



**Board of Directors Regular Board Meeting
Tuesday, April 28, 2020 at 1:00 PM
Valley Sanitary District Board Room
45-500 Van Buren Street, Indio, CA**

*******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 April 28, 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 hevans@valley-sanitary.org.

Page

1. CALL TO ORDER

1.1. Roll Call






1.2. Pledge of Allegiance

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

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

- | | | |
|------|---|---------|
| 3.1. | Approve April 14, 2020 Regular Meeting Minutes
3.1 14 Apr 2020 Minutes.pdf  | 5 - 9 |
| 3.2. | Approve Warrants for April 9 to April 22, 2020
3.2 Warrants for April 9-22, 2020.pdf  | 10 |
| 3.3. | Summary of Cash and Investments for March 2020
3.3 Summary of Cash & Investments March 2020.pdf  | 11 |
| 3.4. | Accept Certificate of Acceptance for Sewer Main Improvements for Tract 32341-7 and 32341-9 Residential Development and Authorize the General Manager to Sign and have Notarized the Certificate of Acceptance for Recording Purposes
3.4 Staff Report Certificates of Acceptance.pdf 
3.4 Attachment A Certificates of Acceptance Tract 32341-7 & Tract 32341-9.pdf  | 12 - 29 |

4. NON-HEARING ITEMS

- | | | |
|------|---|---------|
| 4.1. | Discuss Proposed Comprehensive Budget for Fiscal Year 2020/21 and Provide Direction to Staff
4.1 Staff Report Budget Study Session.pdf 
4.1 Attachment A Draft Budget 2020-2021.pdf 
4.1 Attachment B Breakdown of Each Proposed Position.pdf 
4.1 Attachment C RES 2013-1040 District Reserve Policy.pdf  | 30 - 94 |
| 4.2. | Adopt VSD Design Build Conflict of Interest Policy
4.2 Staff Report Design Build Conflict of Interest Policy.pdf 
4.2 Attachment A VSD Conflict of Interest Policy Design Build-c1.pdf  | 95 - 99 |

- 4.3. Authorize the General Manager to Execute a Contract with Carollo Engineers, Inc. to Provide Final Design of the Siphon Replacement Crossing the Coachella Stormwater Channel in an Amount Not to Exceed \$279,893 100 - 112

[4.3 Staff Report Award of Contract Carollo Sewer Siphon Replacement Final Design.pdf](#) 

[4.3 Attachment A Letter of Proposal, Carollo Engineers, Inc..pdf](#) 

- 4.4. Award of Contract to Petrochem Materials Innovation, LLC for the Slurry Seal of Asphalt Roads Throughout the VSD Facility 113 - 135

[4.4 Staff Report Award of Contract Slurry Seal Project.pdf](#) 

[4.4 Attachment A 2020-13 VSD Slurry Seal Proposal.pdf](#) 

[4.4 Attachment B City of LA & PMI Agreement.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

- 5.1. Update on COVID-19 and Potential Direction to Staff

6. 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.

7. INFORMATIONAL ITEMS

- 7.1. Combined Monthly Account Summary March 2020 136 - 137

[7.1 Combined Monthly Account Summary March 2020.pdf](#) 

- 7.2. Monthly Income Summary March 2020 138

[7.2 Monthly Income Summary March 2020.pdf](#) 

- 7.3. Adjourn in recognition of May 3 – 9, 2020, as National Public Service Recognition Week. This week was created in 1985 to honor those who serve as federal, state, county, and local government employees. You can find more information about this event at

<https://psrw.ourpublicservice.org/>

8. 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.

UNNOFFICAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF SPECIAL BOARD MEETING

April 14, 2020

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

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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, April 14, 2020.

1. **CALL TO ORDER**

President Mike Duran called the meeting to order at 1:04 p.m.

1.1 Roll Call

Directors Present via Telephone:
Mike Duran, Dennis Coleman, William Teague

Directors Present:
Debra Canero, Scott Sear

Staff Present:
Beverli A. Marshall, General Manager, Holly Gould, Ron Buchwald, and Joanne Padgham (via telephone); Legal Counsel: Robert Hargreaves, Best Best & Krieger (via telephone)

Guests via Telephone:
Hugh Curtis, Desert Cornerstone Insurance Services
Paul Fuller, Allied Public Risk
Haki Dervishi, One Stop Shoppe

1.2 Pledge of Allegiance

2. **PUBLIC COMMENT**

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

None.

3. CONSENT CALENDAR

3.1 Approve March 24, 2020, Regular Meeting and March 31, 2020, Special Meeting Minutes

3.2 Approve Warrants for March 19 to April 8, 2020

Director Teague abstained from the vote due to his absence at the March 31, 2020 special meeting.

ACTION TAKEN:

MOTION: Vice President Sear made a motion to approve the consent calendar as presented. Secretary Canero seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear
NOES: None
ABSENT: None
ABSTAIN: Teague
MINUTE ORDER NO. 2020-3004

4. NON-HEAING ITEMS

4.1 Adopt a Resolution Providing for the Election of Members of the Board of Directors by Five Wards, Establishing the Boundaries and Identification Number of Each Ward, Establishing the Election Order of Each Ward, and Directing Staff to Notify the Riverside County Registrar of Voters

“Resolution of the Board of Directors of the Valley Sanitary District Declaring Its Intention to Transition from At-Large to By-Ward Elections and Setting Forth the Process for Transitioning to By-Ward Elections”

ACTION TAKEN:

MOTION: Secretary Canero made a motion to adopt Resolution No. 2020-1128 Declaring Valley Sanitary District’s Intention to Transition from At-Large to By-Ward Elections and Setting Forth the Process for Transitioning to By-Ward Elections. Director Teague seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None
RESOLUTION NO. 2020-1128

4.2 Set Public Hearing Date to Adopt the VSD Comprehensive Budget for Fiscal Year 2020/2021

It is recommended that the Board set a budget hearing date for June 9, 2020 to adopt the fiscal year 2020/2021 Operations and Maintenance Budget and Capital

Improvement Program and to approve the Public Hearing Notice for publishing in the Desert Sun on April 26, 2020 and May 10, 2020.

ACTION TAKEN:

MOTION: Director Teague made a motion to set a budget hearing date for June 9, 2020 to adopt the fiscal year 2020/2021 Operations and Maintenance Budget and Capital Improvement Program and to approve the Public Hearing Notice for publishing in the Desert Sun on April 26, 2020 and May 10, 2020. Vice President Sear seconded the motion. Motion carried by the following roll call vote:
AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

MINUTE ORDER NO. 2020-3005

- 4.3 Annual Renewal of the Property, General Liability, Management Liability, Inland Marine, Auto, Umbrella, and Earthquake Insurance Coverage by Desert Cornerstone Insurance Service, Inc. for Fiscal Year 2020/21 in an Amount Not to Exceed \$291,148

Hugh Curtis from Desert Cornerstone Insurance Service, Inc. presented the insurance renewal proposal for the 2020/21 fiscal year. Desert Cornerstone Insurance Service, Inc. currently insures the District for property, general liability, management liability, inland marine, auto, umbrella and earthquake. The 12-month coverage period is from July 1, 2020 – June 30, 2021. Paul Fuller, the expert on the Environmental Pollution Policy, renewed in March 2020, gave a presentation to the Board about this coverage. The total cost for the covered programs is \$304,300 and is included in the proposed Comprehensive Budget for FY 2020/21. Currently the pollution policy provides a \$1,000,000 limit of liability. The board requested Mr. Fuller to provide a quote to staff for an increase to \$2,000,000.

ACTION TAKEN:

MOTION: Secretary Canero made a motion to authorize the General Manager to renew the District's insurance coverage for property, general liability, management liability, inland marine, auto, umbrella, and earthquake for Fiscal Year 2020/21 and make the related payment to Desert Cornerstone Insurance Service, Inc. in an amount not to exceed \$291,148. Director Teague seconded the motion.

Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague
NOES: None
ABSENT: None
ABSTAIN: None

MINUTE ORDER NO. 2020-3006

- 4.4 Authorize the Purchase of a 25HP Floating Brush Aerator from ECS House Industries in an Amount Not to Exceed \$38,670

Due to the severity of breakdowns of S&N Airoflo aerators, it is recommended to purchase one 25 horsepower Floating Brush Aerator from ECS House Industries as a sole source procurement, for a total cost of \$38,670.00. In the future, the District will purchase similar aerators from the same manufacturer, which will allow for the exchange and salvage of spare parts.

ACTION TAKEN:

MOTION: Vice President Sear made a motion to authorize the General Manager to purchase one 25 horsepower Floating Brush Aerator from ECS House Industries for a total cost of \$38,670.00 (including tax and delivery). Director Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

ABSENT: None

ABSTAIN: None

MINUTE ORDER NO. 2020-3007

4.5 Consider LAFCO Elections and Give Direction to Board President

The board discussed and gave direction to President Duran on how to proceed.

4.6 Staff Update

The annual newsletter was mailed out using the same mailing list as the Prop 218 notice. It includes articles in both English and Spanish. It covered such topics as the new logo, what can be flushed, and the public hearing for the rate increase. There was a discussion on the security cameras.

5. GENERAL MANAGER'S ITEMS

5.1 Oral Update on COVID-19 and Potential Direction from the Board

Monitoring of the phone calls, emails and webinars on the COVID-19 updates are continuing. Ms. Marshall reported that staff is continuing the alternate schedules of Team A and Team B, one week on and one week off. Staff has also begun tracking all costs associated with the pandemic for possible FEMA reimbursement. The board thanked Ms. Marshall and staff for the great work they are doing.

6. 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.

7. INFORMATIONAL ITEMS

7.1 Recognize April 20 – April 24, 2020, as National Environmental Education Week, sponsored by the National Environmental Education Foundation (NEEF). Each

day has a theme and the theme for Monday, April 20, is Water Quality. Find more information at: <https://www.neefusa.org/education/eeweek>

8. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:17 p.m. The next regular board meeting will be held April 28, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
April 28, 2020

38148	High Tech Mailing Services	Prop 218 Notice	\$14,366.64
38149	Vantage Point Transfer Agents - ICMA	PR 03/20/2020 - 04/20/2020 PD 04/10/2020	\$1,395.00
38149	Vantage Point Transfer Agents - ICMA	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$1,395.00
38150	Aqua Staffing	Temporary Staffing	\$11,558.90
38151	Around The Clock Call Center	Call Center Service for April 2020	\$122.70
38152	Automation Pride	Call Box Modem Fee 4/2020-3/2021	\$479.40
38153	Best, Best & Krieger	Legal Services for March 2020	\$10,987.42
38154	Beverli Marshall	Tuition Reimbursement	\$1,000.00
38155	Bureau of Reclamation	Contract 06-07-34-L1478 5/18/20-5/17/21	\$300.00
38156	Business Training Experts	Leadership Training for One Employee	\$495.00
38157	Calif. Water Environment Assn.	Certificate Renewal	\$89.00
38157	Calif. Water Environment Assn.	Membership Renewal	\$192.00
38158	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 04/09/2020	\$563.72
38158	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 04/02/2020	\$722.07
38158	Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 04/16/2020	\$569.74
38159	Colonial Life	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$300.02
38159	Colonial Life	PR 03/20/2020 - 04/02/2020 PD 04/10/2020	\$300.02
38160	Desert Cornerstone Insurance Service, Inc	Increase Limit Pollution Policy	\$3,850.00
38161	Desert Sun Publishing Company	Notice of Public Hearing	\$440.00
38162	E.S. Babcock & Sons, Inc.	Quarterly NPDES Testing	\$31.50
38163	EOA, Inc.	NPDES Permit Renewal Assistance	\$14,243.50
38164	Equipment Direct	Sunscreen & Bug Spray	\$477.50
38165	Eurofins Eaton Analytical	Total Dissolved Solids Testing March 2020	\$90.00
38166	Ferguson Enterprises #1350	Pipe	\$25.96
38167	Grainger	Electric Chain Hoist	\$2,497.64
38168	Hach Company	Glass Filters	\$259.10
38168	Hach Company	Chlorine Reagent	\$265.59
38169	High Tech Mailing Services	Annual Newsletter	\$14,588.24
38170	Kaman Industrial Technologies	Ball Bearings	\$56.42
38171	McMaster-Carr Supply Co.	Spray Bar & Secondary Clean Out	\$160.77
38171	McMaster-Carr Supply Co.	Restock Shop Supplies	\$2,387.06
38172	Mecca Welding & Machine	Machine & Weld Manifold	\$1,000.00
38173	National Association of Clean Water Agencies	FY 2020 Membership Dues	\$3,840.00
38174	Northern Safety Co.	Gloves	\$169.65
38175	Polydyne, Inc.	Polymer for Belt Press	\$3,624.31
38176	Praxair Distribution, Inc.	Tank Rentals	\$124.39
38177	Purchase Power	Postage	\$1.10
38178	Safety-Kleen Systems, Inc.	Parts Washer & Disposal	\$562.92
38179	Scott Sear	CASA DC Travel Reimbursement	\$153.06
38180	Southwest Networks, Inc.	Agreement for Home Computers	\$144.00
38180	Southwest Networks, Inc.	Agreement for Home Computers	\$144.00
38181	Trimax Systems, Inc.	Service Call for SCADA Voice Alarm	\$1,983.48
38182	United Way of the Desert	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$25.00
38182	United Way of the Desert	PR 03/20/2020 - 04/02/2020 PD 04/10/2020	\$25.00
38183	Univar Solutions	Sodium Hypochlorite	\$7,077.57
38184	USA Blue Book	Swing Sampler & Dipper	\$594.74
38185	VWR International, Inc.	Housing Funnel	\$440.04
202004161	CalPERS Health	Health Insurance for May 2020	\$32,728.98
202004231	Standard Insurance Company	Dental and Vision Insurance for May 2020	\$2,856.14
202004232	CalPERS Retirement	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$16,706.45
202004233	Standard Insurance Company	Life and Disability Insurance for May 2020	\$1,416.09
202004241	Paychex - Direct Deposit	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$63,847.03
202004242	Paychex - Garnishment	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$210.46
202004243	Paychex - Tax	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$29,700.06
202004244	MassMutual	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$10.00
202004245	Nationwide Retirement Solution	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$2,385.00
202004247	CalPERS 457	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$1,000.00
202004248	Paychex - Fee	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$157.47
202004251	Umpqua Bank	New Charges for March 2020	\$19,051.35
202004271	TASC	PR 04/03/2020 - 04/16/2020 PD 04/24/2020	\$296.14
	*Capital Expenditures		\$274,484.34

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 03/01/2020 TO 03/31/2020 (UNAUDITED)

INVESTMENTS

LAIF Fund 4 - Agency Fund			
Beginning Balance (Fund 4)	391,746		
Net Transfer from (to) Fund 11	0		
Fair Value Factor for quarter ending 06/30/2019	0		
Interest (Pd quarterly - Int. Rate 2.03%)	0		
Fund 04 Ending Balance		391,746	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds			
Beginning Balance (Fund 6)	4,723		
Net Transfer from (to) Fund 11	0		
Fair Value Factor for quarter ending 06/30/2019	0		
Interest (Pd quarterly - Int. Rate 2.03%)	0		
Fund 06 Ending Balance		4,723	
LAIF Fund 11 - Operating Fund			
Beginning Balance (Fund 11)	20,323,997		
Net Transfer from (to) Fund 04	0		
Net Transfer from (to) Fund 06	0		
Net Transfer from (to) Fund 12	(3,890,136)		
Net Transfer from (to) Fund 13	(79,200)		
Fund Transfer from (to) LAIF - WF	0		
Fair Value Factor for quarter ending 06/30/2019	0		
Interest (Pd quarterly - Int. Rate 2.03%)	0		
Fund 11 Ending Balance		16,354,661	
LAIF Fund 12 - Reserve Fund			
Beginning Balance (Fund 12)	22,644,775		
Net Transfer from (to) Fund 11	3,890,136		
Fair Value Factor for quarter ending 06/30/2019	0		
Interest (Pd quarterly - Int. Rate 2.03%)	0		
Fund 12 Ending Balance		26,534,911	
LAIF Fund 13 - Capital Improvement Fund			
Beginning Balance	6,172,375		
Connection Fees	79,200		
(Disbursements) or Reimbursements	0		
Net Transfer from (to) Fund 11	79,200		
Fair Value Factor for quarter ending 06/30/2019	0		
Interest (Pd quarterly - Int. Rate 2.03%)	0		
Fund 13 Ending Balance		6,251,575	
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13		49,537,616	

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	2,194,071		
Deposits	150,409		
Fund Transfer from (to) LAIF (net)	0		
Disbursements and Payroll	(810,245)		
Wells Fargo Ending Balance		1,534,235	

CALTRUST - FUND 11

Beginning Balance	1,073,862		
Unrealized Gain / <Loss>	0		
Interest Income	1,715		
CalTRUST Ending Balance		1,075,577	
TOTAL WELLS FARGO AND CALTRUST CHECKING		2,609,812	
TOTAL CASH AND INVESTMENTS		52,147,428	

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

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



**Valley Sanitary District
Board of Directors Meeting
April 28, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, District Engineer

SUBJECT: Accept Certificate of Acceptance for Tract 32341-7 and 32341-9 Residential Development and Authorize the General Manager to Sign and Have Notarized the Certificate of Acceptance for Recording Purposes

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

Executive Summary

The purpose of this report is for the Board to review the sewer main improvements made by the developer prior to accepting them.

Strategic Plan Compliance

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

Fiscal Impact:

There are no fiscal impacts from staff’s recommendation.

Background:

VSD entered into two Development Sanitation System Installation Agreements (Installation Agreement) for K. Hovnanian’s Four Seasons at Tarra Lago; Tract 32341-7 on August 10, 2017 and Tract 32341-9 on May 24, 2018, with Tarra Lago Indio, LLC (Developer) for the installation of sewer mains, manholes and appurtenances. The work within each tract was completed and approved by VSD in March 2020. The Installation Agreements were recorded and are now tied to the properties.

The two Certificates of Acceptance need to be approved and recorded to the properties to show that the Installation Agreements have been satisfied and that VSD accepts ownership of the sewer mains, manholes and appurtenances installed within these tracts.

Recommendation:

Staff recommends that the Board of Directors accept the Certificates of Acceptance for sewer main improvements for Tract 32341-7 and Tract 32341-9 Residential Development and authorize the General Manager to sign and have notarized the Certificates of Acceptance for recording purposes.

Attachments

Attachment A: Certificate of Acceptance for Sewer Main Improvements for Tract 32341-7 & Tract 32341-9

VALLEY SANITARY DISTRICT
CERTIFICATE OF ACCEPTANCE

Tarra Lago Indio, LLC a Delaware limited Liability company (“**Developer**”) constructed certain improvements pursuant to the terms and conditions of that certain Development-Sanitation System Installation Agreement (“**Installation Agreement**”) between Developer and Valley Sanitary District (“**VSD**”) dated May 24, 2018, relating to the development of the K. Hovnanian’s Four Seasons at Terra Lago on that certain real property described on Exhibit “A”(also known as 32341-9), attached hereto and incorporated herein by reference. The Installation Agreement was recorded in the Official Records of the County of Riverside on June 08, 2018, as Instrument No. 2018-0234493. This is to certify that the work has been accepted by VSD, and the Installation Agreement is terminated, released and removed of record.

IN WITNESS WHEREOF, the parties have executed this Certificate of Acceptance as of this ___ day of _____, 2020.

Developer: K. HOVNANIAN OF CALIFORNIA OPERATIONS, INC
Address: 400 EXCHANGE, SUITE 200, IRVINE, CA 92602
By: Steve Scheibant Title: V.P. OPERATIONS
Dated: 4/9/20

VALLEY SANITARY DISTRICT

By: _____

Name: _____

Title: General Manager

(Proper Notarization of signatures is required and will be attached).

EXHIBIT "A"
LEGAL DESCRIPTION

That certain parcel of land situated in the City of Indio, County of Riverside, State of California, lying within Section 17, Township 5 South, Range 8 East, San Bernardino Meridian, being a portion of Lot "CC" of Amended Tract No. 32341-1, as per Map filed in Book 414, Pages 86 through 95, inclusive, of Maps, in the Office of the County Recorder of said County and State; more particularly described as follows:

Beginning at the southwesterly corner of Lot "D" (Luna Way) of Tract No. 32341-7, as per Map filed in Book 456, Pages 11 through 14, inclusive, of Maps, in the Office of the County Recorder of Riverside County, California;

thence along the southerly line of said Lot "D", South 85°01'58" East, 72.15 feet to the southeast corner of said Lot "D", said point also being the beginning of a tangent curve concave southwesterly and having a radius of 30.00 feet;;

thence along the southerly and easterly lines of Lot "C" (Treviso Drive) of said Tract No. 32341-7, the following four (4) courses:

southeasterly along said curve an arc distance of 48.99 feet through a central angle of 93°33'47";

thence South 81°28'11" East, 39.00 feet to the beginning of a non-tangent curve concave westerly and having a radius of 865.50 feet, a radial line of said curve from said point bears South 81°28'11" East;

thence northerly along said curve an arc distance of 242.00 feet through a central angle of 16°01'12" to the beginning of a reverse curve concave southeasterly and having a radius of 30.00 feet;

thence northeasterly along said curve an arc distance of 45.46 feet through a central angle of 86°49'53" to the southwesterly corner of Lot "B" (Stella Way) of said Tract 32341-7;

thence along the southerly line of said Lot "B", North 79°20'30" East, 157.20 feet to the southeasterly corner of said Lot "B", said point also being the beginning of a tangent curve concave southwesterly and having a radius of 30.00 feet;

thence along the southerly line of Lot "A" of said Tract No. 32341-7, the following two (2) courses:

southeasterly along said curve an arc distance of 48.54 feet through a central angle of 92°41'44";

thence North 82°02'14" East, 39.00 feet to the southeast corner of said Lot "A" (Adria Drive) of said Tract No. 32341-7, said point also being the beginning of a non-tangent curve concave southwesterly and having a radius of 1121.50 feet, a radial line of said curve from said point bears South 82°02'14" West;

thence along the westerly and southerly lines of Lot "H" of said Tract No. 32341-7, the following two (2) courses:

southeasterly along said curve an arc distance of 57.69 feet through a central angle of 02°56'50";

thence North 84°59'04" East, 77.54 feet to the southeast corner of said Lot "H";

thence along the easterly line of Lot "CC" of said Amended Tract No. 32341-1, South 12°42'09" East, 438.04 feet;

thence leaving said easterly line, North 77°54'38" West, 104.67 feet;

thence South 28°38'42" West, 146.48 feet to the beginning of a non-tangent curve concave southeasterly and having a radius of 130.50 feet, a radial line of said curve from said point bears South 28°38'42" West;

thence northwesterly along said curve an arc distance of 50.01 through a central angle of 21°57'24";

thence South 00°12'44" East, 167.05 feet;

thence South 89°47'16" West, 24.71 feet;

thence South 40°28'48" East, 11.72 feet;

thence South 39°47'17" West, 127.32 feet;

thence South 43°22'08" West, 39.11 feet;

thence South 39°47'17" West, 108.51 feet to the southerly line of Lot "CC" of said Amended Tract No. 32341-1, said point also being the beginning of a non-tangent curve concave southwesterly and having a radius of 1582.39 feet, a radial line of said curve from said point bears South 39°01'22" West;

thence northwesterly along said curve an arc distance of 397.02 feet through a central angle of 14°22'31" to the most southerly corner of Lot B of Lot Line Adjustment No. 2016-07, recorded October 12, 2016 as Document No. 2016-0446706 of Official Records of Riverside County, California;

thence along the southeasterly line of said Lot B, the following four (4) courses:

North 23°14'25" East, 47.97 feet to the beginning of a tangent curve concave northwesterly and having a radius of 54.50 feet;

thence northeasterly along said curve an arc distance of 36.06 feet through a central angle of 37°54'31";

thence North 23°14'25" East, 248.32 feet to the beginning of a tangent curve concave northwesterly and having a radius of 718.00 feet;

thence northeasterly along said curve an arc distance of 204.60 feet through a central angle of 16°19'38" to the northeasterly corner of said Lot B;


thence along the easterly line of Lot "A" (Terra Lago Parkway) of said Amended Tract No. 32341-1, North 51°55'16"East, 7.15 feet to the **Point of Beginning**.

As shown on **EXHIBIT "B"** attached and by this reference made a part hereof.

CONTAINS: 9.23 Acres, more or less.

SUBJECT TO all Covenants, Rights, Rights-of-Way and Easements of Record.

This description was prepared by
me or under my direction.

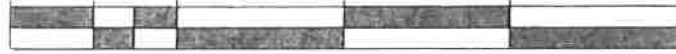


Christopher L. Alberts, P.L.S. 8508



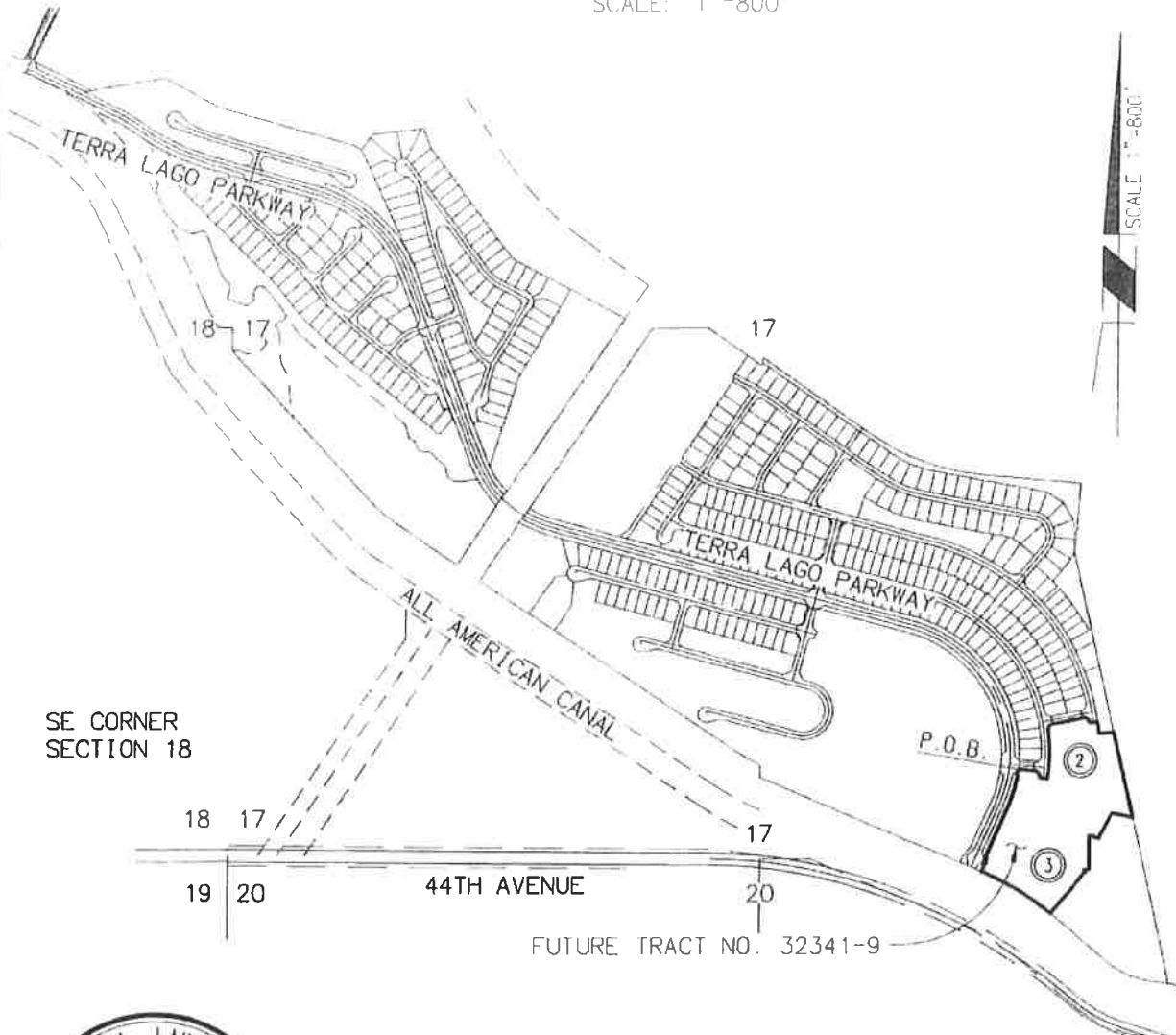
4-04-2018
Date

800 400 0 800 1600 2400



SCALE: 1"=800'

SCALE: 1"=800'



SE CORNER SECTION 18

18 17
19 20

44TH AVENUE

FUTURE TRACT NO. 32341-9



AREA WITHIN DISTINCTIVE BORDER = ±9.23 ACRES

INDICATES SHEET NUMBER

SHEET 1 OF 3

Michael Baker

INTERNATIONAL

75410 Gerald Ford Drive, Suite 100

Palm Desert, CA 92211

o: 760-341-7481 www.mbakernatl.com

JN: 132447-EX-034

EXHIBIT "B"

PLAT TO ACCOMPANY A LEGAL DESCRIPTION.

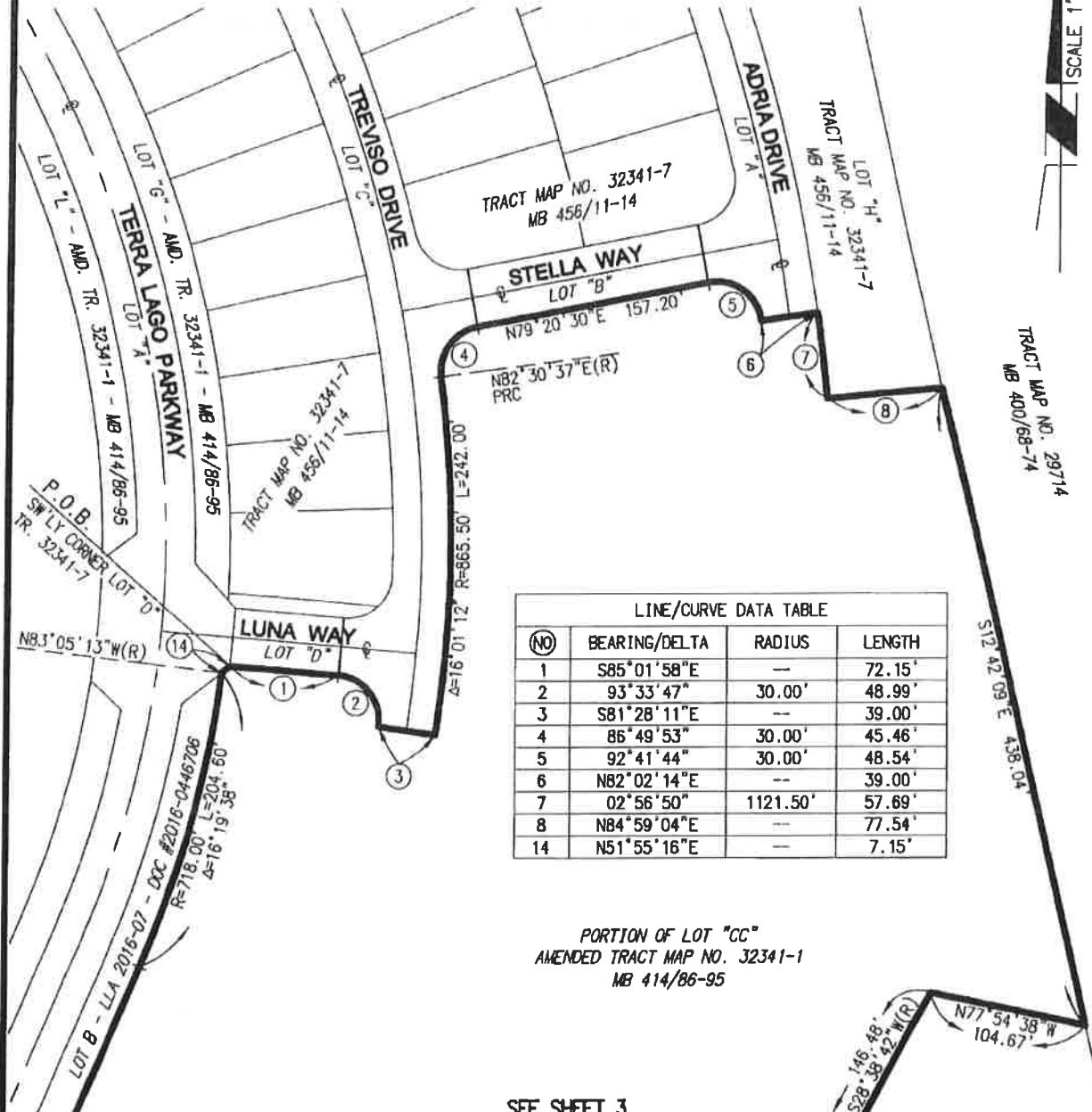
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SCALE: 1"=100'

SCALE 1"=100'



LINE/CURVE DATA TABLE			
(NO)	BEARING/DELTA	RADIUS	LENGTH
1	S85°01'58"E	—	72.15'
2	93°33'47"	30.00'	48.99'
3	S81°28'11"E	—	39.00'
4	86°49'53"	30.00'	45.46'
5	92°41'44"	30.00'	48.54'
6	N82°02'14"E	—	39.00'
7	02°56'50"	1121.50'	57.69'
8	N84°59'04"E	—	77.54'
14	N51°55'16"E	—	7.15'

PORTION OF LOT "CC"
AMENDED TRACT MAP NO. 32341-1
MB 414/86-95

SEE SHEET 3

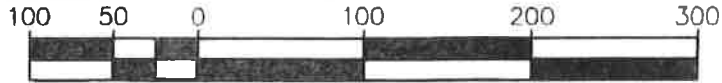
SHEET 2 OF 3

EXHIBIT "B"
PLAT TO ACCOMPANY A LEGAL
DESCRIPTION.

LOCATED IN THE SOUTH HALF OF
SECTION 17, T.5S., R.8E., S.B.M.

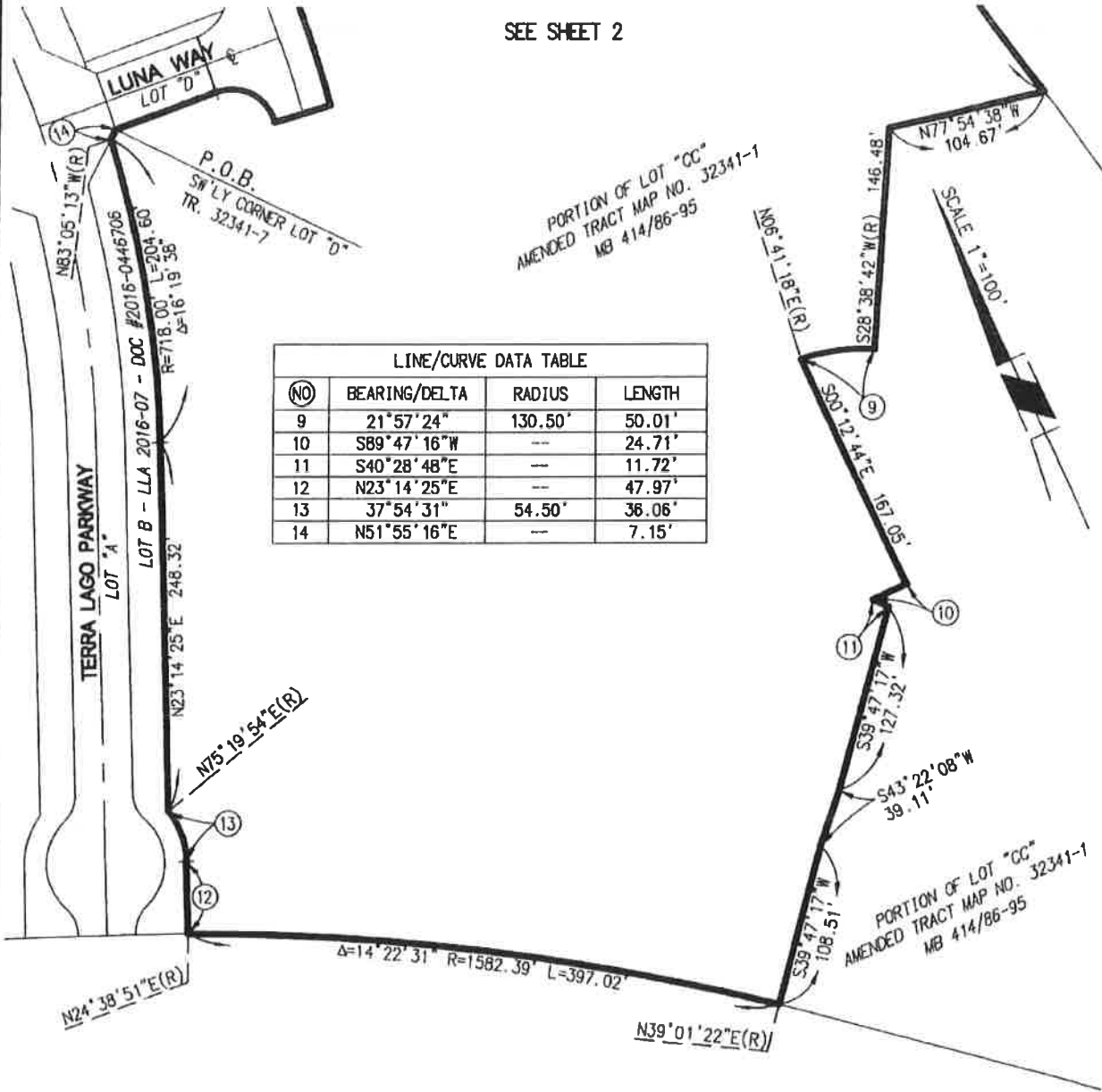
Michael Baker
INTERNATIONAL
75410 Gerald Ford Drive, Suite 100
Palm Desert, CA 92211
o: 760-341-7481 www.mbakerial.com
JN: 132447-EX-034

I:\DATA\FOUR SEASONS\INDO\CADD\MAPPING\E\HIBITS\132447-E\--032.DWG TACY.SOUTHARD 7/14/17 10:53 am

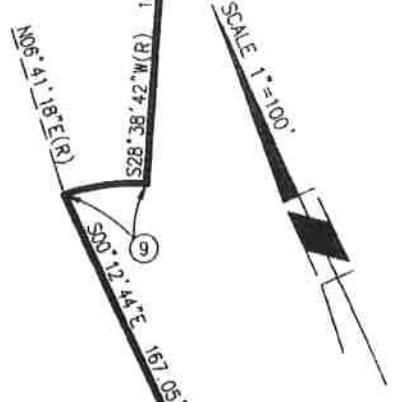


SCALE: 1"=100'

SEE SHEET 2



LINE/CURVE DATA TABLE			
NO	BEARING/DELTA	RADIUS	LENGTH
9	21°57'24"	130.50'	50.01'
10	S89°47'16"W	---	24.71'
11	S40°28'48"E	---	11.72'
12	N23°14'25"E	---	47.97'
13	37°54'31"	54.50'	36.06'
14	N51°55'16"E	---	7.15'



SHEET 3 OF 3

Michael Baker

INTERNATIONAL

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Palm Desert, CA 92211

o: 760-341-7481 www.mbakerial.com

JN: 132447-EX-034

EXHIBIT "B"

PLAT TO ACCOMPANY A LEGAL DESCRIPTION.

LOCATED IN THE SOUTH HALF OF SECTION 17, T.5S., R.8E., S.B.M.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

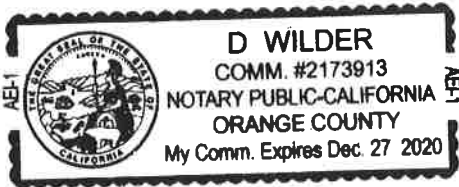
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)
On 4/9/20 before me, D Wilder Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Steve Schubarth
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature D Wilder
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____
 Corporate Officer — Title(s): _____ Corporate Officer — Title(s): _____
 Partner — Limited General Partner — Limited General
 Individual Attorney in Fact Individual Attorney in Fact
 Trustee Guardian or Conservator Trustee Guardian or Conservator
 Other: _____ Other: _____
Signer Is Representing: _____ Signer Is Representing: _____

VALLEY SANITARY DISTRICT
CERTIFICATE OF ACCEPTANCE

Tarra Lago Indio, LLC a Delaware limited Liability company (“**Developer**”) constructed certain improvements pursuant to the terms and conditions of that certain Development-Sanitation System Installation Agreement (“**Installation Agreement**”) between Developer and Valley Sanitary District (“**VSD**”) dated August 10, 2017, relating to the development of the K. Hovnanian’s Four Seasons at Terra Lago on that certain real property described on Exhibit “A “(also known as Tract 32341-7), attached hereto and incorporated herein by reference. The Installation Agreement was recorded in the Official Records of the County of Riverside on August 11, 2017, as Instrument No. 2017-0332389. This is to certify that the work has been accepted by VSD, and the Installation Agreement is terminated, released and removed of record.

IN WITNESS WHEREOF, the parties have executed this Certificate of Acceptance as of this ___ day of _____, 2020.

Developer: K. HOVNANIAN OF CALIFORNIA OPERATIONS, INC.
Address: 400 EXCHANGE, SUITE 200 IRVINE, CA 92602
By: Steve Scheubert Title: V.P. OPERATIONS
Dated: 4/9/20

VALLEY SANITARY DISTRICT

By: _____

Name: _____

Title: General Manager

(Proper Notarization of signatures is required and will be attached).

EXHIBIT "A"
LEGAL DESCRIPTION

That certain parcel of land situated in the City of Indio, County of Riverside, State of California, lying within Section 17, Township 5 South, Range 8 East, San Bernardino Meridian, being Lots "F", "M", and a portion of Lot "CC" of Amended Tract No. 32341-1, as per Map filed in Book 414, Pages 86 through 95, inclusive, of Maps, in the Office of the County Recorder of said County and State; more particularly described as follows:

Beginning at the southeast corner of Lot 15 of Tract Map No. 32341-5, as per Map filed in Book 447, Pages 99 through 102, inclusive, of Maps, in the Office of the County Recorder of said County and State;

thence along the easterly line of Lots 15, 'A', 16 and 50 of said Tract No. 32341-5, the following three (3) courses:

North 37°29'36" East, a distance of 108.46 feet;

thence North 44°34'21" East, a distance of 39.29 feet;

thence North 37°48'50" East, a distance of 217.00 feet to the northeast corner of said Lot 50, said point also being the beginning of a non-tangent curve concave southwesterly and having a radius of 1082.50 feet, a radial line of said curve from said point bears South 37°48'50" West;

thence along the southwesterly line of Lot "C" of said Amended Tract No. 32341-1, and southeasterly along said curve an arc distance of 47.37 feet through a central angle of 02°30'26" to the southeast corner of said Lot "C" of said Amended Tract No. 32341-1;

thence along the southeasterly line of said Lot "C" of said Amended Tract No. 32341-1 and Lot 'A' of Tract Map No. 32341-4, as per Map filed in Book 447, Pages 95 through 98, inclusive, of Maps, in the Office of the County Recorder of said County and State, North 39°17'20" East, a distance of 147.52 feet to the northwest corner of Lot 22 of said Tract Map No. 32341-4, said point also being the beginning of a non-tangent curve concave southwesterly and having a radius of 1230.00 feet, a radial line of said curve from said point bears South 40°11'50" West;

thence along the southwesterly line of Lots 22 and 'D' of said Tract Map No. 32341-4, the following seven (7) courses:

southeasterly along said curve an arc distance of 146.67 feet through a central angle of 06°49'56";

thence South 47°01'47" West, a distance of 108.49 to the beginning of a non-tangent curve concave southwesterly and having a radius of 1121.50 feet, a radial line of said curve from said point bears South 47°01'47" West;

thence southeasterly along said curve an arc distance of 20.00 feet through a central angle of 01°01'18";

thence North 47°01'47" East, a distance of 111.77 feet;

thence South 38°59'22" East, a distance of 129.89 feet;

thence South 33°01'04" East, a distance of 128.47 feet;

thence North 59°57'29" East, a distance of 11.59 feet to the southeast corner of Lot 'D' of said Tract Map No. 32341-4;

thence along the east line of said Lot "CC" of said Amended Tract No. 32341-1, South 12°42'09" East, a distance of 554.36 feet;

thence leaving said east line, South 86°04'49" West, a distance of 80.86 feet to the beginning of a non-tangent curve concave southwesterly and having a radius of 1121.50 feet, a radial line of said curve from said point bears South 86°04'49" West;

thence northwesterly along said curve an arc distance of 79.14 feet through a central angle of 04°02'35";

thence South 82°02'14" West, a distance of 157.20 feet to the beginning of a tangent curve concave southwesterly and having a radius of 30.00 feet;

thence northwesterly along said curve an arc distance of 48.54 feet through a central angle of 92°41'44";

thence South 79°20'30" West, a distance of 157.20 feet to the beginning of a tangent curve concave southeasterly and having a radius of 30.00 feet;

thence southwesterly along said curve an arc distance of 45.46 feet through a central angle of 86°49'53" to the beginning of a reverse curve concave westerly and having a radius of 865.50 feet, a radial line of said curve from said point bears South 82°30'37" West;

thence southerly along said curve an arc distance of 242.00 feet through a central angle of 16°01'12";

thence North 81°28'11" West, a distance of 39.00 feet to the beginning of a non-tangent curve concave southwesterly and having a radius of 30.00 feet, a radial line of said curve from said point bears North 81°28'11" West;

thence northwesterly along said curve an arc distance of 48.99 feet through a central angle of 93°33'47";

thence north 85°01'58" West, a distance of 72.15 feet to the northerly corner of that certain course on the east line of Lot "A" of said Amended Tract No. 32341-1 which bears North 51°55'16" East, a distance of 40.96 feet;

thence along the east line of said Lot "A" of said Amended Tract No. 32341-1, the following two (2) courses:

North 04°57'45" East, a distance of 30.00 feet;

thence North 41°59'47" West, a distance of 7.14 feet to the southeast corner of Lot "G" of said Amended Tract No. 32341-1, said point also being the beginning of a non-tangent curve concave southwesterly and having a radius of 718.00 feet, a radial line of said curve from said point bears North 86°58'42" West;

thence along the easterly line of said Lot "G" of said Amended Tract No. 32341-1, and northwesterly along said curve an arc distance of 695.85 feet through a central angle of 52°31'42" to the **Point of Beginning**.

As shown on **EXHIBIT "B"** attached and by this reference made a part hereof.

CONTAINS: 9.08 Acres, more or less.

SUBJECT TO all Covenants, Rights, Rights-of-Way and Easements of Record.

This description was prepared by
me or under my direction.



Christopher L. Alberts, P.L.S. 8508



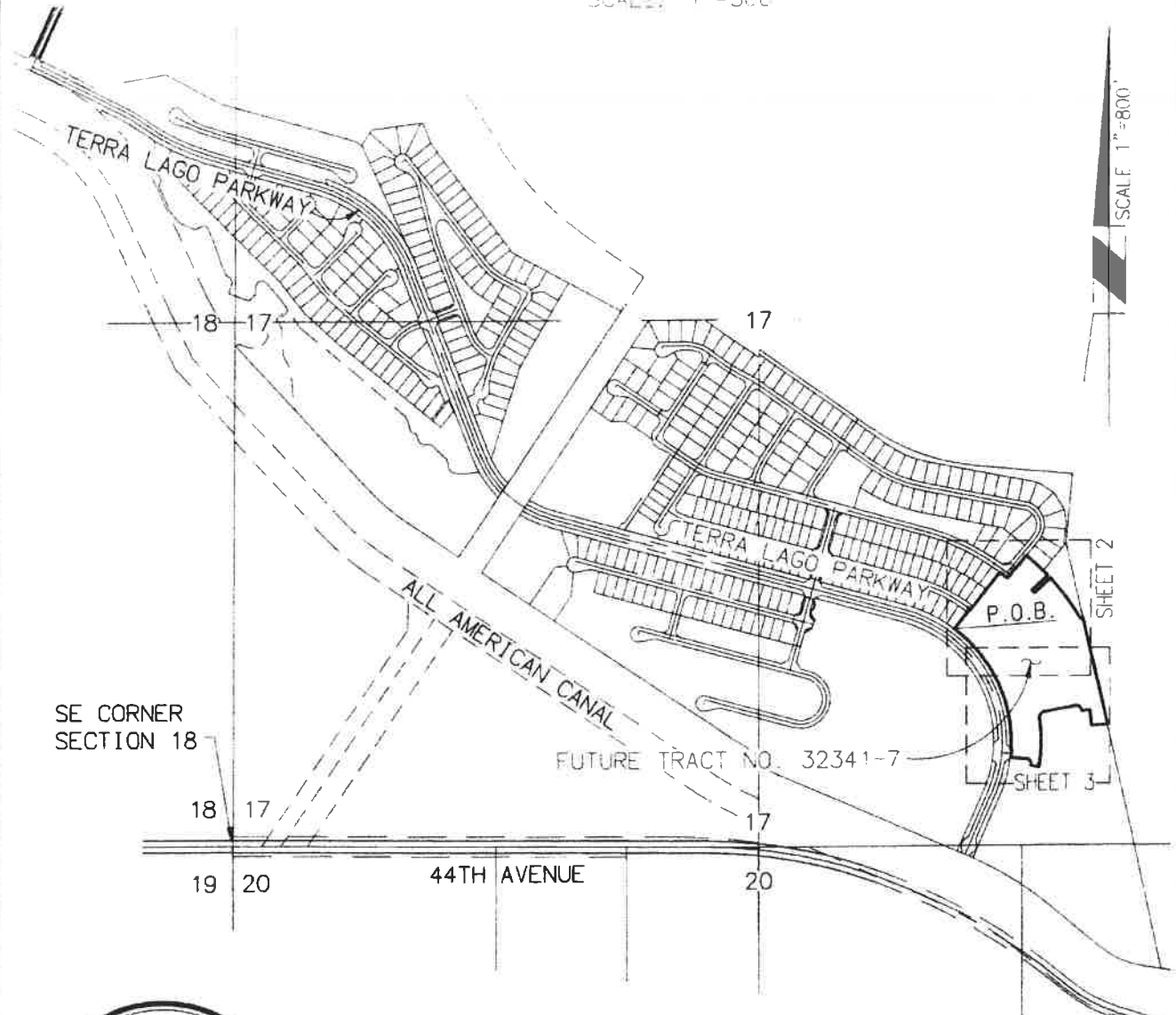
7-14-2017

Date



SCALE: 1"=800'

SCALE 1"=800'



SE CORNER SECTION 18

FUTURE TRACT NO. 32341-7

P.O.B.

SHEET 2

SHEET 3



AREA WITHIN DISTINCTIVE BORDER = 9.08 ACRES

SHEET 1 OF 3

Michael Baker

INTERNATIONAL

75410 Gerald Ford Drive, Suite 100
Palm Desert, CA 92211

o: 760-341-7481 www.mbakerial.com

EXHIBIT "B"

PLAT TO ACCOMPANY A LEGAL DESCRIPTION.

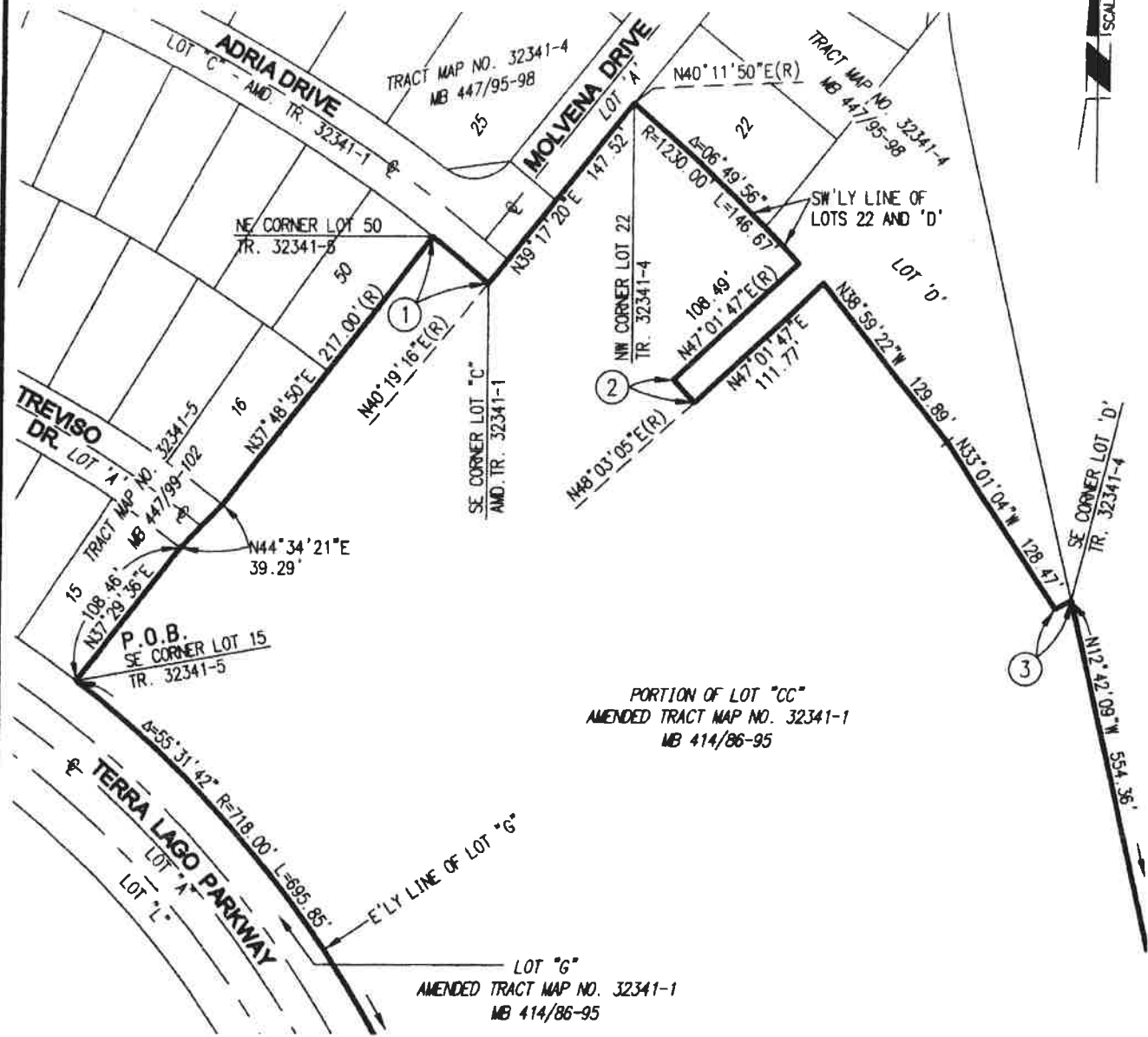
LOCATED IN THE SOUTH HALF OF SECTION 17, T.5S., R.8E., S.B.M.

JN: 132447-EX-032

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SCALE: 1"=100'



DATA TABLE			
NO	BEARING/DELTA	RADIUS	LENGTH
1	02°30'26"	1082.50'	47.37'
2	01°01'18"	1121.50'	20.00'
3	N59°57'29"E	--	11.59'

SEE SHEET 3

SHEET 2 OF 3

Michael Baker

INTERNATIONAL

75410 Gerald Ford Drive, Suite 100
 Palm Desert, CA 92211
 o: 760-341-7481 www.mbakerial.com

EXHIBIT "B"
 PLAT TO ACCOMPANY A LEGAL
 DESCRIPTION.
 LOCATED IN THE SOUTH HALF OF
 SECTION 17, T.5S., R.8E., S.B.M.

JN: 132447-EX-032

DATA TABLE			
(NO)	BEARING/DELTA	RADIUS	LENGTH
1	04° 02' 35"	1121.50'	79.14'
2	92° 41' 44"	30.00'	48.54'
3	86° 49' 53"	30.00'	45.46'
4	93° 33' 47"	30.00'	48.99'
5	N04° 57' 45" E	--	30.00'
6	N41° 59' 47" W	--	7.14'
7	N51° 55' 16" E	--	40.96'

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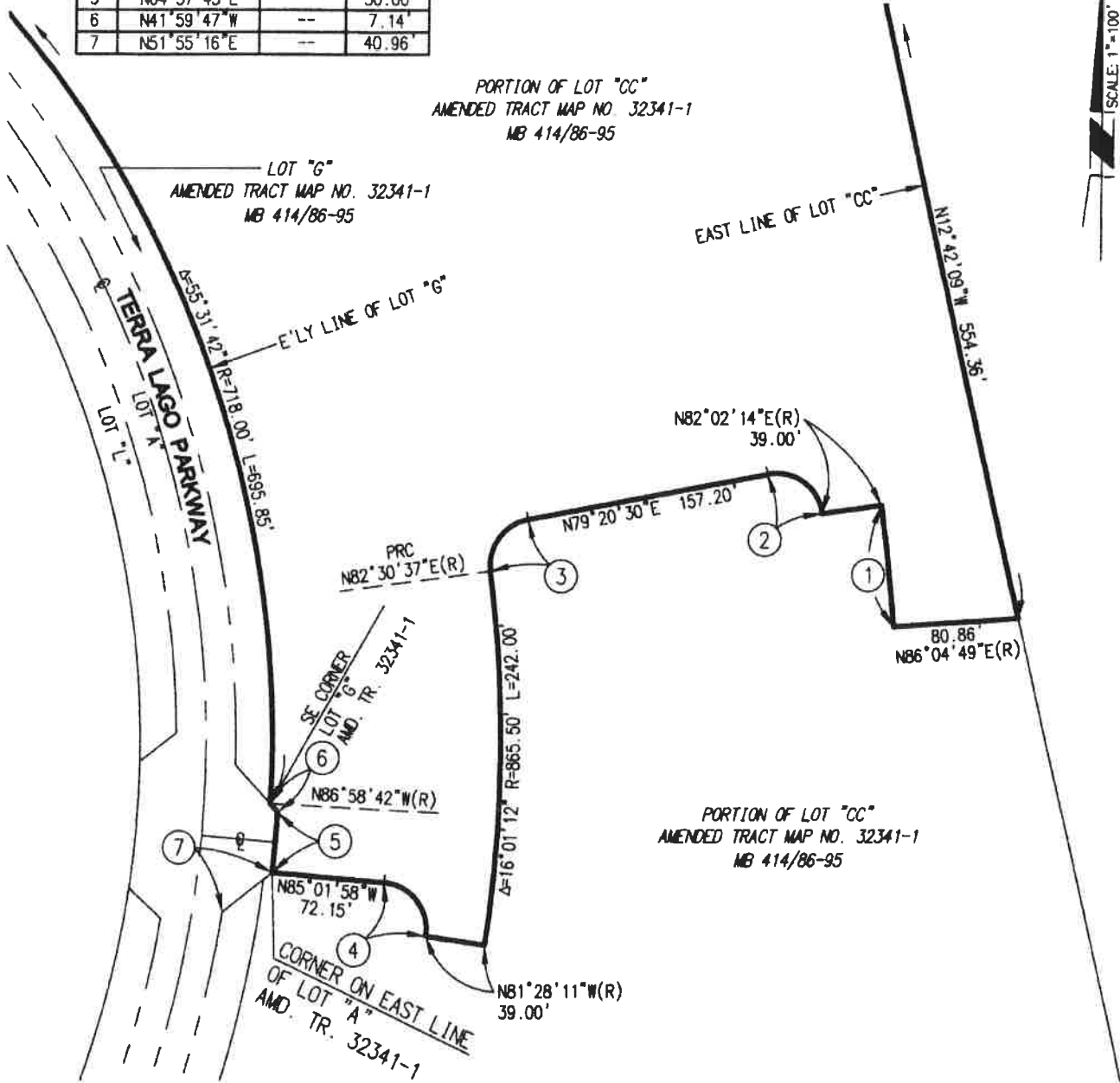


SCALE: 1" = 100'

SCALE: 1" = 100'

PORTION OF LOT "CC"
AMENDED TRACT MAP NO. 32341-1
MB 414/86-95

LOT "G"
AMENDED TRACT MAP NO. 32341-1
MB 414/86-95



SHEET 3 OF 3

Michael Baker

INTERNATIONAL

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Palm Desert, CA 92211

o: 760-341-7481 www.mbakerial.com

JN: 132447-EX-032

EXHIBIT "B"

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LOCATED IN THE SOUTH HALF OF SECTION 17, T.5S., R.8E., S.B.M.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

CIVIL CODE § 1189

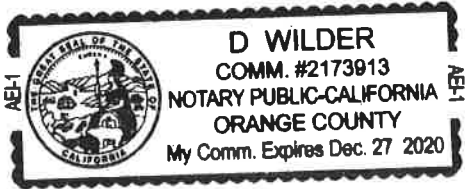
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of Orange)
On 4/9/20 before me, D Wilder Notary Public
Date Here Insert Name and Title of the Officer
personally appeared Steve Scherba
Name(s) of Signer(s)

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

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

WITNESS my hand and official seal.



Signature D Wilder
Signature of Notary Public

Place Notary Seal Above

OPTIONAL

Though this section is optional, completing this information can deter alteration of the document or fraudulent reattachment of this form to an unintended document.

Description of Attached Document

Title or Type of Document: _____ Document Date: _____
Number of Pages: _____ Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer(s)

Signer's Name: _____ Signer's Name: _____
 Corporate Officer — Title(s): _____ Corporate Officer — Title(s): _____
 Partner — Limited General Partner — Limited General
 Individual Attorney in Fact Individual Attorney in Fact
 Trustee Guardian or Conservator Trustee Guardian or Conservator
 Other: _____ Other: _____
Signer Is Representing: _____ Signer Is Representing: _____



**Valley Sanitary District
Board of Directors Meeting
April 28, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Joanne Padgham, Administration & Finance Manager
SUBJECT: Discuss the Draft Comprehensive Budget for Fiscal Year 2020/21 and Provide Direction to Staff

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

Executive Summary

The purpose of this report is for the Board to review the draft budget for fiscal year 2020/21 and provide direction to staff regarding the final proposed budget.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact from the draft Operations & Maintenance budget is approximately \$1.8 million.

Background

Staff has prepared the draft Comprehensive Budget for Fiscal Year 2020/21 based on the feedback received at the Budget Workshop (Attachment A). The budget is only for a single year in each department based on some reorganization between departments. The comparison budget with prior years is shown in the Combined Budget on page 2.5.

Notable changes from the current budget are as follows.

- Sewer Service calculated at the proposed rate of \$330 per EDU.
- Boot allowance increased from \$225 to \$250 per employee.
- Travel, meetings & education increased from \$1,250 to \$2,000 per employee.
- Items previously classified as Fund 11 O & M have been added to the respective department budgets.
- The Salary Schedule has been updated to reflect the following:

- COLA increase of 3%.
- Level classifications adjusted to reflect gap of 10% between each level for Collections, Development Services, Environmental Compliance, Laboratory, Maintenance, and Operator classifications.
- Equity adjustments for supervisory classifications to reflect the comparable agency “mean” and maintain internal parity for classifications with similar reporting responsibilities.
 - Annual overall wage increased \$43,536
 - Annual overall CalPERS increased \$4,596
- Equity adjustments for management classifications to reflect the comparable agency “mean”.
 - Annual overall wage increased \$99,024
 - Annual overall CalPERS increased \$12,405
- CalPERS contributions of 12.527% for Tier I employees and 7.874% for Tier II employees.
- In addition to filling vacant positions, increased staffing based on staffing analysis report, from 31 to 35 authorized positions, to include:
 - Electrical/Instrumentation Supervisor (authorized February 2020)
 - Wastewater Operator (2 positions)
 - Human Resource Technician

A breakdown for each proposed position is attached (Attachment B).

- Directors fees increased by \$10,000
- In addition to staffing increases, the following new items have been included:
 - **ADMINISTRATION**
 - Rebranding consultant and implementation \$100,000
 - Outreach and social media \$100,000
 - Grant assistance \$100,000
 - Election costs of \$70,000 for the November 2020 election
 - Sewer use rate and capacity fee study \$70,000

- Computer on-site consultant \$39,500
- Annual newsletter \$25,000
- State advocacy consultant \$30,000
- Sewer rate tax roll assistance \$18,000
- Business Continuity Plan consultant \$10,000
- **OPERATIONS**
 - Four ammonia/nitrate sensors \$50,000
 - One solar mixer for pond 3 \$50,000
 - Three reagentless CL2 analyzers \$35,000
 - SCADA & plant upgrades \$109,635
- **MAINTENANCE**
 - Safety training increased from \$20,000 to \$50,000
- **COLLECTIONS**
 - Emergency Response consultant \$10,000

Recommendation

Staff recommends that the Board review the draft budget for fiscal year 2020/21 and provide direction to staff.

Attachments

- Attachment A: Draft Comprehensive Budget for Fiscal Year 2020/21 Budget
Attachment B: Breakdown of costs for each proposed position
Attachment C: District Reserve Policy



COMPREHENSIVE BUDGET AND CAPITAL IMPROVEMENT PROGRAM



2020/21

Valley Sanitary District

"A California Special District"

Operations & Maintenance Budget
And
Capital Improvement Program
Fiscal Year 2020/21

BOARD OF DIRECTORS

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



GENERAL MANAGER

Beverli A. Marshall

GENERAL COUNSEL

Robert Hargreaves

ENGINEERING SERVICES MANAGER
Ronald Buchwald

BUSINESS SERVICES MANAGER
Joanne Padgham

FACILITY OPERATIONS MANAGER
Ian Wilson

**VALLEY SANITARY DISTRICT
FISCAL YEAR 2020/21 BUDGET**

TO: BOARD OF DIRECTORS
FROM: GENERAL MANAGER

April 28, 2020

The budget narrative is organized in the following sections:

- 1.0 Executive Summary
- 2.0 Operations & Maintenance Budget
- 3.0 Ten Year Capital Improvement Program Budget
- 4.0 Fiscal Year 2020/21 Budget
- 5.0 Annual Sewer Use Fee
- 6.0 Connection Capacity Charge
- 7.0 Reserve Funds
- 8.0 Recommendations

1.0 Executive Summary

The Fiscal Year 2020/21 draft budget is presented to the Valley Sanitary District Board of Directors for review, discussion, and consideration.

The Operations and Maintenance budget for fiscal year 2020/21 is projected to be \$10,057,525 (excluding depreciation) an increase of 21.83 percent (21.83%), or \$1,801,950 from the prior year.

A total of 40% or \$4,023,010 will be invested in the Capital Replacement Reserve Fund 12.

It is recommended that the salaries and standby pay be raised 3 percent (3%) to reflect the COLA increase with applicable merit increases for all employees.

It is recommended that the Sewer Use Fee be increased to \$330 per equivalent dwelling unit (EDU).

It is recommended that the Capacity Connection Charge remain at \$4,400 per EDU.

The following is a discussion of the highlights of the proposed budget.

2.0 Operations and Maintenance Budget

Salaries & Standby Pay

The proposed budget allows for a cost of living adjustment of 3 percent (3%), based on the consumer price index from January 2019 to December 2019. The salary schedule in Section 2, on page 2.3, has been updated to show level classifications adjusted to reflect a gap of 10% between each level for Collections, Development Services, Environmental Compliance, Laboratory, Maintenance, and Operator classifications. Equity adjustments for supervisory classifications have been updated to reflect the comparable agency “mean” and maintain internal parity for classifications with similar reporting responsibilities.

**VALLEY SANITARY DISTRICT
FISCAL YEAR 2020/21 BUDGET**

Equity adjustments for management classifications have been updated to reflect the comparable agency “mean”. The proposed budget allows for merit increases for all eligible employees.

Standby Pay has also been updated to a rate of \$50 per weekday and \$80 per weekend day and observed District holidays.

Retirement Benefits

On January 1, 2013, California law created a mandatory two (2) tiered CalPERS pension system, requiring any new employee to CalPERS be placed in Tier 2 (2% @ 62) plan. Existing CalPERS members are eligible for the Tier 1 (2.5% @ 55) plan. The District currently maintains two (2) different mandatory retirement plans, as shown in Table 1.

Table 1: District Mandatory Retirement Plans

Plan Name	Type	Participants	Comment
Tier 1 - CalPERS 2.5% @ 55	Defined benefit	15	Legacy members in CalPERS
Tier 2 - CalPERS 2% @ 62	Defined benefit	20	New members in CalPERS

Any new employee who is not vested in the legacy CalPERS retirement system shall be placed in the Tier 2 Plan.

Table 2 illustrates the CalPERS retirement summary for the legacy CalPERS employees (Tier 1) for fiscal years 2013/14 through 2020/21.

**Table 2: CalPERS Contribution Summary
Tier 1 – Legacy CalPERS Employees**

	2013/14 Fiscal Year	2014/15 Fiscal Year	2015/16 Fiscal Year	2016/17 Fiscal Year	2017/18 Fiscal Year	2018/19 Fiscal Year	2019/20 Fiscal Year	2020/21 Fiscal Year
District Contribution Established by CalPERS (Legacy members)	20.587%	16.035%	14.031%	15.272%	16.000%	10.832%	11.533%	12.527%
Employee Rate (2.5% at 55) (Legacy members)	8%	8%	8%	8%	8%	8%	8%	8%
Total Contribution (Legacy members)	28.587% (20.587+8%)	24.035% (20.504+8%)	22.031% (14.031+8%)	23.272% (15.272+8%)	24.000% (16.000+8%)	18.832% (10.832+8%)	19.533% (11.533+8%)	20.527% (12.527+8%)

**VALLEY SANITARY DISTRICT
FISCAL YEAR 2020/21 BUDGET**

Table 3 illustrates the CalPERS retirement summary for the new CalPERS member employees (Tier 2) for fiscal years 2013/14 through 2020/21.

**Table 3: CalPERS Contribution Summary
Tier 2 – New CalPERS Member Employees**

	2013/14 Fiscal Year	2014/15 Fiscal Year	2015/16 Fiscal Year	2016/17 Fiscal Year	2017/18 Fiscal Year	2018/19 Fiscal Year	2019/20 Fiscal Year	2020/21 Fiscal Year
District Contribution Established by CalPERS (New members)	6.70%	6.70%	6.73%	6.945%	7.300%	7.266%	7.072%	7.874%
Employee Rate (2.0% at 62) (New members)	6.50%	6.50%	6.50%	6.50%	6.50%	6.50%	7.250%	7.250%
Total Contribution (New members)	13.200% (6.70+6.5%)	13.200% (6.70+6.5%)	13.230% (6.73+6.5%)	13.445% (6.945+6.5%)	13.800% (7.300+6.5%)	13.766% (7.266+6.5%)	14.322% (7.072+7.25%)	15.124% (7.874+7.25%)

3.0 Ten Year Capital Improvement Program Budget

Section 8 contains the proposed 2020/21 budget for the Ten-Year Capital Improvement Program.

The design build for the plant expansion will begin in the 2020/21 fiscal year. This project is expected to be completed in the 2022/23 fiscal year.

The Sewer Main Rehabilitation or Replacement Program Management and Construction is set to get into full swing in the 2020/21 fiscal year. This project is expected to be completed in the 2028/29 fiscal year.

To date, the Capital Replacement Fund (Fund 12) and Capital Improvement Fund (Fund 13) have enabled the District to invest approximately \$100 million in the renovations and expansions of the District’s collection and treatment facilities since 2001 with approximately \$40 million in the past ten (10) years.

4.0 Fiscal Year 2020/21 Budget

The fiscal year budget continues the best practices and budgeting methods from years past at the District. Continued evaluation of increased efficiencies, improved work methods, and judicious use of funds and resources continue. Opportunities to reduce costs, improve

**VALLEY SANITARY DISTRICT
FISCAL YEAR 2020/21 BUDGET**

efficiency, and provide better value for the District and rate payers continue with this recommended budget.

5.0 Annual Sewer Use Fee

The Fiscal Year budget discusses the current status of the sewer rates. Figure 1 presents the historical view of the relationship of the equivalent dwelling units (EDU), consumer price index (CPI), historical annual sewer user fee and projected sewer use fee.

Figure 1: Historical Graph of Annual Sewer Use Fee

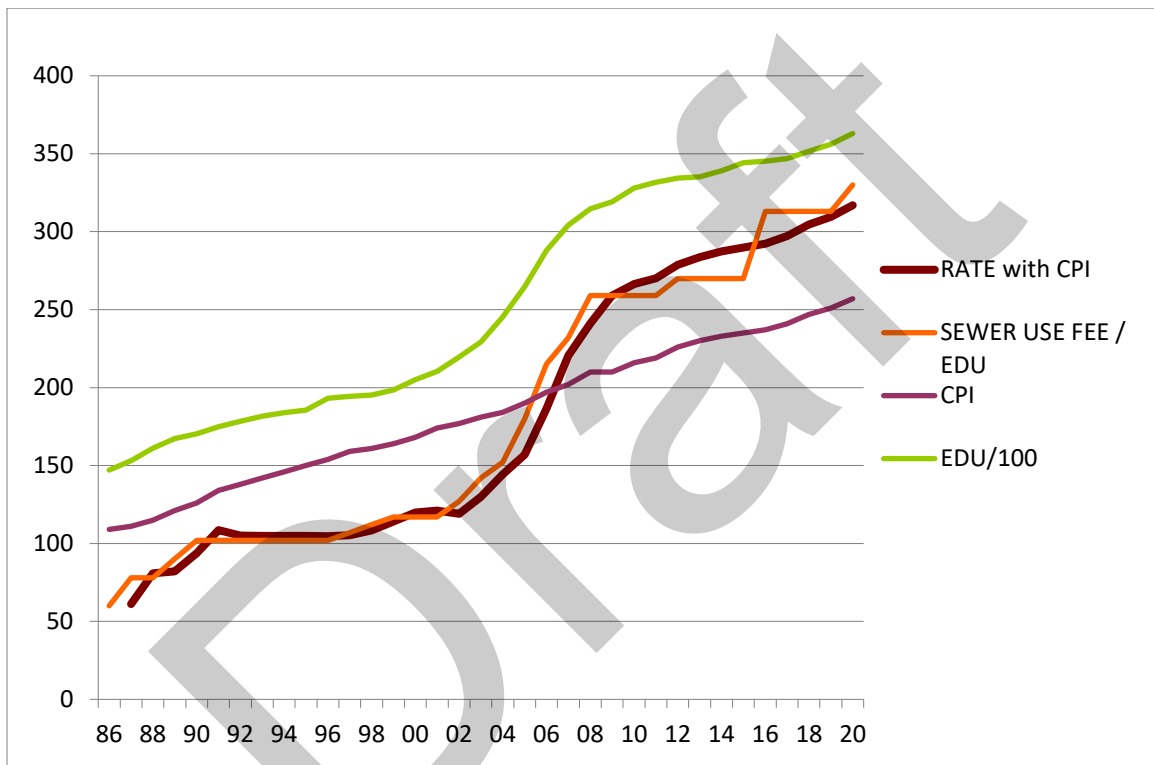


Figure 1 shows the historical relationships. Keeping rates stable is admirable; however, caution must be exercised in retaining flat sewer use fees for long periods of time when external upward pressures due to increased costs, additional regulations, safety requirements and the need to repair and maintain an aging system are required.

Comparable residential sewer use fees from other local agencies are:

Mission Springs Water District	\$639.
City of Coachella	\$574.
City of Beaumont	\$514.
Desert Water Agency (Cathedral City)	\$347.
Valley Sanitary District	\$330.
Coachella Valley Water District	\$295.
City of Banning	\$242.
City of Palm Springs	\$240.

**VALLEY SANITARY DISTRICT
FISCAL YEAR 2020/21 BUDGET**

6.0 Connection Capacity Charge

The current connection capacity charge is \$4,400 per equivalent dwelling unit (EDU). This charge is levied against new development to “buy in” to the existing system, so that growth pays for growth. A review of other local agency capacity connections charges is:

City of Beaumont	\$5,468.
Desert Water Agency	\$5,240.
City of Banning	\$5,061.
Coachella Valley Water District	\$4,851.
Valley Sanitary District	\$4,400.
City of Coachella	\$4,142.
City of Palm Springs	\$3,000.
Mission Springs Water District	\$2,520.

7.0 Summary of Reserve Funds

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. Valley Sanitary District has the following anticipated balances in its reserve funds as of June 1, 2020:

Reserve Fund Description*	Beginning Balance	2019/20 Addition (Subtraction)	2019/20 Year End Balance
Fund 11			
Operating Reserve Fund (50% or six months of O & M budget)	\$4,767,000	\$42,000	\$4,809,000
Emergency Reserve Fund (5% of O & M budget)	477,000	4,000	481,000
Debt Service Reserve Fund (Fund 06 wastewater bond annual payment)	469,000	0	469,000
Debt Service Reserve Fund (CSWRCB annual payment)	1,106,722	0	1,106,722
Fund 12			
Capital Replacement Reserve Fund (40% of O & M budget annual contribution less emergency repair expenses)	21,204,610	2,191,451	23,396,061
Debt Service Reserve Fund (annual payments)	430,000	0	430,000
Vehicle & Equipment Replacement Reserve Fund (O & M budget annual contribution less current year expenses)	1,316,388	430,240	1,746,628
Fund 13			
Capital Improvement Reserve Fund	5,437,643	902,964	6,340,607
Total	\$35,208,363	\$3,570,655	\$38,310,018

*As per Resolution No. 2013-1040 approved by the VSD Board of Directors on April 9, 2013.

**VALLEY SANITARY DISTRICT
FISCAL YEAR 2020/21 BUDGET**

8.0 Recommendations

8.1 Fiscal Year 2020/21 Salary Adjustment

The recommendation is to approve the salary schedules on page 2.3 that provide for a cost of living increase of 3 percent (3%) and allow applicable step increases for eligible employees.

8.2 Fiscal Year 2020/21 Pension Contribution

The recommendation is to pay the normal cost of the employer contribution to the CalPERS Retirement Plan of 12.527 percent (12.527%) for Tier I CalPERS members (due to the five (5) year fresh start payment to the Unfunded Accrued Liability (UAL)) and increase the employer contribution to 7.875 percent (7.875%) for Tier II CalPERS members. The employee contribution will be solely funded by employees at 8 percent (8%) for Tier I CalPERS members and 7.25 percent (7.25%) for Tier II CalPERS members.

8.3 Adoption of Ten-Year Capital Plan

The recommendation is to adopt the Ten-Year Capital Improvement Program (2020/21 - 2029/30).

8.4 Adoption of the Sewer User Fee

The recommendation is to increase the annual sewer use fee to \$330.00 per equivalent dwelling unit (EDU) per year (\$27.50 per month).

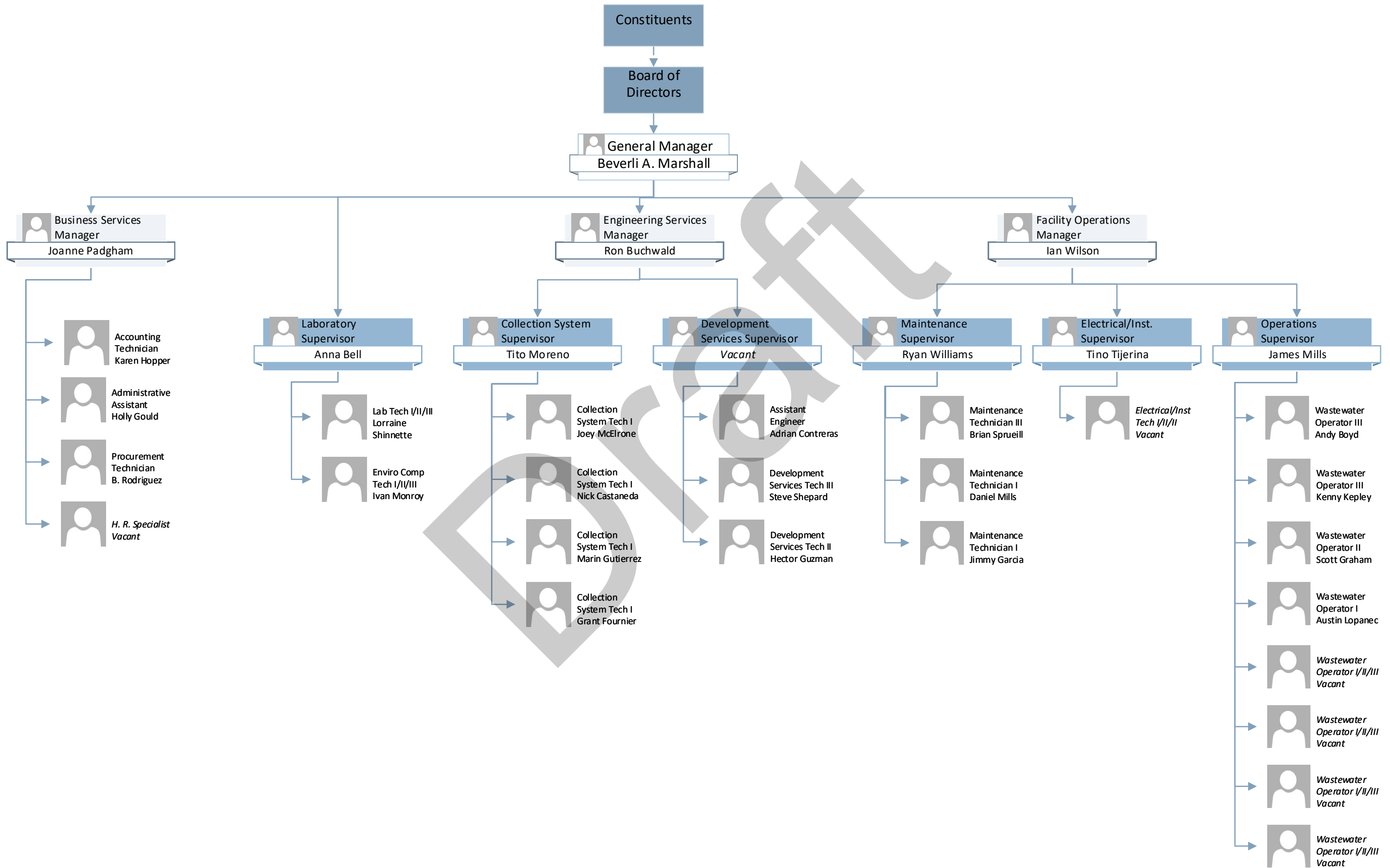
8.5 Adoption of the Capacity Connection Charge

The recommendation is that the connection capacity charge remains the same at \$4,400 per equivalent dwelling unit (EDU).

My sincere thanks to all employees who assisted in the budget preparation process, as their input has been invaluable.

Respectfully submitted,

Beverli A. Marshall
General Manager



STAFFING RANGE ASSIGNMENTS

<u>CLASSIFICATIONS</u>	<u>AUTHORIZED POSITIONS</u>
<i>GENERAL MANAGER</i>	1
<u>BUSINESS SERVICES:</u>	
<i>BUSINESS SERVICES MANAGER</i>	1
ACCOUNTING TECHNICIAN	1
ADMINISTRATIVE ASSISTANT	1
HUMAN RESOURCES SPECIALIST	1
PROCUREMENT TECHNICIAN	<u>1</u>
SUBTOTAL	5
<u>ENGINEERING SERVICES:</u>	
<i>ENGINEERING SERVICES MANAGER</i>	1
ASSISTANT ENGINEER	1
DEVELOPMENT SERVICES TECH III	1
DEVELOPMENT SERVICES TECH II	<u>1</u>
	4
COLLECTION SYSTEMS SUPERVISOR	1
COLLECTION SYSTEMS TECH I	3
COLLECTION SYSTEMS TECH II	<u>1</u>
	5
SUBTOTAL	9
<u>OPERATIONS:</u>	
<i>FACILITY OPERATIONS MANAGER</i>	1
WASTEWATER OPERATIONS SUPERVISOR	1
WASTEWATER OPERATOR III	2
WASTEWATER OPERATOR II	5
WASTEWATER OPERATOR I	<u>1</u>
	10
LABORATORY SUPERVISOR	1
LABORATORY TECHNICIAN I	1
ENVIRONMENTAL COMPLIANCE TECHNICIAN II	<u>1</u>
	3
ELECTRICAL/INSTRUMENTATION SUPERVISOR	1
ELECTRICAL/INSTRUMENTATION TECH I	<u>1</u>
	2
MAINTENANCE SUPERVISOR	1
MAINTENANCE TECH III	1
MAINTENANCE TECH I	<u>3</u>
	5
SUBTOTAL	20
TOTAL POSITIONS	35

Wage Schedule Effective July 1, 2020

	A	B	C	D	E	F	G
Accounting Technician	4,854	5,097	5,352	5,620	5,901	6,196	6,505
Administrative Assistant	4,403	4,623	4,855	5,097	5,352	5,620	5,901
Assistant Engineer	5,900	6,195	6,505	6,830	7,171	7,530	7,906
Associate Engineer	7,375	7,744	8,131	8,537	8,964	9,412	9,883
Collection System Tech-in-Training	3,804	3,994	4,194	4,403	4,624	4,855	5,097
Collection System Tech I	4,403	4,623	4,855	5,097	5,352	5,620	5,901
Collection System Tech II	4,844	5,086	5,340	5,607	5,887	6,182	6,491
Collection System Tech III	5,328	5,594	5,874	6,168	6,476	6,800	7,140
Development Services Tech I	4,486	4,710	4,946	5,193	5,453	5,725	6,012
Development Services Tech II	4,935	5,181	5,440	5,712	5,998	6,298	6,613
Development Services Tech II (Y-rated)					7,907		
Development Services Tech III	5,428	5,699	5,984	6,284	6,598	6,928	7,274
Development Services Tech III (Y-rated)							8,718
Electrician/Inst Tech I	4,467	4,690	4,925	5,171	5,430	5,701	5,986
Electrician/Inst Tech II	4,914	5,159	5,417	5,688	5,973	6,271	6,585
Electrician/Inst Tech III	5,405	5,675	5,959	6,257	6,570	6,898	7,243
Engineering Technician	4,935	5,181	5,440	5,712	5,998	6,298	6,613
Environmental Comp Tech I	4,230	4,442	4,664	4,897	5,142	5,399	5,669
Environmental Comp Tech II	4,653	4,886	5,130	5,386	5,656	5,939	6,235
Environmental Comp Tech III	5,118	5,374	5,643	5,925	6,221	6,532	6,859
Human Resources Specialist	5,599	5,879	6,173	6,482	6,806	7,146	7,503
Lab Technician I	4,183	4,392	4,612	4,842	5,084	5,339	5,606
Lab Technician II	4,601	4,831	5,073	5,327	5,593	5,873	6,166
Lab Technician III	5,061	5,315	5,580	5,859	6,152	6,460	6,783
Maintenance Tech-in-Training	3,804	3,994	4,194	4,403	4,624	4,855	5,097
Maintenance Tech I	4,193	4,403	4,623	4,854	5,097	5,352	5,619
Maintenance Tech II	4,612	4,843	5,085	5,339	5,606	5,887	6,181
Maintenance Tech III	5,074	5,327	5,594	5,873	6,167	6,475	6,799
Management Analyst	5,494	5,769	6,057	6,360	6,678	7,012	7,362
Procurement Technician	4,063	4,266	4,479	4,703	4,939	5,186	5,445
Utility Worker	3,994	4,194	4,403	4,624	4,855	5,097	5,352
Wastewater Operator-in-Training	3,994	4,194	4,403	4,624	4,855	5,097	5,352
Wastewater Operator I	4,623	4,855	5,097	5,352	5,620	5,901	6,196
Wastewater Operator II	5,086	5,340	5,607	5,887	6,182	6,491	6,815
Wastewater Operator III	5,594	5,874	6,168	6,476	6,800	7,140	7,497
Collection System Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Laboratory Supervisor	6,993	7,343	7,710	8,095	8,500	8,925	9,371
Maintenance Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Wastewater Operations Supervisor	6,993	7,343	7,710	8,095	8,500	8,925	9,371
Development Services Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Electrical/Instrumentation Supervisor	6,756	7,094	7,448	7,821	8,212	8,623	9,054
Business Services Manager	10,559	11,087	11,641	12,223	12,835	13,476	14,150
Engineering Services Manager	11,218	11,779	12,368	12,986	13,636	14,317	15,033
Facility Operations Manager	8,816	9,257	9,720	10,206	10,716	11,252	11,814
General Manager (Contract)							19,313

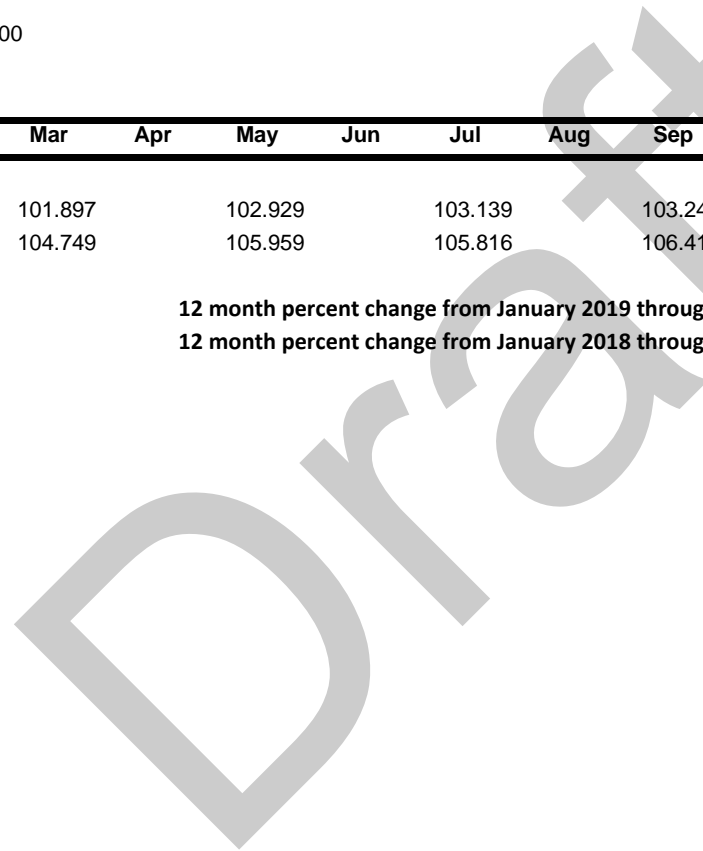
CPI-All Urban Consumers (Current Series)
Original Data Value

Series Id: CUURS49CSA0
Not Seasonally Adjusted
Series Title: All items in Riverside-San Bernardino-Ontario, CA,
Area: Riverside-San Bernardino-Ontario, CA
Item: All items
Base Period: DECEMBER 2017=100
Years: 2017 to 2019

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual	HALF1	HALF2
2017												100.000			
2018	100.916		101.897		102.929		103.139		103.241		103.616		102.732	102.023	103.441
2019	103.991		104.749		105.959		105.816		106.412		106.573		105.697	104.998	106.397

12 month percent change from January 2019 through December 2019 = **2.965**

12 month percent change from January 2018 through December 2018 = **2.732**



DEPARTMENT: COMBINED

ACCOUNT #	ACCOUNT TITLE	2019/20 CURRENT BUDGET (31 Staff)	2019/20 ANTICIPATED CLOSE	2020/21 BUDGET REQUEST (35 Staff)	BUDGET VARIANCE	PERCENT VARIANCE
11-5030-400-0	SALARIES	2,615,000	2,570,850	3,145,900	530,900	20.30%
11-5070-400-0	OVERTIME	19,500	24,000	24,500	5,000	25.64%
11-5080-400-0	CALLOUT	9,000	15,600	13,300	4,300	47.78%
11-5090-400-0	STANDBY	38,000	35,500	42,645	4,645	12.22%
	TOTAL SALARIES	2,681,500	2,645,950	3,226,345	544,845	20.32%
11-5110-400-0	LONGEVITY	37,000	35,100	37,900	900	2.43%
11-5112-400-0	RETIREMENT	269,500	247,200	337,355	67,855	25.18%
11-5116-400-0	PAYROLL TAXES	205,200	205,600	247,100	41,900	20.42%
11-5118-400-0	UNEMPLOYMENT INSURANCE	-	250	-	-	0.00%
11-5122-400-0	WORKERS COMPENSATION	47,400	47,700	64,505	17,105	36.09%
11-5124-400-0	GROUP LIFE INSURANCE	6,650	6,100	7,620	970	14.59%
11-5126-400-0	GROUP HEALTH INSURANCE	440,700	405,500	523,500	82,800	18.79%
11-5128-400-0	DENTAL/VISION INSURANCE	30,500	38,200	22,620	(7,880)	-25.84%
11-5132-400-0	DISABILITY INSURANCE	13,750	12,000	10,320	(3,430)	-24.95%
11-5152-400-0	CLOTHING/SAFETY	39,625	22,000	29,450	(10,175)	-25.68%
	TOTAL BENEFITS	1,090,325	1,019,650	1,280,370	190,045	17.43%
		3,771,825	3,665,600	4,506,715	734,890	19.48%
11-5150-400-0	DIRECTORS' FEES	36,500	47,250	46,500	10,000	27.40%
11-5225-400-0	ELECTION	-	-	70,000	70,000	100.00%
11-5250-400-0	GAS/OIL	52,000	32,000	52,000	-	0.00%
11-5300-400-0	COMPREHENSIVE INSURANCE	296,500	296,500	308,300	11,800	3.98%
11-5350-400-0	MEMBERSHIPS/SUBSCRIPTIONS	32,860	40,000	53,095	20,235	61.58%
11-5400-400-0	OFFICE EXPENSE	16,000	12,000	16,000	-	0.00%
11-5410-400-0	COUNTY/CITY CHARGES	22,000	22,000	22,000	-	0.00%
11-5420-400-0	PERMITS & FEES	88,450	90,000	93,650	5,200	5.88%
11-5430-400-0	PRETREATMENT	1,000	1,000	-	(1,000)	-100.00%
11-5450-400-0	OPERATING SUPPLIES	160,500	140,000	315,200	154,700	96.39%
11-5470-400-0	CHEMICALS	383,770	330,000	392,560	8,790	2.29%
11-5500-400-0	CONTRACT SERVICES	417,110	350,000	980,985	563,875	135.19%
11-5550-400-0	PROFESSIONAL/LEGAL	269,230	276,000	355,450	86,220	32.02%
11-5600-400-0	PUBLICATIONS	4,500	1,900	2,000	(2,500)	-55.56%
11-5700-400-0	REPAIRS/MAINTENANCE	592,200	500,000	624,120	31,920	5.39%
11-5720-400-0	SMALL TOOLS	31,500	31,500	33,500	2,000	6.35%
11-5750-400-0	RESEARCH	92,800	50,000	100,000	7,200	7.76%
11-5800-400-0	TRAVEL/MTGS/EDUCATION	81,250	105,000	180,000	98,750	121.54%
11-5801-400-0	CERTIFICATIONS/TCPS	8,794	8,000	13,110	4,316	49.08%
11-5901-400-0	TELEPHONE	19,500	22,000	20,500	1,000	5.13%
11-5902-400-0	ELECTRICITY	519,000	550,000	607,750	88,750	17.10%
11-5903-400-0	NATURAL GAS	5,000	5,000	6,000	1,000	20.00%
11-5904-400-0	TRASH COLLECTION	35,000	30,000	25,500	(9,500)	-27.14%
11-5905-400-0	UTILITY WATER	28,500	20,000	21,500	(7,000)	-24.56%
11-5950-400-0	OTHER EXPENSES	35,000	27,000	50,000	15,000	42.86%
11-9160-000-0	REFUNDING BONDS	466,425	466,425	467,729	1,304	0.28%
11-3650-000-0	CWSRF LOAN PAYMENT	553,361	553,361	553,361	-	0.00%
	CAPITAL O & M FUND	235,000	235,000	140,000	(95,000)	-40.43%
	TOTAL SERVICES & SUPPLIES	4,483,750	4,241,936	5,550,810	1,067,060	23.80%
	TOTAL OPERATING & MAINTENANCE BUDGET	8,255,575	7,907,536	10,057,525	1,801,950	21.83%

DEPARTMENTAL BUDGET REQUEST SUMMARY

ACC NO.	DESCRIPTION	ENGINEERING & COLLECTIONS	OPERATIONS	ADMIN	TOTAL
11-5030-400-0	SALARIES	895,920	1,641,025	689,400	3,226,345
11-5110-400-0	LONGEVITY	8,500	26,400	3,000	37,900
11-5112-400-0	RETIREMENT	94,300	166,555	76,500	337,355
11-5116-400-0	PAYROLL TAXES	68,600	125,700	52,800	247,100
11-5118-400-0	UNEMPLOYMENT INSURANCE	-	-	-	-
11-5122-400-0	WORKERS COMPENSATION	17,930	44,925	1,650	64,505
11-5124-400-0	GROUP LIFE INSURANCE	2,150	3,920	1,550	7,620
11-5126-400-0	GROUP HEALTH INSURANCE	131,900	267,300	124,300	523,500
11-5128-400-0	DENTAL/VISION INSURANCE	5,950	12,200	4,470	22,620
11-5132-400-0	DISABILITY INSURANCE	2,820	5,500	2,000	10,320
11-5152-400-0	CLOTHING/SAFETY	8,000	21,450	-	29,450
	TOTAL BENEFITS	340,150	673,950	266,270	1,280,370
	TOTAL SALARIES/BENEFITS	1,236,070	2,314,975	955,670	4,506,715
11-5150-400-0	DIRECTORS' FEES	-	-	46,500	46,500
11-5225-400-0	ELECTION	-	-	70,000	70,000
11-5250-400-0	GAS/OIL	-	52,000	-	52,000
11-5300-400-0	COMPREHENSIVE INSURANCE	-	-	308,300	308,300
11-5350-400-0	MEMBERSHIPS/SUBSCRIPTIONS	2,300	6,150	44,645	53,095
11-5400-400-0	OFFICE EXPENSES	-	-	16,000	16,000
11-5410-400-0	COUNTY/CITY CHARGES	-	-	22,000	22,000
11-5420-400-0	PERMITS & FEES	18,500	72,150	3,000	93,650
11-5430-400-0	PRETREATMENT	-	-	-	-
11-5450-400-0	OPERATING SUPPLIES	5,000	299,200	11,000	315,200
11-5470-400-0	CHEMICALS	-	392,560	-	392,560
11-5500-400-0	CONTRACT SERVICES	140,850	259,435	580,700	980,985
11-5550-400-0	PROFESSIONAL/LEGAL	-	-	355,450	355,450
11-5600-400-0	PUBLICATIONS	-	-	2,000	2,000
11-5700-400-0	REPAIRS/MAINTENANCE	146,700	453,920	23,500	624,120
11-5720-400-0	SMALL TOOLS	2,000	31,500	-	33,500
11-5750-400-0	RESEARCH	-	100,000	-	100,000
11-5800-400-0	TRAVEL/MTGS/EDUCATION	18,000	102,000	60,000	180,000
11-5801-400-0	CERTIFICATIONS/TCPS	4,910	7,950	250	13,110
11-5901-400-0	TELEPHONE	-	-	20,500	20,500
11-5902-400-0	ELECTRICITY	4,000	603,750	-	607,750
11-5903-400-0	NATURAL GAS	-	6,000	-	6,000
11-5904-400-0	TRASH COLLECTION	-	25,500	-	25,500
11-5905-400-0	UTILITY WATER	6,500	15,000	-	21,500
11-5950-400-0	OTHER EXPENSES	10,000	30,000	10,000	50,000
11-9160-000-0	REFUNDING BONDS	-	-	467,729	467,729
11-3650-000-0	CWSRF LOAN PAYMENT	-	-	553,361	553,361
11-8660-000-0	GENERAL FACILITIES	-	-	140,000	140,000
	TOTAL SERVICES & SUPPLIES	358,760	2,457,115	2,734,935	5,550,810
	TOTAL OPERATING & MAINTENANCE BUDGET	1,594,830	4,772,090	3,690,605	10,057,525

BUDGET REVENUE PROJECTIONS

ACCOUNT #	ACCOUNT TITLE	2019/20 REVENUE PROJECTIONS	2019/20 ANTICIPATED CLOSE	2019/20 BUDGET VARIANCE	2020/21 REVENUE PROJECTIONS
FUND 11					
OPERATING REVENUES:					
11-4120-000-0	SEWER SERVICE - CURRENT	11,005,080	11,005,080	-	11,979,000 (1)
11-4140-000-0	SEWER SERVICE - PENALTIES	1,000	-	(1,000)	-
11-4210-000-0	PERMIT/INSPECTION FEES	10,000	25,000	15,000	15,000
11-4270-000-0	PLAN CHECK FEES	10,000	10,000	-	10,000
11-4285-000-0	OTHER SERVICES	1,800	1,900	100	1,800
11-4310-000-0	SALE OF SURPLUS PROPERTY	-	2,500	2,500	-
SUB-TOTALS:		11,027,880	11,044,480	16,600	12,005,800
NON-OPERATING REVENUES:					
11-4510-000-0	INTEREST REVENUE	140,000	400,000	260,000	300,000
11-4430-000-0	TAXES - CURRENT SECURED	700,000	700,000	-	700,000
11-4440-000-0	TAXES - CURRENT UNSECURED	21,000	25,000	4,000	25,000
11-4450-000-0	TAXES - PRIOR SECURED	6,000	6,000	-	6,000
11-4460-000-0	TAXES - PRIOR UNSECURED	-	-	-	-
11-4465-000-0	TAXES - PENALTIES	1,500	1,500	-	-
11-4470-000-0	TAXES - SUPPLEMENTAL CURRENT	7,000	7,000	-	6,000
11-4480-000-0	TAXES - SUPPLEMENTAL PRIOR	3,200	3,200	-	2,000
11-4500-000-0	HOMEOWNER'S TAX RELIEF	6,000	6,000	-	6,000
11-4574-000-0	NON-OPERATING REVENUE	500	500	-	500
SUB-TOTALS:		885,200	1,149,200	264,000	1,045,500
FUND 11 GRAND TOTALS:		11,913,080	12,193,680	280,600	13,051,300
FUND 13					
13-4200-000-0	CONNECTION CHARGES	895,650	1,200,000	304,350	748,000 (2)
SUB-TOTALS		895,650	1,200,000	304,350	748,000
NON-OPERATING REVENUES					
13-4510-000-0	INTEREST REVENUE	55,000	120,000	65,000	100,000
SUB-TOTALS		55,000	120,000	65,000	100,000
FUND 13 GRAND TOTALS:		950,650	1,320,000	369,350	848,000
TOTAL REVENUES:		12,863,730	13,513,680	649,950	13,899,300

(1) AT \$330/EDU (2) AT \$4,400/EDU

PROJECTED REVENUE

FUND 11

11-4120-000-0 Sewer Service - Current	FY 2020/21 Budget Request \$11,979,000
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SEWER SERVICE - CURRENT: Sewer service revenue for the FY 2019/2020 was based on 35,606 Equivalent Dwelling Units (EDUs) of service at an annual rate of \$313 per EDU. Anticipated sewer service revenue for the FY 2020/21 is based on 36,300 EDUs at an annual rate of \$330.

11-4140-000-0 Sewer Service - Penalties	FY 2020/21 Budget Request \$0
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SEWER SERVICE - PENALTIES: Penalties imposed by the county on late tax bill payments for sewer use.

11-4210-000-0 Permit/Inspection Fees	FY 2020/21 Budget Request \$15,000
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PERMIT/INSPECTION FEES: Estimated for lateral and mainline inspections.

11-4270-000-0 Plan Check Fees	FY 2020/21 Budget Request \$10,000
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PLAN CHECK FEES: Anticipated revenue is based on a \$150 per hour fee with one hour minimum fee for plan checking.

11-4285-000-0 Other Services	FY 2020/21 Budget Request \$1,800
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OTHER SERVICES: Income for administrative services provided for the VSD 2004 Assessment District.

11-4430-000-0 Taxes - Current Secured	FY 2020/21 Budget Request \$700,000
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CURRENT SECURED REVENUES: Secured property is generally non-movable property, such as houses, buildings, etc. Revenues are based on general valuation. The portion of revenue designated for special districts is 1%. Of this 1%, VSD received .00028856% of the general purpose funds county-wide for 2018/2019. The Assembly Bill 8 (AB8) factor for 2019/2020 is .00028257%. At the time of budget preparation the 2020/21 factor had not been calculated by the County. The factor will be calculated around September 2020.

PROJECTED REVENUE

11-4440-000-0	FY 2020/21
Taxes - Current Unsecured	Budget Request
	\$25,000

CURRENT UNSECURED: Unsecured property includes items such as motor homes, airplanes, boats and other moveable personal property. The portion of revenue designated for special districts is 1%. Of this 1%, VSD received .00028856% of the general purpose funds county-wide for 2018/2019. The Assembly Bill 8 (AB8) factor for 2019/2020 is .00028257%. At the time of budget preparation the 2020/21 factor had not been calculated by the County. The factor will be calculated around September 2020.

11-4450-000-0	FY 2020/21
Taxes - Prior Secured	Budget Request
	\$6,000

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

11-4460-000-0	FY 2020/21
Taxes - Prior Unsecured	Budget Request
	\$0

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

11-4465-000-0	FY 2020/21
Taxes - Prior Secured Penalties	Budget Request
	\$0

TAXES – PENALTIES: Penalties imposed by the county on late tax bill payments on tax revenue.

11-4470-000-0	FY 2020/21
Supplemental - Current	Budget Request
	\$6,000

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

11-4480-000-0	FY 2020/21
Supplemental Taxes - Prior	Budget Request
	\$2,000

SUPPLEMENTAL PRIOR: Funds derived as mentioned above, for prior year.

PROJECTED REVENUE

11-4500-000-0
Homeowner's Tax Relief

FY 2020/21
Budget Request
\$6,000

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

11-4510-000-0
Interest Revenue

FY 2020/21
Budget Request
\$300,000

INTEREST REVENUE: Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust. The quarterly percentage rate earned averaged 1.88% from LAIF and CalTrust for the period of 1/1/20 to 3/31/20, but with the uncertainty of how the Corona Virus will affect future interest rates, we used a more conservative average of 1.5% for the 2020/21 budget estimate.

11-4574-000-0
Non-Operating Revenues

FY 2020/21
Budget Request
\$500

NON-OPERATING REVENUES: This account includes revenue from other undefined sources.

PROJECTED REVENUE

FUND 13

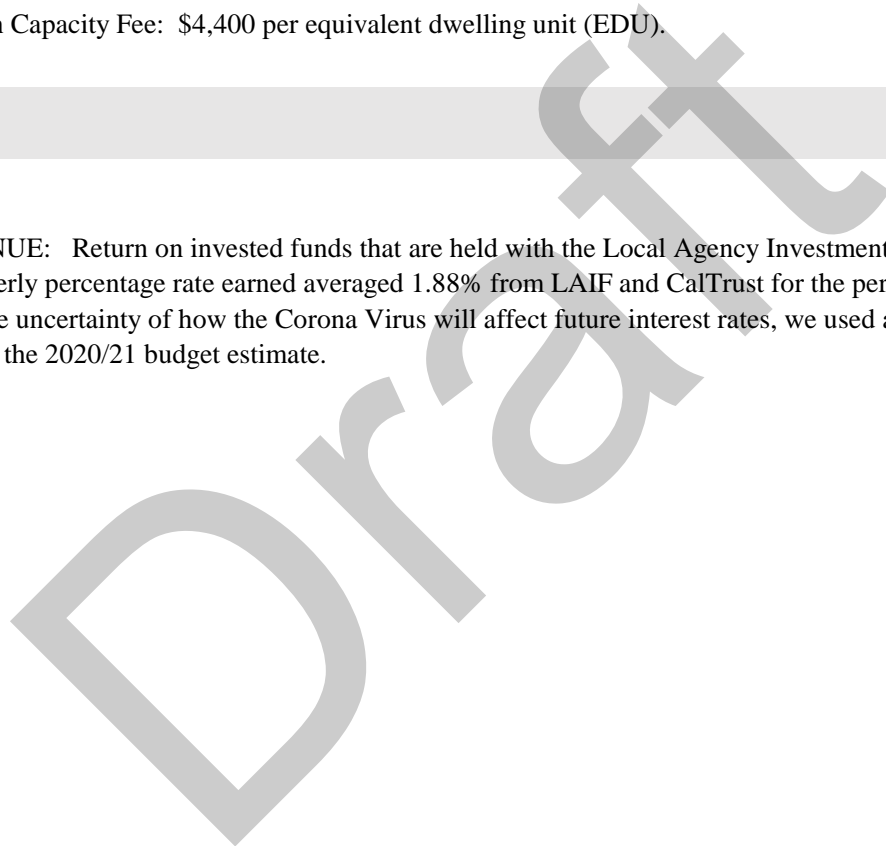
13-4200-000-0	FY 2020/21
Connection Fees	Budget Request
	\$748,000

Total Anticipated Connections	200
Less Anticipated Connections paid by AD 2004 VSD or Prepayment Agreement	(30)
Anticipated Connections that are not in AD or prepaid	<u>170</u>

2020/21 Connection Capacity Fee: \$4,400 per equivalent dwelling unit (EDU).

13-4510-000-0	FY 2020/21
Interest Revenue	Budget Request
	\$100,000

INTEREST REVENUE: Return on invested funds that are held with the Local Agency Investment Fund (LAIF) and CalTrust. The quarterly percentage rate earned averaged 1.88% from LAIF and CalTrust for the period of 1/1/20 to 3/31/20, but with the uncertainty of how the Corona Virus will affect future interest rates, we used a more conservative average of 1.5% for the 2020/21 budget estimate.



DEPARTMENT: ENGINEERING/COLLECTIONS

ACCOUNT #	ACCOUNT TITLE	2020/21 BUDGET REQUEST <i>(9 Staff)</i>
11-5030-410-1	SALARIES	868,000
11-5070-410-1	OVERTIME	1,600
11-5080-410-1	CALLOUT	5,000
11-5090-410-1	STANDBY	21,320
TOTAL SALARIES		895,920
11-5110-410-1	LONGEVITY	8,500
11-5112-410-1	RETIREMENT	94,300
11-5116-410-1	PAYROLL TAXES	68,600
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	17,930
11-5124-410-1	GROUP LIFE INSURANCE	2,150
11-5126-410-1	GROUP HEALTH INSURANCE	131,900
11-5128-410-1	DENTAL/VISION INSURANCE	5,950
11-5132-410-1	DISABILITY INSURANCE	2,820
11-5152-410-1	CLOTHING/SAFETY	8,000
TOTAL BENEFITS		340,150
		1,236,070
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	2,300
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	18,500
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	5,000
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	140,850
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	146,700
11-5720-410-1	SMALL TOOLS	2,000
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	18,000
11-5801-410-1	CERTIFICATIONS/TCPS	4,910
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	4,000
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	6,500
11-5950-410-1	OTHER EXPENSES	10,000
	CAPITAL O & M FUND	-
TOTAL SERVICES & SUPPLIES		358,760
TOTAL OPERATING & MAINTENANCE BUDGET		1,594,830

DEPARTMENT: ENGINEERING

ACCOUNT #	ACCOUNT TITLE	2020/21 BUDGET REQUEST <i>(4 Staff)</i>
11-5030-410-1	SALARIES	528,000
11-5070-410-1	OVERTIME	-
11-5080-410-1	CALLOUT	-
11-5090-410-1	STANDBY	-
TOTAL SALARIES		528,000
11-5110-410-1	LONGEVITY	6,000
11-5112-410-1	RETIREMENT	60,000
11-5116-410-1	PAYROLL TAXES	40,400
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	8,100
11-5124-410-1	GROUP LIFE INSURANCE	1,200
11-5126-410-1	GROUP HEALTH INSURANCE	40,600
11-5128-410-1	DENTAL/VISION INSURANCE	1,750
11-5132-410-1	DISABILITY INSURANCE	1,720
11-5152-410-1	CLOTHING/SAFETY	-
TOTAL BENEFITS		159,770
		687,770
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	-
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	-
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	-
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	-
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	-
11-5720-410-1	SMALL TOOLS	-
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	-
11-5801-410-1	CERTIFICATIONS/TCPS	-
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	-
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	-
11-5950-410-1	OTHER EXPENSES	-
TOTAL SERVICES & SUPPLIES		-
TOTAL OPERATING & MAINTENANCE BUDGET		687,770

DEPARTMENT: COLLECTIONS

ACCOUNT #	ACCOUNT TITLE	2020/21 BUDGET REQUEST <i>(5 Staff)</i>
11-5030-410-1	SALARIES	340,000
11-5070-410-1	OVERTIME	1,600
11-5080-410-1	CALLOUT	5,000
11-5090-410-1	STANDBY	21,320
TOTAL SALARIES		367,920
11-5110-410-1	LONGEVITY	2,500
11-5112-410-1	RETIREMENT	34,300
11-5116-410-1	PAYROLL TAXES	28,200
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	9,830
11-5124-410-1	GROUP LIFE INSURANCE	950
11-5126-410-1	GROUP HEALTH INSURANCE	91,300
11-5128-410-1	DENTAL/VISION INSURANCE	4,200
11-5132-410-1	DISABILITY INSURANCE	1,100
11-5152-410-1	CLOTHING/SAFETY	8,000
TOTAL BENEFITS		180,380
		548,300
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	2,300
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	18,500
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	5,000
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	140,850
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	146,700
11-5720-410-1	SMALL TOOLS	2,000
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	18,000
11-5801-410-1	CERTIFICATIONS/TCPS	4,910
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	4,000
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	6,500
11-5950-410-1	OTHER EXPENSES	10,000
	CAPITAL O & M FUND	-
TOTAL SERVICES & SUPPLIES		358,760
TOTAL OPERATING & MAINTENANCE BUDGET		907,060

COLLECTIONS

11-5152-410-1	FY 2020/21
Clothing	Budget Request
	\$8,000
Covers supply of uniforms, laundry service, safety steel-toe boots, safety vests & glasses, gloves, hard hats, etc.	
• Cintas uniforms-eight (8) employees	4,600
• Boots-eight (8) employees (\$250 per employee)	2,000
• Gloves-eight (8) employees	1,400
11-5350-410-1	FY 2020/21
Memberships/Subscriptions	Budget Request
	\$2,300
• California Water Environment Association (CWEA) membership renewal for nine (9) staff members at \$200 each (Engineer add extra \$150). This membership includes renewal to the Colorado River Basin Local Section	
	1,950
• <u>NASSCO Inc:</u> National Association of Sewer Service Companies; updates new criteria related to PACP Inspection Standards	
	350
11-5420-410-1	FY 2020/21
Permits & Fees	Budget Request
	\$18,500
• State General Waste Discharge annual permit fee (SWRCB)	16,000
• City of Indio (annual encroachment permit)	1,500
• Miscellaneous permits and/or fees	1,000

COLLECTIONS

11-5500-410-1	FY 2020/21
Contract Services	Budget Request
\$140,850	
• Roach control program	47,500
• Rain for Rent emergency contingency service	25,000
• Lucity program annual renewal	15,000
• Root control program	15,000
• Emergency Response consultant	10,000
• City of Indio - ERICA radio member fee	6,000
• Bentley Enterprise Annual Licensing - SewerGems	4,500
• Verizon Wireless	4,000
• Underground Dig Alert	3,500
• Pipelogix annual renewal	3,000
• ESRI ARCVIEW 10.0 annual renewal	3,000
• Annual monitoring fee/pump stations	2,000
• Miscellaneous contractual services	1,000
• Autocad annual maintenance & helpdesk	1,000
• SPOK Arch wireless beepers	350
11-5700-410-1	FY 2020/21
Repairs and Maintenance	Budget Request
\$146,700	
• <u>Vactor parts/repairs/planned expenditures:</u>	75,200
1) Contingency for emergency repairs	40,000
2) Vactor oil and lube service	12,000
3) 800 feet of one-inch sewer jet hose	6,600
4) Tires	6,000
5) Nozzles for jetting	3,600
6) High pressure pump parts	2,500
7) Diesel exhaust fluid for new Vactor	1,500
8) One-inch leader hose	1,000
9) Proofer skid for jetting lines	1,000
10) Fire hose	600
11) Tiger tail hose guide	400
• Mainline repair	20,000
• TV van parts and repair	15,000
• Manhole covers	15,000
• Equipment rentals	8,500
• Pump station repairs and parts	11,000
• Equipment repairs	2,000

COLLECTIONS

11-5720-410-1

Small Tools

FY 2020/21

Budget Request

\$2,000

- Miscellaneous small tool acquisition and replacement 2,000

11-5800-410-1

Travel, Meetings, & Education

FY 2020/21

Budget Request

\$18,000

Justification:

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses.

- Allowance for nine (9) employees at \$2,000 per employee 18,000

11-5801-410-1

Certifications

FY 2020/21

Budget Request

\$4,910

Justification:

- State Water Resource Control Board: Operator certification programs

Job Title	Grade	Renewal Fee
Operator TI	I	170
Operator DI	I	170

- California Water Environment Association: Technical certification programs

Collection System Supervisor	CST IV	110
Collection System Tech I (4)	CST I	400
Development Service Tech II	CST I	100
Development Service Tech II	CST IV	110
Allowance for advancement (certification testing)		1,400

- PACP certification for two (2) employees 2,000
- AWWA Grade D4/T3 (District Engineer) 300
- Professional Engineer (PE) (District Engineer & Associate Engineer)
Due biennially at \$150 150

COLLECTIONS

11-5902-410-1 Electricity	FY 2020/21 Budget Request \$4,000
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IID electricity cost for four (4) lift stations: Barrymore, Carver, Vandenberg, and Calhoun.

11-5905-410-1 Utility Water	FY 2020/21 Budget Request \$6,500
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Water service from the Indio Water Authority.

11-5950-410-1 Other Expenses	FY 2020/21 Budget Request \$10,000
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Miscellaneous expense contingency fund.

Draft

DEPARTMENT: OPERATIONS/MAINTENANCE/LAB

ACCOUNT #	ACCOUNT TITLE	2020/21 BUDGET REQUEST <i>(20 Staff)</i>
11-5030-411-1	SALARIES	1,589,000
11-5070-411-1	OVERTIME	22,400
11-5080-411-1	CALLOUT	8,300
11-5090-411-1	STANDBY	21,325
TOTAL SALARIES		1,641,025
11-5110-411-1	LONGEVITY	26,400
11-5112-411-1	RETIREMENT	166,555
11-5116-411-1	PAYROLL TAXES	125,700
11-5118-411-1	UNEMPLOYMENT INSURANCE	-
11-5122-411-1	WORKERS COMPENSATION	44,925
11-5124-411-1	GROUP LIFE INSURANCE	3,920
11-5126-411-1	GROUP HEALTH INSURANCE	267,300
11-5128-411-1	DENTAL/VISION INSURANCE	12,200
11-5132-411-1	DISABILITY INSURANCE	5,500
11-5152-411-1	CLOTHING/SAFETY	21,450
TOTAL BENEFITS		673,950
		2,314,975
11-5150-411-1	DIRECTORS' FEES	-
11-5225-411-1	ELECTION	-
11-5250-411-1	GAS/OIL	52,000
11-5300-411-1	COMPREHENSIVE INSURANCE	-
11-5350-411-1	MEMBERSHIPS/SUBSCRIPTIONS	6,150
11-5400-411-1	OFFICE EXPENSE	-
11-5410-411-1	COUNTY/CITY CHARGES	-
11-5420-411-1	PERMITS & FEES	72,150
11-5430-411-1	PRETREATMENT	-
11-5450-411-1	OPERATING SUPPLIES	299,200
11-5470-411-1	CHEMICALS	392,560
11-5500-411-1	CONTRACT SERVICES	259,435
11-5550-411-1	PROFESSIONAL/LEGAL	-
11-5600-411-1	PUBLICATIONS	-
11-5710-411-1	REPAIRS/MAINTENANCE	453,920
11-5720-411-1	SMALL TOOLS	31,500
11-5750-411-1	RESEARCH	100,000
11-5800-411-1	TRAVEL/MTGS/EDUCATION	102,000
11-5801-411-1	CERTIFICATIONS/TCPS	7,950
11-5901-411-1	TELEPHONE	-
11-5902-411-1	ELECTRICITY	603,750
11-5903-411-1	NATURAL GAS	6,000
11-5904-411-1	TRASH COLLECTION	25,500
11-5905-411-1	UTILITY WATER	15,000
11-5950-411-1	OTHER EXPENSES	30,000
TOTAL SERVICES & SUPPLIES		2,457,115
TOTAL OPERATING & MAINTENANCE BUDGET		4,772,090

DEPARTMENT: OPERATIONS

ACCOUNT #	ACCOUNT TITLE	2020/21 BUDGET REQUEST <i>(10 Staff)</i>
11-5030-411-1	SALARIES	828,300
11-5070-411-1	OVERTIME	16,600
11-5080-411-1	CALLOUT	6,000
11-5090-411-1	STANDBY	14,075

	TOTAL SALARIES	864,975

11-5110-411-1	LONGEVITY	15,600
11-5112-411-1	RETIREMENT	93,700
11-5116-411-1	PAYROLL TAXES	66,200
11-5118-411-1	UNEMPLOYMENT INSURANCE	-
11-5122-411-1	WORKERS COMPENSATION	23,575
11-5124-411-1	GROUP LIFE INSURANCE	1,900
11-5126-411-1	GROUP HEALTH INSURANCE	113,600
11-5128-411-1	DENTAL/VISION INSURANCE	4,800
11-5132-411-1	DISABILITY INSURANCE	2,750
11-5152-411-1	CLOTHING/SAFETY	9,500

	TOTAL BENEFITS	331,625

		1,196,600
=====		
11-5150-411-1	DIRECTORS' FEES	-
11-5225-411-1	ELECTION	-
11-5250-411-1	GAS/OIL	52,000
11-5300-411-1	COMPREHENSIVE INSURANCE	-
11-5350-411-1	MEMBERSHIPS/SUBSCRIPTIONS	2,350
11-5400-411-1	OFFICE EXPENSE	-
11-5410-411-1	COUNTY/CITY CHARGES	-
11-5420-411-1	PERMITS & FEES	63,950
11-5430-411-1	PRETREATMENT	-
11-5450-411-1	OPERATING SUPPLIES	230,600
11-5470-411-1	CHEMICALS	392,560
11-5500-411-1	CONTRACT SERVICES	180,185
11-5550-411-1	PROFESSIONAL/LEGAL	-
11-5600-411-1	PUBLICATIONS	-
11-5710-411-1	REPAIRS/MAINTENANCE	107,770
11-5720-411-1	SMALL TOOLS	1,000
11-5750-411-1	RESEARCH	-
11-5800-411-1	TRAVEL/MTGS/EDUCATION	32,000
11-5801-411-1	CERTIFICATIONS/TCPS	4,000
11-5901-411-1	TELEPHONE	-
11-5902-411-1	ELECTRICITY	603,750
11-5903-411-1	NATURAL GAS	6,000
11-5904-411-1	TRASH COLLECTION	25,500
11-5905-411-1	UTILITY WATER	15,000
11-5950-411-1	OTHER EXPENSES	10,000

	TOTAL SERVICES & SUPPLIES	1,726,665
=====		
	TOTAL OPERATING & MAINTENANCE BUDGET	2,923,265
=====		
=====		

OPERATIONS

11-5152-411-1	FY 2020/21
Clothing	Budget Request
	\$9,500

Covers supply of uniforms, laundry service, safety steel-toe boots, safety glasses, etc.

- | | |
|--|-------|
| • Cintas uniforms-ten (10) employees | 6,000 |
| • Boots-ten (10) employees (\$250 per employee) | 2,500 |
| • Gloves, ear plugs, safety items-ten (10) employees | 1,000 |

11-5250-411-1	FY 2020/21
Gas and Oil	Budget Request
	\$52,000

SoCo Group - Fuel usage for District vehicles and equipment on and off the plant site

11-5350-411-1	FY 2020/21
Memberships/Subscriptions	Budget Request
	\$2,350

- | | |
|--|-------|
| • California Water Environment Association (CWEA) membership renewal for ten (10) employees @ \$200 each. This membership includes renewal to the Colorado River Basin Local Section | 2,000 |
| • Membership in the Water Environment Federation for Chief Facilities Operator | 350 |

11-5420-411-1	FY 2020/21
Permits & Fees	Budget Request
	\$63,950

- | | |
|---|--------|
| • Annual NPDES permit fee (SWRCB) | 45,000 |
| • South Coast Air Quality Management District (SCAQMD) facility permits | 15,500 |
| • City of Indio fire service permit | 2,000 |
| • City of Indio alarm system permit | 500 |
| • Occupational Lead Poisoning Prevention/Toxic Substance | 500 |
| • Hot Spot Program (SCAQMD) | 250 |
| • Miscellaneous | 200 |

OPERATIONS

11-5450-411-1
Operating Supplies

FY 2020/21
Budget Request
\$230,600

- | | |
|---|--------|
| • Four (4) Ammonia/Nitrate Sensors | 50,000 |
| • One (1) solar mixer for pond 3 | 50,000 |
| • Polydyne - polymer for belt press sixteen (16) totes at \$3,000 per tote | 48,000 |
| • Three (3) reagentless CL2 analyzers | 35,000 |
| • Miscellaneous operating supplies including reagents for chlorination and dechlorination analyzers | 19,000 |
| • Four (4) belts for belt press at \$3,750 each | 15,000 |
| • One (1) self dumping hopper for the grit chamber | 8,000 |
| • First-aid supplies | 2,000 |
| • Miscellaneous small tools, torches, pliers, small air pumps, etc. | 2,000 |
| • Student materials for distribution for public relations efforts | 1,600 |

Draft

OPERATIONS

11-5470-411-1
Chemicals

FY 2020/21
Budget Request
\$392,560

The total water reclamation plant discharge for Fiscal Year 2020/21 is estimated to increase over the year 2019/20 total flow of 2,100 Million Gallons (MG). This estimated total plant discharge will be used to estimate the cost of the following chemicals.

The estimated flow in MG for 2020/2021 is MG 2,140,000

Sodium Hypochlorite	\$	219,240
Sodium Hypochlorite (Univar) is used to chlorinate the effluent after treatment in order to kill harmful bacteria. Sodium Hypochlorite comes in 12% percent solution and sold by the gallon. The number of lbs of chlorine used at 10 mg/L dosage and 8.34 lbs/MG is		
	LBs	178,476
The cost of the Sodium Hypochlorite based on the number lbs needed divided by 1.147 lbs/gallon of product and at a cost of \$1.38 per gallon is		
	\$	214,731
The projected delivery cost based on \$225 per delivery and expecting 20 deliveries is		
	\$	4,500

Sodium Bisulfite	\$	108,610
Sodium Bisulfite (Univar) helps with the dechlorination process. The estimated total gallons of Sodium Bisulfite for Fiscal Year 2020/2021 is based on the projected plant discharge using 40 gallons per MG usage in GAL		
	Gal	85,600
The projected cost of purchasing the Sodium Bisulfite at \$1.24 per gallon is		
	\$	106,144
The projected delivery cost based on \$123 per delivery and expecting 20 deliveries is		
	\$	2,460

Ferric Chloride	\$	59,710
Ferric Chloride (Univar) helps with the reduction of hydrogen sulfide gas which improves the efficiency of the digester. This calculation is based on the projected plant discharge and 125 pounds per MG. The amount of Ferric Chloride @ 40% solution needed in pounds is		
	LBs	267,500
The cost of the Ferric Chloride based on \$27.20 per MG is		
	\$	58,208
The projected delivery cost based on \$125 per delivery and expecting 12 deliveries is		
	\$	1,500

Calcium Hypochlorite	\$	5,000
Calcium Hypochlorite (Foster-Gardner) comes in powder form and is used for disinfecting the grit chamber.		

OPERATIONS

11-5500-411-1	FY 2020/21
Contract Services	Budget Request
	\$180,185
• Sludge disposal and transportation	60,000
• Trimax Treatment plant upgrades for SCADA system	45,000
• IT upgrades	15,000
• Trimax -Dredge CPU and input/output modules	14,000
• Trimax-Auto Dialer Installation	13,975
• Trimax-Ammonia analyzer equipment and programming	9,500
• Trimax - Low Fire Programming	7,500
• MCR Technologies - Annual Calibrations	5,000
• Trimax-Waste valve programming	4,660
• Verizon Wireless - cell phone service for five (5) staff positions	3,750
• Around the Clock - after hours answering service	1,800
11-5710-411-1	FY 2020/21
Repairs & Maintenance	Budget Request
	\$107,770
• Iron sponge media and nets	18,500
• Blower relays, starters and fuses	18,370
• Pond Building Electrical Equipment Upgrade	10,000
• MCC-B and MCC-C breaker upgrade (gl 11-8630-000-0)	9,400
• Boiler panel	8,000
• Two (2) replacement VFD's for the Belt Press	8,000
• replacement power meters	8,000
• Upgrade modulating actuator for the waste valve	6,500
• Contingency	5,000
• Mag-Flow Meter for the Belt Press	4,500
• Influent pump leak and temp sensor relays	3,500
• Ultra-Violet scanner for flare	3,500
• Bubbler level control upgrade at grit chamber	2,500
• Influent pump 4 and 5 relay replacement	2,000
11-5720-411-1	FY 2020/21
Small Tools	Budget Request
	\$1,000
• Miscellaneous small tool acquisition and replacement	1,000

OPERATIONS

11-5800-411-1	FY 2020/21
Travel, Meetings, & Education	Budget Request
	\$32,000

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses

- | | |
|--|--------|
| • Allowance for ten (10) employees at \$2,000 per employee | 20,000 |
| • Safety training | 10,000 |
| • NFPA and NEC Training | 2,000 |

11-5801-411-1	FY 2020/21
Certifications/Technical Certification Programs	Budget Request
	\$4,000

- State Water Resource Control Board:
Operator Certification Program

Job Title	Renewal Date	Grade	Renewal Fee
Operator IV	1 Aug 2020	IV	150
Operator III	3	III	450
Operator II	1	II	150
Operator I	5	I	750
Allowance for advancement (certification testing)			2,500

11-5902-411-1	FY 2020/21
Electricity	Budget Request
	\$603,750

- | | |
|---|---------|
| • IID - The 2020/2021 budget reflects a 17.5% increase over the 2020/21 anticipated close of \$460,000 | 483,000 |
| • Tesla PPA - The 2020/2021 budget reflects a 5% increase over the 2020/21 anticipated close of \$115,000 | 120,750 |

OPERATIONS

11-5903-411-1	FY 2020/21
Natural Gas	Budget Request
	\$6,000

SoCal Gas - Natural gas usage for the Administration, Laboratory, Operations buildings and digester boiler

11-5904-411-1	FY 2020/21
Trash Collection	Budget Request
	\$25,500

Screenings and grit hauled by Burrtec to Lambs Canyon, California

11-5905-411-1	FY 2020/21
Utility Water	Budget Request
	\$15,000

Indio Water Authority - Potable water usage at water reclamation plant

11-5950-411-1	FY 2020/21
Other Expenses	Budget Request
	\$10,000

Miscellaneous expense contingency fund

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DEPARTMENT: MAINTENANCE

ACCOUNT #	ACCOUNT TITLE	2020/21 BUDGET REQUEST <i>(7 Staff)</i>
11-5030-410-1	SALARIES	530,700
11-5070-410-1	OVERTIME	2,400
11-5080-410-1	CALLOUT	1,000
11-5090-410-1	STANDBY	3,625
TOTAL SALARIES		537,725
11-5110-410-1	LONGEVITY	9,600
11-5112-410-1	RETIREMENT	54,430
11-5116-410-1	PAYROLL TAXES	41,200
11-5118-410-1	UNEMPLOYMENT INSURANCE	-
11-5122-410-1	WORKERS COMPENSATION	14,850
11-5124-410-1	GROUP LIFE INSURANCE	1,400
11-5126-410-1	GROUP HEALTH INSURANCE	121,500
11-5128-410-1	DENTAL/VISION INSURANCE	5,800
11-5132-410-1	DISABILITY INSURANCE	1,900
11-5152-410-1	CLOTHING/SAFETY	8,400
TOTAL BENEFITS		259,080
		796,805
11-5150-410-1	DIRECTORS' FEES	-
11-5225-410-1	ELECTION	-
11-5250-410-1	GAS/OIL	-
11-5300-410-1	COMPREHENSIVE INSURANCE	-
11-5350-410-1	MEMBERSHIPS/SUBSCRIPTIONS	1,875
11-5400-410-1	OFFICE EXPENSE	-
11-5410-410-1	COUNTY/CITY CHARGES	-
11-5420-410-1	PERMITS & FEES	2,500
11-5430-410-1	PRETREATMENT	-
11-5450-410-1	OPERATING SUPPLIES	38,500
11-5470-410-1	CHEMICALS	-
11-5500-410-1	CONTRACT SERVICES	61,400
11-5550-410-1	PROFESSIONAL/LEGAL	-
11-5600-410-1	PUBLICATIONS	-
11-5700-410-1	REPAIRS/MAINTENANCE	321,150
11-5720-410-1	SMALL TOOLS	22,500
11-5750-410-1	RESEARCH	-
11-5800-410-1	TRAVEL/MTGS/EDUCATION	64,000
11-5801-410-1	CERTIFICATIONS/TCPS	2,850
11-5901-410-1	TELEPHONE	-
11-5902-410-1	ELECTRICITY	-
11-5903-410-1	NATURAL GAS	-
11-5904-410-1	TRASH COLLECTION	-
11-5905-410-1	UTILITY WATER	-
11-5950-410-1	OTHER EXPENSES	10,000
TOTAL SERVICES & SUPPLIES		524,775
TOTAL OPERATING & MAINTENANCE BUDGET		1,321,580

MAINTENANCE

11-5152-410-1	FY 2020/21
Clothing	Budget Request
	\$7,300

Covers supply of uniforms, laundry service, safety steel-toe boots, safety vests & glasses, gloves, hard hats, etc.

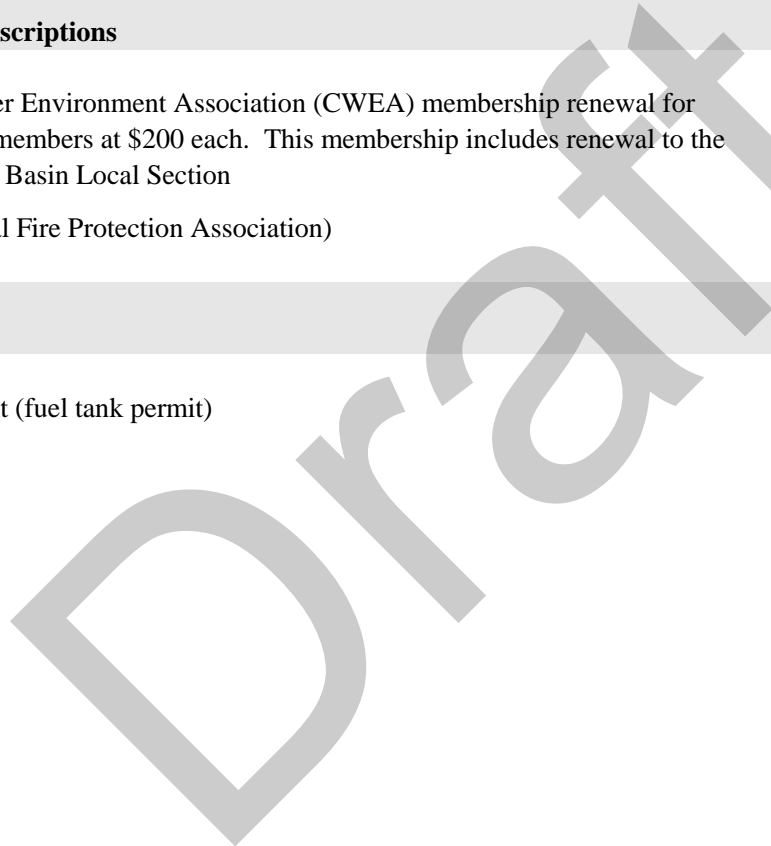
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|--|-------|
| • Cintas uniforms-seven (7) employees | 4,850 |
| • Boots-seven (7) employees (\$250 per employee) | 1,750 |
| • Gloves-seven (7) employees | 700 |

11-5350-410-1	FY 2020/21
Memberships/Subscriptions	Budget Request
	\$1,875

- | | |
|--|-------|
| • California Water Environment Association (CWEA) membership renewal for seven (7) staff members at \$200 each. This membership includes renewal to the Colorado River Basin Local Section | 1,400 |
| • NFPA (National Fire Protection Association) | 475 |

11-5420-410-1	FY 2020/21
Permits & Fees	Budget Request
	\$2,500

- | | |
|--------------------------------------|-------|
| • Fire Department (fuel tank permit) | 2,500 |
|--------------------------------------|-------|



MAINTENANCE

11-5450-410-1	FY 2020/21
Operating Supplies	Budget Request
	\$38,500
• Cintas mats, shop towels, etc.	17,600
• Landscaping supplies	12,500
• 55-gallon cleaning concentrates, cleaning supplies, paper towels, toilet paper, cups, soap, and cleaners	6,400
• <u>Miscellaneous supplies:</u>	2,000
Examples include duct tape, rubber tape, canvas tape, WD-40, greaseless lubricant, wax, lithium grease, wire ties, wire heat shrink tubing, and pipe glue	
11-5550-410-1	FY 2020/21
Contract Services	Budget Request
	\$61,400
• Tree trimming and spraying	15,000
• Boiler maintenance service contract	14,000
• My Safety Officer	5,200
• Safety Kleen parts, washer service, light bulb disposal and batteries	4,500
• Alliance building alarm monitoring	4,500
• Annual fire suppression service for sodium hypochlorite facility	4,000
• Annual fire extinguisher service	2,800
• Rudy's pest control service for building and facilities	2,700
• Western Pump - annual AQMD test	2,500
• Gantry crane service	2,000
• Pyro-Comm fire alarm monitoring	1,750
• Safety Kleen used oil filter disposal	1,050
• Miscellaneous contractual services	1,000
• Desert Arc Recycling	400

MAINTENANCE

11-5700-410-1	FY 2020/21
Repairs and Maintenance	Budget Request
	\$321,150
• Routine miscellaneous repairs and maintenance (contingency)	70,000
• Boiler maintenance	30,000
• Rebuild RAS pumps	35,000
• General facility maintenance	27,000
• Rebuild two (2) influent pumps	25,000
• Equipment rentals	20,000
• Belt press building maintenance parts	15,000
• Dredge panel and spare parts	14,000
• Service generators 2,3 & 4	12,000
• Aerator maintenance	10,000
• Safety equipment for confined space entry	8,200
• Vehicle repairs and smog checks	8,000
• Clean District flooring	7,000
• Turblex blower parts	7,000
• CAT tractor and dump truck repairs	5,000
• Fleet vehicle operating supplies	5,000
• Gas detectors for confined space entry	5,000
• Check valves for drainage pumps	4,500
• Irrigation repairs and maintenance	3,000
• Road base for all dirt roads around treatment plant	2,750
• Arc flash safety equipment	2,700
• Hose replacement	2,000
• Replace hose reel swivels	2,000
• Gallery sump pump replacements	1,000

MAINTENANCE

11-5720-410-1	FY 2020/21
Small Tools	Budget Request
	\$22,500

- | | |
|--|--------|
| • Electrical conduit bender | 12,500 |
| • Miscellaneous small tool acquisition and replacement | 10,000 |

11-5800-410-1	FY 2020/21
Travel, Meetings, & Education	Budget Request
	\$64,000

Justification:

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses.

- | | |
|---|--------|
| • Safety training | 50,000 |
| • Allowance for seven (7) employees at \$2,000 per employee | 14,000 |

11-5801-410-1	FY 2020/21
Certifications	Budget Request
	\$2,850

- State Water Resource Control Board: Operator certification programs

Job Title	Grade	Renewal Fee
Operator TI	I	170
Operator DI	I	170
Operator III	III	300

- California Water Environment Association: Technical certification programs

Collection System Tech I (1)	CST I	100
Maintenance Supervisor	MT IV	100
Maintenance Tech I (3)	MT I	300
Maintenance Tech III (1)	MT III	100
Electrical Instrumentation Supervisor	E/I IV	110
Electrical/Instrumentation Technician	E/I I	100
Allowance for advancement (certification testing)		1,400

DEPARTMENT: LABORATORY

2020/21
BUDGET
REQUEST
(3 Staff)

ACCOUNT #	ACCOUNT TITLE	
11-5030-411-1	SALARIES	230,000
11-5070-411-1	OVERTIME	3,400
11-5080-411-1	CALLOUT	1,300
11-5090-411-1	STANDBY	3,625
TOTAL SALARIES		238,325
11-5110-411-1	LONGEVITY	1,200
11-5112-411-1	RETIREMENT	18,425
11-5116-411-1	PAYROLL TAXES	18,300
11-5118-411-1	UNEMPLOYMENT INSURANCE	-
11-5122-411-1	WORKERS COMPENSATION	6,500
11-5124-411-1	GROUP LIFE INSURANCE	620
11-5126-411-1	GROUP HEALTH INSURANCE	32,200
11-5128-411-1	DENTAL/VISION INSURANCE	1,600
11-5132-411-1	DISABILITY INSURANCE	850
11-5152-411-1	CLOTHING/SAFETY	3,550
TOTAL BENEFITS		83,245
		321,570
11-5150-411-1	DIRECTORS' FEES	-
11-5225-411-1	ELECTION	-
11-5250-411-1	GAS/OIL	-
11-5300-411-1	COMPREHENSIVE INSURANCE	-
11-5350-411-1	MEMBERSHIPS/SUBSCRIPTIONS	1,925
11-5400-411-1	OFFICE EXPENSE	-
11-5410-411-1	COUNTY/CITY CHARGES	-
11-5420-411-1	PERMITS & FEES	5,700
11-5430-411-1	PRETREATMENT	-
11-5450-411-1	OPERATING SUPPLIES	30,100
11-5470-411-1	CHEMICALS	-
11-5500-411-1	CONTRACT SERVICES	17,850
11-5550-411-1	PROFESSIONAL/LEGAL	-
11-5600-411-1	PUBLICATIONS	-
11-5710-411-1	REPAIRS/MAINTENANCE	25,000
11-5720-411-1	SMALL TOOLS	8,000
11-5750-411-1	RESEARCH	100,000
11-5800-411-1	TRAVEL/MTGS/EDUCATION	6,000
11-5801-411-1	CERTIFICATIONS/TCPS	1,100
11-5901-411-1	TELEPHONE	-
11-5902-411-1	ELECTRICITY	-
11-5903-411-1	NATURAL GAS	-
11-5904-411-1	TRASH COLLECTION	-
11-5905-411-1	UTILITY WATER	-
11-5950-411-1	OTHER EXPENSES	10,000
TOTAL SERVICES & SUPPLIES		205,675
TOTAL OPERATING & MAINTENANCE BUDGET		527,245

LABORATORY

11-5152-411-1	FY 2020/21
Clothing	Budget Request
	\$3,550

Covers supply of uniforms, laundry service, safety steel-toe boots, safety glasses, etc.

- | | |
|---|-------|
| • Cintas uniforms-three (3) employees | 2,500 |
| • Boots-three (3) employees (\$250 per employee) | 750 |
| • Gloves, ear plugs, safety items-three (3) employees | 300 |

11-5350-411-1	FY 2020/21
Memberships/Subscriptions	Budget Request
	\$1,925

- | | |
|---|-------|
| • CAL (Coalition of Accredited Laboratories) | 1,000 |
| • California Water Environment Association (CWEA) membership renewal for three (3) employees @ \$200 each. This membership includes renewal to the Colorado River Basin Local Section | 600 |
| • Membership in the Water Environment Federation | 250 |
| • Membership to TNI (NELAC) Association | 75 |

11-5420-411-1	FY 2020/21
Permits & Fees	Budget Request
	\$5,700

- | | |
|---|---------|
| • Environmental Laboratory Certification Program (ELAP) | 4,000 |
| • Quality assurance testing | 1,500 * |
| • Miscellaneous | 200 |

* Quality assurance testing is required by the Health and Safety Code §100870, and the California Code of Regulations, Title 22, §64809. This includes Environmental Laboratory Accreditation (ELAP) programs.

LABORATORY

11-5450-411-1	FY 2020/21
Operating Supplies	Budget Request
	\$30,100

- | | |
|--|--------|
| • Laboratory chemicals, reagents, detergents, filters, glassware, instrument batteries, Dissolved Oxygen (DO) probe modules, buffers, storage solutions, medias, quality controls and miscellaneous supplies | 20,000 |
| • Ready Fresh - distilled water for laboratory, fresh water and coffee service | 5,000 |
| • Miscellaneous small tools, torches, pliers, small air pumps, etc. | 2,000 |
| • Outreach materials for distribution for public relations efforts | 1,600 |
| • Laptop / tablet with printer for field work | 1,500 |

11-5500-411-1	FY 2020/21
Contract Services	Budget Request
	\$17,850

- | | |
|---|-------|
| • Watertrax - Lab Information Management System (LIMS) annual support | 8,500 |
| • Third Party Assessor Authority (TPAA) for On-Site Assessment (OSAs) | 6,000 |
| • Calibration/replacement of class I scale weights | 1,300 |
| • Calibration/certification of fume hood | 1,000 |
| • Scale calibration service (2 balances) | 750 |
| • Calibration of NIST certified thermometer | 300 |

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LABORATORY

11-5710-411-1	FY 2020/21
Repairs & Maintenance	Budget Request
	\$25,000
<ul style="list-style-type: none"> • Laboratory instrument replacement 15,000 • Contingency for instrument repairs & maintenance 5,000 • Meter and probe replacement 5,000 	
11-5720-411-1	FY 2020/21
Small Tools	Budget Request
	\$8,000
<i>Justification:</i>	
<ul style="list-style-type: none"> • Composite sampler supplies 5,000 • Small tools for acquisition or replacement 2,000 • Sampling equipment acquisition and replacement 1,000 	
11-5750-414-2	FY 2020/21
Research & Monitoring	Budget Request
	\$100,000
<ul style="list-style-type: none"> • Cal Test - monthly EFF-001C plant effluent testing 15,000 • ES Babcock - biosolids testing for sludge (12 samples) 15,000 • Nautilus Environmental - bioassay monitoring 10,000 • Preatreatment IU sampling requirements 6,000 • Additional testing - laboratory reserve 4,000 • California Toxics Rule (CTR) annually 4,000 • ES Babcock - quarterly testing (RSW-002, EFF-001C, INF, etc) 4,000 • FedEx shipping/delivery for lab samples 5,000 • Additional testing as required by permit overlimit regulations 2,000 • <u>Laboratory contingency:</u> 35,000 <p>Contingency for two (2) Toxicity Identification Evaluation Ph.1, Ph.II & III Base Line, estimated ten (10) accelerated monitoring of bioassays, and grit/screening samples.</p>	

LABORATORY

11-5800-411-1	FY 2020/21
Travel, Meetings, & Education	Budget Request
	\$6,000

Travel expenses for conferences and training seminars, registration fees, meals, lodging and related expenses

- Allowance for three (3) employees at \$2,000 per employee 6,000
 Possible annual conferences: AWWA, P3S, Tristate, CWEA, etc misc

11-5801-411-1	FY 2020/21
Certifications/Technical Certification Programs	Budget Request
	\$1,100

Justification:

- State Water Resource Control Board:
 Operator Certification Program

Job Title	Renewal Date	Grade	Renewal Fee
Operator V	July 2022	IV	

- California Water Environment Association

Job Title	Renewal Date	Grade	Renewal Fee
Laboratory Analyst	January	II	100
Lab Technician	March	I	100
Environmental Compliance Inspector	March	I	100
Allowance for advancement (certification testing)			800

11-5950-411-1	FY 2020/21
Other Expenses	Budget Request
	\$10,000

Miscellaneous expense contingency fund

DEPARTMENT ADMINISTRATION/BOARD
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2020/21

BUDGET

REQUEST

(6 Staff)

ACCOUNT #	ACCOUNT TITLE	
11-5030-414-3	SALARIES	688,900
11-5070-414-3	OVERTIME	500
11-5080-414-3	CALLOUT	-
11-5090-414-3	STANDBY	-
TOTAL SALARIES		689,400
11-5110-414-3	LONGEVITY	3,000
11-5112-414-3	RETIREMENT	76,500
11-5116-414-3	PAYROLL TAXES	52,800
11-5118-414-3	UNEMPLOYMENT INSURANCE	-
11-5122-414-3	WORKERS COMPENSATION	1,650
11-5124-414-3	GROUP LIFE INSURANCE	1,550
11-5126-414-3	GROUP HEALTH INSURANCE	124,300
11-5128-414-3	DENTAL/VISION INSURANCE	4,470
11-5132-414-3	DISABILITY INSURANCE	2,000
11-5152-414-3	CLOTHING/SAFETY	-
TOTAL BENEFITS		266,270
		955,670
11-5150-414-4	DIRECTORS' FEES	46,500
11-5225-414-3	ELECTION	70,000
11-5250-414-3	GAS/OIL	-
11-5300-414-3	COMPREHENSIVE INSURANCE	308,300
11-5350-414-3	MEMBERSHIPS/SUBSCRIPTIONS	44,645
11-5400-414-3	OFFICE EXPENSES	16,000
11-5410-414-3	COUNTY/CITY CHARGES	22,000
11-5420-414-3	PERMITS & FEES	3,000
11-5430-414-3	PRETREATMENT	-
11-5450-414-3	OPERATING SUPPLIES	11,000
11-5470-414-3	CHEMICALS	-
11-5500-414-3	CONTRACT SERVICES	580,700
11-5552-414-3	PROFESSIONAL/LEGAL	355,450
11-5600-414-3	PUBLICATIONS	2,000
11-5700-414-3	REPAIRS/MAINTENANCE	23,500
11-5720-414-3	SMALL TOOLS	-
11-5750-414-3	RESEARCH	-
11-5800-414-3	TRAVEL/MTGS/EDUCATION	60,000
11-5801-414-3	CERTIFICATIONS/TCPS	250
11-5901-414-3	TELEPHONE/VOIP	20,500
11-5902-414-3	ELECTRICITY	-
11-5903-414-3	NATURAL GAS	-
11-5904-414-3	TRASH COLLECTION	-
11-5905-414-3	UTILITY WATER	-
11-5950-414-3	OTHER EXPENSES	10,000
11-9160-000-0	REFUNDING BONDS	467,729
11-3650-000-0	CWSRF LOAN PAYMENT	553,361
11-8660-000-0	GENERAL FACILITIES	140,000
TOTAL SERVICES & SUPPLIES		2,734,935
TOTAL OPERATING & MAINTENANCE BUDGET		3,690,605

ADMINISTRATION/BOARD

11-5150-414-4	FY 2020/21
Directors' Fees	Budget Request
	\$46,500

With five (5) members, the anticipated maximum expense for FY 2020/21 is \$32,500 for regular meetings, plus \$14,000 additional for CASA, committee meetings, etc. Employer taxes are factored into this budget request.

11-5300-414-3	FY 2020/21
Comprehensive Insurance	Budget Request
	\$308,300

Provides funds for liability insurance policies applicable to wastewater functions of the District. This includes insurance for: earthquake, buildings, equipment, computers, furniture, autos and trucks, general liability, management liability, and umbrella insurance. Environmental Pollution coverage is included in this expense.

11-5350-414-3	FY 2020/21
Memberships/Subscriptions	Budget Request
	\$44,645

This account includes the cost of memberships in trade associations, organizations, and subscriptions to newsletters representing interests of a Special District.

- | | |
|---|--------|
| • California Association of Sanitation Agencies (CASA) | 14,000 |
| • National Association of Clean Water Agencies (NACWA) | 8,000 |
| • California Special Districts Association (CSDA) | 7,700 |
| • SCAP | 5,100 |
| • Liebert Cassidy Whitmore (LCW) | 5,000 |
| • WaterReuse Association of California | 3,200 |
| • Greater Coachella Valley Chamber of Commerce | 700 |
| • American Water Works Association (AWWA) | 300 |
| • CAPPO | 225 |
| • California Water Environment Association (CWEA) | 200 |
| • California Society of Municipal Finance Offices (CSMFO) | 220 |

ADMINISTRATION/BOARD

11-5400-414-3 Office Expenses	FY 2020/21 Budget Request \$16,000
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Justification:

This account includes the cost of office supplies and services for all departments, such as postage, courier, letterhead, envelopes, business cards, copy paper, binders, calendars, file folders, pens, pencils, pads, mailing labels, etc.

11-5410-414-3 Riverside County Charges	FY 2020/21 Budget Request \$22,000
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Justification:

Pursuant to Sections 29142, 27013, 29304 and 50077 of the Government Code, the County Auditor is allowed to charge for the cost of applying special assessments to the tax roll. This cost is estimated at \$.09 cents per assessment for each time a file is submitted including rejected parcels that are resubmitted plus an additional per district fee of \$127.14 per annual submittal. The Auditor's cost is based on applying the assessment to the tax roll; not for the collection of such assessment.

In accordance with Section 50077 of the Government Code and numerous other code sections, the County Treasurer is authorized to charge for the collection of special assessments included on the tax bill. For 2019/2020 the charge is estimated at \$.32 cents per parcel. This charge is in addition to the Auditor's charges and will be recovered on the first current secured settlement apportionment.

11-5420-414-3 Permits & Fees	FY 2020/21 Budget Request \$3,000
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Justification:

The Cortese Knox-Hertzberg Local Government Reorganization Act of 2000 states that special districts are responsible for paying one-third of the cost of LAFCO. The budget request amount of \$3,000 is only an estimate allowing for an increase over last year's payment.

11-5450-414-3 Operating Supplies	FY 2020/21 Budget Request \$11,000
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Justification:

Reference manuals including labor law updates, safety materials, videos, etc.

- Office software upgrades 7,000
- Computer supplies-printer cartridges, toner 4,000

ADMINISTRATION/BOARD

11-5500-414-3	FY 2020/21
Contract Services	Budget Request
	\$580,700

• Rebranding	100,000
• Social media	100,000
• Grant assistance	100,000
• CSI Ceja Security International	79,000
• Sewer Rate and Capacity Fee Study (NBS)	70,000
• Computer on-site consultant	39,500
• Computer maintenance (Southwest Networks)	25,100
• Outreach (newsletter)	25,000
• Business Continuity Plan consultant	10,000
• Backup/disaster recovery storage (Southwest Networks)	8,400
• CalPERS Actuarial Study for GASB 68 requirements	1,700
• CalPERS Health Plan annual fee	1,400
• Section 125 Plan	1,000
• Pitney Bowes (lease on postage meter)	700
• CalPERS 218 fee (Social Security agreement)	400
• OPEB Health Insurance (11-5545-414-3)	
◦ OPEB Annual Required Contribution (ARC)	10,000
◦ CalPERS OPEB Health Insurance fees	8,500
◦ Biennial OPEB Actuarial Study (due in 2021/2022)	-

11-5550-414-3	FY 2020/21
Professional/Legal	Budget Request
	\$355,450

Expenses related to legal services, other professional services, accounting services, and medical services.

• Legal services (11-5552-414-3)	75,000
• Other professional services (11-5553-414-3)	
◦ Federal advocacy	75,000
◦ Computer consulting	50,000
◦ State advocacy	30,000
◦ Prop 218 mailing	15,000
◦ NeoGov annual fee	7,500
◦ Office 365 annual billing	5,430
◦ Video conferencing	3,000
◦ Laserfiche annual renewal	2,700
◦ CivicPlus website annual service	2,000
• Accounting services (11-5554-414-3)	
◦ Sewer rate tax roll assistance - NBS	18,000
◦ Accounting software-annual maintenance	16,000
◦ Annual audit	15,500
◦ Payroll processing	4,100
◦ CTE time clock system	3,600
◦ CAFR submittal to GFOA	1,120
• Medical services (11-5555-414-3)	
◦ Wellness program	29,500
◦ Medical exams-DMV & pre-employment	1,000
◦ Drug/alcohol testing-five (5) employees	500
◦ First aid medical	500

ADMINISTRATION/BOARD

11-5600-414-3	FY 2020/21
Publications	Budget Request
	\$2,000

Costs for publication of official notices as required by the Government Code, which are generally published in the Desert Sun, and bid requests in online plan rooms.

11-5700-414-3	FY 2020/21
Repairs/Maintenance	Budget Request
	\$23,500

This account includes maintenance costs for copier, fax, printers, and miscellaneous repairs on computers as required.

- | | |
|--|--------|
| • IT contingency | 20,000 |
| • Innovative Document Solutions - monthly maintenance costs for copier | 2,000 |
| • Miscellaneous | 1,500 |

11-5800-414-3/4	FY 2020/21
Travel, Meetings & Education	Budget Request
	\$60,000

Expenses incurred for attending the California Association of Sanitation Agencies (CASA) and/or the Association of California Water Agencies (ACWA) conferences held two (2) times a year, including hotel and travel expenses incurred while attending meetings, conferences, and various educational seminars. This request is for five (5) Board members, General Manager, Administrative & Finance Manager and an additional \$8,000 for each of the other four (4) administration employees.

11-5801-414-3	FY 2020/21
Certifications/Technical Certification Programs	Budget Request
	\$250

- | | |
|---|-----|
| • <u>Certified Public Accountant (CPA) renewal (Administration & Finance Manager)</u>
Due biennially at \$250 (even years) | 250 |
|---|-----|

11-5901-414-3	FY 2020/21
Telephone	Budget Request
	\$20,500

- | | |
|---|--------|
| • VOIP main telephone system (Spectrum) | 14,000 |
| • Verizon Wireless | 4,000 |
| • Frontier (fire control alarms) | 2,500 |

11-5950-414-3/4	FY 2020/21
Other Expenses	Budget Request
	\$10,000

Miscellaneous expense contingency fund

ADMINISTRATION/BOARD

11-9160-000-0	FY 2020/21
Transfer to Fund 06	Budget Request
	\$467,729

A) Principal and interest payment for Revenue Refunding Bonds, 2015: 465,229
 On August 15, 2006, the District issued \$12,915,000 Certificates of Participation to fund Phase I of the District's treatment plant expansion. The bonds were refinanced on June 1, 2015 for \$7,540,000 at 2.14% interest payable semi-annually on December 1 and June 1, commencing December 1, 2015.

B) Annual administrative expenses for Revenue Refunding Bonds, 2015: 2,500

11-3650-000-0	FY 2020/21
CWSRF Loan Payment	Budget Request
	\$553,361

A) Principal and interest payment for State Revolving Fund: 553,361
 The District received for a loan from the Clean Water State Revolving Fund (SRF). The current interest rate is 1.7%. The \$12.92 million loan for 30 years at 1.7% results in an annual payment of \$553,360.71.

11-8660-000-0	FY 2020/21
GENERAL FACILITIES	Budget Request
	\$140,000

A) Water Reuse Project (EVRA JPA): 100,000
 (CARRYOVER FROM 2019/2020 BUDGET - \$150,000)
 The District will continue efforts for the East Valley Reclamation Authority on the Reclaimed/Recycled Water Project. This is for consulting services to assist both agencies as a jointly funded project.

B) Coachella Valley Integrated Regional Water Management Plan (IRWMP): 40,000
 (CARRYOVER FROM 2019/2020 BUDGET - \$44,000)
 The Coachella Valley Regional Water Management Group was formed as a collaboration of the six (6) Coachella Valley public water and/or sewer agencies: City of Coachella/Coachella Water Authority, Coachella Valley Water District, Desert Water Agency, City of Indio/Indio Water Authority, Mission Springs Water District and Valley Sanitary District to coordinate and share information concerning water supply planning and projects that address the long-term and short-term solutions to the Coachella Valley's critical water related needs.

CAPITAL EXPENDITURES

ACCOUNT #	DESCRIPTION	2019/20 BUDGET	2019/20 ANTICIPATED CLOSE	2020/21 BUDGET REQUEST
FUND 13				
13-8623-000-0	E & M - SEWER LINES	40,000	-	-
13-8630-000-0	E & M FACILITIES	-	-	-
13-8643-000-0	OPERATIONS	-	-	2,710,407
13-8660-000-0	GENERAL FACILITIES	-	-	-
13-8680-000-0	ADMIN FACILITIES	-	-	-
TOTAL FUND 13		40,000	-	2,710,407
TOTAL CAPITAL OUTLAY BUDGET		40,000	-	2,710,407

PROJECTED EXPENSES OUT OF RESERVES				
12-8632-000-0	E & M - SEWER LINES	1,588,410	-	4,180,928
12-8642-000-0	OPERATIONS	121,000	-	4,679,815
12-8660-000-0	GENERAL FACILITIES	737,500	-	658,000
12-8680-000-0	ADMIN FACILITIES	22,500	-	23,000
12-9140-000-0	TRANSFER - REFUNDING BONDS	427,763	-	428,959
TOTAL FROM RESERVES		2,897,173	-	9,970,702

CAPITAL EXPENDITURES

FUND 12

CAPITAL REPLACEMENT FUND	FUND TOTAL REQUEST	\$9,970,702
12-8632-000-0		FY 2020/21
ENGINEERING AND MAINTENANCE		Budget Request
		\$4,180,928

- A) Private lateral grant program: 54,000
The Private Lateral Replacement Grant Program is designed to help the property owner defray a portion of the costs required to replace or repair their lateral, including the connection fee. The maximum amount of assistance for any one (1) private sewer lateral replacement or repair is 50% of the approved cost up to a maximum reimbursement of \$4,000.
- B) Collection system repairs/rehabilitation/replacement Program Management: 834,074
In order to properly bid the repairs, rehabilitation, and/or replacement of sewer mains and manholes, a consultant will be needed to perform the design and provide the specifications. This will greatly enhance the bidding process and provide for competitive bidding as well as help staff complete the anticipated workload.
- C) Sewer main rehabilitation or replacement construction: 1,809,854
(CARRYOVER FROM 2019/2020 BUDGET - \$500,000)
The sewer mainlines are video inspected as part of the scheduled preventive maintenance. The sewer mains need to be lined or replaced when the condition of the sewer main has deteriorated to a point that a repair will not return the sewer main to a serviceable condition. The sewer mains needing repairs are prioritized by the severity of the deterioration and are rehabilitated or replaced according to an established schedule.
- D) Sewer main emergency repairs: 112,000
Video inspection of sewer pipelines reveals deficiencies that may include cracks, holes and offset joints. Deficiencies isolated to a single or several small areas of an otherwise serviceable pipeline may be repaired to restore pipe integrity in lieu of pipeline replacement.
- E) Sewer siphon replacement at Westward Ho: 325,000
In order to properly bid the replacement of the sewer siphon crossing the Coachella Stormwater channel at Westward Ho damaged by the flooding on February 14, 2019, a consultant will be needed to perform the design and provide the specifications.
- F) Sewer siphon replacement at Westward Ho: 1,000,000
Replace sewer siphon crossing the Coachella Stormwater channel at Westward Ho damaged by the flooding on February 14, 2019.
- G) Contingency for emergency repairs: 46,000
There are no anticipated expenditures to be funded from this category; however, this account provides a contingency amount in the Capital Improvement Program for replacement of critical equipment or systems which could unexpectedly fail during the fiscal year.

CAPITAL EXPENDITURES

12-8642-000-0
OPERATIONS

FY 2020/21
Budget Request
\$4,679,815

- A) Phase 2B/2C plant expansion design: 3,449,815
Phase 2B plant expansion will replace an aging and capacity restricting Grit Chamber, and provide redundancy by adding a second digester, expanding the bar screens, adding two biofilters, a sludge holding tank and a sludge thickener building. Phase 2B will be prior to but sequential with Phase 2C plant expansion.
- B) Influent pump station rehabilitation design build: 700,000
Stantec has been chosen to assist the District as an Owner’s Representative during the rehabilitation of the influent pump station structure which is showing significant signs of deterioration. Stantec will provide assistance in the preparation of RFQ & RFP documents for the procurement of a progressive design builder, sewage bypass plans, and construction management.
- C) Perimeter fence extension & fortification: 280,000
(CARRYOVER FROM 2019/2020 BUDGET - \$150,000)
Completing the perimeter fence project including the south end of the property.
- D) Steel waterline activated sludge plant: -
(CARRYOVER FROM 2019/2020 BUDGET - \$142,000)
The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints and has outlived its useful life. The new steel waterline will have traditional joints that will provide a longer life.
- E) Van Buren slope protection: 250,000
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. The City of Indio is working with the District to develop a solution to protect the slope (within City right-of-way) and provide a minimal fee permit to perform the work.

CAPITAL EXPENDITURES

12-8660-000-0	FY 2020/21
GENERAL FACILITIES	Budget Request
	\$658,000

- A) Vehicle & Equipment Replacement Fund: 635,000
 This fund is used to replace District vehicles and significant, higher cost equipment. The annual contribution is based on data collected on all vehicles and equipment using a ten (10) to twenty (20) year replacement schedule. The total cost is calculated over a twenty (20) year window using an estimated inflation percentage. Vehicles/equipment to be replaced in 2020/21 include:
- | | |
|------------------------------------|----------------------------|
| • New car for the General Manager | • Welding Trailer |
| • John Deer Riding Lawnmower | • Sodium Bisulfite Tank |
| • Caterpillar Telehandler Forklift | • Main Line Magnetic Meter |
| • Ford 350 Utility Truck | • Drainage Grit Pump |
| • New Storage Trailer | • Aerator |

- D) Contingency for emergency repairs: 23,000
 This account provides a contingency amount in the Capital Improvement Program for replacement of critical equipment or systems in General Facilities which could unexpectedly fail during the fiscal year.

12-8680-000-0	FY 2020/21
ADMINISTRATION	Budget Request
	\$23,000

- A) Contingency for emergency repairs: 23,000
 This account provides a contingency amount in the Capital Improvement Program for replacement of critical equipment or systems in the administration department which could unexpectedly fail during the fiscal year.

12-9140-000-0	FY 2020/21
Transfer to Fund 06	Budget Request
	\$428,959

- A) Principal and interest payment for Revenue Refunding Bonds, 2015: 426,459
 On August 15, 2006, the District issued \$12,915,000 Certificates of Participation to fund phase I of the District's treatment plant expansion. The bonds were refinanced on June 1, 2015 for \$7,540,000 at 2.14% interest payable semi-annually on December 1 and June 1, commencing December 1, 2015.
- B) Annual administrative expenses for Revenue Refunding Bonds, 2015: 2,500

CAPITAL EXPENDITURES

FUND 13

CAPITAL IMPROVEMENT FUND

FUND TOTAL REQUEST \$2,710,407

13-8643-000-0
OPERATIONS

FY 2020/21
Budget Request
\$2,710,407

- A) Phase 2B/2C plant expansion design: 2,299,877
Phase 2B plant expansion will replace an aging and capacity restricting Grit Chamber, and provide redundancy by adding a second digester, expanding the bar screens, adding two biofilters, a sludge holding tank and a sludge thickner building. Phase 2B will be prior to but sequential with Phase 2C plant expansion.

- B) New Training & Office Library Building - Owners Representative: 160,530
(CARRYOVER FROM 2018/2019 BUDGET - \$100,000)
Design architect for new training and office library building.

- C) Additional Parking & Landscaping: 250,000
The District is need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with additional parking and drought tolerant landscaping around and near the gate openings.

Draft

VALLEY SANITARY DISTRICT - CAPITAL IMPROVEMENT AND CAPITAL REPLACEMENT PLAN - 2021 PLUS 5 YEAR INCREASE

NOTES	PROJECT	2020-2021		2021-2022		2022-2023		2023-2024		2024-2025		2025-2026		2026-2027		2027-2028		2028-2029		2029-2030		Total for Future Years	
		Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs	Fund 12 Costs	Fund 13 Costs
Capital Projects - Plant																							
	1 Revenue Bonds 2015 - (11 year term)	\$428,959		\$426,926		\$426,567		\$426,119		\$426,956		\$426,836											
	4 Financing Payment Schedule 2022 - (20 year term)					\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$1,680,400	\$35,288,400	\$35,288,400
	3 Plant Expansion 2B Design Build	\$3,449,815	\$2,299,877	\$7,998,563	\$5,332,375	\$8,238,519	\$5,492,346																
	Plant Expansion 2C Design Build			\$2,605,833	\$1,737,222	\$10,423,334	\$6,948,889																
	4 Phase 3 Plant Expansion Design					\$3,489,473	\$5,234,210																
	4 Phase 3 Plant Expansion Construction & CM							\$11,681,701	\$17,522,552	\$12,032,152	\$18,048,228												
	4 Future Plant Expansion 2040 & beyond																					\$108,979,876	\$163,469,814
	Influent Pump Station Rehabilitation Design Build	\$700,000		\$1,507,056																			
	6 Training & Office Building - Owners Representative		\$160,530		\$463,710																		
	6 Training & Office Building - Design Build									\$1,768,241	\$2,961,835												
	7 Vehicle & Major Equipment Replacement Fund	\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000		\$635,000			
	7 Fence Extension & Fortification (Carry Over) plus	\$280,000																					
	7 Steel Water Line Replacement (Carry Over)																						
	7 Van Buren Slope Protection	\$250,000																					
	6 Additional Parking & Landscaping		\$250,000																				
	7 Recycled Water Main Extension																						
	7 New Roof for the Blower Building																						
	7 Slurry Seal Asphalt around the Treatment Plant																						
	7 Switch Board Main Service Replacement			\$250,000																			
Capital Projects - Collections																							
	7 Lateral Grant Program	\$54,000		\$55,080		\$56,182		\$57,306		\$58,452		\$59,621		\$60,813		\$62,029		\$63,270		\$64,535			
	7 Sewer Main Rehabilitation or Replacement Design	\$834,074		\$1,293,148		\$1,336,598		\$1,385,517		\$1,432,071		\$1,480,188		\$1,529,923		\$1,054,219		\$544,820					
	7 Sewer Main Rehabilitation or Replacement Const.	\$1,809,854		\$3,741,341		\$5,800,570		\$6,012,871		\$6,214,904		\$6,423,724		\$6,639,561		\$4,575,105		\$2,364,407					
	7 Manhole Rehabilitation																				\$138,424		
	7 Sewer Main Emergency Repairs	\$112,000		\$115,360		\$118,821		\$122,386		\$126,058		\$129,840		\$133,735		\$137,747		\$141,879		\$146,135			
	6 Avenue 48 Sewer Main Upgrade Design																				\$56,625	\$169,875	
	6 Avenue 48 Sewer Main Upgrade Construction																				\$544,183	\$1,632,549	
	5 Interim Collection System CIP Design																				\$69,024	\$207,071	
	5 Interim Collection System CIP Construction																				\$663,850	\$1,991,549	
	5 Build-out Collection System CIP projects																					\$6,399,835	
	6 Emergency Sewer Siphon Replacement Design	\$325,000		\$318,800																			
	6 Emergency Sewer Siphon Replacement Const.	\$1,000,000		\$3,429,133																			
CONTINGENCY - All Departments Combined																							
		\$92,000		\$93,840		\$95,717		\$97,631		\$99,584		\$101,576		\$103,608		\$105,680		\$107,794		\$109,950		\$1,093,973	
	TOTAL	\$9,970,702	\$2,710,407	\$22,470,080	\$7,533,307	\$32,301,181	\$19,355,845	\$22,098,931	\$19,202,952	\$22,705,577	\$21,496,869	\$10,937,185	\$4,642,235	\$10,783,040	\$1,680,400	\$8,250,180	\$1,680,400	\$5,537,570	\$1,680,400	\$2,774,444	\$1,680,400	\$146,695,931	\$209,159,094
	Cumulative total	\$9,970,702	\$2,710,407	\$32,440,783	\$10,243,714	\$64,741,964	\$29,599,559	\$86,840,895	\$48,802,511	\$109,546,472	\$70,299,380	\$120,483,657	\$74,941,615	\$131,266,697	\$76,622,015	\$139,516,877	\$78,302,415	\$145,054,447	\$79,982,815	\$147,828,891	\$81,663,215	\$197,425,981	\$258,783,073
	Fund 13 CIP Expansion																						
	Fund 13 Capital Expenses		\$2,710,407	\$7,533,307		\$19,355,845		\$19,202,952		\$21,496,869		\$4,642,235		\$1,680,400		\$1,680,400		\$1,680,400		\$1,680,400		\$1,680,400	
	Projected Fund 13 Revenue		\$848,000	\$1,275,000		\$1,350,000		\$1,380,000		\$1,380,000		\$1,380,000		\$1,422,500		\$1,450,000		\$1,545,000		\$1,545,000		\$1,750,485	
	Financing Revenue 2022			\$25,000,000																			
	Projected Fund 13 Reserve beginning of year		\$6,340,607	\$4,478,200		\$23,219,893		\$5,214,048		(\$12,608,904)		(\$32,725,773)		(\$35,988,008)		(\$36,245,908)		(\$36,476,308)		(\$36,611,708)		(\$36,611,708)	
	Projected Fund 13 Reserve end of year		\$4,478,200	\$23,219,893		\$5,214,048		(\$12,608,904)		(\$32,725,773)		(\$35,988,008)		(\$36,245,908)		(\$36,476,308)		(\$36,611,708)		(\$36,611,708)		(\$36,541,623)	
	Fund 12 CIP Replacement																						
	Fund 12 Capital Expenses	\$9,970,702		\$22,470,080		\$32,301,181		\$22,098,931		\$22,705,577		\$10,937,185		\$10,783,040		\$8,250,180		\$5,537,570		\$2,774,444		\$1,680,400	
	Projected Fund 12 Revenue	\$5,149,104		\$5,767,056		\$6,423,752		\$7,115,692		\$7,890,376		\$8,791,304		\$8,793,304		\$8,844,304		\$8,904,044		\$8,904,044		\$8,965,576	
	Financing Revenue 2022			\$25,000,000																			
	Projected Fund 12 Reserve beginning of year	23,396,061		18,574,463		26,871,439		994,010		(13,989,229)		(28,804,431)		(30,950,312)		(32,940,048)		(32,345,924)		(28,979,450)		(22,788,317)	
	Projected Fund 12 Reserve end of year	\$18,574,463		\$26,871,439		\$994,010		(\$13,989,229)		(\$28,804,431)		(\$30,950,312)		(\$32,940,048)		(\$32,345,924)		(\$28,979,450)		(\$22,788,317)			

1 Cost allocation of 52% to expansion is based on \$6M of the \$11.5M bond funds having been applied to project costs that increased capacity.
 2 Cost allocation of 30% to expansion is based on engineer's cost estimate and evaluation
 3 Cost allocation of 40% to expansion is based on engineer's cost estimate and evaluation
 4 Cost allocation of 50% to expansion is based on engineer's cost estimate and evaluation
 5 Cost allocation of 75% to expansion is based on engineer's cost estimate and evaluation
 6 Cost allocation of 100% to expansion as the total need for project is due to future development.
 7 Cost allocation of 0% to expansion as this is replacement or rehabilitation of existing facilities or due to Fund 11 debt service

VEHICLE AND MAJOR EQUIPMENT REPLACEMENT FUND

Make/Model	Fiscal Year ->		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	TOTAL
	Current	Replacement	20/21	21/22	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	31/32	32/33	33/34	34/35	35/36	36/37	37/38	38/39	39/40	
	Value	Value																					
New Car for GM	\$60,000.00	\$60,000.00	60,000										80,635										140,635
John Deere 777 Riding Lawnmower	\$6,500.00	\$20,000.00	20,000										26,878										46,878
Ford Flat Bed	\$7,000.00	\$60,000.00																				105,210	105,210
Ford F250 Traffic Utility Truck	\$5,000.00	\$38,000.00																				64,692	64,692
Ford Dump Truck 750	\$20,000.00	\$100,000.00																				175,351	175,351
Caterpillar Backhoe 420D	\$48,000.00	\$160,000.00		164,800																			164,800
Caterpillar Telehandler Forklift	\$76,000.00	\$230,000.00	230,000																				230,000
Cat Skid Steer	\$55,000.00	\$90,000.00				98,345																	98,345
Kobota 4WD Tractor	\$39,000.00	\$45,000.00															68,067						68,067
CAT Loader 926M	\$160,000.00	\$175,000.00																	280,824				280,824
Ford F150 4X4 Crew Cab	\$18,500.00	\$50,000.00		51,500							63,339												114,839
Ford F350 Utility Truck	\$20,000.00	\$150,000.00	150,000										201,587										351,587
Ford F150	\$15,800.00	\$21,000.00					22,947										30,839						53,786
Ford F 150 Supercrew	\$24,000.00	\$27,000.00					29,504										39,650						69,154
Ford F150 4X4	\$25,000.00	\$28,000.00								33,433													53,786
Ford F150 4X2	\$20,000.00	\$21,000.00									25,827									44,932			69,154
Confined Space Storage Trailer	\$12,500.00	\$12,500.00	12,500																				12,500
Welding Trailer	\$21,000.00	\$21,000.00	21,000																				21,000
Sewer Jet on trailer	\$42,000.00	\$60,000.00					65,564																65,564
Kenworth T440 Vactor	\$415,000.00	\$415,000.00					453,482																1,062,923
OZ 3 Pan & Tilt Camera & Transpor	\$40,000.00	\$50,000.00		51,500						59,703				69,212									260,650
Ford E 450 CCTV Van	\$130,000.00	\$150,000.00								179,108										80,235		240,706	419,814
John Deere XUV 620I Cart	\$6,000.00	\$15,000.00		15,450																			36,214
John Deere 4X2 Gator Cart	\$6,000.00	\$15,000.00		15,450																			36,214
Kobota RX 9000 Cart	\$12,000.00	\$15,000.00									19,002												19,002
Kawasaki Mule 600 Cart	\$8,000.00	\$15,000.00		15,450																			36,214
Club Car Carryall 700E #1	\$13,000.00	\$15,000.00								17,911													41,981
Club Car Carryall 700E #2	\$13,000.00	\$15,000.00								17,911													41,981
Club Car Carryall 700E #3	\$13,000.00	\$15,000.00								17,911													41,981
Club Car Carryall 700E #4	\$13,000.00	\$15,000.00								17,911													41,981
Club Car Carryall 700E #5	\$13,000.00	\$15,000.00								17,911													41,981
Hotwood Pontoon Boat	\$9,000.00	\$10,000.00													13,842								13,842
6" Trash Pump Godwin	\$21,000.00	\$30,000.00										38,003											38,003
LWT Dredge #2	\$56,000.00	\$115,000.00										145,679											145,679
Dredge #1	\$56,000.00	\$115,000.00										145,679											145,679
Aeration Basin No. 1 Diffusers	\$25,000.00	\$70,000.00								83,584													195,913
Aeration Basin No. 2 Diffusers	\$25,000.00	\$70,000.00								83,584											112,329		195,913
Aeration Basin No. 3 Diffusers	\$25,000.00	\$70,000.00								83,584												112,329	195,913
Aeration Basin No. 4 Diffusers	\$25,000.00	\$70,000.00								83,584												112,329	195,913
Influent Pump #1	\$40,000.00	\$69,000.00												92,730									92,730
Influent Pump #2 - Rebuilt 2018	\$25,000.00	\$69,000.00									87,407												87,407
Influent Pump #3 - Empty	\$0.00	\$69,000.00									87,407												87,407
Influent Pump #4	\$15,000.00	\$69,000.00								84,861													84,861
Influent Pump #5	\$15,000.00	\$69,000.00								84,861													84,861
Influent Pump #6	\$50,000.00	\$69,000.00												95,512									95,512
RAS Pump #1	\$12,000.00	\$35,000.00								43,046								54,529					97,574
RAS Pump #2	\$12,000.00	\$35,000.00								43,046													43,046
RAS Pump #3	\$12,000.00	\$35,000.00																				61,373	43,046
RAS Pump #4 - Rebuilt 2017	\$12,000.00	\$35,000.00								43,046													43,046
RAS Pump #5	\$12,000.00	\$35,000.00								43,046													43,046
CAT 800KW Diesel Generator #2	\$90,000.00	\$305,000.00		314,150																			314,150
CAT 150KW Diesel Generator #3	\$55,000.00	\$80,000.00						92,742															92,742
CAT 600KW Diesel Generator #4	\$121,000.00	\$220,000.00													313,667								313,667
Aerator North Cell ATI 15 HP	\$10,000.00	\$23,000.00																				39,156	39,156
Aerator North Cell House - 2017	\$8,000.00	\$38,000.00				41,624																	41,624
Aerator South Cell Vertical #1	\$7,500.00	\$38,000.00								46,735													46,735
Aerator South Cell Vertical #2	\$7,500.00	\$38,000.00								46,735													46,735
Aerator Vertical #3 Offline	\$7,500.00	\$38,000.00																					0
Aerator Pond 2 - #1 Monsoon	\$5,000.00	\$38,000.00	38,000																				38,000
Aerator Pond 2 - #2 S & N	\$2,000.00	\$38,000.00																					55,804
Aerator Pond 2 - #3 S & N	\$18,000.00	\$38,000.00																					55,804
Aerator Pond 2 - #4 S & N	\$18,000.00	\$38,000.00	38,000																				38,000
Aerator Pond 2 - #5 S & N	\$19,500.00	\$38,000.00																					55,804
Aerator Pond 2 - #6 S & N	\$19,500.00	\$38,000.00																					55,804
Washer compactor	\$10,000.00	\$35,000.00											47,037										47,037
VFD Drives Influent Pump 1	\$3,500.00	\$12,000.00									14,329												14,329
VFD Drives Influent Pump 2	\$3,500.00	\$12,000.00									14,329												14,329
VFD Drives Influent Pump 3 Offline	\$3,500.00	\$12,000.00																					0
VFD Drives Influent Pump 4	\$3,500.00	\$12,000.00																				21,042	21,042
VFD Drives Influent Pump 5	\$3,500.00	\$12,000.00									14,329												14,329
VFD Drives Influent Pump 6	\$3,500.00	\$12,000.00									14,329												14,329
Drainage Pumps Grit Chambers 1	\$1,000.00	\$4,500.00									5,534												12,972
Drainage Pumps Grit Chambers 2	\$1,000.00	\$4,500.00	4,500											6,048									10,548
Grit pumps 1	\$1,000.00	\$15,000.00																					23,370
Grit pumps 2	\$1,000.00	\$15,000.00																					23,370
Grit Classifier 1	\$2,000.00	\$30,000.00																					46,739

**VALLEY SANITARY DISTRICT
BREAKDOWN OF EACH PROPOSED POSITION
BUDGET YEAR 2020/21**

NEW POSITIONS	MONTHLY SALARY	BENEFITS	CALPERS	FICA	TOTAL BENEFITS	TOTAL SALARY & BENEFITS	ANNUAL
Electrical/Instrumentation Supervisor	9,054	1370	713	700	2,783	11,837	142,044
Human Resource Technician	5,999	1584	472	460	2,516	8,515	102,180
Operator (II)	4,854	1584	382	380	2,346	7,200	86,400
Operator (II)	4,854	1584	382	380	2,346	7,200	86,400
TOTALS	24,761	6,122	1,949	1,920	9,991	34,752	417,024

RESOLUTION NO. 2013-1040

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT
STATING THE DISTRICT'S POLICY REGARDING DISTRICT RESERVE POLICY.**

WHEREAS, the Valley Sanitary District is a governmental agency that is responsible for providing sanitary services and maintaining a sewer collection system; and

WHEREAS, the purpose of the Valley Sanitary District's (VSD) Financial Reserves Policy is to ensure that the District continues to have sufficient funding available to meet its operating, non-operating, capital and debt service obligations; and

WHEREAS, adequate reserves and sound financial policies maintain VSD's bond ratings in the capital markets, provide financing flexibility and sustain debt covenant compliance; and

WHEREAS, the Financial Reserve Policy recommends establishing various reserve categories, defines the purpose and use of these funds and identifies target levels and priority funding of the reserves.

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

- Section 1: The Financial Reserve Policy is attached hereto as Exhibit "A"
- Section 2: On an annual basis, the Board of Directors shall review the funding options and target levels of the Financial Reserve Policy.
- Section 3. This Financial Reserve Policy shall be effective July 1, 2013.

PASSED, APPROVED, and ADOPTED this _____ day of _____, 2013, by the following roll call vote:

AYES:
NAYES:
ABSENT:
ABSTAIN:

Douglas A. York, President

ATTEST:

Merritt Wiseman, Secretary-Treasurer

EXHIBIT A: VALLEY SANITARY DISTRICT FINANCIAL RESERVE POLICY

PURPOSE

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The Valley Sanitary District has established reserve funds for its long term organizational and operational stability and the reserve funds enable the District to minimize significant rate fluctuations due to unforeseen and expected cash flow requirements. This Reserve Fund Policy is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

TYPES OF RESERVE FUNDS

The District maintains two types of funds:

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

SPECIFIC RESERVE FUNDS

The District maintains the following reserve funds:

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

maintain the Emergency Reserve at five (5) percent of the annual Operations & Maintenance budget (Fund 11).

5. ***Operating Reserve Fund*** - The Operating Reserve Fund is a designated reserve to be used only to cover cash flow shortages caused by a short-term, unexpected disruption of anticipated revenue or when expenses become due before the anticipated revenue to pay those expenses is received. It is the goal of the District to *maintain* the Operating Reserve in excess of fifty (50) percent, or six months, of the annual Operations & Maintenance budget.
6. ***Vehicle & Equipment Replacement Reserve Fund*** – The Vehicle & Equipment Replacement Reserve Fund is a designated reserve that is designated to adequately fund replacement of major vehicles and equipment by the District. This fund shall be *funded* on an annual basis and the by amount established annually in the District Operations & Maintenance budget.

MANAGEMENT OF RESERVE FUNDS

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

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



**Valley Sanitary District
Board of Directors Meeting
April 28, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Ronald Buchwald, District Engineer
SUBJECT: Adopt the VSD Design Build Conflict of Interest Policy

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

Executive Summary

The purpose of this report is for the Board of Directors to discuss the need for a Conflict of Interest Policy for Design Build projects.

Strategic Plan Compliance

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

Fiscal Impact

There is no fiscal impact from approving this policy. However, this policy has the potential to save legal fees associated with design build projects.

Background

Pursuant to California Public Contract Code section 22160 et seq. public agencies seeking to use the design build process to construct public work projects shall adopt a Conflict of Interest Policy for Design Build projects. This policy sets the ground rules for consultants, subconsultants, contractors, subcontractors and related entities to avoid Conflict of Interest situations. Attached is a conflict of interest policy for your review.

Recommendation

Staff recommends that the Board of Directors adopt the Design Build Conflict of Interest Policy.

Attachments

Attachment A: Design Build Conflict of Interest Policy



CONFLICT OF INTEREST POLICY COVERING DESIGN-BUILD PROJECTS

Adopted: __/__/2020

I. **PURPOSE**

The purpose of this document is to clarify the Valley Sanitary District's ("District") position on potential conflicts of interest that may arise when consultants or contractors (collectively, "Proposer") perform work for the District relating to potential design-build projects.

II. **POLICY**

Organizational conflicts of interest can occur when, because of existing or planned activities or because of relationships with other entities, a Proposer is unable or potentially unable to render impartial assistance or advise the District; a Proposer's objectivity in performing the contract work is or might be otherwise impaired; or a Proposer has an unfair competitive advantage.

The policies and guidelines concerning the organizational conflicts of interest found herein will be specified or referenced in the design-build Request for Qualifications ("RFQ") and Request for Proposal ("RFP") documents as well as any contract for the engineering/design services, inspection, or technical support in the administration of the design-build projects.

Resolution of conflict of interest issues is ultimately at the sole discretion of the District. The District reserves the right to cancel or amend the resulting contract(s) if a successful Proposer failed to disclose a potential conflict, which it knew or should have known about, or if a Proposer provided information in response to an inquiry from the District that is false or misleading.

After award, conflict of interest guidelines and policies shall continue to be monitored and enforced. If an organizational conflict of interest is discovered after award, the Proposer will make an immediate and full written disclosure to the District that includes a description of the action that the Proposer has taken or proposes to take to avoid or mitigate such conflicts.

If an organizational conflict of interest is determined to exist and the Proposer was aware of an organizational conflict of interest prior to award of the contract and did not disclose the conflict of interest, the District may terminate the contract with the Proposer for material breach. If the Proposer is terminated, the District assumes no

obligations, responsibilities and liabilities to reimburse all or part of the costs incurred or alleged to have been incurred by the Proposer.

III. **APPROACH**

The following approach to conflict of interest will apply to District procurements relating to District design-build projects:

- A. A potential Proposer will not be allowed to participate as a design-build entity or to join a design-build team if, without limitation, any of the following is true:
1. The Proposer is the District's general engineering or design consultant on the design-build project. Subconsultants and subcontractors to the Proposer that have not performed work on the contract to provide services for the design-build project may participate as a design-build entity or join a design-build team.
 2. The Proposer has assisted the District in managing or is assisting in the management of the design-build project, including the preparation of the RFQ or RFP language or evaluation criteria.
 3. The Proposer has conducted preliminary design services for the design-build project such as geometric layouts, bridge-type selection, preliminary bridge design, etc.
 4. The Proposer performed design work related to the design-build project for other project stakeholders.
 5. The Proposer has performed work on a previous contract that specifically excludes them from participating as a design-build entity or joining a design-build team on the design-build project.
 6. The Proposer is under contract with any other entity or stakeholder to perform oversight on the design-build project.
 7. The Proposer has obtained any advice from, or discussed any aspect relating to the project or procurement of the project with any person or entity with an organizational conflict of interest, including, but not limited to, the consultants and contractors of any entity who has provided technical support on the design-build project.
- B. Proposers who may have potential conflicts of interest in relation to the design-build project and wish to participate as a Proposer or join a design-build team must:
1. Conform to applicable federal and state conflict of interest rules and regulations including, without limitation, the California Political Reform Act, California Government Code Section 1090, the federal Copeland "Anti-Kickback" Act and federal conflict of interest rules set forth in the federal

funding agency's administrative grant and cooperative agreement regulations. Federal conflict of interest rules and regulations shall only apply where the design-build project receives federal funding.

2. Disclose all relevant facts relating to past, present or planned interest(s) of the Proposer's team (including the Proposer, Proposer's proposed consultants, contractors, subconsultants and/or subcontractors and their respective chief executives, directors and key personnel) which may result, or could be viewed as an organizational conflict of interest in connection with any design-build procurement, including present or planned contractual or employment relationships with any current employee of the District.
3. Disclose in the response documents to a design-build RFQ and RFP all of the work performed in relation to the design-build project being procured under the RFQ and RFP.
4. Provide all records of the work performed in relation to the design-build project to the District so that all information can be evaluated and made available to all potential design-build teams, if necessary.
5. Ensure that the Proposer's contract with any entity to perform services related to the design build project has expired or has been terminated.

Upon review of the information provided above, the District's General Manager will determine, in his or her sole discretion, if the Proposer has an organizational conflict of interest. Decisions of the District's General Manager regarding organizational conflicts of interest may be appealed to the District Board. The decision of the District Board shall be final with respect to the disposition of the organizational conflict of interest and non-appealable.

6. For other potential conflicts of interest not mentioned above (e.g. employee changing companies, merger/acquisitions of firms, property ownership, business arrangements, financial interest), Proposers shall disclose and address any conflicts of interest or potential conflicts of interest when participating as a design-build entity or joining a design-build team. The District will then determine if an organizational conflict of interest exists.
7. The successful Proposer or firms affiliated with the successful Proposer are prohibited from competing on any agreement to provide construction inspection services for the design-build project. An affiliated firm is one, which is subject to the control of the same persons, through joint ownership or otherwise. No subconsultants who provided design services in connection with the design-build project shall be eligible to compete for any agreement to provide construction inspection services for the design-build project.

IV. DEFINITIONS

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

Conflict of Interest: a situation in which a person or organization is involved in multiple interests, financial or otherwise, and serving one interest could involve working against another.

Request for Proposal (RFP): document that solicits proposals, made through a competitive process, by a public agency interested in procuring a commodity, services, or asset to potential consultants or service providers.

Request for Qualifications (RFQ): document that solicits qualifications, made through a formal process, by a public agency interested in procuring a product or service. The purpose of the RFQ is to screen potential consultants or providers to establish a pool of vendors that are qualified and eligible to submit responses to an RFP.



**Valley Sanitary District
Board of Directors Meeting
April 28, 2020**

TO: Board of Directors
THROUGH: Beverli A. Marshall, General Manager
FROM: Ronald Buchwald, District Engineer
SUBJECT: **Authorize General Manager to Execute a Contract with Carollo Engineers, Inc. to Provide Final Design of the Siphon Replacement Crossing the Coachella Stormwater Channel**

<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 the contract proposal for final design.

Strategic Plan Compliance

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

Fiscal Impact

The fiscal impact of the recommendation is \$279,893 and is included in the current and proposed budget. Most, if not all, of this money will be reimbursed by FEMA/CalOES.

Background

On April 23, 2019, the Board authorized the General Manager to execute a contract with Carollo Engineers, Inc. (Carollo) for a not to exceed price of \$125,534 for the preliminary design of the replacement of the sewer siphon crossing the Coachella Stormwater Channel at Westward Ho. On June 25, 2019, the Board authorized the General Manager to execute Addendum #1 to the contract for \$25,515 for survey work needed as part of the preliminary design which Indio Water Authority (IWA) agreed to share half this cost. On September 24, 2019, the Board authorized the General Manager to execute Addendum #2 to perform a scour analysis, a geotechnical report and additional survey for a price of \$126,778 for a total price of \$277,827 (with up to \$76,146 being reimbursed by the IWA). The Preliminary Design Report (PDR) is now complete.

The purpose of the PDR was to evaluate the most cost-effective method of crossing the storm water channel. After initial analysis, it was decided the PDR evaluation would be narrowed down to two types of crossings: horizontal directional drilling or the bore and jack method. The PDR determined the preferred method is Horizontal Directional Drilling (HDD) in terms of cost, constructability, and future operation and maintenance. The next phase will consist of performing the final design of the project based on the HDD method. This will provide full plans and specifications for contractors to be able to bid on to determine the lowest, responsible bidder.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Carollo Engineers, Inc. to perform final design of the sewer siphon replacement crossing the Coachella Stormwater Channel in an amount not to exceed \$279,893.

Attachments

Attachment A: Letter of Proposal, Carollo Engineers, Inc., dated April 3, 2020



707 Wilshire Ave., Suite 3920
Los Angeles, CA 90017

April 3, 2020

Mr. Ronald Buchwald, PE
District Engineer
Valley Sanitary District
45-500 Van Buren
Indio, CA 92201

Subject: Proposal to Provide Engineering Services for the Final Design of the Replacement of the Westward-Ho Sewer Crossing at the Coachella Stormwater Channel

Dear Mr. Buchwald:

Carollo Engineers Inc. (Carollo) is pleased to submit this proposal to Provide Engineering Services for the Final Design of the Westward-Ho Sewer Replacement Crossing at the Coachella Stormwater Channel. In February 2019, the Valley Sanitary District (District) experienced a major rainstorm event that exposed the Avenue 46 Channel Siphon, an existing 12-inch diameter sewer siphon, which crossing the Coachella Stormwater Channel (Channel) at Westward-Ho Dr. in Indio, California.

Background

This severe rain event and subsequent gradual channel erosions caused the undermining of the exposed sewer pipeline. It was then determined by the District that this sewer siphon should be replaced with a deeper buried pipeline that would be better protected from future storm erosions. Carollo was then contacted by the District to provide engineering services for the preliminary design of this replacement sewer project. In the meantime, an emergency pipeline replacement has been completed by the District to repair the current erosion damage, consisting of removing and replacing approximately 200-foot section of the 12-inch sewer located in the middle of the Channel. These emergency repairs are considered a temporary fix as it did not provide the additional protection of the sewer siphon. Carollo completed the draft Project Memorandum (PM1) for this replacement project dated March 27, 2020, and the Scope of Work listed below covers the level of effort required to prepare the final design and construction documents.

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

Scope of Work

Task 1 – Project Oversight/Management and QA/QC

1.1 – Project Kick-Off Meeting

Prior to beginning work, Carollo will conduct a project kick-off meeting with the District to discuss the scope of work, the schedule, roles and responsibilities, communication protocol, the coordination activities between District staff, and other related items. This meeting will be held at the District's office. Carollo will prepare the meeting agenda and meeting minutes for this meeting.

1.2 – Progress Meetings

Carollo will attend progress meetings with the District during the development of the design documents. Carollo will submit plans, layouts, and other documents for review and comment prior to meetings and will make revisions as requested by the District staff. We anticipate attending a total of twelve (12) coordination meetings, review meetings, and progress meetings during this project.

Carollo will prepare and distribute meeting agendas prior to each meeting. Carollo will also prepare and distribute meeting minutes within three (3) days after each meeting.

Meetings may be conducted as video/audio conference calls unless a meeting at the District's office is specifically requested.

1.3 – Site Visits

Carollo will attend a total of six (6) site visits during this project. These site visits are necessary to confirm the existing utilities and alignment verification and to identify other site features that need to be considered in the design.

1.4 – Project Management

This task addresses the management responsibilities associated with proper scheduling, budget control, invoice preparation and coordination with the District. Carollo's Principal-in-Charge and Project Manager will review the status of budget, schedule and relevant project issues together on a weekly basis. Our Project Manager, Jerry Gantney will provide project status updates via email to District's designated project manager on a bi-weekly basis. These bi-weekly status updates will be used to confirm work progress, identify critical information needs, and, where appropriate, alert the District to any potential issues which may impact the project scope, schedule or budget. These bi-weekly project status updates will be supplemented with monthly project status reports that will be prepared and distributed along with Carollo's monthly invoices.

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

1.5 – Technical Review and Quality Management

Carollo will provide quality management reviews through the course of the project consistent with our internal quality management procedures which have been established so that our work products adhere to industry design standards.

All deliverables, including detailed checking of work by in-house staff will be reviewed prior to submittal to the District. Technical reviews will include reviews for code compliance, safety, operability, constructability, errors/omissions, and clarity.

Task 2 – Final Design

2.1 – Prepare Stake Surveying

Carollo's surveying subconsultant will conduct a staking survey of the proposed pipeline alignment based on Option 1, detailed in the Preliminary Design Report which uses a horizontal directional drilling method (HDD) for construction. Stake surveying task is necessitated to locate and mark exact utility crossings at the proposed alignment centerline for exploratory potholing (see Task 2.2 below). USA DigAlert will be contacted to assist the surveyor to validate Carollo's subsurface data in the field.

2.2 – Prepare Exploratory Potholing

Carollo's potholing subconsultant will work in tandem with our surveyor and USA DigAlert in performing the potholing work. It is essential to field verify all identified subsurface crossings and confirm the proposed pipeline design with absolute certainty of constructability and no interference in order to avoid schedule delay and escalated costs.

2.3 – Prepare 50% Design Plans, Specifications, and Cost Estimate

A set of Plans and Technical Specifications will be prepared at the 50% design level. This set will include plans and profiles of the pipeline alignment based on the selected trenchless method for the crossing at the Channel, the points of connections to the existing sewer system, and calculations where applicable. It is assumed that only a two-barrel siphon type of crossing of the Channel will be provided for in the Final Design. An AACE Class 3 Opinion of Probable Construction Cost (OPCC) will also be provided. Each class of an AACE estimate has an associated accuracy level, based on the level of project design.

Carollo will submit the 50% plans, specifications, and OPCC for District review and comment. The District will provide one set of consolidated comments back to Carollo. Carollo will then prepare a response to the comments and will incorporate the agreed upon changes into the 50% documents.

2.4 – Prepare 90% Design Plans, Specifications, and Cost Estimate

A set of Plans and Technical Specifications will be prepared at the 90% design level. This set which will include plan and profile of the pipeline alignment, and calculations where applicable. Plans, Specifications, and an

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

AACE Class 2 OPCC will be provided. Each class of an AACE estimate has an associated accuracy level, based on the level of project design.

Carollo will prepare and send separate sets of plans for permit submission to jurisdictional agencies for review and comment. Carollo will prepare a list of jurisdictional agencies under task 3.2. For this effort, we have assumed a total of up to 6 agencies will be included.

2.5 – Prepare Final Bid Documents (Design Plans, Specifications, and Cost Estimate)

Prior to submittal of final 100% plans, specifications, and OPCC, Carollo will submit a draft set of documents for District's final review. Carollo will then incorporate the District comments into the Final Bid Documents.

Final signed and stamped Plans, Specifications, and final AACE Class 1 OPCC will be provided to the District along with all calculations and reports such as the Geotechnical Baseline Report.

Deliverables:

Deliverables for this Task will include:

- Five (5) hard copies of the signed and stamped Plans and Specifications and one PDF copy.
- One electronic copy of the Technical Specifications in PDF format.
- Original copy of all calculations, cost estimates and other construction documents.
- Original CAD files of the Plans.

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

Table-1 below is a list of anticipated drawings that will be prepared for this project.

Table-1

Sheet No.	Drawing Title	No. of 50% Drawings	No. of 90% Drawings	No. of Final Drawings
	GENERAL	3	3	3
G-1	TITLE SHEET, SHEET INDEX, VICINITY AND LOCATION MAPS	1	1	1
G-2	GENERAL AND PROJECT NOTES AND ABBREVIATIONS	1	1	1
G-3	KEY AND BORING LOCATION MAPS, AND SURVEY DATA	1	1	1
	PIPELINE	11	11	11
T-1	TYPICAL DETAILS	1	1	1
GC-1	STANDARD CIVIL DETAILS -1	1	1	1
GC-2	STANDARD CIVIL DETAILS -2	1	1	1
GC-3	TRENCHLESS CONSTRUCTION SECTIONS AND DETAILS	1	1	1
GC-4	TRENCHLESS CONSTRUCTION PIT/SHAFT DETAILS - 1	1	1	1
GC-5	TRENCHLESS CONSTRUCTION PIT/SHAFT DETAILS - 2	1	1	1
C-1	UTILITY RELOCATION PLAN - 1 (1"=20')	1	1	1
C-2	UTILITY RELOCATION PLAN - 2 (1"=20')	1	1	1
C-3	PIPELINE PLAN AND PROFILE - 1 (1"=20')	1	1	1
C-4	PIPELINE PLAN AND PROFILE - 2 (1"=20')	1	1	1
C-5	WATER MAIN RELOCATION DETAILS	1	1	1
	Total Number of Drawings	14	14	14

Task 3 – Permitting Assistance

3.1 – Initial Permitting Review

Carollo will review the existing documents and make a determination of the required permits for the project. It is anticipated a Flood Control Permit is required for the Channel crossing. It is understood Coachella Valley Water District (CVWD) is the lead jurisdictional agency. Other permits will be identified if needed such as the US Army Corps of Engineers (USACOE) permit for crossing the Channel.

3.2 – Provide Permitting Assistance to the District

Carollo will provide permitting assistance to the District for obtaining the two anticipated permits for this project. Carollo will also provide technical responses to the agency plan checking comments for completion and approval of the required permits. All permit application and associated fees will be paid by the District.

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

OPTIONAL TASKS

Task 4 – Bid Phase Services

4.1 – Prepare Bid Documents

Carollo will assist the District during the bidding phase by preparing the Bid Documents which will include the permits, such as the Flood Control Encroachment Permit to cross under the Channel. The Bid Documents will be packaged together into a Bid Set for advertising for construction. The bid documents will include the front-end documents provided by the District, bid forms, technical project specifications, and final drawings.

4.2 – Conduct Pre-Bid Meeting and Site Walk

Carollo will assist the District by conducting a Pre-Bid meeting with interested contractors. Carollo will provide a draft agenda and a project summary highlighting the critical elements of the project. Carollo will also assist the District in responding to bidder's questions, and by attending a site job walk. All questions will be recorded in the minutes of the pre-bid meeting. Responses will be provided in writing and distributed to the attendees after the meeting.

4.3 – Prepare Bid RFI and Addendums

Carollo will respond to two (2) bid Requests for Information (RFI) and two (2) Addendums in writing and distribute to the registered bidders.

4.4 – Prepare Conformed Drawings

Carollo will prepare a Conformed set of drawings and specifications based on any addendums issued during the bid period. Carollo will distribute the Conformed Set to the selected bidder and to the District.

4.5 – Review Bids and Prepare Recommended Bid Award

Carollo will assist the District in reviewing the bids received. The bid reviews will include reviewing the bidder's qualifications and the completeness of the bids. Carollo will provide ranking of the contractors and will make recommendations to the District.

Task 5 – Engineering Services During Construction

Carollo will assist the District during the construction phase of the project. Below is a list of the anticipated tasks:

5.1 – Conduct a Construction Kick-Off Meeting

Carollo will organize and attend a construction Kick-Off Meeting. Carollo will prepare the meeting agenda, provide the organizational requirements for submittals, RFIs, Request for Clarifications (RFC) and Change Order Requests. Written minutes of the Kick-Off meeting will be provided within three (3) days after the meeting.

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

5.2 – Submittal Reviews and Responses

Carollo will review and provide responses up to fifteen (15) submittals and resubmittals, including tracking the submittals from the contractor and responses back to the contractor. A copy of each submittal will also be provided to the District for review prior to distribution to the contractor.

5.3 – Prepare RFI Responses

Carollo will provide responses up to ten (10) RFIs, including tracking the RFIs from the contractor and responses back to the contractor. A copy of each RFI will also be provided to the District for review prior to distribution to the contractor.

5.4 – Prepare Contract Change Orders

Carollo will provide two (2) Contract Change Order (CCO) reviews, including reviewing the contractor's request for additional cost and schedule impacts. A copy of the CCO responses will be provided to the District for review and comment prior to distribution to the contractor.

5.5 – Site Visits

Carollo will visit the site four (4) times during the course of the construction. The site visits will be to review and monitor the progress of the work and respond to project questions as necessary. Each site visit will have a written record with the attendees identified, items discussed and recommended action if needed.

5.6 – Prepare Punch List and Project Closeout

Carollo will attend a punch list meeting to review the final remaining construction items prior to completion of the project. A written, itemized punch list will be provided to the District for review and approval prior to distribution to the contractor. In addition to the punch list, the project close out documents will be identified and requested from the contractor such as red-line markups for the Record Drawings to be made during the course of the work, warranties, inspection reports, final payments request and permit approval sign-offs.

5.7 – Prepare Record Drawings

Carollo will take the contractor prepared red-lines of the design drawings during the construction and prepare the "As Built" or record drawings. Said "As Built" drawings will update the Conformed Drawings based on the contractor provided mark-ups and approved submittals.

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

FEE ESTIMATE

Carollo's estimated fee budget is presented in **Attachment A** in the following pages. Carollo propose to perform the above-described scope of services on a time and material and Not-To-Exceed Fee of **\$279,893**.

Total Carollo Labor:	\$233,693
Total Subconsultant Fees:	\$40,000
<u>Total ODCs:</u>	<u>\$6,200</u>
Total Fee:	\$279,893

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

ASSUMPTIONS

Carollo has identified the following items as a basis in preparing our proposal and fee estimate.

- The District staff will provide project background information, material, and direction for specific tasks.
- The District will provide its Standard Design Guidelines for the sewer replacement.
- The allocated stake surveying budget under task 2.1 is a planning budget only. Carollo will obtain a separate quote from a surveying subconsultant later and will adjust the allocated fee of \$10,000 if needed.
- The allocated potholing services budget under task 2.2 is a planning level budget only. Carollo will obtain a separate quote from a potholing subconsultant later and will adjust the allocated fee of \$20,000 if needed.
- An allocated budget of \$10,000 is included under task 2.4 for a tunneling subconsultant to evaluate and assist in tunneling specifications and design.
- Hydraulic analysis is limited to the crossing only.
- Permitting is limited to identifying and assisting the District in obtaining the required permits. All permit fees will be paid by the District.
- Legal descriptions are excluded.
- Easement acquisition is excluded.
- Pumping station design is neither anticipated nor included in this proposal.
- Indio Water Authority's (IWA) existing 10-inch water main replacement crossing the Coachella Stormwater Channel is not included.
- Bid phase services and Engineering Services During Construction (ESDC) are included as optional (see Tasks 4 and 5).
- Construction Inspection Services is excluded.
- Carollo will prepare technical sections of the specifications only. The District will prepare the front-end specifications.

SCHEDULE

The schedule for performing the above Tasks 1 through 3 (Final Design) will take approximately nine (9) months to complete. Task 4 (Bidding phase) will take approximately two (2) months to complete. Task 5 (Engineering Services During Construction) will take approximately seven (7) months to complete. Refer to the proposed schedule shown below:

Notice to Proceed:	05/03/2020
Kick off Meeting	05/05/2020
50% Design Submittal	09/05/2020
90% Design Submittal	12/05/2020

Mr. Ronald Buchwald, PE, District Engineer

Valley Sanitary District

April 3, 2020

Final Submittal	02/15/2021
Out to Bid:	03/15/2021
Notice to Proceed	05/01/2021
Construction Completed	12/01/2021
Complete As-Built Drawings	01/01/2022

Please feel free to contact me or our project manager, Jerry Gantney, at (213) 279-3327 should you have any questions regarding this proposal. Carollo appreciates the opportunity to work with the District on this important infrastructure project.

Sincerely,

Carollo Engineers



Eric Mills, PE
Principal-in-Charge
Senior Vice Principal



Jerry Gantney, PE, PLS
Vice President
Principal Civil Engineer

Attachment A: Cost Breakdown Schedule

Attachment A

Cost Breakdown Schedule

Task No.	TASK DESCRIPTION	Hourly Billing Rate								TOTAL HOURS	LABOR COST	OTHER DIRECT COSTS	PECE @ \$12.00 / Hr	SUBCONSULTANTS	TOTAL PROJECT FEE
		\$292	\$272	\$272	\$252	\$192	\$142	\$119	\$105						
		Principal-In-Charge	Miko Aivazian & QA/QC Staff	Project Manager/Lead Project Professional (Jerry Gantney)	Project Professional	Professional	Assistant Professional	Technician	Administrator						
TASK															
1.0	Project Oversight/ Management and QA/QC	4	56	132	36	0	12	0	21	261	\$ 65,285	\$ 3,200	\$ -	\$ -	\$ 68,485
1.1	Project Kick-Off Meeting		4	4	4				1	13	\$ 3,289	\$ 200	\$ -		\$ 3,489
1.2	Progress Meetings (Assume 12)		8	20	16				4	48	\$ 12,068	\$ 800	\$ -		\$ 12,868
1.3	Site Visits (Assume 6)		4	12			12			28	\$ 6,056	\$ 1,000	\$ -		\$ 7,056
1.4	Project Management	2	24	80					12	118	\$ 30,132	\$ 1,000	\$ -		\$ 31,132
1.5	Technical Review and QA/QC	2	16	16	16				4	54	\$ 13,740	\$ 200	\$ -		\$ 13,940
2.0	Final Design	5	54	132	208	20	0	300	52	771	\$ 149,468	\$ 2,400	\$ -	\$ 40,000	\$ 191,868
2.1	Prepare Stake Surveying			4	4				2	10	\$ 2,306	\$ 200	\$ -	\$ 10,000	\$ 12,506
2.2	Prepare Exploratory Potholing		2	4	4				2	12	\$ 2,850	\$ 200	\$ -	\$ 20,000	\$ 23,050
2.3	Prepare 50% Design Plans, Specifications, and Cost Estimate	2	24	40	80	8		120	16	290	\$ 55,648	\$ 600	\$ -		\$ 56,248
2.4	Prepare 90% Design Plans, Specifications, and Cost Estimate	2	24	60	80	8		120	16	310	\$ 61,088	\$ 600	\$ -	\$ 10,000	\$ 71,688
2.5	Prepare Final Design Plans, Specifications, and Cost Estimate	1	4	24	40	4		60	16	149	\$ 27,576	\$ 800	\$ -		\$ 28,376
3.0	Permitting Assistance	2	4	16	24	0	32	16	4	98	\$ 18,940	\$ 600	\$ -	\$ -	\$ 19,540
3.1	Initial Permitting Review		2	8	8		8	8	2	36	\$ 7,034	\$ 200	\$ -		\$ 7,234
3.2	Provide Permitting Assistance to the District	2	2	8	16		24	8	2	62	\$ 11,906	\$ 400	\$ -		\$ 12,306
TOTAL TASKS (1-3)		11	114	280	268	20	44	316	77	1,130	\$ 233,693	\$ 6,200	\$ -	\$ 40,000	\$ 279,893
OPTIONAL TASKS															
4.0	Bid Phase Services	2	13	36	32	0	12	16	5	116	\$ 26,109	\$ 1,200	\$ -	\$ -	\$ 27,309
4.1	Prepare Bid Documents	2	2	4				8	1	17	\$ 3,273	\$ 200	\$ -		\$ 3,473
4.2	Conduct Pre-Bid Meeting and Site Walk		4	8	8				1	21	\$ 5,385	\$ 400	\$ -		\$ 5,785
4.3	Prepare Bid RFIs (2) and Addenda (2)		2	8	8			8	1	27	\$ 5,793	\$ 200	\$ -		\$ 5,993
4.4	Prepare Conformed Drawings		1	8	8		12		1	30	\$ 6,273	\$ 400	\$ -		\$ 6,673
4.5	Review Bids and Prepare Recommended Award of Bid		4	8	8				1	21	\$ 5,385		\$ -		\$ 5,385
5.0	Engineering Services During Construction	0	11	86	70	0	132	0	10	309	\$ 63,818	\$ 2,000	\$ -	\$ -	\$ 65,818
5.1	Conduct Kick-Off Meeting		4	8	8				1	21	\$ 5,385	\$ 200	\$ -		\$ 5,585
5.2	Prepare Submittal Review and Provide Responses (Assume 15 Submittals and Resubmittals)			16	16		60		2	94	\$ 17,114	\$ 400	\$ -		\$ 17,514
5.3	Prepare RFI Responses (Assume 10 RFIs)			10	10		24		2	46	\$ 8,858		\$ -		\$ 8,858
5.4	Prepare Contract Change Orders (Assume 2 COs)		2	16					2	20	\$ 5,106		\$ -		\$ 5,106
5.5	Site Visits (Assume 4)			16	16				1	33	\$ 8,489	\$ 1,000	\$ -		\$ 9,489
5.6	Prepare Punch List and Project Closeout		2	16	16				1	35	\$ 9,033		\$ -		\$ 9,033
5.7	Prepare Record Drawings		3	4	4		48		1	60	\$ 9,833	\$ 400	\$ -		\$ 10,233
TOTAL OPTIONAL TASKS (4-5)		2	24	122	102	0	144	16	15	425	\$ 89,927	\$ 3,200	\$ -	\$ -	\$ 93,127



**Valley Sanitary District
Board of Directors Meeting
April 28, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, District Engineer

SUBJECT: Award of Contract to Petrochem Materials Innovation, LLC for the Slurry Seal of Asphalt Roads throughout VSD Facility

<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 construction quote from Petrochem Materials Innovation, LLC (PMI).

Strategic Plan Compliance

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

Fiscal Impact

This is a budgeted item that is anticipated to be completed in FY 2019/20. The total cost of this quote is \$71,215.56. The current budget for this project is \$50,000. However, there are monies available from other budgeted items within this account to cover the excess cost.

Background

The asphalt throughout the VSD facility is getting worn with cracks and pits. Adding slurry seal will provide for a fresh look and provide several years of life to the asphalt. PMI offers a superior slurry seal product that lasts longer than basic slurry seals. PMI is the only manufacturer to make this product. PMI offers the lowest possible pricing to any public utility in California due to their bid pricing agreement with the City of Los Angeles. Other cities within the Coachella Valley have used this price agreement to take advantage of discounted pricing without having to publicly bid the project. These cities include the City of Indio, Cathedral City, and the City of Rancho Mirage.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a construction contract with PMI to perform the slurry seal of asphalt roads

throughout VSD Facility not to exceed \$78,350. A 10% contingency has been added to the total cost to cover unforeseen issues during construction.

Attachments

Attachment A: PMI Quote dated April 21, 2020.

Attachment B: Agreement Documentation between the City of Los Angeles and PMI

Valley Sanitary District Summary of Estimated Charges

Price Quote Central Mix Type I

Job Location: Water Treatment Facility

Material* -Type I (\$2.49/Gallon)	11,334 Gallons	\$ 28,221.66
Freight** (\$3/Mile – 230miles) \$690/per load	4 Loads	\$ 2,760.00
	Sales Tax 8.75%	\$ 2,710.90
1 Application Truck (2,016/day)	3 Days	\$ 6,048.00
4 Tanker Rental (\$200/each)	3 Days	\$ 800.00
2 Service Haul Truck (\$200/each)	3 Days	\$ 1,200.00
1 Box (\$250/each)	3 Days	\$ 750.00
1 Pump (\$500/each)	3 Days	\$ 1,500.00
1 Drivers\$95/hour/person(8hrs/day)	3 Days	\$ 2,280.00
Crew/Labor (4) = Operator & 3 Squeegees	3 Days	\$ 9,120.00
Per Diem (\$150 per day per person)	3 Days	\$ 2,700.00
Sweeping	3 Days	\$ 2,400.00
Striping Cal-Stripe		\$ 3,413.00
Project bond	-	\$ 7,312.00


* Taxable

Total Estimated Charges (Included Sales Tax) \$71,215.56

*Prices Includes: Type I Central Mix REAS, Transportation of Material, Sweeping, Striping, (based on no drawings) equipment and labor for application.

Prices Exclude: No Asphalt repairs and/or any crack sealing, posting and notifying Removal of striping/RPM's markings, and any required prep work on the asphalt surface.

The foregoing quotation is subject to all the Terms and conditions set forth in PMI's Master Terms and Conditions and the application for open business credit agreement entered into by and between Petrochem Materials Innovation, LLC. and customer. If terms and conditions are not attached, please call our office.

Name: Vicki Nguyen Signature:  Date: 4/21/2020

CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

November 20, 2019

Petrochem Manufacturing, Inc.
6168 Innovation Way
Carlsbad, CA 92009

SUBJECT: CITY OF LOS ANGELES SUPPLY CONTRACT 59680 – AMENDMENT 5
SLURRY, PREMIX R.E.A.S

The City of Los Angeles hereby exercises Contract Renewal Option Number 3, in accordance with the Contract terms. The Contract will now expire on 12/31/2020.


Supplier requests for price adjustments must include a cover letter and price list(s) from the manufacturer, wholesaler or distributor, and show new price and percentage adjustments for each contract line item or product group. **No increases will be granted without prior approval of the City Purchasing Agent. Any increases granted are effective on the date of the City Purchasing Agent's approval.**

All other contract terms and conditions remain unchanged and in force. Questions regarding this contract modification should be addressed to Brillando B. Valmonte, Procurement Analyst, at 213-928-9537, or via e-mail to brillando.valmonte@lacity.org.

Tony M. Royster 
General Manager and
City Purchasing Agent

Approved as to Form
Michael N. Feuer
City Attorney


By: 
Supply Services Manager


By: 
Kimberly D. Miera
Deputy City Attorney



CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9585
FAX No. (213) 928-9515

August 29, 2019

Petrochem Manufacturer, Inc.
6168 Innovation Way
Carlsbad, CA 92009

SUBJECT: CITY OF LOS ANGELES SUPPLY CONTRACT 59680 – AMENDMENT 04
SLURRY, PREMIX R.E.A.S.

Price decrease for following Commodity Line Items, effective August 26, 2019:

<u>Commodity Line</u>	<u>Description</u>	<u>Old Price</u>	<u>New Price</u>
01	Premix, Rubberized Emulsion Aggregate Slurry, Type I	\$ 2.59	\$ 2.49
02	Premix, Rubberized Emulsion Aggregate Slurry, Type II	\$ 2.16	\$ 2.11
08	Job Tankers, for delivery of Premix REAS in trailers	\$ 600.00	\$ 550.00

GTC-15. Contract Purchase Orders:

Contract Purchase Orders will be issued during the contract period for materials or services as required. Supplier shall deliver no goods or services until a City department issues a Contract Purchase Order.

Supplier requests for price adjustments must include a cover letter and price list(s) from the manufacturer, wholesaler or distributor, and show new price and percentage adjustments for each contract line item or product group. **No increases will be granted without prior approval of the City Purchasing Agent. Any increases granted are effective on the date of the City Purchasing Agent's approval.**



AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER



CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

All other contract terms and conditions remain unchanged and in force. Questions regarding this contract modification should be addressed to Brillando B. Valmonte, Procurement Analyst, at 213-928-9537, or via e-mail to brillando.valmonte@lacity.org.

Tony M. Royster
General Manager and
City Purchasing Agent

Approved as to Form
Michael N. Feuer
City Attorney

By: _____
Supply Services Manager
BRV

By: _____
Kimberly D. Miera
Deputy City Attorney



AN EQUAL EMPLOYMENT OPPORTUNITY -- AFFIRMATIVE ACTION EMPLOYER



CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

April 8, 2019

Mr. Frank B. Hoffman
C.F.O. and C.O.O.
Petrochem Manufacturing, Inc.
6168 Innovation Way
Carlsbad, CA 92009

**SUBJECT: CITY OF LOS ANGELES SUPPLY CONTRACT 59680 – AMENDMENT 03
Slurry, Pre-mix R.E.A.S.**

The following price changes are effective 3/22/2019:

Item #	Description	UOM	Old Price	New Price
1	Premix, Rubberized Emulsion Aggregate Slurry, Type I	GLL	\$2.38	\$2.59
2	Premix, Rubberized Emulsion Aggregate Slurry, Type II	GLL	\$2.01	\$2.16
31	1781-LA, Pilot Program	GLL	\$1.96	\$2.11

The following items are added effective 3/22/2019:

Item #	Item/Cat ID	Description	UOM	Price
35	30121601	Premix, Rubberized Emulsion Aggregate Slurry Type II (76-22 Binder)	GLL	\$2.35
36	30121601	1781-LA (76-22 Binder)	GLL	\$2.30
37	721417	Rental, Pneumatic Rubber Tire Roller	DAY	\$500.00
38	78121603	Delivery Fee, Job Trailer for delivery of Equipment to any location within the City of Los Angeles	EA	\$600.00

Contract Purchase Orders will be issued during the contract period for materials or services as required. Supplier shall deliver no goods or services until a City department issues a Contract Purchase Order.



AN EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION EMPLOYER



All other contract terms and conditions remain unchanged and in force. Questions regarding this contract modification should be addressed to Melizza Estur, Procurement Analyst, at (213) 978-6905 or via e-mail: melizza.estur@lacity.org.


Tony M. Royster
General Manager and
City Purchasing Agent

Approved as to Form
Michael N. Feuer
City Attorney

for:
By: 
Supply Services Manager

By: 
Arletta Maria Brimsey
Deputy City Attorney

CITY OF LOS ANGELES
CALIFORNIA

TONY M. ROYSTER
GENERAL MANAGER
AND
CITY PURCHASING AGENT



ERIC GARCETTI
MAYOR

DEPARTMENT OF
GENERAL SERVICES
ROOM 701
CITY HALL SOUTH
111 EAST FIRST STREET
LOS ANGELES, CA 90012
(213) 928-9555
FAX No. (213) 928-9515

December 10, 2018

PETROCHEM MANUFACTURING, INC.

6168 Innovation Way
Carlsbad, CA 92009

SUBJECT: CITY OF LOS ANGELES SUPPLY CONTRACT 59680-AMENDMENT 02
SLURRY, PREMIX R.E.A.S.

The City of Los Angeles hereby exercises Contract Renewal Option Number 2, in accordance with the Contract terms. The Contract will now expire on 12/31/2019.

The following line(s) is/are discontinued effective 12/10/2018:

<u>Item #</u>	<u>Description</u>	<u>UOM</u>	<u>Price</u>
3	Premix, Rubberized Emulsion Aggregated Slurry, Type III	GLL	\$1.96

Supplier requests for price adjustments must include a cover letter and price list(s) from the manufacturer, wholesaler or distributor, and show new price and percentage adjustment for each contract line item or product group. **No increases will be granted without prior approval of the City Purchasing Agent. Any increases granted are effective on the date of the City Purchasing Agent's approval.**

All other contract terms and conditions remain unchanged and in force. Questions regarding this contract modification should be addressed to Daisy Curaming, Procurement Analyst, at 213-978-0812, or via e-mail to daisy.curaming@lacity.org.

***REMINDER ON GENERAL TERMS & CONDITIONS: GTC-15.CONTRACT PURCHASE ORDERS**

Contract Purchase Orders will be issued during the contract period for materials and services as required. Supplier shall deliver no goods or services until a City department issues a Contract Purchase Order.



AN EQUAL EMPLOYMENT OPPORTUNITY - AFFIRMATIVE ACTION EMPLOYER



Tony M. Royster
General Manager and
City Purchasing Agent

By: 
Supply Services Manager

Approved as to Form
Michael N. Feuer
City Attorney

By: 
Arletta Maria Brimsey
Deputy City Attorney

CITY OF LOS ANGELES

City of Los Angeles Purchasing Agent
 111 E 1ST STREET
 ROOM 110
 LOS ANGELES CA 90012



ANNUAL REQUIREMENTS CONTRACT

Contract Number	Description	RFQ Number
ARC 40 59680 7	Slurry, Premix R.E.A.S.	
Contract Dates	Payment Terms	Delivery Days ARO
01-01-16 to 12-31-19	1% Net 30	1
Central Purchasing	Vendor	Bill To
Contact: Daisy Curaming Phone: (213) 978-0812 E-mail: daisy.curaming@lacity.org	000034616 PETROCHEM MATERIALS INNOVATION,LLC 6168 INNOVATION WAY CARLSBAD, CA 92008	City of Los Angeles Supply Svcs., Accounts Payable 555 Ramirez St., Space 312 Los Angeles CA 90012

Reason for Modification

Amendment 02-changed expiration date from 12/31/2018 to 12/3/2019. Discontinued Line 3, per End-user item is the same as Line 31.

Renewal Period Options

Option	Effective Date	Expiration Date
2	01-01-19	12-31-19
3	01-01-20	12-31-20
4	01-01-21	12-31-21
5	01-01-22	12-31-22

Line Items

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
1	30121601	Premix, Rubberized Emulsion Aggregated Slurry, Type I	GLL	\$2.3800		
Extended Description: Premix, Rubberized Emulsion, Aggregate Slurry, Type I: Slurry made in accordance with Standard Specifications for Public Works Construction 2012 Edition, Sections 203-3.4.4 to 203- 5.54, 302-4.6.4.1 to 302-5.1 and GSD/BSS Specifications for Modified Asphalts, Pavements and Processes, as well as any changes or updates going forward. Prices reflect asphalt prices at 1/1/2016 to \$355/ton (liquid)						
2	30121601	Premix, Rubberized Emulsion Aggregated Slurry, Type II	GLL	\$2.0100		
Extended Description: Premix, Rubberized Emulsion, Aggregate Slurry, Type II: All in accordance with Standard Specifications for Public Works Construction 2012 Edition, Sections 203-3.4.4 to 203- 5.54, 302-4.6.4.1 to 302-5.1 and GSD/BSS Specifications for Modified Asphalts, Pavements and Processes, as well as any changes or updates going forward.						
3	30121601	Premix, Rubberized Emulsion Aggregated Slurry, Type III	GLL	\$2.0100		
*** THIS LINE IS NOT ACTIVE ***						
Extended Description: Premix, Rubberized Emulsion Aggregated Slurry, Type III						

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
4	30121400	Service, Regular Time Labor only (application of Central Pla	HUR	\$95.0000		
<p>Extended Description: SERVICE, LABOR, PER PERSON: Labor for work performed in accordance with the RFQ/Contract specifications and requirements attached.</p> <p>Regular rate: \$ 95.00</p> <p>Labor rates shall be subject to change in accordance with the applicable prevailing wage, living wage, or minimum wage, and upon supplier's written notification to the Purchasing Agent.</p>						
5	30121400	Service, Overtime Labor only (application of Central Plant M	HUR	\$142.0000		
<p>Extended Description: SERVICE, LABOR, PER PERSON: Labor for work performed in accordance with the RFQ/Contract specifications and requirements attached.</p> <p>Overtime rate: \$ 142.50</p> <p>Labor rates shall be subject to change in accordance with the applicable prevailing wage, living wage, or minimum wage, and upon supplier's written notification to the Purchasing Agent.</p>						
6	721417	Rental, Service/Haul Trucks (Bare)	DAY	\$200.0000		
<p>Extended Description: Rental, Service/Haul Trucks (Bare)</p> <p>DAILY, WEEKLY & MONTHLY RENTAL RATES: (Bare) Daily: \$200.00 Minimum rental time: 1 Day Number of units available: 9</p>						
7	721417	Rental, Application Trucks (Bare).	HUR	\$252.0000		
<p>Extended Description: APPLICATION TRUCKS: (Bare)</p> <p>HOURLY RENTAL RATES: Within the City of Los Angeles, City Limits</p> <p>Hourly: \$252.00 Overtime: \$252.00 Sunday/Holiday: \$252.00</p> <p>**Minimum rental time: 4 Hours** Number of units available: 22</p> <p>APPLICATION TRUCKS: (Bare)</p> <p>HOURLY RENTAL RATES: NOT Within the City of Los Angeles, City Limits Hourly: \$252.00</p>						
8	721417	Job Tankers, for delivery of Premix, R.E.A.S in trailer moun	EA	\$600.0000		
<p>Extended Description: Job Tankers, for delivery of Premix, R.E.A.S. in trailer mounted 4,000 gallon tank to any location within the City of Los Angeles.</p> <p>JOB TANKER: As needed Delivery of Premix, R.E.A.S in trailer mounted 4,000 gallon tank to any location within the City of Los Angeles.</p> <p>\$600 Per Load</p>						
9	301216	Asphalt Binder, Heavy Traffic, Structurally Modified Binder	STN	\$800.0000		
<p>Extended Description: Heavy Traffic Binder: Structurally Modified Binder PG 76-10 (City of Los Angeles Custom Mix)</p> <p>Specifications as called in Attachment B of EV 4672, as provided by GSD Bureau of Standards.</p>						

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
10	78121603	Delivery, Trucking to AP1 Asphalt Binder, PG 76-10	STN	\$17.0000		
Extended Description: Delivery, Trucking to Asphalt Plant 1 of Asphalt Binder, Heavy Traffic, Structural Modified PG-10 (City of Los Angeles Custom Mix).						
Delivery, Trucking to Asphalt Plant I of Custom Blend, Heavy Traffic Asphalt Binder, Structural Modified PG-10.						
11	78121603	Delivery, Trucking - AP2, Asphalt Binder, PG 76-10	STN	\$19.0000		
Extended Description: Delivery, Trucking to Asphalt Plant II Asphalt Binder, Heavy Traffic, Structural Modified PG-10 (City of Los Angeles Custom Mix).						
Delivery, Trucking to Asphalt Plant II of Custom Blend, Heavy Traffic Asphalt Binder, Structural Modified PG 10.						
12	721417	Rental, of Job Tankers, for Delivery of Premix, R.E.A.S. not	SMI	\$3.0000		
Extended Description: Rental, of Job Tankers, for Delivery of Premix, R.E.A.S. not within the City of L.A., (price to include delivery fee and mileage from PMI's shipping Plant).						
For any location outside the City of L.A., delivery change from PMI Shipping Plant						
\$3.00 per mile (\$600.00 Minimum)						
For any location outside the City of L.A., delivery change from PMI Shipping Plant \$3.00 per mile (\$600.00 Minimum)						
13	301216	Fine Aggregate Slurry Mix: Premixed REAS.	GLL	\$3.0000		
Extended Description: Fine Aggregate Slurry Mix: Premixed REAS.						
Specifications as called in Attachment B of EV 4672, as provided by GSD Bureau of Standards.						
14	721417	Pump Rental, Specialized Slurry Pump, (pump capable of 250	DAY	\$500.0000		
Extended Description: Pump Rental, Specialized Slurry Pump.						
(Pump capable of 250 gallons centralized mix slurry/minute).						
DAILY RENTAL RATES:						
Daily: \$500.00						
Minimum rental time: 1 day						
Number of units available: 12						
15	78121603	Delivery, Trucking (common carrier) AP1, Asphalt, Hvy Bndr	STN	\$17.0000		
Extended Description: Delivery, Trucking (common carrier) to Asphalt Plant I of Asphalt, Heavy Traffic Binder, (City of LA Custom Mix)						
Note* Please include Proof of Delivery/Bill of Lading from common carrier trucking along with their invoice to ensure prompt payment.						
16	78121603	Delivery, Trucking (common carrier) to AP2 of Asphalt, Heavy	STN	\$19.0000		
Extended Description: Delivery, Trucking (common carrier) to Asphalt Plant II of Asphalt, Heavy Traffic Binder, (City of LA Custom Mix).						
Note* Please include Proof of Delivery/Bill of Lading from common carrier trucking along with their invoice to ensure prompt payment.						

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
17	721116	Plant Opening	EA	\$1,500.0000		
Extended Description: Plant Opening: For, Saturday, Sunday or Holidays						
Saturday \$ 1,500						
Sunday \$ 1,500						
Holiday \$ 1,500						
18	801116	Per Diem for Los Angeles.	DAY	\$150.0000		
Extended Description: Per Diem for Temp Los Angeles personnel						
19	721417	Rental, Storage Tank Portable for Jobsite Work.	DAY	\$1,000.0000		
Extended Description: Rental, Storage Tank Portable for Jobsite Work.						
PORTABLE STORAGE TANK RENTAL:						
DAILY, RENTAL RATES:						
Daily: \$ 1,000.00						
Minimum rental time: 1 Day						
Number of units available: 5						
20	721417	Rental, Slurry Box	DAY	\$250.0000		
Extended Description: SLURRY BOX RENTAL:						
DAILY, RENTAL RATES:						
Daily: \$ 250.00						
Minimum rental time: 1 Day						
Number of units available: 5						
21	721417	Rental, Delivery, Tanker - Bare, each load.	EA	\$200.0000		
Extended Description: TANKER (Bare) DELIVERY, RENTAL:						
DAILY, RENTAL RATES:						
\$ 200.00 per load						
Number of units available: 28						
22	801116	Labor, Posting & Notifying Affected Traffic Disruptions	HUR	\$0.0100		
*** THIS LINE IS NOT ACTIVE ***						
Extended Description: NOTE: THIS LINE IS BEING REPLACED BY LINES 26 (REG.RATE) & LINES 27 (OVERTIME RATE)						
LABOR:						
Labor for work performed in accordance with the RFQ/Contract specifications and requirements attached.						
Regular rate: \$95.00						
Overtime rate: \$142.50						
Labor rates shall be subject to change in accordance with the applicable prevailing wage, living wage, or minimum wage, and upon supplier's written notification to the Purchasing Agent.						

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
23	551215	Hangtag/Doorknob Notices of Affected Traffic Disruptions	EA	\$0.3000		
Extended Description: HANG TAG NOTICES: \$0.30 Per Hang Tag Notice \$300.00 Minimum per job = (1,000 hang tags)						
24	55121710	Traffic Control, To furnish, place/maintain traffic signage,	DAY	\$1,500.0000		
Extended Description: Traffic Control, To furnish, place/maintain traffic signage, excluding electronic, of affected areas, (NO LABOR INVOLVED).						
25	721417	Rental, Sweeper, Mobile Units.(only if no showCity Sweepers)	HUR	\$0.0100		
*** THIS LINE IS NOT ACTIVE ***						
Extended Description: NOTE: THIS LINE IS BEING REPLACED BY LINES 28 (REG.RATE), LINES 29 (OVERTIME RATE) & LINES 30 (SUNDAY & HOLIDAY) HOURLY RENTAL RATES: Regular Rate Hourly: \$ 200.00 Overtime Rate Hourly: \$ 300.00 Sunday/Holiday Rate Hourly: \$ 400.00 Minimum rental time: 8 Hours Number of units available: 2						
26	801116	Labor, Reg .Rate, Posting & Notify Affected TrafficDisrupt	HUR	\$95.0000		
Extended Description: NOTE: THIS LINE IS REPLACEMENT FOR LINES 22 (REG.RATE)LABOR: Labor, Posting and Notifying of Affected Traffic Disruptions Labor for work performed in accordance with the RFQ/Contract specifications and requirements attached. Regular rate: \$95.00 Labor rates shall be subject to change in accordance with the applicable prevailing wage, living wage, or minimum wage, and upon supplier's written notification to the Purchasing Agent.						
27	801116	Labor, Overtime Rate, Posting & Notify Affected Traffic	HUR	\$142.5000		
Extended Description: NOTE: THIS LINE IS REPLACEMENT FOR LINES 22 (Overtime Rate) LABOR: Labor, Posting and Notifying of Affected Traffic Disruptions Labor for work performed in accordance with the RFQ/Contract specifications and requirements attached. Overtime rate: \$142.50 Labor rates shall be subject to change in accordance with the applicable prevailing wage, living wage, or minimum wage, and upon supplier's written notification to the Purchasing Agent.						
28	721417	Rental, Sweeper, Mobile Unit, Regular rate	HUR	\$200.0000		
Extended Description: NOTE: THIS LINE REPLACES LINES 25 (REG.RATE), Rental, Sweeper, Mobile Units, to be used "only" should City Sweepers not show up. HOURLY RENTAL RATES: Regular Rate Hourly: \$ 200.00 Minimum rental time: 8 Hours Number of units available: 2						

Line	Commodity Code	CL Description	UOM	Unit Price	Markdown %	Markup %
29	721417	Rental, Sweeper, Mobile Units, Overtime Rate.	HUR	\$300.0000		
Extended Description: NOTE: THIS LINE REPLACES LINES 25 (OVERTIME RATE) Rental, Sweeper, Mobile Units, to be used "only" should City Sweepers not show up. HOURLY RENTAL RATES: Overtime Rate Hourly: \$ 300.00 Minimum rental time: 8 Hours Number of units available: 2						
30	721417	Rental, Sweeper, Mobile Units, Sunday/ Holiday Rate.	HUR	\$400.0000		
Extended Description: NOTE: THIS LINE REPLACES LINES 25 (Sunday & HOLIDAY RATE) Rental, Sweeper, Mobile Units, to be used "only" should City Sweepers not show up. HOURLY RENTAL RATES: Overtime Rate Hourly: \$ 400.00 Minimum rental time: 8 Hours Number of units available: 2						
31	30121601	1781 Slurry, Pilot Program	GLL	\$1.9600		
Extended Description: Pilot Program: 1781 Slurry						
32	30121601	Cold in Place Recycling, CIR, Pilot Program	GLL	\$3.6500		
Extended Description: Pilot Program: CIR						
33	30121601	Reclaimed Asphalt Pavement RAP, Central Mixed Slurry, Pilot	GLL	\$2.0100		
Extended Description: Pilot Program: Reclaimed Asphalt Pavement RAP, Centrally Mixed Slurry						
34	30121601	Emulsion, Cold Patch, Modified Emulsion, Pilot Program	GLL	\$3.6500		
Extended Description: Pilot Program: Emulsion Cold Patch, Modified Emulsion						

Authorized By

Annual Requirements Contract Clauses, Terms, and Conditions

Line Item Provisions

Clauses and Comments on PDF

Document Provisions

Section intentionally left blank.

Supporting Documents

CONTRACT COMMENTS

Document ID 59680	Document Phase Final	Document Description Slurry, Premix R.E.A.S.	Page 8 of 13
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Procurement Analyst: Daisy Curaming
E-mail address: daisy.curaming@lacity.org

Phone Number: 213-978-0812
Fax Number: 213-928-9511

Requirements Contract for: ****Slurry, Pre-Mix R. E. A. S. **** Award No. 59680

Payment Terms: 1.88% net 30 days Delivery: 1 Days ARO RFQ No.:EV4672 Previous Contract: 59180

You are hereby notified of the award of this contract with the City of Los Angeles in accordance with RFQ Number EV4672, to furnish the City's annual requirements for the items and/or services identified in this document. The entire RFQ (including Attachment A and specifications) or any items thereof, addendums, and general conditions comprise the contract. The Quotation document signed by the appropriate contractor and by duly authorized City officials is on file in the Purchasing Agent's office.

NOTE: SALES TAX WILL BE ADDED AT TIME OF ORDER.

The following listed item(s) cover the only product(s) or service(s) approved for purchase under this contract. Products or services requested by the City and not listed in the contract require a separate City Purchase Order in order for the supplier to receive payment.

SUPPLIER CONTACT:

Contact Person: Frank B. Hoffman
Title: C. F. O.
Telephone No.: 760-603-0961
Fax No.: 760-603-0962
E-Mail Address: frank@pmitechnology.com
24 Hour Contact No.: 760-271-0197

CONTRACT PURCHASE ORDERS:

Contract Purchase Orders will be issued during the contract period for materials or services as required. Supplier shall deliver no goods or services until a City department issues a Contract Purchase Order.

APPROVED CONTRACT ITEM PURCHASES:

The listed items cover the only products approved for purchase under this contract.

The City of Los Angeles will not pay any invoice covering the delivery of any merchandise that is not explicitly authorized by this contract. Any products requested by the City not listed in the contract require a separate City Purchase Order in order for the supplier to receive payment.

RENEWAL OPTION:

The City reserves the right to renew this contract for five additional one(1) year period(s). All renewals shall be on an annual basis and under the same terms and conditions of the original contract.

ANNUAL PRICE ADJUSTMENT FOR LONG TERM FIXED PRICE CONTRACTS:

Unit Prices for each line item shall be fixed for one year from the contract start date. On contract anniversaries and renewals, unit prices may be adjusted for the next year in accordance with manufacturer's published price adjustments. Any price adjustments shall be mutually agreed upon by the City Purchasing Agent and the supplier. Price increases will not exceed a reasonable amount, supported by written documentation as indicated in the paragraph below and as determined by the City Purchasing Agent, for any price adjustment. Price reductions may be issued at any time.

The City reserves the right to terminate contract without further obligation by either party in event price increases are not acceptable. Escalating factors will not be automatically granted. Requests for price increases shall be in writing and accompanied by each manufacturer(s) price list(s) with appropriate supporting documents acceptable to the City. Such documents shall include, but not be limited to manufacturer/distributor/dealer invoices, insurance bills, utility bills, freight bills, payroll records, etc.

Document ID 59680	Document Phase Final	Document Description Slurry, Premix R.E.A.S.	Page 9 of 13
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The request shall state the percentage increase and the revised price for each affected contract item.

No increases will be granted without prior approval of the City Purchasing Agent.

ESTIMATED EXPENDITURES:

Total expenditures for the life of this contract, including the initial term and all renewals or extensions, are estimated to be \$67,788,010. No guarantee can be given that this total will be reached or that it will not be exceeded. Supplier agrees to furnish more or less in accordance with actual contract requirements.

AUTHORIZED DISTRIBUTOR/DEALER:

The supplier indicates it is an authorized factory distributor/dealer for the manufacturer quoted, or has provided a formal Letter of Certification from the manufacturer, stating that the manufacturer will honor any warranty claims by the City for equipment, parts, and/or materials provided by the supplier.

The manufacturer will be responsible for any default of the supplier that is not corrected by the supplier in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.

LIQUIDATED DAMAGES FOR LATE DELIVERY:

Delivery delays beyond the Contract/Purchase Order delivery date will result in added expense to the City. The City of Los Angeles shall be paid damages for such delay. Inasmuch as the amount of damage is extremely difficult to ascertain, the supplier agrees to compensate the City in the amount of \$100.00 per calendar day beyond the delivery date specified. This amount shall be fixed as liquidated damages that the City will suffer by reason of such delay, and not as a penalty. The City shall have the right to deduct and retain the amount of such liquidated damages from any monies due the supplier.

The supplier shall be entitled to a reasonable extension of time for unavoidable delay in delivery due to causes not reasonably foreseeable by the parties at the time of the Contract/Purchase Order execution, and that are entirely beyond the control and without the fault or negligence of the supplier, including, but not limited to, acts of God or the public enemy, war or other national emergency making delivery temporarily impossible or illegal, acts or omissions of other suppliers, strikes and labor disputes not brought on by any act or omission of the supplier, fire, flood, epidemics, quarantines, or freight embargoes.

INSURANCE:

The suppliers General Liability and Workers Compensation Insurance Certificates are recorded in the City Administrative Officer's Risk Management Track4LA database.

REPRESENTATIVE SAMPLE TESTING:

Representative samples may be taken from each delivery and tested for compliance with specifications. Testing costs will be paid by the City for samples that comply. If samples do not comply with requirements, the expense of testing will be charged to the supplier, and delivery will be rejected. The supplier will be required to pick up the rejected material and to make a new delivery within 5 days of notification by the City. Notification will be made by the most effective means to the supplier's designated representative.

SALES/USE TAX PAID DIRECTLY TO STATE:

Since the supplier has not indicated it has a permit to collect California State sales tax, the City will pay use tax directly to the State of California. No sales tax will be paid to the supplier.

OTHER GOVERNMENT AGENCY PURCHASES:

Other government agencies may make purchases using the prices, terms and conditions of this contract.

OFF-PEAK DELIVERY AND PICK-UP HOURS:

The City of Los Angeles requires off-peak delivery and pickup of all commodities by City suppliers between the hours of 9:00 AM and 3:30 PM, Monday through Friday, to reduce traffic and vehicle

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emissions during morning and afternoon commute times. Suppliers are determined in compliance if the actual delivery or pickup time provides for arrival at the City location on or after 9:00 AM and on or before 3:30 PM.

Unless otherwise instructed by authorized City personnel, suppliers are required to schedule deliveries and/or pickups during the off-peak period. City departments sharing facilities that order products from the same supplier shall make every effort to coordinate off-peak deliveries and pickups with the supplier.

Emergency and critical need orders, or other non-conforming deliveries and pickups specifically requested by City departments shall not constitute a violation of this requirement. In addition, circumstances that are outside of the supplier's control and documented by the supplier to the ordering department's or the City Purchasing Agent's satisfaction shall not constitute a violation of this requirement.

Noncompliance with this requirement may result in cancellation of a Purchase Order(s) or termination of Contract(s) between the City and the supplier.

If circumstances related to department operations preclude regularly scheduled deliveries between the hours of 9:00 AM and 3:30 PM, Monday through Friday, the affected City department shall notify the supplier of any allowable exception(s).

SHIPPING CHARGES:

Please prepay and add shipping or delivery charges to your invoice. Please include a copy of your freight bill with your invoice.

Document ID	Document Phase	Document Description	Page
Procurement Analyst: Martha Medina		Phone Number: 213-928-9536	11
E-mail Address: Martha.Medina@lacity.org		Slurry, Pre-Mix R.E.A.S. 213-928-9511	of 13

Requirements Contract for: ****Slurry, Pre-Mix R.E.A.S. **** Award No. 59680

Payment Terms: 1.88% net 30 days Delivery: 1 Days ARO RFQ No.:EV4672 Previous Contract: 59180

Renewal Options: 5 Option Date 1 = --/--/-- Option Date 2 = --/--/-- Option Date 3 = --/--/--
Options Granted: 0 Option Date 4 = --/--/-- Option Date 5 = --/--/--

You are hereby notified of the award of this contract with the City of Los Angeles in accordance with RFQ Number EV4672, to furnish the City's annual requirements for the items and/or services identified in this document. The entire RFQ (including Attachment A and specifications) or any items thereof, addendums, and general conditions comprise the contract. The Quotation document signed by the appropriate contractor and by duly authorized City officials is on file in the Purchasing Agent's office.

NOTE: SALES TAX WILL BE ADDED AT TIME OF ORDER.

The following listed item(s) cover the only product(s) or service(s) approved for purchase under this contract. Products or services requested by the City and not listed in the contract require a separate City Purchase Order in order for the supplier to receive payment.

SUPPLIER CONTACT:

Contact Person: Frank B. Hoffman, Title: C. F. O.
Telephone No.: 760-603-0961
Fax No.: 760-603-0962
E-Mail Address: frank@pmitotechnology.com
24 Hour Contact No.: 760-271-0197

CONTRACT PURCHASE ORDERS:

Contract Purchase Orders will be issued during the contract period for materials or services as required. Supplier shall deliver no goods or services until a City department issues a Contract Purchase Order.

APPROVED CONTRACT ITEM PURCHASES:

The listed items cover the only products approved for purchase under this contract. The City of Los Angeles will not pay any invoice covering the delivery of any merchandise that is not explicitly authorized by this contract. Any products requested by the City not listed in the contract require a separate City Purchase Order in order for the supplier to receive payment.

RENEWAL OPTION:

The City reserves the right to renew this contract for 5 additional one (1) year period(s). All renewals shall be on an annual basis and under the same terms and conditions of the original contract.

ANNUAL PRICE ADJUSTMENT FOR LONG TERM FIXED PRICE CONTRACTS:

Unit Prices for each line item shall be fixed for one year from the contract start date. On contract anniversaries and renewals, unit prices may be adjusted for the next year in accordance with manufacturer's published price adjustments. Any price adjustments shall be mutually agreed upon by the City Purchasing Agent and the supplier. Price increases will not exceed a reasonable amount, supported by written documentation as indicated in the paragraph below and as determined by the City Purchasing Agent, for any price adjustment. Price reductions may be issued at any time.

The City reserves the right to terminate contract without further obligation by either party in event price increases are not acceptable. Escalating factors will not be automatically granted. Requests for price increases shall be in writing and accompanied by each manufacturer(s) price list(s) with appropriate supporting documents acceptable to the City. Such documents shall include, but not be limited to manufacturer/distributor/dealer invoices, insurance bills, utility

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bills, freight bills, payroll records, etc. The request shall state the percentage increase and the revised price for each affected contract item.

No increases will be granted without prior approval of the City Purchasing Agent. ESTIMATED EXPENDITURES AND THRESHOLD ADJUSTMENT:
 Total expenditures for the life of this contract, including the initial term and all renewals or extensions, are estimated to be \$67,788,010. No guarantee can be given that this total will be reached or that it will not be exceeded. Supplier agrees to furnish more or less in accordance with actual contract requirements.

AUTHORIZED DISTRIBUTOR/DEALER:

The supplier indicates it is an authorized factory distributor/dealer for the manufacturer quoted, or has provided a formal Letter of Certification from the manufacturer, stating that the manufacturer will honor any warranty claims by the City for equipment, parts, and/or materials provided by the supplier.

The manufacturer will be responsible for any default of the supplier that is not corrected by the supplier in a timely and efficient manner. This responsibility includes replacing incorrect or defective parts, trouble shooting, and correcting problems that are traceable to the manufacturer.

ANNUAL PRICE ADJUSTMENT FOR LONG TERM FIXED PRICE CONTRACTS:

Unit Prices for each line item shall be fixed for one year from the contract start date. On contract anniversaries and renewals, unit prices may be adjusted for the next year in accordance with manufacturer's published price adjustments. Any price adjustments shall be mutually agreed upon by the City Purchasing Agent and the supplier. Price increases will not exceed a reasonable amount, supported by written documentation as indicated in the paragraph below and as determined by the City Purchasing Agent, for any price adjustment. Price reductions may be issued at any time.

The City reserves the right to terminate contract without further obligation by either party in event price increases are not acceptable. Escalating factors will not be automatically granted. Requests for price increases shall be in writing and accompanied by each manufacturer(s) price list(s) with appropriate supporting documents acceptable to the City. Such documents shall include, but not be limited to manufacturer/distributor/dealer invoices, insurance bills, utility bills, freight bills, payroll records, etc. The request shall state the percentage increase and the revised price for each affected contract item.

No increases will be granted without prior approval of the City Purchasing Agent.

LIQUIDATED DAMAGES FOR LATE DELIVERY:

Delivery delays beyond the Contract/Purchase Order delivery date will result in added expense to the City. The City of Los Angeles shall be paid damages for such delay. Inasmuch as the amount of damage is extremely difficult to ascertain, the supplier agrees to compensate the City in the amount of \$100.00 per calendar day beyond the delivery date specified. This amount shall be fixed as liquidated damages that the City will suffer by reason of such delay, and not as a penalty. The City shall have the right to deduct and retain the amount of such liquidated damages from any monies due the supplier.

The supplier shall be entitled to a reasonable extension of time for unavoidable delay in delivery due to causes not reasonably foreseeable by the parties at the time of the Contract/Purchase Order execution, and that are entirely beyond the control and without the fault or negligence of the supplier, including, but not limited to, acts of God or the public enemy, war or other national emergency making delivery temporarily impossible or illegal, acts or omissions of other suppliers, strikes and labor disputes not brought on by any act or omission of the supplier, fire, flood, epidemics, quarantines, or freight embargoes.

INSURANCE:

The suppliers General Liability and Workers Compensation Insurance Certificates are recorded in the City Administrative Officer's Risk Management Track4LA database.

Document ID	Document Phase	Document Description	Page
REPRESENTATIVE SAMPLE TESTING:	REPRESENTATIVE SAMPLE TESTING:	Representative samples may be taken from each delivery and tested for compliance with specifications. Testing costs will be paid by the City for samples that comply. If samples do not comply with requirements, the expense of testing will be charged to the supplier, and delivery will be rejected. The supplier will be required to pick up the rejected material and to make a new delivery within 5 days of notification by the City. Notification will be made by the most effective means to the supplier's designated representative.	13

SALES/USE TAX PAID DIRECTLY TO STATE:

Since the supplier has not indicated it has a permit to collect California State sales tax, the City will pay use tax directly to the State of California. No sales tax will be paid to the supplier.

REPRESENTATIVE SAMPLE TESTING:

Representative samples may be taken from each delivery and tested for compliance with specifications. Testing costs will be paid by the City for samples that comply. If samples do not comply with requirements, the expense of testing will be charged to the supplier, and delivery will be rejected. The supplier will be required to pick up the rejected material and to make a new delivery within 5 days of notification by the City. Notification will be made by the most effective means to the supplier's designated representative.

SALES/USE TAX PAID DIRECTLY TO STATE:

Since the supplier has not indicated it has a permit to collect California State sales tax, the City will pay use tax directly to the State of California. No sales tax will be paid to the supplier.

OTHER GOVERNMENT AGENCY PURCHASES:

Other government agencies may make purchases using the prices, terms and conditions of this contract.

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

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	215,560	1,929,447	2,615,000	74 %	685,553
Callout	108	10,475	9,000	116 %	(1,475)
Group dental/vision	1,488	26,934	30,500	88 %	3,566
Group disability	699	8,659	13,750	63 %	5,091
Group health	34,609	304,862	440,700	69 %	135,838
Group life	507	4,532	6,650	68 %	2,118
Longevity	2,677	26,031	37,000	70 %	10,969
Overtime	1,805	17,764	19,500	91 %	1,736
Payroll taxes	15,577	152,624	205,200	74 %	52,576
Retirement	18,900	183,656	269,500	68 %	85,844
Standby	2,672	26,194	38,000	69 %	11,806
Unemployment	0	162	0	0 %	(162)
Workers comp	3,619	35,421	47,400	75 %	11,979
Certifications	521	3,689	8,794	42 %	5,105
Chemicals	25,351	271,470	383,770	71 %	112,300
Clothing/Safety	1,890	16,735	39,625	42 %	22,890
Comprehensive insurance	36,764	225,735	296,500	76 %	70,765
Contract services	90,712	278,882	417,110	67 %	138,228
County charges	39	15,601	22,000	71 %	6,399
Directors' fees	7,500	39,000	36,500	107 %	(2,500)
Electricity	45,357	415,496	519,000	80 %	103,504
Gas/Oil	3,830	21,956	52,000	42 %	30,044
Memberships/Subscriptions	2,412	42,308	32,860	129 %	(9,448)
Natural gas	374	3,940	5,000	79 %	1,060
Office expense	628	8,265	16,000	52 %	7,735
Operating supplies	9,514	99,452	160,500	62 %	61,048
Other expenses	5,134	21,163	35,000	60 %	13,837
Permits & fees	0	79,808	88,450	90 %	8,642
Pretreatment	0	0	1,000	0 %	1,000
Professional/Legal	58,085	269,098	269,230	100 %	132
Publications	466	1,773	4,500	39 %	2,727
Repairs/Maintenance	59,973	395,566	592,200	67 %	196,634
Research & monitoring	1,792	39,362	92,800	42 %	53,438
Small tools	114	20,516	31,500	65 %	10,984
Telephone	1,408	14,082	19,500	72 %	5,418
Trash collection	2,944	22,067	35,000	63 %	12,933
Travel/Mtgs/Ed	5,405	84,995	81,250	105 %	(3,745)
Water	1,482	14,029	28,500	49 %	14,471
Total Expenses	659,916	5,131,751	7,000,789	73 %	1,869,038

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

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Capital Expenses					
Capital O & M Fund 11	11,331	123,092	235,000	52 %	111,908
Capital Replacement Fund 12	153,133	519,390	2,469,410	21 %	1,950,020
Capital Improvement Fund 13	0	0	40,000	0 %	40,000
Total Capital Expenses	164,464	642,482	2,744,410	23 %	2,101,928

Valley Sanitary District
Monthly Income Summary
 March 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	\$41,169	\$10,719,428	\$11,144,678	96 %	\$425,250
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	(\$1,255)	\$15,570	\$20,000	78 %	\$4,430
Plan Check Fees	\$600	\$7,550	\$10,000	76 %	\$2,450
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$156	\$7,100	\$0	0 %	(\$7,100)
Taxes - Current Secured	\$18,038	\$418,741	\$700,000	60 %	\$281,259
Taxes - Current Unsecured	\$0	\$25,778	\$25,000	103 %	(\$778)
Taxes - Prior Secured	\$0	\$7,748	\$6,000	129 %	(\$1,748)
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$0	\$114	\$7,000	2 %	\$6,886
Supple Prop. Taxes - Prior	\$309	\$2,209	\$3,200	69 %	\$991
Homeowners Tax Relief	\$0	\$3,101	\$6,000	52 %	\$2,899
Interest Income	\$1,714	\$179,695	\$300,000	60 %	\$120,305
Unrealized gains (losses)	\$0	\$11,555	\$0	0 %	(\$11,555)
Rebate Income	\$0	\$350	\$0	0 %	(\$350)
Non-Operating Revenues - Fnd 11	\$15	\$231,386	\$500	46,277 %	(\$230,886)
Interest Income	\$0	\$233,801	\$0	0 %	(\$233,801)
Connection Fees	\$79,200	\$720,148	\$1,100,000	65 %	\$379,852
Interest Income	\$0	\$60,820	\$120,000	51 %	\$59,180
Total Revenues	\$139,946	\$12,645,094	\$13,446,678	94 %	\$801,584