



Board of Directors Regular Meeting  
Tuesday, December 14, 2021 at 1:00 PM  
Valley Sanitary District Board Room  
45-500 Van Buren Street, Indio CA 92201

Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom link: <https://us06web.zoom.us/j/84067231889> Meeting ID: 840 6723 1889 or by calling 253-215-8782. Members of the public wanting to address the Board may do so up until the public comment period is closed at the meetings.

Page

## 1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. December Employee Anniversaries
  - James Mills, Operations Supervisor - 15 years
  - Jimmy Garcia, Maintenance Tech I, 15 years
  - Ron Buchwald, Engineering Services Manager, 9 years
  - Karen Hopper, Accounting Analyst, 8 years
  - Hector Guzman, Development Services Tech III, 7 years

## 2. PUBLIC COMMENT

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

## 3. CONSENT CALENDAR

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

- 3.1. Approve November 23, 2021, Regular Meeting Minutes 5 - 8  
[3.1 23 Nov 2021 Meeting Minutes.pdf](#) 
  
- 3.2. Approve Warrants for November 18 to December 8, 2021 9 - 10  
[3.2 Warrants for November 18 through December 8, 2021.pdf](#) 
  
- 3.3. Accept Quarterly Investment Report for September 30, 2021 11 - 15  
[3.3 Staff Report Qtrly Investment Report for September 30 2021.pdf](#)   
  
[3.3 Attachment A LAIF.pdf](#)   
  
[3.3 Attachment B CALTRUST Sept..pdf](#) 

**4. NON-HEARING ITEMS**

- 4.1. Election of Board Officers for 2022
  
- 4.2. Appoint Directors and One (1) Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors for 2022
  
- 4.3. Appoint Two (2) Directors to the Budget & Finance Committee and the Operations Committee and Appoint a Director a Committee Chair for 2022
  
- 4.4. Create a Community Engagement Committee, Set Days and Times for the Meetings, Appoint Two (2) Directors for the Committee, and Appoint a Director as Committee Chair for 2022 16 - 17  
[4.4 Staff Report Create Community Engagement Committee.pdf](#) 
  
- 4.5. Approve Regular Meeting Schedule for 2022 and Adopt District Observed Holidays for 2022 18 - 22  
[4.5 Staff Report Meeting Schedule for 2022.pdf](#)   
  
[4.5 Attachment A Regular Meeting Schedule 2021.pdf](#) 

[4.5 Attachment B Holiday List 2022.pdf](#) 

4.6. Receive and File Annual Connection Capacity Fee Report 23 - 27

[4.6 Staff Report Receive and File Annual Connection Capacity Fee Report.pdf](#) 

[4.6 Attachment A Connection Capacity Impact Fees.pdf](#) 

[4.6 Attachment B Letter to DVBA.pdf](#) 

4.7. Authorize the Upgrade of the Programmable Logic Controller (PLC) and Input/output (I/O) Modules at PLC 460 in an Amount Not to Exceed \$40,145 28 - 31

[4.7 Staff Report Authorize the Upgrades for PLC & IO Modules.pdf](#) 

[4.7 Attachment A Trimax Sales Quote.pdf](#) 

4.8. Authorize the Purchase of Belt Filter Press Replacement Parts in and Amount Not to Exceed \$159,679.39 32 - 35

[4.8 Staff Report Belt Filter Presses Rehabilitation.pdf](#) 

[4.8 Attachment A Alfa Laval Quote No. O-210317-00909.pdf](#) 

## 5. GENERAL MANAGER'S ITEMS


5.1. Monthly General Manager's Report for October 2021 36 - 46


[5.1 Staff Report GM Report October 2021.pdf](#) 

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

[5.1 Attachment B NPDES report for October.pdf](#) 

[5.1 Attachment C Collection Services Report November.pdf](#) 

[5.1 Attachment D Development Services Report November 2021.pdf](#) 

[5.1 Attachment E Capital Improvement Program Update for November.pdf](#) 

## 6. COMMITTEE REPORTS

6.1. Operations Committee - December 7, 2021 47 - 59

[6.1 7 Dec 2021 Committee Meeting Minutes.pdf](#) 

**7. DIRECTOR'S ITEMS**

**8. INFORMATIONAL ITEMS**

**9. ADJOURN**

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

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
November 23, 2021**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, November 23, 2021, at 45-500 Van Buren St., Indio, CA 92201.

**1. CALL TO ORDER**

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

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, Ron Buchwald, Dave Commons, Miguel Serna, and Craig Hayes, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 New Employee Introduction

- Miguel Serna, Human Resources Specialist

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The Board welcomed the District's newest employee, Miguel Serna, Human Resources Specialist.

**2. PUBLIC COMMENT**

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

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None.

**3. CONSENT CALENDAR**

3.1 Approve November 9, 2021, Regular Meeting Minutes

3.2 Approve Warrants for November 4 through November 17, 2021

3.3 Accept Monthly Financial Report for a Period Ending October 31, 2021

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

3.5 Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance for Recording Purposes

Jeanette Juarez, Business Services Manager, gave an overview of the monthly financial report for the period ending October 31, 2021. Ron Buchwald, Engineering Services Manager, presented the grant of easement.

**ACTION TAKEN:**

**MOTION:** Vice President Coleman made a motion to approve the consent calendar, as presented. Director Teague seconded the motion. Motion carried unanimously.

**MINUTE ORDER NO. 2021-3151**

**4. NON-HEARING ITEMS**

- 4.1 Authorize the General Manager to Sign a Memorandum of Understanding for the Integrated Regional Water Management Planning and Funding in the Colorado River Basin Funding Area

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A Memorandum of Understanding (MOU) has been created for the Colorado River IRWMP for use among member agencies when a grant-funded project is shared among more than one agency. The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1), authorizes the Legislature to appropriate funding for competitive grants for Integrated Regional Water Management (IRWM) projects. Funding is administered by the Department of Water Resources (DWR). As in Round 1 Implementation, DWR is requesting that the grant funding for Proposition 1 Round 2 Implementation be grouped in a larger regional area than our local Coachella Valley Regional Water Management Group (CVRWVG). The CVRWVG is part of the Colorado River Basin Funding Area. Two other groups in this funding area include the Mojave Regional Water Management Group and the San Geronio Regional Water Management Group. This MOU is very similar to the previous MOU used by the Colorado River IRWMP approved by the Board in 2016.

**ACTION TAKEN:**

**MOTION:** Director Duran made a motion to authorize the General Manager to sign the Memorandum of Understanding for the Integrated Regional Water Management Planning and Funding in the Colorado River Basin Funding Area. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2021-3152**

- 4.2 Discuss the Annual Employee Performance Bonus and Provide Direction

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It has been a long-standing tradition of the District to award an annual employee performance bonus via gift cards to all employees in December of each year. The purpose of the annual employee performance bonus is to engage employees, increase collaboration, and motivate employees to increase overall productivity.

**ACTION TAKEN:**

**MOTION:** Director Teague made a motion to approve the annual employee performance bonus. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None  
**MINUTE ORDER. 2021-3153**

4.3 Discuss the Valley Sanitary District Board Workshop Report from the Management Partners and Provide Direction

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On November 2, 2021, the Board of Directors and Management Staff attend a full-day Board Workshop facilitated by Management Partners. The workshop provided an opportunity to review effective governance practices, discuss roles and responsibilities, reach a consensus on how to monitor strategic plan initiatives, discuss citizen participation, and strengthen teamwork. Beverli Marshall presented the final report from the consultants summarizing the workshop discussion and key outcomes that will be used in the future for the Board to conduct its self-assessment. The Directors were very pleased with the workshop. They felt it was very productive and brought the Board back into alignment. They felt the workshop should happen annually.

**ACTION TAKEN:**

**MOTION:** Director Duran made a motion to accept the final report of the Board Workshop. Secretary Canero seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2021-3154**

4.4 Discuss the VSD Strategic Plan and Provide Direction

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On March 10, 2020, the Board adopted the Strategic Plan 2020. The Plan established the District's mission, vision, and values as well as set long-term goals and short-term objectives. These priorities and goals provided direction for the Fiscal Year 2020/21 budget process. At its meeting on November 24, 2020, the Board directed staff to make no changes to the Plan for the Fiscal Year 2021/22. In preparation for the Fiscal Year 2022/23 budget process, staff recommended that the Board review the Plan and provide direction regarding the existing goals and objectives. The Board of Directors reviewed the Strategic Plan 2020 and would like to keep it as is for the Fiscal Year 2022/23. The Board feels that progress has been made and the District is heading in the right direction in terms of meeting the goals and objectives set in 2020.

**ACTION TAKEN:**

**MOTION:** Director Duran made a motion to keep the Strategic Plan 2020 as is and reevaluate it in the future. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2021-3155**

**5. GENERAL MANAGER'S ITEMS**

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Beverli Marshall, General Manager informed the Board that she was not selected for the Imperial Irrigation District Energy Commission. She also reported that she and Jeanette attended the Calpelra

Annual Conference in Monterey, CA. The hot topics were COVID-19 and DEI. Beverli did two (2) presentations at the conference, one on succession planning and one on continuous coaching. She also reported that she is still working on the redistricting maps. The District's Holiday Luncheon will be on Monday, December 20, 2021 at Fantasy Springs Event Center.

**6. COMMITTEE REPORTS**

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None.

**7. DIRECTOR'S ITEMS**

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Director Duran thanked the General Manager and Staff for a job well done. The Director's that attended the State of the City event said it was excellent.

**8. INFORMATIONAL ITEMS**

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None

**9. PUBLIC COMMENT**

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None.

**10. CONVENE IN CLOSED SESSION**

**10.1 CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION**

Pursuant to Government Code paragraph (2) or (3) of Subdivision (d) of Section 54956.9 (one potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9

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The Board convened in closed session at 2:11 p.m.

**11. CONVENE IN OPEN SESSION**

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The Board convened in open session at 3:08 p.m. Craig Hayes, District Counsel, stated there was no reportable action.

**12. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 3:10 p.m. The next regular Board meeting will be held on December 14, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**December 14, 2021**

39886 Thomas Scientific	Total chlorine accuracy check snip	\$61.01
39887 DC Frost Associates, Inc	Weirs, baffles, trofts for clarifier	\$45,974.30
39888 Alliance Protection	Fire alarm monitoring/Test & Inspection 12/1/2021-02/28/2022	\$366.00
39889 Caltest Analytical Laboratory	Annual CTR Testing	\$4,545.05
39889 Caltest Analytical Laboratory	Priority pollutants testing	\$89.00
39889 Caltest Analytical Laboratory	Monthly samples	\$1,047.35
39889 Caltest Analytical Laboratory	Weekly NPDES testing (2015-2020)	\$383.30
39890 Charles P. Crowley Company, Inc.	Kopkit pulsafeeder	\$1,533.28
39891 Davis Farr LLP	Auditing services per contract	\$5,560.00
39892 Denali Water Solutions	Biosolids hauling - October 2021	\$7,058.04
39893 DLT Solutions, LLC	AutoCAD subscription renewal 1/19/2022-1/18/2023	\$678.15
39894 E.S. Babcock & Sons, Inc.	Biosolids - Class B testing 11/23/2021	\$385.80
39895 Enthalpy Analytical, LLC	4th qtr monitoring 2021	\$900.00
39896 Fisher Scientific	Replacement lab fridge	\$3,482.43
39897 Grainger	Mach Screw	\$18.23
39897 Grainger	Battery recycling kit, batteries	\$201.13
39897 Grainger	Steel bookcase, rechargeable battery	\$1,926.95
39897 Grainger	Enclosed limit switch	\$214.97
39897 Grainger	Boot brush	\$80.43
39897 Grainger	Ring pin	\$11.80
39897 Grainger	Expansion wedge anchor	\$39.54
39898 Harrington Industrial Plastics, Inc.	Heaters and combo controllers	\$5,861.25
39899 Industrial Filter Manufacturers, Inc.	Panel filters	\$1,504.80
39900 J.G. Tucker & Sons, Inc.	Oxygen sensor, ventis, calibration	\$339.27
39901 Lawson Products, Inc.	Parts for restock	\$1,107.58
39902 McMaster-Carr Supply Co.	Carriage bolt, pvc tube	\$282.08
39903 Mobile Modular Managment Corp	Trailer rental - 11/13/2021-12/12/2021	\$655.15
39904 Northwest Scientific, Inc.	Weight dish	\$72.08
39905 Plumbers Depot Inc.	Repairs to rearview camera	\$536.07
39905 Plumbers Depot Inc.	Cues loaner camera shipped	\$28.82
39906 Southwest Networks, Inc.	HP Z2 workstation	\$2,599.13
39906 Southwest Networks, Inc.	3 Prodesk 600 mini computers	\$3,474.57
39907 Stantec Consulting Services, Inc.	IPS rehab owners rep - september 2021	\$6,169.50
39908 Tops 'N Barricades Inc.	Rain gear for new employee	\$103.24
39909 United Way of the Desert	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$20.00
39909 United Way of the Desert	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$20.00
39910 Univar Solutions	Ferric Chloride delivery	\$6,802.53
39910 Univar Solutions	Sodium bisulfite delivery	\$5,592.96
39911 Universal Collision	Body work to 2018 Ford F150	\$1,156.27
39912 Valley Plumbing	Service call for backflow leak	\$196.50
39913 VWR International, Inc.	Aloe coated nitrile glove	\$368.87
39914 ABM Office Solutions, Inc	Cubical rental - December 2021	\$1,476.79
39915 Analytical Technology, Inc.	Gas phase halogen sensor	\$530.71
39916 Calif. Assoc. of Sanitation Agencies	Membership renewal through 12/31/2022	\$17,100.00
39917 Carquest Auto Parts	New charges - November 2021	\$363.44
39918 Caselle, Inc.	Contract support and maintenance - January 2022	\$1,009.00
39919 Desert Hose & Supply	SS bolt clamp	\$14.36
39920 Diamond Environmental Services, LP	Portable restroom services - 11/29/2021-12/26/2021	\$246.43
39921 Grainger	Impact socket adapters	\$24.58
39921 Grainger	Coolant	\$45.22
39922 Granicus, LLC	Peak Agenda Management	\$4,100.00
39922 Granicus, LLC	Granicus clearcaster software, setup and config	\$6,303.57
39923 Hach Company	Pipet tips	\$69.15
39923 Hach Company	LBOD probe	\$1,296.30
39923 Hach Company	Sensor cap replacement	\$624.17
39924 Harris & Associates	PADM ph 3 Coll Sys rehab billing - October 2021	\$26,983.50
39925 Healthy Futures, Inc.	Wellness services - November 2021	\$1,500.00
39926 Kaman Industrial Technologies	Radial ball bearing	\$162.70
39926 Kaman Industrial Technologies	Seal	\$30.23
39926 Kaman Industrial Technologies	Cylindrical bearing, ball bearing	\$1,534.94
39926 Kaman Industrial Technologies	(2) Radial ball bearings	\$87.94
39927 Lawson Products, Inc.	Stainless steel flat washer	\$29.82
39928 Linde Gas & Equipment Inc.	Tank rental - 10/20/2021-11/20/2021	\$140.90
39929 Management Partners, Inc	Facilitate workshop and prepare report	\$7,250.00
39930 Masters Refreshment Services LLC	Water delivery - 5 gallons	\$119.00
39930 Masters Refreshment Services LLC	Water delivery - distilled bottled	\$69.50
39930 Masters Refreshment Services LLC	Water delivery - 5 gallon	\$178.50
39931 McMaster-Carr Supply Co.	Stanless steel hex screws	\$23.09
39931 McMaster-Carr Supply Co.	Plastic quick disconnect	\$55.56
39932 MidAmerica	3Q21 Admin/platform fee minimum (ER)	\$225.00
39933 Miguel Serna	CPR/First aid Training cost reimbursement	\$97.00
39934 Quinn Company	Cap fill	\$13.75

39934	Quinn Company	Alternate cap fill	\$31.18
39935	Ralph Andersen & Associates	Background services - HR	\$1,750.00
39935	Ralph Andersen & Associates	Background services - FOM	\$1,850.00
39936	Safety-Kleen Systems, Inc.	Parts washer service	\$189.78
39937	SC Fuels	Fuel delivery	\$5,047.80
39938	SGH Architects Inc	Lab building Design - Through October 2021	\$30,442.50
39938	SGH Architects Inc	Office & Training building Design - Through October 2021	\$30,042.00
39939	Southern California Boiler, Inc.	Boiler maintenance - November 2021	\$1,004.99
39940	Southwest Networks, Inc.	Clear domes for cameras	\$108.43
39940	Southwest Networks, Inc.	HP Laptop for HR Specialist	\$1,429.63
39940	Southwest Networks, Inc.	Office 365 business premium - 11/01/2021-3/18/2022	\$62.50
39940	Southwest Networks, Inc.	Training, Guardian IT managed, Office 365 backup	\$10,371.00
39940	Southwest Networks, Inc.	Guardian BDR storage - December 2021	\$699.00
39940	Southwest Networks, Inc.	Labor charges - November 2021	\$1,330.00
39941	Staples Advantage	New charges - November 2021	\$499.66
39942	Stater Bros. Markets	Stater Brothers gift cards	\$6,531.25
39943	Superior Protection Consultants	Security services - November 2021	\$9,516.00
39944	Swains Electric Motor Service	Submersible pump	\$5,804.40
39945	Tino Tijerina	Mech Tech test reimbursement	\$180.00
39946	Tops 'N Barricades Inc.	Dump station signage	\$209.62
39947	Univar Solutions	Sodium hypochlorite delivery	\$8,315.30
39947	Univar Solutions	Sodium Bisulfite	\$5,837.67
39948	Valley Office Equipment, Inc	Sharp copier maintenance - 10/13/2021-11/12/2021	\$83.26
39949	Alliance Protection	Deposit for building alarm system replacement	\$7,324.80
202111021	Basic	Payroll deductions - MSA	\$365.70
202111091	Basic	Payroll deductions - Dep Care	\$104.16
202111232	UPS	Shipping charges as of 11/13/2021	\$519.07
202111233	Basic	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$104.16
202111241	CalPERS Health	Health insurance - December 2021	\$37,638.73
202111242	Standard Insurance Company	Dental and vision insurance - December 2021	\$3,641.48
202111243	Standard Insurance Company	Life and disability insurance - December 2021	\$1,440.04
202111244	Colonial Life	PR 10/15/2021 - 10/28/2021 PD 11/05/2021	\$794.43
202111244	Colonial Life	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$794.43
202111301	Domino Solar LTD	Electricity - October 2021	\$8,769.15
202111302	Basic	Payroll deductions - MSA	\$54.00
202112011	Cintas Corp	First aid replenishment	\$100.57
202112012	Cintas Corp	Uniforms, mats, towels, etc	\$704.57
202112012	Cintas Corp	Uniforms, mats, towels, etc	\$671.30
202112012	Cintas Corp	Uniforms, mats, towels, etc	\$848.82
202112012	Cintas Corp	Uniforms, mats, towels, etc	\$637.82
202112013	Pitney Bowes, Inc.	Replacement ink cartridges	\$184.85
202112015	De Lage Landen Financial Services, Inc	Lease payment - Sharp MX-6071	\$293.63
202112016	City of Coachella	Water services 10/16/2021-11/15/2021	\$65.29
202112021	Imperial Irrigation District	Electricity - October 2021	\$50,790.11
202112022	Basic	PR 01/22/2021 - 02/04/2021 PD 02/12/2021	\$20.83
202112023	Basic	PR 02/05/2021 - 02/18/2021 PD 02/26/2021	\$20.83
202112031	MassMutual	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$10.00
202112032	Nationwide Retirement Solution	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$1,525.00
202112033	Paychex - Direct Deposit	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$82,365.78
202112034	Paychex - Garnishment	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$232.99
202112035	Paychex - Fee	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$182.31
202112036	Paychex - Tax	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$36,470.76
202112037	Vantage Point Transfer Agents - ICMA	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$1,370.00
202112038	CalPERS 457	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$750.00
202112039	CalPERS Retirement	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$815.04
202112039	CalPERS Retirement	PR 11/12/2021 - 11/25/2021 PD 12/03/2021	\$20,279.04
202112041	Verizon Wireless	Cell phones - November 2021	\$979.25
202112061	Indio Water Authority	Water - October 2021	\$1,976.63
202112101	SoCal Gas	Gas service - November 2021	\$467.74
202112102	Burrtec Waste & Recycling Svcs	Trash service - December 2021	\$239.34
202112121	Time Warner Cable	Telephone service - December 2021	\$1,165.46
			\$569,206.66



**Valley Sanitary District  
Board of Directors Meeting  
December 14, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

**SUBJECT: Quarterly Investment Report for the Period Ending September 30, 2021**

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

**Executive Summary**

The purpose of this report is to provide information regarding the District’s investments to the Board and the public.

**Strategic Plan Compliance**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

The 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 September 30, 2021, VSD had \$51.4 million invested in LAIF and \$1.09 million invested in CalTRUST.

CALTRUST					
Quarter	As of	Total Shares Owned	Portfolio Value	Variance	Variance (%)
Q1	3/31/2021	106,631.769	\$ 1,094,041.95		
Q2	6/30/2021	106,730.942	\$ 1,095,059.46	\$ 1,017.51	0.09%
Q3	9/30/2021	106,814.279	\$ 1,095,914.50	\$ 855.04	0.08%

LAIF					
Quarter	As of	Ending Balance	Interest Rate	Interest Earned	Variance
Q1	3/31/2021	\$ 51,439,839.44	0.44%	\$ 54,710.89	
Q2	6/30/2021	\$ 55,594,550.33	0.33%	\$ 42,076.31	\$ (12,634.58)
Q3	9/30/2021	\$ 51,436,626.64	0.24%	\$ 31,886.43	\$ (10,189.88)

**Recommendation**

Staff recommends that the Board review and accept the Quarterly Investments Report for the period ending September 30, 2021.

**Attachments**

Attachment A: Quarterly LAIF Report for Period Ending September 30, 2021

Attachment B: Quarterly CalTRUST Report for Period Ending September 30, 2021

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
 P.O. Box 942809  
 Sacramento, CA 94209-0001  
 (916) 653-3001

October 07, 2021

[LAIF Home](#)  
[PMIA Average Monthly Yields](#)

VALLEY SANITARY DISTRICT

SECRETARY/TREASURER  
 45500 VAN BUREN  
 INDIO, CA 92201

[Tran Type Definitions](#)

Account Number: XXXXXXXXXX

September 2021 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
9/7/2021	9/3/2021	RW	1684311	1644530	JEANETTE JUAREZ	-250,000.00
9/27/2021	9/24/2021	RW	1685365	1645592	JEANETTE JUAREZ	-250,000.00

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	51,936,626.64
Total Withdrawal:	-500,000.00	Ending Balance:	51,436,626.64



CalTRUST  
 c/o Ultimus Fund Solutions  
 PO Box 541150  
 Omaha, NE 68154-9150  
 www.caltrust.org  
 Email: CalTRUSTSupport@ultimusfundsolutions.com  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

## Investment Account Summary

09/01/2021 through 09/30/2021

### SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Sep 30 (\$)	Value on Sep 30 (\$)	Average Cost Amount (\$)	Cumulative Unrealized Gain/(Loss) (\$)
VALLEY SANITARY DISTRICT						
CalTRUST Medium Term Fund		106,814.279	10.26	1,095,914.50	1,079,447.25	16,467.25
Portfolios Total value as of 09/30/2021				1,095,914.50		

### 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>			<b>Account Number: 201 00025210</b>			
Beginning Balance	09/01/2021			106,788.000	10.27	1,096,712.76		
Accrual Income Div Reinvestment	09/30/2021	269.62	26.279	106,814.279	10.26	1,095,914.50	0.00	0.00
Unrealized Gain/(Loss)						(1,067.88)		
Closing Balance as of	Sep 30			106,814.279	10.26	1,095,914.50		

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.

**CalTRUST Investment Trust of California Account Activity for All Funds from 1/1/2021 to 09/30/2021**

Account Number: 20100025210

Account Name: VALLEY SANITARY DISTRICT

Date	Description	Fund	# Shares	Price	Total	Running # Shares	
1/1/2021	Beginning Shares Balance	CalTRUST Medium Term Fund	106,478.7520			106,478.7520	
1/29/2021	Accrual Income Div Reinvestment (50382)	CalTRUST Medium Term Fund	54.5690	\$10.29	\$561.51	106,533.3210	
2/26/2021	Accrual Income Div Reinvestment (50717)	CalTRUST Medium Term Fund	48.3360	\$10.27	\$496.41	106,581.6570	Q1
3/31/2021	Accrual Income Div Reinvestment (51127)	CalTRUST Medium Term Fund	50.1120	\$10.26	\$514.15	106,631.7690	
4/30/2021	Accrual Income Div Reinvestment (51467)	CalTRUST Medium Term Fund	35.4420	\$10.26	\$363.64	106,667.2110	
5/28/2021	Accrual Income Div Reinvestment (51783)	CalTRUST Medium Term Fund	30.1330	\$10.27	\$309.47	106,697.3440	Q2
6/30/2021	Accrual Income Div Reinvestment (52102)	CalTRUST Medium Term Fund	33.5980	\$10.26	\$344.72	106,730.9420	
7/30/2021	Accrual Income Div Reinvestment (52419)	CalTRUST Medium Term Fund	29.4370	\$10.27	\$302.32	106,760.3790	
8/31/2021	Accrual Income Div Reinvestment (52732)	CalTRUST Medium Term Fund	27.6210	\$10.27	\$283.67	106,788.0000	Q3
9/30/2021	Accrual Income Div Reinvestment (53037)	CalTRUST Medium Term Fund	26.2790	\$10.26	\$269.62	106,814.2790	



**Valley Sanitary District  
Board of Directors Meeting  
December 14, 2021**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**SUBJECT:** **Establish the Community Engagement Committee as a Standing Committee, Set Time and Place for Meetings, Appoint Two Directors to Committee and Designate the Chair**

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

**Executive Summary**

The purpose of this report is for the Board to discuss establishing a new standing committee.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 6.6: Improve Governance.

**Fiscal Impact**

Assuming the committee meets six times each year and that there are two directors on the committee, the annual cost will be \$3,600. If additional funds are needed for Fiscal Year 2021/22, staff will include it in the mid-year budget amendment request.

**Background**

In 2020, the Board created two standing committees: Budget & Finance and Operations. Over the past year, the Board has expressed positive feedback for the work that two committees have done and how that effort has transformed the Board and allowed the regular Board meetings to become more effective and efficient.

At its workshop in November, the Board identified that the District and the Board need to be more involved in the community, engage stakeholders, and increase the public’s knowledge of VSD and its purpose. To further this goal, the Board authorized a contract with CV Strategies, a local public relations firm, to assist in creating and implementing the District’s Communications & Public Outreach Plan (Plan).

Staff believes that implementation of this Plan, as well as other community education and outreach efforts, will benefit from discussions at the committee level. These discussions will focus on objectives and tasks that will increase VSD’s 1) public presence in Indio, 2) engagement with key stakeholders, and 3) advocacy for



wastewater and reclaimed water-related issues in the Coachella Valley at both the State and federal levels. Items that need full Board approval will be fine-tuned with the Committee before presenting to the Board for its consideration.

As a standing committee, it will be subject to the Brown Act. Staff recommends that this committee meet every other month on the third Tuesday, starting in January, at 1:00 p.m. This would place this committee in the months that have Budget & Finance Committee meetings (January, March, May, July, September, and November).

If approved, the first meeting will be Tuesday, January 18, 2022, at 1:00 p.m. The General Manager will be the staff person assigned to this committee and other staff will attend as needed based on the agenda topics.

**Recommendation**

Staff recommends that the Board establish the standing Community Engagement Committee, set the meeting time as the third Tuesday of January, March, May, July, September, and November at 1:00 p.m., appoint two directors to the Committee and appoint one of the directors as Chair.

**Attachments**

None



**Valley Sanitary District  
Board of Directors Meeting  
December 14, 2021**

**TO:** Board of Directors

**FROM:** Beverli A. Marshall, General Manager

**SUBJECT:** **Approve Regular Meeting Schedule for 2022 and Adopt District Observed Holidays for 2022**

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

**Executive Summary**

The purpose of this report is for the Board to approve the schedule of regular Board and committee meetings and District observed holidays for 2022.

**Fiscal Impact**

The cost of the recommended is included in the adopted Budget for FY 2021/22 and will be included in the proposed Budget for FY 2022/23.

**Background**

The regular meeting schedule for 2022 (Attachment A) includes all regular board and committee meetings. This schedule includes the proposed Community Engagement Committee meeting dates. If the Board does not approve the proposed standing committee, these dates will be removed from the schedule prior to publishing it on the District’s website.

In addition to approving the regular meeting schedule, staff asks that the Board approve the list of District observed holidays for 2022 (Attachment B). For 2022, the list includes the 12 previously recognized holidays as well as the addition of March 31 (César Chávez Day) and June 19 (Juneteenth). Both holidays uphold the District’s commitment to diversity, equity, and inclusion. Many states, cities, counties, and special districts observe this day as holidays for their agencies and employees.

In 1995, the State of California began observing March 31 as a day of celebration of the life and legacy of César Chávez. In 2000, Governor Gray Davis signed SB 984 establishing March 31 as a paid State of California holiday. In 2014, President Barack Obama proclaimed March 31 as César Chávez Day. While not a federal holiday, it has become a day of observance, community service, and education in his memory.

Juneteenth dates to June 19, 1865, more than two years after the Emancipation Proclamation, when African American slaves in Galveston, Texas, were told that they were free. In 2002, Governor Gray Davis signed AB 1749 proclaiming the third Saturday of June each year as Juneteenth National Freedom Day commemorating the end of slavery in the U.S. and celebrating the contributions that African Americans have made to America. On June 17, 2021, President Joe Biden signed the Juneteenth National Independence Day Act establishing June 19 as a federal holiday. Many states, cities, counties, and special districts immediately adopted June 19, 2021, as approved holidays for their agencies and employees.

### **Recommendation**

Staff recommends that the Board of Directors approve the Regular Meeting Schedule for 2022 and adopt District Observed Holidays for 2022.

### **Attachments**

Attachment A: Schedule of Regular Meetings 2022

Attachment B: District Observed Holidays 2022



VSD

**REGULAR MEETING SCHEDULE  
2022**

<b><u>Day</u></b>	<b><u>Meeting Date</u></b>	<b><u>Meeting Time</u></b>	<b><u>Meeting Type</u></b>
Tuesday	January 4	1:00 p.m.	Budget & Finance
Tuesday	January 11	1:00 p.m.	Board of Directors
Tuesday	January 18	1:00 p.m.	Community Engagement
Tuesday	January 25	1:00 p.m.	Board of Directors
Tuesday	February 1	1:00 p.m.	Operations
Tuesday	February 8	1:00 p.m.	Board of Directors
Tuesday	February 22	1:00 p.m.	Board of Directors
Tuesday	March 1	1:00 p.m.	Budget & Finance
Tuesday	March 8	1:00 p.m.	Board of Directors
Tuesday	March 22	1:00 p.m.	Community Engagement
Tuesday	March 29	1:00 p.m.	Board of Directors
Tuesday	April 5	1:00 p.m.	Operations
Tuesday	April 12	1:00 p.m.	Board of Directors
Tuesday	April 26	1:00 p.m.	Board of Directors
Tuesday	May 3	1:00 p.m.	Budget & Finance
Tuesday	May 10	1:00 p.m.	Board of Directors
Tuesday	May 17	1:00 p.m.	Community Engagement
Tuesday	May 24	1:00 p.m.	Board of Directors
Tuesday	June 7	1:00 p.m.	Operations
Tuesday	June 14	1:00 p.m.	Board of Directors
Tuesday	June 28	1:00 p.m.	Board of Directors
Tuesday	July 5	1:00 p.m.	Budget & Finance
Tuesday	July 12	1:00 p.m.	Board of Directors
Tuesday	July 19	1:00 p.m.	Community Engagement
Tuesday	July 26	1:00 p.m.	Board of Directors
Tuesday	August 2	1:00 p.m.	Operations
Tuesday	August 9	1:00 p.m.	Board of Directors
Tuesday	August 23	1:00 p.m.	Board of Directors
Tuesday	September 6	1:00 p.m.	Budget & Finance
Tuesday	September 13	1:00 p.m.	Board of Directors

Tuesday	September 20	1:00 p.m.	Community Engagement
Tuesday	September 27	1:00 p.m.	Board of Directors
Tuesday	October 4	1:00 p.m.	Operations
Tuesday	October 11	1:00 p.m.	Board of Directors
Tuesday	October 25	1:00 p.m.	Board of Directors
Tuesday	November 1	1:00 p.m.	Budget & Finance
Tuesday	November 8	1:00 p.m.	Board of Directors
Tuesday	November 15	1:00 p.m.	Community Engagement
Tuesday	November 22	1:00 p.m.	Board of Directors
Tuesday	December 6	1:00 p.m.	Operations
Tuesday	December 13	1:00 p.m.	Board of Directors
Tuesday	December 27	1:00 p.m.	Board of Directors



VSD  
HOLIDAY LIST 2022

**JANUARY**

Friday	January 3, 2022 †	New Year's Day (Observed)
Monday	January 17, 2022	Martin Luther King Jr. Day

**FEBRUARY**

Monday	February 21, 2022	Presidents' Day
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**MARCH**

Thursday	March 31, 2022	César Chávez Day
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**MAY**

Monday	May 30, 2022	Memorial Day
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**JUNE**

Monday	June 20, 2022 †	Juneteenth (observed)
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**JULY**

Monday	July 4, 2022	Independence Day (observed)
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**SEPTEMBER**

Monday	September 5, 2022	Labor Day
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**NOVEMBER**

Friday	November 11, 2022	Veterans Day
Thursday	November 24, 2022	Thanksgiving Day
Friday	November 25, 2022	Native American Heritage Day

**DECEMBER**

Friday	December 23, 2022 †	Christmas Eve (observed)
Monday	December 26, 2022 †	Christmas Day (observed)
Friday	December 30, 2022 †	New Year's Eve (observed)

† When a holiday falls on a Saturday or a Sunday, the District will observe the holiday on the preceding Friday or following Monday, respectively.



**Valley Sanitary District  
Board of Directors Meeting  
December 14, 2021**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**FROM:** Jeanette Juarez, Business Services Manager  
**SUBJECT:** **Receive and File Annual Connection Capacity Fee Report**

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

**Executive Summary**

The purpose of this report is for the Board of Directors to review and discuss the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

**Strategic Plan Compliance**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees shall be made available to the public. The basic accounting and reporting responsibilities under the Government Code require the following:

1. A description of the fees deposited in the fund;
2. The beginning and ending balance of the fund and any interest earned from investment of moneys in the fund;
3. The amount of fees collected in the fiscal year;
4. The public improvements on which fees were expended;
5. The percentage of the total cost of the public improvements that were funded by these fees;
6. The completed public improvements on which fees were expended;
7. Each public improvement that is anticipated to be undertaken in the current fiscal year.

The annual report showing actual values for the 2020/21 fiscal year and estimated values for the 2021/22 fiscal year is enclosed for your information. Pursuant to Government Code Section 66013, this report is for review purposes only.

**Recommendation**

Staff recommends that the Board of Directors receive and file the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

**Attachments**

Attachment A: Fiscal Year 2020/21 Connection Capacity Fee Report

Attachment B: Copy of letter mailed to Desert Valley Builders Association



**CPA adjusted beginning balance July 1, 2020** **\$ 6,420,730**

**Fund 13 - Income**

Connection capacity fees collected July 1, 2020 to June 30, 2021	831,978	
Capital Budget Carryover	0	
Interest earned on connection capacity fees	24,171	
<b>Income for 2020/21</b>		<b>856,149</b>

**Fund 13 - Expenditures**

Notes	Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	% of Project Completed in 2020/21	2020/21 Expenditures
	<sup>1</sup> Office and Training Building Final Design & Construction	10,534,615	100%	10,534,615	1.31%	137,526
	<sup>2</sup> Laboratory Building Final Design & Construction	5,965,385	100%	5,965,385	1.66%	99,220
	Less projected expenditures for 2020/21					<b>(236,746)</b>
	<b>Ending balance June 30, 2021</b>					<b>\$ 7,040,133</b>

<sup>1</sup> Cost allocation of 100% is based on adding a new Training & Office Library building on VSD property to facilitate on-site training and secure records retention library.

<sup>2</sup> Cost allocation of 100% is based on adding a new Laboratory building on VSD property to replace the current Laboratory that does not meet current laboratory regulations.

**Fund 13 - Projected Income & Expenditures for July 1, 2021-June 30, 2022**

**Beginning balance July 1, 2021** **\$ 7,040,133**

**Fund 13 - Projected income**

Connection capacity fees July 1, 2021 to June 30, 2022	991,610	
Interest earned on connection capacity fees	25,000	
<b>Projected income for 2021/2022</b>		<b>1,016,610</b>

**Fund 13 - Projected expenditures for 2021/22**

Notes	Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	Anticipated % of Project Completed in 2021/2022	Anticipated 2021/22 Expenditures
	<sup>1</sup> Office and Training Building Final Design & Construction	10,534,615	100%	10,534,615	3%	316,038
	<sup>2</sup> Laboratory Building Final Design & Construction	5,965,385	100%	5,965,385	3%	178,962
	<sup>3</sup> Additional Parking and Landscaping Project	500,000	100%	500,000	10%	50,000
	Less projected expenditures for 2021/22					<b>(545,000)</b>
	<b>Projected ending balance June 30, 2022</b>					<b>\$ 7,511,743</b>

<sup>1</sup> Cost allocation of 100% is based on adding a new Training & Office Library building on VSD property to facilitate on-site training and secure records retention library.

<sup>2</sup> Cost allocation of 100% is based on adding a new Laboratory building on VSD property to replace the current Laboratory that does not meet current laboratory regulations.



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

December 9, 2021

Gretchen Gutierrez  
Desert Valley Builders Association  
75100 Mediterranean  
Palm Desert, CA 92211

Dear Ms. Gutierrez

In Accordance with Government code 66013 the enclosed draft report will be on the Board Agenda for the Board Meeting to be held on December 14, 2021. We would appreciate your review and comments prior to the meeting.

Please let us know if you require any additional information.

Respectfully,

A handwritten signature in blue ink that reads "Jeanette Juarez". The signature is written in a cursive, flowing style.

Jeanette Juarez  
Business Services Manager

Encl: Draft Annual Connection Capacity Fee Report



Directors:

**Scott Sear**, *President*

**Dennis Coleman**, *Vice President*

**Debra Canero**, *Secretary/Treasurer*

**Mike Duran**, *Director*

**William Teague**, *Director*

General Manager:

**Beverli A. Marshall**

December 9, 2021

Erika Harnik  
Building Industry Association  
70225 Highway 111, Suite D  
Rancho Mirage, CA 92270

Dear Ms. Harnik,

In Accordance with Government code 66013 the enclosed draft report will be on the Board Agenda for the Board Meeting to be held on December 14, 2021. We would appreciate your review and comments prior to the meeting.

Please let us know if you require any additional information.

Respectfully,

A handwritten signature in blue ink that reads "Jeanette Juarez". The signature is written in a cursive, flowing style.

Jeanette Juarez  
Business Services Manager

Encl: Draft Annual Connection Capacity Fee Report



**Valley Sanitary District  
Board of Directors Meeting  
December 14, 2021**

**TO:** Board of Directors

**THROUGH:** Beverli A. Marshall, General Manager

**FROM:** Nick Dean, Electrical/Instrumentation Tech 1

**SUBJECT: Authorize the Upgrade of the Programmable Logic Controller (PLC) and Input/Output (I/O) Modules at PLC 460 by Trimax Inc. in an Amount Not to Exceed \$40,145**

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

**Executive Summary**

The purpose of this report is for the Board of Directors to approve Trimax Inc. to upgrade the PLC and I/O modules at PLC 460.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The total cost of this project is \$40,145, including sales tax. This project is included in the FY 2021/22 Operations Budget.

**Background**

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

**Recommendation**

Staff recommends that the Board of Directors authorize the upgrade of the PLC and I/O modules at PLC 460 by Trimax, Inc for an amount not to exceed \$40,145.

**Attachments**

Attachment A: Trimax Sales Quote No. E-13122

## SALES QUOTATION

To: Valley Sanitary District  
Attn: Tino Tijerina  
RE: Indio PLC 460 Upgrade

Quote Date: 11/12/2021  
Quote No.: E-13122  
Bid Date: 11/12/2021

Thank you for your continued interest in Trimax products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. Only the materials/services listed in the below scope are quoted.

### SCOPE OF SERVICES

Item	Qty	Description
1	Lot	<b>PLC 460 Control Panel:</b> <ul style="list-style-type: none"> <li>All part existing to remain except the following PLC parts</li> <li>CPU replaced with 5069-L320ERP</li> <li>All I/O modules replaced with 5069 modules to match existing counts</li> </ul>
2	Lot	<b>Professional Services</b> <ul style="list-style-type: none"> <li>Engineering</li> <li>Field modifications of CPU &amp; I/O modules to be by Trimax</li> <li>PLC Programming</li> <li>Product Startup Services – product quality review, verification of product installation, product programming, product function checks, and product startup</li> </ul>
		<b>TOTAL (including applicable sales tax):</b>
		<b>\$40,145.00</b>

### CLARIFICATIONS

- Unless otherwise indicated by the Scope of Work above, quote is to **furnish only** and does not include any trade labor, trade work, construction work, site improvement, contractor services, or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.
- Trimax is not responsible for calibrating equipment or instrumentation provided by district or other vendors, even if mentioned in the specifications or addenda referenced above.
- Trimax is not responsible to verify the correctness of installation of all instruments, verify that the proper type, size, and number of control wires with their conduits are provided and verify that proper electric power circuits provided for all components and systems.
- Unless otherwise indicated by the Scope of Work above, the following is **not** included within this quotation:
  - Software Licenses
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.

- Local control stations and/or field mounted disconnects.
- Instrumentation, devices, components, or equipment not specifically identified in the above quotation.
- Antenna tower and/or mast
- Stilling wells
- Spare Parts
- Demolition and Salvage
- Seismic Calculations
- Raceway Systems Drawings
- Fiber optic patch panels, cable, splicing or terminations.
- Networking infrastructure or architecture modifications to existing facilities.
- Any 3rd party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
- Electrical interconnection diagrams for equipment not furnished by Trimax.
- ISA process control loop diagrams.
- Signal loop diagrams for equipment not furnished by Trimax.

## PROVISIONS

- Quote is firm for 60 days unless otherwise stated.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- Trimax price is FOB factory, full freight allowed.
- Trimax warranties against defect in design workmanship and materials for a period of one year from date of installation and does not exceed 18 months from the date of shipment from the factory.
- Trimax carries liability insurance, with full worker's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (972) 672-1855 to discuss any questions or comments you may have regarding this quotation.

Sincerely,



Kathy Sexton

TRIMAX, A TESCO CONTROLS COMPANY



**Valley Sanitary District  
Board of Directors Meeting  
December 14,2021**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**FROM:** Ray Marroquin, Mechanical Technologist  
**SUBJECT:** **Authorize the Purchase of All Necessary Parts for Rehabilitation of Two (2) Belt Filter Presses**

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

**Executive Summary**

The purpose of this report is to discuss the purchase of all parts and equipment necessary for the rehabilitation of two (2) Belt Filter Presses.

**Strategic Plan Compliance**

This item complies with the VSD Strategic Goal 3: Excellent Facilities.

**Fiscal Impact**

The total cost of this project is 159,679.39. This includes a \$10,000 contingency for any unforeseen items that may be needed. This project is included in the FY 2021/22 Capital Budget under the Vehicle and Equipment Replacement Fund.

**Background**

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

**Recommendation**

Staff recommends that the Board of Directors authorize the purchase of all recommended, and necessary material for the rehabilitation of the Belt Filter Presses from Alfa Laval for a not to exceed the amount of \$159,679.39.

**Attachments**

Attachment A: Alfa Laval Quote No. O-210317-00909



# Quotation



**Customer**  
Valley Sanitary District  
45500 VAN BUREN ST

Indio, CA 92201-3435  
UNITED STATES

**Delivery address**  
Valley Sanitary District  
Attn: Ryan Williams  
45500 VAN BUREN ST  
Indio, CA 92201-3435  
UNITED STATES

**Page:**  
1(3)

## Your reference

<b>Invoice address</b> Valley Sanitary District Attn: Accts Payable 45500 VAN BUREN ST Indio, CA 92201-3435 UNITED STATES	<b>Your reference</b>	<b>Quote no</b> O-210317-00909	<b>Version</b> 3
<b>Our reference</b>	<b>Date of request</b> 03/17/2021	<b>Your VAT reg no</b>	<b>Goodsmark</b> BELT FILTER PRESS SVC X2
<b>Contact person</b> John Moccero	<b>Customer request no</b> Parts & Svc Quote	<b>Delivery contact</b>	
<b>Delivery method</b> Truck Freight	<b>Our reference</b> Barbara Moy	<b>Date</b> 11/19/2021	<b>Expiry date</b> 12/31/2021
<b>Delivery terms (Incoterms 2020*)</b> DAP - Delivered At Place Indio		<b>Payment terms</b> Net 30 Days	
		<b>Cust no</b> E1809282	

Delivery dates are best estimates. Where zero days are quoted, items are available ex-stock subject to prior sale.

### Assignm. No 1

Ln	Description	Cust Pos/Item	Lead time	Quantity	Net price	Amount
1	SDLP Separation Daily Rate			14.00 PCE	1,800.00	25,200.00
	RATE IS FOR 2 TECHNICIANS FOR 7 DAYS EACH (INCLUDING TRAVEL) This rate is applicable for any time traveling or spent on site up to a maximum of 8 hours, Monday through Friday.					
2	L Estimated Airfare			2.00 AMT	1,500.00	3,000.00
	RATE IS FOR 2 TECHNICIANS. 1 ROUNDTRIP EACH.					
3	FREIGHT Job Box & A-Frame Freight			1.00 AMT	2,000.00	2,000.00

Alfa Laval Inc. (AL) will process personal data supplied by you for the purpose of enabling AL to perform any contractual obligations towards you and to fulfil AL's statutory obligations. An application by you for information of your personal data registered by us must be made in writing to AL. The general conditions of sale are according to AL's General Conditions Of Sale if nothing else is stated. An extra copy of these conditions will be sent to you upon request. The goods to be delivered may be subject to export license requirement. AL reserves the right to cancel the order without any liability for damage or loss arising out of or relating to the cancellation in the event such an export license is not granted by competent export control authority. Attention of the buyer is drawn to the following: Indirect, special and/or consequential damages are excluded from Supplier's liability and Supplier's total liability shall never exceed a maximum cumulative amount equal to 15 % of the contract price. Should parts of the contract be held to be invalid or otherwise unenforceable in any jurisdiction, any other contract provisions shall not be affected.

**Alfa Laval Inc.**  
5400 Int. Trade Drive  
Richmond, VA 23231  
United States  
Fed. I.D. No.: 13-1681631

**Please send remittance to:**  
P.O. BOX 123227  
Dallas, TX 75312-3227

**Local sales office**  
Alfa Laval Inc.  
10470 Deer Trail Drive  
Houston, TX 77038  
United States

**Contact**  
Tel.: (713) 896-4491  
Fax: (713) 896-9892  
customerservice.houston@alfalaval.com  
www.alfalaval.com

# Quotation



**Customer**  
Valley Sanitary District  
**Cust no**  
E1809282

**Your reference**

<b>Quote no</b> O-210317-00909	<b>Version</b> 3
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**Customer request no**  
Parts & Svc Quote

**Date**  
11/19/2021

**Page:**  
2(3)

Assignm. No 1

Ln	Description	Cust Pos/Item	Lead time	VAT	Quantity	Net price	Amount
4	AS037965 ROLLER ASSY 11-1/4 DR WP97 200		16		4.00 PCE	9,640.65	38,562.60
5	D/7220 Parallel Shaft Helical Gearmot				4.00 PCE	3,412.83	13,651.32
6	AS039022 ROLLER ASSY, 12-3/4" WP97 200		41		4.00 PCE	8,203.82	32,815.28
7	AS037608 RLR ASSY, 8" STRG KP94/WP97 2m		8		1.00 PCE	4,876.34	4,876.34
8	AS004488 !!! SEAL,HORIZ.WASHBOX		11		300.00 PCE	3.68	1,104.00
9	AS038864 BELT, L, WP97 200, 8065 P/A		16		3.00 PCE	2,495.03	7,485.09
10	AS038865 BELT, U, WP97 200, 8065 P/A		16		3.00 PCE	2,543.16	7,629.48

This Estimate is Based on the Following:

Full time support from 1-2 of your staff equipped with common hand tools.

All Special tools sold with the machine are readily available

Daily Rate is defined as: This rate is applicable for any time travelling or spent on site up to a maximum of 8 hours, Monday through Friday. This price includes all expenses except airfare, plus a half hour of travel to and from a hotel per day. This price is portal to portal.

This quote is subject to Alfa Laval's attached Terms and Conditions

Access to your maintenance shop.

Access to hoisting equipment and operator if needed

Your staff will work with our technician for lock out / tag out and Isolating systems

A safe clean work environment

To schedule this service please provide a formal purchase

**Alfa Laval Inc.**  
5400 Int. Trade Drive  
Richmond, VA 23231  
United States  
Fed. I.D. No.: 13-1681631

**Please send remittance to:**  
P.O. BOX 123227  
Dallas, TX 75312-3227

**Local sales office**  
Alfa Laval Inc.  
10470 Deer Trall Drive  
Houston, TX 77038  
United States

**Contact**  
Tel.: (713) 896-4491  
Fax: (713) 896-9892  
customerservice.houston@alfalaval.com  
www.alfalaval.com

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order to US.FieldService@alfalaval.com. The purchase order should include the following:

- Clear statement of scope of service
  - Accurate bill to and ship to address
  - Contact information of site contact, including phone number, email or fax
  - Contact information of your accounts payable department
  - Contact information for the buyer associated with this project
- This quote is subject to Alfa Laval's attached Terms and Conditions.

<b>Item value</b>	136,324.11
<b>Freight</b>	4,069.42
<b>Sales Tax</b>	9,285.86

<b>Order total USD</b>	<b>149,679.39</b>
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**Valley Sanitary District  
Board of Directors Meeting  
December 14, 2021**

**TO:** Board of Directors

**THROUGH:** Beverli A. Marshall, General Manager

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

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

**Executive Summary**

The purpose of this report is to keep the Board and the public informed on VSD’s day-to-day operations.

**Strategic Plan Compliance**

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

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

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

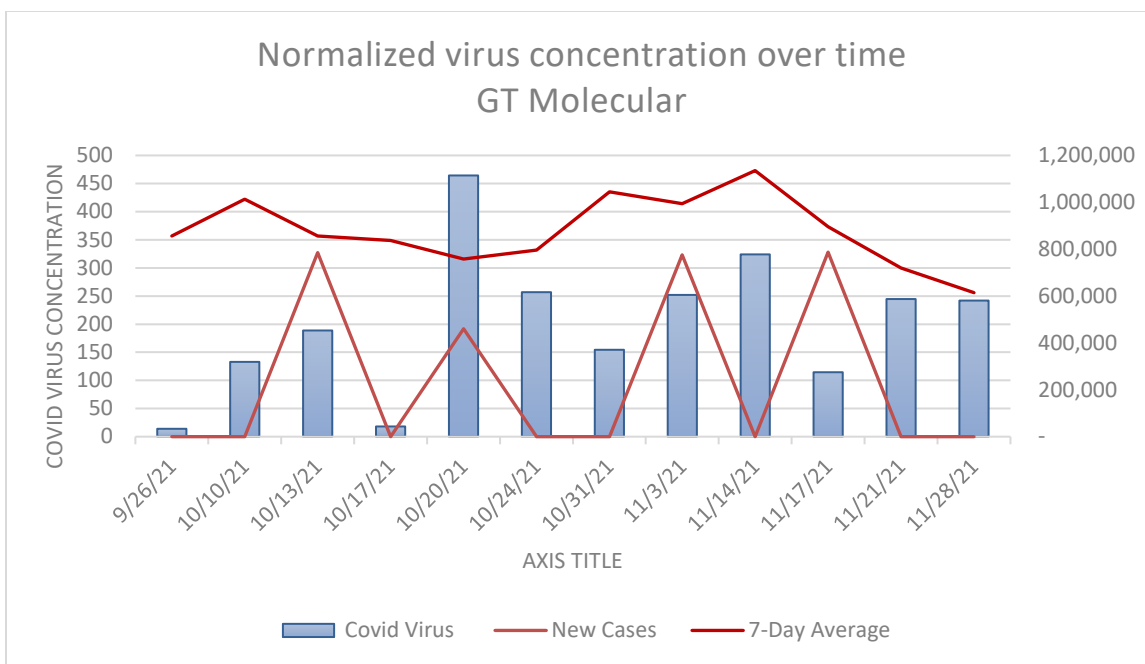
*Administrative Services*

- Reviewed and updated the District website.
- Continued planning processes for two (2) factor authentication for District laptop users.
- Updated computer inventory and user list.
- Commenced preparation of employee compensation reporting that is due January 2022.
- Commenced preparation of 1099 reporting that is due January 2022.
- New Hire - Facility Operations Manager.
- New Hire – Human Resources specialist.
- Completed first-round interviews for Engineering Technician.
- Held a special board meeting for a Board of Directors workshop to review and discuss roles, responsibilities, and strategic planning.

- The District office will be closed on December 24 & 27, 2021 for Christmas Eve and Christmas Day Observed.

*Operations & Maintenance*

- Operations and maintenance staff is working on a project to determine what modifications can be made to the present treatment processes that will allow us to meet anticipated ammonia limitations to our permit with the minimum cost and least disruption to the plant.



*Development Services*

- Construction has begun on a restaurant and bar in the Mathis Brothers furniture store on the northwest corner of Hwy 111 and Clinton Street.
- Construction will begin soon on the El Pollo Loco near the southwest corner of Jackson St and Ave. 42 in Shadow Hills.
- Construction has begun on the Ono Hawaiian BBQ Restaurant in the Indio Town Center shopping center near the corner of Jackson St. and Avenue 42.
- Construction has begun on the Chandi Plaza at the southwest corner of Indio Blvd. and Avenue 44. This project will include a convenience store with fueling station, carwash, restaurant, and retail suites.
- The tenant improvement has begun on the Dairy Queen at the corner of Avenue 44 and Indio Blvd. within the Chandi Plaza.

### Collection Services

- No-Spill report for the month of October will be submitted to the California Integrated Water Quality System, as required in the Waste Discharge Requirements Monitoring and Reporting Program. Due by the end of the month.
- Field Vector crew is currently working in the area of Jackson and Avenue 42.
- CCTV Inspection work is currently being conducted in the area of Avenue 48 and Jackson.

### Capital Improvement Program

- The Preliminary Design Report for the replacement of the sewer siphon at Westward Ho Drive is complete. This is a FEMA funded project to replace the damaged sewer siphon from the February 2019 storm. The design is in progress. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. Staff reviewed the 50% design plans and the updated project cost schedule. Staff reviewed the 90% design plans and specifications and submitted comments for correction. Staff is finishing their review of the submitted 95% set of plans and specifications. Staff has met with both the City of Indio and La Quinta, and both have no revisions or concerns. Staff has sent plans to CVWD and IWA for review and VSD received comments back from both agencies for incorporation. Carollo will be performing additional potholing to verify IWA and other utilities. Potholing has revealed that an IWA water line is closer to the project alignment than indicated on record drawings and must be rerouted around the proposed siphon manhole. *Update: Revised plans have been resubmitted to IWA and CVWD for review and approval.*
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. The first rehabilitation project on Indio Blvd. is complete. This was a good first project and lessons were learned on how to better the process for the next project. The CCTV inspection project is complete. Harris is currently developing plans for the downtown Indio rehabilitation and repair project. This is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area. The 50% plans for the Downtown Indio Rehabilitation project have been reviewed and comments have been returned to Harris for revision. *Update: The 100% design plans have been reviewed by IWA and the City of Indio and both agencies returned comments for revision. Harris is currently revising the project drawings for resubmission.*
- VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new single-story training/office building and new laboratory building. Staff has selected a new location for the training/office building that will allow the single-story building with minimal demolition. The architect has completed the schematic design and cost estimate for both the training/office building and laboratory building. An onsite survey was conducted on July 7<sup>th</sup>.

SGH Architects is continuing with final design of both the Office & Training and Laboratory Buildings. *Update: SGH has submitted a 50% design plan which includes both buildings that VSD staff is currently reviewing.*

- VSD is currently working with Stantec, who is acting as an Owner's Representative, on the repair and rehabilitation of the Influent Pump Station. The Request for Proposal (RFP) was released on August 28 and was closed on September 28, 2020. The Board awarded the project to the DCI / Dudek team, and a pre-construction meeting was held on December 4th, 2020. The DCI / Dudek has developed a preliminary bypass plan for the initial inspection and shutdown of the influent pump station structure. The preliminary bypass and inspection were completed from February 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. *Update: Dudek is continuing to develop the project plans to 60% design phase to be able to provide a guaranteed maximum price for the project. 60% plans are expected by December 10<sup>th</sup>.*
- Staff is working on implementing an asset management system for the treatment plant using Lucity web software. VSD is currently working on building out the Lucity Web system with the help of a Lucity implementor. The latest session of virtual training from the implementor was completed on August 25, 2020. Staff has finished the installation of Lucity Mobile and is pursuing the implementation of plant wide Wi-Fi that will allow access to the asset management system from a mobile device anywhere in the plant facility. Training videos for VSD staff training have been recorded. *Update: Operations and maintenance staff will begin to review the training videos and once they have been trained, use the system to create and complete work orders. Maintenance staff is also working on updating asset information and populating the system with scheduled work orders.*

### **Recommendation**

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

### **Attachments**

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

## Administrative Services - Task Summary 2021

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active litigation filed	-	-	-	-	-	-	-	-	-	-			-
Board meeting	3	2	2	3	2	2	2	2	1	2			21
Budget/Finance Committee meeting	1	1	2	-	1	-	1	-	1	-			7
Operations Committee meeting	-	1	1	1	-	1	-	1	-	1			6
Employee anniversaries	-	5	1	-	5	3	3	1	2	2			22
Employee promotions	1	-	-	-	-	-	-	-	-	-			1
Facebook postings	1	-	4	2	11	9	5	2	1	5			40
Insurance claims initiated	-	-	1	-	1	-	-	-	-	-			2
Lost time work incidents	-	-	1	-	-	-	-	-	-	-			1
Media coverage items	-	-	-	-	-	-	-	-	-	-			-
New hires	-	-	-	1	-	-	2	-	1	-			4
Press release	-	-	-	-	-	-	-	-	-	-			-
Public records request	-	-	-	1	-	-	1	-	-	-			2
Resignations	-	-	-	1	1	-	1	-	-	-			3
Retirements	-	-	-	1	-	-	-	-	-	-			1



Report Name: Monthly

October 2021	Plant Influent		ASP Effluent		Pond Effluent		Total Plant Discharge (Outfall) Grab										
	CBOD (mg/L)	TSS (mg/L)	Monthly Average Flow (MGD)	CBOD (mg/L)	TSS (mg/L)	Monthly Average Pond Effluent Flow (MGD)	CBOD	TSS	EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Di(2-ethylhexyl)phtalate (ug/L)	Cyanide (total) (ug/L)	Ammonia (total, as N) (mg/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
1																	
2																	
3																	
4	253	304															
5																	
6																	
7				8	6				23.5								
8																	
9																	
10																	
11		240			10												
12																	
13																	
14	275			16.2					33.1								
15																	
16																	
17																	
18																	
19																	
20									14.5								
21	270	224		15.4	7.9												
22																	
23																	
24																	
25	218	250		20	9				13.1								
26									24.7								
27																	
28																	
29																	
30																	
31			6.24			0.000											
<b>Average</b>	254	255	6.24	14.9	8.2	0.000			20.5*	1.5	6.2	0.5	0.99	8.4	5.9	0.69	18
<b>Minimum</b>	218	224	6.24	8	6	0.000			13.1	< 1.5	6.2	< 0.5	0.99	8.4	5.9	0.69	18
<b>Maximum</b>	275	304	6.24	20	10	0.000			33.1	< 1.5	6.2	< 0.5	0.99	8.4	5.9	0.69	18
<b>Exceedences</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Permit LIMITS</b>			25	30		40.0	49.0		126	<0.01	25		5.9	9.0	4.3		
<b>Laboratory</b>	<b>Collected (# of Samples)</b>		410														
	<b>Analyzed (# of Tests)</b>		680														

## Collection Services Task Summary Report for 2021

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	2	2	4	5	8	7	2	1	6	4	-		41
F.O.G. Inspection - Completed	27	26	47	39	18	29	12	27	33	15	17		290
F.O.G. Inspection - Fail	1												1
F.O.G. Inspection - Pass	26	26	47	39	18	29	12	27	33	15	17		289
Change of Ownership	1	1							1		1		4
Hot spot cleaning (total)*	26	-	-	36	-		26			36			124
Lift station inspection	19	19	19	23	23	23	19	16	19	19	19		218
Manhole inspection	157	125	216	163	154	161	117	93	150	141	148		1,625
Sewer line CCTV (feet)	0	0	32,428	28,289	16,224	3,888	19,739	6,470	19,873	19,874	19,038		165,823
Sewer line cleaning (feet)	58,522	50,400	70,368	68,722	52,573	59,063	65,193	30,295	55,419	51,650	50,092		612,297
SSO Response - Cat 1	0	0	0	0	0	0	0	0	0	0	0		-
SSO Response - Cat 2	0	0	0	0	0	0	0	0	0	0	0		-
SSO Response - Cat 3	0	0	1	0	0	0	0	0	0	0	0		1
USA Markings	37	33	55	31	53	69	79	54	34	35	41		521

\*Note: Hot spot cleaning is performed quarterly



## VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

14-Dec-21

Plan Check in Progress  
Inspection in Progress  
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
82490 Highway 111-Former Imperial Furniture	82490 Highway 111/Arabia Street	Plans submitted for remodeled suites. Plans approved and notified applicant 4/28/21.	Waiting for owner to process permit paperwork.
Abel Lupian Commercial Bldg.	45105 Commerce Street	Plans submitted for new commercial building. Completed 1st plan check and returned to the applicant 4/3/20.	Perform 2nd plan check upon plan resubmittal.
Add'l Dwelling Unit - Cebreros Residence	83181 Blue Mountain Court	Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21. Permit 3967 7/26/2021	Inspect work improvements as scheduled.
Americas Best Contacts & Eyeglasses	42450 Jackson St	Architectural plans for eyeglass building TI	In queue
Arroyo Crossing Phase 1 architectural plans	47555 Jefferson Steet/Highway 111	Architectural plans submitted for new apartment complex. Completed 1st plan check and returned to applicant 11/9/21.	Perform 2nd plan check upon plan resubmittal.
Arroyo Crossing Phase 1 civil plans	47555 Jefferson Steet/Highway 111	Civil plans submitted for new apartment complex. Plan review completed. Reviewing phase 1 architectural plans.	Review complete, pending architectural plan review.
Arroyo Crossing Phase 2 civil plans	47555 Jefferson Steet/Highway 111	Civil plans submitted for new apartment complex. Completed 1st plan check and returned to the applicant 11/16/21.	Perform 2nd plan check upon plan resubmittal.
Autozone Jackson Street	41850 Jackson Street/aAvenue 42	Plans submitted for plan check. Sewer main relocation. Plans approved 1/21/21. Waiting for engineer to finalize easements docs. Permit 3954 issued 5/13/21.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existng building TI. Completed 1st plan check and returned to the City 2/22/19.	Perform 2nd plan check upon plan resubmittal.
Chandi Plaza	SW Corner of Indio Blvd/Avenue 44	Civil plans submitted for plan check. Plans approved and notified applicant 1/8/21. Permit 3948 issued 4/2/21.	Inspect work improvements as scheduled.
Chandi Plaza Building "B" Shell	81-971 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20. Issued permit 3963 on 6/29/21.	Inspect work improvements as scheduled.
Chandi Plaza Building Restaurant Shell	81-977 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 10/22/20. Issued permit 3964 on 6/29/21.	Inspect work improvements as scheduled.
Chandi Plaza Car Wash	81-983 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20. Permit 3965 on 6/29/21.	Inspect work improvements as scheduled.
Chandi Plaza Convenience Store	81-965 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20. Permit 3962 om 6/29/21	Inspect work improvements as scheduled.
Chavez Tenant Improvement	45330 Jackson St/Civic Center	Plans submitted for TI of existing building. Demolition of interior walls and facilities. Completed 4th plan check and returned to the City 6/25/18. Issued permit 3755 on 7/9/18.	Inspect work improvements as scheduled.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Plans approved and returned to the applicant 3/17/2020.	Waiting for owner to process permit paperwork.
COD Child Development Center	45742 Oasis Street	Plans submitted for child development center. Completed 2nd plan check and notified applicant 11/18/21.	Perform 3rd plan check upon plan resubmittal.
College of the Desert	45524 Oasis Street	Plans submitted for campus expansion. Plan review completed, plan approval & permitting phase.	Review complete, permit preparation phase.
Corso Residence	49491 Braley Court	Plans submitted for single family residence. Plans approved and notified applicant 9/2/20. Permit 3931 issued 1/5/21	Inspect work improvements as scheduled.
Couthouse Bar & Grill	82910 Highway 111/Jackson Street	Plans submitted for new restaurant. Completed 1st plan check and returned to applicant 12/14/20.	Perform 2nd plan check upon plan resubmittal.
Demo Unlimited Storage Yard	83-845 Ave 45/Vam Buren St	Plans submitted for plan check. Completed 2nd plan check and returned to applicant 9/25/20. Plans approved and returned 10/13/2020	Waiting for owner to submit Bonds before drafting agreement
Destiny Church	80250 Highway 111/Jefferson Street	Plans submitted for plan check. Plans approved and notified applicant 7/12/21. Issued permit 3974 on 9/14/21.	Inspect work improvements as scheduled.
Diary Queen	81977 Indio Blvd, Unit 100	Plans submitted for new restaurant 10/5/21. Plans approved and notified applicant 11/4/21. Issued Permit 11/12/21 # 3984	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
El Pollo Loco	42223 Jackson Street/Showcase Parkway	Plans submitted for restaurant building. Completed first plan check and returned to applicant 8/5/21. Permit issued 10/21/21 3982	Inspect work improvements as scheduled.
EOS Fitness Ave 42 Gym	SWC of Spectrum Street & Avenue 42	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20.	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Mainline complete. Waiting on Maintenance Bond to release Performance Bond	Release Performance Bond when Maintenance Bond is received
Fred Young (Villa Hermosa Apts Phase III)	83801 Dr. Carreon Blvd / West of Van Buren	Plans submitted for apts at Fred Young Farm Labor Dev. Plans approved and returned to the applicant 7/17/2019. Submitted revision to approved plans 9/16/20 Revised Plans approved 11/5/2020. Permit 3944 issued 3/23/21.	Inspect work improvements as scheduled.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Tract is Complete. Warranty Bond received 8/25/2021.	Notice of acceptance after 12 month warranty bond release.

**Monthly Capital Improvement Project Update - December 2021**

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Westward Ho Sewer Siphon Replacement Design and Construction	Due to the February 2019 rain event, the existing VSD sewer siphon that crosses the CVWD storm channel at Westward Ho Drive became exposed and was damaged. In order to prevent this from happening again in the future, Carollo Engineers is currently working with VSD on the final design of a new sewer that is to be constructed well below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel and adjacent to the original siphon. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	Revised plans have been resubmitted to IWA and CVWD for review and approval.	\$2,562,063.00	\$38,917.62
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future. Harris and the District have assigned a rating and priority to all of the pipes in the collection system and are splitting them up into projects for each fiscal year. The first project for this fiscal year will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of hiring a contractor to perform CCTV inspections of all pipes within the District that cannot be surveyed by collections staff due to high flows or pipe diameter. The third project is the downtown Indio rehabilitation and repair project. This project is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area.	The 100% design plans have been reviewed by IWA and the City of Indio and both agencies returned comments for revision. Harris is currently revising the project drawings for resubmission.	\$2,900,000.00	\$107,716.25
Reclaimed Water Project Phase 1	The contract for this project was awarded to Schneider Electric / Stantec. The project design cost is \$2,200,000 and project schedule is approximately 460 days. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter, and a sludge thickener unit.	Schneider is working on the 60% design submittal. All potholing to verify the location and depth of existing onsite utilities has been completed.	\$2,200,000.00	\$0.00. Per the contract, no payment is due until the project reaches the 60% design phase at which time \$2.2 million will be due.
Influent Pump Station Rehabilitation	Stantec is assisting the District as an Owner's Representative and DCI / Dudek are acting as the design-build team for this project. The influent pump station structure is showing significant signs of deterioration. Proposed improvements to the pump station include: bypass of the pump station for inspection and repair, repair/replacement of leaking and broken gates, repair of interior concrete coating, installation of new valves for proper isolation/drainage, installation of a new jockey pump in the empty pump bay.	Dudek is continuing to develop the project plans to 60% design phase to be able to provide a guaranteed maximum price for the project. 60% plans are expected by December 10th.	\$3,634,476.00	\$60,766.14
New Training and Office Building and Laboratory Building	The District and SGH Architects are developing the initial design for a new office / training building that will be located to the west of the existing Operations building. The purpose of this new building is to provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings. Also as part of this project, VSD has contracted SGH to develop designs for a new laboratory building to replace the existing lab due to the current issues lab staff are experiencing with the layout and air filtering system.	SGH has submitted a 50% design plan which includes both buildings which VSD staff is currently reviewing.	\$1,922,000.00	\$257,278.00
Additional Parking and Landscaping	The District is in need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping.	A preliminary design of the Project has been completed. In que for the next steps.	\$500,000.00	\$0.00

**Monthly Capital Improvement Project Update - December 2021**

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Steel WaterLine Replacement	The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement. The project was awarded to Dudek who has begun the development of the project design and specifications.	Dudek has completed the 100% design plans and specifications which VSD staff are currently reviewing.	\$642,000.00	\$23,852.50

**VALLEY SANITARY DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES  
December 7, 2021**

A regular meeting of the Valley Sanitary District (VSD) Operations Committee was held at Valley Sanitary District, 45-500 Van Buren St, Indio, CA, on Tuesday, December 7, 2021.

**1. CALL TO ORDER**

Ron Buchwald called the meeting to order at 1:00 p.m.

1.1 Roll Call

Committee Members Present:

Ron Buchwald, Chair  
Debra Canero, Director  
William Teague, Director

Staff Present:

Anna Bell, Laboratory and Compliance Supervisor, and Holly Gould, Clerk of the Board

1.2 Pledge of Allegiance

**2. PUBLIC COMMENT**

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

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None.

**3. DISCUSSION / ACTION ITEMS**

3.1 Presentation on Wastewater Sampling

Anna Bell, Laboratory and Compliance Supervisor, gave a PowerPoint presentation on wastewater sampling. She explained how the samples are collected, the equipment used, and the different types of samples, i.e., discrete (grab) samples, composite samples, and representative samples. She also explained the importance of documentation, field observations, chain-of-custody, and the storage and preservations of samples. Anna stated that sampling requires much coordination with other departments. Director Canero thanked Anna for her very informative presentation and requested that she present it to the entire Board of Directors at the first meeting in January 2022.

3.2 Project Update: Reclaimed Water Project Phase 1

Ron Buchwald, Engineering Services Manager, updated the committee on the Reclaimed Water Project Phase 1. Phase 1 is expected to be completed by early 2025. The Design-Build team is quickly approaching the 60% design milestone in January 2022. The Guaranteed Maximum Price (GMP) will be developed and negotiated at this

point in the design. Once approved by the Board, the construction phase will begin. Ron plans to have Stantec attend the next Operations Committee meeting in February 2022 for a more in-depth project update.

### 3.3 Collections Department Update: Having a Second On-Call Person

Ron Buchwald, Engineering Services Manager, explained the need for a second on-call person for the Collections Department. There are instances when a callout requires two (2) people. Historically, the on-call person would have to call another employee from the department to see if they could assist. Having a second on-call person would ensure that someone would always be available should a second person be needed. The fiscal impact of these additions would cost \$15,000 for the remaining nine (9) months of the current fiscal year. Director Canero requested Staff to provide the log of the callouts for the past year. Ron agreed to bring this data at the next meeting in February 2022.

## **4. FUTURE MEETING ITEMS**

Staff will be updating the Operations Committee on the Influent Pump Station Project, Reclaimed Water Project Phase 1, and provide the Collections Department callout information.

## **5. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:24 p.m. The next regular committee meeting will be held on February 1, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



# WASTEWATER SAMPLING

OPERATIONS COMMITTEE MEETING

December 7, 2021

Anna Bell



# WHY IMPORTANT

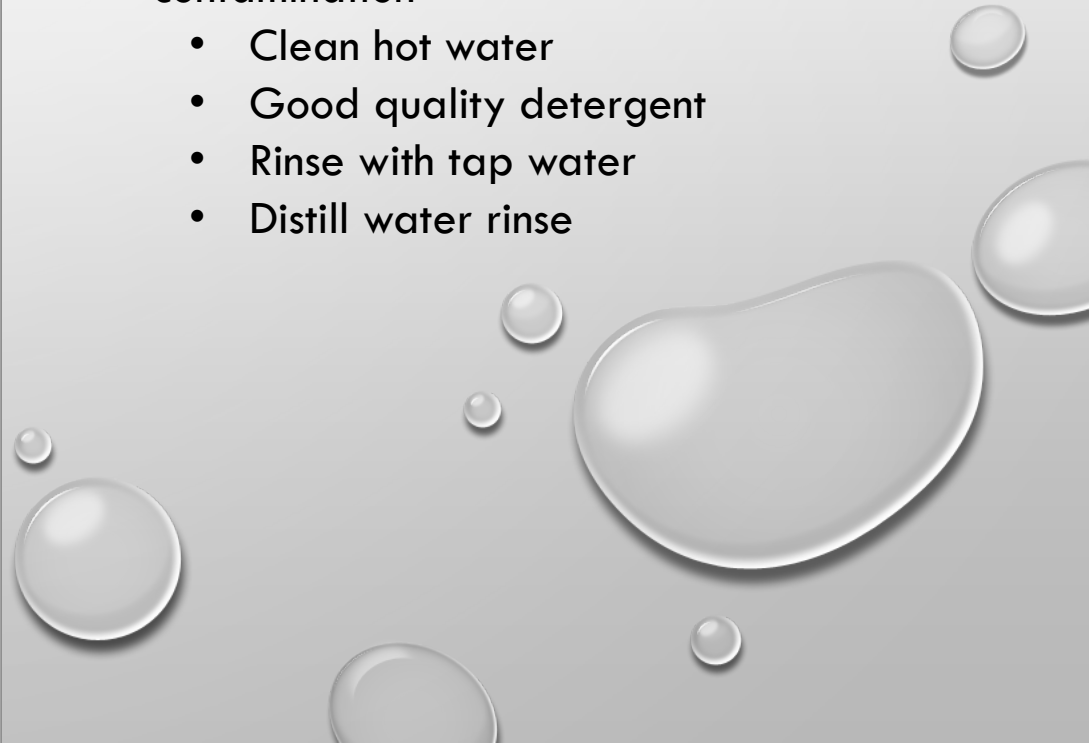
- Result of testing methods are no better than sample on which performed
- Type of analysis dependent upon sample collection
- Samples can deteriorate, be contaminated, or be compromised before analysis
- Way to monitor pollutants and pathogens
- Type and sensitivity of analysis depends on the sample collection and anticipated use of data
- Obtain reliable data to support compliance and enforcement activities





# SAMPLING EQUIPMENT

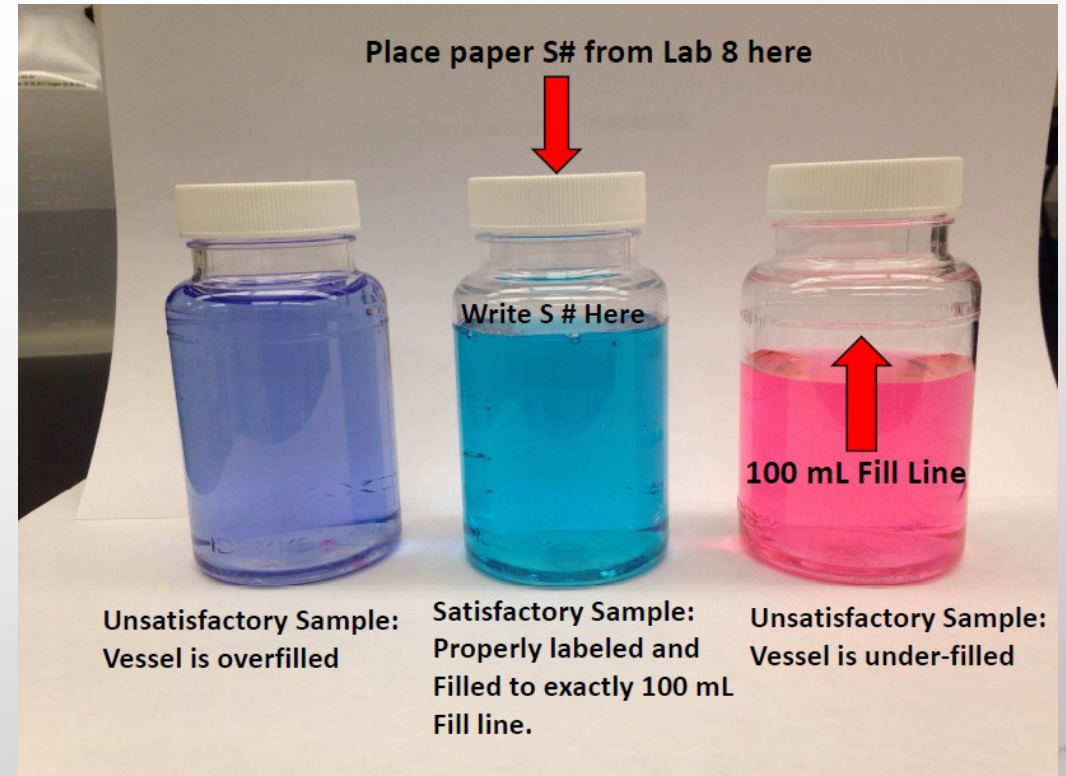
- Materials corrosion resistant – leak proof
- Proper cleaning procedures to reduce contamination
  - Clean hot water
  - Good quality detergent
  - Rinse with tap water
  - Distill water rinse



# SAMPLE COLLECTION

## Considerations

- Bottle Type and Size
  - Larger volume – maybe multiple bottles
    - Most physical and chemical – 1 Liter
- Preservation?
  - Ensure not to displace preservation
  - Ensure composition does not change between collection and testing
- Time – sensitive
- Field and Trip Blanks?
- Transportation – keep cool on ice
  - Deliver to labs between 4 – 10°C (req.)
- Representative of sampling site
- Hazards – PPE Considerations
- Equipment Needs
- Documentation – bottle labels, Chains-of-custody (COC), etc

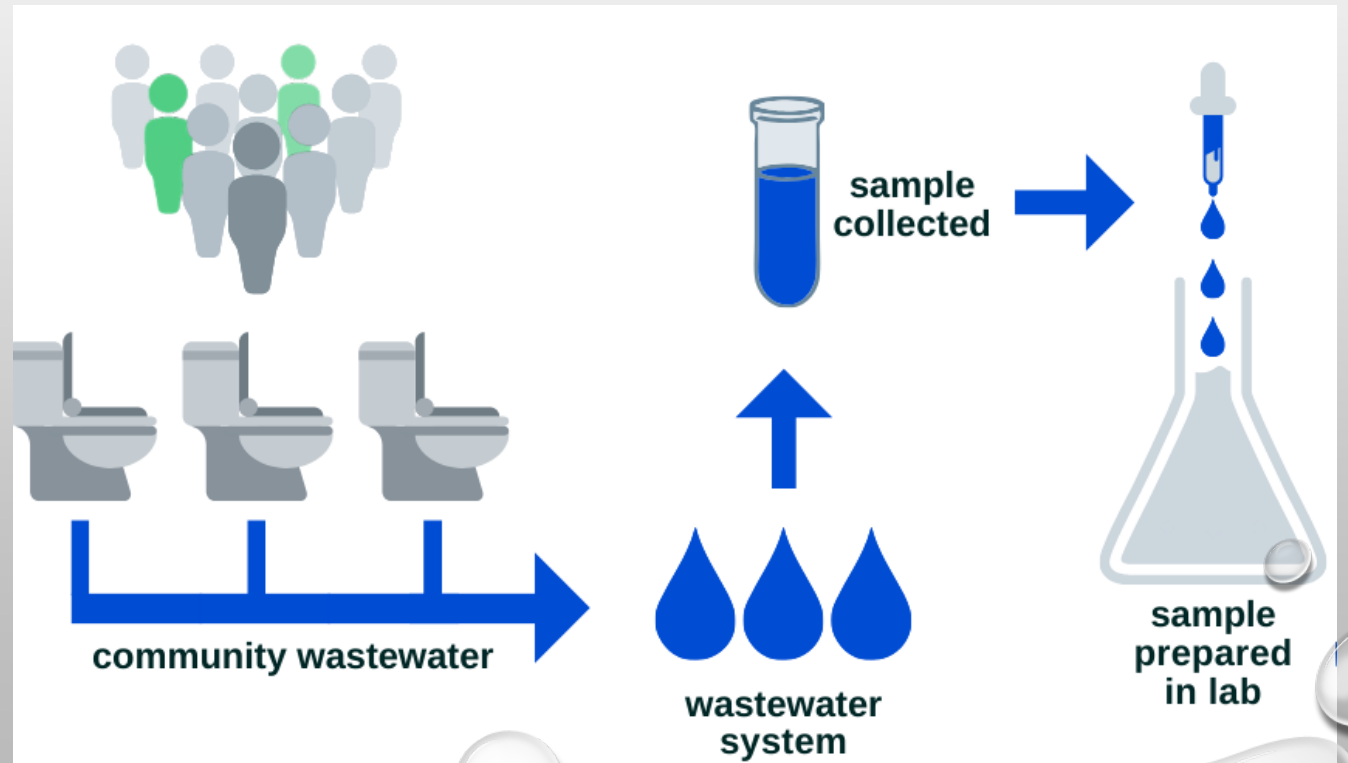


# SAMPLE TYPES

Grab Samples

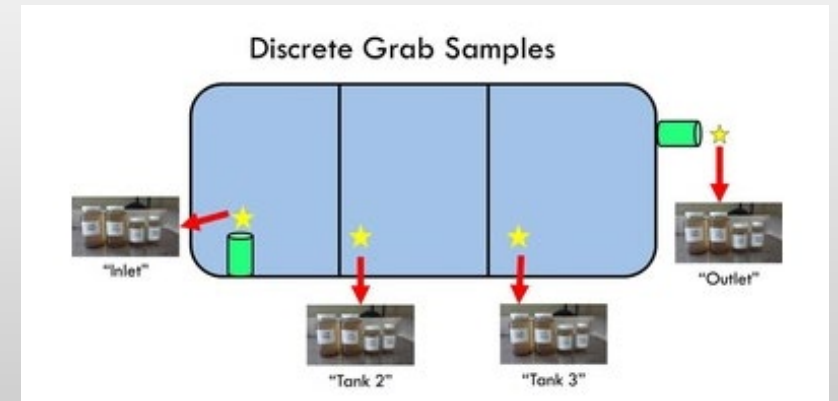
Composite Samples

Representative Samples



# DISCRETE (GRAB) SAMPLES

- One sample - single point
- Specific time
  - Typically, when near avg daily flow rate
- Limitations
  - Snapshot
  - Not representative of entire flow
- Benefit
  - Change quickly when removed from flow
    - Ph, dissolved oxygen (DO), residual chlorine
  - Immediate results





# COMPOSITE SAMPLES

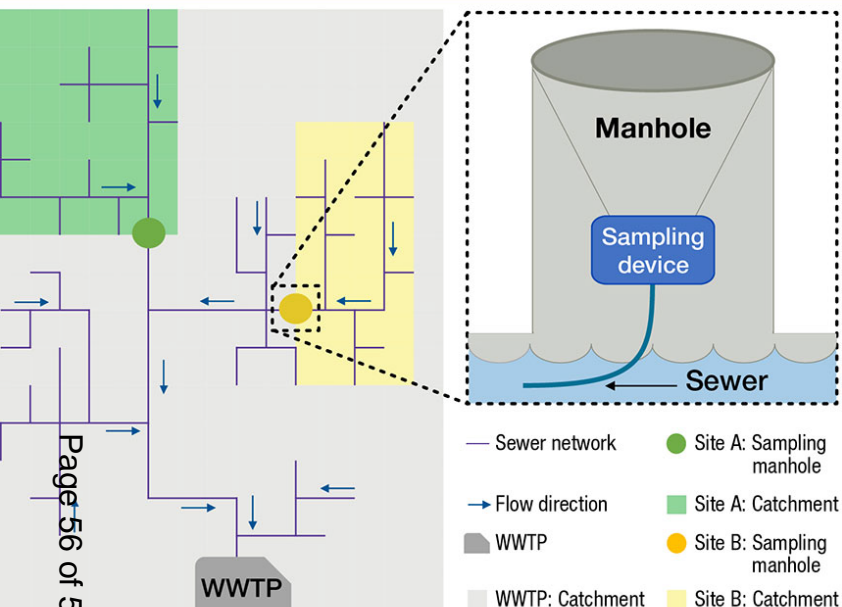
- Mixture of several grab samples
- Regular intervals (every 20mins in 24hrs = 72 samples)
- Representative over longer period of time
- Benefits
  - Changes in flow & characteristics
  - Overall picture of effects
- Limitation
  - Characteristic change during storage
  - Change during combining samples





# REPRESENTATIVE SAMPLES

- Ensure samples representative of waters
  - ? Depth of water site
  - ? Velocity of water site
  - Access to locations – safety of staff
- Is it defined location?
  - (GIS coordinates)



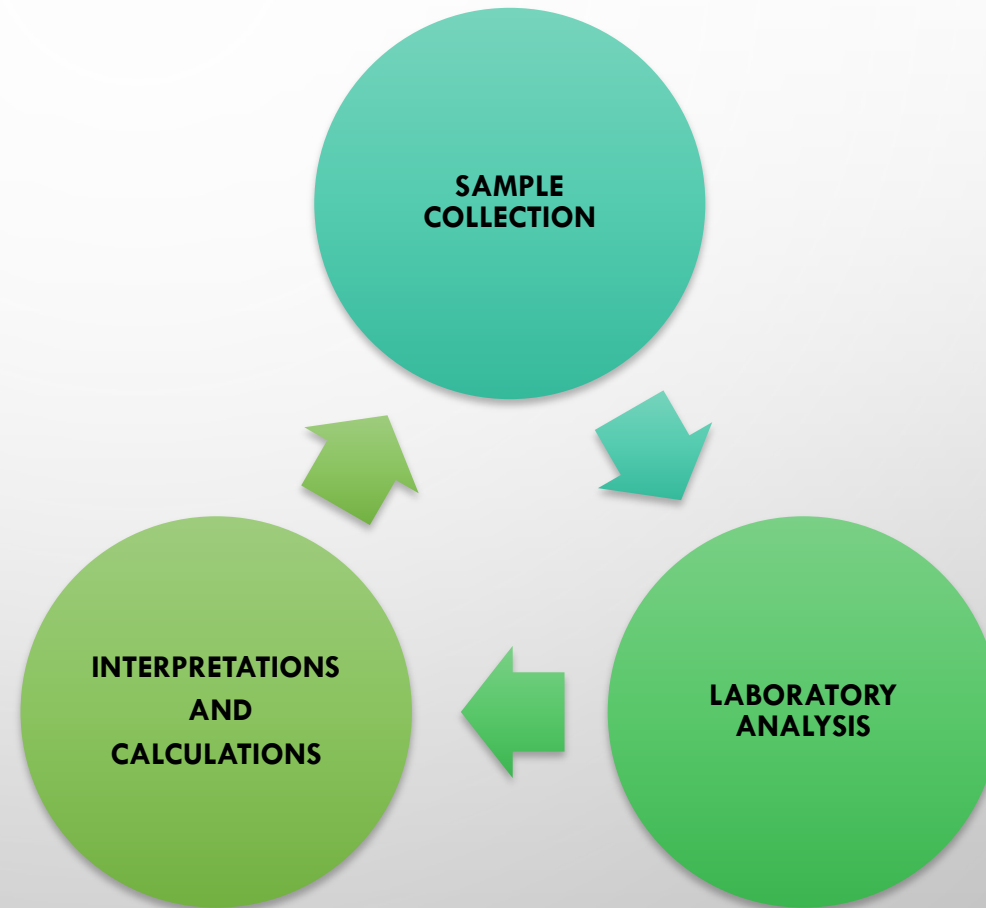


# SAMPLES IN THE LABORATORY

- Documentation **\*CRITICAL\***
- Field observations
  - Water temperature
  - Weather conditions
  - Water levels
  - Collection conditions
- Chain-of-custody
- Storage / preservations



# SUCCESSFUL TESTING



# QUESTIONS ?

Valley sanitary district

Laboratory staff

