



Tuesday, July 25, 2023 at 1:00 PM
Valley Sanitary District Board Room
45500 Van Buren Street, Indio, CA 92201

**BOARD OF DIRECTORS
REGULAR SESSION
AGENDA**

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

Zoom link: <https://us06web.zoom.us/j/89471128095>

Meeting ID: 894 7112 8095

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.

1. CALL TO ORDER
2. ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. PUBLIC COMMENT
5. 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.

5.1 [Approve the Minutes for the Board of Directors Regular Meeting held July 11, 2023](#)

Recommendation: Approve

5.2 [Approve Warrants for July 25, 2023](#)

Recommendation: Approve

5.3 [Monthly Financial Report for Period Ending June 30, 2023](#)

Recommendation: Approve

5.4 [Receive and File Credit Card Report for June 30, 2023](#)

Recommendation: Receive and File

5.5 [Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate](#)

Recommendation: Approve

6. PUBLIC HEARING

Conduct A Public Hearing to Review and Declare Delinquent Accounts

6.1 [Adopt Resolution No. 2023-1185 Determining Certain Amounts to Be Delinquent and Directing the Placement of These Accounts on The County Property Tax Roll for Collection](#)

Recommendation: Approve

7. NON-HEARING ITEMS

7.1 [Authorize Specific Directors to Attend the California Special Districts Association \(CSDA\) 2023 Annual Conference in Monterey, California, and Reimburse Related Expenses](#)

Recommendation: Approve

7.2 [Approve Sponsorship Opportunity to the California Association of Sanitation Agencies \(CASA\) Education Foundation](#)

Recommendation: Approve

7.3 [Adopt Resolution 2023-1186 Amending Employee Wages & Benefits Effective July 1, 2023, and Rescind Resolution 2023-1178](#)

Recommendation: Approve

8. GENERAL MANAGER'S REPORT

9. COMMITTEE REPORTS

9.1 [Draft Minutes of the Community Engagement Committee Meeting - July 18, 2023](#)

Recommendation: Discuss

10. DIRECTOR'S ITEMS

11. INFORMATIONAL ITEMS

12. ADJOURNMENT

POSTED July 20, 2023
Holly Gould
Clerk of the Board
Valley Sanitary District

PUBLIC NOTICE

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



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Holly Gould, Clerk of the Board
SUBJECT: Approve the Minutes for the Board of Directors Regular Meeting held July 11, 2023

Suggested Action

Approve

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

None

Environmental Review

This does not qualify as a project for the purposes of CEQA.

Background

The meeting minutes for the Board of Directors Regular Meeting held July 11, 2023.

Recommendation

Approve

Attachments

[11 Jul 2023 Meeting Minutes.docx](#)

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

July 11, 2023

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held on Tuesday, July 11, 2023, at 45-500 Van Buren St., Indio, CA 92201.

1. CALL TO ORDER

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

2. ROLL CALL

Directors Present:

Debra Canero, Mike Duran, Scott Sear, William Teague

Directors Absent:

Jacky Barnum

Staff Present:

Jason Dafforn, General Manager; Ron Buchwald, District Engineer; Jeanette Juarez, Chief Administrative Officer; Holly Gould, Clerk of the Board; Tino Tijerina, Facility Maintenance Supervisor; Adrian Contreras, Assistant Engineer; Ed Luna, Maintenance Technician III; Matthew Pittelli, Electrical Instrumentation Technician II; Diego Rivera, Collection System Technician I; and Craig Hayes, Best Best & Krieger

3. PLEDGE OF ALLEGIANCE

4. JULY EMPLOYEE ANNIVERSARIES

- Adrian Contreras, Assistant Engineer – 7 years
- Jeanette Juarez, Chief Administrative Officer – 3 years
- Ray Marroquin, Maintenance Technician II – 2 years
- Matthew Pittelli, Electrical Instrumentation Technician II – 2 years
- Diego Rivera, Collection Systems Technician I – 1 year

The Board of Directors recognized and thanked Adrian, Jeanette, Ray, Matthew, and Diego for their hard work and years of service to the District.

5. PUBLIC COMMENT - None

6. CONSENT CALENDAR

- 6.1 Approve the Minutes for the Board of Directors Regular Meeting held June 27, 2023
 - 6.2 Approve Warrants for July 11, 2023
 - 6.3 Authorize Reimburse Cost of Moving Expenses for General Manager per Terms of the Employment Contract
-

ACTION TAKEN:

MOTION: Vice President Duran motioned to approve the consent calendar as presented. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3313

7. NON-HEARING ITEMS

- 7.1 Authorize General Manager to Execute a Five (5) Year Contract with California Boiler to Provide Annual Preventative Maintenance and Semi-Annual Tune-Up for (1) Hurst Boiler for an Amount Not to Exceed \$52,992.50
-

The service agreement from California Boiler includes biannual maintenance to ensure compliance with all South Coast Air Quality Management District (SCAQMD) requirements. The preventive maintenance and annual inspection programs are tailored to monitor the District's boiler systems periodically to ensure minimal downtime and maximum operating efficiency. The proposal also includes a Planned Preventive Maintenance (PPM) service incorporating all required system monitoring and key maintenance service checkpoints. California Boiler's PPM system ensures the long-term efficiency and reliability of the District's boiler system, which includes annual internal and external inspections of the system, quarterly external inspections of the system with emissions monitors, and discounts on parts and select system upgrades. This is a specialized service that necessitates a sole source procurement.

ACTION TAKEN:

MOTION: Director Teague motioned to authorize General Manager to execute a five (5) year contract with California Boiler to provide annual preventative maintenance and semi-annual tune-up for (1) Hurst boiler for an amount not to exceed \$52,992.50. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague

NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3314

7.2 Authorize Specific Directors to Attend the California Association of Sanitation Agencies (CASA) 2023 Annual Conference in San Diego and Reimburse Related Expenses

Staff recommends that the Board of Directors authorize President Debra Canero, Vice President Mike Duran, and Director Jacky Barnum to attend the CASA 2023 Annual Conference on August 9-11, 2023, in San Diego, California, and the reimbursement of related expenses. This year's conference will feature speakers and panels that focus on how wastewater agencies are adapting to new challenges, including ways to attract and retain workers in the coming years, significant changes in how biosolids are managed, and strategies for addressing the more extreme cycles of heavy rain followed by extended drought. Committee leaders and technical track speakers will be there to provide all the latest information on legislative and regulatory proposals that will impact sanitation agencies.

ACTION TAKEN:

MOTION: Vice President Duran motioned to authorize specific Direction to attend the California Association of Sanitation Agencies (CASA) 2023 Annual Conference in San Diego and Reimburse Related Expenses. Secretary/Treasurer Sear seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3315

7.3 Authorize the Slate of Candidates for the California Association of Sanitary Agencies (CASA) Board of Directors and Authorize General Manager to Cast the Vote for the Annual Dues Resolution for Fiscal Year 2023/24

CASA will hold its annual business meeting during the August 9-11, 2023, Annual Conference. Members will be asked to approve a slate of four nominees for the open seats on the Board of Directors. The Directors will serve three-year terms. The slate was recommended by the Nominating Committee and approved by the Board of Directors. The nominees are Roger Bailey, Central Contra Costa Sanitary District; Craig Murray, Carpinteria Sanitary District; Melissa Thorne, Santa Lucia Preserve Community Services District; and Scott Goldman, South Coast Water District. Members will also vote on the resolution for annual dues. The annual dues for 2023/24 have increased by 3%.

ACTION TAKEN:

MOTION: Secretary/Treasurer Sear motioned to authorize the slate of candidates for the California Association of Sanitary Agencies (CASA) Board of Directors and authorize the General Manager to cast the vote for the annual dues resolution for

Fiscal Year 2023/24. Vice President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Barnum

MINUTE ORDER NO. 2023-3316

- 7.4 Authorize General Manager to Execute a One-Year Contract Extension with Innovative Federal Strategies to Advocate Wastewater and Recycled Water-Related Legislation and Policies in Washington D.C. in an Amount Not to Exceed \$83,000

Innovative Federal Strategies (IFS) provides advocacy services in Washington, D.C., on behalf of Valley Sanitary District. On August 1, 2022, the Board approved an amendment to the contract by executing a one-year extension that expires on July 31, 2023. Staff contacted IFS for an updated scope and cost of services for the fiscal year 2023/24. They proposed a slight increase of \$3,500 or 4.4%, which is in line with the inflation of other goods and services, for a total not to exceed cost of \$83,000.

ACTION TAKEN:

MOTION:

Secretary/Treasurer Sear motioned to authorize General Manager to execute a one-year contract extension with Innovative Federal Strategies to advocate wastewater and recycled water-related legislation and policies in Washington D.C. for an amount not to exceed \$83,000. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Barnum, Canero, Duran, Sear, Teague

NOES: None

ABSENT: Barnum

MINUTE ORDER NO. 2023-3317

- 7.5 Authorize the General Manager to Execute an Agreement with Underground Services Alert of Southern California (Dig Alert)

Underground Service Alert of Southern California (Dig Alert) is a nonprofit corporation organized under the State of California which operates a regional notification center to facilitate notice to members with underground utilities of proposed excavation(s). Dig Alert has updated its membership agreement and by-laws to reflect changes in types of communication and use of social media. Dig Alert has requested that all members sign this new agreement. VSD's Legal Counsel has reviewed this agreement and has no issues.

ACTION TAKEN:

MOTION:

Vice President Duran motioned to authorize the General Manager to execute an agreement with Underground Services Alert of Southern California (Dig Alert). Director Teague seconded the motion. Motion carried by the following vote:

AYES: Canero, Duran, Sear, Teague

NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3318

- 7.6 Inform the Board of Directors of a Billing Error that Occurred in 2008 with an Estimated Revenue Loss to Date of \$68,955

In 2008, a developer submitted plans for a new laundry mat to be constructed in four suites of a strip mall at 81-106 Highway 111. Plans were reviewed, approved, and the additional 17 EDUs of capacity needed were paid for, totaling \$62,213. Once completed, the project was signed off by VSD in 2008. After an audit of this location, it was determined that the 17 EDUs were never added to the Riverside County tax roll to collect the annual sewer use fees. The estimated lost revenue over the past 14 years is \$68,955. Legal Counsel informed the Board that the statute of limitations would only allow to go back three years to collect fees. It was the consensus of the Board to forgive the past amount due and add the 17 EDUs to the tax rolls this year and collect the sewer use fees moving forward.

ACTION TAKEN:

MOTION: Vice President Duran motioned to. Secretary/Treasurer Sear seconded the motion. Motion carried by the following vote:
AYES: Canero, Duran, Sear, Teague
NOES: None
ABSENT: Barnum
MINUTE ORDER NO. 2023-3319

8. GENERAL MANAGER'S ITEMS

- 8.1 Receive Monthly General Managers Report for June 2023

Jason Dafforn, General Manager, informed the Board that August 8, 2023's board meeting is on a travel day for the CASA Conference. The Board will decide whether to cancel the meeting at the July 25 meeting. Mr. Dafforn stated that he met with Gloria Fanz from the Coachella Valley History Museum and toured the District exhibit at the museum. The exhibit is complete, and staff is working on the pamphlet that will accompany it.

9. DIRECTOR'S ITEMS

Director Teague informed the Board that he will not seek re-election after his term expires in 2024. President Canero reminded the Directors to complete their cyber-security training and be on alert for suspicious emails, calls, and texts.

10. INFORMATIONAL ITEMS

Employee Recognition Luncheon is on July 19, 2023, at 11:00 a.m. at Valley Sanitary District.

11. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:07 p.m. The next regular Board meeting will be on July 25, 2023.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Approve Warrants for July 25, 2023

Suggested Action

Approve

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

The total charges incurred for the warrants from July 4, 2023, through July 17, 2023, are \$1,314,353.66

Environmental Review

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

Background

The attached warrants list shows all disbursements from July 4, 2023, through July 17, 2023.

Recommendation

Staff recommends that the Board of Directors approve the warrants for July 25, 2023.

Attachments

[5.2 Attachment A Warrants for July 25, 2023.XLS](#)

DISBURSEMENTS
Approved at the Board Meeting of
July 25, 2023

| | | |
|--|--|-----------------------|
| 41710 Bank of New York Mellon Corporate Trust Dept. | Trustee Fee 06/11/2023-06/10/2024 | \$1,900.00 |
| 41711 Calif. Sanitation Risk Mgmt Authority | Workers comp deposit 7/1/2023-7/1/2024 | \$89,123.00 |
| 41712 Charter Communications | Spectrum services - 06/26/2023-7/25/2023 | \$1,155.78 |
| 41713 Cintas Corp | Uniforms, mats, towels etc - 06/29/2023 | \$530.02 |
| 41714 CleenX Carpet & Tile Care Inc. | Floor cleaning for District | \$6,835.00 |
| 41715 County of Riverside, Auditor-Controller | LACFO fees 07/01/2023-06/30/2024 | \$3,194.01 |
| 41716 Eduardo Luna | Safety boots reimbursement - E. Luna | \$235.97 |
| 41717 NBS Government Finance Group | Sewer rate study fees - thru June 2023 | \$2,155.00 |
| 41718 Thomas Scientific | GGA Concentrate snips crm 25 tubes | \$147.60 |
| 41719 White Cap, L.P. | Tools and equipment | \$450.27 |
| 41719 White Cap, L.P. | Tools for shop | \$893.41 |
| 41720 Yellow Mart | Safety boots - N. Castaneda | \$250.00 |
| 41721 Badger Meter, Inc | Autochem sample pump head, gas phase sulfite sensor, pump dr | \$1,154.95 |
| 41722 Best, Best & Krieger | General legal - June 2023 | \$5,088.20 |
| 41722 Best, Best & Krieger | Labor issues - May 2023 | \$799.20 |
| 41722 Best, Best & Krieger | General legal - May 2023 | \$3,019.20 |
| 41723 Caltest Analytical Laboratory | Monthly samples - June 2023 | \$987.05 |
| 41724 Carollo Engineering, Inc | ESDC sewer siphon replacement - oct 2022 - june 2023 | \$1,893.25 |
| 41724 Carollo Engineering, Inc | RWP services - June 2023 | \$28,886.85 |
| 41725 Carquest Auto Parts | New purchases - June 2023 | \$1,142.56 |
| 41726 DC Frost Associates, Inc | Helical skimmer wiper | \$1,528.70 |
| 41727 Desert Arc | Janitorial - June 2023 | \$3,500.36 |
| 41728 Diamond Environmental Services, LP | Portable restroom service - July 2023 | \$260.48 |
| 41729 Dudek & Associates, Inc. | Plant watermain replacement ph 2 - june 2023 | \$8,246.38 |
| 41730 Enthalpy Analytical, LLC | EFF-001C 3 species quarterly testing | \$4,400.00 |
| 41731 GRBCON, Inc | Indio downtown sewer improvement project - April - june 2023 | \$501,204.89 |
| 41732 Haaker Equipment Company | BIT inspections on District vehicles (6) | \$1,695.87 |
| 41733 Harris & Associates | PADM coll sys ph 4 - June 2023 | \$41,524.60 |
| 41734 Innovative Federal Strategies LLC | Federal advocacy - June 2023 | \$6,500.00 |
| 41735 Jason Dafforn | Relocation services reimbursement | \$2,700.00 |
| 41736 Linde Gas & Equipment Inc. | Tools for shop | \$44.17 |
| 41737 Master's Refreshment Services LLC | Water bottle delivery - 07/03/2023 | \$386.58 |
| 41737 Master's Refreshment Services LLC | Cooler rental - Q3 2023 | \$176.18 |
| 41738 McMaster-Carr Supply Co. | Stainless steel fittings for stock | \$1,115.14 |
| 41739 Mobile Modular Management Corp | Trailer rental - July 2023 | \$655.15 |
| 41740 NBS Government Finance Group | District admin fee - Q3 2023 | \$4,375.00 |
| 41741 Polydyne, Inc. | Polymer - 07/07/2023 | \$4,271.63 |
| 41742 Rebecca Salas | Lab analyst 1 exam reimbursement | \$185.00 |
| 41743 Safety-Kleen Systems, Inc. | Parts washer, drum oil filters, gastec aqueous | \$516.58 |
| 41744 Schneider Electric Buildings Americas, Inc | RWP ph 1 amendment 2 - rotary drum - June 2023 | \$217,523.11 |
| 41745 Service Pros Air Conditioning and Plumbing | 12.5 ton trane coil replacement | \$8,729.00 |
| 41746 Southwest Valve & Equipment, LLC | Henry pratt lug style valve | \$1,229.36 |
| 41747 Stantec Consulting Services, Inc. | IPS project - may 2023-june 2023 | \$29,147.40 |
| 41748 State Water Resources Control Board | Elap fees - Cert # 1053 | \$3,550.00 |
| 41749 State Water Resources Control Board | Application fee - cert # 1053 | \$1,000.00 |
| 41750 United Way of the Desert | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$20.00 |
| 41751 Univar Solutions | Sodium hypo - 07/05/2023 | \$13,303.53 |
| 41751 Univar Solutions | Sodium bisulfite - 07/10/2023 | \$6,380.86 |
| 41752 USA Blue Book | Circular chart paper | \$298.29 |
| 41753 Van Dyke Corporation | ASP plant water pipeline replacement ph 2 - June 2023 | \$96,187.50 |
| 202301713 Grainger | Impact wrench, steel joint | \$422.88 |
| 202301713 Grainger | Anti seize, sealant, primer, silicone | \$663.22 |
| 202301713 Grainger | Vibration meter, software | \$1,060.88 |
| 202301713 Grainger | Hand ratchet | \$324.28 |
| 202301713 Grainger | Cordless jig saw, web sling eye to eye | \$733.72 |
| 202301713 Grainger | Capped funnel, lever action bucket pump | \$142.61 |
| 202301713 Grainger | Multi bit screwdriver, step drill bit | \$197.82 |
| 202301713 Grainger | Grease red can | \$119.41 |
| 202301713 Grainger | Industrial test lead kit | \$290.54 |
| 202301713 Grainger | Pump repair kit | \$486.39 |
| 202301713 Grainger | Thermal camera | \$624.81 |
| 202301713 Grainger | Disposable gloves | \$411.29 |
| 202307111 Associated Time On Demand | AOD activity - June 2023 | \$302.76 |
| 202307112 Umpqua Bank | Umpqua - June statement | \$19,484.74 |
| 202307121 Frontier Communications | Telephone service - July 2023 | \$392.49 |
| 202307131 Grainger | Web sling, eye and eye 3 foot | \$224.76 |
| 202307133 FedEx | Shipping charges -06/26/2023 | \$14.92 |
| 202307134 Rudy's Pest Control | General pest - July 2023 | \$200.00 |
| 202307141 Paychex - Direct Deposit | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$97,548.72 |
| 202307142 Paychex - Garnishment | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$360.46 |
| 202307143 Paychex - Fee | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$267.91 |
| 202307144 Paychex - Tax | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$46,584.40 |
| 202307145 CalPERS 457 | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$870.00 |
| 202307146 CalPERS Retirement | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$26,437.99 |
| 202307147 Empower (formerly Mass Mutual) | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$10.00 |
| 202307148 Mission Square (formerly ICMARC / Vantage Point) | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$1,470.00 |
| 202307149 Nationwide Retirement Solution | PR 06/23/2023 - 07/06/2023 PD 07/14/2023 | \$1,975.00 |
| 202307171 Grainger | Gasket aramid fiber | \$298.84 |
| 202307171 Grainger | Laser sheave alignment tool green | \$1,768.59 |
| 202307181 SoCal Gas | Gas service - June 2023 | \$167.15 |
| | Total | \$1,314,353.66 |



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Monthly Financial Report for Period Ending June 30, 2023

Suggested Action

Approve

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

There is no fiscal impact from this report.

Environmental Review

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

Background

The adopted operating and capital budget for the fiscal year 2022/23 includes \$17,767,816 in revenues and \$16,189,076 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 June 30, 2023, the District has recorded \$21,614,717 in revenue. The revenues are \$3,846,901 or 21.7% above the annual budget. The variance is attributed to higher than projected interest income earned, and higher sewer use revenue collected due to actual water usage data.
- As of June 30, 2023, the District has incurred \$14,313,312 in expenditures. The District's expenditures are \$1,875,764 or 11.6% 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 06/30/2023 |
|---|--|
| Operating Fund (Fund 11) | \$28,188,045 |
| Special Revenue Fund (Fund 11 and Fund 6) | 1,066,491 |
| Fiduciary Fund (Fund 4) | 770,246 |
| Capital Improvement Fund (Fund 13) | 12,444,083 |
| Restricted CIP Fund (Fund 12) | 25,350,658 |
| Total | \$66,819,523 |

Recommendation

Staff recommends that the Board receive and file the monthly financial report for the period ending June 30, 2023.

Attachments

[5.3 Attachment A Monthly Income Summary - June 2023.pdf](#)

[5.3 Attachment B Budget Variance Report.pdf](#)

[5.3 Attachment C Summary of Cash and Investments - June 2023.pdf](#)

Valley Sanitary District

Monthly Income Summary

June 2023 (UNAUDITED)

| | <u>Current Month</u> | <u>Fiscal YTD</u> | <u>Annual Projection</u> | <u>% Received</u> | <u>Balance</u> |
|---------------------------------|----------------------|---------------------|--------------------------|-------------------|----------------------|
| Revenues | | | | | |
| Sewer Service Chgs-Current | \$382,366 | \$17,424,293 | \$15,686,490 | 111 % | (\$1,737,803) |
| Permit & Inspection Fees | \$3,000 | \$26,975 | \$35,874 | 75 % | \$8,899 |
| Saddles/Disconnect Fees | \$0 | \$320 | \$0 | 0 % | (\$320) |
| Plan Check Fees | \$1,050 | \$10,200 | \$14,704 | 69 % | \$4,504 |
| Other Services | \$260 | \$2,170 | \$3,397 | 64 % | \$1,227 |
| Sale of Surplus Property | \$0 | \$21,032 | \$31,818 | 66 % | \$10,786 |
| Taxes - Current Secured | \$0 | \$1,277,539 | \$855,412 | 149 % | (\$422,127) |
| Taxes - Current Unsecured | \$0 | \$37,165 | \$55,294 | 67 % | \$18,129 |
| Taxes - Prior Secured | \$0 | \$8,075 | \$0 | 0 % | (\$8,075) |
| Supple Prop. Taxes - Current | \$0 | \$23,674 | \$0 | 0 % | (\$23,674) |
| Supple Prop. Taxes - Prior | \$0 | \$9,046 | \$0 | 0 % | (\$9,046) |
| Homeowners Tax Relief | \$1,053 | \$7,023 | \$6,090 | 115 % | (\$933) |
| Interest Income | \$3,008 | \$582,614 | \$36,068 | 1,615 % | (\$546,546) |
| Unrealized gains (losses) | (\$6,587) | (\$18,394) | \$0 | 0 % | \$18,394 |
| Rebate Income | \$0 | \$2,252 | \$3,836 | 59 % | \$1,584 |
| Non-Operating Revenues - Fnd 11 | \$6,729 | \$40,558 | \$5,156 | 787 % | (\$35,402) |
| Interest Income | \$0 | \$787,657 | \$32,151 | 2,450 % | (\$755,506) |
| Connection Fees | \$36,022 | \$1,047,104 | \$996,915 | 105 % | (\$50,189) |
| Interest Income | \$0 | \$325,414 | \$4,611 | 7,057 % | (\$320,803) |
| Total Revenues | \$426,900 | \$21,614,717 | \$17,767,816 | 122 % | (\$3,846,901) |

Valley Sanitary District
Budget Variance Report
June 2023

| Description | FY23 Total Budget | Current Month | | | Fiscal Year to Date | | | Percentage Remaining |
|--|----------------------|----------------|------------------|----------------------------|---------------------|-------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | FYTD Actual | YTD Budget | Favorable (Unfavorable) | |
| | | | | | | | | |
| Revenues: | | | | | | | | |
| Operating Revenue | 16,769,198 | 422,697 | 1,397,433 | (974,736) | 18,532,094 | 16,769,198 | 1,762,896 | -10.5% |
| Non-Operating Revenue | 998,618 | 4,203 | 83,218 | (79,015) | 3,082,623 | 998,618 | 2,084,005 | -208.7% |
| Total Operating Revenue | 17,767,816 | 426,900 | 1,480,651 | (1,053,751) | 21,614,717 | 17,767,816 | 3,846,901 | -21.7% |
| Operating Expenses: | | | | | | | | |
| Salaries And Wages | 3,543,600 | 242,514 | 295,300 | 52,786 | 3,314,106 | 3,543,600 | 229,494 | 6.5% |
| Director Fee/Payroll Tax-Board | 94,985 | 4,032 | 7,915 | 3,883 | 69,532 | 94,985 | 25,453 | 26.8% |
| Bonus, Awards, Recertification | 10,300 | 96 | 858 | 763 | 8,071 | 10,300 | 2,229 | 21.6% |
| Overtime | 33,100 | 1,579 | 2,758 | 1,180 | 26,266 | 33,100 | 6,834 | 20.6% |
| Callout | 13,000 | 157 | 1,083 | 927 | 19,353 | 13,000 | (6,353) | -48.9% |
| Standby Pay | 61,824 | 3,640 | 5,152 | 1,512 | 59,682 | 61,824 | 2,142 | 3.5% |
| Longevity | 43,000 | 2,687 | 3,583 | 897 | 39,979 | 43,000 | 3,021 | 7.0% |
| Retirement Contributions | 357,077 | 18,644 | 29,756 | 11,113 | 309,307 | 357,077 | 47,770 | 13.4% |
| Fica And Medicare | 337,615 | 15,632 | 28,135 | 12,503 | 257,404 | 337,615 | 80,211 | 23.8% |
| Life Insurance | 7,260 | 614 | 605 | (9) | 7,416 | 7,260 | (156) | -2.2% |
| Health Insurance | 625,374 | 50,279 | 52,115 | 1,836 | 606,908 | 625,374 | 18,466 | 3.0% |
| Dental Insurance | 44,232 | 3,848 | 3,686 | (162) | 44,963 | 44,232 | (731) | -1.7% |
| Vision Insurance | 8,156 | 504 | 680 | 176 | 7,492 | 8,156 | 664 | 8.1% |
| Long Term Disability | 10,416 | 856 | 868 | 12 | 10,628 | 10,416 | (212) | -2.0% |
| Accounting Services-Admin | 77,771 | 984 | 6,481 | 5,497 | 54,464 | 77,771 | 23,307 | 30.0% |
| Certifications | 24,080 | 312 | 2,007 | 1,695 | 6,879 | 24,080 | 17,201 | 71.4% |
| Chemicals | 594,240 | 44,874 | 49,520 | 4,646 | 596,805 | 594,240 | (2,565) | -0.4% |
| Comprehensive Insurance | 371,193 | 27,885 | 30,933 | 3,048 | 352,734 | 371,193 | 18,459 | 5.0% |
| Conferences/ Meetings | 202,629 | 2,014 | 16,886 | 14,872 | 90,252 | 202,629 | 112,377 | 55.5% |
| Contracts | 1,396,477 | 39,820 | 116,373 | 76,553 | 743,420 | 1,396,477 | 653,057 | 46.8% |
| County Expense | 23,100 | 4 | 1,925 | 1,921 | 22,712 | 23,100 | 388 | 1.7% |
| Covid-19 Supplies | 15,759 | 320 | 1,313 | 993 | 1,486 | 15,759 | 14,274 | 90.6% |
| Election Expense | 70,000 | - | 5,833 | 5,833 | 1,683 | 70,000 | 68,317 | 97.6% |
| Electric | 779,920 | 72,333 | 64,993 | (7,339) | 815,507 | 779,920 | (35,587) | -4.6% |
| Gas, Oil & Fuel | 66,060 | 5,081 | 5,505 | 424 | 55,479 | 66,060 | 10,581 | 16.0% |
| Grit & Screening Removal | 40,000 | 2,249 | 3,333 | 1,084 | 22,908 | 40,000 | 17,092 | 42.7% |
| Legal Services | 70,000 | 8,907 | 5,833 | (3,073) | 68,550 | 70,000 | 1,450 | 2.1% |
| Debt Service | 4,412,971 | 367,748 | 367,748 | - | 4,412,971 | 4,412,971 | - | 0.0% |
| Medical Services | 32,943 | 34 | 2,745 | 2,711 | 7,489 | 32,943 | 25,454 | 77.3% |
| Memberships | 60,298 | 581 | 5,025 | 4,444 | 57,514 | 60,298 | 2,784 | 4.6% |
| Misc. Professional Services | 109,391 | - | 9,116 | 9,116 | 69,749 | 109,391 | 39,642 | 36.2% |
| Natural Gas | 7,000 | 167 | 583 | 416 | 6,650 | 7,000 | 350 | 5.0% |
| Office Supplies | 26,000 | 1,729 | 2,167 | 438 | 17,896 | 26,000 | 8,104 | 31.2% |
| Opeb Contribution | 81,719 | 1,208 | 6,810 | 5,602 | 83,967 | 81,719 | (2,248) | -2.8% |
| Other Expenses | 70,000 | 4,347 | 5,833 | 1,487 | 38,512 | 70,000 | 31,488 | 45.0% |
| Permits & Fees | 117,925 | 528 | 9,827 | 9,299 | 50,194 | 117,925 | 67,731 | 57.4% |
| Projects | 369,000 | (257,285) | 30,750 | 288,035 | 314,378 | 369,000 | 54,622 | 14.8% |
| Publications | 3,500 | 281 | 292 | 11 | 2,144 | 3,500 | 1,356 | 38.7% |
| Repairs & Maintenance | 650,637 | 38,798 | 54,220 | 15,421 | 503,439 | 650,637 | 147,198 | 22.6% |
| Research & Monitoring | 97,000 | 17,387 | 8,083 | (9,303) | 80,911 | 97,000 | 16,089 | 16.6% |
| Supplies | 247,306 | 18,348 | 20,609 | 2,261 | 151,120 | 247,306 | 96,186 | 38.9% |
| Telephone/Internet | 34,569 | 3,304 | 2,881 | (424) | 32,183 | 34,569 | 2,386 | 6.9% |
| Tools & Equipment | 44,300 | 7,305 | 3,692 | (3,613) | 14,661 | 44,300 | 29,639 | 66.9% |
| Tuition Reimbursement | 12,000 | - | 1,000 | 1,000 | 4,292 | 12,000 | 7,708 | 64.2% |
| Uniform Services | 45,620 | 1,972 | 3,802 | 1,829 | 24,902 | 45,620 | 20,718 | 45.4% |
| Unfunded Accrued Liability | 736,606 | 61,384 | 61,384 | - | 736,606 | 736,606 | - | 0.0% |
| Water | 27,500 | 1,838 | 2,292 | 454 | 22,827 | 27,500 | 4,673 | 17.0% |
| Workers Compensation | 81,623 | (3,337) | 6,802 | 10,139 | 66,923 | 81,623 | 14,700 | 18.0% |
| Total Operating Expenses (Before Depreciation) | 16,189,076 | 816,198 | 1,349,090 | 532,892 | 14,313,312 | 16,189,076 | 1,875,764 | 11.6% |
| Operating Expenses in Excess of Operating Revenue | | | | (389,298) | | | | 7,301,405 |

Valley Sanitary District
Budget Variance Report
June 2023

| Description | FY23 Total Budget | Current Month | | | Fiscal Year to Date | | | |
|---|----------------------|------------------|------------------|----------------------------|---------------------|--------------------|----------------------------|-------------------------|
| | | Actual | Budget | Favorable (Unfavorable) | FYTD Actual | FY23 YTD Budget | Favorable (Unfavorable) | Percentage Remaining |
| Operating Expenses: | | | | | | | | |
| Wages | 3,756,809 | 252,017 | 313,067 | 61,050 | 3,497,010 | 3,756,809 | 259,799 | 6.9% |
| Fringe Benefits | 1,433,130 | 93,062 | 119,428 | 26,366 | 1,284,097 | 1,433,130 | 149,033 | 10.4% |
| Services | 1,851,990 | 56,510 | 154,333 | 97,822 | 1,086,868 | 1,851,990 | 765,122 | 41.3% |
| Supplies and Materials | 1,675,242 | 128,761 | 139,604 | 10,842 | 1,366,318 | 1,675,242 | 308,924 | 18.4% |
| Fuels and Lubricants | 66,060 | 5,081 | 5,505 | 424 | 55,479 | 66,060 | 10,581 | 16.0% |
| Comprehensive Insurance | 452,816 | 24,548 | 37,735 | 13,187 | 419,657 | 452,816 | 33,159 | 7.3% |
| Projects | 369,000 | (257,285) | 30,750 | 288,035 | 314,378 | 369,000 | 54,622 | 14.8% |
| Utilities | 854,420 | 76,587 | 71,202 | (5,385) | 867,892 | 854,420 | (13,472) | -1.6% |
| Debt Service | 4,412,971 | 367,748 | 367,748 | - | 4,412,971 | 4,412,971 | - | 0.0% |
| Permits and Fees | 141,025 | 532 | 11,752 | 11,220 | 72,905 | 141,025 | 68,120 | 48.3% |
| Unfunded Accrued Liability | 736,606 | 61,384 | 61,384 | - | 736,606 | 736,606 | - | 0.0% |
| Other | 439,007 | 7,253 | 36,584 | 29,331 | 199,131 | 439,007 | 239,876 | 54.6% |
| Total Operating Expenses (Before Depreciation) | 16,189,076 | 816,198 | 1,349,090 | 532,892 | 14,313,312 | 16,189,076 | 1,875,764 | 11.6% |
| Revenues: | | | | | | | | |
| Operating Revenue | 16,769,198 | 422,697 | 1,397,433 | (974,736) | 18,532,094 | 16,769,198 | 1,762,896 | -10.5% |
| Non-Operating Revenue | 998,618 | 4,203 | 83,218 | (79,015) | 3,082,623 | 998,618 | 2,084,005 | -208.7% |
| Total Revenue | 17,767,816 | 426,900 | 1,480,651 | (1,053,751) | 21,614,717 | 17,767,816 | 3,846,901 | -21.7% |
| Net Operating Gain (Loss) | | (389,298) | | | 7,301,405 | | | |

Budget Variance Analysis - Valley Sanitary District

Operating Revenue - Favorable

- The annual sewer rate billed through the Riverside County tax roll is accrued and recorded in August.
- Payments from the county are received in January and May of each year.
- The favorable variance is attributed to year two of the five year rate increase and higher than projected revenue estimates for actual water usage.

Non-Operating Revenue - Favorable

- The District received higher than projected revenue for 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.
- The District received higher than projected interest income from investments due to current changes in the market (e.g., interest rates increased).

Salaries And Wages - Favorable

- The favorable variance in salaries and wages is attributed to savings due to vacant positions across the Agency (e.g. General Manager, Collection Technician, Environmental Compliance Technician).

Director Fee/Payroll Tax-Board - Favorable

- The favorable variance is attributed to conservative budgeting. The annual budget for the Board members is budgeted by the projected maximum annual days of service for each Board member. However, not all board members will exercise the maximum allowed days of service in a year.
- Board members are allowed six (6) days of service per month at an annual rate of \$300.

Bonus, Awards, Recertification - Favorable

- Bonus, Awards, and Recertification expenditures are within the allotted range of the budgeted amount.

Overtime - Favorable

- Contributing factors for overtime usage include staff using vacation time, sick time, short-term disability, and long-term disability. Also, there are some vacant positions. To cover actual workload, the active employees sometimes have to work extended hours.
- The budget is on a 1/12 straight-line allocation, overtime expenditures follow a seasonal pattern and therefore some months will have larger variances than others.

| June | | | |
|----------------|----------------|----------|----------|
| | Monthly Budget | Expense | Variance |
| Administration | \$ 417 | \$ - | \$ 417 |
| Collections | \$ 133 | \$ - | \$ 133 |
| Engineering | \$ 83 | \$ - | \$ 83 |
| Laboratory | \$ 208 | \$ - | \$ 208 |
| Maintenance | \$ 417 | \$ 449 | \$ (32) |
| Operations | \$ 1,500 | \$ 1,130 | \$ 370 |

| June | | | |
|----------------|-------------|--------------|------------|
| | FYTD Budget | FYTD Expense | Variance |
| Administration | \$ 5,000 | \$ 191 | \$ 4,809 |
| Collections | \$ 1,600 | \$ 266 | \$ 1,334 |
| Engineering | \$ 1,000 | \$ 185 | \$ 815 |
| Laboratory | \$ 2,500 | \$ 909 | \$ 1,591 |
| Maintenance | \$ 5,000 | \$ 4,352 | \$ 648 |
| Operations | \$ 18,000 | \$ 20,363 | \$ (2,363) |

Callout Pay - Unfavorable

- Callout pay is paid for an employee's time spent responding to an authorized call to work.
- Operations and Maintenance had high callout expenditures in October, November, and December due to the Influent Pump Station Bypass.

| June | | | |
|-------------|----------------|---------|----------|
| | Monthly Budget | Expense | Variance |
| Collections | \$ 417 | \$ 113 | \$ 304 |
| Maintenance | \$ 125 | \$ (82) | \$ 207 |
| Operations | \$ 542 | \$ 126 | \$ 416 |

| June | | | |
|-------------|-------------|--------------|------------|
| | FYTD Budget | FYTD Expense | Variance |
| Collections | \$ 5,000 | \$ 4,324 | \$ 676 |
| Maintenance | \$ 1,500 | \$ 2,984 | \$ (1,484) |
| Operations | \$ 6,500 | \$ 12,045 | \$ (5,545) |

Standby Pay - Favorable

- Employees placed on restricted Standby duty are expected to remain either on the work premises or in a geographic vicinity that permits the employee to respond to an authorized call to work within 30 minutes.
- Standby expenditures are within the allotted range of the budgeted amount.

| June | | | |
|-------------|----------------|----------|----------|
| | Monthly Budget | Expense | Variance |
| Collections | \$ 3,435 | \$ 2,427 | \$ 1,008 |
| Maintenance | \$ 206 | \$ - | \$ 206 |
| Operations | \$ 1,511 | \$ 1,213 | \$ 298 |

| June | | | |
|-------------|-------------|--------------|----------|
| | FYTD Budget | FYTD Expense | Variance |
| Collections | \$ 41,216 | \$ 38,821 | \$ 2,395 |
| Maintenance | \$ 2,473 | \$ 3,376 | \$ (903) |
| Operations | \$ 18,135 | \$ 17,485 | \$ 650 |

Fringe Benefits - Favorable

- Fringe benefit savings are attributed to vacant positions across the agency and variable fringe benefit expenditures.

Accounting Services Admin - Favorable

- Accounting services encompass the annual audit, software support, time keeping system dues, and report submittals.
- Accounting service expenditures are within the allotted range of the budgeted amount.

Certifications - Favorable

- Certification expenditures are within the allotted range of the budgeted amount.
- Certifications entail recertification dues for specialized positions as well as exam costs for certifications.

Chemicals - Unfavorable

- The chemical use and price for the Sodium Hypochlorite increased by 31,952 gallons or \$218,608 compared to the fiscal year 2021/22.
- The price per gallon increased from \$2.3550 to \$2.6050.

Comprehensive Insurance - Favorable

- Comprehensive insurance expenditures are within the allotted range of the budgeted amount.

Conferences/ Meetings - Favorable

- The favorable variance is attributed to savings in training and conferences not attended.

Contracts - Favorable

- The favorable variance in contracted services is attributed to services not rendered for specialized services (e.g. Leadership academy, public relations, consulting services,).

County Expense - Favorable

- County expenditures include county auditor fees for special assessments to the tax roll and county treasurer fees.

COVID-19 Supplies - Favorable

- COVID-19 supplies entail Personal Protective Equipment and other compliance expenditures.
- COVID-19 supply expenditures are variable depending on need and use.

Election Expense - Favorable

- The savings are attributed to no election costs for Ward A. There was only a small processing fee for the new Director.

Electricity - Unfavorable

- The unfavorable balance in electricity expenditures is attributed to both an increase in consumption and a rate increase.
- The table below depicts the monthly Fiscal Year (FY) comparison in consumption and costs between FY22 and FY23.

| | FY22 June | FY23 June | Variance |
|--|------------------|------------------|------------------|
| Consumption (kWh) | 268,328 | 376,832 | 108,504 |
| Average Daily Use | 8,944.27 | 11,083.29 | 2,139.02 |
| Energy Cost Adjustment Non-Renewable kWh | \$ 0.0028 | \$ 0.0376 | \$ 0.0348 |
| Energy Cost Adjustment Renewable kWh | \$ 0.0159 | \$ 0.0031 | \$ (0.0128) |
| Total Energy Cost Adjustment | \$ 0.0187 | \$ 0.0407 | \$ 0.0220 |
| Total Cost | \$ 38,685 | \$ 61,325 | \$ 22,640 |

Gas, Oil & Fuel - Favorable

- Gas, oil, and fuel expenditures are within the allotted range for the annual budget.

Grit & Screening Removal - Favorable

- Grit and screening removal expenditures are within the allotted range for the annual budget.

Legal Services - Favorable

- Legal service fees are a variable cost that changes depending on usage; expenditures vary from month to month. The expenditures are within the allotted annual budget range.

Debt Service - Favorable

- The District currently has three (3) outstanding long-term loans for the 2015 Wastewater Revenue Refunding Bonds, the State Water Resources Control Board Revolving Fund Loan, and the Bank of America Loan.
- The annual payments are budgeted and amortized.

Medical Services - Favorable

- Medical services expenditures include pre employment examinations, drug and alcohol testing, and the employee health and wellness program.
- The savings are attributed to a non-renewal of a health and wellness contract.

Memberships - Favorable

- Membership costs are a variable expense dependent on when the renewals are due. Additionally, some memberships fees have increased due to an increase in employee count.

Misc. Professional Services - Favorable

- Misc. professional service expenditures are within the allotted range for the annual budget.

Natural Gas - Favorable

- The natural gas expenditures are within the allotted range for the annual budget.
- The table below depicts the monthly Fiscal Year (FY) comparison in consumption and costs between FY22 and FY23.

| | FY22 June | FY23 June | Variance |
|--------------------------|---------------|---------------|----------------|
| Total Therms Used | 101 | 95 | (6) |
| Daily Average Therms | 3 | 3 | 0 |
| Tier 1 Therms Used | 101 | 95 | (6) |
| Tier 2 Therms Used | - | - | - |
| Tier 1 Rate/Therm | \$ 1.06047 | \$ 1.06724 | \$ 0.00677 |
| Tier 2 Rate/Therm | \$ - | \$ - | \$ - |
| Gas Commodity Rate | \$ 0.98930 | \$ 0.39772 | \$ (0.59158) |
| State Regulatory Fee | \$ 0.00577 | \$ 0.00300 | \$ (0.00277) |
| Public Purpose Surcharge | \$ 0.11262 | \$ 0.13583 | \$ 0.02321 |
| Total Charge | \$ 235 | \$ 167 | \$ (68) |

Office Supplies - Favorable

- Office supplies are a variable expense; costs change throughout the year as supplies are needed.

OPEB Contribution - Unfavorable

- The unfavorable variance in the OPEB Contribution is due to an increase in monthly OPEB health insurance fees.

Other Expenses - Favorable

- Every department budgets a small miscellaneous expense contingency fund for emergency or unexpected expenditures.

Permits & Fees - Favorable

- Permits and fees are the actual costs payable to a Governmental Authority and all other reasonable third-party costs and expenses incurred in connection with the application for and issuance of an applicable permit.
- National Pollutant Discharge Elimination System (NPDES)
South Coast Air Quality Management District Facility
Fire Service
California State Water Resources Control Board Waste Discharge

Projects - Favorable

- Project costs vary from month to month depending on percentage of completion.

Publications - Favorable

- Publication expenditures are costs incurred for publication of official notices and bid requests across different platforms.
- Publication expenditures are within the allotted range for the annual budget.

Repairs & Maintenance - Favorable

- Repairs and maintenance is mixed cost that contains both fixed and variable costs.
- Aging fleet and equipment can lead to the unpredictability of component failures and therefore can increase the number of repairs needed.

Research & Monitoring - Favorable

- Research and monitoring expenditures are a variable cost dependent on testing and sampling requirements for the District (e.g., sample type, annual, quarterly).

Supplies - Favorable

- Supplies are a variable expense; costs change throughout the year as supplies are needed. Examples of supplies include analyzers, pumps, belt presses, mats, and towels.

Telephone/Internet - Favorable

- Telephone and Internet expenditures are within the allotted range for the annual budget.

Tools & Equipment - Favorable

- Tools and equipment are a variable expense; costs change throughout the year as needed. Examples of tools and equipment include safety guarding fabrication and small tools.

Tuition Reimbursement - Favorable

- Tuition reimbursement is subject to availability. The maximum tuition and course materials reimbursement per employee per quarter, semester, or course is \$1,000, with a maximum tuition reimbursement of \$3,000 per employee in a single fiscal year.

Uniform Services - Favorable

- The District supplies uniforms to designated staff.
- For the protection and well-being of its employees, all employees in Collections, Engineering, Laboratory, Maintenance and Operations, and are required to wear steel-toed boots for safety purposes at all times when working. Valley Sanitary District will pay an allowance of \$250.00/per fiscal year for each employee in Operations, Collections, Engineering, Maintenance, and Laboratory to buy approved steel-toed boots
- The costs will vary throughout the year depending on when the employee uses his or her uniform credit.

Water - Favorable

- The District has taken measures to restrict water usage for more efficient use.
- The table below depicts the monthly Fiscal Year (FY) comparison in consumption and costs between FY22 and FY23.

| | FY22 June | FY23 June | Variance |
|----------------------------|-----------------|-----------------|-----------------|
| Water Consumption CCF | 722 | 545 | (177) |
| Base Charge | \$ 169.26 | \$ 169.26 | \$ - |
| CVWD REPLEN ASSMNT per CCF | \$ 0.1802 | \$ 0.1802 | \$ - |
| Tier 1 & 2 | \$ 1.41 | \$ 1.41 | - |
| Tier 3 | \$ 2.11 | \$ - | \$ (2.11) |
| Tier 4 | \$ - | \$ - | \$ - |
| BF CHGE 3 & 4 | \$ 19.00 | \$ 19.00 | \$ - |
| Total Charge | \$ 1,556 | \$ 1,214 | \$ (342) |

Workers Compensation - Favorable

- Workers compensation expenditures are within the allotted range of the budgeted amount.

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 06/01/2023 TO 06/30/2023 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

| | | | |
|--|------------|-------------------|-------------------|
| LAIF Fund 4 - Agency Fund | | | |
| Beginning Balance (Fund 4) | 770,246 | | |
| Net Transfer from (to) Fund 11 | 0 | | |
| Fair Value Factor for quarter ending 03/31/2023 | 0 | | |
| Interest (Pd quarterly - Int. Rate 3.15%) | 0 | | |
| Fund 04 Ending Balance | | 770,246 | |
| LAIF Fund 6 - Wastewater Revenue Refunding Bonds | | | |
| Beginning Balance (Fund 6) | 760 | | |
| Net Transfer from (to) Fund 11 | 0 | | |
| Fair Value Factor for quarter ending 03/31/2023 | 0 | | |
| Interest (Pd quarterly - Int. Rate 3.15%) | 0 | | |
| Fund 06 Ending Balance | | 760 | |
| LAIF Fund 10 - Recycled Water Project | | | |
| Beginning Balance (Fund 10) | 0 | | |
| Net Transfer from (to) Fund 11 | 0 | | |
| Fair Value Factor for quarter ending 03/31/2023 | 0 | | |
| Interest (Pd quarterly - Int. Rate 3.15%) | 0 | | |
| Fund 10 Ending Balance | | 0 | |
| LAIF Fund 11 - Operating Fund | | | |
| Beginning Balance (Fund 11) | 21,563,989 | | |
| Net Transfer from (to) Fund 04 | 0 | | |
| Net Transfer from (to) Fund 06 | 0 | | |
| Net Transfer from (to) Fund 12 | 997,925 | | |
| Net Transfer from (to) Fund 13 | (65,587) | | |
| Fund Transfer from (to) LAIF - WF | 3,000,000 | | |
| Fair Value Factor for quarter ending 03/31/2023 | 0 | | |
| Interest (Pd quarterly - Int. Rate 3.15%) | 0 | | |
| Fund 11 Ending Balance | | 25,496,327 | |
| LAIF Fund 12 - Reserve Fund | | | |
| Beginning Balance (Fund 12) | 25,348,583 | | |
| Net Transfer from (to) Fund 11 | (997,925) | | |
| Fair Value Factor for quarter ending 03/31/2023 | 0 | | |
| Interest (Pd quarterly - Int. Rate 3.15%) | 0 | | |
| Fund 12 Ending Balance | | 24,350,658 | |
| LAIF Fund 13 - Capital Improvement Fund | | | |
| Beginning Balance | 12,378,496 | | |
| Connection Fees | 65,587 | | |
| (Disbursements) or Reimbursements | 0 | | |
| Net Transfer from (to) Fund 11 | 65,587 | | |
| Fair Value Factor for quarter ending 03/31/2023 | 0 | | |
| Interest (Pd quarterly - Int. Rate 3.15%) | 0 | | |
| Fund 13 Ending Balance | | 12,444,083 | |
| TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13 | | | 63,062,074 |

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

| | | | |
|------------------------------------|-------------|------------------|--|
| Beginning Balance | 6,900,777 | | |
| Deposits | 778,063 | | |
| Fund Transfer from (to) LAIF (net) | (3,000,000) | | |
| Disbursements and Payroll | (1,987,121) | | |
| Wells Fargo Ending Balance | | 2,691,719 | |

CALTRUST - FUND 11

| | | | |
|--------------------------------|-----------|------------------|--|
| Beginning Balance | 1,069,310 | | |
| Interest Income | 3,008 | | |
| Unrealized Gain / <Loss> | (6,587) | | |
| CalTRUST Ending Balance | | 1,065,731 | |

| | | | |
|--|--|--|-------------------|
| TOTAL WELLS FARGO AND CALTRUST CHECKING | | | 3,757,450 |
| TOTAL CASH AND INVESTMENTS | | | 66,819,523 |

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

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



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Receive and File Credit Card Report for June 30, 2023

Suggested Action

Receive and File

Strategic Plan Compliance

GOAL 5: Long-Term Financial Strength

Fiscal Impact

The total charges incurred for the credit card statement ending June 30, 2023, are \$19,484.74.

Environmental Review

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

Background

The attached report summarizes the District's credit card expenditures for the statement ending June 30, 2023.

Recommendation

Staff recommends that the Board of Directors receive the credit card statement for June 30, 2023.

Attachments

[3.4 Attachment A Credit Card Transaction June 2023.xlsx](#)
[3.4. UMPQUA Credit Card Statement June \(003\)_Redacted.pdf](#)

| Diverted From Cardholder Name | Tran Date | Post Date | Merchant Name | MCC Description | Debits | Credits |
|-------------------------------|-----------|-----------|---------------------------|--|------------|---------------|
| ANNA BELL | 6/20/2023 | 6/21/2023 | COSTCO WHSE #0638 | Wholesale Clubs | \$111.79 | |
| ANNA BELL | 5/31/2023 | 6/1/2023 | WAL-MART #2181 | Grocery Stores Supermarkets | \$168.66 | |
| ANNA BELL | 5/31/2023 | 6/1/2023 | SUPER MARIO ICE CREAM | Miscellaneous Food Stores - Specialty | \$96.30 | |
| BRANDEN RODRIGUEZ | 6/22/2023 | 6/23/2023 | CIRO'S RESTAURANT LLC | Eating Places Restaurants | \$111.96 | |
| BRANDEN RODRIGUEZ | 6/12/2023 | 6/14/2023 | STAPLES 00113241 | Stationery Office & School Supply Sto | \$682.59 | |
| BRANDEN RODRIGUEZ | 6/9/2023 | 6/11/2023 | OPC STATE WB FEE | Government Services Not Elsewhere Clas | \$6.89 | |
| BRANDEN RODRIGUEZ | 6/9/2023 | 6/11/2023 | STATE WATER BOARD | Government Services Not Elsewhere Clas | \$260.00 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | CALIFORNIA WATER ENVIRON | Membership Organizations Not Elsewhe | \$297.00 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | CALIFORNIA WATER ENVIRON | Membership Organizations Not Elsewhe | \$202.00 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | CALIFORNIA WATER ENVIRON | Membership Organizations Not Elsewhe | \$202.00 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | CALIFORNIA WATER ENVIRON | Membership Organizations Not Elsewhe | \$202.00 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | AMZN Mktp US*121BP2DR3 | Book Stores | \$9.78 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | AMZN Mktp US*KD9F90E53 | Book Stores | \$43.49 | |
| BRANDEN RODRIGUEZ | 6/7/2023 | 6/8/2023 | AMZN Mktp US*Z33WB9TV3 | Book Stores | \$75.91 | |
| BRANDEN RODRIGUEZ | 6/5/2023 | 6/6/2023 | ROUND TABLE PIZZA | Eating Places Restaurants | \$106.38 | |
| DAVE COMMONS | 6/20/2023 | 6/21/2023 | WEF MAIN | Membership Organizations Not Elsewhe | \$242.00 | |
| DAVE COMMONS | 6/3/2023 | 6/4/2023 | ADOBE *ACROPRO SUBS | Computer Software | \$19.99 | |
| EDUARDO LUNA | 6/29/2023 | 6/30/2023 | FERGUSON ENT HVA 568 | Plumbing And Heating Equipment And Sup | \$100.00 | |
| EDUARDO LUNA | 6/23/2023 | 6/25/2023 | THE HOME DEPOT #6874 | Home Supply Warehouse Stores | \$128.04 | |
| EDUARDO LUNA | 6/23/2023 | 6/25/2023 | REECE PLUMBING-2020 | Industrial Supplies Not Elsewhere Clas | \$38.03 | |
| EDUARDO LUNA | 6/22/2023 | 6/23/2023 | HYDRO AG SYSTEMS INC. | Miscellaneous & Specialty Retail Store | \$428.45 | |
| HEBERTO MORENO | 6/21/2023 | 6/29/2023 | THE HOME DEPOT #6630 | Home Supply Warehouse Stores | \$103.13 | |
| HEBERTO MORENO | 6/12/2023 | 6/14/2023 | BENLO RV II | Miscellaneous & Specialty Retail Store | \$247.57 | |
| HEBERTO MORENO | 5/30/2023 | 6/1/2023 | GO-GO EXPRESS CAR WASH - | Car Washes | \$20.00 | |
| HOLLY GOULD | 6/29/2023 | 6/30/2023 | PE SUBSCRIPTIONS | Advertising Services | \$10.00 | |
| HOLLY GOULD | 6/28/2023 | 6/30/2023 | CALIFORNIA ASSOCIATION OF | Membership Organizations Not Elsewhe | \$675.00 | |
| HOLLY GOULD | 6/27/2023 | 6/29/2023 | California Association Of | Membership Organizations Not Elsewhe | \$625.00 | |
| HOLLY GOULD | 6/27/2023 | 6/29/2023 | STAPLES 00113241 | Stationery Office & School Supply Sto | \$699.63 | |
| HOLLY GOULD | 6/27/2023 | 6/28/2023 | CALIFORNIA WATER ENVIRON | Membership Organizations Not Elsewhe | \$202.00 | |
| HOLLY GOULD | 6/27/2023 | 6/28/2023 | VISTAPRINT | Miscellaneous Publishing And Printing | \$148.97 | |
| HOLLY GOULD | 6/26/2023 | 6/27/2023 | WM SUPERCENTER #2181 | Grocery Stores Supermarkets | \$55.15 | |
| HOLLY GOULD | 6/23/2023 | 6/25/2023 | BROAD SKY NETWORKS LLC | Computers Computer Peripheral Equipme | \$642.41 | |
| HOLLY GOULD | 6/23/2023 | 6/25/2023 | GAN* DESERT SUN-CCC | Advertising Services | \$270.60 | |
| HOLLY GOULD | 6/24/2023 | 6/25/2023 | California Association | Charitable And Social Service Organiza | \$100.00 | |
| HOLLY GOULD | 6/23/2023 | 6/25/2023 | ZAZZLE INC | Miscellaneous General Merchandise | \$16.14 | |
| HOLLY GOULD | 6/23/2023 | 6/25/2023 | IN *PRESENTA PLAQUE CORPO | Professional Services Not Elsewhere Cl | \$151.86 | |
| HOLLY GOULD | 6/21/2023 | 6/23/2023 | CALIFORNIA SPECIAL DIS | Membership Organizations Not Elsewhe | \$2,950.00 | |
| HOLLY GOULD | 6/20/2023 | 6/21/2023 | WAL-MART #2181 | Grocery Stores Supermarkets | \$62.22 | |
| HOLLY GOULD | 6/20/2023 | 6/21/2023 | PJS DESERT TROPHIES & | Gift Card Novelty & Souvenir Shops | \$18.49 | |
| HOLLY GOULD | 6/20/2023 | 6/21/2023 | GCVCC | Membership Organizations Not Elsewhe | \$850.00 | |
| HOLLY GOULD | 6/13/2023 | 6/14/2023 | WAL-MART #2181 | Grocery Stores Supermarkets | \$90.23 | |
| HOLLY GOULD | 6/5/2023 | 6/6/2023 | FD *CA DMV VFC *SVC | Government Services Not Elsewhere Clas | \$0.02 | |
| HOLLY GOULD | 6/5/2023 | 6/6/2023 | FD *CA DMV VFC | Government Services Not Elsewhere Clas | \$1.00 | |
| HOLLY GOULD | 6/1/2023 | 6/2/2023 | BACKGROUNDS ONLINE | Information Retrieval Services | \$33.90 | |
| HOLLY GOULD | 5/31/2023 | 6/2/2023 | SO PT HOTEL AND CASINO | Hotels Motels Resorts - Lodging | \$96.05 | |
| HOLLY GOULD | 5/31/2023 | 6/1/2023 | SMART AND FINAL 490 | Grocery Stores Supermarkets | \$88.55 | |
| HOLLY GOULD | 5/31/2023 | 6/1/2023 | TRI-STATE SEMINAR | Schools & Educational Services Not Els | \$99.00 | |
| JASON DAFFORN | 6/29/2023 | 6/30/2023 | BEST BUY MHT 00010207 | Electronics Sales | \$51.47 | |
| JASON DAFFORN | 6/27/2023 | 6/29/2023 | CALIFORNIA SPECIAL DIS | Membership Organizations Not Elsewhe | \$675.00 | |
| JASON DAFFORN | 6/27/2023 | 6/28/2023 | SO *TKB BAKERY & DELI | Express Payment Services (Fast Food) | \$45.12 | |
| JASON DAFFORN | 6/26/2023 | 6/27/2023 | CIRO'S RESTAURANT LLC | Eating Places Restaurants | \$71.05 | |
| JEANETTE JUAREZ | 6/28/2023 | 6/29/2023 | AMZN Mktp US*Q25YV3VE3 | Book Stores | \$22.77 | |
| JEANETTE JUAREZ | 6/19/2023 | 6/20/2023 | J2 EFAX SERVICES | ContInuity/Subscription Merchants | \$18.99 | |
| JEANETTE JUAREZ | 6/17/2023 | 6/18/2023 | APPLE.COM/US | Electronics Sales | \$379.54 | |
| JEANETTE JUAREZ | 6/17/2023 | 6/18/2023 | APPLE.COM/US | Electronics Sales | \$29.00 | |
| JEANETTE JUAREZ | 6/17/2023 | 6/18/2023 | APPLE.COM/US | Electronics Sales | \$140.29 | |
| JEANETTE JUAREZ | 6/17/2023 | 6/18/2023 | APPLE.COM/US | Electronics Sales | \$2,177.91 | |
| JEANETTE JUAREZ | 6/17/2023 | 6/18/2023 | APPLE.COM/US | Electronics Sales | \$183.79 | |
| JEANETTE JUAREZ | 6/17/2023 | 6/18/2023 | APPLE.COM/US | Electronics Sales | \$149.00 | |
| JEANETTE JUAREZ | 6/13/2023 | 6/15/2023 | AROUND THE CLOCK CALL CTR | Miscellaneous & Specialty Retail Store | \$125.10 | |
| JEANETTE JUAREZ | 6/4/2023 | 6/4/2023 | ADOBE *ACROPRO SUBS | Computer Software | \$263.89 | |
| JIMMY GARCIA | 6/26/2023 | 6/27/2023 | CARQUEST 7710 | Automotive Parts Accessories Stores | \$553.10 | |
| JIMMY GARCIA | 6/15/2023 | 6/16/2023 | CARQUEST 7710 | Automotive Parts Accessories Stores | \$70.98 | |
| JIMMY GARCIA | 6/12/2023 | 6/14/2023 | THE HOME DEPOT #6874 | Home Supply Warehouse Stores | \$140.42 | |
| JIMMY GARCIA | 6/6/2023 | 6/8/2023 | THE HOME DEPOT #6874 | Home Supply Warehouse Stores | \$50.01 | |
| JIMMY GARCIA | 6/5/2023 | 6/7/2023 | THE HOME DEPOT #6874 | Home Supply Warehouse Stores | \$118.08 | |
| JIMMY GARCIA | 6/5/2023 | 6/6/2023 | ACE HARDWARE COACHELLA | Hardware Stores | \$25.22 | |
| RON BUCHWALD | 6/1/2023 | 6/4/2023 | STATERBROS094 | Grocery Stores Supermarkets | \$37.43 | |
| TINO TUJERINA | 6/29/2023 | 6/30/2023 | SO *TKB BAKERY & DELI | Express Payment Services (Fast Food) | \$20.93 | |
| TINO TUJERINA | 6/29/2023 | 6/30/2023 | SO *TKB BAKERY & DELI | Express Payment Services (Fast Food) | \$13.05 | |
| TINO TUJERINA | 6/29/2023 | 6/30/2023 | SO *TKB BAKERY & DELI | Express Payment Services (Fast Food) | \$124.99 | |
| TINO TUJERINA | 6/22/2023 | 6/25/2023 | REECE PLUMBING-2020 | Industrial Supplies Not Elsewhere Clas | \$77.28 | |
| TINO TUJERINA | 6/23/2023 | 6/25/2023 | THE HOME DEPOT #6874 | Home Supply Warehouse Stores | \$154.99 | |
| TINO TUJERINA | 6/22/2023 | 6/23/2023 | ACE HARDWARE COACHELLA | Hardware Stores | \$99.20 | |
| TINO TUJERINA | 6/15/2023 | 6/18/2023 | THE HOME DEPOT #6874 | Home Supply Warehouse Stores | \$1,114.04 | |
| TINO TUJERINA | 6/14/2023 | 6/16/2023 | TRACTOR SUPPLY #2357 | Miscellaneous Automotive Dealers Not E | \$157.67 | |
| TINO TUJERINA | 5/31/2023 | 6/2/2023 | THE HOME DEPOT 6874 | Home Supply Warehouse Stores | \$521.11 | |
| TINO TUJERINA | 5/31/2023 | 6/2/2023 | PARTY CITY 760 | Miscellaneous & Specialty Retail Store | \$49.48 | |
| TINO TUJERINA | 5/31/2023 | 6/1/2023 | SO *TKB BAKERY & DELI | Express Payment Services (Fast Food) | \$33.66 | |
| | 6/11/2023 | 6/11/2023 | AUTO PMT FROM ACCT | Payment Adjustment Fee or Finance Charge | | (\$16,969.27) |

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

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

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

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

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

BILLING RIGHTS SUMMARY

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

In your letter, give us the following information:

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

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

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

Please use blue or black ink to complete form

NAME CHANGE

Last

First Middle

ADDRESS CHANGE

Street

City State ZIP Code

Home Phone () - Business Phone () -

Cell Phone () - E-mail Address

SIGNATURE REQUIRED TO AUTHORIZE CHANGES

Signature _____

| Cardholder Account Detail Continued | | | | | |
|-------------------------------------|-----------|-----------|-------------------------|--|------------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 06/17 | 06/18 | PPLN01 | 24692163168101376747625 | APPLE.COM/US 800-676-2775 CA | \$183.79 |
| 06/17 | 06/18 | PPLN01 | 24692163168101376747690 | APPLE.COM/US 800-676-2775 CA | \$2,177.91 |
| 06/17 | 06/18 | PPLN01 | 24692163168101376747757 | APPLE.COM/US 800-676-2775 CA | \$140.29 |
| 06/17 | 06/18 | PPLN01 | 24692163168101376747906 | APPLE.COM/US 800-676-2775 CA | \$29.00 |
| 06/17 | 06/18 | PPLN01 | 24692163168101376747971 | APPLE.COM/US 800-676-2775 CA | \$379.54 |
| 06/19 | 06/20 | PPLN01 | 24692163170103219251894 | J2 EFAX SERVICES 323-817-3205 CA | \$18.99 |
| 06/28 | 06/29 | PPLN01 | 24692163179100307645087 | AMZN Mktp US* Q25YV3VE3 Amzn.com/bill WA | \$22.77 |

| Cardholder Account Summary | | | | | |
|-------------------------------------|--|---------------------------------------|---|-------------------------|---------------------------|
| RON BUCHWALD #### #### #### 6000 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$37.43 | Cash Advances \$0.00 | Total Activity \$37.43 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|------------------------|---------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 06/01 | 06/04 | PPLN01 | 24137463153500819612086 | STATERBROS094 INDIO CA | \$37.43 |

| Cardholder Account Summary | | | | | |
|---------------------------------------|--|---------------------------------------|--|-------------------------|----------------------------|
| HEBERTO MORENO #### #### #### 6026 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$370.70 | Cash Advances \$0.00 | Total Activity \$370.70 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|-----------------------------------|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/30 | 06/01 | PPLN01 | 24269793151500647514100 | GO-GO EXPRESS CAR WASH - INDIO CA | \$20.00 |
| 06/12 | 06/14 | PPLN01 | 24801663164030027162358 | BENLO RV II INDIO CA | \$247.57 |
| 06/27 | 06/29 | PPLN01 | 24943013179010184500616 | THE HOME DEPOT #6630 LA QUINTA CA | \$103.13 |

| Cardholder Account Summary | | | | | |
|--------------------------------------|--|---------------------------------------|--|-------------------------|------------------------------|
| TINO TIJERINA #### #### #### 6034 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$2,366.40 | Cash Advances \$0.00 | Total Activity \$2,366.40 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|-------------------------------------|------------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/31 | 06/01 | PPLN01 | 24692163151108034620424 | SQ *TKB BAKERY & DELI Indio CA | \$33.66 |
| 05/31 | 06/02 | PPLN01 | 24692163152108770775407 | THE HOME DEPOT 6874 INDIO CA | \$521.11 |
| 05/31 | 06/02 | PPLN01 | 24692163152108521521332 | PARTY CITY 760 INDIO CA | \$49.48 |
| 06/14 | 06/16 | PPLN01 | 24137463167001617804243 | TRACTOR SUPPLY #2357 INDIO CA | \$157.67 |
| 06/15 | 06/18 | PPLN01 | 24943013167010184782002 | THE HOME DEPOT #6874 INDIO CA | \$1,114.04 |
| 06/22 | 06/23 | PPLN01 | 24431063174091454000056 | ACE HARDWARE COACHELLA COACHELLA CA | \$99.20 |
| 06/22 | 06/25 | PPLN01 | 24941683174081685095734 | REECE PLUMBING-2020 INDIO CA | \$77.28 |
| 06/23 | 06/25 | PPLN01 | 24943013175010184504711 | THE HOME DEPOT #6874 INDIO CA | \$154.99 |
| 06/29 | 06/30 | PPLN01 | 24692163180101362003367 | SQ *TKB BAKERY & DELI Indio CA | \$124.99 |
| 06/29 | 06/30 | PPLN01 | 24692163180101367349765 | SQ *TKB BAKERY & DELI Indio CA | \$13.05 |
| 06/29 | 06/30 | PPLN01 | 24692163180101367364855 | SQ *TKB BAKERY & DELI Indio CA | \$20.93 |

| Cardholder Account Summary | | | | | |
|-------------------------------------|--|---------------------------------------|--|-------------------------|----------------------------|
| EDUARDO LUNA #### #### #### 9557 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$694.52 | Cash Advances \$0.00 | Total Activity \$694.52 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|-------------------------------------|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 06/22 | 06/23 | PPLN01 | 24431063173200018800064 | HYDRO AG SYSTEMS, INC. COACHELLA CA | \$428.45 |
| 06/23 | 06/25 | PPLN01 | 24941683175081735967469 | REECE PLUMBING-2020 INDIO CA | \$38.03 |
| 06/23 | 06/25 | PPLN01 | 24943013175010184503432 | THE HOME DEPOT #6874 INDIO CA | \$128.04 |

Cardholder Account Detail Continued

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|-------------------------------------|----------|
| 06/29 | 06/30 | PPLN01 | 24435653180839193911520 | FERGUSON ENT HVA 568 PALM DESERT CA | \$100.00 |

Cardholder Account Summary

| BRANDEN RODRIGUEZ #### ##### 9565 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$2,200.00 | Cash Advances \$0.00 | Total Activity \$2,200.00 |
|--------------------------------------|---------------------------------------|--|-------------------------|------------------------------|
|--------------------------------------|---------------------------------------|--|-------------------------|------------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|--|----------|
| 06/05 | 06/06 | PPLN01 | 24744003156900014600025 | ROUND TABLE PIZZA INDIO CA | \$106.38 |
| 06/07 | 06/08 | PPLN01 | 24692163158103673847290 | AMZN Mktp US*Z33WB9TV3 Amzn.com/bill WA | \$75.91 |
| 06/07 | 06/08 | PPLN01 | 24692163158103895702406 | AMZN Mktp US*KD9F90ES3 Amzn.com/bill WA | \$43.49 |
| 06/07 | 06/08 | PPLN01 | 24692163158103909867203 | AMZN Mktp US*121BP2DR3 Amzn.com/bill WA | \$9.78 |
| 06/07 | 06/08 | PPLN01 | 24801973159690290253554 | CALIFORNIA WATER ENVIRON 510-382-7800 CA | \$202.00 |
| 06/07 | 06/08 | PPLN01 | 24801973159690290275870 | CALIFORNIA WATER ENVIRON 510-382-7800 CA | \$202.00 |
| 06/07 | 06/08 | PPLN01 | 24801973159690290295175 | CALIFORNIA WATER ENVIRON 510-382-7800 CA | \$202.00 |
| 06/07 | 06/08 | PPLN01 | 24801973159690290483052 | CALIFORNIA WATER ENVIRON 510-382-7800 CA | \$297.00 |
| 06/09 | 06/11 | PPLN01 | 24755423161641613024139 | STATE WATER BOARD 916-3415100 CA | \$260.00 |
| 06/09 | 06/11 | PPLN01 | 24755423161641613024378 | OPC STATE WB FEE 800-3525002 NE | \$6.89 |
| 06/12 | 06/14 | PPLN01 | 24164073164105005226889 | STAPLES 00113241 LA QUINTA CA | \$682.59 |
| 06/22 | 06/23 | PPLN01 | 24431063174091618000018 | CIRO'S RESTAURANT LLC CHIRIACO SUMM CA | \$111.96 |

Cardholder Account Summary

| HOLLY GOULD #### ##### 7260 | Payments & Other Credits \$0.00 | Purchases & Other Charges \$7,886.22 | Cash Advances \$0.00 | Total Activity \$7,886.22 |
|--------------------------------|---------------------------------------|--|-------------------------|------------------------------|
|--------------------------------|---------------------------------------|--|-------------------------|------------------------------|

Cardholder Account Detail

| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
|------------|-----------|-----------|-------------------------|---|------------|
| 05/31 | 06/01 | PPLN01 | 24231683152837000035175 | SMART AND FINAL 490 LA QUINTA CA | \$88.55 |
| 05/31 | 06/01 | PPLN01 | 24431063152207045500356 | TRI-STATE SEMINAR 602-332-3174 CA | \$99.00 |
| 05/31 | 06/02 | PPLN01 | 24717053152261521181690 | SO PT HOTEL AND CASINO 702-7967111 NV | \$96.05 |
| 06/01 | 06/02 | PPLN01 | 24493983153206133803071 | BACKGROUNDS ONLINE 800-838-4804 CA | \$33.90 |
| 06/05 | 06/06 | PPLN01 | 24116413157400631024394 | FD *CA DMV VFC clover.com CA | \$1.00 |
| 06/05 | 06/06 | PPLN01 | 24116413157400011023743 | FD *CA DMV VFC *SVC clover.com CA | \$0.02 |
| 06/13 | 06/14 | PPLN01 | 24226383165360771632756 | WAL-MART #2181 INDIO CA | \$90.23 |
| 06/20 | 06/21 | PPLN01 | 24226383172360814253199 | WAL-MART #2181 INDIO CA | \$62.22 |
| 06/20 | 06/21 | PPLN01 | 24323043171047200021230 | PJ S DESERT TROPHIES & INDIO CA | \$18.49 |
| 06/20 | 06/21 | PPLN01 | 24492163172000001591208 | GCVCC WWW.GCVCC.ORG CA | \$850.00 |
| 06/21 | 06/23 | PPLN01 | 24071053173627173586177 | CALIFORNIA SPECIAL DIS 916-4427887 CA | \$2,950.00 |
| 06/23 | 06/25 | PPLN01 | 24493983174206832500023 | BROAD SKY NETWORKS LLC 803-904-8583 OR | \$642.41 |
| 06/23 | 06/25 | PPLN01 | 24492153174715809670404 | ZAZZLE INC 888-892-9953 CA | \$16.14 |
| 06/23 | 06/25 | PPLN01 | 24692163175106742627907 | GAN* DESERT SUN-CCC 417-837-8408 IN | \$270.60 |
| 06/24 | 06/25 | PPLN01 | 24793383175000610605859 | California Association Fullerton CA | \$100.00 |
| 06/23 | 06/25 | PPLN01 | 24692163174106652210554 | IN *PRESENTA PLAQUE CORPO 602-6471510 AZ | \$151.86 |
| 06/26 | 06/27 | PPLN01 | 24445003178400209823082 | WM SUPERCENTER #2181 INDIO CA | \$55.15 |
| 06/27 | 06/28 | PPLN01 | 24492153178743402585668 | VISTAPRINT 866-207-4955 MA | \$148.97 |
| 06/27 | 06/28 | PPLN01 | 24801973179690037828508 | CALIFORNIA WATER ENVIRON 510-382-7800 CA | \$202.00 |
| 06/27 | 06/29 | PPLN01 | 24164073179105005233730 | STAPLES 00113241 LA QUINTA CA | \$699.63 |
| 06/27 | 06/29 | PPLN01 | 24202983179030036715303 | California Association Of 800-592-1970 CA | \$625.00 |
| 06/29 | 06/30 | PPLN01 | 24493983181083213406463 | PE SUBSCRIPTIONS 951-368-9000 CA | \$10.00 |
| 06/28 | 06/30 | PPLN01 | 24207853180160901245016 | CALIFORNIA ASSOCIATION OF 916-4460388 CA | \$675.00 |

| Cardholder Account Summary | | | | | |
|----------------------------------|--|---------------------------------------|--|-------------------------|----------------------------|
| ANNA BELL #### #### #### 7278 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$376.75 | Cash Advances \$0.00 | Total Activity \$376.75 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|--------------------------------|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 05/31 | 06/01 | PPLN01 | 24687203151027012628715 | SUPER MARIO ICE CREAM INDIO CA | \$96.30 |
| 05/31 | 06/01 | PPLN01 | 24226383152091007834487 | WAL-MART #2181 INDIO CA | \$168.66 |
| 06/20 | 06/21 | PPLN01 | 24943003172898002014606 | COSTCO WHSE #0638 LA QUINTA CA | \$111.79 |

| Cardholder Account Summary | | | | | |
|-------------------------------------|--|---------------------------------------|--|-------------------------|----------------------------|
| JIMMY GARCIA #### #### #### 7450 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$957.81 | Cash Advances \$0.00 | Total Activity \$957.81 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|-------------------------------------|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 06/05 | 06/06 | PPLN01 | 24431063157091450000028 | ACE HARDWARE COACHELLA COACHELLA CA | \$25.22 |
| 06/05 | 06/07 | PPLN01 | 24943013157010185650531 | THE HOME DEPOT #6874 INDIO CA | \$118.08 |
| 06/06 | 06/08 | PPLN01 | 24943013158010181518483 | THE HOME DEPOT #6874 INDIO CA | \$50.01 |
| 06/12 | 06/14 | PPLN01 | 24943013164010181018460 | THE HOME DEPOT #6874 INDIO CA | \$140.42 |
| 06/15 | 06/16 | PPLN01 | 24431053166838000015207 | CARQUEST 7710 INDIO CA | \$70.98 |
| 06/26 | 06/27 | PPLN01 | 24431053177838000023190 | CARQUEST 7710 INDIO CA | \$553.10 |

| Cardholder Account Summary | | | | | |
|-------------------------------------|--|---------------------------------------|--|-------------------------|----------------------------|
| DAVE COMMONS #### #### #### 7327 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$261.99 | Cash Advances \$0.00 | Total Activity \$261.99 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|-------------------------------------|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 06/03 | 06/04 | PPLN01 | 24492153154743785621989 | ADOBE *ACROPRO SUBS 408-536-6000 CA | \$19.99 |
| 06/20 | 06/21 | PPLN01 | 24009583171300710243240 | WEF MAIN 703-684-2400 VA | \$242.00 |

| Cardholder Account Summary | | | | | |
|--------------------------------------|--|---------------------------------------|--|-------------------------|----------------------------|
| JASON DAFFORN #### #### #### 7175 | | Payments & Other Credits \$0.00 | Purchases & Other Charges \$842.64 | Cash Advances \$0.00 | Total Activity \$842.64 |

| Cardholder Account Detail | | | | | |
|---------------------------|-----------|-----------|-------------------------|--|----------|
| Trans Date | Post Date | Plan Name | Reference Number | Description | Amount |
| 06/26 | 06/27 | PPLN01 | 24431063178091612000150 | CIRO'S RESTAURANT LLC CHIRIACO SUMM CA | \$71.05 |
| 06/27 | 06/28 | PPLN01 | 24692163178109747065864 | SQ *TKB BAKERY & DELI Indio CA | \$45.12 |
| 06/27 | 06/29 | PPLN01 | 24071053179627184319943 | CALIFORNIA SPECIAL DIS 916-4427887 CA | \$675.00 |
| 06/29 | 06/30 | PPLN01 | 24399003180295071088448 | BEST BUY MHT 00010207 LA QUINTA CA | \$51.47 |

Additional Information About Your Account

IT IS NOT NECESSARY TO MAIL YOUR PAYMENT. YOUR ACCOUNT WILL BE AUTOMATICALLY PAID THROUGH A DIRECT DEBIT OF YOUR CHECKING OR SAVINGS ACCOUNT ON 07/10/23 PER YOUR AGREEMENT WITH US. THE DEBIT AMOUNT THIS MONTH IS \$19484.74

| Finance Charge Summary / Plan Level Information | | | | | | | | | |
|--|------------------|------------------|-----------------------|-----------------|-------------------|-----------------|------------------------------|---------------|----------------|
| Plan Name | Plan Description | FCM ¹ | Average Daily Balance | Periodic Rate * | Corresponding APR | Finance Charges | Effective APR Fees ** | Effective APR | Ending Balance |
| Purchases | | | | | | | | | |
| PPLN01 001 | PURCHASE | E | \$0.00 | 0.06024%(D) | 21.9900% | \$0.00 | \$0.00 | 0.0000% | \$19,484.74 |
| 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: 30 | | |
| ** 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

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate

Suggested Action

Approve

Strategic Plan Compliance

GOAL 3: Excellent Facilities

Fiscal Impact

None.

Environmental Review

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

Background

Staff has identified obsolete equipment that is no longer useful in the operations of the District.

Recommendation

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

Attachments

[5.5 Attachment A Surplus Equipment.docx](#)

VALLEY SANITARY DISTRICT EQUIPMENT DISPOSITION FORM

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

| | |
|----------------------------|---------------|
| Date of Disposition: | |
| | |
| Department: Administration | Location: VSD |
| | |

| |
|---|
| Justification for Disposition: Miscellaneous obsolete office supplies |
| |
| |
| |

| Item # | Asset Tag # | Serial # | Description | Current Location | Value \$ | |
|--------|-------------|----------|------------------------------|------------------|----------|--|
| 1 | | | Samsung A50 Phone | Admin | 0 | |
| 1 | | | Ring Light | "" | 0 | |
| 1 | | | Surface Laptop Go | "" | 0 | |
| 10 | | | Computer Mouse | "" | 0 | |
| 1 | | | Misc. Remote | "" | 0 | |
| 2 | | | Key Board | "" | 0 | |
| 1 | | | Comb Bind C95e | "" | 0 | |
| 1 | | | Monitor Stand | "" | 0 | |
| 1 | | | Plastic Laptop Stand | "" | 0 | |
| 2 | | | Room Misters | "" | 0 | |
| 2 | | | Electric Pencil Sharpener | "" | 0 | |
| 2 | | | Headphones | "" | 0 | |
| 2 | | | Pack of Blank CDs | "" | 0 | |
| 1 | | | HeatBud | "" | 0 | |
| 1 | | | Mixpresso | "" | 0 | |
| 1 | | | Optima Grip Electric Stapler | "" | 0 | |
| 1 | | | Brother TN-430 Toners | "" | 0 | |
| 1 | | | HP 42A Toner | "" | 0 | |
| 1 | | | HP 12A Toner | "" | 0 | |

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

| | | |
|------------------------|------------------|-----------|
| Department Supervisor: | General Manager: | 34 |
|------------------------|------------------|-----------|

District Board Action:



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Adopt Resolution No. 2023-1185 Determining Certain Amounts to Be Delinquent and Directing the Placement of These Accounts on The County Property Tax Roll for Collection

Suggested Action

Approve

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

If approved at the July 25, 2023 meeting of the Board of Directors, the collectability of the \$6,020.07 placed on the tax rolls will be secured.

Environmental Review

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

Background

Each year staff reviews the outstanding invoices of all properties that have not paid their invoices for the various fees. Action to collect debts through the tax roll process is a cost-effective and efficient method of debt collection and will result in a positive impact on revenue as it will ensure the collection of delinquent amounts.

Pursuant to Government Code Section 6520.11, the Board of Directors set a public hearing date and notice was sent to each specific property and posted on the District website. In June, staff mailed

notices to all delinquent accounts advising them that unless the payment was received by July 31, 2023, the delinquent amount would be placed on the property tax rolls for collection.

At the close of the Public Hearing, the Board of Directors will be asked to adopt Resolution No. 2023-1185, allowing the delinquent invoices to be placed on the property tax roll for collection.

Recommendation

It is recommended that, upon closing of the public hearing, the Board of Directors, by roll call vote, adopt Resolution No. 2023-1185 determining the amounts to be delinquent and directing the placement of these accounts on the county property tax roll for collection.

Attachments

[6.1 Attachment A RES 2023-1185 Delinquent Accounts.doc](#)

[6.1 Attachmnet B Schedule of Delinquent Accounts.pdf](#)

RESOLUTION NO. 2023-1185

A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT DETERMINING CERTAIN ACCOUNTS TO BE DELINQUENT AND DIRECTING THE PLACEMENT OF THESE ACCOUNTS ON THE COUNTY PROPERTY TAX ROLL FOR COLLECTION

WHEREAS, the Board of Directors of Valley Sanitary District has determined that the collection of delinquent fees is essential to maintaining the health and safety of the community at large; and

WHEREAS, pursuant to Section 6520.10 of the California Health and Safety Code authorizes the District to collect delinquent charges for services bills through the placement of a special assessment to be collected with county taxes; and

WHEREAS, pursuant to Section 6520.11 of the California Health and Safety Code all property owners have been notified of the delinquent account, and the public hearing has been noticed and held on July 25, 2023, and heard all protests thereto, and found that said accounts were delinquent and should be placed on the tax roll to be collected as special assessments; and

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

Section 1: The unpaid fees and charges for collection of sewer service charges from July 1, 2022, to June 30, 2023, and prior service periods, as set forth in the Report, are hereby confirmed. The total amount of unpaid fees and charges confirmed herein shall constitute a lien against each respective parcel of land as it appears on the assessment roll for 2023/2024.

Section 2: The District Secretary shall immediately forward and file a certified copy of this Resolution, along with a copy of the confirmed Report, to the County Tax Collector with the request that the County Auditor add the total amount of unpaid fees and charges for each parcel to the property tax roll for 2023/2024, and the amount of such charges shall be collected along with the general property taxes for the fiscal year.

PASSED, APPROVED, and ADOPTED this 25 day of July, 2023, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

Debra Canero, President

ATTEST:

Scott Sear, Secretary/Treasurer

Valley Sanitary District

Schedule of Outstanding Miscellaneous Billings

As of July 17, 2023

| Invoice # | Year | Billed To | Description | Date | Amount | Admin Fee | Total Del. | APN |
|------------------|-------------|------------------------------------|------------------------------------|-------------|--------------------|------------------|--------------------|-------------|
| 6325 | 22/23 | Coachella Valley Housing Coalition | Prorated sewer fee - 03/23 - 06/23 | 02/28/23 | \$ 5,625.00 | \$ 25.00 | \$ 5,650.00 | 612-170-030 |
| 6223 | 21/22 | Garland Commercial Group | Prorated sewer fee - 04/22 - 06/22 | 09/14/22 | \$ 149.28 | \$ 25.00 | \$ 174.28 | 608-230-012 |
| 6309 | 22/23 | Mr and Mrs Harvey | Prorated sewer fee - 10/22 - 06/23 | 01/31/23 | \$ 59.67 | \$ 25.00 | \$ 84.67 | 602-340-029 |
| 6324 | 22/23 | Dean Van De Kamp | Prorated sewer fee - 03/23 - 06/23 | 02/28/23 | \$ 86.12 | \$ 25.00 | \$ 111.12 | 600-290-027 |
| | | | | | \$ 5,920.07 | \$ 100.00 | \$ 6,020.07 | |



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jason Dafforn, General Manager
SUBJECT: Authorize Specific Directors to Attend the California Special Districts Association (CSDA) 2023 Annual Conference in Monterey, California, and Reimburse Related Expenses

Suggested Action

Approve

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

The estimated cost for attending this event is approximately \$3,380 per director, which includes travel and related expenses and 4/5 days of service.

Environmental Review

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

Background

The 2023 CSDA Annual Conference & Exhibitor Showcase is the leadership conference for Special Districts. The conference will include various breakout sessions that will cover the latest district technology, management playbooks, and legal trends. The conference offers an opportunity to develop new partnerships and discover new products and services. A brochure of the attendee conference is attached to this report (Attachment A).

Recommendation

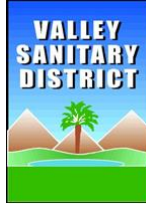
Staff recommends that the Board of Directors discuss and authorize President Debra Canero, Vice

President Mike Duran, Secretary/Treasurer Scott Sear and Director Jacky Barnum to attend the CSDA 2023 Annual Conference and Exhibitor Showcase on August 28-31, 2023, in Monterey, California, and the reimbursement of related expenses.

Attachments

[Travel Policy.pdf](#)

[7.1 Attachment A CSDA 2023_Attendee_Brochure.pdf](#)



TRAVEL APPROVAL & REIMBURSEMENT POLICY

Adopted: 07/23/19

I. PURPOSE

To establish guidelines for reimbursing travel expenses associated with the performance of District business. Reimbursement for expenses is predicated on the understanding that each attendee is returning with knowledge that will be of benefit to the District and/or to individual job performance.

II. POLICY

It is the policy of the Valley Sanitary District (District) to authorize its employees and Directors to attend seminars, conferences, workshops, and other professional meetings to encourage professional development and the improved performance of their duties. Employees and Directors may also be required to travel to conduct official District business.

All employees and Directors who attend meetings, conferences or other functions are expected to be present at all of the scheduled working sessions unless otherwise authorized. Directors and employees shall not attend professional events if it is apparent that there is no significant benefit to District.

Directors and employees are expected to exercise good judgement and a proper regard for economy when incurring expenses. Employees and Directors are responsible for making their own travel arrangements.

Directors or employees may be accompanied by a companion who is not a Director or District employee if their presence does not detract from the attendee's performance of District duties. The District will not reimburse any expenses attributable to any companion.

A Director or employee shall not attend an event for which there is an expense to District if it occurs after the Director or employee has announced their pending resignation or if it occurs after an election in which it has been determined that the Director will not retain their seat on the Board.

In situations where extraordinary travel expenses are expected to be incurred, or where this Policy does not adequately cover the situation or would cause an undue hardship, exception may be made with prior approval of the General Manager for such extraordinary travel expenses for District employees or by the Board President for the General Manager and Directors.

III. AUTHORIZATION FOR TRAVEL AND EXPENSES

Directors are authorized to travel anywhere in the local area (defined as Coachella Valley) for the purpose of conducting District business as assigned by the Board President. Directors are authorized to travel to local functions sponsored by local associations in which District maintains a membership without prior approval. Other travel on District business by Directors shall be undertaken only with the prior approval of the Board of Directors.

The General Manager is authorized to travel anywhere in the local area (defined as Coachella Valley) for the purpose of conducting District business. The General Manager is authorized to participate in conferences, seminars, and events sponsored by professional associations in which District maintains a membership without prior approval. Participation by the General Manager in conferences and seminars conducted by professional associations in which District does not maintain a membership must be approved in advance by the Board of Directors.

A District employee may travel on District business anywhere within Coachella Valley if authorized by their supervisor. With approval of the supervisor, employees are authorized to travel to local functions sponsored by local associations in which the District maintains a membership. Other travel on District business by employees shall be undertaken only with the prior approval of the General Manager or their designee. Employees must complete a Training & Travel Request Form for travel outside of Coachella Valley.

A. Event Registration

The cost of registration, including special events described in the agenda that contribute to educational or professional development, is eligible for reimbursement. Whenever possible, registration expenses are to be pre-paid by District in the form of District check or credit card.

B. Compensation

Directors shall be compensated at the relevant rate for each day of attendance at an approved conference, seminar or workshop, up to the allowable limit.

Employees shall be paid for time actually attending professional conferences, seminars, workshops or meetings. Attendance work time includes the time it takes to travel to and from the event. Attendance at voluntary social events or events that are not of a benefit to District (mixers, golf tournaments, tours, etc.) will not be compensated as time worked.

C. Meals for Non-Overnight Travel

For non-overnight business travel, reimbursement will be made for meals, including beverages and tips. If a meal is provided as part of non-overnight business travel, reimbursement will not be provided for an attendee choosing to skip that meal.

Reimbursements for meals not provided as part of a non-overnight business travel will be made up to the limits listed below. Receipts are required and no amounts in excess of the limits below will be reimbursed.

| | |
|-----------|---------|
| Breakfast | \$16.00 |
| Lunch | \$17.00 |
| Dinner | \$28.00 |

If a meal is provided as part of non-overnight business travel but the cost of the meal is not included in the event price, the amount reimbursed will be the actual cost of the meal and not subject to the limits above. The meal reimbursement amounts shall be adjusted to conform with the applicable IRS rates, as amended from time to time. Snacks or refreshments outside of regular meal times are not eligible for reimbursement.

Alcoholic beverages may be served at business meetings. The consumption of alcohol is guided by applicable District policies. District will not reimbursement employees or Directors for the purchase of alcoholic beverages.

D. Per Diem

Meals and incidental expenses incurred for overnight business travel away from home are governed by the applicable per diem rate, which will be based on the Internal Revenue Service using the Specific Locality Method for Meals and Incidental Expenses (laundry, fees and tips for baggage handlers, etc.) only. Incidental expenses do not include fees imposed by a commercial travel carrier, taxi fares, or parking.

Per diem rates for meals and incidental expenses are calculated by determining the total number of eligible days, which is the total number of overnight stays plus one additional day to allow for travel. The eligible days are multiplied by the identified per diem rate. The per diem rate is identified on the specific locality table located at <http://www.gsa.gov/portal/content/104877>.

Receipts are not required for meals and incidental expenses when using the per diem method. Per diem expenses are **not** allowed to be charged to District issued credit cards.

E. Lodging

Whenever possible, lodging should be arranged at the facility where the event is being held at the event rate. If lodging at the event facility is not available, or if a different facility is needed, reimbursement will be limited to the event facility rate, or the available government rate, whichever is greater, for a double-person occupancy basic room. Exceptions to this limit must be approved, in advance, by the Board.

Valley Sanitary District
Travel Approval & Reimbursement Policy
Page 4

Lodging shall not be authorized unless one of the following criteria is met:

- The destination is at least 100 miles, one way, from District's office.
- There is a very early (before 9:00 a.m.) or late (after 5:00 p.m.) official meeting (excludes social events) that could justify the attendee staying overnight at the destination.
- The total event time per day, including commute or travel time, would result in a workday of more than 10 hours per day. For the purpose of determining total event time per day, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- The event lasts for more than one day and the commute expense, including overtime pay, is more expensive than the cost of the lodging, parking and per diem.

Payment for lodging shall be limited to the minimum number of nights required for attendance at the event. An additional night at the conclusion of the event may be authorized if one of the following criteria is met:

- ✓ The total event time per day, including commute or travel time, would result in a workday of more than 10 hours per day and the commute or travel time required to return home would result in an arrival time at home after 9:00 p.m. For the purpose of determining total event time, the hours of work for the day of the event attendance will be the same as the hours of the official event, excluding social events.
- ✓ There are no flights available within a reasonable time after the conclusion of the official event.
- ✓ The event lasts for more than one day and the overtime pay for the commute or travel time is more expensive than the cost of the extra night of lodging, parking and per diem.

Whenever reasonably possible, the justification for the request for an additional night of lodging must be submitted to, and approved by, the General Manager (or their designee) in the case of employees or the Board President, in the case of the General Manager and Directors, in advance of the event. An additional night of lodging due to the cancellation of the return flight by the carrier or other unforeseen emergency does not require advance approval.

Charges imposed by the hotel for the use of internet service may be paid by District if the General Manager has authorized the employee to access their District email account or files during their travel or, in the case of a Director, the

Board President has authorized the expense. If the employee or Director has not been approved for this expense, they must pay for any internet access charges.

Charges imposed by the hotel for local and long-distance phone calls will be reimbursed when such calls are made in conducting official District business or essential personal calls such as a “safe arrival call.”

F. Commercial Travel

Air travel reimbursement shall be limited to economy or coach fares. Travel shall be by the most direct, cost-effective route. If an indirect route is used, any additional costs shall be at the Director’s or employee’s personal expense. Additional charges for “Friends Fly Free” or other companion fares must be paid by the attendee. Travel arrangements should be made with sufficient lead time to take advantage of the lowest possible rates.

When taking into consideration all travel-related expenses, if it is more cost effective to fly to or from the destination on an earlier or later date, this may be allowed. If an attendee chooses to arrive earlier or stay later for personal convenience, the additional lodging and other related expenses will not be reimbursed by District.

The use of taxis or car services is permissible when shuttles are not available or it is a cost-effective alternative to renting a car.

G. Rental Car

Rental car expenses will be reimbursed if the expense is less than other surface methods of transportation (shuttles, cabs, etc.). Rental car expenses may be reimbursed when an indirect air travel arrangement in combination with a rental car is more cost effective than a direct air travel arrangement. District will not pay for or reimburse pre-paid fuel charges, upgrades or other additional costs not necessary to the rental of the vehicle. District will pay for the cost of, and the attendee should accept, the standard liability insurance coverage on the rental vehicle.

In the event that a rental car is necessary, the cost shall ordinarily be limited to the commercial car rental contract rates established by the State of California Department of General Services (DGS) Statewide Travel Program, which may be found at: <http://www.dgs.ca.gov/travel/Programs/RentingaVehicle.aspx>.

Absent unusual circumstances, the vehicle size shall be no larger than mid-size (intermediate). For purposes of this policy, “unusual circumstances” may include, but are not limited to, multiple employees or Directors sharing the same vehicle, unavailability of a mid-size (intermediate) vehicle, need for a larger vehicle to accommodate an individual with a disability, the availability of a larger vehicle or upgrade that does not increase the cost of the vehicle rental

and other circumstances that warrant renting a larger size vehicle. If a larger size vehicle is needed, its rental must be approved in advance by the General Manager for District employees or, for Directors, by the Board President. Attendees are required to share the use of a rented car. Attendees are required to use a District credit card when renting automobiles if they have been issued a District credit card.

H. Use of Personal Vehicle

Reimbursement for the use of private cars shall be at the rate established by the Internal Revenue Service (IRS). Mileage reimbursement shall not exceed the lowest available fare for air travel. Parking charges necessary for the business purpose of the trip will be reimbursed.

The distance traveled from an employee's primary residence to their primary work site will not be reimbursed, as this is considered a personal expense. An employee driving a personal vehicle from their primary residence to an event site shall be reimbursed only for mileage that **exceeds** the round-trip distance from their primary residence to their primary work site. If an employee utilizes rideshare, the employee shall be reimbursed only for mileage that exceeds the round-trip distance he/she would have travelled the day of the event attended.

An employee driving to and from the airport when traveling on business will be reimbursed only for mileage that **exceeds** the round-trip distance from their primary residence to their primary work site. If an employee is driving a personal vehicle from their primary residence to an event site on their normal day off, the employee shall be reimbursed for the total distance driven.

Employees who utilize personal vehicles for business purposes are required to have a valid driver's license and at least the minimum insurance coverage required by law. Primary insurance for use of a personal vehicle for business purposes shall be through the employee's personal automobile insurance policy and will be responsible for any damage to the vehicle, as well as for liability. The owner/driver of the vehicle is responsible for all parking fines and moving violation tickets.

Travel in District vehicles may be approved when circumstances warrant it. When traveling in a District vehicle, receipts shall be secured for the purchase of gas, oil and other supplies necessary. These amounts shall be shown on the expense reimbursement form with a notation that a District vehicle was used, indicating the unit number of the vehicle. If emergency repairs are necessary, they shall be paid for by the person to whom the car is assigned. All receipts for such payment must be furnished in order to obtain reimbursement.

I. Reimbursements

Directors and employees are required to complete a Travel & Training Expense Reimbursement Form when incurring expenses. Requests for reimbursement

Valley Sanitary District
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should be made as soon as possible following the seminar or conference or by the end of the month in which the expenses were incurred. Claims must be clear, listing the following (certain data may be listed on the attached receipt).

- The amount of the expense
- The time and place of travel or expense
- The business purpose of the expense
- In the case of business-related expenses incurred on behalf of others, the name and business relationship of the individuals.

Receipts, paid bills, etc. must be attached to each expense claim form regardless of amount for the following expenses:

- Registration
- Travel (including air fare, taxi, shuttle, etc.)
- Lodging (hotel bills, etc.);
- Mileage
- Parking
- Meals related to non-overnight travel

Prior to processing requests for reimbursement, the Board of Directors shall approve all Travel & Training Expense Reimbursement Forms for Directors as well as all reimbursement requests for the General Manager when the expenses exceed \$250. The General Manager, or their designee, shall approve all Travel & Training Expense Reimbursement Forms for employees.

Personal or unauthorized expenses are not allowed to be charged on District credit cards. When more than one employee or Director attends the same function, one person may pay the bill for the group, provided a receipt and list of names are included. Any personal or unauthorized expenses charged on the District credit card shall be paid by the employee or Director incurring the charge.

In circumstances where the use of personal credit cards and/or cash is deemed impractical, and where the total expense is expected to exceed fifty dollars (\$50.00), District may provide an advance of funds. Such advance will not exceed one hundred percent (100%) of the anticipated out-of-pocket expense, less those items that are required to be pre-paid. All such payment requests must allow sufficient time for normal processing and approval prior to payment.

If a District credit card was used to pay for the travel and related expenses, requests for reimbursement will not be processed until District is able to reconcile the District credit card statement with the reimbursement form.

No additional reimbursements will be made for personal expenses such as newspapers, laundry and dry cleaning, magazines, haircuts, shoeshines,

excess personal telephone calls and other personal expenses. These are included in the per diem incidental expenses allowance

This policy is intended to comply with all Internal Revenue Service requirements for an accountable plan so that reimbursements are not treated as part of wages for tax purposes.

It is against the law to falsify expense reports. Penalties for misuse of public resources or violating this policy may include, but are not limited to the following.

- The loss of reimbursement privileges.
- Restitution to District.
- Civil penalties for misuse of public resources pursuant to Government Code Section 8314.
- Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code.
- For employees, disciplinary action, up to and including termination.

IV. DEFINITIONS

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

Incidental Expenses: minor expenses that are incurred while travelling. These often include the purchase of personal items (toiletries, reading material, snacks, etc.), laundry and dry cleaning, haircuts, shoeshines, excess personal telephone calls and other personal expenses.

Per diem: a daily allowance or payment made for expenses incurred each day of travel.

Travel: attendance at meetings, conferences, events or other functions on District business at other than the District's offices or facilities.



CSDA

California Special
Districts Association

Districts Stronger Together

2023 CSDA annual conference & exhibitor showcase

The Leadership Conference
for Special Districts

📅 August 28 – 31, 2023 | 📍 Monterey, California

The CSDA Annual Conference & Exhibitor Showcase is the one conference that hits all the right notes for special district leaders! Cultivate new connections this August in Monterey.

Join 800-plus special district professionals and industry experts for a three-day, must-attend education and networking event.

- ✦ Develop new partnerships.
- ✦ Discover new products and services to make your district more efficient.
- ✦ Expand your horizons with inspiring and motivating keynote sessions.
- ✦ Learn about the latest in special district technology, management playbooks, and legal trends.
- ✦ Explore new ideas and best practices. Walk away with practical strategies, new connections, and innovative ideas to move your district forward.

We're getting the band back together in Monterey!

CSDA's 2023 Annual Conference & Exhibitor Showcase is back in Monterey! Attendees can enjoy meandering down Cannery Row and Monterey Old Fisherman's Wharf to indulge in a piping hot bread bowl full of clam chowder, visit the acclaimed Monterey Bay Aquarium to see a spirited sea otter up-close, or book a boat tour, whale watching cruise, or fishing trip to set sail on the open waters of Monterey Bay. In your free time, enjoy the combination of natural beauty and cultural richness of Monterey!



Monterey Marriott | Monterey, CA



Portola Hotel & Spa | Monterey, CA

CSDA room reservations in the CSDA room block at the Marriott and Portola Hotel & Spa are available starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and link to book in the CSDA room block will be emailed to the registrant within 24 hours of registration.

One night's non-refundable room and tax will be charged at the time a reservation is made for rooms reserved at the Portola, and charged on August 5, 2023, for rooms reserved at the Marriott.

Monday, August 28, 2023

pre-conference

Workshops, golf tournament, tours, and more

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop:

Special District Leadership Academy Module 1: Governance Foundations

 **CIP ELIGIBLE**

As the core curriculum of CSDA's Special District Leadership Academy, this workshop serves as the "foundation" for the series on effective governance of special districts. It is specifically designed for special district board members and meets the requirement for six hours of governance training for Special District Leadership Foundation programs.

\$250 CSDA Member / \$375 Non-member*

**Price includes continental breakfast and lunch.*

9:00 a.m. – 3:30 p.m.

Pre-Conference Workshop

So, You Want to Be a General Manager?

(Part of the SDLF Essential Leadership Skills Certificate Program)

This is a practical career development workshop for senior executives and emerging leaders in special districts. This action-oriented workshop includes group and panel discussions on the journey, roles, and skillsets of a general manager; identifying general manager opportunities; developing positive relations with the board, staff, and peer agency executives; and leadership best practices.

\$100 CSDA Member and Non-member*

Sponsored by the Special District Leadership Foundation (SDLF). Price includes continental breakfast and lunch.



9:00 a.m. Shotgun Start

Pre-Conference Activity SDLF Scramble for Scholarships Golf Tournament

Del Monte Golf Course

Join special district elected officials, staff, and business affiliates at this optional fun event. Great golf skills are not necessary! Proceeds benefit the Special District Leadership Foundation scholarship fund.

\$110 includes golf with cart, lunch, and prizes!

Hurry, space is limited and is on a first-come, first-served basis.

10:30 a.m. – 1:45 p.m.

Pre-Conference Tour

Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour

Playful sea otters, curious harbor seals, boisterous sea lions, and hundreds of bird species abound as you explore one of California's most spectacular wetlands aboard a stable, 27-foot, U.S. Coast Guard inspected pontoon boat in a 1.5-hour tour. Tour of Moss Landing Harbor District to follow.

\$50 per person includes transportation to/from the Convention Center and tour. (Lunch is not included.)

Early registration is encouraged. Limited to 25 attendees.



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.

10:30 a.m. – 3:00 p.m.

 **NEW! Young Professionals Pre-Conference Tour**
Elkhorn Slough Kayak Tour and Moss Landing Harbor District

Join your fellow YPs (Young Professional staff and elected officials under the age of 40) for the best way to experience the wildlife and nature of Elkhorn Slough, via kayak. The 1.5-hour kayak tour will take you to visit sea otters, harbor seals and birds up close. The tour of Moss Landing Harbor District will follow. End your pre-conference day networking with your fellow YPs over appetizers and drinks.

\$90 per person, includes transportation to/from the Convention Center, kayak excursion, and post-tour happy hour.

Early registration is encouraged. Limited to 25 attendees. Due to safety, the max weight is 250 lbs.

1:30 – 3:30 p.m.

Certified Special District Manager (CSDM) Exam, Special District Leadership Foundation

(optional, must be scheduled prior to conference)

3:45 – 5:15 p.m.

Chapter Roundtable Discussion

(optional, no fee but must be attending the conference)

Join CSDA board members and local chapter leaders from across the state to share best practices and discuss issues and opportunities.



Calling all Young Professional District Staff, age 40 and younger! Keep an eye out for special sessions and a pre-conference tour especially suited for you. These sessions are noted with a YP icon.

Conference Officially **BEGINS!**

5:15 – 7:30 p.m.

President's Reception with the Exhibitors

(all registered attendees welcome)

Join us in the exhibit hall as we network with business professionals who provide all types of goods and services to special districts. Appetizers, refreshments, and entertainment are provided.

08.29 - 08.31 schedule

This conference hits all the right notes!

Tuesday, August 29, 2023

7:30 – 8:30 a.m.

CSDA Board Meeting

7:30 a.m. – 6:30 p.m.

Exhibitor Showcase Open

7:30 – 8:30 a.m.

Continental Breakfast in the Exhibit Hall

Breakfast is included in full conference registration.

8:45 – 10:45 a.m.

Opening General Session and Keynote



Seth Mattison
*CEO and Founder of
FutureSight Labs*

**"The Heart of Leadership:
The Secret & Science to
Influencing & Leading During
Transformation"**

Leadership has always been about one thing: influence. To effectively manage transformation today, leaders must have the understanding and the skill to not only connect with the rational and logical aspects of people's brains but also have the capacity to reach their hearts to understand what ultimately drives human behavior at the deepest level.

In this highly interactive deep-dive discussion, leadership keynote speaker Seth Mattison will add a new perspective to the conversation of leadership today by dissecting the most critical skills and competencies leaders will need to acquire to elevate their impact on the teams they're supporting, the organizations they're leading, and the communities they live in.

Awards Presented:

- ▶ General Manager of the Year
- ▶ Board Member of the Year

- ▶ Staff Member of the Year
- ▶ SDLF New and Renewing Certified Special District Managers
- ▶ SDLF Essential Leadership Skills Certificate

11:00 a.m. – 12:00 p.m.

Scheduled Breakout Sessions

ABCs of Alternative Delivery Models for Capital Improvement Projects (CIPs)

Melanie Mow Schumacher, Soquel Creek Water District

With alternative delivery models being used more frequently for capital improvement projects (CIPs), it's important to know the pros/cons between various procurement methods. Design-build (DB) construction is a delivery method that provides an owner (special district) a single point of contact for both the design and construction phase of the project. Unlike traditional design-bid-build (DBB), the phases overlap, and team members (owner and DB firm) collaborate throughout the process to provide successful project delivery.

Public Agencies' Role in Forest Management and Keys to Successful Grant Applications

*Joel Metzger, Utica Water and Power Authority
Andy Fecko, Placer County Water Agency
Mark Egbert, Georgetown Divide and El Dorado Resource Conservation Districts*

As landscape-scale forest management becomes increasingly important to protect our communities, water supplies, and timberlands, public agencies have a unique opportunity to take leading roles in being good stewards of our natural resources. Hear from public agency managers who are on the cutting edge of forest management in California, learn about their ongoing projects, and find out how they worked with stakeholders. Local, state, and federal grants / appropriations are critical to public agencies' ability to move forest management projects forward, and the panel will identify preferred funding sources and share

Tuesday, August 29, 2023

the keys to successful grant applications. If a public agency in your community is ready to take on a forest management project, you don't want to miss this panel!

Role of the Board, Parliamentary Procedure, Brown Act, and Conflicts of Interest

Oliver Yee, Liebert Cassidy Whitmore

The board has significant fiduciary responsibilities and duties, much of which is guided by the law. This session will cover the essential legal functions and foundational principles surrounding board governance. Specifically, it will cover key provisions of the Brown Act, ethical responsibilities, conflicts of interest, and parliamentary procedures.

Save Money and Time with Programmatic Environmental Impact Reports (EIRs)

Tom Kennedy and Malik Tamimi, Rainbow Municipal Water District

CEQA compliance adds a great deal of time and money to every project. With rapidly aging infrastructure every pipeline will need work sooner or later. Rather than performing a separate CEQA action every time, Rainbow MWD decided to perform a Programmatic EIR (PEIR) to cover every pipeline in the district. Though this process took a bit longer, by evaluating nearly 400 miles of pipeline all at once, over 75% of water and over 90% of sewer pipelines are now fully covered by the action. The remaining pipelines are also covered with pre-defined monitoring and mitigation steps. Attendees will learn how to perform a systemwide PEIR, the cost and time benefits of a systemwide PEIR, and how future projects can be incorporated into the

PEIR via addendums.

Practicing Emotional Intelligence

Sylvette Wake, CPS HR Consulting

There is strong evidence that emotional intelligence is one of the strongest predictors of performance. Some research states that it is responsible for 58% of job performance and 90% of top performers have a high EQ. So, getting more EQ is a good thing. Join us to learn about the four quadrants of emotional intelligence and what you can do to boost your EQ.

Required Ethics AB 1234 Compliance Training (Part 1)*

Richard D. Pio Roda and Alex J. Mog, Meyers Nave

AB 1234 mandates agency officials receive two hours of ethics training every two years. This training covers all required topics, including conflicts, financial gain, prerequisites of office, transparency, and fair process.**

**Must attend both sessions to receive your digital certificate.*

***This presentation has been approved for 2 hours of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416*

LAFCOs – An Additional Resource for Special Districts

Joe Serrano, Santa Cruz LAFCO

Where does a district go to change its jurisdictional boundaries? Who determines when a new district is formed? The answer is the Local Area Formation of Counties (LAFCO). By the end of this session, not only will you understand the synergy between special districts and LAFCOs but you will leave as a LAFCO expert.

12:15 – 1:30 p.m.

Lunch with the Exhibitors

Lunch is included in the full conference registration.

All conference attendees are welcome to attend lunch in the exhibit hall. Enjoy your lunch while taking time to learn more about our exhibitors and the valuable services they provide. From risk management to accounting, HR, legal, banking services, and more – our exhibitors have some of the best of what you're looking for!



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1:45 – 3:00 p.m.

Scheduled Breakout Sessions

How CUPCCAA Benefits Special Districts in Delivering Public Works Projects

Will Clemens, Oceano Community Services District

The California Uniform Public Construction Cost Accounting Act provides special districts with the ability to implement alternative bidding procedures on public works projects costing less than \$200,000. The Act is voluntary and supports participating special districts with efficient and flexible project delivery. This session will cover key provisions of the act, benefits of participation and how to opt into the Act, pitfalls to avoid, and recent updates.

Public Events to Build Community Equity

Joshua Bonner, Coachella Valley Public Cemetery District
Victoria Llorc, Coachella Valley Water District
CV Strategies

Community equity has never been more important, as districts are increasingly responsible for solving some of the most pressing local issues in your neighborhood. Events and public gatherings can be an important component of your district's communication and public engagement plan. As an interactive experience, events allow your district to engage the community on a positive footing, building your district's image beyond just the service(s) you offer. Learn how to engage the community, build your brand, and recognize valuable partnership opportunities that exist within your community. Use your next event to move from a special district no one understands to a trusted community partner with an interest in giving back.

 Great for Young Professionals!

You Can (Central) Bank On It: The Importance and Impact of the Federal Reserve System to Your District's Investment Program

Brent Turner, California CLASS

How much do you really know about how the Federal Reserve works? While we have all seen "the Fed" in the news, how do its decisions impact the economy and the investor? In this session, attendees will gain a fuller understanding of the role that the Federal Reserve System plays in managing the nation's money supply, influencing the economy, and serving as a lender of last

resort. This session is meant to demystify a subject that is often presented and discussed in unnecessarily incomprehensible jargon, so if you are curious to learn more about the Federal Reserve and monetary policy in plain-English terms, please consider attending.

The Brown Act in a Modern World

Chelsea Straus, Richards Watson Gershon

This presentation will review the following:

- ▶ The Brown Act's new virtual meeting rules, including AB 361, AB 2449, and the Brown Act's traditional teleconferencing options
- ▶ AB 992's rules for commenting on social media about agency business
- ▶ Avoiding constitutional issues when monitoring your social media pages

What's All the Buzz About? How Partnerships Fuel Drone Innovation

Joshua Metz and Sophia Selivanoff, Regional Government Services
Chris Bley, Insight Up Solutions
Becca Fenwick, UCSC CITRIS Institute for Drone Education & Research

Come see what all the buzz is about with this budding industry before it takes off! We're on the cusp of a workforce transformation - and Monterey Bay, industry, governments, and academia have joined forces to chart a path for drones and robotics to automate work while strengthening community. A panel of leaders will share their lessons learned on strategic coalitions and working across organizations and sectors to craft a common vision for the future.

Required Ethics AB1234 Compliance Training (Part 2)*

Richard D. Pio Roda and Alex J. Mog, Meyers Nave

See previous session description.

**Must attend both sessions to receive your digital certificate.*

Hearings, Protests and Elections, Oh My! Implementing a Property-Related Fee

Kevin King, Reclamation District No. 1000
Eric Grotenhuis, Page Design
Greg Ghironzi, NBS

Aging infrastructure and increasing costs of service are common problems for many local agencies and the procedural challenges presented by Prop. 218 for property-related fees can be daunting. With a thoughtful approach to fee setting and

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implementation, funding for operation, maintenance and capital needs is possible to achieve. This session will discuss considerations for the fee-setting process, the approval procedure to include both the hearing and election steps, and public outreach efforts exemplified using a case study of Reclamation District No. 1000's stormwater fee.

3:45 – 4:45 p.m.

Scheduled Breakout Sessions

Leadership of Management

Robert Gutierrez, Rainbow Municipal Water District
Steve Hernandez, WaterWisePro Training LLC

Understanding the critical differences between leadership and management is an essential tool in efficiently operating any organization. Management is a form of control, while leadership is a form of influence. Persons in positions of authority need help to understand the dynamics of these two styles, impacting their ability to get the most out of their staff. This session will explore the concepts of servant leadership and how to leverage this leadership style to increase production, morale, and the willingness to stay with the organization.

 Great for Young Professionals!

Pricing Debt: Interest Rates, Fees, and Other Variables

Consultants of CSDA Finance Corporation
Don Bartz, Phelan Pinon Hills Community Services District

When an agency considers financing, interest rates are often the first concern and can vary based on several factors. In this interactive panel discussion, CSDA Finance Corporation consultants explain how financings are priced and interest rates are set in both the bond market and the bank placement market. We'll be joined by a special district general manager who will share insight into the financing process and the importance of communicating to board officials each step of the way.

How to Recruit When No One Knows What You Do

Kylie Sun, Tripepi Smith
Cathy Thompson, Tripepi Smith (TS) Talent Solutions

Many agencies are finding it difficult to not only keep employees engaged, but to find new, motivated talent to join their team. The challenge of finding new

employees increases when it isn't clear what exactly your organization does or what it values. Finding qualified candidates goes hand in hand with your ability to clearly communicate your organization's mission, culture, expectations, and responsibilities.

Presenters will share their tips and tricks for creating a seamless and successful recruiting process that educates the public on your organization and brings in top talent prospects.

Embracing Diversity, Equity, Inclusion, and Belonging as The Cultural Norm

Knickeita V. Bullock, UKG

Implementing Diversity, Equity, Inclusion, and Belonging (DEI&B) initiatives today isn't just the right thing to do. It's a business imperative that positively impacts the workforce and drives employee retention and engagement. To attract and retain talent in the post-pandemic world of work, governmental organizations need to move beyond DEI&B checkboxes and create inclusive cultures where employees feel valued and know they belong. This session will show you how to assess your organization's DEI&B progress, facilitate real organizational change through honest dialogue, and enable true inclusivity. Most importantly, you'll learn how to build a DEI&B practice that lasts.

Privacy and the Need to Share Information in the Workplace

Ryan Quadrel and Rob Cutbirth, Slovak Baron Empey Murphy & Pinkney LLP

Employees regularly provide confidential, personal health information (PHI) to employers and claims administrators through the onboarding process, requests for leaves of absence (LOA) or disability accommodation, and in response to workers' compensation claims. PHI might then be stored, shared, and used by Human Resources, Benefits, Risk Management, Claims Administrators, and others. Even with good intentions, such acts (and omissions) may create risk exposures in terms of statutory privacy violations, may harm or negate your ability to best manage LOA/disability accommodation requests, or result in a loss of defense to claims.



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Avoiding Conflicts of Interest and Maintaining Public Trust

Alex J. Mog, Meyers Nave

Maintaining public trust is critical to successfully serving as a public official. Conflicts of interest, both real and perceived, are a quick way for public officials to lose that trust. This session will provide an explanation of the requirements of SB 1439, which establishes significant new conflict of interest rules regarding campaign contributions, as well as tips for maintaining public trust.

This presentation has been approved for 1 hour of MCLE credit by the State Bar of California. Meyers Nave, a Professional Law Corporation, is a MCLE licensed provider. PN #10416

Learn How to Make Your Website Accessible Before a Costly Lawsuit Forces You

Martin Rauch, Rauch Communication Consultants, Inc.
Mac Clemmens, Streamline

State and federal laws and a growing number of legal judgments are pushing special districts to make their websites, media, and documents accessible to people with disabilities. If you don't know if your district's website and documents are Americans With Disabilities Act (ADA) compliant, they probably are not. And it could cost your district up to \$4,000 per day in fines. Join us at this fast-paced session where you will learn what is web and document accessibility and how it affects members of your district, why your district should care, and guidance on how your district can get and stay compliant.

5:00 – 6:30 p.m.

Mix and Mingle in the Exhibit Hall

(all registered attendees welcome)

Stop by the exhibit hall for a drink and hors d'oeuvres. Be sure to enter for one more chance to win one of our fabulous prizes!

The exhibit hall closes on Tuesday, August 29th at 6:30 p.m.



Wednesday, August 30, 2023

8:00 – 8:30 a.m.

SDRMA Sponsored Full Plated Breakfast

All registered attendees and exhibitors are welcome.

Breakfast is included in full conference registration.



8:30 – 10:30 a.m.

General Session Keynote



Matthew Luhn

*Formerly with Pixar, Story Artist,
Creativity Expert & Author*

Storytelling for Business

Storytelling is the #1 business skill necessary to connect, motivate, and lead people in today's world. Stories compel us to engage in experiences, learn lessons, and define our values and ourselves within our organization. Matthew Luhn, a 20-year Pixar story veteran, brings his experience creating and developing 10 blockbuster films at Pixar and provides practical strategies that teach and inspire people and teams to connect more effectively with audiences

on an emotional level. Matthew uses the power of storytelling to bridge the gap between business and heart, driving your story toward one unforgettable selling point.

Awards Presented:

- ▶ SDRMA Awards
- ▶ SDLF New and Renewing Transparency Certificate of Excellence
- ▶ SDLF New and Renewing District of Distinction

10:45 a.m. – 12:00 p.m.

Scheduled Breakout Sessions

Understanding Board Member Liability

*Peter Glaessner, Esq., Allen, Glaessner, Hazelwood & Werth
Debbie Yokota, Special District Risk Management Authority*

The goal of this presentation is to provide current and newly elected or appointed board members with a working understanding of the role of an elected official in the day-to-day governance of district operations. Public board members are covered by Public Officials Errors & Omissions policies. This session will inform board members what activities and actions are and are not covered by this policy.

The California Public Records Act: Don't Get Caught Unaware!

Sarah Lustig, Atkinson, Andelson, Loya, Ruud & Romo

It is imperative that public agencies know how to respond to and comply with requests for records under the California Public Records Act (CPRA). This session will provide an overview of the CPRA, including deadlines and methods for responding and a discussion of exemptions and statutory objections. It will also highlight trending legal developments surrounding the California Public Records Act and give tips and advice for responding to requests.

Blueprint for a Changing Workplace

Terri Bianco, CPS HR Consulting

Never has there been a better opportunity to create positive changes in your workplace. Everyone in your organization was affected by recent external events. No one is the same as they were before. People have adapted to working from home. They have become more independent, flexible, and more productive. Now it will change again and keep changing. As a

Wednesday, August 30, 2023

manager or supervisor, you are in a position to plan, to guide, and to influence the success of a new work culture. But how? This class offers ideas, processes, techniques, and behaviors to move things along in the right direction from the get-go.

Current IRS Audits Focused on Special District Issues

Judith Boyette and Mikaela Habib, Hanson Bridgett, LLP

This session will be focused on current increased IRS audits and compliance reviews dealing with areas that are of concern to California special districts. These IRS actions create the risk of potential large monetary penalties for special districts, as well as risk of damage to the public's perception of the special district.

Difficult Conversations - Ethics Complaints Against a Board Member

Steven Miller, Hanson Bridgett, LLP

Few issues are as sensitive and difficult as how to handle a complaint lodged against a sitting board member. Such a complaint usually raises legal challenges for an agency as well as political and emotional challenges for board members and staff. Maintaining internal cohesion and public trust can be extremely difficult. The process is often shrouded in secrecy, without the transparency often necessary to learn any meaningful lessons. Learn some best practices and identify key issues from an experienced ethics investigator and advisor. This session will explore how to address key legal issues and protect the agency, what an agency's goals should be, and how to establish protocols for the greatest chance of success.

What to Expect from Your Finance Department

Cindy Byerrum, Eide Bailly CPAs

Paul Kaymark, Nigro & Nigro PC

Larry McKenney, Amador Water Agency

This interactive session will help demystify the mysteries of the accounting and auditing world. A special district finance director will walk through what leadership should expect from the finance department, when to expect it, and talk about typical compliance reports expected from your finance professionals and common issues found with each.

10 Best Practices Every Board Member Should Know

Brent Ives, BHI Management Consulting

This session will cover:

- ▶ What correlates as critically important to boards.
- ▶ What are the most difficult aspects of working with the board?
- ▶ What are the most challenging issues of working with your GM and staff?
- ▶ What practices have you learned about being productive in the public environment?
- ▶ What have you learned about yourself in this job?

11:00 a.m. – 12:00 p.m.

SDLF Board and Annual Meeting

12:15 – 2:00 p.m.

Legislative Update Luncheon

(All attendees welcome)

CSDA's legislative and legal affairs team will present attendees with the most up-to-date information on the outcome of the biggest state and federal budgetary, legislative, and legal issues impacting special districts in 2023, as well as a sneak peek of what to expect in 2024. Learn about significant new laws coming your way and what they mean for special districts going forward.



Awards Presented:

- ▶ Innovative Project/Program of the Year Award (large district)
- ▶ Innovative Project/Program of the Year Award (small district)
- ▶ Exceptional Public Outreach & Advocacy Award (large district)
- ▶ Exceptional Public Outreach & Advocacy Award (small district)
- ▶ Recognition of Previous and Outgoing Board Members
- ▶ Ralph Heim Exceptional Outreach & Advocacy Award
- ▶ William Hollingsworth Award of Excellence

Lunch is included in the conference registration.

Wednesday, August 30, 2023

2:15 – 3:30 p.m.

CSDA Finance Corporation Board and Annual Meeting

2:15 – 3:30 p.m.

Scheduled Breakout Sessions

Cal/OSHA Requirements Made Simple

Enriqueta (Henri) Castro, CSP, Special District Risk Management Authority

While the ultimate goal of Cal/OSHA is to protect employees, we recognize how challenging it is to figure out which of the many Cal/OSHA regulations may apply to your district. There are regulations that apply to all employers, there are some that require written programs, there are those that apply only if there is an "occupational exposure", the list goes on and on. During this session we'll focus on Cal/OSHA regulations that commonly apply to special districts. We'll review the requirements based on operations and employee exposures, and then we'll review a step-by-step approach on how to break down the requirements to help simplify implementation. Participants will receive tools to easily navigate the requirements of 20 common regulations, as well as implementation guidance.

Cybersecurity Best Practices for Special Districts

Corey Kaufman, VC3

With ransomware attacks threatening local governments more than any other industry—even more than schools or healthcare organizations—a perfect storm exists as local governments are also often the least-equipped to handle a cyberattack. Many local governments do not even have the "basic basics" in place such as multi-factor authentication (MFA), endpoint detection and response (EDR), and data backup. We will answer the question, "Where do I begin with cybersecurity?" and present a checklist that distills tips, best practices, and recommendations that organizations can use to score themselves, find cybersecurity gaps, and create an action plan.

Surplus Land Act and Special Districts: Know the Impact

*Larry J. Kosmont, Kosmont Financial Services
Matt Cody, Best Best & Krieger LLP*

California is faced with a housing crisis. The State has revved up enforcement to accelerate the

production of affordable housing including the use of public agency-owned land. Effective in 2020, the Surplus Land Act (SLA) requires ALL public agencies including special districts to follow a process to sell or lease any public property by first offering it to a state-controlled list of affordable housing developers. The State Department of Housing & Community Development manages the process and now has an enforcement unit to ensure compliance. Learn how the SLA process will impact re-use of district properties and how to navigate the sale/lease/licensing of special district public agency property.

Leading a Values-Based Organizational Culture

Sean Barclay, Tahoe City Public Utility District

Creating alignment around a shared set of values at an organizational level requires so much more than just adopting a "set of words on a wall." This session will examine one district's journey towards implementing a set of shared values and behaviors that guide decision-making, from strategic planning to everyday customer interactions. The session will share actual experiences along the way towards implementation, including the challenges and real benefits realized over time. Come learn firsthand from our mistakes and successes and take-home practical tips to help you understand if a values-based organizational culture is the right fit for your district.

 Great for Young Professionals!

A Step-by-Step Guide to Building an Effective Multi-Year Strategic Plan

Martin Rauch, Rauch Communication Consultants, Inc

Whatever the challenges facing your district, it is critical to build a realistic and well-supported plan to get there. Whether your district has an existing planning process or is looking to start one for the first time, this session will provide proven methods for evaluating the issues, challenges, and opportunities facing your district, and developing clear and practical direction for the future. It will distinguish the roles of the board and staff in the process. This lively session will also feature sharing of experiences (good and bad) by the participants and presenter, and practical tips that you can bring home. We will also explore how to successfully engage the board, executive team, staff, and public in this process.

Skilled and Trained Workforce: When is it Triggered and What Are My Agency's Responsibilities?

Deborah Wilder, Contractor Compliance and Monitoring, Inc.

Skilled and Trained Workforce (STW) requirements now attach to 15 different types of projects from school lease back contracts to design build contracts of one million dollars or more. As more and more construction projects include STW requirements, join us for an educational session to determine if and when your project will be subject to STW, what the agency's obligation is to monitor and collect monthly reports, and when progress payments should be withheld. Finally, learn the requirements for mandatory reporting of non-compliant contractors to the Department of Industrial Relations.

Sexual Harassment Prevention (Part 1)*

Victoria Danna, Best Best & Krieger LLP

This training satisfies California Assembly Bills 1825, 2053, and 1661 biannual requirements. This training applies to supervisory and private business professionals with 50 or more employees, as well as elected officials. Attendees will learn what constitutes sexual harassment and discrimination in the workplace, how to recognize and prevent harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences of harassment, and a discussion about gender identity and gender expression in the workplace, in compliance with Senate Bill 396.

**Must attend both sessions to receive your digital certificate.*

3:45 – 5:00 p.m.

Scheduled Breakout Sessions

Reserves: What Every Board Member, General Manager, Finance Staff AND Taxpayer Should Know

Tom Scaglione, Grossmont Healthcare District

This interactive session will explore real reserve policies from a variety of California special districts to consider policy provisions worthy of imitation and those to avoid. We'll discuss the foundation provided by California law and industry guidelines and discover how to write a policy that doesn't sound like it was written by an accounting nerd. As stewards of the people's money, we need to communicate effectively on how our reserve

policies meet the unique financial and operational objectives of each district. Participate in this important session and gain the confidence you need to know what reserve policy is best for your district and your customers.

Building an Effective Board Management Team – Here's How

Martin Rauch, Rauch Communication Consultants, Inc.

This session will provide best practices, review case studies, and allow participants to discuss strategies for building an effective board and management team. You will take home ideas for change and improvement, including how to evaluate whether to have committee meetings and if so, how to structure them; how to ensure your board is focusing on the right information and issues; how to provide clear policy direction to the manager; and how to develop a pain-free and productive method for evaluating the manager's performance.

Sexual Harassment Prevention (Part 2)*

Victoria Danna, Best Best & Krieger LLP

See previous session description.

**Must attend both sessions to receive your digital certificate.*

Understanding CEQA's Requirements Regarding Tribal Cultural Resources and AB 52 Tribal Consultation

Amy Hoyt and Sarah Owsowitz, Best Best & Krieger LLP

The California Environmental Quality Act ("CEQA") requires lead agencies to analyze a project's potentially significant impacts on Tribal Cultural Resources. And before releasing any negative declaration, mitigated declaration or environmental impact report to the public, CEQA requires lead agencies to invite any California Native American tribe, who has previously submitted a written request, to consult with the lead agency pursuant to AB 52. AB 52 consultation recognizes that California Native American Tribes have valuable expertise regarding their tribal history and practices that should be considered when studying potentially significant impacts on Tribal Cultural Resources.

This session will discuss CEQA's requirements regarding analysis of Tribal Cultural Resources, including requirements regarding AB 52 consultation.

When the Gavel Strikes: Tips for Efficient and Effective Board Meetings

Craig Steele, Richards Watson Gershon

Public meetings influence how your agency is perceived by the public. Meeting management strategies can make board meetings more effective and promote an image of efficiency and transparency. In this session, we share tips for minimizing disruptions, facilitating public participation, and fostering a thoughtful-yet-convivial atmosphere during board meetings.

Contracting Do's and Don'ts: Public Works, Services, Materials, Supplies, and Equipment

Gary Bell, Colantuono Highsmith & Whately, PC

All special districts contract for services, materials, supplies, and equipment and frequently public works, too. There are different procedures in principal acts and other provisions of state law for each, required policies for some, and pitfalls if procedures aren't followed. This session will distinguish between the different types of procurement, discuss the rules that apply to each, and provide practical advice for board members and staff regarding these processes.

5:00 – 6:00 p.m.

SDRMA Member Reception

Light appetizers and drinks will be served.

Electronic Invitation to SDRMA Members to follow – approximately one month prior to the event.

Thursday, August 31, 2023

8:00 – 10:00 a.m.

Closing Breakfast: Connect and Collaborate

We've saved the best for last! Join us for a unique and valuable opportunity to spend time with your special district peers, discuss issues unique to your particular district type, trade ideas and best practices, and listen to one another's stories. Continental breakfast will also be provided. It's the perfect way to wrap up the Annual Conference!

Awards Presented:

- ▶ Excellence in Technology
- ▶ Chapter of the Year
- ▶ Beacon Awards

10:00 a.m.

Conference Adjourns



6:00 – 9:00 p.m.

Taste of the City

(all registered attendees welcome)

The Dueling Pianos are back to take your requests while you dance the night away, sample local food and beverages, and enjoy a silent auction.



9:00 – 11:00 p.m.

Karaoke After Party

Let's keep the party going... Join us for the ultimate Taste of the City After Party! Belt out your favorite tunes as we let loose to celebrate a great Annual Conference!

\$25 includes admission and 2 drinks. All proceeds support the Special District Leadership Foundation.*





Attendee Registration Form

Hotel Reservations *Marriott and Portola Hotel & Spa*

CSDA room reservations within the CSDA Room Block for the Annual Conference and Exhibitor Showcase are available at the Marriott and Portola Hotel & Spa starting at the rate of \$229 plus tax. The room reservation cut-off is August 5, 2023; however, space is limited and may sell out before this date. Information regarding hotel reservations and links to book in the CSDA room block will be emailed to the attendee only (not the individual registering the attendee) within 24 hours of registration.

Full Conference Registration Fees Include:

- ▶ President's Reception with the Exhibitors
- ▶ Keynote Sessions
- ▶ Continental Breakfast with the Exhibitors
- ▶ Lunch with the Exhibitors
- ▶ Mix and Mingle in the Exhibit Hall
- ▶ SDRMA Full Plated Breakfast
- ▶ Legislative Update Luncheon
- ▶ All Breakout Sessions
- ▶ "Taste of the City" Reception
- ▶ Closing Breakfast

Three Ways to Register

- 1** ONLINE by visiting the CSDA Annual Conference website at conference.csda.net.
- 2** FAX your registration form to 916-520-2465. (All faxed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

| Name: | | Title: | | |
|--|------|---------------------------------------|--------------------------------|----------|
| District: | | | | |
| Address: | | | | |
| City: | | State: | Zip: | |
| Phone: | | Fax: | | |
| Email: | | Website: | | |
| Special Needs (include dietary): | | | | |
| Emergency Contact: | | | | |
| Conference Registration Fees | | Early Bird (on/before August 5, 2023) | Regular (after August 5, 2023) | SUBTOTAL |
| <input type="checkbox"/> CSDA Member - Full Conference | | \$ 675.00 | \$750.00 | |
| <input type="checkbox"/> Non-member - Full Conference | | \$ 1,010.00 | \$ 1,125.00 | |
| <input type="checkbox"/> Guest of a Member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian | | \$ 350.00 | \$ 425.00 | |
| <input type="checkbox"/> Guest of a Non-member - Full Conference (Cannot be from a district/company) <input type="checkbox"/> Vegetarian | | \$ 525.00 | \$ 635.00 | |
| <input type="checkbox"/> CSDA Member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday | | \$ 375.00 each day | \$ 400.00 each day | |
| <input type="checkbox"/> Non-member - One-day registration <input type="checkbox"/> Tuesday <input type="checkbox"/> Wednesday <input type="checkbox"/> Thursday | | \$ 560.00 each day | \$ 600.00 each day | |
| Separate Registration Fees | | Member | Non-member | SUBTOTAL |
| <input type="checkbox"/> Pre-Conference Workshop: SDLA Module 1: Governance Foundations - Aug. 28 | | \$ 250.00 | \$ 375.00 | |
| <input type="checkbox"/> Pre-Conference Workshop: So, You Want to Be a General Manager? - Aug. 28 | | \$ 100.00 CSDA Member/Non-member | | |
| <input type="checkbox"/> SDLF Scramble for Scholarships Golf Tournament - Aug. 28 | | \$ 110.00 (includes lunch) | | |
| <input type="checkbox"/> Pre-Conference Tour: Elkhorn Slough Safari Boat Tour and Moss Landing Harbor District Tour - Aug. 28 | | \$ 50.00 CSDA Member/Non-member | | |
| <input type="checkbox"/> Young Professionals Pre-Conference Tour: Elkhorn Slough Kayak Tour and Moss Landing Harbor District - Aug. 28 | | \$ 90.00 CSDA Member/Non-member | | |
| <input type="checkbox"/> "Taste of the City" Reception (Guests only) - Aug. 30 | | \$ 80.00 | \$ 120.00 | |
| <input type="checkbox"/> Karaoke After Party - Aug. 30 | | \$ 25.00 CSDA Member/Non-member | | |
| | | | TOTAL | |
| Payment Information | | | | |
| Payment type: <input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> Discover | | | | |
| Account name: | | Account Number: | | |
| Expiration date: | CVC: | Authorized Signature: | | |

Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than Saturday, August 5, 2023. All cancellations received by this date will be refunded less a \$75 processing fee. There will be no refunds for cancellations made after August 5, 2023. Substitutions are acceptable and must be done in writing no later than August 18, 2023 at 5:00 p.m. Please submit any cancellation notice or substitution request to jennifers@csda.net or fax to 916-520-2465.

Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meeting and other activities constitutes an agreement by the registrant to CSDA's use and distribution (both now and in the future) of the registrant or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.

Anti-Discrimination and Harassment Policy: CSDA is dedicated to a harassment-free event experience for everyone. Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at www.csda.net/about-csda/who-we-are.



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Sacramento, CA 95814

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Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Approve Sponsorship Opportunity to the California Association of Sanitation Agencies (CASA) Education Foundation

Suggested Action

Approve

Strategic Plan Compliance

GOAL 4: Increase Community Understanding and Support

Fiscal Impact

Sponsorship opportunities are \$100 to \$5,000. If the District sponsors the CASA Education Foundation, the District will utilize funds from property tax assessment revenue for this sponsorship.

Environmental Review

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

Background

CASA represents the interests of local clean water agencies in California that treat wastewater and produce renewable resources such as recycled water, clean energy, and soil enhancements (biosolids). Recognizing the need to recruit new professionals into the industry, CASA members encouraged the association to establish the CASA Education Foundation, a non-profit 501(c)(3) organization committed to raising money and offering competitive scholarships to support undergraduate students seeking degrees connected to working at a local public wastewater facility. Through scholarships, students can focus on their studies in engineering, natural resources, public administration, wastewater operations, and other areas in the clean water sector.

The District will benefit from this sponsorship through increased brand exposure and creating awareness of wastewater education and future career opportunities.

Recommendation

Staff recommends that the Board of Directors approve a one-time contribution to the California Association of Sanitation Agencies (CASA) Education Foundation for a specified amount.

Attachments

[7.2 Attachment A CASA Education Fund Pledge Form.pdf](#)

Today's Youth are Tomorrow's Leaders

Help develop the next generation of clean water professionals



The CASA Education Foundation helps ensure clean water for Californians by awarding scholarships to promising students on a path to serving the environmental community.

With no funding received from outside sources, the Foundation relies 100% on individual and organizational donations.

Your donation...

- Is an investment in the next generation of environmental professionals
- Helps address the challenges of an aging workforce
- Provides opportunities for you to meet and recruit talented scholarship recipients
- Identifies your organization as leaders in the industry
- Offers public relations opportunities
- Is tax-deductible

Please consult your tax professional
501c (3) tax-exempt ID number 90-0869052

Through scholarships, students can focus on their studies in the fields of engineering, natural resources, public administration, wastewater operations, and other disciplines in the clean water sector.



PLEDGE FORM



\$100 can help a student focus on his or her studies
\$500 can put textbooks in a student's hands
\$1,000 can help a student realize his or her potential
\$5,000 sponsors a student's entire scholarship

- Yes**, I/we want to support the future of California's clean water community.
I/we pledge a **one-time donation** in the amount of \$_____.

- Yes**, I/we want to support the future of California's clean water community.
I/we pledge a **recurring annual donation** in the amount of \$_____.

Name of Organization

Name of Individual

Address

City

State

Zip

Email

Phone

Please accept the contribution in the name/memory of: _____

Please return form to any CASA Education Foundation Board member, CASA staff member, or to CASA via email or U.S. mail.

Please make checks payable to **CASA Education Foundation**, and mail along with this form to:

CASA Education Foundation
c/o Smith Moore & Associates
808 R Street, Suite 209
Sacramento, CA 95811
Phone: (916) 446-0388
dwelch@casaweb.org

*Thank you for
your support!*

————— **CASA EDUCATION FOUNDATION BOARD OF DIRECTORS** —————

Mike Dunbar
Marco Palilla
Jim Dunbar

Joyce Gwidt
Jim Herberg
Adam Link

E.J. Shalaby
Rick Vaccaro
Betty Burnett



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Jeanette Juarez, Chief Administrative Officer
SUBJECT: Adopt Resolution 2023-1186 Amending Employee Wages & Benefits Effective July 1, 2023, and Rescind Resolution 2023-1178

Suggested Action

Approve

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact of the recommendations is included in the adopted comprehensive budget for the fiscal year 2023/24.

Environmental Review

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

Background

At the May 23, 2023, meeting, the Board of Directors adopted Resolution 2023-1178 amending the wages and benefits for District employees effective July 1, 2023. Due to an oversight Section 11 Standby Pay was not updated to include the board-approved Cost of Living Adjustment (COLA). This resolution corrects the oversight and updates the standby special assignment pay as follows:

- \$46.23 per weekday
- \$91.38 per Saturday, Sunday, and District observed holidays

In addition, in Section 4, CalPERS updated the employee contribution to CalPERS for the “Classic”

employees to 8.000%. The original projected value was 7.960% per the CalPERS Actuarial Valuation – June 30, 2021, report.

Recommendation

Staff recommends that the Board adopt Resolution No. 2023-1186 amending the Employee Wages & Benefits effective July 1, 2023, and rescinding Resolution No. 2023-1178.

Attachments

[7.3 Attachment A Resolution 2023-1186.docx](#)

[7.3 Attachment B CalPERS Contribution.pdf](#)

RESOLUTION NO. 2023-1186
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY
DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2023,
AND RESCINDING RESOLUTION 2023-1178

The General Manager submitted to the Board of Directors a comprehensive budget for Fiscal Year 2023-24 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 on September 27, 2022.
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 14.200% toward retirement of all “Classic” employees enrolled in the Tier 1 Retirement Plan and 8.00% for all “PEPRA” employees enrolled in the Tier 2 Retirement Plan.
4. Employee Contribution to CalPERS: Employees will contribute the employee contribution rate of 8.000% for all “Classic” employees enrolled in the Tier 1 Retirement Plan and 8.250% 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 contribution amount for the calendar year 2023 is \$151 per month. Effective January 1, 2024, the contribution amount will increase to \$157.
7. Cafeteria Plan: The District will contribute up to \$2,287 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 \$46.23 per weekday and \$91.38 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-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. Effective September 1, 2022, employees approved for a new certification will receive an incentive of \$150 per month for each certification. No additional incentive will be given for higher certification levels. Employees who were enrolled in the lateral certification program before September 1, 2022, that receive amounts that exceed \$150 per month will phase down equally such that they will be phased down to \$150 per month by June 30, 2025.

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, exercise and fitness classes, or fitness technology (Fitbit, Peloton, Mirror, etc.). 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. Except as noted, the effective date of these changes is July 1, 2023.

29. Resolution 2023-1178 is rescinded.

ADOPTED this 25th day of July 2023, by the following roll call vote.

AYES:

NAYES:

ABSENT:

ABSTAIN:

Debra Canero, President

ATTEST:

Scott Sear, Secretary/Treasurer

Required Contributions

| Required Employer Contributions | Fiscal Year 2023-24 |
|---|------------------------|
| Employer Normal Cost Rate | 14.20% |
| <i>Plus</i> | |
| Required Payment on Amortization Bases¹ | \$0 |
| <i>Paid either as</i> | |
| 1) Monthly Payment | \$0.00 |
| <i>Or</i> | |
| 2) Annual Prepayment Option* | \$0 |
| <i>The total minimum required employer contribution is the sum of the Plan's Employer Normal Cost Rate (expressed as a percentage of payroll and paid as payroll is reported) plus the Employer Unfunded Accrued Liability (UAL) Contribution Amount (billed monthly (1) or prepaid annually (2) in dollars).</i> | |
| <i>* Only the UAL portion of the employer contribution can be prepaid (which must be received in full no later than July 31).</i> | |

| | Fiscal Year 2022-23 | Fiscal Year 2023-24 |
|--|------------------------|------------------------|
| Development of Normal Cost as a Percentage of Payroll | | |
| Base Total Normal Cost for Formula | 19.55% | 21.30% |
| Surcharge for Class 1 Benefits ² | | |
| a) PRSA | 0.81% | 0.86% |
| Phase out of Normal Cost Difference ³ | 0.00% | 0.00% |
| Plan's Total Normal Cost | 20.36% | 22.16% |
| Formula's Expected Employee Contribution Rate | 7.96% | 7.96% |
| Employer Normal Cost Rate | 12.40% | 14.20% |

¹ The required payment on amortization bases does not take into account any additional discretionary payment made after April 29, 2022.

² Section 2 of this report contains a list of Class 1 benefits and corresponding surcharges for each benefit.

³ The normal cost change is phased out over a five-year period in accordance with the CalPERS contribution allocation policy.

Home Profile Reporting Person Information Education Other Organizations

Summary Payments Receivables Retirement Contract

Retirement Contract Information

Contract Number: 30039
Contract Effective Date: 12/13/1998

Contract Status: Active

[View Benefit Information](#)

Contract Event Summary

[View More Actions >>](#)

| Contract Event | Status | Member Category | Submission Date | Effective Date | Amendment Status |
|---------------------------|----------|-----------------|-----------------|----------------|------------------|
| Amendment | Approved | | 08/13/2015 | 08/30/2015 | Completed |
| Contract Initiation | Active | Miscellaneous | 12/11/1998 | 12/13/1998 | |

Rate Summary

[View More Records >>](#)

| Member Category | Benefit Level | Effective Date | Rate Plan Identifier | Effective Employer Rate | Employee Rate | Employee Rate Modifier | Net Employee Rate | Total Rate |
|-----------------|---------------|----------------|----------------------|-------------------------|---------------|------------------------|-------------------|------------|
| Miscellaneous | First | 12/13/1998 | 3242 | 14.2% | 8% | 0% | 8% | 22.2% |
| Miscellaneous | PEPRA | 01/01/2013 | 27210 | 8% | 8.25% | 0% | 8.25% | 16.25% |

Employer Resolutions /Written Labor Agreements

[View More Actions & Records >>](#)

| Resolution Type | Status | Submission Date | Effective Date | Affected Group | Resolution Status |
|--|-----------|-----------------|----------------|----------------|-------------------|
| Tax-Deferred Member Contribution | Active | 05/24/1999 | 05/25/1999 | | Completed |
| Tax-Deferred Service Credit Purchase | Active | 10/18/2000 | 10/19/2000 | | Completed |
| Employer Paid Member Contribution | Cancelled | 07/18/2012 | 07/01/2012 | | |
| Employer Paid Member Contribution | Pending | 07/18/2012 | 07/01/2012 | | |

Exclusions

[View More Actions >>](#)

| Exclusion | Exclusion Effective Date | Removal Date | Removed Prospectively |
|--|--------------------------|--------------|-----------------------|
| Other - MEMBERS OF THE GOVERNING BODY FIRST ELECTED OR APPOINTED PRIOR TO JULY 1, 1994 | 12/13/1998 | | No |
| Other - ALL LOCAL SAFETY EMPLOYEES | 12/13/1998 | | No |

OTHER - ALL LOCAL SAFETY EMPLOYEES

12/13/1998

NO

Other: EXCLUDE EES WHO ARE MEMBERS OF THE VALLEY
SANITARY DIST MONEY PURCHASE PLAN AND WHO DID NOT
WAIVE THEIR RIGHTS UNDER THAT PLAN ON 12-13-98.

Exclusion Effective Date
12/13/1998

Removal Date

Removed Prospectively
No

Positions

| Position | Member Category | Exclude From Retirement Contract | Retirement Exclusion Reason |
|-------------------|-----------------|----------------------------------|-----------------------------|
| No results found. | | | |

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Build: v10.9.0.a Baseline: 230619_222521_v10.9_Int.1055 **UID: 395**



Valley Sanitary District

DATE: July 25, 2023
TO: Board of Directors
FROM: Holly Gould, Clerk of the Board
SUBJECT: Draft Minutes of the Community Engagement Committee Meeting
- July 18, 2023

Suggested Action

Discuss

Strategic Plan Compliance

GOAL 6: Improve Planning, Administration and Governance

Fiscal Impact

There is no fiscal impact from this report.

Environmental Review

This does not qualify as a project for the purposes of CEQA.

Background

Attached are the draft minutes of the Community Engagement Committee meeting held on July 18, 2023.

Recommendation

Staff recommends that the Board receive an update from the Community Engagement Committee members.

Attachments

[18 Jul 2023 Meeting Minutes.edited.doc](#)

**VALLEY SANITARY DISTRICT
COMMUNITY ENGAGEMENT COMMITTEE
REGULAR MEETING MINUTES
July 18, 2023**

A meeting of the Valley Sanitary District (VSD) Community Engagement Committee was held at 45-500 Van Buren Street in Indio, California, on Tuesday, July 18, 2023.

1. CALL TO ORDER

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

2. ROLL CALL

Directors Present:
Chairperson Scott Sear

Directors Absent:
Committee Member Mike Duran

Staff Present:
Jason Dafforn, General Manager; and Holly Gould, Clerk of the Board

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENT – None

5. DISCUSSION / ACTION ITEMS

5.1 Approve Minutes for March 21, 2023, and May 16, 2023, Community Engagement Committee

Item postponed until next meeting.

5.2 Community Engagement Topics of Discussion

Chairperson Sear and Jason Dafforn, General Manager, discussed the 100-year celebration of the District in 2025. They discussed different ideas for events. The District has the Coachella Valley History Museum (CVHM) available to use as a venue for the event. It was suggested that Mr. Dafforn contact CVHM to secure a date. It was discussed to host the celebration in the cooler months and look at weekend dates to avoid conflict with council meetings. Chairperson Sear asked Mr. Dafforn to contact legal counsel about possibly selling partnerships to offset costs. He also suggested reaching out to Ballet Folklorico Del Sol

Desierto and other local artists or musicians as entertainment for the event. They also discussed an open house event where the public could come to the District and tour the facility. Chairperson Sear stated that he'd like to see the 100-year celebration be a reset for the District, which re-branding may need to be done. Chairperson Sear also stated that he'd like to see a dedication done to honor Director William Teague and all he has done for the District. He requested Mr. Dafforn provide some ideas. He also requested that Mr. Dafforn inform the Board of the engagement assets the District has, including easy-up shades, tabletops, banners, handouts, and giveaways for events. He also asked about inviting spouses to events and discussed bringing your child to work day for employees. Chairperson Sear suggested finding out about creating a youth governance board or student advisory board for the District. He emphasized the importance of engaging the youth. He requested Mr. Dafforn investigate being able to let a non-profit organization use the District's annual event for the CVHM if the District is not going to use it. Mr. Dafforn requested guidance on publishing a Request for Proposal (RFP) for community engagement firms. He feels it is important to have a firm onboard, especially going into the 100-year celebration events. Chairperson Sear informed Mr. Dafforn that he thought moving forward with the RFP was a good idea.

6. **COMMITTEE MEMBER ITEMS** – None

7. **ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 1:45 p.m. The next regular committee meeting will be on September 19, 2023.

Respectfully submitted,
Holly Gould, Clerk of the Board
Valley Sanitary District