



Board of Directors Regular Meeting
Tuesday, October 27, 2020 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA 92201

*******SPECIAL NOTICE – Telephonic Accessibility*******

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the October 27, 2020, regular meeting of Valley Sanitary District Board of Directors members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting may do so by calling (425) 436-6376 and when prompted, enter access code 166514. 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 October 13, 2020 Regular Meeting Minutes
3.1 13 Oct 2020 Meeting Minutes.pdf  | 5 - 9 |
| 3.2. | Approve Warrants for October 8 to October 21, 2020
3.2 Warrants for Oct 8 to Oct 21, 2020.pdf  | 10 |
| 3.3. | Accept Monthly Financial Report for Period Ending September 30, 2020
3.3 Staff Report Monthly Financial Report for September 2020.pdf 
3.3 Attachment A Combined Monthly Account Summary September 2020.pdf 
3.3 Attachment B Income Statement September 2020.pdf 
3.3 Attachment C Summary of Cash Investments for September 2020.pdf  | 11 - 15 |
| 3.4. | Declare Surplus Equipment and Authorize Disposition of Surplus Items
3.4 Staff Report Authorize Surplus Equipment.pdf 
3.4 Attachment A VSD Equipment Disposition Form.pdf  | 16 - 17 |

4. NON-HEARING ITEMS

- | | | |
|------|---|---------|
| 4.1. | Authorize General Manger to Execute a Contract with Desert Arc for Janitorial Services in an Amount Not to Exceed \$50,000 for a 12-Month Period
4.1 Staff Report Desert ARC Janitorial Contract.pdf 
4.1 Attachment A Desert Arc Valley Sanitary District VSD.pdf 
4.1 Attachment B VSD Janitorial Services RFP July 1 2020.pdf  | 18 - 40 |
| 4.2. | Authorize General Manager to Execute a Contract with Desert Arc for Landscape & Lawncare Services in an Amount Not to | 41 - 53 |

Exceed \$10,000 for a 12-Month Period

[4.2 Staff Report Desert ARC Landscape Contract.pdf](#) 

[4.2 Attachment A Desert Arc Landscape Maintenance-VSD Proposal.pdf](#) 

[4.2 Attachment B VSD Landscaping Services RFP.pdf](#) 

- 4.3. Establish an Operations Committee as a Standing Committee, Set Time and Place for the Meetings, and Appoint Directors to the Committee 54 - 55

[4.3 Staff Report Operations Committee.pdf](#) 

- 4.4. Adopt a Resolution Authorizing a Financial Assistance Application to the State Water Resources Control Board for the Reclaimed Water Project - Phase I and Designating the General Manager or Designee to Sign and Submit the Application 56 - 59

[4.4 Staff Report SRF Authorizing Resolution.pdf](#) 

[4.4 Attachment A Resolution 2020-1137 SRF Authorizing Resolution.pdf](#) 

- 4.5. Adopt a Resolution Authorizing the Reimbursement of Funding for the Reclaimed Water Project - Phase I from the State Water Resources Control Board 60 - 62

[4.5 Staff Report SRF Reimbursement Resolution.pdf](#) 

[4.5 Attachment A Resolution 2020-1138 SRF Reimbursement Resolution.pdf](#) 

- 4.6. Purchase Telehandler from Quinn Cat in an Amount Not to Exceed \$218,929 63 - 75

[4.6 Staff Report TH1255D Telehandler.pdf](#) 

[4.6 Attachment A Quote Quinn Cat TL1255D Tele handler.pdf](#) 

[4.6 Attachment B Quote Peterson CAT TL1255D Telehandler.pdf](#) 

[4.6 Attachment C Quote Hawthorne TL1255D Telehandler.pdf](#) 

- 4.7. Authorization to Approve Change Order No. 1 to the Cabazon 76 - 78

Ave Slope Protection Project not to exceed \$54,560

[4.7 Staff Report Slope Protection Project Change Order.pdf](#) 

[4.7 Attachment A Desert Concepts Change Order Proposal.pdf](#) 

- 4.8. Revise the Valley Sanitary District Certification Incentive Policy 3.9.6

79 - 80

[4.8 Staff Report Certification Incentive Policy.pdf](#) 

[4.8 Attachment A Certification Incentive Policy showing changes.pdf](#)



5. GENERAL MANAGER'S ITEMS

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

6. COMMITTEE REPORTS

7. DIRECTOR'S ITEMS

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

8. INFORMATIONAL ITEMS

- 8.1. Hypochlorite Tank Replacement

81 - 85

[8.1 Staff Report Hypochlorite Tank Replacement.pdf](#) 

[8.1 Attachment A Hypochlorite Tank Quote.pdf](#) 

[8.1 Attachment B Hypochlorite Tank Photo 1.jpg](#) 

[8.1 Attachment C Hypochlorite Tank Photo 2.jpg](#) 

9. 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

October 13, 2020

*****SPECIAL NOTICE – Telephonic Accessibility*****

Pursuant to Paragraph 11 of Executive Order N-25-20, executed by the Governor of California on March 12, 2020, as a response to mitigating the spread of coronavirus known as COVID-19, during the October 13, 2020 regular meeting of Valley Sanitary District Board of Directors, members of the public will be allowed to attend and address the Board of Directors during the open session of the meeting telephonically.

Members of the public wanting to listen to the open session of the meeting were able to do so by calling (425) 436-6376 and when prompted, enter access code 166514. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, were 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.

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, October 13, 2020.

1. CALL TO ORDER

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

1.1 Roll Call

Directors Present:

Debra Canero, Dennis Coleman (via telephone), Mike Duran (via telephone),
Scott Sear, William Teague

Staff Present:

Beverli Marshall, General Manager, Holly Gould, Grant Fournier; Via Telephone:
Ron Buchwald, Jeanette Juarez, Ian Wilson, Robert Hargreaves, Best Best &
Krieger

1.2 Pledge of Allegiance

1.3 October Employee Anniversaries

- Holly Gould, Human Resource Specialist – 11 years
- Grant Fournier, Collections System Tech I – 1 year

The Board congratulated Holly and Grant on their hard work and dedication to the district.

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 September 22, 2020 Regular Meeting Minutes and September 29, 2020 Special Meeting Minutes
- 3.2 Approve Warrants for September 17 to October 7, 2020
- 3.3 Authorize the General Manager to Sign and Record the Easement Quitclaim Deed for Gallery at Indian Springs TM 33165

ACTION TAKEN:

MOTION: Director Teague a motion to approve the consent calendar as presented. Director Canero seconded the motion. Motion carried unanimously.

MINUTE ORDER NO. 2020-3045

4. NON-HEARING ITEMS

- 4.1 Award Contract to Golden Bell Products, Inc. for Roach Control Services and Authorize the General Manager to Execute a Contract for a Five-Year Term in an Amount not to Exceed \$60,000 per year or a total of \$300,000

The District's current five-year contract with Golden Bell expired this year. Staff has been using INSECTA, the product Golden Bell uses, the last 15 years with great success. After researching other products, staff was unable to find an equivalent product to INSECTA. This is a sole-source, five-year contract based on 2,000 manholes. The contract is for an amount not to exceed \$60,000 per year, for a total of \$300,000.

ACTION TAKEN:

MOTION: Secretary/Treasurer Canero made a motion to award the sewer main roach control contract to Golden Bell Products, Inc., and authorize the General Manager to execute a five-year contract in an amount not to exceed \$60,000 per year, for a total of \$300,000. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3046

- 4.2 Award Contract to Insituform Technologies, LLC for CIPP Lining Services for the Indio Boulevard Rehabilitation Project in an Amount Not to Exceed \$264,531 and Authorize the General Manager to Execute the Contract

This is first project of the Collection System Rehabilitation & Program Management Project. will focus on the trunk sewer within Indio Boulevard that begins south of Highway 111 and ends south of the intersection with Maple Street. It also includes the lining of the 24-inch sewer main that travels underneath the Southern Pacific Railroad and its upstream and downstream manholes. The project was put out to bid on August 3, 2020 with a closing date of September 16, 2020. A total of five companies submitted

sealed bids to the District and the lowest, responsible bidder was Insituform Technologies for an amount not to exceed \$264,531.

ACTION TAKEN:

MOTION: Director Teague made a motion to award a contract to Insituform Technologies, LLC for CIPP lining services for the Indio Boulevard Rehabilitation Project in an amount not to exceed \$264,531 and authorize the General Manager to execute the contract. President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3047

- 4.3 Authorize General Manager to Execute Contract with Birdseye Planning Group to Prepare CEQA/NEPA Documents for the Reclaimed Water Project Phase 1 in an Amount Not to Exceed \$51,370

Staff is in the process of finding funding sources to offset some of the capital improvement projects shown in the 10-year Capital Improvement and Replacement Plan. Staff is working with ESS to apply for State Revolving Fund (SRF) grant and loans as well as with Bureau of Reclamation (BOR) Title 16 funds. As part of the application process, the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) must be included. Birdseye Planning Group is part of the District's Indefinite Delivery/Indefinite Quantity as-needed consultant contracts that has been pre-selected and awarded a contract for CEQA consultant work back in June 2018. This project will be the third task order under the June 2018 consultant contract. Birdseye Planning Group prepared a scope of work proposal to prepare the CEQA/NEPA documents for a cost of \$51,370.

ACTION TAKEN:

MOTION: Secretary/Treasurer Canero made a motion to authorize the General Manager to execute a contract with Birdseye Planning Group to prepare CEQA/NEPA Documents for the Reclaimed Water Project in an amount not to exceed \$51,370. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3048

- 4.4 Authorize the General Manager to Execute a Design-Build Contract with Downing Construction, Inc. for the Influent Pump Station Rehabilitation Project in an Amount Not to Exceed \$358,695

Staff solicited five design-build teams through a Request for Qualifications in August for the Influent Pump Station Rehabilitation Project. Staff reviewed and scored the five teams based on a set of criteria and selected three. Based on the content of the proposals, staff selected the Downing Dudek Team as the best team contingent on successfully negotiating a revised DBE contract. If staff and legal counsel are unable to

negotiate a revised DBE contract with the Downing Dudek team, staff will return to the Board to request the award of the project to the Jonovich Pace Team (the number 2 scoring team).

ACTION TAKEN:

MOTION:

Director Teague made a motion to authorize the General Manager to execute a design-build contract with the Downing Dudek Team for the Influent Pump Station Rehabilitation Project contingent on successfully negotiating a revised DBE contract. If staff and legal counsel are unable to negotiate a revised DBE contract with the Downing Dudek team, staff will return to the Board to request the award of the project to the Jonovich Pace Team (the number 2 scoring team). Secretary/Treasurer Canero seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

MINUTE ORDER NO. 2020-3049

- 4.5 Discuss Proposed Layout Options for the New training & Office Building and Provide Direction to Staff

After reviewing the single-story and two-story building options for the new training and office building, it was the consensus of the board to move forward with the single-story option.

- 4.6 Authorize Board President to Cast a Ballot for the Alternate Special District Member of the Riverside County Local Agency Formation Commission

The Board of Directors gave direction to President Duran to cast a ballot selections Debra Canero as their choice for the alternate special district member of the Riverside County Local Agency Formation Commission.

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.

- 5.1 Monthly General Manager's Report – August Activities

A discussion took place regarding the Toxicity Reduction Plan and polymer issues.

6. COMMITTEE REPORTS

No meeting to report on.

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

None.

8. INFORMATIONAL ITEMS

Recognize October 24, 2020, as National Prescription Drug Take Back Day. In October 2019, National Take Back Day events 882,919 lbs. of prescription drugs at over 6,000 collection sites. For more information on this event and check for local take back locations go to: <https://takebackday.dea.gov/>.

Ms. Marshall informed the board of a teddy bear drive the Indio Sunrise Rotary is putting on to help at risk children.

9. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:36 p.m. The next regular board meeting will be held October 27, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
October 27, 2020

38674	Around The Clock Call Center	Call Center Services as of 10/12/2020	\$126.80
38675	Associated Time Instruments	AOD Activity September 2020	\$299.84
38676	Birdseye Planning Group	CEQA IS-MND Coll Sys Rehab Task 6	\$6,300.00
38677	Calif. Water Environment Assn.	Coll Sys Main 2 Cert Renewal	\$96.00
38678	Carollo Engineering, Inc	Professional Services 09/01/2020-09/30/2020	\$55,672.50
38678	Carollo Engineering, Inc	Professional Services from 08/01/2020-08/31/2020	\$26,337.00
38679	Cart Mart, Inc.	Carryall 700 Electric Club Car	\$15,330.23
38680	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 10/08/2020	\$594.64
38680	Cintas Corp	First Aid Cabinet Refill on 10/15/2020	\$128.38
38680	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 10/15/2020	\$630.66
38681	Circuit Breaker Sales NE Inc	2 DP-4000 Relay	\$5,043.03
38682	Coalition of Accredited Laboratories Organizing Committee	Special Funding Request	\$1,000.00
38683	CS Amsco	6" Dezurik Plug Valve	\$6,502.85
38684	Desert Hose & Supply	Radiator Hose and Clamp	\$118.03
38685	Facilities Protection Systems	Troubleshoot System	\$560.00
38686	Ferguson Enterprises #1350	PFX14632 Sink Connectors	\$25.49
38686	Ferguson Enterprises #1350	m7594EWC Faucets	\$686.64
38686	Ferguson Enterprises #1350	Front Gate Backflow Rebuild Kit	\$80.07
38686	Ferguson Enterprises #1350	Pipe Fittings & Plumbing Repairs	\$1,962.50
38686	Ferguson Enterprises #1350	Lab Faucet Supply Line	\$41.52
38687	Flo-Systems Inc.	Torque Flow Pump	\$22,574.78
38688	Grainger	Exit Signs with Lights	\$514.30
38688	Grainger	UPS Unit for Flare	\$491.84
38689	Hach Company	Nitrate Probes for Aeration Tanks	\$48,725.22
38689	Hach Company	Nitrogen Amonia, Nitrogen Nitrate	\$528.79
38690	Heberto Moreno	Reimburse Exam Fee	\$215.00
38691	Innovative Document Solutions	Copier Maintenance 09/01/2020-09/30/2020	\$175.93
38692	McMaster-Carr Supply Co.	Shop Stock	\$935.60
38692	McMaster-Carr Supply Co.	Standoff Clamp	\$300.50
38692	McMaster-Carr Supply Co.	Parts for Lab Faucets	\$137.73
38693	Praxair Distribution, Inc.	Oxygen Refill	\$48.91
38693	Praxair Distribution, Inc.	Cutoff Wheels	\$102.69
38694	Ronald Buchwald	Water Distribution Cert Reimbursement	\$105.00
38695	Royal Wholesale Electric	Two VFD's for Belt Press	\$7,718.50
38696	Rudy's Pest Control	Pest Control on 10/05/2020	\$185.00
38697	SC Fuels	Reg & Diesel Fuel	\$2,376.84
38698	Smith Pipe & Supply Inc.	Pipe Wrap Tape	\$40.32
38699	Southern California Boiler, Inc.	Boiler Maintenance October 2020	\$1,004.99
38700	Southwest Networks, Inc.	Fixed Dome Camera & Hardware	\$631.84
38700	Southwest Networks, Inc.	GuardianIT Desktop Support	\$120.00
38700	Southwest Networks, Inc.	Guardian BDR Offsite Storage Nov 2020	\$699.00
38701	Stantec Consulting Services, Inc.	IPS Rehab Prof. Services 8/15/2020-9/11/2020	\$3,642.50
38702	Trimax Systems. Inc.	Auto Dialer for SCADA System	\$11,975.00
38703	United Way of the Desert	PR 09/18/2020 - 10/01/2020 PD 10/09/2020	\$25.00
38703	United Way of the Desert	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$25.00
38704	Univar Solutions	Ferric Chloride	\$6,848.42
38705	UPS	Shipping Charges for 10/07/2020	\$22.85
38706	Walters Wholesale Electric	Electrical Fittings	\$316.05
38706	Walters Wholesale Electric	Electrical Fittings for BFP Magmeter	\$842.71
38707	Willdan Financial Services	Arbitrage Rebate Services 09/02/2020	\$775.00
202010131	Indio Water Authority	Water for August 2020	\$1,022.78
202010132	Time Warner Cable	TelephoneService for October 2020	\$1,148.39
202010133	Frontier Communications	Telephone Service for October 2020	\$300.54
202010141	SoCal Gas	Gas Service for September 2020	\$130.04
202010201	Basic	Oct 2020-Dec 2020 Section 125 FSA Plan	\$150.00
202010221	CalPERS 457	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$1,000.00
202010222	CalPERS Retirement	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$18,982.28
202010223	Vantage Point Transfer Agents - ICMA	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$1,495.00
202010231	MassMutual	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$10.00
202010232	Nationwide Retirement Solution	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$1,535.00
202010233	Paychex - Direct Deposit	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$72,845.87
202010234	Paychex - Garnishment	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$210.46
202010235	Paychex - Tax	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$31,564.17
202010236	Paychex - Fee	PR 10/02/2020 - 10/15/2020 - PD 10/23/2020	\$169.27
202010251	Umpqua Bank	New Charges for October 2020	\$5,716.94
			\$369,922.23



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

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 September 30, 2020

<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 September 2020.

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, \$8.8 million in Operating & Maintenance expenditures, and \$10.32 million in CIP expenditures. Attached please find the expenditures (Attachment A) and revenue (Attachment B) for the period ending September 30, 2020, which represents 25% of the fiscal year. To date, the District has received \$11,255,054 in revenue and expended \$1,696,480. The cash balances in the various accounts are presented in the attached Summary of Cash and Investments report (Attachment C).

Recommendation

Staff recommends that the Board accept the Revenue and Expense report for the period ending September 30, 2020.

Attachments

- Attachment A: Combined Monthly Account Summary for September 2020
- Attachment B: Monthly Income Summary for September 2020
- Attachment C: Summary of Cash and Investments for September 2020

Valley Sanitary District
Combined Monthly Account Summary
September 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	223,816	673,427	2,746,625	25 %	2,073,198
Callout	551	2,133	16,200	13 %	14,067
Group dental/vision	2,922	8,482	20,466	41 %	11,984
Group disability	733	2,255	9,640	23 %	7,385
Group health	36,513	108,924	469,709	23 %	360,785
Group life	446	1,582	7,030	23 %	5,448
Longevity	2,677	9,485	37,900	25 %	28,415
Overtime	940	4,041	23,800	17 %	19,759
Payroll taxes	15,685	49,353	216,300	23 %	166,947
Retirement	21,911	65,807	297,400	22 %	231,593
Standby	2,960	8,764	37,500	23 %	28,736
Workers comp	3,718	13,006	56,020	23 %	43,014
Certifications	372	1,538	12,810	12 %	11,272
Chemicals	32,286	100,778	392,560	26 %	291,782
Clothing/Safety	1,406	5,767	27,750	21 %	21,983
Comprehensive insurance	25,678	77,035	308,300	25 %	231,265
Contract services	18,296	85,188	601,485	14 %	516,297
County charges	0	(250)	22,000	(1)%	22,250
Directors' fees	3,000	9,500	46,500	20 %	37,000
Election	0	0	70,000	0 %	70,000
Electricity	45,927	150,769	607,750	25 %	456,981
Gas/Oil	4,480	9,419	52,000	18 %	42,581
Memberships/Subscriptions	7,680	14,626	41,495	35 %	26,869
Natural gas	130	385	6,000	6 %	5,615
Office expense	186	2,873	16,000	18 %	13,127
Operating supplies	14,407	39,365	215,200	18 %	175,835
Other expenses	0	4,170	50,000	8 %	45,830
Permits & fees	12,202	19,530	93,650	21 %	74,120
Professional/Legal	20,700	39,369	212,750	19 %	173,381
Publications	0	46	2,000	2 %	1,954
Repairs/Maintenance	57,465	146,890	604,120	24 %	457,230
Research & monitoring	1,260	14,127	100,000	14 %	85,873
Small tools	(205)	1,994	33,500	6 %	31,506
Telephone	1,725	5,208	20,500	25 %	15,292
Trash collection	2,221	7,514	25,500	29 %	17,986
Travel/Mtgs/Ed	1,906	7,608	104,000	7 %	96,392
Water	2,260	5,771	21,500	27 %	15,729
Total Expenses	566,256	1,696,480	7,625,960	22 %	5,929,480

Valley Sanitary District
Combined Monthly Account Summary
September 2020 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Capital Expenses					
Capital O & M Fund 11	0	0	140,000	0 %	140,000
Capital Replacement Fund 12	116,889	235,009	9,894,743	2 %	9,659,734
Capital Improvement Fund 13	0	0	2,549,877	0 %	2,549,877
Total Capital Expenses	116,889	235,009	12,584,620	2 %	12,349,611

Valley Sanitary District
Monthly Income Summary
September 2020 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$205,671	\$11,234,281	\$11,979,000	94 %	\$744,719
Permit & Inspection Fees	\$1,095	\$7,770	\$15,000	52 %	\$7,230
Saddles/Disconnect Fees	\$0	\$80	\$0	0 %	(\$80)
Plan Check Fees	\$750	\$2,050	\$10,000	21 %	\$7,950
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$119	\$419	\$0	0 %	(\$419)
Taxes - Current Secured	\$0	\$0	\$700,000	0 %	\$700,000
Taxes - Current Unsecured	\$0	\$0	\$25,000	0 %	\$25,000
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Supple Prop. Taxes - Current	\$0	\$0	\$6,000	0 %	\$6,000
Supple Prop. Taxes - Prior	\$0	\$0	\$2,000	0 %	\$2,000
Homeowners Tax Relief	\$0	\$0	\$6,000	0 %	\$6,000
Interest Income	\$981	(\$88,213)	\$300,000	(29)%	\$388,213
Unrealized gains (losses)	(\$1,062)	(\$2)	\$0	0 %	\$2
Non-Operating Revenues - Fnd 11	\$0	\$71	\$500	14 %	\$429
Interest Income	\$0	(\$127,210)	\$0	0 %	\$127,210
Connection Fees	\$40,257	\$257,198	\$748,000	34 %	\$490,803
Interest Income	\$0	(\$31,390)	\$100,000	(31)%	\$131,390
Total Revenues	\$247,812	\$11,255,054	\$13,899,300	81 %	\$2,644,246

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 09/01/2020 TO 09/30/2020 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund		
Beginning Balance (Fund 4)	217,721	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	0	
Fund 04 Ending Balance	217,721	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds		
Beginning Balance (Fund 6)	2,781	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	0	
Fund 06 Ending Balance	2,781	
LAIF Fund 11 - Operating Fund		
Beginning Balance (Fund 11)	17,555,182	
Net Transfer from (to) Fund 04	0	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	116,889	
Net Transfer from (to) Fund 13	(34,415)	
Fund Transfer from (to) LAIF - WF	(600,000)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	0	
Fund 11 Ending Balance	17,037,656	
LAIF Fund 12 - Reserve Fund		
Beginning Balance (Fund 12)	25,864,996	
Net Transfer from (to) Fund 11	(116,889)	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	0	
Fund 12 Ending Balance	25,748,107	
LAIF Fund 13 - Capital Improvement Fund		
Beginning Balance	6,615,736	
Connection Fees	34,415	
(Disbursements) or Reimbursements	0	
Net Transfer from (to) Fund 11	34,415	
Fair Value Factor for quarter ending 06/30/2020	0	
Interest (Pd quarterly - Int. Rate 0.84%)	0	
Fund 13 Ending Balance	6,650,151	
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13	49,656,416	

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	1,609,732	
Deposits	46,838	
Fund Transfer from (to) LAIF (net)	600,000	
Disbursements and Payroll	(582,074)	
Wells Fargo Ending Balance	1,674,496	

CALTRUST - FUND 11

Beginning Balance	1,094,582	
Unrealized Gain / <Loss>	(1,061)	
Interest Income	981	
CalTRUST Ending Balance	1,094,502	

TOTAL WELLS FARGO AND CALTRUST CHECKING

2,768,998

TOTAL CASH AND INVESTMENTS

52,425,414

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
October 27, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Jeanette Juarez, Business Services Manager
SUBJECT: Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate

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

Executive Summary

The purpose of this report is for the Board of Directors to review the list of surplus items.

Strategic Plan Compliance

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

Fiscal Impact

One (1) item will be disposed. The Cannon Image prograf will be listed and sold through GovDeals. Any revenue generated from the disposition of this asset will offset the cost of replacement items.

Background

Staff has identified obsolete equipment that is no longer usable by the District. These items will be replaced by newer items and are no longer needed.

Recommendation

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

Attachments

Attachment A: VSD Equipment Disposition Form

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: 10-27-2020	
Department: Administration/ Operations	Location: VSD

Justification for Disposition: Obsolete / No longer required.
These items are for disposal/ scrap or to be sold through GovDeals

Item #	Asset Tag #	Quantity	Description	Current Location	Value \$	
1		1	Canon Image prograf IPF760	VSD	500	GovDeals
2						
3						
4						
5						
6						
7						
8						
9						
10						

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:
District Board Action:	



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Authorize the General Manager to Execute a Contract with Desert ARC for Janitorial Services in an Amount Not to Exceed \$50,000 for a 12-month Period**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss contracting out janitorial services rather than using District staff.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Enough staff to fulfill goals and objectives safely and efficiently.

Fiscal Impact

The total cost of this contract is \$40,008 for the basic services and approximately \$10,000 for as-needed enhanced services. The current budget does not include funding for this. Staff will include this as a mid-year budget request.

The current fully loaded cost of staff time associated with performing these services is approximately \$50,000. The fully loaded cost of hiring a full-time Utility Worker, as originally proposed, is approximately \$70,000. The Utility Worker would also perform landscaping and other semi-skilled duties.

Background

In November 2019, staff presented a staffing analysis to the Board for discussion and direction (Attachment C). Based on the analysis, VSD was significantly short on product work hours in several areas, one of which was maintenance. Using the conservative guide, the District was short approximately five maintenance positions. The Board authorized one full-time Electrical/Instrumentation Supervisor position in February.

As part of the budget discussions for FY 2020/21, the Board proposed that staffing remain at the FY 2019/20 level and that staff bring this issue to a future meeting early into the new fiscal year. In addition, the Board requested that staff get quotes to see if

general maintenance services, primarily janitorial and landscaping, could be provided by outside contracts more cost efficiently and thus free up staff to perform more technical wastewater specific functions.

In response to the Board's request, and in compliance with the VSD Purchasing Policy, staff published a request for proposals (RFP) for janitorial services on July 1, 2020, with a due date of July 24, 2020 (Attachment B). In addition to publishing the RFP, staff e-mailed it to various local services providers. The District received no proposals in response to the RFP.

Staff reached out to Desert ARC to negotiate for services and received a quote to provide the services (Attachment A). Desert ARC is a local vendor that provides a variety of services to the community while supporting people with disabilities. The scope of services is consistent with the RFP and the cost is approximately \$3,334 per month. Additional enhanced services will be requested on an as-needed basis at an additional cost to be quoted at the time.

At the September 8, 2020, meeting, the Board of Directors requested that staff contact Desert ARC to obtain their COVID-19 protocol (Attachment C) to advance the discussion.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Desert ARC for janitorial services in an amount not to exceed \$50,000 for a 12-month period.

Attachments

Attachment A: Desert ARC Proposal for Janitorial Services
Attachment B: Request for Proposals
Attachment C: Desert ARC Protocol



Tax ID is 95-6006700

Desert Arc Janitorial Division
73255 Country Club Drive
Palm Desert, CA 92260

August 25, 2020

RE: Valley Sanitary District VSD – Janitorial Services RFP

Ryan Williams
Facilities Maintenance Supervisor
45-500 Van Buren Street
Indio CA 92201

Thank you for the opportunity to provide you with a proposal for Desert Arc's Janitorial Services for the Valley Sanitary District (VSD).

I have enclosed a proposal for your review encompassing the following sections:

- Background
- Scope of Service Areas
- Pricing Quote
- Business Credentials
- References

Desert Arc's Janitorial Division offers competitive pricing and our mission is to deliver excellence, while supporting people with disabilities. We perceive every job as an opportunity and obligation to our client, the community and the environment.

Thank you,
Donnya Villarreal

Donnya Villarreal
Assistant Director of Vocational Programs
Desert Arc – Janitorial Division
dvillarreal@desertarc.org
760.404.1364

DesertArc.org
73-255 Country Club Drive • Palm Desert, CA 92260 • desertarc.org
phone: (760)346-1611 • toll free: (888)771-7784 • fax: (760)773-0933

YUCCA VALLEY: 56315 Twentynine Palms Highway, Yucca Valley, CA 92284 / ph: (760) 228-1860

OPPORTUNITIES FOR PEOPLE WITH DISABILITIES

Project Background

Ryan Williams has requested a proposal for Janitorial Services for the Valley Sanitary District located at 45-500 Van Buren Street in Indio, CA 92201



Project Scope

The scope of work for this project is weekly janitorial services. The scope is specifically outlined in ***Exhibit A, Scope of Work.***

Staff assigned to this project will consist of a bilingual supervisor, and a crew of three. Pricing is outlined in ***Exhibit B, Pricing Quote.***

Qualification Summary

Desert Arc has championed the rights of people with developmental and intellectual disabilities since 1959. Our mission is to enhance the quality of life and create opportunities for people with disabilities. As a nonprofit, charitable human services organization, per Federal Tax ID 95-6006700 under the Internal Revenue Code section 501 (c)(3), Desert Arc serves people with developmental and intellectual disabilities including conditions such as Autism, Cerebral Palsy, Down Syndrome, Epilepsy and many others. Desert Arc is situated in the desert communities of Southern California with corporate headquarters in Palm Desert, a Recycling Center in Indio and a site in Yucca Valley.



Desert Arc is dedicated to social innovation and has also created a variety of enterprises providing Business Services for local companies and residents. These include our Janitorial, Shredding, Recycling, Landscape Maintenance and Fulfillment divisions. Desert Arc trains and employs our clients while taking into account each person's unique needs and abilities, enabling them to learn job skills.

A leader in the field of environmental stewardship and sustainability, Desert Arc received the prestigious Riverside County Department of Waste Resources' Sustainability Award in 2019. Desert Arc is committed to implementing eco-friendly business practices and promotes a green world in its diverse business service offerings with its motto, "Every Day is Earth Day!"

Under the leadership of longtime President/CEO Richard Balocco, Desert Arc employees 307 people and has been in business and an active participant in the local community, - providing janitorial services in the Coachella Valley and Morongo Basin for the past ten years.

Desert Arc Janitorial Division verifies all employees' receive a physical, background clearance and drug screen prior to employment. All employees receive monthly safety training and are First Aid and CPR certified.

A list of references can be found in ***Exhibit C, References.***

Exhibit A Scope of Work

VSD Scope of Work

Basic Services Office Areas/Conference Rooms/Lobby/Mail Room/Common Areas

- Clean glass in doors
- Remove all cobwebs
- Wipe down all surfaces including, door frames, windowsills, file cabinets, counters, etc.
- Remove smudges from kick plates, handrails, walls and light switches
- Empty all trash cans and reline Arrange furniture and magazines in reception waiting area
- Disinfect conference room tables, chairs, counters, exterior of cabinets, sinks, handrails, etc.
- Vacuum all carpet areas and mats
- Sweep and mop all hard floor surfaces including rolling mats in offices and cubicles

Restrooms

- Clean and disinfect all urinals, toilets, mirrors, counters, sinks, shower stalls
- Clean and polish all bright work and dispensers
- Spot clean walls, partitions, and light fixtures
- Empty trash cans and reline
- Sweep /mop all floors and clean exhaust fan grating
- Wipe down tops of partitions, dispensers
- Restock all products including toiletries, soap and paper products

Lunchroom/Lunchroom areas

- Clean and disinfect chairs, tables, counters and exterior of cupboards
- Clean microwaves in and out
- Clean and sanitize all sinks including garbage disposal
- Wipe down outside of appliances and lighting fixtures
- Restock paper towels

Exhibit A Scope of Work Continued

- Sweep and mop all floors
- Turn off coffee makers

Outdoor

- Empty trash cans and reline, remove cobwebs

General instructions

- Janitorial closet clean and orderly
- All furniture is returned and arranged neatly including desk and conference room chairs
- **Contact District and share any repairs that are needed**
- Turn off all lights and fans prior to departing
- All doors and windows are closed and secure

Miscellaneous

- There will be an additional fee for any additional work requested beyond the scope of work. To be approved by Facility Maintenance Supervisor



**Exhibit B
Pricing Quote**

Weekly Janitorial Services

Monthly Fee: \$3,333.68

Property will be serviced three times per week

Start Date, Days/ Times TBD

VSD will supply the following: restroom toiletries, soaps, chemicals, and trash can liners.

Desert Arc must provide own equipment (vacuum, duster, carts, rags, buckets, etc.).

Desert Arc Janitorial Division will make every attempt to coordinate services around holidays.

Please reference **Exhibit D, Holiday Schedule** for observed holidays.

MISCELLANIOUS

Special events, additional work days/hours or any additional work crews will be discussed prior to scheduling and may be subject to a service fee.

1. Administration Building 3x Weekly 45-500 Van Buren \$ 1,175.00
2. Operations Building 3x Weekly 45-500 Van Buren \$ 839.67
3. Maintenance Building 2x Weekly 45-500 Van Buren \$ 339.67
4. Collection Services Building 2x Weekly 45-500 Van Buren \$ 339.67
5. Lab Building 3x Weekly 45-500 Van Buren \$ 639.67

TOTAL \$3,333.68

Proposed percent increase for additional option year 2 - 5% \$3,500.36

Proposed percent increase for additional option year 3 - 5% \$3,675.37

**EXHIBIT C
ENHANCED SERVICES**

Enhanced Services shall be quoted at the time service is requested. The District may elect to contract with another provider for these services.

ENHANCED SERVICES

INDOOR

Carpet Cleaning & Stain Removal (annually)-Sub-contracted
Strip, service, wax hard floors (semi-annually)- Sub-contracted
Window cleaning (Quarterly)- Sub-contracted
Clean/steam upholstered furniture and partitions (semi-annually)- Sub-contracted
 Clean light fixtures (quarterly)
 Dust clean blinds, vents, display cases (semi –annually)

OUTDOOR

Power wash walkways (monthly)

Window cleaning (Quarterly)- Sub-contracted

Clean light fixtures (semi-annually) TBD



Business Credentials

CONTACT

Donnya Villarreal
760-404-1364 Office
442-400-4570 Cell
dvillarreal@desertarc.org

Camerena Corrales
760-3446-1611 Office
760-660-9390 cell
ccorrales@deserarc.org

CORPORATE HEADQUARTERS

73255 Country Club Drive
Palm Desert, Ca 92260

EMPLOYEE POLICY

All Desert Arc employees receive a physical, a background clearance and drug screen prior to employment. Every person employed by Desert Arc are First Aid and CPR certified, plus, are required to participate in monthly safety trainings.

Tax ID is 95-6006700



**Exhibit B
Pricing Quote
Continued**

- Termination of contract can be done with a 30 day written notice
- The price of this contract is good for one year. Pricing will be reviewed 30days prior to the end of the contract

For the purposes of issuing a purchase order or invoice, the following contact information is provided:

Mr. Kurt Parish
Controller
Desert Arc
73-255 Country Club Drive
Palm Desert, CA 92260-2309
(760) 346-1611, extension 216

Donnya Villarreal Date 08/25/2020

Donnya Villarreal
Assistant Director of Vocational Programs
Desert Arc
73255 Country Club Drive
Palm Desert, CA 92260

_____ Date _____

Ryan Williams
Facilities Maintenance Supervisor
Valley Sanitary District
45-500 Van Buren Street
Indio CA 92201

Exhibit C References

- 1. The Management Trust**
Contact: Damian Jenkins
39755 Berkey Drive #A
Palm Desert Ca 92211
760-776-5100
damian.jenkins@managementtrust.com

- 2. Renova Solar & Energy**
Contact: Jasmine Coleman, Office Manager
760-568-3413
jcoleman@renovaenergy.com

- 3. Community Associations Institute**
Contact: Cal Lockett- Executive Director
760-341-0559
clockett@cai-cv.org

- 4. Desert Resort Management**
Contact: Loni Peterson-General Manager for PGA WEST II Residential Association
760-346-1161
lperterson@drmineternet.com

- 5. Marriott Desert Springs Resort and Spa**
Contact: Jessica Ramirez, Assistant Director of Services
Office 760.862.1509 | Fax 760.862.1563
jessica.Ramirez@marriott.com

- 6. Gerald Green Realtor Keller Williams**
Contact: Gerald Green
760-218-5675
GeraldGreenrepro@gmail.com



***Exhibit D
Holiday Observance Schedule
FY 2020***

Monday, September 7, 2020	Labor Day
Thursday, November 26, 2020	Thanksgiving Day
Friday, November 27, 2020	Thanksgiving Holiday
Thursday, December 24, 2020	Christmas Holiday
Friday, December 25, 2020	Christmas Day
Thursday, December 31, 2020	New Year's Eve



REQUEST FOR PROPOSALS (RFP)

JANITORIAL SERVICES

Release Date: July 1, 2020

Deadline for Submission: July 24, 2020

Contact Person: Ryan Williams, Facilities Maintenance Supervisor

**VSD
45-500 Van Buren St
Indio, CA 92201**

**REQUEST FOR PROPOSALS (RFP)
JANITORIAL SERVICES**

RELEASE DATE: Wednesday, July 1, 2020

CLOSING DATE: Proposals must be received no later than by Friday, July 24, 2020 by 4:00 p.m. by the means listed in the RFP.

CONTACT PERSON: Ryan Williams, Facilities Maintenance Supervisor
E-mail: rwilliams@valley-sanitary.org
Phone: 760-238-5400

Valley Sanitary District
45-500 Van Buren St
Indio, CA 92201

Counter Hours: M-F 8:00 AM – 5:00 PM

PURPOSE

The Valley Sanitary District (VSD) is requesting proposals from experienced and qualified firms (“Proposers”) for the provision of Janitorial Services at VSD facilities. It is VSD’s intent to award one contract for janitorial services at Administration and Treatment Plant property in Indio, Riverside County.

ABOUT THE DISTRICT

VSD is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. The District has over 28,000 service connections in a 19.5 square mile service area serving a population of about 75,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. The District’s Adopted FY 2019/20 Operating Budget is \$8.3 million.

VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, District Engineer, Chief Plant Operator, and Administrative & Finance Manager. Staff includes a total of 32 full-time employees spread across three Departments: Administrative Services Department, Operations & Maintenance Department, and the Engineering Department.

Keeping infrastructure up to date and reliable is a significant part of the District’s commitment to provide quality service to its customers. Capital improvement and replacement projects are necessary to replace aging underground infrastructure and to ensure that the District offers superior treatment to meet environmental standards.

INTRODUCTION

The successful Proposer shall be required to provide the janitorial scope of services outlined in Exhibit A (“Basic Services & Enhanced Services Upon Request”) for the above referenced properties.

The successful Proposer shall be required to furnish equipment, machinery, transportation and other implements necessary to execute the contract. The Proposer shall supply a plan as to how the Basic Services will be executed. The plan shall include the number of personnel, which will be used to execute the services and when (outside of business days and hours) the services will be performed, and estimated time to complete each service.

The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer’s employees are performing their work in a safe manner. The Proposer shall state their qualifications as a professional janitorial firm, which can include but not be limited to, previous janitorial services offered to businesses within Riverside County, current janitorial contracts being performed by Proposer, the length of time that this Proposer has been performing these types of services, and any special qualifications those employees might have.

TERM OF AGREEMENT

The agreement shall begin on September 1, 2020. The terms of the agreement for janitorial services will be negotiated with the selected proposer. VSD expects a minimum term of one year with two additional years at its sole discretion. The contract will be monitored for acceptable services rendered throughout the contract term. The District will have the option to cancel the contract in whole or in part during the contract term, for any reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

PAYMENTS

For payment due for Basic and Enhanced Services the Proposer shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Proposer’s services as rendered in a format acceptable to VSD.

The Proposer shall submit an invoice which provides detailed billing for services provided no later than 45 calendar days after the date the services have been rendered. Payments shall be paid to the Proposer within 30 days upon the receipt of invoice.

RFP RESPONSE FORMAT

The RFP respondent shall submit one PDF Electronic copy of the RFP response with all the information requested. In order to simplify the proposal evaluation process, the District is seeking RFP responses in the following format:

1. Cover/Cover Letter

- Name of Business/Company:
- Business/Company Address:
- Telephone Number(s):
- E-mail Address:
- Website Address:
- Federal Tax ID Number:
- Name, title, telephone number and, if different, address of person(s) authorized to represent business entity:
- Name, title, telephone number and, if different, address of person(s) authorized to sign contracts for the business entity:

2. RFP Response

A. Information about the consulting firm including the following information.

- organization type (corp, llc, etc)
- organizational structure(s)
- location of principal office(s)
- years in business
- number of employees
- other pertinent information

B. Key personnel and roles

- Name of the principal point-of-contact in the firm/entity that will have direct and continued responsibility for the services provided to the District. This person will be the District staff's first point-of-contact on all matters at the contract administration level dealing with the services offered, and will either handle day-to-day activities or assign a point-of-contact and other firm staff as needed for that responsibility.
- Outline of responsibilities/roles of firm/entity personnel with respect to providing the services requested.
- Experience/resumes of assigned personnel including certifications.
- Location of resources assigned to project and availability for on-site work activities.

C. Qualifications of the Firm/Entity

- Description of at least five similar projects/assignments. Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.

- Five References for similar assignments/work performed. If different from above project list, describe the nature of the project/assignment as described above.
- Business partner relationships and level of your firm (i.e. Microsoft Gold).
- Tenure with firm of key personnel to be assigned to project.
- Discuss your customer knowledge continuity process for maintaining customer environment knowledge as staff resources change.

D. Response to the Scope of Services requested and other key issues raised in RFP

The respondent should address how it will provide the services requested in the scope of services. Including the establishment of the processes and procedures for maintaining and supporting all of the District's network infrastructure, how the support desk will function, how documentation and change control will be implemented, how managed services are provided and discuss other key issues raised in this RFP or are anticipated during the course of performing the scope of services requested.

E. Cost Proposal – Separate Attachment

- The District desires an all-inclusive based fees proposal for the scope of services listed (required). In addition, firms may disclose a fixed fee schedule for specific managed service offerings provided.
- Include hourly billable rates of all personnel who could be assigned to the project.
- Include any other billable costs (and corresponding unit costs) associated with the proposal (e.g., direct charges such as copying costs, travel, etc.) as applicable.

GENERAL TERMS AND CONDITIONS

1. Consultant Questions during Proposal Process: Proposing firms are encouraged to ask questions to strengthen proposals to the District. Please direct your questions to: Ryan Williams at rwilliams@valley-sanitary.org. Please provide all inquiries in writing (e-mail). Questions will be accepted up to 3:00 pm Pacific Time on Friday, July 10, 2020. All questions and answers will be e-mailed to all firms who indicate their intention to respond to the RFP. Please email your intention to respond to Ryan Williams. You will receive confirmation of receipt of your email. Question sources will remain anonymous.
2. Limitation: The Request for Proposals (RFP) does not commit the District to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all

qualified sources or to cancel all or part of this RFP.

3. **Award:** The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. The District reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.
4. **Signature:** The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

PROPOSAL SUBMISSION

One PDF electronic copy of the proposal must be received no later than **4:00 p.m. on Friday, July 24, 2020**, by one of the following two methods. Late proposals will not be accepted.

1. Delivered to VSD Administrative Office
or
2. Emailed to rwilliams@valley-sanitary.org

SELECTION CRITERIA

In reviewing proposals, the District's proposal reviewers will use a standardized selection:

- Experience and qualifications of assigned staff **(20 points)**
- References (particularly public agencies) and relevant work performed **(20 points)**
- Firm/entity key personnel assigned to the project **(10points)**
- Demonstrated ability to competently implement the scope of services **(20 points)**
- Demonstrated understanding of issues raised by District in RFP and completeness in addressing the scope of work **(30 points)**

A review panel will rate the initial proposals based upon standardized selection criteria and will select up to 3 of the highest scoring consultants to attend interviews (see selection process and time frame below). All other consultants will be notified according to the schedule provided below.

SELECTION PROCESS AND TIME FRAME

Wednesday, July 1, 2020	Release date of RFP
Friday, July 10, 2020	Questions due no later than 3:00 PM PDT
Friday, July 24, 2020	RFP responses due no later than 4:00 PM PDT
Tuesday, August 11, 2020	Board approval of contract
Tuesday, September 1, 2020	Services begin

**Exhibit A
 Scope of Services**

The District will supply the following: restroom toiletries, soaps, chemicals, and trash can liners.
Contractor must provide own equipment (vacuum, duster, carts, rags, buckets, etc.).

Basic Services
Office Areas/Conference Rooms/Lobby/Mail Room/Common Area
Clean glass in doors
Remove all cobwebs
Wipe down all surfaces including, door frames, windowsills, file cabinets, counters, etc.
Remove smudges from kick plates, handrails, walls and light switches
Empty all trash cans and reline
Arrange furniture and magazines in reception waiting area
Disinfect conference room tables, chairs, counters, exterior of cabinets, sinks, handrails, etc.
Vacuum all carpet areas and mats
Sweep and mop all hard floor surfaces including rolling mats in offices and cubicles
Restrooms
Clean and disinfect all urinals, toilets, mirrors, counters, sinks, shower stalls
Clean and polish all bright work and dispensers
Spot clean walls, partitions, and light fixtures
Empty trash cans and reline
Sweep /mop all floors and clean exhaust fan grating
Wipe down tops of partitions, dispensers
Restock all products including toiletries, soap and paper products
Lunchroom/Lunchroom areas
Clean and disinfect chairs, tables, counters and exterior of cupboards
Clean microwaves in and out
Clean and sanitize all sinks including garbage disposal
Wipe down outside of appliances and lighting fixtures
Restock paper towels
Sweep and mop all floors
Turn off coffee makers
Outdoor
Empty trash cans and reline, remove cobwebs
General instructions
Janitorial closet clean and orderly
All furniture is returned and arranged neatly including desk and conference room chairs
Contact District and share any repairs that are needed
Turn off all lights and fans prior to departing
All doors and windows are closed and secure

Proposer is to describe below how the Basic Services will be performed. The plan should include

**Exhibit B
 Cost of Services**

The Proposer, in compliance with the request for proposals for the Janitorial Services, having examined Exhibit A: Scope of Services and written specifications, hereby proposes to furnish Janitorial Services for the following unit prices.

	Name	Basic Services Provided	Address	Total Cost Per Month
1	Administration Building	3x Weekly	45-500 Van Buren	\$
2	Operations Building	3x Weekly	45-500 Van Buren	\$
3	Maintenance Building	2x Weekly	45-500 Van Buren	\$
4	Collection Services Building	2x Weekly	45-500 Van Buren	\$
6	Lab Building	3x Weekly	45-500 Van Buren	\$
TOTAL				\$
Proposed percent increase for additional option year 2				%
Proposed percent increase for additional option year 3				%

Enhanced Services shall be quoted at the time service is requested. The District may elect to contract with another provider for these services. Please note on Exhibit C which services Proposer can supply.

The above unit prices listed in the Price Schedule shall include all labor, materials, removal, overhead, profit, insurance, and any other cost necessary to cover the finished work.

Respectfully submitted,

Print Name: _____

Print Title: _____

Signature: _____

Date: _____

**Exhibit C
 Enhanced Services**

Please indicate what Enhanced Services your firm can supply to the District. Enhanced Services shall be quoted at the time service is requested. The District may elect to contract with another provider for these services. Please submit duplicate pages if necessary, to list additional services proposer can provide.

ENHANCED SERVICES	
Indoor	Outdoor
<input type="checkbox"/> Carpet Cleaning & Stain Removal (annually) <input type="checkbox"/> Strip, service, wax hard floors (semi-annually) <input type="checkbox"/> Window cleaning (quarterly) <input type="checkbox"/> Clean/steam upholstered furniture and partitions (semi-annually) <input type="checkbox"/> Clean light fixtures (quarterly) <input type="checkbox"/> Dust/clean blinds, vents, display cases (semi-annually)	<input type="checkbox"/> Power wash walkways (monthly) <input type="checkbox"/> Window cleaning (quarterly) <input type="checkbox"/> Clean light fixtures (semi-annually)
LIST ADDITIONAL SERVICES PROPOSER CAN PROVIDE	
Indoor	Outdoor

Respectfully submitted,

Print Name: _____

Print Title: _____

Signature: _____

Date: _____



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Authorize the General Manager to Execute a Contract with Desert ARC for Landscape & Lawncare Services in an Amount Not to Exceed \$10,000 for a 12-month Period

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss contracting out landscape and lawncare services rather than using District staff.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.1: Enough staff to fulfill goals and objectives safely and efficiently.

Fiscal Impact

The total cost of this contract is \$10,000 for the basic services. The current budget does not include funding for this service. Staff will include this as a mid-year budget request.

The current fully loaded cost of staff time associated with performing these services is approximately \$20,000. The fully loaded cost of hiring a full-time Utility Worker, as originally proposed, is approximately \$70,000. The Utility Worker would also perform janitorial and other semi-skilled duties.

Background

In November 2019, staff presented a staffing analysis to the Board for discussion and direction (Attachment C). Based on the analysis, VSD was significantly short on product work hours in several areas, one of which was maintenance. Using the conservative guide, the District was short approximately five maintenance positions. The Board authorized one full-time Electrical/Instrumentation Supervisor position in February.

As part of the budget discussions for FY 2020/21, the Board proposed that staffing remain at the FY 2019/20 level and that staff bring this issue to a future meeting early into the new fiscal year. In addition, the Board requested that staff get quotes to see if general maintenance services, primarily janitorial and landscaping, could be provided by

outside contracts more cost efficiently and thus free up staff to perform more technical wastewater specific functions.

In response to the Board's request, and in compliance with the VSD Purchasing Policy, staff published a request for proposals (RFP) for janitorial services on September 15, 2020, with a due date of July 24, 2020 (Attachment B). In addition to publishing the RFP, staff e-mailed it to various local services providers. The District received one proposal in response to the RFP, which was from Desert ARC (Attachment A).

Desert ARC is a local vendor that provides a variety of services to the community while supporting people with disabilities. The scope of services is consistent with the RFP and the cost is \$800 per month. Additional enhanced services will be requested on an as-needed basis at an additional cost to be quoted at the time.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Desert ARC for landscape and lawncare services in an amount not to exceed \$10,000 for a 12-month period.

Attachments

Attachment A: Desert ARC Proposal for Landscape & Lawncare Services
Attachment B: Request for Proposals



RFP RESPONSE

Section E - COST PROPOSAL

LANDSCAPE MAINTENANCE SERVICES

Monthly Fee: \$800 per month

The term of this agreement is for one (1) year.

Additional option year 2: 5% increase, \$840

Additional option year 3: 5% increase, \$882

After Hours Service:

- Irrigation Technician billed at time and a half, \$125 per hour
- Labor billed at time and a half, \$70per hour

OPTIONAL SERVICES AVAILABLE AT AN ADDITIONAL CHARGE:

- Renovations and Enhancements
- Irrigation
- Tree Trimming & Pruning of trees 15 feet and above
- Customized design plans to meet your requests

BUSINESS HOURS

Monday – Friday 7am-3pm

OBSERVED HOLIDAYS

Thursday, November 26, 2020 Thanksgiving	Friday, January 1, 2021New Year’s Day
Friday, November 27, 2020 Thanksgiving	Monday, February 15, 2021President’s Day
Thursday, December 24, 2020 Christmas Eve	Monday, May 31, 2021 Memorial Day
Friday, December 25, 2020 Christmas Day	Monday, July 5, 2021 Independence Day
Thursday, December 31, 2020 New Year’s Eve	Monday, September 6, 2021 Labor Day

73-255 Country Club Drive • Palm Desert, CA 92260 • desertarc.org
 phone: (760)346-1611 • toll free: (888)771-7784 • fax: (760)773-0933
 OPPORTUNITIES FOR PEOPLE WITH DISABILITIES



REQUEST FOR PROPOSALS (RFP)
LANDSCAPE & LAWN CARE SERVICES

Release Date: September 15, 2020

Deadline for Submission: October 5, 2020

Contact Person: Ryan Williams, Facilities Maintenance Supervisor

VSD
45-500 Van Buren St
Indio, CA 92201

**REQUEST FOR PROPOSALS (RFP)
LANDSCAPE & LAWN CARE SERVICES**

RELEASE DATE: Tuesday, September 15, 2020

CLOSING DATE: Proposals must be received no later than by Monday, October 5, 2020 by 3:00 p.m. by the means listed in the RFP.

CONTACT PERSON: Ryan Williams, Facilities Maintenance Supervisor
E-mail: rwilliams@valley-sanitary.org
Phone: 760-238-5400

Valley Sanitary District
45-500 Van Buren St
Indio, CA 92201

Counter Hours: M-F 8:00 AM – 5:00 PM

PURPOSE

The Valley Sanitary District (VSD) is requesting proposals from experienced and qualified firms (“Proposers”) for the provision of landscape and lawn care services at VSD facilities. It is VSD’s intent to award one contract for landscape and lawn care services at Administration and Treatment Plant property in Indio, Riverside County.

ABOUT THE DISTRICT

VSD is in the Coachella Valley about 20 miles southwest of the Palm Springs airport. VSD is a wastewater district, founded in 1925, operating under the Sanitary District Act of 1923. The District has over 28,000 service connections in a 19.5 square mile service area serving a population of about 75,000 in the communities of Indio, Coachella, La Quinta, and unincorporated Riverside County. The District’s Adopted FY 2019/20 Operating Budget is \$8.3 million.

VSD is governed by a five-member Board of Directors and led by a senior management team comprised of a General Manager, District Engineer, Chief Plant Operator, and Administrative & Finance Manager. Staff includes a total of 32 full-time employees spread across three Departments: Administrative Services Department, Operations & Maintenance Department, and the Engineering Department.

Keeping infrastructure up to date and reliable is a significant part of the District’s commitment to provide quality service to its customers. Capital improvement and replacement projects are necessary to replace aging underground infrastructure and to ensure that the District offers superior treatment to meet environmental standards.

INTRODUCTION

The successful Proposer shall be required to provide the landscape and lawn care scope of services outlined in Exhibit A (“Basic Services & Enhanced Services Upon Request”) for the above referenced properties.

The successful Proposer shall be required to furnish equipment, machinery, transportation and other implements necessary to execute the contract. The Proposer shall supply a plan as to how the Basic Services will be executed. The plan shall include the number of personnel, which will be used to execute the services and when (outside of business days and hours) the services will be performed, and estimated time to complete each service.

The successful Proposer shall maintain that all employees have been trained in appropriate safety measures to ensure Proposer’s employees are performing their work in a safe manner. The Proposer shall state their qualifications as a professional landscaping firm, which can include but not be limited to, previous landscaping services offered to businesses within Riverside County, current landscaping contracts being performed by Proposer, the length of time that this Proposer has been performing these types of services, and any special qualifications those employees might have.

TERM OF AGREEMENT

The agreement is estimated to begin on November 1, 2020. The terms of the agreement for services will be negotiated with the selected proposer. VSD expects a minimum term of one year with two additional years at its sole discretion. The contract will be monitored for acceptable services rendered throughout the contract term. The District will have the option to cancel the contract in whole or in part during the contract term, for any reason, without penalty, upon notice. The Proposer will not be entitled to lost profits or any further compensation not earned prior to the time of cancellation.

PAYMENTS

For payment due for Basic and Enhanced Services the Proposer shall submit invoices at the end of each monthly billing period. Invoice amounts shall be based on the Proposer’s services as rendered in a format acceptable to VSD.

The Proposer shall submit an invoice which provides detailed billing for services provided no later than 45 calendar days after the date the services have been rendered. Payments shall be paid to the Proposer within 30 days upon the receipt of invoice.

RFP RESPONSE FORMAT

The RFP respondent shall submit one PDF Electronic copy of the RFP response with all the information requested. In order to simplify the proposal evaluation process, the District is seeking RFP responses in the following format:

1. Cover/Cover Letter

- Name of Business/Company
- Business/Company Address
- Telephone Number(s)
- E-mail Address
- Website Address
- Name, title, telephone number and, if different, address of person(s) authorized to represent business entity
- Name, title, telephone number and, if different, address of person(s) authorized to sign contracts for the business entity

2. RFP Response

A. Information about the consulting firm including the following information.

- organization type (corp, llc, etc)
- organizational structure(s)
- location of principal office(s)
- years in business
- number of employees
- Federal Tax ID Number
- Landscape Contractor's License (C-27)
- DIR Registration Number
- other pertinent information

B. Key personnel and roles

- Name of the principal point-of-contact in the firm/entity that will have direct and continued responsibility for the services provided to the District. This person will be the District staff's first point-of-contact on all matters at the contract administration level dealing with the services offered, and will either handle day-to-day activities or assign a point-of-contact and other firm staff as needed for that responsibility.
- Outline of responsibilities/roles of firm/entity personnel with respect to providing the services requested.
- Experience/resumes of assigned personnel including certifications.
- Location of resources assigned to project and availability for on-site work activities.

C. Qualifications of the Firm/Entity

- Description of at least five similar projects/assignments. Describe the roles of both parties, description and size of environments serviced, services performed, annual charges and resources utilized.

- Five References for similar assignments/work performed. If different from above project list, describe the nature of the project/assignment as described above.
- Tenure with firm of key personnel to be assigned to project.
- Discuss your customer knowledge continuity process for maintaining customer environment knowledge as staff resources change.

D. Response to the Scope of Services requested and other key issues raised in RFP

The respondent should address how it will provide the services requested in the scope of services. Including the establishment of the processes and procedures for maintaining and supporting all of the District's network infrastructure, how the support desk will function, how documentation and change control will be implemented, how managed services are provided and discuss other key issues raised in this RFP or are anticipated during the course of performing the scope of services requested.

E. Cost Proposal – Separate Attachment

- The District desires an all-inclusive based fees proposal for the scope of services listed (required). In addition, firms may disclose a fixed fee schedule for specific managed service offerings provided.
- Include hourly billable rates of all personnel who could be assigned to the project.
- Include any other billable costs (and corresponding unit costs) associated with the proposal (e.g., direct charges such as copying costs, travel, etc.) as applicable.

GENERAL TERMS AND CONDITIONS

1. Consultant Questions during Proposal Process: Proposing firms are encouraged to ask questions to strengthen proposals to the District. Please direct your questions to: Ryan Williams at rwilliams@valley-sanitary.org. Please provide all inquiries in writing (e-mail). Questions will be accepted up to 3:00 pm Pacific Time on Friday, September 25, 2020. All questions and answers will be e-mailed to all firms who indicate their intention to respond to the RFP. Please email your intention to respond to Ryan Williams. You will receive confirmation of receipt of your email. Question sources will remain anonymous.
2. Limitation: The Request for Proposals (RFP) does not commit the District to award a contract, to pay any cost incurred in the preparation of the firm's RFP response or to procure or contract for services or supplies. The District reserves the right to accept or reject any or all RFP responses received as a result of this request, to negotiate with any/all qualified sources or to cancel all or part of this RFP.

3. **Award:** The firm/entity chosen may be required to participate in negotiations and to submit such revisions of its proposals as may result from negotiations. The District reserves the right to award a contract/select a service provider without discussion based upon the initial proposals.
4. **Signature:** The consultant's RFP response shall provide the following information: name, title, address and telephone number of individuals with authority to bind the service provider and who may be contacted during the period of proposal evaluation. The consultant's RFP response shall be signed by an official authorized to bind the consultant.

PROPOSAL SUBMISSION

One PDF electronic copy of the proposal must be received no later than **3:00 p.m. on Monday, October 5, 2020**, by one of the following two methods. Late proposals will not be accepted.

1. Delivered to VSD Administrative Office
or
2. Emailed to rwilliams@valley-sanitary.org

SELECTION CRITERIA

In reviewing proposals, the District's proposal reviewers will use a standardized selection:

- Experience and qualifications of assigned staff **(10 points)**
- References (particularly public agencies) and relevant work performed **(20 points)**
- Firm/entity key personnel assigned to the project **(10points)**
- Demonstrated ability to competently implement the scope of services **(25 points)**
- Demonstrated understanding of issues raised by District in RFP and completeness in addressing the scope of work **(30 points)**
- Cost for services **(5 points)**

A review panel will rate the initial proposals based upon standardized selection criteria and may select up to 3 of the highest scoring firms to attend interviews (see selection process and time frame below). All other firms will be notified according to the schedule provided below.

SELECTION PROCESS AND TIME FRAME

Tuesday, September 15, 2020	Release date of RFP
Friday, September 25, 2020	Questions due no later than 3:00 PM PDT
Monday, October 5, 2020	RFP responses due no later than 3:00 PMPDT
Monday, November 2, 2020	Services begin

Exhibit A
Scope of Services

Contractor must provide own labor, equipment, materials, and supervision. The contractor will have access to the work site only between the hours of 7:00 a.m. until 3:00 p.m., Monday through Friday.

1. LAWNS

The following procedures apply to lawns. All lawn maintenance (mowing, edging, and weed control) must be completed no later than 11:00 a.m. Lawn must be maintained by the following: fertilization; irrigation and weed control. Lawn is to maintain a green and healthy structure. Equipment must be clean of foreign and invasive grasses and weeds.

1.1. MOWING

All lawns shall be mowed on a weekly basis.

1.2. FERTILIZATION

All lawns must be fertilized quarterly to maintain good health, vigor and color throughout the year and applied within the proper time delay. Turf Grow, or District approved equal, is required.

1.3. AERATION

Aeration shall and will be performed semi-annually by the contractor to the maximum depth needed to make sure ground can absorb as much moisture as possible.

1.4. EDGING

All lawns shall be kept within designated areas and edging shall take place weekly.

2. GROUND COVER

2.1. EDGING

Groundcover shall be kept within designated areas. Invasive groundcover shall be kept at least six inches from buildings and other structures. Groundcover shall be prevented from invading shrubs or climbing trees.

2.2. FERTILIZATION

Plant material shall be fertilized quarterly and where there are signs of nutritional deficiencies or a desire for additional growth.

3. WEED ABATEMENT

Prior to use of chemicals on recharge facility grounds, Contractor must first provide submittals and Safety Data Sheet (SDS) for prior approval to an authorized VSD employee.

3.1. WEEDS (LAWN AREAS)

Weeds in lawn areas will be controlled by application of an approved pre- or post-emergent selective herbicide or hand pulling.

3.2. WEEDS (GROUND COVER)

Weeds in groundcover areas will be controlled by application of approved pre-emergent and post-emergent herbicide, hoeing or hand pulling. Herbicides should be applied on a weekly basis to control this problem. This process must be applied by a state licensed applicator. No Exceptions.

4. CLEANUP

All parking areas, sidewalks, around buildings, interior roads, and bare grounds will be cleaned of plant debris. All plant debris produced by Contractor shall be removed from the site on the service day. The Contractor is required to pick-up all materials left behind on lawn and/or sidewalks. During the fall season, leaves and debris must be cleaned in parking lot areas.

5. IRRIGATION MAINTENANCE

5.1. SPRINKLER OPERATION (The Contractor shall operate the irrigation system)

It is the Contractor's responsibility to adjust/program the sprinkler system to apply water in accordance with plant requirements based on weather, soil conditions and programmed to minimize runoff. Water and power are to be supplied by VSD. If possible, automatic controllers will be programmed to apply water at early morning hours before 6:00 a.m., to conform to periods of low traffic.

5.2. SPRINKLER CLEANING & ADJUSTING

Contractor is responsible for cleaning & adjusting sprinkler heads. Damages to the sprinkler system caused by the Contractor will be brought to the attention of an authorized employee of VSD for prior approval of repairs. If Contractor is approved for the repairs, a change order will be created.

6. TREE TRIMMING

The following procedures apply to trees less than 15 feet in height.

6.1 Pruning

All trees shall be pruned annually.

6.2 Fertilization

Trees shall be fertilized quarterly each year and where there are signs of nutritional deficiencies or for a desired additional growth.



Table 1

Service Frequency

Item #	Description	Weekly	Bi-Weekly	Month	Quarter	Semi-Annual	Annual
1	Mowing	X					
2	Edging	X					
3	Weed Eat	X					
4	Maintain/adjust irrigation			X			
5	Clear/spray weeds				X		
6	Sweep/blow	X					
7	Litter removal	X					
8	Fertilize				X		
9	Aeration of lawns					X	
10	Clear drains/ditches of debris		X				
11	Tree trimming						X

Proposer is to describe how the services will be performed. The plan should include the number of personnel to execute the services and estimated time to complete each service.

Respectfully submitted,

Print Name: _____

Print Title: _____

Signature: _____

Date: _____



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

SUBJECT: **Establish a Standing Operations Committee, Set Time and Place for Meetings, and Appoint Directors to the Committee**

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

Executive Summary

The purpose of this report is for the Board to discuss establishing a standing committee.

Strategic Plan Compliance

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

Fiscal Impact

Assuming the committee meets six times each year and that there are two directors on the committee, the annual cost will be \$3,000 to be offset by election cost savings.

Background

In August, the Board created a standing Budget & Finance Committee to work with the General Manager on specific budget-related issues and as a mechanism to enhance public and Board education on District finances. Given the significant number and cost of projects that are in the Capital Improvement Plan for the next five years as well as the anticipated changes in NPDES permit operations, staff believes that an Operations Committee should be established and charged with discussing the NPDES permit requirements, maintenance projects (less than \$50,000), and capital projects (greater than \$50,000).

As a standing committee, it will be subject to the Brown Act. Staff recommends that this committee meet every other month on the first Tuesday of February, April, June, August, October, and December at 1:00 p.m. This would place this committee in the months that do not have Budget & Finance Committee meetings to reduce staff workload in managing agendas and committee reports.

If approved, the first meeting will be Tuesday, December 1 at 1:00 p.m. The staff person assigned to this committee is Ron Buchwald, Engineering Services Manager. Ian Wilson, Facility Operations Manager, will attend as needed based on the agenda topics.

Recommendation

Staff recommends that the Board establish the standing Operations Committee, set the meeting time as the first Tuesday of February, April, June, August, October, and December at 1:00 p.m., and appoint directors to the committee.

Attachments

None



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Authorize a Financial Assistance Application to the State Water Resources Control Board for the Reclaimed Water Project – Phase I and Designating General Manager or Her Designee to Sign and Submit the Application

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

Executive Summary

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

Strategic Plan Compliance

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

Fiscal Impact

There is no direct fiscal impact. This is the first step in the application process for SRF loan consideration. Actual loan amount depends upon the State Water Board’s funding availability. The Reclaimed Water Project – Phase I is included in the adopted Comprehensive Budget for Fiscal Year 2020/21.

Background

Staff is in the process of finding funding sources to offset some of the capital improvement projects shown in the 10-year Capital Improvement and Replacement Plan. Staff is working with ESS to apply for State Revolving Fund (SRF) grant and loans funds. As part of the application process, the Board is required to adopt a resolution authorizing the application and designating an individual to sign and submit the application.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 2020-1137 authorizing a financial assistance application to the State Water Resources Control Board for the

Reclaimed Water Project – Phase I and designating the General Manager, or her designee, to sign and submit the application.

Attachments

Attachment A: Resolution 2020-1137 Authorizing the General Manager to Sign and Submit the Application

RESOLUTION NO. 2020-1137

AUTHORIZING A FINANCIAL ASSISTANCE APPLICATION TO THE STATE WATER RESOURCES CONTROL BOARD FOR THE RECLAIMED WATER PROJECT – PHASE I AND DESIGNATING THE GENERAL MANAGER OR HER DESIGNEE TO SIGN AND SUBMIT THE APPLICATION

The Valley Sanitary District (the “District”) desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its wastewater system, including the Reclaimed Water Project – Phase I (“Project”); and

The District intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys (“Project Funds”) provided by the State of California, acting by and through the State Water Resources Control Board (“State Water Board”); and

The State Water Board may fund the Project Funds with proceeds from the sale of obligations, the interest upon which is excluded from gross income for federal income tax purposes (the “Obligations”); and

Prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds, the District desires to incur certain capital expenditures (the “Expenditures”) with respect to the Project from available moneys of the District.

THE Board of Directors of the Valley Sanitary District resolves that:

1. The above recitals are true and correct.
2. The GENERAL MANAGER (“Authorized Representative”), or her designee, is authorized and directed to sign and file, for and on behalf of the District, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Reclaimed Water Project – Phase I.
3. This Authorized Representative, or her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Board and any amendments or changes to the agreement.
4. The Authorized Representative, or her designee, is designated to represent the District in carrying out the District’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the District and compliance with applicable state and federal laws.

ADOPTED at a Regular Meeting of the Board of Directors of the Valley Sanitary District on the 27th day of October 2020, by the following vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

Mike Duran, President

ATTEST:

Debra Canero, Secretary



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors
FROM: Beverli A. Marshall, General Manager
SUBJECT: **Authorize the Reimbursement of Funding for the Reclaimed Water Project – Phase from the State Water Resources Control Board**

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss the need for a resolution to authorize reimbursement of funding for Reclaimed Water Project – Phase I from the State Water Resources Control Board.

Strategic Plan Compliance

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

Fiscal Impact

There is no direct fiscal impact. This is the first step in the application process for SRF loan consideration. The actual loan amount depends upon the State Water Board’s funding availability. The Reclaimed Water Project – Phase I is included in the adopted Comprehensive Budget for Fiscal Year 2020/21.

Background

Staff is in the process of finding funding sources to offset some of the capital improvement projects shown in the 10-year Capital Improvement and Replacement Plan. Staff is working with ESS to apply for State Revolving Fund (SRF) grant and loans funds. As part of the application process, the Board is required to adopt a resolution authorizing reimbursement of funding for the project should it receive a loan.

Recommendation

Staff recommends that the Board of Directors adopt Resolution 2020-1138 authorizing the reimbursement of funding for the Reclaimed Water Project – Phase from the State Water Resources Control Board.

Attachments

Attachment A: Resolution 2020-1138 Authorizing the Reimbursement of Funding

RESOLUTION NO. 2020-1138

**AUTHORIZING THE REIMBURSEMENT OF FUNDING FOR THE
RECLAIMED WATER PROJECT – PHASE I
FROM THE STATE WATER RESOURCES CONTROL BOARD**

The Valley Sanitary District (the “District”) desires to finance the costs of constructing and/or reconstructing certain public facilities and improvements relating to its wastewater system, including certain treatment facilities, pipelines and other infrastructure, including specifically the **RECLAIMED WATER PROJECT – PHASE I** (“Project”); and

The District intends to finance the construction and/or reconstruction of the Project or portions of the Project with moneys (“Project Funds”) provided by the State of California, acting by and through the State Water Resources Control Board (State Water Board); and

The State Water Board may fund the Project Funds with proceeds from the sale of obligations, the interest upon which is excluded from gross income for federal income tax purposes (the “Obligations”); and

Prior to either the issuance of the Obligations or the approval by the State Water Board of the Project Funds, the District desires to incur certain capital expenditures (the “Expenditures”) with respect to the Project from available moneys of the District; and

The District has determined that those moneys to be advanced on and after the date hereof to pay for the Expenditures are available only for a temporary period and it is necessary to reimburse the District for the Expenditures from the proceeds of the Obligations.

THE Board of Directors of the Valley Sanitary District resolves that:

1. The above recitals are true and correct.
2. The District hereby states its intention and reasonably expects to reimburse Expenditures paid prior to the issuance of the Obligations or the approval by the State Water Board of the Project Funds.
3. The reasonably expected maximum principal amount of the Project Funds is \$35,730,000.
4. This resolution is being adopted no later than 60 days after the date on which the District will expend moneys for the construction portion of the Project costs to be reimbursed with Project Funds.
5. Each District expenditure will be of a type properly chargeable to a capital account under general federal income tax principles.

6. To the best of our knowledge, the District is not aware of the previous adoption of official intents by the District that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

7. This resolution is adopted as official intent of the District to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of Project costs.

ADOPTED at a Regular Meeting of the Board of Directors of the Valley Sanitary District on the 27th day of October 2020, by the following vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

Mike Duran, President

ATTEST:

Debra Canero, Secretary



**Valley Sanitary District
Board of Directors Meeting
September 22, 2020**

TO: Board of Directors

THRU: Beverli A. Marshall, General Manager

FROM: Ryan Williams, Facilities Maintenance Supervisor

SUBJECT: Authorize the Purchase of a TL1255D Telehandler from Quinn Company in an Amount Not to Exceed \$218,928.61

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<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 for the Board to discuss the need to replace the existing Telehandler.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact from the recommendation actions is \$218,928.61; \$230,000 for replacing the existing telehandler is included in the adopted Comprehensive Budget for FY 2020/21. The Trade-in value for the 2003 TH460B Telehandler is \$22,000, which will be applied to replacement costs.

Background

Staff determined that the existing equipment, a 2003 TH460B Telehandler, needs to be replaced due to age, emmissions, and overall annual maintenance costs. This vehicle is used by the Operations division and is equipped to be used for multtipule purposes around the facility from transporting oversized and heavy equipment to and from job sites, to load and unload delivered equipment, and daily operational tasks that involve dumping bins.

Staff identified the TL1255D model as the one that meets current and forecasted needs. They obtained quotes on it from three Cat dealers in Southern California (Attached).

Quinn Company	\$218,928.61
Peterson Cat	\$248,500.75
Hawthorne Cat	\$250,512.63

The lowest quote was from Quinn Company.

Recommendation

Staff recommends that the Board authorize the purchase of a TL1255D Telehandler from Quinn Company in the amount of \$218,928.61, which includes tax and delivery.

Attachments

- Attachment A: Quote from Quinn Company
- Attachment B: Quote from Peterson Cat
- Attachment C: Quote from Hawthorne Cat



142739-02

October 8, 2020

VALLEY SANITARY DISTRICT
Attention: Account Payable
45500 VAN BUREN STREET
INDIO, California 92201-3435

Attention: RYAN WILLIAMS

Dear Sir,



We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Inc. Model: TL1255D TeleHandler including standard and optional equipment as listed below.

STOCK NUMBER: **SERIAL NUMBER:** **YEAR:** **SMU:**

LEAD TIME: 5 - 6 Months

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jose Farias
Machine Sales Representative
Phone 760.399.6404
Email jose.farias@quinncompany.com

One (1) New Caterpillar Inc. Model: TL1255D TeleHandler including standard and optional equipment as listed below.

Standard Equipment

CONSIST NOTE

The Standard Equipment listing is a description of a TL1255D TELEHANDLER

equipped with all lowest charged items.

BOOMS, STICKS AND LINKAGES

Four section boom
with non-metallic wear pads

Automatic vertical lift

POWERTRAIN

USA, CANADA & PUERTO RICO
CAT C4.4,106kW (142.1 hp) Tier 4f Engine
SOUTH AMERICA, EXCEPT PUERTO RICO
CAT C4.4L,106kW (142.1 hp) Tier 3 Engine
ALL MACHINES INCLUDE
4 Speed Powershift Transmission
Hydraulically driven fan
Radiator Cores
Side by side engine air
Engine oil
Hydraulic oil and coolant

Water separator
Dual element air filter
Spin on engine oil filter
Spin on Hydraulic oil filter
Planetary drive axles with full time
four wheel drive
Limited slip differential
Wet disc service brakes
Spring Applied Hydraulic Release (SAHR)
park brake w/indicator light
Thermal starting aid

HYDRAULICS

Variable Displacement Piston Pump
Max auxiliary flow 95 L/min (25 gpm)
Max pressure 260 bar
Load hold check valves on all load

carrying cylinders
Auxiliary hydraulic service on the
boom head - single function
CAT XT3 hoses, couplings

ELECTRICAL

12 volt electrical socket
75 ampere alternator

1000 CCA maintenance-free battery
Horn + Back up alarm

OPERATOR ENVIRONMENT

Operator station isolated on rubber
mounts
Boom joystick
Stabilizer levers
Frame level switch
Fully adjustable vinyl suspension seat

Seat belt & document pouch
Left & right-side rear-view mirror
Power steering with steering wheel
Load charts
Heavy duty floor mat
Fuse panel

OTHER STANDARD EQUIPMENT

Integral lift and tie-down points

INSTRUCTIONS

Operation and maintenance manual

MACHINE SPECIFICATIONS

TL1255D TELEHANDLER HRC	488-1400
LANE 3 AVAILABLE FROM MCCONNELLSBURG FACTORY	
Available for ADSD-N and ADSD-S (Puerto Rico only)	
Includes: CAT C4.4,106kW (142.1 hp) engine	
Meets U.S. EPA Tier 4 Final emission standards	
PREPARATION PACK, AM-N	568-7356
AXLE, STANDARD	474-7325
STEERING, STANDARD	487-9822
RIDE CONTROL Intelligent boom suspension, includes float position.	561-9295
CLIMATE PACK, STANDARD	474-9111
HEATER, ENGINE BLOCK, 110V	472-2400
CAB, ENCLOSED	477-0002
WINDOW,REAR, EXT RELEASE, ANSI	553-9349
ENVIRONMENTAL CONTROL,AIR CON Provides heating and air conditioning for an enclosed cab	474-7332
BELT, SEAT, 3"	470-0859
MONITOR, ADVANCED DISPLAY This display includes inegrated loadcharts, machine diagnostics, easy access to the anti-theft system and operator preference adjustments. It will also display the input from the Reversing Camera and LMIS sensors if fitted.	479-4531
LIGHTS, ROADING, RH Package includes front headlights (right hand dip), rear taillights, turn and hazard signals.	474-9146
LEVER, MANUAL, FNR/WIPERS/IND	472-7832
ALARM, BACK-UP, WHITE NOISE	485-3318
SUN SCREEN, ROOF	477-1403
TIRES, 400/75-28, FS, MT, FOAM Tires are 16-ply with non-directional tread pattern, giving increased tire life (up to 3 times of Firestone SGG) with reduced fill costs, cooler running and even wear. Protective shoulder ribs and low profile vertical sidewalls reduce sidewall damage and the design and improved footprint shape reduces ground compaction and surface pressure on hard surfaces. With foam fill for puncture protection	464-8002
FENDER, CAB, SINGLE	566-7398
ELECTRICAL HARNESS, COUPLER	474-4122
LOADCHART, NACD, TL1255D This information is included with the Display Monitor	510-4035
TL1255D NORTH AMERICAN ORDER	0G-0510
INSTRUCTIONS, ANSI	472-7789
MANUAL, OPER. MAINT. ENGLISH	478-8639
PRODUCT LINK READY, A/C	501-3004
BRICK GUARD, FRONT SCREEN	471-9523
REVERSING, SENSOR, USA	510-4756
REVERSING, CAMERA	474-9845
WORKLIGHTS,LED, A/C COMPATIBLE Package includes LED cab lights (2 Front, 2 Rear), 2 LED boom work lights and LED strobe beacon.	566-6803
BEACON, LED STROBE	566-6781
USB CHARGING POINT	500-4484
COUPLER, HYDRAULIC, IT	474-7327
CARRIAGE, HYD FRK POSN, 72"	555-1351
FORK, PALLET, 2.36 X 5 X 60 (QTY 2)	550-9930
ARM, MATERIAL HANDLING, IT Rated Capacity 2095 kg (4,619 lb), Length 3941 mm (155").	229-9714

SELL PRICE	\$289,332.00
Governmental Discount	(\$67,794.89)
NET BALANCE DUE	\$221,537.11
TIRE TAX	\$7.00
SALES TAX (8.75%)	\$19,384.50
AFTER TAX BALANCE	\$240,928.61

Trade-in Value
2003 TH460B Telehandler 3,016 hours (as inspected) **(\$22,000.00)**

TOTAL DUE: \$218,928.61

WARRANTY

Standard Warranty: 12 Months Full Machine

CSA

3 Year / 1500 Parts Only (Includes SOS)

F.O.B/TERMS

Riverside Machine

Accepted by _____ on _____

Signature



October 12, 2020

VALLEY SANITARY DISTRICT
45500 VAN BUREN STREET
INDIO, California 92201-3435

Attention: RYAN WILLIAMS

One (1) New Caterpillar Inc. Model: TL1255D TeleHandler including standard and optional equipment as listed below.

Standard Equipment

CONSIST NOTE

The Standard Equipment listing is a description of a TL1255D TELEHANDLER

equipped with all lowest charged items.

BOOMS, STICKS AND LINKAGES

Four section boom
with non-metallic wear pads

Automatic vertical lift

POWERTRAIN

USA, CANADA & PUERTO RICO
CAT C4.4,106kW (142.1 hp) Tier 4f Engine
SOUTH AMERICA, EXCEPT PUERTO RICO
CAT C4.4L,106kW (142.1 hp) Tier 3 Engine
ALL MACHINES INCLUDE
4 Speed Powershift Transmission
Hydraulically driven fan
Radiator Cores
Side by side engine air
Engine oil
Hydraulic oil and coolant

Water separator
Dual element air filter
Spin on engine oil filter
Spin on Hydraulic oil filter
Planetary drive axles with full time
four wheel drive
Limited slip differential
Wet disc service brakes
Spring Applied Hydraulic Release (SAHR)
park brake w/indicator light
Thermal starting aid

HYDRAULICS

Variable Displacement Piston Pump
Max auxiliary flow 95 L/min (25 gpm)

carrying cylinders
Auxiliary hydraulic service on the

Max pressure 260 bar
 Load hold check valves on all load

boom head - single function
 CAT XT3 hoses, couplings

ELECTRICAL

12 volt electrical socket
 75 ampere alternator

1000 CCA maintenance-free battery
 Horn + Back up alarm

OPERATOR ENVIRONMENT

Operator station isolated on rubber mounts
 Boom joystick
 Stabilizer levers
 Frame level switch
 Fully adjustable vinyl suspension seat

Seat belt & document pouch
 Left & right-side rear-view mirror
 Power steering with steering wheel
 Load charts
 Heavy duty floor mat
 Fuse panel

OTHER STANDARD EQUIPMENT

Integral lift and tie-down points

INSTRUCTIONS

Operation and maintenance manual

MACHINE SPECIFICATIONS

TL1255D TELEHANDLER HRC	488-1400
LANE 3 AVAILABLE FROM MCCONNELLSBURG FACTORY	
Available for ADSD-N and ADSD-S (Puerto Rico only)	
Includes: CAT C4.4,106kW (142.1 hp) engine	
Meets U.S. EPA Tier 4 Final emission standards	
PREPARATION PACK, AM-N	568-7356
AXLE, STANDARD	474-7325
STEERING, STANDARD	487-9822
RIDE CONTROL	561-9295
CLIMATE PACK, STANDARD	474-9111
HEATER, ENGINE BLOCK, 110V	472-2400
CAB, ENCLOSED	477-0002
WINDOW,REAR, EXT RELEASE, ANSI	553-9349
ENVIRONMENTAL CONTROL,AIR CON	474-7332
BELT, SEAT, 3"	470-0859
MONITOR, ADVANCED DISPLAY	479-4531
LIGHTS, ROADING, RH	474-9146
LEVER, MANUAL, FNR/WIPERS/IND	472-7832
ALARM, BACK-UP, WHITE NOISE	485-3318
SUN SCREEN, ROOF	477-1403

TIRES, 400/75-28, FS, MT, FOAM	464-8002
FENDER, CAB, SINGLE	566-7398
ELECTRICAL HARNESS, COUPLER	474-4122
LOADCHART, NACD, TL1255D	510-4035
TL1255D NORTH AMERICAN ORDER	0G-0510
INSTRUCTIONS, ANSI	472-7789
MANUAL, OPER. MAINT. ENGLISH	478-8639
PRODUCT LINK READY, A/C	501-3004
BRICK GUARD, FRONT SCREEN	471-9523
REVERSING, SENSOR, USA	510-4756
REVERSING, CAMERA	474-9845
WORKLIGHTS,LED, A/C COMPATIBLE	566-6803
BEACON, LED STROBE	566-6781
USB CHARGING POINT	500-4484
COUPLER, HYDRAULIC, IT	474-7327
CARRIAGE, HYD FRK POSN, 72"	555-1351
FORK, PALLET, 2.36 X 5 X 60 (QTY 2)	550-9930
ARM, MATERIAL HANDLING, IT	229-9714

NET BALANCE DUE	\$228,500.00
TIRE TAX	\$7.00
SALES TAX (8.75%)	\$19,993.75
AFTER TAX BALANCE	\$248,500.75

WARRANTY

Standard Warranty: 12 Months Full Machine

CSA

3 Year / 1500 Parts Only (Includes SOS)

This Quote is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

Jon Hamilton
Governmental Sales Representative
Peterson CAT
(925) 580-2439
JHHamilton@petersoncat.com

HAWTHORNE



October 12, 2020

VALLEY SANITARY DISTRICT
Attention: Account Payable
45500 VAN BUREN STREET
INDIO, California 92201-3435

Attention: RYAN WILLIAMS

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

One (1) New Caterpillar Inc. Model: TL1255D TeleHandler including standard and optional equipment as listed below.

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

Sincerely,

James Billburg
Machine Sales Representative
Hawthorne Cat
jbillburg@hawthornecat.com
858-436-6737

One (1) New Caterpillar Inc. Model: TL1255D TeleHandler including standard and optional equipment as listed below.

Standard Equipment

CONSIST NOTE

The Standard Equipment listing is a description of a TL1255D TELEHANDLER BOOMS, STICKS AND LINKAGES

Four section boom
with non-metallic wear pads

POWERTRAIN

USA, CANADA & PUERTO RICO

CAT C4.4, 106kW (142.1 hp) Tier 4f Engine

SOUTH AMERICA, EXCEPT PUERTO RICO

CAT C4.4L, 106kW (142.1 hp) Tier 3 Engine

ALL MACHINES INCLUDE

4 Speed Powershift Transmission

Hydraulically driven fan

Radiator Cores

Side by side engine air

Engine oil

Hydraulic oil and coolant

HYDRAULICS

Variable Displacement Piston Pump

Max auxiliary flow 95 L/min (25 gpm)

Max pressure 260 bar

Load hold check valves on all load

ELECTRICAL

12 volt electrical socket

75 ampere alternator

OPERATOR ENVIRONMENT

Operator station isolated on rubber mounts

Boom joystick

Stabilizer levers

Frame level switch

Fully adjustable vinyl suspension seat

OTHER STANDARD EQUIPMENT

Integral lift and tie-down points

INSTRUCTIONS

Operation and maintenance manual

equipped with all lowest charged items.

Automatic vertical lift

Water separator

Dual element air filter

Spin on engine oil filter

Spin on Hydraulic oil filter

Planetary drive axles with full time

four wheel drive

Limited slip differential

Wet disc service brakes

Spring Applied Hydraulic Release (SAHR)

park brake w/indicator light

Thermal starting aid

carrying cylinders

Auxiliary hydraulic service on the boom head - single function

CAT XT3 hoses, couplings

1000 CCA maintenance-free battery

Horn + Back up alarm

Seat belt & document pouch

Left & right-side rear-view mirror

Power steering with steering wheel

Load charts

Heavy duty floor mat

Fuse panel

MACHINE SPECIFICATIONS

TL1255D TELEHANDLER HRC	488-1400
LANE 3 AVAILABLE FROM MCCONNELLSBURG FACTORY	
Available for ADSD-N and ADSD-S (Puerto Rico only)	
Includes: CAT C4.4,106kW (142.1 hp) engine	
Meets U.S. EPA Tier 4 Final emission standards	
PREPARATION PACK, AM-N	568-7356
AXLE, STANDARD	474-7325
STEERING, STANDARD	487-9822
RIDE CONTROL	561-9295
CLIMATE PACK, STANDARD	474-9111
HEATER, ENGINE BLOCK, 110V	472-2400
CAB, ENCLOSED	477-0002
WINDOW, REAR, EXT RELEASE, ANSI	553-9349
ENVIRONMENTAL CONTROL, AIR CON	474-7332
BELT, SEAT, 3"	470-0859
MONITOR, ADVANCED DISPLAY	479-4531
LIGHTS, ROADING, RH	474-9146
LEVER, MANUAL, FNR/WPERS/IND	472-7832
ALARM, BACK-UP, WHITE NOISE	485-3318
SUN SCREEN, ROOF	477-1403
TIRES, 400/75-28, FS, MT, FOAM	464-8002
FENDER, CAB, SINGLE	566-7398
ELECTRICAL HARNESS, COUPLER	474-4122
LOADCHART, NACD, TL1255D	510-4035
TL1255D NORTH AMERICAN ORDER	0G-0510
INSTRUCTIONS, ANSI	472-7789
MANUAL, OPER. MAINT. ENGLISH	478-8639
PRODUCT LINK READY, A/C	501-3004
BRICK GUARD, FRONT SCREEN	471-9523
REVERSING, SENSOR, USA	510-4756
REVERSING, CAMERA	474-9845
WORKLIGHTS, LED, A/C COMPATIBLE	566-6803
BEACON, LED STROBE	566-6781
USB CHARGING POINT	500-4484
COUPLER, HYDRAULIC, IT	474-7327
CARRIAGE, HYD FRK POSN, 72"	555-1351
FORK, PALLET, 2.36 X 5 X 60 (QTY 2)	550-9930
ARM, MATERIAL HANDLING, IT	229-9714

NET BALANCE DUE	\$230,350.00
TIRE TAX	\$7.00
SALESTAX (8.75%)	\$20,155.63
AFTER TAX BALANCE	\$250,512.63

WARRANTY

Standard Warranty: 12 Months Full Machine

CSA

3 Year / 1500 Parts Only (Includes SOS)

F.O.B/TERMS

Riverside Machine

Accepted by _____ on _____

Signature

We wish to thank you for the opportunity of quoting on your equipment needs. This quotation is valid for 30 days, after which time we reserve the right to re-quote. If there are any questions, please do not hesitate to contact me.

James Billburg
Machine Sales Representative
Hawthorne Cat
jbillburg@hawthornecat.com
858-436-6737



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: Approve Change Order No. 1 to the Cabazon Ave Slope Stabilization Project in an Amount Not to Exceed \$54,560

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the change order proposal from Desert Concepts Construction, Inc.

Strategic Plan Compliance

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

Fiscal Impact

The total cost of Change Order No. 1 is \$54,560. The total cost of the contract including Change Order No. 1 is \$94,985. The current budget for the Cabazon Road Slope Stabilization project is \$250,000 and is included in the FY 2020/21 Capital Improvement Budget.

Background

The slope along the south end of the District’s property is being eroded during flooding events which is causing the posts of the chain link fence to become exposed. District staff worked with the City of Indio to develop a solution to protect the slope (within City right-of-way) and provide a minimal fee permit to perform the work. The work includes grading the existing slope and installing filter fabric, gravel base, and rip-rap rock on the newly graded slope.

On September 8, the Board awarded a contract to Desert Concepts Construction, Inc. not to exceed \$40,425 with a 10% contingency for unforeseen circumstances. The contingency has not been used and will carry over for this Change Order work. The slope stabilization work has been completed. Staff is satisfied with the results and would

like to continue this work to the north. The City of Indio also has reviewed the work and agrees to allow the contractor to continue the work to the north.

Staff requested a change order proposal to continue the work approximately 700 feet to the north which will end near the entrance to the Bird Center. The 700 feet is about 33% longer than the initial work segment of 470 feet. The contractor's proposed fee is about 25% more than their original bid price passing on some savings to the District for this extended work. Once this work is complete Staff will request a change order proposal to complete the final phase of work to the south and bring this to the Board for approval.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to approve Change Order No. 1 for \$54,560 for the slope restoration and stabilization project.

Attachments

Attachment A: Desert Concepts Construction Change Order Proposal dated, October 15, 2020.



Proposal Submitted To: Valley Sanitary District	Date: 10/15/2020	Reference No:	
	Job Name: Valley Sanitary District Cabazon Rd. Slope		
	North approx. 700 LF		
	Job Location: Cabazon Road Indio, Ca		
Contact: Adrian Contreras	Email: Acontreras@valley-sanitary.org	Phone: 760-238-5411	Date of Plans:

We propose to furnish materials and labor—complete in accordance with specifications below for the sum of:
Fifty Four Thousand Five Hundred and Sixty
DUE UPON COMPLETION

All material is guaranteed to be as specified. All Work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado, and other necessary insurance. Our employees are fully covered by Workman's Compensation Insurance. This proposal may be withdrawn by us if not accepted within 90 Days.

We hereby submit specifications and estimates for:

Slope North of Cabazon Rd Install one Layer of non-woven, install 2" of 3/4" rock and 6-9" rip-rap

	L/S	Unit Price	Total
• Install 700 LF Non Woven Filter Fabric, 3/4" rock and 6-9" Rip Rap to stable slope	1	54,560	\$ 54,560.00
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -
•			\$ -

TOTAL COST OF JOB: \$ 54,560.00

Notes:

Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.	
Accepted By:	Date:
Signature	Print Name & Title



**Valley Sanitary District
Board of Directors Meeting
October 13, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

SUBJECT: **Approve Revised Certification Incentive Policy 3.9.6 Language**

<input checked="" type="checkbox"/> Board Action	<input type="checkbox"/> New expenditure request	<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 for the Board of Directors to discuss revising the Certification Incentive Policy, codified as 3.9.6.

Strategic Plan Compliance

This item complies with VSD Strategic Plan Objective 1.3: Improve training and professional development.

Fiscal Impact

The fiscal impact from the recommended changes depends upon the number of employees who take advantage of the incentive and choose to take, and pass, the next level certification. Each certification level achieved is an additional 5% on base pay.

Background

A highly trained and motivated workforce benefits the District, the community, and the wastewater industry. All the technical classifications are flexible staffed at grades I, II, and III. While there are grade IV and V certifications, only the Chief Plant Operator position requires a grade IV certification.

The current policy limits certification incentives at grade III. All the CWEA certifications top out at grade IV and the Wastewater Operator certification tops out at grade V. For succession planning, continuing education, and other beneficial reasons, it is worth encouraging, and compensating, staff to expand their technical knowledge and to demonstrate this by taking and passing higher grade certification exams.

Recommendation

Staff recommends that the Board approve the revised policy language as proposed.

Attachments

Attachment A: Certification Incentive Policy 3.9.6 showing changes

3.9.6 Certification Incentive

Valley Sanitary District encourages employees assigned to Operations, Maintenance, Collections System, Environmental Compliance, and the Laboratory to acquire State certifications ~~up to Grade III. In order to~~ maintain consistency in the certification process, the following applies:

Employees will be reimbursed for the cost of taking a wastewater relevant certification exam expenses for certification that is within their job classification series. Employees must provide proof of upon successfully passing of their exam before the expense will be reimbursed.

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

Tony is a Collection Worker I, which requires a Grade 1 certification. He takes and passes the Collection Worker Grade 2 certification exam. He was at Step D on the range for a Collection Worker I. His wage rate is \$4,998. He provides a copy of the Grade 2 certificate and is placed at Step C on the range for Collection Worker II. His new wage rate is \$5,246, which is equivalent of Step E on the Grade 1 range.

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 will receive an incentive pay that is equivalent to 5% of their base hourly pay rate. This incentive pay will begin with the next full pay period following receipt of the certificate. The following example demonstrates how this will be applied.

Maria is a Laboratory Technician III, which requires a Grade 3 certification. She takes and passes the Laboratory Technician Grade 4 certification exam. She was at Step E on the range for a Laboratory Technician III. Her wage rate is \$7,001. She provides a copy of the Grade 4 certificate and is entitled to an incentive pay of 5% of her base hourly pay rate, which is \$2.02 per hour.



**Valley Sanitary District
Board of Directors Meeting
October 27, 2020**

TO: Board of Directors
THRU: Beverli A. Marshall, General Manager
FROM: Ian Wilson, Facility Operations Manager
SUBJECT: Hypochlorite Tank Replacement

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

Executive Summary

The purpose of this report is for the Board to discuss the replacement of a hypochlorite tank.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact of replacing the tank is \$28,020, which was paid from contingency funds included in the adopted Comprehensive Budget for FY 2020/21.

Background

On September 16, 2020, the treatment plant staff received a delivery of Sodium Hypochlorite into the south bulk storage tank. Later that day, staff noticed that chemical was leaking from underneath the storage tank. It was a slow leak and, due to its location, the leak was able to be cleaned up and visually identified. Staff made a temporary fix to contain the chemical to allow time to use the sodium hypochlorite that was being stored in that tank.

Once the tank was emptied, staff discovered that a large crack had developed on the inside and eventually progressed all the way through. The storage tank was beyond its five-year warranty period. The tank manufacturer is willing to discount the cost of a new replacement tank by \$6,657. The cost of the discounted tank is \$28,020 and comes with the same five-year warranty of the full priced tank. Staff placed an order for the new tank on October 9, 2020.

Recommendation

This is an information item only.

Attachments

Attachment A: E-mail from Core Rosion

Attachment B: Photo of Existing Tank

Attachment C: Photo of Existing Tank

From: Doug Roughen <Doug@core-rosion.com>
Sent: Wednesday, September 30, 2020 12:43 PM
To: Ryan Williams <RWilliams@valley-sanitary.org>
Subject: Tank/ Factory Warranty Credit

Ryan,

Attached is the revised quote with the warranty credit which saves **\$6,657**. (Overall cost reduced from \$34,676.75 to \$28,019.55 please see attached)

- Tank must be ordered within 30 Days by 10-30-20 to receive warranty credit
- New Tank comes with a full replacement 5 Year Warranty- same as a full priced tank

Thank you,

Doug Roughen

Cell 949-633-9499 Preferred

Doug Roughen | 3300 E. 19th Street | Signal Hill, CA 90755 | 562-986-5238 FAX 562-986-5246
doug@core-rosion.com | www.core-rosion.com



