSIONAL SERVICES</b>				
	Computer Consulting	\$ 70,000	\$ 70,000	\$ -
	OpenGov Procurement	-	15,588	15,588
	Government Job Listing Service (NeoGov)	8,139	9,770	1,631
	Website Annual Service (CivicPlus)	2,199	7,250	5,051
	AP Automation Software	-	7,200	7,200
	Office 365 Annual Billing	5,670	5,670	-
	CART Captioning Services for Board Meeting Live Stream	4,800	4,800	-
	Peak Agenda Management (Granicus)	4,305	4,521	216
	Civic Plus	3,500	3,500	-
	Body Temperature Scanner (Turing Video)	3,234	3,234	-
	Board Meeting Software	3,150	3,150	-
	Video Conferencing	3,000	3,000	-
	e skill	450	450	-
	Canva Pro	200	200	-
	Grammarly Pro	144	150	6
	Flipping Book	600	-	(600)
	<b>Subtotal</b>	<b>\$ 109,391</b>	<b>\$ 138,483</b>	<b>\$ 29,092</b>
<b>11-5400414-3 OFFICE SUPPLIES</b>				
	General Office Supplies (e.g., Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils)	\$ 17,500	\$ 17,500	\$ -
	Printed Employee Handbook	2,000	2,000	-
	Printed Budget Book	2,000	2,000	-
	Postage	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 23,500</b>	<b>\$ 23,500</b>	<b>\$ -</b>
<b>11-5450414-3 SUPPLIES</b>				
	Office Software Upgrades	\$ 7,000	\$ 7,000	\$ -
	Computer Supplies-Printer Cartridges and Toner	4,000	4,000	-
	<b>Subtotal</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ -</b>
<b>11-5545414-3 OPEB HEALTH INSURANCE</b>				
	OPEB Annual Required Contribution (ARC)	\$ 68,000	\$ 68,000	\$ -
	CalPERS OPEB Health Insurance fees	10,119	10,119	-
	Biennial OPEB Actuarial Study (Due in 2023/2024)	3,600	4,000	400
	<b>Subtotal</b>	<b>\$ 81,719</b>	<b>\$ 82,119</b>	<b>\$ 400</b>
<b>11-5950414-3 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 20,000	\$ 10,000
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 20,000</b>	<b>\$ 10,000</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-22820000-0 UNFUNDED ACCRUED LIABILITY CALPERS</b>				
	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.	\$ 736,606	\$ 752,121	\$ 15,515
	<b>Subtotal</b>	<b>\$ 736,606</b>	<b>\$ 752,121</b>	<b>\$ 15,515</b>
<b>11-5420414-3 PERMITS AND FEES</b>				
	The Cortese Knox-Hertzberg Local Government Reorganization Act Of 2000 States that Special Districts are Responsible for Paying One-Third of the Cost of LAFCO.	\$ 3,000	\$ 3,000	\$ -
	<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>
<b>11-5600414-3 PUBLICATIONS</b>				
	Costs For Publication of Official Notices and Bid Requests in Online Platforms	\$ 3,500	\$ 3,500	\$ -
	<b>Subtotal</b>	<b>\$ 3,500</b>	<b>\$ 3,500</b>	<b>\$ -</b>
<b>11-5700414-3 REPAIRS AND MAINTENANCE</b>				
	Replacement Computers	\$ 12,000	\$ 12,000	\$ -
	Copier II Lease & Maintenance	3,875	3,875	-
	Innovative Document Solutions - Monthly Maintenance Costs For Copier	2,000	2,000	-
	Miscellaneous	1,500	1,500	-
	<b>Subtotal</b>	<b>\$ 19,375</b>	<b>\$ 19,375</b>	<b>\$ -</b>
<b>11-5810414-3 TUITION REIMBURSEMENT</b>				
	Tuition Assistance Program	\$ 12,000	\$ 12,000	\$ -
	<b>Subtotal</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>	<b>\$ -</b>
<b>11-5901414-3 TELEPHONE AND INTERNET</b>				
	VOIP Main Telephone System (Spectrum)	\$ 14,000	\$ 14,000	\$ -
	Cell Phones Employee (Verizon Wireless)	13,314	13,950	636
	Fire Control Alarms (Frontier)	3,655	3,884	229
	EPIC IPO (SCADA Wireless)	-	2,500	2,500
	<b>Subtotal</b>	<b>\$ 30,969</b>	<b>\$ 34,334</b>	<b>\$ 3,365</b>



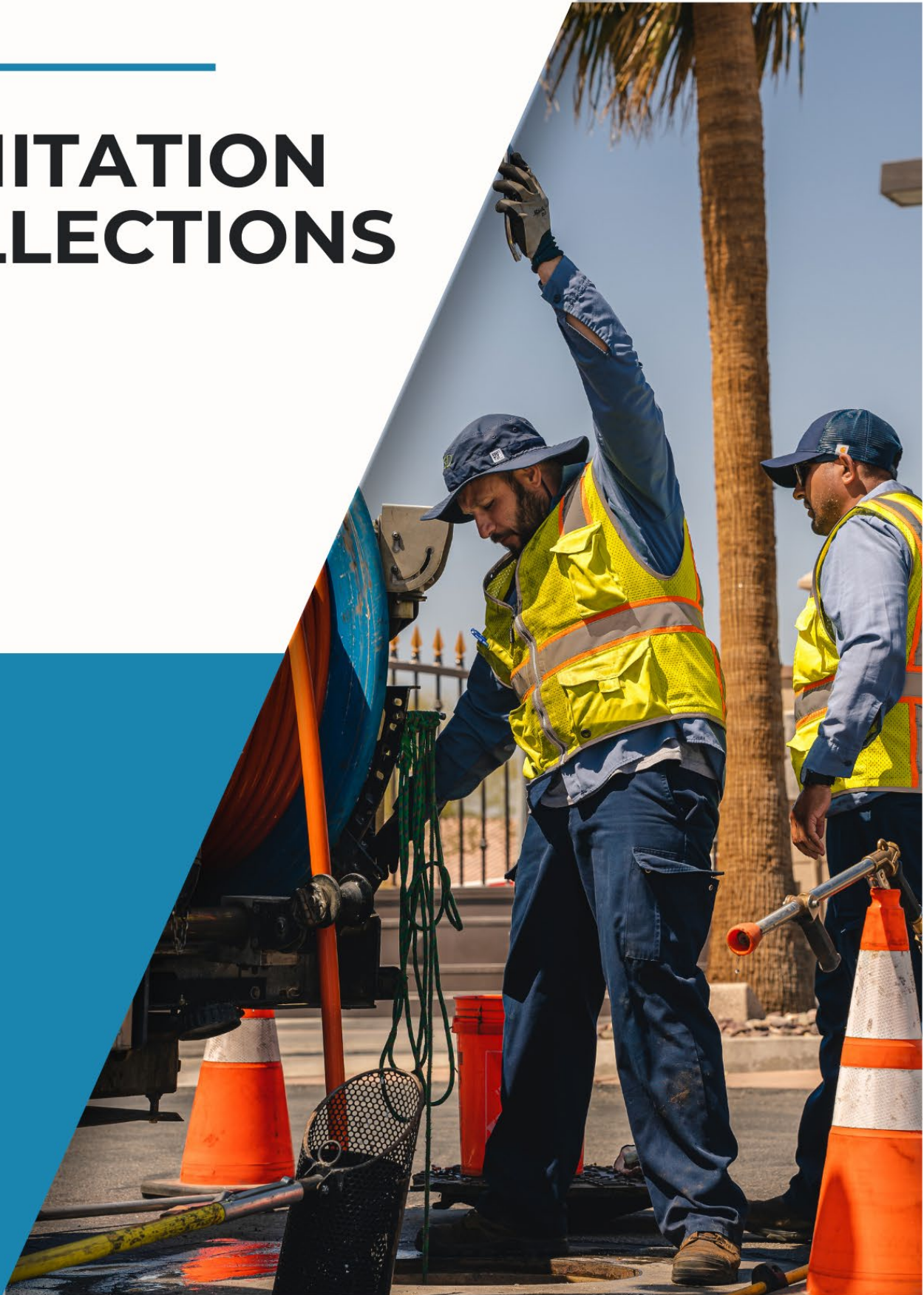
General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5800414-3 CONFERENCES AND MEETINGS</b>				
	Leadership Academy	\$ 25,000	\$ 25,000	\$ -
	ARC Flash Training (Electrical Safety)	25,000	25,000	-
	Costs Associated with Employee Travel and Training	14,302	14,302	-
	Harassment Training	5,000	5,000	-
	Confined Space & Temporary Traffic Control	5,000	5,000	-
	DFK Solutions Group	4,740	4,740	-
	Association of California Water Agencies (ACWA)	4,709	4,709	-
	California Association of Sanitation Agencies (CASA)	4,709	4,709	-
	Government Finance Officers Association (GFOA) Conference	2,500	2,500	-
	CPR Training	2,500	2,500	-
	CalPERLA	2,130	2,130	-
	Government Finance Officers Association (GFOA)	575	575	-
	Fire Extinguisher Training	500	500	-
	Procurement Uniform Guidance Training	500	500	-
	California Society of Municipal Finance Offices (CSMFO)	400	400	-
	Pryor Learning	199	199	-
	<b>Subtotal</b>	<b>\$ 97,764</b>	<b>\$ 97,764</b>	<b>\$ -</b>
<b>11-8680000-0 ADMINISTRATIVE FACILITIES</b>				
	New Time Keeping System	\$ 30,000	\$ 30,000	\$ -
	SCADA Server Replacement (2)	-	25,000	25,000
	Procurement Software	30,000	-	(30,000)
	<b>Subtotal</b>	<b>\$ 60,000</b>	<b>\$ 55,000</b>	<b>\$ (5,000)</b>
<b>11-8660000-0 GENERAL PLANT FACILITIES</b>				
	Water Reuse Project (EVRA JPA)	\$ 200,000	\$ 300,000	\$ 100,000
	Coachella Valley Integrated Regional Water Management Plan (IRWMP)	50,000	50,000	-
	Salt and Nutrient Management Plan (SNMP)	50,000	50,000	-
	Phase 1 Gap Monitoring Well Plan	9,000	9,000	-
	<b>Subtotal</b>	<b>\$ 309,000</b>	<b>\$ 409,000</b>	<b>\$ 100,000</b>
	<b>Total Expense</b>	<b>\$ 8,408,388</b>	<b>\$ 9,566,467</b>	<b>\$ 1,158,079</b>

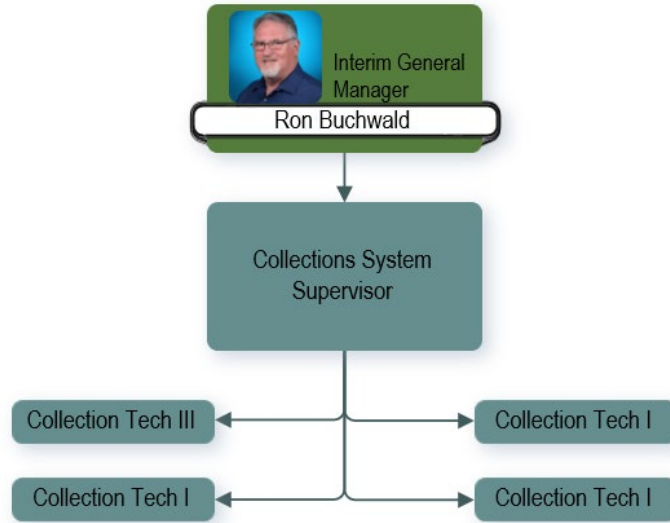


Sanitary Collections Vactor Truck



# SANITATION COLLECTIONS





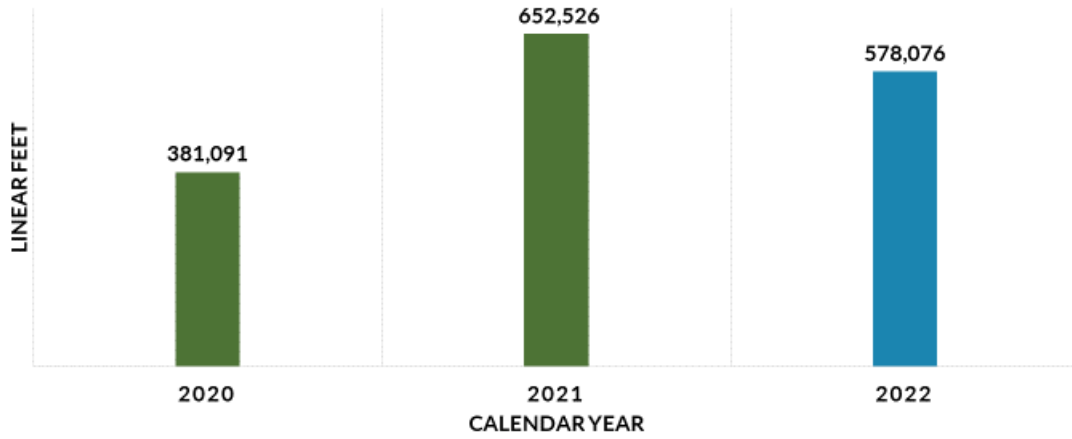
## DESCRIPTION

The Sanitation Collections Department services and maintains 254 miles of sewer main with pipe sizes ranging from 6 to 54 inches. Four (4) lift stations consist of eight (8) pumps, wet wells, and dry wells that require periodic maintenance and inspection.

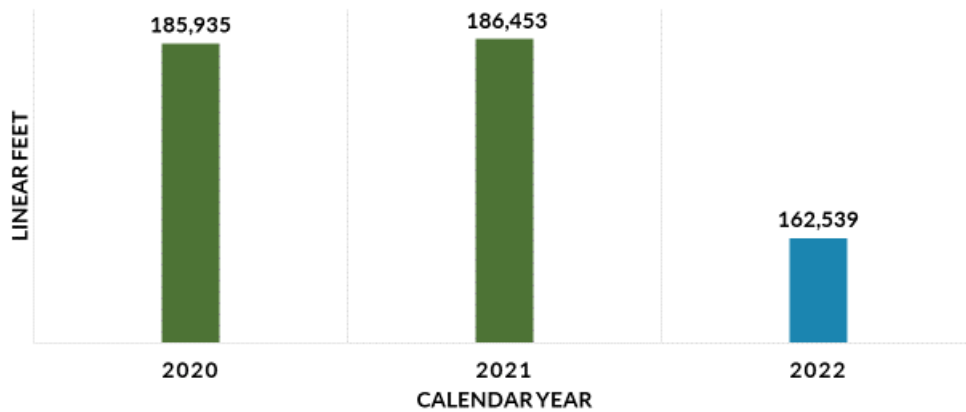
There are 4,500 manholes in the collection system that require periodic maintenance and inspections to prevent and identify deterioration of the structures.

## METRICS

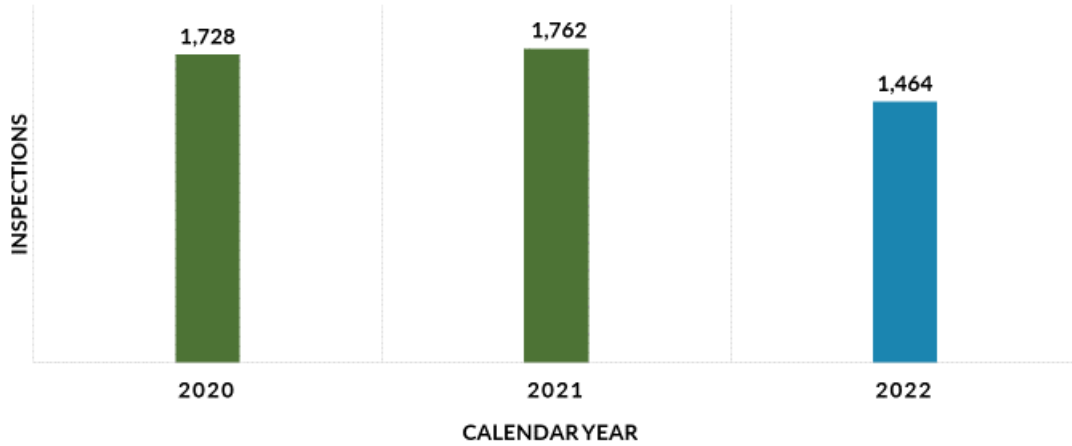
### VACTOR/ JETTING OF LINES



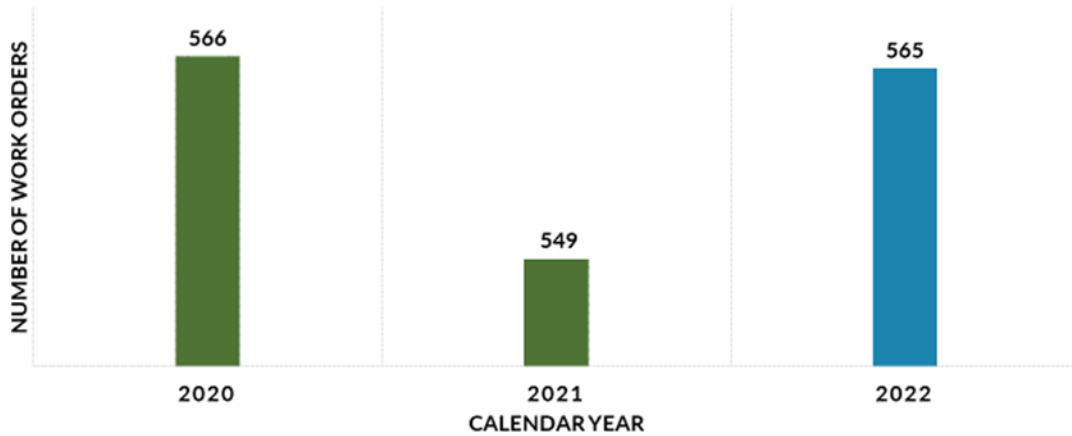
### PIPE ASSESSMENT INSPECTION



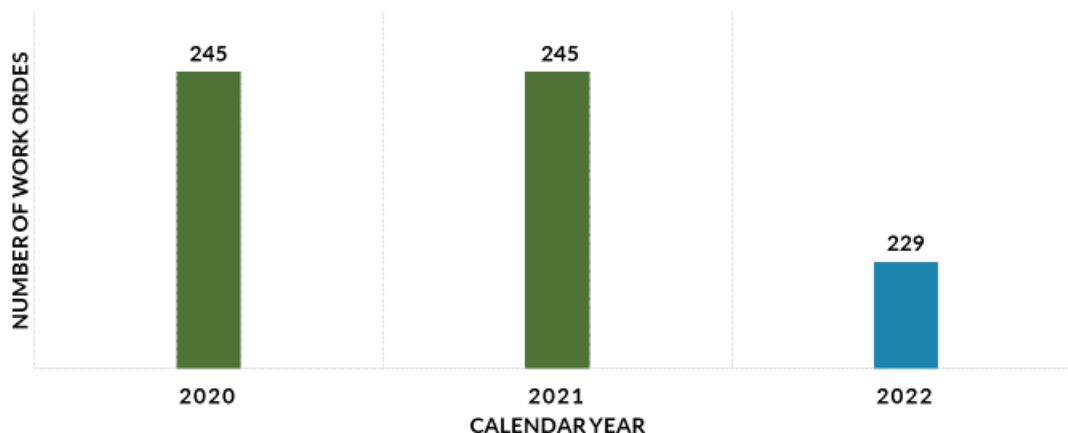
## MANHOLES INSPECTED



## UNDERGROUND SERVICE ALERT MARKINGS



## LIFT STATION MAINTENANCE



## FISCAL YEAR 2022/23 ACCOMPLISHMENTS

- Completed the collection system annual pipeline assessment inspection benchmark.
- Assisted with the design and planning of the collections system rehabilitation program.
- Completed an assessment of all lift stations that provided the development of a recommended rehabilitation program.
- Attended workshops for upcoming revisions and adoption of new statewide general waste discharge requirements.
- Team members accomplished acquiring in-vocation certifications.

## FISCAL YEAR 2023/24 GOALS

### Strategic Plan

- GOAL 1: Fully Staffed with a Highly Trained and Motivated Team
- GOAL 3: Excellent Facilities
- GOAL 6: Improve Planning, Administration, and Governance



**Goals**

- Meet or exceed annual sewer main cleaning production of 130 miles per year.
- Meet the 2-year benchmark for cleaning the entire sewer system.
- Meet or exceed annual CCTV production of 30 miles per year.
- Meet the 10-year benchmark of inspecting the entire system.
- Meet and exceed the requirements of the statewide general Waste Discharge Requirements (WDR), Sewer System Management Plan (SSMP) to prevent Sanitary Sewer Overflows (SSO).
- Update the Sewer System Management Plan (SSMP) as required by the newly adopted Statewide general WDR.
- Assist in the design and planning of the collection system rehabilitation program. A 10-year project focusing on lift stations, manholes, and sewer main infrastructure.
- Continue to develop staff through training and professional development.

**PERSONNEL SUMMARY**

FY24 Physical Count	Classification	FY23 Base FTEs	FY24 Base FTEs	Variance
1	Collection System Supervisor	1.00	1.00	0.00
3	Collection System Technician I	2.00	3.00	1.00
0	Collection System Technician II	2.00	0.00	(2.00)
1	Collection System Technician III	0.00	1.00	1.00
5	<b>Total FTEs</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
11-5030410-1 SALARIES AND WAGES	\$ 368,024	\$ 329,082	\$ 382,518	\$ 361,758	\$ 410,150	\$ 27,632	7.2%
11-5060410-1 BONUS, AWARDS, AND RECERTIFICATIONS	-	1,111	1,250	800	1,250	-	0.0%
11-5080410-1 CALLOUT	2,950	3,232	5,000	5,468	6,000	1,000	20.0%
11-5110410-1 LONGEVITY	2,308	3,969	5,200	4,708	4,800	(400)	-7.7%
11-5070410-1 OVERTIME	697	509	1,600	326	1,600	-	0.0%
11-5090410-1 STANDBY PAY	18,794	30,885	41,216	40,605	44,892	3,676	8.9%
11-5116410-1 FICA AND MEDICARE	13,886	28,306	39,311	32,574	42,093	2,782	7.1%
11-5112410-1 RETIREMENT CONTRIBUTIONS	493,724	29,278	40,900	32,159	47,818	6,918	16.9%
11-5128410-1 VISION INSURANCE	-	1,153	1,392	1,181	1,344	(48)	-3.4%
11-5122410-1 WORKERS' COMPENSATION	8,723	-	-	-	-	-	0.0%
11-5124410-1 LIFE INSURANCE	785	787	912	808	984	72	7.9%
11-5126410-1 HEALTH INSURANCE	84,940	86,735	110,153	99,196	114,732	4,579	4.2%
11-5129410-1 DENTAL INSURANCE	7,082	6,636	8,448	7,043	9,048	600	7.1%
11-5132410-1 LONG TERM DISABILITY INS.	1,108	1,067	1,248	1,157	1,392	144	11.5%
11-5801410-1 CERTIFICATIONS	2,716	3,707	5,120	2,460	5,120	-	0.0%
11-5500410-1 CONTRACTS	74,767	80,337	112,583	8,366	115,220	2,637	2.3%
11-5350410-1 MEMBERSHIPS	1,647	1,483	2,050	1,492	2,050	-	0.0%
11-5450410-1 SUPPLIES	5,400	3,688	5,000	6,109	5,000	-	0.0%
11-5950410-1 OTHER EXPENSES	3,129	-	10,000	-	10,000	-	0.0%
11-5420410-1 PERMITS AND FEES	16,998	18,975	23,600	21,757	24,200	600	2.5%
11-5700410-1 REPAIRS AND MAINTENANCE	51,484	137,947	154,500	89,297	159,000	4,500	2.9%
11-5720410-1 TOOLS AND EQUIPMENT	292	1,619	2,000	1,089	2,000	-	0.0%
11-5152410-1 UNIFORM SERVICES	6,798	5,126	5,700	4,146	5,700	-	0.0%
11-5902410-1 ELECTRICITY	4,429	5,264	6,000	7,050	9,000	3,000	50.0%
11-5905410-1 WATER	5,849	6,776	7,500	7,129	8,000	500	6.7%
11-5800410-1 CONFERENCES AND MEETINGS	7,327	3,815	10,000	3,924	10,000	-	0.0%
<b>Total Expenses</b>	<b>\$ 1,183,857</b>	<b>\$ 791,488</b>	<b>\$ 983,201</b>	<b>\$ 740,602</b>	<b>\$ 1,041,393</b>	<b>\$ 58,192</b>	<b>5.9%</b>

## SANITATION COLLECTIONS BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5030410-1 SALARIES AND WAGES</b>		\$ 382,518	\$ 410,150	\$ 27,632
<b>11-5060410-1 BONUS, AWARDS, AND RECERTIFICATIONS</b>		1,250	1,250	-
<b>11-5080410-1 CALLOUT</b>		5,000	6,000	1,000
<b>11-5070410-1 OVERTIME</b>		1,600	1,600	-
<b>11-5090410-1 STANDBY PAY</b>		41,216	44,892	3,676
<b>11-0000410-1 TOTAL FRINGE BENEFITS</b>		207,564	222,211	14,647
<b>Subtotal</b>		<b>\$ 639,148</b>	<b>\$ 686,103</b>	<b>\$ 46,955</b>
<b>11-5801410-1 CERTIFICATIONS</b>				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ 3,000	\$ 3,000	\$ -
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	1,400	1,400	-
	CWEA Technical Certification Programs Collection System Technician I and III (5)	600	600	-
	CWEA Technical Certification Programs Collection System Supervisor	120	120	-
<b>Subtotal</b>		<b>\$ 5,120</b>	<b>\$ 5,120</b>	<b>\$ -</b>
<b>11-5500410-1 CONTRACTS</b>				
	Roach Control Program (Golden Bell)	\$ 51,300	\$ 53,320	\$ 2,020
	Emergency Contingency Service (Rain for Rent)	16,383	16,500	117
	Root Control Program (Duke's Root Control)	15,000	15,000	-
	Emergency Response Consultant	10,000	10,000	-
	ERICA Radio Member Fee (City of Indio)	6,000	6,000	-
	Dig Alerts and Board Fees (Underground Dig Alert)	4,000	4,000	-
	Annual Monitoring Fee/Pump Stations (2 yr Service Discount Rate)	3,500	3,500	-
	Software Support Fee (Pipelogix)	3,000	3,000	-
	After Hours Answering Service (Around the Clock)	2,000	2,500	500
	Miscellaneous Contractual Services	1,000	1,000	-
	Wireless Beepers (SPOK)	400	400	-
<b>Subtotal</b>		<b>\$ 112,583</b>	<b>\$ 115,220</b>	<b>\$ 2,637</b>

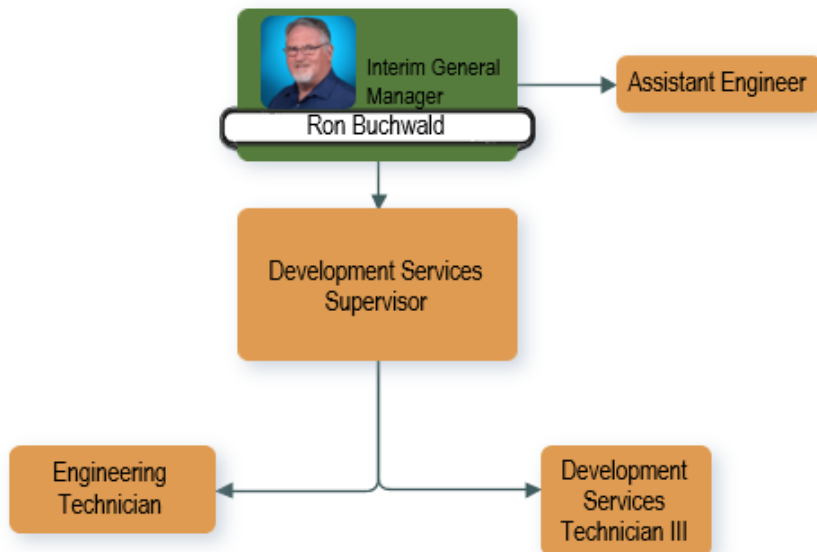
General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5350410-1 MEMBERSHIPS</b>				
	CWEA Membership Renewal	\$ 1,650	\$ 1,650	\$ -
	Updates New Criteria Related to PACP Inspection Standards	400	400	-
	<b>Subtotal</b>	<b>\$ 2,050</b>	<b>\$ 2,050</b>	<b>\$ -</b>
<b>11-5450410-1 SUPPLIES</b>				
	Traffic Control Signs/Cones/Safety Equipment	\$ 3,000	\$ 3,000	\$ -
	Miscellaneous Supplies	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>
<b>11-5950410-1 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
				\$ -
<b>11-5420410-1 PERMITS AND FEES</b>				-
	(SWRCB)	\$ 21,000	\$ 21,000	\$ -
	Annual Encroachment Permit (City Of Indio)	1,600	2,200	600
	Miscellaneous Permits and/or Fees	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 23,600</b>	<b>\$ 24,200</b>	<b>\$ 600</b>
<b>11-5700410-1 REPAIRS AND MAINTENANCE</b>				
	Vactor Parts/Repairs/Planned Expenditures	\$ 80,500	\$ 80,500	\$ -
	Mainline Repair	20,000	20,000	-
	TV Van Parts and Repair	16,500	16,500	-
	Manhole Covers	15,000	15,000	-
	Pump Station Repairs And Parts	12,000	12,000	-
	Equipment Rentals	8,500	13,000	4,500
	Equipment Repairs	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 154,500</b>	<b>\$ 159,000</b>	<b>\$ 4,500</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5720410-1 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 2,000	\$ 2,000	\$ -
	<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>11-5152410-1 UNIFORM SERVICES</b>				
	Uniforms-Five (5) Employees (Cintas)	\$ 2,700	\$ 2,700	\$ -
	PPE Gloves/Clothing/Gear	1,500	1,500	-
	Boots-Five (5) Employees	1,500	1,500	-
	<b>Subtotal</b>	<b>\$ 5,700</b>	<b>\$ 5,700</b>	<b>\$ -</b>
<b>11-5902410-1 ELECTRICITY</b>				
	Imperial Irrigation District (IID)	\$ 6,000	\$ 9,000	\$ 3,000
	<b>Subtotal</b>	<b>\$ 6,000</b>	<b>\$ 9,000</b>	<b>\$ 3,000</b>
<b>11-5905410-1 WATER</b>				
	Hydrant Water (Indio Water Authority)	\$ 7,500	\$ 8,000	\$ 500
	<b>Subtotal</b>	<b>\$ 7,500</b>	<b>\$ 8,000</b>	<b>\$ 500</b>
<b>11-5800410-1 CONFERENCES AND MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
	<b>Total Expenses</b>	<b>\$ 983,201</b>	<b>\$ 1,041,393</b>	<b>\$ 58,192</b>



# ENGINEERING





## DESCRIPTION

The Engineering Department is responsible for Development Services and the Capital Improvement Program.

Development Services is responsible for tracking new development within the District's service area to ensure that all District development standards are followed. It conducts plan checks for new developments and provides permitting and inspection services for new construction and remodeling/tenant improvements involving commercial, industrial, and residential properties.

The District has a robust Capital Improvement Program, including the Recycled Water Project Phase 1 Design-Build, Sewer Siphon Replacement, the Biosolid Conversion Project, and many smaller projects.



## METRICS

### DEVELOPMENT SERVICES TASKS

	FY21	FY22	FY23
New Projects	32	56	42
Projects Permitted	37	28	35
Projects Finaled	31	28	40
Single Family Finaled Permits	208	160	285
Development Review Comments	31	16	20
Request for Sewer Location	19	15	50

### FISCAL YEAR 2022/23 ACCOMPLISHMENTS

- Provided a high-quality and customer-friendly plan check process.
- Provided high-quality and developer-friendly inspection services.
- Returned plan check comments within 30 days.
- Completed new employee training for the Engineering Technician position.
- Commenced Phase 1 of the Recycled Water Project.

### FISCAL YEAR 2023/24 GOALS

#### Strategic Plan

- GOAL 1: Fully Staffed with a Highly Trained and Motivated Team
- GOAL 3: Excellent Facilities
- GOAL 4: Increase Community Understanding and Support
- GOAL 6: Improve Planning, Administration, and Governance

#### Goals

- To provide a high-quality and customer-friendly plan check process.
- To provide high-quality and developer-friendly inspection services.
- To return plan check comments within 30 days.

- To coach employees within the department to become fully trained and capable of helping each other in their job duties.
- Continue to develop leadership within the department through coaching and training.

## PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23	FY24	Variance
		Base FTEs	Base FTEs	
1	District Engineer	1.00	1.00	0.00
1	Assistant Engineer	1.00	1.00	0.00
1	Development Services Supervisor	1.00	1.00	0.00
1	Development Services Technician III	1.00	1.00	0.00
1	Engineering Technician	1.00	1.00	0.00
5	<b>Total FTEs</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
11-5030414-1 SALARIES AND WAGES	\$485,492	\$534,496	\$612,551	\$640,545	\$673,223	\$ 60,672	9.9%
11-5060414-1 BONUS, AWARDS, AND RECERTIFICATIONS	-	1,072	1,250	1,000	1,250	-	0.0%
11-5070414-1 OVERTIME	-	40	1,000	278	1,000	-	0.0%
11-5110414-1 LONGEVITY	5,769	6,600	7,500	7,061	9,500	2,000	26.7%
11-5116414-1 FICA AND MEDICARE	46,951	38,228	56,007	44,231	61,648	5,641	10.1%
11-5112414-1 RETIREMENT CONTRIBUTIONS	61,221	55,900	68,485	66,683	84,180	15,695	22.9%
11-5128414-1 VISION INSURANCE	-	792	932	896	933	1	0.1%
11-5122414-1 WORKERS' COMPENSATION	1,789	-	-	-	-	-	0.0%
11-5124414-1 LIFE INSURANCE	1,000	1,129	1,248	1,330	1,452	204	16.3%
11-5126414-1 HEALTH INSURANCE	27,183	37,235	51,774	51,436	56,328	4,554	8.8%
11-5129414-1 DENTAL INSURANCE	2,822	3,819	4,896	4,947	5,844	948	19.4%
11-5132414-1 LONG TERM DISABILITY INS.	1,469	1,637	1,800	1,896	2,028	228	12.7%
11-5801414-1 CERTIFICATIONS	-	96	3,870	315	3,870	-	0.0%
11-5500414-1 CONTRACTS	-	3,178	4,000	5,851	4,000	-	0.0%
11-5350414-1 MEMBERSHIPS	-	600	1,200	909	1,200	-	0.0%
11-5950414-1 OTHER EXPENSES	-	-	-	135	-	-	0.0%
11-5420414-1 PERMITS AND FEES	-	-	1,000	-	1,000	-	0.0%
11-5720414-1 TOOLS AND EQUIPMENT	-	-	1,000	-	1,000	-	0.0%
11-5152414-1 UNIFORM SERVICES	-	2,499	4,700	1,811	4,700	-	0.0%
11-5800414-1 CONFERENCES AND MEETINGS	-	4,116	6,761	5,619	6,761	-	0.0%
<b>Total Expenses</b>	<b>\$633,696</b>	<b>\$691,437</b>	<b>\$829,974</b>	<b>\$834,944</b>	<b>\$919,917</b>	<b>\$ 89,943</b>	<b>10.8%</b>

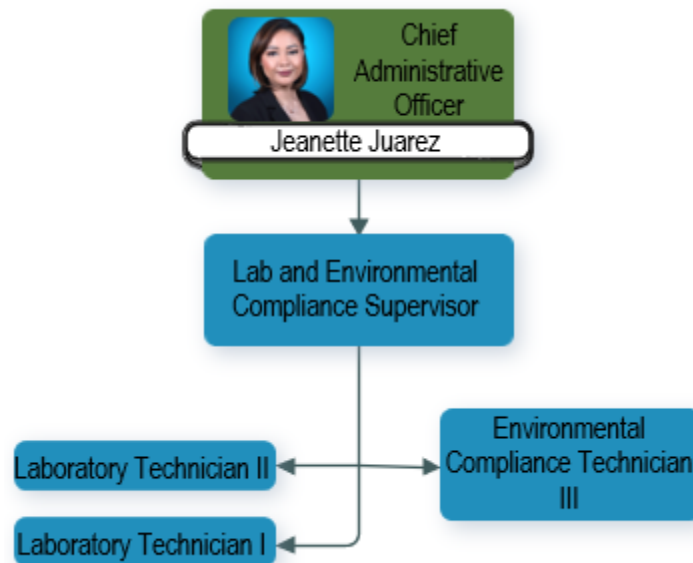
## ENGINEERING BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5030414-1 SALARIES AND WAGES</b>		\$ 612,551	\$ 673,223	\$ 60,672
<b>11-5060414-1 BONUS, AWARDS, AND RECERTIFICATIONS</b>		1,250	1,250	-
<b>11-5080414-1 CALLOUT</b>		-	-	-
<b>11-5070414-1 OVERTIME</b>		1,000	1,000	-
<b>11-5090414-1 STANDBY PAY</b>		-	-	-
<b>11-0000414-1 TOTAL FRINGE BENEFITS</b>		192,642	221,913	29,271
<b>Subtotal</b>		<b>\$ 807,443</b>	<b>\$ 897,386</b>	<b>\$ 89,943</b>
<b>11-5801414-1 CERTIFICATIONS</b>				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ 2,400	\$ 2,400	\$ -
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	450	450	-
	American Water Works Association (AWWA) Grade D4/T3 (District Engineer)	300	300	-
	State Water Resource Control Board (SWRCB) Operator Certification Programs Operator TI	170	170	-
	SWRCB Board Operator Certification Programs Operator DI	170	170	-
	Professional Engineer (PE) (District Engineer and Associate Engineer)	150	150	-
	CWEA Technical Certification Programs Development Services Supervisor (CST IV)	120	120	-
	CWEA Technical Certification Programs Development Service Technician III (CST II)	110	110	-
<b>Subtotal</b>		<b>\$ 3,870</b>	<b>\$ 3,870</b>	<b>\$ -</b>
<b>11-5500414-1 CONTRACTS</b>				
	ESRI ARCVIEW 10.0 Annual Renewal	\$ 3,000	\$ 3,000	\$ -
	Autocad Annual Maintenance and Helpdesk	1,000	1,000	-
<b>Subtotal</b>		<b>\$ 4,000</b>	<b>\$ 4,000</b>	<b>\$ -</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5350414-1 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,200	\$ 1,200	\$ -
	<b>Subtotal</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>	<b>\$ -</b>
<b>11-5420414-1 PERMITS AND FEES</b>				
	Miscellaneous Permits and/or Fees	\$ 1,000	\$ 1,000	\$ -
	<b>Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>11-5720414-1 TOOLS AND EQUIPMENT</b>				
	Small Tool Acquisition and Replacement	\$ 1,000	\$ 1,000	\$ -
	<b>Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>11-5152414-1 UNIFORM SERVICES</b>				
	Uniforms-Four (4) Employees (Cintas)	\$ 2,700	\$ 2,700	\$ -
	Boots-Four (4) Employees	1,000	1,000	-
	Gloves	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 4,700</b>	<b>\$ 4,700</b>	<b>\$ -</b>
<b>11-5800414-1 CONFERENCES AND MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 6,761	\$ 6,761	\$ -
	<b>Subtotal</b>	<b>\$ 6,761</b>	<b>\$ 6,761</b>	<b>\$ -</b>
	<b>Total Expenses</b>	<b>\$829,974</b>	<b>\$919,917</b>	<b>\$ 89,943</b>

# ENVIRONMENTAL COMPLIANCE SERVICES





## DESCRIPTION

The Environmental Compliance Services Department is comprised of the Laboratory Division and the Pretreatment Division. The focus of the department is to develop and implement programs to comply with local, state, and federal regulations protecting water quality and environmental resources.

### Laboratory

Maintains a state-certified laboratory to perform timely and high-quality sample analysis and reporting needed to determine compliance with water quality regulations.

Implements a Laboratory Information Management System (LIMS) needed to meet state and federal electronic reporting requirements and prove an effective data storage system for performing water quality evaluations.

Trains District staff to perform sample collection and water quality analysis.

### Pretreatment

Evaluate, inspect, and permit the commercial use of District wastewater collection and treatment facilities.

Develops and implements programs that enforce sanitation regulations protecting District wastewater collection and treatment facilities.

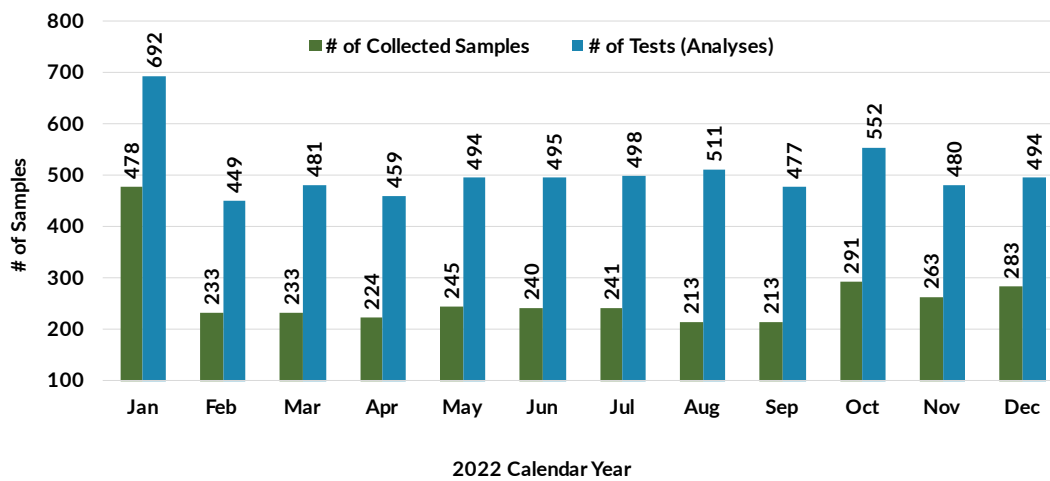
Inspects manufacturing processes as sources of industrial waste and their effects on wastewater treatment processes by monitoring sample handling and preservation, field

testing equipment and procedures, and documentation of the sample chain of custody (COC).

## METRICS

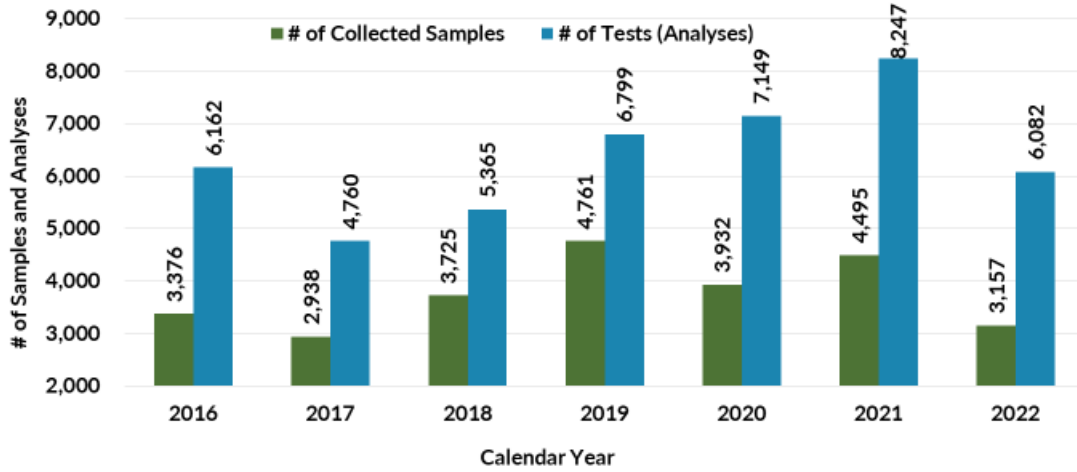
### Laboratory

# LABORATORY SAMPLE WORKLOAD





## LABORATORY WORKLOAD

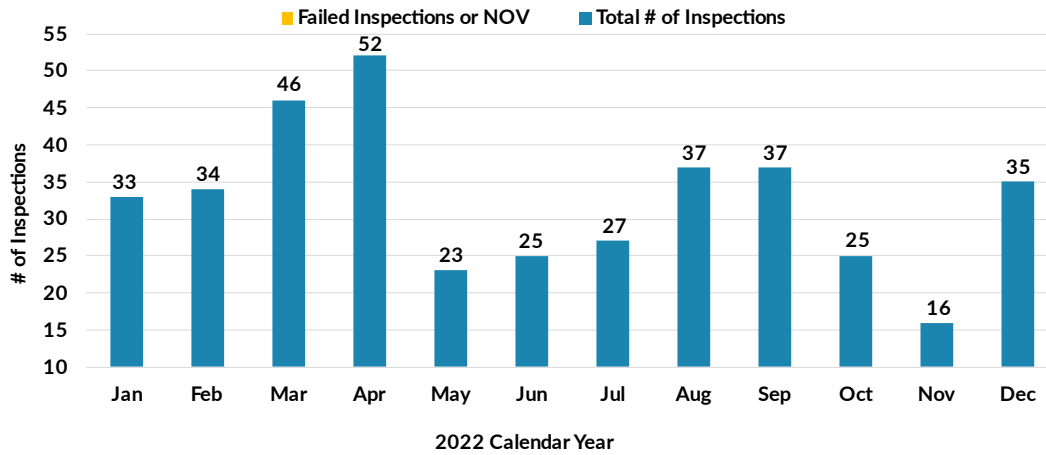


## LABORATORY TASKS CY22

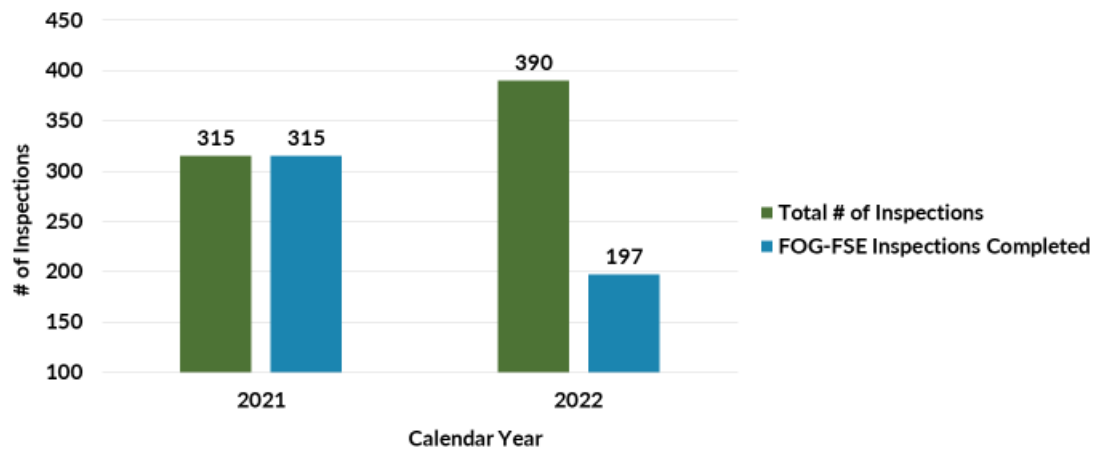
Laboratory	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
# of Collected Samples	478	233	233	224	245	240	241	213	213	291	263	283	3,157
# of Tests (Analyses)	692	449	481	459	494	495	498	511	477	552	480	494	6,082
# of Samples sent to Contract Labs	41	21	13	17	19	31	30	33	26	42	40	44	357
# of Contracted Tests (Analyses)	79	46	19	31	49	63	78	58	58	73	73	75	702
% of Samples performed In-House	91.4%	91.0%	94.4%	92.4%	92.2%	87.1%	87.6%	84.5%	87.8%	85.6%	84.8%	84.5%	88.6%

Pretreatment

## PRETREATMENT INSPECTIONS



## PRETREATMENT WORKLOAD



## PRETREATMENT TASKS CY22

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
Pretreatment													
Customer Service Calls	5	6	11	8	5	3	9	14	8	8	10	12	99
Commercial Approval Letters	0	1	1	2	0	2	1	4	1	1	2	0	15
Change of Ownership Inspection	1	1	0	1	0	0	0	2	0	1	2	0	8
SIJ Permit Compliance	3	3	4	7	4	5	4	3	3	3	3	3	45
FOG-FSE Inspections Completed	23	24	25	17	8	10	15	6	22	14	8	25	197
Commercial Inspections Completed	4	6	16	27	9	9	6	25	8	5	3	3	121
Environmental & Collections investigations	3	1	1	1	2	1	2	3	4	3	2	4	27
Failed Inspections or NOV	0	0	0	0	0	0	0	0	0	0	0	0	0
Total # of Inspections	33	34	46	52	23	25	27	37	37	25	16	35	390

## FISCAL YEAR 2022/23 ACCOMPLISHMENTS

### Laboratory

- Participant in stipend funded, Stanford-Emory collaboration with Verily Life Sciences for increased wastewater-based epidemiology. Surveillance includes: Covid-19, Monkeypox (Mpox), Influenza A and B, Respiratory Syncytial Virus (RSV), Human Metapneumovirus (hMPV), and Norovirus.
- Continued participation in the Centers for Disease Control and Prevention (CDC) National Wastewater Surveillance Survey (NWSS) Program for Covid-19 and Monkeypox (Mpox) surveillance.
- Completed acquisition of LIMS, RFP awarded to Promium, LLC.
- Increased laboratory staffing with an additional laboratory technician, staffing now includes 1 Laboratory Supervisor and 2 Laboratory Technicians to handle the unexpected and assist with succession planning.

### Pretreatment

- Updated the Sewer Use Ordinance (SUO), Enforcement Response Plan (ERP) and local limit documents to maintain NPDES State regulatory compliance.
- Improved Key Performance Indicator (KPI) metrics to evaluate the successes of the division.

- Presentations at Career Day events given at two (2) Middle Schools in Indio and La Quinta.

## FISCAL YEAR 2023/24 GOALS

### Strategic Plan

- GOAL 1: Fully Staffed with a Highly Trained and Motivated Team
- GOAL 6: Improve Planning, Administration, and Governance

### Laboratory Goals

- Complete onsite assessment and renewal of laboratory accreditation per new State Board Environmental Laboratory Accreditation Program (ELAP) regulations
- Complete installation and configuration of the new Laboratory Information Management System (LIMS).
- Review 10% of operating procedures, policies, and documents and update as needed.

### Pretreatment Goals

- Update Significant Industrial User (SIU) permits to reflect the updates to the Sewer Use Ordinance (SUO), Enforcement Response Plan (ERP), and local limit documents to maintain NPDES State regulatory compliance.
- Review 10% of operating procedures, policies, and documents and update as needed.
- Train interdepartmental personnel to prepare for unexpected events, timely completion of tasks, projects, and succession planning.

## PERSONNEL SUMMARY

FY24		FY23	FY24	
Physical Count	Classification	Base FTEs	Base FTEs	Variance
1	Environmental Compliance Technician III	1.00	1.00	0.00
1		1.00	1.00	0.00
1	Laboratory Technician I	1.00	1.00	0.00
1	Laboratory Technician II	1.00	1.00	0.00
4	<b>Total FTEs</b>	<b>4.00</b>	<b>4.00</b>	<b>0.00</b>

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY21	FY22	FY23	FY23	FY24	Budget	Percent
	Actual	Actual	Budget	Projected	Budget	Change	Change
11-5030414-2 SALARIES AND WAGES	\$208,272	\$245,233	\$289,422	\$249,299	\$390,097	\$100,675	34.8%
11-5060414-2 BONUS, AWARDS, AND RECERTIFICATIONS	-	570	750	800	1,000	250	33.3%
11-5080414-2 CALLOUT	560	-	-	-	-	-	0.0%
11-5110414-2 LONGEVITY	1,108	738	1,200	1,177	1,200	-	0.0%
11-5070414-2 OVERTIME	469	186	2,500	645	2,500	-	0.0%
11-5090414-2 STANDBY PAY	1,840	-	-	-	-	-	0.0%
11-5116414-2 FICA AND MEDICARE	20,269	17,013	26,448	19,819	35,532	9,084	34.3%
11-5112414-2 RETIREMENT CONTRIBUTIONS	18,974	15,102	22,552	19,672	31,304	8,752	38.8%
11-5128414-2 VISION INSURANCE	-	494	612	654	840	228	37.3%
11-5122414-2 WORKERS' COMPENSATION	6,089	-	-	-	-	-	0.0%
11-5124414-2 LIFE INSURANCE	552	503	648	688	924	276	42.6%
11-5126414-2 HEALTH INSURANCE	31,196	26,957	45,840	46,674	67,092	21,252	46.4%
11-5129414-2 DENTAL INSURANCE	2,976	2,499	3,576	3,915	5,304	1,728	48.3%
11-5132414-2 LONG TERM DISABILITY INS.	756	698	924	946	1,308	384	41.6%
11-5801414-2 CERTIFICATIONS	283	501	1,350	519	1,510	160	11.9%
11-5500414-2 CONTRACTS	9,096	69,978	87,600	54,276	40,300	(47,300)	-54.0%
11-5350414-2 MEMBERSHIPS	4,828	2,084	3,100	1,404	2,275	(825)	-26.6%
11-5450414-2 SUPPLIES	25,091	36,756	45,806	26,820	29,300	(16,506)	-36.0%
11-5950414-2 OTHER EXPENSES	611	-	10,000	68	10,000	-	0.0%
11-5420414-2 PERMITS AND FEES	5,902	4,848	11,200	7,377	10,000	(1,200)	-10.7%
11-5700414-2 REPAIRS AND MAINTENANCE	11,443	21,402	20,000	4,971	20,000	-	0.0%
11-5750414-2 RESEARCH AND MONITORING	54,698	68,056	97,000	72,622	101,500	4,500	4.6%
11-5720414-2 TOOLS AND EQUIPMENT	4,020	2,722	8,000	165	10,000	2,000	25.0%
11-5152414-2 UNIFORM SERVICES	2,650	3,457	5,400	2,491	3,863	(1,537)	-28.5%
11-5800414-2 CONFERENCES AND MEETINGS	2,937	1,531	6,000	4,317	8,000	2,000	33.3%
<b>Total Expenses</b>	<b>\$414,620</b>	<b>\$521,327</b>	<b>\$689,928</b>	<b>\$519,319</b>	<b>\$773,849</b>	<b>\$ 83,921</b>	<b>12.2%</b>

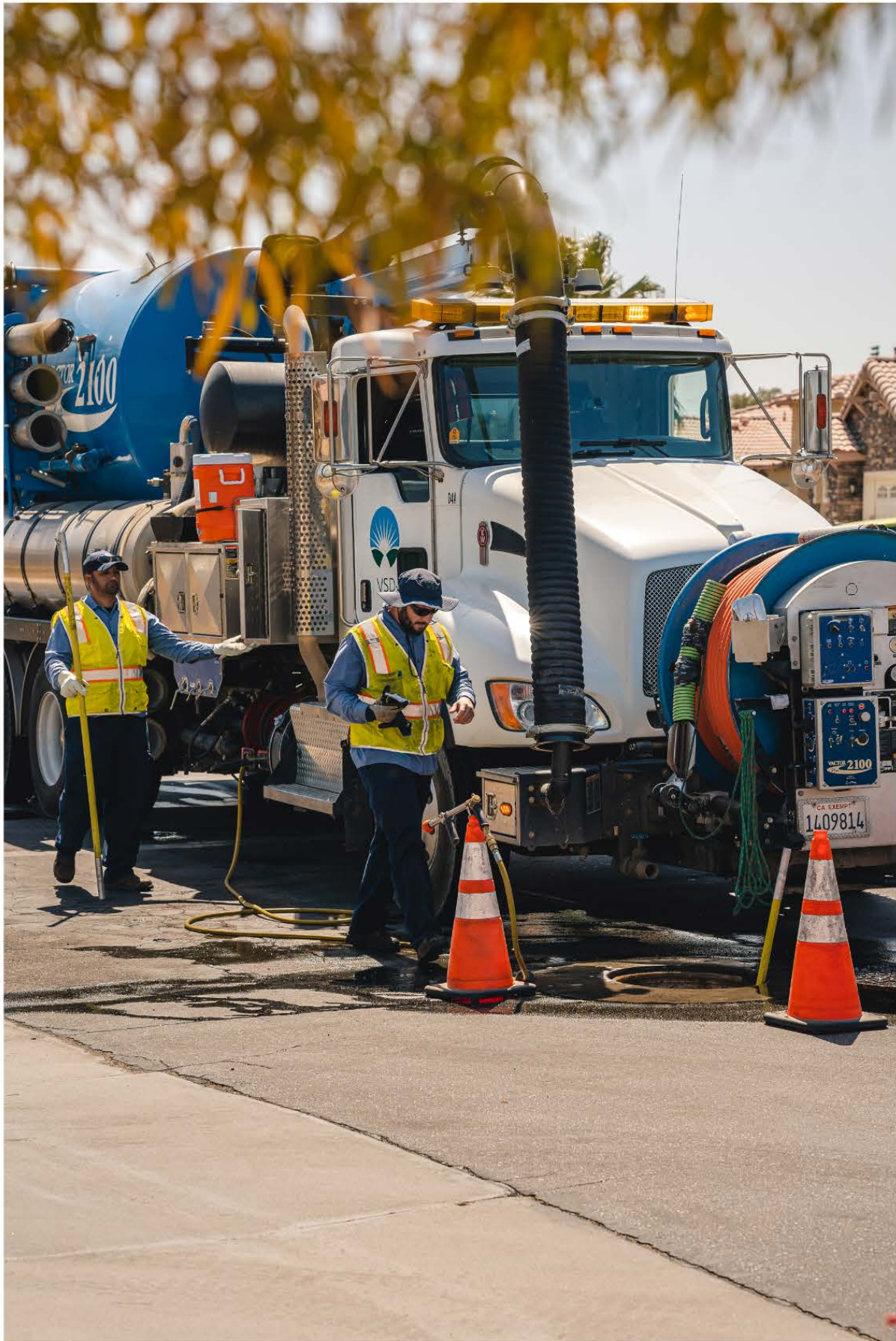
## ENVIRONMENTAL COMPLIANCE BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5030414-2 SALARIES AND WAGES</b>		\$ 289,422	\$ 390,097	\$ 100,675
<b>11-5060414-2 BONUS, AWARDS, AND RECERTIFICATIONS</b>		750	1,000	250
<b>11-5070414-2 OVERTIME</b>		2,500	2,500	-
<b>11-0000414-2 TOTAL FRINGE BENEFITS</b>		101,800	143,504	41,704
<b>Subtotal</b>		<b>\$ 394,472</b>	<b>\$ 537,101</b>	<b>\$ 142,629</b>
<b>11-5801414-2 CERTIFICATIONS</b>				
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	\$ 800	\$ 920	\$ 120
	State Water Resources Control Board (SWRCB) Wastewater Operator V	150	150	-
	CWEA Lab Analyst (Supervisor)	100	110	10
	CWEA Lab Analyst (Lab)	100	110	10
	CWEA Lab Analyst (Lab)	100	110	10
	Environmental Compliance Inspector	100	110	10
<b>Subtotal</b>		<b>\$ 1,350</b>	<b>\$ 1,510</b>	<b>\$ 160</b>
<b>11-5500414-2 CONTRACTS</b>				
	Laboratory Information Management System (LIMS) Annual Support	\$ -	\$ 18,000	\$ 18,000
	Third-Party Assessor Authority (TPAA) for On-Site Assessment (OSAs)	5,000	7,000	2,000
	Information Management System (IMS) Annual Support	6,000	5,500	(500)
	Hazardous Waste Disposal	1,000	5,000	4,000
	Calibration/Replacement of Class I Scale Weights	1,300	1,300	-
	Scale Calibration Service (2 Balances)	500	1,300	800
	Calibration/Certification of Fume Hood	1,000	1,200	200
	Calibration of NIST Certified Thermometer	500	1,000	500
	National Pollutant Discharge Elimination System (NPDES) Permit Implementation Consulting Services	37,300	-	(37,300)
	Temporary Laboratory Analyst (4 month assignment)	35,000	-	(35,000)
<b>Subtotal</b>		<b>\$ 87,600</b>	<b>\$ 40,300</b>	<b>\$ (47,300)</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5350414-2 MEMBERSHIPS</b>				
	Coalition of Accredited Laboratories (CAL)	\$ 2,000	\$ 1,000	\$ (1,000)
	California Water Environment Association (CWEA) Membership Renewal	600	775	175
	Water Environment Federation (WEF)	400	400	-
	TNI (NELAC) Association	100	100	-
	<b>Subtotal</b>	<b>\$ 3,100</b>	<b>\$ 2,275</b>	<b>\$ (825)</b>
<b>11-5450414-2 SUPPLIES</b>				
	Laboratory Chemicals, Reagents, Detergents, Filters, Glassware, Instrument Batteries, Dissolved Oxygen (DO) Probe Modules, Buffers, Storage Solutions, Medias, Quality Controls and Miscellaneous Supplies	\$ 18,806	\$ 18,800	\$ (6)
	Distilled Water for Laboratory	5,000	4,000	(1,000)
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, etc.	2,000	3,000	1,000
	Outreach Materials for Distribution for Public Relations Efforts	1,600	2,000	400
	Office supplies (e.g. Computer, Printer, etc.)	1,500	1,500	-
	Field Ammonia Sensors and DO Sensor Probe Replacements	16,900	-	(16,900)
	<b>Subtotal</b>	<b>\$ 45,806</b>	<b>\$ 29,300</b>	<b>\$ (16,506)</b>
<b>11-5950414-2 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-5420414-2 PERMITS AND FEES</b>				
	Environmental Laboratory Certification Program (ELAP) + Onsite Assessment (OSA)	\$ 10,000	\$ 8,500	\$ (1,500)
	Quality Assurance Proficiency Testing Required by the Health and Safety Code §100870	1,000	1,300	300
	Contingency	200	200	-
	<b>Subtotal</b>	<b>\$ 11,200</b>	<b>\$ 10,000</b>	<b>\$ (1,200)</b>



General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5700414-2 REPAIRS AND MAINTENANCE</b>				
	Laboratory Instrument Replacement	\$ 10,000	\$ 10,000	\$ -
	Contingency for Instrument Repairs and Maintenance	5,000	5,000	-
	Meter and Probe Replacement	5,000	5,000	-
	<b>Subtotal</b>	<b>\$ 20,000</b>	<b>\$ 20,000</b>	<b>\$ -</b>
<b>11-5750414-2 RESEARCH AND MONITORING</b>				
	Contingency for Two (2) Toxicity Identification Evaluation Ph. I, Ph. II and III Base Line, Estimated Ten (10) Accelerated Monitoring of Bioassays, and Grit/Screening Samples	\$ 35,000	\$ 35,000	\$ -
	Additional Testing - Laboratory Reserve	10,000	20,000	10,000
	Monthly EFF-001C Plant Effluent Testing	15,000	15,000	-
	Delivery for Lab Samples (Courier Service)	10,000	10,000	-
	Biosolids Testing for Sludge 12 Samples	10,000	8,000	(2,000)
	Bioassay Monitoring (Nautilus Environmental)	5,000	5,000	-
	California Toxics Rule (CTR) Annually	5,000	3,500	(1,500)
	Pretreatment IU Sampling Requirements	5,000	3,000	(2,000)
	Quarterly Testing (RSW-002, EFF-001C, INF)	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 97,000</b>	<b>\$ 101,500</b>	<b>\$ 4,500</b>
<b>11-5720414-2 TOOLS AND EQUIPMENT</b>				
	Composite Sampler Supplies	\$ 5,000	\$ 6,000	\$ 1,000
	Sampling Bottles	2,000	3,000	1,000
	Sampling Equipment Acquisition and Replacement	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 8,000</b>	<b>\$ 10,000</b>	<b>\$ 2,000</b>
<b>11-5152414-2 UNIFORM SERVICES</b>				
	Uniforms-Four (4) Employees (Cintas)	\$ 4,000	\$ 2,463	\$ (1,537)
	Boots-Four (4) Employees	1,000	1,000	-
	Gloves, Ear Plugs, Safety Items-Four (4) Employees	400	400	-
	<b>Subtotal</b>	<b>\$ 5,400</b>	<b>\$ 3,863</b>	<b>\$ (1,537)</b>
<b>11-5800414-2 CONFERENCES AND MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 6,000	\$ 8,000	\$ 2,000
	<b>Subtotal</b>	<b>\$ 6,000</b>	<b>\$ 8,000</b>	<b>\$ 2,000</b>
	<b>Total Expenses</b>	<b>\$ 689,928</b>	<b>\$ 773,849</b>	<b>\$ 83,921</b>

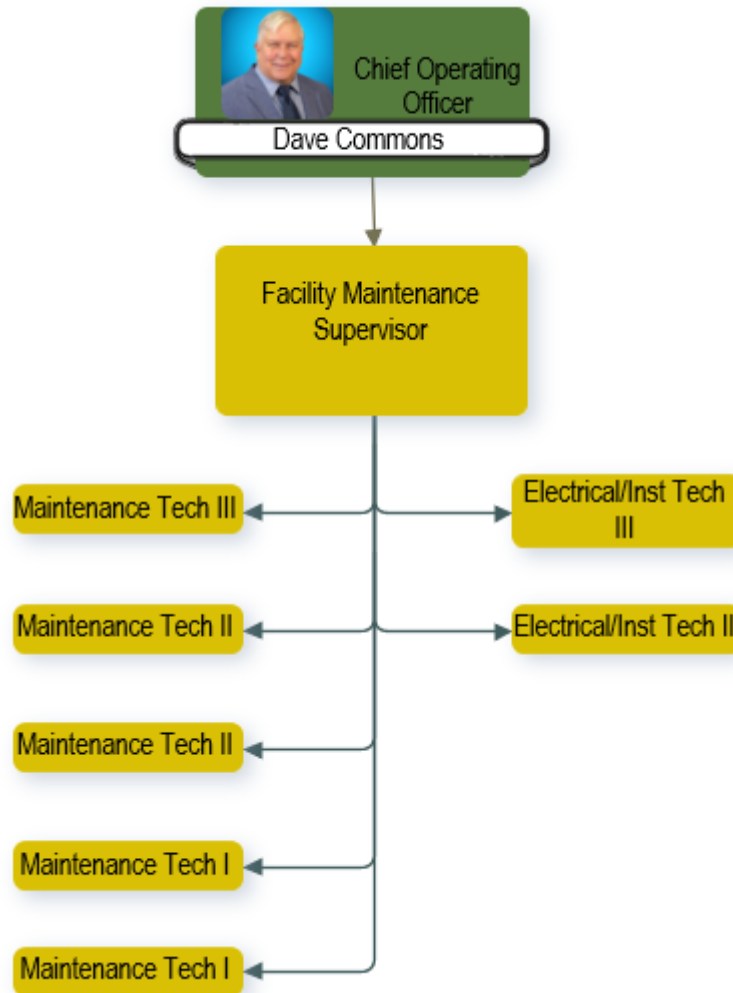


Sanitary Collections Vactor Truck Crew



# MAINTENANCE





## DESCRIPTION

The Maintenance Department is responsible for all mechanical, electrical, and instrumentation equipment at the District’s main plant and assists with the four (4) lift stations located throughout the District’s service area. The department performs necessary preventative maintenance on all equipment throughout the facility, including office and plant buildings. The department is also responsible for maintaining all fleet and construction equipment; including trucks, tractors, and heavy-duty equipment. The department also installs new equipment; including pumps, meters, and electrical switchgear. The department works closely with all departments and outside contractors to ensure safety and compliance with all federal, state, and local regulatory agencies.

The Maintenance department is working closely with Schneider Electric, Walsh Construction, and Southern Electric on the Plant upgrade, Water Recycle Phase 1 Project.

## METRICS

### MAINTENANCE TASKS

		FY22	FY23
Maintained	Fleet Vehicles	40	41
Replaced	Vehicles	2	-
Replaced	Backhoe	1	-
New	EV Carts	4	-
Replaced	Flow Meters	3	4
Replaced/ Repair	Pumps	4	10
Replaced/Repair	Motors	5	10
Completed	Projects	42	37
Maintained	Buildings	20	21
Maintained	Assets	1,356	1,470
Completed	Work orders	520	1,187

### FISCAL YEAR 2022/23 ACCOMPLISHMENTS

- The Maintenance team completed training on the water utility location of the District’s four (4) Indio Water Authority (IWA) water meters and the Secondary Plant water system.
- The team added two (2) Electrical/ Instrumentation Grade 1 certifications by cross-training the maintenance and electrical staff.
- One (1) team member achieved a Grade 3 Mechanical Technician Certification, and another earned a Grade 2 Electrical/Instrumentation Technician certification.
- Lawn water usage was reduced in compliance with IWA water restrictions. No overseeding took place this season.
- The maintenance team completed the following projects related to excellent facilities,
  - Belt press #1 had four (4) rollers and two (2) gearboxes replaced.
  - The belt press #2 had five (5) rollers and two (2) gearboxes replaced.
  - The team installed a new office with power, air conditioning, and data for the belt press operator.
  - PLC 460, PLC 600, and Blower MCP, LCP PLC controllers were contracted for replacement.
  - The team also completed a project at the Coachella Valley History Museum highlighting the evolution of the water treatment process. The exhibit showcases a timeline from the outhouse to recycled water.

- Staff participated in the Headworks rehabilitation and Recycled Water Project Phase 1 construction projects.
- The replacement Generator #1 was ordered using Source Well Government pricing, which resulted in savings to the District of \$78K.
- Completed significant repairs to the secondary water pumps.
- One major event tested the skills and training of the Maintenance staff. During the cleaning and testing of Switch Board “S,” our plant’s primary power Switch Board. Generator #2 failed to serve most buildings and plant equipment during power outages. The team took action to restore Imperial Irrigation District (IID) power and make repairs to Generator #2.
- Annual flow meter calibrations were conducted along with boiler and flame arrester service.
- The hot water heat exchanger was replaced due to excessive wear.
- The 30-inch influent flow meter was replaced and the 24-inch bypass meter was ordered.
- The team was tasked with researching and locating equipment for the Ammonia reduction pilot study. We could use pumps, controllers, and wiring from the equipment stored in previous treatment processes. The cost was minimal since we only needed the PVC pipe and strapping materials. Once again, the skill and talent of the team made a big difference in completing this project which had tremendous results.
- A booster pump system for the belt press water system was installed and put into service.
- Pump station #2 was updated with two (2) new sump pumps.
- The scum pit sump pumps were approved and ordered.
- The new fuel dispensing system and diesel tank were approved and ordered.
- The plant natural gas emergency valve was replaced and tested.

## FISCAL YEAR 2023/24 GOALS

### Strategic Plan

- GOAL 1: Fully Staffed with a Highly Trained and Motivated Team
- GOAL 2: Increase Recycling, Reuse, and Sustainability
- GOAL 3: Excellent Facilities

### Goals

- Train the Maintenance and Electrical staff on plant processes and locations of utilities, cross-train, and work toward learning and using the Excel program through online courses.

- Continue to use and improve the District's asset management database.
- Develop an Emergency Action Plan for utilities, supplies, and plant processes.

## PERSONNEL SUMMARY

FY24		FY23	FY24	
Physical Count	Classification	Base FTEs	Base FTEs	Variance
0	Electrician/Instrumentation Technician I	1.00	0.00	(1.00)
1	Electrician/Instrumentation Technician II	1.00	1.00	0.00
1	Electrician/Instrumentation Technician III	0.00	1.00	1.00
1	Facilities Maintenance Supervisor	1.00	1.00	0.00
2	Maintenance Technician I	3.00	2.00	(1.00)
2	Maintenance Technician II	2.00	2.00	0.00
1	Maintenance Technician III	0.00	1.00	1.00
<b>8</b>	<b>Total FTEs</b>	<b>8.00</b>	<b>8.00</b>	<b>0.00</b>



## EXPENSE BUDGET SUMMARY

General Ledger Code	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
11-5030412-1 SALARIES AND WAGES	\$ 554,920	\$ 510,192	\$ 615,401	\$ 604,672	\$ 687,379	\$ 71,978	11.7%
11-5060412-1 BONUS, AWARDS, AND RECERTIFICATIONS	-	1,869	2,000	1,475	2,000	-	0.0%
11-5080412-1 CALLOUT	807	1,031	1,500	4,484	5,000	3,500	233.3%
11-5110412-1 LONGEVITY	9,046	8,492	9,700	9,415	10,200	500	5.2%
11-5070412-1 OVERTIME	4,125	1,759	5,000	5,430	5,000	-	0.0%
11-5090412-1 STANDBY PAY	3,316	3,696	2,473	3,719	2,694	221	8.9%
11-5116412-1 FICA AND MEDICARE	49,305	40,697	57,247	48,413	64,105	6,858	12.0%
11-5112412-1 RETIREMENT CONTRIBUTIONS	55,964	41,914	52,577	49,799	61,606	9,029	17.2%
11-5128412-1 VISION INSURANCE	-	1,795	2,100	1,978	2,328	228	10.9%
11-5122412-1 WORKERS COMPENSATION	12,692	-	-	-	-	-	0.0%
11-5124412-1 LIFE INSURANCE	1,240	1,303	1,380	1,419	1,656	276	20.0%
11-5126412-1 HEALTH INSURANCE	107,903	129,478	144,797	141,394	178,488	33,691	23.3%
11-5129412-1 DENTAL INSURANCE	9,330	9,098	11,232	11,160	15,000	3,768	33.5%
11-5132412-1 LONG TERM DISABILITY INS.	1,691	1,753	1,860	1,932	2,244	384	20.6%
11-5801412-1 CERTIFICATIONS	960	2,226	4,960	1,742	5,800	840	16.9%
11-5500412-1 CONTRACTS	105,911	130,120	180,520	109,622	197,510	16,990	9.4%
11-5350412-1 MEMBERSHIPS	1,327	1,915	2,900	1,448	3,190	290	10.0%
11-5450412-1 SUPPLIES	36,937	39,482	63,000	34,695	64,820	1,820	2.9%
11-5950412-1 OTHER EXPENSES	9,665	42	10,000	203	11,000	1,000	10.0%
11-5420412-1 PERMITS AND FEES	2,103	-	2,100	-	2,310	210	10.0%
11-5700412-1 REPAIRS AND MAINTENANCE	345,680	284,594	392,762	394,424	427,795	35,033	8.9%
11-5720412-1 TOOLS AND EQUIPMENT	10,155	24,749	32,300	71	14,000	(18,300)	-56.7%
11-5152412-1 UNIFORM SERVICES	6,524	8,145	14,620	5,378	16,080	1,460	10.0%
11-5650412-1 COVID-19 SUPPLIES	-	3,591	15,759	1,536	11,000	(4,759)	-30.2%
11-5800412-1 CONFERENCES AND MEETINGS	6,074	8,691	16,000	7,129	17,600	1,600	10.0%
<b>Total Expenses</b>	<b>\$ 1,335,676</b>	<b>\$ 1,256,630</b>	<b>\$ 1,642,188</b>	<b>\$ 1,441,534</b>	<b>\$ 1,808,805</b>	<b>\$ 166,617</b>	<b>10.1%</b>

## MAINTENANCE BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
11-5030412-1 SALARIES AND WAGES		\$ 615,401	\$ 687,379	\$ 71,978
11-5060412-1 BONUS, AWARDS, AND RECERTIFICATIONS		2,000	2,000	-
11-5080412-1 CALLOUT		1,500	5,000	3,500
11-5070412-1 OVERTIME		5,000	5,000	-
11-5090412-1 STANDBY PAY		2,473	2,694	221
11-0000412-1 TOTAL FRINGE BENEFITS		280,893	335,627	54,734
<b>Subtotal</b>		<b>\$ 907,267</b>	<b>\$ 1,037,700</b>	<b>\$ 130,433</b>
11-5801412-1 CERTIFICATIONS				
	California Water Environment Association (CWEA) Allowance For Advancement (Certification Testing)	\$ 2,520	\$ 2,770	\$ 250
	CWEA Maintenance Technician I (7)	840	920	80
	CWEA Electrical/Instrumentation Technician (4)	480	530	50
	AWWA/CA AWWA	400	440	40
	State Water Resource Control Board (SWRCB) Operator III	300	330	30
	SWRCB Operator T3	190	210	20
	CWEA Electrical Instrumentation Supervisor	150	170	20
	CWEA Elect/Inst. Technician III (1)	-	170	170
	CWEA Maintenance Technician III (1)	-	170	170
	SWRCB Operator D2	80	90	10
	<b>Subtotal</b>	<b>\$ 4,960</b>	<b>\$ 5,800</b>	<b>\$ 840</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5500412-1 CONTRACTS</b>				
	Janitorial and Landscaping Services (Desert Arc)	\$ 65,000	\$ 71,500	\$ 6,500
	Central Square EAM Asset Management Lucity	30,000	33,000	3,000
	Boiler Maintenance Service Contract	14,000	14,000	-
	Trailer Rental	10,000	11,000	1,000
	Tree Trimming and Spraying	10,000	11,000	1,000
	Annual Fire Suppression Service for Sodium Hypochlorite Facility	8,000	8,800	800
	Geotab Electronic Logs Vehicles	8,000	8,800	800
	Offsite Restroom Rental (Diamond Environmental)	6,600	7,200	600
	Building Alarm Monitoring (Alliance)	5,500	6,500	1,000
	Parts, Washer Service, Light Bulb Disposal and Batteries (Safety Kleen)	5,000	5,500	500
	Annual AQMD Test (Western Pump)	3,500	3,800	300
	Annual Fire Extinguisher Service	3,080	3,380	300
	Pest Control Service for Building and Facilities (Rudy's Pest Control)	3,000	3,300	300
	Gantry Crane Service (Kono Crane)	2,500	2,750	250
	Fire Alarm Monitoring (Pyro Comm)	2,000	2,200	200
	Used Oil Filter Disposal (Safety Kleen)	2,000	2,200	200
	Miscellaneous Contractual Services	1,100	1,210	110
	Fuel Station Monitoring	800	880	80
	Recycling (Desert Arc)	440	490	50
	<b>Subtotal</b>	<b>\$ 180,520</b>	<b>\$ 197,510</b>	<b>\$ 16,990</b>
<b>11-5350412-1 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,937	\$ 2,130	\$ 193
	National Fire Protection Association (NFPA)	523	575	52
	Water Environmental Federation (WEF)	440	485	45
	<b>Subtotal</b>	<b>\$ 2,900</b>	<b>\$ 3,190</b>	<b>\$ 290</b>
<b>11-5450412-1 SUPPLIES</b>				
	Mats, Shop Towels, Etc. (Cintas)	\$ 22,500	\$ 22,725	\$ 225
	Landscaping Supplies	12,500	12,625	125
	Drinking Water Service	12,000	12,120	120
	55-Gallon Cleaning Concentrates, Cleaning Supplies, Paper Towels, Toilet Paper, Cups, Soap, and Cleaners	8,500	9,350	850
	First Aid	5,000	5,500	500
	Miscellaneous Supplies	2,500	2,500	-
	<b>Subtotal</b>	<b>\$ 63,000</b>	<b>\$ 64,820</b>	<b>\$ 1,820</b>

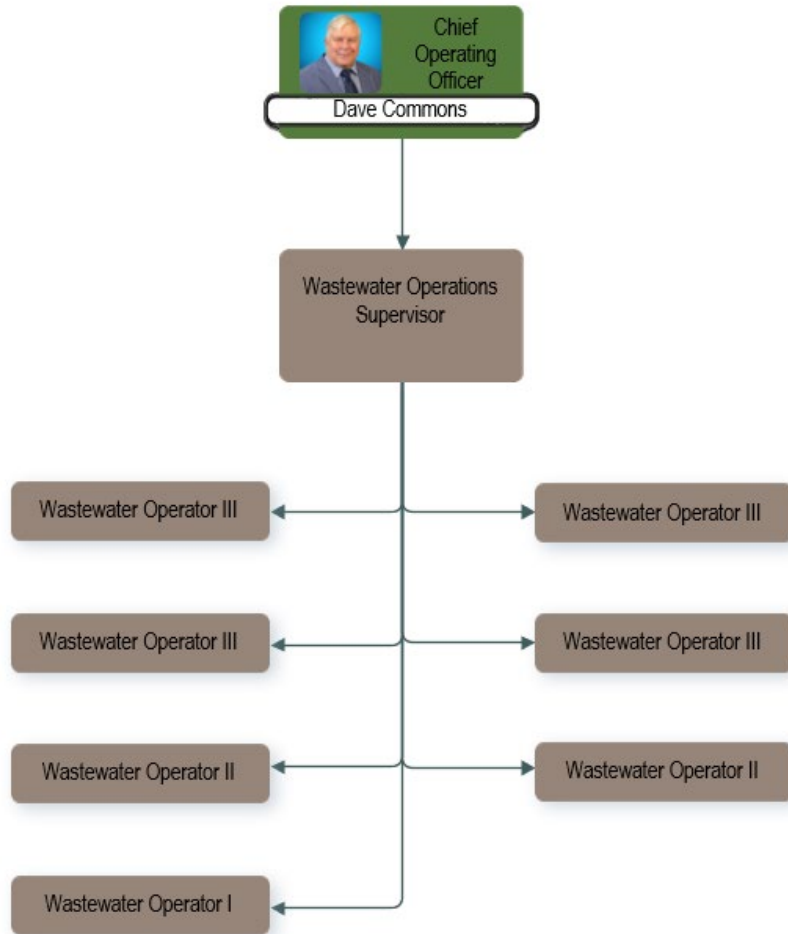
General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5950412-1 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 11,000	\$ 1,000
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 11,000</b>	<b>\$ 1,000</b>
<b>11-5420412-1 PERMITS AND FEES</b>				
	Fire Department (Fuel Tank Permit)	\$ 2,100	\$ 2,310	\$ 210
	<b>Subtotal</b>	<b>\$ 2,100</b>	<b>\$ 2,310</b>	<b>\$ 210</b>
<b>11-5700412-1 REPAIRS AND MAINTENANCE</b>				
	Routine Miscellaneous Repairs and Maintenance Contingency	\$ 93,500	\$ 103,000	\$ 9,500
	Boiler Maintenance	30,000	33,000	3,000
	Plant Structure Painting	30,000	33,000	3,000
	General Facility Maintenance	27,000	30,000	3,000
	Equipment Rentals	25,000	25,250	250
	Rebuild Sludge Pumps	-	25,000	25,000
	Flare Parts	20,000	22,000	2,000
	Asphalt, Concrete, and Rubble Removal	20,000	22,000	2,000
	Belt Press Building Maintenance Parts	15,000	16,500	1,500
	Service Generators 2, 3 & 4	15,000	16,500	1,500
	Dredge Panel and Spare Parts	14,000	14,000	-
	Vehicle Repairs and Smog Checks	8,800	9,680	880
	90 Day Bit Inspections	8,000	8,800	800
	Clean District Flooring	7,700	8,470	770
	Turblex Blower Parts	7,700	8,470	770
	CAT Tractor and Dump Truck Repairs	5,500	6,000	500
	Fleet Vehicle Operating Supplies	5,500	6,000	500
	Gas Detectors for Confined Space Entry	5,500	6,000	500
	Aerator Maintenance	5,000	5,500	500
	District Camera Replacement	3,000	5,000	2,000
	Safety Equipment for Confined Space Entry	4,100	4,500	400
	Arc Flash Safety Equipment	3,025	3,325	300
	Irrigation Repairs and Maintenance	3,000	3,300	300
	Road Base for All Dirt Roads Around Treatment Plant	3,000	3,300	300
	Replacement of Facilities Equipment	2,750	3,000	250
	Hose Replacement	2,310	2,550	240
	Replace Hose Reel Swivels	2,090	2,300	210
	Gallery Sump Pump Replacements	1,287	1,350	63
	Rebuild Two (2) Primary Sludge Pumps	25,000	-	(25,000)
	<b>Subtotal</b>	<b>\$ 392,762</b>	<b>\$ 427,795</b>	<b>\$ 35,033</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5720412-1 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 13,750	\$ 14,000	\$ 250
	Safety Table Saw and Fabrication Tooling	18,550	-	(18,550)
	<b>Subtotal</b>	<b>\$ 32,300</b>	<b>\$ 14,000</b>	<b>\$ (18,300)</b>
<b>11-5152412-1 UNIFORM SERVICES</b>				
	Uniforms Eight (8) Employees (Cintas)	\$ 7,820	\$ 8,600	\$ 780
	VSD Uniform UV Exposure PPE	4,000	4,400	400
	Boots Eight (8) Employees	2,000	2,200	200
	Gloves Eight (8) Employees	800	880	80
	<b>Subtotal</b>	<b>\$ 14,620</b>	<b>\$ 16,080</b>	<b>\$ 1,460</b>
<b>11-5650412-1 COVID-19 SUPPLIES</b>				
	Personal Protective Equipment (PPE)	\$ 10,000	\$ 11,000	\$ 1,000
	COVID-19 Compliance Expenditures	5,759	-	(5,759)
	<b>Subtotal</b>	<b>\$ 15,759</b>	<b>\$ 11,000</b>	<b>\$ (4,759)</b>
<b>11-5800412-1 CONFERENCES AND MEETINGS</b>				
	Allowance for Eight (8) Employees	\$ 16,000	\$ 17,600	\$ 1,600
	<b>Subtotal</b>	<b>\$ 16,000</b>	<b>\$ 17,600</b>	<b>\$ 1,600</b>
	<b>Total Expenses</b>	<b>\$ 1,642,188</b>	<b>\$ 1,808,805</b>	<b>\$ 166,617</b>



# OPERATIONS





## DESCRIPTION

Valley Sanitary District operates the Water Reclamation Facility to treat wastewater within its 19.5 square mile service area. The District complies with all local, state, and federal regulations and endeavors to develop and maintain a sustainable environmental process to safeguard public health and safety.

The Water Reclamation Facility treats approximately 5.5 – 6.5 Million Gallons of wastewater per Day (MGD). The wastewater is treated through one of two individual treatment processes:

- Activated sludge process
- Oxidation ponds

The activated sludge process treats most of the wastewater entering the Water Reclamation Facility, which is currently 5.5 - 6.5 million gallons daily. The activated sludge process presently has a maximum treatment capacity of 10 MGD.

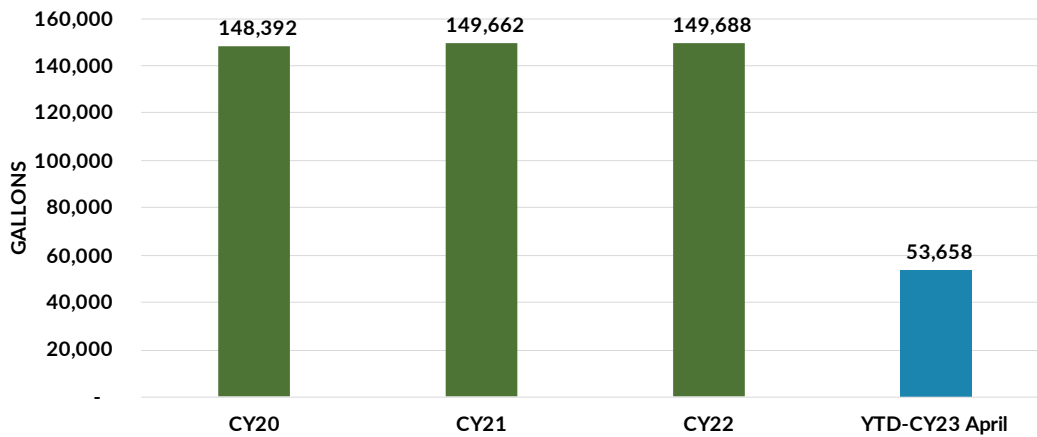


The oxidation ponds receive all waste solids and approximately 0.5 MGD. The maximum treatment capacity of the oxidation ponds is 2.5 MGD.

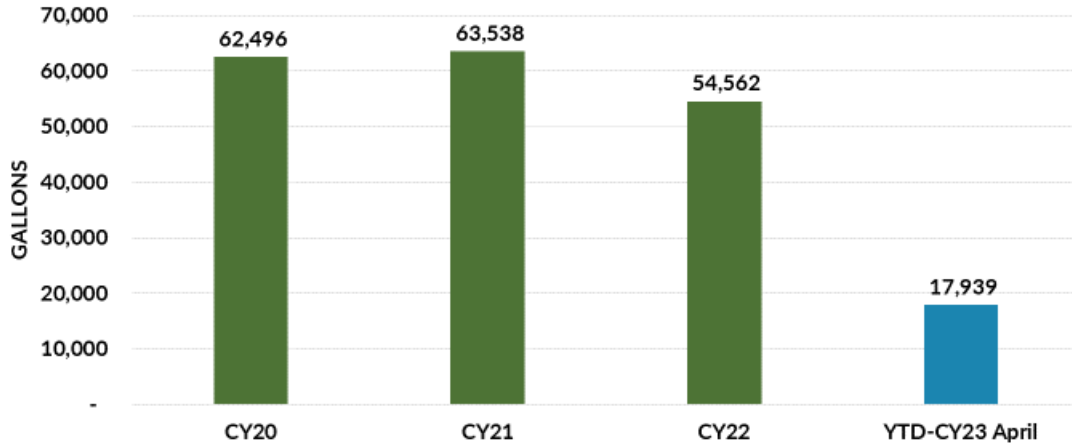
The two (2) treatment processes combined give the Water Reclamation Facility a total treatment capacity of 12.5 MGD. The treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.

## METRICS

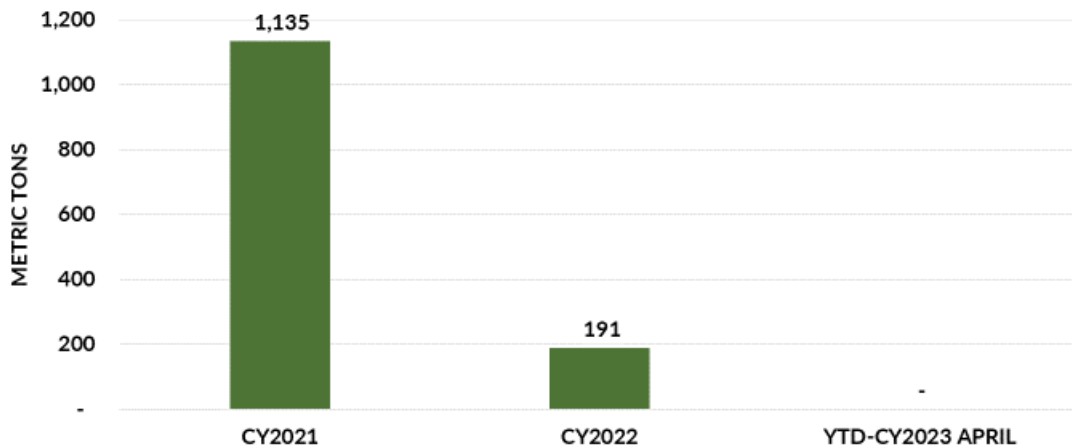
### CHEMICAL USE BY CALENDAR YEAR SODIUM HYPOCHLORITE (GALLONS)



### CHEMICAL USE BY CALENDAR YEAR SODIUM BISULFITE (GALLONS)



### Biosolids Transport Summary (Metric Tons)



## FISCAL YEAR 2022/23 ACCOMPLISHMENTS

- Completed ammonia study to determine if 3.0 PPM could be achieved.
- Completed pressure washer diffusers, for four (4) aeration basins.
- Received Wastewater Operator of the Year Award from CWEA-CORBS.
- Two (2) Wastewater Operators achieved the Grade III Wastewater Operator Certification.
- One (1) Wastewater Operator achieved the Grade II Wastewater Operator Certification.
- Active participation in the design-build of Phase 1 of the Recycled Water Project.

## FISCAL YEAR 2023/24 GOALS

### Strategic Plan

- GOAL 1: Fully Staffed with a Highly Trained and Motivated Team
- GOAL 2: Increase Recycling, Reuse, and Sustainability

### Goals

- Strive for 100% compliance with the National Pollutant Discharge Elimination System (NPDES) permit effluent requirements.
- Continue to develop wastewater operator skills and knowledge through education, training, experience, and certification advancement.
- Continued staff involvement with the Water Reclamation Facility upgrades.

## PERSONNEL SUMMARY

FY24 Physical Count	Classification	FY23 Base FTEs	FY24 Base FTEs	Variance
1	Chief Operating Officer	1.00	1.00	0.00
1	Wastewater Operator I	0.00	1.00	1.00
2	Wastewater Operator II	3.00	2.00	(1.00)
4	Wastewater Operator III	4.00	4.00	0.00
1	Wastewater Operations Supervisor	1.00	1.00	0.00
9	Total FTEs	9.00	9.00	0.00

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY21 Actual	FY22 Actual	FY23 Budget	FY23 Projected	FY24 Budget	Budget Change	Percent Change
11-5030411-1 SALARIES AND WAGES	\$ 785,754	\$ 716,413	\$ 858,046	\$ 812,373	\$ 921,732	\$ 63,686	7.4%
11-5060411-1 BONUS, AWARDS, AND RECERTIFICATIONS	-	2,389	2,250	1,600	2,250	-	0.0%
11-5080411-1 CALLOUT	3,278	3,272	6,500	14,062	14,000	7,500	115.4%
11-5110411-1 LONGEVITY	14,862	13,662	15,800	14,885	17,400	1,600	10.1%
11-5070411-1 OVERTIME	13,491	11,880	18,000	25,511	27,000	9,000	50.0%
11-5090411-1 STANDBY PAY	15,077	15,210	18,135	17,993	19,753	1,618	8.9%
11-5116411-1 FICA AND MEDICARE	60,173	60,379	82,686	67,529	89,743	7,057	8.5%
11-5112411-1 RETIREMENT CONTRIBUTIONS	376,559	73,662	89,785	79,949	106,181	16,396	18.3%
11-5128411-1 VISION INSURANCE	-	1,628	1,704	1,519	1,752	48	2.8%
11-5122411-1 WORKERS' COMPENSATION	16,494	-	-	-	-	-	0.0%
11-5124411-1 LIFE INSURANCE	1,482	1,615	1,584	1,597	1,896	312	19.7%
11-5126411-1 HEALTH INSURANCE	84,942	131,551	146,475	135,958	174,504	28,029	19.1%
11-5129411-1 DENTAL INSURANCE	6,787	8,091	8,532	7,780	10,128	1,596	18.7%
11-5132411-1 LONG TERM DISABILITY INS.	2,165	2,473	2,484	2,592	3,048	564	22.7%
11-5801411-1 CERTIFICATIONS	471	3,056	8,780	1,215	7,420	(1,360)	-15.5%
11-5470411-1 CHEMICALS	407,342	400,075	594,240	599,726	700,000	105,760	17.8%
11-5500411-1 CONTRACTS	131,868	121,156	243,522	9,000	663,500	419,978	172.5%
11-5250411-1 GAS OIL AND FUEL	34,094	44,267	66,060	61,351	70,000	3,940	6.0%
11-5350411-1 MEMBERSHIPS	1,152	1,337	2,900	1,029	3,400	500	17.2%
11-5450411-1 SUPPLIES	115,608	81,228	122,500	85,116	152,700	30,200	24.7%
11-5950411-1 OTHER EXPENSES	28,692	6,682	20,000	720	22,000	2,000	10.0%
11-5420411-1 PERMITS AND FEES	14,650	11,035	77,025	13,252	85,260	8,235	10.7%
11-5700411-1 REPAIRS AND MAINTENANCE	78,498	55,330	64,000	18,379	73,000	9,000	14.1%
11-5720411-1 TOOLS AND EQUIPMENT	273	895	1,000	1,240	1,000	-	0.0%
11-5152411-1 UNIFORM SERVICES	7,512	9,168	15,200	11,684	16,200	1,000	6.6%
11-5902411-1 ELECTRICITY	591,519	696,479	773,920	807,938	960,000	186,080	24.0%
11-5903411-1 NATURAL GAS	3,886	4,559	7,000	8,122	8,000	1,000	14.3%
11-5904411-1 GRIT AND SCREENING REMOVAL	28,502	26,279	40,000	22,131	44,000	4,000	10.0%
11-5905411-1 WATER	12,846	18,866	20,000	15,833	22,000	2,000	10.0%
11-5800411-1 CONFERENCES AND MEETINGS	7,718	9,957	18,800	9,176	20,690	1,890	10.1%
<b>Total Expenses</b>	<b>\$ 2,845,694</b>	<b>\$ 2,532,591</b>	<b>\$ 3,326,928</b>	<b>\$ 2,849,259</b>	<b>\$ 4,238,557</b>	<b>\$ 911,629</b>	<b>27.4%</b>

## OPERATIONS BUDGET DETAIL

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5030411-1 SALARIES AND WAGES</b>		\$ 858,046	\$ 921,732	\$ 63,686
11-5060411-1 BONUS, AWARDS, AND RECERTIFICATIONS		2,250	2,250	-
11-5080411-1 CALLOUT		6,500	14,000	7,500
11-5070411-1 OVERTIME		18,000	27,000	9,000
11-5090411-1 STANDBY PAY		18,135	19,753	1,618
<b>11-0000411-1 TOTAL FRINGE BENEFITS</b>		349,050	404,652	55,602
<b>Subtotal</b>		<b>\$ 1,251,981</b>	<b>\$ 1,389,387</b>	<b>\$ 137,406</b>
<b>11-5801411-1 CERTIFICATIONS</b>				
Allowance for Advancement (Certification Testing)		\$ 2,800	\$ 2,800	\$ -
State Water Resource Control Board (SWRCB) Certification Application		2,200	2,200	-
California Water Environment Association (CWEA) Technical Certification (Test)		2,000	2,000	-
SWRCB Operator III (Renewal)		600	150	(450)
SWRCB Operator IV (Renewal)		110	110	-
Laboratory I		60	100	40
Distribution III		60	60	-
CWEA Technical Certification (Renewal)		500	-	(500)
SWRCB Operator II (Renewal)		450	-	(450)
<b>Subtotal</b>		<b>\$ 8,780</b>	<b>\$ 7,420</b>	<b>\$ (1,360)</b>
<b>11-5470411-1 CHEMICALS</b>				
Sodium Hypochlorite (Univar)		\$ 371,820	\$ 503,900	\$ 132,080
Sodium Bisulfite (Univar)		126,000	140,000	14,000
Ferric Chloride (Univar)		90,920	50,000	(40,920)
Calcium Hypochlorite (Foster Gardner)		5,500	6,100	600
<b>Subtotal</b>		<b>\$ 594,240</b>	<b>\$ 700,000</b>	<b>\$ 105,760</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5500411-1 CONTRACTS</b>				
	Sludge Disposal And Transportation	\$ 73,400	\$ 475,000	\$ 401,600
	Trimax Treatment Plant Upgrades for SCADA System	45,000	50,000	5,000
	Piping and Instrumentation Diagram Drawing Updates	35,500	40,000	4,500
	Temporary Help Service	36,000	36,000	-
	Contractor Contingency	21,122	25,000	3,878
	IT Upgrades	16,500	18,500	2,000
	Switchboard "S" Cleaning and Testing	10,000	12,000	2,000
	MCR Technologies - Annual Calibrations	6,000	7,000	1,000
	<b>Subtotal</b>	<b>\$ 243,522</b>	<b>\$ 663,500</b>	<b>\$ 419,978</b>
<b>11-5250411-1 GAS OIL AND FUEL</b>				
	Gas and Oil for District Vehicles (SC Fuels)	\$ 66,060	\$ 70,000	\$ 3,940
	<b>Subtotal</b>	<b>\$ 66,060</b>	<b>\$ 70,000</b>	<b>\$ 3,940</b>
<b>11-5350411-1 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewals	\$ 2,100	\$ 2,400	\$ 300
	Water Environment Federation (WEF)	800	1,000	200
	<b>Subtotal</b>	<b>\$ 2,900</b>	<b>\$ 3,400</b>	<b>\$ 500</b>
<b>11-5450411-1 SUPPLIES</b>				
	Polymer for Belt Press 18 Totes (Polydyne)	\$ 74,000	\$ 82,000	\$ 8,000
	Miscellaneous Operating Supplies Including Reagents for Chlorination and Dichlorination Analyzers	20,000	22,000	2,000
	Four (4) Belts for Belt Press	16,500	18,200	1,700
	D.O. Probes and Ammonia Probes Caps	-	17,000	17,000
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, Etc.	7,000	8,000	1,000
	Lock Out/Tag Out Supplies	3,000	3,300	300
	Student Materials for Distribution for Public Relations Efforts	2,000	2,200	200
	<b>Subtotal</b>	<b>\$ 122,500</b>	<b>\$ 152,700</b>	<b>\$ 30,200</b>
<b>11-5950411-1 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 20,000	\$ 22,000	\$ 2,000
	<b>Subtotal</b>	<b>\$ 20,000</b>	<b>\$ 22,000</b>	<b>\$ 2,000</b>

General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5420411-1 PERMITS AND FEES</b>				
	Annual NPDES Permit Fee (SWRCB)	\$ 52,000	\$ 57,500	\$ 5,500
	South Coast Air Quality Management District (SCAQMD) Facility Permits	17,000	18,700	1,700
	Dept of Environmental Health	3,900	4,300	400
	Fire Service Permit (City of Indio)	2,200	2,500	300
	Alarm System Permit (City of Indio)	550	650	100
	Occupational Lead Poisoning Prevention/Toxic Substance	550	650	100
	Miscellaneous	550	650	100
	Hot Spot Program (SCAQMD)	275	310	35
	<b>Subtotal</b>	<b>\$ 77,025</b>	<b>\$ 85,260</b>	<b>\$ 8,235</b>
<b>11-5700411-1 REPAIRS AND MAINTENANCE</b>				
	Contingency	\$ 35,000	\$ 40,000	\$ 5,000
	Iron Sponge Media and Nets	21,000	24,000	3,000
	Analyzer Parts	8,000	9,000	1,000
	<b>Subtotal</b>	<b>\$ 64,000</b>	<b>\$ 73,000</b>	<b>\$ 9,000</b>
<b>11-5720411-1 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 1,000	\$ 1,000	\$ -
	<b>Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>11-5152411-1 UNIFORM SERVICES</b>				
	Uniforms Nine (9) Employees	\$ 7,000	\$ 7,000	\$ -
	Hats	4,000	4,500	500
	Boots Nine (9) Employees	3,200	3,500	300
	Gloves, Ear Plugs, Safety Items Nine (9) Employees	1,000	1,200	200
	<b>Subtotal</b>	<b>\$ 15,200</b>	<b>\$ 16,200</b>	<b>\$ 1,000</b>
<b>11-5902411-1 ELECTRICITY</b>				
	Imperial Irrigation District (IID)	\$ 634,453	\$ 806,586	\$ 172,133
	Tesla PPA	139,467	153,414	13,947
	<b>Subtotal</b>	<b>\$ 773,920</b>	<b>\$ 960,000</b>	<b>\$ 186,080</b>



General Ledger Code		FY23 Budget	FY24 Budget	Variance
<b>11-5903411-1 NATURAL GAS</b>				
	Natural Gas Usage for the Administration, Laboratory, Operations Buildings and Digester Boiler (SoCalGas)	\$ 7,000	\$ 8,000	\$ 1,000
	<b>Subtotal</b>	<b>\$ 7,000</b>	<b>\$ 8,000</b>	<b>\$ 1,000</b>
<b>11-5904411-1 GRIT AND SCREENING REMOVAL</b>				
	Screenings and Grit Hauling to Lambs Canyon, California (Burrtec)	\$ 40,000	\$ 44,000	\$ 4,000
	<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ 44,000</b>	<b>\$ 4,000</b>
<b>11-5905411-1 WATER</b>				
	Potable Water (Indio Water Authority)	\$ 20,000	\$ 22,000	\$ 2,000
	<b>Subtotal</b>	<b>\$ 20,000</b>	<b>\$ 22,000</b>	<b>\$ 2,000</b>
<b>11-5800411-1 CONFERENCES AND MEETINGS</b>				
	Conferences, Training Seminars, Lodging and Related Expenses	\$ 14,900	\$ 16,390	\$ 1,490
	National Fire Protection Agency (NFPA) and NEC Training	3,900	4,300	400
	<b>Subtotal</b>	<b>\$ 18,800</b>	<b>\$ 20,690</b>	<b>\$ 1,890</b>
	<b>Total Expenses</b>	<b>\$ 3,326,928</b>	<b>\$ 4,238,557</b>	<b>\$ 911,629</b>

# CAPITAL BUDGET



## CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a separate twenty-year planning document that details planned capital expenditures. The capital projects include rehabilitation and replacement of infrastructure and equipment, as well as large construction projects including the Recycled Water Project Phase 1 Design-Build, Sewer Siphon Replacement, and the Biosolid Conversion Project. The CIP aligns capital projects to various funding sources and the projected timeframe of when the work will take place. For some of the larger projects that require financing the financial impact can span over twenty to thirty years.

## PRIORITIZATION OF CAPITAL IMPROVEMENT PROJECTS

The District has developed a capital planning process that optimizes the use of available resources for projects competing from the same fund or multiple fund sources. The department heads or designees develop a needs list, including a scope of work and submit the information to the District Engineer. The District Engineer develops capital projects based on the needs list. The District's management team then reviews and scores each project using a capital project ranking scorecard that prioritizes projects based on specific criteria and scoring weights.

### Criteria

- Risk to Health, Safety, and Environment, and Regulatory or Mandated Requirements 25%
- Asset Condition, Annual Recurring Costs, and Asset Longevity 20%
- Community Investment and Economic Prosperity 20%
- Level and Quality of Service 10%
- Sustainability and Conservation 10%
- Funding Availability 5%
- Project Readiness 10%

Once the projects are scored, the District Engineer implements the projects into the twenty-year capital improvement program for the Board of Directors to review and approve.

## CIP BUDGET OVERVIEW

The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP). There are 22 capital projects requested in the fiscal year 2023/24 for a total of \$58,232,000. The capital budget for the fiscal year 2023/24 includes the Recycled Water Project Phase 1 Design-Build, Sewer Siphon Replacement, the Biosolid Conversion Project, and the Sewer Main Rehabilitation and Replacement Program. These projects are intended to maintain, repair, and expand infrastructure.

The CIP budget also includes expenditures for capital assets. Capital assets include land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. Per the District’s Fixed Assets Accounting Policy capitalizable assets are defined as fixed assets with an expected useful life of greater than one (1) year and the asset individually has a value or cost of \$5,000 or greater at the date of acquisition.

### The Fiscal Year 2023/24 Capital Budget

System	Recurring Project	Project Number	Project	Total
Plant Facility	✓	21-0001	Vehicle and Equipment Replacement Fund	\$ 1,634,000
Sewage Collection	✓	21-0002	Lateral Grant Program	50,000
Sewage Collection	✓	21-0003	Sewer Repairs and/or Rehabilitation	120,000
Sewage Collection	✓	21-0004	Contingency for Emergency Repairs	100,000
Sewage Collection		21-0005	Sewer Main Rehabilitation or Replacement Design	2,200,000
Plant Facility		21-0007	Recycled Water Project Phase 1 (Amend #1 & #2)	39,900,000
Sewage Collection		21-0008	Emergency Sewer Siphon Replacement Design/CM	9,285,000
Sewage Collection		21-0009	Emergency Sewer Siphon Replacement Construction	1,436,000
Plant Facility		21-0013	Laboratory Information Management System (LIMS)	70,000
Plant Facility		23-0002	Concrete Repairs to ASP Plant	100,000
Plant Facility		23-0003	Electrical Control Panel Replacements Blower Building	120,000
Plant Facility		23-0005	Trimax PLC Upgrades SCADA	70,000
Plant Facility		23-0006	Water Reclamation Facility Master Plan	400,000
Plant Facility		23-0008	Steel Waterline Replacement - Phase 2	450,000
Plant Facility		24-0001	Repairs to two (2) Primary Clarifiers	130,000
Plant Facility		24-0002	Plant Instrumentation Upgrade	100,000
Plant Facility		24-0003	Nitrification Reduction ASP upgrade	100,000
Plant Facility		24-0004	Bathroom Upgrade	100,000
Plant Facility		24-0005	Upgrade District Security Cameras	100,000
Plant Facility		24-0006	Biosolids Conversion Project	1,000,000
Plant Facility		24-0007	Turblex Blowers Maintenance and Repairs	100,000
Plant Facility		24-0008	Recycled Water Use Plan	667,000
<b>Total</b>				<b>\$ 58,232,000</b>



## RECURRING/NONRECURRING CAPITAL PROJECTS

The District's CIP budget includes both recurring and non-recurring capital projects. Recurring projects are capital expenditures made in respect of a property for the maintenance of the property and the replacement of items due to ordinary wear and tear, but not limited to, expenditures made for maintenance or replacement of materials, mechanical systems, electrical systems, and other structural systems, and equipment. These projects do not have a significant impact on the operating budget. The funds are reserved and programmed in the Restricted CIP Fund.

Nonrecurring capital projects are costs that occur on a one-time basis and are unlikely to occur again. Nonrecurring projects include the construction of new buildings or infrastructure and will often result in an ongoing operating financial impact. There are 18 non-recurring projects programmed in the fiscal year 2023/24 CIP budget. For example, the Recycled Water Project Phase 1 has a total cost of \$81.3M and will be paid through debt issuance through Bank of America and the Capital Improvement Reserve Fund. The loan will have an operating impact over the next twenty years as the loan is paid off. The Emergency Sewer Siphon Replacement project of which \$9.1M will be paid through the Federal Emergency Management Agency (FEMA) grant that will require a 25% match using the Capital Replacement Reserve Fund (Fund 12). The District was awarded a water recycling funding program planning grant for \$500,000 through the State Water Resource Control Board. The grant has a 25% match requirement and the District will use \$167,000 from the Capital Replacement Reserve Fund (Fund 12). Funding for this project has been provided in full or in part under Proposition 13 the Water Quality, Supply, and Infrastructure Improvement Act of 2014, and Proposition 68 through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use. All other non-recurring projects will be funded using the Capital Replacement Reserve Fund (Fund 12) and the Capital Improvement Reserve Fund (Fund 13). Each year a total of 40% of the annual operating budget is allocated to the Capital Replacement Reserve Fund (Fund 12).

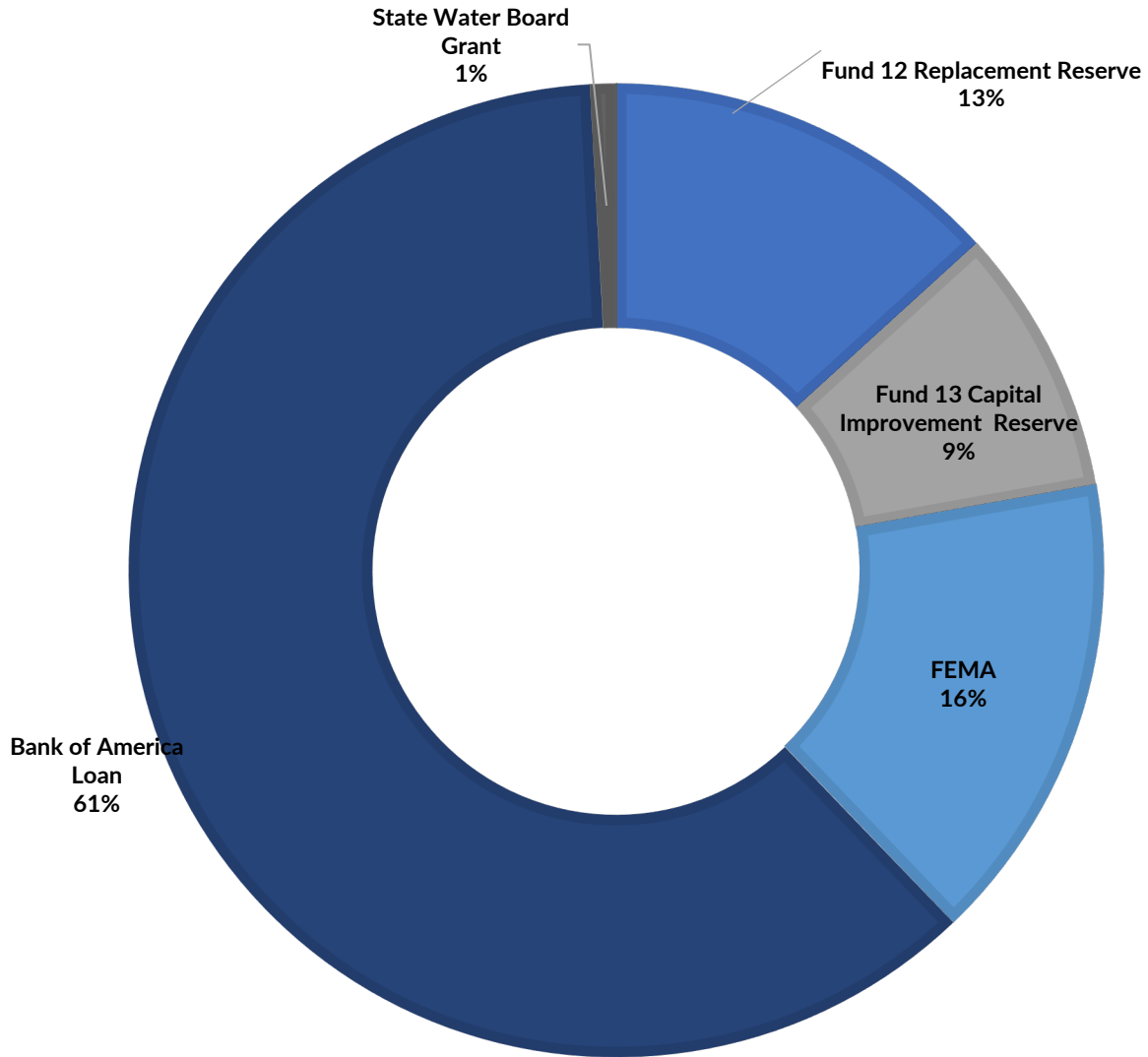
## FUNDING SUMMARY

Funding for the planned capital improvement projects is provided through five (5) funding sources. Most of the funding (approximately 62% or \$35.7M) will come from issued debt issued through Bank of America for the Recycled Water Project Phase 1 Design-Build. The District will also use Federal Emergency Management Agency (FEMA) funding of 16% or \$9.1M for the Emergency Sewer Siphon Replacement Design and Construction. The District will use \$500,000 or 1% in discretionary funding awarded from the State Water Resource Control Board. All other projects will be funded using the District's Capital Replacement Reserve Fund (Fund 12) and the Capital Improvement Reserve Fund (Fund 13).

The table and graph below depict the funding sources for the fiscal year 2023/24 capital budget.

Funding Source	FY24 Budget
Fund 12 Replacement Reserve	\$ 7,719,150
Fund 13 Capital Improvement Reserve	5,200,000
FEMA	9,112,850
Bank of America Loan	35,700,000
State Water Board Grant	500,000
<b>Total Funds Requested</b>	<b>\$ 58,232,000</b>

## CAPITAL FUNDING SUMMARY BY SOURCE





## TWENTY-YEAR CAPITAL IMPROVEMENT PROGRAM

The following tables list all capital projects included in the fiscal year 2024-2043 CIP by the system.

Project Description	2023/24	2024/25	2025/26	2026/27	2027/28
<b>PLANT FACILITY</b>					
Recycled Water Project Phase 1 Design Build	\$ 39,900,000	\$ 18,435,332	\$ -	\$ -	\$ -
Biosolids Conversion Project	1,000,000	2,000,000	2,000,000	-	-
Recycled Water Project Phase 2 Design Build	-	4,952,347	20,403,670	-	-
Recycled Water Project Phase 3 Design	-	-	-	11,293,090	-
Recycled Water Project Phase 3 Construction	-	-	-	-	32,805,847
Future Plant Expansion 2040 & beyond	-	-	-	-	-
Laboratory Information Management System (LIMS)	70,000	-	-	-	-
Bathroom Upgrade to Include Shower	100,000	-	-	-	-
Laboratory Building - Final Design	-	1,000,000	-	-	-
Laboratory Building - Construction	-	4,000,000	4,000,000	-	-
Training & Office Building - Design (Carry Over)	-	1,000,000	-	-	-
Training & Office Building - Construction	-	5,000,000	5,000,000	-	-
Water Reclamation Facility Master Plan	400,000	400,000	-	-	-
Repairs to Primary Clarifiers (2)	130,000	-	-	-	-
Electrical Control Panel Replacements Blower Building	120,000	-	-	-	-
Vehicle & Major Equipment Replacement Fund	1,634,000	800,000	800,000	800,000	800,000
Amonia / Nitrification Process Upgrade	100,000	-	-	-	-
Plant Instrumentation Upgrade	100,000	-	-	-	-
Concrete Repairs to ASP Plant	100,000	-	-	-	-
Trimax PLC Upgrades SCADA	70,000	-	-	-	-
Upgrade District Security Cameras	100,000	-	-	-	-
Steel Waterline Replacement - Phase 2	450,000	-	-	-	-
Turblex Blowers Maintenance and Repairs	100,000	-	-	-	-
Additional Parking & Landscaping	-	500,000	-	-	-
Recycled Water Use Plan	667,000	-	-	-	-
Future Operation Projects	-	600,000	600,000	600,000	600,000
<b>SUBTOTAL - PLANT</b>	<b>\$ 45,041,000</b>	<b>\$ 38,687,679</b>	<b>\$ 32,803,670</b>	<b>\$ 12,693,090</b>	<b>\$ 34,205,847</b>
<b>SEWAGE COLLECTION</b>					
Lateral Grant Program	\$ 50,000	\$ 52,020	\$ 53,060	\$ 54,121	\$ 55,203
Sewer Main Rehabilitation or Replacement Design	2,200,000	1,762,810	1,822,040	1,584,182	1,328,282
Sewer Main Rehabilitation or Replacement Const.	-	5,698,051	7,051,446	7,288,374	6,291,929
Manhole Rehabilitation	-	-	-	-	-
Sewer Repairs and/or Rehabilitation	120,000	122,004	125,664	129,434	133,317
Avenue 48 Sewer Main Upgrade Design	-	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	-
Interim Collection System CIP Design	-	-	-	-	-
Interim Collection System CIP Construction	-	-	-	-	-
Build-out Collection System CIP projects	-	-	-	-	-
Future Collection Projects	-	100,000	100,000	100,000	100,000
Emergency Sewer Siphon Replacement Design	1,436,000	-	-	-	-
Emergency Sewer Siphon Replacement Const.	9,285,000	-	-	-	-
<b>SUBTOTAL - COLLECTIONS</b>	<b>\$ 13,091,000</b>	<b>\$ 7,734,885</b>	<b>\$ 9,152,210</b>	<b>\$ 9,156,111</b>	<b>\$ 7,908,731</b>
<b>CONTINGENCY</b>	<b>\$ 100,000</b>	<b>\$ 104,040</b>	<b>\$ 106,121</b>	<b>\$ 108,243</b>	<b>\$ 110,408</b>
<b>TOTAL</b>	<b>\$ 58,232,000</b>	<b>\$ 46,526,604</b>	<b>\$ 42,062,001</b>	<b>\$ 21,957,444</b>	<b>\$ 42,224,986</b>

# TWENTY-YEAR CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Project Description	2028/29	2029/30	2030/31	2031/32	2032/33
<b>PLANT FACILITY</b>					
Recycled Water Project Phase 1 Design Build	\$ -	\$ -	\$ -	\$ -	\$ -
Biosolids Conversion Project	-	-	-	-	-
Recycled Water Project Phase 2 Design Build	-	-	-	-	-
Recycled Water Project Phase 3 Design	-	-	-	-	-
Recycled Water Project Phase 3 Construction	33,940,023	10,995,823	-	-	-
Future Plant Expansion 2040 & beyond	-	-	-	-	-
Laboratory Information Management System (LIMS)	-	-	-	-	-
Bathroom Upgrade to Include Shower	-	-	-	-	-
Laboratory Building - Final Design	-	-	-	-	-
Laboratory Building - Construction	-	-	-	-	-
Training & Office Building - Design (Carry Over)	-	-	-	-	-
Training & Office Building - Construction	-	-	-	-	-
Water Reclamation Facility Master Plan	-	-	-	-	-
Repairs to Primary Clarifiers (2)	-	-	-	-	-
Electrical Control Panel Replacements Blower Building	-	-	-	-	-
Vehicle & Major Equipment Replacement Fund	800,000	800,000	800,000	800,000	800,000
Amonia / Nitrification Process Upgrade	-	-	-	-	-
Plant Instrumentation Upgrade	-	-	-	-	-
Concrete Repairs to ASP Plant	-	-	-	-	-
Trimax PLC Upgrades SCADA	-	-	-	-	-
Upgrade District Security Cameras	-	-	-	-	-
Steel Waterline Replacement - Phase 2	-	-	-	-	-
Turblex Blowers Maintenance and Repairs	-	-	-	-	-
Additional Parking & Landscaping	-	-	-	-	-
Recycled Water Use Plan	-	-	-	-	-
Future Operation Projects	600,000	600,000	2,000,000	2,000,000	2,000,000
<b>SUBTOTAL - PLANT</b>	<b>\$ 35,340,023</b>	<b>\$ 12,395,823</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>
<b>SEWAGE COLLECTION</b>					
Lateral Grant Program	\$ 56,307	\$ 57,433	\$ 58,582	\$ 59,754	\$ 60,949
Sewer Main Rehabilitation or Replacement Design	1,053,397	758,540	784,027	457,553	494,157
Sewer Main Rehabilitation or Replacement Const.	5,220,294	4,069,542	2,835,566	1,514,074	1,635,200
Manhole Rehabilitation	-	-	-	150,000	154,500
Sewer Repairs and/or Rehabilitation	137,317	141,437	145,680	150,050	154,552
Avenue 48 Sewer Main Upgrade Design	-	-	-	248,455	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	2,387,715
Interim Collection System CIP Design	-	-	-	-	-
Interim Collection System CIP Construction	-	-	-	-	-
Build-out Collection System CIP projects	-	-	-	-	-
Future Collection Projects	100,000	100,000	100,000	100,000	100,000
Emergency Sewer Siphon Replacement Design	-	-	-	-	-
Emergency Sewer Siphon Replacement Const.	-	-	-	-	-
<b>SUBTOTAL - COLLECTIONS</b>	<b>\$ 6,567,315</b>	<b>\$ 5,126,952</b>	<b>\$ 3,923,855</b>	<b>\$ 2,679,886</b>	<b>\$ 4,987,073</b>
<b>CONTINGENCY</b>	<b>\$ 112,616</b>	<b>\$ 114,868</b>	<b>\$ 117,165</b>	<b>\$ 119,508</b>	<b>\$ 121,898</b>
<b>TOTAL</b>	<b>\$ 42,019,954</b>	<b>\$ 17,637,643</b>	<b>\$ 6,841,020</b>	<b>\$ 5,599,394</b>	<b>\$ 7,908,971</b>

# TWENTY-YEAR CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Project Description	2033/34	2034/35	2035/36	2036/37	2037/38
<b>PLANT FACILITY</b>					
Recycled Water Project Phase 1 Design Build	\$ -	\$ -	\$ -	\$ -	\$ -
Biosolids Conversion Project	-	-	-	-	-
Recycled Water Project Phase 2 Design Build	-	-	-	-	-
Recycled Water Project Phase 3 Design	-	-	-	-	-
Recycled Water Project Phase 3 Construction	-	-	-	-	-
Future Plant Expansion 2040 & beyond	-	-	-	-	-
Laboratory Information Management System (LIMS)	-	-	-	-	-
Bathroom Upgrade to Include Shower	-	-	-	-	-
Laboratory Building - Final Design	-	-	-	-	-
Laboratory Building - Construction	-	-	-	-	-
Training & Office Building - Design (Carry Over)	-	-	-	-	-
Training & Office Building - Construction	-	-	-	-	-
Water Reclamation Facility Master Plan	-	-	-	-	-
Repairs to Primary Clarifiers (2)	-	-	-	-	-
Electrical Control Panel Replacements Blower Building	-	-	-	-	-
Vehicle & Major Equipment Replacement Fund	800,000	800,000	800,000	800,000	800,000
Amonia / Nitrification Process Upgrade	-	-	-	-	-
Plant Instrumentation Upgrade	-	-	-	-	-
Concrete Repairs to ASP Plant	-	-	-	-	-
Trimax PLC Upgrades SCADA	-	-	-	-	-
Upgrade District Security Cameras	-	-	-	-	-
Steel Waterline Replacement - Phase 2	-	-	-	-	-
Turblex Blowers Maintenance and Repairs	-	-	-	-	-
Additional Parking & Landscaping	-	-	-	-	-
Recycled Water Use Plan	-	-	-	-	-
Future Operation Projects	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
<b>SUBTOTAL - PLANT</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>
<b>SEWAGE COLLECTION</b>					
Lateral Grant Program	\$ 62,168	\$ 63,411	\$ 64,679	\$ 65,973	\$ 67,292
Sewer Main Rehabilitation or Replacement Design	-	-	-	-	-
Sewer Main Rehabilitation or Replacement Const.	-	-	-	-	-
Manhole Rehabilitation	159,135	163,909	168,826	173,891	179,108
Sewer Repairs and/or Rehabilitation	159,189	163,965	168,884	173,951	179,170
Avenue 48 Sewer Main Upgrade Design	-	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	-
Interim Collection System CIP Design	302,856	-	-	-	-
Interim Collection System CIP Construction	-	2,912,776	-	-	-
Build-out Collection System CIP projects	-	-	7,020,147	-	-
Future Collection Projects	100,000	100,000	100,000	500,000	500,000
Emergency Sewer Siphon Replacement Design	-	-	-	-	-
Emergency Sewer Siphon Replacement Const.	-	-	-	-	-
<b>SUBTOTAL - COLLECTIONS</b>	<b>\$ 783,348</b>	<b>\$ 3,404,061</b>	<b>\$ 7,522,536</b>	<b>\$ 913,815</b>	<b>\$ 925,570</b>
<b>CONTINGENCY</b>	<b>\$ 124,336</b>	<b>\$ 126,823</b>	<b>\$ 129,359</b>	<b>\$ 131,946</b>	<b>\$ 134,585</b>
<b>TOTAL</b>	<b>\$ 3,707,684</b>	<b>\$ 6,330,884</b>	<b>\$ 10,451,895</b>	<b>\$ 3,845,761</b>	<b>\$ 3,860,155</b>

# TWENTY-YEAR CAPITAL IMPROVEMENT PROGRAM (CONTINUED)

Project Description	2038/39	2039/40	2040/41	2041/42	2041/43
<b>PLANT FACILITY</b>					
Recycled Water Project Phase 1 Design Build	\$ -	\$ -	\$ -	\$ -	\$ -
Biosolids Conversion Project	-	-	-	-	-
Recycled Water Project Phase 2 Design Build	-	-	-	-	-
Recycled Water Project Phase 3 Design	-	-	-	-	-
Recycled Water Project Phase 3 Construction	-	-	-	-	-
Future Plant Expansion 2040 & beyond	-	-	61,385,391	61,385,391	61,385,391
Laboratory Information Management System (LIMS)	-	-	-	-	-
Bathroom Upgrade to Include Shower	-	-	-	-	-
Laboratory Building - Final Design	-	-	-	-	-
Laboratory Building - Construction	-	-	-	-	-
Training & Office Building - Design (Carry Over)	-	-	-	-	-
Training & Office Building - Construction	-	-	-	-	-
Water Reclamation Facility Master Plan	-	-	-	-	-
Repairs to Primary Clarifiers (2)	-	-	-	-	-
Electrical Control Panel Replacements Blower Building	-	-	-	-	-
Vehicle & Major Equipment Replacement Fund	800,000	800,000	800,000	800,000	800,000
Amonia / Nitrification Process Upgrade	-	-	-	-	-
Plant Instrumentation Upgrade	-	-	-	-	-
Concrete Repairs to ASP Plant	-	-	-	-	-
Trimax PLC Upgrades SCADA	-	-	-	-	-
Upgrade District Security Cameras	-	-	-	-	-
Steel Waterline Replacement - Phase 2	-	-	-	-	-
Turblex Blowers Maintenance and Repairs	-	-	-	-	-
Additional Parking & Landscaping	-	-	-	-	-
Recycled Water Use Plan	-	-	-	-	-
Future Operation Projects	2,000,000	2,000,000	2,000,000	2,000,000	2,000,000
<b>SUBTOTAL - PLANT</b>	<b>\$ 2,800,000</b>	<b>\$ 2,800,000</b>	<b>\$ 64,185,391</b>	<b>\$ 64,185,391</b>	<b>\$ 64,185,391</b>
<b>SEWAGE COLLECTION</b>					
Lateral Grant Program	\$ 68,638	\$ 70,011	\$ 71,411	\$ 72,000	\$ 75,000
Sewer Main Rehabilitation or Replacement Design	-	-	-	-	-
Sewer Main Rehabilitation or Replacement Const.	-	-	-	-	-
Manhole Rehabilitation	184,481	190,015	195,715	200,000	220,000
Sewer Repairs and/or Rehabilitation	184,545	190,081	195,783	200,000	220,000
Avenue 48 Sewer Main Upgrade Design	-	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	-
Interim Collection System CIP Design	-	-	-	-	-
Interim Collection System CIP Construction	-	-	-	-	-
Build-out Collection System CIP projects	-	-	-	-	-
Future Collection Projects	500,000	500,000	500,000	500,000	500,000
Emergency Sewer Siphon Replacement Design	-	-	-	-	-
Emergency Sewer Siphon Replacement Const.	-	-	-	-	-
<b>SUBTOTAL - COLLECTIONS</b>	<b>\$ 937,664</b>	<b>\$ 950,107</b>	<b>\$ 962,909</b>	<b>\$ 972,000</b>	<b>\$ 1,015,000</b>
<b>CONTINGENCY</b>	<b>\$ 137,277</b>	<b>\$ 140,023</b>	<b>\$ 142,823</b>	<b>\$ 142,823</b>	<b>\$ 142,824</b>
<b>TOTAL</b>	<b>\$ 3,874,941</b>	<b>\$ 3,890,130</b>	<b>\$ 65,291,123</b>	<b>\$ 65,300,214</b>	<b>\$ 65,343,215</b>

# FISCAL YEAR 2023/24 CAPITAL PROJECT JUSTIFICATION



## FY 2023/24 Capital Expenditures Valley Sanitary District Capital Project Justification

- Project Number:** 21-0001 Recurring Project
- Project Name:** Vehicle and Equipment Replacement Fund
- Category:** Equipment – Heavy Duty  
Vehicle – Truck, Heavy Duty (Hydro, Vactor, Dump, etc.)
- Sub-Category:** Replacement
- Project Description:** This fund is used to replace District vehicles and significant, higher-cost equipment. The annual contribution is based on data collected on all vehicles and equipment using a 10 to twenty 20-year replacement schedule. The total cost is calculated over a 20-year window using an estimated inflation percentage. List purchases for each year.
- Project Justification:** This fund is necessary in order to maintain an efficient vehicle fleet and equipment to proper specifications.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 825,000
Carryover Fund 12	12-8660000-0	2023/24	\$ 809,000
Total			\$ 1,634,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0002 Recurring Project

**Project Name:** Lateral Grant Program

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement - Private Lateral

**Project Description:** The Private Lateral Replacement Grant Program is designed to help the property owner defray a portion of the costs required to replace or repair their lateral. The maximum amount of assistance for any one (1) private sewer lateral replacement or repair is 50% of the approved cost up to a maximum reimbursement of \$4,000.

**Project Justification:** This grant program is offered to customers to help offset the major cost of repairing or replacing a sewer lateral.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2023/24	\$ 50,000
Total			\$ 50,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0003 Recurring Project

**Project Name:** Sewer Repairs and/or Rehabilitation

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Emergency Repairs

**Project Description:** This fund is to repair sewer mains that are in need of emergency repair such as those with holes or severe cracks which could lead to sink holes or cause other damage.

**Project Justification:** Video inspection of sewer pipelines may reveal deficiencies that include severe cracks or holes that require immediate attention or may create further damage to the sewer main or street above.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2023/24	\$ 120,000
Total			\$ 120,000





**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0004 Recurring Project

**Project Name:** Contingency for Emergency Repairs

**Category:** Improvements – General

**Sub-Category:** Emergency Repairs

**Project Description:** There are no anticipated expenditures to be funded from this category; however, this account provides a contingency amount in the Capital Improvement Program for replacement of critical equipment or systems which could unexpectedly fail during the fiscal year.

**Project Justification:** Contingency fund needed to pay for the repair or replacement of critical equipment or systems.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2023/24	\$ 50,000
12 Replacement Fund	12-8660000-0	2023/24	\$ 25,000
12 Replacement Fund	12-8680000-0	2023/24	\$ 25,000
Total			\$ 100,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0005

**Project Name:** Sewer Main Rehabilitation or Replacement Project

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** This project is to complete the current design and construction projects of the rehabilitation and replacement program that needs to be postponed due to budgetary constraints. These projects began in FY 2022/23 but were not able to be completed by the end of the fiscal year.

**Project Justification:** Defective sewer mains lead to sewer overflows, sink holes and other costly issues and may lead to regulatory violations. Maintaining the sewer collection system requires repairing, rehabilitation and/or replacement of sewer mains and manholes.

**Project Schedule:**

Start Date	Completion Date
Jul-21	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2023/24	\$ 2,200,000
Total			\$ 2,200,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0007

**Project Name:** Recycled Water Project Phase 1

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Expansion

**Project Description:** Reclaimed Water Project Phase 1 will replace an aging and capacity restricting Grit Chamber, and provide redundancy by adding a second digester, expanding the bar screens, adding a biofilter, a sludge holding tank and a sludge thickener.

**Project Justification:** These improvements are necessary in order to meet future regulations and produce reclaimed water.

**Project Schedule:**

Start Date	Completion Date
Jul-20	Jun-25

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-8660000-0	2023/24	\$ 4,200,000
Bank of America Loan	10-8600000-0	2023/24	\$ 35,700,000
<b>Total</b>			<b>\$ 39,900,000</b>



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0008

**Project Name:** Emergency Sewer Siphon Replacement Design/CM

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement

**Project Description:** Replace the sewer siphon crossing the Coachella Stormwater channel at Westward Ho Drive damaged and exposed by the flooding event on February 14, 2019.

**Project Justification:** The existing siphon is only slightly buried and would be damaged beyond repair during the next flood event. The new siphon will be constructed below the new scour depth of the channel to avoid the sewer main becoming exposed during future storm events.

**Project Schedule:**

Start Date	Completion Date
Feb-19	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2023/24	\$ 1,392,750
FEMA	12-8632000-0	2023/24	\$ 7,892,250
Total			\$ 9,285,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0009

**Project Name:** Emergency Sewer Siphon Replacement Construction

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement

**Project Description:** Replace the sewer siphon crossing the Coachella Stormwater channel at Westward Ho Drive damaged and exposed by the flooding event on February 14, 2019.

**Project Justification:** The existing siphon is only slightly buried and would be damaged beyond repair during the next flood event. The new siphon will be constructed below the new scour depth of the channel to avoid the sewer main becoming exposed during future storm events.

**Project Schedule:**

Start Date	Completion Date
Feb-19	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2023/24	\$ 215,400
FEMA	12-8632000-0	2023/24	\$ 1,220,600
Total			\$ 1,436,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0013

**Project Name:** Laboratory Information Management System (LIMS)

**Category:** Software

**Sub-Category:** Systems

**Project Description:** Laboratory Information Management System (LIMS) is a type of software designed to improve laboratory productivity and efficiency by keeping track of data associated with samples, experiments, laboratory workflows and instruments.

**Project Justification:** Environmental Laboratory Accreditation Program (ELAP) regulations are adopting the TNI 2016 Standard. The updated regulations require additional documentation and management of inventory, equipment maintenance, consumables, samples, and scientific data and results. Utilizing LIMS software can act as an additional staff member by automating workflows and tracking important information, data, and QA/QC that the laboratory generates daily.

**Project Schedule:**

Start Date	Completion Date
Jul-21	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2023/24	\$ 70,000
Total			\$ 70,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 23-0002

**Project Name:** Concrete Repairs to ASP Plant

**Category:** Improvements-General

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Repair broken and damaged concrete on ASP plant basins and related tanks.

**Project Justification:** Concrete repair is the process of fixing a hardened concrete surface that over time has lost the ability to hold the binding concrete materials together due to damage or environmental exposure.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-866000-00	2023/24	\$ 100,000
Total			\$ 100,000





**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 23-0003

**Project Name:** Electrical Control Panel Replacements Blower Building

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Replacement

**Project Description:** Replacement of the Master Control Panel (MCP) and three (3) Local Control Panels (LCP) in the Blower Building.

**Project Justification:** The panels have met their useful life and must be replaced.

**Project Schedule:**

Start Date	Completion Date
Jul-22	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2023/24	\$ 120,000
Total			\$ 120,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 23-0005

**Project Name:** Trimax PLC Upgrades SCADA

**Category:** Software

**Sub-Category:** Upgrade

**Project Description:** Upgrade and improve the SCADA system for the treatment plant.

**Project Justification:** The SCADA system needs upgrades and improvements to better allow employees to operate the treatment plant remotely.

**Project Schedule:**

Start Date	Completion Date
Jul-22	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2023/24	\$ 70,000
Total			\$ 70,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 23-0006

**Project Name:** Water Reclamation Facility Master Plan

**Category:** Improvements General

**Sub-Category:** Study

**Project Description:** Prepare a new water reclamation facility master plan.

**Project Justification:** A facilities master plan establishes a framework for orderly growth and development of capital improvements on campus. This is a two year project.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-25

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Reserve Fund	12-8660000-0	2023/24	\$ 400,000
Total			\$ 400,000



**FY 2022/23 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 23-0008

**Project Name:** Steel Waterline Replacement - Phase 2

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Replacement

**Project Description:** Replace the above ground, steel waterline adjacent to the aeration basins and activated sludge tank including adjacent piping and froth sprayers.

**Project Justification:** The steel pipelines are old and prone to leaks, especially at the joints, and has outlived its useful life. Some of the froth sprayers are also in need of replacement. Sprayers that are still salvagable will be kept as future replacements.

**Project Schedule:**

Start Date	Completion Date
Apr-23	Aug-23

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2022/23	\$ 450,000
<b>Total</b>			<b>\$ 450,000</b>



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0001

**Project Name:** Repairs to two (2) Primary Clarifiers

**Category:** Infrastructure - Treatment Plant

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Perform maintenance and repairs of Primary Clarifiers 1 and 2.

**Project Justification:** Both clarifiers have not been regularly serviced since their installation and are need maintenance and repairs to the chains, flights, drives, and other appurtenances.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 130,000
Total			\$ 130,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0002

**Project Name:** Plant Instrumentation Upgrade

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Upgrade

**Project Description:** Purchase and installation of new analytical instruments for plant effluent monitoring.

**Project Justification:** Monitoring of effluent pH, temperature, and dissolved oxygen are required by VSD's NPDES permit. This equipment will also be able to be used to monitor nitrification and denitrification once the plant is upgraded to allow tertiary treatment.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2023/24	\$ 100,000
Total			\$ 100,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0003

**Project Name:** Nitrification reduction ASP upgrade

**Category:** Improvement/General

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Install pipes and pumps for recirculation of waste activated sludge to the front of the Activated Sludge Plant (ASP).

**Project Justification:** The pipes and pumps will allow the ASP to more effectively reduce nitrogen and ammonia to acceptable limits. The Regional Water Quality Control Board has stated that ammonia limits will be set by the next Permit renewal.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 100,000
Total			\$ 100,000





**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0004

**Project Name:** Bathroom Upgrade

**Category:** Improvement/General

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Install a shower in the bathroom of the Lab Building.

**Project Justification:** This project will add a shower and some lockers to the bathroom in the Lab Building. This will free up the women's lockers and showers in the Operations Building. This will free up lockers and space for the male Operators.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 100,000
Total			\$ 100,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0005  
**Project Name:** Upgrade District Security Cameras  
**Category:** Improvement/General  
**Sub-Category:** Rehabilitation/Improvement  
**Project Description:** Upgrade District Security Cameras.

**Project Justification:** Several District Security Cameras are old and in need of replacement. Some are of low producing video quality. Staff will work with Southwest IT company to replace and upgrade several cameras.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 100,000
Total			\$ 100,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0006

**Project Name:** Biosolids Conversion Project

**Category:** Improvement/General

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Convert biosolids to a fertilizer for use in agriculture.

**Project Justification:** Lystek is company who specializes in converting biosolids to a fertilizer to be used on agriculture. Biosolids are increasingly becoming more difficult to use as a land use component. Staff would like to work with Lystek to see if converting the biosolids to a fertilizer will be profitable.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-25

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-86430000-0	2023/24	\$ 1,000,000
Total			\$ 1,000,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0007

**Project Name:** Turblex Blowers Maintenance and Repairs

**Category:** Infrastructure - Treatment Plant

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Repair and replace parts of the three existing blowers to return them to reliable operation.

**Project Justification:** Failure of the blowers would be catastrophic for the treatment plant. At least two blowers are needed at any one time and all three are showing significant signs of wear and tear. Maintenance is required soon.

**Project Schedule:**

Start Date	Completion Date
Jul-23	Jun-24

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 100,000
Total			\$ 100,000



**FY 2023/24 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 24-0008

**Project Name:** Recycled Water Use Plan

**Category:** Infrastructure - Treatment Plant

**Sub-Category:** Study

**Project Description:** Development of a Recycled Water Use Plan for Valley Sanitary District (VSD) that will evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by VSD's treatment operation.

**Project Justification:** This Project intends to evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by Valley Sanitary District's treatment operation to reduce reliance on imported water supplies from the Colorado River and help to alleviate the overdraft condition of the Coachella Valley Groundwater Basin (CVGB) and improve its water quality.

**Project Schedule:**

Start Date	Completion Date
Jun-22	Nov-25

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2023/24	\$ 167,000
Water Recycling Funding Program			
Planning Grant	12-8660000-0	2023/24	\$ 500,000
<b>Total</b>			<b>\$ 667,000</b>





Recycled Water Project - Phase I Piping Installation





45500 Van Buren Street  
Indio, CA 92201  
(760) 238-5400  
[www.valley-sanitary.org](http://www.valley-sanitary.org)





**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** Set a Public Hearing Date for July 25, 2023, Determining Certain Accounts be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The delinquent account balance to be placed on the tax roll equals \$6,020.

**Environmental Review**

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

**Background**

Annually, District staff reviews the outstanding invoices of all properties that have not paid their invoices for various fees. To collect the unpaid charges and to ensure adequate procedural due process is provided, a Public Hearing date is required, and notice is sent to each specific property and posted on the District website. At the Public Hearing, the Board of Directors will adopt a resolution allowing the delinquent invoices to be placed on the property tax roll for collection.

If approved at the July 25, 2023, meeting of the Board of Directors the collectability of the amounts placed on the tax rolls will be secured.

**Recommendation**

Staff recommends that the Board set a public hearing date for July 25, 2023, to consider placing delinquent service charges on the county tax rolls.

A public hearing notice will be published in The Desert Sun, a newspaper of general circulation, on June 15, 2023, and June 29, 2023.

**Attachments**

[9.1 Attachment A Notice of Public Hearing Delinquent Charges.doc](#)



June 13, 2023

**NOTICE OF PUBLIC HEARING  
PLACEMENT OF DELINQUENT SERVICE FEES ON THE COUNTY TAX ROLLS**

**NOTICE IS HEREBY GIVEN** that Valley Sanitary District will hold a public hearing in the Conference Room at Valley Sanitary District, 45-500 Van Buren Street, Indio, California beginning at 1:00 p.m. on July 25, 2023, to consider the following:

Pursuant to Health and Safety Code Sections 5470, 5473.5, 5473.6, 5473.7 and 5473.8, a written report has been filed with the District Secretary of Valley Sanitary District, containing a description of each parcel of real property receiving services for which payment is delinquent and containing the amount of delinquent service charges for each such parcel for the period ending June 30, 2023.

The purpose of the hearing is to determine whether the delinquent charges described in said report shall be collected on the tax roll in the same manner, by the same person and at the same time as, together with and not separately from, the general taxes. This means that, if the delinquent charges are not paid in a timely manner, they may be assessed against the property and collected as a tax lien. Delinquent charges collected on the tax roll shall be subject to an additional administrative fee of \$25.00.

A copy of the invoice detailing the delinquent charges and the parcel information in which they pertain is enclosed for your review. Please contact Jeanette Juarez, Chief Administrative Officer at (760) 238-5400 if you have additional questions regarding the delinquent service charges.

Response to this notice can be made verbally at the Public Hearing and/or in writing before the hearing. Written comments can be made to the Board of Directors by letter (for mail or hand delivery) to:

VALLEY SANITARY DISTRICT, BOARD OF DIRECTORS  
45500 VAN BUREN STREET, INDIO, CA 92201

Any challenge of the proposed charge in court may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence

delivered to the Administration Department at, or prior, to the public hearing.  
(Government Code Section 65009(b)(2)).

To avoid having a lien placed against your property you must make payment directly to the Valley Sanitary District by July 25, 2023. When making payment please write LIEN on your payment envelope as well as your check/money order.

Sincerely,

Ron Buchwald  
Interim General Manager



**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Ron Buchwald, Interim General Manager  
**SUBJECT:** Authorize the Board President to Sign a Letter of Support for the Support to Rehydrate the Environment, Agriculture and Municipalities Act (Feinstein's STREAM Act)

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

There is no fiscal impact with this item.

**Environmental Review**

This is not a project as defined by CEQA. No further action is needed.

**Background**

Valley Sanitary District has received a request from Senator Feinstein's Office through Innovative Federal Strategies (IFS) to provide a letter of support for Senator Feinstein's STREAM Act. The letter was put together by IFS for the Board's review and approval to have the Board President sign the letter. The STREAM Act aims to cooperatively expand water management, treatment, and storage.

**Recommendation**

It is recommended that the Board of Directors authorize the Board President to sign the letter of support for the STREAM Act.

**Attachments**

[VSD STREAM Act Draft Support Letter.docx](#)

The Honorable Dianne Feinstein  
United States Senate  
331 Hart Senate Office Building  
Washington, D.C. 20510

Dear Senator Feinstein,

Valley Sanitary District (VSD) is pleased to submit this letter of support of the *Support to Rehydrate the Environment, Agriculture and Municipalities Act (STREAM Act)*, which aims to cooperatively expand water management, treatment, and storage.

STREAM Act provisions related to water recycling, such as Section 103, are particularly helpful to the VSD and its projects like the VSD Water Reclamation Facility (WRF) expansion. The increased funding and flexibility provided by this section will help advance much needed water reclamation facilities.

The Coachella Valley, located in Southern California, is a very arid region where precipitation averages less than 3 inches a year so supplies for natural recharge are extremely limited. The ability of imported water for artificial recharge of the basin is grim, with the ever-present specter of drought and resulting restrictions on important water sources.

Currently, the VSD discharges 100% of the wastewater treated by the WRF into the Coachella Valley Stormwater Channel, which ultimately discharges into the Salton Sea. Expanding the VSD to recharge the Indio Subbasin will dramatically reduce the reliance of local water authorities in imported water supplies, help the condition of the groundwater basin, and improve overall water quality.

In conclusion, VSD commends you for your continued leadership in addressing the region's complex water management challenges. VSD eagerly supports this critically important legislation that will help provide new reliable sustainable water resources that will benefit the Coachella Valley Region and the nearly 400,000 people that call it home and over 14 million that visit each year.

Respectfully,

Debra Canero  
Board President  
Valley Sanitary District



## Valley Sanitary District

**DATE:** June 13, 2023

**TO:** Board of Directors

**FROM:** Ron Buchwald, Interim General Manager

**SUBJECT:** Accept the Water Recycling Funding Program Planning Grant from the California State Water Resources Control Board, Adopt Resolution 2023-1184, and Authorized the General Manager to Sign the Agreement

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 2: Increase Recycling, Reuse, and Sustainability

### **Fiscal Impact**

The fiscal impact is an estimated 25% match or \$167,000. This is included in the proposed FY 2023/24 budget.

### **Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

Valley Sanitary District (VSD or District) with the help of their consultant Engineering Solutions Services, applied for the Water Recycling Funding Program Planning Grant (Planning Grant) in 2022. In February of this year VSD received word from the State Water Quality Control Board (State Board) that VSD as awarded the Planning Grant. In late May, VSD received this Planning Grant Agreement from the State Board for VSD's review and approval. This Planning Grant will be used to evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by the District's treatment operation to reduce reliance on imported water supplies from the Colorado River and help to alleviate the overdraft condition of the Coachella Valley Groundwater Basin and improve it water quality. The proposed feasibility study will evaluate alternatives for Non-potable Reuse, Indirect Potable Reuse, and Direct Potable Reuse in the District's service area. Alternatives will include, but not be limited to, recycled water for groundwater injection and recycled water distribution to golf courses for irrigation, Recycled water reuse options will be assessed and the best option, or options,



will be recommended for implementation.

**Recommendation**

It is recommended that the Board of Directors adopt Resolution 2023-1184 and authorize the General Manager to sign the Water Recycling Funding Program Planning Grant Agreement.

**Attachments**

[VSD Planning Grant.pdf](#)

[Resolution 2023-1184.pdf](#)



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State Water Resources Control Board

May 18, 2023

Valley Sanitary District  
Attn: Ronald Buchwald – General Manager  
45500 Van Buren St.  
Indio, CA 92201

Agreement Number: D2205007  
Project Number: C-06-8683-110

Please review, and if appropriate, electronically sign the signature page of the amended Agreement via Adobe Sign. Once electronically signed, the Agreement will be routed automatically to the next signer. You will automatically receive a copy of the fully executed Agreement via Adobe Sign once the final signer has signed. This Agreement cannot be considered binding by either party until executed by the State Water Resources Control Board (State Water Board).

For the Funding Agreement to be executed by the State Water Board, the following items **must also be returned electronically with the signed signature pages**: The Opinion will need to be dated and signed on or after the date the agreement is signed. Counsel can file and attach the letters and submit them back to Adobe.

For the Funding Agreement to be executed by the State Water Board, the signature page **must be signed and returned electronically**.

1. Opinion of General Counsel.

If you have questions about the General Counsel Opinion Letter, Bond Counsel Letter, and Closing Resolution should be directed by your legal counsel to [Anthony Austin](mailto:Anthony.Austin@waterboards.ca.gov), at (916) 319-8558 or email at [Anthony.Austin@waterboards.ca.gov](mailto:Anthony.Austin@waterboards.ca.gov).

Be aware that all projects receiving funding must comply with all applicable implementing guidelines and regulations adopted by the California Department of Industrial Relations (DIR), regarding state prevailing wage requirements. You must contact DIR for guidance on how to comply. Information can be found at: <http://www.dir.ca.gov/lcp.asp>.

We strive to provide superior service to our recipients and would appreciate your feedback on the application process. Please assist us in completing a 5-minute Customer Satisfaction Survey at <https://www.surveymonkey.com/s/CWSRFsatisfaction> so we can continue to improve on our service and process. Your comments are valuable to the success of the CWSRF Program. Thank you for your time and we look forward to continuing to work with you.

Mr. Carolipio Jr. may be contacted at (916) 449-5694 or [noel.carolipio@waterboards.ca.gov](mailto:noel.carolipio@waterboards.ca.gov)

Enclosures

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E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

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1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | [www.waterboards.ca.gov](http://www.waterboards.ca.gov)

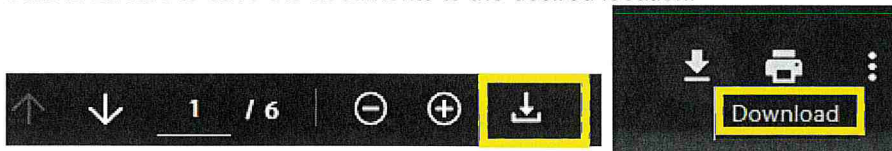
## Documents Transmitted back to Adobe by the Recipient:

Steps:

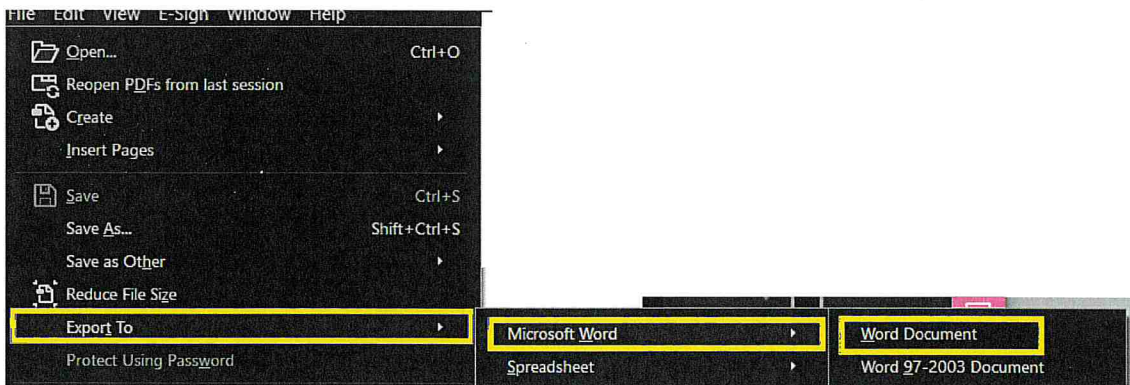
1. Once the Adobe notification has been received, the Recipient will open Adobe. The Recipient must checkmark the box to agree to the Consumer Disclosure. Click on **[Accept]**



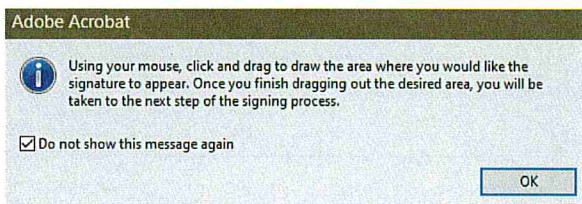
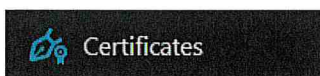
2. The Recipient will need to download the (PDF) documents by selecting the corresponding radio button. Ensure to save the documents to the desired location.



3. Once you have saved the documents to the desired location, the Recipient will proceed with generating the required closing documents. For the documents to be edited, you must save your file in Word format. Click on **[File-Export To-Microsoft Word – Word Document]**



4. Once the Recipient has completed the closing documents, the file must be saved as "Adobe PDF" for their respective digital signatures to be entered.
5. The Recipient will select **[Certificates]** from the tools field and using your mouse, click and drag to draw the area where you would like the signature to appear. A dialogue message box will display your Digital ID press **[Continue]** and click on **[Sign]**. **[Save]**



6. The Recipient will attach the signed documents to Adobe by clicking the **[Click to Attachment]** and downloading the signed document(s).

[Click to Attach ...](#)

7. Once the closing document(s) have been attached, the Recipient will click on the **[Click to Sign]** button.

By signing, I agree to the terms of this agreement and to do business electronically with  
CALEPA - State Water Resources Control Board.

[Click to Sign](#)



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**WATER RECYCLING FUNDING PROGRAM  
PLANNING GRANT**

AGREEMENT No. D2205007  
by and between  
VALLEY SANITARY DISTRICT ("Recipient")  
AND  
CALIFORNIA STATE WATER RESOURCES CONTROL BOARD ("State Water Board")  
for the purpose of the  
RECYCLED WATER USE PLAN ("Project")  
PROJECT No. C-06-8683-110

- 
- Section 79143 of the Water Code, and Resolution No. 2019-0058.
  - Section 80147 of the Public Resources Code and Resolution No. 2019-0058.

PROJECT FUNDING AMOUNT: \$500,000.00  
GRANT COMPONENT: \$500,000.00  
ESTIMATED REASONABLE PROJECT COST: \$560,878.00

ELIGIBLE WORK START DATE: JUNE 13, 2022  
WORK COMPLETION DATE: NOVEMBER 30, 2025  
FINAL REIMBURSEMENT REQUEST DATE: MAY 31, 2026  
RECORDS RETENTION END DATE: NOVEMBER 30, 2061

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1. The State Water Board and the Recipient mutually promise, covenant, and agree to the terms, provisions, and conditions of this Agreement, including the following Exhibits, which are attached hereto or are incorporated by reference:
  - EXHIBIT A – SCOPE OF WORK AND SCHEDULE
  - EXHIBIT B – SPECIFIC FUNDING PROVISIONS
  - EXHIBIT C – GENERAL TERMS AND CONDITIONS 2019-NOV
  - EXHIBIT D – SPECIAL CONDITIONS
  
2. The following documents are also incorporated by reference, as well as any documents incorporated by reference in Exhibit D:
  - the Waste Discharge Requirement Order No. R7-2020-0007 and/or National Pollutant Discharge Elimination System Permit No. CA0104477;
  
3. Party Contacts during the term of this Agreement are:

State Water Board		Valley Sanitary District	
Section:	Division of Financial Assistance	Name:	Ronald Buchwald –General Manager
Name:	David Houston, Project Manager	Address:	45500 Van Buren St.
Address:	1001 I Street, 16 <sup>th</sup> Floor	City, State, Zip:	Indio, CA 92201
City, State, Zip:	Sacramento, CA 95814	Phone:	(760) 238-5400
Phone:	(916) 322-6042	Fax:	
Fax:		Email:	rbuchwald@valley-sanitary.org
Email:	david.houston@waterboards.ca.gov		

Each party may change its contact upon written notice to the other party. While Party Contacts are contacts for day-to-day communications regarding Project work, the Recipient must provide official communications and notices to the Division’s Deputy Director.

4. Conditions precedent to this Agreement are set forth as follows:
  - (a) The Recipient must deliver to the Division a resolution authorizing this Agreement and identifying its authorized representative by title.
  
5. The Recipient represents, warrants, and commits to the following as of the Eligible Work Start Date and continuing thereafter for the term of this Agreement, which shall be at least until the Records Retention End Date:
  - (a) The Recipient agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents.
  - (b) The execution and delivery of this Agreement, including all incorporated documents, has been duly authorized by the Recipient. Upon execution by both parties, this Agreement constitutes a valid and binding obligation of the Recipient, enforceable in accordance with its terms, except as such enforcement may be limited by law.
  - (c) None of the transactions contemplated by this Agreement will be or have been made with an actual intent to hinder, delay, or defraud any present or future creditors of Recipient. The

Recipient is solvent and will not be rendered insolvent by the transactions contemplated by this Agreement. The Recipient is able to pay its debts as they become due. The Recipient maintains sufficient insurance coverage considering the scope of this Agreement, including, for example but not necessarily limited to, general liability, automobile liability, workers compensation and employer liability, professional liability.

- (d) The Recipient is in compliance with all State Water Board funding agreements to which it is a party.
6. This Agreement, and any amendments hereto, may be executed and delivered in any number of counterparts, each of which when delivered shall be deemed to be an original, but such counterparts shall together constitute one document. The parties may sign this Agreement, and any amendments hereto, either by an electronic signature using a method approved by the State Water Board or by a physical, handwritten signature. The parties mutually agree that an electronic signature using a method approved by the State Water Board is the same as a physical, handwritten signature for the purposes of validity, enforceability, and admissibility.



IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

VALLEY SANITARY DISTRICT:

STATE WATER RESOURCES CONTROL BOARD:

By: \_\_\_\_\_  
Name: Ronald Buchwald  
Title: General Manager

By: \_\_\_\_\_  
Name: Joe Karkoski  
Title: Deputy Director  
Division of Financial Assistance

Date: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A – SCOPE OF WORK AND SCHEDULE

A.1 PROJECT PURPOSE AND DESCRIPTION.

The Project is for the benefit of the Recipient. The funding under this Agreement shall be for the purpose of developing a Recycled Water Use Plan (Plan) for Valley Sanitary District (VSD) that will evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by VSD's treatment operation.

A.2 SCOPE OF WORK.

This Project intends to evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by Valley Sanitary District's treatment operation to reduce reliance on imported water supplies from the Colorado River and help to alleviate the overdraft condition of the Coachella Valley Groundwater Basin (CVGB) and improve its water quality. The proposed feasibility study will evaluate alternatives for Non-Potable Reuse, Indirect Potable Reuse, and Direct Potable Reuse in the District's service area. Alternatives will include, but not be limited to, recycled water for groundwater injection and recycled water distribution to golf courses for irrigation. Recycled water reuse options will be assessed and the best option, or options, will be recommended for implementation.

Project scope is as follows:

- Prepare introductory information and identify the project area.
- Identify water supply and wastewater characteristics and facilities.
- Prepare a statement of problems and needs.
- Identify water reclamation, recycling, and/or desalination opportunities and treatment objectives for discharge and reuse.
- Analyze and identify the recycled water market.
- Prepare a project alternative analysis.
- Identify and describe a recommended project.
- Identify environmental considerations and potential effects.
- Prepare a construction financing plan and revenue program.
- Identify legal and institutional requirements.

A.3 SCHEDULE.

Failure to provide items by the due dates indicated in the table below may constitute a material violation of this Agreement. The Project Manager may adjust the dates in the "Estimated Due Date" column of this table, but Critical Due Date adjustments will require an amendment to this Agreement. The Recipient must complete and submit all work in time to be approved by the Division prior to the Work Completion Date. As applicable for specific submittals, the Recipient must plan adequate time to solicit, receive, and address comments prior to submitting the final submittal. The Recipient must submit the final Reimbursement Request prior to the Final Reimbursement Request Date set forth on the Cover Page.

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
EXHIBIT A – SCOPE OF WORK			
	WORK TO BE PERFORMED BY RECIPIENT		
	Draft Project Report		01/31/2024

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE
<b>EXHIBIT A – SCOPE OF WORK</b>			
	Mid-course Meeting		03/31/2024
	Final Project Report		11/30/2024
	Work Completion Date	11/30/2025	
<b>EXHIBIT B – REIMBURSEMENTS, BUDGET DETAIL, AND REPORTING PROVISIONS</b>			
	<b>REIMBURSEMENTS</b>		
	Final Disbursement Request Date	5/31/2026	
	Notes: 1) Estimated dates may be extended as necessary by the Division, pursuant to the Guidelines. However, estimated dates cannot be extended beyond the Work Completion Date. 2) Recipient must incur and request \$425,000 in Prop 68 grant by March 31, 2026, to meet appropriation deadline.		

The Recipient must deliver any request for extension of the Work Completion Date no less than 90 days prior to the Work Completion Date.

The Division may require corrective work to be performed prior to Project Completion. Any work occurring after the Work Completion Date will not be reimbursed under this Agreement.

**A.4 PROJECT REPORTS.**

(a) The Recipient must submit a draft Project Report consistent with the Scope of Work above to the Division with a copy to the appropriate Regional Water Board on or before the due date established by the Division and the Recipient. If the Recipient fails to submit a timely draft Final Project Report, the State Water Board may stop processing pending or future applications for new financial assistance, withhold reimbursements under this Agreement or other agreements, and begin administrative proceedings.

(b) The Recipient must submit a Final Project Report consistent with the Scope of Work above to the Division with a copy to the appropriate Regional Water Board on or before the due date established by the Division and the Recipient in advance of the Final Reimbursement Request Date. If the Recipient fails to submit a timely Final Project Report, the State Water Board may stop processing pending or future applications for new financial assistance, withhold reimbursements under this Agreement or other agreements, and begin administrative proceedings.

EXHIBIT B – FUNDING AMOUNTS

B.1 ESTIMATED REASONABLE COST AND PROJECT FUNDS.

The estimated reasonable cost of the total Project is set forth on the Cover Page of this Agreement, and is greater than or equal to the funding anticipated to be provided by the State Water Board under this Agreement. Subject to the terms of this Agreement, the State Water Board agrees to provide Project Funds not to exceed the amount of the Project Funding Amount set forth on the Cover Page of this Agreement.

B.2 RECIPIENT CONTRIBUTIONS.

The Recipient must pay any and all costs connected with the Project including, without limitation, any and all Project Costs. If the Project Funds are not sufficient to pay the Project Costs in full, the Recipient must nonetheless complete the Project and pay that portion of the Project Costs in excess of available Project Funds, and shall not be entitled to any reimbursement therefor from the State Water Board.

B.3 VERIFIABLE DATA.

Upon request by the Division, the Recipient must submit verifiable data to support deliverables specified in the Scope of Work. The Recipient's failure to comply with this requirement may be construed as a material breach of this Agreement.

B.4 BUDGET COSTS.

The Division's Form 260 and Form 261 will document a more detailed budget of eligible Project Costs and Project funding amounts.

Project Costs incurred prior to the Eligible Work Start Date on the cover page of this Agreement are not eligible for reimbursement.

Budget costs are contained in the Summary Project Cost Table below:

LINE ITEM	PROJECT FUNDING AMOUNT
Project Report	\$500,000
TOTAL	\$500,000

Indirect Costs are ineligible for funding under this Agreement.

The Recipient is prohibited from requesting disbursement amounts that represent Recipient's mark-ups to costs invoiced or otherwise requested by consultants or contractors.

B.5 LINE ITEM ADJUSTMENTS.

Adjustments may be made between line items, as approved by the Project Manager. The sum of adjusted line items must not exceed the Project Funding Amount.

B.6 REIMBURSEMENT PROCEDURE.

b. Upon execution and delivery of this Agreement by both parties, the Recipient may request immediate reimbursement of any eligible incurred costs through submission to the State Water Board of the Reimbursement Request Form 260 and Form 261, or any amendment thereto, duly completed and executed. Upon execution of this Agreement by both parties, the Recipient may request reimbursement of eligible incurred costs throughout the duration of the Project up until the Final Reimbursement Request Date.

- c. The Recipient must submit a Reimbursement Request for costs incurred prior to the date this Agreement is executed by the State Water Board no later than ninety (90) days after this Agreement is executed by the State Water Board. Late Reimbursement Requests may not be honored.
- d. Additional Project Funds will be promptly disbursed to the Recipient upon receipt of Reimbursement Request Form 260 and Form 261, or any amendment thereto, duly completed and executed by the Recipient for incurred costs consistent with this Agreement, along with receipt of progress reports due under Exhibit A.
- e. The Recipient must not request reimbursement for any Project Cost until such cost has been incurred and is currently due and payable by the Recipient, although the actual payment of such cost by the Recipient is not required as a condition of reimbursement. Supporting documentation (e.g., receipts) must be submitted with each Reimbursement Request. The amount requested for Recipient's administration costs must include a calculation formula (i.e., hours or days worked times the hourly or daily rate = total amount claimed). Reimbursement of Project Funds will be made only after receipt of a complete, adequately supported, properly documented, and accurately addressed Reimbursement Request.
- f. The Recipient must spend Project Funds within 30 days of receipt. If the Recipient earns interest earned on Project Funds, it must report that interest immediately to the State Water Board. The State Water Board may deduct earned interest from future reimbursements.
- g. The Recipient must not request a reimbursement unless that Project Cost is allowable, reasonable, and allocable.
- h. Notwithstanding any other provision of this Agreement, no reimbursement shall be required at any time or in any manner which is in violation of or in conflict with federal or state laws, policies, or regulations.

Notwithstanding any other provision of this Agreement, the Recipient agrees that the State Water Board may retain an amount equal to ten percent (10%) of the Project Funding Amount until Project Completion. Any retained amounts due to the Recipient will be promptly disbursed to the Recipient, without interest, upon Project Completion.

#### B.7 REVERTING FUNDS AND DISENCUMBRANCE.

In the event the Recipient does not submit Reimbursement Requests for all funds encumbered under this Agreement timely, any remaining funds revert to the State. The State Water Board may notify the Recipient that the project file is closed, and any remaining balance will be disencumbered and unavailable for further use under the Agreement.

EXHIBIT C – GENERAL TERMS AND CONDITIONS 2019-NOV

GENERAL TERMS AND CONDITIONS 2019-NOV is incorporated by reference and is posted at [https://www.waterboards.ca.gov/water\\_issues/programs/grants\\_loans/general\\_terms.html](https://www.waterboards.ca.gov/water_issues/programs/grants_loans/general_terms.html)

## EXHIBIT D – SPECIAL CONDITIONS

### D.1 DEFINITIONS.

Each capitalized term used in this Agreement has the following meaning:

- “Authorized Representative” means the duly appointed representative of the Recipient as set forth in the certified original of the Recipient’s authorizing resolution that designates the authorized representative by title.
- “Eligible Work Start Date” means the date set forth on the Cover Page of this Agreement, establishing the date on or after which any costs may be incurred and eligible for reimbursement hereunder.
- “Enterprise Fund” means the enterprise fund of the Recipient in which Revenues are deposited.
- “Event of Default” means, in addition to the meanings set forth in Exhibit C, the occurrence of any of the following events:
  - a) A material adverse change in the condition of the Recipient, which the Division reasonably determines would materially impair the Recipient’s ability to satisfy its obligations under this Agreement.
- “Guidelines” means the State Water Board’s “Water Recycling Funding Program Guidelines” in effect as of the execution date of this Agreement.
- “Indirect Costs” means those costs that are incurred for a common or joint purpose benefiting more than one cost objective and are not readily assignable to the Project (i.e., costs that are not directly related to the Project). Examples of Indirect Costs include, but are not limited to: central service costs; general administration of the Recipient; non-project-specific accounting and personnel services performed within the Recipient organization; depreciation or use allowances on buildings and equipment; the costs of operating and maintaining non-project-specific facilities; tuition and conference fees; generic overhead or markup; and taxes.
- “Revenues” means, for each Fiscal Year, all gross income and revenue received or receivable by the Recipient from the ownership or operation of the System, determined in accordance with GAAP, including all rates, fees, and charges (including connection fees and charges) as received by the Recipient for the services of the System, and all other income and revenue howsoever derived by the Recipient from the ownership or operation of the System or arising from the System, including all income from the deposit or investment of any money in the Enterprise Fund or any rate stabilization fund of the Recipient or held on the Recipient’s behalf, and any refundable deposits made to establish credit, and advances or contributions in aid of construction.
- “System” means all wastewater, water recycling, and/or potable water collection, pumping, transport, treatment, storage, and/or disposal facilities, including land and easements thereof, owned by the Recipient, including the Project, and all other properties, structures or works hereafter acquired and constructed by the Recipient and determined to be a part of the System, together with all additions, betterments, extensions or improvements to such facilities, properties, structures, or works, or any part thereof hereafter acquired and constructed.

### D.2 ADDITIONAL REPRESENTATIONS AND WARRANTIES.

The Recipient has not made any untrue statement of a material fact in its application for this financial assistance or omitted to state in its application a material fact that makes the statements in its application not misleading.



The Recipient agrees to fulfill all assurances, declarations, representations, and commitments in its application, accompanying documents, and communications filed in support of its request for funding under this Agreement.

The execution, delivery, and performance by Recipient of this Agreement, including all incorporated documents, do not violate any provision of any law or regulation in effect as of the date of execution of this Agreement by the Recipient, or result in any breach or default under any contract, obligation, indenture, or other instrument to which Recipient is a party or by which Recipient is bound as of the date of execution of this Agreement by the Recipient.

Except as set forth in this paragraph, there are, as of the date of execution of this Agreement by the Recipient, no pending or, to Recipient's knowledge, threatened actions, claims, investigations, suits, or proceedings before any governmental authority, court, or administrative agency which materially affect the financial condition or operations of the Recipient and/or the Project.

There are no proceedings, actions, or offers by a public entity to acquire by purchase or the power of eminent domain any of the real or personal property related to or necessary for the Project.

The Recipient is duly organized and existing and in good standing under the laws of the State of California. Recipient must at all times maintain its current legal existence and preserve and keep in full force and effect its legal rights and authority. Within the preceding ten years, the Recipient has not failed to demonstrate compliance with state or federal audit disallowances.

Any financial statements or other financial documentation of Recipient previously delivered to the State Water Board as of the date(s) set forth in such financial statements or other financial documentation: (a) are materially complete and correct; (b) present fairly the financial condition of the Recipient; and (c) have been prepared in accordance with GAAP. Since the date(s) of such financial statements or other financial documentation, there has been no material adverse change in the financial condition of the Recipient, nor have any assets or properties reflected on such financial statements or other financial documentation been sold, transferred, assigned, mortgaged, pledged or encumbered, except as previously disclosed in writing by Recipient and approved in writing by the State Water Board.

The Recipient is current in its continuing disclosure obligations associated with its material debt, if any.

The Recipient has no conflicting or material obligations, except as set forth in this paragraph.

The Recipient and its principals, contractors, and subcontractors, to the best of the Recipient's knowledge and belief, are not presently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from participation in any work overseen, directed, funded, or administered by the State Water Board program for which this funding is authorized; nor have they engaged or permitted the performance of services covered by this Agreement from parties that are debarred or suspended or otherwise excluded from or ineligible for participation in any work overseen, directed, funded, or administered by the State Water Board program for which this funding is authorized.

#### D.3 ACKNOWLEDGEMENTS.

The Recipient must include the following acknowledgement in any document, written report, or brochure to be shared with the general public prepared in whole or in part pursuant to this Agreement:

"Funding for this project has been provided in full or in part under Proposition 13 – the Water Quality, Supply, and Infrastructure Improvement Act of 2014, and Proposition 68 through an agreement with the State Water Resources Control Board. The contents of this document do not necessarily reflect the views and policies of the foregoing, nor does mention of trade names or commercial products constitute endorsement or recommendation for use."

D.4 RESERVED

D.5 RETURN OF FUNDS.

Notwithstanding any other provision of this Agreement, if the Division determines that an Event of Default has occurred, the Recipient may be required, upon demand, to immediately return to the State Water Board any grant or principal forgiveness amounts received pursuant to this Agreement and pay interest at the highest legal rate on all of the foregoing.

D.6 DAMAGES FOR BREACH OF TAX-EXEMPT STATUS.

In the event that any breach of any of the provisions of this Agreement by the Recipient results in the loss of tax-exempt status for any bonds of the State or any subdivision or agency thereof, or if such breach results in an obligation on the part of the State or any subdivision or agency thereof to reimburse the federal government by reason of any arbitrage profits, the Recipient must immediately reimburse the State or any subdivision or agency thereof in an amount equal to any damages paid by or loss incurred by the State or any subdivision or agency thereof due to such breach.

D.7 NOTICE.

Upon the occurrence of any of the following events, the Recipient must notify the Division's Deputy Director and Party Contacts by phone and email within the time specified below:

- (a) The Recipient must notify the Division and Party Contacts promptly of the occurrence of any of the following events:
- i. Bankruptcy, insolvency, receivership or similar event of the Recipient, or actions taken in anticipation of any of the foregoing;
  - ii. Change of ownership of the Project (no change of ownership may occur without written consent of the Division);
  - iii. Loss, theft, damage, or impairment to Project;
  - iv. Events of Default, except as otherwise set forth in this section;
  - v. A proceeding or action by a public entity to acquire the Project by power of eminent domain.
  - vi. Any litigation pending or threatened with respect to the Project or the Recipient's technical, managerial or financial capacity or the Recipient's continued existence, or any judgment or court order relating to such litigation that has a significant effect on the Project or the System;
  - vii. Consideration of dissolution, or disincorporation;
  - viii. Enforcement actions by or brought on behalf of the State Water Board or Regional Water Board.
  - ix. The discovery of a false statement of fact or representation made in this Agreement or in the application to the Division for this funding, or in any certification, report, or

request for reimbursement made pursuant to this Agreement, by the Recipient, its employees, agents, or contractors;

- x. Any substantial change in scope of the Project. The Recipient must undertake no substantial change in the scope of the Project until prompt written notice of the proposed change has been provided to the Division and the Division has given written approval for the change;
- xi. Any circumstance, combination of circumstances, or condition, which is expected to or does delay Work Completion for a period of ninety (90) days or more;
- xii. Any Project monitoring, demonstration, or other implementation activities required in this Agreement;
- xiii. Any public or media event publicizing the accomplishments and/or results of this Agreement and provide the opportunity for attendance and participation by state representatives with at least ten (10) working days' notice to the Division;
- xiv. Any event requiring notice to the Division pursuant to any other provision of this Agreement; and
- xv. Work Completion, and Project Completion.

#### D.8 FRAUD, WASTE, AND ABUSE.

The Recipient shall prevent fraud, waste, and the abuse of Project Funds, and shall cooperate in any investigation of such activities that are suspected in connection with this Agreement. The Recipient understands that discovery of any evidence of misrepresentation or fraud related to Reimbursement Requests, invoices, proof of payment of invoices, or other supporting information, including but not limited to double or multiple billing for time, services, or any other eligible cost, may result in an administrative action by the State Water Board and/or referral to the Attorney General's Office or the applicable District Attorney's Office for appropriate action. The Recipient further understands that any suspected occurrences of false claims, misrepresentation, fraud, forgery, theft or any other misuse of Project Funds may result in withholding of reimbursements and/or the termination of this Agreement requiring the immediate repayment of all funds disbursed hereunder. A person who knowingly makes or causes to be made any false statement, material misrepresentation, or false certification in any submittal may be subject to a civil penalty, criminal fine, or imprisonment. (Wat. Code, § 13490 et seq.)

#### D.9 DISPUTES.

The Recipient must continue with the responsibilities under this Agreement during any dispute. The Recipient may, in writing, appeal a staff decision within 30 days to the Deputy Director of the Division or designee, for a final Division decision. The Recipient may appeal a final Division decision to the State Water Board within 30 days. The Office of the Chief Counsel of the State Water Board will prepare a summary of the dispute and make recommendations relative to its final resolution, which will be provided to the State Water Board's Executive Director and each State Water Board Member. Upon the motion of any State Water Board Member, the State Water Board will review and resolve the dispute in the manner determined by the State Water Board. Should the State Water Board determine not to review the final Division decision, this decision will represent a final agency action on the dispute. This provision does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the State Water Board, or any official or representative thereof, on any question of law.

This section relating to disputes does not establish an exclusive procedure for resolving claims within the meaning of Government Code sections 930 and 930.4.

#### D.10 EXECUTIVE ORDER N-6-22 — RUSSIAN SANCTIONS.

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State Water Board determine Recipient is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this Agreement. The State Water Board shall provide Recipient advance written notice of such termination, allowing Recipient at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State Water Board.

The Recipient represents that the Recipient is not a target of economic sanctions imposed in response to Russia's actions in Ukraine imposed by the United States government or the State of California. The Recipient is required to comply with the economic sanctions imposed in response to Russia's actions in Ukraine, including with respect to, but not limited to, the federal executive orders identified in California Executive Order N-6-22, located at <https://www.gov.ca.gov/wp-content/uploads/2022/03/3.4.22-Russia-Ukraine-Executive-Order.pdf> and the sanctions identified on the United States Department of the Treasury website (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>). The Recipient is required to comply with all applicable reporting requirements regarding compliance with the economic sanctions, including, but not limited to, those reporting requirements set forth in California Executive Order N-6-22 for all Recipients with one or more agreements with the State of California with an aggregated value of Five Million Dollars (\$5,000,000) or more. Notwithstanding any other provision in this Agreement, failure to comply with the economic sanctions and all applicable reporting requirements may result in termination of this Agreement.

For Recipients with an aggregated agreement value of Five Million Dollars (\$5,000,000) or more with the State of California, reporting requirements include, but are not limited to, information related to steps taken in response to Russia's actions in Ukraine, including but not limited to:

1. Desisting from making any new investments or engaging in financial transactions with Russian institutions or companies that are headquartered or have their principal place of business in Russia;
2. Not transferring technology to Russia or companies that are headquartered or have their principal place of business in Russia; and
3. Direct support to the government and people of Ukraine.

#### D.11 STATE CROSS-CUTTERS.

Recipient represents that, as applicable, it complies and covenants to maintain compliance with the following for the term of the Agreement:

- The California Environmental Quality Act (CEQA), as set forth in Public Resources Code 21000 et seq. and in the CEQA Guidelines at Title 14, Division 6, Chapter 3, Section 15000 et seq.

- Water Conservation requirements, including regulations in Division 3 of Title 23 of the California Code of Regulations.
- Monthly Water Diversion Reporting requirements, including requirements set forth in Water Code section 5103.
- Public Works Contractor Registration with Department of Industrial Relations requirements, including requirements set forth in Sections 1725.5 and 1771.1 of the Labor Code.
- Volumetric Pricing & Water Meters requirements, including the requirements of Water Code sections 526 and 527.
- Urban Water Management Plan requirements, including the Urban Water Management Planning Act (Water Code, § 10610 et seq.).
- Urban Water Demand Management requirements, including the requirements of Section 10608.56 of the Water Code.
- Delta Plan Consistency Findings requirements, including the requirements of Water Code section 85225 and California Code of Regulations, title 23, section 5002.
- Agricultural Water Management Plan Consistency requirements, including the requirements of Water Code section 10852.
- Charter City Project Labor Requirements, including the requirements of Labor Code section 1782 and Public Contract Code section 2503.
- The Recipient agrees that it will, at all times, comply with and require its contractors and subcontractors to comply with directives or orders issued pursuant to Division 7 of the Water Code.
- Regulations in Division 4 of Title 22 of the California Code of Regulations, including but not limited to California Waterworks Standards in Chapter 16, and Lead and Copper regulations in Chapter 17.5.

DRAFT 7/18/16

**[FORM OF OPINION OF GENERAL COUNSEL – insert your letterhead]**

State Water Resources Control Board  
State Water Resources Control Board  
Division of Financial Assistance  
Attn: Amor Moskaira  
1001 I Street, 16<sup>th</sup> Floor  
Sacramento, CA 95814

Re: **Name of Entity** (“Recipient”) – **Name of Project** – Project No. **XXXXXXXXXX** (“Project”)

Ladies and Gentlemen:

I am General Counsel to the Recipient in connection with the Project. This opinion is delivered to the State Water Resources Control Board (“State Water Board”) at the request of the Recipient. In connection therewith, I have examined the laws pertaining to the Recipient, originals of the Agreement, between the Recipient and the State Water Board (“Agreement”), the Recipient’s rate-setting resolution **[number]** adopted on **[DATE]**, the Recipient’s authorized representative resolution **[number]** adopted on **[DATE]**, **[insert if authorizing reso – the Recipient’s authorizing resolution [number] adopted on [DATE]]** (collectively, “the Recipient Resolutions”), and such other documents, legal opinions, instruments and records, and have made such investigation of law, as I have considered necessary or appropriate for the purpose of this opinion.

**General Authority**

- a. The Recipient, a **general law city/charter city/county/special district/joint powers authority** of the State of California duly organized, validly existing under the laws of the State of California pursuant to **[INSERT SPECIFIC LEGAL AUTHORITY]**, has the requisite legal right, power, and authority to execute and deliver the Agreement and carry out and consummate all transactions contemplated therein.

**AND IF CHARTER CITY**

**[The Recipient is a charter city, the governing board of which is not prohibited, limited or constrained in any way from adopting, requiring, or utilizing a project labor agreement that includes all taxpayer protection provisions of Public Contract Code section 2500.]**

**AND IF JOINT POWERS AUTHORITY**

**None of the Recipient’s member charter cities is prohibited, limited or constrained in any way from adopting, requiring, or utilizing a project labor agreement that includes all taxpayer protection provisions of Public Contract Code section 2500.**



- b. The Recipient Resolutions have been duly adopted at meetings of the Recipient which were called and held pursuant to law with all public notice required by law and at which a quorum was present and acting when the Recipient Resolutions were adopted. The Recipient Resolutions are in full force and effect and have not been amended, modified, supplemented, or rescinded, nor has the rate-setting resolution been challenged or the rates become subject of a referendum or initiative or other similar process.
- c. To the best of my knowledge and based upon a reasonable investigation, all proceedings required by law or under the ordinances or bylaws of the Recipient to be taken by the Recipient in connection with the authorization of the Agreement and the transactions contemplated by and related thereto, and all such approvals, authorizations, consents or other orders of or filings or registrations with such public boards or bodies, if any, as may be legally required to be obtained by the Recipient prior to the date hereof with respect to all or any of such matters have been taken or obtained and are in full force and effect, except that no opinion is expressed as to any approvals, obligations or proceedings which may be required under any federal securities laws or state blue sky or securities laws.
- d. To the best of my knowledge and based upon a reasonable investigation, the execution and delivery of the Agreement and the consummation of the transactions therein will not conflict with or constitute a breach of or default (with due notice or the passage of time or both) under (i) the statutes creating the Recipient or any amendments thereto, (ii) the ordinances or by laws of the Recipient, (iii) any bond, debenture, note or other evidence of indebtedness, or any material contract, agreement or lease to which the Recipient is a party or by which it or its properties are otherwise subject or bound or (iv) any applicable law or administrative regulation or any applicable court or administrative decree or order.
- e. To the best of my knowledge and based upon a reasonable investigation, the Recipient has sufficient property rights in the Project property for the purposes contemplated in the Agreement. **This property right/these property rights extend/s in perpetuity/until [date].**
- f. To the best of my knowledge and based upon a reasonable investigation, there is no action, suit, proceeding, inquiry or investigation before or by any court of federal, state, municipal or other governmental authority pending or threatened against or affecting the Recipient's wastewater system or the assets, properties or operations of the Recipient relating to its wastewater system which, if determined adversely to the Recipient or its interests would result in any material change in the assets or financial condition of the Recipient, the Recipient's wastewater system or the financial condition thereof, and the Recipient is not in default with respect to any order or decree of any court or any order, regulation, or demand of any federal, state, municipal, or other governmental agency which default might have consequences that would materially and adversely affect the financial condition of the Recipient or its wastewater system.
- g. No facts have come to my attention which lead me to believe that the Recipient's authorized representative has made any untrue statement of a material fact or omitted or omits to state a material fact or has made misleading statements in the Agreement.
- h. The Agreement has been duly authorized, executed, and delivered, and assuming due authorization, execution and delivery of the Agreement by the State Water Board, constitutes legal, valid, and binding obligation of the Recipient enforceable against the Recipient in accordance with its terms, subject to the laws relating to bankruptcy, insolvency, reorganization, or creditors' rights generally and to the application of equitable principles, if equitable remedies are sought.



Sincerely,

Name  
General Counsel  
Recipient

DRAFT

## California Environmental Quality Act (CEQA) Determination

Valley Sanitary District (Applicant)  
Recycled Water Use Plan (Project)  
Project Number: C-06-8683-110

As the Deputy Director for the State Water Resources Control Board (State Water Board), Division of Financial Assistance, I have been delegated the authority to approve and execute the financing agreement for projects that are routine and non-controversial. The execution of the financing agreement is an action that is subject to CEQA. The authority to make this CEQA determination necessarily accompanies the delegation to approve and execute the financing agreement for this Project. I hereby find the following:

1. The Applicant is the CEQA Lead Agency and the State Water Board is a Responsible Agency under CEQA.
2. This Project is exempt from CEQA, as the Project scope involves planning and feasibility studies (CEQA Guidelines, California Code of Regulations, title 14, division 6, chapter 3, article 18, section 15262), and/or data collection, research, experimental management and resource evaluation activities (CEQA Guidelines, California Code of Regulations, title 14, division 6, chapter 3, article 19, section 15306), which will not result in any significant adverse water quality impacts.

 Digitally signed by Joe Karkoski  
Date: 2023.05.17 12:19:28  
-07'00'

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Joe Karkoski, Deputy Director  
Division of Financial Assistance

5/17/23

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Date

**RESOLUTION NO. 2023-1184**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AUTHORIZING AND APPROVING AN AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD FOR A WATER RECYCLING FUNDING PROGRAM PLANNING GRANT**

**WHEREAS**, the Valley Sanitary District (the “District”) is a sanitary district duly organized and existing under the laws of the State of California, and is authorized to collect and treat wastewater within its service area boundaries; and

**WHEREAS**, the District is developing a Recycled Water Use Plan that will evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by the District’s treatment operation (the “Project”); and

**WHEREAS**, the Project will evaluate the feasibility and efficiency of alternatives for the appropriate use of recycled water produced by the District’s treatment operation to reduce reliance on imported water supplies from the Colorado River and help to alleviate the overdraft condition of the Coachella Valley Groundwater Basin and improve its water quality. The proposed feasibility study will evaluate alternatives for Non-Potable Reuse, Indirect Potable Reuse, and Direct Potable Reuse in the District’s service area. Alternatives will include, but not be limited to, recycled water for groundwater injection and recycled water distribution to golf courses for irrigation. Recycled water reuse options will be assessed and the best option, or options, will be recommended for implementation; and

**WHEREAS**, the District is currently in the planning stage of the Project; and

**WHEREAS**, the Board of Directors of the District (the “Board”) has determined that it is in the best interests of the District to enter into an agreement with the California State Water Resources Control Board (the “State Water Board”) for a Water Recycling Funding Program Planning Grant to provide the funds needed to pay for the Project, Project No. C-06-8683-110 (the “Agreement”); and

**WHEREAS**, the Board now desires to approve the delivery and execution of the Agreement, attached hereto as Exhibit A and incorporated herein.

**NOW THEREFORE**, the Board of Directors of the Valley Sanitary District hereby resolves, declares, and determines as follows:

Section 1. Recitals. The above recitals are true and correct, and the Board so finds and determines.

Section 2. Approval of Agreement. The General Manager of the District and the Chief Financial Officer (each, an “Authorized Representative”), or either of their designee, are hereby authorized and directed to execute and deliver the Agreement in the name of and on behalf of the

District, in substantially the form now before this meeting and attached hereto as Exhibit A, but with such changes, modifications, additions and deletions therein as shall be deemed necessary, desirable or appropriate by an Authorized Representative. Approval of any such changes, modifications, additions, and deletions shall be conclusively evidenced by the execution and delivery of the Agreement by an Authorized Representative.

Section 3. Other Actions. An Authorized Representative is authorized and directed to provide the assurances, certifications, commitments, and all other actions required by the Agreement and any amendments or changes thereto, and to carry out the District's responsibilities under the Agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

Section 4. Effective Date. This Resolution shall take effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Board of Directors of the Valley Sanitary District this 13<sup>th</sup> day of June, 2023, by the following vote:

AYES: \_\_\_\_\_  
NAYS: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
Debra A. Canero,  
President of the Board

ATTEST:

\_\_\_\_\_  
Scott Sear,  
Secretary/Treasurer



## Valley Sanitary District

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Ron Buchwald, Interim General Manager  
**SUBJECT:** Receive Monthly General Managers Report - May 2023

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### **Suggested Action**

Review

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

There is no fiscal impact from this report.

### **Environmental Review**

This is not a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

The following data represents the activities and metrics for the month of May 2023.

#### *Administrative Services*

- Held one (1) Budget & Finance Committee Meeting
- Held one (1) Community Engagement Committee Meeting
- Held one (1) Board of Directors Special Meeting
- Held two (2) Board of Directors Regular Meetings
- Coordinated Employee Appreciation Luncheon
- Registered and booked travel for 12 employees for Tri-State Seminar
- Registered and booked travel for four (4) board members for CASA Annual Conference

#### *Environmental Compliance Services*

- Hired Environmental Compliance Inspector for Pretreatment program.
- Submission of Corrective Action report for ELAP Assessment; awaiting final letter of approval.
- Laboratory staff are updating laboratory methods to new EPA 2021 Method Update Rule (MUR).
- Annual Significant Industrial User (SIU) sampling event week of May 22<sup>nd</sup>
- Rebecca Salas received Jury Duty summons for the week of May 15<sup>th</sup>.
- Mario Luna is on vacation from May 26<sup>th</sup> through June 2<sup>nd</sup>.

### *Operations & Maintenance*

- Assisting with Design Build Plant Project.
- Repair to Activated Sludge Wasting Valve.
- Repair to Primary Sludge Pump #331.
- Replaced media in Gas Scrubber Iron Media at Anaerobic Digester.
- Replaced thermal detectors at belt press.
- Replaced mechanical seal at digester mixing pump 740.
- Unclogged progressive cavity pump in primary gallery.
- Replaced bearing on electrical motor at digester.
- Repaired bearing on blower electrical motor #3 and replaced grease seals.
- Inspected and greased anoxic selectors 1-through 8 and removed all old grease.
  
- Replaced mechanical seal on secondary water pump #1.
- Inspected and lubed all fire hydrant stems and bolts on plant.
- Replaced drive motor for Amiad filter.

### *Development Services*

- Construction has begun on the Indio Taphouse on the southwest corner of Miles Avenue and Towne Street.
- Construction has begun on a tentative improvement for Encore Coffee on the southeast corner of Miles Avenue and Oasis Street.
- Construction has begun on the new Indio Palms RV Storage on Commerce Street South of Vin Deo Circle.
- Gallery Homes is starting the development of 82 homes in the Indian Palms Country Club on the corner of Odium Drive and Barrymore Street.
- Construction has begun on the Texas Roadhouse Steak House East of Jackson Street and South of Avenue 43 in the Indio Town Center Shopping Center.
- Construction has begun on the new EOS Gym on the corner of Highway 111 and Jefferson Street
- Construction has begun on the Arroyo Crossing I and II project, a 400-unit low-income apartment complex located on the west side of Jefferson Street, south of Hwy 111.
- Construction has begun on the Wood Springs Suites Extended Stay Hotel West of Jackson Street and South of Avenue 42.

### *Collection Services*

- No-Spill report for the month of May 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.
- State Water Resources Control Board adopted a reissued statewide General Order Waste

Discharge Requirements (WDR), to become effective June 5, 2023. As of June 4, 2023, VSD is following the due date requirements, consisting of the following: Certify continuation of the Existing Regulatory Coverage. Update element 6 of the Sewer System Management Plan (SSMP). Upload existing SSMP to the CIWQS database. Designation of Legally Responsible Official in CIWQS. The next set of requirement due dates are set for 2024 and 2025.

- CCTV inspection van is back in service and fully operational. Currently working in the area of Avenue 48 and Calhoun.
- Field Vector crew is currently working in the area of Miles and Towne.

### *Capital Improvement Program*

- The Reclaimed Water Project - Phase 1 was awarded to Schneider Electric / Stantec in June 2020. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. This project will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include replacement of the Main Switch Control Panel and the addition of a sludge thickener unit. Schneider has completed the 60% design submittal and has prepared the guaranteed maximum price based on the latest design plans. *Update: 100% design plans have been approved by staff. ECM #3 (the Rotary Screw Thickeners) is at the 60% design level. The Guaranteed Maximum Price (GMP) has been approved by the Board. Leighton was awarded the contract for specialty testing and inspection services. Walsh is currently excavating, pouring new concrete, and backfilling in locations near the bar screen structure and the existing digester.*
- Westward Ho Drive Sewer Siphon Replacement project. This is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. Staff reviewed the 50% design plans and the updated project cost schedule. Staff reviewed 90% design plans and specifications and submitted comments for correction. Staff are finishing their review of the submitted 100% set of plans and specifications. Staff has met with both the City of Indio and La Quinta, and both have no revisions or concerns. Staff has sent plans to CVWD and IWA for review and VSD received comments back from both agencies for incorporation. Carollo will be performing additional potholing to verify IWA and other utilities. Potholing has revealed that an IWA water line is closer to the project alignment than indicated on record drawings and must be rerouted around the proposed siphon manhole. *Update: Permitted Plans have been signed by CVWD. Staff is currently filing an encroachment permit license application as required by CVWD for the permanent pipeline crossing of the channel. Once the contractor is selected, they will file for a construction permit and the encroachment permit will be processed. This project is currently being held up by FEMA. VSD needs FEMA approval before proceeding with bidding and construction which was expected by February 2023. The CEQA documentation for this project has been completed.*
- Collections System Rehabilitation and Replacement project. The first rehabilitation project on Indio Blvd. is complete. This was a good first project and lessons were learned on how to better the process for the next project. The CCTV inspection project is complete. Harris is currently developing plans for the downtown Indio rehabilitation and repair project. This is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area. The 50% plans for the Downtown Indio Rehabilitation project have been reviewed and comments have been returned to Harris for revision. The 100% design plans have been reviewed by IWA and the City of Indio and both agencies returned comments for revision.



*Update: The Board has awarded the Downtown Indio Rehabilitation Project to GRBCON. Most of the cured in place pipe rehabilitation has been completed. The contractor will be mobilizing for the open cut and point repair work in July. Harris is currently working on the rehabilitation plans for the Calhoun lift station.*

- Influent Pump Station Rehabilitation Project. The Request for Proposal (RFP) was released on August 28 and was closed on September 28, 2020. The Board awarded the project to the DCI / Dudek team, and a pre-construction meeting was held on December 4th, 2020. The DCI / Dudek has developed a preliminary bypass plan for the initial inspection and shutdown of the influent pump station structure. The preliminary bypass and inspection were completed from February 22<sup>nd</sup> to February 26<sup>th</sup>. VSD has chosen the valves and gates that will be used for this project based on Dudek / DCI and Stantec's recommendations. Dudek and VSD are coordinating the ordering and purchasing of long, lead items. Dudek has submitted the Basis of Design Report which Stantec and VSD staff have reviewed. The Board has approved the guaranteed maximum price. The Notice of Award has been issued and Change Order No.2 signed. *Update: Due to the discovery that the existing VFD for Pump #3 was faulty, the completion of the project has been delayed. A new VFD has been ordered and the installation and testing of Pump #3 is expected to be completed by June 9<sup>th</sup>.*
- The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement. The project design was awarded to Dudek who has completed the project design and specifications. The construction portion of the project was put out to bid on February 7<sup>th</sup>, 2022. The project bid opening took place on March 16<sup>th</sup>, 2022, and VSD received six sealed bids for this project with Van Dyke Corporation being the lowest responsible bidder. The first phase of this project has been completed. *Update: The Board has approved the proposal from Dudek for the second phase of the project which consists of replacing the piping for the frost sprayers. The Board awarded the project to the Van Dyke Corporation. The contractor is currently preparing all the materials and scaffolding for this project. They are scheduled to start on June 20<sup>th</sup>.*
- 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 have selected a new location for the training/office building that will allow the single-story building with minimal demolition. The architect has completed the schematic design and cost estimate for both the training/office building and laboratory building. An onsite survey was conducted on July 7<sup>th</sup>. SGH Architects is continuing with the final design of both the Office & Training and Laboratory Buildings. *Update: SGH has submitted 50% design plans which include both buildings for staff review and comment in December 2021. This project has been delayed for a year or two to allow other priority projects to proceed and maintain our debt coverage.*

## **Recommendation**

Staff recommends that the Board receive the Manager's Report for activities during the month of May 2023.

## **Attachments**

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

[Attachment B NPDES Report for June.pdf](#)  
[Attachment C Collection Services Report.pdf](#)  
[Attachment D Development Services Report May 2023.pdf](#)  
[Attachment E Capital Improvement Program Report June 2023.pdf](#)  
[Attachment F Environmental Compliance Summary.pdf](#)  
[Attachment G Wastewater Surveillance Summary for Jun.pdf](#)

## Administrative Services - Task Summary 2023

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active Litigation Filed	-	-	-	-	-								-
Board Meeting	3	2	3	4	3								15
Budget/Finance Committee Meeting	1	-	-	-	1								2
Operations Committee Meeting	-	1	-	1	-								2
Community Engagement Committee Meeting	1	-	1	-	1								3
Employee Anniversaries	1	4	1	1	3								10
Employee Promotions	-	-	-	-	-								-
Facebook Postings	1	3	-	-	-								4
Insurance Claims Initiated	-	-	-	-	-								-
Lost Time Work Incidents	-	-	-	-	-								-
Media Coverage Items	-	-	-	1	-								1
New Hires	-	-	2	-	1								3
Press Release	-	-	-	1	-								1
Public Records Request	2	1	-	1	-								4
Resignations	-	-	1	-	-								1
Retirements	-	-	-	-	-								-

April 2023	Plant Influent		ASP Effluent			Pond Effluent		
	CBOD (mg/L)	TSS (mg/L)	Monthly Average Flow (MGD)	CBOD (mg/L)	TSS (mg/L)	Monthly Average Pond Effluent Flow (MGD)	CBOD	TSS
1								
2								
3								
4	259	444		14	11.8			
5								
6								
7								
8								
9								
10	263	440		17	9.4			
11								
12								
13								
14								
15								
16								
17								
18	275	374		8	6.9			
19								
20								
21								
22								
23								
24	295	412		13	7.5			
25								
26								
27								
28								
29								
30			6.19			0.000		
<b>Average</b>	273	418	6.19	13	8.9	0.000		
<b>Minimum</b>	259	374	6.19	8	6.9	0.000		
<b>Maximum</b>	295	444	6.19	17	11.8	0.000		
<b>Exceedences</b>	0	0	0	0	0	0	0	0
<b>Permit LIMITS</b>				25	30		40.0	49.0

Total Plant Discharge (Outfall) Grab								
EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Di(2-ethylhexyl)phthalate (ug/L)	Cyanide (total) (ug/L)	Ammonia (total, as N) (mg/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
12	< 1.4	3.1	< 0.5	6.4	2.4	7.2	0.51	12
8.4								
28.2	< 1.4							
35.5								
28.5								
19.6*	1.4	3.1	0.5	6.4	2.4	7.2	0.51	12
8.4	< 1.4	3.1	< 0.5	6.4	2.4	7.2	0.51	12
35.5	< 1.4	3.1	< 0.5	6.4	2.4	7.2	0.51	12
0	0	0	0	1	0	0	0	0
126(mo) / 400 (max)	25	9.0	5.9	4.3				

## Collection Services Task Summary Report for 2023

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	6	1	3	1	3	-							14
F.O.G. Inspection - Completed													-
F.O.G. Inspection - Fail													-
F.O.G. Inspection - Pass													-
Hot spot cleaning (total)*	26	-	-	34	-	-	-				-	-	60
Lift station inspection	19	16	23	18	19								95
Manhole inspection	179	159	136	178	251								903
Sewer line CCTV (feet)	8,060	7,295	N/A	N/A	1,733								17,088
Sewer line cleaning (feet)	52,372	53,787	58,466	67,147	86,073								317,845
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	0	0	0								0
USA Markings	160	46	45	28	30								309
*Note: Hot spot cleaning is performed quarterly													



## VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

13-Jun-23

Plan Check in Progress  
Inspection in Progress  
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Add'l Dwelling Unit - Cebreros Residence	83181 Blue Mountain Court	Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21. Permit 3967 7/26/2021	Inspect work improvements as scheduled.
Arroyo Crossing Phase 1 architectural plans	47555 Jefferson Street/Highway 111	Architectural plans submitted for new apartment complex. Plans approved and notified applicant 12/22/21. Permit 3998 issued 1/6/22.	Inspect work improvements as scheduled.
Arroyo Crossing Phase 1 civil plans	47555 Jefferson Street/Highway 111	Civil plans submitted for new apartment complex. Plan review completed. Plans approved and returned to applicant 12/22/21. Permit 3998	Inspect work improvements as scheduled.
Arroyo Crossing Phase 2 architectural plans	47777 Jefferson Street/Highway 111	Architectural plans submitted for new apartment complex. Plans approved and notified applicant 1/21/22 Permit 4005 on 2/7/22.	Inspect work improvements as scheduled.
Arroyo Crossing Phase 2 civil plans	47777 Jefferson Street/Highway 111	Civil plans submitted for new apartment complex. Plans approved and notified applicant 1/21/22. Permit 1005	Inspect work improvements as scheduled.
Autozone Jackson Street	41850 Jackson Street/Avenue 42	Plans submitted for plan check. Sewer main relocation. Plans approved 1/21/21. Waiting for engineer to finalize easements docs. Permit 3954 issued 5/13/21.	10% warranty bond in place Reinspect and notice of acceptance Due 1/1/2023
Ave 42 Self Storage	82815 Ave 42/Showcase Blvd	Plans submitted, fee paid. Plans approved and notified applicant 3/2/23. Permit 4110	Waiting for owner to process permit paperwork.
Bliss & Oasis Apts Sewer Improv. Plan	NW Corner of Bliss Ave and Oasis St	Plans submitted for Civil Plans, fee paid with check. Completed 1st plan check and returned to the applicant 12/15/22.	Perform 2nd plan check upon plan resubmittal.
Buzzbox	42625 Jackson Street #112	Plans submitted existing building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Castro 80501 lot 50	Motorcoach CC 80501 Ave 48 Lot 50	Plans submitted, Permit 4056	Inspect work improvements as scheduled.
Chandi Plaza Building "B" Shell	81-971 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20. Issued permit 3963 on 6/29/21.	Inspect work improvements as scheduled.
Coco Palms Tr 38072-2	South East Corner of Avenue 49 and Jackson St	Plans submitted and plan check fee paid for phase 2 of housing tract. Pending signatures for phase 1 before proceeding	Plans in Queue
CocoFreeze G.I. Tenant Improvement	43905 Clinton St Ste #5	Plans submitted for G.I T.I. and plan check fee paid. Plans approved and notified applicant project ready to permit. Permit #4105	Inspect work improvements as scheduled.
COD Child Development Center	45742 Oasis Street	Plans submitted for child development center. Plans approved and notified applicant 1/25/22. Permit 4025 4/21/22	Inspect work improvements as scheduled.
College of the Desert	45524 Oasis Street	Plans submitted for campus expansion. Plan review completed, plan approved and notified applicant 1/25/22. Permit 4026 4/22/22	Inspect work improvements as scheduled.
Community Valley Bank	81701 Hwy 111	Plans Submitted and fee paid for TI Improvement. Emailed Matt Seto for plan pick-up 4/11/23. Permit 4099	Inspect work improvements as scheduled.
Corso Residence	49491 Braley Court	Plans submitted for single family residence. Plans approved and notified applicant 9/2/20. Permit 3931 issued 1/5/21	Inspect work improvements as scheduled.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20. Permit 4049	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
Gabino's Creperie	82862 Miles Ave	Plans submitted, fee paid with credit card. Completed 1st plan check and returned to the applicant 9/14/22.	Perform 2nd plan check upon plan resubmittal.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Tract is Complete. Warranty Bond received 8/25/2021.	Notice of acceptance after 12 month warranty bond release.
Grease Interceptor T.J. at 82707 Miles (Encore Coffee)	82707 Miles Avenue/ Corner of Miles and Oasis	Plans submitted for Plans and scope of work, fee paid with check. Completed 3rd plan check and notified applicant 3/16/23. Permit # 4095	Inspect work improvements as scheduled.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Handels Ice Cream Shop	42225 Jackson Street/Avenue 42	Plans submitted for new suite TI. 2nd plan check completed and returned to the applicant 8/31/22. Permit 4064	Inspect work improvements as scheduled.
I-10 Monroe Conceptual Site Plans	SE Corner of Monroe and Ave 42	The Palms at Indio Sewer Plans submitted (Fee paid 8/19/22)	Waiting for owner to process permit paperwork.
I-10 Monroe Conceptual Site Plans Pt. 2	SE Corner of Monroe and Ave 42	Plans Submitted and fee paid for Sewer Development.	Perform 2nd plan check upon plan resubmittal.
Indian Palms 32	Cochran Drive & Garland Road	Civil plans submitted for public sewer for 32 unit condo complex. 2nd plan check complete. 9/1/21. Plans approved 9/17/21.	Inspect work improvements as scheduled.



PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19. Plans approved 6/24/20. Issued permit 3900 on 8/29/20.	Inspect work improvements as scheduled.
Indio Juvenile Court	47671 Oasis St/ Ave 48	Plans submitted to demo existing juvenile court building and construct new building on the same site. Plans approved, notified applicant project ready to permit 9/30/21. Permit # 4004 1/25/22	Inspect work improvements as scheduled.
Indio Marketplace Architectural	82227 Highway 111/Rubidoux	Plans submitted for mall TI. Completed 2nd check and notified applicant 8/2/22.	Waiting for owner to process permit paperwork.
Indio Marketplace Civil	82227 Highway 111/Rubidoux	Plans submitted for mall TI, Completed second plan check and returned to the applicant 11/12/21.	Waiting for owner to process permit paperwork.
Indio Palms RV	45-755 Commerce Street	Civil plans submitted for Public Sewer & Plan Fee Paid. Plans approved and notified applicant 3/20/23. Permit 4097	Waiting for information to draft Development Agreement
Indio Plaza Sewer Relocation	82126 Hwy 111/Monroe St.	Plans submitted for sewer line and manhole relocation. Plans approved and notified applicant 7/28/22.	Waiting for owner to process permit paperwork.
Indio Public Safety Center	46867 Bristol Street/Dr Carreon	Plans submitted for public safety center. Plans approved and returned to applicant 4/12/22. Permit 4052	Inspect work improvements as scheduled.
Indio Self Storage	81161 Indio Blvd	Plans submitted and fee paid for sewer improvement plans. Completed 1st plan check and returned to the applicant 4/14/23.	Plans in Queue
Indio Taphouse TI	82851 & 82867 Miles Ave	Plans submitted for Taproom in Oldtown Indio, fee paid with check. Plans approved and notified applicant 1/26/23. Permit 4083	Inspect work improvements as scheduled.
JB Finish Building	42702 Caspian Street	Plans submitted for new warehouse with office building. Plans approved and notified applicant project ready to permit 5/2/22. Permit 4030 5/3/22	Inspect work improvements as scheduled.
Jersey Mike's	42211 Jackson St Ste. 102 / Corner of Ave 42	Plans Submitted and fee paid for Sandwich Restaurant. Plans approved and notified applicant 2/17/23. Permyity 4088	Inspect work improvements as scheduled.
John Nobles Apts civil plans	John Nobles Avenue/Rubidoux Street	Plans submitted for on-site private sewer. Completed 1st plan check and returned to applicant 7/12/22.	Perform 2nd plan check upon plan resubmittal.
Kings Castle Taco Architectural	82991 Bliss Avenue	Plans submitted for building TI for taco shop. Completed 2nd plan check. Civil plans submitted for review 7/21/22.	Waiting for owner to process permit paperwork.
Kings Castle Taco Civil Plans	82991 Bliss Avenue	Plans submitted for building TI for taco shop 7/21/22. Plans approved and notified the applicant 9/7/22.	Waiting for owner to process permit paperwork.
Las Plumas/Coco Palm Tract 38072	South East Corner of Avenue 49 and Jackson St	Plans submitted for 173 lot housing tract. Completed first plan check 4/27/21.	Plans are ready to sign after the City of Coachells Signs the Ave 49 sheets
Magical Estates Tenant Spaces	82490 Highway 111/Arabia Street	Plans submitted for tenant suite TI's. Completed 1st plan check and returned to applicant 4/28/22.	Perform 2nd plan check upon plan resubmittal.
Mattress Firm Indio Towne Center	42150 Jackson St	Plans submitted for Retail TI and plan check fee paid. Plans approved and notified applicant project ready to permit 4/28/23. Permit 4104	Inspect work improvements as scheduled.
Nelson Chavez Accessory Dwelling Unit	43163 Deglet Noor	Plan submitted for new accessory dwelling unit, Plan approved and notified applicant 8/30/22	Waiting for owner to process permit paperwork.
New ADU for Abdullah Alwishah	46955 Arabia St	Plans submitted for accessory dwelling unit, fee paid with check. Permit 4062	Inspect work improvements as scheduled.
New Century Garage Doors	81740 Highway 111/Granada Dr.	Plans submitted for new sewer lateral connection. Completed 1st plan check and notified applicant 3/2/22.	Perform 2nd plan check upon plan resubmittal.
Octavio Rosales SFD	43645 Saguaro Street/Avenue 44	Plans submitted for new SFD. Completed 2nd plan check and returned to the City 8/26/19. Permit 4014 issued 3/18/22.	Inspect work improvements as scheduled.
Outdoor Resorts CC - Casita Addition	80394 Avenue 48, Lot 182	Plans submitted for casita addition and storage building. Plans approved and notified applicant 9/30/21	Waiting for owner to process permit paperwork.
Palmera Apartments	NE Corner of Monroe and Regua	Plans submitted for Sewer Developmet, fee paid. Completed 1st plan check and returned to the applicant 1/19/23	Perform 2nd plan check upon plan. In Queue
Paradiso Tract 31815	East of Monroe North of Ave 41	New model homes under construction. Warranty Bond received 3/2/2023.	Notice of acceptance after 12 month warranty bond release.
Paradiso Tract 31815 & 31815-3	East of Monroe North of Ave 41	Plans submitted for new housing tract phases. Completed first plan check 2/25/21. Plans Approved 3/25/21.	10% warrenty bond in place Reinspect and notice of acceptance Due 3/1/2024

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Parcel Map 36215	Dr. Carreon west of Van Buren	Civil plans submitted for 1st plan check. Plans approved and returned to the Engineer 1/18/18. Issued permit 3718 on 1/23/18.	Inspect work improvements as scheduled.
Pawley Pool Aquatic Facility	46350 Jackson Street/Date Ave.	Plans submitted for new Aquatic Center on existing public pool site. Project Expired in 2020. Resubmitted 10/25/21. Completed 3rd plan check and returned to the applicant 1/10/23.	Perform 3rd plan check upon plan resubmittal.
Private residence for Cristina Ayon	49115 Ridgeback Ct	Plans submitted, fee paid. Plans approved and notified applicant project ready to permit 12/22/22. Permit 4071 1/12/23	Inspect work improvements as scheduled.
Raising Canes Restaurant	Monroe Street/Showcase Parkway	Plans submitted for new restaurant building. Plans approved and notified the applicant 12/6/22.	Waiting for owner to process permit paperwork.
Ramon Chavez Accessory Dwelling Unit	43737 Oasis St / Ave 44	Plans submitted for plan check. Plans approved and notified applicant 10/13/20. Issued permit 3908 on 10/13/20.	Inspect work improvements as scheduled.
Ranch RV & self Storage	83734 Dr Carreon	Plans submitted, fee paid with check. Completed 2nd plan check and notified applicant 12/14/22. Permit 4090	Inspect work improvements as scheduled.
Residence for Mr and Mrs Job Lopez	49-134 Ridgeback Ct	Plans Submitted and fee paid for private residence. Plans approved and notified applicant 3/16/23. Permit 4093	Inspect work improvements as scheduled.
Rosa Rebollar Accessory Dwelling Unit	81179 Helen Ave/Swingle Ave	Plan submitted for new accessory dwelling unit	Perform 2nd plan check upon plan resubmittal.
Showcase Indio Pad 4 Shell	42225 Jackson Street/Avenue 42	Plans submitted for new retail shell building. Plans approved and notified applicant 7/26/22. Permit 4055	Inspect work improvements as scheduled.
Solis Barber Shop	84119 Indio Blvd	Plans submitted for barber shop. Plans approved and notified applicant 2/18/22. Permit 4009 3/2/22	Inspect work improvements as scheduled.
Steven Saylor's Residence	49171 Braley Court	Architectural plans submitted for new SFR	Perform 2nd plan check upon plan resubmittal.
Sunburst RV Storage	43250 Sunburst Street/Oleander Avenue	Plans submitted for new RV storage facility. Completed 1st check and notified applicant 3/21/22. Permit 4020 4/7/22	Inspect work improvements as scheduled.
Terra Lago 32341-12	North of Avenue 44 & East of Harrison	First Plan Complete 12/16/20. Plans Approved 2/19/21. Maintenance Bond in place 8/16/22.	10% warrenty bond in place Reinspect and notice of acceptance Due 8/16/2023
Terra Lago Four Seasons Tract 32287	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans Approved 4/26/21.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32288-1	North of Via Terra Lago and East of Golf Center Pkwy	Civil plans submitted for Public Sewer. 1st plan check complete and returned redlines 11/24/21 2nd plan check complete 1/18/22.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32288-2	North of Via Terra Lago and East of Golf Center Pkwy	Civil plans submitted for Public Sewer. 1st plan check complete and returned redlines 3/29/22	Perform 2nd plan check upon plan resubmittal.
Terra Lago Four Seasons Tract 32288-F	North of Via Terra Lago and East of Golf Center Pkwy	Civil plans submitted for Public Sewer. Plans Approved 7/1/22	Waiting for information to draft Deveopment Agreement
Terra Lago Four Seasons Tract 32341-F	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Completed 1st plan check and notified applicant 5/1/20. Plans Approved 8/15/20. Maintenance Bond in place 8/16/22	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32462-2	North of Avenue 44 & East of Harrison	Plans approved from previous developer. Development agreement has been recorded. Bonds have been submitted. Construction work is in progress.	Inspect work improvements as scheduled.
Texas Roadhouse Restaurant	42790 Jackson Street	Plans submitted for Steakhouse, fee paid with check. Plans approved and notified the applicant 2/9/23. Permit 4092 3/7/23	Inspect work improvements as scheduled.
The Daily Grind Coffee - TI	45810 Fargo Street/Hwy 111	Plans submitted for tenant TI. Plans approved and returned to the City 1/24/18. Issued permit 3737 on 3/9/18.	Inspect work improvements as scheduled.
Tim & Lois Eklund Site 105	Motorcoach CC 80501 Ave 48 Lot 105	Plans submitted, Permit 4068	Inspect work improvements as scheduled.
Timothy Venable Project	84221 Corregidor Avenue/Bataan Street	Plans submitted for connection of SFD to sewer lateral. Plan approved and notified applicant 5/3/22. Permit 4042 6/21/22	Inspect work improvements as scheduled.
Tower Market #965	Intersection Monroe Street/Dr Carreon	Plans submitted for Convienient Store/Gas Station, fee paid with check. Completed 2nd plan check and notified applicant 3/29/23.	Perform 3rd plan check upon plan resubmittal.
Tower Market #965 Architectural	Intersection Monroe Street/Dr Carreon	Plans Submitted and fee paid for architectural plans for a gas station. Completed 1st plan check and returned to applicant 3/29/23.	Perform 2nd plan check upon plan resubmittal.
Woodsprings Suites Ext Stay Hotel	42-425 Jackson St.	Civil plans submitted for Public Sewer & Plan Fee Paid. Plans approved 2/14/23 and notified applicant	Waiting for owner to process permit paperwork.

	May	Fiscal Year
New Projects		24
Projects Permitted	1	23
Projects Finald		21

**Monthly Capital Improvement Project Update - June 2023**

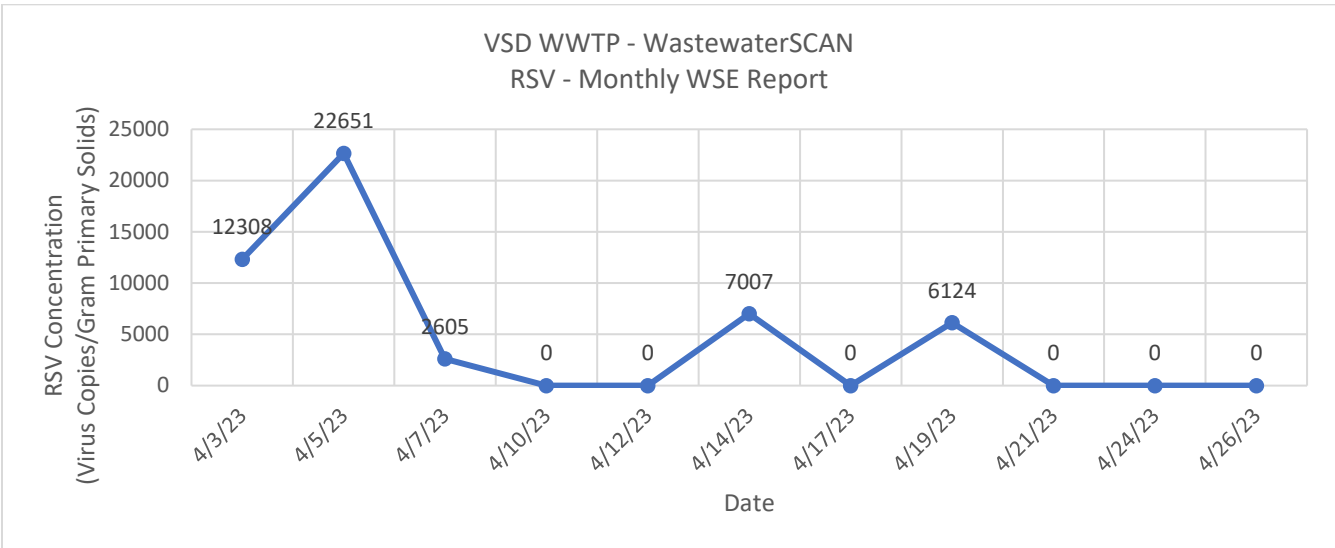
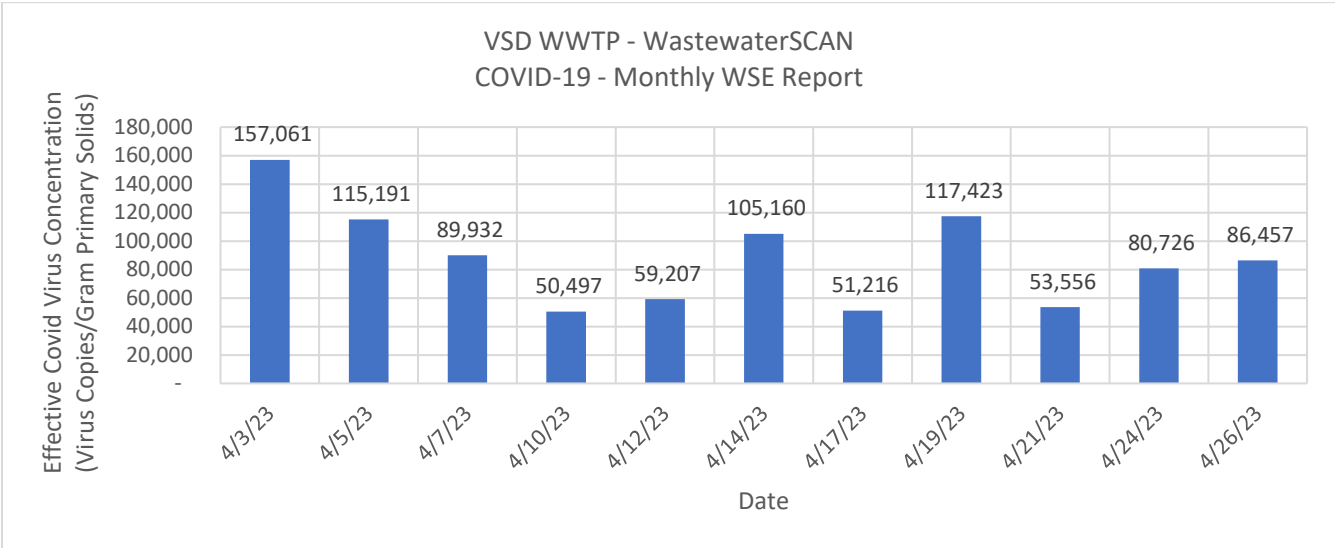
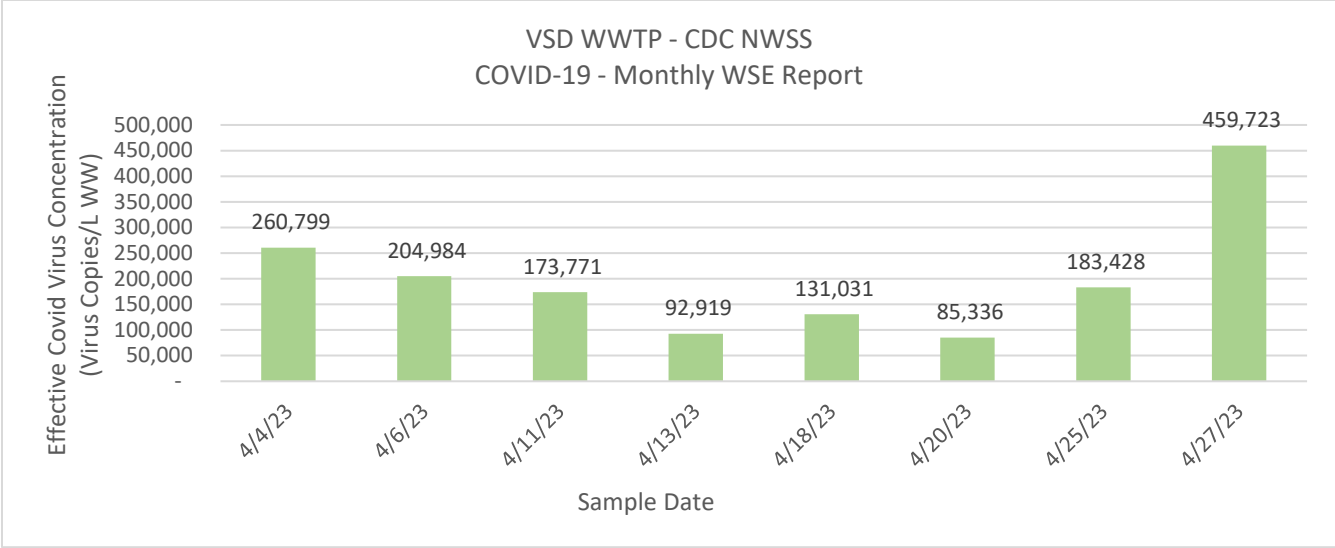
<b>Project Title</b>	<b>Project Description</b>	<b>Current Status</b>	<b>Fiscal Year Budget</b>	<b>Total Spent to Date</b>
Westward Ho Sewer Siphon Replacement Design and Construction	Due to the February 2019 rain event, the existing VSD sewer siphon that crosses the CVWD storm channel at Westward Ho Drive became exposed and was damaged. In order to prevent this from happening again in the future, Carollo Engineers is currently working with VSD on the final design of a new sewer that is to be constructed well below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel and adjacent to the original siphon. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	Permitted Plans have been signed by CVWD. Staff is currently filing an encroachment permit license application as required by CVWD for the permanent pipeline crossing of the channel. Once the contractor is selected, they will file for a construction permit and the encroachment permit will be processed. This project is currently being held up by FEMA. VSD needs FEMA approval before proceeding with bidding and construction which is expected by February 2023. The CEQA documentation for this project has been completed.	\$5,102,000.00	\$29,924.50
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future. Harris and the District have assigned a rating and priority to all of the pipes in the collection system and are splitting them up into projects for each fiscal year. The first project for this fiscal year will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of hiring a contractor to perform CCTV inspections of all pipes within the District that cannot be surveyed by collections staff due to high flows or pipe diameter. The third project is the downtown Indio rehabilitation and repair project. This project is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area.	The Board has awarded the Downtown Indio Rehabilitation Project to GRBCON. Most of the cured in place pipe rehabilitation has been completed. The contractor will be mobilizing for the open cut and point repair work in July. Harris is currently working on the rehabilitation plans for the Calhoun lift station.	\$4,895,007.00	\$324,542.98
Reclaimed Water Project Phase 1	The contract for this project was awarded to Schneider Electric / Stantec. The project design cost is \$2,200,000 and project schedule is approximately 460 days. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter, and a sludge thickener unit.	100% design plans have been approved by staff. ECM #3 (the Rotary Screw Thickeners) is at the 60% design level. The Guaranteed Maximum Price (GMP) has been approved by the Board. Leighton was awarded the contract for specialty testing and inspection services. Walsh is currently excavating, pouring new concrete, and backfilling in locations near the bar screen structure and the existing digester.	\$17,763,656.00	\$ 14,952,942.46
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.	Due to the discovery that the existing VFD for Pump #3 was faulty, the completion of the project has been delayed. A new VFD has been ordered and the installation and testing of Pump #3 is expected to be completed by June 9th.	\$3,300,000.00	\$2,648,104.03

**Monthly Capital Improvement Project Update - June 2023**

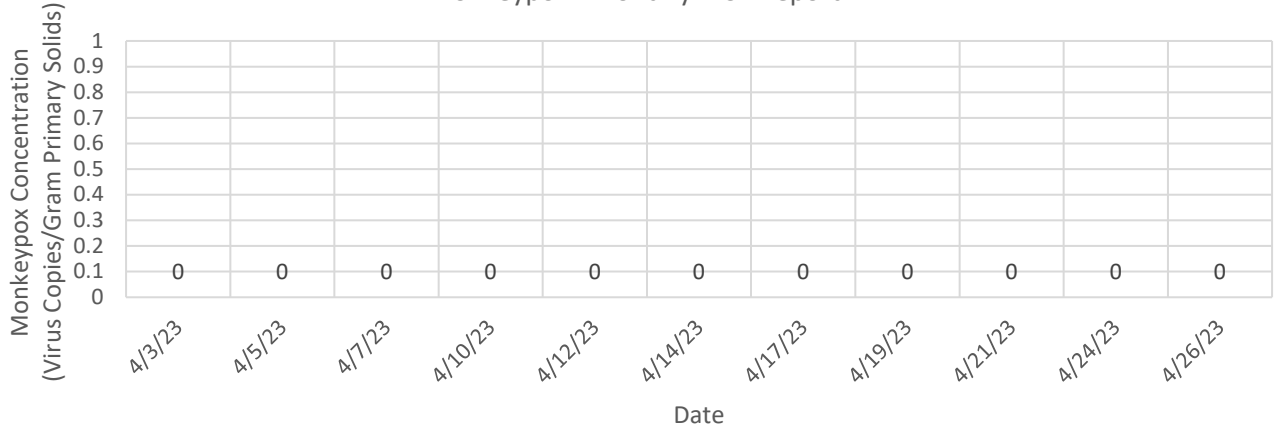
<b>Project Title</b>	<b>Project Description</b>	<b>Current Status</b>	<b>Fiscal Year Budget</b>	<b>Total Spent to Date</b>
Steel WaterLine Replacement	The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement. The project was awarded to Dudek who has begun the development of the project design and specifications.	The Board has approved the proposal from Dudek for the second phase of the project which consists of replacing the piping for the frost sprayers. The Board awarded the project to the Van Dyke Corporation. The contractor is currently preparing all the materials and scaffolding for this project. They are scheduled to start on June 20th.	\$350,000.00	\$39,224.52
New Training and Office Building and Laboratory Building	The District and SGH Architects are developing the intital design for a new office / training building that will be located to the west of the existing Operations building. The purpose of this new building is to provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings. Also as part of this project, VSD has contracted SGH to develop designs for a new laboratory building to replace the existing lab due to the current issues lab staff are experiencing with the layout and air filtering system.	SGH has submitted 50% design plans which include both buildings for staff review and comment in December 2021. This project has been delayed for a year or two to allow other priority projects to proceed and maintain our debt coverage.	\$0.00	\$0.00
Additional Parking and Landscaping	The District is need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping.	A preliminary design of the Project has been completed. In que for the next steps.	\$0.00	\$0.00

## Environmental Compliance Summary Report for 2023

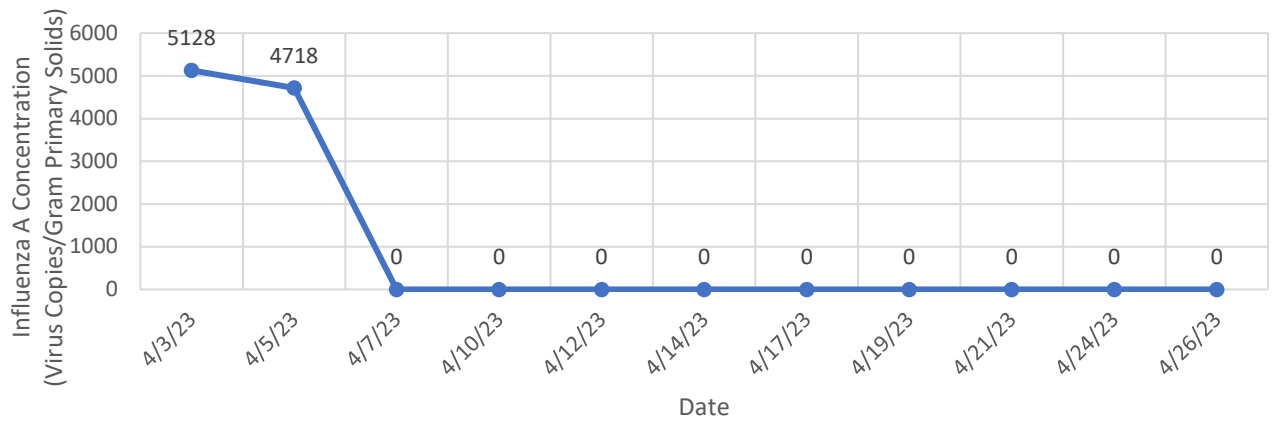
Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Pretreatment</b>													
Customer Service Calls	11	10	2										23
Commercial Approval Letters	4	3	1										8
Change of Ownership Inspection	3												3
SIU Permit Compliance	3	3	3	3									12
FOG-FSE Inspections Completed	22	14	12	6									54
Commercial Inspections Completed	4	5	1	1									11
Environmental & Collections investigations	3	4											7
Failed Inspections or NOV													0
<b>Total # of Inspections</b>	<b>32</b>	<b>26</b>	<b>16</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>84</b>
<b>Laboratory</b>													
# of Collected Samples	266	266	327	255									1,114
# of Tests (Analyses)	548	537	618	514									2,217
# of Samples sent to Contract Labs	40	41	36	32									149
# of Contracted Tests (Analyses)	73	142	62	63									340
% of Samples performed In-House	85.0%	84.6%	89.0%	87.5%									86.5%



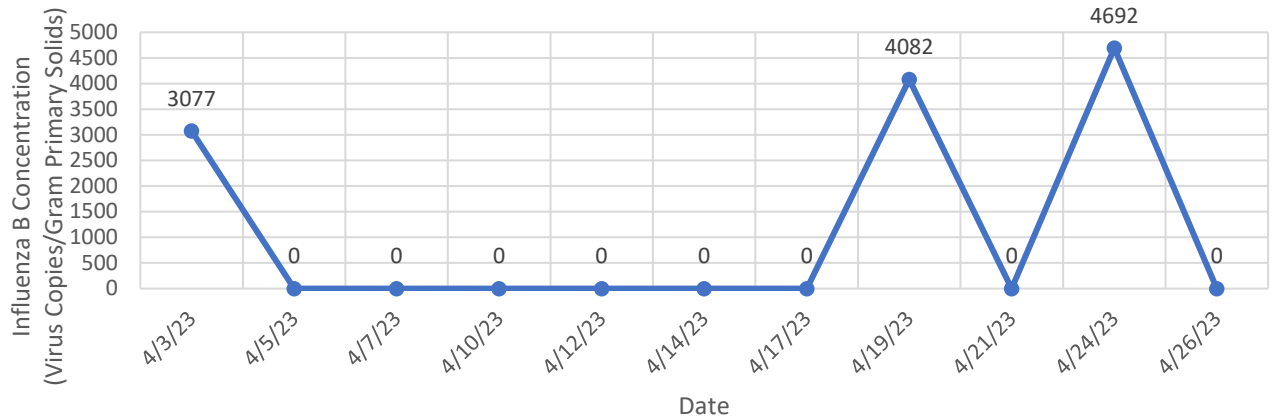
VSD WWTP - WastewaterSCAN  
Monkeypox - Monthly WSE Report



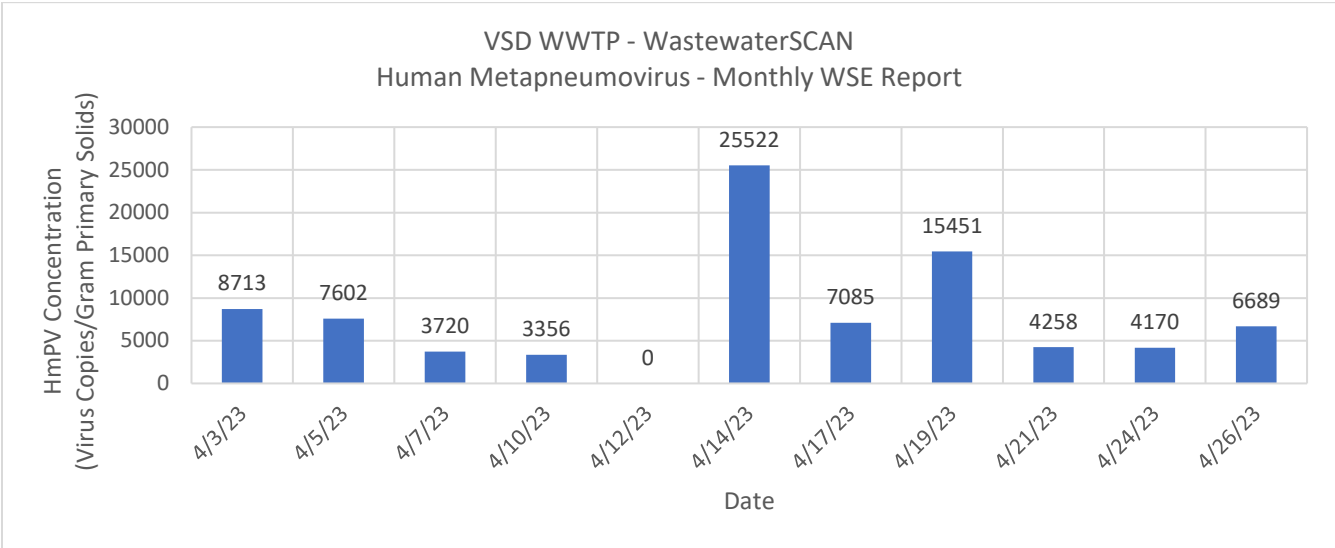
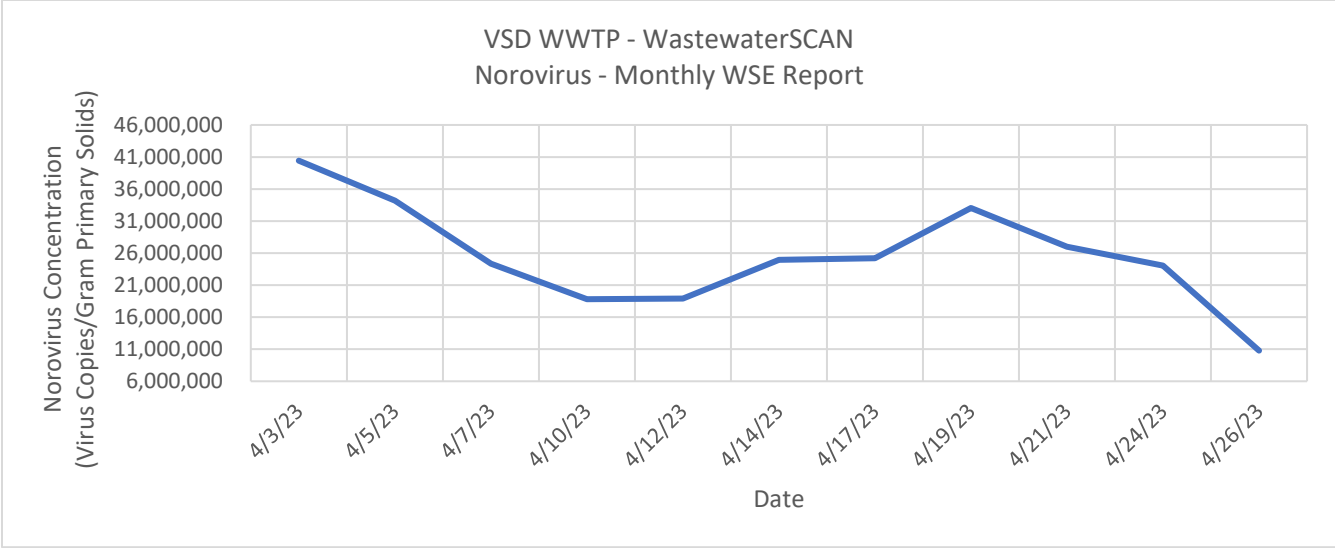
VSD WWTP - WastewaterSCAN  
Influenza A - Monthly WSE Report



VSD WWTP - WastewaterSCAN  
Influenza B - Monthly WSE Report









## Valley Sanitary District

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** Draft Minutes of the Operations Committee Meeting - June 6, 2023

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### **Suggested Action**

Discuss

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

There is no fiscal impact from this report.

### **Environmental Review**

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

### **Background**

Attached are the draft minutes of the Operations Committee meeting held on June 6, 2023.

### **Recommendation**

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

### **Attachments**

[6 Jun 2023 Meeting Minutes.edited.doc](#)

**VALLEY SANITARY DISTRICT  
OPERATIONS COMMITTEE  
REGULAR MEETING MINUTES**

June 6, 2023

A meeting of the Valley Sanitary District (VSD) Operations Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, June 6, 2023.

**1. CALL TO ORDER**

Chairperson Jacky Barnum called the meeting to order at 1:01 p.m.

**2. ROLL CALL**

Directors Present:

Chairperson Jacky Barnum

Committee Member William Teague

Staff Present:

Dave Commons, Chief Operating Officer, Adrian Contreras, Assistant Engineer, and Holly Gould, Clerk of the Board

**3. PLEDGE OF ALLEGIANCE**

**4. PUBLIC COMMENT**

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

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None.

**5. DISCUSSION / ACTION ITEMS**

5.1 Approve Minutes for the April 4, 2023, Operations Committee

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Committee member Teague motioned to approve the minutes of the Operations Committee held on April 4, 2023. Chairperson Barnum seconded the motion.

5.2 Discuss Valley Sanitary Districts Current and Future Plan for Biosolids

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Dave Commons, Chief Operating Officer, updated the Committee on the District's biosolids. Staff received the signed Professional Service Agreement for Biosolids Hauling and Disposal Services from Synagro West on May 26, 2023. The Interim General Manager was authorized by the Board of Directors on May 23, 2023, to sign a three-year contract agreement for a sum not to exceed \$1.2 million, which would go into effect on July 1, 2023. Secondly, Staff had its

second meeting with Lystek on the feasibility study for the advanced management of our treatment plant biosolids disposal as a certified liquid fertilizer. Staff have been working with Lystek to finalize the Feasibility Report and are expecting the report by early June.

### 5.3 Discuss Update on Capital Improvement Projects and Schedule

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Dave Commons, Chief Operating Officer, and Adrian Contreras, Assistant Engineer, gave a construction update on four CIP projects. The Influent Pump Station (IPS) project is nearly complete, with the Influent Pump Station already in service. The by-pass has been removed, and the contractor has demobilized. The only remaining item on this project is the installation and activation of Pump #3 of the IPS. Pump #3 was a jockey pump initially designed for low flows. However, the jockey pump rarely worked effectively and was taken out of service over a decade ago. The current IPS project upgraded Pump #3 to a full-service pump the same size as the other five pumps. A new pump was purchased as part of the project. It failed when the contractor tested the new pump connected to VSD's electrical equipment. After several tests, it was determined that the existing Variable Frequency Drive (VFD) was defective, most likely due to being out of service for so long. The contractor was able to find a replacement VFD meeting the project specifications. The Interim General Manager requested approval from the Board President to purchase and install the VFD as part of a change order to the project for an amount not to exceed \$22,391.65. The Recycled Water Project - Phase 1 is moving forward with increasing speed. Several phases of the project are in construction concurrently. The contractor will begin installing pipes and the initial foundation on the new Digester. The foundation for the new vortex grit chamber is nearing completion, and concrete pads for the ferric chloride building and new pump station have been poured. This project continues to move forward with few challenges. Weekly progress meetings with the Schneider Electric team help keep everyone on the same page and keep the project moving smoothly. The Indio Downtown Sewer Improvement Project is about 50% complete. There has been a slowdown in the project with scheduling issues. The project's next phase will entail trenching work to replace several old sewer mains that could not be rehabilitated with cured-in-place piping. Construction work on the replacement portion should begin in July. Lastly, the A.S.P. Plant Watermain Replacement Project - Phase 2 is set to start the week of June 12. This project was awarded to the Van Dyke Corporation. The contractor has been busy with vendor submittals required for the project. This project should take about two months to complete.

## 6. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 1:22 p.m. The next regular committee meeting will be on August 1, 2023.

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



**Valley Sanitary District**

**DATE:** June 13, 2023  
**TO:** Board of Directors  
**FROM:** Ron Buchwald, Interim General Manager  
**SUBJECT:** Receive and File Digital Data Reports from Andrea Carter and Associates and their subconsultant LocaliQ

---

**Suggested Action**

Discuss

**Strategic Plan Compliance**

GOAL 4: Increase Community Understanding and Support

**Fiscal Impact**

There is no fiscal impact to this report.

**Environmental Review**

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

**Background**

Andrea Carter and Associates was hired to help the District with community engagement and information in response to District's proposed sewer rate increase as well as helping with informing the community of the cancellation of the sewer rate increase. A large part of the messaging was performed digitally through emails and social media advertisements. The distribution of this data is traceable and trackable. The attached reports show the results of the digital messaging. These reports show positive information in terms of distribution and reception that warrants further explanation to understand the true results of the messaging. Andrea Carter and Roshan Patel (DigitaliQ) have offered to attend a future Board meeting to present and discuss these results if the Board so chooses to have them attend.

**Recommendation**

Staff recommends that the Board of Directors receive and file this report as information.

**Attachments**

[VSD - Initial Email Report May 2023.pdf](#)

[VSD - Digital Display Report May 2023.pdf](#)

# Email Campaign

Generated on May 22, 2023



CAMPAIGN NAME

**GCI | EMAIL | Valley Sanitary District | CORE**

HEADLINE

Valley Sanitary District Cancels Proposed New Rate Increase

CAMPAIGN ID

**1800853**

DELIVERED

**May 03, 2023**

TOTAL VIEWS

**9,045**

**16.89%**

TOTAL CLICKS

**1,566**

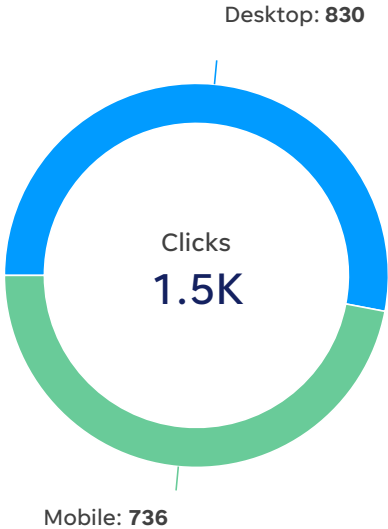
**2.92%**

TOTAL RECIPIENTS

**53K**

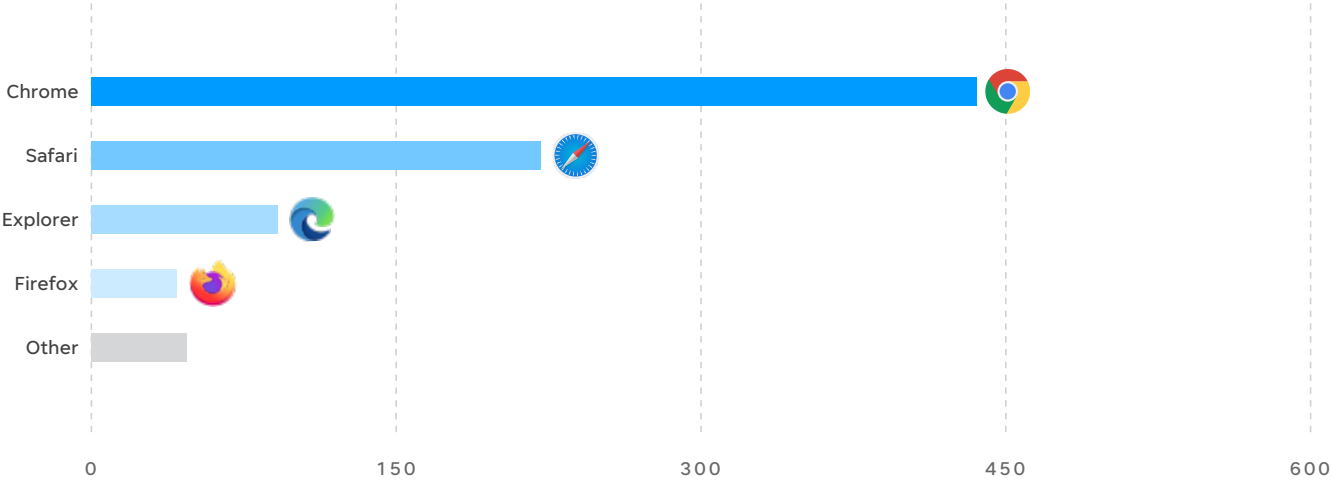
**DEVICE BREAKDOWN**

**53% of your Clicks came from prospective customers on their desktop devices.**



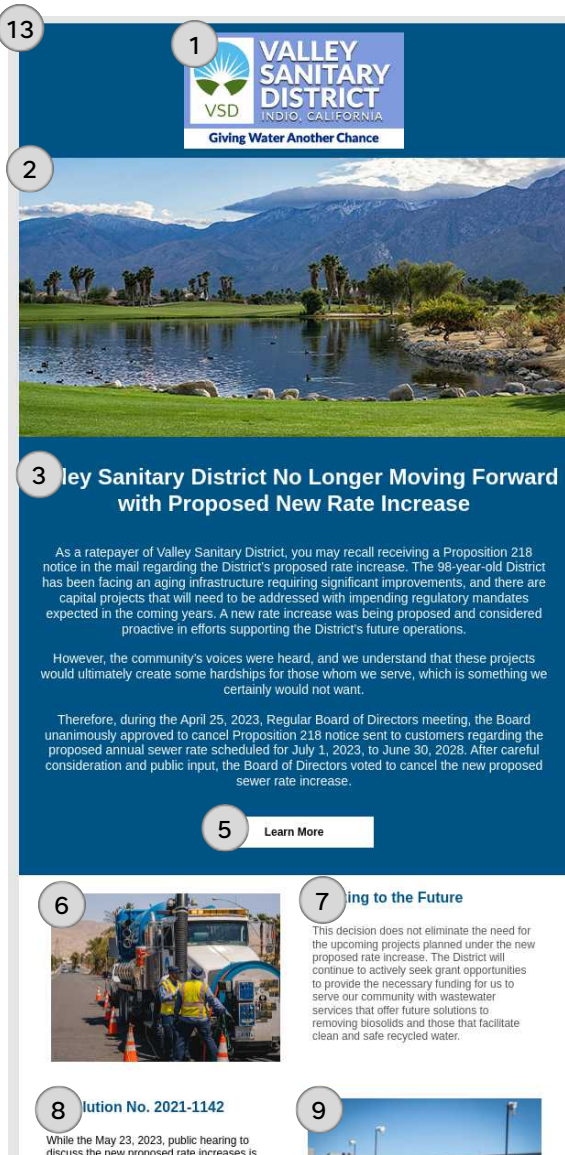
**BROWSER BREAKDOWN**

**53% of clicks came from recipients viewing your campaign through the Google Chrome browser**



**LINK SUMMARY**

**Below is a summary of all the links included in your email campaign, each link's clicks, and the percentage of total engagement for each.**



	Link URL	Clicks	%
1	<a href="https://www.valley-sanitary.org/sites/g/files/vyhlf721/f/news/valley_sanitary_district_faqs_0.pdf">https://www.valley-sanitary.org/sites/g/files/vyhlf721/f/news/valley_sanitary_district_faqs_0.pdf</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	130	0.24%
2	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	336	0.63%
3	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	50	0.09%
4	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	24	0.04%
5	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	182	0.34%
6	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	242	0.45%
7	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	27	0.05%
8	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	30	0.06%
<b>Totals</b>		<b>1,566</b>	

canceled, the sewer service changes adopted in Resolution No. 2021-1142 back in 2021 are still in effect through June 30, 2026. This adopted rate increase is substantially lower than the new rate increase that was being proposed and will provide for essential projects such as repairing and updating collection and treatment equipment and funding the construction of a recycled water system to increase water supply reliability.



10

**11 Payer's Voices Were Heard**

The Valley Sanitary District Board of Directors expresses sincere appreciation to all who have contacted the District to offer their input on the proposed new rate increase, as well as to Congressman Ruiz and Assemblyman Garcia and their staffs for taking the time to visit the District and offer their support as we continue to plan for the operational and financial stability of the District in the future.

**12 2023 Sewer Rate Study Update**

	Link URL	Clicks	%
9	<a href="https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase">https://www.valley-sanitary.org/home/news/valley-sanitary-district-no-longer-moving-forward-proposed-new-rate-increase</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	229	0.43%
10	<a href="https://www.valley-sanitary.org/home/news/2023-rate-study-report">https://www.valley-sanitary.org/home/news/2023-rate-study-report</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	206	0.38%
11	<a href="https://www.valley-sanitary.org/home/news/2023-rate-study-report">https://www.valley-sanitary.org/home/news/2023-rate-study-report</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	25	0.05%
12	<a href="https://www.valley-sanitary.org/sites/g/files/vyhlf721/f/news/vsd_wastewater_rate_study_report_final_03-29-2023.pdf">https://www.valley-sanitary.org/sites/g/files/vyhlf721/f/news/vsd_wastewater_rate_study_report_final_03-29-2023.pdf</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	66	0.12%
13	<a href="https://www.valley-sanitary.org/sites/g/files/vyhlf721/f/news/vsd_wastewater_rate_study_report_final_03-29-2023.pdf">https://www.valley-sanitary.org/sites/g/files/vyhlf721/f/news/vsd_wastewater_rate_study_report_final_03-29-2023.pdf</a> <small>?utm_source=LOCALIQ&amp;utm_medium=email&amp;utm_campaign=ValleySanitaryDistrict_May2023</small>	19	0.04%
<b>Totals</b>		<b>1,566</b>	

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# Display Advertising

Generated on May 22, 2023



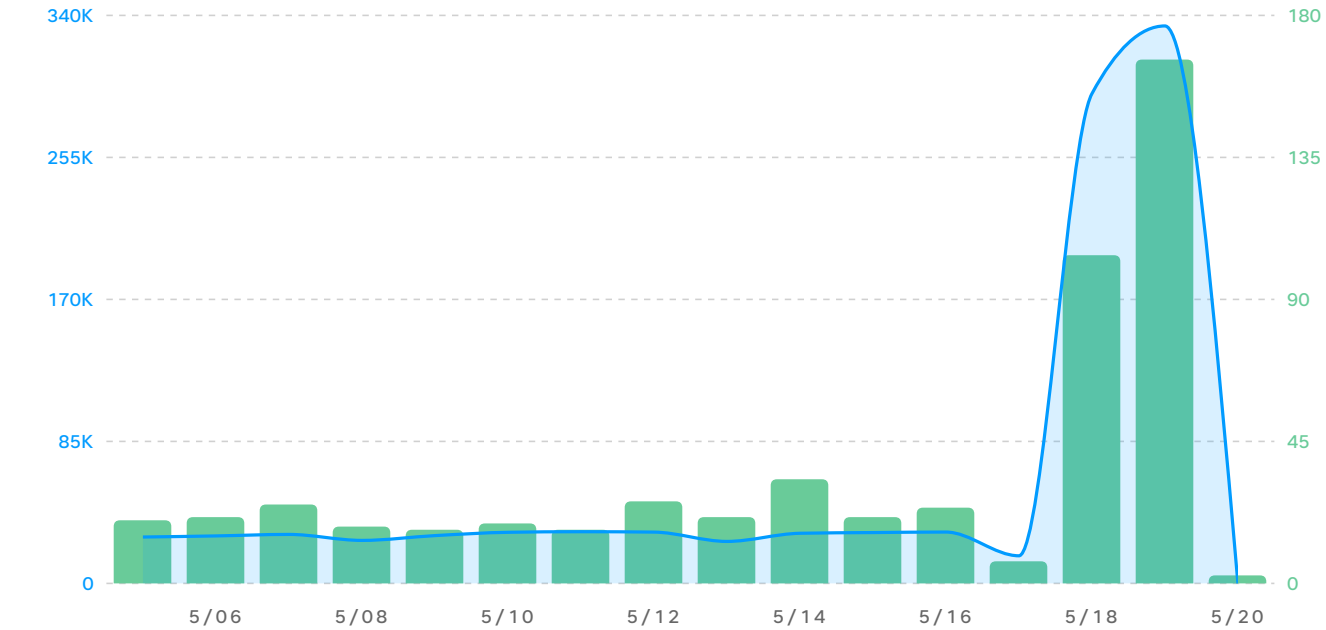
## IMPRESSIONS AND CLICKS

Your ads drove 539 clicks in the last 30 days.

Apr 22, 2023 to May 22, 2023

Frequency: Daily

5 Campaigns



● Impressions

● Clicks

CTR

**991,655**

**539**

**0.05%**

**TARGET GEOFENCES**

**Your ads were shown 939,978 times within your target geofences in the last 30 days.**

Apr 22, 2023 to May 22, 2023

5 Campaigns

All Geofences

Geofences	Impressions ↓	Clicks	CTR
5 mi radius of 45500 Van Buren St, Indio, CA 92201, USA	575,111	246	0.04%

## DISPLAY ADVERTISING

### Legend

**Imp** : Impressions  
**Walks** : Walk-ins  
**WVV** : Website Visits (Viewthrough)  
**PPVVT** : Priority Page Views (View-through)  
**PPVCT** : Priority Page Views (Click-through)  
**FSVT** : Form Submissions (View-through)  
**FSCT** : Form Submissions (Click-through)  
**CPFS** : Cost Per Form Submission  
**VTC** : View-Through Conversions  
**CTC** : Click-Through Conversions  
**TC** : Total Conversions  
**VV** : Video Views

**CPV** : Cost Per View  
**V25%** : 25% watched  
**V50%** : 50% watched  
**V75%** : 75% watched  
**V100%** : 100% watched  
**VCR** : Video Complete Rate  
**VFS** : Expanded to Full Screen  
**V\_M** : Mutes  
**V\_U** : Unmutes  
**V\_P** : Pauses  
**V\_R** : Resumes

Apr 22, 2023 to May 22, 2023

Running Campaigns

Campaign

Daily

Campaign	Impressions	Clicks	CTR
GCI1044929-05_Retargeting_Geofence	575,120	246	0.04%
May 20, 2023	9	--	--
GCI1044929-05_300x250.txt 300x250	2	--	--
GCI1044929-05_320x50.txt 320x50	6	--	--
GCI1044929-05_728x90.txt 728x90	1	--	--
May 19, 2023	306,351	155	0.05%
GCI1044929-05_160x600.txt 160x600	1,233	1	0.08%
GCI1044929-05_300x250.txt 300x250	28,080	6	0.02%
GCI1044929-05_300x600.txt 300x600	1,034	1	0.10%
GCI1044929-05_320x50.txt 320x50	232,259	124	0.05%
GCI1044929-05_728x90.txt 728x90	43,745	23	0.05%
May 18, 2023	268,760	91	0.03%

GCI1044929-05_160x600.txt 160x600	336	--	--
GCI1044929-05_300x250.txt 300x250	16,847	7	0.04%
GCI1044929-05_300x600.txt 300x600	473	--	--
GCI1044929-05_320x50.txt 320x50	209,954	66	0.03%
GCI1044929-05_728x90.txt 728x90	41,150	18	0.04%
GCI1044929-05_Retargeting_Geofence Addressable	364,867	269	0.07%
May 17, 2023	16,526	7	0.04%
GCI1044929-05_160x600.txt 160x600	92	--	--
GCI1044929-05_300x250.txt 300x250	3,101	1	0.03%
GCI1044929-05_300x600.txt 300x600	154	--	--
GCI1044929-05_320x50.txt 320x50	11,213	6	0.05%
GCI1044929-05_728x90.txt 728x90	1,966	--	--
May 16, 2023	30,735	24	0.08%
GCI1044929-05_160x600.txt 160x600	201	--	--
GCI1044929-05_300x250.txt 300x250	5,603	2	0.04%
GCI1044929-05_300x600.txt 300x600	345	1	0.29%
GCI1044929-05_320x50.txt 320x50	20,911	16	0.08%
GCI1044929-05_728x90.txt 728x90	3,675	5	0.14%
May 15, 2023	30,426	21	0.07%
GCI1044929-05_160x600.txt 160x600	198	--	--
GCI1044929-05_300x250.txt 300x250	5,864	2	0.03%

GCI1044929-05_300x600.txt 300x600	273	--	--
GCI1044929-05_320x50.txt 320x50	20,548	16	0.08%
GCI1044929-05_728x90.txt 728x90	3,543	3	0.08%
May 14, 2023	30,005	33	0.11%
GCI1044929-05_160x600.txt 160x600	154	1	0.65%
GCI1044929-05_300x250.txt 300x250	5,841	5	0.09%
GCI1044929-05_300x600.txt 300x600	262	--	--
GCI1044929-05_320x50.txt 320x50	20,265	25	0.12%
GCI1044929-05_728x90.txt 728x90	3,483	2	0.06%
May 13, 2023	25,126	21	0.08%
GCI1044929-05_160x600.txt 160x600	132	--	--
GCI1044929-05_300x250.txt 300x250	3,631	3	0.08%
GCI1044929-05_300x600.txt 300x600	170	--	--
GCI1044929-05_320x50.txt 320x50	18,037	11	0.06%
GCI1044929-05_728x90.txt 728x90	3,156	7	0.22%
May 12, 2023	30,705	26	0.08%
GCI1044929-05_160x600.txt 160x600	202	--	--
GCI1044929-05_300x250.txt 300x250	5,370	3	0.06%
GCI1044929-05_300x600.txt 300x600	304	1	0.33%
GCI1044929-05_320x50.txt 320x50	21,127	18	0.09%
GCI1044929-05_728x90.txt 728x90	2,782	4	0.11%

GCI1044929-05_728x90.txt 728x90	3,702	4	0.11%
May 11, 2023	30,931	17	0.05%
GCI1044929-05_160x600.txt 160x600	211	--	--
GCI1044929-05_300x250.txt 300x250	6,070	3	0.05%
GCI1044929-05_300x600.txt 300x600	277	--	--
GCI1044929-05_320x50.txt 320x50	20,813	12	0.06%
GCI1044929-05_728x90.txt 728x90	3,560	2	0.06%
May 10, 2023	30,580	19	0.06%
GCI1044929-05_160x600.txt 160x600	218	--	--
GCI1044929-05_300x250.txt 300x250	5,672	3	0.05%
GCI1044929-05_300x600.txt 300x600	294	--	--
GCI1044929-05_320x50.txt 320x50	20,773	12	0.06%
GCI1044929-05_728x90.txt 728x90	3,623	4	0.11%
May 09, 2023	28,605	17	0.06%
GCI1044929-05_160x600.txt 160x600	115	--	--
GCI1044929-05_300x250.txt 300x250	5,561	2	0.04%
GCI1044929-05_300x600.txt 300x600	234	--	--
GCI1044929-05_320x50.txt 320x50	19,555	14	0.07%
GCI1044929-05_728x90.txt 728x90	3,140	1	0.03%
May 08, 2023	25,733	18	0.07%
GCI1044929-05_160x600.txt 160x600	115	--	--

GCI1044929-05_300x250.txt 300x250	4,118	3	0.07%
GCI1044929-05_300x600.txt 300x600	216	--	--
GCI1044929-05_320x50.txt 320x50	18,342	12	0.07%
GCI1044929-05_728x90.txt 728x90	2,942	3	0.10%
May 07, 2023	29,319	25	0.09%
GCI1044929-05_160x600.txt 160x600	137	--	--
GCI1044929-05_300x250.txt 300x250	5,117	6	0.12%
GCI1044929-05_300x600.txt 300x600	203	1	0.49%
GCI1044929-05_320x50.txt 320x50	20,622	13	0.06%
GCI1044929-05_728x90.txt 728x90	3,240	5	0.15%
May 06, 2023	28,418	21	0.07%
GCI1044929-05_160x600.txt 160x600	95	--	--
GCI1044929-05_300x250.txt 300x250	4,443	5	0.11%
GCI1044929-05_300x600.txt 300x600	199	--	--
GCI1044929-05_320x50.txt 320x50	20,523	15	0.07%
GCI1044929-05_728x90.txt 728x90	3,158	1	0.03%
May 05, 2023	27,758	20	0.07%
GCI1044929-05_160x600.txt 160x600	135	--	--
GCI1044929-05_300x250.txt 300x250	4,735	1	0.02%
GCI1044929-05_300x600.txt 300x600	175	--	--
GCI1044929-05_320x50.txt 320x50	19,247	15	0.08%



GCI1044929-05_728x90.txt 728x90	3,466	4	0.12%
GCI1044929-06_Retargeting_Geo Opto	51,668	24	0.05%
May 19, 2023	27,334	11	0.04%
GCI1044929-05_160x600.txt 160x600	451	1	0.22%
GCI1044929-05_300x250.txt 300x250	3,208	--	--
GCI1044929-05_300x600.txt 300x600	252	--	--
GCI1044929-05_320x50.txt 320x50	15,372	5	0.03%
GCI1044929-05_728x90.txt 728x90	8,051	5	0.06%
May 18, 2023	24,334	13	0.05%
GCI1044929-05_160x600.txt 160x600	313	--	--
GCI1044929-05_300x250.txt 300x250	2,860	--	--
GCI1044929-05_300x600.txt 300x600	247	--	--
GCI1044929-05_320x50.txt 320x50	13,458	6	0.04%
GCI1044929-05_728x90.txt 728x90	7,456	7	0.09%

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