



Tuesday, April 23, 2024 at 1:00 PM  
Valley Sanitary District Board Room  
45500 Van Buren Street, Indio, CA 92201

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**BOARD OF DIRECTORS  
REGULAR SESSION  
AGENDA**

Valley Sanitary District is open to the public and board meetings will be conducted in person. In addition to attending in person, members of the public may view and participate in meeting via the following:

Zoom link: <https://us06web.zoom.us/j/89084050869>

Meeting ID: 890 8405 0869

To address the Board of Directors during the virtual live session via zoom, please email the Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org) or, alternatively, during the specific agenda item or general comment period (i.e. non-agenda items), please use the "raise your hand" function in zoom in order to be recognized by the Clerk of the Board in order to provide comments in real time.

The Clerk of the Board will facilitate to the extent possible any email requests to provide oral testimony that are sent during the live meeting. Members of the public may provide Oral testimony in person or during the virtual live session and are limited to three minutes each. To address the Board in person please complete speaker request card located at in the Board Room and give it to the Clerk of the Board.

If you are unable to provide comments during the meeting, written public comments on agenda or non-agenda items may be submitted by email to the Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org). Written comments must be received by the Clerk of the Board no later than 11:00 a.m. on the day of the meeting.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PRESENTATIONS
  - 4.1 [CALIFORNIA WATER ENVIRONMENT ASSOCIATION \(CWEA\) STATE AWARDS](#)  
Recommendation: Presentation

**5. PUBLIC COMMENT**

**6. 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.*

**6.1 APPROVE THE MINUTES FOR THE BOARD OF DIRECTORS REGULAR MEETING HELD APRIL 9, 2024**

Recommendation: Approve

**6.2 APPROVE WARRANTS FOR APRIL 23, 2024**

Recommendation: Approve

**6.3 MONTHLY INVESTMENT REPORT FOR THE PERIOD ENDING MARCH 31, 2024**

Recommendation: Approve

**6.4 MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2024**

Recommendation: Approve

**6.5 MONTHLY CREDIT CARD REPORT FOR THE PERIOD ENDING MARCH 31, 2024**

Recommendation: Approve

**7. NON-HEARING ITEMS**

**7.1 APPROVE THE REVISION TO THE CERTIFICATION INCENTIVE POLICY**

Recommendation: APPROVE

**7.2 ADOPT THE VALLEY SANITARY DISTRICT STRATEGIC PLAN UPDATE 2024**

Recommendation: Approve

**7.3 BIOSOLIDS PROJECT UPDATE AND MEMORANDUM OF UNDERSTANDING (MOU) WITH LYTEK INTERNATIONAL**

Recommendation: APPROVE

**7.4 COUNTY OF RIVERSIDE TRANSPORTATION AND LAND MANAGEMENT AGENCY AGREEMENT FOR ADJUSTMENT OF VSD'S EXISTING SEWER MANHOLES**

Recommendation: Approve.

**8. GENERAL MANAGER'S REPORT**

**9. DIRECTOR'S ITEMS**

**10. INFORMATIONAL ITEMS**

**11. ADJOURNMENT**

POSTED April 18, 2024  
Holly Gould  
Clerk of the Board  
Valley Sanitary District

## **PUBLIC NOTICE**

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II). All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.



**Valley Sanitary District**

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** CALIFORNIA WATER ENVIRONMENT ASSOCIATION (CWEA) STATE AWARDS

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**Suggested Action**

Presentation

**Strategic Plan Compliance**

GOAL 1: Fully Staffed with a Highly Trained and Motivated Team

**Fiscal Impact**

There is no fiscal impact associated with this presentation.

**Environmental Review**

This item does not qualify as a project under CEQA.

**Background**

Valley Sanitary District was awarded two separate statewide awards this year at the annual conference.

1. Safety Plant of the Year
2. Community Engagement & Outreach

**Recommendation**

Recognize staff for awards received at the 2024 annual CWEA conference held in Sacramento on April 11th.



**Valley Sanitary District**

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Holly Gould, Clerk of the Board  
**SUBJECT:** APPROVE THE MINUTES FOR THE BOARD OF DIRECTORS REGULAR MEETING HELD APRIL 9, 2024

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

**Fiscal Impact**

None

**Environmental Review**

This item does not qualify as a project defined by the California Environmental Quality Act (CEQA).

**Background**

The meeting minutes for the Board of Directors Regular Meeting held April 9, 2024 are attached.

**Recommendation**

Approve

**Attachments**

[09 Apr 2024 Minutes.edited.docx](#)

**VALLEY SANITARY DISTRICT  
MINUTES OF REGULAR BOARD MEETING**

April 9, 2024

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, April 9, 2024, at 45-500 Van Buren St., Indio, CA 92201.

**1. CALL TO ORDER**

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

**2. ROLL CALL**

Directors Present:

Debra Canero, Mike Duran, Scott Sear, Edgar Santana, William Teague

Staff Present:

Jason Dafforn, General Manager; Holly Gould, Clerk of the Board; Jeanette Juarez, Chief Administrative Officer; Ron Buchwald, District Engineer; James Mills, Operations Supervisor; Tino Tijerina, Facilities Maintenance Supervisor; Andrew Sorensen, Wastewater Operator III; Octavio Briones, Maintenance Technician I; and Oscar Verdugo, Best Best & Krieger

**3. PLEDGE OF ALLEGIANCE**

**4. APRIL EMPLOYEE ANNIVERSARIES**

- Andrew Sorensen, Wastewater Operator III – 3 years

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The Board of Directors thanked Andrew for his dedication and years of service to the District.

**5. PUBLIC COMMENT - None**

**6. CONSENT CALENDAR**

6.1 Approve the Minutes for the Board of Directors Regular Meeting held March 26, 2024

6.2 Approve Warrants for April 9, 2024

**ACTION TAKEN:**

**MOTION:**

Secretary/Treasurer Sear motioned to approve the consent calendar as presented. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Santana, Sear, Teague

**7. NON-HEARING ITEMS**

- 7.1 Approve the purchase of Two (2) Ford F-150 Lightning Trucks and Ancillary Cost for an Amount Not to Exceed \$133,000

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The District has two (2) Ford F-150 trucks purchased in 2014 that are reaching the end of their useful life and are scheduled for replacement. The state is mandating that all public agencies transition to hybrid and EV vehicles over the next decade. Staff would like to get a head start on this effort by purchasing EV trucks instead of traditional trucks that have been purchased historically. This will allow Staff to get acclimated to EV vehicles and their requirements. The two new F-150 Lightning EV trucks will transport District staff. The vehicles will be outfitted with ancillary items (i.e., traffic control perimeter lights) to serve as emergency response vehicles during disaster events. Approximately \$120,000 will be spent on the purchase of the two (2) vehicles. The ancillary costs will be approximately \$13,000. The old trucks will be sold, and the funds will be returned to the Vehicle and Equipment Replacement Fund.

**ACTION TAKEN:**

**MOTION:**

Vice President Duran motioned to authorize the General Manager to purchase two (2) Ford F150 electric vehicle (EV) trucks from Fiesta Ford, including ancillary costs not exceeding \$133,000. Secretary/Treasurer Sear seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Duran, Santana, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2024-3383**

- 7.2 Authorize the General Manager to Execute a Contract Amendment to the Contract with Leighton & Associates for Third-Party Electrical Inspection Services for the Recycled Water Project - Phase 1 in an Amount Not to Exceed \$39,744

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In November 2022, the Board of Directors authorized the General Manager to enter into a Professional Services Agreement with Leighton & Associates to provide third-party inspection services for the Recycled Water Project - Phase I. Leighton & Associates original proposal was based on limited information available of the needed testing and inspection work throughout the three-year project. The amount of inspection work required was not quantifiable, and the consultant had to provide an initial work phase to execute the contract. Amendment #1 was approved in January 2024 due to most of the contract amount being utilized. Amendment #2, for \$39,744, is for the work that is currently being completed, including specialty inspections for the electrical-related improvements that were outside the original scope of the agreement, and additional funding is required to cover the costs.

**ACTION TAKEN:**

**MOTION:** Director Teague motioned to authorize the General Manager to execute Amendment #2 to the Contract with Leighton & Associates for Third-Party Electrical Inspection Services for the Recycled Water Project - Phase 1 in an Amount Not to Exceed \$39,744. Director Santana seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Duran, Santana, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2024-3384**

7.3 Approve the Revision to the Bilingual Pay Premium Policy

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A bilingual pay differential is a compensatory policy implemented by an employer to recognize the value and importance of language skills in the workforce. Bilingual pay differential includes many community, organization, and staff benefits. The modifications to the District's Bilingual Pay Premium Policy include a third-party vendor's standardized assessment of a non-English language. All employees receiving bilingual premium pay must pass an assessment examination every two (2) years to continue receiving bilingual premium pay. A maximum of one (1) bilingual pay differential is allowed per eligible employee. A maximum of two (2) employees per department (e.g., Administration, Collections, Engineering, Laboratory, Maintenance, Operations) are eligible for bilingual premium pay. The revisions to the District's Bilingual Pay Premium Policy will ensure alternates in each department to provide support and a structured process for applying and qualifying for the bilingual pay premium.

**ACTION TAKEN:**

**MOTION:** Secretary/Treasurer Sear motioned to approve the revision to the Bilingual Pay Premium Policy. Director Teague seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Duran, Santana, Sear, Teague  
NOES: None  
**MINUTE ORDER NO. 2024-3385**

7.4 Review District Logo

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In 2020, Valley Sanitary District began utilizing the current logo. It has since been recognized that several other entities use the same or a very similar logo. The shared logo may confuse constituents, especially as the District embarks on a focused and deliberate public outreach campaign. After discussion, the Board gave direction to the General Manager to work with Ardurra on a new custom logo for the District.

**8. GENERAL MANAGER'S ITEMS**

8.1 Receive Monthly General Managers Report for March 2024

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Jason Dafforn, General Manager, updated the Board on his meeting with the Bureau of Reclamation in Temecula to discuss the recycled water Project and Feasibility Study. Mr. Dafforn also gave a presentation to the Indio Sunrise Rotary about the District and what it does. He sent out Save the Date emails to constituents for the Centennial Celebration. Staff will attend the CWEA Awards Luncheon in Sacramento on April 11, 2024, to receive the state-level awards for the Public Outreach Project of the Year and Safety Plant of the Year. President Canero suggested hosting a luncheon to recognize Staff's achievements.

## **9. COMMITTEE REPORTS**

### **9.1 Draft Minute of the Budget & Finance Committee Meeting – March 27, 2024**

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Chairperson Scott Sear reported on the Budget & Finance Committee meeting held on March 27, 2024. The Committee reviewed the proposed FY 24/25 budget.

### **9.2 Draft Minute of the Operations Committee Meeting – April 2, 2024**

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The Operations Committee reviewed the updates to the Capital Improvement Projects, discussed which projects will be included in the proposed FY 24/25 budget, and toured the plant. Director Santana thanked the Staff for the tour.

## **10. DIRECTOR'S ITEMS**

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President Canero informed the Board of the CSDA Legislative Days in Sacramento on May 21-22, 2024. She also reminded the Board to send their bios to the Clerk of the Board by April 11, 2024. Director Santana informed the Board that he will be in San Diego from April 14 to 17, 2024, for the Special District Leadership Academy.

## **11. INFORMATIONAL ITEMS**

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The Turning of the Valve Ribbon Cutting is May 3, 2024, for any interested Directors.

## **12. ADJOURNMENT**

With no further business to discuss, the meeting adjourned at 2:18 p.m. The next regular Board meeting will be on April 23, 2024.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District



**Valley Sanitary District**

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** APPROVE WARRANTS FOR APRIL 23, 2024

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the warrants from April 2, 2024 through April 15, 2024, are \$574,957.64.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The attached warrants list shows all disbursements from April 2, 2024, through April 15, 2024.

**Recommendation**

Approve the warrants for April 23, 2024.

**Attachments**

[Warrants for April 23, 2024.pdf](#)

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**April 23, 2024**

42507 Caltest Analytical Laboratory	Chlorpyrifos study	\$475.00
42508 Cintas Corp	Uniforms, mats, towels etc - 03/28/2024	\$581.86
42509 Cole-Parmer	NIST traceable calibration digital barometer, weather temp	\$337.92
42510 County of Riverside, TLMA Administration	Ave 48 widening project #C70040	\$27,000.00
42511 Desert Fire Extinguisher Co., Inc.	Fire hydrant testing - annual	\$595.00
42512 Desert Recreation Foundation	Head pin bowling sponsorship - 03/22/2024	\$2,750.00
42513 Hach Company	Sensor cartridge	\$6,894.75
42514 MidAmerica	Contribution - E. Santana	\$1,884.00
42515 Polydyne, Inc.	Clarifloc polymer - 03/21/2024	\$4,271.64
42516 ReadyRefresh by Nestle	Water delivery - 01/25/2024-02/24/2024	\$85.91
42516 ReadyRefresh by Nestle	Water delivery - 02/09/2024-03/08/2024	\$85.91
42516 ReadyRefresh by Nestle	Water delivery - 02/23/2024-03/22/2024	\$85.91
42516 ReadyRefresh by Nestle	Water delivery - 01/11/2024-02/10/2024	\$85.91
42517 United Way of the Desert	PR 03/15/2024 - 03/28/2024 PD 04/05/2024	\$20.00
42518 Univar Solutions	Ferric - 03/22/2024	\$2,985.19
42518 Univar Solutions	Sodium hypo - 03/19/2024	\$11,428.81
42519 USA Blue Book	Deionized water	\$117.24
42520 Yellow Mart	Safety boots - A. Boyd and V. Nelson	\$418.55
42521 Aquatic Informatics, Inc	WaterTrax renewal - May 2024 - June 2025	\$6,143.20
42522 Alfa Laval Inc.	Belt press rollers	\$160,719.51
42523 Ardurra Group, Inc	PR services - Mar 2024	\$7,111.50
42524 Best Best & Krieger LLP	Easement access - Mar 2024	\$6,169.60
42524 Best Best & Krieger LLP	Labor issues - Mar 2024	\$3,590.50
42524 Best Best & Krieger LLP	General legal - Mar 2024	\$5,703.22
42525 Caltest Analytical Laboratory	Weekly samples - 04/05/2024	\$393.30
42526 Carollo Engineering, Inc	Sewer siphon project - Mar 2024	\$15,411.00
42527 Carquest Auto Parts	New purchases - Mar 2024	\$444.10
42528 Certified Laboratories	LithiPLEX	\$412.05
42529 Charles P. Crowley Company, Inc.	Backpressure valve	\$313.83
42530 Cintas Corp	Uniforms, mats, towels etc - 04/04/2024	\$566.61
42531 CivicPlus LLC	Web maintenance fee 03/11/2024-03/10/2025	\$3,212.54
42532 Cole-Parmer	NIST traceable calibration	\$826.00
42533 Desert Hose & Supply	4 inch 150 psi black rubber	\$145.42
42533 Desert Hose & Supply	Carwash hose	\$38.30
42533 Desert Hose & Supply	1/4 inch Lincoln plug	\$112.21
42533 Desert Hose & Supply	Med orange paint marker	\$21.66
42533 Desert Hose & Supply	Mpt brass adapter	\$24.14
42534 Duke's Root Control, Inc.	Pipe sewer root control	\$14,229.60
42535 Fulton Distributing Co.	Janitorial supplies	\$954.75
42536 Geotab USA, Inc	Vehicle telematics - Mar 2024	\$561.41
42537 Haaker Equipment Company	Air cylinder	\$281.66
42537 Haaker Equipment Company	Stop tooth blk	\$435.00
42538 Innovative Document Solutions	Canon copier maintenance - Mar 2024	\$56.15
42539 Innovative Federal Strategies LLC	Advocacy services - Mar 2024	\$6,773.85
42540 LCS Constructors	Fume hood testing	\$960.00
42541 Mariposa Landscapes, Inc	Landscaping services - Mar 2024	\$1,658.03
42542 Master's Refreshment Services LLC	Water delivery - 04/01/2024	\$151.08
42542 Master's Refreshment Services LLC	Bottle dispenser rental - CY Q2	\$176.18
42543 McMaster-Carr Supply Co.	Brass valve	\$234.13
42544 MCR Technologies, Inc.	ABB FEW325 flowmeter 8"	\$7,745.18
42544 MCR Technologies, Inc.	ABB FET121 flowmeter	\$3,442.33
42545 Merchants Building Maintenance, LLC	Janitorial - April 2024	\$3,314.81
42546 Merrimac Energy Group	Fuel delivery - 03/25/2024	\$4,378.55
42547 Mobile Modular Management Corp	Office trailer rental - April 2024	\$655.15
42548 Motion Industries, Inc.	Oil seals, hi vol reducers	\$174.73
42548 Motion Industries, Inc.	Exhaust fan replacement	\$1,010.04
42548 Motion Industries, Inc.	Astro grip 3d cube grip	\$342.24
42548 Motion Industries, Inc.	Oil penetrant aerokroil	\$281.08
42548 Motion Industries, Inc.	Disconnect switch	\$546.87
42548 Motion Industries, Inc.	Popular 200&300 ser b.brg 6205 VV C3 BRG	\$27.77
42549 Northern Safety Co.	Rufflex double dip gloves	\$256.11
42550 Promium, LLC	Install services - go live - 03/27/2024	\$6,391.80
42551 ReadyRefresh by Nestle	DI water - 04/05/2024	\$85.91
42552 Soffa Electric Inc	Scada and PLC support services	\$7,986.00
42553 Southwest Networks, Inc.	BDR storage - May 2024	\$699.00
42553 Southwest Networks, Inc.	Labor - Mar 2024	\$356.25
42554 Staples Advantage	New charges - Mar 2024	\$1,186.30
42555 Thomas Scientific	Total chlorine check std snip 100mg	\$75.42
42556 Tops 'N Barricades Inc.	Beacon light, fire extinguisher sign, decal	\$133.33
42557 Townsend Public Affairs, Inc	State advocacy - April 2024	\$5,000.00
42558 Underground Service Alert	Board fee - April 2024	\$67.31
42558 Underground Service Alert	Dig alerts - April 2024	\$270.75
42559 Univar Solutions	Sodium hypo - 04/02/2024	\$12,052.38
42560 USA Blue Book	Chlorine secondary std	\$165.76
42561 Walters Wholesale Electric	Utility tool, needle nose wire strippers	\$64.36
42562 Western Pump, Inc.	Annual vapor recovery inspection - 04/03/2024	\$1,688.08
202404091 Basic	Funds withdrawn - 04/09/2024	\$20.00

202404092 SPOK, Inc.	Pager service - April 2024	\$26.36
202404102 Burrtec Waste & Recycling Svcs	Trash service - April 2024	\$311.49
202404103 Burrtec Waste & Recycling Svcs	Grit Removal - March 2024	\$2,470.11
202404121 Frontier Communications	Telephone service - March 2024	\$94.63
202404141 Umpqua Bank	Umpqua statement - March 2024	\$19,886.76
202404151 Indio Water Authority	Water - February - Estimate	\$1,393.32
202404151 Indio Water Authority	Water - February 2024 - adj to actual	\$399.39
202404161 SoCal Gas	Gas service - March 2024	\$435.53
202404162 FedEx	Shipping charges - 03/05/2024	\$400.97
202404162 FedEx	Shipping charges - 03/26/2024	\$160.35
202404162 FedEx	Shipping charges - 04/03/2024	\$301.77
202404163 Grainger	Hid light	\$201.46
202404163 Grainger	V belt	\$13.56
202404163 Grainger	Aspen Pad	\$27.93
202404163 Grainger	Crack filler pc xtreme	\$78.60
202404164 Grainger	Rubber boots	\$37.98
202404164 Grainger	Safety sign	\$119.85
202404164 Grainger	Stainless steel parts	\$35.10
202404164 Grainger	Mechanics gloves	\$32.73
202404164 Grainger	Ear plug dispensing system	\$256.97
202404164 Grainger	Long tape measure	\$79.00
202404164 Grainger	Disposable gloves	\$26.26
202404164 Grainger	Tubing seamless, rubber protectant	\$354.74
202404164 Grainger	Filament tape	\$275.69
202404164 Grainger	Miter saw blade	\$889.53
202404164 Grainger	Screw extractor	\$63.83
202404165 Grainger	Pipe Threading Machine Kit	\$2,200.00
202404166 Rudy's Pest Control	General pest - April 2024	\$200.00
202404191 Paychex - Direct Deposit	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$105,039.29
202404192 Paychex - Garnishment	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$419.07
202404193 Paychex - Tax	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$48,973.97
202404194 CalPERS 457	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$1,228.09
202404195 Empower (formerly Mass Mutual)	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$10.00
202404196 Mission Square (formerly ICMARC / Vantage Point)	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$1,470.00
202404197 Paychex - Fee	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$254.45
202407197 Nationwide Retirement Solution	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$2,868.82
202407198 CalPERS Retirement	PR 03/29/2024 - 04/11/2024 PD 04/19/2024	\$27,568.40
	Totals	\$574,957.64



**Valley Sanitary District**

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY INVESTMENT REPORT FOR THE PERIOD ENDING MARCH 31, 2024

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**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The District's Investment Policy has set primary goals for the portfolio management of safety, liquidity, and yield. This report complies with California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the District, as well as reporting of the market value of the investments held. All the investments contained within the portfolio are in full compliance with Government Code Section 53601 and the District's Investment Policy as to the types of investments allowed.

**Recommendation**

Receive and file the monthly investment report for the period ending March 31, 2024.

**Attachments**

[6.3 Attachment A Investment Report.pdf](#)

Valley Sanitary District  
Investment Report  
For the Month Ending March 31, 2024

Description	Cost Value	Market Value	Interest/ Book Yield	Maturity Date	% of Portfolio
<b>Cash and Cash Equivalents</b>					
Wells Fargo - Checking	\$ 2,089,374	\$ 2,089,374	0.00%	n/a	2.07%
State of California Local Agency Investment Fund (LAIF)	62,888,414	62,888,414	4.12%	n/a	62.34%
<b>Restricted Funds</b>					
CalTRUST					
Debt Service Reserve Fund -SWRCB Loan	1,100,758	1,105,223	5.41%	n/a	1.10%
<b>Funds Held by Fiscal Agents</b>					
Argent Institutional Trust					
Banc of America Public Capital Corp	34,789,290	34,789,290	4.64%	n/a	34.49%
<b>Total Investment Portfolio</b>	<b>\$ 100,867,835</b>	<b>\$ 100,872,300</b>			<b>100.00%</b>

Blended Yield of Cash and Investments	2.06%
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<b>Benchmarks:</b>	
LAIF	4.12%
CalTRUST	5.41%
Banc of America Public Capital Corp	4.64%

I hereby Certify that the investments are in compliance with the investment policy adopted by the Board of Directors. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six (6) months. This report meets the requirements of Government Code Section 53646.

*Jeanette Juarez*

\_\_\_\_\_  
Jeanette Juarez, Chief Administrative Officer

**SUMMARY OF CASH AND INVESTMENTS**

FOR THE PERIOD: 03/01/2024 TO 03/31/2024 (UNAUDITED)

Agenda Item No. \_\_\_\_\_

**INVESTMENTS**

LAIF Fund 4 - Agency Fund			
Beginning Balance (Fund 4)		549,759	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 04 Ending Balance</b>		<u>549,759</u>	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds			
Beginning Balance (Fund 6)		781	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 06 Ending Balance</b>		<u>781</u>	
LAIF Fund 10 - Recycled Water Project			
Beginning Balance (Fund 10)		0	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 10 Ending Balance</b>		<u>0</u>	
LAIF Fund 11 - Operating Fund			
Beginning Balance (Fund 11)		24,892,117	
Net Transfer from (to) Fund 04		0	
Net Transfer from (to) Fund 06		0	
Net Transfer from (to) Fund 12		366,207	
Net Transfer from (to) Fund 13		(120,707)	
Fund Transfer from (to) LAIF - WF		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 11 Ending Balance</b>		<u>25,137,617</u>	
LAIF Fund 12 - Reserve Fund			
Beginning Balance (Fund 12)		26,126,998	
Net Transfer from (to) Fund 11		(366,207)	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 12 Ending Balance</b>		<u>25,760,791</u>	
LAIF Fund 13 - Capital Improvement Fund			
Beginning Balance		11,318,758	
Connection Fees	120,707		
(Disbursements) or Reimbursements	<u>0</u>		
Net Transfer from (to) Fund 11		120,707	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 13 Ending Balance</b>		<u>11,439,465</u>	
<b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b>			<u><u>62,888,413</u></u>

**CASH IN CHECKING ACCOUNT**

**WELLS FARGO - FUND 11**

Beginning Balance		4,111,064	
Deposits		233,026	
Fund Transfer from (to) LAIF (net)		0	
Disbursements and Payroll		(1,801,502)	
<b>Wells Fargo Ending Balance</b>		<u>2,542,588</u>	

**CALTRUST - FUND 11**

Beginning Balance		1,100,758	
Interest Income		1,129	
Unrealized Gain / <Loss>		3,336	
<b>CalTRUST Ending Balance</b>		<u>1,105,223</u>	

<b>TOTAL WELLS FARGO AND CALTRUST CHECKING</b>			<u>3,647,811</u>
<b>TOTAL CASH AND INVESTMENTS</b>			<u><u>66,536,224</u></u>

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).

California State Treasurer  
**Fiona Ma, CPA**



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

April 02, 2024

LAIIF Home  
PMIA Average Monthly  
Yields

---

VALLEY SANITARY DISTRICT

SECRETARY/TREASURER  
45500 VAN BUREN  
INDIO, CA 92201

Tran Type Definitions

Account Number: XXXXXXXXXX

March 2024 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	62,888,413.62
Total Withdrawal:	0.00	Ending Balance:	62,888,413.62



CalTRUST  
 PO Box 2709  
 Granite Bay, CA 95746  
 www.caltrust.org  
 [REDACTED]  
 Fax: 402-963-9094  
 Phone: 833-CALTRUST (225-8787)

# Investment Account Summary

03/01/2024 through 03/31/2024

## SUMMARY OF INVESTMENTS

Fund	Account Number	Total Shares Owned	Net Asset Value per Share on Mar 31 (\$)	Value on Mar 31 (\$)	Average Cost Amount (\$)	Cumulative Change in Value (\$)
VALLEY SANITARY DISTRICT	[REDACTED]					
CalTRUST Medium Term Fund	[REDACTED]	113,240.084	9.76	1,105,223.22	1,142,100.44	(36,877.22)
Portfolios Total value as of 03/31/2024				1,105,223.22		

## DETAIL OF TRANSACTION ACTIVITY

Activity Description	Activity Date	Amount (\$)	Amount in Shares	Balance in Shares	Price per Share (\$)	Balance (\$)	Average Cost Amt (\$)	Realized Gain/(Loss) (\$)
		<b>VALLEY SANITARY DISTRICT</b>					<b>Account Number:</b>	[REDACTED]
Beginning Balance	03/01/2024			112,898.292	9.75	1,100,758.35		
Accrual Income Div Reinvestment	03/28/2024	3,335.89	341.792	113,240.084	9.76	1,105,223.22	0.00	0.00
Change in Value						1,128.98		
Closing Balance as of	Mar 31			113,240.084	9.76	1,105,223.22		

Please note that this information should not be construed as tax advice and it is recommended that you consult with a tax professional regarding your account.



## ACCOUNT STATEMENT

ACCOUNT [REDACTED]  
MARCH 01, 2024 TO MARCH 31, 2024

ARGENT INSTITUTIONAL TRUST-155  
5901 PEACHTREE DUNWOODY STE C495  
ATLANTA GA 30328

WEB STATEMENT

ACCOUNT NAME:	VALLEY SANITARY DISTRICT BANC OF AMERICA PUBLIC CAPITAL CORP
ACCOUNT NUMBER:	[REDACTED]
ADMINISTRATIVE OFFICER:	[REDACTED]
INVESTMENT OFFICER:	DIRECTED

### YOU, FIRST.

Thank you for your business. If you have questions about your account statement, please contact your Administrative Officer listed in the shaded box at the top of this statement.

### \*\*\*IMPORTANT NOTICE\*\*\*

[REDACTED]



# ACCOUNT STATEMENT

ACCOUNT NUMBER [REDACTED]  
 MARCH 01, 2024 TO MARCH 31, 2024

## ACCOUNT ACTIVITY SUMMARY

	THIS PERIOD	YEAR TO DATE
<b>BEGINNING MARKET VALUE</b>	<b>38,735,053.62</b>	<b>39,927,046.21</b>
DEPOSITS	0.00	167,458.24
INCOME	144,918.78	303,713.77
DISBURSEMENTS	4,090,682.90-	5,608,928.72-
<b>ENDING MARKET VALUE</b>	<b>34,789,289.50</b>	<b>34,789,289.50</b>

## PORTFOLIO HOLDINGS

QUANTITY	DESCRIPTION	MARKET VALUE	COST BASIS
<b>CASH AND EQUIVALENTS</b>			
34,789,289.500	38141W257 GOLDMAN SACHS FINANCIAL SQUARE GOVERNMENT FUND	34,789,289.50	34,789,289.50
<b>TOTAL</b>	<b>CASH AND EQUIVALENTS</b>	<b>34,789,289.50</b>	<b>34,789,289.50</b>
<b>GRAND TOTAL ASSETS</b>		<b>34,789,289.50</b>	<b>34,789,289.50</b>

## TRANSACTION DETAIL

DATE	DESCRIPTION	CASH	COST	GAIN / LOSS
<b>03/01/24</b>	<b>BEGINNING BALANCE</b>	<b>0.00</b>	<b>38,735,053.62</b>	
03/01/24	38141W257 DIVIDEND ON PAYABLE 03/01/2024	144,918.78		
03/13/24	PAID VIA WIRE LEIGHTON CONSULTING INC	4,378.88-		
03/13/24	PAID VIA WIRE SCHNEIDER ELECTRIC BUILDINGS AMERICAS INC	2,844,696.11-		
03/28/24	PAID VIA WIRE SCHNEIDER ELECTRIC BUILDINGS AMERICAS INC	1,241,607.91-		
	38141W257 NET WITHDRAWAL GOLDMAN SACHS FINANCIAL SQUARE GOVERNMENT FUND	3,945,764.12	3,945,764.12-	
<b>03/31/24</b>	<b>ENDING BALANCE</b>	<b>0.00</b>	<b>34,789,289.50</b>	<b>0.00</b>



## **DISCLOSURE**

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Pricing for securities traded on the exchange is provided by third party sources. While sources used for pricing publicly traded securities are considered reliable, the prices displayed on your statement may or may not be based on actual trades, bid/ask information or vendor evaluations. As such, the prices displayed on your statement may or may not reflect actual trade prices you would receive in the current market. It is possible prices for certain securities may vary widely at the time of trade execution in comparison to valuation prices displayed for statement purposes. Securities not traded on an exchange are valued by a variety of sources, which may include issuer-provided or client-provided information. As such, the current statement will reflect the value of the asset based on its last known valuation which may not coincide with the statement reporting period. Argent Trust Company, or any of its affiliates, does not guarantee the accuracy, reliability, completeness or attainability of any pricing information provided by third party sources.

Argent's Disclosures and Privacy Policy can be viewed by visiting Argent's website.

The web addresses to access these documents are as follows:

Disclosure - <https://argentfinancial.com/argent-disclosures/>

Tax Disclosure - <https://argentfinancial.com/annual-tax-disclosures/>

Privacy Policy - <https://argentfinancial.com/privacy-policies/>



**Valley Sanitary District**

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY FINANCIAL REPORT FOR THE PERIOD ENDING MARCH 31, 2024

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

There is no fiscal impact from this report.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The adopted operating and capital budget for the fiscal year 2023/24 includes \$19,897,685 in revenues and \$18,622,894 in operating expenditures.

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

**Year-to-Date Summary**

- As of March 31, 2024, the District has recorded \$22,472,179 in revenue. The revenues are \$3,895,718, or 21.0% above the seasonal budget.
- As of March 31, 2024, the District has incurred \$11,358,047 in expenditures. The District's expenditures are \$2,609,124 or 18.7% under the FYTD straight-line budget.

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

<b>FUND</b>	<b>UNAUDITED FIND BALANCE AS OF 3/31/24</b>
OPERATING FUND (FUND 11)	\$27,680,208
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,106,004
FIDUCIARY FUND (FUND 4)	549,759
CAPITAL IMPROVEMENT FUND (FUND 13)	11,439,465
RESTRICTED CIP FUND (FUND 12)	25,760,791
<b>TOTAL</b>	<b>\$66,536,224</b>

**Recommendation**

Approve the monthly financial report for the period ending March 31, 2024.

**Attachments**

- [6.4 Attachment A Monthly Income Summary - March 2024.pdf](#)
- [6.4 Attachment B Budget Variance Report.pdf](#)
- [6.4 Attachment C Summary of Cash and Investments - March 2024.pdf](#)

# Valley Sanitary District

## Monthly Income Summary

### March 2024 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
<b>Revenues</b>					
Sewer Service Chgs-Current	\$81,006	\$18,806,139	\$17,066,857	110 %	(\$1,739,282)
Sewer Service Chgs-Penalties	\$0	\$1,103	\$0	0 %	(\$1,103)
Permit & Inspection Fees	\$6,430	\$18,690	\$20,817	90 %	\$2,127
Saddles/Disconnect Fees	\$0	\$240	\$243	99 %	\$3
Plan Check Fees	\$2,100	\$7,050	\$8,800	80 %	\$1,750
Other Services	\$380	\$2,150	\$1,568	137 %	(\$582)
Sale of Surplus Property	\$0	\$11	\$21,274	0 %	\$21,263
Taxes - Current Secured	\$0	\$709,450	\$615,751	115 %	(\$93,699)
Taxes - Current Unsecured	\$0	\$42,893	\$37,592	114 %	(\$5,301)
Taxes - Prior Secured	\$0	\$12,571	\$8,168	154 %	(\$4,403)
Supple Prop. Taxes - Current	\$4,829	\$17,569	\$14,478	121 %	(\$3,091)
Supple Prop. Taxes - Prior	\$750	\$14,059	\$8,653	162 %	(\$5,406)
Homeowners Tax Relief	\$0	\$3,351	\$3,552	94 %	\$201
Interest Income	\$3,336	\$508,189	\$419,905	121 %	(\$88,284)
Unrealized gains (losses)	\$1,129	\$8,912	\$0	0 %	(\$8,912)
Rebate Income	\$0	\$2,239	\$2,278	98 %	\$39
Non-Operating Revenues - Fnd 11	\$0	\$32,522	\$28,876	113 %	(\$3,646)
Rental Income	\$1,500	\$1,500	\$0	0 %	(\$1,500)
Interest Income	\$0	\$973,009	\$622,164	156 %	(\$350,845)
Connection Fees	\$120,707	\$892,597	\$767,790	116 %	(\$124,807)
Interest Income	\$0	\$417,935	\$248,919	168 %	(\$169,016)
<b>Total Revenues</b>	<b>\$222,167</b>	<b>\$22,472,179</b>	<b>\$19,897,685</b>	<b>113 %</b>	<b>(\$2,574,494)</b>



Valley Sanitary District  
Budget Variance Report  
March 2024

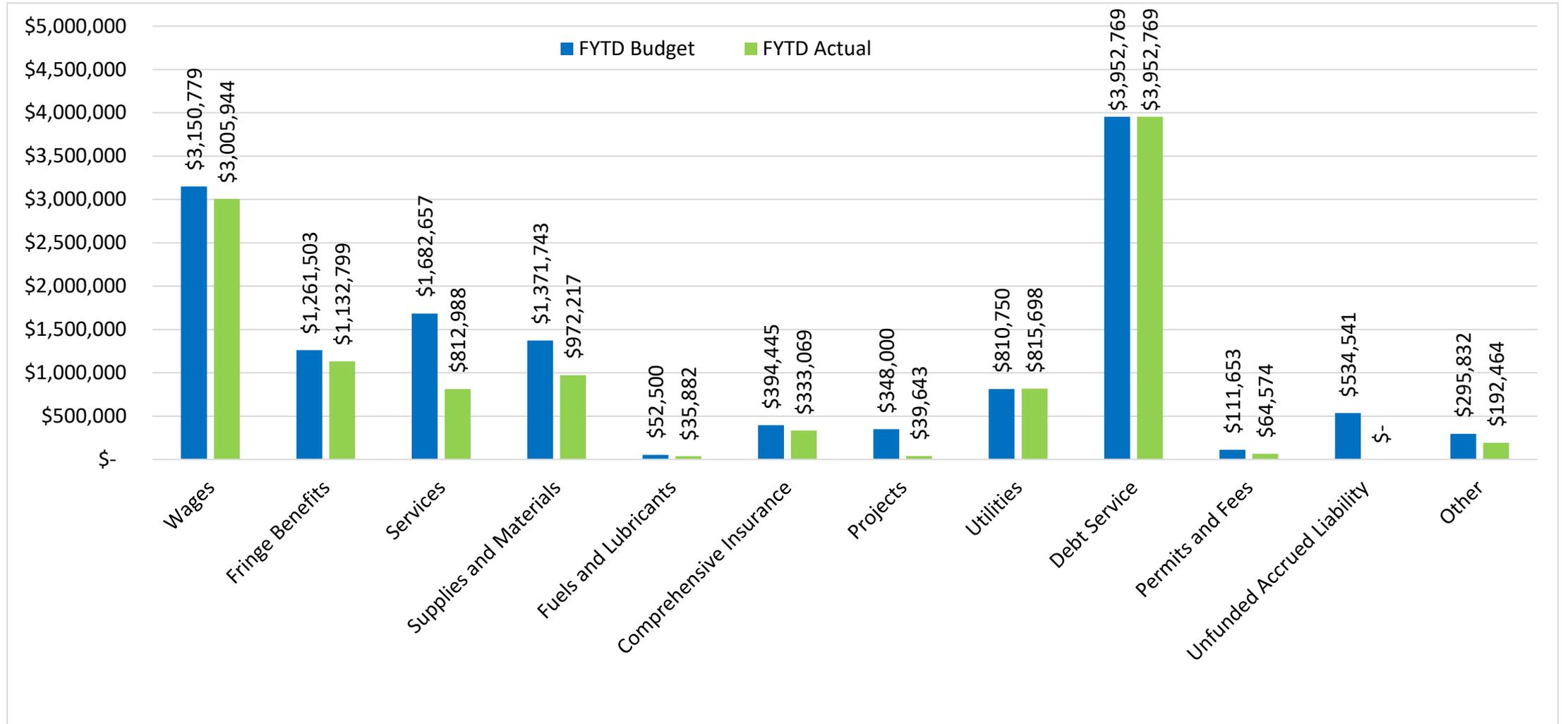
Description	FY24 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY24 YTD Budget	Favorable (Unfavorable)	
<b>Revenues:</b>								
Operating Revenue	17,887,349	210,623	189,380	21,242	19,727,979	17,068,708	2,659,271	-10.3%
Non-Operating Revenue	2,010,336	11,544	167,528	(155,984)	2,744,199	1,507,752	1,236,447	-36.5%
<b>Total Operating Revenue</b>	<b>19,897,685</b>	<b>222,167</b>	<b>356,908</b>	<b>(134,742)</b>	<b>22,472,179</b>	<b>18,576,460</b>	<b>3,895,718</b>	<b>-12.9%</b>



Valley Sanitary District  
Budget Variance Report  
March 2024

Description	FY24 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY24 YTD Budget	Favorable (Unfavorable)	
<b>Operating Expenses:</b>								
Debt Service	5,270,359	439,197	439,197	-	3,952,769	3,952,769	-	25.0%
Medical Services	4,843	-	404	404	3,822	3,632	(190)	21.1%
Memberships	65,268	5,213	5,439	226	53,362	48,951	(4,411)	18.2%
Misc. Professional Services	138,483	4,937	11,540	6,603	62,817	103,862	41,045	54.6%
Natural Gas	8,000	436	667	231	3,421	6,000	2,579	57.2%
Office Supplies	26,500	1,914	2,208	294	10,640	19,875	9,235	59.8%
Opeb Contribution	82,119	2,764	6,843	4,079	13,669	61,589	47,920	83.4%
Other Expenses	83,000	3,606	6,917	3,311	35,146	62,250	27,104	57.7%
Permits & Fees	125,770	4,077	10,481	6,404	47,275	94,328	47,052	62.4%
Projects	464,000	-	38,667	38,667	39,643	348,000	308,357	91.5%
Publications	3,500	15	292	277	1,032	2,625	1,593	70.5%
Repairs & Maintenance	699,170	25,912	58,264	32,352	370,214	524,378	154,163	47.0%
Research & Monitoring	101,500	2,214	8,458	6,244	29,848	76,125	46,277	70.6%
Supplies	262,820	18,406	21,902	3,496	115,362	197,115	81,753	56.1%
Telephone/Internet	37,934	2,792	3,161	369	25,821	28,451	2,630	31.9%
Tools & Equipment	28,000	982	2,333	1,352	8,901	21,000	12,099	68.2%
Tuition Reimbursement	12,000	-	1,000	1,000	3,000	9,000	6,000	75.0%
Uniform Services	46,543	2,265	3,879	1,613	19,455	34,907	15,453	58.2%
Unfunded Accrued Liability	712,721	-	59,393	59,393	-	534,541	534,541	100.0%
Water	30,000	2,014	2,500	486	15,162	22,500	7,338	49.5%
Workers Compensation	88,363	7,028	7,364	336	64,426	66,272	1,847	27.1%
<b>Total Operating Expenses (Before Depreciat</b>	<b>18,622,894</b>	<b>1,308,457</b>	<b>1,551,908</b>	<b>243,451</b>	<b>11,358,047</b>	<b>13,967,171</b>	<b>2,609,124</b>	<b>39.0%</b>
<b>Operating Expenses in Excess of Operating Revenue</b>		<b>(1,086,291)</b>			<b>11,114,132</b>			

# FISCAL YEAR-TO-DATE VS. FISCAL YEAR-TO-DATE ACTUAL MARCH 2024



**SUMMARY OF CASH AND INVESTMENTS**

FOR THE PERIOD: 03/01/2024 TO 03/31/2024 (UNAUDITED)

Agenda Item No. \_\_\_\_\_

**INVESTMENTS**

LAIF Fund 4 - Agency Fund			
Beginning Balance (Fund 4)		549,759	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 04 Ending Balance</b>		<u>549,759</u>	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds			
Beginning Balance (Fund 6)		781	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 06 Ending Balance</b>		<u>781</u>	
LAIF Fund 10 - Recycled Water Project			
Beginning Balance (Fund 10)		0	
Net Transfer from (to) Fund 11		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 10 Ending Balance</b>		<u>0</u>	
LAIF Fund 11 - Operating Fund			
Beginning Balance (Fund 11)		24,892,117	
Net Transfer from (to) Fund 04		0	
Net Transfer from (to) Fund 06		0	
Net Transfer from (to) Fund 12		366,207	
Net Transfer from (to) Fund 13		(120,707)	
Fund Transfer from (to) LAIF - WF		0	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 11 Ending Balance</b>		<u>25,137,617</u>	
LAIF Fund 12 - Reserve Fund			
Beginning Balance (Fund 12)		26,126,998	
Net Transfer from (to) Fund 11		(366,207)	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 12 Ending Balance</b>		<u>25,760,791</u>	
LAIF Fund 13 - Capital Improvement Fund			
Beginning Balance		11,318,758	
Connection Fees	120,707		
(Disbursements) or Reimbursements	<u>0</u>		
Net Transfer from (to) Fund 11		120,707	
Fair Value Factor for quarter ending 06/30/2024		0	
Interest (Pd quarterly - Int. Rate 4.30%)		0	
<b>Fund 13 Ending Balance</b>		<u>11,439,465</u>	
<b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b>			<u><u>62,888,413</u></u>

**CASH IN CHECKING ACCOUNT**

**WELLS FARGO - FUND 11**

Beginning Balance		4,111,064	
Deposits		233,026	
Fund Transfer from (to) LAIF (net)		0	
Disbursements and Payroll		(1,801,502)	
<b>Wells Fargo Ending Balance</b>		<u>2,542,588</u>	

**CALTRUST - FUND 11**

Beginning Balance		1,100,758	
Interest Income		1,129	
Unrealized Gain / <Loss>		3,336	
<b>CalTRUST Ending Balance</b>		<u>1,105,223</u>	

<b>TOTAL WELLS FARGO AND CALTRUST CHECKING</b>			<u><u>3,647,811</u></u>
<b>TOTAL CASH AND INVESTMENTS</b>			<u><u>66,536,224</u></u>

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

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



**Valley Sanitary District**

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** MONTHLY CREDIT CARD REPORT FOR THE PERIOD ENDING MARCH 31, 2024

---

**Suggested Action**

Approve

**Strategic Plan Compliance**

GOAL 5: Long-Term Financial Strength

**Fiscal Impact**

The total charges incurred for the credit card statement ending March 31, 2024, are \$19,886.76.

**Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

**Background**

The attached report summarizes the District's credit card expenditures for the statement ending March 31, 2024.

**Recommendation**

Approve the credit card report for the period ending March 31, 2024.

**Attachments**

[6.5 Attachment A Credit Card Statement - March 2024\\_Redacted.pdf](#)

[6.5 Attachment B Credit Card Transaction March 2024.xlsx](#)

**Account Summary**

Billing Cycle		03/31/2024
Days In Billing Cycle		31
Previous Balance		\$22,127.26
Purchases	+	\$20,981.76
Cash	+	\$0.00
Balance Transfers	+	\$0.00
Special	+	\$0.00
Credits	-	\$1,095.00-
Payments	-	\$22,127.26-
Other Charges	+	\$0.00
Finance Charges	+	\$0.00
<b>NEW BALANCE</b>		<b>\$19,886.76</b>

**Credit Summary**

Total Credit Line	\$75,000.00
Available Credit Line	\$55,113.24
Available Cash	\$0.00
Amount Over Credit Line	\$0.00
Amount Past Due	\$0.00
Disputed Amount	\$0.00

**Account Inquiries**

- Call us at: (866) 777-9013
- Lost or Stolen Card: (866) 839-3485
- Go to [www.umpquabank.com](http://www.umpquabank.com)
- Write us at PO BOX 35142 - LB1181, SEATTLE, WA 98124-5142

**Payment Summary**

NEW BALANCE	\$19,886.76
MINIMUM PAYMENT	\$19,886.76
PAYMENT DUE DATE	04/26/2024

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

**Corporate Activity**

Trans Date	Post Date	Reference Number	Transaction Description	Amount
<b>TOTAL CORPORATE ACTIVITY</b>				<b>\$22,127.26-</b>
03/10	03/10	748072540681111111111111	AUTO PMT FROM ACCT [REDACTED]	\$22,127.26-

**Cardholder Account Summary**

JEANETTE JUAREZ ### # 4756	Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
	\$0.00	\$1,429.90	\$0.00	\$1,429.90

**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/03	03/04	PPLN01	24492154063745172885364	ADOBE INC. 408-536-6000 CA	\$263.89
03/13	03/13	PPLN01	24116414073744831049365	HBR SUBSCRIPTION 800-988-0886 MA	\$212.07
03/19	03/20	PPLN01	24692164079102330745875	CCSI EFAX 323-817-3205 CA	\$18.99

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

UMPQUA BANK  
 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142



Account Number  
 ### # [REDACTED]

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

AMOUNT OF PAYMENT ENCLOSED

Glosing Date	New Balance	Total Minimum Payment Due	Payment Due Date
03/31/24	\$19,886.76	\$19,886.76	04/25/24

\$ [REDACTED]

BL ACCT [REDACTED]  
 VALLEY SANITARY DISTRICT  
 45-500 VAN BUREN STREET  
 INDIO CA 92201

Statement

MAKE CHECK PAYABLE TO:

UMPQUA BANK COMMERCIAL CARD OPS  
 PO BOX 35142 - LB1181  
 SEATTLE WA 98124-5142



BL ACCT ██████████  
 VALLEY SANITARY DISTRICT  
 Account Number: ██████████  
 Page 3 of 6

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/18	03/20	PPLN01	24412904079030024531269	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$135.95
03/29	03/31	PPLN01	24005944089300832430864	GOVERNMENT FINANCE OFFIC CHICAGO IL	\$600.00
03/29	03/31	PPLN01	24005944089300832430948	GOVERNMENT FINANCE OFFIC CHICAGO IL	\$199.00

Cardholder Account Summary					
HEBERTO MORENO #### #### #### 6026		Payments & Other Credits \$0.00	Purchases & Other Charges \$934.54	Cash Advances \$0.00	Total Activity \$934.54

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/28	03/01	PPLN01	24427334060710001331072	TA #041 COACHELLA COACHELLA CA	\$65.24
02/29	03/01	PPLN01	24275394060900016063177	NASSCO, INC. 301-6242400 MD	\$295.00
03/05	03/06	PPLN01	24492164065000037382810	DKFSOLUTIONSGROUP.COM HTTPSWWW.DKFS CA	\$99.00
03/07	03/08	PPLN01	24492164067000035330355	DKFSOLUTIONSGROUP.COM HTTPSWWW.DKFS CA	\$39.00
03/14	03/15	PPLN01	24492154074743068785878	OFFICE OF WATER PROGRAMS 916-278-5619 CA	\$239.50
03/14	03/17	PPLN01	24198804075410548333614	PAYPAL *OCTWATERQUA 4029357733 CA	\$196.80

Cardholder Account Summary					
BRANDEN RODRIGUEZ #### #### #### 9565		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,710.12	Cash Advances \$0.00	Total Activity \$1,710.12

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/03	03/04	PPLN01	24692164063109320650906	AMZN Mktp US*RZ04T3SB2 Amzn.com/bill WA	\$169.15
03/03	03/04	PPLN01	24431064063083756241092	AMAZON.COM*RZ79220W1 SEATTLE WA	\$194.66
03/15	03/17	PPLN01	24692164075108755982343	AMZN Mktp US*RN1TV4YK1 Amzn.com/bill WA	\$262.26
03/17	03/18	PPLN01	24692164077101061823085	AMZN Mktp US*R61HJ80W1 Amzn.com/bill WA	\$14.52
03/18	03/20	PPLN01	24164074079105442099479	STAPLES 00113241 800-3333330 CA	\$171.81
03/19	03/20	PPLN01	24692164079102456228383	AMZN Mktp US*RH37237T0 Amzn.com/bill WA	\$104.36
03/20	03/21	PPLN01	24692164080102831978998	AMZN Mktp US*RH0ZV1P92 Amzn.com/bill WA	\$26.09
03/21	03/22	PPLN01	24492154081713288161425	VISTAPRINT 866-207-4955 MA	\$186.96
03/21	03/22	PPLN01	24492154081852489914792	NAME BADGES 800-243-9227 FL	\$95.48
03/26	03/27	PPLN01	2490641.4086196542245460	EIG*CONSTANTCONTACT.COM 855-2295506 MA	\$104.75
03/27	03/28	PPLN01	24692164087109053035830	SQ *TEAM SPORTS INDIO Indio CA	\$380.08

Cardholder Account Summary					
HOLLY GOULD #### #### #### 7260		Payments & Other Credits \$830.00-	Purchases & Other Charges \$5,970.12	Cash Advances \$0.00	Total Activity \$5,140.12

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/05	03/06	PPLN01	24801974066690770593883	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$830.00
03/05	03/07	PPLN01	24692164066101886742596	SOUTHWES 5262265061039 800-435-9792 TX COMMONS/DAVE NORMAN 040924 LAS / SMF WN F SMF / LAS WN G	\$241.96
03/06	03/07	PPLN01	24692164066101893276778	AMZN Mktp US*RN6NG4WR0 Amzn.com/bill WA	\$302.31
03/06	03/07	PPLN01	24801974067690789666505	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$830.00

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/06	03/07	PPLN01	24801974067690793848909	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$221.00
03/06	03/07	PPLN01	24801974067690793865085	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$221.00
03/06	03/07	PPLN01	24801974067690793888640	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$319.00
03/06	03/07	PPLN01	24801974067690793938841	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$98.00
03/06	03/08	PPLN01	24692164067102734294375	SOUTHWES 5262265454562 800-435-9792 TX RODRIGUEZ/BRANDEN SC 041124 PSP / SMF WN F SMF / PSP WN A	\$213.96
03/06	03/08	PPLN01	24692164067102734294383	SOUTHWES 5262265454561 800-435-9792 TX WISEMAN/MARK KENNETH 041124 PSP / SMF WN F SMF / PSP WN A	\$213.96
03/06	03/08	PPLN01	24692164067102734294391	SOUTHWES 5262265454560 800-435-9792 TX MILLS/JAMES SCOTT 041124 PSP / SMF WN F SMF / PSP WN A	\$213.96
03/06	03/08	PPLN01	24692164067102734294409	SOUTHWES 5262265454559 800-435-9792 TX RAHMAN/MUHAMMAD HAMZ 041124 PSP / SMF WN F SMF / PSP WN A	\$213.96
03/06	03/08	PPLN01	24692164067102734294417	SOUTHWES 5262265450756 800-435-9792 TX MARROQUIN/RAY ANTHON 040924 PSP / SMF WN J SMF / PSP WN G	\$232.97
03/06	03/08	PPLN01	24692164067102734294425	SOUTHWES 5262265450755 800-435-9792 TX PITTELLI/MATTHEW THO 040924 PSP / SMF WN J SMF / PSP WN G	\$232.97
03/06	03/08	PPLN01	24692164067102734294433	SOUTHWES 5262265409315 800-435-9792 TX LOPANEC/AUSTIN WAYNE 040924 PSP SMF WN J PSP WN G	\$232.97
03/08	03/08	PPLN01	24692164068103047463359	LIFEWORX EDUCATION INC 440-725-8123 OH	\$69.00
03/12	03/13	PPLN01	24445004073400201953808	WM SUPERCENTER #2181 INDIO CA	\$130.08
03/14	03/17	PPLN01	24071054075627127104967	CALIFORNIA SPECIAL DIS 916-4427887 CA	\$720.00
03/20	03/22		74801974081690010671651	CREDIT VOUCHER	\$830.00-
03/25	03/26	PPLN01	24226384086091001969361	CALIFORNIA WATER ENVIRON OAKLAND CA WAL-MART #2181 INDIO CA	\$97.84
03/26	03/27	PPLN01	24137464087001584155707	USPS PO 0536780201 INDIO CA	\$8.73
03/28	03/29	PPLN01	24323044089296500049693	ANDY'S #4 BURGERS INDIO CA	\$156.08
03/30	03/31	PPLN01	24692164090101709810018	PB LEASING 844-256-6444 CT	\$170.37

Cardholder Account Summary					
ANNA BELL #### #### #### 7278		Payments & Other Credits \$0.00	Purchases & Other Charges \$114.52	Cash Advances \$0.00	Total Activity \$114.52
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/21	03/22	PPLN01	24431064082091663270408	PANDA EXPRESS #1486 P olo.com CA	\$97.33
03/21	03/22	PPLN01	24431064082091985728018	PANDA EXPRESS #1486 P olo.com CA	\$11.53
03/21	03/22	PPLN01	24431064082838003102992	PANDA EXPRESS 1486 INDIO CA	\$5.66

Cardholder Account Summary					
DAVE COMMONS #### #### #### 7327		Payments & Other Credits \$0.00	Purchases & Other Charges \$114.42	Cash Advances \$0.00	Total Activity \$114.42

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/03	03/04	PPLN01	24492154063745143869901	ADOBE INC. 408-536-6000 CA	\$19.99
03/04	03/05	PPLN01	24692164064109951179950	Amazon.com*RN9DG1BA0 Amzn.com/blll WA	\$54.38
03/19	03/20	PPLN01	24692164079102605835849	CHEVRON 0308922 PERRIS CA	\$40.05

Cardholder Account Summary					
DEBRA CANERO #### #### #### 2806		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,597.79	Cash Advances \$0.00	Total Activity \$1,597.79

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/28	03/01	PPLN01	24943004060970531977380	INTERCONTINENTAL WILLARD WASHINGTON DC	\$1,179.21
02/29	03/03	PPLN01	24943004061970692828645	KIMPTON HOTEL MONACO DC WASHINGTON DC	\$418.58

Cardholder Account Summary					
TINO TIJERINA #### #### #### 5301		Payments & Other Credits \$265.00-	Purchases & Other Charges \$5,290.83	Cash Advances \$0.00	Total Activity \$5,025.83

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/04	03/06	PPLN01	24692164065101049562585	THE HOME DEPOT 6874 INDIO CA	\$259.91
03/06	03/07	PPLN01	24492164066000039482773	TPC TRAINING HTTPSLIVE.TPC FL	\$1,195.00
03/06	03/07	PPLN01	24801974067690794150487	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$830.00
03/06	03/07	PPLN01	24801974067690794269089	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$830.00
03/06	03/07	PPLN01	24801974067690794283767	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$830.00
03/07	03/08	PPLN01	24055234068091615000087	ARRIOLAS TORTILLERIA INDIO CA	\$180.12
03/07	03/08	PPLN01	74801974068690811663581	CREDIT VOUCHER CALIFORNIA WATER ENVIRON OAKLAND CA	\$265.00-
03/12	03/13	PPLN01	24492164072000024532303	CRUCIALLEARNING.COM HTTPSWWW.CRUCUT	\$330.00
03/11	03/13	PPLN01	24269794072500669663623	KSC & SON CORPORATION - G INDIO CA	\$12.00
03/20	03/21	PPLN01	24067204080220190503008	RDOAG IND 010445 INDIO CA	\$620.96
03/20	03/22	PPLN01	24943014081010183759283	THE HOME DEPOT #6874 INDIO CA	\$147.01
03/22	03/24	PPLN01	24231684083837000082856	SMART AND FINAL 718 COACHELLA CA	\$41.83
03/29	03/31	PPLN01	24269794090500979738667	KSC & SON CORPORATION - G INDIO CA	\$14.00

Cardholder Account Summary					
JASON DAFFORN #### #### #### 7175		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,910.41	Cash Advances \$0.00	Total Activity \$1,910.41

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/28	03/01	PPLN01	24943004060970531967266	INTERCONTINENTAL WILLARD 2026377474 DC	\$1,511.93
03/01	03/01	PPLN01	24692164061107125172912	Palm Sp Desert Sun 888-426-0491 IN	\$14.99
03/04	03/06	PPLN01	24055234065091319000287	HABIT LA QUINTA 115 LA QUINTA CA	\$31.03
03/06	03/07	PPLN01	24492154066715687516454	EB RIVERSIDE COUNTY S 801-413-7200 CA	\$92.55
03/06	03/08	PPLN01	24037244067900016668123	EL MEXICALI CAFE II INDIO CA	\$90.02
03/18	03/20	PPLN01	24037244079900018557726	EL MEXICALI CAFE II INDIO CA	\$36.16

**Cardholder Account Detail Continued**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/29	03/31	PPLN01	24399004089295056054126	BEST BUY MHT 00010207 LA QUINTA CA	\$133.73

**Cardholder Account Summary**

JAMES MILLS #### #### #### 0168	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,909.11	Cash Advances \$0.00	Total Activity \$1,909.11
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**Cardholder Account Detail**

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
02/29	03/03	PPLN01	24692164061107661475323	THE HOME DEPOT 6874 INDIO CA	\$216.41
03/07	03/08	PPLN01	24692164067102470048308	AMZN Mktp US*RN2H22152 Amzn.com/bill WA	\$28.37
03/07	03/08	PPLN01	24692164067102780783107	AMZN Mktp US*RN5X42XN2 Amzn.com/bill WA	\$1,484.01
03/29	03/31	PPLN01	24943014090010184501527	THE HOME DEPOT #6874 INDIO CA	\$180.32

**Additional Information About Your Account**

IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 04/10/24 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$19886.76

**Finance Charge Summary / Plan Level Information**

Plan Name	Plan Description	FCM <sup>1</sup>	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
<b>Purchases</b>									
PPLN01 001	PURCHASE	E	\$0.00	0.06008%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$19,886.76
<b>Cash</b>									
CPLN01 001	CASH	A	\$0.00	0.06554%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00

\* Periodic Rate (M)=Monthly (D)=Daily

\*\* Includes cash advance and foreign currency fees

<sup>1</sup> FCM = Finance Charge Method

Days In Billing Cycle: 31  
APR = Annual Percentage Rate

(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits	Credits
ANNA BELL	3/21/2024	3/22/2024	PANDA EXPRESS 1486	Express Payment Services (Fast Food)	\$5.66	
ANNA BELL	3/21/2024	3/22/2024	PANDA EXPRESS #1486 P	Express Payment Services (Fast Food)	\$11.53	
ANNA BELL	3/21/2024	3/22/2024	PANDA EXPRESS #1486 P	Express Payment Services (Fast Food)	\$97.33	
BRANDEN RODRIGUEZ	3/27/2024	3/28/2024	SO *TEAM SPORTS INDIO	Miscellaneous General Merchandise	\$380.08	
BRANDEN RODRIGUEZ	3/26/2024	3/27/2024	EIG*CONSTANTCONTACT.COM	Continuity/Subscription Merchants	\$104.75	
BRANDEN RODRIGUEZ	3/21/2024	3/22/2024	NAME BADGES	Miscellaneous Publishing And Printing	\$95.48	
BRANDEN RODRIGUEZ	3/21/2024	3/22/2024	VISTAPRINT	Miscellaneous Publishing And Printing	\$186.96	
BRANDEN RODRIGUEZ	3/20/2024	3/21/2024	AMZN Mktp US*RHO2V1P92	Book Stores	\$26.09	
BRANDEN RODRIGUEZ	3/19/2024	3/20/2024	AMZN Mktp US*RH37237T0	Book Stores	\$104.36	
BRANDEN RODRIGUEZ	3/18/2024	3/20/2024	STAPLES 00113241	Stationery Office & School Supply Sto	\$171.81	
BRANDEN RODRIGUEZ	3/17/2024	3/18/2024	AMZN Mktp US*R61HJ80W1	Book Stores	\$14.52	
BRANDEN RODRIGUEZ	3/15/2024	3/17/2024	AMZN Mktp US*RNT1V4YK1	Book Stores	\$262.26	
BRANDEN RODRIGUEZ	3/3/2024	3/4/2024	AMAZON.COM*RZ79220W1	Book Stores	\$194.66	
BRANDEN RODRIGUEZ	3/3/2024	3/4/2024	AMZN Mktp US*RZ04T3SB2	Book Stores	\$169.15	
DAVE COMMONS	3/19/2024	3/20/2024	CHEVRON 0308922	Automated Gasoline Dispensers	\$40.05	
DAVE COMMONS	3/4/2024	3/5/2024	Amazon.com*RN9DG1BA0	Book Stores	\$54.38	
DAVE COMMONS	3/3/2024	3/4/2024	ADOBE INC.	Computer Software	\$19.99	
DEBRA CANERO	2/29/2024	3/3/2024	KIMPTON HOTEL MONACO DC	Hotels/Motels Resorts - Lodging	\$418.58	
DEBRA CANERO	2/28/2024	3/1/2024	INTERCONTINENTAL WILLARD	Intercontinental Hotels	\$1,179.21	
HEBERTO MORENO	3/14/2024	3/17/2024	PAYPAL *OCTWATEROUA	Civic Social & Fraternal Associations	\$196.80	
HEBERTO MORENO	3/14/2024	3/15/2024	OFFICE OF WATER PROGRAMS	Civic Social & Fraternal Associations	\$239.50	
HEBERTO MORENO	3/7/2024	3/8/2024	DKFSOLUTIONSGROUP.COM	Schools & Educational Services Not Els	\$39.00	
HEBERTO MORENO	3/5/2024	3/6/2024	DKFSOLUTIONSGROUP.COM	Schools & Educational Services Not Els	\$99.00	
HEBERTO MORENO	2/29/2024	3/1/2024	NASSCO INC.	Charitable And Social Service Organiza	\$295.00	
HEBERTO MORENO	2/28/2024	3/1/2024	TA *041 COACHELLA	Service Stations	\$65.24	
HOLLY GOULD	3/30/2024	3/31/2024	PB LEASING	Equipment Rental & Leasing Services T	\$170.37	
HOLLY GOULD	3/28/2024	3/29/2024	ANDY'S #4 BURGERS	Express Payment Services (Fast Food)	\$156.08	
HOLLY GOULD	3/26/2024	3/27/2024	USPS PO 0536780201	Postage Stamps	\$8.73	
HOLLY GOULD	3/25/2024	3/26/2024	WAL-MART #2181	Grocery Stores Supermarkets	\$97.84	
HOLLY GOULD	3/20/2024	3/22/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	(\$830.00)	(\$830.00)
HOLLY GOULD	3/14/2024	3/17/2024	CALIFORNIA SPECIAL DIS	Membership Organizations Not Elsewher	\$720.00	
HOLLY GOULD	3/12/2024	3/13/2024	WM SUPERCENTER #2181	Grocery Stores Supermarkets	\$130.08	
HOLLY GOULD	3/8/2024	3/8/2024	LIFEWORX EDUCATION INC	Schools & Educational Services Not Els	\$69.00	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265409315	Southwest	\$232.97	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265450755	Southwest	\$232.97	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265450756	Southwest	\$232.97	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265454559	Southwest	\$213.96	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265454560	Southwest	\$213.96	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265454561	Southwest	\$213.96	
HOLLY GOULD	3/6/2024	3/8/2024	SOUTHWES 5262265454562	Southwest	\$213.96	
HOLLY GOULD	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$98.00	
HOLLY GOULD	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$319.00	
HOLLY GOULD	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$221.00	
HOLLY GOULD	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$221.00	
HOLLY GOULD	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$830.00	
HOLLY GOULD	3/6/2024	3/7/2024	AMZN Mktp US*RN6NG4WR0	Book Stores	\$302.31	
HOLLY GOULD	3/5/2024	3/7/2024	SOUTHWES 5262265061039	Southwest	\$241.96	
HOLLY GOULD	3/5/2024	3/6/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$830.00	
JAMES MILLS	3/29/2024	3/31/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$180.32	
JAMES MILLS	3/7/2024	3/8/2024	AMZN Mktp US*RN5X42XN2	Book Stores	\$1,484.01	
JAMES MILLS	3/7/2024	3/8/2024	AMZN Mktp US*RN2H22152	Book Stores	\$28.37	
JAMES MILLS	2/29/2024	3/3/2024	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$216.41	
JASON DAFFORN	3/29/2024	3/31/2024	BEST BUY MHT 00010207	Electronics Sales	\$133.73	
JASON DAFFORN	3/18/2024	3/20/2024	EL MEXICALI CAFE II	Eating Places Restaurants	\$36.16	
JASON DAFFORN	3/6/2024	3/8/2024	EL MEXICALI CAFE II	Eating Places Restaurants	\$90.02	
JASON DAFFORN	3/6/2024	3/7/2024	EB RIVERSIDE COUNTY S	Business Services Not Elsewhere Classi	\$92.55	
JASON DAFFORN	3/4/2024	3/6/2024	HABIT LA QUINTA 115	Express Payment Services (Fast Food)	\$31.03	
JASON DAFFORN	3/1/2024	3/1/2024	Palm Sp Desert Sun	Continuity/Subscription Merchants	\$14.99	
JASON DAFFORN	2/28/2024	3/1/2024	INTERCONTINENTAL WILLARD	Intercontinental Hotels	\$1,511.93	
JEANETTE JUAREZ	3/29/2024	3/31/2024	GOVERNMENT FINANCE OFFIC	Membership Organizations Not Elsewher	\$199.00	
JEANETTE JUAREZ	3/29/2024	3/31/2024	GOVERNMENT FINANCE OFFIC	Membership Organizations Not Elsewher	\$600.00	
JEANETTE JUAREZ	3/18/2024	3/20/2024	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$135.95	
JEANETTE JUAREZ	3/19/2024	3/20/2024	CCSI EFAX	Continuity/Subscription Merchants	\$18.99	
JEANETTE JUAREZ	3/13/2024	3/13/2024	HBRSSUBSCRIPTION	Continuity/Subscription Merchants	\$212.07	
JEANETTE JUAREZ	3/3/2024	3/4/2024	ADOBE INC.	Computer Software	\$263.89	
TINO TIJERINA	3/29/2024	3/31/2024	KSC & SON CORPORATION - G	Car Washes	\$14.00	
TINO TIJERINA	3/22/2024	3/24/2024	SMART AND FINAL 718	Grocery Stores Supermarkets	\$41.83	
TINO TIJERINA	3/20/2024	3/22/2024	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$147.01	
TINO TIJERINA	3/20/2024	3/21/2024	RDOAG IND 010445	Commercial Equipment Not Elsewhere Cl	\$620.96	
TINO TIJERINA	3/12/2024	3/13/2024	CRUCIALLEARNING.COM	Management Consulting And P. R. Servi	\$330.00	
TINO TIJERINA	3/11/2024	3/13/2024	KSC & SON CORPORATION - G	Car Washes	\$12.00	
TINO TIJERINA	3/7/2024	3/8/2024	ARRIOLAS TORTILLERIA	Eating Places Restaurants	\$180.12	
TINO TIJERINA	3/7/2024	3/8/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	(\$265.00)	(\$265.00)
TINO TIJERINA	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$830.00	
TINO TIJERINA	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$830.00	
TINO TIJERINA	3/6/2024	3/7/2024	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$830.00	
TINO TIJERINA	3/6/2024	3/7/2024	TPC TRAINING	Schools & Educational Services Not Els	\$1,195.00	
TINO TIJERINA	3/4/2024	3/6/2024	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$259.91	
TINO TIJERINA	3/10/2024	3/10/2024	AUTO PMT FROM ACCT	Payment Adjustment Fee or Finance Charge		(\$22,127.26)
Total					\$19,886.76	(\$23,222.26)



## Valley Sanitary District

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jeanette Juarez, Chief Administrative Officer  
**SUBJECT:** APPROVE THE REVISION TO THE CERTIFICATION INCENTIVE POLICY

---

### **Suggested Action**

APPROVE

### **Strategic Plan Compliance**

GOAL 1: Fully Staffed with a Highly Trained and Motivated Team

### **Fiscal Impact**

There is no fiscal impact from the revision to this policy.

### **Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

The District's Certification Incentive Policy was revised and adopted on October 27, 2020. A highly trained and motivated workforce benefits the District, the community, and the wastewater industry. The policy's benefits include enhanced customer service, succession planning, continuing education, improved employee retention, and professional development opportunities.

The modifications to the District's Certification Incentive Program Policy include:

- Standardized procedures for employees promoting their career ladder based on successful CWEA/State Water Resources Board certification achievement.
- All employees requesting the Certification Incentive must get approval from their Department Manager before taking the exam.
- Department Manager will justify applicability and submit a written request to the General Manager.
- The General Manager will approve employees' certification/testing requests.

The revisions to the District's Certification Incentive Policy will ensure that District employees have a structured and defined process for applying and qualifying for the Certification Incentive Program.

**Recommendation**

Approve the revision to the Certification Incentive Policy

**Attachments**

[7.3 Attachment A Certification Incentive Policy 2024.docx](#)

[7.3 Attachment B CERT INCENTIVVE REQUEST FORM.docx](#)



VSD

## Certification Incentive Program Policy

Revised 04/18/2024

### I. PURPOSE

The policy's purpose is to define the District's Certification Incentive program.

### II. POLICY

Valley Sanitary District encourages employees assigned to Operations, Maintenance, Collection System, Environmental Compliance, and the Laboratory to acquire California Water Environment Association certifications. To maintain consistency in the certification process, the following applies:

The District will reimburse Employees for the cost of taking a wastewater-relevant certification exam that is within their job classification series. All eligible employees must receive prior approval from their Department manager and provide proof of successfully passing the exam before the District will reimburse the expense.

Upon meeting minimum qualifications and certifications specified for the next higher level within a classification series, non-probationary employees will progress to the next level within the classification series without a new probationary period. Employees will be placed on the new wage range at the step in the new range that provides the equivalent of a one-step increase over their previous wage rate, beginning with the next full pay period following receipt of the certificate. The following example demonstrates how the District will apply this policy.

Tony is a Collection Worker I, which requires a Grade 1 certification. He takes and passes the Collection Worker Grade 2 certification exam. He was at Step D on the range for a Collection Worker I. His hourly rate is \$33.3375. He provides a copy of the Grade 2 certificate and is placed at Step C on the range for Collection Worker II. His new hourly rate is \$35.0000, equivalent to Step E on the Grade 1 range.

Employees who achieve a certification that is required by their job classification but is at a grade higher than what is required and no higher classification exists will receive an incentive pay equivalent to 5% of their base hourly pay rate. This incentive pay will begin with the next full pay period following receipt of the certificate. The following example demonstrates how the District will apply this policy.

Maria is a Laboratory Technician III, which requires a Grade 3 certification. She takes and passes the Laboratory Technician Grade 4 certification exam. She was at Step E on the range for a Laboratory Technician III. Her hourly rate is \$46.7250. She provides a copy of the Grade 4 certificate and is entitled to an incentive pay of 5% of her base hourly pay rate, which is \$2.33 63 per hour.

### **III. PROCEDURE**

For new requests, the department manager is responsible for justifying the applicability of a certification. Employees must submit a Request for Certification Incentive Approval form (Form) to their Department Manager before submitting an application to test for job related certifications.

Once the department manager receives the request and approves it, they must submit the Form along with the justification attached to the General Manager, who has the final determination if the request is approved. If approved, the employee may obtain the certification, attach a copy of the certificate to the approved request form, and submit it to Human Resources for processing.

For employees currently receiving the Certification Incentive, it is the employee's responsibility to ensure that they maintain their certification up to date. Employees must submit a copy of certification renewal to Human Resources before their expiration date. Employees with expired certifications will not receive the Certification Incentive, The District will review and audit applications and certificates for accuracy. The District will audit certifications yearly to ensure that certifications are up to date.

This incentive pay will be applied as of the first pay period following the date that the employee provides certification documentation to Human Resources. This incentive pay will be reported to CalPERS as special compensation earnable in compliance with Government Code 20636 and Title 2 of California Code of Regulations (CCR) § 571(a)(2) and Government Code § 7522.34. The District is not liable if CalPERS determines that this incentive pay does not qualify as compensation earnable.

This program can be unfunded or terminated at any time as a management right without advance notice.

**IV. DEFINITIONS**

As used in this policy, the following words and phrases shall have the following definitions.

Compensation earnable: comprises pay rate and special compensation.

Special compensation: pay items listed in Title 2 CCR § 571(a) for PEPRA employees and (b) for Classic employees that must be reported to CalPERS.

**EMPLOYEE CERTIFICATION OF RECEIPT**

I certify that a copy of the District's Certification Incentive Program Policy (Apr 2024) has been provided to me. I understand that it is my responsibility to become familiar with and comply with this policy as a condition of my employment at the Valley Sanitary District.

\_\_\_\_\_  
Employee Name                      \_\_\_\_\_  
Employee Signature                      \_\_\_\_\_  
Date



## CERTIFICATION INCENTIVE APPROVAL FORM

Employee Name: \_\_\_\_\_

Job Title: \_\_\_\_\_ Job Grade: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Dept: \_\_\_\_\_

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Employees must submit Request for Certification Incentive Pay to their Department Manager in advance of obtaining the certification. The Department Manager will then request approval from the General Manager.

Recognized certifications must be issued by either the State Water Resources Control Board or the California Water Environment Association and include:

- Collection System Maintenance (CWEA)
- Electrical / Instrumentation Technician (CWEA)
- Environmental Compliance Inspector (CWEA)
- Laboratory Analyst (CWEA)
- Mechanical Technologist (CWEA)
- Wastewater Treatment Plant Operator (SWRCB)

**This incentive pay will be applied as of the first pay period following when the employee Certification Incentive Request is approved by the General Manager.** Please refer to the Certification Incentive Pay Policy for more guidance.

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**Supervisor's Justification:**

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## Valley Sanitary District

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** ADOPT THE VALLEY SANITARY DISTRICT STRATEGIC PLAN UPDATE 2024

---

### **Suggested Action**

Approve

### **Strategic Plan Compliance**

GOAL 6: Improve Planning, Administration and Governance

### **Fiscal Impact**

There is no fiscal impact associated with the adoption of the Strategic Plan.

### **Environmental Review**

This item does not qualify as a project as defined by the California Environmental Quality Act (CEQA).

### **Background**

Valley Sanitary District compiled and adopted its first Strategic Plan in 2020. The Strategic Plan is a high-level planning document representing the direction of the Board and staff for the future. Every three (3) years, the plan needs to be reviewed and updated based on existing and new challenges the District faces. The Board approved a contract with Rauch Communications to assist in updating the plan from 2020. The Board and executive staff performed several tasks through 2023, including a full Board workshop on January 30, 2024. During the workshop, the Board and executive staff reviewed the updated draft and provided feedback and input.

Staff will present the final draft of the updated 2024 Strategic Plan for adoption.

### **Recommendation**

Adopt the 2024 update to the Valley Sanitary District Strategic Plan.

### **Attachments**

[Strategic Plan Draft.pdf](#)



# 2024 STRATEGIC PLAN VALLEY SANITATION DISTRICT

Prepared by: Rauch Communication Consultants Inc.



## **Board of Directors**

Debra Canero, President (Ward B)  
Mike Duran, Vice President (Ward D)  
Scott Sear, Secretary/Treasurer (Ward C)  
Edgar Santana (Ward A)  
Bill Teague, Director (Ward E)

## **District Management Staff**

Jason Dafforn, General Manager  
Ron Buchwald, District Engineer  
Jeanette Juarez, Chief Administrative Officer

## **Consultant**

Martin Rauch, Managing Consultant

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# Introduction

*Planning is strategic when it helps move an organization forward from its current situation to its desired future.*

## **Purpose of the Plan**

This three-year Strategic Plan is Valley Sanitary District's (VSD's) highest-level planning document and represents the Board's and staff's direction for the future. The Plan identifies the District's mission, vision, and core values while providing a set of goals and objectives that serve as a framework for decision-making.

The Plan is also a practical working tool that provides clear direction to the staff regarding the Board's goals and objectives. It includes a Work Plan developed by the staff to meet those goals and objectives. The Board and Staff will regularly refer to it as a guide to the District's actions during the period covered.

## **Plan Development**

**Background Research.** The consultants began by holding discussions with the Board President and General Manager.

**Confidential Interviews.** This was followed by a series of confidential interviews carried out by the consultant. The goal was for the interviewees to candidly express their interests and perspectives on the District and its priorities. The interviewees included the Board of Directors and Management Team.

**Strategic Planning Workshop.** The interviewees also participated in a workshop. At the workshop, the group reviewed the results of the interviews, undertook exercises to examine the current state of the District, identified issues and opportunities expected to confront the District in the future, and discussed priorities.

**Staff and Board Work.** Drawing from the interviews, workshop, and other information, the consultant, General Manager, and Leadership Team developed a draft Strategic Plan.

**Second Strategic Planning Workshop.** The draft was distributed to the Board and leadership team, and at a second workshop, the participants reviewed, discussed, and refined the draft Plan, including mission, vision, and values, and provided direction for additional changes.

**Staff Work Plan.** The Leadership Team and consultant developed a staff Work Plan designed to meet the mission of the District and strategic goals and objectives.

## **Founded 99 Years Ago to Serve Our Community**

**Valley Sanitary District was founded in 1925** and now provides sanitary sewer services to about 28,000 service connections within its 19.45 square mile service area that encompasses portion of the City of Indio, Coachella, and adjacent unincorporated Riverside County in California. About 97% of its customers are residential; they provide about 81% of the sewage flow and commercial customers provide the rest.

**The District operates and maintains around 254 miles of sanitary sewer lines and delivers over 6 million gallons per day of wastewater to its modern wastewater reclamation facility.** The reclamation facility can treat 12.5 million gallons per day. The treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.

**Governed by a Locally Elected Board of Directors.** Valley Sanitary District is governed by a five (5) member Board of Directors elected from within the District's service area. Each Director represents a specific geographic area known as a ward. The Board of Directors establishes goals and objectives, manages sound fiscal policy and control, sets rates and fees, approves the annual operating and capital budget, approves capital improvement plans, maintains strong communication with the General Manager, and advocates for the District. The Board of Directors makes decisions to serve the community's best interests. The Board of Directors meets on the second and fourth Tuesday of each month. Meetings are publicly noticed, and citizens are encouraged to attend.

# Strategic Framework

*Valley Sanitary District built the Strategic Plan from a series of logical and integrated components, described below.*

**Mission.** The mission statement explains why the organization exists. It articulates the organization's essential work in a brief sentence or two.

**Vision.** The vision articulates what the organization will become at a given time in the future. It is the strategic target that, when achieved, fulfills the organization's mission. As such, it is at the heart of the strategic planning process.

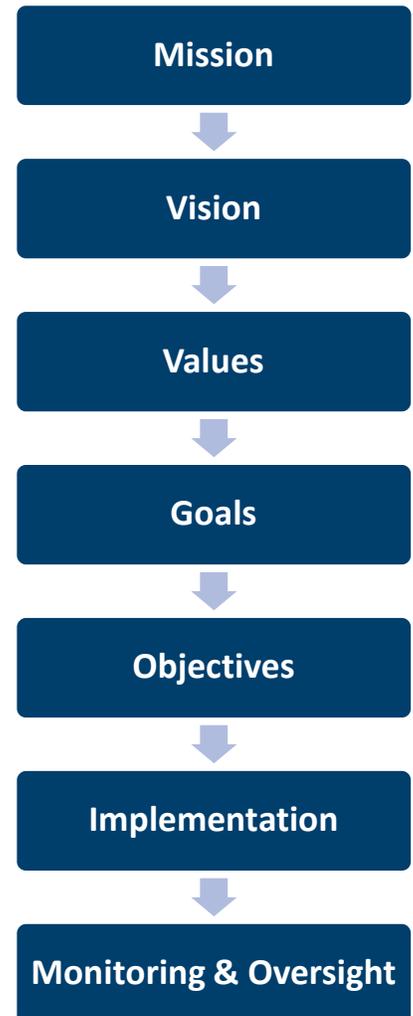
**Values.** Values provide guidance when an organization is faced with challenging decisions that require trade-offs, help govern attitudes and behaviors, and generally remain constant over time. The Board sets values.

**Goals.** Goals describe broad, primary areas of management, operations, and planning that must be addressed to accomplish the mission. Goals are not connected to timelines.

**Objectives.** Objectives are specific directions established by the Board, which expand upon and refine the goals. There may be multiple objectives for each goal. Objectives are related to goals but more specific, measurable, attainable, and have a time frame.

**Implementation Plan.** The Implementation Plan contains actions required to accomplish the mission, goals, and objectives. The actions in the Plan are assigned to members of the Leadership Team and have timelines. There may be multiple tasks for each objective.

**Monitoring/Oversight.** Actions developed that will be taken by the Board, Leadership Team, and staff to ensure that the plan is implemented and updated over time.



# Mission, Vision, and Values

## Mission

Valley Sanitary District serves and benefits Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply.

## Vision

Valley Sanitary District will support the Coachella Valley as an environmental steward, a model employer, and a leader in the wastewater industry that is known for its excellence and exceptional service. We will:

- **Provide exceptional service to our customers.**
- **Provide a healthy work environment**, cutting-edge equipment, and exceptional training opportunities for staff, our most important asset.
- **Provide leadership in protecting our shared environment** and safely reuse or recycle wastewater, energy, biosolids, and other useful byproducts.
- **Serve as a trusted participant in the community** through our collaboration, open communication, and educational programs.

## Values

- **Transparent**– We provide information to the public in a complete, understandable, and timely form that is readily available.
- **Responsible**– We take into account our environment, community, customers, and ratepayers in everything we do.
- **Respectful**– We value diverse viewpoints, teamwork, and active listening to our community and staff.
- **Integrity**– We maintain high standards of conduct in all our actions and circumstances.

# **Big Picture View of the Strategic Direction**

*VSD's strategy, highest priority, and new direction are summarized below.*

## **Our Highest Priorities and Strategies**

**PRIORITY: Regain public trust and recognition.** The District lost some community trust as a result of a mishandled rate program. The board and staff learned from that event, are adjusting course in response, and seek to demonstrate that the District has listened and is serving the community well.

**STRATEGY:** Better and more public outreach and engagement. The District will refocus its outreach to the general public it serves as well as to individual stakeholders, community leaders, legislators, and others.

**PRIORITY: Efficiently and proactively repair, replace, upgrade, maintain, and build new facilities needed to serve the community.** The value of the District's facilities is about \$137 million. It is critical that the investment of public money in these facilities be protected through proper maintenance, upgrade, and replacement.

**STRATEGIES:** Develop and implement a long-term proactive maintenance and capital improvement program plan.

Build public understanding and support for needed rates that are implemented every year in smaller increments rather than in periodic jumps, and maximize grants and outside funding.

**PRIORITY: Maintain a stable, motivated, and qualified workforce**

**STRATEGIES:** The wide-ranging strategies needed to achieve this priority include:  
continuing to enhance organizational culture, leadership, and skills training;  
maintaining appropriate compensation  
ensuring that the District is a great place to work; and  
prioritizing retention, culture improvement, and effective succession.

## Goals, Objectives, and Implementation Plan

*Immediately below are introductory notes to the strategic goals and objectives on the following pages.*

**Key Areas of Change.** This Strategic Plan focuses only on critical areas where there is a change or a desire for additional clarity of direction. This plan does not incorporate numerous existing and ongoing initiatives, programs, and actions.

**Priorities.** The notation “(High)” after an action indicates a high-priority action. A high priority is defined as a “must-do.” Some actions are urgent regarding timing but not necessarily a high priority.

**Timing.** Goals and objectives marked “annually” or “ongoing” will be reported at least once yearly. This will allow the Executive Director to use the feedback received from the Board when preparing the new fiscal year budget.

**Implementation.** Staff will develop the implementation plan following the Board review and approval of the goals and objectives.

## **GOAL 1: FACILITIES. Reliable, Sustainable Facilities that Meet Customer Needs.**

**Strategic Challenge.** The District is currently undertaking \$80 million in upgrades and rehabilitation of the treatment plant, including adding new influent bar screens, replacing the grit chamber, building a second digester, and installing a waste-activated sludge thickening process. The District's permit is up for renewal in 2025, and the District expects that the state may lower the limits on the discharge of ammonia, which is a byproduct of the sewage treatment process. Meeting the updated regulation is expected to cost up to \$20 million in today's dollars. The upgrades expected to be required to meet those regulations would nearly make all the treated effluent full tertiary treated recycled water with only minor additional processes needed. Recycled water is, potentially, a valuable commodity for irrigating large landscapes or for discharging to the Salton Sea to help make it less salty.

In addition to the upgrades described above, there are also extensive, ongoing maintenance needs that increase over time as treatment plant, pumps, pipelines, electronic controls, and other facilities age. In total, the District should be investing roughly \$8.7 million per year in facility maintenance, rehabilitation, upgrades, and replacements but is investing about \$3.7 million per year. The Capital Improvement Program (CIP) Master Plan for the collection system was last updated in 2013 and the Treatment Plant CIP Master Plan in 2015.

**Strategic Response.** The District will update both its Wastewater Master Plan and Facilities Master Plan to provide a guide to future upgrades, replacements, and maintenance. The planning will include priorities and a Plan with timing, staffing, and costs to undertake the needed work. The Board and Staff will also set facility upgrade and replacement priorities to best balance affordability and system reliability.

*The following objectives and implementation actions must be completed to fulfill Goal 1.*

**OBJECTIVE 1.1: A Board-approved, up-to-date capital prioritization methodology is being implemented.**

**OBJECTIVE 1.2: Comprehensive wastewater and facilities master plans are funded and implemented.**

**OBJECTIVE 1.3: The District's use of technology lowers costs and improves quality and reliability.**

**OBJECTIVE 1.4: The purposes, needs, urgency, costs, and other parameters of major projects are clearly described so that the Board has the information to make decisions that can be followed through without reconsideration.**

**OBJECTIVE 1.5: Recognizing that the District provides a critical public service – the Board will confirm the essential nature of approved projects and prioritize completing them on schedule.**

**OBJECTIVE 1.6: Work plans for large projects are phased for tracking, demonstration of progress, and reporting.**

**OBJECTIVE 1.7: Opportunities to decrease energy and chemical use and be a good steward are evaluated for implementation.**

**OBJECTIVE 1.8: The District is seeking to utilize its treated effluent for the highest practical use and is positioned to move quickly on reuse when funding becomes available.**

## **Goal 2: FINANCE: Sustainable, Long-Term Funding Is in Place.**

**Strategic Challenge.** The District has substantial reserves and clear, easy-to-understand budget and financial documents. However, revenue is not adequate to cover long-term needs to maintain, upgrade, and replace current, aging facilities and to build needed new facilities. Another challenge is to control costs and rates, while providing quality, reliable services.

**Strategic Response.** The District will clearly identify its long-term financial needs with a financial plan, seek grants and other favorable funding to help maintain affordability, and set rates that are adequate to make up the difference.

*The following objectives and implementation actions must be completed to fulfill Goal 2.*

**OBJECTIVE 2.1: An up-to-date, long-term financial plan guides financial decisions.**

**OBJECTIVE 2.2: Grants and other favorable public and private funding help keep customers' rates reasonable.**

**OBJECTIVE 2.3: Long-term, sustainable revenue sources fully fund all identified District needs.**

**OBJECTIVE 2.4: Reserve targets are reviewed and updated annually.**

## **GOAL 3: STAFF. The District Retains Its Motivated, Well-trained, and Experienced Staff.**

**Strategic Challenge.** The District staff is motivated, well-trained, and hard-working. However, the District routinely loses staff to larger agencies that pay more and offer more opportunities for advancement. It can be difficult to hire new workers, especially in areas requiring a state certification – there is a shortage of these highly skilled workers statewide. The loss of staff results in a loss of institutional knowledge and poses a variety of succession challenges.

**Strategic Response.** Retaining a well-trained staff is necessary if the District is to succeed at its mission, and the District will take the steps needed to ensure effective hiring, retention, and succession of a qualified and well-trained staff team.

*The following objectives and implementation actions must be completed to fulfill Goal 3.*

**OBJECTIVE 3.1: Key positions are identified, and there is at all times more than one person prepared to carry out each identified key role as an interim successor in a reasonably proficient manner.**

**OBJECTIVE 3.2: A succession and knowledge retention plan is being implemented for each key position.**

**OBJECTIVE 3.3: An effective retention plan is being actively implemented for all staff.**

**OBJECTIVE 3.4: Adequate, qualified, trained, and experienced staff are in place to meet the District's approved needs.**

**OBJECTIVE 3.5: Staff has the management, tools, and technology needed to excel.**

## **GOAL 4: OUTREACH. A Well-designed and Properly Resourced Outreach Plan Is Sustained.**

**Strategic Challenge.** Simply put, the District must have the understanding and support of its customers if it is to serve them effectively in the future. The challenge is that the Board and Staff believe that the District’s customers and ratepayers are not sufficiently informed about who the District is, its quality of services, or its importance despite many years of ongoing outreach. In recent years the District has experimented with a variety of outreach approaches and programs to communicate and engage effectively with customers. The current program appears to be working to build the needed understanding and support of district programs and to provide the information the public needs and wants about the District.

**Strategic Response.** The District will develop, approve, and implement a well-designed and properly resourced outreach plan that is sustained and supported over time.

*The following objectives and implementation actions must be completed to fulfill Goal 4.*

**OBJECTIVE 4.1: The public understands the services the District provides, where to learn more, and have their questions answered.**

**OBJECTIVE 4.2: The District’s programs and funding needs are understood and supported by the public.**

**OBJECTIVE 4.3: The District understands customer service-related wants, needs, and interests.**

## **GOAL 5: GOVERNANCE. An Ever-Improving Board Sets Clear and Thoughtful Direction for the District.**

**Strategic Challenge.** The District has a well-functioning Board that understands its role and works together well. Notably, the Board has started engaging with other local, state, and federal governments, which builds opportunities for mutual support that benefit the District and its customers. Committees are working well to tackle big projects, making the Board's work more efficient. As with any group, however, there are areas where improvements can be made. For example, the Board needs to work on consistently holding to its decisions and not revisiting settled matters. Also, the General Manager performance evaluation process should be updated, and an increased emphasis on formal manners and protocol in the Board room would be helpful.

**Strategic Response.** The Board of Directors will self-critique and continue to elevate its performance.

*The following objectives and implementation actions must be completed to fulfill Goal 5.*

### **OBJECTIVE 5.1: The Board self-evaluates and actively seeks to improve its performance over time.**

5.1.1 The Board, with the support of the Manager, will undertake an annual self-assessment and consider making improvements and changes in its policies, processes, and procedures.

5.1.2: The Board will encourage its members to engage in relevant training at conferences and other appropriate venues.

### **OBJECTIVE 5.2: The Board is engaged in relationship building in the community and among local, state, and national governments.**

### **OBJECTIVE 5.3: New directors receive a useful orientation that helps integrate them into the Board and become productive members more rapidly.**

### **OBJECTIVE 5.4: The General Manager's annual performance evaluation process is thorough and productive, benefiting both the Board's and Manager's performance and supporting the maintenance of proper roles and relationships, and is conducted annually at a fixed date.**



## Valley Sanitary District

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Jason Dafforn, General Manager  
**SUBJECT:** BIOSOLIDS PROJECT UPDATE AND MEMORANDUM OF UNDERSTANDING (MOU) WITH LYTEK INTERNATIONAL

---

### **Suggested Action**

APPOVE

### **Strategic Plan Compliance**

GOAL 2: Increase Recycling, Reuse, and Sustainability

### **Fiscal Impact**

There is no fiscal impact associated with this MOU.

### **Environmental Review**

Execution of the MOU does not constitute a project under CEQA.

### **Background**

Continuing to transport and dispose of Valley Sanitary District biosolids in Arizona is not a sustainable solution both from a financial standpoint and an environmental standpoint. Additionally, potential future Arizona regulations may impact the cost and ability to continue the current disposal method. VSD began looking into environmentally sustainable options for future treatment and disposal of biosolids. In February of 2023, VSD and Lystek entered into an agreement to evaluate the feasibility of biosolids treatment and local reuse.

In early 2024, the study was finalized which resulted in a favorable option to produce a liquid fertilizer for reuse locally as a substitute to manufactured fertilizer products for farm application. Staff will provide an overview of the feasibility results and discuss the next steps to further the project into design and potentially construction.

### **Recommendation**

Authorize the General Manager to execute a Memorandum of Understanding (MOU) between Valley Sanitary District and Lystek International Limited for the treatment, beneficial use, and management

of wastewater plant biosolids.

**Attachments**

[VSD - Lystek MOU 2024 FINAL.docx](#)

**MEMORANDUM OF UNDERSTANDING BETWEEN  
VALLEY SANITARY DISTRICT  
AND  
LYSTEK INTERNATIONAL LIMITED  
FOR TREATMENT, BENEFICIAL USE, AND MANAGEMENT OF WASTEWATER PLANT BIOSOLIDS**

This Memorandum of Understanding (“MOU”), dated \_\_\_\_\_, 2024 (“Effective Date”) is made and entered by and between the Valley Sanitary District (“VSD” or “District”), a California special district, and Lystek International Limited (“Lystek”), a corporation organized and existing under the laws of the State of Delaware, a wholly-owned subsidiary of Lystek International Corp., a corporation organized and existing under the laws of Canada. VSD and Lystek are sometimes individually referred to herein as “Party” and collectively as “Parties.”

**RECITALS**

1. The District was founded in 1925 and is governed by the California Sanitary Act of 1923. The District believes in environmental stewardship and is regulated by the California Regional Water Quality Control Board (RWQCB) — Colorado Region and the U.S. Environmental Protection Agency (USEPA). The District generates approximately 1,446 dry tons of biosolids annually.
2. Lystek has a patented technology (Lystek THP®) for the advanced treatment of biosolids and organic residuals into high-value end products. Lystek THP is acknowledged by the USEPA as meeting the Class A standard as defined under 40 C.F.R., Part 503 for post-treatment of biosolids and the end product is licensed by the California Department of Food and Agriculture as a bulk fertilizer (LysteGro®). Lystek THP has been in continuous operations in North America for more than 15 years.
3. The District wishes to develop an on-site solution for the cost-effective treatment, beneficial use(s), and management of its biosolids and organic residuals as local, state, and federal regulations increasingly restrict current biosolids management practices of soil amendment and landfill cover. The District desires to be a leader in the region for the safe, secure, and sustainable production of a beneficial use material that is needed by local agriculture. The District also wishes to explore the capability for enhanced biogas generation to lower its dependency on energy from fossil fuels. This on-site solution will process VSD’s dewatered biosolids into LysteGro fertilizer, while also generating additional biogas with LysteMize (as defined herein) digestion (the “VSD Project”).
4. Lystek THP improves digestibility of organic solids and can increase biogas generation for beneficial use. LysteMize® is the anaerobic digestion of Lystek hydrolyzed residuals. This presents VSD the opportunity to generate additional biogas for use in the District’s co-generation systems and minimize solids.
5. Lystek THP is the leading technology in California for advanced biosolids treatment. Lystek has successfully managed a fertilizer land application program for LysteGro produced in the State for over seven years. During this time, more than 600,000 tons of LysteGro fertilizer has been produced, sold, and applied to California ranch and farm lands.

6. Lystek is also interested in developing, designing, constructing, and managing a regional facility housed on District property that would handle and process dewatered biosolids and other organic residuals generated from wastewater treatment facilities within Riverside County and its surrounding counties and produce LysteGro fertilizer (the “Regional Project”). In and for the mutual interest of VSD and Lystek, the Parties wish to enter into this MOU to create a framework under which the Parties can collaborate and coordinate on specific aspects of the VSD Project and the Regional Project.

Now, therefore, in consideration of the conditions and promises contained in this MOU, VSD and Lystek agree as to the responsibilities of the Parties as follows:

## **AGREEMENT**

### **1. Recitals**

The foregoing recitals are true and correct and incorporated here by reference and made a part of this MOU.

### **2. VSD Project Components**

The separate, but coordinated, components of the VSD Project include (but are not limited to), the following phases:

- i. Project Design
- ii. Project Financing
- iii. Project Construction
- iv. Facility Operations
- v. LysteGro Management

The Parties agree to work cooperatively and in good faith for the successful development of a complete VSD Project. Each of the VSD Project components described above will be initiated under separate agreement(s) and, in some cases, will progress concurrently to avoid extended project timelines. Notwithstanding anything in this MOU, the Parties acknowledge that Lystek may undertake additional projects in the region, but will not undertake a project that could potentially negatively impact the long-term management of the LysteGro end product from the VSD Project (or, any similar product produced by the VSD Project), including, but not limited to, reducing sales of the LysteGro end product, within a 100 mile radius of the VSD Project without VSD concurrence. Each separate agreement shall include a similar provision.

### **3. Description of VSD Project Components and Desired Outcomes**

#### **i. Project Design Phase**

Lystek has previously prepared a project feasibility report (submitted November 2023) for VSD to evaluate the operational, technological, and economic benefits to VSD of implementing Lystek THP on-site. As a result of this feasibility report, VSD and Lystek will enter into an agreement for the design of the VSD Project (the “Project Design Agreement”) subject to approval from its Board of Directors to enter a Project Design Agreement.

As part of the Project Design Agreement, District and Lystek will review available options for construction of the project within the limits of the existing VSD facility. Lystek has the capabilities and the proven success of undertaking design build construction projects of the size, scope, and

complexity of the proposed VSD Project, should the Parties choose Lystek as the primary contractor for the VSD Project.

The Project Design Phase will result in a complete design document for the VSD project. The design document will be used to secure all necessary documentation, approvals, certifications, and permits needed to proceed with procurement and construction of the VSD Project. Lystek will support VSD and any VSD-contracted consultants in the applications and/or submittals required for the necessary permits and approvals documentation. Depending on the form of procurement chosen by VSD (i.e., design build, request for bids, etc.), Lystek can prepare construction drawings and specifications upon request by VSD as an addendum to the applicable agreement. The Project Design Agreement will provide a detailed description of the tasks (scope of work) required to produce a complete design document for use by VSD.

**ii. Project Financing Phase**

Upon execution of the Project Design Agreement by the Parties, VSD and Lystek will work cooperatively to investigate and secure sources for the financing of the VSD Project. The form of financing could include separate or combined elements of regional, state, federal grants or loans, independent financing from banks or similar institutions, bonds, or Lystek secured financing. The objective of this phase is to identify a reliable and available source of funding to initiate the Project Construction Phase within a reasonable time from the completion of the Project Design Phase.

**iii. Project Construction Phase**

VSD may choose to proceed with the Project Construction Phase before, during or after receipt of any permit(s) and approval(s). This will include construction of the different components of the VSD Project, including, but not limited to, a new Lystek Processing Building, installation of the Lystek THP technology and ancillary equipment, LysteMize Digestion, LysteGro truck loading station, supporting infrastructure, and site works as defined during Project Design Phase and incorporated within the project plans and specifications.. Subject to VSD Board approval, the Parties will enter into negotiations to execute an agreement for construction and ownership of the VSD Project (the "Project Construction Agreement").

**iv. Facility Operations Phase**

The Parties have not determined who will be responsible for the Facility Operations Phase. Generally, past Lystek projects of this size and type operate with internal existing staff and require minimal treatment plant changes to operations personnel. Should VSD desire and the VSD Board approve, the Parties could enter into an agreement (the "Facility Operations Agreement") such that Lystek would provide support or leading roles in operations, maintenance, or any combination of these services throughout facility operations. If VSD desires to enter into a Facility Operations Agreement, it shall be negotiated and executed prior to the start of the Project Construction Phase. Otherwise, VSD shall operate and maintain the VSD Project.

**v. LysteGro Management**

The District desires that Lystek provide long-term management of the LysteGro end product for beneficial use(s) including without limitation marketing and sales of LysteGro. Lystek has a proven record of land application of the compliant LysteGro product to farmers and ranchers. Prior to proceeding with the Project Construction Phase, subject to VSD Board approval, VSD and Lystek will enter into negotiations to execute an agreement documenting this (the "LysteGro Management Agreement"). The objective of this is to provide a sustainable and reliable soil amendment for regional and local agriculture. Lystek shall provide services under the LysteGro Management Agreement exclusively to and for the benefit of District and shall not provide such services, which

may negatively impact the long-term management of the LysteGro product from the VSD project, to entities within a 100 mile radius of the VSD Project without the express written approval of VSD.

#### **4. The Regional Project**

Lystek proposes to build a receiving and processing facility for third party treatment of biosolids as part of the Regional Project. The Regional Project would be located on District land adjacent to VSD's current facility. If Lystek moves forward with the Regional Project, the Parties will negotiate and execute a development agreement setting forth a full project scope and timeline for design, financing, construction, commissioning, operation, and management of the Regional Project (the "Development Agreement"). It is currently intended that Lystek will provide all financing for the Regional Project with the District providing the land for the Regional Project, subject to a long term ground lease and/or royalty/tipping fee on products produced by the Regional Project.

If Lystek proposes to move forward with a project similar to the Regional Project within a 100 mile radius of the Regional Project, District shall have the right to exercise, within thirty (30) days of notice from Lystek, the right to enter into an exclusive negotiating agreement (the "ENA") with Lystek for the Parties to negotiate a Development Agreement diligently and in good faith. The ENA shall be in effect for a one (1) year period or less as the Parties may agree. During the term of the ENA, Lystek shall not execute a final agreement with any other person or entity regarding the development of said proposed Lystek project.

#### **5. Compensation**

The Parties shall each bear their own costs and expenses in connection with this MOU (including the cost of consultants, attorneys and staff time) and neither Party shall be obligated to provide resources or invest funding except as mutually agreed. Notwithstanding the foregoing, each of VSD and Lystek agree in good faith to provide sufficient internal resources to pursue the projects and agreements described herein. The District shall pay for the Project Design Phase as set forth in the Project Design Agreement. No additional compensation will be made for work not authorized by a properly executed agreement.

#### **6. Term of Agreement**

This MOU shall commence on the Effective Date and expire upon completion of the VSD Project and Regional Project. The term of each and any subsequent agreement shall be detailed in the respective agreement between the Parties.

#### **7. Termination**

This MOU may be terminated by either Party at any time prior to the execution of the Project Design Agreement. The sole remedy of Lystek for any material breach of this MOU by District will be termination. This MOU may be terminated by District for cause in the event that Lystek is in breach of its obligations under this MOU. District may terminate this MOU with or without cause if District decides to not move forward with the VSD Project.

#### **8. Delays in Performance**

Neither the District nor Lystek shall be considered in default of this MOU for material delays in performance caused by circumstances beyond the reasonable control of the non-performing Party.

#### **9. Qualifications**

Lystek represents and warrants to the District that it has the qualifications, experience, licenses, and facilities necessary to properly perform this MOU and the services as will be detailed and described in each subsequent agreement in a competent and professional manner.

**10. Standard of Care**

Lystek’s services will be performed in accordance with generally accepted professional practices and principles and in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions.

**11. Assignment and Subconsultant**

Lystek shall not assign, sublet, or transfer this MOU or any rights under or interest in this MOU without the written consent of the District, which may be withheld for any reason. Any attempt to so assign or so transfer without such consent shall be void and without legal effect and shall constitute grounds for termination of this MOU.

**12. Independent Contractor**

Lystek is retained as an independent contractor and is not an employee of District. The work to be performed shall be in accordance with the work described in this MOU, subject to such directions and amendments from District as herein provided.

**13. Indemnification; Insurance**

To the fullest extent permitted by law, Lystek shall defend (with counsel of District’s choosing), indemnify and hold the District, its officials, officers, employees, volunteers, and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any acts, errors or omissions, or willful misconduct of Lystek, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of this MOU, including without limitation the payment of all damages, expert witness fees and attorney’s fees and other related costs and expenses except such loss or damage caused by the sole negligence or willful misconduct of the District. Lystek’s obligation to indemnify shall survive expiration or termination of this Agreement and shall not be restricted to insurance proceeds, if any, received by Lystek, the District, its officials, officers, employees, agents, or volunteers.

Lystek shall not commence work for the District under this MOU until it has provided evidence satisfactory to the District it has secured all insurance that meets the reasonable requirements of District for the activities undertaken by Lystek.

**14. Documents**

All original papers, maps, models, designs, studies, surveys, reports, data, notes, computer files, documents, drawings, and other work products (collectively “Work Product”) produced pursuant to this MOU and/or subsequent agreement(s), except documents which are required to be filed with public agencies, shall be deemed solely the property of the District.

**15. Notice**

Any notice or other writing required or permitted to be given under this MOU or for the purposes of this Agreement to any Party shall be sufficiently given if delivered to such Parties:

Valley Sanitary District  
45500 Van Buren Street  
Indio, CA 92201  
Attn: General Manager

Lystek International  
1014 Chadbourne Road  
Fairfield, CA 94534  
Attn: General Manager, Fairfield OMRC

Notice shall be deemed served upon:

- 1) the date of personal delivery,

- 2) the date of transmission of the electronic correspondence provided that the sender has received a confirmation of electronic transmission,
- 3) one day after delivery by a recognized overnight courier, or
- 4) two days after mailing by registered or certified mail.

**16. Cooperation**

Lystek shall cooperate in the performance of work with the District and all other agents.

**17. Entire Agreement; Amendments**

This MOU (including all exhibits attached hereto) represents the entire agreement between the Parties with respect to the subject matter hereof and thereof and supersede all prior and contemporaneous oral and prior written agreements. This MOU shall not be amended, modified or supplemented without the written agreement of Lystek and District at the time of such amendment, modification or supplement.

**18. Governing Law; Jurisdiction; Forum**

This MOU shall be governed by and construed in accordance with the laws of the State of California. The Parties agree that any action, suit or proceeding by or among the Parties shall be brought in the Superior Court of the State of California located in the County of Riverside or the Federal Court for the Central District of California, provided that such court has subject matter jurisdiction over the dispute.

**19. Equal Opportunity Employment**

Lystek represents that it is an equal opportunity employer and that it shall not discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, sex, age, or other interests protected by the State or Federal Constitutions. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff, or termination.

**20. District's Right to Employ Other Consultants**

District reserves its right to employ other consultants as they deem necessary in connection with the MOU or any subsequent agreement.

IN WITNESS WHEREOF, the Parties have executed this MOU as of the date first written above.

**VALLEY SANITARY DISTRICT**

**LYSTEK INTERNATIONAL LIMITED**

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

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

Its: General Manager, VSD

Its: General Manager, Fairfield OMRC

Printed Name: Jason Dafforn, P.E.

Printed Name: James Dunbar, P.E.

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

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



## Valley Sanitary District

**DATE:** April 23, 2024  
**TO:** Board of Directors  
**FROM:** Ron Buchwald, District Engineer  
**SUBJECT:** COUNTY OF RIVERSIDE TRANSPORTATION AND LAND  
MANAGEMENT AGENCY AGREEMENT FOR ADJUSTMENT OF VSD'S  
EXISTING SEWER MANHOLES

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### **Suggested Action**

Approve.

### **Strategic Plan Compliance**

GOAL 3: Excellent Facilities

### **Fiscal Impact**

The fiscal impact of this project to VSD is estimated to be \$62,500. Actual costs will be determined after opening of bids and the work being completed. This cost will be funded by the Capital Improvement Plan Fund under Sewer Collections Department - Sewer Repairs and/or Rehabilitation.

### **Environmental Review**

The County of Riverside is the Lead Agency for this project as defined by the California Environmental Quality Act (CEQA). No further action is needed from VSD.

### **Background**

The County of Riverside is currently developing street improvement plans for the Carver Tract, a county subdivision just north of Avenue 48 and east of Van Buren. This improvement project will add curb, gutter and sidewalks along with new pavement sections to the existing residential subdivision. This project will require the reconstruction of the asphalt pavement which will require all utilities located within the project boundary to be adjusted to the new grade of the street. A total of ten VSD manholes that lie within the project boundary will need to be raised to grade after construction of the roadway. The County of Riverside requires the utility agencies to pay for raising their own facilities to grade. The County provided an estimate for the cost of raising the ten VSD manholes to grade and will have their contractor perform the work. The estimated cost is \$5,000.00 per manhole for a total of \$50,000.00. The cost includes administration (15%) and contingency (10%) for a total of \$62,500. This work is anticipated to be bid in June 2024 and construction beginning in August 2024.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to sign the County of Riverside Transportation and Land Management Agency's Public Works Improvement Agreement at an estimated cost of \$62,500.

**Attachments**

[County of Riverside Carver Project.pdf](#)



*Dennis Acuna, P. E., T. E.*  
*Director of Transportation*

**COUNTY OF RIVERSIDE**  
**TRANSPORTATION AND**  
**LAND MANAGEMENT AGENCY**

*Hector D. Davila, P.E.*  
*Deputy for Transportation/Capital*  
*Projects*

*Russell Williams*  
*Deputy for Transportation/Planning and*  
*Development*

**Transportation Department**

April 16, 2024

Valley Sanitary District  
Attn: Steve Shepard  
45500 Van Buren Street  
Indio, CA 92201

**Re: Letter Agreement, Adjustment of Conflicting Utility Facilities**  
**County of Riverside Public Works Project**  
**Carver Tract Sidewalk Safety Project**  
**Project No. D0-0071**

Dear Mr. Shepard:

This letter describes the terms of agreement between the County of Riverside (hereinafter "County") and Valley Sanitary District, VSD, (hereinafter "Owner") for work to be done as part of the above referenced project.

The County of Riverside Transportation Department will construct a series of sidewalks to be installed along streets in the Carver Tract, an unincorporated area of Riverside County between the Cities of Indio and Coachella. The Carver Tract Sidewalk Safety Improvement Project is bound by Van Buren Street, Avenue 48, Manila Avenue, and Bataan Street. Carver Tract Phase 2 improvements include the construction of new curb, gutter, and sidewalks. The project will also reconstruct the roadway pavement section, construct drainage improvements where possible, and construct driveway/alley approaches, pedestrian curb ramps, and relocate the mailboxes for USPS.

County and Owner agree that, if Owner approves the award of the Work to the lowest responsible bidder for the County's public works project, the Work shall be performed and financed as described herein. Owner agrees that, if award of the Work is not authorized, Owner shall have a complete relocation/adjustment plan and be ready to perform the Work with its own or contracted forces immediately as such not to cause any delay to the County's public works project and this agreement shall be considered null and void.

Letter Agreement, Adjustment of Conflicting Utility Facilities  
County of Riverside Public Works Project  
Carver Tract Sidewalk Safety Project  
Project No. D0-0071  
April 16, 2024  
Page 2 of 2

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The following documents are attached and made part of this letter agreement: Exhibit "A" Description of the Work, including an estimate of costs, consisting of two (2) pages, and Exhibit "B" Additional Terms, consisting of two (2) pages. Subsequent to the opening of bids, Exhibit "C" shall be created by County of Riverside Transportation Department to document the prices as bid by the low bidder in the same format as the sample attached hereto.

County and Owner agree that the designated staff by the County and Owner are authorized to execute and add Exhibit "C" to each duplicate original agreement. However, if the total estimated cost to owner under Exhibit "C" exceeds the total cost to owner under Exhibit "A" by more than 25%, Exhibit "C" shall be executed by the signatories to this letter agreement.

Please sign below as accepted by Owner and return original to Emmanuel Raya of the Transportation Department, who shall be the primary contact regarding this matter, and who may be reached at (951) 955-8571.

Sincerely,

By:  Dated: April 16, 2024  
Signature

Name: Hector D. Davila  
(Print)

Title: Deputy Director of Transportation

Agreed to by Owner:

By: \_\_\_\_\_ Dated: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_  
(Print)

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

## EXHIBIT "A"

This Exhibit is made part of the letter agreement dated April 16, 2024 between the County of Riverside "County" and Valley Sanitary District, VSD, ("Owner") related to the County's public works project described as Carver Tract Sidewalk Safety Project, hereinafter "Project".

### DESCRIPTION OF WORK TO BE DONE FOR OWNER

Pursuant to a public works contract between the County and its Contractor, the County shall have its Contractor accomplish the following work ("**the Work**"):

<u>ITEM OF WORK</u>	<u>ESTIMATED QUANTITIES AND UNIT COST</u>
1. Adjust Manhole to finished grade within County Limits	
	10 Each at \$ 5,000.00 = \$ 50,000.00
	Total = \$ 50,000.00

### DESCRIPTION OF OWNER'S RESPONSIBILITIES:

The Owner shall furnish the County with plans, specifications, standards, estimates of quantities and costs, and shall provide other engineering support and documents as necessary for the County to include the Work in County's bid documents. Owner shall comply with the terms of this agreement and cooperate with County personnel as required to implement the Work.

### ESTIMATED COST TO OWNER

The Work, as estimated:	\$ 50,000.00
Administrative Costs (15%):	\$ 7,500.00
Contingency (10%):	\$ 5,000.00
Estimated Total:	\$ 62,500.00

Administrative costs of 15% shall include costs for coordination, insertion of Owner's prepared plans, specifications and standards in County bid documents, bidding, preparation of contracts, administration of contract, and other tasks associated with the administration of the Work. County and Owner agree that administrative cost, as set forth herein, shall be adjusted to reflect Final amount billed and that an actual accounting of the costs would be adjusted. County and Owner further agree that administrative costs of (15%) do not include negotiations for contract change orders and claims resolution, which costs shall be borne separately by Owner.

## PAYMENT TERMS

County and Owner agree that the costs described in this Exhibit "A" are estimates. Upon opening of bids, Owner shall advise County in writing if it chooses to approve the award of the Work as bid by the low responsible bidder. No financial obligation of Owner under this agreement is intended or implied until receipt of said final approval of award notice.

Subsequent to opening of bids, prices for work to be performed on behalf of Owner as bid by the County's successful contractor will be summarized by County in a document to be designated as Exhibit "C", which shall list the costs in the same format as provided in the attached sample Exhibit "C".

Owner shall deposit 100% of the total amount under "Cost to Owner" as stated in Exhibit "C" within 45 days of the opening of bids. Upon completion of the Work, County shall calculate all final costs incurred to the project and shall submit to Owner a final statement of costs, which statement shall set forth the total amount of funds due to County or to Owner. Final payment to County or reimbursement to Owner, as appropriate, shall be made within 60 calendar days of date of final statement.

## EXHIBIT "B"

This Exhibit is made part of the letter agreement dated April 16, 2024 between the County of Riverside "County" and Valley Sanitary District, VSD, ("Owner") related to the County's public works project described as Carver Tract Sidewalk Safety Project, hereinafter "Project".

This exhibit describes additional terms which apply to the Work.

The letter agreement (including the exhibits) states that all of the obligations between County and Owner related to the Work, supersedes any prior agreements or understandings pertaining to the Work.

County will administer the Work pursuant to the terms of this letter agreement and the public works contract between County and its Contractor. County will provide overall project construction management. Owner shall provide oversight, inspection and acceptance for all construction activities related to the Work on the Owner's facilities.

The Work will be done by the County's Contractor in accordance with the standards and specifications provided by the Owner.

Owner will fully and promptly cooperate with County and Contractor on all matters related to the Work. If Owner does not fulfill its obligations related to the Work, then Owner may become obligated to the County or Contractor for any incurred additional costs. Owner shall inspect work performed by the County's Contractor but shall not direct the work of the County's Contractor. All direction to the County's Contractor shall be made through and by the County's Construction Inspector.

Except for minor quantity adjustments and work that is urgently needed for the protection of life or property, any changes to the Work shall be agreed upon in writing by County and Owner.

County shall require County's Contractor to name Owner as additionally insured with respect to Contractor's general liability insurance policy. County's standard general liability coverage limits shall apply to work on Owner's facilities.

This letter agreement does not in any way effect Owner's ownership of the facilities involved in the Work; and ownership of these facilities and the Work shall remain with and be with the Owner. This letter agreement does not in any way modify or alter the terms of any other agreements (including but not limited to any encroachment permits or franchise agreements) between County and Owner; and it does not in any way modify or alter any other obligations or responsibilities of County or Owner. This letter agreement shall not in any way relieve the Owner from its obligations or responsibilities to maintain or repair its facilities (including but not limited to the Work).

EXHIBIT "C"

This Exhibit is made part of the letter agreement dated April 16, 2024 between the County of Riverside "County" and Valley Sanitary District, VSD, ("Owner") related to the County's public works project described as Carver Tract Sidewalk Safety Project, hereinafter "Project".

DESCRIPTION OF WORK TO BE DONE FOR OWNER

The total cost to the Owner is summarized herein, utilizing prices as bid by the apparent low bidder on County's public works contract.

Pursuant to a public works contract between the County and its Contractor, the County shall have its Contractor accomplish the following work ("**the Work**"):

<u>ITEM OF WORK</u>	<u>QUANTITIES AND UNIT COST</u>
1. Adjust Manhole to finished grade within County Limits	
	9 Each at \$ TBD = \$ TBD
	Total = \$ TBD

DESCRIPTION OF OWNER'S RESPONSIBILITIES:

The Owner shall furnish the County with plans, specifications, standards, estimates of quantities and costs, and shall provide other engineering support and documents as necessary for the County to include the Work in County's bid documents. Owner shall comply with the terms of this agreement and cooperate with County personnel as required to implement the Work.

COST TO OWNER

The Work, to be performed:	\$ TBD
Administrative Costs (15%):	\$ TBD
Contingency (10%):	\$ TBD
<b><u>Final Total:</u></b>	<b>\$ TBD</b>

County Approval:

Owner Approval:

\_\_\_\_\_  
Emmanuel Raya  
Utility Coordinator

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)

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

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