



Board of Directors Regular Meeting
Tuesday, June 22, 2021 at 1:00 PM
Valley Sanitary District
45-500 Van Buren Street, Indio, CA 92201

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

Pursuant to the Governor’s Executive Order N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020; the Board of Directors regular meeting will be conducted remotely through Zoom. **Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link: <https://zoom.us/j/97865664079>** Meeting ID: 978 6566 4079 or by calling 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at hgould@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

2. PUBLIC COMMENT

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




3. CONSENT CALENDAR

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

removed so that it may be acted upon separately.

- | | | |
|------|---|---------|
| 3.1. | Approve June 8, 2021 Regular Meeting Minutes
3.1 8 June 2021 Meeting Minutes.pdf  | 5 - 11 |
| 3.2. | Approve Warrants for June 3 through June 16, 2021
3.2 Warrants for June 3 to June 16, 2021.pdf  | 12 - 13 |
| 3.3. | Accept Monthly Financial Report for Period Ending May 31, 2021
3.3 Staff Report Monthly Financial Report for May 2021.pdf 
3.3 Attachment A Monthly Income Summary - May 2021.pdf 
3.3 Attachment B Budget Variance Report May.pdf 
3.3 Attachment C Summary of Cash and Investments - May 2021.pdf
 | 14 - 20 |
| 3.4. | Accept Credit Card Report for Period Ending May 31, 2021
3.4 Staff Report Credit Card Statement May 2021.pdf 
3.4 Attachment A Credit Card Report.pdf 
3.4 Attachment B Credit Card Statement 05.31.21_Redacted.pdf  | 21 - 27 |

4. NON-HEARING ITEMS

- | | | |
|------|---|---------|
| 4.1. | Approve Carryover List from Fiscal Year 2020/21 to 2021/22
4.1 Authorize Carryover Funds from Fiscal Year 2020-21.pdf 
4.1 Attachment A Carryover List.pdf  | 28 - 29 |
| 4.2. | Adopt Resolution No. 2021-1147 Declaring Valley Sanitary District's Intention to Order the Dissolution of Certain Property from Indio Sanitary District Assessment District No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills)
4.2 Staff Report Adopt Resolution No. 2021-1147 Dissolution of Assessment Districts.pdf 
4.2 Attachment A Resolution 2021-1147 Intention of Dissolution AD.pdf  | 30 - 38 |

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


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

39 - 46

[4.3 Staff Report Board Compensation.pdf](#) 

[4.3 Attachment A Board Compensation Codes.pdf](#) 

[4.3 Attachment B Board Compensation Calculation.pdf](#) 

[4.3 Attachment C Ordinance 2016-119 Setting Board Member Compensation.pdf](#) 

[4.3 Attachment D Public Hearing Notice Board Compensation.pdf](#) 

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. COMMITTEE REPORTS

7. DIRECTOR'S ITEMS

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

8. INFORMATIONAL ITEMS

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

47 - 52

[8.1 Information Clerk of the Board Job Description.pdf](#) 

[8.1 Attachment A Job Description.pdf](#) 

9. PUBLIC COMMENT

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

10. CONVEVNE IN CLOSED SESSION

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

- 10.1. Pursuant to Government Code Section 54954.5 Public Employee Performance Evaluation: General Manager

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

12. ADJOURNMENT

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

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

June 8, 2021

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

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via videoconference, on Tuesday, May 25, 2021.

1. **CALL TO ORDER**

President Sear called the meeting to order at 1:04 p.m.

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, Ron Buchwald, Anna Bell, and Robert Hargreaves, Best Best & Krieger

Guests:

Elizabeth Reyes, Harris & Associates

1.2 Pledge of Allegiance

1.3 June Employee Anniversaries

- Andy Boyd, Wastewater Operator III – 12 years
- Nick Castaneda, Collection System Tech II – 7 years
- Beverli Marshall, General Manager – 2 years

The Board congratulated Andy, Nick, and Beverli for their hard work and dedication to the District.

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.

Cassidy Laughy, Operator-in-Training at Valley Sanitary District, submitted a letter to the Board regarding the "Silver Wave" and the importance of recruitment and retainment of wastewater operators at Valley Sanitary District. Her letter was read into the record.

UNOFFICIAL UNTIL APPROVED

3. CONSENT CALENDAR

- 3.1 Approve May 25, 2021, Regular Meeting Minutes
- 3.2 Approve Warrants for May 20 through June 2, 2021
- 3.3 Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance Within the Paradiso Subdivision, East of Monroe Street and North of Avenue 41

ACTION TAKEN:

MOTION: Director Teague a motion to approve the consent calendar items as presented. Director Duran seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2021-3102

4. NON-HEARING ITEMS

- 4.1 Adopt Resolution No. 2021-1146 Approving the Comprehensive Budget for Fiscal Year 2021/22

The action for approval and adoption of the annual budget is completed in June of each calendar year. On April 20, 2021, the District held a detailed budget workshop and presentation for the Board of Directors to review and allow for modifications. The proposed Operating and Capital budgets for fiscal year 2021/22 FY22 are \$10,967,155 and \$15,912,465, respectively. The Operating budget encompasses such costs as salaries, operating supplies, loan payments, insurance premiums, and other overhead costs to run day-to-day operations. The Capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). There are 17 new capital projects requested in fiscal year 2021/22. The CIP for fiscal year 2021/22 includes the Reclaimed Water Phase I treatment upgrade project, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program. Staff believes the budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the district forward in its mission of treating and recycling wastewater to ensure a healthy environment and sustainable water supply. Secretary Canero requested to see the job description for the Clerk of the Board position before going out for recruitment. Vice President Coleman commended staff on the hard work and process of producing the budget.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING THE OPERATION BUDGET AND CAPITAL BUDGET FOR FISCAL YEAR 2021/22”

ACTION TAKEN:

MOTION: Vice President Coleman made a motion to adopt Resolution No. 2021-1146 approving the Operating and Capital Budget for Fiscal Year 2021/22. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
RESOLUTION NO. 2021-1146

UNOFFICIAL UNTIL APPROVED

4.2 Set a Public Hearing Date for July 27, 2021 – Determining Certain Accounts to be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection

Annually, District staff review the outstanding invoices of all properties that have not paid their invoices for various fees. To collect the unpaid charges and to ensure adequate procedural due process is provided, a Public Hearing date is required, and notice is sent to each specific property and posted on the district website. At the Public Hearing, recommended for July 27, 2021, the Board of Directors will adopt a resolution allowing the delinquent invoices to be placed on the property tax roll for collection.

ACTION TAKEN:

MOTION:

Secretary Canero made a motion to approve a public hearing date for July 27, 2021, to consider placing delinquent service charges on the county tax rolls. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3103

4.3 Approve Blanket Purchase Orders for the Listed Vendors and Amounts for Fiscal Year 2021/22 in a Total Amount Not to Exceed \$3,006,488

District staff has reviewed the purchases for the past fiscal year and the expenditures outlined within the Operating and Capital Budget for 2021/22. Staff was able to identify \$3,006,488 of purchases that are needed for the normal course of business.

ACTION TAKEN:

MOTION:

Secretary Canero made a motion to approve blanket purchase orders for the listed vendors and amounts for Fiscal Year 2021/22 in a total amount not to exceed \$3,006,488. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3104

4.4 Adopt the VSD Diversity, Equity & Inclusion Policy

Beverli Marshall, General Manager, explained that diversity is lacking in the water and wastewater industry. In addition to identifying the lack of diversity in various water sector occupations, several key issues were identified “to hire, train, and retain a skilled and diverse water workforce in years to come.” Specifically, the report identified two major needs, the emphasis that the water workforce needs greater public visibility, especially when trying to reach younger workers and other prospective job candidates, and to consider the barriers that support a more diverse water workforce, including the importance of looking for talent in places that may not traditionally have attracted as much attention. The Diversity, Equity & Inclusion (DEI) policy is based on several existing policies and recommended language that demonstrates the District’s commitment to DEI but does not commit the District to a specific plan or expenditure. This allows flexibility to address issues as they arise as well as the opportunity to partner

UNOFFICIAL UNTIL APPROVED

with other agencies in supporting diversity in industry occupations and programs. Director Duran requested more information on the topic.

ACTION TAKEN:

MOTION:

Director Duran made a motion to adopt the VSD Diversity, Equity & Inclusion Policy. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3105

- 4.5 Authorize General Manager to Execute Task Order No. 21-02 with Harris & Associates for Collection System Design and Program Management Project – Phase III in an Amount Not to Exceed \$697,400

On August 29, 2017, the Board awarded the Collection System Program & Design Manager Project to Harris and Associates after submitting the successful Proposal as determined by the Qualification Based Selection (Government Code 4526) process. On February 18, 2018, the Board awarded Task Authorization 1 to Harris & Associates, Inc. not to exceed \$219,822 for Phase 1 and on April 9, 2019, awarded Task Authorization 2 not to exceed \$553,740 for Phase 2 of this program, which is nearly complete. Staff has been working with Harris & Associates to develop the next phase of the program. Phase 3 will continue the efforts of reviewing CCTV video inspections as well as programming several rehabilitation and replacement projects. Also included in the scope of work are inspection services, which staff requested via separate approval from the Board.

ACTION TAKEN:

MOTION:

Director Teague made a motion to authorize the General Manager to execute Task Order No. 21-02 with Harris & Associates in an amount not to exceed \$697,400 for Phase 3 of the Collection System Design and Program Management project. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3106

- 4.6 Authorize General Manager to Execute Task Order No. 21-01 with Dudek & Associates for Design Services for the Treatment Plant Water Main Replacement Project in an Amount Not to Exceed \$24,330

There is an above-ground steel watermain that feeds plant water to the various basins that is reaching its useful life. The main occasionally leaks, the fittings are becoming difficult to adjust, and some valves that do not work properly. This watermain has been listed as a CIP project for several years but has now reached a high priority. In fiscal year 2017/18, staff solicited RFQs from various consultants to develop a list of qualified consultants to perform work for the district. Dudek and Associates were among those selected as part of the Indefinite Delivery / Indefinite Quantity as Needed Services contract. Dudek is also part of the Downing / Dudek design-build team working on the Rehabilitation of the Influent Pump Station project. Staff met with Dudek at the plant to discuss the need to replace the steel

UNOFFICIAL UNTIL APPROVED

watermain and to solicit a proposal to provide design plans and specifications for the watermain replacement.

ACTION TAKEN:

MOTION:

Director Teague made a motion to authorize the General Manager to execute Task Order No. 21-01 with Dudek & Associates in an amount not to exceed \$24,330 to provide design services for the Plant Watermain Replacement Project. Director Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3107

- 4.7 Authorize Staff to Issue a Notice to Proceed to SGH Architects to Complete the Design of the Training & Office and Laboratory Buildings in an Amount Not to Exceed \$307,615

On May 26, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design for the new office and training building (Phase 1) for \$73,436. During the initial design, it was determined that including a laboratory would limit the size of both the training room and the laboratory. Staff requested a proposal from SGH to design a new separate laboratory building. On December 8, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design of the laboratory building (Phase 1) for \$49,610. The Phase 1 designs for both buildings are complete and ready to proceed to the final design. On May 11, the Board approved a five-year rate increase that will fund CIP projects including the new buildings. Staff began identifying financing options to pay for the construction of the buildings as well as other CIP projects. Staff would like to proceed with the final design for both buildings.

ACTION TAKEN:

MOTION:

Vice President Coleman made a motion to authorize a Notice to Proceed to SGH Architects for the final design for both buildings per the existing contract and proposals in the amount of \$183,590 for the Office & Training Building and \$124,025 for the Laboratory building. Director Teague seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3108

- 4.8 Discuss and Select CalPERS Unfunded Accrued Liability (UAL) Fresh Start Option and Authorize Payment to CalPERS for Fiscal Year 2021/22

This item was pulled from the agenda and will be brought back at a future meeting.

5. GENERAL MANAGER'S ITEMS

- 5.1 Monthly General Manager's Report – April 2021

The monthly department updates and metrics were provided.

UNOFFICIAL UNTIL APPROVED

6. COMMITTEE REPORTS

6.1 Operations Committee – June 1, 2021, Regular Meeting Minutes

Operations Committee Chair, Ron Buchwald, reported out on the meeting of June 1, 2021. The committee discussed the Diversity, Equity & Inclusion policy, The proposed parking lot expansion, the new training building, and laboratory.

7. DIRECTOR'S ITEMS

Vice President Coleman stated that he has completed the CSDA Special District Leadership Academy. It was suggested the Ms. Marshall meet with the new City of Coachella City Manager. On behalf of the Board of Directors, President Sear congratulated all the graduates of the Class of 2021 across the Coachella Valley and beyond.

8. INFORMATIONAL ITEMS

8.1 Today, June 8, 2021, is recognized as World Ocean Day, which was first proposed by Canada during the 1992 Earth Summit, began worldwide in 2002, and was officially recognized by the United Nations in 2008. This year's theme is "One Ocean, One Climate, One Future – Together." <https://worldoceanday.org>

9. PUBLIC COMMENT

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

None.

10. CONVENE IN CLOSED SESSION

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

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

The Board adjourned to a closed session at 2:49 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened to open session at 3:10 p.m. President Sear stated there was nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 3:11 p.m. The next regular Board meeting will be held on June 22, 2021.

UNOFFICIAL UNTIL APPROVED

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
June 22, 2021

39357 Indio Water Authority	Plan Check Fee VSD Sewer Siphon Replacement Project	\$2,433.00
39358 United Way of the Desert	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$20.00
39359 Joseph McElrone	Refund Colonial Deduction Made on PR PD 05/07/2021	\$68.10
39360 Total Compensation Systems, Inc.	GASB 75 Roll-Forward Valuation	\$1,530.00
39361 Grainger	Sulfuric Acid	\$432.15
39361 Grainger	Replacement Trippers	\$39.26
39362 ReadyRefresh by Nestle	Water Delivery - 05/25/2021	\$1,069.08
39363 Superior Protection Consultants	Security Patrol - May 2021	\$6,552.00
39364 USA Blue Book	Junction Box	\$221.97
39365 ABM Office Solutions, Inc	Workspace Rental - June 2021	\$1,476.79
39366 Andrew Sorensen	OIT Cert Reimbursement	\$125.00
39366 Andrew Sorensen	Mileage Reimbursement to CPR Training	\$72.24
39367 Associated Time Instruments	AOD - May 2021	\$291.84
39368 Best, Best & Krieger	Legal Services - May 2021	\$2,368.47
39369 Calif. Assoc. of Sanitation Agencies	Annual Conference for 4 Board Members - 08/11/21-08/13/21	\$2,380.00
39370 Calif. Water Environment Assn.	Certificate Renewal - 08/01/2021-07/31/2022	\$106.00
39371 CALPELRA	Annual Conference - 11/16/2021-11/19/2021	\$1,090.00
39372 Caltest Analytical Laboratory	Weekly Samples (NPDES 2015-2020)	\$258.75
39373 Carquest Auto Parts	New Charges - May 2021	\$157.49
39375 Clairemont Equipment	Rental of Forklift - 05/26/2021-05/28/2021	\$1,405.50
39376 Dennis Coleman	CSDA Training Reimbursement	\$55.00
39377 Desert Arc	Janitorial Services - May 2021	\$3,333.68
39377 Desert Arc	Landscaping - June 2021	\$800.00
39378 Desert Hose & Supply	Street Elbow, Dust Cap	\$376.22
39378 Desert Hose & Supply	Water Column Gauge	\$269.34
39378 Desert Hose & Supply	Stainless Clamps, Brass Mender	\$75.82
39378 Desert Hose & Supply	1" Hose	\$509.78
39379 DKF Solutions Group, LLC	Annual Subscription Fee MSO 08/01/2021-07/31/2022	\$4,740.00
39380 Downing Construction, Inc	*IPS Rehab Project Progress Payment #3	\$47,024.50
39381 E.S. Babcock & Sons, Inc.	Pre Treatment SIU Yearly - Culligan	\$351.00
39382 Eberhard Equipment	Antifreeze, Oil and Cartridges	\$547.22
39383 Grainger	Cordless Ratchet	\$706.75
39383 Grainger	Spill Tray	\$132.68
39383 Grainger	Electromagnetic Timer (qty 5)	\$506.56
39383 Grainger	Electromagnetic Timer (qty 6)	\$607.87
39384 Grant Fournier	Tuition Reimbursement - 08/31/2020-03/05/2021	\$1,000.00
39385 Hach Company	Filter Glass, Liquid Probes	\$674.88
39386 Harrington Industrial Plastics, Inc.	Thermal Protector	\$269.04
39387 Healthy Futures, Inc.	Wellness Services - May 2021	\$1,500.00
39388 Innovative Document Solutions	Copier Maintenance - May 2021	\$208.10
39389 Kaman Industrial Technologies	V Belt	\$59.70
39390 Konecranes, Inc.	Quad Load Testing - Gantry Crane	\$4,449.12
39391 Lorraine Shinnette	Safety Boot Reimbursement	\$168.45
39392 Marin Gutierrez	Tuition Reimbursement - 08/22/2020-12/5/2020	\$1,000.00
39393 Palm Springs Pump, Inc.	Pull and Clean 2 Booster Pumps	\$2,200.00
39394 Parkhouse Tire Services, Inc.	Repair Backhoe Tire	\$252.96
39395 Plaza Towing	Heavy Tow Ford F750	\$750.00
39396 Polydyne, Inc.	Polymer Delivery - 06/07/2021	\$3,624.31
39397 Rudy's Pest Control	General Pest Control - 06/08/2021	\$185.00
39397 Rudy's Pest Control	Gopher Control - 06/02/2021	\$833.75
39398 SC Fuels	Fuel Delivery - 05/28/2021	\$2,066.19
39398 SC Fuels	Fuel Delivery - 06/02/2021	\$1,113.64
39399 Southwest Networks, Inc.	Computer Support - May 2021	\$1,336.25
39399 Southwest Networks, Inc.	Guardian BDR Storage - July 2021	\$699.00
39399 Southwest Networks, Inc.	Quarterly Guardian IT Support - 06/01/2021-08/31/2021	\$726.00
39400 Staples Advantage	New Purchases - May 2021	\$1,790.25
39401 Thomas Scientific	Tube Rack	\$17.00
39402 Tops 'N Barricades Inc.	Vinyl Nat Fire Protection 11"	\$40.78
39402 Tops 'N Barricades Inc.	Paint, Glasses, Stop Sign	\$494.81
39403 Underground Service Alert	Dig Alerts - June 2021	\$148.60
39403 Underground Service Alert	Board Fee - June 2021	\$68.64
39404 Univar Solutions	Sodium Hypochlorite Delivery - 06/04/2021	\$6,933.47
202106101 Burrtec Waste & Recycling Svcs	Grit Removal - May 2021	\$2,086.24
202106102 Burrtec Waste & Recycling Svcs	Trash Service - June 2021	\$241.21
202106103 SoCal Gas	Gas Service - May 2021	\$295.50
202106121 Frontier Communications	Telephone Service - June 2021	\$322.47
202106131 Time Warner Cable	Telephone Service - June 2021	\$1,155.02

202106171 UPS	Shipping Charges as of 06/05/2021	\$509.52
202106181 Paychex - Garnishment	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$535.97
202106182 Paychex - Tax	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$34,617.60
202106183 Paychex - Direct Deposit	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$71,755.43
202106184 CalPERS 457	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$1,025.00
202106185 Vantage Point Transfer Agents - ICMA	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$1,370.00
202106186 Nationwide Retirement Solution	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$1,385.00
202106187 CalPERS Retirement	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$18,463.59
202106188 MassMutual	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$10.00
202106189 Paychex - Fee	PR 05/28/2021 - 06/10/2021 PD 06/18/2021	\$165.19
	Total	\$248,681.74



**Valley Sanitary District
Board of Directors Meeting
June 22, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Monthly Revenue & Expense Report for the Period Ending May 31, 2021

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

Executive Summary

The purpose of this report is to present the monthly revenue and expenses to the Board and the public for the District for the month of May 2021.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this report.

Background

The adopted operating and capital budget for fiscal year 2020/21 includes \$13,899,300 in revenues, \$9,151,339 in operating expenditures.

The attached Monthly Income Summary (Attachment A) and Budget Variance (Attachment B) report compares revenues and expenses to the respective line-item budgets. The report identifies current monthly revenues and expenses as well as fiscal year to date (FYTD) values.

Year to Date Summary

- As of May 31, 2021, the District's has collected \$13,120,163 in revenue. The revenues are \$379,138 or 3.0% above the FYTD budget due to the timing and lump sum payments of the sewer service fees collected.
- As of May 31, 2021, the District has incurred \$7,764,999 in expenditures. The District's expenditures are \$623,728 or 7.4% under the FYTD budget.

The Summary of Cash and Investments (Attachment C) report details the changes to the fund balances by fund type.

FUND	UNAUDITED FUND BALANCE AS OF 05/31/2021
OPERATING FUND (FUND 11)	\$ 24,656,147
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,098,576
FIDUCIARY FUND (FUND 4)	713,813
CAPITAL IMPROVEMENT FUND (FUND 13)	7,104,246
RESTRICTED CIP FUND (FUND 12)	23,908,570
TOTAL	\$ 57,481,352

Recommendation

Staff recommends that the Board receive and file the Revenue and Expense report for the period ending May 2021.

Attachments

- Attachment A: Monthly Income Summary for May 2021
- Attachment B: Budget Variance Report for May 2021
- Attachment C: Summary of Cash and Investments for May 2021

Valley Sanitary District Combined Monthly Account Summary May 2021 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	218,197	2,661,549	2,832,728	94 %	171,179
Callout	605	6,014	16,200	37 %	10,186
Group dental/vision	3,366	42,180	20,466	206 %	(21,714)
Group disability	732	8,106	9,640	84 %	1,534
Group health	34,144	389,397	469,709	83 %	80,312
Group life	523	5,749	7,030	82 %	1,281
Longevity	2,908	32,423	37,900	86 %	5,477
Overtime	864	21,216	23,800	89 %	2,584
Payroll taxes	20,296	200,931	216,300	93 %	15,369
Retirement	22,105	257,321	297,400	87 %	40,079
Standby	2,880	33,964	37,500	91 %	3,536
Unemployment	0	(142)	0	0 %	142
Workers comp	3,724	45,955	56,020	82 %	10,065
Certifications	497	3,928	12,810	31 %	8,882
Chemicals	33,889	373,237	427,560	87 %	54,323
Clothing/Safety	1,390	20,528	27,750	74 %	7,222
Comprehensive insurance	25,742	282,654	308,300	92 %	25,646
Contract services	36,893	499,822	704,027	71 %	204,205
County charges	828	20,271	22,000	92 %	1,729
Directors' fees	5,500	42,500	46,500	91 %	4,000
Election	6,470	6,470	70,000	9 %	63,530
Electricity	61,199	551,509	607,750	91 %	56,241
Gas/Oil	5,728	32,980	52,000	63 %	19,020
Memberships/Subscriptions	1,136	39,371	41,495	95 %	2,124
Natural gas	296	3,716	6,000	62 %	2,285
Office expense	1,257	14,974	16,000	94 %	1,026
Operating supplies	23,903	182,838	215,200	85 %	32,362
Other expenses	21,524	50,162	107,000	47 %	56,838
Permits & fees	1,292	41,322	93,650	44 %	52,328
Professional/Legal	3,898	146,992	212,750	69 %	65,758
Publications	155	2,773	2,000	139 %	(773)
Repairs/Maintenance	24,705	459,389	648,120	71 %	188,731
Research & monitoring	4,775	48,414	100,000	48 %	51,586
Small tools	4,900	13,219	33,500	39 %	20,281
Telephone	1,703	19,252	20,500	94 %	1,248
Trash collection	2,327	26,275	25,500	103 %	(775)
Travel/Mtgs/Ed	5,407	39,644	104,000	38 %	64,356
Water	1,577	16,920	21,500	79 %	4,580
Total Expenses	587,334	6,643,826	7,950,605	84 %	1,306,779

Valley Sanitary District
Combined Monthly Account Summary
 May 2021 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Capital Expenses					
Capital O & M Fund 11	5,238	101,645	179,644	57 %	77,999
Capital Replacement Fund 12	65,364	1,770,554	9,917,318	18 %	8,146,764
Capital Improvement Fund 13	0	4,673	2,599,487	0 %	2,594,814
Total Capital Expenses	70,602	1,876,872	12,696,449	15 %	10,819,577

Valley Sanitary District
Budget Variance Report
May 2021

Description	Current Month			Fiscal Year to Date				
	FY21 Total Budget	Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Operating Revenue	12,753,800	133,926	1,062,817	(928,891)	12,292,182	11,690,983	601,198	3.6%
Non-Operating Revenue	1,145,500	236,308	95,458	140,849	827,982	1,050,042	(222,060)	27.7%
Total Operating Revenue	13,899,300	370,233	1,158,275	(788,042)	13,120,163	12,741,025	379,138	5.6%
Operating Expenses:								
Wages & Salaries	2,832,728	218,197	236,061	17,864	2,661,549	2,596,667	(64,881)	6.0%
Callout	16,200	605	1,350	745	6,014	14,850	8,836	62.9%
Group Dental/Vision	20,466	3,366	1,706	(1,660)	42,180	18,761	(23,420)	-106.1%
Group Disability	9,640	732	803	71	8,106	8,837	730	15.9%
Group health	469,709	34,144	39,142	4,999	389,397	430,567	41,170	17.1%
Group life	7,030	523	586	63	5,749	6,444	695	18.2%
Longevity	37,900	2,908	3,158	251	32,423	34,742	2,319	14.5%
Overtime	23,800	864	1,983	1,119	21,216	21,817	601	10.9%
Payroll Taxes	216,300	20,296	18,025	(2,271)	200,931	198,275	(2,656)	7.1%
Retirement	297,400	22,105	24,783	2,679	257,321	272,617	15,295	13.5%
Standby	37,500	2,880	3,125	245	33,964	34,375	411	9.4%
Unemployment	0	0	0	0	(142)	0	142	-
Workers Comp	56,020	3,724	4,668	945	45,955	51,352	5,397	18.0%
Certifications	12,810	497	1,068	571	3,928	11,743	7,815	69.3%
Chemicals	427,560	33,889	35,630	1,741	373,237	391,930	18,693	12.7%
Clothing/Safety	27,750	1,390	2,313	923	20,528	25,438	4,909	26.0%
Comprehensive insurance	308,300	25,742	25,692	(50)	282,654	282,608	(46)	8.3%
Contract Services	704,027	36,893	58,669	21,776	499,822	645,358	145,536	29.0%
County Charges	22,000	828	1,833	1,005	20,271	20,167	(105)	7.9%
Directors' Fees	46,500	5,500	3,875	(1,625)	42,500	42,625	125	8.6%
Election	70,000	6,470	5,833	(637)	6,470	64,167	57,697	90.8%
Electricity	607,750	61,199	50,646	(10,553)	551,509	557,104	5,595	9.3%
Gas/Oil	52,000	5,728	4,333	(1,394)	32,980	47,667	14,687	36.6%
Memberships/Subscriptions	41,495	1,136	3,458	2,322	39,371	38,037	(1,334)	5.1%
Natural Gas	6,000	296	500	205	3,716	5,500	1,785	38.1%
Office Expense	16,000	1,257	1,333	76	14,974	14,667	(307)	6.4%
Operating Supplies	215,200	23,903	17,933	(5,969)	182,838	197,267	14,428	15.0%
Other Expenses	107,000	21,524	8,917	(12,607)	50,162	98,083	47,921	53.1%
Permits & Fees	93,650	1,292	7,804	6,512	41,322	85,846	44,524	55.9%
Professional/Legal	212,750	3,898	17,729	13,831	146,992	195,021	48,028	30.9%
Publications	2,000	155	167	12	2,773	1,833	(939)	-38.6%
Repairs/Maintenance	648,120	24,705	54,010	29,305	459,389	594,110	134,721	29.1%
Research & Monitoring	100,000	4,775	8,333	3,558	48,414	91,667	43,252	51.6%
Small Tools	33,500	4,900	2,792	(2,109)	13,219	30,708	17,489	60.5%
Telephone	20,500	1,703	1,708	5	19,252	18,792	(461)	6.1%
Trash Collection	25,500	2,327	2,125	(202)	26,275	23,375	(2,900)	-3.0%
Travel/Mtgs/Ed	104,000	5,407	8,667	3,260	39,644	95,333	55,689	61.9%
Water	21,500	1,577	1,792	214	16,920	19,708	2,789	21.3%
Loan Payments	1,021,090	964,671	85,091	(879,580)	1,019,529	935,999	(83,530)	0.2%
Projects	179,644	5,238	14,970	9,732	101,645	164,674	63,029	43.4%
Total Operating Expenses (Before Depreciation)	9,151,339	1,557,243	762,612	(794,632)	7,764,999	8,388,727	623,728	15.1%
Operating Expenses in Excess of Operating Revenue		\$ (1,187,010)			\$ 5,355,164			

Valley Sanitary District
Budget Variance Report
May 2021

Description	FY21 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY21 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages & Salaries	2,910,228	222,546	242,519	19,973	2,722,742	2,667,709	(55,033)	6.4%
Fringe Benefits	1,142,215	89,187	95,185	5,998	1,002,450	1,047,030	44,581	12.2%
Services	939,277	42,649	78,273	35,624	668,839	861,004	192,165	28.8%
Supplies and Materials	1,440,380	93,429	120,032	26,603	1,092,072	1,320,348	228,276	24.2%
Fuels and Lubricants	52,000	5,728	4,333	(1,394)	32,980	47,667	14,687	36.6%
Casualty and Liability	308,300	25,742	25,692	(50)	282,654	282,608	(46)	8.3%
Projects	179,644	5,238	14,970	9,732	101,645	164,674	63,029	43.4%
Utilities	660,750	65,399	55,063	(10,336)	598,420	605,688	7,267	9.4%
Loan Payments	1,021,090	964,671	85,091	(879,580)	1,019,529	935,999	(83,530)	0.2%
Permits and Fees	115,650	2,121	9,638	7,517	61,593	106,013	44,419	46.7%
Other	381,805	40,534	31,817	(8,717)	182,076	349,988	167,912	52.3%
Total Operating Expenses (Before Depreciation)	9,151,339	1,557,243	762,612	(794,632)	7,764,999	8,388,727	623,728	15.1%
Revenues:								
Operating Revenue	12,753,800	133,926	1,062,817	(928,891)	12,292,182	11,690,983	601,198	3.6%
Non-Operating Revenue	1,145,500	236,308	95,458	140,849	827,982	1,050,042	(222,060)	27.7%
Total Revenue	13,899,300	370,233	1,158,275	(788,042)	13,120,163	12,741,025	379,138	5.6%
Net Operating Gain (Loss)		\$ (1,187,010)			\$ 5,355,164			

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 05/01/2021 TO 05/31/2021 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund			
Beginning Balance (Fund 4)		416,057	
Net Transfer from (to) Fund 11		297,756	
Fair Value Factor for quarter ending 06/30/2020		0	
Interest (Pd quarterly - Int. Rate 0.44%)		0	
Fund 04 Ending Balance		713,813	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds			
Beginning Balance (Fund 6)		2,794	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2020		0	
Interest (Pd quarterly - Int. Rate 0.44%)		0	
Fund 06 Ending Balance		2,794	
LAIF Fund 11 - Operating Fund			
Beginning Balance (Fund 11)		19,039,511	
Net Transfer from (to) Fund 04		(297,756)	
Net Transfer from (to) Fund 06		0	
Net Transfer from (to) Fund 12		442,397	
Net Transfer from (to) Fund 13		(119,024)	
Fund Transfer from (to) LAIF - WF		(1,700,000)	
Fair Value Factor for quarter ending 06/30/2020		0	
Interest (Pd quarterly - Int. Rate 0.44%)		0	
Fund 11 Ending Balance		17,365,128	
LAIF Fund 12 - Reserve Fund			
Beginning Balance (Fund 12)		24,350,967	
Net Transfer from (to) Fund 11		(442,397)	
Fair Value Factor for quarter ending 06/30/2020		0	
Interest (Pd quarterly - Int. Rate 0.44%)		0	
Fund 12 Ending Balance		23,908,570	
LAIF Fund 13 - Capital Improvement Fund			
Beginning Balance		6,985,222	
Connection Fees	127,480		
(Disbursements) or Reimbursements	(8,456)		
Net Transfer from (to) Fund 11		119,024	
Fair Value Factor for quarter ending 06/30/2020		0	
Interest (Pd quarterly - Int. Rate 0.44%)		0	
Fund 13 Ending Balance		7,104,246	
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13			49,094,550

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance		2,318,313	
Deposits		5,579,631	
Fund Transfer from (to) LAIF (net)		1,700,000	
Disbursements and Payroll		(2,306,924)	
Wells Fargo Ending Balance		7,291,020	

CALTRUST - FUND 11

Beginning Balance		1,094,406	
Unrealized Gain / <Loss>		1,067	
Interest Income		309	
CalTRUST Ending Balance		1,095,782	

TOTAL WELLS FARGO AND CALTRUST CHECKING

8,386,802

TOTAL CASH AND INVESTMENTS

57,481,352

The Board certifies the ability of the District to meet its expenditure requirements for the next six (6) months, as per Government Code 53646(b)(3).

This report is in compliance with the District's Investment Policy under Government Code 53646(b)(2).



**Valley Sanitary District
Board of Directors Meeting
June 22, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Credit Card Statement for May 2021

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

Executive Summary

The purpose of this report is to present the credit card statement for May 2021 to the Board of Directors.

Strategic Plan Compliance

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

Fiscal Impact

The total charges incurred for May 2021 are \$14,668.

Background

The attached report summarizes the District’s credit card expenditures for May 2021.

Recommendation

Staff recommends that the Board receive and file the credit card report and statement for the period ending May 31, 2021.

Attachments

- Attachment A: Valley Sanitary District Credit Card Report May 2021
- Attachment B: Credit Card Statement May 2021

Valley Sanitary District Credit Card Report
Closing Date 05/31/21

Cardholder Name	Transaction Date	Post Date	Merchant Name	Detail-Description	Credits	Charges
BEVERLI A MARSHALL	5/28/2021	5/30/2021	Palm Sp Desert Sun	Continuity/Subscription Merchants		\$ 9.99
BEVERLI A MARSHALL	5/27/2021	5/28/2021	AMERICAN RED CROSS	Charitable And Social Service Organiza		\$ 60.00
BEVERLI A MARSHALL	5/25/2021	5/27/2021	HILTON HOTEL SAN DIEGO	Hilton Hotels		\$ 309.98
BEVERLI A MARSHALL	5/17/2021	5/18/2021	PAYPAL *CALPELRA	Civic Social & Fraternal Associations		\$ 370.00
BEVERLI A MARSHALL	5/11/2021	5/13/2021	CALIFORNIA SPECIAL DISTRI	Civic Social & Fraternal Associations		\$ 225.00
BEVERLI A MARSHALL	5/12/2021	5/13/2021	PAYPAL *NOCOSTCONFE	Telecommunications Equipment Including		\$ 4.99
BEVERLI A MARSHALL	5/10/2021	5/11/2021	PE SUBSCRIPTIONS	Advertising Services		\$ 10.00
BRANDEN RODRIGUEZ	5/10/2021	5/11/2021	WAL-MART #2181	Grocery Stores Supermarkets		\$ 34.69
BRANDEN RODRIGUEZ	5/4/2021	5/6/2021	SQ *TKB BAKERY & DELI	Express Payment Services (Fast Food)		\$ 192.48
BRANDEN RODRIGUEZ	4/30/2021	5/2/2021	WM SUPERCENTER #2181	Grocery Stores Supermarkets		\$ 14.01
BRANDEN RODRIGUEZ	4/30/2021	5/2/2021	YOUR PIE - INDIO - ECOMME	Express Payment Services (Fast Food)		\$ 88.76
DANIEL A MILLS	5/10/2021	5/12/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores		\$ 797.10
DEBRA CANERO	5/26/2021	5/28/2021	HILTON HOTEL SAN DIEGO	Hilton Hotels		\$ 309.98
DENNIS COLEMAN	5/26/2021	5/28/2021	HILTON HOTEL SAN DIEGO	Hilton Hotels		\$ 309.98
EDUARDO LUNA	5/11/2021	5/13/2021	USACD PALM DESERT	Plumbing And Heating Equipment And Sup		\$ 150.87
EDUARDO LUNA	5/7/2021	5/10/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores		\$ 1,025.93
EDUARDO LUNA	5/5/2021	5/7/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores		\$ 69.05
HEBERTO MORENO	5/27/2021	5/30/2021	ARCO #42497 AMPM	Automated Gasoline Dispensers		\$ 100.62
HEBERTO MORENO	5/19/2021	5/20/2021	PAYPAL *DKFSOLUTION	Management Consulting And P. R. Servi		\$ 500.00
HEBERTO MORENO	5/14/2021	5/16/2021	APPLE.COM/BILL	unassigned		\$ 2.99
IAN WILSON	5/30/2021	5/31/2021	AMZN Mktp US*2X4FC3Z01	Book Stores		\$ 228.27
IAN WILSON	5/26/2021	5/28/2021	PJ'S DESERT TROPHIES	Gift Card Novelty & Souvenir Shops		\$ 135.39
IAN WILSON	5/25/2021	5/26/2021	EB CHLORINE CHEMISTRY	Business Services Not Elsewhere Classi		\$ 105.00
IAN WILSON	5/21/2021	5/23/2021	ROGER DUNN GOLF SHOP	Sporting Goods Stores		\$ 300.00
IAN WILSON	5/18/2021	5/20/2021	THE HOME DEPOT #6630	Home Supply Warehouse Stores		\$ 130.02
IAN WILSON	5/19/2021	5/20/2021	J2 EFAX SERVICES	Continuity/Subscription Merchants		\$ 16.95
IAN WILSON	5/18/2021	5/19/2021	ACE HARDWARE COACHELLA	Hardware Stores		\$ 79.76
IAN WILSON	5/7/2021	5/9/2021	FORMS FULFILLMENT CENTER	Business Services Not Elsewhere Classi		\$ 448.17
IAN WILSON	5/5/2021	5/6/2021	SMART AND FINAL 718	Grocery Stores Supermarkets		\$ 50.15
IAN WILSON	5/6/2021	5/6/2021	NEGOV	Computer Software		\$ 130.00
IAN WILSON	5/4/2021	5/5/2021	ADOBE ACROPRO SUBS	Computer Software		\$ 152.91
JEANETTE JUAREZ	5/26/2021	5/27/2021	COSTCO WHSE #0638	Wholesale Clubs		\$ 78.48
JEANETTE JUAREZ	5/18/2021	5/20/2021	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store		\$ 135.20
JEANETTE JUAREZ	5/19/2021	5/20/2021	AMZN Mktp US*2L1G46VVO	Book Stores		\$ 13.02
JEANETTE JUAREZ	5/18/2021	5/19/2021	COSTCO WHSE #0638	Wholesale Clubs		\$ 157.16
JEANETTE JUAREZ	5/18/2021	5/19/2021	AMZN Mktp US*2L7QW4UW0	Book Stores		\$ 52.07
JEANETTE JUAREZ	5/14/2021	5/16/2021	AMZN Mktp US*2L95F5Q90	Book Stores		\$ 323.82
RYAN WILLIAMS	5/25/2021	5/27/2021	TRACTOR SUPPLY #2357	Miscellaneous Automotive Dealers Not E		\$ 478.36
RYAN WILLIAMS	5/25/2021	5/26/2021	HD SUPPLY WHITE CAP #008	Construction Materials Not Else Where		\$ 860.79
RYAN WILLIAMS	5/24/2021	5/25/2021	M I D W A Y VACUUM & JANI	Household Appliance Stores		\$ 917.85
RYAN WILLIAMS	5/21/2021	5/24/2021	A.C. HOUSTON LUMBER INDIO	Construction Materials Not Else Where		\$ 2,146.97
RYAN WILLIAMS	5/21/2021	5/23/2021	CHEVRON 0208276	Automated Gasoline Dispensers		\$ 52.00
RYAN WILLIAMS	5/21/2021	5/23/2021	TRANSWEST TRUCK CENTER	Transportation Services Not Elsewhere		\$ 100.00
RYAN WILLIAMS	5/21/2021	5/23/2021	TRANSWEST TRUCK CENTER	Transportation Services Not Elsewhere		\$ 306.77
RYAN WILLIAMS	5/18/2021	5/20/2021	TRACTOR SUPPLY #2357	Miscellaneous Automotive Dealers Not E		\$ 51.08
RYAN WILLIAMS	5/7/2021	5/9/2021	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$ (302.34)	
RYAN WILLIAMS	5/6/2021	5/7/2021	SMART AND FINAL 718	Grocery Stores Supermarkets		\$ 494.34
RYAN WILLIAMS	5/5/2021	5/7/2021	THE HOME DEPOT #6874	Home Supply Warehouse Stores		\$ 1,736.19
RYAN WILLIAMS	5/6/2021	5/7/2021	BIDSPRIME LIMITED	Sporting Goods Stores	\$ (408.93)	
RYAN WILLIAMS	5/4/2021	5/6/2021	KSC & SON CORPORATION - G	Car Washes		\$ 15.00
RYAN WILLIAMS	5/4/2021	5/6/2021	KSC & SON CORPORATION - G	Car Washes		\$ 15.00
RYAN WILLIAMS	5/4/2021	5/6/2021	KSC & SON CORPORATION - G	Car Washes		\$ 15.00
RYAN WILLIAMS	5/4/2021	5/6/2021	KSC & SON CORPORATION - G	Car Washes		\$ 15.00
RYAN WILLIAMS	5/4/2021	5/6/2021	KSC & SON CORPORATION - G	Car Washes		\$ 15.00
RYAN WILLIAMS	4/30/2021	5/2/2021	INTERNATIONAL TRANS FEE	Sporting Goods Stores		\$ 8.18
RYAN WILLIAMS	4/30/2021	5/2/2021	BIDSPRIME LIMITED	Sporting Goods Stores		\$ 408.93
SCOTT SEAR	5/26/2021	5/28/2021	HILTON HOTEL SAN DIEGO	Hilton Hotels		\$ 309.98
SCOTT SEAR	5/26/2021	5/28/2021	HILTON HOTEL SAN DIEGO	Hilton Hotels		\$ 309.98
					\$ (711.27)	\$ 15,379.21



UMPQUA BANK

BL ACCT [REDACTED]
VALLEY SANITARY DISTRICT
Account Number: [REDACTED]
Page 1 of 5



Account Summary

Table with 2 columns: Description and Amount. Rows include Billing Cycle, Days In Billing Cycle, Previous Balance, Purchases, Cash, Balance Transfers, Special, Credits, Payments, Other Charges, Finance Charges.

NEW BALANCE \$14,667.94

Credit Summary

Table with 2 columns: Description and Amount. Rows include Total Credit Line, Available Credit Line, Available Cash, Amount Over Credit Line, Amount Past Due, Disputed Amount.

Account Inquiries

- Call us at: (866) 777-9013
Lost or Stolen Card: (866) 839-3485
Go to www.umpquabank.com
Write us at PO BOX 1952, SPOKANE, WA 99210-1952

Payment Summary

Table with 2 columns: Description and Amount. Rows include NEW BALANCE, MINIMUM PAYMENT, PAYMENT DUE DATE.

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Corporate Activity

Table with 5 columns: Trans Date, Post Date, Reference Number, Transaction Description, Amount. Includes TOTAL CORPORATE ACTIVITY summary row.

Cardholder Account Summary

Table with 5 columns: JEANETTE JUAREZ, Payments & Other Credits, Purchases & Other Charges, Cash Advances, Total Activity.

Cardholder Account Detail

Table with 6 columns: Trans Date, Post Date, Plan Name, Reference Number, Description, Amount. Lists individual transactions.

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

UMPQUA BANK
PO BOX 1952
SPOKANE WA 99210-1952



Account Number

Check box to indicate name/address change on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Table with 4 columns: Closing Date, New Balance, Total Minimum Payment Due, Payment Due Date.

\$



VALLEY SANITARY DISTRICT
45-500 VAN BUREN STREET
INDIO CA 92201

MAKE CHECK PAYABLE TO:



UMPQUA BANK
PO BOX 2310
SPOKANE WA 99210-2310

IMPORTANT INFORMATION

Finance Charge Calculation Methods and Computation of Average Daily Balance Subject to Finance Charge: The Finance Charge Calculation Method applicable to your account for Cash Advances and Credit Purchases of goods and services that you obtain through the use of your card is specified on the front side of this statement and explained below:

Method A - Average Daily Balance (including current transactions): The Finance Charge on purchases begins on the date the transaction posted to your account. The Finance Charge on Cash Advances begins on the date you obtained the cash advance, or the first day of the billing cycle within which it is posted to your account, whichever is later. There is no grace period.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of your account. To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method E - Average Daily Balance (excluding current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances if Method E is specified as applicable to cash advances) reflected on your monthly statement, you must pay the New Balance shown on your monthly statement on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day and subtract any payments, credits, non-accruing fees, and unpaid finance charges. We do not add in any new purchases or cash advances. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Method G - Average Daily Balance (including current transactions): To avoid incurring an additional Finance Charge on the balance of purchases (and cash advances, if Method G is specified as applicable to cash advances) reflected on your monthly statement and, on any new purchases (and if applicable, cash advances) appearing on your next monthly statement, you must pay the New Balance, shown on your monthly statement, on or before the Payment Due Date. The grace period for the New Balance of purchases extends to the Payment Due Date.

The Finance Charges for a billing cycle are computed by applying the Periodic Rate to the "average daily balance" of purchases (and if applicable, cash advances). To get the average daily balance, we take the beginning balance of your account each day, add any new purchases or cash advances, and subtract any payments, credits, non-accruing fees, and unpaid finance charges. This gives us the daily balance. Then we add up all the daily balances for the billing cycle and divide the total by the number of days in the billing cycle.

Payment Crediting and Credit Balance: Payments received at the location specified on the front of the statement after the phrase "MAKE CHECK PAYABLE TO" will be credited to the account specified on the payment coupon as of the date of receipt. Payments received at a different location or payments that do not conform to the requirements set forth on or with the periodic statement (e.g. missing payment stub, payment envelope other than as provided with your statement, multiple checks or multiple coupons in the same envelope) may be subject to delay in crediting, but shall be credited within five days of receipt. If there is a credit balance due on your account, you may request in writing, a full refund. Submit your request to the Account Inquiries address on the front of this statement.

By sending your check, you are authorizing the use of the information on your check to make a one-time electronic debit from the account on which the check is drawn. This electronic debit, which may be posted to your account as early as the date your check is received, will be only for the amount of your check. The original check will be destroyed and we will retain the image in our records. If you have questions please call the customer service number on the front of this billing statement.

Closing Date: The closing date is the last day of the billing cycle; all transactions received after the closing date will appear on your next statement.

Annual Fee: If your account has been assessed an annual fee, you may avoid paying this annual fee by sending written notification of termination within 30 days following the mailing date of this bill. Submit your request to the Account Inquiries address on the front of this statement. You may use your card(s) during this 30 day period but immediately thereafter must send your card(s), which you have cut in half, to this same address.

Negative Credit Reports: You are hereby notified that a negative credit report reflecting on your credit record may be submitted to a credit reporting agency if you fail to fulfill the terms of your credit obligations.

BILLING RIGHTS SUMMARY

In Case of Errors or Inquiries About Your Bill: If you suspect there is an error on your account or you need information about a transaction on your bill, send your written inquiry to the Account Inquiries address on the front of this statement within 60 days of the date of the statement containing the transaction in question. You may telephone us, however a written request is required to preserve your rights.

In your letter, give us the following information:

- ◆ Your name and account number.
- ◆ The dollar amount of the suspected error.
- ◆ Describe the error and explain, if you can, why you believe there is an error. If you need more information, describe the item you are unsure about.

You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your bill that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

Please provide a legal document evidencing your name change, such as a court document.

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/19	05/20	PPLN01	24692161139100248979507	AMZN Mktp US*2L1G46YV0 Amzn.com/bill WA	\$13.02
05/18	05/20	PPLN01	24412901139030023292594	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$135.20
05/26	05/27	PPLN01	24943001147898000101203	COSTCO WHSE #0638 LA QUINTA CA	\$78.48

Cardholder Account Summary					
BEVERLI A MARSHALL		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$989.96	\$0.00	\$989.96

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/10	05/11	PPLN01	24493981131083717768496	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00
05/12	05/13	PPLN01	24492151132894807094688	PAYPAL *NOCOSTCONFE 402-935-7733 CA	\$4.99
05/11	05/13	PPLN01	24202981132030031461721	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	\$225.00
05/17	05/18	PPLN01	24492151137894082120757	PAYPAL *CALPELRA 402-935-7733 CA	\$370.00
05/25	05/27	PPLN01	24755421146151463126509	HILTON HOTEL SAN DIEGO 619-5643333 CA	\$309.98
05/27	05/28	PPLN01	24692161148100616273193	AMERICAN RED CROSS 800-733-2767 DC	\$60.00
05/28	05/30	PPLN01	24692161148100865499960	Palm Sp Desert Sun 888-426-0491 IN	\$9.99

Cardholder Account Summary					
IAN WILSON		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$1,776.62	\$0.00	\$1,776.62

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/04	05/05	PPLN01	24943001124700614817231	ADOBE ACROPRO SUBS 800-443-8158 CA	\$152.91
05/05	05/06	PPLN01	24231681126837000045221	SMART AND FINAL 718 COACHELLA CA	\$50.15
05/06	05/06	PPLN01	24011341126000029030396	NEOGOV HTTPSWWW.NEOG CA	\$130.00
05/07	05/09	PPLN01	24323001127796130788382	FORMS FULFILLMENT CENTER 914-345-6268 NY	\$448.17
05/18	05/19	PPLN01	24431061139091456000037	ACE HARDWARE COACHELLA COACHELLA CA	\$79.76
05/18	05/20	PPLN01	24943011139010181015322	THE HOME DEPOT #6630 LA QUINTA CA	\$130.02
05/19	05/20	PPLN01	24692161139100447539623	J2 EFAX SERVICES 323-817-3205 CA	\$16.95
05/21	05/23	PPLN01	24692161142100357337575	ROGER DUNN GOLF SHOP INDIO CA	\$300.00
05/25	05/26	PPLN01	24492151145745105561221	EB CHLORINE CHEMISTRY 801-413-7200 CA	\$105.00
05/26	05/28	PPLN01	24323041147225500007969	PJ'S DESERT TROPHIES INDIO CA	\$135.39
05/30	05/31	PPLN01	24692161150100495364282	AMZN Mktp US*2X4FC3Z01 Amzn.com/bill WA	\$228.27

Cardholder Account Summary					
RYAN WILLIAMS		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$711.27-	\$7,636.46	\$0.00	\$6,925.19

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/30	05/02	PPLN01	74481321120000000881175	BIDSPRIME LIMITED CENTRAL HONG	\$408.93
04/30	05/02	PPLN01	74481321120000000881175	INTERNATIONAL TRANS FEE	\$8.18
05/04	05/06	PPLN01	24269791125500701084153	KSC & SON CORPORATION - G INDIO CA	\$15.00
05/04	05/06	PPLN01	24269791125500701084237	KSC & SON CORPORATION - G INDIO CA	\$15.00
05/04	05/06	PPLN01	24269791125500701084310	KSC & SON CORPORATION - G INDIO CA	\$15.00
05/04	05/06	PPLN01	24269791125500701084492	KSC & SON CORPORATION - G INDIO CA	\$15.00
05/04	05/06	PPLN01	24269791125500701084567	KSC & SON CORPORATION - G INDIO CA	\$15.00
05/05	05/07	PPLN01	24943011126010184701493	THE HOME DEPOT #6874 INDIO CA	\$1,736.19
05/06	05/07	PPLN01	24231681127837000048679	SMART AND FINAL 718 COACHELLA CA	\$494.34
05/06	05/07		74481321126000000816746	CREDIT VOUCHER	\$408.93-
05/07	05/09		74692161128100500362051	BIDSPRIME LIMITED CENTRAL HONG CREDIT VOUCHER	\$302.34-
				THE HOME DEPOT 6874 INDIO CA	

Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/18	05/20	PPLN01	24137461140001414785294	TRACTOR SUPPLY #2357 INDIO CA	\$51.08
05/21	05/23	PPLN01	24692161142100621897537	TRANSWEST TRUCK CENTER FONTANA CA	\$306.77
05/21	05/23	PPLN01	24692161142100621897586	TRANSWEST TRUCK CENTER FONTANA CA	\$100.00
05/21	05/23	PPLN01	24692161142100193432184	CHEVRON 0208276 FONTANA CA	\$52.00
05/21	05/24	PPLN01	24639231143900010264587	A.C. HOUSTON LUMBER INDIO 208-7265673 CA	\$2,146.97
05/24	05/25	PPLN01	24377351145000002953303	M I D W A Y VACUUM & JANI INDIO CA	\$917.85
05/25	05/26	PPLN01	24941441145200756400339	HD SUPPLY WHITE CAP #008 INDIO CA	\$860.79
05/25	05/27	PPLN01	24137461147001426581379	TRACTOR SUPPLY #2357 INDIO CA	\$478.36

Cardholder Account Summary

HEBERTO MORENO [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$603.61	\$0.00	\$603.61

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/14	05/16	PPLN01	24692161134100846363000	APPLE.COM/BILL 866-712-7753 CA	\$2.99
05/19	05/20	PPLN01	24492151139852193144114	PAYPAL *DKFSOLUTION 402-935-7733 CA	\$500.00
05/27	05/30	PPLN01	24034541148004203462153	ARCO #42497 AMPM INDIO CA	\$100.62

Cardholder Account Summary

DENNIS COLEMAN [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$309.98	\$0.00	\$309.98

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/26	05/28	PPLN01	24755421147151473406775	HILTON HOTEL SAN DIEGO 619-5643333 CA	\$309.98

Cardholder Account Summary

SCOTT SEAR [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$619.96	\$0.00	\$619.96

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/26	05/28	PPLN01	24755421147151473408367	HILTON HOTEL SAN DIEGO 619-5643333 CA	\$309.98
05/26	05/28	PPLN01	24755421147151473408375	HILTON HOTEL SAN DIEGO 619-5643333 CA	\$309.98

Cardholder Account Summary

DEBRA CANERO [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$309.98	\$0.00	\$309.98

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/26	05/28	PPLN01	24755421147151473407443	HILTON HOTEL SAN DIEGO 619-5643333 CA	\$309.98

Cardholder Account Summary

DANIEL A MILLS [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$797.10	\$0.00	\$797.10

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/10	05/12	PPLN01	24692161131100598145566	THE HOME DEPOT 6874 INDIO CA	\$797.10

VALLEY SANITARY DISTRICT

Account Number: [REDACTED]

Page 5 of 5

Cardholder Account Summary

EDUARDO LUNA [REDACTED]	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,245.85	Cash Advances \$0.00	Total Activity \$1,245.85
-----------------------------------	---	--	--------------------------------	-------------------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
05/05	05/07	PPLN01	24943011126010184702228	THE HOME DEPOT #6874 INDIO CA	\$69.05
05/07	05/10	PPLN01	24943011129010187494978	THE HOME DEPOT #6874 INDIO CA	\$1,025.93
05/11	05/13	PPLN01	24275391132900014800166	USACD PALM DESERT 760-2005225 CA	\$150.87

Cardholder Account Summary

BRANDEN RODRIGUEZ [REDACTED]	Payments & Other Credits \$0.00	Purchases & Other Charges \$329.94	Cash Advances \$0.00	Total Activity \$329.94
--	---	--	--------------------------------	-----------------------------------

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/30	05/02	PPLN01	24445001121400196189390	WM SUPERCENTER #2181 INDIO CA	\$14.01
04/30	05/02	PPLN01	24269791121500924655049	YOUR PIE - INDIO - ECOMME 760-333-2893 CA	\$88.76
05/04	05/06	PPLN01	24692161125100614061373	SQ *TKB BAKERY & DELI gosq.com CA	\$192.48
05/10	05/11	PPLN01	24226381131091006777273	WAL-MART #2181 INDIO CA	\$34.69

Additional Information About Your Account

IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 06/10/21 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$14667.94

Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$14,667.94
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00

* Periodic Rate (M)=Monthly (D)=Daily
 ** includes cash advance and foreign currency fees
¹ FCM = Finance Charge Method
 (V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.
 Days In Billing Cycle: 31
 APR = Annual Percentage Rate



**Valley Sanitary District
Board of Directors Meeting
June 22, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Authorize Carryover Funds from Fiscal Year 2020/21 for Items not Completed by Fiscal Year End in a Total Amount Not to Exceed \$2,156,900

<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 to discuss the capital projects, that were projected to be incomplete by the end of the fiscal year 2020/21.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6: Improve Planning, Administration, and Governance.

Fiscal Impact

The fiscal impact of the request is \$2,156,900.

Background

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

Recommendation

Staff recommends that the Board approve the requested carryover items from Fiscal Year 2020/21 to Fiscal Year 2021/22.

Attachments

Attachment A: List of Carryover Requests

**VALLEY SANITARY DISTRICT
BUDGET CARRYOVERS
FROM 2020-2021 TO 2021-2022**

ACCOUNT	VENDOR/PROJECT	AMOUNT
11-8630000-0	Asset Management System - C/O from 19/20	\$ 64,900
12-8642000-0	Steel Waterline Activated Sludge Plant (Ops) - C/O from 19/20	142,000
12-8642000-1	Influent Pump Station Rehabilitation Design Build	1,200,000
13-1680000-0	Phase 2B / 2C Plant Expansion Design	500,000
13-1680000-2	Additional Parking and Landscaping	250,000
TOTAL		<u>\$ 2,156,900</u>



**Valley Sanitary District
Board of Directors Meeting
June 22, 2021**

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

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

Executive Summary

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

Strategic Plan Compliance

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

Fiscal Impact

None.

Background

The district formed an Assessment District (Indio Terrace) in about 1965 to help pay for sewer connection fees and inspection fees for several neighborhoods and allow them to connect to the district’s sewer mains. The purpose was to eliminate the septic systems the households were using. This work was completed decades ago but there are several parcels within this Assessment District (AD) that are still vacant. The thought was that this AD needed to remain open until they were developed. This is not the case. Staff would like to close this AD and remove this from our finance books.

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

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

Recommendation

Staff recommends that the Board adopt Resolution No. 2021-1147 declaring the district's intention to order the dissolution of certain Property from Indio Sanitary District Assessment No. 2 (Indio Terrace) and City of Indio Assessment District No. 90-1 (Shadow Hills) and set a Public Hearing for July 13, 2021.

Attachments

- Attachment A: Resolution No. 2021-1147 Resolution of Intention to Dissolve Assessment Districts.
- Attachment B: Memorandum of Assessment District Review prepared by Wildan & Associates dated June 16, 2021.

RESOLUTION NO. 2021-1147

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

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

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

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

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

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

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

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

SECTION 3. Notice of Public Hearing. Notice is hereby given that the Board shall hold a public hearing pertaining the proposed dissolution of the District in accordance with the Act. Such public hearing shall be held on July 13, 2021, at 1:00 p.m., via teleconference as directed by the Board due to COVID-19 social distancing guidelines. All interested persons may appear and show cause why the District should not be dissolved.

SECTION 4. Notice of Public Hearing. Pursuant to Section 22610, this Board hereby dispenses with the posting and mailing of the notice of public hearing.

ADOPTED this 22nd day of June, 2021, by the following majority vote of the Board:

Ayes:
Nays:
Absent:
Abstain:

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

ATTEST:

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

APPROVED AS TO FORM:

General Counsel
Valley Sanitary District

MEMORANDUM

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

From: Mike Medve, Willdan Financial Services

Date: June 17, 2021

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

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

Summary of Research

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

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

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

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

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

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

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

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

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

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

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

Analysis

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

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

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

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

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

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

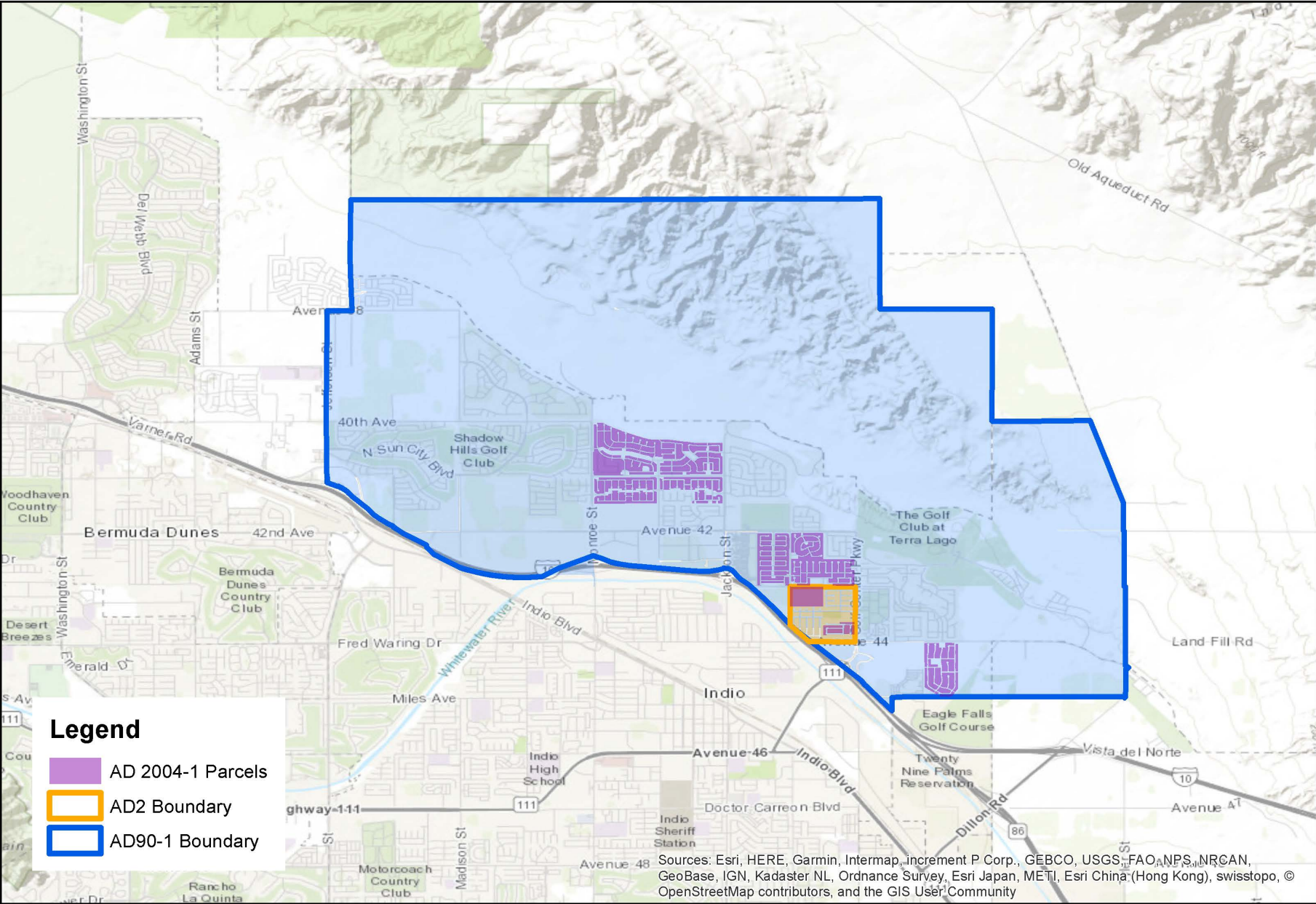
Conclusion

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

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

Attachments

VALLEY SANITARY DISTRICT AUDIT





**Valley Sanitary District
Board of Directors Meeting
June 22, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
SUBJECT: **Discuss Proposed Compensation Rate for Directors of the Valley Sanitary District Board and Set Public Hearing Date**

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

Executive Summary

The purpose of this report is for the Board to discuss compensation for its directors.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact depends upon the amount that the Board selects for the new rate of compensation.

Background

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

The last time the directors' compensation was changed was January 2016 when the Board adopted Ordinance 2016-119 (Attachment C) and increased the rate to \$250 per day of service. If the Board chooses to adopt a new rate of compensation, it will become effective 60 days from the date the ordinance is adopted.

Recommendation

Staff recommends that the Board discuss the rate of compensation for directors, recommend the proposed change, set the public hearing for July 13, 2021, and direct staff to publish the notice of public hearing.

Attachments

Attachment A: California Health & Safety Code §6489 and Water Code §20202

Attachment B: Board Compensation Calculation

Attachment C: Ordinance 2016-119 Setting Board Compensation Rate

Attachment D: Public Hearing Notice for Ordinance to Change Compensation Rate



California LEGISLATIVE INFORMATION

Code: HSC Section: 6489 Search

Up^ << Previous Next >>

cross-reference chaptered bills

PDF |

Add To My Favorites



Highlight

HEALTH AND SAFETY CODE - HSC

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

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

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

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

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

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

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

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

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



WATER CODE - WAT

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

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

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

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

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

**Valley Sanitary District
Board Member Compensation**

Last Change	Amount Per Meeting	Max Per Month (6)	Max Per Year
3/26/2016	\$ 250.00	\$ 1,500.00	\$ 18,000.00

Amount Allowed by Code Calculation

Calendar Year	Amount Per Meeting	Max Per Month (6)	Max Per Year
1987	\$ 100.00	\$ 600.00	\$ 7,200.00
1988	\$ 105.00	\$ 630.00	\$ 7,560.00
1989	\$ 110.25	\$ 661.50	\$ 7,938.00
1990	\$ 115.76	\$ 694.58	\$ 8,334.90
1991	\$ 121.55	\$ 729.30	\$ 8,751.65
1992	\$ 127.63	\$ 765.77	\$ 9,189.23
1993	\$ 134.01	\$ 804.06	\$ 9,648.69
1994	\$ 140.71	\$ 844.26	\$ 10,131.12
1995	\$ 147.75	\$ 886.47	\$ 10,637.68
1996	\$ 155.13	\$ 930.80	\$ 11,169.56
1997	\$ 162.89	\$ 977.34	\$ 11,728.04
1998	\$ 171.03	\$ 1,026.20	\$ 12,314.44
1999	\$ 179.59	\$ 1,077.51	\$ 12,930.17
2000	\$ 188.56	\$ 1,131.39	\$ 13,576.67
2001	\$ 197.99	\$ 1,187.96	\$ 14,255.51
2002	\$ 207.89	\$ 1,247.36	\$ 14,968.28
2003	\$ 218.29	\$ 1,309.72	\$ 15,716.70
2004	\$ 229.20	\$ 1,375.21	\$ 16,502.53
2005	\$ 240.66	\$ 1,443.97	\$ 17,327.66
2006	\$ 252.70	\$ 1,516.17	\$ 18,194.04
2007	\$ 265.33	\$ 1,591.98	\$ 19,103.74
2008	\$ 278.60	\$ 1,671.58	\$ 20,058.93
2009	\$ 292.53	\$ 1,755.16	\$ 21,061.88
2010	\$ 307.15	\$ 1,842.91	\$ 22,114.97
2011	\$ 322.51	\$ 1,935.06	\$ 23,220.72
2012	\$ 338.64	\$ 2,031.81	\$ 24,381.76
2013	\$ 355.57	\$ 2,133.40	\$ 25,600.84
2014	\$ 373.35	\$ 2,240.07	\$ 26,880.89
2015	\$ 392.01	\$ 2,352.08	\$ 28,224.93
2016	\$ 411.61	\$ 2,469.68	\$ 29,636.18
2017	\$ 432.19	\$ 2,593.17	\$ 31,117.99
2018	\$ 453.80	\$ 2,722.82	\$ 32,673.88
2019	\$ 476.49	\$ 2,858.96	\$ 34,307.58
2020	\$ 500.32	\$ 3,001.91	\$ 36,022.96
2021	\$ 525.33	\$ 3,152.01	\$ 37,824.11

ORDINANCE NO. 2016-119

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

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

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

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

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

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

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

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

1. Compensation

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

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

3. Standing Day of Service Request

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

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

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

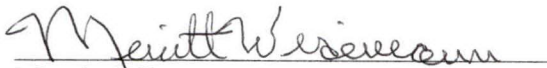
ADOPTED, SIGNED, AND APPROVED this 26th day of January, 2016, by the following roll call vote:

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



Douglas A. York, President

ATTEST:



Merritt Wiseman, Secretary-Treasurer

VALLEY SANITARY DISTRICT

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Board of Directors of Valley Sanitary District will hold a public hearing on a proposed ordinance to increase the compensation paid to the District's Board of Directors pursuant to Health and Safety Code §6489(b) and Water Code §20202. The current compensation rate is \$250.00 per day for attendance at meetings of the Board or services rendered at the request of the Board. The Board proposes that the compensation be increased to **\$262.50**.

Prior to adoption of an ordinance to affect the proposed compensation increase, the District Board will hold a public hearing at which any interested person is invited to attend and address the Board concerning the proposal.

The Board of Director's hearing will be held Tuesday, July 13, 2021 at 1:00 p.m. in the District Office located at 45-500 Van Buren Street, Indio, California.

Dated: June 22, 2021

By order of the Board of Directors

Beverli A. Marshall, General Manager

Publish 6/25/2021 & 6/30/2021



**Valley Sanitary District
Board of Directors Meeting
June 22, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Information Item Clerk of the Board Job Description

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

Executive Summary

The purpose of this report is to provide the Board of Directors requested information regarding the job description for the Clerk of the Board position.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6: Improve Planning, Administration, and Governance.

Fiscal Impact

There is no fiscal impact for this report.

Background

At the June 8, 2021, Board meeting the board of Directors requested the Clerk of the Board Job Description for their review. Attached to this report is the job description that was requested.

Recommendation

Staff recommends that the Board of Directors file and receive this report.

Attachments

Attachment A: Clerk of the Board Job Description



CLERK OF THE BOARD

ESSENTIAL FUNCTION

Under general supervision, oversees, plans, organizes, directs, and coordinates activities necessary to support the Board of Directors including agenda preparation; ensures work quality and adherence to established policies and procedures; prepares a variety of fiscal, administrative, and operational reports; and serves as a liaison with other District staff, outside agencies, and the public.

DISTINGUISHING CHARACTERISTICS

Incumbent performs a variety of complex duties and work requiring confidentiality and extensive use of independent judgment and knowledge of technical terms. Performs administrative support functions to assist in the daily operations and activities of Administration Department. Incumbents participate in compiling, preparing, proofreading the Board agenda, and in taking, transcribing, and proofreading minutes, meeting summaries and correspondence regarding Board actions. Incumbents are also responsible for coordinating the process for filing Statement of Economic Interest and for publishing ordinances and additions or changes to the District Code. Additionally, Incumbents are responsible for providing administrative assistance in support of the District's election processes. Receives general supervision from the Business Services Manager.

ESSENTIAL DUTIES

Employees in this classification may perform any combination of duties assigned to this series. The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification.

- Attends Board meetings, public hearings, and other related functions; coordinates and participates in preparation of the agenda and agenda packets; schedules requests for public input at Board meetings; records roll call votes on agenda items; ensures compliance with legal requirements governing the conduct of closed sessions; supervises and participates in maintenance of Board records and dissemination of all actions including minutes, ordinances, resolutions, agreements, and deeds.
- Analyzes and ensures compliance with local, state, and federal laws pertaining to public records, Board member elections, campaign financing and advises the Board and General Manager regarding the requirements of such legislation.

- Coordinates Board elections: ensures that all related processes, including verifying candidate eligibility, are in conformance with state and local election and campaign financing laws; administers the oath of office to newly elected directors.
- Drafts and arranges for the legal publication of notices, postings, ordinances, and public hearings.
- Types and/or drafts memoranda, correspondence, Board agenda materials and other documents and reports often of a highly sensitive and confidential nature; ensures materials and reports for signature are accurate and complete; proofreads and checks typed and other materials for accuracy, completeness and compliance with District standards, policies and procedures; schedules, prepares agenda and meeting materials and drafts minutes for Board committee and other meetings.
- Maintains the Board's calendar; coordinates, arranges, and confirms meetings; screens requests for appointments; refers appointment requests to others as appropriate.
- Refers or recommends referral of matters to appropriate departments and staff for action and report; maintains a suspense file and follows up to ensure that needed action has been taken.
- Administers oaths and affirmations; certifies affidavits and depositions; accepts the service of subpoenas.
- Coordinates the timely filing of Conflict-of-Interest Statements, Annual Campaign Disclosure Statements, statement of facts, and election materials for Board of Director candidates and other filings as required.
- Provides administrative support and performs office duties, such as scheduling meetings, maintaining staff calendars, screening phone calls, and handling general inquiries, typing various letters, reports, and memoranda, copying, filing, ordering supplies, coordinating department meetings, and preparation of meeting agendas and minutes.
- Proof-reads board agenda to ensure accuracy and quality, assists in preparation and distribution of board agenda.
- Compiles and distributes Notices of Awards, Contracts to successful bidders.
- Provides incoming callers with a variety of information concerning District policies, programs, and functions.
- Updates the Agency's website with board related items. Keeps meeting attendance records, prepares monthly per diem statements, and ensures agency compliance with Brown Act requirements.
- Responds to public records requests.
- Prepares and maintains requisitions, purchase orders, invoices, and check requests.
- Assists in maintaining contact and communications with individuals, groups and associations with the district, the board of directors and the community
- Receives and transcribes information as required; prepares correspondence in accordance with oral or written instruction.
- Assists in communicating with governmental agencies, attorneys, community groups and others to exchange information, schedule meetings and coordinate activities; may coordinate or assist with external and internal events.
- Assists with bid openings and proofreads the register of bids.

- Posts Notices of Intent and final Notices of Determination in accordance with regulations
- Ensures the District complies with the legal requirements of posting Public Notices pertaining to Public Hearings, Ordinances, etc.
- Assists in receiving website-based inquiries from public and routes to appropriate staff and Board of Directors.
- Provides administrative support to other departments within the District.
- Provides departmental coverage during staff absences.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the following is required to perform the essential duties of this classification.

- Modern office practices, methods, and equipment, including a computer and applicable software.
- Methods and techniques of scheduling work assignments.
- Standard office procedures, practices, and equipment.
- Methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar.
- Comprehensive knowledge of the Brown Act rules of order as related to public meetings and hearings.
- Thorough knowledge of automated record keeping and information management systems; thorough knowledge of computer-based technology, standard office procedures, practices, and equipment.

Ability to do the following is required to perform the essential duties of this classification.

- Operate standard office equipment, including a computer and variety of word processing and software applications.
- Learn and understand District programs and operations.
- Read and review documents for accuracy and relevant information.
- Provide accurate interpretations of policies and regulations; prepare a variety of reports and analyses; maintain statistical records.
- Exhibit strength of character, ethics, commitment, confidentiality, and reliability; sound policy and procedural recommendations.
- Oversee and/or manage special projects and programs.
- Work effectively with management, staff, other governmental agencies, and the public.
- Prepare clear and concise administrative documents and reports.

- Analyze, interpret, summarize, and present a variety of administrative reports in an effective manner.
- Read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments.
- Work independently and as part of a team.
- Make sound decisions within established guidelines.
- Analyze a complex issue and develop and implement an appropriate response.
- Follow written and oral directions.
- Communicate clearly and concisely, both orally and in writing.
- Work effectively with people with varying backgrounds, educational levels, races, and cultures.
- Deal tactfully and courteously with customers and Board members.
- Prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities.
- Grasp, perform repetitive hand movement, and use fine coordination in preparing reports.
- Use near and far vision in reading correspondence, statistical data, and using the computer, and acute hearing is required when providing phone and personal service.
- Lift, drag, and push files, paper and documents weighing up to 25 lbs.

EXPERIENCE AND EDUCATION

Any combination of training and experience that demonstrates that a person has obtained the required knowledge and is able to perform the required work (with reasonable accommodation, if needed) will be considered. A person with the following training and experience would typically qualify to compete in a selection process.

Experience

Have two (2) years experience in a municipal or agency clerk's office, or closely related field OR five (5) years of progressively responsible administrative support experience in a municipal or agency clerk's office, or closely related field.

Education

Bachelor's Degree in a public administration, business administration, or a related field is desirable.

License or Certificate

Must have and maintain a satisfactory driving record and be insurable by the District for the operation of District vehicles. Possession of a valid State of California driver's license of the required category, compliance with established District vehicle operation standards.

Have or obtain valid First Aid and CPR certificates within one year of hire.

Employees of the District are, by State and Federal law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities that promote the protection of public health and safety or the preservation of lives and property, either at the District or within the local or their own community.

EMPLOYMENT CONDITIONS

Fair Labor Standards Act Overtime: Non-Exempt

Appointment and Removal Authority: General Manager

Approved: _____/ 2020