



Board of Directors Regular Meeting
Tuesday, April 27, 2021 at 1:00 PM
Valley Sanitary District
45-500 Van Buren Street, Indio, CA 92201

*****SPECIAL NOTICE – VIA VIDEOCONFERENCE*****

Pursuant to the Governor’s Executive Order N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020; the Board of Directors regular meeting will be conducted remotely through Zoom. **Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link:** <https://zoom.us/j/99357200274> Meeting ID: 993 5720 0274 or by calling 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at hgould@valley-sanitary.org.

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

Consent calendar items are expected to be routine and noncontroversial, to be acted upon by the Board of Directors at one time, without discussion. If any Board

member requests that an item be removed from the consent calendar, it will be removed so that it may be acted upon separately.

- 3.1. Approve April 13, 2021 Regular and April 20, 2021 Special Meeting Minutes 4 - 9
[3.1 13 Apr 2021 Meeting Minutes.pdf](#) 
[3.1 20 Apr 2021 Special Meeting Minutes.pdf](#) 
- 3.2. Approve Warrants for April 8 through April 21, 2021 10 - 11
[3.2 Warrants for April 8 to April 21, 2021.pdf](#) 
- 3.3. Accept Monthly Financial Report for Period Ending March 31, 2021 12 - 17
[3.3 Staff Report Monthly Financial Report for February 2021.pdf](#) 
[Attachment A Monthly Income Summary - March 2021.pdf](#) 
[Attachment B Combined Monthly Account Summary - March 2021.pdf](#)

[Attachment C Summary of Cash and Investments - March 2021.pdf](#)


4. NON-HEARING ITEMS

- 4.1. The NELAC Institute (TNI) Laboratory Compliance Presentation by Anna Bell, Laboratory & Compliance Supervisor
- 4.2. Adopt the Brand & Image Use Policy 18 - 21
[4.2 Staff Report Brand and Image Use Policy.pdf](#) 
[4.2 Attachment A Brand and Image Use Policy.docx](#) 

5. GENERAL MANAGER'S ITEMS

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

6. COMMITTEE REPORTS

7. DIRECTOR'S ITEMS

Director's items not listed are for discussion only; no action will be taken without an

urgency vote pursuant to State law.

8. INFORMATIONAL ITEMS

May 2 - 7, 2021 is National Public Service Recognition Week, which was created in 1985 to honor those who serve as federal, state, county, and local government employees. You can get more information about this event at <https://psrw.ourpublicservice.org/>.

9. PUBLIC COMMENT

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

10. CONVENE IN CLOSED SESSION

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

- 10.1. Pursuant to Government Code Section 54954.5. Public Employee Performance Evaluation - General Manager

11. CONVENE IN OPEN SESSION

Report out on Closed Session items

12. ADJOURNMENT

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

UNOFFICIAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

April 13, 2021

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via videoconference, on Tuesday, April 13, 2021.

1. **CALL TO ORDER**

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

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, Ron Buchwald, and Robert Hargreaves, Best Best & Krieger

Guests Present:

Hugh Curtis, Desert Cornerstone Insurance

Paul Fuller, Allied Public Risk

1.2 Pledge of Allegiance

2. **PUBLIC COMMENT**

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

None.

3. **CONSENT CALENDAR**

3.1 Approve March 23, 2021, Regular Meeting Minutes

3.2 Approve Warrants for March 18 to April 7, 2021

ACTION TAKEN:

MOTION:

Director Teague a motion to approve the consent calendar items as presented. Director Duran seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2021-3091

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4. NON-HEARING ITEMS

4.3 Annual Renewal of the Business Package Policy and Earthquake Policy for the Fiscal Year 2021/22 in an Amount Not to Exceed \$311,952

To accommodate our guests, President Sear moved item 4.3 for discussion first under the non-hearing items.

Hugh Curtis from Desert Cornerstone Insurance Service, Inc., and Paul Fuller from Allied Public Risk presented the Business Package Policy and the Earthquake Policy renewal. The 12-month coverage period is from July 1, 2021 – June 30, 2022. The Business Package Policy includes the Property, General Liability, Management Liability, Inland Marine, Auto and Umbrella coverage. The proposed renewal for July 1, 2021 is \$124,962. The Earthquake Policy renewal for July 1, 2021 is \$186,990. Mr. Fuller explained that due to social inflation, wildfires, and the uptick on employment practices left little room for negotiation this year.

ACTION TAKEN:

MOTION:

Director Duran made a motion to delegate authority to the General Manager to negotiate and execute a contract with Desert Cornerstone Insurance Service, Inc. for the purchase of the Business Package Policy and the Earthquake Policy in an amount not to exceed \$311,952. Director Teague seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3092

4.1 Discuss Connection Fee Analysis and Provide Direction to Staff for Fiscal Year 2021/22

Jeanette Juarez, Business Services Manager, presented the District with the cost-of-services analysis and rate study for its wastewater service charges performed by NBS. NBS examined the sewer capacity fee analysis prepared in May of 2019, which is the basis of the current sewer capacity fee of \$4,400 per equivalent dwelling unit (EDU). NBS determined that there is a problem with the current calculation in that it understates the average gpd of flow, the lbs./day of COD, and the lbs./day of TSS. NBS's current update of the District's sewer rates confirmed that the most recent average residential winter water use is 306 gpd, which is 33% higher than the 230 gpd used in the May 2019 analysis for the current rate. Also, the lbs./day of COD and TSS are also proportionally higher at 306 gpd vs. 230 gpd. Adjusting the formula to the correct average values of gpd of flow, the lbs./day of COD, and lbs./day of TSS results in a Connection Capacity Charge of \$5,833 per EDU. Staff's recommendation is to add the proposed connection capacity charge to the Fiscal Year 2021/22 fee schedule and set a public hearing date for 05/25/21.

ACTION TAKEN:

MOTION:

Secretary Canero made a motion to authorize staff to add the proposed connection capacity charge to the Fiscal Year 2021/22 fee schedule and set a public hearing date for 05/25/21. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

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AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3093

- 4.2 Authorize the General Manager to Amend the Contract with NBS for the Sewer Rate Study for an Additional \$19,720 for a Total Contract Amount Not to Exceed \$68,065

Beverli Marshall, General Manager, informed the Board the due to unexpected and significant data analysis that NBS had to perform to verify the water consumption and the estimated EDUs that would be used as the basis for sewer charges, original contract amount had to amend the contract to add \$19,720, for a total contract amount not to exceed \$68,065. The original cost for the study was \$48,345. To avoid a delay in completing the sewer rate study, and with the transition of primary consultants, the additional labor hours were not calculated and submitted prior to the work's completion. The actual cost of the overages was \$33,232 but since NBS did not request prior approval for this cost overrun, they have submitted an amended Scope and Cost of Services for \$19,720.

ACTION TAKEN:

MOTION:

Director Duran made a motion to amend the contract with NBS for the sewer rate study for an additional \$19,720 and a total contract amount not to exceed \$68,065. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2021-3094

5. GENERAL MANAGER'S ITEMS

- 5.1 Monthly General Manager's Report – February 2021

Beverli Marshall, General Manager, informed the Board that Jeanette Juarez, Business Services Manager, presented the proposed sewer rate increase to the Indio City Council meeting. She stated that staff has been receiving feedback on the proposed rates but not too many protest letters.

6. COMMITTEE REPORTS

- 6.1 Budget & Finance Committee – Draft March 30, 2021 Special Meeting Minutes

- 6.2 Operation's Committee – Draft April 6, 2021, Regular Meeting Minutes

Budget & Finance Committee Chair, Dennis Coleman, reported out on the meeting of March 30, 2021. He informed the board that Jeanette Juarez presented a power point presentation on the draft FY 2021/22 Operations and Maintenance and Capital Budget. The committee suggested minor recommendations to the presentation.

Operations Committee Chair, Ron Buchwald, reported out on the meeting of April 6, 2021. The committee discussed the new asset management program and Mr. Buchwald presented a power point

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presentation on the draft FY 2021/22 Capital Budget. The committee suggested minor recommendations to the presentation.

7. DIRECTOR'S ITEMS

None.

8. INFORMATIONAL ITEMS

A special budget workshop is scheduled for April 20, 2021 at 1:00 p.m. for the Board to go over the draft Fiscal Year 2021/22 O&M and Capital Budgets. There is an upcoming EVRA meeting scheduled for Monday, April 26, 2021 at 1:00 p.m.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:10 p.m. The next regular Board meeting will be held on April 27, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

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VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING

April 20, 2021

Valley Sanitary District conducted this meeting in accordance with California Governor Newsom's Executive Orders N-29-20 and COVID-19 protocols.

A special Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via videoconference, on Tuesday, April 30, 2021.

1. CALL TO ORDER

President Sear called the meeting to order at 1:05 p.m.

1.1 Roll Call

Directors Present:

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

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Jeanette Juarez, and Ron Buchwald

1.2 Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. CONSENT CALENDAR

None.

4. NON-HEARING ITEMS

4.1 Discuss Draft Operations & Maintenance (O&M) and Capital Budget for Fiscal Year 2021/22 and Provide Direction to Staff

Jeanette Juarez, Business Services Manager, presented the FY22 Operating & Maintenance (O&M) and Capital Budget Power Point Presentation to the Board. The proposed draft O&M and capital budgets for FY22 are \$10,967,155 and \$15,912,465, respectively. The O&M budget encompasses such costs as wages, operating supplies, loan payments, insurance premiums, and other overhead costs to run day-to-day operations. The capital budget incorporates key projects to further advance the District's Capital Improvement Program (CIP). The CIP for FY22 includes the Reclaimed Water Phase 1 treatment upgrade project, the Influent Pump Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program. The presentation highlighted FY21 milestones,

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the budget process and strategies, summaries of the operating and capital budgets, analysis of expenses, analysis of funding, proposed positions, and budget comparisons. After the presentation, the Board went through the draft budget department by department. They discussed variances and made recommendations. Ms. Juarez then presented the technical memo providing additional information, including a variance summary.

5. GENERAL MANAGER'S ITEMS

None.

6. COMMITTEE REPORTS

None.

7. DIRECTOR'S ITEMS

None.

8. INFORMATIONAL ITEMS

None.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 4:06 p.m. The next regular Board meeting will be held on April 27, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
April 27, 2021

| | | |
|--|---|--------------|
| 9637 Paychex - Live Check | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$1,473.02 |
| 9638 Paychex - Live Check | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$7,153.22 |
| 39177 ABM Office Solutions, Inc | Work Stations Rental Fee - April 2021 | \$1,476.79 |
| 39178 American Material Company | SS Cable | \$275.99 |
| 39179 American Red Cross | First aid/CPR/AED Training - 03/24/2021 | \$698.00 |
| 39180 Anna Bell | Boot Reimbursement | \$101.21 |
| 39181 Best, Best & Krieger | Legal Services - March 2021 | \$3,455.29 |
| 39182 Brown Bear Corp. | DT700 Motor | \$1,677.04 |
| 39183 Carollo Engineering, Inc | *Sewer Siphon Replacement - March 2021 | \$14,710.25 |
| 39184 Carquest Auto Parts | Carquest Charges - March 2021 | \$528.76 |
| 39185 City of Indio | Plan Check Fee Sewer Siphon Project | \$1,785.00 |
| 39186 Creative Juicez | 50% Deposit for Design Services | \$1,450.00 |
| 39187 Daniels Tire Service, Inc. | TPMS Replacement | \$107.70 |
| 39188 Dept. of Motor Vehicles | Pull Notice March 2021 | \$2.00 |
| 39189 Desert Arc | Landscape Maintenance - April 2021 | \$800.00 |
| 39189 Desert Arc | Janitorial Services - March 2021 | \$2,533.68 |
| 39189 Desert Arc | Olive Tree Elimination | \$680.00 |
| 39189 Desert Arc | Irrigation Valve | \$250.00 |
| 39190 Desert Cornerstone Insurance Service, Inc | Commercial Insurance Package - 07/01/2021-06/30/2022 | \$311,989.05 |
| 39191 Desert Hose & Supply | Brass Nozzle | \$974.80 |
| 39191 Desert Hose & Supply | Hose, Hose end, Swivel | \$597.06 |
| 39191 Desert Hose & Supply | Ball Valve | \$130.42 |
| 39192 Desert Sun Publishing Company | Notice of Public Hearing Publishing | \$420.20 |
| 39193 Duke's Root Control, Inc. | Root Control February 2021 | \$14,840.56 |
| 39194 E.S. Babcock & Sons, Inc. | Biosolids Class B | \$381.00 |
| 39195 Eberhard Equipment | Front Tire Install Kabota Tractor | \$1,303.08 |
| 39196 Eisenhower Occupational Health | Employee Screening | \$155.00 |
| 39197 Environmental Resource Associates | Coliform Microbe | \$360.53 |
| 39198 Fiesta Ford | Floor and Rear Seat Kit | \$689.91 |
| 39199 Golden Bell Products, Inc. | Manhole Lid Silencer | \$308.52 |
| 39200 Grainger | Mini Pleat Air Filters | \$370.88 |
| 39200 Grainger | Bulkhead Union | \$43.28 |
| 39201 Healthy Futures, Inc. | Wellness Program - March 2021 | \$1,500.00 |
| 39202 Hopkins Technical Products Inc | Magnetic Stirrer | \$771.28 |
| 39203 ICMA Membership Renewals | Annual Member Dues - 07/01/2021-06/30/2022 | \$1,400.00 |
| 39204 IDEXX Distribution, Inc. | 2000 Comparator | \$35.54 |
| 39204 IDEXX Distribution, Inc. | Gamma Irrad Colilert | \$209.54 |
| 39204 IDEXX Distribution, Inc. | Coliform E. Coli | \$265.68 |
| 39205 Innovative Document Solutions | Copier Maintenance - March 2021 | \$138.34 |
| 39206 Kaman Industrial Technologies | Radial Ball Bearings | \$19.96 |
| 39207 LCS Constructors | Annual Fume Hood Testing | \$800.00 |
| 39208 McMaster-Carr Supply Co. | Pipe Cement | \$52.36 |
| 39208 McMaster-Carr Supply Co. | Pipe Fitting, Valve, Sledge Handles | \$176.86 |
| 39208 McMaster-Carr Supply Co. | Filter Bag Housing | \$521.09 |
| 39208 McMaster-Carr Supply Co. | Hickory Sledge Handle | \$25.62 |
| 39208 McMaster-Carr Supply Co. | SS Pipe Fitting | \$152.48 |
| 39208 McMaster-Carr Supply Co. | Worm Drive Clamp, SS Cotter Pin | \$32.79 |
| 39208 McMaster-Carr Supply Co. | SS Pipe Fitting, Valve, Stud Anchor | \$342.74 |
| 39208 McMaster-Carr Supply Co. | Eye Wash Station | \$2,465.87 |
| 39209 NBS Government Finance Group | Sewer Rate Study - March 2021 | \$3,580.00 |
| 39210 Northern Safety Co. | Qwik Stiks, Rufflex Gloves | \$248.61 |
| 39211 Pete's Road Service, Inc. | Dismount and Mount Labor for New Tire | \$553.11 |
| 39212 Plumbers Depot Inc. | Repair on OZ 3 Camera | \$203.03 |
| 39213 Rudy's Pest Control | Pest Control - 04/05/2021 | \$185.00 |
| 39214 Sandra Rone | Lateral Replacement Grant Program Refund | \$3,422.50 |
| 39215 SC Fuels | Fuel Delivery - 04/02/2021 | \$3,870.56 |
| 39216 SCAP | Membership Dues - 07/01/2021-06/30/2022 | \$5,058.00 |
| 39217 SGH Architects Inc | *Lab Building Design | \$8,456.25 |
| 39218 Southwest Networks, Inc. | Computer Installations | \$3,871.25 |
| 39218 Southwest Networks, Inc. | Additional Phone System Install Labor | \$997.50 |
| 39218 Southwest Networks, Inc. | Guardian BDR Storage - May 2021 | \$699.00 |
| 39218 Southwest Networks, Inc. | Wireless Router | \$401.29 |
| 39219 Staples Advantage | Staples Purchases - March 2021 | \$2,815.78 |
| 39220 The Greater Coachella Valley Chamber of Commerce | Annual Membership Investment | \$760.00 |
| 39221 Tops 'N Barricades Inc. | Signs, Barricade, Batteries | \$215.54 |
| 39221 Tops 'N Barricades Inc. | Safety Vests | \$108.55 |
| 39222 Trittech Software Systems | Remote Support Training - 03/14/2021-03/27/2021 | \$525.00 |
| 39223 Univar Solutions | Sodium Hypochlorite Delivery 04/07/2021 | \$7,137.60 |
| 39223 Univar Solutions | Sodium Bisulfite Delivery 04/06/2021 | \$5,598.40 |
| 39224 USA Blue Book | Pen Motor Assembly | \$210.04 |
| 39225 VER Sales, Inc. | EZ Stop Lanyards | \$798.81 |
| 39226 YSI Inc | O-Ring | \$81.13 |
| 202104131 Time Warner Cable | Telephone Service for April 2021 | \$1,154.59 |
| 202104191 Basic | Section 125 FSA Plan Administration Fees - Apr - Jun 2021 | \$150.00 |
| 202104192 UPS | Shipping Charges for Week Ending 04/17/2021 | \$353.49 |
| 202104192 UPS | Shipping Charges Week Ending 04/10/2021 | \$544.13 |
| 202104231 Paychex - Direct Deposit | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$71,943.82 |
| 202104232 Paychex - Tax | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$41,825.42 |

| | | |
|--|---|--------------|
| 202104233 Paychex - Garnishment | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$210.46 |
| 202104234 CalPERS 457 | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$1,025.00 |
| 202104235 Vantage Point Transfer Agents - ICMA | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$1,520.00 |
| 202104236 MassMutual | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$10.00 |
| 202104237 Nationwide Retirement Solution | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$1,535.00 |
| 202104238 Paychex - Fee | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$204.67 |
| 202104239 CalPERS Retirement | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 (BS) | \$586.27 |
| 202104239 CalPERS Retirement | PR 04/02/2021 - 04/15/2021 PD 04/23/2021 | \$18,916.45 |
| 202104251 Umpqua Bank | New Charges for March 2021 | \$16,167.77 |
| | | \$586,576.41 |



**Valley Sanitary District
Board of Directors Meeting
April 27, 2021**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Monthly Revenue & Expense Report for the Period Ending March 31, 2021

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

Executive Summary

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

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from this report.

Background

The adopted Comprehensive Budget for Fiscal Year 2020/21 includes \$13.9 million in revenues, \$9.2 million in Operating & Maintenance expenditures, and \$10.4 million in CIP expenditures.

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

Year to Date Summary

- As of March 31, 2021, the District's has collected \$12,538,988 in revenue. The revenues are \$2,114,513 or 9.59% above the YTD budget due to the timing and lump sum payments of the sewer service fees collected.
- As of March 31, 2021, the District has incurred \$5,438,708 in expenditures. The District's expenditures are \$524,246 or 8.79% under the YTD 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 03/31/21 |
|---|---------------------------------------|
| OPERATING FUND (Fund 11) | \$ 21,883,043 |
| SPECIAL REVENUE FUND (Fund 11 and Fund 6) | 1,096,833 |
| FIDUCIARY FUND (Fund 4) | 415,615 |
| CAPITAL IMPROVEMENT FUND (Fund 13) | 6,937,586 |
| RESTRICTED CIP FUND (Fund 12) | 24,580,248 |
| Total | \$ 54,913,325 |

Recommendation

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

Attachments

- Attachment A: Monthly Income Summary for March 2021
- Attachment B: Combined Monthly Account Summary for March 2021
- Attachment C: Summary of Cash and Investments for March 2021

Valley Sanitary District

Monthly Income Summary

March 2021 (UNAUDITED)

| | <u>Current Month</u> | <u>Fiscal YTD</u> | <u>Annual Projection</u> | <u>% Received</u> | <u>Balance</u> |
|---------------------------------|----------------------|---------------------|--------------------------|-------------------|--------------------|
| Revenues | | | | | |
| Sewer Service Chgs-Current | \$38,671 | \$11,415,651 | \$11,979,000 | 95 % | \$563,349 |
| Permit & Inspection Fees | \$5,500 | \$23,485 | \$15,000 | 157 % | (\$8,485) |
| Saddles/Disconnect Fees | \$0 | \$80 | \$0 | 0 % | (\$80) |
| Plan Check Fees | \$450 | \$7,625 | \$10,000 | 76 % | \$2,375 |
| Other Services | \$0 | \$0 | \$1,800 | 0 % | \$1,800 |
| Sale of Surplus Property | \$0 | \$15,191 | \$0 | 0 % | (\$15,191) |
| Taxes - Current Secured | \$0 | \$474,172 | \$700,000 | 68 % | \$225,828 |
| Taxes - Current Unsecured | \$0 | \$28,986 | \$25,000 | 116 % | (\$3,986) |
| Taxes - Prior Secured | \$0 | \$11,406 | \$6,000 | 190 % | (\$5,406) |
| Supple Prop. Taxes - Current | \$2,592 | \$6,943 | \$6,000 | 116 % | (\$943) |
| Supple Prop. Taxes - Prior | \$658 | \$4,598 | \$2,000 | 230 % | (\$2,598) |
| Homeowners Tax Relief | \$0 | \$3,310 | \$6,000 | 55 % | \$2,690 |
| Interest Income | \$514 | (\$23,426) | \$300,000 | (8)% | \$323,426 |
| Unrealized gains (losses) | (\$1,066) | (\$4,261) | \$0 | 0 % | \$4,261 |
| Rebate Income | \$0 | \$1,435 | \$0 | 0 % | (\$1,435) |
| Non-Operating Revenues - Fnd 11 | \$0 | \$213 | \$500 | 43 % | \$287 |
| Interest Income | \$0 | (\$30,887) | \$0 | 0 % | \$30,887 |
| Connection Fees | \$84,987 | \$610,565 | \$748,000 | 82 % | \$137,436 |
| Interest Income | \$0 | (\$6,098) | \$100,000 | (6)% | \$106,098 |
| Total Revenues | \$132,306 | \$12,538,988 | \$13,899,300 | 90 % | \$1,360,313 |

Valley Sanitary District Combined Monthly Account Summary March 2021 (UNAUDITED)

| Account Description | Current Month | Fiscal YTD | Annual Budget | % Expended | Balance |
|---------------------------|----------------|------------------|------------------|-------------|------------------|
| Operating Expenses | | | | | |
| Salaries | 219,847 | 2,206,443 | 2,832,728 | 78 % | 626,285 |
| Callout | 207 | 4,909 | 16,200 | 30 % | 11,291 |
| Group dental/vision | 11,946 | 35,445 | 20,466 | 173 % | (14,979) |
| Group disability | 732 | 6,642 | 9,640 | 69 % | 2,998 |
| Group health | 34,369 | 320,885 | 469,709 | 68 % | 148,824 |
| Group life | 523 | 4,703 | 7,030 | 67 % | 2,327 |
| Longevity | 2,862 | 26,654 | 37,900 | 70 % | 11,246 |
| Overtime | 2,693 | 17,468 | 23,800 | 73 % | 6,332 |
| Payroll taxes | 17,926 | 161,290 | 216,300 | 75 % | 55,010 |
| Retirement | 23,286 | 212,406 | 297,400 | 71 % | 84,994 |
| Standby | 2,880 | 28,204 | 37,500 | 75 % | 9,296 |
| Unemployment | 0 | (142) | 0 | 0 % | 142 |
| Workers comp | 3,906 | 38,323 | 56,020 | 68 % | 17,697 |
| Certifications | 91 | 3,431 | 12,810 | 27 % | 9,379 |
| Chemicals | 41,912 | 306,825 | 427,560 | 72 % | 120,735 |
| Clothing/Safety | 1,876 | 16,491 | 27,750 | 59 % | 11,259 |
| Comprehensive insurance | 25,742 | 231,170 | 308,300 | 75 % | 77,130 |
| Contract services | 57,873 | 387,435 | 704,027 | 55 % | 316,592 |
| County charges | 181 | 19,267 | 22,000 | 88 % | 2,733 |
| Directors' fees | 3,750 | 33,250 | 46,500 | 72 % | 13,250 |
| Election | 0 | 0 | 70,000 | 0 % | 70,000 |
| Electricity | 46,539 | 441,751 | 607,750 | 73 % | 165,999 |
| Gas/Oil | 2,214 | 23,382 | 52,000 | 45 % | 28,618 |
| Memberships/Subscriptions | 2,460 | 36,338 | 41,495 | 88 % | 5,157 |
| Natural gas | 424 | 3,193 | 6,000 | 53 % | 2,807 |
| Office expense | 2,222 | 12,543 | 16,000 | 78 % | 3,457 |
| Operating supplies | 19,383 | 145,298 | 215,200 | 68 % | 69,902 |
| Other expenses | 13,509 | 27,170 | 107,000 | 25 % | 79,830 |
| Permits & fees | 5,845 | 37,830 | 93,650 | 40 % | 55,820 |
| Professional/Legal | 42,408 | 131,337 | 212,750 | 62 % | 81,413 |
| Publications | 451 | 1,485 | 2,000 | 74 % | 515 |
| Repairs/Maintenance | 43,410 | 391,719 | 648,120 | 60 % | 256,401 |
| Research & monitoring | 2,854 | 41,068 | 100,000 | 41 % | 58,932 |
| Small tools | 491 | 6,542 | 33,500 | 20 % | 26,958 |
| Telephone | 1,770 | 15,777 | 20,500 | 77 % | 4,723 |
| Trash collection | 2,483 | 21,699 | 25,500 | 85 % | 3,801 |
| Travel/Mtgs/Ed | 8,708 | 26,672 | 104,000 | 26 % | 77,328 |
| Water | 1,364 | 13,803 | 21,500 | 64 % | 7,697 |
| Total Expenses | 649,138 | 5,438,708 | 7,950,605 | 68 % | 2,511,898 |

Valley Sanitary District
Combined Monthly Account Summary
 March 2021 (UNAUDITED)

| Account Description | Current Month | Fiscal YTD | Annual Budget | % Expended | Balance |
|-------------------------------|----------------------|-------------------|----------------------|-------------------|-------------------|
| Capital Expenses | | | | | |
| Capital O & M Fund 11 | 9,659 | 89,476 | 179,644 | 50 % | 90,168 |
| Capital Replacement Fund 12 | 148,379 | 1,449,766 | 9,917,318 | 15 % | 8,467,552 |
| Capital Improvement Fund 13 | 0 | 4,673 | 2,599,487 | 0 % | 2,594,814 |
| Total Capital Expenses | 158,038 | 1,543,915 | 12,696,449 | 12 % | 11,152,534 |

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 03/01/2021 TO 03/31/2021 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

| | | |
|--|-------------------|--|
| LAIF Fund 4 - Agency Fund | | |
| Beginning Balance (Fund 4) | 418,217 | |
| Net Transfer from (to) Fund 11 | (2,602) | |
| Fair Value Factor for quarter ending 06/30/2020 | 0 | |
| Interest (Pd quarterly - Int. Rate 0.63%) | 0 | |
| Fund 04 Ending Balance | 415,615 | |
| | | |
| LAIF Fund 6 - Wastewater Revenue Refunding Bonds | | |
| Beginning Balance (Fund 6) | 2,791 | |
| Net Transfer from (to) Fund 11 | 0 | |
| Fair Value Factor for quarter ending 06/30/2020 | 0 | |
| Interest (Pd quarterly - Int. Rate 0.63%) | 0 | |
| Fund 06 Ending Balance | 2,791 | |
| | | |
| LAIF Fund 11 - Operating Fund | | |
| Beginning Balance (Fund 11) | 20,399,720 | |
| Net Transfer from (to) Fund 04 | 2,602 | |
| Net Transfer from (to) Fund 06 | 0 | |
| Net Transfer from (to) Fund 12 | 148,379 | |
| Net Transfer from (to) Fund 13 | (47,101) | |
| Fund Transfer from (to) LAIF - WF | (1,000,000) | |
| Fair Value Factor for quarter ending 06/30/2020 | 0 | |
| Interest (Pd quarterly - Int. Rate 0.63%) | 0 | |
| Fund 11 Ending Balance | 19,503,600 | |
| | | |
| LAIF Fund 12 - Reserve Fund | | |
| Beginning Balance (Fund 12) | 24,728,627 | |
| Net Transfer from (to) Fund 11 | (148,379) | |
| Fair Value Factor for quarter ending 06/30/2020 | 0 | |
| Interest (Pd quarterly - Int. Rate 0.63%) | 0 | |
| Fund 12 Ending Balance | 24,580,248 | |
| | | |
| LAIF Fund 13 - Capital Improvement Fund | | |
| Beginning Balance | 6,890,485 | |
| Connection Fees | 84,987 | |
| (Disbursements) or Reimbursements | (37,886) | |
| Net Transfer from (to) Fund 11 | 47,101 | |
| Fair Value Factor for quarter ending 06/30/2020 | 0 | |
| Interest (Pd quarterly - Int. Rate 0.63%) | 0 | |
| Fund 13 Ending Balance | 6,937,586 | |
| TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13 | 51,439,839 | |

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

| | | |
|------------------------------------|------------------|--|
| Beginning Balance | 2,398,484 | |
| Deposits | 113,530 | |
| Fund Transfer from (to) LAIF (net) | 1,000,000 | |
| Disbursements and Payroll | (1,132,571) | |
| Wells Fargo Ending Balance | 2,379,443 | |

CALTRUST - FUND 11

| | | |
|--------------------------------|------------------|--|
| Beginning Balance | 1,094,594 | |
| Unrealized Gain / <Loss> | (1,066) | |
| Interest Income | 514 | |
| CalTRUST Ending Balance | 1,094,042 | |

TOTAL WELLS FARGO AND CALTRUST CHECKING

3,473,485

TOTAL CASH AND INVESTMENTS **54,913,324**

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

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



**Valley Sanitary District
Board of Directors Meeting
April 27, 2021**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: Adopt the Brand & Image Use Policy

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

Executive Summary

The purpose of this report is to discuss the Brand & Image Use Policy.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 4: Increase Community Understanding and Support.

Fiscal Impact

There is no fiscal impact in adopting this policy.

Background

The Strategic Plan, adopted by the Board in April 2020 and reaffirmed by the Board in November, identified outreach as one of the four key areas of focus. The Board asked staff to develop a plan to build a brand for the District and to ensure that the public knows it. The first step in this process was to develop a new logo for the District, which was completed and adopted by the Board on March 24, 2020. Staff implemented the new logo and applied it to various items (vehicles, uniforms, hats, business cards, etc.).

The next step in the rebranding process is to ensure that the VSD brand is used appropriately and reflects positively on the District. With that in mind, staff drafted the attached Brand & Image Use Policy. The purpose of the Policy is to establish and strengthen the VSD brand through a unified message, repetition, and consistency.

This item was discussed at the Operations Committee on March 16 and at the Board meeting on March 23, 2021. The Board requested that staff send out a survey to employees and their families to allow input into the selection of a tagline. After analyzing the responses to the survey, the results were as follows.

- Giving Water another chance 1st
- Keeping our valley blue 2nd

| | |
|-------------------------------------|----------|
| Reclaiming water one drop at a time | 3rd |
| Down the drain is our game | Optional |
| Your #2 is our #1 priority | Optional |

Based on the responses, staff recommends that the Board select *Giving water another chance* as the VSD tagline.

Recommendation

Staff recommends that the Board adopt the Brand & Image Use Policy.

Attachments

Attachment A: VSD Brand & Image Use Policy



Adopted: _____/2020

I. PURPOSE

The purpose of this policy is to establish and strengthen the VSD brand through unified messaging, repetition, and consistency.

II. POLICY

The VSD brand is more than just its logo. It is the perception of the district, its strengths, differentiators, and everything that encompasses how it is described. Ultimately the brand is defined by residents, business owners, and visitors and how they perceive these elements working together. While VSD cannot completely control everyone's opinion, this Policy ensures a greater level of communication success by staying true to these elements to actively influence VSD's reputation.

III. REQUIREMENTS

1. Tagline

Taglines are the cornerstone of a brand and become the main theme of the brand's mission. Taglines differentiate one brand from the others. It should capture the attention of an audience and start a conversation. VSD has adopted the following tagline.

Giving Water Another Chance

2. Logo

The adopted logo provides an image that is easily identifiable as VSD. This image is to be used within the established standards and for official VSD business purposes only.

a. **Size:** Logo size is important when applying the image to a variety of media. The minimum size is .75" x .75" to ensure legibility and impact.

b. **Use:** All collateral materials should include an approved version of the VSD logo. Keeping a consistent look or identity will prevent any confusion among the audience.

- c. **Color:** The VSD brand should always appear with the following approved colors: PMS 364, PMS 298, Pantone 7483C, or Pantone 2995C. Make sure that the colors appear accurately across different types of media and paper as well as on digitally distributed materials. Please note that the colors shown in this brand book may not match the Pantone® Color Standards.

3. Mascot

The tardigrade (water bear) mascot is an approved VSD image. It can be used on all collateral materials, website, and vehicles but should not be used in lieu of the official VSD logo on official documents.

4. Fonts

Euphemia is the approved font for the VSD logo, tag line, and headlines. Arial is the approved font for general text and content. However, Gisha or other sans serif fonts may be used instead for artistic purposes, such as newsletters, marketing, and collateral material. At no time shall a font be used for printed materials that is less than 12 points in size.

Euphemia (Use in VSD logo, tagline, and headlines)

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0

Arial (Preferred font for use in printed materials)

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0

Gisha (Alternate font for general text and content)

a b c d e f g h i j k l m n o p q r s t u v w x y z
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
1 2 3 4 5 6 7 8 9 0