



Board of Directors Agenda Meeting
Tuesday, January 14, 2020 at 1:00 PM
Valley Sanitary District Board Room, 45-500 Van Buren Street, Indio, California

Page

1. CALL TO ORDER

- 1.1. Roll Call
- 1.2. Pledge of Allegiance

2. PUBLIC COMMENT

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

3. CONSENT CALENDAR

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

- 3.1. Approve December 10, 2019 Regular Meeting Minutes 4 - 8
[3.1 10 Dec 2019 Minutes.pdf](#)
- 3.2. Approve Warrants for December 4, 2019 to January 8, 2020 9 - 10
[3.2 Warrants for January 14, 2020.pdf](#)
- 3.3. Approve Summary of Cash and Investments for November 2019 11
[3.3 Summary of Cash and Investments for November 2019.pdf](#)
- 3.4. Approve Schedule of Regular Board Meetings and District Observed Holidays for 2020 12 - 14

[3.4 Staff Report Schedule for 2020.pdf](#)

[3.4 Attachment A Board Meeting Schedule 2020.pdf](#)

[3.4 Attachment B Holiday Schedule 2020.pdf](#)

4. PUBLIC HEARING

- 4.1. Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections 15 - 32

- 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

[4.1 Staff Report Elections by Wards.pdf](#)

[4.1 Powerpoint Presentation Transition to Ward-Based Elections 1 14 2020.pdf](#)

5. NON-HEARING ITEMS

- 5.1. Election of Board Officers
President
Vice President
Secretary
- 5.2. Presentation of SDFL District Transparency Certificate of Excellence Award 33 - 34
[5.2 SDFL Transparency Award.pdf](#)
- 5.3. Appoint Directors and Alternate to the East Valley Reclamation Authority Joint Powers Authority Board of Directors 35
[5.3 Staff Report EVRA Representatives.pdf](#)
- 5.4. Discuss Staffing Analysis and Wage & Benefits Comparison Report and Give Direction on Implementation Findings 36 - 48
[5.4 Staff Report Staffing Analysis.pdf](#)
[5.4 Attachment A Staffing Analysis.pdf](#)

[5.4 Attachment B Draft Org Chart 07012020.pdf](#)

- 5.5. Adopt Valley Sanitary District Death Benefits Policy 49 - 50
[5.5 Staff Report Adopt Death Benefits Policy.pdf](#)
[5.5 Attachment A Death Benefits Policy.pdf](#)
- 5.6. Discuss and Authorize Attendance at the California Association of Sanitation Agencies' (CASA) D.C. Policy Forum in Washington, D.C., February 24-26, 2020 51 - 59
[5.6 Staff Report CASA DC Forum 2020.pdf](#)
[5.6 Attachment A Travel Policy](#)
- 5.7. Staff Updates 60 - 65
[5.7 Staff Report 1-7-2020.pdf](#)
[5.7 Development Services Report Jan 6.pdf](#)

6. Director's Items

7. INFORMATIONAL ITEMS

- 7.1. Combined Monthly Account Summary for November 2019 66 - 67
[7.1 Combined Monthly Account Summary Novmeber 2019.pdf](#)
- 7.2. Monthly Income Summary for November 2019 68
[7.2 Monthly Income Summary November 2019.pdf](#)

8. ADJOURNMENT

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

UNOFFICAL UNTIL APPROVED

VALLEY SANITARY DISTRICT MINUTES OF REGULAR BOARD MEETING December 10, 2019

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, December 10, 2019.

1. CALL TO ORDER

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

a. Roll Call

Directors Present: Debra Canero, Dennis Coleman, Mike Duran, Scott Sear,
and William Teague

Staff Present: Beverli A. Marshall, General Manager, Joanne Padgham,
Hector Guzman, Karen Hopper, Ron Buchwald, James Mills,
and Jimmy Garcia

Guests: Alden Yi, Keenan & Associates

b. Pledge of Allegiance

c. December Employee Anniversaries:

Hector Guzman	5 years
Karen Hopper	6 years
Ron Buchwald	7 years
James Mills	13 years
Jimmy Garcia	13 Years

The Board congratulated all employees on their anniversaries and thank them for their hard work and continued dedicated to the District.

2. PUBLIC COMMENT

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

None.

3. CONSENT CALENDAR

- a. Approve November 8, 2019 Special Meeting Minutes
- b. Approval November 12, 2019 Regular Meeting Minutes
- c. Approve December 4, 2019 Special Meeting Minutes

- d. Approve Warrants for November 7, 2019 to December 4, 2019
- e. Approve Summary of Cash and Investments for October 2019
- f. Receive and File Annual Connection Capacity Dee Report

Secretary Coleman abstained from November 12, 2019 minute approval due to his absence at the meeting.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to approve the consent items as presented. Director Sear seconded the motion. Motion carried by the following vote: 5 ayes

MINUTE ORDER NO. 2019-2965

- 5b. Discuss Director Medical, Dental, and Vision Stipend and Adopt Resolution 2019-1125 Amending the Amount Based on the PEMHCA Minimum Amount Established by CalPERS and Rescinding Resolution 2019-1118

President Duran requested that non-hearing item 5b be moved up on the agenda to accommodate the consultant from Keenan & Associates. The District currently provides up to \$1,500 per year to each director as a stipend to cover medical, dental, and vision benefit costs. This amount was set as part of Resolution No. 2019-1118. This amount has remained at \$1,500 for several years. Staff recommends using the Public Employees' Medical and Hospital Care Act (PEMHCA) minimum monthly contribution to set and increase the stipend each year. If approved by the Board, based on the established PEMHCA rate for 2020, each director's stipend would be \$1,668 starting January 1, 2020.

“RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEY SANITARY DISTRICT AMENDING EMPLOYEE COMPENSATION FOR FISCAL YEAR 2019/20”

ACTION TAKEN:

MOTION: Vice President Teague made a motion to adopt Resolution No. 2019-1125 Amending Employee Compensation for Fiscal Year 2019/2020. Director Sear seconded the motion. Motion carried by the following roll call vote:

RESOLUTION NO. 2019-1125

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

4. PUBLIC HEARING

- a. Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections

- 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

A notice of the hearing was published in the Desert Sun newspaper on November 20, 2019 and November 27, 2019. President Duran declared the public hearing open at 1:26 p.m. Ms. Marshall presented a Power Point presentation on District Elections and California Voting Rights. No members of the public were present. President Duran declared the public hearing closed at 1:37 p.m. No action is required at this time.

5. NON-HEARING ITEMS

- a. Discuss Communications and Outreach Program and Authorize the General Manager to Execute a Contract with the Preferred Consultant

After discussion it is the consensus of the board to wait until the rebranding is figured out before moving forward with this item. It was inquired how much it costs to mail out the Prop 218 newsletters. Ms. Marshall will work on the Prop 218 and newsletter for this year. No motion was made at this time.

- c. Authorize the Purchase of a Pump to Replace Return Activated Sludge (RAS) Pump #3 in an Amount Not to Exceed \$31,267

Recently, RAS pump # 3 was sent in for repair, and during the inspection process, it was discovered that critical parts were worn beyond the normal rebuild cost of \$10,526. The current overall cost to rebuild the RAS pump is \$22,899.05, which includes the replacement of critical parts. The overall cost to replace the RAS pump is \$31,266.40. The quote is a sole source from Xylem Water Solutions USA, Inc.

ACTION TAKEN:**MOTION:**

Director Canero made a motion to authorize the General Manager to purchase one (1) RAS pump in an amount not to exceed \$31,266.40. Secretary Coleman seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2966

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

ABSTAIN: None

- d. Award Contract to Stantec, Inc. to Act as Owner's Representative for Valley Sanitary District for the Influent Pump Station Rehabilitation Project in an Amount Not to Exceed \$387,131

In September 2018, the Board authorized the general manager to enter into a contract with Stantec, Inc. to perform an evaluation of the influent pump station and to prepare procurement documents for the recommended repairs to the internal pipe coatings within the pump station. The evaluation of the influent pump station indicated much more significant repairs are required than just the coating of the internal piping. The recommended repairs will require a sewer main by-pass of the influent pump station. Stantec recommends performing the above work using the design build process. It is recommended that the District hire a consultant to operate as Owner's Representative for a project of this scope and magnitude. The Owner's Representative oversees the selection of the design build team, reviews and approves the design and construction submittals, provides inspection of the work and provides engineering support. The District has an Indefinite Delivery / Indefinite Quantity (IDIQ) As-Needed contract with Stantec dated July 16, 2018. This project will be Task Authorization No. 3 of the IDIQ master services contract for Stantec.

ACTION TAKEN:

MOTION:

Vice President Teague made a motion to authorize the General Manager to execute a professional services contract with Stantec, Inc. to act as Owner's Representative for Valley Sanitary District's to oversee a design build team that will perform the Influent Pump Station Rehabilitation in an amount not to exceed \$387,131. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2967

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

- e. Staff Notes

The Annual CORBS Awards Dinner will be held on February 8, 2020. This year the District has been nominated for Plant of the Year, Operator of the Year, Laboratory Person of the Year and the Gimmicks & Gadgets Award.

5. 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.

Secretary Coleman thanked staff for their hard work on the CAFR, FEMA, and SDLA Transparency Award.

6. INFORMATIONAL ITEMS

- a. Combined Monthly Account Summary for October 2019
 - b. Monthly Income Summary for October 2019
-

7. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:29 p.m. in celebration of Director Scott Sear's birthday. The next regular board meeting will be held January 14, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
January 14, 2020

37821 Addiction Medicine Consultants	DOT Testing Program	\$400.00
37822 Alfa Laval Inc.	Parts for Belt Press	\$2,588.53
37822 Alfa Laval Inc.	Gearbox Oil & Sensor Kits	\$1,948.90
37823 Around The Clock Call Center	Call Center Service for November 2019	\$153.80
37824 Calif. Water Environment Assn.	Membership & Cert Renewal	\$286.00
37824 Calif. Water Environment Assn.	Membership Renewal	\$192.00
37825 Caltest Analytical Laboratory	NPDES Samples for December 2019	\$415.50
37826 CAPIO	Membership Renewal for 2020	\$225.00
37827 Carquest Auto Parts	New Charges for November 2019	\$366.61
37828 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 12/09/2019	\$551.76
37828 Cintas Corp	Uniforms, Towels, Mats, Etc for Week of 12/16/2019	\$552.27
37829 Debra Canero	Dental & Vision Reimbursement	\$981.00
37830 Dept. of Motor Vehicles	Pull Notice	\$1.00
37831 Desert Sun Publishing Company	Notice of Public Hearing	\$235.40
37832 Diligent Corporation	Agenda Software Annual Fee	\$3,000.00
37833 EOA, Inc.	NPDES Permit Renewal Assistance	\$3,730.22
37834 Eurofins Eaton Analytical	Total Dissolved Solids Testing for November 2019	\$80.00
37835 FedEx	Shipping Fees for November 2019	\$238.48
37836 Grainger	Check Valves	\$42.96
37836 Grainger	Condenser Fan Motor	\$106.63
37837 Haaker Equipment Company	Repairs & Service International Vactor	\$4,660.18
37838 Healthy Futures, Inc.	Wellness Program for December 2019	\$1,500.00
37838 Healthy Futures, Inc.	Wellness Program for November 2019	\$1,500.00
37839 Innovative Document Solutions	Monthly Maintenance for Copy Machine	\$83.23
37840 Innovative Federal Strategies LLC	Federal Advocacy for November 2019	\$6,000.00
37841 J.G. Tucker & Sons, Inc.	Calibrate Gas Detectors	\$340.54
37842 Kaman Industrial Technologies	Belts	\$25.27
37843 L&J Technologies Company	Thermo Well & Thermo Coupler	\$1,862.92
37844 Lone Star Blower, Inc.	Vibration Sensor	\$55.80
37845 Lucity, Inc.	*Asset Management Implementation	\$6,550.72
37846 Paul's Total Fleet Maintenance	Lube & BIT Service for International Vactor	\$560.95
37846 Paul's Total Fleet Maintenance	Lube & BIT Service for Kenworth Vactor	\$518.61
37847 Price's Nursery & Garden Supply	Crane Service for Bar Screens	\$471.25
37848 Staples Advantage	New Charges for November 2019	\$2,388.12
37849 Sturdivan Emergency Management Consulting	FEMA Training	\$180.00
37850 Superior Protection Consultants	Plant Security for November 2019	\$6,448.00
37851 United Way of the Desert	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$25.00
37852 Univar Solutions	Sodium Hypochlorite	\$7,074.54
37852 Univar Solutions	Ferric Chloride	\$5,746.79
37853 Vantage Point Transfer Agents - ICMA	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$1,445.00
37854 Addiction Medicine Consultants	DOT Testing	\$102.00
37855 Around The Clock Call Center	Call Center Service for December 2019	\$144.80
37856 Associated Time Instruments	Attendance on Demand for December 2019	\$301.98
37857 Automation Pride	Keypad for South Gate	\$679.38
37858 Calif. Assoc. of Sanitation Agencies	DC Forum Registration	\$695.00
37859 Carollo Engineering, Inc	* Sewer Siphon Replacement	\$20,718.25
37860 Carquest Auto Parts	New Charges for December 2019	\$487.71
37861 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 12/30/2019	\$549.26
37861 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 01/03/2020	\$551.76
37862 City of Indio	Steet and Parkway Encroachment Permit	\$1,428.00
37863 Consolidated Electrical Distributors, Inc.	Overload Relay	\$208.45
37864 Daniel Mills	Welding Class Reimbursement	\$158.75
37865 DKF Solutions Group, Inc.	Traffic Control Training	\$3,500.00
37866 EOA, Inc.	NPDES Permit Renewal Assistance	\$320.54
37867 Ferguson Enterprises #1350	Pipe Parts	\$21.23
37868 Foster-Gardner, Inc.	Calcium Hypochlorite	\$558.15
37869 Grainger	Batteries	\$78.70
37869 Grainger	Replacement Pump	\$613.24
37870 Haaker Equipment Company	Repairs on Kenworth Vactor	\$5,182.69
37871 Hach Company	Filters, pH Buffer, TNT NH3 for Lab	\$567.86
37872 Healthy Futures, Inc.	Wellness Program for January 2020	\$1,500.00
37873 IPT Holdings, LLC	Limitorque Scalping Actuator	\$8,081.22
37874 Jerry Weimer Consulting, LLC	PACP Recertifications	\$1,800.00
37875 Lucity, Inc.	*Asset Management Configuration	\$5,831.47
37876 NASSCO, Inc.	Annual Membership Dues 2020	\$295.00
37877 National Plant Services, Inc.	* Liner Point Repair Avenue 48	\$4,850.00

37878 Newark element14	Multifunction Meter	\$319.02
37879 Ontario Refrigeration Service, Inc	Exhaust Fan Motor for Lab	\$2,027.00
37880 Pitney Bowes, Inc.	Postage Meter Rental Fee	\$127.24
37881 Polydyne, Inc.	Polymer for Belt Press	\$3,624.31
37882 Powerstride Battery Co.	Cart Batteries	\$896.71
37883 Praxair Distribution, Inc.	Tank Rentals	\$120.38
37884 Rauch Communication Consultants, Inc.	Strategic Plan Workshop	\$11,326.15
37885 ReadyRefresh by Nestle	Bottled Water for December 2019	\$607.57
37886 Rudy's Pest Control	Pest Control for January 2020	\$185.00
37887 Ryan Williams	Work Boots	\$199.79
37888 Safety-Kleen Systems, Inc.	Parts Washer Service	\$621.90
37889 SC Fuels	Unleaded & Diesel Fuel	\$3,175.13
37890 Southwest Networks, Inc.	* Guardian XG135 & Rackmount Kit	\$2,822.07
37890 Southwest Networks, Inc.	* Monitor for Collections Office	\$218.07
37891 Staples Advantage	New Charges for December 2019	\$642.25
37892 Superior Protection Consultants	Plant Security for December 2019	\$6,552.00
37893 Thomas Scientific	Detergent for Lab	\$178.33
37894 Underground Service Alert	Dig Safe Board Fee	\$82.93
37894 Underground Service Alert	Dig Alerts for December 2019	\$122.20
37895 United Way of the Desert	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$25.00
37896 Univar Solutions	Sodium Hypochlorite	\$7,257.63
37896 Univar Solutions	Sodium Bisulfite	\$5,052.31
37897 Vantage Point Transfer Agents - ICMA	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$1,445.00
37898 VER Sales, Inc.	Safety Harnesses	\$3,309.85
201912101 SPOK, Inc.	Pager service for December 2019	\$23.89
201912111 CalPERS 457	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$750.00
201912112 CalPERS Retirement	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$17,424.25
201912171 CalPERS Health	Health Insurance for January 2020	\$33,025.96
201912191 Paychex - Direct Deposit	2019 Sick Leave Reimbursement	\$22,921.84
201912192 Paychex - Tax	2019 Sick Leave Reimbursement	\$12,907.25
201912193 Paychex - Fee	2019 Sick Leave Reimbursement	\$112.57
201912194 Paychex - Fee	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$163.28
201912195 Paychex - Fee	Payroll Fee - Sick Leave Reimbursement	\$110.63
201912201 Paychex - Direct Deposit	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$66,755.47
201912202 Paychex - Tax	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$30,957.60
201912204 MassMutual	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$10.00
201912205 Nationwide Retirement Solution	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$2,301.59
201912206 TASC	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$296.14
201912207 CalPERS 457	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$750.00
201912208 CalPERS Retirement	PR 11/29/2019 - 12/12/2019 PD 12/20/2019	\$16,974.76
201912251 Umpqua Bank	New Charges for November 2019	\$5,476.90
201912301 Indio Water Authority	Hydrant Water for November 2019	\$400.61
201912302 TASC	FSA - Administration Fees 01/01/20 - 03/31/20	\$197.61
201912311 Domino Solar LTD	Electricity for November 2019	\$7,687.02
201912312 Imperial Irrigation District	Electricity for November 2019	\$297.94
201912312 Imperial Irrigation District	Electricity for November 2019	\$36,373.89
201912313 Standard Insurance Company	Life and Disability Insurance for January 2020	\$1,373.06
202001021 Imperial Irrigation District	Electricity for November 2019	\$46.73
202001031 Paychex - Direct Deposit	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$65,322.63
202001032 Paychex - Fee	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$147.67
202001033 Paychex - Tax	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$30,749.47
202001034 MassMutual	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$10.00
202001035 Nationwide Retirement Solution	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$2,235.00
202001041 Verizon Wireless	Cell Service for December 2019	\$748.69
202001061 Indio Water Authority	Water for November 2019	\$941.11
202001062 TASC	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$296.14
202001063 CalPERS 457	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$950.00
202001064 CalPERS Retirement	PR 12/13/2019 - 12/26/2019 PD 01/03/2020	\$17,056.58
202001131 Time Warner Cable	Telephone Service for January 2020	\$1,139.02
202001132 Frontier Communications	Telephone Service for January 2020	\$309.81

*Capital Expenditures

APPROVED:

\$550,941.37

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 11/01/2019 TO 11/30/2019 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

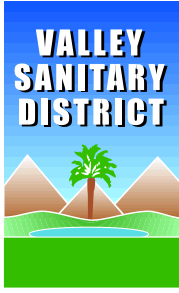
LAIF Fund 4 - Agency Fund		
Beginning Balance (Fund 4)	200,062	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	0	
Fund 04 Ending Balance	200,062	
LAIF Fund 6 - Wastewater Revenue Refunding Bonds		
Beginning Balance (Fund 6)	6,187	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	0	
Fund 06 Ending Balance	6,187	
LAIF Fund 11 - Operating Fund		
Beginning Balance (Fund 11)	16,566,868	
Net Transfer from (to) Fund 04	0	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	66,070	
Net Transfer from (to) Fund 13	(154,000)	
Fund Transfer from (to) LAIF - WF	(750,000)	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	0	
Fund 11 Ending Balance	15,728,938	
LAIF Fund 12 - Reserve Fund		
Beginning Balance (Fund 12)	22,755,560	
Net Transfer from (to) Fund 11	(66,070)	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	0	
Fund 12 Ending Balance	22,689,490	
LAIF Fund 13 - Capital Improvement Fund		
Beginning Balance	5,801,206	
Connection Fees	154,000	
(Disbursements) or Reimbursements	0	
Net Transfer from (to) Fund 11	154,000	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	0	
Fund 13 Ending Balance	5,955,206	
TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13	44,579,883	

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11		
Beginning Balance	1,701,120	
Deposits	437,938	
Fund Transfer from (to) LAIF (net)	750,000	
Disbursements and Payroll	(805,070)	
Wells Fargo Ending Balance	2,083,988	
CALTRUST - FUND 11		
Beginning Balance	1,058,512	
Unrealized Gain / <Loss>	(2,093)	
Interest Income	1,719	
CalTRUST Ending Balance	1,058,138	
TOTAL WELLS FARGO AND CALTRUST CHECKING	3,142,126	
TOTAL CASH AND INVESTMENTS	47,722,009	

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

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



**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Review and Approve Schedule of Regular Meetings and District Observed Holidays for 2020

<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 schedule of regular Board meetings for 2020 and approval of District observed holidays.

Fiscal Impact

The cost of the regular meetings is included in the adopted Budget for FY 2019/20 and will be included in the proposed Budget for FY 2020/21.

Background

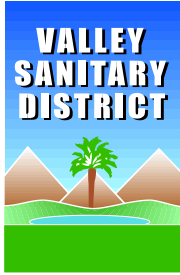
The schedule for 2020 includes all regular board meetings as well as assumptions of canceled meetings based on proximity to District observed holidays.

Recommendation

Staff recommends that the Board of Directors approve the Schedule of Regular Meetings and District Observed Holidays for 2020.

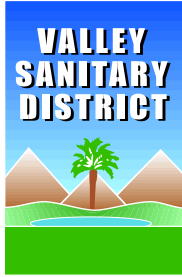
Attachments

- Attachment A: Schedule of Regular Meetings 2020
- Attachment B: District Observed Holidays 2020



BOARD OF DIRECTORS REGULAR MEETING SCHEDULE 2020

<u>Day</u>	<u>Meeting Date</u>	<u>Meeting time</u>
Tuesday	January 14	1:00pm
Tuesday	January 28	1:00pm
Tuesday	February 11	1:00pm
Tuesday	February 25	1:00pm
Tuesday	March 10	1:00pm
Tuesday	March 24	1:00pm
Tuesday	April 14	1:00pm
Tuesday	April 28	1:00pm
Tuesday	May 12	1:00pm
Tuesday	May 26	1:00pm
Tuesday	June 9	1:00pm
Tuesday	June 23	1:00pm
Tuesday	July 14	1:00pm
Tuesday	July 28	1:00pm
Tuesday	August 11	1:00pm
Tuesday	August 25	1:00pm
Tuesday	September 8	1:00pm
Tuesday	September 22	1:00pm
Tuesday	October 13	1:00pm
Tuesday	October 27	1:00pm
Tuesday	November 10	1:00pm
Tuesday	November 24	1:00pm
Tuesday	December 8	1:00pm
Tuesday	December 22	1:00pm



HOLIDAY LIST 2020

JANUARY

Wednesday	January 1, 2020	New Year's Day
Monday	January 20, 2020	Martin L. King, Jr. Day

FEBRUARY

Monday	February 17, 2020	Presidents' Day
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MAY

Monday	May 25, 2020	Memorial Day
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JULY

Friday	July 3, 2020	Independence Day (Observed)
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SEPTEMBER

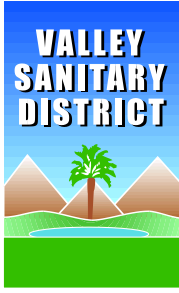
Monday	September 7, 2020	Labor Day
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NOVEMBER

Wednesday	November 11, 2020	Veterans' Day
Thursday	November 26, 2020	Thanksgiving Day
Friday	November 27, 2020	Native American Heritage Day

DECEMBER

Thursday	December 24, 2020	Christmas Eve Day
Friday	December 25, 2020	Christmas Day



**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to Be Established for Ward-Based Elections**

<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 conduct a public hearing to consider map criteria and concerns regarding establishing boundaries and composition of wards for future District elections.

Fiscal Impact

There is no fiscal impact from this discussion.

Background

The California Voting Rights Act (CVRA) was enacted in 2001 to address disparities between ethnic demographics and elected officials. The CVRA prohibits special districts like VSD from using the “at-large” method of election that may impair the ability of a protected class from electing candidates of its choice or influencing the outcome of an election to their benefit. In other words, without ward-based elections, their voice might be diluted by the combined total of all voters.

To date, over 300 cities and special districts have changed to district-based elections. AB 350 established the steps to transition to proceed. Adoption of a resolution indicating the District’s intent to move At-Large to By-Ward elections was the first official step in the process, which was completed on October 22, 2019. The timeline for the process, with a target of the 2020 General Election, is as follows.

- | | |
|-------------------|---|
| December 17, 2019 | Public Hearing to Discuss Map Criteria #1 |
| January 14, 2020 | Public Hearing to Discuss Map Criteria #2 |
| March 10, 2020 | Public Hearing to Discuss Draft Maps #1 |
| April 21, 2020 | Public Hearing to Discuss Draft Maps #2 |
| May 12, 2020 | Board Adopts Map Establishing Wards |

During the third and fourth public hearings, the Board of Directors will also need to determine the "sequencing" of the elections. This means that the Board will need to decide which wards will first have elections. There is not a legal requirement that where incumbents reside is how the elections should be sequenced. In fact, recent legislative amendments set forth in AB 350 (Elections Code section 10010(b)) state that special consideration should be given to the CVRA's purposes in determining which wards are to have the first elections.

Recommendation

Staff recommends that the Board of Directors conduct Public Hearing #2 to discuss the map criteria for a By-Ward election system and provide direction to staff at the conclusion of the hearing.

Attachments

None

Transition to Ward-Based Elections

Valley Sanitary District
January 14, 2020

Agenda

- **Background**
- **Process**
- **Legal Requirements**
- **Baseline Demographic Information**
- **Current Board Demographics**
- **Incumbent Considerations**
- **Next steps**

Process

- **October 22, 2019 – Resolution adopted**
- **December 10, 2019 – Public Hearing #1**
- **January 14, 2020 – Public Hearing #2**
- **By March 1 – Draft maps for review**
- **March 10, 2020 – Public Hearing # 3**
- **April 14, 2020 – Public Hearing #4**

Process (continued)

- **May 12, 2020 – Adopt Election Wards map; determine election sequencing**
- **November 2020 – Ward-based Elections (2 or 3 Wards)**
- **November 2022 – Ward-based Elections in remaining District Wards**

Legal Requirements

- Based on Census 2010 population data
- Election Wards equal (+/- 10%) in population size
- Take “Communities of Interest” into account
- Protected groups have ability to elect representatives of their choice

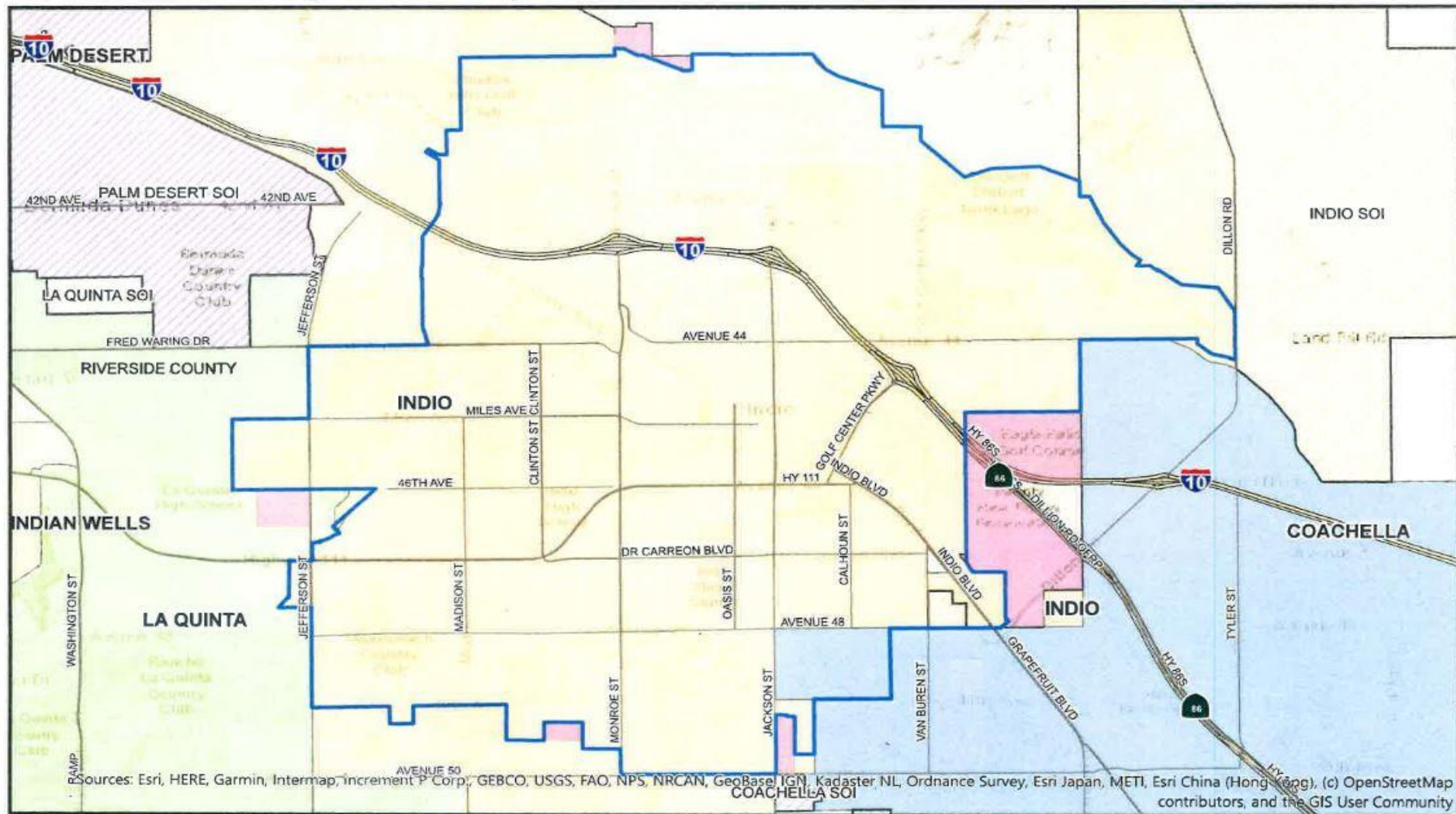
Legal Requirements (continued)

- Race cannot be the “predominant” factor
- Optional Considerations:
 - 📌 Boundaries of other political subdivisions (e.g., City of Indio districting)
 - 📌 Avoid head-to-head contests between incumbents (if possible)
 - 📌 Topography, geography, recognizable boundaries, interests

Legal Requirements (continued)

- Draft based on Census block of total population
- Estimates of Citizen Voting Age Population (18+)
- Race / ethnic categories

Valley Sanitary District and Sphere of Influence



Data Sources: County of Riverside; Registrar of Voters, LAFCO



Legend

- Valley Sanitary District Boundary
- Valley Sanitary District Boundary Sphere of Influence (SOI)

SOI Adopted: 2006



Disclaimer: The information shown is intended to be used for reference and general display purposes only and is not to be used as an official map.

Sewer provided by District

Author: Crystal M. Craig

Map Created on 9/24/19

VSD Boundaries

Baseline Demographic Information

- **Five elected directors = Five Wards**
- **Census 2010 for City of Indio 78,997**
- **Each Ward = one-fifth of estimated population (15,799 residents)**
- **Size deviation may be +/- 10% (15,009 up to 16, 589 residents)**

Baseline Demographic Information (continued)

- **Latinos (protected group) are:**
 - ✓ **68% of Indio's total population**
 - ✓ **56% of eligible voters**
 - ✓ **55% of registered voters**
 - ✓ **40% to 45% of voters casting ballots**
 - ✓ **Concentrated in central and northwest**

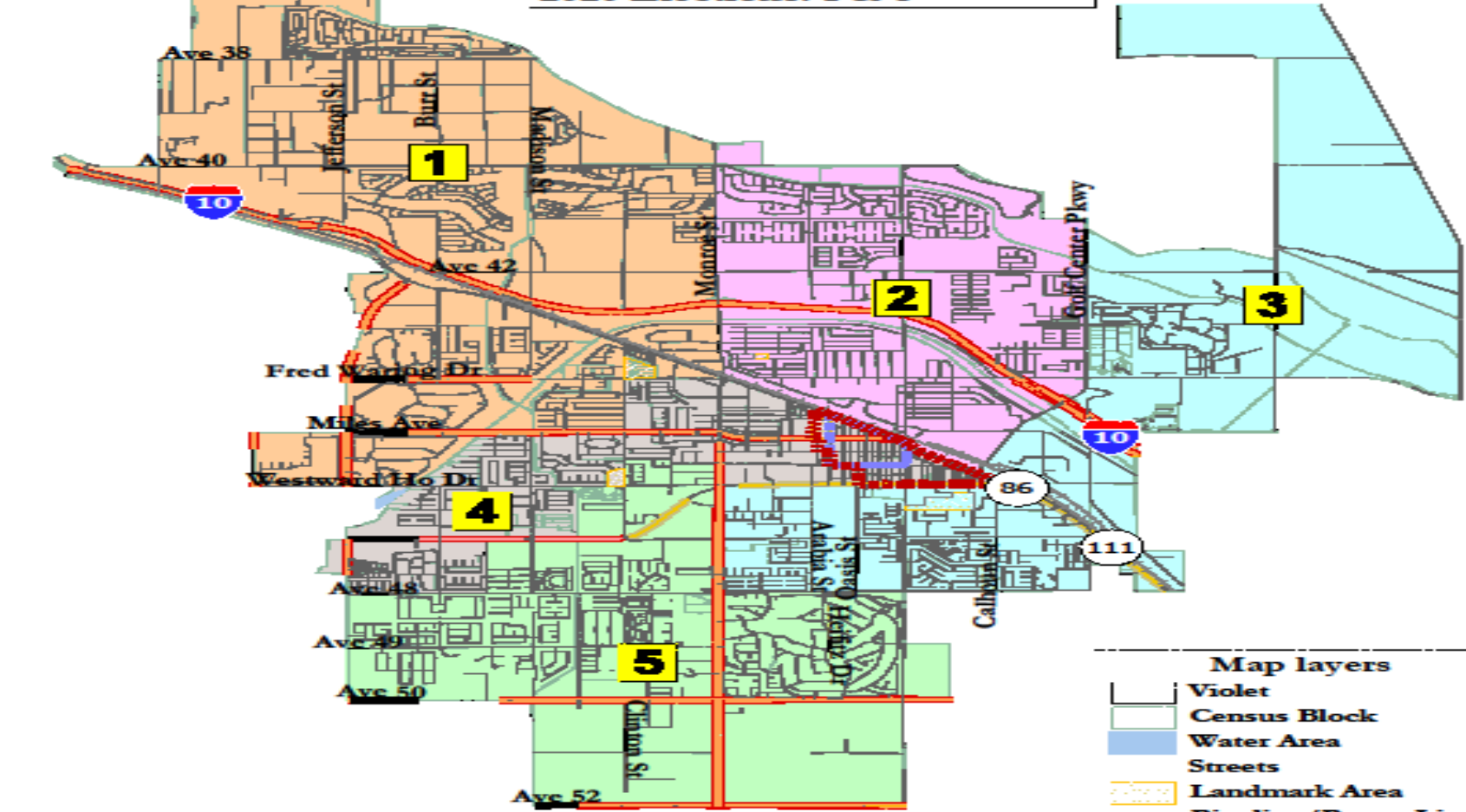
Current Board Demographics

- **Race:**
 - ✓ African American: 1
 - ✓ Latino: 2
 - ✓ Caucasian: 2
- **Tenure:**
 - ✓ One year: two
 - ✓ One to five years: one
 - ✓ Ten years or more: two

**City of Indio
2017 Districting**

Violet

Proposed Election Sequence:
 2018 Elections: 2, 3 & 4
 2020 Elections: 1 & 5



National Demographics Corporation, July 26, 2017

**City of Indio
Election
Districts**

Incumbent Considerations

- Using City of Indio district map:
 - ✓ District 1: none
 - ✓ District 2: one
 - ✓ District 3: one
 - ✓ District 4: two
 - ✓ District 5: one
- City of Indio map does not match VSD boundaries

Incumbent Considerations (continued)

- **Term Expirations**
 - ✓ **2020: three**
 - ✓ **2022: two**

Next Steps

- **Consultant uses VSD area census tracts**
- **Consultant draws draft maps using VSD data and public input**
- **Public hearings to discuss draft maps**
- **VSD Board considers public input and adopts official Election Wards map**
- **VSD Board decides election sequence**

Next Steps (continued)

- **November 2020 – Election of directors in Wards based on sequencing**
- **November 2022 – Election of directors in remaining Wards**



**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: Presentation of SDLF District Transparency Certificate of Excellence Award

<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 receive the certificate.

Fiscal Impact

There is no fiscal impact from this discussion.

Background

The Valley Sanitary District received the District Transparency Certificate of Excellence by the Special District Leadership Foundation (SDLF) in recognition of its outstanding efforts to promote transparency and good governance. SDLF is an independent, non-profit organization formed to promote good governance and best practices among California’s special districts through certification, accreditation, and other recognition programs.

To receive the award, a special district must demonstrate the completion of essential governance transparency requirements, including conducting ethics training for all board members, properly conducting open and public meetings, and filing financial transactions and compensation reports to the State Controller in a timely manner.

Recommendation

Staff recommends that the Board of Directors receive the presentation and thank the California Special District Association and the Special District Leadership Foundation for developing this program and recognizing VSD efforts to be transparent and its commitment to good governance.

Attachments

Attachment A: Letter from the Special District Leadership Foundation



November 5, 2019

Ms. Beverli Marshall, SDA
Valley Sanitary District
45-500 Van Buren Street
Indio, CA 92201

RE: District Transparency Certificate of Excellence Approval

Dear Ms. Marshall:

Congratulations! Valley Sanitary District has successfully completed the District Transparency Certificate of Excellence program through the Special District Leadership Foundation (SDLF).

On behalf of the SDLF Board of Directors, I would like to congratulate your district on achieving this important certificate. By completing the District Transparency Certificate of Excellence Program, Valley Sanitary District has proven its dedication to being fully transparent as well as open and accessible to the public and other stakeholders.

Congratulations and thank you for your dedication to excellence in local government.

Most sincerely,

David Aranda
SDLF Board President



**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Appoint Directors and Alternate to the East Valley Reclamation Authority Board of Directors**

<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 and appoint directors to serve on the East Valley Reclamation Authority (EVRA).

Fiscal Impact

There is no fiscal impact from this discussion.

Background

Pursuant to Section 4.2 of the Joint Exercise of Powers Agreement, the term of each officer, elected or appointed, shall be for no more than one calendar year from January 1 through December 31.

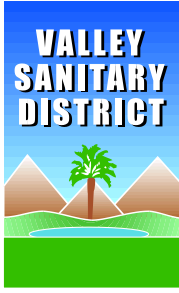
It is recommended that the Board of Directors of the Valley Sanitary District appoint two members and one alternate to sit as Directors on the East Valley Reclamation Authority Board of Directors for calendar year 2020.

Recommendation

Staff recommends that the Board of Directors appoint two members and one alternate to the East Valley Reclamation Authority Board of Directors.

Attachments

None



**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Staffing Analysis and Wage & Benefits Comparison Report and Give Direction**

<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 item is for the Board to discuss the report, findings, and give direction on next steps.

Fiscal Impact

The is no fiscal impact unless the Board chooses to implement the findings.

Background

The Board of Directors indicated that it would be beneficial to have an analysis of the District’s staffing level, workload, succession planning, and future needs based on anticipated changes in upcoming permit renewals, and implementation of a recycled water project. In addition, the Board wanted more data on wages and benefits from other agencies to further a discussion on addressing recruitment and retention issues.

This report utilizes various industry best management practices (BMP), published guidelines, and analysis of comparable agencies to analyze staffing levels, wages, and benefits that will allow VSD to operate at its full potential and be competitive in its recruiting and retention of staff. The findings in this report are intended to provide the District with opportunities to address both recruitment and retention as well as plan for future needs.

To provide context, public agencies within the geographical area that provide similar services as VSD were reviewed. Population, plant flow, number of employees, type of agency, and location in, or proximity to, Coachella Valley were used to identify those that most closely matched VSD. A total of 11 agencies within, or near, the Coachella Valley were identified.

The key findings from the staffing analysis section of the report focused on the functional areas that were below the industry standards – primarily, maintenance and collection system services. The report also indicated that there was a lack of redundancy in key areas such as electrical/instrumentation and human resources. There are a several options to resolve the issues, but timing and cost will need to be discussed before implementation.

The wage and benefits comparison section findings identified several issues with wage inconsistencies and benefits lag. Some of the issues can be resolved with little cost to the District (holidays), but others, primarily wages, will have significant impact on the budget.

The report was presented to the Board on November 12, 2019, and the Board asked staff to bring it to a future meeting to allow the Board more time to review and prepare questions.

Recommendation

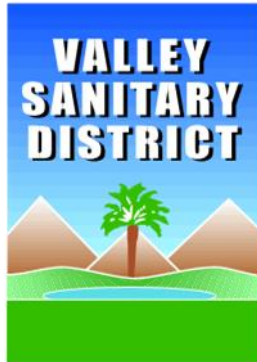
Staff recommends that the Board of Directors implement remedies to the findings by taking the following actions.

<u>Finding #</u>	<u>Recommended Action</u>	<u>Fiscal Year Timeline</u>
1	Add 1.0 FTE Utility Worker position	7/1/2020
1	Add 1.0 FTE Asset Management Technician position	9/30/2020
1	Contract for part-time on-site IT technician	7/1/2020
2	Review engineering analysis and make recommendations	6/30/2022
3	Conduct desk audits and implement recommendations	9/30/2020
4	Add 2.0 FTE Wastewater Operator I/II/III positions	9/30/2020
4	Add 1.0 FTE Collection Technician I/II/III position	9/30/2020
5	Add 1.0 FTE Electrical/Instrumentation Supervisor	3/31/2020
5	Add 1.0 FTE Development Services Supervisor	7/1/2020
6	Add 1.0 FTE Human Resources Specialist position	7/1/2020
8/9/10/11	Adopt and Implement Compensation Policy	7/1/2020

Attachments:

Attachment A: Staffing Analysis and Wage & Benefits Comparison 2019

Attachment B: Draft Organizational Chart showing recommended staffing changes



**Staffing Analysis
and
Wages & Benefits Comparison
November 2019**

Prepared by:
Beverli A. Marshall, SDA
General Manager

Executive Summary

The Board of Directors indicated that it would be beneficial to have an analysis of the District's staffing level, workload, succession planning, and future needs based on anticipated changes in upcoming permit renewals, and implementation of a recycled water project. In addition, the Board wanted more data on wages and benefits from other agencies to further a discussion on addressing recruitment and retention issues.

This report utilizes various industry best management practices (BMP), published guidelines, and analysis of comparable agencies to analyze staffing levels, wages, and benefits that will allow VSD to operate at its full potential and be competitive in its recruiting and retention of staff. The findings in this report are intended to provide the District with opportunities to address both recruitment and retention as well as plan for future needs.

Introduction

Valley Sanitary District (VSD or District) is a special district that provides wastewater collection, treatment, and discharge for the citizens of Indio and a small portion of Coachella and La Quinta. The total population is approximately 90,000. VSD operates 254 miles of gravity sewer line, five pump stations, and a treatment plant that processes an average of 5.6 million gallons of wastewater each day. The District is governed by a five-member Board of Directors that are elected at-large every four years.

VSD has been leanly staffed and challenged to perform its day-to-day tasks in addition to the numerous special projects ever since the plant was upgraded and expanded in the mid-2000's. In general, I have observed that the District is understaffed in several functional areas and does not have the capacity to take on the second phase of the plant expansion and upgrades and the recycled water project.

Background

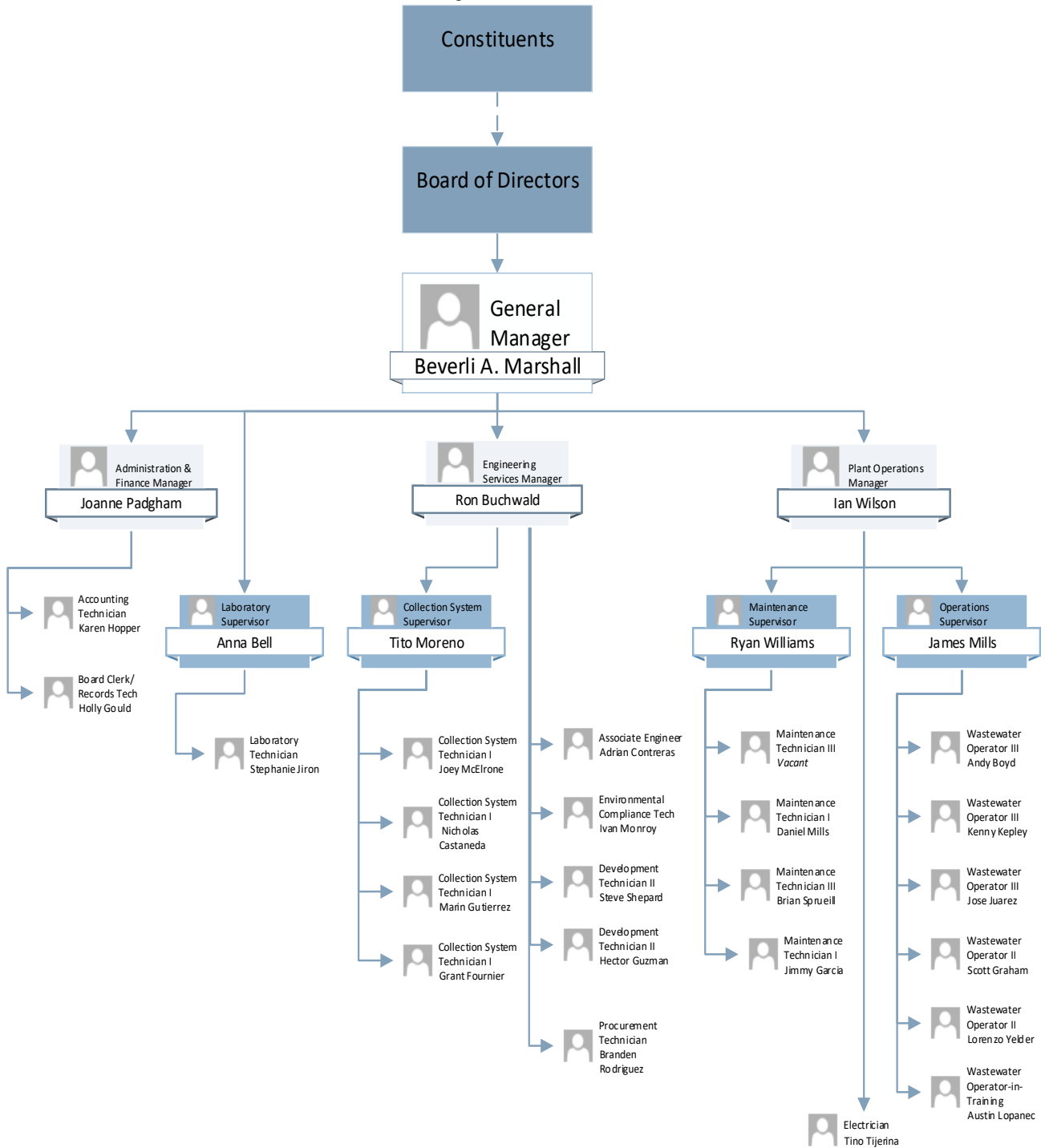
The General Manager oversees a total of 30 employees that are responsible for delivering services to the ratepayers and community served by Valley Sanitary District. There are three departments (Operations, Administration, and Field Services) that are managed by the District's management team. The following list reflects the positions approved in the FY 2019/20 Budget.

Authorized Positions FY 2019/20

<u>Classification</u>	<u>#</u>
Accounting Technician	1
Admin & Finance Manager	1
Assistant Engineer	1
Accounting Clerk	1
Chief Facility Operator	1
Collection System Supervisor	1
Collection System Technician I/II/III	4
Development Services Technician I/II/III	2
Electrical/Instrumentation Technician I/II/III	1
Environmental Compliance Technician I/II/III	1
General Manager	1
Director of Engineering	1

Laboratory Supervisor	1
Laboratory Technician I/II/III	1
Maintenance Supervisor	1
Maintenance Technician I/II/III	4
Procurement Technician	1
Wastewater Operator I/II/III	6
Wastewater Operator Supervisor	1

Organizational Chart



Methodology

As part of the analysis, I completed the following tasks to independently determine the number and type of staff needed to properly operate the treatment facility, meet permit requirements, perform field services, support the administrative functions, and plan for future needs.

1. Reviewed and evaluated history of staffing over the past 10 years
2. Reviewed organizational charts, classification specifications, budgets, and CAFRs.
3. Calculated the productive hours available with existing staff.
4. Calculated the work hours needed for current activities and services.
5. Compared staffing levels with comparable agencies.
6. Compared wages and benefits with comparable agencies.

To gather the necessary data, I had informal discussions with staff, supervisors, and managers to identify areas of concern, tasks and functions that have lagged due to insufficient resources (staff or contractors), training and cross-training needs, and succession concerns. The employees that I talked with were open, frank, and friendly. They were honest and supportive of having the “right” number of staff without going to any extremes. In fact, I would say that they were very conservative in their suggestions. I believe that this is the outcome of a history of being thinly staffed and a lack of willingness to raise rates.

I also utilized “*The Northeast Guide for Estimating Staffing at Publicly and Privately-Owned Wastewater Treatment Plants*” (*Northeast Guide*) to determine the baseline staffing needs for the VSD plant operations, maintenance, and laboratory functions. I used the “*Core Attributes of Effectively Managed Wastewater Collection Systems*” (*Core Attributes*), a product of a joint effort including the Water Environment Federation (WEF) and the National Association of Clean Water Agencies (NACWA), to determine baseline staffing needs for the Collection System.

To provide context, I also looked for public agencies within the geographical area that provide similar services. I looked at population, plant flow, number of employees, type of agency, and location in, or proximity to, Coachella Valley to identify those that most closely matched VSD. I was able to identify 11 agencies within, or near, the Coachella Valley. These agencies were:

City of Coachella (Wastewater Division)
Coachella Valley Water District
Desert Water Agency
Hi-Desert Water District
Indio Water Authority
Mission Springs Water District
Rancho California Water District
Rincon del Diablo Municipal Water
Victor Valley Water Reclamation Authority
West Valley Water District
Yucaipa Valley Water District

The only outlier in the group was Coachella Valley Water District, which is considerably larger in both flow and population served. It is the primary competition for recruitment and retention in the Coachella Valley and needs to be included for that reason. CVWD data was not used to calculate Mean to avoid skewing comparison. Table 1 reflects the comparable agencies data.

Table 1. Comparable Agencies

Agency	# of EEs	Avg. Flow	Ratio EEs to Flow	Population	Ratio EEs to Population
City of Coachella (Wastewater Division)	16	1.5	10.5	45,839	0.000344
Coachella Valley Water District					
Desert Water Agency	85		-	106,000	0.000802
Hi-Desert Water District	46		-	24,000	0.001917
Indio Water Authority	49		-	100,000	0.000490
Mission Springs Water District	45	2.0	22.5	40,000	0.001125
Rancho California Water District	150	5.0	30.0	150,000	0.001000
Rincon del Diablo Municipal Water	21		-	30,000	0.000700
Victor Valley Water Reclamation Authority	41	10.7	3.8	293,000	0.000140
West Valley Water District	79		-	103,562	0.000763
Yucaipa Valley Water District	63	4.0	15.8	59,000	0.001068
# of Comparisons	10	5		10	
Mean	59	4.6	12.8	95,140	0.000625
Valley Sanitary District	31	5.5	5.6	89,863	0.000345
% Above /-Below Mean	-92%	16%	-127%	-6%	-81%

Staffing Analysis

Reviewing the data from the identified agencies, VSD’s staffing level is below the mean. Based on flows, VSD’s ratio is significantly lower (-127%) than the average of the five comparable agencies. Based on population, VSD’s ratio is approximately half of the mean. While these are not sole indicators of a need for additional staff, it does provide context for the other data and analyses. To determine how many hours were available for each employee to perform the necessary tasks I used the standard of 1,500 annual hours for each full-time equivalent (FTE) of available work time, calculated as:

- 2,080 gross hours
- 104 training hours (13 days)
- 96 sick leave hours (12 days)
- 160 vacation hours (20 days)
- 104 holiday hours (13 days)
- 110 break hours (30 minutes/day)
- 1,506 total available hours*

I looked at the calculations for both the 1.0-5.0 mgd and 5.0-10.0 mgd flow categories based on VSD’s average flow of 5 to 6 mgd. Table 2 shows the number of VSD employees in each functional area, the work hours needed to complete the related tasks based on the *Northeast Guide*, and the related staffing levels to meet the workload.

Table 2. Work Hours by Functional Area

Functional Area	VSD	1.0-5.0 mgd	Guide	5.0-10.0 mgd	Guide
Basic and Advanced Operations	4.5	6,752	4.5	8,848	5.9
Maintenance	6.0	17,972	12.0	34,008	22.7
Laboratory	2.5	3,698	2.5	3,698	2.5
Biosolids/Sludge Handling	2.0	3,840	2.6	5,120	3.4
Yardwork	1.0	530	.4	530	.4
Estimated O & M Hours	22,500	32,742		52,204	
Estimated O & M Staff	16.0	21.8	22	34.8	35
Estimated Additional Staff (Chart 7)		1.0	1.0	1.0	1.0
Total Staffing	16		23		36

Erring on the conservative side, this report focuses on the 1.0-5.0 mgd category. Looking at staffing in each functional area, VSD is understaffed in Maintenance by approximately 7.0 positions. This is partially offset by contracting out highly specialized or infrequent tasks to contractors and consultants. Taking that into account, it is still clear that the *Northeast Guide* indicates that VSD is significantly understaffed based on a plant that processes approximately 5.0 mgd flow. This does not include the planned upgrades and implementing recycled water in the next three to five years.

The *Northeast Guide* does not calculate the staffing needed to perform collection service tasks. I used the *Core Attributes* to identify staffing levels for the Collection System division functions. Industry best management practices (BMP) indicate that a crew of 2.5 employees can clean 95 miles (500,000 feet) of gravity line per year. VSD owns 254 miles of gravity line and cleans an average of 134 miles (705,000 feet) each year. This would indicate a need for at least 3.5 employees. For safety in some locations, such as high traffic areas, a crew of 3 is needed, which reduces the availability for that employee to work on a second crew. In addition to the line cleaning, staff also assists the Plant Operations department when needed. Two crews of 2 employees each, for a total of 4, would allow for more efficiency in completing the annual cleaning function.

CCTV work is also a function of the Collection System division. The BMP indicates that a collection system should be reviewed via CCTV no less than once every 10 years for system assessment - 134,000 feet each year for VSD. Approximately 2% (14,000 feet) of lines cleaned each year should be reviewed by CCTV for quality control. A CCTV crew, usually two employees, can survey 2,000 feet per day. VSD should survey at least 150,000 feet per year, which is approximately 1,200 hours of staff time dedicated to CCTV tasks. VSD averages 148,000 feet per year. This equates to almost 1 full-time employee for just CCTV tasks. For safety, the CCTV crew should consist of 2 employees.

General planning, supervising, marking gravity lines and force mains in response to USA requests, and monthly and annual reporting requires a full-time position. Therefore, based on BMP, the Collection System division staffing level should be at least 6 positions. The Collection System division is approved currently for 5 positions.

The Development Services division consists of 4 employees and is the only O & M division that does not have a supervisor. The District Engineer oversees this division, the Collection System division, and the capital improvement program. This typically results in little day-to-day interaction with the Development Services division staff. It would be more effective and efficient to assign a

supervisor to this division and allow the District Engineer to focus on the capital improvement program. This would result in an increase of one position in the Development Services division.

The Administrative Services department has 5 employees, including the General Manager. There is no redundancy in the positions and in the past when an employee has left, there has been both a workload impact and knowledge vacuum with the vacancy. Aside from the Administration & Finance Manager, there is no confidential employee to perform human resources tasks. No other position has the classification or capacity to perform these tasks.

Wage & Benefit Analysis

In addition to the staffing levels at the identified agencies, I looked at the wages payed and benefits provided by the comparable agencies to the classifications most like those at VSD. Based on the geographical proximity to VSD, I did not adjust for cost of living variances. Rather than listing the data for each classification for agency, Table 3 lists the VSD classifications and monthly wages, the mean based on comparable agency data, and the percent above or below the mean.

Table 3. Monthly Wages

VSD Classification	VSD Wage	Comparable Mean	% Above/ (Below) Mean
Accounting Technician	\$6,316	\$6,590	(4.3%)
Accounting Clerk	\$5,728	\$5,764	(0.6%)
Administration & Finance Manager	\$9,331	\$13,683	(46.6%)
Assistant Engineer	\$7,677	\$8,458	(10.2%)
Associate Engineer	\$8,463	\$10,131	(19.7%)
Chief Plant Operator	\$9,331	\$11,679	(25.2%)
Collection System Supervisor	\$8,463	\$8,720	(3.0%)
<i>Collection System Tech-in-Training</i>	<i>\$4,948</i>	<i>\$4894</i>	<i>1.1%</i>
Collection System Technician I	\$5,728	\$4,997	12.8%
Collection System Technician II	\$6,316	\$5,646	10.6%
Collection System Technician III	\$6,963	\$6,529	6.2%
Development Services Technician I	\$6,693	\$6,006	13.7%
Development Services Technician II	\$8,463	\$6,951	17.9%
District Engineer	\$13,129	\$15,528	(18.3%)
Electrician/Instrumentation Tech III	\$7,677	\$7,422	3.3%
Environmental Compliance Tech I	\$6,963	\$6,063	12.9%
<i>Environmental Compliance Tech II</i>	<i>\$8,463</i>	<i>\$6772</i>	<i>20.0%</i>
General Manager	\$18,750	\$19,907	(6.2%)
Laboratory Supervisor	\$8,463	\$9,332	(10.3%)
Laboratory Technician I	\$6,316	\$6,260	0.9%
Laboratory Technician II	\$6,963	\$7,351	(5.6%)
Maintenance Supervisor	\$8,463	\$9,012	(6.5%)
Maintenance Technician I	\$5,456	\$5,307	2.7%
Maintenance Technician II	\$6,015	\$5861	2.6%
Maintenance Technician III	\$6,631	\$6778	(2.2%)
Management Analyst	\$6,963	\$7,400	(6.3%)
Procurement Technician	\$6,316	\$5,965	5.6%
Wastewater Operations Supervisor	\$8,463	\$9,212	(8.9%)

Wastewater Operator-in-Training	\$4,948	\$4,719	4.6%
Wastewater Operator I	\$5,728	\$5,620	1.9%
Wastewater Operator II	\$6,316	\$6,268	0.8%
Wastewater Operator III	\$6,963	\$7,100	(2.0%)

Two of the classifications (Collection System Tech-in-Training, Environmental Compliance Technician II) had fewer than the four comparable data points. At minimum, at least four are needed for an accurate comparison. The mean was recorded for these classifications, but there was a low confidence level regarding the comparison. The remaining classifications met the minimum of four data points.

Most notable in this analysis was that VSD has a wage schedule that was not based on market comparisons. The variances were all over the place with the greatest above the mean 17.9% and below the mean (46.6%). The other notable issue was that the past practice of internal parity among the supervisors created a significant variance from the market for these classifications. This creates a potential recruitment and retention problem if it is not corrected so that VSD is more competitive with its wages.

In addition to reviewing the wages offered by the comparable agencies, I also reviewed the benefits provided by the agencies. Table 4 lists the benefits offered by VSD, the mean based on comparable agency data, and the percent above or below the mean.

Table 4. Benefits

Benefits	VSD	Comparable Mean	% Above/ (Below) Mean
PERS Tier 1 Plan	2.5%	2.6%	(2.7%)
PERS Tier 1 EPMC	-	4%	(100%)
Social Security	6.2%	-	(100%)
Medical (Family)	\$1,851	\$1,565	15%
Dental (Family)	50%	94%	(89%)
Vision (Family)	100%	94%	6%
Cash-in-Lieu of Medical	\$450	\$492	(9%)
Retiree Health	\$136	\$1,303	(858%)
Safety Shoe Reimbursement	\$225	\$220	2%
Holidays (set + floating)	10	13	(29%)
Sick Leave	12	12	-
Sick Leave Accrual Cap	960	Unlimited	-
Vacation (Start)	15	12	22%
Vacation (Top)	25	24	4%
Administrative Leave (Management)	10	7	27%
Bereavement Leave	4	4	-
Standby Pay (weekday)	\$35	\$57	(62%)
Standby Pay (weekend day)	\$75	\$83	(11%)
Callback Minimum	2	2	-
Bilingual Pay	-	\$33	(100%)
Deferred Comp Match	-	\$1,380	(100%)
Life Insurance	\$150,000	\$183,750	(23%)

Life Insurance (Management)	\$200,000	\$202,500	(1%)
Tuition Reimbursement	\$3,000	\$4,600	(53%)
Tuition Reimbursement (Management)	\$3,000	\$4,200	(40%)
Long-Term Disability	100%	100%	-
Longevity	Yes	Yes	-

In reviewing the benefits provided by all the agencies, the most notable issue was that VSD participates in Social Security while only two of the comparable agencies do. Since contributions are made by the employees, this has an impact on their take-home compensation. Three of the comparable agencies continue to pay a portion of the EPMC. These two issues exacerbate the wage variances for those classifications that are below the mean.

While VSD pays a significant portion of the cost of medical coverage, it lags in paying for other benefits, such as dental and retiree medical costs. VSD is below the mean for holidays, standby pay, and life insurance coverage for its non-management staff. This creates a potential recruitment and retention problem if not corrected to be more competitive.

Findings

Leanly staffed agencies risk neglecting preventive and BMP activities that eventually affect the overall operations of the system. This is due to resources (staff) being redeployed to address emergencies, unanticipated projects, and covering for staff that are on extended leaves. This needs to be addressed to avoid significant impacts on equipment and staff burnout.

Finding #1: The various functional areas need to be reviewed and the quantity of staff and necessary classifications need to be identified to resolve the deficit. Based on the Northeast Guide and the Core Attributes, the plant Operations, Maintenance, and Collection System divisions are understaffed by 8 FTE. However, some of the workload could be offset by contracting out the more complex or infrequent tasks.

Finding #2: Staffing recommendations included in the engineering analysis for the upcoming plant upgrades and recycled water projects need to be reviewed. Any additional staff will need to be added to the increases already identified so as not to perpetuate the staffing shortage.

Finding #3: Regular work tasks need regular reviews to ensure that efforts are necessary, not being duplicated, and are carried out in the most efficient manner while adhering to BMP.

Finding #4: Supervisors are the backup for day-to-day operations, which takes them away from their own work and responsibilities. When supervisors are relied upon to fill in for staff that are in training, out on leave, or reassigned to other tasks, the District risks key responsibilities not being performed and burning out the supervisors. The Operations, Maintenance, and Collection System divisions need to resolve this ongoing issue.

Finding #5: Staff should have regular, quality interaction with supervisors. If there is no direct supervisor over the staff, or if the supervisor is already tasked with too great a workload, staff are not receiving proper oversight and training. The Development Services division does not have a supervisor to provide the day-to-day oversight.

Finding #6: Other than the Administration & Finance Services Manager, there is no confidential position in Administrative Services to focus on sensitive human resources tasks. The backup for this function should not be the General Manager.

Finding #7: Job descriptions within a series of classifications (Maintenance Technician I, II, III) should be flexibly staffed and the full range of the series should be developed for all applicable classifications. The wage schedule should have a consistent variance between the top step of each classification in the series. This should be consistent for all series-based classifications.

Finding #8: The Board has not adopted a policy on wage comparability (mean, 75th percentile, etc.). Once adopted, the VSD Wage Schedule should be developed based on this policy.

Finding #9: The Board has not adopted a policy on internal parity or market comparability as the determining factor in setting supervisory classification wage schedules. The VSD Wage Schedule should be developed based on this policy.

Finding #10: The Wage Schedule does not address the impact of the District's participation in Social Security on take-home pay.

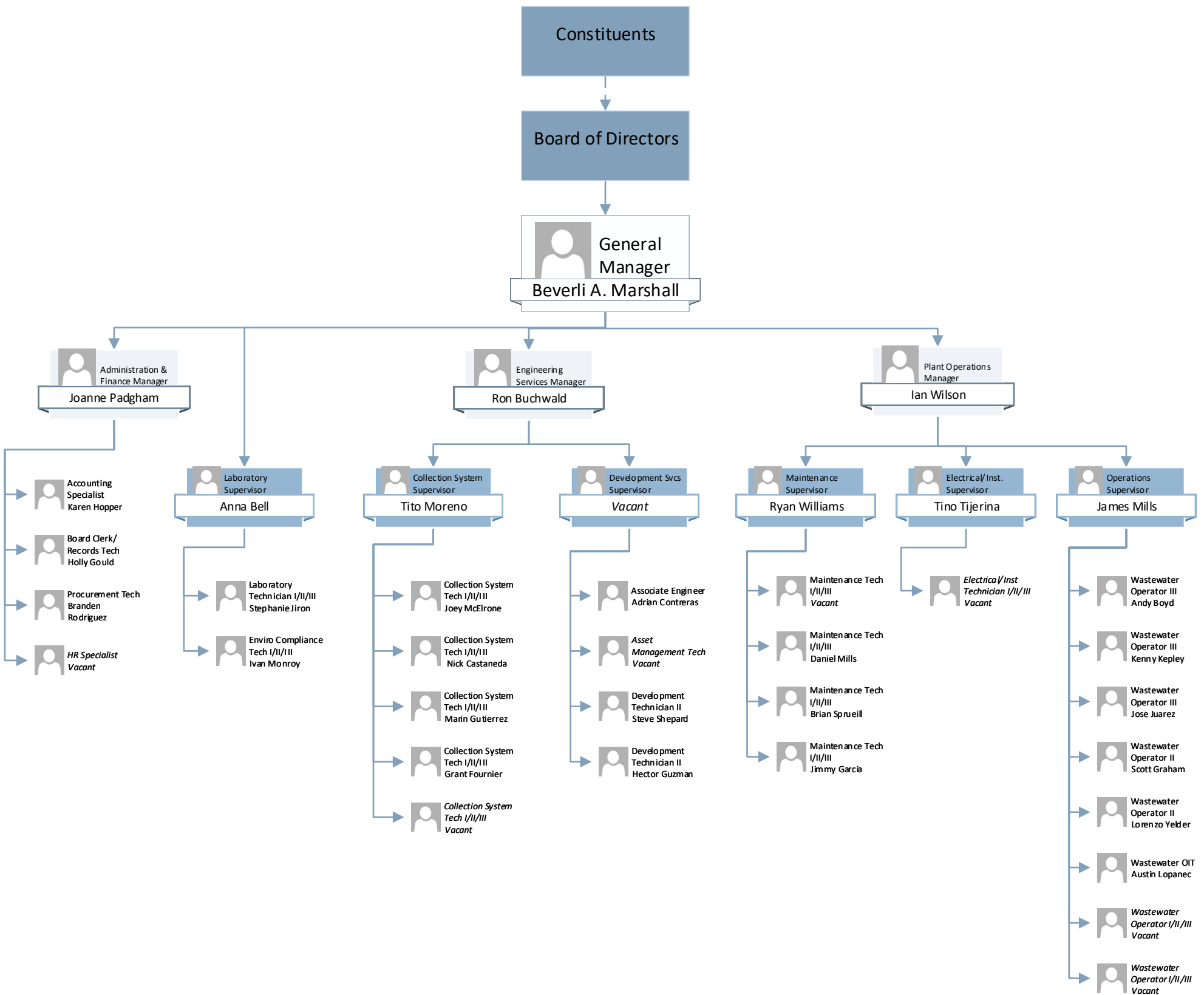
Finding #11: The Board has not adopted a policy on benefits and where the District should be in comparison to other local agencies (see Finding #8).

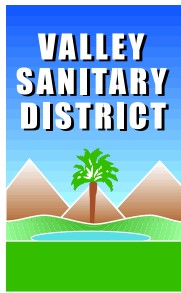
Based on the analysis and findings, VSD's total staffing level should be between 40 and 50 FTEs, which is an additional 10 to 20 positions. Some of the FTEs could be offset by contracting out highly specialized or infrequent tasks. In addition to increasing the number of staff, the wage schedule needs significant changes and the benefits package, in conjunction with wages, needs to be more competitive. The classifications, number, and timing of implementation should be discussed as part of the mid-year budget review and FY 2020-21 budget development.

Conclusion

Valley Sanitary District is staffed by dedicated employees who are committed to their profession as well as to the District. VSD has operated in the margins as far as its capacity to perform the day-to-day tasks necessary to collect, treat, and discharge wastewater for its service area. The staffing level does not allow for meeting the day-to-day needs as well as special projects, increasing regulatory requirements, and unanticipated breakdowns in the system. It also does not allow for succession planning and implementing recycled water.

This report includes findings to assist VSD in addressing the issues highlighted by the data. The timing of implementing changes to address these will be governed by the cost and how each change fits into the short- and long-term financial projections of the District. Implementing the changes will reap long-term benefits for the District and create a stable and reliable workforce.





**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Adopt the Valley Sanitary District Death Benefits 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 establishing a death benefits program.

Fiscal Impact

The plan is to include \$10,000 in the budget each year, starting with July 1, 2020. Should it be needed prior to start of the 2020/21 fiscal year, staff would recommend using contingency funds to provide the benefit.

Background

Director Canero requested that staff research purchasing a death benefit on behalf of District employees. After researching various life insurance and pre-death benefits programs, staff determined that it was cost prohibitive and provided little value to the employees directly.

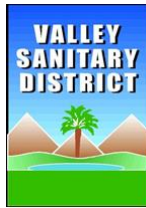
Rather than buying into a program, staff recommends that the Board establish a death benefits program, build funds into the budget each year, and pay the employee’s family directly should the situation arise.

Recommendation

Staff recommends that the Board of Directors adopt the Valley Sanitary District Death Benefits Policy.

Attachments

Attachment A: Death Benefits Policy



DEATH BENEFITS POLICY

Adopted: __/__/2020

I. **PURPOSE**

Assist employees during the emotionally and financially difficult time following the death of an immediate family member.

II. **POLICY**

The Valley Sanitary District values and appreciates the dedicated service of its employees and, through this policy, is committed to providing a Death Benefit (Benefit), in the form of monetary assistance, to offset some of the costs associated with burying an immediate family member. This Benefit shall be a one-time payment of \$10,000.

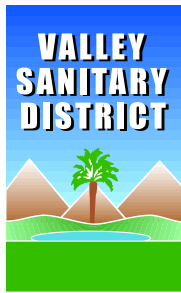
Upon the death of an employee or their immediate family member, the employee or an immediate family member may submit a request to the District for payment of the Benefit. A legal death certificate must be submitted with the request. All requests must be approved by the General Manager or their designee.

III. **DEFINITIONS**

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

Immediate family member: spouse, registered domestic partner, or dependent child/step-child.

Dependent child: child under the age of 26 years old living in the household or attending school or disabled, as defined by the Affordable Care Act.



**Valley Sanitary District
Board of Directors Meeting
January 14, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss and Authorize Attendance at the California Association of Sanitation Agencies’ (CASA) D. C. Policy Forum in Washington, D.C., February 24 – 26, 2020**

<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 attending the CASA Policy Forum in Washington, D.C. and determine who should attend.

Fiscal Impact

The cost depends upon how many attend the event. The estimated cost is \$3,000 per attendee, which includes travel, hotel for four nights, event registration, and per diem.

Background

This year’s Forum will be held February 24 through 26 at the St. Regis Washington D.C. Historically, two directors and the General Manager attend the CASA Policy Forum. In 2019, Directors Duran and Coleman attended.

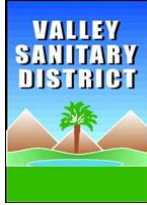
The Travel Approval & Reimbursement Policy (Attachment A) states that travel other than in the local area “shall be undertaken only with the prior approval of the Board of Directors.” In order to register directors for the Forum and make travel arrangements, the Board must authorize attendees for this event. Directors Duran, Coleman, Sear, and Canero have all indicated an interest in attending this year.

Recommendation

Staff recommends that the Board of Directors approve and authorize attendees for the 2020 CASA Policy Forum in Washington D.C.

Attachments

Attachment A: Travel Approval & Reimbursement Policy



TRAVEL APPROVAL & REIMBURSEMENT POLICY

Adopted: 07/23/19

I. PURPOSE

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

II. POLICY

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

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

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

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

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

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

III. AUTHORIZATION FOR TRAVEL AND EXPENSES

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

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

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

A. Event Registration

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

B. Compensation

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

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

C. Meals for Non-Overnight Travel

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

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

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

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

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

D. Per Diem

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

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

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

E. Lodging

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

Valley Sanitary District
Travel Approval & Reimbursement Policy
Page 4

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

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

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

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

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

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

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

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

F. Commercial Travel

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

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

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

G. Rental Car

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

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

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

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

H. Use of Personal Vehicle

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

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

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

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

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

I. Reimbursements

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

Valley Sanitary District
Travel Approval & Reimbursement Policy
Page 7

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

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

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

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

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

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

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

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

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

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

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

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

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

IV. DEFINITIONS

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

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

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

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

STAFF NOTES

January 7, 2020

ADMINISTRATION & FINANCE

- The Special Districts Financial Transactions Report for 2019 has been submitted to the California State Controller. Due date is January 31, 2020.
- The District office will be closed on January 20, 2020 for Martin Luther King Jr. Day.
- Continuing to work with Caselle to upgrade permitting and accounting software.

ENGINEERING & MAINTENANCE

- Staff received two checks totaling \$231,163 from FEMA/CalOES for reimbursement of the temporary repair to the sewer siphon for damage caused by the February 14, 2019 storm event. Staff is continuing to work with FEMA on the reimbursement of the design and construction of the final repair.
- Staff continues to work with Carollo Engineering on the preliminary design of a new sewer siphon at Westward Ho Drive to avoid potential damage caused by future storm events. Carollo is gathering all required information to provide the Preliminary Design Report by early February 2020. A technical memo on the geotechnical analysis and scour analysis is expected in the third week of January 2020.
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Currently, Harris is working on putting together bid documents for the CCTV inspection of sewer mains that need special requirements or technology. Harris has developed a first project to begin the rehabilitation portion of the program and VSD is currently reviewing for approval.
- Staff is working on implementing an asset management system for the treatment plant using Lucity web software. Staff has completed the verification of assets and edits to the asset register and Carollo finished their review of VSD's edits. The installation of the new Lucity Web server was completed by Southwest Networks and Lucity. VSD is currently working on building out the Lucity Web system with the help of a Lucity implementor who is set to be onsite February 18th through the 20th.

- VSD is currently soliciting bids for biosolids hauling and disposal services. The bid has been uploaded to bidding sites and sent to various hauling companies. The bid will close on January 30, 2020.
- Field Vactor crew is currently working on trouble spots.
- CCTV Inspection work is currently being conducted in the area of Avenue 49 and Hjorth St.

OPERATIONS

- Staff sent in Influent Pump #2 to be rebuilt.
- Annual boiler service and tuning was conducted on the anaerobic digester heating system.
- Staff switched out iron sponge vessels for the digester gas.
- Polymer jar testing was conducted for digester and pond sludge dewatering.
- Staff put additional aeration tanks into service on the activated sludge plant.
- Regional Water Quality Control Board visited the facility for an annual plant inspection on December 9, 2019. Everything went well and we will be receiving a final written report in the next month or two.



VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

6-Jan-20

Plan Check in Progress
Inspection in Progress
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
7-Eleven Golf Center	Intersection of Golf Center/Avenue 45, address TBD	Civil plans submitted for new 7-Eleven store. Completed 1st plan check and returned to the engineer 12/4/19.	Perform 2nd plan check upon plan resubmittal.
Accessory Dwelling Unit - 81069 Carefree Drive	81069 Carefree Drive	Plans submitted for accessory dwelling unit. Plans approved and returned to the City 3/5/19.	Waiting for owner to process permit paperwork.
AM Tax Service TI	45561 Oasis Street/Requa	Plans submitted for TI of existing building. Plans approved and returned to the City 3/28/19.	Waiting for owner to process permit paperwork.
Animal Samaritans - TI	42150 Jackson Street, Ste's 105-106	Plans submitted for building TI. Completed 2nd plan check and returned to the City 10/9/19.	Perform 3rd plan check upon plan resubmittal.
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.
Bravo Commercial Building	46331 Commerce Street/Van Buren Street	Plans submitted for new building. Plans approved and returned to the City 5/10/17. Issued permit 3805 on 3/6/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existig building TI. Completed 1st plan check and returned to the City 2/22/19.	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. Completed 3rd plan check and returned to the City 10/31/19.	Perform 4th plan check upon plan resubmittal.
Clinica Medica Del Valle	45677 Oasis Street/Requa	Plans submitted for existing building TI. Plan approved and returned to the City 11/16/18.	Waiting for owner to process permit paperwork.
DFC Tax Center TI	44100 Jefferson Street #E505	Plans submitted for TI of existing building. Plans approved and returned to the City 3/20/19. Issued permit 3835 on 8/22/19.	Inspect work improvements as scheduled.
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. Completed 1st plan check and returned to applicant 10/3/19.	Perform 2nd plan check upon plan resubmittal.
East County Detention Center - Phase 1 Demolition. Phase 2 - Detention Center Design and Construction	Hwy 111 & Oasis	Received demolition plans on 9/16/13. Returned to consultant. Received conformed set of demolition plans on 12/5/13. Jail Expansion plans have been reviewed for 2nd plan check and returned on 10/1/14. Completed 4th plan check 11/07/2014, Art requested VSD not send 4th plan check back until he coordinates with the civil engineer. Plan Check is complete. Permit Fees paid 7/13/15. Issued permit 3510 on 7/23/15. Project scheduled to be complete January 2020.	Inspect work improvements as scheduled.
El Destino Nightclub - TI	83085 Indio Boulevard/Civic Cnter Mall	Plans submitted for existing building TI 11/30/2015. Plans approved and returned to the City 3/22/16. Issued permit 3577 on 5/24/16. Issued permit 3596 on 8/3/16.	Inspect work improvements as scheduled.
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. Completed 2nd plan check and returned to the City 11/13/19.	Perform 3rd plan check upon plan resubmittal.
EOS Fitness Public Sewer Extension	SWC of Spectrum Street & Avenue 42	Civil plans submitted for sewer extension in Spectrum Street. Completed 1st plan check and returned plans to the engineer 5/2/19. Completed 2nd plan check and returned to the engineer 5/15/19. Plans approved and returned to the engineer 6/3/19.	Waiting on developer bonds for sewer agreement.
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.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
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.
George Fregoso SFD	46600 Padua Circle	Plans submitted for new SFD. Completed 1st plan check and returned to the applicant 9/9/19.	Perform 2nd plan check upon plan resubmittal.
Gurdwara Sahib Temple - TI	82740 Atlantic Avenue	Plans submitted for building TI. Plans approved and returned to the applicant 11/21/19. Issued permit 3856 on 12/2/19.	Waiting for owner to process permit paperwork.
Hampton Inn	TBD - Spectrum St/Atlantic Ave	Plans submitted for new 93 room, 4 story hotel. Completed 1st plan check and returned to the City. Plans approved and returned to the City 8/30/18. Issued permit 3776 on 10/12/18.	Inspect work improvements as scheduled.
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.	Inspect work improvements as scheduled.
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.	Perform 2nd plan check upon plan resubmittal.
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.	Perform 2nd plan check upon plan resubmittal.
Indio Mall Fire Rebuild	82011 Highway 111/Monroe Street	Plans submitted for existing building TI. Plans approved and returned to the City 8/29/18. Issued permit 3769 on 9/18/18.	Inspect work improvements as scheduled.
Indio Palms Sewer Main Extension	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. Completed 1st plan check and returned plans to engineer 2/21/18. Completed 2nd plan check and returned plans to engineer 3/20/18. Plans approved and returned to engineer 5/10/18.	Waiting on developer bonds for sewer agreement.
Jackson Street Liquor Store	44350 Jackson Street/Ruby Avenue	Plans submitted existing building TI. Plans approved and returned to the City 4/29/19. Issued permit 3829 on 7/26/19.	Inspect work improvements as scheduled.
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.
Kennedy School Bldg Additions	45100 Clinton Street	Plans submitted for new building additions. Completed 1st plan check and returned to the applicant 11/6/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg B4 - TI	82855 Market Steet, Bldg B4	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg F6 - TI	82855 Market Steet, Bldg F6	Plans submitted for building TI. Completed 1st plan check and returned to applicant 8/14/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg H8 - TI	82855 Market Steet, Bldg H8	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg J10 - TI	82855 Market Steet, Bldg J10	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Maya Cinemas	82900 Avenue 42/Jackson Street	Plans submitted for construction of new building for theater. Completed 2nd plan check and returned to the City 10/16/19.	Perform 3rd plan check upon plan resubmittal.
Mex-American Tax Services	44250 Monroe St./South of Indio Blvd	Plans submitted for an office addition. Returned 1st plan check back to City on 1/21/2014. Received 2nd submittal 3/13/2014. 2nd plan check completed and returned to the city on 3/31/2014. Received 3rd submittal 4/21/14. Reviewed, approved and returned plans back to the city on 5/15/2014. Issued permit 3518 on 8/4/15. Permit expired with the City.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 30	Plans submitted for casita addition and storage building. Plans approved and returned to the City 2/28/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 57	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/24/19. Issued permit 3846 on 10/24/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 105	Plans submitted for casita addition and storage building. Plans approved and returned to the City 7/1/19.	Waiting for owner to process permit paperwork.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 145	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3849 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 170	Plans submitted for casita addition and storage building. Plans approved and returned to the City 6/7/18.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 198	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/27/18. Issued permit 3748 on 5/18/18.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 225	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/8/19. Issued permit 3814 on 5/8/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 305	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/18/19. Issued permit 3819 on 5/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 318	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/23/19. Issued permit 3820 on 6/3/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 320	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3848 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 321	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 12/17/19. Issued permit 3863 on 12/30/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 342	Plans submitted for casita addition and storage building. Plans approved and returned to the City 3/28/19. Issued permit 3847 on 10/28/19.	Inspect work improvements as scheduled.
Nargizyan Dental Group TI	81637 Highway 111, Suite 1-B	Plans submitted for TI of existing suite. Completed 1st plan check and returned to the City 7/1/19.	Perform 2nd plan check upon plan resubmittal.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 245	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/15/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 258	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/29/19. Issued permit 3850 on 10/29/19.	Inspect work improvements as scheduled.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 373	Plans submitted for casita addition and shade structure with outdoor kitchen. Plans approved and returned to the City 5/6/18. Issued permit 3815 on 5/13/19.	Inspect work improvements as scheduled.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 349	Plans submitted for shade structure with outdoor kitchen. Plans approved and returned to the City 5/29/18.	Waiting for owner to process permit paperwork.
North Outdoor Resorts - Casita Addition	80394 Avenue 48, Lot 417	Plans submitted for casita addition and shade structure with outdoor kitchen. Plans approved and returned to the City 5/6/18. Issued permit 3816 on 5/16/19.	Inspect work improvements as scheduled.
Octavio Rosales SFD	43645 Saguaro Street/Avenue 44	Plans submitted for new SFD. Completed 2nd plan check and returned to the City 8/26/19.	Perform 3rd plan check upon plan resubmittal.
One Stop Shop Grease Interceptor Install	84051 Indio Blvd/Van Buren Street	Preliminary plan submitted for grease interceptor TI 4/19/19. Completed 1st plan check and returned to owner's representative 4/30/19.	Perform 2nd plan check upon plan resubmittal.
Ono Hawaiian BBQ	42550 Jackson Street/ Avenue 42	Plans submitted for new retail building. Completed 1st plan check and returned to applicant 11/7/19.	Perform 2nd plan check upon plan resubmittal.
Paradiso Tract 31815	East of Monroe North of Ave 41	Model homes. No plan check is required. Permit and Inspection fees need to be paid.	Perform inspection upon payment of required fees.
Parcel Map 36215	Dr. Carreon west of Van Buren	Civil plans submitted for 1st plan check. Plans approved and returned to the Engineer 1/18/18. Issued permit 3718 on 1/23/18.	Inspect work improvements as scheduled.
Raspados Esmeralda - TI	81106 Hwy 111, 4B/Madison Street	Plans submitted for building TI. Plans approved check and returned to the City 7/11/19. Issued permit 3857 on 12/3/19.	Inspect work improvements as scheduled.
Raspados Esmeralda - TI	83066 Hwy 111 Ste's A&B/Jackson Street	Plans submitted for building TI. Plans approved check and returned to the applicant 11/26/19.	Waiting for owner to process permit paperwork.
Renovar Assisted Living - TI	82380 Miles Avenue/Palm Street	Plans submitted for building TI. Completed 1st plan check and returned to the City 6/5/19.	Perform 2nd plan check upon plan resubmittal.
Sater's Apartment Complex / Avenue 44 Easement	Between Avenue 44 & Market St West of Jackson	VSD met with the Developer of an apartment complex and discussed sewer main connection options for the developer to tie into. Plans submitted for 6 building, 60 unit apartment complex. 3rd plan check returned to city 6/28/16. Plan approved and returned to the City 5/18/17. bonds and development agreement have been signed and recorded. Waiting for developer to finalize easement and permit project.	Waiting for owner to process permit paperwork.
Shadow Hills Plaza Ste F-102 TI	82900 Avenue 42/Jackson St	Plans submitted for existing building TI. Completed 1st plan check and returned to the City 6/15/18.	Perform 2nd plan check upon plan resubmittal.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Showcase Indio Pad 5	42225 Jackson Street	Plans submitted for new shell building. Completed 2nd plan check and returned to applicant 12/3/19.	Perform 3rd plan check upon plan resubmittal.
Terra Lago Four Seasons Tract 32341-7	North of Avenue 44 & East of Harrison	Civil plans submitted plan check. Plans approved and returned to the Engineer 7/11/17. Issued permit 3715 on 1/29/18. Payment and Performance Bonds Released 1/10/2019. Maintenance Bond in place 1/3/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-8	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 12/4/17. Payment and Performance Bonds Released 12/27/2019. Maintenance Bond in place 12/17/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-9	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 4/3/18. Payment and Performance Bonds Released 1/10/2019. Maintenance Bond in place 1/3/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-10	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Plans approved and returned to the Engineer 4/3/18. Issued permit 3827 on 7/19/19. Payment and Performance Bonds Released 12/27/2019. Maintenance Bond in place 12/17/19.	Inspect work improvements as scheduled.
Terra Lago Four Seasons Tract 32341-11	North of Avenue 44 & East of Harrison	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 12/12/18. Plans Approved 1/23/19.	Waiting for owner to process permit paperwork.
Terra Lago Four Seasons Tract 32462-2	North of Avenue 44 & East of Harrison	Plans approved from previous developer. Development agreement has been recorded. Bonds have been submitted. Construction work is in progress.	Inspect work improvements as scheduled.
The Daily Grind Coffee - TI	45810 Fargo Street/Hwy 111	Plans submitted for tenant TI. Plans approved and returned to the City 1/24/18. Issued permit 3737 on 3/9/18.	Inspect work improvements as scheduled.
The Palms Building 4	82111 Avenue 42/Monroe Street	Plans submitted for new building. Plans approved and returned to the City 10/21/19.	Waiting for owner to process permit paperwork.
Ulta Beauty Supply - TI	42300 Jackson Street/Avenue 42	Plans submitted for building TI. Plans approved and returned to the City applicant 11/21/19. Issued permit 3864 on 01/02/2020.	Inspect work improvements as scheduled.
Ulta Beauty/Five Below Bldg	42300 Jackson Street/Avenue 42	Plans submitted for new building. Plans approved and returned to the City 4/29/19. Issued permit 3818 on 5/22/19.	Inspect work improvements as scheduled.

Valley Sanitary District
Combined Monthly Account Summary
November 2019 (UNAUDITED)

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	197,749	994,941	2,615,000	38 %	1,620,059
Callout	456	6,968	9,000	77 %	2,032
Group dental/vision	3,066	10,392	30,500	34 %	20,108
Group disability	1,176	5,444	13,750	40 %	8,306
Group health	36,414	164,642	440,700	37 %	276,058
Group life	535	2,502	6,650	38 %	4,148
Longevity	2,677	13,523	37,000	37 %	23,477
Overtime	895	7,470	19,500	38 %	12,030
Payroll taxes	14,902	77,749	205,200	38 %	127,451
Retirement	19,684	96,347	269,500	36 %	173,153
Standby	2,754	13,596	38,000	36 %	24,404
Unemployment	162	162	0	0 %	(162)
Workers comp	3,793	18,317	47,400	39 %	29,083
Certifications	287	1,104	8,794	13 %	7,690
Chemicals	28,532	165,817	383,770	43 %	217,953
Clothing/Safety	1,176	9,088	39,625	23 %	30,537
Comprehensive insurance	23,621	118,107	296,500	40 %	178,393
Contract services	15,083	103,894	417,110	25 %	313,216
County charges	0	98	22,000	0 %	21,902
Directors' fees	3,700	22,250	36,500	61 %	14,250
Electricity	44,406	224,091	519,000	43 %	294,909
Gas/Oil	3,716	12,132	52,000	23 %	39,868
Memberships/Subscriptions	6,158	24,546	32,860	75 %	8,314
Natural gas	370	929	5,000	19 %	4,071
Office expense	1,043	4,416	16,000	28 %	11,584
Operating supplies	25,325	63,856	160,500	40 %	96,644
Other expenses	1,571	7,664	35,000	22 %	27,336
Permits & fees	55,304	74,161	88,450	84 %	14,289
Pretreatment	0	0	1,000	0 %	1,000
Professional/Legal	11,827	85,152	269,230	32 %	184,078
Publications	251	1,062	4,500	24 %	3,438
Repairs/Maintenance	63,499	232,146	592,200	39 %	360,054
Research & monitoring	5,175	27,582	92,800	30 %	65,218
Small tools	695	15,568	31,500	49 %	15,932
Telephone	1,902	7,353	19,500	38 %	12,147
Trash collection	2,317	12,198	35,000	35 %	22,802
Travel/Mtgs/Ed	10,510	45,009	81,250	55 %	36,241
Water	1,342	8,131	28,500	29 %	20,369
Total Expenses	592,069	2,678,405	7,000,789	38 %	4,322,384

Valley Sanitary District
Combined Monthly Account Summary
November 2019 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
Capital Expenses					
Capital O & M Fund 11	6,551	93,564	235,000	40 %	141,436
Capital Replacement Fund 12	8,873	190,554	2,469,410	8 %	2,278,856
Capital Improvement Fund 13	0	0	40,000	0 %	40,000
Total Capital Expenses	15,424	284,118	2,744,410	10 %	2,460,292

Valley Sanitary District
Monthly Income Summary
November 2019 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	(\$1,252)	\$10,586,606	\$11,144,678	95 %	\$558,072
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	\$1,945	\$7,965	\$20,000	40 %	\$12,035
Plan Check Fees	\$800	\$4,550	\$10,000	46 %	\$5,450
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$1,196	\$6,944	\$0	0 %	(\$6,944)
Taxes - Current Secured	\$0	\$0	\$700,000	0 %	\$700,000
Taxes - Current Unsecured	\$0	\$22,054	\$25,000	88 %	\$2,946
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$0	\$0	\$7,000	0 %	\$7,000
Supple Prop. Taxes - Prior	\$0	\$0	\$3,200	0 %	\$3,200
Homeowners Tax Relief	\$0	\$0	\$6,000	0 %	\$6,000
Interest Income	\$1,720	\$81,783	\$300,000	27 %	\$218,217
Unrealized gains (losses)	(\$2,094)	\$1,039	\$0	0 %	(\$1,039)
Non-Operating Revenues - Fnd 11	\$231,163*	\$231,301	\$500	46,260 %	(\$230,801)
Interest Income	\$0	\$102,814	\$0	0 %	(\$102,814)
Connection Fees	\$154,000	\$458,348	\$1,100,000	42 %	\$641,652
Interest Income	\$0	\$26,251	\$120,000	22 %	\$93,749
Total Revenues	\$387,478	\$11,529,655	\$13,446,678	86 %	\$1,917,023

* Reimbursement from Office of Emergency Services, Federal Emergency Management Agency (FEMA) for sewer siphon repairs