



Board of Directors Regular Meeting  
Tuesday, June 8, 2021 at 1:00 PM  
Valley Sanitary District  
45-500 Van Buren Street, Indio, CA 92201

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

Pursuant to the Governor’s Executive Order N-25-20 issued on March 4, 2020 and N-29-20 issued on March 18, 2020; the Board of Directors regular meeting will be conducted remotely through Zoom. **Members of the public wanting to participate in the open session of the meeting may do so via the following Zoom registration link: <https://zoom.us/j/95409532098>** Meeting ID: 954 0953 2098 or by calling 669-900-9128 or 253-215-8782. Members of the public wanting to address the Board, either during public comment or for a specific agenda item, or both, are requested to send an email notification no later than 12:30 p.m. on the day of the meeting to the Valley Sanitary District’s Clerk of the Board at [hgould@valley-sanitary.org](mailto:hgould@valley-sanitary.org).

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. June Employee Anniversaries
  - Andy Boyd, Wastewater Operator III - 12 years
  - Nick Castaneda, Collection System Tech II - 7 years
  - Beverli Marshall, General Manager - 2 years





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 May 25, 2021 Regular Meeting Minutes<br><a href="#">3.1 25 May 2021 Meeting Minutes.pdf</a>    | 6 - 10  |
| 3.2. | Approve Warrants for May 20 through June 2, 2021<br><a href="#">3.2 Warrants for May 20 to June 2, 2021.pdf</a>    | 11      |
| 3.3. | Accept Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance within the Paradiso Subdivision, East of Monroe Street and North of Avenue 41<br><a href="#">3.3 Staff Report Grant of Easement Tract No 31815.pdf</a> <br><a href="#">3.3 Attachment A Tract Map No 31815.pdf</a>  | 12 - 16 |

### 4. NON-HEARING ITEMS

- |      |   |           |
|------|---|-----------|
| 4.1. | Adopt Resolution No, 2021-1146 Approving the Comprehensive Budget for Fiscal Year 2021/22<br><a href="#">4.1 Adopt Resolution No. 2021-1146 Approving the Comprehensive Budget for Fiscal Year 2021-22.pdf</a> <br><a href="#">4.1 Attachment A Operating and Capital Budget FY22.pdf</a> <br><a href="#">4.1 Attachment B Reso No 2021-1146 Budget 2022.pdf</a>                                 | 17 - 157  |
| 4.2. | Set a Public Hearing Date for July 27, 2021 - Determining Certain Accounts to be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection<br><a href="#">4.2 Set a Public Hearing Date for July 27 2021 – Determining Certain Accounts to be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection.pdf</a> <br><a href="#">4.2 Attachment A Notice of Public Hearing Delinquent Charges.pdf</a>  | 158 - 161 |

- 4.3. Approve Blanket Purchase Orders for the Listed Vendors and Amounts for Fiscal Year 2021/22 in a Total Amount Not to Exceed \$3,006,488 162 - 164  
[4.3 Approve Blanket Purchase Orders for the Listed Vendors and Amounts for Fiscal Year 2021-22 in a Total Amount Not to Exceed.pdf](#)  
  
[4.3 2021-2022 Proposed Blanket Purchase Order List of Vendors.pdf](#)  

- 4.4. Adopt the VSD Diversity, Equity & Inclusion Policy 165 - 170  
[4.4 Staff Report Diversity Equity Inclusion Policy.pdf](#)   
[4.4 Attachment A Diversity Equity Inclusion Policy.pdf](#) 
- 4.5. Authorize General Manager to Execute Task Order No. 21-02 with Harris & Associates for Collection System Design and Program Management Project - Phase III in an Amount Not to Exceed \$697,400 171 - 179  
[4.5 Staff Report Award of Contract Harris CS Rehab & Replace Ph 3.pdf](#)  
  
[4.5 Attachment A VSD TO3 for PADM-V3 Proposal.pdf](#)   
[4.5 Attachment B VSD TO3 for PADM-V3-FEE.pdf](#) 
- 4.6. Authorize General Manager to Execute Task Order No. 21-01 with Dudek & Associates for Design Services for the Treatment Plant Water Main Replacement Project in an Amount Not to Exceed \$24,330 180 - 202  
[4.6 Staff Report Award of Contract Dudek Plant Watermain Replacement.pdf](#)   
[4.6 Attachment A Plant Watermain Replacement Proposal.pdf](#) 
- 4.7. Authorize Staff to Issue a Notice to Proceed to SGH Architects to Complete the Design of the Training & Office and Laboratory Building in an Amount Not to Exceed \$307,615 203 - 218  
[4.7 Staff Report New Office & Training and Laboratory Buildings.pdf](#)  
  
[4.7 Attachment A Proposal VSD SGH TrainingOfficeBldg 20200519.pdf](#) 

[4.7 Attachment B Proposal\\_VSD\\_Laboratory\\_SGH\\_201111.pdf](#) 

- 4.8. Discuss and Select CalPERS Unfunded Accrued Liability (UAL) Fresh Start Option and Authorize Payment to CalPERS for Fiscal Year 2021/22 219 - 221

[4.8 Staff Report CalPERS UAL.pdf](#) 

[4.8 Attachment A Fresh Starts.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. Monthly General Manager's Report - April 2021 222 - 233

[5.1 Staff Report GM Report April.pdf](#) 

[5.1 Attachment A Admin Services Report April.pdf](#) 

[5.1 Attachment B NPDES report for April.pdf](#) 

[5.1 Attachment C Collection Services Report May.pdf](#) 

[5.1 Attachment D Development Services Report May.pdf](#) 

[5.1 Attachment E Capital Improvement Program Update for May.pdf](#) 

## 6. COMMITTEE REPORTS

- 6.1. Operations Committee - June 1, 2021, Regular Meeting Minutes 234 - 235

[6.1 Operations Committee Draft 1 Jun 2021 Meeting Minutes.pdf](#) 

## 7. DIRECTOR'S ITEMS

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

## 8. INFORMATIONAL ITEMS

- 8.1. Today, June 8, 2021, is recognized as World Ocean Day, which was first proposed by Canada during the 1992 Earth Summit, began worldwide in 2002, and was officially recognized by the United Nations in 2008. This year's theme is "One Ocean, One

**9. PUBLIC COMMENT**

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

**10. CONVENE IN CLOSED SESSION**

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

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

**11. CONVENE IN OPEN SESSION**

Report out on Closed Session items

**12. ADJOURNMENT**

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

# UNOFFICIAL UNTIL APPROVED

## VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING May 25, 2021

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

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held via videoconference, on Tuesday, May 25, 2021.

### 1. **CALL TO ORDER**

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

#### 1.1 Roll Call

Directors Present:

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

Staff Present:

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

#### 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.*

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None.

### 3. **CONSENT CALENDAR**

3.1 Approve May 11, 2021 Regular Meeting Minutes

3.2 Approve Warrants for May 6 through May 19, 2021

3.3 Accept Monthly Financial Report for Period Ending April 30, 2021

3.4 Credit Card Statement for April 30, 2021

3.5 Declare Surplus Equipment and Authorize Disposition as Appropriate

### **ACTION TAKEN:**

#### **MOTION:**

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

**MINUTE ORDER NO. 2021-3100**

# UNOFFICIAL UNTIL APPROVED

## 4. PUBLIC HEARING

Conduct a Public Hearing to Discuss Amending Fees & Charges for District Services and Establishing the Gann Appropriations Limit for Fiscal Year 2021/22

- ✓ General Notice and Call
- ✓ President Announces Public Hearing Procedures
- ✓ General Manager's Report
- ✓ President Declares Public Hearing Open
- ✓ Public Comments
- ✓ President Declares Public Hearing Closed
- ✓ Board Discussion
- ✓ Consideration of Resolution

4.1 Adopt Resolution 2021-1143 Establishing Fees & Charges for District Services for Fiscal Year 2021/22

4.2 Adopt Resolution 2021-1144 Establishing the Gann Appropriations Limit for Fiscal Year 2021/22

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President Sear asked Ms. Marshall to give a brief summary of the actions leading up to the Public Hearing. Ms. Marshall stated that in accordance with California Proposition 218, the Valley Sanitary District duly advised all customers via U.S. Mail of a Public Hearing in order to consider an increase to the Sewer Use Rate. Additionally, a notice of the Public Hearing was published in the Desert Sun newspaper on May 5, 2021 and May 12, 2021 and posted on the District's website. President Sear read the procedures to be followed during the hearing and asked Ms. Marshall to summarize any written communications regarding proposed Resolutions 2021-1143 and 2021-1144. Ms. Marshall informed the Board that no written communication had been received. President Sear declared the Public Hearing open at 1:11 p.m. and asked Ms. Marshall to give a brief staff report which would be followed by any public testimony. Being no comments from the public, President Sear declared the Public Hearing closed at 1:18 p.m. Discussion took place on amending the fees and charges for District services and establishing the Gann appropriations limits for fiscal year 2021/22. It was the consensus of the board to adopt Resolution No. 2021-1143, Establishing Fees & Charges for District Services for Fiscal Year 2021/22 and to adopt Resolution No. 2021-1144, Establishing the Gann Appropriations Limit for Fiscal Year 2021/22.

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING FEES AND CHARGES FOR DISTRICT SERVICES”**

**“A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ESTABLISHING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-22”**

### **ACTION TAKEN:**

**MOTION:** Secretary Canero made a motion to adopt Resolution 2021-1143 establishing fees and charges for District Services for Fiscal Year 2021/22. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:  
AYES: Canero, Coleman, Duran, Sear, Teague

# UNOFFICIAL UNTIL APPROVED

NOES: None

## RESOLUTION NO. 2021-1143

### ACTION TAKEN:

#### MOTION:

Director Duran made a motion to adopt Resolution 2021-1144 establishing the Gann annual appropriations limit for Fiscal Year 2021/22. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

## RESOLUTION NO. 2021-1144

### 5. NON-HEARING ITEMS

- 5.1 Recognize Staff for GFOA Certificate of Achievement for Excellence in Financial Reporting for FYE June 30, 2021

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The Government Finance Officers Association Certificate of Achievement (COA) is a prestigious national award and represents the highest form of recognition in governmental accounting and financial reporting. Receiving the COA can only be accomplished upon completion of an Annual Comprehensive Financial Report (ACFR), which is a more accurate and meaningful report on the District's financial condition than the basic financial statement typically completed. The District has achieved this recognition for the past nine (9) consecutive years. In addition, these awards are presented to individuals designated by the agency as primarily responsible for its having earned the certificate. The Administration Department worked to compile the award-winning ACFR by gathering the required information and statistical data related to District operation for the past ten years, coordinating and preparing the report content, and ensuring that the report fully complied with rigorous GFOA standards. This year the COA was presented to Holly Gould, Karen Hopper, and Jeanette Juarez. The Board presented the Holly, Karen, and Jeanette with their awards and thanked them for their hard work.

- 5.2 Adopt Resolution Amending Employee Wages and Benefits Effective July 1, 2021 and Rescind Resolution 2021-1145

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On April 20, 2021, the Board of Directors held a special meeting to review the proposed fiscal year 2021/22 comprehensive budget. During that meeting the proposed updated wage schedule was presented to the Board of Directors for review. The proposed wage change is to position the District to be more competitive with other agencies in the region and to address recruitment and retention issues. In the wage analysis that was completed in FY20, 13 comparable agencies were reviewed and examined. After receiving input from the Board of Directors at the Special Board Meeting, staff believes that the wage and benefits resolution reflects both the Board of Directors feedback as well reflecting the findings of the Compensation and Staffing Report. The estimated cost for the change in wage schedule is \$181,135. The resolution includes a realignment of wages consistent with the Compensation and Staffing Report, COLA of 1.7% effective July 1, 2021, increase in CalPERS employer contributions as established by CalPERS, and increase in VSD contributions toward medical plans based on the CalPERS required minimum employer contribution from \$139 to \$143.



# UNOFFICIAL UNTIL APPROVED

## “A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT AMENDING EMPLOYEE WAGES & BENEFITS EFFECTIVE JULY 1, 2021 AND RESCINDING RESOLUTION 2020-1130”

### **ACTION TAKEN:**

#### **MOTION:**

Director Duran made a motion to adopt Resolution No. 2021-1145 and rescind Resolution No. 2020-1130, effective July 1, 2021. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**RESOLUTION NO. 2021-1145**

- 5.3 Modify the Business Services Manager and Facility Operations Manager Positions from FLSA Non-Exempt to Exempt Status for the Purpose of Overtime Effective July 1, 2021

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The 2019 Staffing Analysis and Wage Comparison study identified that management level positions at the comparable agencies are classified as Fair Labor Standards Act (FLSA) exempt for the purpose of overtime. The FLSA requires employers to pay employees at the overtime rate (1.5 times the base hourly wage rate) for all hours worked more than 40 hours in a workweek. Certain positions (executive, administrative, professional, or highly compensated) are exempt from the FLSA overtime requirement when they meet all the following tests: salary-level test, salary-basis test, and a duties test. The Business Services Manager and Facility Operations Manager positions qualify as exempt based on meeting the salary-level, salary-basis, executive, and highly compensated employee tests. The Engineering Services Manager is already an exempt position based on meeting the salary-level, salary-basis, professional, and highly compensated employee tests. For market comparability and internal parity, all three manager positions should be designated as FLSA exempt.

### **ACTION TAKEN:**

#### **MOTION:**

Director Teague made a motion to approve changing the Business Services Manager and Facility Operations Manager positions from FLSA non-exempt to exempt status for the purpose of overtime. Vice President Coleman seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NOES: None

**MINUTE ORDER NO. 2021-3101**

## **6. GENERAL MANAGER'S ITEMS**

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Ms. Marshall informed the Board the upcoming CASA conference will be held live in San Diego in August. She told them that she was invited to sit on a panel for Diversity, Equity, and Inclusion. She also informed them of the article she was asked to write about Prop 218 notices being in the language of who receives them.

## **7. COMMITTEE REPORTS**

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None.

# UNOFFICIAL UNTIL APPROVED

## 8. DIRECTOR'S ITEMS

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President Sear, Vice President Coleman, and Director Teague thanked Ian Wilson for his 18 years at the District. They extended their congratulations and well wishes on his next chapter.

## 9. INFORMATIONAL ITEMS

9.1 June 5, 2021, is World Environmental Day and the theme is *Ecosystem Restoration*. Find out more at: <https://www.unep.org/events/un-day/world-environment-day-2021>.

## 10. PUBLIC COMMENT

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

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*None.*

## 11. CONVENE IN CLOSED SESSION

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

11.1 Pursuant to Government Code Section 54954.5  
Public Employee Performance Evaluation  
Title: General Manager

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The Board adjourned to closed session at 1:49 p.m.

## 12. CONVENE IN OPEN SESSION

*Report out on Closed Session items*

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The board reconvened to open session at 2:23 p.m. President Sear stated there was nothing to report.

## 13. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:23 p.m. The next regular Board meeting will be held on June 8, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District

<b>DISBURSEMENTS</b>			
<b>Approved at the Board Meeting of</b>			
<b>June 8, 2021</b>			
39176	Xylem Dewatering Solutions USA Inc.	Rebuild of RAS Pump #4 - VOIDED check # 39176 - NEW check # 39356	(\$16,891.71)
39312	Alliance Protection	Fire Alarm Monitoring for 06/01/2021 - 08/31/2021	\$366.00
39313	Caltest Analytical Laboratory	Monthly Samples	\$950.00
39313	Caltest Analytical Laboratory	Monthly Samples - 05/20/2021	\$258.75
39314	Conveyor & Storage Solutions, Inc	Storage Rack System	\$5,047.45
39315	Creative Sales Inc	Task Chairs for Staff	\$19,785.98
39315	Creative Sales Inc	(2) High Hack Ergo Chairs	\$1,294.13
39316	Denali Water Solutions	Biosolids Hauling - April 2021	\$7,085.76
39317	Downing Construction INC	*IPS Rehab Project Progress Payment #2 - March-April 2021	\$9,852.40
39318	Enthalpy Analytical LLC	2nd Qtr Monitoring 2021	\$900.00
39319	Gary Daniel Lopez	Photography Services 2nd Half of Payment	\$716.28
39320	Grainger	Sports Drink Mix	\$79.01
39320	Grainger	Door Holder	\$241.64
39321	Harris & Associates	*PADM Coll Sys Infr. Prog. - Phase 2 task 18-02	\$8,487.25
39322	Innovative Document Solutions	Copier Maintenance - April 2021	\$91.18
39323	McMaster-Carr Supply Co	Plastic Storage Case	\$80.70
39323	McMaster-Carr Supply Co	Composite Wood, Hooks, Baskets, Bin Box, Magnetic Holders	\$1,157.52
39324	MV Technologies	Iron Sponge Media	\$5,004.89
39325	Quinn Company	Genset Door Key	\$200.75
39326	Ronald Buchwald	Professional Engineering Certificate Renewal Reimbursement	\$180.00
39327	SC Fuels	Fuel	\$3,508.94
39328	SGH Architects Inc	*Lab Building Design - April 2021	\$8,456.25
39329	United Way of the Desert	PR 04/30/2021 - 05/13/2021 PD 05/21/2021	\$30.00
39330	Univar Solutions	Sodium Hypochlorite, Sodium Bisulfite, Ferric Chloride and Calcium Hypochlorite	\$5,413.51
39331	Willdan Financial Services	Assessment Districts - April 2021	\$647.00
39332	Anna Bell	Tuition Reimbursement	\$1,000.00
39333	Around The Clock Call Center	Call Center Monitoring - May 2021	\$135.20
39334	Beverli Marshall	Tuition Reimbursement 01/01/2021-03/31/2021	\$1,000.00
39335	CA Assn of Sanitation Agencies	CASA Conference	\$595.00
39336	CA Water Environment Assn.	Membership Renewal	\$192.00
39337	Caltest Analytical Laboratory	Weekly Samples - (NPDES 2015-20)	\$213.75
39338	Cart Mart Inc.	Cart Tires and Mirror	\$481.95
39339	Clairemont Equipment	Boomiift Rental 05/19/2021	\$597.11
39340	CO of RIV - Registrar of Voters	Election Expenses for November 2020 Election	\$6,470.00
39341	Desert Hose & Supply	1' Hose	\$226.79
39342	E.S. Babcock & Sons Inc.	Biosolids Class B Testing - May 2021	\$419.00
39343	Goldstreet Design Agency Inc	Door Hangers	\$629.99
39344	Grainger	BOD Bottle	\$653.73
39344	Grainger	Stirring Bar	\$71.02
39345	Hach Company	Nitrogen Nitrate	\$578.92
39345	Hach Company	Sensor Cap Replacement	\$251.39
39346	Konecranes Inc.	May 2021 Inspection	\$512.00
39347	McMaster-Carr Supply Co	SS Pipe Fitting	\$68.62
39348	Polydyne Inc.	Poylmer Delivery 05/27/2021	\$3,624.31
39349	Praxair Distribution Inc	Cylinder Rental - May 2021	\$136.52
39350	Quinn Company	Hydraulic Oil	\$85.61
39351	Safety-Kleen Systems Inc	Parts Washer Service 05/11/2021	\$187.06
39352	Sherwin-Williams Co.	Yellow Paint	\$291.73
39353	Southwest Networks Inc.	(4) Additional Phones	\$1,598.63
39354	Thomas Scientific	Transfer Pipet	\$646.55
39355	Univar Solutions	Sodium Hypochlorite, Sodium Bisulfite, Ferric Chloride and Calcium Hypochlorite	\$7,791.94
39355	Univar Solutions	Sodium Hypochlorite, Sodium Bisulfite, Ferric Chloride and Calcium Hypochlorite	\$6,762.41
39356	Xylem Dewatering Solutions USA Inc.	Rebuild of RAS Pump #4	\$16,891.71
202105251	Umpqua Bank	New Charges for April 2021	\$15,069.64
202105261	CalPERS Health	Health Insurance - June 2021	\$29,532.78
202105262	Colonial Life	PR 04/16/2021 - 04/29/2021 PD 05/07/2021	\$673.53
202105262	Colonial Life	PR 04/30/2021 - 05/13/2021 PD 05/21/2021	\$673.53
202105263	Standard Insurance Company	Life and Disability Insurance - June 2021	\$1,248.83
202105264	Standard Insurance Company	Dental and Vision Insurance - June 2021	\$3,451.00
202105311	SolarCity	Electricity - April 2021	\$10,988.86
202106011	Verizon Wireless	Cell Service - May 2021	\$1,037.39
202106012	Imperial Irrigation District	Electricity - April 2021	\$37,570.86
202106031	UPS	Shipping Charges as of 05/22/2021	\$116.13
202106031	UPS	Shipment Charges as of 05/29/2021	\$555.24
202106032	Cintas Corp	First Aid Supplies Replenishment - 05/05/2021	\$505.17
202106033	Cintas Corp	Clothing	\$633.87
202106033	Cintas Corp	Clothing	\$617.02
202106033	Cintas Corp	Clothing	\$622.82
202106033	Cintas Corp	Clothing	\$713.94
202106041	Paychex - Direct Deposit	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$68,315.37
202106042	Paychex - Fee	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$165.19
202106043	Paychex - Garnishment	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$787.67
202106044	Paychex - Tax	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$32,089.08
202106045	CalPERS 457	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$1,025.00
202106046	Vantage Point Transfer Agents - ICMA	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$1,370.00
202106047	MassMutual	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$10.00
202106048	Natonwide Retirement Solution	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$1,385.00
202106049	CalPERS Retirement	PR 05/14/2021 - 05/27/2021 PD 06/04/2021	\$17,956.61
202106049	CalPERS Retirement	PR 05/14/2021 - 05/27/2021 PD 06/04/2021 IW	\$941.75
202106071	Indio Water Authority	Hydrant Water - April 2021	\$1,539.61
		TOTAL	\$344,652.51



**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

SUBJECT: **Accept a Grant of Easement and Authorize the General Manager to Sign a Certificate of Acceptance**

<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 acceptance of a new grant of easement for sewer main purposes.

**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 the recommended action.

**Background**

The easements that are to be granted to Valley Sanitary District are in the private streets within Tract 31815, located east of Monroe Street and north of Avenue 41, in the Paradiso subdivision. Attached is the Tract Map, which includes the Certificate of Acceptance, showing the location of the sewer easements within the private roads.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to sign the Certificate of Acceptance for the Grant of Easement for recording purposes.

**Attachment A:** Tract Map No. 31815

IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

TRACT NO. 31815

BEING A SUBDIVISION OF LOT 22, OF TRACT NO. 31815-3 AS RECORDED IN MAP BOOK 446, PAGES 32-35, O.R.



JANUARY, 2021

RECORDER'S STATEMENT

FILED THIS DAY OF 2021, AT M. IN BOOK OF MAPS AT PAGES TO AT THE REQUEST OF THE CITY CLERK OF THE CITY OF INDIO.

BY: LARRY W. WARD COUNTY ASSESSOR-CLERK-RECORDER

INSTRUMENT NO. FEE:

SUBDIVISION GUARANTEE BY: LENNAR TITLE

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE THE OWNERS OF THE LAND INCLUDED WITHIN THE SUBDIVISION SHOWN HEREON; THAT WE ARE THE ONLY PERSONS WHOSE CONSENT IS NECESSARY TO PASS CLEAR TITLE TO SAID LAND; THAT WE CONSENT TO THE MAKING AND RECORDING OF THIS SUBDIVISION MAP AS SHOWN WITHIN THE DISTINCTIVE BORDER LINE.

WE HEREBY RETAIN LOTS "B" THROUGH "G", INCLUSIVE, INDICATED AS "PRIVATE STREETS", AS SHOWN HEREON FOR PRIVATE USE FOR THE SOLE BENEFIT OF OURSELVES, OUR SUCCESSORS, ASSIGNERS AND LOT OWNERS WITHIN THIS TRACT MAP.

WE HEREBY RETAIN LOTS "A" AND "H", INDICATED AS "LANDSCAPE AREA", AS SHOWN HEREON FOR PRIVATE USE FOR THE SOLE BENEFIT OF OURSELVES, OUR SUCCESSORS, ASSIGNERS AND LOT OWNERS WITHIN THIS TRACT MAP.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES TO THE CITY OF INDIO, AN EASEMENT FOR PUBLIC UTILITY PURPOSES ALONG WITH THE RIGHT OF INGRESS AND EGRESS OF SERVICE AND EMERGENCY VEHICLES: LOTS "B" THROUGH "G", INCLUSIVE, DESIGNATED AS PRIVATE STREETS.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES TO THE IMPERIAL IRRIGATION DISTRICT: LOTS "B" THROUGH "G", INCLUSIVE, DESIGNATED AS "PRIVATE STREET" AS SHOWN ON THIS MAP, AND AN ADDITIONAL 10 FEET IN WIDTH ON BOTH SIDES AND ADJACENT TO ALL PRIVATE STREETS AND/OR PUBLIC STREETS SHOWN ON THIS MAP, FOR THE EXCAVATION, LAYING, CONSTRUCTION, INSTALLATION, MAINTENANCE, OPERATION, INSPECTION, REPAIR, REPLACEMENT, AND REMOVAL OF ELECTRICAL LINES, WIRES, CABLES, DUCTS, SUPPORTS, FIXTURES, FACILITIES, AND APPURTENANCES WITH THE RIGHT OF INGRESS AND EGRESS OVER AND WITHIN SAME FOR MAINTENANCE, OPERATION AND EMERGENCY VEHICLES.

THE REAL PROPERTY DESCRIBED BELOW IS DEDICATED AS AN EASEMENT FOR PUBLIC PURPOSES TO THE VALLEY SANITARY DISTRICT: FOR SANITARY SEWER PURPOSES OVER LOTS "B" THROUGH "G", INCLUSIVE, DESIGNATED AS "PRIVATE STREET". THE EASEMENTS SO DEDICATED INCLUDE THE RIGHT TO ENTER UPON SAID LANDS, TO SURVEY, CONSTRUCT, RECONSTRUCT, LAY, RELAY, MAINTAIN, OPERATE, CONTROL, USE AND REMOVE PIPELINES, FIXTURES AND APPURTENANCES, AND TO REMOVE OBJECTS INTERFERING WITH THE CONSTRUCTION, OPERATION AND MAINTENANCE THEREOF.

AG ESSENTIAL HOUSING CA 1, L.P., A DELAWARE LIMITED PARTNERSHIP

Signature of Steven S. Benson, Manager of AGWIP Asset Management, LLC, the Authorized Agent of AG Essential Housing CA 1, L.P.

NOTARY ACKNOWLEDGMENT

STATE OF Arizona COUNTY OF Maricopa

ON May 18, 2021 BEFORE ME Wendy Stoeckel A NOTARY PUBLIC

PERSONALLY APPEARED Steven S. Benson, PERSONALLY KNOWN TO ME OR 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, 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 of Wendy Stoeckel (SEAL) NOTARY PUBLIC IN AND FOR SAID STATE

Signature of Wendy Stoeckel (PRINTED NAME) MY PRINCIPAL PLACE OF BUSINESS IS IN Maricopa COUNTY. MY COMMISSION EXPIRES January 14, 2024 Commission No. 575644

TAX COLLECTOR'S CERTIFICATE

I HEREBY CERTIFY THAT ACCORDING TO THE RECORDS OF THIS OFFICE, AS OF THIS DATE, THERE ARE NO LIENS AGAINST THE PROPERTY SHOWN ON THE WITHIN MAP FOR UNPAID STATE, COUNTY, MUNICIPAL OR LOCAL TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES, EXCEPT TAXES OR SPECIAL ASSESSMENTS COLLECTED AS TAXES NOW A LIEN BUT NOT YET PAYABLE, WHICH ARE ESTIMATED TO BE \$.

DATED: 2021 BY: MATTHEW JENNINGS DEPUTY COUNTY TAX COLLECTOR

TAX BOND CERTIFICATE

I HEREBY CERTIFY THAT A BOND IN THE SUM OF \$ HAS BEEN EXECUTED AND FILED WITH THE BOARD OF SUPERVISORS OF THE COUNTY OF RIVERSIDE, CALIFORNIA, CONDITIONED UPON THE PAYMENT OF ALL TAXES, STATE, COUNTY, MUNICIPAL, OR LOCAL AND ALL SPECIAL ASSESSMENTS COLLECTED AS TAXES WHICH AT THE TIME OF FILING OF THIS MAP WITH THE COUNTY RECORDER ARE A LIEN AGAINST SAID PROPERTY BUT NOT YET PAYABLE, AND SAID BOND HAS BEEN DULY APPROVED BY SAID BOARD OF SUPERVISORS.

DATED: 2021 BY: MATTHEW JENNINGS DEPUTY

PLANNING COMMISSION'S CERTIFICATE

I HEREBY CERTIFY THAT THE TENTATIVE MAP WAS APPROVED BY THE INDIO CITY PLANNING COMMISSION AT ITS MEETING HELD ON JUNE 23, 2004.

SECRETARY OF THE PLANNING COMMISSION OF THE CITY OF INDIO

CERTIFICATE OF ACCEPTANCE - GOV. CODE SEC. 27281

THE IMPERIAL IRRIGATION DISTRICT, AN IRRIGATION DISTRICT, HEREBY ACCEPTS BY ORDER OF THE BOARD OF DIRECTORS OF SAID DISTRICT AS PER RESOLUTION NO. 15-90, DATED MARCH 22, 1990 AND THE GRANTEE CONSENTS TO RECORDATION.

DATED:

BY: REAL ESTATE SUPERVISOR IMPERIAL POWER SECTION

CERTIFICATE OF ACCEPTANCE

I HEREBY CERTIFY THAT UNDER THE AUTHORITY GRANTED TO ME BY THE GOVERNING BOARD OF VALLEY SANITARY DISTRICT, A POLITICAL SUBDIVISION, THAT I ACCEPT ON BEHALF OF SAID DISTRICT, ITS SUCCESSORS OR ASSIGNS, THE DEDICATION OF EASEMENTS FOR SANITARY SEWER FACILITIES AS OFFERED HEREIN.

DATED: 2021 BY: BEVERLI MARSHALL GENERAL MANAGER VALLEY SANITARY DISTRICT

SIGNATURE OMISSIONS

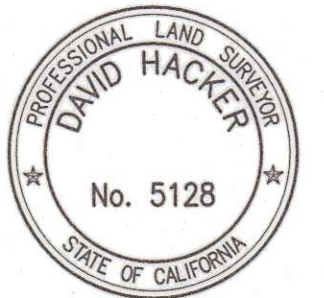
PURSUANT TO SECTION 66436 OF THE SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING OWNERS OF EASEMENTS AND/OR OTHER INTEREST HAVE BEEN OMITTED:

- 1. THE UNITED STATES OF AMERICA - AN EASEMENT FOR PIPELINES AND INCIDENTAL PURPOSES, RECORDED MARCH 23, 1948 IN BOOK 904, PAGES 37-39, O.R.
2. COACHELLA VALLEY WATER DISTRICT - MATTERS CONTAINED IN AN INSTRUMENT ENTITLED RESOLUTION OF THE BOARD OF DIRECTORS OF COACHELLA VALLEY WATER DISTRICT REGARDING DIRECTORIAL DISTRICT BOUNDARIES PER INSTRUMENT RECORDED AUGUST 6, 2003 AS DOCUMENT NO. 2003-597460, O.R.
3. VERIZON CALIFORNIA, INC. - AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED AUGUST 16, 2006 AS INSTRUMENT NO. 06-601962 OF OFFICIAL RECORDS.

SURVEYOR'S STATEMENT

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF PONDEROSA HOMES II, INC IN OCTOBER 2003. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP; THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THEIR POSITIONS ARE CORRECTLY SHOWN, OR WILL BE IN ACCORDANCE WITH THE TERMS OF THE MONUMENT AGREEMENT FOR THE MAP. THE MONUMENTS WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED. THIS SURVEY IS TRUE AND COMPLETE AS SHOWN.

DATED: May 19, 2021 Signature of David Hacker, P.L.S. No. 5128 EXP. DATE 06/30/2021



CITY ENGINEER'S STATEMENT

I, JUAN RAYA, CITY ENGINEER OF THE CITY OF INDIO, STATE OF CALIFORNIA, STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND IT TO BE SUBSTANTIALLY IN CONFORMANCE WITH THE TENTATIVE MAP, IF REQUIRED, AS FILED WITH, AMENDED AND APPROVED BY THE CITY PLANNING COMMISSION; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT AND CITY SUBDIVISION REGULATIONS HAVE BEEN COMPLIED WITH.

DATED: 2021 CITY ENGINEER JUAN RAYA R.C.E. 68510, EXP. \_\_\_\_\_



CITY SURVEYOR'S STATEMENT

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND HAVE FOUND THAT IT CONFORMS WITH MAPPING PROVISIONS OF THE SUBDIVISION MAP ACT AND I AM SATISFIED THAT SAID MAP IS TECHNICALLY CORRECT.

DATED: 2021 ACTING CITY SURVEYOR NOEL OWSLEY L.S. 6972, EXP. 09/30/2021



CITY CLERK'S STATEMENT

I, CYNTHIA HERNANDEZ, CITY CLERK OF INDIO, STATE OF CALIFORNIA, DO HEREBY STATE THAT AN UNDERTAKING SATISFACTORY TO THE CITY COUNCIL OF SAID CITY GUARANTEEING THE CONSTRUCTION OF REQUIRED IMPROVEMENTS IN THE SUBDIVISION WAS APPROVED AND FILED IN MY OFFICE PRIOR TO THE FINAL ACCEPTANCE OF THIS SUBDIVISION AND MAP.

IN WITNESS WHEREOF, I HAVE UNTO SET MY HAND AND AFFIXED THE OFFICIAL SEAL OF THE CITY OF INDIO, CALIFORNIA, THIS DAY OF 2021.

DATED: 2021 CYNTHIA HERNANDEZ, DEPUTY CITY CLERK OF THE CITY OF INDIO

CITY COUNCIL CERTIFICATE

RESOLVED THAT THIS MAP, CONSISTING OF FIVE (5) SHEETS BE AND THE SAME IS HEREBY ACCEPTED AS THE OFFICIAL MAP OF TRACT NO. 31815, A SUBDIVISION OF LAND, LOTS "B" THROUGH "G", INCLUSIVE, ARE HEREBY ACCEPTED FOR PUBLIC UTILITY PURPOSES. THE PUBLIC UTILITY EASEMENTS NOTED ON SAID MAP AS "10' P.U.E." ARE HEREBY ALSO ACCEPTED. THE RIGHT OF INGRESS AND EGRESS OF SERVICE AND EMERGENCY VEHICLES OVER LOTS "B" THROUGH "G", INCLUSIVE ARE HEREBY ALSO ACCEPTED. THE CITY CLERK IS HEREBY AUTHORIZED AND DIRECTED TO ATTEST SAID MAP BY SIGNING HER NAME THERETO AS CITY CLERK OF THE CITY OF INDIO, CALIFORNIA, AND TO AFFIX THE OFFICIAL SEAL OF SAID CITY THERETO. I HEREBY CERTIFY THAT THE FORGOING RESOLUTION WAS ADOPTED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF INDIO THIS DAY OF 2021.

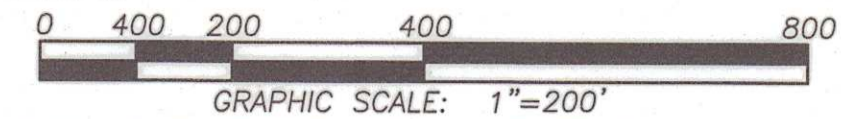
CYNTHIA HERNANDEZ, DEPUTY CITY CLERK OF THE CITY OF INDIO

IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

# TRACT NO. 31815

BEING A SUBDIVISION OF LOT 22, OF TRACT NO. 31815-3 AS RECORDED IN MAP BOOK 446, PAGES 32-35, O.R.

JANUARY, 2021



## SURVEYOR'S NOTES

- INDICATES MONUMENT FOUND AS NOTED.
  - INDICATES SET 1" I.P. WITH BRASS TAG STAMPED L.S. 5128", FLUSH.
  - △ INDICATES COPPERWELD STAMPED "LS 5128", FLUSH.
- SET NAIL AND TAG L.S. 5128 IN THE TOP OF CURB AT ALL PROJECTED SIDE LOT LINES IN LIEU OF FRONT LOT CORNERS.
- SET NAIL AND TAG L.S. 5128 IN TOP OF BLOCK WALL OR IN FOOTING AT ALL REAR LOT CORNERS.
- [ ] INDICATES RECORD DATA PER R.S. 107/82.
  - ( ) INDICATES RECORD DATA PER M.B. 348/1-3.
  - < > INDICATES RECORD DATA PER M.B. 340/99-103.
  - { } INDICATES RECORD DATA PER P.M.B. 158/97-98.
  - { { } INDICATES RECORD DATA PER P.M.B. 100/88-89.

LINE	BEARING	DISTANCE
L1	N89°56'58"E	231.39'
L2	S59°46'07"E	63.30'
L3	N20°33'04"E	65.69'
L4	N00°03'02"W	55.61'
L5	N76°33'33"W	147.65'
L6	S78°08'51"E	20.03'
L7	S89°54'52"E	59.84'
L8	N08°59'07"W	57.38'
L9	N03°43'34"W	62.45'
L10	N37°14'54"W	41.00'
L11	N00°22'42"W	128.04'
L12	N89°37'18"E	132.09'
L13	N47°00'27"E	29.54'
L14	N45°12'52"W	60.78'

CURVE	RADIUS	DELTA	LENGTH
C1	29.50'	56°15'59"	28.96'
C2	620.50'	28°09'58"	305.03'
C3	220.50'	19°33'44"	75.09'
C4	2009.00'	03°03'19"	107.13'
C5	1491.00'	03°37'27"	94.31'
C6	635.50'	09°40'49"	107.38'

THIS TRACT CONTAINS 83 NUMBERED LOTS AND 8 LETTERED LOTS.

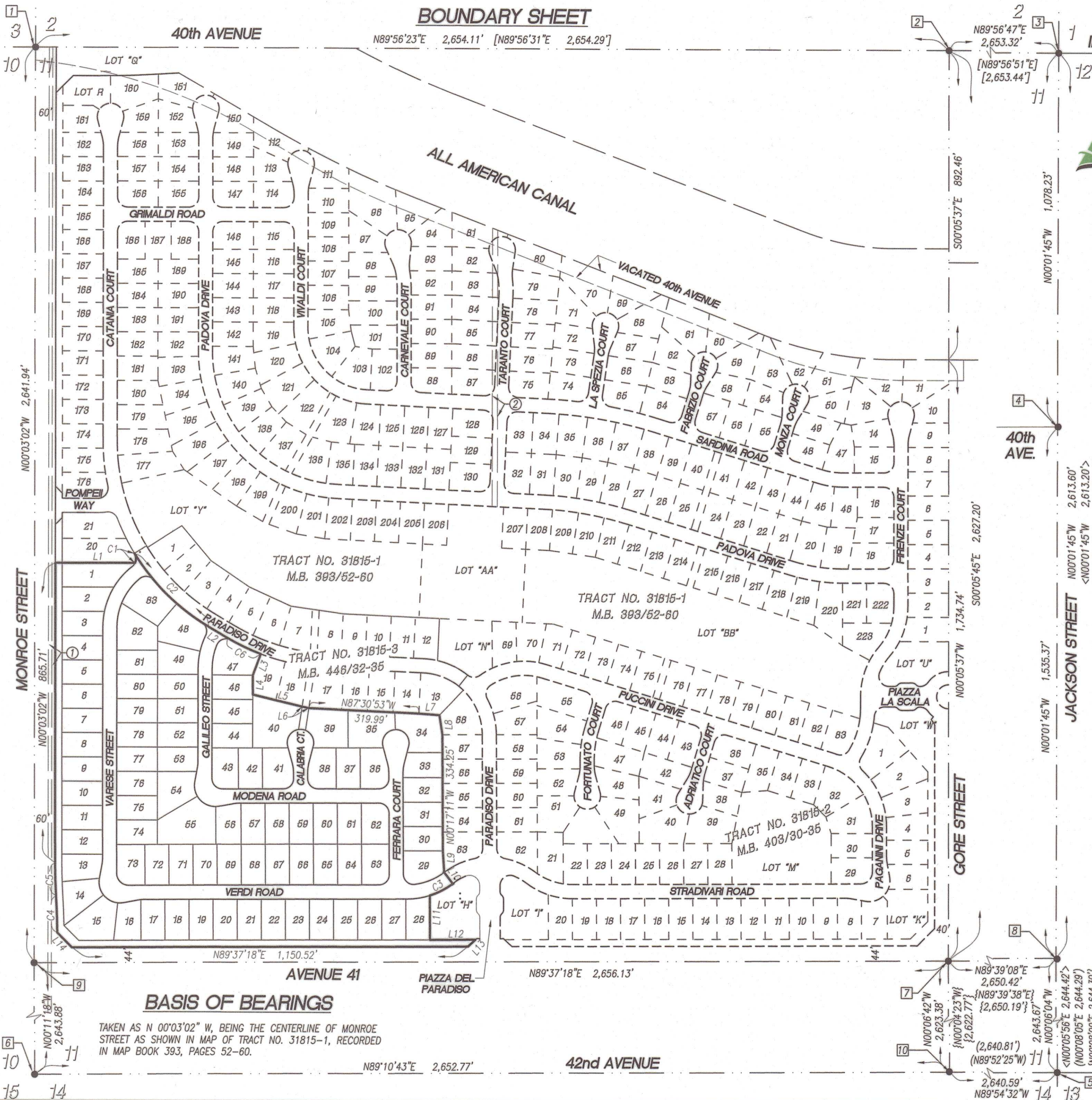
20.94 ACRES GROSS

## EASEMENT DATA

- ① A 10' WIDE EASEMENT FOR WATER PIPE LINES IN FAVOR OF U.S.A. BUREAU OF RECLAMATION, BOULDER CANYON PROJECT, ALL AMERICAN CANAL, RECORDED MARCH 23, 1948 IN BOOK 904, PAGE 37-39, O.R.
- ② A 15' WIDE EASEMENT FOR WATER PIPE LINES IN FAVOR OF U.S.A. BUREAU OF RECLAMATION, BOULDER CANYON PROJECT, ALL AMERICAN CANAL, RECORDED MARCH 23, 1948 IN BOOK 904, PAGE 37-39, O.R.

## MONUMENT DATA

- 1 FOUND COPPERWELD STAMPED "LS 4146", DOWN 0.1', PER R.S. 107/82, ACCEPTED AS N.W. CORNER SECTION 11.
- 2 FOUND 2" BRASS DISK STAMPED "RCE 22505 N 1/4 SEC 2 S 11 1999", FLUSH", PER R.S. 107/82, ACCEPTED AS NORTH 1/4 CORNER SECTION 11.
- 3 FOUND STANDARD GLO BRASS DISK STAMPED T5S R7E 211 1911, DOWN 0.5', PER R.S. 107/82 AND M.B. 287/90-101, ACCEPTED AS N.E. CORNER SECTION 11.
- 4 FOUND COPPERWELD STAMPED "RCE 24176", FLUSH, PER M.B. 341/74-82, ACCEPTED AS C/L INTERSECTION OF JACKSON STREET AND 40th AVENUE.
- 5 FOUND 1" IRON PIPE WITH PLASTIC PLUG STAMPED "RCE 26401" DOWN 0.3' IN MONUMENT WELL, PER M.B. 341/74-82 AND M.B. 348/1-3, ACCEPTED AS S.E. CORNER SECTION 11.
- 6 FOUND BENT COPPERWELD STAMPED "LS 4146", NO REF, ACCEPTED AS S.W. CORNER SECTION 11.
- 7 FOUND CORRODED 1" IRON PIPE, DOWN 3', PER P.M.B. 158/97-98, ACCEPTED AS CENTER CORNER SECTION 11.
- 8 FOUND COPPERWELD STAMPED "RCE 26401", FLUSH, NO REF.
- 9 FOUND 2X2 WITH NAIL, DOWN 0.2', FITS TIES IN T.B. 37/65A
- 10 FOUND PK NAIL, FLUSH, NO REF.



### BASIS OF BEARINGS

TAKEN AS N 00°03'02" W, BEING THE CENTERLINE OF MONROE STREET AS SHOWN IN MAP OF TRACT NO. 31815-1, RECORDED IN MAP BOOK 393, PAGES 52-60.

IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

# TRACT NO. 31815

BEING A SUBDIVISION OF LOT 22, OF TRACT NO. 31815-3 AS  
RECORDED IN MAP BOOK 446, PAGES 32-35, O.R.



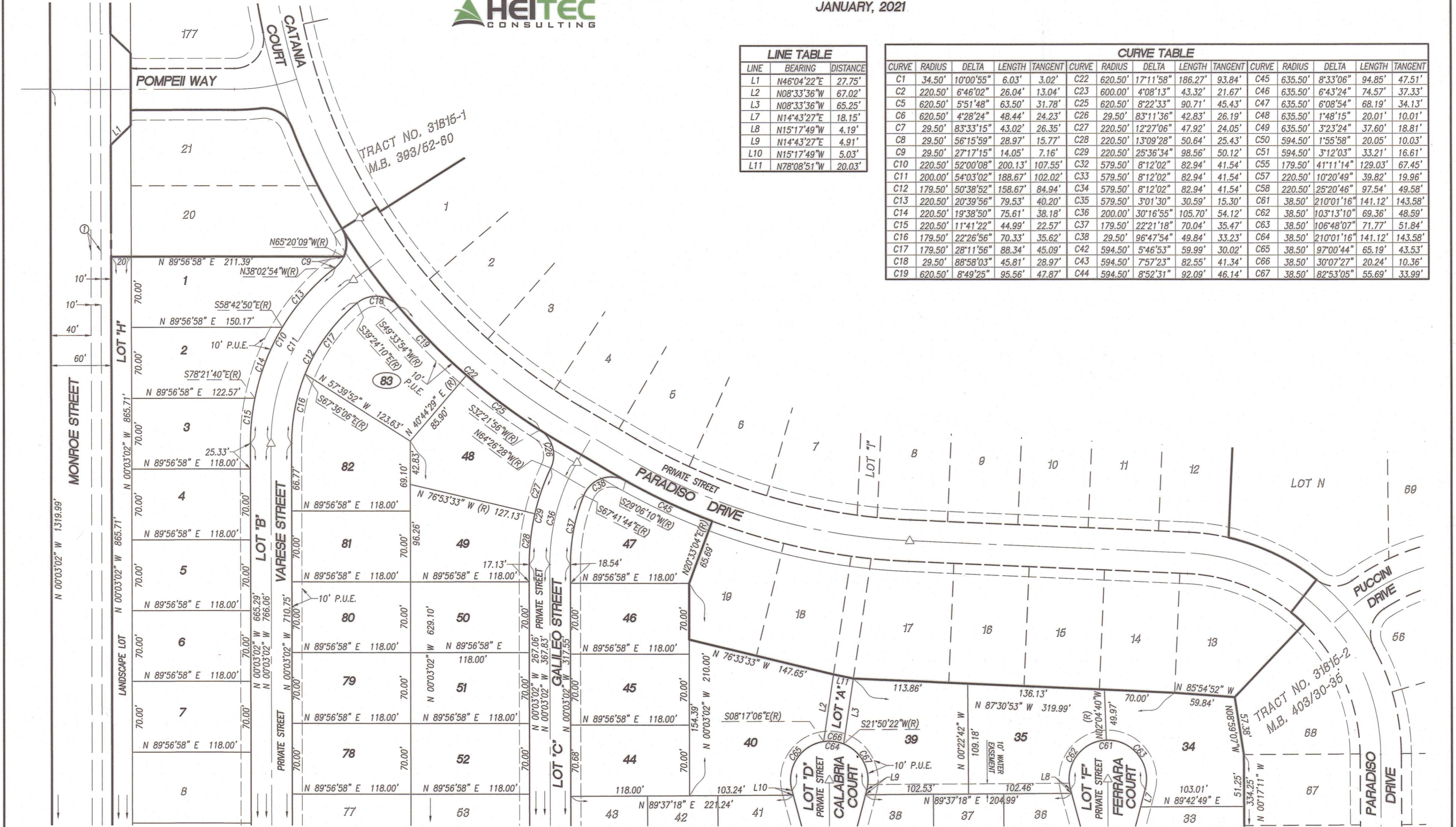
JANUARY, 2021

**NOTE:**

SEE SHEET 2 OF 4 FOR MONUMENT  
AND EASEMENT NOTES.

LINE	BEARING	DISTANCE
L1	N46°04'22"E	27.75'
L2	N08°33'36"W	67.02'
L3	N08°33'36"W	65.25'
L7	N14°43'27"E	18.15'
L8	N15°17'49"W	4.19'
L9	N14°43'27"E	4.91'
L10	N15°17'49"W	5.03'
L11	N78°08'51"W	20.03'

CURVE TABLE														
CURVE	RADIUS	DELTA	LENGTH	TANGENT	CURVE	RADIUS	DELTA	LENGTH	TANGENT	CURVE	RADIUS	DELTA	LENGTH	TANGENT
C1	34.50'	10°00'55"	6.03'	3.02'	C22	620.50'	17°11'58"	186.27'	93.84'	C45	635.50'	8°33'06"	94.85'	47.51'
C2	220.50'	6°46'02"	26.04'	13.04'	C23	600.00'	4°08'13"	43.32'	21.67'	C46	635.50'	6°43'24"	74.57'	37.33'
C5	620.50'	5°51'48"	63.50'	31.78'	C25	620.50'	8°22'33"	90.71'	45.43'	C47	635.50'	6°08'54"	68.19'	34.13'
C6	620.50'	4°28'24"	48.44'	24.23'	C26	29.50'	83°11'36"	42.83'	26.19'	C48	635.50'	1°48'15"	20.01'	10.01'
C7	29.50'	83°33'15"	43.02'	26.35'	C27	220.50'	12°27'06"	47.92'	24.05'	C49	635.50'	3°23'24"	37.60'	18.81'
C8	29.50'	56°15'59"	28.97'	15.77'	C28	220.50'	13°09'28"	50.64'	25.43'	C50	594.50'	1°55'58"	20.05'	10.03'
C9	29.50'	27°17'15"	14.05'	7.16'	C29	220.50'	25°36'34"	98.56'	50.12'	C51	594.50'	3°12'03"	33.21'	16.61'
C10	220.50'	52°00'08"	200.13'	107.55'	C32	579.50'	8°12'02"	82.94'	41.54'	C55	179.50'	41°11'14"	129.03'	67.45'
C11	200.00'	54°03'02"	188.67'	102.02'	C33	579.50'	8°12'02"	82.94'	41.54'	C57	220.50'	10°20'49"	39.82'	19.96'
C12	179.50'	50°38'52"	158.67'	84.94'	C34	579.50'	8°12'02"	82.94'	41.54'	C58	220.50'	25°20'46"	97.54'	49.58'
C13	220.50'	20°39'56"	79.53'	40.20'	C35	579.50'	3°01'30"	30.59'	15.30'	C61	38.50'	210°01'16"	141.12'	143.58'
C14	220.50'	19°38'50"	75.61'	38.18'	C36	200.00'	30°16'55"	105.70'	54.12'	C62	38.50'	103°13'10"	69.36'	48.59'
C15	220.50'	11°41'22"	44.99'	22.57'	C37	179.50'	22°21'18"	70.04'	35.47'	C63	38.50'	106°48'07"	71.77'	51.84'
C16	179.50'	22°26'56"	70.33'	35.62'	C38	29.50'	96°47'54"	49.84'	33.23'	C64	38.50'	210°01'16"	141.12'	143.58'
C17	179.50'	28°11'56"	88.34'	45.09'	C42	594.50'	5°46'53"	59.99'	30.02'	C65	38.50'	97°00'44"	65.19'	43.53'
C18	29.50'	88°58'03"	45.81'	28.97'	C43	594.50'	7°57'23"	82.55'	41.34'	C66	38.50'	30°07'27"	20.24'	10.36'
C19	620.50'	8°49'25"	95.56'	47.87'	C44	594.50'	8°52'31"	92.09'	46.14'	C67	38.50'	82°53'05"	55.69'	33.99'





IN THE CITY OF INDIO, COUNTY OF RIVERSIDE, STATE OF CALIFORNIA

# TRACT NO. 31815

BEING A SUBDIVISION OF LOT 22, OF TRACT NO. 31815-3 AS RECORDED IN MAP BOOK 446, PAGES 32-35, O.R.

**NOTE:**

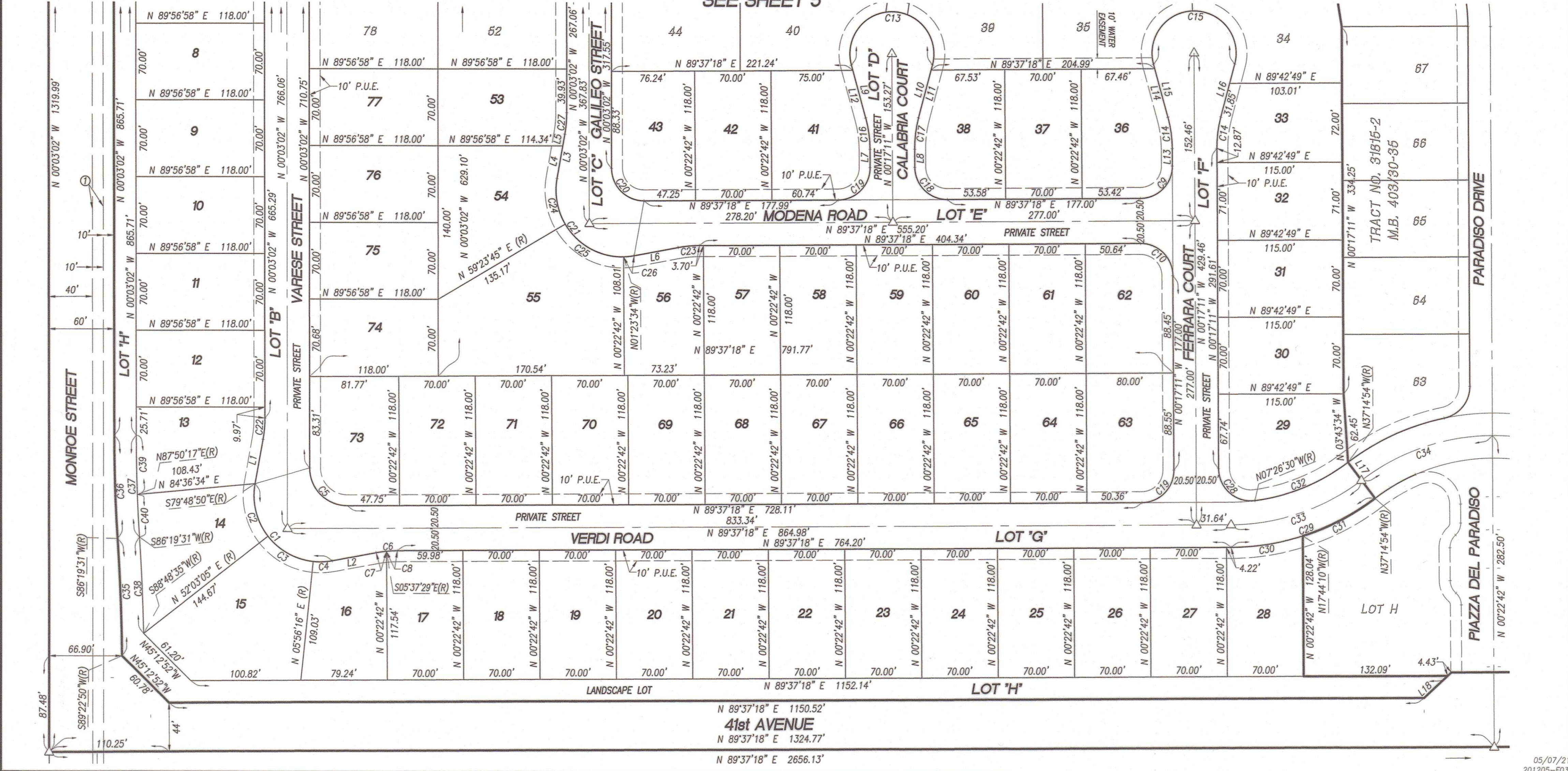
SEE SHEET 2 OF 4 FOR MONUMENT AND EASEMENT NOTES.

LINE	BEARING	DISTANCE
L1	N10°11'10"E	41.04'
L2	N79°23'06"E	41.04'
L3	N10°11'10"E	41.04'
L4	N10°11'10"E	30.26'
L5	N10°11'10"E	10.78'
L6	N79°23'06"E	41.04'
L7	N00°17'11"W	16.73'
L8	N00°17'11"W	16.57'
L9	N15°17'49"W	50.00'
L10	N14°43'27"E	50.00'
L11	N14°43'27"E	45.09'
L12	N15°17'49"W	44.97'
L13	N00°17'11"W	15.91'
L14	N15°17'49"W	45.81'
L15	N15°17'49"W	50.00'
L16	N14°43'27"E	50.00'
L17	N37°14'54"W	41.00'
L18	N47°00'27"E	29.54'

CURVE	RADIUS	DELTA	LENGTH	TANGENT
C1	60.50'	110°48'04"	117.00'	87.70'
C2	60.50'	48°08'05"	50.83'	27.02'
C3	60.50'	46°06'50"	48.69'	25.75'
C4	60.50'	16°33'10"	17.48'	8.80'
C5	34.50'	90°19'40"	54.39'	34.70'
C6	109.50'	10°14'12"	19.56'	9.81'
C7	109.50'	4°59'25"	9.54'	4.77'
C8	109.50'	5°14'47"	10.03'	5.02'
C9	29.50'	89°54'29"	46.29'	29.45'
C10	29.50'	90°05'31"	46.39'	29.55'
C11	29.50'	89°54'29"	46.29'	29.45'
C12	109.50'	15°00'38"	28.69'	14.43'
C13	38.50'	210°01'16"	141.12'	143.58'
C14	109.50'	15°00'38"	28.69'	14.43'
C15	38.50'	210°01'16"	141.12'	143.58'
C16	109.50'	15°00'38"	28.69'	14.43'

CURVE	RADIUS	DELTA	LENGTH	TANGENT	CURVE	RADIUS	DELTA	LENGTH	TANGENT	CURVE	RADIUS	DELTA	LENGTH	TANGENT
C17	109.50'	15°00'38"	28.69'	14.43'	C26	60.50'	9°13'20"	9.74'	4.88'	C35	2009.00'	3°03'19"	107.13'	53.58'
C18	29.50'	90°05'31"	46.39'	29.55'	C27	109.50'	10°14'12"	19.56'	9.81'	C36	1491.00'	3°37'27"	94.31'	47.17'
C19	29.50'	89°54'29"	46.29'	29.45'	C28	29.50'	97°09'19"	50.02'	33.43'	C37	1471.00'	3°37'28"	93.05'	46.52'
C20	29.50'	90°19'41"	46.50'	29.67'	C29	220.50'	36°52'12"	141.89'	73.50'	C38	2029.00'	2°29'04"	87.98'	44.00'
C21	60.50'	110°48'05"	117.00'	87.70'	C30	220.50'	17°21'27"	66.80'	33.66'	C39	1471.00'	2°06'41"	54.21'	27.11'
C22	109.50'	10°14'12"	19.56'	9.81'	C31	220.50'	19°30'44"	75.09'	37.91'	C40	1471.00'	1°30'46"	38.84'	19.42'
C23	109.50'	10°14'12"	19.56'	9.81'	C32	179.50'	29°48'24"	93.38'	47.77'					
C24	60.50'	40°47'25"	43.07'	22.49'	C33	200.00'	36°52'12"	128.70'	66.67'					
C25	60.50'	60°47'19"	64.19'	35.49'	C34	200.00'	36°54'24"	128.83'	66.74'					

SEE SHEET 5







**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

TO: Board of Directors  
THROUGH: Beverli A. Marshall, General Manager  
FROM: Jeanette Juarez, Business Services Manager  
SUBJECT: **Adopt Resolution No. 2021-1146 Approving the Operating and Capital Budget for Fiscal Year 2021/22**

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

**Executive Summary**

The purpose of this report is for the Board of Directors to approve and adopt resolution No. 2021-1146 approving the Operating and Capital Budget for Fiscal Year 2021/22.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The proposed Operating and Capital budgets for Fiscal Year 2021/22 are \$10,967,155 and \$15,912,465, respectively.

**Background**

The action for approval and adoption of the annual budget is completed in June of each calendar year.

On April 20, 2021, the District held a detailed budget workshop and presentation for the Board of Directors to review and allow for modifications.

The proposed Operating and Capital budgets for fiscal year 2021/22 FY22 are \$10,967,155 and \$15,912,465, respectively. The Operating budget encompasses such costs as salaries, operating supplies, loan payments, insurance premiums, and other overhead costs to run day-to-day operations. The Capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP). There are 17 new capital projects requested in fiscal year 2021/22. The CIP for fiscal year 2021/22 includes the Reclaimed Water Phase I treatment upgrade project, the Influent Pump

Station Rehabilitation Project and the Collection System Sewer Main Rehabilitation and Replacement Program.

Staff believes the budget reflects a concentrated effort of fiscal responsibility while continuing the operating and capital requirements necessary to move the District forward in its mission of treating, and recycling wastewater to ensure a healthy environment and sustainable water supply.

**Recommendation**

Staff recommends that the Board adopt Resolution No. 2021-1146 approving the Operating and Capital Budget for Fiscal Year 2021/22.

**Attachments**

Attachment A: Operating and Capital Budget for Fiscal Year 2021/22  
Attachment B: Resolution No. 2021-1146

*"Recycling Wastewater Into Safe Water"*



# FISCAL YEAR 2021-22 OPERATING AND CAPITAL BUDGET





VSD



# FISCAL YEAR 2021/22 OPERATING AND CAPITAL BUDGET

## Valley Sanitary District Board of Directors



**Scott Sear**  
Board President



**Dennis Coleman**  
Vice President



**Debra Canero**  
Secretary/Treasurer



**William Teague**  
Director



**Mike Duran**  
Director

### Mission Statement

Valley Sanitary District serves and benefits Indio and the surrounding communities by collecting, treating, and recycling wastewater to ensure a healthy environment and sustainable water supply.



VSD

## Senior Administration



**Beverli Marshall**  
General Manager



**Ron Buchwald**  
Engineering Services  
Manager



**Jeanette Juarez**  
Business Services  
Manager



**Anna Bell**  
Interim Facility  
Operations Manager

## Contact Information



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Indio, CA 92201

Main Office: **(760) 238-5400**  
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<https://www.valley-sanitary.org/>



VSD



# TABLE OF CONTENTS

<b>BUDGET MESSAGE</b> .....	<b>1</b>
<b>OVERVIEW</b> .....	<b>7</b>
<b>FUND SUMMARY</b> .....	<b>25</b>
Financial Management .....	26
Fund Balance .....	27
Revenue by Source .....	28
Expense by Category .....	31
<b>PERSONNEL SUMMARY</b> .....	<b>35</b>
Valley Sanitary District Organizational Chart .....	36
Staffing Arrangements.....	37
Wage Schedule .....	38
Position Count by Department.....	39
<b>BUDGET BY DEPARTMENT</b> .....	<b>41</b>
Department Description .....	42
Expense Summary by Department .....	42
<b>BOARD OF DIRECTORS</b> .....	<b>47</b>
Board of Directors Organizational Chart .....	48
Board of Directors Department Description .....	49
Board of Directors Expense Budget Summary .....	50
Board of Directors Budget Detail Worksheet.....	51
<b>ADMINISTRATION</b> .....	<b>53</b>
Administration Organizational Chart.....	54
Administration Department Description .....	55
Administration Expense Budget Summary .....	57
Administration Budget Detail Worksheet .....	58
<b>COLLECTIONS</b> .....	<b>65</b>
Collections Organizational Chart .....	66
Collections Department Description .....	67
Collections Expense Budget Summary .....	68
Collections Budget Detail Worksheet.....	69
<b>ENGINEERING</b> .....	<b>73</b>
Engineering Organizational Chart.....	74

# TABLE OF CONTENTS

- Engineering Department Description.....75
- Engineering Expense Budget Summary.....76
- Engineering Budget Detail Worksheet .....77
- LABORATORY AND COMPLIANCE.....79**
- Laboratory and Compliance Organizational Chart .....80
- Laboratory and Compliance Department Description .....81
- Laboratory and Compliance Expense Budget Summary .....82
- Laboratory and Compliance Budget Detail Worksheet.....83
- MAINTENANCE.....87**
- Maintenance Organizational Chart .....88
- Maintenance Department Description.....89
- Maintenance Expense Budget Summary.....90
- Maintenance Budget Detail Worksheet .....91
- OPERATIONS .....97**
- Operations Organizational Chart.....98
- Operations Department Description.....99
- Operations Expense Budget Summary.....100
- Operations Budget Detail Worksheet .....101
- CAPITAL BUDGET .....107**
- Summary of Capital Projects .....108
- Capital Budget Summary .....109
- Funding Summary.....110
- Funding by Source .....111
- Capital Project Justification Worksheets.....112





VSD



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

**FROM:** Beverli A. Marshall, General Manager

**DATE:** July 1, 2021

**SUBJECT:** Operating and Capital Budget for Fiscal Year 2021/22

---

On behalf of the Management Team, I am pleased to present to you the Operating and Capital Budget for Fiscal Year 2021/22. The District proudly operates in accordance with all applicable laws and regulations. This budget, which is effective July 1, 2021 through June 30, 2022 provides a financial framework for all District activities. It is balanced and consistent with policy direction from the Board of Directors and priorities identified in the Strategic Plan.

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

### **ECONOMIC CONDITIONS**

In fiscal year 2021/22, the COVID-19 Pandemic impacted the economy at a national and global level. Businesses, schools, entertainment venues and other services deemed non-essential were forced to close as public health policies were enforced to reduce the spread of the virus. The COVID-19 Pandemic created a unique economy, according to the Employment Development Department, California's unemployment rate rose to a record high of 15.5% in April 2020. The Leisure & Hospitality industry posted the largest job loss at 866,200. <sup>1</sup> Given that the City of Indio's two (2) main contributions to the local economy are year-round agriculture and tourism the state mandated shut down resulted in an economic atmosphere with high levels of uncertainty. The last year has been a true test to economic resiliency, not just for the City of Indio and the Coachella Valley, but the State of California as a whole. However, Government action through Paycheck Protection Program (PPP) loan, extended unemployment insurance, and direct checks provided financial assistance and relief to many.

At the March 3, 2021, City Council Meeting, the Indio City Manager Mark Scott delivered the fiscal year 2020/21 Midyear Budget update. In his update, the City Manager confirmed that the revenue and expenditure trends are better than initially anticipated in June of 2019. According to the City Manager

the favorable trends are attributed to “robust sales citywide, which have generated more sales tax and Measure X use tax revenues, in spite of the economic pressures placed on businesses by the pandemic”.<sup>2</sup> Analysts at the state level are also projecting that California will recover faster than the rest of the nation due to a combination of COVID-19 economic relief packages and increased vaccinations. Tourism is also expected to increase in California due to international travel restrictions.

There are now signs of recovery as the unemployment in Riverside County decreased to 8.0% as of February 2021.<sup>3</sup> Locally, the City of Indio has seen an increase in home building, and new shopping centers have opened, and more are scheduled to open within the coming fiscal year. The city has also spent \$47 million in infrastructure and capital improvements.<sup>4</sup> The city has large capital projects programmed for fiscal year 2021/22 that will encourage new commercial development. These initiatives benefit the District because they encourage residential and commercial development within the service area which in turn leads to an increase in sewer connections. The District like the City of Indio will build on the current momentum to take full advantage of the opportunities and realize goals through strategic planning.

1. Feler, L. (2021, March). Robust Economic Growth and Recovery After a Dreadful Year. *UCLA Anderson Forecast*, (), 1-13.
2. Scott, M. (2021). Budgets and Quarterly Reports. <https://www.indio.org/civicax/filebank/blobdload.aspx?t=51086.23&BlobID=31725>
3. YCHARTS. (2021). *Riverside County, CA Unemployment Rate*. [https://ycharts.com/indicators/riverside\\_county\\_ca\\_unemployment\\_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year](https://ycharts.com/indicators/riverside_county_ca_unemployment_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year).
4. CVEP. (2020). Greater Palm Springs Economic Report. [https://cvpep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report\\_02-01-21.pdf](https://cvpep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf)

## BUDGET OVERVIEW

This budget is based on the services, goals, and objectives outlined by the Board of Directors in the Strategic Plan. For fiscal year 2021/22, the anticipated total operating revenue is \$15.8 million. The proposed Operating and Maintenance (O&M) and Capital budgets are \$10.9 million and \$15.9 million, respectively.

	Budget 2020/21	Proposed Budget 2021/22	Budget Change	Percent Change
O&M Budget	\$ 9,151,339	\$ 10,967,155	\$ 1,815,816	19.8%
Capital Budget	10,395,887	15,912,465	\$ 5,516,578	53.1%
<b>Total Budget</b>	<b>\$ 19,547,226</b>	<b>\$ 26,879,620</b>	<b>\$ 7,332,394</b>	<b>37.5%</b>

The increase in O&M expenditures is due to:

- regulatory changes requiring new or increased treatment processes;
- increasing utilities, supplies, and contract service costs;
- increasing staff to meet changing needs;
- wage changes to be more competitive with other agencies in the region to address recruitment and retention issues;
- allocating funds to replace and repair equipment as it reaches the end of its useful life; and
- reserves to meet debt service requirement

The increase in capital improvement program expenditures is due to:

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

The budget reflects an increase of three (3) budgeted full-time positions compared to FY 2020/21. The budget includes a fund transfer from the Operating Fund to the Capital Improvement Fund of \$1.0 million toward projects identified in the 5-Year Capital Improvement Plan. The budget also demonstrates the District's ability to meet debt service requirements by maintaining a debt ratio of no less than 1.25.

### **SEWER USE CHARGE**

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

- The development of net revenue requirements from FY2021/22 to FY2040-41
- The establishment and maintenance of reserve funds and targets
- The funding of the Districts' Capital Improvement Program (CIP)

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

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

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

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

## **CHALLENGES**

The District is not immune to increasing costs in key areas such as: utility rates; aging infrastructure and replacement needs; mandatory retirement benefit contributions; health care premiums; post-employment benefits; and regulatory changes. VSD has addressed these challenges through implementation of efficiency methods, installation of a 1 Mega Watt solar power system, and replacement of high-energy use equipment with more efficient equipment.

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

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

## **ACKNOWLEDGEMENTS**

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

Respectfully submitted,

*Beverli A. Marshall*

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





## INDIO THE “CITY OF FESTIVALS”

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

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



*Image borrowed from the Riverside County 2021 webpage<sup>2</sup>*

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

## POINTS OF ATTRACTION

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



# OVERVIEW

## CLIMATE

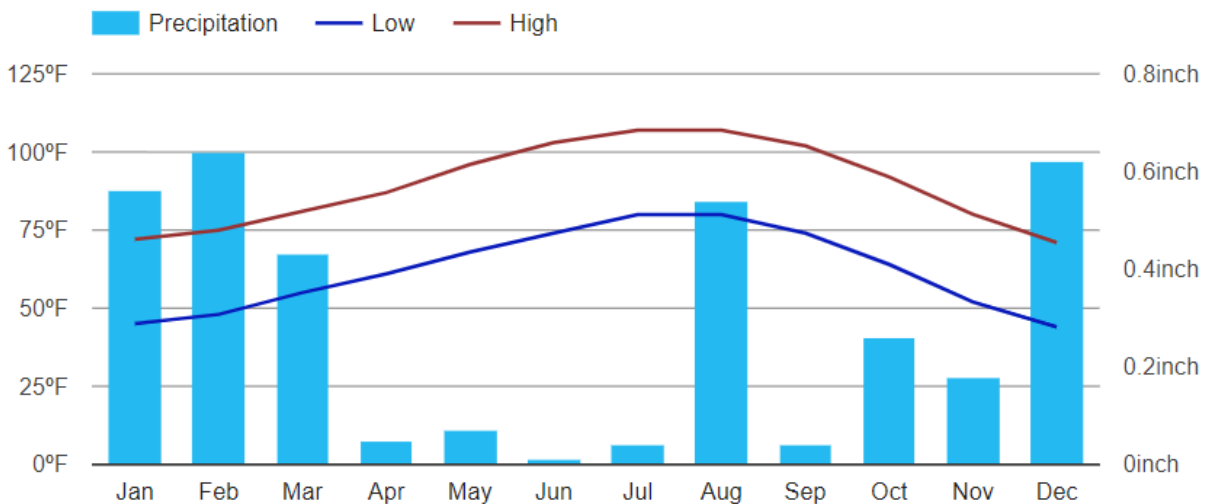
Due to its unique geographical location and high mountain ranges Indio has some of the warmest winters on the west coast. The city has a warm winter and hot summer climate primarily due to its desert climate. There is very little rainfall throughout the year. The average annual temperature in Indio is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

### Climate Indio- Annual Average<sup>1</sup>

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

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

### Indio Climate Graph<sup>1</sup>



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

## ECONOMIC INDICATORS

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

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

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

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

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

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

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

- 
1. CVEP. (2020). Greater Palm Springs Economic Report. [https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report\\_02-01-21.pdf](https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf)
  2. Feler, L. (2021, March). Robust Economic Growth and Recovery After a Dreadful Year. UCLA Anderson Forecast, (), 1-13.
  3. CA.GOV. (2021). Vaccines. <https://covid19.ca.gov/vaccines/#California-vaccines-dashboard>
  4. Legislative Analyst's Office. (2021). California's Fiscal Outlook. <https://lao.ca.gov/Publications/Report/4297>
  5. YCHARTS. (2021). Riverside County, CA Unemployment Rate. [https://ycharts.com/indicators/riverside\\_county\\_ca\\_unemployment\\_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year.](https://ycharts.com/indicators/riverside_county_ca_unemployment_rate#:~:text=Riverside%20County%2C%20CA%20Unemployment%20Rate%20is%20at%208.00%25%2C%20compared,month%20and%204.10%25%20last%20year.)
  6. Scott, M. (2021). Budgets and Quarterly Reports. <https://www.indio.org/civicax/filebank/blobdload.aspx?t=51086.23&BlobID=31725>
  7. Vision 2020-2021. (2021, November). Vision 2020-2021, (), 44-47. <https://flipbook.pub/vision/2020-2021/#>

**CITY OF INDIO STATISTICAL INFORMATION**

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

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

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

2. CVEP. (2020). Greater Palm Springs Economic Report. [https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report\\_02-01-21.pdf](https://cvep.com/wp-content/uploads/2021/02/CVEP-2020-Economic-Report_02-01-21.pdf)

## **ABOUT VALLEY SANITARY DISTRICT**

### **DISTRICT GOVERNANCE**

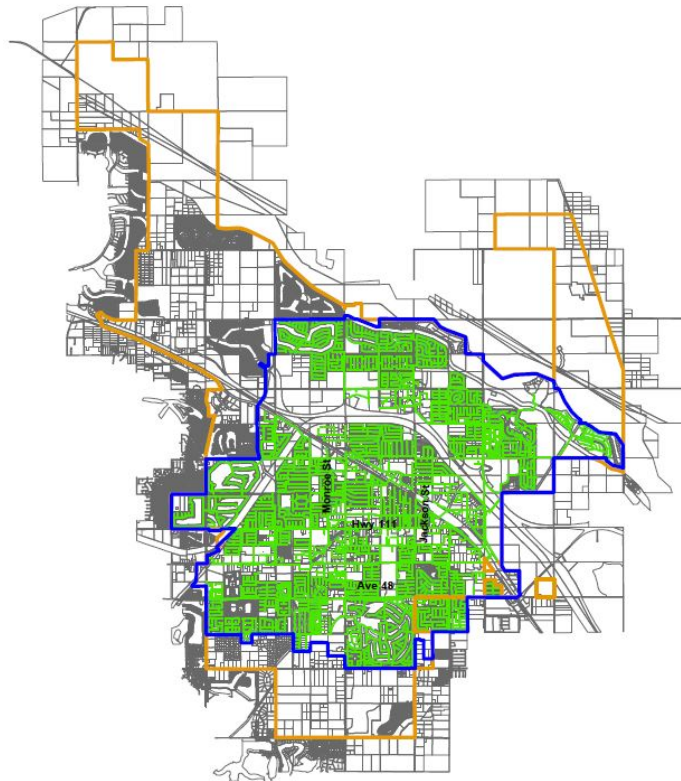
Valley Sanitary District is a California special district, which operates under the authority of the Health and Safety Code, Sanitary District Act of 1923, § 6400 et seq. The District was formed June 1, 1925 and is governed by a five (5) member Board of Directors elected at large from within the District’s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

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

### **DISTRICT SERVICES**

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





Valley Sanitary District  
Boundary Map

**Legend**

- VSD Boundary
- Indio Limits
- Sewer Pipe

## STRATEGIC PLAN

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

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



## STRATEGIC GOALS

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

Goal 2: Increase Recycling, Reuse, and Sustainability

Goal 3: Excellent Facilities

Goal 4: Increase Community Understanding and Support

Goal 5: Long-Term Financial Strength

Goal 6: Improve Planning, Administration and Governance

## DISTRICT GOALS AND OBJECTIVES FOR FISCAL YEAR 2021/22

In fiscal year 2021/22 the District will focus on continued implementation of Strategic Goals 1, 4, 5, and 6.

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

- Objective 1.1: Enough staff to fulfill goals and objectives safely and efficiently
- Objective 1.2: Improve preparation for both unexpected events and planned succession of all key positions
- Objective 1.3: Improve training and professional development
- Objective 1.4: Maintain and build upon strong staff culture

GOAL 4: Increase Community Understanding and Support

- Objective 4.1: Increase community understanding and support for the District and its program
- Objective 4.2: Increase the District's understanding of community wants, needs, and interests
- Objective 4.3: Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling

GOAL 5: Long-Term Financial Strength

- Objective 5.1: Align long-term financial planning with strategic priorities

GOAL 6: Improve Planning, Administration and Governance

- Objective 6.1: Meet evolving operational and customer demands
- Objective 6.5 Improve State Level Legislative Advocacy

## FINANCIAL POLICIES AND PROCEDURES

### FINANCIAL MANAGEMENT

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

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

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

**BUDGETING STRUCTURE**

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

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

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

## RESERVE POLICY

### PURPOSE

Prudent financial planning and fiscal responsibility includes anticipating and preparing for future funding requirements as well as unforeseen and unexpected emergencies, disasters, and other events. The Valley Sanitary District has established reserve funds for its long term organizational and operational stability and the reserve funds enable the District to minimize significant rate fluctuations due to

unforeseen and expected cash flow requirements. This Reserve Fund Policy is to ensure that the District accumulates, manages, maintains, and uses certain financial resources only for specific purposes.

## TYPES OF RESERVE FUNDS

The District maintains two 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

6. 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.
7. ***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.

## INVESTMENT MANAGEMENT

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

## **DEBT MANAGEMENT**

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

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

### **2015 WASTEWATER REVENUE REFUNDING BONDS**

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

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

### **STATE WATER RESOURCES CONTROL BOARD REVOLVING FUND LOAN**

The District executed the installment sale agreement with the State Water Resources Control Board (the "SWRCB) for the construction of the Requa Avenue Sewer Interceptor Project. As part of the Requa Avenue Sewer Interceptor Project, the District constructed 4.2 miles of new gravity flow sewer pipeline and related utility improvements designed to collect and convey sanitary sewer flow within an existing public right-of-way through central Indio, California, to

the existing District's Water Reclamation Plant. The SWRCB provided financial assistance. The total amount of the loan funded was \$12,920,155 with no unused credit. There was no pledged asset as collateral. In event of default, the District upon demand by SWRCB, will immediately repay an amount equal to project funds disbursed, accrued interests, penalty assessments, and additional payments. Beginning June 2019, the District will repay the principal of the project





funds, together with all interest accruing thereon, annually to the SWRCB. As of June 30, 2021, the outstanding balance of the SWRCB revolving fund loan is \$11,901,885.

A reserve account is required to be maintained equal to one (1) year of the SWRCB revolving fund loan debt service payments from unrestricted net revenues. The reserve requirement is \$553,360 for the duration of the loan. Debt covenants of the SWRCB revolving fund loan require that the District have net revenues that are at least 125% of the total debt service payments (including 2015 Wastewater Revenue Refunding Bonds).

The table below shows the debt balances as of June 30, 2021.

**DISTRICT’S OUTSTANDING DEBT**

	<u>2021</u>
2015 Revenue refunding bond	\$ 3,880,000
Bond premium	494,185
SWRCB loan	<u>11,901,885</u>
Total	<u><u>\$ 16,276,070</u></u>



VSD





## **FINANCIAL MANAGEMENT**

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## **OPERATING FUND**

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

## **SPECIAL REVENUE FUNDS**

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

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

## **FIDUCIARY FUND**

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

## **CAPITAL IMPROVEMENT FUND**

Indicates the amount allocated for capital expenditures for identified projects.

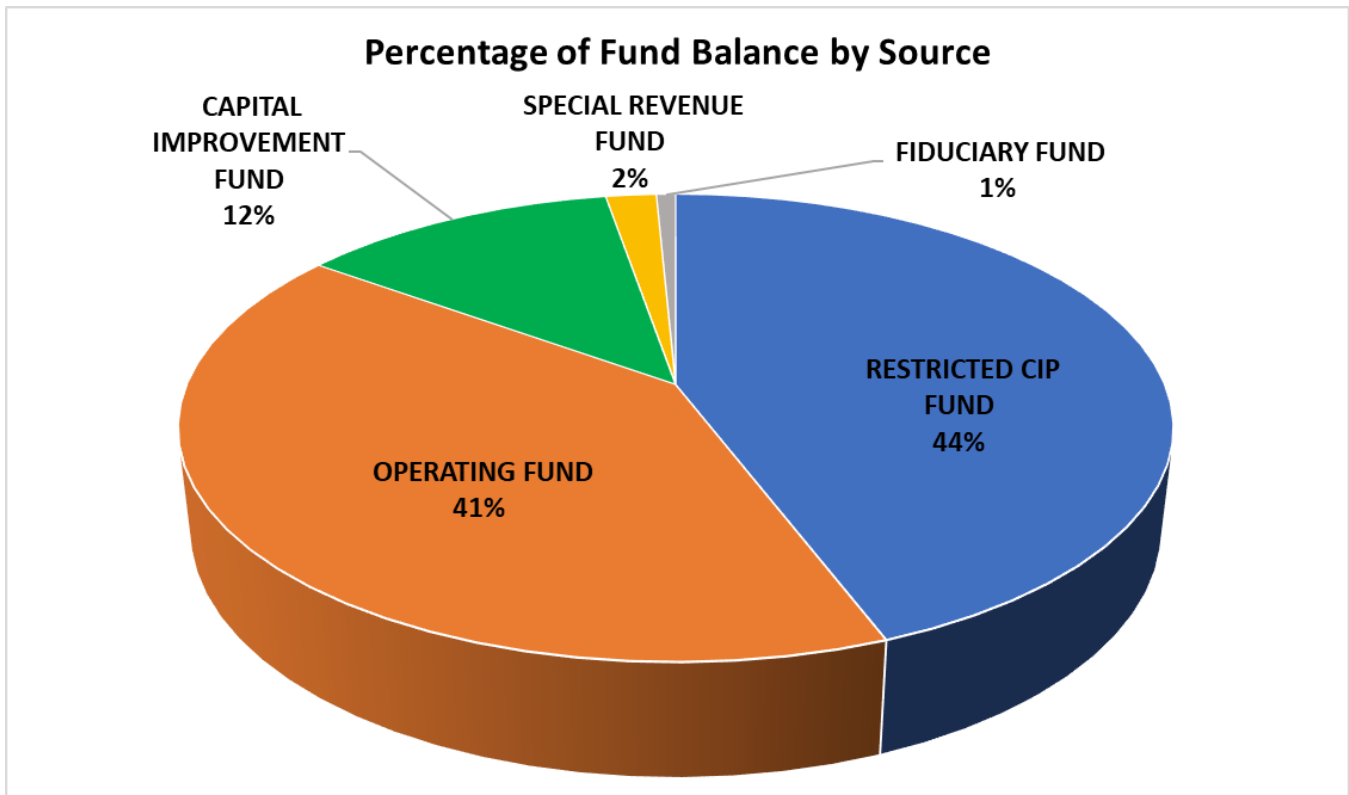
## RESTRICTED CIP FUND

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

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

## FUND BALANCE

Fund	Unaudited Fund Balance FY21 (As of 04/30/21)	
OPERATING FUND	\$	21,357,823
SPECIAL REVENUE FUND		1,097,200
FIDUCIARY FUND		416,057
CAPITAL IMPROVEMENT FUND		6,985,222
RESTRICTED CIP FUND		24,350,967
<b>Total</b>	<b>\$</b>	<b>54,207,269</b>



# FUND SUMMARY

## REVENUE BY SOURCE

The tables below depict the revenues by source.

	Actual	Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
<b>OPERATING REVENUES:</b>						
11-00-4010 SEWER SERVICE CHGS-CURRENT	\$ 11,198,100	\$ 11,979,000	\$ 11,979,000	\$ 13,550,998	\$ 1,571,998	13.1%
11-00-4016 PERMIT & INSPECTION FEES	21,225	15,000	25,455	30,355	15,355	102.4%
11-00-4022 PLAN CHECK FEES	9,900	10,000	9,788	11,671	1,671	16.7%
11-00-4025 OTHER SERVICES	3,740	1,800	-	-	(1,800)	-100.0%
11-00-4031 SALE OF SURPLUS PROPERTY	6,996	-	15,191	18,115	18,115	-
<b>Subtotal</b>	<b>\$ 11,239,961</b>	<b>\$ 12,005,800</b>	<b>\$ 12,029,434</b>	<b>\$ 13,611,139</b>	<b>\$ 1,605,339</b>	<b>13.4%</b>
<b>NON-OPERATING REVENUES:</b>						
11-00-4110 TAXES-CURRENT SECURED	\$ 854,968	\$ 700,000	\$ 711,258	\$ 1,002,212	\$ 302,212	43.2%
11-00-4113 TAXES-CURRENT UNSECURED	26,361	25,000	43,479	61,266	36,266	145.1%
11-00-4116 TAXES-PRIOR SECURED	12,601	6,000	-	-	(6,000)	-100.0%
11-00-4119 TAXES-PRIOR UNSECURED	1,074	-	-	-	-	-
11-00-4125 SUPPLE PROP. TAXES-CURRENT	5,146	6,000	6,527	9,196	3,196	53.3%
11-00-4128 SUPPLE PROP. TAXES-PRIOR	2,721	2,000	5,910	8,328	6,328	316.4%
11-00-4131 HOMEOWNERS TAX RELIEF	6,203	6,000	-	-	(6,000)	-100.0%
11-00-4134 OTHER REVENUE	231,657	500	320	451	(49)	-9.8%
11-00-4210 INTEREST INCOME	419,261	300,000	100,000	140,906	(159,094)	-53.0%
<b>Subtotal</b>	<b>\$ 1,559,993</b>	<b>\$ 1,045,500</b>	<b>\$ 867,494</b>	<b>\$ 1,222,359</b>	<b>\$ 176,859</b>	<b>16.9%</b>
<b>Fund 11 Total Revenues by Source</b>	<b>25,599,908</b>	<b>13,051,300</b>	<b>12,896,928</b>	<b>14,833,498</b>	<b>1,782,198</b>	<b>13.7%</b>

Fund 13 (Capital Improvement Fund) Revenues by Source	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
<b>OPERATING REVENUES:</b>						
13-00-4040 CONNECTION FEES	\$ 832,348	\$ 748,000	\$ 721,271	\$ 991,610	\$ 243,610	32.6%
<b>Subtotal</b>	<b>\$ 832,348</b>	<b>\$ 748,000</b>	<b>\$ 721,271</b>	<b>\$ 991,610</b>	<b>\$ 243,610</b>	<b>32.6%</b>
<b>NON-OPERATING REVENUES:</b>						
13-00-4210 INTEREST INCOME	\$ 144,754	\$ 100,000	\$ (6,098)	\$ 25,000	\$ (75,000)	-75.0%
<b>Subtotal</b>	<b>\$ 144,754</b>	<b>\$ 100,000</b>	<b>\$ (6,098)</b>	<b>\$ 25,000</b>	<b>\$ (75,000)</b>	<b>-75.0%</b>
<b>Fund 13 Total Revenues by Source</b>	<b>\$ 1,954,203</b>	<b>\$ 848,000</b>	<b>\$ 715,173</b>	<b>\$ 1,016,610</b>	<b>\$ 168,610</b>	<b>19.9%</b>
<b>Combined Total Revenues</b>	<b>\$ 27,554,111</b>	<b>\$ 13,899,300</b>	<b>\$ 13,612,101</b>	<b>\$ 15,850,108</b>	<b>\$ 1,950,808</b>	<b>14.0%</b>



## REVENUE DESCRIPTIONS

### *11-00-4010 SEWER SERVICE CHGS-CURRENT*

Sewer service revenue is projected to be 36,300 Equivalent Dwelling Units (EDUs).

### *11-00-4016 PERMIT & INSPECTION FEES*

Fees collected for lateral and mainline inspections.

### *11-00-4022 PLAN CHECK FEES*

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

### *11-00-4025 OTHER SERVICES*

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

### *11-00-4031 SALE OF SURPLUS PROPERTY*

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

### *11-00-4110 TAXES-CURRENT SECURED*

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

### *11-00-4113 TAXES-CURRENT UNSECURED*

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

### *11-00-4116 TAXES-PRIOR SECURED*

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



## *11-00-4119 TAXES-PRIOR UNSECURED*

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

## *11-00-4125 SUPPLEMENTAL PROP. TAXES-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.

## *11-00-4128 SUPPLEMENTAL PROP. TAXES-PRIOR*

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

## *11-00-4131 HOMEOWNERS 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.

## *11-00-4134 OTHER REVENUE*

This account includes revenue from other undefined sources.

## *11-00-4210 INTEREST INCOME*

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

## *13-00-4040 CONNECTION FEES*

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

## *13-00-4210 INTEREST INCOME*

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



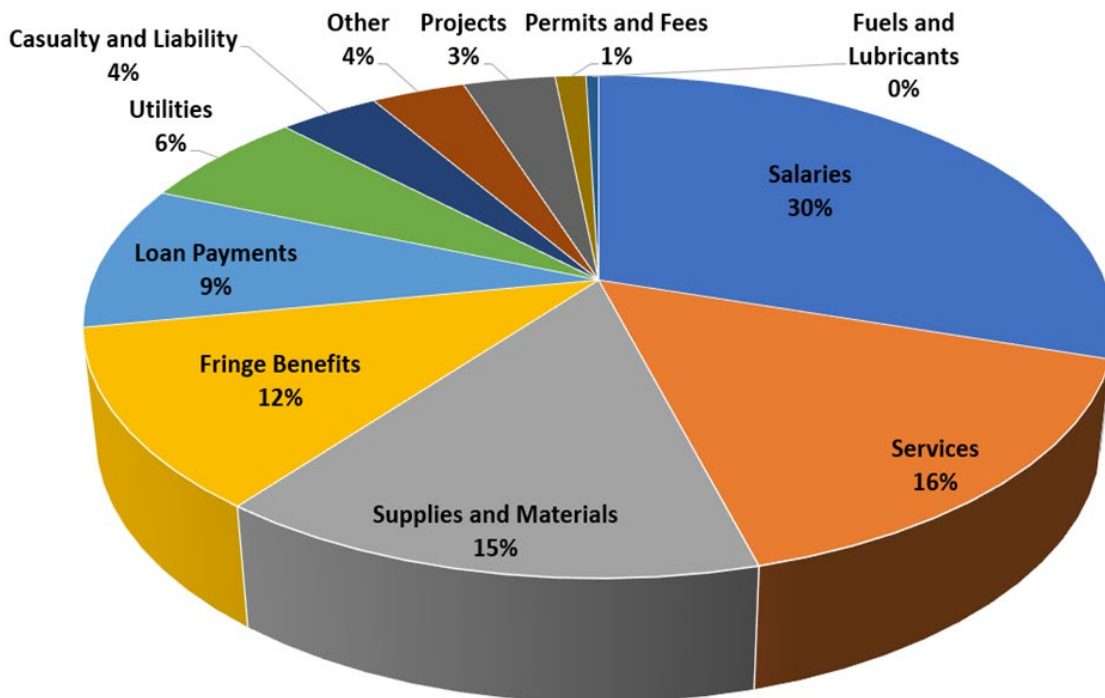
# FUND SUMMARY

## EXPENSE BY CATEGORY

The following table depicts the expense by category.

Total Expense by Category	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percentage Change
Wages	\$ 2,701,174	\$ 2,910,228	\$ 3,047,097	\$ 3,287,767	\$ 377,539	13.0%
Services	901,637	939,277	650,296	1,737,820	798,543	85.0%
Supplies and Materials	1,202,212	1,440,380	1,190,584	1,596,896	156,516	10.9%
Fringe Benefits	1,083,905	1,142,215	1,087,909	1,271,600	129,385	11.3%
Loan Payments	1,021,090	1,021,090	1,021,090	1,018,873	(2,217)	-0.2%
Utilities	632,576	660,750	644,454	699,353	38,603	5.8%
Casualty and Liability	308,141	308,300	308,141	411,406	103,106	33.4%
Other	204,129	381,805	147,515	385,256	3,451	0.9%
Projects	140,000	179,644	179,644	379,434	199,790	111.2%
Permits and Fees	83,745	115,650	76,607	126,750	11,100	9.6%
Fuels and Lubricants	25,236	52,000	31,752	52,000	-	0.0%
<b>Total</b>	<b>\$ 8,303,845</b>	<b>\$ 9,151,339</b>	<b>\$ 8,385,089</b>	<b>\$10,967,155</b>	<b>\$1,815,816</b>	<b>19.8%</b>

Expense by Category as a Percentage of FY22 Budget





## *SALARIES*

The increase in wages is attributed to the addition of three (3) Full Time Employees (FTE). Also, the wage schedule was increased to be more competitive with other agencies in the region to address recruitment and retention issues.

## *SERVICES*

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

## *SUPPLIES AND MATERIALS*

The increase in supplies and materials is due to additional chemical usage, COVID-19 supplies, repair parts needed for aging fleet vehicles, machinery, and facility.

## *FRINGE BENEFITS*

The increase in fringe benefits is attributed to the addition of three (3) FTE's.

## *LOAN PAYMENTS*

There is a small decrease in loan payments due to a reduction in loan balances.

## *UTILITIES*

The increase in utilities is due to increased electricity usage and trash disposal costs.

## *CASUALTY AND LIABILITY*

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

## *OTHER*

Other expenditures have a slight increase due to increased costs for memberships, training, and certification programs.

## *PROJECTS*

The increase in projects is due to an increase in costs for the District's share of the recycled water process, Integrated Regional Water Management Plan, and Salt and Nutrient Management Plan. There are also new projects such as the telemetrics for the district vehicles and upgrade of the district alarm system.

# FUND SUMMARY

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## *PERMITS AND FEES*

The increase in permits and fee costs is due to higher fees for the Department of Health and the Environmental Laboratory Certification Program (ELAP) and Onsite Assessment (OSA).

## *FUELS AND LUBRICANTS*

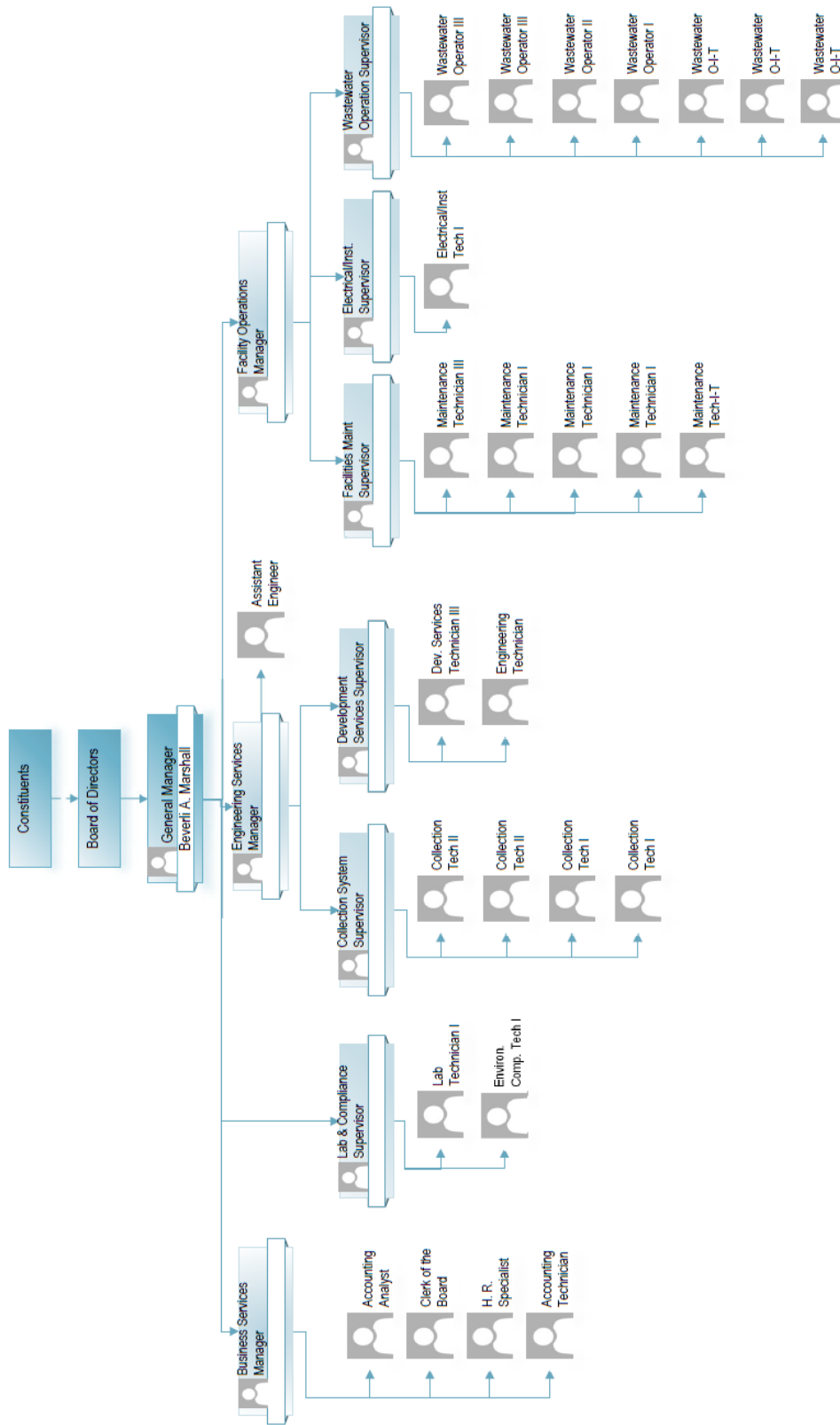
There is no anticipated change to the fuel and lubricants costs.



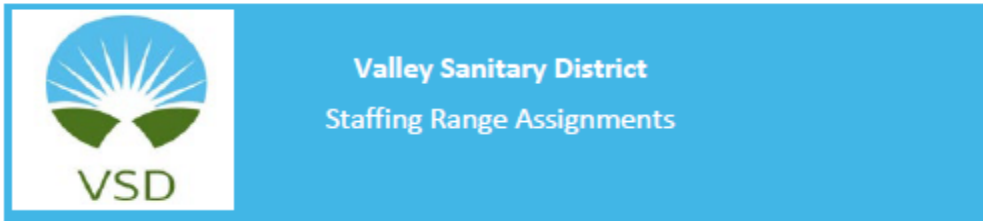
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# PERSONNEL SUMMARY



# PERSONNEL SUMMARY



DEPARTMENT	CLASSIFICATION	AUTHORIZED POSITIONS
ADMINISTRATION	General Manager	1
	Accounting Analyst	1
	Accounting Technician	1
	Clerk of the Board	1
	Business Services Manager	1
	Human Resources Specialist	1
	<b>Subtotal</b>	<b>6</b>
COLLECTIONS	Collection Systems Supervisor	1
	Collection Systems Tech I	2
	Collection Systems Tech II	2
<b>Subtotal</b>	<b>5</b>	
ENGINEERING	Assistant Engineer	1
	Development Services Supervisor	1
	Development Services Tech III	1
	Engineering Services Manager	1
	Engineering Technician	1
<b>Subtotal</b>	<b>5</b>	
LABORATORY AND COMPLIANCE	Environmental Comp Tech II	1
	Laboratory and Compliance Supervisor	1
	Lab Technician I	1
<b>Subtotal</b>	<b>3</b>	
MAINTENANCE	Electrical Instrumentation Supervisor	1
	Electrical Instrumentation Tech I	1
	Maintenance Supervisor	1
	Maintenance Tech I	3
	Maintenance Tech III	1
	Maintenance Tech-in-Training	1
<b>Subtotal</b>	<b>8</b>	
OPERATIONS	Facility Operations Manager	1
	Wastewater Operations Supervisor	1
	Wastewater Operator I	1
	Wastewater Operator II	1
	Wastewater Operator III	2
	Wastewater Operator-in-Training	3
<b>Subtotal</b>	<b>9</b>	
<b>TOTAL POSITIONS</b>		<b>36</b>

# PERSONNEL SUMMARY



## Valley Sanitary District Wage Schedule, Effective July 1, 2021

Bi-Weekly Rate

Job Title	Steps						
	A	B	C	D	E	F	G
Accounting Technician	2,201	2,311	2,427	2,548	2,675	2,809	2,950
Accounting Analyst	2,793	2,933	3,079	3,233	3,395	3,565	3,743
Administrative Assistant	2,101	2,206	2,316	2,432	2,554	2,681	2,816
Assistant Engineer	3,098	3,253	3,416	3,586	3,766	3,954	4,152
Associate Engineer	3,461	3,634	3,816	4,007	4,207	4,417	4,638
Collection System Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Collection System Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Collection System Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Collection System Tech III	2,470	2,593	2,723	2,859	3,002	3,152	3,310
Clerk of the Board	2,416	2,537	2,664	2,797	2,937	3,084	3,238
Development Services Tech I	2,387	2,506	2,632	2,763	2,901	3,046	3,199
Development Services Tech II	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Development Services Tech III	2,922	3,068	3,222	3,383	3,552	3,729	3,916
Electrician/Inst Tech-in-Training	2,025	2,126	2,233	2,344	2,461	2,584	2,714
Electrician/Inst Tech I	2,279	2,393	2,513	2,638	2,770	2,909	3,054
Electrician/Inst Tech II	2,475	2,599	2,729	2,865	3,008	3,159	3,317
Electrician/Inst Tech III	2,723	2,859	3,002	3,152	3,309	3,475	3,648
Engineering Technician	2,626	2,757	2,895	3,040	3,192	3,351	3,519
Environmental Comp Tech I	2,240	2,352	2,470	2,593	2,723	2,859	3,002
Environmental Comp Tech II	2,464	2,587	2,717	2,852	2,995	3,145	3,302
Environmental Comp Tech III	2,710	2,846	2,988	3,138	3,295	3,459	3,632
Human Resources Specialist	2,660	2,793	2,933	3,079	3,233	3,395	3,565
Lab Technician-in-Training	2,016	2,117	2,223	2,334	2,450	2,573	2,702
Lab Technician I	2,240	2,352	2,470	2,593	2,723	2,859	3,002
Lab Technician II	2,464	2,587	2,717	2,852	2,995	3,145	3,302
Lab Technician III	2,710	2,846	2,988	3,138	3,295	3,459	3,632
Maintenance Tech-in-Training	1,837	1,929	2,025	2,126	2,233	2,344	2,462
Maintenance Tech I	2,041	2,143	2,250	2,363	2,481	2,605	2,735
Maintenance Tech II	2,245	2,357	2,475	2,599	2,729	2,865	3,009
Maintenance Tech III	2,470	2,593	2,723	2,859	3,002	3,152	3,310
Management Analyst	3,015	3,166	3,324	3,490	3,665	3,848	4,040
Procurement Technician	2,233	2,345	2,462	2,585	2,714	2,850	2,992
Wastewater Operator-in-Training	1,903	1,998	2,098	2,202	2,313	2,428	2,550
Wastewater Operator I	2,114	2,220	2,331	2,447	2,570	2,698	2,833
Wastewater Operator II	2,325	2,442	2,564	2,692	2,827	2,968	3,116
Wastewater Operator III	2,558	2,686	2,820	2,961	3,109	3,265	3,428
Collection System Supervisor	3,003	3,153	3,311	3,476	3,650	3,833	4,024
Development Services Supervisor	3,042	3,194	3,354	3,521	3,698	3,882	4,077
Electrical/Instrumentation Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Facilities Maintenance Supervisor	3,207	3,367	3,536	3,713	3,898	4,093	4,298
Laboratory and Compliance Supervisor	3,257	3,420	3,591	3,770	3,959	4,157	4,365
Wastewater Operations Supervisor	3,290	3,455	3,627	3,809	3,999	4,199	4,409
Business Services Manager	4,849	5,091	5,346	5,613	5,894	6,189	6,498
Engineering Services Manager	5,223	5,484	5,758	6,046	6,349	6,666	6,999
Facility Operations Manager	4,700	4,935	5,182	5,441	5,713	5,999	6,298
General Manager (Contract)							9,219



# PERSONNEL SUMMARY

## POSITION COUNT BY DEPARTMENT

Department	FY21 Base FTE's	Changes to Base	Proposed New Positions	FY22 Proposed Base FTE's	Variance
<b>Administration</b>					
Administration	5.00	1.00	1.00	6.00	1.00
<b>Development Services</b>					
Collections	5.00	-	-	5.00	-
Engineering	4.00	1.00	1.00	5.00	1.00
<b>Laboratory and Compliance</b>					
Laboratory and Compliance	3.00	-	-	3.00	-
<b>Operations</b>					
Maintenance	7.00	1.00	1.00	8.00	1.00
Operations	9.00	-	-	9.00	-
<b>Total FTEs</b>	<b>33.00</b>	<b>3.00</b>	<b>3.00</b>	<b>36.00</b>	<b>3.00</b>

**Notes:**

- Full Time Employee (FTE)
- Changes to base Full Time Employee (FTE)s are due to inter-department transfers, changes in employee status from part-time (PT) to full-time (FT), changes in grant funded salaries, and allocations to other departments.
- Full-time employees (FTEs) may be less than one (1) due to salaries being allocated to capital projects, or for part time employees.

### Administration Department

- The Administration Department is requesting one (1) FTE Accounting Technician to continue effective monitoring and control of the organization’s financial matters. Also, the department retitled the Administrative Assistant position to Clerk of the Board.

### Engineering Department

- The Engineering Department is requesting one (1) FTE Engineering Technician to administer and manage the District's new asset management system.

### Maintenance Department

- The Maintenance Department is requesting one (1) FTE Maintenance Technician to assist with increased work orders for facility and vehicle maintenance.



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# BUDGET BY DEPARTMENT

## DEPARTMENT DESCRIPTION

Valley Sanitary District is composed of seven (7) departments that work in unison to ensure that the Districts purpose is fulfilled. In this section each department will be presented individually with its own organizational chart, department description, fiscal year 2021/22 goals, personal summary, budget summary, and budget detail.

Operating expenses are monitored at the department level. Every month a budget variance report is submitted to the department managers for review. Quarterly meetings are held with the department managers to analyze year-to-date expenditures versus year-to-date budget. Budget transfers within the department may be made administratively. Appropriation of funds above the total operating budget require a budget amendment and Board approval.

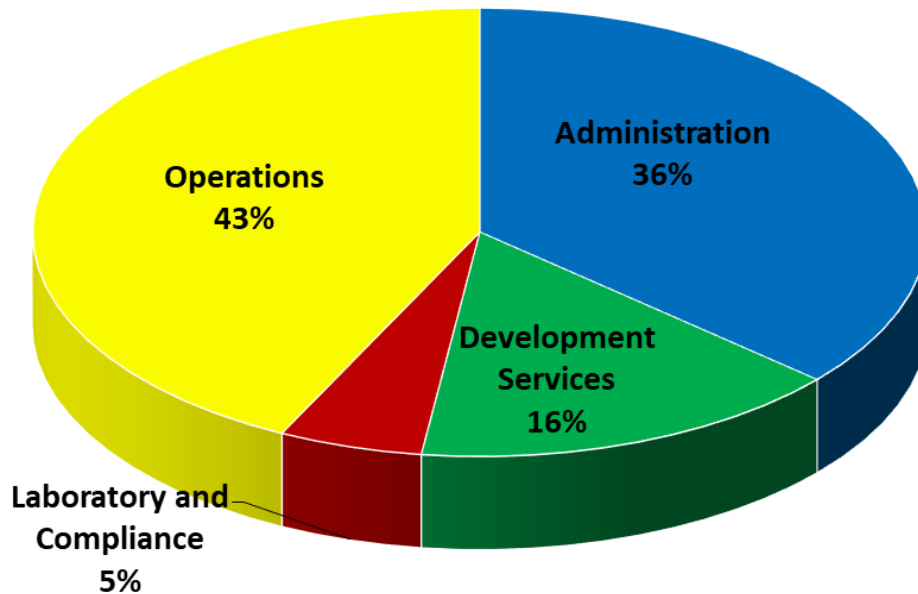
## EXPENSE SUMMARY BY DEPARTMENT

Department	FY20 Actual	FY21 Budget	FY21 Projection	FY22 Budget	Budget Change	Budget Percentage Change
<b>ADMINISTRATION</b>						
Administration	\$ 984,396	\$ 3,063,380	\$ 3,011,642	\$ 3,831,752	\$ 768,372	25.1%
Board of Directors	-	-	-	163,052	163,052	0.0%
<b>Subtotal</b>	<b>\$ 984,396</b>	<b>\$ 3,063,380</b>	<b>\$ 3,011,642</b>	<b>\$ 3,994,804</b>	<b>\$ 931,424</b>	<b>30.4%</b>
<b>DEVELOPMENT SERVICES</b>						
Collections	\$ 2,771,780	\$ 881,102	\$ 689,544	\$ 904,457	\$ 23,355	2.7%
Engineering	340,505	605,108	583,722	813,384	208,276	34.4%
<b>Subtotal</b>	<b>\$ 3,112,285</b>	<b>\$ 1,486,210</b>	<b>\$ 1,273,266</b>	<b>\$ 1,717,841</b>	<b>\$ 231,631</b>	<b>15.6%</b>
<b>LABORATORY AND COMPLIANCE</b>						
Laboratory and Compliance	\$ 265,189	\$ 521,385	\$ 454,611	\$ 569,839	\$ 48,454	9.3%
<b>Subtotal</b>	<b>\$ 265,189</b>	<b>\$ 521,385</b>	<b>\$ 454,611</b>	<b>\$ 569,839</b>	<b>\$ 48,454</b>	<b>9.3%</b>
<b>OPERATIONS</b>						
Maintenance	\$ 642,229	\$ 1,373,656	\$ 1,284,459	\$ 1,712,021	\$ 338,365	24.6%
Operations	1,449,120	2,706,708	2,464,688	2,972,650	265,942	9.8%
<b>Subtotal</b>	<b>\$ 2,091,349</b>	<b>\$ 4,080,364</b>	<b>\$ 3,749,147</b>	<b>\$ 4,684,671</b>	<b>\$ 604,307</b>	<b>14.8%</b>
<b>Total Expenses by Department</b>	<b>\$ 6,453,219</b>	<b>\$ 9,151,339</b>	<b>\$ 8,488,665</b>	<b>\$ 10,967,155</b>	<b>\$ 1,815,816</b>	<b>19.8%</b>



The pie chart below depicts the percentage of total operating budget by department.

**Percentage of Total Operating Budget By Department**



### Budget Allocation

The budget process for the District is a collaborative effort among all departments that is based on sound financial management and longevity. For the fiscal year 2021/22 the operating budget focuses on allocating and using resources within the framework of the strategic plan to ensure long term success and development of the District as a whole. At the budget kick off for the new budget, the department heads are given budget request spreadsheets. The spreadsheets include all expenditures by category that include the last two (2) fiscal year expenditures, current fiscal year budget, and current fiscal year projections. All non-recurring expenditures from the previous year are deleted, and new requests are submitted for review and approval.

### Wages and Benefits

Based on the completed succession plan, the goals, and objectives of the District for the next five (5) years, staff determined that in fiscal year 2021/22 the District needs to add three (3) Full Time Employees (FTE) to meet changing needs. The addition of staff is in alignment with strategic Goal 1: Fully Staffed with a Highly Trained and Motivated Team. The fiscal year 2021/22 budget reflects 36 FTE's with payroll related expenditures of \$4.6 million, an increase of \$506,924 or 12.5%.

# BUDGET BY DEPARTMENT

The table below illustrates the personnel summary by department from fiscal year 2017/18 through fiscal year 2021/22.

Department	Budget FY18	Budget FY19	Budget FY20	Budget FY21	Budget FY22
<b>Administration</b>					
Administration	4	5	5	5	6
<b>Development Services</b>					
Collections	4	4	5	5	5
Engineering	4	4	5	4	5
<b>Laboratory and Compliance</b>					
Laboratory and Compliance	1	1	2	3	3
<b>Operations</b>					
Maintenance	6	6	6	7	8
Operations	9	9	9	9	9
<b>Total FTEs</b>	<b>28</b>	<b>29</b>	<b>32</b>	<b>33</b>	<b>36</b>

## California Public Employees' Retirement System (CalPERS)

The District participates in CalPERS one of the nation's largest public pension fund. CalPERS serves an estimated 2 million members in the retirement system. CalPERS offers a defined benefit plan where retirement benefits are based on a formula, rather than contributions and earnings to a savings plan. Retirement benefits are calculated based on a member's years of service credit, age at retirement, and final compensation (average salary for a defined period of employment).

On January 1, 2013, the California Public Employees' Pension Reform Act (PEPRA) was enacted, creating a mandatory two (2) tiered CalPERS pension system. Employees hired before 01/01/2013 are part of Tier 1 also known as Classic Members. The retirement formula for Classic members is 2.5% @ 55. Employees hired after 12/31/12 and not a prior Classic Member of CalPERS are part of Tier 2 PEPRA Members. The retirement formula for PEPRA Members is 2.0% @ 62.

Public agency required employer contributions are determined by periodic actuarial valuations. These valuations are based on the benefit formulas the agency provides and the employee groups covered. The minimum required employer contribution includes the sum of two (2) components:

1. Normal Cost (NC) Rate, which represents the annual cost of service accrual for the upcoming fiscal year, for active employees. Normal cost is shown as a percentage of payroll and paid as part of the payroll reporting process.

# BUDGET BY DEPARTMENT

- Annual payment on the Unfunded Accrued Liability (UAL) is the amortized dollar amount needed to fund past service credit earned (or accrued) for members who are currently receiving benefits, active members, and for members entitled to deferred benefits, as of the valuation date. The UAL is billed at the beginning of the fiscal year, with the option of prepayment at a discounted rate or monthly payments.

Tier	Member Type	Hire Date	Retirement Formula	Employer Normal Contribution	Employer Amortization of Unfunded Accrued Liability	Employee Contribution
1	Classic	Before 01/01/2013	2.5% @ 55	12.380%	\$ 708,181	8.000%
2	PEPRA	After 12/31/2012	2.0% @ 62	7.730%	\$ 16,339	7.250%

## Other Post-Employment Benefits (OPEB)

The District contributes to a single employer defined benefit plan to provide postemployment medical benefits. Specifically, the District offers post-retirement medical benefits to all employees who retire from the District after attaining age 50 with at least five (5) years of service. The District participates in the California Employers' Retiree Benefit Trust (CERBT) Fund, a Section 115 trust fund dedicated to prefunding OPEB.

Benefits provided by the plan are as follow:

Benefits Provided by Plan	
Benefit Types Provided	Medical Only
Duration of Benefits	Lifetime
Required Services	5 Years
Minimum Age	50
Dependent Coverage	Yes
District Contribution Percentage	1
District Cap	\$133.00 per month*

\*This amount will increase as provided in California Government Code Section 22892

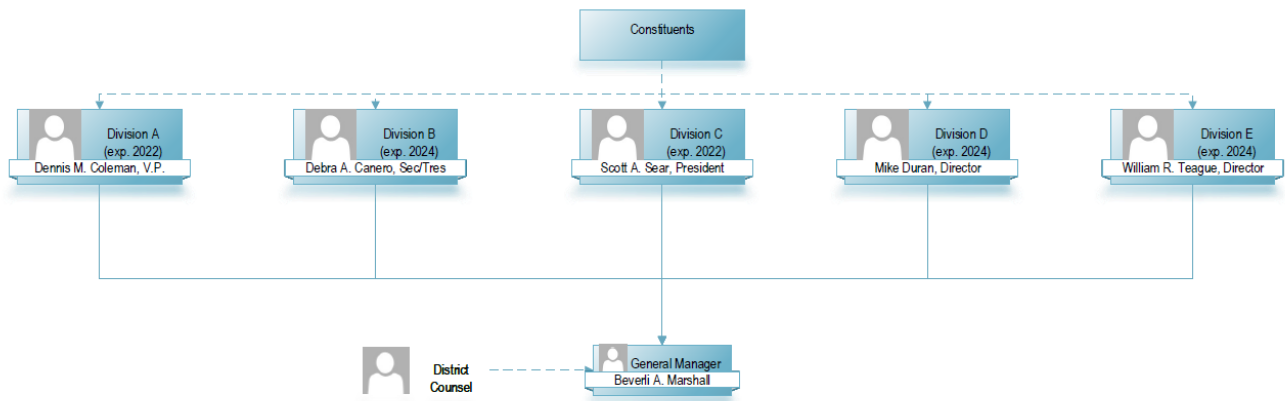
## BUDGET BY DEPARTMENT

Annual OPEB costs are calculated based on the annual required contribution (ARC) of the employer, an amount actuarially determined in accordance with the parameters of GASB Statement 45. In fiscal year 2021/22 there is a budgeted payment of \$43,534.





# BOARD OF DIRECTORS



## DEPARTMENT DESCRIPTION

Valley Sanitary District is governed by a five (5) member Board of Directors elected at large from within the District’s service area. Each Director represents a specific geographic area known as a ward. Under California law the Board of Directors establishes and implements policies for the operation of the District. The Board of Directors establishes goals and objectives, manages sound fiscal policy and control, sets rates and fees, approves the annual operating and capital budget, approves capital improvement plans, maintains strong communication between the Board of Directors and the General Manager, and advocates for the District. The Board of Directors makes decisions to serve the best interests of the community. The District’s Board of Directors meet on the second and fourth Tuesday each month. Meetings are publicly noticed and citizens are encouraged to attend.

## FY 2021-2022 GOALS AND OBJECTIVES

- Continue implementation of approved strategic plans, goals, and objectives.
- Ensure that all decisions executed uphold the District’s mission, vision, and values.
- Continue to be a source of support for the community and the District.

## PERSONNEL SUMMARY

FY22 Physical	Classification	FY21 Base	FY22 Base	Variance
5	Director	5.00	5.00	0.00
<b>5</b>	<b>Total FTE's</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

Notes:

- New Department for FY22

**EXPENSE BUDGET SUMMARY**

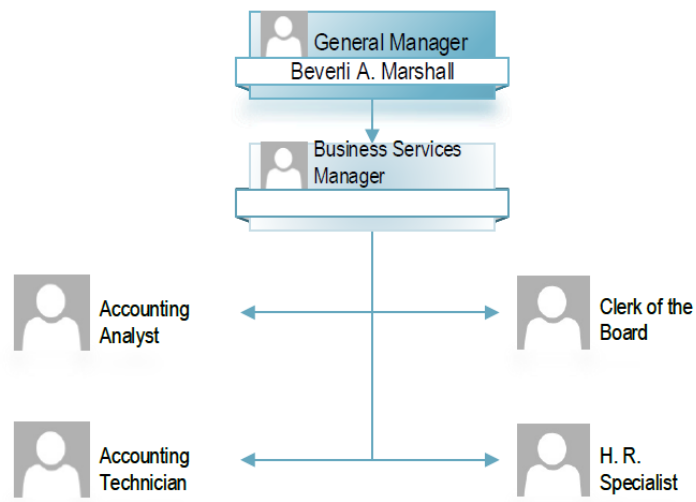
General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-20-5010 SALARIES AND WAGES	-	-	-	\$ 55,756	\$ 55,756	-
11-20-5210 FICA AND MEDICARE	-	-	-	13,171	13,171	-
11-20-5228 HEALTH INSURANCE	-	-	-	900	900	-
11-20-6024 CONTRACTS	-	-	-	25,000	25,000	-
11-20-6034 LEGAL SERVICES	-	-	-	20,625	20,625	-
11-20-6044 OFFICE SUPPLIES	-	-	-	1,500	1,500	-
11-20-6052 OTHER EXPENSES	-	-	-	10,000	10,000	-
11-20-6122 TELEPHONE AND INTERNET	-	-	-	3,600	3,600	-
11-20-6210 CONFERENCES AND MEETINGS	-	-	-	32,500	32,500	-
<b>Total Expenses</b>	-	-	-	<b>\$ 163,052</b>	<b>\$ 163,052</b>	-

**BUDGET DETAIL WORKSHEET**

General Ledger Code	FY21 Budget	FY22 Budget	Variance
<b>11-20-5010 SALARIES AND WAGES</b>	\$ -	\$ 55,756	\$ 55,756
<b>11-20-5210 FICA AND MEDICARE</b>	-	13,171	13,171
<b>11-20-5228 HEALTH INSURANCE</b>	-	900	900
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 69,827</b>	<b>\$ 69,827</b>
<b>11-20-6024 CONTRACTS</b>			
Professional and Technical Services	\$ -	\$ 25,000	\$ 25,000
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>
<b>11-20-6034 LEGAL SERVICES</b>			
Costs Associated with General Legal Counsel	\$ -	\$ 20,625	\$ 20,625
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 20,625</b>	<b>\$ 20,625</b>
<b>11-20-6044 OFFICE SUPPLIES</b>			
Postage, Courier, Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils, Pads, Mailing Labels, Etc.	\$ -	\$ 1,500	\$ 1,500
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 1,500</b>	<b>\$ 1,500</b>
<b>11-20-6052 OTHER EXPENSES-BOARD</b>			
Miscellaneous Expense Contingency Fund	\$ -	\$ 10,000	\$ 10,000
<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-20-6122 TELEPHONE/INTERNET</b>				
	Cell Phones-4 Board Members	\$ -	\$ 3,600	\$ 3,600
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 3,600</b>	<b>\$ 3,600</b>
<b>11-20-6210 CONFERENCES/MEETINGS</b>				
	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.	\$ -	\$ 32,500	\$ 32,500
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 32,500</b>	<b>\$ 32,500</b>
	<b>Total Expenses</b>	<b>\$ -</b>	<b>\$ 163,052</b>	<b>\$ 163,052</b>









## DEPARTMENT DESCRIPTION

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

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

Finance is responsible for financial accounting and reporting, cash management, payroll, investment portfolio, debt financing structure, contracts, procurement, and materials management. Finance is also responsible for all financial statements, coordination of financial audits, grant management, development and maintenance of the operating and capital budget, and preparation of long and short-term financial plans.

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

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

## FY 2021-2022 GOALS AND OBJECTIVES

- Update the Employee Handbook and Policies and Procedures Manual to reflect current organizational policies and employment laws.
- Successfully complete accounting software conversion.
- Commence cross-training on day-to-day functions involving Accounts Payable, Accounts Receivable, and Financial Reporting.
- Develop and implement an effective public outreach program that will increase public awareness of Valley Sanitary District.

**PERSONNEL SUMMARY**

FY22 Physical	Classification	FY21 Base FTE's	FY22 Base FTE's	Variance
1	General Manager	1.00	1.00	0.00
1	Accounting Analyst	1.00	1.00	0.00
1	Accounting Technician	0.00	1.00	1.00
0	Administrative Assistant	1.00	0.00	(1.00)
1	Business Services Manager	1.00	1.00	0.00
1	Clerk of the Board	0.00	1.00	1.00
1	Human Resources Specialist	1.00	1.00	0.00
<b>6</b>	<b>Total FTE's</b>	<b>5.00</b>	<b>6.00</b>	<b>1.00</b>

Notes:

- Added Accounting Technician
- Added Clerk of the Board
- Deleted Administrative Assistant

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-00-3280 CSWRCB RESERVE FUND	\$ -	\$ 553,361	\$ 553,361	\$ 553,361	\$ -	-
11-00-9108 TRANSFER TO FUND 06	-	467,729	467,729	465,512	(2,217)	-0.5%
11-10-5010 SALARIES AND WAGES	341,073	579,986	591,345	684,410	104,424	18.0%
11-10-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,200	1,200	-
11-10-5116 LONGEVITY	900	3,000	1,627	3,200	200	6.7%
11-10-5119 OVERTIME	2,376	500	4,561	5,000	4,500	900.0%
11-10-5210 FICA AND MEDICARE	21,213	43,600	38,109	55,425	11,825	27.1%
11-10-5213 RETIREMENT CONTRIBUTIONS	33,018	64,900	57,278	76,508	11,608	17.9%
11-10-5216 UNEMPLOYMENT PAYMENTS	(142)	-	(212)	-	-	-
11-10-5219 VISION INSURANCE	4,472	3,820	7,756	2,076	(1,744)	-45.7%
11-10-5222 WORKERS' COMPENSATION	796	1,270	1,369	70,413	69,143	5444.3%
11-10-5225 LIFE INSURANCE	694	1,300	1,188	1,632	332	25.5%
11-10-5228 HEALTH INSURANCE	55,362	106,300	93,531	109,464	3,164	3.0%
11-10-5234 DENTAL INSURANCE	-	-	-	8,004	8,004	-
11-10-5237 LONG TERM DISABILITY	933	1,700	1,597	1,596	(104)	-6.1%
11-10-6010 ACCOUNTING SERVICES	-	58,320	58,320	87,707	29,387	50.4%
11-10-6018 CERTIFICATIONS	-	250	-	-	(250)	-100.0%
11-10-6022 COMPREHENSIVE INSURANCE	179,749	308,300	308,141	340,993	32,693	10.6%
11-10-6024 CONTRACTS	137,703	182,700	234,388	556,769	374,069	204.7%
11-10-6026 COUNTY EXPENSE	19,049	22,000	28,629	22,000	-	-
11-10-6028 ELECTION EXPENSE	-	70,000	-	-	(70,000)	-100.0%
11-10-6034 LEGAL SERVICES	85,804	40,000	40,000	30,000	(10,000)	-25.0%
11-10-6036 MEDICAL SERVICES	-	31,500	31,500	32,443	943	3.0%
11-10-6038 MEMBERSHIPS	27,494	33,445	43,374	47,107	13,662	40.8%
11-10-6042 MISC. PROFESSIONAL SERVICES	-	82,930	82,930	95,392	12,462	15.0%
11-10-6044 OFFICE SUPPLIES	7,044	16,000	15,482	20,800	4,800	30.0%
11-10-6046 SUPPLIES	7,167	11,000	11,302	11,000	-	-
11-10-6048 OPEB HEALTH INSURANCE	-	56,325	56,325	57,253	928	1.6%
11-10-6052 OTHER EXPENSES	7,836	28,000	12,419	10,000	(18,000)	-64.3%
11-10-6056 PERMITS AND FEES	2,944	3,000	4,416	3,000	-	-
11-10-6060 PUBLICATIONS	399	2,000	1,550	2,500	500	25.0%
11-10-6062 REPAIRS AND MAINTENANCE	1,647	3,500	2,870	13,375	9,875	282.1%
11-10-6070 TUITION REIMBURSEMENT	-	-	-	12,000	12,000	-
11-10-6122 TELEPHONE AND INTERNET	12,248	20,500	21,010	27,655	7,155	34.9%
11-10-6210 CONFERENCES AND MEETINGS	10,371	40,000	15,856	44,523	4,523	11.3%
11-10-7035 ADMINISTRATIVE FACILITIES	-	-	-	33,449	33,449	-
11-20-6010 DIRECTOR FEE AND PAYROLL TAX-BOARD	24,250	46,500	44,250	-	(46,500)	-100.0%
11-70-7025 GENERAL PLANT FACILITIES	-	179,644	179,644	345,985	166,341	92.6%
<b>Total Expenses</b>	<b>\$ 984,396</b>	<b>\$ 3,063,380</b>	<b>\$ 3,011,642</b>	<b>\$ 3,831,752</b>	<b>\$ 768,372</b>	<b>25.1%</b>

**BUDGET DETAIL WORKSHEET**

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-5010 SALARIES AND WAGES</b>		\$ 579,986	\$ 684,410	\$ 104,424
<b>11-10-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,200	1,200
<b>11-10-5119 OVERTIME</b>		500	5,000	4,500
<b>11-10-0000 TOTAL FRINGE BENEFITS</b>		225,890	257,905	32,015
<b>Subtotal</b>		<b>\$ 806,376</b>	<b>\$ 948,515</b>	<b>\$ 142,139</b>
<b>11-00-3280 CSWRCB RESERVE FUND</b>				
Principal and Interest Payment for State Revolving Fund (SRF)		\$ 553,361	\$ 553,361	\$ -
<b>Subtotal</b>		<b>\$ 553,361</b>	<b>\$ 553,361</b>	<b>\$ -</b>
<b>11-00-9108 TRANSFER TO FUND 06</b>				
Principal and Interest Payment for Revenue Refunding Bonds, 2015		\$ 465,229	\$ 463,012	\$ (2,217)
Annual Administrative Expenses for Revenue Refunding Bonds, 2015		2,500	2,500	-
<b>Subtotal</b>		<b>\$ 467,729</b>	<b>\$ 465,512</b>	<b>\$ (2,217)</b>
<b>11-10-5222 WORKERS COMPENSATION</b>				
Workers Compensation Insurance Premium		\$ -	\$ 70,413	\$ 70,413
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 70,413</b>	<b>\$ 70,413</b>
<b>11-10-6010 ACCOUNTING SERVICES</b>				
Annual Audit		\$ 15,500	\$ 30,810	\$ 15,310
Annual Sewer Service Charge Administration Services (NBS)		18,000	18,000	-
Annual Software Support (Caselle)		-	16,800	16,800
Annual Software Support (Blackbaud)		16,000	11,000	(5,000)
Payroll Processing		4,100	5,377	1,277
Timekeeping System (CTE)		3,600	3,600	-
Annual Report Submittal To GFOA		1,120	1,120	-
Budget Report Submittal To GFOA		-	1,000	1,000
<b>Subtotal</b>		<b>\$ 58,320</b>	<b>\$ 87,707</b>	<b>\$ 29,387</b>

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-6018 CERTIFICATIONS</b>				
	Certified Public Accountant (CPA) renewal (Business Services Manager)	\$ 250	\$ -	\$ (250)
	<b>Subtotal</b>	<b>\$ 250</b>	<b>\$ -</b>	<b>\$ (250)</b>
<b>11-10-6022 COMPREHENSIVE INSURANCE</b>				
	Earthquake Insurance	\$ 177,000	\$ 192,000	\$ 15,000
	Umbrella Business Insurance (e.g., Liability, Auto, and General)	115,000	125,000	10,000
	Environmental Pollution	16,300	23,993	7,693
	<b>Subtotal</b>	<b>\$ 308,300</b>	<b>\$ 340,993</b>	<b>\$ 32,693</b>
<b>11-10-6024 CONTRACTS</b>				
	Grant Assistance	\$ -	\$ 100,000	\$ 100,000
	Public Relations (e.g., Outreach, Social Media, and Advertising)	-	97,025	97,025
	Plant Security (Superior Protection Consultants)	79,000	79,000	-
	Federal Advocacy	-	69,000	69,000
	Other IT Support	-	39,500	39,500
	Computer Maintenance (Southwest Networks)	25,100	39,444	14,344
	State Advocacy	-	30,000	30,000
	General Consulting for Human Resource Training and Development, Benefits, and Legal Compliance	-	25,000	25,000
	Outreach Newsletter	15,000	25,000	10,000
	Temporary Help Services	-	18,000	18,000
	Services Related to the Shadow Hills and Indio Terrace Assessment Districts (Willdan)	-	10,000	10,000
	Business Continuity Update	-	10,000	10,000
	Backup/Disaster Recovery Storage (Southwest Networks)	8,400	8,400	-
	CalPERS Actuarial Study for GASB 68 Requirements	1,700	1,800	100
	Section 125 Plan	1,000	1,800	800
	CalPERS Health Plan Annual Fee	1,400	1,400	-
	Postage Meter Lease (Pitney Bowes)	700	700	-
	CalPERS 218 Fee (Social Security Agreement)	400	700	300
	Sewer Rate and Capacity Fee Study (NBS)	50,000	-	(50,000)
	<b>Subtotal</b>	<b>\$ 182,700</b>	<b>\$ 556,769</b>	<b>\$ 374,069</b>

# ADMINISTRATION

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-6026 COUNTY EXPENSE</b>				
	County Auditor Fees Special Assessments to the Tax Roll	\$ 11,000	\$ 11,000	\$ -
	County Treasurer Fees for Collection of Special Assessments	11,000	11,000	-
	<b>Subtotal</b>	<b>\$ 22,000</b>	<b>\$ 22,000</b>	<b>\$ -</b>
<b>11-10-6028 ELECTION EXPENSE</b>				
	Costs Associated Board Member Election	\$ 70,000	\$ -	\$ (70,000)
	<b>Subtotal</b>	<b>\$ 70,000</b>	<b>\$ -</b>	<b>\$ (70,000)</b>
<b>11-10-6034 LEGAL SERVICES</b>				
	Costs Associated with General Legal Counsel	\$ 40,000	\$ 30,000	\$ (10,000)
	<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ 30,000</b>	<b>\$ (10,000)</b>
<b>11-10-6036 MEDICAL SERVICES</b>				
	Wellness Program	\$ 29,500	\$ 30,000	\$ 500
	Medical Exams-DMV & Pre-Employment	1,000	1,243	243
	First Aid Medical	500	700	200
	Drug/Alcohol Testing Five (5) Employees	500	500	-
	<b>Subtotal</b>	<b>\$ 31,500</b>	<b>\$ 32,443</b>	<b>\$ 943</b>

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-6038 MEMBERSHIPS</b>				
	California Association of Sanitation Agencies (CASA)	\$ 14,000	\$ 14,000	\$ -
	California Special Districts Association (CSDA)	7,700	7,805	105
	National Association Clean Water Agency (NACWA)	-	7,680	7,680
	Liebert Cassidy Whitmore (LCW)	5,000	5,625	625
	Southern California Allowance of Publicly Owned Treatment Works (SCAP)	5,100	5,100	-
	WaterReuse Membership	-	3,103	3,103
	Greater Coachella Valley Chamber of Commerce	700	760	60
	California Society of Municipal Finance Officers (CSMFO)	220	600	380
	Government Finance Officers Association (GFOA)	-	480	480
	California Public Employer Labor Relations Association (CalPERLA)	-	370	370
	American Water Works Association (AWWA)	300	300	-
	California Clerk of The Board of Supervisors Association (CCBSA)		300	300
	California Association of Public Procurement Officials (CAPPO)	225	225	-
	Society for Human Resource Management (SHRM)	-	219	219
	California Water Environment Association (CWEA)	200	200	-
	Professionals In Human Resources Association (PIHRA)	-	150	150
	Palm Springs Desert Sun Subscription	-	100	100
	Municipal Management Association of Southern California (MMASC)	-	90	90
	<b>Subtotal</b>	<b>\$ 33,445</b>	<b>\$ 47,107</b>	<b>\$ 13,662</b>

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-6042 MISC. PROFESSIONAL SERVICES</b>				
	Computer Consulting	\$ 50,000	\$ 70,000	\$ 20,000
	Government Job Listing Service (NeoGov)	7,500	8,139	639
	Office 365 Annual Billing	5,430	5,670	240
	Body Temperature Scanner (Turing Video)	-	3,234	3,234
	Board Meeting Software	-	3,150	3,150
	Video Conferencing	3,000	3,000	-
	Website Annual Service (CivicPlus)	2,000	2,199	199
	Prop 218 Mailing	15,000	-	(15,000)
	<b>Subtotal</b>	<b>\$ 82,930</b>	<b>\$ 95,392</b>	<b>\$ 12,462</b>
<b>11-10-6044 OFFICE SUPPLIES</b>				
	General Office Supplies (e.g., Letterhead, Envelopes, Business Cards, Copy Paper, Binders, Calendars, File Folders, Pens, Pencils)	\$ 14,596	\$ 15,353	\$ 757
	Printed Employee Handbook	-	2,000	2,000
	Printed Budget Book	-	2,000	2,000
	Postage	1,404	1,447	43
	<b>Subtotal</b>	<b>\$ 16,000</b>	<b>\$ 20,800</b>	<b>\$ 4,800</b>
<b>11-10-6046 SUPPLIES</b>				
	Office Software Upgrades	\$ 7,000	\$ 7,000	\$ -
	Computer Supplies-Printer Cartridges and Toner	4,000	4,000	-
	<b>Subtotal</b>	<b>\$ 11,000</b>	<b>\$ 11,000</b>	<b>\$ -</b>
<b>11-10-6048 OPEB HEALTH INSURANCE</b>				
	OPEB Annual Required Contribution (ARC)	\$ 47,825	\$ 43,534	\$ (4,291)
	CalPERS OPEB Health Insurance fees	8,500	10,119	1,619
	Biennial OPEB Actuarial Study (Due in 2021/2022)	-	3,600	3,600
	<b>Subtotal</b>	<b>\$ 56,325</b>	<b>\$ 57,253</b>	<b>\$ 928</b>
<b>11-10-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 28,000	\$ 10,000	\$ (18,000)
	<b>Subtotal</b>	<b>\$ 28,000</b>	<b>\$ 10,000</b>	<b>\$ (18,000)</b>



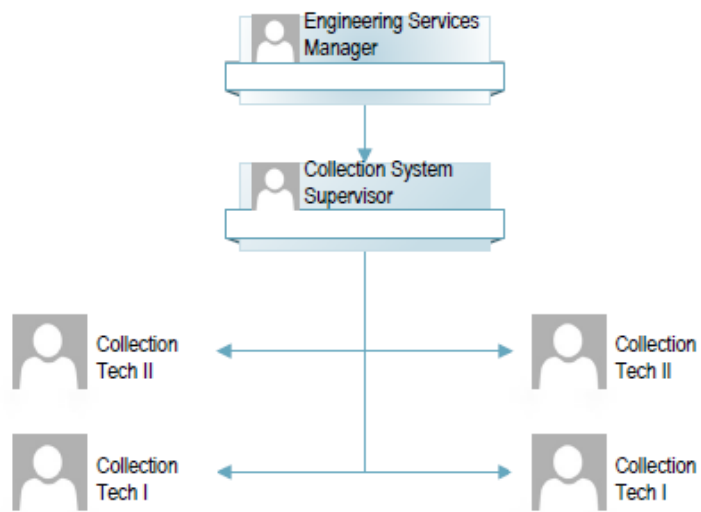
General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-6056 PERMITS &amp; FEES</b>				
	The Cortese Knox-Hertzberg Local Government Reorganization Act Of 2000 States that Special Districts are Responsible for Paying One-Third of the Cost of LAFCO.	\$ 3,000	\$ 3,000	\$ -
	<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>	<b>\$ -</b>
<b>11-10-6060 PUBLICATIONS</b>				
	Costs For Publication of Official Notices and Bid Requests in Online Platforms	\$ 2,000	\$ 2,500	\$ 500
	<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,500</b>	<b>\$ 500</b>
<b>11-10-6062 REPAIRS AND MAINTENANCE</b>				
	Replacement Computers (3)	\$ -	\$ 6,000	\$ 6,000
	Copier II Lease & Maintenance	-	3,875	3,875
	Innovative Document Solutions - Monthly Maintenance Costs For Copier	2,000	2,000	-
	Miscellaneous	1,500	1,500	-
	<b>Subtotal</b>	<b>\$ 3,500</b>	<b>\$ 13,375</b>	<b>\$ 9,875</b>
<b>11-10-6070 TUITION REIMBURSEMENT</b>				
	Tuition Assistance Program	\$ -	\$ 12,000	\$ 12,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 12,000</b>	<b>\$ 12,000</b>
<b>11-10-6122 TELEPHONE/INTERNET</b>				
	VOIP Main Telephone System (Spectrum)	\$ 14,000	\$ 14,000	\$ -
	Cell Phones-One (1) Employee (Verizon Wireless)	4,000	10,000	6,000
	Fire Control Alarms (Frontier)	2,500	3,655	1,155
	<b>Subtotal</b>	<b>\$ 20,500</b>	<b>\$ 27,655</b>	<b>\$ 7,155</b>

# ADMINISTRATION

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-10-6210 CONFERENCES/MEETINGS</b>				
	Leadership Academy	\$ -	\$ 20,000	\$ 20,000
	Costs Associated with Employee Travel and Training	8,000	12,000	4,000
	Association of California Water Agencies (ACWA)	16,000	4,709	(11,291)
	California Association of Sanitation Agencies (CASA)	16,000	4,709	(11,291)
	CalPERLA	-	2,130	2,130
	Government Finance Officers Association (GFOA)	-	575	575
	California Society of Municipal Finance Offices (CSMFO)	-	400	400
	<b>Subtotal</b>	<b>\$ 40,000</b>	<b>\$ 44,523</b>	<b>\$ 4,523</b>
<b>11-10-7035 ADMINISTRATIVE FACILITIES</b>				
	New Time Keeping System	\$ -	\$ 25,000	\$ 25,000
	Server Replacement	-	8,449	8,449
	<b>Subtotal</b>	<b>-</b>	<b>33,449</b>	<b>33,449</b>
<b>11-20-6010 DIRECTOR FEE/PAYROLL TAX-BOARD</b>				
	Day of Service Fees for Five (5) Board Members	\$ 46,500	\$ -	\$ (46,500)
	<b>Subtotal</b>	<b>\$ 46,500</b>	<b>\$ -</b>	<b>\$ (46,500)</b>
<b>11-70-7025 GENERAL PLANT FACILITIES</b>				
	Water Reuse Project (EVRA JPA)	\$ 100,000	\$ 200,000	\$ 100,000
	Coachella Valley Integrated Regional Water Management Plan (IRWMP)	40,000	50,000	10,000
	Salt and Nutrient Management Plan (SNMP)	-	50,000	50,000
	Telemetrics for District Vehicles	-	20,925	20,925
	District Building Alarm System Replacement	-	16,060	16,060
	Phase 1 Gap Monitoring Well Plan	-	9,000	9,000
	11 Laptops (Includes Warranty, Programming, and Licensing)	18,802	-	(18,802)
	7 Phones for New Cubicles	1,371	-	(1,371)
	Covid-19 Screening Thermal Scanners	9,700	-	(9,700)
	7 Desktops (Includes Warranty, Programming, and Licensing)	9,771	-	(9,771)
	<b>Subtotal</b>	<b>\$ 179,644</b>	<b>\$ 345,985</b>	<b>\$ 166,341</b>
	<b>Total Expense</b>	<b>\$ 3,063,380</b>	<b>\$ 3,831,752</b>	<b>\$ 768,372</b>



# COLLECTIONS SYSTEMS



# COLLECTIONS SYSTEMS

## DEPARTMENT DESCRIPTION

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

## FY 2021-2022 GOALS AND OBJECTIVES

- Meet or exceed annual sewer main cleaning production of 130 miles per year in order to complete the 2-year benchmark for cleaning the entire sewer system.
- Meet or exceed annual CCTV production of 30 miles per year in order to complete the 10-year benchmark of inspecting the entire system.
- Meet and exceed the requirements of the Statewide General Waste Discharge Requirements (WDR), Sewer System Management Plan (SSMP) to prevent Sanitary Sewer Overflows (SSO).

## PERSONNEL SUMMARY

FY22 Physical	Classification	FY21 Base FTE's	FY22 Base FTE's	Variance
1	Collection System Supervisor	1.00	1.00	0.00
2	Collection System Tech I	2.00	2.00	0.00
2	Collection System Tech II	2.00	2.00	0.00
<b>5</b>	<b>Total FTE's</b>	<b>5.00</b>	<b>5.00</b>	<b>0.00</b>

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-30-5010 SALARIES AND WAGES	\$ 1,276,434	\$ 332,392	\$ 367,025	\$ 359,757	\$ 27,365	8.2%
11-30-5110 BONUS, AWARDS, AND RE	-	-	-	1,000	1,000	-
11-30-5113 CALLOUT	3,615	4,000	2,182	2,500	(1,500)	-37.5%
11-30-5116 LONGEVITY	16,892	2,500	2,400	4,000	1,500	60.0%
11-30-5119 OVERTIME	5,318	1,600	670	1,600	-	-
11-30-5122 STANDBY PAY	17,403	18,700	17,724	19,100	400	2.1%
11-30-5210 FICA AND MEDICARE	99,503	26,800	28,757	30,989	4,189	15.6%
11-30-5213 RETIREMENT CONTRIBUTIO	402,643	30,800	31,224	40,301	9,501	30.8%
11-30-5219 VISION INSURANCE	10,815	4,200	6,987	1,308	(2,892)	-68.9%
11-30-5222 WORKERS' COMPENSATIO	27,749	9,000	9,721	-	(9,000)	-100.0%
11-30-5225 LIFE INSURANCE	2,960	950	810	1,244	294	30.9%
11-30-5228 HEALTH INSURANCE	205,092	91,300	88,360	85,704	(5,596)	-6.1%
11-30-5234 DENTAL INSURANCE	-	-	-	6,396	6,396	-
11-30-5237 LONG TERM DISABILITY	5,262	1,100	1,141	1,008	(92)	-8.4%
11-30-6018 CERTIFICATIONS	3,858	4,910	3,029	4,000	(910)	-18.5%
11-30-6024 CONTRACTS	131,894	140,850	27,477	133,700	(7,150)	-5.1%
11-30-6038 MEMBERSHIPS	4,415	2,300	2,469	1,700	(600)	-26.1%
11-30-6046 SUPPLIES	37,693	5,000	986	5,000	-	-
11-30-6052 OTHER EXPENSES	13,028	10,000	2,931	10,000	-	-
11-30-6056 PERMITS AND FEES	15,516	18,500	15,286	18,500	-	-
11-30-6062 REPAIRS AND MAINTENAN	421,616	146,700	60,025	146,700	-	-
11-30-6068 TOOLS AND EQUIPMENT	24,647	2,000	342	2,000	-	-
11-30-6072 UNIFORM SERVICES	13,061	8,000	6,835	6,950	(1,050)	-13.1%
11-30-6110 ELECTRICITY	3,834	4,000	4,388	4,500	500	12.5%
11-30-6125 WATER	5,673	6,500	5,683	6,500	-	-
11-30-6210 CONFERENCES AND MEETI	22,859	9,000	3,090	10,000	1,000	11.1%
<b>Total Expenses</b>	<b>\$ 2,771,780</b>	<b>\$ 881,102</b>	<b>\$ 689,544</b>	<b>\$ 904,457</b>	<b>\$ 23,355</b>	<b>2.7%</b>

# COLLECTIONS SYSTEMS

## BUDGET DETAIL WORKSHEET

General Ledger Code		FY21	FY22	Variance
		Budget	Budget	
<b>11-30-5010 SALARIES AND WAGES</b>		\$ 332,392	\$ 359,757	\$ 27,365
<b>11-30-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,000	1,000
<b>11-30-5113 CALLOUT</b>		4,000	2,500	(1,500)
<b>11-30-5119 OVERTIME</b>		1,600	1,600	-
<b>11-30-5122 STANDBY PAY</b>		18,700	19,100	400
<b>11-30-0000 TOTAL FRINGE BENEFITS</b>		166,650	170,950	4,300
<b>Subtotal</b>		<b>\$ 523,342</b>	<b>\$ 554,907</b>	<b>\$ 31,565</b>
<b>11-30-6018 CERTIFICATIONS</b>				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ 2,000	\$ 2,000	\$ -
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	1,400	1,400	-
	CWEA Technical Certification Programs Collection System Tech I AND II (4)	400	480	80
	CWEA Technical Certification Programs Collection System Supervisor	110	120	10
	State Water Resource Control Board (SWRCB) Operator Certification Programs Operator TI	170	-	(170)
	SWRCB Operator Certification Programs Operator DI	170	-	(170)
	CWEA Technical Certification Programs Development Service Tech I	100	-	(100)
	CWEA Technical Certification Programs Development Service Tech II	110	-	(110)
	American Water Works Association (AWWA) Grade D4/T3 (District Engineer)	300	-	(300)
	Professional Engineer (PE) (District Engineer and Associate Engineer)	150	-	(150)
<b>Subtotal</b>		<b>\$ 4,910</b>	<b>\$ 4,000</b>	<b>\$ (910)</b>

# COLLECTIONS SYSTEMS

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-30-6024 CONTRACTS</b>				
	Roach Control Program (Golden Bell)	\$ 47,500	\$ 49,400	\$ 1,900
	Emergency Contingency Service (Rain for Rent)	25,000	25,000	-
	Asset Management Annual Renewal (Lucity)	15,000	15,000	-
	Root Control Program (Duke's Root Control)	15,000	15,000	-
	Emergency Response Consultant	10,000	10,000	-
	Erica Radio Member Fee (City of Indio)	6,000	6,000	-
	Dig Alerts and Board Fees (Underground Dig Alert)	3,500	3,500	-
	Software Support Fee (Pipelogix)	3,000	3,000	-
	Cell Phones-Four (4) Phones/Devices (Verizon Wireless)	4,000	2,000	(2,000)
	Annual Monitoring Fee/Pump Stations	2,000	2,000	-
	After Hours Answering Service (Around the Clock)	-	1,800	1,800
	Miscellaneous Contractual Services	1,000	1,000	-
	Bentley Enterprise Annual Licensing - Sewergems	4,500	-	(4,500)
	ESRI ARCVIEW 10.0 Annual Renewal	3,000	-	(3,000)
	Autocad Annual Maintenance AND Helpdesk	1,000	-	(1,000)
	Wireless Beepers (SPOK)	350	-	(350)
	<b>Subtotal</b>	<b>\$ 140,850</b>	<b>\$ 133,700</b>	<b>\$ (7,150)</b>
<b>11-30-6038 MEMBERSHIPS</b>				
	CWEA Membership Renewal	\$ 1,950	\$ 1,350	\$ (600)
	National Association Of Sewer Service Companies; Updates New Criteria Related to PACP Inspection Standards	350	350	-
	<b>Subtotal</b>	<b>\$ 2,300</b>	<b>\$ 1,700</b>	<b>\$ (600)</b>
<b>11-30-6046 SUPPLIES</b>				
	Traffic Control Signs/Cones/Safety Equipment	\$ 3,000	\$ 3,000	\$ -
	Miscellaneous Supplies	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>	<b>\$ -</b>



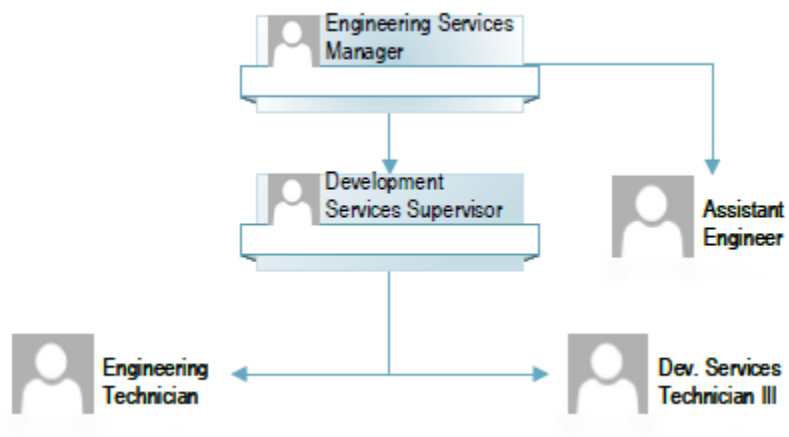
# COLLECTIONS SYSTEMS

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-30-6052 OTHER EXPENSES</b>				-
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-30-6056 PERMITS AND FEES</b>				
	State General Waste Discharge Annual Permit Fee (SWRCB)	\$ 16,000	\$ 16,000	\$ -
	Annual Encroachment Permit (City Of Indio)	1,500	1,500	-
	Miscellaneous Permits and/or Fees	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 18,500</b>	<b>\$ 18,500</b>	<b>\$ -</b>
<b>11-30-6062 REPAIRS AND MAINTENANCE</b>				
	Vactor Parts/Repairs/Planned Expenditures:	\$ 75,200	\$ 75,200	\$ -
	Mainline Repair	20,000	20,000	-
	TV Van Parts and Repair	15,000	15,000	-
	Manhole Covers	15,000	15,000	-
	Pump Station Repairs And Parts	11,000	11,000	-
	Equipment Rentals	8,500	8,500	-
	Equipment Repairs	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 146,700</b>	<b>\$ 146,700</b>	<b>\$ -</b>
<b>11-30-6068 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 2,000	\$ 2,000	\$ -
	<b>Subtotal</b>	<b>\$ 2,000</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>11-30-6072 UNIFORM SERVICES</b>				
	Uniforms-Five (5) Employees (Cintas)	\$ 4,600	\$ 4,300	\$ (300)
	PPE Gloves/Clothing/Gear	1,400	1,400	-
	Boots-Five (5) Employees	2,000	1,250	(750)
	<b>Subtotal</b>	<b>\$ 8,000</b>	<b>\$ 6,950</b>	<b>\$ (1,050)</b>
<b>11-30-6110 ELECTRICITY</b>				
	Imperial Irrigation District (IID)	\$ 4,000	\$ 4,500	\$ 500
	<b>Subtotal</b>	<b>\$ 4,000</b>	<b>\$ 4,500</b>	<b>\$ 500</b>
<b>11-30-6125 WATER</b>				
	Hydrant Water (Indio Water Authority)	\$ 6,500	\$ 6,500	\$ -
	<b>Subtotal</b>	<b>\$ 6,500</b>	<b>\$ 6,500</b>	<b>\$ -</b>
<b>11-30-6210 CONFERENCES/MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related	\$ 9,000	\$ 10,000	\$ 1,000
	<b>Subtotal</b>	<b>\$ 9,000</b>	<b>\$ 10,000</b>	<b>\$ 1,000</b>
	<b>Total Expenses</b>	<b>\$ 881,102</b>	<b>\$ 904,457</b>	<b>\$ 23,355</b>



VSD





## DEPARTMENT DESCRIPTION

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

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

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

## FY 2021-2022 GOALS AND OBJECTIVES

- Provide a high quality and customer friendly plan check process.
- Provide high quality and developer friendly inspection services.
- Research and find alternative funding sources for capital projects.
- Continue to deliver projects per schedule.
- Maintain a high-quality wastewater treatment plant and collection system by continuing to repair and replace items that have met their useful life.

## PERSONNEL SUMMARY

FY22 Physical	Classification	FY21 Base FTE's	FY22 Base FTE's	Variance
1	Engineering Services Manager	1.00	1.00	0.00
1	Assistant Engineer	1.00	1.00	0.00
1	Development Services Supervisor	1.00	1.00	0.00
1	Development Services Technician III	1.00	1.00	0.00
1	Engineering Technician	0.00	1.00	1.00
<b>5</b>	<b>Total FTE's</b>	<b>4.00</b>	<b>5.00</b>	<b>1.00</b>

### Notes:

- Added Engineering Technician

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-40-5010 SALARIES AND WAGES	\$ 269,890	\$ 465,988	\$ 462,669	\$ 549,295	\$ 83,307	17.9%
11-40-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,000	1,000	-
11-40-5116 LONGEVITY	3,462	6,000	5,934	6,600	600	10.0%
11-40-5210 FICA AND MEDICARE	19,012	35,000	49,917	44,552	9,552	27.3%
11-40-5213 RETIREMENT CONTRIBUTIONS	29,118	54,300	32,591	67,578	13,278	24.5%
11-40-5219 VISION INSURANCE	1,221	1,595	2,093	1,908	313	19.6%
11-40-5222 WORKERS' COMPENSATION	680	6,700	1,166	-	(6,700)	-100.0%
11-40-5225 LIFE INSURANCE	582	1,200	998	1,065	(135)	-11.3%
11-40-5228 HEALTH INSURANCE	15,682	32,595	26,883	49,788	17,193	52.7%
11-40-5234 DENTAL INSURANCE	-	-	-	4,836	4,836	-
11-40-5237 LONG TERM DISABILITY	858	1,730	1,471	1,392	(338)	-19.5%
11-40-6018 CERTIFICATIONS	-	-	-	3,470	3,470	-
11-40-6024 CONTRACTS	-	-	-	65,000	65,000	-
11-40-6038 MEMBERSHIPS	-	-	-	1,200	1,200	-
11-40-6052 OTHER EXPENSES	-	-	-	4,000	4,000	-
11-40-6056 PERMITS AND FEES	-	-	-	1,000	1,000	-
11-40-6068 TOOLS AND EQUIPMENT	-	-	-	1,000	1,000	-
11-40-6072 UNIFORM SERVICES	-	-	-	4,700	4,700	-
11-40-6210 CONFERENCES AND MEETINGS	-	-	-	5,000	5,000	-
<b>Total Expenses</b>	<b>\$ 340,505</b>	<b>\$ 605,108</b>	<b>\$ 583,722</b>	<b>\$ 813,384</b>	<b>\$ 208,276</b>	<b>34.4%</b>

**BUDGET DETAIL WORKSHEET**

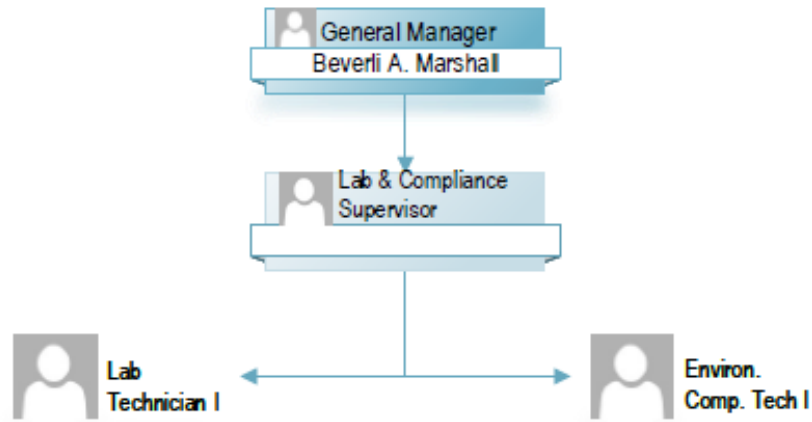
General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-40-5010 SALARIES AND WAGES</b>		\$ 465,988	\$ 549,295	\$ 83,307
<b>11-40-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,000	1,000
<b>11-40-5113 CALLOUT</b>		-	-	-
<b>11-40-5119 OVERTIME</b>		-	-	-
<b>11-40-5122 STANDBY PAY</b>		-	-	-
<b>11-40-0000 TOTAL FRINGE BENEFITS</b>		139,120	177,719	38,599
<b>Subtotal</b>		<b>\$ 605,108</b>	<b>\$ 728,014</b>	<b>\$ 122,906</b>
<b>11-40-6018 CERTIFICATIONS</b>				
	Pipe Assessment Certification Program (PACP) for Two (2) Employees	\$ -	\$ 2,000	\$ 2,000
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	-	450	450
	American Water Works Association (AWWA) Grade D4/T3 (District Engineer)	-	300	300
	State Water Resource Control Board (SWRCB) operator Certification Programs Operator TI	-	170	170
	SWRCB Board Operator Certification Programs Operator DI	-	170	170
	Professional Engineer (PE) (District Engineer and Associate Engineer)	-	150	150
	CWEA Technical Certification Programs Development Services Supervisor (CST IV)	-	120	120
	CWEA Technical Certification Programs Development Service Tech III (CST II)	-	110	110
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 3,470</b>	<b>\$ 3,470</b>
<b>11-40-6024 CONTRACTS</b>				
	Consultant For General Master Plan		\$ 60,000	\$ 60,000
	ESRI ARCVIEW 10.0 Annual Renewal		3,000	3,000
	Cell Phones-Two (2) Employees (Verizon Wireless)		1,000	1,000
	Autocad Annual Maintenance and Helpdesk		1,000	1,000
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>
<b>11-40-6038 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal		\$ 1,200	\$ 1,200
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 1,200</b>	<b>\$ 1,200</b>

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-40-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ -	\$ 4,000	\$ 4,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 4,000</b>	<b>\$ 4,000</b>
<b>11-40-6056 PERMITS AND FEES</b>				
	Miscellaneous Permits and/or Fees	\$ -	\$ 1,000	\$ 1,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>11-40-6068 TOOLS AND EQUIPMENT</b>				
	Small Tool Acquisition and Replacement	\$ -	\$ 1,000	\$ 1,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>
<b>11-40-6072 UNIFORM SERVICES</b>				
	Uniforms-Three (3) employees (Cintas)	\$ -	\$ 2,700	\$ 2,700
	Boots-Three (3) Employees	-	1,000	1,000
	Gloves	-	1,000	1,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 4,700</b>	<b>\$ 4,700</b>
<b>11-40-6210 CONFERENCES/MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related	\$ -	\$ 5,000	\$ 5,000
	<b>Subtotal</b>	<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 5,000</b>
	<b>Total Expenses</b>	<b>\$ 605,108</b>	<b>\$ 813,384</b>	<b>\$ 208,276</b>





# LABORATORY





## DEPARTMENT DESCRIPTION

The Laboratory & Compliance Department is comprised of the Environmental Laboratory Accreditation Program (ELAP) accredited Laboratory and the Pretreatment Program. The mission of the department is to be an active leader in the preservation, protection, and promotion of health of the public at large, through the creation of a healthy, sustainable environment. The pretreatment program is a component of the National Pollutant Discharge Elimination System (NPDES) program and is a cooperative effort of federal, state, and local environmental regulatory agencies established to protect water quality. The pretreatment division regulates industrial users of the sanitary system in accordance with the Clean Water Act. Inspectors survey, inspect, and monitor wastewater from District-zoned businesses to prevent toxic or harmful substances from entering the sewer collection system and reaching the Treatment plant. The department supports the environmental protection functions of state government by performing chemical and bacteriological analyses of environmental wastewater samples. The Laboratory ensures that testing capacity is available to support the District and environmental protection objectives of the state. The goal of the department is to assure the public that the accredited laboratory meets the minimum quality standards and are not only competent at generating data of known quality but strive for excellence. The department supports its team members through mutual respect and constructive feedback and celebrate its successes while learning from mistakes.

## FY 2021-2022 GOALS AND OBJECTIVES

- Improve interdepartmental relationships through implementation of monthly reviews with various departments.
- Procure and implement a Laboratory Information Management System (LIMS) to conform to the new elements of the ELAP-TNI regulations.
- Standardizing forms and documents to improve efficiency and streamline the program to make them more available to the public, commercial, and industrial users.

## PERSONNEL SUMMARY

FY22 Physical		Classification	FY21 Base FTE's	FY22 Base FTE's	Variance
1		Environmental Technician I	1.00	1.00	0.00
1		Lab AND Compliance Supervisor	1.00	1.00	0.00
1		Lab Technician I	1.00	1.00	0.00
<b>3</b>		<b>Total FTE's</b>	<b>3.00</b>	<b>3.00</b>	<b>0.00</b>



**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-50-5010 SALARIES AND WAGES	\$ 146,426	\$ 228,390	\$ 251,016	\$ 252,612	\$ 24,222	10.6%
11-50-5110 BONUS, AWARDS, AND RECERTIFICATION		-	-	600	600	-
11-50-5113 CALLOUT	560	2,100	364	-	(2,100)	-100.0%
11-50-5116 LONGEVITY	692	1,200	1,187	1,200	-	-
11-50-5119 OVERTIME	212	3,300	960	3,300	-	-
11-50-5122 STANDBY PAY	1,840	3,200	3,154	-	(3,200)	-100.0%
11-50-5210 FICA AND MEDICARE	10,862	17,800	18,621	20,353	2,553	14.3%
11-50-5213 RETIREMENT CONTRIBUTIONS	10,504	17,750	18,007	22,524	4,774	26.9%
11-50-5216 UNEMPLOYMENT PAYMENTS	-	-	-	-	-	-
11-50-5219 VISION INSURANCE	1,394	-	2,391	864	864	-
11-50-5222 WORKERS' COMPENSATION	3,688	6,200	6,322	-	(6,200)	-100.0%
11-50-5225 LIFE INSURANCE	321	615	550	732	117	19.0%
11-50-5228 HEALTH INSURANCE	18,387	32,175	31,521	31,440	(735)	-2.3%
11-50-5234 DENTAL INSURANCE	-	1,580	-	3,216	1,636	103.5%
11-50-5237 LONG TERM DISABILITY	442	850	758	948	98	11.5%
11-50-6018 CERTIFICATIONS	192	1,100	329	1,250	150	13.6%
11-50-6024 CONTRACTS	700	17,850	1,200	14,450	(3,400)	-19.0%
11-50-6038 MEMBERSHIPS	1,192	1,925	2,043	3,100	1,175	61.0%
11-50-6046 SUPPLIES	12,777	30,100	21,904	52,000	21,900	72.8%
11-50-6052 OTHER EXPENSES	611	10,000	1,047	10,000	-	-
11-50-6056 PERMITS AND FEES	4,654	5,700	7,979	9,700	4,000	70.2%
11-50-6062 REPAIRS AND MAINTENANCE	10,616	25,000	18,199	25,000	-	-
11-50-6064 RESEARCH AND MONITORING	34,866	100,000	59,770	100,000	-	-
11-50-6068 TOOLS AND EQUIPMENT	2,032	8,000	3,484	8,000	-	-
11-50-6072 UNIFORM SERVICES	1,573	3,550	2,696	4,050	500	14.1%
11-50-6210 CONFERENCES AND MEETINGS	647	3,000	1,109	4,500	1,500	50.0%
<b>Total Expenses</b>	<b>\$ 265,189</b>	<b>\$ 521,385</b>	<b>\$ 454,611</b>	<b>\$ 569,839</b>	<b>\$ 48,454</b>	<b>9.3%</b>

**BUDGET DETAIL WORKSHEET**

General Ledger Code		FY21	FY22	Variance
		Budget	Budget	
<b>11-50-5010 SALARIES AND WAGES</b>		\$ 228,390	\$ 252,612	\$ 24,222
<b>11-50-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	600	600
<b>11-50-5113 CALLOUT</b>		2,100	-	(2,100)
<b>11-50-5119 OVERTIME</b>		3,300	3,300	-
<b>11-50-5122 STANDBY PAY</b>		3,200	-	(3,200)
<b>11-50-0000 TOTAL FRINGE BENEFITS</b>		78,170	81,277	3,107
<b>Subtotal</b>		<b>\$ 315,160</b>	<b>\$ 337,789</b>	<b>\$ 22,629</b>
<b>11-50-6018 CERTIFICATIONS</b>				
	California Water Environment Association (CWEA) Allowance for Advancement (Certification Testing)	\$ 800	\$ 800	\$ -
	State Water Resources Control Board (SWRCB) Wastewater Operator	-	150	150
	CWEA Lab Analyst/Coordinator	100	100	-
	CWEA Lab Technician	100	100	-
	Environmental Compliance Inspector	100	100	-
<b>Subtotal</b>		<b>\$ 1,100</b>	<b>\$ 1,250</b>	<b>\$ 150</b>
<b>11-50-6024 CONTRACTS</b>				
	Lab Information Management System (LIMS) Annual Support (WaterTrax)	\$ 8,500	\$ 6,000	\$ (2,500)
	Hazardous Waste Disposal	-	5,000	5,000
	Calibration/Replacement of Class I Scale Weights	1,300	1,300	-
	Calibration/Certification of Fume Hood	1,000	1,000	-
	Scale Calibration Service (2 Balances)	750	750	-
	Calibration of NIST Certified Thermometer	300	400	100
	Third Party Assessor Authority (TPAA for On-Site Assessment (OSAs)	6,000	-	(6,000)
<b>Subtotal</b>		<b>\$ 17,850</b>	<b>\$ 14,450</b>	<b>\$ (3,400)</b>

General Ledger Code		FY21	FY22	Variance
		Budget	Budget	
<b>11-50-6038 MEMBERSHIPS</b>				
	Coalition of Accredited Laboratories (CAL)	\$ 1,000	\$ 2,000	\$ 1,000
	California Water Environment Association (CWEA) Membership Renewal	600	600	-
	Water Environment Federation	250	400	150
	TNI (NELAC) Association	75	100	25
	<b>Subtotal</b>	<b>\$ 1,925</b>	<b>\$ 3,100</b>	<b>\$ 1,175</b>
<b>11-50-6046 SUPPLIES</b>				
	Laboratory Chemicals, Reagents, Detergents, Filters, Glassware, Instrument Batteries, Dissolved Oxygen (DO) Probe Modules, Buffers, Storage Solutions, Medias, Quality Controls and Miscellaneous Supplies	\$ 20,000	\$ 25,000	\$ 5,000
	Field Ammonia Sensors and DO Sensor Probe Replacements	-	16,900	16,900
	Distilled Water for Laboratory	5,000	5,000	-
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, etc.	2,000	2,000	-
	Outreach Materials for Distribution for Public Relations Efforts	1,600	1,600	-
	Laptop/Tablet With Printer for Field Work	1,500	1,500	-
	<b>Subtotal</b>	<b>\$ 30,100</b>	<b>\$ 52,000</b>	<b>\$ 21,900</b>
<b>11-50-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-50-6056 PERMITS AND FEES</b>				
	Environmental Laboratory Certification Program (ELAP) + Onsite Assessment (OSA)	\$ 4,000	\$ 8,000	\$ 4,000
	Quality Assurance Proficiency Testing Required by the Health and Safety Code §100870	1,500	1,500	-
	Miscellaneous	200	200	-
	<b>Subtotal</b>	<b>\$ 5,700</b>	<b>\$ 9,700</b>	<b>\$ 4,000</b>

# LABORATORY

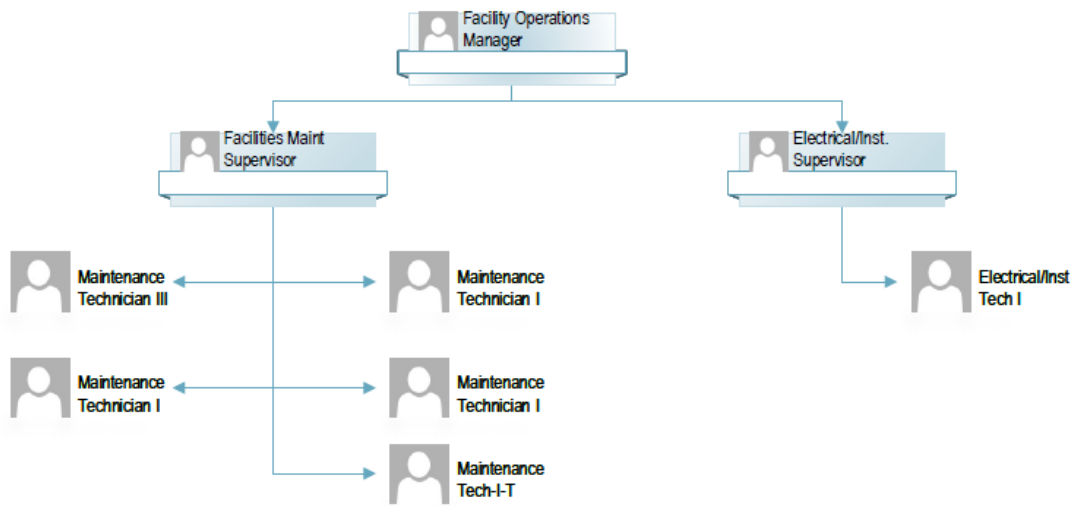
General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-50-6062 REPAIRS AND MAINTENANCE</b>				
	Laboratory Instrument Replacement	\$ 15,000	\$ 15,000	\$ -
	Contingency for Instrument Repairs AND Maintenance	5,000	5,000	-
	Meter and Probe Replacement	5,000	5,000	-
	<b>Subtotal</b>	<b>\$ 25,000</b>	<b>\$ 25,000</b>	<b>\$ -</b>
<b>11-50-6064 RESEARCH AND MONITORING</b>				
	Contingency for Two (2) Toxicity Identification Evaluation Ph. I, Ph. II AND III Base Line, Estimated Ten (10) Accelerated Monitoring of Bioassays, and Grit/Screening Samples	\$ 35,000	\$ 35,000	\$ -
	Monthly EFF-001C Plant Effluent Testing (Caltest)	15,000	15,000	-
	Biosolids Testing for Sludge 12 Samples (E S Babcock)	15,000	15,000	-
	Bioassay Monitoring (Nautilus Environmental)	10,000	10,000	-
	Pretreatment IU Sampling Requirements	6,000	6,000	-
	Delivery for Lab Samples (Fed Ex)	5,000	5,000	-
	Additional Testing - Laboratory Reserve	4,000	4,000	-
	California Toxics Rule (CTR) Annually	4,000	4,000	-
	Quarterly Testing (RSW-002, EFF-001C, INF, Etc. (E S Babcock)	4,000	4,000	-
	Additional Testing as Required by Permit Overlimit Regulations	2,000	2,000	-
	<b>Subtotal</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ -</b>
<b>11-50-6068 TOOLS AND EQUIPMENT</b>				
	Composite Sampler Supplies	\$ 5,000	\$ 5,000	\$ -
	Sampling Bottles	2,000	2,000	-
	Replacement	1,000	1,000	-
	<b>Subtotal</b>	<b>\$ 8,000</b>	<b>\$ 8,000</b>	<b>\$ -</b>
<b>11-50-6072 UNIFORM SERVICES</b>				
	Uniforms-Three (3) Employees (Cintas)	\$ 2,500	\$ 3,000	\$ 500
	Boots-Three (3) Employees	750	750	-
	Gloves, Ear Plugs, Safety Items-Three (3) Employees	300	300	-
	<b>Subtotal</b>	<b>\$ 3,550</b>	<b>\$ 4,050</b>	<b>\$ 500</b>

# LABORATORY

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-50-6210 CONFERENCES/MEETINGS</b>				
	Travel Expenses for Conferences and Training Seminars, Registration Fees, Meals, Lodging and Related Expenses	\$ 3,000	\$ 4,500	\$ 1,500
	<b>Subtotal</b>	<b>\$ 3,000</b>	<b>\$ 4,500</b>	<b>\$ 1,500</b>
	<b>Total Expenses</b>	<b>\$ 521,385</b>	<b>\$ 569,839</b>	<b>\$ 48,454</b>







## DEPARTMENT DESCRIPTION

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

## FY 2021-2022 GOALS AND OBJECTIVES

- Complete implementation of the new asset management system, Lucity.
- Reduce reactive maintenance through new work order processes.
- Increase departmental communication by encouraging information sharing, input, and education.

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Base FTE's	Variance
1	Electrical/Inst. Supervisor	1.00	1.00	0.00
1	Electrical/Inst. Technician I	1.00	1.00	0.00
1	Facilities Maintenance Supervisor	1.00	1.00	0.00
1	Maintenance Tech-I-T	0.00	1.00	1.00
2	Maintenance Technician I	3.00	3.00	0.00
1	Maintenance Technician III	1.00	1.00	0.00
<b>7</b>	<b>Total FTE's</b>	<b>7.00</b>	<b>8.00</b>	<b>1.00</b>

Notes:

- Added Maintenance Tech I-T

## EXPENSE BUDGET SUMMARY

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-60-5010 SALARIES AND WAGES	\$268,490	\$ 519,283	\$ 536,979	\$ 616,118	\$ 96,835	18.6%
11-60-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,600	1,600	-
11-60-5113 CALLOUT	378	600	756	1,000	400	66.7%
11-60-5116 LONGEVITY	4,800	9,600	9,600	9,700	100	1.0%
11-60-5119 OVERTIME	442	2,400	884	5,000	2,600	108.3%
11-60-5122 STANDBY PAY	1,702	3,200	3,404	3,820	620	19.4%
11-60-5210 FICA AND MEDICARE	20,992	39,500	41,985	50,699	11,199	28.4%
11-60-5213 RETIREMENT CONTRIBUTIONS	26,140	52,650	52,281	68,574	15,924	30.2%
11-60-5219 VISION INSURANCE	4,367	5,341	8,735	2,292	(3,049)	-57.1%
11-60-5222 WORKERS COMPENSATION	7,178	14,250	14,356	-	(14,250)	-100.0%
11-60-5225 LIFE INSURANCE	634	1,390	1,268	2,124	734	52.8%
11-60-5228 HEALTH INSURANCE	55,077	113,630	110,154	128,712	15,082	13.3%
11-60-5234 DENTAL INSURANCE	-	-	-	10,092	10,092	-
11-60-5237 LONG TERM DISABILITY	870	1,920	1,741	1,764	(156)	-8.1%
11-60-6018 CERTIFICATIONS	372	2,850	744	4,830	1,980	69.5%
11-60-6024 CONTRACTS	26,840	126,117	53,681	215,281	89,164	70.7%
11-60-6038 MEMBERSHIPS	175	1,875	350	2,635	760	40.5%
11-60-6046 SUPPLIES	17,761	38,500	35,522	59,240	20,740	53.9%
11-60-6052 OTHER EXPENSES	1,541	10,000	3,083	10,000	-	-
11-60-6056 PERMITS AND FEES	-	2,500	-	2,800	300	12.0%
11-60-6062 REPAIRS AND MAINTENANCE	198,867	321,150	397,734	371,120	49,970	15.6%
11-60-6068 TOOLS AND EQUIPMENT	1,684	22,500	3,367	25,000	2,500	11.1%
11-60-6072 UNIFORM SERVICES	3,072	8,400	6,145	14,620	6,220	74.0%
11-60-6073 COVID-19 SUPPLIES	-	44,000	-	64,000	20,000	45.5%
11-60-6210 CONFERENCES AND MEETINGS	846	32,000	1,691	41,000	9,000	28.1%
<b>Total Expenses</b>	<b>\$642,229</b>	<b>\$ 1,373,656</b>	<b>\$ 1,284,459</b>	<b>\$ 1,712,021</b>	<b>\$ 338,365</b>	<b>24.6%</b>

# MAINTENANCE

## BUDGET DETAIL WORKSHEET

General Ledger Code		FY21	FY22	Variance
		Budget	Budget	
<b>11-60-5010 SALARIES AND WAGES</b>		\$ 519,283	\$ 616,118	\$ 96,835
<b>11-60-5110 BONUS, AWARDS, AND RECERTIFICATION</b>		-	1,600	1,600
<b>11-60-5113 CALLOUT</b>		600	1,000	400
<b>11-60-5119 OVERTIME</b>		2,400	5,000	2,600
<b>11-60-5122 STANDBY PAY</b>		3,200	3,820	620
<b>11-60-0000 TOTAL FRINGE BENEFITS</b>		238,281	273,957	35,676
<b>Subtotal</b>		<b>\$ 763,764</b>	<b>\$ 901,495</b>	<b>\$ 137,731</b>
<b>11-60-6018 CERTIFICATIONS</b>				
	California Water Environment Association (CWEA) Allowance For Advancement (Certification Testing)	\$ 1,400	\$ 3,200	\$ 1,800
	CWEA Maintenance Tech I (3)	300	360	60
	State Water Resource Control Board (SWRCB) Operator III	300	300	-
	SWRCB Operator TI	170	170	-
	SWRCB Operator DI	170	170	-
	CWEA Electrical Instrumentation Supervisor	110	150	40
	CWEA Collection System Tech I (1)	100	120	20
	CWEA Maintenance Supervisor (1)	100	120	20
	CWEA Maintenance Tech III (1)	100	120	20
	CWEA Electrical/Instrumentation Technician (1)	100	120	20
<b>Subtotal</b>		<b>\$ 2,850</b>	<b>\$ 4,830</b>	<b>\$ 1,980</b>

# MAINTENANCE

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-60-6024 CONTRACTS</b>				
	Janitorial And Landscaping Services (Desert Arc)	\$ 28,936	\$ 60,000	\$ 31,064
	COVID-19 Cubicle Rentals	35,781	35,781	-
	Trailer Rental	-	25,000	25,000
	Central Square EAM Asset Management	-	17,500	17,500
	Tree Trimming and Spraying	15,000	15,000	-
	Boiler Maintenance Service Contract	14,000	14,000	-
	Annual Fire Suppression Service for Sodium Hypochlorite Facility	4,000	8,000	4,000
	My Safety Officer	5,200	7,000	1,800
	Offsite Restroom Rental	-	6,000	6,000
	Parts, Washer Service, Light Bulb Disposal and Batteries (Safety Kleen)	4,500	5,000	500
	Building Alarm Monitoring (Alliance)	4,500	5,000	500
	Pest Control Service for Building and Facilities (Rudy's)	2,700	4,000	1,300
	Annual AQMD Test (Western Pump)	2,500	3,500	1,000
	Annual Fire Extinguisher Service	2,800	2,800	-
	Gantry Crane Service	2,000	2,500	500
	Fire Alarm Monitoring (Pyro Comm)	1,750	1,750	-
	Used Oil Filter Disposal (Safety Kleen)	1,050	1,050	-
	Miscellaneous Contractual Services	1,000	1,000	-
	Recycling (Desert Arc)	400	400	-
	<b>Subtotal</b>	<b>\$ 126,117</b>	<b>\$ 215,281</b>	<b>\$ 89,164</b>
<b>11-60-6038 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,400	\$ 1,760	\$ 360
	National Fire Protection Association (NFPA)	475	475	-
	Water Environmental Federation (WEF)	-	400	400
	<b>Subtotal</b>	<b>\$ 1,875</b>	<b>\$ 2,635</b>	<b>\$ 760</b>

# MAINTENANCE

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-60-6046 SUPPLIES</b>				
	Mats, Shop Towels, Etc. (Cintas)	\$ 17,600	\$ 20,240	\$ 2,640
	Landscaping Supplies	12,500	12,500	-
	Drinking Water Service	-	12,000	12,000
	55-Gallon Cleaning Concentrates, Cleaning Supplies, Paper Towels, Toilet Paper, Cups, Soap, and Cleaners	6,400	7,000	600
	First Aid	-	5,000	5,000
	Miscellaneous Supplies	2,000	2,500	500
	<b>Subtotal</b>	<b>\$ 38,500</b>	<b>\$ 59,240</b>	<b>\$ 20,740</b>
<b>11-60-6052 OTHER EXPENSES - MAINTENANCE</b>				
	Miscellaneous Expense Contingency Fund	\$ 10,000	\$ 10,000	\$ -
	<b>Subtotal</b>	<b>\$ 10,000</b>	<b>\$ 10,000</b>	<b>\$ -</b>
<b>11-60-6056 PERMITS AND FEES - MAINTENANCE EXPENSE</b>				
	Fire Department (Fuel Tank Permit)	\$ 2,500	\$ 2,800	\$ 300
	<b>Subtotal</b>	<b>\$ 2,500</b>	<b>\$ 2,800</b>	<b>\$ 300</b>

# MAINTENANCE

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-60-6062 REPAIRS AND MAINTENANCE</b>				
	Routine Miscellaneous Repairs and Maintenance Contingency	\$ 70,000	\$ 85,000	\$ 15,000
	Rebuild Gas Pumps	35,000	35,000	-
	Boiler Maintenance	30,000	30,000	-
	General Facility Maintenance	27,000	27,000	-
	Rebuild Two (2) Influent Pumps	25,000	25,000	-
	Equipment Rentals	20,000	25,000	5,000
	Flare Parts	-	20,000	20,000
	Belt Press Building Maintenance Parts	15,000	15,000	-
	Service Generators 2,3 AND 4	12,000	15,000	3,000
	Dredge Panel and Spare Parts	14,000	14,000	-
	Aerator Maintenance	10,000	10,000	-
	Safety Equipment for Confined Space Entry	8,200	8,200	-
	Vehicle Repairs and Smog Checks	8,000	8,000	-
	Clean District Flooring	7,000	7,000	-
	Turblex Blower Parts	7,000	7,000	-
	Cat Tractor and Dump Truck Repairs	5,000	5,000	-
	Fleet Vehicle Operating Supplies	5,000	5,000	-
	Gas Detectors for Confined Space Entry	5,000	5,000	-
	Check Valves for Drainage Pumps	4,500	4,500	-
	90 Day Bit Inspections	-	4,000	4,000
	Irrigation Repairs and Maintenance	3,000	3,000	-
	Road Base for All Dirt Roads Around Treatment Plant	2,750	3,000	250
	Arc Flash Safety Equipment	2,700	2,750	50
	Replacement of Facilities Equipment	-	2,500	2,500
	Hose Replacement	2,000	2,100	100
	Replace Hose Reel Swivels	2,000	1,900	(100)
	Gallery Sump Pump Replacements	1,000	1,170	170
	<b>Subtotal</b>	<b>\$ 321,150</b>	<b>\$ 371,120</b>	<b>\$ 49,970</b>
<b>11-60-6068 TOOLS AND EQUIPMENT</b>				
	Safety Guarding Fabrication Tooling	\$ -	\$ 12,500	\$ 12,500
	Miscellaneous Small Tool Acquisition and Replacement	10,000	12,500	2,500
	Electrical Conduit Bender	12,500	-	(12,500)
	<b>Subtotal</b>	<b>\$ 22,500</b>	<b>\$ 25,000</b>	<b>\$ 2,500</b>



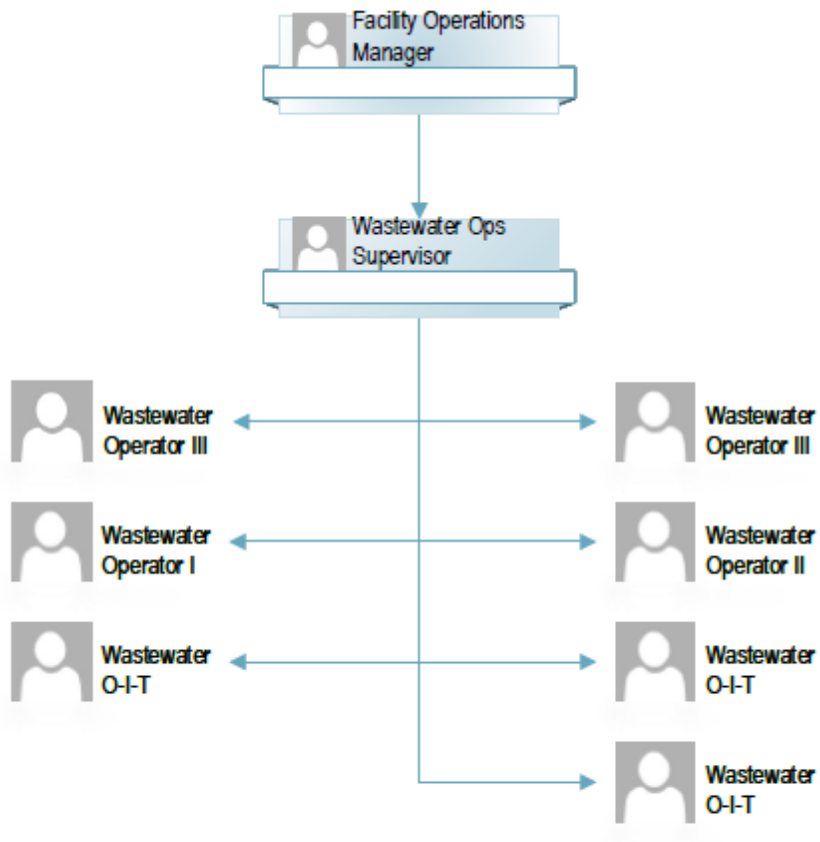
# MAINTENANCE

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-60-6072 UNIFORM SERVICES</b>				
	Uniforms-eight (8) Employees (Cintas)	\$ 5,950	\$ 7,820	\$ 1,870
	VSD Uniform UV Exposure PPE	-	4,000	4,000
	Boots Eight (8) Employees	1,750	2,000	250
	Gloves Eight (8) Employees	700	800	100
	<b>Subtotal</b>	<b>\$ 8,400</b>	<b>\$ 14,620</b>	<b>\$ 6,220</b>
<b>11-60-6073 COVID-19 SUPPLIES</b>				
	COVID-19 Compliance Expenditures	\$ 44,000	\$ 44,000	\$ -
	Personal Protective Equipment (PPE)	-	20,000	20,000
	<b>Subtotal</b>	<b>\$ 44,000</b>	<b>\$ 64,000</b>	<b>\$ 20,000</b>
<b>11-60-6210 CONFERENCES/MEETINGS</b>				
	Safety Training	\$ 25,000	\$ 25,000	\$ -
	Allowance for Eight (8) Employees	7,000	16,000	9,000
	<b>Subtotal</b>	<b>\$ 32,000</b>	<b>\$ 41,000</b>	<b>\$ 9,000</b>
	<b>Total Expenses</b>	<b>\$ 1,373,656</b>	<b>\$ 1,712,021</b>	<b>\$ 338,365</b>



VSD





## DEPARTMENT DESCRIPTION

The Operations Department operates its own water reclamation facility to treat wastewater within its 19.5 square mile service area. The District complies with all federal, state, and local regulations and develops and maintains a sustainable environmental process to safeguard the public health and safety.

The treatment plant treats approximately 5.5 – 6.5 Million Gallons per Day (MGD) of wastewater. The wastewater is treated through either the activated sludge process or the oxidation ponds.

The activated sludge process treats most of the wastewater that enters the treatment plant. The activated sludge process currently has a maximum treatment capacity of 10 MGD.

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

The combination of the two treatment processes gives the treatment plant a total treatment capacity of 12.5 MGD. The treated wastewater is discharged into the Whitewater Storm Channel and becomes a source of freshwater replenishment to the Salton Sea.

## FY 2021-2022 GOALS AND OBJECTIVES

- Strive for 100% compliance of the National Pollutant Discharge Elimination System (NPDES) permit effluent requirements.
- Continue to develop operator skills and knowledge through education, training, experience, and certification advancement.
- Continue staff involvement with the treatment plant upgrades.

## PERSONNEL SUMMARY

FY22 Physical Count	Classification	FY21 Base FTE's	FY22 Base FTE's	Variance
1	Facility Operation Manager	1.00	1.00	0.00
3	Wasterwater O-I-T	3.00	3.00	0.00
1	Wastewater Operator I	1.00	1.00	0.00
1	Wastewater Operator II	1.00	1.00	0.00
2	Wastewater Operator III	2.00	2.00	0.00
1	Wastewater Ops Supervisor	1.00	1.00	0.00
<b>9</b>	<b>Total FTE's</b>	<b>9.00</b>	<b>9.00</b>	<b>0.00</b>

**EXPENSE BUDGET SUMMARY**

General Ledger Code	FY20 Actual	FY21 Budget	FY21 Projected	FY22 Budget	Budget Change	Percent Change
11-70-5010 SALARIES AND WAGES	\$ 422,979	\$ 706,689	\$ 670,757	\$ 737,785	\$ 31,096	4.4%
11-70-5110 BONUS, AWARDS, AND RECERTIFICATION	-	-	-	1,800	1,800	-
11-70-5113 CALLOUT	2,188	9,500	4,103	6,000	(3,500)	-36.8%
11-70-5116 LONGEVITY	8,954	15,600	15,508	16,900	1,300	8.3%
11-70-5119 OVERTIME	9,266	16,000	12,793	18,000	2,000	12.5%
11-70-5122 STANDBY PAY	8,280	12,400	14,320	15,270	2,870	23.1%
11-70-5210 FICA AND MEDICARE	31,712	53,600	55,057	63,660	10,060	18.8%
11-70-5213 RETIREMENT CONTRIBUTIONS	42,556	77,000	73,815	93,745	16,745	21.7%
11-70-5219 VISION INSURANCE	3,747	3,930	6,311	2,712	(1,218)	-31.0%
11-70-5222 WORKERS' COMPENSATION	10,842	18,600	18,982	-	(18,600)	-100.0%
11-70-5225 LIFE INSURANCE	856	1,575	1,511	1,680	105	6.7%
11-70-5228 HEALTH INSURANCE	47,014	93,709	80,992	107,436	13,727	14.6%
11-70-5234 DENTAL INSURANCE	-	-	-	7,620	7,620	0.0%
11-70-5237 LONG TERM DISABILITY	1,264	2,340	2,234	1,968	(372)	-15.9%
11-70-6018 CERTIFICATIONS	346	3,700	692	7,185	3,485	94.2%
11-70-6020 CHEMICALS	237,852	427,560	424,461	464,521	36,961	8.6%
11-70-6024 CONTRACTS	56,655	180,185	100,532	326,750	146,565	81.3%
11-70-6032 GAS, OIL AND FUEL	19,220	52,000	34,571	52,000	-	-
11-70-6038 MEMBERSHIPS	576	1,950	1,152	2,500	550	28.2%
11-70-6046 SUPPLIES	70,844	130,600	105,889	113,600	(17,000)	-13.0%
11-70-6052 OTHER EXPENSES	1,520	49,000	3,040	20,000	(29,000)	-59.2%
11-70-6056 PERMITS AND FEES	12,202	63,950	24,405	69,750	5,800	9.1%
11-70-6062 REPAIRS AND MAINTENANCE	76,774	107,770	152,260	115,015	7,245	6.7%
11-70-6068 TOOLS AND EQUIPMENT	-	1,000	-	1,000	-	-
11-70-6072 UNIFORM SERVICES	3,978	7,800	6,789	10,400	2,600	33.3%
11-70-6110 ELECTRICITY	348,557	603,750	600,826	633,988	30,238	5.0%
11-70-6113 NATURAL GAS	2,118	6,000	2,946	6,000	-	-
11-70-6116 GRIT AND SCREENING REMOVAL	17,489	25,500	30,345	31,865	6,365	25.0%
11-70-6125 WATER	7,629	15,000	13,493	16,500	1,500	10.0%
11-70-6210 CONFERENCES AND MEETINGS	3,702	20,000	6,905	27,000	7,000	35.0%
<b>Total Expenses</b>	<b>\$ 1,449,120</b>	<b>\$ 2,706,708</b>	<b>\$ 2,464,688</b>	<b>\$ 2,972,650</b>	<b>\$ 265,942</b>	<b>11.9%</b>

**BUDGET DETAIL WORKSHEET**

General Ledger Code	FY21 Budget	FY22 Budget	Variance
<b>11-70-5010 SALARIES AND WAGES</b>	\$ 706,689	\$ 737,785	\$ 31,096
<b>11-70-5110 BONUS, AWARDS, RECERTIFICATION</b>	-	1,800	1,800
<b>11-70-5113 CALLOUT</b>	9,500	6,000	(3,500)
<b>11-70-5119 OVERTIME</b>	16,000	18,000	2,000
<b>11-70-5122 STANDBY PAY</b>	12,400	15,270	2,870
<b>11-70-0000 TOTAL FRINGE BENEFITS</b>	266,354	295,721	29,367
<b>Subtotal</b>	<b>\$ 1,010,943</b>	<b>\$ 1,074,576</b>	<b>\$ 63,633</b>
<b>11-70-6018 CERTIFICATIONS</b>			
Allowance for Advancement (Certification Testing)	\$ 2,500	\$ 2,515	\$ 15
State Water Resource Control Board (SWRCB) Certification Application	-	1,920	1,920
California Water Environment Association (CWEA) Technical Certification (Test)	-	1,800	1,800
CWEA Technical Certification (Renewal)	-	500	500
SWRCB Operator III (Renewal)	600	300	(300)
SWRCB Operator II (Renewal)	150	150	-
SWRCB Operator IV (Renewal)	150	-	(150)
SWRCB Operator I (Renewal)	300	-	(300)
<b>Subtotal</b>	<b>\$ 3,700</b>	<b>\$ 7,185</b>	<b>\$ 3,485</b>
<b>11-70-6020 CHEMICALS</b>			
Sodium Hypochlorite (Univar)	\$ 236,740	\$ 279,217	\$ 42,477
Sodium Bisulfite (Univar)	126,110	114,231	(11,879)
Ferric Chloride (Univar)	59,710	66,073	6,363
Calcium Hypochlorite (Foster Gardner)	5,000	5,000	-
<b>Subtotal</b>	<b>\$ 427,560</b>	<b>\$ 464,521</b>	<b>\$ 36,961</b>

# OPERATIONS

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-70-6024 CONTRACTS</b>				
	Sludge Disposal And Transportation (Denali)	\$ 60,000	\$ 90,000	\$ 30,000
	Contractor Contingency		50,000	50,000
	Trimax Treatment Plant Upgrades for SCADA System	45,000	45,000	-
	Trimax PLC Upgrades		40,000	40,000
	Temporary Help Service	-	36,000	36,000
	Piping and Instrumentation Diagram Drawing Updates		32,000	32,000
	IT Upgrades	15,000	15,000	-
	Switchboard "S" Cleaning and Testing		10,000	10,000
	MCR Technologies - Annual Calibrations	5,000	5,000	-
	Cell Phones-Five (5) Employees (Verizon Wireless)	3,750	3,750	-
	After Hours Answering Service (Around the Clock)	1,800	-	(1,800)
	Dredge CPU and Input/Output Modules (Trimax)	14,000	-	(14,000)
	Auto Dialer Installation (Trimax)	13,975	-	(13,975)
	Ammonia Analyzer Equipment and Programming (Trimax)	9,500	-	(9,500)
	Low Fire Programming (Trimax)	7,500	-	(7,500)
	Waste Valve Programming (Trimax)	4,660	-	(4,660)
	<b>Subtotal</b>	<b>\$ 180,185</b>	<b>\$ 326,750</b>	<b>\$ 146,565</b>
<b>11-70-6032 GAS, OIL AND FUEL</b>				
	Gas, Oil, and Fuel for all District Vehicles (SC Fuel)	\$ 52,000	\$ 52,000	\$ -
	<b>Subtotal</b>	<b>\$ 52,000</b>	<b>\$ 52,000</b>	<b>\$ -</b>
<b>11-70-6038 MEMBERSHIPS</b>				
	California Water Environment Association (CWEA) Membership Renewal	\$ 1,600	\$ 2,100	\$ 500
	Water Environment Federation	350	400	50
	<b>Subtotal</b>	<b>\$ 1,950</b>	<b>\$ 2,500</b>	<b>\$ 550</b>



# OPERATIONS

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-70-6046 SUPPLIES</b>				
	Polymer for Belt Press 18 Totes at \$3,700 per Tote (Polydyne)	\$ 48,000	\$ 66,600	\$ 18,600
	Miscellaneous Operating Supplies Including Reagents for Chlorination and Dechlorination Analyzers	19,000	20,000	1,000
	Four (4) Belts for Belt Press at \$3,750 per Belt	15,000	15,000	-
	Miscellaneous Small Tools, Torches, Pliers, Small Air Pumps, Etc.	2,000	7,000	5,000
	Lock Out/Tag Out Supplies	-	3,000	3,000
	Student Materials for Distribution for Public Relations Efforts	1,600	2,000	400
	Three (3) Reagentless CL2 Analyzers	35,000	-	(35,000)
	One (1) Self Dumping Hopper for the Grit Chamber	8,000	-	(8,000)
	First-Aid Supplies	2,000	-	(2,000)
	<b>Subtotal</b>	<b>\$ 130,600</b>	<b>\$ 113,600</b>	<b>\$ (17,000)</b>
<b>11-70-6052 OTHER EXPENSES</b>				
	Miscellaneous Expense Contingency Fund	\$ 49,000	\$ 20,000	\$ (29,000)
	<b>Subtotal</b>	<b>\$ 49,000</b>	<b>\$ 20,000</b>	<b>\$ (29,000)</b>
<b>11-70-6056 PERMITS AND FEES</b>				
	Annual Npdes Permit Fee (SWRCB)	\$ 45,000	\$ 47,000	\$ 2,000
	South Coast Air Quality Management District (SCAQMD) Facility Permits	15,500	15,500	-
	Dept of Environmental Health		3,500	3,500
	Fire Service Permit (City of Indio)	2,000	2,000	-
	Alarm System Permit (City of Indio)	500	500	-
	Occupational Lead Poisoning Prevention/Toxic Substance	500	500	-
	Miscellaneous	200	500	300
	Hot Spot Program (SCAQMD)	250	250	-
	<b>Subtotal</b>	<b>\$ 63,950</b>	<b>\$ 69,750</b>	<b>\$ 5,800</b>

# OPERATIONS

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-70-6062 REPAIRS AND MAINTENANCE</b>				
	Contingency	\$ 5,000	\$ 35,000	\$ 30,000
	Iron Sponge Media and Nets	18,500	18,500	-
	Mcc A and F Breaker Upgrades	-	15,000	15,000
	Mcc-Power Meters	-	12,000	12,000
	Activated Sludge Plant Flow Meters	-	7,515	7,515
	Flare Parts	-	7,500	7,500
	Analyzer Parts	-	7,500	7,500
	Clarifier Density Meter	-	4,800	4,800
	Mag-Flow Meter for the Belt Press	4,500	4,700	200
	Bar Screen Panel Upgrades	-	2,500	2,500
	Blower Relays, Starters and Fuses	18,370	-	(18,370)
	Pond Building Electrical Equipment Upgrade	10,000	-	(10,000)
	MCC-B And MCC-C Breaker Upgrade	9,400	-	(9,400)
	Boiler Panel	8,000	-	(8,000)
	Two (2) Replacement VFD'S for the Belt Press	8,000	-	(8,000)
	Replacement Power Meters	8,000	-	(8,000)
	Valve	6,500	-	(6,500)
	Influent Pump Leak and Temp Sensor Relays	3,500	-	(3,500)
	Ultra-Violet Scanner for Flare	3,500	-	(3,500)
	Bubbler Level Control Upgrade at Grit Chamber	2,500	-	(2,500)
	Influent Pump 4 and 5 Relay Replacement	2,000	-	(2,000)
	<b>Subtotal</b>	<b>\$ 107,770</b>	<b>\$ 115,015</b>	<b>\$ 7,245</b>
<b>11-70-6068 TOOLS AND EQUIPMENT</b>				
	Miscellaneous Small Tool Acquisition and Replacement	\$ 1,000	\$ 1,000	\$ -
	<b>Subtotal</b>	<b>\$ 1,000</b>	<b>\$ 1,000</b>	<b>\$ -</b>
<b>11-70-6072 UNIFORM SERVICES</b>				
	Uniforms-Nine (9) Employees	\$ 5,000	\$ 6,500	\$ 1,500
	Boots - Nine (9) Employees	2,000	3,000	1,000
	Gloves, Ear Plugs, Safety ItemsONine (9) Employees	800	900	100
	<b>Subtotal</b>	<b>\$ 7,800</b>	<b>\$ 10,400</b>	<b>\$ 2,600</b>

# OPERATIONS

General Ledger Code		FY21 Budget	FY22 Budget	Variance
<b>11-70-6110 ELECTRICITY</b>				
	Imperial Irrigation District (IID)	\$ 483,000	\$ 507,200	\$ 24,200
	Tesla PPA	120,750	126,788	6,038
	<b>Subtotal</b>	<b>\$ 603,750</b>	<b>\$ 633,988</b>	<b>\$ 30,238</b>
<b>11-70-6113 NATURAL GAS</b>				
	Natural Gas Usage for the Administration, Laboratory, Operations Buildings and Digester Boiler (SoCalGas)	\$ 6,000	\$ 6,000	\$ -
	<b>Subtotal</b>	<b>\$ 6,000</b>	<b>\$ 6,000</b>	<b>\$ -</b>
<b>11-70-6116 GRIT AND SCREENING REMOVAL</b>				
	Screenings and Grit Hauling to Lambs Canyon, California (Burrtec)	\$ 25,500	\$ 31,865	\$ 6,365
	<b>Subtotal</b>	<b>\$ 25,500</b>	<b>\$ 31,865</b>	<b>\$ 6,365</b>
<b>11-70-6125 WATER</b>				
	Potable Water (Indio Water Authority)	\$ 15,000	\$ 16,500	\$ 1,500
	<b>Subtotal</b>	<b>\$ 15,000</b>	<b>\$ 16,500</b>	<b>\$ 1,500</b>
<b>11-70-6210 CONFERENCES/MEETINGS</b>				
	Conferences, Training Seminars, Lodging and Related Expenses	\$ 8,000	\$ 13,500	\$ 5,500
	Safety Training	10,000	10,000	-
	National Fire Protection Agency (NFPA) and NEC Training	2,000	3,500	1,500
	<b>Subtotal</b>	<b>\$ 20,000</b>	<b>\$ 27,000</b>	<b>\$ 7,000</b>
	<b>Total Expenses</b>	<b>\$ 2,706,708</b>	<b>\$ 2,972,650</b>	<b>\$ 265,942</b>

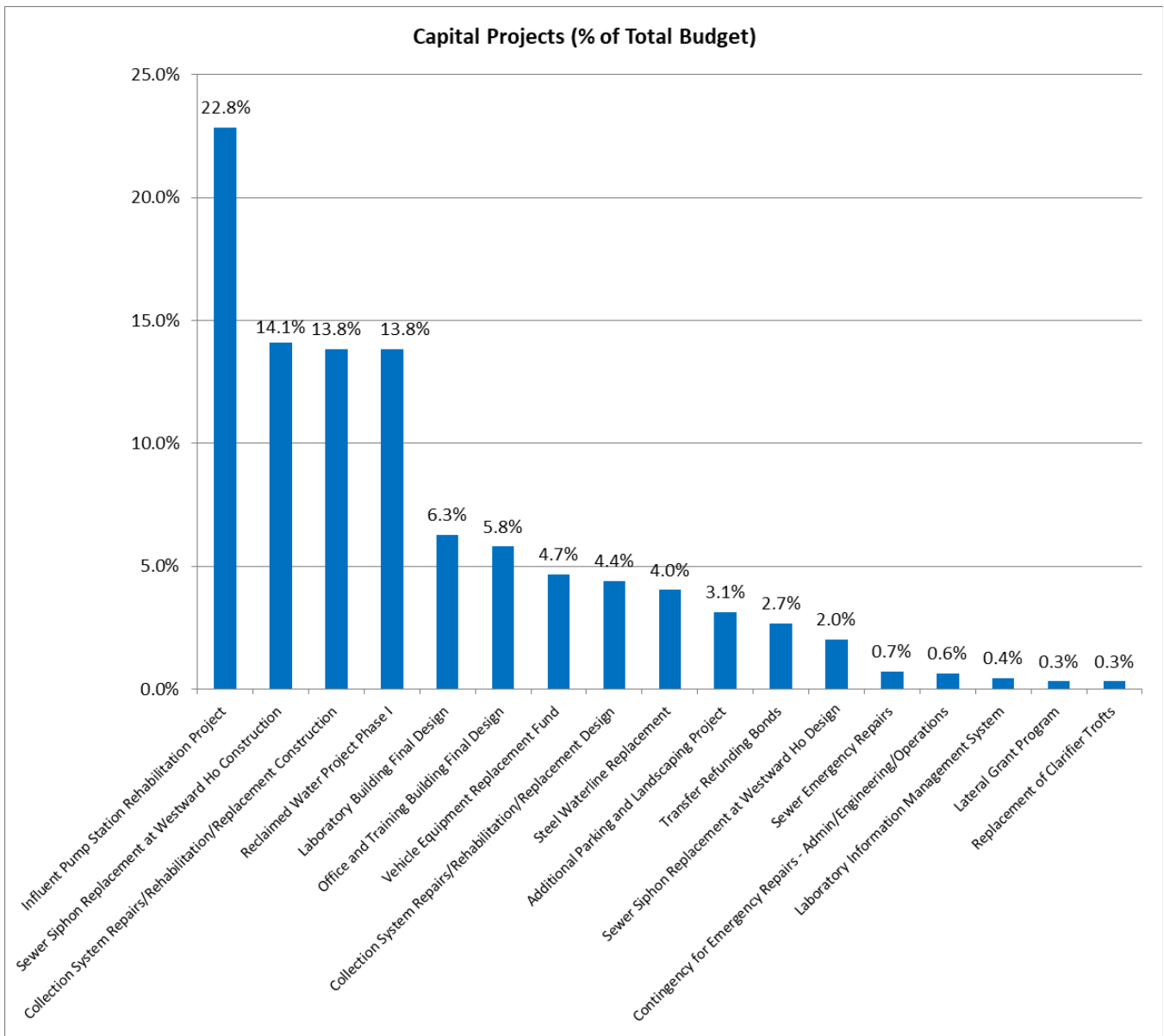


VSD



## SUMMARY OF CAPITAL PROJECTS

The capital budget incorporates key projects to further advance the District’s Capital Improvement Program (CIP). There are seventeen (17) new capital projects requested in fiscal year 2021/22 for a total value of \$15,912,465. The CIP for fiscal year 2021/22 includes the Reclaimed Water Phase I Treatment Upgrade project, the Influent Pump Station Rehabilitation project, and the Collection System Sewer Main Rehabilitation and Replacement Program.



# CAPITAL BUDGET

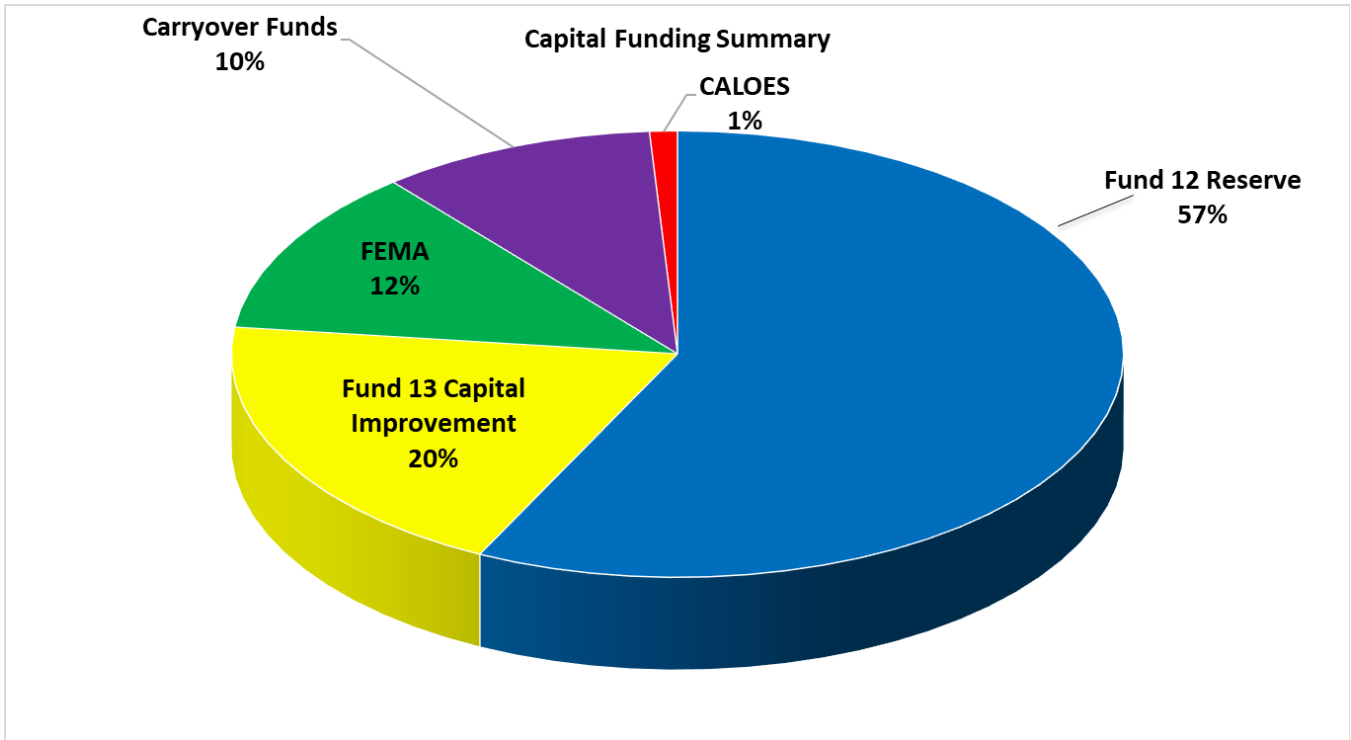
## CAPITAL BUDGET SUMMARY

Project Name	FY 22 Requested Budget	Estimated Project Costs at Completion
Influent Pump Station Rehabilitation Project	\$ 3,634,476	\$ 3,634,476
Sewer Siphon Replacement at Westward Ho Construction	2,241,805	4,918,637
Collection System Repairs, Rehabilitation, Replacement Construction	2,200,000	45,310,836
Reclaimed Water Project Phase I	2,200,000	50,000,000
Laboratory Building Final Design	1,000,000	1,000,000
Office and Training Building Final Design	922,000	922,000
Vehicle Equipment Replacement Fund	740,000	740,000
Collection System Repairs/Rehabilitation/Replacement Design	700,000	11,033,017
Steel Waterline Replacement	642,000	642,000
Additional Parking and Landscaping Project	500,000	500,000
Transfer Refunding Bonds	426,926	2,133,404
Sewer Siphon Replacement at Westward Ho Design	320,258	702,663
Sewer Emergency Repairs	115,000	115,000
Contingency for Emergency Repairs - Admin/Engineering/Operations	100,000	100,000
Laboratory Information Management System	70,000	70,000
Lateral Grant Program	50,000	50,000
Replacement of Clarifier Trofts	50,000	50,000
<b>TOTAL</b>	<b>\$ 15,912,465</b>	<b>\$ 121,922,033</b>

# CAPITAL BUDGET

## FUNDING SUMMARY

Valley Sanitary District will use five (5) funding sources for the fiscal year 2021/22 capital budget.



Funding Source	FY 22 Proposed Budget
Fund 12 Reserve	\$ 10,996,789
Fund 13 Capital Improvement	1,242,000
FEMA	1,921,547
Carryover Funds	1,592,000
CALOES	160,129
<b>Total Funds Requested by Fiscal Year</b>	<b>\$ 15,912,465</b>



## FUNDING BY SOURCE

Project Name	Project Number	Fund 12	Fund 13	FEMA	Carryover Funds	CALOES	FY22 Proposed Budget
Vehicle Equipment Replacement Fund	21-0001	\$ 740,000	\$ -	\$ -	\$ -	\$ -	\$ 740,000
Lateral Grant Program	21-0002	50,000	-	-	-	-	50,000
Sewer Emergency Repairs	21-0003	115,000	-	-	-	-	115,000
Contingency for Emergency Repairs - Admin/Engineering/Operations	21-0004	100,000	-	-	-	-	100,000
Collection System Repairs/Rehabilitation/Replacement Design	21-0005	700,000	-	-	-	-	700,000
Collection System Repairs/Rehabilitation/Replacement Construction	21-0006	2,200,000	-	-	-	-	2,200,000
Reclaimed Water Project Phase I	21-0007	2,200,000	-	-	-	-	2,200,000
Sewer Siphon Replacement at Westward Ho Design	21-0008	60,048	-	240,194	-	20,016	320,258
Sewer Siphon Replacement at Westward Ho Construction	21-0009	420,338	-	1,681,354	-	140,113	2,241,805
Influent Pump Station Rehabilitation Project	21-0010	2,434,476	-	-	1,200,000	-	3,634,476
Office and Training Building Final Design	21-0011	-	922,000	-	-	-	922,000
Laboratory Building Final Design	21-0012	1,000,000	-	-	-	-	1,000,000
Laboratory Information Management System	21-0013	-	70,000	-	-	-	70,000
Replacement of Clarifier Trofts	21-0014	50,000	-	-	-	-	50,000
Steel Waterline Replacement	21-0015	500,000	-	-	142,000	-	642,000
Additional Parking and Landscaping Project	21-0016	-	250,000	-	250,000	-	500,000
Transfer Refunding Bonds	21-0017	426,926	-	-	-	-	426,926
<b>Total</b>		<b>\$ 10,996,789</b>	<b>\$ 1,242,000</b>	<b>\$ 1,921,547</b>	<b>\$ 1,592,000</b>	<b>\$ 160,129</b>	<b>\$ 15,912,465</b>
<b>Total FY22 Proposed Budget</b>							<b>\$ 15,912,465</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0001

**Project Name:** Vehicle and Equipment Replacement Fund

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

**Sub-Category:** Replacement

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

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

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-80-7025	2021/22	\$ 688,500
<b>Total</b>			<b>\$ 688,500</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0002

**Project Name:** Lateral Grant Program

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement - Private Lateral

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

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

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 50,000
<b>Total</b>			<b>\$ 50,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0003

**Project Name:** Sewer Emergency Repairs

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Emergency Repairs

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

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

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 115,000
Total			\$ 115,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0004

**Project Name:** Contingency for Emergency Repairs

**Category:** Improvements – General

**Sub-Category:** Emergency Repairs

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

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

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 50,000
12 Replacement Fund	12-80-7025	2021/22	\$ 25,000
12 Replacement Fund	12-10-7035	2021/22	\$ 25,000
<b>Total</b>			<b>\$ 100,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0005

**Project Name:** Collection System Repairs/Rehabilitation/Replacement Design:

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Rehabilitation/Improvement

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

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

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2026

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 650,000
Total			\$ 650,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0006

**Project Name:** Collection System Repairs/Rehabilitation/Replacement Construction:

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Rehabilitation/Improvement

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

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

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2026

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 2,200,000
<b>Total</b>			<b>\$ 2,200,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0007

**Project Name:** Reclaimed Water Project Phase 1

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Expansion

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

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

**Project Schedule:**

Start Date	Completion Date
July 2021	January 2025

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	2021/22	\$ 1,320,000
13 Capital Improvement	13-30-7010	2021/22	\$ 880,000
Total			\$ 2,200,000





**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0008

**Project Name:** Sewer Siphon Replacement at Westward Ho Design

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement

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

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

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	2021/22	\$ 320,258
Total			\$ 320,258



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0009

**Project Name:** Sewer Siphon Replacement at Westward Ho Construction

**Category:** Infrastructure – Sewer Lines

**Sub-Category:** Replacement

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

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

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	February 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-30-7015	21/22	\$ 2,241,805
<b>Total</b>			<b>\$ 2,241,805</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0010

**Project Name:** Influent Pump Station Rehabilitation Project

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Rehabilitation/Improvement

**Project Description:** Rehabilitate the Influent Pump Station to allow for proper operation and extend it's lifecycle. Proposed improvements to the pump station include: repair/replacement of leaking and broken valves, repair of interior concrete coating, installation of new valves for proper isolation/drainage, installation of a new jockey pump in the empty pump bay.

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

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	21/22	\$ 3,634,476
<b>Total</b>			<b>\$ 3,634,476</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0011

**Project Name:** Office and Training Building - Final Design

**Category:** Buildings – Office Buildings

**Sub-Category:** Expansion

**Project Description:** SGH Architects is developing the initial design for a new Office and Training building to be located southeast of the existing Operations building.

**Project Justification:** The District is need of additional office space to meet staffing needs. The existing training room is also used as a desk area for a number of employees. This creates challenges when employees need to use their desk when training is in session.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7025	2021/22	\$ 922,000
Total			\$ 922,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0012

**Project Name:** Laboratory Building - Final Design

**Category:** Buildings – Office Buildings

**Sub-Category:** Expansion

**Project Description:** SGH Architects is developing the initial design for a new laboratory building to be located south of the existing laboratory building and next to Operations.

**Project Justification:** The current laboratory cannot maintain proper temperature and humidity as required by lab standards. It will cost more to repair the current lab than to replace it.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7025	2021/22	\$ 1,000,000
<b>Total</b>			<b>\$ 1,000,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0013

**Project Name:** Laboratory Information Management System (LIMS)

**Category:** Software

**Sub-Category:** Systems

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

**Project Justification:** Environmental Laboratory Accreditation Program (ELAP) regulations are adopting the TNI 2016 Standard. The updated regulations require additional documentation and management of inventory, equipment maintenance, consumables, samples, and scientific data and results. Utilizing LIMS software can act as an additional staff member by automating workflows and tracking important information, data, and QA/QC that the laboratory generates daily.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2023

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7020	2021/22	\$70,000
Total			



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0014

**Project Name:** Replacement of Clarifier Weirs & Trofts

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Replacement

**Project Description:** The weirs and trofts on each of the three (3) clarifiers are reaching their useful lives and need to be replaced.

**Project Justification:** Replacement of the weirs and trofts will maintain the efficiency and extend the useful life of the clarifiers.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	2021/22	\$ 50,000
Total			\$ 50,000



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0015

**Project Name:** Steel Waterline Replacement

**Category:** Infrastructure – Treatment Plant

**Sub-Category:** Replacement

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

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

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-70-7020	2021/22	\$ 642,000
Total			\$ 642,000





**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0016

**Project Name:** Additional Parking and Landscaping Project

**Category:** Improvements – General

**Sub-Category:** Expansion

**Project Description:** Staff proposes to remove the lawn at the front of the property and replace it with additional parking and drought tolerant landscaping.

**Project Justification:** The District is need of additional parking for employees, customers, vendors, and contractors.

**Project Schedule:**

<b>Start Date</b>	<b>Completion Date</b>
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
13 Capital Improvement	13-30-7025	2021/22	\$ 500,000
<b>Total</b>			<b>\$ 500,000</b>



**FY 2021/22 Capital Expenditures  
Valley Sanitary District  
Capital Project Justification**

**Project Number:** 21-0017

**Project Name:** Transfer Refunding Bonds

**Category:** Improvements – General

**Sub-Category:** Expansion

**Project Description:** Principal and interest payment for Revenue Refunding Bonds, 2015

**Project Justification:** On August 5, 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 2.4% interest payable semi-annually on December 1 and June 1, commencing December 1, 2015.

**Project Schedule:**

Start Date	Completion Date
July 2021	June 2022

**Project Funding Sources (Requested):**

Fund Type	GL No.	Fiscal Year	Amount
12 Replacement Fund	12-00-9106	2021/22	\$ 426,926
<b>Total</b>			<b>\$ 426,926</b>



VSD



VALLEY SANITARY DISTRICT  
45500 VAN BUREN STREET  
INDIO, CALIFORNIA 92201  
**(760) 238-5400**  
WWW.VALLEY-SANITARY.ORG

**RESOLUTION NO. 2021-1146**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY DISTRICT ADOPTING THE OPERATION BUDGET AND CAPITAL BUDGET FOR FISCAL YEAR 2021/22**

**WHEREAS**, on April 20, 2021, the General Manager submitted to the Board of Directors a proposed Operating and Capital Budget, and a list of capital improvement projects for the fiscal year beginning July 1, 2021, and ending June 30, 2022; and

**WHEREAS**, April 20, 2021, the Board of Directors reviewed the proposed Operating and Capital Budget; including projected revenues, employee benefits, fees and charges for District services and capital projects; and

**WHEREAS**, on June 8, 2021, the Board of Directors held a duly advertised public hearing at their regular Board meeting to hear public testimony on the proposed budget, and the proposed changes to fees and charges; and

**WHEREAS**, the Board of Directors determined that the budget is necessary for the operation and maintenance of District services and facilities; and that continuation of a Connection Capacity/Capital Impact fee is essential.

**NOW, THEREFORE**, the Board of Directors of Valley Sanitary District **RESOLVES** that the Operating and Capital Budget for Fiscal Year 2021/22 is approved as presented.

Total Operating Budget	\$ 10,967,155
Total Capital Budget	\$15,912,465
Total Revenue (General Fund)	\$14,833,498
Total Revenue Capital (Fund 13)	\$ 1,016,610

**PASSED, APPROVED, and ADOPTED** this 8th day of June 2021, by the following roll call vote:

AYES:  
NAYES:  
ABSENT: None  
ABSTAIN: None

\_\_\_\_\_  
Scott Sear, President

ATTEST:

\_\_\_\_\_  
Debra Canero, Secretary



**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

TO: Board of Directors  
THROUGH: Beverli A. Marshall, General Manager  
FROM: Jeanette Juarez, Business Services Manager  
SUBJECT: Set a Public Hearing Date for July 27, 2021 – Determining Certain Accounts to be Delinquent and Directing the Placement of these Accounts on the Property Tax Rolls for Collection.

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

**Executive Summary**

The purpose of this report is to present to the Board of Directors the charges on outstanding invoices of all properties within the District.

**Strategic Plan Compliance**

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

**Fiscal Impact**

If approved at the July 27, 2021, meeting of the Board of Directors the collectability of the amounts placed on the tax rolls will be secured.

**Background**

Annually, District staff review the outstanding invoices of all properties that have not paid their invoices for various fees. To collect the unpaid charges and to ensure adequate procedural due process is provided, a Public Hearing date is required, and notice is sent to each specific property and posted on the District website. At the Public Hearing, the Board of Directors will adopt a resolution allowing the delinquent invoices to be placed on the property tax roll for collection.

**Recommendation**

Staff recommends that the Board set a public hearing date for July 27, 2021, to consider placing delinquent service charges on the county tax rolls.

**Attachments**

Attachment A: Notice of Public Hearing



June 8, 2021

**NOTICE OF PUBLIC HEARING  
PLACEMENT OF DELINQUENT SERVICE FEES ON THE COUNTY TAX ROLLS**

**NOTICE IS HEREBY GIVEN** that Valley Sanitary District will hold a public hearing in the Conference Room at Valley Sanitary District, 45-500 Van Buren Street, Indio, California beginning at 1:00 p.m. on July 27, 2021, to consider the following:

Pursuant to Health and Safety Code Sections 5470, 5473.5, 5473.6, 5473.7 and 5473.8, a written report has been filed with the District Secretary of Valley Sanitary District, containing a description of each parcel of real property receiving services for which payment is delinquent and containing the amount of delinquent service charges for each such parcel for the period ending June 30, 2021.

The purpose of the hearing is to determine whether the delinquent charges described in said report shall be collected on the tax roll in the same manner, by the same person and at the same time as, together with and not separately from, the general taxes. This means that, if the delinquent charges are not paid in a timely manner, they may be assessed against the property and collected as a tax lien. Delinquent charges collected on the tax roll shall be subject to an additional administrative fee of \$25.00.

A copy of the invoice detailing the delinquent charges and the parcel information in which they pertain is enclosed for your review. Please contact Jeanette Juarez, Business Services Manager at (760) 238-5400 if you have additional questions regarding the delinquent service charges.

Response to this notice can be made verbally at the Public Hearing and/or in writing before the hearing. Written comments can be made to the Board of Directors by letter (for mail or hand delivery) to:

**VALLEY SANITARY DISTRICT, BOARD OF DIRECTORS**  
**45500 VAN BUREN STREET, INDIO, CA 92201**

Any challenge of the proposed charge in court may be limited to raising only those issues raised at the public hearing described in this notice, or in written correspondence



delivered to the Administration Department at, or prior, to the public hearing.  
(Government Code Section 65009(b)(2)).

To avoid having a lien placed against your property you must make payment directly to the Valley Sanitary District by July 27, 2021. When making payment please write LIEN on your payment envelope as well as your check/money order.

Sincerely,

Beverli A. Marshall  
General Manager



**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

TO: Board of Directors  
THROUGH: Beverli A. Marshall, General Manager  
FROM: Jeanette Juarez, Business Services Manager  
SUBJECT: Approve Blanket Purchase Orders for the Listed Vendors and Amounts for Fiscal Year 2021/22 in a Total Amount Not to Exceed \$3,006,488

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

**Executive Summary**

The purpose of this report is for the Board of Directors to review and approve the blanket purchase orders for the listed vendors and amounts for Fiscal Year 2021/22.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The fiscal impact for the proposed blanket purchase orders is \$3,006,488. The expenditures are included in the Fiscal Year 2021/22 Operating and Capital Budget.

**Background**

The current District purchasing policy adopted September 24, 2019, qualifies the attached vendors as exempt from approval and subject to a blanket purchase order as the purchasing mechanism. Blanket purchase orders (BPOs) may be used with vendors that are expected to supply repetitive-use products or services to VSD on an ongoing and/or regular basis throughout the year.

BPOs are closed at the conclusion of each fiscal year. Examples of open purchase orders may include contract services such as maintenance, landscaping, janitorial services, uniforms or supplies and materials including sodium hypochlorite chemicals and similar items.

District staff has reviewed the purchases for the past fiscal year and the expenditures outlined within the Operating and Capital Budget for 2021/22. Staff was able to identify \$3,006,488 of purchases that are needed for the normal course of business.

**Recommendation**

Staff recommends that the Board of Directors approve blanket purchase orders for the listed vendors and amounts for Fiscal Year 2021/22 in a total amount not to exceed \$3,006,488.

**Attachments**

Attachment A: List of Blanket Purchase Orders for Fiscal Year 2021/22

**Valley Sanitary District**

**Proposed Blanket Purchase Orders**

**FY 2021 / 2022**

	<b>Total Budget</b>	<b>Blanket PO</b>			<b>Purchase</b>	0	10	20	30	40	50	60	70	
<b>Vendor Name</b>	<b>2021 / 2022</b>	<b>2021 / 2022</b>	<b>GL#</b>	<b>Description</b>	<b>Order #</b>	<b>No Dept</b>	<b>Admin</b>	<b>Board</b>	<b>Coll</b>	<b>Eng</b>	<b>Lab</b>	<b>Maint</b>	<b>Ops</b>	<b>total</b>
ABM Office Solutions, Inc	35,781	35,781	11-60-6024	COVID-19 Cubicle Rentals								35,781		35,781
Bank of New York Mellon	463,012	463,012	11-00-9108	2015 Revenue Refunding Bond payment			463,012							463,012
Bank of New York Mellon	426,926	426,926	12-00-9106	2015 Revenue Refunding Bond payment		426,926								426,926
Best, Best & Krieger	50,625	50,625	11-10-6034	Professional/Legal			30,000	20,625						50,625
Burrtec	31,865	31,865	11-70-6116	Grit and Screening Removal									31,865	31,865
Cintas Corp	24,320	24,320	11-##-6072	Clothing					4,300	2,700	3,000	7,820	6,500	24,320
Cintas Corp	20,240	20,240	11-60-6046	Mats, Shop Towels, Etc, and Fees								20,240		20,240
Denali Water Solutions	90,000	90,000	11-70-6024	Sludge Disposal and Transportation									90,000	90,000
Desert Arc	48,500	48,500	11-60-6024	Janitorial Services								48,500		48,500
Desert Arc	11,500	11,500	11-60-6024	Landscaping								11,500		11,500
Desert Cornerstone Insurance	340,993	340,993	11/10/6022	Comp Ins - EQ, Envi, Liab, Auto, General			340,993							340,993
Golden Bell	49,400	49,400	11-30-6024	Roach Control Program					49,400					49,400
Polydyne, Inc.	66,600	66,600	11-70-6046	Polymer									66,600	66,600
SC Fuels	52,000	52,000	11-70-6032	Fuel									52,000	52,000
Southwest Networks, Inc.	39,444	39,444	11-10-6024	Computer Maintenance (contract)			39,444							39,444
Southwest Networks, Inc.	8,400	8,400	11-10-6024	Backup/Disaster Recovery			8,400							8,400
Southwest Networks, Inc.	70,000	70,000	11-10-6042	Computer Consulting (above cont \$)			70,000							70,000
State Water Resource Control Board	553,361	553,361	11-00-3280	State Revolving Fund (SRF) payment			553,361							553,361
Superior Protection Consultants	79,000	79,000	11-10-6024	Security guard service for plant			79,000							79,000
Trimax Systems, Inc	45,000	45,000	11-70-6024	Treatment Plant Upgrade - SCADA									45,000	45,000
Trimax Systems, Inc	40,000	40,000	11-70-6024	PLC Upgrades									40,000	40,000
Univar USA Inc.	66,073	66,073	11-70-6020	Ferric Chloride									66,073	66,073
Univar USA Inc.	279,217	279,217	11-70-6020	Sodium Hypochlorite									279,217	279,217
Univar USA Inc.	114,231	114,231	11-70-6020	Sodium Bisulfite									114,231	114,231
<b>TOTAL</b>	<b>3,006,488</b>	<b>3,006,488</b>				<b>426,926</b>	<b>1,584,210</b>	<b>20,625</b>	<b>53,700</b>	<b>2,700</b>	<b>3,000</b>	<b>123,841</b>	<b>791,486</b>	<b>3,006,488</b>



**Valley Sanitary District  
Operations Committee  
June 8, 2021**

**TO:** Board of Directors Meeting  
**FROM:** Beverli A. Marshall, General Manager  
**SUBJECT:** Adopt the VSD Diversity, Equity & Inclusion Policy

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

**Executive Summary**

The purpose of this report is for the Board to discuss the Diversity, Equity & Inclusion Policy.

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 1: Fully Staffed with a Highly Trained and Motivated Team.

**Fiscal Impact**

There is no fiscal impact from adopting this policy.

**Background**

Diversity is the concept of having and supporting individual and group differences. Equity is the concept of fair and just access for all. Inclusion is the concept of feeling included in a group or structure. These concepts have become omnipresent at all levels of government discussions for the past few years and most notably in 2020. Many agencies have hired individuals specifically to design, implement, and manage DEI programs.

According to national workforce data, approximately 6% of all water and wastewater operators are women and 18% are people of color. These have been a relatively static figures and few inroads have been made to increase the diversity of the industry’s workforce.

A 2018 Brookings Institute Report, *Renewing the Water Workforce: Improving Water Infrastructure and Creating a Pipeline to Opportunity*, identified that only 15% of all occupations in the water sector were held by women, most of which were in administration and accounting and only 6% were in trade occupations. It further identified that only about one-third of the occupations were held by people of color, most

of which were in construction and maintenance occupations, and that they were less represented in water occupations than compared to all occupations nationwide.

In addition to identifying the lack of diversity in various water sector occupations, several key issues were identified “to hire, train, and retain a skilled and diverse water workforce in years to come.” Specifically, the report identified two major needs.

- ✓ Emphasize that the water workforce needs greater public visibility, especially when trying to reach younger workers and other prospective job candidates.
- ✓ Consider barriers to support a more diverse water workforce, including the importance of looking for talent in places that may not traditionally have attracted as much attention.

In response to that report, the Water Environment Federation (WEF) board established its Workforce Diversity and Inclusion Task Force in 2019 with a charge to provide recommendations on how to develop a more diverse workforce. The recommendations included establishing a diversity, equity, and inclusion (DEI) subcommittee to provide guidance to the board and hiring a consultant with DEI expertise to assess WEF and developing a strategic DEI plan.

In 2020, the Environmental Protection Agency and its industry partners (AMWA, NACWA, AWWA, and WEF) hosted a series of workforce webinars. On June 23, 2020, the webinar topic was *Utility Workforce Diversity Programs* and featured ten managers from several agencies who have implemented diversity, equity, and inclusion programs focused on recruiting, training, supporting, and retaining diverse and underrepresented individuals in the water and wastewater industries.

In March 2021, the National Association of Clean Water Agencies offered a three-part series of executive leadership workshops that includes a workshop on inclusive leadership and DEI. It was so popular and well-attended they are offering the series again starting in June.

Recently, the California Water Environment Association (CWEA) conducted a round table discussion with four women who are California water leaders to discuss how the industry can narrow the gender gap. In addition, CWEA and BAYWORK hosted a joint webinar on March 30, 2021, titled *Women in Water: Addressing Barriers to Joining and Advancing in CA Water*, to develop strategies on how to remove the barriers and show support for women in this industry. CWEA has also published two articles in its monthly magazine on the topic of DEI: *Invisible Barriers – Diversity, Equity, and Inclusion in Water*, and *Moving the Racial Equity Conversation Forward*.

CASA is planning a session titled *Gender Diversity & Equity in the Workforce* for its upcoming annual conference in San Diego on August 11. This could lead to a work group or team within CASA to focus on this issue.

The policy is based on several existing policies and recommended language to demonstrate the District’s commitment to DEI but does not commit the District to a

specific plan or expenditure. This allows flexibility to address issues as they arise as well as the opportunity to partner with other agencies in supporting diversity in industry occupations and programs.

**Recommendation**

Recommend that the Board of Directors adopt the VSD Diversity, Equity & Inclusion Policy.

**Attachments**

Attachment A: VSD Diversity, Equity & Inclusion Policy



VSD

**Diversity, Equity & Inclusion Policy**

Adopted: \_\_/\_\_/2021

**I. PURPOSE**

The purpose of this policy is to provide a roadmap for the District in developing, implementing, and maintaining diversity, equity, and inclusion in its workforce and approach to customer service.

**II. POLICY**

The Valley Sanitary District (VSD) values and respects the diversity of its employees, customers, and community and is committed to ensuring that diversity, equity, and inclusiveness are integral parts of our day-to-day management, work, and service delivery.

At VSD, we will:

- Ensure equity and inclusion in recruitments and hiring processes.
- Promote a climate that is welcoming and conducive to the success of all employees through respect, inclusion, equity, and cultural awareness.
- Develop and support policies and procedures that promote diversity, equity, and inclusion.
- Provide equitable access to District services, events, and activities that further develop diversity and inclusion in our community.

The Indio community is made up of individuals from a wide range of backgrounds, including gender, age, ethnic and cultural backgrounds, religious beliefs, sexual orientation, family responsibilities, socio-economic status, and life and work experience. These are some of the things that make Indio such a great place to live and work, and the District greatly values that diversity.

VSD strives to hire the best possible employees for each position, without discrimination, and to attract and retain a qualified workforce. VSD will develop recruitment strategies and outreach efforts that maximize the applicant pool for all District positions.

All customers shall have the same opportunities to apply for or access available services. This includes providing high quality, culturally sensitive services to all customers.



This policy applies to all District elected officials, executives, employees, interns, volunteers, contractors, vendors, suppliers, members of the public, and other persons who participate in District programs and services.

### **III. DEI COMMITTEE**

The DEI Committee will advise and assist the General Manager in coordinating diversity, equity, and inclusion activities of the District, including:

- compliance with rules and regulations,
- establishing policies and procedures, and
- identifying and coordinating training.

Members of the DEI Committee will include the General Manager, Business Services Manager, Human Resources Specialist, and others appointed to represent diverse racial, ethnic, and gender groups. The General Manager will review and, if necessary, adjust the Committee membership.

The DEI Committee will meet at least monthly within the first year and quarterly thereafter.

### **IV. RESPONSIBILITIES**

DEI is everyone's responsibility at VSD and it requires purposeful action every day.

Managers:

Managers are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include all the responsibility identified for supervisors as well as the following:

- ensuring that employment-related decisions are free from discrimination,
- setting individual DEI goals to foster diverse representation and an inclusive environment within their teams,
- mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring),
- drawing from a broad pool of talent in region to inclusively reach talent, create diverse slates and, ultimately, a workforce that reflects the Indio community we serve,
- consistently displaying inclusive leadership behaviors valuing all perspectives, listening to diverse points of view, and
- cultivating a culture that inspires respect for all employees, customers, vendors, contractors, and others in the work environment.

Supervisors:

Employees in supervisory positions are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include, but are not limited to, the following:

- creating an inclusive and safe work environment that supports DEI and behaviors that reinforce VSD's values,
- engaging in conscious inclusion and other behaviors that promote equity,
- role modeling inclusive and respectful behavior in the work environment and all work-related activities,
- encouraging employees to collaborate, make suggestions, and to respect and listen to diverse opinions,
- ensuring a work environment that is free from discrimination, harassment, and bullying,
- contacting the Human Resources Specialist when aware of an employee who may be subject to discrimination, harassment, or bullying, either by receiving such a complaint or otherwise receiving information about such conduct, and
- appropriately addressing any other behavior not consistent with this, other policies and applicable laws relating to equal opportunity, diversity, equity, or inclusion.

**Employees:**

Employees that are not in supervisory or management positions are still responsible for DEI actions such as:

- respecting the dignity and diversity of all people,
- creating an inclusive environment that is free from discrimination, harassment, and bullying,
- enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another,
- focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity, and belonging, and
- committing to an individual goal as part of annual goals and objectives setting to help VSD meet our DEI goals.

**V. DEFINITIONS**

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

**Diversity:** refers to having a range of people across gender identities, racial backgrounds, geographic locations, socioeconomic backgrounds, ages, ability, sexual orientation, and other characteristics represented and participating in a space, event, or community.

**Equity:** an approach that recognizes that the magnitude of systemic barriers posed to a person will vary based on their gender identity, race, geographic location, class, age, ability, sexual orientation, and other factors.

**Inclusion:** having a wide range of voices and perspectives present and participating.



**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

**TO:** Board of Directors  
**THROUGH:** Beverli A. Marshall, General Manager  
**FROM:** Ronald Buchwald, Engineering Services Manager  
**SUBJECT:** **Authorize the General Manager to Execute Task Order No. 21-02 with Harris & Associates in an Amount Not to Exceed \$697,400 for Phase 3 of the Collection System Design and Program Management Project**

<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 proposal from Harris & Associates.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The total cost of this proposal is \$697,400. The CIP design budget for this project is \$700,000. This project is included in the FY 2021/22 Capital Improvement Budget.

**Background**

On August 29, 2017, the Board awarded the Collection System Program & Design Manager Project to Harris and Associates after submitting the successful Proposal as determined by the Qualification Based Selection (Government Code 4526) process. On February 18, 2018, the Board awarded Task Authorization 1 to Harris & Associates, Inc. not to exceed \$219,822 for Phase 1 of this program. On April 9, 2019, the Board awarded Task Authorization 2 to Harris & Associates not to exceed \$553,740 for Phase 2 of this program, which is nearly complete.

Staff has been working with Harris & Associates to develop the next phase of the program. Phase 3 will continue the efforts of reviewing CCTV video inspections as well as programming several rehabilitation and replacement projects. Also included in the scope of work are inspection services, which staff requested via separate approval from

the Board. Harris's proposal is included for review. Staff recommends moving forward with the next phase of work.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to execute Task Order No. 21-02 with Harris & Associates in an amount not to exceed \$697,400 for Phase 3 of the Collection System Design and Program Management project.

**Attachments**

Attachment A: Harris & Associates proposal dated April 1, 2021.



April 1<sup>st</sup>, 2021

Ron Buchwald, PE  
District Engineer  
Valley Sanitary District  
45500 Van Buren Street  
Indio, California 92253

# **TASK ORDER FOR PROJECT AND DESIGN MANAGER FOR THE COLLECTION SYSTEM INFRASTRUCTURE PROGRAM, PHASE 3 FY 2021-2022**

Dear Ron:

Harris & Associates (Harris) appreciates the opportunity to present our proposal for Phase 3 FY -2021-2022 (Phase 3) for the Valley Sanitary District (District) Collection System Infrastructure Program (Program). Phase 3 will carry through the Project and Design Manager (PADM) program approved by the District's Board in November 2018 and as amended per the February 2, 2021 Board Operation Committee presentation. Our scope in Phase 3 will address:

- Continue with PADM efforts from Phase 1 and 2 to update Program findings and recommendations;
- Review of new CCTV data provided by the District for pipes with QRS 3-5 to determine method of pipe rehabilitation;
- Identify project packages for Phase 3;
- Prepare construction documents for projects included in Phase 3;
- Provide assistance during bidding and construction during Phase 3; and,
- Provide Inspection and Construction Management Services for the construction during Phase 3.

## **SCOPE OF SERVICES**

### **Task 1: Update Program findings and Recommendations**

Harris will update and maintain PADM program findings and recommendations based on CCTV assessments and new information obtained during Phase 3. Harris will also maintain Program control dashboard established in Phase 3. Key performance metrics tracked will include:

- Total Lineal Feet of Infrastructure vs. Total Feet of Pipeline Inspected
- Point Repairs Recommended vs. Completed
- Lineal Feet of Pipe Rehabilitation Recommended vs. Completed
- Total Program Budget vs Funds expended
- Lineal Feet of Pipe Replacement Recommended vs. Completed
- Lineal Feet of Pipe Realignment Recommended vs. Completed

## **Task 2: Engagement with Project Stakeholders**

Achieving continued buy-in from the City of Indio and other utilities early on in the process will facilitate meeting project delivery schedules. Our approach to address collaboration with key project stakeholders will be to identify and meet with key staff members at each agency. A MOU with key agencies will be developed to address process, schedule, standards, etc., and gain early buy-in from all key parties.

## **Task 3: CCTV Assessment**

This task is a continuation of CCTV assessment conducted in 2018 and through Phase 2. The District's plan is to CCTV approximately 140,000 LF annually. Harris will perform a review of video and inspection logs for pipelines and manholes identified as candidates for rehabilitation and repair. The purpose of reviews is to identify and confirm defects, and provide rehabilitation recommendations. For the purposes of this scope, we assume that approximately 50 percent of the inspections for QRS rating 3-5 will have defects that will need to be reviewed for determination of prioritized actions. The remaining facilities are assumed to not require engineering review and assessment. Deliverable will include engineering review of CCTV inspections and GIS-integrated action recommendations for facility defects.

Consistent with the previous phases, the assessment of the sewer lines will follow the National Association of Sewer Service Companies Pipeline Assessment Certification Program criteria and will follow the same criteria/structure developed by the PADM in Phase 1 and the feedback received by the District's staff during Phase 2. The work will also include incorporating assessments findings into the Project Prioritization task below.

## **Task 4: Projects Prioritization**

Harris will work with the District to identify Phase 3 project packages based on the established prioritization criteria included in the Master Plan and PADM Phase 1 and 2 findings. Phase 3 priority projects may include a mix of the sewer improvements identified in the PADM VSD Sewer Improvements Summary of Cost and will include continued effort in prioritizing the mains for future Phases.

## **Task 5: Progress Meetings & PADM Status Reports/Presentations**

Progress meetings will be held with District staff throughout Phase 3 of the program. Meeting minutes will be prepared and distributed to attendees within one week of each meeting. We included twelve (12) meetings in our scope of services. Meetings will include in person meetings as well as virtual/Conference calls. Monthly progress reports will also be prepared to summarize PADM activities for each month. In addition, this task will also include preparation of presentations to VSD Board and Board Committees as requested by District staff.

## **Task 6: Construction Documents**

### **UTILITY COORDINATION**

Harris will prepare preliminary utility notices and information requests at the commencement of each project to notify utility agencies (from DIGALERT list and District-provided list) within the limits of proposed project locations and scope of improvements. A final utility notification will be issued at the completion of construction documents. A utility log will be prepared and maintained for the duration of the project to track notification and responses with the utility agencies.

Utility information for rehabilitation of sewer improvements will not be plotted on project plans, as rehabilitation of sewer mains will have no potential conflicts with existing utilities. However, existing underground utilities will be plotted on replace in place sewer mains and manholes project plans.

## TOPOGRAPHIC SURVEY

The Altum Group, Harris' sub-consultant, will perform topographic survey work as required for each of the project sites. At a minimum, all existing sewer manholes will be dipped and sewer main sizes will be verified. We anticipate minimal survey information will be required for rehabilitation of sewer main and manholes improvements. A detailed survey request will be prepared for each of the project locations and will include required survey information pertinent to each project site.

## BASE SHEET PREPARATION

Harris will use District provided record maps, GIS maps, and topographic survey to prepare 36" x 24" plan sheets depicting the recommended sewer improvements. For rehabilitation of sewer mains and manholes, plan only sheets will be required (no profile). For replace in place sewer improvements, plan and profile sheets will be prepared.

## SITE VISITS

Harris will visit all project site locations to confirm the accuracy of the base sheet plan, existing project conditions, and to determine any potential constraints to the proposed construction.

## GEOTECHNICAL INVESTIGATION

For replacement in place sewer mains and manholes, we have budgeted for LOR Geotechnical, Harris' sub-consultant, to perform a geotechnical investigation if required to include the following:

- a. Review of available data developed for the project available reports/plans;
- b. Obtain needed permits from local jurisdiction for any work within the right of way and coordinate the boring locations with PADM team;
- c. Marking the boring locations and contacting Underground Service Alert of Southern California;
- d. Traffic control will be provided. Preparation of a detailed traffic control plan is not anticipated/included. Traffic control will be specified to be per the WATCH Manual;
- e. Perform required number of borings to depths of approximately 15 feet below the existing ground surface or 3 feet below the proposed/existing sewer invert. All borings will be repaired with cold-patch asphalt that meets or exceeds the existing pavement thickness;
- f. Test selected samples of the subsurface soils to verify the soil classification and determine their various soil engineering properties. Laboratory testing will include, moisture content, in-place density, laboratory compaction, sand equivalent, direct shear, and soluble sulfate content;
- g. Evaluate all data developed and formulate recommendations for the new sewer line; and,
- h. Prepare a preliminary soil investigation report for the project. The report will include an evaluation of the subsurface conditions along the alignments, soil characteristics, trench stability, and other geotechnical design criteria as necessary, including recommendations to mitigate any unusual soil conditions.

## UTILITY POTHOLE

We have budgeted C Below, Harris' sub-consultant, to obtain utility potholes if required for the design at specific locations to confirm utility clearances from the proposed sewer improvements.

## 50% PRELIMINARY DESIGN

A 50%-level preliminary design will be prepared to in accordance with Valley Sanitary District Development Design Manual (VSD Manual) to identify the proposed approach for completing the design of each sewer rehabilitation/replacement location. The preliminary design investigation will include the following:

- A summary of each project location defining current deficiencies, and recommended alternatives for resolving the deficiencies of the existing sewers;
- Analysis of design alternatives for each sewer main including feasibility, construction impacts, and opinion of probable construction costs; and,
- Conceptual preliminary drawings of the proposed improvements and alternatives.

Once preliminary engineering and recommended approaches are approved by the District, the final engineering will advance and refined concepts will be developed, until the final construction documents are completed. The work will include detailed construction plans, specifications, and engineer's opinion of probable construction cost for the project, suitable for bidding purposes.

## CONSTRUCTION DRAWINGS (90% AND 100%)

Construction drawings will be developed to the 90% and 100% levels for District review. The anticipated list of drawings will include:

1. Title sheets with Vicinity Map, sheet index, general notes, legend and abbreviations;
2. Detail and typical trench section sheets;
3. Plan only sheets (no profile) for rehabilitation of sewer mains and manholes (scale 1" = 40'); and,
4. Plan and profile sheets for replace in place sewer improvements (scale 1" = 20').

## SPECIFICATIONS

Complete specification including District front-end contract, requirements and special provisions, prepared in accordance with VSD Manual in "Green Book format," will describe the project-related issues. The technical requirements will be prepared for each project package. The special provisions will describe special design and coordination features of the project as well as provide requirements for materials, equipment, installation, etc. A bid schedule will also be prepared for each project package, which will be broken out into sufficiently detailed tasks to assist in evaluating the bids and preparing progress payments. Specification will also be submitted on a CD or emailed to District staff in Microsoft Word format.

## ENGINEER'S OPINION OF PROBABLE CONSTRUCTION COSTS

A detailed engineer's opinion of probable construction costs will be developed for each plan submittal to the District.

## QUALITY CONTROL/QUALITY ASSURANCE REVIEWS & CONSTRUCTABILITY REVIEWS

The process identified in PADM VSD Quality Control Guidance will be implemented for all project packages. A quality assurance plan and schedule will be provided to the District after project kickoff meeting.

A biddability and constructability review will also be performed by Harris' construction managers to address clarity of construction documents, and constructability challenges. Findings and recommendations of the biddability and constructability review will be summarized in a matrix listing comments, sheet number and specifications sections.

## DELIVERABLES

Harris will prepare the above contract documents, including bid proposals, specifications, special provisions, and final engineer's opinion of probable construction cost in Microsoft WORD and EXCEL format. All drawings will be provided and delivered to the District in AutoCAD format upon completion of the project. Harris will also provide to the District a complete signed and sealed set of plans plotted in ink reproducible, on the District's approved standard size sheets, with the District's standard title block.

During the design phase, the following submittals will be furnished to the District.



Submittal %	Description
50% +/-	Plans, Engineer's Opinion of Probable Construction Costs
90%	Plans, Specifications, Engineer's Opinion of Probable Construction Cost
100%	Plans, Specifications, Engineer's Opinion of Probable Construction Cost
Final	Original Reproducible (full size), Specifications, Engineer's Opinion of Probable Construction Cost

## Task 7: Assistance During Bidding and Construction

### RESPOND TO QUESTIONS DURING BIDDING

This task will include responding to contractors' questions during bid as required by District staff. The District will receive all the questions and issue the responses in order to properly control the flow of information.

### MEETINGS

Harris will attend pre-construction meeting and construction progress meetings as requested by District staff.

### RESPOND TO REQUEST FOR INFORMATION

Harris will provide responses to requests for information submitted by the Contractor. Clarification drawings will be prepared and distributed, as required.

### SHOP DRAWING AND SUBMITTAL REVIEWS

All shop drawings and submittals will be received by the District and transmitted to Harris for review. Shop drawing reviews will be completed within five (5) working days of receipt.

### AS-BUILT DRAWINGS PREPARATION

Contractor and District construction representative redline drawings will be used for preparation of electronic as-built drawings. One

(1) Set of Revised Reproducible Drawings from electronic revisions (not handdrafted).

## Task 8: Inspection Services during Construction

### INSPECTION & CONSTRUCTION MANAGEMENT SERVICES:

Harris is registered with the DIR and experienced in inspecting the various types of sewer improvements proposed as part of the Program. This task will include:

- Review work for conformance with contract specifications and plans. Review Contractor's work and operations regarding safety, traffic control, quality and quantity of work. Review Contractor's adherence to the environmental and regulatory conditions of the contract.
- Maintain complete and accurate daily contract records (including photographs) for work performed.
- Obtain certifications for materials incorporated into the work and check material against requirements in the contract documents.
- Check for incorporation of approved changes into the work.
- Communicate daily with the Project Manager on status of all work and issues.

## Task 9: Phase 3 Program Close out

Harris will prepare a Project Closure Memorandum (Memo). The Memo will include general information in regards to:

- Project Scope, Schedule and Cost along with performance metrics;
- Project Highlights;
- Challenges, Risks and Lessons Learned; and
- Recommendations based on Lessons Learned

This document will be used for identifying best practices and will be used as a tool to improve the performance of all future Program Phases.

## FEE BUDGET

The proposed fee budget provided for each task in the attached fee breakdown is our estimated effort based on the scope provided above, PADM findings in Phase 1 and 2, and discussion with District staff. The estimated fee budget will be reviewed and discussed with the District throughout Phase 3, as project packages are identified and prior to preparation of construction documents in Task 6.

Fees will be invoiced monthly based on the percentage of work completed. Our services would be accomplished per our existing agreement with the District, where all terms and conditions are stated therein.

We look forward to working with you and the District on Phase 3 of the program. Please feel free to call me directly should you have any questions.

Sincerely,

Harris & Associates, Inc.



Ehab Gerges, PE  
Senior Vice President  
(949) 655-3900 | Ehab.Gerges@WeAreHarris.com

	PM	Lead Design QA/QC	Sr. PE	PE	Sr. DE	DE	Admin	Inspector					
	STAFF E. Gerges	R. Berry	E. Reyes	M. Gallardo	J. Delbecq	TBD	TBD	TBD	SUB Altum	SUB Cbelow	SUB LOR	ODC/Printing	TOTALS
	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS	HOURS					
Task 1 - Program Controls	24		80		80								\$ 37,992
Task 2 - Engagement with Project Stakeholders	16		40										\$ 13,208
Task 3 - CCTV Assessment			100		200								\$ 56,100
Task 4 - Project Prioritization	40	24	80		120								\$ 56,096
Task 5 - Progress Meetings & PADM Status Reports / Presentations	40	24	40		40								\$ 33,656
Task 6 - Construction Documents	60	60	200	240	520	120	100		\$40,000	\$25,000	\$25,000	\$2,500	\$ 335,540
Task 7 - Assistance During Bidding & Construction	8	20	60		40								\$ 27,464
Task 8 - Inspection Services								500				\$10,000	\$ 114,000
Task 9 - Project Closeout	8		40		20								\$ 14,344
Subconsultant Mark Up									\$4,000	\$2,500	\$2,500		\$ 9,000
<b>SUBTOTAL HOURS</b>	<b>196</b>	<b>128</b>	<b>640</b>	<b>240</b>	<b>1020</b>	<b>120</b>	<b>100</b>	<b>500</b>					
<b>HOURLY RATES (Rates are subject to change at the beginning of the new calendar year)</b>	<b>\$293</b>	<b>\$269</b>	<b>\$213</b>	<b>\$201</b>	<b>\$174</b>	<b>\$140</b>	<b>\$112</b>	<b>\$208</b>	<b>Sub</b>	<b>Sub</b>	<b>Sub</b>	<b>ODC/Printing</b>	
<b>TOTAL COSTS</b>	<b>\$57,428</b>	<b>\$34,432</b>	<b>\$136,320</b>	<b>\$48,240</b>	<b>\$177,480</b>	<b>\$16,800</b>	<b>\$11,200</b>	<b>\$104,000</b>	<b>\$44,000</b>	<b>\$27,500</b>	<b>\$27,500</b>	<b>\$12,500</b>	<b>\$697,400</b>



**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, Engineering Services Manager

**SUBJECT: Authorize the General Manager to Execute Task Order No. 21-01 with Dudek & Associates for Design Services for the Plant Watermain Replacement Project in an Amount Not to Exceed \$24,330**

<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 proposal from Dudek & Associates.

**Strategic Plan Compliance**

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

**Fiscal Impact**

The total cost of this proposal is \$24,330. The total budget for this project, including construction work, is \$642,000 and is included in the FY 2021/22 Capital Improvement Program budget.

**Background**

The activated sludge plant, aeration basin, and associated piping were built in the early 1970s. There is an above-ground steel watermain that feeds plant water to the various basins that is reaching its useful life. The main occasionally leaks, the fittings are becoming difficult to adjust, and there are valves that do not work properly. This watermain has been listed as a CIP project for several years but has now reached a high priority.

In fiscal year 2017/18, staff solicited RFQs from various consultants to develop a list of qualified consultants to perform work for the district. Dudek and Associates were among those selected as part of the Indefinite Delivery / Indefinite Quantity as Needed Services contract. Dudek is also part of the Downing / Dudek design build team working on the

Rehabilitation of the Influent Pump Station project. Staff met with Dudek at the plant to discuss the need to replace the steel watermain and to solicit a proposal to provide design plans and specifications for the watermain replacement. The proposal is attached for review. Staff recommends using Dudek and Associates on this project.

**Recommendation**

Staff recommends that the Board of Directors authorize the General Manager to execute Task Order No. 21-01 with Dudek & Associates in an amount not to exceed \$24,330 to provide design services for the Plant Watermain Replacement Project.

**Attachments**

Attachment A: Dudek & Associates proposal dated May 24, 2021.

# Cover Letter

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May 24<sup>th</sup>, 2021

Mr. Ron Buchwald  
Project Manager  
Valley Sanitation District  
45500 Van Burren St  
Indio, CA 92201

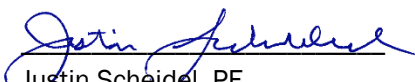
**Subject: Valley Sanitation District Water Reclamation Facility Plant Water Piping Replacement Proposal**

Dear Mr. Buchwald,

Thank you for the opportunity to present our proposal to design the replacement of the existing above ground plant water piping which runs adjacent to the aeration basins within Valley Sanitation District's Water Reclamation Facility. We understand this waterline is to be replaced to ensure a functional and consistent supply to the areas in which it feeds, including multiple hose bids for wash down of equipment and surfaces, and the sprinkler system which manages foam accumulation in the scum troughs. The attached proposal includes our understanding of the project, scope of work, and estimated level of effort.

Please feel free to call or email me at 760-479-4102/jscheidel@dudek.com if you have questions regarding our proposal. We look forward to getting started.

Sincerely,

  
Justin Scheidel, PE  
Project Manager

# 1. Project Location and Description

The project is located within Valley Sanitation District’s (VSD or District) Water Reclamation Facility (WRF). The WRF is responsible for treating approximately 9.5 million gallons per day (MGD) of wastewater through one of two individual treatment processes: activated sludge or oxidation ponds. The waterline this project proposes to replace runs adjacent to the activated sludge treatment trains. This waterline supplies various hose bids for equipment and surface washdown as well as sprinklers which manage foam accumulation in the scum troughs. Most of the piping is original to its installation in 1972, with the exception of a few replaced sections. The existing piping is comprised of cement lined welded steel. Design of the replacement waterline will include standardizing all materials to ductile iron. A preliminary dimensional drawing was completed by VSD and can be seen in Appendix A. This drawing depicts the start of the line on the north end, however as seen in the following figure 1, this project proposes to start at the south end connection point.

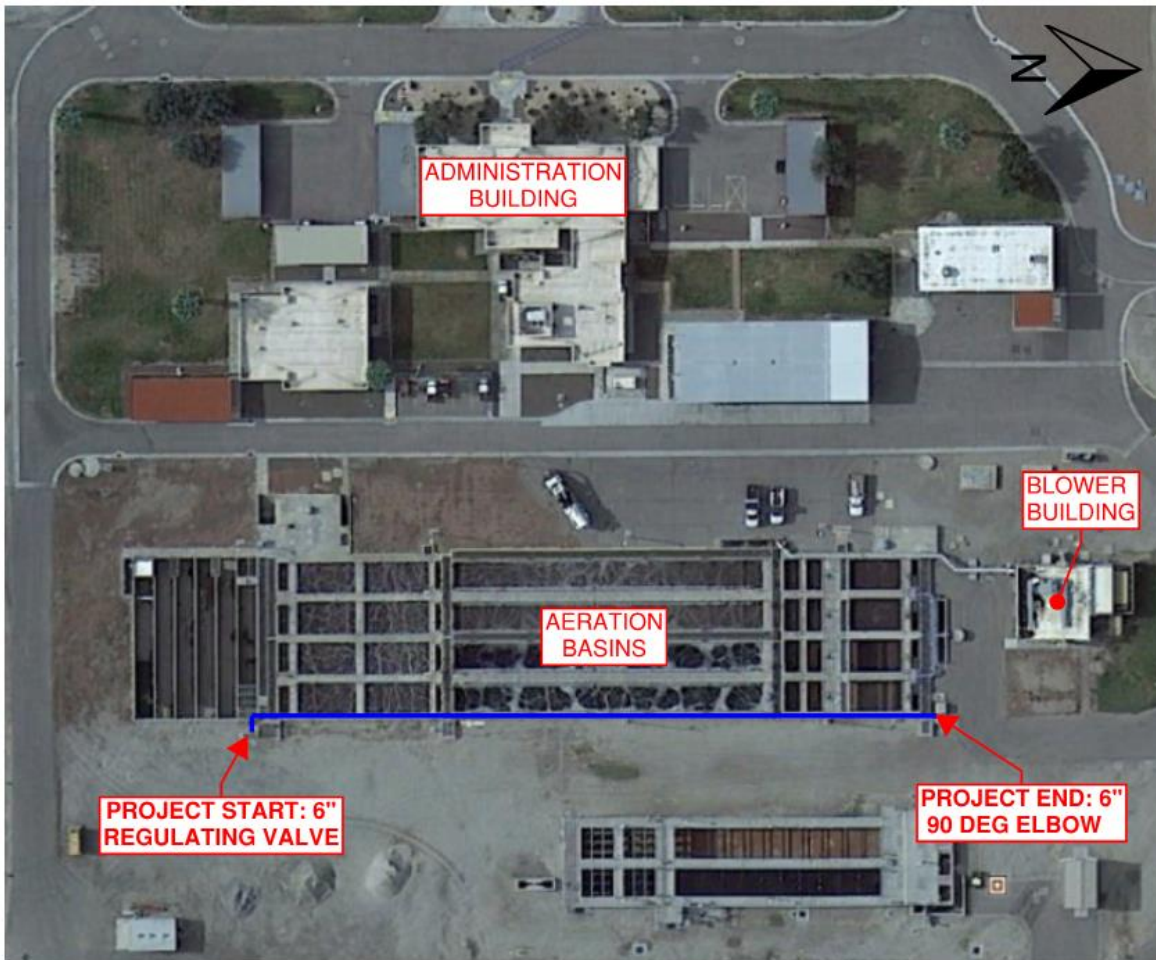


Figure 1: Waterline Location within VSD WRF

The approximately 350 linear feet of piping to be replaced will include upgrading all plug valves to gate valves, replacing all Victaulic couplings with flanges, and maintaining all existing stub outs and laterals which feed the sprinkler and washdown systems. The newer sections of piping, mostly on the north end of the waterline, will remain in use. Proposed replacement begins at an existing 6” regulating valve on the south end of the aeration basin as seen in figure 2. This valve

is not currently utilized and will be replaced with a 6" ductile iron flanged spool with a 3/4" threaded tap to ensure continued service to the adjacent sprinkler system.



*Figure 2: Project Start Location – 6” Regulating Valve (left) and Valve to be added to Lateral (right)*

As part of this project all valves will be replaced in their current locations with the exception of the north end of the pipeline alignment where a new valve is required to isolate the northern lateral from the main. Any additional design elements that Dudek recommends to better facilitate operator control will be detailed in the drawings. It is anticipated that the following plan sheets will be required to complete the design.

- Title Sheet with location information
- Note sheet with District notes, abbreviations, and symbols
- Two (2) plan and profile sheets which provide the pipeline alignment and elevation information
- One (1) detail sheet which includes connection and miscellaneous details

If additional plan sheets are required, they will be completed on a time and materials basis in excess of the original contract. We anticipate providing a concise set of specifications which identifies materials to be used as part of construction of the proposed waterline. These specifications are anticipated to include Dudek’s standard front-end documents, general specifications regarding contractor operation around the project including testing, and material specifications for the various mechanical components.

## 2. Scope of Work

The following summarizes the scope of work tasks for final design, and preparation of construction documents.

### 2.1 Project Administration/Management

Project administration includes the project kick-off meeting and three (3) virtual project design review meetings. A site walk has already been completed in which a thorough understating of the District’s expectations for the project was



obtained. The provided dimensional drawings completed by VSD (Appendix A) will also help to facilitate the project design. Project management and administration includes preparation and maintenance of the project schedule and related monthly progress reporting and invoicing.

## 2.2 Preparation of Construction Plans, Specifications and Estimate

Dudek will prepare a complete set of Contract Documents (Construction Drawings and Specifications) for construction of the proposed waterline. Dudek shall prepare the Contract Documents using the District's standard format. The proposed work effort will consist of the installation of new waterline and demolition of the existing waterline. Construction documents will be prepared as part of a single design submittal to be reviewed by the District.

Proposed submittals are summarized below:

1. **60% Submittal.** Plans for this submittal shall include the plan view layout of new waterline, any new valve locations, and connection locations. Technical specifications related to the proposed work effort will be included. *Submittal: Electronic.*
2. **100% Submittal.** Plans for this submittal shall include complete plan and profile design of new waterline, demolition locations, valve installation and connection details. All construction drawings and specifications shall be included. *Submittal: Electronic.*
3. **Final Contract Documents.** After the District completes a review of the 100% submittal, Dudek will prepare Final Contract Documents. The Final Contract Documents shall incorporate all District comments from the 100% Review (or an explanation of why the comment was dismissed). The Final Contract Documents shall be stamped and signed by the engineer of record. *Submittal: Electronic. Hard copies may be provided upon request.*

A complete set of native electronic files will be provided upon request.

## 3. Schedule

Dudek anticipates the project kick off meeting will be conducted within 4 weeks of notice to proceed, and submittal of 60% design plans will be prepared within 4 weeks of the kick off meeting. Subsequent submittals will be made three weeks following receipt of review comments.

## 4. Fee Estimate

Dudek proposes to complete the above outlined tasks for a not-to-exceed fee of \$24,330. An optional service has been added for construction management. If the District elects to add this task, Dudek will facilitate bidding the project, review of contractor submittals and responses to RFIs. A breakdown of the fee by task is presented in the table below.

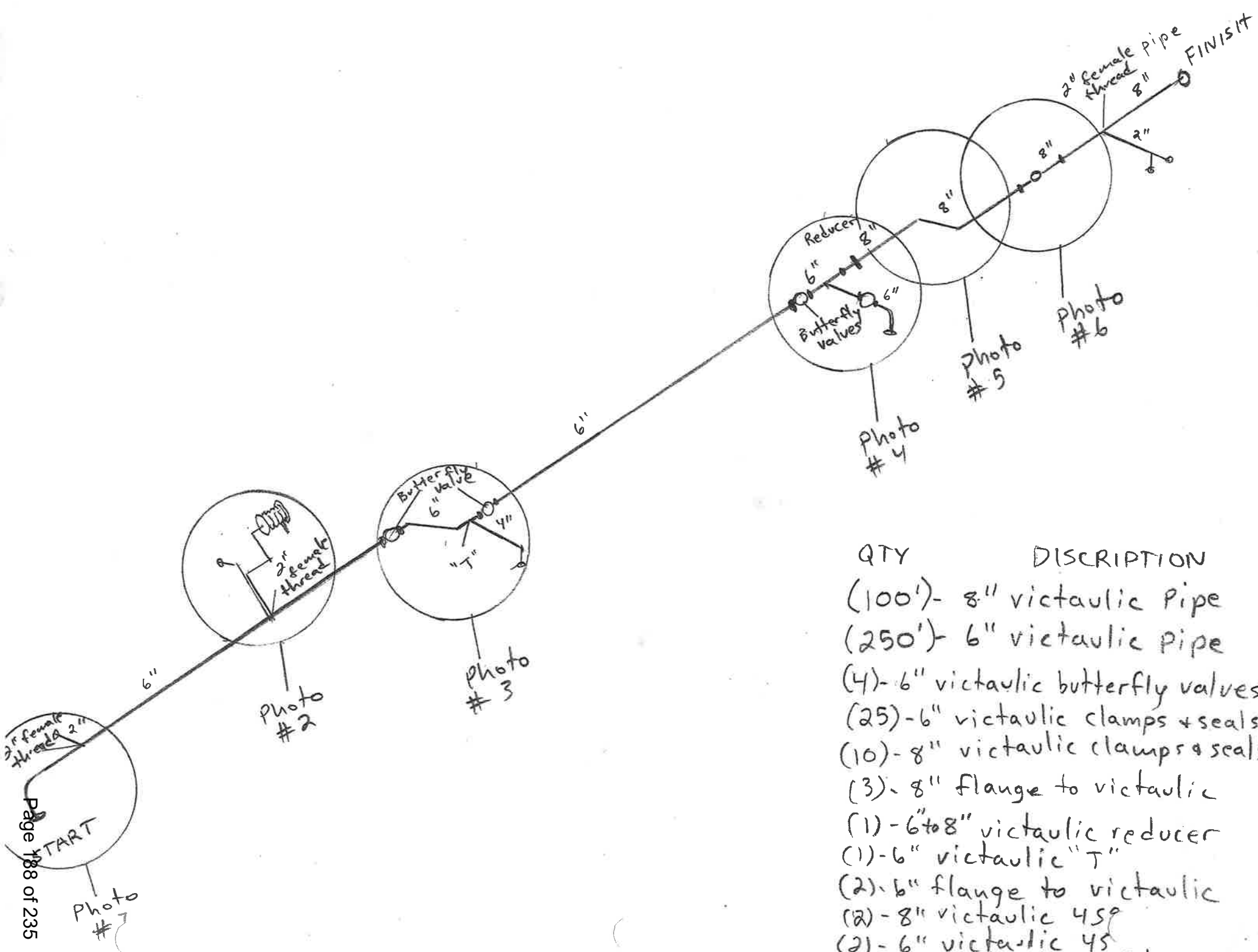
Project Fee Estimate

Dudek Labor Hours and Rates							
Project Team Role:		PIC -	Project	Project	TOTAL	OTHER	TOTAL FEE
Team Member:		QA/QC	Manager	Engineer			
		R.	J.	C. Carr	HOURS	COSTS	
Billable Rate :		\$265	\$235	\$175			
<b>Task 1</b>	<b>Project Management</b>						
1.1	Project Meetings		4	4	8	\$ 200	\$ 1,840
1.2	Project Management/Accounting		4		4		\$ 940
	<b>Subtotal Task 1</b>		<b>8</b>	<b>4</b>	<b>12</b>	<b>\$ 200</b>	<b>\$ 2,780</b>
<b>Task 2</b>	<b>Final Design PS&amp;E</b>						
2.1	Plans	1	4	80	85		\$ 15,205
2.2	Specifications		4	16	20		\$ 3,740
2.3	Engineers Opinion of Probable Construction Costs	1	4	8	13		\$ 2,605
	<b>Subtotal Task 2</b>	<b>2</b>	<b>12</b>	<b>104</b>	<b>118</b>	<b>\$ -</b>	<b>\$ 18,945</b>
	<b>Total Hours and Fee</b>	<b>2</b>	<b>20</b>	<b>108</b>	<b>130</b>	<b>\$ 200</b>	<b>\$ 24,330</b>
	<b>Percent of Hours:</b>	<b>2%</b>	<b>15%</b>	<b>83%</b>	<b>100%</b>		
<b>Optional Services</b>							
<b>Task 3</b>							
3.1	Construction Management		8	8	16		\$ 3,280
	<b>Subtotal Task 3</b>		<b>8</b>	<b>8</b>	<b>16</b>	<b>\$ -</b>	<b>\$ 3,280</b>
	<b>Total Optional and Non-Optional Hours and Fee</b>	<b>2</b>	<b>28</b>	<b>116</b>	<b>146</b>	<b>\$ 200</b>	<b>\$ 27,610</b>

# Appendix A

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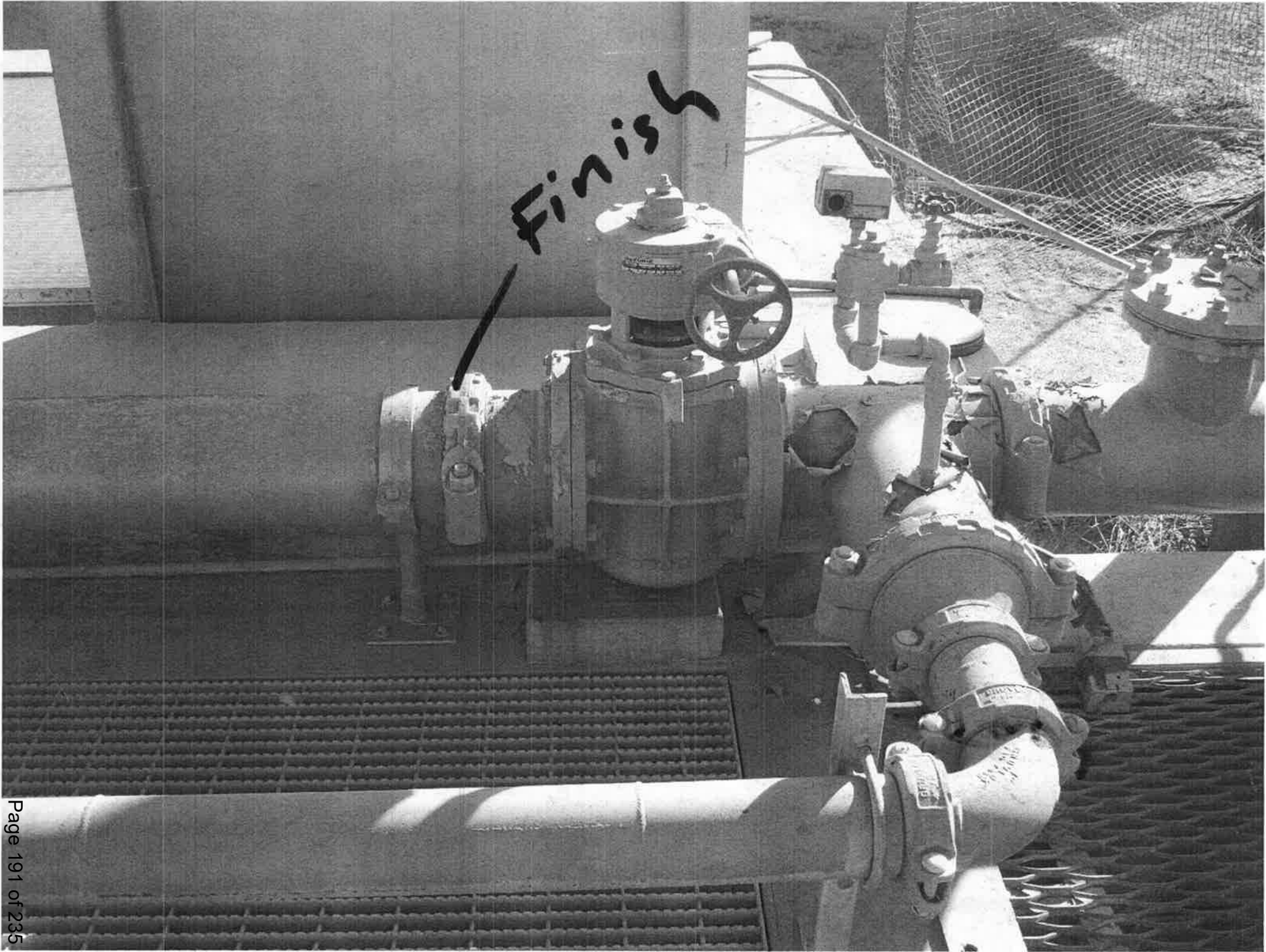
## Existing Piping Dimensional Drawing

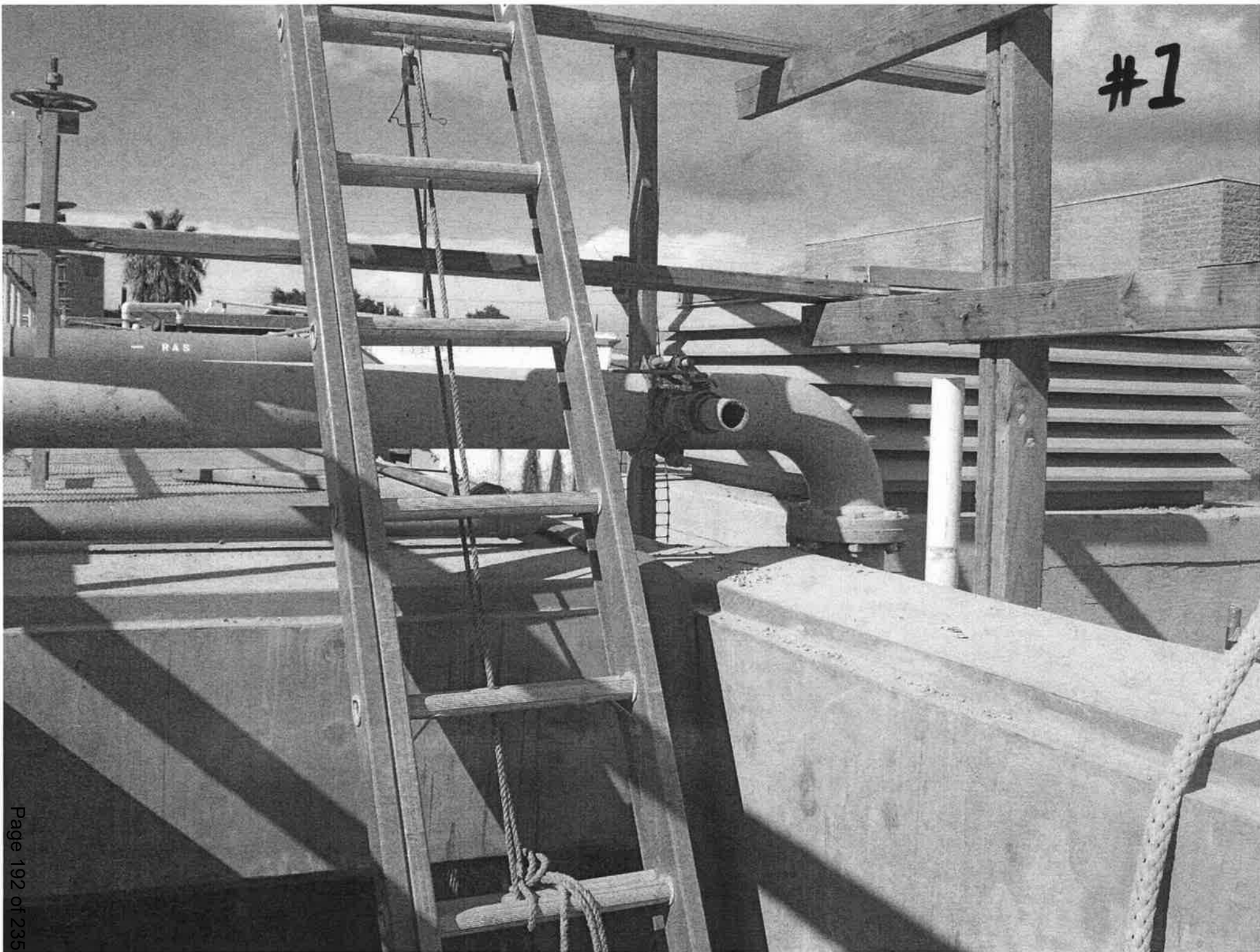


QTY	DISCRIPTION
(100')	8" victaulic Pipe
(250')	6" victaulic Pipe
(4)	6" victaulic butterfly valves
(25)	6" victaulic clamps & seals
(10)	8" victaulic clamps & seals
(3)	8" flange to victaulic
(1)	6" to 8" victaulic reducer
(1)	6" victaulic "T"
(2)	6" flange to victaulic
(2)	8" victaulic 45°
(2)	6" victaulic 45°
(1)	6" victaulic 90° L swer



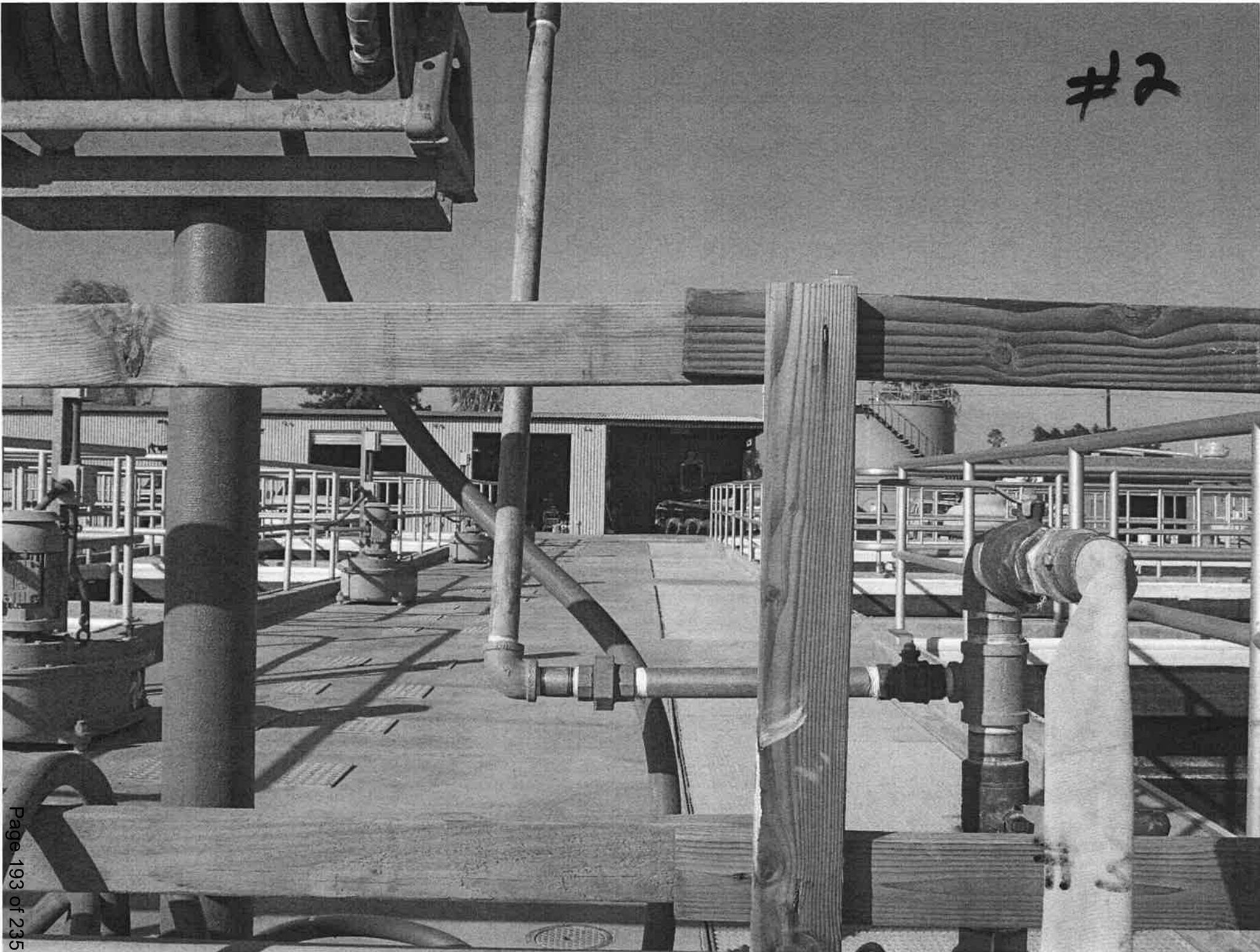


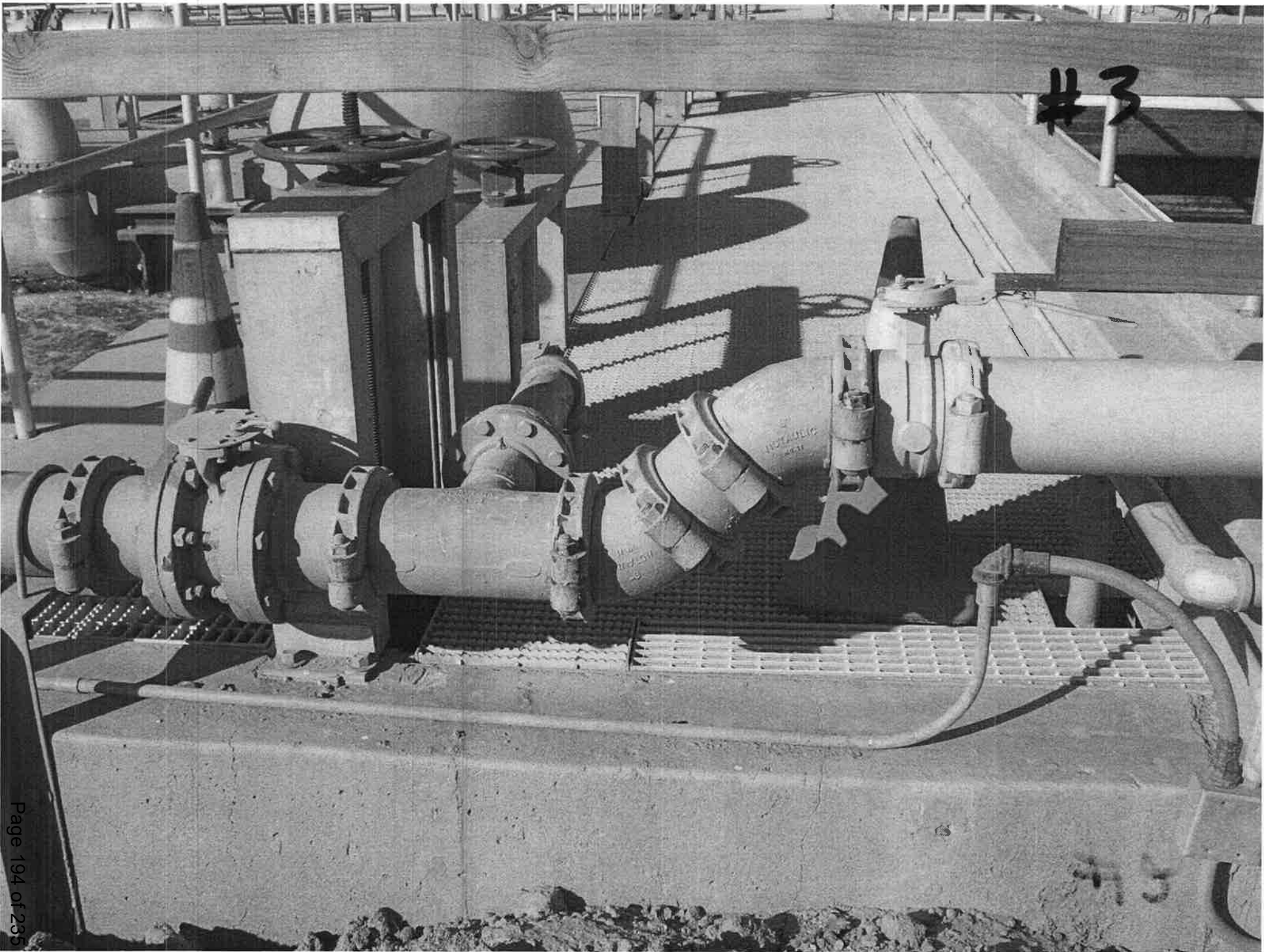






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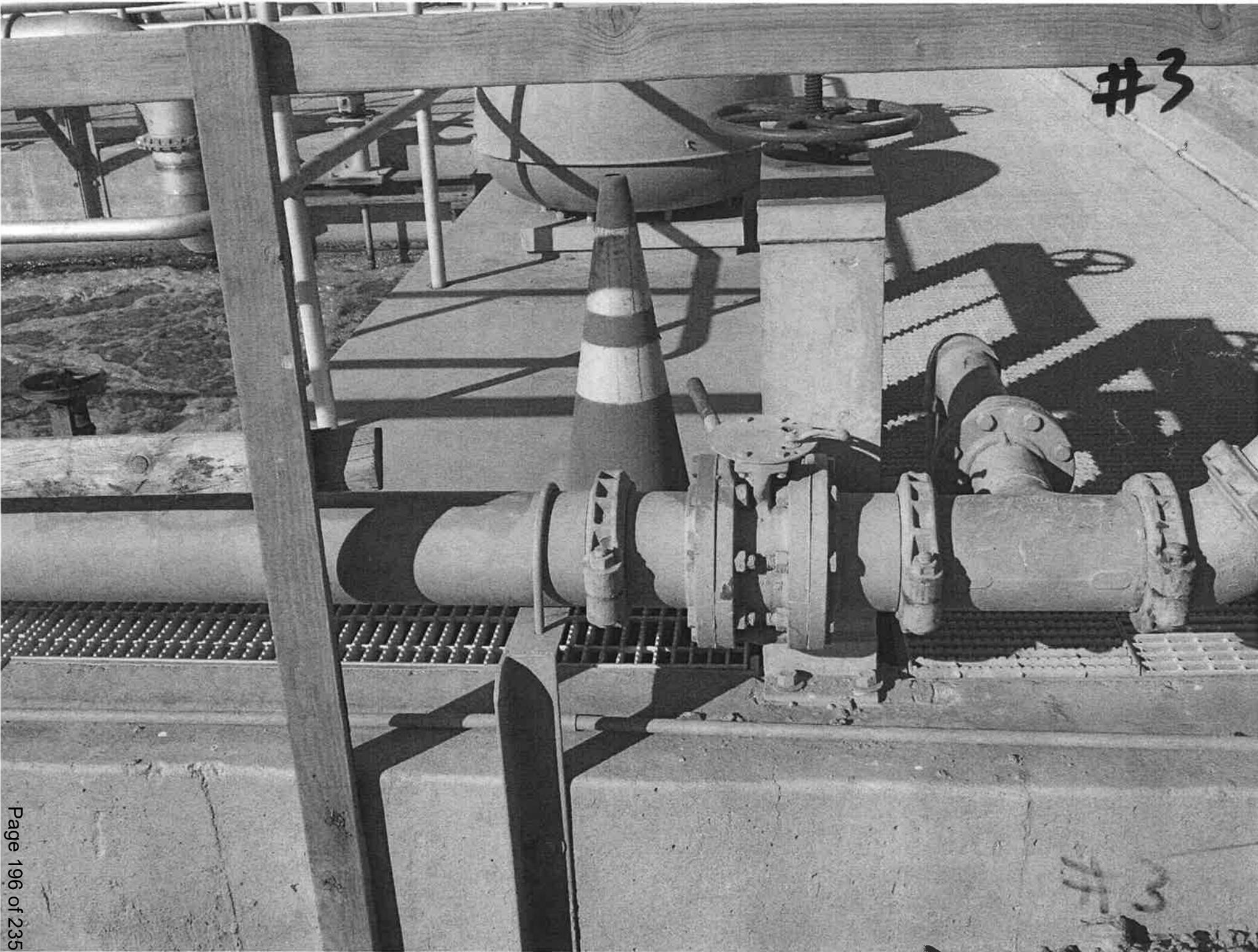


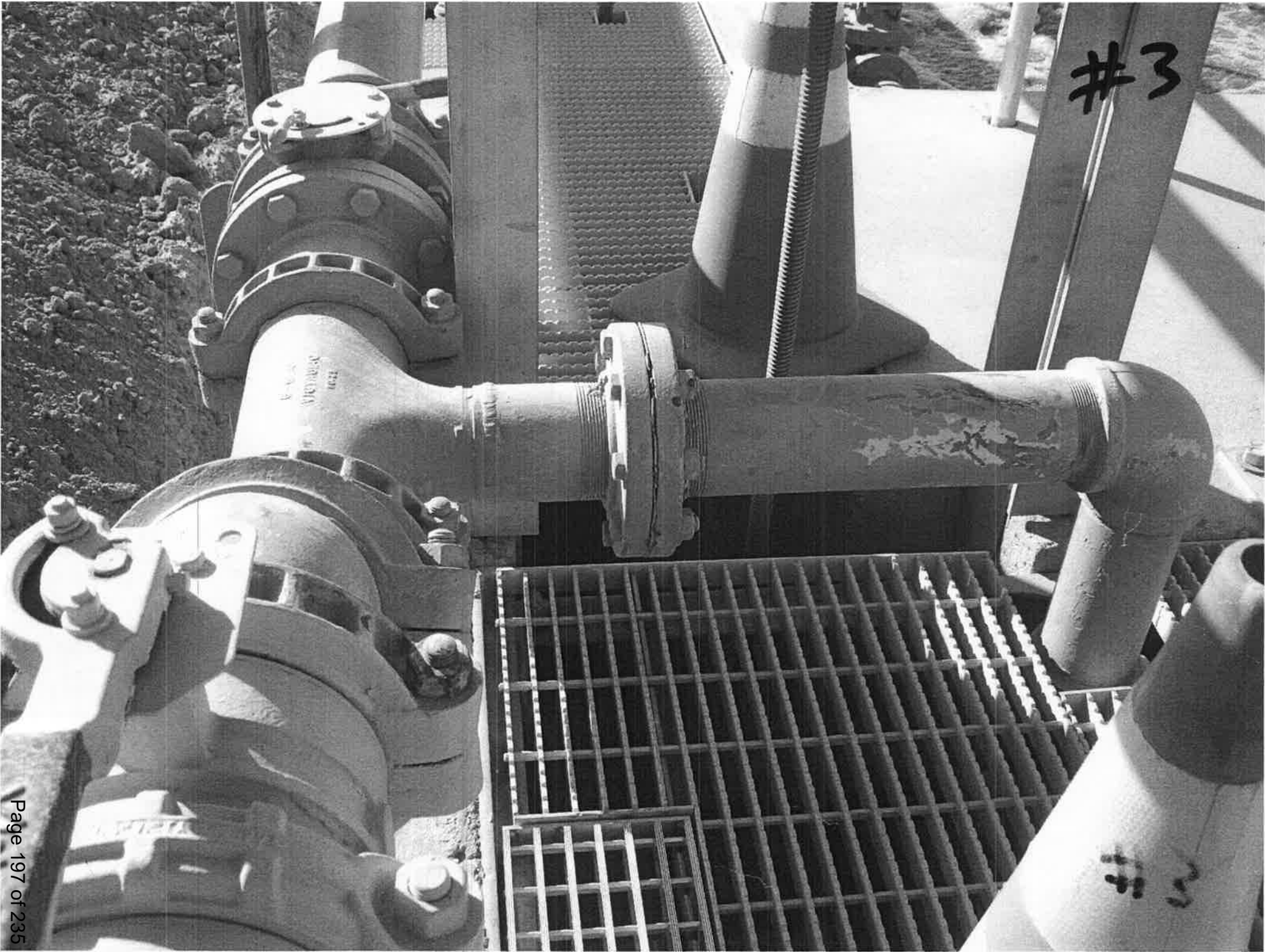


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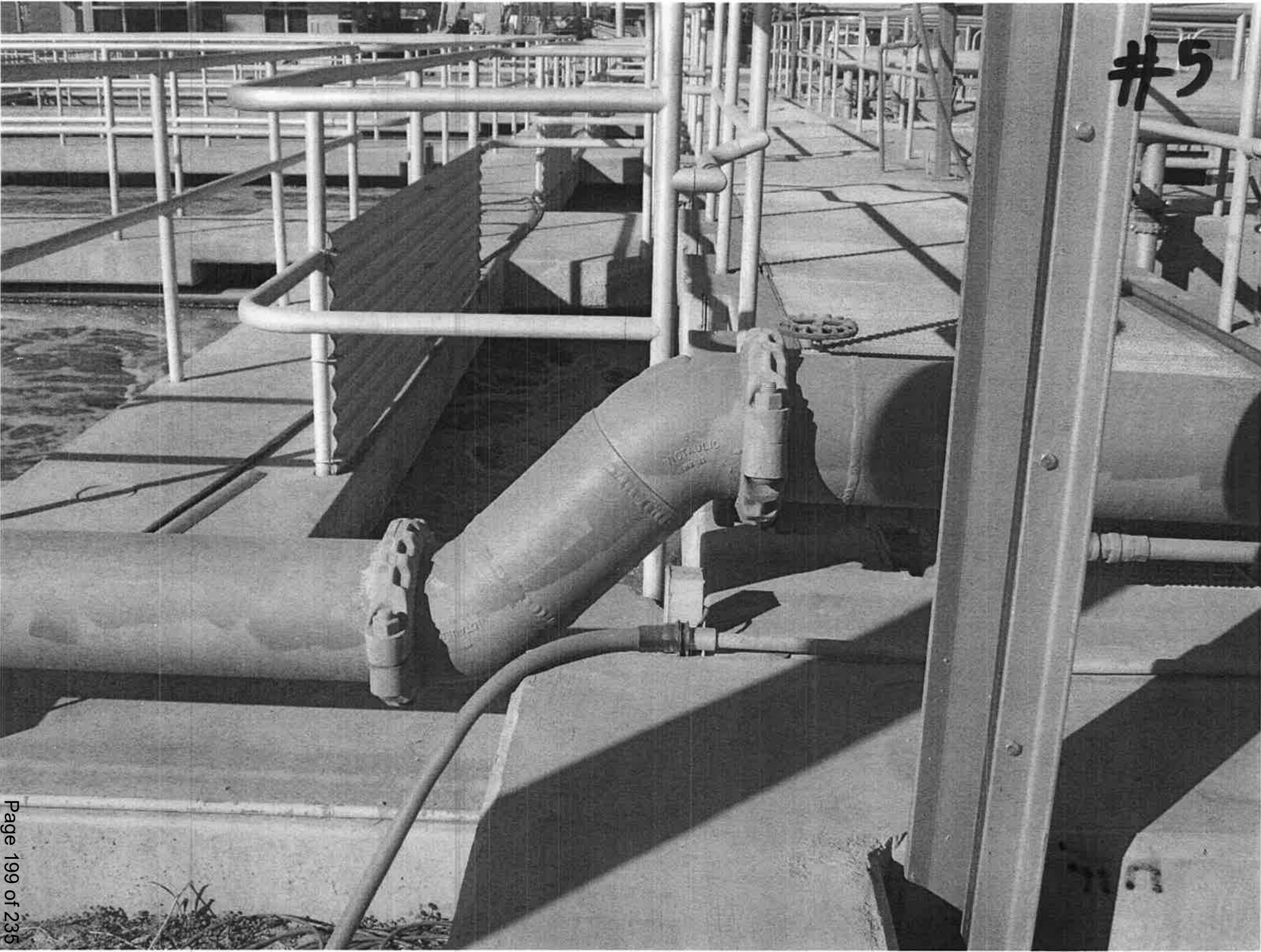


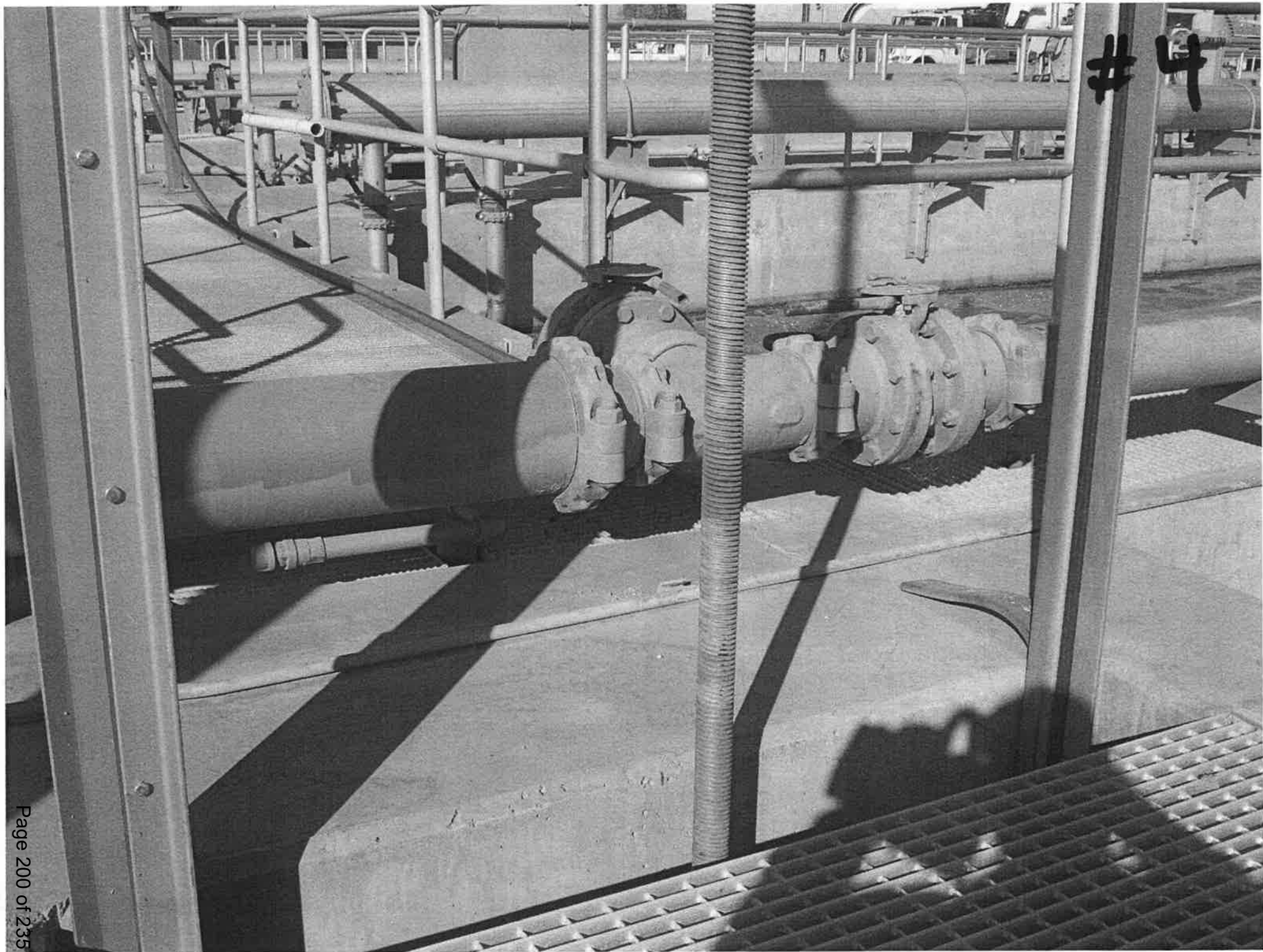
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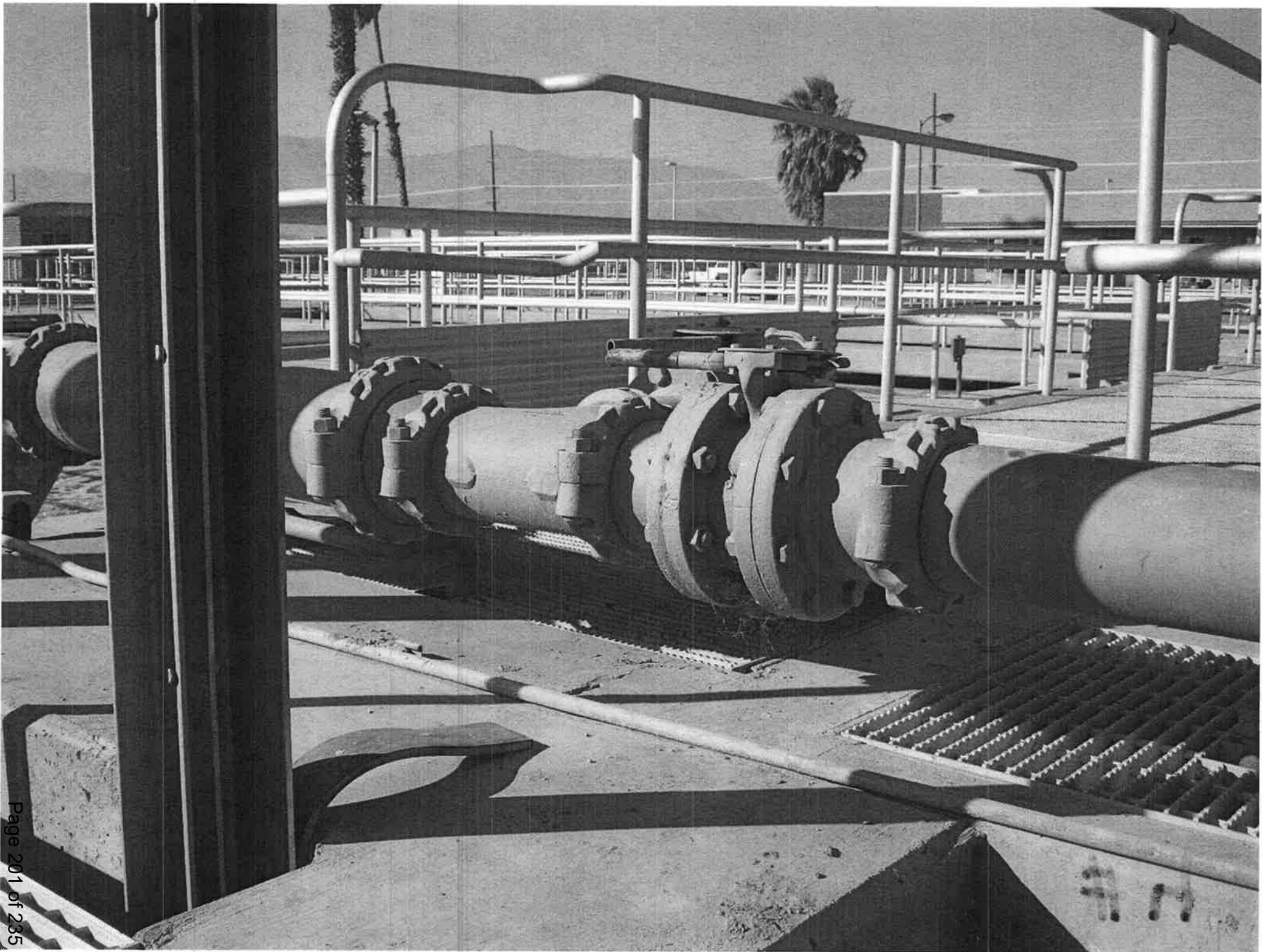


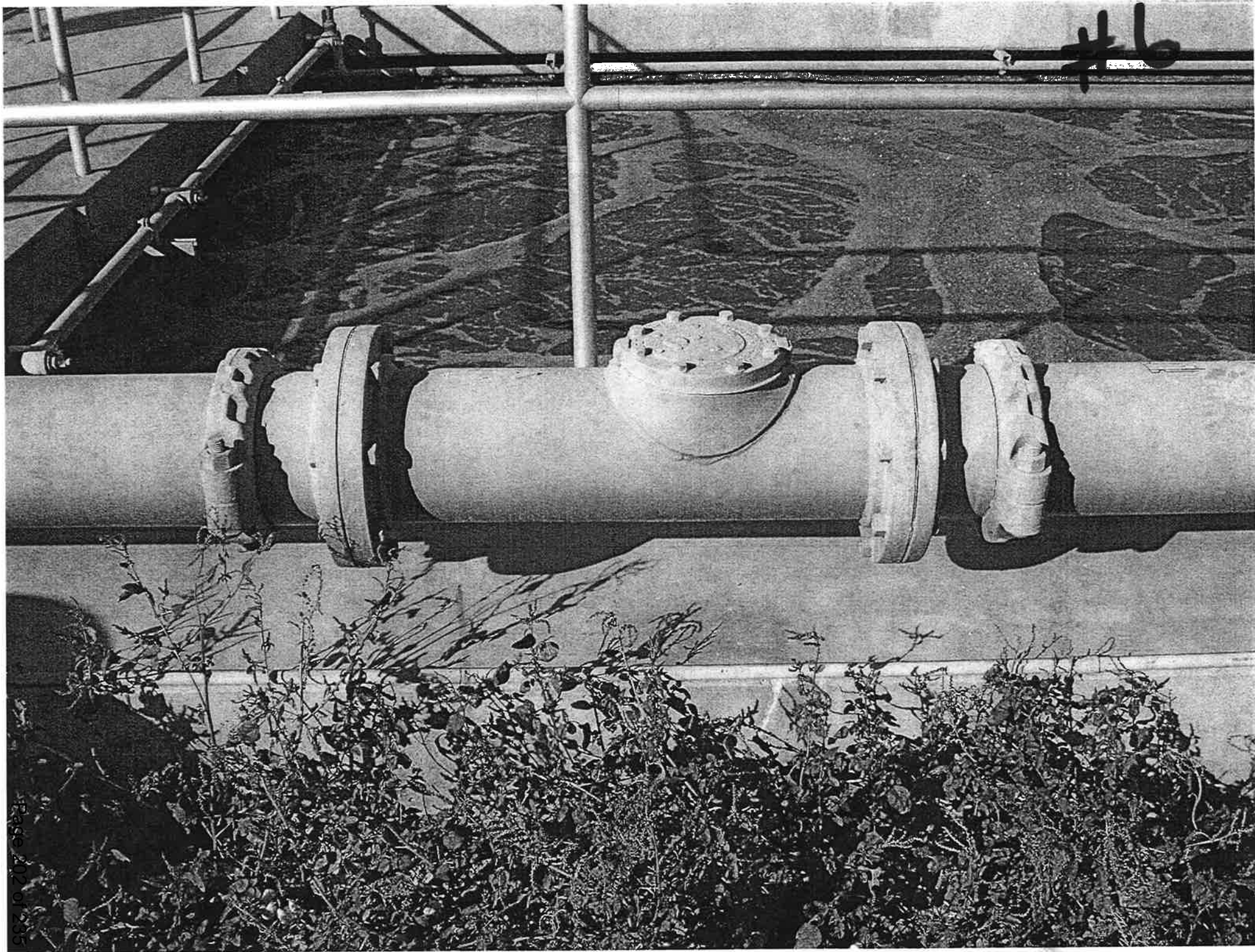














**Valley Sanitary District  
Budget & Finance Committee  
June 8, 2021**

**TO:** Operations Committee

**FROM:** Ron Buchwald, Engineering Services Manager

**SUBJECT:** **Authorize Staff to Issue a Notice to Proceed to SGH Contracts for the Design of the Office & Training and Laboratory Buildings in an Amount Not to Exceed \$307,615**

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

**Executive Summary**

The purpose of this report is to review and discuss the next steps in the design of the new Office & Training and Laboratory buildings.

**Strategic Plan Compliance**

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

**Fiscal Impact**

Both building projects are included in the Capital Improvement Program budget for FY 2021/22. The total design cost for the Office & Training Building is \$183,590. The total design cost for the Laboratory Building is \$124,025. Staff is working with iBank to obtain a loan to pay for these projects and to help spread the repayment cost over twenty years.

**Background**

In February of 2020, staff sent out a Request for Qualifications (RFQ) to solicit architects to complete the initial design of a new office and training building. SGH Architects provided the best qualifications from the two architects that responded to the RFQ. Staff negotiated a scope of work to complete the design of the building along with a proposed fee. The total cost to complete the design of the building is \$257,026. On May 26, 2020, the Board authorized the General Manager to sign a contract with SGH to begin initial design (Phase 1) at a cost of \$73,436.

The RFQ that lead to the selection of SGH Architects stated that the new office and training building should have space for a laboratory, if possible. During the initial design, it was determined that including a laboratory would limit the size of both the training room and the laboratory. The laboratory was then removed from the new office and

training building plans. Staff requested a proposal from SGH to design a new Laboratory Building. The total cost to complete the design of the building was \$225,500. On December 8, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design (Phase 1) at a cost of \$49,610.

The Phase 1 designs for both buildings are complete and ready to proceed to final design. On May 11, the Board approved a five-year rate increase that will fund CIP projects including the new buildings. Staff began identifying financing options to pay for the construction of the buildings as well as other CIP projects.

Staff would like to proceed with final design for both buildings. SGH's original proposal for each design is included for review and discussion.

### **Recommendation**

Staff recommends that the Board of Directors authorized the General Manager to issue a Notice to Proceed to SGH Architects for the final design for both buildings per the existing contract and proposals in the amount of \$183,590 for the Office & Training Building and \$124,025 for the Laboratory building.

### **Attachments**

- Attachment A: SGH Proposal for new Office & Training Building dated May 19, 2020.
- Attachment B: SGH Proposal for new Laboratory Building dated November 11, 2020.

May 19, 2020

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

Re: Proposal for Architectural and Engineering Services  
Valley Sanitary District, Indio, California

Dear Ron:

We are pleased to present to you the following proposal draft for professional services for the Valley Sanitary District's new Training and Office Building.

## 1.0 PROJECT DESCRIPTION

The Project is the construction and build-out of a Training and Office Building at the Valley Sanitary District site in Indio, California. The proposed building is two-stories of approximately 7,000 ft<sup>2</sup> and consists of a structural system and exterior materials that are yet to be determined.

The first floor of this building will consist of 14 offices, ADA unisex restroom(s), locker-rooms and potentially a water-quality type of laboratory. The second story will consist of a training room and a quiet room.

The Project will be delivered in a traditional Design/Bid/Build method with a potential Construction Manager. The Project will be developed in three primary phases, with the 1st phase of the project to commence with Program Development and be completed through Schematic Design; the 2nd phase to commence with Design Development and be completed through Permitting; and the 3<sup>rd</sup> phase to commence with Bidding Assistance and conclude with Enhanced "Owners Agent" Construction Administration.

1.1 It is understood that the construction budget is approximately \$4.0M.

1.2 It is our understanding the following services will be provided:

- Program Development (PD)
- Site Planning
- Preliminary Site Design/Planning
- Sustainable Design Utilizing Best Management Practices
- Architectural Design:
  - Schematic Design (SD)
  - Design Development (DD)
  - Construction Documents (CD)
  - Specifications
- Permitting/Agency Approvals (City of Indio Building & Safety)
- Bidding and Buy-Out Assistance
- Enhanced "Owner's Agent" Construction Administration (CA) Services
- Close-out and Record Drawings

1.3 SGH Architects proposed consultant team is as follows:

- Structural Engineering – KNA Structural Engineers
- Mechanical and Electrical Engineering – DCGA

- Civil Engineering – MSA Consulting, Inc.
- Landscape Architecture – Lynn Capouya, Inc.
- Cost Estimating – HL Construction Management
- Site Survey – On-Point Surveying

1.4 It is understood that the project will be subject to building department plan check by the City of Indio.

1.5 SGH Architects will provide a statement of probable construction cost at completion of Program Development (PD), at completion of the 100% Schematic Design (SD) phase documents, at completion of 100% Design Development (DD) phase documents, and at 90% completion of Construction Documents (CD).

## 2.0 SCOPE OF SERVICES

### 2.1 Program Development (PD)

- 2.1.1 Verify assignable and gross square-footage space requirements.
- 2.1.2 Identify and verify circulation and massing assumptions.
- 2.1.3 Determine internal and external department adjacencies and relationships as applicable.
- 2.1.4 Identify architectural, mechanical, plumbing, and electrical requirements necessary to achieve a functional facility. Perform code analysis against the identified requirements and validate.
- 2.1.5 Identify any special requirements such as ceiling heights, floor loading conditions, temperature controls, acoustics, lighting, and air exchanges.
- 2.1.6 Provide and coordinate the services of a site topographical survey and incorporate it into the design process.
- 2.1.7 Prepare a statement of probable construction cost at the conclusion of programming.

### 2.2 Sustainability Goals

- 2.2.1 Coordinate sustainability goals with Valley Sanitary District or contracted consultants.

### 2.3 Schematic Design (SD)

Utilizing the approved program produced from the comments received from Valley Sanitary District and the project stakeholders during the program development phase, we will develop the design of this project. Our services during this phase include the following:

- 2.3.1 Coordinate the functional and circulation aspects of the floor plan.
- 2.3.2 Prepare a schematic site plan, floor plan and exterior elevations for review and approval.
- 2.3.3 Coordinate a preliminary site plan with the Civil Engineer and Landscape Architect.
- 2.3.4 Prepare a statement of probable construction cost at completion of the Schematic Design phase.

2.3.5 Coordinate requirements of project with Valley Sanitary District or contracted consultants as required.

2.3.6 Submit SD documents to Valley Sanitary District for review and approval.

## 2.4 Design Development (DD)

With the intention of further refining the Schematic Design to incorporate the various building systems, details and design requirements as provided by you, our services during this phase will include the following:

2.4.1 Establish the final design for all architectural systems.

2.4.2 Coordinate consultant team to establish the final design for the following systems:

2.4.2.1 Final design for mechanical and plumbing systems.

2.4.2.2 Final design for electrical systems.

2.4.2.3 Final civil engineering requirements.

2.4.2.4 Coordinate the final design of the site improvements.

2.4.3 Upon Valley Sanitary District approval, review the Design Development drawings with the various agencies having jurisdiction and make modifications as required.

2.4.4 Prepare a statement of probable construction cost at completion of the Design Development phase.

2.4.5 Assist in the coordination of the project with Valley Sanitary District consultants as required.

2.4.6 Develop an Outline Specification for Valley Sanitary District review and approval.

## 2.5 Construction Documents (CD)

With the intention of developing documents for the bidding and construction of the project, our services will include the following:

2.5.1 Prepare final architectural drawings, specifications, and bidding documents. We will coordinate with Valley Sanitary District as required to incorporate applicable standards into contract documents.

2.5.2 Coordinate with any Valley Sanitary District or contracted consultant/professionals for incorporating their respective work, as required, into the set for plan check, bidding, and construction.

2.5.3 Coordinate final CD comments from Valley Sanitary District with drawings, specifications, and bidding documents.

2.5.4 Prepare statement of probable construction cost at 90% completion of the construction document phase and at completion of the Construction Document phase.

2.5.5 Prepare Final Specifications for Valley Sanitary District review and approval.

## 2.6 Permitting

With the intention of Valley Sanitary District obtaining plan check approvals and a building permit, our services during this phase will include the following:

- 2.6.1 Provide technical assistance in obtaining approvals from public agencies having jurisdiction over the project, including City of Indio Building & Safety Department.
- 2.6.2 Assist District with filing permit extensions to the extent permitted by the agencies having jurisdiction.

## 2.7 Bidding Assistance

With the intention of providing assistance in negotiating a contract for construction with the General Contractor(s), our services will include:

- 2.7.1 Provide technical assistance in bidding the various elements of the construction contract, inclusive of pre-bid RFI's and issuance of supplemental clarifications as required.
- 2.7.2 Provide technical assistance for the bid walk for the perspective bidders.

## 2.8 Enhanced "Owners Agent" Construction Administration (CA)

With the intention of administering the construction process, our services during this phase will include the following:

- 2.8.1 At a pre-construction meeting SGH Architects will establish the methods for administering the construction process with the General Contractor and Valley Sanitary District.
- 2.8.2 Provide on-site observation visits up to one (1) day a week by a representative of the Architect with the intention of assisting Valley Sanitary District, General Contractor, and Construction Manager; assistance in determining the General Contractor's compliance with the contract documents.
- 2.8.3 Provide the Construction Manager and General Contractor(s) with technical assistance in reviewing shop drawings, submittals, and issuance of timely supplemental clarifications.
- 2.8.4 Issue clarifications and responses to Requests for Information (RFI) as required for the progress of the project.
- 2.8.5 Review applications for payment by the General Contractor.
- 2.8.6 Upon completion of the project, develop, with the General Contractor, a final punch list of all items to be completed.
- 2.8.7 Assist Valley Sanitary District and Construction manager with the filing of the Certificate of Substantial Completion and other close out requirements of the City of Indio.

## 3.0 ASSUMPTIONS

- 3.1 Valley Sanitary District will prepare Legal and Plats, where required for dedication of off-site road right of way or other easement, if needed.



- 3.2 Valley Sanitary District will contract directly for laboratory professional design services and all construction testing & inspection services as required.
- 3.3 SGH Architects is not responsible for the accuracy of the contents and deliverables of any existing site survey prepared by Valley Sanitary District consultant.
- 3.4 Valley Sanitary District will provide all assessment and documentation as required under the California Environmental Quality Act (CEQA) and local, state and federal guidelines.
- 3.5 The architect and consultants will have access to the site and the existing facilities.
- 3.6 Adequate utilities are available to the proposed building to provide service for this project. If such services do not exist, SGH Architects will coordinate demand needs with utility agencies.
- 3.7 A Title Report will be available for our use, if necessary. It is recommended that the Valley Sanitary District's Civil Engineer review the report and notify Valley Sanitary District of any issues or concerns that may affect the project site.
- 3.8 Valley Sanitary District will provide Division 0 of the specifications. SGH Architects will review and make recommendations for modifications. Valley Sanitary District will prepare the following:
- Notice Inviting Bid
  - Instructions to Bidders
  - Contractor's Proposal
  - Agreement Form
  - Payment and Performance Bonds
  - Contractor's Certificate Regarding Worker's Compensation
  - General Conditions
- 3.9 Valley Sanitary District is responsible for the bid advertising and opening. SGH Architects will assist the District and Construction Manager in the bidding, answer bid questions and attend the bid opening.
- 3.10 Valley Sanitary District will provide a flow test report at the nearest fire hydrant to assist the civil engineer in completing the fire flow calculations.
- 3.11 The project delivery method is assumed to be Design/Bid/Build at this time.
- 3.12 Construction Administration Fee assumes a nine (9) months construction duration. Should the time duration for construction be extended, we will notify Valley Sanitary District for additional time approval prior to exceeding the amount identified for construction administration.

#### **4.0 EXCLUDED SERVICES**

- 4.1 Laboratory design.
- 4.2 Furniture Selection services.
- 4.3 Traffic analysis design, signalization of any intersection or street lighting design.
- 4.4 Utility relocation services have not been included until actual scope of work is determined. Currently, the utility location is unknown until field verified by Valley Sanitary District.

- 4.5 Fire Sprinkler System design. The MEP Engineer will provide performance specifications and will review the shop drawing submittal.
- 4.6 CCTV/Security or IT design services, including head-in equipment or infrastructure backbone cabling.
- 4.7 Presentation quality models.
- 4.8 Preparation of any California Environmental Quality Act (CEQA) documentation.
- 4.9 All bonds, utility charges, public agency fees, and title company fees.

## 5.0 PROPOSED FEE

- 5.1 SGH Architects will provide the services described under the Scope of Work outlined above for a fixed fee of **Three Hundred Thirty-Three Thousand Eight Hundred Dollars (\$333,800)**, excluding reimbursable expenses as defined in Exhibit “A”. Refer to Exhibit “C” for fee breakdown by specific phase.
- 5.2 Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed authorization from Valley Sanitary District for Additional Services. Our hourly rates are defined in Exhibit “B”.

## 6.0 SCHEDULE

- 6.1 Project schedule will be as mutually agreed.

We trust the above proposal meets with your approval. We at SGH Architects look forward to working with you and the Valley Sanitary District Team on this project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,

**SGH Architects, Inc.**

Michael J. Stephens, AIA  
Principal | Partner

Attachments: Exhibit “A” Reimbursable Expenses  
Exhibit “B” Hourly Billing Rates  
Exhibit “C” Fee Breakdown by Phase

cc: D. Higginson, S. Griffith, A. Welch, File – SGH Architects

**EXHIBIT “A”**

**1.0 REIMBURSABLE EXPENSES**

- 1.1 Expenses which may be incurred in conjunction with the project and will be paid directly by Valley Sanitary District are listed below. We will send an electronic copy of pre-design, design, bid and/or construction documents to the Reprographics Company designated by you for the following:
- Reproduction of plans, specifications, and other related materials for review by Valley Sanitary District and submittals to public agencies.
  - Reproduction of the bid documents for general bidding purposes.
  - Reproduction of the construction document sets for the implementation of the construction.
- 1.2 Expenses which may be incurred in conjunction with the project and have been included within our fee are as follows:
- Reproduction of plans, specifications, and other materials for internal review by A/E team.
  - Travel expenses inside & outside of Riverside or San Bernardino County
  - Postage, telephone calls & facsimile transmissions
  - Delivery charges for printed documents and express/overnight mailings
- 1.3 Reimbursable Expenses, which are not included within our fee and may include the following:
- Permit filing fees
  - Unique presentation of printed material specifically requested by Valley Sanitary District or another public agency.

**EXHIBIT “B”**

**1.0 2020 HOURLY BILLING RATES**

- 1.1 For any additional services that may be authorized by Valley Sanitary District, our 2020 Billing Rates will apply. These hourly rates are updated on an annual basis.

<u>Architectural Staff</u>	<u>Hourly Rate</u>
▪ Senior Project Manager/Principal	\$225.00
▪ Senior Professional	\$165.00
▪ Professional	\$145.00
▪ Construction Administration Support	\$135.00
▪ Professional Support/Senior Technical	\$125.00
▪ Technical	\$ 90.00
▪ Administrative/Clerical	\$ 75.00

**EXHIBIT “C”**

**1.0 FEE BREAKDOWN BY PHASE**

7%	Program Development/Field Survey	\$ 23,366	
15%	Schematic Design	\$ 50,070	Phase 1 Total \$ 73,436
25%	Design Development	\$ 83,450	
30%	Construction Documents/Permitting	\$ 100,140	Phase 2 Total \$183,590
3%	Bidding Assistance	\$ 10,014	
20%	Construction Administration	\$ 66,760	Phase 3 Total \$ 76,774
	<b>Total Project Fee</b>	<b>\$ 333,800</b>	

November 11, 2020

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

Re: Proposal for Architectural and Engineering Services  
Laboratory Building for Valley Sanitary District, Indio, California

Dear Ron:

We are pleased to present to you the following proposal for professional services for the Valley Sanitary District's new Laboratory Building.

## 1.0 PROJECT DESCRIPTION

The Project is the design of a replacement Laboratory Building at the Valley Sanitary District site in Indio, California. The proposed building is one story of approximately 2,000 ft<sup>2</sup> and consists of a structural system and exterior materials that are yet to be determined.

The Laboratory Building will contain lab space, single-occupant toilet room, office space, storage, and other support spaces for a fully functional laboratory for the District.

The Project will be delivered in a traditional Design/Bid/Build method with a potential Construction Manager representing the District.

1.1 It is estimated that the construction budget is approximately \$1.8M.

1.2 It is our understanding the following services will be provided:

- Program Development (PD)
- Sustainability Planning/Goals
- Site Planning
- Architectural Design:
  - Schematic Design (SD)
  - Design Development (DD)
  - Construction Documents (CD)
  - Specifications (including lab furnishings and equipment)
- Permitting/Agency Approvals (City of Indio Building & Safety)
- Bidding Assistance
- Enhanced "Owner's Agent" Construction Administration (CA) Services
- Close-out and Record Drawings

1.3 SGH Architects proposed consultant team is as follows:

- Laboratory Consultant - RFD
- Structural Engineering – KNA Structural Engineers
- Mechanical and Electrical Engineering – DCGA
- Civil Engineering – Encompass
- Cost Estimating – HL Construction Management
- Site Survey – On-Point Surveying

1.4 It is understood that the project will be subject to building department plan check by the City of Indio.

1.5 SGH Architects will provide a statement of probable construction cost at completion of Program Development (PD), at completion of the 100% Schematic Design (SD) phase documents, at completion of 100% Design Development (DD) phase documents, and at 90% completion of Construction Documents (CD).

## 2.0 SCOPE OF SERVICES

### 2.1 Program Development (PD)

2.1.1 Verify assignable and gross square-footage space requirements.

2.1.2 Identify and verify site location.

2.1.3 Determine optimum internal adjacencies and space utilization.

2.1.4 Identify laboratory, mechanical, plumbing, and electrical requirements necessary to achieve a functional facility. Perform code analysis against the identified requirements and validate.

2.1.5 Identify any special program or building requirements such as ceiling heights, utilities, temperature controls, acoustics, lighting, and air exchanges.

2.1.6 Provide and coordinate the services of a site topographical survey and incorporate it into the design process.

2.1.7 Prepare a statement of probable construction cost at the conclusion of programming.

2.1.8 Includes one (1) virtual work session with the District and Consultant Team.

### 2.2 Sustainability Goals

2.2.1 Coordinate sustainability goals with Valley Sanitary District or contracted consultants.

### 2.3 Schematic Design (SD)

Utilizing the approved program produced from the comments received from Valley Sanitary District and the project stakeholders during the program development phase, we will develop the design of this project. Our services during this phase include the following:

2.3.1 Coordinate the functional and circulation aspects of the floor plan.

2.3.2 Prepare a schematic site plan, floor plan, equipment plan, and exterior elevations for review and approval.

2.3.3 Coordinate a preliminary site plan with the Civil Engineer.

2.3.4 Update the statement of probable construction cost at completion of the Schematic Design phase.

2.3.5 Coordinate requirements of project with Valley Sanitary District or contracted consultants as required.

- 2.3.6 Submit SD documents to Valley Sanitary District for review and approval.
- 2.3.7 Includes one (1) virtual work session with the District and Consultant Team.
- 2.4 Design Development (DD)  
With the intention of further refining the Schematic Design to incorporate the various building systems, details and design requirements as provided, our services during this phase will include the following:
  - 2.4.1 Establish the final design for all systems.
  - 2.4.2 Coordinate consultant team to establish the final design for the following systems:
    - 2.4.2.1 Final design for laboratory, structural, mechanical, electrical, and plumbing systems.
    - 2.4.2.2 Final civil engineering requirements.
    - 2.4.2.3 Coordinate the final design of the site improvements.
  - 2.4.3 Upon Valley Sanitary District approval, review the Design Development drawings with the various agencies having jurisdiction and make modifications as required.
  - 2.4.4 Update the statement of probable construction cost at completion of the Design Development phase.
  - 2.4.5 Assist in the coordination of the project with Valley Sanitary District consultants as required.
  - 2.4.6 Develop an Outline Specification for Valley Sanitary District review and approval.
  - 2.4.7 Includes one (1) virtual work session with the District and Consultant Team.
- 2.5 Construction Documents (CD)  
With the intention of developing documents for the bidding and construction of the project, our services will include the following:
  - 2.5.1 Prepare final architectural drawings, specifications, and bidding documents. We will coordinate with Valley Sanitary District as required to incorporate applicable standards into contract documents.
  - 2.5.2 Coordinate with any Valley Sanitary District or contracted consultant/professionals for incorporating their respective work, as required, into the set for plan check, bidding, and construction.
  - 2.5.3 Coordinate final CD comments from Valley Sanitary District with drawings, specifications, and bidding documents.
  - 2.5.4 Update the statement of probable construction cost at 90% completion of the construction document phase and at completion of the Construction Document phase.
  - 2.5.5 Prepare Final Specifications for Valley Sanitary District review and approval.

## 2.6 Permitting

With the intention of Valley Sanitary District obtaining plan check approvals and a building permit, our services during this phase will include the following:

- 2.6.1 Provide technical assistance in obtaining approvals from public agencies having jurisdiction over the project, including City of Indio Building & Safety Department.
- 2.6.2 Assist District with filing permit extensions to the extent permitted by the agencies having jurisdiction.

## 2.7 Bidding Assistance

With the intention of assisting the District with issuing a contract for construction with the General Contractor(s), our services will include:

- 2.7.1 Provide technical assistance in bidding the various elements of the construction contract, inclusive of pre-bid RFI's and issuance of supplemental clarifications as required.
- 2.7.2 Provide technical assistance for the bid walk for the perspective bidders.

## 2.8 Enhanced "Owners Agent" Construction Administration (CA)

With the intention of administering the construction process, our services during this phase will include the following:

- 2.8.1 At a pre-construction meeting SGH Architects will establish the methods for administering the construction process with the General Contractor and Valley Sanitary District.
- 2.8.2 Provide on-site observation visits up to one (1) day a week (24 visits max.) by a representative of the Architect with the intention of assisting Valley Sanitary District, General Contractor, and Construction Manager; assistance in determining the General Contractor's compliance with the contract documents.
- 2.8.3 Provide the Construction Manager and General Contractor(s) with technical assistance in reviewing shop drawings, submittals, and issuance of timely supplemental clarifications.
- 2.8.4 Issue clarifications and responses to Requests for Information (RFI) as required for the progress of the project.
- 2.8.5 Review applications for payment by the General Contractor.
- 2.8.6 Upon completion of the project, develop, with the General Contractor, a final punch list of all items to be completed.
- 2.8.7 Assist Valley Sanitary District and Construction manager with the filing of the Certificate of Substantial Completion and other close out requirements of the City of Indio.

## 3.0 ASSUMPTIONS

- 3.1 Valley Sanitary District will prepare Legal and Plats, where required for dedication of off-site road right of way or any other easement, if needed.
- 3.2 SGH Architects is not responsible for the accuracy of the contents and deliverables of any existing site survey prepared by Valley Sanitary District consultant.

- 3.3 Valley Sanitary District will provide all assessment and documentation as required under the California Environmental Quality Act (CEQA) and local, state and federal guidelines.
- 3.4 The architect and consultants will have access to the site and the existing facilities.
- 3.5 Adequate utilities are available to the proposed building to provide service for this project. If such services do not exist, SGH Architects will coordinate demand needs with utility agencies as an additional service.
- 3.6 A Title Report will be available for our use, if necessary.
- 3.7 Valley Sanitary District will provide Division 0 of the specifications. SGH Architects will review and make recommendations for modifications. Valley Sanitary District will prepare the following:
- Notice Inviting Bid
  - Instructions to Bidders
  - Contractor's Proposal
  - Agreement Form
  - Payment and Performance Bonds
  - Contractor's Certificate Regarding Worker's Compensation
  - General Conditions
  - Special COVID requirements
- 3.8 Valley Sanitary District is responsible for the bid advertising and opening. SGH Architects will assist the District and/or Construction Manager in the bidding, answer bid questions and attend the bid opening.
- 3.9 Valley Sanitary District will provide a flow test report at the nearest fire hydrant to assist the civil engineer in completing the fire flow calculations.
- 3.10 The project delivery method is assumed to be Design/Bid/Build at this time.
- 3.11 Construction Administration Fee assumes a six (6) month construction duration. Should the time duration for construction be extended, we will notify Valley Sanitary District for additional time approval prior to exceeding the amount identified for construction administration.
- 3.12 This proposal relies on the District's EH&S or a life safety consultant to collect, process and translate chemical and hazardous materials inventories into building and fire code categories and submit reports including a Hazardous Materials Inventory Statement and Hazardous Materials Management Plan, as may be required.
- 4.0 EXCLUDED SERVICES**
- 4.1 All bonds, utility charges, public agency fees, and title company fees.
- 4.2 Furniture Selection services outside of laboratory fixtures and equipment.
- 4.3 Traffic analysis design, signalization of any intersection or street lighting design.
- 4.4 Utility relocation or utility upgrade services. The utility location is unknown until field verified by Valley Sanitary District.
- 4.5 Fire Sprinkler System design. The MEP Engineer will provide performance specifications and will review the shop drawing submittal.



- 4.6 CCTV/Security or IT design services, including head-in equipment or infrastructure backbone cabling.
- 4.7 Presentation quality models.
- 4.8 Preparation of any California Environmental Quality Act (CEQA) documentation.
- 4.9 Landscape Architecture services.
- 4.10 Inventory of any hazardous materials or chemicals.

**5.0 PROPOSED FEE**

5.1 SGH Architects will provide the services described under the Scope of Work outlined above for a fixed fee of **Two Hundred Twenty-Five Thousand Five-Hundred Dollars (\$225,500)**, excluding reimbursable expenses as defined in Exhibit "A". Refer to Exhibit "C" for fee breakdown by specific phase.

5.2 Fee breakdown by Discipline

Basic Services:	Architectural	\$ 65,200
	Structural Engineering	\$ 23,000
	MEP Engineering	\$ 36,800
	Civil Engineering	\$ 8,600
	Cost Estimating	\$ 7,500
Enhanced Services:	Laboratory Design	\$ 78,000
	Site Survey	<u>\$ 6,400</u>
Total Fee:		\$225,500

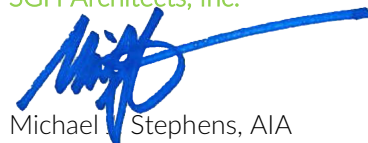
5.3 Should there be changes to the scope of the project that affect the fee, we will not proceed without written and signed authorization from Valley Sanitary District for Additional Services. Our hourly rates are defined in Exhibit "B".

**6.0 SCHEDULE**

6.1 Project schedule will be as mutually agreed.

We trust the above proposal meets with your approval. We at SGH Architects look forward to working with you and the Valley Sanitary District Team on this project. If you should have any questions, please do not hesitate to give me a call.

Sincerely,  
SGH Architects, Inc.



Michael Stephens, AIA  
Principal | Partner

Attachments: Exhibit "A" Reimbursable Expenses  
Exhibit "B" Hourly Billing Rates  
Exhibit "C" Fee Breakdown by Phase

cc: D. Higginson, S. Griffith, File - SGH Architects

**EXHIBIT "A"**

**1.0 REIMBURSABLE EXPENSES**

1.1 Expenses which may be incurred in conjunction with the project and will be paid directly by Valley Sanitary District are listed below. We will send an electronic copy of pre-design, design, bid and/or construction documents to the Reprographics Company designated by you for the following:

- Reproduction of plans, specifications, and other related materials for review by Valley Sanitary District and submittals to public agencies.
- Reproduction of the bid documents for general bidding purposes.
- Reproduction of the construction document sets for the implementation of the construction.

1.2 Expenses which may be incurred in conjunction with the project and have been included within our fee are as follows:

- Reproduction of plans, specifications, and other materials for internal review by A/E team.
- Travel expenses inside & outside of Riverside or San Bernardino County
- Postage, telephone calls & facsimile transmissions
- Delivery charges for printed documents and express/overnight mailings

1.3 Reimbursable Expenses, which are not included within our fee and subject to a 15% markup, may include the following:

- Permit filing fees
- Unique presentation of printed material specifically requested by Valley Sanitary District or another public agency.

**EXHIBIT "B"**

**1.0 2020 HOURLY BILLING RATES**

1.1 For any additional services that may be authorized by Valley Sanitary District, our 2020 Billing Rates will apply. These hourly rates are updated on an annual basis.

<u>Architectural Staff</u>	<u>Hourly Rate</u>
▪ Senior Project Manager/Principal	\$225.00
▪ Senior Professional	\$165.00
▪ Professional	\$145.00
▪ Construction Administration Support	\$135.00
▪ Professional Support/Senior Technical	\$125.00
▪ Technical	\$ 90.00
▪ Administrative/Clerical	\$ 75.00

**EXHIBIT "C"**

**1.0 FEE BREAKDOWN BY PHASE**

7%	Program Development/Field Survey	\$ 15,785
15%	Schematic Design	\$ 33,825
25%	Design Development	\$ 56,375
30%	Construction Documents/Permitting	\$ 67,650
3%	Bidding Assistance	\$ 6,765
20%	Construction Administration	\$ 45,100
	<b>Total Project Fee</b>	<b>\$ 225,500</b>



**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Jeanette Juarez, Business Services Manager

**SUBJECT: Discuss and Select CalPERS Unfunded Accrued Liability (UAL) Fresh Start Option and Authorize Payment to CalPERS for Fiscal Year 2021/22**

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

**Executive Summary**

The purpose of this report is to discuss the options of payment to reduce the portion of the Employer’s Contribution Rate attributable to the amortization of the Unfunded Accrued Liability (UAL).

**Strategic Plan Compliance**

This item complies with VSD Strategic Plan Objective 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers.

**Fiscal Impact**

The UAL payoff balance as of June 30, 2020 is approximately \$1,922,788.

**Background**

In April 2018, the Board of Directors approved the 5-year Fresh Start pre-payment option for Fiscal Year 2018/19. Due to CalPERS adding new amortization layers the Board recommended a new 5-Year Fresh Start in April 2019. The fiscal benefits for payoff of the balance are as follows.

1. Reduces the overall retirement liability.
2. Reduces total annual interest paid to CalPERS for financing the UAL.
3. General Fund balance will remain at a healthy level with any of the options.

Kurt Schneider, CalPERS Actuary, sent the attached spreadsheet showing the approximate payments going forward. Payments are due July 31 each year. The following table shows the estimate UAL payoffs by year.

<b>Options</b>	<b>Amount</b>	<b>Interest Paid</b>	<b>Savings</b>
Current Schedule	2,286,399	363,611	0
5-Year Fresh Start	2,646,555	343,968	19,644
4-Year Fresh Start	2,195,115	272,327	91,285
3-Year Fresh Start	2,124,930	202,142	161,469
10-Year Fresh Start	2,646,555	723,767	(360,155)
15-Year Fresh Start	3,061,342	1,138,554	(774,943)

### **Recommendation**

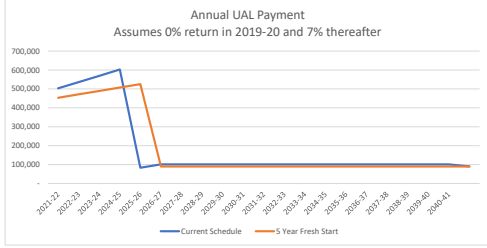
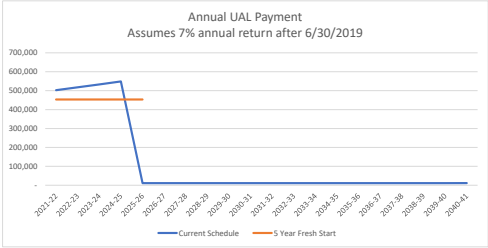
Staff recommends that the Board approve the 5-Year Fresh Start option and authorize payment for Fiscal Year 2021/22.

### **Attachments**

Attachment A: Fresh Starts Amortization Schedule

Fresh Start Scenarios

Year	Current Schedule		5		10		15		4		3		Additional amount if PERF earns 0% in 2019-20			
	Balance	Payment	Balance	Payment	Balance	Payment	Balance	Payment	Balance	Payment	Balance	Payment				
2021-22	2021	1,922,788	502,859	1,922,788	453,351	1,922,788	264,655	1,922,788	204,089	1,922,788	548,779	1,922,788	708,310		502,859	453,351
2022-23	2022	1,537,222	517,770	1,588,433	453,351	1,783,621	264,655	1,846,271	204,089	1,489,722	548,779	1,324,702	708,310	18,000	535,770	471,351
2023-24	2023	1,109,243	533,057	1,230,673	453,351	1,634,713	264,655	1,764,399	204,089	1,026,342	548,779	684,749	708,310	36,000	569,057	489,351
2024-25	2024	635,492	548,730	847,870	453,351	1,475,381	264,655	1,676,795	204,089	530,524	548,779	-	-	54,000	602,730	507,351
2025-26	2025	112,365	11,499	438,271	453,351	1,304,896	264,655	1,583,059	204,089	-	-	-	-	72,000	83,499	525,351
2026-27	2026	108,336	11,499	-	-	1,122,477	264,655	1,482,761	204,089	-	-	-	-	90,000	101,499	90,000
2027-28	2027	104,025	11,500	-	-	927,289	264,655	1,375,442	204,089	-	-	-	-	90,000	101,500	90,000
2028-29	2028	99,411	11,498	-	-	718,437	264,655	1,260,611	204,089	-	-	-	-	90,000	101,498	90,000
2029-30	2029	94,476	11,499	-	-	494,966	264,655	1,137,743	204,089	-	-	-	-	90,000	101,499	90,000
2030-31	2030	89,194	11,499	-	-	255,852	264,655	1,006,273	204,089	-	-	-	-	90,000	101,499	90,000
2031-32	2031	83,543	11,499	-	-	-	-	865,500	204,089	-	-	-	-	90,000	101,499	90,000
2032-33	2032	77,496	11,499	-	-	-	-	715,080	204,089	-	-	-	-	90,000	101,499	90,000
2033-34	2033	71,026	11,498	-	-	-	-	554,024	204,089	-	-	-	-	90,000	101,498	90,000
2034-35	2034	64,105	11,500	-	-	-	-	381,694	204,089	-	-	-	-	90,000	101,500	90,000
2035-36	2035	56,697	11,500	-	-	-	-	197,301	204,089	-	-	-	-	90,000	101,500	90,000
2036-37	2036	48,770	11,499	-	-	-	-	-	-	-	-	-	-	90,000	101,499	90,000
2037-38	2037	40,290	11,500	-	-	-	-	-	-	-	-	-	-	90,000	101,500	90,000
2038-39	2038	31,214	11,498	-	-	-	-	-	-	-	-	-	-	90,000	101,498	90,000
2039-40	2039	21,505	11,499	-	-	-	-	-	-	-	-	-	-	90,000	101,499	90,000
2040-41	2040	11,115	11,497	-	-	-	-	-	-	-	-	-	-	90,000	101,497	90,000
2041-42	2041	-	-	-	-	-	-	-	-	-	-	-	-	90,000	90,000	90,000
<b>Total Payments:</b>		<b>2,286,399</b>		<b>2,266,756</b>		<b>2,646,555</b>		<b>3,061,342</b>		<b>2,195,115</b>		<b>2,124,930</b>				
<b>Total Interest Paid:</b>		<b>363,611</b>		<b>343,968</b>		<b>723,767</b>		<b>1,138,554</b>		<b>272,327</b>		<b>202,142</b>				
<b>Difference from Current Schedule:</b>				<b>(19,644)</b>		<b>360,155</b>		<b>774,943</b>		<b>(91,285)</b>		<b>(161,469)</b>				





**Valley Sanitary District  
Board of Directors Meeting  
June 8, 2021**

**TO:** Board of Directors

**THROUGH:** Beverli A. Marshall, General Manager

**SUBJECT:** **Monthly General Managers Report – April 2021**

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

**Executive Summary**

The purpose of this report is to keep the Board and the public informed on VSD’s day-to-day operations.

**Strategic Plan Compliance**

The recommendation complies with the VSD Strategic Plan Goal 6: Improve Planning, Administration, and Governance.

**Fiscal Impact**

There is no fiscal impact from this report.

**Background**

The following data represents the activities and metrics for the month of April 2021.

*Administrative Services*

- Received second annual installment from Riverside County for \$5,344,783 on May 26, 2021.
- Preparing for interim audit for fiscal year 2020/21. The auditors from Davis Farr will be onsite June 23, 2021, to June 25, 2021.
- Set meeting with department heads to plan, organize, and execute the annual inventory count.
- Completed interviews for the open Maintenance Technician position. Also actively working on recruitment efforts for two (2) open positions.
- Continue live implementation of Caselle software. Currently, staff is running two (2) systems parallel for control purposes. Date expected to complete the accounting portion of the implementation is September 30, 2021. Next step is to continue working with the development team to implement the permitting function of the software.

### *Operations & Maintenance*

- Operations staff put both primary clarifiers, and the entire activated sludge plant aeration system into service. Staff is experimenting with different dissolved oxygen (D.O.) control locations to optimize treatment and aeration.
- Maintenance staff levelled v-notch weirs in primary clarifiers to equalize overflow rates between the two clarifiers.
- Operations staff continues to dry the biosolids from the north cell within the basin. Some of the material is already being removed from the cell for testing and disposal.
- The backflow preventer associated with the district fire suppression system has failed. A new backflow device has been purchased and is scheduled for replacement on May 3, 2021.
- Operations staff is working on the minimization of sodium hypochlorite consumption, while still meeting the disinfection requirements of the NPDES permit.
- Maintenance staff performed routine maintenance on the chemical dosing pumps for the disinfection and de-chlorination system.
- The new member of the operations staff started on April 19, 2021.

### *Development Services*

- Construction has begun on a new 46,000 Square Foot Mathis Bros Furniture Outlet Center next to the existing Mathis Bros Store on the Corner of Hwy 111 and Clinton St.
- The tenant improvement work has begun for the Dave's Hot Chicken restaurant in the suite next the Chipotle on the south west corner of Jackson St and Avenue 42.
- Construction has begun on the Dutch Bros. Coffee near the intersection of Hwy 111 and Las Palmas Rd. This location will have a drive thru and walk-up service only.
- Construction has begun on the Chandi Plaza at the southwest corner of Indio Blvd. and Avenue 44. This project will include a convenience store with fueling station, carwash, restaurant, and retail suites.

### *Collection Services*

- No-Spill report for the month of May will be submitted to the California Integrated Water Quality System, as required in the Waste Discharge Requirements Monitoring and Reporting Program. Due by the end of the month.
- Field Vector crew is currently working in the area of Avenue 44 and Jackson.
- CCTV Inspection work is currently being conducted in the area of Madison and Avenue 48.

### *Capital Improvement Program*

- The Preliminary Design Report for the replacement of the sewer siphon at Westward Ho Drive is complete. This is a FEMA funded project to replace the

damaged sewer siphon from the February 2019 storm. The design is in progress. Staff and the consultant had a preliminary meeting with CVWD regarding requirements for crossing the channel. 50% of design plans and an updated project cost schedule have been submitted by Carollo. Staff reviewed the plans and sent comments back to Carollo for revision. 90% design plans and specifications have been submitted by Carollo and staff has reviewed them and submitted comments for correction. Staff is finishing their review of the submitted 95% set of plans and specifications. Staff has met with both the City of Indio and La Quinta, and both have no revisions or concerns. *Update: Staff is coordinating with IWA and CVWD to begin their plan review and the permitting processes.*

- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Harris has put together bid documents for the CCTV inspection of sewer mains that need special requirements or technology which have been approved by VSD and the City of Indio. This project was put out to bid and advertised to potential bidders on November 23rd, 2020, and sealed bids will be opened on January 14th, 2021. The first rehabilitation project was put out to bid and advertised to potential bidders on August 3, 2020, and the bid was closed on September 10, 2020, with 5 companies submitting bids. The lowest responsible bidder was Insituform with a bid of \$240,483. Harris is also developing plans for the downtown Indio rehabilitation and repair project. This is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area. 50% design plans for the downtown Indio sewer improvement project have been submitted and staff is currently reviewing them. All work for the first rehabilitation project has been completed; VSD is waiting on final invoicing to close out the project. The 50% plans for the Downtown Indio Rehabilitation project have been reviewed and comments have been returned to Harris for revision. *Update: The CCTV inspection has begun cleaning and televising and will complete all work by July 2<sup>nd</sup>. Harris is revising the 50% plans based on District comments.*
- VSD has chosen SGH Architects as the architectural firm for the preliminary design of a new single-story training/office building. Staff had a second meeting with the architect to discuss ideas for a functional and adequate building. Staff has selected a new location for the building that will allow the single-story building with minimal demolition. Staff comments and revisions based on the single-story design have been submitted to the architect who is currently preparing a revised floor plan, conceptual cost estimate, and new proposal for the construction of a new laboratory building. The architect has completed the schematic design cost estimate for the training/office building. The architect has developed a preliminary floor plan for the proposed new laboratory building. Staff have reviewed the floor plan and returned comments to be addressed. The architect has completed the schematic design and cost estimate for the proposed laboratory. *Update: Staff is seeking Board approval to have SGH Architects continue with final design of both the Office & Training and Laboratory Buildings.*
- VSD is currently working with Stantec, who is acting as an Owner's Representative, on the repair and rehabilitation of the Influent Pump Station. Stantec and staff have received five (5) Statement of Qualifications as part of



the Request for Qualification (RFQ) solicitation. Staff and Stantec shortlisted three (3) of the firms to move on to the next step of submitting a proposal for the work to be completed. The Request for Proposal (RFP) was released on August 28, 2020 and was closed on September 28, 2020. The Board awarded the project to the DCI / Dudek team and a pre-construction meeting was held on December 4th, 2020. The DCI / Dudek has developed a preliminary bypass plan for the initial inspection and shutdown of the influent pump station structure. The preliminary bypass and inspection was completed from February 22<sup>nd</sup> to February 26<sup>th</sup>. VSD has chosen the valves and gates that will be used for this project based on Dudek / DCI and Stantec's recommendations. *Update: Dudek is currently preparing the Basis of Design Report which is expected by mid-June 2021. Dudek and VSD are coordinating the ordering and purchasing of long, lead items.*

- Staff is working on implementing an asset management system for the treatment plant using Lucy web software. VSD is currently working on building out the Lucy Web system with the help of a Lucy implementor. The latest session of virtual training from the implementor was completed on August 25, 2020. Staff has finished the installation of Lucy Mobile and is pursuing the implementation of plant wide Wi-Fi that will allow access to the asset management system from a mobile device anywhere in the plant facility. Training videos for VSD staff training have been recorded. *Update: Operations and maintenance staff will begin to review the training videos and once they have been trained, use the system to create and complete work orders. Staff is also working on populating the system with scheduled work orders.*

### **Recommendation**

Staff recommends that the Board receive the Manager's Report for activities during the month of April.

### **Attachments**

- Attachment A: Administrative Services Report for April
- Attachment B: Monthly NPDES Report for April
- Attachment C: Collection System Report for April
- Attachment D: Development Services Report for April
- Attachment E: Capital Improvement Program Update for April

## Administrative Services - Task Summary 2021

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Active litigation filed	-	-	-	-									-
Board meeting	3	2	2	3									10
Budget/Finance Committee meeting	1	1	2	-									4
Operations Committee meeting	-	1	1	1									-
Employee anniversaries	-	5	1	-									6
Employee promotions	1	-	-	-									1
Facebook postings	1	-	4	2									7
Insurance claims initiated	-	-	1	-									1
Lost time work incidents	-	-	1	-									1
Media coverage items	-	-	-	-									-
New hires	-	-	-	1									1
Press release	-	-	-	-									-
Public records request	-	-	-	1									1
Resignations	-	-	-	1									1
Retirements	-	-	-	1									1

April 2021	Plant Influent		ASP Effluent			Pond Effluent		
	TSS (mg/L)	CBOD (mg/L)	Monthly Average Flow (MGD)	TSS (mg/L)	CBOD (mg/L)	Monthly Average Pond Effluent Flow (MGD)	CBOD (mg/L)	TSS (mg/L)
1	216	285		6.72	12.9		15.3	40.7
2								
3								
4								
5								
6								
7								
8	240	267		4.4	14.4			
9								
10								
11								
12								
13								
14								
15	244	271		4.6	11.1			
16								
17								
18								
19								
20								
21								
22	326	313		4.9	8.85			
23								
24								
25								
26								
27								
28								
29	246	323		5.95	14.7			
30			6.16			0.000		
<b>Average</b>	254	292	6.16	5.31	12.39	0.000	15.3	40.7
<b>Minimum</b>	216	267	6.16	4.4	8.85	0.000	15.3	40.7
<b>Maximum</b>	326	323	6.16	6.72	14.7	0.000	15.3	40.7
<b>Exceedences</b>	0	0	0	0	0	0	0	0

<b>Permit LIMITS</b>	25	30	40.0	49.0
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<b>Laboratory</b>	<b>Collected (# of Samples)</b>	438
	<b>Analyzed (# of Tests)</b>	841

Total Plant Discharge (Outfall) Grab								
EColi (MPN/100ml)	Oil and Grease (mg/L)	Copper (ug/L)	Di(2-ethylhexyl)phthalate (ug/L)	Cyanide (total) (ug/L)	Ammonia (total, as N) (mg/L)	Nitrate (as N) (mg/L)	Nitrite (as N) (mg/L)	Total Nitrogen (mg/L)
17.3	< 1.4	3	< 0.5	4.7	0.33			11
21.3								
						10	< 0.03	
13.4								
14.5				2.3				
18.5								
16.8*	1.4	3	0.5	3.5	0.33	10	0.03	11
13.4	< 1.4	3	< 0.5	2.3	0.33	10	< 0.03	11
21.3	< 1.4	3	< 0.5	4.7	0.33	10	< 0.03	11
0	0	0	0	0	0	0	0	0
126	<0.01	25		5.9	9.0	4.3		

## Collection Services Task Summary Report for 2021

Task	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total To Date
Customer Service Calls	2	2	4	5	8								-
F.O.G. Inspection - Completed	27	26	47										-
F.O.G. Inspection - Fail	1	-											-
F.O.G. Inspection - Pass	26	26	47										-
	1	-	-										
Hot spot cleaning (total)*	26	-	-	36	-								-
Lift station inspection	19	19	19	23	23								-
Manhole inspection	157	125	216	163	154								-
Sewer line CCTV (feet)	0	0	32,428	28,289	16,224								-
Sewer line cleaning (feet)	58,522	50,400	70,368	68,722	52,573								-
SSO Response - Cat 1	0	0	0	0	0								0
SSO Response - Cat 2	0	0	0	0	0								0
SSO Response - Cat 3	0	0	1	0	0								0
USA Markings	37	33	55	31	53								-

\*Note: Hot spot cleaning is performed quarterly



## VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

8-Jun-21

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	Plan Check in Progress	Inspection in Progress	New Project	NEXT ACTION ITEM
7-Eleven Golf Center	44925 Golf Center/Avenue 45	Civil plans submitted for new 7-Eleven store approved. Arch. plans approved and returned to the applicant 10/26/20. Issued permit 3915 on 10/26/20.				Inspect work improvements as scheduled.
82490 Highway 111-Former Imperial Furniture	82490 Highway 111/Arabia Street	Plans submitted for remodeled suites. Plans approved and notified applicant 4/28/21.				Waiting for owner to process permit paperwork.
Abel Lupian Commercial Bldg.	45105 Commerce Street	Plans submitted for new commercial building. Completed 1st plan check and returned to the applicant 4/3/20.				Perform 2nd plan check upon plan resubmittal.
Add'l Dwelling Unit - Cebreros Residence	83181 Blue Mountain Court	Plans submitted for additional dwelling unit. Plans approved and notified applicant 3/3/21.				Waiting for owner to process permit paperwork.
Animal Samaritans - TI	42150 Jackson Street, Ste's 104-106	Plans submitted for building TI. Plans approved and returned to the applicant 2/4/2020. Issued permit 3874 on 2/28/2020.				Inspect work improvements as scheduled.
Autozone Jackson Street	41850 Jackson Street/aAvenue 42	Plans submitted for plan check. Sewer main relocation. Plans approved 1/21/21. Waiting for engineer to finalize easements docs.				Inspect work improvements as scheduled.
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.				Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existing building TI. Completed 1st plan check and returned to the City 2/22/19.				Perform 2nd plan check upon plan resubmittal.
Cardenas Single Family Dwelling (SFD)	82266 Stallone Drive	Plans submitted for new SFD. Plans approved, notified the applicant 6/16/20.				Waiting for owner to process permit paperwork.
Carranza Residence -Additional Dwelling Unit	81-450 Palmyra Avenue	Plans submitted for additional dwelling unit. Plans approved and notified applicant 10/2/20. Issued permit 3907 on 10/5/20.				Inspect work improvements as scheduled.
Chandi Plaza	SW Corner of Indio Blvd/Avenue 44	Civil plans submitted for plan check. Plans approved and notified applicant 1/8/21. Permit 3948 issued 4/2/21.				Inspect work improvements as scheduled.
Chandi Plaza Building "B" Shell	81-971 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st check and returned to the applicant 10/13/20.				Perform 2nd plan check upon plan resubmittal.
Chandi Plaza Building Restaurant Shell	81-977 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 10/22/20.				Perform 2nd plan check upon plan resubmittal.
Chandi Plaza Car Wash	81-983 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20.				Perform 2nd plan check upon plan resubmittal.
Chandi Plaza Convenience Store	81-965 Indio Blvd/Avenue 44	Plans submitted for plan check. Completed 1st plan check and returned to applicant 9/16/20.				Perform 2nd plan check upon plan resubmittal.
Chavez Tenant Improvement	45330 Jackson St/Civic Center	Plans submitted for TI of existing building. Demolition of interior walls and facilities. Completed 4th plan check and returned to the City 6/25/18. Issued permit 3755 on 7/9/18.				Inspect work improvements as scheduled.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Plans approved and returned to the applicant 3/17/2020.				Waiting for owner to process permit paperwork.
Corso Residence	49491 Braley Court	Plans submitted for single family residence. Plans approved and notified applicant 9/2/20. Permit 3931 issued 1/5/21				Inspect work improvements as scheduled.
Couthouse Bar & Grill	82910 Highway 111/Jackson Street	Plans submitted for new restaurant. Completed 1st plan check and returned to applicant 12/14/20.				Perform 2nd plan check upon plan resubmittal.
Dave's Hot Chicken	42213 Jackson Street/Avenue 42	Plans submitted for new restaurant. Plans approved and notified applicant 2/24/21. Issued permit 3942 on 3/8/21.				Inspect work improvements as scheduled.
Demo Unlimited Storage Yard	83-845 Ave 45/Vam Buren St	Plans submitted for plan check. Completed 2nd plan check and returned to applicant 9/25/20. Plans approved and returned 10/13/2020				Waiting for owner to submit Bonds before drafting agreement
Destiny Church	80250 Highway 111/Jefferson Street	Plans submitted for plan check. Completed 1st check and returned to the applicant 11/9/20.				Perform 2nd plan check upon plan resubmittal.
Donuts Bistro	82151 Avenue 42, Ste 104	Plans submitted for construction of new restaurant. Plans approved and returned to the City 8/28/19.				Waiting for owner to process permit paperwork.
Dunn Edwards Paint Store	81921 Hwy 111/Las Palmas	Plans submitted for new retail building. Plans approved and returned to applicant 4/13/20. Issued permit 3884 on 5/12/2020.				Inspect work improvements as scheduled.
Dutch Bros. Coffee	81776 Highway 111/Las Palmas Street	Plans submitted new coffee shop. Plans approved and notified applicant 1/21/21. Permit 3945 issued 3/30/21.				Inspect work improvements as scheduled.
El Pollo Loco	TBD - Showcase Parkway/Jackson Street	Plans submitted for restaurant building				In Queue

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
EOS Fitness Ave 42 Gym	SWC of Spectrum Street & Avenue 42	Plans submitted for construction of new gym facility. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Hwy 111	Highway/Jefferson Street	Plans submitted for construction of new gym facility. Plans approved and notified applicant 4/27/20.	Waiting for Development Agreement and Bonds before owner can process permit paperwork.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Plans approved and returned to the engineer 6/3/19. Bond and Development agreement in place. Waiting to receive recorded agreement.	Inspect work improvements as scheduled.
Fred Young (Villa Hermosa Apts Phase III)	83801 Dr. Carreon Blvd / West of Van Buren	Plans submitted for apts at Fred Young Farm Labor Dev. Plans approved and returned to the applicant 7/17/2019. Submitted revision to approved plans 9/16/20 Revised Plans approved 11/5/2020. Permit 3944 issued 3/23/21.	Inspect work improvements as scheduled.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 1/10/18. Completed 2nd plan check and returned to the Engineer 1/25/18. Plans approved 1/31/18.	Inspect work improvements as scheduled.
Gallery Homes Tract -Indian Palms	Monroe & Avenue 50	Gallery Homes has recently purchased the 106 lots. Staff has inspected the site and prepared a list of improvements that need to be made prior to issuing connection permits. Plans submitted for home plans. Reviewed 1st plan check and returned back to the city on 6/4/2014. 2nd plan check returned to city 7/7/14. Model plans approved and returned to the City 8/22/14. New homes currently under construction.	Inspect work improvements as scheduled.
Gallery Links - 3	Indian Palms Country Club - Monroe/Avenue 48	Plans submitted for installation of 5 sewer laterals for new SFD. Plans approved and returned to the applicant 4/13/20.	Inspect work improvements as scheduled.
Golden Corral Restaurant	Atlantic Ave/Caspian near Ave 42 and Jackson	Plans submitted for new restaurant building. Arch plans approved 6/12/20. Completed 1st plan check on civil plans and returned to the applicant 6/12/20.	Perform 2nd plan check upon plan resubmittal.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18. Sewer Finaled 5/12/20.	Waiting for owner to submit Warranty Bond
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building. Completed 1st plan check and returned to applicant. 9/25/19. Issued permit 3873 on 2/26/2020.	Inspect work improvements as scheduled.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19. Plans approved 6/24/20. Issued permit 3900 on 8/29/20.	Inspect work improvements as scheduled.
Indio Juvenile Court	47671 Oasis St/ Ave 48	Plans submitted to demo existing juvenile court building and construct new building on the same site. Completed 1st plan check and returned to the City 2/23/16. Completed 2nd plan check and returned to the applicant 6/8/2020.	Perform 3rd plan check upon plan resubmittal.
Indio Palms Sewer Main Extension( Street A)	South East Corner of Avenue 42 and Monroe St	Plans submitted for the extension of a private sewer main for Indio Palms at Spectrum Street. Plan check fees paid 2/1/18. Plans approved and returned to engineer 5/10/18. Development agreement and Bonds in place.	Sewer Main Complete. Need recorded Easement to release Bonds
Jacqueline & Oscar Lua Residence	80-555 Ridgeback Court	Plans submitted for single family residence. Completed 1st plan check and notified applicant 8/25/20. Issued permit 3953 on 5/12/21.	Perform 2nd plan check upon plan resubmittal.
John Nobles Apartments	TBD - Rubidoux Street/John Nobles Ave	Plans submitted new apartment complex. Completed 1st plan check and returned to the City 2/27/19.	Perform 2nd plan check upon plan resubmittal.

**Monthly Capital Improvement Project Update - June 2021**

<b>Project Title</b>	<b>Project Description</b>	<b>Current Status</b>	<b>Fiscal Year Budget</b>	<b>Total Spent to Date</b>
Westward Ho Sewer Siphon Replacement Design and Construction	Due to the February 2019 rain event, the existing VSD sewer siphon that crosses the CVWD storm channel at Westward Ho Drive became exposed and was damaged. In order to prevent this from happening again in the future, Carollo Engineers is currently working with VSD on the final design of a new sewer that is to be constructed well below the new channel scour depth. The design being proposed would utilize horizontal directional drilling to create a new sewer siphon alignment under the channel and adjacent to the original siphon. Permit processing with at least CVWD and possibly other regulatory agencies may extend the design/permit period. Some or possibly all the project costs will be reimbursed by FEMA / CalOES.	Staff is coordinating with CVWD to begin their plan review and the permitting process.	\$1,325,000.00	\$432,128.00
Collections System Rehabilitation Projects	Harris & Associates is assisting the District in creating a 10-year rehabilitation and replacement program for the collections system. The purpose of this project is to repair, rehabilitate, replace and/or realign aging or defective pipelines and/or segments projected to reach capacity within the foreseeable future. Harris and the District have assigned a rating and priority to all of the pipes in the collection system and are splitting them up into projects for each fiscal year. The first project for this fiscal year will consist of the rehabilitation of approximately 2,300 feet of sewer located in Indio Boulevard and underneath the railroad near Cabazon Avenue using cured in place lining. The second project will consist of hiring a contractor to perform CCTV inspections of all pipes within the District that cannot be surveyed by collections staff due to high flows or pipe diameter. The third project is the downtown Indio rehabilitation and repair project. This project is being done to rehabilitate and replace deficient sewer mains in the streets and allies of the downtown area.	All work for the first rehabilitation project has been completed; VSD is waiting on final invoicing to close out the project. The CCTV inspection contractor has begun cleaning and televising and will complete all work by July 2nd. Harris is revising the 50% plans based on District comments.	\$2,643,928.00	\$255,483.53
Reclaimed Water Project Phase 1	The contract for this project was awarded to Schneider Electric / Stantec. The project design cost is \$2,200,000 and project schedule is approximately 460 days. Construction costs will be determined during the design phase and will be awarded to Schneider Electric / Stantec upon approval of the Board. The Reclaimed Water Project – Phase 1 will replace an aging and capacity restricting grit chamber and provide redundancy by adding a second digester and expanding the bar screens. This project will also include adding a biofilter, a sludge holding tank, and a sludge thickener building.	Schneider Electric has completed the Basis of Design Report. The project will now progress to the 30% design estimated to be completed by June 2021.	\$5,749,692.00	\$0.00
Influent Pump Station Rehabilitation	Stantec is assisting the District as an Owner's Representative and DCI / Dudek are acting as the design-build team for this project. The influent pump station structure is showing significant signs of deterioration. Proposed improvements to the pump station include: bypass of the pump station for inspection and repair, repair/replacement of leaking and broken gates, repair of interior concrete coating, installation of new valves for proper isolation/drainage, installation of a new jockey pump in the empty pump bay.	Dudek is currently preparing the Basis of Design Report which is expected by mid-June 2021. Dudek and VSD are coordinating the ordering and purchasing of long lead time items.	\$1,200,000.00	\$220,977.85
New Training and Office Building and Laboratory Building	The District and SGH Architects are developing the initial design for a new office / training building that will be located to the west of the existing Operations building. The purpose of this new building is to provide space for new offices for collections and maintenance personnel as well as a training area for company events and meetings. Also as part of this project, VSD has contracted SGH to develop designs for a new laboratory building to replace the existing lab due to the current issues lab staff are experiencing with the layout and air filtering system.	Staff is seeking Board approval to have SGH Architects continue with the design of both the training and laboratory buildings.	\$149,610.00	\$123,046.00
Additional Parking and Landscaping	The District is in need of additional parking for employees and customers. Staff proposes to remove the lawn at the front of the property and replace it with parking and drought tolerant landscaping.	A preliminary design of the Project has been completed. On hold for next steps.	\$250,000.00	\$0.00



**Monthly Capital Improvement Project Update - June 2021**

<b>Project Title</b>	<b>Project Description</b>	<b>Current Status</b>	<b>Fiscal Year Budget</b>	<b>Total Spent to Date</b>
Steel WaterLine Replacement	The above ground, steel waterline adjacent to the aeration basins is old and prone to leaks, especially at the grooved joints, and has exceeded its useful life. The new steel waterline will have traditional joints that will provide a longer life. This project has been on the books for several years and has been a lower priority due to lack of leaks in recent years and the difficult nature of replacement.	Staff have received a quote from Dudek for the costs for them to develop the design and specifications for the project.	\$142,000.00	\$0.00
Recycled Water Main Extension	Staff would like to extend the secondary effluent pipeline system about 250 feet to the pond chlorine contact chamber to save significant potable water when cleaning the pond chlorine contact chamber. This will allow the use of secondary effluent water to be used to clean the chamber instead of potable water. This project has been in the budget for the second year. It has been on hold waiting for staff to have time to install the water main themselves.	Project has not started.	\$60,000.00	\$0.00
Completion of Perimeter Fence Project	This project has been postponed due to the need for a design of the fence before construction. The location and terrain of the proposed fence is such that it will need design. Staff is limited with the number of projects already in process that have a higher priority than this project. Current night security patrol has limited the theft and damage of District property.	Project has not started.	\$280,000.00	\$0.00
Van Buren Slope Protection	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 and weakened. VSD has coordinated with the City of Indio to design a gravel and rip-rap slope reinforcement that will prevent washout during heavy rain events. This project is split into three phases which will encompass the entire length of fence line along Cabazon Road.	Project complete.	\$250,000.00	\$154,947.10

**VALLEY SANITARY DISTRICT  
OPERATIONS COMMITTEE MEETING MINUTES**

June 1, 2021

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

A regular meeting of the Valley Sanitary District (VSD) Operations Committee was held via videoconference on Tuesday, June 1, 2021.

**1. CALL TO ORDER**

Ron Buchwald called the meeting to order at 1:04 p.m.

**1.1 Roll Call**

Committee Members Present:

Ron Buchwald, Chair

Debra Canero, Director

William Teague, Director

Staff Present:

Beverli Marshall, General Manager, Jeanette Juarez, Business Services Manager, Holly Gould, Clerk of the Board

**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.*

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None.

**3. DISCUSSION / ACTION ITEMS**

**3.1 Discuss the Draft Diversity, Equity, and Inclusion Policy and Provide Feedback**

Beverli Marshall, General Manager, presented the draft Diversity, Equity, and Inclusion (DEI) Policy to the committee. Ms. Marshall explained that diversity is lacking in the water and wastewater industry. In addition to identifying the lack of diversity in various water sector occupations, several key issues were identified “to hire, train, and retain a skilled and diverse water workforce in years to come.” Specifically, the report identified two major needs, the emphasis that the water workforce needs greater public visibility, especially when trying to reach younger workers and other prospective job candidates, and to consider the barriers that support a more diverse water workforce, including the importance of looking for talent in places that may not traditionally have attracted as much attention. The draft policy is based on several existing policies and recommended language that demonstrates the District’s commitment to DEI but does not commit the District to a specific plan or expenditure. This allows flexibility to address issues as they arise as well as the opportunity to partner with other agencies in supporting diversity in

industry occupations and programs. Committee member Teague stated this policy could be a good hiring tool. Committee member Canero stated this policy could go hand in hand with the District's outreach and internship program. It was the recommendation by the committee to bring the draft policy before the full board.

### 3.2 Review and Discuss the Draft Parking Lot Expansion Plan and Provide Feedback

Ron Buchwald, Engineering Services Manager, presented the draft parking lot expansion plan to the committee. Mr. Buchwald stated the need for additional parking for employees and customers. An employee team proposed to remove the lawn at the front of the property and replace it with parking and drought-tolerant landscaping. Staff completed a preliminary design layout of the expanded parking and drought landscaping. The next step would be to hire a consultant to complete the design plans and bid documents. This project is on hold due to a lack of staff available to complete the project appropriately. Staff anticipates that this project can move forward in six (6) months.

### 3.3 Discuss Next Steps in the Design of the New Office and Training Building and New Laboratory Building and Provided Feedback

Ron Buchwald, Engineering Services Manager, presented this item to the committee. On May 26, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design for the new office and training building (Phase 1) at a cost of \$73,436. During the initial design, it was determined that including a laboratory would limit the size of both the training room and the laboratory. Staff requested a proposal from SGH to design a new separate laboratory building. On December 8, 2020, the Board authorized the General Manager to sign a contract with SGH to begin the initial design of the laboratory building (Phase 1) at a cost of \$49,610. The Phase 1 designs for both buildings are complete and ready to proceed to the final design. On May 11, the Board approved a five-year rate increase that will fund CIP projects including the new buildings. Staff began identifying financing options to pay for the construction of the buildings as well as other CIP projects. Staff would like to proceed with the final design for both buildings. It was the recommendation by the committee to bring this item before the full board.

## **4. FUTURE MEETING ITEMS**

A Collection System Rehabilitation Project update and update on the Treatment Plant Expansion Project.

## **5. ADJOURNMENT**

There being no further business to discuss, the meeting adjourned at 1:41 p.m. The next regular committee meeting will be held on August 3, 2021.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District