



Board of Directors Regular Meeting
Tuesday, September 22, 2020 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201

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

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the September 22, 2020, 2020, regular meeting of Valley Sanitary District Board of Directors members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting may do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District's Clerk of the Board at 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 September 8, 2020 Regular Meeting Minutes
3.1 8 Sep 2020 Meeting Minutes.pdf  | 5 - 8 |
| 3.2. | Approve Warrants for September 3 to September 16, 2020
3.2 Warrants Sept 3 to Sept 16, 2020.pdf  | 9 |
| 3.3. | Accept Monthly Financial Report for Period Ending August 31, 2020
3.3 Staff Report Monthly Financial Report for August 2020.pdf 
3.3 Attachment A Combined Monthly Account Summary August 2020.pdf 
3.3 Attachment B Monthly Income Summary August 2020.pdf 
3.3 Attachment C Summary of Cash & Investments August 2020.pdf  | 10 - 14 |
| 3.4. | Declare Surplus Equipment and Authorize Disposition per District Policy
3.4 Staff Report Authorize Surplus Equipment.pdf 
3.4 Attachment A Surplus Equipment.pdf  | 15 - 16 |
| 3.5. | Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, in an Amount Not to Exceed \$1,000 Per District Policy
3.5 Staff Report Marshall Tuition Reimbursement.pdf 
3.5 Attachment A Reimbursement Request.pdf  | 17 - 21 |

4. NON-HEARING ITEMS

- | | | |
|------|---|---------|
| 4.1. | Authorize the General Manager to Execute a Contract with Desert Arc for Janitorial Services in an Amount Not to Exceed \$50,000 for a 12-month Period | 22 - 70 |
|------|---|---------|

- [4.1 Staff Report Desert ARC Janitorial Contract.pdf](#) 
- [4.1 Attachment A Protocol.pdf](#) 
- [4.1 Attachment B Desert Arc Valley Sanitary District VSD.pdf](#) 
- [4.1 Attachment C VSD Janitorial Services RFP July 1 2020.pdf](#) 
- 4.2. Authorize the Purchase of a Ford F550 Utility Crane Truck from Fiesta Ford in an Amount Not to Exceed \$98,812 71 - 76
- [4.2 Staff Report Utility Crane Truck.pdf](#) 
- [4.2 Attachment A F550 Utility Truck Quote.pdf](#) 
- 4.3. Authorize Purchase of a 6,100-Gallon Tank for Sodium Bisulfite from D & H Water Systems in an Amount Not to Exceed \$31,158 77 - 84
- [4.3 Staff Report Purchase SBS tank.pdf](#) 
- [4.3 Attachment A 6100 Gal Tank Quote 081220.pdf](#) 
- [4.3 Attachment B Core Rosion Tank.pdf](#) 
- [4.3 Attachment C Tank Specialties Quote.pdf](#) 
- 4.4. Authorize Purchase of Four Ammonium-Nitrate Probes from Hach in an Amount Not to Exceed \$48,726 85 - 92
- [4.4 Staff report for Ammonium-nitrate probes.pdf](#) 
- [4.4 Attachment A Ammonium-nitrate probe quote.pdf](#) 
- 4.5. Authorize VSD to Continue it's Membership with the National Association of Clean Water Agencies for the Period of October 1, 2020 through September 30, 2021, at a Cost of \$7,680 93 - 103
- [4.5 Staff Report NACWA Membership.pdf](#) 
- [4.5 Attachment A NACWA Invoice.pdf](#) 
- [4.5 Attachment B NACWA Annual Report.pdf](#) 
- 4.6. Authorize Directors Option to Enroll in the Medical, Dental, and Vision Plans Offered to VSD Employees Effective January 1, 2021 104 - 111
- [4.6 Staff Report Director Health Benefits.pdf](#) 

[4.6 Attachment A VSD Health Plans 2021.pdf](#) 

[4.6 Attachment B Resolution 2020-1130 Amended.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

9. ADJOURNMENT

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

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

September 8, 2020

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

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the September 8, 2020 regular meeting of Valley Sanitary District Board of Directors, members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting were able to do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, were 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.

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, September 8, 2020.

1. CALL TO ORDER

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

1.1 Roll Call

Directors Present:

Debra Canero (via telephone), Dennis Coleman (via telephone), Mike Duran, Scott Sear, William Teague

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Scott Graham, and Marin Gutierrez; Via Telephone: Ron Buchwald, Jeanette Juarez, Robert Hargreaves, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 September Employee Anniversaries

- Scott Graham, Operator II – 30 years
- Main Gutierrez, Collection System Tech I – 1 year

The Board congratulated Scott and Marin on 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.

None.

3. CONSENT CALENDAR

3.1 Approve August 25, 2020 Regular Meeting Minutes

3.2 Approve Warrants for August 20 to September 2, 2020

ACTION TAKEN:

MOTION: Director Teague a motion to approve the consent calendar as presented. Secretary/Treasurer Canero seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3036

4. NON-HEARING ITEMS

4.1 Authorize the General Manager to Execute a Contract with Desert Arc for Janitorial Services in an Amount Not to Exceed \$50,000 for a 12-month Period

To fulfill the need of janitorial and landscaping needs, staff published a request for proposals (RFP) on July 1, 2020, as well as reached out to local service providers. The District received no proposals in response to the RFP. Staff then reached out to Desert Arc to negotiate for services and received a quote for \$40,008 plus \$10,000 for as-needed enhanced services for a 12-month period. The Board requested more information from staff. They would like to get more information from Desert Arc about their COVID-19 protocols and would like staff to bring a quote for landscaping services to get a more well-rounded idea of the annual fiscal impact. This item will be brought back before the Board.

4.2 Award a Contract to Desert Concepts Construction, Inc. in the Amount of \$40,425 for the Cabazon Road Stabilization Project

The slope along the south end of the District's property is being eroded during flooding events which is causing the posts of the chain link fence to become exposed. District staff worked with the City of Indio to develop a solution to protect the slope (within City right-of-way) and provide a minimal fee permit to perform the work. The work includes grading the existing slope and installing filter fabric, gravel base, and rip-rap rock on the newly graded slope. This bid covers only a portion of the overall project as staff wanted to see it before moving forward with the entire project. If this initial phase is successful, staff will request to move forward with the remaining portion of the project.

ACTION TAKEN:

MOTION: Director Teague made a motion to award a contract to Desert Concepts Construction, Inc. in an amount not to exceed \$40,425 for the slope restoration and stabilization project. President Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None

MINUTE ORDER NO. 2020-3037

4.3 Authorize the General Manager to Execute a Contract with Harris & Associates in an Amount Not to Exceed \$47,400 for Inspection Services for the Indio Boulevard Rehabilitation Project

The Collection System Rehabilitation & Program Management project is comprised of multiple sewer main replacement or relining projects within the District's boundary. Inspection services are required to make sure the contractor performs the required work per VSD design standards and project specifications. VSD staff will be involved in these efforts but need outside assistance to perform the daily inspection tasks. This proposal is for the Indio Boulevard Rehabilitation Project only. Future projects in this program will need inspection services as well, but we will use this project to customize future proposals.

ACTION TAKEN:

MOTION: President Duran made a motion to authorize the General Manager to execute a contract with Harris & Associates in an amount not to exceed \$47,400 to provide inspection services for the Indio Blvd Rehabilitation Project and authorize the General Manager to execute Task Order No. 20-01. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3038

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.

5.1 Monthly General Manager's Report – July

- Administrative Services
- Operations & Maintenance
- Development Services
- Collection Services
- CIP Project Update

Ms. Marshall presented the staff updates for July 2020. The General Manager's Report has a new format and will now include metrics of monthly activities.

6. COMMITTEE REPORTS

6.1 Budget & Finance Committee – Draft September 1, 2020 Regular Meeting Minutes

Director Coleman and Vice President Sear gave a report to the Board of the first Budget & Finance Committee Meeting that was held on September 1, 2020. Director Coleman was elected Chair of the committee. The District's audit and rate stud was discussed. The next meeting will be November 3, 2020 at 1:00 p.m. at the District.

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

Secretary/Treasurer Canero would like staff to investigate if there are any type of incentive for the clerical staff for obtaining certifications in their field. Director Coleman informed the Board of the Waste Collection & Compost Exchange on September 12, 2020 from 9 a.m. to 12 a.m. at the Indio Corporate Yard on Avenue 45.

8. INFORMATIONAL ITEMS

September 19, 2020 is National Cleanup Day. Started by a couple of hikers, this day, in coordination with Keep America Beautiful and Earth Day Network, are encouraging grassroots organizations and communities to clean up local green spaces, urban landscapes, and waterways across the U.S. In 2019, more than 2 million volunteers participated in this event. Imagine what could happen if everyone picked up at least one piece of trash on this day. www.nationalcleanupday.org

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:34 p.m. The next regular board meeting will be held September 22, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
September 22, 2020

38581	Around The Clock Call Center	Call Center Service for August 2020	\$161.95
38582	Associated Time Instruments	AOD Service for August 2020	\$299.84
38583	Best, Best & Krieger	Legal Services August 2020	\$315.60
38583	Best, Best & Krieger	General Legal Services August 2020	\$3,272.10
38584	Calif. Water Environment Assn.	CWEA Renewal	\$192.00
38585	Carquest Auto Parts	New Charges for August 2020	\$37.88
38586	Charles P. Crowley Company, Inc.	Ultra Media	\$2,189.35
38587	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 09/03/2020	\$601.56
38587	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 09/10/2020	\$593.55
38587	Cintas Corp	First Aid Supplies	\$57.62
38588	Coachella Valley Water District	*CVRWMG Mgmt Share of Cost FY2020	\$13,374.99
38589	Desert Hose & Supply	New Air Line	\$128.27
38589	Desert Hose & Supply	Welding Adapter	\$9.95
38590	Desert Steel Supply	Mill Finish Stainless Steel Tubing	\$1,760.12
38591	FedEx	Shipping Services for August 2020	\$50.20
38592	Ferguson Enterprises #1350	Supply Lines for New Hands Free Plumbing	\$81.24
38592	Ferguson Enterprises #1350	Sensor Faucets ECT	\$508.48
38592	Ferguson Enterprises #1350	Moen Sensor Faucets (Additional)	\$1,372.37
38593	Fulton Distributing Co.	Soap, Soap Dispensers, & Roll Towel Dispensers	\$1,640.68
38594	Grainger	Door Pull Plates 4x16	\$1,409.40
38594	Grainger	Sump Pump	\$274.67
38595	Healthy Futures, Inc.	Wellness Services for August 2020	\$1,500.00
38596	Howden Roots LLC	Blower Relays, Starters, and Fuses	\$19,977.38
38596	Howden Roots LLC	Temperature Gauge	\$295.80
38597	Innovative Document Solutions	Copier Services For August 2020	\$279.67
38598	J.G. Tucker & Sons, Inc.	Oxygen Sensor	\$330.03
38599	McMaster-Carr Supply Co.	New Welding Trailer Final Assembly	\$240.67
38599	McMaster-Carr Supply Co.	New Cage for Barrymore Lift Station	\$107.30
38599	McMaster-Carr Supply Co.	Belt Press Oil Filter	\$68.44
38600	Northwest Scientific, Inc.	Ammonia TNT Plus	\$166.29
38601	Paloma Air Conditioning	Check Unit for Blower Building	\$90.00
38602	Safety-Kleen Systems, Inc.	Parts Washer	\$407.81
38603	Southwest Networks, Inc.	Off Contract Computer Consulting for August 2020	\$380.00
38603	Southwest Networks, Inc.	Guardian BDR Offsite Storage for October 2020	\$699.00
38603	Southwest Networks, Inc.	GuardianIT Managed RC Support for October 2020	\$120.00
38604	Staples Advantage	Staples Orders for August 2020	\$796.72
38605	State Water Resources Control Board	Stop Payment Check Fee	\$25.00
38606	Superior Protection Consultants	Security Patrol for August 2020	\$6,448.00
38607	Thomas Scientific	Stir Bar, Pivot Ring	\$6.61
38607	Thomas Scientific	GGA Concentrate Snips	\$65.44
38608	Tops 'N Barricades Inc.	Mesh Safety Vests	\$186.23
38609	United Way of the Desert	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$25.00
38610	Univar Solutions	Ferric Chloride	\$7,288.64
38610	Univar Solutions	Sodium Hypochlorite	\$6,819.44
38610	Univar Solutions	Sodium Bisulfite	\$5,761.54
38611	UPS	Shipping Services as of 08/29/2020	\$16.35
38611	UPS	Shipping Charges through 09/05/2020	\$118.69
38612	Vulcan Industries, Inc.	Bar Screen Gearbox	\$11,252.05
38613	Yellow Mart	Safety Boots	\$173.99
202009091	Colonial Life	PR 07/24/2020 - 08/06/2020 PD 08/14/2020	\$300.02
202009091	Colonial Life	PR 08/07/2020 - 08/20/2020 PD 08/28/2020	\$300.02
202009101	Indio Water Authority	Hydrant Water for July 2020	\$552.96
202009102	CalPERS Retirement	Fees for GASB-68 Reports and Schedules	\$700.00
202009104	SoCal Gas	Gas Service for August 2020	\$123.62
202009106	SPOK, Inc.	Pager Service for September 2020	\$23.92
202009107	Burrtec Waste & Recycling Svcs	Trash Service for September 2020	\$241.21
202009107	Burrtec Waste & Recycling Svcs	Grit Removal for August 2020	\$2,379.46
202009111	Paychex - Direct Deposit	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$73,034.68
202009112	Paychex - Fee	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$169.28
202009113	Paychex - Garnishment	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$210.46
202009114	Paychex - Tax	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$31,846.66
202009115	Vantage Point Transfer Agents - ICMA	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$1,495.00
202009116	MassMutual	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$10.00
202009117	Nationwide Retirement Solution	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$1,535.00
202009118	CalPERS 457	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$1,000.00
202009119	CalPERS Retirement	PR 08/21/2020 - 09/03/2020 PD 09/11/2020	\$18,909.75
202009121	Frontier Communications	Telephone Service for September 2020	\$300.43
202009131	Time Warner Cable	Telephone Service for September 2020	\$1,148.39
202009151	Umpqua Bank	New Charges for August 2020	\$9,181.35

*Capital Expenditures

\$ 235,440.12

JJ 09.17.20



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

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 August 31, 2020

<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 August 2020.

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 Comprehensive Budget for Fiscal Year 2020/21 includes \$13.9 million in revenues, \$8.8 million in Operating & Maintenance expenditures, and \$10.32 million in CIP expenditures. Attached please find the expenditures (Attachment A) and revenue (Attachment B) for the period ending August 31, 2020, which represents 17% of the fiscal year. To date, the District has received \$11,007,242 in revenue and expended \$1,130,224. The cash balances in the various accounts are presented in the attached Summary of Cash and Investments report (Attachment C).

Recommendation

Staff recommends that the Board accept the Revenue and Expense report for the period ending August 31, 2020.

Attachments

- Attachment A: Combined Monthly Account Summary for August 2020
- Attachment B: Monthly Income Summary for August 2020
- Attachment C: Summary of Cash and Investments for August 2020

Valley Sanitary District
Combined Monthly Account Summary
 August 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	229,886	449,610	2,746,625	16 %	2,297,015
Callout	599	1,582	16,200	10 %	14,618
Group dental/vision	2,894	5,560	20,466	27 %	14,906
Group disability	811	1,522	9,640	16 %	8,118
Group health	37,339	72,412	469,709	15 %	397,297
Group life	623	1,136	7,030	16 %	5,894
Longevity	2,677	6,808	37,900	18 %	31,092
Overtime	1,635	3,101	23,800	13 %	20,699
Payroll taxes	15,856	33,668	216,300	16 %	182,632
Retirement	21,865	43,896	297,400	15 %	253,504
Standby	2,880	5,804	37,500	15 %	31,696
Workers comp	3,719	9,289	56,020	17 %	46,731
Certifications	1,076	1,166	12,810	9 %	11,644
Chemicals	34,919	68,492	392,560	17 %	324,068
Clothing/Safety	2,542	4,360	27,750	16 %	23,390
Comprehensive insurance	25,678	51,357	308,300	17 %	256,943
Contract services	8,030	66,891	601,485	11 %	534,594
County charges	0	(250)	22,000	(1)%	22,250
Directors' fees	5,250	6,500	46,500	14 %	40,000
Election	0	0	70,000	0 %	70,000
Electricity	56,800	104,842	607,750	17 %	502,908
Gas/Oil	2,836	4,939	52,000	9 %	47,061
Memberships/Subscriptions	384	6,946	41,495	17 %	34,549
Natural gas	124	255	6,000	4 %	5,745
Office expense	777	2,688	16,000	17 %	13,312
Operating supplies	10,045	24,957	215,200	12 %	190,243
Other expenses	134	4,170	50,000	8 %	45,830
Permits & fees	99	7,328	93,650	8 %	86,322
Professional/Legal	4,158	18,669	212,750	9 %	194,081
Publications	23	46	2,000	2 %	1,954
Repairs/Maintenance	46,368	89,425	604,120	15 %	514,695
Research & monitoring	8,169	12,867	100,000	13 %	87,133
Small tools	166	2,199	33,500	7 %	31,301
Telephone	1,742	3,483	20,500	17 %	17,017
Trash collection	2,621	5,293	25,500	21 %	20,207
Travel/Mtgs/Ed	540	5,702	104,000	5 %	98,298
Water	1,642	3,511	21,500	16 %	17,989
Total Expenses	534,905	1,130,224	7,625,960	15 %	6,495,736

JJ 09.17.20

Valley Sanitary District
Combined Monthly Account Summary
 August 2020 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
Capital Expenses					
Capital O & M Fund 11	(8,631)	0	140,000	0 %	140,000
Capital Replacement Fund 12	72,583	118,120	9,894,743	1 %	9,776,623
Capital Improvement Fund 13	0	0	2,549,877	0 %	2,549,877
Total Capital Expenses	63,951	118,120	12,584,620	1 %	12,466,500

Valley Sanitary District
Monthly Income Summary
 August 2020 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$0	\$11,028,610	\$11,979,000	92 %	\$950,390
Permit & Inspection Fees	\$4,155	\$6,675	\$15,000	45 %	\$8,325
Saddles/Disconnect Fees	\$80	\$80	\$0	0 %	(\$80)
Plan Check Fees	\$700	\$1,300	\$10,000	13 %	\$8,700
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$300	\$300	\$0	0 %	(\$300)
Taxes - Current Secured	\$0	\$0	\$700,000	0 %	\$700,000
Taxes - Current Unsecured	\$0	\$0	\$25,000	0 %	\$25,000
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Supple Prop. Taxes - Current	\$0	\$0	\$6,000	0 %	\$6,000
Supple Prop. Taxes - Prior	\$0	\$0	\$2,000	0 %	\$2,000
Homeowners Tax Relief	\$0	\$0	\$6,000	0 %	\$6,000
Interest Income	\$1,080	(\$89,195)	\$300,000	(30)%	\$389,195
Unrealized gains (losses)	\$0	\$1,060	\$0	0 %	(\$1,060)
Non-Operating Revenues - Fnd 11	\$0	\$71	\$500	14 %	\$429
Interest Income	\$0	(\$127,210)	\$0	0 %	\$127,210
Connection Fees	\$214,704	\$216,941	\$748,000	29 %	\$531,060
Interest Income	\$0	(\$31,390)	\$100,000	(31)%	\$131,390
Total Revenues	\$221,019	\$11,007,242	\$13,899,300	79 %	\$2,892,058

JJ 09.17.20

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 08/01/2020 TO 08/31/2020 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund

Beginning Balance (Fund 4)	217,925	
Net Transfer from (to) Fund 11	(204)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 1.47%)	0	
Fund 04 Ending Balance	217,721	

LAIF Fund 6 - Wastewater Revenue Refunding Bonds

Beginning Balance (Fund 6)	4,763	
Net Transfer from (to) Fund 11	(1,982)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 1.47%)	0	
Fund 06 Ending Balance	2,781	

LAIF Fund 11 - Operating Fund

Beginning Balance (Fund 11)	17,682,266	
Net Transfer from (to) Fund 04	204	
Net Transfer from (to) Fund 06	1,982	
Net Transfer from (to) Fund 12	72,583	
Net Transfer from (to) Fund 13	(201,853)	
Fund Transfer from (to) LAIF - WF	0	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 1.47%)	0	
Fund 11 Ending Balance	17,555,182	

LAIF Fund 12 - Reserve Fund

Beginning Balance (Fund 12)	25,937,579	
Net Transfer from (to) Fund 11	(72,583)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 1.47%)	0	
Fund 12 Ending Balance	25,864,996	

LAIF Fund 13 - Capital Improvement Fund

Beginning Balance	6,413,883	
Connection Fees	214,704	
(Disbursements) or Reimbursements	(12,851)	
Net Transfer from (to) Fund 11	201,853	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 1.47%)	0	
Fund 13 Ending Balance	6,615,736	

TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13

50,256,416

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	1,597,746	
Deposits	607,571	
Fund Transfer from (to) LAIF (net)	0	
Disbursements and Payroll	(595,585)	
Wells Fargo Ending Balance	1,609,732	

CALTRUST - FUND 11

Beginning Balance	1,093,503	
Unrealized Gain / <Loss>	0	
Interest Income	1,079	
CalTRUST Ending Balance	1,094,582	

TOTAL WELLS FARGO AND CALTRUST CHECKING

2,704,314

TOTAL CASH AND INVESTMENTS

52,960,730

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).

JS 09.17.20



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate

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

Executive Summary

The purpose of this report is for the Board of Directors to review the list of surplus items.

Strategic Plan Compliance

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

Fiscal Impact

There are two items for declaration and disposition. Any revenue generated from the disposition of these assets will offset a portion of the cost of replacement items.

Background

Staff periodically identifies obsolete equipment that is no longer usable by the District. These items are no longer needed and will be replaced by newer items.

Recommendation

Staff recommends that the Board of Directors designate identified items as surplus equipment and authorize their disposition, as appropriate.

Attachments

Attachment A: VSD Equipment Disposition Form

VALLEY SANITARY DISTRICT EQUIPMENT DISPOSITION FORM

(This form is to be completed upon the disposition of fixed assets, including equipment for surplus)

Date of Disposition: 9-22-2020	
Department: Administration/ Operations	Location: VSD

Justification for Disposition: Obsolete / No longer required.
These items are for disposal/ scrap or to be sold through GovDeals

Item #	Asset Tag #	Quantity	Description	Current Location	Value \$	
1		1	John Deere XUV Cart	VSD	500	GovDeals
2		1	2010 Ford F350 Utility Truck	VSD	3500	GovDeals
3						
4						
5						
6						
7						
8						
9						
10						

Check One:
<input type="checkbox"/> Sold (Please attach supporting documentation and sale value.)
<input type="checkbox"/> Lost (Please include complete description of circumstances surrounding loss.)
<input type="checkbox"/> Donated to outside organization (Please attach supporting documentation.)
<input type="checkbox"/> Traded In (Please attach supporting documentation.)
<input type="checkbox"/> Reassigned for use as source of parts
<input type="checkbox"/> Stolen (Please attach police report or complete description of circumstances.)
<input type="checkbox"/> Destroyed (Please include complete description of circumstances.)
<input checked="" type="checkbox"/> Declared Surplus (Please attach documentation of Board Action)
<input type="checkbox"/> Other, Please explain:

Department Supervisor:	General Manager:
District Board Action:	



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Authorize Tuition Reimbursement for Beverli A. Marshall, General Manager, in an Amount Not to Exceed \$1,000 Per District Policy**

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

Executive Summary

The purpose of this report is to present the request for reimbursement for the Board’s approval.

Strategic Plan Compliance

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

Fiscal Impact

The total reimbursement request is \$1,000 and is included in the FY 2020/21 Budget.

Background

District policy 3.20.15.3 authorizes the reimbursement of up to \$1,000 per quarter, semester, or course with a maximum tuition reimbursement of \$3,000 per employee in a single fiscal year. The attached request is the first request submitted for Fiscal Year 2020/21, for a total of \$1,000.

To qualify for reimbursement, the employee must provide proof of payment and evidence that the employee received a passing grade [“C” or equivalent or better]. The attached transcript shows that the employee received a grade of “A” in all courses. The Board of Directors is required to approve reimbursement for the General Manager.

Recommendation

Staff recommends that the Board authorize the reimbursement as submitted.

Attachments

Attachment A: Reimbursement Request Form, Proof of Payment, Unofficial Transcript showing grades for courses

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

Employee Name:	Beverli A. Marshall
Department:	Administrative Services
Date of Request:	9/15/2020 (Request #1 for FY 2020/21)

School	Allian International University
Mailing Address	
City, State and Zip	San Diego, CA

Signature of Payee: *Beverli A. Marshall*

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

Course Titles	Course Dates (From - To)	Number of Units	Costs (attach receipts)
MGT80210 Contemporary Readings in Strategy	July - August, 2020	3	\$2,850.00
MGT80220 Management, Strategy, and Leadership	July - August, 2020	3	\$2,850.00
Service Fees			\$ 65.00
Founder's Grant			\$ (2,496.00)

\$3,269.00

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

List Books Purchased (include Receipts)

Text Books Utilized	Cost

Grand Total to be Reimbursed

[Signature]
\$1,000.00

Unofficial Transcript

10455 Pomerado Rd.
San Diego, CA 92131
(626) 284-2777
www.alliant.edu

Student: Beverli A Marshall		Student ID: 645978		DOB: 4/7	
Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
Program: Doctor of Business Administration					
CA School of Mgmt & Leadership					
Enrollment #: MA19128446					
Status: Active					
Start Date: 10/21/19					
Term: 19_T_10OCT 2019 October Term					
BUS7035	Advanced Statistics I	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00		Cum GPA: 4.00			
Term: 20_T_01JAN 2020 January Term					
BUS8011	Organizational Behavior And Development	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00		Cum GPA: 4.00			
Term: 20_T_03MAR 2020 March Term					
BUS7062	Cross Cultural Management And Global Issues	3.00	3.00	A	12.00
DAT7024	Qualitative And Survey Research	3.00	3.00	A	12.00
		6.00	6.00		24.00
Term GPA: 4.00		Cum GPA: 4.00			
Term: 20_T_05MAY 2020 May Term					
BUS70250	Foundations Of Research	3.00	3.00	A	12.00
		3.00	3.00		12.00
Term GPA: 4.00		Cum GPA: 4.00			
*** End of Transcript ***					
Course Code	Course Title	Credits Attempted	Credits Earned	Grade	Quality Points
Term: 20_T_07JUL 2020 July Term					
MGT80210	Contemporary Readings In Strategy	3.00	3.00	A	12.00
MGT80220	Management, Strategy And Leadership	3.00	3.00	A	12.00
		6.00	6.00		24.00
Term GPA: 4.00		Cum GPA: 4.00			
Term: 20_T_08AUG 2020 August Term					
BUS70360	Advanced Statistics II	0.00	0.00		0.00
LDR87800	Creating Change And Innovation	0.00	0.00		0.00
In Progress					
Doctor of Business Administration		21.00	21.00		21.00
		GPA: 4.00			

** Indicates Retaken Course
♦ Indicates Associated Course

Student Registration Bill Summary by Term

9/15/2020
1:50:36PM

Student Name Beverli Marshall
 Student ID 645978
 Term(s) 2020 July Term

Description	Amount	Date	Term Description
Charges:			
Tuition	\$5,700.00	07/08/2020	2020 July Term
Institutional Services Fee	\$65.00	07/08/2020	2020 July Term
Total:	\$5765.00		
Anticipated Financial Aid:			
Total:			
	\$0.00		
Payments:			
Founder's Grant 2020-21	\$2,496.00	7/9/20	2020 July Term
Web Payment on Account	\$3,269.00	7/1/20	2020 July Term
Total:	\$5765.00		

Student Registration Bill Summary by Term

9/15/2020
1:50:36PM

Student Name Beveri Marshall
 Student ID 645978
 Term(s) 2020 July Term

Description	Amount	Date	Term Description
Account Summary:			
Charges:	\$5765.00		
Financial Aid:	\$0.00		
Payments:	\$5765.00		
Amount due or (due to Student) :	\$0.00		



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Authorize the General Manager to Execute a Contract with Desert ARC for Janitorial Services in an Amount Not to Exceed \$50,000 for a 12-month Period**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss contracting out janitorial services rather than using District staff.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Enough staff to fulfill goals and objectives safely and efficiently.

Fiscal Impact

The total cost of this contract is \$40,008 for the basic services and approximately \$10,000 for as-needed enhanced services. The current budget does not include funding for this. Staff will include this as a mid-year budget request.

The current fully loaded cost of staff time associated with performing these services is approximately \$50,000. The fully loaded cost of hiring a full-time Utility Worker, as originally proposed, is approximately \$70,000. The Utility Worker would also perform landscaping and other semi-skilled duties.

Background

In November 2019, staff presented a staffing analysis to the Board for discussion and direction (Attachment C). Based on the analysis, VSD was significantly short on product work hours in several areas, one of which was maintenance. Using the conservative guide, the District was short approximately five maintenance positions. The Board authorized one full-time Electrical/Instrumentation Supervisor position in February.

As part of the budget discussions for FY 2020/21, the Board proposed that staffing remain at the FY 2019/20 level and that staff bring this issue to a future meeting early into the new fiscal year. In addition, the Board requested that staff get quotes to see if

general maintenance services, primarily janitorial and landscaping, could be provided by outside contracts more cost efficiently and thus free up staff to perform more technical wastewater specific functions.

In response to the Board's request, and in compliance with the VSD Purchasing Policy, staff published a request for proposals (RFP) for janitorial services on July 1, 2020, with a due date of July 24, 2020 (Attachment B). In addition to publishing the RFP, staff e-mailed it to various local services providers. The District received no proposals in response to the RFP.

Staff reached out to Desert ARC to negotiate for services and received a quote to provide the services (Attachment A). Desert ARC is a local vendor that provides a variety of services to the community while supporting people with disabilities. The scope of services is consistent with the RFP and the cost is approximately \$3,334 per month. Additional enhanced services will be requested on an as-needed basis at an additional cost to be quoted at the time.

At the September 8, 2020, meeting, the Board of Directors requested that staff contact Desert ARC to obtain their COVID-19 protocol (Attachment A) to advance the discussion.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Desert ARC for janitorial services in an amount not to exceed \$50,000 for a 12-month period.

Attachments

- Attachment A: Desert ARC Protocol
- Attachment B: Desert ARC Proposal for Janitorial Services
- Attachment C: Request for Proposals

CORONAVIRUS (Covid-19) PANDEMIC

Coronaviruses are a large family of viruses that may cause illness in animals or humans, according to the World Health Organization. In humans, several coronaviruses are known to cause respiratory infections ranging from the common cold to more severe diseases.

Pandemic refers to an epidemic that has spread over several countries or continents, usually affecting a large number of people. Epidemics occur when an agent and susceptible hosts are present in adequate numbers, and the agent can be effectively conveyed from a source to the susceptible hosts.

COVID-19 is the infectious disease caused by the most recently discovered coronavirus. This new virus and disease were unknown before the outbreak began in Wuhan, China, in December 2019. There is currently no vaccine or cure for COVID-19.

COMMON SYMPTOMS

Symptoms may range from mild to severe or not appear at all. Symptoms may appear 2-14 days after exposure to the virus. People with serious underlying medical conditions or the elderly may be at higher risk for more severe symptoms.

- Fever over 100 degrees
- Cough
- Body Ache
- Fatigue
- Runny Nose
- Congestion
- Headache
- Nausea
- Vomiting
- Headache
- Loss of taste and/or smell
- Diarrhea

Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately. If 911 is necessary notify the operator if the individual has been exposed to COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

HOW IS COVID-19 SPREAD

The virus that causes COVID-19 is thought to spread mainly from person to person but may also be spread via surfaces.

- ❖ Between people who are in close contact with one another, within about 6 feet
- ❖ Through respiratory droplets produced when an infected person coughs, sneezes or speaks
- ❖ Droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs
- ❖ May also be spread by people who are not experiencing any symptoms

PROTECTING YOURSELF AND OTHERS

The best way to protect yourself is to limit the risk of exposure. Staff should practice universal precautions and wear appropriate PPE while at work. Wear a mask while around others. Frequent handwashing should be done at work and at home. If handwashing is not available use a hand sanitizer with at least 60% alcohol. Frequently touched surfaces such as phones, doorknobs, handles, tools, keyboards, and faucets should be disinfected multiple times a day. Avoid touching your eyes, nose, and mouth with unwashed hands. Cover your cough or sneeze with a tissue or cough/sneeze into your elbow. Throw used PPE and tissues into waste receptacle. Stay home if you are sick.

SOCIAL DISTANCING

- ❖ Stay home as much as possible during your off time
- ❖ When possible, stay at least 6 feet apart from other people who are not in your household, in both indoor and outdoor spaces
- ❖ Limit in person contact and use contactless methods as much as possible

MONITOR HEALTH DAILY

- ❖ Be alert to symptoms
- ❖ Notify your supervisor if symptoms develop
- ❖ Notify your physician if symptoms develop
- ❖ Do not enter the facility

Protocol for Essential Workers

Exposed – Asymptomatic

- 14-day quarantine
 - Monitor for symptoms
 - If source patient ruled out, can lift quarantine
 - If source patient ruled out, no test needed
- If source patient positive
 - Continue 14-day quarantine
 - Refer for testing
- If worker has ANY symptoms, exclude from work and refer for testing
- If symptoms continue, and even if tested and tests negative, 14-day quarantine still required

Exposed – Symptomatic

- Exclude from work, 14-day quarantine
- Refer for testing
 - While test is pending continue home isolation.
 - If test is negative and no longer symptomatic:
 - If source patient ruled out, discontinue isolation and clear for work
 - If source patient was positive, complete 14-day quarantine
 - If test is negative, but still symptomatic, an individualized assessment of other potential diagnosis (e.g., flu) is required for whether repeat testing may be indicated

Out of State or Country

- Automatic 14-day quarantine, regardless of exposure or negative test result
- If worker has ANY symptoms, exclude from work and refer for testing
- If symptoms continue, and even if tested and tests negative, 14-day quarantine still required

Positive COVID-19 Test

Symptomatic Essential Workers with suspected or confirmed COVID-19:

To remain on home isolation until:

- At least 1 days (24 hours) have passed *since recovery* defined as resolution of fever without the use of fever-reducing medication and improvement in respiratory symptoms. (e.g., cough, shortness of breath); and,
- At least 11 days have passed *since last positive test*

Essential Workers with laboratory-confirmed COVID-19 who have not had any symptoms:

To remain on home isolation until:

- 11 days have passed since the date of their first positive COVID 19 diagnostic test assuming they have not subsequently developed symptoms since their positive test
- If they develop symptoms, then the *protocol for symptomatic individuals should be followed*

DA Rev. 9/4/2020

DA Rev. 7/14/2020

DA Rev. 6/26/2020

>Days are counted from day of test

Safe Practices Guidelines Temperature Taking Procedures

- Arrive to work wearing your mask
- Wear your mask while inside the building
 - Exceptions: working in an office where social distancing can occur
- Wear your mask while around or when speaking with other staff/clients
- Masks must be worn in vehicles if there are multiple passengers - some exceptions may apply. Your manager will tell you if the exception applies
- Wash your hands often. Use hand sanitizer if soap and water are not available
- Maintain Social Distancing of six feet as work duties permit
- Sanitize your hands after every usage of the time clock

Procedures:

- Upon arrival go directly to the designated screening checkpoint of the building
 - ❖ Building 1- front entrance, Building 2 – front entrance, Building 3 – landscape roll up door, Recycle – north door, Yucca Valley – roll up door, Transportation – front door
 - Do not walk inside or around the building
 - Wait in line at the table located outside of the door, utilizing social distancing
 - When it's your turn, sanitize your hands and fill out the Symptom Check Form
 - Your department Manager/Supervisor will review your Symptom Check Form, take your temperature and give you the results.
 - You will then record your temperature on the Symptom Check Form
 - The Manager/Supervisor will review your form and if you answered NO to all questions you will proceed to your work area
 - If your Manager/Supervisor are not at the table, you will need to call/text them
- DO NOT TAKE YOUR OWN TEMPERATURE**

Manager/Supervisor

- If your staff answers yes to one or more of the questions ask them to return to their car and wait for further instructions. This allows you time to finish checking in your staff
- If staff have a fever of 100 degrees or more, ask them to wait in the shade away from other staff and retake temperature in 5 minutes. If it remains high ask them to go home and Human Resources will contact them
- If any of the above occurs call your direct supervisor immediately.
- If staff answer yes to any of the questions ask the following:
 - Question 1-go home or if waiting for a ride go to the quarantine area by nurse's office
 - Question 2- when did this occur, did you have symptoms, did you self-quarantine
 - Question 3- what was the time period, has it been longer than 14 days
- Report all answers to your direct supervisor and wait for instructions so you may inform staff

SYMPTOM CHECK

To ensure the health and safety of the people we serve and our staff, Desert Arc has implemented a list of screening questions you must complete. This questionnaire is to be completed, dated, and signed daily by each staff person or any official visitor entering the building.

1. Do you have symptoms of a respiratory illness, such as a fever, cough, or sore throat? NO YES
2. Have you been near anyone that is **CURRENTLY** diagnosed with or **CURRENTLY** is/has suspected/symptoms of the COVID-19 coronavirus? NO YES
3. Have you recently traveled out of the state or country in the last 14 days? NO YES

If you answered yes to any of the above questions, please advise the staff monitoring the entry process. You will receive further direction from management staff.

For more information about the COVID-19 coronavirus, visit rivcoph.org/coronavirus or cdc.gov/COVID19.

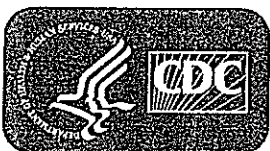
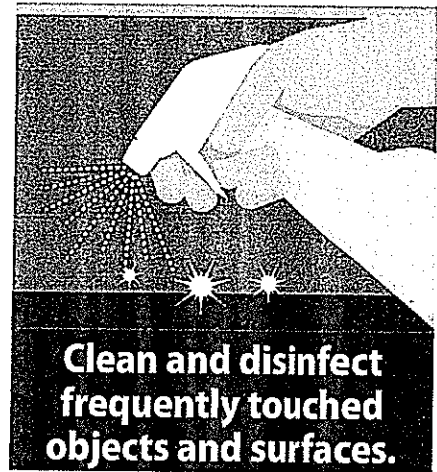
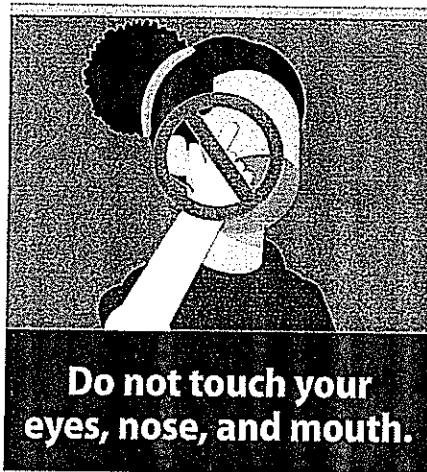
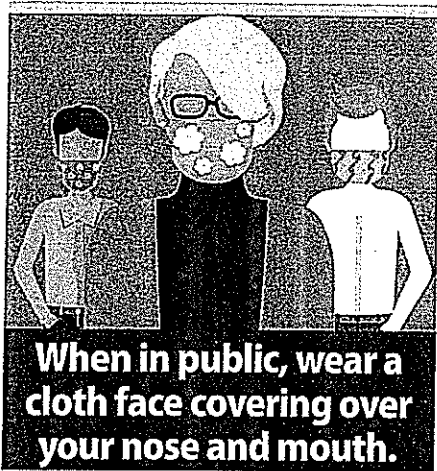
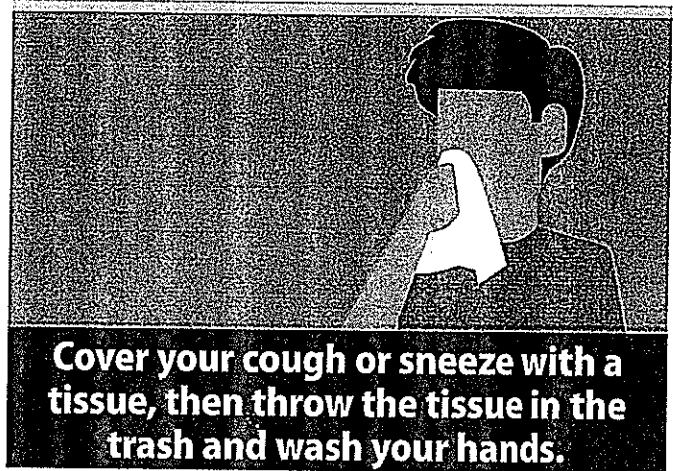
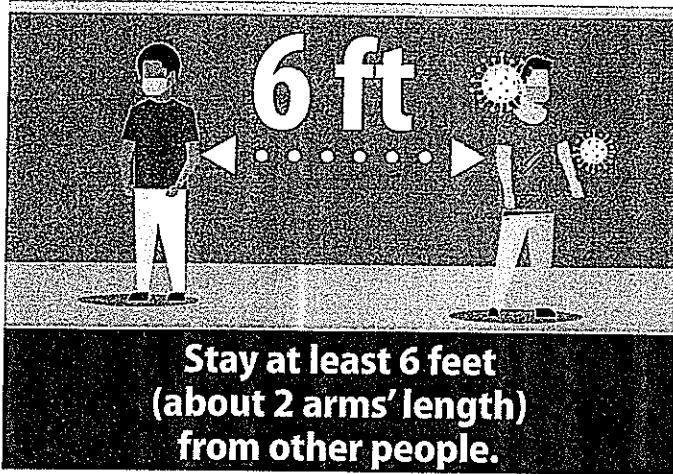
Print name: _____ Date: _____

Signature: _____ Temp: _____

Revised 9-2-2020

Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

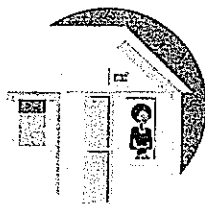


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

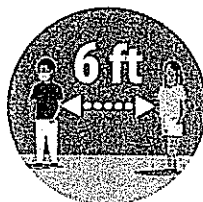
Important Information About Your Cloth Face Coverings

Print Resources Web Page: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html>

As COVID-19 continues to spread within the United States, CDC has recommended additional measures to prevent the spread of SARS-CoV-2, the virus that causes COVID-19. In the context of community transmission, CDC recommends that you:



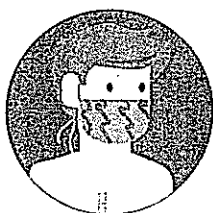
Stay at home as much as possible



Practice social distancing (remaining at least 6 feet away from others)



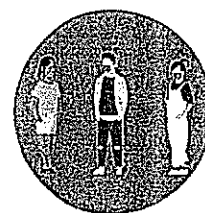
Clean your hands often



In addition, CDC also recommends that everyone wear cloth face coverings when leaving their homes, regardless of whether they have fever or symptoms of COVID-19. This is because of evidence that people with COVID-19 can spread the disease, even when they don't have any symptoms. Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

How cloth face coverings work

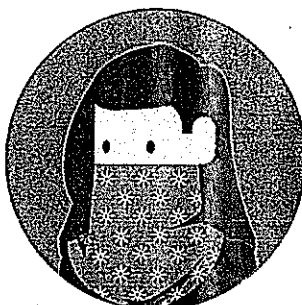
Cloth face coverings may prevent the person wearing the mask from spreading respiratory droplets when talking, sneezing, or coughing. If everyone wears a cloth face covering when out in public, such as going to the grocery store, the risk of exposure to SARS-CoV-2 can be reduced for the community. Since people may spread the virus before symptoms start, or even if people never have symptoms, wearing a cloth face covering may protect others around you. Face coverings worn by others may protect you from getting the virus from people carrying the virus.



General considerations for the use of cloth face coverings

When using a cloth face covering, make sure:

- The mouth and nose are fully covered
- The covering fits snugly against the sides of the face so there are no gaps
- You do not have any difficulty breathing while wearing the cloth face covering
- The cloth face covering can be tied or otherwise secured to prevent slipping



Wash your cloth face covering after each use in the washing machine or by hand using a bleach solution. Allow it to completely dry.

For more information, go to: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-make-cloth-face-covering.html>

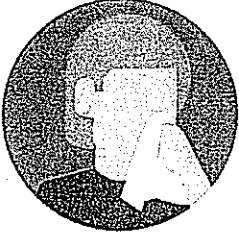


[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to Protect Yourself and Others

Accessible version: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Know how it spreads



- There is currently no vaccine to prevent coronavirus disease 2019 (COVID-19).
- **The best way to prevent illness is to avoid being exposed to this virus.**
- The virus is thought to spread mainly from person-to-person.
 - » Between people who are in close contact with one another (within about 6 feet).
 - » Through respiratory droplets produced when an infected person coughs, sneezes or talks.
 - » These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs.
 - » COVID-19 may be spread by people who are not showing symptoms.

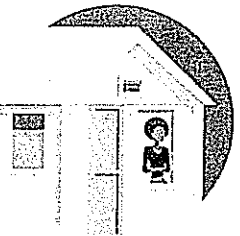
Everyone should

Clean your hands often

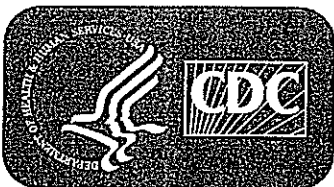


- **Wash your hands** often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, **use a hand sanitizer that contains at least 60% alcohol.** Cover all surfaces of your hands and rub them together until they feel dry.
- **Avoid touching your eyes, nose, and mouth** with unwashed hands.

Avoid close contact



- **Limit contact with others as much as possible.**
- **Avoid close contact** with people who are sick.
- **Put distance between yourself and other people.**
 - » Remember that some people without symptoms may be able to spread virus.
 - » This is especially important for **people who are at higher risk of getting very sick.** www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html



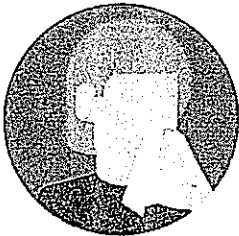
[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Cover your mouth and nose with a mask when around others



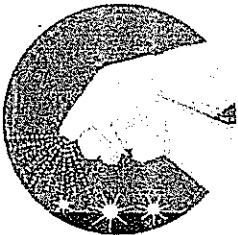
- **You could spread COVID-19 to others** even if you do not feel sick.
- **Everyone should wear a mask in public settings** and when around people not living in their household, especially when social distancing is difficult to maintain.
 - » Masks should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.
- **The mask is meant to protect other people** in case you are infected.
- Do **NOT** use a facemask meant for a healthcare worker.
- Continue to **keep about 6 feet between yourself and others**. The mask is not a substitute for social distancing.

Cover coughs and sneezes



- **Always cover your mouth and nose** with a tissue when you cough or sneeze or use the inside of your elbow.
- **Throw used tissues** in the trash.
- Immediately **wash your hands** with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Clean and disinfect



- **Clean AND disinfect frequently touched surfaces** daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks. www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- **If surfaces are dirty, clean them:** Use detergent or soap and water prior to disinfection.
- **Then, use a household disinfectant.** You can see a list of [EPA-registered household disinfectants here](#).

BLOODBORNE PATHOGENS

INTRODUCTION

Bloodborne pathogens are microorganisms such as viruses or bacteria that are carried in blood and body fluids. Bloodborne pathogens can infect and cause disease to individuals that are exposed to the blood containing the pathogen. There are many different bloodborne pathogens, including malaria, syphilis, and brucellosis, and the most notable of these are Human Immunodeficiency Virus (HIV), the virus that causes AIDS, and the Hepatitis B virus (HBV). In addition to blood, potentially infectious materials include any body fluid that might be infected such as:

- Semen
- Vaginal secretions
- Cerebrospinal fluid
- Synovial fluid
- Pleural fluid
- Peritoneal fluid
- Amniotic fluid
- Saliva (in dental procedures), and
- Any body fluid that is visibly contaminated with blood.

MODES OF TRANSMISSION

The most common ways bloodborne pathogens spread, are through sexual transmission or IV drug use. However, any contact with infected blood or body fluids carries the risk of potential infection.

Bloodborne pathogens such as HBV and HIV can be transmitted through contact with infected human blood and other potentially infectious body fluids. Transmission of a bloodborne pathogen can occur through:

- Sexual contact
- Sharing of hypodermic needles
- From mothers to their babies at/before birth
- Accidental puncture from contaminated needles, broken glass, or other sharps
- Contact between broken or damaged skin and infected body fluids
- Contact between mucous membranes and infected body fluids
- Accidental puncture from contaminated needles and other sharps

Unbroken skin forms a barrier against bloodborne pathogens. However, infected blood and body fluids can enter one's system through open sores, cuts, and abrasions; acne; any damaged or broken skin; or the mucous membranes of eyes, nose or mouth if splashed with contaminated fluid.

PROTECTING YOURSELF

It is important to understand what the hazards of bloodborne pathogens are, and what preventative measures you can take to protect yourself from exposure. The three main areas of protection include **Attitude, Personal Protective Equipment and Housekeeping.**

ATTITUDE

Your attitude is a vital part of protecting yourself. The right attitude means taking **UNIVERSAL PRECAUTIONS.** This means that **all blood and body fluids are treated as if they are infectious, regardless of the perceived status of the individual.** This approach is used in all situations where exposure to blood or potentially infectious material is possible.

PERSONAL PROTECTIVE EQUIPMENT

Personal Protective equipment includes clothing and equipment worn by an individual during activities which may result in exposure to bloodborne pathogens. Wearing gloves, gowns, masks, and eye protection can significantly reduce health risks for employees exposed to blood or other potentially infectious materials. Personal protective equipment always starts with gloves but may also include gowns, face shields, eye protection and can include pocket masks.

- Latex gloves and gowns-gloves and gowns protect your skin and hands from coming into contact with blood.
- Face shield and eye protection-these items prevent blood from entering the mucous membranes through eyes, nose or mouth.
- Pocket Mask-a pocket mask refers to any one of many types of devices used while performing CPR or mouth-to-mouth resuscitation.

PPE RULES TO FOLLOW

- Know how to use equipment
- Always wear PPE in exposure situations
- Remove and replace PPE that is torn, punctured, or has lost its ability to function
- Remove PPE before leaving the work area
- Handle contaminated laundry as little as possible
- Place contaminated PPE in appropriately labeled bags or containers until disposed of, decontaminated or laundered

PPE REMOVAL

- Using gloved hands, untie gown string and shoe covers if used
- Remove gloves (fingers under cuff of second glove to avoid contact between skin and outside of gloves) and discard in appropriate container
- Wash Hands
- Remove gown without contaminating clothing underneath

- Touch only inside of gown while removing and place in appropriate container
- Remove goggles or glasses and place in appropriate container
- Wash hands up to wrists thoroughly

HOUSEKEEPING

Housekeeping refers to methods for cleaning and decontaminating infected surfaces and the disposal of blood and body fluids.

DECONTAMINATION

To minimize exposure to bloodborne pathogens, effective decontamination is essential. All decontamination must include the use of an appropriate disinfecting solution, such as One Step Disinfectant. One Step Disinfectant is located in the pre-mix chemical machines located in the janitorial closets and/or warehouses, all work areas and in all vehicles. Bloodborne pathogens clean up kits are located by all first aid kits.

PRACTICES TO PREVENT INFECTION

If your assignments require you to clean up after an incident/accident, perform CPR, give mouth-to-mouth resuscitation, or administer first aid; protective measures need to be taken to prevent an exposure to infectious materials.

Protect yourself by following these steps:

1. Treat all blood and body fluid spills as if they were infectious.
2. Wear appropriate personal protective equipment gloves, goggles, etc. as required by the incident/accident.
3. Contain spills immediately, then clean up and disinfect the area.
4. Clean up contaminated broken glass with tongs, forceps, or a brush and dust pan. Never use your hands even if protected with gloves.
5. When providing first aid or CPR, protect yourself first, then treat the victim second.
6. When performing CPR, always use a pocket mask equipped with a one-way valve to prevent contact with potentially infectious body fluids.
7. Handle all trash as if it contains sharps and/or infectious items.
8. When removing contaminated clothing, carefully turn inside out as it is removed to contain contaminants. Dispose in appropriately labeled bags or containers.
9. After removing personal protective equipment, wash hands or other affected body parts with soap and warm water. Vigorously scrub all areas to remove all potentially infectious contamination.
10. Place all potentially infectious materials and contaminated items in closeable containers or bags. The bags must be color coded (usually red) and/or marked with a biohazard label. Check with your supervisor or nurses for proper procedures.

WHAT TO DO IF YOU ARE EXPOSED

Despite your best efforts, there is a possibility you may be exposed to blood or body fluids during your work day. An exposure incident is defined as a specific eye, mouth, nose or skin contact with potentially infectious materials.

If you have an exposure, follow these steps and report to your supervisors immediately:

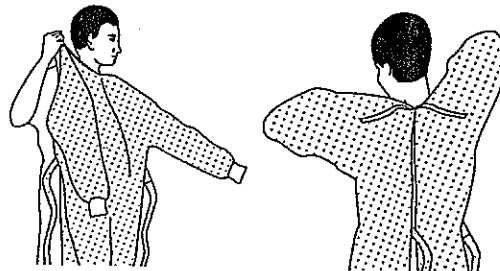
1. Flush the area on your body that was exposed with warm water, then wash with soap and water. Vigorously scrub all areas. It is the abrasive action of scrubbing that removes contaminants from the skin.
2. If you have an open wound, squeeze gently to make it bleed, then wash with soap and water.
3. Notify your supervisor and medical staff immediately.
4. Seek emergency medical treatment following an exposure incident as directed by your supervisor and Human Resources.

SEQUENCE FOR PUTTING ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

The type of PPE used will vary based on the level of precautions required, such as standard and contact, droplet or airborne infection isolation precautions. The procedure for putting on and removing PPE should be tailored to the specific type of PPE.

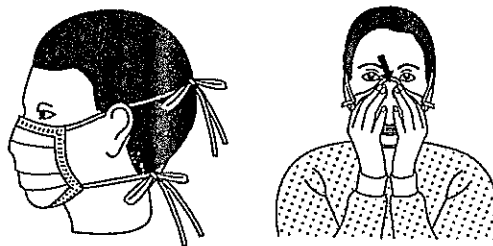
1. GOWN

- Fully cover torso from neck to knees, arms to end of wrists, and wrap around the back
- Fasten in back of neck and waist



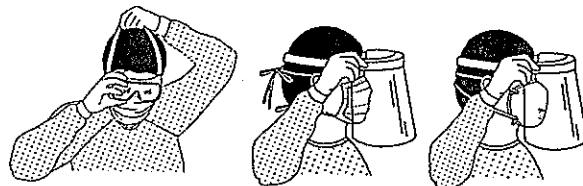
2. MASK OR RESPIRATOR

- Secure ties or elastic bands at middle of head and neck
- Fit flexible band to nose bridge
- Fit snug to face and below chin
- Fit-check respirator



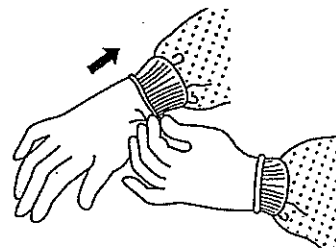
3. GOGGLES OR FACE SHIELD

- Place over face and eyes and adjust to fit



4. GLOVES

- Extend to cover wrist of isolation gown



USE SAFE WORK PRACTICES TO PROTECT YOURSELF AND LIMIT THE SPREAD OF CONTAMINATION

- Keep hands away from face
- Limit surfaces touched
- Change gloves when torn or heavily contaminated
- Perform hand hygiene

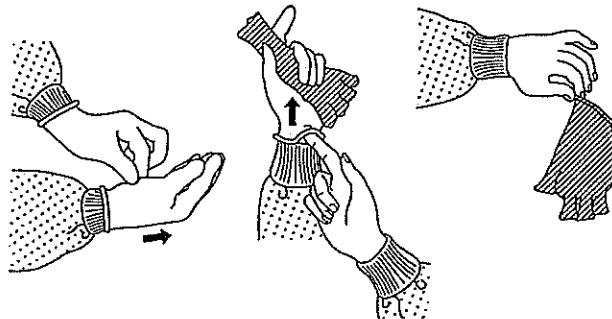


HOW TO SAFELY REMOVE PERSONAL PROTECTIVE EQUIPMENT (PPE) EXAMPLE 1

There are a variety of ways to safely remove PPE without contaminating your clothing, skin, or mucous membranes with potentially infectious materials. Here is one example. Remove all PPE before exiting the patient room except a respirator, if worn. Remove the respirator after leaving the patient room and closing the door. Remove PPE in the following sequence:

1. GLOVES

- Outside of gloves are contaminated!
- If your hands get contaminated during glove removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Using a gloved hand, grasp the palm area of the other gloved hand and peel off first glove
- Hold removed glove in gloved hand
- Slide fingers of ungloved hand under remaining glove at wrist and peel off second glove over first glove
- Discard gloves in a waste container



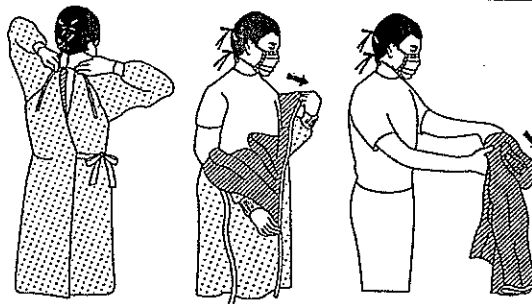
2. GOGGLES OR FACE SHIELD

- Outside of goggles or face shield are contaminated!
- If your hands get contaminated during goggle or face shield removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Remove goggles or face shield from the back by lifting head band or ear pieces
- If the item is reusable, place in designated receptacle for reprocessing. Otherwise, discard in a waste container



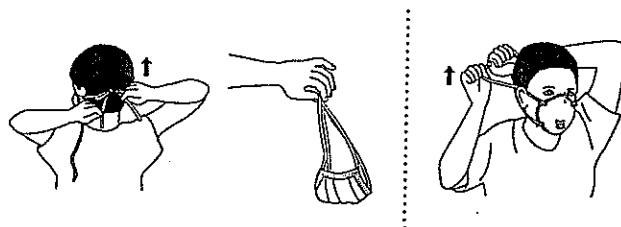
3. GOWN

- Gown front and sleeves are contaminated!
- If your hands get contaminated during gown removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Unfasten gown ties, taking care that sleeves don't contact your body when reaching for ties
- Pull gown away from neck and shoulders, touching inside of gown only
- Turn gown inside out
- Fold or roll into a bundle and discard in a waste container

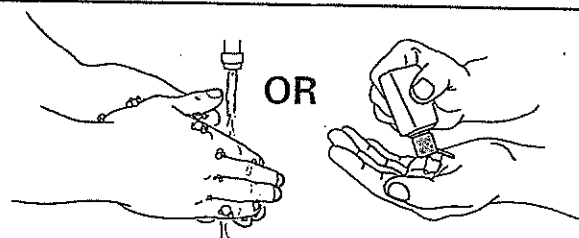


4. MASK OR RESPIRATOR

- Front of mask/respirator is contaminated — DO NOT TOUCH!
- If your hands get contaminated during mask/respirator removal, immediately wash your hands or use an alcohol-based hand sanitizer
- Grasp bottom ties or elastics of the mask/respirator, then the ones at the top, and remove without touching the front
- Discard in a waste container



5. WASH HANDS OR USE AN ALCOHOL-BASED HAND SANITIZER IMMEDIATELY AFTER REMOVING ALL PPE



**PERFORM HAND HYGIENE BETWEEN STEPS IF HANDS
BECOME CONTAMINATED AND IMMEDIATELY AFTER
REMOVING ALL PPE**

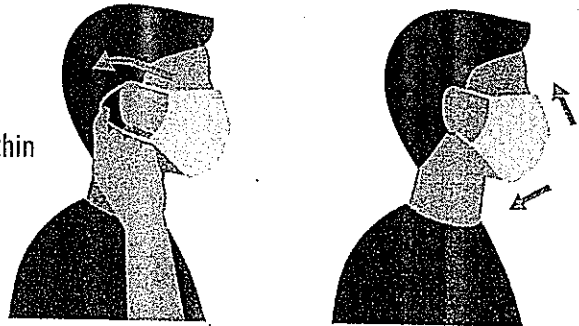


How to Safely Wear and Take Off a Mask

Accessible: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-dloth-face-coverings.html>

WEAR YOUR MASK CORRECTLY

- Wash your hands before putting on your mask
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily
- Do not place a mask on a child younger than 2

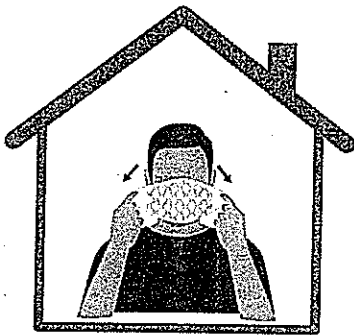
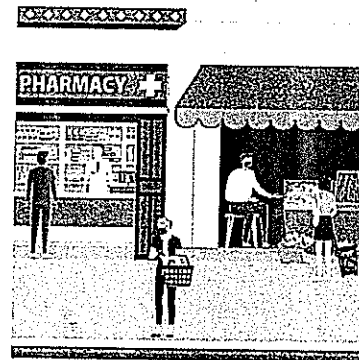


USE A MASK TO HELP PROTECT OTHERS

- Wear a mask to help protect others in case you're infected but don't have symptoms
- Keep the mask on your face the entire time you're in public
- Don't put the mask around your neck or up on your forehead
- Don't touch the mask, and, if you do, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available



TAKE OFF YOUR MASK CAREFULLY, WHEN YOU'RE HOME

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place mask in the washing machine
- Wash your hands with soap and water



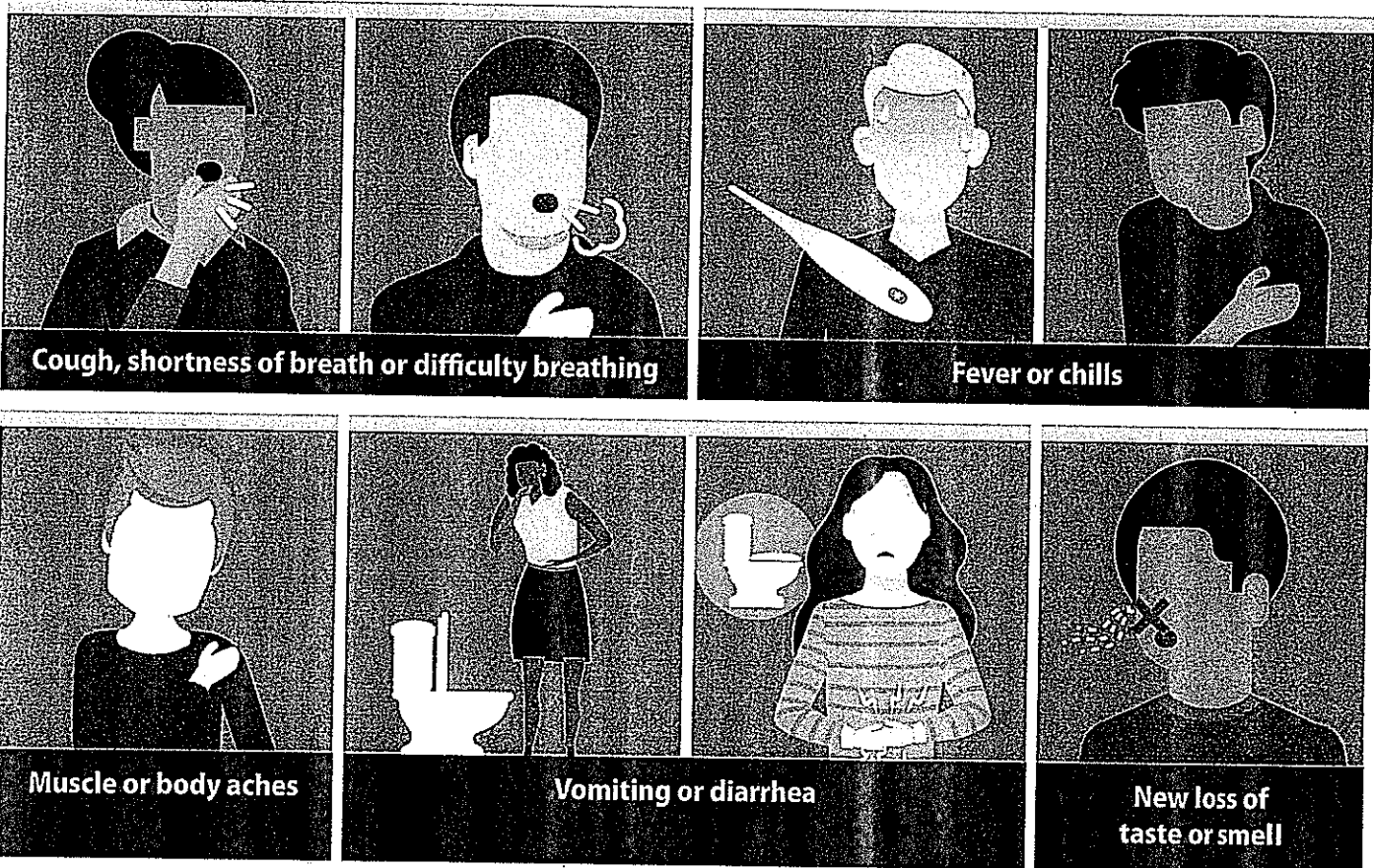
Personal masks are not surgical masks or N-95 respirators, both of which should be saved for health care workers and other medical first responders.

For instructions on making a mask, see:

[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

HANDWASHING

Hand washing is one of the best ways to protect yourself, your family and others from getting sick. Washing hands can keep you healthy and prevent the spread of respiratory and diarrheal infections from one person to the next. Germs can spread from other people or surfaces when you:

- Touch your eyes, nose and mouth with unwashed hands
- Prepare or eat food and drinks with unwashed hands
- Touch a contaminated surface or objects
- Blow your nose, cough, or sneeze into hands and then touch other people's hands or common objects

KEY TIMES TO WASH HANDS

You can help yourself, your loved ones and others stay healthy by washing your hands often, especially during these key times when you are likely to get and spread germs:

- Before, during, and after preparing food
- Before eating food
- Before and after caring for someone at home who is sick with vomiting or diarrhea
- Before and after treating a cut or wound
- After using the toilet
- After assisting a client in the restroom or with personal needs
- After blowing your nose, coughing, or sneezing
- After touching an animal, animal feed, or animal waste
- After handling pet food or pet treats
- After touching garbage

DURING COVID PANDEMIC

- After you have been in a public place and touched an item or surface that may be frequently touched by other people, such as door handles, tables, gas pumps, shopping carts, or electronic screens, etc.
- Before touching your eyes, nose, or mouth because that's how germs enter our bodies.

STEPS TO WASH HANDS CORRECTLY

Washing hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community from your home and workplace to childcare facilities and hospitals. Touchless equipment such as towel & soap dispensers or faucets should be used if available.

Follow these five steps every time.

1. **Wet** your hands with clean, running water (warm or cold), and apply soap.
2. **Lather** your hands by rubbing them together with soap. Lather the backs of your hands, between your fingers, and under nails.
3. **Scrub** your hands for at least 20 seconds.
4. **Rinse** your hands well under clean, running water.
5. **Dry** your hands using a clean towel or air dry them.

HAND SANITIZER

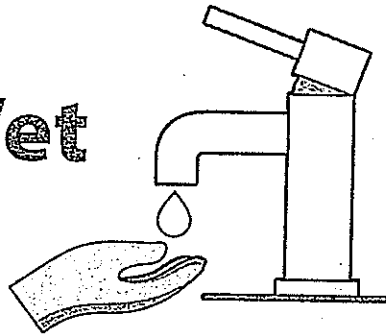
Washing hands with soap and water is the best way to get rid of germs in most situations. If soap and water are not readily available, you can use an alcohol-based hand sanitizer that contains at least 60% alcohol.

PROPER USE

- Apply the gel product to the palm of one hand.
- Rub your hands together.
- Rub the gel over all the surfaces of your hands and fingers until your hands are dry. This should take around 20 seconds.

WASH YOUR HANDS

1 Wet



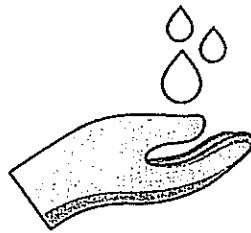
2 Get Soap



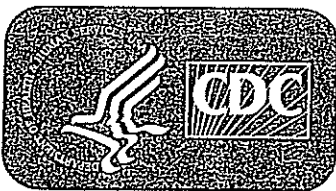
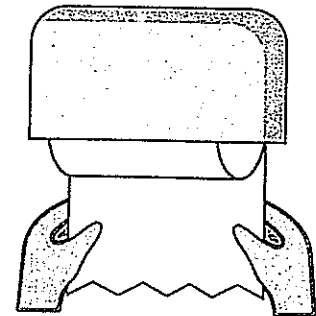
3 Scrub for at least 20 seconds



4 Rinse



5 Dry



[cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

How to disinfect and sanitize your work areas:

Offices

- 1 When cleaning offices it is very important to use proper procedures.
- 2 Gather and put on appropriate PPE
- 3 Using a hand pump trigger (spray bottle) with One Step Disinfectant chemical, spray all surfaces thoroughly; desk, phones, keyboards, filing cabinets, door knobs, chairs, tables (under edges of tables, trashcans, etc.).
- 4 Allow to remain wet for 10 minutes (germ kill time) this allows the chemical to work.
- 5 Wipe areas with disposable paper towels.
- 6 Dispose of paper towel into trash can.
- 7 Wash hands or sanitize when finished.
- 8 Repeat before going home.

These steps should be repeated throughout your work day.

Workshops

1. When cleaning workshops it is very important to use proper procedures.
2. Gather and put on appropriate PPE
3. Using a hand pump trigger (spray bottle) with One Step Disinfectant chemical, spray all surfaces and walls thoroughly; Desk, phones, keyboards, filing cabinets, door knobs, all front/back of whole doors, chairs, tables, walls, TV remotes, client activities, shredding machines, sinks handles, counter tops, cubbies, couches, trashcans etc.
4. Allow to remain wet for 10 minutes (germ kill time) this allows the chemical to work.
5. Wipe all areas with disposable paper towels or use micro fiber towels.
6. Dispose of paper towel into trash can, if using micro fiber towel put into laundry basket in designated areas after being used once. Do not reuse the towel twice
7. Mop all floors in workshops.
8. Wash hands or sanitize when finished.
9. Repeat before going home.

These steps should be repeated throughout your work day. If any PPE, Micro fiber towels, paper towels, mopping equipment is needed please contact your manager or supervisor.

Vehicles

1. Before entering company vehicles use proper cleaning procedures.
2. Gather and put on appropriate PPE
3. Using hand pump trigger (spray bottle) with One Step Disinfect chemical, spray all areas thoroughly; steering wheel, dashboards, seats front and back, all door handles inside and out, entire interior of vehicle, etc.
4. Allow to remain wet for 10 minutes (Germ kill time) this allows the chemical to work.
5. Wipe all areas with disposable paper towels.
6. Dispose of paper towel into nearby trash cans.
7. Wash hands or sanitize when finished
8. Repeat proper procedures before turning in vehicle keys.

These steps should be repeated before and after using company vehicles. Surfaces should be wiped down multiple times during transit.

Common Areas

1. When cleaning common areas use proper procedures.
2. Gather and put on appropriate PPE
3. Using hand pump trigger (spray bottle) with One Step Disinfect chemical, spray all areas thoroughly; tables, chairs, sinks, handles, entire door and handles, microwaves handles, computers, etc.
4. Allow to remain wet for 10 minutes (Germ kill time) this allows the chemical to work.
5. Wipe areas with disposable paper towels.
6. Dispose of paper towel into trash can.
7. Wash hands or sanitize when finished.
8. Repeat proper procedures before leaving area.

These steps should be repeated throughout your work day, if any PPE, Micro fiber towels, paper towels, mopping equipment is needed please contact your manager or supervisor.

Restrooms

1. When cleaning restrooms use proper procedures.
2. Gather and put on appropriate PPE
3. Using hand pump trigger (spray bottle) with One Step Disinfect chemical, spray all areas thoroughly; sinks and handles, entire door and handles, soap dispensers, paper towel dispensers, trashcans, door stalls front/back and handle/lock, walls, toilet paper dispenser, toilet seat cover dispenser, feminine trash can, entire toilet including handle, hand rails, etc.
4. Allow to remain wet for 10 minutes (Germ kill time) this allows the chemical to work
5. Wipe all areas with disposable paper towels or use micro fiber towels.
6. Dispose of paper towel into trash can, if using micro fiber towel put into laundry basket in designated areas after being used once. Do not reuse towel twice.
7. Mop all floors in restrooms.
8. Wash hands or sanitize when finished.

These steps should be repeated throughout your work day, if any PPE, Micro fiber towels, paper towels, mopping equipment is needed please contact your manager or supervisor.



Got Safety Virtual Trainings

*All safety lessons must be completed during normal working hours while clocked in. *

Announcements regarding safety lessons will be sent to the email HR has on file in the payroll system from >humanresources@desertarc.org<

To access by computer: Go to- <https://new.gotsafety.com/login>

- Or go to [gotsafety.com](https://new.gotsafety.com/login) and click “2.0 Log In” in the upper right-hand corner (do not click “Log In”)

To access by phone app:

Download the GotSafety2.0 app in your phone’s app store (Apple App Store or Google Play)



GotSafety2.0
Gotsafety.com • Business
✔ Installed



*This password is subject to change if the one you are using does

or for an updated password

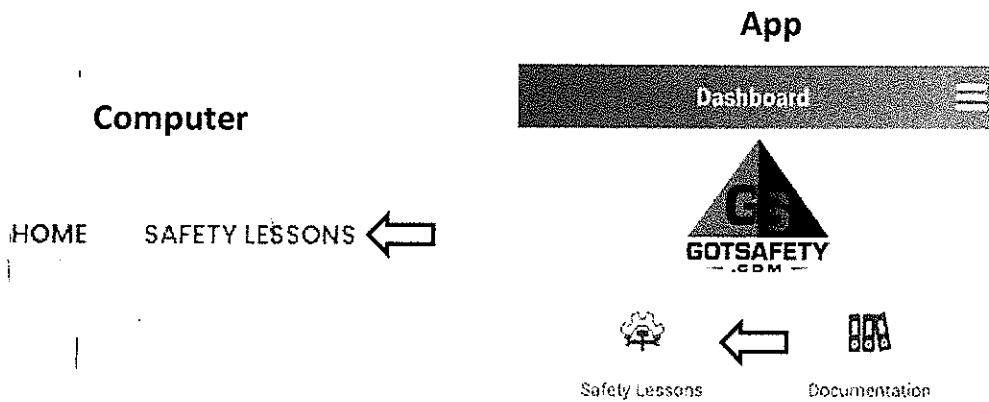


Got Safety Virtual Trainings Cont.

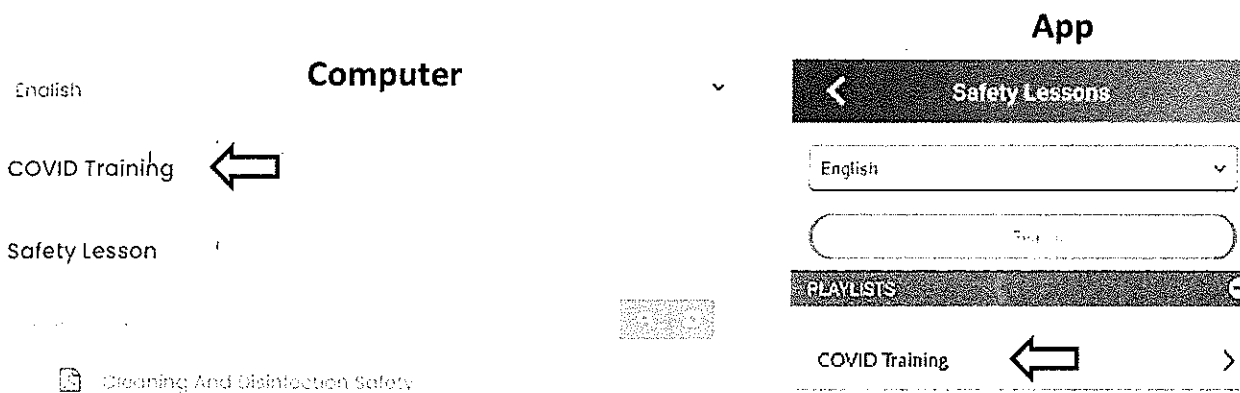
Completing Safety Lessons

*All safety lessons must be completed during normal working hours while clocked in. *

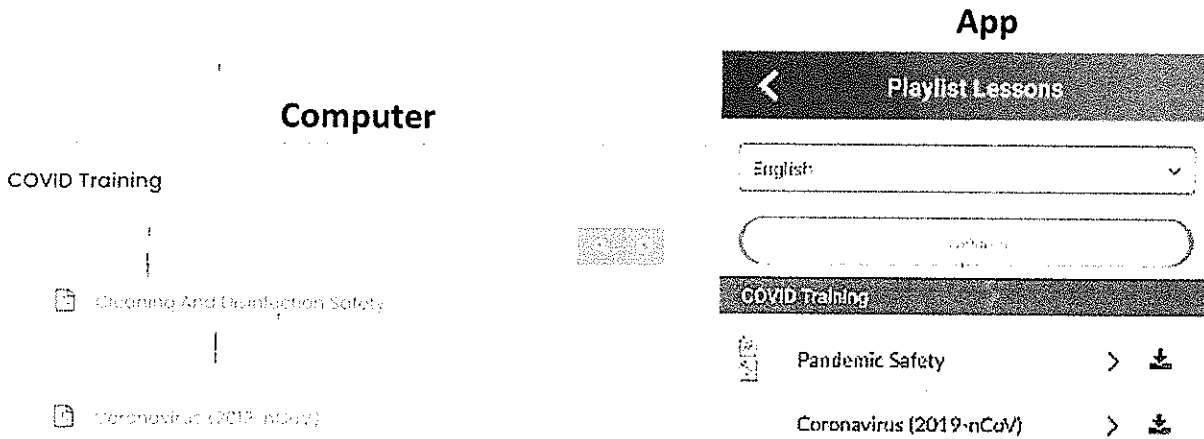
1. Once you are logged in click "Safety Lessons" located at the top of the page



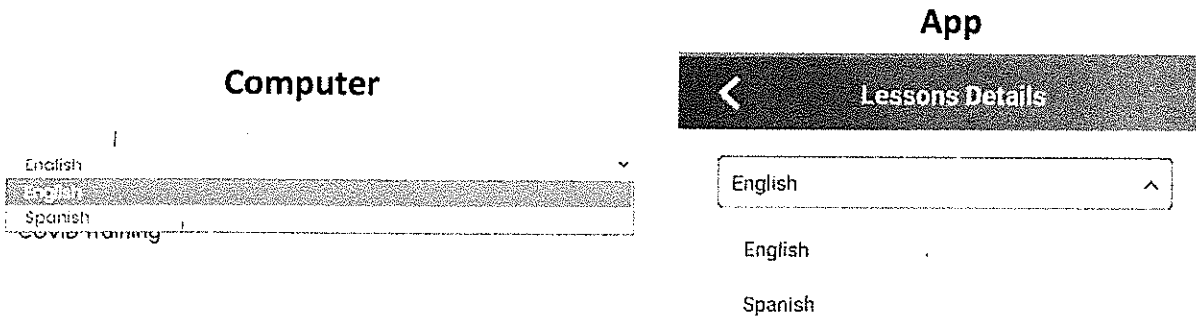
2. To access your lessons there will be a "playlist already created for you to find them easier. In this example there is a COVID Training playlist listed.



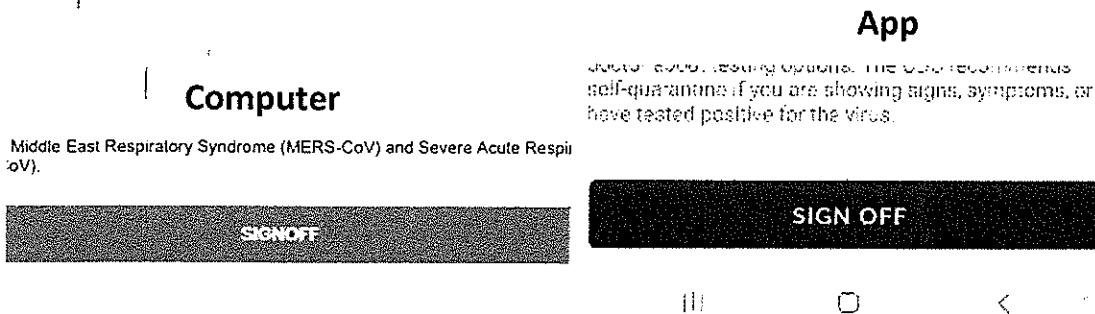
3. Once you click on the playlist the trainings will be listed for you to click on and complete.



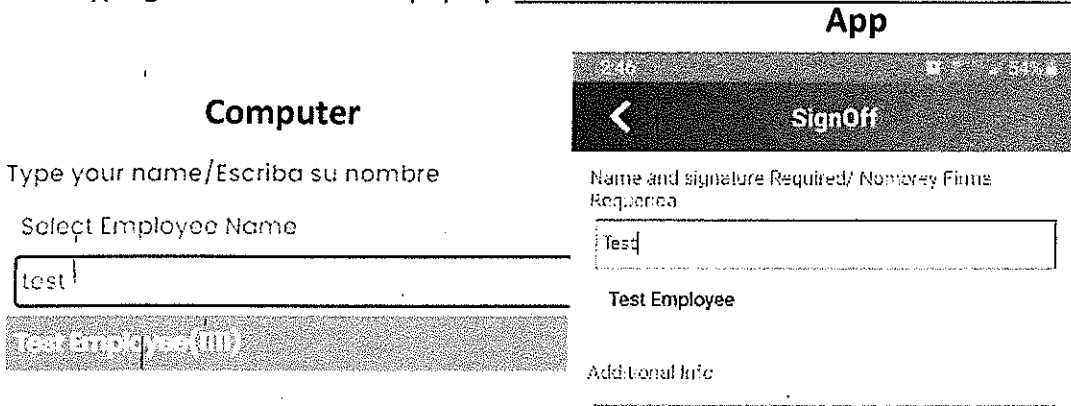
4. At the top of the training there is the option to switch to the Spanish version.



5. Once you have read the training click the "Sign Off" button at the bottom



6. It will prompt you to select your name from a list of employees. You can find your name easier if you start typing it on and it should pop up. You do not need to fill in the "Additional Info" field.



7. Draw your signature- use the mouse on a computer or your finger if you are using your phone or touchscreen. On a phone it will rotate to full screen for your signature.

Computer

Draw your signature/Iniciar la firma

Test

App

Test

8. Click "I Agree/Estoy De Acuerdo" to submit. It will prompt to ask if you would like to submit another signature- click no.

Computer

I AGREE / ESTOY DE ACUERDO

App

he leído y entiendo este material de formación.

I AGREE / ESTOY DE ACUERDO



Tax ID is 95-6006700

Desert Arc Janitorial Division
73255 Country Club Drive
Palm Desert, CA 92260

August 25, 2020

RE: Valley Sanitary District VSD – Janitorial Services RFP

Ryan Williams
Facilities Maintenance Supervisor
45-500 Van Buren Street
Indio CA 92201

Thank you for the opportunity to provide you with a proposal for Desert Arc's Janitorial Services for the Valley Sanitary District (VSD).

I have enclosed a proposal for your review encompassing the following sections:

- Background
- Scope of Service Areas
- Pricing Quote
- Business Credentials
- References

Desert Arc's Janitorial Division offers competitive pricing and our mission is to deliver excellence, while supporting people with disabilities. We perceive every job as an opportunity and obligation to our client, the community and the environment.

Thank you,
Donnya Villarreal

Donnya Villarreal
Assistant Director of Vocational Programs
Desert Arc – Janitorial Division
dvillarreal@desertarc.org
760.404.1364

DesertArc.org
73-255 Country Club Drive • Palm Desert, CA 92260 • desertarc.org
phone: (760)346-1611 • toll free: (888)771-7784 • fax: (760)773-0933

YUCCA VALLEY: 56315 Twentynine Palms Highway, Yucca Valley, CA 92284 / ph: (760) 228-1860

OPPORTUNITIES FOR PEOPLE WITH DISABILITIES

Project Background

Ryan Williams has requested a proposal for Janitorial Services for the Valley Sanitary District located at 45-500 Van Buren Street in Indio, CA 92201



Project Scope

The scope of work for this project is weekly janitorial services. The scope is specifically outlined in ***Exhibit A, Scope of Work.***

Staff assigned to this project will consist of a bilingual supervisor, and a crew of three. Pricing is outlined in ***Exhibit B, Pricing Quote.***

Qualification Summary

Desert Arc has championed the rights of people with developmental and intellectual disabilities since 1959. Our mission is to enhance the quality of life and create opportunities for people with disabilities. As a nonprofit, charitable human services organization, per Federal Tax ID 95-6006700 under the Internal Revenue Code section 501 (c)(3), Desert Arc serves people with developmental and intellectual disabilities including conditions such as Autism, Cerebral Palsy, Down Syndrome, Epilepsy and many others. Desert Arc is situated in the desert communities of Southern California with corporate headquarters in Palm Desert, a Recycling Center in Indio and a site in Yucca Valley.



Desert Arc is dedicated to social innovation and has also created a variety of enterprises providing Business Services for local companies and residents. These include our Janitorial, Shredding, Recycling, Landscape Maintenance and Fulfillment divisions. Desert Arc trains and employs our clients while taking into account each person's unique needs and abilities, enabling them to learn job skills.

A leader in the field of environmental stewardship and sustainability, Desert Arc received the prestigious Riverside County Department of Waste Resources' Sustainability Award in 2019. Desert Arc is committed to implementing eco-friendly business practices and promotes a green world in its diverse business service offerings with its motto, "Every Day is Earth Day!"

Under the leadership of longtime President/CEO Richard Balocco, Desert Arc employees 307 people and has been in business and an active participant in the local community, - providing janitorial services in the Coachella Valley and Morongo Basin for the past ten years.

Desert Arc Janitorial Division verifies all employees' receive a physical, background clearance and drug screen prior to employment. All employees receive monthly safety training and are First Aid and CPR certified.

A list of references can be found in ***Exhibit C, References.***

Exhibit A Scope of Work

VSD Scope of Work

Basic Services Office Areas/Conference Rooms/Lobby/Mail Room/Common Areas

- Clean glass in doors
- Remove all cobwebs
- Wipe down all surfaces including, door frames, windowsills, file cabinets, counters, etc.
- Remove smudges from kick plates, handrails, walls and light switches
- Empty all trash cans and reline Arrange furniture and magazines in reception waiting area
- Disinfect conference room tables, chairs, counters, exterior of cabinets, sinks, handrails, etc.
- Vacuum all carpet areas and mats
- Sweep and mop all hard floor surfaces including rolling mats in offices and cubicles

Restrooms

- Clean and disinfect all urinals, toilets, mirrors, counters, sinks, shower stalls
- Clean and polish all bright work and dispensers
- Spot clean walls, partitions, and light fixtures
- Empty trash cans and reline
- Sweep /mop all floors and clean exhaust fan grating
- Wipe down tops of partitions, dispensers
- Restock all products including toiletries, soap and paper products

Lunchroom/Lunchroom areas

- Clean and disinfect chairs, tables, counters and exterior of cupboards
- Clean microwaves in and out
- Clean and sanitize all sinks including garbage disposal
- Wipe down outside of appliances and lighting fixtures
- Restock paper towels

Exhibit A Scope of Work Continued

- Sweep and mop all floors
- Turn off coffee makers

Outdoor

- Empty trash cans and reline, remove cobwebs

General instructions

- Janitorial closet clean and orderly
- All furniture is returned and arranged neatly including desk and conference room chairs
- **Contact District and share any repairs that are needed**
- Turn off all lights and fans prior to departing
- All doors and windows are closed and secure

Miscellaneous

- There will be an additional fee for any additional work requested beyond the scope of work. To be approved by Facility Maintenance Supervisor



**Exhibit B
Pricing Quote**

Weekly Janitorial Services

Monthly Fee: \$3,333.68

Property will be serviced three times per week

Start Date, Days/ Times TBD

VSD will supply the following: restroom toiletries, soaps, chemicals, and trash can liners.

Desert Arc must provide own equipment (vacuum, duster, carts, rags, buckets, etc.).

Desert Arc Janitorial Division will make every attempt to coordinate services around holidays.

Please reference **Exhibit D, Holiday Schedule** for observed holidays.

MISCELLANIOUS

Special events, additional work days/hours or any additional work crews will be discussed prior to scheduling and may be subject to a service fee.

1. Administration Building 3x Weekly 45-500 Van Buren \$ 1,175.00
2. Operations Building 3x Weekly 45-500 Van Buren \$ 839.67
3. Maintenance Building 2x Weekly 45-500 Van Buren \$ 339.67
4. Collection Services Building 2x Weekly 45-500 Van Buren \$ 339.67
5. Lab Building 3x Weekly 45-500 Van Buren \$ 639.67

TOTAL \$3,333.68

Proposed percent increase for additional option year 2 - 5% \$3,500.36

Proposed percent increase for additional option year 3 - 5% \$3,675.37

**EXHIBIT C
ENHANCED SERVICES**

Enhanced Services shall be quoted at the time service is requested. The District may elect to contract with another provider for these services.

ENHANCED SERVICES

INDOOR

Carpet Cleaning & Stain Removal (annually)-Sub-contracted
Strip, service, wax hard floors (semi-annually)- Sub-contracted
Window cleaning (Quarterly)- Sub-contracted
Clean/steam upholstered furniture and partitions (semi-annually)- Sub-contracted
 Clean light fixtures (quarterly)
 Dust clean blinds, vents, display cases (semi –annually)

OUTDOOR

Power wash walkways (monthly)

Window cleaning (Quarterly)- Sub-contracted

Clean light fixtures (semi-annually) TBD



Business Credentials

CONTACT

Donnya Villarreal
760-404-1364 Office
442-400-4570 Cell
dvillarreal@desertarc.org

Camerena Corrales
760-3446-1611 Office
760-660-9390 cell
ccorrales@deserarc.org

CORPORATE HEADQUARTERS

73255 Country Club Drive
Palm Desert, Ca 92260

EMPLOYEE POLICY

All Desert Arc employees receive a physical, a background clearance and drug screen prior to employment. Every person employed by Desert Arc are First Aid and CPR certified, plus, are required to participate in monthly safety trainings.

Tax ID is 95-6006700



**Exhibit B
Pricing Quote
Continued**

- Termination of contract can be done with a 30 day written notice
- The price of this contract is good for one year. Pricing will be reviewed 30days prior to the end of the contract

For the purposes of issuing a purchase order or invoice, the following contact information is provided:

Mr. Kurt Parish
Controller
Desert Arc
73-255 Country Club Drive
Palm Desert, CA 92260-2309
(760) 346-1611, extension 216

Donnya Villarreal Date 08/25/2020

Donnya Villarreal
Assistant Director of Vocational Programs
Desert Arc
73255 Country Club Drive
Palm Desert, CA 92260

_____ Date _____

Ryan Williams
Facilities Maintenance Supervisor
Valley Sanitary District
45-500 Van Buren Street
Indio CA 92201

Exhibit C References

- 1. The Management Trust**
Contact: Damian Jenkins
39755 Berkey Drive #A
Palm Desert Ca 92211
760-776-5100
damian.jenkins@managementtrust.com

- 2. Renova Solar & Energy**
Contact: Jasmine Coleman, Office Manager
760-568-3413
jcoleman@renovaenergy.com

- 3. Community Associations Institute**
Contact: Cal Lockett- Executive Director
760-341-0559
clockett@cai-cv.org

- 4. Desert Resort Management**
Contact: Loni Peterson-General Manager for PGA WEST II Residential Association
760-346-1161
lperterson@drmineternet.com

- 5. Marriott Desert Springs Resort and Spa**
Contact: Jessica Ramirez, Assistant Director of Services
Office 760.862.1509 | Fax 760.862.1563
jessica.Ramirez@marriott.com

- 6. Gerald Green Realtor Keller Williams**
Contact: Gerald Green
760-218-5675
GeraldGreenrepro@gmail.com



***Exhibit D
Holiday Observance Schedule
FY 2020***

Monday, September 7, 2020	Labor Day
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Thanksgiving Holiday
Thursday, December 24, 2020	Christmas Holiday
Friday, December 25, 2020	Christmas Day
Thursday, December 31, 2020	New Year's Eve



REQUEST FOR PROPOSALS (RFP)

JANITORIAL SERVICES

Release Date: July 1, 2020

Deadline for Submission: July 24, 2020

Contact Person: Ryan Williams, Facilities Maintenance Supervisor

**VSD
45-500 Van Buren St
Indio, CA 92201**

**REQUEST FOR PROPOSALS (RFP)
JANITORIAL SERVICES**

RELEASE DATE: Wednesday, July 1, 2020

CLOSING DATE: Proposals must be received no later than by Friday, July 24, 2020 by 4:00 p.m. by the means listed in the RFP.

CONTACT PERSON: Ryan Williams, Facilities Maintenance Supervisor
E-mail: rwilliams@valley-sanitary.org
Phone: 760-238-5400

Valley Sanitary District
45-500 Van Buren St
Indio, CA 92201

Counter Hours: M-F 8:00 AM – 5:00 PM

PURPOSE

The Valley Sanitary District (VSD) is requesting proposals from experienced and qualified firms (“Proposers”) for the provision of Janitorial Services at VSD facilities. It is VSD’s intent to award one contract for janitorial services at Administration and Treatment Plant property in Indio, Riverside County.

ABOUT THE DISTRICT

VSD is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. The District has over 28,000 service connections in a 19.5 square mile service area serving a population of about 75,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. The District’s Adopted FY 2019/20 Operating Budget is \$8.3 million.

VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, District Engineer, Chief Plant Operator, and Administrative & Finance Manager. Staff includes a total of 32 full-time employees spread across three Departments: Administrative Services Department, Operations & Maintenance Department, and the Engineering Department.

Keeping infrastructure up to date and reliable is a significant part of the District’s commitment to provide quality service to its customers. Capital improvement and replacement projects are necessary to replace aging underground infrastructure and to ensure that the District offers superior treatment to meet environmental standards.

INTRODUCTION

The successful Proposer shall be required to provide the janitorial scope of services outlined in Exhibit A (“Basic Services & Enhanced Services Upon Request”) for the above referenced properties.

The successful Proposer shall be required to furnish equipment, machinery, transportation and other implements necessary to execute the contract. The Proposer shall supply a plan as to how the Basic Services will be executed. The plan shall include the number of personnel, which will be used to execute the services and when (outside of business days and hours) the services will be performed, and estimated time to complete each service.

The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer’s employees are performing their work in a safe manner. The Proposer shall state their qualifications as a professional janitorial firm, which can include but not be limited to, previous janitorial services offered to businesses within Riverside County, current janitorial contracts being performed by Proposer, the length of time that this Proposer has been performing these types of services, and any special qualifications those employees might have.

TERM OF AGREEMENT

The agreement shall begin on September 1, 2020. The terms of the agreement for janitorial services will be negotiated with the selected proposer. VSD expects a minimum term of one year with two additional years at its sole discretion. The contract will be monitored for acceptable services rendered throughout the contract term. The District will have the option to cancel the contract in whole or in part during the contract term, for any reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

PAYMENTS

For payment due for Basic and Enhanced Services the Proposer shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Proposer’s services as rendered in a format acceptable to VSD.

The Proposer shall submit an invoice which provides detailed billing for services provided no later than 45 calendar days after the date the services have been rendered. Payments shall be paid to the Proposer within 30 days upon the receipt of invoice.

RFP RESPONSE FORMAT

The RFP respondent shall submit one PDF Electronic copy of the RFP response with all the information requested. In order to simplify the proposal evaluation process, the District is seeking RFP responses in the following format:

1. Cover/Cover Letter

- Name of Business/Company:
- Business/Company Address:
- Telephone Number(s):
- E-mail Address:
- Website Address:
- Federal Tax ID Number:
- Name, title, telephone number and, if different, address of person(s) authorized to represent business entity:
- Name, title, telephone number and, if different, address of person(s) authorized to sign contracts for the business entity:

2. RFP Response

A. Information about the consulting firm including the following information.

- organization type (corp, llc, etc)
- organizational structure(s)
- location of principal office(s)
- years in business
- number of employees
- other pertinent information

B. Key personnel and roles

- Name of the principal point-of-contact in the firm/entity that will have direct and continued responsibility for the services provided to the District. This person will be the District staff's first point-of-contact on all matters at the contract administration level dealing with the services offered, and will either handle day-to-day activities or assign a point-of-contact and other firm staff as needed for that responsibility.
- Outline of responsibilities/roles of firm/entity personnel with respect to providing the services requested.
- Experience/resumes of assigned personnel including certifications.
- Location of resources assigned to project and availability for on-site work activities.

C. Qualifications of the Firm/Entity

- Description of at least five similar projects/assignments. Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.

- Five References for similar assignments/work performed. If different from above project list, describe the nature of the project/assignment as described above.
- Business partner relationships and level of your firm (i.e. Microsoft Gold).
- Tenure with firm of key personnel to be assigned to project.
- Discuss your customer knowledge continuity process for maintaining customer environment knowledge as staff resources change.

D. Response to the Scope of Services requested and other key issues raised in RFP

The respondent should address how it will provide the services requested in the scope of services. Including the establishment of the processes and procedures for maintaining and supporting all of the District's network infrastructure, how the support desk will function, how documentation and change control will be implemented, how managed services are provided and discuss other key issues raised in this RFP or are anticipated during the course of performing the scope of services requested.

E. Cost Proposal – Separate Attachment

- The District desires an all-inclusive based fees proposal for the scope of services listed (required). In addition, firms may disclose a fixed fee schedule for specific managed service offerings provided.
- Include hourly billable rates of all personnel who could be assigned to the project.
- Include any other billable costs (and corresponding unit costs) associated with the proposal (e.g., direct charges such as copying costs, travel, etc.) as applicable.

GENERAL TERMS AND CONDITIONS

1. Consultant Questions during Proposal Process: Proposing firms are encouraged to ask questions to strengthen proposals to the District. Please direct your questions to: Ryan Williams at rwilliams@valley-sanitary.org. Please provide all inquiries in writing (e-mail). Questions will be accepted up to 3:00 pm Pacific Time on Friday, July 10, 2020. All questions and answers will be e-mailed to all firms who indicate their intention to respond to the RFP. Please email your intention to respond to Ryan Williams. You will receive confirmation of receipt of your email. Question sources will remain anonymous.
2. Limitation: The Request for Proposals (RFP) does not commit the District to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all

qualified sources or to cancel all or part of this RFP.

3. **Award:** The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. The District reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.
4. **Signature:** The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

PROPOSAL SUBMISSION

One PDF electronic copy of the proposal must be received no later than **4:00 p.m. on Friday, July 24, 2020**, by one of the following two methods. Late proposals will not be accepted.

1. Delivered to VSD Administrative Office
or
2. Emailed to rwilliams@valley-sanitary.org

SELECTION CRITERIA

In reviewing proposals, the District's proposal reviewers will use a standardized selection:

- Experience and qualifications of assigned staff **(20 points)**
- References (particularly public agencies) and relevant work performed **(20 points)**
- Firm/entity key personnel assigned to the project **(10points)**
- Demonstrated ability to competently implement the scope of services **(20 points)**
- Demonstrated understanding of issues raised by District in RFP and completeness in addressing the scope of work **(30 points)**

A review panel will rate the initial proposals based upon standardized selection criteria and will select up to 3 of the highest scoring consultants to attend interviews (see selection process and time frame below). All other consultants will be notified according to the schedule provided below.

SELECTION PROCESS AND TIME FRAME

Wednesday, July 1, 2020	Release date of RFP
Friday, July 10, 2020	Questions due no later than 3:00 PM PDT
Friday, July 24, 2020	RFP responses due no later than 4:00 PM PDT
Tuesday, August 11, 2020	Board approval of contract
Tuesday, September 1, 2020	Services begin

**Exhibit A
 Scope of Services**

The District will supply the following: restroom toiletries, soaps, chemicals, and trash can liners.
Contractor must provide own equipment (vacuum, duster, carts, rags, buckets, etc.).

Basic Services
Office Areas/Conference Rooms/Lobby/Mail Room/Common Area
Clean glass in doors
Remove all cobwebs
Wipe down all surfaces including, door frames, windowsills, file cabinets, counters, etc.
Remove smudges from kick plates, handrails, walls and light switches
Empty all trash cans and reline
Arrange furniture and magazines in reception waiting area
Disinfect conference room tables, chairs, counters, exterior of cabinets, sinks, handrails, etc.
Vacuum all carpet areas and mats
Sweep and mop all hard floor surfaces including rolling mats in offices and cubicles
Restrooms
Clean and disinfect all urinals, toilets, mirrors, counters, sinks, shower stalls
Clean and polish all bright work and dispensers
Spot clean walls, partitions, and light fixtures
Empty trash cans and reline
Sweep /mop all floors and clean exhaust fan grating
Wipe down tops of partitions, dispensers
Restock all products including toiletries, soap and paper products
Lunchroom/Lunchroom areas
Clean and disinfect chairs, tables, counters and exterior of cupboards
Clean microwaves in and out
Clean and sanitize all sinks including garbage disposal
Wipe down outside of appliances and lighting fixtures
Restock paper towels
Sweep and mop all floors
Turn off coffee makers
Outdoor
Empty trash cans and reline, remove cobwebs
General instructions
Janitorial closet clean and orderly
All furniture is returned and arranged neatly including desk and conference room chairs
Contact District and share any repairs that are needed
Turn off all lights and fans prior to departing
All doors and windows are closed and secure

Proposer is to describe below how the Basic Services will be performed. The plan should include

**Exhibit B
 Cost of Services**

The Proposer, in compliance with the request for proposals for the Janitorial Services, having examined Exhibit A: Scope of Services and written specifications, hereby proposes to furnish Janitorial Services for the following unit prices.

	Name	Basic Services Provided	Address	Total Cost Per Month
1	Administration Building	3x Weekly	45-500 Van Buren	\$
2	Operations Building	3x Weekly	45-500 Van Buren	\$
3	Maintenance Building	2x Weekly	45-500 Van Buren	\$
4	Collection Services Building	2x Weekly	45-500 Van Buren	\$
6	Lab Building	3x Weekly	45-500 Van Buren	\$
TOTAL				\$
Proposed percent increase for additional option year 2				%
Proposed percent increase for additional option year 3				%

Enhanced Services shall be quoted at the time service is requested. The District may elect to contract with another provider for these services. Please note on Exhibit C which services Proposer can supply.

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work.

Respectfully submitted,

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

**Exhibit C
 Enhanced Services**

Please indicate what Enhanced Services your firm can supply to the District. Enhanced Services shall be quoted at the time service is requested. The District may elect to contract with another provider for these services. Please submit duplicate pages if necessary, to list additional services proposer can provide.

ENHANCED SERVICES	
Indoor	Outdoor
<input type="checkbox"/> Carpet Cleaning & Stain Removal (annually) <input type="checkbox"/> Strip, service, wax hard floors (semi-annually) <input type="checkbox"/> Window cleaning (quarterly) <input type="checkbox"/> Clean/steam upholstered furniture and partitions (semi-annually) <input type="checkbox"/> Clean light fixtures (quarterly) <input type="checkbox"/> Dust/clean blinds, vents, display cases (semi-annually)	<input type="checkbox"/> Power wash walkways (monthly) <input type="checkbox"/> Window cleaning (quarterly) <input type="checkbox"/> Clean light fixtures (semi-annually)
LIST ADDITIONAL SERVICES PROPOSER CAN PROVIDE	
Indoor	Outdoor

Respectfully submitted,

Print Name: _____

Print Title: _____

Signature: _____

Date: _____



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

THRU: Beverli A. Marshall, General Manager

FROM: Ryan Williams, Facilities Maintenance Supervisor

SUBJECT: **Authorize the Purchase of a Ford F550 Utility Crane Truck from Fiesta Ford in an Amount Not to Exceed \$98,812**

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

Executive Summary

The purpose of this report is for the Board to discuss the need to purchase of one Ford F550 Utility Crane Truck in the Fiscal Year 2020/21.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact from the recommendation actions is approximately \$107,000. \$150,000 for replacing the existing utility crane truck is included the adopted Comprehensive Budget for FY 2020/21. In addition to the cost of the truck purchase, ancillary costs, which include the installation of a new arrowboard and traffic control perimeter lighting, will be approximately \$8,000.

The surplus value for the 2010 truck is estimated between \$3,500 to \$8,000, which will be applied to replacement costs.

Background

Staff determined that the existing utility crane truck, a 2010 Ford F350, needs to be replaced due to age, mileage, and overall annual maintenance costs. This vehicle is used primarily by the Collection division and is equipped for multiple purposes from pulling pieces of equipment with the crane to transporting large equipment and towing necessary equipment to and from the job site.

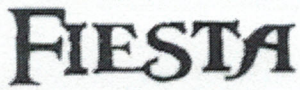
The arrowboard meets the City of Indio’s Traffic Control Standards for use within the District’s service area. Once the replacement truck is in service, the surplus truck will be sold through GovDeals.

Recommendation

It is recommended that the Board of Directors authorize the General Manager to purchase a Ford F550 Utility Crane Truck from Fiesta Ford in the amount of \$98,812, which includes tax and delivery.

Attachments

Attachment A: Quotes from Fiesta Ford



This presentation is designed to provide an example of various finance options that may be available. Incentive programs, Rebates, Rates, Terms and Payments are estimates, subject to change and are impacted by individual credit history and subject to credit approval and program verification. Specific details will be provided when an alternative or alternatives are selected.

Cash Deal Structure

Market Value	47,735.00
Discount Savings	-9,371.16
Vehicle Price	38,363.84
Accessories	52,404.00
Document Prep Fee	85.00
Tire/Battery/VTR Fee	8.75
Sales Tax	7,950.39

Due On Delivery	98,811.98
------------------------	------------------

Tax: INDIO 8.75 %	8.75 %
--------------------------	---------------

On Approved Credit - APR and Payment may vary based upon Credit History, Down Payment and Lender Approval. Vehicle Price does not include Accessories. Vehicle Price is before Taxes and/or applicable fees. Tax Profile: Indio 8.75 %

Cash Total includes: BED \$52404



2286 E. Date Ave.
 Fresno, CA 93706
 Phone: 559-237-5541
 Fax: 559-237-5554
 www.SEINC.com

Quotation

201557

User: Torres, Jessica

Bill To: FIESTA FORD INC
 End User: VALLEY SANITARY DISTRICT.
 Attn: OLSON, RON
 78-990 VARNER ROAD
 INDIO, CA 92203
 (760) 772-8000

Ship To: FIESTA FORD INC
 End User: VALLEY SANITARY DISTRICT.
 Attn: OLSON, RON
 78-990 VARNER ROAD
 INDIO, CA 92203
 (760) 772-8000

Quote Date:	02/25/2020	Salesman:	Quezada, Carlos
Expiration Date:	05/25/2020	Ship Via:	SCELZI DELIVERY
Sales Tax	Exempt @ 0.000%	Terms:	Net 10
		PO Number:	

Notes:

RIVERSIDE DROP SHIP CODE: 88WKK6
 MOUNT IN RIVERSIDE
 PAINT BODY WHITE
 REAR MOUNTED FUEL TANK

Qty	Part Number	Description	Total	Tax
1	CUSTOMER TRUCK	2021, FORD, F-550, SUPER CAB, DRW, GAS, WHITE, 84" CA VIN#	\$0.00	
1	SBD-132-94-49-38-VO-V	1EA - ALL LIGHTS L.E.D. 6EA - SCELZI ROLLER DRAWERS #250 STARTING FROM BOTTOM (1EA) 6" T "NO" DIVIDERS THEN (2EA). 4" T WITH "NO DIVIDERS" THEN (3EA) 3" T ROLLER DRAWERS WITH DIVIDERS ON 2" CENTERS MOUNTED IN FRONT 34" COMPARTMENT ON PASSENGER SIDE 6EA- SCELZI ROLLER DRAWERS #250 STARTING FROM BOTTOM (1)EA. 6"T "NO" DIVIDERS THEN (2)EA. 4"T WITH "NO" DIVIDERS THEN (3)EA. 3"T ROLLER DRAWERS WITH DIVIDERS ON 2" CENTERS MOUNTED IN FRONT 24" COMPARTMENT ON PASSENGER SIDE 1EA - PERFORATED CAB GUARD TO TOP OF CAB 6EA- "D" RINGS PART #D17ZN 2,000LB CAPACITY MOUNTED ON TOP OF BACK WRAPPER (2)EA FRONT (2)EA CENTER AND (2)EA REAR ON BOTH SIDES 9EA- L.E.D ROPE LIGHTING MOUNTED IN ALL COMPARTMENTS	\$52,331.00	



Quotation

2286 E. Date Ave.
Fresno, CA 93706
Phone: 559-237-5541
Fax: 559-237-5554
www.SEINC.com

201557

User: Torres, Jessica

INCLUDING OPEN TOP PASSENGER SIDE MOUNT, IN A HORSE SHOE PATTERN WITH CONTACT SWITCH #COLE HERSEE#9087 AND WIRE TO UPFITTER SWITCH #5

2EA- HORIZONTAL ADJUSTABLE SHELF WITH DIVIDERS ON 2" CENTER ON BOTH SIDES

1EA - AUTOCRANE EHC-32 PRFX OMNEX WIRELESS CONTROL 3,200LB LIFT (MAX) 10,000 FT-LB CAPACITY, HYDRAULIC POWER BOOM ELEVATION, 360 DEGREE CONTINUOUS HYDRAULIC POWER ROTATION, HYDRAULIC BOOM EXTENTION TO 15' PART #320990000 MOUNT ON PASSENGER SIDE

1EA- CAL OSHA REQUIRES TO HAVE HORN, HORN BUTTON AND ALL WARNING STICKERS AND 5LB ABC FIRE EXTINGUISHER ON ALL CRANES 6,000LB AND BELOW

***NOTE: MOUNT THE FIRE EXTINGUISHER INSIDE COMPARTMENT

1EA - 3,200 CRANE REINFORCEMENT IN REAR 24" COMPARTMENT PASSENGER SIDE

1EA - BOOM REST FOR CLOSED TOP ON PASSENGER SIDE

1EA - AUXILIARY BATTERY 12 VOLT DEEP CYCLE SET UP FOR ELECTRIC CRANE INCLUDES BATTERY BOX AND SEPARATOR & LOUVERS MOUNT IN REAR 24" COMP P.S

1EA - MANUAL OUTRIGGERS CRANK DOWN SLIP IN REAR 24" COMPARTMENT PASSENGER SIDE

1EA - ADDITIONAL REAR LEAF SPRINGS ON PASSENGER SIDE TO BRING TRUCK TO LEVEL

1EA-SINGLE FREE STANDING CONE HOLDER - POLE STYLE#SE110122 MOUNTED IN FRONT BUMPER PASSENGER SIDE

1EA- ELECTRONIC MASTER LOCK SYSTEM

***NOTE: CHASSIS MUST HAVE KEYLESS ENTRY

1EA - TOMMY LIFT GATE G2 SERIES MODEL #G2-54-1642 TP42 1,600LB LIFTING CAPACITY STEEL TREADPLATE PLATFORM 49" X 42" + 7" TAPER (FACTORY BLACK) INCLUDES IN CAB SHUT OFF SWITCH

1EA- 5 GALLON WATER CASK HOLDER AND STRAP RING STYLE PART#SE190014 MOUNTED ON REAR END PANEL ON DRIVER SIDE



2286 E. Date Ave.
 Fresno, CA 93706
 Phone: 559-237-5541
 Fax: 559-237-5554
 www.SEINC.com

Quotation

201557

User: Torres, Jessica

1	BUMPER - BUMPERETTES	10" BUMPERETTES WITH L.E.D. LIGHTS (POWDER COAT BLACK) 1EA- BOLT ON VISE STAND REMOVABLE- PART#SE100919 VSR-123 MOUNTED ON BUMPERETTE PASSENGER SIDE (POWDER COAT BLACK) 1EA - INSTALL FACTORY BACK UP CAMERA 1EA - CLASS 5 RECEIVER HITCH WITHOUT INSERT ***NOTE: RATED @ 18,000LB PULLING CAPACITY 1800 TONGUE WT. *** 1EA - 7 PRONG ELECTRIC TRAILER PLUG #12707	\$0.00
1	HWD FEE	HAZARDOUS WASTE DISPOSAL FEE	\$35.00
1	WEIGHT CERTIFICATE	WEIGHT CERTIFICATE OF COMPLETED UNIT	\$38.00
1	TRANSPORTATION	TRANSPORTATION ONE WAY TO INDIO, CA	\$0.00

CONTACT:
 RON OLSON
 (760) 772-8000

Sub Total \$52,404.00
Sales Tax \$0.00
Total \$52,404.00

DISCLAIMERS

- TERMS:** Standard terms are Net 10 Days, any deviations need to be in writing before production
- CHANGES:** Each change after quote is accepted will constitute a \$500.00 fee in addition to the cost of the change
 No changes will be made to orders 2 weeks prior to production start date
- DRAWINGS:** Any changes to drawings after acceptance and 2 weeks prior to production start date will constitute a \$500.00 fee or more at \$150.00 per hour
 No changes will be made to drawings 2 weeks prior to production start date
- PAINT:** Scelzi Enterprises, Inc. does not guarantee a perfect color match due to inconsistencies in factory paints and procedures

THIS WORK AUTHORIZED BY

Payment in full on completion of job if credit arrangements have not been made in advance

The above quotation is submitted according to specifications submitted by customer. Any alterations or changes increasing production costs will be charged for accordingly.

DATE

Estimate Fallahsafa,
 Prepared By: Taylor
 Sales Rep: Quezada,
 Carlos



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ryan Williams, Facilities Maintenance Supervisor

SUBJECT: Authorize the Purchase of a 6,100 Gallon Tank for Sodium Bisulfite from D & H Water Systems in an Amount Not to Exceed \$31,000

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

Executive Summary

The purpose of this report is for the Board to discuss the need to purchase a 6,100-gallon tank to hold sodium bisulfite.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact from the recommendation is \$40,000. Funds were included in the adopted Comprehensive Budget for Fiscal Year 2020/21. The cost of the tank is \$30,158 and the ancillary cost, including new piping (\$2,750) and new heaters (\$5,100) and equipment rental, make up the remaining \$10,000.

Background

One of the two existing sodium bisulfite tanks is scheduled for replacement this fiscal year. This tank was part of the 2008 plant expansion project. The typical useful life in the desert conditions is approximately 10 years. Staff sent out requests for quotes for a new tank and received three quotes. The least expensive of the quotes was received from D & H Water Systems.

<u>Vendor</u>	<u>Quote</u>
D & H Water Systems	\$30,158
Core Rosion Products	\$29,908
Tank Specialities	\$31,532

The recommended tank meets current industry standards and is insulated to reduce heating costs during the cooler months.

Recommendation

Staff recommends that the Board of Directors authorize the purchase one 6,100-gallon tank for sodium bisulfite from D & H Water Systems in an amount not to exceed \$30,158 (including tax and delivery).

Attachments

Attachment A: 6100-gallon Sodium Bisulfite tank Proposal – D & H Water Systems

Attachment B: 6100-gallon Sodium Bisulfite tank Proposal – Core Rosion Products

Attachment C: 6100-gallon Sodium Bisulfite tank Proposal – Tank Specialties



Valley Sanitary District
Attn: Brian Sprueill

August 12, 2020

Subject: 6,100 GAL SBS Tank

D & H Water Systems, Inc is pleased to offer the following proposal for your consideration.

Qty [1] 6,100 GAL Tank	\$22,260.00
- 6,100 Gal	
- 2" Foam Insulation	
- (3) 4" Flanged Fittings	
Tax @ 8.75%	\$1,947.75
Sub Total	\$24,207.75
Qty [1] Freight	\$1,600.00
Total	\$25,807.75
Qty [1] Optional Ladder	\$1,875.00
Qty [1] Optional Galvanized Seismic Restraints	\$2,125.00

Conditions of Sale:

- D&H Water Systems is serving as an equipment supplier.
- Payment terms: *(upon approved credit)* Net 30 days after shipment of equipment with no retainage.
- This quote is firm for 30 days.
- Quotation does not include any taxes.
- All Visa and Master card transactions will incur a 4% pass through service charge.
- Submittals provided XX weeks after purchase order is fully executed by both parties.
- Delivery will be made in *approximately* XX weeks after submittal approval.
- D&H reserves the right to adjust lead times if purchase order is submitted more than 30 days after proposal date.
- This quotation is limited to the products and services as listed, and excludes any item or service not listed.
- D&H Water Systems' standard insurance package covers commercial general, automotive, worker's compensation, and umbrella liability. We do not provide professional liability. Any costs associated with additional insurance requirements will be passed on to buyer.
- D&H will not be held liable for any liquidated damages incurred during project.
- This quotation EXCLUDES any permits, licenses, bonds, inspections, or fees.
- This quotation EXCLUDES seismic calculation of any kind unless specifically noted in scope of supply.



All resulting purchase orders should be sent to:

D and H Water Systems, Inc.
603 Seagaze Drive #241
Oceanside, CA 92054

Please do not hesitate to contact me if you have any questions or require further information.

Best,

Brian Doane
949.481.4560
brian@dandhwatersystems.com



Wednesday, August 12, 2020

Brian Sprueill
Valley Sanitary District
45500 Van Buren Street
Indio, CA 92201
760-238-5400 ext
bsprueill@valley-sanitary.org

Subject: 6,100 Gallon Full Drain+SBS IMFO Storage Tank

Quote: **DSN1335Q**

Dear Brian:

I am pleased to submit the following proposal to supply a 6,100 Gallon Full Drain+IMFO (Integrally Molded Flanged Outlet) with no lower sidewall mechanically attached fittings. These tanks will carry a **Full 5 year replacement warranty (not pro-rated)**, the longest in the industry. These tanks have a design life of 15- 20 years in direct sunlight and often longer in indoor applications. Please note that this PDF-format proposal includes **hyperlinks** for each tank section that will allow you to easily access tank warranty, and installation instructions with the click of your mouse.

Listing of the quotation sections:

- 1.0 6,100 Gallon IMFO Tank
- 2.0 Terms & Conditions
- 3.0 Ordering Instructions

We appreciate this opportunity to quote to your 25% SBS storage tank requirements and look forward to working with you on this project. Please call when I can provide you with any additional or more detailed information.

Sincerely,

Douglas Roughen

Douglas Roughen, Sales Representative
Core-Rosion Products
doug@core-rosion.com

1.0 6,100 Gallon SBS Fittings and Accessories

1.1 Tank Specifications

Model Number	11106100	Top Manway	24+
Bottom	Flat Bottom IMFO	Top	Dome
Material	XLPE	Design Temp	100°F
Capacity	6,100 Gallons	Design Pressure	Atmospheric
Dimensions	10qDia. X 12q8+	Standard Color	Black Natural
Manufacturer	Poly Processing	Shipping Point	French Camp, CA

A. Fittings

Function	Size	Connection	Material	Gasket	Hardware	Location	Miscellaneous
IMFO Outlet	4+	Flange	PVC	EPDM	316SS	Bottom	Full Drain IMFO
Inlet	3+	Flange	SS	EPDM	316SS	Top on Flat	Top
Level	3+	Flange	SS	EPDM	316SS		
Manway/Vent	24+	Bolted/Hinged	SS	-----	----	Top	24+Manway with built in Vent
Overflow	3+	Flange	PVC	EPDM	---	Top of sidewall	

B. Project Notes

1. Concrete Pad: The IMFO Tank comes with a full drainage IMFO Outlet which protrudes lower than the base of the tank, you will want to notch the concrete 8+x8+x 10+to accommodate this flange, **or you can purchase the IMFO pad below and place on flat concrete.**

C. Hyperlinks (warranty and installation instructions)

PPC Warranty	PPC Installation Instructions
------------------------------	---

D. Pricing

<ul style="list-style-type: none"> 6,100 Gallon Cross-Linked Polyethylene Storage Tank Full Drain Outlet Standard Fitting Package FRP Ladder (Cage and Fall Protection not included) 2+Foam Insulation with waterproof Mastic Coating Seismic Restraint System 	\$25,920.
8.75% Tax	\$2,268
Freight Estimate to Indio, CA	\$1,720
Grand Total Delivered and with Tax	\$29,908.

2.0 Terms & Conditions

Drawings	2 - 5 days from receipt of order (standard)
Shipment	4 weeks from receipt of approved drawings (possibly sooner if required depending on shop loading)
Warranty	5 Year Full Tank Replacement Warranty
FOB Points	French Camp, CA \$1,720
Prices Effective	30 days
Freight	Quoted as an Option
Sales Tax	Not included unless otherwise indicated
Terms	25% with order, balance net 30 days
Cancellation Charges	25% after submittal of drawings 100% after fabrication commences
Damaged Freight	Must be noted on the freight bill to establish liability
Off-Loading / Installation	By others
Anchor Bolts	Not included unless otherwise indicated
Flange Gaskets / Bolt Kits	Not included unless otherwise indicated
Flexible Connections	Required for most connections to preserve vessel warranty
Missing Parts	Claims must be made within 30 days of delivery
Preliminary Lien Notice	Standard procedure when equipment is purchased for resale

3.0 Ordering Instructions

Core-Rosion Products
 3300 E. 19th Street
 Signal Hill, CA 90755
 Attention: Doug Roughen
doug@core-rosion.com
 Cell 949-633-9499 (preferred)
 562-986-5238 (office)



August 13, 2020

Brian Sprueill
Valley Sanitary District
45500 Van Buren Street
Indio, CA 92201
760-238-5400
bsprueill@valley-sanitary.org

Reference: Sodium Bisulfite Storage
XLPE IMFO Tank
Quotation #ITS1265Q

Dear Brian:

As per your recent request, I am pleased to submit for your review and evaluation the following proposal to supply a crosslinked poly tank and accessories for sodium hypochlorite storage.

1. 6,100 gallons, 10' x 12'8" IMFO tank with 2" insulation, lateral restraint system, fiberglass ladder and fitting package
 - Equipment: \$27,340
 - Shipping: 1,800
 - Total: \$29,140 (not including sales tax)

I truly appreciate this opportunity to quote to your storage tank requirements and look forward to working with you on your project. Please call when I can provide you with any additional or more detailed information.

Sincerely,

Steve Ireland

Steve Ireland, President
CRP Tank Specialties, Inc.
irelands@CRPTankSpecialties.com

2476 Palo Vista Road – Fallbrook, CA 92028 – 562-896-4800



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ian Wilson, Facility Operations Manager

SUBJECT: **Authorize the Purchase of Four Ammonium and Nitrate Combination Sensors from Hach in an Amount not to Exceed \$48,726**

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

Executive Summary

The purpose of this report is for the Board to discuss the need for four ammonium and nitrate combination sensors.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 3.2: Increase use of technology to lower costs and improve reliability.

Fiscal Impact

The fiscal impact from the recommended purchase is \$48,726, which is included in the adopted Comprehensive Budget for Fiscal Year 2020/21. Ancillary fiscal impacts will be annual sensor cap replacement and SCADA integration for real-time data trending.

Background

In the current National Pollutant Discharge Elimination System (NPDES) permit, Order R7-2020-0007, the Regional Water Quality Control Board (RWQCB) is requiring VSD to perform a study to evaluate potential actions to reduce ammonia discharges into the receiving water. The study is to be conducted over the course of one year and a technical report is to be provided to the RWQCB after the study is complete. The RWQCB has also indicated that an effluent limit for ammonia will most likely be added to the NPDES permit during this current permit cycle.

The purchase and installation of the ammonia and nitrate combination sensors will allow staff to track nitrification (the reduction of ammonia to nitrate) in the aeration tanks. Staff currently has to wait for data from a composite sample, which is data from the previous day, or from grab samples, which is information attained from a single point in time. The

ammonia and nitrate sensors would provide real time data and allow staff to trend ammonia levels 24 hours a day by integrating the data on to the SCADA system. Having access to this pertinent data will allow staff to make informed, real-time process control decisions on the activated sludge plant.

VSD already utilizes the Hach sc 2000 controller on the activated sludge plant for DO (dissolved oxygen) sensors. The recommended ammonia and nitrate combination sensors are manufactured by Hach and would plug in to the existing controller for immediate installation. The VSD laboratory also uses the Hach bench top version of this sensor to perform the analysis on the composite and grab samples.

Recommendation

Staff recommends that the Board of Directors authorize the purchase of four ammonium and nitrate combination sensors in an amount not to exceed \$48,726.

Attachments

Attachment A: Hach Ammonia and Nitrate Sensor Quote dated September 16, 2020.



Be Right™

Quotation

Quote Number: 100592348v2

Use quote number at time of order to ensure that you receive prices quoted

Hach
PO Box 608
Loveland, CO 80539-0608
Phone: (800) 227-4224
Email: quotes@hach.com
Website: www.hach.com

Quote Date: 16-Sep-2020

Quote Expiration: 02-Nov-2020

VALLEY SANITARY DISTRICT
45500 VAN BUREN ST
INDIO, CA 92201-3435

Name: Ian Wilson
Phone: 760-238-5418
Email: iwilson@valley-sanitary.org

Customer Account Number : 104451

Sales Contact: Devin Locke Email: devin.locke@hach.com Phone: 909-264-0560

PRICING QUOTATION

Line	Part Number	Description	Qty	Net Unit Price	Extended Price
Ammonia Probe and Mounting					
1	LXV440.99.00002	aa AN-ISE sc Combination Sensor for Ammonium and Nitrate. Standard lead time 15 days.	4	10,445.00	41,780.00
2	6184900	KIT,MTG HARDWARE, NH4D sc RAIL MOUNT. Standard lead time 5 days.	4	483.00	1,932.00
3	27	Simplified freight charge	1	1,092.80	1,092.80
				Subtotal	\$ 44,804.80
				Estimated Tax @ 8.75%	\$ 3,920.42
				Grand Total	\$ 48,725.22

NOTES

Tax included on quotation as a manually calculated estimate.

TERMS OF SALE

California Proposition 65:

**WARNING**Cancer & Reproductive Harm -
www.P65Warnings.ca.gov

All purchases of Hach Company products and/or services are expressly and without limitation subject to Hach Company's Terms & Conditions of Sale ("Hach TCS"), incorporated herein by reference and published on Hach Company's website at www.hach.com/terms. Hach TCS are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale "Contract" in accordance with the Hach TCS: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgement of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of the Hach TCS are not part of the Contract.

Due to International regulations, a U.S. Department of Commerce Export License may be required. Hach reserves the right to approve specific shipping agents. Wooden boxes suitable for ocean shipment are extra. Specify final destination to ensure proper documentation and packing suitable for International transport. In addition, Hach may require : 1). A statement of intended end-use; 2). Certification that the intended end-use does not relate to proliferation of weapons of mass destruction (prohibited nuclear end use, chemical / biological weapons, missile technology); and 3). Certification that the goods will not be diverted contrary to U.S. and/or applicable laws in force in Buyer's jurisdiction.

ORDER TERMS:

Terms are Subject to Credit Review

In order for Hach to process the order as quickly as possible, please provide the following information.

- Complete Billing address.
- Complete Shipping address.
- Part numbers and quantities of items being ordered.
- Please reference the quotation number on your purchase order

If the order is over \$25,000 Hach will also require the following additional information.

- Pricing
- Purchase Order Number
- Freight terms and INCO term FOB Origin or FCA Shipping Point
- Required delivery date
- Vendor name should specify "Hach Company" with the Loveland address:
 - Hach, PO Box 389, Loveland, CO 80539
- Credit terms of payment. Default payment terms are Net 30.
- Indicate if order needs to ship complete or if it can ship partial.
- Tax status
- Special invoicing instructions

Sales tax is not included on quote. Applicable sales tax will be added to the invoice based on the U.S. destination, if applicable provide a resale/exemption certificate.

Shipments will be prepaid and added to invoices unless otherwise specified.

Equipment quoted operates with standard U.S. supply voltage.

Hach standard terms and conditions apply to all sales.

Additional terms and conditions apply to orders for service partnerships.

Prices do not include delivery of product. Reference attached Freight Charge Schedule and Collect Handling Fees.

Standard lead time is 30 days.

This Quote is good for a one time purchase

Sales Contact:

Name: Devin Locke
 Title: Regional Sales Manager
 Phone: 909-264-0560
 Email: devin.locke@hach.com



HACH COMPANY

Headquarters
 P.O. Box 389
 5600 Lindbergh Drive
 Loveland, CO 80539-0389

Purchase Orders
 PO Box 608
 Loveland, CO 80539-0608

WebSite: www.hach.com

U.S.A.
 Phone: 800-227-4224
 Fax: 970-669-2932
 E-Mail: orders@hach.com
 quotes@hach.com
 techhelp@hach.com

Export
 Phone: 970-669-3050
 Fax: 970-461-3939
 Email: intl@hach.com

Remittance
 2207 Collections Center Drive
 Chicago, IL 60693

Wire Transfers
 Bank of America
 231 S. LaSalle St.
 Chicago, IL 60604
 Account: 8765602385
 Routing (ABA): 071000039

Quotation Addendum

ADVANTAGES OF WORKING WITH HACH

<p>Hach Service</p> <p><i>Protect your investment & peace of mind</i></p> <ul style="list-style-type: none"> ✓ A global partner who understands your needs ✓ Delivers timely, high-quality service you can trust ✓ Provides team of unique experts to help you maximize instrument uptime ✓ Ensure data integrity ✓ Maintain operational stability ✓ Reduce compliance risk <p>www.hach.com/service-contracts</p>	<p>Pick&Ship™</p> <p><i>Pick&Ship™ Program offers a better way to keep your supplies in stock</i></p> <ul style="list-style-type: none"> ✓ Convenience of one purchase order for the entire year ✓ Flexibility to change, cancel or create new orders ✓ Savings from locking in prices & thus avoiding price surges and rush charges ✓ Peace of mind with automatic, reliable shipments just as you need them <p>www.Hach.com/pickandship</p>	<p>Technical Support</p> <p><i>Provides post-sale instrumentation and application support</i></p> <ul style="list-style-type: none"> ✓ Hach's highly skilled Technical Support staff is dedicated to helping you resolve technical issues before, during and after the sale. ✓ Available via phone, e-mail, or live online chat at Hach.com! ✓ Fast access to answers at https://support.hach.com ✓ Toll-free phone: 800-227-4224 ✓ E-mail: techhelp@hach.com <p>www.Hach.com</p>
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ADVANTAGES OF SIMPLIFIED SHIPPING AND HANDLING

<p>Safe & Fast Delivery</p> <ul style="list-style-type: none"> ✓ Receive tracking numbers on your order acknowledgement ✓ Hach will assist with claims if an order is lost or damaged in shipment 	<p>Save Time – Less Hassle</p> <ul style="list-style-type: none"> ✓ No need to set up deliveries for orders or to schedule pickup ✓ Hach ships order as product is available, at no additional charge, when simplified shipping and handling is used. 	<p>Save Money</p> <ul style="list-style-type: none"> ✓ No additional invoice to process – save on time and administrative costs ✓ Only pay shipping once, even if multiple shipments are required
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STANDARD SIMPLIFIED SHIPPING AND HANDLING CHARGES ^{1, 2, 3, 4} Pricing Effective 4/11/2020						Collect ⁴ Handling Fee Effective 4/11/2020
Total Price of Merchandise Ordered	Standard Surface (Mainland USA)	Second Day Delivery (Mainland USA)	Next Day Delivery (Mainland USA)	Second Day Delivery (Alaska & Hawaii)	Next Day Delivery (Alaska & Hawaii)	
\$0.00 - \$49.99	\$17.99	\$44.99	\$83.90	\$72.21	\$137.27	\$13.47
\$50.00 - \$149.99	\$28.59	\$84.27	\$159.00	\$120.84	\$229.73	\$13.85
\$150.00 - \$349.99	\$50.22	\$133.98	\$272.91	\$169.07	\$329.04	\$14.72
\$350.00 - \$649.99	\$69.95	\$182.91	\$363.75	\$228.65	\$442.76	\$15.48
\$650.00 - \$949.99	\$88.16	\$191.13	\$399.98	\$236.66	\$446.10	\$16.04
\$950.00 - \$1,999.99	\$110.91	\$235.85	\$498.69	\$280.67	\$543.06	\$17.52
\$2,000.00 - \$3,999.99	\$128.04	\$250.64	\$513.44	\$291.54	\$554.54	\$20.22
\$4,000.00 - \$5,999.99	\$148.44	\$260.33	\$538.23	\$292.89	\$570.53	\$24.90
\$6,000.00 - \$7,999.99	\$175.40	\$296.40	\$612.84	\$323.07	\$622.86	\$29.04
\$8,000.00 - \$9,999.99	\$200.15	\$336.83	\$658.19	\$360.41	\$683.52	\$33.51
Over \$10,000	2.5% of Net Order Value	4.5% of Net Order Value	7% of Net Order Value	4.5% of Net Order Value	7% of Net Order Value	\$51.84

1 Shipping & Handling charges shown are only applicable to orders billing and shipping to U.S. destinations. Shipping & Handling charges will be prepaid and added to invoice. Shipping & Handling for the Pick&Ship Program is charged on each shipment release and is based on the total price of each shipment release. Shipping & Handling charges are subject to change without notice.

2 Additional Shipping & Handling charges will be applied to orders containing bulky and/or especially heavy orders. Refrigerated and all weather Samplers do not qualify for simplified Shipping & Handling charges, and are considered heavy products. Dissolved Oxygen Sensors can be damaged if exposed to temps below freezing, causing sensor failure. Must be shipped over night or 2nd day air during the cold weather months.

3 Orders shipping to Alaska or Hawaii: Additional Shipping & Handling charges may be applied at time of order processing. Second Day and Next Day delivery is not available to all destinations.

4 Hach Company will assess a collect handling fee on orders with collect shipping terms. This handling fee covers the additional costs that Hach Company incurs from processing and managing collect shipments.

Due to variations in component characteristics, regulatory transportation requirements and/or associated shipping and handling costs, individual kit components may or may not be packaged together in a single carton at time of final packaging and shipping.

SALES TAX

Sales Tax is not included in the attached quotation. Applicable sales and usage taxes will be added to your invoice, at the time of order, based on U.S. destination of goods, unless a valid resale/exemption certificate for destination state is provided to the above address or fax number, attention of the Tax Dept.

TERMS & CONDITIONS OF SALE FOR HACH COMPANY PRODUCTS AND SERVICES

This document sets forth the Terms & Conditions of Sale for goods manufactured and/or supplied, and services provided, by Hach Company of Loveland, Colorado ("Hach") and sold to the original purchaser thereof ("Buyer"). Unless otherwise specifically stated herein, the term "Hach" includes only Hach Company and none of its affiliates. Unless otherwise specifically stated in a previously-executed written purchase agreement signed by authorized representatives of Hach and Buyer, these Terms & Conditions of Sale establish the rights, obligations and remedies of Hach and Buyer which apply to this offer and any resulting order or contract for the sale of Hach's goods and/or services ("Products").

1. **APPLICABLE TERMS & CONDITIONS:** These Terms & Conditions of Sale are contained directly and/or by reference in Hach's offer, order acknowledgment, and invoice documents. The first of the following acts constitutes an acceptance of Hach's offer and not a counteroffer and creates a contract of sale ("Contract") in accordance with these Terms & Conditions: (i) Buyer's issuance of a purchase order document against Hach's offer; (ii) acknowledgment of Buyer's order by Hach; or (iii) commencement of any performance by Hach pursuant to Buyer's order. Provisions contained in Buyer's purchase documents (including electronic commerce interfaces) that materially alter, add to or subtract from the provisions of these Terms & Conditions of Sale are not a part of the Contract.

2. **CANCELLATION:** Buyer may cancel goods orders subject to fair charges for Hach's expenses including handling, inspection, restocking, freight and invoicing charges as applicable, provided that Buyer returns such goods to Hach at Buyer's expense within 30 days of delivery and in the same condition as received. Buyer may cancel service orders on ninety (90) day's prior written notice and refunds will be prorated based on the duration of the service plan. Inspections and re-instatement fees may apply upon cancellation or expiration of service programs. Seller may cancel all or part of any order prior to delivery without liability if the order includes any Products that Seller determines may not comply with export, safety, local certification, or other applicable compliance requirements.

3. **DELIVERY:** Delivery will be accomplished FCA Hach's facility located in Ames, Iowa or Loveland, Colorado, United States (Incoterms 2010). Legal title and risk of loss or damage pass to Buyer upon transfer to the first carrier. Hach will use commercially reasonable efforts to deliver the Products ordered herein within the time specified on the face of this Contract or, if no time is specified, within Hach's normal lead-time necessary for Hach to deliver the Products sold hereunder. Upon prior agreement with Buyer and for an additional charge, Hach will deliver the Products on an expedited basis. Standard service delivery hours are 8 am – 5 pm Monday through Friday, excluding holidays.

4. **INSPECTION:** Buyer will promptly inspect and accept any Products delivered pursuant to this Contract after receipt of such Products. In the event the Products do not conform to any applicable specifications, Buyer will promptly notify Hach of such nonconformance in writing. Hach will have a reasonable opportunity to repair or replace the nonconforming product at its option. Buyer will be deemed to have accepted any Products delivered hereunder and to have waived any such nonconformance in the event such a written notification is not received by Hach within thirty (30) days of delivery.

5. **PRICES & ORDER SIZES:** All prices are in U.S. dollars and are based on delivery as stated above. Prices do not include any charges for services such as insurance; brokerage fees; sales, use, inventory or excise taxes; import or export duties; special financing fees; VAT, income or royalty taxes imposed outside the U.S.; consular fees; special permits or licenses; or other charges imposed upon the production, sale, distribution, or delivery of Products. Buyer will either pay any and all such charges or provide Hach with acceptable exemption certificates, which obligation survives performance under this Contract. Hach reserves the right to establish minimum order sizes and will advise Buyer accordingly.

6. **PAYMENTS:** All payments must be made in U.S. dollars. For Internet orders, the purchase price is due at the time and manner set forth at www.hach.com. Invoices for all other orders are due and payable NET 30 DAYS from date of the invoice without regard to delays for inspection or transportation, with payments to be made by check to Hach at the above address or by wire transfer to the account stated on the front of Hach's invoice, or for customers with no established credit, Hach may require cash or credit

card payment in advance of delivery. In the event payments are not made or not made in a timely manner, Hach may, in addition to all other remedies provided at law, either: (a) declare Buyer's performance in breach and terminate this Contract for default; (b) withhold future shipments until delinquent payments are made; (c) deliver future shipments on a cash-with-order or cash-in-advance basis even after the delinquency is cured; (d) charge interest on the delinquency at a rate of 1-1/2% per month or the maximum rate permitted by law, if lower, for each month or part thereof of delinquency in payment plus applicable storage charges and/or inventory carrying charges; (e) repossess the Products for which payment has not been made; (f) recover all costs of collection including reasonable attorney's fees; or (g) combine any of the above rights and remedies as is practicable and permitted by law. Buyer is prohibited from setting off any and all monies owed under this from any other sums, whether liquidated or not, that are or may be due Buyer, which arise out of a different transaction with Hach or any of its affiliates. Should Buyer's financial responsibility become unsatisfactory to Hach in its reasonable discretion, Hach may require cash payment or other security. If Buyer fails to meet these requirements, Hach may treat such failure as reasonable grounds for repudiation of this Contract, in which case reasonable cancellation charges shall be due Hach. Buyer grants Hach a security interest in the Products to secure payment in full, which payment releases the security interest but only if such payments could not be considered an avoidable transfer under the U.S. Bankruptcy Code or other applicable laws. Buyer's insolvency, bankruptcy, assignment for the benefit of creditors, or dissolution or termination of the existence of Buyer, constitutes a default under this Contract and affords Hach all the remedies of a secured party under the U.C.C., as well as the remedies stated above for late payment or non-payment. See [120](#) for further wire transfer requirements.

7. **LIMITED WARRANTY:** Hach warrants that Products sold hereunder will be free from defects in material and workmanship and will, when used in accordance with the manufacturer's operating and maintenance instructions, conform to any express written warranty pertaining to the specific goods purchased, which for most Hach instruments is for a period of twelve (12) months from delivery. Hach warrants that services furnished hereunder will be free from defects in workmanship for a period of ninety (90) days from the completion of the services. Parts provided by Hach in the performance of services may be new or refurbished parts functioning equivalent to new parts. Any non-functioning parts that are repaired by Hach shall become the property of Hach. No warranties are extended to consumable items such as, without limitation, reagents, batteries, mercury cells, and light bulbs. **All other guarantees, warranties, conditions and representations, either express or implied, whether arising under any statute, law, commercial usage or otherwise, including implied warranties of merchantability and fitness for a particular purpose, are hereby excluded.** The sole remedy for Products not meeting this Limited Warranty is replacement, credit or refund of the purchase price. This remedy will not be deemed to have failed of its essential purpose so long as Hach is willing to provide such replacement, credit or refund.

8. **INDEMNIFICATION:** Indemnification applies to a party and to such party's successors-in-interest, assignees, affiliates, directors, officers, and employees ("Indemnified Parties"). Hach is responsible for and will defend, indemnify and hold harmless the Buyer Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to Hach's breach of the Limited Warranty. Buyer is responsible for and will defend, indemnify and hold harmless the Hach Indemnified Parties against all losses, claims, expenses or damages which may result from accident, injury, damage, or death due to negligence, misuse or misapplication of any goods or services, violations of law, or the breach of any provision of this Contract by the Buyer, its affiliates, or those employed by, controlled by or in privity with them. Buyer's workers' compensation immunity, if any, does not preclude or limit its indemnification obligations.

9. **PATENT PROTECTION:** Subject to all limitations of liability provided herein, Hach will, with respect to any Products of Hach's design or manufacture, indemnify Buyer from any and all damages and costs as finally determined by a court of competent jurisdiction in any suit for infringement of any U.S. patent (or European patent for Products that Hach sells to Buyer for end use in a member state of the E.U.) that has issued as of the delivery date, solely by reason of the sale or normal use of any Products sold to Buyer hereunder and from reasonable expenses incurred by Buyer in defense of such suit if Hach does not undertake the defense thereof, provided that Buyer promptly notifies



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Hach of such suit and offers Hach either (i) full and exclusive control of the defense of such suit when Products of Hach only are involved, or (ii) the right to participate in the defense of such suit when products other than those of Hach are also involved. Hach's warranty as to use patents only applies to infringement arising solely out of the inherent operation of the Products according to their applications as envisioned by Hach's specifications. In case the Products are in such suit held to constitute infringement and the use of the Products is enjoined, Hach will, at its own expense and at its option, either procure for Buyer the right to continue using such Products or replace them with non-infringing products, or modify them so they become non-infringing, or remove the Products and refund the purchase price (prorated for depreciation) and the transportation costs thereof. The foregoing states the entire liability of Hach for patent infringement by the Products. Further, to the same extent as set forth in Hach's above obligation to Buyer, Buyer agrees to defend, indemnify and hold harmless Hach for patent infringement related to (x) any goods manufactured to the Buyer's design, (y) services provided in accordance with the Buyer's instructions, or (z) Hach's Products when used in combination with any other devices, parts or software not provided by Hach hereunder.

10. **TRADEMARKS AND OTHER LABELS:** Buyer agrees not to remove or alter any indicia of manufacturing origin or patent numbers contained on or within the Products, including without limitation the serial numbers or trademarks on nameplates or cast, molded or machined components.

11. **SOFTWARE AND DATA.** All licenses to Hach's separately-provided software products are subject to the separate software license agreement(s) accompanying the software media and/or included as an Appendix to these Terms & Conditions of Sale. Except to the extent such express licenses conflict with the remainder of this paragraph, the following also applies relative to Hach's software: Hach grants Buyer only a personal, non-exclusive license to access and use the software provided by Hach with Products purchased hereunder solely as necessary for Buyer to enjoy the benefit of the Products. A portion of the software may contain or consist of open source software, which Buyer may use under the terms and conditions of the specific license under which the open source software is distributed. Buyer agrees that it will be bound by all such license agreements. Title to software remains with the applicable licensor(s). In connection with Buyer's use of Products, Hach may obtain, receive, or collect data or information, including data produced by the Products. In such cases, Buyer grants Hach a non-exclusive, worldwide, royalty-free, perpetual, non-revocable license to use, compile, distribute, display, store, process, reproduce, or create derivative works of such data, or to aggregate such data for use in an anonymous manner, solely to facilitate marketing, sales and R&D activities of Hach and its affiliates.

12. **PROPRIETARY INFORMATION; PRIVACY:** "Proprietary Information" means any information, technical data or know-how in whatever form, whether documented, contained in machine readable or physical components, mask works or artwork, or otherwise, which Hach considers proprietary, including but not limited to service and maintenance manuals. Buyer and its customers, employees and agents will keep confidential all such Proprietary Information obtained directly or indirectly from Hach and will not transfer or disclose it without Hach's prior written consent, or use it for the manufacture, procurement, servicing or calibration of Products or any similar products, or cause such products to be manufactured, serviced or calibrated by or procured from any other source, or reproduce or otherwise appropriate it. All such Proprietary Information remains Hach's property. No right or license is granted to Buyer or its customers, employees or agents, expressly or by implication, with respect to the Proprietary Information or any patent right or other proprietary right of Hach, except for the limited use licenses implied by law. Hach will manage Customer's information and personal data in accordance with its Privacy Policy, located at <http://www.hach.com/privacypolicy>.

13. **CHANGES AND ADDITIONAL CHARGES:** Hach reserves the right to make design changes or improvements to any products of the same general class as Products being delivered hereunder without liability or obligation to incorporate such changes or improvements to Products ordered by Buyer unless agreed upon in writing before the Products' delivery date. Services which must be performed as a result of any of the following conditions are subject to additional charges for labor, travel and parts: (a) equipment alterations not authorized in writing by Hach; (b) damage resulting from improper use or handling, accident, neglect, power surge, or operation in an environment or manner in which the instrument is not designed to operate or is not in accordance with Hach's operating manuals; (c) the use of parts or accessories not provided by Hach; (d) damage resulting from acts of war, terrorism or nature; (e) services outside standard business hours; (f) site

prework not complete per proposal; or (g) any repairs required to ensure equipment meets manufacturer's specifications upon activation of a service agreement.

14. **SITE ACCESS / PREPARATION / WORKER SAFETY / ENVIRONMENTAL COMPLIANCE:** In connection with services provided by Hach, Buyer agrees to permit prompt access to equipment. Buyer assumes full responsibility to back-up or otherwise protect its data against loss, damage or destruction before services are performed. Buyer is the operator and in full control of its premises, including those areas where Hach employees or contractors are performing service, repair and maintenance activities. Buyer will ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of services. Buyer is the generator of any resulting wastes, including without limitation hazardous wastes. Buyer is solely responsible to arrange for the disposal of any wastes at its own expense. Buyer will, at its own expense, provide Hach employees and contractors working on Buyer's premises with all information and training required under applicable safety compliance regulations and Buyer's policies. If the instrument to be serviced is in a Confined Space, as that term is defined under OSHA regulations, Buyer is solely responsible to make it available to be serviced in an unconfined space. Hach service technicians will not work in Confined Spaces. In the event that a Buyer requires Hach employees or contractors to attend safety or compliance training programs provided by Buyer, Buyer will pay Hach the standard hourly rate and expense reimbursement for such training attended. The attendance at or completion of such training does not create or expand any warranty or obligation of Hach and does not serve to alter, amend, limit or supersede any part of this Contract.

15. **LIMITATIONS ON USE:** Buyer will not use any Products for any purpose other than those identified in Hach's catalogs and literature as intended uses. Unless Hach has advised the Buyer in writing, in no event will Buyer use any Products in drugs, food additives, food or cosmetics, or medical applications for humans or animals. In no event will Buyer use in any application any Product that requires FDA 510(k) clearance unless and only to the extent the Product has such clearance. Buyer will not sell, transfer, export or re-export any Hach Products or technology for use in activities which involve the design, development, production, use or stockpiling of nuclear, chemical or biological weapons or missiles, nor use Hach Products or technology in any facility which engages in activities relating to such weapons. Unless the "ship-to" address is in California, U.S.A., the Products are not intended for sale in California and may lack markings required by California Proposition 65; accordingly, unless Buyer has ordered Products specifying a California ship-to address, Buyer will not sell or deliver any Hach Products for use in California. Any warranty granted by Hach is void if any goods covered by such warranty are used for any purpose not permitted hereunder.

16. **EXPORT AND IMPORT LICENSES AND COMPLIANCE WITH LAWS:** Unless otherwise specified in this Contract, Buyer is responsible for obtaining any required export or import licenses. Buyer will comply with all laws and regulations applicable to the installation or use of all Products, including applicable import and export control laws and regulations of the U.S., E.U. and any other country having proper jurisdiction, and will obtain all necessary export licenses in connection with any subsequent export, re-export, transfer and use of all Products and technology delivered hereunder. Buyer will comply with all local, national, and other laws of all jurisdictions globally relating to anti-corruption, bribery, extortion, kickbacks, or similar matters which are applicable to Buyer's business activities in connection with this Contract, including but not limited to the U.S. Foreign Corrupt Practices Act of 1977, as amended (the "FCPA"). Buyer agrees that no payment of money or provision of anything of value will be offered, promised, paid or transferred, directly or indirectly, by any person or entity, to any government official, government employee, or employee of any company owned in part by a government, political party, political party official, or candidate for any government office or political party office to induce such organizations or persons to use their authority or influence to obtain or retain an improper business advantage for Buyer or for Hach, or which otherwise constitute or have the purpose or effect of public or commercial bribery, acceptance of or acquiescence in extortion, kickbacks or other unlawful or improper means of obtaining business or any improper advantage, with respect to any of Buyer's activities related to this Contract. Hach asks Buyer to "Speak Up!" if aware of any violation of law, regulation or our Standards of Conduct ("SOC") in relation to this Contract. See <http://danaher.com/integrity-and-compliance> and www.danaherintegrity.com for a copy of the SOC and for access to our Helpline portal.

17. **RELATIONSHIP OF PARTIES:** Buyer is not an agent or representative of Hach and will not present itself as such under any circumstances unless and to

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the extent it has been formally screened by Hach's compliance department and received a separate duly-authorized letter from Hach setting forth the scope and limitations of such authorization.

18. **FORCE MAJEURE:** Hach is excused from performance of its obligations under this Contract to the extent caused by acts or omissions that are beyond its control of, including but not limited to Government embargoes, blockages, seizures or freeze of assets, delays or refusals to grant an export or import license or the suspension or revocation thereof, or any other acts of any Government; fires, floods, severe weather conditions, or any other acts of God; quarantines; labor strikes or lockouts; riots; strife; insurrections; civil disobedience or acts of criminals or terrorists; war; material shortages or delays in deliveries to Hach by third parties. In the event of the existence of any force majeure circumstances, the period of time for delivery, payment terms and payments under any letters of credit will be extended for a period of time equal to the period of delay. If the force majeure circumstances extend for six months, Hach may, at its option, terminate this Contract without penalty and without being deemed in default or in breach thereof.

19. **NON ASSIGNMENT AND WAIVER:** Buyer will not transfer or assign this Contract or any rights or interests hereunder without Hach's prior written consent. Failure of either party to insist upon strict performance of any provision of this Contract, or to exercise any right or privilege contained herein, or the waiver of any breach of the terms or conditions of this Contract will not be construed as thereafter waiving any such terms, conditions, rights, or privileges, and the same will continue and remain in force and effect as if no waiver had occurred.

20. **FUNDS TRANSFERS (PAYMENTS):** Buyer and Hach both recognize that there is a risk of banking fraud when individuals impersonating a business demand payment under new banking or mailing instructions. To avoid this risk, Buyer must verbally confirm any new or changed bank transfer or mailing instructions by calling Hach at +1-970-663-1377 and speaking with Hach's Credit Manager before mailing or transferring any monies using the new instructions. Both parties agree that they will not institute mailing or bank transfer instruction changes and require immediate payment under the new instructions but will instead provide a ten (10) day grace period to verify any payment instruction changes before any new or outstanding payments are due using the new instructions.

21. **LIMITATION OF LIABILITY:** None of the Hach Indemnified Parties will be liable to Buyer under any circumstances for any special, treble, incidental or consequential damages, including without limitation, damage to or loss of property other than for the Products purchased hereunder; damages incurred in installation, repair or replacement; lost profits, revenue or opportunity; loss of use; losses resulting from or related to downtime of the products or inaccurate measurements or reporting; the cost of substitute products; or claims of Buyer's customers for such damages, howsoever caused, and whether based on warranty, contract, and/or tort (including negligence, strict liability or otherwise). The total liability of the Hach Indemnified Parties arising out of the performance or nonperformance hereunder or Hach's obligations in connection with the design, manufacture, sale, delivery, and/or use of Products will in no circumstance exceed in the aggregate a sum equal to twice the amount actually paid to Hach for Products delivered hereunder.

22. **APPLICABLE LAW AND DISPUTE RESOLUTION:** The construction, interpretation and performance hereof and all transactions hereunder shall be governed by the laws of the State of Colorado, without regard to its principles or laws regarding conflicts of laws. If any provision of this Contract violates any Federal, State or local statutes or regulations of any countries having jurisdiction of this transaction, or is illegal for any reason, said provision shall be self-deleting without affecting the validity of the remaining provisions. Unless otherwise specifically agreed upon in writing between Hach and Buyer, any dispute relating to this Contract which is not resolved by the parties shall be adjudicated in order of preference by a court of competent jurisdiction (i) in the State of Colorado, U.S.A. if Buyer has minimum contacts with Colorado and the U.S., (ii) elsewhere in the U.S. if Buyer has minimum contacts with the U.S. but not Colorado, or (iii) in a neutral location if Buyer does not have minimum contacts with the United States.

23. **ENTIRE AGREEMENT & MODIFICATION:** These Terms & Conditions of Sale constitute the entire agreement between the parties and supersede any prior agreements or representations, whether oral or written. No change to or modification of these Terms & Conditions shall be binding upon Hach unless in a written instrument specifically referencing that it is amending these Terms & Conditions of Sale and signed by an authorized representative of Hach. Hach

rejects any additional or inconsistent Terms & Conditions of Sale offered by Buyer at any time, whether or not such terms or conditions materially alter the Terms & Conditions herein and irrespective of Hach's acceptance of Buyer's order for the described goods and services.

24. **APPENDICES:** If checked, the following Appendices are attached hereto and incorporated by reference into these Terms & Conditions of Sale:

CLAROS SOFTWARE AS A SERVICE SUBSCRIPTION AGREEMENT

* * *



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Authorize VSD to Continue its Membership with the National Association of Clean Water Agencies for the Period of October 1, 2020 through September 30, 2021, at a Cost of \$7,680**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss continuing its membership with National Association of Clean Water Agencies for 2020/21.

Strategic Plan Compliance

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

Fiscal Impact

The total cost of the annual membership is \$7,680, which can be offset by the budgeted funds that the District will not need to pay for this year’s election.

Background

The mission of the National Association of Clean Water Agencies (NACWA) is to “elevate clean water as a national priority and advance clean water advocacy. One of its key goals is to have “at least one public agency member in every congressional district nationwide.”

NACWA has a total of 331 public agency members, of which 168 (51%) serve areas with populations less than 150,000. VSD is in Region 9, which includes Arizona, California, Hawaii, and Nevada. The NACWA Board voted to maintain the membership dues at the FY2020 level because of the financial uncertainty cause by the COVID-19 pandemic.

While the Board discussed this membership as part of the budget, staff is requesting that it reconsider its position based on the savings achieved from not having to pay for the upcoming election as well as the benefits received from this valuable membership.

Recommendation

Staff recommends that the Board of Directors authorize VSD to Continue its membership with the National Association of Clean Water Agencies for the period of October 1, 2020 through September 30, 2021, at a Cost of \$7,680.

Attachments

Attachment A: NACWA Invoice for FY 2021

Attachment B: NACWA Annual Report



P.O. Box 37619
 Baltimore, MD 21297-3619
 (202) 833-2672
 Federal Tax ID # 23-7088488

INVOICE

INVOICE DATE 09/10/2020
 INVOICE NO. 66966

CUSTOMER NO. 1111275800
 TERMS NET 30 DAYS

BILL TO: Valley Sanitary District
 Beverli Marshall
 General Manager
 45-500 Van Buren ST
 Indio, CA 92201-3435

DESCRIPTION	AMOUNT
-------------	--------

Service Area Population: 78,000

FY 2021 Membership Dues (10/01/2020 - 09/30/2021) \$7,680.00

Membership Dues paid to NACWA are not tax deductible as charitable contributions. Four percent (4%) of your payment will be spent on lobbying efforts with the intent to influence legislation; and are, therefore, not deductible as a business expense.

Please Note: FY 2021 membership dues remain the same as FY 2020. There is no increase in dues in FY 2021.

TOTAL	\$7,680.00
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REMITTANCE SLIP

Valley Sanitary District
 Beverli Marshall
 45-500 Van Buren ST
 Indio, CA 92201-3435

Invoice Date 09/10/2020
 Customer No. 1111275800
 Invoice No. 66966

FY 2021 Membership Dues (10/01/2020 - 09/30/2021) \$7,680.00

My utility's Fiscal Year is:

October 1

January 1

July 1

Other _____

Total Enclosed: \$7,680.00

Please remit payment and this portion of the invoice to
 National Association of Clean Water Agencies (NACWA)
 P.O. Box 37619
 Baltimore, MD 21297-3619

Stronger Together.

CREATING CONNECTION DURING A TIME OF DISTANCE.



OUR IMPACT

420

Total Members

331

PUBLIC AGENCY MEMBERS

53

CORPORATE AFFILIATES

26

LEGAL AFFILIATES

10

SUPPORTING AFFILIATES

128+ Million

Approx. Collective Service Area Population

94%

Retention Rate (2019- 2020)

OUR GROWTH

24

New Members

19

New Public Agency Members

10

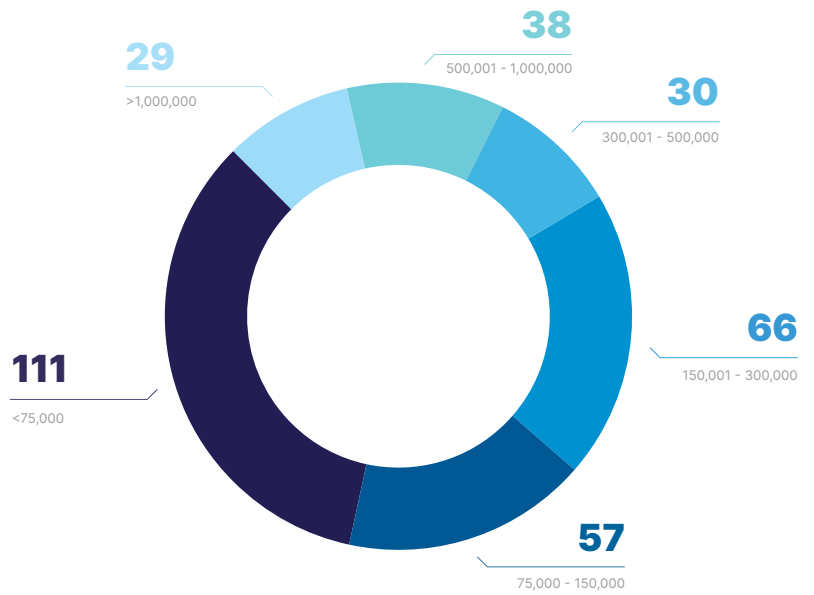
Different States Served by New Members

51% (168)

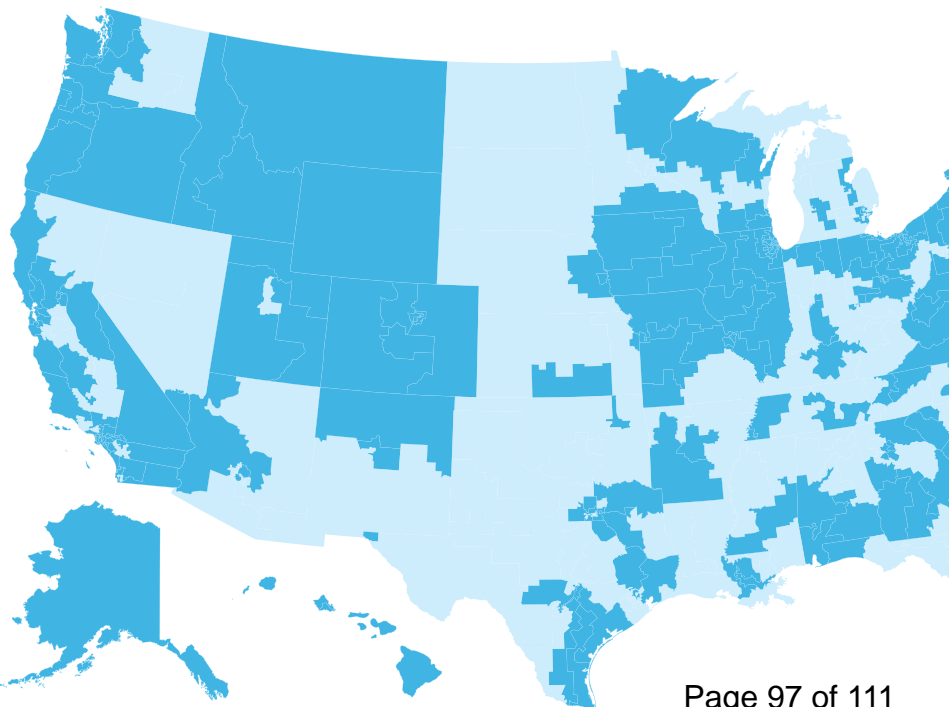
Share of NACWA membership that is Small or Medium (serving populations of 150K or less)

OUR PUBLIC AGENCY MEMBERS

BY SERVICE AREA POPULATION



NACWA has significantly increased its presence in key media outlets this year, continuing its mission to elevate clean water as a national priority and advance clean water advocacy.



January 24, 2020
New York Times

“Water utilities are environmentalists and public stewards. To the extent more time or flexibility is requested on a given consent decree, it is because it is needed to attain compliance with the terms of that agreement.”

— ADAM KRANTZ | CEO, NACWA

OUR COLLECTIVE REACH

267

Congressional Districts Represented

62%

Member Coverage of Congressional Districts Nationwide

NACWA Goal: To have public agency members in every congressional district nationwide actively advocating for sustainable clean water policies that benefit local communities.

ADVOCACY

- **Provided comprehensive advocacy analysis, resources and tools for public clean water utilities to engage with national policymakers around the sector’s needs and challenges related to COVID-19.**
- Engaged in strong advocacy with Congress and the federal government to **ensure that public clean water employees are considered “essential employees” during COVID-19** and highlighted critical sector financial needs for federal government assistance due to the pandemic.
- **Secured introduction for the first time of federal bipartisan, bicameral legislation to establish a low-income ratepayer water assistance program**, and advocated passage by the U.S. House of \$1.5 Billion in emergency low-income ratepayer water assistance.
- **Advocated for the appropriate federal regulation of PFAS** to protect public clean water utilities from unfair liability, including publication of a considerations document for utilities and development of reports on fate, transport and cost of PFAS in the biosolids context.
- **Obtained commitment from EPA to seek comment on and advance a new approach to evaluating affordability** that better accounts for impacts on low-income customers across all Clean Water Act programs – a major advocacy win for the public clean water sector.
- **Represented the interests of NACWA members and the municipal clean water community in federal litigation** across the country addressing issues such as Clean Water Act variances, nutrient water quality criteria, and combined sewer overflow permitting requirements.
- **Led conversation with EPA and the states to begin setting out a rational path forward** for communities who have completed their combined sewer overflow long-term control plans, but whose receiving waters may still not be achieving water quality standards.
- **Increased the voice of the public clean water community in national media through placement in publications** like Politico, Roll Call, Congressional Quarterly, The New York Times, and The Washington Post.
- **Pushed back on proposed federal water infrastructure funding cuts to secure strong 2020 federal water infrastructure funding**, including the first ever appropriations for EPA’s Sewer Overflow and Stormwater Control Grants.
- **Contributed to the development and roll out of EPA’s Water Reuse Action Plan**, including a focus on pretreatment, permitting, and emerging contaminant considerations.
- **Supported EPA efforts to elevate the importance of water workforce programs**, including securing \$1 million in federal grant funding for this effort.

ENGAGEMENT

- **NACWA provided unmatched opportunities for peer-to-peer connection through utility executive dialogues, regional meetings and increased sharing of best practices through “virtual” meetings and our online Engage platform.**
- Continued to provide high-value content and collaborative opportunities by pivoting the 2020 NACWA in-person events to interactive webinars, offered free of charge to members and non-member public agencies and affiliates. **NACWA welcomed over 7,300 total participants to these virtual events.**
- The **National Environmental Achievement Awards honored 6 individuals and 16 high-achieving Member Agencies** for environmental awareness, innovation, creativity, and technical advancement. Award-winning Member Agency projects were featured monthly in the Member Spotlight section of the website.
- Over **440 Member Agency treatment facilities will be awarded with Peak Performance honors** at the Platinum, Gold or Silver levels. 152 of those facilities achieved Platinum honors for perfect compliance for five consecutive years or more, with **the top performing plant being recognized for 31 years of perfect compliance.**
- The **Excellence in Management Program received 11 applications** from Member Agencies for their extraordinary and innovative utility management practices.
- NACWA continues its collaboration on the **Utility of the Future Today Recognition Program** with the Program recognizing **65 successful applicants** this year.

ENGAGEMENT BY THE NUMBERS

20,000+

Combined Social Media Followers

525+

Awards Given to NACWA Members

7,300+

Webinar and Virtual Event Attendees

OUR VISION FOR 2021

- **Ensure that the priorities of the public clean water sector are front and center for the new 117th Congress – including infrastructure funding, recovery from the COVID-19 pandemic, assistance for low-income water ratepayers, and proper regulation of water quality concerns – especially in any infrastructure or stimulus package.**
- **Expand peer-to-peer learning opportunities among utility executives**, including through a series of utility executive webinars, with a focus on leadership, management and financial challenges – especially around COVID-19 recovery issues.
- **Continue to grow and guide the conversation around water affordability**, including ratepayer assistance, and ramp up communication around the cost of providing clean water and improving the federal-state-local clean water partnership.
- **Maintain dialogue with EPA** as it evaluates changes to its affordability methodology to ensure the Agency follows through with its commitment to update its approach.
- **Accelerate conversations with key national agriculture groups** to explore more collaboration among the municipal and agriculture communities at the watershed level.
- **Increase the national dialogue around the critical role clean water utilities play in their communities**, in their watersheds, and for the nation as a whole – with a particular emphasis on the environmental, financial and social benefits provided by the sector.
- **Position the public clean water sector as a key stakeholder in conversations around the 50th anniversary of the Clean Water Act** in 2022 and present a comprehensive vision of what the sector believes the next 50 years of clean water policy should be.

COVID-19 RELIEF

May 5, 2020

The Washington Post

“Access to sanitation and hygiene is critical to public health all the time and especially now in addressing the crisis.”

— KRISTINA SURFUS

MANAGING DIRECTOR, GOVERNMENT AFFAIRS | NACWA

A MESSAGE FROM NACWA'S PRESIDENT



Our nation has been through unprecedented upheavals in recent months. In my capacity as incoming President of NACWA and Director of KC Water, I believe that in spite of the challenges caused by a deadly pandemic and the racial divides that continue to plague our nation, we have grown and will continue to grow stronger together.

During this time, NACWA is playing — and will continue to play — an even more vibrant role in connecting us to share best practices and shape a policy landscape that grows more complex each and every day. We will do so by catering to our strengths of public service and an unmatched commitment to our diverse communities and our water workforce. As a utility leader, I know that the water workforce is made up of heroes. It is very important to celebrate these “H2O Heroes” and to ensure the policy landscape prioritizes our needs as an essential services sector.

I would like to thank NACWA outgoing President, John Sullivan, Chief Engineer of the Boston Water & Sewer Commission, the NACWA Board of Directors, and our NACWA staff for their amazing leadership during this very challenging time. If you look at the actions that have been taken and the progress that has been made since the pandemic began I think you will agree that it is truly remarkable.

The ability of NACWA to respond swiftly to changing national circumstances is, in my view, its greatest strength. We have influence, however, only to the extent that all utilities — large, medium, and small — weigh in, through NACWA.

NACWA's membership grew this past year in the wake of the pandemic — a testament to the return on investment that NACWA provides. It is my commitment to the members that we will build on what has made NACWA successful to date – aggressive and influential advocacy coupled with the sharing among an unparalleled utility leaders network capable of lifting us to a new level of public service and environmental sustainability.

I look forward to seeing everyone soon at a NACWA conference and to the resumption of something resembling “normal”. Please accept my sincere thanks for all you do. Know that my commitment will be to ensure that NACWA continues to be a relentless advocate and unparalleled peer-to-peer resource for you and the clean water sector.

Sincerely,

Terry Leeds

NACWA President
Director | KC Water
Kansas City, MO

To meet its members' needs in response to the pandemic, NACWA has...

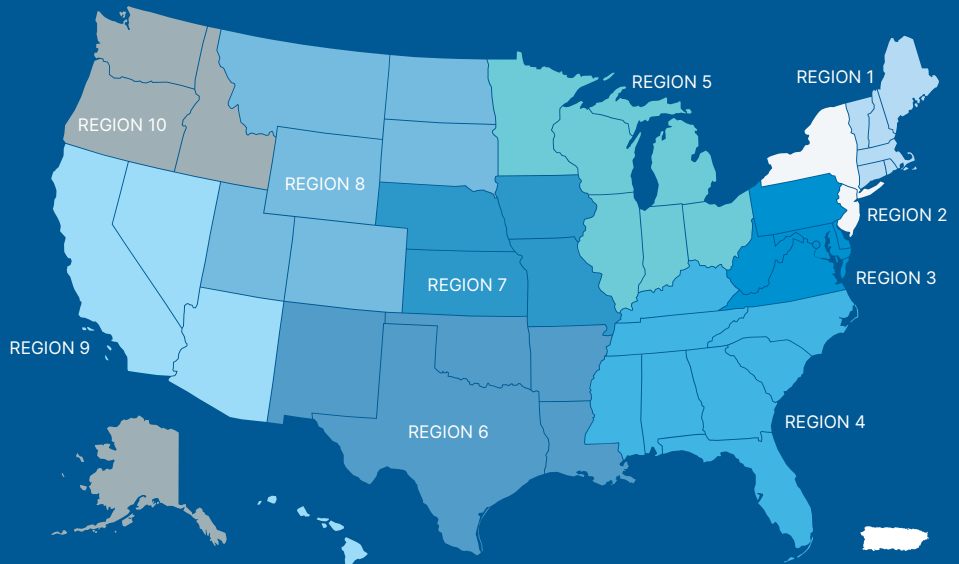
- **Reversed its previous decision to raise dues 3.5%** and will maintain membership dues at their current rate, in response to the revenue pressures NACWA's public utility and private sector affiliates are facing;
- **Canceled/rescheduled almost all of its in-person conferences** – including *Water Week* with over 30 partnering organizations and a much-anticipated *50th Anniversary Conference and Gala* scheduled for July in Seattle — and swiftly **replaced them all with high-value webinars** that have been made accessible to all members and non-member public agencies free of charge throughout this fiscal year as a benefit to the members and the water sector as a whole;
- **Ensured that the water/wastewater workforce is now deemed “essential”** by key federal and state decision-making bodies;
- **Shared amongst all members utilities' continuity of operations plans (COOPs)** and return to work plans that are keeping the water workforce and the communities we serve safe;
- **Advanced in stimulus legislation provisions for federal grant funds for utilities that are continuing to serve low-income households** despite the inability to pay their water/sewer bills and advancing affordability reform with EPA;
- **Gathered vital information on the billions of dollars of revenue loss to utilities resulting from the pandemic** and the related business shutdown/unemployment crisis to maximize opportunities for federal funding eligibility for water/wastewater utilities;
- **Provided a forum for wastewater utility leaders** to discuss the opportunities for the surveillance of COVID-19 in wastewater to provide an early warning system for the next potential pandemic hotspots;
- **Raised the “Toilets Are Not Trashcans” initiative to federal priority status** as wipes and other non-flushable products – which now include masks and gloves used as personal protective equipment (PPE) – are even more routinely used and unfortunately flushed down the toilet; and
- **Positioned the water sector to receive a significant portion of any future jobs/stimulus, infrastructure-based federal funding.**

ADVOCACY. UNITY. VALUE.

NACWA'S STRENGTH IS OUR MEMBERS

NACWA is the **only national association that solely represents public clean water agencies**. Strengthened by the collective voice of our members, we are the leader in utility advocacy, and instrumental in guiding federal legislative and regulatory policy to benefit every community across the country. You make an impact—thank you for joining us in elevating clean water as a national priority!

NACWA PUBLIC AGENCY MEMBERS BY EPA REGION



REGION 1

CONNECTICUT

- Greater New Haven Water Pollution Control Authority
- Joint Facility/Colchester-East Hampton
- The Metropolitan District
- The Town of Greenwich
- Water Pollution Control Authority for the City of Norwalk

MAINE

- Caribou Utilities District
- City of Saco
- City of South Portland Water Resource Protection
- Portland Water District
- Sanford Sewerage District
- York Sewer District

MASSACHUSETTS

- Boston Water & Sewer Commission
- City of Worcester
- Lowell Regional Wastewater Utility
- Massachusetts Water Resources Authority
- South Essex Sewerage District
- Springfield Water & Sewer Commission
- Upper Blackstone Clean Water

NEW HAMPSHIRE

- City of Manchester Public Works Department

RHODE ISLAND

- Narragansett Bay Commission

VERMONT

- South Burlington Water Quality Department

REGION 2

NEW JERSEY

- Atlantic County Utilities Authority
- Bayshore Regional Sewerage Authority
- Bergen County Utilities Authority
- Camden County Municipal Utilities Authority
- Hanover Sewerage Authority
- Joint Meeting of Essex & Union Counties
- Linden Roselle Sewerage Authority
- Middlesex County Utilities Authority
- North Bergen Municipal Utilities Authority
- Northwest Bergen County Utilities Authority
- Ocean County Utilities Authority

- Passaic Valley Sewerage Commission
- Plainfield Area Regional Sewerage Authority
- Rahway Valley Sewerage Authority
- Secaucus Municipal Utilities Authority
- Stony Brook Regional Sewerage Authority
- Western Monmouth Utilities Authority

NEW YORK

- Buffalo Sewer Authority
- City of Ithaca Department of Public Works
- Erie County Division of Sewerage Management
- Monroe County Department of Environmental Services
- NYC Department of Environmental Protection
- Onondaga County Department of Water Environment Protection
- Rockland County Sewer District #1

PUERTO RICO

- Puerto Rico Aqueduct and Sewer Authority

REGION 3

DELAWARE

- City of Wilmington Department of Public Works

DISTRICT OF COLUMBIA

- DC Water

MARYLAND

- Anne Arundel County Department of Public Works
- Baltimore City Department of Public Works
- Howard County Department of Public Works
- Washington Suburban Sanitary Commission

PENNSYLVANIA

- Allegheny County Sanitary Authority
- Capital Region Water
- City of Lancaster
- Derry Township Municipal Authority
- Philadelphia Water Department
- Pittsburgh Water & Sewer Authority

VIRGINIA

- Alexandria Renew Enterprises
- Arlington County Department of Environmental Services – Water Pollution Control Bureau
- Chesterfield County Utilities
- City of Lynchburg Department of Water Resources
- City of Richmond Department of Public Utilities
- City of Virginia Beach Department of Public Utilities

- County of Stafford Department of Utilities
- Fairfax County Wastewater Management Program
- Fauquier County Water & Sewerage Authority
- Hampton Roads Sanitation District
- Hanover County Department of Public Utilities
- Henrico County Public Utilities
- Hopewell Water Renewal
- Loudoun Water
- Prince William County Service Authority
- Upper Occoquan Service Authority
- Western Virginia Water Authority

WEST VIRGINIA

- Beckley Sanitary Board
- Berkley County Public Service Sewer District
- Charles Town Utility Board
- City of Fairmont
- Huntington Water Quality Board
- Morgantown Utility Board
- Parkersburg Utility Board

REGION 4

ALABAMA

- Daphne Utilities
- Jefferson County Commission
- Mobile Area Water & Sewer System
- Montgomery Water Works & Sanitary Sewer Board
- The Water Works and Sewer Board of the City of Prichard

FLORIDA

- City of Boca Raton Utility Services Department
- Emerald Coast Utilities Authority
- Marion County Utilities
- Miami-Dade County Water and Sewer Department
- Orange County Utilities
- Toho Water Authority

GEORGIA

- City of Atlanta Department of Watershed Management
- City of Augusta Utilities Department
- City of Cumming
- Columbus Water Works
- DeKalb County Department of Watershed Management
- DeKalb County Public Works – Roads and Drainage Division
- Gwinnett County Department of Water Resources
- Macon Water Authority
- Newton County Water & Sewerage Authority

KENTUCKY

- Bowling Green Municipal Utilities
- Cleveland Environmental Authority
- Louisville & Jefferson County Metropolitan Sewer District

MISSISSIPPI

- City of Jackson

NORTH CAROLINA

- Charlotte Water
- City of Greensboro Water Resources Department
- City of Raleigh Public Utilities Department
- Metropolitan Sewerage District of Buncombe County
- Orange Water & Sewer Authority
- Town of Cary

SOUTH CAROLINA

- Beaufort Jasper Water & Sewer Authority
- Charleston Water System
- Greenwood Metropolitan District
- Mount Pleasant Waterworks
- Renewable Water Resources
- Spartanburg Water
- Summerville Commissioners of Public Works
- Taylors Fire & Sewer District

TENNESSEE

- City of Johnson City
- City of Kingsport
- City of Memphis Division of Public Works
- Hallsdale Powell Utility District
- Knoxville Utilities Board
- Metropolitan Government of Nashville & Davidson County
- Murfreesboro Water Resources Department

REGION 5

ILLINOIS

- American Bottoms Regional Wastewater Treatment Facility
- Bloomington & Normal Water Reclamation District
- City of Joliet, Department of Public Utilities
- City of Lockport
- Downers Grove Sanitary District
- EJ Water Cooperative, Inc.
- Flagg Creek Water Reclamation District
- Fox Metro Water Reclamation District
- Fox River Water Reclamation District

- Glenbard Wastewater Authority
- Greater Peoria Sanitary District
- Kankakee River Metropolitan Agency
- Kishwaukee Water Reclamation District
- Metropolitan Water Reclamation District of Greater Chicago
- North Shore Water Reclamation District
- Rock River Water Reclamation District
- Sanitary District of Decatur
- Thorn Creek Basin Sanitary District
- Urbana & Champaign Sanitary District
- Village of Deerfield
- Wheaton Sanitary District
- Yorkville-Bristol Sanitary District

INDIANA

- Citizens Energy Group
- City of Fort Wayne
- City of Jeffersonville Wastewater Department
- City of South Bend Wastewater Treatment Plant
- City of Valparaiso Elden Kuehl Pollution Control Facility
- Gary Sanitary District

MICHIGAN

- City of Grand Rapids Environmental Services
- City of Saginaw
- Detroit Water & Sewerage Department
- Genesee County Drain Commissioner Water & Waste Services
- Great Lakes Water Authority
- Oakland County Water Resources Commissioner
- Ypsilanti Community Utilities Authority

MINNESOTA

- City of Rochester, MN Water Reclamation Plant
- Metropolitan Council Environmental Services
- Western Lake Superior Sanitary District

OHIO

- Akron Water Reclamation Services
- Avon Lake Regional Water
- City of Canton Water Reclamation Facility
- City of Columbus Department of Public Utilities
- City of Dayton Department of Water
- City of Defiance
- City of Elyria Wastewater Pollution Control
- City of Lakewood
- City of Lebanon
- City of Lima Utilities Department
- City of Sidney
- City of Toledo Department of Public Utilities
- Metropolitan Sewer District of Greater Cincinnati
- Montgomery County Environmental Services
- Northeast Ohio Regional Sewer District

WISCONSIN

- City of Beloit Water Resources Division
- City of Fond du Lac Wastewater Treatment & Resource Recovery Facility
- City of Superior, Environmental Services Division
- Madison Metropolitan Sewerage District
- Milwaukee Metropolitan Sewerage District
- NEW Water
- Racine Wastewater Utility

REGION 6

ARKANSAS

- Little Rock Water Reclamation Authority
- Pine Bluff Wastewater Utility

LOUISIANA

- East Baton Rouge Sewerage Commission
- Sewerage & Water Board of New Orleans

NEW MEXICO

- Albuquerque-Bernalillo County Water Utility Authority
- City of Santa Fe

OKLAHOMA

- City of Tulsa Water and Sewer Department

TEXAS

- Austin Water
- Benbrook Water Authority
- City of Anna
- City of Corpus Christi- Water Utilities
- City of Dallas Water Utilities
- City of Denison
- City of Garland
- City of Grapevine

- City of Houston Public Works & Engineering/ Public Utilities Division
- El Paso Water
- Fort Worth Water Department
- Guadalupe-Blanco River Authority
- Gulf Coast Authority
- North Texas Municipal Water District
- San Antonio Water System
- San Jacinto River Authority
- Trinity River Authority of Texas
- Upper Trinity Regional Water District

REGION 7

IOWA

- City of Ames Water & Pollution Control Department
- City of Cedar Rapids, Utilities Department
- City of Des Moines
- City of Muscatine
- Iowa Lakes Regional Water

KANSAS

- City of Lawrence Department of Utilities
- City of Olathe
- City of Wichita
- Johnson County Wastewater
- Unified Government of Wyandotte County

MISSOURI

- City of Moberly
- City of Saint Charles, Missouri
- City of Springfield
- City of St. Joseph Water Protection
- Hannibal Board of Public Works
- Independence Water Pollution Control Department
- Jefferson City Public Works Department
- KC Water
- Little Blue Valley Sewer District
- Metropolitan St. Louis Sewer District

NEBRASKA

- City of Omaha Public Works Department

REGION 8

COLORADO

- Boxelder Sanitation District
- Centennial Water & Sanitation District
- City of Aurora
- City of Fort Collins Utilities
- City of Greeley Water and Sewer Department
- City of Pueblo Wastewater Department
- Colorado Springs Utilities Environmental Services
- Metro Wastewater Reclamation District
- Platte Canyon Water and Sanitation District
- Pleasant View Water & Sanitation District
- Roxborough Water & Sanitation District
- South Platte Water Renewal Partners

MONTANA

- City of Billings
- City of Bozeman
- City of Great Falls
- City of Kalispell
- City of Livingston
- City of Missoula
- City of Whitefish

UTAH

- Central Davis County Sewer District
- Salt Lake City Corporation
- Snyderville Basin Water Reclamation District
- Timpanogos Special Service District

WYOMING

- Board of Public Utilities - City of Cheyenne
- City of Laramie
- Town of Jackson

REGION 9

ARIZONA

- City of Mesa Water Resources
- City of Phoenix Water Services Department
- Pima County Regional Wastewater Reclamation Department

CALIFORNIA

- Central Contra Costa Sanitary District
- Central Marin Sanitation Agency
- City of Los Angeles- LA Sanitation
- City of Palo Alto Regional Water Quality Control Plant
- City of Redlands
- City of Roseville Environmental Utilities
- City of Sacramento
- City of San Diego Public Utilities
- City of Santa Barbara

- City of Santa Cruz Wastewater Treatment Facility
- City of Sunnyvale Water Pollution Control Plant
- Delta Diablo
- East Bay Municipal Utility District
- Encina Wastewater Authority
- Fairfield-Suisun Sewer District
- Inland Empire Utilities Agency
- Lake County Special Districts
- Las Virgenes Municipal Water District
- Los Angeles County Department of Public Works
- Napa Sanitation District
- Novato Sanitary District
- Orange County Sanitation District
- Rincon Del Diablo Municipal Water District
- Riverside Water Quality Control Plant
- Sacramento Regional County Sanitation District
- San Francisco Public Utilities Commission
- Sanitation Districts of Los Angeles County
- Santa Rosa Water
- South Orange County Wastewater Authority
- Sunnyslope County Water District
- Union Sanitary District
- Vallejo Flood and Wastewater District
- Valley Sanitary District
- West County Wastewater District

HAWAII

- City and County of Honolulu
- Maui County, Department of Environmental Management

NEVADA

- City of Henderson
- City of Las Vegas Water Pollution Control Facility
- Clark County Regional Flood Control District
- Clark County Water Reclamation District

REGION 10

ALASKA

- Anchorage Water & Wastewater Utility

IDAHO

- City of Boise
- City of Post Falls
- City of Twin Falls

OREGON

- City of Albany
- City of Bend
- City of Corvallis Public Works Department
- City of Eugene Wastewater Division
- City of Florence
- City of Gresham Department of Environmental Services
- City of Portland Bureau of Environmental Services
- City of Prineville
- City of Springfield
- Clean Water Services
- Metropolitan Wastewater Management Commission
- Oak Lodge Water Services District
- Clackamas Water Environment Services

WASHINGTON

- City of Everett Public Works Department
- City of Lynnwood
- City of Tacoma, Environmental Services Department
- City of Vancouver
- Clark Regional Wastewater District
- King County Wastewater Treatment Division
- Lakehaven Water & Sewer District
- LOTT Clean Water Alliance
- Pierce County, Planning and Public Works, Surface Water Management
- Seattle Public Utilities
- Southwest Suburban Sewer District

Thank you to our Affiliate Members for their continued support.

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- Association of Idaho Cities
- Missouri Public Utility Alliance
- MWRA Advisory Board
- NEIWPCC
- New Jersey Infrastructure Bank
- The Vinyl Institute
- Water Design-Build Council

We thank you for your continued support and look forward to advancing our clean water sector priorities together!

June 29, 2020

Roll Call

“The federal share of clean water infrastructure investment is below five percent nationwide, and these [proposed CWSRF increased] investments would go a long way to helping local communities provide clean water.”

— **KRISTINA SURFUS**

MANAGING DIRECTOR, GOVERNMENT AFFAIRS | NACWA

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The National Association of Clean Water Agencies
1130 Connecticut Avenue NW, Ste. 1050
Washington, DC 20036

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**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Authorize District Directors the Option to Enroll in the Medical, Dental, and Vision Plans Offered by the District to its Employees

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

Executive Summary

The purpose of this report is for the Board to discuss whether the District will authorize directors the option to enroll in CalPERS medical plans and the District’s dental and vision plans.

Strategic Plan Compliance

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

Fiscal Impact

There is no cost associated with allowing directors to enroll in the plans. The District currently contributes \$139 per month (\$1,668 annually) to an HSA plan for each Director per Resolution 2020-1130.

Background

At its meeting on December 10, 2019, the Board adopted resolution 2019-1125 setting the directors’ annual stipend for medical expenses at the PEMHCA minimum amount. The District does not allow directors the option of enrolling in one of the CalPERS medical plans that are to District employees. Several directors have expressed interest in being allowed to do so.

CalPERS regulations and Government Code sections 53200 – 53210 allow local agencies to offer health and welfare benefits to their elected officials, subject to certain limits. One of those limits is that the benefits may not exceed the benefits offered to other group of employees. Resolution 2019-1125 set the benefits at the PEMHCA minimum, which is less than the benefits provided to District employees.

If the Board decides to offer directors the option of enrolling in the CalPERS medical plans, staff will prepare the necessary resolutions for Board approval and then inform CalPERS of the District’s intent. Directors would also have the option to enroll in the

District's dental and vision plans with no contributions made by the District on the directors' behalf.

If authorized, the effective date of the enrollment in the plan(s) would be January 1, 2021.

Recommendation

Staff recommends that the Board of Directors authorize directors the option to enroll in one of the CalPERS medical plans that are offered to District employees and to keep the District's contribution at the PEMHCA rate. In addition, staff recommends that the Board authorize directors the option to enroll in the dental and vision plans offered to District employees but with no contributions made by the District.

Attachments

Attachment A: VSD Health Plan Options for 2021

Attachment B: Resolution 2019-1130

VALLEY SANITARY DISTRICT
CalPERS Health Insurance Rates
2021 Rates - Monthly

The District will contribute \$1,943 per month, per employee, into the District's cafeteria plan toward medical, dental, and vision plan premiums. Employees will be responsible for the amount exceeding the employer contribution.

CalPERS Health Insurance options			Medical	Dental	Vision	VSD Share	Employee Share
United Health Care Alliance HMO	Employee	1	720.89	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,441.78	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	1,874.31	122.00	24.60	1,943.00	77.91
Health Net Smart Care HMO	Employee	1	691.48	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,382.96	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	1,797.85	122.00	24.60	1,943.00	1.45
Kaiser HMO	Employee	1	669.84	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,339.69	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	1,741.60	122.00	24.60	1,943.00	-
PERS Select PPO	Employee	1	459.94	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	919.88	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	1,195.84	122.00	24.60	1,943.00	-
Anthem Select HMO	Employee	1	639.10	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,278.20	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	1,661.66	122.00	24.60	1,943.00	-
Blue Shield Access HMO	Employee	1	834.88	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,669.76	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	2,170.69	122.00	24.60	1,943.00	374.29
PERS Choice PPO	Employee	1	761.23	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,522.46	63.32/89.08	18.28/14.80	1,943.00	-
	Emp + 2 + Dep	3	1,979.20	122.00	24.60	1,943.00	182.80
Anthem Trad HMO	Employee	1	984.21	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	1,968.42	63.32/89.08	18.28/14.80	1,943.00	107.02/129.30
	Emp + 2 + Dep	3	2,558.95	122.00	24.60	1,943.00	615.95
PERS Care PPO	Employee	1	1,036.07	30.10	8.48	1,943.00	-
	Emp + 1 Dep/Emp + Children	2	2,072.14	63.32/89.08	18.28/14.80	1,943.00	210.74/233.02
	Emp + 2 + Dep	3	2,693.78	122.00	24.60	1,943.00	897.38

RESOLUTION NO. 2020-1130
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2020

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2020/21 that included employee wages and benefits; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a one percent (1%) Cost of Living Adjustment (COLA) adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District **HEREBY RESOLVES**:

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2019.
2. The District will contribute to CalPERS the established Employer Contribution Rate of 12.527% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.874% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
3. Employees will contribute the Employee Contribution rate of 8% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$139 per month.
5. The District will contribute up to \$1,800 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums in excess of the District's contribution will be paid by the employee through payroll deduction.
6. Employees who waive enrollment in one of the available medical plans, and who provide proof of enrollment in another qualifying medical plan, will receive a monthly stipend of \$450.
7. The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is 1 x employee's annual base wages, with a minimum of \$50,000, \$10,000 per spouse, and \$5,000 per dependent child.
8. Employees will receive \$100 per month as an incentive to encourage longevity with the District upon completion of their 7th anniversary with the District. Each five-year anniversary following this milestone will increase the premium by \$100. The

premium, and each subsequent increase, becomes effective the first day of the pay period following each longevity milestone anniversary.

9. Employees assigned to Standby will receive special assignment pay of \$40.00 per weekday and \$80.00 per Saturday, Sunday, and District observed holidays.

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

11. Employees assigned to be available to translate or interpret in the course of their work will receive special assignment pay of \$100 per month.

12. Employees who obtain and maintain a certification that is **not** required by their classification will receive an incentive of 5% of the employee's base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied. This incentive pay will be applied as of the first pay period following when the employee provides certification documentation.

13. Board members are offered a medical, vision, and dental stipend for the calendar year. The annual amount is set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

14. The District observes the following holidays. Employees will be paid for eight hours of time off on each holiday. Employees working alternative schedules (9/80) will be paid for eight hours of time off on each holiday and will be given the option for the remaining one or two hours to utilize Vacation or Administrative Leave or to work the one or two hours in the same pay period in which the holiday falls. For employees assigned to the "Operator of the Day" 4/10 shift, which is an additional two hours (for a total of 10 hours per holiday) and is consistent with long-standing practice.

Holiday	Day Observed
New Year's Day	January 1
MLK Jr. Birthday	Third Monday in January
Presidents' Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	Fourth Thursday in November
Day After Thanksgiving	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

15. The effective date of these changes is July 1, 2020.

16. Resolution 2019-1125 is rescinded.

AMENDED this 23rd day of June, 2020, by the following roll call vote.

AYES: Canero, Coleman, Duran, Sear, Teague

NAYES: None

ABSENT: None

ABSTAIN: None



Mike Duran, President

ATTEST:



Debra Canero, Secretary

VSD Wage Schedule - AMENDED
Effective July 128, 2020

	A	B	C	D	E	F	G
Accounting Technician	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Accounting Analyst	5,039	5,291	5,555	5,833	6,125	6,431	6,753
Administrative Assistant	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Assistant Engineer	5,785	6,075	6,378	6,697	7,032	7,384	7,753
Associate Engineer	7,374	7,743	8,130	8,536	8,963	9,411	9,882
Collection System Tech-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Collection System Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Collection System Tech II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Collection System Tech III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Development Services Tech I	4,531	4,757	4,995	5,245	5,507	5,783	6,072
Development Services Tech II	4,984	5,233	5,495	5,770	6,058	6,361	6,679
Development Services Tech II (Y-rated)							7,567
Development Services Tech III	5,482	5,756	6,044	6,346	6,664	6,997	7,347
Electrician/Inst Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Electrician/Inst Tech II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Electrician/Inst Tech III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Engineering Technician	4,984	5,233	5,495	5,770	6,058	6,361	6,679
Environmental Comp Tech I	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Environmental Comp Tech II	5,236	5,498	5,773	6,061	6,365	6,683	7,017
Environmental Comp Tech III	5,760	6,048	6,350	6,668	7,001	7,351	7,719
Human Resources Specialist	5,039	5,291	5,555	5,833	6,125	6,431	6,753
Lab Technician I	4,760	4,998	5,248	5,510	5,786	6,075	6,379
Lab Technician II	5,236	5,498	5,773	6,061	6,365	6,683	7,017
Lab Technician III	5,760	6,048	6,350	6,668	7,001	7,351	7,719
Maintenance Tech-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Maintenance Tech I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Maintenance Tech II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Maintenance Tech III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Management Analyst	6,166	6,474	6,798	7,138	7,495	7,870	8,263
Procurement Technician	4,104	4,309	4,524	4,750	4,988	5,237	5,499
Wastewater Operator-in-Training	3,842	4,034	4,236	4,448	4,670	4,904	5,149
Wastewater Operator I	4,318	4,534	4,760	4,998	5,248	5,511	5,786
Wastewater Operator II	4,758	4,996	5,246	5,508	5,784	6,073	6,376
Wastewater Operator III	5,248	5,511	5,786	6,076	6,379	6,698	7,033
Collection System Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Development Services Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Electrical/Instrumentation Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549

Facilities Maintenance Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Laboratory & Compliance Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549
Wastewater Operations Supervisor	6,379	6,698	7,033	7,385	7,754	8,142	8,549

Business Services Manager	7,033	7,384	7,753	8,141	8,548	8,976	9,424
Engineering Services Manager	9,895	10,390	10,909	11,455	12,027	12,629	13,260
Facility Operations Manager	7,033	7,384	7,753	8,141	8,548	8,976	9,424

General Manager (Contract)							18,828 <u>19,587</u>
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