



Board of Directors Agenda Meeting  
Tuesday, March 10, 2020 at 1:00 PM  
Valley Sanitary District Board Room, 45-500 Van Buren Street

**1. CALL TO ORDER**

- 1.1. Roll Call
- 1.2. Pledge of Allegiance
- 1.3. March Employee Anniversaries  
Steve Shepard 24 years

**2. PUBLIC COMMENT**

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

**3. CONSENT CALENDAR**

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

- 3.1. Approve March 4, 2020 Special Meeting Minutes  
[3.1 4 Mar 2020 Minutes.pdf](#)
- 3.2. Approve Warrants for February 6, 2020 to March 4, 2020  
[3.2 Warrants Feb 6 to Mar 4, 2020.pdf](#)
- 3.3. Approve Summary of Cash and Investments for January 2020  
[3.3 Summary of Cash & Investments January 2020.pdf](#)
- 3.4. Declare Surplus Equipment and Authorize Disposition of

## Surplus Items

[3.4 Staff Report Authorize Surplus Equipment.pdf](#)

[3.4 Attachment A EQUIPMENT DISPOSITION FORM \(003\).pdf](#)

## 4. PUBLIC HEARING

### 4.1. Public Hearing to Receive Input from the Community Regarding the Boundaries and the Comparison 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

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

[4.1 Attachment A Green Map.pdf](#)

[4.1 Attachment B Purple Map.pdf](#)

[4.1 Attachment C Tan Map.pdf](#)

## 5. NON-HEARING ITEMS

### 5.1. Presentation by Ryan Williams, Maintenance Supervisor, on the Utility Management Conference

### 5.2. Review and Adopt the Proposed Valley Sanitary District Strategic Plan

[5.2 Staff Report Adopt Strategic Plan.pdf](#)

[5.2 Attachment A VSD Strategic Plan 2020.pdf](#)

### 5.3. Discuss and Adopt Employee Recognition and Expression of Sympathy Policy

[5.3 Staff Report Adopt Employee Recognition Policy.pdf](#)

[5.3 Attachment A Employee Recognition and Sympathy Policy.pdf](#)

### 5.4. Staff Update

[5.4 Staff Report 3-10-2020.pdf](#)

**6. DIRECTOR'S ITEMS**

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

**7. CONVENE IN CLOSED SESSION**

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

**8. CONVENE IN OPEN SESSION**

*Report out on Closed Session items*

**9. INFORMATIONAL ITEMS**

- 9.1. Combined Monthly Account Summary January 2020  
[9.1 Combined Monthly Account Summary January 2020.pdf](#)
- 9.2. Monthly Income Summary January 2020  
[9.2 Monthly Income Summary January 2020.pdf](#)

**10. ADJOURNMENT**

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

# **UNOFFICIAL UNTIL APPROVED**

## **VALLEY SANITARY DISTRICT MINUTES OF SPECIAL BOARD MEETING**

March 4, 2020

A special 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 Wednesday, March 4, 2020.

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

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

#### **1.1 Roll Call**

Directors Present:

Mike Duran, William Teague, Debra Canero, Scott Sear

Directors Absent:

Dennis Coleman

Staff Present:

Beverli A. Marshall, General Manager, Holly Gould, Joanne Padgham,  
and Ron Buchwald

Guests:

Robert Hargreaves, Best Best & Krieger

#### **1.2 Pledge of Allegiance**

### **2. PUBLIC COMMENT**

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

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No public comment. At this time President Duran handed the meeting over to Vice President Sear.

### **3. CONSENT CALENDAR**

#### **3.1 Approve February 11, 2020 Regular Meeting and February 26, 2020 Special Meeting Minutes**

#### **ACTION TAKEN:**

##### **MOTION:**

Director Teague made a motion to approve the consent calendar as presented. Director Canero seconded the motion. Motion carried by the following vote: 4 ayes

**MINUTE ORDER NO. 2020-2989**

#### 4. NON-HEARING ITEMS

##### 4.1 Set Public Hearing Date to Adopt Increase in Sewer Use Fee

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It is recommended that the board set a public hearing date of May 12, 2020 to consider the increase in the sewer use fee for fiscal year 2020/2021. In accordance with California Proposition 218, notice is to be sent to the owners of record and/or tenants via U.S. Mail at least 45 days before the Public Hearing in order to consider an increase to the Sewer Use rate. Additionally, notice of the Public Hearing will be advertised in the Desert Sun, a newspaper of general circulation, on March 22, 2020 and March 29, 2020.

**ACTION TAKEN:**

**MOTION:** Director Teague made a motion to set a public hearing date of May 12, 2020 to consider the increase in the Sewer Use Fee for Fiscal Year 2020/2021 and approve the Public Hearing Notice for publishing in the Desert Sun. President Duran seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Coleman

ABSTAIN: None

**MINUTE ORDER NO. 2020-2090**

##### 4.2 Proposed Rate Increase and Proposition 2018 Notice

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The District engaged an independent consultant to perform a cost of service analysis and rate study for its wastewater service charges. Based upon the rate study, the District anticipates there will be future increases in the costs of operating and maintaining the wastewater systems. The proposed wastewater rate increases are necessary to enable the District to: (1) maintain the operational and financial stability of the District, including keeping pace with inflation and other cost increases including wastewater treatment costs; (2) comply with State and Federal regulations governing the treatment, disposal, and reuse of wastewater; (3) fund capital infrastructure improvements needed to repair and update the District's aging wastewater system; and (4) avoid operational deficits and depletion of reserves. The estimated cost for printing and mailing approximately 24,650 notices is \$14,627. This is a sole source procurement due to High Tech Mailing Services past performance and reliability. In accordance with California Proposition 218, notice is to be sent to the record owners and/or tenants via U.S. Mail at least 45 days before the Public Hearing in order to consider an increase to the Sewer Use rate. Additionally, notice of the Public Hearing will be advertised in the Desert Sun, a newspaper of general circulation, on March 22, 2020 and March 29, 2020. The Proposition 218 notice has been reviewed by legal counsel.

**ACTION TAKEN:**

**MOTION:** Secretary Canero made a motion to approve the proposed rate increase and authorize staff to mail the Proposition 218 notice for

an estimated total cost of \$14,627. Director Teague seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Coleman

ABSTAIN: None

**MINUTE ORDER NO. 2020-2091**

4.3 Pollution Liability Coverage – Desert Cornerstone Insurance Service, Inc.

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The Pollution Liability Coverage was first approved at the April 9, 2019 board meeting. The 12-month coverage period is March 1, 2020 to March 1, 2021 for \$13,143. Hugh Curtis of Desert Cornerstone Insurance and Paul Fuller, an expert on this coverage will be at the April 14, 2020 board meeting to give a presentation.

4.4 Award Contract – Owner’s Representative to Valley Sanitary District for the Influent Pump Station Rehabilitation to Stantec, Inc.

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On December 10, 2019, the Board authorized the General Manager to enter into a contract with Stantec, Inc. (Stantec) for a not to exceed price of \$387,131 to become the Owner’s Representative of VSD to oversee the selection of the design build team and provide engineering support for the Influent Pump Station Rehabilitation Project. Stantec’s scope of work included preparing a Request for Proposal (RFP) to solicit design-build teams and provide proposals to perform the work. Working with VSD’s legal counsel on similar projects, BB & K provided a legal template to guide special districts through the design-build process and adhere to state laws. One state law requirement of the design-build method is a two-step process for soliciting design-build teams. It is recommended to execute a contract amendment to Stantec, Inc. for \$15,372, to prepare and evaluate an RFQ as required by State law as part of the Influent Pump Station Rehabilitation Project.

**ACTION TAKEN:**

**MOTION:**

President Duran made a motion to authorize the General Manager to execute a contract amendment to Stantec, Inc. for \$15,372 to prepare and evaluate an RFQ as required by State law as part of the Influent Pump Station Rehabilitation Project. Secretary Canero seconded the motion. Motion carried by the following roll call vote:

AYES: Canero, Duran, Sear, Teague

NOES: None

ABSENT: Coleman

ABSTAIN: None

**MINUTE ORDER NO. 2020-2092**

**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.*

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Director Teague reported that the March 3, 2020 EVRA Meeting was excellent. He stated that Reymundo Trejo, the Assistant General Manager at Indio Water Authority

gave a great presentation of the Recycled Water Project update. President Duran asked Ms. Marshall if she could reach out to Mr. Trejo and invite him to present at a future board meeting. Vice President Sear commented that the CASA D.C. Forum was great. He enjoyed seeing the District's federal advocates, Innovative Federal Strategies, in action. President Duran stated he attended both CASA and ACWA meetings. He asked if Ms. Marshall would send thank you letters to the representatives that took time to meet with them. Secretary Canero commented that it was interesting to see which representatives were in line with the District's issues and who wasn't. She felt that their presence made an impression on the people they met with. A discussion took place about PFAS (per-and poly-fluoroalkyl substances) and how they could affect the treatment of wastewater and recycled water. Ms. Marshall shared about the plant tour Ian Wilson conducted for fourth graders from Our Lady of Perpetual Help. President Duran asked about the enrollment for board members in the health insurance. Ms. Marshall stated that she will be bringing that topic to the Board closer to open enrollment time.

## **6. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 1:47 p.m. The next special board meeting will be held March 4, 2020.

Respectfully submitted,

Holly Gould, Clerk of the Board  
Valley Sanitary District

**DISBURSEMENTS**  
**Approved at the Board Meeting of**  
**March 10, 2020**

8486 Paychex - Live Check	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$1,034.87
8487 Paychex - Live Check	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$12,283.89
8548 Paychex - Live Check	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$1,661.63
8549 Paychex - Live Check	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$2,630.16
37979 Colonial Life	PR 01/24/2012 - 02/12/2020 PD 02/12/2020	\$32.09
37979 Colonial Life	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$300.02
37980 Vantage Point Transfer Agents - ICMA	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$200.00
37980 Vantage Point Transfer Agents - ICMA	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$1,395.00
37981 Alliance Protection	Fire Alarm Monitoring 3/1/2020-5/31/2020	\$366.00
37982 American Material Company	Screwdriver Sets	\$758.27
37983 American Water Works Association	Membership Renewal	\$286.00
37984 Analytical Technology, Inc.	Spare Q46 CL2/SO2 Components	\$1,984.61
37984 Analytical Technology, Inc.	Spare Parts for Gas Detectors	\$1,176.38
37984 Analytical Technology, Inc.	Pump Drive	\$312.67
37985 Anna Bell	Travel Reimbursement P3S Conference	\$133.00
37986 Around The Clock Call Center	Call Center Service for February 2020	\$152.75
37987 Associated Time Instruments	Attendance on Demand for February 2020	\$280.91
37988 Best, Best & Krieger	Legal Fees for January 2020	\$17,572.43
37989 Branden Rodriguez	Reimbursement Travel Expense CAPPO Conference	\$593.33
37990 Business Training Experts	Leadership Journey Training	\$4,455.00
37991 Calif. Water Environment Assn.	Certificate Renewal	\$89.00
37991 Calif. Water Environment Assn.	Membership Renewal	\$192.00
37991 Calif. Water Environment Assn.	Membership & Certificate Renewal	\$281.00
37991 Calif. Water Environment Assn.	Certificate Renewal	\$89.00
37992 Caltest Analytical Laboratory	Weekly NPDES Samples	\$330.00
37992 Caltest Analytical Laboratory	Weekly NPDES Samples	\$285.00
37992 Caltest Analytical Laboratory	NPDES Testing for February 2020	\$415.50
37992 Caltest Analytical Laboratory	Weekly NPDES Samples	\$285.00
37993 Carollo Engineering, Inc	*Environ. Engineering Services & Planning	\$1,324.05
37993 Carollo Engineering, Inc	*Sewer Siphon Replacement January 2020	\$86,016.50
37994 Carquest Auto Parts	New Charges for February 2020	\$116.87
37995 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 02/06/2020	\$579.83
37995 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 02/13/2020	\$679.93
37995 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 02/20/2020	\$574.39
37995 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 02/27/2020	\$570.17
37996 Cole-Parmer	Thermometer Calibration	\$306.09
37997 Colonial Life	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$64.18
37997 Colonial Life	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$300.02
37997 Colonial Life	Second Half of February Voluntary Insurance	\$300.02
37998 Crump & Co., Inc.	Plant Drain Check Valve	\$9,554.45
37999 D.R. Horton	Refunds of Inspection Deposits - Hacienda Pointe	\$2,765.00
38000 Desert Cornerstone Insurance Service, Inc	Environmental Pollution Coverage 3/1/2020-3/1/2021	\$13,143.00
38001 Desert Steel Supply	Shade for Polymer Tote	\$240.34
38002 Duke's Root Control, Inc.	Sewer Root Control	\$14,160.51
38003 EOA, Inc.	NPDES Permit Renewal Assistance	\$321.01
38004 Equipment Direct	Flashlight System	\$149.00
38004 Equipment Direct	Flashlight Battery	\$49.71
38005 Eurofins Eaton Analytical	Total Dissolved Solids Testing for February 2020	\$90.00
38006 FedEx	Shipping Fees February 2020	\$1,135.80
38007 Fisher Scientific	Laboratory Supplies	\$136.36
38007 Fisher Scientific	Autoclave	\$190.50
38008 Foster-Gardner, Inc.	Landscaping Supplies	\$217.06
38009 GPE Controls, Inc.	Thermocoupler for Flare	\$845.05
38010 Grainger	Air Filters	\$670.90
38011 Hach Company	Vials for Laboratory	\$631.45
38011 Hach Company	Glass Filters & Potassium Iodide	\$774.88
38011 Hach Company	Ammonia	\$132.14
38011 Hach Company	Stir Bars and Lab Supplies	\$140.45
38012 Harris & Associates	*PADM for Collection System Phase 2	\$13,015.50
38013 Healthy Futures, Inc.	Wellness Program for Febraury 2020	\$1,500.00
38014 Innovative Document Solutions	Copy Machine Monthly Maintenance	\$166.51
38015 Innovative Federal Strategies LLC	Federal Advocacy for January 2020	\$6,000.00
38016 IPT Holdings, LLC	Thrust Base Assembly	\$1,020.08
38016 IPT Holdings, LLC	Flowserve Limitorque	\$490.47
38017 Ivan Monroy	Travel Reimbursement for P3S Conference	\$303.14
38018 Joanne Padgham	CSMFO Travel Reimbursement	\$197.28
38019 Karen C Hopper	CSMFO Travel Reimbursement	\$786.40
38020 Lock Shop	Keys	\$37.98
38021 Lorraine Shinnette	Work Boots Reimbursement	\$32.39
38022 Lucity, Inc.	Annual Lucity Program Renewal	\$10,146.32



38023	McMaster-Carr Supply Co.	Parts for Shade Structure for Polymer Totes	\$3,087.84
38023	McMaster-Carr Supply Co.	PVC Pipe Fittings	\$242.60
38023	McMaster-Carr Supply Co.	Restock Screws and Nuts	\$433.21
38023	McMaster-Carr Supply Co.	Hypo Tank Valve Replacement	\$445.11
38024	Northern Safety Co.	Safety Glasses & Gloves	\$105.28
38025	Northwest Scientific, Inc.	Sulfuric Acid	\$577.71
38026	Paloma Air Conditioning	Fan, Blade	\$250.00
38027	Parkhouse Tire Services, Inc.	Tire Repair	\$750.60
38028	Paul's Total Fleet Maintenance	DOT & Lube on Kenworth Vector	\$581.11
38028	Paul's Total Fleet Maintenance	DOT & Bit Inspection Vector Truck	\$115.00
38029	Ponton Industries, Inc.	Hydroranger	\$1,813.95
38030	Powerstride Battery Co.	Battery	\$244.86
38031	Praxair Distribution, Inc.	Tank Rentals	\$124.39
38031	Praxair Distribution, Inc.	Welding Helmet	\$378.89
38031	Praxair Distribution, Inc.	Welding Supplies	\$205.97
38032	Purchase Power	Refill Postage Meter	\$208.99
38033	Pyro-Comm Systems	Fire Alarm Monitoring 2/1/2020-4/30/2020	\$135.00
38034	Rauch Communication Consultants, Inc.	Strategic Planning Consulting	\$857.50
38034	Rauch Communication Consultants, Inc.	Strategic Planning Consulting	\$6,897.78
38035	ReadyRefresh by Nestle	Bottled Water for February 2020	\$684.94
38036	Rudy's Pest Control	Pest Control for March 2020	\$185.00
38037	Southern California Boiler, Inc.	Boiler Maintenance March 2020	\$1,004.99
38038	Southwest Networks, Inc.	Cisco Switch	\$1,190.82
38038	Southwest Networks, Inc.	Guardian Wireless AP & Card	\$857.60
38038	Southwest Networks, Inc.	BDR Storage for March 2020	\$699.00
38038	Southwest Networks, Inc.	Technical Support for January 2020	\$2,256.25
38038	Southwest Networks, Inc.	Quarterly Contract Billing 3/2020 to 5/2020	\$8,583.00
38038	Southwest Networks, Inc.	CAT 5 Cable	\$76.39
38038	Southwest Networks, Inc.	*32 Channel NVR for Security Cameras	\$6,261.83
38038	Southwest Networks, Inc.	*Additional Security Cameras	\$4,490.29
38039	Staples Advantage	Restock Office & Break Room Supplies	\$1,006.10
38040	Superior Protection Consultants	Plant Security for February 2020	\$6,032.00
38041	Tops 'N Barricades Inc.	Surveyor Vest	\$50.30
38041	Tops 'N Barricades Inc.	Safety Vests	\$252.25
38042	Underground Service Alert	Dig Safe Board Fee March 2020	\$68.99
38042	Underground Service Alert	Dig Alerts for February 2020	\$118.90
38043	United Way of the Desert	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$25.00
38043	United Way of the Desert	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$25.00
38044	Univar Solutions	Sodium Bisulfite	\$5,684.58
38044	Univar Solutions	Sodium Hypochlorite	\$7,140.60
38044	Univar Solutions	Ferric Chloride	\$5,467.88
38044	Univar Solutions	Ferric Chloride	\$10,412.16
38045	Vantage Point Transfer Agents - ICMA	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$1,395.00
38046	West Coast Rotor Inc.	Moyno Belt Press Sludge Pump Repairs	\$10,582.13
38047	Willdan Financial Services	Shadow Hills & Indio Terrace Assessment Districts	\$462.00
38048	YSI Inc	Sump Pump Replacements	\$968.02
38048	YSI Inc	Influent Pump #2 Cord Replacement	\$2,711.52
38048	YSI Inc	Rebuild Pump #2	\$10,740.40
38049	Yellow Mart	Work Boots	\$179.43
38049	Yellow Mart	Work Boots	\$215.85
38049	Yellow Mart	Work Boots	\$225.00
202002121	Frontier Communications	Telephone Service for February 2020	\$301.30
202002122	Paychex - Direct Deposit	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$2,030.14
202002123	Paychex - Fee	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$94.53
202002124	Paychex - Tax	PR 01/24/2020 - 02/12/2020 PD 02/12/2020	\$15,932.63
202002131	Time Warner Cable	Telephone Service for February 2020	\$1,141.60
202002132	CalPERS 457	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$1,000.00
202002133	CalPERS Retirement	PR 01/24/2020 - 02/06/2020 PD 02/14/2014	\$17,406.30
202002141	Paychex - Direct Deposit	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$67,460.58
202002142	Paychex - Tax	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$30,740.35
202002143	MassMutual	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$10.00
202002144	Nationwide Retirement Solution	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$2,285.00
202002145	Paychex - Fee	PR 01/24/2020 - 02/06/2020 PD 02/14/2020	\$157.42
202002171	TASC	PR 01/24/2020 - 02/06-2020 PD 02/14/2020	\$296.14
202002181	SoCal Gas	Natural Gas for January 2020	\$1,188.73
202002182	CalPERS Health	Health Insurance for March 2020	\$32,848.64
202002251	Umpqua Bank	New Charges for January 2020	\$11,892.00
202002281	Domino Solar LTD	Electricity for January 2020	\$7,715.98
202002282	Paychex - Direct Deposit	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$67,242.77
202002283	Paychex - Fee	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$161.32
202002284	Paychex - Tax	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$33,379.68
202002285	MassMutual	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$10.00
202002286	Nationwide Retirement Solution	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$2,285.00
202002287	CalPERS 457	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$1,000.00



202002288 CalPERS Retirement	PR 02/07/2020 - 02/12/2020 PD 02/12/2020	\$322.47
202002288 CalPERS Retirement	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$17,096.79
202002291 Standard Insurance Company	Life and Disability Insurance for March 2020	\$1,363.30
202003011 Imperial Irrigation District	Electric Service for January 2020	\$36,549.97
202003021 TASC	PR 02/07/2020 - 02/20/2020 PD 02/28/2020	\$296.14
202003022 Standard Insurance Company	Dental and Vision Insurance for March 2020	\$2,432.46
202003041 Verizon Wireless	Cell Service for February 2020	\$849.03
202003091 Indio Water Authority	Water Service for January 2020	\$1,600.87
*Capital Expenditures		\$684,051.39

**VALLEY SANITARY DISTRICT**  
SUMMARY OF CASH AND INVESTMENTS

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

Agenda Item No. \_\_\_\_\_

**INVESTMENTS**

<b>LAIF Fund 4 - Agency Fund</b>			
Beginning Balance (Fund 4)		199,017	
Net Transfer from (to) Fund 11		315,996	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.29%)		1,151	
<b>Fund 04 Ending Balance</b>			<b>516,164</b>
<b>LAIF Fund 6 - Wastewater Revenue-Refunding Bonds</b>			
Beginning Balance (Fund 6)		6,187	
Net Transfer from (to) Fund 11		(1,500)	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.29%)		36	
<b>Fund 06 Ending Balance</b>			<b>4,723</b>
<b>LAIF Fund 11 - Operating Fund</b>			
Beginning Balance (Fund 11)		15,738,376	
Net Transfer from (to) Fund 04		(315,996)	
Net Transfer from (to) Fund 06		1,500	
Net Transfer from (to) Fund 12		143,110	
Net Transfer from (to) Fund 13		(52,800)	
Fund Transfer from (to) LAIF - WF		(500,000)	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.29%)		90,989	
<b>Fund 11 Ending Balance</b>			<b>15,105,179</b>
<b>LAIF Fund 12 - Reserve Fund</b>			
Beginning Balance (Fund 12)		22,656,897	
Net Transfer from (to) Fund 11		(143,110)	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.29%)		130,988	
<b>Fund 12 Ending Balance</b>			<b>22,644,775</b>
<b>LAIF Fund 13 - Capital Improvement Fund</b>			
Beginning Balance		5,979,406	
Connection Fees	52,800		
(Disbursements) or Reimbursements	<u>0</u>		
Net Transfer from (to) Fund 11		52,800	
Fair Value Factor for quarter ending 06/30/2019		0	
Interest (Pd quarterly - Int. Rate 2.29%)		34,569	
<b>Fund 13 Ending Balance</b>			<b>6,066,775</b>
<b>TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13</b>			<b>44,337,616</b>

**CASH IN CHECKING ACCOUNT**

**WELLS FARGO - FUND 11**

Beginning Balance		1,795,561	
Deposits		6,112,096	
Fund Transfer from (to) LAIF (net)		500,000	
Disbursements and Payroll		(688,831)	
<b>Wells Fargo Ending Balance</b>			<b>7,718,826</b>

**CALTRUST - FUND 11**

Beginning Balance		1,060,003	
Unrealized Gain / <Loss>		4,202	
Interest Income		1,780	
<b>CalTRUST Ending Balance</b>			<b>1,065,985</b>

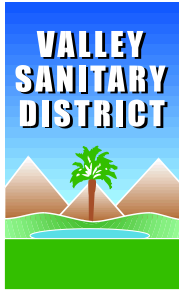
**TOTAL WELLS FARGO AND CALTRUST CHECKING**  
**TOTAL CASH AND INVESTMENTS**

**8,784,811**  
**53,122,427**

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).

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Valley Sanitary District  
Board of Directors Meeting  
March 10, 2020

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Joanne Padgham, Administration & Finance Manager

**SUBJECT: Designate Identified Items as Surplus Equipment and Authorize Disposition as Appropriate**

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

**Executive Summary**

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

**Fiscal Impact**

No fiscal impact.

**Background**

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

**Recommendation**

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

**Attachments**

Attachment A: Valley Sanitary District Equipment Disposition Form

[Back to Agenda](#)

# VALLEY SANITARY DISTRICT EQUIPMENT DISPOSITION FORM

(This form is to be completed upon the disposition of fixed assets, including equipment for surplus)

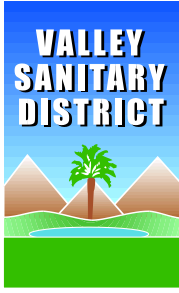
Date of Disposition:	
Department: Administration/ Operations	Location: VSD

Justification for Disposition: Obsolete/No longer usable by the District
These items are for disposal/scrap or to be sold through GovDeals

Item #	Asset Tag #	Quantity	Description	Current Location	Value \$	
1		1	Admin HP Printer	VSD	0	<i>E - Waste</i>
2		1	Brother Fax Machine	VSD	0	<i>E - Waste</i>
3		1	Lenovo Laptop	VSD	0	<i>E - Waste</i>
4		1	HP Laptop	VSD	0	<i>E - Waste</i>
5		2	APC UPS Units	VSD	0	<i>E - Waste</i>
6		2	iPhone 5C	VSD	0	<i>E - Waste</i>
7		1	Sanyo Tape Recorder	VSD	0	<i>E - Waste</i>
8		1	HP Docking Station	VSD	0	<i>E - Waste</i>
9		1	HP ZBook 17	VSD	0	<i>E - Waste</i>
10		1	Dell Laptop	VSD	0	<i>E - Waste</i>
11		6	Blower Room Doors	VSD	0	Scrap
12		1	RAS Pump	VSD	0	Scrap
13						

Check One:
<input type="checkbox"/> Sold (Please attach supporting documentation and sale value.)
<input type="checkbox"/> Lost (Please include complete description of circumstances surrounding loss.)
<input type="checkbox"/> Donated to outside organization (Please attach supporting documentation.)
<input type="checkbox"/> Traded In (Please attach supporting documentation.)
<input type="checkbox"/> Reassigned for use as source of parts
<input type="checkbox"/> Stolen (Please attach police report or complete description of circumstances.)
<input type="checkbox"/> Destroyed (Please include complete description of circumstances.)
<input checked="" type="checkbox"/> Declared Surplus (Please attach documentation of Board Action)
<input type="checkbox"/> Other, Please explain:

Department Supervisor:	General Manager:
District Board Action:	



**Valley Sanitary District  
Board of Directors Meeting  
March 10, 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 draft Ward maps 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 November 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     |
| March 24, 2020    | Public Hearing to Discuss Draft Maps #2     |
| April 14, 2020    | Board Adopts Map Establishing Wards         |
| May 1, 2020       | Notify Riverside County Registrar of Voters |
| November 3, 2020  | General Election – Wards B, D, and E        |

**Recommendation**

Staff recommends that the Board of Directors conduct Public Hearing #3 to discuss the draft Ward maps and provide direction to staff at the conclusion of the hearing.

**Attachments**








Attachment A: Ward Map Option #1: Green

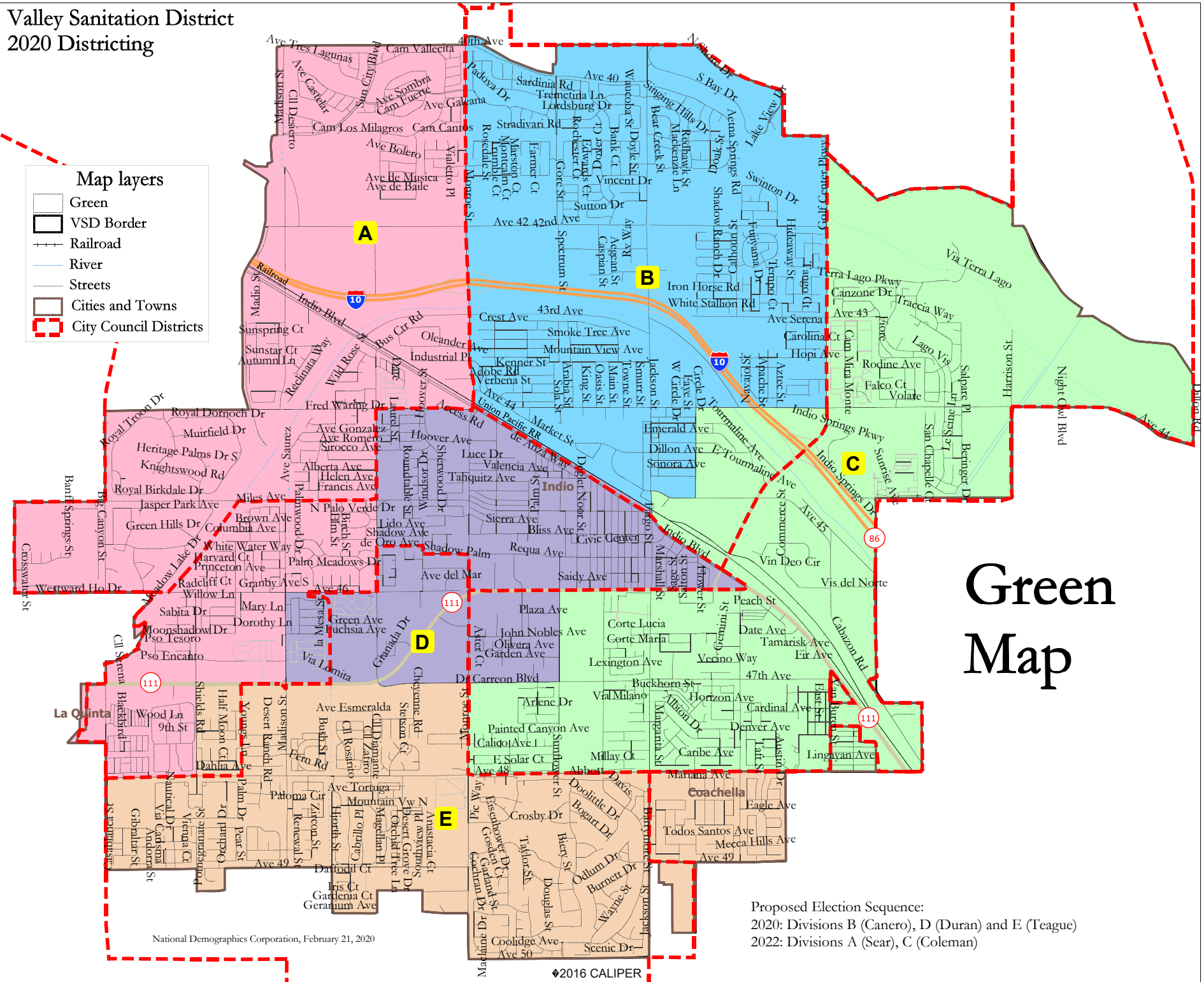
Attachment B: Ward Map Option #2: Purple

Attachment C: Ward Map Option #3: Tan

# Valley Sanitation District 2020 Districting

**Map layers**

-  Green
-  VSD Border
-  Railroad
-  River
-  Streets
-  Cities and Towns
-  City Council Districts



# Green Map

Proposed Election Sequence:  
 2020: Divisions B (Canero), D (Duran) and E (Teague)  
 2022: Divisions A (Sear), C (Coleman)

National Demographics Corporation, February 21, 2020



## Valley Sanitation District - Green Map

District		A	B	C	D	E	Total
	Total Pop	15,028	15,212	14,959	15,005	14,931	75,135
	Deviation from ideal	1	185	-68	-22	-96	281
	% Deviation	0.01%	1.23%	-0.45%	-0.15%	-0.64%	1.87%
Total Pop	% Hisp	61%	73%	82%	85%	63%	73%
	% NH White	35%	22%	14%	10%	32%	23%
	% NH Black	2%	2%	2%	3%	2%	2%
	% Asian-American	2%	3%	2%	1%	2%	2%
	Total	10,379	9,795	7,481	7,966	9,888	45,509
Citizen Voting Age Pop	% Hisp	50%	68%	72%	80%	51%	63%
	% NH White	44%	27%	21%	15%	45%	32%
	% NH Black	3%	2%	5%	3%	1%	3%
	% Asian/Pac.Isl.	2%	3%	2%	1%	3%	2%
	Total	7,493	6,414	5,289	4,556	6,737	30,489
Voter Registration (Nov 2018)	% Latino est.	49%	66%	73%	79%	54%	62%
	% Spanish-Surnamed	44%	59%	65%	71%	48%	56%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	46%	31%	24%	17%	44%	34%
	% NH Black	3%	2%	2%	3%	1%	2%
Voter Turnout (Nov 2018)	Total	4,776	3,575	2,654	2,121	4,013	17,140
	% Latino est.	38%	59%	65%	72%	43%	52%
	% Spanish-Surnamed	34%	53%	58%	65%	39%	47%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	56%	38%	31%	23%	54%	44%
% NH Black	4%	2%	2%	3%	2%	3%	
Voter Turnout (Nov 2016)	Total	5,436	4,454	3,300	2,943	4,856	20,988
	% Latino est.	45%	58%	77%	76%	48%	58%
	% Spanish-Surnamed	40%	52%	69%	69%	44%	52%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	50%	35%	13%	18%	48%	36%
% NH Black est.	3%	2%	7%	3%	1%	3%	
ACS Pop. Est.	Total	18,054	16,585	15,132	15,476	15,332	80,580
Age	age0-19	29%	31%	30%	31%	25%	29%
	age20-60	47%	55%	54%	53%	52%	52%
	age60plus	24%	14%	16%	16%	23%	19%
Immigration	immigrants	24%	24%	37%	33%	27%	29%
	naturalized	34%	46%	34%	36%	41%	38%
Language spoken at home	english	50%	40%	29%	31%	48%	40%
	spanish	47%	56%	68%	68%	49%	57%
	asian-lang	2%	2%	2%	1%	1%	2%
	other lang	2%	2%	1%	0%	1%	1%
Language Fluency	Speaks Eng. "Less than Very Well"	22%	26%	39%	35%	25%	29%
Education (among those age 25+)	hs-grad	61%	61%	52%	56%	67%	60%
	bachelor	11%	9%	10%	5%	11%	9%
	graduatedegree	8%	5%	3%	2%	6%	5%
Child in Household	child-under18	28%	33%	36%	31%	27%	31%
Pct of Pop. Age 16+	employed	53%	59%	54%	55%	58%	56%
Household Income	income 0-25k	20%	20%	29%	37%	20%	25%
	income 25-50k	27%	21%	33%	30%	26%	27%
	income 50-75k	21%	19%	18%	16%	21%	19%
	income 75-200k	29%	37%	21%	15%	29%	26%
	income 200k-plus	3%	2%	1%	1%	3%	2%
Housing Stats	single family	94%	94%	74%	53%	82%	80%
	multi-family	6%	6%	26%	47%	18%	20%
	rented	25%	29%	39%	54%	29%	34%
	owned	75%	71%	61%	46%	71%	66%

Total population data from the 2010 Decennial Census.

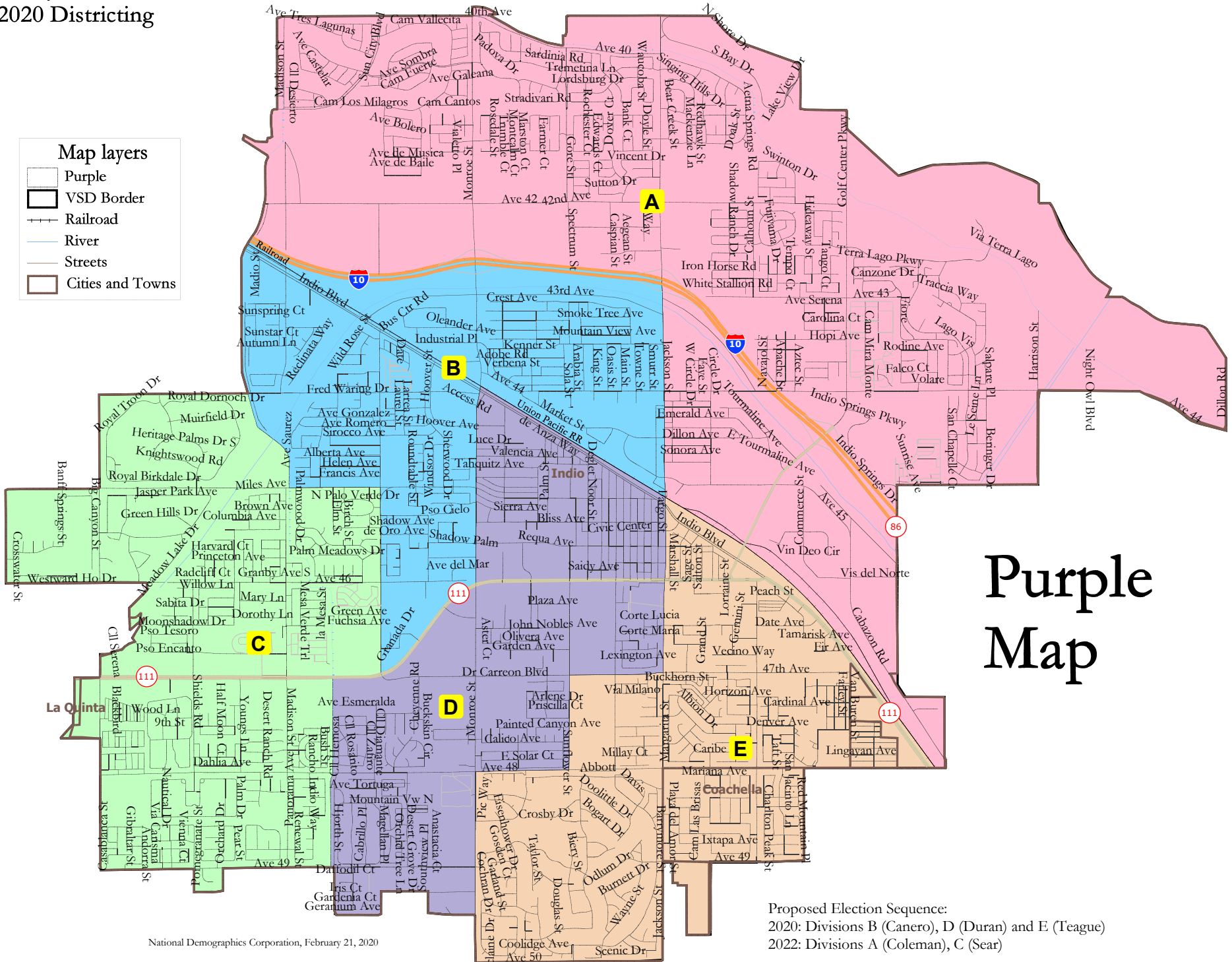
Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

# Valley Sanitation District 2020 Districting

**Map layers**

- Purple
- VSD Border
- Railroad
- River
- Streets
- Cities and Towns



# Purple Map

Proposed Election Sequence:  
 2020: Divisions B (Canero), D (Duran) and E (Teague)  
 2022: Divisions A (Coleman), C (Sear)

National Demographics Corporation, February 21, 2020

## Valley Sanitation District - Purple Map

District		A	B	C	D	E	Total
	Total Pop	14,806	15,022	15,372	14,662	15,273	75,135
	Deviation from ideal	-221	-5	345	-365	246	710
	% Deviation	-1.47%	-0.03%	2.30%	-2.43%	1.64%	4.72%
Total Pop	% Hisp	56%	85%	63%	80%	78%	73%
	% NH White	36%	12%	31%	15%	18%	23%
	% NH Black	2%	2%	2%	3%	2%	2%
	% Asian-American	4%	1%	3%	1%	2%	2%
Citizen Voting Age Pop	Total	11,095	8,210	10,163	8,235	7,806	45,509
	% Hisp	49%	79%	55%	68%	71%	63%
	% NH White	45%	17%	40%	25%	26%	32%
	% NH Black	2%	3%	2%	5%	1%	3%
	% Asian/Pac.Isl.	3%	1%	2%	1%	2%	2%
Voter Registration (Nov 2018)	Total	8,181	5,280	7,544	4,551	4,933	30,489
	% Latino est.	51%	71%	54%	73%	72%	62%
	% Spanish-Surnamed	46%	64%	49%	66%	65%	56%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	46%	22%	43%	22%	26%	34%
	% NH Black	2%	3%	2%	3%	1%	2%
Voter Turnout (Nov 2018)	Total	5,012	2,797	4,562	2,259	2,511	17,140
	% Latino est.	42%	61%	45%	64%	62%	52%
	% Spanish-Surnamed	38%	55%	40%	58%	56%	47%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	54%	30%	52%	31%	36%	44%
	% NH Black	2%	5%	3%	4%	1%	3%
Voter Turnout (Nov 2016)	Total	5,804	3,449	5,323	2,926	3,487	20,988
	% Latino est.	41%	74%	52%	71%	66%	58%
	% Spanish-Surnamed	37%	67%	47%	64%	60%	52%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	49%	20%	43%	23%	31%	36%
	% NH Black est.	5%	3%	3%	3%	1%	3%
ACS Pop. Est.	Total	17,359	16,520	16,962	14,741	14,998	80,580
Age	age0-19	28%	33%	28%	28%	29%	29%
	age20-60	49%	53%	51%	54%	54%	52%
	age60plus	24%	14%	20%	18%	17%	19%
Immigration	immigrants	21%	31%	23%	32%	37%	29%
	naturalized	49%	32%	42%	35%	35%	38%
Language spoken at home	english	53%	31%	48%	36%	30%	40%
	spanish	41%	67%	48%	63%	69%	57%
	asian-lang	4%	0%	3%	1%	0%	2%
	other lang	2%	2%	1%	0%	0%	1%
Language Fluency	Speaks Eng. "Less than Very Well"	18%	35%	22%	33%	40%	29%
Education (among those age 25+)	hs-grad	60%	56%	65%	57%	59%	60%
	bachelor	15%	4%	11%	7%	8%	9%
	graduatedegree	9%	2%	6%	2%	4%	5%
Child in Household	child-under18	28%	34%	29%	30%	35%	31%
Pct of Pop. Age 16+	employed	55%	56%	57%	54%	58%	56%
Household Income	income 0-25k	18%	33%	22%	30%	23%	25%
	income 25-50k	21%	28%	26%	32%	32%	27%
	income 50-75k	17%	21%	19%	18%	21%	19%
	income 75-200k	40%	19%	30%	18%	23%	26%
	income 200k-plus	4%	0%	3%	1%	1%	2%
Housing Stats	single family	95%	75%	91%	58%	76%	80%
	multi-family	5%	25%	9%	42%	24%	20%
	rented	24%	40%	26%	52%	32%	34%
	owned	76%	60%	74%	48%	68%	66%



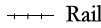



Total population data from the 2010 Decennial Census.

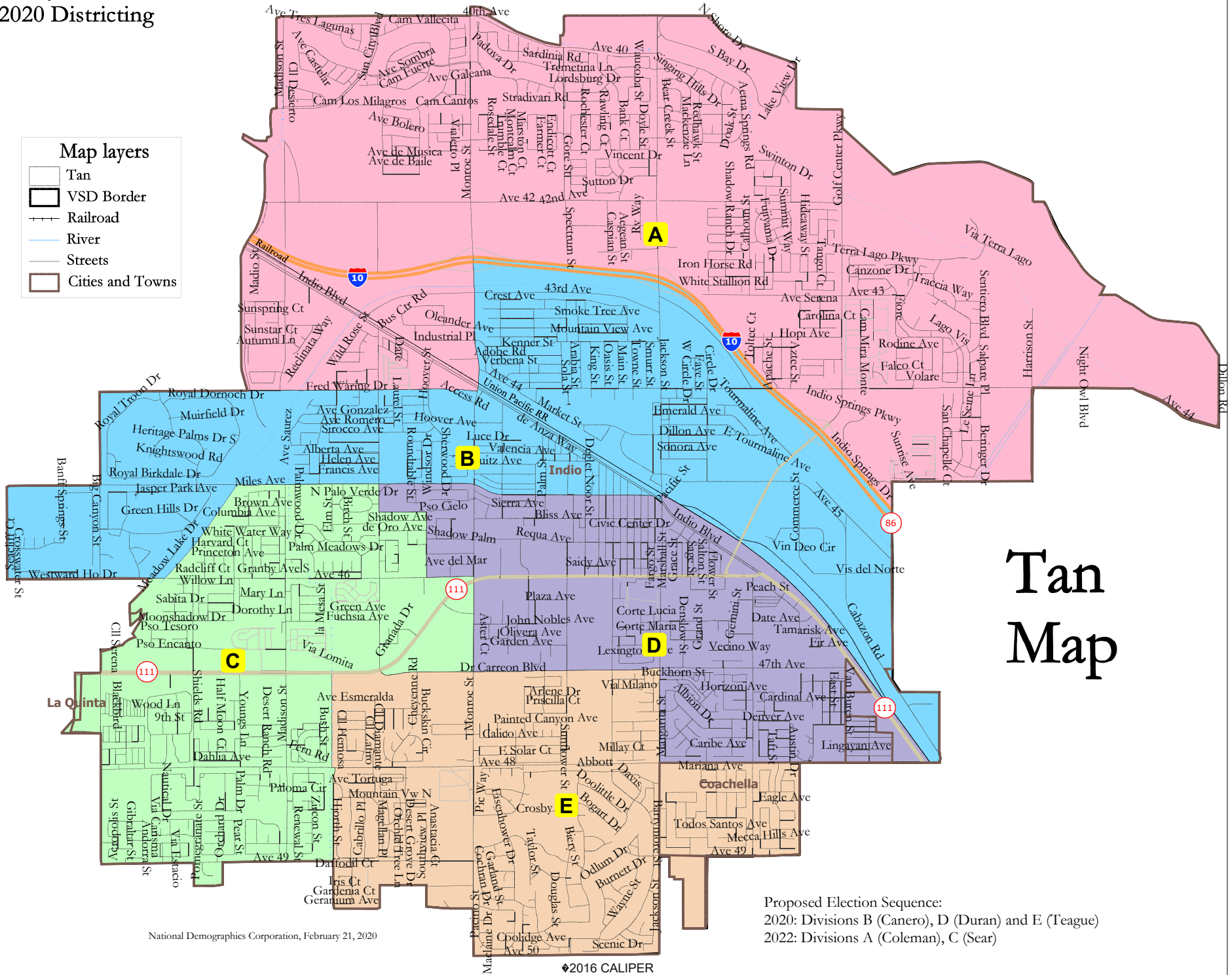
Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.

# Valley Sanitation District 2020 Districting

**Map layers**

-  Tan
-  VSD Border
-  Railroad
-  River
-  Streets
-  Cities and Towns



# Tan Map

Proposed Election Sequence:  
 2020: Divisions B (Canero), D (Duran) and E (Teague)  
 2022: Divisions A (Coleman), C (Sear)

National Demographics Corporation, February 21, 2020

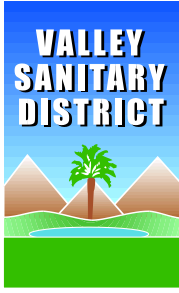
## Valley Sanitation District - Tan Map

District		A	B	C	D	E	Total
	Total Pop	15,109	15,357	14,856	15,581	14,232	75,135
	Deviation from ideal	82	330	-171	554	-795	1,349
	% Deviation	0.55%	2.20%	-1.14%	3.69%	-5.29%	8.98%
Total Pop	% Hisp	55%	78%	73%	87%	70%	73%
	% NH White	38%	20%	22%	8%	26%	23%
	% NH Black	2%	1%	2%	3%	2%	2%
	% Asian-American	4%	1%	2%	1%	2%	2%
Citizen Voting Age Pop	Total	11,514	8,643	9,389	7,214	8,749	45,509
	% Hisp	50%	66%	65%	84%	59%	63%
	% NH White	44%	29%	31%	12%	35%	32%
	% NH Black	2%	2%	2%	3%	3%	3%
	% Asian/Pac.Isl.	4%	2%	2%	1%	2%	2%
Voter Registration (Nov 2018)	Total	8,451	5,746	6,799	3,849	5,644	30,489
	% Latino est.	48%	64%	63%	87%	63%	62%
	% Spanish-Surnamed	43%	57%	56%	78%	57%	56%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	47%	33%	34%	10%	34%	34%
	% NH Black	2%	2%	2%	2%	2%	2%
Voter Turnout (Nov 2018)	Total	5,295	3,261	3,812	1,700	3,072	17,140
	% Latino est.	40%	52%	54%	83%	52%	52%
	% Spanish-Surnamed	36%	46%	49%	75%	46%	47%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	2%	1%	1%	1%
	% NH White est.	54%	44%	42%	12%	45%	44%
	% NH Black	3%	3%	3%	3%	2%	3%
Voter Turnout (Nov 2016)	Total	5,770	4,098	4,753	2,459	3,909	20,988
	% Latino est.	38%	67%	59%	86%	58%	58%
	% Spanish-Surnamed	34%	60%	53%	77%	52%	52%
	% Asian-Surnamed	1%	1%	1%	1%	1%	1%
	% Filipino-Surnamed	1%	1%	1%	1%	1%	1%
	% NH White est.	54%	25%	35%	9%	39%	36%
	% NH Black est.	5%	3%	3%	2%	1%	3%
ACS Pop. Est.	Total	18,676	15,874	16,322	15,129	14,578	80,580
Age	age0-19	28%	31%	29%	31%	26%	29%
	age20-60	49%	51%	53%	54%	54%	52%
	age60plus	22%	18%	18%	15%	20%	19%
Immigration	immigrants	21%	30%	25%	40%	28%	29%
	naturalized	47%	34%	40%	34%	36%	38%
Language spoken at home	english	54%	33%	43%	24%	43%	40%
	spanish	41%	64%	53%	75%	56%	57%
	asian-lang	3%	1%	2%	0%	1%	2%
	other lang	3%	2%	1%	0%	1%	1%
Language Fluency	Speaks Eng. "Less than Very Well"	18%	34%	24%	43%	28%	29%
Education (among those age 25+)	hs-grad	62%	54%	65%	50%	66%	60%
	bachelor	15%	6%	10%	7%	9%	9%
	graduatedegree	10%	3%	5%	2%	4%	5%
Child in Household	child-under18	29%	30%	31%	36%	28%	31%
Pct of Pop. Age 16+	employed	56%	52%	58%	54%	58%	56%
Household Income	income 0-25k	14%	34%	25%	34%	20%	25%
	income 25-50k	22%	28%	26%	34%	29%	27%
	income 50-75k	19%	18%	19%	16%	24%	19%
	income 75-200k	41%	19%	27%	15%	26%	26%
	income 200k-plus	4%	1%	2%	1%	2%	2%
Housing Stats	single family	98%	79%	86%	60%	73%	80%
	multi-family	2%	21%	14%	40%	27%	20%
	rented	22%	39%	30%	45%	37%	34%
	owned	78%	61%	70%	55%	63%	66%

Total population data from the 2010 Decennial Census.

Surname-based Voter Registration and Turnout data from the California Statewide Database.

Latino voter registration and turnout data are Spanish-surname counts adjusted using Census Population Department undercount estimates. NH White and NH Black registration and turnout counts estimated by NDC. Citizen Voting Age Pop., Age, Immigration, and other demographics from the 2013-2017 American Community Survey and Special Tabulation 5-year data.



**Valley Sanitary District  
Board of Directors Meeting  
March 10, 2020**

**TO:** Board of Directors

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

**SUBJECT:** Adopt VSD Strategic Plan 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 review and approve the proposed document.

**Fiscal Impact**

There is no fiscal impact from this discussion.

**Background**

At the August 13, 2019, meeting, the Board authorized the General Manager to execute a contract with Rauch Communications to facilitate and develop a strategic plan. The Board held two public workshops to discuss and define the District’s mission, vision, values, and goals.

Staff has worked with the consultant to compile the input from the Board, as well as staff feedback, to create the final draft document (Attachment A), which includes objectives, targeted outcomes, and deadlines.

This document will be used to guide future Board discussions, prioritization of resources, and policy decisions.

**Recommendation**

Staff recommends that the Board of Directors discuss and adopt the VSD Strategic Plan 2020.

**Attachments**

Attachment A: Proposed Strategic Plan 2020

[Back to Agenda](#)

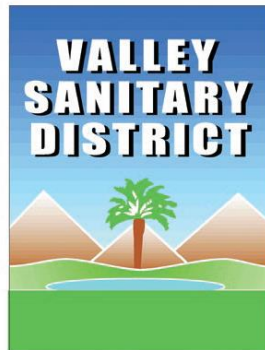




March 2020

# DRAFT 2020 STRATEGIC PLAN

Prepared by: Rauch Communication Consultants Inc.

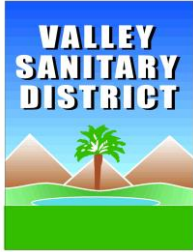


## **BOARD OF DIRECTORS**

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

## **GENERAL MANAGER**

Beverli A. Marshall



# Valley Sanitary District 2020 Strategic Plan

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# Expectations

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The first question asked in the first workshop was for each of the participants to share their initial expectations for the workshop by considering their own goals for the workshop, and what they hoped the outcome would be. The expectations are organized into topic headings below.

## Board

- Determine how we can best work together as a board to benefit stakeholders.

## Facilities

- Continue to maintain facilities that are conducive to the public.

## Alignment

- Set short- and long-range goals in alignment and foresee issues so we can align our planning and avoid rate shocks.
- Direction for board and staff goals, mission statement – all understanding and moving in the same direction.
- Hear board in one voice – unify the Board.
- Form a better idea of the direction we should go that will best benefit the community.
- Identify a clear path forward that we all agree on.

## Practical Roadmap

- Roadmap: identify goals for operations, prioritizing capital projects, and financing to pay for it.

## Image and Branding

- Establish a strong image for the district and reflect that in all we do.

# Rating the District Today (from Workshop #1)

Before considering where the District wants to go in the future, it is important to understand where it is today. In this exercise, each participant in the workshop was asked to rate various aspects of the District based on its current performance. Each participant selected aspects of the District to rate and graded them on a scale of 1 to 10 (10 being excellent). The average scores, along with the total number of votes in each category, are included to the left of each category.

BELOW ARE THE CATEGORIES AND RATINGS PROVIDED BY THE PARTICIPANTS	
<p><b>Avg. 8.4</b> 9, 9, 9, 9, 9, 8, 8, 8, 7 9 votes</p>	<p><b>Staffing.</b> Always working together, eager to learn and take the initiative. This is a family style organization and people love to come to work here. The District has good leadership and provides the tools staff needs. Overall it is a great staff, both the older staff and new staff. Regarding challenges, the District is short in staffing in a few areas, like lab operations, electricians, and maintenance. The District hasn't planned well for succession and increasing workloads from regulations. Some staff are over-taxed.</p>
<p><b>Avg. 7.8</b> 9, 8, 8, 6 4 votes</p>	<p><b>Board.</b> Good Board. New directors are working hard, getting up to-speed and contributing. Board is committed to staff and supports staff. Both experienced and new directors are enthusiastic</p>
<p><b>Avg. 7.7</b> 9, 9, 5 3 votes</p>	<p><b>Facilities.</b> We are proactive in facilities maintenance. Management, CIP planning, and reporting are all good or excellent. We have good equipment and the field staff represents the District well. Emergency preparedness is lacking; we need more robust emergency preparedness and training.</p>
<p><b>Avg. 7.5</b> 9, 8, 8, 7.5, 5 5 votes</p>	<p><b>Finance.</b> Finances are strong in near term and there are plans to address the long-term. The District has strong reserves, but cash flow is not strong enough and will be depleted within eight or nine years. The budget is transparent and easy to read. The District can do better in terms of policies, financial awards, and financial education. The Board could use more information in workshops.</p>
<p><b>Avg. 7</b> 7.5, 7 2 vote</p>	<p><b>Regulatory.</b> Regarding regulations, the District is ok for now, but needs to keep learning and adding resources to meet new regulations. Regarding legislative engagement, the District is strong in federal, but needs more focus at the state level. The District does follow the CASA monitoring on legislation to help determine what to support or oppose.</p>
<p><b>Avg. 6.5</b> 8, 5 2 votes</p>	<p><b>Planning.</b> We are dedicated, thinking and not complacent. However, lean staffing and limited resources limits planning for the future.</p>
<p><b>Avg. 4</b> 6, 5, 3, 2 4 votes</p>	<p><b>Outreach.</b> People don't know and haven't even heard of the District. It will be hard to ask people for increased rates over time if they don't know us. While outreach is improving, we need to improve branding and to show what a great board, staff, and District we have. We need to tell our story and be out at schools, public events, and businesses.</p>
<p><b>Avg. 4</b> 4 votes</p>	<p><b>Reclamation.</b> This is a critical, big, and costly task.</p>

# Challenges and Opportunities Facing the District

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Below is a list of key issues and challenges identified in the process that are expected to face the District in the future. Each participant was asked to predict what challenges and opportunities the District would confront in the future. The feedback is as follows:

## Facilities

Need more emergency preparation and training. \$100 million+ cost of facility upgrades over ten years.

## Finance

Need to develop a new rate structure next year. Are we moving in the right direction and making good decisions? Acting in the right order and efficiently?

## Planning

Need to be prepared to meet the needs of the City General Plan, population growth, and tribal requirements.

## Staff

Need to evolve as new generations join the workforce by developing new recruitment and retention approaches and management styles. Must manage retirements, succession, and institutional knowledge; need to promote diversity.

## Outreach

Need to get people to know us, to understand and support us by reaching out to ratepayers, city council, tribal, and regional water management groups. Need rebranding. Need more collaboration. Can't operate in a vacuum. Must partner.

## Reclamation

This is critical to support community sustainability; we must be part of it.

## Operations

Must stay up to date with technology.

## Regulatory and Legislative

Current permitting is good. There will be future tribal and state regulatory challenges, including around human resources, finance, transparency, tertiary, nitrogen removal, etc.

# Mission, Vision, and Values

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## Mission

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

## Vision

In 2025, Valley Sanitary District supports the Coachella Valley as an environmental steward, a model employer, and a leader in the wastewater industry known for its excellence.

- We prioritize the needs of our customers and do it cost-effectively and transparently.
- Staff is our most important asset. We provide a healthy work environment, cutting-edge equipment, and exceptional training opportunities.
- We are a leader in protecting our shared environment and safely reuse or recycle wastewater, energy, biosolids, and other useful byproducts.
- We are a trusted participant in the community through our collaboration, open communication, and educational programs.

## Values

**Transparent** – We provide information to the public in a complete, understandable, and timely form that is readily available.

**Responsible** – We take into account our environment, community, customers, and ratepayers in everything we do.

**Respectful** – We value diverse viewpoints, teamwork, and active listening to our community and staff.

**Integrity** – We maintain high standards of conduct in all our actions and all circumstances.

# Areas of Current Emphasis

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The participants were asked to identify and vote on the most important issues that the District must resolve in the coming years. The results of that vote are shown below, along with a summary of the responses by category. *This exercise was designed to advance the discussion and indicate areas of current emphasis as described below rather than to generate actionable, quantitative priorities. Everything on this list is important, as are many items that don't appear in this list. In the context of current areas of emphasis, funding is lower than the items above it, but still a high priority.*

<b>8 Votes</b>	<b>Highly Trained Staff.</b> Everything depends on having a good staff, with adequate people to meet regulatory needs, and resilient to meet future requirements.
<b>8 Votes</b>	<b>Recycled Water.</b> We must get recycled water completed and online.
<b>8 Votes</b>	<b>CIP Planning.</b> Short and long-range CIP planning and feasibility evaluation. Plant, collection, recycled and how to implement.
<b>8 Votes</b>	<b>Establish a Brand.</b> Have a concrete plan to build a brand for the District and ensure the public knows it.
<b>4 Votes</b>	<b>Safety.</b> Plant and staff safety protocol, training, and equipment.
<b>3 Votes</b>	<b>Complete and Up-to-Date Policies.</b> Complete written policies and make sure they are up to date and approved.
<b>3 Votes</b>	<b>Strategic Plan.</b> Mission statement and strategic plan are a true reflection of direction.
<b>1 Vote</b>	<b>Funding.</b> Need enough funding for CIP plans.

# Goals, Objectives, and Implementation Plan

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## Introductory Notes

**Key Areas of Change.** This Strategic Plan focuses only on key areas where there is change or a desire for additional clarity of direction. Numerous existing and ongoing initiatives, programs, and actions are not incorporated into this plan.

**Priorities.** The notation “(High)” after an action indicates a high-priority action. A high priority is defined as a “must do” that is not receiving adequate attention from staff due to inadequate resources or a new or additional effort for staff to undertake to fulfill a critical goal or objective. Some actions are urgent in terms of timing but are not necessarily a high priority. For example, it is urgent to get out payroll in the next few weeks but not a high strategic priority, just a workaday task.

**Timing.** Goals and objectives marked “annually” or “ongoing” will be reported on at least once each year during the budget planning season. This will allow the General Manager to use the feedback received from the Board when preparing the new fiscal year budget.

**Implementation.** Staff developed a complete set of initiatives to implement the goals and objectives. The implementation actions are summarized on the following pages, indicated by third-level numbering (such as 1.1.1) with non-bold type.

# Summary of the Goals and Objectives

---

## **GOAL 1: Fully Staffed with a Highly Trained and Motivated Team**

OBJECTIVE 1.1: Enough staff to fulfill goals and objectives safely and efficiently

OBJECTIVE 1.2: Improve preparation for both unexpected events and planned succession of all key positions

OBJECTIVE 1.3: Improve training and professional development

OBJECTIVE 1.4: Maintain and build upon strong staff culture

## **GOAL 2: Increase Recycling, Reuse, and Sustainability**

OBJECTIVE 2.1: Increase recycling and reuse of resources and byproducts

OBJECTIVE 2.2: Improve sustainability of the overall operations (e.g., lower carbon footprint)

OBJECTIVE 2.3: Become an environmental leader in the community and industry

## **GOAL 3: Excellent Facilities**

OBJECTIVE 3.1: Facilities are managed using comprehensive long-range plans that are integrated with the financial plan

OBJECTIVE 3.2: Increase use of technology to lower costs and improve reliability

## **GOAL 4: Increase Community Understanding and Support**

OBJECTIVE 4.1: Increase community understanding and support for the District and its program

OBJECTIVE 4.2: Increase the District's understanding of community wants, needs, and interests

OBJECTIVE 4.2: Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling

## **GOAL 5: Long-Term Financial Strength**

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

OBJECTIVE 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers

OBJECTIVE 5.3: Update rate structure to ensure it is up-to-date and fair to all classes of customers

## **GOAL 6: Improve Planning, Administration and Governance**

OBJECTIVE 6.1: Meet evolving operational and customer demands

OBJECTIVE 6.2: Increase regional collaboration

OBJECTIVE 6.3: Improve administration and management

OBJECTIVE 6.4: Increase emergency preparedness

OBJECTIVE 6.5: Improve State Level Legislative Advocacy

OBJECTIVE 6.6: Improve Governance

OBJECTIVE 6.7: Maintain compliance with all regulatory, legislative, and permit requirements

# Detailed Goals, Objectives, and Implementation Plan

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## **GOAL 1: Fully Staffed with a Highly Trained and Motivated Team**

**Strategic Challenge.** The District's greatest strength has been its highly motivated and experienced staff and their willingness to work together to serve our community. Looking to the future, everything the District does will continue to depend on having an excellent staff, with adequate people to meet the needs of the District's customers and community.

*The following objectives and implementation actions must be completed to fulfill Goal 1.*

### **OBJECTIVE 1.1: Enough staffing to fulfill goals and objectives safely and efficiently**

- 1.1.1: Conduct staffing analysis and make adjustments and hires if appropriate**
- 1.1.2: Develop and implement retention plan (will relate to benefits, pay, training, etc.)**
- 1.1.3: Evaluate and update pay and benefits if appropriate**

### **OBJECTIVE 1.2: Improve preparation for both unexpected events and planned succession of all key positions**

- 1.2.1: Develop and implement a succession plan**
- 1.2.2: Develop and implement internship program to develop pipeline of potential new workers**
- 1.2.3: Develop and implement water/wastewater education program with College of the Desert to develop pipeline of new workers**

### **OBJECTIVE 1.3: Improve training and professional development**

- 1.3.1: Develop and implement training best practices for supervisors**
- 1.3.2: Identify and implement opportunities for training and professional development**
- 1.3.3: Develop and implement mentorship program**

### **OBJECTIVE 1.4: Maintain and build upon the strong staff culture**

- 1.4.1: Identify what makes us special, develop a plan to maintain and strengthen the culture, and implement**



## **GOAL 2: Increase Recycling, Reuse, and Sustainability**

**Strategic Challenge.** Valley Sanitary District is located in a Desert with a stressed aquifer and water supplies are increasingly unreliable both regionally and statewide. One result is that Indio must pay about one million dollars each year to Coachella Valley Water District for over pumping and drawing down the aquifer. Nitrogen in the groundwater is a water quality issue that water recycling could help with by de-nitrifying the water. It is critical that the wastewater is recycled or reused to help maintain the groundwater aquifer, and to benefit people and the environment.

*The following objectives and implementation actions must be completed to fulfill Goal 2.*

### **OBJECTIVE 2.1: Increase recycling and reuse of resources and byproducts**

- 2.1.1: Plan and implement recycled water with IWA through EVRA and other potential partners**
- 2.1.2: Evaluate and implement biogas and co-generation of power as appropriate**
- 2.1.3: Evaluate and implement reuse of biowaste as appropriate**
- 2.1.4: Seek grant funding for water recycling, biowaste, and other recycling and reuse projects.**

### **OBJECTIVE 2.2: Improve sustainability of the overall operation (e.g., lower carbon footprint)**

- 2.2.1: Identify how to measure sustainability, and set benchmarks and actions to improve**
- 2.2.2: Optimize cost and benefit of the solar array**

## **GOAL 3: Excellent Facilities**

**Strategic Challenge.** The District requires over \$100 million in facility upgrades and replacements in the coming decade. These facilities must work every day and around-the-clock without fail. It is critical that they be built and maintained to the highest standards with long-term cost-effectiveness in mind.

*The following objectives and implementation actions must be completed to fulfill Goal 3.*

### **OBJECTIVE 3.1: Facilities are managed using comprehensive long-range plans that are integrated with the financial plan**

**3.1.1: Identify what should be part of the preventive maintenance plan and implement it**

**3.1.2: Annual review of CIP and align with budget, rate analysis, and changing needs**

### **OBJECTIVE 3.2: Increase use of technology to lower costs and improve reliability**

**3.2.1: Develop and implement technology recommendations to increase efficiency and effectiveness for all functional areas**

## **GOAL 4: Increase Community Understanding and Support**

**Strategic Challenge.** The District's customers and ratepayers are not sufficiently informed about who the District is, the quality of services it provides, or its importance. This will become untenable over time as the District will need to ask the community for additional funding to meet quality, health, safety, and environmental expectations and regulations. Simply put, the District must have the understanding and support of its customers if it is to serve them effectively in the future.

*The following objectives and implementation actions must be completed to fulfill Goal 4.*

### **OBJECTIVE 4.1: Increase community understanding and support for the District and its program**

**4.1.1: Develop outreach plan, budget, etc.**

**4.1.2: Implement outreach plan**

### **OBJECTIVE 4.2: Increase the District's understanding of community wants, needs, and interests**

**4.2.1: Develop community listening tools in outreach plan (potentially surveys, sewer 101 group, track press, track calls, etc.)**

**4.2.2: Develop and implement actions to respond to identified community needs**

### **OBJECTIVE 4.3: Rebrand Valley Sanitary District to increase public recognition of the District's move toward reuse and recycling**

**4.3.1: Develop and implement rebranding strategy in coordination with outreach plan in 4.1.1.**

### **OBJECTIVE 4.4: Become an environmental leader in the community and industry**

**4.4.1: Define results desired from environmental leadership**

**4.4.2: Identify and implement additional green initiatives to meet results in 2.3.1**

## **GOAL 5: Long-Term Financial Strength**

**Strategic Challenge.** The district has substantial reserves. However, cash flow is not strong enough for long-term sustainability. While the budget is detailed, transparent, and easy to read, it will need to be updated to align with the strategic plan.

*The following objectives and implementation actions must be completed to fulfill Goal 5.*

### **OBJECTIVE 5.1: Align long-term financial planning with strategic priorities**

**5.1.1: Review rates to align with strategic priorities, CIP needs, and changing conditions**

### **OBJECTIVE 5.2: Extend financial planning to meet long-term needs while maintaining affordability for customers**

**5.2.1: Define "affordable" and update financial plan to address short-term and long-term needs balanced with the definition**

### **OBJECTIVE 5.3: Update rate structure to ensure it is up-to-date and fair to all classes of customers**

**5.3.1: Update the rate structure to ensure it is up to date with current best practices, reflects current customer usage, and complies with legal mandates**

**5.3.2: Implement rate structure changes based on analysis**

## **GOAL 6: Improve Planning, Administration and Governance**

**Strategic Challenge.** The District has a dedicated, capable, and motivated staff. Regarding regulations, the District is in good shape currently, but needs to keep learning and adding resources to meet increasingly stringent regulations. Regarding legislative engagement, the District is strong in federal related matters, but needs more focus at the state level.

*The following objectives and implementation actions must be completed to fulfill Goal 6.*

### **OBJECTIVE 6.1: Meet evolving operational and customer demands**

**6.1.1: Develop and implement plan to address changing operational and customer response needs**

### **OBJECTIVE 6.2: Increase regional collaboration**

**6.2.1: Define results desired from regional collaboration**

**6.2.2: Develop plan to increase regional collaboration**

**6.2.3: Implement plan to increase regional collaboration**

### **OBJECTIVE 6.3: Improve administration and management**

**6.3.1: Review 10% of policies annually and update as needed**

**6.3.2: Transition from paper to digital processes to increase efficiency**

### **OBJECTIVE 6.4: Increase emergency preparedness**

**6.4.1: Update Emergency Preparedness Plan (EPR)**

**6.4.2: Implement EPR recommendations**

### **OBJECTIVE 6.5 Improve State level legislative advocacy**

**6.5.1: Evaluate needs for a state advocate**

**6.5.2: Retain state advocate if appropriate**

### **OBJECTIVE 6.6: Improve Governance**

**6.6.1: Conduct annual Board self-assessment**

**6.6.2: Update new director orientation packet and process**

### **OBJECTIVE 6.7: Maintain compliance with all regulatory, legislative, and permit requirements**

**6.7.1: Regularly review policies and procedures for compliance with permit**

**6.7.2: Implement changes identified in review process**

# Implementing the Plan

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## Monitoring, Implementation, and Oversight Actions

The District will take the following steps to ensure that the Strategic Plan is implemented, and results are achieved:

- The District will publish the Mission, Vision, Values, Goals, and Objectives on posters and handouts and display them around the District.
- Staff will incorporate the Mission, Vision, Values, Goals, and Objectives into the employee handbook, as well as orientation and training materials for new employees and Board and Committee members.
- The General Manager will present the Strategic Plan to the entire staff so they are familiar with it and can better undertake their individual roles in fulfilling it.
- The management and supervisory team will actively execute the Implementation Plan.
- The management team will monitor and track Strategic Plan goals, objectives, and implementation actions.
- The performance evaluation of the General Manager will include performance in implementing the strategic plan as one of the areas of evaluation.
- Committees will incorporate Strategic Plan monitoring as appropriate, and staff will provide an annual report to the entire Board on progress in implementing the plan.
- Staff will reference Strategic Plan items on Board meeting agendas as appropriate.
- The Board, with staff support, will review and update the Strategic Plan every three years and roll it forward.

## Detailed Implementation Plan

A detailed Implementation Plan is being maintained in a separate spreadsheet by staff.

# Appendix: Notes from the Staff Workshop

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On December 4, 2019, nearly the entire staff participated in a strategic planning workshop that was designed to provide an opportunity to learn about the strategic plan and work to-date by the Board, to have questions answers and input to the Board. This was conducted immediately prior to the Second Board workshop where the results of the staff workshop were reviewed by the Board.

## Questions Discussed in the Staff Workshop

Following a review of the draft plan developed to-date by the Board and Management Team, staff worked individually and in groups to respond to the following questions:

1. If your group had the power to make up to three changes. What three things would you choose to do to make the District better, and, why did you choose these?
2. Is there anything else your groups wants the Board to hear as they plan the District's long-term future?
3. It is important to focus on just a few priority issues, recognizing that in practice it is not possible to accomplish everything at once and that there are limits on time, money and personnel resources. Please take a moment to review all the issues and items we have discussed suggest some priorities to vote on. Each person was given four stickers that they could apply to any topic or topics as a "vote" representing their priorities.

A summary of the results of the discussion is found on the following page.



## Summary Notes From the Staff Workshop

Note that ✓ = Repeated Comment

### **STAFF COMPENSATION PLAN 22 Votes**

Evaluate and implement a compensation package that helps recruit and retain high quality staff

### **MORE STAFF 21 Votes**

✓ Increase staff development and training

✓✓✓ Add staff due to shortage. This will improve safety since sometimes field workers are alone without backup.

There are great employees here

### **TECHNOLOGY IMPROVEMENTS 21 Votes**

Tablets to better share information and communicate. Reduces staffing needs

Need an asset management system for development

Upgrade SCADA. Have a field Toughbook and Wi-Fi so staff can work in the field

Could use density meters and to improve technology

Need staffing for new technology.

### **TRAINING 20 Votes**

Broader professional development

Help in passing exams

Onsite training and invite other districts here to train

More budget for training

More cross training to better utilize people, help with succession and cross certification

More management training

We need a space for training

### **MORE BOARD / STAFF COMMUNICATION 20 Votes**

Help the Board understand more about the value the staff brings

More communication about the Board actions and directions to staff. Options include: through GM communication, by passing on the minutes, through management communication, or videotaping board meetings

Staff engage more in planning like for the CIP

BOARD NOTE: Board wants to avoid micromanaging but suggested a quarterly luncheon with the Board.

### **BETTER COMMUNICATION BETWEEN DEPARTMENTS 5 Votes**

For example, formalize relationships on how engineering interacts with and impacts operations

### **COMMUNICATION TO THE PUBLIC 5 Votes**

Make more interesting and brochure-like rather than just reading

### **FACILITIES 2 Votes**

More lockers, more space for people

### **SUPPLIES AND EQUIPMENT 2 Votes**

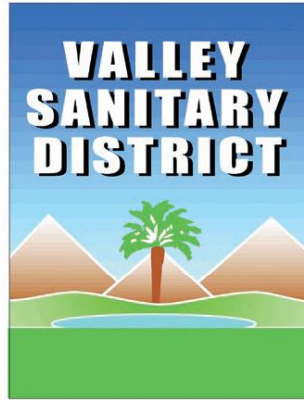
Enough supplies and equipment

Redundant parts for emergencies

Keeping redundant parts is tough with limited staffing.

### **LATERALS**

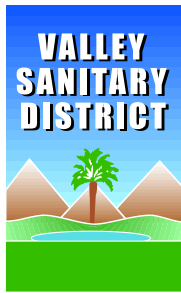
Provide insurance to customers to extend laterals closer to the curb. Extend the lateral grant program.



Prepared by:







**Valley Sanitary District  
Board of Directors Meeting  
March 10, 2020**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Adopt the VSD Employee Recognition and Expressions of Sympathy 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 policy to formalize how and when employees and directors will be recognized for milestones, achievements, and personal events.

**Fiscal Impact**

The fiscal impact will vary from year to year based on the years of service for the specific year. Funds are included in the adopted budget for Fiscal 2019/20 and will be included in the proposed budget for Fiscal Year 2020/21.

**Background**

Directors Duran and Canero suggested that staff be recognized when leaving the District, whether for retirement or new employment opportunities, if they have achieved a notable service milestone. In the past, this has been handled on a case-by-case basis, which could result in misunderstandings or miscommunication. To avoid any potential issues regarding employee recognition, staff recommends that the Board adopt a policy to formalize when and how the District will recognize employee milestones, including years of service, departures, illnesses, and retirements.

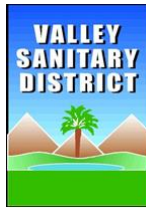
**Recommendation**

Staff recommends that the Board of Directors adopt the VSD Employee Recognition and Expressions of Sympathy Policy.

**Attachments**

Attachment A: Employee Recognition and Expressions of Sympathy Policy

[Back to Agenda](#)



## EMPLOYEE RECOGNITION AND EXPRESSIONS OF SYMPATHY POLICY

Adopted: \_\_/\_\_/2020

### I. PURPOSE

The purpose of this policy is to provide guidelines for non-cash expenses that may be made from VSD funds for employee recognition awards for years of service and for expressions of sympathy and joy.

### II. POLICY

Valley Sanitary District values and appreciates the dedicated service of its employees and through this policy will recognize the significant contributions employees and Directors make through years of dedicated service and achievement. VSD acknowledges that positive morale improves employee performance and productivity. Therefore, non-cash expenses may be made to employees to recognize years of service or express sympathy or joy.

Expenses made in compliance with this policy will be handled centrally by Administrative Services and are restricted to the amounts provided in this policy. The cost or value of such expenses shall not exceed the defined limits without the advance approval of the General Manager. In no case shall cash be given as recognition for years of service or to express sympathy or joy. VSD shall report the value of the recognition expenses to all applicable taxing authorities as required per the type and value of the expense. The reportable value will be added as taxable income to the applicable payroll record.

Funds will only be spent for recognition of years of service, loss of an immediate family member, birth of a child and recovery from a serious illness or injury as outlined below. Funds will not be spent on employees, or their family members, Directors or retired employees in recognition of events such as Administrative Professional's Day, birthdays, weddings or wedding/baby showers, housewarmings, holidays or any other occasion not included in this Policy.

#### A. Recognizing Years of Service or Retirement

Non-cash recognition will be made from VSD funds as set forth below.

For recognition of years of service, VSD may expend funds based on the milestones and values described below. Years of service will be recognized once each year at an event to be determined by the General Manager.

5 Years of Service:	\$50
10 Years of Service:	\$100
15 Years of Service:	\$150
20 Years of Service:	\$200

25 Years of Service:	\$250
30 Years of Service:	\$300
35 Years of Service:	\$350
40 Years of Service:	\$400
Employee of the Year:	\$250

For the retirement or other departure of an employee or Director with at least 10 years of service, a one-time expense with a value not to exceed \$500 may be purchased with VSD funds.

**B. Loss of an Employee or Employee's Immediate Family Member**

The loss of an employee or an immediate family member can be devastating to employees, their families, and Directors. The impact on morale and productivity can be immeasurable. VSD values its employees and Directors and wishes to express its sympathy at such a difficult time.

In the case of the loss of an employee or an employee or current Director who has experienced the loss of an immediate family member, VSD may expend funds for the purchase of an expression of sympathy, which shall be made in VSD's name, and shall not exceed \$200 per occurrence. In addition, the Board of Director's meeting immediately following the loss may be adjourned in memory of the deceased family member.

For all other family members, a sympathy card will be purchased and sent to the employee or Director to express VSD's condolences. At the General Manager's discretion, expressions of sympathy may be purchased with VSD funds upon the death of retired employees or past Directors.

**C. Birth of a Child**

The birth or adoption of a child can be a joyous occasion. VSD values its employees and celebrates with them. A congratulatory card may be sent to the employee at VSD's expense. In addition, the Board of Director's meeting immediately following the birth or adoption may be adjourned in honor of the occasion.

**D. Recovery from Serious Illness or Injury**

Experiencing a serious illness or injury can be devastating to employees and Directors. The impact on morale and productivity can be immeasurable. VSD values its employees and Directors and wishes to express its wish for a speedy recovery at such a difficult time.

In the case of an employee or current Director who suffers a serious illness or injury, VSD may make a non-cash expense to express its wish for a speedy recovery, which shall be made in VSD's name, and shall not exceed \$100 per occurrence.

### **III. DEFINITIONS**

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

Immediate family member: spouse, registered domestic partner, sibling, child, step-child, mother/father, step-mother/step-father or any relative living in the employee's household.

Non-cash expense: cards, flowers, plants, gift baskets and other non-cash equivalent gifts typically given as expressions of sympathy or congratulations.

Serious illness or injury: a medical situation that requires admittance to a hospital or medical rehabilitation facility for at least one 24-hour period.

Years of service: the total number of years employed by VSD, excluding breaks in service, as reflected in VSD's personnel records.



## ***STAFF NOTES***

### ***March 10, 2020***

#### **ADMINISTRATION & FINANCE**

- Form 700 has been filed with the Riverside County Clerk of the Board for Board members and the General Manager.
- The FY 2020/2021 budget preparation process continues. A special budget workshop is scheduled for March 17, 2020.
- Continuing to work with Caselle to upgrade permitting and accounting software.

#### **DEVELOPMENT SERVICES**

- Staff is continuing to work with FEMA on the reimbursement of the design and construction of the final repair, which is in progress and expected to last until the middle of calendar year
- Staff is working with Carollo Engineering on the preliminary design report of a new sewer siphon at Westward Ho Drive to avoid damage caused by future storm events. Carollo is gathering all required information to complete the Preliminary Design Report by March 31, 2020. Technical memos on the geotechnical analysis, scour analysis, and trenchless feasibility study have been reviewed by staff and the final versions are going to be incorporated into the Preliminary Design Report.
- 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 provided a preliminary draft of the front-end bid documents which staff has reviewed and returned to Harris for revision. Harris has also developed a first project to begin the rehabilitation portion of the program which staff has also reviewed and submitted revisions.
- 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 March 25<sup>th</sup> and 26<sup>th</sup> for staff training and final system configuration.

- VSD is currently soliciting qualifications-based proposals for owner's representative and architectural services for the design and construction of a new two-story training/office building. The proposal package has been uploaded to bidding sites and sent to various architectural firms. There will be an onsite pre-proposal meeting on March 10, 2020 and the qualification proposals are due on April 2, 2020.
- Field Vactor crew is currently working in the area of Fred Waring and Clinton.
- CCTV Inspection work is currently being conducted in the area of Requa and Jackson.

## **OPERATIONS**

- Staff pressure washed secondary clarifier #3 for the annual warranty inspection of the epoxy coating.
- Staff replaced the thrust block on the scalping gate.
- Staff cleaned the south sodium hypochlorite tank and replaced the tank discharge isolation valve.
- Staff replaced the safety railing at the top of the barscreen staircase.
- Staff met with the regional water quality control board to comment on the tentative order for the NPDES permit.



## VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

3-Mar-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 104-106	Plans submitted for building TI. Plans approved and returned to the applicant 2/4/2020. Issued permit 3874 on 2/28/2020.	Inspect work improvements as scheduled.
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted existng 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.
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 by March 31st, 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.
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 retuned 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.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Golden Corral Restaurant	Atlantic Ave/Caspian near Ave 42 and Jackson	Plans submitted for new restaurant building. Completed 1st plan check and returned to the applicant 2/7/20.	Perform 2nd plan check upon plan resubmittal.
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. Issued permit 3873 on 2/26/2020.	Inspect work improvements as scheduled.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19.	Perform 2nd plan check upon plan resubmittal.
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 to record 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. Plans approved check and returned to the applicant 2/3/2020. Issued permit 3875 on 2/28/2020.	Inspect work improvements as scheduled.
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 2/19/2020. Permit 3870 issued 2/24/2020.	Inspect work improvements as scheduled.
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.
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.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
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 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 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 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.
Old Navy Shell Building	42200 Jackson Street/Ave 42	Plans submitted for new Building. Completed 1st plan check and returned to the applicant. 1/7/20.	Perform 2nd 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	New model homes under construction.	Inspect work improvements as scheduled.
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.
Prabh Threading Salon	44100 Jefferson Street #D402	Plans submitted for building TI.	In Queue
Quick Quack Car Wash	The Palms Center - Address TBD	Plans submitted for new drive thru car wash building. Completed 2nd plan check and returned to the applicant. 2/20/20.	Perform 3rd plan check upon plan resubmittal.
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. Issued permit 3857 on 12/3/19.	Inspect work improvements as scheduled.
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.
Shadow Ranch Tract 32149	North of Ave. 43 and West of Calhoun St	Model homes. No plan check is required. Permit and Inspection fees need to be paid. All Bonds released.	Inspect work improvements as scheduled.
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.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
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.
TKB Bakery & Deli	45334 Golf Center Parkway/Avenue 45	Plans submitted for new restaurant building.	In Queue

**Valley Sanitary District**  
**Combined Monthly Account Summary**  
 January 2020 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
<b>Operating Expenses</b>					
Salaries	295,529	1,502,469	2,615,000	57 %	1,112,531
Callout	677	8,360	9,000	93 %	640
Group dental/vision	1,433	15,379	30,500	50 %	15,121
Group disability	699	7,261	13,750	53 %	6,489
Group health	33,886	232,462	440,700	53 %	208,238
Group life	504	3,520	6,650	53 %	3,130
Longevity	4,292	20,539	37,000	56 %	16,461
Overtime	3,826	14,607	19,500	75 %	4,893
Payroll taxes	23,295	118,579	205,200	58 %	86,621
Retirement	29,129	144,917	269,500	54 %	124,583
Standby	4,336	20,768	38,000	55 %	17,232
Unemployment	0	162	0	0 %	(162)
Workers comp	5,671	27,789	47,400	59 %	19,611
Certifications	175	3,079	8,794	35 %	5,715
Chemicals	25,567	217,074	383,770	57 %	166,696
Clothing/Safety	2,304	12,486	39,625	32 %	27,139
Comprehensive insurance	23,621	165,349	296,500	56 %	131,151
Contract services	30,998	163,079	417,110	39 %	254,031
County charges	14,891	15,457	22,000	70 %	6,543
Directors' fees	1,250	26,000	36,500	71 %	10,500
Electricity	44,266	320,433	519,000	62 %	198,567
Gas/Oil	2,820	18,127	52,000	35 %	33,873
Memberships/Subscriptions	384	39,204	32,860	119 %	(6,344)
Natural gas	1,189	2,947	5,000	59 %	2,053
Office expense	1,190	6,157	16,000	38 %	9,843
Operating supplies	9,104	79,507	160,500	50 %	80,993
Other expenses	72	14,917	35,000	43 %	20,083
Permits & fees	2,569	78,157	88,450	88 %	10,293
Pretreatment	0	0	1,000	0 %	1,000
Professional/Legal	35,801	181,247	269,230	67 %	87,983
Publications	9	1,079	4,500	24 %	3,421
Repairs/Maintenance	54,582	307,186	592,200	52 %	285,014
Research & monitoring	1,394	29,391	92,800	32 %	63,409
Small tools	3,148	18,716	31,500	59 %	12,784
Telephone	1,692	10,586	19,500	54 %	8,914
Trash collection	1,882	16,693	35,000	48 %	18,307
Travel/Mtgs/Ed	14,933	66,987	81,250	82 %	14,263
Water	1,601	11,195	28,500	39 %	17,305
<b>Total Expenses</b>	<b>678,720</b>	<b>3,921,864</b>	<b>7,000,789</b>	<b>56 %</b>	<b>3,078,925</b>

**Valley Sanitary District**  
**Combined Monthly Account Summary**  
January 2020 (UNAUDITED)

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
<b>Capital Expenses</b>					
Capital O & M Fund 11	3,822	110,533	235,000	47 %	124,467
Capital Replacement Fund 12	143,110	366,257	2,469,410	15 %	2,103,153
Capital Improvement Fund 13	0	0	40,000	0 %	40,000
<b>Total Capital Expenses</b>	<b>146,933</b>	<b>476,790</b>	<b>2,744,410</b>	<b>17 %</b>	<b>2,267,620</b>



**Valley Sanitary District**  
**Monthly Income Summary**  
 January 2020 (UNAUDITED)

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
<b>Revenues</b>					
Sewer Service Chgs-Current	\$38,052	\$10,678,259	\$11,144,678	96 %	\$466,419
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	\$960	\$10,310	\$20,000	52 %	\$9,690
Plan Check Fees	\$150	\$6,200	\$10,000	62 %	\$3,800
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$0	\$6,944	\$0	0 %	(\$6,944)
Taxes - Current Secured	\$214,271	\$400,605	\$700,000	57 %	\$299,395
Taxes - Current Unsecured	\$3,724	\$25,778	\$25,000	103 %	(\$778)
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$114	\$114	\$7,000	2 %	\$6,886
Supple Prop. Taxes - Prior	\$0	\$0	\$3,200	0 %	\$3,200
Homeowners Tax Relief	\$2,249	\$3,101	\$6,000	52 %	\$2,899
Interest Income	\$92,770	\$176,417	\$300,000	59 %	\$123,583
Unrealized gains (losses)	\$4,202	\$5,241	\$0	0 %	(\$5,241)
Rebate Income	\$350	\$350	\$0	0 %	(\$350)
Non-Operating Revenues - Fnd 11	\$0	\$231,371	\$500	46,274 %	(\$230,871)
Interest Income	\$130,988	\$233,801	\$0	0 %	(\$233,801)
Connection Fees	\$52,800	\$535,348	\$1,100,000	49 %	\$564,652
Interest Income	\$34,569	\$60,820	\$120,000	51 %	\$59,180
<b>Total Revenues</b>	<b>\$575,198</b>	<b>\$12,374,660</b>	<b>\$13,446,678</b>	<b>92 %</b>	<b>\$1,072,018</b>

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