



**Board of Directors Regular Meeting
Tuesday, May 24, 2022 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201**

Valley Sanitary District is open to the public and board meetings will be conducted in person. In addition to attending in person, members of the public may view and participate in meeting via the following Zoom link: <https://us06web.zoom.us/j/83242657411> Meeting ID: 832 4265 7411

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

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

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

Page

1. CALL TO ORDER

1.1. Pledge of Allegiance

1.2. Roll Call

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 Minutes for May 10, 2022, Regular Meeting
3.1 10 May 2022 Meeting Minutes.pdf  | 6 - 11 |
| 3.2. | Approve Warrants for May 4, 2022, through May 17, 2022
3.2 Approve Warrants for May 24, 2022.pdf  | 12 - 13 |
| 3.3. | Monthly Financial Report for April 30, 2022
3.3 Staff Report Monthly Financial Report for April 2022.pdf 
3.3 Attachment A Monthly Income Summary - April 2022.pdf 
3.3 Attachment B Budget Variance Report April.pdf 
3.3 Attachment C Summary of Cash and Investments - April 2022.pdf
 | 14 - 19 |
| 3.4. | Approve Credit Card Report for April 30, 2022
3.4 Staff Report Credit Card Statement April 2022.pdf 
3.4 Attachment A Credit Card Transaction April 2022.pdf 
3.4 Attachment B UMQUA Statement April_Redacted.pdf  | 20 - 27 |


4. PUBLIC HEARING


Public Hearing to Authorize Approving a Contract Amendment with Schneider Electric Buildings Americas, Inc. for the Design and Construction of Energy Related Projects to District Facilities and Adopting Necessary Findings in Accordance with California Government Code 4217.10 through 4217.18

- | | | |
|------|--|---------|
| 4.1. | Adopt Resolution No. 2022-1161 Approving a Contract Amendment with Schneider Electric Buildings Americas, Inc. for the Design and Construction of Energy Related Projects to District Facilities and Authorizing the General Manager to Execute the Contract Amendment with a Guaranteed Maximum Price of \$69,869,942 and Rescinding Resolution | 28 - 68 |
|------|--|---------|

2022-1158

[4.1 Staff Report Recycled Water Project - Phase 1 Contract Amendment 1.pdf](#) 

[4.1 Attachment A Energy Audit and Supplementary Information.pdf](#) 

[4.1 Attachment B Resolution 2022-1161 Design Build Recycled Water Phase I GMP Schneider - May 24 2022.pdf](#) 

[4.1 Attachment C Amendment No 1 to Design Build Agreement SE-0406 2022.pdf](#) 

5. NON-HEARNG ITEMS

- 5.1. Adopt Resolution 2022-1162 Authorizing a Financial Assistance Application to the State Water Resources Control Board For a Recycled Water Master Plan And Designating the General Manager to Sign and Submit the Application 69 - 72
- [5.1 Staff Report Recycled Water Master Plan Grant.pdf](#) 
- [5.1 Attachment A Resolution 2022-1162 SRF Planning Grant Application.pdf](#) 
- 5.2. Discussion of the Draft Fiscal Year 2022/23 Budget 73 - 217
- [5.2 Review and Discussion FY23 Budget.pdf](#) 
- [5.2 Attachment A Technical Memo.pdf](#) 
- [5.2 Attachment B DRAFT Department Sections JJ.pdf](#) 
- 5.3. Adopt Resolution 2022-1163 Amending Employee Wages & Benefits Effective July 1, 2022, and Rescind Resolution 2021-1154 218 - 243
- [5.3 Staff Report Employee Wages and Benefits.pdf](#) 
- [5.3 Attachment A Resolution 2022-1163.pdf](#) 
- [5.3 Attachment B Resolution 2022-1154.pdf](#) 
- [5.3 Attachment C Wage Schedule.pdf](#) 
- [5.3 Attachment D Riverside-San Bernardino-Ontario, CA Economy at a Glance.pdf](#) 

[5.3 Attachment E Medical CPI.pdf](#) 

- 5.4. Review and Approve Selection of a Health and Wellness Provider

244 - 332

[5.4 Review and Approve Health and Wellness Provider.pdf](#) 

[5.4 Attachment A RFP Scores.pdf](#) 

[5.4 Attachment B All Proposals.pdf](#) 

[5.4 Attachment C RFP - Wellness 2022.pdf](#) 

6. 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.

- 6.1. Report on Attendance at California Special District Association Legislative Days in Sacramento, CA

7. COMMITTEE REPORTS

8. 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.

9. INFORMATIONAL ITEMS

- 9.1. June 5, 2022, is World Environment Day and the theme is Only One Earth. Find out more at:
<https://www.unep.org/events/un-day/world-environment-day-2022>

10. PUBLIC COMMENT

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

11. CONVENE IN CLOSED SESSION

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

- 11.1. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION
Pursuant to paragraph (2) or (3) of Subdivision (d) of

Government Code Section 54956.9 (one potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

11.2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Pursuant to Government Code Section 54957(b)(1)
Title: General Manager

11.3. LABOR NEGOTIATIONS
Pursuant to Government Code Section 54957.6
Title: General Manager

12. CONVENE IN OPEN SESSION

Report out on Closed Session items

13. 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.

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
May 10, 2022**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, May 10, 2022, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

President Sear called the meeting to order at 1:02 p.m.

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, Holly Gould, Jeanette Juarez, Dave Commons, Ron Buchwald, Tino Tijerina, Austin Lopanec, James Mills, Nick Dean, and Robert Hargreaves, Best Best & Krieger

Guests Present:

Hugh Curtis, Desert Cornerstone Insurance
Paul Fuller, Allied Public Risk
Mrunal Mehta Shah, Best Best & Krieger

1.2 Pledge of Allegiance

1.3 May Employee Anniversaries

- Tino Tijerina, Facility Maintenance Supervisor – 32 years
- Anna Bell, Laboratory & Compliance Supervisor – 9 years
- Austin Lopanec, Wastewater Operator II – 7 years
- Nick Dean, Electrical Instrumentation Tech II – 2 years
- Cassidy Laughy, Wastewater Operator III – 2 years

The Board of Directors thanked Tino, Anna, Austin, Nick, and Cassidy for their hard work and years of dedication to the District.

2. PUBLIC COMMENT

This is the time 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 Minutes for April 26, 2022, Regular Meeting
 - 3.2 Approve Warrants for April 21, 2022, through May 3, 2022
-

ACTION TAKEN:

MOTION: Director Duran motioned to approve the consent calendar as presented. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2022-3194

PUBLIC COMMENT

This is the time set aside for public comment on any item discussed in Closed Session.

None.

4. NON-HEARING ITEMS

- 4.1 Annual Renewal of the Business Package Policy and Earthquake Policy for the Fiscal Year 2022/23 in an Amount Not to Exceed \$334,618
-

Hugh Curtis from Desert Cornerstone Insurance Service, Inc., and Paul Fuller from Allied Public Risk presented the Business Package Policy and the Earthquake Policy renewal. The 12-month coverage period is from July 1, 2022 to June 30, 2023. Mr. Curtis explained that due to the current social climate and inflation there was a slight increase in the premiums. The Business Package Policy includes the Property, General Liability, Management Liability, Inland Marine, Auto, and Umbrella coverage. The proposed renewal for July 1, 2022, is \$138,856. The Earthquake Policy renewal for July 1, 2022 is \$195,762. The Board also discussed cyber security insurance. Mr. Curtis will be bringing quote options for this coverage at a later date.

ACTION TAKEN:

MOTION: Secretary/Treasurer Coleman motioned to authorize the General Manager to negotiate and execute a contract with Desert Cornerstone Insurance Service, Inc. for the purchase of the Business Package Policy and the Earthquake Policy in an amount not to exceed \$334,618. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
MINUTE ORDER NO. 2022-3195

4.2 Resolution 2022-1160 Authorizing the Execution and Delivery of An Installment Sales Agreement and Escrow Agreement With Banc of America Public Capital Corp and Affirming the Selection of Investment Strategy

The District is moving forward with financing its Recycled Water Project – Phase 1, which is a capital improvement project of high priority for the District. After reviewing several options for financing, the Board of Directors determined that delivery of an installment sales agreement with Bank of America was the best option and authorized the General Manager to execute a financing proposal from Bank of America to lock in an interest rate for the financing. The proceeds of the financing are expected to deliver in the amount of \$71,000,000, with the resolution authorizing a not-to-exceed amount of \$75,000,000. As required by Government Code Section 5852.1, certain good faith estimates of the financing have been provided by the Bank. They are disclosed in Resolution 2022-1160, Attachment A. The legal structure of the financing requires the District to acquire the improvements to the system in connection with the Project. In exchange for the financing amount from the Bank, the District will enter into the Financing Documents. It is required to pay installment payments to the Bank. The financing is secured by the net revenues of the District, which consist of gross revenues received from the system, less the amount of maintenance and operation costs of the system. The financing will be on parity with the District’s existing debt obligations.

“A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT, AUTHORIZING THE EXECUTION AND DELIVERY OF AN INSTALLMENT SALE AGREEMENT WITH RESPECT TO THE ACQUISITION, FINANCING, AND PURCHASE OF CERTAIN EQUIPMENT FOR THE PUBLIC BENEFIT WITHIN THE TERMS PROVIDED HEREIN; AUTHORIZING THE EXECUTION AND DELIVERY OF DOCUMENTS REQUIRED IN CONNECTION THEREWITH, AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY THIS RESOLUTION”

ACTION TAKEN:

MOTION:

Secretary/Treasurer Coleman motioned to approve Resolution 2022-1160 and authorize the execution and delivery of an installment sales agreement and escrow agreement with Banc of America Public Capital Corp for a not to exceed amount of \$75,000,000. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Sear, Teague

NOES: Duran

RESOLUTION NO. 2022-1160

4.3 Authorize the Investment of the Proceeds of the Bank of America Financing in a Short-Term U.S. Governments & Agency Money Market Fund

The Recycled Water Project will be financed through Bank of America for \$71M. The project is anticipated to be completed in December of 2025. Bank of America, N.A. offers short-term investment vehicles to escrow clients for purposes of short-term cash investment. Bank of America, N.A. provided three (3) Escrow Account Investment Selection options; Interest Bearing Deposit Account, U.S. Governments & Agency Money Market Funds, Treasury Money Market Funds. After reviewing the District's Investment Policy Section VII. Suitable and Authorized investments and the escrow account investment selection, staff is recommending that the proceeds of the financing be deposited to a U.S. Government & Agency Money Market Fund through Goldman Sachs Financial Square Government Fund- Service. The Investment meets the District's authorized investments and criteria.

ACTION TAKEN:

MOTION: Secretary/Treasurer Coleman motioned to approve the proceeds of the financing be deposited to a US Government & Agency Money Market Fund through Goldman Sachs Financial Square Government Fund- Service. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Sear, Teague
NOES: Duran
MINUTE ORDER NO. 2022-3196

4.4 Authorize the General Manager to Execute a Contract Amendment with CV Strategies for Requested Outreach Support Services in Additional Amount Not to Exceed \$49,000

After discussion, the Board decided to have this item brought before the Community Engagement Committee for review and bring back before the full Board at a future meeting.

ACTION TAKEN:

MOTION: Vice President Canero motioned to take the Contract Amendment with CV Strategies for Requested Outreach Support Services to the Community Engagement Committee for review. Director Duran seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague
NOES: Coleman
MINUTE ORDER NO. 2022-3197

4.5 Award Contracts to Three Consulting Firms and Authorize the General Manager to Execute Professional Service Agreements with Each Firm for Engineering Support Services

The District solicited proposals through a Request for Proposal process for engineering support services for engineering design, construction management, and construction inspection services for a three-year contract with the ability to extend the contract for two (2) additional, one (1) year extensions. This solicitation aimed to pre-qualify consultants to perform consulting services in the near and intermediate future for District projects. The staff intends to solicit a detailed scope, budget, and schedule proposal from the best-suited consultant and issue a task authorization to complete the as-

needed support service. Each detailed proposal will be submitted to the Board for approval before task authorization. For small design projects, it is requested to authorize staff a limit of \$50,000 for each design proposal (2) to allow staff to issue task authorizations as needed expeditiously without prior Board approval. The budget for this and any future contract awards will be out of the Capital Improvement Program or specific project budgets.

ACTION TAKEN:

MOTION:

Director Duran motioned to authorize the General Manager to execute a professional services agreement with each of the three consultants for each type of proposal submitted, contingent upon successfully negotiating a revised agreement with each consultant. If staff and legal counsel are unable to negotiate a revised agreement, then the consultant will not be awarded a contract. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2022-3198

5. GENERAL MANAGER'S ITEMS

5.1 Monthly General Manager's Report – March 2022

Beverli Marshall and Dave Commons met with individuals from the Riverside County Office of Education and the three (3) Valley school districts on a high school internship program. They were very excited about the possibility and talked about a program for middle school tours.

6. COMMITTEE REPORTS

None.

7. DIRECTOR'S ITEMS

Due to the committee members attending the Special Districts Legislative Days in Sacramento, the Community Engagement Committee Meeting scheduled for May 17, 2022, will need to be rescheduled.

8. INFORMATIONAL ITEMS

None.

9. PUBLIC COMMENT

This is the time set aside for public comment on any item discussed in Closed Session.

None.

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 paragraph (2) or (3) of subdivision (d) of Government Code Section 54956.9 (one potential case – circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

10.2 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Pursuant to Government Code Section 54957(b)(1)

Title: General Manager

The Board adjourned to Closed Session at 3:19 p.m.

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

The Board reconvened in open session at 4:29 p.m. Legal counsel stated nothing to report.

12. ADJOURNMENT

There being no further business to discuss, the meeting adjourned at 4:32 p.m. The next regular Board meeting will be on May 24, 2022.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
May 24, 2022

40401	Advanced Resources, LLC	Temp Lab Tech - 03/20/2022-03/27/2022	\$2,290.13
40401	Advanced Resources, LLC	Temp Lab Tech - 04/03/2022-04/24/2022	\$7,091.49
40401	Advanced Resources, LLC	Temp Lab Tech - 05/01/2022-05/08/2022	\$3,720.00
40402	Alliance Protection	Fire alarm monitoring - 06/01/2022-08/31/2022	\$366.00
40403	Associated Time Instruments	AOD activity - April 2022	\$295.56
40404	Best, Best & Krieger	Installment sale agreement between BOA and VSD	\$35,000.00
40405	Burke, Williams, & Sorenson, LLP	Professional services rendered - April 2022	\$708.50
40406	Calltest Analytical Laboratory	Weekly samples NPDES	\$383.30
40407	Carquest Auto Parts	New purchases - April 2022	\$184.53
40408	Cintas Corp	Uniforms, mats, towels and etc	\$479.85
40408	Cintas Corp	Uniforms, mats, towels, and etc	\$485.90
40409	Consolidated Electrical Distributors, Inc.	Fluorescent lamp	\$267.20
40409	Consolidated Electrical Distributors, Inc.	Bar screen upgrade panel	\$1,307.77
40410	Daniels Tire Service, Inc.	Valve stem, 3 tires for kubota cart	\$577.30
40410	Daniels Tire Service, Inc.	Two tires for 2019 Ford F250	\$450.72
40411	Desert Arc	Landscape services - May 2022	\$840.00
40411	Desert Arc	Janitorial services - April 2022	\$3,500.36
40412	Desert Cornerstone Insurance Service, Inc	Commercial Package/AutoExcess Earthquake Renewal FY 22/23	\$334,618.00
40413	Dudek & Associates, Inc.	Plant watermain replacement - April 2022	\$2,186.65
40414	Duke's Root Control, Inc.	Pipe sewer root control	\$13,962.32
40415	E.S. Babcock & Sons, Inc.	Weekly Samples VSD WWTP	\$274.51
40415	E.S. Babcock & Sons, Inc.	Weekly Samples - VSD WWTP	\$244.74
40416	Eberhard Equipment	Oil filter, antifreeze	\$250.66
40416	Eberhard Equipment	Fleet maintenance equipment	\$136.90
40416	Eberhard Equipment	Assembly pump, gasket, thermostat	\$304.00
40416	Eberhard Equipment	Cartridge, filter, element, oil	\$143.85
40417	EOA, Inc.	VSD pretreatment program assistance - March 2022	\$5,499.75
40418	Ferguson Enterprises #1350	Repair water leak on compressor	\$48.93
40419	Fisher Scientific	Acid reagent	\$123.37
40420	Geotab USA, Inc	15 pro plus plan + support, surfsighton1 vehicle telemetrics	\$542.20
40421	Grainger	Leather gloves, coated gloves	\$12.03
40421	Grainger	Steering wheel cover, lockout tag, circuit breaker lockout	\$756.59
40421	Grainger	Pleated air filter	\$103.49
40421	Grainger	1/2 HP sump pump, verticle float	\$633.35
40421	Grainger	Pipe insulation	\$18.60
40421	Grainger	Wire stripper	\$19.61
40421	Grainger	Muffler exhaust	\$23.62
40421	Grainger	Insect Killer	\$114.52
40421	Grainger	Sulfuric acid	\$263.17
40421	Grainger	Caution sign	\$28.68
40422	Hach Company	Filter glass 47mm	\$461.00
40422	Hach Company	Teflon strainer	\$869.68
40422	Hach Company	4 gallon containers	\$1,008.50
40423	Harris & Associates	PADM Infrastructure Phase 3 - April 2022	\$29,308.70
40424	Healthy Futures, Inc.	Wellness Services - April 2022	\$1,500.00
40425	Herc Rentals Inc.	Rental of Generator DSL 55KW	\$2,262.21
40426	IDEXX Distribution, Inc.	Coilert-18 100PK	\$1,137.67
40427	Innovative Federal Strategies LLC	Federal Advocacy - April 2022	\$6,628.10
40428	J.G. Tucker & Sons, Inc.	Regulator demand flow	\$558.68
40429	Kaman Industrial Technologies	Bearing, flange unit	\$190.59
40429	Kaman Industrial Technologies	Radial ball bearing	\$32.47
40429	Kaman Industrial Technologies	exhaust fan	\$455.91
40430	LCS Constructors	Fume hood test	\$960.00
40431	MARCAB Company, Inc.	Iron sponge media	\$12,431.52
40432	Master's Refreshment Services LLC	Water delivery - 05/02/2022	\$208.00
40433	McMaster-Carr Supply Co.	316 SS carabiner	\$275.86
40433	McMaster-Carr Supply Co.	316 SS cast wire rope clamp, stud anchor	\$327.48
40434	NASSCO, Inc.	2022 Public Agency Membership	\$295.00
40435	Pyro-Comm Systems	Fire alarm monitoring 05/01/2022-07/31/2022	\$135.00
40436	Quinn Company	High heat grease for CAT equipment	\$145.30
40436	Quinn Company	Filters, filter lube	\$170.79
40437	Royal Industrial Solutions	Aerator maintenance	\$1,644.08
40438	Rudy's Pest Control	General Pest - May 2022	\$200.00
40439	Safety-Kleen Systems, Inc.	Parts washer, recovery fee, gastec aqueous pw sample	\$205.29
40440	SC Fuels	Fuel delivery - 05/03/2022	\$5,149.31
40441	South Coast A.Q.M.D	AQMD Fee - July 2021-June 2022	\$143.88
40442	Southern California Boiler, Inc.	Boiler maintenance - April 2022	\$1,004.99
40443	Southwest Networks, Inc.	Guardian BDR Storage - June 2022	\$699.00
40443	Southwest Networks, Inc.	Labor and support - April 2022	\$617.50
40444	Staples Advantage	New charges - April 2022	\$669.25
40445	Superior Protection Consultants	Security patrol - April 2022	\$9,360.00

40446 Thomas Scientific	Total Alkalinity TNT+	\$96.18
40446 Thomas Scientific	Total chlorine RGT, total alkalinity TNT +	\$558.43
40446 Thomas Scientific	Class A flasks	\$374.59
40446 Thomas Scientific	Sulfuric acid	\$129.12
40447 Tino Tijerina	Lunch with team	\$84.37
40448 Tops 'N Barricades Inc.	T shirts lime	\$1,064.49
40448 Tops 'N Barricades Inc.	Traffic plan	\$200.00
40449 Trimax Systems. Inc.	Analog cards replacement	\$2,168.12
40450 United Refrigeration Inc.	Repair items for Lab A/C	\$280.41
40451 United Way of the Desert	PR 04/15/2022 - 04/28/2022 PD 05/06/2022	\$20.00
40451 United Way of the Desert	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$20.00
40452 Univar Solutions	Sodium Bisulfite delivery - 05/02/2022	\$5,898.21
40453 USA Blue Book	Sulfuric acid	\$70.85
40453 USA Blue Book	Ricca Sulfuric acid	\$630.73
202205101 Burrtec Waste & Recycling Svcs	Grit removal - April 2022	\$1,809.63
202205102 Bank of New York Mellon Corporate Trust Dept.	VSD WW Rev Refunding Bonds	\$801,218.75
202205111 State Water Resources Control Board	Clean Water State Revolving Fund payment - May 2022	\$553,360.71
202205131 Frontier Communications	Telephone service - May 2022	\$324.87
202205134 Time Warner Cable	Telephone service - May 2022	\$1,163.65
202205171 City of Coachella	Water - May 2022	\$48.02
202205191 SoCal Gas	Gas service - April 2022	\$288.66
202205201 Paychex - Direct Deposit	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$82,201.13
202205202 Paychex - Fee	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$244.24
202205203 Paychex - Garnishment	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$210.46
202205204 Paychex - Tax	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$39,413.73
202205205 CalPERS 457	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$970.00
202205206 Vantage Point Transfer Agents - ICMA	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$1,470.00
202205207 MassMutual	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$10.00
202205208 Nationwide Retirement Solution	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$1,675.00
202205209 CalPERS Retirement	PR 04/29/2022 - 05/12/2022 PD 05/20/2022	\$21,018.42
	Totals	\$2,014,336.68



**Valley Sanitary District
Board of Directors Meeting
May 24, 2022**

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 April 30, 2022

<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 April 2022.

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 the fiscal year 2021/22 includes \$15,850,108 in revenues and \$10,967,155 in operating expenditures.

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

Year to Date Summary

- As of April 30, 2022, the District has recorded \$19,457,375 in revenue. The revenues are \$6,248,952 or 47.3% above the annual budget. The variance is attributed to revenues incurred from connection fees for two (2) new apartment developments.
- As of April 30, 2022, the District has incurred \$7,839,871 in expenditures. The District’s expenditures are \$1,299,424 or 14.2% 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 4/30/2022
OPERATING FUND (FUND 11)	\$ 22,387,733
SPECIAL REVENUE FUND (FUND 11 AND FUND 6)	1,058,183
FIDUCIARY FUND (FUND 4)	429,787
CAPITAL IMPROVEMENT FUND (FUND 13)	10,822,495
RESTRICTED CIP FUND (FUND 12)	25,811,797
TOTAL	\$ 60,509,995

Recommendation

Staff recommends that the Board receive and file the Revenue and Expense report for the period ending April 2022.

Attachments

- Attachment A: Monthly Income Summary for April 2022
- Attachment B: Budget Variance Report for April 2022
- Attachment C: Summary of Cash and Investments for April 2022

Valley Sanitary District

Monthly Income Summary

April 2022 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$216,619	\$14,851,169	\$13,550,998	110 %	(\$1,300,171)
Permit & Inspection Fees	\$5,010	\$34,170	\$30,355	113 %	(\$3,815)
Plan Check Fees	\$800	\$11,000	\$11,671	94 %	\$671
Other Services	\$450	\$3,200	\$0	0 %	(\$3,200)
Sale of Surplus Property	\$828	\$18,247	\$18,115	101 %	(\$132)
Taxes - Current Secured	\$74,123	\$553,968	\$1,002,212	55 %	\$448,244
Taxes - Current Unsecured	\$0	\$34,714	\$61,266	57 %	\$26,552
Taxes - Prior Secured	\$0	\$8,468	\$0	0 %	(\$8,468)
Supple Prop. Taxes - Current	\$0	\$123	\$9,196	1 %	\$9,073
Supple Prop. Taxes - Prior	\$0	\$11,256	\$8,328	135 %	(\$2,928)
Homeowners Tax Relief	\$0	\$3,334	\$0	0 %	(\$3,334)
Interest Income	\$15,780	\$36,579	\$140,906	26 %	\$104,327
Unrealized gains (losses)	(\$6,424)	(\$41,714)	\$0	0 %	\$41,714
Rebate Income	\$0	\$2,100	\$0	0 %	(\$2,100)
Non-Operating Revenues - Fnd 11	\$45,780	\$63,565	\$451	14,094 %	(\$63,114)
Interest Income	\$19,454	\$49,628	\$0	0 %	(\$49,628)
Connection Fees	\$526,529	\$3,801,418	\$991,610	383 %	(\$2,809,808)
Interest Income	\$7,750	\$16,150	\$25,000	65 %	\$8,850
Total Revenues	\$906,699	\$19,457,375	\$15,850,108	123 %	(\$3,607,267)

Valley Sanitary District
Budget Variance Report
April 2022

Description	FY22 Total Budget	Current Month			Fiscal Year to Date			Percentage Remaining
		Actual	Budget	Favorable (Unfavorable)	FYTD Actual	YTD Budget	Favorable (Unfavorable)	
Revenues:								
Operating Revenue	14,602,749	750,235	1,216,896	(466,661)	18,719,204	12,168,958	6,550,246	-28.2%
Non-Operating Revenue	1,247,359	156,464	103,947	52,517	738,172	1,039,466	(301,294)	40.8%
Total Operating Revenue	15,850,108	906,699	1,320,842	(414,144)	19,457,375	13,208,423	6,248,952	-22.8%
Operating Expenses:								
Salaries And Wages	3,103,501	256,655	258,625	1,970	2,499,436	2,586,251	86,815	19.5%
Director Fee/Payroll Tax-Board	61,756	4,500	5,146	646	47,600	51,463	3,863	22.9%
Bonus, Awards, Recertification	9,020	100	752	652	8,471	7,517	(955)	6.1%
Overtime	32,900	667	2,742	2,075	13,874	27,417	13,543	57.8%
Callout	10,500	389	875	486	6,133	8,750	2,617	41.6%
Standby Pay	54,390	4,524	4,533	9	40,863	45,325	4,462	24.9%
Longevity	41,600	2,954	3,467	513	30,554	34,667	4,113	26.6%
Retirement Contributions	362,072	24,316	30,173	5,856	241,330	301,727	60,396	33.3%
Fica And Medicare	269,940	20,332	22,495	2,163	185,177	224,950	39,773	31.4%
Life Insurance	8,527	602	711	109	5,569	7,106	1,537	34.7%
Health Insurance	539,639	50,969	44,970	(5,999)	423,945	449,699	25,754	21.4%
Dental Insurance	41,864	3,481	3,489	7	30,537	34,887	4,350	27.1%
Vision Insurance	11,160	645	930	285	6,161	9,300	3,139	44.8%
Long Term Disability	9,682	861	807	(55)	7,900	8,068	168	18.4%
Accounting Services-Admin	87,707	2,160	7,309	5,149	68,171	73,089	4,918	22.3%
Certifications	21,135	490	1,761	1,271	8,475	17,613	9,137	59.9%
Chemicals	464,521	26,841	38,710	11,869	334,264	387,101	52,837	28.0%
Comprehensive Insurance	340,993	27,479	28,416	937	273,309	284,161	10,851	19.8%
Conferences/ Meetings	178,050	12,451	14,838	2,386	90,040	148,375	58,335	49.4%
Contracts	1,269,578	78,005	105,798	27,793	651,712	1,057,982	406,269	48.7%
County Expense	25,000	185	2,083	1,898	20,779	20,833	54	16.9%
Covid-19 Supplies	34,000	-	2,833	2,833	2,951	28,333	25,382	91.3%
Election Expense	-	-	-	-	-	-	-	-
Electric	789,488	49,985	65,791	15,806	600,880	657,907	57,026	23.9%
Gas, Oil & Fuel	52,000	-	4,333	4,333	34,652	43,333	8,681	33.4%
Grit & Screening Removal	31,865	2,049	2,655	606	21,919	26,554	4,635	31.2%
Legal Services	75,625	19,081	6,302	(12,778)	54,095	63,021	8,925	28.5%
Loan Repayment	1,018,873	84,906	84,906	-	849,061	849,061	-	16.7%
Medical Services	27,143	1,500	2,262	762	15,398	22,619	7,222	43.3%
Memberships	58,742	5,076	4,895	(181)	47,901	48,952	1,050	18.5%
Misc. Professional Services	95,392	-	7,949	7,949	65,039	79,493	14,454	31.8%
Natural Gas	6,000	289	500	211	4,123	5,000	877	31.3%
Office Supplies	22,300	1,136	1,858	722	14,647	18,583	3,937	34.3%
Opeb Contribution	57,253	1,192	4,771	3,579	10,575	47,711	37,135	81.5%
Other Expenses	62,345	780	5,195	4,416	19,922	51,954	32,032	68.0%
Permits & Fees	105,750	3,809	8,813	5,003	27,376	88,125	60,749	74.1%
Projects	379,434	2,083	31,620	29,536	266,589	316,195	49,606	29.7%
Publications	2,500	25	208	183	1,800	2,083	284	28.0%
Repairs & Maintenance	642,010	74,330	53,501	(20,830)	467,432	535,008	67,576	27.2%
Research & Monitoring	100,000	2,782	8,333	5,552	57,086	83,333	26,247	42.9%
Supplies	240,840	17,474	20,070	2,596	139,495	200,700	61,205	42.1%
Telephone/Internet	34,569	2,489	2,881	392	25,237	28,808	3,571	27.0%
Tools & Equipment	37,000	250	3,083	2,834	16,253	30,833	14,581	56.1%
Tuition Reimbursement	12,000	-	1,000	1,000	4,300	10,000	5,700	64.2%
Uniform Services	40,720	1,502	3,393	1,891	22,870	33,933	11,064	43.8%
Water	27,358	1,974	2,280	306	21,266	22,798	1,533	22.3%
Workers Compensation	70,413	5,378	5,868	490	54,704	58,678	3,973	22.3%
Total Operating Expenses (Before Depreciation)	10,967,155	796,697	913,930	117,233	7,839,871	9,139,296	1,299,424	28.5%
Operating Expenses in Excess of Operating Revenue		110,002			11,617,504			

Valley Sanitary District
Budget Variance Report
April 2022

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	3,272,067	266,834	272,672	5,838	2,616,376	2,726,723	110,346	20.0%
Fringe Benefits	1,284,484	104,161	107,040	2,879	931,174	1,070,403	139,230	27.5%
Services	1,690,487	105,954	140,874	34,920	914,897	1,408,739	493,842	45.9%
Supplies and Materials	1,540,671	122,813	128,389	5,576	1,032,127	1,283,893	251,765	33.0%
Fuels and Lubricants	52,000	-	4,333	4,333	34,652	43,333	8,681	33.4%
Comprehensive Insurance	411,406	32,857	34,284	1,427	328,013	342,838	14,825	20.3%
Projects	379,434	2,083	31,620	29,536	266,589	316,195	49,606	29.7%
Utilities	854,711	54,297	71,226	16,929	648,188	712,259	64,071	24.2%
Loan Payments	1,018,873	84,906	84,906	-	849,061	849,061	-	16.7%
Permits and Fees	130,750	3,995	10,896	6,901	48,155	108,958	60,803	63.2%
Other	332,272	18,797	27,689	8,892	170,638	276,893	106,255	48.6%
Total Operating Expenses (Before Depreciation)	10,967,155	796,697	913,930	117,233	7,839,871	9,139,296	1,299,424	28.5%
Revenues:								
Operating Revenue	14,602,749	750,235	1,216,896	(466,661)	18,719,204	12,168,958	6,550,246	-28.2%
Non-Operating Revenue	1,247,359	156,464	103,947	52,517	738,172	1,039,466	(301,294)	40.8%
Total Revenue	15,850,108	906,699	1,320,842	(414,144)	19,457,375	13,208,423	6,248,952	-22.8%
Net Operating Gain (Loss)				110,002				11,617,504

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 04/01/2022 TO 04/30/2022 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund	
Beginning Balance (Fund 4)	429,464
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.32%)	323
Fund 04 Ending Balance	<u>429,787</u>
LAIF Fund 6 - Wastewater Revenue Refunding Bonds	
Beginning Balance (Fund 6)	747
Net Transfer from (to) Fund 11	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.32%)	1
Fund 06 Ending Balance	<u>748</u>
LAIF Fund 11 - Operating Fund	
Beginning Balance (Fund 11)	19,955,048
Net Transfer from (to) Fund 04	0
Net Transfer from (to) Fund 06	0
Net Transfer from (to) Fund 12	31,667
Net Transfer from (to) Fund 13	(526,528)
Fund Transfer from (to) LAIF - WF	0
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.32%)	15,033
Fund 11 Ending Balance	<u>19,475,220</u>
LAIF Fund 12 - Reserve Fund	
Beginning Balance (Fund 12)	25,824,010
Net Transfer from (to) Fund 11	(31,667)
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.32%)	19,454
Fund 12 Ending Balance	<u>25,811,797</u>
LAIF Fund 13 - Capital Improvement Fund	
Beginning Balance	10,288,217
Connection Fees	526,528
(Disbursements) or Reimbursements	<u>0</u>
Net Transfer from (to) Fund 11	526,528
Fair Value Factor for quarter ending 06/30/2021	0
Interest (Pd quarterly - Int. Rate 0.32%)	7,750
Fund 13 Ending Balance	<u>10,822,495</u>
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13	<u>56,540,047</u>

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	3,551,125
Deposits	649,965
Fund Transfer from (to) LAIF (net)	0
Disbursements and Payroll	(1,288,577)
Wells Fargo Ending Balance	<u>2,912,513</u>

CALTRUST - FUND 11

Beginning Balance	1,063,111
Interest Income	748
Unrealized Gain / <Loss>	(6,424)
CalTRUST Ending Balance	<u>1,057,435</u>

TOTAL WELLS FARGO AND CALTRUST CHECKING

3,969,948

TOTAL CASH AND INVESTMENTS

60,509,995

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
May 24, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Credit Card Statement for Period Ending April 30, 2022

<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 ending April 30, 2022 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 the credit card statement ending April 30, 2022, are \$18,187.43.

Background

The attached report summarizes the District’s credit card expenditures for the statement ending April 30, 2022.

Recommendation

Staff recommends that the Board receive and file the credit card report and statement for the period ending April 30, 2022.

Attachments

- Attachment A: Valley Sanitary District Credit Card Report April 2022
- Attachment B: Credit Card Statement April 2022

Diverted From Cardholder Name	Tran Date	Post Date	Merchant Name	MCC Description	Debits	Credits
ANNA BELL	4/18/2022	4/19/2022	LAB ALLEY	Miscellaneous & Specialty Retail Store	\$233.50	
ANNA BELL	4/10/2022	4/11/2022	AMZN Mktp US*1H6773R10	Book Stores	\$16.48	
ANNA BELL	4/10/2022	4/11/2022	AMZN Mktp US*1H41128N2	Book Stores	\$209.42	
BEVERLI A MARSHALL	4/28/2022	4/29/2022	Palm Sp Desert Sun	Continuity/Subscription Merchants	\$9.99	
BEVERLI A MARSHALL	4/14/2022	4/17/2022	HYATT REGENCY SACRAMENTO	Hyatt Hotels	\$745.98	
BEVERLI A MARSHALL	4/14/2022	4/15/2022	PALM SPRINGS AIRPORT	Transportation Services Not Elsewhere	\$60.00	
BEVERLI A MARSHALL	4/13/2022	4/15/2022	SOUTHWES 5262107509361	Southwest	\$138.00	
BEVERLI A MARSHALL	4/12/2022	4/13/2022	PAYPAL *QUICKYMARTL	Telecommunications Equipment Including	\$4.99	
BEVERLI A MARSHALL	4/11/2022	4/12/2022	PE SUBSCRIPTIONS	Advertising Services	\$10.00	
BEVERLI A MARSHALL	4/11/2022	4/12/2022	THE UPS STORE 4781	Business Services Not Elsewhere Classi	\$30.00	
BEVERLI A MARSHALL	4/7/2022	4/8/2022	Dropbox 1S1GG4HWZ5F	Computer Network/Information Services	\$38.79	
BEVERLI A MARSHALL	4/1/2022	4/3/2022	ICMA ONLINE	Charitable And Social Service Organiza	\$1,400.00	
BRANDEN RODRIGUEZ	4/28/2022	4/29/2022	Amazon.com*1Q35F24E0	Book Stores	\$32.28	
BRANDEN RODRIGUEZ	4/6/2022	4/7/2022	Amazon.com*1H47M4LK2	Book Stores	\$212.04	
BRANDEN RODRIGUEZ	3/30/2022	4/1/2022	COACHELLA PIZZA CO	Eating Places Restaurants	\$82.35	
DANIEL A MILLS	4/6/2022	4/8/2022	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$31.25	
DAVE COMMONS	4/27/2022	4/29/2022	BB DINER MORENO VALLEY #2	Eating Places Restaurants	\$229.25	
DAVE COMMONS	4/15/2022	4/18/2022	WASTEWATER TECHNOLOGY TRA	Professional Services Not Elsewhere Cl	\$550.00	
DAVE COMMONS	4/12/2022	4/13/2022	WEF MAIN	Membership Organizations Not Elsewhere	\$332.00	
EDUARDO LUNA	4/13/2022	4/15/2022	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$239.86	
EDUARDO LUNA	4/12/2022	4/13/2022	BURRTEC WASTE INDUSTRIES	Utilities - Gas Water Sanitary	\$37.69	
EDUARDO LUNA	4/6/2022	4/8/2022	USACD PALM DESERT	Plumbing And Heating Equipment And Sup	\$235.80	
EDUARDO LUNA	4/6/2022	4/7/2022	CALIFORNIA WATER ENVIRON	Membership Organizations Not Elsewher	\$180.00	
HERBERTO MORENO	4/22/2022	4/24/2022	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$5.40	
HERBERTO MORENO	4/18/2022	4/19/2022	PAYPAL *DKFSOLUTION	Management Consulting And P. R. Servi	\$740.00	
HERBERTO MORENO	4/18/2022	4/19/2022	NASSCO INC	Membership Organizations Not Elsewhere	\$295.00	
HERBERTO MORENO	4/14/2022	4/15/2022	APPLE.COM/BILL	unassigned	\$2.99	
HERBERTO MORENO	4/11/2022	4/12/2022	PAYPAL *DKFSOLUTION	Management Consulting And P. R. Servi	\$740.00	
HOLLY GOULD	4/28/2022	4/29/2022	Amazon.com*1Q4LC84Q2	Book Stores	\$64.70	
HOLLY GOULD	4/27/2022	4/29/2022	CALIFORNIA SPECIAL DISTRI	Civic Social & Fraternal Associations	\$350.00	
HOLLY GOULD	4/27/2022	4/28/2022	AMZN Mktp US*1Q9K9UUA1	Book Stores	\$72.31	
HOLLY GOULD	4/26/2022	4/27/2022	CIRO'S RESTAURANT LLC	Eating Places Restaurants	\$135.38	
HOLLY GOULD	4/26/2022	4/27/2022	FOOD4LESS #0765	Grocery Stores Supermarkets	\$6.99	
HOLLY GOULD	4/25/2022	4/27/2022	CALIFORNIA SPECIAL DISTRI	Civic Social & Fraternal Associations	\$350.00	
HOLLY GOULD	4/21/2022	4/24/2022	CALIFORNIA SPECIAL DISTRI	Civic Social & Fraternal Associations	\$350.00	
HOLLY GOULD	4/22/2022	4/24/2022	AMZN Mktp US*1Q1MD33K1	Book Stores	\$8.69	
HOLLY GOULD	4/19/2022	4/20/2022	SQ *TKB BAKERY & DELI	Express Payment Services (Fast Food)	\$160.53	
HOLLY GOULD	4/13/2022	4/14/2022	AMZN Mktp US*1A0EN64N2	Book Stores	\$159.84	
HOLLY GOULD	4/12/2022	4/13/2022	CALIFORNIA DEPARTMENT OF	Tax Payments	\$3,682.00	
HOLLY GOULD	4/12/2022	4/13/2022	OPC CROS R2 PYMNT FEE	Government Services Not Elsewhere Clas	\$84.69	
HOLLY GOULD	4/12/2022	4/13/2022	WM SUPERCENTER #2181	Grocery Stores Supermarkets	\$50.34	
HOLLY GOULD	4/8/2022	4/10/2022	NASSCO INC	Membership Organizations Not Elsewhere	\$1,075.00	
HOLLY GOULD	4/7/2022	4/8/2022	DISABILITY MANAGEMENT EM	Membership Organizations Not Elsewhere	\$250.00	
HOLLY GOULD	4/7/2022	4/8/2022	NASSCO INC	Membership Organizations Not Elsewhere	\$1,075.00	
HOLLY GOULD	4/6/2022	4/8/2022	ASSESSOR CLERK RECORDER O	Tax Payments	\$1.57	
HOLLY GOULD	4/6/2022	4/8/2022	ASSESSOR CLERK RECORDER O	Tax Payments	\$69.00	
HOLLY GOULD	4/7/2022	4/7/2022	NNA SERVICES LLC	Business Services Not Elsewhere Classi	\$199.00	
HOLLY GOULD	4/4/2022	4/6/2022	SO PT HOTEL AND CASINO	Hotels Motels Resorts - Lodging	\$90.40	
JEANETTE JUAREZ	4/28/2022	4/29/2022	SP INFOGRAPIFY	Commerical Photography Art & Graphics	\$74.00	
JEANETTE JUAREZ	4/19/2022	4/21/2022	AROUND THE CLOCK CALL CTR	Miscellaneous & Specialty Retail Store	\$129.40	
JEANETTE JUAREZ	4/19/2022	4/20/2022	I2 EFAX SERVICES	Continuity/Subscription Merchants	\$16.95	
JEANETTE JUAREZ	4/4/2022	4/5/2022	ADOBE ACROPRO SUBS	Computer Software	\$186.89	
JIMMY GARCIA	4/21/2022	4/24/2022	THE HOME DEPOT 6874	Home Supply Warehouse Stores	\$230.19	
JIMMY GARCIA	4/14/2022	4/17/2022	THE HOME DEPOT #6630	Home Supply Warehouse Stores	\$7.59	
JIMMY GARCIA	4/14/2022	4/15/2022	SMART AND FINAL 490	Grocery Stores Supermarkets	\$142.13	
JIMMY GARCIA	4/11/2022	4/12/2022	GRAMMA'S COUNTRY KITCHEN	Eating Places Restaurants	\$41.98	
JIMMY GARCIA	4/1/2022	4/3/2022	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$108.73	
TINO TIJERINA	4/22/2022	4/24/2022	ONLINECOMPONENTSCOM	Electronics Sales	\$458.29	
TINO TIJERINA	4/16/2022	4/17/2022	PLATT ELECTRIC 800	Electrical Parts And Equipment	\$234.43	
TINO TIJERINA	4/13/2022	4/14/2022	SEPULVEDA BLDG INDIO	Lumber & Building Materials Storestran	\$1,269.31	
TINO TIJERINA	4/7/2022	4/8/2022	CASTANEDAS MEXICAN FOOD	Eating Places Restaurants	\$31.57	
TINO TIJERINA	4/7/2022	4/8/2022	CASTANEDAS MEXICAN FOOD	Eating Places Restaurants	\$90.14	
TINO TIJERINA	4/4/2022	4/6/2022	THE HOME DEPOT #6874	Home Supply Warehouse Stores	\$12.33	
TINO TIJERINA	4/3/2022	4/5/2022	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	4/3/2022	4/5/2022	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	4/3/2022	4/5/2022	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	4/3/2022	4/5/2022	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	4/3/2022	4/5/2022	KSC & SON CORPORATION - G	Car Washes	\$15.00	
TINO TIJERINA	4/3/2022	4/5/2022	KSC & SON CORPORATION - G	Car Washes	\$15.00	
Total					\$18,187.43	\$0.00



UMPQUA BANK

VALLEY SANITARY DISTRICT
Account Number:
Page 1 of 6



Account Summary

Table with 3 columns: Description, Sign, Amount. Includes Billing Cycle, Days In Billing Cycle, Previous Balance, Purchases, Cash, Balance Transfers, Special, Credits, Payments, Other Charges, Finance Charges.

NEW BALANCE \$18,187.43

Credit Summary

Table with 2 columns: Description, Amount. Includes 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 35142 - LB1181, SEATTLE, WA 98124-5142

Payment Summary

Table with 2 columns: Description, Amount. Includes NEW BALANCE \$18,187.43, MINIMUM PAYMENT \$18,187.43, PAYMENT DUE DATE 05/25/2022

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 \$22,961.70-

Cardholder Account Summary

Table with 5 columns: Cardholder Name, Payments & Other Credits, Purchases & Other Charges, Cash Advances, Total Activity. Includes JEANETTE JUAREZ #4756.

Cardholder Account Detail

Table with 6 columns: Trans Date, Post Date, Plan Name, Reference Number, Description, Amount. Includes transactions for ADOBE ACROPRO SUBS, J2 FAX SERVICES, and AROUND THE CLOCK CALL CTR.

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

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



Account Number

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. Includes values for 04/29/22, \$18,187.43, \$18,187.43, 05/25/22.

\$



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

e-Statement

MAKE CHECK PAYABLE TO:

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

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 _____

VALLEY SANITARY DISTRICT

Account Number: [REDACTED]

Page 3 of 6

Cardholder Account Detail Continued

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/28	04/29	PPLN01	24492162118000029426006	SP INFOGRAPIFY HTTPSINFOGRAP TX	\$74.00

Cardholder Account Summary

BEVERLI A MARSHALL ### # 5986	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,437.75	Cash Advances \$0.00	Total Activity \$2,437.75
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/01	04/03	PPLN01	24492152091852483445282	ICMA ONLINE 202-289-4262 DC	\$1,400.00
04/07	04/08	PPLN01	24204292097006145760136	Dropbox 1S1GQG4HWZ5F 141-58576933 CA	\$38.79
04/11	04/12	PPLN01	24000972101116603155427	THE UPS STORE 4781 619-9206063 CA	\$30.00
04/11	04/12	PPLN01	24493982102083351881251	PE SUBSCRIPTIONS 951-368-9000 CA	\$10.00
04/12	04/13	PPLN01	24492152102894046859200	PAYPAL *QUICKYMARTL 402-935-7733 CA	\$4.99
04/13	04/15	PPLN01	24692162104100342196247	SOUTHWES 5262107509361 800-435-9792 TX MARSHALL/BEVERLI 041422 SMF PSP WN H	\$138.00
04/14	04/15	PPLN01	24431062104400511136190	PALM SPRINGS AIRPORT PALM SPRINGS CA	\$60.00
04/14	04/17	PPLN01	24943002105722740404909	HYATT REGENCY SACRAMENTO SACRAMENTO CA	\$745.98
04/28	04/29	PPLN01	24692162118100266544673	Palm Sp Desert Sun 888-426-0491 IN	\$9.99

Cardholder Account Summary

HEBERTO MORENO ### # 6026	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,783.39	Cash Advances \$0.00	Total Activity \$1,783.39
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/11	04/12	PPLN01	24492152101852001992193	PAYPAL *DKFSOLUTION 402-935-7733 CA	\$740.00
04/14	04/15	PPLN01	24692162104100241263312	APPLE.COM/BILL 866-712-7753 CA	\$2.99
04/18	04/19	PPLN01	24492152108852374800547	PAYPAL *DKFSOLUTION 402-935-7733 CA	\$740.00
04/18	04/19	PPLN01	24435652108200240200139	NASSCO INC 410-442-7473 MD	\$295.00
04/22	04/24	PPLN01	24943012113010181375062	THE HOME DEPOT #6874 INDIO CA	\$5.40

Cardholder Account Summary

TINO TIJERINA ### # 6034	Payments & Other Credits \$0.00	Purchases & Other Charges \$2,171.07	Cash Advances \$0.00	Total Activity \$2,171.07
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/03	04/05	PPLN01	24269792094500655944886	KSC & SON CORPORATION - G INDIO CA	\$15.00
04/03	04/05	PPLN01	24269792094500655944969	KSC & SON CORPORATION - G INDIO CA	\$15.00
04/03	04/05	PPLN01	24269792094500655945040	KSC & SON CORPORATION - G INDIO CA	\$15.00
04/03	04/05	PPLN01	24269792094500655945123	KSC & SON CORPORATION - G INDIO CA	\$15.00
04/03	04/05	PPLN01	24269792094500655945206	KSC & SON CORPORATION - G INDIO CA	\$15.00
04/04	04/06	PPLN01	24943012095010184408664	THE HOME DEPOT #6874 INDIO CA	\$12.33
04/07	04/08	PPLN01	24717052097280979231716	CASTANEDAS MEXICAN FOOD INDIO CA	\$90.14
04/07	04/08	PPLN01	24717052097280979231732	CASTANEDAS MEXICAN FOOD INDIO CA	\$31.57
04/13	04/14	PPLN01	24493982103286934300017	SEPULVEDA BLDG INDIO INDIO CA	\$1,269.31
04/16	04/17	PPLN01	24492152106027490510823	PLATT ELECTRIC 800 503-641-6121 OR	\$234.43
04/22	04/24	PPLN01	24717052113281136070351	ONLINECOMPONENTSCOM 602-6853900 AZ	\$458.29

Cardholder Account Summary					
EDUARDO LUNA #### #### #### 9557		Payments & Other Credits \$0.00	Purchases & Other Charges \$693.35	Cash Advances \$0.00	Total Activity \$693.35
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/06	04/07	PPLN01	24801972097690788189093	CALIFORNIA WATER ENVIRON 510-382-7800 CA	\$180.00
04/06	04/08	PPLN01	24275392097900018400139	USACD PALM DESERT PALM DESERT CA	\$235.80
04/12	04/13	PPLN01	24755422102271028300710	BURRTEC WASTE INDUSTRIES COCHELLA CA	\$37.69
04/13	04/15	PPLN01	24692162104100231502919	THE HOME DEPOT 6874 INDIO CA	\$239.86

Cardholder Account Summary					
BRANDEN RODRIGUEZ #### #### #### 9565		Payments & Other Credits \$0.00	Purchases & Other Charges \$326.67	Cash Advances \$0.00	Total Activity \$326.67
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
03/30	04/01	PPLN01	24269792090500594797381	COACHELLA PIZZA CO 760-578-9078 CA	\$82.35
04/06	04/07	PPLN01	24692162096100492671304	Amazon.com*1H47M4LK2 Amzn.com/bill WA	\$212.04
04/28	04/29	PPLN01	24692162118100795971090	Amazon.com*1Q3SF24E0 Amzn.com/bill WA	\$32.28

Cardholder Account Summary					
HOLLY GOULD #### #### #### 7260		Payments & Other Credits \$0.00	Purchases & Other Charges \$8,235.44	Cash Advances \$0.00	Total Activity \$8,235.44
Cardholder Account Detail					
Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/04	04/06	PPLN01	24717052096120960020895	SO PT HOTEL AND CASINO 702-7967111 NV	\$90.40
04/07	04/07	PPLN01	24692162097100163881033	NNA SERVICES LLC 800-876-6827 CA	\$199.00
04/07	04/08	PPLN01	24435652097200240200157	NASSCO INC 410-442-7473 MD	\$1,075.00
04/07	04/08	PPLN01	24801972098690796846105	DISABILITY MANAGEMENT EM 800-789-3632 CA	\$250.00
04/06	04/08	PPLN01	24013392097000712304211	ASSESSOR CLERK RECORDER O RIVERSIDE CA	\$69.00
04/06	04/08	PPLN01	24013392097000713413029	ASSESSOR CLERK RECORDER O JEFFERSONVILL IN	\$1.57
04/08	04/10	PPLN01	24435652098200240300014	NASSCO INC 410-442-7473 MD	\$1,075.00
04/12	04/13	PPLN01	24445002103400194096449	WM SUPERCENTER #2181 INDIO CA	\$50.34
04/12	04/13	PPLN01	24755422103641030526008	OPC CROS R2 PYMNT FEE 800-4874567 NE	\$84.69
04/12	04/13	PPLN01	24755422103641030535538	CALIFORNIA DEPARTMENT OF 800-5007115 CA	\$3,682.00
04/13	04/14	PPLN01	24692162103100671985138	AMZN Mktp US*1A0EN64N2 Amzn.com/bill WA	\$159.84
04/19	04/20	PPLN01	24692162109100330864959	SQ *TKB BAKERY & DELI Indio CA	\$160.53
04/22	04/24	PPLN01	24692162112100386807527	AMZN Mktp US*1Q1MD33K1 Amzn.com/bill WA	\$8.69
04/21	04/24	PPLN01	24202982112030036525373	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	\$350.00
04/26	04/27	PPLN01	24445002116300530611619	FOOD4LESS #0765 INDIO CA	\$6.99
04/26	04/27	PPLN01	24431062117091619000035	CIRO'S RESTAURANT LLC CHIRIACO SUMM CA	\$135.38
04/25	04/27	PPLN01	24202982116030032096037	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	\$350.00
04/27	04/28	PPLN01	24692162117100586584947	AMZN Mktp US*1Q9K19UA1 Amzn.com/bill WA	\$72.31
04/28	04/29	PPLN01	24692162118100768348516	Amazon.com*1Q4LC84Q2 Amzn.com/bill WA	\$64.70
04/27	04/29	PPLN01	24202982118030035250845	CALIFORNIA SPECIAL DISTRI 916-442-7887 CA	\$350.00

VALLEY SANITARY DISTRICT

Account Number: [REDACTED]

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Cardholder Account Summary

ANNA BELL #### #### #### 7278	Payments & Other Credits \$0.00	Purchases & Other Charges \$459.40	Cash Advances \$0.00	Total Activity \$459.40
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/10	04/11	PPLN01	24692162100100826026625	AMZN Mktp US*1H41128N2 Amzn.com/bill WA	\$209.42
04/10	04/11	PPLN01	24692162100100911853784	AMZN Mktp US*1H6T73R10 Amzn.com/bill WA	\$16.48
04/18	04/19	PPLN01	24072802108207182600357	LAB ALLEY 512-668-9918 TX	\$233.50

Cardholder Account Summary

JIMMY GARCIA #### #### #### 7450	Payments & Other Credits \$0.00	Purchases & Other Charges \$530.62	Cash Advances \$0.00	Total Activity \$530.62
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/01	04/03	PPLN01	24943012092010179875920	THE HOME DEPOT #6874 INDIO CA	\$108.73
04/11	04/12	PPLN01	24231682101400537000560	GRAMMA'S COUNTRY KITCHEN BANNING CA	\$41.98
04/14	04/15	PPLN01	24231682105837000040068	SMART AND FINAL 490 LA QUINTA CA	\$142.13
04/14	04/17	PPLN01	24943012105010179580293	THE HOME DEPOT #6630 LA QUINTA CA	\$7.59
04/21	04/24	PPLN01	24692162112100677915856	THE HOME DEPOT 6874 INDIO CA	\$230.19

Cardholder Account Summary

DANIEL A MILLS #### #### #### 8110	Payments & Other Credits \$0.00	Purchases & Other Charges \$31.25	Cash Advances \$0.00	Total Activity \$31.25
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/06	04/08	PPLN01	24943012097010184105383	THE HOME DEPOT #6874 INDIO CA	\$31.25

Cardholder Account Summary

DAVE COMMONS #### #### #### 7327	Payments & Other Credits \$0.00	Purchases & Other Charges \$1,111.25	Cash Advances \$0.00	Total Activity \$1,111.25
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Cardholder Account Detail

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
04/12	04/13	PPLN01	24009582102300604857671	WEF MAIN 703-684-2400 VA	\$332.00
04/15	04/18	PPLN01	24223692107030080108263	WASTEWATER TECHNOLOGY TRA 866-773-9988 VT	\$550.00
04/27	04/29	PPLN01	24445002118500474200265	BB DINER MORENO VALLEY #2 MORENO VALLEY CA	\$229.25

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 05/10/22 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$18187.43

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%	\$18,187.43
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							Days In Billing Cycle: 29		
** includes cash advance and foreign currency fees							APR = Annual Percentage Rate		
¹ FCM = Finance Charge Method									
(V) = Variable Rate If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.									



**Valley Sanitary District
Board of Directors Meeting
May 24, 2022**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Public Hearing to Authorize a Contract Amendment with Schneider Electric Buildings Americas, Inc. for the Design and Construction of Energy Related Projects to District Facilities and Adopting Necessary Findings in Accordance with California Government Code 4217.10 through 4217.18**

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the energy conservation measures for this project and conduct a public hearing.

Strategic Plan Compliance

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

Fiscal Impact

The current fiscal impact of this project is \$71 million, which includes the guaranteed maximum price (GMP) of \$69,869,942 and a contingency of \$1,130,058. This project will be financed by Bank of America through a loan over a 20-year term.

Environmental Review

This project was reviewed as part of the California Environmental Quality Act (CEQA) as part of the 2015 Water Reclamation Facility Master Plan and the Notice of Determination was filed and recorded with the State Office of Planning and Research on January 28, 2016.

Background

The Recycled Water Project – Phase I (Project) is the first of three phases that will allow VSD to be able to produce recycled water. This project will replace and improve critical treatment structures and provide redundancy for other treatment structures. The key issues that need to be addressed are listed below.

- The treatment plant has only one digester, which requires maintenance on a 10-year cycle, and will reach that milestone in 2023.
- The grit chamber is undersized and does not filter out all the grit, which negatively affects operation functionality and quality.
- The bar screens are reaching the end of their life cycle and will need to be replaced soon.

This project addresses all these items by adding a new digester, a new grit chamber, and a new bar screen, which will allow for preventive maintenance and the removal of the outdated bar screens.

Findings from an Energy Audit Report produced by Schneider Electric for the Valley Sanitary District were reported to the District on February 15, 2022. Schneider Electric identified several energy conservation measures (ECMs) that will not only result in energy savings but will address needed improvements at the plant to replace equipment that is nearing the end of its useful life and to improve reliability, while maximizing the treatment capacity of the plant within its existing footprint. The ECMs identified include replacement of the following aging equipment with more energy-efficient equipment: bar screen, grit chamber, digester and secondary flare, switchboard MS and filtrate return.

In May 2022, Schneider Electric provided supplementary information on additional savings the District could realize with the completion of this project, which are based on utilizing the digester to increase methane production and offset the energy used at the plant. The supplementary information has been added to the original Energy Audit reported in February.

The total price for Schneider Electric to complete design, construct, and implement these ECMs is \$69.87 million, a guaranteed maximum price, with project completion anticipated in 2025. In accordance with California Government Code 4217, the Board must hold a public hearing to adopt necessary findings and to approve the guaranteed energy savings performance contract with Schneider Electric. This item is consistent with the District's Strategic Plan to plan for both short-term and long-term needs, to minimize the need for significant rate increases, and commitment to operational excellence (protection of public health and the environment, regulatory compliance, and cost effectiveness).

The Design Build team has reached the 60% design milestone and determined the Guaranteed Maximum Price (GMP) of \$69.87 million, which has been reviewed by staff. Contract Amendment No. 1 has been reviewed and approved by BBK and staff and is attached to this staff report. The appendices are available to the public by visiting the District office during normal business hours.

Recommendation

Staff recommends that the Board of Directors discuss the energy conservation measures, consider public comments, and adopt Resolution No. 2022-1161 accepting the energy conservation measures, approving Amendment No. 1 to the Contract dated July 14, 2020, authorize the Board President and General Manager to sign the contract

amendment once origination requirements for Bank of America financing for this project have been met, and rescind Resolution 2022-1158.

Attachments

Attachment A: Recycled Water Project – Phase 1 Energy Audit & Supplementary Information Report

Attachment B: Resolution 2022-1161 Design Build Recycled Water Phase 1 GMP

Attachment C: Amendment No. 1 to Design-Build Agreement with Schneider Electric

PROJECTED SAVINGS

The following tables outline the projected energy savings, operations & maintenance savings by doing this project. The District and Schneider Electric have agreed there will not be any tracked savings and that Schneider Electric will not be providing a savings guarantee for this project. However, quantifying the energy and operational savings for the measures in this project is an important element of the project.

Energy Savings

Energy savings, in the form of electric savings, are expected to be achieved through upgrading equipment and adjusting waste sludge handling operations. These are escalated at 2.48% per year in alignment with standard assumptions from the Energy Escalation Rate Calculator (EERC) from the National Institute of Standards and Technology. “Calculated energy savings” is what is expected to be realized by implementing the energy conservation measures.

Operations & Maintenance Savings

Operation & maintenance savings come from reduced material and labor required for repairs associated with old equipment. Valley Sanitary District’s records of maintenance and repairs for the equipment in this project were provided to Schneider Electric. Repairs and maintenance were estimated over the last two years and averaged to the bi-annual figure. We then evaluated these costs against expected cost after completion of the project. These savings estimates are shown in the following table. These savings are escalated at 3% per year as industry standard practice.

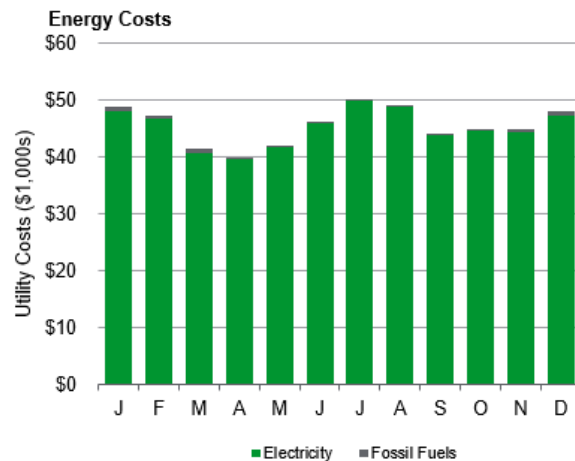
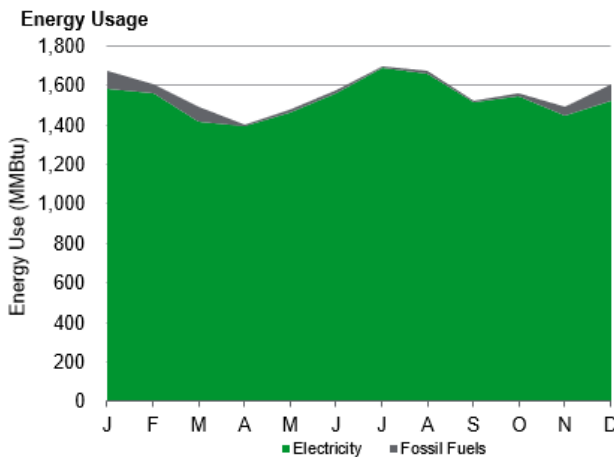
Annual Savings by Energy Conservation Measure (ECM)

Scope	Calculated Energy Savings	O&M Savings	Total
ECM 1 – Mechanical Bar Screen	\$167	\$0	\$167
ECM 2 – Grit Chamber	\$10,381	\$0	\$10,381
ECM 3 – Waste Activated Sludge (WAS) Thickening	TBD	TBD	TBD
ECM 4 – 2 nd Digester, Related systems and Secondary Flare	\$13,020	\$20,000	\$42,165
ECM 5 – Switchboard-MS Replacement	\$0	\$0	\$0
ECM 6 – Returning Sludge Dewatering Filtrate	-\$14,789	\$0	-\$14,789
Total	\$8,779	\$20,000	\$28,779

Baseline Energy Consumption

Establishing the baseline energy use is vital to developing an energy savings project as it allows Schneider Electric to identify the magnitude of the savings opportunity and identify patterns of energy use. The baseline energy use for the Valley Sanitary District wastewater plant is shown below. It was agreed upon to utilize the 2019-2020 baseline period as it more accurately represents how the plant will be operated in the future taking out any unforeseen changes during local COVID-19 response.

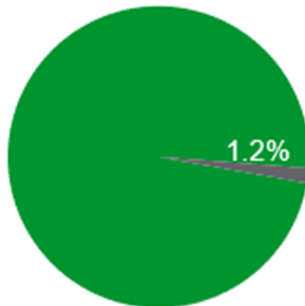
Month <i>mmm</i>	Electricity			Fossil Fuels		Energy Total		
	Energy Use <i>kWh</i>	Billed Demand <i>kW</i>	Cost <i>\$</i>	Energy Use <i>MMBtu</i>	Cost <i>\$</i>	Energy Use <i>MMBtu</i>	Billed Demand <i>kBtu/hr</i>	Cost <i>\$</i>
Jan	463,271	693	\$48,156	93	\$860	1,674	2,366	\$49,015
Feb	456,183	733	\$46,737	47	\$484	1,604	2,502	\$47,222
Mar	414,446	672	\$40,793	75	\$713	1,489	2,294	\$41,506
Apr	407,229	670	\$39,651	15	\$184	1,404	2,286	\$39,835
May	428,590	673	\$41,805	13	\$161	1,475	2,298	\$41,966
Jun	457,778	782	\$46,121	11	\$142	1,573	2,668	\$46,263
Jul	494,417	764	\$49,980	11	\$138	1,698	2,606	\$50,118
Aug	486,613	726	\$48,900	10	\$132	1,671	2,477	\$49,031
Sep	443,755	683	\$44,002	10	\$131	1,525	2,329	\$44,134
Oct	451,844	670	\$44,708	18	\$220	1,560	2,285	\$44,928
Nov	424,083	715	\$44,364	43	\$450	1,490	2,440	\$44,814
Dec	446,200	688	\$47,265	83	\$776	1,606	2,347	\$48,041
Year	5,374,409	8,467	\$542,482	427	\$4,391	18,769	28,899	\$546,874



Post-Project Energy Performance (Energy Savings)

Schneider Electric estimates potential savings from these measures to be 1.3% of the plant's electric baseline and 1.6% of the plant's utility cost.

The following graph shows the energy savings for the Valley Sanitary District plant in terms of utility energy units and costs. The savings were determined from a detailed energy and utility analysis of the sites along with a survey of the type, operation, and condition of the plant's systems.



Energy Cost Savings

Energy Indices		
	Energy <i>kWh/MGD</i>	Cost <i>\$/MG</i>
Baseline	2,623	\$266.90
Post Project	2,589	\$262.61
% Savings	1.3%	1.6%

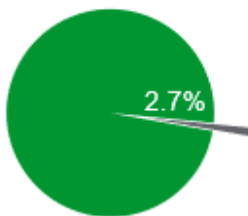
Project Summary				
Project	Electricity		Fossil Fuels	Energy
	Energy Use <i>kWh</i>	Actual Demand <i>kW</i>	Energy Use <i>MMBtu</i>	Total Cost <i>\$</i>
Baseline	5,374,409	8,467	427	\$546,874
Post Project	5,304,098	8,271	427	\$538,095
Projected Savings, Units	70,311	196	0	\$8,779
Projected Savings, %	1.3%	2.3%	0.0%	1.6%

Annual Energy Savings - Per ECM				
ECM Name	Electricity		Fossil Fuels	Calculated Cost
	Energy Use kWh	Actual Demand kW	Energy Use MMBtu	
ECM-1 Mechanical Bar Screen	1,620	-	-	\$167
ECM-2 Grit Chamber	93,303	88	-	\$10,381
ECM-3 Waste Activated Sludge (WAS) Thickening – DAFT	-	-	-	-
ECM-4 2nd Digester and related systems, including secondary flare	107,933	239	-	\$13,020
ECM-5 Switchboard-MS Replacement	-	-	-	-
ECM-6 Returning Sludge Dewatering Filtrate	-132,547	-131	-	-\$14,788
Total	70,310	196	-	\$8,779

Positive Environmental Impact

The results of the energy savings associated with the recommended scope of work is the equivalent of the following environmental benefits:

Environmental Benefits		
	Natural Gas	Electric
Total Energy (MMBtu)	427	18,343
Total Emission (Tons CO ₂ e)	25	1,457
Total Savings (Tons CO ₂ e)	0	19



Savings



19

eTons GHG



4

Cars Removed



2

Equivalent Houses

* Emissions factors are derived from EPA eGrids database and represent the State of CA

Operational Assumptions for Savings

Savings are based off an assumed operation of the new equipment and some base engineering assumptions the majority of which were taken from Wastewater Engineering: Treatment and Reuse 3rd Edition- Metcalf & Eddy. If the operation does not follow the assumptions stated below, the resulting energy savings may be less than is stated in this report.

ECM 1: Mechanical Bar Screen

- Savings based on running the new bar screen and rake as the lead and not rotating screens. This new screen will be more efficient and help reduce the 3HP penalty for the new larger conveyor belt.
- Assuming existing motors are 12 years old. Reduced efficiency in current motors reflect age and savings assume new motors at a higher efficiency.

ECM 2: Grit Chamber

- Assuming aeration blowers aerating the grit chamber currently set at a parasitic load of 100 SCFM.
- Assuming a .25' increase to the head for the influent pumps.
- Assuming post flow to have much less grit and to wear on motors at a lower rate decreasing efficiency loss over the twenty-year life of the contract.
- Assuming existing motors are 12 years old. Reduced efficiency in current motors reflect age and savings assume new motors at a higher efficiency.

ECM 3: WAS Thickening

- Will be evaluated after 60% Design Phase for this scope item is complete.

ECM 4: 2nd Digester

- Assuming current digester will be used as stand-by. Six digester mixers will continue to run.
- No natural gas savings or penalties assumed biogas used for digester heating assumed to be appropriate for pre and post heating.
- Assuming existing motors are 12 years old. Reduced efficiency in current motors reflect age and savings assume new motors at a higher efficiency.
- Not assuming improved solids reduction in VSS for new boiler.

ECM 6: Filtrate Return

- Aeration values primarily tuned to meet HP of current blower motors.
- Filtrate Ammonia flow calculated from Final TM_VSD ESDB_Filtrate Return_20210602.pdf flow rate and is based off Option 1 with an 8hr fill time and 24hr draw and 1x 10HP DPS3. Figures based on additional holding tank for filtrate with no additional energy use for mixing or pumping.

Utility Meter & Rate Summary

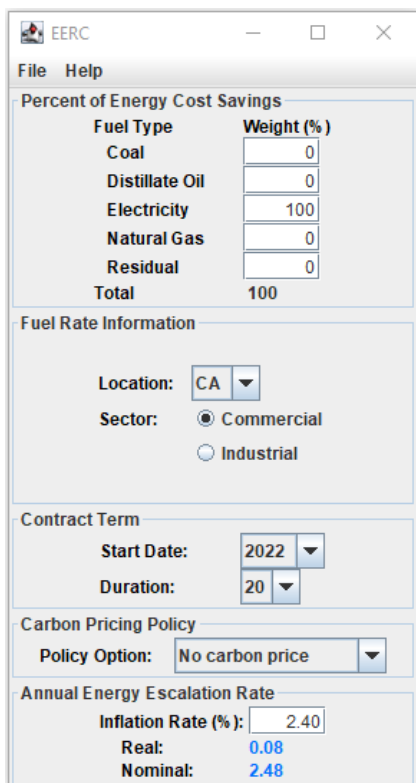
The table below summarizes the electric and gas meters at the Valley Sanitary District wastewater plant.

Site Name	Account Number	Meter Number	Utility Type	Utility Provider	Utility Rate
VSD	1	1	Electric	SCE	GL2
	2	2	Electric	Solar City	PPA
	077 624 1200 0	15424172	Gas	SCG	GN-10

The utility rates used to monetize energy savings are summarized in the following tables.

Utility Provider:	Imperial Irrigation District (IID)		
Rate Schedule:	Large General Service		
Component	Charge	Unit	Description
Customer Charge:	\$140	Per Month	Customer Charge
Demand Charges:	\$6.75	Per kW	Demand Rate
IID Energy Charges:	\$0.093	Per kWh	Energy Rate
	\$0.0024	Per kWh	Energy Cost Adjustment
	\$0.0285	Per kWh	Publics Benefits Charge
	\$0.0003	Per kWh	California Energy Surcharge
Other Charges	\$0.06	Per \$	City of Indio User Fee
Solar PPA Charge	\$0.061	Per kWh	Solar City Cost

Utility Provider:	Southern California Gas		
Rate Schedule:	GN-10		
Component	Charge	Unit	Description
Customer Charge:	\$0.49315	per day	Customer charge per day per meter
Consumption Charges:	\$1.06047	per therm	Tier I Usage (First 250 therms)
	\$0.60635	per therm	Tier II Usage (251-4167 therms)
	\$0.30186	per therm	Tier III Usage (>4167 therms)
	\$0.6513	per therm	Procurement Charge
Other Charges:	\$0.0032	per therm	State Regulatory Fee
	\$0.0772	per therm	Public Purpose Surcharge



EERC

File Help

Percent of Energy Cost Savings

Fuel Type	Weight (%)
Coal	0
Distillate Oil	0
Electricity	100
Natural Gas	0
Residual	0
Total	100

Fuel Rate Information

Location: CA

Sector: Commercial Industrial

Contract Term

Start Date: 2022

Duration: 20

Carbon Pricing Policy

Policy Option: No carbon price

Annual Energy Escalation Rate

Inflation Rate (%): 2.40

Real: 0.08

Nominal: 2.48



VALLEY SANITARY DISTRICT

Supplementary Information

MISSION STATEMENT

The mission of the Valley Sanitary District is to collect, treat, and reuse wastewater in a safe and cost effective manner as prescribed by state and federal law. The District is dedicated to: maintaining a high standard of operations and maintenance; forward thinking in planning for facility and operational needs, and achieving maximum cost efficiency and effectiveness. The District board and staff are dedicated to having the District be a positive asset to the community.

Prepared by:



SUPPLEMENTARY INFORMATION

It is our intent to support the District in serving its mission. From our understanding of your current operations and the VSD 2020 Strategic Plan, our project and team helps the District achieve the following strategic goals:

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 operation (e.g., lower carbon footprint)**

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**

The inclusion of the 2nd digester in the current project allows for the District to realize significant energy savings. This is because of the beneficial use of the digester to get to Net Zero. This is discussed further below and savings and assumptions for these energy savings are provided for clarity.

As a summary from the enclosed Energy Savings Analysis, the beneficial use of the digester produces a Net Savings of \$50.1M over 50 years and shows a break-even position at approximately 40 years.

The Phase 1 project includes adding a second digester which allows for significant energy savings. With the addition of this digester, the District will be able to produce renewable electricity through cogeneration. The second digester is necessary in order to modify the digester to include a cogeneration system. Schneider Electric's energy engineering team performed an energy baseline analysis of Valley Sanitary District's energy usage and expenditures. The baseline energy use for the Valley Sanitary District wastewater plant is 5,374,409 kwh and an annual cost of \$546,874. The baseline period used was 2019-2020. With cogeneration, the District could achieve Net Zero energy spend and this would bring the utility usage and cost to zero. Therefore, the annual savings matches the baseline costs and are presented in the following financial models. The attached financial model shows the impact of this energy-only approach.

In addition to cogeneration and not included in the financial model is that the second digester is also needed for the intake of Fats, Oils and Grease (FOG) and/or organic food waste, which are considered high strength waste (HSW). When taken into consideration, one or both of these process changes further increase methane gas production, yielding even greater returns than what is shown in the financial model. This is being driven by the passage of SB 1383 Reducing Short-Lived Climate Pollutants in California, which has in place legislative steps to improve California's position with regards to organic waste, which is the largest waste stream in California. HSW co-digestion increases the biogas generation at VSD and with the addition of co-digestion, VSD will benefit from increased energy production and anticipated tipping fee revenues. While the amount HSW that can be processed at VSD and the amount of biogas and energy generated at VSD has not yet been fully quantified, a similar sized plant to VSD (6 MGD average daily flow) located in Southern California completed a Biosolids and Energy Strategic Study, demonstrating various HSW options and economic opportunities ranging in the \$4M to \$9M Net Present Value (NPV) in energy-sourced savings and revenue. It should be noted that the District has had discussions about these matters and without the second digester, the District cannot proceed with any of the opportunities in this arena.

In our analysis, Net zero energy can be achieved at VSD by implementing a 500 kW cogeneration engine, which supports the figures in the analysis. The treated waste activated sludge (TWAS) along with intake of Fats, Oils and Grease (FOG) and/or food waste streams will meet or exceed the figures shown. Excess methane produced beyond this creates the opportunity for Renewable Natural Gas (RNG) for injection into the pipeline, which is eligible for RIN and LCFS credits, a new revenue source for VSD.

When the Recycled Water Project - Phase 1 is complete, there will be enough TWAS to support 360 KW or more of cogeneration. The addition of FOG or High Strength Waste (HSW) could make up the difference. If the District never took in FOG or HSW, the gas production would still increase over time with increased flows due to population growth. Using only TWAS as the source for methane production, net zero would be achievable at approximately 8.5 MGD which based on population increases of 1.7% a year it is possible to get there in 2029. These projections are based on average digester performance. If the digesters perform better than average, it is possible to achieve net zero sooner than we have stated.

Savings Analysis

Cost of Project	\$	69,869,942
Annual Energy Savings through use of 2nd Digester	\$	546,874
Escalation		5%

Post PH1 Project Year*	Annual Savings	Cumulative Savings
0	\$ 488,225	
1	\$ 512,636	\$ 512,636
2	\$ 538,268	\$ 1,050,904
3	\$ 565,181	\$ 1,616,086
4	\$ 664,729	\$ 2,280,815
5	\$ 697,965	\$ 2,978,780
6	\$ 732,864	\$ 3,711,644
7	\$ 769,507	\$ 4,481,151
8	\$ 807,982	\$ 5,289,133
9	\$ 848,381	\$ 6,137,514
10	\$ 890,800	\$ 7,028,315
11	\$ 935,340	\$ 7,963,655
12	\$ 982,107	\$ 8,945,763
13	\$ 1,031,213	\$ 9,976,976
14	\$ 1,082,773	\$ 11,059,749
15	\$ 1,136,912	\$ 12,196,661
16	\$ 1,193,758	\$ 13,390,419
17	\$ 1,253,446	\$ 14,643,865
18	\$ 1,316,118	\$ 15,959,983
19	\$ 1,381,924	\$ 17,341,907
20	\$ 1,451,020	\$ 18,792,927
21	\$ 1,523,571	\$ 20,316,498
22	\$ 1,599,750	\$ 21,916,247
23	\$ 1,679,737	\$ 23,595,984
24	\$ 1,763,724	\$ 25,359,708
25	\$ 1,851,910	\$ 27,211,618
26	\$ 1,944,506	\$ 29,156,124
27	\$ 2,041,731	\$ 31,197,855
28	\$ 2,143,817	\$ 33,341,672
29	\$ 2,251,008	\$ 35,592,681
30	\$ 2,363,559	\$ 37,956,239
31	\$ 2,481,737	\$ 40,437,976
32	\$ 2,605,824	\$ 43,043,800
33	\$ 2,736,115	\$ 45,779,914

34	\$	2,872,920	\$	48,652,835
35	\$	3,016,566	\$	51,669,401
36	\$	3,167,395	\$	54,836,796
37	\$	3,325,765	\$	58,162,561
38	\$	3,492,053	\$	61,654,613
39	\$	3,666,655	\$	65,321,269
40	\$	3,849,988	\$	69,171,257
41	\$	4,042,488	\$	73,213,744
42	\$	4,244,612	\$	77,458,356
43	\$	4,456,843	\$	81,915,199
44	\$	4,679,685	\$	86,594,883
45	\$	4,913,669	\$	91,508,552
46	\$	5,159,352	\$	96,667,905
47	\$	5,417,320	\$	102,085,225
48	\$	5,688,186	\$	107,773,411
49	\$	5,972,595	\$	113,746,006
50	\$	6,271,225	\$	120,017,231

Total Savings over 50 Years \$ 120,017,231
Net Savings over 50 years:** \$ **50,147,289**

* Post PH1 Year 0 is when the Recycled Water Phase 1 is complete. (2025)
Project Year Year 1 is the year following (2026)

** Net Savings is Total Savings minus the Cost of Project

RESOLUTION NO. 2022-1161

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT RATIFYING A CONTRACT WITH SCHNEIDER ELECTRIC BUILDINGS AMERICAS, INC. FOR CONSTRUCTION OF ENERGY-RELATED PROJECTS TO DISTRICT FACILITIES AND ADOPTING FINDINGS IN ACCORDANCE WITH THE CALIFORNIA GOVERNMENT CODE SECTIONS 4217.10 THROUGH 4217.18 AND AUTHORIZING THE GENERAL MANAGER TO EXECUTE THE CONTRACT WITH A GUARANTEED MAXIMUM PRICE OF \$69,869,942

The Board of Directors declares that the following statements are true and accurate.

Valley Sanitary District (District) is responsible for the collection, treatment, reuse, and discharge of wastewater within its boundaries.

The District may enter into contracts with private and public entities for the design, construction, and operation of wastewater facilities.

California Government Code §§4217.10 through 4217.18 allows public agencies, including the District, to enter into an energy service contract for energy conservation services that is in the best interests of the public agency if its governing body determines, at a regularly scheduled public hearing, public notice of which is given at least two weeks in advance, that the anticipated cost to the public agency for the energy conservation services will be less than the anticipated marginal cost to the public agency of electrical energy that would have been consumed by the public agency in the absence of the energy services contract.

The District identified potential energy conservation measures that could be undertaken at the District's Treatment Plant to increase the efficient use of electricity and other energy and to generate energy cost savings for the benefit of the District, ("Project").

In 2020, the Board of Directors selected Schneider Electric Buildings Americas, Inc. (Schneider) and Stantec, Inc. for the design phase of the Project, which is now 60% complete.

Schneider produced an Energy Audit Report, along with supplementary information, that identifies significant energy savings for the District from energy conservation measures ("Energy Audit").

District staff and representatives from Schneider have agreed upon an updated scope of work along with a Guaranteed Maximum Price (GMP) for the Project (the "Amendment").

A notice of public hearing scheduled for May 24, 2022, was published on May 6, 2022, and May 19, 2022, as required by California Government Code §4217.12.

The Board of Directors of the Valley Sanitary District, assembled at a regular meeting this 24th day of May 2022, resolves the following.

1. The required public hearing was properly held in accordance with all applicable laws and regulations.
2. Pursuant to Government Code section 4217.12 and, based on, among other things, the Amendment and the Energy Audit, the anticipated cost to the District for energy or conservation services provided by the Project under the Amendment, will be less than the anticipated marginal cost to the District of energy that would have been consumed in the absence of the Project.
3. The findings in this resolution, including those pursuant to Government Code section 4217.12, shall supersede any and all other resolutions or findings by the Board related to Government Code section 4217.12 and the Amendment.
4. The General Manager is authorized to finalize and execute the Amendment with Schneider for the Project for a Guaranteed Maximum Price of \$69,869,942, contingent upon approval of Bank of America financing for the Project.

This resolution is passed, approved, and adopted this 24th day of May 2022, by the following roll call vote:

AYE:
NAY:
ABSENT:
ABSTAIN:

VALLEY SANITARY DISTRICT

Scott Sear, President

ATTEST

Dennis Coleman, Secretary/Treasurer

AMENDMENT NO. 1
DESIGN/BUILD CONTRACT FOR
ENERGY SERVICES - TREATMENT PLANT PROJECT
Contract No. 2020-0106

This Amendment No. 1 to Design/Build Contract for Energy Services – Treatment Plant Project is made effective as of _____, 2022 (“NTP Date”) by and between **Valley Sanitary District**, a public district organized under the laws of the State of California under the Sanitary District Act of 1923, with its principal place of business at 45500 Van Buren Street, Indio, California 92201 (hereinafter referred to as “District” or “VSD”) and **Schneider Electric Buildings Americas, Inc.**, with its principal place of business at 1660 Scenic Avenue, Costa Mesa, CA 92626 (hereinafter referred to as “Design-Build Entity” or “DBE”) for the purpose of designing and constructing the Energy Services Project (“Project”). District and Design-Build Entity are sometimes individually referred to as “Party” and collectively as “Parties.”

RECITALS

A. The Parties previously entered into that certain agreement on July 14, 2020 and entitled "Design/Build Contract for Energy Services -Treatment Plant Project ("Contract"). As described in more detail in the Contract, it provides for the development, construction, and installation of energy-cost savings projects (collectively, the "Project").

B. Thus, the Parties have entered into this Amendment No. 1 in order to set forth the terms and conditions for completion of the construction phase of the Project by the Design Build Entity.

Now, in consideration of the foregoing and of their respective rights and obligations pursuant to the amended Contract, the Parties hereby agree as follows:

TERMS

1. Project Completion Date Amendment. The following amendment shall be incorporated into the Agreement:

“DBE will achieve the Project Completion Date within [1,095] Days from the date fixed in the Notice to Proceed with Construction in which the DBE may proceed with the Construction Phase.”

2. Contract Price Amendment. The following amendment shall be incorporated into the Agreement:

“The Contract Price shall be [\$69,869,942], inclusive of all design fees incurred to date.”

3. Schedule of Values. Any reference to the term “Cost-Loaded CPM progress schedule” shall be deleted and replaced with “Schedule of Values.”

4. Initial Acceptance of Schedules. The following shall be inserted at the end of Section 2.7A of Attachment 2, General Conditions:

“Following the initial conference described above or any resubmittal of initial schedules by the Design-Build Entity, the District shall have ten (10) Days to review the schedules and provide Design-Build Entity with a written approval or request for adjustments and corrections.”

5. Order of Precedence. Section 3.3C of Attachment 2, General Conditions shall be deleted and replaced as follows:

“Notwithstanding the orders of precedence established above, in the event of conflicts, the parties shall meet and confer and agree on the applicable standard.”

5. Additional Terms and Conditions Amendment. Section 14 is hereby added to the Contract to read as follows:

“a. Ethics. Each Party shall comply in all respects with all Applicable Laws governing the duties, obligations, and business practices of that Party. Neither Party shall take any action in violation of any Applicable Laws that could result in liability being imposed on the other Party. In the event District has concerns related to ethics, compliance or Design-Build Entity’s Principles of Responsibility, and/or any potential violations of these policies, District is welcome to make use of Design-Build Entity’s GreenLine. The GreenLine is Design-Build Entity’s global helpline for external stakeholders. It is a confidential channel through which public agencies can ask questions and raise concerns. Reports can be made using the following link: <https://secure.ethicspoint.eu/domain/media/en/gui/104677/index.html>

b. Export Control. The products, software, services, information, other deliverables and/or the technologies embedded therein (hereinafter referred to as “Deliverables”) provided by Design-Build Entity under this Contract contain or may contain components and/or technologies from the United States of America (“US”), the European Union (“EU”) and/or other nations. District acknowledges and agrees that the assignment and/or usage of Deliverables under this Contract shall fully comply with applicable US, EU and other national and international export control laws and/or regulations. Unless any applicable export licenses have been obtained from the relevant authority and the Design-Build Entity has approved, the Deliverables shall not (i) be exported and/or re-exported to any destination or party (including without limitation to any individual, group and/or legal entity) restricted by the applicable export control laws and/or regulations; or (ii) be used for those purposes and fields restricted by the applicable export control laws and/or regulations. District also agrees that the Deliverables will not be used either directly or indirectly in any rocket systems, unmanned air vehicles, and/or nuclear weapons delivery systems, nor will they be used in any design, development, production or use for any weapons (which may include, without limitation, chemical, biological or nuclear weapons). If any necessary or advisable licenses, authorizations or approvals are not obtained, whether arising from inaction by any relevant government authority or otherwise, or if any such licenses, authorizations or approvals are denied or revoked, or if the applicable export control laws and/or regulations would prohibit Design-Build Entity from fulfilling any order, or would in Design-Build Entity’s judgment otherwise expose Design-Build Entity to a risk of liability under the applicable export control laws and/or regulations if it fulfilled the order, Design-Build Entity shall be excused from all obligations under such order and/or this Contract.

c. Cybersecurity. For the avoidance of doubt, Design-Build Entity is not responsible for implementing or maintaining a security program to safeguard and protect District’s computer network, systems, machines, and/or data (collectively, “Systems”), including those Systems on which it runs the Deliverables provided by Design-Build Entity, against Cyber Threats (“Security Program”). “Cyber Threat” means any circumstance or event with the potential to adversely impact, compromise, damage, or disrupt District’s or the end user’s Systems or that may result in any unauthorized access, acquisition, loss, misuse, destruction, disclosure, and/or modification of District’s Systems, including through malware, hacking, or similar attacks. Failure by District to maintain an appropriate Security Program in accordance with industry standards may result in the Deliverables or Systems becoming vulnerable to certain Cyber

Threats or result in impaired functionality, and Design-Build Entity shall not be liable or responsible for any losses or damages that may result.

6. Materials and Equipment Amendment. Section 15 is hereby added to the Contract to read as follows:

“Design-Build Entity shall be entitled to an increase or decrease in the Contract Price where the cost to Design-Build Entity for materials or equipment from an Equipment Manufacturer or Supplier increases or decreases greater than five percent (5%) from the NTP Date (as defined in this Amendment No. 1) by no fault of the Design-Build Entity. Design-Build Entity shall be entitled to an equitable adjustment to the Contract Price for costs that it incurs directly arising out of or relate to changes in pricing by the Equipment Manufacturer or Supplier. In the event of a delay in acquiring said equipment or materials from an Equipment Manufacturer or Supplier and the Design-Build Entity can demonstrate conditions 1 through 7 of Section 10.3(A) in the General Conditions, it shall be considered as a Excusable Delay and the Project Completion Date will be extended. Design Build Entity shall not be held to contractual sanctions (including without limitation delay penalties, liquidated damages or other damages) or termination for default for such a Excusable Delay. In the case of the foregoing, the Parties shall negotiate in good faith to execute a Change Order. Design-Build Entity shall exercise all reasonable diligence, and District shall cooperate with Design-Build Entity, to ensure said equipment and materials are ordered in a timely manner to prevent an increase to the Contract Price or extend the Project Completion Date.”

7. Reverse Liquidated Damages. Section 3(d) is modified as follows:

The fourth complete sentence shall be deleted in its entirety and replaced with the following “The Daily Rate is One-Thousand Dollars (\$1,000) per calendar day.”

8. Scope of Work Construction Phase Amendment. Attachment 9 is hereby added to the Contract and it includes:

The final construction scope of work, delivery method, cost and savings as outlined in Schedule A attached to this Amendment No. 1 and as included in referenced documents entitled 60% Design Package included in Appendix A and attached to this Amendment No. 1.

9. Continuing Effect of Agreement. This Amendment No. 1 shall affect only the items specifically set forth herein, and all other terms and conditions of the Contract Documents shall remain unchanged and in full force and effect.

10. Defined Terms. All initially-capitalized terms used but not otherwise defined herein shall have the meanings ascribed to such terms in the Contract Documents.

11. Authority to Execute. The persons executing this Amendment No. 1 on behalf of their respective Party represent and warrant that they have the authority to do so under law and from their respective Party.

**SIGNATURE PAGE FOR AMENDMENT NO. 1 TO DESIGN/BUILD CONTRACT FOR
ENERGY SERVICES - TREATMENT PLANT PROJECT**

IN WITNESS WHEREOF, the Parties have entered into as of the NTP Date first above written, the Parties hereby execute this Amendment No. 1 to the Design-Build Contract.

ON BEHALF OF THE DESIGN-BUILD ENTITY: ON BEHALF OF THE DISTRICT:

Schneider Electric Buildings Americas, Inc.

Valley Sanitary District

By: _____

By: _____

Name: _____

Name: Scott A. Sear

Title: _____

Title: Board President

Federal Tax ID No.:
75-2066352

Attest:

Beverli A. Marshall
General Manager

Approved as to Form:

Best Best & Krieger LLP
Legal Counsel

SCHEDULE A
SCOPE OF WORK FOR CONSTRUCTION PHASE

Detailed technical information for each ECM, along with specific assumptions, clarifications, and exclusions, are embedded within the accompanying Contract Documents, in the following Appendices A - H to this Schedule A, outlined below, in order of precedence:

Contract Documents

1. Appendix A – 60% Drawings (including Addendum 1, excluding ECM-3 WAS Thickening from this Design Package)
2. Appendix B – 60% Specifications (including Addendum 1, excluding ECM-3 WAS Thickening from this Design Package)
3. Appendix C – Equipment List and Equipment Data Sheets (Excluding all Equipment for ECM-3 WAS Thickening)
4. Appendix D – Construction Phasing Plan, including Network Diagram (Excluding Steps 3.11 through 3.39 for ECM-3 WAS Thickening)
5. Appendix E – Inspection, Testing, Commissioning, Acceptance, and Turnover (ITCAT) Plan, including Typical Requirements per ECM
6. Appendix F – Raw Sewage (RS) Pipeline Alternatives Technical Memorandum
7. Appendix G – Final Technical Memorandum for Dewatering Filtrate Return
8. Appendix H – Final Basis of Design Report (Excluding Sections 4.2.2, 5.4, 5.5, 5.8, 8.3.1, 8.4.2, and 9.2.4 for ECM-3 WAS Thickening)

VSD hereby acknowledges and agrees that the scope of work shall be limited to, and DBE shall only perform, the following:

90% and 100% Design Phase

The following tasks will take place during the Design Phase:

1. Issued for Design (IFD) and Approved for Construction (AFC) Design Sets:

DBE will review and document the comments from VSD’s review of the 60% design submittal. The number of design drawings and specifications are anticipated to remain the same as outlined in the 60% design. Minor changes to the specifications list, sheet layout and numbers may be needed as design progresses. See Assumptions.

The 90% design submittal (denoted as IFD set) will include all aspects of the Work to be implemented in the project scope. The purpose of the IFD set is to present the complete design, with all necessary details, to VSD and to collect their comments before finalizing the design documents. The 100% design submittal (denoted as AFC set) will incorporate the comments and final changes from the 90% design review and will generate the construction documents for the contractors’ use, upon approval of VSD. Cross referenced sections in the 90% and 100% specifications are not applicable if that section is not available and is not listed in the specifications table of contents.

2. Digester Process Modeling and Startup Plan Development:

To support planning Digester No.1 seeding and startup, DBE will perform process modeling calculations and prepare a technical memorandum (TM) to document the results and recommendations. A draft version of the TM will be submitted for initial review and comments, followed by a final version of the TM. DBE will also prepare a Digester Startup Plan that details the procedures, requirements, and responsibilities for the Project Team to test and start up Digester No.1 before turning it over to VSD operations. A draft version of this plan will be submitted for initial review and comments, followed by a final version of the plan.

3. Air Permits:

DBE will provide services to VSD to obtain the air permits and DBE will support the permitting process, including the following tasks.

- a. To enable faster processing of this project, DBE will provide VSD with an initial data/documentation request. DBE will review all provided data and documents to understand the applicability of SCAQMD Rules to the existing and new equipment. If additional data is necessary, DBE will make additional requests. DBE will conduct initial high-level emissions calculations and rule applicability assessment to develop a preliminary project approach for VSD.
- b. Upon completion of the data review, DBE will initiate a kickoff conference call with VSD staff to go over the results and discuss milestones, communications, Permit to Construct processing path, and administrative requirements for the project. Once the project approach is acceptable to VSD, any additional information that is needed as a result of this task will be requested following this call.
- c. Based on agreed-upon approach from the kickoff meeting, DBE will develop a permit package for the Permit to Construct application for the proposed new equipment. The application package will be developed in accordance with SCAQMD's Standard Evaluation for Permit to Construct requirements and will include – Equipment Description, History and Permit Background, Process Description, Data and Emission Factors, Emissions Calculations and SCAQMD Rules Evaluation. Up to 4 hours of correspondence with the SCAQMD (potential pre-application meeting) is also included.
- d. Following submittal to the SCAQMD, DBE will provide support to answer Agency questions and supply any required supplemental information.

DBE also assumed no site visits for this effort, and permit application fees are to be paid by VSD. Cost for source testing is not included. If it is determined that source testing is required, DBE can secure a subconsultant with a testing firm to perform these services, if requested.

Scope of Work - ECM Overview

The goals and objectives, biological process performance changes, and comparison of existing and proposed process performance metrics for the following ECMs are included in the attached Final Basis of Design Report (Appendix H):

1. ECM-1 Mechanical Bar Screen and Conveyor
2. ECM-2 Grit Chamber and 54" RS Piping and Ferric Chloride Relocation
3. ECM-4 2nd Digester and Related Systems and Secondary Flare
4. ECM-5 Switchboard-MS Replacement

Note: ECM-3 WAS Thickening will be included as a future Amendment to the existing Design Build Agreement. All references to ECM-3 WAS Thickening in the above listed Contract Documents are not applicable to this Amendment.

The goals and objectives, biological process performance changes, and comparison of existing and proposed process performance metrics for the following ECM are included in the Final Technical Memorandum for Dewatering Filtrate Return (Appendix G):

1. ECM-6 Sludge Dewatering Filtrate Return

Design Criteria

Design Criteria analysis and justification based on process baseline & proposed performance data, as well as a comparison of baseline and proposed Design Criteria can be found in the following contract documents (in order of precedence):

1. 60% Drawings (Appendix A)
2. 60% Specifications (Appendix B)
3. Equipment List and Equipment Data Sheets (Appendix C)
4. Raw Sewage (RS) Pipeline Alternatives Technical Memorandum (Appendix F)
5. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
6. Final Basis of Design Report (Appendix H)

Existing Equipment

Existing Equipment summary, condition assessment, and status, as well as a tie-in point summary identifying each ECM's interface with existing infrastructure, is included in the following contract documents (in order of precedence):

1. 60% Drawings (Appendix A)
2. 60% Specifications (Appendix B)
3. Raw Sewage (RS) Pipeline Alternatives Technical Memorandum (Appendix F)
4. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
5. Final Basis of Design Report (Appendix H)

Proposed Equipment

Proposed Equipment technology selection analysis and justification, as well as a Proposed Equipment summary, is included in the following contract documents (in order of precedence):

1. 60% Drawings (Appendix A)
2. 60% Specifications (Appendix B)
3. Equipment List and Equipment Data Sheets (Appendix C)
4. Raw Sewage (RS) Pipeline Alternatives Technical Memorandum (Appendix F)
5. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
6. Final Basis of Design Report (Appendix H)

Existing and Proposed SCADA & Instrumentation / Control

A comparison of existing and proposed Input/Output (I/O) and Instrument Lists, Programmable Logic Controller (PLC) Configuration / Programming, Human Machine Interfaces (HMIs), SCADA Servers and Workstations, Process & Instrumentation Diagrams (P&IDs), Detailed Instrument Matrix and Data Sheets, and Platform & Network Drawings is included in the following contract documents (in order of precedence):

1. 60% Drawings (Appendix A)
2. 60% Specifications (Appendix B)
3. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
4. Final Basis of Design Report (Appendix H)

Scope of Work and Implementation Approach

Physical Changes including scope narrative for each Work Breakdown Structure (WBS) item from the Construction Phasing Plan, as well as Equipment & Systems Transition Plan including comparison of functionality for equipment and systems impacted by ECM at the start and conclusion of block of work, are included in the following contract documents, (in order of precedence):

1. Construction Phasing Plan and Network Diagram (Appendix D)
2. Raw Sewage (RS) Pipeline Alternatives Technical Memorandum (Appendix F)
3. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
4. Final Basis of Design Report (Appendix H)

Factory Acceptance Testing including description, success criteria and VSD support for the Startup & Commissioning (Cx) activities required prior to release of equipment from manufacturing and delivery to the site, as well as Mechanical Completion including description, success criteria and VSD support for the Startup & Cx activities required to prepare equipment and systems for Performance Verification and/or Integrated Testing Cx Activities, and Substantial Completion including description, success criteria and VSD support for Performance Verification and/or Integrated Testing and Cx Activities that must be completed prior to equipment and systems being placed into continuous service for client's beneficial use, are included in the following contract documents, (in order of precedence):

1. 60% Specifications (Appendix B)
2. Inspection Testing Commissioning Acceptance and Turnover Plan (ITCAT) Plan and Typical Requirements per ECM (Appendix E)

Permits and Code Compliance Approach

Comparison of existing and proposed plant operating permit(s) such Discharge, Air Quality, etc. and approach to modifying or obtaining operating permit(s) including VSD support is included in the following contract documents (in order of precedence):

1. 60% Drawings (Appendix A)
2. Construction Phasing Plan and Network Diagram (Appendix D)
3. Raw Sewage (RS) Pipeline Alternatives Technical Memorandum (Appendix F)
4. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
5. Final Basis of Design Report (Appendix H)

The approach to code compliance describing how code requirements will be applied to arrive at minimum scope required to deliver performance at acceptable risk to VSD and/or DBE is included in the following contract documents (in order of precedence):

1. 60% Drawings (Appendix A)
2. 60% Specifications (Appendix B)
3. Raw Sewage (RS) Pipeline Alternatives Technical Memorandum (Appendix F)
4. Final Technical Memorandum for Dewatering Filtrate Return (Appendix G)
5. Final Basis of Design Report (Appendix H)

Clarifications & Exclusions

1. All work will be performed during normal working hours except as required for cut overs.
2. For all ECMs other than ECM-5, VSD will be responsible for identifying, and connecting to, an alternative point of service for the electrical loads that are served and/or interrupted by DBE's work.
3. VSD will be responsible for providing power and/or fuel for the temporary systems.
4. DBE excludes the cost of obtaining building permits.
5. DBE excludes all unforeseen AHJ requirements & fees, if not included in scope of work.
6. DBE excludes the cost of all AHJ and third-party inspections.
7. All new materials at the point of interconnection provided by DBE to match existing in locations where installed.
8. DBE excludes the cost for temporary power usage for construction (meter cost).
9. DBE includes the cost to establish temporary construction power for construction trailers. DBE will coordinate the plan for temporary power with VSD plant staff.
10. DBE excludes the cost to obtain a SWPPP permit as the disturbed area will be less than an acre. DBE will maintain local Best Management Practices (BMPs) where the course of DBE's work disturbs soil.
11. DBE excludes all additional seismic and or structural support, engineering, and upgrades to systems or components outside of the scope of work outlined above.

12. Lightning Protection is excluded.
13. Fire protection equipment is excluded.
14. Equipment lubrication needs in the field (after startup) are excluded.
15. DBE excludes changes requested by VSD in design criteria and site layout during 90% and 100% design.
16. DBE assumes permit application fees are to be paid by VSD. Cost for source testing is not included. If it is determined that source testing is required, DBE can secure a subconsultant with a testing firm to perform these services, if requested.
17. DBE excludes the cost of special inspections as noted on sheets GS-2 and GS-3.
18. DBE excludes field sampling and analysis during Digester No.1 startup and commissioning. This work can be performed by the VSD lab, as it is not for reporting purposes.
19. DBE assumes spoils can be distributed on-site for electrical trenching work.
20. DBE has included temporary generators for circuit cutovers, as shown on sheet E-8.
21. DBE is not responsible for calibrating equipment or instrumentation provided by VSD or other vendors, even if mentioned in the specifications or addenda referenced.
22. The following are excluded:
 - Software Licenses
 - Antenna tower and/or mast
 - Stilling wells
 - Spare Parts
 - Salvage
 - Networking infrastructure or architecture modifications to existing facilities
 - Any 3rd party testing, harmonic testing/analysis, protective device coordination study, short-circuit analysis, or Arc-Flash Risk Assessment (AFRA) services.
 - Signal loop diagrams for equipment not furnished by DBE
23. Radar and X-Ray inspection and investigation is excluded.
24. The concrete liner at the existing pond is assumed to be around 8" thick. If the liner is actually thicker, additional cost may be required.
25. Labor cost is based upon an 8-hour day, Monday through Friday.
26. Additional cost for shift/overtime/weekend/acceleration of work will be applicable, if DBE is directed or required by VSD to do so. DBE may also include shift/overtime/weekend/acceleration of work, if necessary.
27. BIM modeling is excluded.
28. DBE assumes there will be allotted space for material storage, office facilities and parking for all staff, craft labor and subcontractors next to our office trailers.
29. DBE assumes electricity, sewer and potable water hookups will be available for the construction trailer area and workspace areas.
30. Buy American or AIS provisions are excluded.
31. Wage rates shall comply with CA Union and DIR prevailing wage requirements.
32. Disadvantaged Business Enterprises, such as Local Business Enterprise, Local Small Business Enterprise, Minority or Women Owned Business Enterprise, Disabled Veteran Business Enterprise, or any other similar programs are excluded.
33. DBE assumes VSD is the generator of any hazardous materials discovered on the existing site.
34. Hazardous materials abatement is excluded.
35. Demolition and Disposal of any hazardous material encountered on the project is excluded.

36. Construction schedule will not be cost/resource loaded. The schedule will be submitted in Primavera 6 per the specifications.
37. DBE will provide internet and cell phone service for all office personnel. Providing these services to other personnel on the project is excluded.
38. DBE will provide pest control for our temporary facilities but exclude other temporary facilities and permanent pest control with warranty.
39. The technical specifications determine limits of painting.
40. Building Permits are not applicable and excluded. DBE excludes all permits except South Coast Air Quality Management District (SCAQMD) permit amendment as required for new equipment provided by DBE. Any physical modifications to the existing equipment that may be required by SCAQMD are excluded by DBE.
41. As the digester specification is silent on an internal coating, based upon the recommendation of DN Tanks, for Digester No 1 DBE includes PVC Liner on the underside of the dome roof and for the top 16LF of walls only. It is assumed that the 16LF depth of the PVC Liner provided will extend to 2-feet below the minimum low water elevation, although this elevation is not currently specified. No other coating or lining system is included.
42. Digester No. 1 will not require any coatings or drainage board material on exterior shotcrete walls.
43. Secondary Effluent Water will be allowed for the hydrostatic testing of concrete structures and other testing needs, when required. VSD will make Secondary Effluent Water available for use and provide an area for disposal of the water once testing is completed. The water demand may be as much as 1.5MG to support testing of new Digester No. 1. To meet the anticipated scheduling requirements of 20 days for fill and testing, a minimum flow rate of 100 gpm will be required.
44. Grating and treads for all metal stair systems are quoted as aluminum to match the other adjacent grating and per the referenced specification on the sheet notes.
45. 2" foam roof urethane coating at Digester No. 1 is excluded.
46. It will be acceptable to abandon in place the required temporary soldier pile shoring and lagging or sheet piles at the Digester No. 1 excavation at 5FT below grade.
47. Digester No. 1 Outside Footing Dimension will be 93'-0" as engineered by DN Tanks, instead of the 95'-0" minimum dimension shown on Sheet 5S-2.
48. Digester No. 1 Wall Height will be 40'-0" instead of 36'-0" to comply with seismic code requirements, per DN Tanks' Professional Engineer.
49. On sheet C-15 of the 60% Design Addendum No. 1 drawing package, the added Storm Drain Manholes are assumed to be 8FT deep. If the manholes will actually need to be deeper than 8FT, additional cost may be required.
50. Dewatering is excluded.
51. DBE includes 4000 psi concrete for all structures, pads, and supports.
52. DBE includes use of super plasticizer in lieu of pea gravel concrete mix at bottom 6in lift of water bearing walls.
53. DBE includes black rebar, furnished, and installed by a subcontractor signatory to union ironworkers.
54. DBE includes haul-off of all excavation material and import of all backfill material for the structures, foundations, and pads. DBE assumes that excavated pipeline material can be re-used as backfill above the pipe bedding zones.
55. DBE includes imported sand, SE 30+, for the structures, foundations, and pads backfill.
56. For supports, all wet/submerged/chemical areas will be 316SS. All others will be HDG. All hardware will be 316SS.

57. For Pickle & Passivate activities, citric acid will be used by DBE as it is a more environmentally friendly, safer, and less toxic product to use than other acids.
58. DBE excludes insulation for the boiler system itself and the flue stack. Insulation is included on the following lines:
 - Hot Water Supply and Return
 - 6” CS Line from Heat Exchanger to Digester 1
 - Compressed Air
 - Seal Water and potable cold water
59. DBE is providing a standard pre-engineered metal building per MBMA standards using standard materials, practices, and design finishes. All work is in accordance with IAS AC472 Certification of Metal Buildings as well as AISC and AWS
60. Panel colors for pre-fab metal buildings and canopies are based on Manufacturers’ standard offerings. Custom panel colors will be an additional cost.
61. Primary structural PEMB primer is based on Manufacturer’s standard offerings for the pre-fab buildings and canopies. Custom primer can be added for an additional cost.
62. The existing Concrete basin floor to be demolished is assumed to be no thicker than 18”
63. Integration of local HVAC controls to any PLC or SCADA system is excluded.
64. All work associated with integrating HVAC equipment with any fire suppression system is excluded.
65. Temporary AC to all buildings is excluded.
66. Factory Mutual Design is excluded.
67. Centria roof, walls and soffit panels are excluded. Butler Pre-Engineered Metal Building (PEMB) roof and wall panels are included.
68. Butler PEMB VSR roof is excluded. Butler PEMB MR-24 roof is included, which will not require metal deck or substrate.
69. Inspection or testing for hazardous materials, universal waste, sampling of water, soil or other materials is excluded.
70. Removal of unknown or undocumented structures is excluded
71. Removal of “petro-mat” or similar (asphaltic fabric.) is excluded
72. Rerouting of any pipes or conduits shown to be demoed is excluded
73. Traffic Control is excluded
74. Asphalt is 5” in all areas as determined by potholing.
75. Equipment selection is based on the following:

<u>EQUIPMENT DESCRIPTION</u>	<u>MANUFACTURER</u>
Bar Screen	Vulcan
Conveyor	Vulcan
Digester Equipment	Varec
Digester Tank	DN Tanks
Heat Exchanger	Alfa Laval
Slide Gates & Stop Logs	HydroGate
Chopper Recirc. Pumps	Vaughan
Digester Mixing System	Vaughan
Self-Priming Pump Skid	Dakota Pump
Hot Water Subloop Pumps	Flowserve
Submersible Sump Pumps	Tsurumi

Flare
Grit System
Polymer
Boiler
Electrical switchgear
Gas Flow Meter
Gas Scrubber

John Zink
Ovivo
Velodyne
Hurst Boiler
Schneider Electric/Square D
Thermal Instruments from John Zink
Not In Scope; Existing Scrubber is Sized to
Serve Both Existing and New Digesters

Assumptions

1. The 90% & 100% design work will be a continuation of the submitted 60% design in Phase 3. No changes are expected in the design criteria, layouts, alignments, and materials. If changes from the 60% design do occur, they will be tracked and annotated on the drawings and specifications. The design submittals include the 90% design package, denoted as Issued for Design (or IFD) set, and the 100% design package, denoted as Approved for Construction (or AFC) set.
2. Any demolition and installation activities are assumed to be after the 100% design. Early procurement and application to the air permits may take place in parallel with Phase 4.
3. Applicable VSD Specifications:
 - a. VSD has no standards or specifications other than what has been prepared by the DBE to date.
4. Existing Equipment:
 - a. Existing equipment is potentially built to compliance with earlier versions of Project Specifications. As such, Project Specifications developed for the current project may potentially not apply to existing equipment.
 - b. Restoring/upgrading existing facilities interfacing with proposed facilities to compliance with current Project Specifications is not included in DBE scope.
5. Interface with Existing Equipment/Facilities:
 - a. At interfaces between existing and proposed facilities potential issues arising on account of mismatch due to specification variation and/or installation procedure will be resolved on a case-to-case basis. Potential impacts to schedule and/or cost will be communicated to VSD.
 - b. VSD shall be responsible for handover of existing facilities in a condition suitable for establishing interconnections, extensions, as applicable. This shall be in mutual agreement with all stakeholders, with evaluation of cost and schedule impacts in the event of any shortfall in the aforesaid condition.
6. Relocation of Existing Facilities
 - a. VSD shall be responsible for verifying condition, approving reuse of existing facilities proposed to be relocated and reused, prior to handover to DBE.

- b. DBE scope is limited to safely relocating and installing existing facilities “in-kind, as-is condition” in compliance with approved design documents. Remediation/repair/bringing to operable condition is not included in current scope of the project.
- c. Capacity/duty/efficiency shall be as determined by performance documents furnished by VSD. DBE shall not be responsible for mitigating shortfall(s) in performance.

7. Temporary Facilities

- a. VSD shall be responsible for verifying condition and approving reuse of existing facilities for temporary operation prior to handover to DBE.
- b. Testing and Inspection of temporary facilities shall be limited to verification of performance based on documents furnished by VSD supporting the same.
- c. Temporary supports/house-keeping pads etc. shall be installed per prevailing industry standards and shall be generally exempt from stringent compliance to current project specifications.
- d. DBE shall not be responsible for usage and performance of temporary facilities beyond the duration of current project.

VSD Responsibilities

VSD shall be responsible for all the equipment, shutdowns, startups, testing, and other assistance identified as “by VSD” or “by OWNER” in the following contract documents:

- 1. 60% Drawings (Appendix A)
- 2. 60% Specifications (Appendix B)
- 3. Construction Phasing Plan and Network Diagram (Appendix D)
- 4. ITCAT Plan and Typical Requirements per ECM (Appendix E)

VSD agrees to provide to DBE reasonable access to all VSD facilities and information necessary for DBE to perform its responsibilities. Access will include, but is not limited to, the following items:

- Valley Sanitary District – Water Reclamation Plant
- All mechanical equipment rooms in the Water Reclamation Plant
- All SCADA systems and/or vendor control panels which control part or all of any of the wastewater processes listed within this Contract
- Personnel with responsibility for operating and/or managing any of the facilities and wastewater processes listed within this Contract on a reasonable as-available basis
- Construction documents, equipment inventories, and other documents that may be helpful in evaluating any scope of work as listed within this Contract
- All SCADA and plant information as requested by DBE to be provided by VSD in a timely manner to ensure system performance.
- Remote access to SCADA or certain packages may be requested by DBE.
- Prior to Substantial Completion, VSD will perform daily facilities monitoring and promptly review any alarm summaries and share with DBE.

Contingency

Contingency is used when there is a degree of certainty that unpredictable costs will arise in a construction Project. There are two distinct types of contingencies:

Owner Contingency is the amount above the DBE's price for the project that is carried by VSD to account for owner-initiated changes, 3rd party testing or unanticipated conditions by both the DBE and VSD. Costs for such changes are drawn from this contingency fund, via change orders or contract amendments, until it is exhausted. Any unused funds are retained by VSD.

Covered by Owner Contingency:

1. Unforeseen underground interferences or conditions associated with installation of duct banks, vaults, and piping, or during excavation.
2. Repairs of concrete spalling and cracks or coatings in existing structures, as well as repairs to existing piping, gates, and valves.
3. Repairs and/or replacement of existing instruments and devices associated with existing systems, that are discovered as a result of implementing the ECMs.
4. Cost for schedule delay of Amendment #1 execution. DBE has included escalation for 90 days from the submission of the Price Proposal (GMP), so if the contract is executed within 90 days, there will not be a cost impact. After 90 days, additional costs may be incurred by week/month.
5. Cost of VSD moving electrical loads prior to DBE's work.
6. Any issues identified during VSD's draining and cleaning of existing systems prior to DBE installation commencement, and VSD refilling and startup after DBE installation completion.
7. Contaminated soil or groundwater encountered during excavation.
8. Any extended/unforeseen delay during shutdowns or tie-ins, to coordinate with plant based on existing process/conditions.
9. Unforeseen AHJ requirements and fees, if not included in scope of work.
10. Delays based on schedule conflicts with other ongoing construction projects at the plant.
11. Additional temporary power and facilities not included in scope currently, to support any unforeseen shutdowns that may come up, outside of shutdowns identified in the Construction Phasing Plan in Appendix D.
12. The Project geotechnical engineer will be hired by VSD to provide field observation and testing as necessary for quality control of earthwork.

Design Builder Contingency is the amount built into the Contract Price to mitigate project-related risks for which the DBE is contractually responsible (i.e., finalizing design details, inaccurate assumptions, or calculations, etc.).

Covered by Design Builder Contingency:

1. Scope gaps and scope creep to get to 100% design.
2. Omissions from BDE pricing within current scope of work as shown on the 60% design.
3. Unanticipated costs for coordination and resequencing of DBE subcontractors within currently defined schedule.
4. DBE subcontractor(s) non-performance or underperformance.

5. Subcontractor labor disputes.
6. Changes in law.
7. Changes in taxes.
8. Design progression, assuming no new scope of work is added by VSD.
9. Exact routing of duct banks for PS3.
10. Exact routing of conduits for control wiring from new PLCs to new field instrumentation and devices.
11. Interpretation of design documents regarding selection of materials for conduits and/or piping.
12. Labor and/or other cost increases resulting from late delivery of equipment.
13. Labor and/or other cost increases resulting from delay in contract award up to 90 days from submission of pricing proposal.

APPENDIX A

60% Drawings (including Addendum 1, excluding ECM-3 WAS Thickening)

APPENDIX B

60% Specifications (including Addendum 1, excluding ECM-3 WAS Thickening)

APPENDIX C

Equipment List and Equipment Data Sheets
(including Addendum 1, excluding ECM-3 WAS Thickening)

APPENDIX D

Construction Phasing Plan and Network Diagram (excluding ECM-3 WAS Thickening)

APPENDIX E

ITCAT Plan and Typical Requirements per ECM

APPENDIX F

Raw Sewage (RS) Pipeline Alternatives Technical Memorandum

APPENDIX G

Final Technical Memorandum for Sludge Dewatering Filtrate Return

APPENDIX H

Final Basis of Design Report (excluding ECM-3 WAS Thickening)



**Valley Sanitary District
Board of Directors Meeting
May 24, 2022**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Authorizing a Financial Assistance Application to The State Water Resources Control Board For A Recycled Water Master Plan and Designating the General Manager to Sign and Submit the Application**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss the need for a resolution to authorize an application for financial assistance to the State Water Resources Control Board.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact of this application would be committing the District to spend at least \$300,000 to develop the Plan and receive a grant to offset up to \$150,000. The remaining funding will be from funds committed to EVRA to complete the necessary studies to determine the viability of the Recycled Water Project – Phase III.

Environmental Review

Phase I of the Recycled Water Project was reviewed in compliance with the California Environmental Quality Act (CEQA) as part of the 2015 Water Reclamation Facility Master Plan and the Notice of Determination was filed and recorded with the State Office of Planning and Research on January 28, 2016. Further environmental review will be conducted as needed once the specific project design is determined.

Background

As part of the analysis to determine which aspects of recycled water are most feasible, the District needs to complete various tests and modeling. This includes the following.

1. Study to determine current percolation rate within the Coachella Valley Stormwater Channel (CVSC). By determining how much discharge water can percolate while traveling down the channel, the amount of recycled water needed for injection can be deduced.
2. Study to determine if a pipeline to take recycled water to golf courses is feasible. Use of groundwater needed to irrigate nearby golf courses could potentially be reduced if treated recycled water can be used for irrigation to these golf courses. The Plan will conduct a study to determine the cost and feasibility of building a recycled water pipeline to the nearby golf courses.
3. A study to perform groundwater modeling will be performed to determine injection possibilities and duration of time injected water must remain in the ground before it can be extracted.

Staff is in the process of identifying funding sources to offset some of the cost of conducting the feasibility studies and is working with ESS to submit the application for grant funds to the State Revolving Fund (SRF) grant program. As part of the application process, the Board is required to adopt a resolution authorizing the application and designating the General Manager sign and submit it. This is a non-competitive grant program that allows VSD to receive 100% of the grant, up to \$150,000, based on its status as serving a Disadvantaged Community.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 2022-1162 authorizing a financial assistance application to the State Water Resources Control Board for a recycled water master plan and designating the general manager, or her designee, to sign and submit the application.

Attachments

Attachment A: Resolution 2022-1162

RESOLUTION NO. 2022-1162

AUTHORIZING A FINANCIAL ASSISTANCE APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD FOR A RECYCLED WATER MASTER PLAN AND DESIGNATING THE GENERAL MANAGER OR HER DESIGNEE TO SIGN AND SUBMIT THE APPLICATION

The Board of Directors finds that:

The District and the City of Indio formed the East Valley Reclamation Authority, a Joint Powers Authority, to plan, program, finance, and design, and operate a Reclaimed Water Facility to bring sustainable water supply and manage the water resources within the City and District service area;

Previous studies have identified that recycling water and pumping it to Indio Water Authority well sites for potable reuse or to golf courses within the District's service area for irrigation are not financially feasible; and

It would be beneficial to conduct a Recycled Water Master Plan (the Plan) to identify the feasibility of several remaining options to recycle water at the District's water reclamation facility such as: groundwater injection, percolation into the stormwater channel, or sale to nearby tribal entities for irrigation or industrial use; and

The District has committed some of its resources, along with the City of Indio through the Joint Powers Authority, to conduct the necessary analysis to determine the feasibility of the various options and develop the Plan; and

The estimated total cost of developing the Plan is beyond the available resources without grants or other financial assistance.

THEREFORE, the Board of Directors of the Valley Sanitary District resolves that:

1. The GENERAL MANAGER ("Authorized Representative"), or her designee, is authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for a grant agreement from the State Water Resources Control Board for the planning, and design of the Recycled Water Master Plan (the "Project").

2. This Authorized Representative, or her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Board and any amendments or changes to the agreement.

3. The Authorized Representative, or her designee, is designated to represent the District in carrying out the District's responsibilities under the grant agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

ADOPTED at a Regular Meeting of the Board of Directors of the Valley Sanitary District on the 24th day of May 2022, by the following vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

Scott Sear, President

ATTEST:

Dennis Coleman, Secretary/Treasurer

CERTIFICATION

I do hereby certify that the foregoing is a full and true and correct copy of a resolution duly and regularly adopted at a meeting of the Board of Directors of the Valley Sanitary District held on May 24, 2022.



**Valley Sanitary District
Board of Directors Meeting
May 24, 2022**

TO: Budget & Finance Committee

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Review and Discussion of Valley Sanitary District Draft Fiscal Year 2022/23 Operating and Capital Budget

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the draft fiscal year 2022/23 operating and capital budget.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

Fiscal Impact

There is no fiscal impact from this report.

Background

The action for approval and adoption of the annual budget is completed in June of each calendar year. In preparation for the fiscal year 2022/23 budget, staff has prepared a presentation for the Board of Directors to review.

The proposed operating and capital budget for the fiscal year 2022/23 is \$16,189,077 and \$33,545,663 respectively. The operating budget encompasses such costs as personnel, California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). There are 20 capital projects requested in the fiscal year 2022/23. The CIP for the fiscal year 2022/23 includes the Recycled Water Project Phase I Design Build, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program.

This discussion item allows the Board of Directors to review the draft budget and allow for modifications.

Recommendation

Recommend that the Board of Directors receive this report for information.

Attachments

Attachment A: Technical Memo Fiscal 2023/22 Proposed Budget

Attachment B: Draft Operating and Capital Budget



Technical Memorandum

May 24, 2022

TO: Honorable Board of Directors

FROM: Jeanette Juarez, Business Services Manager

RE: Draft Fiscal Year 2022/23 Operating and Capital Budget

Honorable Board of Directors,

The purpose of this technical memorandum is to provide you with additional information regarding the proposed fiscal year 2022/23 operating and capital budget. This technical memorandum will discuss the cost drivers for the fiscal year 2022/23 budget and explain the need for the additional resources.

Budget Overview

The proposed operating and capital budget for the fiscal year 2022/23 is \$16,189,077 and \$33,545,663 respectively. The operating budget encompasses such costs as personnel, California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). There are 20 capital projects requested in the fiscal year 2022/23. The CIP for the fiscal year 2022/23 includes the Recycled Water Project Phase I Design Build, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program.

	FY22 Budget	FY23 Budget	Budget Change	Percentage Change
Operating Budget	\$ 10,967,155	\$ 16,189,076	\$ 5,221,921	47.6%
Capital Budget	\$ 15,912,465	\$ 33,545,663	\$ 17,633,198	110.8%

Operating Budget Fund Summary

Revenue	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percentage Change
SEWER SERVICE CHGS-CURRENT	\$ 11,872,945	\$ 13,550,998	\$ 14,575,652	\$ 15,686,490	\$ 2,135,492	15.8%
CONNECTION FEES	831,978	991,610	3,168,996	996,915	5,305	0.5%
TAXES - CURRENT SECURED	948,640	1,002,212	479,845	855,412	(146,800)	-14.6%
TAXES - CURRENT UNSECURED	30,448	61,266	30,272	55,294	(5,972)	-9.7%
INTEREST INCOME	15,587	140,906	30,285	36,068	(104,838)	-74.4%
PERMIT & INSPECTION FEES	37,270	30,355	34,350	35,874	5,519	18.2%
INTEREST INCOME	18,182	-	30,175	32,151	32,151	-
SALE OF SURPLUS PROPERTY	16,213	18,115	17,419	31,818	13,703	75.6%
PLAN CHECK FEES	11,275	11,671	13,650	14,704	3,033	26.0%
HOMEOWNERS TAX RELIEF	5,669	-	5,001	6,090	6,090	-
NON-OPERATING REVENUES - FND 11	362	451	3,151	5,156	4,705	1043.2%
INTEREST INCOME	7,192	25,000	8,400	4,611	(20,389)	-81.6%
REBATE INCOME	1,435	-	17,785	3,836	3,836	-
OTHER SERVICES	1,920	-	3,435	3,397	3,397	-
SADDLES/DISCONNECT FEES	80	-	-	-	-	-
TAXES - PRIOR SECURED	18,198	-	12,702	-	-	-
SUPPLE PROP. TAXES - CURRENT	14,281	9,196	185	-	(9,196)	-100.0%
SUPPLE PROP. TAXES - PRIOR	6,713	8,328	9,644	-	(8,328)	-100.0%
UNREALIZED GAINS (LOSSES)	(4,262)	-	(30,466)	-	-	-
Total Revenue	\$ 13,834,128	\$ 15,850,108	\$ 18,410,480	\$ 17,767,816	\$ 1,917,708	12.1%

Operating Budget Expense Summary

Expense	FY22 Budget	FY23 Budget	Budget Change	Percentage Change
Wages	3,296,023	3,756,809	\$ 460,786	14.0%
Services	1,773,241	2,010,809	\$ 237,568	13.4%
Fringe Benefits	1,264,703	1,433,130	\$ 168,427	13.3%
Other	343,027	438,097	\$ 95,070	27.7%
Supplies and Materials	1,523,871	1,610,772	\$ 86,901	5.7%
Special Projects	303,550	354,000	\$ 50,450	16.6%
Casualty and Liability	411,406	436,357	\$ 24,951	6.1%
Permits and Fees	126,750	141,025	\$ 14,275	11.3%
Fuels and Lubricants	52,000	58,000	\$ 6,000	11.5%
Utilities	853,711	800,500	\$ (53,211)	-6.2%
Subtotal	9,948,282	11,039,499	\$ 1,091,217	11.0%
Debt Service	\$ 1,018,873	\$ 4,412,971	\$ 3,394,098	333.1%
CalPERS UAL	-	736,606	\$ 736,606	-
Total	\$ 10,967,155	\$ 16,189,076	\$ 5,221,921	47.6%

Expense Variance Summary

Wages

The increase in wages is attributed to budgeted merit increases and a cost-of-living adjustment for a cap of 5% to the updated wage schedule. The Riverside-San Bernardino-Ontario, CA CPI-U Index was at 8.5% as of January 2022 and 9.9% as of March 2022. Additionally, some positions have been budgeted to the next step in the job series due to new and anticipated certification achievements.

Services

The increase in service costs is due to additional contracted services needed for grant support, advocacy, marketing, media relations, janitorial, sludge disposal, and rental services.

Supplies And Materials

The increase in supplies and materials costs increased due to plant structure painting, asphalt removal, camera replacements, BIT inspections, increased chemical usage, and repair parts needed for aging fleet vehicles, machinery, and facility.

Fringe Benefits

The District contracts with CalPERS for the purpose of providing employees with medical insurance benefits. The proposed Operating Budget includes a proposed 8.0% increase in the monthly cafeteria plan. The adjustment was determined using the Medical Care index of 8.49% CPI-U Index as of December 2021 and the estimated increases to the CalPERS Medical Premiums. In August of 2022, the medical premiums among the offered plans increased between 5.85% and 25.14%.

Debt Service

Debt services have increased due to the Bank of America debt financing for the Recycled Water Project Phase I for \$71M.

Utilities

The increase in utilities is due an increase to the electricity rate and usage. Water and trash usage has also increased therefore increasing cost.

Casualty And Liability

The increase in casualty and liability is due to reclassing workers' compensation insurance to the casualty and liability insurance category. Also, there was an increase in insurance premiums for the business policy attributed to the California Sanitation Risk

Management Authority (CSRMA) pool. The increase in the pool premiums is due to the losses from the previous year's California wildfires. Additionally, there was a slight increase in pollution and earthquake insurance premiums.

Other

Other expenditures have increased due to projected election cost in the fiscal year 2022/23.

Projects

The increase in projects is due to an increase in costs for the District's share of the recycled water process, Integrated Regional Water Management Plan, and Salt and Nutrient Management Plan. Also, there are small capital purchases including the replacement of six (6) computers.

Permits And Fees

The increase in permits and fee costs is due to higher fees for the State General Discharge Annual Permit Fee (SWRCB), the annual NPDES permit, SCAQMD permit, the Environmental Laboratory Certification Program (ELAP) + Onsite Assessment (OSA), and the County audit and assessor fees.

Fuels And Lubricants

There is an increase in the projected fuel costs due to inflation.

CalPERS UAL

Annual payment on the Unfunded Accrued Liability (UAL) is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

CIP Budget Overview

The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). There are 20 capital projects requested in the fiscal year 2022/23 at a total of \$33,545,663. The capital budget for the fiscal year 2022/23 includes the Recycled Water Project Phase I, the Influent Pump Station Rehabilitation project, and the Collection System Sewer Main Rehabilitation and Replacement Program. These projects are intended to maintain, repair, and expand infrastructure.

Capital projects are categorized into two (2) categories depending on the system that the impact.

1. Plant Facility
2. Sewage Collection

Fiscal Year 2022/23 Capital Budget

System	Recurring Project	Project Number	Project	Fund 12	Fund 13	FEMA	B of A Loan	Total
Plant Facility	✓	21-0001	Vehicle and Equipment Replacement Fund	\$ 760,000	\$ -	\$ -	\$ -	\$ 760,000
Sewage Collection	✓	21-0002	Lateral Grant Program	50,000	-	-	-	50,000
Sewage Collection	✓	21-0003	Sewer Emergency Repairs	115,000	-	-	-	115,000
Sewage Collection	✓	21-0004	Contingency for Emergency Repairs	100,000	-	-	-	100,000
Sewage Collection		21-0005	Sewer Main Rehabilitation or Replacement Design	1,228,340	-	-	-	1,228,340
Sewage Collection		21-0006	Sewer Main Rehabilitation or Replacement Const.	3,666,667	-	-	-	3,666,667
Plant Facility		21-0007	Recycled Water Project Phase 1	-	-	-	17,763,656	17,763,656
Sewage Collection		21-0008	Emergency Sewer Siphon Replacement Design/CM	95,700	-	542,300	-	638,000
Sewage Collection		21-0009	Emergency Sewer Siphon Replacement Const.	669,600	-	3,794,400	-	4,464,000
Plant Facility		21-0010	Influent Pump Station Rehabilitation Project	3,300,000	-	-	-	3,300,000
Plant Facility		21-0013	Laboratory Information Management System (LIMS)	-	70,000	-	-	70,000
Plant Facility		23-0001	Asphalt Repairs Treatment Plant	50,000	-	-	-	50,000
Plant Facility		23-0002	Concrete Repairs to ASP Plant	50,000	-	-	-	50,000
Plant Facility		23-0003	Electrical Control Panel Replacements Blower Building	120,000	-	-	-	120,000
Plant Facility		23-0004	New Office Building for Belt Filter Press	-	20,000	-	-	20,000
Plant Facility		23-0005	Trimax PLC Upgrades SCADA	-	120,000	-	-	120,000
Plant Facility		23-0006	Water Reclamation Facility Master Plan	300,000	300,000	-	-	600,000
Plant Facility		23-0007	12.5 Ton Air Conditioner, Blower Building	30,000	-	-	-	30,000
Plant Facility		23-0008	Steel Waterline Replacement Phase 2	350,000	-	-	-	350,000
Sewage Collection		23-0009	Replacement of Calhoun Lift Station Pumps (2)	50,000	-	-	-	50,000
Total				\$ 10,935,307	\$ 510,000	\$ 4,336,700	\$ 17,763,656	\$ 33,545,663

Recurring/Nonrecurring Capital Projects

The District's CIP includes projects that are both recurring and nonrecurring. Recurring capital projects are projects related to capital expenditures for the maintenance, replacement, or improvement of fixed assets. Nonrecurring projects are unique, one-time projects, such as the construction of a new building or plant.

Funding Summary

Funding for the planned capital improvement projects is provided through four (4) funding sources. Most of the funding approximately 53.5% or \$17.8M will come from issued debt issued through Bank of America for the Recycled Water Project Phase 1 Design-Build. The District will also use Federal Emergency Management Agency (FEMA) funding of 13.1% or \$4.3M for the Emergency Sewer Siphon Replacement Design and Construction. All other projects will be funded using the District's Capital Improvement Fund 13 and Reserve Fund 12.

Funding Source	FY23 Budget
Fund 12 Reserve	\$ 10,935,307
Fund 13 Capital Improvement	510,000
FEMA	4,336,700
Bank of America Loan	17,763,656
Total Funds Requested	\$ 33,545,663

VALLEY SANITARY DISTRICT

OPERATING AND CAPITAL BUDGET

FY 2022-2023



Prepared By:
The Administration Department



Coachella Valley History Museum



VALLEY SANITARY DISTRICT OPERATING & CAPITAL IMPROVEMENT BUDGET FISCAL YEAR 2022-2023

BOARD OF DIRECTORS

Scott Sear
Board President



Debra Canero
Board Vice President

Dennis Coleman
Secretary/Treasurer



Mike Duran
Director

William Teague
Director



Mission Statement

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.



Coachella Valley Date Museum



VALLEY SANITARY DISTRICT

OPERATING & CAPITAL IMPROVEMENT BUDGET

FISCAL YEAR 2022-2023

SENIOR ADMINISTRATION

Jeanette Juarez
**Chief Administrative
Officer**



Dave Commons
Chief Operating Officer



Beverli Marshall
**Chief Executive Officer/General
Manager**



Ron Buchwald
District Engineer

Contact Us



45500 Van Buren St Indio, CA 92201

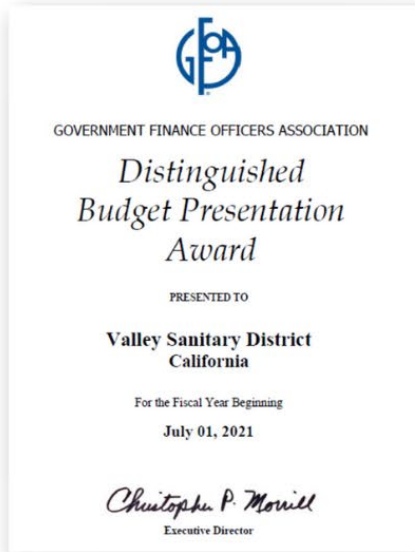


(760) 238-5400



www.valley-sanitary.org

AWARDS AND ACCOMPLISHMENTS



GFOA's Distinguished Budget Presentation Award

To earn recognition, budget documents must meet program criteria and excel as a policy document, financial plan, operations guide, and communication tool.



CSFMO's Operating Budget Meritorious Award for FY 2021-2022

The California Society of Municipal Finance Officers (CSMFO) has awarded Valley Sanitary District with the Operating Budget Meritorious Award for Fiscal Year 2021-2022.

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DRAFT

BUDGET MESSAGE COVER

TO: Honorable Board of Directors
Customers Served by Valley Sanitary District

FROM: Beverli A. Marshall, General Manager

DATE: July 1, 2022

SUBJECT: Operating and Capital Budget for Fiscal Year 2022/23

On behalf of the Management Team, I am pleased to present to you the operating and capital budget for fiscal Year 2022/23. The District proudly operates in accordance with all applicable laws and regulations. This budget, which is effective July 1, 2022 through June 30, 2023 provides a financial framework for all District activities. It is balanced and consistent with policy direction from the Board of Directors and priorities identified in the Strategic Plan.

The budget is a guide for the District and establishes a path for staff to follow in making day-to-day decisions as the District strives to stay ahead of changing environmental requirements, maintain critical infrastructure and meet the needs of the communities and citizens that it serves.

ECONOMIC CONDITIONS

In fiscal year 2021/22, the COVID-19 Pandemic impacted the economy at a national and global level. Businesses, schools, entertainment venues and other services deemed non-essential were forced to close as public health policies were enforced to reduce the spread of the virus. The COVID-19 Pandemic created a unique economy, according to the Employment Development Department, California's unemployment rate rose to a record high of 15.5% in April 2020. The Leisure & Hospitality industry posted the largest job loss at 866,200.¹ Given that the City of Indio's two (2) main contributions to the local economy are year-round agriculture and tourism the state mandated shut down resulted in an economic atmosphere with high levels of uncertainty. The last year has been a true test to economic resiliency, not just for the City of Indio and the Coachella Valley, but the State of California as a whole. However, Government action through Paycheck Protection Program (PPP) loan, extended unemployment insurance, and direct checks provided financial assistance and relief to many.

At the March 3, 2021, City Council Meeting, the Indio City Manager Mark Scott delivered the fiscal year 2020/21 Midyear Budget update. In his update, the City Manager confirmed that the revenue and expenditure trends are better than initially anticipated in June of 2019. According to the City Manager the favorable trends are attributed to "robust sales citywide, which have generated more sales tax and Measure X use tax revenues, in spite of the economic pressures placed on businesses by the pandemic".² Analysts at the state level are also projecting that California will recover faster than the rest of the nation due to a combination of COVID-19 economic relief packages and increased vaccinations. Tourism is also expected to increase in California due to international travel restrictions.

There are now signs of recovery as the unemployment in Riverside County decreased to 8.0% as of February 2021.³ Locally, the City of Indio has seen an increase in home building, new shopping centers have opened, and more are schedule to open within the coming fiscal year. The city has also spent \$47 million in infrastructure and capital improvements.⁴ The city has large capital projects programmed for fiscal year 2021/22 that will encourage new commercial development. These initiatives benefit the District because they encourage residential and commercial development within the service area which in turn leads to an increase in sewer connections. The District, like the City of Indio will build on the current momentum to take full advantage of the opportunities and realize goals through strategic planning.

1. Feler, L. (2021, March). Robust Economic Growth and Recovery After a Dreadful Year. *UCLA Anderson Forecast*, (), 1-13.
2. Scott, M. (2021). Budgets and Quarterly Reports. <https://www.indio.org/civicax/filebank/blobdload.aspx?t=51086.23&BlobID=31725>
3. YCHARTS. (2021). *Riverside County, CA Unemployment Rate*. https://ycharts.com/indicators/riverside_county_ca_unemployment_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year.
4. CVEP. (2020). Greater Palm Springs Economic Report. https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf

BUDGET OVERVIEW

This budget is based on the services, goals, and objectives outlined by the Board of Directors in the Strategic Plan. The proposed operating and capital budget for the fiscal year 2022/23 is \$16,189,077 and \$33,545,663 respectively. The operating budget encompasses such costs as personnel, California Public Employees' Retirement System (CalPERS) Unfunded Accrued Liability (UAL), debt service, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). There are 20 capital projects requested in the fiscal year 2022/23. The CIP for the fiscal year 2022/23 includes the Recycled Water Project Phase I Design Build, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program.

	FY22 Budget	FY23 Budget	Budget Change	Percentage Change
Operating Budget	\$ 10,967,155	\$ 16,189,076	\$ 5,221,921	47.6%
Capital Budget	\$ 15,912,465	\$ 33,545,663	\$ 17,633,198	110.8%

The increase in operating expenditures is due to:

- regulatory changes requiring new or increased treatment processes;
- increasing utilities, supplies, and contract service costs;
- Increase in wages benefits due to merit, cost of living adjustment, certification achievements, and increase in health premiums;
- Debt services have increased due to the Bank of America debt financing for the Recycled Water Project Phase I for \$71M;
- Annual payment on the Unfunded Accrued Liability (UAL) for CalPERS
- reserves to meet debt service requirement

The increase in capital improvement program expenditures is due to:

- replacing and repairing collection system main lines;
- upgrading existing treatment equipment and infrastructure to meeting changing regulatory requirements;
- additional treatment equipment and infrastructure to provide redundancy and service continuity; and,
- implementing a recycled water program to recharge the Coachella Valley aquifer.

SEWER USE CHARGE

The District receives revenue from limited sources, the Sewer Use Charge (SUC) being the primary source of both operating and capital improvement revenue. In fiscal year 2020/21 the District hired an independent consultant to complete a Comprehensive Wastewater Rate Study. The study addressed three (3) key issues:

- The development of net revenue requirements from FY22 to FY41
- The establishment and maintenance of reserve funds and targets
- The funding of the Districts' Capital Improvement Program (CIP)

The findings of the completed study showed a significant funding shortfall in coming years if no adjustment to rates is implemented. In other words, the District will not be able to fund both operating and maintenance costs as well as the planned capital improvements if it does not implement rate increases to generate the additional revenue needed to fund these obligations.

The CIP identifies approximately \$139 million in capital improvements over the next five (5) years. A new SUC rate and connection fee structure was proposed and presented to the Board of Directors for review.

The public had opportunities to comment on the proposed rate increases during the Board meetings on January 5, January 19, February 16, and March 9, 2021. At its meeting on March 9, 2021, the Board approved the proposed SUC rates to be published for public comment, to become effective July 1, 2021, and set the public hearing for May 11, 2021. Following all Prop 218 mandates, the District mailed out notices to its customers that it would be considering an increase of the SUC rates each year for the next five (5) years.

The proposed rates are needed to maintain operating service levels, fund critical, high risk projects identified in the 20-Year District-Wide Master Plan and to meet debt service requirements. In addition to using the additional SUC revenue, the District plans to finance \$165 million through various loan programs to bridge the gap.

CHALLENGES

The District is not immune to increasing costs in key areas such as: utility rates; aging infrastructure and replacement needs; mandatory retirement benefit contributions; health care premiums; post-employment benefits; and regulatory changes. The District has addressed these challenges through

implementation of efficiency methods, installation of a 1 Mega Watt solar power system, and replacement of high-energy use equipment with more efficient equipment.

The District's biggest current challenge is to address its aging infrastructure and changing regulatory requirements. The 20-Year Master Plan indicates a need for over \$260 million in improvements and replacement of assets. The District's rate analysis reflects that the District will need to borrow approximately \$165 million with a 30-year repayment schedule for each loan at a 2.5% interest rate.

The District continues to look for other revenue sources, such as grants and partnerships with private companies, to offset the cost of both operations and capital improvements.

ACKNOWLEDGEMENTS

I would like to recognize and thank the support, collaboration, and assistance of the Board of Directors in developing a fiscally responsible budget. I would also like to acknowledge District staff whose hard work enabled the smooth and timely completion of the budget process.

Respectfully submitted,

Beverli A. Marshall, ICMA-CM, CSDM
General Manager

DRAFT



Old Town Indio Murals

DRAFT

OVERVIEW

INDIO, CALIFORNIA “CITY OF FESTIVALS”

In 1876, the City of Indio was originally a railroad town that served as a rest area between Los Angeles, California and Yuma, AZ. Soon the Southern Pacific Depot Station and Hotel were built to help retain workers in the area. The city began to grow and became an agricultural region producing dates, onions, citrus, and cotton.¹ On May 16, 1930, Indio became the first incorporated city in the Coachella Valley. Today Indio is home to over 90,000 residents and an estimated 1.4 million people visit annually to attend the Coachella Valley Music and Arts Festival and Stagecoach Country Music Festival.¹ Nicknamed the “City of Festivals”, Indio has fast become an abundant community that offers a variety of exceptional dining, shopping, golfing, art, and entertainment experiences.

Indio is part of Riverside County and resides 75 miles east of Riverside, 127 miles east of Los Angeles, and 148 miles northeast of San Diego. The city covers roughly 29 square miles and is 99.97% land and 0.03% water.³ Indio lies just three (3) miles from the San Andreas Fault, one of the largest faults in the world. The high mountain ranges contribute to Indio’s warm climate year-round.



Image borrowed from the Riverside County 2021 webpage²

1. Indio City of Festivals. (2021). <https://www.indio.org/about/history.htm>
2. Riverside County. (2021). Riverside County. <https://rivco4.org/Cities/Indio>
3. U.S. Department of Commerce. (). QuickFacts Indio City, California. [http://Indio City of Festivals. \(2021\). https://www.indio.org/about/history.htm](http://Indio City of Festivals. (2021). https://www.indio.org/about/history.htm)

POINTS OF ATTRACTION

Adorned with a gorgeous desert backdrop, Indio has over 348 days of sunshine per year, perfect for outdoor activities. The City of Indio offers world class golf courses, unique restaurants, a mix of retail stores, outdoor adventures, and renowned music festivals. The city has something for everyone.



CLIMATE

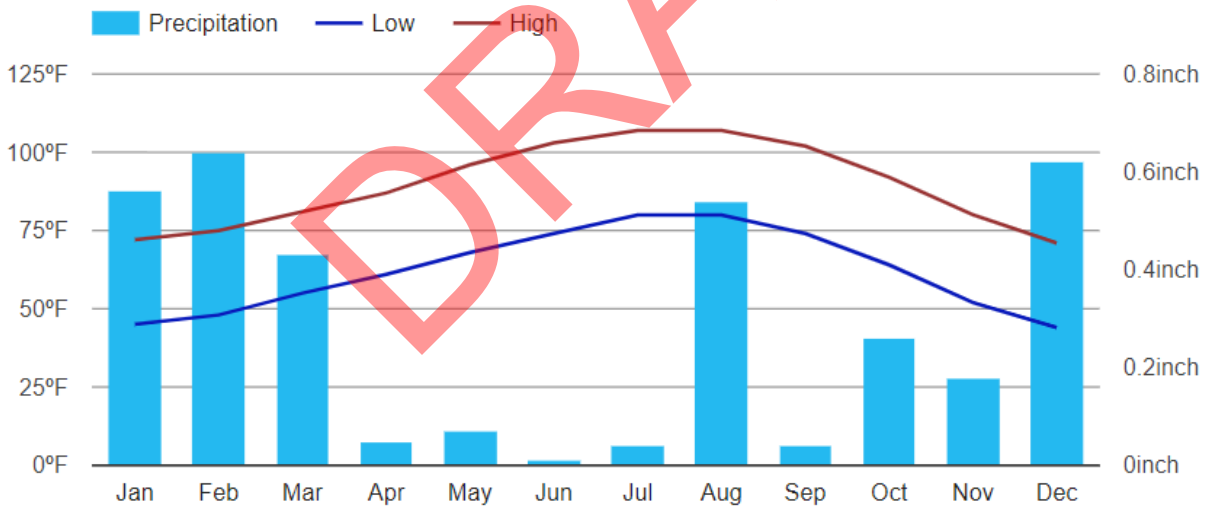
Due to its unique geographical location and high mountain ranges, Indio has some of the warmest winters on the west coast. The city has a warm winter and hot summer climate primarily due to its desert climate. There is very little rainfall throughout the year. The average annual temperature in Indio is 75.5 °F, with an estimated 3.14 inches of annual precipitation.¹

Climate Indio- Annual Average¹

Month	January	February	March	April	May	June
Average high in °F	72	75	81	87	96	103
Average low in °F	45	48	55	61	68	74
Average precipitation in inches	0.56	0.64	0.43	0.05	0.07	0.01

Month	July	August	September	October	November	December
Average high in °F	107	107	102	92	80	71
Average low in °F	80	80	74	64	52	44
Average precipitation in inches	0.04	0.54	0.04	0.26	0.18	0.62

Indio Climate Graph¹



1. U.S. Climate Data. (2021). U.S. Climate Data. <https://www.usclimatedata.com/climate/indio/california/united-states/usca0512>

ECONOMIC INDICATORS

To summarize the impact COVID-19 had on the City of Indio and the Coachella Valley, one can quote the Coachella Valley Economic Partnership (CVEP) economic report, “One year ago. Have those words ever meant more?” (P. 5).¹ The past year has been a true test to economic resiliency, not just for the Coachella Valley, but the State of California as a whole. State mandated shutdowns pushed many businesses to close temporarily or close permanently. However, according to the UCLA Anderson Forecast 2021 quarterly report, as county and state restrictions begin to be lifted California’s economy is expected to recover faster than the rest of the US, post pandemic.

- GDP is expected to have 6.3% growth in 2021, 4.6% growth in 2022, and 2.7% growth in 2023.
- Unemployment is expected to be at 5.2% in Q4 of 2021, 4.2% in Q4 2022, and 3.7 in Q4 2023.
- Core Personal Consumption Expenditures (PCE) inflation is projected at 1.9% in 2021, 2% in 2022, and stabilize at 1.9% in 2023.²

A combination of COVID-19 economic relief packages and increased vaccinations contribute to the growth forecast for California. Government action through Paycheck Protection Program (PPP) loan, extended unemployment insurance, and direct checks provided financial assistance and relief to many. The number of people who have already received the vaccination and those that have recovered from COVID-19 implies that most of the state has some protection from COVID-19 (UCLA Anderson Forecast, 2021).² According to COVID19.CA.GOV as of April 11, 2021, 22.9M doses have been administered statewide in California.³

The California budget assumed the state would face an estimated 15% revenue decline from the three (3) largest taxes; personal income, corporate, and sales tax (Legislative Analyst's Office, 2021).⁴ However, according to the Legislative Analyst's Office (2021) website, “actual collections in recent months have been much better than anticipated. Between August and October, collections from the three (3) largest taxes were 9% higher than the prior year. As a result, actual collections so far in 2020-21 are 22% (\$11 billion) ahead of budget act assumptions” (Para 15).⁴

The economy in Indio, unincorporated Riverside County, and Coachella continues to face challenges due to the COVID-19 pandemic. According to CVEP (2020), 76% of total employment losses from March 2020 to April 2020 were in the five (5) sectors of; Leisure and Hospitality, Education and Health Services, Professional and Business Services, Retail Trade, and Other Services.¹ There are now signs of recovery as the unemployment in Riverside County decreased to 8.0% as of February 2021, down from its peak of 15.9% in May 2020.⁵ The decrease in the unemployment rate is mainly attributed to many restaurants and businesses reopening.

At the March 3, 2021, City Council Meeting, the Indio City Manager, Mark Scott, delivered the fiscal year 2020/21 Midyear Budget update. In his update, the City Manager confirmed that the revenue and expenditure trends are better than initially anticipated in June of 2019. According to the City Manager the favorable trends are attributed to “robust sales citywide, which have generated more sales tax and Measure X use tax revenues, in spite of the economic pressures placed on businesses by the pandemic”.⁶ However, the increase in projected revenue is offset by the loss of revenue caused by the cancelation of the Coachella Valley Music and Arts Festival and Stagecoach Country Music Festival.

The City of Indio has continued to find opportunities amongst the COVID-19 Pandemic. The city has seen an increase in home building, and new shopping centers have opened, and more are schedule to open within the coming fiscal year. Additionally, the city spent \$47 million in infrastructure and capital improvements. The City of Indio also released \$2.2 million in Community Development Block Grant funds to assist the community needs due to COVID-19. There is also momentum in the College of the Desert Indio Campus Expansion and the remodeling and redesign of Indio Fashion Mall into the Indio Market Place. The new Indio Market Place will feature a “community mall with shopping, dining, entertainment, one large or two small hotels, and apartment housing”.⁷ This new development is expected to act as a catalyst for future development. In summary the City of Indio is taking full advantage of the opportunities to rebuild and implement strategic planning to actualize its goals. These initiatives benefit the District because they encourage residential and commercial development within the service area which in turn leads to an increase in sewer connections.

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1. CVEP. (2020). Greater Palm Springs Economic Report. https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf
 2. Feler, L. (2021, March). Robust Economic Growth and Recovery After a Dreadful Year. UCLA Anderson Forecast, (), 1-13.
 3. CA.GOV. (2021). Vaccines. <https://covid19.ca.gov/vaccines/#California-vaccines-dashboard>
 4. Legislative Analyst's Office. (2021). California's Fiscal Outlook. <https://lao.ca.gov/Publications/Report/4297>
 5. YCHARTS. (2021). Riverside County, CA Unemployment Rate. https://ycharts.com/indicators/riverside_county_ca_unemployment_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year.
 6. Scott, M. (2021). Budgets and Quarterly Reports. <https://www.indio.org/civicax/filebank/blobdload.aspx?t=51086.23&BlobID=31725>
 7. Vision 2020-2021. (2021, November). Vision 2020-2021, (), 44-47. <https://flipbook.pub/vision/2020-2021/#>

CITY OF INDIO STATISTICAL INFORMATION

The table below depicts a snapshot of the City of Indio’s demographics that portray the characteristics of the population and the city.

Population	
Population as of July 1, 2019	91,765
Population Growth since 2010	15.9%
Housing	
Owner-occupied housing unit rate, 2015-2019	70.6%
Median value of owner-occupied housing units, 2015-2019	\$ 281,400
Median selected monthly owner costs -with a mortgage, 2015-2019	\$ 1,743
Median selected monthly owner costs -without a mortgage, 2015-2019	\$ 611
Median gross rent, 2015-2019	\$ 1,084
Gender (% of population)	
Female	51.4%
Male	48.6%
Age (% of population)	
Under 18 Years	22.3%
65 years and over	19.2%
Education (% of Population)	
Highschool graduate or higher	80.3%
Bachelor's Degree or Higher	17.2%
Income	
Median Household income	\$ 53,669
Employment (% of Population)	
Healthcare/Social Assistance	12.6%
Construction	7.3%
Retail Trade	12.3%
Accommodation/Food Services	9.4%
Admin/Support/Waste Management Services	9.1%
Educational Services	5.1%
Other Services (Excluding Public Administration)	6.1%
Arts/Entertainment/Recreation	1.0%
Public Administration	11.6%
Manufacturing	3.8%
Real Estate/Rental/Leasing	3.5%
Professional/Scientific/Tech Services	3.3%

1. U.S. Department of Commerce. (). QuickFacts Indio City, California. <http://Indio City of Festivals>. (2021). <https://www.indio.org/about/history.htm>

2. CVEP. (2020). Greater Palm Springs Economic Report. https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf

ABOUT VALLEY SANITARY DISTRICT

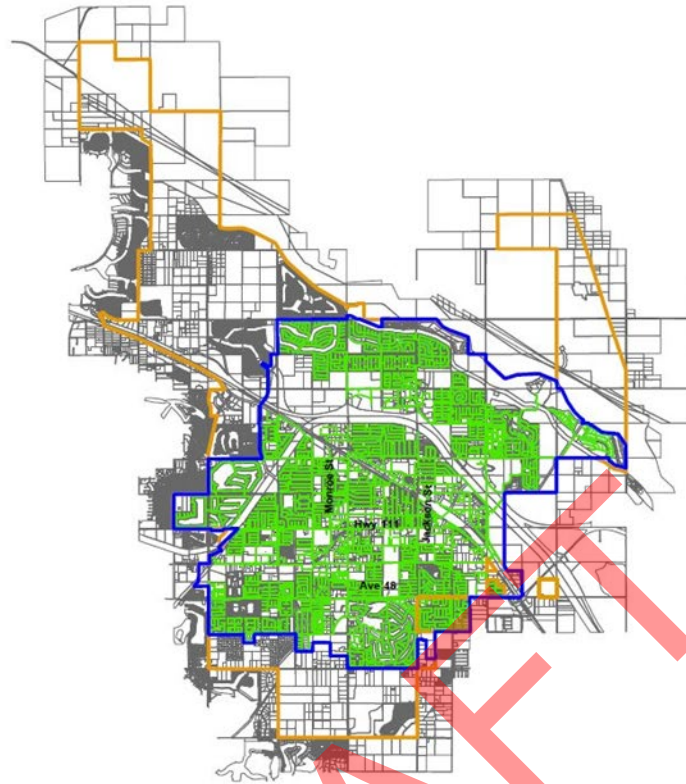
DISTRICT GOVERNANCE

Valley Sanitary District is a California special district, which operates under the authority of the Health and Safety Code, Sanitary District Act of 1923, § 6400 et seq. The District was formed June 1, 1925 and is governed by a five (5) member Board of Directors. Each Director is elected through a ward-based election system. Each Director represents a specific geographic area within the District known as a ward. Under California law the Board of Directors establishes and implements policies for the operation of the District. The Board of Directors establishes goals and objectives, manages sound fiscal policy and control, sets rates and fees, approves the annual operating and capital budget, approves capital improvement plans, maintains strong communication between the Board of Directors and the General Manager, and advocates for the District. The Board of Directors makes decisions to serve the best interests of the community. The District's Board of Directors meet on the second and fourth Tuesday each month. Meetings are publicly noticed, and citizens are encouraged to attend.

The U.S. Environmental Protection Agency, the California Regional Water Quality Control Board, the California Health Service Department, as well as other regulatory agencies provide the permits and standards that the District must meet in order to collect, treat, recycle, reuse and dispose of wastewater.

DISTRICT SERVICES

The District provides sanitary sewer services to approximately 28,028 connections within its 19.5 square mile service area, located in the eastern desert area of Riverside County. The District encompasses portions of the City of Indio, the City of Coachella, and adjacent unincorporated areas of Riverside County, California. Residential customers represent approximately 97% of the District's customer base and produce an estimated 81% of the sewage flow. The District operates and maintains approximately 254 miles of sanitary sewer line and delivers over 6 million gallons per day of wastewater to its wastewater reclamation facility. The reclamation facility has the capacity to treat 12.5 million gallons per day. The treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.



Valley Sanitary District
Boundary Map

- Legend**
-  VSD Boundary
 -  Indio Limits
 -  Sewer Pipe

STRATEGIC PLAN

In calendar year 2020 the District retained the services of Rauch Communication Consultants, Inc. to facilitate and coordinate the development of the District's Strategic Plan. Rauch Communication Consultants first gathered input from the Board of Directors through Board workshops. Rauch Communication Consultants then gathered input from District employees in a meeting to allow direct and "ground level" input to the board during the final workshop.

The Board of Directors supported this process to allow all to participate in the foundation of the Strategic Plan. Three (3) Board workshops were conducted. At these workshops, the Board of Directors reviewed all input, revisited, and refined the existing Mission Statement of the District, developed core values, and created a new vision statement for the District. The Board of Directors also identified six (6) strategic goals and objectives around and within which to organize implementation action that will support the mission and assure success of the vision of the District. The Strategic Plan was created in a way that best articulates the Board of Director's vision and strategy for the District over the next several years.

STRATEGIC GOALS

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

DISTRICT GOALS AND OBJECTIVES FOR FISCAL YEAR 2022/23

In fiscal year 2021/23 the District will focus on continued implementation of Strategic Goals 1, 4, 5, and 6.

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 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 4.3: 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

GOAL 6: Improve Planning, Administration and Governance

- Objective 6.1: Meet evolving operational and customer demands
- Objective 6.5 Improve state level legislative advocacy

FINANCIAL POLICIES AND PROCEDURES

FINANCIAL MANAGEMENT

The Valley Sanitary District budget conforms to Generally Accepted Accounting Principles (GAAP) as applicable to local governments. While it is an enterprise agency, the accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts which comprise its assets, liabilities, fund balances, revenues and expenditures. The District prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with financial related legal and contractual provisions. The District maintains the minimum number of funds consistent with legal and managerial requirements. The District reports the following funds in its annual budget:

- Operating Fund: This is the general operating fund of the District. The primary revenue source for this fund is derived from rates charged to customers for services provided and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges, and maintenance costs not paid through other funds are paid from this fund.
- Special Revenue Funds: These funds receive support from various sources, mainly in the form of grants, loans and other aid and are restricted to expenditures for particular purposes. Currently, the District has two special revenue funds:
 - 2015 Wastewater Revenue Refunding Bonds
 - State Water Resources Control Board Revolving Fund Loan
 - Bank of America Loan Recycled Water Project Phase I
- Fiduciary Fund: The District reports an Agency Fund. The Agency Fund is purely custodial in nature (assets equal liabilities), and thus does not involve measurement of results of operations. The Agency Fund is used to account for assets for the Assessment District No. 2004 (Shadow Hills Interceptor) for which the District acts as an agent for its debt service activities.
- Capital Improvement Fund: Indicates the amount allocated for capital expenditures for identified projects.
- Restricted CIP Fund: Indicates the current fiscal year resource allocation and amount allocated for capital expenditures for increased capacity-related projects.

Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how activities are controlled. The overview of each fund provides a detailed explanation of the purpose of the fund and its planned budget for each fiscal year.

BUDGETING STRUCTURE

The following principals are applied in preparing the District's Annual Operating Budget:

1. Structurally Balanced Budget: The District maintains a structurally balanced budget with recurring revenues supporting recurring expenditures. Recurring expenditures primarily consist of personnel and operating costs required to operate the District but do not include one-time cost items such as new capital assets or replacement assets. Recurring revenues include charges and fees but do not include the use of fund balance. For purposes of this section, District wide surplus for any fiscal year is defined as the increase in unreserved operating fund balance as reflected in the District's audited financial statements. District-wide deficit for any fiscal year is defined as the decrease in unreserved operating fund balance as reflected in the District's audited financial statements. Budget surplus of any department is defined as the excess of budgeted expenses over actual expenses in any fiscal year.
2. Budget Preparation and Presentation: The District prepares and presents its budget using current financial resources and accrual basis of accounting.
 - a. Inter-fund Borrowing: The District does not borrow or use operating transfers to obtain cash from one fund type or reserve to fund activities of another fund type or reserve unless such use is deemed lawful, and unless the Board of Directors has determined that (a) the funds to be loaned will not be needed during the lending period, and (b) the funds for repayment will be available within a two (2) year period. Any actions taken to borrow funds under these conditions must be separately presented to and approved by the Board of Directors and the term of such borrowing shall not extend beyond the last day of the subsequent fiscal year.
 - b. Prompt Reimbursement Submission: Recognizing that some programs are funded by grants or other entities on a reimbursement basis, the District applies for reimbursements on a timely basis to minimize the period that District funds are used as float. In the event requests for reimbursements extend beyond the end of a fiscal year, such reimbursements are reflected as receivables in the annual financial statements to the extent allowed under accounting principles generally accepted in the United States of America (GAAP).
 - c. Reserve Policy: The District shall retain an Operating reserve equal to 40% of annual operating expenses. This reserve may be used for funding emergency and unanticipated necessary expenditures during a given fiscal year. Fund balances in excess of the 40% threshold may be used for capital improvements, or one-time expenditures.
 - d. Capital Improvement Plan: The Board annually adopts a Ten-Year Capital Improvement Plan ("CIP") each fiscal year. The CIP shall address cost estimates for all necessary infrastructure improvements. Funded, partially funded and unfunded projects are clearly delineated. The CIP is detailed for the current fiscal year and for nine (9) additional years.

- e. Financial Oversight and Reporting: The District provides regular financial reports on all funds comparing budgeted revenue and expenditure information to actual on a monthly and year-to-date basis each month. The Administration Department is responsible for issuing the monthly reports to departments, the General Manager and Board of Directors and provides any information regarding any potentially adverse trends or conditions. As soon after the closing of the fiscal year as is practicable, the annual audit reports of the District are prepared and reviewed by management. Financial reports, offering statements and other financial-related documents issued to the public, provide full and complete disclosure of all material financial matters. The final report is presented to the Board of Directors at a regularly scheduled meeting and is posted on the District's website.
- f. Basic Financial Practices: The District strives to maintain formal policies and/or procedures that reflect "best practices" in:
 - i. Budget development and adjustments: Establish proper budgetary preparation procedures and guidelines, calendar of events, planning models by fund, budget adjustment procedures, establishment of rates and fees, indirect costs, and interest income. The budget should be scheduled to allow sufficient review by the Board of Directors while allowing for sufficient citizen input. The budget document reflecting all final actions as adopted by the Board of Directors, on or before June 30th of each year, is made available within 30 days of such adoption in both hard copy at the District office and on the District's web site.
 - ii. Cash management and investments: Comply with all related government codes.
 - iii. Debt management: Address affordability, capacity, debt issuance and management.
 - iv. Equipment and Vehicle Replacement: Established guidelines for determining the useful life and replacement of capitalized equipment and vehicles and provides a basis for establishing a budget and funding methodology.
 - v. Procurement: Establish District-wide policies and procedures and provide appropriate checks and balances to ensure that departments adhere to the District's purchasing policies.

RESERVE POLICY

PURPOSE

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The Valley Sanitary District has established reserve funds for its long term organizational and

operational stability and the reserve funds enable the District to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements. This Reserve Fund Policy is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

TYPES OF RESERVE FUNDS

The District maintains two (2) types of funds:

1. **Restricted Reserves:** Restricted reserves are reserves that are restricted by an outside source, such as by statute, court, or contract.
2. **Designated Reserves:** Designated reserves are reserves that are established and set aside to be used only for a specific, designated purpose.

SPECIFIC RESERVE FUNDS

The District maintains the following reserve funds:

1. **Capital Replacement Reserve Fund** - The Capital Replacement Reserve Fund (Fund 12) is a designated reserve to be used to fund the capital improvement program and for unforeseen capital projects that are necessary to meet regulatory requirements, system reliability, repair, and replacement of District Assets. It is the goal of the District to fund the Capital Replacement Reserve at 40% of the annual operating budget (Fund 11).
2. **Capital Improvement Reserve Fund** - The Capital Improvement Reserve Fund (Fund 13) is a designated reserve to be used to fund the capital improvements that are required due to growth and new users in the system. It is primarily funded by developer impact fees, special developer agreements and capacity connection charges.
3. **Debt Service Reserve Fund** - The Debt Service Reserve Fund is a restricted reserve that is governed by legal bond covenants and is to be used if the District is unable to meet the required debt service obligation. The bond covenants require that the Debt Service Reserve be maintained at a level sufficient to fund the maximum annual debt service payments.
4. **Emergency Reserve Fund** - The Emergency Reserve Fund is to be used only to cover cash flow shortages caused by an unexpected event, such as a natural disaster, water shortage situation, or other unforeseen expense. It is the goal of the District to maintain the Emergency Reserve at 5% of the annual operating budget (Fund 11).
5. **Operating Reserve Fund** - The Operating Reserve Fund is a designated reserve to be used only to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue

to pay those expenses is received. It is the goal of the District to maintain the Operating Reserve in excess of 50%, or six (6) months, of the annual operating budget.

6. ***Vehicle & Equipment Replacement Reserve Fund*** – The Vehicle & Equipment Replacement Reserve Fund is a designated reserve that is designated to adequately fund replacement of major vehicles and equipment by the District. This fund shall be funded on an annual basis and the by amount established annually in the District operating budget.

MANAGEMENT OF RESERVE FUNDS

The Board of Directors, in consultation with the General Manager, is responsible for managing the reserve funds. The Board of Directors must authorize the expenditure of money from all of the District's reserve funds. The Board annually will review the balance of the reserve funds, work collaboratively with the General Manager to ensure the accuracy of the annual report, and evaluate the goals and purpose of each reserve fund and recommend adjustments as may be necessary or desirable.

In accordance with the District's Investment Policy, financial reserves may be invested or otherwise held in District financial accounts, as deemed appropriate by the Board of Directors, in carrying out their fiduciary responsibilities.

INVESTMENT MANAGEMENT

The District operates within an established formal investment policy, which applies to all investments of public funds. The overall goal is to safeguard the available operating and capital funds and achieve a maximum return on investment. Investment portfolios are managed to meet anticipated cash flow requirements. The District participates in an investment pool managed by the State of California titled Local Agency Investment Fund (LAIF) which has invested a portion of the pooled funds in structured notes and asset-backed securities. LAIF's investments are subject to credit risk with the full faith and credit of the State of California collateralizing these investments. In addition, these structured notes and asset-back securities are subject to market risk and to change in interest rates. The District also participates in the CalTrust Medium Term Fund.

DEBT MANAGEMENT

Debt premiums and discounts are deferred and amortized over the life of the debt using the effective interest method. Long-term debt is reported net of the applicable bond premium or discount. Debt issuance costs are expensed when incurred.

The District currently has two (2) outstanding long-term loans.

2015 WASTEWATER REVENUE REFUNDING BONDS

On August 26, 2006, the District issued the 2006 Certificates of Participation in the amount of \$12,915,000. The purpose of the Certificates was to fund Phase I of the District's treatment plant expansion. Interest ranging from 3.50% to 4.375% is payable semi-annually on February 1st and August 1st commencing February 1, 2007.

On June 18, 2015, the District issued Wastewater Revenue Refunding Bonds, Series 2015 in the amount of \$7,540,000. The purpose of the bond issuance was to provide funds to decrease and refund on current basis the District's outstanding 2006 Certificates of Participation (Treatment Plan Expansion) and pay the costs of issuing the bonds. The bonds are payable from and secured by a lien on net revenue of the wastewater system of the District. The aggregate difference in debt service as result of the refinancing was in the amount of \$1,596,780. The economic gain on the refinancing was \$500,181. Interest rate of 5% (except for 2.125% in 2023) is payable semi-annually on each December 1 and June 1 beginning December 1, 2015. The bonds are not subject to redemption prior to maturity. The outstanding balance as of June 30, 2021 is \$3,880,000.

STATE WATER RESOURCES CONTROL BOARD REVOLVING FUND LOAN

The District executed the installment sale agreement with the State Water Resources Control Board (the "SWRCB) for the construction of the Requa Avenue Sewer Interceptor Project. As part of the Requa Avenue Sewer Interceptor Project, the District constructed 4.2 miles of new gravity flow sewer pipeline and related utility improvements designed to collect and convey sanitary sewer flow within an existing public right-of-way through central Indio, California, to the existing District's Water Reclamation Plant. The SWRCB provided financial assistance. The total amount of the loan funded was \$12,920,155 with no unused credit. There was no pledged asset as collateral. In event of default, the District upon demand by SWRCB, will immediately repay an amount equal to project funds disbursed, accrued interests, penalty assessments, and additional payments. Beginning June 2019, the District will repay the principal of the project funds, together with all interest accruing thereon, annually to the SWRCB. As of June 30, 2021, the outstanding balance of the SWRCB revolving fund loan is \$11,901,885.

A reserve account is required to be maintained equal to one (1) year of the SWRCB revolving fund loan debt service payments from unrestricted net revenues. The reserve requirement is \$553,360 for the duration of the loan. Debt covenants of the SWRCB revolving fund loan require that the District have net

revenues that are at least 125% of the total debt service payments (including 2015 Wastewater Revenue Refunding Bonds).

DRAFT

OVERVIEW CONTINUED



Oasis Street

FUND SUMMARY COVER

DRAFT

FINANCIAL MANAGEMENT

The Valley Sanitary District budget conforms to Generally Accepted Accounting Principles as applicable to local governments. While it is an enterprise agency, the accounts of the District are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts which comprise its assets, liabilities, fund balances, revenues and expenditures. The District prepares its budget on a fund accounting basis, which segregates funds according to their intended purpose and it is used to aid management in demonstrating compliance with financial related legal and contractual provisions. The District maintains the minimum number of funds consistent with legal and managerial requirements.

OPERATING FUND

This is the general operating fund of the District. The primary revenue source for this fund is derived from rates charged to customers for services provided and other receipts that are not allocated by law or contractual agreement to some other fund are accounted for in this fund. General operating expenditures, fixed charges and maintenance costs not paid through other funds are paid from this fund.

SPECIAL REVENUE FUNDS

These funds receive support from various sources, mainly in the form of grants, loans and other aid and are restricted to expenditures for specific purposes. Currently, the District has two special revenue funds:

- 2015 Wastewater Revenue Refunding Bonds
- State Water Resources Control Board Revolving Fund Loan

FIDUCIARY FUND

The District reports an Agency Fund. The Agency Fund is purely custodial in nature (assets equal liabilities), and thus does not involve measurement of results of operations. The Agency Fund is used to account for assets for the Assessment District No. 2004 (Shadow Hills Interceptor) for which the District acts as an agent for its debt service activities.

CAPITAL IMPROVEMENT FUND

Indicates the amount allocated for capital expenditures for identified projects.

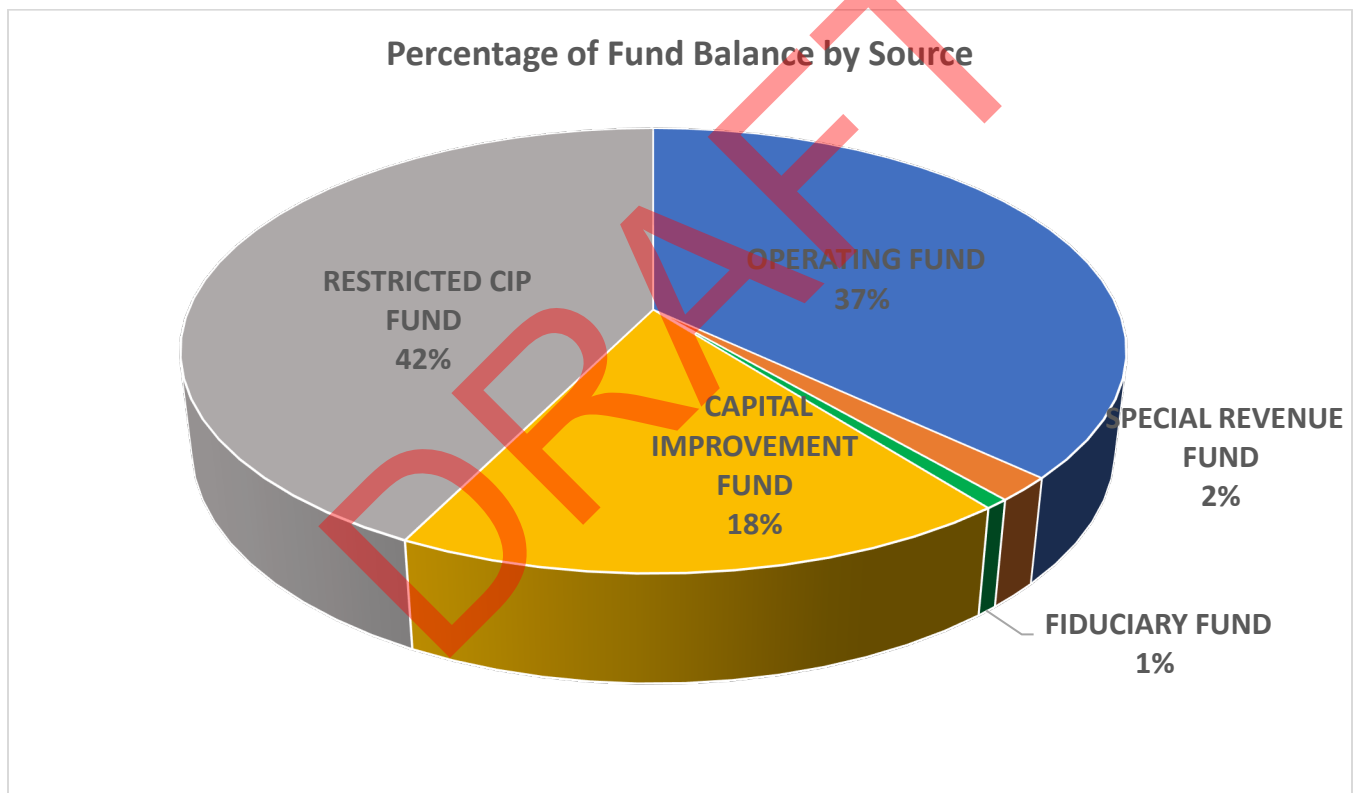
RESTRICTED CIP FUND

Indicates the current fiscal year resource allocation and amount allocated for capital expenditures for increased capacity-related projects.

Resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and how activities are controlled. The overview of each fund provides a detailed explanation of the purpose of the fund and its planned budget for each fiscal year.

FUND BALANCE

Fund	UNAUDITED FUND BALANCE AS OF 4/30/2022	
OPERATING FUND	\$	22,387,733
SPECIAL REVENUE FUND		1,058,183
FIDUCIARY FUND		429,787
CAPITAL IMPROVEMENT FUND		10,822,495
RESTRICTED CIP FUND		25,811,797
Total	\$	60,509,995



REVENUE BY SOURCE

The tables below depict the revenues by source.

Fund 11 (General Fund) Revenues by Source	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
OPERATING REVENUES:						
11-4120000-0 SEWER SERVICE CHGS-CURRENT	\$ 11,872,945	\$13,550,998	\$ 14,575,652	\$15,686,490	\$2,135,492	15.8%
11-4210000-0 PERMIT & INSPECTION FEES	37,270	30,355	34,350	35,874	5,519	18.2%
11-4260000-0 SADDLES/DISCONNECT FEES	80		-		-	-
11-4270000-0 PLAN CHECK FEES	11,275	11,671	13,650	14,704	3,033	26.0%
11-4285000-0 OTHER SERVICES	1,920		3,435	3,397	3,397	-
11-4310000-0 SALE OF SURPLUS PROPERTY	16,213	18,115	17,419	31,818	13,703	75.6%
Subtotal	\$ 11,939,703	\$13,611,139	\$ 14,644,506	\$15,772,283	\$2,161,144	15.9%
NON-OPERATING REVENUES:						
11-4430000-0 TAXES - CURRENT SECURED	\$ 948,640	\$ 1,002,212	\$ 479,845	\$ 855,412	\$ (146,800)	-14.6%
11-4440000-0 TAXES - CURRENT UNSECURED	30,448	61,266	30,272	55,294	(5,972)	-9.7%
11-4450000-0 TAXES - PRIOR SECURED	18,198		12,702		-	-
11-4470000-0 SUPPLE PROP. TAXES - CURRENT	14,281	9,196	185		(9,196)	-100.0%
11-4480000-0 SUPPLE PROP. TAXES - PRIOR	6,713	8,328	9,644		(8,328)	-100.0%
11-4500000-0 HOMEOWNERS TAX RELIEF	5,669		5,001	6,090	6,090	-
11-4510000-0 INTEREST INCOME	15,587	140,906	30,285	36,068	(104,838)	-74.4%
11-4520000-0 UNREALIZED GAINS (LOSSES)	(4,262)		(30,466)		-	-
11-4574000-0 NON-OPERATING REVENUES - FND 11	362	451	3,151	5,156	4,705	1043.2%
11-4573000-0 REBATE INCOME	1,435	-	17,785	3,836	3,836	-
12-4510000-0 INTEREST INCOME	18,182	-	30,175	32,151	32,151	-
Subtotal	\$ 1,055,254	\$ 1,222,359	\$ 588,578	\$ 994,007	\$ (228,352)	-18.7%
Fund 11 Total Revenues by Source	\$ 12,994,958	\$14,833,498	\$ 15,233,085	\$16,766,290	\$1,932,792	13.0%

Fund 13 (Capital Improvement Fund) Revenues by Source	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
OPERATING REVENUES:						
13-4200000-0 CONNECTION FEES	\$ 831,978	\$ 991,610	\$ 3,168,996	\$ 996,915	\$ 5,305	0.5%
Subtotal	\$ 831,978	\$ 991,610	\$ 3,168,996	\$ 996,915	\$ 5,305	0.5%
NON-OPERATING REVENUES:						
13-4510000-0 INTEREST INCOME	\$ 7,192	\$ 25,000	\$ 8,400	\$ 4,611	\$ (20,389)	-81.6%
Subtotal	\$ 7,192	\$ 25,000	\$ 8,400	\$ 4,611	\$ (20,389)	-81.6%
Fund 13 Total Revenues by Source	\$ 839,170	\$ 1,016,610	\$ 3,177,395	\$ 1,001,526	\$ (15,084)	-1.5%
Combined Total Revenues	\$ 13,834,128	\$ 15,850,108	\$ 18,410,480	\$ 17,767,816	\$ 1,917,708	12.1%

REVENUE DESCRIPTIONS

11-4120000-0 SEWER SERVICE CHGS-CURRENT

Sewer service revenue projected at 36,300 Equivalent Dwelling Units (EDUs)

11-4210000-0 PERMIT & INSPECTION FEES

Fees collected for lateral and mainline inspections.

11-4270000-0 PLAN CHECK FEES

Anticipated revenue is based on a \$150 per hour fee with one-hour minimum fee for plan checking.

11-4285000-0 OTHER SERVICES

Income for administrative services provided for the VSD 2004 Assessment District.

11-4310000-0 SALE OF SURPLUS PROPERTY

Revenue generated from sale of surplus property. Surplus Property is property a government entity no longer needs. Personal property includes assets ranging from office equipment and furniture to scientific equipment, heavy machinery, airplanes, vessels, and vehicles. If this property cannot be donated to a state or public agency, or nonprofit organization, the public can buy it.

11-4430000-0 TAXES - CURRENT SECURED

Secured property is generally non-movable property, such as houses, buildings, etc. Revenues are based on general valuation. The portion of revenue designated for special districts is 1%. VSD is estimated to receive 0.00028257% of the general-purpose funds county-wide.

11-4440000-0 TAXES - CURRENT UNSECURED

Unsecured property includes items such as motor homes, airplanes, boats and other moveable personal property. The portion of revenue designated for special districts is 1%. Of this 1%, VSD is estimated to receive 0.00028257%

11-4450000-0 TAXES - PRIOR SECURED

Prior secured payments are received for prior year taxes, are similar to secured, and the revenue is based on the same formula.

11-00-4119 TAXES-PRIOR UNSECURED

Funds derived from prior unsecured properties are similar to unsecured properties mentioned above; however, these payments are for prior year taxes. The revenue is based on the same formula. The estimated revenue is based on current year activity.

11-4470000-0 SUPPLE PROP. TAXES - CURRENT

Funds are derived from supplemental tax roll changes due to the sale of property or new construction. Since July 1983, state law requires the County Assessor to reappraise property as of the date of change in ownership or completion of new construction rather than at the next tax year.

11-4480000-0 SUPPLE PROP. TAXES - PRIOR

Funds derived from supplemental tax roll changes due to the sale of property or new construction from

11-4500000-0 HOMEOWNERS TAX RELIEF

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

11-4574000-0 NON-OPERATING REVENUES - FND 11

This account includes revenue from other undefined sources.

11-4510000-0 INTEREST INCOME

Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust.

13-4200000-0 CONNECTION FEES

Connection Capacity Fee: \$5,833 per equivalent dwelling unit (EDU).

13-4510000-0 INTEREST INCOME

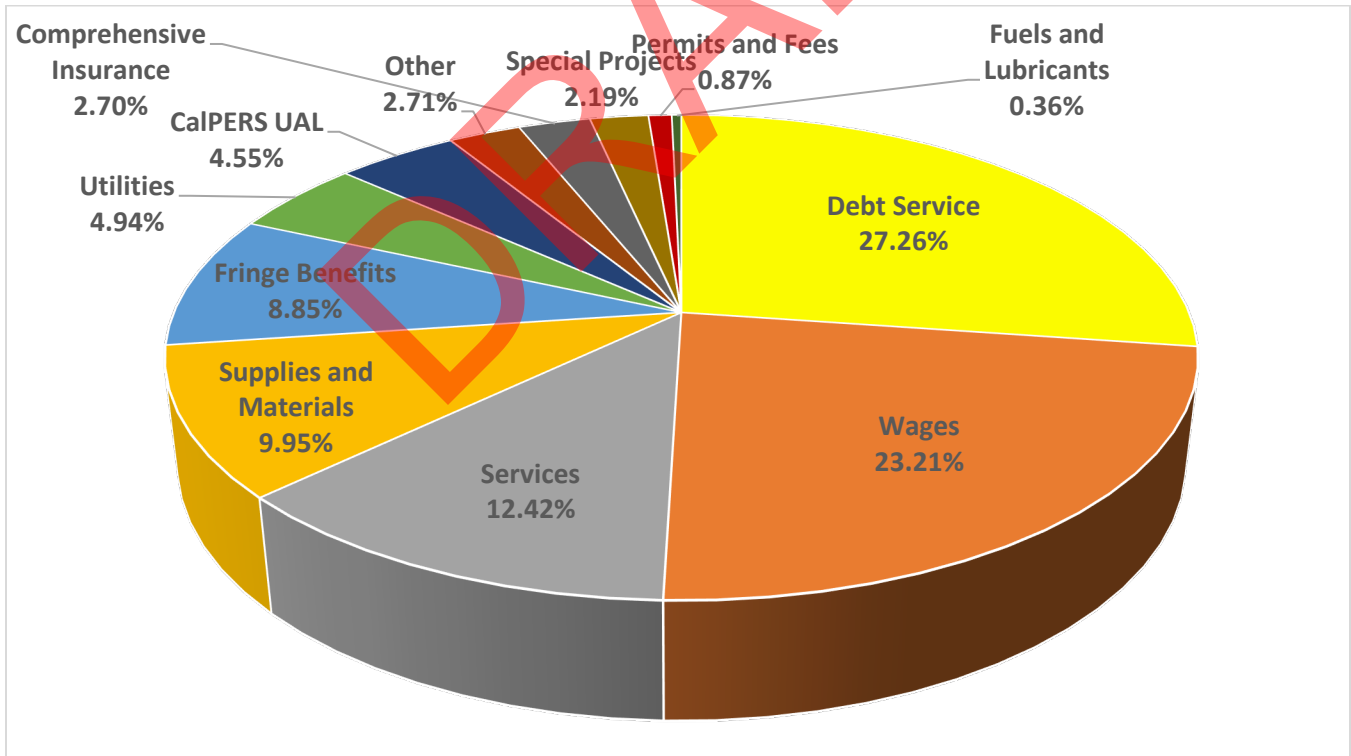
Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust

EXPENSE BY CATEGORY

The following table depicts the expense by category.

Expense	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percentage Change
Debt Service	\$ 1,021,090	\$ 1,018,873	\$ 1,018,873	\$ 4,412,971	\$ 3,394,098	333.1%
CalPERS UAL	482,379	-	700,420	736,606	736,606	-
Wages	3,078,058	3,296,023	3,115,482	3,756,809	460,786	14.0%
Services	837,843	1,773,241	1,354,613	2,010,809	237,568	13.4%
Fringe Benefits	2,132,474	1,264,703	1,086,252	1,433,130	168,427	13.3%
Other	227,122	343,027	201,219	438,097	95,070	27.7%
Supplies and Materials	1,176,774	1,523,871	1,179,598	1,610,772	86,901	5.7%
Special Projects	86,134	303,550	303,550	354,000	50,450	16.6%
Comprehensive Insurance	309,876	411,406	395,504	436,357	24,951	6.1%
Permits and Fees	63,131	126,750	50,894	141,025	14,275	11.3%
Fuels and Lubricants	34,094	52,000	43,782	58,000	6,000	11.5%
Utilities	647,030	853,711	805,113	800,500	(53,211)	-6.2%
Total	\$ 10,096,006	\$ 10,967,155	\$ 10,255,300	\$ 16,189,076	\$ 5,221,921	47.6%

Expense by Category as a Percentage of FY23 Budget



Expense Variance Summary

Wages

The increase in wages is attributed to budgeted merit increases and a cost-of-living adjustment for a cap of 5% to the updated wage schedule. The Riverside-San Bernardino-Ontario, CA CPI-U Index was at 8.5% as of January 2022 and 9.9% as of March 2022. Additionally, some positions have been budgeted to the next step in the job series due to new and anticipated certification achievements.

Services

The increase in service costs is due to additional contracted services needed for grant support, advocacy, marketing, media relations, janitorial, sludge disposal, and rental services.

Supplies And Materials

The increase in supplies and materials costs increased due to plant structure painting, asphalt removal, camera replacements, BIT inspections, increased chemical usage, and repair parts needed for aging fleet vehicles, machinery, and facility.

Fringe Benefits

The District contracts with CalPERS for the purpose of providing employees with medical insurance benefits. The proposed Operating Budget includes a proposed 8.0% increase in the monthly cafeteria plan. The adjustment was determined using the Medical Care index of 8.49% CPI-U Index as of December 2021 and the estimated increases to the CalPERS Medical Premiums. In August of 2022, the medical premiums among the offered plans increased between 5.85% and 25.14%.

Debt Service

Debt services have increased due to the Bank of America debt financing for the Recycled Water Project Phase I for \$71M.

Utilities

The increase in utilities is due an increase to the electricity rate and usage. Water and trash usage has also increased therefore increasing cost.

Casualty And Liability

The increase in casualty and liability is due to reclassing workers' compensation insurance to the casualty and liability insurance category. Also, there was an increase in insurance premiums

for the business policy attributed to the California Sanitation Risk Management Authority (CSRMA) pool. The increase in the pool premiums is due to the losses from the previous year's California wildfires. Additionally, there was a slight increase in pollution and earthquake insurance premiums.

Other

Other expenditures have increased due to projected election cost in the fiscal year 2022/23.

Projects

The increase in projects is due to an increase in costs for the District's share of the recycled water process, Integrated Regional Water Management Plan, and Salt and Nutrient Management Plan. Also, there are small capital purchases including the replacement of six (6) computers.

Permits And Fees

The increase in permits and fee costs is due to higher fees for the State General Discharge Annual Permit Fee (SWRCB), the annual NPDES permit, SCAQMD permit, the Environmental Laboratory Certification Program (ELAP) + Onsite Assessment (OSA), and the County audit and assessor fees.

Fuels And Lubricants

There is an increase in the projected fuel costs due to inflation.

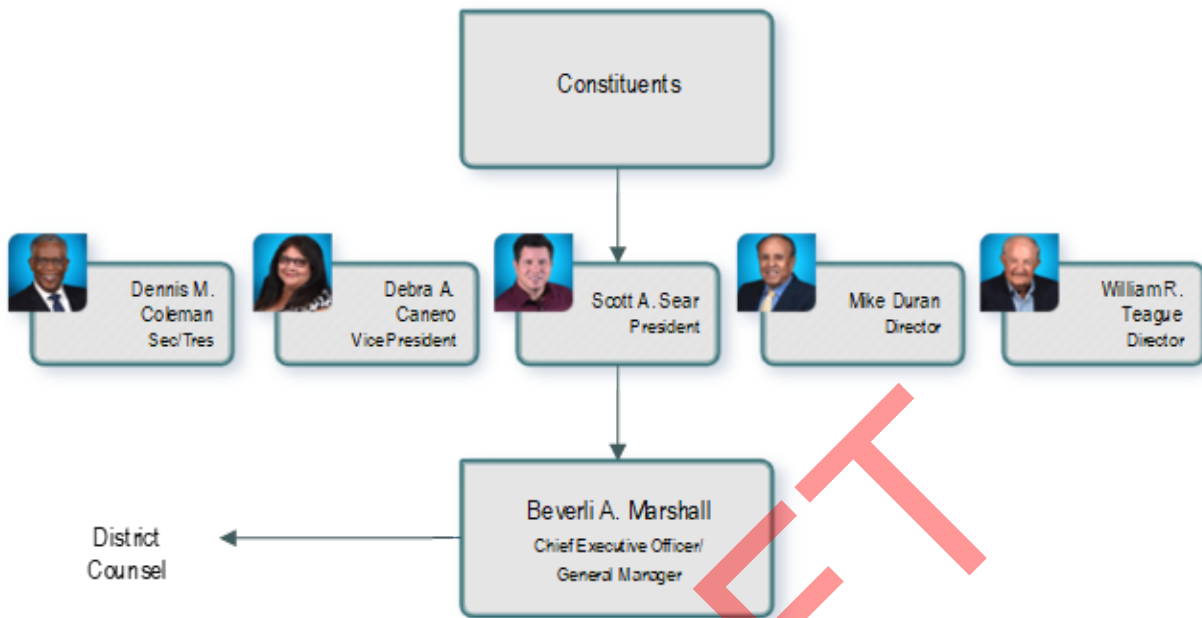
CalPERS UAL

Annual payment on the Unfunded Accrued Liability (UAL) is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.

PAGE BREAK







DEPARTMENT DESCRIPTION

Board of Directors

METRICS

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Board or Directors Goals

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base	FY23 Base	Variance
5	Director	5.00	5.00	0.00
5	Total	5.00	5.00	0.00

EXPENSE BUDGET SUMMARY

General Ledger Code	FY20	FY21	FY22	FY22	FY23	Budget	Percent
	Actual	Actual	Budget	Projected	Budget	Change	Change
11-5030414-4 SALARIES AND WAGES	-	-	\$ 61,756	\$ 54,150	\$ 94,985	\$ 33,229	53.8%
11-5116414-4 FICA AND MEDICARE	-	-	13,171	14,180	14,180	1,009	7.7%
11-5126414-4 HEALTH INSURANCE	-	-	900	900	900	-	-
11-5225-414-3 ELECTION	-	-	-	-	70,000	70,000	-
11-5500414-4 CONTRACTS	-	-	25,000	21,750	35,000	10,000	40.0%
11-5552414-4 LEGAL SERVICES	-	-	25,625	25,350	30,000	4,375	17.1%
11-5400414-4 OFFICE SUPPLIES	-	-	1,500	1,092	2,500	1,000	66.7%
11-5950414-4 OTHER EXPENSES	-	-	10,000	8,306	10,000	-	-
11-5901414-4 TELEPHONE AND INTERNET	-	-	3,600	1,229	3,600	-	-
11-5800414-4 CONFERENCES AND MEETINGS	-	-	46,527	36,636	47,304	777	1.7%
Total Expenses	-	-	188,079	163,594	\$ 308,469	\$ 120,390	64.0%

DRAFT

BOARD OF DIRECTORS BUDGET DETAIL WORKSHEET

Department 414-4

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030414-4 SALARIES AND WAGES		\$ 61,756	\$ 94,985	\$ 33,229
11-5116414-4 FICA AND MEDICARE		13,171	14,180	1,009
11-5126414-4 HEALTH INSURANCE		900	900	-
Subtotal		\$ 75,827	\$ 110,065	\$ 34,238
11-5225-414-3 ELECTION				
A governing board member election shall be held biennially on the first Tuesday after the first Monday in November of each succeeding odd-numbered year to fill the offices of members whose terms expire on the first Friday in December next succeeding the election.		\$ -	\$ 70,000	\$ 70,000
Subtotal		\$ -	\$ 70,000	\$ 70,000
11-5500414-4 CONTRACTS				
Professional and Technical Services		\$ 25,000	\$ 35,000	\$ 10,000
Subtotal		\$ 25,000	\$ 35,000	\$ 10,000
11-5552414-4 LEGAL SERVICES				
Costs Associated with General Legal Counsel		\$ 25,625	\$ 30,000	\$ 4,375
Subtotal		\$ 25,625	\$ 30,000	\$ 4,375
11-5400414-4 OFFICE SUPPLIES				
Cost of Office Supplies and Services such as Postage, Courier, Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils, Pads, Mailing Labels, Etc.		\$ 1,500	\$ 2,500	\$ 1,000
Subtotal		\$ 1,500	\$ 2,500	\$ 1,000
11-5950414-4 OTHER EXPENSES				
Miscellaneous Expense Contingency Fund		\$ 10,000	\$ 10,000	\$ -
Subtotal		\$ 10,000	\$ 10,000	\$ -
11-5901414-4 TELEPHONE AND INTERNET				
Cell Phones-4 Board Members		\$ 3,600	\$ 3,600	\$ -
Subtotal		\$ 3,600	\$ 3,600	\$ -

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5800414-4 CONFERENCES AND MEETINGS				
	Expenses Incurred for Attending the California Association of Sanitation Agencies (CASA) and or California Special Districts Association (CSDA) Conferences Held Two (2) Times a Year, Including Hotel and Travel Expenses Incurred While Attending Meetings, Conferences, and Various Educational Seminars.	\$ 46,527	\$ 47,304	\$ 777
	Subtotal	\$ 46,527	\$ 47,304	\$ 777
	Total Expenses	\$ 188,079	\$ 308,469	\$ 120,390

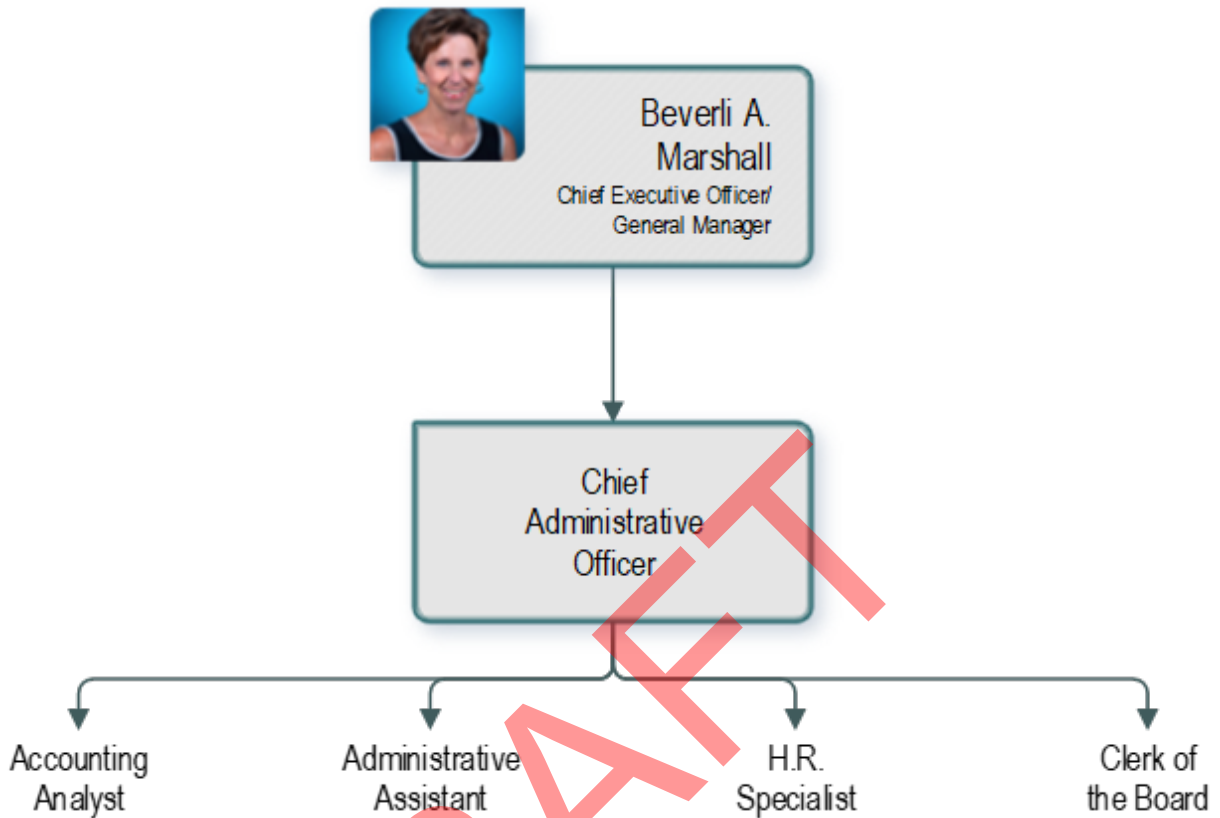
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"Sludge Judging"



Administration

2



DEPARTMENT DESCRIPTION

The Administration Department includes Human Resources, Finance, the Clerk of the Board as well as functional areas including Media Relations, Safety, Drug and Alcohol, and Compliance.

Human Resources manages the recruiting and hiring of qualified talent, onboarding, training, benefit administration, and maintenance of employee records. Human Resources helps employees thrive by managing programs geared toward career growth, continuing education, training and support, and championing health and wellness initiatives.

Finance is responsible for financial accounting and reporting, cash management, payroll, investment portfolio, debt financing structure, contracts, procurement, and materials management. Finance is also responsible for all financial statements, coordination of financial audits, grant management, development and

maintenance of the operating and capital budget, and preparation of long and short-term financial plans.

The Clerk of the Board is responsible for preparing and publishing postings, maintaining records of Board actions, processing public records requests, providing administrative support to the Board of Directors, and coordinating required legal filings.

The Administration Department provides the overall management and implementation of policies, goals, and strategic plans for the District.

METRICS

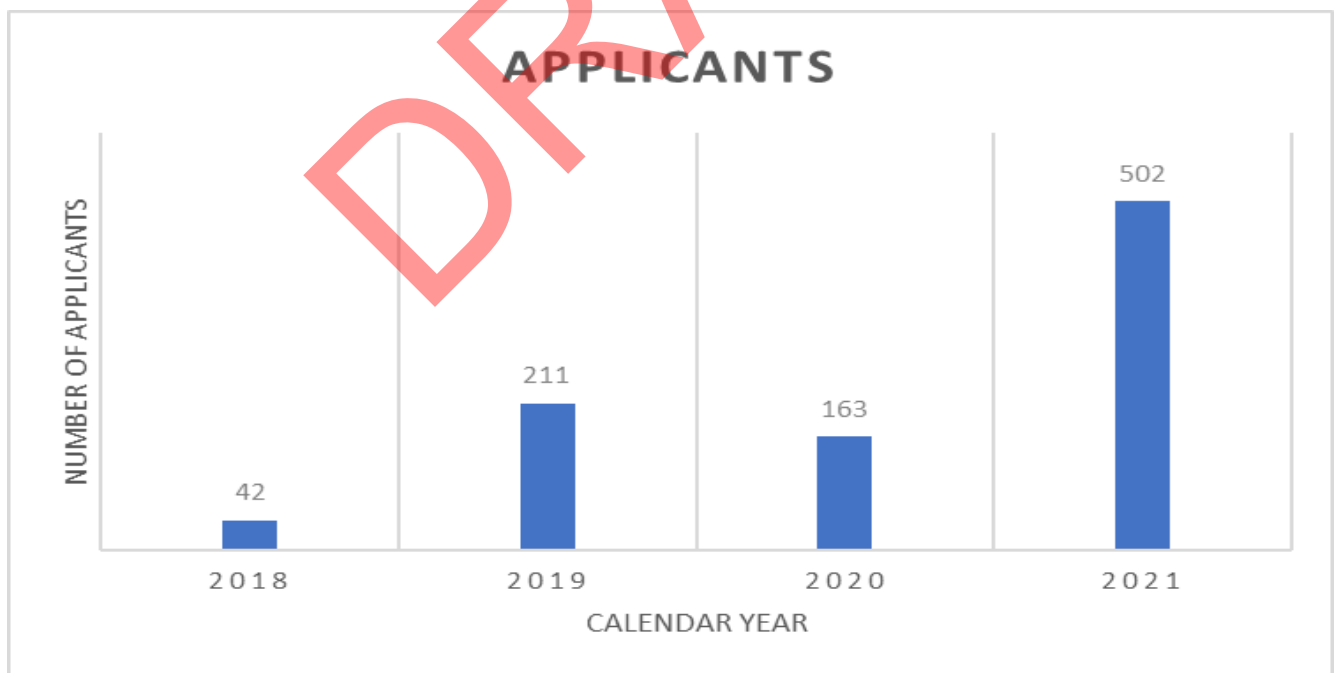
Finance

Under Construction

Clerk of the Board

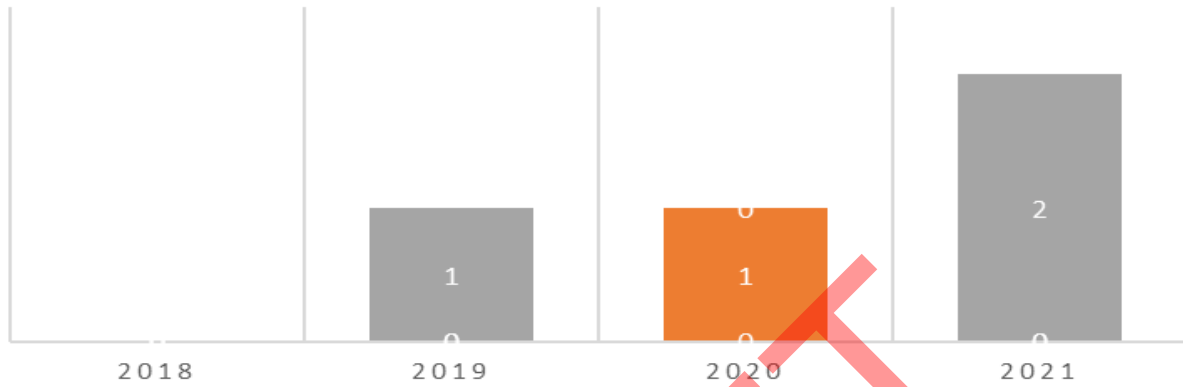
Board Items	FY2019/20	FY 2020/21
Regular Board Meetings	21	23
Special Board Meetings	7	4
East Valley Reclamation Authority Meetings	4	4
Budget & Finance Committee Meetings	0	7
Operations Committee Meetings	0	5
Community Engagment Committee Meetings	0	0
Board/Committee Minutes Compiled	32	43
General Manager's Reports	6	12
Documents Notarized	4	5
Public Records Requests	1	3

Human Resources



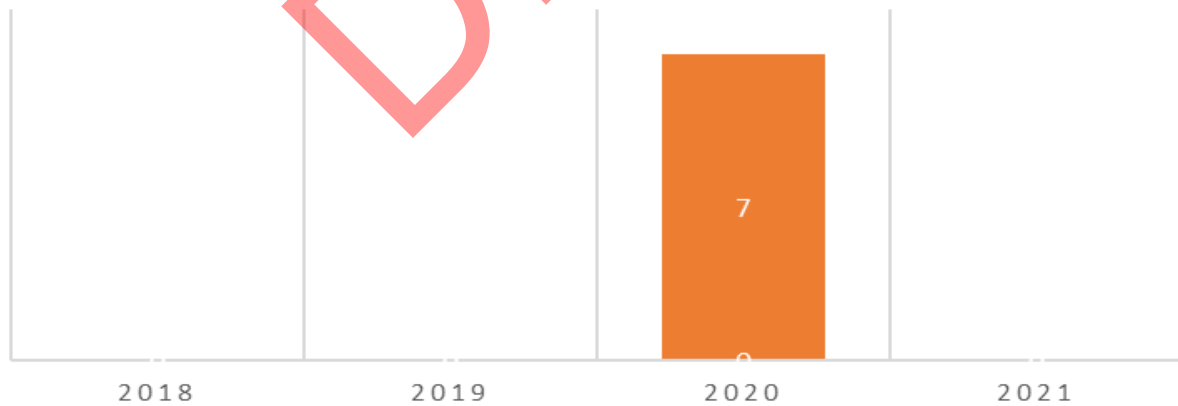
WORK RELATED INJURIES - NUMBER OF CASES

■ Days away from work ■ Job Transfer/Restrictions ■ Other Recordable Cases



WORK RELATED INJURIES - DAYS AWAY FROM WORK

■ Days Away From Work ■ Days with Job Transfer/Restrictions



FISCAL YEAR 2022-2023 ACCOMPLISHMENTS

Finance

Received GFOA's Distinguished Budget Presentation Award for fiscal year beginning July 1, 2021.

Received CSMFO's Operating Budget Meritorious Award for fiscal year 2021-2022.

Submitted the sewer service fees to the County of Riverside using the new rate information per Resolution 2021-1142.

Successfully billed and updated direct billing reports using the new rate information per Resolution 2021-1142.

Published COVID-19 surveillance information on the District website.

Completed debt financing for Recycled Water Project Phase 1 through Bank of America.

Clerk of the Board

Upgraded the audio-visual equipment in Board Room to accommodate live stream and virtual public meetings.

Implementation of Peak Agenda Management software to streamline agenda creation and posting requirements.

Implementation of iLegislate to optimize accessibility and transparency by publishing agenda and minutes to an online, searchable web portal that can generate and publish ADA-friendly agendas and minutes.

Implementation of govMeetings Video to provide convenient access to live and archived streaming video. The indexed video is fully searchable, making it easy for the community to access meeting videos using keywords of the topics that are of interest to them.

Human Resources

Fully staffed with 36 employees.

No lost days due to work injuries in 2021.

Maximization of NEOGOV software for applicant tracking, scheduling interviews.

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Strategic Goal 3: Excellent Facilities.

Strategic Goal 6: Improve Planning, Administration, and Governance.

Strategic Goal 4.1: Increase community understanding and support for the District.

Strategic Goal 6.7: Maintain compliance with all regulatory, legislative, and permit requirements.

Strategic Goal 1.1: Enough staff to fulfill goals and objectives safely and efficiently.

Strategic Goal 3.2: Increase the use of technology to lower costs and improve reliability.

Fianance Goals

Research, select and implement a new timekeeping system.

Complete upgrade conversion of Financial Edge/Blackbaud to cloud-based software.

Conduct quarterly meetings with Chiefs and their selected staff to review the status of capital project funding to further advance the Capital Improvement Program.

Improve efficiency and timeliness of procurements and improve inventory levels.

Identify and maximize software utilization by staff to create efficiencies.

Increase intradepartmental development through training.

Analyze revenue streams and diversify revenue sources for the Agency.

Clerk of the Board Goals

Champion the Send Agenda feature of Peak that enables constituents to subscribe and get emailed the District's meeting agendas once they are posted.

Implement an improved contract management process.

Human Resources Goals

Conduct outreach and promote the District and Wastewater industry jobs to local high school and community college students.

Establish working relationships with the College of the Desert and Mt. San Jacinto College.

Update and consolidate Human Resources policies.

Update job descriptions.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22	FY23	Variance
		Base FTEs	Base FTEs	
1	Chief Executive Officer/General Manager	0.00	1.00	1.00
1	Chief Administrative Officer	0.00	1.00	1.00
0	General Manager	1.00	0.00	(1.00)
1	Accounting Analyst	1.00	1.00	0.00
0	Accounting Technician	1.00	0.00	(1.00)
1	Administrative Assistant	0.00	1.00	1.00
0	Business Services Manager	1.00	0.00	(1.00)
1	Clerk of the Board	1.00	1.00	0.00
1	Human Resources Specialist	1.00	1.00	0.00
6	Total FTEs	6.00	6.00	0.00

EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
11-3650000-0 CSWRBC RESERVE FUND	\$ -	\$ 553,361	\$ 553,361	\$ 553,361	\$ 553,361	\$ -	-
11-7010000-0 DEPRECIATION & AMORTIZATION	5,500.00	-	-	-	-	-	-
11-9160000-0 TRANSFER TO FUND 6	-	467,729	465,512	465,512	889,188	423,676	91.0%
11-5030414-3 SALARIES AND WAGES	575,227	604,533	684,410	678,720	785,662	101,252	14.8%
11-5060414-3 BONUS, AWARDS, AND RECERTIFICATION	-	1,300	2,500	2,440	2,800	300	12.0%
11-5110414-3 LONGEVITY	1,800	1,823	3,200	3,115	3,600	400	12.5%
11-5070414-3 OVERTIME	831	4,359	5,000	1,698	5,000	-	-
11-5116414-3 FICA AND MEDICARE	47,654	44,007	55,425	38,333	71,736	16,311	29.4%
11-5112414-3 RETIREMENT CONTRIBUTIONS	196,736	291,402	76,508	65,237	82,778	6,270	8.2%
11-5118414-3 UNEMPLOYMENT PAYMENTS	485	(142)	-	-	-	-	-
11-5128414-3 VISION INSURANCE	-	-	2,076	1,610	1,416	(660)	-31.8%
11-5122414-3 WORKERS' COMPENSATION	1,912	8,483	70,413	65,757	77,364	6,951	9.9%
11-5124414-3 LIFE INSURANCE	1,511	1,186	1,632	1,369	1,488	(144)	-8.8%
11-5126414-3 HEALTH INSURANCE	96,848	90,323	106,150	90,513	115,435	9,285	8.7%
11-5129414-3 DENTAL INSURANCE	15,317	16,999	8,004	6,974	7,548	(456)	-5.7%
11-5132414-3 LONG TERM DISABILITY	2,107	1,592	1,901	1,900	2,100	199	10.5%
11-5554414-3 ACCOUNTING SERVICES	-	-	87,707	61,581	77,771	(9,936)	-11.3%
11-5801414-3 CERTIFICATIONS	50	-	-	-	-	-	-
11-5300414-3 COMPREHENSIVE INSURANCE	289,120	309,876	340,993	329,747	358,993	18,000	5.3%
11-5500414-3 CONTRACTS	157,605	197,377	595,353	595,353	766,440	171,087	28.7%
11-5410414-3 COUNTY EXPENSE	16,611	20,521	22,000	20,507	23,100	1,100	5.0%
11-5225414-3 ELECTION EXPENSE	-	6,470	-	-	-	-	-
11-5552414-3 LEGAL SERVICES	346,817	294,241	30,000	27,172	40,000	10,000	33.3%
11-5555414-3 MEDICAL SERVICES	-	-	27,143	18,521	32,943	5,800	21.4%
11-5350414-3 MEMBERSHIPS	47,680	34,957	47,107	47,107	47,388	281	0.6%
11-5553414-3 MISC. PROFESSIONAL SERVICES	-	-	95,392	95,392	109,391	13,999	14.7%
11-5400414-3 OFFICE SUPPLIES	13,887	16,427	20,800	20,800	23,500	2,700	13.0%
11-5450414-3 SUPPLIES	7,810	10,775	11,000	6,233	11,000	-	0.0%
11-5545414-3 OPEB HEALTH INSURANCE	-	-	57,253	57,253	81,719	24,466	42.7%
11-5950414-3 OTHER EXPENSES	11,166	32,800	10,000	10,392	10,000	-	-
11-5420414-3 PERMITS AND FEES	3,049	2,957	3,000	-	3,000	-	-
11-5600414-3 PUBLICATIONS	3,717	3,673	2,500	2,334	3,500	1,000	40.0%
11-5700414-3 REPAIRS AND MAINTENANCE	4,397	2,651	17,375	20,850	19,375	2,000	11.5%
11-5810414-3 TUITION REIMBURSEMENT	-	-	12,000	6,450	12,000	-	-
11-5901414-3 TELEPHONE AND INTERNET	19,297	20,911	30,969	29,147	30,000	(969)	-3.1%
11-5800414-3 CONFERENCES AND MEETINGS	59,725	25,008	44,523	44,523	97,764	53,241	119.6%
11-8680000-0 ADMINISTRATIVE FACILITIES	-	40,019	33,449	33,449	45,000	11,551	34.5%
11-5150414-4 DIRECTOR FEE	49,750	48,350	-	-	-	-	-
11-8660000-0 GENERAL PLANT FACILITIES	-	46,115	270,101	270,101	309,000	38,899	14.4%
11-22820000-0 UNFUNDED ACCRUED LIABILITY CALPERS	459,350	482,379	-	700,420	736,606	736,606	-
11-9170000-0 BANK OF AMERICA LOAN	-	-	-	-	2,970,422	2,970,422	-
Total Expenses	\$ 2,435,958	\$ 3,682,462	\$ 3,794,757	\$ 4,373,871	\$ 8,408,388	\$ 4,613,631	121.6%

ADMINISTRATION BUDGET DETAIL WORKSHEET

Department 414-3

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030414-3 SALARIES AND WAGES		684,410.00	785,662.00	101,252.00
11-5060414-3 BONUS, AWARDS, AND RECERTIFICATION		2,500.00	2,800.00	300.00
11-5070414-3 OVERTIME		5,000.00	5,000.00	-
11-0000414-3 TOTAL FRINGE BENEFITS		254,896.00	286,101.00	31,205.00
	Subtotal	946,806.00	1,079,563.00	132,757.00
11-3650000-0 CSWRCB RESERVE FUND				
	Principal and Interest Payment for State Revolving Fund (SRF)	553,361.00	553,361.00	-
	Subtotal	553,361.00	553,361.00	-
11-9160000-0 TRANSFER TO FUND 6				
	Principal and Interest Payment for Revenue Refunding Bonds, 2015	463,012.00	886,688.00	423,676.00
	Annual Administrative Expenses for Revenue Refunding Bonds, 2015	2,500.00	2,500.00	-
	Subtotal	465,512.00	889,188.00	423,676.00
11-9170000-0 BANK OF AMERICA LOAN				
	Principal and Interest Payment for Recycled Water Project Phase 1	-	2,970,422.00	2,970,422.00
	Subtotal	-	2,970,422.00	2,970,422.00
11-5122414-3 WORKERS' COMPENSATION				
	Workers Compensation Insurance Premium	70,413.00	77,364.00	6,951.00
	Subtotal	70,413.00	77,364.00	6,951.00
11-5554414-3 ACCOUNTING SERVICES				
	Annual Audit	30,810.00	31,105.00	295.00
	Annual Sewer Service Charge Administration Services (NBS)	18,000.00	18,000.00	-
	Annual Software Support (Blackbaud)	11,000.00	17,502.00	6,502.00
	Payroll Processing	5,377.00	5,444.00	67.00
	Timekeeping System (CTE)	3,600.00	3,600.00	-
	Annual Report Submittal To GFOA	1,120.00	1,120.00	-
	Budget Report Submittal To GFOA	1,000.00	1,000.00	-
	Annual Software Support (Caselle)	16,800.00	-	(16,800.00)
	Subtotal	87,707.00	77,771.00	(9,936.00)

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5300414-3 COMPREHENSIVE INSURANCE				
	Earthquake Insurance	192,000.00	202,902.00	10,902.00
	Umbrella Business Insurance (e.g., Liability, Auto, and General)	125,000.00	132,098.00	7,098.00
	Environmental Pollution	23,993.00	23,993.00	-
	Subtotal	340,993.00	358,993.00	18,000.00
11-5500414-3 CONTRACTS				
	Public Relations (e.g., Outreach, Social Media, and Advertising)	97,025.00	117,416.00	20,391.00
	Plant Security (Superior Protection Consultants)	101,492.00	134,004.00	32,512.00
	Federal Advocacy	69,000.00	100,000.00	31,000.00
	State Advocacy	30,000.00	100,000.00	70,000.00
	Grant Assistance	100,000.00	80,000.00	(20,000.00)
	Sewer Rate and Capacity Fee Study (NBS)	-	44,557.00	44,557.00
	Computer Maintenance (Southwest Networks)	39,444.00	41,196.00	1,752.00
	Other IT Support	39,500.00	36,256.00	(3,244.00)
	Coachella Valley History Museum	30,000.00	30,000.00	-
	Outreach Newsletter	23,392.00	23,392.00	-
	General Consulting for Human Resource Training and Development, Benefits, and Legal Compliance	25,000.00	22,278.00	(2,722.00)
	Temporary Help Services	15,700.00	13,367.00	(2,333.00)
	Services Related to the Shadow Hills and Indio Terrace Assessment Districts (Willdan)	10,000.00	8,911.00	(1,089.00)
	Backup/Disaster Recovery Storage (Southwest Networks)	8,400.00	7,859.00	(541.00)
	CalPERS Actuarial Study for GASB 68 Requirements	1,800.00	2,216.00	416.00
	Section 125 Plan	1,800.00	1,604.00	(196.00)
	CalPERS Health Plan Annual Fee	1,400.00	1,247.00	(153.00)
	Paper Shredding (Desert Arc)	-	891.00	891.00
	Postage Meter Lease (Pitney Bowes)	700.00	623.00	(77.00)
	CalPERS 218 Fee (Social Security Agreement)	700.00	623.00	(77.00)
	Subtotal	595,353.00	766,440.00	171,087.00
11-5410414-3 COUNTY EXPENSE				
	County Auditor Fees Special Assessments to the Tax Roll	11,000.00	11,550.00	550.00
	County Treasurer Fees for Collection of Special Assessments	11,000.00	11,550.00	550.00
	Subtotal	22,000.00	23,100.00	1,100.00
11-5552414-3 LEGAL SERVICES				
	Costs Associated with General Legal Counsel	30,000.00	40,000.00	10,000.00
	Subtotal	30,000.00	40,000.00	10,000.00

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-555414-3 MEDICAL SERVICES				
	Wellness Program	24,700.00	29,500.00	4,800.00
	Medical Exams-DMV & Pre-Employment	1,243.00	1,243.00	-
	Background Checks	-	1,000.00	1,000.00
	First Aid Medical	700.00	700.00	-
	Drug/Alcohol Testing Five (5) Employees	500.00	500.00	-
	Subtotal	27,143.00	32,943.00	5,800.00
11-5350414-3 MEMBERSHIPS				
	California Association of Sanitation Agencies (CASA)	14,000.00	14,000.00	-
	California Special Districts Association (CSDA)	7,805.00	7,805.00	-
	National Association Clean Water Agency (NACWA)	7,680.00	7,680.00	-
	Liebert Cassidy Whitmore (LCW)	5,625.00	5,625.00	-
	Southern California Allowance of Publicly Owned Treatment Works (SCAP)	5,100.00	5,100.00	-
	WaterReuse Membership	3,103.00	3,418.00	315.00
	California Society of Municipal Finance Officers (CSMFO)	600.00	800.00	200.00
	Government Finance Officers Association (GFOA)	480.00	480.00	-
	CalPELRA	-	370.00	370.00
	California Public Employer Labor Relations Association (CalPERLA)	370.00	370.00	-
	American Water Works Association (AWWA)	300.00	300.00	-
	California Clerk of The Board of Supervisors Association (CCBSA)	300.00	300.00	-
	California Association of Public Procurement Officials (CAPPO)	225.00	225.00	-
	Society for Human Resource Management (SHRM)	219.00	219.00	-
	California Water Environment Association (CWEA)	200.00	200.00	-
	International Public Management Association for Human Resources (IPMA-HR)	-	156.00	156.00
	Professionals In Human Resources Association (PIHRA)	150.00	150.00	-
	Palm Springs Desert Sun Subscription	100.00	100.00	-
	Municipal Management Association of Southern California (MMASC)	90.00	90.00	-
	Greater Coachella Valley Chamber of Commerce	760.00	-	(760.00)
	Subtotal	47,107.00	47,388.00	281.00

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5553414-3 MISC. PROFESSIONAL SERVICES				
	Computer Consulting	70,000.00	70,000.00	-
	Government Job Listing Service (NeoGov)	8,139.00	8,139.00	-
	Office 365 Annual Billing	5,670.00	5,670.00	-
	CART Captioning Services for Board Meeting Live Stream		4,800.00	4,800.00
	Peak Agenda Management (Granicus)	-	4,305.00	4,305.00
	Civic Plus	-	3,500.00	3,500.00
	Body Temperature Scanner (Turing Video)	3,234.00	3,234.00	-
	Board Meeting Software	3,150.00	3,150.00	-
	Video Conferencing	3,000.00	3,000.00	-
	Website Annual Service (CivicPlus)	2,199.00	2,199.00	-
	Flipping Book	-	600.00	600.00
	e skill	-	450.00	450.00
	Canva Pro	-	200.00	200.00
	Grammarly PRO	-	144.00	144.00
	Subtotal	95,392.00	109,391.00	13,999.00
11-5400414-3 OFFICE SUPPLIES				
	General Office Supplies (e.g., Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils)	15,353.00	17,500.00	2,147.00
	Printed Employee Handbook	2,000.00	2,000.00	-
	Printed Budget Book	2,000.00	2,000.00	-
	Postage	1,447.00	2,000.00	553.00
	Subtotal	20,800.00	23,500.00	2,700.00
11-5450414-3 SUPPLIES				
	Office Software Upgrades	7,000.00	7,000.00	-
	Computer Supplies-Printer Cartridges and Toner	4,000.00	4,000.00	-
	Subtotal	11,000.00	11,000.00	-
11-5545414-3 OPEB HEALTH INSURANCE				
	OPEB Annual Required Contribution (ARC)	43,534.00	68,000.00	24,466.00
	CalPERS OPEB Health Insurance fees	10,119.00	10,119.00	-
	Biennial OPEB Actuarial Study (Due in 2021/2022)	3,600.00	3,600.00	-
	Subtotal	57,253.00	81,719.00	24,466.00

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5950414-3 OTHER EXPENSES				
	Miscellaneous Expense Contingency Fund	10,000.00	10,000.00	-
	Subtotal	10,000.00	10,000.00	-
11-22820000-0 UNFUNDED ACCRUED LIABILITY CALPERS				
	Annual payment on the Unfunded Accrued Liability (UAL) is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date.	-	736,606.00	736,606.00
	Subtotal	-	736,606.00	736,606.00
11-5420414-3 PERMITS AND FEES				
	The Cortese Knox-Hertzberg Local Government Reorganization Act Of 2000 States that Special Districts are Responsible for Paying One-Third of the Cost of LAFCO.	3,000.00	3,000.00	-
	Subtotal	3,000.00	3,000.00	-
11-5600414-3 PUBLICATIONS				
	Costs For Publication of Official Notices and Bid Requests in Online Platforms	2,500.00	3,500.00	1,000.00
	Subtotal	2,500.00	3,500.00	1,000.00
11-5700414-3 REPAIRS AND MAINTENANCE				
	Replacement Computers	10,000.00	12,000.00	2,000.00
	Copier II Lease & Maintenance	3,875.00	3,875.00	-
	Innovative Document Solutions - Monthly Maintenance Costs For Copier	2,000.00	2,000.00	-
	Miscellaneous	1,500.00	1,500.00	-
	Subtotal	17,375.00	19,375.00	2,000.00
11-5810414-3 TUITION REIMBURSEMENT				
	Tuition Assistance Program	12,000.00	12,000.00	-
	Subtotal	12,000.00	12,000.00	-
11-5901414-3 TELEPHONE AND INTERNET				
	VOIP Main Telephone System (Spectrum)	14,000.00	14,000.00	-
	Cell Phones-One (1) Employee (Verizon Wireless)	13,314.00	12,345.00	(969.00)
	Fire Control Alarms (Frontier)	3,655.00	3,655.00	-
	Subtotal	30,969.00	30,000.00	(969.00)

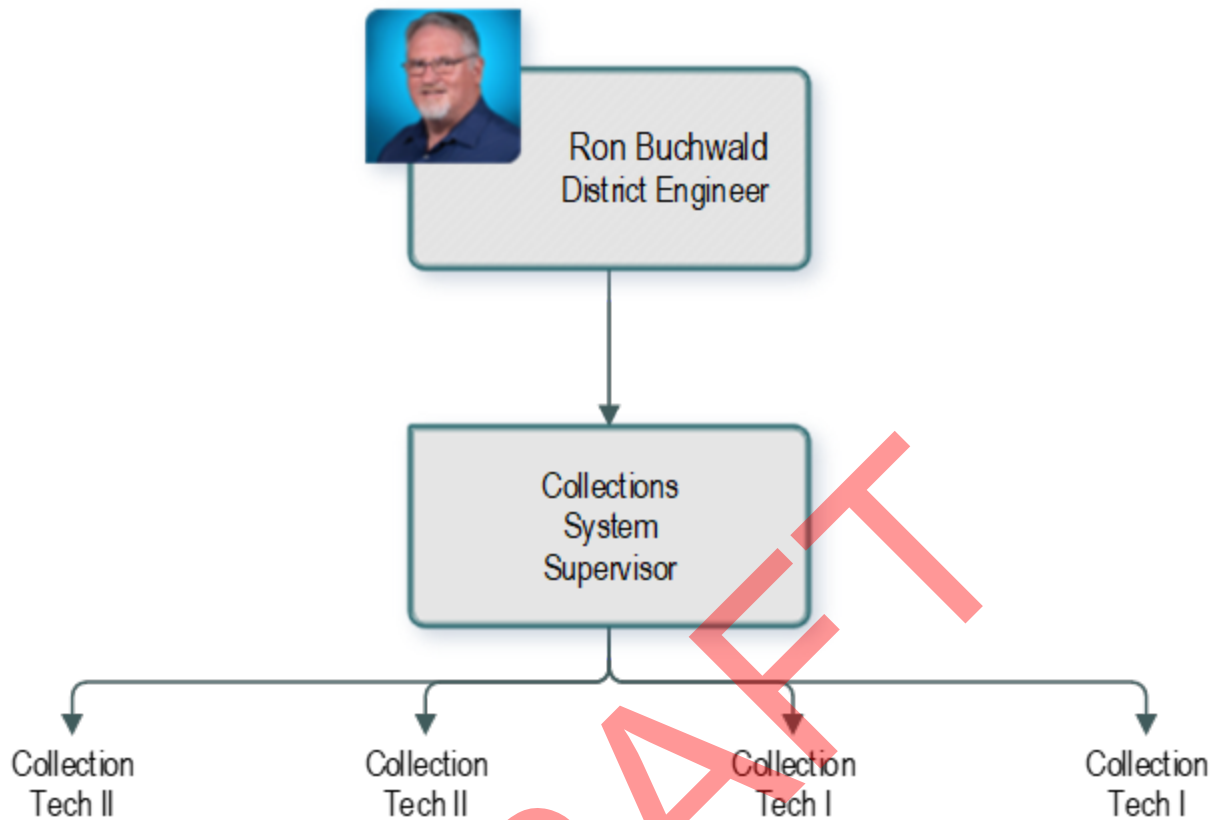
General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5800414-3 CONFERENCES AND MEETINGS				
	Leadership Academy	20,000.00	25,000.00	5,000.00
	ARC Flash Training (Electrical Safety)	-	25,000.00	25,000.00
	Costs Associated with Employee Travel and Training	12,000.00	14,302.00	2,302.00
	Harassment Training		5,000.00	5,000.00
	Confined Space & Temporary Traffic Control		5,000.00	5,000.00
	DFK Solutions Group	-	4,740.00	4,740.00
	Association of California Water Agencies (ACWA)	4,709.00	4,709.00	-
	California Association of Sanitation Agencies (CASA)	4,709.00	4,709.00	-
	Government Finance Officers Association (GFOA) Conference	-	2,500.00	2,500.00
	CPR Training		2,500.00	2,500.00
	CalPERLA	2,130.00	2,130.00	-
	Government Finance Officers Association (GFOA)	575.00	575.00	-
	Fire Extinguisher Training	-	500.00	500.00
	Procurement Uniform Guidance Training	-	500.00	500.00
	California Society of Municipal Finance Offices (CSMFO)	400.00	400.00	-
	Pryor Learning	-	199.00	199.00
	Subtotal	44,523.00	97,764.00	53,241.00
11-8680000-0 ADMINISTRATIVE FACILITIES				
	New Time Keeping System	25,000.00	25,000.00	-
	Procurement Software	-	20,000.00	20,000.00
	Server Replacement	8,449.00	-	(8,449.00)
	Subtotal	33,449.00	45,000.00	11,551.00
11-8660000-0 GENERAL PLANT FACILITIES				
	Water Reuse Project (EVRA JPA)	124,116.00	200,000.00	75,884.00
	Coachella Valley Integrated Regional Water Management Plan (IRWMP)	50,000.00	50,000.00	-
	Salt and Nutrient Management Plan (SNMP)	50,000.00	50,000.00	-
	Phase 1 Gap Monitoring Well Plan	9,000.00	9,000.00	-
	Telemetric for District Vehicles	20,925.00	-	(20,925.00)
	District Building Alarm System Replacement	16,060.00	-	(16,060.00)
	Subtotal	270,101.00	309,000.00	38,899.00
	Total Expense	3,794,757.00	8,408,388.00	4,613,631.00

*"Vactor
Truck"*



Sanitation
Collections

3



DESCRIPTION

The Sanitation Collections Department services and maintains 254 miles of sewer main with pipe size ranging from 6 to 54 inches. There are four (4) lift stations that consist of a total of eight (8) pumps, wet wells, and dry wells that require periodic maintenance and inspection. There are a total of 4,500 manholes in the collection system that require periodic maintenance and inspections to prevent and/or identify deterioration of the structures.

METRICS

Collection Services Task Summary Report for 2021													
Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	2	2	4	5	8	7	2	1	6	4	-	3	44
F.O.G. Inspection - Completed	27	26	47	39	18	29	12	27	33	15	17		290
F.O.G. Inspection - Fail	1												1
F.O.G. Inspection - Pass	26	26	47	39	18	29	12	27	33	15	17		289
Change of Ownership	1	1							1		1		4
Hot spot cleaning (total)*	26	-	-	36	-		26			36			124
Lift station inspection	19	19	19	23	23	23	19	16	19	19	19	19	237
Manhole inspection	157	125	216	163	154	161	117	93	150	141	148	137	1,762
Sewer line CCTV (feet)	0	0	32,428	28,289	16,224	3,888	19,739	6,470	19,873	19,874	19,038	20,630	186,453
Sewer line cleaning (feet)	58,522	50,400	70,368	68,722	52,573	59,063	65,193	30,295	55,419	51,650	50,092	40,229	652,526
SSO Response - Cat 1	0	0	0	0	0	0	0	0	0	0	0	0	-
SSO Response - Cat 2	0	0	0	0	0	0	0	0	0	0	0	0	-
SSO Response - Cat 3	0	0	1	0	0	0	0	0	0	0	0	0	1
USA Markings	37	33	55	31	53	69	79	54	34	35	41	26	547

*Note: Hot spot cleaning is performed quarterly

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS

Completed the Collection System Annual Pipeline Assessment Inspection (including an increase of CCTV inspection by 16%).

Assisted with the design and planning of the Indio Blvd. rehab project #1. Lining 2,250 linear feet of sewer main.

Completed the State-mandated 2-year Sanitary Sewer Master Plan (SSMP) self-assessment audit.

Team members accomplished acquiring in-vocation certifications.

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Strategic Goal 1.1: Enough staff to fulfill goals and objectives safely and efficiently.

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

Strategic Goal 6.7: Maintain compliance with all regulatory, legislative, and permit requirements.

Strategic Goal 1.3: Improve training and professional development.

Sanitation Collections Goals

Meet or exceed annual sewer main cleaning production of 130 miles per year. To meet the 2-year benchmark for cleaning the entire sewer system.

Meet or exceed annual CCTV production of 30 miles per year. To meet the 10-year benchmark of inspecting the entire system.

To meet and exceed the requirements of the Statewide General Waste Discharge Requirements (WDR), Sewer System Management Plan (SSMP) to prevent Sanitary Sewer Overflows (SSO).

Assist in the design and planning of the Collection system rehabilitation program. A 10-year project focusing on lift stations, manholes, and sewer main infrastructure.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTEs	FY23 Base FTEs	Variance
1	Collection System Supervisor	1.00	1.00	0.00
2	Collection System Technician I	2.00	2.00	0.00
2	Collection System Technician II	2.00	2.00	0.00
5	Total FTEs	5.00	5.00	0.00

EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
11-7010000-0 DEPRECIATION & AMORTIZATION	\$ 710,000	\$ -	\$ -	\$ -	\$ -	\$ -	-
11-5030410-1 SALARIES AND WAGES	1,276,434	368,024	359,757	336,963	382,518	22,761	6.3%
11-5060410-1 BONUS, AWARDS, AND RECERTIFICATION	-	-	1,200	1,111	1,250	50	4.2%
11-5080410-1 CALLOUT	3,615	2,950	2,500	3,871	5,000	2,500	100.0%
11-5110410-1 LONGEVITY	16,892	2,308	4,000	3,738	5,200	1,200	30.0%
11-5070410-1 OVERTIME	5,318	697	1,600	678	1,600	-	-
11-5090410-1 STANDBY PAY	17,403	18,794	34,100	27,926	41,216	7,116	20.9%
11-5116410-1 FICA AND MEDICARE	99,503	13,886	30,989	27,219	39,311	8,322	26.9%
11-5112410-1 RETIREMENT CONTRIBUTIONS	402,643	493,724	40,301	31,466	40,900	599	1.5%
11-5128410-1 VISION INSURANCE	10,815	-	1,308	1,161	1,392	84	6.4%
11-5122410-1 WORKERS' COMPENSATION	27,749	8,723	-	-	-	-	-
11-5124410-1 LIFE INSURANCE	2,960	785	1,244	793	912	(332)	-26.7%
11-5126410-1 HEALTH INSURANCE	205,092	84,940	85,704	83,624	110,153	24,449	28.5%
11-5129410-1 DENTAL INSURANCE	-	7,082	6,396	6,526	8,448	2,052	32.1%
11-5132410-1 LONG TERM DISABILITY	5,262	1,108	1,133	1,076	1,248	115	10.2%
11-5801410-1 CERTIFICATIONS	3,858	2,716	4,000	5,124	5,120	1,120	28.0%
11-5500410-1 CONTRACTS	131,894	74,767	118,375	78,917	112,583	(5,792)	-4.9%
11-5350410-1 MEMBERSHIPS	4,415	1,647	1,700	1,476	2,050	350	20.6%
11-5450410-1 SUPPLIES	37,693	5,400	5,000	2,712	5,000	-	-
11-5950410-1 OTHER EXPENSES	13,028	3,129	10,000	-	10,000	-	-
11-5420410-1 PERMITS AND FEES	15,516	16,998	18,500	17,852	23,600	5,100	27.6%
11-5430410-1 PRETREATMENT - COLLECTIONS	1,268	-	-	-	-	-	0.0%
11-5700410-1 REPAIRS AND MAINTENANCE	421,616	51,484	146,700	121,009	154,500	7,800	5.3%
11-5720410-1 TOOLS AND EQUIPMENT	24,647	292	2,000	2,246	2,000	-	-
11-5152410-1 UNIFORM SERVICES	13,061	6,798	6,950	4,387	5,700	(1,250)	-18.0%
11-5902410-1 ELECTRICITY	3,834	4,429	4,500	5,420	6,000	1,500	33.3%
11-5905410-1 WATER	5,673	5,849	6,500	5,250	7,500	1,000	15.4%
11-5800410-1 CONFERENCES AND MEETINGS	22,859	7,327	10,000	3,054	10,000	-	-
Total Expenses	\$ 3,483,049	\$ 1,183,857	\$ 904,457	\$ 773,599	\$ 983,201	\$ 78,744	8.7%

SANITATION COLLECTIONS BUDGET DETAIL WORKSHEET

Department 410-1

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030410-1 SALARIES AND WAGES		\$ 359,757	\$ 382,518	\$ 22,761
11-5060410-1 BONUS, AWARDS, AND RECERTIFICATION		1,200	1,250	50
11-5080410-1 CALLOUT		2,500	5,000	2,500
11-5070410-1 OVERTIME		1,600	1,600	-
11-5090410-1 STANDBY PAY		34,100	41,216	7,116
11-0000410-1 TOTAL FRINGE BENEFITS		171,075	207,564	36,489
Subtotal		\$ 570,232	\$ 639,148	\$ 68,916
11-5801410-1 CERTIFICATIONS				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ 2,000	\$ 3,000	\$ 1,000
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	1,400	1,400	-
	CWEA Technical Certification Programs Collection System Technician I and III (5)	480	600	120
	CWEA Technical Certification Programs Collection System Supervisor	120	120	-
Subtotal		\$ 4,000	\$ 5,120	\$ 1,120
11-5500410-1 CONTRACTS				
	Roach Control Program (Golden Bell)	\$ 49,400	\$ 51,300	\$ 1,900
	Emergency Contingency Service (Rain for Rent)	25,000	16,383	(8,617)
	Root Control Program (Duke's Root Control)	15,000	15,000	-
	Emergency Response Consultant	1,675	10,000	8,325
	ERICA Radio Member Fee (City of Indio)	6,000	6,000	-
	Dig Alerts and Board Fees (Underground Dig Alert)	3,500	4,000	500
	Annual Monitoring Fee/Pump Stations (2 yr Service Discount Rate)	2,000	3,500	1,500
	Software Support Fee (Pipelogix)	3,000	3,000	-
	After Hours Answering Service (Around the Clock)	1,800	2,000	200
	Miscellaneous Contractual Services	1,000	1,000	-
	Wireless Beepers (SPOK)		400	400
	Asset Management Annual Renewal (Lucity)	10,000	-	(10,000)
Subtotal		\$ 118,375	\$ 112,583	\$ (5,792)
11-5350410-1 MEMBERSHIPS				
	CWEA Membership Renewal	\$ 1,350	\$ 1,650	\$ 300
	National Association of Sewer Service Companies; Updates New Criteria Related to PACP Inspection Standards	350	400	50
Subtotal		\$ 1,700	\$ 2,050	\$ 350

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5450410-1 SUPPLIES				
	Traffic Control Signs/Cones/Safety Equipment	\$ 3,000	\$ 3,000	\$ -
	Miscellaneous Supplies	2,000	2,000	-
	Subtotal	\$ 5,000	\$ 5,000	\$ -
11-5950410-1 OTHER EXPENSES				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	Subtotal	\$ 10,000	\$ 10,000	\$ -
				\$ -
11-5420410-1 PERMITS AND FEES				
	State General Waste Discharge Annual Permit Fee (SWRCB)	\$ 16,000	\$ 21,000	\$ 5,000
	Annual Encroachment Permit (City Of Indio)	1,500	1,600	100
	Miscellaneous Permits and/or Fees	1,000	1,000	-
	Subtotal	\$ 18,500	\$ 23,600	\$ 5,100
11-5700410-1 REPAIRS AND MAINTENANCE				
	Vactor Parts/Repairs/Planned Expenditures	\$ 75,200	\$ 80,500	\$ 5,300
	Mainline Repair	20,000	20,000	-
	TV Van Parts and Repair	15,000	16,500	1,500
	Manhole Covers	15,000	15,000	-
	Pump Station Repairs And Parts	11,000	12,000	1,000
	Equipment Rentals	8,500	8,500	-
	Equipment Repairs	2,000	2,000	-
	Subtotal	\$ 146,700	\$ 154,500	\$ 7,800
11-5720410-1 TOOLS AND EQUIPMENT				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 2,000	\$ 2,000	\$ -
	Subtotal	\$ 2,000	\$ 2,000	\$ -
11-5152410-1 UNIFORM SERVICES				
	Uniforms-Five (5) Employees (Cintas)	\$ 4,300	\$ 2,700	\$ (1,600)
	PPE Gloves/Clothing/Gear	1,400	1,500	100
	Boots-Five (5) Employees	1,250	1,500	250
	Subtotal	\$ 6,950	\$ 5,700	\$ (1,250)
11-5902410-1 ELECTRICITY				
	Imperial Irrigation District (IID)	\$ 4,500	\$ 6,000	\$ 1,500
	Subtotal	\$ 4,500	\$ 6,000	\$ 1,500

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5905410-1 WATER				
	Hydrant Water (Indio Water Authority)	\$ 6,500	\$ 7,500	\$ 1,000
	Subtotal	\$ 6,500	\$ 7,500	\$ 1,000
11-5800410-1 CONFERENCES AND MEETINGS				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 10,000	\$ 10,000	\$ -
	Subtotal	\$ 10,000	\$ 10,000	\$ -
				-
	Total Expenses	\$ 904,457	\$ 983,201	\$ 78,744

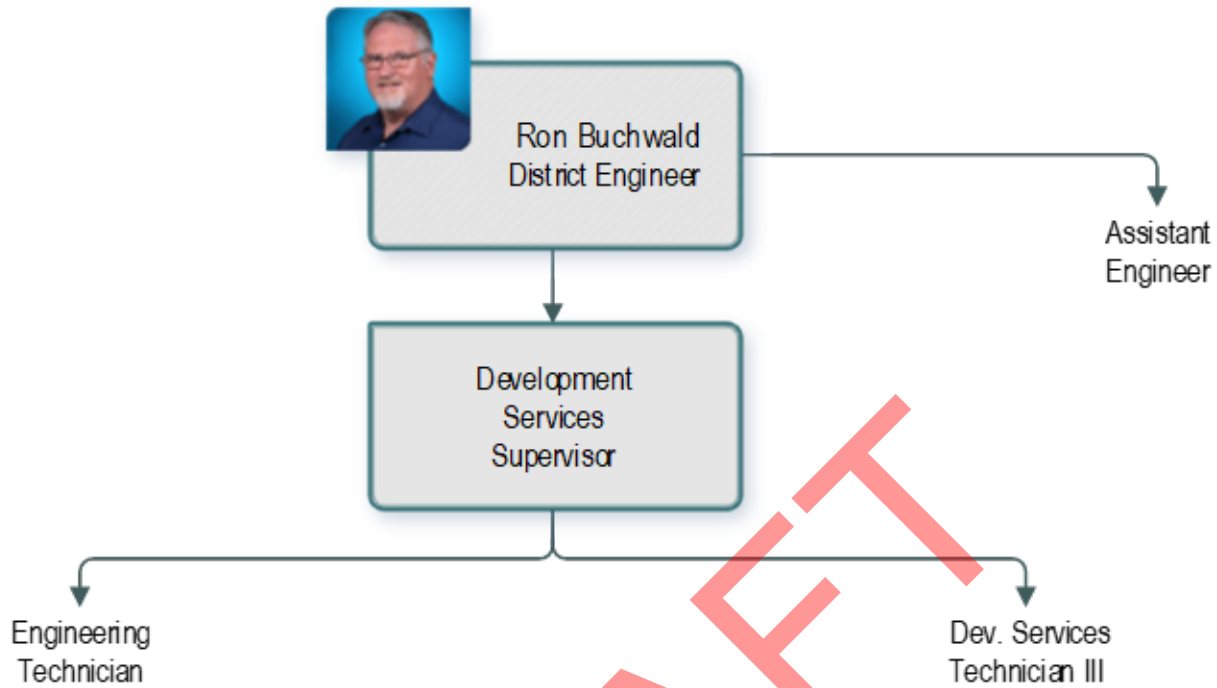
DRAFT

"VSD Treatment Plant"



Engineering

4



DEPARTMENT DESCRIPTION

The Engineering Department is responsible for Development Services and the Capital Improvement Program.

Development Services is responsible for tracking new development within the District's service area to ensure that all District development standards are being followed. It conducts plan checks for new developments, provides permitting and inspection services for new construction and/or remodeling/tenant improvements involving commercial, industrial, and residential properties.

The District has a robust Capital Improvement Program including the Reclaimed Water Phase 1 Treatment Upgrade project, the Influent Pump Station Rehabilitation project and the Collection System Sewer Main Rehabilitation and Replacement Program as well as many smaller projects.

METRICS

	2020-2021	2021-2022
New Projects	32	56
Projects Permitted	37	28
Projects Finaled	31	28
Single Family Finaled	208	160
Development Review Comments	31	16
Request for Sewer location	19	15

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS

Provided a high quality and customer friendly Plan Check process.

Provided high quality and developer friendly inspection services.

Returned plan check comments with 30 days.

Hired a new employee to fill a new Asset Management position within the department.

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Strategic Goal 1.1: Fully Staffed

Strategic Goal 3.2: Increase use of technology

Strategic Goal 4.2: Increase community understanding

Strategic Goal 6: Improve Planning, Administration and Governance

Engineering Goals

To provide a high quality and customer friendly Plan Check process.

To provide high quality and developer friendly inspection services.

To return plan check comments with 30 days.

To coach the employee in the newly developed Engineering Technician position so he can be successful supporting the plant maintenance and operations personal on their endeavor managing the plant assets with the recently launched Lucity asset management system.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTEs	FY23 Base FTEs	Variance
1	District Engineer	0.00	1.00	1.00
0	Engineering Services Manager	1.00	0.00	(1.00)
1	Assistant Engineer	1.00	1.00	0.00
1	Development Services Supervisor	1.00	1.00	0.00
1	Development Services Technician III	1.00	1.00	0.00
1	Engineering Technician	1.00	1.00	0.00
5	Total FTEs	5.00	5.00	0.00

EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
11-5030414-1 SALARIES AND WAGES	\$ -	\$ 485,492	\$ 549,295	\$ 521,517	\$ 612,551	\$ 63,256	11.5%
11-5060414-1 BONUS, AWARDS, AND RECERTIFICATION	-	-	1,000	760	1,250	250	25.0%
11-5070414-1 OVERTIME	-	-	-	61	1,000	1,000	-
11-5110414-1 LONGEVITY	-	5,769	6,600	6,577	7,500	900	13.6%
11-5116414-1 FICA AND MEDICARE	-	46,951	44,552	34,457	56,007	11,455	25.7%
11-5112414-1 RETIREMENT CONTRIBUTIONS	-	61,221	67,578	57,048	68,485	907	1.3%
11-5128414-1 VISION INSURANCE	-	-	1,908	718	932	(976)	-51.2%
11-5122414-1 WORKERS' COMPENSATION	-	1,789	-	-	-	-	-
11-5124414-1 LIFE INSURANCE	-	1,000	1,065	1,019	1,248	183	17.2%
11-5126414-1 HEALTH INSURANCE	-	27,183	42,435	28,023	51,774	9,339	22.0%
11-5129414-1 DENTAL INSURANCE	-	2,822	4,836	3,209	4,896	60	1.2%
11-5132414-1 LONG TERM DISABILITY	-	1,469	1,542	1,523	1,800	258	16.7%
11-5801414-1 CERTIFICATIONS	-	-	3,470	144	3,870	400	11.5%
11-5500414-1 CONTRACTS	-	-	64,850	4,767	4,000	(60,850)	-93.8%
11-5350414-1 MEMBERSHIPS	-	-	1,200	447	1,200	-	-
11-5950414-1 OTHER EXPENSES	-	-	4,000	-	-	(4,000)	-100.0%
11-5420414-1 PERMITS AND FEES	-	-	1,000	-	1,000	-	-
11-5720414-1 TOOLS AND EQUIPMENT	-	-	1,000	-	1,000	-	-
11-5152414-1 UNIFORM SERVICES	-	-	4,700	2,360	4,700	-	-
11-5800414-1 CONFERENCES AND MEETINGS	-	-	5,000	2,678	6,761	1,761	35.2%
Total Expenses	\$ -	\$ 633,696	\$ 806,031	\$ 665,306	\$ 829,974	\$ 23,943	3.0%

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ENGINEERING BUDGET DETAIL WORKSHEET

Department 414-1

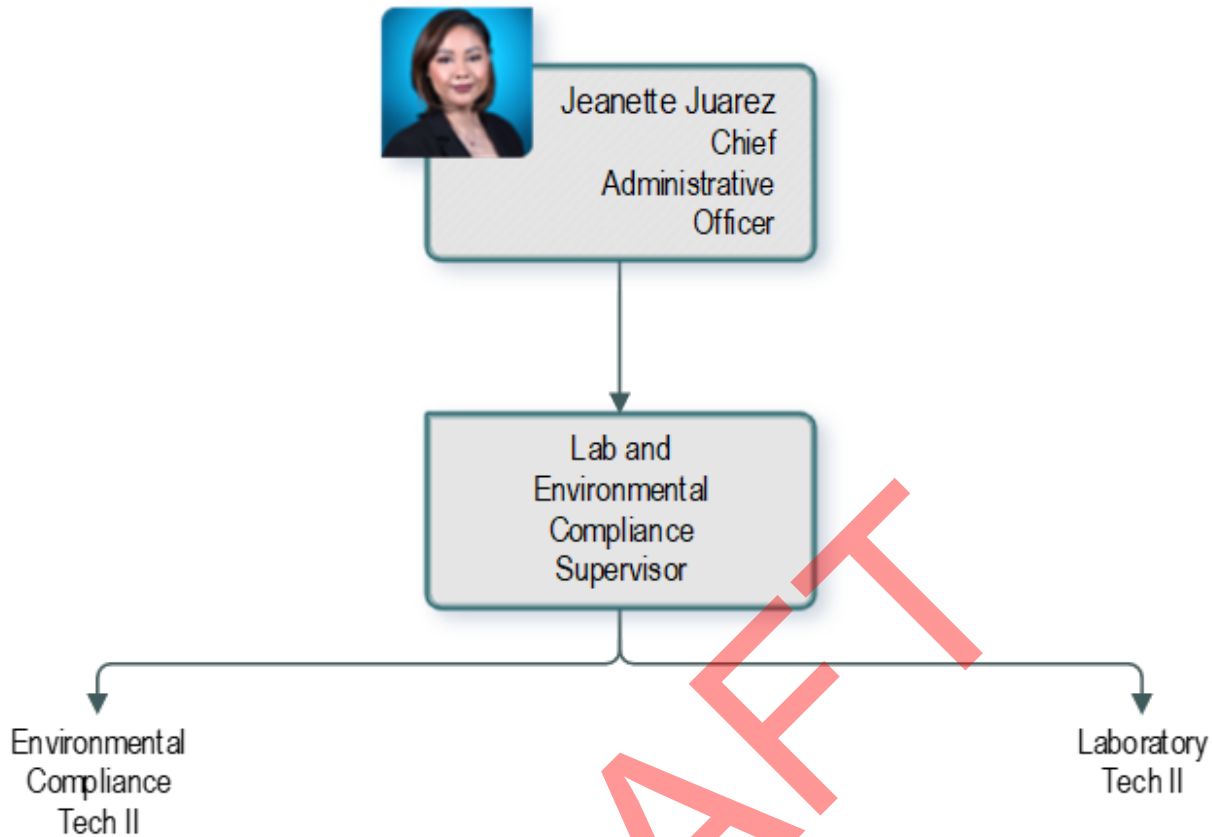
General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030414-1 SALARIES AND WAGES		\$ 549,295	\$ 612,551	\$ 63,256
11-5060414-1 BONUS, AWARDS, AND RECERTIFICATION		1,000	1,250	250
11-5080414-1 CALLOUT		-	-	-
11-5070414-1 OVERTIME		-	1,000	1,000
11-5090414-1 STANDBY PAY		-	-	-
11-0000414-1 TOTAL FRINGE BENEFITS		170,516	192,642	22,126
Subtotal		\$ 720,811	\$ 807,443	\$ 86,632
11-5801414-1 CERTIFICATIONS				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ 2,000	\$ 2,400	\$ 400
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	450	450	-
	American Water Works Association (AWWA) Grade D4/T3 (District Engineer)	300	300	-
	State Water Resource Control Board (SWRCB) Operator Certification Programs Operator TI	170	170	-
	SWRCB Board Operator Certification Programs Operator DI	170	170	-
	Professional Engineer (PE) (District Engineer and Associate Engineer)	150	150	-
	CWEA Technical Certification Programs Development Services Supervisor (CST IV)	120	120	-
	CWEA Technical Certification Programs Development Service Technician III (CST II)	110	110	-
Subtotal		\$ 3,470	\$ 3,870	\$ 400
11-5500414-1 CONTRACTS				
	ESRI ARCVIEW 10.0 Annual Renewal	\$ 3,000	\$ 3,000	\$ -
	Autocad Annual Maintenance and Helpdesk	1,000	1,000	-
	Consultant For General Master Plan	60,000	-	(60,000)
	Cell Phones-Two (2) Employees (Verizon Wireless)	850	-	(850)
Subtotal		\$ 64,850	\$ 4,000	\$ (60,850)
11-5350414-1 MEMBERSHIPS				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,200	\$ 1,200	\$ -
Subtotal		\$ 1,200	\$ 1,200	\$ -

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5950414-1 OTHER EXPENSES				
	Miscellaneous Expense Contingency Fund	\$ 4,000	\$ -	\$ (4,000)
	Subtotal	\$ 4,000	\$ -	\$ (4,000)
				-
				-
11-5420414-1 PERMITS AND FEES				
	Miscellaneous Permits and/or Fees	\$ 1,000	\$ 1,000	\$ -
	Subtotal	\$ 1,000	\$ 1,000	\$ -
11-5720414-1 TOOLS AND EQUIPMENT				
	Small Tool Acquisition and Replacement	\$ 1,000	\$ 1,000	\$ -
	Subtotal	\$ 1,000	\$ 1,000	\$ -
11-5152414-1 UNIFORM SERVICES				
	Uniforms-Three (4) employees (Cintas)	\$ 2,700	\$ 2,700	\$ -
	Boots-Three (4) Employees	1,000	1,000	-
	Gloves	1,000	1,000	-
	Subtotal	\$ 4,700	\$ 4,700	\$ -
11-5800414-1 CONFERENCES AND MEETINGS				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 5,000	\$ 6,761	\$ 1,761
	Subtotal	\$ 5,000	\$ 6,761	\$ 1,761
	Total Expenses	\$ 806,031	\$ 829,974	\$ 23,943



Environmental
Compliance
Services

5



DEPARTMENT DESCRIPTION

The Environmental Compliance Services Department is comprised of the Laboratory Division and the Pretreatment Division. The focus of the divisions is to develop and implement programs to comply with local, state, and federal regulations protecting water quality and environmental resources.

Division Descriptions

Laboratory

Maintains a state-certified laboratory to perform timely and high-quality sample analysis and reporting need to determine compliance with water quality regulations.

Implements a Laboratory Information Management System (LIMS) needed to meet state and federal electronic reporting requirements and prove an effective data storage system for performing water quality evaluations.

Trains District staff to perform sample collection and water quality analysis

Pretreatment

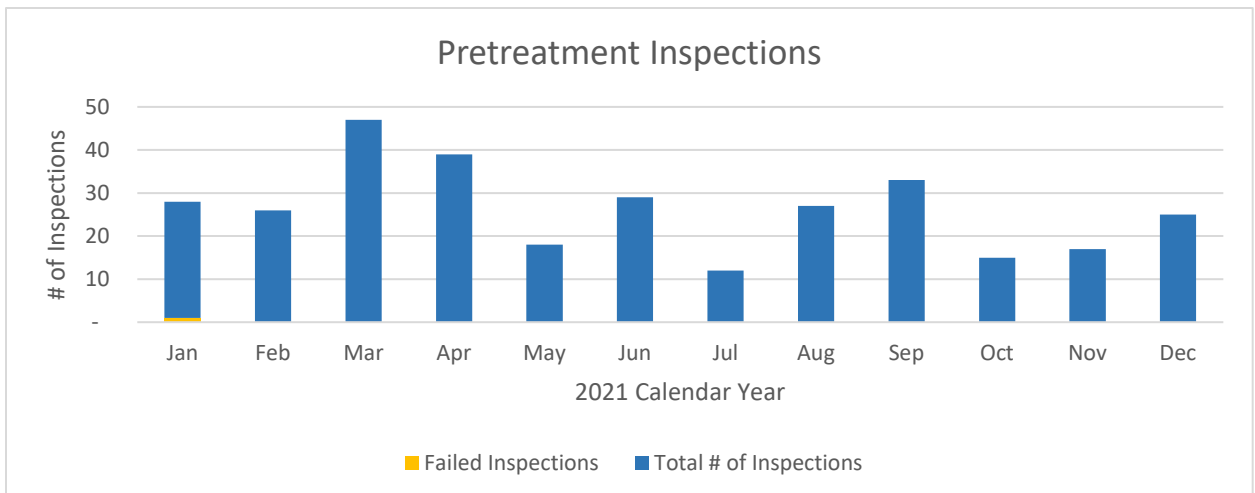
Evaluates, inspects, and permits commercial use of District wastewater collection and treatment facilities.

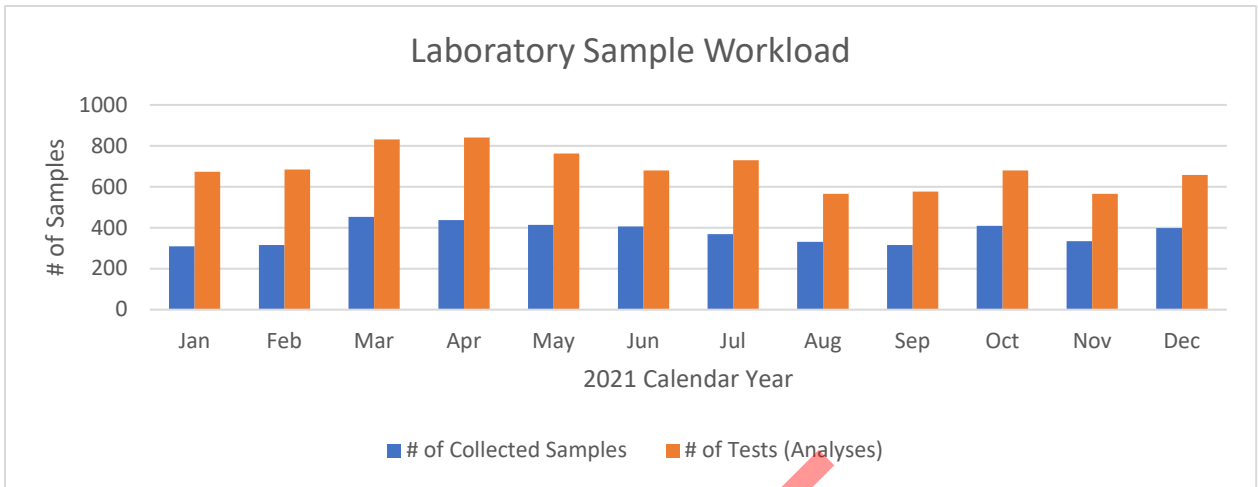
Develops and implements programs that enforce sanitation regulations protecting District wastewater collection and treatment facilities.

Inspects manufacturing processes as sources of industrial waste and their effects on wastewater treatment processes by monitoring sample handling and preservation, field testing equipment and procedures, and documentation of sample chain of custody (COC).

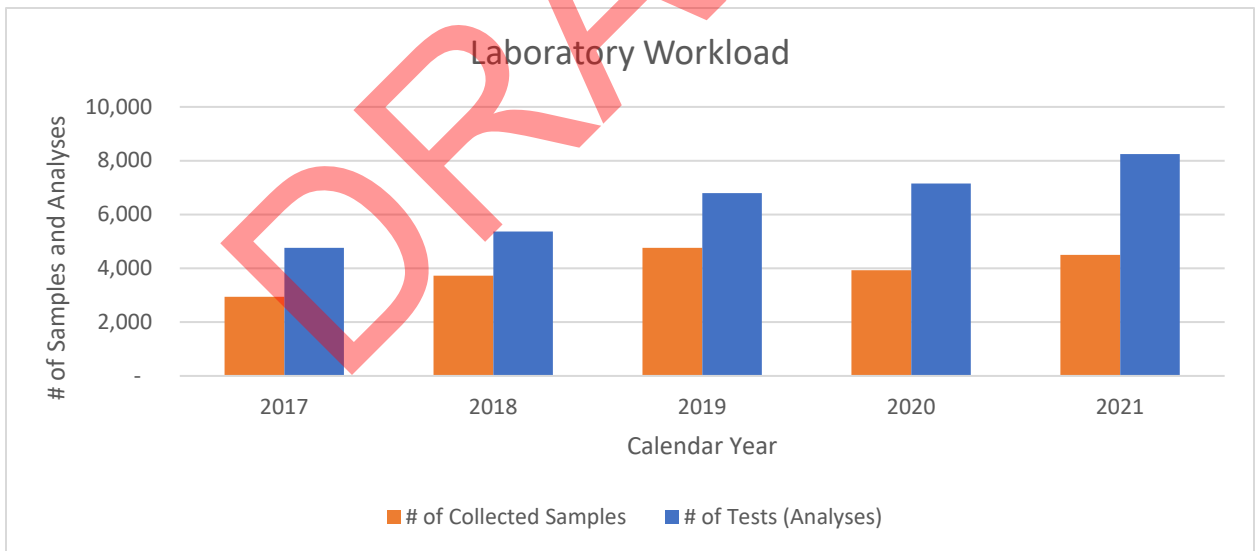
METRICS

Compliance Services metrics are reflected in calendar year (CY) versus fiscal year (FY), because of existing state reporting requirements. The first graph shows the number of inspections performed by the pretreatment division staff, while the second graph depicts the number of samples collected and the number of analyses performed by the laboratory division staff.





Laboratory Division metrics for number of samples collected and number of analyses performed in-house for the past five calendar years are reflected in the following graph. Samples collected and analyzed include the NPDES compliance samples, operational process control samples, and those for special projects.



Compliance Services Key Performance Indicator Metrics for 2021

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD
Pretreatment													
Change of Ownership Inspection	1	1							1		1		
FOG-FSE Inspections Completed	27	26	47	39	18	29	12	27	33	15	17	25	315
Failed Inspections	1												1
Total # of Inspections	27	26	47	39	18	29	12	27	33	15	17	25	315
Laboratory													
# of Collected Samples	309	315	453	438	414	407	369	331	316	410	334	399	4,495
# of Tests (Analyses)	674	685	831	841	762	679	729	566	576	680	566	658	8,247
# of Samples sent to Contract Labs	4	4	5	11	19	14	12	27	14	21	13	19	163
% of Samples performed In-House	98.7%	98.7%	98.9%	97.5%	95.4%	96.6%	96.7%	91.8%	95.6%	94.9%	96.1%	95.2%	96.4%

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS

Laboratory Division

Participant in 12-week grant funded program to establish national wastewater surveillance program for COVID-19.

Selected to participate in 6-month, grant funded public health program to monitor presence of COVID, its variants and influenza on a national scale.

Obtained approval from ELAP for biennial renewal of Laboratory certification.

Laboratory Analyst obtained laboratory analyst certification – Grade I.

Pretreatment Division

Completed assisting RWQCB with Dental Amalgam Rule compliance within VSD service area.

Updated the inspection report forms, Kitchen BMPs, and Wastewater Discharge Application forms.

Updated and streamlined the VSD website with the new pretreatment forms for the public and contractors.

Environmental Compliance Inspector (ECI) obtained a higher level of environmental compliance inspector certification – Grade II.

Environmental Compliance Inspector (ECI) awarded CWEA’s P3S Person of the Year – a recognition for P3S professionals for exceptional achievement and contribution to the profession.

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Strategic Goal 1.1: Enough staff to fulfil goals and objectives safely and efficiently.

Strategic Goal 1.3: Improve training and professional development.

Strategic Goal 3.2: Increase use of technology to lower costs and improve reliability.

Strategic Goal 4.1: Increase community understanding and support for the District and its program.

Strategic Goal 6.1: Meet evolving operational and customer demands.

Strategic Goal 6.7: Maintain compliance with all regulatory, legislative and permit requirements.

Laboratory Division Goals

Complete onsite assessment of laboratory per new State Board Environmental Laboratory Accreditation Program (ELAP) regulations.

Implement and complete data migration into the new Laboratory Information Management System (LIMS).

Recruit and train new Quality Control (QC) Analyst.

Pretreatment Division Goals

Update the Sewer Use Ordinance (SUO), Enforcement Response Plan (ERP) and Local Limit documents to maintain NPDES State regulatory compliance.

Improve Key Performance Indicator (KPI) metrics to evaluate the successes of the division.

Participation in Engineering Services and Collections Department monthly meetings to ensure interdepartmental communications and notification of investigations are resolved in a timely manner.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22	FY23	Variance
		Base FTEs	Base FTEs	
1	Environmental Compliance Technician II	0.00	1.00	1.00
0	Environmental Technician I	1.00	0.00	(1.00)
0	Lab and Compliance Supervisor	1.00	0.00	(1.00)
1	Laboratory and Environmental Compliance Supervisor	0.00	1.00	1.00
0	Laboratory Technician I	1.00	0.00	(1.00)
1	Laboratory Technician II	0.00	1.00	1.00
3	Total FTEs	3.00	3.00	0.00

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EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
11-5030414-2 SALARIES AND WAGES	\$ -	\$ 208,272	\$ 252,612	\$ 258,310	\$ 289,422	\$ 36,810	14.6%
11-5060414-2 BONUS, AWARDS, AND RECERTIFICATION	-	-	600	570	750	150	25.0%
11-5080414-2 CALLOUT	-	560	-	-	-	-	-
11-5110414-2 LONGEVITY	-	1,108	1,200	554	1,200	-	-
11-5070414-2 OVERTIME	-	469	3,300	189	2,500	(800)	-24.2%
11-5090414-2 STANDBY PAY	-	1,840	-	-	-	-	-
11-5116414-2 FICA AND MEDICARE	-	20,269	20,353	14,930	26,448	6,095	29.9%
11-5112414-2 RETIREMENT CONTRIBUTIONS	-	18,974	22,524	16,070	22,552	28	0.1%
11-5128414-2 VISION INSURANCE	-	-	864	445	612	(252)	-29.2%
11-5122414-2 WORKERS' COMPENSATION	-	6,089	-	-	-	-	-
11-5124414-2 LIFE INSURANCE	-	552	732	428	648	(84)	-11.5%
11-5126414-2 HEALTH INSURANCE	-	31,196	31,440	19,216	45,840	14,400	45.8%
11-5129414-2 DENTAL INSURANCE	-	2,976	3,216	2,026	3,576	360	11.2%
11-5132414-2 LONG TERM DISABILITY	-	756	643	585	924	281	43.7%
11-5801414-2 CERTIFICATIONS	-	283	1,250	752	1,200	(50)	-4.0%
11-5500414-2 CONTRACTS	-	9,096	51,750	26,255	87,600	35,850	69.3%
11-5350414-2 MEMBERSHIPS	-	4,828	3,100	2,550	3,100	-	-
11-5450414-2 SUPPLIES	665	25,091	52,000	33,290	45,956	(6,044)	-11.6%
11-5950414-2 OTHER EXPENSES	-	611	10,000	-	10,000	-	-
11-5420414-2 PERMITS AND FEES	-	5,902	9,700	6,014	11,200	1,500	15.5%
11-5700414-2 REPAIRS AND MAINTENANCE	-	11,443	25,000	17,710	20,000	(5,000)	-20.0%
11-5750414-2 RESEARCH AND MONITORING	55,941	54,698	100,000	76,479	97,000	(3,000)	-3.0%
11-5720414-2 TOOLS AND EQUIPMENT	-	4,020	8,000	460	8,000	-	-
11-5152414-2 UNIFORM SERVICES	-	2,650	4,050	3,995	5,400	1,350	33.3%
11-5800414-2 CONFERENCES AND MEETINGS	-	2,937	4,500	2,736	6,000	1,500	33.3%
Total Expenses	\$ 56,607	\$ 414,620	\$ 606,834	\$ 483,562	\$ 689,928	\$ 83,094	13.7%

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ENVIRONMENTAL COMPLIANCE SERVICES BUDGET DETAIL WORKSHEET

Department 414-2

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030414-2 SALARIES AND WAGES		\$ 252,612	\$ 289,422	\$ 36,810
11-5060414-2 BONUS, AWARDS, AND RECERTIFICATION		600	750	150
11-5080414-2 CALLOUT		-	-	-
11-5070414-2 OVERTIME		3,300	2,500	(800)
11-5090414-2 STANDBY PAY		-	-	-
11-0000414-2 TOTAL FRINGE BENEFITS		80,972	101,800	20,828
Subtotal		\$ 337,484	\$ 394,472	\$ 56,988
11-5801414-2 CERTIFICATIONS				
California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)		\$ 800	\$ 800	\$ -
CWEA Lab Analyst (Supervisor)		100	100	-
CWEA Lab Analyst (Lab)		100	100	-
CWEA Lab Analyst (Lab)			100	100
Environmental Compliance Inspector		100	100	-
State Water Resources Control Board (SWRCB) Wastewater Operator V		150	-	(150)
Subtotal		\$ 1,250	\$ 1,200	\$ (50)
11-5500414-2 CONTRACTS				
National Pollutant Discharge Elimination System (NPDES) Permit Implementation Consulting Services		\$ 37,300	\$ 37,300	\$ -
Temporary Laboratory Analyst (4month assignment)		-	35,000	35,000
Lab Information Management System (LIMS) Annual Support		6,000	6,000	-
Third Party Assessor Authority (TPAA for On-Site Assessment (OSAs)		-	5,000	5,000
Calibration/Replacement of Class I Scale Weights		1,300	1,300	-
Hazardous Waste Disposal		5,000	1,000	(4,000)
Calibration/Certification of Fume Hood		1,000	1,000	-
Scale Calibration Service (2 Balances)		750	500	(250)
Calibration of NIST Certified Thermometer		400	500	100
Subtotal		\$ 51,750	\$ 87,600	\$ 35,850

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5350414-2 MEMBERSHIPS				
	Coalition of Accredited Laboratories (CAL)	\$ 2,000	\$ 2,000	\$ -
	California Water Environment Association (CWEA) Membership Renewal	600	600	-
	Water Environment Federation	400	400	-
	TNI (NELAC) Association	100	100	-
	Subtotal	\$ 3,100	\$ 3,100	\$ -
11-5450414-2 SUPPLIES				
	Laboratory Chemicals, Reagents, Detergents, Filters, Glassware, Instrument Batteries, Dissolved Oxygen (DO) Probe Modules, Buffers, Storage Solutions, Medias, Quality Controls and Miscellaneous Supplies	\$ 25,000	\$ 18,956	\$ (6,044)
	Field Ammonia Sensors and DO Sensor Probe Replacements	16,900	16,900	-
	Distilled Water for Laboratory	5,000	5,000	-
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, etc.	2,000	2,000	-
	Outreach Materials for Distribution for Public Relations Efforts	1,600	1,600	-
	Office supplies (i.e. computer, printer, etc.)	1,500	1,500	-
	Subtotal	\$ 52,000	\$ 45,956	\$ (6,044)
11-5950414-2 OTHER EXPENSES				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	Subtotal	\$ 10,000	\$ 10,000	\$ -
11-5420414-2 PERMITS AND FEES				
	Environmental Laboratory Certification Program (ELAP) + Onsite Assessment (OSA)	\$ 8,000	\$ 10,000	\$ 2,000
	Quality Assurance Proficiency Testing Required by the Health and Safety Code §100870	1,500	1,000	(500)
	Contingency	200	200	-
	Subtotal	\$ 9,700	\$ 11,200	\$ 1,500
11-5700414-2 REPAIRS AND MAINTENANCE				
	Laboratory Instrument Replacement	\$ 15,000	\$ 10,000	\$ (5,000)
	Contingency for Instrument Repairs and Maintenance	5,000	5,000	-
	Meter and Probe Replacement	5,000	5,000	-
	Subtotal	\$ 25,000	\$ 20,000	\$ (5,000)

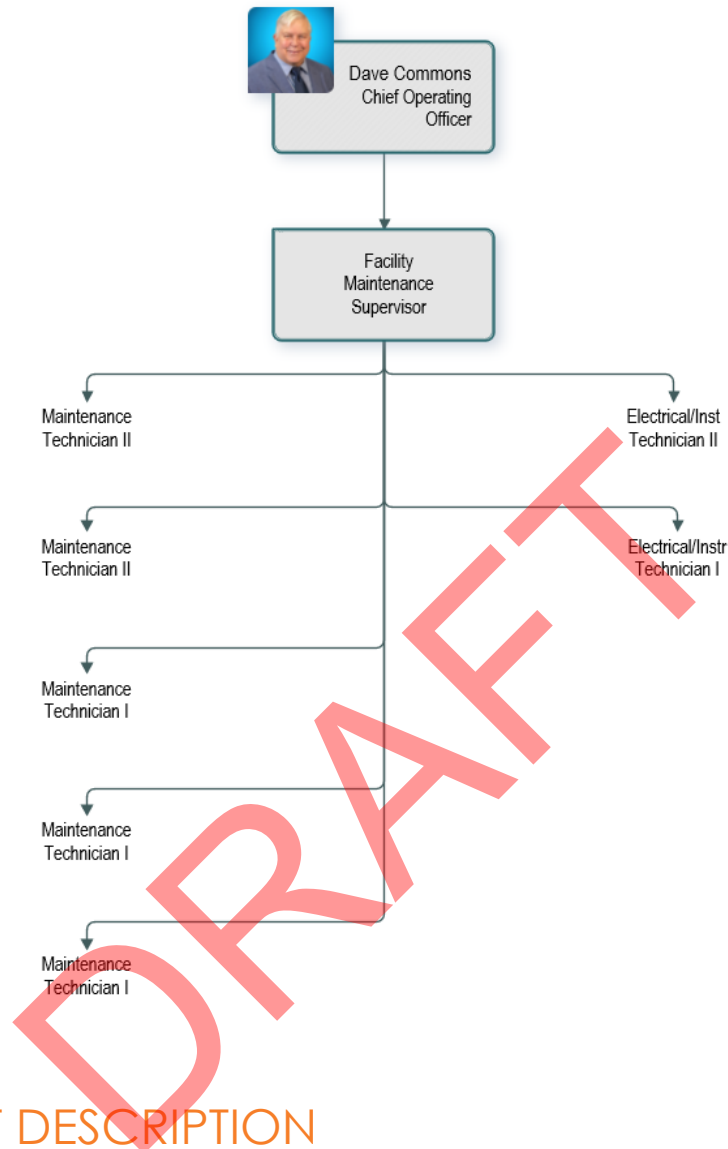
General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5750414-2 RESEARCH AND MONITORING				
	Contingency for Two (2) Toxicity Identification Evaluation Ph. I, Ph. II and III Base Line, Estimated Ten (10) Accelerated Monitoring of Bioassays, and Grit/Screening Samples	\$ 35,000	\$ 35,000	\$ -
	Monthly EFF-001C Plant Effluent Testing	15,000	15,000	-
	Biosolids Testing for Sludge 12 Samples	15,000	10,000	(5,000)
	Delivery for Lab Samples (Courier Service)	5,000	10,000	5,000
	Additional Testing - Laboratory Reserve	4,000	10,000	6,000
	Bioassay Monitoring (Nautilus Environmental)	10,000	5,000	(5,000)
	Pretreatment IU Sampling Requirements	6,000	5,000	(1,000)
	California Toxics Rule (CTR) Annually	4,000	5,000	1,000
	Quarterly Testing (RSW-002, EFF-001C, INF)	4,000	2,000	(2,000)
	Additional Testing as Required by Permit Overlimit Regulations	2,000	-	(2,000)
	Subtotal	\$ 100,000	\$ 97,000	\$ (3,000)
11-5720414-2 TOOLS AND EQUIPMENT				
	Composite Sampler Supplies	\$ 5,000	\$ 5,000	\$ -
	Sampling Bottles	2,000	2,000	-
	Sampling Equipment Acquisition and Replacement	1,000	1,000	-
	Subtotal	\$ 8,000	\$ 8,000	\$ -
11-5152414-2 UNIFORM SERVICES				
	Uniforms-Four (4) Employees (Cintas)	\$ 3,000	\$ 4,000	\$ 1,000
	Boots-Four (4) Employees	750	1,000	250
	Gloves, Ear Plugs, Safety Items-Four (4) Employees	300	400	100
	Subtotal	\$ 4,050	\$ 5,400	\$ 1,350
11-5800414-2 CONFERENCES AND MEETINGS				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 4,500	\$ 6,000	\$ 1,500
	Subtotal	\$ 4,500	\$ 6,000	\$ 1,500
	Total Expenses	\$ 606,834	\$ 689,928	\$ 83,094

"Headworks"



Maintenance

6



DEPARTMENT DESCRIPTION

The Maintenance Department is responsible for all mechanical, electrical and instrumentation equipment at the district’s main plant and assists with the four (4) lift stations located throughout the District service area. The department performs necessary preventative maintenance on all equipment located throughout the facility including office and plant buildings. The department is also responsible for the maintenance of all fleet and construction equipment such as trucks, tractors, and heavy-duty equipment. The department also installs new equipment including pumps, meters and electrical switchgear. The department works closely with all departments and outside contractors to ensure safety and compliance with all federal, state and local regulatory agencies.

METRICS

Maintained Fleet Vehicles	40
Replaced Vehicles	2
Replaced Backhoe	1
New EV Carts	4
Replaced Flow Meters	3
Replaced/ Repair Pumps	4
Replaced/Repair Motors	5
Completed Projects	42
Maintained Buildings	20
Maintained Assets	1356
Completed Work Orders	520

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS

The maintenance team started using Lucity, the new asset management program.

Several team members took and passed CWEA Mechanical & Electrical/ Instrumentation test.

Staff also trained on utility locations and emergency shutdown procedures.

Maintenance staff worked with US metals to recycle all retired metal equipment and worked with Desert Arc, recycling cardboard and electronic waste.

Staff also sold several District vehicle's and replaced them with new more efficient hybrid models.

The team worked to find a lower cost vendor for drinking and lab water. Staff reduced cost by 40 percent.

The Maintenance team completed the following projects related to Excellent Facilities,

The rental and installation of a temporary Maintenance trailer, Beautification projects for the Administration Building and lawn & painting inside of main office.

The Maintenance team also completed the following work,

Rebuilding the Plant water pumps, ordering all parts for the rebuilding of the Belt Filter Presses, Diesel and Gas fuel tanks and replacing the Weirs on the Secondary Clarifiers.

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Strategic Goal 1: Fully Staffed, highly trained & motivated team

Strategic Goal 2: Increase recycling, reuse & sustainability

Strategic Goal 3: Excellent Facilities

Maintenance Goals

Train Maintenance and Electrical staff on plant processes, location of utilities, staff reports, Board reports, Budget and Excel through online courses.

Continue to learn and improve the District’s Lucity database.

Have the Maintenance crew work on inputting plant equipment assets in Lucity. Arranging work orders to reduce power consumption by having efficient running equipment.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTEs	FY23 Base FTEs	Variance
0	Electrician/Instrumentation Supervisor	1.00	0.00	(1.00)
1	Electrician/Instrumentation Technician I	1.00	1.00	0.00
1	Electrician/Instrumentation Technician II	0.00	1.00	1.00
1	Facilities Maintenance Supervisor	1.00	1.00	0.00
0	Maintenance Technician-In-Training	1.00	0.00	(1.00)
3	Maintenance Technician I	3.00	3.00	0.00
2	Maintenance Technician II	0.00	2.00	2.00
0	Maintenance Technician III	1.00	0.00	(1.00)
8	Total FTEs	8.00	8.00	0.00

EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
11-5030412-1 SALARIES AND WAGES	\$ -	\$ 554,920	\$ 546,118	\$ 490,715	\$ 615,401	\$ 69,283	12.7%
11-5060412-1 BONUS, AWARDS, AND RECERTIFICATION	-	-	1,600	1,713	2,000	400	25.0%
11-5080412-1 CALLOUT	-	807	1,000	1,204	1,500	500	50.0%
11-5110412-1 LONGEVITY	-	9,046	9,700	8,723	9,700	-	-
11-5070412-1 OVERTIME	-	4,125	5,000	2,232	5,000	-	-
11-5090412-1 STANDBY PAY	-	3,316	3,820	4,322	2,473	(1,347)	-35.3%
11-5116412-1 FICA AND MEDICARE	-	49,305	50,699	38,461	57,247	6,548	12.9%
11-5112412-1 RETIREMENT CONTRIBUTIONS	-	55,964	68,574	42,950	52,577	(15,997)	-23.3%
11-5128412-1 VISION INSURANCE	-	-	2,292	1,684	2,100	(192)	-8.4%
11-5122412-1 WORKERS COMPENSATION	-	12,692	-	-	-	-	-
11-5124412-1 LIFE INSURANCE	-	1,240	2,124	1,262	1,380	(744)	-35.0%
11-5126412-1 HEALTH INSURANCE	-	107,903	128,712	124,139	144,797	16,085	12.5%
11-5129412-1 DENTAL INSURANCE	-	9,330	10,092	8,234	11,232	1,140	11.3%
11-5132412-1 LONG TERM DISABILITY	-	1,691	1,764	1,704	1,860	96	5.4%
11-5801412-1 CERTIFICATIONS	-	960	4,830	-	4,960	130	2.7%
11-5500412-1 CONTRACTS	-	105,911	215,281	144,451	180,520	(34,761)	-16.1%
11-5350412-1 MEMBERSHIPS	-	1,327	2,635	1,703	2,900	265	10.1%
11-5450412-1 SUPPLIES	-	36,937	59,240	41,499	63,000	3,760	6.3%
11-5950412-1 OTHER EXPENSES	-	9,665	10,000	1,944	10,000	-	-
11-5420412-1 PERMITS AND FEES	-	2,103	2,800	-	2,100	(700)	-25.0%
11-5700412-1 REPAIRS AND MAINTENANCE	-	345,680	321,120	261,046	392,762	71,642	22.3%
11-5720412-1 TOOLS AND EQUIPMENT	-	10,155	25,000	18,827	32,300	7,300	29.2%
11-5152412-1 UNIFORM SERVICES	-	6,524	14,620	8,005	14,620	-	-
11-5650412-1 COVID-19 SUPPLIES	-	-	34,000	4,426	15,759	(18,241)	-53.7%
11-5800412-1 CONFERENCES AND MEETINGS	-	6,074	41,000	7,491	16,000	(25,000)	-61.0%
Total Expenses	\$ -	\$ 1,335,676	\$ 1,562,021	\$ 1,216,736	\$ 1,642,188	\$ 80,167	5.1%

Notes:

- Added Electrical/Instrumentation Technician II
- Added two (2) Maintenance Technician II
- Removed Electrical/Instrumentation Supervisor
- Removed Maintenance Technician-In-Training
- Removed Maintenance Technician III

MAINTENANCE BUDGET DETAIL WORKSHEET

Department 412-1

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030412-1 SALARIES AND WAGES		\$ 546,118	\$ 615,401	\$ 69,283
11-5060412-1 BONUS, AWARDS, AND RECERTIFICATION		1,600	2,000	400
11-5080412-1 CALLOUT		1,000	1,500	500
11-5070412-1 OVERTIME		5,000	5,000	-
11-5090412-1 STANDBY PAY		3,820	2,473	(1,347)
11-0000412-1 TOTAL FRINGE BENEFITS		273,957	280,893	6,936
Subtotal		\$ 831,495	\$ 907,267	\$ 75,772
11-5801412-1 CERTIFICATIONS				
	California Water Environment Association (CWEA) Allowance For Advancement (Certification Testing)	\$ 3,200	\$ 2,520	\$ (680)
	CWEA Maintenance Technician I (7)	360	840	480
	CWEA Electrical/Instrumentation Technician (4)	120	480	360
	AWWA/Ca AWWA	120	400	280
	State Water Resource Control Board (SWRCB) Operator III	300	300	-
	SWRCB Operator T3	170	190	20
	CWEA Electrical Instrumentation Supervisor	150	150	-
	SWRCB Operator D2	170	80	(90)
	CWEA Collection System Technician I (1)	120	-	(120)
	CWEA Maintenance Technician III (1)	120	-	(120)
Subtotal		\$ 4,830	\$ 4,960	\$ 130

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5500412-1 CONTRACTS				
	Janitorial And Landscaping Services (Desert Arc)	\$ 60,000	\$ 65,000	\$ 5,000
	Central Square EAM Asset Management Lucity	17,500	30,000	12,500
	Boiler Maintenance Service Contract	14,000	14,000	-
	Trailer Rental	25,000	10,000	(15,000)
	Tree Trimming and Spraying	15,000	10,000	(5,000)
	Annual Fire Suppression Service for Sodium Hypochlorite Facility	8,000	8,000	-
	Geotab Electronic Logs Vehicles	-	8,000	8,000
	Offsite Restroom Rental Diamond Environmental	6,000	6,600	600
	Building Alarm Monitoring (Alliance)	5,000	5,500	500
	Parts, Washer Service, Light Bulb Disposal and Batteries (Safety Kleen)	5,000	5,000	-
	Annual AQMD Test (Western Pump)	3,500	3,500	-
	Annual Fire Extinguisher Service	2,800	3,080	280
	Pest Control Service for Building and Facilities (Rudy's)	4,000	3,000	(1,000)
	Gantry Crane Service, Kono Crane	2,500	2,500	-
	Fire Alarm Monitoring (Pyro Comm)	1,750	2,000	250
	Used Oil Filter Disposal (Safety Kleen)	1,050	2,000	950
	Miscellaneous Contractual Services	1,000	1,100	100
	Fuel Station monitoring	-	800	800
	Recycling (Desert Arc)	400	440	40
	COVID-19 Cubicle Rentals ABM	35,781	-	(35,781)
	My Safety Officer,Arc Flash & Confined Space Training	7,000	-	(7,000)
	Subtotal	\$ 215,281	\$ 180,520	\$ (34,761)
11-5350412-1 MEMBERSHIPS				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,760	\$ 1,937	\$ 177
	National Fire Protection Association (NFPA)	475	523	48
	Water Environmental Federation (WEF)	400	440	40
	Subtotal	\$ 2,635	\$ 2,900	\$ 265
11-5450412-1 SUPPLIES				
	Mats, Shop Towels, Etc. (Cintas)	\$ 20,240	\$ 22,500	\$ 2,260
	Landscaping Supplies	12,500	12,500	-
	Drinking Water Service	12,000	12,000	-
	55-Gallon Cleaning Concentrates, Cleaning Supplies, Paper Towels, Toilet Paper, Cups, Soap, and Cleaners	7,000	8,500	1,500
	First Aid	5,000	5,000	-
	Miscellaneous Supplies	2,500	2,500	-
	Subtotal	\$ 59,240	\$ 63,000	\$ 3,760

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5950412-1 OTHER EXPENSES				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	Subtotal	\$ 10,000	\$ 10,000	\$ -
11-5420412-1 PERMITS AND FEES				
	Fire Department (Fuel Tank Permit)	\$ 2,800	\$ 2,100	\$ (700)
	Subtotal	\$ 2,800	\$ 2,100	\$ (700)
11-5700412-1 REPAIRS AND MAINTENANCE				
	Routine Miscellaneous Repairs and Maintenance Contingency	\$ 83,600	\$ 93,500	\$ 9,900
	Boiler Maintenance	30,000	30,000	-
	Plant structure painting	-	30,000	30,000
	General Facility Maintenance	27,000	27,000	-
	Rebuild Two (2)Primary Sludge Pumps	25,000	25,000	-
	Equipment Rentals	25,000	25,000	-
	Flare Parts	20,000	20,000	-
	Asphalt, concrete and rubble removal	-	20,000	20,000
	Belt Press Building Maintenance Parts	15,000	15,000	-
	Service Generators 2,3 and 4	15,000	15,000	-
	Dredge Panel and Spare Parts	14,000	14,000	-
	Vehicle Repairs and Smog Checks	8,000	8,800	800
	90 Day Bit Inspections	4,000	8,000	4,000
	Clean District Flooring	7,000	7,700	700
	Turblex Blower Parts	7,000	7,700	700
	Cat Tractor and Dump Truck Repairs	5,000	5,500	500
	Fleet Vehicle Operating Supplies	5,000	5,500	500
	Gas Detectors for Confined Space Entry	5,000	5,500	500
	Aerator Maintenance	5,000	5,000	-
	Safety Equipment for Confined Space Entry	4,100	4,100	-
	Arc Flash Safety Equipment	2,750	3,025	275
	Irrigation Repairs and Maintenance	3,000	3,000	-
	Road Base for All Dirt Roads Around Treatment Plant	3,000	3,000	-
	District camera replacement	-	3,000	3,000
	Replacement of Facilities Equipment	2,500	2,750	250
	Hose Replacement	2,100	2,310	210
	Replace Hose Reel Swivels	1,900	2,090	190
	Gallery Sump Pump Replacements	1,170	1,287	117
	Subtotal	\$ 321,120	\$ 392,762	\$ 71,642

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5720412-1 TOOLS AND EQUIPMENT				
	Safety Table Saw and Fabrication Tooling	\$ 12,500	\$ 18,550	\$ 6,050
	Miscellaneous Small Tool Acquisition and Replacement	12,500	13,750	1,250
	Subtotal	\$ 25,000	\$ 32,300	\$ 7,300
11-5152412-1 UNIFORM SERVICES				
	Uniforms Eight (8) Employees (Cintas)	\$ 7,820	\$ 7,820	\$ -
	VSD Uniform UV Exposure PPE	4,000	4,000	-
	Boots Eight (8) Employees	2,000	2,000	-
	Gloves Eight (8) Employees	800	800	-
	Subtotal	\$ 14,620	\$ 14,620	\$ -
11-5650412-1 COVID-19 SUPPLIES				
	Personal Protective Equipment (PPE)	\$ 14,000	\$ 10,000	\$ (4,000)
	COVID-19 Compliance Expenditures	20,000	5,759	(14,241)
	Subtotal	\$ 34,000	\$ 15,759	\$ (18,241)
11-5800412-1 CONFERENCES AND MEETINGS				
	Allowance for Eight (8) Employees	\$ 16,000	\$ 16,000	\$ -
	Safety Training	25,000	-	(25,000)
	Subtotal	\$ 41,000	\$ 16,000	\$ (25,000)
	Total Expenses	\$ 1,562,021	\$ 1,642,188	\$ 80,167



*"Treatment
Plant"*

DRAFT

Operations **7**



Dave Commons
Chief Operating
Officer

Wastewater Ops
Supervisor

Wastewater
Operator III

Wastewater
Operator III

Wastewater
Operator III

Wastewater
Operator III

Wastewater
Operator II

Wastewater
Operator II

Wastewater
Operator II

DRAFT

DEPARTMENT DESCRIPTION

Valley Sanitary District operates its own Water Reclamation Facility to treat wastewater within its 19.5 square mile service area. The District complies with all local, state, and federal regulations and endeavors to develop and maintain a sustainable environmental process to safeguard the public health and safety.

The treatment plant treats approximately 5.5 – 6.5 million gallons per day (MGD) of wastewater. The wastewater is treated through one of two individual treatment processes:

- Activated Sludge Process
- Oxidation Ponds

The activated sludge process treats most of the wastewater that enters the treatment plant which is currently 5.5 - 6.5 million gallons each day. The activated sludge process currently has a maximum treatment capacity of 10 million gallons per day.

The oxidation ponds receive all waste solids and approximately 0.5 million gallons of wastewater each day. The maximum treatment capacity of the oxidation ponds is 2.5 million gallons per day.

The two treatment processes combined give the treatment plant a total treatment capacity of 12.5 million gallons per day. The treated wastewater is discharged into the whitewater storm channel and becomes a source of freshwater replenishment to the Salton Sea.

METRICS

Under Construction

FISCAL YEAR 2022-2023 ACCOMPLISHMENTS

Took North Cell Down.

Did an Ammonia study to see if we could get under 3.0 P.P.M.

Aeration Basin #4 pilot study.

No longer discharging from ponds.

Got scale for Biosolids installed.

FISCAL YEAR 2022-2023 GOALS

Strategic Plan

Strategic Goal 1: Fully Staffed with a Highly Trained and Motivated Team

Operations Goals

Strive for 100% compliance of the National Pollutant Discharge Elimination System (NPDES) permit effluent requirements.

Continue to develop operator skills and knowledge through education, training, experience, and certification advancement.

Continue staff involvement with the treatment plant upgrades.

PERSONNEL SUMMARY

FY23 Physical Count	Classification	FY22 Base FTEs	FY23 Base FTEs	Variance
1	Chief Operating Officer	0.00	1.00	1.00
0	Facility Operation Manager	1.00	0.00	(1.00)
0	Wastewater Operator-In-Training	3.00	0.00	(3.00)
0	Wastewater Operator I	1.00	0.00	(1.00)
3	Wastewater Operator II	1.00	3.00	2.00
4	Wastewater Operator III	2.00	4.00	2.00
1	Wastewater Operations Supervisor	1.00	1.00	0.00
9	Total FTEs	9.00	9.00	0.00

Notes:

- Retitled Facility Operations Manager to Chief Operating Officer
- Added two (2) Wastewater Operator II
- Added two (2) Wastewater Operator III
- Removed Wastewater Operator-In-Training
- Removed Wastewater Operator I

EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Actual	FY22 Budget	FY22 Projected	FY23 Budget	Budget Change	Percent Change
11-7010000-0 DEPRECIATION & AMORTIZATION	\$ 1,863,315	\$ -	\$ -	\$ -	\$ -	\$ -	-
11-5030411-1 SALARIES AND WAGES	852,318	785,754	737,785	692,890	858,046	120,261	16.3%
11-5060411-1 BONUS, AWARDS, AND RECERTIFICATION	-	-	1,800	2,077	2,250	450	25.0%
11-5080411-1 CALLOUT	9,008	3,278	6,000	2,886	6,500	500	8.3%
11-5110411-1 LONGEVITY	15,416	14,862	16,900	14,262	15,800	(1,100)	-6.5%
11-5070411-1 OVERTIME	18,839	13,491	18,000	13,432	18,000	-	-
11-5090411-1 STANDBY PAY	18,225	15,077	15,270	15,048	18,135	2,865	18.8%
11-5116411-1 FICA AND MEDICARE	66,323	60,173	63,660	58,906	82,686	19,026	29.9%
11-5112411-1 RETIREMENT CONTRIBUTIONS	259,990	376,559	89,387	76,156	89,785	398	0.4%
11-5128411-1 VISION INSURANCE	-	-	2,712	1,628	1,704	(1,008)	-37.2%
11-5122411-1 WORKERS' COMPENSATION	21,850	16,494	-	-	-	-	-
11-5124411-1 LIFE INSURANCE	1,499	1,482	1,680	1,641	1,584	(96)	-5.7%
11-5126411-1 HEALTH INSURANCE	109,640	84,942	114,789	125,869	146,475	31,686	27.6%
11-5129411-1 DENTAL INSURANCE	5,597	6,787	7,620	8,020	8,532	912	12.0%
11-5132411-1 LONG TERM DISABILITY	3,282	2,165	2,468	2,464	2,484	16	0.6%
11-5801411-1 CERTIFICATIONS	758	471	7,185	2,597	8,780	1,595	22.2%
11-5470411-1 CHEMICALS	385,206	407,342	464,521	424,324	529,620	65,099	14.0%
11-5500411-1 CONTRACTS	107,663	131,868	301,723	136,562	370,122	68,399	22.7%
11-5250411-1 GAS OIL AND FUEL	29,179	34,094	52,000	43,782	58,000	6,000	11.5%
11-5350411-1 MEMBERSHIPS	3,112	1,152	2,500	977	2,900	400	16.0%
11-5450411-1 SUPPLIES	81,778	115,608	113,600	79,745	122,500	8,900	7.8%
11-5950411-1 OTHER EXPENSES	5,677	28,692	20,000	9,574	20,000	-	-
11-5420411-1 PERMITS AND FEES	61,912	14,650	69,750	6,521	77,025	7,275	10.4%
11-5700411-1 REPAIRS AND MAINTENANCE	58,759	78,498	115,015	45,508	64,000	(51,015)	-44.4%
11-5720411-1 TOOLS AND EQUIPMENT	236	273	1,000	1,342	1,000	-	-
11-5152411-1 UNIFORM SERVICES	9,368	7,512	10,400	9,832	15,200	4,800	46.2%
11-5902411-1 ELECTRICITY	557,553	591,519	783,988	742,914	720,000	(63,988)	-8.2%
11-5903411-1 NATURAL GAS	2,926	3,886	6,000	5,237	7,000	1,000	16.7%
11-5904411-1 GRIT AND SCREENING REMOVAL	30,681	28,502	31,865	26,821	40,000	8,135	25.5%
11-5905411-1 WATER	13,427	12,846	20,858	19,469	20,000	(858)	-4.1%
11-5800411-1 CONFERENCES AND MEETINGS	21,501	7,718	26,500	4,562	18,800	(7,700)	-29.1%
Total Expenses	\$ 4,615,036	\$ 2,845,694	\$ 3,104,976	\$ 2,575,046	\$ 3,326,928	\$ 221,952	7.1%

OPERATIONS BUDGET DETAIL WORKSHEET

Department 411-1

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5030411-1 SALARIES AND WAGES		\$ 737,785	\$ 858,046	\$ 120,261
11-5060411-1 BONUS, AWARDS, AND RECERTIFICATION		1,800	2,250	450
11-5080411-1 CALLOUT		6,000	6,500	500
11-5070411-1 OVERTIME		18,000	18,000	-
11-5090411-1 STANDBY PAY		15,270	18,135	2,865
11-0000411-1 TOTAL FRINGE BENEFITS		299,216	349,050	49,834
Subtotal		\$ 1,078,071	\$ 1,251,981	\$ 173,910
11-5801411-1 CERTIFICATIONS				
	Allowance for Advancement (Certification Testing)	\$ 2,515	\$ 2,800	\$ 285
	State Water Resource Control Board (SWRCB) Certification Application	1,920	2,200	280
	California Water Environment Association (CWEA) Technical Certification (Test)	1,800	2,000	200
	SWRCB Operator III (Renewal)	300	600	300
	CWEA Technical Certification (Renewal)	500	500	-
	SWRCB Operator II (Renewal)	150	450	300
	SWRCB Operator V (Renewal)	-	110	110
	Distribution II		60	60
	Treatment II	-	60	60
Subtotal		\$ 7,185	\$ 8,780	\$ 1,595
11-5470411-1 CHEMICALS				
	Sodium Hypochlorite (Univar)	\$ 279,217	\$ 307,200	\$ 27,983
	Sodium Bisulfite (Univar)	114,231	126,000	11,769
	Ferric Chloride (Univar)	66,073	90,920	24,847
	Calcium Hypochlorite (Foster Gardner)	5,000	5,500	500
Subtotal		\$ 464,521	\$ 529,620	\$ 65,099

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-550411-1 CONTRACTS				
	Sludge Disposal And Transportation	\$ 90,000	\$ 200,000	\$ 110,000
	Trimax Treatment Plant Upgrades for SCADA System	45,000	45,000	-
	Temporary Help Service	36,000	36,000	-
	Piping and Instrumentation Diagram Drawing Updates	32,000	35,500	3,500
	Contractor Contingency	50,000	21,122	(28,878)
	IT Upgrades	15,000	16,500	1,500
	Switchboard "S" Cleaning and Testing	10,000	10,000	-
	MCR Technologies - Annual Calibrations	5,000	6,000	1,000
	Cell Phones-Five (5) Employees (Verizon Wireless)	3,750	-	(3,750)
	Trimax PLC Upgrades	14,973	-	(14,973)
	Subtotal	\$ 301,723	\$ 370,122	\$ 68,399
11-5250411-1 GAS OIL AND FUEL				
	Gas and Oil for District Vehicles (SC Fuels)	\$ 52,000	\$ 58,000	\$ 6,000
	Subtotal	\$ 52,000	\$ 58,000	\$ 6,000
11-5350411-1 MEMBERSHIPS				
	California Water Environment Association (CWEA) Membership Renewal	\$ 2,100	\$ 2,100	\$ -
	Water Environment Federation	400	800	400
	Subtotal	\$ 2,500	\$ 2,900	\$ 400
11-5450411-1 SUPPLIES				
	Polymer for Belt Press 18 Totes at \$3,700 per Tote (Polydyne)	\$ 66,600	\$ 74,000	\$ 7,400
	Miscellaneous Operating Supplies Including Reagents for Chlorination and Dichlorination Analyzers	20,000	20,000	-
	Four (4) Belts for Belt Press at \$3,750 per Belt	15,000	16,500	1,500
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, Etc.	7,000	7,000	-
	Lock Out/Tag Out Supplies	3,000	3,000	-
	Student Materials for Distribution for Public Relations Efforts	2,000	2,000	-
	Subtotal	\$ 113,600	\$ 122,500	\$ 8,900
11-5950411-1 OTHER EXPENSES				
	Miscellaneous Expense Contingency Fund	\$ 20,000	\$ 20,000	\$ -
	Subtotal	\$ 20,000	\$ 20,000	\$ -

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5420411-1 PERMITS AND FEES				
	Annual NPDES Permit Fee (SWRCB)	\$ 47,000	\$ 52,000	\$ 5,000
	South Coast Air Quality Management District (SCAQMD) Facility Permits	15,500	17,000	1,500
	Dept of Environmental Health	3,500	3,900	400
	Fire Service Permit (City of Indio)	2,000	2,200	200
	Alarm System Permit (City of Indio)	500	550	50
	Occupational Lead Poisoning Prevention/Toxic Substance	500	550	50
	Miscellaneous	500	550	50
	Hot Spot Program (SCAQMD)	250	275	25
	Subtotal	\$ 69,750	\$ 77,025	\$ 7,275
11-5700411-1 REPAIRS AND MAINTENANCE				
	Contingency	\$ 35,000	\$ 35,000	\$ -
	Iron Sponge Media and Nets	18,500	21,000	2,500
	Analyzer Parts	7,500	8,000	500
	MCC A and F Breaker Upgrades	15,000	-	(15,000)
	MCC-Power Meters	12,000	-	(12,000)
	Activated Sludge Plant Flow Meters	7,515	-	(7,515)
	Flare Parts	7,500	-	(7,500)
	Clarifier Density Meter	4,800	-	(4,800)
	Mag-Flow Meter for the Belt Press	4,700	-	(4,700)
	Bar Screen Panel Upgrades	2,500	-	(2,500)
	Subtotal	\$ 115,015	\$ 64,000	\$ (51,015)
11-5720411-1 TOOLS AND EQUIPMENT				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 1,000	\$ 1,000	\$ -
	Subtotal	\$ 1,000	\$ 1,000	\$ -
11-5152411-1 UNIFORM SERVICES				
	Uniforms Nine (9) Employees	\$ 6,500	\$ 7,000	\$ 500
	Boots Nine (9) Employees	3,000	3,200	200
	Hats	-	4,000	4,000
	Gloves, Ear Plugs, Safety Items Nine (9) Employees	900	1,000	100
	Subtotal	\$ 10,400	\$ 15,200	\$ 4,800
11-5902411-1 ELECTRICITY				
	Imperial Irrigation District (IID)	\$ 644,521	\$ 580,533	\$ (63,988)
	Tesla PPA	139,467	139,467	-
	Subtotal	\$ 783,988	\$ 720,000	\$ (63,988)

General Ledger Code		FY22 Budget	FY23 Budget	Variance
11-5903411-1 NATURAL GAS				
	Natural Gas Usage for the Administration, Laboratory, Operations Buildings and Digester Boiler (SoCalGas)	\$ 6,000	\$ 7,000	\$ 1,000
	Subtotal	\$ 6,000	\$ 7,000	\$ 1,000
11-5904411-1 GRIT AND SCREENING REMOVAL				
	Screenings and Grit Hauling to Lambs Canyon, California (Burrtec)	\$ 31,865	\$ 40,000	\$ 8,135
	Subtotal	\$ 31,865	\$ 40,000	\$ 8,135
11-5905411-1 WATER				
	Potable Water (Indio Water Authority)	\$ 20,858	\$ 20,000	\$ (858)
	Subtotal	\$ 20,858	\$ 20,000	\$ (858)
11-5800411-1 CONFERENCES AND MEETINGS				
	Conferences, Training Seminars, Lodging and Related Expenses	\$ 13,500	\$ 14,900	\$ 1,400
	National Fire Protection Agency (NFPA) and NEC Training	3,500	3,900	400
	Safety Training	9,500	-	(9,500)
	Subtotal	\$ 26,500	\$ 18,800	\$ (7,700)
	Total Expenses	\$ 3,104,976	\$ 3,326,928	\$ 221,952

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*"New Training
and
Office Buidling"*



Capital Budget

8

CAPITAL IMPROVEMENT PROGRAM

The Capital Improvement Program (CIP) is a separate twenty-year planning document that details planned capital expenditures. The capital projects include rehabilitation and replacement of infrastructure and equipment, as well as large construction projects including Recycled Water Project Phase 1 Design-Build, Office and Training Building, and Sewer Main Rehabilitation or Replacement Construction. The CIP aligns capital projects to various funding sources and the projected timeframe of when the work will take place. For some of the larger projects that require financing the financial impact can span over twenty to thirty years.

PRIORITIZATION OF CAPITAL IMPROVEMENT PROJECTS

The District has developed a capital planning process that optimizes the use of available resources for projects competing from the same fund or multiple fund sources. The department heads or designees develop a needs list including a scope of work and submit the information to the District Engineer. The District Engineer develops capital projects based on the needs list. The District's management team then reviews and scores each project using a capital project ranking scorecard that prioritizes projects based on specific criteria and scoring weights.

Criteria

1. Risk to Health, Safety, and Environment, and Regulatory or Mandated Requirements 25%
2. Asset Condition, Annual Recurring Costs, and Asset Longevity 20%
3. Community Investment and Economic Prosperity 20%
4. Level and Quality of Service 10%
5. Sustainability and Conservation 10%
6. Funding Availability 5%
7. Project Readiness 10%

Once the projects are scored the District Engineer implements the projects into the twenty-year capital improvement program for the Board of Directors to review and approve.

CIP BUDGET OVERVIEW

The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP). There are 18 capital projects requested in the fiscal year 2022/23 at a total of \$33,195,663. The capital budget for the fiscal year 2022/23 includes the Recycled Water Project Phase I, the Influent Pump Station Rehabilitation project, and the Collection System Sewer Main Rehabilitation and Replacement Program. These projects are intended to maintain, repair, and expand infrastructure.

System	Recurring Project	Project Number	Project	Fund 12	Fund 13	FEMA	B of A Loan	Total
Plant Facility	✓	21-0001	Vehicle and Equipment Replacement Fund	\$ 760,000	\$ -	\$ -	\$ -	\$ 760,000
Sewage Collection	✓	21-0002	Lateral Grant Program	50,000	-	-	-	50,000
Sewage Collection	✓	21-0003	Sewer Emergency Repairs	115,000	-	-	-	115,000
Sewage Collection	✓	21-0004	Contingency for Emergency Repairs	100,000	-	-	-	100,000
Sewage Collection		21-0005	Sewer Main Rehabilitation or Replacement Design	1,228,340	-	-	-	1,228,340
Sewage Collection		21-0006	Sewer Main Rehabilitation or Replacement Const.	3,666,667	-	-	-	3,666,667
Plant Facility		21-0007	Recycled Water Project Phase 1	-	-	-	17,763,656	17,763,656
Sewage Collection		21-0008	Emergency Sewer Siphon Replacement Design/CM	95,700	-	542,300	-	638,000
Sewage Collection		21-0009	Emergency Sewer Siphon Replacement Const.	669,600	-	3,794,400	-	4,464,000
Plant Facility		21-0010	Influent Pump Station Rehabilitation Project	3,300,000	-	-	-	3,300,000
Plant Facility		21-0013	Laboratory Information Management System (LIMS)	-	70,000	-	-	70,000
Plant Facility		23-0001	Asphalt Repairs Treatment Plant	50,000	-	-	-	50,000
Plant Facility		23-0002	Concrete Repairs to ASP Plant	50,000	-	-	-	50,000
Plant Facility		23-0003	Electrical Control Panel Replacements Blower Building	120,000	-	-	-	120,000
Plant Facility		23-0004	New Office Building for Belt Filter Press	-	20,000	-	-	20,000
Plant Facility		23-0005	Trimax PLC Upgrades SCADA	-	120,000	-	-	120,000
Plant Facility		23-0006	Water Reclamation Facility Master Plan	300,000	300,000	-	-	600,000
Plant Facility		23-0007	12.5 Ton Air Conditioner, Blower Building	30,000	-	-	-	30,000
Plant Facility		23-0008	Steel Waterline Replacement Phase 2	350,000	-	-	-	350,000
Sewage Collection		23-0009	Replacement of Calhoun Lift Station Pumps (2)	50,000	-	-	-	50,000
Total				\$ 10,935,307	\$ 510,000	\$ 4,336,700	\$ 17,763,656	\$ 33,545,663

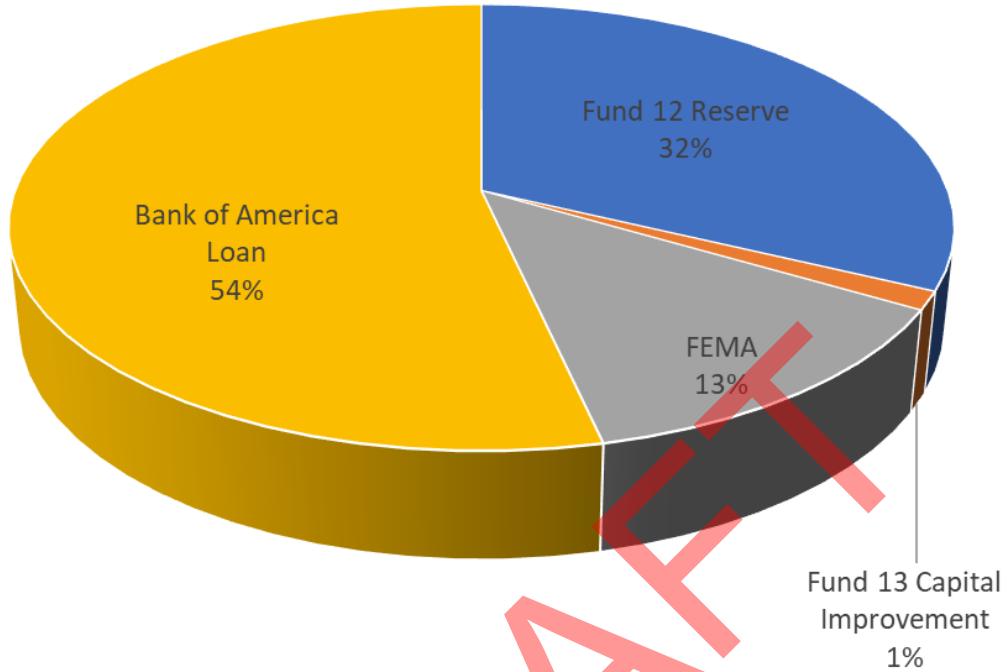
FUNDING SUMMARY

Funding for the planned capital improvement projects is provided through four (4) funding sources. Most of the funding approximately 53.5% or \$17.8M will come from issued debt issued through Bank of America for the Recycled Water Project Phase 1 Design-Build. The District will also use Federal Emergency Management Agency (FEMA) funding of 13.1% or \$4.3M for the Emergency Sewer Siphon Replacement Design and Construction. All other projects will be funded using the District’s Capital Improvement Fund 13 and Replacement Fund 12.

Funding Source	FY23 Budget
Fund 12 Reserve	\$ 10,935,307
Fund 13 Capital Improvement	510,000
FEMA	4,336,700
Bank of America Loan	17,763,656
Total Funds Requested	\$ 33,545,663

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Capital Funding Summary by Source



TWENTY YEAR CAPITAL IMPROVEMENT PROGRAM

The following table lists all capital projects included in the fiscal year 2022-2042 CIP by system.

Project Description	2021/22	2022/23	2023/24	2024/25	2025/26
PLANT FACILITY					
Recycled Water Project Phase 1 Design Build	\$ 8,007,676	\$ 17,763,656	\$ 32,214,017	\$ 11,954,246	\$ -
Recycled Water Project Phase 2 Design Build	-	-	-	4,952,347	20,403,670
Recycled Water Project Phase 3 Design	-	-	-	-	10,456,564
Recycled Water Project Phase 3 Construction	-	-	-	-	-
Future Plant Expansion 2040 & beyond	-	-	-	-	-
Influent Pump Station Rehabilitation Design Build	1,000,000	3,300,000	-	-	-
New Office Building for Belt Filter Press	-	20,000	-	-	-
Laboratory Building - Final Design	-	-	1,000,000	-	-
Laboratory Building - Construction	-	-	-	4,000,000	3,000,000
Training & Office Building - Design (Carry Over)	-	-	1,000,000	-	-
Training & Office Building - Construction	-	-	-	5,000,000	4,000,000
Master Plan	-	600,000	-	-	-
Steel Waterline Replacement	-	350,000	-	-	-
12.5 Ton Air conditioner, Blower Building	-	30,000	-	-	-
Electrical Control Panel Replacements Blower Building	-	120,000	-	-	-
Vehicle & Major Equipment Replacement Fund	740,000	760,000	760,000	760,000	760,000
Laboratory Information Management System (LIMS)	-	70,000	-	-	-
Treatment Plant Asphalt Repair	-	50,000	-	-	-
ASP Concrete Repair	-	50,000	-	-	-
Additional Parking & Landscaping	-	-	-	500,000	-
SCADA	-	120,000	-	-	-
SUBTOTAL - PLANT	\$ 9,747,676	\$ 23,233,656	\$ 34,974,017	\$ 27,166,593	\$ 38,620,234
SEWAGE COLLECTION					
Lateral Grant Program	\$ 50,000	\$ 50,000	\$ 51,000	\$ 52,020	\$ 53,060
Sewer Main Rehabilitation or Replacement Design	700,000	1,228,340	1,468,000	1,191,667	1,272,570
Sewer Main Rehabilitation or Replacement Const.	2,200,000	3,666,667	5,433,333	6,250,000	5,973,890
Manhole Rehabilitation	-	-	-	-	-
Replacement of Calhoun Lift Station Pumps (2)	-	50,000	-	-	-
Sewer Main Emergency Repairs	115,000	115,000	118,450	122,004	125,664
Avenue 48 Sewer Main Upgrade Design	-	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	-
Interim Collection System CIP Design	-	-	-	-	-
Interim Collection System CIP Construction	-	-	-	-	-
Build-out Collection System CIP projects	-	-	-	-	-
Emergency Sewer Siphon Replacement Design	320,258	638,000	-	-	-
Emergency Sewer Siphon Replacement Const.	-	4,464,000	-	-	-
SUBTOTAL - COLLECTIONS	\$ 3,385,258	\$ 10,212,007	\$ 7,070,783	\$ 7,615,691	\$ 7,425,184
CONTINGENCY	\$ 100,000	\$ 100,000	\$ 102,000	\$ 104,040	\$ 106,121
TOTAL	\$ 13,232,934	\$ 33,545,663	\$ 42,146,800	\$ 34,886,324	\$ 46,151,539

Project Description	2026/27	2027/28	2028/29	2029/30	2030/31
PLANT FACILITY					
Recycled Water Project Phase 1 Design Build	\$ -	\$ -	\$ -	\$ -	\$ -
Recycled Water Project Phase 2 Design Build	-	-	-	-	-
Recycled Water Project Phase 3 Design	-	-	-	-	-
Recycled Water Project Phase 3 Construction	35,005,414	36,055,577	-	-	-
Future Plant Expansion 2040 & beyond	-	-	-	-	-
Influent Pump Station Rehabilitation Design Build	-	-	-	-	-
New Office Building for Belt Filter Press	-	-	-	-	-
Laboratory Building - Final Design	-	-	-	-	-
Laboratory Building - Construction	-	-	-	-	-
Training & Office Building - Design (Carry Over)	-	-	-	-	-
Training & Office Building - Construction	-	-	-	-	-
Master Plan	-	-	-	-	-
Steel Waterline Replacement	-	-	-	-	-
12.5 Ton Air conditioner, Blower Building	-	-	-	-	-
Electrical Control Panel Replacements Blower Building	-	-	-	-	-
Vehicle & Major Equipment Replacement Fund	760,000	760,000	760,000	760,000	760,000
Laboratory Information Management System (LIMS)	-	-	-	-	-
Treatment Plant Asphalt Repair	-	-	-	-	-
ASP Concrete Repair	-	-	-	-	-
Additional Parking & Landscaping	-	-	-	-	-
SCADA	-	-	-	-	-
SUBTOTAL - PLANT	\$ 35,765,414	\$ 36,815,577	\$ 760,000	\$ 760,000	\$ 760,000
SEWAGE COLLECTION					
Lateral Grant Program	\$ 54,121	\$ 55,203	\$ 56,307	\$ 57,433	\$ 58,582
Sewer Main Rehabilitation or Replacement Design	1,027,430	782,280	537,130	537,130	291,990
Sewer Main Rehabilitation or Replacement Const.	4,989,490	4,005,080	3,020,670	2,036,260	1,051,850
Manhole Rehabilitation	-	-	-	-	-
Replacement of Calhoun Lift Station Pumps (2)	-	-	-	-	-
Sewer Main Emergency Repairs	129,434	133,317	137,317	141,437	145,680
Avenue 48 Sewer Main Upgrade Design	-	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	-
Interim Collection System CIP Design	-	-	-	-	-
Interim Collection System CIP Construction	-	-	-	-	-
Build-out Collection System CIP projects	-	-	-	-	-
Emergency Sewer Siphon Replacement Design	-	-	-	-	-
Emergency Sewer Siphon Replacement Const.	-	-	-	-	-
SUBTOTAL - COLLECTIONS	\$ 6,200,475	\$ 4,975,880	\$ 3,751,424	\$ 2,772,260	\$ 1,548,102
CONTINGENCY	\$ 108,243	\$ 110,408	\$ 112,616	\$ 114,868	\$ 117,165
TOTAL	\$ 42,074,132	\$ 41,901,865	\$ 4,624,040	\$ 3,647,128	\$ 2,425,267

Project Description	2031/32	2032/33	2033/34	2034/35	2035/36
PLANT FACILITY					
Recycled Water Project Phase 1 Design Build	\$ -	\$ -	\$ -	\$ -	\$ -
Recycled Water Project Phase 2 Design Build	-	-	-	-	-
Recycled Water Project Phase 3 Design	-	-	-	-	-
Recycled Water Project Phase 3 Construction	-	-	-	-	-
Future Plant Expansion 2040 & beyond	-	-	-	-	-
Influent Pump Station Rehabilitation Design Build	-	-	-	-	-
New Office Building for Belt Filter Press	-	-	-	-	-
Laboratory Building - Final Design	-	-	-	-	-
Laboratory Building - Construction	-	-	-	-	-
Training & Office Building - Design (Carry Over)	-	-	-	-	-
Training & Office Building - Construction	-	-	-	-	-
Master Plan	-	-	-	-	-
Steel Waterline Replacement	-	-	-	-	-
12.5 Ton Air conditioner, Blower Building	-	-	-	-	-
Electrical Control Panel Replacements Blower Building	-	-	-	-	-
Vehicle & Major Equipment Replacement Fund	760,000	760,000	760,000	760,000	760,000
Laboratory Information Management System (LIMS)	-	-	-	-	-
Treatment Plant Asphalt Repair	-	-	-	-	-
ASP Concrete Repair	-	-	-	-	-
Additional Parking & Landscaping	-	-	-	-	-
SCADA	-	-	-	-	-
SUBTOTAL - PLANT	\$ 760,000	\$ 760,000	\$ 760,000	\$ 760,000	\$ 760,000
SEWAGE COLLECTION					
Lateral Grant Program	\$ 59,754	\$ 60,949	\$ 62,168	\$ 63,411	\$ 64,679
Sewer Main Rehabilitation or Replacement Design	-	-	-	-	-
Sewer Main Rehabilitation or Replacement Const.	-	-	-	-	-
Manhole Rehabilitation	150,000	154,500	159,135	163,909	168,826
Replacement of Calhoun Lift Station Pumps (2)	-	-	-	-	-
Sewer Main Emergency Repairs	150,050	154,552	159,189	163,965	168,884
Avenue 48 Sewer Main Upgrade Design	248,455	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	2,387,715	-	-	-
Interim Collection System CIP Design	-	-	302,856	-	-
Interim Collection System CIP Construction	-	-	-	2,912,776	-
Build-out Collection System CIP projects	-	-	-	-	7,020,147
Emergency Sewer Siphon Replacement Design	-	-	-	-	-
Emergency Sewer Siphon Replacement Const.	-	-	-	-	-
SUBTOTAL - COLLECTIONS	\$ 608,259	\$ 2,757,716	\$ 683,348	\$ 3,304,061	\$ 7,422,536
CONTINGENCY	\$ 119,508	\$ 121,898	\$ 124,336	\$ 126,823	\$ 129,359
TOTAL	\$ 1,487,767	\$ 3,639,614	\$ 1,567,684	\$ 4,190,884	\$ 8,311,895

Project Description	2036/37	2037/38	2038/39	2039/40	2040/41	2041/42
PLANT FACILITY						
Recycled Water Project Phase 1 Design Build	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Recycled Water Project Phase 2 Design Build	-	-	-	-	-	-
Recycled Water Project Phase 3 Design	-	-	-	-	-	-
Recycled Water Project Phase 3 Construction	-	-	-	-	-	-
Future Plant Expansion 2040 & beyond	-	-	-	-	-	146,981,233
Influent Pump Station Rehabilitation Design Build	-	-	-	-	-	-
New Office Building for Belt Filter Press	-	-	-	-	-	-
Laboratory Building - Final Design	-	-	-	-	-	-
Laboratory Building - Construction	-	-	-	-	-	-
Training & Office Building - Design (Carry Over)	-	-	-	-	-	-
Training & Office Building - Construction	-	-	-	-	-	-
Master Plan	-	-	-	-	-	-
Steel Waterline Replacement	-	-	-	-	-	-
12.5 Ton Air conditioner, Blower Building	-	-	-	-	-	-
Electrical Control Panel Replacements Blower Building	-	-	-	-	-	-
Vehicle & Major Equipment Replacement Fund	760,000	760,000	760,000	760,000	760,000	760,000
Laboratory Information Management System (LIMS)	-	-	-	-	-	-
Treatment Plant Asphalt Repair	-	-	-	-	-	-
ASP Concrete Repair	-	-	-	-	-	-
Additional Parking & Landscaping	-	-	-	-	-	-
SCADA	-	-	-	-	-	-
SUBTOTAL - PLANT	\$ 760,000	\$ 760,000	\$ 760,000	\$ 760,000	\$ 760,000	\$ 147,741,233
SEWAGE COLLECTION						
Lateral Grant Program	\$ 65,973	\$ 67,292	\$ 68,638	\$ 70,011	\$ 71,411	\$ -
Sewer Main Rehabilitation or Replacement Design	-	-	-	-	-	-
Sewer Main Rehabilitation or Replacement Const.	-	-	-	-	-	-
Manhole Rehabilitation	173,891	179,108	184,481	190,015	195,715	-
Replacement of Calhoun Lift Station Pumps (2)	-	-	-	-	-	-
Sewer Main Emergency Repairs	173,951	179,170	184,545	190,081	195,783	-
Avenue 48 Sewer Main Upgrade Design	-	-	-	-	-	-
Avenue 48 Sewer Main Upgrade Construction	-	-	-	-	-	-
Interim Collection System CIP Design	-	-	-	-	-	-
Interim Collection System CIP Construction	-	-	-	-	-	-
Build-out Collection System CIP projects	-	-	-	-	-	-
Emergency Sewer Siphon Replacement Design	-	-	-	-	-	-
Emergency Sewer Siphon Replacement Const.	-	-	-	-	-	-
SUBTOTAL - COLLECTIONS	\$ 413,815	\$ 425,570	\$ 437,664	\$ 450,107	\$ 462,909	\$ -
CONTINGENCY	\$ 131,946	\$ 134,585	\$ 137,277	\$ 140,023	\$ 142,823	\$ 142,823
TOTAL	\$ 1,305,761	\$ 1,320,155	\$ 1,334,941	\$ 1,350,130	\$ 1,365,732	\$ 147,884,056



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0001 Recurring Project

Project Name: Vehicle and Equipment Replacement Fund

Category: Equipment – Heavy Duty
Vehicle – Truck, Heavy Duty (Hydro, Vector, Dump, etc.)

Sub-Category: Replacement

Project Description: This fund is used to replace District vehicles and significant, higher cost equipment. The annual contribution is based on data collected on all vehicles and equipment using a 10 to twenty 20 year replacement schedule. The total cost is calculated over a 20 year window using an estimated

Project Justification: This fund is necessary in order to maintain an efficient vehicle fleet and equipment to proper specifications.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2022/23	\$ 760,000
Total			\$ 760,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0002 Recurring Project

Project Name: Lateral Grant Program

Category: Infrastructure – Sewer Lines

Sub-Category: Replacement - Private Lateral

Project Description: The Private Lateral Replacement Grant Program is designed to help the property owner defray a portion of the costs required to replace or repair their lateral. The maximum amount of assistance for any one (1) private sewer lateral replacement or repair is 50% of the approved cost up to a maximum reimbursement of \$4,000.

Project Justification: This grant program is offered to customers to help offset the major cost of repairing or replacing a sewer lateral.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 50,000
Total			\$ 50,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0003 Recurring Project

Project Name: Sewer Emergency Repairs

Category: Infrastructure – Sewer Lines

Sub-Category: Emergency Repairs

Project Description: This fund is to repair sewer mains that are in need of emergency repair such as holes or severe cracks which could lead to sink holes or cause other damage.

Project Justification: Video inspection of sewer pipelines may reveal deficiencies that include severe cracks or holes that require immediate attention or may create further damage to the sewer main or street above.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 115,000
Total			\$ 115,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0004 Recurring Project

Project Name: Contingency for Emergency Repairs

Category: Improvements – General

Sub-Category: Emergency Repairs

Project Description: There are no anticipated expenditures to be funded from this category; however, this account provides a contingency amount in the Capital Improvement Program for replacement of critical equipment or systems which could unexpectedly fail during the fiscal year.

Project Justification: Contingency fund needed to pay for the repair or replacement of critical equipment or systems

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 50,000
12 Replacement Fund	12-8660000-0	2022/23	\$ 25,000
12 Replacement Fund	12-8680000-0	2022/23	\$ 25,000
Total			\$ 100,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0005

Project Name: Sewer Main Rehabilitation or Replacement Design

Category: Infrastructure – Sewer Lines

Sub-Category: Rehabilitation/Improvement

Project Description: This is a 12-year repair, rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future.

Project Justification: Defective sewer mains lead to sewer overflows, sink holes and other costly issues and may lead to regulatory violations. Maintaining the sewer collection system requires repairing, rehabilitation and/or replacement of sewer mains and manholes.

Project Schedule:

Start Date	Completion Date
Jul-21	Jun-26

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 1,228,340
Total			\$ 1,228,340



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0006

Project Name: Sewer Main Rehabilitation or Replacement Const.

Category: Infrastructure – Sewer Lines

Sub-Category: Rehabilitation/Improvement

Project Description: This is a 12-year repair, rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments

Project Justification: Defective sewer mains lead to sewer overflows, sink holes and other costly issues and may lead to regulatory violations. Maintaining the sewer collection system requires repairing, rehabilitation and/or replacement of sewer mains and manholes.

Project Schedule:

Start Date	Completion Date
Jul-21	Jun-26

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 3,666,667
Total			\$ 3,666,667



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0007

Project Name: Recycled Water Project Phase 1

Category: Infrastructure – Treatment Plant

Sub-Category: Expansion

Project Description: Reclaimed Water Project Phase 1 will replace an aging and capacity restricting Grit Chamber, and provide redundancy by adding a second digester, expanding the bar screens, adding a biofilter, a sludge holding tank and a sludge thickener.

Project Justification: These improvements are necessary in order to meet future regulations and produce reclaimed water.

Project Schedule:

Start Date	Completion Date
Jul-20	Dec-25

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
Bank of America Loan	12-8642000-0	2022/23	\$ 17,763,656
Total			\$ 17,763,656



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0008

Project Name: Emergency Sewer Siphon Replacement Design/CM

Category: Infrastructure – Sewer Lines

Sub-Category: Replacement

Project Description: Replace the sewer siphon crossing the Coachella Stormwater channel at Westward Ho Drive damaged and exposed by the flooding event on February 14, 2019.

Project Justification: The existing siphon is only slightly buried and would be damaged beyond repair during the next flood event. The new siphon will be constructed below the new scour depth of the channel to avoid the sewer main becoming exposed during future storm events.

Project Schedule:

Start Date	Completion Date
Feb-19	Dec-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 95,700
FEMA	12-8632000-0	2022/23	\$ 542,300
Total			\$ 638,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0009

Project Name: Emergency Sewer Siphon Replacement Construction

Category: Infrastructure – Sewer Lines

Sub-Category: Replacement

Project Description: Replace the sewer siphon crossing the Coachella Stormwater channel at Westward Ho Drive damaged and exposed by the flooding event on February 14, 2019.

Project Justification: The existing siphon is only slightly buried and would be damaged beyond repair during the next flood event. The new siphon will be constructed below the new scour depth of the channel to avoid the sewer main becoming exposed during future storm events.

Project Schedule:

Start Date	Completion Date
Feb-19	Dec-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 669,600
FEMA	12-8632000-0	2022/23	\$ 3,794,400
Total			\$ 4,464,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0010

Project Name: Influent Pump Station Rehabilitation Project

Category: Infrastructure – Treatment Plant

Sub-Category: Rehabilitation/Improvement

Project Description: Rehabilitate the Influent Pump Station to allow for proper operation and extend its lifecycle. Proposed improvements to the pump station include: repair/replacement of leaking and broken valves, repair of interior concrete

Project Justification: The Influent Pump Station structure is showing significant signs of deterioration and is in need of improvements.

Project Schedule:

Start Date	Completion Date
Jul-20	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2022/23	\$ 3,300,000
Total			\$ 3,300,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 21-0013

Project Name: Laboratory Information Management System (LIMS)

Category: Software

Sub-Category: Systems

Project Description: Laboratory Information Management System (LIMS) is a type of software designed to improve laboratory productivity and efficiency by keeping track of data associated with samples, experiments, laboratory workflows and

Project Justification: Environmental Laboratory Accreditation Program (ELAP) regulations are adopting the TNI 2016 Standard. The updated regulations require additional documentation and management of inventory, equipment maintenance, consumables, samples, and scientific data and results. Utilizing LIMS

Project Schedule:

Start Date	Completion Date
Jul-21	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-8643000-0	2022/23	\$ 70,000
Total			\$ 70,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0001

Project Name: Asphalt Repairs Treatment Plant

Category: Improvements-General

Sub-Category: Rehabilitation/Improvement

Project Description: Seal and repair damaged asphalt in the treatment plant.

Project Justification: Wear and tear on asphalt can be caused by many things such as for overweight trucks, constant vehicle traffic, water, and age. As time goes by, the structural integrity of asphalt can weaken and fail – even without water or mechanical forces acting upon it. Crack sealing can help increase the life of the asphalt pavement by sealing small cracks that will allow water to seep and cause structural failure.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8660000-0	2022/23	\$ 50,000
Total			\$ 50,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0002

Project Name: Concrete Repairs to ASP Plant

Category: Improvements-General

Sub-Category: Rehabilitation/Improvement

Project Description: Repair broken and damaged concrete on ASP Plant basins and related tanks.

Project Justification: Concrete repair is the process of fixing a hardened concrete surface that over time has lost the ability to hold the binding concrete materials together due to damage or environmental exposure.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-866000-00	2022/23	\$ 50,000
Total			\$ 50,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0003

Project Name: Electrical Control Panel Replacements Blower Building

Category: Infrastructure – Treatment Plant

Sub-Category:

Project Description: Replacement of the Master Control Panel (MCP) and three (3) Local Control Panels (LCP) in the Blower Building.

Project Justification: The panels have met their useful life and must be replaced.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2022/23	\$ 120,000
Total			\$ 120,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0004

Project Name: New Office Building for Belt Filter Press

Category: Buildings – Modular

Sub-Category: Upgrade

Project Description: New office building for belt filter press work area.

Project Justification: The new office building will provide a better work environment for the belt filter press operator as well as protect office equipment.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	13-866000-0	2022/23	\$ 20,000
Total			\$ 20,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0005

Project Name: Trimax PLC Upgrades SCADA

Category: Software

Sub-Category: Upgrade

Project Description: Upgrade and improve the SCADA system for the Treatment Plant

Project Justification: The SCADA system needs upgrades and improvements to better allow employees to operate the treatment plant remotely.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-8643000-0	2022/23	\$ 120,000
Total			\$ 120,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0006

Project Name: Water Reclamation Facility Master Plan

Category: Improvements General

Sub-Category: Study

Project Description: Review and revise the facilities master plan.

Project Justification: A facilities master plan establishes a framework for orderly growth and development of capital improvements on campus.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Reserve Fund	12-8660000-0	2022/23	\$ 300,000
13 Capital Improvement	13-8660000-0	2022/23	\$ 300,000
Total			\$ 600,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0007

Project Name: Air Conditioner for Blower Building

Category: Improvement/ General

Sub-Category: Rehabilitation/Improvement

Project Description: Install an additional air conditioner for the Blower Building.

Project Justification: The additional air conditioner will assist in regulating the temperature in the Blower Building. The Blower building now has two (2) air blowers online and requires an additional air conditioning unit to keep the temperature controlled.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-8660000-0	2022/23	\$ 30,000
Total			\$ 30,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0008

Project Name: Steel Waterline Replacement Phase 2

Category: Infrastructure – Treatment Plant

Sub-Category: Replacement

Project Description: Replace the above ground, steel waterline adjacent to the aeration basins and activated sludge tank including adjacent piping and froth sprayers.

Project Justification: The steel waterline and adjacent pipelines are old and prone to leaks, especially at the grooved joints, and has outlived its useful life. The new steel waterline will have traditional joints that will provide a longer life.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8642000-0	2022/23	\$ 350,000
Total			\$ 350,000



**FY 2022/23 Capital Expenditures
Valley Sanitary District
Capital Project Justification**

Project Number: 23-0009

Project Name: Replacement of Calhoun Lift Station Pumps (2)

Category: Infrastructure – Manholes

Sub-Category: Replacement

Project Description: Replace two (2) pumps.

Project Justification: Due to the use of flushable wipes, the current pumps are becoming plugged. This has led to an increase in unscheduled maintenance and after-hour response.

Project Schedule:

Start Date	Completion Date
Jul-22	Jun-23

Project Funding Sources (Requested):

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-8632000-0	2022/23	\$ 50,000
Total			\$ 50,000

"India Railway"



Valley Sanitary District

45500 Van Buren Street
Indio, CA 92201
(760) 238-5400
www.valley-sanitary.org



**Valley Sanitary District
Board of Directors Meeting
May 24, 2022**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Adopt Resolution No. 2022-1163 Amending Employee Wages & Benefits Effective July 1, 2022, and Rescind Resolution 2021-1154**

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

Executive Summary

The purpose of this report is for the Board to consider the proposed wages and benefits for the fiscal year 2022/23.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Fully Staff with a Highly Trained and Motivated Team.

Fiscal Impact

The fiscal impact of the discussion is included in the proposed Operating Budget for the fiscal year 2022/23.

Background

On April 19, 2022, the Board of Directors held a special meeting to review the proposed the fiscal year 2022/23 operating budget. During that meeting, proposed changes to the wage schedule and California Public Employees Retirement System (CalPERS) Plan Contributions were reviewed and discussed.

Cost of Living Adjustment

The proposed Operating Budget for the fiscal year 2022/23 includes a max 5.0% Cost of Living Adjustment (COLA) based on the Riverside-San Bernardino-Ontario, CA CPI-U Index. The Riverside-San Bernardino-Ontario, CA CPI-U Index was at 8.5% as of January 2022 and 9.9% as of March 2022 (Attachment D). This adjustment aligns with those made by comparable agencies and ensures that the District remains competitive with other agencies in the region.

CalPERS Employer Contributions

The District contracts with CalPERS for the purpose of providing employees with medical insurance benefits. The proposed Operating Budget includes a proposed 8.0%

increase in the monthly cafeteria plan. The adjustment was determined using the Medical Care index of 8.49% CPI-U Index as of December 2021 and the estimated increases to the CalPERS Medical Premiums. In August of 2022, the medical premiums among the offered plans increased between 5.85% and 25.14%.

Recommendation

Staff recommends that the Board adopt Resolution No. 2022-1163 Amending Employee Wages & Benefits Effective July 1, 2022, and Rescind Resolution 2021-1154

Attachments

- Attachment A: Resolution No. 2022-1163
- Attachment B: Resolution No. 2021-1154
- Attachment C: Wage Schedule
- Attachment D: Riverside-San Bernardino-Ontario, CA CPI-U Index
- Attachment E: Consumer Price Index for Medical Care as of December 2021

RESOLUTION NO. 2022-1163
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY
DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2022
AND RESCINDING RESOLUTION 2022-1154

The General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2022/23 that included employee wages and benefits; and,

The Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a Cost-of-Living Adjustment (COLA) adjustment is warranted.

The Board of Directors of Valley Sanitary District resolves:

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2020.
2. Retirement Plan: The District participates in the California Public Employees Retirement Plan (CalPERS). The plan for "Classic" employees is 2.5%@55 and the plan for "New Members" (PEPRA) is 2.0%@62.
3. Employer Contribution to CalPERS: The District will contribute to CalPERS the established employer contribution rate of 12.400% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.760% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. Employee Contribution to CalPERS: Employees will contribute the employee contribution rate of 7.960% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
5. Social Security and Medicare: In addition to participation in CalPERS, the District participates in Social Security and Medicare programs with the District and employees each responsible for their respective portion as mandated by the Social Security Administration.
6. Medical Plan Premiums: The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$149 per month.
7. Cafeteria Plan: The District will contribute up to \$2,117 into the District's cafeteria plan toward medical, dental, and vision plan premiums. The cost of the premiums that exceed the District's contribution will be paid by the employee through payroll deduction. If an employee chooses medical, dental, and vision plans that are less than the District's contribution, the District will contribute only the actual premium cost.

8. Cash-in-Lieu: Employees who waive enrollment in one of the available medical plans, and who provide proof of enrollment in another qualifying medical plan, will receive a monthly stipend of \$450.

9. Director’s Health Benefits: Board members are offered a medical, vision, and dental stipend for the calendar year. The annual amount is set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

10. Longevity Pay: Employees will receive an incentive to encourage longevity with the District upon completion of their 7th anniversary with the District. The initial amount will be \$100 per month. Each five-year anniversary following the first milestone will increase the premium by \$100. The premium, and each subsequent increase, will become effective the first day of the pay period following each longevity milestone anniversary.

11. Standby Pay: Employees assigned to standby will receive special assignment pay of \$43.00 per weekday and \$85.00 per Saturday, Sunday, and District observed holidays. The table below is used to determine call-back or call-back 2 pay:

TYPE	HOURS WORKED	HOURS PAID	RATE	TRAVEL TIME
Call-back	≤ 1 hour 29 minutes	Two (2) hour minimum	Hourly Rate	None
Call-back 2	≥ 1 hour 30 minutes	Actual time worked	Overtime Rate	30 Minutes

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

13. Uniforms: Employees in specific job classifications are required to wear uniforms for health and safety. The District furnishes and launders the uniforms and reports the value to CalPERS as required.

14. Safety Shoes: Employees in specific job classifications that are required to wear safety shoes will be reimbursed up to \$250 each year for the purchase of appropriate footwear.

15. Bi-Lingual Pay: Employees assigned to be available to translate or interpret in the course of their work will receive special assignment pay of \$100 per month.

16. Certification Incentive Pay: Employees that achieve a certification that is required by their job classification but is at a grade higher than what is required, and no higher classification exists in the classification series, will receive an amount equivalent to 5% of their base hourly pay rate.

17. Lateral Certification Incentive Pay: Employees who obtain and maintain a certification that is **not** required by their classification will receive an incentive of 5% of

the employee's base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied.

18. Holidays: The District observes the following holidays. If a holiday falls on a Saturday, it will be observed on the preceding Friday. If a holiday falls on a Sunday, it will be observed on the following Monday.

Holiday Title	Holiday Date
New Year's Day	January 1
MLK Jr. Birthday	3 rd Monday in January
Presidents' Day	3 rd Monday in February
Cesar Chavez Day	March 31
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Veterans' Day	November 11
Thanksgiving Day	4 th Thursday in November
Native American Heritage Day	Friday after Thanksgiving Day
Christmas Eve	December 24
Christmas Day	December 25
New Year's Eve	December 31

Employees will be paid for eight hours of time off on each holiday. Employees working alternative schedules (9/80) will be paid for eight hours of time off on each holiday and will be given the option for the remaining one or two hours to utilize Vacation or Administrative Leave or to work the one or two hours in the same pay period in which the holiday falls.

For employees assigned to the "Operator of the Day" shift, a 10-hour shift, will be paid an additional two hours (for a total of 10 hours per holiday), which is consistent with long-standing practice.

19. Vacation Leave: Employees accrue vacation leave based on years of service and may take this leave per District policy.

20. Sick Leave: Full-time employees accrue 12 sick days (96 hours) each year. Employees may cash out up to one-half of their sick leave balance each year or upon separation from the District, as allowed by District policy.

21. Management Leave: FLSA exempt employees receive 40 hours of Management Leave each calendar year. Unused hours are not carried over to the next calendar year.

22. Tuition Reimbursement: The District will reimburse employees for approved tuition and course materials up to \$1,000 per quarter, semester, or course, with a maximum reimbursement of \$3,000 per employee per fiscal year.

23. Life Insurance: The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is equivalent to the employee's annual base wages, with a minimum of \$50,000; \$10,000 for their spouse and \$5,000 per dependent child up to 26 years of age.

24. Short-Term Disability: The District participates in the State of California Short-Term Disability Plan. Employees are required to contribute to this plan through payroll deduction.

25. Long-Term Disability: The District participates in a long-term disability plan at no cost to employees.

26. Wellness Program: The District will reimburse employees once each fiscal year for enrollment in gym memberships or exercise and fitness classes. The maximum reimbursement is \$420.

27. Deferred Compensation (457) Plan: Each employee at the District can voluntarily participate, at their own expense, in one of the deferred compensation plans offered by the District through payroll deduction. The District does not match employee contributions into these plans.

28. The effective date of these changes is July 1, 2022.

29. Resolution 2022-1154 is rescinded.

ADOPTED this 24th day of May 2022, by the following roll call vote.

AYES: Canero, Coleman, Duran, Sear, Teague

NAYES:

ABSENT:

ABSTAIN:

Scott Sear, President

ATTEST:

Dennis Coleman, Secretary

RESOLUTION NO. 2022-1154
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY
DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JANUARY 1,
2022 AND RESCINDING RESOLUTION 2021-1152

The General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2021/22 that included employee wages and benefits; and,

The Board of Directors has considered the issues relating to employee wages and benefits from an economic viewpoint and has concluded that a Cost-of-Living Adjustment (COLA) adjustment is warranted.

The Board of Directors of Valley Sanitary District resolves:

1. The Wage Schedule attached to this Resolution as Exhibit 1 replaces the Wage Schedules adopted effective July 1, 2020.
2. Retirement Plan: The District participates in the California Public Employees Retirement Plan (CalPERS). The plan for "Classic" employees is 2.5%@55 and the plan for "New Members" (PEPRA) is 2%@62.
3. Employer Contribution to CalPERS: The District will contribute to CalPERS the established employer contribution rate of 12.380% toward retirement of all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.730% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
4. Employee Contribution to CalPERS: Employees will contribute the employee contribution rate of 8% for all "Classic" employees enrolled in the Tier 1 Retirement Plan and 7.250% for all "PEPRA" employees enrolled in the Tier 2 Retirement Plan.
5. Social Security and Medicare: In addition to participation in CalPERS, the District participates in Social Security and Medicare programs with the District and employees each responsible for their respective portion as mandated by the Social Security Administration.
6. Medical Plan Premiums: The District will contribute the required PEMHCA Minimum Employer Contribution to CalPERS on behalf of employees for enrollment in one of the available medical plans through CalPERS. The current contribution amount is \$149 per month.
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11. Standby Pay: Employees assigned to standby will receive special assignment pay of \$41.00 per weekday and \$81.00 per Saturday, Sunday, and District observed holidays. The table below is used to determine call-back or call-back 2 pay:

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the employee's base hourly pay rate for each type of certification that is obtained. If a higher level of certification is obtained, no additional incentive will be applied.

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23. Life Insurance: The District will enroll employees in a life insurance plan at no cost to the employee. The plan coverage is equivalent to the employee's annual base wages, with a minimum of \$50,000; \$10,000 for their spouse and \$5,000 per dependent child up to 26 years of age.

24. Short-Term Disability: The District participates in the State of California Short-Term Disability Plan. Employees are required to contribute to this plan through payroll deduction.

25. Long-Term Disability: The District participates in a long-term disability plan at no cost to employees.

26. Wellness Program: The District will reimburse employees once each fiscal year for enrollment in gym memberships or exercise and fitness classes. The maximum reimbursement is \$420.

27. Deferred Compensation (457) Plan: Each employee at the District can voluntarily participate, at their own expense, in one of the deferred compensation plans offered by the District through payroll deduction. The District does not match employee contributions into these plans.

28. The effective date of these changes is January 1, 2022.

29. Resolution 2021-1145 is rescinded.

ADOPTED this 25th day of January 2022, by the following roll call vote.

AYES: Canero, Coleman, Duran, Sear, Teague

NAYES: None

ABSENT: None

ABSTAIN: None

Scott Sear, President

ATTEST:

Dennis Coleman, Secretary



Valley Sanitary District

Wage Schedule, Effective July 1, 2022

Bi-Weekly Rate

Job Title	Steps						
	A	B	C	D	E	F	G
Accounting Technician	2,312	2,427	2,548	2,676	2,810	2,950	3,098
Accounting Analyst	2,933	3,080	3,234	3,395	3,565	3,743	3,931
Administrative Assistant	2,207	2,317	2,433	2,554	2,682	2,816	2,957
Assistant Engineer	3,253	3,416	3,587	3,766	3,954	4,152	4,360
Associate Engineer	3,635	3,816	4,007	4,207	4,418	4,639	4,870
Collection System Technician-in-Training	1,929	2,026	2,127	2,233	2,345	2,462	2,585
Collection System Technician I	2,144	2,251	2,363	2,481	2,605	2,736	2,872
Collection System Technician II	2,363	2,481	2,605	2,736	2,872	3,016	3,167
Collection System Technician III	2,605	2,736	2,872	3,016	3,167	3,325	3,491
Clerk of the Board	2,537	2,664	2,797	2,937	3,084	3,238	3,400
Development Services Technician I	2,525	2,651	2,783	2,922	3,069	3,222	3,383
Development Services Technician II	2,783	2,922	3,069	3,222	3,383	3,552	3,730
Development Services Technician III	3,069	3,222	3,383	3,552	3,730	3,916	4,112
Electrician/Instrumentation Technician-in-Training	2,127	2,233	2,345	2,462	2,585	2,714	2,850
Electrician/Instrumentation Technician I	2,393	2,513	2,639	2,771	2,909	3,055	3,207
Electrician/Instrumentation Technician II	2,639	2,771	2,909	3,055	3,207	3,368	3,536
Electrician/Instrumentation Technician III	2,909	3,055	3,207	3,368	3,536	3,713	3,898
Engineering Technician	2,757	2,895	3,040	3,192	3,352	3,519	3,695
Environmental Compliance Technician I	2,353	2,471	2,594	2,724	2,860	3,003	3,153
Environmental Compliance Technician II	2,594	2,724	2,860	3,003	3,153	3,311	3,477
Environmental Compliance Technician III	2,860	3,003	3,153	3,311	3,477	3,650	3,833
Human Resources Specialist	2,793	2,933	3,080	3,234	3,395	3,565	3,743
Laboratory Technician-in-Training	2,117	2,223	2,334	2,451	2,573	2,702	2,837
Laboratory Technician I	2,353	2,471	2,594	2,724	2,860	3,003	3,153
Laboratory Technician II	2,594	2,724	2,860	3,003	3,153	3,311	3,477
Laboratory Technician III	2,860	3,003	3,153	3,311	3,477	3,650	3,833
Maintenance Technician-in-Training	1,929	2,026	2,127	2,233	2,345	2,462	2,585
Maintenance Technician I	2,144	2,251	2,363	2,481	2,605	2,736	2,872
Maintenance Technician II	2,363	2,481	2,605	2,736	2,872	3,016	3,167
Maintenance Technician III	2,605	2,736	2,872	3,016	3,167	3,325	3,491
Management Analyst	3,166	3,325	3,491	3,665	3,848	4,041	4,243
Procurement Technician	2,345	2,462	2,585	2,715	2,850	2,993	3,143
Wastewater Operator-in-Training	1,998	2,098	2,203	2,313	2,429	2,550	2,678
Wastewater Operator I	2,220	2,331	2,448	2,570	2,699	2,833	2,975
Wastewater Operator II	2,448	2,570	2,699	2,833	2,975	3,124	3,280
Wastewater Operator III	2,699	2,833	2,975	3,124	3,280	3,444	3,616
Collection System Supervisor	3,154	3,312	3,477	3,651	3,833	4,025	4,226
Development Services Supervisor	3,375	3,544	3,721	3,907	4,103	4,308	4,523
Electrical/Instrumentation Supervisor	3,368	3,536	3,713	3,899	4,094	4,298	4,513
Facilities Maintenance Supervisor	3,368	3,536	3,713	3,899	4,094	4,298	4,513
Laboratory and Environmental Compliance Supervisor	3,420	3,591	3,771	3,959	4,157	4,365	4,583
Wastewater Operations Supervisor	3,455	3,628	3,809	4,000	4,199	4,409	4,630
Chief Administrative Officer	5,092	5,347	5,614	5,894	6,189	6,499	6,824
District Engineer	5,485	5,759	6,047	6,349	6,667	7,000	7,350
Chief Operations Officer	4,935	5,182	5,441	5,713	5,999	6,299	6,614
General Manager (Contract)							-



Bureau of Labor Statistics > Data Tools > Customized Tables > Areas at a Glance

Economy at a Glance

Western Office PRINT:

Riverside-San Bernardino-Ontario, CA

Riverside-San Bernardino-Ontario, CA

Data Series	Back Data	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022
Labor Force Data							
Civilian Labor Force ⁽¹⁾		(2) 2,138.8	(2) 2,156.2	(2) 2,155.0	2,165.3	2,180.3	(P) 2,186.0
Employment ⁽¹⁾		(2) 2,008.4	(2) 2,040.6	(2) 2,048.3	2,042.5	2,071.4	(P) 2,092.4
Unemployment ⁽¹⁾		(2) 130.4	(2) 115.6	(2) 106.7	122.8	108.9	(P) 93.7
Unemployment Rate ⁽³⁾		(2) 6.1	(2) 5.4	(2) 5.0	5.7	5.0	(P) 4.3
Nonfarm Wage and Salary Employment							
Total Nonfarm ⁽⁴⁾		1,606.5	1,629.7	1,632.5	1,610.0	1,625.6	(P) 1,634.3
12-month % change		5.4	5.3	6.0	7.1	6.3	(P) 6.4
Mining and Logging ⁽⁴⁾		1.4	1.3	1.3	1.3	1.3	(P) 1.3
12-month % change		7.7	0.0	0.0	0.0	0.0	(P) 0.0
Construction ⁽⁴⁾		111.7	109.5	105.6	103.6	106.1	(P) 108.6
12-month % change		3.7	1.9	-1.7	-1.2	-1.2	(P) 0.9
Manufacturing ⁽⁴⁾		95.5	95.7	96.2	95.0	96.8	(P) 97.4
12-month % change		1.7	1.6	2.1	2.7	3.0	(P) 3.0
Trade, Transportation, and Utilities ⁽⁴⁾		455.0	473.1	477.9	468.8	466.9	(P) 464.9
12-month % change		5.4	5.0	6.0	7.3	7.0	(P) 7.2
Information ⁽⁴⁾		9.9	9.9	9.9	9.7	9.7	(P) 9.8
12-month % change		13.8	12.5	13.8	12.8	11.5	(P) 11.4
Financial Activities ⁽⁴⁾		45.0	45.5	45.9	45.1	45.8	(P) 46.6
12-month % change		1.4	2.2	2.9	1.6	2.7	(P) 4.7
Professional and Business Services ⁽⁴⁾		169.1	170.1	170.9	167.4	168.9	(P) 171.0
12-month % change		4.4	4.4	4.6	3.5	2.7	(P) 4.6
Education and Health Services ⁽⁴⁾		255.3	254.8	254.3	255.2	259.6	(P) 259.7
12-month % change		2.0	1.2	0.5	2.7	3.3	(P) 2.8
Leisure and Hospitality ⁽⁴⁾		166.7	170.4	172.9	167.4	173.5	(P) 175.2
12-month % change		17.8	18.1	24.8	29.2	21.4	(P) 18.1
Other Services ⁽⁴⁾		44.1	44.7	43.9	43.7	44.4	(P) 45.6
12-month % change		7.0	7.2	13.4	20.1	9.6	(P) 10.4
Government ⁽⁴⁾		252.8	254.7	253.7	252.8	252.6	(P) 254.2
12-month % change		4.7	5.9	5.9	5.7	6.0	(P) 6.0
Consumer Price Index: Riverside-San Bernardino-Ontario, CA							
CPI-U, All items ⁽⁵⁾			117.206		118.963		122.127
CPI-U, All items, 12-month % change ⁽⁵⁾			7.9		8.6		10.0
CPI-W, All items ⁽⁶⁾			117.840		119.557		122.861
CPI-W, All items, 12-month % change ⁽⁶⁾			8.1		8.5		9.9
Footnotes							
(1) Number of persons, in thousands, not seasonally adjusted.							
(2) Data were subject to revision on April 15, 2022.							
(3) In percent, not seasonally adjusted.							
(4) Number of jobs, in thousands, not seasonally adjusted. See About the data .							
(5) All Urban Consumers, base: December 2017=100, not seasonally adjusted.							
(6) Urban Wage Earners and Clerical Workers, base: December 2017=100, not seasonally adjusted.							
(P) Preliminary							

Data extracted on: May 18, 2022

Source: U.S. Bureau of Labor Statistics

Note: More data series, including additional geographic areas, are available through the "[Databases & Tables](#)" tab at the top of this page.

Geographically based survey data available from BLS:

Employment & Unemployment

- [Employment, Hours, and Earnings from the CES survey_\(State and Area\)](#)
- [Local Area Unemployment Statistics](#)
- [Create Customized Maps -- Unemployment Rates](#)
- [Quarterly Census of Employment and Wages](#)
- [Occupational Employment Statistics](#)
- [Geographic Profile](#)

Prices & Living Conditions

- [Consumer Price Index](#)
- [Consumer Expenditure Survey](#)

Compensation & Working Conditions

- [National Compensation Survey](#)
- [Employment Cost Index](#)
- [Injuries, Illnesses, and Fatalities](#)

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Consumer Price Index

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Measuring Price Change in the CPI: Medical care

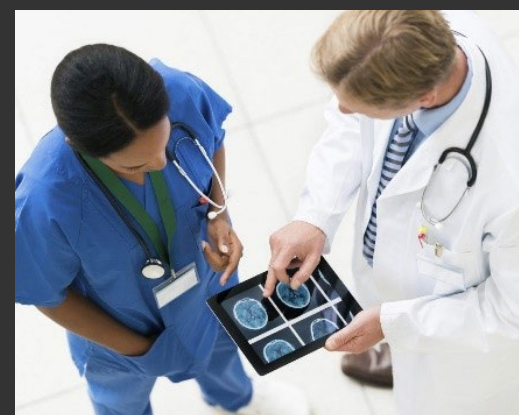
The **medical care** index is one of eight major groups in the Consumer Price Index (CPI) and is divided into two main components: **medical care services** and **medical care commodities**, each containing several item categories. **Medical care services**, the larger component in terms of weight in the CPI, is organized into three categories: **professional services**, **hospital and related services**, and **health insurance**. **Medical care commodities**, the other major component, includes **medicinal drugs** and **medical equipment and supplies**.

The following topics that are frequently confusing to the public are explained in this factsheet: [expenditure methodology](#), [health insurance](#), [prescription drugs](#), [professional services](#), and [hospital services](#).

[Expenditure methodology](#)

General CPI methodology

The CPI measures inflation by tracking retail prices of a good or service of a constant quality and quantity over time. Tracking retail prices allows CPI to capture changes in *out-of-pocket* household spending over time. Each month, the various item indexes reflect the observed price changes, aggregating up to the **all items** CPI.



Related Articles

[Household healthcare spending in 2014](#)[Spotlight on Healthcare](#)[Employment and Wages in Healthcare Occupations](#)

In the aggregation process, each item index is assigned a relative importance, or weight. The weight of each item in the CPI is determined using the [Consumer Expenditure Survey](#) (CE) which collects information from the nation's households and families on their buying habits (or expenditures), income, and household characteristics. Goods and services that consumers spend the most on will be the most heavily weighted. Additional information on CE and how weights are calculated and updated can be found in the CPI and the CE sections of the [BLS Handbook of Methods](#).

Medical care methodology

The CE tracks consumer out-of-pocket spending on medical care, which is used to weight the medical care indexes. CE defines out-of-pocket medical spending as:

- patient payments made directly to retail establishments for medical goods and services;
- health insurance premiums paid for by the consumer, including Medicare Part B; and
- health insurance premiums deducted from employee paychecks.

Employer paid portions of insurance premiums and fully tax-funded medical care (such as Medicare Part A and Medicaid) are not considered out-of-pocket, and therefore not used in weighting the indexes.

While the weight of each CPI medical care related index is determined by out-of-pocket spending, price change reflected by the indexes measure the total reimbursement to medical care providers. This includes medical care payments made by private insurance companies, Medicare Part B, and Medicare Part D on behalf of consumers.

For example, in the **physicians' services** index, we consider the price of an office visit to be the patient's \$20 copay, as well as the \$80 insurance payment to the physician, for a total of \$100. The \$100 figure is used when calculating any price change.

The reason for this apparent discrepancy is due to challenges the CPI faces when pricing health insurance; this is described in more detail in the [health insurance](#) section. Medicaid and worker's compensation payer types are not eligible for the CPI since consumers do not make out-of-pocket payments to participate in these programs.

Note: Since the relative importance of medical care only includes out-of-pocket expenditures, its share in the CPI is smaller than its share of gross domestic product (GDP) and other national accounts measures. GDP includes reimbursements that are fully paid for by public sources and employers, increasing medical care's share of GDP.

Table A. Definitions of published medical care indexes and relative importance as of December 2021.

Item	Definition	Relative importance (percent)	Percentage of the Medical Care Index
Medical care	Medical care commodities and medical care services	8.487	100%
A. Medical care commodities	Prescription drugs, nonprescription over-the-counter-drugs, and other medical equipment and supplies	1.524	18%
1. Medicinal drugs	All prescription and over-the-counter drugs	1.422	17%
a. Prescription drugs	All drugs dispensed by prescription. Mail order outlets are included. Prices reported represent transaction prices between the pharmacy, patient, and third party payer, if applicable.	1.044	12%
b. Nonprescription	All nonprescription drugs, including topicals	0.378	4%

drugs			
2. Medical equipment and supplies	Nonprescription medicines and dressings used externally, contraceptives, and supportive and convalescent medical equipment (e.g., adhesive strips, heating pads, athletic supporters, and wheelchairs)	0.103	1%
B. Medical care services	Professional medical services, hospital services, nursing home services, adult day care, and health insurance	6.962	82%
1. Professional services	Physicians, dentists, eye care providers, and other medical professionals	3.585	42%
a. Physicians' services	Services by medical physicians in private practice, including osteopaths, which are billed by the physician. Includes house, office, clinic, and hospital visits. (Excludes independent lab work and ophthalmologists. See Eyeglasses and eye care.)	1.900	22%
b. Dental services	Services performed by dentists, oral or maxillofacial surgeons, orthodontists, periodontists, or other dental specialists in group or individual practice. Treatment may be provided in the office or hospital.	0.924	11%
c. Eyeglasses and eye care	Services and goods provided by opticians, optometrists, and ophthalmologists. Includes eye exams, dispensing of eyeglasses and contact lenses, office visits, and surgical procedures in the office or hospital.	0.371	4%
d. Services by other medical professionals	Services performed by other professionals such as psychologists, chiropractors, physical therapists, podiatrists, social workers, and nurse practitioners in or out of the office. Also, includes independent lab work and imaging services.	0.390	5%
2. Hospital and related services	Services provided to inpatients and outpatients. Includes emergency room visits, nursing home care and adult day care.	2.573	30%
a. Hospital services	Services provided to patients during visits to hospitals, ambulatory surgical centers, or other similar settings.	2.199	26%
i. Inpatient hospital services (1)	Services for inpatients. Includes a mixture of itemized services, Diagnosis Related Group -based services, per diems, packages, or other bundled services.	N/A	
ii. Outpatient hospital services (1)	Services provided to patients classified as outpatients in hospitals, free standing services facilities, ambulatory surgery, and urgent care centers.	N/A	
b. Nursing home and adult day care services	Charges for residential care at nursing homes, nursing home units of retirement homes, and convalescent or rest homes. Also includes non-residential adult day care.	0.210	2%
c. Care of invalids and elderly at home	Fees paid to individuals or agencies for the personal care of invalids, elderly or convalescents in the home including food preparation, bathing, light house cleaning, and other services	0.164	2%
3. Health Insurance	Indirect approach based on retained earnings method. See Health Insurance section.	0.804	9%

Footnotes:

(1) Substratum index: a special index published below the typical item level. Relative importance is not available for these indexes.

(2) CPI pricing and weighting excludes institutionalized populations such as those living in nursing homes.

Health insurance

Challenges to pricing health insurance

Even though insurance premiums are an important part of consumers' medical spending, the CPI does not directly price health insurance policies. In a direct approach, we would track the movement of insurance premiums, holding constant the quality of insurance, and use these price relatives to build the Health Insurance index. However, the CPI has been unable to consistently control for changes in quality such as policy benefits and risk factors. Price change between health plans of varying quality cannot be compared, and any quality adjustment methods to facilitate price comparison would be difficult and subjective. As a result, we developed an indirect approach called the retained earnings method.

Retained Earnings Method

Methodology Framework

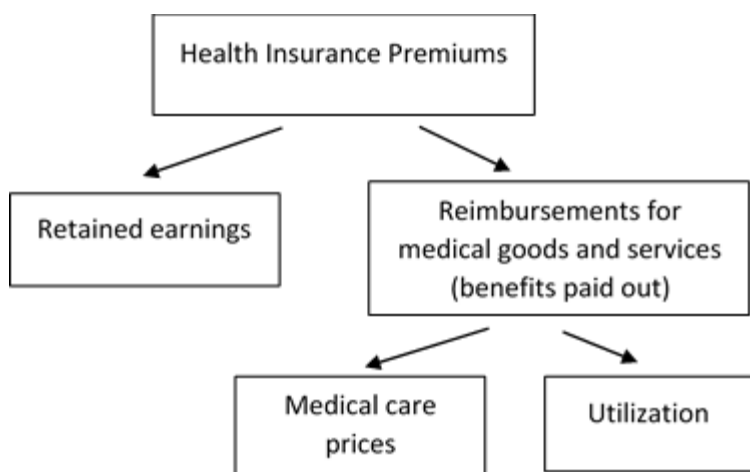
This section offers a general overview of the retained earnings methodology; the specifics of each step are detailed in later sections. This method begins by decomposing health insurance premiums into the two ways they are used by the insurance company: earnings retained by the insurance company and the benefits paid out on behalf of customers.

The earnings retained by the company can be thought of as leftover premiums income after paying out benefits and rebates¹. These earnings retained by the insurance company are used to cover administrative costs or kept as profit. The CPI thinks of this value as the cost of administering insurance services, such as paying out claims, and refers to it as the retained earnings.

Benefits paid out — or reimbursements to providers for medical goods and services — can be broken down as the product of medical care prices and medical care utilization. In other words, total benefits equals the average price of medical service claims multiplied by the number of claims filed.

Deconstructing health insurance premiums in this way shows that premiums are a function of retained earnings, utilization, and the price of medical care.

Figure A. Breakdown of Health Insurance Premium Components.



Once premiums are defined, the CPI makes an important assumption: that the quality of a health insurance policy can be held constant through the ratio of retained earnings to benefits paid out. For example, if retained earnings rise as a result of increased premiums while benefits paid out stays constant, then the quality of insurance has decreased relative to its cost. This monthly relative of the retained earnings to benefits ratio is how the CPI tracks premium prices without having to adjust for quality changes in each insurance policy, such as services covered.

Since CPI only wants to track change in retained earnings in the **health insurance** index, CPI must reallocate the health

insurance weight representing benefits paid out. This weight is reassigned accordingly to the non-insurance **medical care** indexes.

After this weight is reallocated, the monthly relative of the retained earnings to benefits ratio is multiplied by the monthly change in each non-insurance medical care index. This is done to account for the effect that changing medical prices has on premiums, and thus retained earnings.

We separate the process of reassigning weight and calculating the **health insurance** Index into four steps which are discussed in greater detail below.

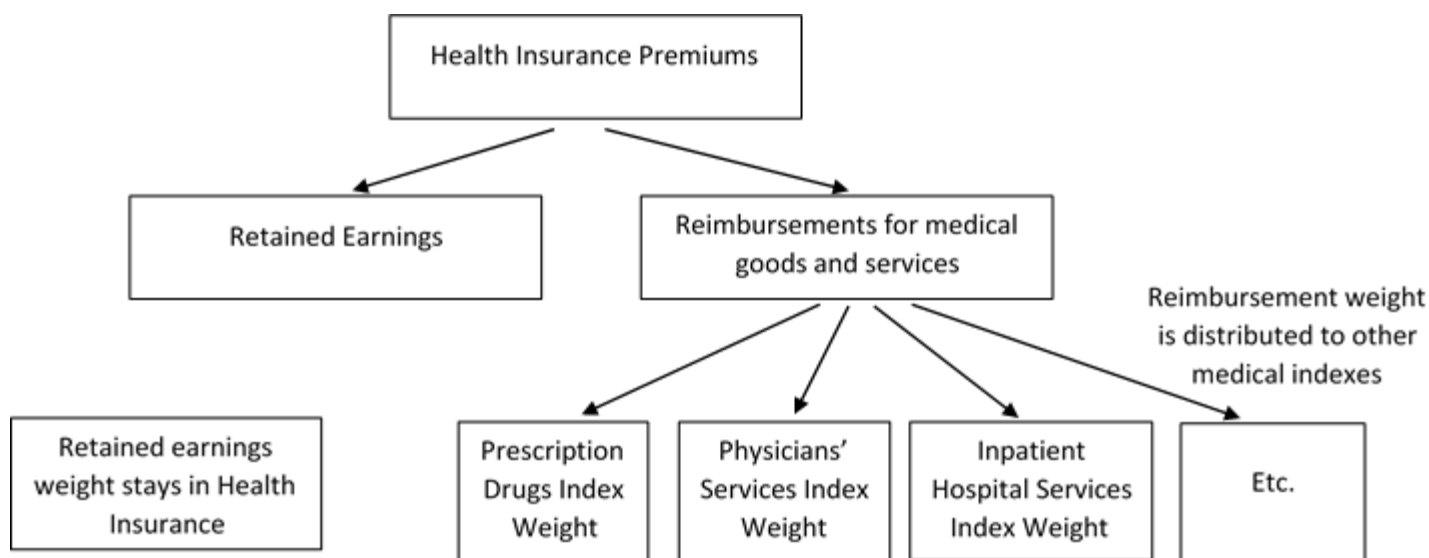
1. Separating health insurance index weights
2. Calculating the retained earnings ratio
3. Health insurance index aggregation
4. Reassigning health insurance weight

1. *Separating health insurance index weights*

The first step of the retained earnings method is to determine the appropriate weighting. The method we use reassigns part of the **health insurance** weight to the other **medical care** indexes. This is done by breaking down health insurance premiums, and thus the **health insurance** index weight, into the two ways premium payments are disbursed: insurance reimbursements for medical goods and services, and the administrative costs and profits of insurance companies (retained earnings).

Once separated, the weight corresponding to medical care reimbursements will be reallocated to the other non-insurance **medical care** indexes. The method for this reallocation is described in the *reassigning health insurance weight* section below. The weight corresponding to retained earnings remains in the **health insurance** index.

Figure B. Health Insurance Weight Redistribution.



2. *Calculating the monthly retained earnings ratio*

The second step in the retained earnings method is to calculate the retained earnings ratio and its monthly relative. The retained earnings ratio is calculated using premium income and benefit payment data obtained from industry sources. Total premiums and benefits for each calendar year are sourced from the National Association of Insurance Commissioners (NAIC) and the California Department of Managed Health Care (DMHC) for commercial insurance. Since this information is not available in real time, the retained earnings ratio is generally lagged by 10 months, depending on

when the industry data sources are updated.

The retained earnings ratio is calculated as:

1. The total benefits paid out by the insurer is subtracted from its total premiums income to get the retained earnings.
2. The retained earnings is then divided by total benefits to get a ratio of retained earnings to benefits.
3. The annual relative change between ratios of retained earnings to benefits (the retained earnings ratio) is calculated by dividing the current year's ratio by the previous year's ratio.
4. The annual retained earnings ratio is then converted to a monthly relative by taking its twelfth root. (See table B.)

Below is a hypothetical calculation of the change in retained earnings for commercial carriers:

Table B. Calculation for monthly retained earnings ratio.

Year	Total Premiums Income	Total Benefits	Retained Earnings	Retention-Benefit Ratio
T-1	\$100,000	\$94,000	\$6,000	0.06383
T	\$107,000	\$100,000	\$7,000	0.07

1. Total benefits paid out in year T are subtracted from total premiums income in year T to get the retained earnings.

$$\begin{aligned} & \$107,000 \text{ (Total Premiums Income)} - \$100,000 \text{ (Total Benefits)} \\ & = \$7,000 \text{ (Retained Earnings)} \end{aligned}$$

2. The retained earnings is divided by total benefits to get a ratio of retained earnings to benefits.

$$\begin{aligned} & \frac{\$7,000 \text{ (Retained Earnings)}}{\$100,000 \text{ (Total Benefits)}} \\ & = 0.07 \text{ (Retention - Benefit Ratio)} \end{aligned}$$

3. The Retention-Benefit Ratio for year T is divided by the Retention-Benefit Ratio for year T-1 to get the retained earnings ratio.

$$\begin{aligned} & \frac{0.07 \text{ (Retention Benefit Ratio Year T)}}{0.06383 \text{ (Retention Benefit Ratio Year T - 1)}} \\ & = 1.09666 \text{ (Retained Earnings Ratio)}. \end{aligned}$$

The 1.09666 relative change, or 9.67 percent, is the annual increase in the retained earnings ratio. In other words, assuming benefits paid out has remained constant, the health insurance company has retained 9.67 percent more premiums income than in the previous year.

- Spreading this annual change equally over 12 months is done by taking the twelfth root of the retained earnings ratio.

$$1.09666 \text{ (Retained Earnings Ratio)}^{\left(\frac{1}{12}\right)}$$

$$= 1.007719 \text{ (Monthly Retained Earnings Relative)}$$

This 1.007719 relative, or 0.77 percent, is the monthly retained earnings relative.

3. Health insurance index aggregation

The third step in the retained earnings method is to multiply the monthly retained earnings relative by the index relatives of the other nine non-insurance medical indexes. This allows the CPI to account for the effect medical price change has on health insurance premiums. These nine indexes are: physicians' services, dental services, eye care, other professional services, hospital services, nursing homes, home health care, prescription drugs, and medical equipment.

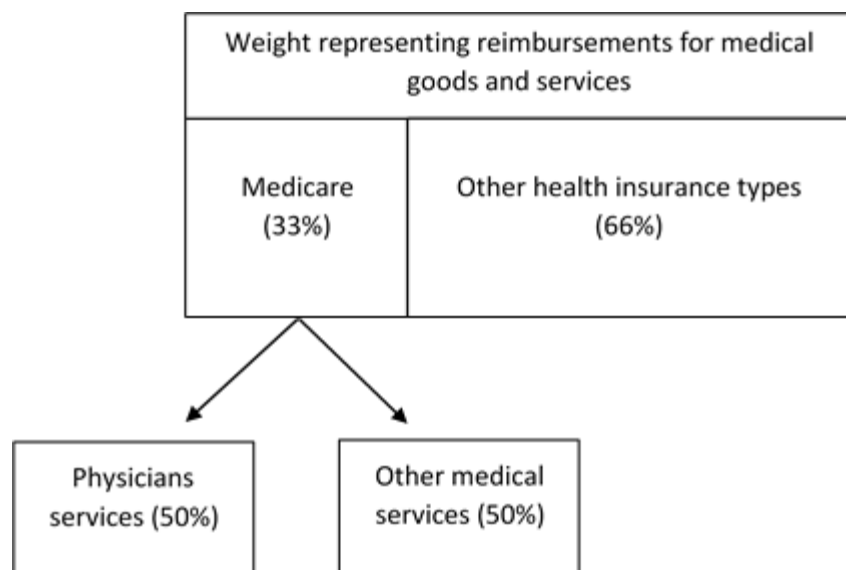
This results in nine health insurance index products, each factoring in medical care price changes. Each index product is weighted using the retained earnings weight left in the Health Insurance index. The overall Health Insurance index is calculated by aggregating these nine index products by their corresponding weights.

4. Reassigning health insurance index weight

The fourth and final step of the retained earnings method is to reassign the previously separated Health Insurance index weight to the other nine non-insurance indexes. Remember that the health insurance weight is split between medical care reimbursement and retained earnings. The weight representing medical care reimbursement is what gets reassigned to the other indexes. This weight is further split by health insurance type (commercial insurance and Medicare) and then redistributed to each medical non-insurance index in proportion with how much each health insurance type pays for that medical good or service.

For example, let's say Medicare is responsible for one-third of the reimbursement weight in the **health insurance** index and half of Medicare spending is used to pay for physicians services. This would mean one-half of one-third of the **health insurance** index weight would be transferred to the **physicians' services** index.

Figure C. Reassigning Health Insurance Weight.



This process occurs for each health insurance type and each of the non-insurance medical indexes until all of the weight representing reimbursements is redistributed. Industry data is used to determine the percentage each health insurance type pays for each medical item.

After the reallocation of expenditure on benefits, non-insurance medical care indexes carry the weight of both out-of-pocket payments and the insurance reimbursements for medical care. Therefore, each of these non-insurance indexes must track the price relatives of the total reimbursement (insurance reimbursements as well as the out-of-pocket patient copays). Continuing the example above, if the CPI is tracking the cost of an annual physical paid for by Medicare, we would track both the patient co-pay as well as how much Medicare pays.

Recent Changes

Prior to September 2018, commercial insurance data was sourced from A.M. Best's Insurance rather than NAIC and DMHC.

In October 2020, the retained earnings calculation began including premium and benefit expenditures for Medicare Advantage. Previously, these Medicare Advantage expenditures were not included.

Prior to April 2021, part of the retained earnings calculation included premiums and benefits data from a national nonprofit health insurance carrier. This data was replaced by National Association of Insurance Commissioners (NAIC).

Prescription Drugs

The **prescription drugs** index measures price change of drugs purchased with a prescription at a retail, mail order, or internet pharmacy. The tracked price is the total reimbursement to the retailer from the patient and all eligible payers for a single prescription. Payers are any entities who reimburse health care providers for the cost of medical services and/or goods. Eligible payer types for prescription drugs are: patient self-pay (cash), commercial or private insurance, and Medicare Part D.

Prescription drugs that are primarily consumed and paid for as part of hospital visits are included in the **hospital services** index. A deeper examination of BLS methodology for handling prescription drugs can be found [here](#).

Item sampling

The **prescription drugs** index employs a streamlined sampling method; the pricing unit, or quote, is a specific prescription for a particular drug. When sampling drugs to price at a pharmacy, we obtain a list of the last 20 prescriptions dispensed and each prescription is assigned a percentage representing its likelihood to be sampled. The assigned percentage is equal to each prescription's price divided by the total price of all 20 prescriptions. Using these probabilities, a prescription is selected; this process is known as sampling by probability proportional to size (PPS).

In this case, the "size" refers to the total reimbursement (patient payment and payer reimbursement) to the pharmacy for the prescription. The more expensive or more popular a drug is, the higher its sales numbers will be, and the more likely it is to be selected. This item selection process is the desired procedure and is attempted at every pharmacy selected for pricing. We work with respondents who cannot provide the necessary information to determine a workable sampling process, which may include selecting a drug via equal probability or other simplified methods.

Special patent loss procedures

When a brand-name drug in the sample loses its patent protection, consumers will often switch to the cheaper generic drugs that have entered the market. To accurately reflect the market, the CPI will resample all previous instances where the brand was selected because no generic existed at the time. We then resample between brand and generic versions of the originally sampled drug using corresponding probabilities proportional to the share of prescriptions sold at the pharmacy in the past 3 months.

To give enough time for the market to fully adjust to the new generics, the CPI waits approximately six months after

patent expiration before implementing the resampling procedure. Resampling occurs only once. If a generic is selected, we treat any difference in price from the brand as a price change and the price difference is reflected in the index in the month when the resampling was performed. If the brand is selected again, we simply continue to price the brand.

Drugs changing to over-the-counter

If a specific prescription drug becomes available over-the-counter (OTC), the CPI will continue to price any quotes of the drug in the **prescription drug** index until it rotates out under normal rotation procedures (a complete rotation occurs once every 4 years with one-eighth rotating every 6 months). During this time, the quote remains in the prescription drug sample and any price change is reflected in the **prescription drug** index. Any quotes for that drug are not immediately transferred to the **non-prescription drugs** index, but once the drug becomes available OTC, it is eligible for selection in the **non-prescription drugs** index.

Recent changes

In 2016, the **prescription drugs** index changed its estimation formula from a geometric means formula to a Laspeyres formula. This was done following CPI research finding that the substitution effect for prescription drugs is overstated when using a geometric means formula.

Professional services

The **professional services** index covers services that are performed and billed by private-practice medical doctors, dentists, eye care providers, and other medical providers. **Physicians' services** and **dental services** indexes have most of the weight for this category. The **professional services** index collects prices on three different payer types: patient self-pay (cash), commercial or private insurance, and Medicare Part B.

Since Medicare Part B does not cover most dental services, the **dental services** index does not accept Medicare Part B payments, but does accept patient self-pay and private insurance.

Item sampling

The methodology for initiating all professional services is the same. The pricing unit is a doctor's visit, defined by a specific medical service. At the initial visit, we establish the practitioner's specialty; if it is a group practice, one practitioner is sampled. Then a medical service is sampled via PPS. Here, "size" refers to the total reimbursement of each service over the previous year. For Physicians' Services, Current Procedural Terminology (CPT) codes are collected to help describe the item accurately. Like most other CPI items, samples for professional services are rotated once every 4 years with one-eighth of the sample rotating every 6 months.

Recent changes

In September 2014, the CPI began pricing services at Health Maintenance Organizations (HMOs); previously HMOs were not eligible.

In June 2017, the CPI began using a carry forward process for some prices in the **physicians' services** index in order to reduce the time burden on CPI survey respondents. Many physicians make limited adjustments to their prices each year, usually only changing prices when renegotiating their annual contract with insurance companies. This means physicians' offices are eligible to have prices collected less frequently. For non-pricing months, the last collected price for each quote is carried forward for use in the current month index. Most offices that are approved for carry forward are priced between 2 and 4 months per year. The selected pricing months are those where price changes are most likely to occur.

In April 2018, the CPI began calculating sub-indexes at the payer type level for the Physicians' Services Index. The CPI uses the Medical Expenditure Panel Survey (MEPS) to weight the associated payer type indexes within a geographical area. The CPI then aggregates these area payer-type sub-indexes to calculate the U.S. level change. This change was made to improve the index representativeness of the various payer types by increasing the share of payments covered by private

insurance relative to payments made by uninsured people and payments covered by Medicare Part B.

Hospital services

The **hospital services** index tracks the price of services performed and billed by a hospital. It includes both inpatient and outpatient medical services, as well as room and board, lab work, and other services provided by the hospital. It includes services performed by physicians if they are employed by the hospital. However, it excludes services performed by physicians who do not work for the hospital, even if they are using hospital facilities. Those services are captured in the professional services index. Eligible payers for the **hospital services** index are: patient self-pay (cash), commercial or private insurance, and Medicare Part B.

Item sampling

The pricing unit is a hospital visit, defined by a specific medical service and a specific diagnosis or medical condition. At the initial visit, we work with the respondent to select a medical service using PPS. Here, "size" is referring to total reimbursement to the hospital. We then document the medical service and specific procedures of the hospital visit.

Reimbursements to hospitals can be categorized as either an itemized list or a lump sum payment. Reimbursement through an itemized list, usually called fee-for-service or fee schedule, results in a separate price for each individual good and service provided. Lump sum reimbursements, such as Diagnosis-Related Group (DRG) charges, result in a flat fee for all goods and services rendered based on the diagnosis or the type of procedure performed.

Recent changes

Following the August 2018 sample, the hospital services sample will be rotated less frequently. Outlets will be priced for 8 years instead of the standard 4 years. The sample will be static for 4 of the 8 years, after which the sample will undergo routine semi-annual rotation over the following 4 years. Currently the sample is in a static phase, the next wave of new outlets will be collected in February 2023.

Data

Access data for [medical care](#) in our online database.

Additional information

We often receive questions about where potentially ambiguous items are categorized; table C contains a list of these items along with their expenditure category.

Table C. Ambiguous medical items and outlet types.

Item/Outlet	Expenditure Category
Anti-Aging Cream	Personal Care Products
Appetite Suppressant	Medicinal Drugs
Asthma Inhaler	Medical Equipment and Supplies
Back Brace	Medical Equipment and Supplies
Breast Pumps	Miscellaneous Personal Goods
Chair for the Shower	Medical Equipment and Supplies
Compression Socks	Medical Equipment and Supplies
Dietary Supplements	Medicinal Drugs
Douche	Personal Care Products
Drug and/or Rehabilitation Centers	Hospital and Related Services

Exfoliate	Personal Care Products
Eye Drops	Medicinal Drugs
Feminine Hygiene	Personal Care Products
Glucose Test Urine Strip	Medical Equipment and Supplies
Hair Loss Treatment	Personal Care Products
Independent Medical Laboratories	Professional Services
Intermediate Care Facilities for Individuals with Intellectual Disabilities	Hospital and Related Services
Latex Gloves	Medical Equipment and Supplies
Lip Balm	Personal Care Products
Lotion	Personal Care Products
Massage Therapist	Professional Services
Masseuse	Personal Care Services
Medical Acne Treatment	Medicinal Drugs
Nasal Spray	Medicinal Drugs
Nasal Wash	Medical Equipment and Supplies
Needles for Injecting Medicine	Medical Equipment and Supplies
Nicotine Gum	Medicinal Drugs
Ovulation Kits	Medical Equipment and Supplies
Performance Supplement	Medicinal Drugs
Pregnancy Tests	Medical Equipment and Supplies
Probiotics	Medicinal Drugs
Protein Shakes	Other Foods
Shoe Orthotics	Personal Care Products
Snoring Treatment Strips	Medical Equipment and Supplies
Steam Inhaler	Medical Equipment and Supplies
Vitamins	Medicinal Drugs
Wander Alarm	Medical Equipment and Supplies

Experimental disease-based price indexes created by the BLS are available on the [Price and Index Number Research](#) page.

Additional information may be obtained from the Consumer Price Index Information Office by [email](#) or calling 202-691-7000. Information on the CPI's overall methodology can be found in the CPI section of the BLS [Handbook of Methods](#).

Note:

¹ Rebates are removed from the premium income data prior to BLS receiving the data.

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**Valley Sanitary District
Board of Directors Meeting
May 24, 2022**

TO: Board of Directors

FROM: Jeanette Juarez, Business Services Manager

SUBJECT: Review and Approve Selection of an Employee Health and Wellness Program Provider

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

Executive Summary

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 5.1: Align long-term financial planning with strategic priorities.

Fiscal Impact

The fiscal impact of the contract for the Health and Wellness Program Provider can range from \$19,125 to \$78,000 dependent on the Board of Directors’ selection of the firm.

Background

On April 1, 2022, the District released a Request For Proposals (RFP) for an Employee Health and Wellness Program. The District solicited proposals for a consulting and/or wellness firm to develop a wellness program for District employees. The consulting and or wellness firm will possess expertise and experience in implementing agency-specific wellness programs that promote healthy behaviors. The District received four (4) proposals.

1. Crossroads to Care
2. Elevation Health
3. Keenan & Associates
4. Reshape Your Life

A four-member evaluation committee comprised of Valley Sanitary District staff independently reviewed all submitted proposals utilizing the evaluation criteria found in the RFP.

Selection Criteria

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

- Experience and qualifications of assigned staff **(10 points)**
- References (particularly public agencies) and relevant work performed **(20 points)**
- Firm/entity key personnel assigned to the project **(10 points)**
- Demonstrated ability to competently implement the scope of services **(25 points)**
- Demonstrated understanding of issues raised by the District in RFP and completeness in addressing the scope of work **(30 points)**
- Cost for services **(5 points)**

According to the evaluation scores, the committee determined that Keenan & Associates represents the best option for the Employee Health and Wellness Program provider. Their proposal was clear, concise, and demonstrated a strong understanding of the scope of work.

Recommendation

Recommend that the Board of Directors approve a provider and delegate authority to the General Manager to negotiate and execute a contract.

Attachments

Attachment A: RFP Cumulative Scoring Sheet

Attachment B: Proposals Submitted

Attachment C: RFP Employee Health and Wellness Program

Cumulative Scoring Sheet

FIRM	Scorer A	Scorer B	Scorer C	Scorer D	Total Points
KEENAN & ASSOCIATES	90	100	100	75	365
ELEVATION HEALTH	72	91	97	80	340
RESHAPE YOUR LIFE	61	83	43	87	274
CROSSROADS TO CARE	80	81	65	43	269

RATES

FIRM	YEARLY FEE
CROSSROADS TO CARE	\$ 37,200.00
ELEVATION HEALTH	\$ 78,000.00
KEENAN & ASSOCIATES	\$ 19,125.00
RESHAPE YOUR LIFE	\$ 37,000.00

Response to REQUEST FOR PROPOSAL

Employee Wellness Program Technical Proposal

Valley Sanitary District (VSD)

April 29, 2022

Presented By

Robin Rager, PhD
Vice President, Health Management
2355 Crenshaw Blvd., Suite 300
Torrance, CA 90501
310-212-0363 ext. 3305
rrager@keenan.com

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COVER LETTER

April 29, 2022

Jeanette Juarez
Business Services Manager
Valley Sanitary District
45-500 Van Buren St
Indio, CA 92201

RE: Request for Proposals (RFP) for Employee Wellness Program

Dear Jeanette Juarez:

AP Keenan appreciates the opportunity to present our proposal to provide wellness services and consulting support for the development, implementation, and coordination of an employee wellness program for Valley Sanitary District. We feel confident that we can deliver a best-value solution for the program components delineated in your RFP, as a value-added addition to the employee benefits consulting support that AP Keenan currently provides to VSD.

AP Keenan's KeenanWell health management team has been delivering wellness consulting services to the public sector since 2008. With our KeenanWell team's knowledge and experience with wellness program support for public agencies such as VSD, and our partnerships with best-in-class third-party vendor partners, we can provide the right-fit employee wellness program capabilities to help you achieve and maintain optimal health and productivity for VSD's employees, and create and support a wellness culture throughout the workforce.

If granted the privilege to work with the Valley Sanitary District for these employee wellness program services, our dedicated Key Personnel listed in our proposal will work closely with VSD to ensure that all deliverables outlined in the scope of services are provided in a timely manner and to the highest level possible. We are very excited about the opportunity to serve VSD, and if selected, we look forward to personally meeting with your team to formally review our proposal, confirm the scope of services, and introduce the KeenanWell health management team.

If you have any questions, please feel free to contact me at (800) 654-8102, Ext. 3305 or by email at rrager@keenand.com

Sincerely,



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

Firm Name:	AP Keenan
Legal Name:	Keenan & Associates
Address:	AP Keenan Corporate Headquarters 3255 Crenshaw Blvd., Suite 200 Torrance, CA 90501
Phone:	800.654.8102, ext. 3305
E-mail:	rrager@keenan.com
Website:	www.keenan.com

Person authorized to represent business entity (AP Keenan):

Authorized Representative:	Robin Rager, PhD, Vice President, Health Management
Address:	2355 Crenshaw Blvd., Suite 200 Torrance, CA 90501
Phone:	800.654.8102, ext. 3305
Email:	rrager@keenan.com

Person authorized to sign contracts for business entity (AP Keenan):

Authorized Representative:	Laurie LoFranco, Senior Vice President, Municipalities Practice Leader
Address:	2355 Crenshaw Blvd., Suite 200 Torrance, CA 90501
Phone:	800.654.8102, ext. 1181
Email:	llofranco@keenan.com

RFP RESPONSE

A. INFORMATION ABOUT THE CONSULTING FIRM

- *Organization type (corp, llc, etc)*

AP Keenan is a privately-held corporation, 100% owned by AssuredPartners, Inc.

- *Organizational structure(s)*

OVERVIEW OF AP KEENAN

Keenan was founded in 1972 and joined the AssuredPartners family of companies in 2017, becoming AP Keenan. AP Keenan has more than 50 years of experience consulting to cities, counties, special districts (e.g., transit authorities, utilities, etc.), community colleges, and public school districts. Statewide, we provide services to more than 1,100 public sector entities including more than 50 trusts and joint powers authority (JPA) programs. Because of AP Keenan's niche focus on the unique requirements of public sector entities, we bring a comprehensive understanding of the select customers and markets we serve.

Since AssuredPartners' founding in March of 2011, it has grown to over \$2 billion in annualized revenue and is one of the fastest-growing insurance brokerage firms in the United States, with more than 200 offices in 35 states and London.

AP Keenan's CEO, Sean Smith, is also President of AssuredPartners' West, Mountain West, and Specialty regions. This provides AP Keenan with access to industry-leading experts on a larger scale, which benefits our clients.

AP Keenan is a regional firm with seven (7) offices located throughout California.

OVERVIEW OF AP KEENAN'S KEENANWELL HEALTH MANAGEMENT CONSULTING

AP Keenan's KeenanWell health management consulting team, led by a health management expert with a PhD in health studies and staffed with highly trained wellness professionals with master's degrees in the field of health and wellness, has over 50 years of combined experience developing and implementing population health management programs. We currently support over 80 wellness and health management programs, many of which have received award recognition from the American Heart Association, Healthiest Employers, and other health-related organizations.

- **Location of principal office(s)**

AP Keenan is a regional firm with seven (7) offices located throughout California (see below). The dedicated KeenanWell health management consulting services to be provided out of AP Keenan’s corporate offices in Torrance, California.

Southern California Offices	Northern California Offices
Torrance (Corporate Headquarters) 2355 Crenshaw Boulevard, Suite 200 Torrance, CA 90501 800.654.8102	San Jose 1732 North First Street, Suite 100 San Jose, CA 95112 800.334.6554
Riverside 4204 Riverwalk Parkway, Suite 400 Riverside, CA 92505 800.654.8347	Rancho Cordova 10860 Gold Center Drive, Suite 350 Rancho Cordova, CA 95670 800.343.0694
San Clemente 901 Calle Amanecer, Suite 200 San Clemente, CA 92673 800.338.5247	Pleasanton P.O. Box 2486 Dublin, CA 94568 925.225.0611
Oakland 1111 Broadway, Suite 2000 Oakland, CA 94607 800.344.8507	

- **Years in business**

- AP Keenan has been in business for 50 years.
- KeenanWell health management consulting has been providing health and wellness consulting services for 14 years.

- **Number of employees**

- AP Keenan currently has 725 employees.
- The KeenanWell consulting team has 5 team members.

B. KEY PERSONNEL AND ROLES

Name of the principal point-of-contact in the firm/entity that will have direct and continued responsibility for the services provided to VSD. This person will be VSD staff's first point-of-contact on all matters at the contract administration level dealing with the services offered and will either handle day-to-day activities or assign a point-of-contact and other firm staff as needed for that responsibility.

The principal point-of-contact for the employee wellness program services provided to the District will be:

Robin Rager, PhD
Vice President, Health Management
2355 Crenshaw Blvd., Suite 200
Torrance, CA 90501
800.654.8102, ext. 3305
rrager@keenan.com

Outline of responsibilities/roles of firm/entity personnel with respect to providing the services requested.

The following KeenanWell health management consultants will be assigned to the VSD's account for its Employee Wellness Program:

- **Robin Rager, PhD, Vice President, Health Management**, will be responsible for:
 - Coordination of contract negotiation and execution for the provision of KeenanWell health management consulting services and wellness program services
 - General oversight of the KeenanWell health management consulting team for assistance with the development and implementation of VSD's wellness program
- **Danielle Keenan, MPH, Director, Health Management**, will be responsible for:
 - Assisting VSD with the development, implementation, and management of its VSD employee wellness program.
 - Designing effective incentive strategies to optimize participation
 - Developing communications strategies and materials for promoting the program to VSD employees
- **Mariah Caraoza, BS, Health Management Representative**, will be responsible for:
 - Creating VSD employee wellness program communications materials.
 - Providing program data monitoring and reporting

Experience/resumes of assigned personnel including certifications.

Robin Rager , Vice President, Health Management

Dr. Rager has been involved in the health and wellness field for over three decades, as a consultant, college professor, and researcher. His professional activities have focused on individual and population health management, and the design and evaluation of effective health and wellness programs in a variety of populations and settings. He holds M.S. and Ph.D. degrees in Health Education from Penn State University, has served as the Director of Penn State’s Center for Worksite Health Enhancement, and has authored numerous articles and presentations on health management. He has been honored as a Fellow of the Association for Worksite Health Promotion, served as chair of the American Public Health Association's Worksite Health Promotion Committee, and participated in the development of the Healthy People Objectives for the Nation.

Danielle Keenan – Director, Health Management

With over 9 years of experience in employee population health management, Danielle provides consulting to Keenan’s clients to design, implement, and evaluate best-practice population health management programs that will shift the organization’s culture toward optimal health. She provides her expertise in developing programs and strategies to address risk factors and improve management of chronic conditions to minimize avoidable health care utilization. She also assists clients with vendor acquisition, contracting, and coordination. She holds a B.A. degree in Psychology from California State University - Long Beach and an M.P.H. degree in Public Health from the University of California, Los Angeles (UCLA). Additionally, she has earned the WELCOA Worksite Wellness Certification, serves as a WELCOA Faculty Member.

Mariah Caracoza –Health Management Representative

Mariah provides support for the development, coordination, and evaluation of wellness program initiatives across Keenan’s health management clients, including assistance with health management program services coordination; data tracking, reporting, and analytics; and communications. She holds a Bachelor of Science degree in Health Science with a concentration in Community Health Education from California State University - Long Beach.

Location of resources assigned to project and availability for on-site work activities.

The KeenanWell health management consulting team is officed at AP Keenan headquarters in Torrance, CA. Consultants assigned to the VSD account would coordinate with the KeenanWell third-party vendors partners to provide the onsite wellness program activities delineated in the scope of work.

C. QUALIFICATIONS OF THE FIRM/ENTITY

Description of at least three (3) similar projects/assignments. Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.

For over a decade, KeenanWell's team of subject matter experts have specialized in analyzing, crafting and implementing wellness programs for California public agency clients. Their support for the three clients listed below has included the development and implementation of comprehensive wellness programs through our KeenanWell health management consulting and best-in-class third-party vendor partnerships. Using a strategic health management approach, the KeenanWell team has assisted with coordination of their wellness programs in meeting the clients' wellness goals and objectives for improving employee health and productivity, and providing an optimal return on investment (ROI).

County of Mendocino (KeenanWell client since 2012)

Wellness Program Features:

- Annual biometric screenings/health assessment
- Telephonic health coaching
- Innovative wellness platform
- Online challenges and health education webinars
- High engagement rates
- Health care premium reduction for meeting wellness program criteria
- Achieved the 2020 **Silver Level** AHA Workplace Health Achievement recognition



By applying population health management strategies for reducing health risk and controlling chronic conditions that have proven effective in engaging employees and their dependents, KeenanWell has helped the County to have a positive impact on employee health status, productivity, and quality of life, and ultimately achieve a positive return on investment for the organization. KeenanWell strategic health management consulting capabilities provided to the County have included:

- Performing an audit of the current status of the County's wellness program.
- Developing a multi-year program blueprint to guide the County's health management initiatives.
- Determining what additional resources are needed and helping the County to acquire them.
- Identifying effective engagement and incentive strategies to assure optimal participation in the programs.
- Promoting the wellness culture throughout the organization.
- Assisting with coordination of the program and carriers/vendors.

- Conducting program evaluation by identifying, tracking, and assessing appropriate metrics.
- Providing guidance on health care reform and regulations related to wellness programs, preventive services, rewards, and value-based benefit designs.

Through KeenanWell's third-party preferred vendors, the County is offered a variety of options to meet their particular health management needs, including:

- An online wellness platform
- Virtual wellness app
- Biometric screening (onsite and offsite options)
- Flue immunizations
- Wellness and/or condition management coaching (onsite, online, mobile, and telephonic options)
- Wellness challenges
- Incentives tracking and reporting
- Program participation and outcomes reporting
- Fitness facilities design and equipment acquisition

Coachella Valley Water District (KeenanWell client since 2016)

Wellness Program Features:

- Annual biometric screenings/health assessment
- Onsite and virtual health coaching
- Online challenges
- Annual health fair
- High engagement rates
- Innovative wellness platform with the opportunity to earn gift cards in addition to a cash payout for meeting wellness program criteria
- Achieved the 2020 **Gold Level** AHA Workplace Health Achievement recognition

For the past 5 years, Keenan has provided health management consulting services to CVWD and helped redesign their wellness program and incentives, with participation growing to over 70% of the eligible population. The program has also seen an increase in engagement among field workers and greater involvement of managers, resulting in better integration of wellness into the overall work culture.

During those 5 years, the KeenanWell consultants have provided a wide scope of expert support to help guide the program development, including:

- Performing an audit of the current status of the wellness program
- Assisting with strategic planning to guide CVWD's health management initiatives
- Determining what additional resources are needed and helping CVWD to acquire them

- Identifying effective engagement and incentive strategies to assure optimal participation in the programs
- Developing multi-modal communications to promote the program resources to the employees
- Assisting with coordination of the program and carriers/vendors
- Attending wellness committee and benefits committee meetings
- Assisting with the acquisition and coordination of health carrier wellness resources
- Assisting with AHA Workplace Health Achievement Index Application, with achievement of Silver level recognition in 2019
- Preparing an annual wellness program report – including vendor and carrier data and program recommendations

County of Sacramento (KeenanWell client since 2012)

- Annual biometric screenings and flu shots at Wellness Fair
- Online wellness challenges
- Online fitness classes on Zoom
- Wellness Resources Hub on Airbo
- Wellness Grant Program
- High engagement rates
- Employer sponsored local races
- Achieved the 2020 **Bronze Level** AHA Workplace Health Achievement recognition

For the past 10 years, Keenan has provided health management consulting services to County of Sacramento and helped coordinate their wellness program and incentives. The County of Sacramento is a large client with over 10,000 employees spread out in many departments and locations throughout the large county. KeenanWell has worked with the County to find the best ways to promote the Wellness Programs to employees and communicate upcoming events with them.

In 2019, KeenanWell coordinated the Department Wellness Grant Program, which awarded \$3,000 grants to 8 departments in the County for each department to spend on wellness resources and programs for their employees. This grant program allowed us to reach employees in a much better way, because the departments have a better idea of what their employees want and need. All 8 departments participated, spent their funds, and shared their results. Unfortunately, the Department Grant Program had to be postponed during COVID-19, but we are excited to share that the grant program has started back up in 2022. There are 12 departments who will be receiving the \$3,000 grants this year.

The Benefits Office and Personnel Services Department was overwhelmed with extra work related to COVID-19, and our goal was to streamline the wellness efforts and take the burden off the Benefits Office staff. KeenanWell managed the online challenges, incentive design and delivery, and wellness communications. The County has thanked us for continuing to manage the wellness program and keep it running, even when they could not provide much oversight or direction due to the pandemic.

At least three references for similar assignments/work performed. If different from above project list, describe the nature of the project/assignment as described above.

Following are three representative clients we invite Valley Sanitary District (VSD) to contact:

Name of Client:	County of Mendocino
Client Address:	880 North Bush Street Ukiah, CA 95482
Client Contact Name & Title:	Katie S. Ford HR Analyst County of Mendocino Human Resources MCWOW Employee Wellness Program & EAP Program
Client Contact Phone Number:	Ph: 707.234.6610 Cell: 707.510.9518
E-Mail:	fordks@mendocinocounty.org
Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.	See above

Name of Client:	Coachella Valley Water District
Client Address:	51501 Tyler Street Coachella, California 92236
Client Contact Name & Title:	Dan Ruiz, P.E. Engineering Manager, Wellness Program Coordinator
Client Contact Phone Number:	(760) 404-5627
E-Mail:	druiz@cvwd.org
Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.	See above

Name of Client:	County of Sacramento
Client Address:	700 H Street, Suite 4650

	Sacramento, CA 95814
Client Contact Name & Title:	Donna Bonnel Employee Benefits Supervisor
Client Contact Phone Number:	(91) 874-4695
E-Mail:	bonneld@saccounty.gov
Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.	See above

Tenure with firm of key personnel to be assigned to project.

- **Robin Rager, PhD, Vice President, Health Management:** 12 years at Keenan
- **Danielle Keenan, MPH, Director, Health Management:** 11 years at Keenan
- **Mariah Caraoza, BS, Health Management Representative:** 2 years at Keenan

D. RESPONSE TO THE SCOPE OF SERVICES REQUESTED AND OTHER KEY ISSUES RAISED IN RFP

The respondent should address how it will provide the services requested in the scope of services and discuss other key issues raised in this RFP or are anticipated during the course of performing the scope of services requested.

Outcomes-Based Wellness Program: Through our health management services, KeenanWell consultants will assist VSD in crafting a wellness program strategic program to support an outcomes-based approach to meet the unique needs of the VSD workforce across the health continuum – including those at low, moderate, and high risk – and help to establish a culture of well-being. In collaboration with KeenanWell’s third-party vendor partners, we will provide an outcomes-based wellness program focusing on increasing awareness and reducing health risks related to cholesterol, blood pressure, and body mass index, including:

- Wellness education (workshops, seminars, and other wellness events)
- Biometric screening
- A VSD-branded custom wellness program platform with virtual lifestyle management health coaching

Additional Wellness Program Services: We will also provide wellness program support for other requested services, including:

- Flu shots

- Managing and coordinating the following additional wellness program components:
 - Employee Fitbit program
 - Employee wellness program components of the Benefits and Wellness Fair
 - Men’s and Women’s Health Workshops
- Serving as a Wellness Advisory Committee member

Program Implementation and Coordination: In collaboration with VSD and our third-party vendor partners, the KeenanWell team will provide coordination of the program implementation process and ongoing operation of the program.

Incentives Design: The KeenanWell consultants will work with VSD to design an appropriate incentives structure for driving participation in the wellness program.

Communications: The KeenanWell team will develop strategies and materials for effective communications for promoting the program to VSD employees, and provide the KeenanWell *Here’s to Your Health* e-newsletter for distribution.

Program Evaluation: Our KeenanWell consultants will track key metrics to evaluate program outcomes and success.

In response to the employee wellness program services requested, Keenan will provide the following scope of services:

KeenanWell Wellness Program Scope of Services
<p>1. Craft a Program Strategic Plan</p> <ul style="list-style-type: none"> • Develop a best-practice program design based on the requested wellness components and program goals/objectives • Design an incentive plan • Develop strategies to establish a wellness culture • Create a wellness program calendar
<p>2. Implement and Coordinate Onsite and Virtual Third-Party Vendor Services</p> <ul style="list-style-type: none"> • Implement and coordinate the following wellness program services provided through KeenanWell’s third-party vendor partners: <ul style="list-style-type: none"> ○ Biometric screening (onsite, annually) ○ Flu shot clinic (onsite, annually) ○ Physical Well-Being workshops (onsite, monthly) ○ Emotional Well-Being seminars (onsite, quarterly) ○ Social/Occupational Well-Being events (onsite, quarterly) ○ Wellness program platform with virtual health coaching (see Wellness Program Platform Features in Appendix A) • Manage vendor invoicing
<p>3. Support Other Wellness Program Components</p> <ul style="list-style-type: none"> • Coordinate the following additional wellness program components: <ul style="list-style-type: none"> ○ Employee Fitbit program

<ul style="list-style-type: none">○ Employee wellness program components of the Benefits and Wellness Fair○ Men's and Women's Health Workshops● Serve as a Wellness Advisory Committee member
4. Provide Program Communications <ul style="list-style-type: none">● Develop multimedia communication strategies● Create communications materials to promote employee engagement● Includes the KeenanWell <i>Here's to Your Health</i> e-newsletter for distribution.
5. Support Program Implementation and Monitoring <ul style="list-style-type: none">● Assist with program implementation and coordination● Track incentives participation
6. Evaluating and Refining the Program <ul style="list-style-type: none">● Define the evaluation metrics● Analyze program data and generate reports● Identify areas for program refinement based on evaluation results

E. COST PROPOSAL – SEPARATE ATTACHMENT

We have included our Cost Proposal in a separate document.

APPENDIX A – WELLNESS PROGRAM PLATFORM FEATURES

Wellness Program Platform Features	
Customized wellness program website	✓
Health risk assessment (HRA)	✓
Wellness challenges/competitions	✓
Company-wide	✓
Team	✓
Individual	✓
Physical activity tracking device integration	✓
Educational materials (articles, videos, etc.)	✓
Behavior change modules	✓
Chat room	✓
Rewards administration	✓
Points tracking	✓
Fulfillment	✓
Integration with other benefits/vendor resources	✓
Customized wellness program app	✓
Health coaching	✓
Telephonic	✓
Video/text	✓
Web-based	✓
Tobacco cessation	✓
Wellness campaigns	✓
Campaign materials	✓
Gym membership discounts	✓
Reporting	✓

Response to REQUEST FOR PROPOSAL

Employee Wellness Program Cost Proposal

Valley Sanitary District (VSD)

April 29, 2022

Presented By

Robin Rager, PhD
Vice President, Health Management
2355 Crenshaw Blvd., Suite 300
Torrance, CA 90501
310-212-0363 ext. 3305
rrager@keenan.com

E. COST PROPOSAL

Include any other billable costs (and corresponding unit costs) associated with the proposal (e.g., direct charges such as copying costs, travel, etc.) as applicable.

Include hourly billable rates of all personnel who could be assigned to the project.

VSD desires an all-inclusive based fees proposal for the scope of services listed (required). In addition, firms may disclose a fixed fee schedule for specific managed service offerings provided.

Wellness Program Services 7/1/22-6/30/23	Annual Estimated Cost
KeenanWell Health Management Consulting: Up to 60 hours* of consulting support provided for: <ul style="list-style-type: none"> ○ Strategic Planning and Program Design ○ Program Development and Coordination ○ Program Communications ○ Program Evaluation Monthly KeenanWell wellness e-newsletter included	\$7,500 Fixed Fee
Wellness Program Platform with Virtual Health Coaching (\$2.75 PEPM x 35 Ees x 12 mos)	\$1,155
Onsite Biometric Screening (Fingerprick) (\$59/participant x 30 Ee minimum)	\$1,770
Onsite Flu Shot Clinic (\$40/participant x 30 Ee minimum)	\$1,200
Onsite Well-Being Workshops/Seminars/Events (\$375 each x 20)	\$7,500
TOTAL ESTIMATED COST	\$19,125
* Additional hours of consulting support are available upon request at \$200/hr	



Employee Wellness Program - Valley Sanitary District - RFP

Elevation Corporate Health, LLC

DBA: Elevation Health

861 SouthPark Dr. #100

Littleton, CO 80120

www.contactelevation.com

It is our pleasure to submit a proposal for The Valley Sanitary District (VSD). Our hope is that VSD awards Elevation the chance to show how our responsiveness, experience, flexibility, and forward-thinking way of doing business can elevate your Employee Wellness Program to the next level. We take great pride in surpassing our client's expectations. Likewise, the Staff of VSD will experience the same high level of customer satisfaction as all our many clients across the country.

Company Contact:

Micaela Robinson - Regional Director of Business Innovation

m.robinson@contactelevation.com

Phone: 818-442-8934

Authorized to Sign Contract:

Angela Nichols - Presiden/Partner

a.nichols@contactelevation.com

Phone: 720-352-2548



A. Information about the consulting firm:

Elevation Corporate Health, LLC is a privately owned Fitness and Wellness Management company since 1994. We are headquartered in Littleton, CO with offices in Baltimore, MD, Houston, TX and Los Angeles, CA. We are a national company that has provided services to 33 states and 19 countries. We have approximately 150 employees serving over 40 contracts with approximately 80 physical locations.

Core Competencies

- Onsite Fitness and Wellness Management Company
- Wellness and Fitness programming integration and technology
- Fitness Center Operations expert
- Fitness Center Design consultant
- Membership Management Technology

We have clients of national prominence including Johns Hopkins, T.Rowe Price, Wells Fargo, Charter Communications, Empower, Encompass, FirstBank, and Arrow Electronics to name a few. We also work with many government agencies including NOAA and OCTA.

Elevation's mission is to provide exemplary customer service through fitness and wellness programming. Our hands-on approach to working with each company and individual to meet their fitness and wellness goals and needs has led us to success for over 27 years.

In order to achieve effective outcomes, Elevation believes worksite wellness must be customized for each of our clients, their demographics, unique organizational health profile, and the goals of the organization. Every organization is a living, breathing entity that possesses different challenges regarding their health risks and exposures. It is our philosophy to work alongside each of our clients to guide their program to engage the highest level of participation possible. We work to capture and specifically focus on engaging the 70% of the population that experience modifiable risk factors that can impact on the bottom line of the organization.

Customization is necessary for all aspects of the program.

- Program Delivery - online, app based, telephonic, in-person
- Program Format - length
- Program Incentives – to meet goals
- Timing - each organization has ideal times of the year that programming will be more successful
- On-site Team - determined based on the best “fit” for the location, demographics, and programs
- Equipment – function and flow



Differentiators

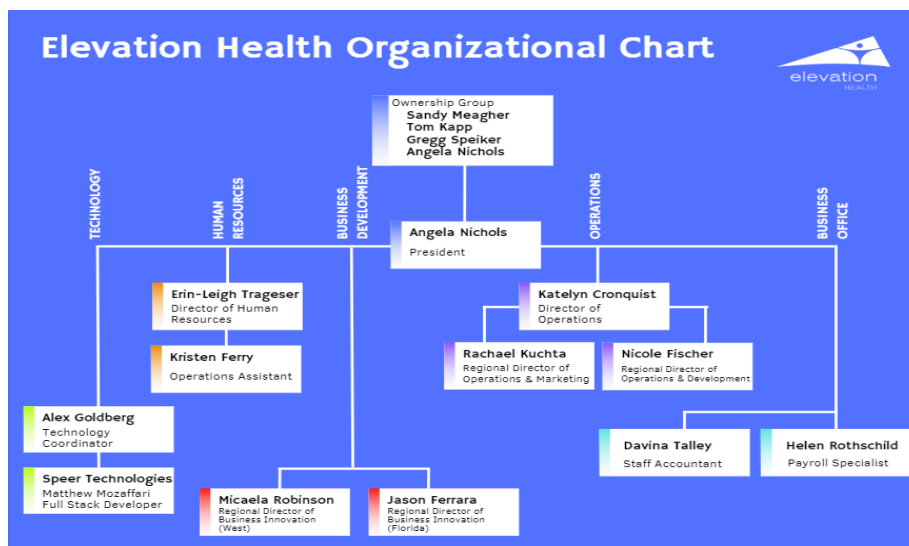
What makes Elevation different? It is our relationships'. Relationships with people; whether they are clients, vendors, instructors, or our employees, we value our connection. The very essence of our existence is relationships. Therefore, we expend a great deal of energy on our hiring practices, training of our employees, and nurturing of the relationships with the client and our customers/members.

Our business philosophy is set on the foundation of our people, our culture, and how we treat each other as human beings. It is our utmost goal as an organization to foster open and honest relationships with all of our employees and clients. Our desire is to achieve the highest level of happiness and motivation from every Elevation employee and to ensure the highest level of satisfaction in our client relationships for the long-term. With a highly involved executive team to support each program we manage, our clients get to know the people behind Elevation.

Our customized solutions, In-house technology and our hands on approach to each client, we provide a service that is unique, personalized and focused specifically on the interest of the company we work with. Our clients are not just a number to us. When you choose Elevation, you join the Elevation family and culture

Elevation Organizational Structure

With over 100 years of combined experience in the industry, Elevation's entire executive team will be a part of the VSD Wellness Program. Angela Nichols and Katelyn Cronquist will work together with our operations team to assist with on-boarding, training and onsite support for the program. Each team member you see below will have an integral part in the success of this project.





B. Key Personnel and roles

Micaela Robinson - Senior Regional Director is located in California and will be your principal point-of-contact. In addition to the assigned Program Coordinator, your program would be supported by Angela Nichols and Katelyn Cronquist noted below.



Micaela Robinson

Senior Regional Director of Business Innovation - Based in California

Micaela Robinson, Senior Regional Director of Business Innovation, has been working in the fitness and wellness industry for over 13 years. Her career launched at Equinox which helped expand her knowledge as a personal trainer and understand the fitness business.

After five years as a Tier 3 trainer with Equinox, Micaela accepted a position as the Program Manager for The Biggest Loser Fitness Resort in Malibu, CA. Micaela was a part of the team that opened and launched the facility. She handled all aspects of the resort, including programming, creating schedules, holding lectures, instructing classes, and meeting one-one-one guests to ensure that each person saw the results they wanted to achieve.

Micaela studied at National Personal Trainers Institute to obtain her personal training certification. She also has a wide variety of certifications ranging from NASM CPT, CES, Senior Population, ACE Group Fitness, Nutrition & Wellness Coach Certified. Micaela's expertise in programming is the reason she is part of our fitness center design & program team.



Angela Nichols

President & Partner - Colorado Based

Angie Nichols is the President & a Partner of Elevation Health. She holds a B.S. in Exercise Physiology from Ohio University and a Masters in Sport and Recreation Management from Kent State University. She has designed over 100 fitness centers for multiple sectors including corporations, residential communities, universities and multi-tenant buildings.

After consulting on the design, management, and opening of two major University Campus Recreations Programs, Angie undertook the challenge of maximizing the use of smaller fitness center spaces. She then began designing for onsite corporate fitness centers with Elevation. Over the years, the market for boutique fitness spaces has exploded, expanding Elevation into many new sectors.

Outside of the physical design, Angie works directly with the client on equipment selections, staffing and management, programming, technology designs, and engagement.

Angie is actively involved in the customized start-up of new Elevation accounts. In addition, she supports current clients and provides them with the latest innovative strategies to engage participation.



Katelyn Cronquist

Director of Operations - Based in Colorado

Katelyn Cronquist is Elevation’s Director of Operations. Katelyn works with the Business Innovation team to bring her expertise in staffing, programming and technology in corporate fitness centers. She holds a B.S. in Health and Exercise Science from Colorado State University and has been in the fitness industry for over 12 years teaching, training and creating wellness programs. She is a Certified Ergonomic Assessment Specialist, an ACE Certified Personal Trainer, and holds additional certifications in TRX, YogaFit, and Schwinn Cycling.

Katelyn will oversee all onsite and virtual employees assigned to your wellness program.

Other key personnel:

Program Coordinator

Elevation would require the following qualifications for the Program Coordinator assigned to the VSD Wellness Program. In Addition to the example resume below we have the following guidelines and requirements when hiring employees to work with our clients:

- 2 - 4 year degree in the fitness/wellness industry and/or
- National Certifications (personal training, wellness, group fitness, coaching & nutrition)
- Current CPR/AED certification
- Complete all in-house Elevation trainings

Program Coordinator Job Description Example:

Participate as a member of the team in creating a culture of wellness, engaging a high percentage of eligible population, improving health status, driving health risk migration in order to impact disability, absenteeism and health care costs. The Program Coordinator will be responsible for communicating and upholding company standards. Provides safe, motivating, and effective wellness programming with excellent customer service skills, strong communication skills, and the ability to lead and motivate others to participate.



DUTIES & ESSENTIAL JOB FUNCTIONS

- Performs the day-to-day administrative functions of the wellness program
- Promotes utilization of the wellness coach services and facilitates scheduling
- Supports administration of the various wellness program governance teams
- Administer and assist with implementation of the Herbalife wellness programs
- Administrative and technical skills such as Outlook, Word, PPT, Excel
- Reply to emails from to support employees with program
- Wellness portal (technology)
 - Oversees all aspects of the Wellness Portal and other technologies
- Wellness programs
 - Incentive and wellness programming: Works directly with VSD to plan, design, implement, and delivery of wellness programs and events
 - Marketing and promotions: Ability and creativity to develop promotional material and program material
- Presentations
 - The ability to create and present on various wellness topics which support the overall wellness program
- Reporting
 - Monthly reporting and tracking: Provide reports on participation, activities and results to date
- Assists and works closely with VSD to host biometric screenings and Flu Shots
- Communicate proactively and effectively with participants, peers, supervisors and client management team
- Assist with management, coordination of Biometrics, Flu Shots
- Assist, prepare for Wellness events and Health Fairs
- Qualities
 - Strong conceptual, strategic and visionary skills
 - Coordination and strong organizational and time-management skills

OTHER FUNCTIONS AND RESPONSIBILITIES

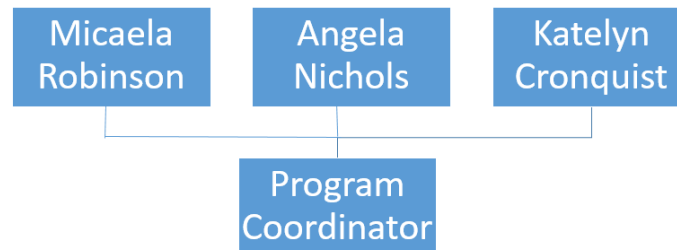
- Perform other duties as assigned
- Emergency protocols
- Meet the operational expectations and goals of the client
- Understand, support and promote all Herbalife products to the employees
- Maintain a team player attitude with client and various fitness and wellness staff

QUALIFICATIONS

- CPR and AED certification - required
- At least 1 year of work experience in corporate wellness - required
- BS in Exercise Science or Wellness related field - preferred
- Personal training experience - a plus
- Nutrition coaching experience - a plus



As mentioned above, Micaela would be your main point of contact but would be working very closely with Angela & Katelyn to oversee the program coordinator with your account.



Elevation Hiring and Training Process

Employees are required to participate in an extensive on-boarding process, overseen by their direct supervisor and includes meeting with the head of Human Resources and Director of Training and Education initially. Our training and education tools ensure the highest quality of onsite employees, education and programming, and up to date technology. In addition to Degrees in the field and National Certifications, Elevation requires that all employees go through in-house training (listed below) to increase their confidence in all aspects of managing a corporate fitness center.

Elevation In-house training manuals which can be obtained upon request:

- Manager Training Manual - *10 week required course*
- REWARD Program - *required*
- Internship Manual
- Centers of Excellence - *Annual required program*
- New Employee Training Manual - *required*
- Training and Education Manual - *required*
- Covid-19 Return to work guidelines and procedures - *required*
- Mentorship Program
- Personal Training Screening Protocol - *required*
- Group Fitness Instructor exam - *required*
- Nutrition/Wellness Coaching Certifications - All wellness coaches are trained under the ACE Behavior Change certification, encompassing all lifestyle changes.

Elevation uses our ADP and Club Connect portals for all required safety trainings listed below:

- Sexual Harassment
- HIPAA
- Blood Borne Pathogens
- Risk Management training
- MRSA
- Diversity and Inclusion



After their initial training, all employees are eligible to participate in Leadership Training as well as ongoing courses through our Club Connect systems. Our Elevation internal Continuing Education program encourages and incentivizes Elevation employees to continue to broaden their education in our field. Throughout the year we provide opportunities for all of our employees to participate in other sessions related to management and leadership to prepare junior staff for management positions when needed.

C. Qualifications of the Firm/Entity

Similar Projects



Cochlear - Since March 2021 - 1 year

Fitness and Wellness Management, Group Fitness Classes, Personal Training, Nutrition and Wellness Coaching, Technology, Fitness and Wellness Programming and Incentives, Technology Solutions, Wellness Platform, HRA, Challenges, Gift Card Rewards

Providing services to about 700 employees Nationwide

Annual estimated charges: \$100,000



FirstBank - Since March 2016 - 6 years

Fitness and Wellness Management, Group Fitness Classes, Personal Training, Fitness Center Design, Nutrition and Wellness Coaching, Technology Solutions, 5th Gear App, Fitness and Wellness Programming and Incentives, Global Technology Challenges (1 Full-Time Employee + additional contractors)

Providing services to 1500 employees in 3 different states

Annual estimated charges: \$195,000



Herbalife Nutrition - Since August 2020 - 1.5 years

Fitness and Wellness Management, Group Exercise Classes, Personal Training, Nutrition and Wellness Coaching, Technology Solutions (Fitness & Wellness), Biometric screening events, HRA, Onsite coaching, Premium Rewards Program, Gift Card redemption. (2 Full-Time Employees)

Providing services to 3,000 employees Nationwide

Annual estimated charges: \$175,000



Town of Winter Park - Since April 2021 - 1 year

Fitness Technology solutions

Providing services to 50 employees Nationwide. Managed Remotely

Annual estimated charges: \$1,500



Reference Contact Information

First Bank

Alaina Gearhart - Benefits Supervisor/ Human Resources
Alaina.Gearhart@efirstbank.com
303.696.2951

Herbalife Nutrition

Elise Fischer, Manager of Wellness Global Talent Engagement
elisef@herbalife.com
310-410-9600

Town of Winter Park

Becky Stensvad - Office Manager
bstensvad@wpgov.com
970.726.8081 x 222

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

Elevation is proposing our hybrid model to VSD which includes both onsite and virtual staffing services. With our proposed Program Coordinator being the face of the program and our virtual services as resources to your members allows your members to experience the same level of customer service and programming whether they are working onsite in the office or at home. COVID has changed our workforce and how we “show up” to the job each day. This new Elevation Hybrid Management strategy has allowed us to share our wellness program experience both onsite and remotely, allowing Elevation to keep engagement numbers up through customization.

Below we’ve outlined services and options as to how Elevation Health would provide a comprehensive annual wellness program including the following Components:

- Biometric & Flu Shot Clinics
- Physical Well-Being
- Emotional Well-Being
- Social/Occupational Well-Being

Biometric & Flu Shot Clinics:

Elevation works with a national third party to provide onsite Biometric screens and flu shots. Quest Diagnostics is our preferred partner and we’ve been working with them for over a decade across the U.S.

For many of our clients, we are utilizing the Finger Stick option to obtain the following biometrics; total cholesterol, HDL, LDL, triglycerides, glucose. Height, weight, resting pulse, blood pressure and



BMI is included in our Biometric screening events.

We have the ability collect and configure the platform so that laboratory results and vital signs are entered by:

- The participant using ranges or numerical values (self-report)
- Screeners at health fairs (onsite screening event)
- Health coaches
- Administrators as a batch load from file
- Participant uploads a Physician Verification Form in the Platform
- Mail in Kit (more commonly used during the Covid Pandemic)

Biometric Values on Platform - Our Biometric and Personal Health Results widget allows your employee to archive their biometric screens so that they can see their change year after year. This widget also allows employees to upload their results from their physician if they choose not to participate in the onsite biometric screens.

Onsite & Virtual Fitness/Wellness Services

Elevation has had great success and improved behavior change by combining computer-based programs with onsite team members. Human beings require support and motivation to change behavior. Behavior change simply does not occur by offering incentives. It occurs by the relationships and trust that are built between our program coordinator and the VSD employees. Elevation's objective is to create a welcoming fitness and wellness environment by providing services that meet all employees needs. Whether you are an athlete, a fence sitter or someone that has never stepped foot into a fitness center, our variety of programming and welcoming staff will provide something for everyone.

Based on VSD's Scope of services requested and to ensure our focus in on Physical, Emotional, Social and Occupational Well-Being we are recommending the following services offered through Elevations platforms and onsite staffing.

- **Management Support** - Our dedicated Program Coordinator will be available to assist with customer service questions, working directly with your onsite VSD Team, create marketing materials, provide portal support and work with our coaches and instructors to provide both virtual and onsite offerings.
- **Customized Branding** - use your own wellness program name, logo and colors to create your own customized wellness portal.
- **Customized Widgets** - to integrate third party vendors, videos, pictures and other customized offerings to VSD.
- **Challenges** - We currently have 19 challenges ranging from Physical, Mental Health, Hydration and Nutrition. ***A full list of challenges can be found in the attached PDF.***



- **Health Risk Assessment** - Our Health Risk Assessment is certified to comply with HIPAA regulations. Once an employee takes the HRA, they will immediately see a full comprehensive report on their current health. Depending on their results, they can automatically be assigned an action plan to help them create a healthy lifestyle change.
- **Action Plans** - These are plans created to educate and motivate participants to make gradual lifestyle changes that lead to sustainable improvements in health behavior. Action plans may be delivered as self-learning modules or assigned by coaches to enhance wellness and disease management programs. Optionally when deployed with the health assessment, results of the assessment drive action plan recommendations. Action plans include Quitting Smoking, Back Care, Mental Health and Nutrition. ***A full list of action plans can be referred to in the attached PDF.***
- **Health Library** - This includes articles and research on related health topics to educate your employee.
- **Elevation Station** - Over 150 recorded fitness and wellness classes that your employees can participate in at any time. We continue to add at least 6 - 8 classes each month to continue to provide a wide variety of offerings.
- **Elevation LIVE** - 20+ live group fitness classes available each week that your employees can sign up for and participate in.
- **Virtual Wellness Offerings** are offered through our Elevation LIVE calendar which includes offering Nutrition workshops, stress management, mental health, goal setting programming is a well rounded way to engage all employees. Elevation works with local sponsors and businesses to bring your employees samples along with our workshops & education series.
- **Strive to Thrive Program** - This program was created to focus on increasing strength, balance and flexibility to the active aging community in just 18 weeks.
- **Wellness Podcast** - Elevation releases our own podcast two times monthly, highlighting Fitness & Wellness trends, hot topics and interviews with the top leading fitness, wellness and nutrition individuals.
- **Health & Benefits Fairs** - Bring health and wellness to the front of your employees mind with a Health & Benefits Fair. Create a safe space for employees to complete their biometric screenings, donate blood, get their body fat assessed, meet with a dietitian or get their gait checked. This is a great way to celebrate your employees and show them you care about their health.



Here is a snippet of just a few of our wellness programs launching on Elevation Boost Platform this year.

2022 VIRTUAL PROGRAMMING OVERVIEW

QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
4 Part Series 4 Components of a Healthy Lifestyle	2 Part Series Let's Get Functional feat. Longevity & Mobility Training Mistakes	2 Part Series FAD OR FAB: Busting Fitness & Nutrition Trends	4 Part Series Elevate Mindfully 2.0
Workshops Our Top Cooking Methods Plant Based Power	Elevation LIVE Global Employee Health & Fitness Month	Workshops Mindset Shifts	Elevation LIVE Turkey Burner Specialty Class
Elevation LIVE Stretching for the New Year & Heart Opening Vinyasa Yoga Specialty Class	Elevate Yourself Podcast Stress: The Good, The Bad and the Ugly	Elevation LIVE National Yoga Month in September	Elevate Yourself Podcast Fear: How to kick it for good and not let it hold you back!

- **Reporting** - Real time reporting is available at any time to include participation and engagement rates.
- **Resource Tab** - Upload documents to create your personal employee resource tab
- **Single Sign On Feature** - Ability to link the two platforms (Wellness & Fitness) to create a cohesive and user friendly experience for each employee.

Please see the attached PDF of our Technology Overview

Additional Offerings:

Our additional offerings can be added to the platform to create a more robust program. They can be added individually based on VSD’s needs, or Elevation recommends adding them together because these offerings integrate into each other to create a personalized experience for the employee. These additional offerings allow the employee to learn more about their current health and provide them a baseline to work from. Our clients see a larger ROI by adding in our additional offerings while the employee gets a more customized program. This coaching service leads to a more action based program where both our client and their employees feel engaged and get results.

- **Unlimited Coaching** - One on one coaching elevates your wellness program to the next level. Allowing your employees the opportunity to work with a certified coach to work on their personal needs tends to create immediate positive change and results. We dedicate a coach to VSD so that each time an employee reaches out to a coach, they work with the same person.



This creates a healthy and trusting working relationship which gives your employees the comfort they need to take action.

Additional Online Programs, available to employees as a fee based service -

- **The Mason Jar Project** - The Mason Jar Project is a 5-week program designed to help individuals or teams create healthy positive habits and maintain them for life. Whether it's finding mindfulness, getting to move more, becoming financially fit, or eating healthier, we give you a mason jar as a daily reminder to practice your positive habit. Paired with daily motivational emails and an online community support group, you'll notice your life, happiness, and well-being transform.
- **Online Coaching Services** – Elevation has launched Online Coaching Services to provide fitness, nutrition, and wellness coaching to individuals who want the convenience, flexibility, and cost-effectiveness of online training. It allows us to help you virtually anytime, anywhere! With our downloadable app, you'll be able to get your workouts delivered directly to your mobile device with videos and instructions for every single workout. Share your food and exercise journal with your coach to help keep you accountable. Track progress, get results, and chat with your coach – all included when you work with us.
 - **Personal Training** - Online Personal Training gives you access to an elite certified personal trainer who can provide custom programming, support, and accountability virtually anywhere. Whether you're traveling, enjoy working out at home, or need expert guidance, your virtual trainer can help you achieve your goals.
 - **Nutrition Coaching** - Whether you are an avid athlete or just getting started, a proper nutrition plan is the groundwork to take your workout to the next level, getting over that dreaded plateau or eliminating the afternoon drag at your desk.
 - **Wellness Coaching** - Have you wanted to make a change in your lifestyle but aren't sure how to get started? As Wellness Coaches, we create a powerful relationship with our clients, providing them with structure, accountability, expertise, and inspiration to help them grow and develop what they can't do alone.

Elevation is confident that with the variety of services outlined above we will create a comprehensive health and wellness program for the employees at Valley Sanitary District. A customized program that is well-rounded, engaging and has something for everyone.

Elevation Corporate Health - Wellness Platform Pricing

Service Type	Volume	Unit of Measure	Unit Price	Year 1	Year 2	Notes:
Platform & App Fees:						
Customized Branding & Widgets	35	Per Eligible Employee PEPM	\$ -	\$ -	\$ -	
Challenges	35	PEPM	\$ 0.56	\$ 235.20	\$ 235.20	
Health Risk Assessment (HRA)	35	PEPM	\$ 0.56	\$ 235.20	\$ 235.20	
Action Plans	35	PEPM	\$ 0.56	\$ 235.20	\$ 235.20	
Health Library	35	PEPM	\$ 0.19	\$ 79.80	\$ 79.80	
Elevation Station	35	PEPM	\$ 0.22	\$ 92.40	\$ 92.40	
Elevation LIVE	35	PEPM	\$ 0.22	\$ 92.40	\$ 92.40	
Virtual Wellness Offerings	35	PEPM	\$ 0.37	\$ 155.40	\$ 155.40	
Strive to Thrive Program	35	PEPM	\$ 0.150	\$ 63.00	\$ 63.00	
Wellness Podcasts	35	PEPM	\$ 0.100	\$ 42.00	\$ 42.00	
Resource Tab	35	PEPM	\$ 0.080	\$ 33.60	\$ 33.60	
Biometric Management Tool	35	PEPM	\$ 0.47	\$ 197.40	\$ 197.40	
Biometric Values and Personal Health Page on Platform	35	PEPM	\$ 0.32	\$ 134.40	\$ 134.40	
Eligibility File monthly upload		Flat Rate	\$ 13.50	\$ 162.00	\$ 162.00	
Total Platform and App Fees			\$ 17.30	\$ 1,758.00	\$ 1,758.00	
Management/ Staffing Fee:						
Program Coordinator: supports and is the face behind your program, health and benefit fair management	10 hours	Weekly	\$ 56.000	\$ 29,120.00	\$ 29,993.60	3% increase each additional year
Check-In Activity Reports, Member Utilization/Enrollment & Reporting		Daily, Weekly and Monthly	Included	Included	Included	
Total Management/Staffing Fees				\$ 29,120.00	\$ 29,993.60	
Start-Up Fees:						
Platform & App Set-Up		One Time Cost	\$ 1,500.00	\$ -	\$ -	
Eligibility File Set Up		One Time Cost	\$ 500.00	\$ -	\$ -	
Total Start up Fees				\$ 1,500.00	\$ -	
Total Platform Costs with Staffing		Annual		\$ 61,498.00	\$ 61,745.20	
Additional Onsite Options:						
Onsite Biometric Event (This includes mail in or test site options)	35	One Time Cost	\$ 52.50	\$ 1,837.50	\$ 1,837.50	Only charged for per employee that participates. Additional fees based on location, event set up may apply per Quest Guidelines.
Onsite Coaching with Dedicated Coach	5 Hours	Weekly	\$ 56.00	\$ 14,665.00	\$ 15,101.80	3% increase each additional year (Cost includes Coaching module)
Total Estimated Platform Costs with Staffing and Biometric Event & Onsite Coaching Add ons				\$ 78,000.50	\$ 78,684.50	

Wellness Portal Challenges

Stop the Spread

This 4-week prevention challenge offers strategies for slowing the spread of COVID-19 at home, at work, and throughout the community. Proven tactics for protecting health comply with national clinical guidelines.

This challenge tracks participation through steps comprising material and questions that support the health-compliance message. Incentives may be awarded for completion of each step.



Wallet Watch

This 8-week financial wellness challenge advises participants how to build better spending habits to gain financial security. They watch their savings grow from smart purchasing decisions like favoring cash over credit and following seasonal sales.

Participation is tracked through completion of steps comprising material and questions that support the educational message. Incentives may be awarded for completion of each step.



Health at Home

This 8-week challenge encourages participants to improve their well-being with at-home physical activity they track along a route you choose. It could be a path past local historical buildings, within a national park, or along an ancient trade route.

Participants track their activities or steps at the Wellness Portal or use their personal fitness device and app to autolog the data.

An interactive map shows progress along the route. As participants reach milestones, they review exercises and behavior-change tips on how to accomplish daily and weekly goals alone, with family, or with friends through social media.



Bases Loaded

During this 8-week challenge, participants aim for better health by improving their lifestyle habits. Whether watching a game or typing at their desk, they can fit more activity and better food choices into their routines.

Participants track their activities at the Wellness Portal. Or they may autolog their data on a wide range of personal fitness devices and apps.

Participants earn more runs as they increase their activity. A chart shows their progress over time.



Hoops for Health

During this 8-week challenge, participants shoot for higher fitness while watching TV or working at a desk. Stretching, aerobic, and strengthening activities work together to provide a well-rounded workout.

Participants track their activities at the Wellness Portal. Or they may autolog their data on a wide range of personal fitness devices and apps.

The more active participants are, the more baskets they score. A chart shows their progress over time.



Great River Walk

From the peaceful headwaters in Minnesota to the sweeping Louisiana delta, this 8-week challenge inspires participants to increase their physical activity while journeying down the Mississippi River.

Participants can track their activities or steps at the Wellness Portal or have the data autologged from a wide range of personal fitness devices and apps.

An interactive map shows progress along the route. As participants reach milestones, they view information about the culture, history, and geography of a stop along this iconic waterway.



Big Island Trek

Spewing volcanoes, soaring waterfalls, and breathtaking marine life engage participants during this 8-week challenge to increase their physical activity while exploring Big Island, Hawaii.

Participants can track their activities or steps at the Wellness Portal or have the data autologged from a wide range of personal fitness devices and apps.

An interactive map shows progress along the route. As participants reach milestones, they encounter the topography, culture, and history of selected stops encircling Hawaii's largest land mass.



Make a Move

This 8-week challenge encourages participants to boost their daily physical activity along a route that you choose. Change it up with a trip around your office locations, between local landmarks, or along a popular tourist trail.

Participants can track their activities or steps at the Wellness Portal or have the data autologged from a wide range of personal fitness devices and apps.

An interactive map shows progress along the route. As participants reach milestones, they are provided with reasons and ways to move one step closer to a healthier lifestyle.



Strong to the Core

This challenge provides guidance in developing strong core muscles to improve balance, flexibility, and back health. From press-ups to wall-sits, exercises work the back, abdomen, and pelvis areas.

Designed as an 8-week challenge, it starts with easy activities to increase confidence. Participants can follow along or go at their own pace.

Participation is tracked through completion of steps. Each step comprises an instructional exercise video and a question that support the educational message. Incentives may be awarded for completion of each step.



Step Up

This 2-week challenge recommends participants increase their physical activity by taking the stairs.

Participants track the number of floors they climb at the Wellness Portal. A chart shows their progress over time.

As they reach milestones, participants review tips and motivational messages about fitting more activity into daily routines.



Lose for Health

This 8-week challenge encourages participants to feel better and lower their disease risks by losing a percentage of their body weight.

When participants enter their weight the first time, personal targets are calculated based on percentage weight-loss goals selected for the challenge. Each week the user is prompted to enter their weight, and the progress chart shows effort over time. If the validated option is chosen, initial and final weights must be loaded from file or entered by coach/admin.



Maintain Don't Gain

This 8-week challenge offers participants guidance in controlling their weight while enjoying the holiday season. Many Americans gain extra pounds between Thanksgiving and New Year's and never manage to lose them.

Participants log their weight weekly throughout the challenge. Along the way, they view a series of messages filled with tips, strategies, and motivation for making healthy choices. If the validated option is chosen, initial and final weights must be loaded from file or entered by coach/admin.



Eat Well

This challenge encourages participants to reach the next level in healthy eating by learning how to choose nutrient-rich foods and trade unhealthy food items for healthier ones.

Designed as an 8-week challenge, divided into 2-week segments, it offers guidance in choosing food in four important categories: fruits and vegetables, grains, fats, and sugar.



Better Bites

This 4-week challenge entices participants to enjoy a wide selection of fruits and vegetables to benefit digestion and weight control and reduce disease risks.

Participants can log their daily intake and view a chart showing progress over time.

As they reach milestones, participants are provided with tips and motivational messages about practical ways to improve food choices.



Relax & Revive

This 4-week challenge offers participants several ways to de-stress and encourages practicing a relaxation technique for 15 minutes a day.

Participants can log their daily stress control and view a chart showing progress over time. As they reach milestones, participants are provided with tips and guidance on increasing moments of relaxation.



Page Turner

This 2-week challenge invites participants to read more in-depth material in any format (print, audio, electronic).

Participants log the number of book pages they read daily at the Wellness Portal. A chart shows their progress over time.

As they reach milestones, they review tips and motivational messages about fitting more reading minutes into daily routines.



Cut the Clutter

This 2-week organization challenge motivates participants to tidy small and large spaces in their home.

At the Wellness Portal, participants log the number of minutes they organize, sort, and store daily. A chart shows their progress over time.

As they reach milestones, they review tips and motivational messages about reclaiming rooms to lower stress.



Wellness Portal

Action Plans

Back Care

This action plan helps participants understand current back pain and techniques for reducing their risks of a future episode. They learn coping skills, prevention techniques, and the importance of returning to usual activities.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Depression

This action plan helps participants understand, identify, and manage depression. They learn mood management, signs of depression, and sources of support.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Diabetes Management

This action plan helps people with diabetes live healthfully and prevent complications through better blood sugar control, lifestyle choices, and support networks.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Diabetes Prevention

This action plan helps participants lower their risk for developing diabetes. They learn about risk factors for diabetes and how to lower them through healthy lifestyle choices.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Financial Wellness

This action plan is designed to improve participants' financial health through awareness, education, and behavior change. They learn the skills they need to spend, save, and borrow wisely, while reducing stress about household finances.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Healthy Eating

This action plan helps participants make healthier choices in the foods they eat. They learn how to shop for healthy options, prepare healthier meals, and make wise selections when eating out.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Heart Disease Management

This action plan helps participants lower their risk for complications from heart disease. They learn about the disease and how to work closely with their care providers.

Each week, participants explore a lesson topic tied to one of their goals. Topics and guidance for specific behavior changes include:



Heart Disease Prevention

This action plan helps participants lower their risk for developing heart disease. They learn about risk factors for heart disease and how to lower them through heart-healthy lifestyle choices.

Each week, participants explore a lesson topic tied to one of their goals. Topics and guidance for specific behavior changes include:



Physical Activity

This action plan helps participants to reach and maintain recommended levels of activity and fitness. They learn the benefits of different types of activity and how to fit activity into a busy day.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Quitting Smoking

This action plan helps participants stop smoking for good. They learn the critical skills they will need to prepare to quit, to survive quit day, and to stay smoke-free.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Risky Drinking

This action plan helps participants reach and maintain healthy drinking habits. They learn about risky drinking behaviors and skills to moderate their drinking patterns.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Stress Management

This action plan helps participants understand how to better manage stress. They learn how to identify stressors and take control of stressful situations and feelings.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:



Weight Management

This action plan helps participants better manage their weight. They learn how to make healthier choices in eating habits and how to increase the amount and intensity of physical activity.

Each week, participants work through a lesson that is tied to a goal. Topics and guidance for specific behavior changes include:





Elevation Fitness & Wellness Platform

Overview 2022

Registration



Welcome to the Elevation Wellness Portal!

Access everything you need to help you improve your health.



Login

Username

[Forgot username?](#)

Password

[Forgot password?](#)

Log on

Register

First time users must register to get started.

Register

New User Registration

Complete the following information.

Company ID

Member ID

Gender

Male Female Not specified

Date of Birth

E-mail address

Confirm e-mail

Register

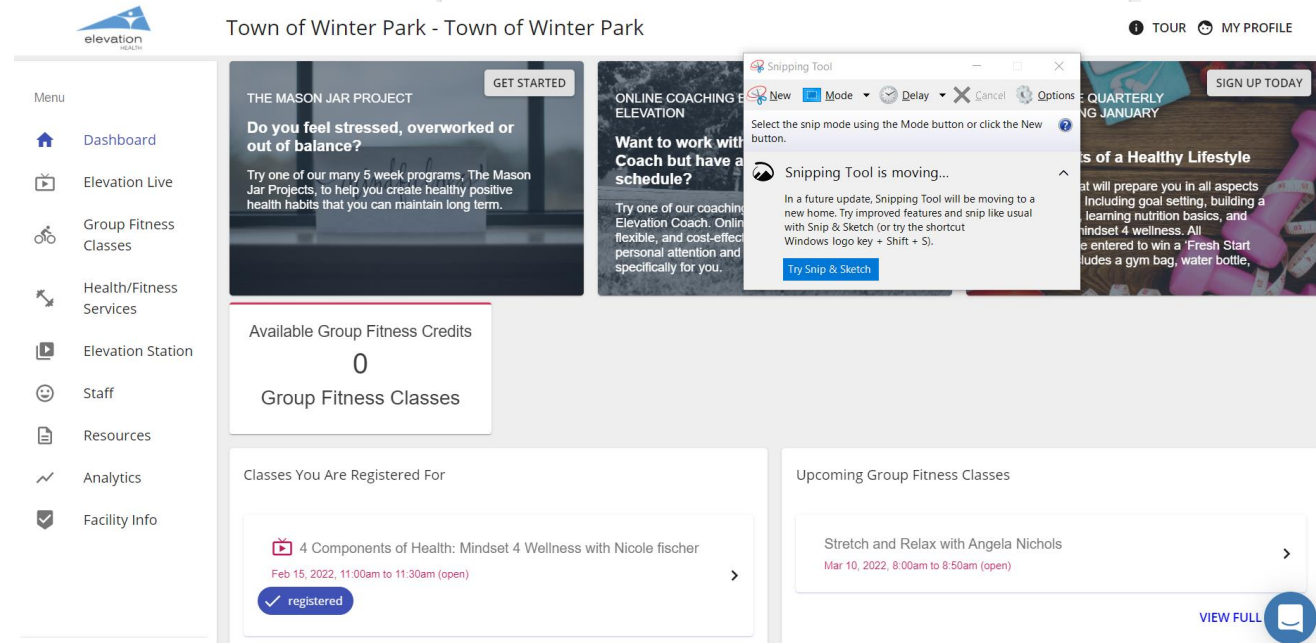
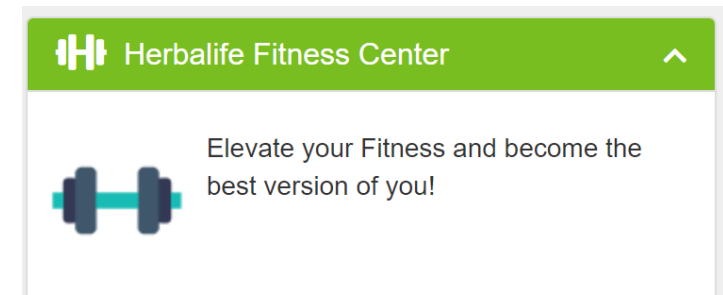
Cancel

Once an Eligibility file has been uploaded, users can register, confirm their email address and gain access to the platform.

Platform Overview



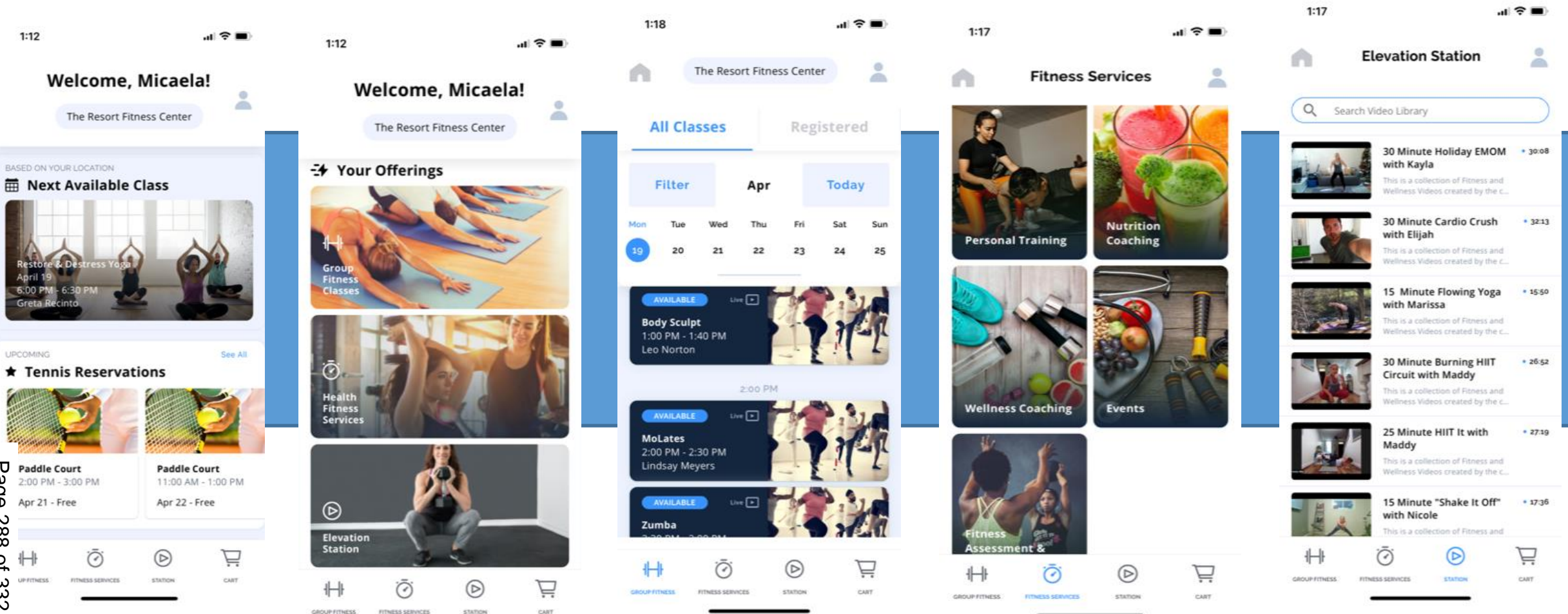
- Provides an optimized, consistent interface on any device
- Personalizes the user experience based on health risks, readiness to change and program design
- Supports Google Translate (over 100 languages)



Boost App

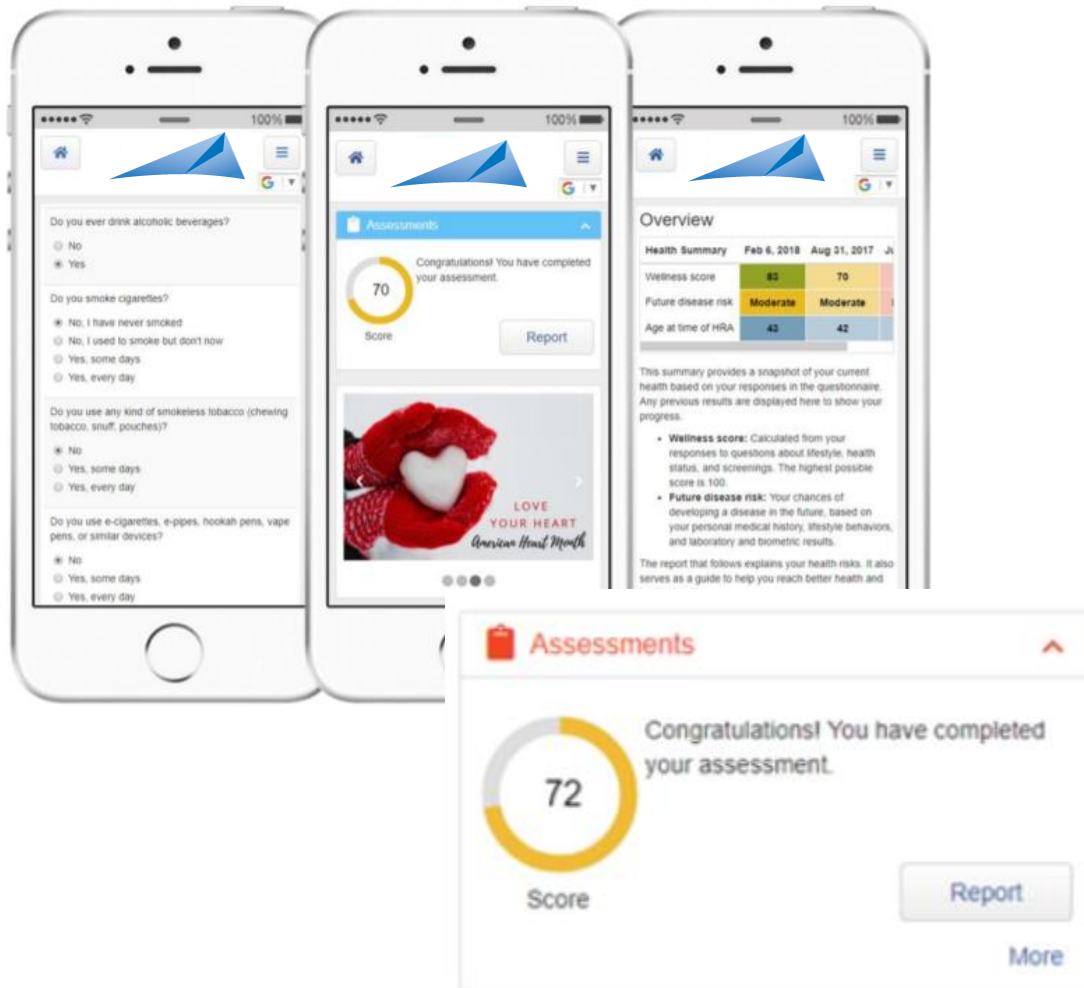


Our App mimics many of our portal offerings and allows members to take both Live and Elevation Station on-demand classes from the palm of their hand.



Health Risk Assessment

Your responses generate a wellness score. Based on a scale of 1 to 100, your score shows if you're on a path to becoming the healthiest you can be.



Configurable health assessment engine for:

- Commercial populations (long/short form)
- Seniors (Medicare) >65
- Medicaid (low income groups)
- Pediatric (8 – 17 years)

- Contains both standard and populations specific questions
- Contains branching logic based on age and gender
- Available online in over 100 languages
- Available on paper
- Uses evidence-based guidelines and models
- Annually reviewed, or more frequently when a guideline changes
- NCAQ WHP 5 Certified

HRA - User Report

Overview

	01-May-2017	02-May-2016	01-May-2015
Wellness score	87	83	72
Chronic conditions impact	Mild	Mild	Mild
Future disease risk	Moderate	High risk	High risk
Age at time of HRA	46	45	44

This summary provides a snapshot of your current health based on your responses in the questionnaire. Any previous results are displayed here to show your progress.

- **Wellness score:** Calculated from your responses to questions about lifestyle, health status, and screenings. The highest possible score is 100.
- **Chronic conditions impact:** An assessment of how well your chronic conditions are managed and how much they impact your daily activities.
- **Future disease risk:** Your chances of developing a disease in the future, based on your personal medical history, lifestyle behaviors, and laboratory and biometric results.

The report that follows explains your health risks. It also serves as a guide to help you reach better health and to stay healthy.

Information gathered in the Health Assessment questionnaire is use to create a personalized user report.

The report includes:

- The user's health assessments
- The user's readiness to change
- Summary results from the previous two HRAs
- Comparisons with publicly available benchmarks
- Recommendations for improvement
- Links to client or third-party health-related information and resources (optional)

Action Plans

Action Plans educate and motivate participants to make gradual lifestyle changes that lead to sustainable improvement in health behavior.

Based on your HRA results, the system will automatically suggest appropriate action plans for individuals to enroll in to make healthy habit changes

Action plans typically take 6-8 weeks to complete.

Plans may be delivered as:

- Self-learning modules
- Assigned by coaches
- Deployed when Health Assessment is completed based on the results per user.

Back Care

Depression

Diabetes management

Diabetes Prevention

Financial Wellness

Healthy Eating

Heart Disease Management

Heart Disease Prevention

Physical Activity

Quitting Smoking

Risky Drinking

Stress Management

Weight Management



Challenges



19 different challenges available

Participants can earn points along the way as they complete each milestone or at final completion.

Three options to deploy challenges, as noted below:

- Personal challenges allow participants to enroll at any time, based on their personal goals.
- Individual challenges have a fixed start date and duration and allow participants to work independently to reach milestones.
- Team challenges also have a fixed start date and duration but allow participants to form teams and work together to reach milestones.



Stop the Spread
Fighting COVID-19 with proven tactics



Wallet Watch
Growing savings with smart purchases



Health at Home
Improving well-being with at-home activities for every ability level



Bases Loaded
Swinging for the fences for a healthier tomorrow



Hoops for Health
Shooting for a healthier lifestyle on and off the court



Lose for Health
Losing a little weight for big health benefits



Maintain Don't Gain
Preventing weight gain while enjoying the holidays



Eat Well
Reaching the next level in healthy eating with better food choices



Better Bites
Consuming more fruits and veggies for better health



Hydrate for Life
Drinking a little more water to refresh the day

Challenges - Continued



Great River Walk

Journeying down the Mississippi while adding more activity



Big Island Trek

Exploring this exotic Hawaiian isle while increasing physical activity



Make a Move

Boosting physical activity to benefit mind and body



Relax & Revive

Renewing outlook with just a few moments of downtime



Sleep Smart

Getting enough rest to improve daily performance



Page Turner

Reading for fun, relaxation, and new insights



Cut the Clutter

Reclaiming household spaces controls chaos and lifts mood



Strong to the Core

Improving balance, flexibility, and back health with simple exercises



Step Up

Stair-climbing for better stamina and strength

Challenges range from 2 – 6 week and can be customized to fit the needs of the program.

Challenges can be manually tracked or users can connect a fitness device into the system for seamless tracking.

Each year we add 2 new challenges to provide our clients with the opportunity to build on the previous program year and allow for some variety to their employees.

Biometrics Screening events & management



View/Update Screening Results: 09-Aug-2017

Results Unlocked

Screening

Member

Vitals

Blood Tests

Devices

Report

Referrals

Comments

Options

Blood Test Results

Fasting status
 Fasting Non-fasting

LDL cholesterol
 Result: 125.0 mg/dL Not available

HDL cholesterol
 Result: 34.0 mg/dL Not available

Total cholesterol
 Result: 240.0 mg/dL Not available

Triglycerides
 Result: 120.0 mg/dL Not available

Blood sugar
 Result: 125.0 mg/dL Not available

A1C
 Result: 5.0 % Not available

Cotinine
 Positive Negative Not available

Previous Next

Health Screening Report

Name:	Charlie Barns	Date:	Aug 9, 2017	Event:	Demo Scree
Gender:	Male	DOB:	Jan 1, 1975	Age:	43
Height:	6ft 1in	Weight:	230lb	Fasting:	Yes

Health Summary

Your Results	Aug 9, 2017
Physical health score	37
Total cholesterol	240 mg/dL
LDL cholesterol	125 mg/dL
HDL cholesterol	34 mg/dL
Triglycerides	120 mg/dL
A1C	5%
Fasting blood sugar	125 mg/dL
Blood pressure	140/90 mmHg
Weight	30.4 (230 lb)
Waist	46 in
Waist-to-hip ratio	1.18

Your physical health score is calculated from your screening results. These results are good indicators of your risks. The healthier you are, the higher your score. Everyone has the potential to achieve a score of 100. Your physical health score: **37 (High risk)**

Scored in the high-risk range, less than 70. This means that many of your results are outside recommended ranges. Review the following sections for advice on improving your results and your score. And discuss your results at your next doctor visit.

- Data management- Easily manage screening results from multiple vendors, venues, including screening site at health fairs, at central labs, in the physician office, or at home using a kit.
- Provider Forms – allows a branded physician results form (PDF) prepopulated with the participant’s identifying information, for download and printing. Participants may upload the completed form electronically on their dashboard for processing by your staff.
- Program Administration - Batch-import tools support loading of data from central labs or third-party vendors on a scheduled or as needed basis

Elevation Station

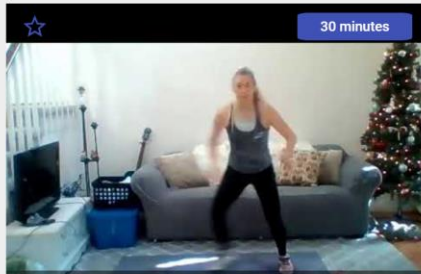
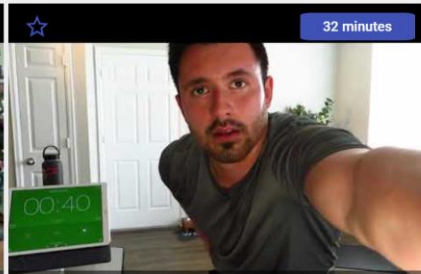

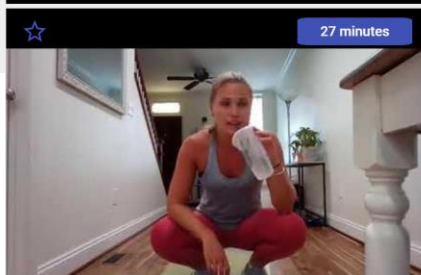
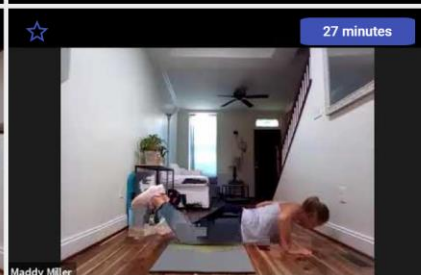



CATEGORIES



Search videos... Filter by Category... Filter by Difficulty... Filter by Duration...

Found 91 videos

 <p>30 minutes</p> <p>30 Minute Holiday EMOM with Kayla This is a collection of Fitness and Wellness Videos cre...</p>	 <p>32 minutes</p> <p>30 Minute Cardio Crush with Elijah This is a collection of Fitness and Wellness Videos cre...</p>	 <p>16 minutes</p> <p>15 Minute Flowing Yoga with Marissa This is a collection of Fitness and Wellness Videos cre...</p>
 <p>27 minutes</p> <p>30 Minute Burning HIIT Circuit with Maddy This is a collection of Fitness and Wellness Videos cre...</p>	 <p>27 minutes</p> <p>25 Minute HIIT It with Maddy This is a collection of Fitness and Wellness Videos cre...</p>	 <p>18 minutes</p> <p>15 Minute "Shake It Off" with Nicole This is a collection of Fitness and Wellness Videos cre...</p>

- On Demand prerecorded classes that can be taken at anytime from anywhere
- Access directly from Elevation Portal or App
- Over 150 videos available
- Variety of Group Fitness Class offerings
- Recorded Health and Wellness Workshops

Just Launched! Movement Library – Over 100 exercise videos showing proper form and movement of exercises.

Elevation LIVE



Today	Back	Next	April 25 – May 01						
			Day	Week	Month				
			25 Sun	26 Mon	27 Tue	28 Wed	29 Thu	30 Fri	01 Sat
6:00 AM					Dumbbell Boot Camp		20 Minutes to		
7:00 AM			Shake it Off Planks		Rise and	Mental	Barre	Upper Body for	
8:00 AM			Core and			Rhythm & Tone Kickboxing	Resistance		
9:00 AM					Shadow			Cardio Dance	
10:00 AM				Full Body Circuit	HIIT		Pyramid Workout	Full Body Blast	Weekend
11:00 AM					Decluttering			Kickboxing	
12:00 PM	Sunday Stretch		Core & Glutes		Breath work and Pilates for Yoga		HIIT Circuit		
1:00 PM			Body Sculpt		Dumbbell Chest	Strength and Core	Dumbbell Back		
2:00 PM			MoLates Zumba			Balance and Strong 30		Resistance	
3:00 PM						Barre			
4:00 PM						Vinyasa Yoga			
5:00 PM									
6:00 PM									

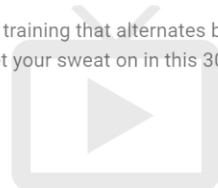
Live classes virtually for all Elevation clients and members. A variety of length and type of classes are available for all levels of fitness. All classes are taught by Elevation's Nationally certified instructors.

Access via the portal & our App!



HIIT
High intensity interval training is a form of interval training that alternates between short periods of intense anaerobic exercise with less intense recovery periods. Get ready to get your sweat on in this 30 minute class! No equipment needed.

Time: 10:15am to 10:45am
Date: Apr 27, 2021
Instructor: Kelsey Lindsay
Price: Free



CLOSE

CONTACT INSTRUCTOR

REGISTER

ADD TO CALENDAR

- Google
- iCal
- Outlook
- Yahoo

- Once users register, they receive a confirmation email with the zoom link for class.
- Option to add to their calendar

Elevation Yourself Podcast



Episode 23 - Stress: The Good, The Bad, and the Ugly with Neuropsychologist Justin Verlinden!



Elevate Yourself Ep 22, What Exactly is Diet Quality?Lorin Harik, MS, Food for Life Program Manager



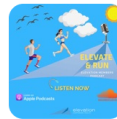
Why Your VO2Max Matters, with Sara Baker MS, CSCS - Episode 21



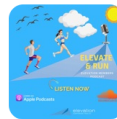
How To Make New Year's Resolutions That Stick with Annie Koempel, MA, RD, LD



How to Practice Compassion and Mindful Eating During the Holidays w/ Jess Griffith, RD - Episode 19



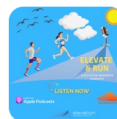
Elevate & Run Episode 6 - How To Build A Social Media Brand and Abs Of Steel with Winston Marshall!



Elevate & Run Episode 5 - How To Find Balance In Fitness, Fun & Family with Sarah Arnett!



Elevate Yourself Episode 17 with Erik Cardona, Screenwriter & Survivor Contestant!



Elevate & Run Episode 4 with Michelle Pottratz!

Elevation hosts 2 new podcasts monthly on various Fitness & Wellness topics. Interviewing top industry professionals and working closely with sponsors throughout the year.



Elevate Yourself



Strive to Thrive



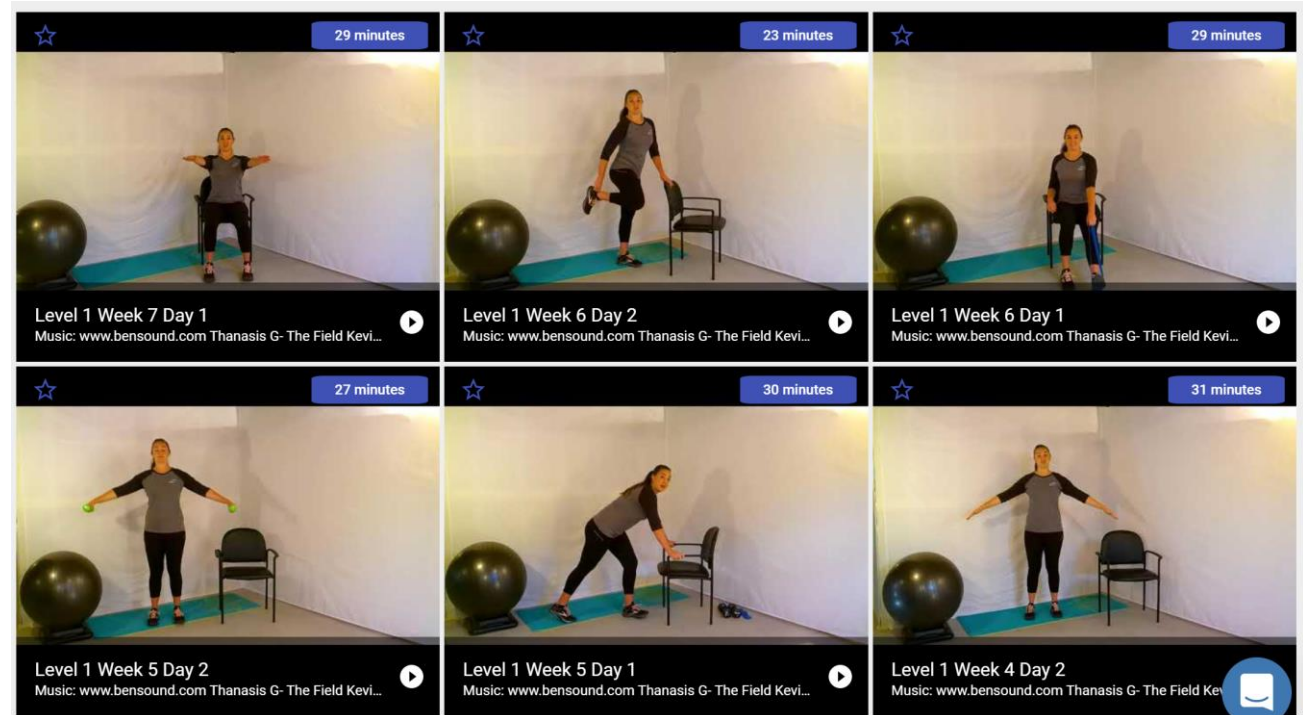
18 week program (2 classes weekly)

- Level 1: 8 weeks
- Level 2: 8 weeks
- Level 3: 2 weeks

Pre & Post assessments

- Virtual Assessment can be provided at the beginning of the program and after level 2 is completed

A program designed to increase strength, flexibility and balance, while assisting in overall fall reduction.



Virtual Wellness Programs

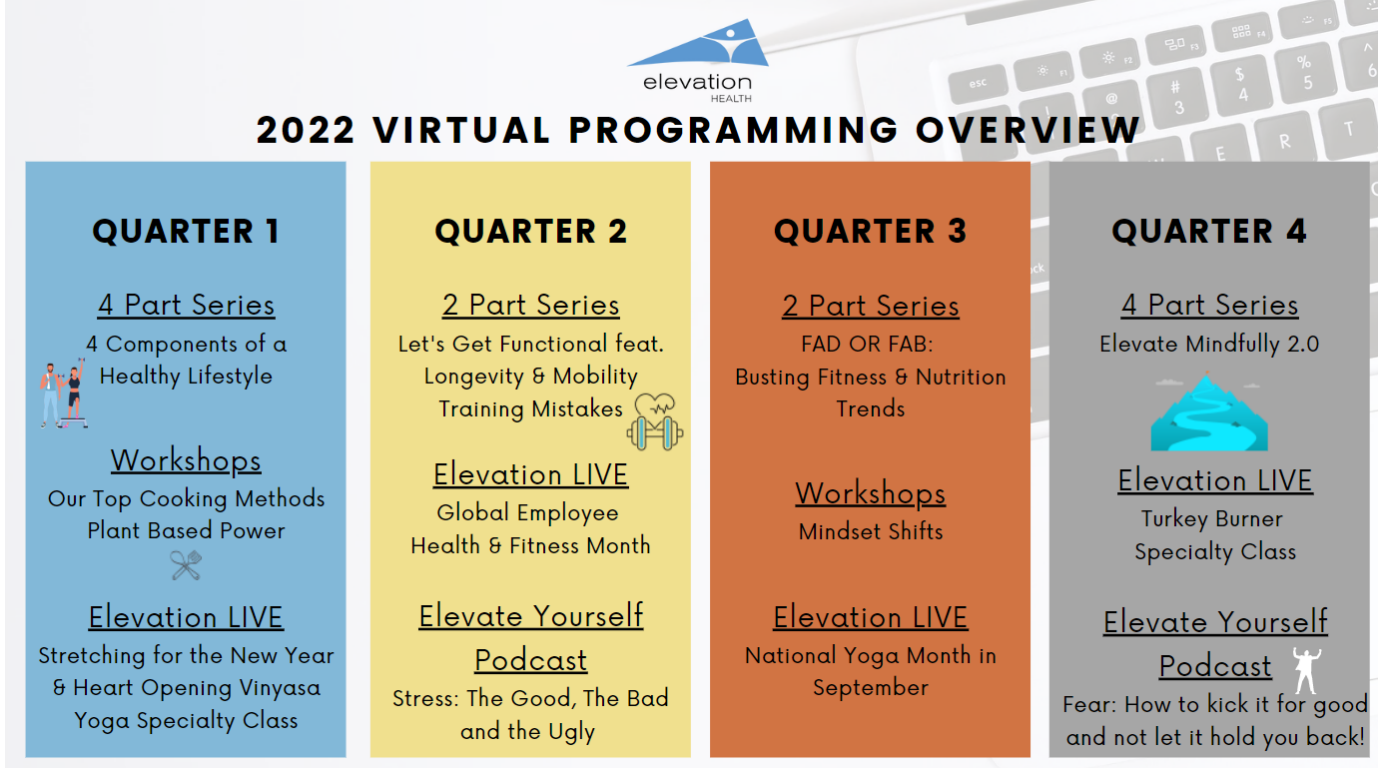
Elevation provides quarterly Health and Wellness series each year. Ranging from nutrition, mindfulness, physical fitness and so much more!



Sign Up
ON THE
ELEVATION LIVE
CALENDAR
TODAY!

GLOBAL EMPLOYEE HEALTH & FITNESS MONTH

A WHOLE MONTH FILLED WITH ACTIVITIES
FOR THOSE WHO WORK FROM HOME
OR IN THE OFFICE!



2022 VIRTUAL PROGRAMMING OVERVIEW

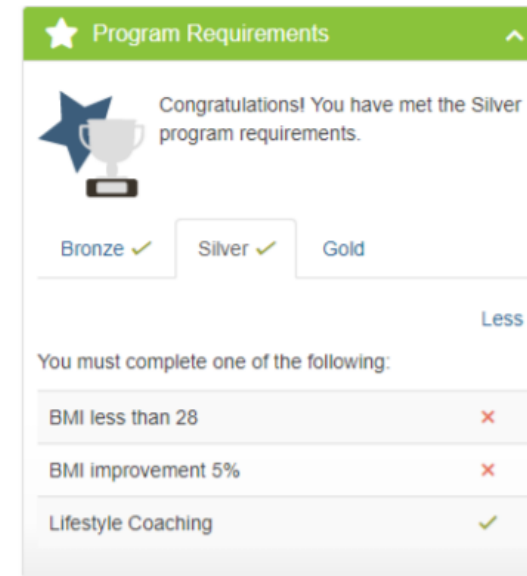
QUARTER 1	QUARTER 2	QUARTER 3	QUARTER 4
<p><u>4 Part Series</u> 4 Components of a Healthy Lifestyle</p> <p><u>Workshops</u> Our Top Cooking Methods Plant Based Power</p> <p><u>Elevation LIVE</u> Stretching for the New Year & Heart Opening Vinyasa Yoga Specialty Class</p>	<p><u>2 Part Series</u> Let's Get Functional feat. Longevity & Mobility Training Mistakes</p> <p><u>Elevation LIVE</u> Global Employee Health & Fitness Month</p> <p><u>Elevate Yourself Podcast</u> Stress: The Good, The Bad and the Ugly</p>	<p><u>2 Part Series</u> FAD OR FAB: Busting Fitness & Nutrition Trends</p> <p><u>Workshops</u> Mindset Shifts</p> <p><u>Elevation LIVE</u> National Yoga Month in September</p>	<p><u>4 Part Series</u> Elevate Mindfully 2.0</p> <p><u>Elevation LIVE</u> Turkey Burner Specialty Class</p> <p><u>Elevate Yourself Podcast</u> Fear: How to kick it for good and not let it hold you back!</p>

Incentive Management

- Information is personalized for each member and tracked on any device.
- Data is updated in real-time
- Configurable redemption catalog for gift card rewards
- Incentive Programs can include:
 - Qualifying activities
 - Targets/outcomes
 - Points
- Wellness incentive programs can be based on:
 - Tier Levels
 - Time Periods
 - Participation
- Online reports are available for administrators

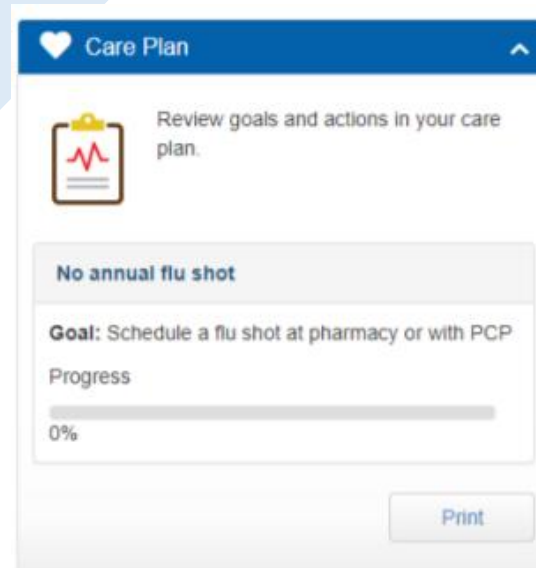
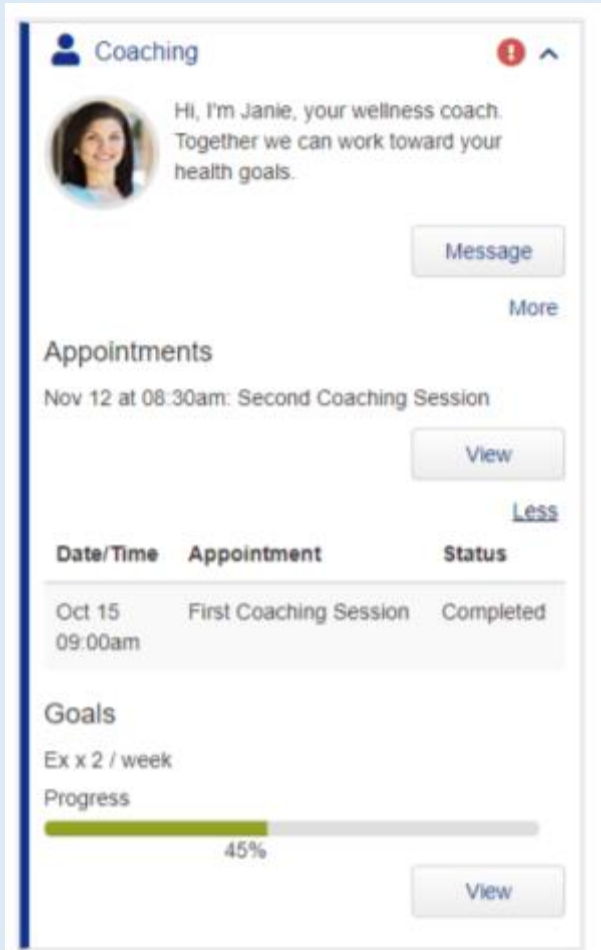


Wellness Improvement Targets



Where Incentives are awarded to participants who meet required target levels or do not meet required target levels but have shown significant improvement from a prior program.

Health Coach System *(Additional add on option)*



Stratifies participants into coaching programs based on screening results, health assessments and medical claims data.

Allows health coaches to:

- Manage their caseload
- Schedule and review appointments
- Access program data in real-time
- Access task checklists
- Document encounters
- Securely share actions and goals with participants
- Manage reasonable alternatives
- Self-service reporting options

Connects the member and coach directly from the Wellness Portal

Virtual Fee Based Services



The Mason Jar Project - Finding Mindfulness

Price: \$15.00



The Mason Jar Project - Nourish

Price: \$15.00



The Mason Jar Project - Get Moving!

Price: \$15.00



The Mason Jar Project - Making A Change

Price: \$15.00

Fee based services are available via our platform for employees who are interested in additional programming and support.

8 Week Workout Guides

All of our programs were designed by Certified Personal Trainers from Elevation Corporate Health. Upon purchase, you'll receive an email confirmation including your downloadable PDF workout for immediate use. Please note, this program is a self-paced, do-it-yourself program. There is no coach or trainer associated with this program. However, if you need any technical support, please contact support@contactelevation.com. Please remember to take these workouts at your own pace, use modifications, challenge yourself and have fun!



Stretch & Restore

Price: \$15.00

Level: Beginner / Intermediate

Duration: 30 minutes

Equipment: None or Yoga Strap/Resistance, Band/Towel

 ADD TO CART 



Resistance Band Blast

Price: \$15.00

Level: Beginner / Intermediate

Duration: 45 minutes

Equipment: 1 or more Resistance Bands (of varying tension), Sturdy Anchor/Pole (vertical & overhead)

 ADD TO CART 

GRANT PROPOSAL



RESHAPE YOUR LIFE

PREPARED BY:

Dr. Bruce Underwood and Dr. Gunnar Thelander

Coachella Valley, California and Dallas, Texas

info@reshapeyourlife.org

(760)-238-1446, (760)-773-9706

Transmittal Cover Letter

April 29, 2022

Valley Sanitary District

45-500 Van Buren Street

Indio, CA 92201

Attn: Jeanette Juarez, Business Services Manager

Dear Ms. Juarez:

We appreciate the opportunity given to participate in the RFP for 2022 based on the project requirements. ReShape Your Life is an establishment that provides a wide range of services with a view towards bettering the physical, emotional, social-occupational wellbeing of employees in the workplace. The evidence is overwhelming and it cannot be denied. Health and well-being programs in the workplace and beyond are more than a nice idea; they're the science-based solution to rising healthcare costs, illness and absenteeism. At Reshape Your Life, led by thought leaders and integrative lifestyle health experts Dr. Bruce and Dr. Gunnar, we believe that great health isn't just the absence of disease. It is vibrancy of mind, body and spirit altogether. Smart nutrition paired with sound exercise and lifestyle choices add up to energy, vitality and happiness; all of which enhances work-life balance, productivity, and longevity.

Furthermore, we maintain prevailing knowledge of evolving mental health and physical wellness trends and respond with quality educational workshops. We support, help and encourage our clients to take more responsibility for their own health through a result-oriented and effective approach. There are nearly 6500 wellness-focused programs in the US

alone. However, ours is primarily based on a targeted approach to wellness through blood data and this is what distinguishes from competitors within the industry. This approach gives us a high success rate with our clients in taking steps towards a healthy lifestyle and outcomes.

We appreciate your time in going through our proposal and an opportunity to serve your hard-working employees at Valley Sanitary District. We are confident in the capacity of the personnel and everyone involved with the company to effectively implement the project.

Dr. Bruce Underwood and Dr. Gunnar Thelander

Founders, ReShape Your Life.

Phone: (760)-238-1446, (760)-773-9706

E-mail: info@reshapeyourlife.org

Respectfully submitted:

Dr. Bruce Underwood and Dr. Gunnar Thelander

Executive Summary

Today, more than ever before, a focus on mental health and holistic wellness is the new norm for the workplace. We offer affordable corporate health, wellness, and nutrition programs for employers through effective workshops and individualized solutions.

The behaviors we target are nutrition, exercise and sleep through motivational workshops and events. One of the most important qualities of every good wellness and fitness establishment is a commitment to customer satisfaction. Without this commitment, one cannot find success in the fitness and wellness sector. As such, Reshape Your Life will do everything within its power to meet the needs of your employees satisfactorily at all times, and in doing so, we will ensure effective communication between our clients. Some of the things that we cover at ReShape Your Life include:

- Physical Wellness: Addressing an existing health concern or condition
- Physical Wellness: Reversing cancer, diabetes or heart disease
- Physical Wellness: Focusing and preventing chronic stress
- Physical Wellness: Core components of Women's Health
- Physical Wellness: Core components of Men's Health
- Emotional Wellness: Reducing anxiety and managing stress
- Emotional Wellness: Finding your true-self
- Emotional Wellness: Finding your work-life balance
- Social Wellness: How to become a team-player
- Social Wellness: Discovering your leadership potential

Fostering wellbeing in the workplace is an imperative endeavor that all businesses must pursue. A healthy and mentally-sound team of employees that participate in workplace wellness programs will not only be happier but more productive as well. Cultivating a healthy workplace culture through company wellness programs and plans will create a ripple effect that leads to a myriad of other positive benefits, as several case studies have demonstrated the improvements that employees have made upon working with corporate wellness companies like ReShape Your Life.

Identification of Respondent

The ReShape Your Life contact person is **Bruce C. Underwood, Dr.P.H., C.N.S.**
Corporate and local office address is the same: 75-895 Altamira Drive, Indian Wells, CA 92210.

Phone: (760) 238-1446

Fax: (760) 773-9706

Website address: www.reshapeyourlife.org

E-mail: doctor@bruceunderwoodrph.com

The ReShape Your Life contact person is **Gunnar Thelander, BESS, Ed.D.**

Secondary office address: 5600 W Lovers Lane, Dallas, TX 75209.

Phone: (760) 238-1446

Fax: (760) 773-9706

Website address: www.reshapeyourlife.org

E-mail: info@reshapeyourlife.org

Reshape Your Life, Inc. was founded in 2019, and has been providing wellness services dozens of clients. Bruce C. Underwood, Dr.P.H. And Dr. Gunnar has been working in the field of preventive care, exercise physiology and personal nutrition, for a combined total of 50 years.

Reshape Your Life has been incorporated per the corporate laws of the United States of America. The company has commenced its operations before the writing of this proposal. Our trademark protection will help secure the business model and distinguish us from similar businesses within the marketplace. Reshape Your Life has also secured all the necessary permits and licenses as mandated by the laws and principles of the relevant regulatory bodies in the United States of America to carry out its operations.

Reshape Your Life is located in Coachella Valley and Dallas/Fort Worth Texas, Southern California. The location is perfect for our type of business and the management is already very familiar with the peculiarities of the company's location. A lot of individuals in our target markets reside in the city. In years to come, we hope to expand our reach to other cities throughout the country.

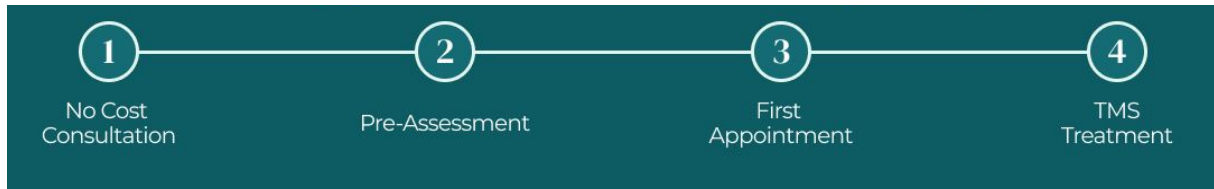
Personnel

Reshape Your Life is currently being managed by its owners, Dr. Bruce Underwood and Dr. Gunnar Thelander. They are both individuals with relevant educational background and experience. Dr. Bruce Underwood is a Doctor of Public Health (Dr.P.H.) while Dr. Gunnar Thelander is a Doctor of Exercise & Sports Science (Ed.D). Therefore, they are in a good position to oversee the company's affairs.

Both of them are saddled with the responsibility of making executive and administrative decisions as regards the operations and functionality of the company. They are very creative, forward-thinking, and strong, hands-on team leaders. In addition, they are highly efficient and results-oriented with exceptional management and organizational skills.

Our target market includes adult individuals, all across the country irrespective of their color, race or gender. This means that our target market exists within businesses, government entities as well as organizations.

Understanding of Project



Our team at Reshape Your Life will put together a comprehensive outcome-based wellness program that promotes healthy behaviors in the workplace. Our program is comprised of fun, engaging and research-driven events focused on the physical, emotional and social-occupational wellness; as well as a targeted health-centered approach for each employee of VSD.

Our team events are comprised of lunch-and-learn workshops, seminars and game-days. We will offer 12 monthly workshops centered on physical wellness; covering chronic stress reduction, movement, proper nutrition and how to improve proper sleep. We will offer quarterly seminars on the emotional wellness of a healthy, productive workplace. These seminars will teach the elements of healthy work/life balance and managing stress productively. Also, each quarter we will offer Leadership Game-Day, which is a fun, engaging event with games focused on teamwork and leadership strategies. Leadership Game-Days focus on problem-solving through effective teamwork, and the organization can discover their true potential leaders.

Our targeted program offers a health-centered approach for each employee of the organization. We can assist with the organization's biometric report card for each person, as well as offer a full report on all areas of health. We use standardized Functional Health Report that measures cholesterol, blood glucose, lipids, as well as vitamin and mineral deficiencies. For the entire 12 month period of our services, each individual will know

exactly what they need to do to improve their own health, with guidance from us to reach their health goals.

Testimonials

“Gunnar’s presentation was very informative with the exercise and stretching tips. We need to bring him out to our Management Meeting and future events!”
-Shaun Ewing, VNA (Visiting Nurse Association)

“Gunnar was AMAZING and ENCOURAGING! We loved the presentation and reminders about breathing, posture, and Epson salt baths!”
-Ellie Grant, Equest

“Absolutely loved the presentation for exercises in the workplace! I’ll definitely do them!”
-Elizabeth Andrus, Salvation Army

“Gunnar did an amazing job! He has been our speaker at our summer youth camps for many years since 2002. He is an outstanding speaker that everyone can relate to easily. I greatly recommend Gunnar for any speaking engagement!”
-Matt Moehrig, Still Water Sports Camp

Cost Estimate

12 Monthly Workshops on Physical Wellness = \$1000/event, \$12,000

4 Quarterly Events on Emotional Wellness = \$1000/event, \$4000

4 Quarterly Events on Social-Occupational Wellness = \$1000/event, \$4000

Men’s & Women’s Health Workshops = \$1000/event, \$2000

Wellness Fair = \$5000

Fitbit Program = \$2500

Travel and Overhead = \$7500

Total Proposal Estimate = \$37,000

Conclusion

We are excited to become an integral part of your organization. We believe we can make a positive impact on the overall wellness for VSD, including behavior change and positive lifestyle habits. We are confident that our entertaining workshops and events will promote a healthier atmosphere for VSD.

Please consider our proposal for your company's needs for the 2022-23 fiscal year. We look forward to serving you!

Best Regards,

Bruce Underwood

Gunnar Thelander

*References and Corporate Client List Available Upon Request

Response to Employee Wellness Program Application for
Valley Sanitary District (VSD)

Crossroads to Care, Inc.
P. O. Box 1007
Palm Springs, CA 92263
(760) 668-1654
pattyryan@crossroadstocare.org
www.crossroadstocare.org

Patricia Ryan, RN, MSN, ANP-BC
Adult Nurse Practitioner
authorized to represent/sign contracts
(760) 668-1654

A. Crossroads to Care, Inc. is a private nursing corporation based in Palm Springs, CA; official designation is an S-Corp. Crossroads to Care (CTC) employs 2 full time medical positions; an adult nurse practitioner and a medical/administrative assistant, along with a part time contracted billing service. Crossroads to Care was incorporated 12/29/2016; California Corporate Number: C3858874. CTC specializes in house calls; bringing medical services to the individual either in the privacy of their own home, independent living or assisted living communities and to long term care facilities. Other services provided by CTC include: presentations, group education, patient advocacy, medical procedures and private consultations with a primary focus on hormonal imbalance, COPD, diabetes, high cholesterol and weight management for adults.

B. Patricia Ryan, ANP is the principal point-of-contact in the firm and will have direct and continued responsibility for the services provided to VSD. Patricia Ryan, ANP will be the individual responsible for the day-to-day contact and activities with VSD. Patricia Ryan has been an adult nurse practitioner for the past 17 years. During that time, experience has been in a hospital setting, a group (5 providers) practice, a solo practice (1 doctor), emergency room, employee health setting, workers' compensation provider, public speaking workshops, teaching RN's and allied health students, along with medical procedures, i.e., suturing, casting, injections, etc. A Nurse Practitioner Licensure includes, assessment, diagnosis, treatment, and prescribing medication as needed along with referrals to other services— lab testing, x-rays and diagnostics. Ms. Ryan would be the individual providing requested services to the Valley Sanitary District.

As Crossroads to Care is primarily a mobile practice, Patricia Ryan would schedule time and location as convenient to the employees of the Valley Sanitary District, presumably at the Administrative Offices located at 45-500 Van Buren Street, Indio, CA 92201. The requested services for an Employee Wellness Program should be housed at the most convenient location for the employees to encourage interest and participation. Any resources that are necessary for the Wellness Program will be supplied by CTC. CTC will prepare and distribute information about the Wellness Program, activities, topics of interest and overall goals and objectives to the members. Promotion of each

workshop/seminar/challenge/Fairs/Benefits will be made in conjunction with the Administrative offices, Human Resources and Business Services Manager via email and or web-based format.

Please see attachment A for Curriculum Vitae for Patricia Ryan, RN, MSN, ANP

C. Crossroads to Care; specifically, Patricia Ryan, ANP has worked in several employment related fields and services. Employee based wellness center in Waterville, Maine for New Balance Manufacturing plant which employed approximately 100 workers. As the medical professional on staff, the office was located within the plant and easy access for the employees. Concerns addressed were acute care, long-term health wellness programs as weight loss, blood pressure monitoring, exercise programs and Benefits and Wellness Fairs. New Balance provided all resources required in the office; equipment, medical assistant, supplies. The provider was paid approximately \$3000/week.

Patricia Ryan also worked for a Workers' Compensation office in Rockland, Maine for employees that were injured while in a working capacity. This included filing appropriate forms, physical examination of each individual specific to the injury, procedures as needed and education for on-the-job safety protocols. This was a field office, sponsored by the State, that serviced a geographic area for work-related injuries. Approximate case load fluctuated. Hourly pay approximation: \$100.00

Patricia Ryan was Stroke Coordinator for Desert Regional Medical Center. Responsibilities included coordination of RN staff for the stroke patients, public and community speaking for education of stroke symptoms and treatment, primary speaker for yearly stroke symposium at the hospital and the outreach program. Education of the staff and community involved research, presentation of materials and hands on workshops. Patricia also served on the board for American Heart American Stroke association where she was presented with The Community Educator Award. Approximate case load was 35 beds on the Cardiovascular/Stroke floor of the hospital. Yearly salary was \$110,000.

Please see Attachment B for references regarding above positions.

D. To provide a Wellness Program for the Valley Sanitary District, including the Board of Directors, staff of 35 full-time employees, and subsequent Departments; the first step is an assessment of employee needs to determine the main focus of medical related concerns and targeted goals. The objective of any employer-based Wellness program is to promote healthy behaviors, safety on the job while decreasing exposure risks, proper body mechanics to minimize employee injuries, and preventative health education to their employees. CTC will focus on cost effective strategies to identify, prevent and manage chronic conditions along with recommending solutions within appropriate culture to overcome challenges for positive outcomes. Albeit, in person, through workshops, seminars, health fairs, wellness clinics and one-on-one sessions, in conjunction with a web/application based approach, it is the job of the consulted firm, (CTC), to meet these goals.

Since there was not any demographics: age, ethnicity, medical conditions, of the employees provided in the RFP of the Valley Sanitary District, CTC performed a community survey of East Coachella Valley of LaQuinta, Indio and Coachella cities as that is the service area of VSD. Assuming that employees of VSD live in the surrounding areas and extrapolating that information for health status, along with using collected data from HARC, Inc. of Coachella Valley, the proposed Wellness Program was based on that data. CTC also made the assumption that VSD provides full-time employees with health care coverage for employee with option for family/spouse coverage.

Based on the demographics/research of the area from HARC, Inc data:

1:5 Adults ages 18 to 64 are uninsured for health coverage

30.2% of health coverage is provided by employer

7.0% of employees cover their dependents from employer health insurance

25.2% seek Urgent Care for illness/healthcare

16.5% do not take time off of work to see medical provider

19.9% medical provider hours conflict with employee available timeframe

51% of East Valley residents are of Hispanic decent

43% of East Valley residents are married

East Valley residents are more likely to use hospital ER for their usual source of care compared to West Valley residents.

East Valley residents are less likely to participate in physical activity outside of regular employment.

Challenges outlined for employees regarding health and wellness goals:

1. Access to medical providers for acute illness in timely fashion
2. Provider availability during convenient times for employee
3. Comfortable with medical provider for medical/wellness care
4. Unfamiliar/uninformed with medical diagnosis
5. Sufficient time with provider to discuss medical/wellness care
6. Knowledge deficient regarding meeting medical/wellness goals
7. Addressing physical/emotional/social/occupational well-being for health benefits.
8. Participation in exercise programs, wellness fairs, and preventative health measures.
9. Meeting goals for maximum health and safety at work and home environment

As the consulting firm, CTC will meet the challenges of VSD employees by providing services in the following ways: (Corresponding with listing above)

1. Access to medical provider in a timely fashion either via phone, email, zoom/telehealth visit, or in person (budget/space/time allotment by VSD) on a weekly or monthly basis.
2. Provider availability in various ways as outlined above in #1.
3. Building a rapport with individuals, discussing care and treatment in a welcoming non-threatening manner. Consistent provider performing care via ways outlined above in #1.
4. Educate individual about medical diagnosis and how to live with a chronic illness; strategies on coping and managing that illness.
5. Scheduling time allotment per individual in 30 minute increments.
6. Education via seminars, clinics, workshops and literature based on topic and individual needs.
7. Assessing knowledge base and concerns regarding wholistic needs and addressing accordingly.
8. Providing weight loss challenges, incentives and rewards for meeting health care goals and wellness activities. (more to follow on specifics below)
9. Discussing the highlights and benefits of living a safe and long healthy life for self and family.

Since an individual health assessment has not been performed on participating employees to the Wellness Program, CTC based the following service proposal on the top chronic diseases in the Coachella Valley, from HARC, Inc research. The chronic diseases recorded do mimic the ones outlined in the VSD proposal in areas of cholesterol, blood pressure, and body mass index. Therefore, scope of services provided by CTC are outlined below.

Benefit and Wellness Fair: Annually.

Every October insurance companies hold Open Enrollment for the following year (excluding life events: birth, death, divorce, new hires). This is a great time to highlight to employees the benefits that full-time employment offers the staff. Emphasizing a Wellness Program for employees with all enumerated benefits, (listed above), and providing on-site access to medical provider (time/place allotment), along with flu shot clinic, education for preventative health screenings, wholistic programs for physical, emotional, social and occupational well-being, will make VSD an attractive place to work.

Historically, this involves a table set up with printed literature outlining services. As a contracted provider, CTC will bring literature, discuss services and enroll employees in appropriate programs: Fit-Bit exercise, weight loss, men's or women's healthy workshops, vaccine protocol, etc.

Physical Well-Being Workshops: monthly

Screening questionnaire will first be instituted to determine each employee (those that voluntarily participate) health baseline then establish health goals. Provided will be tools and instructions how to meet individualized health goals. I.E., weight loss of 40 pounds. First determine current body mass index (BMI). Determine goal BMI. Institute a diet and exercise program to help meet goals. Keeping individual needs in mind: social aspect, cooking ability, food accessibility, transportation, exercise, etc. Providing a safe environment for weekly check-ins, weighing and monitoring activity, encouragement to reach goals. Providing incentives for each step.

Emotional Well-Being Workshops/seminars: quarterly

Screening questionnaire will first be instituted to determine each employee (those that voluntarily participate) stress management, mental health and feeling/emotional state. Instruct and guide in ways to help return balance to an

overwhelmed mind and emotional state. Provide a safe environment to express feelings and learn coping mechanisms. By having the same provider and consistent meeting time and place this builds safety and security. This workshop will consist of individual expression, group meetings, meditation and exploring coping mechanisms to help improve a healthy state of being. Again, providing incentives at each step.

Social/Occupational Well-Being Workshops/seminar/events: quarterly

Screening questionnaire will first be instituted to determine each employee (those that voluntarily participate) concerns in a social and occupational environment. Topics can include proper body mechanics, safety at work to decrease water borne illness, general cleanliness habits and communicable disease prevention. Events and activities in community that promote well being and engagement with those around; co-workers, neighbors, friends.

Wellness Programming/ Course development based on chronic illness: Ongoing

1. Fit Bit Program: This emphasizes individual participants accountability for their own help. The device logs exercise, steps, activity, & sleep-wake cycle. Each is monitored and easily displayed. This makes goals visible and encouraging for members. CTC will provide exercise routines to meet goals, emphasize rest/sleep times and incorporate with diet and meeting individual goals. Record starting point and results/goals desired. Document in graph form to track progress. Again, providing incentives at each step.
2. Men's Health Fair: emphasize medical/physical concerns specific to men which include; prostate health, reproductive concerns, perhaps mental health concerns exclusive to men: primary support, financial, housing, family concerns. High blood pressure, high cholesterol, arthritis, obesity,STD/STI, HIV/AIDs topics. Appropriate screening/genetic disposition for each topic above.
3. Women's Health Fair: emphasize medical/physical concerns specific to women which include: Mammograms, breast health, PAP testing, reproductive concerns, perhaps mental worries; children, financial, employment, high blood pressure, high cholesterol, arthritis, obesity, STD/STI, HIV/AIDs topics. Appropriate screening/genetic disposition for each topic above.

4. Preventative Health screenings: Blood cholesterol screenings, blood pressure checks, BMI scale, blood sugar screen (diabetes), encourage/promote eye and dental exams. Topics for seminars and workshops to include; safety, alcohol prevention, tobacco use, opioid avoidance, obesity and marijuana use.

For each of the above events, and any others; CTC will promote each program with office banners, pictures, email, work related correspondence techniques for each employee, helping to advertise and encourage participation.

Incentives should be instituted (at the expense of the employer) for employees on the road to a healthy lifestyle. Recommendations include: a year gym membership, tickets or coupons to use a local Farmer's Markets, a "spa" day at local day spa/resort, 2-4 passes to the Living Desert, 2-4 passes to Palm Springs Tramway, extra day off, one month medical benefits paid; as suggestions.

E. Cost Proposal: Please see Attachment C

In closing, after an assessment of the community and the top medical concerns of the area, a Wellness Program for VSD employees is a win-win plan. Keep in mind that a healthier employee feels well, and will work better. Research has shown that employment based programs provide support and encouragement to each member with providing a healthy work environment which in turn leads to an overall improved lifestyle. The healthier an employee is improves the financial wellness of the company. This is shown by decreasing sick days, decreasing absenteeism, less costly insurance premiums, and happier work environment.

Under the proper guidance, support and incentives, employees will succeed. I am qualified to be the wellness coordinator for VSD. I welcome the opportunity to meet and present my suggestions in person. Thank you for consideration.

References: Please see Attachment D

Attachement B References

Dr. Todd Stapley in Maine: 207-624-1528 email: tstapley@roadrunner.com

Dr. Elaine Karis in Maine/California: 917-553-9095

Sonia Johnson, MSN in California: 760-447-1756 from Desert Regional

Deborah McCoy, MSN in California: 760-668-3747
deborah.mccoy86@gmail.com

Attachment C Cost Proposal

Hourly billable rates for all personnel assigned to project:

One individual from Crossroads to Care, Inc. Patricia Ryan, RN,MSN, ANP-BC

Fee per hour \$200.00

Estimated time below based on requirements outlined in proposal.

Biometric & Flu Shot Clinics: Annually 1 8 hour day.

$\$200/\text{hr} \times 8 \text{ hours} = \1600.00

Physical Well-Being monthly workshops/health screenings/promotions

$\$200/\text{hr} \times 8/\text{hrs} \times 12/\text{months} = \$19,200.00$

Emotional Well-Being quarterly workshops/seminars

$\$200/\text{hr} \times 8/\text{hr} \times 4/\text{yr} = \$6,400.00$

Social/Occupational Well-Being quarterly workshops/seminars

$\$200/\text{hr} \times 8\text{hr} \times 4/\text{yr} = \$6,400.00$

Web/Zoom/phone consultations

$\$100/\text{hr} \times 3/\text{month} \times 12/\text{months} = \$3,600.$

Yearly expenditure for Wellness Program: \$37,200.00

The above fees include preparation, transportation, supplies, and/or medication at no additional cost to VSD.

Incentive recommendations are the responsibility of VSD.

Attachment D References

1. HARC, Inc. Health Assessment and Research for Community, 2019 Executive Report. 41550 Eclectic Street, Palm Desert, CA 92260
2. Edelman, Mandle, Fifth Edition, 2002; Health Promotion Throughout the Lifespan. Mosby

Patricia Ryan, MSN, ANP-BC
P.O. Box 1007
Palm Springs, CA 92263
(c)760-668-1654 Email: pattyryan@crossroadstocare.org

Work Experience

Crossroads to Care, A Nursing Corporation Palm Springs, CA 12/15 to present

- Medical House calls
- Internal medicine concerns
- Acute and Established patient visits
- Prescriptive authority and DEA

David Duffner, MD Palm Springs, CA 3/15 to 2/20

- Orthopedic practice Nurse Practitioner
- Pre-operative physicals, office visits and post-ops
- Injections and casting
- Own the Bone Program for Osteoporosis

Serenity Hospice Palm Springs, CA 1/15 to present

- Face to Face Examinations for patient eligibility & services
- In-home, board & care physical examinations

PESI, Inc. Eau Claire, WI 3/14 to 1/19

- Professional lecture on medical topics
- Travel throughout the United States

Primary Critical Care Palm Springs, CA 9/13 to 6/14

- Hospitalist position. Share census with 3 other MD's.
- Admitting/Emergency Room and Discharge privileges
- Multidisciplinary relationships within hospital for services
- Outpatient follow through with Primary Care

Desert Regional Medical Center Palm Springs, CA 9/11 to 9/13

- Neuro Program Coordinator; Nurse Practitioner, RN
- Liaison between medical staff, patients and their family; explaining procedures, testing and treatments. Coordinate seamless transfers between departments
- In-depth patient education on an individual basis; stroke education for staff.
- Provide campaigns and lectures professionally and in the Community
- Development of policy and procedures in the hospital.
- Manage M&M meetings and community support groups.
- Active member in American Heart Association/American Stroke Association
- Coordinate volunteers to help with statistics and patient call backs

House Call Only Practice – Proprietor Searsmont, ME 10/10 to 8/11

- Diagnose and treat acute health care problems such as illness, infections
- Prescribe medications based on efficacy, safety, and cost as legally authorized
- Recommend interventions to modify behavior associated with health risks
- Educate patients about self-management of acute or chronic illnesses, tailoring instructions to patients' individual circumstances.
- Performed all patient visits' in the privacy of their homes

- Bucksport Regional Healthcare Center Bucksport, ME 9/09 to 9/10
- Analyze and interpret patients' histories, symptoms, physical findings, or diagnostic information to develop appropriate diagnoses.
 - Develop treatment plans based on scientific rationale, standards of care, and professional practice guidelines.
 - Counsel patients about drug regimens and possible side effects or interactions with other substances such as food supplements, over-the-counter medications, and herbal remedies.
- Waldo County General Hospital Belfast, ME 9/07 to 9/09
- Hospitalist position. Share patient census with MD
 - Admitting and discharge privileges
 - Recommend interventions to modify behavior associated with health risks
 - Directed interactions with community doctors and services in outpatient setting. Multi-disciplinary relationships established within hospital.
- St. Luke's Hospital Kansas City, MO 9/1997 to 8/2007
- Started as RN and worked throughout BSN and MSN degrees
 - Medical-Surgical floor nurse---rotating charge
 - Critical Care, PACU, ICU, and Emergency room provider

Achievements

Board Certification in Adult Care via ANCC
 Professional Speaker on Medical Topics
 Healthcare Advisory Council for American Heart Association
 American Heart/Stroke Association Community Educator Award 2013
 Mentor for NP students via American Nurses Credentialing Center
 Patient educator for private MD office for surgical candidates
 Founder Bariatric Clinic with MD and monthly support groups
 Allied Health Member for American Society of Bariatric Surgeons; 4 years
 Instructor of Health Science Career students
 American Red Cross volunteer
 Graduate Teaching Assistant UMKC Fall 2003 and 2006
 Member of Sigma Theta Tau; Nursing Honor Society
 Member California Association of Nurse Practitioners
 Member American Academy of Nurse Practitioners

Education

Kennebec Valley Community College phlebotomy graduate 2011
 University of Missouri-Kansas City Kansas City, MO MSN 2006
 St. Luke's College Kansas City, MO Magna Cum Laude BSN 1999
 Longview Community College Lee's Summit, MO AA 1997
 St. Vincent's Hospital School of Nursing NYC ADN 1996

References

Available upon request



REQUEST FOR PROPOSALS (RFP)

Employee Wellness Program

Release Date: April 1, 2022

Deadline for Submission: April 29, 2022

Contact Person: Jeanette Juarez, Business Services Manager

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

**REQUEST FOR PROPOSALS (RFP)
Employee Health and Wellness**

RELEASE DATE: April 1, 2022

CLOSING DATE: Proposals must be received no later than **April 29, 2022**, by 3:00 p.m. by the means listed in the RFP.

CONTACT PERSON: Jeanette Juarez, Business Services Manager
E-mail: jjvarez@valley-sanitary.org
Phone: 760-238-5400

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

Counter Hours: M-F 8:00 AM – 5:00 PM

PURPOSE

The Valley Sanitary District (**VSD**) is soliciting proposals for a consulting and/or Wellness firm to develop a wellness program for VSD employees. The consulting and or wellness firm will possess expertise and experience in implementing agency specific wellness programs that promote healthy behaviors.

ABOUT THE DISTRICT

VSD is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. VSD has over 28,000 service connections in a 19.5 square mile service area serving a population of about 75,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. VSD's Adopted FY 2021/22 Operating Budget is \$10.9 million.

VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, Engineering Services Manager, Operations Facility Manager, and Business Services Manager. Staff includes a total of 35 full-time employees spread across three Departments: Administrative Services Department, Operations & Maintenance Department, and the Engineering Department.

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

INTRODUCTION

VSD is soliciting proposals for a consulting and/or wellness firm to develop and implement a wellness program for VSD employees. The consulting and or wellness firm will possess expertise and experience in implementing agency specific wellness programs that promote healthy behaviors (**Exhibit A**).

The goal of the wellness program will be to promote healthier behaviors and outcomes for all participants, focusing on the common chronic conditions that affect a significant portion of the employee population and drive health insurance costs. The consultant will recommend cost-effective strategies designed to identify, prevent, and manage chronic conditions. The consultant will identify challenges to program success and recommend viable solutions that support a culture of health and sustain positive outcomes. The consultant/firm will provide in person as well as web or app-based programs and services.

TERM OF AGREEMENT

The agreement is estimated to begin on **July 1, 2022**. The terms of the agreement for services will be negotiated with the selected proposer. The contract will be monitored for acceptable services rendered throughout the contract term. VSD will have the option to cancel the contract in whole or in part during the contract term, for any reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

You may be invited to make an oral presentation. The contract, if any is awarded, will be awarded to the firm(s) whose overall proposal(s) demonstrates the ability to best meet the needs of the Valley Sanitary District. This will not be judged solely on the price of the contract. By submitting a proposal, the proposer acknowledges and agrees that VSD reserves the right to investigate the qualifications of all firms under consideration and to confirm any part of the information furnished by any proposer, or to require other evidence of managerial, financial, or technical capabilities considered necessary to fulfill the contract successfully.

RFP RESPONSE FORMAT

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

1. Cover/Cover Letter

- Name of Business/Company
- Business/Company Address
- Telephone Number(s)
- E-mail Address
- Website Address
- Name, title, telephone number and, if different, address of person(s) authorized to represent business entity

- Name, title, telephone number and, if different, address of person(s) authorized to sign contracts for the business entity

2. RFP Response

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

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

B. Key personnel and roles

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

C. Qualifications of the Firm/Entity

- Description of at least three (3) similar projects/assignments. Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.
- At least three references for similar assignments/work performed. If different from above project list, describe the nature of the project/assignment as described above.
- Tenure with firm of key personnel to be assigned to project.

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

The respondent should address how it will provide the services requested in the scope of services and discuss other key issues raised in this RFP or are anticipated during the course of performing the scope of services requested.

E. Cost Proposal – Separate Attachment

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

GENERAL TERMS AND CONDITIONS

1. **Consultant Questions during Proposal Process:** Proposing firms are encouraged to ask questions to strengthen proposals to VSD. Please direct your questions to: Jeannette Juarez at jjvarez@valley-sanitary.org. Please provide all inquiries in writing (e-mail). Questions will be accepted up to **3:00 pm Pacific Time on Friday, April 15, 2022**. All questions and answers will be e-mailed to all firms who indicate their intention to respond to the RFP. Please email your intention to respond to Jeannette Juarez. You will receive confirmation of receipt of your email. Question sources will remain anonymous.
2. **Limitation:** The Request for Proposals (RFP) does not commit VSD to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. VSD reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all qualified sources or to cancel all or part of this RFP.
3. **Award:** The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. VSD reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.
4. **Signature:** The consultant's RFP response shall provide the following information: name, title, address, and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

PROPOSAL SUBMISSION

One PDF electronic copy of the proposal must be received no later than **3:00 p.m. on Friday, April 29, 2022**, by one of the following two methods. Late proposals will not be accepted.

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

SELECTION CRITERIA

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

- Experience and qualifications of assigned staff **(10 points)**
- References (particularly public agencies) and relevant work performed **(20 points)**
- Firm/entity key personnel assigned to the project **(10 points)**
- Demonstrated ability to competently implement the scope of services **(25 points)**
- Demonstrated understanding of issues raised by District in RFP and completeness in addressing the scope of work **(30 points)**
- Cost for services **(5 points)**

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

SELECTION PROCESS AND TIME FRAME

Friday, April 01, 2022	Release date of RFP
Friday, April 15, 2022	Written questions from consultant's due no later than 3:00 PM PDT (optional)
Friday, April 22, 2022	Responses from the District
Friday, April 29, 2022	RFP responses due no later than 3:00 PM PDT
Friday, May 13, 2022	RFP evaluation completed
Tuesday, May 24, 2022	Recommendation to the Board of Directors for award
Friday, July 01, 2022	Services begin

Exhibit A Scope of Services

The awarded Contractor(s) shall develop and implement the following minimum components to produce a comprehensive health and wellness program for VSD Employees.

Biometric & Flu Shot Clinics: Manage scheduling and coordination of onsite biometric and flu shot clinics annually.

Create a comprehensive annual wellness program with the following components:

- **PHYSICAL WELL-BEING** – at least monthly workshops to empathize the importance of physical activity, nutrition, and proper sleep to overall health.
- **EMOTIONAL WELL-BEING** – at least quarterly seminars focused on mental health strength/resilience and stress management.
- **SOCIAL/OCCUPATIONAL WELL-BEING** – at least quarterly events in coordination with organizational development to promote engagement and positive social health.

In addition to the minimum program components listed above, the awarded contractor will also provide wellness programming aimed at improving VSD's biometric report card in the areas of cholesterol, blood pressure, and body mass index. The contractor will be responsible for implementation of outcome-based wellness program over the life of the contract. In addition, the contractor will manage and maintain our employee Fitbit program, additional annual events including (Benefits and Wellness Fair, Men's and Women's Health Workshops). The contractor will also serve as Wellness Advisory Committee member.