



Board of Directors Regular Meeting
Tuesday, November 23, 2021 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201

VSD

Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom link: <https://us06web.zoom.us/j/86963614118> Meeting ID: 869 6361 4118 or by calling 253-215-8782. Members of the public wanting to address the Board may do so up until the public comment period is closed at the meetings.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. New Employee Introduction
- Miguel Serna, Human Resources Specialist

2. PUBLIC COMMENT



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

3. CONSENT CALENDAR

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

- | | | |
|------|---|---------|
| 3.1. | Approve November 9, 2021 Regular Meeting Minutes
3.1 09 Nov 2021 Board Meeting Minutes.pdf  | 5 - 7 |
| 3.2. | Approve Warrants for November 4 through November 17, 2021
3.2 Warrants for November 4 to November 17, 2021.pdf  | 8 - 9 |
| 3.3. | Accept Monthly Financial Report for Period Ending October 31, 2021
3.3 Staff Report Monthly Financial Report for October 2021.pdf 
3.3 Attachment A Income Statement - October 2021.pdf 
3.3 Attachment B Budget Variance Report.pdf 
3.3 Attachment C Summary of Cash and Investments - October 2021.pdf  | 10 - 15 |
| 3.4. | Accept Credit Card Report for Period Ending October 31, 2021
3.4 Staff Report Credit Card Statement Oct 2021.pdf 
3.4 Attachment A Credit Card Transaction Oct 2021.pdf 
3.4 Attachment B UMQUA Statement October Redacted.pdf  | 16 - 28 |
| 3.5. | Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance for Recording Purposes
3.5 Staff Report Grant of Easement AutoZone.pdf 
3.5 Attachment A Certificate Of Acceptance AutoZone.pdf 
3.5 Attachment B Grant of Easement AutoZone.pdf  | 29 - 35 |

4. NON-HEARING ITEMS

- | | | |
|------|--|---------|
| 4.1. | Authorize the General Manager to Sign a Memorandum of Understanding for the Integrated Regional Water Management Planning and Funding in the Colorado River Basin Funding Area
4.1 Staff Report MOU Colorado River Basin Funding Area.pdf 
4.1 Attachment A CRBFA P1R2 MOU Final-2021-11-10.pdf  | 36 - 46 |
|------|--|---------|

- | | | |
|------|--|---------|
| 4.2. | Discuss the Annual Employee Performance Bonus and Provide Direction | 47 - 48 |
| | 4.2 Discuss Annual Employee Performance Bonus.pdf  | |
| 4.3. | Discuss the Valley Sanitary District Board Workshop Report from Management Partners and Provide Direction | 49 - 68 |
| | 4.3 Staff Report Board Workshop Report.pdf  | |
| | 4.3 Attachment A ValleySanitaryDistrict BoardWorkshop Report2021.pdf  | |
| 4.4. | Discuss the VSD Strategic Plan and Provide Direction | 69 - 90 |
| | 4.4 Staff Report Strategic Plan Review.pdf  | |
| | 4.4 Attachment A Objective Status Update.pdf  | |
| | 4.4 Attachment B Strategic Plan 2020.pdf  | |

5. GENERAL MANAGER'S ITEMS

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

6. COMMITTEE REPORTS

7. DIRECTOR'S ITEMS

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

8. INFORMATIONAL ITEMS

9. PUBLIC COMMENT

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

10. CONVENE IN CLOSED SESSION

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

- 10.1. Conference with Legal Counsel - Anticipated Litigation Pursuant to Government Code paragraph (2) or (3) of Subdivision (d) of Section 54956.96 (one potential case - circumstances need not be disclosed pursuant to paragraph

(1) of subdivision (e) of Government Code Section 54956.9

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

12. ADJOURNMENT

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

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

November 9, 2021

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, November 9, 2021, at 45-500 Van Buren St., Indio, CA 92201.

1. **CALL TO ORDER**

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

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Jeanette Juarez, Ron Buchwald, Dave Commons, Mark Wiseman, and Robert Hargreaves, Best Best & Krieger

Guests:

Jonathan Foster, Davis Farr, LLP

1.2 Pledge of Allegiance

1.3 November Employee Anniversaries

- Mark Wiseman, Operator-in-Training – 1 Year

1.4 New Employee Introduction

- Dave Commons, Facility Operations Manager

The Board congratulated Mark on his one year and thanked him for his hard work and efforts. The Board also welcomed the District's newest employee, Dave Commons, Facility Operations Manager.

2. **PUBLIC COMMENT**

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

None.

3. **CONSENT CALENDAR**

3.1 Approve October 26, 2021, Regular Meeting and November 2, 2021 Special Meeting Minutes

3.2 Approve Warrants for October 21 through November 3, 2021

UNOFFICIAL UNTIL APPROVED

ACTION TAKEN:

MOTION: Director Teague made a motion to approve the consent calendar, as presented. Director Duran seconded the motion. Motion carried unanimously.
MINUTE ORDER NO. 2021-3148

4. NON-HEARING ITEMS

- 4.2 Receive and File the Annual Comprehensive Financial Report (ACFR) for the Valley Sanitary District for the Fiscal Year Ending June 30, 2021

President Sear moved item 4.2 to the beginning of the non-hearing items to accommodate Jonathan Foster of Davis Farr, LLP.

In accordance with the Generally Accepted Accounting Principles (GAAP) for State and Local governments, the District prepares an Annual Comprehensive Financial Report (ACFR) for the fiscal year. The purpose of the ACFR is to provide accountability for both the financial and operational information that is useful to the decision makers of the District. Jonathan Foster, CPA, Davis Farr LLP, gave a presentation of the audit results. Total assets and total net position increased by \$2.3 million, from \$100.7 million to \$103.0 million. Overall, the auditors provided an unmodified opinion of the District's financial reports. The Board thanked Jeanette and staff for the time and efforts that went into producing the ACFR.

ACTION TAKEN:

MOTION: Director Duran made a motion to receive and file the ACFR for Valley Sanitary District for the fiscal year ended June 30, 2021. Secretary Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2021-3149

- 4.1 Award a Contract to Harris & Associates for the Condition Assessment of Valley Sanitary District's Lift Stations in an Amount Not to Exceed \$202,293

VSD operates four sewer lift stations across Indio. These lift stations are showing signs of wear with improvements needed to keep the lift stations in good working order. A condition assessment is required to determine the necessary repairs needed to keep the lift stations functioning well. Harris will prepare a condition assessment report which will provide recommendations for improvements to each pump station as well as cost estimates for these improvements. This project is being added to the Collection System Program Rehabilitation and Replacement Project because the lift stations are integral part of the collection system and require similar work to be performed. The cost of this condition assessment, design and construction will be added to the total cost to 12-year Program Budget as part of future year budgets.

UNOFFICIAL UNTIL APPROVED

ACTION TAKEN:

MOTION:

Director Duran made a motion to authorize the General Manager to execute a contract with Harris and Associates for the condition assessment of VSD's four lift stations in an amount not to exceed \$202,293. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER. 2021-3150

5. GENERAL MANAGER'S ITEMS

5.1 Monthly General Manager's Report – September 2021

Beverli informed the Board of the State of the City event being held November 10, 2021 at the CV Historical Museum. She stated that she had reached out to the Chamber of Commerce about hosting a "State of the District" for Special Districts in the Coachella Valley. Beverli also stated that she would be meeting with Leticia from IFS, the District's Federal Advocacy Consultants. She informed the Board the law enforcement and veteran appreciation event hosted by Sunrise Rotary at Heritage Palms Country Club.

6. COMMITTEE REPORTS

6.1 Budget & Finance Committee – Cancelled

The Budget & Finance Committee was cancelled due to the Board Retreat Workshop held November 2, 2021.

7. DIRECTOR'S ITEMS

None.

8. INFORMATIONAL ITEMS

None

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:41 p.m. The next regular Board meeting will be held on November 23, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
November 23, 2021

39833	ABM Office Solutions, Inc	Cubical rental - November 2021	\$1,476.79
39834	Analytical Technology, Inc.	Pump drives (2), autochem reagent pump, sample pump	\$1,033.34
39835	Anna Bell	Tuition reimbursement 5/17/2021-8/02/2021	\$1,000.00
39836	Associated Time Instruments	AOD activity - October 2021	\$291.84
39837	Best, Best & Krieger	General legal services - October 2021	\$5,232.47
39837	Best, Best & Krieger	Assessment District 2004-1 legal services - October 2021	\$6,652.00
39838	Caltest Analytical Laboratory	Weekly samples - 11/05/2021	\$383.30
39839	Carollo Engineering, Inc	Sewer siphon replacement - October 2021	\$10,739.00
39840	Carquest Auto Parts	New charges - October 2021	\$505.58
39841	Caselle, Inc.	Support and maintenance 12/01/2021-12/31/2021	\$1,009.00
39842	Clairemont Equipment	Generator rental - 10/26/2021-11/01/2021	\$693.00
39842	Clairemont Equipment	Forklift rental - 09/13/2021-10/10/2021	\$3,821.25
39843	Coachella Valley Compost Facility	Mulch for biofilter	\$908.06
39844	Coachella Valley Water District	Cost share of the SNMP FY 21/22	\$673.87
39845	Consolidated Electrical Distributors, Inc.	Phone wire	\$136.71
39845	Consolidated Electrical Distributors, Inc.	Equipment for trailer installation	\$1,760.66
39846	Desert Arc	Landscaping services - November 2021	\$800.00
39846	Desert Arc	Janitorial services - October 2021	\$3,333.68
39846	Desert Arc	Scalping and overseeding of grass	\$2,450.00
39847	Desert Hose & Supply	Gauge, air hose	\$290.72
39847	Desert Hose & Supply	Hose adapter	\$35.14
39848	Diamond Environmental Services, LP	Portable restroom rental - 11/01/2021-11/28/2021	\$246.43
39849	Diligent Corporation	Board meeting software - 11/30/2021-11/29/2022	\$3,307.50
39850	Dudek & Associates, Inc.	Plant watermain replacement - September 2021	\$3,762.50
39851	E.S. Babcock & Sons, Inc.	Biosolids - Class B testing - 11/2/2021	\$385.80
39852	Engineering Solutions Services, Inc	Grant writing services - August 2021	\$300.00
39852	Engineering Solutions Services, Inc	Grant writing services - June 2021	\$1,837.50
39852	Engineering Solutions Services, Inc	Grant writing services - 03/01/2021-05/31/2021	\$5,920.00
39852	Engineering Solutions Services, Inc	Grant writing services - 01/01/2021-02/28/2021	\$1,553.75
39853	Ferguson Enterprises #1350	Galvanized pipe, tee, union joint	\$202.25
39854	Fluid Components International LLC	Repair to flow meters	\$6,161.51
39855	Fulton Distributing Co.	Dust mops	\$51.99
39855	Fulton Distributing Co.	Cutlery, trash liners	\$422.68
39856	Grainger	General purpose relay	\$62.86
39856	Grainger	General purpose relay, second order	\$34.97
39856	Grainger	Battery backups	\$492.93
39857	Haaker Equipment Company	Joystick knob	\$149.85
39858	Hach Company	Nutrient buffer solution	\$125.67
39858	Hach Company	Sodium sulfite, COD digest vial	\$357.66
39859	Harris & Associates	PH 3 Coll sys rehab project - 8/29/2021-10/02/2021	\$12,399.00
39860	Herc Rentals Inc.	Trencher rental - 10/20/2021	\$556.14
39861	Holly Gould	CSDA travel reimbursement - 10/25/2021-10/27/2021	\$249.90
39862	Innovative Document Solutions	Copier maintenance - October 2021	\$76.76
39863	Innovative Federal Strategies LLC	Federal advocacy services - October 2021	\$6,100.00
39864	Kaman Industrial Technologies	Ring seal	\$66.72
39865	Linde Gas & Equipment Inc.	Tank rental - 08/20/2021-09/20/2021	\$140.90
39866	Management Partners, Inc	Board Workshop 11/02/2021	\$7,250.00
39867	Masters Refreshment Services LLC	Water delivery - 11/01/2021	\$120.05
39868	National Association of Clean Water Agencies	FY 2022 Membership dues 10/01/2021-09/30/2022	\$7,910.00
39869	Occupational Health Centers of California, A Medical Corp.	Pre employment screening	\$143.00
39869	Occupational Health Centers of California, A Medical Corp.	Pre employment screening	\$144.00
39870	Void	Void	\$0.00
39871	Polydyne, Inc.	Polymer delivery - 11/04/2021	\$3,624.31
39872	Pyro-Comm Systems	Fire alarm monitoring - 11/01/2021-1/31/2022	\$135.00
39873	Ray Marroquin	CWEA exam fee reimbursement - 10/29/2021	\$180.00
39874	Rudy's Pest Control	General pest control - 11/10/2021	\$185.00
39875	SC Fuels	Fuel delivery - 11/03/2021	\$3,995.86
39876	Southwest Networks, Inc.	Computer labor - October 2021	\$855.00
39877	Staples Advantage	New charges - October 2021	\$613.25
39878	State Water Resources Control Board	Recycled water plan review - 7/1/2020-6/30/2021	\$185.00
39879	Superior Protection Consultants	Security Patrol - October 2021	\$6,448.00
39880	Thomas Scientific	Mixed parameter standard	\$76.08
39881	Underground Service Alert	Dig Alerts - November 2021	\$168.40
39881	Underground Service Alert	Board fee - November 2021	\$68.64
39882	United Way of the Desert	PR 10/15/2021 - 10/28/2021 PD 11/05/2021	\$20.00
39883	Univar Solutions	Sodium bisulfite delivery - 11/10/2021	\$5,728.91
39883	Univar Solutions	Sodium hypochlorite delivery - 11/09/2021	\$8,364.17
39884	Willdan Financial Services	Local improvement District administration FY 2021/2022	\$4,500.00
39885	Pete's Road Service, Inc.	Tire rotation on Vactor	\$283.00
202111101	SoCal Gas	Gas service - October 2021	\$352.51
202111102	Burrtec Waste & Recycling Svcs	Grit removal - October 2021	\$2,015.85
202111103	Burrtec Waste & Recycling Svcs	Trash service - November 2021	\$239.34
202111104	SPOK, Inc.	Pager service - November 2021	\$24.22
202111121	Frontier Communications	Telephone service - November 2021	\$328.82

202111122 Bank of New York Mellon	WW Revenue Refunding Bond Interest Payment	\$86,218.75
202111141 Time Warner Cable	Telephone service - November 2021	\$1,165.46
202111161 UPS	Shipping charges as of 11/06/2021	\$246.56
202111191 Paychex - Direct Deposit	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$81,128.00
202111192 Paychex - Garnishment	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$789.80
202111193 Paychex - Tax	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$36,064.15
202111194 CalPERS 457	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$750.00
202111195 Vantage Point Transfer Agents - ICMA	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$1,370.00
202111196 MassMutual	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$10.00
202111197 Nationwide Retirement Solution	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$1,625.00
202111198 CalPERS Retirement	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$19,831.92
202111199 Paychex - Fee	PR 10/29/2021 - 11/11/2021 PD 11/19/2021	\$180.16
202111231 Umpqua Bank	New charges - October 2021	\$19,231.89
	Total	\$390,761.78



**Valley Sanitary District
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

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

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

Executive Summary

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

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this report.

Background

The adopted operating and capital budget for fiscal year 2021/22 includes \$15,850,108 in revenues, \$10,967,155 in operating expenditures.

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

Year to Date Summary

- As of October 31, 2021, the District’s has recorded \$14,487,285 in revenue. The revenues are \$9,203,916 or 174.2% above the FYTD straight-line budget. The variance is attributed to recording of the tax roll billing for fiscal year 2021/22.
- As of October 31, 2021, the District has incurred \$2,774,487 in expenditures. The District’s expenditures are \$881,232 or 24.1% 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.

FUND	UNAUDITED FUND BALANCE AS OF 10/31/2021	
OPERATING FUND (FUND 11)	\$	18,425,809
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)		1,092,677
FIDUCIARY FUND (FUND 4)		228,324
CAPITAL IMPROVEMENT FUND (FUND 13)		7,288,694
RESTRICTED CIP FUND (FUND 12)		27,040,509
TOTAL	\$	54,076,013

Recommendation

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

Attachments

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

Valley Sanitary District

Monthly Income Summary

October 2021 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$0	\$14,070,060	\$13,550,998	104 %	(\$519,062)
Permit & Inspection Fees	\$2,055	\$8,600	\$30,355	28 %	\$21,755
Plan Check Fees	\$1,500	\$3,650	\$11,671	31 %	\$8,021
Other Services	\$230	\$610	\$0	0 %	(\$610)
Sale of Surplus Property	\$0	\$17,419	\$18,115	96 %	\$696
Taxes - Current Secured	\$0	\$0	\$1,002,212	0 %	\$1,002,212
Taxes - Current Unsecured	\$0	\$0	\$61,266	0 %	\$61,266
Supple Prop. Taxes - Current	\$0	\$0	\$9,196	0 %	\$9,196
Supple Prop. Taxes - Prior	\$0	\$0	\$8,328	0 %	\$8,328
Interest Income	\$10,719	\$9,871	\$140,906	7 %	\$131,035
Unrealized gains (losses)	(\$4,273)	(\$4,273)	\$0	0 %	\$4,273
Non-Operating Revenues - Fnd 11	\$0	\$80	\$451	18 %	\$371
Interest Income	\$16,795	\$14,530	\$0	0 %	(\$14,530)
Connection Fees	\$55,889	\$362,805	\$991,610	37 %	\$628,805
Interest Income	\$4,519	\$3,935	\$25,000	16 %	\$21,065
Total Revenues	\$87,434	\$14,487,285	\$15,850,108	91 %	\$1,362,823

Valley Sanitary District
Budget Variance Report
October 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Revenues:								
Operating Revenue	14,602,749	59,674	1,216,896	(1,157,222)	14,463,144	4,867,583	9,595,561	1.0%
Non-Operating Revenue	1,247,359	27,760	103,947	(76,186)	24,142	415,786	(391,644)	98.1%
Total Operating Revenue	15,850,108	87,434	1,320,842	(1,233,409)	14,487,285	5,283,369	9,203,916	8.6%
Operating Expenses:								
Salaries And Wages	3,199,977	226,706	266,665	39,958	874,215	1,066,659	192,444	72.7%
Director Fee/Payroll Tax-Board	55,756	4,300	4,646	346	17,700	18,585	885	68.3%
Bonus, Awards, Recertification	7,200	100	600	500	1,290	2,400	1,110	82.1%
Overtime	32,900	1,164	2,742	1,577	6,051	10,967	4,916	81.6%
Callout	9,500	312	792	479	2,795	3,167	372	70.6%
Standby Pay	38,190	3,303	3,183	(121)	11,608	12,730	1,122	69.6%
Longevity	41,600	2,677	3,467	790	11,954	13,867	1,913	71.3%
Retirement Contributions	369,230	21,585	30,769	9,184	81,591	123,077	41,485	77.9%
Fica And Medicare	270,140	16,348	22,512	6,164	63,822	90,047	26,225	76.4%
Unemployment Payments	-	-	-	-	-	-	-	-
Life Insurance	8,477	642	706	64	2,096	2,826	730	75.3%
Health Insurance	521,253	34,569	43,438	8,868	146,513	173,751	27,238	71.9%
Dental Insurance	41,064	2,909	3,422	513	11,056	13,688	2,632	73.1%
Vision Insurance	11,160	602	930	328	2,437	3,720	1,283	78.2%
Long Term Disability	8,676	935	723	(212)	2,936	2,892	(44)	66.2%
Accounting Services-Admin	87,707	6,803	7,309	506	41,394	29,236	(12,158)	52.8%
Certifications	20,735	456	1,728	1,272	4,222	6,912	2,690	79.6%
Chemicals	464,521	23,624	38,710	15,086	130,007	154,840	24,833	72.0%
Comprehensive Insurance	340,993	27,479	28,416	937	109,916	113,664	3,749	67.8%
Conferences/ Meetings	164,523	9,004	13,710	4,706	42,126	54,841	12,715	74.4%
Contracts	1,336,950	62,310	111,413	49,103	216,394	445,650	229,256	83.8%
County Expense	22,000	-	1,833	1,833	2,781	7,333	4,553	87.4%
Covid-19 Supplies	64,000	-	5,333	5,333	1,049	21,333	20,285	98.4%
Election Expense	-	-	-	-	-	-	-	-
Electric	638,488	59,559	53,207	(6,352)	241,538	212,829	(28,709)	62.2%
Gas, Oil & Fuel	52,000	-	4,333	4,333	11,620	17,333	5,714	77.7%
Grit & Screening Removal	31,865	2,255	2,655	400	9,024	10,622	1,597	71.7%
Legal Services	50,625	11,884	4,219	(7,666)	18,658	16,875	(1,783)	63.1%
Loan Repayment	1,018,873	84,906	84,906	-	339,624	339,624	-	66.7%
Medical Services	32,443	1,787	2,704	917	5,302	10,814	5,513	83.7%
Memberships	58,242	1,800	4,854	3,053	22,444	19,414	(3,030)	61.5%
Misc. Professional Services	95,392	1,128	7,949	6,821	22,828	31,797	8,970	76.1%
Natural Gas	6,000	353	500	147	925	2,000	1,075	84.6%
Office Supplies	22,300	1,071	1,858	788	5,766	7,433	1,667	74.1%
Opeb Contribution	57,253	1,144	4,771	3,627	4,576	19,084	14,508	92.0%
Other Expenses	74,000	27	6,167	6,140	9,403	24,667	15,263	87.3%
Permits & Fees	104,750	-	8,729	8,729	3,726	34,917	31,191	96.4%
Projects	379,434	2,942	31,620	28,677	9,192	126,478	117,286	97.6%
Publications	2,500	20	208	188	1,243	833	(410)	50.3%
Repairs & Maintenance	671,210	30,382	55,934	25,552	138,037	223,737	85,699	79.4%
Research & Monitoring	100,000	5,259	8,333	3,074	18,981	33,333	14,353	81.0%
Supplies	240,840	9,335	20,070	10,735	64,929	80,280	15,351	73.0%
Telephone/Internet	31,255	2,445	2,605	160	10,042	10,418	377	67.9%
Tools & Equipment	37,000	1,947	3,083	1,137	11,445	12,333	889	69.1%
Tuition Reimbursement	12,000	1,866	1,000	(866)	2,178	4,000	1,822	81.9%
Uniform Services	40,720	1,631	3,393	1,762	9,063	13,573	4,510	77.7%
Water	23,000	2,025	1,917	(108)	8,996	7,667	(1,329)	60.9%
Workers Compensation	70,413	4,708	5,868	1,160	20,995	23,471	2,476	70.2%
Total Operating Expenses (Before Depreciation)	10,967,155	674,303	913,930	239,626	2,774,487	3,655,718	881,232	74.7%
Operating Expenses in Excess of Operating Revenue				(586,870)		11,712,799		

Valley Sanitary District
Budget Variance Report
October 2021

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	FY22 YTD Budget	Favorable (Unfavorable)	Percentage Remaining
Operating Expenses:								
Wages	3,287,767	235,886	273,981	38,095	913,658	1,095,922	182,264	72.2%
Fringe Benefits	1,271,600	80,268	105,967	25,699	322,405	423,867	101,462	74.6%
Services	1,734,845	89,152	144,570	55,419	329,499	578,282	248,782	81.0%
Supplies and Materials	1,599,871	71,618	133,323	61,705	370,214	533,290	163,077	76.9%
Fuels and Lubricants	52,000	-	4,333	4,333	11,620	17,333	5,714	77.7%
Comprehensive Insurance	411,406	32,187	34,284	2,097	130,910	137,135	6,225	68.2%
Projects	379,434	2,942	31,620	28,677	9,192	126,478	117,286	97.6%
Utilities	699,353	64,192	58,279	(5,912)	260,484	233,118	(27,366)	62.8%
Loan Payments	1,018,873	84,906	84,906	-	339,624	339,624	-	66.7%
Permits and Fees	126,750	-	10,563	10,563	6,507	42,250	35,743	94.9%
Other	385,256	13,153	32,105	18,951	80,374	128,419	48,045	79.1%
Total Operating Expenses (Before Depreciation)	10,967,155	674,303	913,930	239,626	2,774,487	3,655,718	881,232	74.7%
Revenues:								
Operating Revenue	14,602,749	59,674	1,216,896	(1,157,222)	14,463,144	4,867,583	9,595,561	1.0%
Non-Operating Revenue	1,247,359	27,760	103,947	(76,186)	24,142	415,786	(391,644)	98.1%
Total Revenue	15,850,108	87,434	1,320,842	(1,233,409)	14,487,285	5,283,369	9,203,916	8.6%
Net Operating Gain (Loss)		(586,870)			11,712,799			

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 10/01/2021 TO 10/31/2021 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund	
Beginning Balance (Fund 4)	228,183
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	141
Fund 04 Ending Balance	<u>228,324</u>
LAIF Fund 6 - Wastewater Revenue Refunding Bonds	
Beginning Balance (Fund 6)	746
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	1
Fund 06 Ending Balance	<u>747</u>
LAIF Fund 11 - Operating Fund	
Beginning Balance (Fund 11)	16,826,433
Net Transfer from (to) Fund 04	0
Net Transfer from (to) Fund 06	0
Net Transfer from (to) Fund 12	68,345
Net Transfer from (to) Fund 13	5,030
Fund Transfer from (to) LAIF - WF	(750,000)
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	10,431
Fund 11 Ending Balance	<u>16,160,239</u>
LAIF Fund 12 - Reserve Fund	
Beginning Balance (Fund 12)	27,092,059
Net Transfer from (to) Fund 11	(68,345)
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	16,795
Fund 12 Ending Balance	<u>27,040,509</u>
LAIF Fund 13 - Capital Improvement Fund	
Beginning Balance	7,289,205
Connection Fees	55,888
(Disbursements) or Reimbursements	<u>(60,918)</u>
Net Transfer from (to) Fund 11	(5,030)
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.24%)	4,519
Fund 13 Ending Balance	<u>7,288,694</u>
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13	<u>50,718,513</u>

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	2,202,358
Deposits	67,922
Fund Transfer from (to) LAIF (net)	750,000
Disbursements and Payroll	(754,710)
Wells Fargo Ending Balance	<u>2,265,570</u>

CALTRUST - FUND 11

Beginning Balance	1,095,915
Unrealized Gain / <Loss>	(4,273)
Interest Income	288
CalTRUST Ending Balance	<u>1,091,930</u>
TOTAL WELLS FARGO AND CALTRUST CHECKING	<u>3,357,500</u>
TOTAL CASH AND INVESTMENTS	<u>54,076,013</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
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: **Credit Card Statement for October 31, 2021**

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

Executive Summary

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

Strategic Plan Compliance

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

Fiscal Impact

The total charges incurred for October 2021 are \$19,231.89.

Background

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

Recommendation

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

Attachments

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

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name
ANNA BELL	10/28/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/28/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/28/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/28/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/29/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/29/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/29/2021	10/29/2021	EB DATA INTEGRITY AND
ANNA BELL	10/20/2021	10/22/2021	THE HOME DEPOT #6874
ANNA BELL	10/21/2021	10/21/2021	AMAZON.COM*2Y8JO6B31 AMZN
ANNA BELL	10/12/2021	10/13/2021	GT MOLECULAR LLC
ANNA BELL	10/7/2021	10/8/2021	FERGUSON ENT 1142
ANNA BELL	9/30/2021	10/3/2021	LALA`S WAFFLES CREPES & S
BEVERLI A MARSHALL	10/28/2021	10/31/2021	SOUTHWES 5261447095212
BEVERLI A MARSHALL	10/28/2021	10/28/2021	Palm Sp Desert Sun
BEVERLI A MARSHALL	10/25/2021	10/26/2021	PE SUBSCRIPTIONS
BEVERLI A MARSHALL	10/25/2021	10/26/2021	NAME BADGES
BEVERLI A MARSHALL	10/19/2021	10/21/2021	TOWN AND COUNTRY - LOD
BEVERLI A MARSHALL	10/18/2021	10/19/2021	CALIFORNIA SOCIETY OF MUN
BEVERLI A MARSHALL	10/12/2021	10/13/2021	PAYPAL *QUICKYMARTL
BEVERLI A MARSHALL	10/6/2021	10/7/2021	NAME BADGES
BEVERLI A MARSHALL	9/29/2021	10/1/2021	LAKE TAHOE RESORT HOTE
BRANDEN RODRIGUEZ	10/28/2021	10/31/2021	YOUR PIE - INDIO - ECOMME
BRANDEN RODRIGUEZ	10/28/2021	10/31/2021	YOUR PIE - INDIO - ECOMME
BRANDEN RODRIGUEZ	10/25/2021	10/26/2021	CALIFORNIA WATER ENVIRON
BRANDEN RODRIGUEZ	10/20/2021	10/20/2021	AMZN Mktp US*2Y09Q9GU0
BRANDEN RODRIGUEZ	10/15/2021	10/17/2021	AMZN MKTP US*279SZ0BC2 AM
BRANDEN RODRIGUEZ	10/12/2021	10/13/2021	LORMAN.COM
DANIEL A MILLS	10/28/2021	10/31/2021	THE HOME DEPOT #6874
DANIEL A MILLS	10/27/2021	10/28/2021	LOWES #00208*
DANIEL A MILLS	10/1/2021	10/3/2021	ACE HARDWARE COACHELLA
DANIEL A MILLS	9/30/2021	10/3/2021	TRACTOR SUPPLY #2357
DANIEL A MILLS	9/30/2021	10/3/2021	THE HOME DEPOT #6874
DEBRA CANERO	9/29/2021	10/1/2021	LAKE TAHOE RESORT HOTE
EDUARDO LUNA	10/28/2021	10/29/2021	BURRTEC WASTE INDUSTRIES
EDUARDO LUNA	10/27/2021	10/28/2021	COSTCO WHSE #0638
EDUARDO LUNA	10/27/2021	10/28/2021	LOWES #00208*
EDUARDO LUNA	10/25/2021	10/27/2021	THE HOME DEPOT #6874
EDUARDO LUNA	10/26/2021	10/27/2021	DUNN-EDWARDS CORP #79
EDUARDO LUNA	10/25/2021	10/27/2021	A.C. HOUSTON LUMBER INDIO
EDUARDO LUNA	9/30/2021	10/3/2021	LOVE S COUNTRY00002071
EDUARDO LUNA	9/30/2021	10/3/2021	LOVE S COUNTRY00002071
HEBERTO MORENO	10/27/2021	10/28/2021	PAYPAL *DKFSOLUTION

HEBERTO MORENO	10/14/2021	10/15/2021	APPLE.COM/BILL
HEBERTO MORENO	10/7/2021	10/8/2021	TRUGRITTRACTION.COM
HOLLY GOULD	10/29/2021	10/31/2021	AMAZON.COM*CR4VD7HN3 AMZN
HOLLY GOULD	10/28/2021	10/29/2021	EB DATA INTEGRITY AND
HOLLY GOULD	10/28/2021	10/29/2021	EB DATA INTEGRITY AND
HOLLY GOULD	10/27/2021	10/29/2021	EMBASSY HOTELS
HOLLY GOULD	10/29/2021	10/29/2021	EB DATA INTEGRITY AND
HOLLY GOULD	10/29/2021	10/29/2021	EB DATA INTEGRITY AND
HOLLY GOULD	10/27/2021	10/28/2021	FANTASYSPRINGSHOTEL
HOLLY GOULD	10/23/2021	10/24/2021	AMZN Mktp US*2Y3C34XZ2
HOLLY GOULD	10/12/2021	10/13/2021	AMAZON.COM*270F41DB0 AMZN
HOLLY GOULD	10/6/2021	10/8/2021	STATERBROS094
HOLLY GOULD	10/4/2021	10/6/2021	ARCTIC GLACIER USA INC
HOLLY GOULD	10/4/2021	10/5/2021	SMART AND FINAL 718
HOLLY GOULD	10/1/2021	10/3/2021	SMART AND FINAL 718
HOLLY GOULD	10/1/2021	10/3/2021	IN *ESKILL CORPORATION
JEANETTE JUAREZ	10/29/2021	10/31/2021	AMZN Mktp US*WN3S91OQ3
JEANETTE JUAREZ	10/29/2021	10/29/2021	AMZN Mktp US*QU8SZ2AL3
JEANETTE JUAREZ	10/28/2021	10/29/2021	AMZN Mktp US*RF7FZ7N63
JEANETTE JUAREZ	10/28/2021	10/29/2021	AMZN Mktp US*0L5790OK3
JEANETTE JUAREZ	10/25/2021	10/26/2021	TRADER JOE'S #189 QPS
JEANETTE JUAREZ	10/23/2021	10/24/2021	AMZN Mktp US*2Y15U99G1
JEANETTE JUAREZ	10/19/2021	10/21/2021	TOWN AND COUNTRY - LOD
JEANETTE JUAREZ	10/19/2021	10/20/2021	J2 EFAX SERVICES
JEANETTE JUAREZ	10/18/2021	10/19/2021	CALIFORNIA SOCIETY OF MUN
JEANETTE JUAREZ	10/5/2021	10/7/2021	AROUND THE CLOCK CALL CTR
JEANETTE JUAREZ	10/4/2021	10/6/2021	STATERBROS094
JEANETTE JUAREZ	10/4/2021	10/5/2021	ADOBE ACROPRO SUBS
JEANETTE JUAREZ	9/30/2021	10/3/2021	Subway 39460
JIMMY GARCIA	10/21/2021	10/24/2021	THE HOME DEPOT #6874
JIMMY GARCIA	10/21/2021	10/22/2021	SMART AND FINAL 490
JIMMY GARCIA	10/20/2021	10/22/2021	THE HOME DEPOT #6874
JIMMY GARCIA	10/20/2021	10/22/2021	THE HOME DEPOT #6874
JIMMY GARCIA	10/15/2021	10/17/2021	THE HOME DEPOT 6874
JIMMY GARCIA	10/1/2021	10/3/2021	SHELL OIL 57444288005
MIKE DURAN	9/29/2021	10/1/2021	LAKE TAHOE RESORT HOTE
SCOTT SEAR	9/30/2021	10/3/2021	LAKE TAHOE RESORT HOTE
TINO TIJERINA	10/29/2021	10/31/2021	SP * FLUKE
TINO TIJERINA	10/22/2021	10/22/2021	ALLIED ELECTRONICS INC
TINO TIJERINA	10/20/2021	10/22/2021	KSC & SON CORPORATION - G
TINO TIJERINA	10/20/2021	10/22/2021	KSC & SON CORPORATION - G
TINO TIJERINA	10/20/2021	10/22/2021	KSC & SON CORPORATION - G
TINO TIJERINA	10/20/2021	10/22/2021	KSC & SON CORPORATION - G
TINO TIJERINA	10/20/2021	10/22/2021	KSC & SON CORPORATION - G

TINO TIJERINA	10/19/2021	10/21/2021	THE HOME DEPOT #6874
	10/10/2021	10/10/2021	AUTO PMT FROM ACCT

MCC Description	Debits	Credits
Business Services Not Elsewhere Classi	\$113.03	
Business Services Not Elsewhere Classi	\$113.03	
Business Services Not Elsewhere Classi	\$113.03	
Business Services Not Elsewhere Classi	\$113.03	
Business Services Not Elsewhere Classi		(\$113.03)
Business Services Not Elsewhere Classi		(\$113.03)
Business Services Not Elsewhere Classi		(\$113.03)
Home Supply Warehouse Stores	\$155.42	
Book Stores	\$43.48	
Testing Laboratories (Non-Medical)	\$1,770.00	
Plumbing And Heating Equipment And Sup	\$329.85	
Eating Places Restaurants	\$69.28	
Southwest	\$262.96	
Continuity/Subscription Merchants	\$9.99	
Advertising Services	\$10.00	
Miscellaneous Publishing And Printing	\$93.76	
Hotels Motels Resorts - Lodging	\$258.31	
Charitable And Social Service Organiza	\$470.00	
Telecommunications Equipment Including	\$4.99	
Miscellaneous Publishing And Printing	\$44.98	
Hotels Motels Resorts - Lodging	\$573.88	
Express Payment Services (Fast Food)	\$17.36	
Express Payment Services (Fast Food)	\$127.31	
Membership Organizations Not Elsewher	\$96.00	
Book Stores	\$30.73	
Book Stores	\$152.24	
Schools & Educational Services Not Els	\$99.00	
Home Supply Warehouse Stores	\$69.47	
Home Supply Warehouse Stores	\$760.16	
Hardware Stores	\$73.93	
Miscellaneous Automotive Dealers Not E	\$105.81	
Home Supply Warehouse Stores	\$26.00	
Hotels Motels Resorts - Lodging	\$628.98	
Utilities - Gas Water Sanitary	\$38.99	
Wholesale Clubs	\$157.67	
Home Supply Warehouse Stores	\$173.98	
Home Supply Warehouse Stores	\$164.19	
Glass Paint Wallpaper Stores	\$130.36	
Construction Materials Not Else Where	\$588.75	
Service Stations	\$3.00	
Service Stations	\$12.50	
Management Consulting And P. R. Servi	\$500.00	

unassigned	\$2.99	
Computer Prgmng Integrtd Sys Dsgn Dp	\$912.30	
Book Stores	\$32.61	
Business Services Not Elsewhere Classi	\$113.03	
Business Services Not Elsewhere Classi	\$113.03	
Embassy Hotels	\$352.68	
Business Services Not Elsewhere Classi		(\$113.03)
Business Services Not Elsewhere Classi		(\$113.03)
Hotels Motels Resorts - Lodging	\$2,136.03	
Book Stores	\$65.29	
Book Stores	\$14.71	
Grocery Stores Supermarkets	\$17.95	
Express Payment Services (Fast Food)	\$10.04	
Grocery Stores Supermarkets	\$86.95	
Grocery Stores Supermarkets	\$183.15	
Computer Prgmng Integrtd Sys Dsgn Dp	\$450.00	
Book Stores	\$75.01	
Book Stores	\$16.30	
Book Stores	\$86.96	
Book Stores	\$75.89	
Grocery Stores Supermarkets	\$58.13	
Book Stores	\$74.87	
Hotels Motels Resorts - Lodging	\$258.31	
Continuity/Subscription Merchants	\$16.95	
Charitable And Social Service Organiza	\$470.00	
Miscellaneous & Specialty Retail Store	\$122.30	
Grocery Stores Supermarkets	\$248.30	
Computer Software	\$152.91	
Express Payment Services (Fast Food)	\$11.77	
Home Supply Warehouse Stores	\$61.77	
Grocery Stores Supermarkets	\$163.15	
Home Supply Warehouse Stores	\$60.16	
Home Supply Warehouse Stores	\$165.06	
Home Supply Warehouse Stores	\$256.79	
Service Stations	\$7.00	
Hotels Motels Resorts - Lodging	\$673.98	
Hotels Motels Resorts - Lodging	\$898.64	
Telecommunications Equipment Including	\$1,606.22	
Catalog Merchants > 85% Mail/Phone	\$1,038.36	
Car Washes	\$15.00	
Car Washes	\$15.00	
Car Washes	\$15.00	
Car Washes	\$15.00	
Car Washes	\$15.00	

Home Supply Warehouse Stores	\$127.00	
Payment Adjustment Fee or Finance Charge		(\$18,388.76)
Total	\$19,797.04	(\$18,953.91)



UMPQUA BANK

BL ACCT [REDACTED]
VALLEY SANITARY DISTRICT
Account Number: [REDACTED]
Page 1 of 6



Account Summary

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

NEW BALANCE \$19,231.89

Credit Summary

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

Account Inquiries

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

Payment Summary

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

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

Corporate Activity

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

Cardholder Account Summary

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

Cardholder Account Detail

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

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

UMPQUA BANK
PO BOX 1952
SPOKANE WA 99210-1952



Account Number

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

AMOUNT OF PAYMENT ENCLOSED

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

\$



BL ACCT 00002769-10000000
VALLEY SANITARY DISTRICT
45-500 VAN BUREN STREET
INDIO CA 92201

MAKE CHECK PAYABLE TO:

UMPQUA BANK
PO BOX 2310
SPOKANE WA 99210-2310

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

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

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/05	10/07	PPLN01	24412901279030023096029	AROUND THE CLOCK CALL CTR 888-711-1956 CA	\$122.30
10/18	10/19	PPLN01	24559301291900011741168	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$470.00
10/19	10/20	PPLN01	24692161292100271865485	J2 EFAX SERVICES 323-817-3205 CA	\$16.95
10/19	10/21	PPLN01	24000971293393800496785	TOWN AND COUNTRY - LOD SAN DIEGO CA	\$258.31
10/23	10/24	PPLN01	24692161296100366610487	AMZN Mktp US*2Y15U99G1 Amzn.com/bill WA	\$74.87
10/25	10/26	PPLN01	24493981299191000494585	TRADER JOE'S #189 QPS LA QUINTA CA	\$58.13
10/28	10/29	PPLN01	24692161301100543284167	AMZN Mktp US*0L5790OK3 Amzn.com/bill WA	\$75.89
10/28	10/29	PPLN01	24692161301100544658468	AMZN Mktp US*RF7FZ7N63 Amzn.com/bill WA	\$86.96
10/29	10/29	PPLN01	24692161302100718969047	AMZN Mktp US*QU8SZ2AL3 Amzn.com/bill WA	\$16.30
10/29	10/31	PPLN01	24692161302100937499008	AMZN Mktp US*WVN3S91OQ3 Amzn.com/bill WA	\$75.01

Cardholder Account Summary					
BEVERLI A MARSHALL [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,728.87	Cash Advances \$0.00	Total Activity \$1,728.87

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/29	10/01	PPLN01	24000971273308803662005	LAKE TAHOE RESORT HOTE SOUTH LAKE TA CA	\$573.88
10/06	10/07	PPLN01	24492151279852239496304	NAME BADGES 800-243-9227 FL	\$44.98
10/12	10/13	PPLN01	24492151285894509131122	PAYPAL *QUICKYMARTL 402-935-7733 CA	\$4.99
10/18	10/19	PPLN01	24559301291900011741101	CALIFORNIA SOCIETY OF MUN 916-2312137 CA	\$470.00
10/19	10/21	PPLN01	24000971293393800496876	TOWN AND COUNTRY - LOD SAN DIEGO CA	\$258.31
10/25	10/26	PPLN01	24492151298852162018544	NAME BADGES 800-243-9227 FL	\$93.76
10/25	10/26	PPLN01	24493981299083730931897	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00
10/28	10/28	PPLN01	24692161301100892360840	Palm Sp Desert Sun 888-426-0491 IN	\$9.99
10/28	10/31	PPLN01	24692161302100169843410	SOUTHWES 5261447095212 800-435-9792 TX MARSHALL/BEVERLI 020322 PSP SMF WN D PSP WN F	\$262.96

Cardholder Account Summary					
HEBERTO MORENO [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$1,415.29	Cash Advances \$0.00	Total Activity \$1,415.29

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/07	10/08	PPLN01	2449216128000030824755	TRUGRITTRACTION.COM TRUGRITTRACTI FL	\$912.30
10/14	10/15	PPLN01	24692161287100471837109	APPLE.COM/BILL 866-712-7753 CA	\$2.99
10/27	10/28	PPLN01	24492151300852267699079	PAYPAL *DKFSOLUTION 402-935-7733 CA	\$500.00

Cardholder Account Summary					
TINO TIJERINA [REDACTED]		Payments & Other Credits \$0.00	Purchases & Other Charges \$2,846.58	Cash Advances \$0.00	Total Activity \$2,846.58

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/19	10/21	PPLN01	24943011293010180146179	THE HOME DEPOT #6874 INDIO CA	\$127.00
10/22	10/22	PPLN01	24692161295100212022664	ALLIED ELECTRONICS INC 800-433-5700 TX	\$1,038.36
10/20	10/22	PPLN01	24269791294500769188339	KSC & SON CORPORATION - G INDIO CA	\$15.00
10/20	10/22	PPLN01	24269791294500769188412	KSC & SON CORPORATION - G INDIO CA	\$15.00
10/20	10/22	PPLN01	24269791294500769188586	KSC & SON CORPORATION - G INDIO CA	\$15.00

Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/20	10/22	PPLN01	24269791294500769188669	KSC & SON CORPORATION - G INDIO CA	\$15.00
10/20	10/22	PPLN01	24269791294500769188743	KSC & SON CORPORATION - G INDIO CA	\$15.00
10/29	10/31	PPLN01	24492161302000028187375	SP * FLUKE HTTPSFLUKETES WA	\$1,606.22

Cardholder Account Summary

MIKE DURAN [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$673.98	\$0.00	\$673.98

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/29	10/01	PPLN01	24000971273308803662211	LAKE TAHOE RESORT HOTE SOUTH LAKE TA CA	\$673.98

Cardholder Account Summary

SCOTT SEAR [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$898.64	\$0.00	\$898.64

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/30	10/03	PPLN01	24000971274313103498950	LAKE TAHOE RESORT HOTE SOUTH LAKE TA CA	\$898.64

Cardholder Account Summary

DEBRA CANERO [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$628.98	\$0.00	\$628.98

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/29	10/01	PPLN01	24000971273308803663060	LAKE TAHOE RESORT HOTE SOUTH LAKE TA CA	\$628.98

Cardholder Account Summary

EDUARDO LUNA [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$1,269.44	\$0.00	\$1,269.44

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/30	10/03	PPLN01	24164071274111622351382	LOVE S COUNTRY00002071 COACHELLA CA	\$12.50
09/30	10/03	PPLN01	24164071274111622352786	LOVE S COUNTRY00002071 COACHELLA CA	\$3.00
10/25	10/27	PPLN01	24639231299900011080042	A.C. HOUSTON LUMBER INDIO INDIO CA	\$588.75
10/26	10/27	PPLN01	24493981299091000000020	DUNN-EDWARDS CORP #79 BERMUDA DUNES CA	\$130.36
10/25	10/27	PPLN01	24943011299010179463621	THE HOME DEPOT #6874 INDIO CA	\$164.19
10/27	10/28	PPLN01	24692161300100600074734	LOWES #00208* LA QUINTA CA	\$173.98
10/27	10/28	PPLN01	24943001301898002023217	COSTCO WHSE #0638 LA QUINTA CA	\$157.67
10/28	10/29	PPLN01	24755421301273016651303	BURRTEC WASTE INDUSTRIES COCHELLA CA	\$38.99

Cardholder Account Summary

BRANDEN RODRIGUEZ [REDACTED]		Payments & Other Credits	Purchases & Other Charges	Cash Advances	Total Activity
		\$0.00	\$522.64	\$0.00	\$522.64

Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/12	10/13	PPLN01	24492161286000003859162	LORMAN.COM WWW.LORMAN.CO WI	\$99.00
10/15	10/17	PPLN01	24431061288083738436658	AMZN MKTP US*279SZ0BC2 AM AMZN.COM/BILL WA	\$152.24
10/20	10/20	PPLN01	24692161293100696051918	AMZN MktP US*2Y09Q9GU0 Amzn.com/bill WA	\$30.73
10/25	10/26	PPLN01	24801971299690839892768	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$96.00

Cardholder Account Detail Continued					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/28	10/31	PPLN01	24269791302500749459453	YOUR PIE - INDIO - ECOMME 760-333-2893 CA	\$127.31
10/28	10/31	PPLN01	24269791302500749459529	YOUR PIE - INDIO - ECOMME 760-333-2893 CA	\$17.36

Cardholder Account Summary					
HOLLY GOULD [REDACTED]		Payments & Other Credits \$226.06-	Purchases & Other Charges \$3,575.47	Cash Advances \$0.00	Total Activity \$3,349.41

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/03	PPLN01	24231681275837000076787	SMART AND FINAL 718 COACHELLA CA	\$183.15
10/01	10/03	PPLN01	2469216127410067762479	IN *ESKILL CORPORATION 866-5375455 MA	\$450.00
10/04	10/05	PPLN01	24231681278837000087187	SMART AND FINAL 718 COACHELLA CA	\$86.95
10/04	10/06	PPLN01	24013391278000462573893	ARCTIC GLACIER USA INC WEST SAINT PA MN	\$10.04
10/06	10/08	PPLN01	24137461280500894450972	STATERBROS094 INDIO CA	\$17.95
10/12	10/13	PPLN01	24431061286083750480065	AMAZON.COM*270F41DB0 AMZN AMZN.COM/BILL WA	\$14.71
10/23	10/24	PPLN01	24692161296100568220648	AMZN Mktp US*2Y3C34XZ2 Amzn.com/bill WA	\$65.29
10/27	10/28	PPLN01	24692161300100439334176	FANTASYSPRINGSHOTEL INDIO CA	\$2,136.03
10/27	10/29	PPLN01	24755421301153012367163	EMBASSY HOTELS GARDEN GROVE CA	\$352.68
10/28	10/29	PPLN01	24492151301719982356591	EB DATA INTEGRITY AND 801-413-7200 CA	\$113.03
10/28	10/29	PPLN01	24492151301719982508811	EB DATA INTEGRITY AND 801-413-7200 CA	\$113.03
10/29	10/29		74492151302717998081413	CREDIT VOUCHER EB DATA INTEGRITY AND 8014137200 CA	\$113.03-
10/29	10/29		74492151302717998090596	CREDIT VOUCHER EB DATA INTEGRITY AND 8014137200 CA	\$113.03-
10/29	10/31	PPLN01	24431061302083739787986	AMAZON.COM*CR4VD7HN3 AMZN AMZN.COM/BILL WA	\$32.61

Cardholder Account Summary					
ANNA BELL [REDACTED]		Payments & Other Credits \$339.09-	Purchases & Other Charges \$2,820.15	Cash Advances \$0.00	Total Activity \$2,481.06

Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/30	10/03	PPLN01	24687201274030020886966	LALA'S WAFFLES CREPES & S INDIO CA	\$69.28
10/07	10/08	PPLN01	24435651280839152393465	FERGUSON ENT 1142 INDIO CA	\$329.85
10/12	10/13	PPLN01	24492161285000017410961	GT MOLECULAR, LLC WWW.GTMOLECUL CO	\$1,770.00
10/21	10/21	PPLN01	24431061294083728191372	AMAZON.COM*2Y8JO6B31 AMZN AMZN.COM/BILL WA	\$43.48
10/20	10/22	PPLN01	24943011294010184028232	THE HOME DEPOT #6874 INDIO CA	\$155.42
10/28	10/29	PPLN01	24492151301717981252993	EB DATA INTEGRITY AND 801-413-7200 CA	\$113.03
10/28	10/29	PPLN01	24492151301717981442099	EB DATA INTEGRITY AND 801-413-7200 CA	\$113.03
10/28	10/29	PPLN01	24492151301717981035646	EB DATA INTEGRITY AND 801-413-7200 CA	\$113.03
10/28	10/29	PPLN01	24492151301719981894246	EB DATA INTEGRITY AND 801-413-7200 CA	\$113.03
10/29	10/29		74492151302717998055698	CREDIT VOUCHER EB DATA INTEGRITY AND 8014137200 CA	\$113.03-
10/29	10/29		74492151302745998037622	CREDIT VOUCHER EB DATA INTEGRITY AND 8014137200 CA	\$113.03-
10/29	10/29		74492151302745998212456	CREDIT VOUCHER EB DATA INTEGRITY AND 8014137200 CA	\$113.03-

Cardholder Account Summary

JIMMY GARCIA [REDACTED]	Payments & Other Credits \$0.00	Purchases & Other Charges \$713.93	Cash Advances \$0.00	Total Activity \$713.93
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
10/01	10/03	PPLN01	24316051275548887003109	SHELL OIL 57444288005 INDIO CA	\$7.00
10/15	10/17	PPLN01	24692161289100049768701	THE HOME DEPOT 6874 INDIO CA	\$256.79
10/20	10/22	PPLN01	24943011294010184027762	THE HOME DEPOT #6874 INDIO CA	\$165.06
10/20	10/22	PPLN01	24943011294010184027770	THE HOME DEPOT #6874 INDIO CA	\$60.16
10/21	10/22	PPLN01	24231681295837000050119	SMART AND FINAL 490 LA QUINTA CA	\$163.15
10/21	10/24	PPLN01	24943011295010183687631	THE HOME DEPOT #6874 INDIO CA	\$61.77

Cardholder Account Summary

DANIEL A MILLS [REDACTED]	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,035.37	Cash Advances \$0.00	Total Activity \$1,035.37
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
09/30	10/03	PPLN01	24943011274010179707695	THE HOME DEPOT #6874 INDIO CA	\$26.00
10/01	10/03	PPLN01	24431061275091458000088	ACE HARDWARE COACHELLA COACHELLA CA	\$73.93
09/30	10/03	PPLN01	24137461275600375521189	TRACTOR SUPPLY #2357 INDIO CA	\$105.81
10/27	10/28	PPLN01	24692161300100600074056	LOWES #00208* LA QUINTA CA	\$760.16
10/28	10/31	PPLN01	24943011302010183435826	THE HOME DEPOT #6874 INDIO CA	\$69.47

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 11/10/21 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$19231.89

Finance Charge Summary / Plan Level Information

Plan Name	Plan Description	FCM ¹	Average Daily Balance	Periodic Rate *	Corresponding APR	Finance Charges	Effective APR Fees **	Effective APR	Ending Balance
Purchases									
PPLN01 001	PURCHASE	E	\$0.00	0.06024%(D)	21.9900%	\$0.00	\$0.00	0.0000%	\$19,231.89
Cash									
CPLN01 001	CASH	A	\$0.00	0.06572%(D)	23.9900%	\$0.00	\$0.00	0.0000%	\$0.00

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

** includes cash advance and foreign currency fees

¹ FCM = Finance Charge Method

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.



**Valley Sanitary District
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance for Recording Purposes**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss the acceptance of a grant of easement for sewer main purposes.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from the recommended action.

Background

The easement that is to be granted to Valley Sanitary District is in a private driveway in the Shoppes at the Greens Shopping Center on the Northeast corner of Avenue 42 and Jackson Street. The AutoZone auto part store expansion required the relocation of the public sewer main. This document provides an easement for the new sewer alignment. Attached are the Certificate of Acceptance and Grant of Easement with Exhibits A and B showing the location of the sewer main easement.

Recommendation

Staff recommends that the Board of Directors accept the Grant of Easement and authorize the General Manager to sign the Certificate of Acceptance of the Grant of Easement for recording purposes.

Attachment A: Certificate of Acceptance of Grant of Easement

Attachment B: Grant of Easement along with Exhibits A and B

CERTIFICATE OF ACCEPTANCE
OF GRANT OF EASEMENT

This Certificate of Acceptance pertains to the interest in real property conveyed by the Grant of Easement dated November 4, 2021.

From: CAN DO LLC, a California Limited Liability Company, (“Grantor”)

To: Valley Sanitary District (“Grantee”)

Said Easement Grant Deed is hereby accepted by the undersigned officer on behalf of the Grantee pursuant to authority conferred by the Grantee’s governing board.

The Grantee hereby consents to recordation of such Grant Deed.

Dated: _____

VALLEY SANITARY DISTRICT

By: _____

Beverli A. Marshall, CSDM
General Manager

Parcel No. 35639
Project: AutoZone Indio

RECORDING REQUESTED BY:
VALLEY SANITARY DISTRICT

WHEN RECORDERD MAIL TO:
VALLEY SANITARY DISTRICT
45-500 VAN BUREN
INDIO, CA 92201

APN: 692-670-005 & 692-670-009

GRANT OF EASEMENT

THIS INDENTURE, made and entered into this 4th day of November, 2021, by and between CAN DO, LLC, a California limited liability Company, (“Grantor”) and VALLEY SANITARY DISTRICT, (“Grantee”).

WITNESSETH: FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, the Grantor does hereby grant unto the Grantee, the easement and right of way to establish, construct and maintain for all time a public sewer or sewers and appurtenances in, through, on and along that certain real property situated in the County of Riverside, more particularly described as follows:

See Exhibit “A” and Exhibit “B” attached hereto and made a part hereof.


THIS GRANT is made by the Grantor under the full understanding and condition that the Grantee, by acceptance of this Grant, has the right to remove all things thereon that interfere with the purpose for which said easement is granted. Further, it is agreed by the grantor that any structure placed upon, or tree, plant or shrub planted on, along, or adjacent to said easement which injures the sewer or interferes with the maintenance thereof shall be removed by the Grantor at his expense when notified in writing to do so by the Grantee. Further, it is understood that connections to such public sewer or sewers constructed on the real property described above may be made only upon strict compliance with such rules and regulations as Grantee shall adopt from time to time and keep on file in the office of its secretary.

TO HAVE AND HOLD upon the Grantee forever for the sole object and purpose of constructing and maintaining thereon a public sewer or sewers and appurtenances thereto. Grantee’s rights shall include the right to construct and maintain service roads, manholes, pumping stations, and service connection structures appurtenant to said line or lines of trunk sewer pipe which structures may extend above the surface of the ground.

Dated: November 4, 2021

GRANTOR:

CAN DO, LLC, a California limited
liability Company

By: 
Name: D. Murost
Its: Murost

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness accuracy, or validity of that document.

STATE OF CA)

COUNTY OF Orange)

On 11/4/21 before me, Kristin Masters, Notary Public,
(insert name and title of the officer)

Personally appeared D. Almaguer, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that heshe/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraphs is true and correct.

WITNESS my hand and official seal.

Signature: [Handwritten Signature] (Seal)

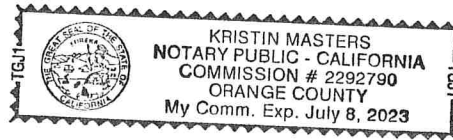


EXHIBIT "A"
PUBLIC SEWER EASEMENT FOR VALLEY SANITARY DISTRICT

LEGAL DESCRIPTION

A PORTION OF LAND IN PARCEL 4 OF PARCEL MAP NO. 35639, IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA, AS SHOWN BY MAP ON FILE IN BOOK 232, PAGES 85 THROUGH 88, INCLUSIVE, OF PARCEL MAPS, FILED IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

EASEMENT PARCEL A:

BEGINNING AT THE NORTHEAST CORNER OF PARCEL 2 OF SAID PARCEL MAP;

THENCE ALONG THE NORTHERLY LINE THEREOF, NORTH 89°31'02" WEST 301.06 FEET TO THE NORTHWEST CORNER OF SAID PARCEL 2;

THENCE ALONG THE EASTERLY RIGHT OF WAY LINE OF JACKSON STREET, NORTH 00°04'07" WEST 34.67 FEET TO THE SOUTHWEST CORNER OF PARCEL 1;

THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 1 AND ITS EASTERLY PROLONGATION, SOUTH 89° 31' 02" EAST 328.65 FEET;

THENCE SOUTH 00°04'07" EAST 215.84 FEET;

THENCE ALONG THE NORTHERLY LINE OF PARCEL 3 OF SAID PARCEL MAP AND ITS EASTERLY PROLONGATION, NORTH 89°31'02" WEST 89.03 FEET;

THENCE NORTH 00°04'07" WEST 30.00 FEET TO A POINT ON THE SOUTHERLY LINE OF SAID PARCEL 2;

THENCE ALONG THE SOUTHERLY LINE OF SAID PARCEL 2, SOUTH 89°31'02" EAST 61.45 FEET TO THE SOUTHEAST CORNER OF SAID PARCEL 2;

THENCE ALONG THE EASTERLY LINE OF SAID PARCEL 2, NORTH 00°04'07" WEST 151.16 FEET TO THE **POINT OF BEGINNING.**

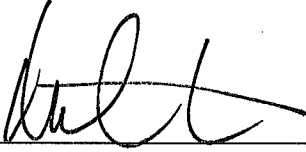
SUBJECT TO EASEMENTS, COVENANTS, CONDITIONS, RESTRICTIONS, RESERVATIONS, RIGHTS, RIGHT-OF-WAY AND OTHER MATTERS OF RECORD, IF ANY.

SHOWN ON EXHIBIT "B" HERETO AND MADE A PART HEREOF.

CONTAINING 9,921 SQUARE FEET (0.228 ACRES) MORE OR LESS.

EXHIBIT "A"
PUBLIC SEWER EASEMENT FOR VALLEY SANITARY DISTRICT

PREPARED BY ME OR UNDER MY DIRECTION.



MICHAEL JAMES KNAPTON, PLS EXP: 1/31/22

P.L.S. 8012

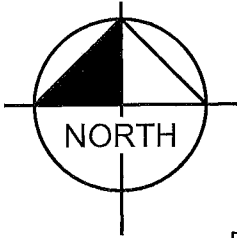
REV: 1/13/2021



EXHIBIT "B"

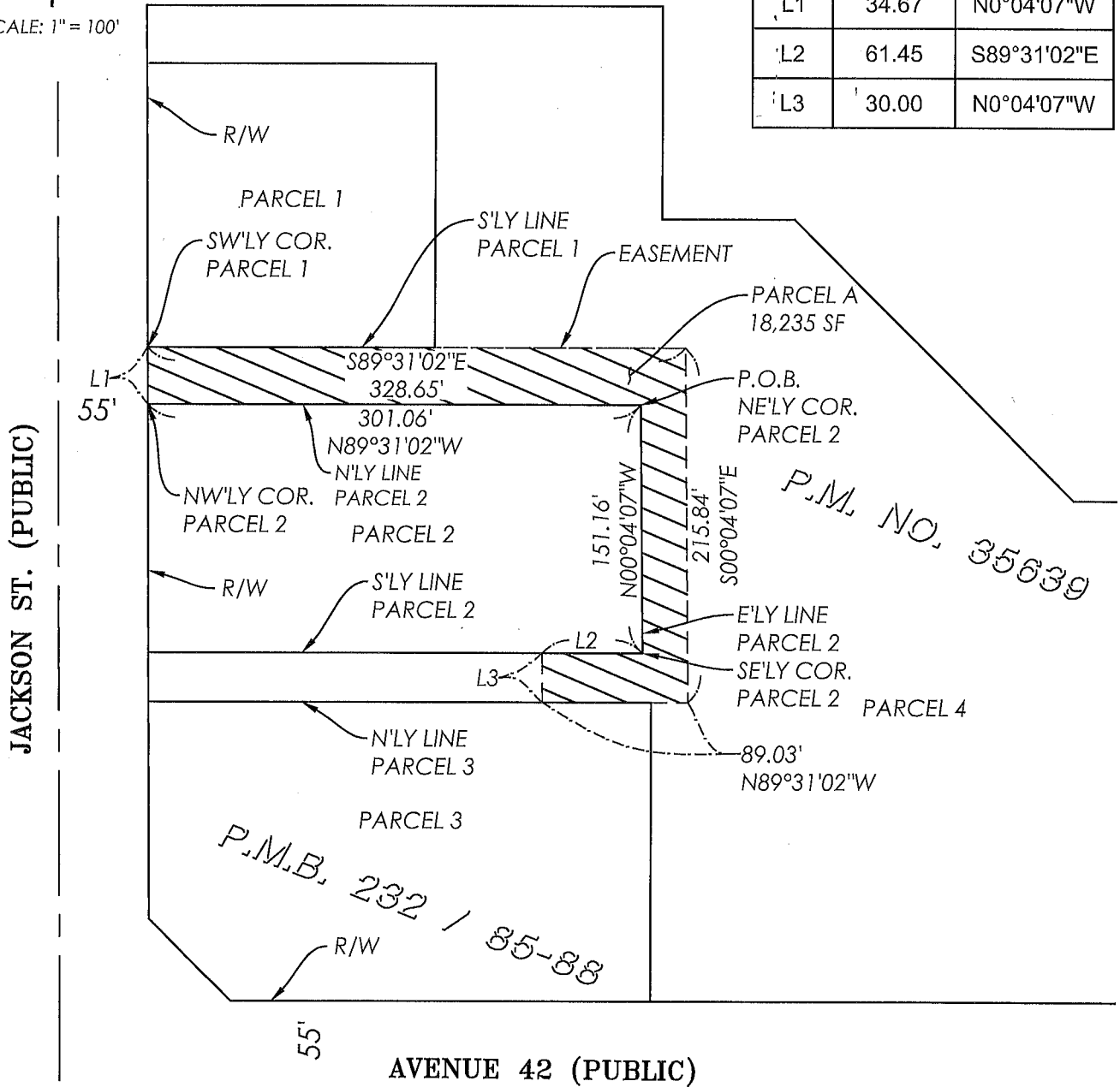
SEWER EASEMENT

SHEET 1 OF 1

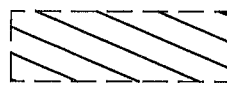


SCALE: 1" = 100'

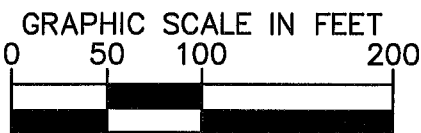
LINE TABLE		
LINE	LENGTH	BEARING
L1	34.67	N0°04'07"W
L2	61.45	S89°31'02"E
L3	30.00	N0°04'07"W



LEGEND



- LIMITS OF PUBLIC SEWER EASEMENT: 18,235 SF
- LOT LINE
- EASEMENT LINE
- STREET CENTERLINE
- P.O.B. POINT OF BEGINNING



Kimley»Horn

401 B STREET, SUITE 800, SAN DIEGO, CA 92101
 PHONE: 619-234-9411
 WWW.KIMLEY-HORN.COM



**Valley Sanitary District
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: Authorize the General Manager to Sign a Memorandum of Understanding for the Integrated Regional Water Management Planning and Funding in the Colorado River Basin Funding Area

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the Memorandum of Understanding (MOU) for the Integrated Regional Water Management (IRWM) Planning and Funding in the Colorado River Basin Funding Area.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact with the signing of this MOU. The purpose of the MOU is to work together as a region to acquire grant funding from the State.

Background

The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1), authorizes the Legislature to appropriate funding for competitive grants for Integrated Regional Water Management (IRWM) projects. Funding is administered by the Department of Water Resources (DWR). As in Round 1 Implementation, DWR is requesting that the grant funding for Proposition 1 Round 2 Implementation be grouped in a larger regional area than our local Coachella Valley Regional Water Management Group (CVRWVG). The CVRWVG is part of the Colorado River Basin Funding Area. Two other groups in this funding area include the Mojave Regional Water Management Group and the San Geronio Regional Water Management Group. The three (3) RWVGs have been working together to disperse the next round of grant funding for our

funding area. This group collectively is called the Colorado River Integrated Regional Water Management Partners (Colorado River IRWMP).

This MOU has been created for the Colorado River IRWMP for use among member agencies when a grant funded project is shared among more than one agency (which is typical). This MOU is very similar to the previous MOU used by the Colorado River IRWMP approved by the Board in 2016. The MOU is attached for Board review and discussion.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to sign the MOU for the IRWM Planning and Funding in the Colorado River Basin Funding Area.

Attachments

Attachment A: 2021 Memorandum of Understanding for the Integrated Regional Water Management Planning and Funding in the Colorado River Basin Funding Area

2021
MEMORANDUM OF UNDERSTANDING
FOR INTEGRATED REGIONAL WATER MANAGEMENT PLANNING AND FUNDING IN
THE COLORADO RIVER BASIN FUNDING AREA

This Memorandum of Understanding (MOU) is entered into this 9th day of November 2021 (Effective Date) among the Parties listed below:

PARTIES:

1. Coachella Valley Regional Water Management Group (RWMG), hereinafter CVRWMG, includes the following member agencies which are each a Party to this MOU:

Coachella Water Authority, hereinafter CWA; Coachella Valley Water District, hereinafter CVWD; Desert Water Agency, hereinafter DWA; Indio Water Authority, hereinafter IWA; Mission Springs Water District hereinafter MSWD; and Valley Sanitary District, hereinafter VSD.

2. Mojave RWMG, hereinafter MRWMG, includes the following member agencies which are each a Party to this MOU:

Mojave Water Agency, hereinafter MWA; Victor Valley Wastewater Reclamation Authority, hereinafter VVWRA; Technical Advisory Committee, hereinafter TAC; Mojave Desert Resource Conservation District, hereinafter Mojave Desert RCD; and Morongo Basin Pipeline Commission.

3. San Gorgonio RWMG, hereinafter SGRWMG, includes the following member agencies which are each a Party to this MOU:

City of Banning, hereinafter Banning; Banning Heights Mutual Water Company, hereinafter BHMWC; High Valleys Water District, hereinafter HVWD, Riverside County Flood Control and Water Conservation District, hereinafter RCFCWCD; and the San Gorgonio Pass Water Agency, hereinafter SGPWA.

The RWMG agencies acting collectively under this agreement are the COLORADO RIVER INTEGRATED REGIONAL WATER MANAGEMENT PARTIES, hereinafter called the Colorado River IRWM Parties. The RWMG agencies also are sometimes referred to in this MOU collectively as “Parties” and individually as “Party.”

RECITALS:

- A. The Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Public Resources Code, sections 79740-79744) (Proposition 1), authorizes the Legislature to appropriate funding for competitive grants for Integrated Regional Water Management (IRWM) projects. Funding is administered by the Department of Water Resources (DWR).
- B. The intent of Proposition 1 is, in part, to encourage integrated regional strategies for management of water resources and to provide funding through competitive grants, for projects that protect communities from drought, protect and improve water quality, promote environmental stewardship, and improve local water security by reducing dependence on imported water.

- C. The Colorado River Basin Hydrologic Region, also known as the Colorado River Funding Area, is composed of the IRWM regions – the CVRWMG, MRWMG, and SGRWMG. The boundaries of the CVRWMG, MRWMG, and SGRWMG are shown in **Attachment A**. Each IRWM region has been accepted into the IRWM Grant Program via the Region Acceptance Process.
- D. For the purposes of this 2021 MOU, the division of funding and terms of the funding agreement among the Colorado River IRWM regions shall be consistent with terms articulated in **Attachment B**, which are summarized below:

Proposition 1, Round 2 Implementation Solicitation	
Region	Funding per Region
CVRWMG	\$4,112,755
MRWMG	\$2,512,755
SGRWMG	\$1,912,755
Total	\$8,538,265

- E. Each Party has adopted an accepted IRWM Plan pursuant to Water Code § 10530 et seq. The Parties now desire coordination of applications for the Proposition 1 Round 2 Implementation grants to fund projects to enhance the quality of planning, identify opportunities for supporting common goals and projects, and improve the quality and reliability of water in the Colorado River Funding Area and throughout the State of California. The Parties will each rank and select projects for inclusion in IRWM grant applications for their region consistent with their respective IRWM Plans. The Parties will also submit a Proposition 1 Round 2 Implementation grant application to DWR individually for their respective RWMGs.
- F. The Parties will balance the necessary autonomy of each planning region to plan for itself at the appropriate scale with the need to coordinate among themselves to improve inter-regional cooperation and efficiency. By consensus, the Parties have developed the 2021 MOU to improve the IRWM planning process in the Funding Area to coordinate planning across planning region lines and facilitate the appropriation of funding for IRWM projects by DWR.
- G. The Parties will coordinate on grant funding requests to ensure that the sum of the total grant requests does not exceed the amount designated for the funding region.

The RECITALS are incorporated herein and the PARTIES hereby mutually agree as follows:

1. Definitions

The following terms and abbreviations, unless otherwise expressly defined by their context, shall mean:

- A. **Funding Area** – refers to any one of the 12 regions and sub-regions referenced in Public Resources Code section 79744(b) and allocated a specific amount of funding to support IRWM activities. The Colorado River Basin Hydrologic Region (also referred to as Colorado River Funding Area) incorporates lands in the Colorado River Basin Regional Water Quality Control Board.
- B. **RWMG** – refers to a group of at least three agencies, two of which must have statutory authority over water management, that have joined together to manage water resources to meet regional

needs. Each RWMG is the documented leader of IRWM planning and implementation efforts in a planning region.

- C. **Planning Region** –refers to regions with integrated stakeholders, agencies and projects in their regions for the purpose of coordinating with other planning regions and DWR. The boundaries of the three planning regions in the Colorado River Funding Area are shown in **Attachment A**.
- D. **Colorado River Integrated Regional Water Management Parties (Colorado River IRWM Parties)** – refers collectively to the three RWMGs entering into this MOU. The Colorado River IRWM Parties is composed of at least one representative from each recognized RWMG in the Funding Area. The Colorado River IRWM Parties will meet periodically to discuss issues pertaining to the Funding Area and make recommendations to the RWMGs.
- E. **Stakeholder Advisory Committee** – refers to the recognized committee or committees of stakeholders advising a planning region’s RWMG and/or governing agencies on key issues related to IRWM planning and grant applications.

2. General Planning Cooperation via Colorado River IRWM Parties

All RWMGs will meet on an as-needed basis through the Colorado River IRWM Parties. The number and timing of meetings will depend on the amount and intensity of planning and coordination efforts of the planning regions. The efforts of the Colorado River IRWM Parties will be to coordinate on IRWM-related funding efforts, enhance the quality of planning, and identify opportunities for supporting common goals and projects in the Funding Area.

3. Scope of the Agreement

Nothing contained within this MOU binds the Parties beyond the scope or term of this MOU unless the Parties expressly so agree in subsequent agreements, amendments, or contracts. This MOU does not require any commitment of funding beyond that which is voluntarily committed by separate board actions, but recognizes in-kind contributions of RWMG agencies and stakeholders.

4. Term of Agreement

The term of this MOU is from its Effective Date set forth above to the end of the fund expenditure date included in the Proposition 1 Round 2 Implementation Grant Proposal Solicitation Package (PSP) unless extended or terminated by mutual agreement of the Parties.

5. Modification or Termination

This MOU may be modified or terminated with the concurrence of the RWMGs. Modification or termination shall be effective upon execution of a written agreement by all the RWMGs.

6. Notice

Any notices sent or required to be sent to any RWMG shall be mailed and electronically mailed to the representatives designated for each member agency of the RWMGs.

7. Funding Uncertainties

The RWMGs do not guarantee that these coordination efforts and applications for funding will result in actual funding of any specific project. Nothing in this MOU shall be construed as creating a promise or guarantee of future funding. No liability or obligation shall accrue to any Party if DWR does not provide funding in response to any Party’s application. The Parties are committed to planning and

coordinating notwithstanding IRWM funding. The form of such coordination may change based on the sources of funding.

8. Indemnification

To the fullest extent permitted by law, each Party shall defend, indemnify and hold harmless the other Parties, their consultants, and each of their directors, officers, agents, and employees from and against all liability, claims, damages, losses, expenses, and other costs including costs of defense and attorneys' fees, arising out of or resulting from or in connection with work performed pursuant to this MOU. Such obligation shall not apply to any loss, damage, or injury, as may be caused by the sole negligence or willful misconduct of a Party, its directors, officers, employees, agents, and consultants.

9. Miscellaneous Provisions

- A. **Governing Law:** This MOU is to be construed in accordance with the laws of the State of California. Any action at law or in equity brought by any of the Parties shall be brought in a court of competent jurisdiction in Imperial, Riverside, or San Bernardino Counties, and the parties hereto waive all provisions of law providing for change of venue in such proceedings to any other county.
- B. **Severability and Validity of Provisions:** If any provision of this MOU is held by a court to be invalid, void or unenforceable, the remaining provisions shall be declared severable and shall be given full force and effect to the extent possible.
- C. **Arms' Length Negotiations:** This MOU is the result of negotiations between the parties hereto and with the advice and assistance of their respective counsels. No provision contained herein shall be construed against any Party because of its participation in preparing this MOU.
- D. **Waiver:** Any waiver by a Party of any breach by the other of any one or more of the terms of this MOU shall not be construed to be a waiver of any subsequent or other breach of the same or of any other term hereof. Failure on the part of any of the respective Parties to require from the others exact, full and complete compliance with any terms of the MOU shall not be construed to change the terms hereof or to prohibit the Party from enforcement hereof.
- E. **Execution in Parts or Counterparts:** This MOU may be executed and delivered in any number of parts or counterparts, hereinafter called "Counterpart". When each Party has signed and delivered at least one Counterpart to the other parties hereto, each Counterpart shall be deemed an original and, taken together, shall constitute one and the same MOU, which shall be binding and effective as to the Parties hereto. Facsimile or electronic signatures shall be binding.
- F. **Exclusive Expression of Agreement:** This MOU is intended by the parties hereto as their final expression with respect to the matters herein, and is a complete and exclusive statement of the terms and conditions thereof. This MOU shall not be changed or modified except by the written consent of all Parties hereto.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates shown on the attached counterpart signature pages:

On behalf of the Mojave Regional Water Management Group:

Mojave Water Agency

Kathy Cortner, General Manager

Date

Technical Advisory Committee

[insert name], Chairperson

Date

On behalf of the San Gorgonio Regional Water Management Group:

City of Banning

Doug Schulze, City Manager

Date

On behalf of the Coachella Valley Regional Water Management Group

Jim Barrett
Coachella Valley Water District

Reymundo Trejo, P.E.
Indio Water Authority

Arden Wallum
Mission Springs Water District

Mark Krause
Desert Water Agency

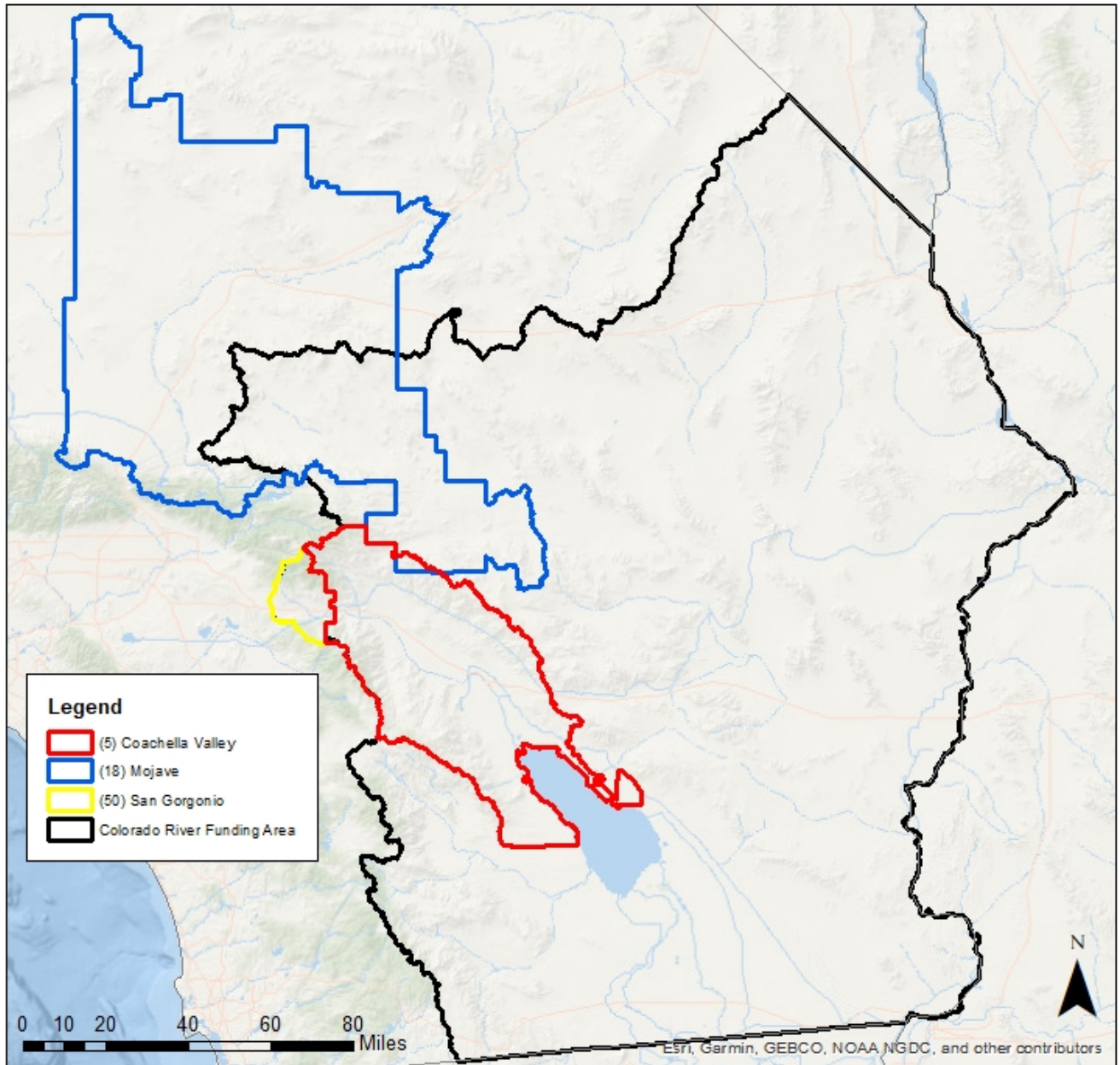
Castulo Estrada
Coachella Water Authority

Beverli Marshall
Valley Sanitary District

Attachment A
Colorado River Funding Area and Planning Region Boundaries

This figure shows the location of the Coachella Valley, Mojave, and San Gorgonio IRWM Planning Regions within the Colorado River Funding Area. Please note that the Mojave IRWM Planning Region spans two Funding Areas: Lahontan and Colorado River, while the Coachella and San Gorgonio IRWM Planning Regions are wholly located in the Colorado River Funding Area.

Colorado River Funding Area



Attachment B
Allocation and Use of Proposition 1 Funds

Per the December 2019 Proposition 1 Round 1 Implementation Grant Proposal Solicitation Package, a total of \$16,401,530 for Proposition 1 Implementation grants in the CRFA with a total of \$2,250,000 was available for funding of DAC implementation projects and \$14,151,130 for funding general implementation projects. In Round 1, DWR awarded \$7,863,265 to the CRFA with a total of \$787,500 from the available DAC funding and \$7,075,765 from the available general implementation funding. For Round 2, there is a total of \$8,538,265 remaining with \$1,462,500 from the available DAC funding and \$7,075,765 from the available general implementation project funding. The remaining funding will be distributed through the Proposition 1, Round 2 Implementation Grant Solicitation(s), which is anticipated to occur in 2022. This MOU addresses only the Proposition 1, Round 2 Solicitation, which will be allocated in accordance with the amounts shown in the following table. Any unallocated funds will be distributed proportionately to the regions.

Proposition 1, Round 2 Solicitation	
Region	Funding per Region
CVRWMG	\$4,112,755
MRWMG	\$2,512,755
SGRWMG	\$1,912,755
Total	\$8,538,265



**Valley Sanitary District
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Approve Annual Employee Performance Bonus

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

Executive Summary

The purpose of this report is to present the Board the annual employee performance bonus and request direction from the Board.

Strategic Plan Compliance

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

Fiscal Impact

The financial impact of \$6,800 will utilize Board approved operating funds from the fiscal year 2021/22 budget.

Background

It has been a long-standing tradition of the District to award an annual employee performance bonus via gift cards to all employees in December of each year. The purpose of the annual employee performance bonus is to engage employees, increase collaboration, and motivate employees to increase overall productivity.

This year Valley Sanitary District employees continued to emulate what it means to be an essential worker. Staff's commitment and continued ability to deliver high quality results allows the District to progress and continue to be successful. This team understands the critical nature of the service it provides and the community it serves. The District's mission is clear, to serve the City of Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply. The continued dedication and forethought of this team is commendable.

Valley Sanitary District has proudly reached several milestones this past year including:

- California Water Environmental Association (CWEA) Colorado River Basin Section Maintenance Person of the Year – Daniel Mills
- Government Finance Officers Association (GFOA)–Excellence in Financial Reporting

This performance bonus is a reward to the Valley Sanitary District employees for their achievements and continued dedication to the District.

Recommendation

Staff recommends that the Board approve the annual employee performance bonus.

Attachments

None.



**Valley Sanitary District
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Discuss the Valley Sanitary District Board Workshop Report from Management Partners and Provide Direction

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

Executive Summary

The purpose of this report is for the Board to review and discuss the report.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 6.6: Improve Governance

Fiscal Impact

There is no fiscal impact from this discussion.

Background

At its meeting on March 10, 2020, the Board adopted the VSD Strategic Plan (Plan). The Plan established the District’s mission, vision, and values as well as set long-term goals and short-term objectives. These priorities and goals provide direction for District services and activities. At its meeting on November 24, 2020, the Board directed staff to continue operating under the direction provided in the original Plan.

Objective 6.6.1 of the Plan identifies that the Board will conduct an annual self-assessment. The first step in that process was to hold a workshop with the objectives of:

1. review and discuss effective governing practices;
2. clarify the Board’s roles and responsibilities along with executive staff;
3. agree upon how the Board and General Manager will monitor and report on the Plan results; and,
4. discuss and agree upon additional methods to increase citizen participation.

The full day Board workshop was held on November 2, 2021, at the Fantasy Resort Events Center and was published and conducted as a special meeting of the Board of

Directors and open to the public. The workshop was facilitated by Joh Bramble and Julie Hernandez with Management Partners. In attendance were President Sear, Vice President Coleman, Secretary/Treasurer Canero, Director Duran, and Director Teague. In addition, General Manager Marshall, Engineering Services Manager Buchwald, and Facility Operations Manager Commons were in attendance.

Attached to this staff report is the final report from the consultants summarizing the workshop discussion and key outcomes that will be used in the future for the Board to conduct its self-assessment.

Recommendation

Staff recommends that the Board of Directors discuss the report and provide direction.

Attachment A: Board Workshop 2021



**Valley Sanitary District
Board Workshop
Held November 2, 2021**

November 2021

**Management
Partners**



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Workshop Report

The Valley Sanitary District (VSD) conducted a Board workshop on November 2, 2021 at the Fantasy Resort Events Center, Pa'at Room, from 9:00 a.m. – 4:00 p.m. The workshop provided an opportunity for the Board of Directors and District management to review effective governance practices, discuss roles and responsibilities, reach a consensus about how strategic plan initiatives will be monitored and reported, discuss citizen participation, and strengthen teamwork. This report contains a summary of the results of the workshop.

The workshop was facilitated by John Bramble (Special Advisor) and Julie Hernandez (Senior Management Advisor) with Management Partners.



Workshop Overview

Objectives

- Review and discuss effective governing practices;
- Clarify the Board's roles and responsibilities along with executive staff;
- Agree upon how the Board and the General Manager will monitor and report on the strategic plan results; and
- Discuss and agree upon additional methods to increase citizen participation.

Agenda

- Welcome from the Board President
- Public comments
- Opening comments from the General Manager
- Introduction and agenda overview
- Icebreaker exercise
- Review interview themes and key accomplishments
- Review and discuss practices of effective boards
- Discuss roles and responsibilities
- Discuss norms
- Lunch break
- Review strategic plan and roles for implementation
- Explore expanding citizen participation opportunities
- Wrap up and next steps

Participants

Board of Directors



- President Scott Sear
- Board Member William Teague
- Vice President Dennis Coleman
- Secretary/Treasurer Debra Canero
- Director Mike Duran

Executive Staff

- General Manager Beverli Marshall
- Facilities Operations Manager Dave Commons
- District Engineer Ron Buchwald

Workshop Ground Rules

At the start of the workshop, the facilitators suggested several ground rules to help the group have a successful workshop:

- Assume good intent
- Listen to each other – be respectful to the person speaking
- Seek consensus and areas of agreement
- Model how we want others to act

Workshop Preparation

In preparation for the workshop, John Bramble and Julie Hernandez held interviews with Board members, and discussed the workshop with the General Manager. An agenda, handouts, and PowerPoint presentation were prepared.

Opening Comments

The workshop began with a welcome by Board President Scott Sear, who thanked the participants for attending the workshop, and invited public comments. No members of the public were present.

General Manager Beverli Marshall welcomed everyone and thanked the Board for participating in the day's discussions. She emphasized the importance of the session, shared her hopes for the day, and introduced the facilitators.

After Board members and staff introduced themselves and shared what they hoped they would learn from the workshop, John Bramble provided an overview of the day to establish a shared understanding of the workshop's purpose and objectives. He reviewed ground rules for the day, along with objectives and the agenda for the workshop. John also explained the purpose of the "bike rack," which is a time management tool that tracks items that are raised but will not receive attention during the workshop. The following item was added to the bike rack during the session:

- VSD should schedule more opportunities to celebrate successes.



Icebreaker Exercise

Julie Hernandez led the group in an icebreaker exercise to build relationships and strengthen teamwork. Each participant was provided with two questions to answer and instructions for completion. The questions helped participants identify common personal and professional elements among the Board and executive staff. As the group shared results of the exercise, the following themes emerged:

- Shared interests: travel, children/family, sports, genealogy
- Many participants have long public service records
- Shared passion to learn and grow
- Different experiences and perspectives – but the same goals
- Good board members – think about agenda items from different perspectives that add richness to the final product
- Military service



Recent Accomplishments

John Bramble reviewed the accomplishments that were mentioned during the Board interviews. These accomplishments are listed below:

- Implemented staff training program
- Held Board communications training
- Developed Capital Improvement Plan (CIP) and funding strategy
- Rebuilt lift station



- Kicked-off diversity, equity, and inclusion (DEI) program
- Initiated youth engagement program
- Implemented rate study

Additional accomplishments that the group mentioned are summarized below:

- Proactively moved to wards
- Completed staffing and compensation study
 - ✓ Showed that VSD was behind on compensation
 - ✓ Changed morale for the better
- Addressed forgotten infrastructure
- Visionary leadership
 - ✓ 1925 Act – prior residents had foresight to start this district
 - ✓ 1957 – The California Association of Sanitation Agencies (CASA) was formed, and VSD was the 6th to join, allowing CASA to become a statewide organization
- Handled pandemic well and quickly
 - ✓ Business never stopped
 - ✓ Handled technology well
 - ✓ General Manager and staff “made the District shine”



Practices of Effective Boards

John led the group in developing a shared understanding of how VSD’s Board performance compares to current research on high-performance governance. John emphasized the importance of building relationships, working as a team, and being well prepared. The participants were provided with an article from the *Institute for Local Government (ILG)* and discussed attributes of effective governing boards and what it means to

practice good governance. The six attributes of high-performing governing boards are provided below.

Attributes of High-Performing Governing Boards

- Commit to **True Partnerships** among Members, General Manager and Staff
- Exhibit Clarity and **Respect for Roles** and Responsibilities
- Demonstrate **Civility** and Respect for All
- Conduct **Effective Meetings**
- Hold Themselves and the General Manager **Accountable**
- Practice Continuous **Learning**

Roles and Responsibilities

John reviewed the governing roles of the Board of Directors and General Manager, which helped set the foundation for discussing and agreeing upon norms later in the workshop. The roles that were specified are shown on the slides below.

Board Member Role

- Do what is in the best **long-term interest** of the community
- Do what is in the interest of the District
- **Respect** the chain of command
- Work through the General Manager
- **Meet** with the General Manager on a regular basis

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General Manager's Role

- Serve as **chief executive officer** of the organization
- Guide and develop staff** and create a productive organizational culture
- Provide policy **advice** to the Board
- Help make the Board productive and successful and help each member succeed
- Help staff **achieve** the Board's goals

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In small groups, the participants engaged in discussions about roles. The groups identified the following roles of the Board members and General Manager.

Table 1. Board Member and General Manager Roles

Board Members	General Manager
<ul style="list-style-type: none"> Agree upon desired outcomes Agree upon methodology to evaluate success and failures Authorize money for consultants Conduct annual retreat for setting and evaluating goals Delegate emergency authority Develop long-term plan (5 years and beyond) Develop relationships with other elected officials Develop short-term plan (0-5 years) Develop vision Conduct elected-to-elected communications Be inclusive with staff for goal setting and vision Provide feedback process and changes Provide resources Set goals 	<ul style="list-style-type: none"> Assist with vision and goal development Work together with the Coachella Valley Regional Water Management Group (CVRWMG) Coordinate Board and staff development through the California Special Districts Association (CSDA), and others Evaluate and report preparedness status Facilitate retreat with consultant Find ways to meet/implement Board expectations Implement plans Maintain expectations up and down Manage advocacy consultant Network with City Managers and other General Managers Review and propose orientation binder Translate the Board's goals and vision to staff

- Participate on the board of the East Valley Reclamation Authority (EVRA)

Additionally, the group specified the following roles of the President:

1. Keeping flow going
2. Communicate with General Manager
3. Maintain the expectations of Board and staff
4. New director orientation



Board of Directors' Norms

John Bramble provided some sample norms for the group to review. In small groups, the participants selected five to seven norms they felt would be most useful to the VSD Board. The groups took turns reporting out to the large group which norms they chose. The Board agreed that they would adopt the following norms:

Norms

1. Approach the business of governing in a professional manner
2. Communicate through the general manager
3. Demonstrate honesty and integrity in every action and statement
4. Disagree agreeably and professionally
5. Fully participate in board meetings and other public forums while demonstrating respect, consideration, and courtesy
6. Honor discussions before decisions
7. Inspire public confidence in our local district

8. Participate in scheduled activities
9. Show respect for proper roles of elected officials and district staff in ensuring open and effective government
10. Work for the common good, not personal interests
11. Work together as a body, modeling teamwork and civility for our community

The Board agreed that they would adopt the following as their Top Six Norms:

1. Work together as a body, modeling teamwork and civility for our community
2. Honor discussions before decisions
3. Demonstrate honesty and integrity in every action and statement
4. Inspire public confidence in our local district
5. Show respect for proper roles of elected officials and district staff in ensuring open and effective government
6. Work for the common good, not personal interests

Roles for Implementing the Strategic Plan

The group reviewed the six goals that are identified in the strategic plan. These goals are listed below.

- Goal 1: Fully staffed with a highly trained and motivated team
- Goal 2: Increase recycling, reuse, and sustainability
- Goal 3: Excellent facilities
- Goal 4: Increase community understanding and support
- Goal 5: Long-term financial strength
- Goal 6: Improve planning, administration, and governance

In small groups, the participants reviewed and discussed the roles of the Board and General Manager in implementing the Strategic Plan and Goal 6 of the Strategic Plan. The Board was invited to provide clear direction to the General Manager regarding their expectations.

The Board agreed that their role is to represent the Strategic Plan in the community through outreach, and to evaluate staffs' implementation by evaluating the success of projects pertaining to the goals. This community outreach should be primarily conducted by the Board President in partnership with the General Manager.

It was mentioned that the Board and General Manager also have responsibility for conducting outreach to other agencies to ensure sanitation waste disposal is included in emergency preparedness plans.

Community Outreach and Resident Participation

The purpose of this segment of the workshop was to identify new ways to involve external stakeholders and communicate successes to the community. In a general group discussion, participants brainstormed answers to the following questions regarding community outreach and resident participation:

- What should the District do more of?
- What is missing?
- What should the District do less of?

The group agreed that a primary focus should be increasing public knowledge that VSD exists. A summary of the community engagement ideas is presented below:

- Have a presence at community events
- Speak at the historical society and explain the District's history
- Broaden education outreach efforts in schools, in the hope that kids will share information they learned with parents
- Explore whether the partnership with the City of Indio can be used to provide information about VSD to City of Indio residents

In addition to increasing public knowledge about VSD in general, the group identified specific aspects about the District that should be marketed, including VSD's purpose, history, special district status (i.e., they are not part of the local water district), and sustainability efforts (e.g., biosolids and reclaimed water).

The group further identified that what is missing is the ability to market VSD through utility billing statements, similar to other utilities, because VSD customers are billed through property taxes.

Success

Success will be defined by VSD's ability to tell its story and present itself as an environmental health organization that focuses on reclaimed resources. VSD will be able to measure success by the following indicators:

- VSD community outreach efforts become a higher priority with Board and staff
- People in the community know VSD
- VSD is recognized publicly (i.e., in newspaper articles)

- VSD is invited to be a part of events
- VSD is asked to partner with schools and City committees
- People express interest in serving on the Board because VSD is seen as a trusted community asset, not just a service provider
- Greater attendance and more participation by the public occurs at Board meetings
- VSD Board members are invited to be members of other community boards

In order to reach success, the group agreed that both the General Manager and Board members need to have a presence in the community, as well as the following:

- Implement the recommendations from the marketing consultant
- Provide message statements and coaching for the Board to conduct enhanced outreach efforts
- Utilize polls to identify if the public knows VSD and what they know about the District
- Analyze invitations received by the Board to attend community events and track the number of invitations received by type - using this information, strategize how receipt of meaningful invitations may be improved

Wrap Up and Next Steps

John Bramble summarized the day's agenda, and the agreements reached. He explained that Management Partners would prepare and submit this summary report.



To conclude the workshop, each participant was asked to offer one valuable take-away from the day's discussions. The comments that were shared are listed below:

- This was an opportunity to discuss and to learn from the experience of the consultant
- We clarified a few best practices
 - Using titles at meetings
 - Teamwork was reaffirmed
- Having the communication styles evaluation helped
 - Discussions today were richer
 - Keep growth going

- This is an evolutionary process that pushes us to grow more and more
- We are more cognizant of challenges and how to address them together
- It was comfortable to participate, and ideas were appreciated
 - Discussions were heartening and showed Board commitment and involvement; Board members want to do good work
- The workshop was foundation building; we have an amazing starting point from which to build

Upon the conclusion of the workshop, participants were asked to complete a brief survey about the workshop. A summary of the survey responses is provided in Attachment A.

Attachment A: Summary of Workshop Evaluations

Valley Sanitary District Board Workshop Held November 2, 2021 Consolidated Workshop Evaluations



The best thing about this workshop was...

- Team building, discussion
- The communication with the Board and staff, and the openness of all individuals
- The process that allowed for a sharing of ideas
- The opportunity to talk about key issues with the Board
- We learned the proper way to address each other in board meetings
- Being able to communicate with fellow Board members and General Manager and staff
- The flow and structure – the layout and path
- Unison with all

Some thing(s) which could have been better...

- Nothing, I loved all of it
- Hard to say; some of the slides might have been communicated better, just verbal, not on the slides
- More interaction by Julie; questions, thoughts, and input
- More time
- All was great
- Not much - excellent presentations
- It seemed to drag towards the end – not engaged in topic?
- You did just fine

What elements of the session will be most useful to you?

- Team/group events
- The individual work teams and the report from the groups
- The prioritization of the norms, the breakout sessions
- Small group discussions
- Creating our goals
- Clarify the Board roles and responsibilities
- All of it – good experience
- Outreach

I'm glad that the facilitator(s)...

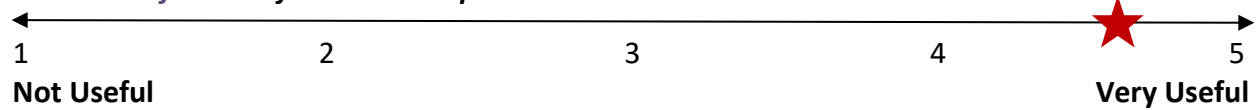
- ...were interactive and friendly
- ...added points for discussions, and thoughts and topics

- ...kept us on target
- ...guided the whole session - no one spoke out of turn
- ...presented some topics of interest
- ...used humor – made it fun
- ...was on point all day

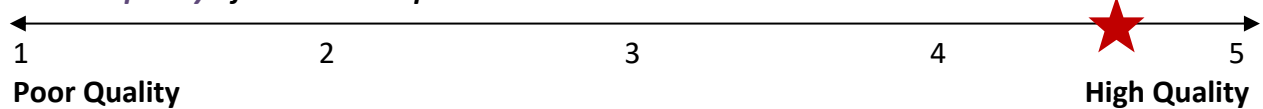
I wish the facilitator(s) would have...

- ...brought ice cream
- ...insights from other agency experiences

Overall usefulness of the workshop: 4.66



Overall quality of the workshop: 4.68



OTHER COMMENTS:

- Thank you, see you next year
- Excellent presentation
- Continue to move forward



**Valley Sanitary District
Board of Directors Meeting
November 23, 2021**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Review Strategic Plan 2020 and Provide Direction**

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

Executive Summary

The purpose of this report is for the Board to discuss the Plan and determine if amendments are needed for the upcoming fiscal year.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this discussion.

Background

Starting in November 2019, the Board held two workshops and several discussions regarding the Strategic Plan (Plan). At its meeting on March 10, 2020, the Board adopted the Strategic Plan 2020. The Plan established the District’s mission, vision, and values as well as set long-term goals and short-term objectives. These priorities and goals provided direction for the Fiscal Year 2020/21 budget process. At its meeting on November 24, 2020, the Board directed staff to make no changes to the Plan for Fiscal Year 2021/22.

In preparation for the Fiscal Year 2022/23 budget process, staff recommends that the Board review the Plan and provide direction regarding the existing goals and objectives. If there are changes, the Plan should be updated to reflect those changes for the upcoming budget process and to provide direction to staff.

Recommendation

Staff recommends that the Board of Directors review the Strategic Plan 2020 and provide direction regarding updates for the 2022/23 fiscal year.

Attachment A: 2021 Objectives Status

Objective #	Objective Description	Status
1	Fully Staffed with a Highly Trained and Motivated Team	
1.1	Enough staff to fulfill goals and objectives safely and efficiently	4 additional positions (total of 36 FTEs)
1.2	Improve preparation for both unexpected events and planned succession of all key positions	In progress
1.3	Improve training and professional development	In progress
1.4	Maintain and build upon strong staff culture	In progress
2	Increase Recycling, Reuse, and Sustainability	
2.1	Increase recycling and reuse of resources and byproducts	Reclaimed Water Project - Phase I
2.2	Improve sustainability of the overall operations (e.g., lower carbon footprint)	Reclaimed Water Project - Phase I
2.3	Become an environmental leader in the community and industry	Reclaimed Water Project - Phases II and III
3	Excellent Facilities	
3.1	Facilities are managed using comprehensive long-range plans that are integrated with the financial plan	In progress
3.2	Increase use of technology to lower costs and improve reliability	In progress
4	Increase Community Understanding and Support	
4.1	Increase community understanding and support for the District and its programs	In progress
4.2	Increase the District's understanding of community wants, needs, and interests	In progress
4.3	Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling	In progress
5	Long-Term Financial Strength	
5.1	Align long-term financial planning with strategic priorities	Completed FY 2020/21; Implemented 7/1/2021
5.2	Extend financial planning to meet long-term needs while maintaining affordability for customers	In progress
5.3	Update rate structure to ensure it is up-to-date and fair to all classes of customers	Completed FY 2020/21; Implemented 7/1/2021
6	Improve Planning, Administration, and Governance	
6.1	Meet evolving operational and customer demands	Ongoing
6.2	Increase regional collaboration	Ongoing
6.3	Improve administration and management	In progress
6.4	Increase emergency preparedness	Planned for FY 2022/23
6.5	Improve State level legislative advocacy	Issue RFP in 2022
6.6	Improve governance	In progress
6.7	Maintain compliance with all regulatory, legislative, and permit requirements	Ongoing



March 2020

2020 STRATEGIC PLAN

Prepared by: Rauch Communication Consultants Inc.



BOARD OF DIRECTORS

Mike L. Duran, President
Scott A. Sear, Vice President
Debra A. Canero, Secretary
Dennis M. Coleman, Director
William R. Teague, Director

GENERAL MANAGER

Beverli A. Marshall



Valley Sanitary District 2020 Strategic Plan

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Expectations

The first question asked in the first workshop was for each of the participants to share their initial expectations for the workshop by considering their own goals for the workshop, and what they hoped the outcome would be. The expectations are organized into topic headings below.

Board

- Determine how we can best work together as a board to benefit stakeholders.

Facilities

- Continue to maintain facilities that are conducive to the public.

Alignment

- Set short- and long-range goals in alignment and foresee issues so we can align our planning and avoid rate shocks.
- Direction for board and staff goals, mission statement – all understanding and moving in the same direction.
- Hear board in one voice – unify the Board.
- Form a better idea of the direction we should go that will best benefit the community.
- Identify a clear path forward that we all agree on.

Practical Roadmap

- Roadmap: identify goals for operations, prioritizing capital projects, and financing to pay for it.

Image and Branding

- Establish a strong image for the district and reflect that in all we do.

Rating the District Today (from Workshop #1)

Before considering where the District wants to go in the future, it is important to understand where it is today. In this exercise, each participant in the workshop was asked to rate various aspects of the District based on its current performance. Each participant selected aspects of the District to rate and graded them on a scale of 1 to 10 (10 being excellent). The average scores, along with the total number of votes in each category, are included to the left of each category.

BELOW ARE THE CATEGORIES AND RATINGS PROVIDED BY THE PARTICIPANTS	
Avg. 8.4 9, 9, 9, 9, 9, 8, 8, 8, 7 9 votes	Staffing. Always working together, eager to learn and take the initiative. This is a family style organization and people love to come to work here. The District has good leadership and provides the tools staff needs. Overall it is a great staff, both the older staff and new staff. Regarding challenges, the District is short in staffing in a few areas, like lab operations, electricians, and maintenance. The District hasn't planned well for succession and increasing workloads from regulations. Some staff are over-taxed.
Avg. 7.8 9, 8, 8, 6 4 votes	Board. Good Board. New directors are working hard, getting up to-speed and contributing. Board is committed to staff and supports staff. Both experienced and new directors are enthusiastic
Avg. 7.7 9, 9, 5 3 votes	Facilities. We are proactive in facilities maintenance. Management, CIP planning, and reporting are all good or excellent. We have good equipment and the field staff represents the District well. Emergency preparedness is lacking; we need more robust emergency preparedness and training.
Avg. 7.5 9, 8, 8, 7.5, 5 5 votes	Finance. Finances are strong in near term and there are plans to address the long-term. The District has strong reserves, but cash flow is not strong enough and will be depleted within eight or nine years. The budget is transparent and easy to read. The District can do better in terms of policies, financial awards, and financial education. The Board could use more information in workshops.
Avg. 7 7.5, 7 2 vote	Regulatory. Regarding regulations, the District is ok for now, but needs to keep learning and adding resources to meet new regulations. Regarding legislative engagement, the District is strong in federal, but needs more focus at the state level. The District does follow the CASA monitoring on legislation to help determine what to support or oppose.
Avg. 6.5 8, 5 2 votes	Planning. We are dedicated, thinking and not complacent. However, lean staffing and limited resources limits planning for the future.
Avg. 4 6, 5, 3, 2 4 votes	Outreach. People don't know and haven't even heard of the District. It will be hard to ask people for increased rates over time if they don't know us. While outreach is improving, we need to improve branding and to show what a great board, staff, and District we have. We need to tell our story and be out at schools, public events, and businesses.
Avg. 4 4 votes	Reclamation. This is a critical, big, and costly task.

Challenges and Opportunities Facing the District

Below is a list of key issues and challenges identified in the process that are expected to face the District in the future. Each participant was asked to predict what challenges and opportunities the District would confront in the future. The feedback is as follows:

Facilities

Need more emergency preparation and training. \$100 million+ cost of facility upgrades over ten years.

Finance

Need to develop a new rate structure next year. Are we moving in the right direction and making good decisions? Acting in the right order and efficiently?

Planning

Need to be prepared to meet the needs of the City General Plan, population growth, and tribal requirements.

Staff

Need to evolve as new generations join the workforce by developing new recruitment and retention approaches and management styles. Must manage retirements, succession, and institutional knowledge; need to promote diversity.

Outreach

Need to get people to know us, to understand and support us by reaching out to ratepayers, city council, tribal, and regional water management groups. Need rebranding. Need more collaboration. Can't operate in a vacuum. Must partner.

Reclamation

This is critical to support community sustainability; we must be part of it.

Operations

Must stay up to date with technology.

Regulatory and Legislative

Current permitting is good. There will be future tribal and state regulatory challenges, including around human resources, finance, transparency, tertiary, nitrogen removal, etc.

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

As a result of the changes outlined in this five-year Strategic Plan, 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. We will:

- Prioritize the needs of our customers and do it cost-effectively and transparently.
- 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 all circumstances.

Areas of Current Emphasis

The participants were asked to identify and vote on the most important issues that the District must resolve in the coming years. The results of that vote are shown below, along with a summary of the responses by category. *This exercise was designed to advance the discussion and indicate areas of current emphasis as described below rather than to generate actionable, quantitative priorities. Everything on this list is important, as are many items that don't appear in this list. In the context of current areas of emphasis, funding is lower than the items above it, but still a high priority.*

8 Votes	Highly Trained Staff. Everything depends on having a good staff, with adequate people to meet regulatory needs, and resilient to meet future requirements.
8 Votes	Recycled Water. We must get recycled water completed and online.
8 Votes	CIP Planning. Short and long-range CIP planning and feasibility evaluation. Plant, collection, recycled and how to implement.
8 Votes	Establish a Brand. Have a concrete plan to build a brand for the District and ensure the public knows it.
4 Votes	Safety. Plant and staff safety protocol, training, and equipment.
3 Votes	Complete and Up-to-Date Policies. Complete written policies and make sure they are up to date and approved.
3 Votes	Strategic Plan. Mission statement and strategic plan are a true reflection of direction.
1 Vote	Funding. Need enough funding for CIP plans.

Goals, Objectives, and Implementation Plan

Introductory Notes

Key Areas of Change. This Strategic Plan focuses only on key areas where there is change or a desire for additional clarity of direction. Numerous existing and ongoing initiatives, programs, and actions are not incorporated into this plan.

Priorities. The notation “(High)” after an action indicates a high-priority action. A high priority is defined as a “must do” that is not receiving adequate attention from staff due to inadequate resources or a new or additional effort for staff to undertake to fulfill a critical goal or objective. Some actions are urgent in terms of timing but are not necessarily a high priority. For example, it is urgent to get out payroll in the next few weeks but not a high strategic priority, just a workaday task.

Timing. Goals and objectives marked “annually” or “ongoing” will be reported on at least once each year during the budget planning season. This will allow the General Manager to use the feedback received from the Board when preparing the new fiscal year budget.

Implementation. Staff developed a complete set of initiatives to implement the goals and objectives. The implementation actions are summarized on the following pages, indicated by third-level numbering (such as 1.1.1) with non-bold type.

Summary of the Goals and Objectives

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

OBJECTIVE 1.1: Enough staff to fulfill goals and objectives safely and efficiently

OBJECTIVE 1.2: Improve preparation for both unexpected events and planned succession of all key positions

OBJECTIVE 1.3: Improve training and professional development

OBJECTIVE 1.4: Maintain and build upon strong staff culture

GOAL 2: Increase Recycling, Reuse, and Sustainability

OBJECTIVE 2.1: Increase recycling and reuse of resources and byproducts

OBJECTIVE 2.2: Improve sustainability of the overall operations (e.g., lower carbon footprint)

OBJECTIVE 2.3: Become an environmental leader in the community and industry

GOAL 3: Excellent Facilities

OBJECTIVE 3.1: Facilities are managed using comprehensive long-range plans that are integrated with the financial plan

OBJECTIVE 3.2: Increase use of technology to lower costs and improve reliability

GOAL 4: Increase Community Understanding and Support

OBJECTIVE 4.1: Increase community understanding and support for the District and its program

OBJECTIVE 4.2: Increase the District's understanding of community wants, needs, and interests

OBJECTIVE 4.2: Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling

GOAL 5: Long-Term Financial Strength

OBJECTIVE 5.1: Align long-term financial planning with strategic priorities

OBJECTIVE 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers

OBJECTIVE 5.3: Update rate structure to ensure it is up-to-date and fair to all classes of customers

GOAL 6: Improve Planning, Administration and Governance

OBJECTIVE 6.1: Meet evolving operational and customer demands

OBJECTIVE 6.2: Increase regional collaboration

OBJECTIVE 6.3: Improve administration and management

OBJECTIVE 6.4: Increase emergency preparedness

OBJECTIVE 6.5: Improve State Level Legislative Advocacy

OBJECTIVE 6.6: Improve Governance

OBJECTIVE 6.7: Maintain compliance with all regulatory, legislative, and permit requirements

Detailed Goals, Objectives, and Implementation Plan

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

Strategic Challenge. The District's greatest strength has been its highly motivated and experienced staff and their willingness to work together to serve our community. Looking to the future, everything the District does will continue to depend on having an excellent staff, with adequate people to meet the needs of the District's customers and community.

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

OBJECTIVE 1.1: Enough staffing to fulfill goals and objectives safely and efficiently

- 1.1.1: Conduct staffing analysis and make adjustments and hires if appropriate**
- 1.1.2: Develop and implement retention plan (will relate to benefits, pay, training, etc.)**
- 1.1.3: Evaluate and update pay and benefits if appropriate**

OBJECTIVE 1.2: Improve preparation for both unexpected events and planned succession of all key positions

- 1.2.1: Develop and implement a succession plan**
- 1.2.2: Develop and implement internship program to develop pipeline of potential new workers**
- 1.2.3: Develop and implement water/wastewater education program with College of the Desert to develop pipeline of new workers**

OBJECTIVE 1.3: Improve training and professional development

- 1.3.1: Develop and implement training best practices for supervisors**
- 1.3.2: Identify and implement opportunities for training and professional development**
- 1.3.3: Develop and implement mentorship program**

OBJECTIVE 1.4: Maintain and build upon the strong staff culture

- 1.4.1: Identify what makes us special, develop a plan to maintain and strengthen the culture, and implement**

GOAL 2: Increase Recycling, Reuse, and Sustainability

Strategic Challenge. Valley Sanitary District is located in a Desert with a stressed aquifer and water supplies are increasingly unreliable both regionally and statewide. One result is that Indio must pay about one million dollars each year to Coachella Valley Water District for over pumping and drawing down the aquifer. Nitrogen in the groundwater is a water quality issue that water recycling could help with by de-nitrifying the water. It is critical that the wastewater is recycled or reused to help maintain the groundwater aquifer, and to benefit people and the environment.

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

OBJECTIVE 2.1: Increase recycling and reuse of resources and byproducts

- 2.1.1: Plan and implement recycled water with IWA through EVRA and other potential partners**
- 2.1.2: Evaluate and implement biogas and co-generation of power as appropriate**
- 2.1.3: Evaluate and implement reuse of biowaste as appropriate**
- 2.1.4: Seek grant funding for water recycling, biowaste, and other recycling and reuse projects.**

OBJECTIVE 2.2: Improve sustainability of the overall operation (e.g., lower carbon footprint)

- 2.2.1: Identify how to measure sustainability, and set benchmarks and actions to improve**
- 2.2.2: Optimize cost and benefit of the solar array**

GOAL 3: Excellent Facilities

Strategic Challenge. The District requires over \$100 million in facility upgrades and replacements in the coming decade. These facilities must work every day and around-the-clock without fail. It is critical that they be built and maintained to the highest standards with long-term cost-effectiveness in mind.

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

OBJECTIVE 3.1: Facilities are managed using comprehensive long-range plans that are integrated with the financial plan

3.1.1: Identify what should be part of the preventive maintenance plan and implement it

3.1.2: Annual review of CIP and align with budget, rate analysis, and changing needs

OBJECTIVE 3.2: Increase use of technology to lower costs and improve reliability

3.2.1: Develop and implement technology recommendations to increase efficiency and effectiveness for all functional areas

GOAL 4: Increase Community Understanding and Support

Strategic Challenge. The District’s customers and ratepayers are not sufficiently informed about who the District is, the quality of services it provides, or its importance. This will become untenable over time as the District will need to ask the community for additional funding to meet quality, health, safety, and environmental expectations and regulations. Simply put, the District must have the understanding and support of its customers if it is to serve them effectively in the future.

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

OBJECTIVE 4.1: Increase community understanding and support for the District and its program

4.1.1: Develop outreach plan, budget, etc.

4.1.2: Implement outreach plan

OBJECTIVE 4.2: Increase the District’s understanding of community wants, needs, and interests

4.2.1: Develop community listening tools in outreach plan (potentially surveys, sewer 101 group, track press, track calls, etc.)

4.2.2: Develop and implement actions to respond to identified community needs

OBJECTIVE 4.3: Rebrand Valley Sanitary District to increase public recognition of the District’s move toward reuse and recycling

4.3.1: Develop and implement rebranding strategy in coordination with outreach plan in 4.1.1.

OBJECTIVE 4.4: Become an environmental leader in the community and industry

4.4.1: Define results desired from environmental leadership

4.4.2: Identify and implement additional green initiatives to meet results in 2.3.1

GOAL 5: Long-Term Financial Strength

Strategic Challenge. The district has substantial reserves. However, cash flow is not strong enough for long-term sustainability. While the budget is detailed, transparent, and easy to read, it will need to be updated to align with the strategic plan.

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

OBJECTIVE 5.1: Align long-term financial planning with strategic priorities

5.1.1: Review rates to align with strategic priorities, CIP needs, and changing conditions

OBJECTIVE 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers

5.2.1: Define "affordable" and update financial plan to address short-term and long-term needs balanced with the definition

OBJECTIVE 5.3: Update rate structure to ensure it is up-to-date and fair to all classes of customers

5.3.1: Update the rate structure to ensure it is up to date with current best practices, reflects current customer usage, and complies with legal mandates

5.3.2: Implement rate structure changes based on analysis

GOAL 6: Improve Planning, Administration and Governance

Strategic Challenge. The District has a dedicated, capable, and motivated staff. Regarding regulations, the District is in good shape currently, but needs to keep learning and adding resources to meet increasingly stringent regulations. Regarding legislative engagement, the District is strong in federal related matters, but needs more focus at the state level.

The following objectives and implementation actions must be completed to fulfill Goal 6.

OBJECTIVE 6.1: Meet evolving operational and customer demands

6.1.1: Develop and implement plan to address changing operational and customer response needs

OBJECTIVE 6.2: Increase regional collaboration

6.2.1: Define results desired from regional collaboration

6.2.2: Develop plan to increase regional collaboration

6.2.3: Implement plan to increase regional collaboration

OBJECTIVE 6.3: Improve administration and management

6.3.1: Review 10% of policies annually and update as needed

6.3.2: Transition from paper to digital processes to increase efficiency

OBJECTIVE 6.4: Increase emergency preparedness

6.4.1: Update Emergency Preparedness Plan (EPR)

6.4.2: Implement EPR recommendations

OBJECTIVE 6.5 Improve State level legislative advocacy

6.5.1: Evaluate needs for a state advocate

6.5.2: Retain state advocate if appropriate

OBJECTIVE 6.6: Improve Governance

6.6.1: Conduct annual Board self-assessment

6.6.2: Update new director orientation packet and process

OBJECTIVE 6.7: Maintain compliance with all regulatory, legislative, and permit requirements

6.7.1: Regularly review policies and procedures for compliance with permit

6.7.2: Implement changes identified in review process

Implementing the Plan

Monitoring, Implementation, and Oversight Actions

The District will take the following steps to ensure that the Strategic Plan is implemented, and results are achieved:

- The District will publish the Mission, Vision, Values, Goals, and Objectives on posters and handouts and display them around the District.
- Staff will incorporate the Mission, Vision, Values, Goals, and Objectives into the employee handbook, as well as orientation and training materials for new employees and Board and Committee members.
- The General Manager will present the Strategic Plan to the entire staff so they are familiar with it and can better undertake their individual roles in fulfilling it.
- The management and supervisory team will actively execute the Implementation Plan.
- The management team will monitor and track Strategic Plan goals, objectives, and implementation actions.
- The performance evaluation of the General Manager will include performance in implementing the strategic plan as one of the areas of evaluation.
- Committees will incorporate Strategic Plan monitoring as appropriate, and staff will provide an annual report to the entire Board on progress in implementing the plan.
- Staff will reference Strategic Plan items on Board meeting agendas as appropriate.
- The Board, with staff support, will review and update the Strategic Plan every three years and roll it forward.

Detailed Implementation Plan

A detailed Implementation Plan is being maintained in a separate spreadsheet by staff.

Appendix: Notes from the Staff Workshop

On December 4, 2019, nearly the entire staff participated in a strategic planning workshop that was designed to provide an opportunity to learn about the strategic plan and work to-date by the Board, to have questions answers and input to the Board. This was conducted immediately prior to the Second Board workshop where the results of the staff workshop were reviewed by the Board.

Questions Discussed in the Staff Workshop

Following a review of the draft plan developed to-date by the Board and Management Team, staff worked individually and in groups to respond to the following questions:

1. If your group had the power to make up to three changes. What three things would you choose to do to make the District better, and, why did you choose these?
2. Is there anything else your groups wants the Board to hear as they plan the District's long-term future?
3. It is important to focus on just a few priority issues, recognizing that in practice it is not possible to accomplish everything at once and that there are limits on time, money and personnel resources. Please take a moment to review all the issues and items we have discussed suggest some priorities to vote on. Each person was given four stickers that they could apply to any topic or topics as a "vote" representing their priorities.

A summary of the results of the discussion is found on the following page.

Summary Notes From the Staff Workshop

Note that ✓ = Repeated Comment

STAFF COMPENSATION PLAN 22 Votes

Evaluate and implement a compensation package that helps recruit and retain high quality staff

MORE STAFF 21 Votes

✓ Increase staff development and training

✓✓✓ Add staff due to shortage. This will improve safety since sometimes field workers are alone without backup.

There are great employees here

TECHNOLOGY IMPROVEMENTS 21 Votes

Tablets to better share information and communicate. Reduces staffing needs

Need an asset management system for development

Upgrade SCADA. Have a field Toughbook and Wi-Fi so staff can work in the field

Could use density meters and to improve technology

Need staffing for new technology.

TRAINING 20 Votes

Broader professional development

Help in passing exams

Onsite training and invite other districts here to train

More budget for training

More cross training to better utilize people, help with succession and cross certification

More management training

We need a space for training

MORE BOARD / STAFF COMMUNICATION 20 Votes

Help the Board understand more about the value the staff brings

More communication about the Board actions and directions to staff. Options include: through GM communication, by passing on the minutes, through management communication, or videotaping board meetings

Staff engage more in planning like for the CIP

BOARD NOTE: Board wants to avoid micromanaging but suggested a quarterly luncheon with the Board.

BETTER COMMUNICATION BETWEEN DEPARTMENTS 5 Votes

For example, formalize relationships on how engineering interacts with and impacts operations

COMMUNICATION TO THE PUBLIC 5 Votes

Make more interesting and brochure-like rather than just reading

FACILITIES 2 Votes

More lockers, more space for people

SUPPLIES AND EQUIPMENT 2 Votes

Enough supplies and equipment

Redundant parts for emergencies

Keeping redundant parts is tough with limited staffing.

LATERALS

Provide insurance to customers to extend laterals closer to the curb. Extend the lateral grant program.



Prepared by:

