

Directors
Mike Duran, *President*
William Teague, *Vice President*
Dennis Coleman, *Secretary*
Debra Canero, *Director*
Scott Sear, *Director*
General Manager
Beverli A. Marshall

**REGULAR MEETING OF THE
BOARD OF DIRECTORS
Tuesday, December 10, 2019, 1:00 p.m.**

AGENDA

VALLEY SANITARY DISTRICT BOARD ROOM
45-500 VAN BUREN STREET
INDIO, CA 92201

RESOLUTION NO. 2019-1125
ORDINANCE NO. 2019-120
MINUTE ORDER NO. 2019-2964

1. CALL TO ORDER

- a. Roll Call
- b. Pledge of Allegiance
- c. December Employee Anniversaries:

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

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.

- a. Approve November 8, 2019 Special Meeting Minutes ([Attachment](#))
- b. Approve November 12, 2019 Regular Meeting Minutes ([Attachment](#))
- c. Approve December 4, 2019 Special Meeting Minutes ([Attachment](#))

- d. Approve Warrants for November 7 to December 4, 2019 ([Attachment](#))
- e. Approve Summary of Cash and Investments for October 2019 ([Attachment](#))
- f. Receive and File Annual Connection Capacity Fee Report ([Attachment](#))

MINUTE ORDER NO.

4. **PUBLIC HEARING**

a. Public Hearing to Receive Input from the Community Regarding the Boundaries and the Composition of Wards to be Established for Ward-Based Elections ([Attachment](#))

- 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

5. **NON-HEARING ITEMS**

a. Discuss Communications and Outreach Program and Authorize the General Manager to Execute a Contract with the Preferred Consultant ([Attachment](#))

MINUTE ORDER NO.

b. Discuss Director Medical, Dental, and Vision Stipend and Adopt Resolution 2019-1125 Amending the Amount Based on the PEMHCA Minimum Amount Established by CalPERS and Rescinding Resolution 2019-1118 ([Attachment](#))

MINUTE ORDER NO.

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

MINUTE ORDER NO.

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

MINUTE ORDER NO.

e. Staff Updates ([Attachment](#))

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.

6. INFORMATIONAL ITEMS

- a. Combined Monthly Account Summary for October 2019 ([Attachment](#))
- b. Monthly Income Summary for October 2019 ([Attachment](#))

7. 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.

POSTED December 5, 2019



Holly Gould, Clerk of the Board
Valley Sanitary District

PUBLIC NOTICE

In compliance with the Americans with Disabilities Act, access to the Board Room and Public Restrooms has been made. If you need special assistance to participate in this meeting, please contact Valley Sanitary District (760) 235-5400. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102-35.104 ADA TITLE II).

All public records related to open session items contained on this Agenda are available upon request at the Administrative Office of Valley Sanitary District located at 45-500 Van Buren Street, Indio, CA 92201. Copies of public records are subject to fees and charges for reproduction.

**VALLEY SANITARY DISTRICT
MINUTES OF SPECIAL BOARD MEETING**
November 8, 2019

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 Friday, November 8, 2019.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 9:15 a.m.

a. Roll Call

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

Staff Present: Beverli A. Marshall, General Manager, Ron Buchwald, and Branden Rodriguez

Guests: Martin Rauch, Rauch Communication Consultants, Inc.
Marcos Palma, Freelance Reporter

b. Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. STRATEGIC PLAN WORKSHOP

The Board of Directors, along with a few District staff participated in a strategic planning workshop lead by Martin Rauch of Rauch Communication Consultants, Inc.

4. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:25 p.m. The next board meeting will be a Regular Meeting held November 12, 2019.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District

**VALLEY SANITARY DISTRICT
MINUTES OF REGULAR BOARD MEETING
November 12, 2019**

A regular Board Meeting of the Governing Board of Valley Sanitary District (VSD) was held at the District offices, 45-500 Van Buren Street, Indio, California, on Tuesday, November 12, 2019.

1. CALL TO ORDER

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

a. Roll Call

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

Directors Absent: Dennis Coleman

Staff Present: Beverli A. Marshall, General Manager, Holly Gould, and
Joanne Padgham

Guests: Robert Hargreaves, Best Best & Krieger
Francise Kuo, The Pun Group
??, The Pun Group

b. Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

4a. Receive and File Comprehensive Annual Financial Report (CAFR) for the Valley Sanitary District for the Fiscal Years Ended June 30, 2019 and 2018

President Duran requested that non-hearing item 4a be moved up on the agenda to accommodate the consultants from The Pun Group. Frances Kuo of The Pun Group presented the Annual Audit Report to the Board. She explained the different sections of the audit and its findings. Vice President Teague thanked her for the excellent report. District's legal counsel, Mr. Hargreaves congratulated staff on doing a great job.

3. CONSENT CALENDAR

a. Consideration of the October 22, 2019 Regular Board Meeting Minutes

- b. Approval of Expenditures for October 17, 2019 to November 6, 2019
- c. Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Joanne Padgham, Administration & Finance Manager, as Alternate
- d. Cancel Regular Board Meeting Scheduled for Tuesday, December 24, 2019

President Duran requested item 3c and 3d be removed from the consent calendar for discussion.

ACTION TAKEN:

MOTION: Director Sear made a motion to approve item 3a and 3 b of the consent calendar as presented. Director Canero seconded the motion. Motion carried by the following vote: 4 ayes

MINUTE ORDER NO. 2019-2957

4. NON-HEARING ITEMS

Appoint Beverli A. Marshall, General Manager, to be the Representative from Valley Sanitary District to the CSRMA Board of Directors and Appoint Joanne Padgham, Administration & Finance Manager, as Alternate

Item 3c was removed from the consent calendar for further discussion. Ms. Marshall stated that every CSRMA member agency has an opportunity to participate on the Board of Directors. Each District appoints its representative (and alternate) to the Board. The previous representatives for VSD were Joe Glowitz and Merritt Wiseman. The VSD has not appointed anyone since Director Wiseman passed away and Joe retired. President Duran suggested that maybe a Director should be the alternate. Vice President Teague stated he would prefer Joanne Padgham be the alternate. Director Sear stated that as a new board member he was not ready to take on something like this.

ACTION TAKEN:

MOTION: Vice President Teague made a motion to appoint Beverli A Marshall to be the representative from VSD to the CSRMA Board of Directors and appoint Joanne Padgham as alternate. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2958

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

Cancel Regular Board Meeting Scheduled for Tuesday, December 24, 2019

Item 3d was removed from the consent calendar for further discussion. Ms. Marshall reported that regular board meetings are scheduled for the second and fourth Tuesday of every month at 1:00 P.M. In December, the fourth Tuesday is Christmas Eve. Many staff and directors travel out of the area for the holiday period. Cancelling the meeting allows everyone the opportunity to take full advantage of the holiday week to prepare for or travel this holiday.

ACTION TAKEN:**MOTION:**

Vice President Teague made a motion to cancel the Regular Board Meeting scheduled for December 24, 2019, due to its proximity to the Christmas holiday. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2959

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

- b. Review Recycled Water Project, Approve the Project in Concept, and Approve Getting Bids for Bore Testing to Determine Soil for Spreading

The City of Indio City Council/Indio Water Authority (IWA) Board of Directors discussed several options for recycled water, reuse, and groundwater recharge. The City Council/IWA Board narrowed down the potential projects to two. The project that is most relevant to VSD is the one that will produce recycled water onsite and will be used for regional water replenishment. The proposed project, which was discussed at the EVRA board meeting on Monday, October 25, would have a capital cost of \$50 million with an annual operating cost of \$2 million. The EVRA Board indicated that it would support contracting with a technical consultant to perform bore tests at the VSD site to determine if spreading is an option. The cost of the testing would be paid out of the EVRA adopted budget for FY 2019/20. The EVRA Board requested that the VSD Board of Directors discuss this project, approve the project in concept, and to give its approval to move forward with the bore testing.

ACTION TAKEN:**MOTION:**

Director Canero made a motion to approve the project in concept and approve getting bids for bore testing to determine soil viability for spreading. Director Sear seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2960

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

- c. Review Staffing Analysis and Wage & Benefits Comparison Report and Provide Direction to Staff

At the Board's request, Ms. Marshall presented an analysis of the District's staffing level, workload, succession planning, and future needs based on anticipated changes in upcoming permit renewals, and implementation of a recycled water project. In addition, the Board wanted more data on wages and benefits from other agencies to further a discussion on addressing recruitment and retention issues. This report utilizes various industry best management practices (BMP), published guidelines, and analysis of comparable agencies to analyze staffing levels, wages, and benefits that will allow VSD to operate at its full potential and be competitive in its recruiting and retention of staff. The key findings from the staffing analysis section of the report focused on the functional areas that were below the industry standards – primarily, maintenance and collection system services. The report also indicated that there was a lack of redundancy in key areas such as electrical/instrumentation and human resources. There are several options to resolve the issues, but timing and cost will need to be discussed before implementation. The wage and benefits comparison section findings identified several issues with wage inconsistencies and benefits lag. Some of the issues can be resolved with little cost to the District (holidays), but others, primarily wages, will have significant impact on the budget. A discussion took place regarding Grade III Wastewater Operators. The Board requested more time to review the findings and requested the analysis be brought back before the board in January 2020.

ACTION TAKEN:

MOTION:

Director Canero made a motion to have the Staffing Analysis and Wage & Benefits Comparison be brought back before the Board in January 2020. Vice President Teague seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2961

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

- d. Adopt Christmas Eve (December 24) as a Valley Sanitary District Observed Holiday

Staff often travel on Christmas Eve day or use it to prepare for the Christmas Day holiday. Rather than granting time off on a year-by-year basis, I believe that it would be better to adopt it as an officially recognized District holiday to allow staff to make plans. VSD observes 10 holidays compared to 11 observed by other comparable agencies in the area. In addition to the observed holidays, other comparable agencies in the area provide an average of two floating holidays, which VSD does not offer. By adding this one additional holiday, VSD is more competitive with other agencies in the area with regards to this employee benefit.

ACTION TAKEN:**MOTION:**

Director Sear made a motion to adopt December 24 as a Valley Sanitary District observed holiday. Director Canero seconded the motion. Motion carried by the following roll call vote:

MINUTE ORDER NO. 2019-2962

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

e. Staff Notes

Ms. Marshall recognized Joanne Padgham's seven-year anniversary with Valley Sanitary District. Vice President Teague asked for clarification on the CCTV Bid for the Collections System Rehabilitation and Maintenance Project. President Duran inquired about the contract from Healthy Futures. Ms. Marshall stated she was waiting for the contact amendment and will bring it back to the board. Ms. Marshall stated that gift cards to Stater Bros. will be purchased and presented to staff at the holiday luncheon, as was done in the past. It was the consensus of the board to increase the gift card amount from \$150 to \$200 per employee.

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.

None.

6. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 2:28 p.m. in recognition of November 19, 2019, as United Nations World Toilet Day. The World Toilet Organization was founded on November 19, 2001, and the inaugural World Toilet Summit was held on the same day, the first global summit of its kind, to draw global attention to the sanitation crisis. The next board meeting will be a Special Meeting held December 4, 2019.

Respectfully submitted,

Holly Gould, Clerk of the Board
Valley Sanitary District

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

December 4, 2019

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, December 4, 2019.

1. CALL TO ORDER

President Mike Duran called the meeting to order at 10:33 a.m.

a. Roll Call

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

Staff Present: Beverli A. Marshall, General Manager, Ron Buchwald, Joanne Padgham, and Ian Wilson

Guests: Martin Rauch, Rauch Communication Consultants, Inc.

b. Pledge of Allegiance

2. PUBLIC COMMENT

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

None.

3. STRATEGIC PLAN WORKSHOP

The Board of Directors, along with District staff participated in a strategic planning workshop lead by Martin Rauch of Rauch Communication Consultants, Inc.

4. ADJOURNMENT

There being no further business to discuss, the meeting was adjourned at 1:38 p.m. The next board meeting will be a Regular Meeting held December 10, 2019.

Respectfully submitted,

Holly Gould

Holly Gould, Clerk of the Board
Valley Sanitary District

DISBURSEMENTS
Approved at the Board Meeting of
December 10, 2019

37749 United Way of the Desert	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$25.00
37750 Vantage Point Transfer Agents - ICMA	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$1,445.00
37751 Petty Cash	Replenish Petty Cash	\$436.54
37752 Alfa Laval Inc.	Replacement Parts for Belt Press	\$9,808.37
37753 Alliance Protection	Fire Alarm Monitoring 12/1/19-2/29/20	\$366.00
37754 American Material Company	Disposable Gloves	\$261.00
37754 American Material Company	Tool Box for Cart	\$541.58
37755 Analytical Technology, Inc.	Spare Analyzer Parts	\$606.04
37756 Anthony N Bushala	Refund 4 Years of Sewer Service Fees for APN 616-100-006	\$1,252.00
37757 Around The Clock Call Center	Call Center Service for October 2019	\$129.30
37758 Associated Time Instruments	Attendance on Demand for October 2019	\$301.98
37759 Automation Pride	Triflector Guards	\$277.00
37760 Best, Best & Krieger	Legal Services for October 2019	\$7,887.23
37761 Blackbaud, Inc.	Annual Maintenance Fee 12/7/19-12/6/20	\$10,067.80
37762 Calif. Assoc. of Sanitation Agencies	Membership Renewal 2020	\$13,370.00
37763 Calif. Water Environment Assn.	Certificate Renewal	\$89.00
37763 Calif. Water Environment Assn.	Membership Renewal	\$192.00
37763 Calif. Water Environment Assn.	Certificate Renewal	\$104.00
37763 Calif. Water Environment Assn.	Membership Renewal	\$192.00
37764 Carollo Engineering, Inc	*Environmental Engineering & Planning Asset Mgmt	\$3,332.25
37765 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/11/2019	\$551.76
37765 Cintas Corp	Uniforms, Mats, Towels, Etc for the Week of 11/18/2019	\$549.26
37765 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 11/25/2019	\$549.26
37766 Consolidated Electrical Distributors, Inc.	Junction Box and Lamps	\$34.08
37766 Consolidated Electrical Distributors, Inc.	Mag Starters	\$1,373.13
37767 Demo Unlimited	Wetlands Perimeter Berm	\$7,872.00
37768 Dept. of Motor Vehicles	Pull Notices	\$13.00
37769 Desert Hose & Supply	Wash Down Hose & Reel for Kenworth Vector	\$740.56
37770 DLT Solutions, LLC	AutoCAD Maintenance Renewal	\$631.51
37771 E.S. Babcock & Sons, Inc.	CTR Priority Pollutants	\$872.00
37772 Equipment Direct	Incident Command Vests	\$120.57
37773 FedEx	Shipping Fees for October 2019	\$543.46
37774 Fluid Components International LLC	Calibration of Boiler Flow Meters	\$2,137.97
37775 Grainger	Drager Tubes	\$345.31
37775 Grainger	Ladder	\$324.35
37776 Hach Company	Glass Fiber Filters	\$295.50
37777 Innovative Document Solutions	Monthly Copier Maintenance	\$273.36
37778 Innovative Federal Strategies LLC	Federal Advocacy for October 2019	\$6,000.00
37778 Innovative Federal Strategies LLC	Federal Advocacy for August 2019	\$6,000.00
37779 Kaman Industrial Technologies	Electric Motor Coupling for Bar Screens	\$173.09
37779 Kaman Industrial Technologies	Belts	\$33.84
37780 Nautilus Environmental, Inc	Biannual NPDES WET Testing	\$3,400.00
37781 Northwest Scientific, Inc.	Sulfuric Acid	\$557.20
37781 Northwest Scientific, Inc.	Gloves	\$240.94
37781 Northwest Scientific, Inc.	Reagent	\$109.94
37782 Polydyne, Inc.	Polymer for Belt Press	\$7,248.62
37783 Powerstride Battery Co.	Battery	\$122.40
37784 Praxair Distribution, Inc.	Tank Rentals	\$124.39
37785 Purchase Power	Postage	\$200.00
37786 Pyro-Comm Systems	Fire Alarm Monitoring	\$135.00
37787 RACO Manufacturing & Engineering Co.	Annual Alarm Agent Fee	\$1,440.00
37788 Rauch Communication Consultants, Inc.	Strategic Plan Workshop 1	\$367.50
37789 SCAP	Annual Membership Dues 2019/20	\$5,058.00
37790 Southwest Networks, Inc.	Quarterly Billing 12/1/19-2/29/20	\$8,583.00
37790 Southwest Networks, Inc.	BDR Storage for December 2019	\$699.00
37790 Southwest Networks, Inc.	Technical Support for October 2019	\$950.00
37791 State Water Resources Control Board	NPDES Annual Permit Fee 2019/20	\$14,073.00
37792 State Water Resources Control Board	NPDES Permit Renewal Fee 2019/20	\$41,230.00
37793 Sulzer	Influent Pump #4 VFD Replacement	\$8,872.88
37794 Swains Electric Motor Service	Rebuild Pond Recirculation Pump	\$3,558.83
37795 United Way of the Desert	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$25.00
37796 Univar Solutions	Ferric Chloride	\$5,670.23
37796 Univar Solutions	Sodium Bisulfite	\$5,139.83
37796 Univar Solutions	Sodium Hypochlorite	\$6,990.49
37797 Vantage Point Transfer Agents - ICMA	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$1,445.00
37798 Workplace Safety Specialists	Confined Space Training	\$4,650.00
37799 Best, Best & Krieger	Legal Services for November 2019	\$1,548.08
37800 Caltest Analytical Laboratory	Monthly NPDES Samples	\$596.00
37801 Carollo Engineering, Inc	*Sewer Siphon Redesign for September 2019	\$42,510.00
37802 Cintas Corp	Uniforms, Mats, Towels, Etc for Week of 12/02/2019	\$549.26
37803 Fluid Components International LLC	Calibration of Biogas Meters	\$1,940.22
37804 Grainger	Electrical Timers	\$177.22

37804 Grainger	Air Filters for Lab	\$427.50
37804 Grainger	Delay Relays	\$146.42
37805 Harris & Associates	* PADM for Collection System Phase 2	\$4,569.00
37806 Lone Star Blower, Inc.	Vibration Sensor Blower #1	\$637.71
37807 Lucity, Inc.	Lucity Server Migration	\$1,500.00
37808 NeoGov	Renewal Fee	\$7,466.29
37809 Powerstride Battery Co.	Batteries	\$383.73
37810 Quinn Company	Starter for Fork Lift	\$614.89
37811 ReadyRefresh by Nestle	Bottled Water for November 2019	\$881.23
37812 Rudy's Pest Control	Pest Control for December 2019	\$185.00
37813 Southwest Networks, Inc.	Technical Support for November 2019	\$546.25
37813 Southwest Networks, Inc.	BDR Storage for January 2020	\$699.00
37814 Stater Bros. Markets	Employee Gift Cards	\$5,663.50
37815 Tops 'N Barricades Inc.	Measuring Wheel & Rain Gear	\$153.17
37816 Underground Service Alert	Dig Alerts for Novmeber 2019	\$109.00
37816 Underground Service Alert	Dig Safe Board Fee	\$82.93
37817 Univar Solutions	Sodium Bisulfite	\$4,206.28
37817 Univar Solutions	Sodium Hypochlorite	\$6,525.26
37818 YSI Inc	Influent Pump #6 Repair	\$11,544.29
37819 United Way of the Desert	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$25.00
37820 Vantage Point Transfer Agents - ICMA	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$1,445.00
201911181 CalPERS 457	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$750.00
201911122 Umpqua Bank	New Charges for November 2019	\$8,667.14
201911182 CalPERS Retirement	PR 10/18/2019 - 10/31/2019 PD 11/08/2019	\$17,414.72
201911183 CalPERS Health	Health Insurance for December 2019	\$33,091.91
201911191 Bank of America #8846	New Charges for October 2019	\$7.99
201911221 Paychex - Fee	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$157.42
201911222 Paychex - Direct Deposit	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$67,860.92
201911223 Paychex - Tax	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$30,949.78
201911224 MassMutual	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$10.00
201911225 Nationwide Retirement Solution	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$2,301.59
201911251 TASC	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$296.14
201911261 CalPERS 457	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$750.00
201911262 CalPERS Retirement	PR 11/01/2019 - 11/14/2019 PD 11/22/2019	\$17,397.10
201911271 Imperial Irrigation District	Electricity for October 2019	\$30,605.96
201911301 Domino Solar LTD	Electricity for October 2019	\$10,747.75
201911302 Standard Insurance Company	Life and Disability Insurance for December 2019	\$1,793.72
201912011 Sun Life Financial	Vision Insurance for December 2019	\$808.26
201912021 Imperial Irrigation District	Electricity for October 2019	\$275.54
201912022 Indio Water Authority	Water for October 2019	\$1,270.49
201912022 Indio Water Authority	Hydrant Agreement for October 2019	\$469.72
201912061 Paychex - Direct Deposit	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$67,090.16
201912062 Paychex - Fee	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$147.67
201912063 Paychex - Tax	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$31,350.65
201912064 MassMutual	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$10.00
201912065 Nationwide Retirement Solution	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$2,301.59
201912066 TASC	PR 11/15/2019 - 11/28/2019 PD 12/06/2019	\$296.14
201912101 Humana Dental Insurance	Dental Insurance for December 2019	\$2,711.04
201912102 Burrtec Waste & Recycling	Trash Service for November 2019	\$234.97
201912103 Burrtec Waste & Recycling	Grit Removal for November 2019	\$2,081.84
201912121 Frontier Communications	Telephone Service for December 2019	\$308.31
201912131 Time Warner Cable	Telephone Service for December 2019	\$1,139.02
201912124 SoCal Gas	Natural Gas for November 2019	\$369.91
201912011 Verizon Wireless	Cell Service for December 2019	\$1,035.14

*Capital Expenditures

\$630,844.17

VALLEY SANITARY DISTRICT
SUMMARY OF CASH AND INVESTMENTS

FOR THE PERIOD: 10/01/2019 TO 10/31/2019 (UNAUDITED)

Agenda Item No. _____

INVESTMENTS

LAIF Fund 4 - Agency Fund

Beginning Balance (Fund 4)	204,062	
Net Transfer from (to) Fund 11	(5,275)	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	1,275	
Fund 04 Ending Balance		200,062

LAIF Fund 6 - Wastewater Revenue Refunding Bonds

Beginning Balance (Fund 6)	6,149	
Net Transfer from (to) Fund 11	0	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	38	
Fund 06 Ending Balance		6,187

LAIF Fund 11 - Operating Fund

Beginning Balance (Fund 11)	16,469,236	
Net Transfer from (to) Fund 04	5,275	
Net Transfer from (to) Fund 06	0	
Net Transfer from (to) Fund 12	69,352	
Net Transfer from (to) Fund 13	(79,948)	
Fund Transfer from (to) LAIF - WF	0	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	102,953	
Fund 11 Ending Balance		16,566,868

LAIF Fund 12 - Reserve Fund

Beginning Balance (Fund 12)	22,683,114	
Net Transfer from (to) Fund 11	(69,352)	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	141,798	
Fund 12 Ending Balance		22,755,560

LAIF Fund 13 - Capital Improvement Fund

Beginning Balance	5,685,715	
Connection Fees	79,948	
(Disbursements) or Reimbursements	0	
Net Transfer from (to) Fund 11	79,948	
Fair Value Factor for quarter ending 06/30/2019	0	
Interest (Pd quarterly - Int. Rate 2.45%)	35,543	
Fund 13 Ending Balance		5,801,206

TOTAL LAIF INVESTMENTS: FUNDS 04, 06, 11, 12 AND 13 **45,329,883**

CASH IN CHECKING ACCOUNT

WELLS FARGO - FUND 11

Beginning Balance	2,140,635	
Deposits	151,904	
Fund Transfer from (to) LAIF (net)	0	
Disbursements and Payroll	(591,419)	
Wells Fargo Ending Balance		1,701,120

CALTRUST - FUND 11

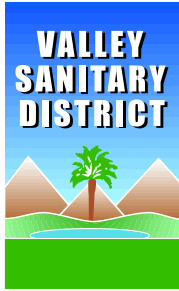
Beginning Balance	1,054,532	
Unrealized Gain / <Loss>	2,090	
Interest Income	1,890	
CalTRUST Ending Balance		1,058,512

TOTAL WELLS FARGO AND CALTRUST CHECKING **2,759,632**
TOTAL CASH AND INVESTMENTS **48,089,515**

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).

Handwritten initials and date: DP 12/11/19



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Joanne Padgham, Administration & Finance Manager

SUBJECT: Receive and File Annual Connection Capacity Fee Report

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

Executive Summary

The purpose of this report is for the Board of Directors to review and discuss the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

Fiscal Impact:

There is no fiscal impact from this report.

Background:

Government Code Section 66013 requires a financial accounting of the transactions dealing with sewer connection capacity fees shall be made available to the public. The basic accounting and reporting responsibilities under the Government Code require the following:

1. A description of the fees deposited in the fund;
2. The beginning and ending balance of the fund and any interest earned from investment of moneys in the fund;
3. The amount of fees collected in the fiscal year;
4. The public improvements on which fees were expended;
5. The percentage of the total cost of the public improvements that were funded by these fees;
6. The completed public improvements on which fees were expended;
7. Each public improvement that is anticipated to be undertaken in the current fiscal year.

The annual report showing actual values for the 2018/19 fiscal year and estimated values for the 2019/20 fiscal year is enclosed for your information. Pursuant to Government Code Section 66013, this report is for review purposes only.

Recommendation:

Staff recommends that the Board of Directors receive and file the annual Connection Capacity Fee Report in compliance with Government Code Section 66013.

Attachments

Attachment A: Fiscal Year 2018/19 Connection Capacity Fee Report

Attachment B: Copy of letter to DVBA & BIA

CPA adjusted beginning balance July 1, 2018 **\$ 4,305,220**

Fund 13 - Income

Connection capacity fees collected July 1, 2018 to June 30, 2019	1,009,871	
Interest earned on connection capacity fees	155,516	
Income for 2018/19		1,165,387

Fund 13 - Expenditures

Notes Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ Amount Funded by new Construction	% of Project Completed in 2018/19	2018/19 Expenditures
No expenditures for 2018/19					-
Ending balance June 30, 2019					\$ 5,470,607

Fund 13 - Projected Income & Expenditures for July 1, 2019-June 30, 2020

Beginning balance July 1, 2019 **\$ 5,470,607**

Fund 13 - Projected income

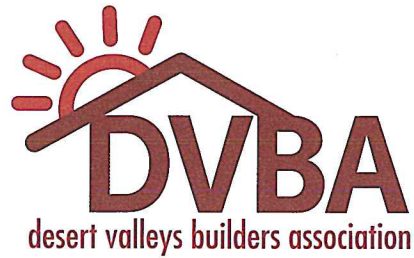
Connection capacity fees July 1, 2019 to June 30, 2020	1,100,000	
Interest earned on connection capacity fees	120,000	
Projected income for 2019/2020		1,220,000

Fund 13 - Projected expenditures for 2019/20

Notes Projects	Engineer's Estimated Construction Cost	% Funded by new Construction	\$ amount Funded by new Construction	Anticipated % of Project Completed in 2019/2020	Anticipated 2019/20 Expenditures
¹ New Training & Office Library Building - Design	100,000	100%	100,000	100%	100,000
² Phase 2B/2C plant expansion design	100,000	40%	40,000	100%	40,000
Less projected expenditures for 2019/20					(140,000)
Projected ending balance June 30, 2020					\$ 6,550,607

¹ Cost allocation of 100% is based on adding a new Training & Office Library building on VSD property to facilitate on-site training and secure records retention library. This is a carry-over from FY 2018/2019.

² Cost allocation of 40% for Phase 2B plant expansion is based on replacing an aging and capacity restricting Grit Chamber, and to provide redundancy by adding a second digester, expanding the bar screens, adding two (2) biofilters, a sludge holding tank and a sludge thickener building. Phase 2B will be prior to, but sequential with, Phase 2C plant expansion.



2019 BOARD OF DIRECTORS

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Deborah McGarrey
Southern California Gas Company

1st VICE PRESIDENT

Tom Dubose
Dubose Design Group, Inc.

SECRETARY/TREASURER

Joe Hayes
First Bank

**VICE PRESIDENT
OF ASSOCIATES**

Allan Levin
Allan Levin & Associates

PAST PRESIDENT

Fred Bell
Nobell Energy Solutions

CHIEF EXECUTIVE OFFICER

Gretchen Gutierrez

DIRECTORS

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Brian Benedetti Construction
Mark Benedetti
BMC Select Build
Dede Callanan
North American Title
Margaret Drury
Margaret Drury Construction
Mario Gonzales
GHA Companies
Todd Hooks
Agua Caliente Band of
Cahuilla Indians
Trevor Kempton
AudioVisions
Taylor Libolt- Varner
MSA Consulting
Dave Lippert
Lippert Construction, Inc
Paul Mahoney
PMA Advertising
Bruce Maize
Rilington Group
Russ Martin
Mission Springs Water
District
Jim Murdock
PIRCH
Dan Olivier
Nethery Mueller Olivier
Alan Pace
Petra Geotechnical
John Powell, Jr.
Coachella Valley Water District
Pedro Rincon
Osborne Rincon
Jeff Wattenbarger
Wattenbarger Construction

November 20, 2019

Valley Sanitary District
Joanne Padgham, Admin and Finance Manager
45-500 Van Buren Street
Indio, CA 92201

Dear Ms. Padgham,

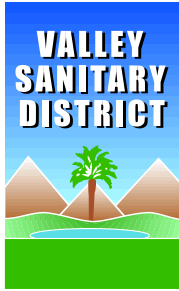
Thank you for providing the Desert Valleys Builders Association with the opportunity to review the Valley Sanitary District's *Annual Reportable Fees Report for fiscal year ending June 30, 2019*.

After our review, DVBA is satisfied that the District has fulfilled its annual reporting obligations pursuant to the Mitigation Fee Act.

Respectfully,


Gretchen Gutierrez
Chief Executive Officer

75100 Mediterranean • Palm Desert • CA 92211
(760) 776-7001 office • (760) 776-7002 fax
www.thedvba.org



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

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

Executive Summary

The purpose of this report is for the Board to conduct a public hearing to consider map criteria and concerns regarding establishing boundaries and composition of wards for future District elections.

Fiscal Impact

There is no fiscal impact from this discussion.

Background

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

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

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

During the third and fourth public hearings, the Board of Directors will also need to determine the "sequencing" of the elections. This means that the Board will need to

decide which wards will first have elections. There is not a legal requirement that where incumbents reside is how the elections should be sequenced. In fact, recent legislative amendments set forth in AB 350 (Elections Code section 10010(b)) state that special consideration should be given to the CVRA's purposes in determining which wards are to have the first elections.

Recommendation

Staff recommends that the Board of Directors conduct Public Hearing #1 to discuss the map criteria for a By-Ward election system.

Attachments

Attachment A: Presentation from CSDA on the Voting Rights Act and District Elections

District Elections and the California Voting Rights Act: Who is Targeted, and What Happens When you are Challenged?

Sean D. De Burgh

Cota Cole & Huber LLP

Douglas Johnson

National Demographics Corporation



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How is the CVRA Violated?

- The CVRA prohibits any *political subdivision* from using any *at-large method of election* that “impairs the ability of a *protected class* to elect candidates of its choice or influence the outcome of an election, as a result of the dilution or the abridgement of the rights of voters are members of the protected class...”



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Defined Terms:

- “Political subdivisions” are units of government within the state and, at the local level, include cities, counties, and—of course—special districts.
- An “at-large method of election” is a system of voting in which voters within an entire jurisdiction elect the members of the governing body. If there are two positions open on a local board, for example, candidates would run as a group and the top two vote getters would be seated following the election. In California, this is the most common way special district governing boards are elected.
- A “protected class” means a class of voters who belong to *any* “race, color, or language minority group.” It is possible for one minority group’s voting rights to be diluted even though other minority groups’ rights are not violated. In California, the most common CVRA claims involve African-American, Latino, and Asian-American populations Elec. Code, § 14026(c).



When Does “Racially Polarized Voting” Exist?

- RPV exists when there is a difference in how members of a protected class vote versus members not within the protected class. Sometimes this phenomenon is referred to as “bloc voting.” Elec. Code, § 14026(e).
- Whether RPV exists is generally determined by statistical analyses.
 - regression analysis
 - ecological inference



Determining Whether RPV Exists

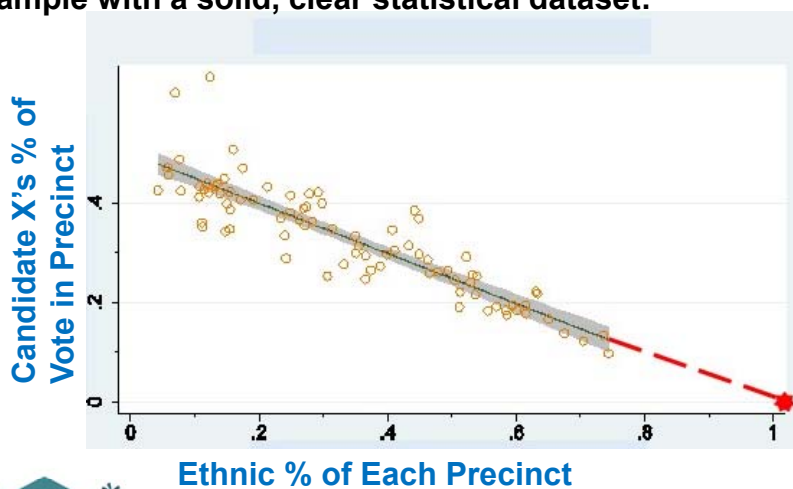
- The comparison is made between the group whose voting power is asserted to be diluted and *all other voters* outside that group.



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What is Racially Polarized Voting?

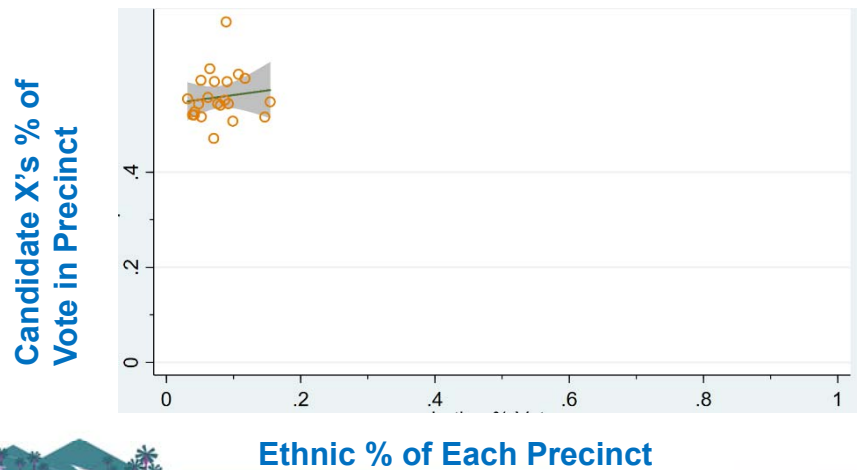
Example with a solid, clear statistical dataset:



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What is Racially Polarized Voting?

What we often get in the real world:



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Elections Analyzed for Polarization:

- agency board elections
- elections involving other agencies (such as cities, counties, and school districts)
- state elections (for the Assembly, Senate or Propositions)
- ballot initiatives (state or local)



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An agency's intent or lack of intent to discriminate also is not relevant in determining whether RPV exists



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That candidates of a protected class have been elected to an agency's governing board does not negate a finding that RPV exists for that class.

Under the CVRA, the history regarding class members' success as candidates is only a *factor* that may be considered in determining the existence of RPV.



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What is the Remedy for CVRA Violations?

- Court can order the agency to implement by-district elections
 - by-district elections, also referred to as “by-division” or “by-ward” elections, candidates reside within election districts that are divisible parts of the political subdivision and are elected only by voters that reside within those districts



Changes So Far

- At least ~~175~~ 202 school districts
- ~~100~~ 110 cities
- Over 30 community college districts
- At least 4 water-related special districts
- ~~7~~ 9 health care special districts
- 1 county (the only county that was not already by-district)
- 1 Community Service District
- 1 Library District
- 1 Utility District
- 2 Airport Districts
- 1 Recreation and Parks District



AB 350

Created a “safe harbor” by which agencies can voluntarily convert to by-district elections and avoid having to defend against CVRA lawsuits



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What Should My District Do after Getting a CVRA Demand Letter?

- CVRA requires plaintiffs to first send a written notice, or demand letter, to an agency before filing suit.
- Plaintiff must wait at least 45 days before filing an action, affording the agency a safe-harbor period to consider converting from at-large to by-district elections.
- Agency must adopt a resolution within 45 days.



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PLAN MEETING

In addition to meeting to consider the resolution, your agency should plan a separate—and earlier—meeting to discuss the potential CVRA litigation in closed session.



What Happens if Your District Sticks with its At-Large Voting System?

- The standard for proving proving a CVRA case is quite low.
- A successful plaintiff is *guaranteed* an award of attorney fees when he or she prevails.
- During any remedial phases of a CVRA lawsuit, the court makes the decision as to how and where district lines are drawn.



If Your District Follows AB 350

- Guaranteed to not pay more than \$30,000 in attorneys fees.
- *Your agency* controls the districting process and *your governing board* makes the final decision about how district lines are drawn



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If Your District Agrees to Switch to By-District Elections – What Happens Next?

- First step is to adopt a resolution expressing its intention to do so within 45 days of receipt of the CVRA demand letter.
- Plan for the next 90 days to be a very busy time.
 - The Agency will be required to hold at least *four* public hearings as part of the AB 350 process
 - Agency must then publish a draft map (or maps) of the proposed districts
 - Agency must also publish the proposed election sequence



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Qualified Demographer

- It is essential that your agency have a qualified demographer to assist in, and even facilitate, the creation of districts.
- It is important that your district retain this consultant right away. He or she will need to begin working almost immediately after being retained to gather relevant Census and elections data and information.
- The demographer will also be instrumental in facilitating input from the public about communities of interest within your district (this concept is discussed below) and in drawing draft and final district maps.



Public Outreach Essential

Although little time is provided to complete the process, your district should still consider public outreach a priority. A number of agencies that have converted to by-district elections have created special websites to describe the basics about the conversion process, outline the standards for creating districts, and provide notices and schedules of public hearings. Efforts to reach out to non-English speaking communities should also be encouraged

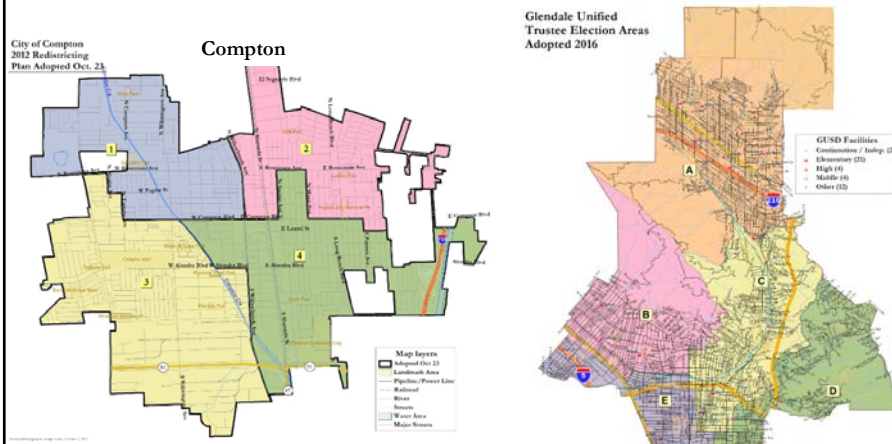


How are districts drawn?

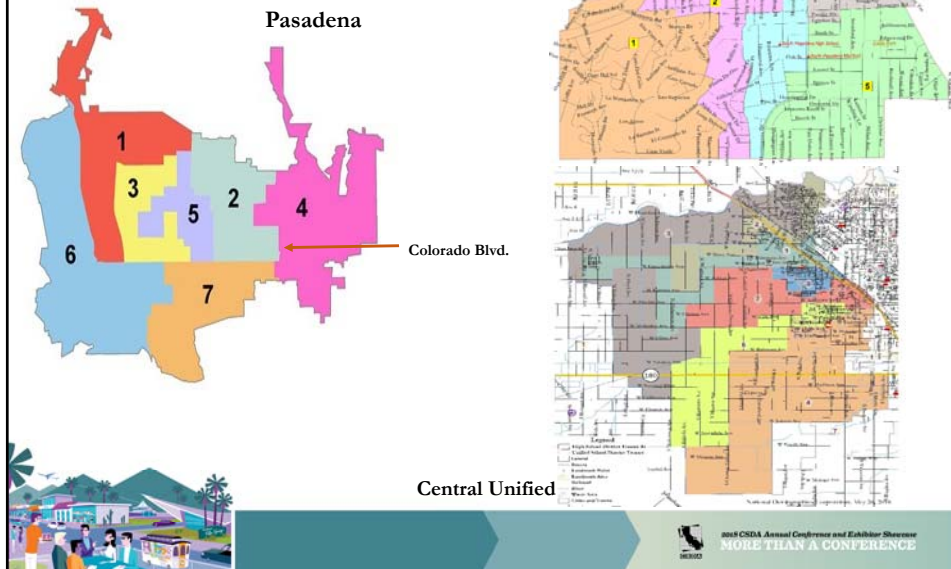
- Federal Laws
 - Equal population
 - Federal Voting Rights Act
 - No racial gerrymandering
- Traditional Redistricting Principles
 - Communities of interest
 - Compact & Contiguous
 - Follow visible (natural & man-made) boundaries
 - Respect for past voter decisions
 - Account for future population growth



Traditional (Compact) Maps



Non-Traditional Maps



When do By-District Elections Begin?

- The subject of when and how to start district elections is a tricky
- Delaying the creation of districts for the convenience of the existing elected officials may not remedy a CVRA violation.

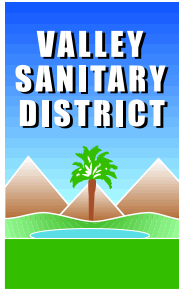


What if My District Has yet to Receive a CRVA Demand Letter

Your district need not receive a CVRA demand letter to begin the process to switch to by-district elections. A district can move away from at-large voting systems at any time.



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**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

SUBJECT: **Discuss Communications and Outreach Program and Authorize the General Manager to Execute a Contract with the Preferred Consultant**

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

Executive Summary

The purpose of this report is for the Board to discuss hiring a consultant to develop a communications and outreach plan and create a quarterly newsletter.

Fiscal Impact

The fiscal impact is approximately \$60,000 for a 12-month period. The funding will have to be drawn down from reserves as it was not included in the adopted budget.

Background

It is in the District’s best interest to develop a communications and outreach plan that informs the rate payers of the services and benefits provided by the District. The NPDES permit requires that the District performs education and outreach on a variety of water quality topics. The District currently does not publish a newsletter or perform outreach activities on water quality topics.

There are a variety of agencies that perform outreach and education services. To get this program implemented as quickly as possible, staff contacted a consultant who has extensive experience working with wastewater and other public agencies to develop a communications and outreach plan. The cost for these services is approximately \$60,000, which includes one paper mailing of a quarterly newsletter. This paper newsletter will also include the required information to meet Proposition 218 regarding rate increases.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a contract with Rauch Communications to facilitate and develop a strategic plan in an amount not to exceed \$60,000.

Attachments

- Attachment A: Proposal from Circlepoint
- Attachment B: Proposal from CV Strategies
- Attachment C: Proposal from Rojas Communications



Valley Sanitary District

Outreach Services

Our Approach

The Valley Sanitary District (District) services approximately 19.5 square miles with approximately 27,849 connections in the eastern desert area of Riverside County. The District encompasses portions of the City of Indio, the City of Coachella, and adjacent unincorporated areas of Riverside County, California. Residential customers represent approximately 97% of the District's customer base and produce approximately 81% of the sewage flow. Currently, the District can treat approximately 12.5 million gallons of sewage a day. Customer's don't often think of the value of the service provided by the District until there is a problem with the sewer.

One of the biggest challenges faced by the District is residents lack an awareness of the services offered by the District because they do not think about wastewater, as the billing is included in the annual tax bill. Therefore, it is vital that all communications educate customers on the important services provided by the District as well as share important reminders about proper disposal of waste items to reduce causing damage to the system.

Developing a strategic communications plan and implementing public outreach to raise awareness about the vital services the District provides and educate residents about how they can do their part will benefit both the District and the communities it serves.

STRATEGIC COMMUNICATIONS PLAN

Developing a strategic communications plan provides a tool to guide your communication efforts and support progress towards meeting your outreach goals. The plan will serve a vital role in identifying ways to educate customers about the important services provided by the District and sharing important reminders for keeping wastewater flowing efficiently through the system.

Our approach to developing the communications strategy and tactics calls for close collaboration with District staff. We are committed to working with your staff to develop strategies that are specifically responsive to the communication challenges the District faces, both large and small, and the objectives needed to meet those challenges. Circlepoint will work closely with your staff to develop a strategic communications plan that details the following:

1. Define Your Goals and Objectives
2. Identify Target Audiences and Stakeholders
3. Develop Key Messages
4. Develop and Implement Outreach Plan
5. Establish Metrics to Evaluate, Track, and Monitor the Success of Efforts

Not all communities access and gather information in the same way. To ensure success, we deploy multiple communication and engagement channels and tools. A well-rounded outreach and education program use a steady drumbeat of engaging communications through a variety of applications and channels. Our outreach and education efforts take into consideration traditional methods, the latest technology, and the need for human connection.



We understand diverse audiences and the need to provide in language material to non-English speaking communities. As such, all content created for the District will be available in both English and Spanish to meet the needs of the multicultural audience.

Deliverables

- One Strategic Communications Plan

Assumptions

- Two rounds of review on the plan

SOCIAL MEDIA

Social media has changed the way people communicate and interact along with the way they form and share opinions. Through the use of social media, Circlepoint will help the District connect with customers on a regular basis to share District news, events and project updates. A well-informed and impactful social media presence is no longer an option for a public agency; it is a cornerstone to a successful communications strategy.

Circlepoint is highly skilled in the development of social media strategy. Circlepoint has partnered with Citrus Heights Water District, Mount View Sanitary District, and San Jose Water to effectively enhance each agency's social media presence with a tailored editorial calendar identifying themes, messages and timing for each social media platform. We've created content and implemented targeted tactics to increase engagement and followers for each agency. For example, we surpassed our 10% growth goal for San Jose Water District's achieving a 17% increase in total new followers for a total of 864 new followers.

To improve awareness of District accomplishments and news, Circlepoint will partner with the District to provide guidance to establish a Facebook account and best practices for maintaining the account. We will assist in the development of a messaging strategy and relevant content to help educate customers and build a social media following.

The Facebook account will be updated twice a week, and more frequently if necessary. We can share myth-buster posts for tips on clog prevention to keep the system running smoothly, proper FOG disposal along with project status updates to let customers see how their rates are being put to use. In addition to developing and posting materials on Facebook, Circlepoint will monitor the District's page in order to respond to questions or comments from the members of the public requiring a response.

If the District does not have a social media policy/protocol currently in place, Circlepoint can offer guidance on the creation of the protocol.

Deliverables

- One strategic social media plan
- Social media editorial calendar
- Up to 104 unique Facebook posts (two/week)
- Up to six social media graphics



Assumptions

- Two rounds of review on all deliverables

NEWSLETTERS

Circlepoint will work with the District to provide its stakeholders and constituents with quarterly email newsletters (e-newsletters). The e-newsletter is a useful tool to educate customers on the services provided by the District, establish awareness of the District's purpose, and offer timely information about District news, projects and initiatives. We will coordinate with District staff to develop an e-newsletter template based on any existing graphic standards the District uses. We will also develop editorial ideas in partnership with District staff. With the District's guidance, Circlepoint will develop newsletter themes and articles that are timely and compelling. For copy developed by District staff, Circlepoint will provide editing support. Additionally, we will coordinate electronic distribution of the newsletter and capture analytics data by creating a MailChimp account for the District.

Once a year, we will develop a hard copy newsletter for mailing to all District customers. We will develop content and design for a one-sheet, legal sized, self-mailing newsletter. Before we do that, we will work with the District to develop a design template to ensure a consistent look and feel to the email version of the newsletter. We will also help develop a word count guide for the printed newsletter to help us develop the appropriate amount of copy for each printed newsletter. Our creative team excels at creating engaging newsletters layouts that successfully disseminate all varieties of content using infographics, illustrations and highly legible typography.

We will develop a production schedule for both electronic and hard copy newsletters to be approved in advance by the District and keep all efforts on-track.

Deliverables

- One printed newsletter
- Up to four quarterly e-newsletters

Assumptions

- Two rounds of review on all deliverables
- Annual newsletters are legal size, tri-folded to 8.5 x 4.69, full color, 20,000 printed
- Annual newsletters are mailed to 20,000 addresses
- E-newsletters will be developed on MailChimp platform
- Mailing list provided by Valley Sanitary District
- Posting & Printing includes sorting, preparing, folding, tabulating, etc.

CONTACT DATABASE DEVELOPMENT

Circlepoint will work with District staff to develop a contact database and identify appropriate parties to include in the database set up. The contacts can include board members, regulatory agencies, community

Circlepoint | 2100 W Orangewood Avenue, Suite 165, Orange, CA 92868

Phone 714.653.1151 | www.circlepoint.com



groups, local elected officials, local agencies (public works, water districts, police, fire, etc.), schools, and any other groups as identified by the District. In addition, we will work with the District to obtain as many customer email addresses as possible and will provide language for the existing District website that solicits e-newsletter sign-ups. We will also solicit e-newsletter sign-ups on Facebook and through the printed version of the newsletter.

Creating a reputable email list is crucial to successfully reaching your intended audience. It is recommended to send emails to interested contacts who either opted-in or provided their email address with consent of receiving future correspondence. While purchasing emailing lists is an option, it is not recommended due to spam rules and bounce-back rates which could lock you out from sending future correspondence via email.

Once the database has been established, we will maintain it regularly. This includes adding new sign-ups and removing addresses if a request to unsubscribe is received.

Deliverables

- One electronic database file containing physical addresses along with email addresses

Assumptions

- Two rounds of review on all deliverables

Circlepoint Budget

Tasks	Rates	Principal	Sr. PM	PM	Associate	Creative Director	Sr. Web/Graphics	Web/ Graphics	Total	Total						
									Hours	Dollars						
Task 1 Communications Plan	\$	275	\$	195	\$	155	\$	100	\$	250	\$	130	\$	115		
Planning Meetings		2	-	16	11	-	-	-	29	\$	4,130.00					
Develop Strategic Communications Plan		1	1	8	10	-	-	-	20	\$	2,710.00					
Subtotal Task 1 Communications Plan		3	1	24	21	-	-	-	49	\$	6,840.00					
Task 2 Social Media																
Social Media Plan & Editorial Calendar		1	1	4	8	-	-	-	14	\$	1,890.00					
Post Development & Page Maintenance		-	1	12	52	-	-	18	83	\$	9,325.00					
Subtotal Task 2 Social Media		1	2	16	60	-	-	18	97	\$	11,215.00					
Task 3 Newsletters																
Develop E-Newsletter Template		-	-	12	-	4	16	8	40	\$	5,860.00					
Develop E-Newsletter Content (quarterly)		-	-	10	24	-	8	-	42	\$	4,990.00					
Develop Annual Print Newsletter Template		-	-	4	-	4	12	-	20	\$	3,180.00					
Develop Newsletter Copy and Design for Annual Newslette		-	-	16	32	4	16	6	74	\$	9,450.00					
Coordinate Production and Distribution of Newsletter		-	-	4	10	-	-	-	14	\$	1,620.00					
Subtotal Task 3 Newsletters		-	-	46	66	12	52	14	190	\$	25,100.00					
Task 4 Contact Database																
Database Set up and Management		-	2	12	16	-	-	-	30	\$	3,850.00					
Subtotal Task 4 Contact Database		-	2	12	16	-	-	-	30	\$	3,850.00					
Labor Subtotal		4	5	98	163	12	52	32	366	\$	47,005.00					
Labor Contingency											\$	-				
Total Labor											\$	47,005.00				

ODCs

Fax/phone/messenger/overnight	\$	100.00
Travel	\$	300.00
Postage & Printing (20,000, assumes 1 mailing per year at \$.35 ea)	\$	7,500.00
Mail Chimp (email blast)	\$	60.00
Translation	\$	2,500.00
Subtotal ODCs	\$	10,460.00
10.0% Mark-Up on ODCs	\$	1,046.00
Total ODCs	\$	11,506.00
TOTAL	\$	58,511.00

Assumptions

- Includes two rounds of review for all deliverables.
- Annual newsletters are legal size, tri-folded to 8.5 x 4.69, full color, 20,000 printed
- Annual newsletters are mailed to 20,000 addresses
- Enewsletters will be developed on MailChimp platform
- 104 of Facebook posts (2/week)
- 6 graphics for social media
- Assumes 1-year period of performance
- Mailing list provided by Valley Sanitary District
- Posting & Printing includes sorting, preparing, folding, tabulating, etc.



July 30, 2019

Beverli Marshall, General Manager
Valley Sanitary District
45500 Van Buren Street
Indio, CA 92201

Dear Ms. Beverli Marshall,

Every communication with the public is an opportunity to make a connection, to shape perception, and to share a clear message. This is how Circlepoint approaches communication and outreach services. We have honed this approach through extensive experience working with public sector water clients throughout California, including West County Wastewater District (WCWD), Mt. View Sanitary District (MVSD), Citrus Heights Water District (CHWD), Metropolitan Water District of Southern California (Metropolitan), and more. We've helped MVSD and CHWD establish positive engagement with their respective customers through consistent communications including regular newsletters, website development, and social media campaigns. This steady drumbeat of information has resulted in an improved understanding of our client's purpose and programs and helped to strengthen the trust of target audiences, which is crucial when it comes time to consider raising rates, or when you need to communicate about interruptions or changes to service.

For more than 30 years, Circlepoint has developed and delivered full-service marketing and community outreach support, from conceptual design to campaign strategy and planning, through implementation and evaluation. Our promotional campaigns reach target audiences across multiple channels to change perceptions and motivate action. Our visual communications enhance a brand, convey messages, and create impact. We create print designs and illustrations that present ideas clearly to help audiences better receive and understand important information. Our branding and identity work illuminates core program messages and triggers immediate recognition. Our websites provide multifunctional, dynamic, and interactive design.

The distinguishing characteristics of our team include:

- Over 30 years helping public agencies effectively inform, educate, and involve communities, agency partners, and the media in projects and programs
- The ability to find opportunities that ensure a broader audience is aware of the important benefits of programs and services
- Award-winning professionals who design materials and develop tools that raise awareness and increase engagement
- Best practices from a diverse range of skill sets—from branding to social media—and markets, including water and utilities—to take a fresh, creative approach to media and public relations



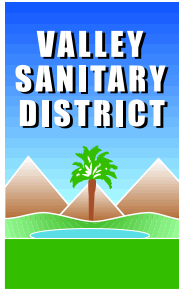
Our proposed team will be led by Project Director, Dominica Smith. Dominica is currently supporting Metropolitan with public outreach for its Orange County Feeder Relining Project. She has engaged residents and businesses in Santa Ana and Costa Mesa to raise awareness of major traffic impacts from the infrastructure improvement project. Our proposed project manager, Stacey Miller, worked with the City of Irvine to develop a safety campaign targeted at pedestrians, bicyclists and motorists. The project encompassed brand creation, unique messaging development and a targeted ad campaign highlighting the safety goals of the project and will lead Circlepoint's team for this contract. She has extensive experience collaborating with public agencies on public outreach programs and will serve as the primary point of contact for Valley Sanitary District staff.

Thank you again for your consideration and the opportunity to share our communication consulting services with your agency. Please feel free to contact Stacey Miller at (714) 617-4921 if you have any questions in the interim.

Sincerely,

A handwritten signature in blue ink, appearing to read "Scott Steinwert", with a long horizontal flourish extending to the right.

Scott Steinwert
President and CEO



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

FROM: Beverli A. Marshall, General Manager

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

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

Executive Summary

The purpose of this report is for the Board to discuss the current amount provided by the District.

Fiscal Impact

The fiscal impact of the recommendation is an additional \$2,340, for a total of \$8,340. The additional funds can be absorbed within the adopted budget.

Background

The District currently provides up to \$1,500 per year to each director as a stipend to cover medical, dental, and vision benefit costs. This amount was set as part of Resolution No. 2019-1118 (Attachment B). This amount has remained at \$1,500 for several years.

Staff recommends using the Public Employees’ Medical and Hospital Care Act (PEMHCA) minimum monthly contribution to set and increase the stipend each year. If approved by the Board, based on the established PEMHCA rate for 2020 (Attachment C), each director’s stipend would be \$1,668 starting January 1, 2020.

The District currently processes the stipends as reimbursements based on actual expenses and using payment receipts provided by the directors. This creates a potential HIPAA (Health Insurance Portability and Accountability Act) issue in that it may disclose confidential director health information to employees as part of the reimbursement process.

The District will establish a Health Reimbursement Account (HRA) that will enable the directors to use the stipend and get reimbursed without disclosing any confidential or protected information. The differences between FSA, HRA, and HSA accounts are explained in the attached comparison chart (Attachment D). Alden Yi, from Keenan Financial Services, will be here to answer any questions about a HRA account.

Recommendation

Staff recommends that the Board of Directors discuss and adopt Resolution 2019-1125 amending the amount based on the PEMHCA minimum amount established by CalPERS and rescinding Resolution 2019-1118.

Attachments

Attachment A: Resolution 2019-1125

Attachment B: Resolution 2019-1118

Attachment C: CalPERS Circular Letter 600-020-19

Attachment D: FSA/HRA/HSA Comparison Chart

FSA/ HRA / HSA Comparison & Interaction

	<u>Health Care FSA</u>	<u>HRA</u>	<u>HSA</u>
What is it?	It's an account to help employees pay for eligible medical expenses.	It's an account to help employees pay for eligible medical expenses.	It's a personal bank account to help employees save and pay for qualified medical expenses.
How do you get it?	Enrollment is through the employer if they offer an FSA. There is no need to enroll in a health plan.	It's usually connected to a health plan. If the employer offers an HRA, enrollment is automatic when signing up for the health plan.	Requires enrollment in a high-deductible health plan that meets a deductible amount set by the IRS. Other IRS guidelines must be met in order to be eligible.
Who contributes to it?	The employee. The employer can also contribute if they choose to.	The employer. Employee contributions are not permitted.	The employee, their family, the employer, and anyone else that chooses to.
How is the money put into it?	The employer will deduct money from the employee's paycheck, before taxes, and put it into the account.	The employer may contribute on a monthly basis or may fund the entire contribution amount at the beginning of the plan year.	The employee can make deposits just like a personal bank account. Family and the employer can also contribute. Employee may be allowed to deposit pre-tax money from paycheck.
What happens if I don't spend all the money in one plan year?	The employer may choose to allow a carryover up to the IRS limit of \$500.	The employer may allow a certain amount to be carried over into the new plan year.	Since the employees own the account, the money will remain until they choose to spend it.
When can I start using the funds?	The employee can start spending down the FSA on the first day of the plan year.	Different types of HRAs each have their own rules as to when funds can be accessed. The employer will set the rules.	The employees can start spending down the HSA once enrolled in a high-deductible health plan and has opened the account.
Do I have to pay taxes on the money?	No	No	No

What can I pay for with it?

Medical expenses that are determined by the IRS and the employer. This includes dental, vision, and many other health care services and supplies as listed under Section 213(d) of the Internal Revenue Code.

Medical expenses that are determined by the IRS and the employer. The employer may only allow the HRA to pay for services covered by your health plan. Some HRAs can be used to pay for dental, vision, & other services/supplies listed under Section 213(d) of the Internal Revenue Code.

Qualified medical expenses, including services covered by a health plan as well as expenses listed under Section 213(d) of the Internal Revenue Code.

Can I have other accounts with it?

Yes. The employee can have an HRA or a dependent care FSA.

Yes. The employee can have a healthcare FSA and/or dependent care FSA.

Yes. The employee can have a limited-purpose FSA or limited-purpose HRA, which can only be used for eligible dental and vision services.

If you have...

An HRA and HSA

If during the HRA plan year, you or your employer, or your spouse or spouse's employer, contributes to an HSA, your HRA must be restricted for the plan year. While restricted, you can only seek reimbursement for dental, vision, preventive care, post-deductible, and premium expenses from your HRA.

An FSA and HSA

If you, your employer, your spouse or your spouse's employer are contributing to an HSA, your FSA must be a limited purpose FSA, meaning reimbursements are limited to dental and vision expenses.

An HRA and FSA

If both the FSA and HRA provide coverage for the same medical expenses, reimbursements are processed based on the ordering rules established in the plan. For example, if the plan identifies that the FSA "pay first," your expense will be applied to the FSA until the balance is depleted and then reimburse from the HRA. However, if the HRA is limited purpose or premium only, then the HRA and FSA accounts can be accessed concurrently for different purposes.

RESOLUTION NO. 2019-1125

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

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for Fiscal Year 2019/20 that included employee compensation; and,

WHEREAS, the Board of Directors has considered the issues relating to employee wages from a cost of living viewpoint and has concluded that a 2.7 percent (2.7%) COLA adjustment is warranted.

NOW, THEREFORE, the Board of Directors of Valley Sanitary District hereby resolves that:

SECTION 1: The attached Salary Schedules are adopted.

SECTION 3: The District will contribute the CalPERS determined Employer Contribution Rate of 11.533% towards the retirement of all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.072% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 4: Each employee will contribute the Employee Contribution rate of 8% for all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.25% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 5: Each Board member is offered a medical, vision and dental stipend of \$1,500.00 for the calendar year. Effective January 1, 2020, the annual amount will be set at the monthly PEMHCA rate established by CalPERS multiplied by 12 months.

SECTION 6: Employees shall be granted a \$100 per month increase when said employee has completed his/her 7th anniversary and each 5th anniversary of continuous service thereafter, effective the first day of the pay period following each longevity anniversary.

SECTION 7: Standby Time shall be paid at a rate of \$36.00 per weekday and \$77.00 per weekend day and observed District holidays.

SECTION 8: The effective date of these changes shall be January 1, 2020.

Resolution No. 2019-1118 is hereby rescinded.

PASSED, APPROVED, and ADOPTED this 10th day of December 2019, by the following roll call vote:

AYE:

NAYE:

ABSENT:

ABSTAIN:

Mike Duran, President

ATTEST:

Dennis Coleman, Secretary

RESOLUTION NO. 2019-1118
A RESOLUTION OF THE BOARD OF DIRECTORS OF VALLEY SANITARY
DISTRICT AMENDING THE EMPLOYEE COMPENSATION PLAN FOR FISCAL
YEAR 2019-2020

WHEREAS, the General Manager submitted to the Board of Directors a draft budget for fiscal year 2019-2020 that included employee compensation; and, .

WHEREAS, the Board of Directors has considered the issues relating to employee wages from a cost of living viewpoint and has concluded that a 2.7 percent (2.7%) COLA adjustment is warranted.

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

SECTION 1: That the attached Salary Schedules are hereby adopted.

SECTION 3: That the District will contribute the CalPERS determined Employer Contribution Rate of 11.533% towards the retirement of all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.072% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 4: That the Employee member will contribute the Employee Contribution rate of 8% for all legacy employees enrolled in the District's Tier 1 CalPERS Retirement Plan and 7.25% for all employees enrolled in the District's Tier 2 CalPERS Retirement Plan.

SECTION 5: That the amount Board members can access under the District's supplemental self-insurance for dental and vision benefits shall be \$1,500.00.

SECTION 6: Longevity Pay: That the employees shall be granted a \$100 per month increase when said employee has completed his/her 7th anniversary and each 5th anniversary of continuous service thereafter, effective the first day of the pay period following each longevity anniversary.

SECTION 7: Standby Pay: That the District's compensation for Standby Time shall be paid at a rate of \$36.00 per weekday and \$77.00 per weekend day and observed District holidays.

SECTION 8: That effective date of these changes shall be July 1, 2019.

The effective date of this resolution is July 1, 2019 and Resolution No. 2019-1118 rescinds Resolution No. 2018-1103.

PASSED, APPROVED, and ADOPTED this 11th day of June 2019, by the following roll call vote:

AYES: Canero, Coleman, Duran, Sear, Teague

NAYES: None

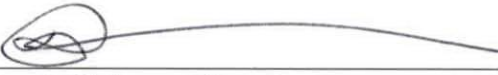
ABSENT: None

ABSTAIN: None



Mike Duran, President

ATTEST:



Dennis Coleman, Secretary

VALLEY SANITARY DISTRICT**2019/2020 SALARY SCHEDULE****FOR EMPLOYEES HIRED ON OR AFTER 7/1/2016**

NEW	A	B	C	D	E	F	G
1	3,038	3,190	3,349	3,517	3,693	3,877	4,071
2	3,190	3,349	3,517	3,693	3,877	4,071	4,275
3	3,349	3,517	3,693	3,877	4,071	4,275	4,488
4	3,517	3,693	3,877	4,071	4,275	4,488	4,713
5	3,693	3,877	4,071	4,275	4,488	4,713	4,948
6	3,877	4,071	4,275	4,488	4,713	4,948	5,196
7	4,071	4,275	4,488	4,713	4,948	5,196	5,456
8	4,275	4,488	4,713	4,948	5,196	5,456	5,728
9	4,488	4,713	4,948	5,196	5,456	5,728	6,015
10	4,713	4,948	5,196	5,456	5,728	6,015	6,316
11	4,948	5,196	5,456	5,728	6,015	6,316	6,631
12	5,196	5,456	5,728	6,015	6,316	6,631	6,963
13	5,456	5,728	6,015	6,316	6,631	6,963	7,311
14	5,728	6,015	6,316	6,631	6,963	7,311	7,677
15	6,015	6,316	6,631	6,963	7,311	7,677	8,060
16	6,316	6,631	6,963	7,311	7,677	8,060	8,463
17	6,631	6,963	7,311	7,677	8,060	8,463	8,887
18	6,963	7,311	7,677	8,060	8,463	8,887	9,331
19	7,311	7,677	8,060	8,463	8,887	9,331	9,797
20	7,677	8,060	8,463	8,887	9,331	9,797	10,287
21	8,060	8,463	8,887	9,331	9,797	10,287	10,802
22	8,463	8,887	9,331	9,797	10,287	10,802	11,342
23	8,887	9,331	9,797	10,287	10,802	11,342	11,909
24	9,331	9,797	10,287	10,802	11,342	11,909	12,504
25	9,797	10,287	10,802	11,342	11,909	12,504	13,129
26	10,287	10,802	11,342	11,909	12,504	13,129	13,786
27	10,802	11,342	11,909	12,504	13,129	13,786	14,475
28	11,342	11,909	12,504	13,129	13,786	14,475	15,199
29	11,909	12,504	13,129	13,786	14,475	15,199	15,959
30	12,504	13,129	13,786	14,475	15,199	15,959	16,757

VALLEY SANITARY DISTRICT

2019/2020 SALARY SCHEDULE

FOR EMPLOYEES HIRED ON OR BEFORE 6/30/2016

LEGACY	a	b	c	d	e	f	g	h	i	j	k	l	m	n
1	2,963	3,038	3,114	3,190	3,270	3,349	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071
2	3,114	3,190	3,270	3,349	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275
3	3,270	3,349	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488
4	3,433	3,517	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713
5	3,605	3,693	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948
6	3,785	3,877	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196
7	3,974	4,071	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456
8	4,173	4,275	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728
9	4,381	4,488	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015
10	4,599	4,713	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316
11	4,830	4,948	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631
12	5,071	5,196	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963
13	5,325	5,456	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311
14	5,591	5,728	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311	7,491	7,677
15	5,871	6,015	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311	7,491	7,677	7,868	8,060
16	6,164	6,316	6,472	6,631	6,796	6,963	7,136	7,311	7,491	7,677	7,868	8,060	8,259	8,463
17						7,311		7,677		8,060		8,463		8,887
18						7,677		8,060		8,463		8,887		9,331
19						8,060		8,463		8,887		9,331		9,797
20						8,463		8,887		9,331		9,797		10,287
21						8,887		9,331		9,797		10,287		10,802
22						9,331		9,797		10,287		10,802		11,342
23						9,797		10,287		10,802		11,342		11,909
24						10,287		10,802		11,342		11,909		12,504
25						10,802		11,342		11,909		12,504		13,129
26						11,342		11,909		12,504		13,129		13,786
27						11,909		12,504		13,129		13,786		14,475



California Public Employees' Retirement System
P.O. Box 942715 | Sacramento, CA 94229-2715
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442
www.calpers.ca.gov

Health Benefits

Circular Letter

May 10, 2019

Circular Letter: 600-020-19

Distribution: Special

To: Contracting Agency Health Benefits Officers and Assistant Health Benefits Officers

Subject: Contracting Agency Minimum Employer Contribution Calculation for 2020

Purpose

This Circular Letter informs contracting Public Agencies and Schools of the new minimum employer health contribution for 2020.

Background

The Minimum Employer Contribution amount is prescribed by Government Code section 22892 of the Public Employees' Medical and Hospital Care Act (PEMHCA)¹.

The Minimum Employer Contribution was originally established as a specific dollar value with specified increases from calendar years 2004 through 2008. As of calendar year 2009, the calculated adjustments are based upon the medical care component of the Consumer Price Index-Urban (CPI-U).

California Government Code 22892 of the PEMHCA establishes the contracting agencies' minimum health premium contribution for their participating active membership. In addition, this section provides that "commencing January 1, 2009, the employer contribution shall be adjusted annually by the board to reflect any changes in the medical care component of the CPI-U and shall be rounded to the nearest dollar."

¹ California Government Code § 20000, et seq.

Inflation Rate Changes

In January 2019, the U.S. Bureau of Labor Statistics determined the annual percentage change in the medical care component of the CPI-U for 2018 was 2.0 percent.

The Medical Care Inflation table below provides an inflation comparison of medical care rates.

Year	Index	Percent
2014	435.292	2.4
2015	446.752	2.6
2016	463.675	3.8
2017	475.322	2.5
2018	484.707	2.0

Calculation of the Minimum Employer Contribution

Using the 2.0 percent increase in the medical care component of the CPI-U, the minimum employer contribution for Calendar Year 2020 is \$139.00. See calculation below.

$$\$136.00 \times 2.0\% = \$2.72$$

$$\$136.00 + \$2.72 = \$138.72, \text{ rounded to } \$139.00$$

Minimum Employer Contribution

The Minimum Employer Contribution by Calendar Year table below displays the annual amounts of the Minimum Employer Contribution for active members.

Year	Employer Contribution
2016	\$125.00
2017	\$128.00
2018	\$133.00
2019	\$136.00
2020	\$139.00

Contribution Change Process

Contracting agencies that have designated the PEMHCA Minimum as their monthly employer health contribution will have their employer billing automatically updated to reflect the new amount effective January 1, 2020.

Contracting agencies do not need to take action unless they wish to make a change to their current contribution method. To do so, employers must submit a change resolution. Change resolutions are effective the first day of the second month following receipt by CalPERS.

Questions

Please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**) and request a response from our Health Resolutions and Compliance Unit to obtain the necessary change resolution template.

Rob Jarzombek, Chief
Health Account Management Division

FSA/ HRA / HSA Comparison & Interaction

	<u>Health Care FSA</u>	<u>HRA</u>	<u>HSA</u>
What is it?	It's an account to help employees pay for eligible medical expenses.	It's an account to help employees pay for eligible medical expenses.	It's a personal bank account to help employees save and pay for qualified medical expenses.
How do you get it?	Enrollment is through the employer if they offer an FSA. There is no need to enroll in a health plan.	It's usually connected to a health plan. If the employer offers an HRA, enrollment is automatic when signing up for the health plan.	Requires enrollment in a high-deductible health plan that meets a deductible amount set by the IRS. Other IRS guidelines must be met in order to be eligible.
Who contributes to it?	The employee. The employer can also contribute if they choose to.	The employer. Employee contributions are not permitted.	The employee, their family, the employer, and anyone else that chooses to.
How is the money put into it?	The employer will deduct money from the employee's paycheck, before taxes, and put it into the account.	The employer may contribute on a monthly basis or may fund the entire contribution amount at the beginning of the plan year.	The employee can make deposits just like a personal bank account. Family and the employer can also contribute. Employee may be allowed to deposit pre-tax money from paycheck.
What happens if I don't spend all the money in one plan year?	The employer may choose to allow a carryover up to the IRS limit of \$500.	The employer may allow a certain amount to be carried over into the new plan year.	Since the employees own the account, the money will remain until they choose to spend it.
When can I start using the funds?	The employee can start spending down the FSA on the first day of the plan year.	Different types of HRAs each have their own rules as to when funds can be accessed. The employer will set the rules.	The employees can start spending down the HSA once enrolled in a high-deductible health plan and has opened the account.
Do I have to pay taxes on the money?	No	No	No

What can I pay for with it?

Medical expenses that are determined by the IRS and the employer. This includes dental, vision, and many other health care services and supplies as listed under Section 213(d) of the Internal Revenue Code.

Medical expenses that are determined by the IRS and the employer. The employer may only allow the HRA to pay for services covered by your health plan. Some HRAs can be used to pay for dental, vision, & other services/supplies listed under Section 213(d) of the Internal Revenue Code.

Qualified medical expenses, including services covered by a health plan as well as expenses listed under Section 213(d) of the Internal Revenue Code.

Can I have other accounts with it?

Yes. The employee can have an HRA or a dependent care FSA.

Yes. The employee can have a healthcare FSA and/or dependent care FSA.

Yes. The employee can have a limited-purpose FSA or limited-purpose HRA, which can only be used for eligible dental and vision services.

If you have...

An HRA and HSA

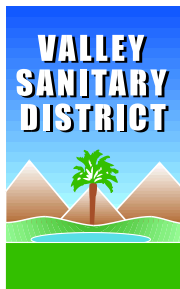
If during the HRA plan year, you or your employer, or your spouse or spouse's employer, contributes to an HSA, your HRA must be restricted for the plan year. While restricted, you can only seek reimbursement for dental, vision, preventive care, post-deductible, and premium expenses from your HRA.

An FSA and HSA

If you, your employer, your spouse or your spouse's employer are contributing to an HSA, your FSA must be a limited purpose FSA, meaning reimbursements are limited to dental and vision expenses.

An HRA and FSA

If both the FSA and HRA provide coverage for the same medical expenses, reimbursements are processed based on the ordering rules established in the plan. For example, if the plan identifies that the FSA "pay first," your expense will be applied to the FSA until the balance is depleted and then reimburse from the HRA. However, if the HRA is limited purpose or premium only, then the HRA and FSA accounts can be accessed concurrently for different purposes.



**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THRU: Beverli A. Marshall, General Manager

FROM: Ryan Williams, Maintenance Supervisor

SUBJECT: Purchase Authorization Approval – Replacement of RAS Pump #3

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

Executive Summary

The purpose of this report is for the Board to discuss the purchase a new Return Activated Sludge (RAS) pump.

Fiscal Impact

Funding for the RAS pump is included in the adopted FY 2019/20 Budget.

Background

In 2007, Valley Sanitary District purchased five (5) RAS pumps during a treatment plant upgrade. Over the last couple of years, staff has been sending the RAS pumps back to the manufacturer to be rebuilt. Recently, RAS pump # 3 was sent in, and during the inspection process, it was discovered that critical parts were worn beyond the normal rebuild cost of \$10,526. The current overall cost to rebuild the RAS pump is \$22,899.05, which includes the replacement of critical parts. The overall cost to replace the RAS pump is \$31,266.40. The quote is a sole source from Xylem Water Solutions USA, Inc.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to purchase one (1) RAS pump in an amount not to exceed \$31,266.40.

Attachments

- Attachment A: Xylem Water Solutions Quote dated November 18, 2019
- Attachment B: Sole Source Parts Letter from Xylem Water Solutions



**Xylem Water Solutions USA, Inc.
Flygt Products**

November 18, 2019

11161 Harrel Street
Mira Loma, CA 91752
Tel (951) 332-3669
Fax (951) 332-3679

VALLEY SANITARY DISTRICT
45 - 500 VAN BUREN ST
INDIO CA 92201

Quote # 2019-LAB-0515
Re:Valley Sanitary RAS Pumps RAS Pump #3 Replacement

Xylem Water Solutions USA, Inc. is pleased to provide a quote for the project referenced above.

3171.091-0720021 Replacement

Qty	Part Number	Description	Unit Price	Extended Price
1	3171.095-0097	Flygt Model NT-3171.095 10" volute Submersible pump equipped with a 460 Volt / 3 phase / 60 Hz 25 HP 1150 RPM motor, 613 impeller, 1 x 50 Ft. length of SUBCAB 4G25+S(2x0,5) submersible cable, FLS leakage detector, volute is prepared for Flush Valve	\$ 27,776.00	\$ 27,776.00
3171.091-0720021 Replacement Price				\$ 27,776.00
Total Project Price				\$ 27,776.00
Tax @ 8.75%				\$2,430.40
Freight Charge				\$ 1,060.00
Total Project Price				\$ 31,266.4

Terms & Conditions

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xylem.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Freight Terms: 3 DAP - Delivered At Place 08 - Jobsite (per IncoTerms 2010)

See Freight Payment (Delivery Terms) below.

Back Charges: Buyer shall not make purchases nor shall Buyer incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.





Shortages:

Xylem will not be responsible for apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Terms of Delivery: PP/Add Order Position

Terms of Payment: 100% N30 after invoice date.

Xylem's payment shall not be dependent upon Purchaser being paid by any third party unless Owner denies payment due to reasons solely attributable to items related to the equipment being provided by FLYGT.

Back Charges: Purchaser shall not make purchases nor shall Purchaser incur any labor that would result in a back charge to Seller without prior written consent of an authorized employee of Seller.

Shortages: Seller will not be responsible for any apparent shipment shortages or damages incurred in shipment that are not reported within two weeks from delivery to the jobsite. Damages should be noted on the receiving slip and the truck driver advised of the damages. Please contact our office as soon as possible to report damages or shortages so that replacement items can be shipped and the appropriate claims made.

Validity: This Quote is valid for thirty (30) days.

Schedule: Please consult your local Flygt Branch Office to get fabrication and delivery lead times.

Thank you for the opportunity to provide this quotation. Please contact us if there are any questions.

Sincerely,

Derek Dusome
Aftermarket Sales
Phone: 951-790-3398

derek.dusome@xylem.com

Xylem Water Solutions USA, Inc.
Flygt Products



Customer Acceptance

This order is subject to the Standard Terms and Conditions of Sale – Xylem Americas effective on the date the order is accepted which terms are available at <http://www.xyleminc.com/en-us/Pages/terms-conditions-of-sale.aspx> and incorporated herein by reference and made a part of the agreement between the parties.

A signed copy of this Quote is acceptable as a binding contract.

Purchase Orders: Please make purchase orders out to: Xylem Water Solutions USA, Inc.

Quote #: 2019-LAB-0515
Customer Name: VALLEY SANITARY DISTRICT
Job Name: RAS Pump #3 Replacement
Total Amount: \$ 31,266.40

Signature: _____ Name: _____

(PLEASE PRINT)

Company/Utility: _____ PO: _____

Address: _____ Date: _____

Phone: _____

Email: _____

Fax: _____





Xylem Water Solutions USA, Inc
Flygt Products

11161 Harrel St.
Mira Loma, CA 91752
Tel 951-790-3398
Fax 951-332-3679
Derek.dusome@xylem.com

December 3, 2019

Mr. Ryan Williams
Valley Sanitary Water District

Subject: Factory Authorized Municipal Representative for Flygt, Flygt/AC Products & Service in Southern California

Dear Mr. Williams,

This letter is to inform you that:

Xylem Water Solutions USA, Inc. - Flygt Products
11161 Harrel St
Mira Loma, CA 91752
Phone (951) 332-3669
Fax: (951) 332-3679

Is the exclusive supplier of Flygt Pumps, Mixers, Parts & Service for the Municipal market in the State of California for all southern counties including Ventura, Santa Barbara, Kern, San Luis Obispo, Los Angeles, San Bernardino, Orange, Riverside, San Diego and Imperial.

Flygt is a fully owned Xylem Inc.brand.

Xylem Inc. Flygt is confident that our Southern California Branch offices will be able to provide expert advice and service in a professional manner for any of your pumping needs.

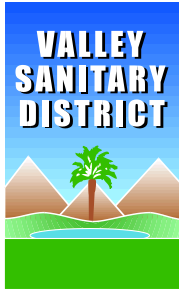
Thank you for your interest in Flygt Products.

Sincerely,


Derek Dusome

Flygt Products Aftermarket Sales Representative





**Valley Sanitary District
Board of Directors Meeting
December 10, 2019**

TO: Board of Directors

THROUGH: Beverli A. Marshall, General Manager

FROM: Ronald Buchwald, District Engineer

SUBJECT: Award Contract to Stantec, Inc. to Act as Owner’s Representative for Valley Sanitary District for the Influent Pump Station Rehabilitation

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

Executive Summary

The purpose of this report is for the Board of Directors to review the contract proposal.

Fiscal Impact

This proposal for \$387,131 will be performed in two tasks; preconstruction phase for \$147,102 and the construction phase for \$240,029. The first task is included within the FY 2019/20 Budget. The second task and the construction cost will be included as part of the FY 2020/21 Budget. The rehabilitation repair cost is estimated to be \$1,724,000. The construction award will be brought before the Board for approval prior to moving forward.

Background

In September 2018, the Board authorized the general manager to enter into a contract with Stantec, Inc. to perform an evaluation of the influent pump station and to prepare procurement documents for the recommended repairs to the internal pipe coatings within the pump station. The evaluation of the influent pump station indicated much more significant repairs are required than just the coating of the internal piping. The evaluation found that the slide gate separating the front chamber from the pumping chamber was severely corroded and needs replacement, that most of the check valves and isolation valves were in need of repair and that the coating of the internal structure as well as the internal piping was needed. The recommended repairs will require a sewer main by-pass of the influent pump station.

The extent of the repair work cannot be clearly defined without being able to do the by-pass which is significantly costly to do on a temporary basis. Stantec recommends performing the above work using the design build process. By utilizing this method, the by-pass can be installed as part of the project and then design build team can clearly define the scope of repairs and then perform the repairs as they are being designed. It is recommended that the District hire a consultant to operate as Owner’s

Representative for a project of this scope and magnitude. The Owner's Representative oversees the selection of the design build team, reviews and approves the design and construction submittals, provides inspection of the work and provides engineering support.

The District has an Indefinite Delivery / Indefinite Quantity (IDIQ) As-Needed contract with Stantec dated July 16, 2018. This project will be Task Authorization No. 3 of the IDIQ master services contract for Stantec.

Recommendation

Staff recommends that the Board of Directors authorize the General Manager to execute a professional services contract with Stantec, Inc. to act as Owner's Representative for Valley Sanitary District's to oversee a design build team that will perform the Influent Pump Station Rehabilitation in an amount not to exceed \$387,131.

Attachments

Attachment A: Letter of Proposal, Stantec, dated November 19, 2019



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

Stantec Consulting Services Inc.

Project Reference: Influent Pump Station Rehabilitation – Owner’s Representative

300 North Lake
Avenue Suite
400, Pasadena
CA 91101-4169

November 19,
2019

Attention:
Mr. Ronald
Buchwald

Dear Mr. Buchwald,

Stantec Consulting Services Inc. (Stantec), is pleased to submit this proposal to Valley Sanitary District (VSD) for preparation of Request for Qualifications from design-build teams with respect to the Progressive Design Build (PDB) for the Influent Pump Station Rehabilitation. One of the documents required is the technical memorandum prepared by Stantec entitled “Influent Pump Station Rehab Preliminary Evaluation” dated May 24, 2019.

Stantec proposes to complete this work under the Indefinite Delivery / Indefinite Quantity As-Needed Consulting Services (IDIQ) master services agreement dated July 16, 2018. Hourly rates were adjusted for project mid-point year 2021.

Stantec’s scope of services described below is divided between Preconstruction Phase and Construction Phase. It is possible that these two tasks may overlap depending on the Progressive Design Builder’s sequence of work.

Following is a brief summary of our proposed scope of services, schedule, and fee.

Scope of Services

Task A – Preconstruction Phase

Preconstruction covers all work to review designs and support the District while the Progressive Design Builder develops the detailed design documents. As noted above, It is possible that the Progressive Design Builder may elect to proceed with the work required to bypass the existing Influent Pump Station concurrent with finalizing the design documents for the rehabilitation of this facility. Hence, Stantec’s work on the Preconstruction Phase (Task A) may overlap with the Construction Phase (Task B).

Subtask A.1 – Prepare Request for Qualifications (RFQ)

Stantec will prepare a Request for Qualifications (RFQ) to allow VSD to solicit Statements of Qualifications (SOQs) from contractor / designer teams for the required repairs. Repairs will consist of the work items described in the technical memorandum dated May 24, 2019 referenced above.

Stantec has prepared similar documents for two recent progressive design build projects as follows:

- Sustainable Water Infrastructure Project (SWIP) for the City of Santa Monica
- Hyperion Advanced Water Purification Project for the City of Los Angeles

These documents will serve as templates for preparation of the RFQ for the Influent Pump Station Rehabilitation. An outline of the RFQ contents is listed below:

1. Introduction
2. Project Description
3. Scope of Services
4. Procurement Process
 - 4.1 Valley Sanitary District Contact
 - 4.2 On-line Vendor Portal (if applicable)
 - 4.3 Procurement Schedule
 - 4.4 Design-Build Entities – define quals
 - 4.5 VSDs PM & Owners Engineer
 - 4.6 Project Reference Documents
5. Submission Format and Outline
 - 5.1 Project Understanding and Approach
 - 5.2 Key Personnel
 - 5.3 Qualifying Experience
6. SOQ Evaluation
7. Conditions Governing the Procurement

Stantec will provide electronic copies in native format where available and pdf for the RFQ documents.

Following District legal review of the draft RFQ, Stantec will incorporate comments and produce a final RFQ. It is anticipated that District staff will arrange for advertisement of the RFQ to solicit SOQs from Progressive Design Build teams.

Subtask A.2 – Evaluate Statements of Qualifications (SOQs)

Following VSD issuance of the RFQ on its standard procurement vehicle Stantec will assist VSD staff in evaluating the SOQs received. VSD may elect to select a PDB team based on its SOQ or may wish to interview one or more PDB teams. Stantec has included in its level of effort estimate two days for interviews as non-voting panel members, to provide input on the selection of a Progressive Design Build team.

Subtask A.3 – Review Basis of Design Report (BODR)

The initial task for the Progressive Design Builder will be an inspection of the Influent Pump Station to identify elements that require rehabilitation or replacement. The result of the inspection will be incorporated in the BODR.

During preparation of the BODR by the Progressive Design Builder, it is anticipated that the Progressive Design Build team will require answers to technical queries. Stantec has allocated 40 hours for this purpose.

The selected Progressive Design Builder will submit a draft BODR for review. Stantec will, in parallel with District staff, review and provide comment on the draft and final BODR.

Subtask A.4 – Review Design Submittals

Stantec anticipates reviewing four design submittals, covering the following topics:

- Influent Pump Station Deficiencies
- Influent Pump Station Bypass Plan
- Influent Pump Station Repair Plan
- Influent Pump Station Startup Plan

Subtask A.5 – Preconstruction Project Management and Meetings

Stantec will employ its standard project management procedures for project setup and monitoring. Our project management approach is “fit for size” allowing proper scaling of project management effort. This subtask includes 7 face-to-face meetings to be held at the VSD office or construction trailer on site.

Task B – Construction Phase

Task B covers all work related to support of the construction work on this project.

Subtask B.1 – Provide Construction Management and Inspection

Stantec’s estimate for this task is based on providing on-site construction management for 20 hours per week during the 31 weeks that construction is anticipated to occur, from start of construction to final punchlist.

Subtask B.2 – Provide Office Engineering Support

Stantec will provide the following support during construction as office engineering services, along with the estimated quantity of each item:

- Review Submittals / Shop Drawings (30 original submittals)
- Respond to Requests for Information (30 RFIs)
- Review PDB Construction Cost Estimates (2 estimates)
- Review Final Closeout Documents (1 set)

Subtask B.3 – Construction Project Management and Meetings

This subtask includes Stantec’s standard project management tasks. Also included are 7 face-to-face meetings to be held at the VSD office or construction trailer on site.

Schedule

Stantec will work to complete our services in an efficient and timely manner. Our team is available and committed to providing documents, reviews and responses in accordance with the draft project schedule (Attachment A).

Fee

Stantec proposes to complete the work under an hourly rate agreement. The estimated fee for Task A – Preconstruction Phase is **\$147,102.00** and for Task B – Construction Phase is **\$240,029.00**. In any event the total fee will not exceed the sum of **\$387,131.00** without prior written authorization. Proposed fee for performing the scope of services is presented in the table below.

Task No.	Description of Task	Budget Fee
A	Preconstruction Phase	\$147,102.00
A.1	Prepare RFQ's	\$31,048.00
A.2	Evaluate SOQ's	\$18,828.00
A.3	Review Basis of Design Report	\$19,296.00
A.4	Review Design Submittals	\$16,824.00
A.5	Preconstruction Project Management and Meetings	\$61,106.00
B	Construction Phase	\$240,029.00
B.1	Provide Construction Management and Inspection	\$93,746.00
B.2	Provide Office Engineering Support	\$86,427.00
B.3	Construction Project Management and Meetings	\$59,856.00
Total Fee		\$387,131.00

The labor hours and other direct costs listed in Attachment B anticipate a level of effort commensurate with anticipated requirements for each task. The work has been quantified where possible as shown in Attachment B. These hours and other costs may vary depending on the approach used by the selected Progressive Design Builder. Stantec will work with VSD to maintain control of our fees and provide "mid-course correction" notices as the project progresses.

Invoices will be submitted monthly.

We will keep you informed of the budget status and inform VSD in writing when 80% of the budget is expended for each task.

Respectfully yours,



Paul F. Wallace, PE
Principal Environmental Engineer
Phone: (626) 568-6076
Paul.Wallace@stantec.com



Venu Kolli, PE
Area Manager
Phone: (626) 568 6073
Venu.Kolli@stantec.com

By signing this proposal, Valley Sanitary District authorizes Stantec to proceed with the services herein described and the Client acknowledges that it has read and agrees to be bound by the conditions in the Master Services Agreement dated July 2018 for the IDIQ.

This proposal is accepted and agreed on the Day day of Month, Year

Per: Valley Sanitary District

Print Name & Title

Signature

**ATTACHMENT A
SCHEDULE**

**ATTACHMENT B
FEE ESTIMATE**

STAFF NOTES *December 3, 2019*

ADMINISTRATION & FINANCE

- The District office will be closed on December 24 & 25, 2019 for Christmas Eve and Christmas.
- Continuing to work with Caselle to upgrade permitting and accounting software.

ENGINEERING & MAINTENANCE

- Staff received two checks totaling \$231,163 from FEMA/CalOES for reimbursement of the temporary repair to the sewer siphon for damage caused by the February 14, 2019 storm event. Staff is continuing to work with FEMA on the reimbursement of the design and construction of the final repair.
- Staff continues to work with Carollo Engineering on the preliminary design of a new sewer siphon at Westward Ho Drive to avoid potential damage caused by future storm events. Carollo is gathering all required information to provide the Preliminary Design Report by the end of February 2020.
- Staff is continuing to work with Harris and Associates on the Collections System Rehabilitation and Maintenance project. Currently, Harris is working on putting together bid documents for the CCTV inspection of sewer mains that need special requirements or technology. They are also working with VSD staff on selecting and developing a first project to begin the rehabilitation portion of the program.
- 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.
- Field Vector crew is currently in the area of Avenue 49 and Jefferson.
- CCTV Inspection work is currently being conducted in the area of Palmwood and Clinton.

OPERATIONS

- Operations staff pressure washed aeration tanks #1, #2, and #4.
- A new variable frequency drive for Influent pump #4 was installed.
- Influent pump #6 was rebuilt.
- RAS pump #3 was sent out to be rebuilt. The manufacturer found excessive wear to the stator and rotor and staff is requesting permission to replace the pump.
- Operations, maintenance, and collections staff completed confined space and confined space rescue training.

[Back to Home](#)

- The Operations department submitted 4 nominations for the annual CORBS awards.
 1. Laboratory Person of the Year – Anna Bell
 2. Plant of the Year (Medium Size) – Valley Sanitary District
 3. Operator of the Year – Kenneth Kepley
 4. Gimmicks and Gadgets – “Pork Fork”

The “Pork Fork” is a pig tail shaped gadget fabricated by VSD staff to unclog the slurry pump on the dredge.





VALLEY SANITARY DISTRICT DEVELOPMENT SERVICES REPORT

3-Dec-19

Plan Check in Progress
Inspection in Progress
New Project

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Accessory Dwelling Unit - 81069 Carefree Drive	81069 Carefree Drive	Plans submitted for accessory dwelling unit. Plans approved and returned to the City 3/5/19.	Waiting for owner to process permit paperwork.
AM Tax Service TI	45561 Oasis Street/Requa	Plans submitted for TI of existing building. Plans approved and returned to the City 3/28/19.	Waiting for owner to process permit paperwork.
Animal Samaritans - TI	42150 Jackson Street, Ste's 105-106	Plans submitted for building TI. Completed 2nd plan check and returned to the City 10/9/19.	Perform 3rd plan check upon plan resubmittal.
Bel Cielo - Tr 32425	West of Clinton South of Ave 44	Model homes. No plan check is required. Permit and Inspection fees need to be paid. Issued permit 3840 on 9/13/19.	Inspect work improvements as scheduled.
Bravo Commercial Building	46331 Commerce Street/Van Buren Street	Plans submitted for new building. Plans approved and returned to the City 5/10/17. Issued permit 3805 on 3/6/19.	Inspect work improvements as scheduled.
Buzzbox	42625 Jackson Street #112	Plans submitted 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.
Chevron/Circle K	42250 Jackson Street/Showcase Parkway	Plans submitted for new Valero gas station/Circle K. Plans approved and returned to the City 1/10/19. Issued permit 3811 on 6/11/19.	Inspect work improvements as scheduled.
Citadel RV Storage-Phase 1	83667 Dr. Carreon Blvd/Calhoun Street	Plans submitted for construction of new RV storage facility. Completed 3rd plan check and returned to the City 10/31/19.	Perform 4th plan check upon plan resubmittal.
Clinica Medica Del Valle	45677 Oasis Street/Requa	Plans submitted for existing building TI. Plan approved and returned to the City 11/16/18.	Waiting for owner to process permit paperwork.
DFC Tax Center TI	44100 Jefferson Street #E505	Plans submitted for TI of existing building. Plans approved and returned to the City 3/20/19. Issued permit 3835 on 8/22/19.	Inspect work improvements as scheduled.
Donuts Bistro	82151 Avenue 42, Ste 104	Plans submitted for construction of new restaurant. Plans approved and returned to the City 8/28/19.	Waiting for owner to process permit paperwork.
Dunn Edwards Paint Store	81921 Hwy 111/Las Palmas	Plans submitted for new retail building. Completed 1st plan check and returned to applicant 10/3/19.	Perform 2nd plan check upon plan resubmittal.
East County Detention Center - Phase 1 Demolition. Phase 2 - Detention Center Design and Construction	Hwy 111 & Oasis	Received demolition plans on 9/16/13. Returned to consultant. Received conformed set of demolition plans on 12/5/13. Jail Expansion plans have been reviewed for 2nd plan check and returned on 10/1/14. Completed 4th plan check 11/07/2014, Art requested VSD not send 4th plan check back until he coordinates with the civil engineer. Plan Check is complete. Permit Fees paid 7/13/15. Issued permit 3510 on 7/23/15. Project scheduled to be complete December 2019.	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.
Five Below Retail Store TI	42350 Jackson Street	Plans submitted for TI. Plans approved and returned to the City 7/11/19. Issued permit 3834 on 8/21/19.	Inspect work improvements as scheduled.
Gallery at Indian Springs	Jefferson St/Westward Ho Drive	Civil plans submitted for plan check. Completed 1st plan check and returned to the Engineer 1/10/18. Completed 2nd plan check and returned to the Engineer 1/25/18. Plans approved 1/31/18.	Inspect work improvements as scheduled.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Gallery Homes Tract -Indian Palms	Monroe & Avenue 50	Gallery Homes has recently purchased the 106 lots. Staff has inspected the site and prepared a list of improvements that need to be made prior to issuing connection permits. Plans submitted for home plans. Reviewed 1st plan check and returned back to the city on 6/4/2014. 2nd plan check returned to city 7/7/14. Model plans approved and returned to the City 8/22/14. New homes currently under construction.	Inspect work improvements as scheduled.
George Fregoso SFD	46600 Padua Circle	Plans submitted for new SFD. Completed 1st plan check and returned to the applicant 9/9/19.	Perform 2nd plan check upon plan resubmittal.
Gurdwara Sahib Temple - TI	82740 Atlantic Avenue	Plans submitted for building TI. Plans approved and returned to the applicant 11/21/19.	Waiting for owner to process permit paperwork.
Hampton Inn	TBD - Spectrum St/Atlantic Ave	Plans submitted for new 93 room, 4 story hotel. Completed 1st plan check and returned to the City. Plans approved and returned to the City 8/30/18. Issued permit 3776 on 10/12/18.	Inspect work improvements as scheduled.
Hampton Inn Sewer Main Extension	North West Corner of Spectrum St and Atlantic Ave	Plans submitted for the extension of a public sewer main for Hampton Inn at Atlantic Ave. Plan check fees paid 7/11/18. Completed 2nd plan check and returned plans to the engineer 8/9/18. Plans approved and returned to engineer 8/27/18.	Inspect work improvements as scheduled.
IDK Buffet Indio Blvd	82485 Indio Blvd/Arabia Street	Plans submitted for restaurant building TI. Plans approved and returned to applicant 10/7/19. Issued permit 3843 on 10/8/19.	Inspect work improvements as scheduled.
Indian Water RV Community Bldg.	47202 Jackson Street	Plans submitted for new community building. Completed 1st plan check and returned to applicant. 9/25/19.	Perform 2nd plan check upon plan resubmittal.
Indio Behavioral Health Hospital	81655 JFK Court	Civil plans submitted for new mental health facility. Completed 1st plan check and returned to the engineer 12/2/19.	Perform 2nd plan check upon plan resubmittal.
Indio Mall Fire Rebuild	82011 Highway 111/Monroe Street	Plans submitted for existing building TI. Plans approved and returned to the City 8/29/18. Issued permit 3769 on 9/18/18.	Inspect work improvements as scheduled.
Indio Palms Sewer Main Extension	South East Corner of Avenue 42 and Monroe St	Plans submitted for the extension of a private sewer main for Indio Palms at Spectrum Street. Plan check fees paid 2/1/18. Completed 1st plan check and returned plans to engineer 2/21/18. Completed 2nd plan check and returned plans to engineer 3/20/18. Plans approved and returned to engineer 5/10/18.	Waiting on developer bonds for sewer agreement.
Jackson Street Liquor Store	44350 Jackson Street/Ruby Avenue	Plans submitted existing building TI. Plans approved and returned to the City 4/29/19. Issued permit 3829 on 7/26/19.	Inspect work improvements as scheduled.
John Nobles Apartments	TBD - Rubidoux Street/John Nobles Ave	Plans submitted new apartment complex. Completed 1st plan check and returned to the City 2/27/19.	Perform 2nd plan check upon plan resubmittal.
Kennedy School Bldg Additions	45100 Clinton Street	Plans submitted for new building additions. Completed 1st plan check and returned to the applicant 11/6/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg B4 - TI	82855 Market Steet, Bldg B4	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg F6 - TI	82855 Market Steet, Bldg F6	Plans submitted for building TI. Completed 1st plan check and returned to applicant 8/14/19.	Perform 2nd plan check upon plan resubmittal.
Market Street Business Park Bldg H8 - TI	82855 Market Steet, Bldg H8	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Market Street Business Park Bldg J10 - TI	82855 Market Steet, Bldg J10	Plans submitted for building TI. Plans approved and returned to the City 8/20/19.	Waiting for owner to process permit paperwork.
Maya Cinemas	82900 Avenue 42/Jackson Street	Plans submitted for construction of new building for theater. Completed 2nd plan check and returned to the City 10/16/19.	Perform 3rd plan check upon plan resubmittal.
Mex-American Tax Services	44250 Monroe St./South of Indio Blvd	Plans submitted for an office addition, Returned 1st plan check back to City on 1/21/2014. Received 2nd submittal 3/13/2014. 2nd plan check completed and returned to the city on 3/31/2014. Received 3rd submittal 4/21/14. Reviewed, approved and returned plans back to the city on 5/15/2014. Issued permit 3518 on 8/4/15. Permit expired with the City.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 30	Plans submitted for casita addition and storage building. Plans approved and returned to the City 2/28/19.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 57	Plans submitted for casita addition and storage building. Plans approved and returned to the applicant 10/24/19. Issued permit 3846 on 10/24/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 105	Plans submitted for casita addition and storage building. Plans approved and returned to the City 7/1/19.	Waiting for owner to process permit paperwork.

PROJECT NAME	STREET ADDRESS / CROSS STREET	CURRENT PROJECT STATUS	NEXT ACTION ITEM
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 145	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3849 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 170	Plans submitted for casita addition and storage building. Plans approved and returned to the City 6/7/18.	Waiting for owner to process permit paperwork.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 198	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/27/18. Issued permit 3748 on 5/18/18.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 225	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/8/19. Issued permit 3814 on 5/8/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 305	Plans submitted for casita addition and storage building. Plans approved and returned to the City 4/18/19. Issued permit 3819 on 5/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 318	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/23/19. Issued permit 3820 on 6/3/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 320	Plans submitted for casita addition and storage building. Plans approved and returned to the City 5/9/19. Issued permit 3848 on 10/29/19.	Inspect work improvements as scheduled.
Motorcoach CC - Casita Addition	80501 Avenue 48, Lot 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.
One Stop Shop Grease Interceptor Install	84051 Indio Blvd/Van Buren Street	Preliminary plan submitted for grease interceptor TI 4/19/19. Completed 1st plan check and returned to owner's representative 4/30/19.	Perform 2nd plan check upon plan resubmittal.
Ono Hawaiian BBQ	42550 Jackson Street/ Avenue 42	Plans submitted for new retail building. Completed 1st plan check and returned to applicant 11/7/19.	Perform 2nd plan check upon plan resubmittal.
Paradiso Tract 31815	East of Monroe North of Ave 41	Model homes. No plan check is required. Permit and Inspection fees need to be paid.	Perform inspection upon payment of required fees.
Parcel Map 36215	Dr. Carreon west of Van Buren	Civil plans submitted for 1st plan check. Plans approved and returned to the Engineer 1/18/18. Issued permit 3718 on 1/23/18.	Inspect work improvements as scheduled.
Raspados Esmeralda - TI	81106 Hwy 111, 4B/Madison Street	Plans submitted for building TI. Plans approved check and returned to the City 7/11/19.	Waiting for owner to process permit paperwork.
Raspados Esmeralda - TI	83066 Hwy 111 Ste's A&B/Jackson Street	Plans submitted for building TI. Plans approved check and returned to the applicant 11/26/19.	Waiting for owner to process permit paperwork.
Renovar Assisted Living - TI	82380 Miles Avenue/Palm Street	Plans submitted for building TI. Completed 1st plan check and returned to the City 6/5/19.	Perform 2nd plan check upon plan resubmittal.
Sater's Apartment Complex / Avenue 44 Easement	Between Avenue 44 & Market St West of Jackson	VSD met with the Developer of an apartment complex and discussed sewer main connection options for the developer to tie into. Plans submitted for 6 building, 60 unit apartment complex. 3rd plan check returned to city 6/28/16. Plan approved and returned to the City 5/18/17. bonds and development agreement have been signed and recorded. Waiting for developer to finalize easement and permit project.	Waiting for owner to process permit paperwork.
Shadow Hills Plaza Ste F-102 TI	82900 Avenue 42/Jackson St	Plans submitted for existing building TI. Completed 1st plan check and returned to the City 6/15/18.	Perform 2nd plan check upon plan resubmittal.
Showcase Indio Pad 5	42225 Jackson Street	Plans submitted for new shell building. Completed 1st plan check and returned to applicant 9/18/19.	Perform 2nd 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.	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.	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.
Tower Market Gas Station	84417 Indio Blvd, Avenue 48	Plans submitted for gas station and convenience store. Plans approved and returned to the City 1/29/19. Issued permit 3803 on 2/4/19.	Inspect work improvements as scheduled.
Ulta Beauty Supply - TI	42300 Jackson Street/Avenue 42	Plans submitted for building TI. Plans approved and returned to the City applicant 11/21/19.	Waiting for owner to process permit paperwork.
Ulta Beauty/Five Below Bldg	42300 Jackson Street/Avenue 42	Plans submitted for new building. Plans approved and returned to the City 4/29/19. Issued permit 3818 on 5/22/19.	Inspect work improvements as scheduled.
VIP Urgent Care - TI	81930 Hwy 111/Monroe	Plans submitted for building TI. Plans approved and returned to the City 6/25/19. Issued permit 3844 on 10/23/19.	Inspect work improvements as scheduled.

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

Item 6a

Account Description	Current Month	Fiscal YTD	Annual Budget	% Expended	Balance
Operating Expenses					
Salaries	203,554	797,192	2,615,000	30 %	1,817,808
Callout	267	6,512	9,000	72 %	2,488
Group dental/vision	1,795	7,325	30,500	24 %	23,175
Group disability	1,040	4,269	13,750	31 %	9,481
Group health	31,454	128,228	440,700	29 %	312,472
Group life	482	1,967	6,650	30 %	4,683
Longevity	2,677	10,846	37,000	29 %	26,154
Overtime	963	6,575	19,500	34 %	12,925
Payroll taxes	15,161	62,847	205,200	31 %	142,353
Retirement	19,377	76,663	269,500	28 %	192,837
Standby	2,672	10,842	38,000	29 %	27,158
Workers comp	3,678	14,524	47,400	31 %	32,876
Certifications	214	817	8,794	9 %	7,977
Chemicals	31,045	137,285	383,770	36 %	246,485
Clothing/Safety	1,598	7,912	39,625	20 %	31,713
Comprehensive insurance	23,621	94,485	296,500	32 %	202,015
Contract services	15,369	88,812	417,110	21 %	328,298
County charges	55	98	22,000	0 %	21,902
Directors' fees	6,300	18,550	36,500	51 %	17,950
Electricity	41,629	179,686	519,000	35 %	339,314
Gas/Oil	3,098	8,416	52,000	16 %	43,584
Memberships/Subscriptions	11,102	18,388	32,860	56 %	14,472
Natural gas	155	559	5,000	11 %	4,441
Office expense	939	3,373	16,000	21 %	12,627
Operating supplies	6,624	38,531	160,500	24 %	121,969
Other expenses	775	6,093	35,000	17 %	28,907
Permits & fees	13	18,857	88,450	21 %	69,593
Pretreatment	0	0	1,000	0 %	1,000
Professional/Legal	37,776	73,325	269,230	27 %	195,905
Publications	8	811	4,500	18 %	3,689
Repairs/Maintenance	40,627	168,647	592,200	28 %	423,553
Research & monitoring	4,348	22,407	92,800	24 %	70,393
Small tools	0	14,873	31,500	47 %	16,627
Telephone	1,195	5,451	19,500	28 %	14,049
Trash collection	2,272	9,881	35,000	28 %	25,119
Travel/Mtgs/Ed	403	34,500	81,250	42 %	46,750
Water	1,740	6,789	28,500	24 %	21,711
Total Expenses	514,028	2,086,336	7,000,789	30 %	4,914,453

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

<u>Account Description</u>	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Budget</u>	<u>% Expended</u>	<u>Balance</u>
Capital Expenses					
Capital O & M Fund 11	21,528	87,013	235,000	37 %	147,987
Capital Replacement Fund 12	66,020	181,681	2,469,410	7 %	2,287,729
Capital Improvement Fund 13	0	0	40,000	0 %	40,000
Total Capital Expenses	87,548	268,694	2,744,410	10 %	2,475,716

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Valley Sanitary District
Monthly Income Summary
 October 2019 (UNAUDITED)

Item 6b

	<u>Current Month</u>	<u>Fiscal YTD</u>	<u>Annual Projection</u>	<u>% Received</u>	<u>Balance</u>
Revenues					
Sewer Service Chgs-Current	\$0	\$10,587,858	\$11,144,678	95 %	\$556,820
Sewer Service Chgs-Penalties	\$0	\$0	\$1,000	0 %	\$1,000
Permit & Inspection Fees	\$1,920	\$6,020	\$20,000	30 %	\$13,980
Plan Check Fees	\$1,000	\$3,750	\$10,000	38 %	\$6,250
Other Services	\$0	\$0	\$1,800	0 %	\$1,800
Sale of Surplus Property	\$523	\$5,748	\$0	0 %	(\$5,748)
Taxes - Current Secured	\$0	\$0	\$700,000	0 %	\$700,000
Taxes - Current Unsecured	\$22,054	\$22,054	\$25,000	88 %	\$2,946
Taxes - Prior Secured	\$0	\$0	\$6,000	0 %	\$6,000
Taxes - Penalties	\$0	\$0	\$1,500	0 %	\$1,500
Supple Prop. Taxes - Current	\$0	\$0	\$7,000	0 %	\$7,000
Supple Prop. Taxes - Prior	\$0	\$0	\$3,200	0 %	\$3,200
Homeowners Tax Relief	\$0	\$0	\$6,000	0 %	\$6,000
Interest Income	\$102,953	\$78,173	\$300,000	26 %	\$221,827
Unrealized gains (losses)	\$0	\$1,042	\$0	0 %	(\$1,042)
Non-Operating Revenues - Fnd 11	\$0	\$138	\$500	28 %	\$362
Interest Income	\$141,798	\$102,814	\$0	0 %	(\$102,814)
Connection Fees	\$79,948	\$304,348	\$1,100,000	28 %	\$795,652
Interest Income	\$35,543	\$26,251	\$120,000	22 %	\$93,749
Total Revenues	\$385,739	\$11,138,197	\$13,446,678	83 %	\$2,308,481

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