



VSD

Board of Directors Special Meeting  
Tuesday, August 16, 2022 at 1:00 PM  
Valley Sanitary District Board Room  
45-500 Van Buren Street, Indio, CA 92201  
999 N. Pacific St. B103 Oceanside, CA 92054

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/81629773289>

**Meeting ID:** 816 2977 3289

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.

Page

## 1. CALL TO ORDER

### 1.1. Roll Call





- 1.2. Pledge of Allegiance
- 1.3. August Employee Anniversaries
  - Branden Rodriguez, Administrative Assistant - 4 years

## 2. PUBLIC COMMENT

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

## 3. CONSENT CALENDAR

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

- 3.1. Approve Minutes for June 28, 2022, Regular Meeting 6 - 10  
[3.1 26 Jul 2022 Meeting Minutes.pdf](#) 
- 3.2. Approve Warrants for July 21, 2022, through August 10, 2022 11 - 12  
[3.2 Warrants for August 16, 2022.pdf](#) 
- 3.3. Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, for Fiscal Year 2021-22 Per District Policy in the Amount of \$1,268 13 - 18  
[3.3 Staff Report Marshall Tuition Reimbursement.pdf](#)   
[3.3 Attachment A Marshall Tuition Reimbursement Form.pdf](#)   
[3.3 Attachment B Student Registration Billing by Term.pdf](#)   
[3.3 Attachment C Unofficial Transcript.pdf](#) 
- 3.4. Accept Sewer Main Improvements for Van Buren Business Park Phase II Development and Authorize General Manager to Sign Certificate of Acceptance 19 - 23







[3.4 Staff Report Certificate Of Acceptance Van Buren.pdf](#)










[3.4 Attachment A Certificate of Acceptance Van Buren Ph  
ll.pdf](#)

#### 4. NON-HEARING ITEMS

- 4.1. Recognize Staff for Receiving the National Association of Clean Water Agencies Peak Performance Silver Award for Calendar Year 2021 24 - 27  
[4.1 Staff Report NACWA Peak Award 2021.pdf](#)   
[4.1 Attachment A CY21-peak-silver-winners.pdf](#)
- 4.2. Recognize Staff for Receiving the Achievement for Excellence in Financial Reporting for Fiscal Year Ending June 30, 2021 28 - 32  
[4.2 Staff Report Excellence in Financial Reporting 2021.pdf](#)  
  
[4.2 Attachment A Certificate of Achievement ACFR.pdf](#)   
[4.2 Attachment B Award Results.pdf](#)
- 4.3. Adopt Resolution No. 2022-1166 Amending Terms and Conditions of Employee Wages and Compensation Effective July 1, 2022, and Rescind Resolution No. 2022-1163 33 - 38  
[4.3 Staff Report Amend Employee Benefits.pdf](#)   
[4.3 Attachment A Resolution 2022-1166.pdf](#)
- 4.4. Receive CalPERS Health Plan Rates Effective January 1, 2023 39 - 48  
[4.4 Staff Report CalPERS Health Plan Rates 2023.pdf](#)   
[4.4 Attachment A HMO Plan Rates 2023.pdf](#)   
[4.4 Attachment B PPO Plan Rates 2023.pdf](#)   
[4.4 Attachment C Circular Letter 600-032-22.pdf](#)

- 4.5. Adopt Resolution No. 2022-1167 Amending the Valley Sanitary District Investment Policy and Rescinding Resolution No. 2021-1151 49 - 61  
[4.5 Staff Report Amending VSD Investment Policy.pdf](#)   
[4.5 Attachment A Reso 2022-1167 VSD Investment Policy.pdf](#)   
[4.5 Attachment B Investment Policy.pdf](#) 
- 4.6. Authorize the General Manager to Execute Task Order No. 22-01 to Carollo Engineers to Provide Engineering Services During Construction for the Westward Ho Sewer Siphon Replacement Project in an Amount Not to Exceed \$830,062 62 - 76  
[4.6 Staff Report Award Contract Carollo.pdf](#)   
[4.6 Attachment A Carollo Engineering CM Services Proposal.pdf](#) 
- 4.7. Discuss Short-Term, Month-to-Month Contract for Health & Wellness Services and Provide Direction 77 - 78  
[4.7 Staff Report Health and Wellness Contract.pdf](#) 

## 5. GENERAL MANAGER'S ITEMS

- 5.1. Monthly General Manager's Report - June 2022 79 - 91  
[5.1 Staff Report GM Report June.pdf](#)   
[5.1 Attachment A Admin Services Report.pdf](#)   
[5.1 Attachment B NPDES report for Aug.pdf](#)   
[5.1 Attachment C Collection Services Report .pdf](#)   
[5.1 Attachment D Development Services Report July 2022.pdf](#)   
[5.1 Attachment E Capital Improvement Program Report August 2022.pdf](#)   
[5.1 Attachment F Environmental Compliance Summary.pdf](#) 

## 6. COMMITTEE REPORTS

6.1. Operations Committee Meeting - August 2, 2022

92 - 94

[6.1 2 Aug 2022 Meeting Minutes.edited.pdf](#) 

## 7. DIRECTOR'S ITEMS

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

## 8. INFORMATIONAL ITEMS

8.1. Update on Candidates for November 2022 General Election

## 9. ADJOURNMENT

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

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
July 26, 2022**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, July 26, 2022, 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, Holly Gould, Jeanette Juarez, Dave Commons, Ron Buchwald, Diego Rivera, Craig Hayes, Best Best & Krieger, and Bob Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 New Employee Introduction

- Diego Rivera, Collection System Technician-in-Training

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The Board welcomed the District's newest employee, Diego Rivera, Collections System Technician-in-Training.

**2. PUBLIC COMMENT**

*This is the time 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 Minutes for July 12, 2022, Regular Meeting, and Minutes for July 20, 2022, Special Meeting

3.2 Approve Warrants for July 6, 2022, through July 19, 2022

3.3 Monthly Financial Report for June 30, 2022

3.4 Receive and File Credit Card Report for June 30, 2022

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**ACTION TAKEN:**

**MOTION:**

Director Teague motioned to approve the consent calendar as presented. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3218**

**4. PUBLIC HEARING**

4.1 Adopt a Resolution No. 2022-1167 Declaring Certain Accounts to be Delinquent and Directing Staff to Place These Accounts on the Property Tax Rolls for Collection

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President Sear asked Beverli Marshall, General Manager, to give a summary of the actions leading up to the Public Hearing. Ms. Marshall stated that Pursuant to Government Code Section 6062a, a notice has been given of the Public Hearing regarding the Resolution 2022-1167 Determining Certain Accounts to be Delinquent and Directing the Placement of these accounts on the County Property Tax Roll for Collection. The Property Owners were directly mailed a Notice of the Public Hearing, and a Notice of Public Hearing was duly published on the Valley Sanitary District website. President Sear read the procedures to be followed during the hearing and asked Ms. Marshall to summarize any written communications regarding the public hearing. Ms. Marshall informed the Board that there were none. President Sear declared the Public Hearing open at 1:13 p.m. and asked Ms. Marshall to give a brief staff report followed by any public testimony. Jeanette Juarez, Chief Administrative Officer, reported that there were eight delinquent accounts to be placed on the County Property Tax Rolls for a total of \$4,580.55. Being no comments from the public, President Sear declared the Public Hearing closed at 1:16 p.m.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT DETERMINING CERTAIN ACCOUNTS TO BE DELINQUENT AND DIRECTING THE PLACEMENT OF THESE ACCOUNTS ON THE COUNTY PROPERTY TAX ROLL FOR COLLECTION.”**

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Coleman motioned to adopt Resolution 2022-1167 Declaring Certain Accounts to be Delinquent and Directing Staff to Place These Accounts on the Property Tax Rolls for Collection. Vice President Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**RESOLUTION NO. 2022-1167**

## 5. NON-HEARING ITEMS

### 5.1 Introduction and Presentation by Townsend Public Affairs, Inc.

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On June 28, 2022, the Board of Directors approved a contract with Townsend Public Affairs to provide stage legislative advocacy services. Eric O'Donnell of Townsend Public Affairs introduced himself to the Board and presented a company overview, status update from Sacramento, and strategy for the next 12 months.

### 5.2 Request for Approval of Budget Adjustment of \$8,200 for Legal Services for Fiscal Year 2021-22

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The original amount for legal services with BB&K for Fiscal Year 2021-22 was \$50,625. Due to unanticipated events, which included contract reviews, risk of litigation, review of boilerplate documents, and contract disputes, the District experienced higher costs for the year. The additional services resulted in a cost overage of \$8,200. Increasing the General Manager's authority will allow the District to pay pending invoices through June 30, 2022.

#### **ACTION TAKEN:**

#### **MOTION:**

Vice President Canero motioned to approve the increase to the General Manager's authority to pay invoices for \$8,200 from BB&K for necessary legal services over the previously authorized amount for fiscal year 2021-22. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3219**

### 5.3 Award Contract to Dudek Activated Sludge Plant Secondary Water Line

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Dudek prepared the design and provided construction management for Phase 1 of the Activated Sludge Plant Watermain Replacement project, which was a success. Phase 2 of this project includes replacing two and 4-inch water mains within the deteriorated aeration basins at the end of their useful life. Most of these water mains were installed when the activated sludge plant was constructed in the early 1970s. The second phase will be more challenging due to some water mains existing within the aeration basins. Construction work will need to be synchronized with taking the basins out of use during construction. Dudek recently was awarded an Engineering Services Contract by the Board through the Request for Proposals (RFP) process. Due to the success and knowledge gained during Phase 1, Dudek can efficiently deploy for Phase 2. The amount of Task Order 22-01 with Dudek to provide design and construction management on Phase 2 of the Activated Sludge Plant Watermain Replacement Project is not to exceed \$64,625.

#### **ACTION TAKEN:**



**MOTION:** Director Duran motioned to authorize the General Manager to execute Task Order No. 22-01 with Dudek to provide design and construction management on Phase 2 of the Activated Sludge Plant Watermain Replacement Project in an amount not to exceed \$64,625. Secretary/Treasurer Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2022-3220**

5.4 Request for Feedback and Direction Regarding the Valley Sanitary District Investment Policy

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California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On August 10, 2021, the District adopted Resolution No. 2021-1151, adopting the District's Investment Policy, and no amendments have been executed. Local Agency Investment Guidelines recommend that the internal treasury staff conduct annual reviews. Staff has reviewed the policy and determined the only updated need for this year is a title change for the Chief Administrative Officer. The updated Investment Policy will be presented for adoption in August.

**6. GENERAL MANAGER'S ITEMS**

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Beverli Marshall reported that she is working with the Coachella Valley History Museum on securing a date for the State of the District Event. The dates available are November 29, 2022, and December 1, 2022. The Board requested staff to find out when the Tamale Festival is scheduled and to consider that when deciding on a date.

**7. COMMITTEE REPORTS**

7.1 Community Engagement Committee – June 29, 2022

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President Sear and Vice President Canero reported to the Board on the Community Engagement Committee meeting held July 19, 2022. The committee discussed the different types of events that the District could attend for outreach, who is the target audience and how to budget for these events.

**8. DIRECTOR'S ITEMS**

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Director Duran requested staff to survey employees on health and wellness services. He also suggested placing someone in the wellness role on a month-to-month basis. He asked that staff bring this to the next board meeting.

**Director Teague left the meeting at 2:12 p.m.**

**9. INFORMATIONAL ITEMS**

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None.

**10. PUBLIC COMMENT -**

*This is the time for public comment on any item discussed in Closed Session.*

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None.

**President Sear called for a short recess at 2:14 p.m. The Board of Directors reconvened at 2:22 p.m. Roll call was taken, and all Directors Canero, Coleman, Duran, and Sear were present. Director Teague was absent.**

**11. CONVENE IN CLOSED SESSION**

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

- 11.1 PUBLIC EMPLOYEE CONTRACT  
Pursuant to Government Code Section 54957(b)(1)  
Title: General Manager
- 

The Board adjourned to Closed Session at 2:22 p.m.

**11. CONVENE IN OPEN SESSION**

*Report out on Closed Session items*

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The Board reconvened in open session at 2:59 p.m. President Sear stated nothing to report.

**12. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 2:59 p.m. The next regular Board meeting will be on August 9, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**August 16, 2022**

40661 Analytical Technology, Inc.	Gas phase sulfite sensor	\$342.43
40662 Caltest Analytical Laboratory	Weekly samples NPDES 2015-2020	\$383.30
40663 Carquest Auto Parts	New purchases - June 2022	\$690.69
40664 Cintas Corp	Uniforms, Mats, Towels, Etc - 07/08/2022	\$486.62
40664 Cintas Corp	First aid replenishment - 07/14/2022	\$573.66
40665 EOA, Inc.	VSD pretreatment program assistance - May 2022	\$957.75
40666 Grainger	Double diaphragm pump	\$1,309.52
40666 Grainger	Trimline phone	\$64.73
40667 Kaman Industrial Technologies	Secondary clarifier gearbox rebuild	\$476.17
40668 Linde Gas & Equipment Inc.	Stargold arg-co2 25%	\$107.97
40669 Master's Refreshment Services LLC	Bottle water delivery & cooler - 07/11/2022	\$165.58
40670 Mobile Modular Management Corp	Trailer rental - 07/11/2022-08/09/2022	\$655.15
40671 The Sherwin-Williams Co.	Paint for Admin door	\$369.60
40672 Thomas Scientific	1000ml graduated cylinder	\$309.76
40673 10-8 Retrofit Inc	Lighting install 2022 Ford Explorer	\$8,155.39
40674 Advanced Resources, LLC	Temp lab tech - 7/3/2022-7/17/2022	\$5,208.00
40675 Analytical Technology, Inc.	Pump drive 60hz 24 rpm	\$342.39
40676 Best, Best & Krieger	Legal services - June 2022	\$8,310.53
40677 Burke, Williams, & Sorenson, LLP	Professional services - June 2022	\$16,514.50
40678 Caltest Analytical Laboratory	Quarterly Samples	\$259.35
40678 Caltest Analytical Laboratory	Monthly Samples	\$1,057.35
40678 Caltest Analytical Laboratory	Weekly Samples Shipping Charges	\$30.00
40678 Caltest Analytical Laboratory	Weekly Samples	\$353.40
40679 Cintas Corp	Uniforms, Mats, towels, etc - 07/14/2022	\$528.32
40679 Cintas Corp	Uniforms, mats, towels, etc - 7/21/2022	\$471.35
40679 Cintas Corp	Uniforms, mats, towels, etc - 7/28/2022	\$565.62
40680 Desert Arc	Janitorial services - June 2022	\$3,500.36
40681 Desert Hose & Supply	Female pipe, hose shank, gaskets, filters, nozzles	\$216.99
40681 Desert Hose & Supply	Liquid filled gauge	\$24.36
40681 Desert Hose & Supply	Clearbraided tubing, brass ferrule	\$79.65
40681 Desert Hose & Supply	8 gauntlet 50ft, hose, fem plug, brass coupler	\$214.80
40682 E.S. Babcock & Sons, Inc.	Weekly Samples VSD WWTP	\$244.74
40683 EOA, Inc.	VSD pre treatment program assistance - June 2022	\$1,384.25
40684 Express Cleaners	Drycleaning/laundry services 2/16/2022-4/11/2022	\$410.35
40685 Ferguson Enterprises #1350	Galvanized bushings	\$25.62
40686 Fulton Distributing Co.	Cutlery, towels, roll towels, soap, hand cleaner	\$825.83
40686 Fulton Distributing Co.	Cutlery forks and knives	\$436.37
40687 Grainger	Air regulator with gauge	\$65.96
40687 Grainger	Detector tube, hydrogen sulfide	\$250.82
40687 Grainger	Mini pleat air filters	\$777.65
40687 Grainger	Fasterner holding nut	\$151.86
40687 Grainger	Disposable gloves	\$252.09
40688 Hach Company	Sensor cartridges (4)	\$6,256.28
40689 Linde Gas & Equipment Inc.	Tank rental - 06/20/2022-07/20/2022	\$143.41
40690 MARCAB Company, Inc.	Iron sponge media	\$5,445.47
40691 Master's Refreshment Services LLC	Water delivery - 7/25/2022	\$338.50
40692 NBS Government Finance Group	Consulting services - June 2022	\$155.00
40693 Plumbers Depot Inc.	Cable assembly, quick cable lock couplers	\$1,380.26
40693 Plumbers Depot Inc.	Tow cables	\$143.86
40694 Quinn Company	Coupling, hoses, hose assembly	\$218.16
40694 Quinn Company	Skidsteer window, seal	\$1,112.87
40694 Quinn Company	Load bank Generator 2	\$2,450.00
40695 Rudy's Pest Control	General pest - July 2022	\$200.00
40696 Southern California Boiler, Inc.	Boiler maintenance - July 2022	\$1,004.99
40697 Southwest Networks, Inc.	Cyber security training - 8/16/2022	\$32.00
40698 Superior Protection Consultants	Security patrol - July 2022	\$9,828.00
40699 Tops 'N Barricades Inc.	Hats and safety vests	\$56.55
40699 Tops 'N Barricades Inc.	mesh class II lime	\$41.87
40700 Underground Service Alert	Dig alerts - August 2022	\$277.75
40700 Underground Service Alert	Board fee - August 2022	\$58.38
40701 United Refrigeration Inc.	Cap keys universal for shield, anti blowback adapter	\$81.37
40702 United Way of the Desert	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$20.00
40703 Univar Solutions	Sodium bisulfite delivery - 7/14/2022	\$6,349.74
40703 Univar Solutions	Sodium hypochlorite delivery - 7/15/2022	\$11,458.25
40703 Univar Solutions	Sodium hypochlorite - 07/01/2022	\$11,591.42
40703 Univar Solutions	Sodium hypochlorite - 7/28/2022	\$12,354.62
40704 Valley Office Equipment, Inc	Sharp copier maintenance 6/13/2022-7/12/2022	\$152.26

40705 Walters Wholesale Electric	Conduit, adapters, conduit couplings	\$1,081.52
40706 Water Environment Federation	Membership renewal Anna Bell - 5/1/2022-4/30/2023	\$267.00
40707 Willdan Financial Services	Local improvement District Admin fee FY 2022-2023	\$4,500.00
40708 Caltest Analytical Laboratory	Weekly samples NPDES	\$383.40
40709 Cassidy Laughey	Boots reimbursement - Cassidy L. 06/19/2022	\$222.88
40710 CCTV.NET	Security camera covers	\$348.50
40711 Cintas Corp	First aid replenishment - August 2022	\$482.75
40712 Desert Arc	Janitorial services - May 2022	\$3,500.36
40713 Diego Rivera	CDL tanker endorsement - D. Rivera	\$50.00
40714 Geotab USA, Inc	Geotab Monthly Services - July 2022	\$524.00
40715 Grainger	Insulated multitap connector	\$714.83
40716 Hach Company	Sensor cap replacement LDO Model 2	\$1,504.25
40716 Hach Company	Buffer solution yellow	\$241.45
40717 Konecranes, Inc.	Annual Gantry crane inspection	\$1,560.00
40718 Rockwell Solutions	Impeller and cutter bar	\$4,795.01
40719 Southwest Networks, Inc.	Labor charges - July 2022	\$403.75
40720 Yellow Mart	Safety Boots - Diego Rivera	\$250.00
202207261 Basic	Payment deducted - 07/26/2022	\$208.33
202207271 Schneider Electric Buildings Americas, Inc	Recycled Water Project Phase 1	\$6,986,994.20
202207282 Standard Insurance Company	Dental and vision insurance - August 2022	\$4,195.92
202207290 CalPERS Retirement	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$22,394.93
202207291 Paychex - Direct Deposit	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$88,556.40
202207292 Paychex - Garnishment	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$210.46
202207293 Paychex - Tax	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$42,601.55
202207294 MassMutual	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$10.00
202207295 Paychex - Fee	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$259.71
202207296 Nationwide Retirement Solution	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$1,713.00
202207297 Vantage Point Transfer Agents - ICMA	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$1,470.00
202207298 Colonial Life	PR 06/10/2022 - 06/23/2022 PD 07/01/2022	\$995.33
202207298 Colonial Life	PR 06/24/2022 - 07/07/2022 PD 07/15/2022	\$995.33
202207298 Colonial Life	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$995.33
202207299 CalPERS 457	PR 07/08/2022 - 07/21/2022 PD 07/29/2022	\$970.00
202207301 FedEx	Shipping services as of 7/14/2022	\$323.02
202207301 FedEx	Shipping charges - 7/13/2022	\$19.74
202207311 Domino Solar LTD	Electricity - June 2022	\$10,071.87
202207312 Imperial Irrigation District	Electricity - June 2022	\$38,684.94
202208011 De Lage Landen Financial Services, Inc	Sharp copier lease agreement - July 2022	\$212.07
202208012 Standard Insurance Company	Life and disability insurance - August 2022	\$1,552.16
202208021 Indio Water Authority	Hydrant water - June 2022	\$579.24
202208041 Verizon Wireless	Cell service - July 2022	\$990.33
202208081 Indio Water Authority	Water - June 2022	\$1,556.19
202208082 FedEx	shipping charges as of 07/28/2022	\$236.39
202208083 Bank of New York Trust Co. ( A.D. 4 )	VSDAD2004 Loan Repayment	\$495,129.43
202208091 City of Coachella	Water - July 2022	\$851.69
202208092 UPS	Shipping charges - 07/27/2022	\$14.10
202208092 UPS	Shipping charges as of 07/27/2022	\$39.75
202208121 Paychex - Direct Deposit	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$90,578.71
202208122 Paychex - Fee	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$259.71
202208123 Paychex - Garnishment	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$210.46
202208124 Paychex - Tax	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$43,473.94
202208125 CalPERS 457	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$1,070.00
202208126 Vantage Point Transfer Agents - ICMA	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$1,470.00
202208127 MassMutual	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$10.00
202208128 Nationwide Retirement Solution	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$1,713.00
202208129 CalPERS Retirement	PR 07/22/2022 - 08/04/2022 PD 08/12/2022	\$22,604.93
	Totals	\$8,013,753.70



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

**SUBJECT: Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, Per District Policy, in the Amount of \$1,268**

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

**Executive Summary**

The purpose of this report is to present the request for reimbursement.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The reimbursement request is \$1,268, for a FY total of \$3,000.

**Background**

VSD’s Education & Training policy authorizes the reimbursement of up to \$1,000 per quarter, semester, or course with a maximum tuition reimbursement of \$3,000 per employee in a single fiscal year. The attached request is the third request submitted for Fiscal Year 2021/22, for a total of \$3,000.

To qualify for reimbursement, the employee must provide proof of payment and evidence that the employee received a passing grade [“C” or equivalent or better]. The attached transcript shows that the employee received a grade of Credit for the course (the course was graded Credit/No Credit). Approval by the Board of Directors is necessary for the General Manager to receive the requested reimbursement.

**Recommendation**

Staff recommends that the Board authorize the reimbursement as submitted.

**Attachments**

- Attachment A: Reimbursement Request Form
- Attachment B: Billing by Term
- Attachment C: Unofficial Transcript

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

Employee Name:	Beverli A. Marshall
Department:	Administrative Services
Date of Request:	7/31/22 (Request #3 for FY 2021-22)

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

Signature of Payee: *Beverli A. Marshall*

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

Course Titles	Course Dates (From - To )	Number of Units	Costs (attach receipts)
Dissertation 2B	1/19/2022	1.5	\$1,425.00
Service Fees			\$ 65.00
Founder's Grant			\$ (624.00)
Dissertation 3A	3/15/2022	1.5	\$1,425.00
Service Fees			\$ 65.00
Founder's Grant			\$ (624.00)
Dissertation 3B	5/10/2022	1.5	\$1,425.00
Service Fees			\$ 65.00
Founder's Grant			\$ (624.00)

\$2,598.00

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

List Books Purchased (include Receipts)

Text Books Utilized	Cost

<b>Grand Total to be Reimbursed</b>	<b>\$1,268.00</b>
-------------------------------------	-------------------

# Student Registration Bill Summary by Term

8/3/2022  
4:06:50PM

**Student Name** Beverli Marshall  
**Student ID** 645978  
**Term(s)** 2019 October Term,2020 August Term,2020 January Term,2020 July Term,2020 March Term,2020 May Term,2020 October Term,2021 August Term,2021 January Term,2021 July Term,2021 March Term,2021 May Term,2021 October Term,2022 August Term,2022 January Term,2022 July Term,2022 March Term,2022 May

Description	Amount	Date	Term Description
<b>Charges:</b>			
Tuition (Pending)	\$1,425.00	07/15/2022	2022 August Term
Institutional Services Fee (Pending)	\$65.00	07/15/2022	2022 August Term
Institutional Service Fee October Session '19-GRAD	\$65.00	10/21/2019	2019 October Term
Tuition - CSML October Session '19-GRAD	\$2,850.00	10/21/2019	2019 October Term
Tuition	\$2,850.00	01/22/2020	2020 January Term
Institutional Services Fee	\$65.00	01/22/2020	2020 January Term
Tuition	\$5,700.00	03/18/2020	2020 March Term
Institutional Services Fee	\$65.00	03/18/2020	2020 March Term
Tuition	\$2,850.00	05/13/2020	2020 May Term
Institutional Services Fee	\$65.00	05/13/2020	2020 May Term
Tuition	\$5,700.00	09/01/2020	2020 August Term
Institutional Services Fee	\$65.00	09/01/2020	2020 August Term
Tuition	\$5,700.00	10/27/2020	2020 October Term
Institutional Services Fee	\$65.00	10/27/2020	2020 October Term
Tuition	\$5,700.00	01/20/2021	2021 January Term
Institutional Services Fee	\$65.00	01/20/2021	2021 January Term
Tuition	\$5,700.00	07/08/2020	2020 July Term
Institutional Services Fee	\$65.00	07/08/2020	2020 July Term
Tuition	\$2,850.00	03/16/2021	2021 March Term
Institutional Services Fee	\$65.00	03/16/2021	2021 March Term
Tuition	\$5,700.00	05/11/2021	2021 May Term
Institutional Services Fee	\$65.00	05/11/2021	2021 May Term
Tuition	\$1,425.00	07/07/2021	2021 July Term
Institutional Services Fee	\$65.00	07/07/2021	2021 July Term

# Student Registration Bill Summary by Term

8/3/2022  
4:06:50PM

**Student Name** Beverli Marshall  
**Student ID** 645978  
**Term(s)** 2019 October Term,2020 August Term,2020 January Term,2020 July Term,2020 March Term,2020 May Term,2020 October Term,2021 August Term,2021 January Term,2021 July Term,2021 March Term,2021 May Term,2021 October Term,2022 August Term,2022 January Term,2022 July Term,2022 March Term,2022 May

Description	Amount	Date	Term Description
Tuition	\$1,425.00	08/31/2021	2021 August Term
Institutional Services Fee	\$65.00	08/31/2021	2021 August Term
Tuition	\$1,425.00	10/26/2021	2021 October Term
Institutional Services Fee	\$65.00	10/26/2021	2021 October Term
Tuition	\$1,425.00	01/19/2022	2022 January Term
Institutional Services Fee	\$65.00	01/19/2022	2022 January Term
Tuition	\$1,425.00	03/15/2022	2022 March Term
Institutional Services Fee	\$65.00	03/15/2022	2022 March Term
Tuition	\$1,425.00	05/10/2022	2022 May Term
Institutional Services Fee	\$65.00	05/10/2022	2022 May Term
Tuition	\$1,425.00	07/06/2022	2022 July Term
Institutional Services Fee	\$65.00	07/06/2022	2022 July Term
<b>Total:</b>	\$58170.00		

**Anticipated Financial Aid:**

Student Cash Payment Plan	\$745.00
Student Cash Payment Plan	\$745.00
<b>Total:</b>	\$1490.00

**Payments:**



**Unofficial Transcript**

10455 Pomerado Rd.  
 San Diego, CA 92131  
 (866)825-5426  
[www.alliant.edu](http://www.alliant.edu)

**Student:** Beverli A Marshall

**Student ID:** 645978

**DOB:** 4/7

Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
<b>Program: Doctor of Business Administration</b>  <b>CA School of Mgmt &amp; Leadership</b>  <b>Enrollment #: MA19128446</b> <b>Status: Active</b>  <b>Start Date: 10/21/19</b>						<b>Term: 20_T_07JUL      2020 July Term</b> MGT80210      Contemporary Readings In Strategy      3.00      3.00      A      12.00 MGT80220      Management, Strategy And Leadership      3.00      3.00      A      12.00 <hr/> 6.00      6.00      24.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>					
<b>Term: 19_T_10OCT      2019 October Term</b> BUS7035      Advanced Statistics I      3.00      3.00      A      12.00 <hr/> 3.00      3.00      12.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>						<b>Term: 20_T_08AUG      2020 August Term</b> BUS70360      Advanced Statistics II      3.00      3.00      A      12.00 LDR87800      Creating Change And Innovation      3.00      3.00      A      12.00 <hr/> 6.00      6.00      24.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>					
<b>Term: 20_T_01JAN      2020 January Term</b> BUS8011      Organizational Behavior And Development      3.00      3.00      A      12.00 <hr/> 3.00      3.00      12.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>						<b>Term: 20_T_10OCT      2020 October Term</b> BUS70540      Research Scholars Community      3.00      3.00      A      12.00 ELM88320      Law, Ethics And Equity      3.00      3.00      A      12.00 <hr/> 6.00      6.00      24.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>					
<b>Term: 20_T_03MAR      2020 March Term</b> BUS7062      Cross Cultural Management And Global Issues      3.00      3.00      A      12.00 DAT7024      Qualitative And Survey Research      3.00      3.00      A      12.00 <hr/> 6.00      6.00      24.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>						<b>Term: 21_T_01JAN      2021 January Term</b> BUS70110      Foundations And Critical Issues In Global Business      3.00      3.00      A      12.00 BUS80640      Competency Project I      3.00      3.00      A      12.00 <hr/> 6.00      6.00      24.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>					
<b>Term: 20_T_05MAY      2020 May Term</b> BUS70250      Foundations Of Research      3.00      3.00      A      12.00 <hr/> 3.00      3.00      12.00 <b>Term GPA: 4.00      Cum GPA: 4.00</b>											

\* Indicates Retaken Course  
 † Indicates Associated Course

**Unofficial Transcript**

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

[www.alliant.edu](http://www.alliant.edu)

**Student:** Beverli A Marshall

**Student ID:** 645978

**DOB:** 4/7

Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points	Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
<b>Term: 21_T_03MAR 2021 March Term</b>						<b>Term: 22_T_03MAR 2022 March Term</b>					
BUS80650	Competency Project II	3.00	3.00	A	12.00	BUS99810B	Dissertation Research 2B	1.50	1.50	CR	0.00
		3.00	3.00		12.00			1.50	1.50		0.00
<b>Term GPA: 4.00</b>		<b>Cum GPA: 4.00</b>				<b>Term GPA: 0.00</b>		<b>Cum GPA: 4.00</b>			
<b>Term: 21_T_05MAY 2021 May Term</b>						<b>Term: 22_T_05MAY 2022 May Term</b>					
BUS80660	Competency Project III	3.00	3.00	A	12.00	BUS99820A	Dissertation Research 3A	1.50	1.50	CR	0.00
ORG62080	Motivation, Employee Engagement, and Retention	3.00	3.00	A	12.00			1.50	1.50		0.00
		6.00	6.00		24.00	<b>Term GPA: 0.00</b>		<b>Cum GPA: 4.00</b>			
<b>Term GPA: 4.00</b>		<b>Cum GPA: 4.00</b>				<b>Term: 22_T_07JUL 2022 July Term</b>					
<b>Term: 21_T_07JUL 2021 July Term</b>						<b>Term: 22_T_07JUL 2022 July Term</b>					
BUS99800A	Dissertation Research 1A	1.50	1.50	CR	0.00	BUS99820B	Dissertation Research 3B	1.50	1.50	CR	0.00
		1.50	1.50		0.00			1.50	1.50		0.00
<b>Term GPA: 0.00</b>		<b>Cum GPA: 4.00</b>				<b>Term GPA: 0.00</b>		<b>Cum GPA: 4.00</b>			
<b>Term: 21_T_08AUG 2021 August Term</b>						<b>Term: 22_T_07JUL 2022 July Term</b>					
BUS99800B	Dissertation Research 1B	1.50	1.50	CR	0.00	BUS99830A	Dissertation Research 4A	0.00	0.00		0.00
		1.50	1.50		0.00	<i>In Progress</i>					
<b>Term GPA: 0.00</b>		<b>Cum GPA: 4.00</b>				Doctor of Business Administration		<b>GPA:4.00</b>	57.00	57.00	
<b>Term: 21_T_10OCT 2021 October Term</b>						Concentration(s): Management					
BUS99810A	Dissertation Research 2A	1.50	1.50	CR	0.00						
		1.50	1.50		0.00						
<b>Term GPA: 0.00</b>		<b>Cum GPA: 4.00</b>									
<b>Term: 22_T_01JAN 2022 January Term</b>											

\*\*\* End of Transcript \*\*\*

\* Indicates Retaken Course  
† Indicates Associated Course



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Accept Sewer Main Improvements for Van Buren Business Park Phase II Development and Authorize General Manager to Sign Certificate of Acceptance**

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

**Executive Summary**

The purpose of this report is for the Board of Directors to discuss the acceptance of sewer main improvements for The Van Buren Business Park, Phase II Development and authorize the General Manager to sign the Certificate of Acceptance.

**Strategic Plan Compliance**

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

**Fiscal Impact**

There is no fiscal impact from the recommended action.

**Background**

VSD entered a Development Sanitation System Installation Agreement (Agreement) for the Van Buren Business Park, Phase II on May 1, 2006, with the developer, Riverside Van Buren, L.P., for the installation of a sewer main, a manhole, and appurtenances. This work was completed and approved by VSD in January 2007. The Agreement was recorded and is now tied to the property.

The attached Certificate of Acceptance must be signed and recorded to show that the Agreement has been satisfied and that the District accepts ownership of the sewer main, manhole, and appurtenances installed within this project.

**Recommendation**

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

**Attachment A:** Certificate of Acceptance

**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**

Riverside Van Buren L.P. (“**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 May 1, 2006, relating to the development of The Van Buren Business Park, Phase II on that certain real property described on Exhibit “A”, attached hereto and incorporated herein by reference. The Installation Agreement was recorded in the Official Records of the County of Riverside on June 12, 2006, as Instrument No. 2006-0422200. 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 29th day of JULY, 2022

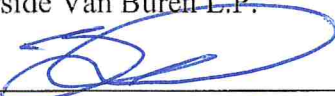
“VSD”

Valley Sanitary District

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_  
Date: \_\_\_\_\_

“DEVELOPER”

Riverside Van Buren L.P.

By:  \_\_\_\_\_  
Name: BRIAN DRISCOLL  
Its: MANAGER  
Date: 7-29-2022

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 SANTA CRUZ )

On 07-29-2022 before me, MONICA ROCHA FERNANDEZ, NOTARY PUBLIC  
(insert name and title of the officer)

personally appeared BRIAN DRISCOLL,  
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 Monica Rocha Fernandez (Seal)

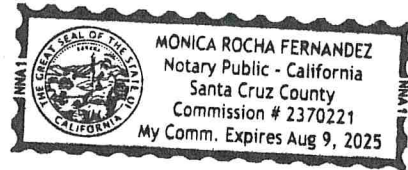
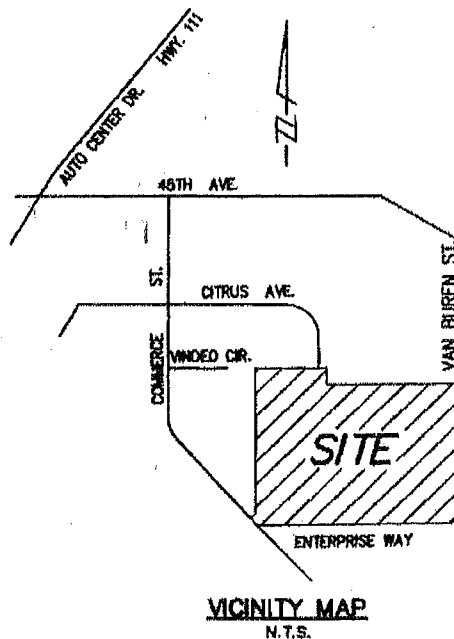


EXHIBIT "A"



LEGAL DESCRIPTION

The land referred to herein is situated in the State of California, County of Riverside, City of, described as follows:

THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 24, TOWNSHIP 5 SOUTH, RANGE 7 EAST, SAN BERNARDINO BASE AND MERIDIAN, AS SHOWN BY THE UNITED STATES GOVERNMENT SURVEY;

EXCEPTING THEREFROM THAT PORTION CONVEYED TO SOUTHERN PACIFIC RAILROAD COMPANY BY DEED FROM SOUTHERN PACIFIC LAND COMPANY, RECORDED SEPTEMBER 4, 1917 IN BOOK 466 PAGE 338 OF DEEDS, RECORDS OF RIVERSIDE COUNTY, CALIFORNIA;

ALSO EXCEPTING THEREFROM THOSE PORTIONS CONVEYED TO THE CITY OF INDIO BY DEEDS RECORDED APRIL 16, 1969 AS INSTRUMENT NO. 37255 AND JULY 18, 1977 AS INSTRUMENT NO. 134392 BOTH OF OFFICIAL RECORDS OF RIVERSIDE COUNTY, CALIFORNIA;

ALSO EXCEPTING THEREFROM THAT PORTION CONVEYED TO THE UNITED STATES OF AMERICA BY DEED RECORDED OCTOBER 27, 1971 AS INSTRUMENT NO. 122504 OF OFFICIAL RECORDS OF RIVERSIDE COUNTY, CALIFORNIA;

ALSO EXCEPTING THEREFROM THAT PORTION LYING WITHIN PARCEL MAP NO. 14266, AS SHOWN BY MAP ON FILE IN BOOK 76 PAGE (S) 25 AND 26 OF PARCEL MAPS, RECORDS OF RIVERSIDE COUNTY, CALIFORNIA;

ALSO EXCEPTING THEREFROM THAT PORTION LYING WITHIN PARCEL MAP, AS SHOWN BY MAP ON FILE IN BOOK 37 PAGE (S) 30 OF PARCEL MAPS, RECORDS OF S RIVERSIDE COUNTY, CALIFORNIA;

ALSO EXCEPTING THEREFROM THAT PORTION LYING WITHIN PARCEL MAP, AS SHOWN BY MAP ON FILE IN BOOK 49 PAGE (S) 18 OF PARCEL MAPS, RECORDS OF S RIVERSIDE COUNTY, CALIFORNIA;

ALSO EXCEPTING THEREFROM THOSE PORTIONS LYING WITHIN VAN BUREN STREET, COMMERCE STREET AND CITRUS AVENUE.

End of Legal Description



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

**SUBJECT: Recognize Staff for Receiving the National Association of Clean Water Agencies Peak Performance Silver Award for 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 recognize staff for their hard work and receipt of the award.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 6.7: Maintain compliance with all regulatory, legislative, and permit requirements.

**Fiscal Impact**

There is no fiscal impact to the District for this award.

**Background**

For over 50 years the National Association of Clean Water Agencies has advocated on behalf of public wastewater and stormwater agencies at the national level. Its work helps to “advance policies to provide affordable and sustainable clean water for all.” VSD has been a member of NACWA since 2020.

Platinum Awards recognize 100% compliance with permits over a consecutive five-year period. *Platinum Awards* will be given to facilities with a consistent record of full compliance for a consecutive five years at the Gold level.

*Gold Awards* are presented to facilities with no permit violations for the entire calendar year.

Silver Awards are presented to facilities with no more than five violations per calendar year. All treatment facility applicants must be publicly owned by a current NACWA member agency and be in operation for at least one month or more during a calendar year. Treatment facilities must provide, at minimum, secondary treatment, or advanced



primary treatment with a 301(h) waiver. Additionally, there are no facility capacity minimums for *Peak Performance Award* eligibility.

Only 177 of the 350 (50%) of NACWA members earned Peak Performance recognition for 2021. There were 480 facilities / plants that received awards (some members have multiple facilities). Of these facilities, 149 received Silver Award level recognition.

VSD received this award for 2019 but did not submit for 2020.

**Recommendation**

Staff recommends that the Board of Directors recognize District staff for their accomplishments and receipt of this award.

**Attachments**

Attachment A: NACWA 2021 Silver Peak Performance Awards Winners

2021 SILVER PEAK PERFORMANCE AWARDS WINNERS

Anchorage Water & Wastewater Utility   Girdwood WWTF	AK	Silver
Anne Arundel County Department of Public Works   Patuxent Water Reclamation Facility	MD	Silver
Anne Arundel County Department of Public Works   Piney Orchard Water Reclamation Facility	MD	Silver
Austin Water   Dessau WWTP	TX	Silver
Austin Water   Taylor Lane WWTP	TX	Silver
Austin Water   Wild Horse Ranch WWTP	TX	Silver
Beckley Sanitary Board   Piney Creek WWTP	WV	Silver
Berkeley County Public Service Sewer District   Forever Green Marketplace	WV	Silver
Berkeley County Public Service Sewer District   Gerrardstown (Mtn Ridge) Intermediate School	WV	Silver
Berkeley County Public Service Sewer District   Highpointe Subdivision	WV	Silver
Berkeley County Public Service Sewer District   Honeywood WWTP	WV	Silver
Berkeley County Public Service Sewer District   Inwood Plant	WV	Silver
Berkeley County Public Service Sewer District   Marlowe Garden Apartments - Phase 1	WV	Silver
Berkeley County Public Service Sewer District   Opequon-Hedgesville Plant	WV	Silver
Berkeley County Public Service Sewer District   The Corners at Arden WWTP	WV	Silver
City and County of Honolulu   Kailua Regional WWTP	HI	Silver
City and County of Honolulu   Sand Island WWTP	HI	Silver
City and County of Honolulu   Wahiawa WWTP	HI	Silver
City of Columbus   Southerly Wastewater Treatment Plant	OH	Silver
City of Dallas Water Utilities   Central Wastewater Treatment Plant	TX	Silver
City of Everett   Water Pollution Control Facility	WA	Silver
City of Fort Collins Utilities   Drake Water Reclamation Facility	CO	Silver
City of Fort Collins Utilities   Mulberry Water Reclamation Facility	CO	Silver
City of Garland   Rowland Creek WWTP	TX	Silver
City of Johnson City   Brush Creek Wastewater Treatment Plant	TN	Silver
City of Kingsport   Wastewater Treatment Plant	TN	Silver
City of Los Angeles - LA Sanitation & Environment   Terminal Island Water Reclamation Plant	CA	Silver
City of Olathe   Harold Street Wastewater Treatment Facility	KS	Silver
City of Toledo   Division of Water Reclamation	OH	Silver
City of Wilmington Department of Public Works   Wilmington WPCF	DE	Silver
Clackamas Water Environment Services   Hoodland Sewage Treatment Facility	OR	Silver
Clackamas Water Environment Services   Kellogg Creek Water Resource Recovery Facility	OR	Silver
Clean Water Services   Forest Grove Wastewater Treatment Facility	OR	Silver
Delta Diablo   Delta Diablo Wastewater Treatment Facility	CA	Silver
Downers Grove Sanitary District   Downers Grove Sanitary District Wastewater Treatment Center	IL	Silver
Emerald Coast Utilities Authority   Pensacola Beach Water Reclamation Facility	FL	Silver
Fairfax County Wastewater Management Program   Noman M. Cole Jr. Pollution Control Plant (NMCPCP)	VA	Silver
Fauquier County Water and Sanitation Authority   Marshall Wastewater Treatment Plant	VA	Silver
Flagg Creek Water Reclamation District   John McElwain Sewage Treatment Plant	IL	Silver
Fort Worth Water Department   Village Creek Water Reclamation Facility	TX	Silver

Great Lakes Water Authority   Village Creek Water Reclamation Facility	MI	Silver
Guadalupe-Blanco River Authority   Boeme ISD - Voss MS WWTP	TX	Silver
Guadalupe-Blanco River Authority   Canyon Park Estates WWTP	TX	Silver
Guadalupe-Blanco River Authority   City of Buda WWTP	TX	Silver
Guadalupe-Blanco River Authority   Johnson Ranch WWTP	TX	Silver
Guadalupe-Blanco River Authority   Lockhart No. 2 (FM 20) WWTP	TX	Silver
Gulf Coast Authority   40-Acre Facility	TX	Silver
Gulf Coast Authority   Bayport Facility	TX	Silver
Gulf Coast Authority   Blackhawk Regional Treatment Facility	TX	Silver
Hallsdale Powell Utility District   Beaver Creek WWTP	TN	Silver
Hallsdale Powell Utility District   Raccoon Valley WWTP	TN	Silver
Hampton Roads Sanitation District   Army Base Treatment Plant	VA	Silver
Hampton Roads Sanitation District   King William Treatment Plant	VA	Silver
Hampton Roads Sanitation District   Surry Wastewater Treatment Facility	VA	Silver
Hampton Roads Sanitation District   Urbanna Treatment Plant	VA	Silver
Hampton Roads Sanitation District   West Point Treatment Plant	VA	Silver
Hanover County Department of Public Utilities   Ashland Wastewater Treatment Plant	VA	Silver
Hanover County Department of Public Utilities   Doswell Wastewater Treatment Plant	VA	Silver
Houston Public Works   Cedar Bayou Wastewater Treatment Facility	TX	Silver
Houston Public Works   Chocolate Bayou Wastewater Treatment Facility	TX	Silver
Houston Public Works   Clinton Park Wastewater Treatment Facility	TX	Silver
Houston Public Works   Easthaven Wastewater Treatment Facility	TX	Silver
Houston Public Works   Fresh Water Supply District No. 23 Wastewater Treatment Facility	TX	Silver
Houston Public Works   Harris County WCID No. 111 Wastewater Treatment Facility	TX	Silver
Houston Public Works   Harris County WCID No. 76 Wastewater Treatment Facility	TX	Silver
Houston Public Works   Homestead Wastewater Treatment Facility	TX	Silver
Houston Public Works   Intercontinental Airport Wastewater Treatment Facility	TX	Silver
Houston Public Works   Metro Central Wastewater Treatment Facility	TX	Silver
Houston Public Works   Northeast Wastewater Treatment Facility	TX	Silver
Houston Public Works   Northgate Wastewater Treatment Facility	TX	Silver
Houston Public Works   Northwest Wastewater Treatment Facility	TX	Silver
Houston Public Works   Sims Bayou North Wastewater Treatment Facility	TX	Silver
Houston Public Works   Sims Bayou South Wastewater Treatment Facility	TX	Silver
Houston Public Works   Southeast Wastewater Treatment Facility	TX	Silver
Houston Public Works   Turkey Creek	TX	Silver
Houston Public Works   Upper Brays Wastewater Treatment Facility	TX	Silver
Houston Public Works   West Lake Houston Wastewater Treatment Facility	TX	Silver
Houston Public Works   Westway	TX	Silver
Houston Public Works   White Oak Wastewater Treatment Facility	TX	Silver
Houston Public Works   Willowbrook Wastewater Treatment Facility	TX	Silver
Jefferson City Public Works Department   Jefferson City Regional Water Reclamation Facility	MO	Silver
Johnson County Wastewater   Myron K. Nelson	KS	Silver
Johnson County Wastewater   Tomahawk Creek	KS	Silver

2021 SILVER PEAK PERFORMANCE AWARDS WINNERS

King County Wastewater Treatment Division   Carnation Wastewater Treatment Plant	WA	Silver
Kishwaukee Water Reclamation District   Kishwaukee Water Reclamation District	IL	Silver
Knoxville Utilities Board   Eastbridge Wastewater Treatment Plant	TN	Silver
Knoxville Utilities Board   Fourth Creek Wastewater Treatment Plant	TN	Silver
Knoxville Utilities Board   Loves Creek Wastewater Treatment Plant	TN	Silver
Lakehaven Water & Sewer District   Redondo WWTP	WA	Silver
Little Blue Valley Sewer District   Middle Big Creek Sub-District Wastewater Treatment Facility	MO	Silver
Los Angeles County Sanitation Districts   La Canada Water Reclamation Plant	CA	Silver
Los Angeles County Sanitation Districts   Lancaster Water Reclamation Plant	CA	Silver
Los Angeles County Sanitation Districts   Los Coyotes Water Reclamation Plant	CA	Silver
Los Angeles County Sanitation Districts   San Jose Creek, East WRP	CA	Silver
LOTT Clean Water Alliance   Budd Inlet Treatment Plant	WA	Silver
LOTT Clean Water Alliance   Martin Way Reclaimed Water Plant	WA	Silver
Louisville & Jefferson County Metropolitan Sewer District   Derek R Guthrie Water Quality Treatment Center	KY	Silver
Louisville & Jefferson County Metropolitan Sewer District   Floyd's Fork Water Quality Treatment Center	KY	Silver
Louisville & Jefferson County Metropolitan Sewer District   Hite Creek Water Quality Treatment Center	KY	Silver
Lowell Regional Wastewater Utility   Lowell Regional Wastewater Utility	MA	Silver
Massachusetts Water Resources Authority   Clinton Wastewater Treatment Plant	MA	Silver
Metro Wastewater Reclamation District   Northern Treatment Plant	CO	Silver
Metropolitan Sewer District of Greater Cincinnati   Little Miami Treatment Plant	OH	Silver
Metropolitan Sewerage District of Buncombe County   French Broad River Water Reclamation Facility	NC	Silver
Metropolitan St. Louis Sewer District   Bissell Point Wastewater Treatment Plant	MO	Silver
Miami-Dade County Water and Sewer Department   North District Wastewater Treatment Plant	FL	Silver
Monroe County Department of Environmental Services   Frank E. Van Lare WRRF	NY	Silver
Monroe County Department of Environmental Services   Northwest Quadrant WRRF	NY	Silver
New York City Department of Environmental Protection   26th Ward WWTP	NY	Silver
New York City Department of Environmental Protection   Bowery Bay WWTP	NY	Silver
New York City Department of Environmental Protection   Coney Island WWTP	NY	Silver
New York City Department of Environmental Protection   Hunts Point WWTP	NY	Silver
New York City Department of Environmental Protection   Newtown Creek WWTP	NY	Silver
New York City Department of Environmental Protection   Oakwood Beach WWTP	NY	Silver
New York City Department of Environmental Protection   Owls Head WWTP	NY	Silver
New York City Department of Environmental Protection   Wards Island WRRF	NY	Silver
North Texas Municipal Water District   Bear Creek WWTP	TX	Silver
North Texas Municipal Water District   Panther Creek WWTP	TX	Silver
North Texas Municipal Water District   Sabine Creek WWTP	TX	Silver
North Texas Municipal Water District   South Mesquite Creek WWTP	TX	Silver

Onondaga County Department of Water Environment Protection   Brewerton Water Pollution Control Plant	NY	Silver
Onondaga County Department of Water Environment Protection   Oak Orchard Wastewater Treatment Plant	NY	Silver
Onondaga County Department of Water Environment Protection   Wetzel Road Wastewater Treatment Plant	NY	Silver
Palm Beach County Water Utilities   Western Region North WWTF	FL	Silver
Pima County Regional Wastewater Reclamation Department   Agua Nueva Water Reclamation Facility	AZ	Silver
Puerto Rico Aqueduct and Sewer Authority   Bayamón WWTP	PR	Silver
Puerto Rico Aqueduct and Sewer Authority   Puerto Nuevo Regional WWTP	PR	Silver
Racine Wastewater Utility   Racine Wastewater Treatment Plant	WI	Silver
Renewable Water Resources   Durbin Creek	SC	Silver
Renewable Water Resources   Piedmont Regional	SC	Silver
Sacramento Regional County Sanitation District   Sacramento Regional Wastewater Treatment Plant	CA	Silver
San Jacinto River Authority   San Jacinto River Authority WWTF No.1	TX	Silver
Sewerage & Water Board of New Orleans   East Bank Wastewater Treatment Plant	LA	Silver
Spartanburg Sanitary Sewer District   A. Manning Lynch WWTF	SC	Silver
Spartanburg Sanitary Sewer District   Lower North Tyger River WWTF	SC	Silver
The Metropolitan District   East Hartford Water Pollution Control Facility	CT	Silver
The Metropolitan District   Hartford Water Pollution Control Facility	CT	Silver
The Metropolitan District   Poquonock Water Pollution Control Facility	CT	Silver
Thorn Creek Basin Sanitary District   Thorn Creek Basin Sanitary District	IL	Silver
Toho Water Authority   South Bermuda WRF	FL	Silver
Trinity River Authority of Texas   Mountain Creek Regional Wastewater Plant	TX	Silver
Trinity River Authority of Texas   Red Oak Creek Regional Wastewater System	TX	Silver
Tulsa Metropolitan Utility Authority   Northside Wastewater Treatment Plant	OK	Silver
Tulsa Metropolitan Utility Authority   Southside Wastewater Treatment Plant	OK	Silver
Unified Government of Wyandotte County   Municipal Wastewater Treatment Plant #20	KS	Silver
Unified Government of Wyandotte County   Wolcott Wastewater Treatment Facility	KS	Silver
Valley Sanitary District   Valley Sanitary Distrit WWTP	CA	Silver
Valparaiso City Utilities   Elden Kuehl Pollution Control Facility	IN	Silver
Village of Roselle   Devlin Wastewater Treatment Facility	IL	Silver



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Chief Administrative Officer

**SUBJECT: Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year Ending June 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 recognize the Administration Department staff for their hard work and receipt of the award.

**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 on the District for this award.

**Background**

The Certificate of Achievement (COA) is a prestigious national award and represents the highest form of recognition in governmental accounting and financial reporting. This achievement is intended to recognize a significant accomplishment by a government and its management. To be awarded the COA, a government agency must publish an easily readable and efficiently organized Annual Comprehensive Financial Report (ACFR).

Receiving the COA can only be accomplished upon completion of an ACFR, which is a more accurate and meaningful report on the District’s financial condition than the basic financial statement typically completed. The ACFR must satisfy both Generally Accepted Accounting Principles (GAAP) and applicable legal requirements. It is then judged by an impartial panel and must be deemed to meet the high program standards, which include a constructive “spirit of full disclosure”, to clearly communicate an agency’s financial story and motivate potential users and user groups to read the ACFR.

The COA is presented to individuals designated by the agency as primarily responsible for its having earned the certificate. The Administration Department worked to compile the award-winning ACFR by gathering the required information and statistical data related to District operation for the past ten years, coordinating and preparing the report content, and ensuring that the report fully complied with rigorous GFOA standards.

The District has achieved this recognition for the past nine consecutive years.

**Recommendation**

Staff recommends that the Board receive the Certificate of Achievement for Excellence in Financial Reporting and recognize and commend the Administration Department for receiving the award for the Fiscal Year 2020/21 from the Government Finance Officers Association.

**Attachments**

Attachment A: Certificate of Achievement

Attachment B: FYE 2021 ACFR Results



Government Finance Officers Association

Certificate of  
Achievement  
for Excellence  
in Financial  
Reporting

Presented to

**Valley Sanitary District  
California**

For its Annual Comprehensive  
Financial Report  
For the Fiscal Year Ended

June 30, 2021

*Christopher P. Morill*

Executive Director/CEO



Government Finance Officers Association  
203 North LaSalle Street, Suite 2700  
Chicago, Illinois 60601-1210  
312.977.9700 fax: 312.977.4806

7/22/2022

Jeanette Juarez  
Business Services Manager  
Valley Sanitary District, California

Dear Ms. Juarez:

Congratulations!

We are pleased to notify you that your annual comprehensive financial report for the fiscal year ended June 30, 2021 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (Certificate Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare annual comprehensive financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2022 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent annual comprehensive financial report. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). Plaques and medallions will be mailed separately.

As an award-winning government, we would like to invite one or more appropriate members of the team that put together your annual comprehensive financial report to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own reports; achieve professional recognition; and provide valuable input that helps other local governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine  
Director, Technical Services





**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

**SUBJECT: Adopting Resolution 2022-1166 Amending Employee Wages & Benefits Effective July 1, 2022, and Rescind Resolution 2022-1163**

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

**Executive Summary**

The purpose of this report is for the Board to discuss the amendments to the bi-weekly wage schedule for Fiscal Year 2022-23.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Goal 1: Fully Staffed with a Highly Trained and Motivated Team.

**Fiscal Impact**

The fiscal impact of the recommendations is included in the adopted Comprehensive Budget for Fiscal Year 2022-23.

**Background**

At the May 24, 2022, meeting, the Board of Directors adopted Resolution 2022-1163 amending the wages and benefits for District employees effective July 1, 2022. The resolution includes compensation for the District’s contributions toward medical plan premiums, lateral certification incentive pay, and wellness program reimbursements.

Effective January 1, 2023, the minimum monthly contribution from the District toward the Public Employees' Medical & Hospital Care Act (PEMHCA) will increase from \$149 to \$151. The proposed changes in the resolution will reflect this new contribution amount. The District’s contribution to the cafeteria plan will not change.

The current lateral certification incentive pay is 5% of base hourly pay. Due to the number of certifications obtained by staff since program implementation, and anticipated certifications that staff have requested permission to obtain, the 5% incentive is not sustainable. Staff recommend that the incentive be reduced to \$100 per month for each lateral certification obtained. This amount aligns with both Longevity Pay and Bi-Lingual Pay. The new incentive rate will go into effect as of September 1, 2022.

Lastly, the wellness program reimbursement does not cover the purchase of fitness technology. During the COVID-19 pandemic, gyms were closed, and employees found other ways to work out. The fitness technology industry was already booming (Fitbit, Apple Watch, etc.) and this was the perfect opportunity for it to expand. Most of these apps require the purchase equipment as well as memberships. Updating this benefit to include the purchase of equipment as well as the membership fees will allow us to keep up with current trends.

**Recommendation**

Staff recommends that the Board adopt Resolution No. 2022-1166 amending the Bi-Weekly Wage Schedule effective July 1, 2022, and rescinding Resolution No. 2022-1163.

**Attachments**

Attachment A: Resolution No. 2022-1166

**RESOLUTION NO. 2022-1166**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2022, AND RESCINDING RESOLUTION 2022-1163**

The General Manager submitted to the Board of Directors a comprehensive budget for Fiscal Year 2022-23 that included employee wages and benefits; and,

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

The Board of Directors of Valley Sanitary District resolves:

1. Retirement Plan: The District participates in the California Public Employees Retirement Plan (CalPERS). The plan for "Classic" employees is 2.5%@55 and the plan for "New Members" (PEPRA) is 2.0%@62.

2. Employer Contribution to CalPERS: The District will contribute to CalPERS the established employer contribution rate of 12.400% toward the retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.760% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.

3. Employee Contribution to CalPERS: Employees will contribute the employee contribution rate of 7.960% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.

4. Social Security and Medicare: In addition to participation in CalPERS, the District participates in Social Security and Medicare programs with the District and employees each responsible for their respective portion as mandated by the Social Security Administration.

5. Medical Plan Premiums: The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The contribution amount for the calendar year 2022 is \$149 per month. Effective January 1, 2023, the contribution amount will increase to \$151.

6. Cafeteria Plan: The District will contribute up to \$2,117 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums that exceed the District's contribution will be paid by the employee through payroll deduction. If an employee chooses medical, dental, and vision plans that are less than the District's contribution, the District will contribute only the actual premium cost.

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

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

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

10. **Standby Pay:** Employees assigned to standby will receive special assignment pay of \$43.00 per weekday and \$85.00 per Saturday, Sunday, and District observed holidays. The table below is used to determine call-back or call-back 2 pay:

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

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

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

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

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

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

16. Lateral Certification Incentive Pay: Employees who obtain and maintain a certification that is **not** required by their classification will receive an incentive of 5% of the employee’s base hourly pay rate for each type of certification that is obtained. Effective September 1, 2022, the incentive will be reduced to \$100 per month for each certification. No additional incentive will be given for higher certification levels.

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

Holiday Title	Holiday Date
New Year’s Day	January 1
MLK Jr. Birthday	3 <sup>rd</sup> Monday in January
Presidents’ Day	3 <sup>rd</sup> Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans’ Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Native American Heritage Day	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year’s Eve	December 31

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

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

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

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

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

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

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

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

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

25. Wellness Program: The District will reimburse employees once each fiscal year for enrollment in gym memberships, exercise and fitness classes, or fitness technology (e.g., Fitbit, Peloton, Mirror, etc.). The maximum reimbursement is \$420.

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

27. Except where noted, the effective date of these changes is July 1, 2022.

28. Resolution 2022-1163 is rescinded.

**ADOPTED** this 16<sup>th</sup> day of August 2022, by the following roll call vote.

AYES:

NAYES:

ABSENT:

ABSTAIN:

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Scott Sear, President

ATTEST:

---

Dennis Coleman, Secretary/Treasurer



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Chief Administrative Officer

**SUBJECT: CalPERS Medical Premiums for Calendar Year 2023**

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

**Executive Summary**

The purpose of this report is to present the adopted CalPERS medical plan premiums for calendar year 2023.

**Strategic Plan Compliance**

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

**Fiscal Impact**

There is no fiscal impact to the District based on the new medical plan premiums. On May 24, 2022, the Board of Directors adopted Resolution No. 2021-1163. This resolution established the District’s contributions toward employees’ health premiums (medical, dental, vision) each month. For the calendar year 2023, the total District contribution will be up to \$2,268 per month.

- ✓ \$149 toward the required PEMHCA minimum employer contribution for 2022 and \$151 effective January 1, 2023
- ✓ up to \$2,117 into a cafeteria plan toward medical, dental, and vision plan premiums

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

**Background**

The District contracts with the California Public Employees Retirement System (CalPERS) for the purpose of providing employees with medical insurance benefits. On July 12, 2022, the CalPERS Board of Administration adopted the medical plans and

premiums for calendar year 2023. The premiums for the most selected medical plans are shown below. Premiums that exceed the District's maximum contribution are highlighted.

**Kaiser HMO**

<b>Enrollment Level</b>	<b>Plan Premium (\$) 2022</b>	<b>Plan Premium (\$) 2023</b>	<b>Change</b>
Employee	719.78	754.64	4.8%
Employee + 1	1,439.56	1,509.28	
Employee + Family	1,871.43	1,962.06	

**Anthem Select HMO**

<b>Enrollment Level</b>	<b>Plan Premium (\$) 2022</b>	<b>Plan Premium (\$) 2023</b>	<b>Change</b>
Employee	676.48	737.91	9.1%
Employee + 1	1,352.96	1,475.82	
Employee + Family	1,758.85	1,918.57	

**PERS Gold (PPO)**

<b>Enrollment Level</b>	<b>Plan Premium (\$) 2022</b>	<b>Plan Premium (\$) 2023</b>	<b>Change</b>
Employee	575.56	680.37	18.2%
Employee + 1	1,151.12	1,360.74	
Employee + Family	1,496.46	1,768.96	

**PERS Platinum (PPO)**

<b>Enrollment Level</b>	<b>Plan Premium (\$) 2022</b>	<b>Plan Premium (\$) 2023</b>	<b>Change</b>
Employee	863.37	992.59	15%
Employee + 1	1,726.74	1,985.18	
Employee + Family	2,244.76	2,580.73	

In addition to the CalPERS medical plans, VSD offers its employees dental and vision plans. The cost of the plans is deducted from the maximum District contribution.

**Dental**

<b>Enrollment Level</b>	<b>Plan Premium (\$) 2022</b>	<b>Plan Premium (\$) 2023</b>	<b>Change</b>
Employee	35.40	42.12	19%
Employee + Spouse	74.44	88.56	
Employee + Children	104.80	124.72	
Employee + S + C	143.56	170.84	

**Vision**

<b>Enrollment Level</b>	<b>Plan Premium (\$) 2022</b>	<b>Plan Premium (\$) 2023</b>	<b>Change</b>
Employee	8.48	8.48	0%
Employee + Spouse	18.28	18.28	



Employee + Children	14.80	14.80	
Employee + S + C	24.60	24.60	

Example 1: An employee selects Anthem Select (HMO) plan at the Employee + spouse/partner enrollment level. The medical premium will be \$1,475.82, dental will be \$88.56, and vision will be \$18.28 for a total cost of \$1,549.66. This amount is less than the District maximum contribution of \$2,268, so the employee pays nothing.

Example 2: An employee selects PERS Platinum (PPO) Employee + Family enrollment level. The medical premium will be \$2,580.73, dental will be \$170.84, and vision will be \$24.60 for a total cost of \$2,776.17. This amount is more than the allotted \$2268, so \$508.17 will be deducted from the employee's paycheck each month.

**Recommendation**

Staff recommends that the Board of Directors receive the information.

**Attachments**

- Attachment A: CalPERS 2023 HMO Plan Premiums
- Attachment B: CalPERS 2023 PPO Plan Premiums
- Attachment C: CalPERS Circular 600-032-22

**Statewide 2023 HMO Premiums (PSPM)**

**July Board of Administration Offsite Final Proposed Premiums**

Basic Plans	2022 <sup>1</sup>			2023 <sup>2</sup>			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Blue Cross Select HMO	\$ 848.08	\$ 1,696.16	\$ 2,205.01	\$ 903.85	\$ 1,807.70	\$ 2,350.01	6.58%
Anthem Blue Cross Traditional HMO	1,198.07	2,396.14	3,114.98	1,116.65	2,233.30	2,903.29	(6.80%)
Blue Shield Access+ HMO	900.22	1,800.44	2,340.57	842.61	1,685.22	2,190.79	(6.40%)
Blue Shield Trio HMO	742.70	1,485.40	1,931.02	760.71	1,521.42	1,977.85	2.42%
Health Net Salud y Más	486.51	973.02	1,264.93	631.89	1,263.78	1,642.91	29.88%
Health Net SmartCare	1,007.13	2,014.26	2,618.54	993.39	1,986.78	2,582.81	(1.36%)
Kaiser Permanente	804.67	1,609.34	2,092.14	852.68	1,705.36	2,216.97	5.97%
Kaiser Permanente Out of State	1,138.95	2,277.90	2,961.27	1,155.43	2,310.86	3,004.12	1.45%
Sharp Performance Plus	699.21	1,398.42	1,817.95	764.96	1,529.92	1,988.90	9.40%
UnitedHealthcare SignatureValue Alliance	818.03	1,636.06	2,126.88	841.72	1,683.44	2,188.47	2.90%
UnitedHealthcare SignatureValue Harmony	737.35	1,474.70	1,917.11	722.28	1,444.56	1,877.93	(2.04%)
Western Health Advantage HMO	741.26	1,482.52	1,927.28	760.17	1,520.34	1,976.44	2.55%
<b>Basic HMO Weighted Average</b>							<b>4.35%</b>

Medicare Advantage Plans <sup>3</sup>	2022			2023			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Medicare Preferred PPO	\$ 360.19	\$ 720.38	\$ 1,080.57	\$ 413.59	\$ 827.18	\$ 1,240.77	14.83%
Blue Shield Medicare PPO	353.11	706.22	1,059.33	361.90	723.80	1,085.70	2.49%
Kaiser Permanente Senior Advantage	302.53	605.06	907.59	283.25	566.50	849.75	(6.37%)
Kaiser Permanente Senior Advantage Summit	N/A	N/A	N/A	336.29	672.58	1,008.87	N/A
Kaiser Permanente Senior Advantage Out of State	295.52	591.04	886.56	274.03	548.06	822.09	(7.27%)
Sharp Direct Advantage HMO	263.85	527.70	791.55	249.79	499.58	749.37	(5.33%)
UnitedHealthcare Group Medicare Advantage PPO	294.65	589.30	883.95	299.68	599.36	899.04	1.71%
UnitedHealthcare Group Medicare Advantage Edge PPO	347.21	694.42	1,041.63	357.70	715.40	1,073.10	3.02%
Western Health Advantage MyCare Select HMO	314.94	629.88	944.82	331.11	662.22	993.33	5.13%
<b>Medicare Advantage Weighted Average</b>							<b>(3.23%)</b>

Combination Plans	2023					
	Subscriber in M & 1 Dependent in B	Subscriber in M & 2+ Dependents in B	Subscriber in M, 1 Dependent in B & 1 Dependent in M	Subscriber in B & 1 Dependent in M	Subscriber in B & 2+ Dependents in M	Subscriber in B, 1 Dependent in B & 1 Dependent in M
Anthem Blue Cross Select and Medicare Supplement	\$ 1,317.44	\$ 1,859.75	\$ 1,369.49	\$ 1,317.44	\$ 1,731.03	\$ 1,859.75
Anthem Blue Cross Traditional and Medicare Supplement	1,530.24	2,200.23	1,497.17	1,530.24	1,943.83	2,200.23
Blue Shield Access+ and Medicare	1,204.51	1,710.08	1,229.37	1,204.51	1,566.41	1,710.08
Blue Shield Trio and Medicare	1,122.61	1,579.04	1,180.23	1,122.61	1,484.51	1,579.04
Kaiser Permanente and Senior Advantage	1,135.93	1,647.54	1,078.11	1,135.93	1,419.18	1,647.54
Kaiser Permanente and Senior Advantage Summit	1,188.97	1,700.58	1,184.19	1,188.97	1,525.26	1,700.58
Kaiser Permanente and Senior Advantage Out of State	1,429.46	2,122.72	1,241.32	1,429.46	1,703.49	2,122.72
Sharp Direct Advantage	1,014.75	1,473.73	958.56	1,014.75	1,264.54	1,473.73
UnitedHealthcare Alliance and Medicare Advantage	1,141.40	1,646.43	1,104.39	1,141.40	1,441.08	1,646.43
UnitedHealthcare Alliance and Medicare Advantage Edge	1,199.42	1,704.45	1,220.43	1,199.42	1,557.12	1,704.45
UnitedHealthcare Harmony and Medicare Advantage	1,021.96	1,455.33	1,032.73	1,021.96	1,321.64	1,455.33
UnitedHealthcare Harmony and Medicare Advantage Edge	1,079.98	1,513.35	1,148.77	1,079.98	1,437.68	1,513.35
Western Health Advantage and Medicare Advantage	1,091.28	1,547.38	1,118.32	1,091.28	1,422.39	1,547.38

<sup>1</sup>2022 Premium reflects the first year of the two-year risk mitigation phase-in.

<sup>2</sup>2023 Premium reflects the second year (full impact of risk mitigation) of the two-year risk mitigation phase-in.

<sup>3</sup>Kaiser Out of State is available outside of California. Sharp is available in Region 2 only. All other plans are available in all three regions.

**Regional 2023 HMO Health Premiums (PSPM)**  
**July Board of Administration Offsite Final Proposed Premiums**

Basic Plans	2022 <sup>1</sup>			2023 <sup>2</sup>			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
<b>Basic Premiums - Region 1</b>							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Select HMO	\$1,015.81	\$2,031.62	\$2,641.11	\$1,128.83	\$2,257.66	\$2,934.96	11.13%
Anthem Blue Cross Traditional HMO	1,304.00	2,608.00	3,390.40	1,210.71	2,421.42	3,147.85	(7.15%)
Blue Shield Access+ HMO	1,116.01	2,232.02	2,901.63	1,035.21	2,070.42	2,691.55	(7.24%)
Blue Shield Trio HMO	898.54	1,797.08	2,336.20	888.94	1,777.88	2,311.24	(1.07%)
Health Net SmartCare	1,153.00	2,306.00	2,997.80	1,174.50	2,349.00	3,053.70	1.86%
Kaiser Permanente	857.06	1,714.12	2,228.36	913.74	1,827.48	2,375.72	6.61%
UnitedHealthcare SignatureValue Alliance	1,020.28	2,040.56	2,652.73	1,044.07	2,088.14	2,714.58	2.33%
Western Health Advantage HMO	741.26	1,482.52	1,927.28	760.17	1,520.34	1,976.44	2.55%
<b>Basic Premiums - Region 2</b>							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
Anthem Blue Cross Select HMO	\$712.43	\$1,424.86	\$1,852.32	\$765.37	\$1,530.74	\$1,989.96	7.43%
Anthem Blue Cross Traditional HMO	1,007.13	2,014.26	2,618.54	935.12	1,870.24	2,431.31	(7.15%)
Blue Shield Access+ HMO	900.22	1,800.44	2,340.57	842.61	1,685.22	2,190.79	(6.40%)
Blue Shield Trio HMO	742.70	1,485.40	1,931.02	760.71	1,521.42	1,977.85	2.42%
Health Net Salud y Más	548.26	1,096.52	1,425.48	698.91	1,397.82	1,817.17	27.48%
Health Net SmartCare	845.69	1,691.38	2,198.79	834.65	1,669.30	2,170.09	(1.31%)
Kaiser Permanente	706.02	1,412.04	1,835.65	756.21	1,512.42	1,966.15	7.11%
Sharp Performance Plus	699.21	1,398.42	1,817.95	764.96	1,529.92	1,988.90	9.40%
UnitedHealthcare SignatureValue Alliance	775.09	1,550.18	2,015.23	793.63	1,587.26	2,063.44	2.39%
UnitedHealthcare SignatureValue Harmony	782.74	1,565.48	2,035.12	781.58	1,563.16	2,032.11	(0.15%)
<b>Basic Premiums - Region 3</b>							
Los Angeles, Riverside and San Bernardino							
Anthem Blue Cross Select HMO	\$676.48	\$1,352.96	\$1,758.85	\$737.91	\$1,475.82	\$1,918.57	9.08%
Anthem Blue Cross Traditional HMO	935.57	1,871.14	2,432.48	942.73	1,885.46	2,451.10	0.77%
Blue Shield Access+ HMO	779.87	1,559.74	2,027.66	738.29	1,476.58	1,919.55	(5.33%)
Blue Shield Trio HMO	668.13	1,336.26	1,737.14	661.49	1,322.98	1,719.87	(0.99%)
Health Net Salud y Más	463.87	927.74	1,206.06	606.34	1,212.68	1,576.48	30.71%
Health Net SmartCare	764.96	1,529.92	1,988.90	755.29	1,510.58	1,963.75	(1.26%)
Kaiser Permanente	719.78	1,439.56	1,871.43	754.64	1,509.28	1,962.06	4.84%
UnitedHealthcare SignatureValue Alliance	771.85	1,543.70	2,006.81	790.46	1,580.92	2,055.20	2.41%
UnitedHealthcare SignatureValue Harmony	714.28	1,428.56	1,857.13	713.55	1,427.10	1,855.23	(0.10%)
<b>Basic Premiums - Out of State</b>							
Kaiser Permanente Out of State	\$1,138.95	\$2,277.90	\$2,961.27	\$1,155.43	\$2,310.86	\$3,004.12	1.45%

<sup>1</sup>2022 Premium reflects the first year of the two-year risk mitigation phase-in.

<sup>2</sup>2023 Premium reflects the second year (full impact of risk mitigation) of the two-year risk mitigation phase-in.

HMO Medicare Advantage Regional premiums are the same as the HMO Medicare Advantage Statewide premiums.

**Statewide 2023 PPO Premiums (PSPM)**

**July Board of Administration Offsite Final Proposed Premiums**

Basic Plans	2022 <sup>1</sup>			2023 <sup>2</sup>			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
Anthem Blue Cross Del Norte County EPO	\$946.78	\$1,893.56	\$2,461.63	\$1,083.89	\$2,167.78	\$2,818.11	14.48%
PERS Gold	650.38	1,300.76	1,690.99	766.11	1,532.22	1,991.89	17.79%
PERS Platinum	946.78	1,893.56	2,461.63	1,083.89	2,167.78	2,818.11	14.48%
<b>Basic PPO Weighted Average</b>							<b>15.76%</b>

Medicare Supplement Plans	2022			2023			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
PERS Gold	\$377.41	\$754.82	\$1,132.23	\$392.71	\$785.42	\$1,178.13	4.05%
PERS Platinum	381.94	763.88	1,145.82	420.02	840.04	1,260.06	9.97%
<b>Medicare Supplement Weighted Average</b>							<b>9.83%</b>

Combination Plans	2023					
	Subscriber in M & 1 Dependent in B	Subscriber in M & 2+ Dependents in B	Subscriber in M, 1 Dependent in B & 1 Dependent in M	Subscriber in B & 1 Dependent in M	Subscriber in B & 2+ Dependents in M	Subscriber in B, 1 Dependent in B & 1 Dependent in M
PERS Gold and Medicare Supplement	\$1,158.82	\$1,618.49	\$1,245.09	\$1,158.82	\$1,551.53	\$1,618.49
PERS Platinum and Medicare Supplement	1,503.91	2,154.24	1,490.37	1,503.91	1,923.93	2,154.24

<sup>1</sup>2022 Premium reflects the first year of the two-year risk mitigation phase-in.

<sup>2</sup>2023 Premium reflects the second year (full impact of risk mitigation) of the two-year risk mitigation phase-in.

**Regional 2023 PPO Health Premiums (PSPM)**

**July Board of Administration Offsite Final Proposed Premiums**

Basic Plans	2022 <sup>1</sup>			2023 <sup>2</sup>			Percent Change
	Single	2-Party	Family	Single	2-Party	Family	
<b>Basic Premiums - Region 1</b>							
Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Glenn, Humboldt, Lake, Lassen, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Placer, Plumas, Sacramento, San Benito, San Francisco, San Joaquin, San Mateo, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tuolumne, Yolo and Yuba							
Anthem Blue Cross Del Norte County EPO	\$1,057.01	\$2,114.02	\$2,748.23	\$1,200.12	\$2,400.24	\$3,120.31	13.54%
PERS Gold	701.23	1,402.46	1,823.20	825.61	1,651.22	2,146.59	17.74%
PERS Platinum	1,057.01	2,114.02	2,748.23	1,200.12	2,400.24	3,120.31	13.54%
<b>Basic Premiums - Region 2</b>							
Fresno, Imperial, Inyo, Kern, Kings, Madera, Orange, San Diego, San Luis Obispo, Santa Barbara, Tulare and Ventura							
PERS Gold	\$587.78	\$1,175.56	\$1,528.23	\$695.93	\$1,391.86	\$1,809.42	18.40%
PERS Platinum	882.18	1,764.36	2,293.67	1,014.80	2,029.60	2,638.48	15.03%
<b>Basic Premiums - Region 3</b>							
Los Angeles, Riverside and San Bernardino							
PERS Gold	\$575.56	\$1,151.12	\$1,496.46	\$680.37	\$1,360.74	\$1,768.96	18.21%
PERS Platinum	863.37	1,726.74	2,244.76	992.59	1,985.18	2,580.73	14.97%
<b>Basic Premiums - Out of State</b>							
PERS Platinum	\$847.71	\$1,695.42	\$2,204.05	\$1,003.90	\$2,007.80	\$2,610.14	18.42%

<sup>1</sup>2022 Premium reflects the first year of the two-year risk mitigation phase-in.

<sup>2</sup>2023 Premium reflects the second year (full impact of risk mitigation) of the two-year risk mitigation phase-in.

PPO Medicare Supplement Regional premiums are the same as the PPO Medicare Supplement Statewide premiums.



California Public Employees' Retirement System  
P.O. Box 942715 | Sacramento, CA 94229-2715  
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

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## Health Benefits

# Circular Letter

May 13, 2022

Circular Letter: 600-032-22

Distribution: Special

**To: Contracting Agency Health Benefits Officers and Assistant Health Benefits Officers**

**Subject: 2023 Contracting Agency Minimum Employer Contribution Calculation**

### Purpose

This Circular Letter informs contracting public agencies and schools of the new minimum employer health contribution for calendar year 2023.

### Background

The Minimum Employer Contribution amount is prescribed by Government Code section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA)<sup>1</sup>. This section provides that "the employer contribution shall be adjusted annually by the board to reflect any changes in the medical care component of the Consumer Price Index-Urban (CPI-U) and shall be rounded to the nearest dollar."

### Inflation Rate Changes

In January 2022, the U.S. Bureau of Labor Statistics determined the annual percentage change in the medical care component of the CPI-U for 2021 was 1.2%.

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<sup>1</sup> California Government Code § 20000, et seq.

The table below provides an inflation comparison of medical care rates.

<b>Medical Care Inflation</b>		
<b>Year</b>	<b>Index</b>	<b>Percent</b>
2017	475.322	2.5
2018	484.707	2.0
2019	498.413	2.8
2020	518.876	4.1
2021	525.276	1.2

### **Calculation of the Minimum Employer Contribution**

Using the 1.2% increase in the medical care component of the CPI-U, the minimum employer contribution for calendar year 2023 is \$151; see calculation below.

$$\$149 \times 1.20\% = \$1.79$$

$$\$149 + \$1.79 = \$150.79, \text{ rounded to } \$151$$

### **Minimum Employer Contribution**

The table below displays the annual amounts of the Minimum Employer Contribution for members by calendar year.

<b>Minimum Employer Contribution by Calendar Year</b>	
<b>Year</b>	<b>Employer Contribution</b>
2019	\$136
2020	\$139
2021	\$143
2022	\$149
2023	\$151

### **Contribution Change Process**

Contracting agencies that have designated the PEMHCA Minimum as their monthly employer health contribution will have their employer billing automatically updated to reflect the new amount effective January 1, 2023.

Contracting agencies do not need to act unless they wish to make a change to their current contribution method. To do so, employers must submit a change resolution. Change resolutions are effective the first day of the second month following receipt by CalPERS.

## Questions

We are committed to assisting you conduct business with the CalPERS Health Program. To request the necessary change resolution template, call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Rob Jarzombek, Chief  
Health Account Management Division





**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Chief Administrative Officer

**SUBJECT: Adopt Resolution No. 2021-1151 Approving the Valley Sanitary District Investment Policy**

<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 approve the Valley Sanitary District Investment Policy.

**Strategic Plan Compliance**

This item complies with the District’s Strategic Plan Objective 6.3.1: Review 10% of policies annually and update as needed.

**Fiscal Impact**

There is no fiscal impact from the recommended action.

**Background**

California Government Code Section 53646 requires that all public agencies adopt an investment policy and that the policy be reviewed and approved annually. On April 14, 2015, the District adopted Resolution No. 2015-1063 adopting the District’s Investment Policy. The Policy was amended by the Board at its meeting on August 10, 2021.

Local Agency Investment Guidelines highly recommend that the internal treasury staff conduct a review at least annually. According to the California Debt and Investment Advisory Commission (2020), “an update in the investment policy is warranted if treasury staff’s review results in a material change in policy due to either a change in statute or a change in the agency’s goals and objectives for safety, liquidity and yield” (P.14).

The revised Investment Policy (Attachment B) has been updated to reflect the District’s investment guidelines and conformed to meet California statutes governing local agencies.

**Recommendation**

Staff recommends that the Board of Directors adopt Resolution No. 2022-1167 amending the Valley Sanitary District Investment Policy and rescinding Resolution No. 2021-1151.

**Attachments**

Attachment A: Resolution 2022-1167

Attachment B: Investment Policy

**RESOLUTION NO. 2022-1167**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING THE DISTRICT'S INVESTMENT POLICY AND RESCINDING RESOLUTION NO. 2021-1151**

The Legislature of the State of California has provided standards for governing bodies authorized to make investment decisions for local agencies, which are set forth in California Government Code 16429.1, 53600-53609, and 53630-53686 ("The Investment Act"); and

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

Section 53646 of the Government Code allows local agencies to annually approve a Statement of Investment Policy which has been prepared by the chief fiscal officer of such local agency; and

The Board of Directors of Valley Sanitary District have been presented with a Statement of Investment Policy, which is designed to conform with the requirements of the Investment Act; and

The Board of Directors Valley Sanitary District, with the aid of District staff, has reviewed the Statement of Investment Policy and wishes to approve the same.

The Board of Directors of Valley Sanitary District resolves that:

1. The Valley Sanitary District Investment Policy, attached as Exhibit A and incorporated by reference, is amended to conform with California statutes; and
2. Resolution No. 2021-1151 is rescinded.

**ADOPTED** this 16<sup>th</sup> day of August 2022, by the following roll call vote.

AYES:  
NAYES:  
ABSENT:  
ABSTAIN:

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Scott Sear, President

ATTEST:

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Dennis Coleman, Secretary-Treasurer



## **Investment Policy**

### **I. Purpose**

The purpose of this investment policy (the “Policy”) is to provide guidelines for the prudent investment of the Valley Sanitary District's (the “District”) surplus monies not required for the immediate necessities of the District in accordance with federal, state, and other legal requirements, including applicable portions of California Government Code sections 53600 through 53686 and the District Resolution as adopted by the Board of Directors for the Valley Sanitary District (the “Board”).

The Board delegates the duty to annually prepare and submit a statement of the Policy and such policy changes deemed necessary to said Policy for their review and approval at a public meeting to the General Manager of the District who oversees the finances of the District. (California Government Code section 53646(a).)

### **II. Scope**

This Policy applies to the investment of all District funds, excluding CalPERS, OPEB Trusts, the investment of employees’ deferred compensation funds invested pursuant to California Government Code section 53609, and bond proceeds invested pursuant to their bond documents. Except for cash in certain restricted and special funds, the District will consolidate cash balances for all funds to maximize investment earnings and to increase efficiencies with regard to investment pricing, safekeeping of assets, and administration. Investment income will be allocated to the various funds based on their respective cash balances and in accordance with generally accepted accounting principles.

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

### **III. General Objectives**

As specified in California Government Code section 53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling and managing public funds, the primary objectives, in priority order, of investment activities shall be:

1. **Safety:** Safety of principal is the foremost objective of the District's investment program. Investments shall be undertaken in a manner that seeks to avoid capital losses from financial institution default, broker-dealer default or the erosion of market value. The objective is to mitigate credit risk and interest rate risk.
  - a) Credit Risk. The District will minimize credit risk, which is the risk of loss due to issuer default by doing the following:
    - i. Limiting investments to the types of securities listed in Section VII of this Policy.
    - ii. Pre-qualifying the financial institutions, broker/dealers, intermediaries, and advisers with which the District will do business in accordance with Section V of this Policy.
    - iii. Diversifying the investment portfolio so that the impact of potential losses from any one type of security or from any one individual issuer will be minimized.
  - b) Interest Rate Risk. The District will minimize interest rate risk, which is the risk that the market value of securities in the portfolio will fall due to changes in market interest rates by structuring the investment portfolio so that securities mature to meet cash requirements for ongoing operations, thereby avoiding the need to sell securities on the open market prior to maturity.
2. **Liquidity:** Liquidity is the second most important objective of the District's investment program. The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating and capital requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrently with cash needs to meet anticipated demands.
3. **Return on Investments** The investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, taking into account the investment risk constraints and the cash flow characteristics of the portfolio.

#### IV. Standard of Care

The District's investment program is a fiduciary responsibility, and shall be conducted using the following standards of care:

##### 1. Prudence

The standard of prudence to be used by District investment officials shall be the "prudent investor standard" as required by California Government Code section 53600.3. The "prudent investor standard" requires investment officials investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, to act with care, skills, prudence, and diligence under the circumstances then

prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

## **2. Ethics and Conflicts of Interest**

Investment officials and employees involved in the investment process shall refrain from personal business activities that could conflict with the proper execution and management of the investment program, or which could impair their ability to make impartial decisions. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and investment officials shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the District.

## **3. Delegation of Authority**

Authority to manage the investment program is derived from California Government Code section 53600, et seq. Management responsibility for the investment program is vested solely in the Board. California Government Code section 53607 allows the Board to delegate such responsibility to the Treasurer of the District. The Board and the Treasurer of the District hereby delegate the responsibility to the General Manager of the District and the Chief Administrative Officer of the District, both of whom oversee the financial affairs of the District, to invest, reinvest, purchase, acquire, exchange and sell investments in accordance with the Policy herein.

The Board may also delegate day-to-day investment decision making and execution authority to an investment advisor. The advisor shall follow the Policy herein and such other written instructions as are provided.

## **V. Authorized Financial Institutions, Depositories, and Broker/Dealers**

### **1. For District Directed Investments**

The District shall select only financial institutions and depositories authorized to provide investment services to the District who are licensed and are in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations. In addition, the District will select security broker/dealers based on their creditworthiness (e.g., a minimum capital requirement of \$10,000,000 and at least 5 years of operation), and may select Primary Dealers, as designated by the Federal Reserve, or regional dealers that qualify under Securities and Exchange Commission (SEC) Rule 15C3-1 (uniform net capital rule).

All financial institutions and broker/dealers who desire to become qualified for investment transactions must supply the following as appropriate:

- a) Audited financial statements demonstrating compliance with state and federal capital adequacy guidelines.
- b) Proof of Financial Industry Regulatory Authority (FINRA) certification (not applicable to Certificate of Deposit counterparties).
- c) Proof of state registration.
- d) Completed broker/dealer questionnaire provided by the District (not applicable to Certificate of Deposit issues).
- e) A signed certification form attesting that the individual has read and understood and agrees to comply with this Policy.

All Time Certificates of Deposit will be purchased directly from the institution receiving the deposit. An annual review of the financial condition and registration of all qualified financial institutions and broker/dealers will be conducted by the General Manager or Chief Administrative Officer. A list of qualified financial institutions and broker/dealers will be reported annually to the Board concurrently with the Board's review of the Policy.

## **2. For Investments Executed by an Investment Advisor**

Upon approval of the Board, an investment advisor ("Advisor") engaged by the District may use the District's approved issuers and broker/dealers for transactions on behalf of the District. For investments not purchased directly from the issuer, the Advisor will ensure that it has confirmed each broker/dealer's:

- a) Securities Exchange Commission (SEC) registration as a broker-dealer.
- b) Membership in Financial Industry Regulatory Authority (FINRA).
- c) FINRA State registration or licensure.

## **VI. Safekeeping and Custody**

### **1. Safekeeping**

All security transactions entered into by the District shall be conducted on a delivery-versus-payment basis. All securities purchased or acquired shall be delivered to the District by book entry, physical delivery or by third party custodial agreement as required by California Government Code section 53601. Securities held by an independent third-party custodian shall be evidenced by safekeeping receipts in the District's name and the third-party custodian shall annually provide a copy of their most recent report on internal controls (Statement of Auditing Standards No. 70).

### **2. Internal Controls**

The Administration Department is responsible for ensuring compliance with the Policy as well as establishing systems of internal control to prevent losses due to fraud, employee error, misrepresentations by third parties, imprudent actions by staff, etc. The internal control structure shall be designed to provide reasonable assurance that these objectives are met.

Compliance with these internal control procedures will be assured through the District's annual independent audit and reported to the District's General Manager, Chief Administrative Officer, and Board. District internal controls include the following:

- a) An employee who initiates the investment transaction cannot approve the disbursement of funds.
- b) The record keeping of investment transactions should be performed by an employee not involved in the investment process.
- c) All marketable securities purchased shall be held by a third-party custodian to ensure that no funds are released until the securities are delivered. Additionally, by having a third party serve as the custodian, the District will be notified if the security purchased is not delivered on time. The District shall take from the third-party custodian institution a receipt for securities so deposited.
- d) Pursuant to Government Code section 53608, the District may deposit for safekeeping with a federal or state association, a trust company or a state or national bank located within California or with the Federal Reserve Bank of San Francisco or any branch thereof within California, or with any Federal Reserve bank or with any state or national bank located in any city designated as a reserve city by the Board of Governors of the Federal Reserve System.

The Administration Department shall establish and update, as needed, written procedures for the operation of the investment program consistent with this Policy. Procedures will include steps to be taken in preparation for investing, authorized financial institutions, authorized investments, selecting investment maturities and cash flow forecasting, investment safekeeping, wire transfer procedures, investing in the Riverside County Treasurer's Pooled Investment Fund ("TPIF"), minimum dollar amounts to be kept in TPIF or other Local Government Investment Pool Shares ("LGIPs") for liquidity purposes, banking service contracts, and other business functions associated with maintaining the investment program.

## **VII. Suitable and Authorized Investments**

### **1. Investment Types**

The District is empowered by the California Government Code section 53601 and 53635 et seq. to invest in the following:

- a) United States Treasury notes, bonds, bills, or certificates of indebtedness, with a final maturity not exceeding five years from the date of purchase.



- b) Federal agency or United States government-sponsored enterprise obligations or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- c) Federal Instrumentality (government-sponsored enterprise) obligations or other instruments, including those issued by or fully guaranteed as to principal and interest by federal agencies or United States government-sponsored enterprises.
- d) Registered state warrants or treasury notes or bonds of this state, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state or by a department, board, agency, or authority of the state. Obligations eligible for investment under this subdivision must be rated in a rating category of "A" or its equivalent or better by a Nationally Recognized Statistical Rating Organization ("NRSRO").
- e) Registered treasury notes or bonds of any of the other 49 states in addition to California, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by a state or by a department, board, agency, or authority of any of the other 49 states, in addition to California. Obligations eligible for investment under this subdivision must be rated in a rating category of "A" or its equivalent or better by a NRSRO.
- f) Bonds, notes, warrants, or other evidences of indebtedness of a local agency within this state, include bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the local agency, or by a department, board, agency, or authority of the local agency. Obligations eligible for investment under this subdivision must be rated in a rating category of "A" or its equivalent or better by a NRSRO.
- g) Negotiable certificates of deposit issued by a nationally or state-chartered bank, a savings association or a federal association (as defined by section 5102 of the California Financial Code), a state or federal credit union, or by a federally- or state-licensed branch of a foreign bank. Purchases are limited to securities rated in a rating category of "A" (long-term) or "A-1" (short-term) or their equivalents or better by a NRSRO. No more than 30% of the District's investment portfolio may be invested in negotiable certificates of deposit.
- h) Eligible Bankers Acceptances that are drawn on and accepted by a commercial bank. Eligible bankers' acceptances shall have the highest ranking or the highest letter and number rating as provided for by a NRSRO and a maximum maturity of 180 days. No more than 10% of the District's total portfolio may be invested in banker's acceptances of any one issuer, and the aggregate investment in banker's acceptances shall not exceed 15% of the District's total portfolio.
- i) Prime Commercial Paper with a maturity not exceeding 270 days. Maximum portfolio exposure is limited to 25% in the aggregate and 10% of the outstanding

paper and medium-term notes of a single issuer. Investment is limited to commercial paper of "prime" quality of the highest ranking or of the highest letter and number rating as provided for by a NRSRO. The entity that issues the commercial paper shall either be organized and operating in the United States as a general corporation with total assets in excess of five hundred million dollars (\$ 500,000,000), a debt other than commercial paper, if any, that is rated in a rating category of "A" or higher, or the equivalent, by a NRSRO OR the entity shall be organized within the United States as a special purpose corporation, trust, or limited liability company, with program wide credit enhancements including, but not limited to, overcollateralization, letters of credit, or surety bond and commercial paper that is rated "A-1" or higher, or the equivalent, by a NRSRO.

- j) Medium-term corporate notes, defined as all corporate and depository institution debt securities with a maximum remaining maturity of 5 years or less, issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Medium-term corporate notes shall be rated in a rating category of "A" or its equivalent or better by a NRSRO. No more than 20% of the District's investment portfolio may be invested in medium-term notes, and no more than 10% in outstanding paper and medium-term notes of a single issuer.
- k) Riverside County TPIF.
- l) Funds may be invested in the District's own bonds.
- m) Money Market Funds registered under the Investment Company Act of 1940 that (1) are "no-load" (meaning no commission or fee shall be charged on purchases or sales of shares); (2) strive to maintain a net asset value per share of \$1.00; (3) invest only in the securities and obligations authorized in the applicable California statutes; (4) have a rating of at least two of the following: AAAM by Standard and Poor's, Aaa by Moody's or AAA/V1+ by Fitch; and (5) retain an investment advisor registered or exempt from registration with the SEC with no less than five years' experience managing money market funds with assets under management in excess of \$500,000,000. No more than 10% of the District's total portfolio may be invested in money market funds of any one issuer, and the aggregate investment in money market funds shall not exceed 20% of the total portfolio.
- n) LGIPs. Shares of beneficial interest issued by a joint powers authority organized pursuant to Section 6509.7 that invests in the securities and obligations authorized in the California Government Code. The District will limit investments to LGIPs that seek to maintain a stable net asset value and have a rating of AAA or the equivalent by an NRSRO.
- o) Supranational which are United States dollar denominated senior unsecured unsubordinated obligations issued or unconditionally guaranteed by the International Bank for Reconstruction and Development, International Finance Corporation, or Inter-American Development Bank, with a maximum remaining

maturity of five years or less, and eligible for purchase and sale within the United States. Investments under this subdivision shall be rated in a rating category of "AA", its equivalent, or better by at least one NRSRO. Purchases of supranational shall not exceed 30% of the investment portfolio of the District.

- p) Asset-Backed Securities ("ABS") including mortgage pass-through securities, collateralized mortgage obligations, mortgage-backed or other pay-through bonds, equipment lease-backed certificates, consumer receivable pass-through certificates, or consumer receivable-backed bonds of a maximum of five years' maturity. Securities eligible for investment under this subdivision shall be issued by an issuer having a rating in a rating category of "A" its equivalent, or higher rating for the issuer's debt as provided and rated in a rating category of "AA" or its equivalent or better by at least one NRSRO. Purchase of securities authorized by this subdivision may not exceed 20% of the District's total portfolio.
- q) Non-government investments other than Riverside County TPIF or other LGIPs may only be purchased by the District's Investment Advisor.

It is the intent of the District that the foregoing list of authorized securities is strictly interpreted. Any deviation from this list must be preapproved in writing. In the event of conflict between investments authorized in this Policy and investments authorized by California Government Code sections 53601 and 53635 et seq., the Government Code shall control.

Credit criteria and maximum percentages apply at the time a security is purchased. If an investment's credit rating falls below the minimum rating required at the time of purchase, the District's investment advisor will take appropriate action regarding the disposition of the investment and will notify the Director of Finance and General Manager.

## **2. Unauthorized Investments**

Unauthorized investments are defined in California Government Code section 53601.6, which disallows the following investments: inverse floaters, range notes, or mortgage derived interest-only strips. In addition, and more generally, investments are further restricted as follows:

- a) No investment will be made that has either (1) an embedded option or characteristic which could result in a loss of principal if the investment is held to maturity, or (2) an embedded option or characteristic which could seriously limit accrual rates or which could result in zero accrual periods.
- b) No investment will be made that could cause the portfolio to be leveraged.

However, such unauthorized investments shall not be construed to eliminate Income Funds, Electronic Traded Funds or Real Estate Investment Trusts.

## **3. Collateralization**

Collateralization of District investments will be directed pursuant to California Government Code section 53652. Full collateralization will be required on all demand deposit accounts, including checking accounts and non-negotiable certificates of deposit (including FDIC insurance). The District will regularly verify that all active deposits (checking accounts) and inactive deposits (certificates of deposit) are properly collateralized.

## **VIII. Investment Parameters**

### **1. Diversification**

The District's investment program shall be diversified by:

- a) Limiting investments to avoid overconcentration in securities from a specific issuer or business sector (excluding U.S. Treasury and Federal Agency securities).
- b) Limiting investment in securities that have higher credit risks.
- c) Investing in securities with varying maturities.
- d) Investing a portion of the portfolio in readily available funds such as Riverside County TPIF, LGIPs, AAA rated money market funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained in order to meet ongoing obligations.

The following diversification limitations shall be imposed on the portfolio:

- i. Non-government investments, other than TPIF or LGIPs, will be restricted to no more than 5% of the District's portfolio in any one institution at any one time regardless of security type.
- ii. Maturity: The maximum maturity of any single investment in the portfolio shall be limited to 5 years unless the Board determines that there is a specific purpose to make an investment with a maturity longer than 5 years and provides approval no less than three months prior to the investment. Investment maturities shall take into consideration the anticipated cash flow needs of the District.
- iii. Liquidity risk: A portion of the portfolio will be continuously invested in readily available funds such as TPIF, LGIPs, or money market funds to ensure that appropriate liquidity is maintained to meet the District's ongoing obligations.
- iv. Whenever practical, investments with a minimum par value of \$1 million will be made, in order to efficiently and effectively manage the District's portfolio.

To the extent possible, the District shall attempt to match its investments with anticipated cash flow requirements.

## **2. Competitive Bids**

At least three (3) competitive bids/offers shall be obtained and recorded on all investment transactions conducted for securities in the secondary market. The bids/offers shall be retained with other related investment documentation.

## **IX. Reporting**

The Chief Administrative Officer shall prepare a quarterly investment report within 30 days following the end of the quarter. This report will include a management summary that provides an analysis of the status of the current investment portfolio and the individual transactions executed over the last month. This management summary will be prepared in a manner which will allow the District to ascertain whether investment activities during the reporting period have conformed to the Policy. The report will be provided to the Board in the consent calendar . The report will include the following:

1. List of all investments held at end of the quarter, including the name of the institution, type of investment, issuer, effective interest rate, maturity date, cost, par value, and current market value for each investment, and for the portfolio as a whole.
2. Investment transactions.
3. The weighted average yield to maturity of the portfolio as of the end of the month.
4. Certification from the General Manager that the portfolio is in compliance with the Policy and that sufficient liquidity is available to meet the District's expenditure requirements within the next six (6) months.

## **X. Policy Considerations**

The Policy shall be reviewed and adopted by the Board annually. The General Manager may approve necessary revisions that may arise during the year, which will be later reported to the Board of Directors.



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

**SUBJECT: Authorize the General Manager to Execute Task Order No. 22-01 for Carollo to Provide Engineering Services During Construction for the Westward Ho Sewer Siphon Replacement Project in an Amount Not to Exceed \$830,062**

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

**Executive Summary**

The purpose of this report is for the Board of Directors to review and discuss the need for engineering and construction management services during construction of the Westward Ho Sewer Siphon Replacement project.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Goal: Excellent Facilities.

**Fiscal Impact**

The total cost of this proposal is \$830,062. The CIP design and construction management budget for this project is \$638,000 and the CIP construction budget is \$4,464,000 and is included in the FY 2022-23 Capital Improvement Budget.

**Background**

On April 23, 2019, the Board authorized the General Manager to execute a contract with Carollo for the preliminary design of the replacement of the sewer siphon crossing the Coachella Stormwater Channel at Westward Ho. On April 28, 2020, the Board authorized the General Manager to execute a second contract with Carollo for the preparation of the final design plans and specifications.

FEMA has finished their review of the plans and specifications with no revisions requested and is currently in the process of providing final approval and notice of obligation for federal funding. Once FEMA has provided this final approval, VSD can proceed with publicly bidding the project. Carollo’s proposal for engineering services during construction, which includes construction management and specialty inspection

for the horizontal directional drilling process, is attached. While this proposal came in higher than previously anticipated, both the design and construction budgets will be used to cover the proposed cost. Contingencies that were built into the project estimate will be used to cover the extra design/construction management costs.

Since Carollo was the successful designer of the project's first phase, the knowledge and information gained during design will enable them to efficiently deploy and assist VSD staff during the construction phase.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to execute Task Order No. 22-01 to Carollo Engineers to provide engineering services during construction for the Westward Ho Sewer Siphon Replacement Project in an amount not to exceed \$830,062.

**Attachments**

Attachment A: Carollo proposal dated August 5, 2022



August 5th, 2022

Mr. Ronald Buchwald, PE  
District Engineer  
Valley Sanitary District  
45-500 Van Buren  
Indio, CA 92201

**Subject: Proposal for Engineering Services During Construction for the Valley Sanitary District Sewer Siphon Replacement Crossing the Coachella Valley Stormwater Channel at Westward Ho**

Dear Mr. Buchwald:

Carollo Engineers, Inc. has prepared the Proposal for Engineering Services During Construction for the Valley Sanitary District Sewer Siphon Replacement Crossing the Coachella Valley Stormwater Channel at Westward Ho Project. The proposal’s scope of work is covered in two tasks, **Engineering Services During Construction (Task 1)** and **Construction Management and Inspection Services (Task 2)**. **Task 1** covers the levels of effort required to prepare the permit assistance, bidding assistance and engineering services during construction to complete the process to replace the existing sewer siphon. **Task 2** covers construction management services including the inspection for horizontal directional drilling, HDPE piping and fusion welding, street work, specialty inspection, sewer manhole, pipeline construction and material testing for the project. Please review this proposal and contact us with any questions, concerns, or clarifications that you may have.

The estimated schedule is about four (4) months to complete Task 1 and about one hundred ninety (190) days to complete Task 2 from the Notice to Proceed. A summary of the schedule is provided below:

Notice to Proceed:	08/22/2022
Permit Processing Completed:	09/19/2022
Out to Bid:	10/17/2022
Bids Due	11/07/2022
Contractor’s Notice to Proceed:	12/19/2022
Submittals & Mobilization:	01/23/2023
Material Delivery:	03/20/2022
Construction Completed	06/26/2023
Complete As-Built Drawings	07/24/2023

The estimated fee for the two tasks is provided in the summary table below:



Task Description	Cost
<b>Task 1.0 Engineering Services During Construction</b>	\$66,458
<b>Task 2.0 Construction Management and Inspection Services</b>	\$763,604
<b>Total Fee Estimate</b>	<b>\$830,062</b>

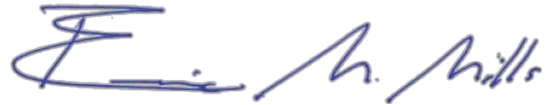
Please feel free to contact our project manager, Jerry Gantney, at (213) 905-8779 should you have any questions regarding this proposal. Carollo appreciates the opportunity to work with the Valley Sanitary District on this important and critical infrastructure project.

Sincerely,

CAROLLO ENGINEERS, INC.



Jerry Gantney, PE, PLS  
Vice President  
Principal Civil Engineer



Eric Mills, PE  
Senior Vice President  
Client Services Director

## ATTACHMENT A

# SCOPE OF WORK

## Task 1 – Engineering Services During Pre-Construction

Carollo Engineers, Inc. shall provide Engineering Services During Pre-Construction for the Valley Sanitary District Sewer Siphon Replacement Project. These services include project oversight, management, permitting assistance, and bid phase services.

### **1.1 Project Oversight/Management**

#### **1.1.1 Progress Meetings**

Carollo will attend progress meetings with the District during the pre-construction phase of the Project. Carollo will submit plans, layouts, and other documents for review and comment prior to meetings and will make revisions as requested by the District staff. We anticipate attending a total of four (4) coordination meetings, review meetings, and progress meetings during the pre-construction phase of this project.

Carollo will prepare and distribute meeting agendas prior to each meeting. Carollo will also prepare and distribute meeting minutes within three (3) days after each meeting.

Meetings may be conference calls using electronic means of attending unless a meeting at the District's office is specifically requested.

#### **1.1.2 Project Management**

This task addresses the management responsibilities associated with proper scheduling, budget control, invoice preparation and coordination with the District. Monthly project status reports, including budget, schedule, and relevant project issues will be prepared and distributed along with Carollo's invoices.

### **1.2 Permitting Assistance**

#### **1.2.1 – Provide Permitting Assistance to the District**

Carollo will provide further permitting assistance to the District for obtaining the required permits for this project. Carollo will also provide all technical responses to the agency, plan checking comments for completion and approval of the required permits. All permit application and associated fees will be paid by the District.

## **1.3 Bid Phase Services**

### **1.3.1 – Complete Preparation of Bid Documents**

Carollo will assist the District during the bidding phase by completing the Bid Documents. The Bid Documents will be packaged together into a Bid Set for advertising for construction. The bid documents will include the front-end documents provided by the District, bid forms, descriptions of each bid item, additional Federal Emergency Management Agency (FEMA) requirements, technical project specifications, and final drawings.

### **1.3.2 – Conduct Pre-Bid Meeting and Site Walk**

Carollo will assist the District by conducting a Pre-Bid meeting with interested contractors, providing an agenda, a project background, highlighting the critical elements of the Project, responding to bidder's questions, and attending a site walk. All questions will be recorded in the Minutes of the pre-bid meeting. Responses will be provided in writing and distributed to the attendees after the meeting.

### **1.3.3 – Prepare Bid RFI and Addendums**

Carollo will respond to two (2) bid Requests for Information (RFI) and two (2) Addendums in writing and distribute to the registered bidders.

### **1.3.4 – Prepare Conformed Drawings**

Carollo will prepare a Conformed Set of drawings and specifications based on any addendums issued during the bid period. Carollo will distribute the Conformed Set to the awarded bidder and the District.

### **1.3.5 – Review Bids and Prepare Recommended Bid Award**

Carollo will assist the District in reviewing the bids received. The Bid Reviews will include reviewing the bidder's qualifications, ranking the bidders, and making a recommendation to the District for the award of the bid to the most qualified bidder.

## Task 2 – Construction Management and Inspection Services

Carollo Construction Management Group shall provide professional Construction Management Services for the Valley Sanitary District Sewer Siphon Replacement Project including inspection for Horizontal Directional Drilling (HDD), HDPE piping and fusion welding, street work, specialty inspection, and material testing for the VSD Sewer Siphon Replacement (Project). Specialty inspection shall include but is not limited to Horizontal Directional Drilling, HDPE Pipe fusion welding, and special equipment testing where necessary.

### **ASSUMPTIONS:**

- Estimated construction duration for the Sewer Siphon Replacement Project is seven (7) months, with construction to commence tentatively in the Fall or early Winter of 2022 due to the practical materials and personnel constraints of working in high temperatures.
- Carollo Engineers will provide full time staff and services during the duration of the Project.
- Carollo Engineers shall provide the appropriate inspectors with required associated certifications for the task being supervised.
- Carollo Engineers and its subcontractors shall be able to comply with Covid-19 safety requirements.
- Carollo Engineers shall include two (2) separate training sessions on the proposed document control system to Project staff.

### **2.1 Construction Phase Services**

#### **2.1.1 Project Management**

This task addresses the management responsibilities associated with proper scheduling, budget control, invoice preparation and coordination during the Construction Phase with the District. Monthly project status reports, including budget, schedule, and relevant project issues will be prepared and distributed along with Carollo's invoices.

#### **2.1.2 Kick-Off Meeting**

At the commencement of the Project, Carollo Engineers shall attend a "Kick-Off" meeting with Valley Sanitary District to become familiar with the scope of work and Valley Sanitary District's Construction Management Procedures. Carollo Engineers will be prepared to present its standard Construction Management Plan along with templates proposed for use, while administering the construction contract (e.g., submittal tracking log, daily inspection report, potential change order, meeting minutes, RFI tracking log, etc.). Carollo Engineers has assumed up to three (3) hours for the kick-off meeting.

#### **2.1.3 Pre-Construction & Scheduling Meeting**

Carollo Engineers shall coordinate and facilitate a Pre-Construction & Scheduling Meeting with Valley Sanitary District, Coachella Valley Water District (CVWD) and City of Indio representatives, Project Labor Compliance team, Construction Outreach team, the Contractor, utilities and any other agency related to the project. Scheduling specification requirements and format of the construction schedule will be discussed at the meeting. Objective scheduling discussions at this meeting will include, the facilitation of a timely submittal and review and approval of the Contractor's Baseline Schedule. Carollo Engineers shall prepare an agenda five (5) business days in advance of the meeting and submit it to the District for review and comment. Carollo

Engineers shall transmit meeting minutes to all attendees within three (3) business days of the meeting. Carollo Engineers shall assume four (4) hours for the Pre-Construction & Scheduling Meeting.

#### **2.1.4 Pre-Construction Survey**

Carollo Engineers shall perform a Pre-Construction Site Video Survey with the Contractor prior to the Notice to Proceed. The video survey shall document the existing condition of areas potentially impacted by the Project work, including staging areas, storage areas, nearby existing structures, fences, retaining walls, paved surfaces, and vegetation. The Pre-Construction Survey shall be submitted to the District in electronic format within three (3) business days.

#### **2.1.5 Materials and Inspection Log**

Valley Sanitary District is currently seeking a loan through FEMA. Inspector Wages for Materials Testing shall be in accordance with the provisions of the corresponding prevailing wage classifications as established by Federal Davis-Bacon Act or the California Department of Industrial Relations, whichever is higher. Prior to the starting of the construction, Carollo Engineers shall review the documents, and identify and log the materials testing and inspections necessary for the Project.

#### **2.1.6 Document Control System - CIPO**

Carollo Engineers will work with CIPO Cloud Software Inc. to develop and maintain an electronic document control system to manage and track Project documentation including, at a minimum, contract plans and specifications, correspondence, meeting minutes, progress payments, submittals, shop drawings, requests for information (RFIs), contract document clarifications (CDCs), potential change orders, change orders, field memos, daily reports, and photographs. Carollo Engineers shall include two (2) separate training sessions on the proposed document control system to Project staff. The document control system shall be accessible by Valley Sanitary District, Carollo Engineers, and the Contractor. The document control system shall be capable of generating logs for submittals, RFIs and change orders.

Upon completion of the Project, documentation uploaded to the document control system shall be neatly organized in a project archive with a standard and uniform file naming convention and shall be transmitted in a format acceptable to Valley Sanitary District.

## **2.2 Construction Phase Services**

### **2.2.1 Weekly Project Progress Meetings**

Carollo Engineers shall facilitate weekly Project Progress Meetings with all Project Stakeholders. Carollo Engineers shall prepare the meeting agenda in advance of the meeting in coordination with the District Project Manager and transmit meeting minutes to all attendees within two (2) business days. Carollo Engineers shall utilize Valley Sanitary District's standard meeting minutes template or approved equal.

### **2.2.2 Project Correspondence and Communication**

Carollo Engineers shall establish a communication protocol with all Project stakeholders at the commencement of the Project. Carollo Engineers shall provide written correspondence to the Contractor as necessary to manage the Project in an efficient and timely manner and in accordance with the contract

documents. All Project correspondence and documentation shall be issued through the electronic document control system.

### **2.2.3 Submittal Review**

Carollo Engineers shall coordinate the submittal/shop drawing review process and route all transmittals to the appropriate reviewer (e.g. Valley Sanitary District, CVWD, etc.). Carollo Engineers shall maintain a log to track the status and review action of all submittals. Carollo Engineers shall determine whether submittals required by the contract documents have been submitted by the Contractor(s). Carollo Engineers is responsible for reviewing the contract documents and identifying the submittals for which it is responsible for reviewing (e.g., schedule of values, schedule updates, submittal schedule, etc.). It is assumed thirty (30) submittals will be reviewed by the Carollo Engineers staff. Carollo Engineers shall maintain a neatly organized electronic system with PDF copies of all submittals using a standard and uniform file naming convention. All submittals shall be submitted, tracked, and responded to within the electronic document control system.

### **2.2.4 Requests for Information (RFIs)/Requests for Clarification (RFCs)**

Carollo Engineers shall coordinate the RFI/RFC review process and route all RFIs/RFCs to the District. It is assumed the number of RFIs/RFCs will be twenty (20). Carollo Engineers shall maintain a log to track the status of all RFIs and RFCs. Carollo Engineers shall maintain a neatly organized electronic system with PDF copies of all RFIs/RFCs. All RFIs shall be submitted, tracked, and responded to within the electronic document control system.

### **2.2.5 Schedule Review**

Carollo Engineers will be principally responsible for reviewing and approving the contractor's Baseline Schedule, weekly look-ahead schedules, monthly schedule updates and time impact analyses (TIAs). Carollo Engineers shall submit its schedule review procedures to Valley Sanitary District for review and approval. All schedule submittals shall be submitted, tracked, and responded to within the electronic document control system.

### **2.2.6 Change Order Management**

Carollo Engineers shall manage the change order process and review, negotiate and respond to proposed change orders from the Contractor in a timely manner. Carollo Engineers shall implement a proactive approach to minimize change orders to the extent possible. Carollo Engineers shall prepare a formal written analysis of the validity of each potential claim and provide a recommendation regarding entitlement to Valley Sanitary District. Carollo Engineers shall coordinate the resolution of conflicts and discrepancies in the plans and specifications, construction issues, contractor-suggested design changes and design changes necessitated by unforeseen field conditions. Responses to change order requests shall be provided in accordance with the contract documents. It is assumed the number of change orders will be eight (8). All negotiated change orders shall be reviewed and approved by Valley Sanitary District. All Contractor change order request submittals shall be submitted, tracked and responded to within the electronic document control system.

### **2.2.7 Field Engineering/Inspection**

Carollo Engineers shall provide general oversight of work performed by the Contractor(s) to determine general compliance with the contract documents, permits and special requirements. Carollo Engineers shall provide Inspectors or Field Engineers with relevant experience and required certifications for the work being performed.

Carollo Engineers shall coordinate with the Contractor to schedule the special inspections and inspections by the appropriate agency or utility. Carollo Engineers shall document the Contractor(s)' daily activities with a daily construction report using Valley Sanitary District's standard template or approved alternative. Daily construction reports shall be developed and submitted each day within the electronic document control system. Carollo Engineers shall take color photographs of construction activities daily. Daily construction reports and progress photos shall be neatly organized and incorporated into Carollo Engineers' electronic document control system.

#### **2.2.8 Tie-ins and Connections**

Review tie-in plans; schedule tie-in planning and coordination meetings. Coordinate tie-in and connection-related activities with the contractor and any other required party.

#### **2.2.9 Materials Testing/Inspection**

Carollo Engineers will schedule Materials Testing and Inspection Services as required by the contract documents through Converse Consultants to provide on-call inspection and materials testing services. Carollo Engineers' Construction Manager or Inspector will accompany and oversee inspection activities provided by Converse Consultants to evaluate whether they have been properly performed and correctly documented.

#### **2.2.10 Schedule of Values**

Carollo Engineers shall review and approve the Schedule of Values submitted by the Contractor at the commencement of the Project. Carollo Engineers shall determine whether the Schedule of Values contains sufficient detail to track the progress of the work and to facilitate review and approval of the Contractor's monthly progress payment applications. Carollo Engineers shall confirm the Schedule of Values has been derived from the cost loaded Baseline Schedule.

#### **2.2.11 Progress Payments**

Carollo Engineers shall review and approve the Contractor's monthly progress payment requests. Carollo Engineers shall determine whether supporting documentation and releases have been provided before transmitting the pay application to Valley Sanitary District for review and approval. All Contractor progress payment application request submittals shall be submitted, tracked and responded to within the electronic document control system.

#### **2.2.12 Monthly Progress Report**

Carollo Engineers shall prepare a Monthly Progress Report summarizing the key project parameters for the reporting period. The Monthly Progress Reports shall include, at a minimum, schedule, budget and earned value analysis, RFI, submittal and change order status, potential claims, a description of key construction activities performed, activities scheduled for the next reporting period, color photographs, and a summary of key Project issues. The Monthly Progress Reports shall be submitted within a week after the final workday each month.

#### **2.2.13 Record Drawings**

Carollo Engineers shall review the Contractor's record drawings on a weekly basis to determine whether the drawings are up to date and accurate. Carollo Engineers will also maintain an independent, up-to date set of Record Drawings in its office. Carollo Engineers' redlines shall be made available to Valley Sanitary District.

#### **2.2.14 Certified Payroll/Labor Compliance**

Carollo Engineers shall hire Ardurra, subconsultant, to review the construction Contractor's certified payroll reports to determine whether they are in general compliance with prevailing wage requirements as set forth by the California Department of Industrial Relations and FEMA.

#### **2.2.15 Commissioning**

Carollo Engineers shall assist the Contractor and Valley Sanitary District's staff in the commissioning phase and siphon verification process of the Project. Carollo Engineers shall determine whether testing and commissioning activities have been properly performed, accepted, and documented before the Notice of Substantial Completion is issued.

#### **2.2.16 Permits**

Carollo Engineers shall determine whether the Contractor has obtained permits necessary for the performance of the work and that permit conditions are met by the Contractor.

#### **2.2.17 Safety**

Carollo Engineers shall generally monitor the Contractor's work practices to determine whether safety requirements are generally met. Carollo Engineers shall review the Contractor's Injury and Illness Prevention Plan (IIPP) and Job Hazard Analyses (JHA) and shall observe the Contractor's work to generally determine whether it is in conformance with OSHA requirements. Carollo Engineers shall promptly notify the Contractor and Valley Sanitary District of any observed safety violations. Carollo Engineers' activities under this task do not impose on Carollo Engineers' responsibility for construction site safety as the Contractor remains solely responsible and liable for construction site safety.

#### **2.2.18 FEMA Compliance**

Carollo Engineers shall coordinate with the Valley Sanitary District representative to review the funding requirements established by FEMA and to implement the needed compliance measures required by the Contractor and Valley Sanitary District. Carollo Engineers shall gather the required documentation and submit to the Valley Sanitary District representative.

#### **2.2.19 Specialty Inspection (HDD)**

Carollo Engineers shall provide full time specialty inspection during drilling activities. Inspection will include monitoring drilling pressures, drilling mud flow, drilling mud weight, axial thrust, and torque during the pilot bore and reaming process. The inspector will also monitor duration of each drill pipe and approximate location of the drill head. The information collected will be used to confirm that the final installation is as designed and to assist in the development of a plan should problems arise during drilling. It is assumed that drilling activities for pilot bore, reaming passes and pull back will last approximately twenty-four (24) days. Twenty-four (24) 12-hr inspection days have been provided for this estimate. Carollo Engineers will provide a drill activity log daily depicting the previous day's activities.

### **2.3 Project Close-Out**

#### **2.3.1 Punch List**

Carollo Engineers shall coordinate with Valley Sanitary District, its staff, CVWD, City of Indio, Contractor(s) and other interested parties' preparation of punch lists for outstanding items of work, including documentation and



submittals required by the contract documents, upon Substantial Completion of the Project. Carollo Engineers shall be prepared to assign cost values for outstanding punch list items to facilitate prompt and timely close-out of the Project. Carollo Engineers shall determine whether punch list items have been addressed per Project Plans and Specifications.

### **2.3.2 Record Drawings**

Carollo Engineers shall review the Contractor's final as-built drawing set to determine whether the drawings are generally accurate and complete. Carollo Engineers shall make that determination before final payment is approved and before the record drawings are incorporated into CAD.

### **2.3.3 Final Payment**

Carollo Engineers shall reconcile contract Bid Items, change order work and outstanding punch list items in the preparation of the final payment to the Contractor.

### **2.3.4 Close-Out Report**

Carollo Engineers shall prepare a Close-Out Report including, at a minimum, a summary of the Project construction, key issues, lessons learned, change summary, schedule summary, as-built schedule, and recommendations for the management of future capital improvement projects. Carollo Engineers shall include provisions to submit a draft and final Close-Out Report.

### **2.3.5 Project File**

At the conclusion of the Project, Carollo Engineers shall transmit Project-related documentation to Valley Sanitary District. An electronic version in PDF format shall be maintained through the duration of the Project and transmitted to Valley Sanitary District. Project file shall be neatly organized, and files shall be accurately titled and labeled to facilitate ease of access by Valley Sanitary District staff. Carollo Engineers shall present the Project file structure to the Valley Sanitary District when transmitted.

## **2.4 Allowance Items**

The following allowance items are based upon our best interpretation of the potential contractor's Work Plan and Contract Documents. Due to the seasonal nature of the work, travel and subsistence allowances are included to cover the construction staff and inspectors.

### **2.4.1 Public Meetings**

Participate in community outreach meetings if requested. Public construction outreach meetings might take place outside the regular business day hours. Forty (40) hours are assumed for this effort.

### **2.4.2 Carollo Subsistence – CM & FE**

To accommodate necessary Carollo housing, transportation and meals.

### **2.4.3 Subconsultant Subsistence- Inspectors**

To accommodate necessary subconsultant housing, transportation and meals.

#### 2.4.4 Material Testing Contingency

This allowance would allow the Converse Consultant team to provide any necessary specialty and/or miscellaneous testing and inspections such as, concrete placement inspection, asphalt placement inspection, etc. This allowance was estimated to be 50% of the overall Material Testing fees.

### FEE ESTIMATE

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Carollo's estimated fee budget is presented in **Attachment 1**. A Summary Fee Estimate is provided in the table below:

*Table 1 Proposal Summary Fee Estimate*

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Task Description	Cost
Task 1.0 Engineering Services During Construction	\$66,458
Task 2.0 Construction Management and Inspection Services	\$763,604
<b>Total Fee Estimate</b>	<b>\$830,062</b>

### SCHEDULE

---

The schedule for performing Task 1 will occur over the entirety of the project. Task 1.2 (Permitting Assistance) will take approximately one (1) month to complete. Task 1.3 (Bidding phase) will take approximately two (2) months to complete, including preparing the contract documents for bid. Task 2 (Construction Management and Inspection Services) will take approximately one hundred ninety (190) calendar days to complete. Refer to the proposed schedule shown below:

Notice to Proceed:	08/22/2022
Permit Processing Completed:	09/19/2022
Out to Bid:	10/17/2022
Bids Due	11/07/2022
Contractor's Notice to Proceed:	12/19/2022
Submittals & Mobilization:	01/23/2023
Material Delivery:	03/20/2022
Construction Completed	06/26/2023
Complete As-Built Drawings	07/24/2023

VALLEY SANITARY DISTRICT  
SEWER REPLACEMENT AT COACHELLA CHANNEL CROSSING  
COST BREAKDOWN  
WITH ALL CONTRACT AMENDMENTS

VALLEY SANITARY DISTRICT  
Cost Breakdown Schedule for  
Westward Ho Drive Sewer Siphon Replacement

Task No.	TASK DESCRIPTION	In-Office Engineering Services During Construction								Construction Management					TOTAL HOURS	LABOR COST	OTHER DIRECT COSTS	PECE @ \$13.00 / Hr	SUBCONSULTANTS	TOTAL PROJECT FEE
		\$303	\$280	\$280	\$260	\$180	\$157	\$139	\$125	\$285	\$235	\$180	\$185	\$163						
		Project Director	QA/QC Staff	Supervising Professional	Senior Professional	Professional	Assistant Professional	Technician	Administrator	Specialty Inspector HDD Specialist	Construction Manager	Inspector- Lead Technician	Inspector HDPE Welds Technician	Project Controls						
<b>1.0</b>	<b>Engineering Services During Pre-Construction</b>	<b>2</b>	<b>0</b>	<b>98</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>24</b>	<b>208</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>348</b>	<b>\$ 61,142</b>	<b>\$ 1,000</b>	<b>\$ 4,316</b>	<b>\$ -</b>	<b>\$ 66,458</b>
1.1	Project Oversight/ Management	0	0	16	0	0	0	0	16	0	0	0	0	0	32	\$ 6,480	\$ -	\$ 416	\$ -	\$ 6,896
1.1.1	Progress Meetings (Assume 4)			8					16						24	\$ 4,240	\$ -	\$ 312	\$ -	\$ 4,552
1.1.2	Project Management			8											8	\$ 2,240	\$ -	\$ 104	\$ -	\$ 2,344
1.2	Permitting Assistance	0	0	16	0	0	0	0	32	0	0	0	0	0	48	\$ 8,480	\$ 500	\$ 624	\$ -	\$ 9,604
1.2.1	Provide Permitting Assistance to the District			16					32						48	\$ 8,480	\$ 500	\$ 624	\$ -	\$ 9,604
1.3	Bid Phase Services	2	0	66	0	0	0	24	160	0	16	0	0	0	268	\$ 46,182	\$ 500	\$ 3,276	\$ -	\$ 49,958
1.3.1	Complete Preparation of Bid Documents			20					100						120	\$ 18,100	\$ -	\$ 1,560	\$ -	\$ 19,660
1.3.2	Conduct Pre-Bid Meeting and Site Walk			8					8		8				24	\$ 5,120	\$ 500	\$ 208	\$ -	\$ 5,828
1.3.3	Prepare Bid RFIs (2) and Addendums (2)			10					16						26	\$ 4,800	\$ -	\$ 338	\$ -	\$ 5,138
1.3.4	Prepare Conformed Drawings			12				24	12						48	\$ 8,196	\$ -	\$ 624	\$ -	\$ 8,820
1.3.5	Review Bids and Prepare Recommended Award of Bid	2		16					24		8				50	\$ 9,966	\$ -	\$ 546	\$ -	\$ 10,512
<b>2.0</b>	<b>Construction Management and Inspection Services</b>	<b>0</b>	<b>0</b>	<b>353</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>169</b>	<b>280</b>	<b>128</b>	<b>976</b>	<b>960</b>	<b>120</b>	<b>55</b>	<b>3041</b>	<b>\$ 627,136</b>	<b>\$ 51,960</b>	<b>\$ 10,426</b>	<b>\$ 74,082</b>	<b>\$ 763,604</b>
2.1	Construction Phase Services	0	0	25	0	0	0	0	16	4	20	26	0	3	94	\$ 20,009	\$ 1,000	\$ 533	\$ 23,100	\$ 44,642
2.1.1	Project Management			12											12	\$ 3,360	\$ -	\$ 156	\$ -	\$ 3,516
2.1.2	Kick-Off Meeting (virtual)			3					4	4	6	4			21	\$ 4,610	\$ 500	\$ 91	\$ -	\$ 5,201
2.1.3	Pre-Construction & Scheduling Mtg.			6					8		10	6		3	33	\$ 6,599	\$ -	\$ 182	\$ -	\$ 6,781
2.1.4	Pre-Construction Survey			4					4		2	8			18	\$ 3,530	\$ 500	\$ 104	\$ -	\$ 4,134
2.1.5	Materials & Inspection Log										2	8			10	\$ 1,910	\$ -	\$ -	\$ -	\$ 1,910
2.1.6	Document Control System - CIPO														0	\$ -	\$ -	\$ -	\$ 23,100	\$ 23,100
2.2	Construction Phase Services	0	0	298	0	0	0	161	226	124	756	902	120	52	2639	\$ 540,105	\$ 3,000	\$ 8,905	\$ 41,998	\$ 594,008
2.2.1	Weekly Project Progress Meetings			20					40		48	24			132	\$ 26,200	\$ -	\$ 780	\$ -	\$ 26,980
2.2.2	Project Correspondence & Communication			20					25		48				93	\$ 20,005	\$ -	\$ 585	\$ -	\$ 20,590
2.2.3	Submittal Review (30)			30				45	30	16	96				217	\$ 45,525	\$ -	\$ 1,365	\$ -	\$ 46,890
2.2.4	RFI / RFC Response (20)			100				80	20		24	10			234	\$ 49,060	\$ -	\$ 2,600	\$ -	\$ 51,660
2.2.5	Schedule Review			16					13		96			52	177	\$ 37,141	\$ -	\$ 377	\$ -	\$ 37,518
2.2.6	Change Order Management			16				12	10		96	48		0	182	\$ 38,598	\$ -	\$ 494	\$ -	\$ 39,092
2.2.7	Field Engineering / Inspection										48	576	120		744	\$ 137,160	\$ -	\$ -	\$ -	\$ 137,160
2.2.8	Tie-Ins & Connections										48	48			96	\$ 19,920	\$ -	\$ -	\$ -	\$ 19,920
2.2.9	Materials Testing / Inspection										24	40			64	\$ 12,840	\$ -	\$ -	\$ 30,076	\$ 42,916
2.2.10	Schedule of Values										10				10	\$ 2,350	\$ -	\$ -	\$ -	\$ 2,350
2.2.11	Progress Payments			4							12	12			28	\$ 6,100	\$ -	\$ 52	\$ -	\$ 6,152
2.2.12	Monthly Progress Report			4							12	12			28	\$ 6,100	\$ -	\$ 52	\$ -	\$ 6,152
2.2.13	Record Drawings			4				24	8		22	28			86	\$ 15,666	\$ -	\$ 468	\$ -	\$ 16,134
2.2.14	Certified Payroll/Labor Compliance			4							12	16			32	\$ 6,820	\$ -	\$ 52	\$ 11,922	\$ 18,794
2.2.15	Commissioning			4							12	16			32	\$ 6,820	\$ -	\$ 52	\$ -	\$ 6,872
2.2.16	Permits			4					8		24	16			52	\$ 10,640	\$ -	\$ 156	\$ -	\$ 10,796
2.2.17	Safety										52	56			108	\$ 22,300	\$ -	\$ -	\$ -	\$ 22,300
2.2.18	FEMA Compliance			64					64		48				176	\$ 37,200	\$ -	\$ 1,664	\$ -	\$ 38,864
2.2.19	Specialty Inspection (HDD)			8					8	108	24				148	\$ 39,660	\$ 3,000	\$ 208	\$ -	\$ 42,868
2.3	Project Close-Out	0	0	24	0	0	0	8	32	0	160	32	0	0	256	\$ 55,192	\$ 500	\$ 832	\$ -	\$ 56,524
2.3.1	Punch List			4					4		12	16			36	\$ 7,320	\$ 500	\$ 104	\$ -	\$ 7,924
2.3.2	Record Drawings			4				8	12		10	8			42	\$ 7,522	\$ -	\$ 312	\$ -	\$ 7,834
2.3.3	Final Payment			4							34				38	\$ 9,110	\$ -	\$ 52	\$ -	\$ 9,162
2.3.4	Close Out Report			8					16		88	8			120	\$ 26,360	\$ -	\$ 312	\$ -	\$ 26,672
2.3.5	Project File			4							16				20	\$ 4,880	\$ -	\$ 52	\$ -	\$ 4,932
2.4	Allowance Items	0	0	6	0	0	0	0	6	0	40	0	0	0	52	\$ 11,830	\$ 47,460	\$ 156	\$ 8,984	\$ 68,430
2.4.1	Public Meetings - 40 hrs.			6					6		40				52	\$ 11,830	\$ -	\$ 156	\$ -	\$ 11,986

VALLEY SANITARY DISTRICT  
SEWER REPLACEMENT AT COACHELLA CHANNEL CROSSING  
COST BREAKDOWN  
WITH ALL CONTRACT AMENDMENTS

Task No.	TASK DESCRIPTION	In-Office Engineering Services During Construction								Construction Management					TOTAL HOURS	LABOR COST	OTHER DIRECT COSTS	PECE @ \$13.00 / Hr	SUBCONSULTANTS	TOTAL PROJECT FEE
		Hourly Billing Rate	\$303	\$280	\$280	\$260	\$180	\$157	\$139	\$125	\$285	\$235	\$180	\$185						
		Project Director	QA/QC Staff	Supervising Professional	Senior Professional	Professional	Assistant Professional	Technician	Administrator	Specialty Inspector HDD Specialist	Construction Manager	Inspector- Lead Technician	Inspector HDPE Welds Technician	Project Controls						
	<b>TASK</b>																			
2.4.2	Carollo Subsistence - CM & FE														0	\$ -	\$ 29,640	\$ -	\$ -	\$ 29,640
2.4.3	Subconsultant Subsistence - Inspectors														0	\$ -	\$ 17,820	\$ -	\$ -	\$ 17,820
2.4.4	Material Testings Contingency														0	\$ -	\$ -	\$ -	\$ 8,984	\$ 8,984
<b>TOTAL TASKS (1&amp;2)</b>		<b>2</b>	<b>0</b>	<b>451</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>193</b>	<b>488</b>	<b>128</b>	<b>992</b>	<b>960</b>	<b>120</b>	<b>55</b>	<b>3,389</b>	<b>\$ 688,278</b>	<b>\$ 52,960</b>	<b>\$ 14,742</b>	<b>\$ 74,082</b>	<b>\$ 830,062</b>



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

**SUBJECT: Discuss Short-Term, Month-to-Month Contract for Health & Wellness Services and Provide Direction**

<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**

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 6.3: Improve administration and management

**Fiscal Impact**

The adopted budget for Fiscal Year 2022-23 includes funds for Health and Wellness services.

**Background**

On April 1, 2022, the District released a Request for Proposals (RFP) for an Employee Health and Wellness Program. The District solicited proposals for a firm to develop a wellness program for District employees. The District received five proposals, one of which was deemed to be non-responsive. The selection committee reviewed the four responsive proposals.

At its meeting on May 24, the Board directed staff to seek legal counsel regarding the non-responsive proposal and possible options. Based on legal guidance, the Board of Directors at its June 28 meeting rejected all five proposals and directed staff to publish a new Request for Proposals (RFP). The contract with Healthy Futures expired on June 30, 2022.

The staff Safety Committee, which is responsible for discussing staff health and wellness needs, is reviewing the services to be included in the revised RFP and anticipates publishing it by mid-September. The proposals will then be scored, and a determination made by the end of October. The medical, dental, vision, and

supplementary services offered by the District have a calendar year service period. For consistency, the new Health & Wellness Program will be implemented effective January 1, 2023.

At its meeting on July 26, the Board President directed staff to place an item on the next meeting (August 16) agenda to discuss a month-to-month contract to provide services to cover the gap until the new contract is executed.

**Recommendation**

Staff recommends that the Board of Directors discuss a short-term, month-to-month contract for health and wellness services and provide direction.

**Attachments**

None



**Valley Sanitary District  
Board of Directors Meeting  
August 16, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

**SUBJECT: Monthly General Managers Report – June 2022**

<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 June 2022.

*Administrative Services*

- Reviewing the Assessor Parcel billing information that is due to the Riverside County Tax Collector on or before August 10, 2022.
- Preparing documents and schedules requested by auditors for audit fieldwork scheduled for August 22 through August 26, 2022.
- Hired Collection System Technician.
- Completed Supervisor’s Workers Compensation Training.
- Completed the fiscal year 2021/22 workers compensation audit.
- Completed one (1) public records request.
- Held one (1) Budget & Finance Meeting
- Held one (1) Community Engagement Meeting
- Held two (2) Regular Board Meetings
- Held one (1) Special Board Meeting
- Submitted the VSD 2004 Assessment Update
- Submitted Form 470

### *Operations & Maintenance*

- Staff visited the Lystek facilities in Goleta and Fairfield to evaluate the process for biosolids treatment and removal. This was taken to the Board Operations Committee for presentation to the entire Board.
- Tino Tijerina passed his Grade 3 Advanced Water Treatment certification examination. As the plant moves towards full tertiary treatment this will be a certification our operators will need.
- Had a plant upset to the nitrification process caused by over wasting of our Waste Activated Sludge. This caused partial nitrification and nitrite chlorination hindrance in our disinfection.

### *Development Services*

- Construction has begun on the Indio Public Safety Campus Expansion on the corner of Jackson Street and Dr. Carreon Blvd.
- Construction has begun on the COD Indio Campus Expansion on the corner of Oasis Street and Bliss Avenue.
- Construction has begun on the COD Child Development Center on the corner of Oasis Street and Wilson Avenue.
- Construction has begun on the new 7-Eleven gas station and convenience store on the northwest corner of Golf Center Parkway and Avenue 45.
- Construction has begun on the Arroyo Crossing I project, a 184-unit low-income apartment complex located on the west side of Jefferson Street, south of Hwy 111.
- Construction has begun on a new Juvenile Court building to Replace the existing Juvenile Court Building next the existing Juvenile Hall on Oasis Street just North of Avenue 48

### *Collection Services*

- No-Spill report for the month of July will be submitted to the California Integrated Water Quality System, as required in the Waste Discharge Requirements Monitoring and Reporting Program. Due by the end of the month.
- Pump #5 from Calhoun Lift Station has been pulled and sent in to repair damaged electrical cable. Back up pump #3 has been installed.
- Field Vactor crew is currently jetting trouble spot areas.
- CCTV Inspection work is currently being conducted in the area of Hjorth and Avenue 49.

### *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: The Board has approved the guaranteed maximum price along with Contract Amendment No. 1 with Schneider Electric. Schneider Electric has acquired the payment and performance bonds and other documentation required by VSD and Bank of America. The project is proceeding to 90% design.*

- 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: 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 September 2022. Staff is preparing the CEQA documentation for this project. Carollo has submitted a proposal for engineering services during construction which is being brought to the Board for review and approval.*
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. The first rehabilitation project on Indio Blvd. is complete. This was a good first project and lessons were learned on how to better the process for the next project. The CCTV inspection project is complete. Harris is currently developing plans for the downtown Indio rehabilitation and repair project. This is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area. The 50% plans for the Downtown Indio Rehabilitation project have been reviewed and comments have been returned to Harris for revision. The 100% design plans have been reviewed by IWA and the City of Indio and both agencies returned comments for revision. *Update: Harris has received approval from the Department of Drinking Water. VSD staff has obtained the necessary signatures from the City of Indio and IWA on the finalized set of plans and Harris has completed the project specifications. Staff are in the final stages of negotiating an easement on the Indio Motor*

*Machine property with the owner. Harris is finalizing the lift station assessment report and program recommendations.*

- 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: The Board has approved the guaranteed maximum price. The Notice of Award has been issued and Change Order No.2 signed. The contractor is preparing the necessary submittals for VSD and Stantec review and approval. Installation of the bypass system for the influent pump station is tentatively scheduled for November 2022.*
- 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. *Update: The first phase of this project has been completed. 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. Dudek is currently working on the 30% design plans and specifications.*
- 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 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 June 2022.

**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

Attachment F: Laboratory & Compliance Report

## Administrative Services - Task Summary 2022

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active litigation filed	-	-	-	-	-	-	-					-	-
Board meeting	2	2	2	3	2	3							14
Budget/Finance Committee meeting	1	-	2	-	1	-							4
Operations Committee meeting	-	1	-	1	-	1							3
Commuity Engagement Committee meeting	2	-	1	-	-	-							3
Employee anniversaries	-	4	1	1	5	3							14
Employee promotions	-	-	-	-	-	-							-
Facebook postings	2	2	8	9	8	12							41
Insurance claims initiated	-	-	-	-	-	-							-
Lost time work incidents	-	-	-	-	-	-							-
Media coverage items		3	-	-	-	3							6
New hires	1	1	-	-	-	-							2
Press release	-	2	1	1	1	-							5
Public records request	1	-	-	-	-	1							2
Resignations	-	-	1	-	-	-							1
Retirements	-	-	-	-	-	-							-

Report Name: Monthly

June 2022	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		252			3.7			
2								
3	540	560		< 5	3			
4								
5								
6	257	267		10	2.8			
7								
8								
9								
10								
11								
12								
13	281	238		18	2.9			
14								
15								
16								
17								
18								
19								
20								
21								
22	230	217		8	3.7			
23								
24								
25								
26								
27	297	285		22	5.3			
28								
29								
30			6.17			0.000		
<b>Average</b>	321	303	6.17	13	3.6	0.000		
<b>Minimum</b>	230	217	6.17	< 5	2.8	0.000		
<b>Maximum</b>	540	560	6.17	22	5.3	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)
325.5	< 1.4	3.7	< 0.5	< 0.9	0.53			10
4.1						9.6	0.004	
91.0								
18.7								
33.6								
37.7*	1.4	3.7	0.5	0.9	0.53	9.6	0.004	10
4.1	< 1.4	3.7	< 0.5	< 0.9	0.53	9.6	0.004	10
325.5	< 1.4	3.7	< 0.5	< 0.9	0.53	9.6	0.004	10
0	0	0	0	0	0	0	0	0
126(mo) / 400 (max)	25	9.0	5.9	4.3				

## Collection Services Task Summary Report for 2022

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	-	2	2	1	6	-	1						1
F.O.G. Inspection - Completed													-
F.O.G. Inspection - Fail													-
F.O.G. Inspection - Pass													-
Hot spot cleaning (total)*	26	-	-	36	-	-	-						-
Lift station inspection	19	19	20	19	19	19	19						38
Manhole inspection	47	65	172	103	194	188	102						290
Sewer line CCTV (feet)	8,412	7,016	9,477	9,375	10,681	6,649	5,158						11,807
Sewer line cleaning (feet)	28,012	25,782	59,902	56,005	70,360	63,778	36,534						100,312
SSO Response - Cat 1	0	0	0	0	0	0	0						0
SSO Response - Cat 2	0	0	0	0	0	0	0						0
SSO Response - Cat 3	0	0	0	0	0	0	0						0
USA Markings	40	39	45	44	64	40	78						118
*Note: Hot spot cleaning is performed quarterly													



**VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT**

**16-Aug-22**

Plan Check in Progress  
 Inspection in Progress  
 New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.	Inspect work improvements as scheduled.
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 Steet/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 Steet/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 Steet/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 Steet/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/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.	10% warrenty bond in place Reinspect and notice of acceptance Due 1/1/2023
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 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.
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. 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.
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.
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.
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 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 Develoment 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 Peformance Bond	Release Performance Bond when Mainteance Bond is recieved
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.
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 enginner 8/27/18. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Hampton Inn Ice Cream Shop	42225 Jackson Street/Avenue 42	Plans submitted for new suite TI. 1st plan check completed and returned to the applicant 5/12/22.	Perform 2nd plan check upon plan resubmittal.
Hampton Inn 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.



**Monthly Capital Improvement Project Update - August 2022**

Project Title	Project Description	Current Status	Fiscal Year Budget	Total Spent to Date
Westward Ho Sewer Siphon Replacement Design and Construction	Due to the February 2019 rain event, the existing VSD sewer siphon that crosses the CVWD storm channel at Westward Ho Drive became exposed and was damaged. In order to prevent this from happening again in the future, Carollo Engineers is currently working with VSD on the final design of a new sewer that is to be constructed well below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel and adjacent to the original siphon. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	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 September 2022. Staff is preparing the CEQA documentation for this project. Carollo has submitted a proposal for engineering services during construction which is being brought to the Board for review and approval.	\$5,102,000.00	\$0.00
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future. Harris and the District have assigned a rating and priority to all of the pipes in the collection system and are splitting them up into projects for each fiscal year. The first project for this fiscal year will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of hiring a contractor to perform CCTV inspections of all pipes within the District that cannot be surveyed by collections staff due to high flows or pipe diameter. The third project is the downtown Indio rehabilitation and repair project. This project is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area.	Harris has received approval from the Department of Drinking Water. VSD staff has obtained the necessary signatures from the City of Indio and IWA on the finalized set of plans and Harris has completed the project specifications. Staff are in the final stages of negotiating an easement on the Indio Motor Machine property with the owner. Harris is finalizing the lift station assessment report and program recommendations.	\$4,895,007.00	\$0.00
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.	The Board has approved the guaranteed maximum price along with Contract Amendment No. 1 with Schneider Electric. Schneider Electric has acquired the necessary bonds and other documentation required by VSD and Bank of America. The design build team is proceeding 90% design.	\$17,763,656.00	This project is being financed by Bank of America.
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.	The Board has approved the guaranteed maximum price. The Notice of Award has been issued and Change Order No.2 signed. The contractor is preparing the necessary submittals for VSD and Stantec review and approval. Installation of the bypass system for the influent pump station is tentatively scheduled for November 2022.	\$3,300,000.00	\$0.00

**Monthly Capital Improvement Project Update - August 2022**

<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 first phase of this project has been completed. 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. Dudek is currently working on the 30% design plans and specifications.	\$350,000.00	\$0.00
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 2022

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total YTD
<b>Pretreatment</b>													
Customer Service Calls	5	6	11	8	5	3							38
Commercial Approval Letters		1	1	2		2							
Change of Ownership Inspection	1	1	0	1		0							
SIU Permit Compliance	3	3	4	7	4	5							26
FOG-FSE Inspections Completed	23	24	25	17	8	10							107
Commercial Inspections Completed	4	6	16	27	9	9							71
Environmental & Collections investigations	3	1	1	1	2	1							9
Failed Inspections or NOV													0
<b>Total # of Inspections</b>	<b>33</b>	<b>34</b>	<b>46</b>	<b>52</b>	<b>23</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>213</b>
<b>Laboratory</b>													
<b># of Collected Samples</b>	<b>478</b>	<b>233</b>	<b>233</b>	<b>224</b>	<b>245</b>	<b>240</b>							<b>1653</b>
<b># of Tests (Analyses)</b>	<b>692</b>	<b>449</b>	<b>481</b>	<b>459</b>	<b>494</b>	<b>495</b>							<b>3070</b>
<b># of Samples sent to Contract Labs</b>	<b>41</b>	<b>21</b>	<b>13</b>	<b>17</b>	<b>19</b>	<b>31</b>							<b>142</b>
<b># of Contracted Tests (Analyses)</b>	<b>79</b>	<b>46</b>	<b>19</b>	<b>31</b>	<b>49</b>	<b>63</b>							<b>287</b>
<b>% of Samples performed In-House</b>	<b>91.4%</b>	<b>91.0%</b>	<b>94.4%</b>	<b>92.4%</b>	<b>92.2%</b>	<b>87.1%</b>							<b>91.4%</b>

**VALLEY SANITARY DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES**  
August 2, 2022

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, August 2, 2022.

**1. CALL TO ORDER**

Ron Buchwald called the meeting to order at 1:05 p.m.

**1.1 Roll Call**

Committee Members Present:  
Chairperson William Teague  
Committee Member Mike Duran (arrived at 1:21 p.m.)

Staff Present:  
Beverli Marshall, Ron Buchwald, Dave Commons, Jeanette Juarez, Branden Rodriguez,  
Anna Bell, Ivan Monroy, and Tito Moreno

**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 Approve Minutes for June 7, 2022, Regular Committee Meeting**

Chairperson William Teague motioned to approve the minutes of the June 7, 2022, Operations Committee Regular Meeting. Committee member Mike Duran seconded the motion. Motion carried unanimously.

**3.2 Discuss Public-Private Partnership Options for Biosolids Management and Provide Feedback**

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Beverli Marshall, General Manager, and Dave Commons, Chief Operations Officer, gave a presentation on the options for biosolids management. There are generally four acceptable methods for disposal of this byproduct: land applications where biosolids are hauled to another site and prepared for use on allowable crops as soil conditioners (the District's current disposal method), incineration, which California no longer allows this except for a small number of agencies that have been grandfathered in for this method, landfilling which is going extinct in California due to zero waste goals, and surface disposal which is permanent stockpiling of biosolids if no identifiable use. Historically, the most widely used means for disposal of this byproduct is land application as soil conditioners or fertilizer for crops. Currently, the District hires a hauler to take the biosolids to Arizona, where it is applied on crops identified as being able to accept it for this purpose. This option is becoming more difficult because of zero waste

goals and more stringent regulatory issues in California and Arizona. For Budget year FY 2023, VSD budgeted \$200,000 for hauling dewatered biosolids to Arizona. Recent technological advances have created other markets for this product. Biochar is a carbon-based product that can be used as an additive; liquid fertilizer is an easily applied, low-cost fertilizer and can be used as a sustainable construction material for sustainable bricks and concrete. The next step is to select the end product and technology, identify the private partnership, and find funding for the project. Chairperson Teague recommended holding a special board meeting to discuss options and possibly having the consultants attend to discuss their programs.

### 3.3 Discuss the Updated Guidance Documents Sewer Use Ordinance (SUO), Enforcement Response Plan (ERP), and Local Limits, and Provide Feedback

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The Regional Water Quality Control Board (RWQCB) requires updates to the District's guidance documents to maintain an informal pretreatment program. The updates should occur at least every ten years to remain current with changes in permit requirements, regulatory changes, and industry best practices. Ivan Monroy, Environmental Compliance Technician II, presented a PowerPoint to the committee to explain the updates to the Sewer Use Ordinance, Enforcement Response Plan, and the Local Limits. The District has consulted with EOA, Inc. to assist with updating these documents. EOA, Inc. is the consultant the District used to assist in the 2020 NPDES permit renewal. The District has worked with EOA, Inc. to make the recommended non-substantial modification updates. The proposed updates are based on past pretreatment compliance inspections and audits by the United States Environmental Protection Agency (EPA) and the new National Pollutant Discharge Elimination System (NPDES) permit requirements from the 2020 permit update. The draft document was sent to legal counsel for review and approval, incorporating their recommendations. Staff will bring this item to the full Board with a redlined comparison so the Board can see the updates.

### 3.4 Discuss the Purchase of a Combination Cleaning Truck for the District and Provide Feedback

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VSD has two combination cleaning trucks, one primary cleaning truck and the other as a backup, used approximately once a week. The primary cleaning truck is a 2014 Vactor truck made by Haaker and is eight years old. The backup is a 2003 International truck and has experienced recurring maintenance issues from the start. Due to its age, it is becoming more difficult to find parts for this unit. The purpose of having a backup truck is to allow service to the primary truck. Earlier this Spring, when the 2014 truck needed service, the 2003 truck also failed and required service. Both trucks were out for about two months due to back-ordered or hard-to-find parts and the availability of service technicians. The only solution was to rent a combination cleaning truck at a high cost that was not budgeted. Combination cleaning trucks generally have a 10-year life cycle. Purchasing a new combination cleaning truck will allow the 2014 truck to become the backup, and the 2003 truck will be sold. The proceeds will partially offset the cost of the new truck. Staff has solicited information from various manufacturers of combination cleaning units, including combination units that are recyclers. Recycler units have been modified to use the water from sewer mains as the water source for jetting sewer mains, which saves money (domestic water charges) and staff time to fill water tanks on the units. The Recycler units are generally more expensive up front, but the savings from water charges and staff time will offset some of this expense. Recycler units will likely require more maintenance due to extra parts needed to allow usage of the sewer water. Recycler units also require staff to drive the trucks with the debris tank at least half full of water, whereas the traditional trucks are conducted with an empty debris tank. To date, staff has had two demonstrations of a recycler unit by two different manufacturers, Kaiser Premier and Vacall. Staff is working with these manufacturers' representatives to obtain quotes for the recycling trucks. Staff has also requested quotes from

traditional truck manufacturers like Haaker. Staff has been very satisfied with the Haaker Vactor unit currently in use. The plan is to present quotes for recycling and non-recycling trucks to allow a comparison of costs and operations. Staff also requests that the manufacturer or vendor use State or Federal procurement sites that satisfy the formal bidding process. This will help secure the lowest possible price for either type purchased. Once all the quotes have been acquired, staff will provide them to the Board with a recommendation and justification.

**4. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 3:01 p.m. The next regular committee meeting will be held on October 4, 2022.

Respectfully submitted,  
Holly Gould, Clerk of the Board  
Valley Sanitary District