

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

**SPECIAL MEETING OF THE  
BOARD OF DIRECTORS  
Tuesday, March 17, 2020, 1:00 p.m.**

**\*\*\*\*\*SPECIAL NOTICE – Telephonic Accessibility\*\*\*\*\***

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the March 17, 2020, special meeting of Valley Sanitary District Board of Directors members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

**Members of the public wanting to listen to the open session of the meeting may do so by calling (425) 436-6376 and when prompted, enter access code 166514.** Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District's Clerk of the Board at [hevans@valley-sanitary.org](mailto:hevans@valley-sanitary.org). The District will make every effort to accommodate hygiene and social distancing for those that wish to attend in person.

**AGENDA**

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

**1. CALL TO ORDER**

1.1 Roll Call

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.*

**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 March 10, 2020 Regular Meeting Minutes](#)

MINUTE ORDER NO.

**4. NON-HEARING ITEMS**

4.1 [Discuss Draft Operations & Maintenance Budget for FY 2020/21](#)

MINUTE ORDER NO.

4.2 [Capital Improvement Projects Update and Planning](#)

MINUTE ORDER NO.

4.3 [Award of Contract to Perform Sewer Main Point Repair to Borden Excavation](#)

MINUTE ORDER NO.

4.4 [Call for Nomination for Special District Member and Alternate, Riverside County Local Agency Formation Commission](#)

MINUTE ORDER NO.

**5. GENERAL MANAGER'S ITEMS**

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

**6. 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.*

**7. CONVENE IN CLOSED SESSION**

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

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

**8. CONVENE IN OPEN SESSION**

*Report out on Closed Session items*

**9. INFORMATIONAL ITEMS**

**10. ADJOURNMENT**

Adjourn in recognition of National Fix A Leak Week, March 16 – 22, 2020. The U.S. Environmental Protection Agency promotes this week to advocate for water conservation through fixing leaks and reducing waste. Household leaks can waste nearly 1 **trillion** gallons of water annually nationwide. Find more information at: <https://www.epa.gov/watersense/fix-leak-week>



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.

POSTED March 13, 2020

*Holly Gould*

Holly Gould, Clerk of the Board  
Valley Sanitary District

### **PUBLIC NOTICE**

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II).

All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.

# **UNNOFFICAL UNTIL APPROVED**

## **VALLEY SANITARY DISTRICT MINUTES OF REGUALR BOARD MEETING**

March 10, 2020

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, March 10, 2020.

### **1. CALL TO ORDER**

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

#### 1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli A. Marshall, General Manager, Holly Gould, Joanne Padgham, Ron Buchwald, Steve Shepard, Ryan Williams

Guests:

Robert Hargreaves, Best Best & Krieger, Carlos Pena, Geovanni Gaxiola, Bruce Underwood

#### 1.2 Pledge of Allegiance

#### 1.3 March Employees Anniversaries

Steve Shepard, 24 years

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The Board of Directors congratulated Steve on his 24 years of service with the District. They thanked him for his hard work and dedication throughout the 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.*

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No public comment. President Duran thanked the public for their attendance.

### **3. CONSENT CALENDAR**

3.1 Approve March 4, 2020 Special Meeting Minutes

3.2 Approve Warrants for February 6, 2020 to March 4, 2020

3.3 Approve Summary of Cash and Investments for January 2020

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### 3.4 Declare Surplus Equipment and Authorize Disposition of Surplus Items

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Director Coleman abstained from the vote on the meeting minutes of March 4, 2020 due to his absence. Vice President Sear requested more information on the security camera purchase from Southwest Networks.

#### **ACTION TAKEN:**

**MOTION:** Director Teague made a motion to approve the consent calendar as presented. Secretary Canero seconded the motion. Motion carried by the following vote: 5 ayes  
**MINUTE ORDER NO. 2020-2993**

## **4. PUBLIC HEARING**

### 4.1 Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections

- General Notice and Call
- President Announces Public Hearing Procedures
- General Manager's Report
- President Declares Public Hearing Open
- Public Comments
- President Declares Public Hearing Closed
- Board Discussion

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General Manager Beverli Marshall gave a presentation of the three (3) proposed maps defining the five (5) wards. President Duran declared the public hearing open at 1:29 p.m. Three (3) members of the public were present. Carlos Pena inquired about the District's boundary and sphere of influence and if there are any plans to expand service north of Avenue 40. Ms. Marshall replied that at this time there are no plans to do so. Bruce Underwood asked what prompted the District to switch over to ward-based elections. Ms. Marshall informed him that many Districts have been made to switch by way of lawsuits and Valley Sanitary District plans to be proactive and make the switch before a potential lawsuit could occur. This allows the District more time to go through the process at its own pace. President Duran stated that he feels the Board has represented the City of Indio well, but this will ensure that all groups are represented. President Duran declared the public hearing closed at 1:39 p.m. A short discussion took place regarding Spanish surnames and voter age population. Ms. Marshall also stated that with every census the maps should be reviewed and adjusted as needed.

## **5. NON-HEARING ITEMS**

### 5.1 Presentation by Ryan Williams, Maintenance Supervisor, on the Utility Management Conference

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Ryan Williams, Maintenance Supervisor gave an overview of the Utility Management Conference he attended in Orange County. He was able to network with people from all over the world. Asset Management was the hot topic. He had the opportunity to talk with other agencies that use the same asset management program the District uses which

was very helpful and informational. Ryan thanked the Board for the opportunity to attend the conference.

## 5.2 Adopt Valley Sanitary District's Strategic Plan 2020

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Ms. Marshall presented the Draft Strategic Plan 2020. The Board held two (2) public workshops to discuss and define the District's mission, vision, values, and goals. The Input from the Board, as well as staff was compiled into the final draft document, which includes objectives, targeted outcomes, and deadlines. The document will be used to guide future Board discussions, prioritization of resources, and policy decisions.

### **ACTION TAKEN:**

**MOTION:** Vice President Sear made a motion to adopt the Valley Sanitary District Strategic Plan 2020. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

**MINUTE ORDER NO. 2020-2994**

## 5.3 Discuss and Adopt Employee Recognition and Expression of Sympathy Policy

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A policy to formalize how and when employees and directors will be recognized for milestones, achievements, and personal events.

### **ACTION TAKEN:**

**MOTION:** Director Teague made a motion to adopt the Valley Sanitary District Employee Recognition and Expressions of Sympathy Policy. Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

**MINUTE ORDER NO. 2020-2995**

## 5.4 Staff Update

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Ms. Marshall gave an update on the COVID-19 situation. Currently there are four (4) confirmed cases within Riverside County. The District is not properly staffed in terms of doing regular business, but staff is doing the best it can in terms of the growing situation. The State Water Board gave approval for the District to utilize a Grade II operator as a lone operator for the next six months while the District tried to staff the two open operator positions. The District can also utilize retired operators as temporary employees for some relief. She states that the business continuity plan has not been recently updated but is still applicable. If need be the District would go to minimal staffing. Ian Wilson, Chief Plant Operator has done a great job of altering schedules as needed. President Duran invited Dr. Bruce Underwood to comment on COVID-19. He

recommended food and other products to help boost the immunity system. Ms. Marshall gave an update on One Stop Shoppe.

**6. 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.*

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Director Coleman informed the board of his upcoming phone interview for the CSDA vacancy he is looking to fill.

**7. CONVENE IN CLOSED SESSION**

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

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The board adjourned to closed session at 2:56 p.m.

**8. CONVENE IN OPEN SESSION**

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The board reconvened to open session at 3:23 p.m. President Duran stated there was nothing to report.

**9. INFORMATIONAL ITEMS**

- 9.1 Combined Monthly Account Summary January 2020  
9.2 Monthly Income Summary January 2020

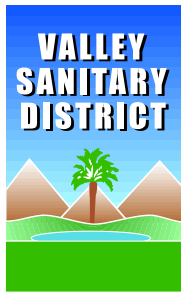
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**10. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned in honor of Dr. David Duffner at 3:25 p.m. The next special board meeting will be held March 17, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**Valley Sanitary District  
Board of Directors Meeting  
March 17, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Joanne Padgham, Administration & Finance Manager

SUBJECT: **Budget Study Session**

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

**Executive Summary**

The purpose of this report is for the Board to review the draft budget for fiscal year 2020/21 and provide direction to staff regarding the final budget.

**Fiscal Impact**

The fiscal impact from the draft Operations & Maintenance budget is approximately \$2.04 million.

**Background**

This item is for the Board to be introduced to the draft fiscal year 2020/21 Operations & Maintenance Budget (Attachment A). Due to the new Organizational Chart, the budget is for a single year in each department, but comparative with the prior year in the Combined Budget on page 2.1. Notable changes:

- Sewer Service calculated at the proposed rate of \$330 per EDU.
- Boot allowance increased from \$225 to \$250 per employee.
- Travel, meetings & education increased from \$1,250 to \$2,000 per employee.
- Items previously classified as Fund 11 O & M have been added to the respective department budgets.
- The Salary Schedule has been updated to reflect the following:
  - COLA increase of 3%.

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- Level classifications adjusted to reflect gap of 10% between each level for Collections, Development Services, Environmental Compliance, Laboratory, Maintenance, and Operator classifications.
- Equity adjustments for supervisory classifications to reflect the comparable agency “mean” and maintain internal parity for classifications with similar reporting responsibilities.
  - Annual overall wage increase \$43,536
  - Annual overall CalPERS increase \$4,596
- Equity adjustments for management classifications to reflect the comparable agency “mean”.
  - Annual overall wage increase \$99,024
  - Annual overall CalPERS increase \$12,405
- CalPERS contributions of 12.527% for Tier I employees and 7.874% for Tier II employees.
- In addition to filling vacant positions, increased staffing based on staffing analysis report, from 31 to 39 authorized positions, to include:
  - Electrical/Instrumentation Supervisor (authorized February 2020)
  - Engineering Technician
  - Development Services Supervisor
  - Collection Systems Technician
  - Utility Worker
  - Wastewater Operator (2 positions)
  - Human Resource Technician

A breakdown for each proposed position is attached (Attachment B).

- Directors fees increased by \$10,000
- In addition to staffing increases, the following new items have been included:
  - **OPERATIONS**
    - Four ammonia/nitrate sensors \$50,000
    - One solar mixer for pond 3 \$50,000
    - Three reagentless CL2 analyzers \$35,000
    - SCADA & plant upgrades \$109,635
  - **MAINTENANCE**
    - Safety training increased from \$20,000 to \$50,000
  - **COLLECTIONS**
    - Emergency Response consultant \$10,000
  - **ADMINISTRATION**
    - Rebranding consultant and implementation \$100,000
    - Outreach and social media \$100,000
    - Grant assistance \$100,000
    - Election costs of \$70,000 for the November 2020

- Sewer use rate and capacity fee study \$70,000
- Computer on-site consultant \$39,500
- Annual newsletter \$25,000
- State advocacy consultant \$30,000
- Sewer rate tax roll assistance \$18,000
- Business Continuity Plan consultant \$10,000

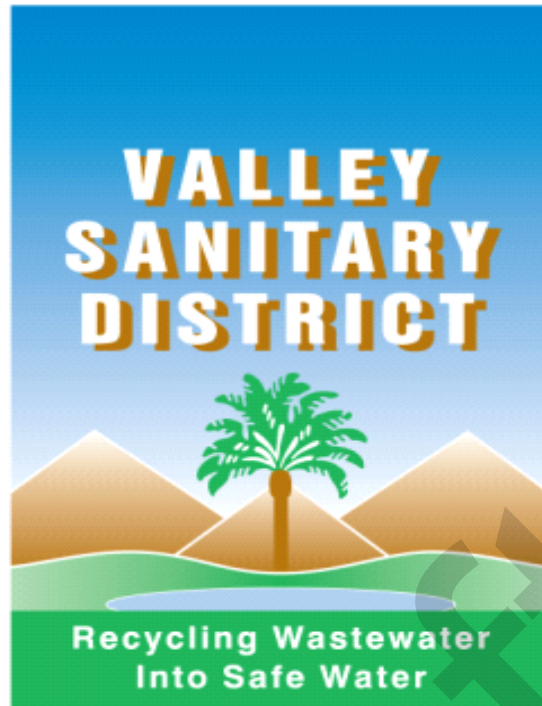
**Recommendation**

Staff recommends that the Board review the draft budget for fiscal year 2020/21 and provide direction to staff.

**Attachments**

Attachment A: Draft Fiscal Year 2020/21 Budget

Attachment B: Breakdown of costs for each proposed position



**Operations & Maintenance Budget  
Fiscal Year 2020/2021**

***Board of Directors***

Mike Duran, President

Scott A. Sear, Vice-President

Debra A. Canero, Secretary

Dennis M. Coleman, Director

William R. Teague, Director

***General Manager***

Beverli A. Marshall



**Wage Schedule Effective July 1, 2020**

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>
Accounting Technician	4,854	5,097	5,352	5,620	5,901	6,196	6,505
Administrative Assistant	4,403	4,623	4,855	5,097	5,352	5,620	5,901
Assistant Engineer	5,900	6,195	6,505	6,830	7,171	7,530	7,906
Associate Engineer	7,375	7,744	8,131	8,537	8,964	9,412	9,883
Collection System Tech-in-Training	3,804	3,994	4,194	4,403	4,624	4,855	5,097
Collection System Tech I	4,403	4,623	4,855	5,097	5,352	5,620	5,901
Collection System Tech II	4,844	5,086	5,340	5,607	5,887	6,182	6,491
Collection System Tech III	5,328	5,594	5,874	6,168	6,476	6,800	7,140
Development Services Tech I	4,486	4,710	4,946	5,193	5,453	5,725	6,012
Development Services Tech II	4,935	5,181	5,440	5,712	5,998	6,298	6,613
Development Services Tech II (Y-rated)					7,907	8,303	8,718
Development Services Tech III	5,428	5,699	5,984	6,284	6,598	6,928	7,274
Electrician/Inst Tech I	4,467	4,690	4,925	5,171	5,430	5,701	5,986
Electrician/Inst Tech II	4,914	5,159	5,417	5,688	5,973	6,271	6,585
Electrician/Inst Tech III	5,405	5,675	5,959	6,257	6,570	6,898	7,243
Engineering Technician	4,935	5,181	5,440	5,712	5,998	6,298	6,613
Environmental Comp Tech I	4,230	4,442	4,664	4,897	5,142	5,399	5,669
Environmental Comp Tech II	4,653	4,886	5,130	5,386	5,656	5,939	6,235
Environmental Comp Tech III	5,118	5,374	5,643	5,925	6,221	6,532	6,859
Human Resources Specialist	5,599	5,879	6,173	6,482	6,806	7,146	7,503
Lab Technician I	4,183	4,392	4,612	4,842	5,084	5,339	5,606
Lab Technician II	4,601	4,831	5,073	5,327	5,593	5,873	6,166
Lab Technician III	5,061	5,315	5,580	5,859	6,152	6,460	6,783
Maintenance Tech-in-Training	3,804	3,994	4,194	4,403	4,624	4,855	5,097
Maintenance Tech I	4,193	4,403	4,623	4,854	5,097	5,352	5,619
Maintenance Tech II	4,612	4,843	5,085	5,339	5,606	5,887	6,181
Maintenance Tech III	5,074	5,327	5,594	5,873	6,167	6,475	6,799
Management Analyst	5,494	5,769	6,057	6,360	6,678	7,012	7,362
Procurement Technician	4,403	4,623	4,854	5,097	5,352	5,619	5,900
Utility Worker	3,994	4,194	4,403	4,624	4,855	5,097	5,352
Wastewater Operator-in-Training	3,994	4,194	4,403	4,624	4,855	5,097	5,352
Wastewater Operator I	4,623	4,855	5,097	5,352	5,620	5,901	6,196
Wastewater Operator II	5,086	5,340	5,607	5,887	6,182	6,491	6,815
Wastewater Operator III	5,594	5,874	6,168	6,476	6,800	7,140	7,497
Collection System Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Laboratory Supervisor	6,993	7,343	7,710	8,095	8,500	8,925	9,371
Maintenance Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Wastewater Operations Supervisor	6,993	7,343	7,710	8,095	8,500	8,925	9,371
Development Services Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Electrical/Instrumentation Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Business Services Manager	10,559	11,087	11,641	12,223	12,835	13,476	14,150
Engineering Services Manager	11,218	11,779	12,368	12,986	13,636	14,317	15,033
Facility Operations Manager	8,816	9,257	9,720	10,206	10,716	11,252	11,814
General Manager (Contract)							19,313

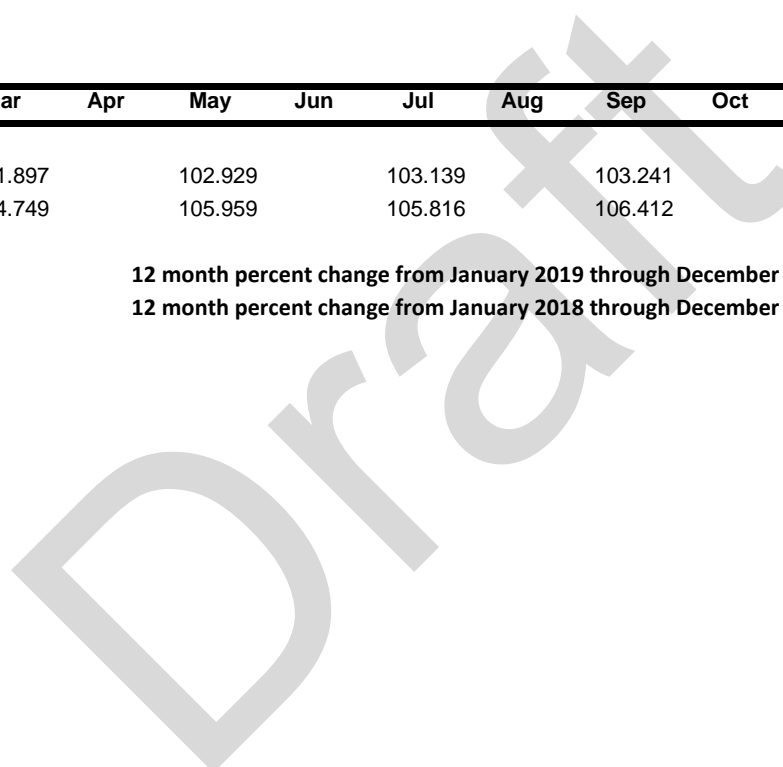
**CPI-All Urban Consumers (Current Series)**  
**Original Data Value**

**Series Id:** CUURS49CSA0  
**Not Seasonally Adjusted**  
**Series Title:** All items in Riverside-San Bernardino-Ontario, CA,  
**Area:** Riverside-San Bernardino-Ontario, CA  
**Item:** All items  
**Base Period:** DECEMBER 2017=100  
**Years:** 2017 to 2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2017												100.000			
2018	100.916		101.897		102.929		103.139		103.241		103.616		102.732	102.023	103.441
2019	103.991		104.749		105.959		105.816		106.412		106.573		105.697	104.998	106.397

12 month percent change from January 2019 through December 2019 = **2.965**

12 month percent change from January 2018 through December 2018 = **2.732**



**DEPARTMENT: COMBINED**

ACCOUNT #	ACCOUNT TITLE	2019/2020 CURRENT BUDGET (31 Staff)	2019/2020 ANTICIPATED CLOSE	2020/2021 BUDGET REQUEST (39 Staff)	BUDGET VARIANCE	PERCENT VARIANCE
11-5030-400-0	SALARIES	2,615,000	2,570,850	3,331,492	716,492	27.40%
11-5070-400-0	OVERTIME	19,500	24,000	24,500	5,000	25.64%
11-5080-400-0	CALLOUT	9,000	15,600	15,600	6,600	73.33%
11-5090-400-0	STANDBY	38,000	35,500	41,000	3,000	7.89%
	<b>TOTAL SALARIES</b>	<b>2,681,500</b>	<b>2,645,950</b>	<b>3,412,592</b>	<b>731,092</b>	<b>27.26%</b>
11-5110-400-0	LONGEVITY	37,000	35,100	37,900	900	2.43%
11-5112-400-0	RETIREMENT	269,500	247,200	352,925	83,425	30.96%
11-5116-400-0	PAYROLL TAXES	205,200	205,600	261,300	56,100	27.34%
11-5118-400-0	UNEMPLOYMENT INSURANCE	-	250	-	-	0.00%
11-5122-400-0	WORKERS COMPENSATION	47,400	47,700	69,685	22,285	47.01%
11-5124-400-0	GROUP LIFE INSURANCE	6,650	6,100	8,220	1,570	23.61%
11-5126-400-0	GROUP HEALTH INSURANCE	440,700	405,500	578,000	137,300	31.15%
11-5128-400-0	DENTAL/VISION INSURANCE	30,500	38,200	24,210	(6,290)	-20.62%
11-5132-400-0	DISABILITY INSURANCE	13,750	12,000	11,100	(2,650)	-19.27%
11-5152-400-0	CLOTHING/SAFETY	39,625	22,000	30,950	(8,675)	-21.89%
	<b>TOTAL BENEFITS</b>	<b>1,090,325</b>	<b>1,019,650</b>	<b>1,374,290</b>	<b>283,965</b>	<b>26.04%</b>
		<b>3,771,825</b>	<b>3,665,600</b>	<b>4,786,882</b>	<b>1,015,057</b>	<b>26.91%</b>
11-5150-400-0	DIRECTORS' FEES	36,500	47,250	46,500	10,000	27.40%
11-5225-400-0	ELECTION	-	-	70,000	70,000	100.00%
11-5250-400-0	GAS/OIL	52,000	32,000	52,000	-	0.00%
11-5300-400-0	COMPREHENSIVE INSURANCE	296,500	296,500	296,500	-	0.00%
11-5350-400-0	MEMBERSHIPS/SUBSCRIPTIONS	32,860	40,000	40,695	7,835	23.84%
11-5400-400-0	OFFICE EXPENSE	16,000	12,000	16,000	-	0.00%
11-5410-400-0	COUNTY/CITY CHARGES	22,000	22,000	22,000	-	0.00%
11-5420-400-0	PERMITS & FEES	88,450	90,000	93,650	5,200	5.88%
11-5430-400-0	PRETREATMENT	1,000	1,000	-	(1,000)	-100.00%
11-5450-400-0	OPERATING SUPPLIES	160,500	140,000	315,200	154,700	96.39%
11-5470-400-0	CHEMICALS	383,770	330,000	392,560	8,790	2.29%
11-5500-400-0	CONTRACT SERVICES	417,110	350,000	980,985	563,875	135.19%
11-5550-400-0	PROFESSIONAL/LEGAL	269,230	276,000	355,450	86,220	32.02%
11-5600-400-0	PUBLICATIONS	4,500	1,900	2,000	(2,500)	-55.56%
11-5700-400-0	REPAIRS/MAINTENANCE	592,200	500,000	624,120	31,920	5.39%
11-5720-400-0	SMALL TOOLS	31,500	31,500	33,500	2,000	6.35%
11-5750-400-0	RESEARCH	92,800	50,000	100,000	7,200	7.76%
11-5800-400-0	TRAVEL/MTGS/EDUCATION	81,250	105,000	186,000	104,750	128.92%
11-5801-400-0	CERTIFICATIONS/TCPS	8,794	8,000	13,110	4,316	49.08%
11-5901-400-0	TELEPHONE	19,500	22,000	20,500	1,000	5.13%
11-5902-400-0	ELECTRICITY	519,000	575,000	607,750	88,750	17.10%
11-5903-400-0	NATURAL GAS	5,000	5,000	6,000	1,000	20.00%
11-5904-400-0	TRASH COLLECTION	35,000	30,000	25,500	(9,500)	-27.14%
11-5905-400-0	UTILITY WATER	28,500	20,000	21,500	(7,000)	-24.56%
11-5950-400-0	OTHER EXPENSES	35,000	27,000	50,000	15,000	42.86%
11-9160-000-0	REFUNDING BONDS	466,425	466,425	467,729	1,304	0.28%
11-3650-000-0	CWSRF LOAN PAYMENT	553,361	553,361	553,361	-	0.00%
11-8660-000-0	GENERAL FACILITIES	235,000	235,000	120,000	(115,000)	-48.94%
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>4,483,750</b>	<b>4,266,936</b>	<b>5,512,610</b>	<b>1,028,860</b>	<b>22.95%</b>
	<b>TOTAL OPERATING &amp; MAINTENANCE BUDGET</b>	<b>8,255,575</b>	<b>7,932,536</b>	<b>10,299,492</b>	<b>2,043,917</b>	<b>24.76%</b>

**DEPARTMENTAL BUDGET REQUEST SUMMARY**

**2020/2021 BUDGET**

ACC NO.	DESCRIPTION	ENGINEERING & COLLECTIONS	OPERATIONS	ADMIN	TOTAL
11-5030-400-0	SALARIES	1,031,492	1,691,700	689,400	3,412,592
11-5110-400-0	LONGEVITY	8,500	26,400	3,000	37,900
11-5112-400-0	RETIREMENT	106,000	170,425	76,500	352,925
11-5116-400-0	PAYROLL TAXES	79,000	129,500	52,800	261,300
11-5118-400-0	UNEMPLOYMENT INSURANCE	-	-	-	-
11-5122-400-0	WORKERS COMPENSATION	21,735	46,300	1,650	69,685
11-5124-400-0	GROUP LIFE INSURANCE	2,500	4,170	1,550	8,220
11-5126-400-0	GROUP HEALTH INSURANCE	163,200	290,500	124,300	578,000
11-5128-400-0	DENTAL/VISION INSURANCE	7,020	12,720	4,470	24,210
11-5132-400-0	DISABILITY INSURANCE	3,340	5,760	2,000	11,100
11-5152-400-0	CLOTHING/SAFETY	9,500	21,450	-	30,950
	<b>TOTAL BENEFITS</b>	<b>400,795</b>	<b>707,225</b>	<b>266,270</b>	<b>1,374,290</b>
	<b>TOTAL SALARIES/BENEFITS</b>	<b>1,432,287</b>	<b>2,398,925</b>	<b>955,670</b>	<b>4,786,882</b>
11-5150-400-0	DIRECTORS' FEES	-	-	46,500	46,500
11-5225-400-0	ELECTION	-	-	70,000	70,000
11-5250-400-0	GAS/OIL	-	52,000	-	52,000
11-5300-400-0	COMPREHENSIVE INSURANCE	-	-	296,500	296,500
11-5350-400-0	MEMBERSHIPS/SUBSCRIPTIONS	2,700	6,350	31,645	40,695
11-5400-400-0	OFFICE EXPENSES	-	-	16,000	16,000
11-5410-400-0	COUNTY/CITY CHARGES	-	-	22,000	22,000
11-5420-400-0	PERMITS & FEES	18,500	72,150	3,000	93,650
11-5430-400-0	PRETREATMENT	-	-	-	-
11-5450-400-0	OPERATING SUPPLIES	5,000	299,200	11,000	315,200
11-5470-400-0	CHEMICALS	-	392,560	-	392,560
11-5500-400-0	CONTRACT SERVICES	140,850	259,435	580,700	980,985
11-5550-400-0	PROFESSIONAL/LEGAL	-	-	355,450	355,450
11-5600-400-0	PUBLICATIONS	-	-	2,000	2,000
11-5700-400-0	REPAIRS/MAINTENANCE	146,700	453,920	23,500	624,120
11-5720-400-0	SMALL TOOLS	2,000	31,500	-	33,500
11-5750-400-0	RESEARCH	-	100,000	-	100,000
11-5800-400-0	TRAVEL/MTGS/EDUCATION	22,000	104,000	60,000	186,000
11-5801-400-0	CERTIFICATIONS/TCPS	4,910	7,950	250	13,110
11-5901-400-0	TELEPHONE	-	-	20,500	20,500
11-5902-400-0	ELECTRICITY	4,000	603,750	-	607,750
11-5903-400-0	NATURAL GAS	-	6,000	-	6,000
11-5904-400-0	TRASH COLLECTION	-	25,500	-	25,500
11-5905-400-0	UTILITY WATER	6,500	15,000	-	21,500
11-5950-400-0	OTHER EXPENSES	10,000	30,000	10,000	50,000
11-9160-000-0	REFUNDING BONDS	-	-	467,729	467,729
11-3650-000-0	CWSRF LOAN PAYMENT	-	-	553,361	553,361
	<b>TOTAL SERVICES &amp; SUPPLIES</b>	<b>363,160</b>	<b>2,459,315</b>	<b>2,570,135</b>	<b>5,392,610</b>
	<b>TOTAL OPERATING &amp; MAINTENANCE BUDGET</b>	<b>1,795,447</b>	<b>4,858,240</b>	<b>3,525,805</b>	<b>10,179,492</b>



**BUDGET REVENUE PROJECTIONS****2020/2021 BUDGET**

ACCOUNT #	ACCOUNT TITLE	2018/2019 REVENUE PROJECTIONS	2018/2019 ANTICIPATED CLOSE	2018/2019 BUDGET VARIANCE	2019/2020 REVENUE PROJECTIONS
<b>FUND 11</b>					
OPERATING REVENUES:					
11-4120-000-0	SEWER SERVICE - CURRENT	11,005,080	11,005,080	-	11,979,000 (1)
11-4140-000-0	SEWER SERVICE - PENALTIES	1,000	-	(1,000)	-
11-4210-000-0	PERMIT/INSPECTION FEES	10,000	25,000	15,000	15,000
11-4270-000-0	PLAN CHECK FEES	10,000	10,000	-	10,000
11-4285-000-0	OTHER SERVICES	1,800	1,900	100	1,800
11-4310-000-0	SALE OF SURPLUS PROPERTY	-	2,500	2,500	-
SUB-TOTALS:		11,027,880	11,044,480	16,600	12,005,800
NON-OPERATING REVENUES:					
11-4510-000-0	INTEREST REVENUE	140,000	400,000	260,000	500,000
11-4430-000-0	TAXES - CURRENT SECURED	700,000	700,000	-	800,000
11-4440-000-0	TAXES - CURRENT UNSECURED	21,000	25,000	4,000	25,000
11-4450-000-0	TAXES - PRIOR SECURED	6,000	6,000	-	10,000
11-4460-000-0	TAXES - PRIOR UNSECURED	-	-	-	-
11-4465-000-0	TAXES - PENALTIES	1,500	1,500	-	-
11-4470-000-0	TAXES - SUPPLEMENTAL CURRENT	7,000	7,000	-	6,000
11-4480-000-0	TAXES - SUPPLEMENTAL PRIOR	3,200	3,200	-	4,000
11-4500-000-0	HOMEOWNER'S TAX RELIEF	6,000	6,000	-	6,000
11-4574-000-0	NON-OPERATING REVENUE	500	500	-	500
SUB-TOTALS:		885,200	1,149,200	264,000	1,351,500
<b>FUND 11 GRAND TOTALS:</b>		<b>11,913,080</b>	<b>12,193,680</b>	<b>280,600</b>	<b>13,357,300</b>
<b>FUND 13</b>					
13-4200-000-0	CONNECTION CHARGES	895,650	1,200,000	304,350	748,000 (2)
SUB-TOTALS		895,650	1,200,000	304,350	748,000
NON-OPERATING REVENUES					
13-4510-000-0	INTEREST REVENUE	55,000	120,000	65,000	120,000
SUB-TOTALS		55,000	120,000	65,000	120,000
<b>FUND 13 GRAND TOTALS:</b>		<b>950,650</b>	<b>1,320,000</b>	<b>369,350</b>	<b>868,000</b>
<b>TOTAL REVENUES:</b>		<b>12,863,730</b>	<b>13,513,680</b>	<b>649,950</b>	<b>14,225,300</b>

(1) AT \$330/EDU (2) AT \$4,400/EDU

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## PROJECTED REVENUE

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### FUND 11

<b>11-4120-000-0</b> <b>Sewer Service - Current</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$11,979,000</b>
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SEWER SERVICE - CURRENT: Sewer service revenue for the FY 2019/2020 was based on 35,606 Equivalent Dwelling Units (EDUs) of service at an annual rate of \$313 per EDU. Anticipated sewer service revenue for the FY 2020/2021 is based on 36,300 EDUs at an annual rate of \$330.

<b>11-4140-000-0</b> <b>Sewer Service - Penalties</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$0</b>
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SEWER SERVICE - PENALTIES: Penalties imposed by the county on late tax bill payments for sewer use.

<b>11-4210-000-0</b> <b>Permit/Inspection Fees</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$15,000</b>
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PERMIT/INSPECTION FEES: Estimated for lateral and mainline inspections.

<b>11-4270-000-0</b> <b>Plan Check Fees</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$10,000</b>
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PLAN CHECK FEES: Anticipated revenue is based on a \$150 per hour fee with one hour minimum fee for plan checking.

<b>11-4285-000-0</b> <b>Other Services</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$1,800</b>
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OTHER SERVICES: Income for administrative services provided for the VSD 2004 Assessment District.

<b>11-4430-000-0</b> <b>Taxes - Current Secured</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$800,000</b>
--	--

CURRENT SECURED REVENUES: Secured property is generally non-movable property, such as houses, buildings, etc. Revenues are based on general valuation. The portion of revenue designated for special districts is 1%. Of this 1%, VSD received .00028856% of the general purpose funds county-wide for 2018/2019. The Assembly Bill 8 (AB8) factor for 2019/2020 is .00028257%. At the time of budget preparation the 2020/2021 factor had not been calculated by the County. The factor will be calculated around September 2020.

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## PROJECTED REVENUE

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<b>11-4440-000-0</b> <b>Taxes - Current Unsecured</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$25,000</b>
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CURRENT UNSECURED: Unsecured property includes items such as motor homes, airplanes, boats and other moveable personal property. The portion of revenue designated for special districts is 1%. Of this 1%, VSD received .00028856% of the general purpose funds county-wide for 2018/2019. The Assembly Bill 8 (AB8) factor for 2019/2020 is .00028257%. At the time of budget preparation the 2020/2021 factor had not been calculated by the County. The factor will be calculated around September 2020.

<b>11-4450-000-0</b> <b>Taxes - Prior Secured</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$10,000</b>
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PRIOR SECURED: Prior secured payments are received for prior year taxes, are similar to secured, and the revenue is based on the same formula.

<b>11-4460-000-0</b> <b>Taxes - Prior Unsecured</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$0</b>
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PRIOR UNSECURED: Funds derived from prior unsecured properties are similar to unsecured properties mentioned above; however, these payments are for prior year taxes. The revenue is based on the same formula. Estimated revenue is based on current year activity.

<b>11-4465-000-0</b> <b>Taxes - Prior Secured Penalties</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$0</b>
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TAXES – PENALTIES: Penalties imposed by the county on late tax bill payments on tax revenue.

<b>11-4470-000-0</b> <b>Supplemental - Current</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$6,000</b>
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SUPPLEMENTAL CURRENT: Funds derived from supplemental tax roll changes due to sale of property or new construction. Since July 1983, state law requires the County Assessor to reappraise property as of the date of change in ownership or completion of new construction rather than at the next tax year.

<b>11-4480-000-0</b> <b>Supplemental Taxes - Prior</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$4,000</b>
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SUPPLEMENTAL PRIOR: Funds derived as mentioned above, for prior year.

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## PROJECTED REVENUE

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**11-4500-000-0**  
**Homeowner's Tax Relief**

**FY 2020/2021**  
**Budget Request**  
**\$6,000**

HOMEOWNER'S TAX RELIEF: The portion of tax funds replaced by state resources for tax relief for homeowners. For example, if a homeowner's exemption deducts \$7,000 of the property's valuation for calculating the property owner's tax, the state replaces the taxes that the \$7,000 valuation would have provided to the county.

**11-4510-000-0**  
**Interest Revenue**

**FY 2020/2021**  
**Budget Request**  
**\$500,000**

INTEREST REVENUE: Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust. The quarterly percentage rate earned averaged 1.8% from LAIF and CalTrust for the period of 1/31/19 to 12/31/19.

**11-4574-000-0**  
**Non-Operating Revenues**

**FY 2020/2021**  
**Budget Request**  
**\$500**

NON-OPERATING REVENUES: This account includes revenue from other undefined sources.

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PROJECTED REVENUE

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FUND 13

<b>13-4200-000-0</b>	<b>FY 2020/2021</b>
<b>Connection Fees</b>	<b>Budget Request</b>
	<b>\$748,000</b>

Total Anticipated Connections	200
Less Anticipated Connections paid by AD 2004 VSD or Prepayment Agreement	(30)
Anticipated Connections that are not in AD or prepaid	<u>170</u>

2020/2021 Connection Capacity Fee: \$4,400 per equivalent dwelling unit (EDU).

<b>13-4510-000-0</b>	<b>FY 2020/2021</b>
<b>Interest Revenue</b>	<b>Budget Request</b>
	<b>\$120,000</b>

INTEREST REVENUE: Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust. The quarterly percentage rate earned averaged 1.8% from LAIF and CalTrust for the period of 1/31/19 to 12/31/19.

Draft

**DEPARTMENT: ENGINEERING/COLLECTIONS**

ACCOUNT #	ACCOUNT TITLE	2020/2021 BUDGET REQUEST <i>(12 Staff)</i>
11-5030-410-1	SALARIES	1,004,592
11-5070-410-1	OVERTIME	1,600
11-5080-410-1	CALLOUT	6,300
11-5090-410-1	STANDBY	19,000
	TOTAL SALARIES	1,031,492
11-5110-410-1	LONGEVITY	8,500
11-5112-410-1	RETIREMENT	106,000
11-5116-410-1	PAYROLL TAXES	79,000
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	21,735
11-5124-410-1	GROUP LIFE INSURANCE	2,500
11-5126-410-1	GROUP HEALTH INSURANCE	163,200
11-5128-410-1	DENTAL/VISION INSURANCE	7,020
11-5132-410-1	DISABILITY INSURANCE	3,340
11-5152-410-1	CLOTHING/SAFETY	9,500
	TOTAL BENEFITS	400,795
		1,432,287
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	2,700
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	18,500
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	5,000
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	140,850
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	146,700
11-5720-410-1	SMALL TOOLS	2,000
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	22,000
11-5801-410-1	CERTIFICATIONS/TCPS	4,910
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	4,000
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	6,500
11-5950-410-1	OTHER EXPENSES	10,000
	CAPITAL O & M FUND	-
	TOTAL SERVICES & SUPPLIES	363,160
	TOTAL OPERATING & MAINTENANCE BUDGET	1,795,447

**DEPARTMENT: ENGINEERING**2020/2021  
BUDGET  
REQUEST  
*(6 Staff)*

ACCOUNT #	ACCOUNT TITLE	
11-5030-410-1	SALARIES	608,842
11-5070-410-1	OVERTIME	-
11-5080-410-1	CALLOUT	-
11-5090-410-1	STANDBY	-
TOTAL SALARIES		608,842
11-5110-410-1	LONGEVITY	6,000
11-5112-410-1	RETIREMENT	67,000
11-5116-410-1	PAYROLL TAXES	46,600
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	10,310
11-5124-410-1	GROUP LIFE INSURANCE	1,400
11-5126-410-1	GROUP HEALTH INSURANCE	58,500
11-5128-410-1	DENTAL/VISION INSURANCE	2,370
11-5132-410-1	DISABILITY INSURANCE	1,990
11-5152-410-1	CLOTHING/SAFETY	-
TOTAL BENEFITS		194,170
		803,012
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	-
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	-
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	-
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	-
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	-
11-5720-410-1	SMALL TOOLS	-
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	-
11-5801-410-1	CERTIFICATIONS/TCPS	-
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	-
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	-
11-5950-410-1	OTHER EXPENSES	-
TOTAL SERVICES & SUPPLIES		-
TOTAL OPERATING & MAINTENANCE BUDGET		803,012

**DEPARTMENT: COLLECTIONS**2020/2021  
BUDGET  
REQUEST  
*(6 Staff)*

ACCOUNT #	ACCOUNT TITLE	
11-5030-410-1	SALARIES	395,750
11-5070-410-1	OVERTIME	1,600
11-5080-410-1	CALLOUT	6,300
11-5090-410-1	STANDBY	19,000
TOTAL SALARIES		422,650
11-5110-410-1	LONGEVITY	2,500
11-5112-410-1	RETIREMENT	39,000
11-5116-410-1	PAYROLL TAXES	32,400
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	11,425
11-5124-410-1	GROUP LIFE INSURANCE	1,100
11-5126-410-1	GROUP HEALTH INSURANCE	104,700
11-5128-410-1	DENTAL/VISION INSURANCE	4,650
11-5132-410-1	DISABILITY INSURANCE	1,350
11-5152-410-1	CLOTHING/SAFETY	9,500
TOTAL BENEFITS		206,625
		629,275
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	2,700
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	18,500
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	5,000
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	140,850
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	146,700
11-5720-410-1	SMALL TOOLS	2,000
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	22,000
11-5801-410-1	CERTIFICATIONS/TCPS	4,910
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	4,000
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	6,500
11-5950-410-1	OTHER EXPENSES	10,000
	CAPITAL O & M FUND	-
TOTAL SERVICES & SUPPLIES		363,160
TOTAL OPERATING & MAINTENANCE BUDGET		992,435



## COLLECTIONS

<b>11-5152-410-1</b>	<b>FY 2020/2021</b>
<b>Clothing</b>	<b>Budget Request</b>
	<b>\$9,500</b>

**Justification:**

Covers supply of uniforms, laundry service, safety steel-toe boots, safety vests & glasses, gloves, hard hats, etc.

- |   |       |
|---|-------|
| • Cintas uniforms-ten (10) employees            | 5,500 |
| • Gloves-ten (10) employees                     | 1,500 |
| • Boots-ten (10) employees (\$250 per employee) | 2,500 |

<b>11-5350-410-1</b>	<b>FY 2020/2021</b>
<b>Memberships/Subscriptions</b>	<b>Budget Request</b>
	<b>\$2,700</b>

**Justification:**

- |  |       |
|--|-------|
| • California Water Environment Association (CWEA) membership renewal for eleven (11) staff members at \$200 each (Ron add extra \$150). This membership includes renewal to the Colorado River Basin Local Section | 2,350 |
| • <u>NASSCO Inc:</u><br>National Association of Sewer Service Companies; updates new criteria related to PACP Inspection Standards   | 350   |

<b>11-5420-410-1</b>	<b>FY 2020/2021</b>
<b>Permits &amp; Fees</b>	<b>Budget Request</b>
	<b>\$18,500</b>

**Justification:**

- |   |        |
|---|--------|
| • State General Waste Discharge annual permit fee (SWRCB) | 16,000 |
| • City of Indio (annual encroachment permit)              | 1,500  |
| • Miscellaneous permits and/or fees                       | 1,000  |

## COLLECTIONS

<b>11-5500-410-1</b>	<b>FY 2020/2021</b>
<b>Contract Services</b>	<b>Budget Request</b>
	<b>\$140,850</b>
• Roach control program	47,500
• Rain for Rent emergency contingency service	25,000
• Lucity program annual renewal	15,000
• Root control program	15,000
• Emergency Response consultant	10,000
• City of Indio - ERICA radio member fee	6,000
• Bentley Enterprise Annual Licensing - SewerGems	4,500
• Verizon Wireless	4,000
• Underground Dig Alert	3,500
• Pipelogix annual renewal	3,000
• ESRI ARCVIEW 10.0 annual renewal	3,000
• Annual monitoring fee/pump stations	2,000
• Miscellaneous contractual services	1,000
• Autocad annual maintenance & helpdesk	1,000
• SPOK Arch wireless beepers	350
<b>11-5700-410-1</b>	<b>FY 2020/2021</b>
<b>Repairs and Maintenance</b>	<b>Budget Request</b>
	<b>\$146,700</b>
• <u>Vactor parts/repairs/planned expenditures:</u>	75,200
1) Contingency for emergency repairs	40,000
2) Vactor oil and lube service	12,000
3) 800 feet of one-inch sewer jet hose	6,600
4) Tires	6,000
5) Nozzles for jetting	3,600
6) High pressure pump parts	2,500
7) Diesel exhaust fluid for new Vactor	1,500
8) One-inch leader hose	1,000
9) Proofer skid for jetting lines	1,000
10) Fire hose	600
11) Tiger tail hose guide	400
• Mainline repair	20,000
• TV van parts and repair	15,000
• Manhole covers	15,000
• Equipment rentals	8,500
• Pump station repairs and parts	11,000
• Equipment repairs	2,000

## COLLECTIONS

<b>11-5720-410-1</b>	<b>FY 2020/2021</b>
<b>Small Tools</b>	<b>Budget Request</b>
	<b>\$2,000</b>

- Miscellaneous small tool acquisition and replacement
2,000

<b>11-5800-410-1</b>	<b>FY 2020/2021</b>
<b>Travel, Meetings, &amp; Education</b>	<b>Budget Request</b>
	<b>\$22,000</b>

**Justification:**

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses.

- Allowance for eleven (11) employees at \$2,000 per employee
22,000

<b>11-5801-410-1</b>	<b>FY 2020/2021</b>
<b>Certifications</b>	<b>Budget Request</b>
	<b>\$4,910</b>

**Justification:**

- State Water Resource Control Board: Operator certification programs

Job Title	Grade	Renewal Fee
Operator TI	I	170
Operator DI	I	170

- California Water Environment Association: Technical certification programs

Collection System Supervisor	CST IV	110
Collection System Tech I (4)	CST I	400
Development Service Tech II	CST I	100
Development Service Tech II	CST IV	110
Allowance for advancement (certification testing)		1,400

- PACP certification for two (2) employees 2,000
- AWWA Grade D4/T3 (District Engineer) 300
- Professional Engineer (PE) (District Engineer & Associate Engineer)  
Due biennially at \$150 150

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## COLLECTIONS

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<b>11-5902-410-1</b> <b>Electricity</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$4,000</b>
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***Justification:***

IID electricity cost for four (4) lift stations: Barrymore, Carver, Vandenberg, and Calhoun.

<b>11-5905-410-1</b> <b>Utility Water</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$6,500</b>
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***Justification:***

Water service from the Indio Water Authority.

<b>11-5950-410-1</b> <b>Other Expenses</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$10,000</b>
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***Justification:***

Miscellaneous expense contingency fund.

Draft

**DEPARTMENT: OPERATIONS/MAINTENANCE/LAB**

ACCOUNT #	ACCOUNT TITLE	2020/2021 BUDGET REQUEST <i>(21 Staff)</i>
11-5030-411-1	SALARIES	1,638,000
11-5070-411-1	OVERTIME	22,400
11-5080-411-1	CALLOUT	9,300
11-5090-411-1	STANDBY	22,000
TOTAL SALARIES		1,691,700
11-5110-411-1	LONGEVITY	26,400
11-5112-411-1	RETIREMENT	170,425
11-5116-411-1	PAYROLL TAXES	129,500
11-5118-411-1	UNEMPLOYMENT INSURANCE	-
11-5122-411-1	WORKERS COMPENSATION	46,300
11-5124-411-1	GROUP LIFE INSURANCE	4,170
11-5126-411-1	GROUP HEALTH INSURANCE	290,500
11-5128-411-1	DENTAL/VISION INSURANCE	12,720
11-5132-411-1	DISABILITY INSURANCE	5,760
11-5152-411-1	CLOTHING/SAFETY	21,450
TOTAL BENEFITS		707,225
		2,398,925
11-5150-411-1	DIRECTORS' FEES	-
11-5225-411-1	ELECTION	-
11-5250-411-1	GAS/OIL	52,000
11-5300-411-1	COMPREHENSIVE INSURANCE	-
11-5350-411-1	MEMBERSHIPS/SUBSCRIPTIONS	6,350
11-5400-411-1	OFFICE EXPENSE	-
11-5410-411-1	COUNTY/CITY CHARGES	-
11-5420-411-1	PERMITS & FEES	72,150
11-5430-411-1	PRETREATMENT	-
11-5450-411-1	OPERATING SUPPLIES	299,200
11-5470-411-1	CHEMICALS	392,560
11-5500-411-1	CONTRACT SERVICES	259,435
11-5550-411-1	PROFESSIONAL/LEGAL	-
11-5600-411-1	PUBLICATIONS	-
11-5710-411-1	REPAIRS/MAINTENANCE	453,920
11-5720-411-1	SMALL TOOLS	31,500
11-5750-411-1	RESEARCH	100,000
11-5800-411-1	TRAVEL/MTGS/EDUCATION	104,000
11-5801-411-1	CERTIFICATIONS/TCPS	7,950
11-5901-411-1	TELEPHONE	-
11-5902-411-1	ELECTRICITY	603,750
11-5903-411-1	NATURAL GAS	6,000
11-5904-411-1	TRASH COLLECTION	25,500
11-5905-411-1	UTILITY WATER	15,000
11-5950-411-1	OTHER EXPENSES	30,000
TOTAL SERVICES & SUPPLIES		2,459,315
TOTAL OPERATING & MAINTENANCE BUDGET		4,858,240

**DEPARTMENT: OPERATIONS**

ACCOUNT #	ACCOUNT TITLE	2020/2021 BUDGET REQUEST <i>(10 Staff)</i>
11-5030-411-1	SALARIES	1,003,000
11-5070-411-1	OVERTIME	16,600
11-5080-411-1	CALLOUT	7,000
11-5090-411-1	STANDBY	19,000
TOTAL SALARIES		1,045,600
11-5110-411-1	LONGEVITY	21,600
11-5112-411-1	RETIREMENT	108,000
11-5116-411-1	PAYROLL TAXES	80,000
11-5118-411-1	UNEMPLOYMENT INSURANCE	-
11-5122-411-1	WORKERS COMPENSATION	28,600
11-5124-411-1	GROUP LIFE INSURANCE	2,400
11-5126-411-1	GROUP HEALTH INSURANCE	146,700
11-5128-411-1	DENTAL/VISION INSURANCE	6,010
11-5132-411-1	DISABILITY INSURANCE	3,350
11-5152-411-1	CLOTHING/SAFETY	9,500
TOTAL BENEFITS		406,160
		1,451,760
11-5150-411-1	DIRECTORS' FEES	-
11-5225-411-1	ELECTION	-
11-5250-411-1	GAS/OIL	52,000
11-5300-411-1	COMPREHENSIVE INSURANCE	-
11-5350-411-1	MEMBERSHIPS/SUBSCRIPTIONS	2,350
11-5400-411-1	OFFICE EXPENSE	-
11-5410-411-1	COUNTY/CITY CHARGES	-
11-5420-411-1	PERMITS & FEES	63,950
11-5430-411-1	PRETREATMENT	-
11-5450-411-1	OPERATING SUPPLIES	230,600
11-5470-411-1	CHEMICALS	392,560
11-5500-411-1	CONTRACT SERVICES	180,185
11-5550-411-1	PROFESSIONAL/LEGAL	-
11-5600-411-1	PUBLICATIONS	-
11-5710-411-1	REPAIRS/MAINTENANCE	107,770
11-5720-411-1	SMALL TOOLS	1,000
11-5750-411-1	RESEARCH	-
11-5800-411-1	TRAVEL/MTGS/EDUCATION	32,000
11-5801-411-1	CERTIFICATIONS/TCPS	4,000
11-5901-411-1	TELEPHONE	-
11-5902-411-1	ELECTRICITY	603,750
11-5903-411-1	NATURAL GAS	6,000
11-5904-411-1	TRASH COLLECTION	25,500
11-5905-411-1	UTILITY WATER	15,000
11-5950-411-1	OTHER EXPENSES	10,000
TOTAL SERVICES & SUPPLIES		1,726,665
TOTAL OPERATING & MAINTENANCE BUDGET		3,178,425

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## OPERATIONS

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<b>11-5152-411-1</b> <b>Clothing</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$9,500</b>
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**Justification:**

Covers supply of uniforms, laundry service, safety steel-toe boots, safety glasses, etc.

- |  |       |
|--|-------|
| • Cintas uniforms-ten (10) employees                 | 6,000 |
| • Gloves, ear plugs, safety items-ten (10) employees | 1,000 |
| • Boots-ten (10) employees (\$250 per employee)      | 2,500 |

<b>11-5250-411-1</b> <b>Gas and Oil</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$52,000</b>
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**Justification:**

SoCo Group - Fuel usage for District vehicles and equipment on and off the plant site

<b>11-5350-411-1</b> <b>Memberships/Subscriptions</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$2,350</b>
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**Justification:**

- |  |       |
|--|-------|
| • California Water Environment Association (CWEA) membership renewal for ten (10) employees @ \$200 each. This membership includes renewal to the Colorado River Basin Local Section | 2,000 |
| • Membership in the Water Environment Federation for Chief Facilities Operator   | 350   |

<b>11-5420-411-1</b> <b>Permits &amp; Fees</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$63,950</b>
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**Justification:**

- |   |        |
|---|--------|
| • Annual NPDES permit fee (SWRCB)                                       | 45,000 |
| • South Coast Air Quality Management District (SCAQMD) facility permits | 15,500 |
| • City of Indio fire service permit                                     | 2,000  |
| • City of Indio alarm system permit                                     | 500    |
| • Occupational Lead Poisoning Prevention/Toxic Substance                | 500    |
| • Hot Spot Program (SCAQMD)   | 250    |
| • Miscellaneous   | 200    |

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## OPERATIONS

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**11-5450-411-1**  
**Operating Supplies**

**FY 2019/2020**  
**Budget Request**  
**\$230,600**

***Justification:***

- |   |        |
|---|--------|
| • Four (4) Ammonia/Nitrate Sensors  | 50,000 |
| • One (1) solar mixer for pond 3  | 50,000 |
| • Polydyne - polymer for belt press sixteen (16) totes at \$3,000 per tote                          | 48,000 |
| • Three (3) reagentless CL2 analyzers   | 35,000 |
| • Miscellaneous operating supplies including reagents for chlorination and dechlorination analyzers | 19,000 |
| • Four (4) belts for belt press at \$3,750 each   | 15,000 |
| • One (1) self dumping hopper for the grit chamber  | 8,000  |
| • First-aid supplies  | 2,000  |
| • Miscellaneous small tools, torches, pliers, small air pumps, etc.                                 | 2,000  |
| • Student materials for distribution for public relations efforts                                   | 1,600  |

Draft



## OPERATIONS

**11-5470-411-1**  
**Chemicals**

**FY 2019/2020**  
**Budget Request**  
**\$392,560**

**Justification:**

The total water reclamation plant discharge for Fiscal Year 2020/2021 is estimated to increase over the year 2019/2020 total flow of 2,100 Million Gallons (MG). This estimated total plant discharge will be used to estimate the cost of the following chemicals.

The estimated flow in MG for 2020/2021 is MG 2,140,000

<b>Sodium Hypochlorite</b>	<b>\$</b>	<b>219,240</b>
Sodium Hypochlorite (Univar) is used to chlorinate the effluent after treatment in order to kill harmful bacteria. Sodium Hypochlorite comes in 12% percent solution and sold by the gallon. The number of lbs of chlorine used at 10 mg/L dosage and 8.34 lbs/MG is		
	LBs	178,476
The cost of the Sodium Hypochlorite based on the number lbs needed divided by 1.147 lbs/gallon of product and at a cost of \$1.38 per gallon is		
	\$	214,731
The projected delivery cost based on \$225 per delivery and expecting 20 deliveries is		
	\$	4,500

<b>Sodium Bisulfite</b>	<b>\$</b>	<b>108,610</b>
Sodium Bisulfite (Univar) helps with the dechlorination process. The estimated total gallons of Sodium Bisulfite for Fiscal Year 2020/2021 is based on the projected plant discharge using 40 gallons per MG usage in GAL		
	Gal	85,600
The projected cost of purchasing the Sodium Bisulfite at \$1.24 per gallon is		
	\$	106,144
The projected delivery cost based on \$123 per delivery and expecting 20 deliveries is		
	\$	2,460

<b>Ferric Chloride</b>	<b>\$</b>	<b>59,710</b>
Ferric Chloride (Univar) helps with the reduction of hydrogen sulfide gas which improves the efficiency of the digester. This calculation is based on the projected plant discharge and 125 pounds per MG. The amount of Ferric Chloride @ 40% solution needed in pounds is		
	LBs	267,500
The cost of the Ferric Chloride based on \$27.20 per MG is		
	\$	58,208
The projected delivery cost based on \$125 per delivery and expecting 12 deliveries is		
	\$	1,500

<b>Calcium Hypochlorite</b>	<b>\$</b>	<b>5,000</b>
Calcium Hypochlorite (Foster-Gardner) comes in powder form and is used for disinfecting the grit chamber.		

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## OPERATIONS

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**11-5500-411-1****Contract Services****FY 2019/2020****Budget Request****\$180,185***Justification:*

• Sludge disposal and transportation	60,000
• Trimax Treatment plant upgrades for SCADA system	45,000
• IT upgrades	15,000
• Trimax -Dredge CPU and input/output modules	14,000
• Trimax-Auto Dialer Installation	13,975
• Trimax-Ammonia analyzer equipment and programming	9,500
• Trimax - Low Fire Programming	7,500
• MCR Technologies - Annual Calibrations	5,000
• Trimax-Waste valve programming	4,660
• Verizon Wireless - cell phone service for five (5) staff positions	3,750
• Around the Clock - after hours answering service	1,800

**11-5710-411-1****Repairs & Maintenance****FY 2019/2020****Budget Request****\$107,770***Justification:*

• Iron sponge media and nets	18,500
• Blower relays, starters and fuses	18,370
• Pond Building Electrical Equipment Upgrade	10,000
• MCC-B and MCC-C breaker upgrade (gl 11-8630-000-0)	9,400
• Boiler panel	8,000
• Two (2) replacement VFD's for the Belt Press	8,000
• replacement power meters	8,000
• Upgrade modulating actuator for the waste valve	6,500
• Contingency	5,000
• Mag-Flow Meter for the Belt Press	4,500
• Influent pump leak and temp sensor relays	3,500
• Ultra-Violet scanner for flare	3,500
• Bubbler level control upgrade at grit chamber	2,500
• Influent pump 4 and 5 relay replacement	2,000

**11-5720-411-1****Small Tools****FY 2019/2020****Budget Request****\$1,000***Justification:*

• Miscellaneous small tool acquisition and replacement	1,000
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## OPERATIONS

<b>11-5800-411-1</b>	<b>FY 2019/2020</b>
<b>Travel, Meetings, &amp; Education</b>	<b>Budget Request</b>
	<b>\$32,000</b>

**Justification:**

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses

- |  |        |
|--|--------|
| • Allowance for ten (10) employees at \$2,000 per employee | 20,000 |
| • Safety training  | 10,000 |
| • NFPA and NEC Training                                    | 2,000  |

<b>11-5801-411-1</b>	<b>FY 2019/2020</b>
<b>Certifications/Technical Certification Programs</b>	<b>Budget Request</b>
	<b>\$4,000</b>

**Justification:**

- State Water Resource Control Board:  
Operator Certification Program

Job Title	Renewal Date	Grade	Renewal Fee
Operator IV	1 Aug 2020	IV	150
Operator III	3	III	450
Operator II	1	II	150
Operator I	5	I	750
Allowance for advancement (certification testing)			2,500

<b>11-5902-411-1</b>	<b>FY 2019/2020</b>
<b>Electricity</b>	<b>Budget Request</b>
	<b>\$603,750</b>

**Justification:**

- |   |         |
|---|---------|
| • IID - The 2020/2021 budget reflects a 17.5% increase over the 2019/2020 anticipated close of \$460,000    | 483,000 |
| • Tesla PPA - The 2020/2021 budget reflects a 5% increase over the 2019/2020 anticipated close of \$115,000 | 120,750 |

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## OPERATIONS

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<b>11-5903-411-1</b> <b>Natural Gas</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$6,000</b>
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***Justification:***

SoCal Gas - Natural gas usage for the Administration, Laboratory, Operations buildings and digester boiler

<b>11-5904-411-1</b> <b>Trash Collection</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$25,500</b>
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***Justification:***

Screenings and grit hauled by Burrtec to Lambs Canyon, California

<b>11-5905-411-1</b> <b>Utility Water</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$15,000</b>
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***Justification:***

Indio Water Authority - Potable water usage at water reclamation plant

<b>11-5950-411-1</b> <b>Other Expenses</b>	<b>FY 2019/2020</b> <b>Budget Request</b> <b>\$10,000</b>
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***Justification:***

Miscellaneous expense contingency fund

**DEPARTMENT: MAINTENANCE**2020/2021  
BUDGET  
REQUEST  
*(8 Staff)*

ACCOUNT #	ACCOUNT TITLE	
11-5030-410-1	SALARIES	405,000
11-5070-410-1	OVERTIME	2,400
11-5080-410-1	CALLOUT	1,000
11-5090-410-1	STANDBY	0
-----		
	TOTAL SALARIES	408,400
-----		
11-5110-410-1	LONGEVITY	3,600
11-5112-410-1	RETIREMENT	44,000
11-5116-410-1	PAYROLL TAXES	31,300
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	11,200
11-5124-410-1	GROUP LIFE INSURANCE	1,150
11-5126-410-1	GROUP HEALTH INSURANCE	111,600
11-5128-410-1	DENTAL/VISION INSURANCE	5,110
11-5132-410-1	DISABILITY INSURANCE	1,560
11-5152-410-1	CLOTHING/SAFETY	8,400
-----		
	TOTAL BENEFITS	217,920
-----		
		626,320
=====		
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	2,075
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	2,500
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	38,500
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	61,400
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	321,150
11-5720-410-1	SMALL TOOLS	22,500
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	66,000
11-5801-410-1	CERTIFICATIONS/TCPS	2,850
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	-
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	-
11-5950-410-1	OTHER EXPENSES	10,000
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	TOTAL SERVICES & SUPPLIES	526,975
=====		
	TOTAL OPERATING & MAINTENANCE BUDGET	1,153,295
=====		
=====		

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## MAINTENANCE

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<b>11-5152-410-1</b>	<b>FY 2020/2021</b>
<b>Clothing</b>	<b>Budget Request</b>
	<b>\$8,400</b>

**Justification:**

Covers supply of uniforms, laundry service, safety steel-toe boots, safety vests & glasses, gloves, hard hats, etc.

- |  |       |
|--|-------|
| • Cintas uniforms-eight (8) employees            | 5,600 |
| • Gloves-eight (8) employees                     | 800   |
| • Boots-eight (8) employees (\$250 per employee) | 2,000 |

<b>11-5350-410-1</b>	<b>FY 2020/2021</b>
<b>Memberships/Subscriptions</b>	<b>Budget Request</b>
	<b>\$2,075</b>

**Justification:**

- |  |       |
|--|-------|
| • California Water Environment Association (CWEA) membership renewal for eight (8) staff members at \$200 each. This membership includes renewal to the Colorado River Basin Local Section | 1,600 |
| • NFPA (National Fire Protection Association)  | 475   |

<b>11-5420-410-1</b>	<b>FY 2020/2021</b>
<b>Permits &amp; Fees</b>	<b>Budget Request</b>
	<b>\$2,500</b>

**Justification:**

- |                                      |       |
|--------------------------------------|-------|
| • Fire Department (fuel tank permit) | 2,500 |
|--------------------------------------|-------|

## MAINTENANCE

<b>11-5450-410-1</b>	<b>FY 2020/2021</b>
<b>Operating Supplies</b>	<b>Budget Request</b>
<b>\$38,500</b>	
• Cintas mats, shop towels, etc.	17,600
• Landscaping supplies	12,500
• 55-gallon cleaning concentrates, cleaning supplies, paper towels, toilet paper, cups, soap, and cleaners	6,400
• <u>Miscellaneous supplies:</u>	2,000
Examples include duct tape, rubber tape, canvas tape, WD-40, greaseless lubricant, wax, lithium grease, wire ties, wire heat shrink tubing, and pipe glue	
<b>11-5550-410-1</b>	<b>FY 2020/2021</b>
<b>Contract Services</b>	<b>Budget Request</b>
<b>\$61,400</b>	
Tree trimming and spraying	15,000
Boiler maintenance service contract	14,000
My Safety Officer	5,200
Safety Kleen parts, washer service, light bulb disposal and batteries	4,500
Alliance building alarm monitoring	4,500
Annual fire suppression service for sodium hypochlorite facility	4,000
Annual fire extinguisher service	2,800
Rudy's pest control service for building and facilities	2,700
Western Pump - annual AQMD test	2,500
Gantry crane service	2,000
Pyro-Comm fire alarm monitoring	1,750
Safety Kleen used oil filter disposal	1,050
Miscellaneous contractual services	1,000
Desert Arc Recycling	400

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## MAINTENANCE

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<b>11-5700-410-1</b>	<b>FY 2020/2021</b>
<b>Repairs and Maintenance</b>	<b>Budget Request</b>
	<b>\$321,150</b>
• Routine miscellaneous repairs and maintenance (contingency)	70,000
• Boiler maintenance	30,000
• Rebuild RAS pumps	35,000
• General facility maintenance	27,000
• Rebuild two (2) influent pumps	25,000
• Equipment rentals	20,000
• Belt press building maintenance parts	15,000
• Dredge panel and spare parts	14,000
• Service generators 2,3 & 4	12,000
• Aerator maintenance	10,000
• Safety equipment for confined space entry	8,200
• Vehicle repairs and smog checks	8,000
• Clean District flooring	7,000
• Turblex blower parts	7,000
• CAT tractor and dump truck repairs	5,000
• Fleet vehicle operating supplies	5,000
• Gas detectors for confined space entry	5,000
• Check valves for drainage pumps	4,500
• Irrigation repairs and maintenance	3,000
• Road base for all dirt roads around treatment plant	2,750
• Arc flash safety equipment	2,700
• Hose replacement	2,000
• Replace hose reel swivels	2,000
• Gallery sump pump replacements	1,000



## MAINTENANCE

<b>11-5720-410-1</b>	<b>FY 2020/2021</b>
<b>Small Tools</b>	<b>Budget Request</b>
	<b>\$22,500</b>

- |  |        |
|--|--------|
| • Electrical conduit bender                            | 12,500 |
| • Miscellaneous small tool acquisition and replacement | 10,000 |

<b>11-5800-410-1</b>	<b>FY 2020/2021</b>
<b>Travel, Meetings, &amp; Education</b>	<b>Budget Request</b>
	<b>\$66,000</b>

**Justification:**

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses.

- |   |        |
|---|--------|
| • Safety training   | 50,000 |
| • Allowance for eight (8) employees at \$2,000 per employee | 16,000 |

<b>11-5801-410-1</b>	<b>FY 2020/2021</b>
<b>Certifications</b>	<b>Budget Request</b>
	<b>\$2,850</b>

**Justification:**

- State Water Resource Control Board: Operator certification programs

Job Title	Grade	Renewal Fee
Operator TI	I	170
Operator DI	I	170
Operator III	III	300

- California Water Environment Association: Technical certification programs

Collection System Tech I (1)	CST I	100
Maintenance Supervisor	MT IV	100
Maintenance Tech I (3)	MT I	300
Maintenance Tech III (1)	MT III	100
Electrical Instrumentation Supervisor	E/I IV	110
Electrical/Instrumentation Technician	E/I I	100
Allowance for advancement (certification testing)		1,400

**DEPARTMENT: LABORATORY**2020/2021  
BUDGET  
REQUEST  
*(3 Staff)*

ACCOUNT #	ACCOUNT TITLE	
11-5030-411-1	SALARIES	230,000
11-5070-411-1	OVERTIME	3,400
11-5080-411-1	CALLOUT	1,300
11-5090-411-1	STANDBY	3,000
TOTAL SALARIES		237,700
11-5110-411-1	LONGEVITY	1,200
11-5112-411-1	RETIREMENT	18,425
11-5116-411-1	PAYROLL TAXES	18,200
11-5118-411-1	UNEMPLOYMENT INSURANCE	-
11-5122-411-1	WORKERS COMPENSATION	6,500
11-5124-411-1	GROUP LIFE INSURANCE	620
11-5126-411-1	GROUP HEALTH INSURANCE	32,200
11-5128-411-1	DENTAL/VISION INSURANCE	1,600
11-5132-411-1	DISABILITY INSURANCE	850
11-5152-411-1	CLOTHING/SAFETY	3,550
TOTAL BENEFITS		83,145
		320,845
11-5150-411-1	DIRECTORS' FEES	-
11-5225-411-1	ELECTION	-
11-5250-411-1	GAS/OIL	-
11-5300-411-1	COMPREHENSIVE INSURANCE	-
11-5350-411-1	MEMBERSHIPS/SUBSCRIPTIONS	1,925
11-5400-411-1	OFFICE EXPENSE	-
11-5410-411-1	COUNTY/CITY CHARGES	-
11-5420-411-1	PERMITS & FEES	5,700
11-5430-411-1	PRETREATMENT	-
11-5450-411-1	OPERATING SUPPLIES	30,100
11-5470-411-1	CHEMICALS	-
11-5500-411-1	CONTRACT SERVICES	17,850
11-5550-411-1	PROFESSIONAL/LEGAL	-
11-5600-411-1	PUBLICATIONS	-
11-5710-411-1	REPAIRS/MAINTENANCE	25,000
11-5720-411-1	SMALL TOOLS	8,000
11-5750-411-1	RESEARCH	100,000
11-5800-411-1	TRAVEL/MTGS/EDUCATION	6,000
11-5801-411-1	CERTIFICATIONS/TCPS	1,100
11-5901-411-1	TELEPHONE	-
11-5902-411-1	ELECTRICITY	-
11-5903-411-1	NATURAL GAS	-
11-5904-411-1	TRASH COLLECTION	-
11-5905-411-1	UTILITY WATER	-
11-5950-411-1	OTHER EXPENSES	10,000
TOTAL SERVICES & SUPPLIES		205,675
TOTAL OPERATING & MAINTENANCE BUDGET		526,520

## LABORATORY

<b>11-5152-411-1</b>	<b>FY 2020/2021</b>
<b>Clothing</b>	<b>Budget Request</b>
	<b>\$3,550</b>

**Justification:**

Covers supply of uniforms, laundry service, safety steel-toe boots, safety glasses, etc.

- |   |       |
|---|-------|
| • Cintas uniforms-three (3) employees                 | 2,500 |
| • Gloves, ear plugs, safety items-three (3) employees | 300   |
| • Boots-three (3) employees (\$250 per employee)      | 750   |

<b>11-5350-411-1</b>	<b>FY 2020/2021</b>
<b>Memberships/Subscriptions</b>	<b>Budget Request</b>
	<b>\$1,925</b>

**Justification:**

- |   |       |
|---|-------|
| • CAL (Coalition of Accredited Laboratories)  | 1,000 |
| • California Water Environment Association (CWEA) membership renewal for three (3) employees @ \$200 each. This membership includes renewal to the Colorado River Basin Local Section | 600   |
| • Membership in the Water Environment Federation  | 250   |
| • Membership to TNI (NELAC) Association   | 75    |

<b>11-5420-411-1</b>	<b>FY 2020/2021</b>
<b>Permits &amp; Fees</b>	<b>Budget Request</b>
	<b>\$5,700</b>

**Justification:**

- |   |         |
|---|---------|
| • Environmental Laboratory Certification Program (ELAP) | 4,000   |
| • Quality assurance testing                             | 1,500 * |
| • Miscellaneous   | 200     |

\* Quality assurance testing is required by the Health and Safety Code §100870, and the California Code of Regulations, Title 22, §64809. This includes Environmental Laboratory Accreditation (ELAP) programs.

## LABORATORY

**11-5450-411-1**  
**Operating Supplies**

**FY 2020/2021**  
**Budget Request**  
**\$30,100**

*Justification:*

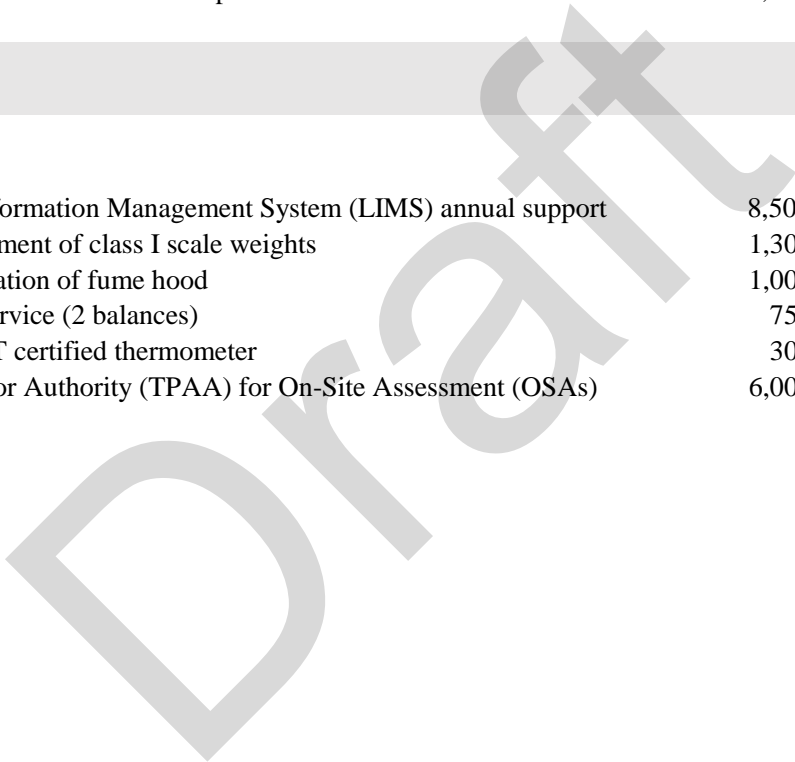
- Laboratory chemicals, reagents, detergents, filters, glassware, instrument batteries, Dissolved Oxygen (DO) probe modules, buffers, storage solutions, medias, quality controls and miscellaneous supplies 20,000
- Ready Fresh - distilled water for laboratory, fresh water and coffee service 5,000
- Miscellaneous small tools, torches, pliers, small air pumps, etc. 2,000
- Laptop / tablet with printer for Field Work 1,500
- Outreach materials for distribution for public relations efforts 1,600

**11-5500-411-1**  
**Contract Services**

**FY 2020/2021**  
**Budget Request**  
**\$17,850**

*Justification:*

- Watertrax - Lab Information Management System (LIMS) annual support 8,500
- Calibration/replacement of class I scale weights 1,300
- Calibration/certification of fume hood 1,000
- Scale calibration service (2 balances) 750
- Calibration of NIST certified thermometer 300
- Third Party Assessor Authority (TPAA) for On-Site Assessment (OSAs) 6,000



## LABORATORY

<b>11-5710-411-1</b>	<b>FY 2020/2021</b>
<b>Repairs &amp; Maintenance</b>	<b>Budget Request</b>
	<b>\$25,000</b>

**Justification:**

- |  |        |
|--|--------|
| • Laboratory instrument replacement                | 15,000 |
| • Contingency for instrument repairs & maintenance | 5,000  |
| • Meter and probe replacement                      | 5,000  |

<b>11-5720-411-1</b>	<b>FY 2020/2021</b>
<b>Small Tools</b>	<b>Budget Request</b>
	<b>\$8,000</b>

**Justification:**

- |  |       |
|--|-------|
| • Composite sampler supplies                     | 5,000 |
| • Sampling equipment acquisition and replacement | 1,000 |
| • Small tools for acquisition or replacement     | 2,000 |

<b>11-5750-414-2</b>	<b>FY 2020/2021</b>
<b>Research &amp; Monitoring</b>	<b>Budget Request</b>
	<b>\$100,000</b>

**Justification:**

- |  |        |
|--|--------|
| • Cal Test - monthly EFF-001C plant effluent testing             | 15,000 |
| • ES Babcock - biosolids testing for sludge (12 samples)         | 15,000 |
| • Nautilus Environmental - bioassay monitoring                   | 10,000 |
| • Preatreatment IU sampling requirements                         | 6,000  |
| • Additional testing - laboratory reserve                        | 4,000  |
| • California Toxics Rule (CTR) annually                          | 4,000  |
| • ES Babcock - quarterly testing (RSW-002, EFF-001C, INF, etc)   | 4,000  |
| • FedEx shipping/delivery for lab samples                        | 5,000  |
| • Additional testing as required by permit overlimit regulations | 2,000  |
| • <u>Laboratory contingency:</u>                                 | 35,000 |

Contingency for two (2) Toxicity Identification Evaluation Ph.1, Ph.II & III Base Line, estimated ten (10) accelerated monitoring of bioassays, and grit/screening samples.

## LABORATORY

<b>11-5800-411-1</b>	<b>FY 2020/2021</b>
<b>Travel, Meetings, &amp; Education</b>	<b>Budget Request</b>
	<b>\$6,000</b>

**Justification:**

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses

- Allowance for three (3) employees at \$2,000 per employee 6,000  
 Possible annual conferences: AWWA, P3S, Tristate, CWEA, etc misc

<b>11-5801-411-1</b>	<b>FY 2020/2021</b>
<b>Certifications/Technical Certification Programs</b>	<b>Budget Request</b>
	<b>\$1,100</b>

**Justification:**

- State Water Resource Control Board:  
     Operator Certification Program

Job Title	Renewal Date	Grade	Renewal Fee
Operator V	July 2022	IV	

- California Water Environment Association

Job Title	Renewal Date	Grade	Renewal Fee
Laboratory Analyst	January	II	100
Lab Technician	March	I	100
Environmental Compliance Inspector	March	I	100
Allowance for advancement (certification testing)			800

<b>11-5950-411-1</b>	<b>FY 2020/2021</b>
<b>Other Expenses</b>	<b>Budget Request</b>
	<b>\$10,000</b>

**Justification:**

Miscellaneous expense contingency fund

**DEPARTMENT ADMINISTRATION/BOARD**

2020/2021

BUDGET

REQUEST

**(6 Staff)**

ACCOUNT #	ACCOUNT TITLE	
11-5030-414-3	SALARIES	688,900
11-5070-414-3	OVERTIME	500
11-5080-414-3	CALLOUT	-
11-5090-414-3	STANDBY	-
	TOTAL SALARIES	689,400
11-5110-414-3	LONGEVITY	3,000
11-5112-414-3	RETIREMENT	76,500
11-5116-414-3	PAYROLL TAXES	52,800
11-5118-414-3	UNEMPLOYMENT INSURANCE	-
11-5122-414-3	WORKERS COMPENSATION	1,650
11-5124-414-3	GROUP LIFE INSURANCE	1,550
11-5126-414-3	GROUP HEALTH INSURANCE	124,300
11-5128-414-3	DENTAL/VISION INSURANCE	4,470
11-5132-414-3	DISABILITY INSURANCE	2,000
11-5152-414-3	CLOTHING/SAFETY	-
	TOTAL BENEFITS	266,270
		955,670
11-5150-414-4	DIRECTORS' FEES	46,500
11-5225-414-3	ELECTION	70,000
11-5250-414-3	GAS/OIL	-
11-5300-414-3	COMPREHENSIVE INSURANCE	296,500
11-5350-414-3	MEMBERSHIPS/SUBSCRIPTIONS	31,645
11-5400-414-3	OFFICE EXPENSES	16,000
11-5410-414-3	COUNTY/CITY CHARGES	22,000
11-5420-414-3	PERMITS & FEES	3,000
11-5430-414-3	PRETREATMENT	-
11-5450-414-3	OPERATING SUPPLIES	11,000
11-5470-414-3	CHEMICALS	-
11-5500-414-3	CONTRACT SERVICES	580,700
11-5552-414-3	PROFESSIONAL/LEGAL	355,450
11-5600-414-3	PUBLICATIONS	2,000
11-5700-414-3	REPAIRS/MAINTENANCE	23,500
11-5720-414-3	SMALL TOOLS	-
11-5750-414-3	RESEARCH	-
11-5800-414-3	TRAVEL/MTGS/EDUCATION	60,000
11-5801-414-3	CERTIFICATIONS/TCPS	250
11-5901-414-3	TELEPHONE/VOIP	20,500
11-5902-414-3	ELECTRICITY	-
11-5903-414-3	NATURAL GAS	-
11-5904-414-3	TRASH COLLECTION	-
11-5905-414-3	UTILITY WATER	-
11-5950-414-3	OTHER EXPENSES	10,000
11-9160-000-0	REFUNDING BONDS	467,729
11-3650-000-0	CWSRF LOAN PAYMENT	553,361
11-8660-000-0	GENERAL FACILITIES	120,000
	TOTAL SERVICES & SUPPLIES	2,690,135
	TOTAL OPERATING & MAINTENANCE BUDGET	3,645,805

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## ADMINISTRATION/BOARD

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**11-5150-414-4**  
**Directors' Fees**

**FY 2020/2021**  
**Budget Request**  
**\$46,500**

**Justification:**

With five (5) members, the anticipated maximum expense for FY 2020/2021 is \$32,500 for regular meetings, plus \$14,000 additional for CASA, committee meetings, etc. Employer taxes are factored into this budget request.

**11-5300-414-3**  
**Comprehensive Insurance**

**FY 2020/2021**  
**Budget Request**  
**\$296,500**

**Justification:**

Provides funds for liability insurance policies applicable to wastewater functions of the District. This includes insurance for: earthquake, buildings, equipment, computers, furniture, autos and trucks, general liability, management liability, and umbrella insurance. Environmental Pollution coverage has been added this year.

**11-5350-414-3**  
**Memberships/Subscriptions**

**FY 2020/2021**  
**Budget Request**  
**\$31,645**

**Justification:**

This account includes the cost of memberships in trade associations, organizations, and subscriptions to newsletters representing interests of a Special District.

- California Association of Sanitation Agencies (CASA) 14,000
- California Special Districts Association (CSDA) 7,700
- SCAP 5,100
- WateReuse Association of California 3,200
- Greater Coachella Valley Chamber of Commerce 700
- American Water Works Association (AWWA) 300
- CAPPO 225
- California Water Environment Association (CWEA) 200
- California Society of Municipal Finance Offices (CSMFO) 220



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## ADMINISTRATION/BOARD

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<b>11-5400-414-3</b> <b>Office Expenses</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$16,000</b>
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**Justification:**

This account includes the cost of office supplies and services for all departments, such as postage, courier, letterhead, envelopes, business cards, copy paper, binders, calendars, file folders, pens, pencils, pads, mailing labels, etc.

<b>11-5410-414-3</b> <b>Riverside County Charges</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$22,000</b>
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**Justification:**

Pursuant to Sections 29142, 27013, 29304 and 50077 of the Government Code, the County Auditor is allowed to charge for the cost of applying special assessments to the tax roll. This cost is estimated at \$.09 cents per assessment for each time a file is submitted including rejected parcels that are resubmitted plus an additional per district fee of \$127.14 per annual submittal. The Auditor's cost is based on applying the assessment to the tax roll; not for the collection of such assessment.

In accordance with Section 50077 of the Government Code and numerous other code sections, the County Treasurer is authorized to charge for the collection of special assessments included on the tax bill. For 2019/2020 the charge is estimated at \$.32 cents per parcel. This charge is in addition to the Auditor's charges and will be recovered on the first current secured settlement apportionment.

<b>11-5420-414-3</b> <b>Permits &amp; Fees</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$3,000</b>
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**Justification:**

The Cortese Knox-Hertzberg Local Government Reorganization Act of 2000 states that special districts are responsible for paying one-third of the cost of LAFCO. The budget request amount of \$3,000 is only an estimate allowing for an increase over last year's payment.

<b>11-5450-414-3</b> <b>Operating Supplies</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$11,000</b>
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**Justification:**

Reference manuals including labor law updates, safety materials, videos, etc.

- Office software upgrades 7,000
- Computer supplies-printer cartridges, toner 4,000

**ADMINISTRATION/BOARD**

**11-5500-414-3  
Contract Services**

**FY 2020/2021  
Budget Request  
\$580,700**

**Justification:**

• Rebranding	100,000
• Social media	100,000
• Grant assistance	100,000
• CSI Ceja Security International	79,000
• Sewer Rate and Capacity Fee Study (NBS)	70,000
• Computer on-site consultant	39,500
• Computer maintenance (Southwest Networks)	25,100
• Outreach (newsletter)	25,000
• Busniess Continuity Plan consultant	10,000
• Backup/disaster recovery storage (Southwest Networks)	8,400
• CalPERS Actuarial Study for GASB 68 requirements	1,700
• CalPERS Health Plan annual fee	1,400
• Section 125 Plan	1,000
• Pitney Bowes (lease on postage meter)	700
• CalPERS 218 fee (Social Security agreement)	400
• OPEB Health Insurance (11-5545-414-3)	
◦ OPEB Annual Required Contribution (ARC)	10,000
◦ CalPERS OPEB Health Insurance fees	8,500
◦ Biennial OPEB Actuarial Study (due in 2021/2022)	-

**11-5550-414-3  
Professional/Legal**

**FY 2020/2021  
Budget Request  
\$355,450**

**Justification:**

Expenses related to legal services, other professional services, accounting services, and medical services.

• Legal services (11-5552-414-3)	75,000
• Other professional services (11-5553-414-3)	
◦ Federal advocacy	75,000
◦ Computer consulting	50,000
◦ State advocacy	30,000
◦ Prop 218 mailing	15,000
◦ NeoGov annual fee	7,500
◦ Office 365 annual billing	5,430
◦ Video conferencing	3,000
◦ Laserfiche annual renewal	2,700
◦ CivicPlus website annual service	2,000
• Accounting services (11-5554-414-3)	
◦ Sewer rate tax roll assistance - NBS	18,000
◦ Accounting software-annual maintenance	16,000
◦ Annual audit	15,500
◦ Payroll processing	4,100
◦ CTE time clock system	3,600
◦ CAFR submittal to GFOA	1,120
• Medical services (11-5555-414-3)	
◦ Wellness program	29,500
◦ Medical exams-DMV & pre-employment	1,000
◦ Drug/alcohol testing-five (5) employees	500
◦ First aid medical	500

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## ADMINISTRATION/BOARD

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<b>11-5600-414-3</b> <b>Publications</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$2,000</b>
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**Justification:**

Costs for publication of official notices as required by the Government Code, which are generally published in the Desert Sun, and bid requests in online plan rooms.

<b>11-5700-414-3</b> <b>Repairs/Maintenance</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$23,500</b>
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**Justification:**

This account includes maintenance costs for copier, fax, printers, and miscellaneous repairs on computers as required.

- IT contingency 20,000
- Innovative Document Solutions - monthly maintenance costs for copier 2,000
- Miscellaneous 1,500

<b>11-5800-414-3/4</b> <b>Travel, Meetings &amp; Education</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$60,000</b>
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**Justification:**

Expenses incurred for attending the California Association of Sanitation Agencies (CASA) and/or the Association of California Water Agencies (ACWA) conferences held two (2) times a year, including hotel and travel expenses incurred while attending meetings, conferences, and various educational seminars. This request is for five (5) Board members, General Manager, Administrative & Finance Manager and an additional \$4,500 for each of the other three (3) administration employees.

<b>11-5801-414-3</b> <b>Certifications/Technical Certification Programs</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$250</b>
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**Justification:**

- Certified Public Accountant (CPA) renewal (Administration & Finance Manager)  
Due biennially at \$250 (even years) 250

<b>11-5901-414-3</b> <b>Telephone</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$20,500</b>
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**Justification:**

- VOIP main telephone system (Spectrum) 14,000
- Verizon Wireless 4,000
- Frontier (fire control alarms) 2,500

<b>11-5950-414-3/4</b> <b>Other Expenses</b>	<b>FY 2020/2021</b> <b>Budget Request</b> <b>\$10,000</b>
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**Justification:**

Miscellaneous expense contingency fund

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## ADMINISTRATION/BOARD

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<b>11-9160-000-0</b>	<b>FY 2020/2021</b>
<b>Transfer to Fund 06</b>	<b>Budget Request</b>
	<b>\$467,729</b>

A) Principal and interest payment for Revenue Refunding Bonds, 2015: 465,229  
On August 15, 2006, the District issued \$12,915,000 Certificates of Participation to fund Phase I of the District's treatment plant expansion. The bonds were refinanced on June 1, 2015 for \$7,540,000 at 2.14% interest payable semi-annually on December 1 and June 1, commencing December 1, 2015.

B) Annual administrative expenses for Revenue Refunding Bonds, 2015: 2,500

<b>11-3650-000-0</b>	<b>FY 2020/2021</b>
<b>CWSRF Loan Payment</b>	<b>Budget Request</b>
	<b>\$553,361</b>

A) Principal and interest payment for State Revolving Fund: 553,361  
The District received for a loan from the Clean Water State Revolving Fund (SRF). The current interest rate is 1.7%. The \$12.92 million loan for 30 years at 1.7% results in an annual payment of \$553,360.71.

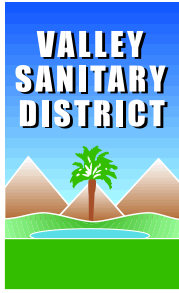
<b>11-8660-000-0</b>	<b>FY 2020/2021</b>
<b>GENERAL FACILITIES</b>	<b>Budget Request</b>
	<b>\$120,000</b>

A) Water Reuse Project (EVRA JPA): 100,000  
(CARRYOVER FROM 2019/2020 BUDGET - \$150,000)  
The District will continue efforts for the East Valley Reclamation Authority on the Reclaimed/Recycled Water Project. This is for consulting services to assist both agencies as a jointly funded project.

B) Coachella Valley Integrated Regional Water Management Plan (IRWMP): 20,000  
(CARRYOVER FROM 2019/2020 BUDGET - \$44,000)  
The Coachella Valley Regional Water Management Group was formed as a collaboration of the six (6) Coachella Valley public water and/or sewer agencies: City of Coachella/Coachella Water Authority, Coachella Valley Water District, Desert Water Agency, City of Indio/Indio Water Authority, Mission Springs Water District and Valley Sanitary District to coordinate and share information concerning water supply planning and projects that address the long-term and short-term solutions to the Coachella Valley's critical water related needs.

**VALLEY SANITARY DISTRICT  
BREAKDOWN OF EACH PROPOSED POSITION  
BUDGET YEAR 2020/21**

<b>NEW POSITIONS</b>	<b>MONTHLY</b>				<b>TOTAL</b>	<b>TOTAL</b>	<b>ANNUAL</b>
	<b>SALARY</b>	<b>BENEFITS</b>	<b>CALPERS</b>	<b>FICA</b>	<b>BENEFITS</b>	<b>SALARY &amp; BENEFITS</b>	
<b>Collection Systems Technician (II)</b>	4,844	1584	381	380	2,345	7,189	86,268
<b>Development Services Supervisor</b>	6,756	1584	532	520	2,636	9,392	112,704
<b>Electrical/Instrumentation Supervisor</b>	9,054	1370	713	700	2,783	11,837	142,044
<b>Engineering Technician</b>	4,935	1584	389	380	2,353	7,288	87,456
<b>Human Resource Technician</b>	5,999	1584	472	460	2,516	8,515	102,180
<b>Operator (II)</b>	4,854	1584	382	380	2,346	7,200	86,400
<b>Operator (II)</b>	4,854	1584	382	380	2,346	7,200	86,400
<b>Utility worker</b>	3,994	1584	314	310	2,208	6,202	74,424
<b>TOTALS</b>	<b>45,290</b>	<b>12,458</b>	<b>3,565</b>	<b>3,510</b>	<b>19,533</b>	<b>64,823</b>	<b>777,876</b>



Valley Sanitary District  
Board of Directors Meeting  
March 17, 2020

TO: Board of Directors  
THROUGH: Beverli A. Marshall, General Manager  
FROM: Ronald Buchwald, District Engineer

**SUBJECT: Capital Improvement Projects Update (2020-2021)**

<input type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<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 inform and update the Board of Directors on the various capital improvement projects that are currently planned for the fiscal year of 2020/2021.

**Fiscal Impact**

Budget and estimated costs are included in the project summaries below. Two versions of the District’s Capital Improvement & Replacement Plan are included with this report. One version shows the District’s plan rate increase for this upcoming year. The second version shows the District’s plan rate increase plus a future five-year rate increase.

**Background**

The District has programmed several major Capital Improvement Projects for this current Fiscal Year, 2020/2021. This is an update on the cost, scheduling, and status of each project.

**Recommendation**

Westward Ho Sewer Siphon Replacement Design and Construction

Budget	\$3,957,962
Design Complete	January 2021
Bid Period	June – July 2021
Estimated Construction Start Date	August 2021
Estimated Construction Completion Date	February 2022

Status: Carollo is currently working with VSD to design and construct a new sewer siphon that crosses the CVWD storm channel at Westward Ho Drive which will be below the new channel scour depth. Carollo is currently finishing the Preliminary Design Report which, once complete, will allow us to proceed into final design and then construction. The design being proposed would utilize micro-tunneling to create the new sewer siphon alignment. Some or all the project costs will be reimbursed by FEMA / CalOES.

### Collections System Rehabilitation Projects

Budget	\$500,000 (Rehab Project)
Design Complete	June 2020
Bid Period	July – August 2020
Estimated Construction Start Date	September 2020
Estimated Construction Completion Date	January 2021

Status: Harris and Associates is assisting the District in creating a 10-year rehabilitation program for the collection system. Staff is currently working with Harris to prepare two projects for this fiscal year. The first project 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 construction a new sewer main within Salton Street in order to replace a deficient sewer main in the alley and alleviate service from businesses with old laterals between Salton and Flower Street.

### VSD Plant Expansion 2B Project

Design Build Budget	\$28,748,500
Estimated Design Start Date	June 2020
Estimated Construction Completion Date	June 2023

Status: The contract for this project is currently being negotiated with Schneider Electric. The project cost and schedule will be updated after contract signing. The Phase 2B plant expansion 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, a sludge holding tank, and a sludge thickener building.

### Influent Pump Station Rehabilitation

Design Build Budget	\$1,724,000
Estimated Design Start Date	November 2020
Estimated Construction Completion Date	March 2022

Status: Stantec is assisting the District as an Owner's Representative for the rehabilitation of the influent pump station structure which is showing significant signs of deterioration. Stantec is currently preparing RFQ & RFP documents for the procurement of a progressive design builder. Stantec will also provide assistance in the preparation of sewage bypass plans and construction management.

### New Training and Office Building

Design Build Budget	\$4,226,000
Estimated Design Start Date	January 2021
Estimated Construction Completion Date	June 2022

Status: The District is currently seeking qualifications proposals for an owner's representative and architectural services for the design and construction of a new training and office building. This firm will assist the District by preparing

15% architectural design plans. The chosen firm will then assist the District by providing construction management services during the buildings final design and construction. This building will provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings. The solicitation period will close on April 2, 2020.

#### Completion of Perimeter Fence Project

Budget	\$500,000
Design Complete	TBD
Bid Period	TBD
Estimated Construction Start Date	TBD
Estimated Construction Completion Date	TBD

Status: This project has been postponed due to the need for a design of the fence before construction. The location and terrain of the proposed fence is such that it will need design. Staff is limited with the number of projects already in process that have a higher priority this project. Current night security patrol has limited the theft and damage of District property.

#### Van Buren Slope Protection

Budget estimated	\$250,000
Design Complete	TBD
Bid Period	TBD
Estimated Construction Start Date	TBD
Estimated Construction Completion Date	TBD

Status: The slope along the south end of the District's property is being eroded during flooding events which is causing the posts of the chain link fence to become exposed. The City of Indio is working with the District to develop a solution to protect the slope (within City right-of-way) and provide a minimal fee permit to perform the work.

#### Additional Parking & Landscaping

Budget estimated	\$250,000
Design Complete	TBD
Bid Period	TBD
Estimated Construction Start Date	TBD
Estimated Construction Completion Date	TBD

Status: 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. This project is in a conceptual stage at this point in time.

**Attachments:** Capital Improvement & Capital Replacement Plans



**VALLEY SANITARY DISTRICT - CAPITAL IMPROVEMENT AND CAPITAL REPLACEMENT PLAN - 2021 PLUS 5 YEAR INCREASE**

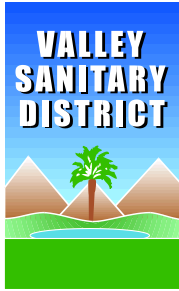
NOTES	PROJECT	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030		Total for Future Years			
		Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs		
<b>Capital Projects - Plant</b>																									
	<sup>1</sup> Revenue Bonds 2015 - (11 year term)	\$428,959		\$426,926		\$426,567		\$426,119		\$426,956		\$426,836													
	<sup>3</sup> Plant Expansion 2B Design Build	\$3,449,815	\$2,299,877	\$7,998,563	\$5,332,375	\$8,238,519	\$5,492,346																		
	Plant Expansion 2C Design Build			\$2,605,833	\$1,737,222	\$10,423,334	\$6,948,889																		
	<sup>4</sup> Phase 3 Plant Expansion Design					\$3,489,473	\$5,234,210																		
	<sup>4</sup> Phase 3 Plant Expansion Construction & CM							\$11,681,701	\$17,522,552	\$12,032,152	\$18,048,228														
	<sup>4</sup> Future Plant Expansion 2040 & beyond																					\$108,979,876	\$163,469,814		
	Influent Pump Station Rehabilitation Design Build	\$500,000		\$1,418,951																					
	<sup>6</sup> Training & Office Building - Owners Representative		\$160,530		\$463,710																				
	<sup>6</sup> Training & Office Building - Design Build		\$1,395,866		\$2,631,552																				
	<sup>7</sup> Vehicle & Major Equipment Replacement Fund	\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000	
	<sup>7</sup> Fence Extension & Fortification (Carry Over) plus	\$280,000																							
	<sup>7</sup> Steel Water Line Replacement (Carry Over)																								
	<sup>7</sup> Van Buren Slope Protection	\$250,000																							
	<sup>6</sup> Additional Parking & Landscaping		\$250,000																						
	<sup>7</sup> Recycled Water Main Extension																								
	<sup>7</sup> New Roof for the Blower Building																								
	<sup>7</sup> Slurry Seal Asphalt around the Treatment Plant																								
	<sup>7</sup> Switch Board Main Service Replacement			\$250,000																					
<b>Capital Projects - Collections</b>																									
	<sup>7</sup> Lateral Grant Program	\$54,000		\$55,080		\$56,182		\$57,306		\$58,452		\$59,621		\$60,813		\$62,029		\$63,270		\$64,535					
	<sup>7</sup> Sewer Main Rehabilitation or Replacement Design	\$934,168		\$1,448,334		\$1,496,998		\$1,551,788		\$1,603,928		\$1,657,820		\$1,713,522		\$1,180,731		\$610,202							
	<sup>7</sup> Sewer Main Rehabilitation or Replacement Const.	\$2,027,055		\$4,190,339		\$6,496,696		\$8,734,475		\$6,960,753		\$7,194,634		\$7,436,374		\$5,124,162		\$2,648,160							
	<sup>7</sup> Manhole Rehabilitation																				\$138,424				
	<sup>7</sup> Sewer Main Emergency Repairs	\$112,000		\$115,360		\$118,821		\$122,386		\$126,058		\$129,840		\$133,735		\$137,747		\$141,879		\$146,135					
	<sup>5</sup> Avenue 48 Sewer Main Upgrade Design																					\$56,625	\$169,875		
	<sup>5</sup> Avenue 48 Sewer Main Upgrade Construction																					\$528,333	\$1,552,823		
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	<sup>5</sup> Build-out Collection System CIP projects																							\$6,213,432	
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<b>CONTINGENCY - All Departments Combined</b>																									
		\$92,000		\$93,840		\$95,717		\$97,631		\$99,584		\$101,576		\$103,608		\$105,680		\$107,794		\$109,950		\$1,093,973			
	<b>TOTAL</b>	\$10,162,997	\$4,106,273	\$22,898,055	\$10,164,859	\$31,477,307	\$17,675,445	\$21,306,406	\$17,522,552	\$21,942,883	\$18,048,228	\$10,205,327	\$0	\$10,083,052	\$0	\$7,245,349	\$0	\$4,206,305	\$0	\$1,094,044	\$0	\$111,370,335	\$173,497,196		
	Cumulative total	\$10,162,997	\$4,106,273	\$33,061,052	\$14,271,132	\$64,538,359	\$31,946,577	\$85,844,765	\$49,469,129	\$107,787,648	\$67,517,357	\$117,992,975	\$67,517,357	\$128,076,027	\$67,517,357	\$135,321,376	\$67,517,357	\$139,527,681	\$67,517,357	\$140,621,725	\$67,517,357	\$133,122,891	\$194,143,681		
	<b>Fund 13</b>																								
	Fund 13 Capital Expenses		\$4,106,273	\$10,164,859		\$17,675,445		\$17,522,552		\$18,048,228		\$0		\$0		\$0		\$0		\$0					
	Projected Fund 13 Revenue		\$848,000	\$1,279,000		\$1,367,000		\$1,421,000		\$1,467,000		\$1,513,000		\$1,562,500		\$1,450,000		\$1,545,000		\$1,750,485					
	Projected Fund 13 Reserve beginning of year		\$6,340,607	\$3,082,334		(\$5,803,525)		(\$22,111,970)		(\$38,213,522)		(\$54,794,750)		(\$53,281,750)		(\$51,719,250)		(\$50,269,250)		(\$48,724,250)					
	Projected Fund 13 Reserve end of year		\$3,082,334	(\$5,803,525)		(\$22,111,970)		(\$38,213,522)		(\$54,794,750)		(\$53,281,750)		(\$51,719,250)		(\$50,269,250)		(\$48,724,250)		(\$46,973,765)					
	<b>Fund 12</b>																								
	Fund 12 Capital Expenses	\$10,162,997		\$22,898,055		\$31,477,307		\$21,306,406		\$21,942,883		\$10,205,327		\$10,083,052		\$7,245,349		\$4,206,305		\$1,094,044					
	Projected Fund 12 Revenue	\$5,149,104		\$5,767,056		\$6,350,008		\$6,892,960		\$7,441,912		\$8,038,864		\$8,035,864		\$8,081,864		\$8,136,454		\$8,192,682					
	Projected Fund 12 Reserve beginning of year	\$23,290,911		\$18,277,018		\$1,146,020		-\$23,981,280		-\$38,394,726		-\$52,895,697		-\$55,062,160		-\$57,109,348		-\$56,272,833		-\$52,342,684					
	Projected Fund 12 Reserve end of year	\$18,277,018		\$1,146,020		(\$23,981,280)		(\$38,394,726)		(\$52,895,697)		(\$55,062,160)		(\$57,109,348)		(\$56,272,833)		(\$52,342,684)		(\$45,244,046)					

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<sup>6</sup> Cost allocation of 100% to expansion as the total need for project is due to future development.  
<sup>7</sup> Cost allocation of 0% to expansion as this is replacement or rehabilitation of existing facilities or due to Fund 11 debt service

**VALLEY SANITARY DISTRICT - CAPITAL IMPROVEMENT AND CAPITAL REPLACEMENT PLAN - 2021 RATE INCREASE ONLY**

NOTES	PROJECT	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030		Total for Future Years			
		Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs		
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	<sup>7</sup> Vehicle & Major Equipment Replacement Fund	\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000	
	<sup>7</sup> Fence Extension & Fortification (Carry Over) plus	\$280,000																							
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	<sup>5</sup> Emergency Sewer Siphon Replacement Design	\$400,000		\$231,855																					
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<b>CONTINGENCY - All Departments Combined</b>																									
		\$92,000		\$93,840		\$95,717		\$97,631		\$99,584		\$101,576		\$103,608		\$105,680		\$107,794		\$109,950		\$1,093,973			
	<b>TOTAL</b>	\$10,162,997	\$4,106,273	\$22,898,055	\$10,164,859	\$31,477,307	\$17,675,445	\$21,306,406	\$17,522,552	\$21,942,883	\$18,048,228	\$10,205,327	\$0	\$10,083,052	\$0	\$7,245,349	\$0	\$4,206,305	\$0	\$1,094,044	\$0	\$111,370,335	\$173,497,196		
	Cumulative total	\$10,162,997	\$4,106,273	\$33,061,052	\$14,271,132	\$64,538,359	\$31,946,577	\$85,844,765	\$49,469,129	\$107,787,648	\$67,517,357	\$117,992,975	\$67,517,357	\$128,076,027	\$67,517,357	\$135,321,376	\$67,517,357	\$139,527,681	\$67,517,357	\$140,621,725	\$67,517,357	\$133,122,891	\$194,143,681		
<b>Fund 13</b>																									
	Fund 13 Capital Expenses		\$4,106,273	\$10,164,859		\$17,675,445		\$17,522,552		\$18,048,228		\$0		\$0		\$0		\$0		\$0					
	Projected Fund 13 Revenue		\$848,000	\$1,279,000		\$1,367,000		\$1,421,000		\$1,467,000		\$1,513,000		\$1,562,500		\$1,450,000		\$1,545,000		\$1,750,485					
	Projected Fund 13 Reserve beginning of year		\$6,340,607	\$3,082,334		(\$5,803,525)		(\$22,111,970)		(\$38,213,522)		(\$54,794,750)		(\$53,281,750)		(\$51,719,250)		(\$50,269,250)		(\$48,724,250)					
	Projected Fund 13 Reserve end of year		\$3,082,334	(\$5,803,525)		(\$22,111,970)		(\$38,213,522)		(\$54,794,750)		(\$53,281,750)		(\$51,719,250)		(\$50,269,250)		(\$48,724,250)		(\$46,973,765)					
<b>Fund 12</b>																									
	Fund 12 Capital Expenses	\$10,162,997		\$22,898,055		\$31,477,307		\$21,306,406		\$21,942,883		\$10,205,327		\$10,083,052		\$7,245,349		\$4,206,305		\$1,094,044					
	Projected Fund 12 Revenue	\$23,009,237		\$17,897,344		\$194,426		(\$25,989,390)		(\$41,949,500)		(\$58,438,698)		(\$63,078,230)		(\$67,428,513)		(\$68,769,109)		(\$66,893,519)					
	Projected Fund 12 Reserve beginning of year	\$22,709,237		\$17,647,344		(\$55,574)		(\$26,189,390)		(\$42,049,500)		(\$58,488,698)		(\$63,078,230)		(\$67,428,513)		(\$68,769,109)		(\$66,893,519)					
	Projected Fund 12 Reserve end of year	\$17,647,344		(\$55,574)		(\$26,189,390)		(\$42,049,500)		(\$58,488,698)		(\$63,078,230)		(\$67,428,513)		(\$68,769,109)		(\$66,893,519)		(\$61,723,212)					

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**Valley Sanitary District  
Board of Directors Meeting  
March 17, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ron Buchwald, District Engineer

**SUBJECT: Award of Contract to Perform Sewer Main Point Repair to Borden Excavation**

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

**Executive Summary**

The purpose of this report is for the Board of Directors to discuss the award of contract to Borden Excavation.

**Fiscal Impact**

This project is single year project anticipated to be completed in Fiscal Year 2019/2020 and will be charged to the Capital Replacement Fund (Fund 12). A change order contingency equal to 10% of the total contract amount to cover any unforeseen issues that may occur during the performance of this project is included.

Account 12-8632-000-0	Total Quote	\$19,695.29
Account 12-8632-000-0	10% Contingency	\$ 1,969.53
<b>Total</b>	<b>Fiscal Year 2019/20</b>	<b>\$21,664.82</b>

**Background**

A significant void outside of the sewer infrastructure has been identified and needs to be repaired. The point repair is located on Deglet Noor and Leroy Street. During a routine CCTV inspection of the 12-inch sewer main, it was discovered upon reaching a manhole that a cap to seal a stub out was missing. This led to exposing and allowing the surrounding soil outside of the manhole to migrate into the sewer system and eventually forming a large void. This void could eventually lead to a dangerous sink hole if no action is taken. It is unknown who or what may have caused the cap on the stub out to come off.

VSD has received 2 out of 3 requested proposals from contractors for this sewer main repair. Borden Excavation Inc. and Valley Pipeline Inc. (\$22,553) were the only 2 contractors to submit proposals; the other contractor stated that they were having difficulty with the City of Indio responding back with permit fees to include in the proposal.

VSD would like to proceed forward without any further delay and have the void refilled before it becomes a more serious issue.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to execute contract with Borden Excavating, Inc. in the amount not to exceed \$19,695.29 to perform a point repair on Deglet Noor Street.

**Attachments:**

Attachment A: Borden Excavating Inc.

Attachment B: Valley Pipeline Inc.



**VALLEY PIPELINE, INC.**  
**General Engineering Contractor**  
**State License No. 988742**  
 47-110 Washington St. Suite #201  
 La Quinta, Ca.  
 Phone (760) 564-9220 Fax (760) 564-9227  
**DIR #1000011810**  
**Proposal and Contract No. 22035**

**PROPOSAL SUBMITTED TO:**

<b>NAME:</b> Valley Sanitary District	<b>DATE:</b> February 20, 2020
<b>ADDRESS:</b> 45500 Van Buren St	<b>PROJECT:</b> Trench line repair
<b>CITY&amp;STATE:</b> Indio Ca. 92201	<b>LOCATION:</b> Deglet Noor and Leroy Way Indio Ca.
<b>ATTENTION:</b> Tito Moreno	<b>OWNER:</b> VSD
<b>PHONE NO.:</b> 760 497 2959	<b>PLAN NO.:</b> No Plans
<b>Email:</b> <a href="mailto:tmoreno@valley-sanitary.org">tmoreno@valley-sanitary.org</a>	<b>PLAN DATE:</b>

We hereby propose to furnish the necessary equipment, labor and materials required to perform the above referenced project as follows:  
**Repair Voided Area Around Existing Pipe on Deglet Noor St Indio.**

**Repair Voided Area Around Existing Pipe and Manhole on Deglet Noor St.** including, mobilization, traffic control, sawcut remove 100 sf of existing asphalt, excavation, dispose of existing materials, slurry backfill complete to sub grade, place 100 sf of new asphalt to meet the City of Indio specifications.

**TOTAL BID                      \$22,553.00**

Valley Sanitary District

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

Title: \_\_\_\_\_

Date: \_\_\_\_\_

VALLEY PIPELINE, INC

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

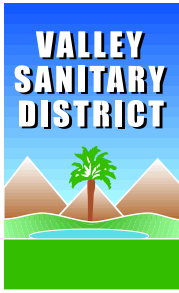
Approved By: \_\_\_\_\_

Date: 02/20/2020

When signed by the Buyer and approved by an Officer of Valley Pipeline Inc., this will constitute a firm contract between both parties, hereto, for all labor and for all materials herein referred to, according to the terms and conditions as described in Exhibit "A" attached hereto. The complete terms and conditions described herein shall be incorporated into any contract/subcontract prepared by either party to this proposal.

Contractors are required by law to be licensed and regulated by the Contractor's State License Board.  
 Any questions or complaints concerning a Contractor may be referred to:  
 Registrar of the Board, State Contractor's License Board

P.O. Box 26000 Sacramento, California 95826



**Valley Sanitary District  
Board of Directors Meeting  
March 17, 2020**

TO: Board of Directors

BY: Beverli A. Marshall, General Manager

**SUBJECT: Call for Nomination for a Special District Member and Alternate, Riverside County Local Agency Formation Commission**

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

**Executive Summary**

The purpose of this report is for the Board to discuss representation on the Riverside County Local Agency Formation Commission (LAFCO).

**Fiscal Impact**

If appointed, the cost to the District is the stipend and mileage for attending the meetings.

**Background**

The Riverside County LAFCO is commencing the appointment process for a Regular Member and an Alternate Member of the Riverside Local Agency Formation Commission (LAFCO). It was determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by electronic mail (e-mail). Specifically, the two positions are as follows:

- Regular Special District Member – must be a board member from a district in the eastern portion of the County (any district with the majority of its assessed value east of the intersection of Interstate 10 and Highway 111).
- Alternate Special District Member – must be a board member from any district with the majority of its assessed value within Riverside County.

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run until May 6, 2024. The nomination period for the two positions began on Thursday, March 4, 2020, and will close on Friday, April 3, 2020.

**Recommendation**

Staff recommends that the Board of Directors appoint a representative from VSD to the Riverside LAFCO.

**Attachments**

Attachment A: 2020 SDSC Call for Nominations Letter

Attachment B: 2020 SDSC Nomination Form





via electronic mail

March 4, 2020

**CALL FOR NOMINATIONS FOR A SPECIAL DISTRICT MEMBER  
AND AN ALTERNATE SPECIAL DISTRICT MEMBER OF THE  
RIVERSIDE LOCAL AGENCY FORMATION COMMISSION**

**To the Special District Selection Committee (Presiding Officers of Independent Special Districts of Riverside County c/o District Clerks):**

As you were recently notified (see attached letter), we are commencing the appointment process for a Regular Member and an Alternate Member of the Riverside Local Agency Formation Commission (LAFCO). I have determined that a physical meeting of the Special District Selection Committee (SDSC) is not feasible at this time. Therefore, selection proceedings will be conducted by electronic mail (e-mail). Specifically, the two positions are as follows:

Regular Special District Member-must be a board member from a district in the eastern portion of the County (any district with the majority of its assessed value east of the intersection of Interstate 10 and Highway 111).

Alternate Special District Member-must be a board member from any district with the majority of its assessed value within Riverside County.

Terms of LAFCO Members are four years and until appointment of a successor or reappointment of the incumbent. The term of this position will run until May 6, 2024.

The nomination period for the two positions will begin on Thursday, March 4, 2020 and close on Friday, April 3, 2020. Any member of the Special District Selection Committee (presiding officer or an alternate board member designated by the governing body) may nominate a member of the legislative body of an independent special district board to fill the position, consistent with the geographic requirements noted above.

All nomination forms must be signed and dated by the presiding officer, or the designee of your District Board of Directors. Once complete, please scan the form and email it to Rebecca Holtzclaw at [rholtzclaw@lafco.org](mailto:rholtzclaw@lafco.org). **Nominations must be received in our office by 5 p.m., April 3, 2020.**

Following the nomination period, ballots and voting instructions will be sent to SDSC members. However, if only one candidate is nominated, that candidate will be deemed selected with no further proceedings.

If you have any questions, please contact our office.

Sincerely,

  
Gary Thompson  
Executive Officer

cc: District Managers

**SPECIAL DISTRICT SELECTION COMMITTEE  
2020 NOMINATION FORM**

I, \_\_\_\_\_ of the \_\_\_\_\_  
Print Name of Presiding Officer or alternate\* Name of District

hereby nominate(s) the following individual(s) for the position of:

**Regular Special District Member of the Riverside Local Agency Formation Commission - Eastern Area. The term of this position will run until May 6, 2024.**

Nominee: \_\_\_\_\_

District: \_\_\_\_\_

**Alternate Special District Member of the Riverside Local Agency Formation Commission. The term of this position will run until May 6, 2024.**

Nominee: \_\_\_\_\_

District: \_\_\_\_\_

I hereby certify that I am the presiding officer of the above named district or alternate designated by the governing body\*.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*If an alternate has been designated by the governing body, please provide a resolution or minute order documenting the action.